

City of Plainwell



Rick Brooks, Mayor
Lori Steele, Council Member
Brad Keeler, Council Member
Todd Overhuel, Mayor Pro-Tem
Roger Keeney, Council Member

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Page Address: www.plainwell.org

“The Island City”

AGENDA City Council – Monday January 11, 2016 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 12/28/15 Regular Meeting.**
6. **General Public/County Commissioner Report**
7. **Agenda Amendments**
8. **Mayor's Report**
9. **Recommendations and Reports:**
 - A. **Health and Safety Assessment Proposal**
Council will consider a proposal from GHD to conduct a Health and Safety Assessment.
 - B. **Marketing the Former Plainwell Paper Mill Property**
Council will consider authorizing the City Manager to market available properties on the mill site.
10. **Communications:** The 12/31/15 Investment and 12/31/15 Fund Balance reports.
11. **Accounts Payable - \$435,016.84**
12. **Public Comments**
13. **Staff Comments**
14. **Council Comments**
15. **Adjournment**

Note: All public comment limited to two minutes, when recognized please rise and give your name and address

SUMMARY
Plainwell City Council
December 28, 2015

1. Mayor Brooks called the regular meeting to order at 7:01 PM.
2. Scott Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present Brooks, Steele, Keeney, Overhuel, and Keeler. Absent: None.
5. Approved Minutes/Summary of 12/14/2015 Regular meeting.
6. Added Item D to the agenda to consider listing the Harding's building.
7. Re-appointed Marsha Keeler to the Parks & Trees Board and Chris Slinkman to the Planning Commission.
8. Accepted the 2016-2035 Water Fund Capital Improvement Program.
9. Adopted Resolutions 16-01 through 16-05 for Ordinance Enforcement Officers, 2016 Council Meeting dates, 2016 Employee Holiday dates, Street Flag dates and street closures.
10. Approved the City Manager to enter into an agreement to list the Harding's building with Signature Associates.
11. Accepted and placed on file the November 2015 DPS Report.
12. Approved Accounts Payable for \$327,692.17.
13. Adjourned the meeting at 7:16 pm.

Submitted by,
Brian Kelley
City Treasurer/Deputy City Clerk

The City of Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell City Council
December 28, 2015

1. Mayor Brooks called the regular meeting to order at 7:01 PM.
2. Invocation: Was given by Scott Smail of the Lighthouse Baptist Church
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Overhuel, Councilman Keeney, Councilwoman Steele, and Councilman Keeler. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, supported by Keeler, to accept and place on file the Council Minutes and Summary of the 12/14/2015 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public / County Commissioner:
None.
7. Agenda Amendments:
Amended the agenda to add item D – Harding’s Commercial Listing.
A motion by Overhuel, seconded by Steele to amend the agenda. On a voice vote, all in favor. Motion passed.
8. Mayor’s Report
None.
9. Recommendations and Reports:
 - A. Council considered re-appointing Marsha Keeler to the Parks & Trees Board and Chris Slinkman to the Planning Commission.
A motion by Keeney, seconded by Steele, to reappoint the members to the various boards and commissions as presented. On a voice vote, all in favor. Motion passed.
 - B. Superintendent Updike discussed a 20-year capital improvement program for the water infrastructure. He noted that while the city plans substantial improvements to the water system over the year, priorities will change and that the program being presented is to be used as a guide for budgeting and management decisions, and was developed based on a 2014 Water Reliability Study prepared by Fleis & Vandenbrink, the city’s engineering firm. It was noted that the current water fund bonds will be paid off in 2019 at which time the city may consider doing another bond issue to fund improvements to the water tower and for the installation of water meters that can be read by radio technology.
A motion by Overhuel, seconded by Steele to accept the 2016-2035 Water Fund Capital Improvement Program as presented. On a voice vote, all in favor. Motion passed.

- C. A motion by Steele, seconded by Keeler, to adopt Resolutions 16-01 through 16-05 for Ordinance Enforcement Officers, 2016 Council meeting dates, 2016 Employee Holiday dates, Street Flag dates and street closures. On a voice vote, all voted in favor. Motion passed.**
- D. City Manager Wilson reported that the city closed on the purchase of the former Harding's supermarket building and that staff is working to fill that location. He reported that he has been in discussions with representatives from Signature Associates, a real-estate firm in Kalamazoo, about marketing the property for sale. It was noted that Signature Associates would solicit a 6% fee should they broker a deal for the sale of the property. City Manager Wilson is seeking approval from Council to enter into an agreement to list the property for sale with Signature Associates.**
A motion by Keeney, seconded by Steele, to authorize the City Manager to enter into an agreement to list the Hardings building for sale with Signature Associates. On a voice vote, all voted in favor. Motion passed.

10. Communications:

A motion by Steele, seconded by Overhuel to accept and place on file the November 2015 DPS report. On a voice vote, all in favor. Motion passed.

