

City of Plainwell

Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Roger Keeney, Council Member
Todd Overhuel, 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 December 12, 2016, 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary** – 11/28/2016 Regular meeting.
6. **General Public/County Commissioner Report**
7. **Agenda Amendments**
8. **Mayor's Report**
9. **Recommendations and Reports:**
 - A. **Interurban Planning Project**

Council will consider an updated timeline and schedule for grant work related to the Interurban Planning Project from Wightman & Associates and authorize the City Manager to execute all documents related to the approved action.
 - B. **DPS Purchase Administrative Car**

Council will consider the purchase of a 2008 Chevy Impala replacing a totaled vehicle in the amount of \$4,800.
 - C. **Resolution 16-22 – Sewer Tap Fee Increase**

Council will consider a resolution to increase sewer tap fees.
 - D. **Appointment of Members to Various Boards & Commissions**

Council will consider re-appointing Jay Lawson to a 3-year term on the Planning Commission, Sue Miller & Jerry Westergaard to 3-year terms on the Board of Review, EJ Hart & Zelda Schippers to 4-year terms on a DDA/BRA/TIFA Board and Sherry Pallett to a 5-year term on the Compensation Board.
10. **Communications:** The October 2016 Public Safety Report, the November 2016 Fund Balance and Investment Reports.
11. **Accounts Payable - \$115,170.09**
12. **Public Comments**
13. **Staff Comments**
 - A. **Old City Hall Parking Lot**
14. **Council Comments**
15. **Adjournment**

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

MINUTES
Plainwell City Council
November 28, 2016

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Fenner of Lighthouse Baptist Church offered condolences for Noreen Farmer's passing and gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Overhuel, Councilman Keeler, Councilman Keeney and Councilwoman Steele. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 11/14/2016 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Mayor Brooks turned the meeting over to Deputy Clerk Brian Kelley at 7:02pm, who congratulated Lori Steele and Todd Overhuel for being re-elected to the Plainwell City Council. Oaths of Office were administered to both.
7. Deputy Clerk Kelley stated that the offices of Mayor and Mayor Pro-tem were slated to election. He opened the floor for nominations for both offices.
A motion by Keeney, supported by Keeler, to nominate Richard Brooks as Mayor. With no further nominations, Deputy Clerk Kelley took a voice vote with all in favor to elect Richard Brooks as Mayor, passed.

A motion by Keeney, supported by Overhuel, to nominate Lori Steele as Mayor Pro-Tem. With no further nominations, Deputy Clerk Kelley took a voice vote with all in favor to elect Lori Steele as Mayor Pro-Tem, passed.

Deputy Clerk Kelley turned the meeting back over to Mayor Brooks at 7:06pm.
8. General Public / County Commissioner:
Chief Bomar recognized Joy Sausaman for 15 years of service. He listed many of the duties Joy performs and has performed over her career thus far. She provides many support functions to the Plainwell Public Safety Department as well as other related organizations and is the main "go-to" for the department. City Manager Wilson echoed the positive sentiments.

Superintendent Urdike recognized Aaron Bird for his 10 years of service. Aaron is a versatile worker with many skills from welding to repairs to flat-work. He is always in motion and works hard for whatever task is at hand.
9. Agenda Amendments: None.
10. Mayor's Report: Go Broncos!
11. Recommendations and Reports:
 - A. City Manager Wilson presented three (3) amended job descriptions to reflect what has been shifted as a result of Noreen Farmer's retirement. The election management and record retention duties are included in the Clerk/Treasurer combined job description, most of the planning responsibilities are included in the new Community Development Manager job description, which will be Denise Siegel's position, and some administrative and tracking duties are included in the new Senior Office Clerk job description, which will be Shirley Wilfinger's and Cheryl Pickett's new job title.
A motion by Steele, supported by Keeler, to approve the amended job descriptions as presented. On a voice vote, all in favor. Motion passed.

- B. City Manager Wilson segued the Clerk/Treasurer job description into an introduction of Brian Kelley as the new Clerk/Treasurer. He noted that Brian has been doing the work and believes this is the best action for the city going forward.

A motion by Steele, supported by Keeler to confirm the City Manager's appointment of Brian Kelley as City Clerk/Treasurer. On a voice vote, all in favor. Motion passed.

Clerk/Treasurer Kelley thanked the City Council, the Manager and the Administration for its support during the election process and looks forward to learning many new roles and responsibilities while working with the citizenry of Plainwell.

- C. Community Development Manager Siegel briefed Council on a resolution that allows the City Manager to act as a liaison with the Michigan Economic Development Corporation (MEDC) to certify the city as a Redevelopment Ready Community (RRC). There are many practices to be documented in accordance with best practice models. Each of six (6) categories must be met for grant approvals. City Manager Wilson noted that this designation helps standardize practices across the state, which is a benefit to developers/investors. He noted that this project will be a lot of work up front for city staff, but the future benefits are worth the work.

A motion by Keeler, supported by Keeney, to approve Resolution 16-21, authorizing the City Manager to proceed toward application for Redevelopment Ready Community designation. On a voice vote, all in favor. Motion passed.

- D. Chris Olsen from Ridgeview Retail Limited presented a Council a concept plan for the sale and development of four parcels at the northeast corner of Allegan and Prince Streets. He noted that the company has reviewed many sites around Southwest Michigan and chose Plainwell for its plans for growth and development. This development plan calls for a 3,500-to-4,000 square foot building to house a retail Sweetwater's Donut store combined with a franchisee training facility and a corporate headquarters for Ridgeview Retail Limited, which manages the nationwide franchising effort for Sweetwater's Donuts. The retail location will draw guests into Plainwell from around the area and will be open 24/7. The training facility will bring in people from around the country to enjoy the amenities Plainwell has to offer. The Real Estate Buy and Sell Agreement was reviewed and City Manager Wilson noted four (4) amendments to the agreement from what was presented to Council. The amendments are as follows:

- a. "Exhibit A" as noted in Section 1 of the Agreement is the map included in the concept plan presented to Council at the meeting.
- b. Section 7 has removed a typographical error with an extra "t" between the words "at" and "closing".
- c. Section 9 was modified to grant a 120-day contingency period instead of a 60-day period. This is due to the timing of receiving a letter from the EPA related to the site itself.
- d. A right-of-refusal clause has been added giving the city the right to review future development on the site.

Richard Schell Jr., Vice-President of Ridgeview Retail Limited, noted for Council his excitement for this project and the ancillary developments that could bring even more people into Plainwell.

A motion by Keeler, supported by Overhuel, to accept the buy/sell agreement with Ridgeview Retail Limited, as amended by notation above, for four (4) parcels of land at the northeast corner of Allegan and Prince Streets. On a roll-call vote, all in favor. Motion passed.

12. Communications:

A motion by Steele, seconded by Overhuel to accept and place on file the October 2016 Water Renewal Report On a voice vote, all in favor. Motion passed.

13. Accounts Payable:

A motion by Keeler, supported by Keeney, that the bills be allowed and orders drawn in the amount of \$91,805.54 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments

None.

15. Staff Comments

Personnel Manager Lamorandier congratulated Joy Sausaman and Aaron Bird and remarked what a great long-term staff works in the city as a whole.

Superintendent Updike noted that his staff is decorating for Christmas.

Superintendent Pond reported that his capital projects are nearing completion.

Community Development Manager Siegel noted that the indoor farmers' market was a success in its first week with 21 vendors. There are three more Saturdays for the public to visit and buy some Christmas wares. She noted working on the upcoming parade and festival.

Chief Bomar noted the donation of 13 unclaimed bicycles to the Salvation Army. He also noted that Midway Chevy had identified a replacement vehicle for the cruiser that was damaged/totaled earlier in the fall and that a purchase order would be considered at the next Council meeting.

Clerk/Treasurer Kelley again thanked the Administration and the election workers for a successful election. He noted that he is awaiting formal notification of a statewide recount for President of the United States. He also noted that the audit is near completion.

City Manager Wilson noted that any discussion of the Jenson Lot as it relates to the Barbed Wire Café site plan (from the last Council meeting) has been reduced to the city most probably providing an easement to the land instead of selling a part of the Lot. Nothing has been finalized at this time and Council will continue to be briefed.

16. Council Comments:

Councilman Keeney congratulated Joy Sausaman and Aaron Bird and welcomed Sweetwater's to Plainwell.

Councilman Overhuel also congratulated Joy and welcomed Sweetwater's.

Mayor Pro-Tem Steele thanked the voters for re-electing her and Councilman Overhuel. She also congratulated Joy Sausaman. She thanked Sweetwater's for having chosen Plainwell and she looks forward to growing together.

17. Adjournment:

A motion by Steele, supported by Overhuel to adjourn the meeting at 7:57 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

SUMMARY
Plainwell City Council
November 28, 2016

1. Mayor Brooks called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Scott Fenner of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Keeley, Keeler, Steele, Overhuel and Brooks. Absent: None.
5. Approved Minutes/Summary of 11/12/2016 regular meeting.
6. Swore-in Council Members Todd Overhuel and Lori Steele.
7. Elected and swore in Rick Brooks to a two-year term as Mayor and Lori Steele as Mayor Pro-Tem.
8. Approved amended job descriptions for Clerk/Treasurer, Community Development Manager and Senior Office Clerks.
9. Accepted the appointment of Brian Kelley as Clerk/Treasurer.
10. Approved Resolution 16-21 authorizing the City Manager to act as liaison between the Michigan Economic Development Corporation and the city of grant certification.
11. Approved an amended buy/sell agreement with Ridgeview Retail Limited for four (4) parcels at the northeast corner of Allegan and Prince Streets.
12. Accepted and placed on file the October 2016 Water Renewal Report.
13. Approved Accounts Payable for \$91,805.54.
14. Adjourned the meeting at 7:57 pm.

Submitted by,
Brian Kelley
City Clerk/Treasurer

Allegan County Board of Commissioners



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

Mark DeYoung, Chairman
Dean Kapenga, Vice Chairman

BOARD OF COMMISSIONERS MEETING – AGENDA

Thursday, December 8, 2016 – 1PM
Board Room – County Services Building
9AM

DISTRICT 1
Dean Kapenga
616-218-2599
dkapenga@
allegancounty.org

DISTRICT 2
Jim Storey
616-848-9767
jstorey@
allegancounty.org

DISTRICT 3
Max R. Thiele
269-673-4514
mthiele@
allegancounty.org

DISTRICT 4
Mark DeYoung
616-681-9413
mdeyoung@
allegancounty.org

DISTRICT 5
Tom Jessup
269-637-3374
tjessup@
allegancounty.org

DISTRICT 6
Gale Dugan
269-694-5276
gdugan@
allegancounty.org

DISTRICT 7
Don Black
269-792-6446
dblack@
allegancounty.org

DISCUSSION ITEMS:

1. Wellness Report—Amy Doeden, Wellness Coordinator (*Quarterly Report*)
2. Administration-Letter of Agreement
3. Board of Commissioners-2017 Road Commissioner Compensation (*Approve; passed unanimously*)
4. Board of Commissioners-FY2017 Commissioners Compensation (*passed unanimously*)
5. Maintain Current Officers-Rules 2017 (*Current Officers between December 31 and next meeting in January; passed unanimously*)
6. Board of Commissioners—approve 2017 Meeting Dates (Board & Planning Sessions) (*passed unanimously*)

Closed Session –Collective Bargaining Agreements

7. ADMINISTRATOR REPORT: (*Sheriff Dept. considering a like drone for various searching for approximate \$12,000.00 2'x2' and carry 24 pounds load.*)

1PM

OPENING PRAYER: Commissioner Mark DeYoung

PLEDGE OF ALLEGIANCE:

OATH OF OFFICE: Joyce A. Watts, County Clerk/Register

PRESENTATIONS:

Employee Recognitions – Gerard Durkee & Jan Goswick
Special Resolutions of Recognition

- Joyce Watts (*24 years service*)
- Fred Anderson (*16 years service*)
- Blaine Koops (*16 years service-departing letter; consider safety millage because the Sheriff Dept. under staffed*)
- Bruce Culver (*36 years service*)

INFORMATIONAL SESSION:

Michigan State University Extension—Betty Blase

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (11/18/16 & 11/25/16 & 12/2/16 & 12/9/16) (*\$389,486.10, \$161,775.80, \$163,418.39, \$499,160.97; passed unanimously*)

ACTION ITEMS:

Mission Statement

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”

1. Facilities Management—award Generator Maintenance Services Bid (150-581) *(\$65,985.00 to maintain 10 generators for 3 years to Total Energy Systems of Allegan from 7 bids; passed unanimously)*
 2. Administration—2017 Peer Review Group Appointments (150-272) *(Organization to continue the Surveying Remonumentation process; passed unanimously)*
 3. Board of Commissioners—authorize approval of 2017 10-Collective Bargaining Agreements (150-808) *(passed unanimously)*
 4. Board of Commissioners—authorize approval of 2017 1-Collective Bargaining Agreements *(passed unanimously)*
 5. Central Dispatch-approve Emergency Medical Dispatcher Software Purchase (150-564) *(Total cost to not exceed \$72,000.00 applying for \$25,000.00 grant \$22,000.00 Capital, remaining donations; passed unanimously)*
 6. Economic Development Commission—revise Bylaws (150-873) *(passed unanimously)*
-

DISCUSSION ITEMS:

1. Sheriff Department apply Medical Marijuana Operation/Oversight Grant (151-176) *(Moved to apply for \$3,839 with no match. Allegan County has 1221 with cards. Bring back a resolution with details how the program will work?; passed unanimously)*
 2. 2017 Budget—approve capital and other projects (150-974) *(Moved to approve the capital projects; passed unanimously and moved to fix or purchase a Register Deed system on the capital budget and working by end of FY2017 and include Bob Genetski; passed unanimously)*
 3. Harassment/Employee Dignity—approve revised Policy #201 (144-311) *(Tabled for detail; passed unanimously)*
 4. Equal Opportunity Employer—approve revised Policy #210 (144-312) *(Tabled for detail; passed unanimously)*
-

ROUND TABLE:

- District-1-Dean Kapenga-*(Nothing)*
- District-2-Jim Storey-*(Nothing)*
- District-3-Max R. Thiele-*(Nothing)*
- District-4-Mark DeYoung-*(Nothing)*
- District-5-Tom Jessup-*(Nothing)*
- District-6-Gale Dugan-*(Left early)*
- District-7-Don Black-*(Nothing)*

District #7 Commissioner (616) 920-2875 Don Black Synopsis-December 8, 2016
(Comments in italics are my opinions and interpretation of the Commission meeting and actions)

Aging

*I'm very pleased with each advancing year. It stems back to when I was 40. I was a bit upset about reaching that milestone, but an older friend consoled me. "Don't complain about growing old, many, many people do not have that privilege."
Earl Warren, Chief U.S. Justice*

ADJOURNMENT: Thursday, TBD, @ BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.

December 5, 2016

Benton Harbor Office:
2303 Pipestone Road
Benton Harbor, MI 49022

Telephone:
(269)927-0100

Fax:
(269)927-1300

Website:
www.wightman-assoc.com

City of Plainwell
211 N. Main Street
Plainwell, MI 49080

Attention: Ms. Denise Siegel, Economic Development Manager

RE: INTERURBAN PLANNING PROJECT

Dear Denise:

Several municipalities came together for the purpose of planning and eventually constructing a forty-mile trail. In February, 2016, the City of Plainwell on behalf of the stakeholder group sent out a Request for Proposal and Wightman and Associates, Inc. (WAI) was awarded the planning project. The group sought and was awarded a grant from the Michigan Department of Natural Resources for the planning portion.

Since award, a few events occurred that affect the overall project.

- As part of the funding process, it was determined that the West Michigan Trails and Greenways Coalition (WMT&GC) would be the fiduciary for the distribution of the grant monies and the City of Plainwell would be our client for the project.
- In WAI's proposal, LSL Planning was listed as a project partner. However, LSL Planning no longer has an office in Michigan and WAI is now partnering with Williams and Works for that portion of the work.
- During the last meeting, a desire to investigate two additional trail routes was expressed by the group, increasing the scope of the project. The original scope was reviewed along with the distribution of tasks among the project team and it was determined that the original contract amount could be held if we eliminate one stakeholder meeting. See the attached revised Timeline and Schedule.
- The authorization to proceed was delayed until October and during that time our standard hourly rates were revised. However, we will utilize the rates that were presented in our proposal for the scope of this project.

Therefore, we are submitting this letter along with our original proposal and revised Timeline and Schedule to document these changes to our understanding of the project.

City of Plainwell
Ms. Denise Siegel, Economic Development Manager
December 5, 2016
Page 2

We look forward to working with you and the stakeholders to develop the master plan and online accessible database for the Interurban Trail.

Please sign below to authorize us to begin work and return a copy to our office. If you have any questions or comments, please feel free to call me.

Very truly yours,

WIGHTMAN & ASSOCIATES, INC.



