

# City of Plainwell



Brad Keeler, Mayor  
Lori Steele, Mayor Pro-Tem  
Todd Overhuel, Council Member  
Roger Keeney, Council Member  
Randy Wisnaski, 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](http://www.plainwell.org)

“The Island City”

## AGENDA

### City Council

Monday, December 28, 2020

7:00PM

### MEETING HELD VIRTUALLY ON ZOOM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance** – *recited by Mayor Keeler*
4. **Roll Call**
5. **Approval of Minutes** – December 14, 2020 Regular Meeting
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
  - A. **Boards & Commissions Appointment List**

Council will consider confirming the Mayor's re-appointment of several community members to various boards and commissions.
  - B. **Ordinance 389 – Amend the Zoning Ordinance Pertaining to Mining Operations**

Council will consider approving Ordinance 389 to add a definition pertaining to mining operations and to add related special approval use and standards.
  - C. **Paper Mill Demolition Project - Pay Request #3**

Council will consider approving pay application #3 for expenses incurred totaling \$654,053.00. Expenses cover work related to demolition and engineering oversight.
  - D. **DPW – Risk and Resilience Assessment and Emergency Response Plan**

Council will consider approving a project with Fleis & Vandenbrink for a Water System Risk and Resilience Assessment and Emergency Response Plan at a cost of \$11,800.00.
  - E. **DPW – Water System Security**

Council will consider approving a project with Perceptive Controls to install door intrusion alarms and a phone line to the existing water SCADA system at a cost of \$5,650.00.
  - F. **Purchase of Department of Public Works Computer Server - \$25,000**

Council will consider approving a budget of \$25,000 for the purchase of computer hardware to help assist the City's GIS program.

To join this Zoom Meeting:

Online:

<https://us02web.zoom.us/j/81834407279?pwd=UnBIRTk5TnoyNFFhemFGMmVwZUdpUT09>

Meeting ID: 818 3440 7279

Passcode: x024MQ

By phone: 1+(312) 626-6799

The Island City

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### **G. Interlocal Agreement – Designated Assessor Contract**

Council will consider approving an Interlocal Agreement with Allegan County to provide Designated Assessor services under specific circumstances.

### **H. Resolutions 2021-01 through 2021-05**

Council will consider adopting Resolutions 2021-01 thru 2021-05 for Ordinance Enforcement Officers, 2021 Council Meeting Dates, 2021 Employee Holiday Dates, 2021 Street Flag Dates and 2021 Street Closures.

11. **Communications:** The November 2020 Water Renewal Report.
12. **Accounts Payable - \$412,575.13**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

### **Reminder of Upcoming Meetings**

- January 6, 2021 – Plainwell Planning Commission – 7.00pm
- **January 11, 2021 – Plainwell City Council – 7:00pm**
- January 12, 2021 – Plainwell DDA/BRA/TIFA Board– 7:30am
- January 14, 2021 – Allegan County Board of Commissioners – 1:00pm

**MINUTES**  
**Plainwell City Council**  
**December 14, 2020**

1. Mayor Keeler called the regular meeting to order at 7:00 PM on the Zoom Meeting Application as per Senate Bill 1108.
2. Pledge of Allegiance was recited.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel (joined the meeting at 7:02pm), Councilmember Keeney and Councilmember Wisnaski, all attending virtually from Plainwell, Michigan. Absent: None.
4. Approval of Minutes:  
**A motion by Keeney, seconded by Steele, to accept and place on file the Council Minutes of the 11/23/2020 regular meeting. On voice vote, all voted in favor. Motion passed.**
5. Public Comment: None.
6. Presentation:  
Public Safety Director Bill Bomar provided a history of Public Safety Officers Jim Pell and David Rantz, both of whom recently celebrated 25 years of full-time service to Plainwell.
7. County Commissioner Report:  
Public Safety Director Bomar reporting having heard from County Commission Rick Cain about an upcoming vaccination event for first responders being coordinated by the Allegan County Sheriff's Department. The details are still being worked out with the city's Covid policy and human resources.
8. Agenda Amendments: None
9. Mayor's Report:  
Mayor Keeler noted how the city benefits from Officers Pell and Rantz and thanked them for their service.
10. Recommendations and Reports:
  - A. Superintendent Pond gave a report about a computerized monitoring system (SCADA) for the water renewal system that provides alarms and alerts at various times. The system has become unreliable and needed upgrade to a main computer with more power and the ability to be operational constantly. The city partners with Perceptive Control to program and update the software used in the system, which also needed upgrading. Under the emergency provisions of the Purchasing Ordinance, the project was approved and now needs Council confirmation.  
**A motion by Overhuel, seconded by Wisnaski, to confirm an emergency project with Perceptive Controls to upgrade hardware and software for the Water Renewal SCADA system at a cost not to exceed of \$6,000.00. On a roll call vote, all voted in favor. Motion passed.**
11. Communications:
  - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the November 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$218,429.91 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments:

Personnel Manager Lamorandier reported staying on top of changes with the Covid policy.

Superintendent Nieuwenhuis reported his department is prepped and ready for snow.

Superintendent Pond reminded Council that the SAW Grant is nearing completion and he will use reports to plan future funding needs.

Community Development Manager Siegel reported review plans and working on projects.

Director Bomar reported the city's EMS Licensing has been renewed with thanks to Officer Rantz. Deputy Director Varley gave a report on the Virtual Shop With a Hero event held last week.

Clerk/Treasurer Kelley reported having finished the year-end financial audit and working on an upcoming workers comp audit. Upcoming projects include budget preparation and rolling out a new Chart of Accounts.

City Manager Wilson reported having received a draft schedule from Melching projecting the completion of demolition for early March 2021. He noted the city is internally dealing with Covid issues and thanked Officers Pell and Rantz for their service.

15. Council Comments:

Council each thanked Officers Pell and Rantz. Councilmembers Overhuel and Wisnaski inquired about noise from garbage collections at early-morning hours.

16. Adjournment:

**A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:28 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

December 28, 2020

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Brian Kelley, City Clerk

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**City of Plainwell  
Boards & Commissions  
Appointment List  
December 2020**

**DDA/BRA/TIFA Board                      4-year term**

EJ Hart, Hart's Jewelry	12/2024
Angela Ridgway, Passiflora	12/2024

**Compensation Board                      5-year term**

Sherry Pallett	12/2025
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**Planning Commission                      3-year term**

Jim Higgs	12/2023
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**Current Vacancies**

Compensation Commission – 1 vacancy

**CITY OF PLAINWELL  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. 389**

AN ORDINANCE TO AMEND THE CITY OF PLAINWELL ZONING ORDINANCE; TO AMEND SEC. 53-3 TO ADD A DEFINITION PERTAINING TO MINING OPERATIONS; AND TO AMEND SEC. 53-54 TO ADD A SPECIAL APPROVAL USE AND STANDARDS PERTAINING TO MINING AND FILL OPERATIONS IN THE INDUSTRIAL DISTRICT.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

**Section 1. Amendment of Sec. 53-3.** Sec. 53-3 of the City of Plainwell Zoning Ordinance is amended to add the following definition in alphabetical order:

***MINING OPERATION.*** The mining, removal, loading, filling, processing and/or transporting of topsoil, sand, stones, rocks, clay, gravel, or other earth minerals on, to, or from a lot, tract or parcel, and including the incidental maintenance of machinery or equipment used in connection with such mining or fill operation. Minor alterations of the grade elevation by cutting or filling earth (not to exceed 300 cubic yards of material) for noncommercial purposes, such as preparing land for construction, shall not constitute a mining or fill operation.

**Section 2. Amendment of Sec. 53-54.** Sec. 53-54 of the City of Plainwell Zoning Ordinance is amended to add the following special approval use in alphabetical order:

G. Mining operations within the Industrial zoning district, subject to the following standards.

1. Additional Site Plan Requirements. In addition to the regular application materials and site plan as required for any special approval use, an application submittal for a mining or fill operation shall be accompanied by all of the following additional information:

- a. Name and address of the owner(s) of the land on which mining or fill will take place.
- b. Name, address and telephone number of the person or entity which will be conducting the actual mining or fill operation.
- c. Location, size and legal description of the subject property, and total site area to be mined or filled.
- d. A reclamation plan for extraction or fill and reclamation for the total project, which shall include:
  - (1) Surface overburden and topsoil stripping and stockpiling plans.
  - (2) Provisions for grading, re-vegetation, and stabilization that will prevent soil erosion, blowing dust, sedimentation problems and public safety concerns.

- (3) A feasible and detailed plan for the re-use of the reclaimed site, consistent with the zoning district(s) in which the land is located and consistent with the intent and vision of the City Master Plan.
  - (4) Surface water drainage provisions and outlets.
  - (5) The location and size of any existing or proposed structures and any proposed vehicle or equipment staging and parking areas.
  - (6) Approved soil erosion permits. If such permit has not been issued, a copy of the permit application may be appended to the special approval use application and any approval shall be conditioned upon issuance of such soil erosion permit.
  - (7) Proposed haul routes.
  - (8) Proposed noise and dust minimization plans.
2. Reclamation. All extraction or fill areas shall be reclaimed progressively as they are worked out. The Planning Commission shall determine the amount of the site that may be open at any time; however, at no time shall more than twenty (20) acres be used for active mining or fill. Reclaimed sites shall be reasonably natural and inconspicuous and shall be reasonably lacking in hazard. All slopes and banks remaining above water level and below water level to a depth of six (6) feet shall be graded to angles which do not exceed one (1) foot in elevation for each three (3) feet of horizontal surface and they shall be treated to prevent erosion and any other potential deterioration. Top soil of a quality equal to that occurring naturally in the area shall be placed or replaced on excavated areas not covered by water, except where streets, beaches, or other planned improvements are to be completed within a one (1) year period. Where reclaimed, topsoil shall be applied to a minimum depth of four (4) inches and sufficient to support vegetation. Vegetation shall be restored by the appropriate seeding of grasses and/or the planting of trees and shrubs to establish a permanent vegetative cover on the land surface and to minimize erosion. Upon cessation of mining operations, the operating company or landowner, within a reasonable time period (not to exceed 12 months), shall remove all plant structures, foundations, buildings, stockpiles and equipment; provided that buildings and structures which have a function under the reclamation plan and which can be lawfully used under the requirements of the zoning district in which they will be located under such plan, may be retained. Substantial completion of reclamation and rehabilitation shall be completed within one (1) year after termination of the fill, mining or excavation activity.
3. Site Development Requirements.
- a. Setbacks, in which no part of the mining or fill operation may take place, except for ingress and egress, shall be as follows:
    - (1) Excavation below the existing grade of adjacent roads or property lines shall not take place within one hundred (100) feet from any adjacent property line or road right-of-way.
    - (2) No structures or machinery will be stored, erected or maintained within one hundred (100) feet of any property line or road right-of-way.

- b. If fencing, landscaping, and/or berming is deemed a reasonably necessary requirement, the Planning Commission shall specify the type, size, characteristics, and location of the required fencing, landscaping, and/or berming.
  - c. Interior access roads, parking lots, haul roads, crushing and processing operations, loading and unloading areas, and stockpiled materials shall be maintained and operated so as to limit the nuisance caused by any wind-blown dust.
  - d. Hours and days of operation for the mining or fill operation shall be established by the Planning Commission as part of the special approval use.
  - e. The application shall provide for measures acceptable to the Planning Commission to prevent any noise in excess of sixty (60) decibels at any property line.
  - f. All mining operations shall be located on or near a primary road, as defined by the Allegan County Road Commission, for ingress and egress thereto; and on a road which if used as the access to the proposed operation will not result in significant increase in truck traffic through an area developed primarily for residential purposes. Where necessary as determined by the Planning Commission, the Planning Commission may require the applicant to construct and/or improve a road to accommodate the truck traffic created by the operations as a condition of the permit, and for the purpose of routing traffic around residential areas and preventing the breaking up of existing roads, that may not be constructed to accommodate a large volume of heavy vehicles. The operation shall be managed and controlled so that truck and heavy equipment traffic generated by the use is controlled by the permit holder and haul routes to and from the site shall be approved by the Planning Commission.
  - g. No crushing or processing shall occur unless expressly approved by the Planning Commission.
4. Failure to maintain all required county, state or federal licenses and/or to develop and maintain a surface mining or fill operation in accord with the terms of the special approval use may result in the immediate revocation of a special approval use permit and any and all other sanctions and/or penalties available to the City, county, and/or state.
5. Continuing Use. A special approval use permit for a mining or fill operation shall not last for over two (2) years unless extended by the Planning Commission. When the Zoning Administrator determines a mining or fill operation or portion thereof to be abandoned, he/she shall give the landowner written notice of the intention to declare the mining or fill operation or portion thereof abandoned. Within thirty (30) days following receipt of said notice, the landowner shall have the opportunity to rebut the Zoning Administrator's evidence and submit other relevant evidence to the contrary. If the Zoning Administrator finds the operator's evidence of continued use satisfactory, he/she shall not declare abandonment.
6. Financial Guarantees. A monetary performance guarantee shall be filed with the City Treasurer. The performance guarantee shall be in the form of a letter of credit, cash or surety bond acceptable to the City and with the City named as the beneficiary. The security shall be returned when all conditions stipulated in the special approval use

permit have been met and the special approval use permit deemed ended prior to the security's release. There shall be no partial release of the security. The City shall determine the amount of the monetary security guarantee.

7. Inspection and Amendments. Permits granted for a period exceeding one (1) year shall be inspected a minimum of once a year by the Zoning Administrator to ensure compliance with the permit and Ordinance.

Special approval use permits for mining or fill operations may be amended by the Planning Commission in accordance with the following procedures:

- a. A request for amendment of a special approval use permit must be made at least thirty (30) days prior to the expiration of the existing permit.
  - b. The written request shall provide information concerning the mining or fill operation/activities conducted during the current year and also show that such operation/activities are in compliance with the special approval use approval and the permit requirements.
  - c. Any financial guarantee shall also be established or revised in accordance with Section 53-54, G, 6 above, for the duration of the extension of the special approval use permit.
8. Modification of the Site Plan. The site plan may be modified at any time by mutual consent of the operator and the Planning Commission to adjust to changed conditions, technology, or to correct an oversight. The Planning Commission may require the modification of the site plan when:
    - a. Modification of the plan is necessary so that it will conform to existing laws.
    - b. It is found that the previously approved plan is clearly impractical to implement and maintain.
    - c. The approved plan is obviously not accomplishing the intent of the Ordinance.
  9. No mining or fill operation shall be approved if it would cause very serious consequences.

**Section 3. Severability and Captions.** This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses thereof are hereby declared severable. If any part, section, subsection, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

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

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

ROLL CALL VOTE:

YES:

NO:

Declared adopted on:

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Brad Keeler, Mayor

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Brian Kelley, Clerk

DRAFT

Michigan Strategic Fund - Payment Request

CDBG

1. Project Title: City of Plainwell, Paper Mill Demolition Project Phase 2

2. Grant No.: MSC 218017-ESB

3. Name and Address of Grantee: City of Plainwell - 211 N. Main St. Plainwell, MI 49080

4. Federal ID No.: 94996503

5. Request No.: 3

6. Grant Term: From: 1/1/2020 To: 1/31/2022

7. Final Request: ☐ Yes ☒ No

8. Dates Expenditures Incurred (do not cross state fiscal years 9/30)\*: From: 7/7/2020 To: 11/5/2020

9. Total Amount Requested: 654,053

10. Use 1 Column for each Project Activity (from Attachment A-Project Budget; i.e. Construction, address of façade, etc.) *													For State Staff use only	
	*Base Bid	*Alternate 1	*Alternate 3	*Alternate 4	*Additional Insurance	Contingency	GHD Oversight Insp.	Architect	Structural Eng.	Air Monitoring	Surveyor	TOTAL		
a. Approved Grant Budget (CDBG Funds Only)	3,496,250	34,000	85,000	24,000	60,000	500,000	505,780	12,610	14,000	39,000	5,000	4,775,640		
b. Total CDBG Funds Previously Requested	803,304	-	19,125	-	54,000	21,518	104,058	-	-	4,800	-	1,006,805		
c. Max CDBG Funds Available for this Request	2,692,946	34,000	65,875	24,000	6,000	478,482	401,722	12,610	14,000	34,200	5,000	3,768,835		
d. Request for Reimbursement	416,133	-	49,725	4,320	-	31,050	116,482	7,238	1,225	27,880	-	654,053		
e. Request for Advance	-	-	-	-	-	-	-	-	-	-	-	-		
f. Balance of funds available after this request	2,276,813	34,000	16,150	19,680	6,000	447,432	285,240	5,372	12,775	6,320	5,000	3,114,783		
11. Match													12. Grantee Comments:  Contingency amount includes change order requests, CO #3 (\$34,500). A 10% retainage is reflected above for each change order and demolition contractor submissions.	
	Local Match	Private Match	Other Match	MATCH TOTAL										
a. Match this Period	-	-	-	-										
b. Match Previously Reported	-	-	-	-										
c. Total Match to Date	-	-	-	-										
* "Base bid", "Alternates 1,3,4" and "additional insurance" include 10% retainage														
Certification*: I certify by <b>initialing</b> all that are applicable below (enter n/a if not applicable):														
N/A a. Wages have been paid in accordance with the Federal Labor Standards (Davis Bacon).														
													Amount Approved	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Signature: Erik J. Wilson Date: 12-19-2020

Typed/Printed Name & Title: Erik J. Wilson, City Manager

State Agency Approval & Date:

\* See the 'Payment Request Instructions' or 'Payment Request Instructions Loan' tab for directions

INVOICE

DEMOLITION CONTRACTOR

MELCHING



## Erik Wilson

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**From:** Jodie Dembowski <Jodie.Dembowski@ghd.com>  
**Sent:** Friday, December 18, 2020 11:17 AM  
**To:** Erik Wilson  
**Subject:** FW: Pay Application #3 Revised  
**Attachments:** Invoice for City of Plainwell - App 3 Revised 11-05-20.pdf; Manifest1.pdf; Pay App #3 Lien Waivers

**CAUTION:** External Email!

GHD has reviewed the revised Pay App 3 and the costs represent the work completed to date, this invoice can be processed by the City for payment. As noted below, the backup for the Pay App has been broken up into several emails due to the size of the files (additional manifests were sent in two more emails, plus the lien waivers). All components together make up the completed pay application. Please further reference the email from Brandon Murphy dated 12/9/2020 regarding the lien waivers supplied as part of the Pay App.

Regards,

**Jodie Dembowski**  
**GHD**

D 269 685 2733 M 269 217 1171

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**From:** Brandon Murphy <brandonmurphy@melchingdemo.com>  
**Sent:** Thursday, December 3, 2020 5:35 PM  
**To:** Jodie Dembowski <Jodie.Dembowski@ghd.com>  
**Cc:** Bradley Jent <Bradley.Jent@ghd.com>; Erik Wilson <EWilson@plainwell.org>  
**Subject:** Pay Application #3 Revised

Jodie,

Please find attached the pay application for invoice #3, also attached is the 1<sup>st</sup> of 4 manifest attachments. The files were fairly large so I am breaking them into a few emails that will follow.

Thank You,

Brandon Murphy  
Vice President  
Melching Inc.  
Phone: (616) 837-1214  
Fax: (616) 837-0109

E-mail: [brandonmurphy@melchingdemo.com](mailto:brandonmurphy@melchingdemo.com)

Website: [www.melchingdemolition.com](http://www.melchingdemolition.com)  
**[MailScanner has detected a possible fraud attempt from "aus01.safelinks.protection.outlook.com" claiming to be www.melchingdemolition.com](http://www.melchingdemolition.com)**



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PAYMENT APPLICATION

TO: City of Plainwell  
211 N. Main Street  
Plainwell MI 49080  
Attn: Accounts Payable

FROM: Melching Inc  
3662 Airline Road  
Muskegon MI 49444

FOR:

PROJECT NAME AND LOCATION: PaperMill Demo  
Plainwell Inc Mill Decommissioning & Demo Proj  
200 Allegan Street Plainwell MI 49080

APPLICATION # PERIOD THRU: PROJECT #s: DISTRIBUTION TO: 3 11/05/2020 ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR

DATE OF CONTRACT: 07/16/2020

CONTRACTOR'S SUMMARY OF WORK

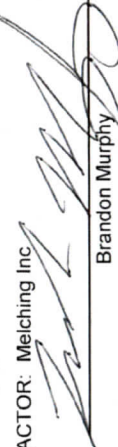
Application is made for payment as shown below.  
Continuation Page is attached.

1. CONTRACT AMOUNT		\$3,699,250.00
2. SUM OF ALL CHANGE ORDERS		\$46,299.00
3. CURRENT CONTRACT AMOUNT	(Line 1 +/- 2)	\$3,745,549.00
4. TOTAL COMPLETED AND STORED	(Column G on Continuation Page)	\$1,541,529.00
5. RETAINAGE:		
a. 10.00% of Completed Work		\$154,152.90
(Columns D + E on Continuation Page)		
b. 0.00% of Material Stored		\$0.00
(Column F on Continuation Page)		
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		\$154,152.90
6. TOTAL COMPLETED AND STORED LESS RETAINAGE		\$1,387,376.10
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS PAYMENT APPLICATIONS		\$886,148.10
8. PAYMENT DUE		\$501,228.00
9. BALANCE TO COMPLETION		
(Line 3 minus Line 6)	\$2,358,172.90	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$11,799.00	\$0.00
Total approved this month	\$34,500.00	\$0.00
TOTALS	\$46,299.00	\$0.00
NET CHANGES	\$46,299.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Melching Inc

By:  Date: 11/17/20

Brandon Murphy

State of: Michigan

County of: Muskegon

Subscribed and sworn to before me this 17th day of November 2020

Notary Public: Janet Woodring

My Commission Expires: May 14 2025

Janet Woodring  
NOTARY PUBLIC - STATE OF MICHIGAN  
County of Muskegon  
My Commission Expires 5/14/2025  
Acting in the County of Muskegon

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT.....

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

PAYMENT APPLICATION

# CONTINUATION PAGE

PROJECT: PaperMill Demo  
 Plainwell Inc Mill Decommissioning & Demo Project  
 APPLICATION #: 3  
 DATE OF APPLICATION: 11/05/2020  
 PERIOD THRU: 11/05/2020  
 PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D		E	F	G	H	I	
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS							
1	General Conditions	\$119,000.00	\$95,200.00		\$0.00	\$0.00	\$95,200.00	80%	\$23,800.00	
2	General & Site Temp Facilities & Controls	\$50,000.00	\$27,500.00		\$2,500.00	\$0.00	\$30,000.00	60%	\$20,000.00	
3	Asbestos Abatement	\$517,000.00	\$336,050.00		\$129,250.00	\$0.00	\$465,300.00	90%	\$51,700.00	
4 IV A	Env. Decom. Bldgs 1,1A,4,4A,5,5A 5B,6,6A,7,9,14, 29 & Train Shed	\$620,000.00	\$124,000.00		\$155,000.00	\$0.00	\$279,000.00	45%	\$341,000.00	
4 IV B1	Env. Decommissioning Bldg 2 First Floor	\$65,000.00	\$65,000.00		\$0.00	\$0.00	\$65,000.00	100%	\$0.00	
4 IV B2	Env. Decommissioning Bldg 2 Basement	\$40,000.00	\$40,000.00		\$0.00	\$0.00	\$40,000.00	100%	\$0.00	
4 IV B3	Env. Decom. Bldgs 2/14- Painted Bldg Mat'l within Bldg 14/S, Wall of	\$101,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$101,000.00	
4 IV C1	Env. Decommissioning Bldg 3 First Floor	\$42,000.00	\$42,000.00		\$0.00	\$0.00	\$42,000.00	100%	\$0.00	
4 IV C2	Env. Decommissioning Bldg 3 Basement	\$3,000.00	\$1,980.00		\$0.00	\$0.00	\$1,980.00	66%	\$1,020.00	
4 IV D 1	Env. Decommissioning Bldg 10 First Floor	\$2,500.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$2,500.00	
4 IV D 2	Env. Decommissioning Bldg 10 Basement	\$51,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$51,000.00	
5	Demolition	\$1,034,000.00	\$124,080.00		\$134,420.00	\$0.00	\$258,500.00	25%	\$775,500.00	
6	Salvage for Reuse - Cancelled	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00	
7	Salvation for Historical Preservation	\$7,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$7,000.00	
8 A	Site Restoration - Bldg 2 - Beam Replacement & Roof Stabilization	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$0.00	
8 B	Site Restoration - Bldg 2 -West Wall	\$90,000.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$90,000.00	
	SUB-TOTALS	\$2,741,500.00	\$855,810.00		\$421,170.00	\$0.00	\$1,276,980.00	47%	\$1,464,520.00	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

# CONTINUATION PAGE

PROJECT: PaperMill Demo  
 Plainwell Inc Mill Decommissioning & Demo Project  
 APPLICATION #: 3  
 DATE OF APPLICATION: 11/05/2020  
 PERIOD THRU: 11/05/2020  
 PROJECT #s:

Payment Application containing Contractor's signature is attached.

