City of Plainwell

Rachel Colingsworth, Chair
Stephen Bennet, Member
Kevin Hammond, Member
Jay Lawson, Member
Elizabeth Raich, Member
Dale Burnham, Member
Lori Steele, Council Representative

"The Island City"

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

AGENDA
Planning Commission
Wednesday, November 05, 2025 - 6:30PM
Plainwell City Hall Council Chambers

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes** – 08/20/2025 Regular Meeting
5. **Public Comment**
6. **Chairperson's Report**
7. **Recommendations and Reports:**

   A. Discussion and review of the current Planning Commission Bylaws
   The Planning Commission Bylaws were last updated in 2008, and are due for review.

   B. Election of Planning Commission Chair and Vice Chair
   According to the bylaws, the Planning Commission Chair and Vice Chair were to be elected at the first meeting in August.

   C. Discussion and Review of the Draft Accessory Dwelling Unit (ADU) Ordinance
   The Commission will review and discuss a first draft of an ordinance that would allow Accessory Dwelling Units in areas zoned R1A and R1B – Single Family Residential.

   D. Discussion and Review of the Draft Zoning Compliance Permit Ordinance
   The Commission will review and discuss a first draft of an ordinance intended to clear up naming conventions used throughout the permitting process.

8. **Communications:** City Council meeting minutes from 8/25/2025, 9/08/2025, 9/22/2025, 10/08/2025 and 10/13/2025
9. **Public Comments**
10. **Staff Comments**
11. **Commissioner Comments**
12. **Adjournment**

Agenda Subject to Change
Note: All public comment limited to two minutes, when recognized please rise and give your name and address.
Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell Planning Commission
August 20, 2025

1. Chairperson Colingsworth called the regular meeting to order at 6:30pm in City Hall Council Chambers.

2. Pledge of Allegiance was given by all present.

3. Roll Call:
   Present: Chairperson Rachel Colingsworth, Commissioners Stephen Bennett, Kevin Hammond, Dale Burnham, Lori Steele and City Manager Justin Lakamper.
   Excused: Commissioners Elizabeth Raich and Jay Lawson

4. Approval of Minutes:
   A motion by Bennett, seconded by Steele, to accept and place on file the Planning Commission Meeting Minutes of the 05/07/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.

5. Public Comment: None.

6. Chairperson's Report: None.

7. Recommendations and Reports:
   A. City of Plainwell resident Amanda Czarnecki discussed Accessory Dwelling Units (ADUs). She has a carriage house on her property that was converted into an apartment many years ago and was used as a rental in the past. Plainwell's Zoning Ordinance doesn't allow more than one single family residence per parcel. She is asking that the Planning Commission consider an Ordinance amendment to allow ADUs in R1A/R1B single family residentially zoned areas.
   A motion by Hammond, seconded by Steele, instructing City Staff to initiate an amendment to the City of Plainwell Zoning Ordinance to allow accessory dwelling units (ADUs) in R1A/R1B single family residentially zoned areas and prepare draft ordinance language for further consideration. On a roll call vote, all voted in favor. Motion passed.

8. Communications:
   A motion by Steele, seconded by Hammond, to accept and place on file the City Council Meeting Minutes from 4/23/2025, 4/28/2025, 5/12/2025, 5/27/2025, 6/09/2025, 6/23/2025, 7/14/2025 and 7/28/2025. On a voice vote, all voted in favor. Motion passed.

9. Public Comments: None.

10. Staff Comments:
    City Manager Lakamper discussed Classic Auto Factory, and their interest in the Mill buildings as a location for classic car storage, repair and display.

11. Commissioner Comments: None

12. Adjournment:
    A motion by Steele, seconded by Burnham, to adjourn the meeting at 7:19pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by:
JoAnn Leonard, City Clerk

CITY OF PLAINWELL
Planning Commission
Rules and Procedures

As revised November 5, 2008

Section 1- Authority:

The City of Plainwell Planning Commission is a duly appointed body in accordance with the provisions of Act 33 of 2008, as amended, MCL 125.3801 *et seq.*, and the Charter of the City of Plainwell.

Section 2 - Membership:

Pursuant to the applicable Public Acts, and consistent with the requirements of Chapter 14 of the Plainwell Code, the Planning Commission shall consist of seven (7) members being residents of the City of Plainwell and shall consist of (1) member of Council to be selected by it members as ex-officio and six (6) persons who shall be appointed by the Mayor.

Section 3 - Meeting Time and Place:

The Planning Commission shall meet on the first and third Wednesdays of each month at 7:30 PM in the council Chambers of Plainwell City Hall. The meetings of the Planning Commission shall be public meetings. Opportunities for comment from the general public shall be specifically provided at each meeting.

Section 4 - Annual Meeting:

The Planning Commission shall hold an Annual Meeting during the first week in August each year. At the Annual Meeting, the Commission shall from its appointed members pick a Chairman, Vice Chairman, Secretary and other officers as may be deemed necessary. The Council Representative shall not hold office.

Section 5 - Officers:

The Chairman (or Vice-Chairman in the absence of the Chairman) shall preside at all meetings of the Commission. The Chairman shall be considered a first among equals, having no superior authority or vote in the actions taken by the Commission.

Section 6 - Quorum:

A majority of the current members of the Commission shall constitute a quorum.

Section 7 - Voting Procedure:

A quorum being present, a simple majority of those voting shall be required for the adoption of a general motion. In any case, a minimum of four Commissioners must vote in support or opposition to any general motion for said motion to be finally determined.

Section 8 - Method of Calling a Special Meeting:

If during a regular meeting, it is determined that extra or special meeting are warranted, it shall be so moved, supported and must receive a majority vote of the members present, to schedule.