Suzannah Deneau, Project Manager
sdeneau@wightman-assoc.com

cc: Mr. John Morrison, WMT&GC

Approved and accepted by:

By: _____

Date: _____

Title: _____

6.5 TIMELINE AND SCHEDULE

This planning project is a hefty undertaking with multiple players of varying agendas. The team that put together the RFP clearly understands that many steps need to happen before the trail can be built and has put together five phases of planning tasks for the Project Team. In order to keep the Project Team on schedule and meetings on task, we have provided the following tentative agendas and schedule for the planning phase. We feel that with commitment from the Project Team, this process can be completed in two years. The meeting schedule was also used to determine the Consultant costs.

Meeting 1: Meet the Project Team

(Community Stakeholders, Trail Partners, and Consultants)

along with stakeholders and partners

- Overview of the Interurban Trail Project
- Collect Team Contact Data
- Schedule Meetings 2 through 5 and the 6 month public hearing time
- Review of the Champion/Representative Roles
- Discussion of Project Website
- Discussion of a Trail logo
- Identify Preliminary Priority Routes
- Champion Task: Update Community decision makers

Meeting 2: Assignments Given

- Develop a Trail Project Vision Statement
- List what will make this project a success
- Schedule Public Meetings (4 total over 6 months)
- Review Interurban Trail map
- Identify gaps in Consumer Energy properties
- Discuss options for gaps
- Discussion of a Trail Authority
- Presentation of Funding Options
- Discussion of 5-Year Recreation Plan requirements
- Champion Task: Supply data for their community (ie. Current 5-Year RecPlan, expiration date, amenities off trail, etc.)

Meeting 3: Preparation for Public Hearings

- Prepare Agenda

- Determine needed presentation materials/handouts
- Determine what information we want from the public
- Assign advertising (Online, newspapers, mailings)
- Determine list of invitees (DDA, schools, newspaper, etc.)
- Champion Task: Be vocal and invite your community to the public meetings

Public Hearings (4 Total)

Meeting 4: What did we Learn?

- Gather data and review
- Review Preliminary Priority Routes
- Determine if changes need to be made to Preliminary Priority Routes
- Champion Tasks: Report back to Community leaders, discuss timing for community trail construction (1 year, 5 years, etc.)

Meeting 5: Steps Moving Forward

- Presentation of engineer's estimates with per mile construction and annual maintenance costs
- Language for Interurban Trail and maintenance for 5-Year Recreation Plan
- Champion Task: Individual Communities discuss moving the project forward
- Discussion of Individual Community action plans
- Formation of an Authority, if applicable
- Finalize priority routes with funding years



City of Plainwell

REQUEST FOR PROPOSAL
For Planning and Fundraising for Interurban Trail

February 12, 2016



Benton Harbor Office:
2303 Pipestone Road
Benton Harbor, MI 49022

Telephone:
(269)927-0100

Fax:
(269)927-1300

Website:
www.wightman-assoc.com

February 12, 2016

City of Plainwell
211 N. Main Street
Plainwell, MI 49080

Attention: Denise Siegel, Economic Development Manager

RE: INTERURBAN TRAIL PLANNING AND FUNDRAISING

Dear Ms. Siegel:

Wightman & Associates, Inc. (WAI) is a full-service Engineering, Surveying, Architectural, and Environmental firm with a strong local presence, experienced professional staff, and a passion to meet our clients' expectations. We believe people flourish when the partner with a team of dynamic problem solvers. As such WAI appreciates the opportunity to submit this proposal to the Community Stakeholders for the "Planning and Fundraising phase for the Interurban Trail".

We have teamed with LSL Planning to provide the Community Stakeholders with the best trail design experience partnered with the best planning team for a dynamite Consultant team. The following proposal outlines our interpretation of the RFP along with additional information to assist the Community Stakeholders with the next steps.

We have worked throughout the region to assist communities with trail planning, design and construction. For all of the trail projects, a state or federal funding source was utilized to leverage local dollars. Our consultant team is currently working with several Community Stakeholders on projects, such as, the City of Plainwell GIS system, the Village of Martin and City of Wayland SAW Grants, the City of Wayland Interurban Trail Project, and the Road Commission of Kalamazoo County Road Reclassification Project. With office locations in each of the stakeholder counties, we are uniquely qualified for this project.

We typically design between seven to ten MDOT local agency projects each year. Most of the municipal projects we work on, we are able to take advantage of funding opportunities. We have extensive experience with projects that have been awarded various types of funding as shown in the Experience with State/Federal Funding section and the project sheets. We have the experience and the planning expertise required by state and federal agencies.

If you have any questions, please feel free to contact me.

Very truly yours,

WIGHTMAN & ASSOCIATES, INC.



Mickey Bittner, P.E.
mbittner@wightman-assoc.com

6.1 FIRM INFORMATION AND PROJECT TEAM

The Interurban Trail is a 40-mile trail that will connect the Kalamazoo River Valley Trail with the Kent County Trail system and eventually to the Grand River Greenway Trail following the previously known Interurban Railroad line mostly owned by Consumers Energy. Thirteen communities have a stake in the Interurban Trail: Kalamazoo, Allegan, and Kent Counties; Cooper, Gun Plain, Martin, Wayland, Leighton, Dorr, and Byron Townships; the Cities of Plainwell and Wayland; and the Village of Martin. We recommend including other experienced and knowledgeable Trail Partners in the planning process. LSL and WAI will ensure that those who need to be involved are invited to key meetings, such as local officials, state agencies, trail advocates and users, developers, interest/activity groups and the general public. The team will help to stimulate excitement for the future while cultivating trail project champions that will later lead the charge into implementation. This group includes but should not be limited to the following partners:

- Allegan County Road Commission (ACRC)
- Allegan County Parks Department
- Bike Friendly Kalamazoo
- Consumers Energy
- Friends of the Interurban Trail
- Grand Valley Metropolitan Council (GVMC)
- Kalamazoo Bicycle Club (KBC)
- Kalamazoo County Parks and Recreation
- Kalamazoo Area Transportation Study (KATS)
- Kent County Road Commission (KCRC)
- Kent County Parks
- League of Michigan Bicyclists
- Michigan Department of Transportation (MDOT) - Kalamazoo TSC
- Michigan Department of Transportation (MDOT) - Non-Motorized Division
- Michigan Department of Transportation (MDOT) - Southwest Region
- Michigan Department of Natural Resources (MDNR)
- Michigan Shared Use Paths and Greenways Alliance
- Road Commission of Kalamazoo County (RCKC)
- South Central Michigan Regional Planning Commission
- Southwest Michigan Alliance for Recreational Shared Use Paths
- Southwest Michigan Alliance for Recreational Trails (SMART)
- West Michigan Regional Planning Commission
- West Michigan Trails and Greenways Coalition (WMTGC)

In any regional effort, effective planning cannot occur in a vacuum, nor can solutions be imposed on communities involved. A truly successful Interurban Trail plan must evolve from a collaborative process that engages a wide spectrum of stakeholders in open communication. WAI and LSL have repeatedly demonstrated their ability to bring communities through the planning process. Our experienced professionals have proven their skill at consolidating divergent opinions into a single vision or common set of objectives.

Recognizing that there is no “one size fits all” formula for eliciting input, LSL draws from a menu of proven techniques, tailoring a program to the specific needs of the client and the project. Many of our workshop products lead to direct implementation. Thorough consideration of the impacts and realities of recommendations during the visioning process is a key reason why implementation will be effective. The workshops will not only involve the public, but will educate them as well.

Examples include:

- Open houses
- Design workshops/charrettes
- Stakeholder focus groups
- Surveys
- Targeted events like “Kidspeak” or “College Nite”
- Facebook
- Webpages
- Media relations
- Traditional town meetings and public hearings
- LSL’s trademarked Public Workshop in a Box™
- Interactive, self-directed “games” and activities

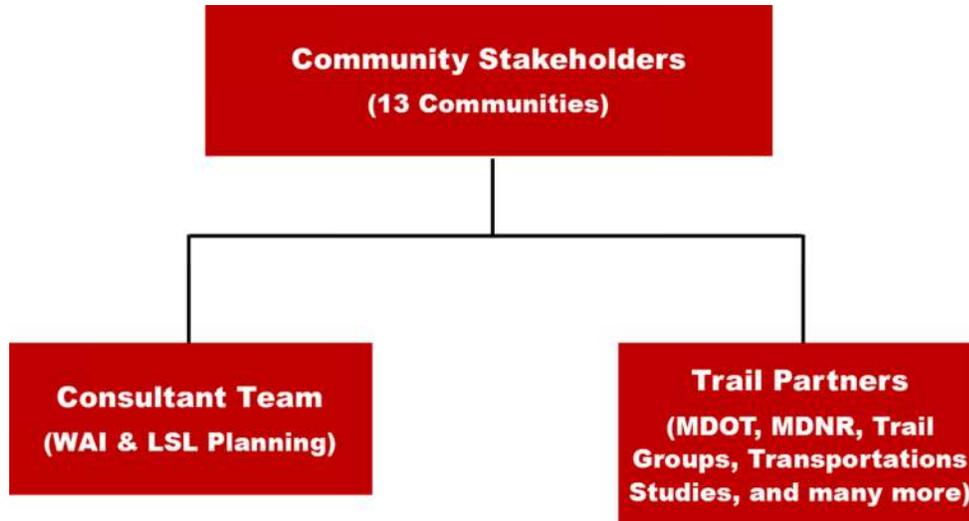
In addition to workshops and events, LSL will maintain an online project website to provide important updates and project information in real-time. With a customized social media platform, the community will not only be informed of progress, but also can provide input to the process, submit inquiries, and participate in informal polls throughout the trail planning process.

Being planners at heart and problem solvers by trade, our team of accomplished professionals help communities collaborate and strategize more efficiently using the tools provided by Geographic Information Systems (GIS). WAI will provide mapping support throughout this project to help the stakeholders better visualize information and interact more effectively with one another. GIS will help the communities conduct detailed research to help their efforts to advocate for and build trails. Commonly used GIS datasets, such as land use and parcel information, will be leveraged to help the authority better assess the optimal trail alignment and ownership challenges. WAI will provide online interactive maps for stakeholders and the community to view throughout the planning process. Future value beyond this project could be realized through the use of GIS as an Economic Development tool used to show the transportation benefits of trail systems as well as making communities more livable.

Project Team

As you can see by the following organization chart, we have provided a diverse group of individuals with experience in various disciplines to act as the primary design team. For a summary of each team member’s experience, please review the resumes attached as Appendix A. Due to the vast resources of WAI and LSL, we have adequate staff and personnel to meet or exceed the proposed schedule and time frame. This provides the Consultant Team with the flexibility to add staff to the project team in order to meet the project goals without impacting other deadlines. A copy of our hourly rates and fees can be found Appendix B to this document.

PROJECT TEAM



WAI team

Mickey Bittner, P.E. – Principal-in-Charge
Steve Carlisle, P.E. – QA/QC
Ben Baker, L.L.A. – Project Designer
Suzannah Deneau – Project Engineer
Ryan Miller – GIS Lead
April Kibby - GIS

LSL Team

David Jirousek – Project Manager
Maxwell Dillivan – Project Planner

WIGHTMAN & ASSOCIATES, INC. COMPANY OVERVIEW



Wightman & Associates has delivered world-class architecture, engineering and survey solutions to a diverse collection of clients since 1946. Our 75 +/- professionals approach each project with one eye on creativity and the other on common sense. This process leads us to find original and effective solutions. We use this method for every project we take on, regardless of size or scope. Our team understands planning for seven generations, has a passion for finding funding sources and thrives in challenging environments.

Office Locations:

264 Western Avenue Allegan, MI 49010 (269) 673-8465 Fax: (269) 673-5464	9835 Portage Road Portage, MI 49002 (269) 327-3532 Fax: (269) 327-7979	2303 Pipestone Road Benton Harbor, MI 49022 (269) 927-0100 Fax: (269) 927-1300
--	---	---

www.wightman-assoc.com

Background:

Wightman and Associates, Inc. (WAI) has spent **70 years** providing the level of services that has earned the trust of our clients and helped us to become one of the most prominent engineering, surveying and architectural firms in the Midwest. Our employee-owned company provides practical solutions based on common sense for all levels of civil engineering, surveying, and architectural projects.

Staff:

WAI employs a continuously expanding team of professionals licensed to provide services in several states. Technical, surveying, inspection and support staff are trained to provide varying levels of expertise from the smallest daily survey tasks to the design and inspection of the largest municipal or private projects. Continuing education, varied project exposure and diverse professional backgrounds ensure that our clients will have a large pool of experts from which to draw.

History:

Our firm was established in 1946 by G. L. Wightman, civil engineer and surveyor. In 1971, our company became Wightman and Associates, Inc. We are an employee-owned company with more than 75 employees, including twelve licensed engineers, three licensed architects, seven licensed surveyors, and fifteen other professionals.

WAI has served as consultants to all forms of public and private entities, including county, city, township, village, tribal governments, private developers, and industrial and commercial clients. Our engineering department specializes in planning, development and implementation of a wide variety of projects. WAI has gained a reputation for high quality, effective and economical consulting services and has a proven track record for development and implementation of real and usable projects. This is evidenced by the many long-term relationships with municipalities that we value, many of which are in excess of 20, 30 or even 40 years. These relationships are perpetuated with a primary client liaison who maintains open communication regarding funding opportunities, status of projects, and proactive planning recommendations. We accomplish this in part by regularly attending council meetings.





LSL Planning

a SAFEbuilt Company

Great Solutions. Great Communities.

Community Planning

Zoning and Form-Based Codes

Transportation Planning

Public Involvement and
Visioning

Ongoing Planning Support

Core Values:

LSL Planning, a SAFEbuilt company, believes in a set of core values that provide a foundation for decisions and our professional approach:

Integrity

Improvement

Service

Teamwork

Respect

Principals:

Bradley K. Strader, Planning Director
Paul M. LeBlanc, Planning Manager

Corporate Status:

LSL Planning is a SAFEbuilt company organized as an LLC in the State of Delaware.
Federal ID: 27-131473

LSL became a SAFEbuilt company in 2013.

Metro Detroit

306 S. Washington Ave.
Suite 400
Royal Oak, MI 48067
248.586.0505

Grand Rapids

15 Ionia Avenue SW
Suite 450
Grand Rapids, MI 49503
616.336.7750



Since 1996, LSL Planning has become well known and highly respected for innovation in community planning, zoning, transportation, and placemaking. LSL takes pride in working in collaboration with community leaders throughout the entire planning and implementation process.

Before diving in we get to know the community— its history, culture, leaders and aspirations. Then we customize an approach, inspired by national best practices, to meet the unique needs of each community. Community engagement is a vital part of the process. We effectively apply a wide range of techniques to build consensus and enthusiasm.

No matter which of our services a community might need, we can also serve as ongoing advisors, a role we provide to over 50 municipalities.

The LSL team has earned a reputation for advancing the science and art of community planning and is frequently sought to speak at regional, state and national conferences, webinars, seminars and workshops. Our team is comprised of community planners, designers, and transportation specialists that guide communities to envision, improve and build their own unique sense of place. What we provide:

- Customized best-practice plans that meet the unique needs and culture of each community.
- Expertise in a wide range of planning including land use, comprehensive plans, subarea and corridor plans, transportation planning, downtown revitalization and planning, review of development proposals and development regulations.
- We craft and administer form-based codes and development regulations along with ongoing consulting and expert litigation assistance when needed.
- Management of project reviews, consultation with planning commissions and officials, leadership of public meetings and engagement programs.

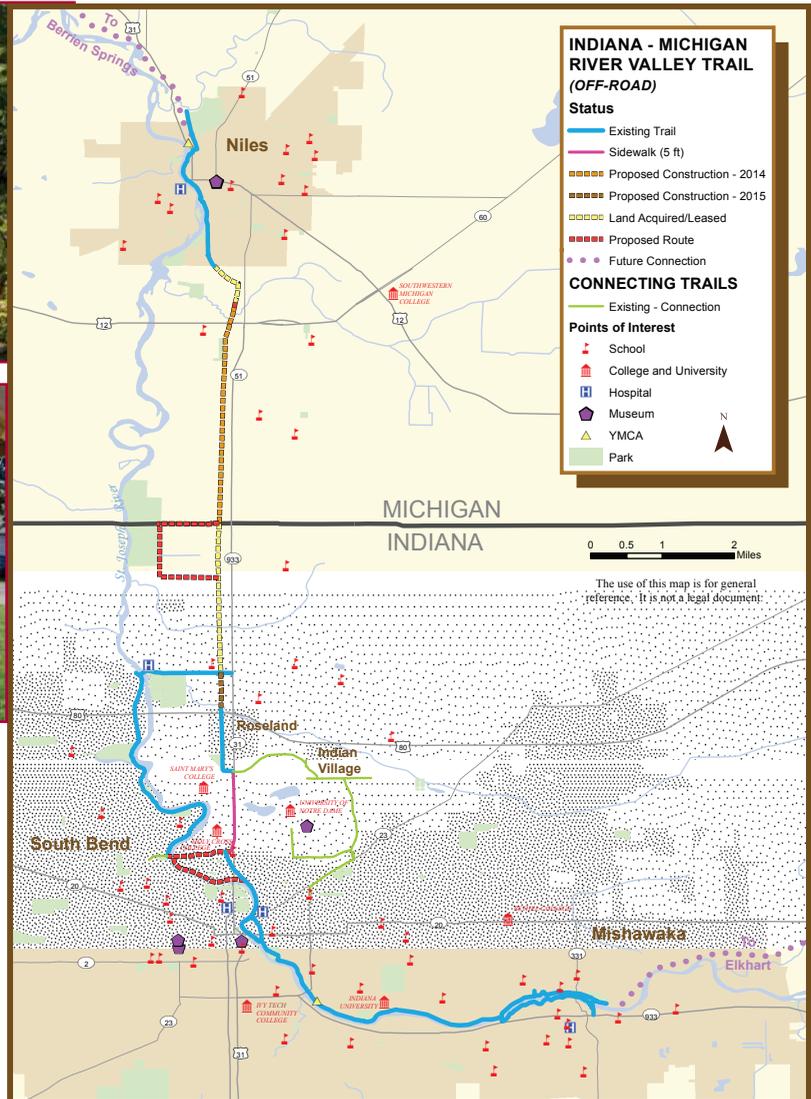
We measure success by the continued satisfaction of our many clients. Nearly 95% of our clients have engaged us for multiple projects, and several have been with us since the year we opened. Professional and personal service are always quoted as highlights when clients explain why they work with LSL Planning.