11. Accounts Payable:

A motion by Keeler, supported by Keeney that the bills be allowed and orders drawn in the amount of \$327,692.17 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments

None

13. Staff Comments

Superintendent Updike noted that his crew is working to keep up with the ice storm.

Director Bomar that a utility transformer was being trucked through town Tuesday morning the 29th, and that traffic would be delayed while the delivery was being made through town. The transformer was to be built at the utility station on Riverview Drive and transported to its final location in Almena Township.

Treasurer Kelley wished everyone a safe and happy New Year.

14. Council Comments:

None

15. Adjournment:

A motion by Steele, supported by Overhuel to adjourn the meeting at 7:16 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully

Submitted by,

Brian Kelley, City Treasurer/Deputy City Clerk



December 1, 2015

Reference No. 11034002

Mr. Erik Wilson
City Manager
City of Plainwell
141 N. Main Street
Plainwell, MI 49080

Dear Mr. Wilson:

Re: Proposal for Health and Safety Assessment Services

1. Introduction

GHD Services Inc. (GHD) is pleased to submit this proposal to provide Health and Safety (H&S) assessment services assistance to the City of Plainwell. This proposal is based on our recent meeting and overall understanding of the City of Plainwell's needs and expectations.

2. Statement of Understanding

GHD recognizes that the City of Plainwell is seeking a qualified firm to provide an H&S assessment of the current operations and determine general compliance with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations and associated standards incorporated by reference.

Based on our understanding of the City of Plainwell goals and objectives, GHD has identified the following approach and scope of work outlined below.

3. Scope of Work

GHD will conduct an evaluation of the current status of the H&S programs and implementation at the City of Plainwell locations to include the water treatment plant, general construction equipment/facility and Department of Public Works' offices. GHD will accomplish this in a three task approach as outlined below.

Task I – Written H&S Program and Procedures

GHD will conduct a desktop review of the current H&S written required programs and/or procedures as applicable to the City of Plainwell operation. The H&S program review will be conducted to evaluate compliance with the MIOSHA requirements.

In order for GHD to be efficient and cost effective in this overall assessment process, we will need to have our pre-audit survey located in Attachment A completed and returned one week prior to our site visit. Upon our review of the survey, GHD will prepare and provide to the City of Plainwell a list of documentation that will need to be available on-site for our review. The documentation will include but not limited to written programs, inspection and training records, etc.

Task II – H&S Program Implementation (Site Review)

GHD will conduct a one-day H&S assessment for the City of Plainwell locations to determine general compliance and implementation with the applicable MIOSHA regulations. The H&S review will include the following:

- Conduct an initial meeting with City personnel to discuss the purpose of the review, identify key facility contacts and individuals who are available to be interviewed, and review of applicable documents
- Conduct a facility inspection including review of operations and general conditions of the facility
- Review of available records regarding training, accidents (OSHA 300 Log) and applicable forms/checklists and required recordkeeping documentation
- Interview of individuals, to the extent practicable, familiar with the operating practices at the facility
- Personnel observations of employee work practices

Upon conclusion of the assessment process, GHD will conduct an exit briefing with key City personnel to discuss the findings of the assessment and evaluation.

Task III – H&S Assessment Report

An H&S assessment report will be forwarded to you within two weeks of completing the on-site evaluation. The report will include the following:

- An Executive Summary
- Summary table listing the H&S topic and regulatory reference within a specific OSHA standard
- Conclusions and Recommendations

4. Project Management and Staff

Mr. Wayne Bauman

Mr. Bauman will serve as the Project Manager. His role will include direct communication with the City to insure the scope is well understood by all parties, participation in the site assessment, and review of all reports.

Mr. Christopher Andrews, BS

Mr. Andrews will serve as the project coordinator and lead H&S assessor for this project. He is an Associate with GHD and currently serves as one of the senior managers for GHD's Safety and

Industrial Hygiene Group. Mr. Andrews has over 25 years of experience in providing EHS consulting services that includes EHS training and management, EHS management systems, audit and assessment programs, regulatory interpretation and compliance strategies, risk-based hazard management, and industrial hygiene programs.

5. Schedule and Cost

GHD will provide these services for a lump sum of **\$3,475**. The fee includes conducting the assessment and report.

If you find this proposal acceptable, please contact us to proceed. If you prefer to issue a purchase order or other written authorization, please reference this proposal as part of the contract document.

Upon your review, if you have any questions regarding this proposal, please contact me at (269) 685-5181.

Sincerely,

GHD

A handwritten signature in black ink, appearing to read 'W. Bauman', followed by a long horizontal line extending to the right.