Special meeting of the Commission may be called by the Secretary on the request of the Chairman, or any two members of the Commission on eighteen (18) hours notice to each member of the Commission, designating the purpose of such meeting, and served personally or left at their usual place of residence by the Secretary or someone designated by him. Notice of such meeting including time, date, place and topic shall be posted in accordance with statute.

Section 9 - Membership Responsibility:

Each member of the Planning Commission shall be responsible for the following:

a) Attendance at all regularly scheduled meetings of the Commission. Should a member be unable to attend this scheduled meeting, the member shall contact the Chairman or City Administrative staff before 12:00 noon on the day of the meeting.

   Should a member be absent from three (3) consecutive meetings, the Chairman will contact the member, ascertain the reason for said absences and report the findings to the Commission. The Commission will take appropriate action to retain or replace the member.

b) Each member of the Commission who shall be recorded as present at any meeting, shall be required to vote on all questions cited by the Commission at such meeting unless excused by three (3) of the members present or any case where the matter personally affects the member not voting. Any member not excused can be considered in violation of these rules when so determined by the Commission.

c) To be familiar with the subject matter of the meeting, the actions taken at previous meetings and timely preparation and submission of assigned projects or research material.

d) The fundamentals of parliamentary procedure with respect to making motions, supporting the motion, etc.

e) To become familiar with the variety of background information necessary to contribute to a Planning Commission. This includes but is not limited to an understanding of all levels of government, land use planning, zoning, plan review standards, and other functions of the Commission.

Section 10 – Conflict of Interests:

For purposes of these Bylaws, a conflict of interest is a direct personal or financial interest in a matter before the Planning Commission that is not generally shared by members of the community. Knowingly voting upon any matter in which a member has a conflict of interest shall constitute malfeasance in office.

Section 11 - Amendments:

These rules as adopted shall be effective for the term of the Commission and may be amended by a two-thirds vote of the Commission.

ADOPTED: March 03,1983
Amended: July 1994 (Section 2 Membership)
Amended: August 1995 (Section 4 Annual Meeting)
Amended: December 28,1998 (Section 2 Membership)
Amended: November 5, 2008

CHAPTER 14: PLANNING COMMISSION

Section

Sec. 14-1. PLANNING COMMISSION.

There is created a City Planning Commission, in accordance with the provisions of Public Act 33 of 2008, as amended, M.C.L.A. §§ 125.3801 et seq., consisting of seven members, who shall be one member of the City Council to be selected by it as a member ex officio; and six persons, who shall be representative of important segments of the community such as the economic, governmental, educational and social development of the city in accordance with major interests that exist within the city such as recreation, education, public health, government, transportation, industry and commerce, appointed by the Mayor subject to the approval of the City Council. An appointed member shall not hold another municipal office, except that one appointed member may be a member of the Zoning Board of Appeals. Members may, upon written charges and after a public hearing, be removed by a majority vote of the City Council for misfeasance, malfeasance or nonfeasance in office.

(Ord. 219, adopted 5-29-1984; Ord. 287, adopted 7-25-1994; Ord. 301, adopted 12-28-1998; Ord. 348, adopted 11-10-2008)

Sec. 14-2. CHAIR, MEETINGS, RULES.

The Planning Commission shall annually select from among its members a Chairperson and shall hold meetings at least once per month. Ex-officio members are not eligible to serve as Chairperson. The Planning Commission shall adopt rules of procedure and shall keep its records as required by state law.

(Ord. 219, adopted 5-29-1984; Ord. 348, adopted 11-10-2008)

Sec. 14-3. ANNUAL REPORT.

The Planning Commission shall submit an annual report to the City Council concerning its operations, its membership composition and the status of planning activities, including recommendations regarding actions by the City Council related to planning and development.

(Ord. 219, adopted 5-29-1984; Ord. 348, adopted 11-10-2008)

Sec. 14-4. EMPLOYEES, CONSULTANTS.

The Planning Commission may appoint employees as it may deem necessary for its work, whose appointment, promotion, demotion and removal shall be subject to the same provisions of law as govern other corresponding civil employees of the city. The Planning Commission may appoint advisory committees whose members are not members of the Planning Commission.

(Ord. 348, adopted 11-10-2008)

DRAFT FOR REVIEW 10.25

CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. _______

AN ORDINANCE TO AMEND CHAPTER 53 “ZONING” OF THE CITY OF PLAINWELL CODE OF ORDINANCES; TO AMEND SEC. 53-3, PERTAINING TO DEFINITIONS; TO AMEND SEC. 53-8, PERTAINING TO PERMITTED USES AFTER SPECIAL APPROVAL IN THE R-1A AND R-1B DISTRICT; TO AMEND SEC. 53-12, PERTAINING TO PERMITTED USES AFTER SPECIAL APPROVAL IN THE R-1C, SINGLE- AND TWO-FAMILY RESIDENCE DISTRICT; AND TO AMEND SEC. 53-127, PERTAINING TO DWELLING UNIT CONVERSIONS AND ACCESSORY DWELLING UNITS.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

Section 1. Amendment of Sec. 53-3. Sec. 53-3 of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to include the following definitions, which are inserted in alphabetical order:

ACCESSORY DWELLING UNIT (ADU). A secondary and separate dwelling unit, either attached or detached, established in conjunction with and clearly subordinate to a single-family dwelling located on the same parcel.

DWELLING UNIT CONVERSION. The process by which the owner of a single-family dwelling in a specified zoning district may apply for conversion of the dwelling into a greater number of dwelling units than existed in the dwelling prior to conversion.

