

# 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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## AGENDA Plainwell City Council Monday, February 09, 2026 - 7:00PM Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 01/26/2026 Regular Meeting
6. Public Comments
7. County Commissioners Report
8. Agenda Approval
9. Mayor's Report
10. Recommendations and Reports:
  - A. City – Special Event Permit 2026-01 – Dean's Ice Cream Car Show  
Council will consider approving Special Event Permit Application 2026-01.
  - B. City – Other Post-Employment Benefit (OPEB) Trust Contribution  
Council will consider approving a transfer of \$9,711.00 into the OPEB Trust to cover the actuarially determined 'normal cost' for employees covered by the City of Plainwell Retiree Medical Benefit Plan.
  - C. City – Microsoft Office 365 Upgrade  
Council will consider authorizing Clark Technical Services to upgrade the City email system to Microsoft 365 for a total cost of \$9,536.00.
  - D. City – Website Upgrade  
Council will consider approving a contract to upgrade and host the City's website.
  - E. WR – Purchase of new Dissolved Oxygen (DO) Controllers and Sensors  
Council will consider approving the purchase of new Hach DO controllers and sensors from USA Bluebook for \$18,959.68.
11. Communications: The January 2026 Investment and Fund Balance Reports
12. Accounts Payable - \$500,816.79
13. Public Comments
14. Staff Comments
15. Council Comments
16. Adjournment

Agenda Subject to Change

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

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## Reports & Communications:

### A. City – Consideration of Special Event Permit Application 2026-01 – Dean’s Ice Cream Car Show

Dean’s Ice Cream has submitted Special Event Permit 2026-01, requesting permission to close Sherwood St. between Sterling and Oak from 4pm until 8pm every Monday night beginning April 13, 2026 through October 5, 2026 for a car show.

**Recommended action:** Consider approving Special Event Permit Application 2026-01.

### B. City – Other Post-Employment Benefit (OPEB) Trust Contribution

The City maintains a Trust Fund for its Retiree Medical Plan, which is an “other post-employment benefit” (OPEB) offered to members of the POLC and SEIU labor groups. The City recognizes liabilities on its annual financial statements for future costs associated with the Plan, which are determined by an annual actuarial valuation. Per Governmental Account Standards, costs associated for covered employees hired after June 30, 2018 are required to be deposited into a separate Trust account to be paid out in the future when the costs are actually incurred.

**Recommended action:** Consider approving a transfer of \$9,711.00 into the OPEB Trust to cover the actuarially determined ‘normal cost’ for employees covered by the City of Plainwell Retiree Medical Plan.

### C. City – Microsoft Office 365 Upgrade

Plainwell’s current email system is run through an exchange server housed at City Hall. This system works with a license from Microsoft for 200 email addresses that were originally issued in perpetuity. Microsoft announced that they are no longer servicing these licenses, leaving us with the option to use Linux based software to host our emails on the exchange server at City Hall, or upgrade to Microsoft 365 or Google Workspace. Both Microsoft 365 and Google Workspace are subscription-based software, meaning you pay per user and include email and all of the other programs in the office suite. Moving to this model will bring both our email functionality and office suite programs up to a modern standard. Our office programs, such as Excel and Word, are all currently purchased on a single user basis, leaving some employees with older versions that do not have all of the latest functionality. A subscription-based model provides the most recent version of every program, with upgraded functionality allowing multiple users to work on a single document at the same time and access documents using a web browser from any computer. Our IT service provider Clark Technical will perform the email upgrade, which requires all of the existing email accounts to be migrated over to the new system.

**Recommended action:** Consider authorizing Clark Technical Services to upgrade the City email system to Microsoft 365 for a total cost of \$9,536.00.

### D. City – Website Upgrade

Plainwell’s current website is run by a Michigan based company called Muniweb, who specialize in municipal websites. They are phasing out their CMS 1.0 platform, and will no longer be able to host our current website. This is forcing us to upgrade to their new CMS 2.0 platform, or choose a new provider. This is unfortunate, but the website is old with large number of pages and buttons that make the user experience difficult. We would like to streamline the website and meet ADA requirements. We have reached out to two other companies, both of which are located in Michigan and specialize in municipal websites. Muniweb is recommended for this project, based on price and ease of content migration to the new website.

**Recommended action:** Consider approving a contract with Muniweb for the purposes of upgrading and hosting the City website for a cost of \$7,650.00.

### E. WR – Purchase of new Dissolved Oxygen (DO) Controllers and Sensors

The Dissolved Oxygen sensors are in the MBBR tanks that are the secondary treatment process. They measure the dissolved oxygen (DO) in the water and maintain the correct DO level for the best treatment. They are tied to controllers, allowing the blowers to ramp up or down to control the DO level in the tanks. The original controllers and sensors were installed 2013 and have been in use since.

**Recommended action:** Consider approving the purchase of new Hach DO controllers and sensors from USA Bluebook for \$18,959.68.

#### Reminder of Upcoming Meetings:

- February 10, 2026 – DDA/BRA/TIFA – 7:30am
- February 10, 2026 – Parks & Trees – 4:00pm
- February 18, 2026 – Planning Commission – 6:30pm
- February 23, 2026 – City Council – 7:00pm

#### Agenda Subject to Change

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