A	B	C	D	E		F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)	
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD						
8 C	Site Restoration - Bldg 2- South Wall	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$56,000.00		
8 D	Site Restoration - Bldg 3 - South Wall	\$220,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$220,000.00		
8 E	Site Restoration - Bldg 3 - North Wall - Roll up Door Area	\$67,000.00	\$16,750.00	\$40,200.00	\$0.00	\$56,950.00	85%	\$10,050.00		
8 F	Site Restoration - Bldg 10 - West Wall	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$46,000.00		
9.1X A	Backfill & Restoration 1X A 21AA	\$141,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$141,750.00		
9.1X B	Backfill & Restoration 1X B General Fill	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$70,000.00		
10	Top Soil	\$54,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$54,000.00		
11	Seeding	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00		
12	Safety	\$10,000.00	\$5,000.00	\$1,000.00	\$0.00	\$6,000.00	60%	\$4,000.00		
13	Mobilization / Demobilization	\$30,000.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	50%	\$15,000.00		
14 Alt 1	Restoration of one steel truss to original configuration	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$34,000.00		
14 Alt 3	Reclaimed timber, bricks and related components from Bldg 1	\$85,000.00	\$21,250.00	\$55,250.00	\$0.00	\$76,500.00	90%	\$8,500.00		
14 Alt 4	Replace rotted wood beams in Bldg 2 with Salvaged Beams	\$24,000.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00	20%	\$19,200.00		
15	Additional Insurance Premium	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$60,000.00	100%	\$0.00		
16	Building 2 Roofing	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$55,000.00		
17	Water Tower - Not on List to Demo	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	0%	(\$5,000.00)		
SUB-TOTALS		\$3,699,250.00	\$973,810.00	\$522,420.00	\$0.00	\$1,496,230.00	40%	\$2,203,020.00		

CONTINUATION PAGE

# CONTINUATION PAGE

Page 4 of 4

PROJECT: PaperMill Demo									
Payment Application containing Contractor's signature is attached.									
APPLICATION #: 3									
DATE OF APPLICATION: 11/05/2020									
PERIOD THRU: 11/05/2020									
PROJECT #s:									
A	B	C	D	E	F	G	H	I	
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK	AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
18	CO # 1 - Fire Protection Line Basement Bldg 2&3	\$4,945.00	AMOUNT PREVIOUS PERIODS	\$0.00	\$0.00	\$3,945.00	80%	\$1,000.00	
19	CO # 2 - Install WACO Shoring Tower Bldg #3	\$6,854.00	\$3,945.00	\$0.00	\$0.00	\$6,854.00	100%	\$0.00	
20	CO # 3 - Rafter Beas and Exterior Bricks	\$34,500.00	\$6,854.00	\$34,500.00	\$0.00	\$34,500.00	100%	\$0.00	
TOTALS		\$3,745,549.00	\$984,609.00	\$556,920.00	\$0.00	\$1,541,529.00	41%	\$2,204,020.00	

CONTINUATION PAGE



# CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT

Upon receipt by the undersigned of a

check from: City of Plainwell

in the sum of: \$501,228.00

Five Hundred One Thousand Two Hundred Twenty Eight and 00/100

payable to: Melching Inc

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: City of Plainwell

located at: Plainwell Inc Mill Decommissioning & Demo Project  
200 Allegan Street Plainwell MI 49080

to the following extent.

This release covers a progress payment for labor, services, equipment or material

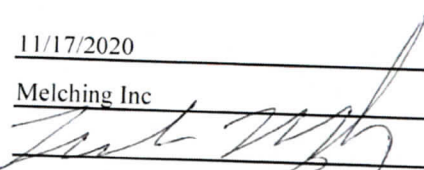
furnished to: City of Plainwell

through: November 5 2020

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 11/17/2020

Company: Melching Inc

Signature: 

By: Brandon Murphy, Vice President  
(Name & Title)

State of: Michigan

County of: Muskegon

Subscribed and sworn to before me, this 17th day of November 2020

Notary Public Signature: 

Notary Public Name: Janet Woodring

My Commission Expires: May 14 2025

Janet Woodring  
NOTARY PUBLIC - STATE OF MICHIGAN  
County of Muskegon

My Commission Expires 5/14/2025

Acting in the County of Muskegon

# SWORN STATEMENT

State of Michigan

County of Muskegon

Melching Inc, being sworn, states the following:

Melching Inc (deponent), is the (contractor) (subcontractor) for an improvement to the following real property in City of Plainwell, MI (state), described as follows (insert legal description of property):

Plainwell Paper Mill

Application 3

The following is a statement of each subcontractor and supplier, and laborer for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performance under the contract with the owner or lessee of the property, and the amounts due to the persons as of the date of this statement are correctly and fully set forth opposite their names:

Name, Address and Telephone & Fax Numbers of Subcontractor, Supplier or Laborer	Type of Improvement Furnished	Total Contract Price	Amount Already Paid	Amount Currently Owning	Balance to Complete	Amount of Laborer Wages Due but Unpaid	Amount of Laborer Fringe Benefits and Withholdings Due but Unpaid
DM CONTRACTING	Contract Labor	58,300.00	58,300.00	-	-	-	-
Young Environmental	Environmental	154,285.90	86,342.11	67,943.79	-	-	-
Building Restoration	Contract Labor	481,200.00	32,696.75	39,491.50	409,011.75	-	-
Ottawa Fams	Sanitation/Waste	26,476.54	-	26,476.54	-	-	-
Top Grade Aggregate	LimeStone	6,233.84	-	6,233.84	-	-	-
High Grade Materials	Sand	9,845.29	5,432.34	4,412.95	-	-	-
US Ecology	Land Fill	5,862.00	-	5,862.00	-	-	-
J & H Fuel	Fuel	9,582.46	3,255.03	6,327.43	(0.00)	-	-
Cloverdale Equipomnt	Rental Equip	41990.05	5,845.90	36144.15	-	-	-
B & R Trailer	Trailer Rental	5448.91	3,642.27	1,806.64	-	-	-
Grand Davo Crane	Rigging	5,105.00	-	5,105.00	-	-	-
SME	Monitoring	2,500.00	-	2,500.00	-	-	-
<b>TOTAL:</b>		<b>806,829.99</b>	<b>195,514.40</b>	<b>202,303.84</b>	<b>409,011.75</b>	<b>-</b>	<b>-</b>

(Some columns are not applicable to all persons listed)

The contractor has not procured material from, or subcontracted with, any person other than those set forth and owes no money for the improvement other than the sums set forth.

I make this statement as the contractor to represent to the owner or lessee of the property and his or her agents that the property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth in this statement and except for claims of construction liens by laborers that may be provided under section 109 of the construction lien act, 1980 PA 497, MCL 570.1109.

**WARNING TO OWNER OR LESSEE:** AN OWNER OR LESSEE OF THE PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING UNDER SECTION 109 OF THE CONSTRUCTION LIEN ACT, 1980 PA 497, MCL 570.1109, TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.

ON RECEIPT OF THIS SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNER'S OR LESSEE'S DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, BY TELEPHONE, OR PERSONALLY, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 109 OR, IF A NOTICE OF FURNISHING IS EXCUSED UNDER SECTION 108 OR 108A, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER NAMED IN THE SWORN STATEMENT. IF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR WHO IS NAMED IN THE SWORN STATEMENT MAKES A REQUEST, THE OWNER, LESSEE, OR DESIGNEE SHALL PROVIDE THE REQUESTER A COPY OF THE SWORN STATEMENT WITHIN 10 BUSINESS DAYS AFTER RECEIVING THE REQUEST.

Brandon Murphy, Vice President  
Deponent

**WARNING TO DEPONENT:** A PERSON WHO GIVES A FALSE SWORN STATEMENT WITH INTENT TO DEFRAUD IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, 1980 PA 497, MCL 570.1110.

Subscribed and sworn to before me on

December 2, 2020

Janet Woodring

Notary Public, Muskegon County, MI (State)  
Acting in Muskegon County  
My Commission Expires: May 14 2025

Janet Woodring  
NOTARY PUBLIC - STATE OF MICHIGAN  
County of Muskegon  
My Commission Expires 5/14/2025  
Acting in the County of Muskegon



PLAINWELL PAPER MILL

APPLICATION NUMBER

3



11/5/2020

Period Through

Item	Work Description	Scheduled amount	Amount Previous Periods	Amount This Period	% Complete To Date	Balance to Completion
1	Base Bid	3,496,250.00	892,560.00	462,370.00	38.754%	2,141,320.00
2	Alternate 1	34,000.00	-	-	0.00%	34,000.00
3	Alternate 3	85,000.00	21,250.00	55,250.00	90.00%	8,500.00
4	Alternate 4	24,000.00	-	4,800.00	20.00%	19,200.00
5	Additional Insurance	60,000.00	60,000.00	-	100.00%	0.00
6	Change Order 1	4,945.00	3,945.00	-	79.778%	1000.00
7	Change Order 2	6,854.00	6,854.00	-	100.00%	0.00
8	Change Order 3	34,500.00	-	34,500.00	100.00%	-
Sub totals		3,745,549.00	984,609.00	556,920.00		2,204,020.00

Total Complete to Date 1,541,529.00

Retainage 10% (154,152.90)  
Previously Invoiced (886,148.10)

Total Amount This Application 501,228.00

Brandon Murphy  
Vice President



Date: 11/5/20

Project: Plainwell Paper Mill Decommissioning and Demolition

Re: November 5<sup>th</sup> Progress Billing

The following is a project progress for itemized completion billing dated 11/5/20:

- Additional Mobilization of equipment
- Installation of shoring in Building #3 CO#1
- Salvage of additional 10,000 bricks on pallets from Building #1
- Partial Demolition Building 1A and Building 1 , Partial demolition of Building 14
- Complete installation of Building 2 shoring
- Complete repair of Building #3 North Wall, with exception of roll up door
- Partial completion of Building 2 wood beam replacement
- Complete salvage of wood items from Building 1, partial storage
- Complete Asbestos abatement of Buildings: Complete asbestos abatement of 6,6A,9 and Partial Abatement of 10,14
- Complete Decommission of Building 5 and Partial Scarification of 7
- Installation of additional safety barricades and measures
- Chemical sweep and universal waste complete in all building except 9,10

**REPUBLIC**  
SERVICES**NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST**

766395

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III**I. GENERATOR** (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location:			e. Generator's Mailing Address:		
f. Phone:			g. Phone:		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No. Type		n. Total Quantity
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

**II. TRANSPORTER** (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address:		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

**III. DESTINATION** (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address:	c. US EPA Number	d. Discrepancy Indication Space:
b.		
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

**IV. ASBESTOS** (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



**REPUBLIC**  
SERVICES

766996

## NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

### I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 48060 269-685-6821		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 269-685-6821			
f. Phone:		g. Phone:			
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No. Type		n. Total Quantity
a. 4042 20 12855	9/17/2021	C&D Bulk Product and WOOD	20	CM	20
b. Account #403					Y
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

### II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melchior Inc 3502 Ardine Rd Muskegon, MI 49444 616-337-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

### III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404		c. US EPA Number	d. Discrepancy Indication Space:
b. I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)		f. Signature	g. Date

### IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



**REPUBLIC**  
SERVICES

## NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

764397

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

### I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location:			e. Generator's Mailing Address:		
f. Phone:			g. Phone:		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

### II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address:		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

### III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address:	c. US EPA Number	d. Discrepancy Indication Space:
b.		
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

### IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





**REPUBLIC**  
SERVICES

766998

## NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

### I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 269-685-6821			e. Generator's Mailing Address: 211 N MAIN ST PLAINWELL, MI g. Phone: 269-685-6821		
If owner of the generating facility differs from the generator, provide: h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	201 CM	20	Y
b. Account #403					

GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.

p. Generator Authorized Agent Name (Print)	q. Signature	r. Date
		10-26-20

### II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc. 3662 Arline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
X	X	10-26-20
c. Driver Name (Print)	d. Signature	e. Date

### III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
b.		
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

### IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			

**REPUBLIC**  
SERVICES

766999

**NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST**

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

**I. GENERATOR** (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of		
d. Generator's Name and Location: CIT OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 48090 269-685-6821			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 269-685-6821			
f. Phone:			g. Phone:			
If owner of the generating facility differs from the generator, provide:						
h. Owner's Name:			i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description		m. Containers No. Type	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12855	9/17/2021	C&D Bulk Product and WOOD		02 CM	LS	Y
b. Account #493						
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.						
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date		

**II. TRANSPORTER** (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Machting Inc 3662 Airline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

**III. DESTINATION** (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 16550 68th Ave Coopersville, MI 49404		c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)		f. Signature	g. Date

**IV. ASBESTOS** (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





767000

## NON-HAZARDOUS SPECIAL WASTE &amp; ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 269-685-6821		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 269-685-6821			
If owner of the generating facility differs from the generator, provide: h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No. Type	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12855	9/17/2021	C&D Bulk Product and WOOD	02 CM	65	Y
b. Account #493					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc 3662 Airline Rd Muskegon, MI 49444 616-837-1214		b. Phone:	
c. Driver Name (Print)		d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
i. Date			
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





# NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

767001

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 268-685-6821			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 268-685-6821		
f. Phone:			g. Phone:		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	21	40	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature	r. Date		

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc. 3662 Airline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



767002

## NON-HAZARDOUS SPECIAL WASTE &amp; ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 269-685-6821		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 269-685-6821			
If owner of the generating facility differs from the generator, provide: h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	20	20	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature	r. Date		

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Metching Inc 3662 Airline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
x. Driver Name (Print)	x. Signature	0-26-20
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





767003

## NON-HAZARDOUS SPECIAL WASTE &amp; ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 269-685-6821			
f. Phone: 269-685-6821		g. Phone: 269-685-6821			
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	22	1	Y
b. Account #403					

GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions, I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.

p. Generator Authorized Agent Name (Print)	q. Signature	r. Date
--	--------------	---------

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc 3662 Arline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:	#47	
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	b.	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)	f. Signature	g. Date	

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		i. Date	
h. Signature			

\*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both



**REPUBLIC**  
SERVICES

## NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

767004

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

### I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 268-685-6821			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 268-585-6821		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12055	9/17/2021	C&D Bulk Product and WOOD	201	20	Y
b. Account #403					

GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.

p. Generator Authorized Agent Name (Print)	q. Signature	r. Date
		10-26-20

### II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc. 3862 Airline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date
X	X	10-26-20

### III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	b.	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)	f. Signature	g. Date	

### IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





767005

## NON-HAZARDOUS SPECIAL WASTE &amp; ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CIT OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 269-685-6821		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 269-685-6821			
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	2	17	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc 3662 Airline Rd b. Phone: 616-837-1214		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave b. Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



767006

## NON-HAZARDOUS SPECIAL WASTE &amp; ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes la-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CIT OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 269-685-6821			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 269-685-6821		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	22	20	1
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature	r. Date		

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc 3662 Airline Rd Muskegon, MI 49444 b. Phone: 616-837-1214		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	b.	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)	f. Signature	g. Date	

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



# NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

767007

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location:			e. Generator's Mailing Address:		
f. Phone:			g. Phone:		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No. Type		n. Total Quantity
					o. Unit Wt/Vol
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address:		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address:	c. US EPA Number	d. Discrepancy Indication Space:
b.		
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





**REPUBLIC**  
SERVICES

767008

# NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 48090 269-685-6821		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 269-685-5821			
f. Phone:		g. Phone:			
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12855	9/17/2021	C&D Bulk Product and WOOD	22 CM	25	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Meiching Inc 3582 Airline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			





**REPUBLIC**  
SERVICES

# NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

767009

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 48090 f. Phone: 269-685-6521			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 269-685-6521		
If owner of the generating facility differs from the generator, provide:			i. Owner's Phone No.:		
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 26 12855	8/17/2021	C&D Bulk Product and WOOD	002	65	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature	r. Date		

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc 3602 Airline Rd Muskegon, MI 49444 816-837-1214 b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404 b.	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



**REPUBLIC**  
SERVICES

767010

## NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

### I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090 f. Phone: 269-685-6821			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI g. Phone: 269-685-6821		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	002	65	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature	r. Date		

### II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc. 3662 Airline Rd Muskegon, MI 49444 616-837-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

### III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404	c. US EPA Number	d. Discrepancy Indication Space:
b. I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

### IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



**REPUBLIC**  
SERVICES**NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST**

767011

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III**I. GENERATOR** (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 48090 269-685-6821			e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 269-685-6821		
f. Phone:			g. Phone:		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No.	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	201	20	Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

**II. TRANSPORTER** (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Maiching Inc 3662 Airline Rd Afton, MI 49444 816-837-1214		
b. Phone:		
c. Driver Name (Print)	d. Signature	e. Date

**III. DESTINATION** (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404		c. US EPA Number	d. Discrepancy Indication Space:
b.			
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)		f. Signature	g. Date

**IV. ASBESTOS** (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



767012

## NON-HAZARDOUS SPECIAL WASTE &amp; ASBESTOS MANIFEST

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is NOT asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CITY OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 49090		e. Generator's Mailing Address: 211 N. MAIN ST PLAINWELL, MI 269-685-6821			
f. Phone: 269-685-6821		g. Phone: 269-685-6821			
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:		i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No. Type	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD			Y
b. Account #403					
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.					
p. Generator Authorized Agent Name (Print)		q. Signature		r. Date	

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Melching Inc 3602 Ardine Rd Muskegon, MI 49444 616-837-1214		b. Phone:	
c. Driver Name (Print)	d. Signature	e. Date	

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404		b. US EPA Number	c. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)		f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
		i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



**REPUBLIC**  
SERVICES

# NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST

767013

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III

## I. GENERATOR (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of		
d. Generator's Name and Location: City of Plainville 200 Allen Road Plainville, CT 06060		e. Generator's Mailing Address: City of Plainville 200 Allen Road Plainville, CT 06060				
f. Phone: 860-231-1500		g. Phone: 860-231-1500				
If owner of the generating facility differs from the generator, provide:						
h. Owner's Name:			i. Owner's Phone No.:			
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description		m. Containers No. Type	n. Total Quantity	o. Unit Wt/Vol
1. 40 CFR 261.21(a)(1)	01/17/2011	1. 40 CFR 261.21(a)(1)		1 1	1	1
2. Asbestos 40 CFR 261.21(a)(2)						
GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.						
p. Generator Authorized Agent Name (Print)			q. Signature		r. Date	

## II. TRANSPORTER (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: City of Plainville 200 Allen Road Plainville, CT 06060		
b. Phone: 860-231-1500		
c. Driver Name (Print)	d. Signature	e. Date

## III. DESTINATION (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: City of Plainville 200 Allen Road Plainville, CT 06060		b. US EPA Number	c. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.			
e. Name of Authorized Agent (Print)		f. Signature	g. Date

## IV. ASBESTOS (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:		c. Responsible Agency Name and Address:	
b. Phone:		d. Phone:	
e. Special Handling Instructions and Additional Information:			
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable			
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
g. Operator's Name and Title (Print)		h. Signature	
i. Date			
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both			



**REPUBLIC**  
SERVICES**NON-HAZARDOUS SPECIAL WASTE & ASBESTOS MANIFEST**

767014

If waste is asbestos waste, complete Sections I, II, III and IV  
If waste is **NOT** asbestos waste, complete Sections I, II and III**I. GENERATOR** (Generator completes Ia-r)

a. Generator's US EPA ID Number		b. Manifest Document Number		c. Page 1 of	
d. Generator's Name and Location: CIT OF PLAINWELL 200 ALLEGAN ST PLAINWELL, MI 48090 f. Phone: 269-665-6821			e. Generator's Mailing Address: 251 N. MAIN ST PLAINWELL, MI g. Phone: 269-665-6821		
If owner of the generating facility differs from the generator, provide:					
h. Owner's Name:			i. Owner's Phone No.:		
j. Waste Profile #	k. Exp. Date	l. Waste Shipping Name and Description	m. Containers No. Type	n. Total Quantity	o. Unit Wt/Vol
a. 4042 20 12655	9/17/2021	C&D Bulk Product and WOOD	202 CM	35	Y
b. Account #403					

GENERATOR'S CERTIFICATION: I hereby certify that the above named material is not a hazardous waste as defined by 40 CFR 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations; AND, if this waste is a treatment residue of a previously restricted hazardous waste subject to the Land Disposal Restrictions. I certify and warrant that the waste has been treated in accordance with the requirements of 40 CFR 268 and is no longer a hazardous waste as defined by 40 CFR 261.

FOR: [Signature] DATE: [Signature]

p. Generator Authorized Agent Name (Print)	q. Signature	r. Date
--	--------------	---------

**II. TRANSPORTER** (Generator completes IIa-b and Transporter completes IIc-e)

a. Transporter's Name and Address: Meiching Inc 3562 Arline Rd Muskegon MI 49444 616-837-1214 b. Phone:	
c. Driver Name (Print)	d. Signature
e. Date	

**III. DESTINATION** (Generator complete IIIa-c and Destination Site completes IIId-g)

a. Disposal Facility and Site Address: Ottawa County Farms Landfill 15550 68th Ave Coopersville, MI 49404 b.	c. US EPA Number	d. Discrepancy Indication Space:
I hereby certify that the above named material has been accepted and to the best of my knowledge the foregoing is true and accurate.		
e. Name of Authorized Agent (Print)	f. Signature	g. Date

**IV. ASBESTOS** (Generator completes IVa-f and Operator complete IVg-i)

a. Operator's Name and Address:	c. Responsible Agency Name and Address:
b. Phone:	d. Phone:
e. Special Handling Instructions and Additional Information:	
f. <input type="checkbox"/> Friable <input type="checkbox"/> Non-Friable <input type="checkbox"/> Both % Friable % Non-Friable	
OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.	
g. Operator's Name and Title (Print)	h. Signature
i. Date	
*Operator refers to the company which owns, leases, operates, controls, or supervises the facility being demolished or renovated, or the demolition or renovation operation or both	

## Erik Wilson

---

**From:** Brandon Murphy <brandonmurphy@melchingdemo.com>  
**Sent:** Wednesday, December 9, 2020 5:36 PM  
**To:** Erik Wilson  
**Cc:** Jodie Dembowski  
**Subject:** Pay App #3 Lien Waivers  
**Attachments:** Waivers for Paid Vendors - Plainwell Paper Proj. App 3.pdf

Erik,

Please find attached the lien waivers for Pay App #3. The companies that do not have accompanying lien waivers, but are listed on our sworn statement did not have billings for the pay period on our application. They will be paid with this applications money, and will be reflected on the next sworn statement.

Thank You,

Brandon Murphy  
Vice President  
Melching Inc.  
Phone: (616) 837-1214  
Fax: (616) 837-0109

E-mail: [brandonmurphy@melchingdemo.com](mailto:brandonmurphy@melchingdemo.com)

Website: **MailScanner has detected a possible fraud attempt from "aus01.safelinks.protection.outlook.com" claiming to be** [www.melchingdemolition.com](http://www.melchingdemolition.com)



PARTIAL UNCONDITIONAL WAIVER  
(Under the Construction Lien Act of 1980)

I/we have a contract with Melching Inc

to provide Trailer Rental

for the improvement to the property known as : Plainwell Paper Project ✓

and hereby waive my/our construction lien to the amount of \$ 3,642.27

for labor/materials provided through October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) does does not cover all amounts due to me/us for the contract improvement provided through the date shown above.

B & R Trailer

(Company Name)

Signed On: 12-7-20

by [Signature]

(signature of claimant)

Address 8510 Algonquin Ave NE

Rockville MD 20854

Telephone 616-866-1188

Email Address B&R Sales and Leasing <brsalesandleasing@gmail.com>

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.



**PARTIAL UNCONDITIONAL WAIVER**  
(Under the Construction Lien Act of 1980)

I/we have a contract with Melching Inc

to provide Contract Labor

for the improvement to the property known as : Plainwell Paper Project

and hereby waive my/our construction lien to the amount of \$ 58,300.00

for labor/materials provided through October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) does does not cover all amounts due to me/us for the contract improvement provided through the date shown above.

DM Contracting

(Company Name)

Signed On: 12/09/2020

by [Signature]

(signature of claimant)

Address 1975 E. Troy Ave suite A

Indianapolis, IN 46203

Telephone 317-350-3600

Email Address Denis Martinez <denismart1862@gmail.com>

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.

**PARTIAL UNCONDITIONAL WAIVER**

(Under the Construction Lien Act of 1980)

I/we have a contract with Melching Inc

to provide Sand

for the Improvement to the property known as : Plainwell Paper Project

and hereby waive my/our construction lien to the amount of \$ 5,432.34

for labor/materials provided through October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) ~~does~~ does not cover all amounts due to me/us for the contract improvement provided through the date shown above.

High Grade Materials

(Company Name)

Signed On: 12/9/2020

by [Signature]

(signature of claimant)

Address High Grade Materials Company

Chris Shebester

9266 Snows Lake Rd.

Greenville, MI 48838

Telephone (616) 754-5545 ext 226

Email Address ar@highgradematerials.com

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.

**PARTIAL UNCONDITIONAL WAIVER**  
(Under the Construction Lien Act of 1980)

I/we have a contract with Melching Inc

to provide Contract Labor/Environmental

for the improvement to the property known as : Plainwell Paper Project

and hereby waive my/our construction lien to the amount of \$ 86,342.11

for labor/materials provided through October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) does does not cover all amounts due to me/us for the contract improvement provided through the date shown above.

Young Environmental

(Company Name)

Signed On: 12/7/2020

by [Signature]  
(signature of claimant)

Address 6-5305 N. Doer Hwy.