Section 2. Amendment of Sec. 53-8. Sec. 53-8, of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to include a new subsection L, which reads as follows:

L. Accessory dwelling unit, subject to the requirements of Section 53-127.

Section 3. Amendment of Sec. 53-12. Sec. 53-12, of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to include a new subsection H, which reads as follows:

H. Accessory dwelling unit, subject to the requirements of Section 53-127.

Section 4. Amendment of Sec. 53-127. Sec. 53-127 of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to read as follows:

Sec. 53-127. DWELLING UNIT CONVERSIONS & ACCESSORY DWELLING UNITS (ADUs)

A. Dwelling Unit Conversions

1. Intent. Dwelling unit conversions are intended to permit the conversion of a single-family dwelling into a two- or three-family dwelling, thereby accommodating more flexible housing options in single-family neighborhoods and providing additional attainable housing options for community residents.
2. Dwelling unit conversions shall be permitted as special approval use in the R-1A, R-1B Single-Family Residence Zoning District and R-1C, Single- and Two-Family Residence District, subject to the requirements of Sec. 53-130 and the following standards:
    a. The application shall include front and side elevations.
    b. The proposed conversion shall result in more than two (2) additional units to the existing dwelling and the maximum number of bedrooms per additional dwelling unit shall not exceed two (2).
    c. Unit floor area. Conversion of any dwelling unit will not result in any dwelling unit with gross floor area of is less than four-hundred (400) square feet for an efficiency unit, six-hundred (600) square feet for a one-bedroom unit and seven-hundred-fifty (750) square feet for a two-bedroom unit.
    d. One of the dwelling units must be occupied by the property owner who agrees that all construction and maintenance of the structure, all dwelling units therein, and all maintenance of the grounds will be in accordance with and conform to all city construction codes, including, but not limited to, the Building Code, Electrical Code, Plumbing Code, Mechanical Code, and Housing Code.
    e. Each dwelling unit shall be self-contained, consisting of complete lavatory and kitchen facilities and a separate living area.
    f. Each dwelling unit shall provide adequate light and ventilation pursuant to all applicable codes.
    g. Stairways leading to the second or any higher floor shall be located within the walls of the building wherever practical and stairways and fire escapes shall otherwise be located on the rear wall in preference to either side wall and in no case on a front wall or side wall facing a street.
    h. Except as may be necessary for purposes of safety in accordance with the preceding paragraph, there shall be no major structural change in the exterior of the building in connection with the conversion and after conversion the building shall retain substantially the same structural appearance it had before the conversion.
    i. There shall be provided one (1) parking space per converted dwelling unit, in addition to the parking requirements for a single-family dwelling. The location of the off-street parking spaces shall be consistent and compatible with existing off-street parking in the neighborhood. Where possible, parking should be enclosed or screened from view from any public street. In no case shall an application be approved where parking is intended to

be located in the front yard, outside of an approved driveway, of any dwelling unit for which conversion has been applied for.

B. Accessory Dwelling Units (ADUs)

1. Intent. Accessory dwelling units are intended to accommodate the needs of family members residing upon a single parcel, but who desire separate quarters, as well as to provide additional attainable housing options for community residents.

2. Accessory dwelling units shall be permitted as special approval use in the R-1A, R-1B Single-Family Residence Zoning District and R-1C, Single- and Two-Family Residence District, subject to the requirements of Sec. 53-130 and the following standards:

   a. The application shall include front and side elevations.

   b. Accessory dwelling units shall not be located within the footprint of an existing single-family dwelling unit and shall only be permitted if constructed as a separate building or as an expansion of an existing accessory building. The conversion of existing single-family dwellings into two (2) or three (3) dwelling units within the footprint of the existing single-family dwelling shall be considered a dwelling unit conversion and regulated in accordance with subsection A above.

   c. No more than one (1) accessory dwelling unit shall be permitted on a single parcel, and it shall not be located on a parcel with more than one (1) dwelling unit.

   d. The property owner shall occupy either the principal structure or the accessory dwelling unit as their primary residence.

   e. The accessory dwelling unit shall include, at a minimum, a kitchen, a bathroom, and a sleeping area separate from the primary residence, and shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell.

   f. The exterior design of an accessory dwelling unit, whether attached or detached to a building or structure, shall be compatible with the principal dwelling and any other accessory buildings or structures on the parcel. The building form, construction materials, dimensions, and landscaping shall remain consistent with the principal structure and in harmony with the character and scale of the surrounding neighborhood.

   g. The owners of the subject property shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.

h. Unit Floor Area. Accessory dwelling units shall have a minimum floor area of no less than four hundred (400) square feet. An accessory dwelling unit shall not exceed the gross floor area of the principal dwelling.

i. The accessory dwelling unit shall comply with setback, height, and other applicable dimensional requirements for accessory buildings, as applicable, of the R-1A, R-1B Single-Family Residence District and R-1C, Single- and Two-Family Residence District.

j. Accessory dwelling units and any accessory buildings to which they may be attached are exempt from the requirement that detached accessory buildings be located a minimum of ten (10) feet from any main building.

k. At least one (1) off-street parking space shall be provided for the accessory dwelling unit; and such parking spaces shall be in addition to the off-street parking required for the principal dwelling.

l. If a detached accessory building larger than two hundred (200) square feet exists on the property, an accessory dwelling unit shall be attached to the detached accessory building. The conversion of an accessory building or garage into an accessory dwelling unit shall comply with all applicable building codes for dwelling units.

Section 5. Repeal. Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is hereby repealed to the extent of any such conflict or inconsistency.