6.2 SIMILAR PROJECT EXPERIENCE



INDIANA-MICHIGAN RIVER VALLEY TRAIL

NILES CHARTER TOWNSHIP, MI



Client Reference:

Niles Charter Township
 Harry Thibault, Director of
 the Parks Commission
 (269) 684-6467

Project Date: 2012-2014

Project Cost: \$842,000

Services Provided:

- ◆ Trail Planning
- ◆ Construction Engineering
- ◆ Preliminary Engineering
- ◆ Surveying
- ◆ Design Engineering
- ◆ Construction Staking
- ◆ Grant Assistance

Staff Involved:

- ◆ Steve Carlisle, P.E.
- ◆ Suzannah Deneau
- ◆ Ben Baker, RLA



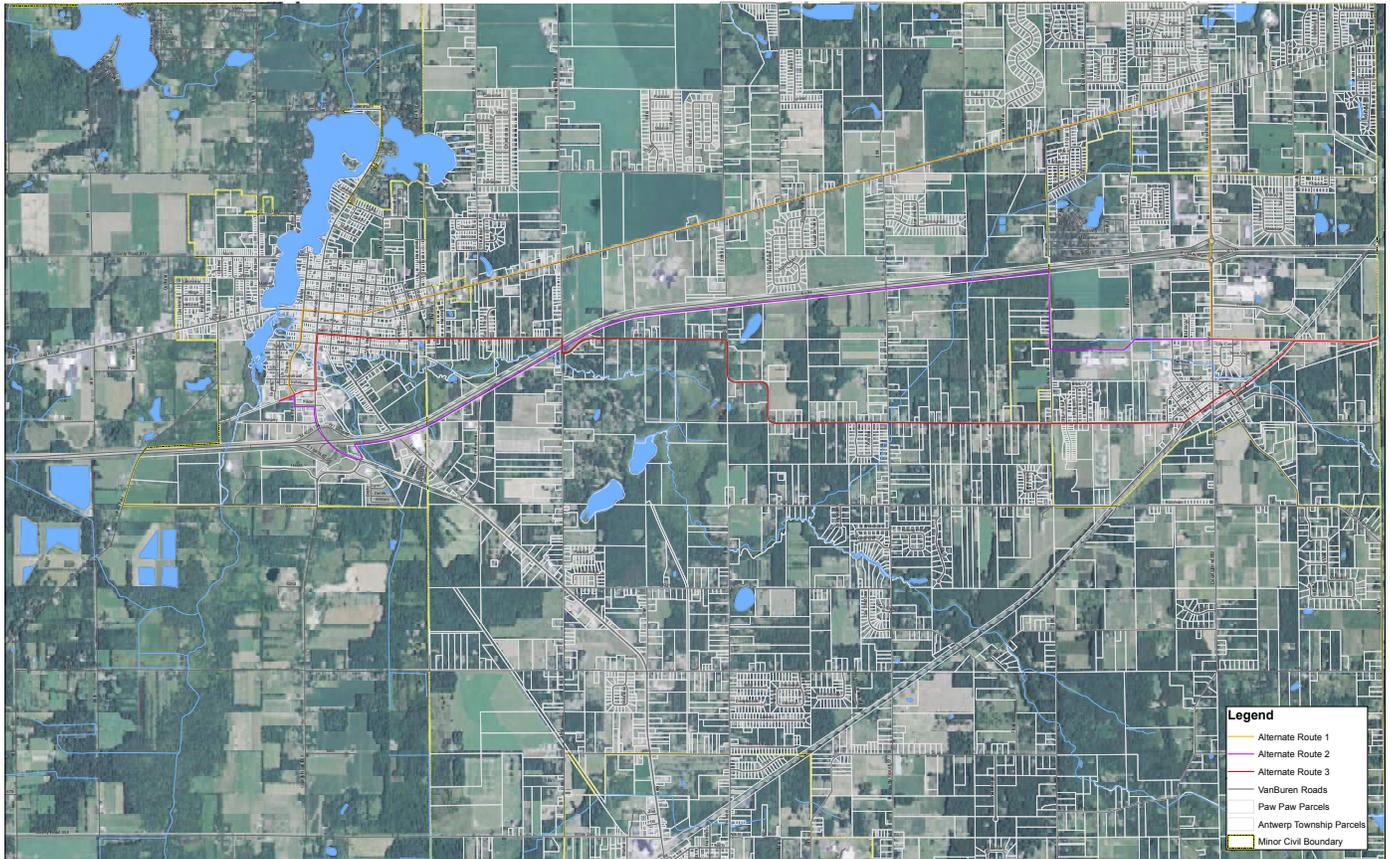
The Indiana-Michigan River Valley Trail is a 34-mile trail connecting Niles, MI to Mishawaka, IN. WAI provided design engineering, construction administration, and staking to assist Niles Charter Township with Phase I of their portion of the project from the Indiana state line to the Brandywine Creek Nature Park (just north of US12).

WAI worked with the partners in the project on the design of this 3.3 mile phase which officially opened on August 9, 2014. The design of the trail involved multiple funding sources including the Michigan Department of Transportation Enhancement and TAP grants and the Michigan Department of Natural Resources MNRTF grant. The project was designed in accordance with AASHTO's Guide for the Development of Bicycle Facilities including horizontal alignment and clearances, vertical alignment, permanent signs, pavement markings, and a signalized pedestrian crossing of 6 lanes at US-12.

Funding for the remaining 1.8 miles of trail in Michigan is being sought and advocates in Indiana are at work to make the connection to the state line. These two small segments are the remaining links to complete the project.

ANTWERP TOWNSHIP TRAIL PROJECT

ANTWERP TOWNSHIP, MI



Client Reference:

Antwerp Township
Dan Ruziak, Supervisor
(269) 668-2615

Project Date: 2015-Present
Project Cost: \$2,600,000 (estimated)

Services Provided:

- ◆ Trail Planning
- ◆ Stakeholder Engagement
- ◆ Grant Assistance
- ◆ Preliminary Engineering

Staff Involved:

- ◆ Alan Smaka, P.E.
- ◆ Suzannah Deneau
- ◆ Sam Leach, E.I.T.

The Antwerp Township Trail Project is intended to connect the Villages of Mattawan and Paw Paw, then connecting the Fruitbelt Trail with the Texas Township trail system and is approximately 6 miles long. The project is currently in the planning stages and we are engaging stakeholders including Antwerp Township; the Village of Mattawan, the Village of Paw Paw, MDOT, MDNR, Paw Paw Conservation Group, local Boy Scout troops, and many others.

This project is the third trail in the state to propose an alignment within an MDOT Interstate Highway right of way. We have had numerous discussions with MDOT about this and they have been on-board with this concept to date.

We continue to work with the stakeholders on this project for submission for grants for design and construction as we prepare for 2018 construction of Phase I.

PORTAGE ROAD REHABILITATION (ROMENCE ROAD PARKWAY TO E. MILHAM AVENUE)

CITY OF PORTAGE



Client Reference:

City of Portage
Mr. W. Christopher Barnes, P.E
Director of Transportation & Utilities
(269) 324-9256
7719 S. Westnedge Avenue
Portage, MI 49002

Project Date:

2015 (Design)/ 2016 (Construction)

Project Cost:

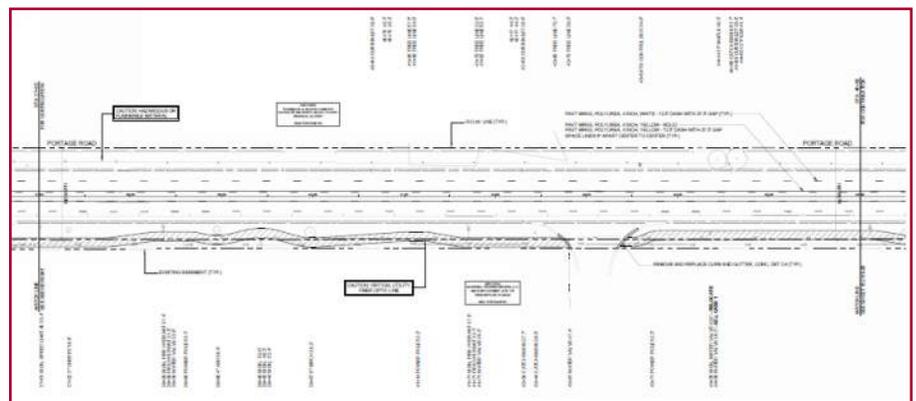
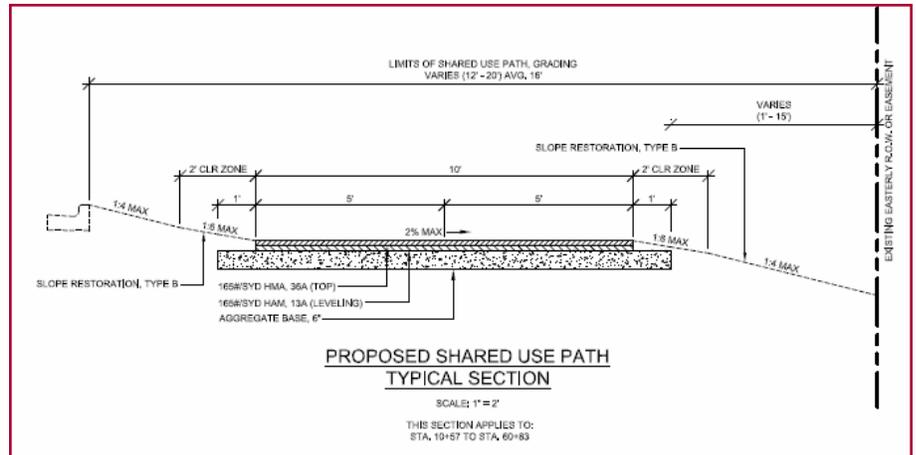
\$711,000 (Engineers Estimate)

Services Provided:

- ◆ Street Rehabilitation
- ◆ Design Engineering
- ◆ Non-motorized pathway
- ◆ Topographic Surveying
- ◆ Project Specifications
- ◆ Easement Preparation
- ◆ Utility Coordination
- ◆ Construction Engineering
- ◆ Construction Inspection
- ◆ LAP Project

Staff Involved:

- ◆ Aaron Neitling, P.E.
- ◆ Mickey Bittner, P.E.
- ◆ Phil Doorlag
- ◆ Gary Hahn, P.S.
- ◆ Kevin Miedema, P.S.



WAI provided design and construction engineering services for the 0.95 miles of corridor improvements including 0.56 miles of HMA cold milling and resurfacing and 400 feet of road widening. Along the east side of the roadway the City is proposing a 0.95 mile non-motorized HMA pathway to continue the city wide bike trail system. The work includes HMA cold milling, HMA surfacing, trenching, HMA surface removal, sand subbase, aggregate base, concrete curb and gutter removal and replacement, drainage improvements, 10 ft wide HMA pathway, ADA ramps, and slope restoration.

Portage Road is a major arterial along the east side of the City of Portage. The roadway between Romence Road Parkway and Milham Avenue is mostly 5 lanes wide due to a recent widening project. However, there was approximately 400ft of roadway that was still 4 lanes near the intersection of Ramona Ave, which is being widened to five lanes as part of this project. The non-motorized pathway was constructed to connect the existing pathway along Romence Road Parkway to the existing bike path along Milham Avenue. This work was to help expand the City of Portage's "complete streets" program that they are following to better enhance the community and residents environment. The proposed pathway was designed to blend into the surrounding landscape while trying to protect and preserve the natural features in the area and minimize the area of disturbance. Coordination with the utility companies was required to help determine the final location for the non-motorized pathway so that the number of utility relocates could be minimized.

Easement descriptions were prepared to acquire additional property outside of the existing right-of-way so that the non-motorized pathway could be located further away from the roadway for safety. The City performed the negotiations.

The project was funded utilizing MDOT STP funds and local funds. The project was bid through the MDOT Local Agency Programs. The roadway was designed in accordance with AASHTO and the City of Portage.

MIDDLE CROSSING ROAD PATHWAY PROJECT

DOWAGIAC, MI



Client Reference:

City of Dowagiac
Mr. Kevin Anderson, (269) 782-2195

Construction Cost: \$100,200

Construction Date: 2014

Services Provided:

- ◆ Design Engineering
- ◆ Full LAP Construction Engineering
- ◆ Surveying
- ◆ Construction Staking
- ◆ CMAQ Grant Assistance
- ◆ Right-of-way Acquisition

Staff Involved:

- ◆ Steve Carlisle, P.E.
- ◆ Ben Baker, LA
- ◆ Suzannah Deneau
- ◆ Jimmy Kahl

WAI was contacted by the City of Dowagiac to assist with applying and administering the CMAQ funding for a pathway along Middle Crossing Road in the City of Dowagiac. The path was developed to link the residential area of the downtown to Russom Park, which consists of several baseball, softball, and future soccer fields. The pathway starts at Prairie Ronde Avenue, and continues north to Russom Park a distance of approximately 0.5 miles. The pathway was constructed using aggregate base and a 3" HMA surface, with a width of 10', plus 2' shoulders on either side to satisfy the FHWA trail standards for this type of use. The project was funded through CMAQ and City match monies, and was administered following the MDOT Local Agency Programs requirements.



CASS COUNTY PATHWAY

CASS COUNTY, MI



Client Reference:

Cass County Road Commission
Mr. Joe Bellina,
Chief Engineer
(269) 445-8611

Project Date:

2011

Project Cost:

\$212,000

Services Provided:

- ◆ Design Engineering
- ◆ Construction Engineering
- ◆ Surveying
- ◆ Construction Staking
- ◆ Grant Assistance
- ◆ Right-of-Way Acquisition

Staff Involved:

- ◆ Tom Deneau, P.E.
- ◆ Steve Carlisle, P.E.
- ◆ Dave Conn, E.I.T.
- ◆ Jim Kahl



WAI provided survey, design engineering, construction administration and construction staking for the M-62 Non-Motorized Pathway Project in Cass County. The pathway starts in the Village of Cassopolis and meanders approximately 3,650 ft. along M-62 toward Dowagiac ending at the Cass County Law and Courts building. The 8 ft. concrete pathway is wide enough to accommodate all users, provides an excellent recreational opportunity, links four county buildings together reducing motorized trips and allows village residents to walk to the library and other services. The project was constructed utilizing Congestion Mitigation and Air Quality (CMAQ) funding through the Michigan Department of Transportation via the Cass County Road Commission.

GLASSMAN PARK

NEW BUFFALO TOWNSHIP, MI



Client Reference:

New Buffalo Township
Rosann Dudiak, Township
Supervisor
(269) 469-1011

Project Date: 2012-Present

Services Provided:

- ◆ Master Planning
- ◆ Grant Writing
- ◆ Grant Administration
- ◆ Design

Staff Involved:

- ◆ Mary Nykamp, PE

New Buffalo Township acquired the approximately 47 acre Glassman Park property in 1981 with the hope of expanding recreation opportunities for residents and visitors of the area. This undeveloped parkland is bordered by over 5,000 linear feet of Galien River frontage, making it uniquely suited to help address recreation deficiencies in the region. We worked with the Township to create a master plan for the site knowing that protection of the site's natural features is their first priority. We submitted for a Michigan Natural Resources Trust Fund and a MDNR Land and Water Conservation Fund grants for Phase I which includes selectively clearing the water trail of the Galien River to improve downstream navigation, construction of pedestrian onsite trails (wetland and upland), a canoe/kayak launch, fishing and picnic areas along the river bank, a Zen labyrinth, parking, site/safety lighting and improvements to Glassman Road. The Land and Water grant has been awarded and we are moving forward with Phase 1 design.