FLINT, MI 48505

Telephone 810-789-7155

Email Address Darlene Linn <dlinn@yeci.us>

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.

**PARTIAL UNCONDITIONAL WAIVER**  
(Under the Construction Lien Act of 1980)

I/we have a contract with Melching Inc  
to provide Contract Labor  
for the improvement to the property known as : Plainwell Paper Project  
and hereby waive my/our construction lien to the amount of \$ 32,696.75  
for labor/materials provided through October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) does does not cover all  
amounts due to me/us for the contract improvement provided through the date shown above.

**Building Restoration**

(Company Name)

Signed On: 12-8-2020

by   
(signature of claimant)

Address 2423 RAVIN ROAD

Kalamazoo, MI 49004

Telephone 269-345-0567

Email Address Mari Beth Maurer <mmaurer@gobri.com>

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.

EXCEPT RETENTION

**PARTIAL UNCONDITIONAL WAIVER**

(Under the Construction Lien Act of 1980)

I/we have a contract with Melching Inc

to provide Fuel

for the improvement to the property known as :

Plainwell Paper Project

and hereby waive my/our construction lien to the amount of

3.255.03

for labor/materials provided through

October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) C does not cover all amounts due to me/us for the contract improvement provided through the date shown above.

J H Oll

(Company Name)

Signed On: 12/23/20

by [Signature]

(signature of claimant)

Address 2696 Chicago St

Plainwell, NJ 08067

Telephone 609-666-2160

Email Address Julie Smith <jhbap@jholl.com>

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

1. Any waiver of construction lien rights in advance of work performed is invalid.
2. A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver.



**PARTIAL UNCONDITIONAL WAIVER**  
(Under the Construction Lien Act of 1980)

---

I/we have a contract with Melching Inc

to provide Equipment Rental

for the improvement to the property known as : Plainwell Paper Project

and hereby waive my/our construction lien to the amount of \$ 5,845.90

for labor/materials provided through October 30, 2020

This waiver, together with all previous waivers, if any, (circle one) does does not cover all amounts due to me/us for the contract improvement provided through the date shown above.

---

**Cloverdale Equipment**

(Company Name)

Signed On: 12/9/20

by 

(signature of claimant)

Address 7175 Enterprise Drive

Norton Shores, MI 49456

Telephone 231-739-9525

Email Address wendyc@cloverdale-equip.com

**DO NOT SIGN BLANK OR INCOMPLETE FORMS, RETAIN A COPY.**

**INSTRUCTIONS**

- 1 Any waiver of construction lien rights in advance of work performed is invalid
- 2 A waiver of construction lien rights is valid only to the extent that payment for labor and material furnished was actually made to the person giving the waiver



Date: 10/7/20 Invoice/Proposal Number: CO#3  
To: Jodie Dembowski Project:  
GHD Phase III – Plainwell Paper  
200 Allegan St, Suite 300 Decommissioning and Demolition Project  
Plainwell, MI  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description:

The following is a change order request for additional salvaged materials from Building #1:

10 each of rafter beams @ \$450/each \$4,500

10,000 Exterior bricks @ \$3.00/each \$30,000

**Total \$34,500**

Additional Days Requested to Project Schedule: 5

Proposal / Invoice Total: \$34,500 (Thirty-Four Thousand Five Hundred)

Authorized By:

Ent J. White, city manager 10-13-2020

Submitted By: Brandon Murphy / Vice President

TERMS: PAYMENT DUE UPON RECEIPT OF INVOICE FOR COMPLETED WORK OR PHASE OF COMPLETED WORK A SERVICE CHARGE OF 1.5% WILL BE ADDED TO PAST DUE ACCOUNTS. FAILURE TO PAY PAST DUE AMOUNTS WILL RESULT IN YOUR BEING LIABLE FOR ALL OF MELCHING INC'S. COLLECTION FEES, ATTORNEY FEES AND/OR COURT COSTS REQUIRED TO COLLECT PAST DUE AMOUNTS AND AS RELATED TO THE CONSTRUCTION LIEN ACT. CHANGES TO THESE TERMS MUST BE IN WRITING.

INVOICE

STRUCTURAL ENGINEER

ROBERT DARVIS & ASSOCIATES

**Robert Darvas Associates, P.C.**

440 South Main Street  
Ann Arbor, MI 48104-2304  
Tel: (734) 761-8713 Fax: (734) 761-5236  
www.robertdarvas.com

**Invoice**

Mr. Erik Wilson  
211 North Main Street  
Plainwell, MI 49080

Invoice Date: Oct 8, 2020  
Invoice Num: 15811  
Billing Through: Sep 30, 2020

Plainwell Mill Demolition - CA (19095-A:) - Managed by (Stephen M Rudner)

**Professional Services**

Date	Employee	Description	Hours	Rate	Amount
9/9/2020	Stephen M Rudner	Design and Drafting	1.00	\$175.00	\$175.00
9/22/2020	Stephen M Rudner	RFI Response	1.00	\$175.00	\$175.00
9/23/2020	Stephen M Rudner	RFI Response	2.00	\$175.00	\$350.00
9/28/2020	Stephen M Rudner	Design and Drafting	3.00	\$175.00	\$525.00

Total Service Amount: \$1,225.00

Amount Due This Invoice: \$1,225.00

*This invoice is due on 11/7/2020*

**Account Summary**

Services BTD	Expenses BTD	Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
\$1,225.00	\$0.00	--	--	\$0.00	\$0.00	\$0.00

Total Amount Due Including This Invoice: \$1,225.00 ✓

Mill Demo  
Project

*Egw*

# Robert Darvas Associates, P.C.

440 South Main Street  
Ann Arbor, MI 48104-2304  
Tel: (734) 761-8713 Fax: (734) 761-5236  
www.robertdarvas.com

Statement

Printed on: 10/14/2020

Page 1 of 1

Mr. Erik Wilson  
211 North Main Street  
Plainwell, MI 49080

## City of Plainwell - Erik Wilson

Project	Invoice Number	Invoice Date	Bill Amount	Amount Paid	Last Pay Date	Invoice Balance
<b>19095: - Plainwell Mill Demolition</b>						
	15639	5/7/2020	\$525.00	\$0.00		\$525.00
	15722	7/24/2020	\$5,623.24	\$0.00		\$5,623.24
19095: Balance:						\$6,148.24
<b>19095-A: - Plainwell Mill Demolition - CA</b>						
	15811	10/8/2020	\$1,225.00	\$0.00		\$1,225.00
19095-A: Balance:						\$1,225.00
City of Plainwell Balance:						\$7,373.24



INVOICE

ENGINEERING AND CONSTRUCTION  
OVERSIGHT

GHD

**Remit EFT Payments To:**

Account #: 724010386

ABA #: 022000020

Remittance Advices to:  
usremittance@ghd.com**Remit Checks To:**GHD Services Inc.  
PO Box 392237  
Pittsburgh, PA 15251-9237City of Plainwell  
211 N. Main Street  
Plainwell, MI. 49080

Invoice # : 1090731

Project : 11216161

Project Name : Former Plainwell Inc. Demolition Phase III

Invoice Group : 10

Invoice Date : 12/17/2020

Purchase Order : 5483

Full Backup

Attention: Erik Wilson

**TERMS:** Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.**For Professional Services Rendered through: 11/28/2020**

Site: Plainwell, MI

\*\*-AEM: apinvoices@plainwell.org; ewilson@plainwell.org, cc:  
BKelley@plainwell.org**Professional Fees**

Professional Fees 57,022.88

**Total Professional Fees**

57,022.88

**Expenses**

Regular Expenses 10,862.95

Unit Pricing 1,394.10

**Total Expenses**

12,257.05

**Current Invoice**

69,279.93

**Budget Available**

354,520.60

**Amount Due This Invoice \*\*****69,279.93****USD \$**Project Fee : 505,780.00  
Previous Billings : 151,259.40  
Current Billing: 69,279.93  
Budget Remaining: 285,240.67

Jodie Dembowski

## Phase : 10 -- Proj Sup &amp; Oversight-Asbestos Decom -- PO#: 5483 -- Full Backup

**Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Associate E3</b>					
Nicholas Schapman					
	11/12/2020	1.00	135.00		135.00
	11/16/2020	4.00	135.00		540.00
	11/17/2020	2.00	135.00		270.00
	11/18/2020	5.00	135.00		675.00
	11/19/2020	1.50	135.00		202.50
	11/25/2020	1.00	135.00		135.00
<b>Draft/CADD C1</b>					
Gary C. Ushiro					
	11/18/2020	1.25	94.50		118.13
<b>Technician/Technologist D1</b>					
Jeffrey Nichols					
	10/28/2020	0.50	135.00		67.50
	10/29/2020	6.00	135.00		810.00
	10/30/2020	6.50	135.00		877.50
<b>Technician/Technologist D2</b>					
Bradley Jent					
	10/26/2020	10.00	135.00		1,350.00
	10/27/2020	10.00	135.00		1,350.00
	10/28/2020	10.00	135.00		1,350.00
	10/29/2020	10.00	135.00		1,350.00
	11/02/2020	11.00	135.00		1,485.00
	11/03/2020	10.00	135.00		1,350.00
	11/04/2020	10.00	135.00		1,350.00
	11/05/2020	10.00	135.00		1,350.00
	11/06/2020	8.00	135.00		1,080.00
	11/09/2020	10.00	135.00		1,350.00
	11/10/2020	2.00	135.00		270.00
	11/11/2020	2.00	135.00		270.00
	11/12/2020	2.00	135.00		270.00
	11/13/2020	2.00	135.00		270.00
	11/16/2020	2.00	135.00		270.00
	11/17/2020	2.00	135.00		270.00
	11/18/2020	2.00	135.00		270.00
	11/19/2020	10.00	135.00		1,350.00
	11/20/2020	10.00	135.00		1,350.00
	11/23/2020	10.00	135.00		1,350.00
	11/24/2020	7.00	135.00		945.00

**Total Professional Fees****24,080.63****Regular Expenses**

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Employee: Airfare</b>					
<b>Lodging</b>					
LODGINGIQ LLC	401390459	11/12/2020	1,930.95	1.00	1,930.95
		lodging			
		Total: Lodging			1,930.95
<b>Travel - Accommodation - Local</b>					
<b>Lodging</b>					
LODGINGIQ LLC	401383559	10/22/2020	1,930.95	1.00	1,930.95
		lodging			
		Total: Lodging			1,930.95

**Travel - Car Rental**

## Phase : 10 -- Proj Sup &amp; Oversight-Asbestos Decom -- PO#: 5483 -- Full Backup

## Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Travel - Car Rental</b>					
<b>Travel Costs</b>					
ENTERPRISE HOLDINGS	247864	10/19/2020	690.89	1.10	759.98
		rental car			
		Total: Travel Costs			----- 759.98
<b>Employee: Per diem Food</b>					
Bradley Jent	ER00354335	10/18/2020	40.00	1.00	40.00
	ER00354335	10/19/2020	40.00	1.00	40.00
	ER00354335	10/20/2020	40.00	1.00	40.00
	ER00354335	10/21/2020	40.00	1.00	40.00
	ER00354335	10/22/2020	40.00	1.00	40.00
	ER00354335	10/23/2020	40.00	1.00	40.00
	ER00354335	10/24/2020	40.00	1.00	40.00
	ER00355198	10/25/2020	40.00	1.00	40.00
	ER00355198	10/26/2020	40.00	1.00	40.00
	ER00355198	10/27/2020	40.00	1.00	40.00
	ER00355198	10/28/2020	40.00	1.00	40.00
	ER00355198	10/29/2020	40.00	1.00	40.00
	ER00356249	11/02/2020	40.00	1.00	40.00
	ER00356249	11/03/2020	40.00	1.00	40.00
	ER00356249	11/04/2020	40.00	1.00	40.00
	ER00356249	11/05/2020	40.00	1.00	40.00
	ER00356249	11/06/2020	40.00	1.00	40.00
	ER00356249	11/07/2020	40.00	1.00	40.00
	ER00357454	11/08/2020	40.00	1.00	40.00
	ER00357454	11/09/2020	40.00	1.00	40.00
	ER00357454	11/10/2020	40.00	1.00	40.00
	ER00357454	11/11/2020	40.00	1.00	40.00
	ER00357454	11/12/2020	40.00	1.00	40.00
	ER00357454	11/13/2020	40.00	1.00	40.00
	ER00357454	11/14/2020	40.00	1.00	40.00
	ER00358425	11/15/2020	40.00	1.00	40.00
	ER00358425	11/16/2020	40.00	1.00	40.00
	ER00358425	11/17/2020	40.00	1.00	40.00
	ER00358425	11/18/2020	40.00	1.00	40.00
	ER00358425	11/19/2020	40.00	1.00	40.00
	ER00358425	11/20/2020	40.00	1.00	40.00
	ER00358425	11/21/2020	40.00	1.00	40.00
	ER00359178	11/22/2020	40.00	1.00	40.00
	ER00359178	11/23/2020	40.00	1.00	40.00
	ER00359178	11/24/2020	40.00	1.00	40.00
	ER00359178	11/25/2020	40.00	1.00	40.00
Jeffrey Nichols	ER00355155	10/29/2020	40.00	1.00	40.00
	ER00355155	10/30/2020	40.00	1.00	40.00
Nicholas Schapman	ER00353692	10/12/2020	40.00	1.00	40.00
		per diem for Plainwell Paper demo project			
	ER00353692	10/13/2020	40.00	1.00	40.00
	ER00353692	10/14/2020	40.00	1.00	40.00
	ER00353692	10/15/2020	40.00	1.00	40.00
		Total: Employee: Per diem Food			----- 1,680.00
<b>Employee: Accomodations</b>					
Jeffrey Nichols	ER00355155	10/30/2020	103.00	1.00	103.00
		Total: Employee: Accomodations			----- 103.00

## Phase : 10 -- Proj Sup &amp; Oversight-Asbestos Decom -- PO#: 5483 -- Full Backup

## Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Employee: Travel</b>					
Nicholas Schapman	ER00353692	10/14/2020	20.19	1.00	20.19
		gas for rental car			
	ER00353692	10/15/2020	6.47	1.00	6.47
		gas for rental car			
Total: Employee: Travel					26.66

## Project purchases

## Field Supplies/Services

CONSUMERS ENERGY 10	401386085	10/28/2020	165.13	1.10	181.64
		Melching field trailer and BRI field trailer electric use			
Total: Field Supplies/Services					181.64

## Sales and use tax on purchases

CONSUMERS ENERGY 10	401386085	10/28/2020	15.78	1.10	17.36
Total: Sales and use tax on purchases					17.36

**Total Regular Expenses****6,630.54**

## Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Rate</u>	<u>Amount</u>
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## Construction Vehicles (UP)

## On-Site Vehicle Charge

Company Vehicle Expense	119379	10/19/2020	1.00	1,260.000	1,260.00
		Welding Rig / Tool Truck - weekly			
Total: On-Site Vehicle Charge					1,260.00

**Total Unit Pricing****1,260.00**

## Unit Pricing Expenses

<u>Vendor / Employee Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Units</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
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## Motor vehicles (UP)

## Truck Mileage

Company Vehicle Expense	119381	10/19/2020	447.00	0.300	1.00	134.10
		Miles - Company Vehicles				
Total: Truck Mileage						134.10

**Total Unit Pricing****134.10**

Total Phase : 10 -- Proj Sup & Oversight-Asbestos Decom -- PO#: 5483 --  
Full Backup

Labor : 24,080.63

Expense : 8,024.64

Total : 32,105.27

## Phase : 20 -- Oversight-Demo Restor &amp; Demobilizat

## Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
------------------------------	-------------	--------------	-------------	---------------	---------------

## Administrative Support

Maria Doroschak	11/16/2020	1.00	63.00		63.00
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**Total Professional Fees****63.00**

Total Phase : 20 -- Oversight-Demo Restor &amp; Demobilizat

Labor : 63.00

Expense : 0.00

Total : 63.00



**Phase : 30 -- Project Management & Support****Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Administrative Support</b>					
Maria Doroschak	11/10/2020	0.50	63.00		31.50
<b>Database Analyst C3</b>					
Mary Cameron	11/23/2020	1.00	144.00		144.00
<b>Geologist/Hydrogeo. D2</b>					
Jodie Dembowske	10/26/2020	4.00	175.50		702.00
	10/27/2020	5.00	175.50		877.50
	10/28/2020	8.00	175.50		1,404.00
	10/29/2020	6.00	175.50		1,053.00
	10/30/2020	4.00	175.50		702.00
	11/02/2020	5.50	175.50		965.25
	11/03/2020	6.00	175.50		1,053.00
	11/04/2020	4.00	175.50		702.00
	11/05/2020	7.00	175.50		1,228.50
	11/06/2020	6.50	175.50		1,140.75
	11/09/2020	8.00	175.50		1,404.00
	11/10/2020	7.00	175.50		1,228.50
	11/11/2020	5.00	175.50		877.50
	11/12/2020	6.00	175.50		1,053.00
	11/13/2020	6.00	175.50		1,053.00
	11/15/2020	4.00	175.50		702.00
	11/16/2020	8.00	175.50		1,404.00
	11/17/2020	9.00	175.50		1,579.50
	11/18/2020	14.00	175.50		2,457.00
	11/19/2020	10.00	175.50		1,755.00
	11/20/2020	8.00	175.50		1,404.00
	11/22/2020	3.00	175.50		526.50
	11/23/2020	9.50	175.50		1,667.25
	11/24/2020	10.50	175.50		1,842.75
	11/25/2020	7.00	175.50		1,228.50
<b>Total Professional Fees</b>					<b>30,186.00</b>

**Regular Expenses**

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Subconsultants - Not affiliated</b>					
<b>Subcontractor</b>					
SME	401390487	11/05/2020	380.00	1.10	418.00
Total: Subcontractor					418.00
<b>Total Regular Expenses</b>					<b>418.00</b>

**Total Phase : 30 -- Project Management & Support**

**Labor : 30,186.00**  
**Expense : 418.00**  
**Total : 30,604.00**

**Phase : 50 -- Waste Disp Char&Assist Profil Waste****Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Chemist B2</b>					
James Abston	11/06/2020	0.50	135.00		67.50

**Phase : 50 -- Waste Disp Char&Assist Profil Waste****Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Chemist B2</b>					
James Abston	11/13/2020	0.50	135.00		67.50
	11/18/2020	0.25	135.00		33.75
<b>Engineer A2</b>					
Philip E. Bielak	11/23/2020	0.50	135.00		67.50
	11/24/2020	2.00	135.00		270.00
	11/25/2020	1.25	135.00		168.75
<b>Scientist B3</b>					
Cole Rochowiak	11/18/2020	1.00	135.00		135.00
<b>Technician/Technologist A1</b>					
TeKeshia Robinson	11/16/2020	0.50	94.50		47.25
	11/17/2020	0.50	94.50		47.25
<b>Technician/Technologist C1</b>					
Matthew Ramsey	10/29/2020	0.25	135.00		33.75
<b>Technician/Technologist D1</b>					
Jeffrey Nichols	10/28/2020	0.50	135.00		67.50
	10/29/2020	6.00	135.00		810.00
	10/30/2020	6.50	135.00		877.50
<b>Total Professional Fees</b>					<b>2,693.25</b>

**Regular Expenses**

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Subconsultants - Laboratory</b>					
<b>Lab Expenses</b>					
EUROFINS TESTAMERICA	401390572	11/13/2020	3,451.00	1.10	3,796.10
		Analytical			
Total: Lab Expenses					3,796.10
<b>Employee: Project purchases</b>					
Jeffrey Nichols	ER00355155	10/29/2020	4.38	1.00	4.38
		Ice			
	ER00355155	10/30/2020	13.93	1.00	13.93
		Ice			
Total: Employee: Project purchases					18.31
<b>Total Regular Expenses</b>					<b>3,814.41</b>

**Total Phase : 50 -- Waste Disp Char&Assist Profil Waste**

<b>Labor :</b>	<b>2,693.25</b>
<b>Expense :</b>	<b>3,814.41</b>
<b>Total :</b>	<b>6,507.66</b>

**Total Project: 11216161 -- Cty Plainwell Mill Phase III Demo****69,279.93**







8770 UNION CENTRE BLVD  
WEST CHESTER, OH 45069

Rental Agreement #:  
Bill Ref #:  
Invoice Date:  
Account #:

1DHJQ0  
9000-4357-2904  
10/19/2020  
DB20003

#### BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	2 DAY	39.00	78.00
TIME & DISTANCE	2 WK	234.00	468.00
ROADSIDE ASSISTANCE	16 DAY	5.99	95.84
Subtotal			641.84
VLF REC	16 DAY	0.43	6.88
SALES TAX	PCT	6.50	42.17

#### BILL TO

GHD SERVICES, INC  
200 W ALLEGAN  
SUITE 300  
PLAINWELL, MI - 49080-1397

#### RENTAL INFORMATION

Date/Time Out  
09/30/2020 04:37 PM

Date/Time In  
10/16/2020 08:34 AM

#### Amount Due (USD)

**690.89**

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

#### Renter

SCHAPMAN, NICHOLAS

#### RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	FP71187	ELAN	7TP5QF	21,621 23,456

VIN: 5NPD84LF8LH578937

#### CLAIM INFORMATION

Claim# / PO# / RO#

1121616

Insured

NICHOLAS SCHAPMAN

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

#### For Billing Inquiries / Payment Terms :

Tel#: +1 8773121083

AskARCanada@ehi.com

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

#### ADDITIONAL INFORMATION

MUST INCLUDE PROJECT NUMBER (TASK AND PRICE) FOR BUSINESS RENTALS DRIVER'S FIRST AND LAST NAME REQUIRED Nicholas schapman

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

690.89

#### Remit To :

ENTERPRISE RENT A CAR CANADA COMPANY  
P.O. BOX 9716  
STATION A  
TORONTO, ON M5W 1-R6

#### Paid By:

GHD SERVICES INC-CDA  
200 W ALLEGAN  
SUITE 300  
PLAINWELL, MI 490801397

Email Remit To: CanadianAR@erac.com

Account #  
DB20003

Rental Agreement  
1DHJQ0

Amount  
690.89

GPBR  
38H2





**Fairfield by Marriott® Kalamazoo**

3303 Retail Place Drive, Kalamazoo, MI 49048 P 269.557.0007

Fairfield.Marriott.com

Jeffrey/Mr Nichols  
1232 Country Ln  
Lemont IL 60439-4199  
Business

Room: 211  
Room Type: QNQN  
Number of Guests: 1  
Rate: \$99.00  
Clerk: RLF

Arrive: 29Oct20      Time: 06:29PM      Depart: 30Oct20      Time: 06:07AM      Folio Number: 65573

DATE	DESCRIPTION	CHARGES	CREDITS
29Oct20	Room Charge	99.00	
29Oct20	State Occupancy Tax	5.94	
29Oct20	County Tax	4.95	
30Oct20	Visa		109.89

Card #: VXXXXXXXXXXXX0933/XXXX

Amount: 109.89 Auth: 00997C

This card was electronically swiped on 29Oct20

**\$103.00**

**BALANCE: 0.00**

**Marriott Bonvoy Account # XXXXX1310.** Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

See our "Privacy & Cookie Statement" on Marriott.com.

Operated under license from Marriott International, Inc. or one of its affiliates.

Take the comfort of the Fairfield sleep experience home. Visit the Fairfield official retail store at FairfieldStore.com.

# RENTAL CAR

Welcome to Shell

5171 West Main Street  
Kalamazoo MI 49009

SHELL

5171 MAIN

KALAMAZOO, MI

49009

57443551908

10/14/2020 103217327

06:01:11 PM

PUMP# 1

REGULAR 10.308G

PRICE/GAL \$1.959

FUEL TOTAL \$ 20.19

CREDIT \$ 20.19

XXXX XXXX XXXX 4569

MASTERCARD

Swiped

APPROVED

AUTH # 07974S

INV # 837229

*[Signature]*

THANK YOU

WE APPRECIATE YOUR BUSINESS!