Section 6. Effective Date. This Ordinance is ordered to take effect eight (8) days following publication of adoption in *INSERT LOCAL NEWSPAPER*, a newspaper having general circulation in the City, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

ROLL CALL VOTE:

YES:

NO:

Declared adopted on:

______________________________ ______________________________

Brad Keeler, Mayor JoAnn Leonard, City Clerk

CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. _______

AN ORDINANCE TO AMEND CHAPTER 53 "ZONING" OF THE CITY OF PLAINWELL CODE OF ORDINANCES; TO AMEND SEC. 53-3, PERTAINING TO DEFINITIONS; AND TO AMEND SEC. 53-195, PERTAINING TO ZONING COMPLIANCE PERMITS.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

Section 1. Amendment of Sec. 53-3. Sec. 53-3 of Chapter 53, "Zoning" of the City of Plainwell Code of Ordinances is amended to include the following definition, which is inserted in alphabetical order:

Zoning Administrator. The person, as delegated by the Building Inspector, designated to interpret, administer, and enforce the provisions of this Ordinance.

Zoning Compliance Permit. A permit signifying compliance with the provisions of this Ordinance as to use, activity, bulk, and density.

Section 2. Amendment of Sec. 53-195. Sec. 53.195 of Chapter 53, "Zoning" of the City of Plainwell Code of Ordinances is amended to read as follows:

Section 53-195. ZONING COMPLIANCE PERMITS

A. No permit or approval shall be issued by any municipal, county, state, official, or agency for any use, building, construction, work, alteration, addition, or improvement to land or land division until a Zoning Compliance Permit has been issued by the Zoning Administrator under the terms and provisions of this Ordinance.

B. Submittal Requirements. In order to facilitate administration of the conditions of this chapter, each application for a zoning compliance permit shall be accompanied by a sketch plan drawn to scale containing the following:

   1. Lot dimensions;
   2. Existing and proposed building/structure(s) dimensions;
   3. Location and setbacks of existing and proposed building/structure(s);
   4. Uses of existing and proposed building/structure(s);
   5. Height of existing and proposed building/structure(s)
   6. Front yard setbacks of neighboring properties principal buildings.

C. Standards and Conditions.

1. Before any Zoning Compliance Permit shall be issued, an application fee and any required escrow fees shall be paid. The amount of such fees and escrows shall be fixed by a schedule established by resolution of the City Council.
2. If the application is in conformity with the provisions of this Ordinance, the Zoning Administrator shall issue a Zoning Compliance Permit. If an application for such Permit is not approved, the Zoning Administrator shall state in writing the cause for such disapproval.
3. Time Limits.
   a. Any Zoning Compliance Permit issued under the provisions of this ordinance shall be valid only for a period of 1 year following the date of issuance thereof. Any project which has not substantially commenced within the one-year period may not be started or continued unless the permit is reissued or extended or a new Zoning Compliance Permit is issued.
   b. Accessory buildings and structures such as fences and small buildings under two hundred (200) square feet in area that have been issued a Zoning Compliance Permit under the provisions of this ordinance shall be valid only for a period of six (6) months following the date of issuance thereof. Any project which has not substantially commenced within the six-month period may not be started or continued unless the permit is reissued or extended or a new Zoning Compliance Permit is issued.
   c. Before voidance is actually declared, the Zoning Administrator shall notify the applicant of the pending voiding by sending a notice to the applicant in writing. The permit may be renewed or extended for not more than six (6) additional months upon request without payment of the additional fees, subject to the provisions of all ordinances in effect at the time of renewal.
4. The Zoning Administrator and/or Building Inspector shall inspect the site prior to the pouring of footings. The holder of every Zoning Compliance Permit for the construction, erection, alteration, repair, or moving of any building, structure, or part thereof shall notify the Zoning Administrator and/or the Building Inspector immediately upon completion of the work authorized by such permit for final inspection.
5. No building, structure, or use for which a land use permit has been issued shall be used or occupied until after a final inspection has been performed, which indicates that all the provisions of this Ordinance are met and a certificate of occupancy has been issued by the building official. The issuance of a certificate of occupancy shall in no case be construed as waiving any provisions of this Ordinance.

6. The Zoning Administrator shall have the power to revoke or cancel any Zoning Compliance Permit in case of failure or neglect to comply with any provisions of this Ordinance, or in the case of any false statement or misrepresentation made in the application. The owner or his agent shall be notified of such revocation in writing. Upon such revocation, all further construction activities and usage shall cease upon the site, other than for the purpose of correcting the violation or securing the site. Cancellation of a permit issued for a special land use, planned unit development, or variance shall not occur before a hearing by the body that granted the permit. The Zoning Administrator may issue a stop work order to halt all construction activities and usage pending a decision on revocation of said permit.
7. The Zoning Administrator may withhold any Zoning Compliance Permit pending verification that an applicant has received required city, county, state, or federal permits, including but not limited to, sanitary sewer and water tap-in permits, septic and water well permits, soil erosion and sedimentation control permits, wetlands permit, floodplain, culvert, driveway, or building permits. Likewise, wherever this Ordinance authorizes permit approval by the Planning Commission or City Council, the Planning Commission or City Council may condition final approval of the requested development activity upon the receipt of any of the above-mentioned city, county, state, or federal approvals and/or direct the Zoning Administrator not to issue a Zoning Compliance Permit until said permits from other agencies have been obtained.

Section 4. Repeal. Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is hereby repealed to the extent of any such conflict or inconsistency.