6.3 CONSTRUCTION COST CONTROL AND MAINTENANCE

As the Engineer of choice for many of our local government and municipal clients we understand that due to the current funding deficits throughout the country it is a necessity to control the costs for design and construction. These items can easily spiral out of control if a clear and concise plan is not prepared and followed throughout the entire design process. Because of these cost concerns we have assembled a team that is skilled and knowledgeable in the areas of design, funding opportunities, public outreach and construction oversight which allows our team to focus on these aspects rather than researching available opportunities.

As you can see by our proposed timeline in section 6.5, we have presented a clear and concise plan that follows through the different steps necessary to bring this project to fruition. This includes defining the number of meetings and the goals for each of the meetings to show you that we understand the value of our clients' time. This exercise has also assisted us with determining the number of hours for each task and ultimately determine a cost for the planning phase. Based on these exercises, we feel confident that the planning project will meet the cost estimate that we have prepared for you. Through this same detailed process, we will work to keep the construction project(s) within estimated budgets.

For previous projects, we have implemented best management practices (BMP's) into project design. Niles Charter Township was concerned with weed control of the gravel shoulders and wear and tear of gravel on the mowers. The team came up with using a grass shoulder with a gravel base to allow for easy mowing and reducing the need for weed control. This idea has been incorporated into other projects with success.

We will work throughout the planning process with the Community Stakeholders to determine which sustainable materials and BMP's work best for the Interurban Trail based on initial and life cycle cost, longevity, long-term maintenance, and replacement costs.

6.4 EXPERIENCE WITH STATE/FEDERAL FUNDING AND OTHER EXPERIENCE

In addition to funding received from the MDNR and other sources for the construction and implementation of non-motorized pathways, WAI has provided complete design and construction administration/oversight services on various projects which have been funded wholly or in-part by state and/or federal funds.

WAI has worked with the City of Wayland to develop their 1.2-mile section of the Interurban Trail within their City limits. Coordination with Consumers Energy has been successful, a long-term lease was secured, and cost estimates were prepared. The City of Wayland submitted grant applications to Michigan Department of Transportation (MDOT) for a Transportation Alternatives Program grant and the Michigan Department of Natural Resources for Michigan Natural Resources Trust Fund (MNRTF) grant. They received Conditional Commitment from MDOT but have not had success with the MNRTF grant. Points could not be achieved for regional trail without commitment from the neighboring communities.

We assisted Niles Charter Township with the planning, design, and construction for the Indiana – Michigan River Valley Trail Phase I and are currently assisting with the planning of Phase II. Phase I leveraged funding from MDOT, MDNR, and local private/public funds allowing the Township to pay 16.7% of the total project. The total project budget for Phase I was estimated at \$900,000 in 2010, when it was constructed in 2014, the final project came in at \$842,000.

We have successfully obtained significant funding for similar trail projects including:

- IN-MI River Valley Trail
- Antwerp Township Trail
- Portage Road Non-motorized Pathway
- Middle Crossing Road Pathway
- Cass County Pathway

See the project sheets in Section 6.2 for specific funding sources and amounts.

We are also actively working in Stakeholder Communities on other projects utilizing federal and/or state money. These projects demonstrate our diverse abilities including the coordination of funding opportunities.

Allegan County Road Commission

142nd Avenue Reconstruction Project

Project was funded through a combination of MDOT Safety Funds and Local Funds. Project required the acquisition of 8 easements/grading permits. Permitting was required through the MDEQ.

Craig Atwood, County Engineer, (269) 673-2184

Allegan County Road Commission

Division Street Road Reconstruction and Widening Project

Project was funded through a combination of Federal STP, MDOT CMAQ, FHWA Emergency Relief Funds and local funds. Project required the acquisition of one easement and several grading permits. Permitting was required through the MDEQ.

Craig Atwood, County Engineer, (269) 673-2184

Village of Martin**Main Street Resurfacing Project**

Project was funded through a combination of Federal STP and local funds.
Don Flower, Streets Department, (269) 672-7777

City of Plainwell**ArcGIS Online Implementation (Ongoing Project)**

Locally funded project to implement an online-based GIS mapping system.
Eric Wilson, City Manager, (269) 685-6821

Road Commission of Kalamazoo County**Road Reclassification Project**

Locally funded project to evaluate road classification as part of the federal aid highway classification system.

Ryan Minkus, Chief Engineer, (269) 381-3171

City of Wayland, Village of Martin, and Others**SAW Grant Projects (Ongoing Project)**

Project is funded with a MDEQ SAW Grant combined with local funds.

Timothy McLean, Wayland City Manager (269) 792-2265

Don Flower, Village of Martin Trustee, (616) 291-4859

6.5 TIMELINE AND SCHEDULE

This planning project is a hefty undertaking with multiple players of varying agendas. The team that put together the RFP clearly understands that many steps need to happen before the trail can be built and has put together five phases of planning tasks for the Project Team. In order to keep the Project Team on schedule and meetings on task, we have provided the following tentative agendas and schedule for the planning phase. We feel that with commitment from the Project Team, this process can be completed in two years. The meeting schedule was also used to determine the Consultant costs.

Meeting 1: Meet the Project Team

(Community Stakeholders, Trail Partners, and Consultants)

along with stakeholders and partners

- Overview of the Interurban Trail Project
- Collect Team Contact Data
- Schedule Meetings 2 through 5 and the 6 month public hearing time
- Review of the Champion/Representative Roles
- Discussion of Project Website
- Discussion of a Trail logo
- Champion Task: Update Community decision makers

Meeting 2: Assignments Given

- Develop a Trail Project Vision Statement
- List what will make this project a success
- Schedule Public Meetings (4 total over 6 months)
- Review Interurban Trail map
- Identify gaps in Consumer Energy properties
- Discuss options for gaps
- Identify Preliminary Priority Routes
- Champion Task: Supply data for their community (ie. Current 5-Year RecPlan, expiration date, amenities off trail, etc.)

Meeting 3: Preparation for Public Hearings

- Prepare Agenda
- Determine needed presentation materials/handouts
- Determine what information we want from the public
- Assign advertising (Online, newspapers, mailings)

- Determine list of invitees (DDA, schools, newspaper, etc.)
- Champion Task: Be vocal and invite your community to the public meetings

Public Hearings (4 Total)

Meeting 4: What did we Learn?

- Gather data and review
- Review Preliminary Priority Routes
- Determine if changes need to be made to Preliminary Priority Routes
- Champion Tasks: Report back to Community leaders, discuss timing for community trail construction (1 year, 5 years, etc.)

Meeting 5: What does this cost and how can I pay for it?

- Presentation of engineer's estimates with per mile construction and annual maintenance costs
- Discussion of a Trail Authority
- Presentation of Funding Options
- Discussion of 5-Year Recreation Plan requirements
- Language for Interurban Trail and maintenance for 5-Year Recreation Plan
- Champion Task: Individual Communities discuss moving the project forward

Meeting 6: Steps Moving Forward

- Discussion of Individual Community action plans
- Formation of an Authority, if applicable
- Finalize priority routes with funding years

Deliverables and Fees

As a result of the planning process, an Interurban Trail Master Plan document will be developed for trail stakeholders and public outreach. This document will include maps, goals, stakeholders and partners, funding guidance, meeting minutes, and implementation. The second deliverable will be an online accessible database with the proposed trail route and amenities located near the trail including downtowns, parks, schools, etc. This will be available from the Community Stakeholders websites for public outreach.

The total cost for this planning project is \$56,000.00.

APPENDIX A

CONSULTANT TEAM RESUMES

MICKEY E. BITTNER, P.E.

PROJECT MANAGER/ALLEGAN OFFICE DIRECTOR



Mr. Bittner serves as a QA/QC Engineer with responsibility for analysis, design, and construction management for both municipal and private engineering projects. His experience includes municipal roadway, multi-purpose trails, water main and sewer designs, as well as assisting communities in obtaining grants and loans and preparing feasibility studies.

Expertise

- Roads
- Traffic Signs and Signals
- Water Systems
- Wastewater Systems
- Storm Sewers
- Culverts
- Hydraulic Analysis
- Construction Administration
- Feasibility and Rate Studies

Professional Registrations

- Professional Engineer
Michigan #6201047386
- Construction Site Certified
Stormwater Operator
Michigan #C-03676
- Risk Assessment Methodology
for Water Utilities Certified

Professional Affiliations

- Michigan Water Environment
Association
- American Society of Civil Engineers
- National Society of
Professional Engineers
- Michigan Society of
Professional Engineers

Professional Positions

- Wightman & Associates, Inc.
2012 – Present
- Wightman Jones, Inc.
2004 – 2012
- Wightman & Associates, Inc.
1996 – 2004

Education

- B.S. Civil Engineering,
Michigan Technological
University, 1996

Project Experience

Albion River Trail Project, City of Albion, MI

Project Manager for 1.62 miles of multi-purpose trail construction along the Kalamazoo River including three 14'-clear bridges and numerous easements. One of the bridges involved the utilization of an abandoned 270'-long railroad trestle. To complement the adjacent landscapes, the multi-purpose trail was constructed of concrete in developed areas and hot mix asphalt at other locations.

Unique Aspect: During the design process, three bridge materials were evaluated for use on this project: timber, steel, and fiber reinforced plastic (FRP). The FRP bridges were recommended and selected due to their low maintenance requirements, ease of installation, and an aesthetically pleasing green color to blend in with the natural surroundings.

2014 Local Street Improvement, City of Albion, MI

In addition to the resurfacing of several local streets, the City of Albion worked in close cooperation with Albion College to reconstruct S. Hannah Street through the heart of campus. Albion College wanted to increase pedestrian safety and accessibility, provide traffic calming features, and enhance the aesthetics of this central corridor. A landscaped median was proposed during the conceptual design phase and renderings were prepared to obtain buy-in from faculty, staff, alumni, and City officials. The end product proved to be the new focal point of campus.

Unique Aspect: The final concept was not approved by Albion College until April 2014. A team was assembled to complete the design, bid the project, and have it open to traffic before the students returned for fall classes. Students have commented that they "feel like they are on an Ivy League campus."

Lovers Lane Improvements, City of Portage, MI

Project Manager for one mile of complete road reconstruction and enhancement, which included coordination with MDOT who was widening and relocating the Lovers Lane bridge over I-94. The two-lane road was re-aligned and widened to provide four lanes and bike lanes with a 12'-20' wide boulevard. An 8" sanitary sewer was replaced with a new 15" sanitary sewer and the signalization was modernized. Right-of-way acquisition services were provided to obtain sidewalk easements and grading permits.

Unique Aspect: The City of Portage was facing a delay in funding for the Lovers Lane Project (MDOT Local Agency Project) if a biennial bridge inspection was not completed and entered into the MDOT system in less than 24 hours. We worked around the clock with the City and MDOT to complete the inspection, load rating analysis and report, and arranged for it to be entered after hours with MDOT allowing the project to proceed.

STEVE C. CARLISLE, P.E.

PROJECT MANAGER



Mr. Carlisle serves as a Project Manager/Engineer with responsibility for analysis, design and construction management for both municipal and private engineering projects. His experience includes municipal streets and utilities, private subdivisions, municipal planning and parks and recreation facilities. He also has provided municipal bridge inspections and is experienced in AutoCAD.

Expertise

- Site Design
- Roads
- Wastewater Systems
- Water Systems
- Storm Sewers
- Private Development
- Construction Administration

Professional Registrations

- Professional Engineer
Michigan #48036
Illinois # 062-056103
- Construction Site Certified
Stormwater Operator
Michigan #C-03681
- Soil Erosion & Sedimentation
Control Certified #06-0567

Professional Training

- NHI Safety Inspection of
In-Service Bridges
- ASCE HEC-RAS

Professional Affiliations

- American Society of Civil Engineers

Professional Positions

- Wightman and Associates, Inc.
1997 - Present

Education

- B.S. Civil Engineering
Michigan State University 1997

Project Experience

Indiana Michigan River Valley Trail Project- Niles Charter Township Phase
Project Engineer for Phase I of the Niles Charter Township portion of the project. Project calls for trails to be constructed from the Indiana state line to Brandywine Creek Nature Park (just north of US12) in 2014. This project includes up to 5.1 miles of trails from the state line to the existing City of Niles' trail with additional spurs and possible alternate routes..

City of Bridgman, Lake Street Enhancement Project, Red Arrow
Highway to Church Street; MDOT Job #106004A and 106905A
Project Engineer for 0.6 miles of roadway and streetscape improvements including HMA milling and resurfacing, curb and gutter replacement, ADA sidewalk ramps, fire hydrant replacements, decorative stamped concrete sidewalks, LED street lighting, decorative benches, planters and trash receptacles, stamped concrete crosswalks, LED traffic signals with full span mast arm structure, plantings and elaborate block planters.

- **Kalamazoo County Road Commission: South Sprinkle and Comstock Avenue/Lake Street Intersection Improvements Project, MDOT Job # 78236A:**
Project Manager for right-of-way acquisition, design and construction engineering services for improvements to the S. Sprinkle Road and Comstock Avenue/Lake Street intersection. The project includes mast arms, LED signals, pedestrian LED signals with push-buttons, and video detection cameras and processor. The project also includes HMA cold milling and resurfacing, road reconstruction, addition of lanes, and road realignment with right-of-way acquisition along Comstock Avenue/Lake Street.

Cass County Road Commission: M-62 Non-Motorized Pathway Project, Cass County, MI
Project Manager for 3,650 ft. pathway that starts in the Village of Cassopolis and meanders along M-62 toward Dowagiac ending at the Cass County Law and Courts building. The 8 ft. concrete pathway is wide enough to accommodate all users, provides an excellent recreational opportunity, links four county buildings together reducing motorized trips and allows village residents to walk to the library and other services. The project was constructed utilizing Congestion Mitigation and Air Quality (CMAQ) funding through the Michigan Department of Transportation via the Cass County Road Commission.

- **Middle Crossing Pathway, City of Dowagiac, MI**
Project Manager for a nearly ½ mile off-street multi-use trail in the City of Dowagiac. This trail connects the City sidewalk network to Russom Field sports complex on the outskirts of town, where safe pedestrian access previously did not exist.

Mr. Baker is a talented registered Landscape Architect with over ten years experience in the field. He is highly organized with the ability to manage multiple projects, meet deadlines and stay within budget. He has a strong reputation as a clear and effective communicator. Mr. Baker has an affinity for park and recreation projects including trail design, playgrounds and parks.

Expertise

- Landscape Architecture
- Trails
- Planning
- Design

Professional Affiliations

- LEED Accredited Professional

Professional Registrations

- Licensed Landscape Architect
Michigan - 3901001536
Illinois - 157.001228
Indiana - LA21000135

Professional Positions

- Wightman & Associates, Inc.
2013 - Present
- President-Elect, Michigan Chapter of the American Society of Landscape Architects, 2015-Present
- Planning Commissioner, St. Joseph Charter Township, Berrien County, MI
2012-Present
- Abonmarche Consultants, Inc.
2010-2013
- Wolff Landscape Architecture, Inc.
2004-2010

Education

- Bachelor of Landscape Architecture with High Honors, Michigan State University

Project Experience

Placemaking and Urban Design

Ben has worked on numerous projects relating to outdoor spaces. The relation of people to their outdoor environment is the key aspect of Landscape Architecture. Ben has extensive experience working in urban environments of all sizes, and knows how to design outdoor spaces that are functional and comfortable for the user. Ben is also very in tune with the Michigan Municipal League, and the Governor's Placemaking initiative – knowing that the quality of places, is important to a community's vitality.

Indiana-Michigan River Valley Trail, Niles Charter Township, MI

Project designer for the layout of the 3.3 mile phase of the design running from the Indiana state line to the Brandywine Creek Nature Park in Niles Charter Township. The overall trail, when completed, will connect Niles, MI to Mishawaka, IN and travers 34 miles. This trail is a paved, off-street multi-use trail, utilized by walkers, runners, rollerbladers and bicyclists. WAI was recently hired by the township to begin development of the next 1.8 mile segment that will complete the Michigan portion of the trail.

Middle Crossing Pathway, City of Dowagiac, MI

Project designer for a nearly ½ mile off-street multi-use trail in the City of Dowagiac. This trail connects the City sidewalk network to Russom Field sports complex on the outskirts of town, where safe pedestrian access previously did not exist.

The following projects are experience of Mr. Baker while working at a previous firm.

Chicago Trails Plan, Chicago, IL

Project team member in creating a Master Plan for potential off-street shared use trails throughout Chicago. The secondary goal of this plan was to develop a "Chicago Trail Loop" path to allow users to traverse the City with limited street crossings. This document included over 300 pages discussing and prioritizing 36 potential trails. Each trail was described, including ROW availability, Engineering feasibility, land use compatibility, Cost and use estimates, and any potential fatal flaws. Many of the trails in this plan have been completed, including the highly publicized Bloomingdale (606) Line.