Please come again

# RENTAL CAR

SPEEDWAY 0001197

West Chest OH 45069

TRAN#: 4751173

10/15/2020 4:59 PM

Pump 11

Regular Unleaded

3.235 @ \$1.999/GAL

GAS TOTAL \$6.47

TAX \$0.00

TOTAL \$6.47

Master Card

Card Num :

XXXXXXXXXXXX4569

TERM: 0050001197001

TRANS TYPE: CAPTURE

APPR#: 05288S

ENTRY METHOD: Chip  
Card

USD\$ 6.47

MASTERCARD

AID: A00000000041010

10/15/2020 16:58:31

PIN Bypassed

Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.  
[www.speedway.com](http://www.speedway.com)

*[Signature]*

11216161-10



Account: **1030 3869 3091**



**Questions:**  
Visit: **ConsumersEnergy.com**  
Call us: **800-805-0490**

Amount Due: **\$282.04**  
Please pay by: **November 20, 2020**



**GHD SERVICES INC**  
200 ALLEGAN ST STE 300  
PLAINWELL MI 49080-1232

11216161-10 - \$175  
11176705-20-0001= \$104.76  
11198823 = \$2.28

PM - Jodie Dembowske  
PD - Don Osterhout

► **Thank You** - We received  
your last payment of **\$122.43**  
on **October 28, 2020**

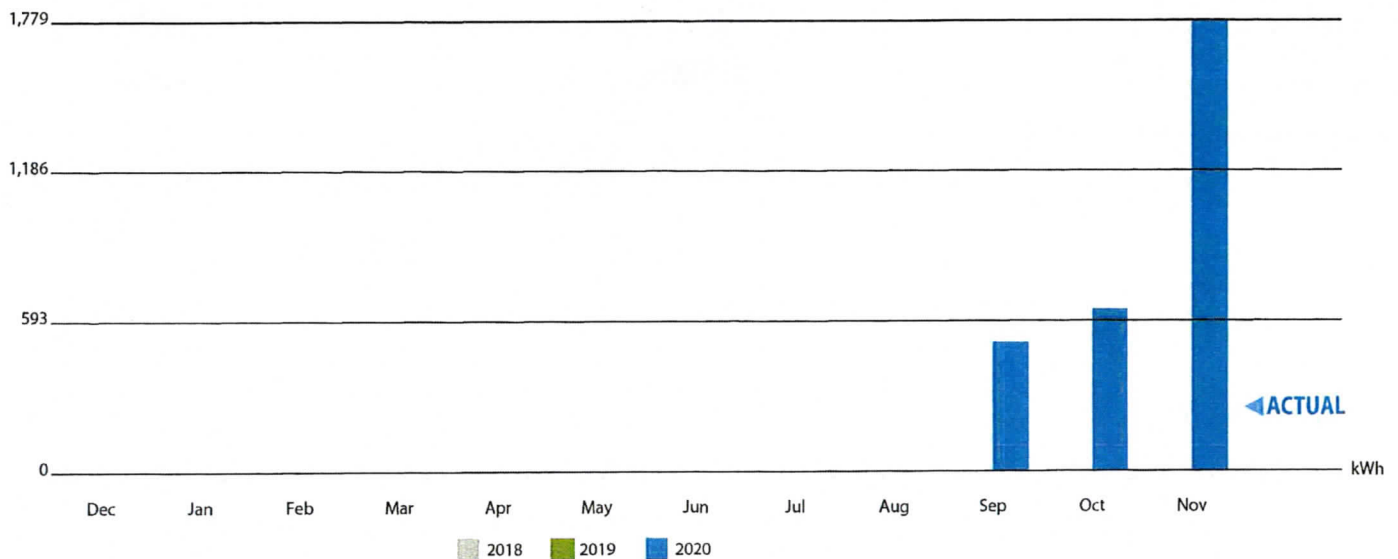
► **Service Address:**  
200 ALLEGAN ST STE 2  
PLAINWELL MI 49080-1244



## November Energy Bill

Service dates: September 30, 2020 - October 28, 2020 (29 days)

### Total Electric Use (kWh - kilowatt-hour)



### November Electric Use

**1,779 kWh**  
November 2019 use: 0 kWh

Cost per day:

**\$9.10**

kWh per day:

**61**

Prior 12 months electric use:

**2,924 kWh**

**STAY SAFE:** Call 9-1-1 and 800-477-5050.  
We'll respond day or night.



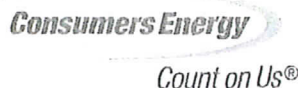
**Downed power lines.**  
Stay 25 feet away. Call from  
a safe location.



**If you smell natural gas.**  
If the "rotten egg" odor of  
gas is apparent, call from a  
safe location.



**COVID-19:** The latest information can be found at  
[www.ConsumersEnergy.com/coronavirus](http://www.ConsumersEnergy.com/coronavirus). We are  
committed to the health and safety of our co-workers,  
customers and communities.



Need to talk to us? Visit [ConsumersEnergy.com](http://ConsumersEnergy.com)  
or call **800-805-0490**  
Hearing/speech impaired: Call 7-1-1

**Service Address:**  
200 ALLEGAN ST STE 2; PLAINWELL MI  
49080-1244  
Account: **1030 3869 3091**

## Account Information

Bill Month: November  
Service dates: 09/30/2020 - 10/28/2020  
Days Billed: 29  
Portion: 03 11/20

## Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

## Meter Information

Your next scheduled meter read  
date is on or around 11/30/2020

### Electric Service:

Smart Meter  
Meter Number: 30021201  
POD Number: 0000004570099  
Beginning Read Date: 09-30  
Ending Read Date: 10-28  
Beginning Read: 14934  
Ending Read: 16713 (Actual)  
Usage: 1779 kWh

Total Metered Energy Use: 1779 kWh

## November Energy Bill

Invoice: 206523768764

### Account Summary

Last Month's Account Balance	\$122.43
Payment on October 28, 2020	\$122.43-

Balance Forward	\$0.00
Late Payment Charge	\$2.28

Payments applied after Oct 29, 2020 are not included.

### Electric Charges

Energy	1779@ 0.095527	\$169.94
Cap. Tax Reform Credit	1779@ 0.000446-	\$0.79-
PSCR	1779@ 0.005880-	\$10.46-
System Access		\$27.94
Distribution	1779@ 0.042472	\$75.56
Dist. Tax Reform Credit	1779@ 0.000848-	\$1.51-
Power Plant Securitization	1779@ 0.001342	\$2.39
Low-Income Assist Fund		\$0.91

<b>Total Electric</b>	<b>\$263.98</b>
-----------------------	-----------------

State Sales Tax	\$15.78
<b>Total Energy Charges</b>	<b>\$279.76</b>

<b>Amount Due:</b>	<b>\$282.04</b>
--------------------	-----------------

by November 20, 2020

**\$165.13**

If you pay after the due date, a 2% late payment charge  
will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front.  
Visit [ConsumersEnergy.com/aboutmybill](http://ConsumersEnergy.com/aboutmybill) for details about the above charges.

## NEWS AND INFORMATION

**ALERT - Beware of phone and email scams regarding utility payments:** Consumers Energy never demands payment using only a prepaid card. Many options at [www.ConsumersEnergy.com/waystopay](http://www.ConsumersEnergy.com/waystopay).

**Understanding Your Electric Bill: Power supply charges** include electric generation and transmission costs based on the amount of kilowatt-hours (kWh) used. Different rates are

charged depending on the time of year and the amount of energy used. Consumers Energy does not make a profit on the cost of fuel or purchased power. More at [www.ConsumersEnergy.com/ratesbiz](http://www.ConsumersEnergy.com/ratesbiz).



43980 Plymouth Oaks Blvd.  
Plymouth, MI 48170-2584  
Phone: 734-454-9900 Fax: 734-454-7685

**INVOICE**

Remit to:  
SME  
P.O. Box 673166  
Detroit, MI 48267-3166

Jodie Dembowski  
GHD  
200 West Allegan Street Suite 300  
Plainwell, MI 49080

November 05, 2020  
Invoice No: 112900

Project 084285.01 Brick Absorption Testing  
PO: 34048592

**Professional Services from September 21, 2020 to October 25, 2020**

**Unit Billing**

ABSORPTION-BRICK BASIC/INITIAL RATE

10/12/2020	2.0 5 SETS @ 190.00	380.00	
<b>Total Units</b>		<b>380.00</b>	<b>380.00</b>
	<b>Total this Invoice</b>		<b><u>\$380.00</u></b>

Thank you for the opportunity to be of service.  
Project Manager Jonathan Camburn





Environment Testing  
America

Invoice/Credit No.	2400036761	Invoice Date	November 13, 2020
Terms	Pay When Paid	Federal Tax ID	23-2919996
Remit to	TestAmerica Laboratories, Inc. (dba Eurofins TestAmerica) PO BOX 204290, Dallas, TX 75320-4290		

Bill to:
GHD Services Inc Attn: Rawa Fleisher 26850 Haggerty Rd Farmington Hills, MI 48331

Ship to:
GHD Services Inc. 26850 Haggerty Rd. Farmington Hills, MI 48331

P.O. Number	W.O. Number	Contract Number	Work Ordered by
34047025	11216161		Mr. James Abston
Job Description	Site Name	SDG Number	Invoice Contact
See below			Mr. James Abston

Job No.	Job Description	Receipt Date	Quantity	Unit Price	Amount
	Method/Test Description				
J139364-1	11216161, City of Plainwell	10/31/2020			
	1010 - Ignitability		7.00	18.00	126.00
	1311 - TCLP ZHE Extraction		10.00	26.00	260.00
	1311 - TCLP Extraction		10.00	23.00	230.00
	6010B - TCLP Metals		10.00	48.00	480.00
	8082A - PCBs		7.00	63.00	441.00
	8082A - PCBs		3.00	63.00	189.00
	8260B - TCLP VOCs		10.00	49.00	490.00
	8270C - TCLP SVOCs		10.00	120.00	1,200.00
	9040C - pH		6.00	5.00	30.00
	9045C - pH		1.00	5.00	5.00
Project Number		Client Number	Project Manager	Subtotal (USD)	\$3,451.00
24025488		57787	Denise Heckler		
Latest Sample Receipt Date		Latest Report Date	Phone Number	Total (USD)	\$3,451.00
10/31/2020		11/13/2020	(330) 966-9477		

For proper credit, please include invoice number on all remittance.

Eurofins TestAmerica, Canton - 4101 Shuffel Street NW, North Canton, OH 44720

This invoice falls under Eurofins TestAmerica Standard T&C's of Net 30 Days unless superseded by another valid contract vehicle in place at the time these services were rendered.

WELCOME TO  
TWIN CITIES  
EXPRESS STOP #331

424284  
SUNOCO  
1198 M-89  
PLAINWELL MT 49080

< DUPLICATE RECEIPT >

Description	Qty	Amount
SMALL BAG ICE	2	4.38
Subtotal		4.38
Tax		0.00
<b>TOTAL</b>		<b>4.38</b>
CREDIT \$		4.38

SALE Receipt  
CHASE VISA USD \$4.38  
Acct/Card #: \*\*\*\*\*0933  
Entry Method: Chip Read  
Auth #: 06557C  
Resp Code: 000  
Stan: 14992215673  
Invoice #: 368599  
Shift #: 1  
Store # \*\*\*\*\*  
SITE ID: 424284  
TERMINAL ID: 003

MODE: Issuer  
AID: A0000000031010  
TVR: 0080008000  
IAD: 06010A0360A002  
TSI: F800  
ARC: 00  
CUSTOMER COPY

THANK YOU  
COME AGAIN

ST# 331 TILL XXXX DR# 1013875  
CSH: 9 10/29/20 16:51:54

100-443887-100

REF ID: A66444

000000 11:51:33 AM

**Remit EFT Payments To:**

Account #: 724010386

ABA #: 022000020

Remittance Advices to:

usremittance@ghd.com

**Remit Checks To:**

GHD Services Inc.

PO Box 392237

Pittsburgh, PA 15251-9237

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

Invoice # : 1083150

Project : 11216161

Project Name : Former Plainwell Inc. Demolition Phase III

Invoice Group : 10

Invoice Date : 10/24/2020

Purchase Order : 5483

Full Backup

Attention: Erik Wilson

*TERMS: Net 30 Days. Service Charge of 1½% per month payable on overdue accounts.***For Professional Services Rendered through: 10/24/2020**

Site: Plainwell, MI

\*\*-AEM: apinvoices@plainwell.org; ewilson@plainwell.org, cc:

BKelley@plainwell.org

**Professional Fees**

Professional Fees 42,918.76

**Total Professional Fees 42,918.76****Expenses**

Regular Expenses 4,283.11

**Total Expenses 4,283.11****Current Invoice 47,201.87****Budget Available 401,722.47****Amount Due This Invoice \*\* 47,201.87 USD \$** ✓

Project Fee : 505,780.00

Previous Billings : 104,057.53

Current Billing: 47,201.87

Budget Remaining: 354,520.60

Jodie Dembowske

## Phase : 10 -- Proj Sup &amp; Oversight-Asbestos Decom -- PO#: 5483 -- Full Backup

## Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Associate E3</b>					
Nicholas Schapman					
	09/28/2020	9.50	135.00		1,282.50
	09/29/2020	8.50	135.00		1,147.50
	09/30/2020	8.00	135.00		1,080.00
	10/01/2020	9.00	135.00		1,215.00
	10/02/2020	7.50	135.00		1,012.50
	10/05/2020	7.00	135.00		945.00
	10/06/2020	9.00	135.00		1,215.00
	10/07/2020	9.00	135.00		1,215.00
	10/08/2020	9.00	135.00		1,215.00
	10/09/2020	11.00	135.00		1,485.00
	10/11/2020	4.00	135.00		540.00
	10/12/2020	7.50	135.00		1,012.50
	10/13/2020	9.50	135.00		1,282.50
	10/14/2020	7.50	135.00		1,012.50
	10/15/2020	5.50	135.00		742.50
	10/20/2020	1.00	135.00		135.00
	10/22/2020	2.00	135.00		270.00
	10/23/2020	0.50	135.00		67.50

## Technician/Technologist D2

Bradley Jent

	10/15/2020	10.00	135.00		1,350.00
	10/16/2020	11.00	135.00		1,485.00
	10/19/2020	10.00	135.00		1,350.00
	10/20/2020	10.00	135.00		1,350.00
	10/21/2020	10.00	135.00		1,350.00
	10/22/2020	10.00	135.00		1,350.00
	10/23/2020	8.00	135.00		1,080.00

**Total Professional Fees****26,190.00**

## Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Travel - Accommodation - Local</b>					
<b>Lodging</b>					
LODGINGIQ LLC	401378253	10/01/2020	1,930.95	1.00	1,930.95
		Total: Lodging			1,930.95

## Travel - Car Rental

## Travel Costs

ENTERPRISE HOLDINGS	245733	10/05/2020	1,174.02	1.10	1,291.42
		Total: Travel Costs			1,291.42

## Employee: Per diem Food

Bradley Jent	ER00353121	10/15/2020	40.00	1.00	40.00
	ER00353121	10/16/2020	40.00	1.00	40.00
	ER00353121	10/17/2020	40.00	1.00	40.00
Nicholas Schapman	ER00350676	09/21/2020	40.00	1.00	40.00
		per diem for Plainwell Paper Mill demo project			
	ER00350676	09/22/2020	40.00	1.00	40.00
	ER00350676	09/23/2020	40.00	1.00	40.00
	ER00350676	09/24/2020	40.00	1.00	40.00
	ER00350676	09/25/2020	40.00	1.00	40.00
	ER00351745	09/28/2020	40.00	1.00	40.00
		per diem for Plainwell Mill demo project			
	ER00351745	09/29/2020	40.00	1.00	40.00



## Phase : 10 -- Proj Sup &amp; Oversight-Asbestos Decom -- PO#: 5483 -- Full Backup

## Regular Expenses

<u>Vendor Name</u>	<u>Doc Nbr</u>	<u>Date</u>	<u>Cost</u>	<u>Multiplier</u>	<u>Amount</u>
<b>Employee: Per diem Food</b>					
Nicholas Schapman	ER00351745	09/30/2020	40.00	1.00	40.00
	ER00351745	10/01/2020	40.00	1.00	40.00
	ER00351745	10/02/2020	40.00	1.00	40.00
	ER00352830	10/05/2020	40.00	1.00	40.00
		per diem for Plainwell Paper demo project			
	ER00352830	10/06/2020	40.00	1.00	40.00
	ER00352830	10/07/2020	40.00	1.00	40.00
	ER00352830	10/08/2020	40.00	1.00	40.00
	ER00352830	10/09/2020	40.00	1.00	40.00
	Total:	Employee: Per diem Food			720.00

## Employee: Travel

Nicholas Schapman	ER00350676	09/24/2020	23.77	1.00	23.77
		gas for rental car			
	ER00350676	09/25/2020	19.68	1.00	19.68
		gas for rental car			
	ER00351745	09/30/2020	19.96	1.00	19.96
		gas for rental car			
	ER00351745	10/02/2020	20.49	1.00	20.49
		gas for rental car			
	ER00352830	10/06/2020	20.34	1.00	20.34
		gas for rental car			
	ER00352830	10/09/2020	19.77	1.00	19.77
		gas for rental car			
	Total:	Employee: Travel			124.01

## Project purchases

## Field Supplies/Services

CONSUMERS ENERGY 10	401379166	09/29/2020	113.94	1.10	125.33
		electrical service to Melching field trailer			
	Total:	Field Supplies/Services			125.33

## Sales and use tax on purchases

## Travel Costs

ENTERPRISE HOLDINGS	245733	10/05/2020	76.31	1.10	83.94
		rental car			
	Total:	Travel Costs			83.94

## Field Supplies/Services

CONSUMERS ENERGY 10	401379166	09/29/2020	6.78	1.10	7.46
		taxes			
	Total:	Field Supplies/Services			7.46

**Total Regular Expenses****4,283.11**

**Total Phase : 10 -- Proj Sup & Oversight-Asbestos Decom -- PO#: 5483 -- Full Backup**

**Labor : 26,190.00****Expense : 4,283.11****Total : 30,473.11**

## Phase : 30 -- Project Management &amp; Support

## Professional Fees

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Administrative Support</b>					
Patricia Butler	10/22/2020	0.25	63.00		15.75

## Geologist/Hydrogeo. D1

**Phase : 30 -- Project Management & Support****Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Geologist/Hydrogeo. D1</b>					
Jodie Dembowske					
	09/28/2020	1.00	175.50		175.50
	09/29/2020	3.50	175.50		614.25
	09/30/2020	4.00	175.50		702.00
	10/01/2020	3.00	175.50		526.50
	10/02/2020	5.50	175.50		965.25
	10/04/2020	0.50	175.50		87.75
	10/05/2020	5.50	175.50		965.25
	10/06/2020	8.00	175.50		1,404.00
	10/07/2020	5.50	175.50		965.25
	10/08/2020	4.00	175.50		702.00
	10/09/2020	2.00	175.50		351.00
<b>Geologist/Hydrogeo. D2</b>					
Jodie Dembowske					
	10/09/2020	1.50	175.50		263.25
	10/12/2020	3.00	175.50		526.50
	10/13/2020	5.00	175.50		877.50
	10/14/2020	2.00	175.50		351.00
	10/15/2020	2.00	175.50		351.00
	10/16/2020	1.75	175.50		307.13
	10/19/2020	4.25	175.50		745.88
	10/20/2020	5.00	175.50		877.50
	10/21/2020	4.00	175.50		702.00
	10/22/2020	8.00	175.50		1,404.00
	10/23/2020	3.00	175.50		526.50
<b>Total Professional Fees</b>					<b>14,406.76</b>

**Total Phase : 30 -- Project Management & Support**

**Labor : 14,406.76**  
**Expense : 0.00**  
**Total : 14,406.76**

**Phase : 40 -- Geotechnical Engineering****Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Administrative Support</b>					
Diane Sawka					
	10/16/2020	0.50	63.00		31.50
<b>Engineer D1</b>					
Jeffrey L. Snyder					
	10/05/2020	1.00	175.50		175.50
	10/12/2020	0.50	175.50		87.75
	10/13/2020	1.50	175.50		263.25
	10/14/2020	5.00	175.50		877.50
	10/16/2020	1.50	175.50		263.25
	10/23/2020	0.50	175.50		87.75
<b>Engineer E2</b>					
Syed Hassan Gilani					
	10/14/2020	1.00	198.00		198.00
<b>Total Professional Fees</b>					<b>1,984.50</b>

Project : 11216161 -- Cty Plainwell Mill Phase III Demo

Invoice # : 1083150

Total Phase : 40 -- Geotechnical Engineering

Labor : 1,984.50

Expense : 0.00

Total : 1,984.50

Phase : 50 -- Waste Disp Char&Assist Profil Waste

**Professional Fees**

<u>Class / Employee Name</u>	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>OT Ind</u>	<u>Amount</u>
<b>Engineer A2</b>					
Philip E. Bielak	09/09/2020	2.00	135.00		270.00
	10/05/2020	0.50	135.00		67.50
<b>Total Professional Fees</b>					<b>337.50</b>

Total Phase : 50 -- Waste Disp Char&Assist Profil Waste

Labor : 337.50

Expense : 0.00

Total : 337.50

Total Project: 11216161 -- Cty Plainwell Mill Phase III Demo

47,201.87





8770 UNION CENTRE BLVD  
WEST CHESTER, OH 45069

Rental Agreement #:  
Bill Ref #:  
Invoice Date:  
Account #:

13P659  
9000-4334-3555  
10/05/2020  
DB20003

#### BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	39.00	39.00
TIME & DISTANCE	1 MTH	936.00	936.00
ROADSIDE ASSISTANCE	31 DAY	5.99	185.69
Subtotal			1,160.69
VLF REC	31 DAY	0.43	13.33
SALES TAX	PCT	6.50	76.31

#### BILL TO

GHD SERVICES, INC  
200 W ALLEGAN  
SUITE 300  
PLAINWELL, MI - 49080-1397

#### RENTAL INFORMATION

Date/Time Out  
08/31/2020 10:54 AM

Date/Time In  
09/30/2020 04:37 PM

Renter  
SCHAPMAN, NICHOLAS

#### Amount Due (USD)

1,250.33

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

#### RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out	In
WHITE	FP71187	ELAN	7TP5QF	18,645	21,621

VIN: 5NPD84LF8LH578937

#### CLAIM INFORMATION

Claim# / PO# / RO#  
1121616

Insured  
NICHOLAS SCHAPMAN

Date of Loss      Type of Loss

Type of Vehicle

Repair Shop

#### For Billing Inquiries / Payment Terms :

Tel#: +1 8773121083

AskARCanada@ehi.com

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

#### ADDITIONAL INFORMATION

MUST INCLUDE PROJECT NUMBER (TASK AND ID#) FOR BUSINESS RENTALS DRIVER'S FIRST AND LAST NAME REQUIRED Nicholas schapman

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

1250.33

Remit To :

ENTERPRISE RENT A CAR CANADA COMPANY  
P.O. BOX 9716  
STATION A  
TORONTO, ON M5W 1-R6

Paid By:

GHD SERVICES INC-CDA  
200 W ALLEGAN  
SUITE 300  
PLAINWELL, MI 490801397

Email Remit To: CanadianAR@erac.com

Account #  
DB20003

Rental Agreement  
13P659

Amount  
1250.33

GPBR  
38H2



WELCOME TO MEIJER

MEIJER STORE #147  
7420 Tylersville Rd  
West Chester, OH  
PHONE #755-4829  
STORE #147

MASTERCARD XX/XX  
\*\*\*\*\*4569 (S)  
REF #066546  
09/25/2020 08:10:45

PUMP	5
GRADE	UNL
GALLONS	9.115
PRICE/GAL	\$ 2.159

FUEL SALE \$ 19.68

TOTAL \$ 19.68

APPROVED

THANKS FOR SHOPPING  
WITH US

*Nicholas Salzman*

11216161-10

WELCOME TO MEIJER

MEIJER STORE #191  
1191 M-89  
Plainwell, MI  
PHONE #685-3829  
STORE #191

MASTERCARD XX/XX  
\*\*\*\*\*4569 (S)  
REF #224437  
09/24/2020 11:44:11

PUMP	7
GRADE	UNL
GALLONS	10.910
PRICE/GAL	\$ 2.179

FUEL SALE \$ 23.77

TOTAL \$ 23.77

APPROVED

THANKS FOR SHOPPING  
WITH US

\*\*\*\*\*

\$2 Xtreme Clean  
Auto Wash Coupon  
7915

*Nicholas Salzman*

11216161-10



# RENTAL CAR

WELCOME TO MEIJER

MEIJER STORE #191  
1191 M-89  
Plainwell, MI  
PHONE #685-3829  
STORE #191

MASTERCARD XX/XX  
\*\*\*\*\*4569 (S)  
REF #233378  
09/30/2020 01:25:33

PUMP	3
GRADE	UNL
GALLONS	9.646
PRICE/GAL	\$ 2.069

FUEL SALE \$ 19.96

TOTAL \$ 19.96

APPROVED

THANKS FOR SHOPPING  
WITH US

\*\*\*\*\*

\$2 Xtreme Clean  
Auto Wash Coupon  
7915

*Michael J. Seymour*

11216166-10

# RENTAL CAR

WELCOME TO MEIJER

MEIJER STORE #147  
7420 Tylersville Rd  
West Chester, OH  
PHONE #755-4829  
STORE #147

MASTERCARD XX/XX  
\*\*\*\*\*4569 (S)  
REF #070030  
10/02/2020 07:16:45

PUMP	5
GRADE	UNL
GALLONS	9.764
PRICE/GAL	\$ 2.099

FUEL SALE \$ 20.49

TOTAL \$ 20.49

APPROVED

THANKS FOR SHOPPING  
WITH US

*Michael J. Seymour*

11216166-10



# RENTAL CAR

Welcome to Shell

5171 West Main Street  
Kalamazoo MI 49009

SHELL

5171 MAIN

KALAMAZOO, MI

49009

57443551908

10/06/2020 103209449

06:16:05 PM

PUMP# 5

REGULAR 10.175G

PRICE/GAL \$1.999

FUEL TOTAL \$ 20.34

CREDIT \$ 20.34

XXXX XXXX XXXX 4569

MASTERCARD

Swiped

APPROVED

AUTH # 026275

INV # 728071

*Nicholas J. Seymour*  
11216161-10

THANK YOU

WE APPRECIATE YOUR BUSINESS!