Wayne Bauman

Vice President

Cc: Chris Andrews, GHD



PRE-AUDIT HEALTH AND SAFETY SURVEY

DECEMBER 1, 2015
REF. NO. 11034002

Prepared by:
GHD

2055 Niagara Falls Blvd, Suite 3
Niagara Falls, New York 14304

web: <http://www.GHD.com>

GENERAL FACILITY INFORMATION

Facility Description:

Company/Municipality Name:		
Location:		
Address 1:		
Address 2:		
City:		State:
County:		
Facility Manager:		Phone:
Environmental & Safety Contact:		Phone:
Year facility was constructed:		
Total Property size:		
Building size(s) (Square Feet):		
SIC/NAICS Codes:		

Number of Employees:

Hourly:	
Management:	
Total:	

Operations:

No. of days/week:	
No of shifts:	

Brief description of plant operations and/or final product(s):

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HEALTH AND SAFETY MANAGEMENT

Health and Safety Performance

Have you received any regulatory citations (e.g., Federal or State OSHA) in the last 3 years?

Yes No

If yes, please explain.

Please provide your OSHA 300 Form information for the last 3 years as follows:

- Total Recordable Injury/Illness Rates (TRIR)
*(Calculation of TRIR = Total Injuries and Illnesses * 200,000 / Total Employee Hours)*
- Lost Time Injury/Illness Rates (LTIR)
*(Calculation of LTIR = Total Lost Work Cases * 200,000 / Total Employee Hours)*

<i>TRIR</i>	<i>LTIR</i>	<i>Employee Hours Worked</i>	<i>Year</i>
-------------	-------------	------------------------------	-------------

Health and Safety Programs and Procedures

Do you have or provide:

Health and Safety Policy. *If Yes, please have a copy available during the audit.*

Yes No

Do you have a written Health and Safety Program?

Yes No

If yes, does the program address the following key elements:

Management commitment and expectations

Yes No

Employee participation

Yes No

Accountabilities and responsibilities for managers, supervisors, and employees

Yes No

Hazard recognition and control

Yes No

Employee training

Yes No

Does the program include specific written directions or procedures such as:

- | | | | |
|---|-----------------------------|------------------------------|-----------------------------|
| (a) Injury and Illness Reporting/Recording and Investigations | NA <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Near Miss and Unsafe Conditions Reporting | NA <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Motor Vehicle Safety | NA <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Electrical Safety | NA <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) Personal Protective Equipment | NA <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

- | | | | | | | | |
|-----|--|----|--------------------------|-----|--------------------------|----|--------------------------|
| (f) | Portable Electrical/Power Tools | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (g) | Equipment Grounding Assurance | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (h) | Compressed Gas Cylinders | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (i) | Fire Protection | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (j) | Powered Industrial Vehicles (Forklifts) | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (k) | Housekeeping | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (l) | Material Handling (e.g., Cranes and Rigging) | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (m) | Excavation Safety and Competent Persons | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (n) | Emergency Preparedness, including evacuation plans | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (o) | Aerial / Elevated Work Platforms | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (p) | Tree cutting/clearing | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (q) | Other: _____ | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Do you have written programs for the following:

- | | | | | | | |
|---|----|--------------------------|-----|--------------------------|----|--------------------------|
| Hearing Conservation | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Respiratory Protection | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Hazard Communication | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Control of Hazardous Energy (Lockout/Tagout) | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Bloodborne Pathogen Exposure Control | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Personal Protective Equipment (including Hazard Assessments) | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Confined Space Entry | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Fall Protection | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Electrical Safety/Arc Flash | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Job Hazard/Safety Analysis (JHA/JSA) | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Site Safety Inspection/Audits | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Program to support the contractor requirements of the OSHA Process Safety Management of Highly Hazardous Chemicals; Explosives and Blasting Agents Standard (29 CFR 1910.119) | NA | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Medical Surveillance Program:

(a) Do you conduct medical examinations for:

- | | | | | |
|----------------------------------|-----|--------------------------|----|--------------------------|
| • Pre-placement | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Pre-placement Job Capability | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Hearing Function (Audiogram) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Respiratory-Pulmonary Function | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Equipment and Materials:

Do you have any of the following equipment or self-perform work using this equipment?

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| (a) Powered industrial trucks (e.g., forklifts) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (b) Overhead cranes | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (c) Hoisting equipment/slings | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| (d) Personnel lifts | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

- (e) Bucket trucks Yes No
- (f) Chainsaws Yes No
- (g) Do you maintain the applicable inspection and maintenance certification records for operating equipment? Yes No

Subcontractors:

- (a) Do you use health and safety performance criteria in selection of subcontractors? Yes No
- (b) Do you evaluate the ability of subcontractors to comply with applicable health and safety requirements as part of the selection process? Yes No
- (c) Do your subcontractors have a written Health and Safety Program? Yes No
- (d) Do you require your subcontractors to receive a safety orientation prior to working in the facility? Yes No

Health and Safety Training

Health and Safety Orientation:

- (a) Do you have a Health and Safety Orientation Program for new hires? Yes No

Training Records:

- (a) Do you have health and safety training records for your employees that can be provided upon request? Yes No
- (b) Do the training records include the following:
- Employee identification Yes No
 - Date of training Yes No
 - Name of course Yes No
- (c) How do you verify understanding of training? (Check all that apply)
- Written test Job Monitoring
- Oral test Other (List): _____
- Performance test