Gary Green Link, Gary, IN

Team member in the development of an award winning ecological and recreational master plan for the Gary area. The plan proposed a thirty-mile loop trail within Gary that will link people to natural areas and other regional trails. This plan emphasized the regions natural resources and their potential for local recreation and eco-tourism. The City started implementing the plan in 2005 and have built a number of trail segments to date

Kinzie Corridor Trail Plan, Chicago, IL

Worked on a conceptual level trail plan for a nearly 4-mile trail connecting Downtown Chicago to Garfield Park along a railroad corridor. This plan reviewed options to close appropriate areas of Kinzie street (which is a street in some locations and an alley in others) and convert areas to greenspace. This plan is helping to guide future development along this corridor.

SUZANNAH M. DENEAU

PROJECT ENGINEER



Ms. Deneau has more than 15 years of engineering experience. She provides structural engineering services for WAI in both engineering and architectural capacities. Ms. Deneau is familiar with all aspects of grant funding opportunities as well as AASHTO Guide for the Design of Bicycle Facilities. Ms. Deneau's role as structural engineer taps into her strength as a problem solver. She is able to thoroughly analyze a project and create solutions that are efficient and effective. Her engineering abilities on trail designs along with her leadership of the planning process ensure a quality end product for WAI's clients.

Expertise

- Trail Projects
- Structural Engineering
- Structural Evaluation
- Waterway & Bluff Restoration
- Concrete Design
- Steel Design
- Bridge Design
- Bridge Inspection

Professional Affiliations

- National Association of Women in Construction
- Precast/Prestressed Concrete Institute

Professional Training

- NHI Safety Inspection of In-Service Bridges
- ASCE HEC-RAS

Professional Registrations

- Construction Site Certified Stormwater Operator Michigan #C-13204
- Soil Erosion & Sedimentation Control Certification #06-0576

Professional Positions

- Wightman & Associates, Inc. 2006 – Present
- Byce & Associates, Inc. 2004 – 2005
- Wightman & Associates, Inc. 1999 – 2001

Education

- B.S. Architectural Engineering Milwaukee School of Engineering, 2001

Project Experience

Indiana Michigan River Valley Trail Project- Niles Charter Township Phase I and II – Planning and Project Engineer for Phase I and II of the Niles Charter Township portion of the project. Project called for trails to be constructed from the Indiana state line to Brandywine Creek Nature Park (just north of US12) and is continuing north to the intersection of Fort and 3rd Streets. This project includes up to 5.1 miles of trails from the state line to the existing City of Niles' trail with additional spurs and possible alternate routes.

Antwerp Township Trail Project – Planning and Project Engineer for an east-west trail from the Village of Paw Paw to the Village of Mattawan through Antwerp Township. The project is in the planning stages, working with MDOT for access within 194 right-of-way and with MDOT and MDNR for funding of Phase I. The trail will be an off-road paved multi-use trail. Construction of Phase I is anticipated to begin in Spring, 2018.

City of Wayland Interurban Trail Project – Planning and project Engineer for seeking MDOT Transportation Alternatives Program and MDNR Michigan Natural Resources Trust Fund grant for the 1.2 mile section of Interurban Trail through the City limits. Coordination with Consumers Power has been successful, a long-term lease was secured, and engineer cost estimates were prepared. The project proposed additional parking and a restroom facility for trail and park users.

Glassman Park, New Buffalo Township – Project Engineer for securing a MDNR Land and Water Conservation Grant from the MDNR for development of the Township's twenty year old park. The park is bordered by the Galien River and a new canoe launch was designed as part of the project along with nature trails and site amenities.

Oselka Park, New Buffalo Township – Project Engineer for securing a MDNR Michigan Natural Resources Trust Fund grant for the acquisition of a parcel of property downstream of Glassman Park along the Galien River for the Township. The project will provide additional access to the river for kayakers, canoeists, fishermen, and nature enthusiasts.

RYAN MILLER, GISP

GIS MANAGER



Mr. Miller is very accomplished at using Geographic Information Systems (GIS) to acquire, analyze, manage, and interpret spatial datasets. He has 10 years of municipal and private experience in project management, data analysis, problem solving, creativity and presentation. Mr. Miller has a strong reputation as an effective communicator and has shown to be a highly reliable individual.

Software Skills:

- ESRI ArcGIS 10.x Suite
- ESRI ArcGIS Online
- GPS Pathfinder
- Pictometry Electronic Field Study
- Pictometry Change Analysis
- SPSS, SAS, & Minitab
- Adobe Photoshop Professional

Technical Skills:

- Database Design
- Spatial Analysis
- ArcGIS Online Implementation
- Data Acquisition
- Aerial Photo Interpretation
- Professional Map Layout
- Supplemental GIS Training
- Professional Presentation
- Grant Administration

Professional Certifications:

- Certified GIS Professional (GISP)
License #90118

Professional Positions:

- Wightman & Associates, Inc.,
Benton Harbor, MI.
GIS Manager: 2013 – Present
- Van Buren County,
Paw Paw, MI.
GIS Specialist: 2006 – 2013
- Western Michigan University,
Kalamazoo, MI.,
Graduate Assistant: 2004 – 2006

Education:

- M.A. Geography
Geographic Techniques (GIS)
Western Michigan University, 2006
- B.S. Geography
Geographic Information(GIS)
Minor: Statistics
Western Michigan University, 2003

Project Experience

ArcGIS Online Implementation - City of Plainwell, MI (Ongoing)

Project manager responsible for oversight of planning, design, and implementation of an online-based GIS mapping system. Once complete, the online system will allow City staff to use, create, and share maps, applications, and data in an easy-to-use and intuitive manner. Web maps can also be shared with citizens allowing access to information such as parks, trails, and other public amenities.

SAW Grant Projects (Ongoing)

City of Wayland, Village of Martin, MI, and others

Project manager responsible for oversight of the GIS portion of SAW grants for 25+ communities including database management, field data collection coordination, QA/QC of data, GIS implementation, and training. Once complete, each SAW grant community will have access to their utility data in an online map allowing them easy access to vital information. Taking a proactive approach to asset management will be realized with online mapping tools used to track maintenance, plan, and make informed decisions.

New Buffalo Township, Berrien County, MI

Project manager for numerous GIS-related projects in New Buffalo Township. Responsible for GIS project oversight of SAW grant where sanitary sewer assets were digitized in GIS and field verified. Responsible for implementing GIS software and providing training. Water distribution system data was created in GIS following its collection in the field. Record drawings, zoning data, and other environmental and political features were incorporated into online GIS system for Township staff members. Projects also include ongoing GIS support and training for Township staff.

Southwest Michigan Sanitary Sewer & Water Authority, Berrien County, MI

Responsible for data creation in GIS from GPS valve data collected by Authority for valve turning program. Responsible for publishing map series that identified valve deficiencies. Maps are to be used by the Authority for maintenance purposes and to plan financially for repairs.

American Electric Power, various locations in MI & IN

Responsible for publishing map series for proposed transmission lines and sub stations containing transmission, environmental, and sediment control BMP data. Responsible for creating and updating map series containing construction notes for contractors building proposed transmission lines. Also responsible for publishing “as-built” map series containing transmission line features along with easement and property information.

APRIL KIBBY, GIS SPECIALIST



Ms. Kibby is proficient in using (GIS) Geographic Information Systems to capture data, perform analysis, and create as well maintain geodatabases. She also possesses working experience assisting the planning commission and volunteering on the DDA committee in Three Rivers. Ms. Kibby has a passion for trail mapping and community development. She is highly organized, reliable and has great people skills.

Software Skills:

- ESRI ArcGIS 10.x Suite
- ESRI ArcGIS Online
- Collector for ArcGIS
- AutoCad Map
- BS&A
- SPSS
- Microsoft Office Suite
- Adobe Photoshop, Acrobat

Technical Skills:

- Database Creation
- Data & Spatial Analysis
- ArcGIS Online Implementation
- Design Map Layouts
- Aerial Photo Interpretation
- Problem Solving
- Professional Presentations
- Research Methods

Professional Memborships:

- Three Rivers DDA Committee
- Association of American Geographers
- Gamma Theta Upsilon, Int. Geographical Honor Society
- MiCamp
- IMAGIN

Professional Positions:

- Wightman & Associates, Inc.,
Benton Harbor, MI.
GIS Specialist: April 2015 – Present
- City of Three Rivers,
Three Rivers, MI.
GIS Technician: 2014 – 2015

Education:

- B.S. Geography;
Minor: Studio Art,
Grand Valley State University, 2013
Certifications: City and
Regional Planning. Geographic
Information Systems (GIS).

Project Experience

Trail and Bike Lane Proposals, St. Joseph County, MI

Working in a collaborative effort with the City of Three Rivers and River Country Recreational Authority on a grant proposal for the State to expand their current trail system to other local areas North, East, and West of the city. Responsibilities include researching bike lane implementation in urban areas, as well as the current trail systems in place Kalamazoo and Van Buren Counties. Designing potential bike lane and trail routes. Communicating with MDOT on requirements for the implementation of bike lanes on MDOT roads as part of a “Traffic Calming” project with the DDA. Creating maps of these areas to show distance and connectivity alternatives.

SAW Grant Projects (Ongoing)

City of Wayland, Village of Martin, MI, and others
Assisting with GIS database design and creation. Responsible for digitizing data in GIS for sanitary, storm, and water systems. Importing GPS data that was collected by field crews. Record drawing and manhole photos are attached to the database as part of the conditional assessment for the SAW grant. Creating a user manual and training calendar for ArcGIS online and custom made widgets.

Antwerp Trail Project, Van Buren County, MI

Creation of maps reflecting non-motorized trail routes connecting the Village of Paw Paw and the Village of Mattawan. Digitizing of alternative routes and construction phases.

Street and Sidewalk Millage-City of Three Rivers, St. Joseph County, MI

Researching all street and sidewalk construction projects completed in a ten year period. Initial GIS database design and creation. Digitizing street, sidewalk, and utility data in GIS and creating attribute information. Creation of maps demonstrating the full scope of completed, in progress, and future planned work. Compiled project details in an itemized spreadsheet reflecting how funding dollars from grants and outside agencies were spent.



David Jirousek, AICP

Senior Planner



David is an experienced member of LSL's staff and a former planning director who has worked in several capacities in both the private and public sectors. Currently, David's responsibilities cover a wide spectrum of the planning profession: master planning, zoning ordinance preparation, development review and zoning administration.

David brings practical insights and creative solutions to zoning code and master plan projects, as well as a diverse perspective gained from working in communities that have experienced considerable expansion, others facing the challenges of infill and redevelopment, and others seeking to preserve rural landscapes. Additionally, David has introduced and incorporated form-based zoning districts into local codes to provide a more innovative zoning tool to implement long-range plans.

In the capacity of development reviewer, David ensures development compliance by enforcing codes, inspecting construction sites and providing clear guidance to the development community. In addition to planning and zoning projects, David has managed capital projects from concept to successful completion.

EXPERIENCE
Since 2001

LSL EXPERIENCE
Since 2013

EDUCATION
Form-Based Code Institute Certificate

Master of Community Planning,
University of Cincinnati

Bachelor of Arts in Environmental Studies,
Minor in History, Allegheny College

PROFESSIONAL ASSOCIATIONS
American Institute of Certified Planners

American Planning Association

Michigan Chapter of the American
Planning Association

Partial Listing of Experience

Zoning Ordinances and Land Development Regulations

Cedar Rapids (IA) Zoning Code | Kennedale (TX) Unified Development Code | Coldwater Township (MI) Zoning Code | North Olmsted (OH) Business Districts | Village of Suttons Bay (MI) Zoning Code | Richmond Hill (GA) Zoning Code Technical Review | City of Wilmington (NC) Zoning Code Technical Review | Town of Bargersville (IN) Zoning Code and Subdivision Ordinance | Delta Township (MI) Sign Code | City of Hilliard (OH) Zoning Code and Subdivision Regulations | Jasper County (SC) Zoning and Land Development Regulations Updates | Jasper County (SC) Stormwater Ordinance and Design Manual | Town of Bluffton (SC) Unified Development Ordinance

Comprehensive Plans and Long Range Plans

Byron Township (MI) Master Plan | City of Plainwell (MI) Master Plan | Robinson Township (MI) Subarea Plan | Village of Pentwater (MI) Master Plan | Bluffton (SC) Comprehensive Plan | City of Otsego (MI) Master Plan | City of Hart (MI) Master Plan | Danby Township (MI) Master Plan | Jasper County (SC) Solid Waste Management Plan | Jasper County (SC) Comprehensive Plan and Technical Audit | Point South (SC) Improvement District and Redevelopment Plan | South Carolina 46 (SC) Corridor Management Plan | Lowcountry Region (SC) Natural Hazard Mitigation Plan | Southern Beaufort County (SC) Regional Plan | Lowcountry (SC) Regional Solid Waste Management Plan | Lowcountry (SC) Regional Transportation Plan | Marine Corps Air Station Beaufort (SC) Joint Land Use Plan

Ongoing Zoning Administration and Other Consultation Services

Antwerp Township (MI) | Bertrand Township (MI) | Brooks Township (MI) | Byron Township (MI) | Cannon Township (MI) | Coldwater Township (MI) | Danby Township (MI) | City of East Grand Rapids (MI) | City of Ferrysburg (MI) | City of Hart (MI) | Keeler Township (MI) | Marshall Township (MI) | City of Otsego (MI) | Pentwater Village (MI) | Sullivan Township (MI) | Village of Suttons Bay (MI) | Weesaw Township (MI)



Maxwell Dillivan, AICP

Project Planner I



Recently arriving to LSL with degrees in geography and urban planning, Maxwell brings the latest skills and techniques in the field providing services in planning and design. His background includes geographic information systems (GIS), research and statistical analysis, motorized and non-motorized transportation planning, environmental planning, and urban design.

Maxwell assists on a diverse set of projects at LSL, ranging in size and scope. He has created plan documents for public and private clients including motorized and non-motorized transportation plans, sub-area studies, parks and recreation plans, master (comprehensive) plans, and zoning ordinances. Additionally, he also provides on-going GIS database administration and mapping services for Mountain View, CO; Dacono, CO; Grattan Township, MI; and Byron Township, MI. Maxwell recently developed the 2015 Cannon Township (MI) Master Plan and the WestSide Area Specific Plan (Grand Rapids, MI), and is currently assisting on the Byron Township Master Plan (MI), Plainwell (MI) Master Plan, Fort Mill (SC) Unified Development Ordinance, and the Kennedale (TX) Zoning Ordinance.

Additionally, Max provides planning services in the form of mapping, graphic design, 3-D visualization, presentation design, project composition, site plan review, and on-going zoning consultation.