Please come again

# RENTAL CAR

SPEEDWAY 0001197

West Chest OH 45069

TRAN#: 4744842

10/9/2020 7:07 PM

Pump 03

Regular Unleaded

10.749 @ \$1.839/GAL

GAS TOTAL \$19.77

TAX \$0.00

TOTAL \$19.77

Master Card

Card Num :

XXXXXXXXXXXX4569

TERM: 0050001197001

TRANS TYPE: CAPTURE

APPR#: 05742S

ENTRY METHOD: Chip  
Card

USD\$ 19.77

MASTERCARD

AID: A00000000041010

10/09/2020 19:05:12

PIN Bypassed

Cardholder agrees to  
pay to issuer total  
charges per the  
agreement between  
cardholder & issuer.  
www.speedway.com



Project: 11216161-10

Account: 1030 3869 3091

**Consumers Energy**

Count on Us®

**Questions:**

Visit: [ConsumersEnergy.com](http://ConsumersEnergy.com)

Call us: 800-805-0490

Amount Due:

**\$122.43**

Please pay by:

**October 22, 2020**



**GHD SERVICES INC**  
200 ALLEGAN ST STE 300  
PLAINWELL MI 49080-1232



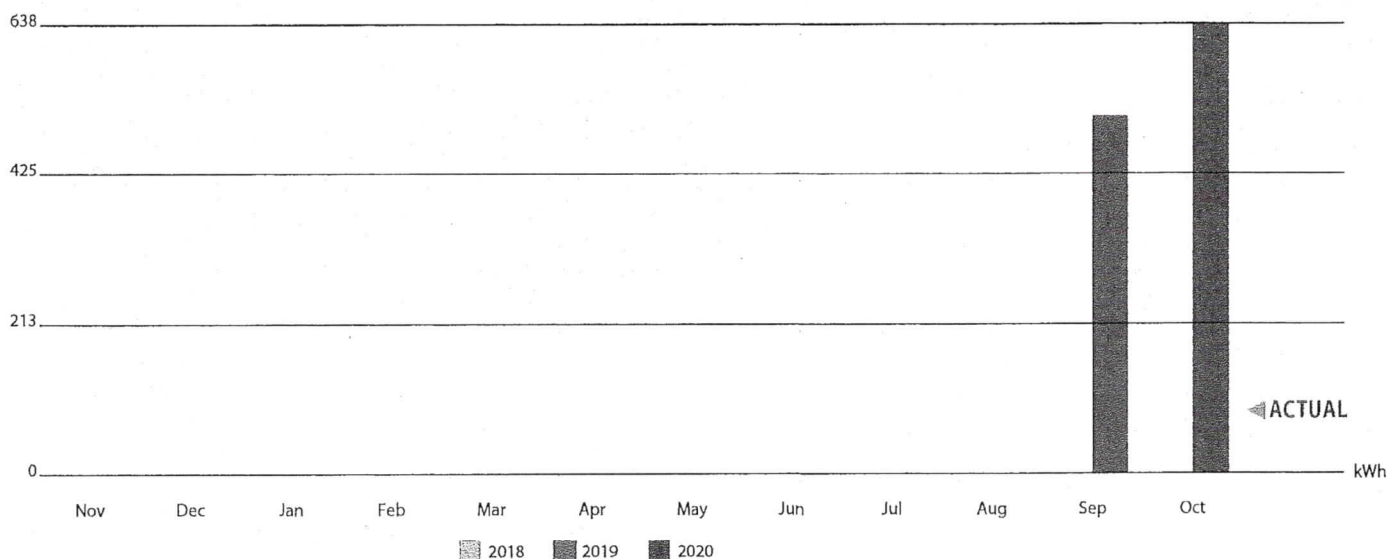
► **Thank You** - We received your last payment of **\$90.77** on **September 30, 2020**

► **Service Address:**  
200 ALLEGAN ST STE 2  
PLAINWELL MI 49080-1244

**October Energy Bill**

Service dates: August 31, 2020 - **September 29, 2020** (30 days)

**Total Electric Use** (kWh - kilowatt-hour)



**October Electric Use**

**638 kWh**

October 2019 use: 0 kWh

Cost per day:

**\$3.80**

kWh per day:

**21**

Prior 12 months electric use:

**1,145 kWh**

**STAY SAFE:** Call 9-1-1 and 800-477-5050. We'll respond day or night.



**Downed power lines.**  
Stay 25 feet away. Call from a safe location.



**If you smell natural gas.**  
If the "rotten egg" odor of gas is apparent, call from a safe location.



**COVID-19:** The latest information can be found at [www.ConsumersEnergy.com/coronavirus](http://www.ConsumersEnergy.com/coronavirus). We are committed to the health and safety of our co-workers, customers and communities.



Need to talk to us? Visit [ConsumersEnergy.com](http://ConsumersEnergy.com)  
or call **800-805-0490**  
**Hearing/speech impaired: Call 7-1-1**

**Service Address:**  
200 ALLEGAN ST STE 2; PLAINWELL MI  
49080-1244  
**Account: 1030 3869 3091**

## Account Information

Bill Month: October  
Service dates: 08/31/2020 - 09/29/2020  
Days Billed: 30  
Portion: 03 10/20

## Rate Information

Elec Gen Sec Rate GS Com  
Rate: 1100

## Meter Information

Your next scheduled meter read  
date is on or around 10/28/2020

### Electric Service:

Smart Meter  
Meter Number: 30021201  
POD Number: 0000004570099  
Beginning Read Date: 08-31  
Ending Read Date: 09-29  
Beginning Read: 14296  
Ending Read: 14934 (Actual)  
Usage: 638 kWh

Total Metered Energy Use: 638 kWh

## October Energy Bill

Invoice: 201184539415

### Account Summary

Last Month's Account Balance	\$90.77
Payment on September 30, 2020	\$90.77-
<b>Balance Forward</b>	<b>\$0.00</b>
Late Payment Charge	\$1.71

Payments applied after Sep 30, 2020 are not included.

### Electric Charges

Energy	638@ 0.095527	\$60.95
Cap. Tax Reform Credit	638@ 0.000446-	\$0.28-
PSCR	638@ 0.004710-	\$3.00-
System Access		\$27.94
Distribution	638@ 0.042472	\$27.10
Dist. Tax Reform Credit	638@ 0.000848-	\$0.54-
Power Plant Securitization	638@ 0.001342	\$0.86
Low-Income Assist Fund		\$0.91

### Total Electric

**\$113.94**

State Sales Tax

**\$6.78**

### Total Energy Charges

**\$120.72**

### Amount Due:

**\$122.43**

by October 22, 2020

If you pay after the due date, a 2% late payment charge  
will be added to your next bill.

Please make any inquiry or complaint about this bill before the due date listed on the front.  
Visit [ConsumersEnergy.com/aboutmybill](http://ConsumersEnergy.com/aboutmybill) for details about the above charges.

## NEWS AND INFORMATION

**ALERT - Beware of phone and email scams regarding utility payments:** Consumers Energy never demands payment using only a prepaid card. Many options at [www.ConsumersEnergy.com/waystopay](http://www.ConsumersEnergy.com/waystopay).

**Understanding Your Electric Bill: Power supply charges** include electric generation and transmission costs based on the amount of kilowatt-hours (kWh) used. Different rates are

charged depending on the time of year and the amount of energy used. Consumers Energy does not make a profit on the cost of fuel or purchased power. More at [www.ConsumersEnergy.com/ratesbiz](http://www.ConsumersEnergy.com/ratesbiz).





8770 UNION CENTRE BLVD  
WEST CHESTER, OH 45069

Rental Agreement #:  
Bill Ref #:  
Invoice Date:  
Account #:

13P659  
9000-4334-3555  
10/05/2020  
DB20003

#### BILLING DETAIL

Description	Qty/Per	Rate	Amount
TIME & DISTANCE	1 DAY	39.00	39.00
TIME & DISTANCE	1 MTH	936.00	936.00
ROADSIDE ASSISTANCE	31 DAY	5.99	185.69
Subtotal			1,160.69
VLF REC	31 DAY	0.43	13.33
SALES TAX	PCT	6.50	76.31

#### BILL TO

GHD SERVICES, INC  
200 W ALLEGAN  
SUITE 300  
PLAINWELL, MI - 49080-1397

#### RENTAL INFORMATION

Date/Time Out  
08/31/2020 10:54 AM

Date/Time In  
09/30/2020 04:37 PM

#### Amount Due (USD)

1,250.33

Individual line item charges such as rental rates for Time and Distance, percentage-based charges (e.g., sales taxes and fees or surcharges), and charges divided between multiple parties may be rounded up or down a whole cent to ensure that the charges equal the actual Total Amount Due and/or to avoid fractional cents.

#### Renter

SCHAPMAN, NICHOLAS

#### RENTAL VEHICLES

Color	License	Model	Unit	Miles/Kms Out In
WHITE	FP71187	ELAN	7TP5QF	18,645 21,621

VIN: 5NPD84LF8LH578937

#### CLAIM INFORMATION

Claim# / PO# / RO#

1121616

Insured

NICHOLAS SCHAPMAN

Date of Loss

Type of Loss

Type of Vehicle

Repair Shop

#### For Billing Inquiries / Payment Terms :

Tel#: +1 8773121083

AskARCanada@ehi.com

Payment Due within 30 days of invoice date

Late payments are subject to a finance charge.

#### ADDITIONAL INFORMATION

MUST INCLUDE PROJECT NUMBER (TASK AND ID#) FOR BUSINESS RENTALS DRIVER'S FIRST AND LAST NAME REQUIRED Nicholas schapman

Thank You For Choosing Enterprise

Please Return This Portion With Remittance

Amount Due (USD)

1250.33

#### Remit To :

ENTERPRISE RENT A CAR CANADA COMPANY  
P.O. BOX 9716  
STATION A  
TORONTO, ON M5W 1-R6

#### Paid By:

GHD SERVICES INC-CDA  
200 W ALLEGAN  
SUITE 300  
PLAINWELL, MI 490801397

Email Remit To: CanadianAR@erac.com

Account #  
DB20003

Rental Agreement  
13P659

Amount  
1250.33

GPBR  
38H2

INVOICE

HISTORICAL ARCHITECT

HOPKINS BURNS

**HopkinsBurns****DESIGN STUDIO**historic preservation   
communities by design4709 North Delhi Road  
Ann Arbor, Michigan 48103**Invoice**City of Plainwell  
Erik Wilson  
211 N. Main Street  
Plainwell, MI 49080

11/30/2020

Invoice # 8170

Project: **Plainwell Mill - Phase 2 Demolition****Professional Services**

Quantity

Amount

Services: through November 2020

Demolition Documents - \$ 49,500

Percent Complete - 100%

Less Amount Billed Previously

Total Fee

49,500.00

-44,550.00

4,950.00

Construction Observation - \$ 8,000 (hourly, estimated)

Tamara E. L. Burns, FAIA

4.5

562.50

Greg Jones, AIA

35.5

3,550.00

Jessica Quijano

2

120.00

Total Fee

4,232.50

Additional Design Work - \$ 4,610 (lump sum)

Percent Complete - 60%

Less Amount Billed Previously

Total Fee

2,766.00

0.00

2,766.00

**Reimbursable Expenses**

20200720 Mileage - Plainwell

131

75.33

20201008-9 Mileage - Plainwell (Split)

167

96.03

20201020 Mileage - Plainwell (Split)

118

67.85

Total Reimbursable Expenses

239.21

**Total****\$12,187.71**

Invoice due upon receipt

*Pre-DEMO  
cost  
not  
in Submittal  
for pay app  
#3*

*- 4950  
\$ 7237.71*

INVOICE

AIR MONITORING  
ANALYTICAL TESTING

Analytical Testing & Consulting  
Services, Inc.

14625 Doster Road  
Plainwell, MI 49080-9145

# Invoice

Date	Invoice #
9/24/2020	5394B-20

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

Project Location
Plainwell Paper

P.O. No.	Terms	Due Date	Project
	Net 30	10/24/2020	

Quantity	Description	Rate	Amount
1	10 Hour Asbestos Air Monitoring 9/8/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/9/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/10/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/11/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/14/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/15/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/16/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/17/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/21/20	600.00	600.00
1	10 Hour Asbestos Air Monitoring 9/22/20	600.00	600.00

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**Total** \$6,000.00

Phone #	Fax #
269-664-6474	269-664-6406



Analytical Testing & Consulting  
Services, Inc.

14625 Doster Road  
Plainwell, MI 49080-9145

# Invoice

Date	Invoice #
10/12/2020	5394C-20

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

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

Project Location
Plainwell Paper

### Plainwell Paper

P.O. No.	Terms	Due Date	Project
	Net 30	11/11/2020	

Quantity	Description	Rate	Amount
1	Asbestos Air Monitoring 10 5 20 10 hours	600.00	600.00
1	Asbestos Air Monitoring 10 6 20 10 hours	600.00	600.00
1	Asbestos Air Monitoring 10 7 20 10 hours	600.00	600.00
1	Asbestos Air Monitoring 10 8 20 8 hours	450.00	450.00
1	Asbestos Air Monitoring 10 9 20 8 hours	450.00	450.00

[illegible]

<b>Total</b>	\$2,700.00
--------------	------------

\$2,700.00

Phone #	Fax #
269-664-6474	269-664-6406

269-664-6474

269-664-6406

Analytical Testing & Consulting  
Services, Inc.

14625 Doster Road  
Plainwell, MI 49080-9145

# Invoice

Date	Invoice #
10/19/2020	5394D-20

Bill To
City of Plainwell 141 N. Main St. Plainwell, MI 49080

Project Location
Plainwell Paper

P.O. No.	Terms	Due Date	Project
	Net 30	11/18/2020	

Quantity	Description	Rate	Amount
1	Asbestos Air Monitoring 8 hour Day 10/12/20	450.00	450.00
1	Asbestos Air Monitoring 10 hour Day 10/13/20	600.00	600.00
1	Asbestos Air Monitoring 8.5 hour Day 10/14/20	500.00	500.00
1	Asbestos Air Monitoring 10 hour Day 10/15/20	600.00	600.00

**Total** \$2,150.00

Phone #	Fax #
269-664-6474	269-664-6406

Analytical Testing & Consulting  
Services, Inc.

14625 Doster Road  
Plainwell, MI 49080-9145

# Invoice

Date	Invoice #
11/4/2020	5394E-20

Bill To
City of Plainwell 141 N. Main St. Plainwell, MI 49080

Project Location
Plainwell Paper

P.O. No.	Terms	Due Date	Project
	Net 30	12/4/2020	

Quantity	Description	Rate	Amount
1	Asbestos Air Monitoring 10-19-20	650.00	650.00
1	Asbestos Air Monitoring 10-20-20	450.00	450.00
1	Asbestos Air Monitoring 10-21-20	650.00	650.00
1	Asbestos Air Monitoring 10-22-20	650.00	650.00
1	Asbestos Air Monitoring 10-23-20	525.00	525.00
1	Asbestos Air Monitoring 10-26-20	650.00	650.00
1	Asbestos Air Monitoring 10-27-20	650.00	650.00
1	Asbestos Air Monitoring 10-28-20	650.00	650.00
1	Asbestos Air Monitoring 10-29-20	650.00	650.00
1	Asbestos Air Monitoring 10-30-20	525.00	525.00

**Total** \$6,050.00

Phone #	Fax #
269-664-6474	269-664-6406

14625 Doster Road  
Plainwell, MI 49080-9145

Date	Invoice #
11/10/2020	5394F-20

City of Plainwell  
141 N. Main St.  
Plainwell, MI 49080

<p>1. <b>NAME</b></p> <p>2. <b>ADDRESS</b></p> <p>3. <b>CITY</b></p> <p>4. <b>STATE</b></p> <p>5. <b>ZIP</b></p> <p>6. <b>PHONE</b></p> <p>7. <b>FAX</b></p> <p>8. <b>E-MAIL</b></p> <p>9. <b>DATE</b></p> <p>10. <b>TIME</b></p> <p>11. <b>REMARKS</b></p>	<p>12. <b>REMARKS</b></p>
---	---------------------------

P.O. No.	Terms	Due Date	Project
	Net 30	12/10/2020	

Quantity	Description	Rate	Amount
1	TEM Analysis 10/21/20	100.00	100.00
1	Shipping Fed X	30.00	30.00

<b>Total</b>	\$130.00
--------------	----------

Phone #	Fax #
269-664-6474	269-664-6406



Analytical Testing & Consulting  
Services, Inc.

14625 Doster Road  
Plainwell, MI 49080-9145

# Invoice

Date	Invoice #
11/10/2020	5394G-20

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

Project Location
Plainwell Paper Mill

P.O. No.	Terms	Due Date	Project
	Net 30	12/10/2020	

Quantity	Description	Rate	Amount
1	Asbestos Air Monitoring 11/2/20	600.00	600.00
1	Asbestos Air Monitoring 11/3/20	600.00	600.00
1	Asbestos Air Monitoring 11/4/20	600.00	600.00
1	Asbestos Air Monitoring 11/5/20	600.00	600.00
1	Asbestos Air Monitoring 11/6/20	450.00	450.00
1	Asbestos Air Monitoring 11/9/20	600.00	600.00
1	Asbestos Air Monitoring 11/10/20	600.00	600.00
1	Asbestos Air Monitoring 11/11/20	600.00	600.00
1	Asbestos Air Monitoring 11/12/20	600.00	600.00

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**Total** \$5,250.00

Phone #	Fax #
269-664-6474	269-664-6406

Analytical Testing & Consulting  
Services, Inc.

14625 Doster Road  
Plainwell, MI 49080-9145

# Invoice

Date	Invoice #
12/11/2020	5394H-20

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

Project Location
Plainwell Paper

P.O. No.	Terms	Due Date	Project
	Net 30	1/10/2021	

Quantity	Description	Rate	Amount
1	Asbestos Air Monitoring 11/30/20	600.00	600.00
1	Asbestos Air Monitoring 12/1/20	600.00	600.00
1	Asbestos Air Monitoring 12/2/20	600.00	600.00
1	Asbestos Air Monitoring 12/3/20	600.00	600.00
1	Asbestos Air Monitoring 12/4/20	600.00	600.00
1	Asbestos Air Monitoring 12/7/20	600.00	600.00
1	Asbestos Air Monitoring 12/8/20	600.00	600.00
1	Asbestos Air Monitoring 12/9/20	600.00	600.00
1	Asbestos Air Monitoring 12/10/20	600.00	600.00
2	TEM Analysis 12/10/20 6 hour TAT	100.00	200.00

**Total** \$5,600.00

Phone #	Fax #
269-664-6474	269-664-6406

# City of Plainwell



“The Island City”

Brad Keeler, Mayor  
Lori Steele, Mayor Pro-Tem  
Todd Overhuel, Council Member  
Roger Keeney, Council Member  
Randy Wisnaski, Council Member

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
Web Address: [www.plainwell.org](http://www.plainwell.org)

---

To: Erik Wilson, Brian Kelley  
From: Robert Nieuwenhuis  
Subject: Water system security  
Date: December/21/2020

This Memo is asking council to approve Fleis & Vandenbrink to complete a Risk and Resilience Assessment and Emergency Response Plan for the EPA for \$11,800.

The EPA is requiring all water systems to have an extensive assessment and plan completed for City's our size by June/30/2021. F & V has completed all the requirements the EPA is asking for, for other City's already and have a team that is experienced in what is required. Once the EPA has approved our plan we will be required to revise and resubmit our plan every five years. With the template F & V will be providing for our initial submittal it will make our every five year revision much easier.

I recommend we allow F & V to complete the EPA requirements for us before the deadline.

DPW Superintendent  
Robert Nieuwenhuis



December 2, 2020

*Via Email: [ewilson@plainwell.org](mailto:ewilson@plainwell.org)*

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

**RE: Scope of Services and Budget  
Water System Risk and Resilience Assessment and Emergency Response Plan  
City of Plainwell, Allegan County, Michigan**

Dear Erik:

Fleis & VandenBrink (F&V) appreciates the opportunity to submit this Scope of Services and Budget estimate to you for conducting the above referenced work. Our relationship with the City of Plainwell (City) and its staff is certain to benefit this project. We are familiar with the City's public water system, as we recently assisted the City with completing a Wellhead Protection Program Plan and Water Asset Management Plan.

Based on our conversations with you, the following outlines our understanding of the work, Scope of Services, and budget.

## Statement of Understanding

It is our understanding that you are requesting we provide this work to facilitate compliance with the America's Water Infrastructure Act (AWIA) of 2018, requirements for Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs).

The following sections outline our proposed scope of services to complete the RRA and the ERP.

## Scope of Services

### Information Gathering

F&V has developed a strategic approach to meet the new requirements, which overlap with older requirements. In addition, your water system has already been taking action to improve the risk and resilience of your system. Our team will begin with a comprehensive review and assessment of your water system's existing compliance with AWIA requirements, including the following documents to be provided by the City:

- Water Asset Management Plan
- Water Reliability Study
- Prior Emergency Response Plan

**2960 Lucerne Drive SE, Suite 100  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005  
[www.fveng.com](http://www.fveng.com)**

- Wellhead Protection Program Plan
- Financial and Administrative Policy Sheet
- Operator Training Plans

## Risk and Resilience Assessment (RRA)

The objective of an RRA is to evaluate the vulnerabilities, threats, and consequences of potential hazards to your water system. Our work will include the AWIA requirements that an RRA assess:

- Risks to the system from malevolent acts and natural hazards
- Resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage, and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system
- Monitoring practices of the system
- Financial infrastructure of the system
- Use, storage, or handling of various chemicals by the system; and
- Operation and maintenance of the system

Additionally, an assessment of capital and operational needs for risk and resilience management for the system may be completed but is not required.

The assessment will be compiled based on the Environmental Protection Agency's (EPA) Guidance for Small Community Water Systems, along with procedures and best practices generally accepted by the industry.

F&V will work with your personnel to assess components of the RRA. To accomplish this, we will moderate three meetings with your team:

- Meeting #1: Characterize critical assets and threats
- Meeting #2: Analyze consequences, vulnerabilities, and threat likelihoods
- Meeting #3: Assess risk and resilience and plan for future preparedness

F&V will review the draft findings of the RRA with City staff and provide a report summarizing the results and supporting documentation. The RRA report will not need to be submitted to the EPA. However, the City will need to certify the completion of the RRA to the EPA.

## Emergency Response Plan

The ERP will be developed based on the EPA guidelines, various guidance documents, procedures, and best practices generally accepted by the industry. The ERP will meet the requirements of the AWIA and include the following EPA requirements:

- Utility Information, including staffing and identification of critical facilities
- Resilience Strategies
- Emergency Plans and Procedures
- Mitigation Actions
- Detection Strategies.

We will review a draft ERP with City staff and provide an updated ERP based on comments. The ERP will not need to be submitted to the EPA. However, the City will need to certify to the EPA that the ERP meets the requirements of the AWIA.

## Schedule

We will initiate work upon your authorization to proceed. Based on the size of your water system, the completion of the RRA must be certified to the EPA by June 30, 2021. Also, AWIA requires drinking water utilities to develop or update their ERPs and submit certification of its completion to the EPA within six months after certification of the RRA.



## Budget

F&V proposes to complete the professional services on a lump sum basis for \$11,800.

The following assumptions have been made in deriving our budget:

- F&V will attend three onsite (or remote, if necessary) meetings with key water system personnel
- Representatives will be readily accessible and available for interviews
- Files will be readily available and accessible
- The optional assessment of capital and operational needs for risk and resilience management for the system will not be completed

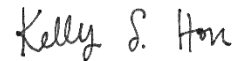
During the completion of work of this nature, unknown conditions may occasionally arise that require additional effort over and above the defined scope of services. F&V will notify you if a change in the scope of services is required.

F&V's professional service fees will be invoiced monthly. However, per your request, we will split up the timing of our services to stretch out the reporting deadlines. This will result in our fees also being spread out with the last invoice in late 2021. Work would be completed under the terms and conditions of our existing Professional Services Agreement. We can begin upon your authorizing the work by signing the last page of this letter and returning it to F&V (attention Ms. Amy Poncato, [aponcato@fveng.com](mailto:aponcato@fveng.com)). This proposal is valid for 90 days.

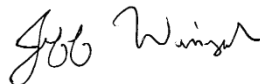
Once again, thank you for this opportunity, and we look forward to working with you. If you need any other information regarding this proposal or any F&V services, please contact me at 517.438.0422 or [khon@fveng.com](mailto:khon@fveng.com).

Sincerely,

FLEIS & VANDENBRINK



Kelly Hon  
Sr. Project Manager



Jeff Wingard  
Project Manager

## Work Authorization

*Fleis & VandenBrink (F&V) is hereby authorized to perform Additional Services as detailed in their letter dated **December 2, 2020**, and authorized under the existing Professional Services Agreement with F&V dated **June 5, 2017**.*

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Erik Wilson, City Manager

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Date



---

Brian Rice, Principal

---

12.02.2020

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Date

# City of Plainwell



“The Island City”

Brad Keeler, Mayor  
Lori Steele, Mayor Pro-Tem  
Todd Overhuel, Council Member  
Roger Keeney, Council Member  
Randy Wisnaski, Council Member

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
Web Address: [www.plainwell.org](http://www.plainwell.org)

---

To: Erik Wilson, Brian Kelley  
From: Robert Nieuwenhuis  
Subject: Water system security  
Date: December/21/2020

This Memo is asking council to approve Perceptive Controls to install door intrusion alarms and a phone line to our current SCADA for \$5650.