General Health and Safety Management

Fire Protection Equipment (mark all that apply):

- Automatic sprinklers
- Fixed extinguishing systems
- Fire detection systems
- Fire alarm systems

Presence of on-site laboratories (mark all that apply):

- Clinical/biological
- Quality control
- R&D
- None of the above

Medical services at site:

- Yes
- No

Work with any of the following sources (mark all that apply):

- Non-ionizing radiation
- Ionizing radiation
- Lasers
- Chromium containing materials (chromic acid, chromates, stainless steel)
- Lead containing materials

Presence of the following (mark all that apply):

- Fire brigade
- Emergency response team

Store flammable liquids in any of the following (mark all that apply):

- Bulk storage tanks
- Inside storage areas/rooms
- Outside storage buildings
- Warehouse

Dispense flammable liquids:

- Yes
- No

Conduct spray painting operations:

- Yes
- No

Asbestos survey conducted of facility

- Yes
- No

Asbestos Operations & Maintenance Plan in place?

- Yes
- No
- Not necessary because asbestos not present

New and modified processes reviewed for occupational, safety, and health issues:

- Yes
- No

Facility subject to OSHA's Process Safety Management Standard:

- Yes
If yes, identify chemicals subject to PSM: _____
- No

Are employees exposed to dust/fumes/silica/gaseous vapors:

- Yes
If yes, identify which: _____
- No

Additional comments regarding health and safety or areas you would like more information on:

[Empty text box for additional comments]

CITY OF PLAINWELL

ESTIMATED CASH BALANCE/FUND BALANCE REPORT

MONTH ENDED: **12/31/2015**

% OF FISCAL YEAR: **50.27%**

FUND	AUDITED FIGURES AS OF MOST RECENT AUDIT *		CURRENT YEAR PERFORMANCE - UNAUDITED ***		ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	ACTUAL CASH BALANCES - END OF MONTH - RECONCILED	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
	CASH BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
General	361,767	343,352	1,430,196	1,064,624	708,924	702,153	2,052,809	51.86%
Major Streets	201,844	118,812	72,692	172,976	18,527	131,899	260,746	66.34%
Local Streets	42,664	1,567	56,164	107,098	(49,367)	6,358	214,404	49.95%
Solid Waste	3,286	268	150,877	91,529	59,616	59,177	158,550	57.73%
Fire Reserve	154,483	154,483	77,594	29,430	202,647	202,647	78,922	37.29%
Airport	62,509	60,067	29,937	50,468	39,536	32,616	85,997	58.69%
Revolving Loan	15,982	60,192	7,249	20,802	46,639	2,428	24,000	86.68%
Capital Improvement	2,587	2,587	87,556	36,437	53,706	53,706	89,097	40.90%
Brownfield BRA	38,101	26,158	49,628	55,300	20,486	20,425	104,760	52.79%
Tax Increment TIFA	52,754	51,425	42,981	18,531	75,876	75,876	34,432	53.82%
Downtown DDA	21,559	18,150	36,874	22,071	32,953	33,793	44,636	49.45%
Sewer	662,249	751,521	633,027	695,419	689,129	568,255	1,368,338	50.82%
Water	309,160	307,411	253,371	306,669	254,113	241,193	534,412	57.38%
Equipment	181,286	172,023	134,471	160,976	145,518	147,475	300,253	53.61%
OPEB**	80,860	80,860	26,879	11,043	96,696	96,696	34,954	31.59%
	2,191,091	2,148,876	3,089,496	2,843,374	2,394,998	2,374,696	5,386,310	52.79%

* - Amounts taken from audited financial statements as of June 30, 2015

** - OPEB listing on this worksheet is included in the General Fund for financial statement purposes

*** - These amounts are taken directly from the End of Month Financial Statement provided to Council

Erik J. Wilson, City Manager		Brian Kelley, City Treasurer	
I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.		I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.	
Insert Signature: Erik Wilson	<small>Digitally signed by Erik Wilson DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org Date: 2016.01.08 13:56:40 -0500</small>	Insert Signature: Brian Kelley	<small>Digitally signed by Brian Kelley Date: 2016.01.07 09:37:25 -0500</small>

Investment Activity Report



"The Island City"

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 12/31/2015

Brian Kelley, City Treasurer

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2016.01.07 09:37:46 -05'00'

	Investment Type	CUSIP	Principal Purchase	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	PNC Savings Account	N/A	\$985,444	PNC Bank	Lisa Carriveau - 269.276.4310	12/30/15		0.20%	
2	Pooled Investment	N/A	\$0	Michigan Class	Rich Garay - 734.604.1494			0.25%	
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total Investments: \$985,443.68 (included in cash amounts below)