EXPERIENCE Since 2009

LSL EXPERIENCE Since 2012

EDUCATION Bachelor of Science, Geography Grand Valley State University

Master of Urban & Regional Planning Ball State University

PROFESSIONAL ASSOCIATIONS American Planning Association - Michigan Chapter

AWARDS Eric & Sandra Kelly Capstone Writing Award Ball State University

PUBLICATIONS Co-author "Transit Deserts: The Gap between Supply and Demand" Journal of Public Transportation September 2013

Partial Listing of Experience

Area Plans

Plainwell (MI) Master Plan | Byron Township (MI) Master Plan | Pentwater Village (MI) Master Plan | Grand Rapids (MI) WestSide Area Specific Plan | Robinson Township Subarea Study | Cannon Township (MI) Master Plan | Plan Jasper County (SC) Comprehensive Plan | Portage (MI) Master Plan | Danby (MI) Master Plan | Otsego (MI) Master Plan | Hart (MI) Master Plan | Park Township (MI) Master Plan | Antwerp Township (MI) Master Plan | Steelcase, Inc. Campus Sub-Area Study (MI) | Madison (IN) Downtown Sustainability Plan | Huntington (IN) Comprehensive Plan | Griffith (IN) Comprehensive Plan

Transit and Transportation Planning

WisDOT Access Management Training | Streetcar Feasibility Study, Grand Rapids (MI) | Michigan Street Multi-Modal Corridor and TOD Plan, Grand Rapids (MI) | City of Muskegon (MI) Downtown Parking Study

Zoning Ordinances

Richmond Hill (GA) Unified Development Code | Wilmington (NC) Zoning Ordinance | Kennedale (TX) Zoning Ordinance | Fort Mill (SC) Unified Development Ordinance | Bargersville (IN) Zoning Ordinance | Yellow Springs (OH) iZone | Byron Township (MI) Zoning Ordinance | Kodiak Island Borough (AK) Development Code

Parks and Recreation Plans

Farmington (MI) 2016 Parks and Recreation Master Plan | Lapeer (MI) Parks and Recreation Master Plan | Antwerp Township (MI) 2012-2017 Parks and Recreation Plan | Algoma Township (MI) 2013-2018 Parks and Recreation Plan

APPENDIX B

STANDARD HOURLY RATES

STANDARD RATES

STANDARD HOURLY RATES AND UNIT RATES Revised 10/21/2013

Principal	\$	180.00 /hour
Senior Licensed Staff	\$	140.00 /hour
Licensed Staff I	\$	110.00 /hour
Licensed Staff II	\$	120.00 /hour
Senior Interior Designer	\$	120.00 /hour
GIS Manager	\$	120.00 /hour
Professional Staff I	\$	80.00 /hour
Professional Staff II	\$	90.00 /hour
Professional Staff III	\$	100.00 /hour
Senior Professional Staff	\$	120.00 /hour
Technician I	\$	65.00 /hour
Technician II	\$	70.00 /hour
Technician III	\$	80.00 /hour
Administrative	\$	60.00 /hour
3 Person Survey Crew	\$	170.00 /hour
2 Person Survey Crew	\$	140.00 /hour
1 Person Survey Crew	\$	95.00 /hour
3 Person Survey Crew (Construction Staking)	\$	195.00 /hour
2 Person Survey Crew (Construction Staking)	\$	165.00 /hour
1 Person Survey Crew (Construction Staking)	\$	125.00 /hour
Mortgage Inspection	\$	250.00 /hour

STANDARD RATES

REIMBURSABLE RATES Revised 10/21/2013

Reimbursable

Compensation for reimbursable expenses shall be computed as a multiplier of 1.1 times the expense incurred and as follows:

Outside Consultants	1.1 x cost
Mileage	1.1 x Federal Rate
Travel, Lodging and Misc	1.1 x cost
Postage, UPS, FedEx, Messenger	1.1 x cost
Outside Reproduction	1.1 x cost

In-House Prints / Copies / Plots:

Black & White Prints / Copies

8½ x 11	\$ 0.19/sheet
8½ x 14	\$ 0.19/sheet
11 x 17	\$ 0.19/sheet

Color Prints / Copies

8½ x 11	\$ 0.85/sheet
8½ x 14	\$ 0.85/sheet
11 x 17	\$ 1.25/sheet

B/W Plots

12 x 18	\$ 1.50/sheet
18 x 24	\$ 2.75/sheet
24 x 36	\$ 5.00/sheet
30 x 42+	\$ 7.50/sheet

Color Plots

12 x 18	\$ 9.00/sheet
18 x 24	\$ 18.00/sheet
24 x 36	\$ 30.00/sheet
30 x 42+	\$ 42.00/sheet

City of Plainwell



“The Island City”

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

Department of Public Safety
119 Island Ave
Plainwell, Michigan 49080
Phone: 269-685-9858
Fax: 269-685-5460
Email Address: publicsafety@plainwell.org

MEMORANDUM

November 30, 2016

To: Erik Wilson, City Manager
From: Bill Bomar, Director
CC: Brian Kelley, Treasurer
Subject: Purchase Public Safety Administrative Car

On October 6, 2016 city owned 2007 Ford Crown Victoria was involved in a two car, motor vehicle crash that resulted in the totaling of this vehicle by our insurance provider claims adjuster. The Meadowbrook Insurance Company settled claim for just over \$3700.00.

After doing online searches, visiting municipal auction sites and contacting local dealership, I was contacted by Midway Chevrolet of Plainwell that they had a recent trade-in of a 2008 Chevy Impala that fit the specifications I provided their dealership.

I negotiated a price with dealership for \$4800.00 to purchase this vehicle. I also investigated pricing on this vehicle for retail value fitting these specifications through Kelly Blue Book and the suggested price range for this 2008 Chevy Impala is \$5900.00 to \$6200.00.

I'm recommending the City purchase this vehicle from Midway Chevrolet for \$4800.00 this will be partially funded by the insurance settlement check and the remaining balance be funded by Capital Purchases 661-970-971-000.

**Resolution 16-22
City of Plainwell
Allegan County, Michigan**

A RESOLUTION APPROVING AN INCREASE IN SEWER TAP FEES AS PRESENTED:

WHEREAS, the City of Plainwell is desirous of updating various wastewater fees to reasonably reflect the city's cost to provide these services to the citizens of the City and Customer Communities:

WHEREAS, the City has employed Fleis & VandenBrink Engineering, Inc., to develop a recommendation updating the Tap Fee to align with the current cost climate and the value of the Plainwell Publicly Owned Treatment Works (POTW); and

WHEREAS, the rationale for the rate increase is based upon the valuation of the POTW divided by the number of sewer customers the POTW was designed to serve, using American Water Works Association standards; and

WHEREAS, larger customers of the POTW should pay proportionately more than a single resident, primarily based on water meter size,

THEREFORE, the City adopts the wastewater rates for sewer tap fees as follows:
Sewer Tap Fee (one time charge): \$ 1,500.00 per residential unit

FURTHERMORE, the fee shall increase by \$500 annually (on January 1) to a maximum of \$2,500 per residential unit, and

FURTHERMORE, the City hereby adopts the practice of Wastewater Fee adjustments reflecting inflation by the Consumer Price Index for All Urban Consumers (CPI-U) as published by the U.S. Department of Labor Statistics. The City shall annually adjust the User Charge System to reflect increases in the CPI, with the exception of any fixed debt service component.

Resolution Declared Adopted: December 12, 2016

YES:

NO:

ABSENT:

**SIGNED: _____
Richard Brooks, Mayor**

CERTIFICATION:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council at a regular meeting held on December 12, 2016 the original of which is on file in my office and available to the public.

Brian Kelley, City Clerk/Treasurer

Appointment List December 2016

Planning Commission 3-year term

Jay Lawson 12/2019

Board of Review 3-year term

Sue Miller 12/2019

Jerry Westergaard 12/2019

DDA-BRA-TIFA Board 4-year term

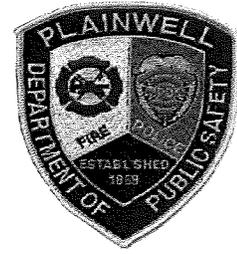
EJ Hart 12/2020

Zelda Schippers 12/2020

Compensation Board 5-year term

Sherry Pallett 12/2021

*There is a vacancy on the Compensation Board at this time



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

October 2016

Prepared by Director Bill G. Bomar

AB

Plainwell Department of Public Safety

Scheduled Hours By Activity for October 2016

The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.

Total Hours
1,112
Percentage of Total Hours

TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

80 7.19%

The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.

Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

292 26.22%

The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.

Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

466 41.89%

The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.

Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.

TOTAL UNOBLIGATED PATROL HOURS

275 24.70%

The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.

Examples include: General Preventive Patrol, Building Security Checks, Etc.

Note: This also includes any break time the officers take during their shift.

TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

837 75.30%

It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.

Plainwell Department of Public Safety

Complaints/Activities for October 2016

ARRESTS

CUSTODIAL ARRESTS	9	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
ARREST COUNTS	27	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	15	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	11	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	0	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS	0	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	15	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	41	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	223	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
PATROL INITIATED COMPLAINTS	10	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	233	

OTHER ACTIVITIES

MOTORISTS ASSISTS	31	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	3	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	12	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	6,779	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
FOUND UNSECURED	1	<i>The number of business' found unlocked or unsecured.</i>

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	October	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	6
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	3	71
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	10
2300	Larceny	8	65
2400	Motor Vehicle Theft	0	3
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	2	16
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	2
2900	Damage to Property	2	17
3500	Violation of Controlled Substances Act	3	18
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	2
3800	Family Offenses	0	5
4100	Liquor Violations	0	7
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	0
5000	Obstructing Justice	1	22
5200	Weapons Offenses	0	2
5300	Public Peace	4	85
5400	Traffic Investigations - Any Criminal Traffic Complaints	8	43
5500	Health and Safety	2	21
5600	Civil Rights	0	0
5700	Invasion of Privacy	2	11
6200	Conservation Law Violation	0	1
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	23	140
9400	False Alarm Activation	7	45
9500	Fires (Other than Arson)	2	19
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	26	259
9900	General Assistance (All Except Other Police Agencies)	62	624
9911 & 9912	General Assistance (Other Police Agencies)	54	437
FIRS	Medical First Responder	24	242



October Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 54 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
10/22/16	0800	801	710 Benhoy	Towel on fire / smoke	Out on arrival	Patrol vehicle	1	0
10/29/16	0924	0926	216 Cherrywood	Car battery fire	Out on arrival	Patrol vehicle	1	0

Calls for Service at Plainwell Schools

Plainwell High School: 7
684 Starr Road

Gilkey School: 2
707 S. Woodhams Street

Plainwell Middle School: 1
720 Brigham Street

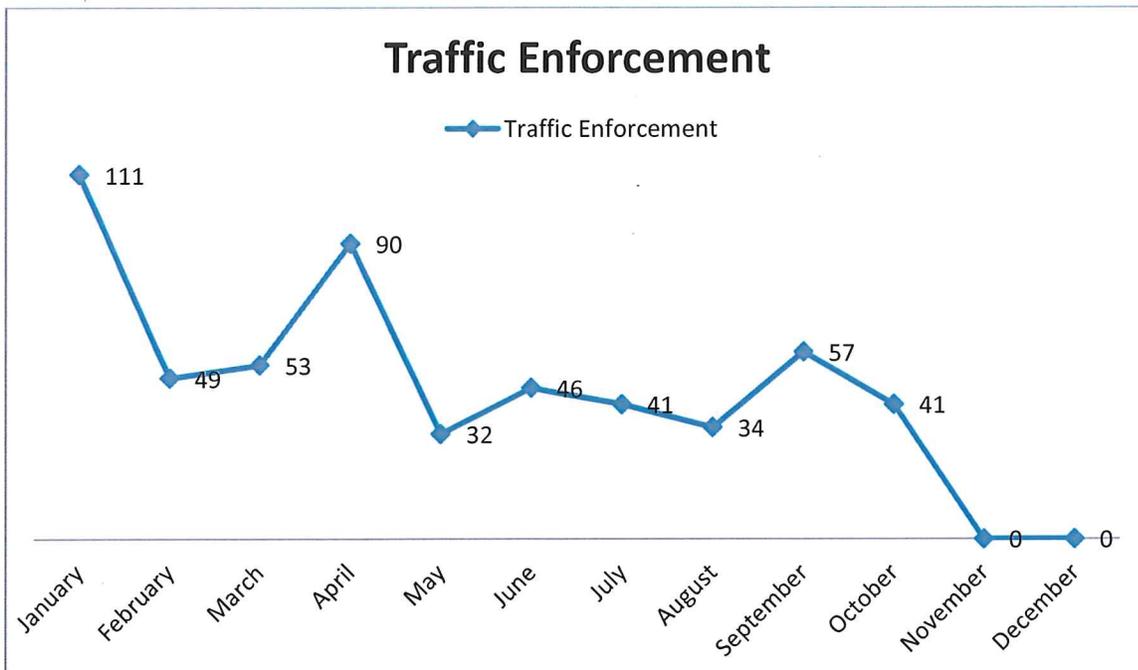
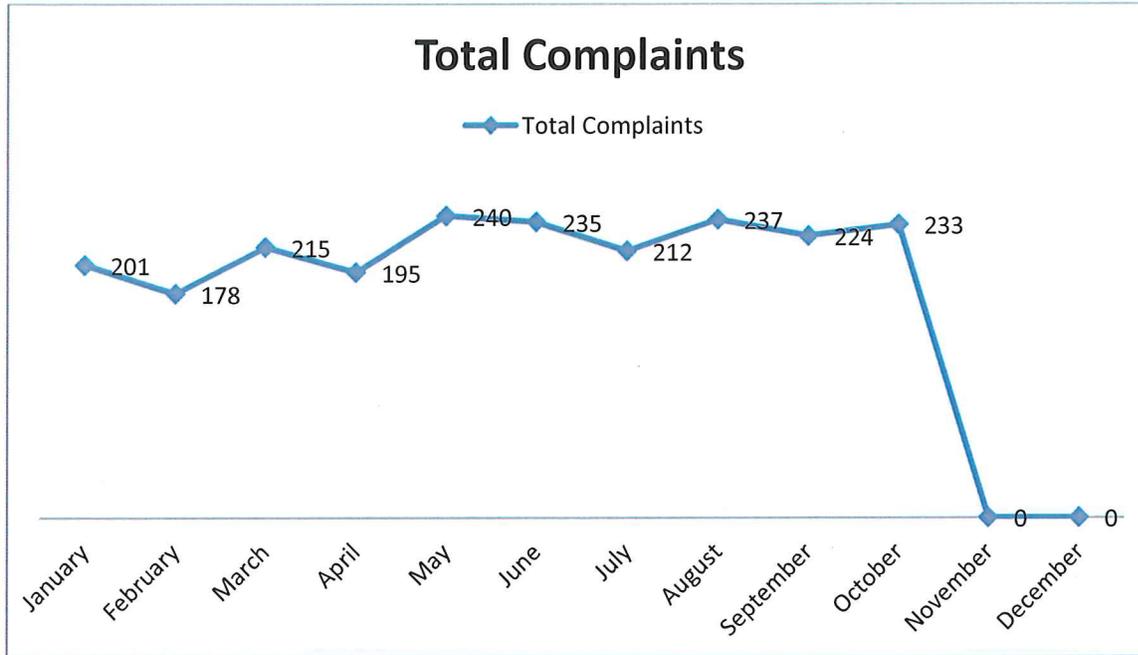
Starr Elementary: 2
601 school Drive

Early Childhood Development: 0
307 E. Plainwell Street

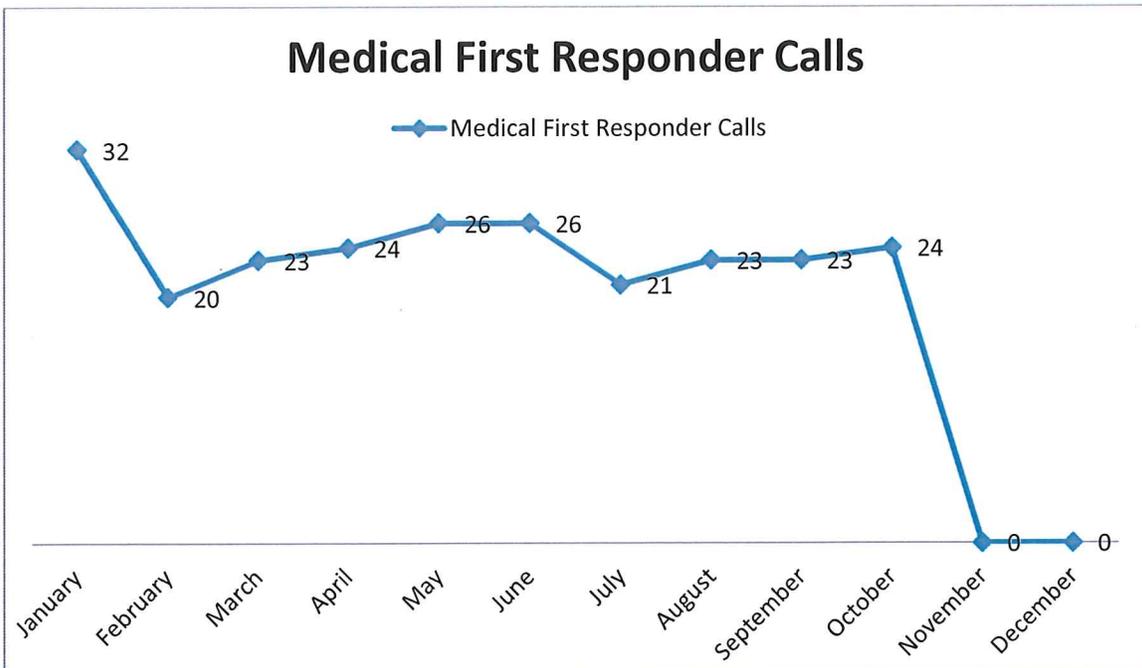
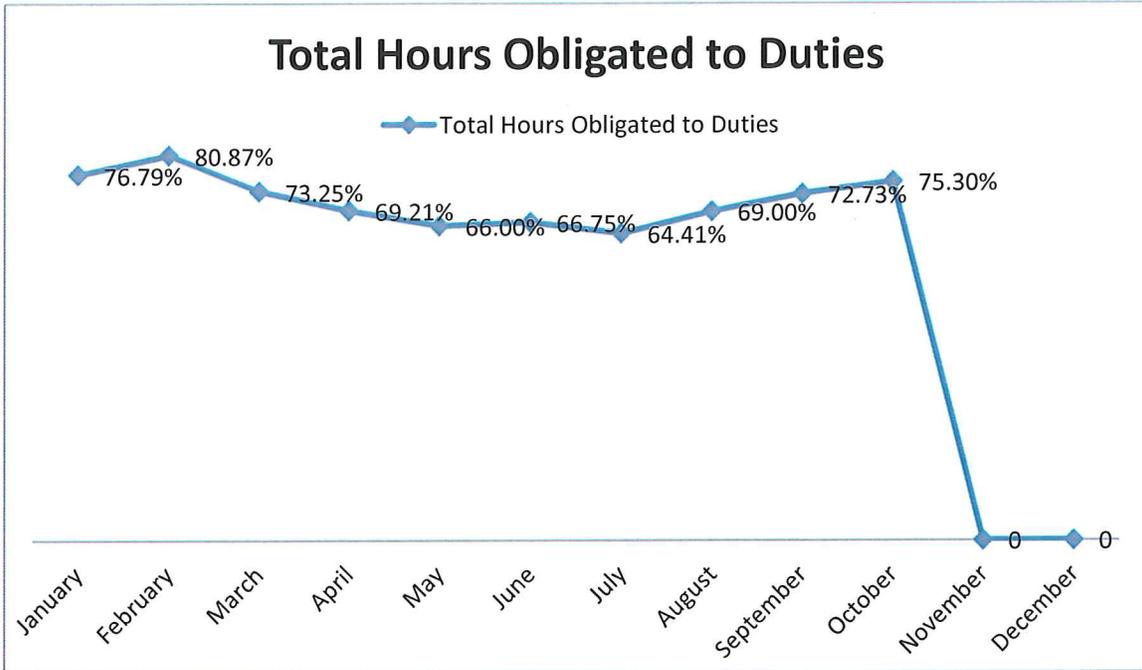
Renaissance School: 1
422 Acorn Street