The door intrusion alarms will be added to Wells 4 and 7 with a connection to our SCADA. There will also be an additional phone line added to the SCADA. The door alarms will call out normal during work hours and directly call police dispatch with the added line after hours. The door intrusion alarm at the water tower will also be connected to the new phone call out.

I recommend we allow Perceptive Controls to install all the new security equipment to our wells and DPW SCADA.

DPW Superintendent  
Robert Nieuwenhuis



Dec 1, 2020

Dear Mr. Robert Nieuwenhuis,

We are pleased to provide you with a quote for the installation of 4 door intrusion alarm contacts at Well 4 and Well 7. Two doors switches at each. We will also provide a pushbutton on each control panel for alarm disable/1hr reset. The door contacts are commercial grade aluminum w hardened pigtail.

PLC, SCADA & Win911 Programming for the new alarms will be added similar to what was already installed at the Water Tower.

Electrical installation is included. All conduit in the Chemical rooms will be PVC. Piping in other areas will be EMT. No painting of the conduits is included.

We will also provide updated PLC IO drawings for each site.

We can also add voice call out to the Win911 including a usb modem for \$850. This requires installation of an analog phone line near the SCADA pc. (phone line install by others)

Price, Delivery, and Terms

<b>Price:</b>	<b>\$4,800 + \$850 = \$5650</b>
<b>Terms:</b>	50% upon order, 50% upon completion Net 30 Days
<b>Delivery:</b>	We are currently looking at 2-3 weeks ARO
<b>Acceptance:</b>	This proposal remains valid for 30 days.

Please call or email me with any questions, comments or concerns you may have.

Best Regards,  
Ryan Fisher  
Perceptive Controls  
269-207-4287

**To:** Allegan County Cities and Townships  
**From:** Allegan County Equalization  
**Subject:** Allegan County Resolution PA 660 of 2018/Designated Assessor  
**Date:** November 13, 2020

Property Assessing Reform, P.A. 660, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

During the month of October, Township Supervisors were contacted informally to discuss appointing the current Equalization Director, Matt Woolford as the Designated Assessor for the County. This was generally seen as the most cost effective, local, and logical approach from a few options discussed internally at the County. The majority of Supervisors and Managers indicated support for this approach conceptually.

The following resolution, draft agreement, discussion of the options, and compilation of supporting documentation from the State have been prepared to provide additional context and background information for the Board and local units to reference going forward:

**Attachment 1** - Allegan County Resolution of PA 660 of 2018:

**Attachment 2** – Interlocal Agreement and Designated Assessor Contract

Local units are asked to approve the agreement and return it to the County by December 18, 2020, to:

Robert J. Sarro, County Administrator  
3283 122<sup>nd</sup> Avenue  
Allegan, MI 49070  
Email: [administration@allegancounty.org](mailto:administration@allegancounty.org)

**Attachment 3** – State Tax Commission Materials:

- What is Property Assessing Reform?
- Property Assessing Reform: Designated Assessor
- Property Assessing Reform Scenarios
- How are Villages Affected by Property Assessing Reform?
- What Can Local Units Do to Prepare for Assessing Reform?
- Combining Boards of Review
- Interlocal Agreement and Designated Assessor Checklist

**Attachment 4** – Act No. 660 Public Acts of 2018

**Attachment 5** – Property Assessing Reform Frequently Asked Questions

**Attachment 6** – State Tax Commission Bulletin 8 of 2020: Audit Process and Designated Assessor



S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**DESIGNATED COUNTY ASSESSOR AGREEMENT**

**WHEREAS**, in accordance with Public Act 660 of 2018 (Property Assessing Reform), each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor (CDA); and

**WHEREAS**, on September 24, 2020, the Board discussed options permissible under the Act for establishing an assessor; and.

**WHEREAS**, naming the County's Equalization Director as the CDA provides a no cost solution for assessing districts and the County unless services are requested or become required under the Act in which case the appropriate fees shall be charged to the assessing district at that time; and

**WHEREAS**, the Supervisor or City Manager of each assessing district was contacted and a majority were found to be in support of naming the Allegan County's Equalization Director as the CDA.

**THEREFORE BE IT RESOLVED** that the Board designates the County Equalization Director, currently Matt Woolford, as the CDA; and

**BE IT FURTHER RESOLVED** the County Administrator, Robert J. Sarro, is authorized to enter into the interlocal agreement on behalf of the Board of Commissioners; and

**BE IT FURTHER RESOLVED** that upon receiving the signatures of a majority of assessing districts within Allegan County, the County Administrator is authorized to submit the interlocal agreement to the State Tax Commission for final approval; and

**BE IT FINALLY RESOLVED** the County Administrator is authorized to sign any necessary documents on behalf of the County to complete this action.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: November 5, 2020

cc: Admin. - Finance - Human Resources

# **Interlocal Agreement and Designated Assessor Contract**

## **ALLEGAN COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the County of Allegan, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), and Allegan Township, Casco Township, Cheshire Township, Clyde Township, Dorr Township, Fillmore Township, Ganges Township, Gun Plain Charter Township, Heath Township, Hopkins Township, Laketown Township, Lee Township, Leighton Township, Manlius Township, Martin Township, Monterey Township, Otsego Township, Overisel Township, Salem Township, Saugatuck Township, Trowbridge Township Township, City of Allegan, City of the Village of Douglas, City of Fennville, City of Otsego, City of Plainwell, City of Saugatuck, City of South Haven, City of Wayland, each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

**WHEREAS**, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020 (“Designated Assessor”); and

**WHEREAS**, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

**WHEREAS**, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

### **A. Background Information**

#### **1. Name of the County and proposed Designated Assessor:**

This Interlocal Agreement involves the County of Allegan, Michigan and all of its local governmental assessing districts. The Allegan County Board of Commissioners, as the administrative and legislative body of the County by state Constitution and statute, agrees to provide Designated Assessing Services for the County of Allegan. The Allegan County Board of Commissioners appoints Matthew Woolford to serve as the Designated Assessor for Allegan County, in his capacity as an employee working in Allegan County’s Equalization Department.

## **2. Identification of all the Assessing Districts within the County:**

Allegan Township, Casco Township, Cheshire Township, Clyde Township, Dorr Township, Fillmore Township, Ganges Township, Gun Plain Charter Township, Heath Township, Hopkins Township, Laketown Township, Lee Township, Leighton Township, Manlius Township, Martin Township, Monterey Township, Otsego Township, Overisel Township, Salem Township, Saugatuck Township, Trowbridge Township, Valley Township, Watson Township, Wayland Township, City of Allegan, City of the Village of Douglas, City of Fennville, City of Otsego, City of Plainwell, City of Saugatuck, City of South Haven, City of Wayland.

## **3. Current Stated Equalization (“SEV”) values in the County by class, including special act values. Total number of parcels in the County, by classification, including special act rolls, within each Assessing District:**

### **(A.) Real Property SEV, as of 2020 March BOR:**

<b>Real Property Class</b>	<b># Parcels</b>	<b>2020 SEV</b>
Agricultural	5,221	854,234,862
Commercial	2,893	542,530,983
Industrial	890	280,551,750
Residential	54,389	5,212,311,205
Total Real Property	63,411	6,893,397,900

### **(B.) Personal Property, as of 2020 March BOR:**

<b>Personal Property Class</b>	<b># Parcels</b>	<b>2020 SEV</b>
Agricultural Personal	-	
Commercial Personal	3,223	68,181,275
Industrial Personal	277	85,715,350
Utility Personal	291	190,292,023
Total Personal Property	3,791	344,187,648

### **(C.) Equivalent State Equalized Value of Special Acts as of 2020 March BOR:**

- Industrial Facilities Exemption (Act 198 of 1974)--\$421,968,800; 618 Parcels
- Commercial Rehabilitation Act Roll (PA 210 of 2005)--\$868,500; 1 Parcel
- Commercial Redevelopment Act Roll (PA 255 of 1978)--\$2,023,400; 2 Parcels
- DNR-PILT Rolls--\$13,529,900; 103 Parcels

**4. List of any unique, complex or high value properties within the County:**

LG Chem Michigan Inc	28,741,400
Haworth	23,153,700
Consumers Energy	21,666,300
Perrigo	20,553,900
Michigan Electric Transmission Co	16,313,100
Compact Power Inc	15,862,300
Lakeshore Dunes LLC	11,070,000
Pakerland-Plainwell	9,848,600
Challenge Manufacturing	7,682,400
Gen 123 Properties	7,526,800

**5. Length of the agreement:**

Term of Designation. If approved by the State Tax Commission, the Allegan County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation, provided he remains employed with Allegan County. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Section 6, below.

Once an Assessing District is under contract with the County for Designated Assessor services, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

**6. Revocation of Designation by State Tax Commission:**

The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

- (i) if the County Designated Assessor dies or becomes incapacitated;
- (ii) if the County Designated Assessor employment status materially changes or is terminated; or
- (iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a) and approved by the State Tax Commission.

**7. Agreement effective date:**

January 1, 2021.

**8. Place of performance of duties:**

Performance of duties shall be conducted through the Allegan County Equalization Department from its office located at:

Allegan County Equalization Department  
3283 122<sup>nd</sup> Avenue  
Allegan, MI 49010

**B. Qualifications of Proposed Designated Assessor:**

**1. Current assessor certification level and number:**

Michigan Master Assessing Officer R-6481

**2. Identification of current employment status and specific assessing or equalization Responsibilities:**

The herein named Designated assessor, Matthew Woolford, is currently employed by Allegan County as the Equalization Director. In his role as Director, he oversees staff performing appraisals on commercial, industrial, and agricultural properties. He assists with many and various questions from Allegan County Assessors and from Allegan County Equalization Department's employees.

**3. Description of prior local unit assessing experience of the proposed Designated Assessor:**

Prior work included serving as Appraiser for Bedford Township, Monroe County, Appraiser for the City of East Grand Rapids, Assessor for the City of East Grand Rapids, Director of Property Description and Mapping in Kent County, Deputy Director of Equalization for Kent County, and Director of Equalization for Kent, Montcalm, and Allegan counties.

**4. Conflict of interest disclosures:**

None.

**C. Scope of Services Provided by the Allegan County Board of Commissioners upon default or surrender of an Assessing District to the Designated Assessor:**

**1. General Agreement:**



Upon default or surrender of an Assessing Districts property assessment program to Allegan County's Designated Assessor, the Allegan County Board of Commissioners agrees to provide a property assessment administration program for the Assessing Districts. The program will be administered by the herein named Designated Assessor, who will list, approve and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements and exempt properties within the corporate limits of the local unit. Allegan County agrees to perform the following services through its employees and provide the materials set forth herein:

- a. **Scope of service** – To correct all deficiencies found in the State Tax Commission audit. To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property, which lies within the corporate boundaries of the Assessing District. To process accurately all assessable personal property that is in the Assessing District. To use the methods prescribed by the Michigan State Tax Commission, in the Audit of Minimum Assessing Requirements (AMAR). Approximately twenty percent (20%) of the parcels in the Assessing District will be inspected and reappraised each year, so that each parcel in the Assessing District is inspected and reappraised approximately once every five (5) years. The Designated Assessor will provide an assessment roll as required. The final factor will be determined by the action of the Assessing District's Board of Review, the Allegan County Equalization Department and the process of state equalization, as determined by the State Tax Commission.
- b. **Qualified staff** - All Allegan County employees engaged in the performance of this Agreement shall be professional in manner and appearance and be trained and qualified in property appraisal techniques. The assessment roll will be certified by the Designated Assessor.
- c. **Equipment and supplies** – The Assessing District will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.
- d. **Maps and records** - The Assessing District shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data, which may be of use in making the appraisal, without cost to Allegan County. Allegan County has implemented a GIS system in which mapping data are maintained for all parcels in Allegan County.
- e. **Appraisal manuals/schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.
- f. **Record cards** – The master file shall be the property of the Assessing District. Allegan County will maintain the master file at the Allegan County offices with access available to the Assessing District. Real property printed records, if any, will be located at the Assessing District offices. Personal property printed records will be located at the Assessing District offices.

- g. Conduct of operations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Allegan County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees will be assigned by the Equalization Director to maintain limited office hours at the Assessing District Offices to conduct their duties, interact with Assessing District staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. The Assessing District will provide adequate office area and operational infrastructure such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Allegan County information protocols and standards.

When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Allegan County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the Assessing District on the computer equipment owned by Allegan County will be coordinated with a representative of the Information Services Department of the County to avoid conflicts in configuration and application issues.

- h. Property owner notification and official statements** – It shall be the responsibility of the Designated Assessor to notify the property owners of increased assessed and taxable values, as provided by law, as well as distribute personal property statements and other official forms. The Assessing District shall pay charges from the service company for printing these notifications and statements.
- i. Assessment roll** – the Designated Assessor shall prepare the assessment roll and certify it for the Assessing District in a timely manner.
- j. Board of review** – Allegan County staff will advise and assist the Assessing District's Board of Review in preparing for, conducting and implementing any changes resulting from the required meeting of the Board.
- k. Appeals** - The Designated Assessor, or representative, shall represent the Assessing District in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The Assessing District shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses, which may be incurred by Allegan County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions, shall be paid by the Assessing District provided that the Designated Assessor, seeks and obtains approval from the Assessing District prior to incurring such costs or expenses. Additionally, should this Agreement be terminated, the County, or designated representative, shall represent the Assessing District in all property assessment appeals and in proceedings

filed during the existence of this Agreement. The fee shall be \$80.00 per hour for preparation, appearance, and travel after termination of the Agreement.

- l. Computerized appraisals and information technology** – Allegan County will provide staff, equipment and software to maintain electronic property records using a computer-assisted mass-appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software, shall be prescribed by the County and will be compatible with applications currently in use by the Assessing District. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information shall adhere to the requirements and specifications of Allegan County. The records will be utilized for annual valuation updates. The County will ensure that the assessment records reflect the property's true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.
- m. Geographical information systems** – The Designated Assessor and the Assessing District shall utilize Allegan County's geographical information system in conjunction with the local unit geographic information system of record in implementing this Agreement.
- n. Special Assessments** - Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by the Designated Assessor when formally requested at a fee of \$55.00 per hour.
- o. Responsibilities of the Designated Assessor while not acting as an assessor of record of an Assessing District under this contract**-The Designated Assessor shall have no responsibilities during the period in which they are not acting as the Designated Assessor for an assessing district within the county.
- p. Requirement to remain certified and in good standing** -The Designated Assessor is required to remain certified at the Master Assessing Officer level by the State Tax commission and in good-standing.

#### **D. Cost and Compensation for Designated Assessor:**

##### **1. Payment for Services Provided:**

- a. General tax roll maintenance services:** Except as otherwise provided, payment to County for Designated Assessor services provided under this agreement shall be set at \$30 per parcel for 2021 and shall increase each year on January 1 by the Consumer Price Index as utilized by the State Tax Commission through the life of this contract. Parcel count will be determined each year as of the March Board of Review and will include all active parcels. In the unlikely event an immediate reappraisal of a class of property is required, there will be an additional charge of \$60 per parcel. The County will submit

monthly invoices on the first day of each month. The monthly invoices from the County will be processed and paid by the Assessing District in accordance with standard Assessing District procedures.

- b. **Retainer:** The County will not charge an annual retainer for Designated Assessor Services to Allegan County Assessing Districts. Charges will only incur once an Assessing District turns over Assessment Administration duties to the Designated Assessor.

## **2. County expenses:**

The County will additionally be reimbursed on a monthly basis for the reimbursable expenses related to Designated Assessor Services in a not-to-exceed annual amount of \$10,000. All expenses will be billed to the Assessing District in such detail and/or with sufficient supporting documentation, as may be reasonably required by the Assessing District. Reimbursable expenses may include items such as office supplies, assessing forms, printing, publishing, postage, mileage and other costs agreed to prior to invoicing. Reimbursable expenses may also include budgeted certifications, memberships, professional development, mileage. Travel costs as agreed in advance of training will also be reimbursed.

## **3. Independent contractor:**

At all times and for all purposes under this Agreement, the relationship of Allegan County to the Assessing District shall be that of an independent contractor. All employees of Allegan County, who perform services under this Agreement, shall be and remain employees of Allegan County, subject to the discipline, supervision, direction, policies and control of Allegan County, the Allegan County Administrator, and the Equalization Director.

## **4. Indemnification and hold harmless:**

Each party shall indemnify and hold the other party harmless from claims, which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

## **5. Insurance:**

Each party shall assume responsibility for its own insurance coverage, and hold the other harmless from providing any and all insurance coverage, appropriate to this Agreement.

## **6. Term of agreement:**

This cost and compensation agreement between the Assessing District and the Allegan County Board of Commissioners for Designated Assessor Services shall be determined by the date the Assessing District's Assessment Administration Services are assumed by the Designated Assessor. This Agreement shall continue in effect for five years from the effective date of this agreement. Unless earlier times are agreed to by the State Tax Commission and the Designated Assessor, an Assessing District that is under contract with a Designated Assessor under this subsection may

petition the State Tax Commission no sooner than 3 years after commencement of the contract to end its contract with the Designated Assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract. The State Tax Commission shall approve termination of a contract under this subdivision if it determines that the Assessing District can achieve and maintain substantial compliance with the requirements of MCL 211.10g(1) using a different assessor of record. It may be renewed thereafter for one (1) additional three (3) year term, by mutual written agreement of the parties, entered into not later than February 1, of the fifth year.

## **7. Miscellaneous:**

- a. **Section headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
- b. **Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- c. **Entire agreement and amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.
- d. **Successors and assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.
- e. **Terms and conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.
- f. **Execution of counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
- g. **No Third Party or Release of Immunity.** This Agreement does create a joint venture and is not enforceable by third parties, nor does it in any way waive or release the governmental and officer immunities of either the County, Assessing Districts or Designated Assessor, all such rights being reserved.



**Signature of the Designated Assessor, the County Administrator on behalf of the County Board of Commissioners, Township Supervisors and City Managers within Allegan County**

**IN WITNESS WHEREOF**, the authorized representatives of the Parties hereto have fully executed this instrument.

**DESIGNATED ASSESSOR**

\_\_\_\_\_  
Matthew Woolford, Equalization Director

\_\_\_\_\_  
Date

**COUNTY OF ALLEGAN**

\_\_\_\_\_  
Robert J. Sarro, County Administrator  
On Behalf of the County Board of Commissioners

\_\_\_\_\_  
Date

**NAME OF LOCAL UNIT OF GOVERNMENT:**

\_\_\_\_\_

**SIGNATURE ON BEHALF OF LOCAL UNIT OF GOVERNMENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name:

Title:



'5 HJW a Ybh'

## What is Property Assessing Reform?

The Michigan Department of Treasury is pleased to present the first in a series of information materials to assist assessors and local units in understanding the changes enacted in P.A. 660 of 2018, commonly referred to as Property Assessing Reform.

The purpose of this document is to provide a high level overview of P.A. 660 of 2018. In its simplest form, P.A. 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

What do local units and Assessors need to know now?

1. The majority of the provisions in the Act do not go into place until 2022.
2. Local units can begin to prepare now by ensuring they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. This topic will be addressed in more detail in a future presentation.
3. The Designated Assessor provision does not mandate that all assessors be an Advanced or Master Level and it does not mandate Countywide Assessing. More information on the Designated Assessor will be provided in a future presentation.
4. The provision to allow Boards of Review to combine went into effect with the 2019 year. The Cities or Townships that want to combine their Boards of Review must be contiguous and must still meet the statutory provisions regarding size, composition and manner of appointment of the Board of Review.
5. The State Tax Commission will be working to develop rules, guidelines and issue Bulletins to address provisions in the Act.
6. Updates on Property Assessing Reform will be published on the State Tax Commission's website at [www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission) and a dedicated email address has also been established for questions regarding Property Assessing reform. Questions on Property Assessing Reform can be emailed to [AssessingReformQuestions@michigan.gov](mailto:AssessingReformQuestions@michigan.gov).



# Property Assessing Reform: Designated Assessor

One of the most complex provisions within P.A. 660 is the Designated Assessor. This document will provide a high level overview of the Designated Assessor requirement and what it is and isn't.

What is the Designated Assessor? The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

Who are the Designated Assessors? The statute provides the process for determining who the Designated Assessors will be. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over assessor for local units. While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

The Act contains a number of specific detailed provisions regarding the Designated Assessor including how long they serve, what happens in the case of a Designated Assessor that can no longer serve and appeal processes for local units regarding substantial compliance. Those provisions will be discussed in much more detail in future publications and in STC Bulletins, Guidelines and Rules.



# Property Assessing Reform Scenarios

In order to help assessors and local units better understand Property Assessing Reform, we have put together several scenarios that represent various situations that occur within your local unit our County. These scenarios are representative of situations under PA 660 and do not represent all possible outcomes. Specific questions can be directed to the Property Assessing Reform email at [AssessingReformQuestions@michigan.gov](mailto:AssessingReformQuestions@michigan.gov).

## **Scenario 1**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

## **Scenario 2**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies that extends beyond one year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2025, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

## **Scenario 3**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.

- Within 30 days after receiving a notice of noncompliance, the assessing district files a written petition with the STC challenging the determination.
- The STC arbitrates the dispute based on documented facts.
- The STC finds that the assessing district is substantial compliance. No corrective action plan or follow-up is required.

#### **Scenario 4**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 30 days after receiving a notice of noncompliance, the assessing district files a written petition with the STC challenging the determination.
- The STC arbitrates the dispute based on documented facts.
- The STC finds that the assessing district is not in substantial compliance.
- The assessing district files a corrective action plan within 60 days of the notice of the results of arbitration from the STC.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

#### **Scenario 5**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- Within 60 days, the assessing district elects to contract with the designated assessor for the county to serve as the district's assessor of record.
- SEE DESIGNATED ASSESSOR SCENARIO.

#### **Scenario 6**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.



- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- Within 60 days, the assessing district amends the corrective action plan to provide that the assessing district will employ or contract with a new assessor of record, who is an advanced assessing officer or a master assessing officer.
- Within 60 days of filing the amended corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2025, the STC conducts a second follow-up review with the assessing district.
- The deficiencies have been found to be corrected and within 90 days of the follow-up review the STC issues a notice of substantial compliance. No further follow-ups are required.

### **Scenario 7**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- The STC immediately requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

### **Scenario 8**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2024, the STC conducts an initial follow-up review with the assessing district.
- The deficiencies have been found not to be corrected and within 90 days of the follow-up review the STC issues a notice of noncompliance.
- Within 60 days, the assessing district amends the corrective action plan to provide that the assessing district will employ or contract with a new assessor of record, who is an advanced assessing officer or a master assessing officer.
- Within 60 days of filing the amended corrective action plan, the STC approves the plan for correcting deficiencies.

- No earlier than May 1<sup>st</sup> and no later than September 1<sup>st</sup> of 2025, the STC conducts a second follow-up review with the assessing district.
- The second follow-up review results in a notice of noncompliance. The STC requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

### **Scenario 9**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- The assessing district fails to file an acceptable corrective action plan with the STC within 180 days following the notice of noncompliance.
- The STC immediately requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

### **Scenario 10**

- STC determines that the assessing district is not in substantial compliance for the 2023 assessment roll. A notice of noncompliance is provided to the assessing district.
- Within 60 days of receiving a notice of noncompliance, the assessing district develops a corrective action plan to address the deficiencies within 1 year.
- Within 60 days of filing the corrective action plan, the STC approves the plan for correcting deficiencies.
- The assessing unit fails to make a good-faith effort to implement the corrective action plan within 240 days of the notice of noncompliance.
- This failure is likely to result in assumption of the assessing district's assessment roll.
- The STC immediately requires the assessing district to contract with the designated assessor.
- SEE DESIGNATED ASSESSOR SCENARIO

### **DESIGNATED ASSESSOR SCENARIO**

- The STC requires the assessing district, or the local unit elects to, contract with the designated assessor.
- The designated assessor is contracted to be the assessor of record for the assessing district.
- Unless earlier times are agreed to by the STC, the designated assessor or the assessing district may petition the STC to end its contract with the designated assessor no sooner than three years after commencement of the contract.
- No sooner than five years after the commencement of the contract, the designated assessor, or the assessing district may terminate the contract, subject to STC approval.
- The STC shall approve termination of a contract if it determines that the assessing district can achieve and maintain substantial compliance using a different assessor of record.



## How are Villages Affected by Property Assessing Reform?

P.A. 660 made the following change to the way Villages are assessed. MCL 211.10d was modified to reflect the following:

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts.

Specifically this change indicates that a Village that is located in more than one assessing district may request the STC to approve that the assessing for the Village be combined with the assessing of property in one of the local units, thereby eliminating the need for the Village to be assessed in two or more different local units and potentially by two or more different assessors.

Does this require Villages to hire their own assessor? No. This change is only for those Villages with property in more than one assessing district and only if the Village wants to make a change. It does not affect a Village with property located solely within one assessing district and again this is not a mandated change.

Can a village located in more than one County take advantage of this? Yes. Please contact the STC for more information on filling out Form 5689 and what documentation must be submitted.