Average Yield: 0.20%

Cash Activity for the Month

Cash, beginning of month: \$2,564,994.62

Cash, end of month: \$2,374,696.36

Erik J. Wilson, City Manager

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org
Date: 2016.01.08 13:55:42 -05'00'

** Funds 701 and 703 not included - Trust & Agency

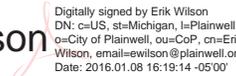
01/08/2016

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 12/23/2015 - 01/15/2016

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank APPNC PNC Accounts Payable Checking					
12/23/2015	7768	002699	GARY HERBERT, TREASURER	CD INTEREST THROUGH 12/19/2015	133.21
12/30/2015	7811	000053	POSTMASTER	TO MAIL JANUARY UTILITY BILLS	371.99
12/31/2015	316(A)	AAESAACH	ALLEGAN AREA EDUCATION SVC AGENC	2015 WINTER TAX COLLECTED W/E 12/26/2015	11,616.94
12/31/2015	317(A)	ACACH	ALLEGAN COUNTY TREASURER	2015 SUM/WIN TAX/INT COLLECTED W/E 12/26	4,583.99
12/31/2015	318(A)	PCSACH	PLAINWELL COMMUNITY SCHOOLS	2015 WINTER TAX COLLECTED W/E 12/26/2015	28,572.02
12/31/2015	319(A)	RDLACH	RANSOM DISTRICT LIBRARY	2015 SUMMER TAX/INT COLLECTED W/E 12/26/	172.46
01/04/2016	325(E)	SOMEFT	STATE OF MICHIGAN	DECEMBER 2015 AIRPORT FUEL SALES TAX	37.39
01/05/2016	7812	000009	CONSUMERS ENERGY **	WR PLANT ELECTRIC DEC 2015	5,931.11
01/05/2016	7813	004182	PITNEY BOWES/PURCHASE POWER	POSTAGE ADDED TO METER	503.50
01/05/2016	7814	004220	US BANK EQUIPMENT FINANCE (COPIER)	CITY HALL COPIER EC 2015	147.00
01/06/2016	7815	002019	PRINTING SYSTEMS INC.	2015 PAYROLL/1099 TAX FORMS	75.64
01/07/2016	326(E)	PNCCC	PNC BANK (CREDIT CARD)	DECEMBER 2015 STATEMENT	4,465.92
01/08/2016	321(A)	AAESAACH	ALLEGAN AREA EDUCATION SVC AGENC	2015 WINTER TAX COLLECTED W/E 01/02/2016	98,205.45
01/08/2016	322(A)	ACACH	ALLEGAN COUNTY TREASURER	2015 SUM/WIN TAX/INT COLL W/E 01/02/2016	28,815.82
01/08/2016	323(A)	PCSACH	PLAINWELL COMMUNITY SCHOOLS	2015 WINTER TAX COLLECTED W/E 01/02/2016	202,077.27
01/08/2016	324(A)	RDLACH	RANSOM DISTRICT LIBRARY	2015 SUMMER TAX/INT COLLECTED W/E 01/02/	43.38
01/08/2016	7865	REFUND TAX	CORELOGIC REAL ESTATE TAX SERVICE	Sum Tax Refund 55-240-042-00	1,658.32
01/15/2016	320(E)	COPEFT	CITY OF PLAINWELL	CITY WATER BILLS - JANUARY 2016	469.23
APPNC TOTALS:					
Total of 18 Checks:					387,880.64
Less 0 Void Checks:					0.00
Total of 18 Disbursements:					<u>387,880.64</u>

Off Cycle Payment Authorization

Brian Kelley, City Treasurer
I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.
Insert Signature:
 Brian Kelley <small>Digitally signed by Brian Kelley Date: 2016.01.08 14:31:54 -05'00'</small>

Erik J. Wilson, City Manager
I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.
Insert Signature:
 Erik Wilson <small>Digitally signed by Erik Wilson DN: c=US, st=Michigan, is=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org Date: 2016.01.08 16:19:14 -05'00'</small>