Section 5. Effective Date. This Ordinance is ordered to take effect eight (8) days following publication of adoption in *INSERT LOCAL NEWSPAPER*, a newspaper having general circulation in the City, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

ROLL CALL VOTE:

YES:

NO:

Declared adopted on:

______________________________ ______________________________

Brad Keeler, Mayor JoAnn Leonard, City Clerk

“The Island City”

City of Plainwell
Zoning Permit Application

Permit #:

Plainwell City Hall
211 N. Main Street
Plainwell, MI 49080
Phone: 269-685-6821
Fax: 269-685-7282
www.plainwell.org

Fees: Application Fee- $20.00 Change of Use- $20.00 Site Plan Review- $50.00 plus staff time

Homeowner (or Business):	**Contractor:**
Name:______________________________	Company:______________________________
Address:______________________________	Company Address:________________________
Parcel #: ______________________________	______________________________________
Phone #: ______________________________	Contact name: __________________________
Email: ______________________________	Phone #: ______________________________

Project Information: Include site plan drawing if required

Work to be done (please check all that apply):

☐ New Building Construction (site plan)
☐ Building Demolition
☐ Existing Building Addition or Alteration (site plan)
☐ Accessory Building/Shed (site plan) (>200sq ft. building permit)
☐ Moving a Building (site plan)
☐ Fence (site plan- structures, driveway, property lines, materials, height)
☐ Sign (site plan-size, materials, placement) Signs require building permit
☐ Other (describe): ____

Address of Project:________________________________**Zoning district**: ________________________

General description of project: ____

____

Total Cost of Project: ____________________

Will the work in this application **change the USE** of this property? ☐ Yes ☐ No

After the project is complete, the setbacks established will be (if applicable):

Front:__________feet Back:__________feet Side:__________feet Side:__________feet

Does this project involve a: ☐ Non-conforming use ☐ Non-conforming structure ☐ N/A

Is this a home occupation? ☐ Yes ☐ No If so, what kind? ______________________________

Any type of special equipment use?____________☐ Electrical ☐ Plumbing

Will this project result in an increase in off-street parking? ☐ Yes ☐ No

I understand that before the issuance of a building permit, I must have an approved Zoning Permit Application. Additionally, the UNDERSIGNED affirms that he/she/they is (are) the owner of subject property authorized to represent the interests of all property owners involved in this application and that the answers and statements herein contained and all maps, plans, and other information herewith submitted and attached are in all respects true to the best of his/her/their knowledge and belief. Additionally, the UNDERSIGNED acknowledges they have received or have been made available all applicable Ordinances relevant to said project, and further, will comply with said Ordinances.

Signature of Applicant:________________________________ **Date:** ____________________

Administrative Use Only:

Is this project consistent with the Master Plan? ☐ Yes ☐ No Application: ☐ Approved ☐ Denied

Signature of Zoning Administrator:______________________________Date:____________________

Remarks: ____

SITE PLAN

MINUTES
Plainwell City Council
August 11, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Peter Dams of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmembers Wisnaski, Keeney and Green.
   Absent: None
5. Approval of Minutes:
   A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 07/28/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner's Report: None.
8. Agenda approval:
   A motion by Steele, seconded by Wisnaski, to approve the Agenda for the August 11, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler shared that he has met several times with Darius, owner of Classic Auto Factory. They went to Dean's Ice Cream to see the classic cars there, and Dean's generously provided free ice cream to the group. He stated he stopped by Mosaic Distillery, and is impressed with the progress and work being done there. The building looks great, and the first batch of vodka is being distilled.
10. Recommendations and Reports:
    - **A.** City Manager Lakamper discussed a Professional Services Agreement (PSA) with Fleis & Vandenbrink. The cost of the PSA will be fully reimbursed using Strategic Site Readiness Program (SSRP) funds from Lakeshore Advantage.
      A motion by Green, seconded by Keeney, to enter into a Professional Services Agreement with Fleis & Vandenbrink for fieldwork, design, permitting, bidding assistance and GIS services for Industrial Park improvements at a cost of $135,000.00. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
    A motion by Steele, seconded by Wisnaski, to accept and place on file the July 2025 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.
12. Accounts Payable:
    A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of $333,739.65 for payment of the same. On a roll call vote, all voted in favor. Motion passed.
13. Public Comments: None.
14. Staff Comments:
    Superintendent Nieuwenhuis shared the City clock was picked up for repair. He stated that Home Depot had contacted him to discuss a possible River Walk joint project with the City. He said the Surf Internet is installing fiber in the City, and had submitted Miss Digs for Starr, Brigham, Jersey and Hill Streets.

    Superintendent Keyzer stated the entire grit system is up and running now.

    City Manager Lakamper shared that he will provide Council with a Manager's update in weeks without a Council meeting. He shared that the Clark Gas Station has sold, and the owner's intent is to rebuild/remodel and keep it as a gas station. Interviews were held for the Finance Director position, with some promising candidates.
    He has talked with Watts Construction about the Mill development and condos along the river, and Watts is open to building a river walk.

He stated that he is working with Classic Auto Factory on a list of benchmark tasks to be done prior to transferring building ownership, with the building façade being one of the main concerns.
BizEx has not closed with GHD yet.
MEDC may be an avenue available to NAPA Auto to design a new building that aligns with the other Mill Buildings historic appeal.
He discussed Accessory Dwelling Units, sharing that a City resident with an apartment above their garage is presenting their case to the Planning Commission at their next meeting. The resident would like to be able to rent the apartment, but per zoning ordinance, that is currently prohibited.

15. Council Comments:
Mayor Pro Tem Steele discussed the All School Reunion, sharing that turnout was good with ~75 people. Next year may be the last year, as there is little interest in planning this event. She will continue to keep memorabilia, and maintain PHS obituaries.

Councilmember Green thanked Bob and the DPW staff for the City's beautiful flowers this year, sharing that people coming into her downtown business have commented on them as well.

16. Adjournment:
A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:39pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
August 25, 2025

JoAnn Leonard

JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
August 25, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.

2. Invocation: Given by Jared Bowen of Lighthouse Baptist Church.

3. Pledge of Allegiance was given by all present.

4. Roll Call: Present: Mayor Brad Keeler, Mayor Pro Tem Lori Steele, and Councilmembers Roger Keeney, Randy Wisnaski and Cathy Green.
   Absent: None.

5. Approval of Minutes:
   A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 08/11/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.