Villages who are interested in making this change must fill out Form 5689 and submit that to the State Tax Commission for their approval. This application must be filled out in its entirety and must include a resolution approved by the receiving assessing district and the village approving the assessment of the village property in one of the assessing districts. The resolution must state the name of the assessing district that will assume responsibility for the assessment of all of the Village property.

Questions can be submitted to the Assessing Reform Email at [AssessingReformQuestions@michigan.gov](mailto:AssessingReformQuestions@michigan.gov).



# What Can Local Units Do to Prepare for Assessing Reform?

As has been discussed in other Topics, P.A. 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

These statutory changes make it even more important that local unit officials take a proactive role in assessment administration and work with their assessor to ensure proper assessing. The local unit board or council is responsible for making certain the local unit's assessing is meeting state requirements.

Local units can begin to prepare now by ensuring they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. The AMAR form is available on the State Tax Commission website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)) under the AMAR tab and provides links to the statutory or STC requirements.

Officials should not wait until they're faced with the audit of their assessing practices to start thinking about assessing and property taxes. Making an effort today will not just give your local unit a better chance of passing the AMAR with flying colors.

Officials must first make sure that their local unit employs an assessor who is certified at the proper level for their unit. Assessors must be certified through the STC and can achieve three levels: Michigan Certified Assessing Officer, Michigan Advanced Assessing Officer and Michigan Master Assessing Officer. The STC requires local units to have assessors at a certain level, based on the state equalized value of their property tax roll. Specific information regarding those levels is available on the STC website.

Some assessors work for multiple local units. While this is a common practice, especially in rural areas, Townships and Cities should monitor how many units their assessors are assessing. Even if they are within the state's limits for units they can assess, Townships and Cities need to ensure you are receiving the highest quality work from your assessor. Quality, thorough work must be the priority in hiring an assessor, not the price.

Once the assessor is employed, make sure they have all of the tools and funding necessary. A local unit must budget for resources to meet all state requirements, as well as a salary high enough to keep a quality assessor.

As the employer, local units should set annual benchmarks with their assessors and make sure they're being met. Officials should ask questions, such as whether the assessor

visited 20% of the local unit's properties this year or if the assessment roll was certified on time. One way to do this is setting aside time at meetings regularly to get reports from the assessor. Townships and Cities should review with their assessor the Supervising Preparation of the Rolls document (found on the STC website) to ensure the requirements are being met. They should also review the AMAR document prior to the audit to ensure all requirements are being met.

If your local unit's elected officials are unfamiliar with the assessing process, invite your assessor to give a presentation at a meeting, which will help gain insights that are valuable to their work for the local unit.

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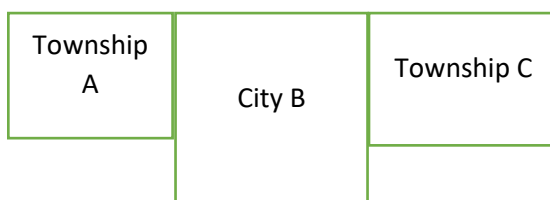
## Combining Boards of Review

As has been discussed in other Topics, P.A. 660 provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also made changes to the way Boards of Review operate including requiring training and allows for Boards of Review to be combined across contiguous local units:

The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection. (MCL 211.28(6))

In order for Boards to combine and act as a single Board of Review, several conditions must be met. First, the local units must be contiguous. Contiguous is defined as local units that touch or abut each other, this can be on the side, top, bottom or corner. Can three local units be “chained” and act as a single Board of Review? Yes, in this situation you may have three local units in this configuration:



The City Council or Township Board of each local unit must agree and take formal action to approve to combine their Boards of Review. As long as all local units involved agree and take formal action to approve, the units can combine to operate as a single Board of Review.

In our three local unit example above, this would require the appointment of a single Board of Review made up of three members. Using the provisions of MCL 211.28(1) to (5) as a guide, at least 2/3 of the members must be taxpayers of local units A, B and/or C. The following three examples are used to demonstrate some, but not all, of the possible scenarios for a single Board of Review:

- Example 1: Combined Board of Review has one member from Township A, one member from City B and one member from Township C
- Example 2: Combined Board of Review has two members from Township A and one member from City B
- Example 3: Combined Board of Review has one member from City B, one member from Township C and one member that is not a taxpayer of any of the combined local units

The combined Board of Review must also follow these requirements:

- Members appointed to the Combined Board of Review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year.
- A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy.
- At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the Combined Board of Review.
- If 3, 6, or 9 electors are appointed, the membership of the Combined Board of Review must be divided into Board of Review committees consisting of 3 members each.
- Not more than 2 alternate members may be appointed for the same term as regular members of the Combined Board of Review.

## **Interlocal Agreement and Designated Assessor Contract Checklist**

This Interlocal Agreement and Designated Assessor Contract Checklist is provided to serve as a guide to assist counties in complying with the requirements found in the General Property Tax Act of 1893, as amended by Public Act 660 of 2018, and State Tax Commission guidance. The items below are illustrative of the information the State Commission will review and consider in approving a Designated Assessor. These items should not be considered an exhaustive list.

### **Background Information**

- ☐ Name of the county and proposed Designated Assessor
- ☐ Identification of all the assessing districts within the county
- ☐ Current SEV County totals by class, including special act values
- ☐ Total number of parcels, by classification, including special act rolls, within each local unit
- ☐ List of any unique, complex or high value properties within the County
- ☐ Length of the agreement
- ☐ Agreement effective date
- ☐ Place of performance of duties
- ☐ Signature of the Designated Assessor, the majority of County Board of Commissioners, and a majority of Township Supervisor or City Manager within the county

### **Qualifications of Proposed Designated Assessor**

- ☐ Current assessor certification level and number
- ☐ Identification of current employment status and specific assessing or equalization responsibilities
- ☐ Description of prior local unit assessing experience of the proposed Designated Assessor
- ☐ Conflict of interest disclosures

### **Scope of Services Provided by Designated Assessor**

- ☐ Preparation of assessment rolls – satisfaction of Supervising Preparation of Assessment Roll
- ☐ Plan to correct deficiencies found in audit - timeline for delivery of documents and execution of forms
- ☐ Attendance at Boards of Review meetings
- ☐ Duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, appeals filed with the Michigan Tax Tribunal
- ☐ Reporting requirements and responsibility to meet with local unit officials
- ☐ Any and all obligations of local unit assessing staff members
- ☐ Responsibilities of Designated Assessor during the period in which they are not acting as an assessor of record for an assessing district within the county
- ☐ Requirement to remain certified and in good-standing
- ☐ Non-exclusivity of assessing services, if applicable

### **Duties and Responsibilities for Local Unit Contracting with Designated Assessor**

- ☐ Providing the Designated Assessor with reasonable access to records, documents, databases and information
- ☐ Advise Designated Assessor of any applicable policies and procedures including technology, equipment, facility, etc.

### **Cost and Compensation for Designated Assessor**

- ☐ Payment terms and fee structure (i.e., payor, timeline for payment or payments, reimbursement terms if the county pays the retainer upfront, hourly rate, dollar/parcel, amount/assessed value)
- ☐ Payment responsibility (i.e., county or assessing district) for when Designated Assessor acting as assessor of record
- ☐ Retainer or base rate information, if applicable
- ☐ Payment in the event of death or disability of the proposed Designated Assessor
- ☐ Cost reimbursement for when the Designated Assessor is acting as assessor of record
- ☐ Identification of payment of certain costs including appraisal, expert witness or attorney fees related to MTT appeals, and employing additional assessing staff to bring assessing unit into compliance

# Attachment 4

Act No. 660  
Public Acts of 2018  
Approved by the Governor  
December 28, 2018  
Filed with the Secretary of State  
December 28, 2018  
EFFECTIVE DATE: December 28, 2018

## **STATE OF MICHIGAN 99TH LEGISLATURE REGULAR SESSION OF 2018**

Introduced by Rep. Lower

# **ENROLLED HOUSE BILL No. 6049**

AN ACT to amend 1893 PA 206, entitled “An act to provide for the assessment of rights and interests, including leasehold interests, in property and the levy and collection of taxes on property, and for the collection of taxes levied; making those taxes a lien on the property taxed, establishing and continuing the lien, providing for the sale or forfeiture and conveyance of property delinquent for taxes, and for the inspection and disposition of lands bid off to the state and not redeemed or purchased; to provide for the establishment of a delinquent tax revolving fund and the borrowing of money by counties and the issuance of notes; to define and limit the jurisdiction of the courts in proceedings in connection with property delinquent for taxes; to limit the time within which actions may be brought; to prescribe certain limitations with respect to rates of taxation; to prescribe certain powers and duties of certain officers, departments, agencies, and political subdivisions of this state; to provide for certain reimbursements of certain expenses incurred by units of local government; to provide penalties for the violation of this act; and to repeal acts and parts of acts,” by amending sections 10d, 10e, and 28 (MCL 211.10d, 211.10e, and 211.28), section 10d as amended by 1984 PA 19, section 10e as added by 1986 PA 223, and section 28 as amended by 2006 PA 143, and by adding section 10g.

*The People of the State of Michigan enact:*

Sec. 10d. (1) The annual assessment of property shall be made by an assessor who has been certified as qualified by the state tax commission as having successfully completed training in a school of assessment practices or by the passage of a test approved by the state tax commission and conducted by the state tax commission or an agency approved by the state tax commission that will enable the individual to properly discharge the functions of the office. The school shall be established by an approved educational institution in conjunction with the state tax commission and be supervised by the state tax commission and its agents and employees. The state tax commission may determine that a director of a county tax or equalization department or an assessor who has not received the training possesses the necessary qualifications for performing the functions of the office by the passage of an approved examination.

(313)



(2) The state tax commission may also grant a conditional 6-month certification to a newly elected assessing officer or an assessing officer appointed to fill an unexpired term if all of the following criteria are met:

(a) The newly elected or appointed assessing officer applies for certification and pays the required filing fee.

(b) The governing body of the assessing district requests the state tax commission to conditionally certify the newly elected or appointed assessing officer.

(c) The newly elected or appointed assessing officer or the governing body of the assessing district submits a statement outlining the course of training he or she plans to pursue.

(d) The period of time for which the conditional certification is requested does not exceed 6 months after the date that he or she assumes office.

(3) Conditional certification under subsection (2) shall not be granted for any assessing district more than once in 4 years.

(4) Conditional certification under subsection (2) shall only be granted to a newly elected or appointed assessing officer in an assessing district that does not exceed a total state equalized valuation of \$125,000,000.00.

(5) Upon presentation of evidence of the successful completion of the qualifications, the assessor shall be certified as qualified by the state tax commission.

(6) An assessing district that does not have an assessor qualified by certification of the state tax commission may employ an assessor so qualified. If an assessing district does not have an assessor qualified by certification of the state tax commission, and has not employed a certified assessor, the assessment shall be made by the county tax or equalization department or the state tax commission and the cost of preparing the rolls shall be charged to the assessing district.

(7) Every lawful assessment roll shall have a certificate attached signed by the certified assessor who prepared or supervised the preparation of the roll. A village that is located in more than 1 assessing district may, in a form and manner prescribed by the state tax commission, request state tax commission approval that the assessment of property within the village be combined with the assessment of property in 1 of those assessing districts. A certificate attached to an assessment roll pursuant to this subsection shall be in the form prescribed by the state tax commission. If after completing the assessment roll the certified assessor for the assessing district dies or otherwise becomes incapable of certifying the assessment roll, the director of the county tax or equalization department or the state tax commission shall certify the completed assessment roll at no cost to the assessing district.

(8) The assessing district shall assume the cost of training, if a certification is awarded, to the extent of course fees and recognized travel expenditures.

(9) An assessor who certifies an assessment roll over which he or she did not have direct supervision is guilty of a misdemeanor.

(10) The state tax commission shall promulgate rules for the issuance or revocation of certification.

(11) The director of a county tax or equalization department required by section 34 of this act shall be certified by the state tax commission at the level determined to be necessary by the state tax commission before being appointed by the county board of commissioners pursuant to section 34 or before performing or, after March 29, 1985, continuing to perform, the functions of the director of a county tax or equalization department. The state tax commission may grant a conditional extension of 12 months to an individual who is serving as the director of a county tax or equalization department on March 29, 1985 if all of the following conditions are satisfied:

(a) At the time of applying for certification the individual is currently certified at not less than 1 level below the level required by the state tax commission for that county.

(b) The individual applies for certification and pays the required fee.

(c) The county board of commissioners requests the state tax commission to grant the extension.

(d) The individual submits a statement to the state tax commission outlining the course of study he or she intends to pursue to obtain certification.

(12) The state tax commission may grant an additional 6-month extension to the conditional extension described in subsection (11) if the extension is requested by the county board of commissioners and the applicant demonstrates satisfactory progress in the course of study outlined to the state tax commission under subsection (11). In a county in which a vacancy has been created in the position of director of a county tax or equalization department and in which the position was previously filled by an individual certified at the level required by the state tax commission pursuant to this subsection, an individual certified at 1 level below the level required by the state tax commission pursuant to this subsection may serve in the position for 12 months after the vacancy has been created.

Sec. 10e. All assessing officials whose duty it is to assess real or personal property on which real or personal property taxes are levied by any taxing unit of the state shall use only the official assessor's manual or a manual approved by the state tax commission consistent with the official assessor's manual, with their latest supplements, as prepared or approved by the state tax commission as a guide in preparing assessments. Beginning with the tax

assessing year 1978, all assessing officials shall maintain records relevant to the assessments, including appraisal record cards, personal property records, historical assessment data, tax maps, and, through calendar year 2018, land value maps, consistent with standards set forth in the assessor's manual published by the state tax commission.

Sec. 10g. (1) Pursuant to subsection (2), on and after December 31, 2021, the state tax commission shall audit the assessing districts in this state to determine if they do all of the following:

(a) Employ or contract with an assessor of record that oversees and administers an annual assessment of all property liable to taxation in the assessing district, as provided in section 10, in accordance with the constitution and laws of this state. For an assessing district that amends its corrective action plan pursuant to subsection (3)(c), its assessor of record must be an advanced assessing officer or a master assessing officer.

(b) Use a computer-assisted mass appraisal system that is approved by the state tax commission as having sufficient software capabilities to meet the requirements of this act and to store and back up necessary data.

(c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) as follows:

(i) A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

(ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.

(iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.

(iv) Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.

(v) Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.

(d) If a city or township building within the assessing district is in an area with broadband internet access, provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. As used in this subdivision, "area with broadband internet access" means an area determined by the connect Michigan broadband service industry survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.

(e) Include the contact information described in subdivision (c)(i) in notices to taxpayers concerning assessment changes and exemption determinations, including, but not limited to, notices issued under section 24c.

(f) Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the state tax commission.

(g) Comply with section 44(4) with respect to any property tax administration fee collected under section 44.

(h) Have all of the following:

(i) Properly developed and documented land values.

(ii) An assessment database for which not more than 1% of parcels are in override.

(iii) Properly developed and documented economic condition factors.

(iv) An annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements.

(v) A board of review that operates in accordance with this act.

(vi) An adequate process for determining whether to grant or deny exemptions according to statutory requirements.

(vii) An adequate process for meeting the requirements outlined in the state tax commission's publication entitled, "Supervising Preparation of the Assessment Roll", as those requirements existed on October 1, 2018.

(i) Comply with any other requirement that the state tax commission lawfully promulgates under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, in the exercise of its authority under this act that expressly states that it is intended as an additional requirement under this subsection.

(2) The state tax commission shall develop and implement an audit program to determine whether an assessing district is in substantial compliance with the requirements in subsection (1). If, after December 31, 2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner than 5 years after commencement of the contract. The state tax commission shall approve termination of a contract under this subdivision if it determines that the assessing district can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record.

(i) Notwithstanding any other provision of this subsection, the state tax commission may immediately require an assessing district to contract with the designated assessor for the county to serve as the district's assessor of record if after the expiration of 90 days following a second notice of noncompliance under subdivision (b) or the issuance of a notice of arbitration results under subdivision (g), whichever is later, the assessing district has not either contracted

with the designated assessor for the county or employed or contracted with a new assessor of record pursuant to subdivision (c) or if both of the following apply:

(i) The assessing district has failed to file an acceptable corrective action plan with the state tax commission under subdivision (a) within 180 days following an initial notice of noncompliance under subdivision (a) or has failed to make a good-faith effort to implement a corrective action plan approved by the state tax commission under subdivision (a) within 240 days following an initial notice of noncompliance under subdivision (a).

(ii) The failure is likely to result in assumption of the assessing district's assessment roll.

(j) A designated assessor may charge an assessing district that is required to contract with the designated assessor under this subsection, and that assessing district shall pay, for the reasonable costs incurred by the designated assessor in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The state tax commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the state tax commission and the ability of the state tax commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges.

(k) A designated assessor is a local assessing unit for purposes of the provisions in section 44 concerning the division and use of any collected property tax administration fees.

(4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:

(a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county's designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district's state equalized value is located.

(b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

(c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.

(d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.

(e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:

(i) If the designated assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.

(iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).

(iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.



(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

Sec. 28. (1) The township board shall appoint those electors of the township who will constitute a board of review for the township. At least 2/3 of the members must be property taxpayers of the township. Members appointed to the board of review shall serve for terms of 2 years beginning at noon on January 1 of each odd-numbered year. Each member of the board of review shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the membership of the board of review. A member of the township board is not eligible to serve on the board or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve on the board or to fill any vacancy. A majority of the board of review constitutes a quorum for the transaction of business, but a lesser number may adjourn and a majority vote of those present will decide all questions. At least 2 members of a 3-member board of review shall be present to conduct any business or hearings of the board of review.

(2) The township board may appoint 3, 6, or 9 electors of the township, who will constitute a board of review for the township. If 6 or 9 members are appointed as provided in this subsection, the membership of the board of review must be divided into board of review committees consisting of 3 members each for the purpose of hearing and deciding issues protested pursuant to section 30. Two of the 3 members of a board of review committee constitute a quorum for the transaction of the business of the committee. All meetings of the members of the board of review and committees must be held during the same hours of the same day and at the same location.

(3) A township board may appoint not more than 2 alternate members for the same term as regular members of the board of review. Each alternate member must be a property taxpayer of the township. Alternate members shall qualify by taking the constitutional oath of office within 10 days after appointment. The township board may fill any vacancy that occurs in the alternate membership of the board of review. A member of the township board is not eligible to serve as an alternate member or to fill any vacancy. A spouse, mother, father, sister, brother, son, or daughter, including an adopted child, of the assessor is not eligible to serve as an alternate member or to fill any vacancy. An alternate member may be called to perform the duties of a regular member of the board of review in the absence of a regular member. An alternate member may also be called to perform the duties of a regular member of the board of review for the purpose of reaching a decision in issues protested in which a regular member has abstained for reasons of conflict of interest.

(4) The size, composition, and manner of appointment of the board of review of a city may be prescribed by the charter of a city. In the absence of or in place of a charter provision, the governing body of the city, by ordinance, may establish the city board of review in the same manner and for the same purposes as provided by this section for townships.

(5) A majority of the entire board of review membership shall indorse the assessment roll as provided in section 30. The duties and responsibilities of the board contained in section 29 shall be carried out by the entire membership of the board of review and a majority of the membership constitutes a quorum for those purposes.

(6) The governing bodies of 2 or more contiguous cities or townships may, by agreement, appoint a single board of review to serve as the board of review for each of those cities or townships for purposes of this act. The provisions in

subsections (1) to (5) should serve as a guide in determining the size, composition, and manner of appointment of a board of review appointed under this subsection.

Enacting section 1. It is the intent of the legislature to appropriate sufficient money to address start-up and training costs associated with this amendatory act, including, but not limited to, necessary costs incurred to train board of review members, increase the number of assessors qualified to serve as assessors of record, facilitate initial designated assessor designations, respond to assessor requests for technical assistance, enhance staff and programming within the state tax commission to improve technical support for assessors of record, and transition some assessment services to designated assessors.

This act is ordered to take immediate effect.



Clerk of the House of Representatives



Secretary of the Senate

Approved .....

.....  
Governor



# Attachment 5

## Property Assessing Reform Proposal Frequently Asked Questions

### General Information:

#### What is Property Assessing Reform?

In its simplest form Property Assessing Reform, P.A. 660, provides a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for a local unit to be determined to be in substantial compliance with the General Property Tax Act, provides timetables for audits as well as follow up audits and provides a process for bringing a local unit into compliance if they remain non-compliant after a follow up review (also known as the designated assessor).

The Act also mandates training for local unit Boards of Review and allows for local units to combine Boards of Review for efficiency purposes and provides for a village located within two assessing districts may request that the assessment of property be completed within one of the districts.

#### How does the reform benefit taxpayers, local units, and the state?

By ensuring accurate, uniform, and equitable assessments across the state, reform will significantly reduce the unnecessary costs associated with incorrect assessments. When errors occur, taxpayers, local units, and the state are all negatively impacted—*in fact, the state's interest is substantial, as roughly half the property tax on non-PRE property (the 24 school mills), and roughly a third of all property taxes, is essentially a state revenue source.*

Not only do errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements. Further, by reducing faith in the system, errors create a culture of litigation that forces local units to allocate more resources to defending correct assessments. All of these costs are associated with the quality of the initial assessment. As assessment quality increases, these costs to taxpayers, local units, and the state will drop significantly.

#### The AMAR audits just started—why aren't we giving them time to work?

The AMAR reviews are in the 2<sup>nd</sup> five year cycle. What those audits have demonstrated is that while certain individual units may face unique challenges with assessing, there are also some systemic deficiencies with our assessing system that need to be addressed. The minimum quality standards are designed to address those systemic deficiencies, which will allow the AMAR audits to work more effectively on addressing challenges faced by individual local units.

### **Isn't this just county assessing by another name?**

No. While participating in county assessing is always an option, local units can continue to do their own assessing or share an assessor of record with another local unit. The only requirement is that every city, township, and county in the state meet certain specified minimum quality standards. The objective is not to move every local unit to county assessing but to ensure accurate, uniform, and equitable assessments across the state that meet statutory and constitutional requirements.

### **What is an assessing district?**

An assessing district is defined in the statute as City, Township, Or Joint Assessing Authority.

### **Does this force local units to give up their assessing function?**

No. With the changes in P.A. 660, there are also consequences if a local unit does not correct assessing deficiencies identified in the AMAR. As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

### **Does the proposal eliminate all MCAO Assessors?**

No.

### **Local assessing works in my community—why are you asking us to change?**

To the extent a local unit is currently meeting the minimum quality standards, no change is necessary. If a local unit is not meeting the standards, they have options, they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

## **Designated Assessor**

### **What is a Designated Assessor?**

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the AMAR. In other words it is part of a process to make sure that local units are meeting minimum assessing requirements.

As with the current AMAR process, the statute provides for an initial AMAR and a corrective action plan to be approved by the STC. The statute then provides for a follow up review to be conducted in accordance with the approved corrective action plan. If after that follow up

review, the local unit remains in non-compliance then the local unit has two options: they can employ or contract with a new assessor of record at the Advanced or Master Level or they can contract with the Designated Assessor for the County to serve as their assessor of record.

### **Who are the Designated Assessors?**

The statute provides the process for determining who the Designated Assessors are. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

### **So, the County will automatically be the Designated Assessor?**

While the County can certainly be named the Designated Assessor, it is not an automatic designation as the Designated Assessor is determined by the approved interlocal agreement.

### **How will locals pay for the Designated Assessor?**

The Designated Assessor will serve in place of the local unit's current assessor. It is expected that using the money from that current salary will help offset the costs of the Designated Assessor. Additionally, as previously mentioned, errors raise the risk of taxpayers being over-assessed and unfairly taxed or local units and the state having their revenues improperly reduced, but they also often generate litigation expense, as the aggrieved party is forced to appeal simply to enforce constitutional and statutory requirements.

### **Boards of Review:**

#### **We heard that Boards of Review are now going to be at the County level and no longer in each local unit?**

While the statute provides that Boards of Review can be combined across two or more contiguous local units, it does not mandate that Boards of Review be combined or that Boards of Review are moving to the County.

#### **Is it true that training is now mandated for Boards of Review?**

P.A. 660 requires that the STC audit to ensure that local units require their Boards of Review to receive training and updates as approved by the STC.

**We can't recruit BOR members now, isn't requiring training going to make things worse?**

The evolving complexity of the property tax has increased the expertise needed to understand and apply the law. While local boards provide the primary quality control check on assessments, board members do not have to possess any knowledge of property tax law or assessing practices. This combination of increasingly complex responsibilities and no expertise requirement often results in misapplication of the law, increasing taxpayer and local unit litigation costs and reducing faith in the system.

The STC will be working with our partner organizations, specifically Michigan Townships Association to ensure easy access to Board of Review training and we will also provide an online option.

**Miscellaneous:**

**I heard that now Villages have to get their own assessor's is that true?**

No. P.A. 660 did make a change to the way Villages are assessed but only in very specific circumstances and if the Village wants to make a change. Specifically the Act indicates that a Village that is located in more than one assessing district, may request the STC to approve that the assessing for the Village be combined with the assessing of property in 1 of the local units, thereby eliminating the need for the Village to be assessed in two different local units and potentially by two different assessors.

**When does this all go into effect?**

While the majority of the reforms do not go into place until 2022, local units can prepare now and put in place processes and procedures to ensure they are meeting the requirements once they "go live" in 2022.