01/07/2016 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 POST DATES 01/11/2016 - 01/11/2016
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
003036	ALLSHRED SERVICES		
	377150	SHREDDING FEES 12/31/15	52.85
TOTAL FOR: ALLSHRED SERVICES			52.85
000138	AMERICAN BUSINESS EQUIP. INC.**		
	96320	PD COPIER 11/21/15 -12/22/15	99.23
TOTAL FOR: AMERICAN BUSINESS EQUIP. INC.**			99.23
000007	BATTERIES PLUS		
	385-106039-01	BATTERIES FOR PD	440.93
	385-333479	BATTERIES FOR FIRE DEPT	11.98
TOTAL FOR: BATTERIES PLUS			452.91
000461	BOB'S HARDWARE		
	31324	HARDINGS BLDG	15.12
	31371	KEYS	11.34
	31372	FOGGER	12.99
	31378	PARTS FOR SNOW BLOWER	12.76
	31412	FOR BARRICADE BULBS	3.00
	31517	WR PARTS	18.99
	31527	#15 RADIATOR	15.98
TOTAL FOR: BOB'S HARDWARE			90.18
001423	BORGESS MEDICAL CENTER		
	32382C10634	PHYSICAL 12/15/15	70.00
	32767C10634	PHYSICAL 12/17/15	70.00
TOTAL FOR: BORGESS MEDICAL CENTER			140.00
003090	BROCK TOWING & RECOVERY		
	16720	TOWING CHEVY BLAZER	50.00
TOTAL FOR: BROCK TOWING & RECOVERY			50.00
000684	BRONNER'S		
	052819	C-9 BULBS VARIOUS COLORS & STYLES	1,364.54
	052927	C-9 BULBS VARIOUS COLORS & STYLES	292.50
TOTAL FOR: BRONNER'S			1,657.04
002482	CENTRAL ELEVATOR COMPANY INC		
	63008	DEC 2015 - JAN 2016 MAINT FREIGHT ELEVATOR	125.00
TOTAL FOR: CENTRAL ELEVATOR COMPANY INC			125.00
002116	CHARTER COMMUNICATIONS		
	2016-01	1/5/16 - 2/4/16	490.49
	2016-01 AIRPORT INTE	1/7/16 - 2/6/16 AIRPORT INTERNET	64.00
	2016-01 WR/DPW INTER	1/1/16 - 1/31/16 WR/DPW INTERNET/PHONE	98.49
TOTAL FOR: CHARTER COMMUNICATIONS			652.98
000182	CONSUMERS CONCRETE INC **		
	INV0025902	4' MANHOLE COMPLETE	1,546.00
	INV0025936	SANITARY TOP FOR A MANHOLE	175.00
TOTAL FOR: CONSUMERS CONCRETE INC **			1,721.00
000009	CONSUMERS ENERGY **		
	2015-12	DEC 2015 ELECTRIC BILLS	8,458.60
TOTAL FOR: CONSUMERS ENERGY **			8,458.60

002391	CYBERMIND INC NET-471844	1/1/16 - 2/1/16 WEBSITE FEES	49.95
TOTAL FOR: CYBERMIND INC			49.95
001415	DAN'S TREE SERVICE 002050	DEC 2015 REMOVE & TRIM TREES	450.00
TOTAL FOR: DAN'S TREE SERVICE			450.00
001669	DR HOOKS SIGNS INC 138231	NAME PLATE FOR THE GONZALES FAMILY	18.00
TOTAL FOR: DR HOOKS SIGNS INC			18.00
002030	DRUG SCREEN PLUS INC 16QTR1.1339	LAB TEST 1/5/16	49.00
TOTAL FOR: DRUG SCREEN PLUS INC			49.00
000164	ETNA SUPPLY CO INC ** S101664614.001 S101668767.001 S101668767.002	WATER PARTS & METERS PARTS H2O DEPT PARTS N MAIN STORM DRAIN	62.98 418.61 222.58
TOTAL FOR: ETNA SUPPLY CO INC **			704.17
000984	EVOQUA WATER TECHNOLOGIES LLC (SIEM 902456617	ANNUAL BIOXDE COST 80-% INVOICED TO MARTIN	7,592.76
TOTAL FOR: EVOQUA WATER TECHNOLOGIES LLC (SIEM			7,592.76
000153	FLEIS & VANDENBRINK INC ** 42074 42074A	10/31/15 - 11/27/15 SERVICES ASSITANCE WITH IPP PERMIT FLEX	1,581.75 506.68
TOTAL FOR: FLEIS & VANDENBRINK INC **			2,088.43
000140	HACH CO. ** 9711468 9713507 9719925 9722130	FLUORIDE FLUORIDE SENSOR CAP KIT SENSOR CAP KIT	168.29 274.80 252.77 600.00
TOTAL FOR: HACH CO. **			1,295.86
000134	HAROLD ZEIGLER INC ** 247334	PD CAR #4 NEW GLOVE BOX	327.93
TOTAL FOR: HAROLD ZEIGLER INC **			327.93
002566	HIEMSTRA OPTICAL 2015 GOLDEN TICKET	2015 GOLDEN TICKET PAYOUT	15.00
TOTAL FOR: HIEMSTRA OPTICAL			15.00
004205	HOEKSTRA ROOFING COMPANY 7472	MILL ROOF	585.00
TOTAL FOR: HOEKSTRA ROOFING COMPANY			585.00
002281	HOME DEPOT 2015-11 & 12	2015 NOV & DEC STATEMENT	1,896.63
TOTAL FOR: HOME DEPOT			1,896.63
000243	JIFFY PRINT ** 19516	DPW POSTAGE	38.63
TOTAL FOR: JIFFY PRINT **			38.63
000113	KAR LAB INC ** 512283 512426 512486 512487	WR SAMPLES WR SAMPLES WR SAMPLES WR SAMPLES	50.00 90.00 300.00 600.00
TOTAL FOR: KAR LAB INC **			1,040.00