6. Public Comment: None.

7. County Commissioners Report: Commissioner Dugan gave an update on happenings throughout Allegan County.

8. Agenda approval:
   A motion by Steele, seconded by Wisnaski, to approve the Agenda for the August 25, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.

9. Mayor's Report: Stated he was happy for the break in the hot weather.

10. Recommendations and Reports:
    A. City Manager Lakamper discussed Ordinance 402, which amends Chapter 56: Taxes of the City of Plainwell Code of Ordinances to allow for up to two alternate members for the Board of Review.
    A motion by Keeney, seconded by Wisnaski, adopting Ordinance 402 as presented. On a roll call vote, all voted in favor. Motion passed.

    B. Superintendent Nieuwenhuis discussed the purchase of annual road salt. The City utilizes the MiDEAL program through the State of Michigan for pricing and delivery. This year the vendor is Detroit Salt Company.
    A motion by Green, seconded by Keeney, approving the purchase of an early salt delivery from Detroit Salt Company for $6,344.00 and a regular salt delivery from Detroit Salt Company for $6,667.00, at a total cost of $13,011.00. On a roll call vote, all voted in favor. Motion passed.

    C. City Manager Lakamper discussed the 2025/2026 budget encumbrance rollover.
    A motion by Wisnaski, seconded by Steele, to approve the 2024/2025 budget amendment, as presented, in order to appropriate prior year encumbrances into the current fiscal year. On a roll call vote, all voted in favor. Motion passed.

    D. Superintendent Nieuwenhuis discussed a Professional Service Agreement (PSA) with Dixon Engineering, Inc. The agreement covers Phase 4 (Construction) and 5 (Post Construction) of the Water Tower renovation project.
    A motion by Keeney, seconded by Steele, approving the Professional Services Agreement (PSA) with Dixon Engineering, Inc. for Phases 4 and 5 of the water tower renovation project for $23,100.00. On a roll call vote, all voted in favor. Motion passed.

11. Communications:
    A motion by Steele, seconded by Wisnaski, to accept and place on file the July 2025 Department of Public Safety and Water Renewal Reports, and the 07/08/2025 DDA/BRA/TIFA meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:
    A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of $1,162,523.12 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: Dale and Kathe Burnham shared their experience touring the Classic Auto Factory located in DeKalb, Illinois. Dale stated it is a nice facility, and feels Classic Auto Factory would be a good fit for the Mill property.

14. Staff Comments:
    Personnel Coordinator/Interim Treasurer Kersten was excused.

    Superintendent Nieuwenhuis discussed removing flower baskets as the flowers die down. Hydrant flushing will happen toward the end of September, after the completion of the Water Tower repainting and maintenance project. He noted there are two pressure release valves (located at the DPW building and at the dog park) which may discharge water if needed to maintain the correct pressure in the lines while the tower is down for maintenance.

Deputy Superintendent Keyzer stated that he is getting quotes from contractors to install screens in the grit removal system.

Director Callahan discussed the S. Main paving project challenges, advising everyone maintain a safe speed and watch for students as the school year begins.
The Department of Public Safety is hosting an Open House on Saturday, October 11th from Noon until 2:30pm. There will be a food truck, Smokey the Bear and other friends, and kids' activities.

Clerk Leonard had nothing to report.

City Manager Lakamper discussed the August 20th Planning Commission meeting. The Commission discussed and ultimately approved the drafting of an ordinance to allow Accessory Dwelling Units (ADUs) in areas zoned R1A/R1B single family residential for further consideration. He stated that the Old Orchard project is complete.
He has been working with Darius, the owner of Classic Auto Factory, on a plan for the building, focusing on the façade. Darius had planned to clean up the site himself, but due to the site's superfund status, clean up needs to be handled by licensed contractors working with an environmental consultant. This will slow the process.
He has talked with AT&T concerning their cell tower located on the decommissioned water tower. He hopes AT&T will consider purchasing the site, removing the old tower, and building a new cell tower. Building #2 continues to be evaluated by the insurance company, but demolition is likely.
MEDC and Bosch Architects are working with David Steffen, owner of NAPA Auto, to design a building that aligns with the aesthetics of the rest of Mill Property.

15. Council Comments:
Mayor Pro Tem Steele wished everyone a safe and happy Labor Day weekend.

Councilmember Green was thankful for the cooler weather.

16. Adjournment:
A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:40pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
September 08, 2025
JoAnn Leonard
JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
September 08, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.

2. Invocation: None.

3. Pledge of Allegiance was given by all present.

4. Roll Call: Present: Mayor Brad Keeler, Mayor Pro Tem Lori Steele, Councilmembers Randy Wisnaski and Cathy Green.
   Absent: Councilmember Roger Keeney.
   A motion by Wisnaski, seconded by Steele, to excuse Councilmember Keeney from tonight's proceedings. On a voice vote, all voted in favor. Motion passed.

5. Approval of Minutes:
   A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 08/25/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.

6. Public Comment: None.

7. County Commissioner's Report: None.

8. Agenda approval:
   A motion by Steele, seconded by Wisnaski, to approve the Agenda for the September 08, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.

9. Mayor's Report: None.

10. Recommendations and Reports:
    A. Director Callahan discussed Resolution 2025-17, the adoption of the Mutual Box Aid Alarm System (MABAS) with Allegan County and the State of Michigan.
    A motion by Steele, seconded by Green, to adopt Resolution 2025-17 as presented. On a roll call vote, all voted in favor. Motion passed.

11. Communications:
    A motion by Steele, seconded by Wisnaski, to accept and place on file the August 2025 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:
    A motion by Wisnaski, seconded by Green, that the bills be allowed and orders drawn in the amount of $157,862.33 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:
    Personnel Coordinator/ Interim Treasurer Kersten wished Lori a happy birthday.

