

City of Plainwell



Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Cathy Green, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

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“The Island City”

AGENDA

Plainwell City Council
Monday, December 09, 2024 - 7:00PM
Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 11/25/2024 Regular Meeting
6. Public Comments
7. County Commissioner Report
8. Agenda Approval
9. Mayor’s Report
10. Recommendations and Reports:
 - A. City – Boards & Commissions Appointment List
Council will consider confirming the Mayor’s appointment of several community members to various boards and commissions as presented.
 - B. DPS – Purchase of a replacement Chief’s vehicle
Council will consider approving the purchase of a used vehicle to replace the current Chief’s car and the associated police vehicle upfitting for a total cost not to exceed \$14,000.00.
 - C. WR – Annual Purchase of Ferric Chloride
Council will consider approving the purchase of ferric chloride from Alexander Chemical as presented.
 - D. City – Quit Claim Deed – Mark and Lisa Meszaros
Council will consider authorizing City Manager Justin Lakamper to execute a quit claim deed to convey the property described as: **The South 14 Feet of the Unnumbered Lot East of Lot 18 in Block 1 of Thompson's Second Addition to the Village (now City) of Plainwell**, to Mark Meszaros and Lisa Meszaros for the sum of \$10.00.
 - E. City – Appointment of Interim Treasurer
Council will consider confirming the appointment of Amanda Kersten as Interim Treasurer of the City of Plainwell.
 - F. City – Engagement of the Offices of Brian Kelley
Council will consider engaging the Offices of Brian Kelley for professional accounting services.
11. Communications: The November 2024 Investment and Fund Balance reports.
12. Accounts Payable - \$1,043,201.23
13. Public Comments
14. Staff Comments
15. Council Comments
16. Adjournment

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

Agenda Subject to Change

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Plainwell is an equal opportunity provider and employer

Reports & Communications:

A. City – Board & Commission Appointment List

Several board members' terms end on December 31, 2024. Clerk Leonard confirmed with each candidate that they are willing to serve for another term. A partial Planning Commission term is being filled by a newly appointed commissioner. Appointments are made by the Mayor, and subject to confirmation from Council. The City is currently accepting applications for two vacancies on the Compensation Board and one vacancy on the DDA/BRA/TIFA.

Recommended action: Consider confirming the Mayor's reappointment of several community members to various boards and commissions as presented.

B. DPS – Purchase of a replacement Chief's vehicle

The current Chiefs car was a used 2014 Ford Interceptor SUV that was pulled from patrol service back in early 2022. The vehicle was recently struck in the Plainwell High School parking lot and the damage was found to be too excessive to repair and the insurance company totaled the vehicle. As a result, the insurance company is issuing a check in the amount of \$6504.25 to the City for the vehicle and the insurance company will take possession of the vehicle. A search is being undertaken for a comparable used vehicle that will fit the needs of the agency.

Recommended action: Council will consider approving the purchase of a used vehicle to replace the current Chief's car and the associated police vehicle upfitting for a total cost not to exceed \$14,000.00.

C. WR- Annual Purchase of Ferric Chloride

Ferric Chloride is necessary to aid the settling of solids in the primary tanks- this chemical coagulates and settles solids. Within the settling of solids, phosphorus is removed as the solids are pumped from the tanks. Our permit to discharge into the Kalamazoo River regulates the level of phosphorus we discharge. Without use of this chemical, the plant would not remove enough phosphorus to meet levels set by the State of Michigan, which would result in fines. Alexander Chemical has agreed to maintain current pricing through June of 2025.

Recommended action: Consider approving the purchase of ferric chloride from Alexander Chemical as presented.

D. City – Quit Claim Deed – Mark and Lisa Meszaros

The land in question is the small portion of land between Design Street (former fire station), where the old city jail stood, and the parking lot for Mosaic Distillery (formerly Warnement's). The City sold the former fire station to the owners of Design Street, which may or may not have included the land described in this quit claim deed. When the owners of Mosaic Distillery, Mark and Lisa Meszaros, purchased Warnement's they believed they owned this land. The two parties have settled this dispute amongst themselves. Now Mark and Lisa are asking that we sign a quit-claim deed releasing any claim of the City to this piece of land. The City believed that it had sold this property with the sale of the fire station, so signing this is simply reiterating that the City makes no claim to this property, which it does not. The City Attorney has reviewed the attached quit claim deed and has no issue with us executing it as written.

Recommended action: Consider authorizing City Manager Justin Lakamper to execute a quit claim deed to convey the property described as: **The South 14 Feet of the Unnumbered Lot East of Lot 18 in Block 1 of Thompson's Second Addition to the Village (now City) of Plainwell**, to Mark Meszaros and Lisa Meszaros for the sum of \$10.00.

E. City – Appointment of Interim Treasurer

Former Finance Director and Treasurer Brian Kelley is no longer an employee of the City, and we have been unsuccessful in finding a replacement. Until we are able to find a replacement for Brian, I would like to appoint Personnel Coordinator, Amanda Kersten, to the position of Interim Treasurer. Per section 6.1(b) of the City

Agenda Subject to Change

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Charter, the appointment of the Treasurer requires Council approval. As Interim Treasurer, she will have the same responsibilities and authorizations as the treasurer, and therefore this appointment should be confirmed by Council. Amanda has been training on treasurer/finance director duties with Brian over the past two months. This has included bank reconciliations, tax distributions, deposits, and other duties. She has received enough training to be able to handle these duties with Brian's continued oversight, which makes her a natural fit to take on the title of Interim Treasurer until a full replacement can be found.

Recommended action: Consider confirming the appointment of Amanda Kersten as Interim Treasurer of the City of Plainwell.

F. City – Engagement of the Offices of Brian Kelley

Former Finance Director and Treasurer, Brian Kelley, has offered to provide professional accounting services to the City for an interim period until the position of Treasurer and Finance Director is filled. Brian has prepared an extensive list of finance director tasks. We have delegated some of those tasks and designated those that Brian would continue to do as a contractor. Additionally, Brian would continue to oversee the finance operations. He will be a resource to myself and other staff, while ensuring the continued institutional knowledge transfer. As a contractor Brian will be paid \$75 per hour not to exceed 34 hours per month, for a maximum of \$2,550 per month. While we will continue to look for a replacement, this presents the best option for the City both in terms of continuity and cost.

Recommended action: Consider engaging the Offices of Brian Kelley for professional accounting services.

Reminder of Upcoming Meetings

- December 10, 2024 – DDA/BRA/TIFA – 7:30am
- December 12, 2024 – Parks & Trees – 5:00pm
- December 18, 2024 – Planning Commission – 6:30pm
- **December 23, 2024 – City Council – 7:00pm**