001993	KERKSTRA PORTABLE RESTROOMS INC		
	87344	RESTROOM @ SHERWOOD PARK	95.00
	87345	EXTRA RESTROOM @ SHERWOOD PARK	70.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			165.00

000356	LOCK MASTER SECURITY LLC		
	6694	DPW BACK DOOR	310.00
TOTAL FOR: LOCK MASTER SECURITY LLC			310.00

001155	MARTIN SPRING & DRIVE		
	72649	DPW REPAIR TRUCK #21	82.00
TOTAL FOR: MARTIN SPRING & DRIVE			82.00

000017	MASTERCARD**		
	2015-12 CITY HALL	2015 DECEMBER MASTERCARD	480.90
TOTAL FOR: MASTERCARD**			480.90

000096	NYE UNIFORM CO INC **		
	536802	WELCHER - UNIFORM	100.42
TOTAL FOR: NYE UNIFORM CO INC **			100.42

004256	OLD DOMINION BRUSH COMPANY		
	0083298-IN	BLOWER HOUSING FOR JD6600 GIANT VAC LEAF VACUUM	2,616.39
TOTAL FOR: OLD DOMINION BRUSH COMPANY			2,616.39

000004	PLAINWELL AUTO SUPPLY INC		
	2015-12	DECEMBER 2015 STATEMENT	390.10
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			390.10

002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	4902	M-89	137.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			137.00

000053	POSTMASTER		
	2016	2016 FIRST CLASS PRESORT PERMIT	225.00
TOTAL FOR: POSTMASTER			225.00

001448	PROFESSIONAL CODE INSPECTIONS **		
	4983	DECEMBER 2015 INSPECTIONS	724.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS **			724.00

001748	REPUBLIC WASTE SERVICES		
	0249-004910512	1/1/16 - 1/31/16 DPW GARBAGE/RECYCLE	197.41
	0249-004911099	1/1/16 - 1/31/16 WR GARBAGE	196.02
TOTAL FOR: REPUBLIC WASTE SERVICES			393.43

000991	SAFETY SERVICES INC **		
	116402	WR GLOVES	332.96
TOTAL FOR: SAFETY SERVICES INC **			332.96

000011	SHOPPERS GUIDE INC **		
	2015-12	CHRISTMAS EVENTS DEC 2015	397.76
TOTAL FOR: SHOPPERS GUIDE INC **			397.76

004259	SME		
	63720	10/26/16 - 11/22/15	620.00
TOTAL FOR: SME			620.00

004135	STATE OF MICHIGAN LARA		
	00014093-2016	2016 AIRPORT UNDERGROUND STORAGE TANK #000140	100.00
TOTAL FOR: STATE OF MICHIGAN LARA			100.00

002402	STEENSMA LAWN & POWER EQUIPMENT		

	313308	SHOVEL	49.95
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			49.95

001581	TED GRUIZENGA INC **		
	2016-01	ASSESSING SERVICES FOR FISCAL YEAR 2015-2016	1,400.00
TOTAL FOR: TED GRUIZENGA INC **			1,400.00

002002	USA BLUEBOOK/HD SUPPLY FACILITIES M		
	820005	REPLACEMENT TUBES	186.39
	823498	REPLACEMENT TUBES	56.06
	827730	HYDRANT FLAG	1,287.97
TOTAL FOR: USA BLUEBOOK/HD SUPPLY FACILITIES M			1,530.42

002653	VAN MANEN OIL COMPANY		
	2003712	DIESEL FUEL 12/17/15	561.25
	2004950	REGULAR GAS 12/29/15	348.76
	2004951	DIESEL FUEL 12/29/15	373.45
TOTAL FOR: VAN MANEN OIL COMPANY			1,283.46

REFUND UB	VANORDER, CARA		
	01/06/2016	UB refund for account: 01-00008300-04	27.30
TOTAL FOR: VANORDER, CARA			27.30

000034	VERIZON		
	9757765615	11/24/15 - 12/23/15 CELL PHONE WIFI	111.62
TOTAL FOR: VERIZON			111.62

004190	WATER SOLVE LLC		
	6340	WR	975.00
TOTAL FOR: WATER SOLVE LLC			975.00

000714	WEBB CHEMICAL SERVICES **		
	436343	ANNUAL PURCHASE OF FERRIC CHLORINDE	3,829.97
TOTAL FOR: WEBB CHEMICAL SERVICES **			3,829.97

REFUND TAX	WELLS FARGO		
	01/06/2016	Win Tax Refund 55-395-002-00	1,202.37
TOTAL FOR: WELLS FARGO			1,202.37

TOTAL - ALL VENDORS			47,136.20

INVOICE AUTHORIZATION

Person Compiling Report

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature:

**Cheryl
Pickett**

Digitally signed by Cheryl Pickett
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Cheryl
Pickett, email=cpickett@plainwell.org
Date: 2016.01.07 08:45:40 -05'00'