    Superintendent Nieuwenhuis wished Lori a happy birthday. He shared that the water tower painting project is complete, and looks good. 123Net is finishing up fiber line installation, and SurfNet is starting. Communication on the S. Main paving project has been poor, with the most recent update stating the project will start next Monday. Blockades have been removed for now.

    Superintendent Keyzer wished Lori a happy birthday, and said everything is going well at Water Renewal.

    Director Callahan wished Lori a happy birthday. He reminded everyone about the fire department open house on October 11th.

    Clerk Leonard wished Lori a happy birthday.

    City Manager Lakamper shared that the Treasurer's position has been filled, and background screening is in process. He provided an update on Classic Auto Factory and their Mill building offer. The owner, Darius, has now requested a 99-year lease with the City, for $1 per year. He states he is having difficulty finding insurance coverage for the building. Since this is a superfund site, the EPA requires a Phase I environmental study and a BEA, which will take time. Justin spoke with the City Attorney, and both feel that a 99-year lease is not prudent. Justin feels there is a way forward that will work for Classic Auto Factory as well as the City, and hopes discussion will continue.

15. Council Comments:

    Mayor Pro Tem Steele thanked everyone for the birthday wishes.

    Councilmember Green discussed the Ladies, Leaves and Laughter event scheduled for November 7, 2025, and thanked Utility Billing Specialist Penny Soper for her help.

16. Adjournment:

    A motion by Green, seconded by Wisnaski, to adjourn the meeting at 7:30pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
September 22, 2025

JoAnn Leonard

JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
September 22, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Scott Fenner of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brad Keeler, Mayor Pro Tem Lori Steele, and Councilmembers Roger Keeney, Randy Wisnaski and Cathy Green.
   Absent: None.
5. Approval of Minutes:
   A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 09/08/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: Presentation by Mill 17 Event Center
7. County Commissioners Report: Commissioner Dugan gave an update on happenings throughout Allegan County.
8. Agenda approval:
   A motion by Steele, seconded by Wisnaski, to approve the Agenda for the September 22, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: None.
10. Recommendations and Reports:
    A. Clerk Leonard discussed Ordinance 402, which amended Chapter 56: Taxes of the City of Plainwell Code of Ordinances to allow for up to two alternate members for the Board of Review. Appointments are made by the Mayor, and subject to confirmation from Council.
    A motion by Keeney, seconded by Steele, confirming the Mayor's appointment of Holly Harrison to the Board of Review as an alternate member. On a roll call vote, all voted in favor. Motion passed.

    B. City Manager Lakamper discussed Amanda Kersten's resignation from the position of Interim Treasurer. Amanda will remain as Personnel Coordinator and take on the additional role of Deputy Treasurer.
    A motion by Steele, seconded by Green, confirming the resignation of Amanda Kersten as Interim Treasurer, effective October 6, 2025. On a roll call vote, all voted in favor. Motion passed.

    C. City Manager Lakamper discussed the appointment of a new Treasurer. Denise Wilcox has accepted the Treasurer position for the City of Plainwell, with a start date of October 6, 2025. Per section 6.1(b) of the City Charter, the appointment of the Treasurer requires Council approval
    A motion by Green, seconded by Keeney, to confirm the appointment of Denise Wilcox as Treasurer for the City of Plainwell effective October 6, 2025, under the condition that outside of the role of the City Treasurer/Finance Director, she shall not hold any elective or appointive office after the expiration of her current term as Alamo Township Treasurer. On a roll call vote, all voted in favor. Motion passed.

    D. City Manager Lakamper discussed a main server and network switch upgrade.
    A motion by Wisnaski, seconded by Steele, approving the purchase and installation of a new server and network switch by Clark Technical at a cost of $13,085.98. On a roll call vote, all voted in favor. Motion passed.

    E. City Manager Lakamper discussed USA Earthworks Pay Application #8 for work done on the Old Orchard Project. The contractor has completed the project, and this is the final pay application.
    A motion by Keeney, seconded by Green, approving USA Earthworks Pay Application #8 in the amount of $44,838.90. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
    A motion by Steele, seconded by Wisnaski, to accept and place on file the August 2025 Department of Public Safety Report and the 08/12/2025 DDA/BRA/TIFA meeting minutes. On a voice vote, all voted in favor. Motion passed.
12. Accounts Payable:
    A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of $238,448.16 for payment of the same. On a roll call vote, all voted in favor. Motion passed.
13. Public Comments: Paul Grimm asked for more information on Classic Car Factory.

MINUTES
Plainwell City Council
September 22, 2025

14. Staff Comments:
Personnel Coordinator/Deputy Treasurer Kersten thanked Council and City Manager Lakamper for the opportunity to serve as Interim Treasurer.

Deputy Superintendent Keyzer stated that no news is good news, and he had nothing to report.

Director Callahan discussed the completion of the S. Main paving project, and the DPS Open House being held on October 11, 2025. He shared that DPS is working toward law enforcement accreditation.

Clerk Leonard had nothing to report.

City Manager Lakamper discussed S. Main, sharing that striping and raising the manhole covers will happen shortly. The road will remain open during this process. He reported that currently there are two fiber installation companies in Plainwell working in the Right of Way between the sidewalks and the streets. He provided an update on Classic Auto Factory, stating that the owner, Darius, is adamant about having 99-year lease.

15. Council Comments:
Mayor Pro Tem Steele thanked Amanda for filling in as Treasurer for the City. She mentioned having an appetizer and drinks at Mosaic Distillery, sharing that both were excellent.

Councilmembers Keeney, Green and Wisnaski thanked Amanda for taking on the Treasurer duties.