Admin, Maintenance & Bus Garage: 0
600 School Drive

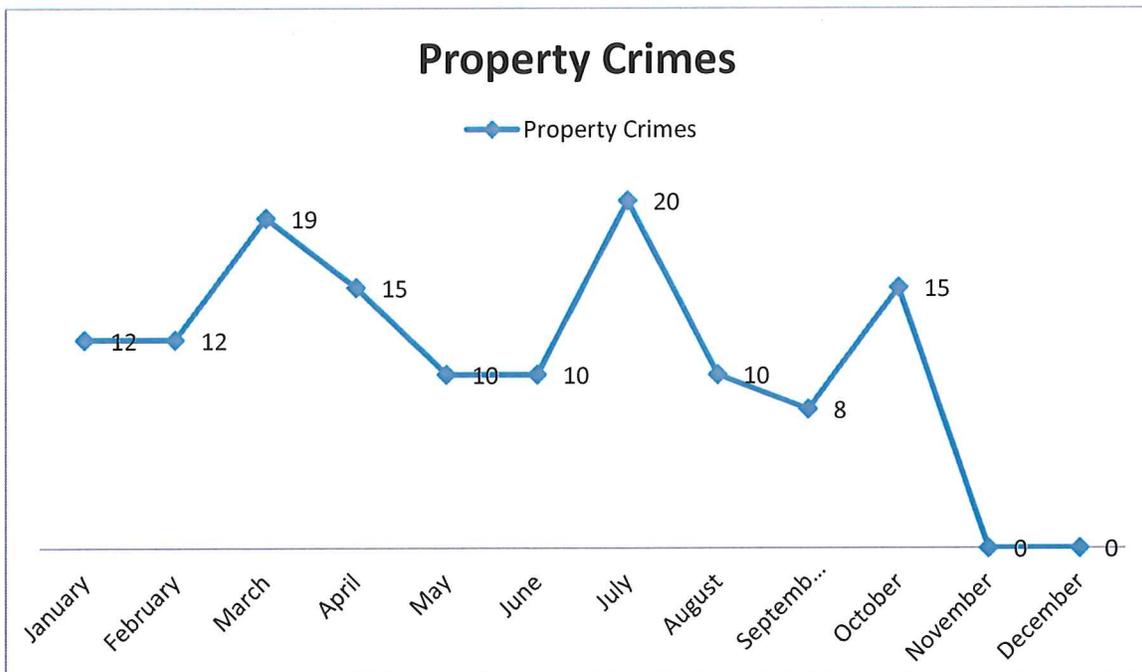
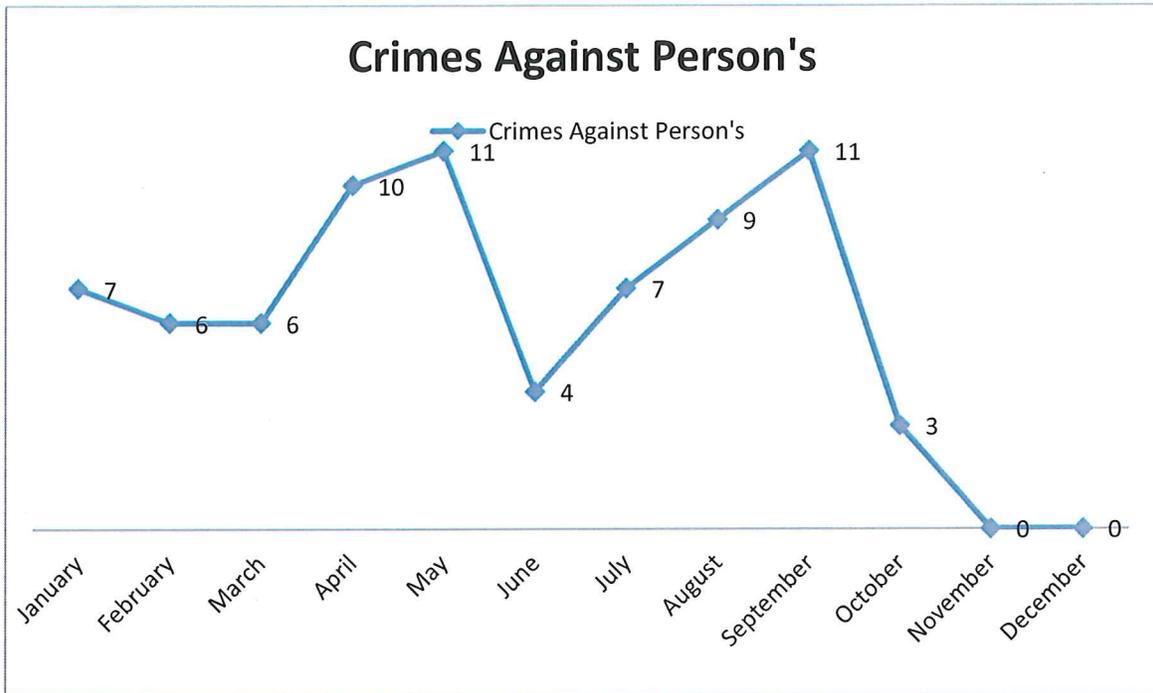
Plainwell Department of Public Safety Monthly Activity Comparison Summary 2016



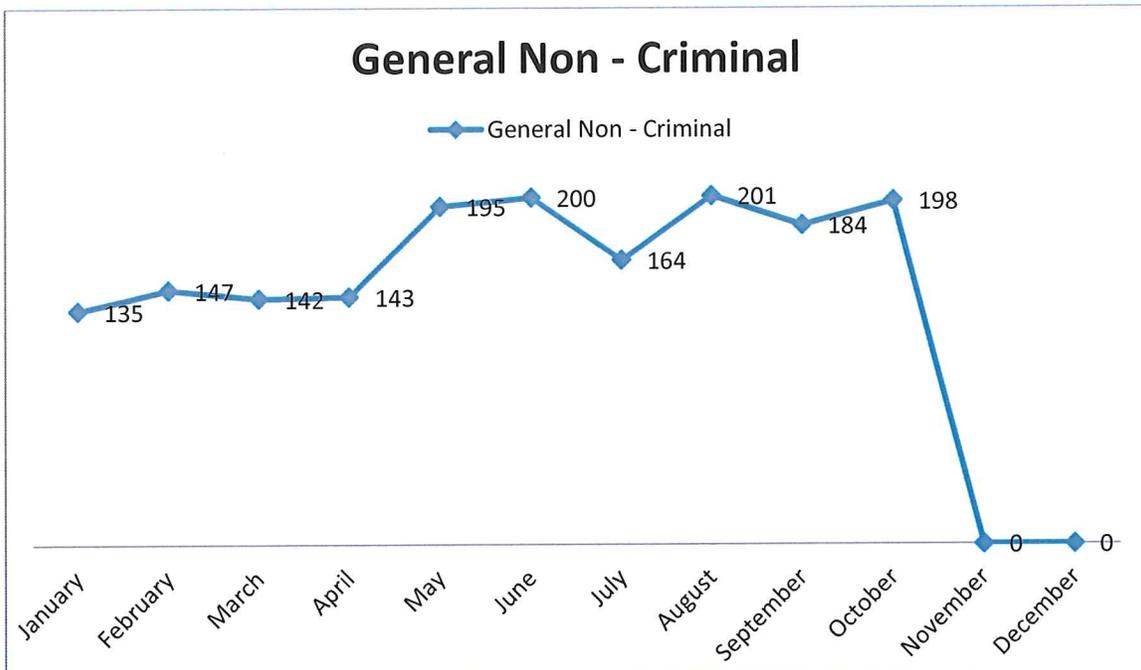
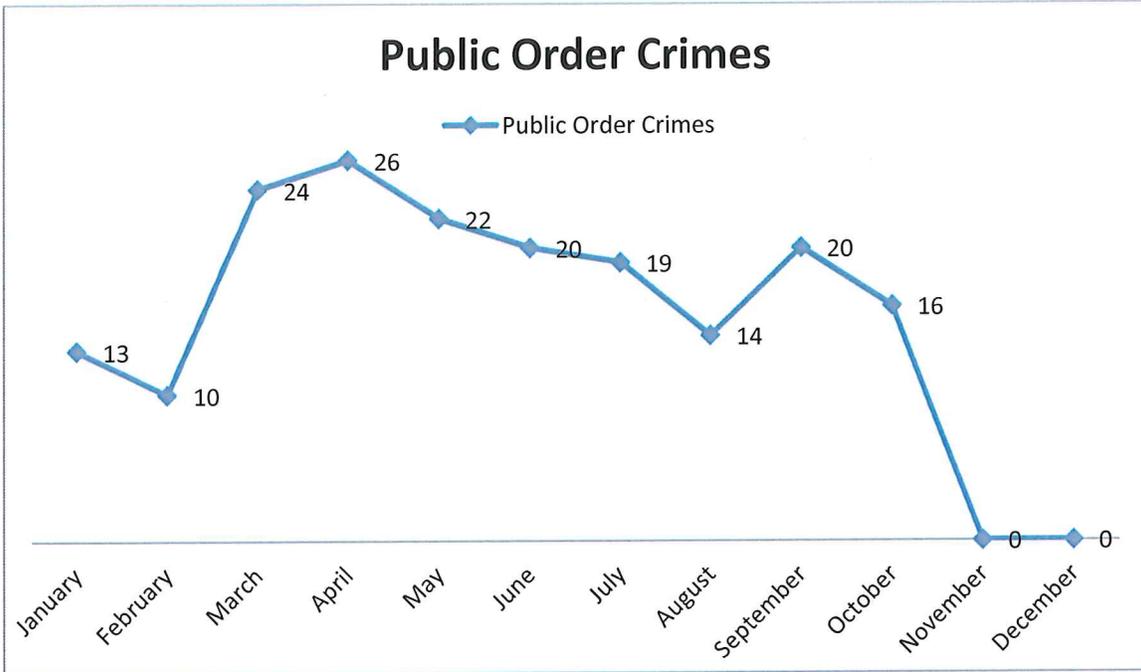
Plainwell Department of Public Safety Monthly Activity Comparison Summary 2016



Plainwell Department of Public Safety Monthly Activity Comparison Summary 2016



Plainwell Department of Public Safety Monthly Activity Comparison Summary 2016



CITY OF PLAINWELL
ESTIMATED CASH BALANCE/FUND BALANCE REPORT
 MONTH ENDED: **11/30/2016**
 % OF FISCAL YEAR: **41.92%**

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	1,385,074	870,954	857,472	616,944	2,021,769	43.08%
Major Streets	201,844	118,812	53,640	121,252	51,200	(17,025)	300,670	40.33%
Local Streets	42,664	1,567	58,596	169,407	(109,244)	(52,037)	257,633	65.76%
Solid Waste	3,286	268	164,809	104,535	60,542	10,108	167,090	62.56%
Fire Reserve	154,483	154,483	83,016	109,695	127,804	57,025	159,162	68.92%
Airport	62,509	60,067	28,122	52,967	35,222	24,501	64,821	81.71%
Revolving Loan	15,982	60,192	9,935	-	70,127	20,923	30,000	0.00%
Capital Improvement	2,587	2,587	84,391	34,894	52,083	75,090	77,396	45.09%
Brownfield BRA	38,101	26,158	31,296	29,221	28,233	18,059	67,391	43.36%
Tax Increment TIFA	52,754	51,425	40,993	21,448	70,971	53,638	39,280	54.60%
Downtown DDA	21,559	18,150	31,714	20,942	28,922	31,486	40,684	51.48%
Sewer	662,249	751,521	557,570	572,404	736,687	665,787	1,478,146	38.72%
Water	309,160	307,411	228,603	261,036	274,978	176,289	543,090	48.06%
Equipment	181,286	172,023	106,860	80,853	198,030	175,223	261,996	30.86%
OPEB**	80,860	80,860	10,352	18,700	72,512	6,990	32,980	56.70%
	<u>2,191,091</u>	<u>2,148,876</u>	<u>2,874,971</u>	<u>2,468,308</u>	<u>2,555,539</u>	<u>1,863,001</u>	<u>5,542,108</u>	<u>44.54%</u>

- * - 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 Date: 2016.12.09 11:04:22 -05'00'</small>	Insert Signature: Brian Kelley <small>Digitally signed by Brian Kelley DN: c=US, st=MI, o=City of Plainwell, ou=Internet Widgets Pty Ltd, cn=Brian Kelley, email=bkelly@plainwell.org Date: 2016.12.05 16:23:18 -05'00'</small>

Investment Activity Report



“The Island City”

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 11/30/2016

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
DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org
Date: 2016.12.05 16:24:24 -05'00'

	Investment Type	CUSIP	Principal Purchase	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment	N/A	\$100,318	Michigan Class	Rich Garay - 734.604.1494	03/28/16		0.77%	
2	90-Day CD	N/A	\$100,188	Talmer Bank	Stephanie Griffin - 616.464.0308	09/27/16	12/27/16	0.45%	27
3	365-Day CD	N/A	\$150,000	Talmer Bank	Stephanie Griffin - 616.464.0308	06/29/16	06/29/17	0.45%	211
4	90-Day CD	N/A	\$50,124	Talmer Bank	Laree Waanders - 269.857.9002	09/30/16	12/30/16	0.45%	30
5	365-Day CD	N/A	\$100,419	Chemical Bank	Laree Waanders - 269.857.9002	06/30/16	06/30/17	1.00%	212
6	90-Day CD	N/A	\$100,088	Chemical Bank	Laree Waanders - 269.857.9002	08/26/16	11/26/16	0.35%	-4
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total Investments: \$601,135.94

Average Yield: 0.58%

Cash Activity for the Month

Cash, beginning of month: \$1,965,895.62

Cash, end of month: \$1,863,000.74

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
Date: 2016.12.09 11:03:50 -05'00'

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

12/08/2016 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 POST DATES 12/12/2016 - 12/12/2016
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
002184	ACCURATE STRIPING - TERRY MURK 2346	HC PARKING SPACE N. MAIN & E. BRIDGE	106.13
TOTAL FOR: ACCURATE STRIPING - TERRY MURK			106.13
000624	AIS CONSTRUCTION-JOHNDEERE POWERPLN G87765	FLASHER BULBS FOR LOADER #61	36.91
TOTAL FOR: AIS CONSTRUCTION-JOHNDEERE POWERPLN			36.91
000030	ALLEGAN COUNTY NEWS 2017-18-19	3 YEAR SUBSCRIPTION 2017-2018-2019	85.00
TOTAL FOR: ALLEGAN COUNTY NEWS			85.00
000138	AMERICAN OFFICE SOLUTIONS IN99744	11/22/16 - 12/21/16 PD COPIER USAGE	52.42
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			52.42
000035	APPLIED IMAGING 873129	11/13/16 - 12/12/16 CITY HALL COPIER	136.27
TOTAL FOR: APPLIED IMAGING			136.27
REFUND UB	AUSTRINS, INTS A. 12/08/2016	UB refund for account: 06-00088412-00	11.95
TOTAL FOR: AUSTRINS, INTS A.			11.95
002323	BELLE TIRE 28785008	2012 CHEVY TAHOE TIRES PUT ON	60.00
TOTAL FOR: BELLE TIRE			60.00
004791	BIO TECH AGRONOMICS INC 1616	ANNUAL HAULING OF BIOSOLIDS	16,680.20
TOTAL FOR: BIO TECH AGRONOMICS INC			16,680.20
002440	BOBS CRANE SERVICE CO INC 7845	CRANE TO LIFT CHRISTMAS TREE 2016	285.00
TOTAL FOR: BOBS CRANE SERVICE CO INC			285.00
000461	BOB'S HARDWARE		
	038715	JET PAINT SUPPLIES	16.83
	039944	WR 2 PAIR OF GLOVES	29.98
	040137	WR	223.98
	040182	BATTERIES FOR SCALE WELL #5 & #7	20.97
	040188	WR	43.94
	040270	#21 JETTER REPAIR	74.62
	39943	WR TOOLS	34.99
TOTAL FOR: BOB'S HARDWARE			445.31
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	2016-12 AIRPORT	12/7/16 - 1/6/17 AIRPORT INTERNET	74.00
	2016-12 CITY HALL	12/5/16 - 1/4/17 CITY HALL PHONE/INTERNET	493.81
	2016-12 WR/DPW	12/1/16 - 12/31/16 WR/DPW INTERNET	109.98
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			677.79
002219	CLARK TECHNICAL SERVICES 285	NOVEMBER 2016 COMPUTER SUPPORT	1,723.75
TOTAL FOR: CLARK TECHNICAL SERVICES			1,723.75