Brian Kelley, City Treasurer

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Brian Kelley

Digitally signed by Brian
Kelley
Date: 2016.01.07
09:39:38 -05'00'

Bryan Pond, Water Renewal Plant Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Bryan Pond

Digitally signed by Bryan Pond
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Bryan
Pond, email=bpond@plainwell.org
Date: 2016.01.07 11:16:33 -05'00'

Bill Bomar, Public Safety Director

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Bill Bomar

Digitally signed by Bill Bomar
DN: c=US, st=Michigan, l=Plainwell,
o=Department of Public Safety, cn=Bill
Bomar, email=bbomar@plainwell.org
Date: 2016.01.07 09:30:41 -05'00'

Rick Updike, Public Works Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Rick Updike

Digitally signed by Rick Updike
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, cn=Rick Updike,
email=rupdike@plainwell.org
Date: 2016.01.08 16:21:26 -05'00'

Erik J. Wilson, City Manager

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Erik
Wilson, email=ewilson@plainwell.org
Date: 2016.01.08 13:55:06 -05'00'

Plainwell Memorial Post 9377
Veterans of Foreign Wars of the United States
2240 East Baseline Road
Plainwell, MI 49080-9400
January 4, 2016

Ms. Betsy Systma
Meijer, Inc.
1195 M-89
Plainwell, MI 49080

On behalf of the officers and members of Plainwell VFW Post 9377, I wish to thank you and Meijer, Inc. for providing the \$1,000.00 gift card in support of the Plainwell-area children's activities, such as the recently completed Holiday Candy Cane Hunt.

These activities are headed up by local resident Christine Haas, who I know is as appreciative of your support as are we and other area residents. Quite simply, such activities could not be successful without the support of community-minded organizations such as yours. We are most grateful!

Sincerely,



Arthur M. Teitgen
Post Commander

Cc: Christine Haas
Jack Shoemaker
Eric Wilson, City Manager



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
PUBLIC SERVICE COMMISSION
SALLY A. TALBERG JOHN D. QUACKENBUSH NORMAN J. SAARI
COMMISSIONER CHAIRMAN COMMISSIONER

MIKE ZIMMER
DIRECTOR

December 17, 2015

Advisory to Michigan Municipalities and Video/Cable Providers - Michigan Public Service Commission Ceases Video Franchise Operations – Effective December 31, 2015

The section of the Video Franchise Act (PA 480 of 2006) that provides funding for the activities delegated to the Michigan Public Service Commission (MPSC) sunsets on December 31, 2015. Here is the pertinent excerpt from that act.

***** 484.3315 THIS SECTION DOES NOT APPLY AFTER DECEMBER 31, 2015 *****
484.3315 Costs to commission in exercising duties; assessment of amount against each video service provider; limitation; deduction; credit of payments to special account; applicability of section.

Sec. 15. (1) Effective January 1, 2010, the commission within 30 days after the enactment into law of any appropriation to it shall ascertain the amount of the appropriation attributable to the actual costs to the commission in exercising its duties under this act and that amount shall be assessed against each video service provider doing business in this state. Each provider shall pay a portion of the total assessment in the same proportion that its number of subscribers for the preceding calendar year bears to the total number of video service subscribers in the state. The total assessment under this section shall not exceed \$1,000,000.00 annually.

(2) For the state fiscal year commencing October 1, 2009 and annually thereafter, there shall be deducted from any amount to be assessed under subsection (1) an amount equal to the difference by which the actual expenditures of the commission attributable to exercising its duties under this act for the previous fiscal year are less than the amount assessed against each video service provider in the previous fiscal year. The deductions shall be made in the same proportion as the original assessment in subsection (1).

(3) All money paid into the state treasury by a video service provider under subsection (1) shall be credited to a special account, to be utilized solely to finance the cost to the commission of exercising its duties under this act.

(4) This section does not apply after December 31, 2015.

History: Add. 2009, Act 191, Imd. Eff. Dec. 22, 2009.

The Legislature has taken no action to extend the sunset, therefore, the MPSC has no funding available to conduct any of the video franchise activities and shall cease video/cable franchise operations on December 31, 2015. The MPSC will no longer handle or process video/cable franchise entity provider complaints or consumer complaints. Municipalities should contact their video/cable provider with any complaints related to their franchise contract after December 31, 2015.

Reports & Communications:

A. Health and Safety Assessment Proposal

This proposal will result in a full safety evaluation of our public works operations. The costs of the assessment will be spread over applicable funds.

Recommended action: Consider a motion approving the proposal with GHD for \$3,475.

B. Marketing the Former Plainwell Paper Mill Property

In October, the City's Brownfield Authority authorized the City Manager to start marketing available properties on the mill site. With the clean-up scheduled to begin spring/summer of 2016, we might be in a position to develop certain portions of the property next year.

Recommended action: Consider authorizing the City Manager to begin marketing land on the mill site.