16. Adjournment:
A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:03pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
October 13, 2025

JoAnn Leonard

JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
October 08, 2025

1. Mayor Keeler called the special meeting to order at 9:02AM in City Hall Council Chambers.

2. Pledge of Allegiance was given by all present.

3. Roll Call: Present: Mayor Brad Keeler, and Councilmembers Cathy Green, Roger Keeney and Randy Wisnaski.
   Absent: Mayor Pro Tem Lori Steele.
   A motion by Keeney, seconded by Wisnaski, to excuse Mayor Pro Tem Steele from the proceedings. On a voice vote, all in favor. Motion passed.

4. Approval of Agenda:
   A motion by Wisnaski, seconded by Keeney, to approve the agenda for the Mill Development Workshop as presented. On a voice vote, all in favor. Motion passed.

5. New Business:
   A. City Manager Lakamper gave an overview of the Mill Development proposals from both BizEx and Classic Auto Factory to Council. He discussed parking strategies for both businesses, the possibility of green space and accessory buildings on the lot, and how best to provide access to the back of the building in the future.

6. Public Comment: None.

7. Staff Comments: None.

8. Council Comments: None.

9. Adjournment:
   A motion by Green, seconded by Keeney, to adjourn the meeting at 10:09AM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
October 13, 2025

JoAnn Leonard

JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
October 13, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.

2. Invocation: Given by Ken Fritz of Lighthouse Baptist Church.

3. Pledge of Allegiance was given by all present.

4. Roll Call: Present: Mayor Brad Keeler and Councilmembers Roger Keeney, Randy Wisnaski and Cathy Green.
   Absent: Mayor Pro Tem Lori Steele
   A motion by Wisnaski, seconded by Green, to excuse Mayor Pro Tem Lori Steele from tonight's proceedings. On a voice vote, all voted in favor. Motion passed.

5. Approval of Minutes:
   A motion by Green, seconded by Keeney, to accept and place on file the Council Meeting Minutes of the 09/22/2025 regular meeting and the 10/08/2025 Mill Development Workshop. On a voice vote, all voted in favor. Motion passed.

6. Public Comment: None.

7. Presentation: 10/17/2024 and 04/20/2025 Field Save Awards by Director Callahan

8. Agenda approval:
   A motion by Wisnaski, seconded by Green, to approve the Agenda for the October 13, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.

9. Mayor's Report: Dean's is closed for the season, but S. Main is open now.

10. Recommendations and Reports:
    - **A.** Superintendent Nieuwenhuis discussed the purchase of a new utility locator for the DPW.
      A motion by Keeney, seconded by Wisnaski, to approve the purchase of a utility locator from C&S Solutions, Inc. for $8,120.00. On a roll call vote, all voted in favor. Motion passed.
    - **B.** Superintendent Nieuwenhuis discussed the need for a SCADA system update for the DPW.
      A motion by Wisnaski, seconded by Keeney, to approve the purchase of a SCADA system and software support from Windemuller for $39,351.00. On a roll call vote, all voted in favor. Motion passed.
    - **C.** Clerk Leonard discussed receiving an Industrial Facilities Tax Exemption application form Profielnorm USA, LLC. A public hearing is required to allow taxpayer, applicant, assessor and taxing unit an opportunity to be heard.
      A motion by Green, seconded by Wisnaski, to set a public hearing for November 10, 2025 for consideration of an IFT application received from Profielnorm USA, LLC and to afford the applicant, the City Assessor and a representative of each taxing unit an opportunity to be heard with regard to said application. On a roll call vote, all voted in favor. Motion passed.
    - **D.** City Manager Lakamper discussed a Social District Permit for Mosaic Distillery.
      A motion by Steele, seconded by Green, approving Resolution 2025-18 which recommends the consideration and approval of a Social District Permit for Mosaic Distillery by the Michigan Liquor Control Commission. On a roll call vote, all voted in favor. Motion passed.

11. Communications:
    A motion by Keeney, seconded by Wisnaski, to accept and place on file the September 2025 Investment, Fund Balance and Water Renewal Reports. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:
    A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of $212,087.02 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: Dale Burnham of 202 Prairie St. discussed some situations that he'd like the City Ordinance Officer to look into: a Ford Explorer with flat tires on E. Bridge St., an empty lot at the end of Floral St. that is being used to dump trash and as a camping spot, and the next steps concerning the burned house on Marriott St. He also asked about the Mill Development plan.

MINUTES
Plainwell City Council
October 13, 2025

14. Staff Comments:

Superintendent Nieuwenhuis congratulated the Field Save award recipients. He shared that S. Main should be complete by the end of the week. He shared that the two fiber installation companies currently in the City will be here for several more months, and to expect the MISS DIGS to continue. Profielnorm USA plans to begin utility connections soon. Loose leaf pickup began this week. Residents may rake loose leaves (no brush or sticks) into the road near the curb and DPW will pick them up. The damaged trees in Thurlcook Park were removed and will be replaced with playground equipment.

Superintendent Keyzer shared that Water Renewal is working on maintenance for fall.

Director Callahan discussed the Public Safety Open House held October 11th, sharing that it went well with good community attendance.

Clerk Leonard had nothing to report.

City Manager Lakamper shared the Denise Wilcox, the new City Finance Director/Treasurer had started this week. He discussed ongoing negotiations with Classic Auto Factory concerning the lease of the remaining Mill Buildings, with the ultimate goal of transferring ownership.

15. Council Comments:

Councilmember Wisnaski congratulated the Field Save award recipients.

Councilmember Keeney congratulated the Field Save award recipients and wished everyone a happy Indigenous People's Day.

Councilmember Green congratulated the Field Save award recipients.

16. Adjournment:

A motion by Green, seconded by Wisnaski, to adjourn the meeting at 7:44pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
October 27, 2025

JoAnn Leonard

JoAnn Leonard, City Clerk