000009	CONSUMERS ENERGY		
	2016-12	11/1/16 - 11/30/16 ELECTRIC BILLS	6,104.89
TOTAL FOR: CONSUMERS ENERGY			6,104.89

002703	CONTINENTAL LINEN SERVICES INC		
	2016-11 CITY HALL	2016-11 CITY HALL RUGS	103.29
	2016-11 DPW	2016-11 DPW UNIFORM/RUGS/MISC	141.97
	2016-11 PD/FIRE	2016-11 PD/FIRE RUGS	38.74
	2016-11WR	2016-11 WR RUGS/UNIFORM/MISC	96.57
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			380.57

004127	COOK RICK		
	031-2016	2017 CALENDAR	900.00
TOTAL FOR: COOK RICK			900.00

001610	DALE W. HUBBARD, INC (CLEAN EARTH)		
	2-9803	ANNUAL CLEANING OF PLANT TANKS AND LIFT STATIONS	1,356.80
TOTAL FOR: DALE W. HUBBARD, INC (CLEAN EARTH)			1,356.80

001415	DAN'S TREE SERVICE		
	002073	TREE REMOVAL W BRIDGE ST	600.00
TOTAL FOR: DAN'S TREE SERVICE			600.00

000157	DAVID RANTZ		
	16/17 SHOE ALLOWANC	16/17 SHOE ALLOWANCE	155.99
TOTAL FOR: DAVID RANTZ			155.99

000944	DEATON TRUCKING		
	8777	ICE CONTROL 11/22/16	758.67
TOTAL FOR: DEATON TRUCKING			758.67

004136	DICKINSON WRIGHT PLLC		
	1122026	OCT 2016 LEGAL SERVICES	1,368.00
TOTAL FOR: DICKINSON WRIGHT PLLC			1,368.00

000984	EVOQUA WATER TECHNOLOGIES LLC (SIEM		
	902890323	EQUIPMENT RENTAL	318.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES LLC (SIEM			318.00

000038	FARM N GARDEN INC		
	506939	GATE REPAIR	90.00
TOTAL FOR: FARM N GARDEN INC			90.00

000166	FISHER SCIENTIFIC**		
	4666726	WR	403.40
TOTAL FOR: FISHER SCIENTIFIC**			403.40

002650	FUEL MANAGEMENT SYSTEM PACIFIC PRID		
	1633501	PD FUEL 11/30/16	389.48
TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID			389.48

004241	GHD SERVICES INC		
	815183	UTILITIES COMMON AREA MAINTENANCE FY 16/17	1,081.76
TOTAL FOR: GHD SERVICES INC			1,081.76

000059	GOIN POSTAL LLC		
	88439A	OLD POSTAGE INV FROM MARCH 2016	10.88
	93055	PD POSTAGE	22.95
TOTAL FOR: GOIN POSTAL LLC			33.83

000134	HAROLD ZEIGLER INC		
	258879	PD CAR #5 BRAKE PADS/ROTORS/OIL CHANGE	375.64
TOTAL FOR: HAROLD ZEIGLER INC			375.64

002281	HOME DEPOT		
	2016-11	NOV 2016 STATEMENT	406.03
TOTAL FOR: HOME DEPOT			<u>406.03</u>

002442	HOPKINS PROPANE COMPANY		
	2016-11	RENT FEE 2017	100.00
TOTAL FOR: HOPKINS PROPANE COMPANY			<u>100.00</u>

004809	IN STOCK MARKETING		
	1139198SM2	PD MISC	25.00
TOTAL FOR: IN STOCK MARKETING			<u>25.00</u>

000352	JERRY LAWRENCE		
	16/17 SHOE ALLOWANCE	16/17 SHOE ALLOWANCE	200.00
TOTAL FOR: JERRY LAWRENCE			<u>200.00</u>

000079	KAECEHE PUBLICATIONS INC		
	34362	NOV 2016 ORDINANCE 377	96.22
	34363	NOV 2016 DDA ADS	317.20
TOTAL FOR: KAECEHE PUBLICATIONS INC			<u>413.42</u>

000113	KAR LAB INC		
	612690	WR SAMPLES	150.00
	615247	8 DRINKING H2O SAMPLES 11/9/16	112.00
TOTAL FOR: KAR LAB INC			<u>262.00</u>

000245	KENNEDY INDUSTRIES INC		
	573739	NEW GAS RATED VALVE FOR METHANE SYSTEM	1,394.09
TOTAL FOR: KENNEDY INDUSTRIES INC			<u>1,394.09</u>

004805	LAKELAND ASPHALT		
	30609	COLD PATCH DELIVERED	1,231.25
	30640	HOT PATCH FOR THE ROADS	108.68
TOTAL FOR: LAKELAND ASPHALT			<u>1,339.93</u>

000037	LIFELOC TECHNOLOGIES, INC		
	0224577-IN	PD	117.70
TOTAL FOR: LIFELOC TECHNOLOGIES, INC			<u>117.70</u>

000017	MASTERCARD		
	2016-11 CITY HALL	NOV 2016 MASTERCARD	94.94
TOTAL FOR: MASTERCARD			<u>94.94</u>

000609	MIDWAY CHEVROLET		
	43216	REPAIR COOLANT SYSTEM PD CAR #1 2012 TAHOE	1,560.39
	43432	PD CAR #2 OIL CHANGE	33.69
TOTAL FOR: MIDWAY CHEVROLET			<u>1,594.08</u>

002622	MIDWEST CUSTOM EMBROIDERY		
	15644	2016 EMPLOYEE RECOG A. BIRD/J. SAUSAMAN	86.67
TOTAL FOR: MIDWEST CUSTOM EMBROIDERY			<u>86.67</u>

000365	MISS DIG		
	20170567	ANNUAL MEMBERSHIP FEE 2017	588.85
TOTAL FOR: MISS DIG			<u>588.85</u>

004769	MOORE ELECTRICAL SERVICES INC		
	100181	INSTALL PANEL & PURCHASE & INSTALL TRANSFER SWITC	1,643.52
TOTAL FOR: MOORE ELECTRICAL SERVICES INC			<u>1,643.52</u>

002065	OUTDOOR SOLUTIONS GROUP		
	2781	MOWING 208 BRIGHAM/241 UNION ST	150.00
TOTAL FOR: OUTDOOR SOLUTIONS GROUP			<u>150.00</u>

001829	PERCEPTIVE CONTROLS INC		
	12378	DPW SCADA ON SITE SUPPORT	575.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			575.00

000004	PLAINWELL AUTO SUPPLY INC		
	2016-11	NOV 2016 STATEMENT	224.22
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			224.22

002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	5880	RETAINING BLOCK DPW	195.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			195.00

000372	PREMIERE PRINTING CORP.		
	230243	2017 CALENDAR	3,097.00
TOTAL FOR: PREMIERE PRINTING CORP.			3,097.00

001448	PROFESSIONAL CODE INSPECTIONS		
	5275	NOV 2016 PERMITS	1,515.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			1,515.00

002371	RENEWED EARTH INC		
	24703	SIDEWALK SOIL	85.50
TOTAL FOR: RENEWED EARTH INC			85.50

001748	REPUBLIC WASTE SERVICES		
	0249-005307521	12/1/16 - 12/31/16 WR GARBAGE	229.16
	0249-005308080	12/1/16 - 12/31/16 DPW	204.84
TOTAL FOR: REPUBLIC WASTE SERVICES			434.00

000042	RS TECHNICAL SERVICES		
	19636	ANNUAL MAINT CL2 / SO2 / CL2 RESIDUAL ANALYZER PA	4,644.93
TOTAL FOR: RS TECHNICAL SERVICES			4,644.93

004795	SHAND & JURIS		
	150333	ADDITIOINAL PARTS TO ACCMODATE NEW FLARE	123.64
	150416	NEW METHANE WASTE GAS BURNER MODEL 97300	13,170.46
	150463	NEW METHANE WASTE GAS BURNER MODEL 97300	(57.26)
TOTAL FOR: SHAND & JURIS			13,236.84

000011	SHOPPERS GUIDE INC		
	2016-11	NOV 2016 FARMERS MKT/LOOSE LEAF/ORNAMENTS/GO	409.26
TOTAL FOR: SHOPPERS GUIDE INC			409.26

REFUND UB	SIMMONS, AMANDA		
	12/08/2016	UB refund for account: 05-00073310-04	33.76
TOTAL FOR: SIMMONS, AMANDA			33.76

004259	SME		
	71865	STREET PROJECTS MELROSE/NAOMI/MARIETTE PAVING	2,855.75
TOTAL FOR: SME			2,855.75

001581	TED GRUIZENGA INC		
	2016-12	ASSESSING SERVICES FOR F/Y 2016-2017	1,400.00
TOTAL FOR: TED GRUIZENGA INC			1,400.00

002002	USA BLUEBOOK/HD SUPPLY FACILITIES M		
	115953	FIBERGLASS CHEMICAL STORAGE BUILDINGS	25,269.20
TOTAL FOR: USA BLUEBOOK/HD SUPPLY FACILITIES M			25,269.20

002653	VAN MANEN OIL COMPANY		
	2052344	DIESEL FUEL DPW 12/5/16	642.52
TOTAL FOR: VAN MANEN OIL COMPANY			642.52

000034	VERIZON		

9775886991	10/24/16 - 11/23/16 PHONE/WIFI	112.07
9775886992	10/24/16 - 11/23/16 CELL PHONE BILLS	1,493.50
TOTAL FOR: VERIZON		1,605.57

002201	VOSS LIGHTING	
20154025-00	STREET LIGHT LAMPS	265.68
TOTAL FOR: VOSS LIGHTING		265.68

001536	WASHWELL/STADIUM DRIVE GROUP/SOAP	
1663	NOV 2016 PD DRYCLEANING	44.00
TOTAL FOR: WASHWELL/STADIUM DRIVE GROUP/SOAP		44.00

TOTAL - ALL VENDORS		99,567.22

INVOICE AUTHORIZATION	
Person Compiling Report	Brian Kelley, City Treasurer
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.	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: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Cheryl Pickett</div> <div style="font-size: 8px; color: gray;"> 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: 2016.12.08 10:52:18 -05'00' </div> </div>	Insert Signature: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Brian Kelley</div> <div style="font-size: 8px; color: gray;"> Digitally signed by Brian Kelley DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Ply Ltd, cn=Brian Kelley, email=bkelley@plainwell.org Date: 2016.12.08 14:12:49 -05'00' </div> </div>
Bryan Pond, Water Renewal Plant Supt.	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.	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: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Bryan Pond</div> <div style="font-size: 8px; color: gray;"> Digitally signed by Bryan Pond DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Bryan Pond, email=bppond@plainwell.org Date: 2016.12.09 10:03:16 -05'00' </div> </div>	Insert Signature: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Bill Bomar</div> <div style="font-size: 8px; color: gray;"> Digitally signed by Bill Bomar Date: 2016.12.08 15:25:32 -05'00' </div> </div>
Rick Updike, Public Works Supt.	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.	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: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Rick Updike</div> <div style="font-size: 8px; color: gray;"> Digitally signed by Rick Updike DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, cn=Rick Updike, email=rupdike@plainwell.org Date: 2016.12.08 13:02:35 -05'00' </div> </div>	Insert Signature: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">Erik Wilson</div> <div style="font-size: 8px; color: gray;"> Digitally signed by Erik Wilson Date: 2016.12.09 11:03:24 -05'00' </div> </div>

12/08/2016

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 11/29/2016 - 12/16/2016

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank APPNC PNC Accounts Payable Checking					
12/05/2016	425(E)	004794	UNITED HEALTHCARE INSURANCE COMPANY	DECEMBER 2016 RETIREE HEALTH WHITNEY	173.68
12/15/2016	424(E)	COPEFT	CITY OF PLAINWELL	DECEMBER 2016 UTILITY BILLS	284.08
APPNC TOTALS:					
Total of 2 Checks:					457.76
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					457.76
Bank CBGEN Chemical Bank - General AP Account					
11/30/2016	10213	000053	POSTMASTER	TO MAIL 12/01/16 UTILITY BILLS	357.44
11/30/2016	10214	000053	POSTMASTER	2016 WINTER TAX MAILING (1162)	526.00
11/30/2016	10215	000053	POSTMASTER	EXTRA POSTAGE FOR TAX MAILING	262.99
12/02/2016	1020(A)	ACACH	ALLEGAN COUNTY TREASURER	2016 SUMMER TAX/INTEREST COLLECTED W/E 1	844.62
12/02/2016	1021(A)	RDLACH	RANSOM DISTRICT LIBRARY	2016 SUMMER TAX/INTEREST COLLECTED W/E 1	120.14
12/05/2016	10216	STATE MICH	STATE OF MICHIGAN	FILING FEE FOR NOTARY SEAL	10.00
12/06/2016	1022(E)	SOMEFT	STATE OF MICHIGAN	SALES TAX NOVEMBER 2016	121.07
12/08/2016	10277	000009	CONSUMERS ENERGY	10/18/16 - 11/17/16 ELECTRIC BILLS	6,425.81
12/08/2016	10278	001920	LAKE MICHIGAN MAILERS	POSTAGE FOR 2017 PERSONAL PROPERTY STMTS	173.50
12/08/2016	10279	004220	US BANK EQUIPMENT FINANCE (COPIER)	CITY HALL COPIER DEC 2016	260.00
12/09/2016	1023(A)	AAESAACH	ALLEGAN AREA EDUCATION SVC AGENCY	2016 WINTER TAX COLLECTED W/E 12/03/2016	1,159.32
12/09/2016	1024(A)	ACACH	ALLEGAN COUNTY TREASURER	2016 SUM/WIN TAX/INT COLLECTED W/E 12/03	1,142.64
12/09/2016	1025(A)	PCSACH	PLAINWELL COMMUNITY SCHOOLS	2016 WINTER TAX COLLECTED W/E 12/03/2016	3,626.87
12/09/2016	1026(A)	RDLACH	RANSOM DISTRICT LIBRARY	2016 SUMMER TAX/INT COLL W/E 12/03/2016	114.71
CBGEN TOTALS:					
Total of 14 Checks:					15,145.11
Less 0 Void Checks:					0.00
Total of 14 Disbursements:					15,145.11
REPORT TOTALS:					
Total of 16 Checks:					15,602.87
Less 0 Void Checks:					0.00
Total of 16 Disbursements:					15,602.87

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**

Digitally signed by Brian Kelley
DN: c=US, st=MI, l=City of
Plainwell, o=Internet Widgits Pty
Ltd, cn=Brian Kelley,
email=bkelley@plainwell.org
Date: 2016.12.08 14:04:02 -05'00'

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**

Digitally signed by
Erik Wilson
Date: 2016.12.09
11:02:49 -05'00'

Reports & Communications:

A. Interurban Planning Project:

Included in your packet is a letter from Wightman & Associates Inc. updating the city on the grant related to the multi-jurisdictional Interurban Planning Project. The city is the point of contact for the engineers and has provided the update with a revised timeline and schedule for consideration.

Recommended action: Consider approving the updated timeline and authorizing the City Manager to execute all documents related to the approved action..

B. DPS Purchase Administrative Car:

In October 2016, the Public Safety Director's vehicle was totaled in an accident. With Midway Chevrolet, a suitable replacement has been identified and Director Bomar is requesting replacement of the totaled vehicle.

Recommended action: Consider approving the purchase as presented.

C. Resolution 16-22 – Sewer Tap Fees:

In your packet is a Resolution increasing the sewer tap fee annually over a 3-year period. City Engineers from Fleis & Vandenbrink have completed a study and are recommending our rate go from \$1,000 per tap to \$2,500. Staff is recommending that we do not increase the tap in one year but stagger over 3-years. The last time we raised the sewer rate was 1997 when it went from \$20 to \$1,000.

Recommended action: Consider adopting Resolution 16-22 to set sewer tap fees.

D. Appointment of Members of Various Boards & Commissions:

Listed in your packet are members of various Boards & Commissions whose terms expire on December 31, 2016. Each of the members has been contacted and is willing to serve again.

Recommended action: Consider confirming the Mayor's re-appointments.

13. Staff Comments

A. Old City Hall Parking Lot

SEE – Page Below



DISCUSSION:

We have been approached by several businesses concerned about the traffic that is cutting through old City Hall. Not just cutting through, but traveling at a high rate of speed. There are a couple things we can do so I wanted to discuss at the Council meeting to get everyone's opinion.