**So what is going to be happening over the next few years until this goes into effect?**

There will be a lot going on at both the State and local levels to prepare for the 2022 implementation. First, the Department of Treasury has implemented a website dedicated to assessing reform. This website will be updated with things local units need to know, required forms and key dates. Second, the Department also has a dedicated email address for anyone who has questions regarding the reform. Finally, we are working with our partner organizations on information sessions and training opportunities.

**What should local units be doing to prepare?**

The most important thing that local units can do now to prepare is to ensure they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance. Local units should talk to their assessors to ensure they are following the AMAR minimum requirements. Local units can find more information on the AMAR on the STC website under the AMAR tab. This link provides information on

each of the AMAR requirements and the statutory authority or STC policy associated with each requirement.

**What is the STC going to be doing?**

The STC will be working on issuing guidelines, updating their rules and providing formation on the various components of the reform. This includes development of the audit program, implementation of Board of Review training programs, as well as defining key terms such as substantial compliance.

# Attachment 6

5102 (Rev. 01-19)



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 8 of 2020**

**June 9, 2020**

**Audit Process and Designated Assessor**

**TO:** Assessors and Equalization Directors

**FROM:** State Tax Commission

**SUBJECT:** Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

## **Audit Process Overview**

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),



2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

### **What is the Designated Assessor?**

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

### **Who may be the Designated Assessor?**

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

### **Notification of Selected Designated Assessor**

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

### **Designated Assessor Term**

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can *achieve and maintain* substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

### **Designated Assessor Costs**

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

### **Audit Preparation**

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)).

# City of Plainwell

## Resolution No. 2021-01

**WHEREAS**, the Plainwell City Council has adopted Ordinance Number 236 creating the Ordinance Enforcement Officer Ordinance, and

**WHEREAS**, the Plainwell City Council must, by resolution, appoint individuals to act as Ordinance Enforcement Officers.

**NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:** That the following individuals are hereby appointed as Ordinance Enforcement Officers for 2021:

<b>Name of Appointee</b>	<b>Title or Position</b>	<b>Department</b>
Erik J. Wilson	City Manager	Administration
Bill Bomar	Public Safety Director	Department of Public Safety
John Varley	Public Safety Deputy Director	Department of Public Safety
David L. Rantz	Public Safety Officer	Department of Public Safety
James R. Pell	Public Safety Officer	Department of Public Safety
Jeffrey S. Welcher	Public Safety Officer	Department of Public Safety
Michael Bruce	Public Safety Officer	Department of Public Safety
Eric S Luthy	Public Safety Officer	Department of Public Safety
Joseph C. Culver	Public Safety Officer	Department of Public Safety
Joy Sausaman	Public Safety Ordinance / Records	Department of Public Safety
Jo Survilla	Public Safety Records	Department of Public Safety
Jeffrey Glerum	Public Safety Officer - Part Time	Department of Public Safety
Robert Farris	Public Safety Officer – Part-Time	Department of Public Safety
Michael L. Pallett	Firefighter	Department of Public Safety
David W. Kuitert	Firefighter	Department of Public Safety
Spencer Brignall	Firefighter	Department of Public Safety
Travis J. Taylor	Fire Sergeant	Department of Public Safety
Richard K McCall	Firefighter	Department of Public Safety
Nathan N. Nash	Firefighter	Department of Public Safety
Wade Keyzer	Firefighter	Department of Public Safety
Aaron Bird	Firefighter	Department of Public Safety
Ronald R. Farr	Firefighter	Department of Public Safety
Brandon Sparks	Firefighter	Department of Public Safety
Kevin Callahan	Firefighter	Department of Public Safety
Devin Thomas	Firefighter	Department of Public Safety
Robert Stenzel	Firefighter	Department of Public Safety
Rodd Leonard	Firefighter	Department of Public Safety
Robert Nieuwenhuis	Superintendent	Department of Public Works
Bryan D. Pond	Superintendent	Wastewater Treatment Plant
Brian Kelley	City Clerk/Treasurer	Administration

**BE IT STILL FURTHER RESOLVED THAT** terms as Ordinance Enforcement Officers are Unexpiring except upon adoption of a new resolution, which supersede this resolution, or termination of employment.

YES:

NO:

ABSENT:

Resolution Declared Adopted this 28<sup>th</sup> day of December, 2020

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Brian Kelley, City Clerk/Treasurer

**CERTIFICATE:**

I the undersigned, the duly qualified Clerk of the City of Plainwell, Allegan County Michigan, do hereby certify the forgoing is true and complete copy of a Resolution adopted by the City Council of the City of Plainwell, Michigan, at a regular meeting of the City Council on the 28<sup>th</sup> day of December, 2020

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Brian Kelley, City Clerk/Treasurer



**Resolution 2021-02**  
**City of Plainwell**

**A RESOLUTION REGARDING THE 2021 MEETINGS OF THE PLAINWELL CITY COUNCIL:**

**WHEREAS**, pursuant to Section 5(2) of Act 266 of 1976, the Open Meetings Act, the Plainwell City Council must establish and post notice of its regularly scheduled meetings; and

**WHEREAS**, Regular City Council meetings are held at 7:00 PM local time, on the second and fourth Monday nights in the Plainwell City Council Chambers located at 211 North Main Street, Plainwell, Michigan, unless otherwise stated; and

**WHEREAS**, a regular meeting may be re-scheduled or a special meeting scheduled upon eighteen (18) hours posted notice; and

**WHEREAS**, questions regarding meetings should be directed to the City Clerk at 211 North Main Street, Plainwell, Michigan 269-685-6821;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the Plainwell City Council Regular Meetings for 2021 are scheduled for the following dates:

January	11 <sup>th</sup>	and	25 <sup>th</sup>
February	8 <sup>th</sup>	and	22 <sup>nd</sup>
March	8 <sup>th</sup>	and	22 <sup>nd</sup>
April	12 <sup>th</sup>	and	26 <sup>th</sup>
May	10 <sup>th</sup>	and	24 <sup>th</sup>
June	14 <sup>th</sup>	and	28 <sup>th</sup>
July	12 <sup>th</sup>	and	26 <sup>th</sup>
August	9 <sup>th</sup>	and	23 <sup>rd</sup>
September	13 <sup>th</sup>	and	27 <sup>th</sup>
October	11 <sup>th</sup>	and	25 <sup>th</sup>
November	8 <sup>th</sup>	and	22 <sup>nd</sup>
December	13 <sup>th</sup>	and	27 <sup>th</sup>

YES:

NO:

ABSENT:

Dated: December 28, 2020

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**Brian Kelley, City Clerk/Treasurer**

The City Council for the City of Plainwell and all boards and commissions for the City of Plainwell will comply with the spirit and intent of the Americans with Disabilities Act. We will provide support and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities and services. Please feel free to contact us if you need further information at 269-685-6821.

**Resolution 2021-03**  
**City of Plainwell**

**A RESOLUTION REGARDING THE 2021 HOLIDAY DATES APPROVED AS PAID HOLIDAYS FOR ALL CITY EMPLOYEES:**

**WHEREAS**, the City of Plainwell Personnel Rules and Regulations, as amended, carefully details the holiday days which are approved for all City employees; and

**WHEREAS**, as required in Section 8 Employee Policy Handbook, Time off, section C Holidays the City Council is hereby requested to approve these specific dates for such holidays for the calendar year of 2021;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Plainwell City Council hereby approves and mandates the holiday days and dates as follows with no deviations unless approved by the City Council:

<u>Good Friday</u> -	Friday, April 2, 2021
<u>Memorial Day</u> -	Monday, May 31, 2021
<u>Independence Day</u> -	Monday, July 5, 2021 (observed)
<u>Labor Day</u> -	Monday, September 6, 2021
<u>Thanksgiving Day</u>	Thursday, November 25, 2021
<u>Day after Thanksgiving</u>	Friday, November 26, 2021
<u>Christmas Eve</u> -	Friday, December 24, 2021
<u>Christmas Day</u> -	Thursday, December 23, 2021 (observed)
<u>New Year's Eve</u> -	Friday, December 31, 2021
<u>New Year's Day</u> -	Thursday, December 30, 2021 (observed)

YES:

NO:

ABSENT:

Adopted: December 28, 2020

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**Brian Kelley, City Clerk/Treasurer**

**Resolution 2021-04**  
**City of Plainwell**

**A RESOLUTION REGARDING THE 2021 DATES APPROVED AS DATES THE PLAINWELL CITY STREET FLAGS WILL BE FLOWN:**

**WHEREAS**, the City of Plainwell City Council details the Dates which are approved to fly the Street flags, and

**WHEREAS**, the City Council is hereby requested to approve these specific dates for such street flags to be flown for the calendar year of 2021,

**NOW, THEREFORE, BE IT RESOLVED THAT** the Plainwell City Council hereby approves and mandates the Flag days and dates as follows:

<b><u>Holiday/Event</u></b>	<b><u>Day</u></b>	<b><u>Date</u></b>
Martin Luther King Day	3rd Monday	January 18, 2021
Presidents' Day	3rd Monday	February 15, 2021
Peace Officers Memorial Day	Saturday	May 15, 2021 (1/2 Staff)
Armed Forces Day	3rd Saturday	May 15, 2021
Memorial Day	Last Monday	May 31, 2021
Flag Day	Monday	June 14, 2021
Independence Day	Sunday	July 4, 2021
Labor Day	First Monday	September 6, 2021
Patriot Day	Saturday	September 11, 2021 (1/2 Staff)
Veterans' Day	Thursday	November 11, 2021
Pearl Harbor Day	Tuesday	December 7, 2021 (1/2 Staff)

Also for any State or National Election Day.

YES:

NO:

ABSENT:

Adopted: December 28, 2020

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**Brian Kelley, City Clerk/Treasurer**

# RESOLUTION

2021-05

To be used by Governmental Units in connection with Applications to Construct, Operate, Use and/or Maintain Within the Right-Of-Way; or to Close a State Trunk Line

**BE IT RESOLVED**, that the **Director of Public Safety** is hereby authorized to make application to the Michigan Department of State Highways & Transportation on behalf of the **City of Plainwell** in the county of Allegan, Michigan for the necessary permit(s) to allow for any parade or other event that would require the **closing of State Highways** for the calendar year 2021, January 1, 2021 to December 31, 2021 within the right-of-way of State Trunk Line Highways, and that the **City of Plainwell** in the county of Allegan, Michigan, will faithfully fulfill all permit requirements, and will indemnify and save harmless all persons from claims of every kind arising out of operations authorized by such permit(s) as is (are) issued.

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the **Plainwell City Council** of the **City of Plainwell** at a Regular meeting held on the 28th day of December A.D. 2020

Signed \_\_\_\_\_

Title: **Brian Kelley, City Clerk**

**Water Renewal**  
**Superintendent: Bryan Pond**  
November 2020



**Significant Department Actions and Results**

All flow meters for the plant and lift stations were calibrated as part of the annual maintenance schedule.

The bioxide chemical feed station on the Martin force main experienced some high pressures causing the feed pumps to fail. Odor complaints were received from the Sherwood St area. Staff worked on various times to repair, replace necessary equipment. At one point the chemical line was full of grease and small rocks, confined space entry was done by an outside contractor to remove and clean the chemical line. This occurred over Thanksgiving and the first week of December.

**Pending Items (including CIP)**

No capital approved this fiscal year

**Expenditure Summary/Issues**

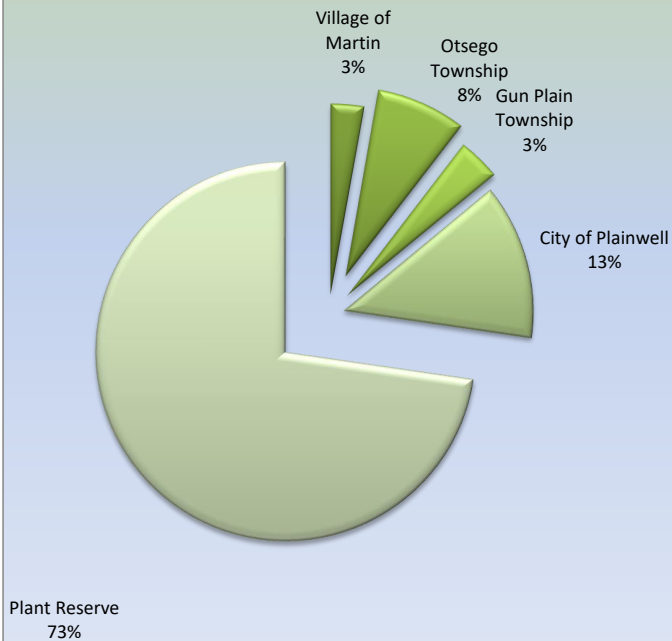
(budgeted) (completed)

## Monthly Flow Data

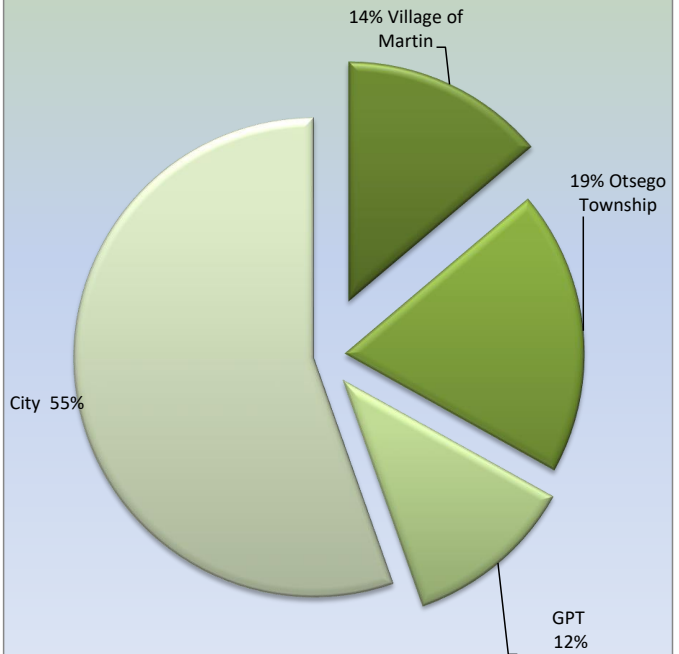
Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	737,547			
Gun River MH Park	329,000			
US 131 Motor Sports Park	12,150			
<b>Total:</b>	1,078,697			
<b>AVG. DAILY:</b>	38,525	180,000	79%	14%
<b>Otsego Township</b>	2,991,100			
<b>AVG. DAILY:</b>	106,825	250,000	57%	19%
<b>Gun Plain Township</b>	1,016,000			
North Point Church	1,000			
North 10th Street	253,893			
Gores Addition	145,000			
<b>AVG. DAILY</b>	50,568	150,000	66%	12%
<b>City of Plainwell</b>	5159132			
<b>AVG. DAILY:</b>	171971.05	720,000	76%	55%
Avg. Daily Plant Flow from entire service district		0.34		

**Monthly %  
of Flow  
Per  
Municipality**



**Ownership of Plant Capacity**





## State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
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### Carbonaceous Biochemical oxygen demand (CBOD-5):

25 mg/l	15	10.65
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*This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.*

### TOTAL SUSPENDED SOLIDS (TSS):

30 mg/l	15	10
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*Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.*

### PHOSPHORUS (P):

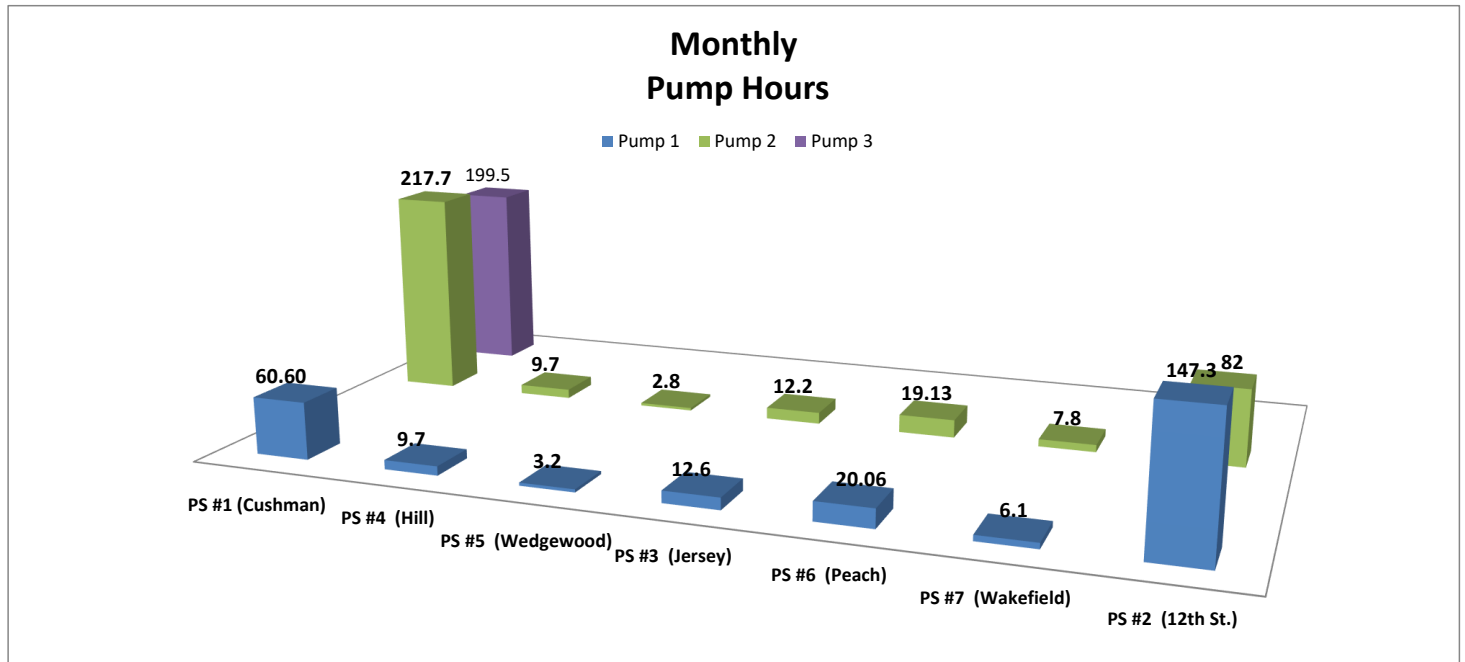
1.0 mg/l	0.45	0.28
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.*

### Total Coliform (COLI):

200counts/ml	50	6
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*A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.*



Pumps convey the waste where gravity sewers cannot, run times are a indicator of how the station is operating and being maintained.

12/22/2020

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
 EXP CHECK RUN DATES 12/28/2020 - 12/28/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: UBAP

Vendor Code	Vendor Name Invoice	Description	Amount
000002	AT&T - SBC DEC.20	PHONES THROUGH 01/12/21	623.41
TOTAL FOR: AT&T - SBC			623.41
000007	BATTERIES PLUS BULBS P34549550	BATTERIES - FIRE DEPT	67.35
TOTAL FOR: BATTERIES PLUS BULBS			67.35
000010	RIDDERMAN & SONS OIL CO INC 138117	DPW GAS 12/11/20	289.85
	138118	DIESEL FUEL - 12/11/20	647.17
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			937.02
000034	VERIZON 9868801853	UTILITY MACHINE CELL SERVICE 11/11/20 - 12/10/20	45.63
TOTAL FOR: VERIZON			45.63
000035	APPLIED IMAGING 1654411	DPW/WR COPIER CHARGES TO 12/15/2020	60.12
TOTAL FOR: APPLIED IMAGING			60.12
000077	MCMMASTER-CARR SUPPLY 50135066	WR - MOISTURIZER (8), AEROSOL DISINFECTANT	170.75
TOTAL FOR: MCMMASTER-CARR SUPPLY			170.75
000079	ALLEGAN COUNTY NEWS 2020.12	ALLEGAN COUNTY NEWS SUBSCRIPTION 2021	40.00
	4203	MEETING CANCELLED NOTICE	50.00
TOTAL FOR: ALLEGAN COUNTY NEWS			90.00
000092	EMERGENCY MEDICAL PRODUCTS INC 2221794	INFANT/CHILD REDUCED ENERGY ELECTRODE (5)	499.95
TOTAL FOR: EMERGENCY MEDICAL PRODUCTS INC			499.95
000189	BRYAN POND 2020.12CLOTH	EMBROIDERY REIMURSEMENT	31.80
TOTAL FOR: BRYAN POND			31.80
000203	HONEYTREE ARBORIST SERVICES 1045	HOLIDAY GARLAND (BRIDGE, GAZEBOS, CLOCK) & 60" W	700.00
TOTAL FOR: HONEYTREE ARBORIST SERVICES			700.00
000885	KENDALL ELECTRIC INC S109773391.001	PARKING LOT LIGHTS	135.47

TOTAL FOR: KENDALL ELECTRIC INC			135.47
<hr/>			
000962	STATE OF MICHIGAN		
	761-10597861	BIOSOLIDS LAND APP FEE 2021	1,835.10
TOTAL FOR: STATE OF MICHIGAN			1,835.10
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000995	HIGH GRADE MATERIALS INC		
	775915	BOULDERS FOR RIVERWALK	106.67
TOTAL FOR: HIGH GRADE MATERIALS INC			106.67
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001215	FLIER'S		
	127621	LAB TANK EXCHANGE - D.I. WATER	511.00
TOTAL FOR: FLIER'S			511.00
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001413	NCL OF WISCONSIN		
	448287	WR LAB SUPPLIES	503.65
	448288	WR LAB SUPPLIES	745.56
TOTAL FOR: NCL OF WISCONSIN			1,249.21
<hr/>			
001829	PERCEPTIVE CONTROLS INC		
	14756	WR - DISTOR PROBLEM, DIGESTER PROGRAMMING	780.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			780.00
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002018	CDW-G		
	4934827	HP LASERJET PRINTER/SCANNER - DPW	426.55
TOTAL FOR: CDW-G			426.55
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002030	DRUG SCREEN PLUS INC		
	AF 211339	2021 ADMIN ANNUAL FEES	159.00
TOTAL FOR: DRUG SCREEN PLUS INC			159.00
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002371	RENEWED EARTH INC		
	28905	DECEMBER 2020 YARD WASTE CONTRACT	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
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002423	ANALYTICAL TESTING & CONSULT, INC		
	5394H-20	ASBESTOS AIR MONITORING 11/30/20 -12/10/20, TEM A	5,600.00
TOTAL FOR: ANALYTICAL TESTING & CONSULT, INC			5,600.00
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002442	HOPKINS PROPANE COMPANY		
	977722	YEARLY RENTAL FEE - AIRPORT	100.00
TOTAL FOR: HOPKINS PROPANE COMPANY			100.00
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002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	11195	4 YDS - HICKS & GRANT	516.00
	11211	RETAINING BLOCKS FOR COLD PATCH STORAGE	100.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			616.00
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002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	110573	DPS FUEL 12/01/20 - 12/15/20	317.89
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			317.89
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003002	HOPKINS BURNS DESIGN STUDIO		
	8170	ARCHITECTURAL SERVICES FOR DEMO OF BLIGHTED BUII	4,950.00
	8170A	ARCHITECTURAL SUPPORT - PHASE III MILL DEMO	7,237.71
TOTAL FOR: HOPKINS BURNS DESIGN STUDIO			12,187.71
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004837	MUNICIPAL WEB SERVICES		
	54049	NOVEMBER 2020 WEBSITE CMS HOSTING	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			200.00
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004852	PACE ANALYTICAL SERVICES LLC		
	2050155994	MERCURY INFLUENT SAMPLE	55.00
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			55.00
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004855	PLAINWELL ACE HARDWARE		
	6599	MISC PARTS	16.78
	6630	PREEN - FLOWERS	11.98
	6670	DPW - SHOP LIGHTS	69.68
	6674	PIGTAIL LAMPHOLDER - DPS SIGN	5.58
	6676	BRACKETS - TRUCK #5	46.90
	6677	SHERWOOD PARK CHRISTMAS LIGHTS	14.99
	6683	RECEPTACLE TESTER TO TEST STREET LIGHTS & ETC	9.99
	6686	OUTSIDE PLUG OUTLET - SHERWOOD PARK BATHROOM	69.40
	6687	EXTENSION CORD - CHRISTMAS LIGHTS	7.99
	6688	SHERWOOD PARK - CLOSURE PLUG, ETC	10.38
	6689	CONDUIT - SHERWOOD PARK	17.99
	6690	CONNECTORS (2) - SHERWOOD PARK BATHROOM	1.58
	6693	ELECTRICAL TAPE, GROUNDING PLUG - SHERWOOD BATH	14.77
	6695	MISC PARTS	19.34
	6696	DRILL BIT, ANCHOR	15.15
	6698	SNAPS FOR STOP STICKS	13.18
	6700	MOUNTING BRACKETS - TRUCK #5	18.97
	6701	PART FOR SHOP	4.99
	6715	LEAF RAKE HANDLE	5.99
	6718	DPS - SALT PELLETS	75.90
	6723	MISC PARTS TO REPAIR STREET LIGHTS	93.95
	6726	MARKER PAINT - FROG LIGHT	35.91
	6730	LED PLUG/PLAY LAMP (2)	27.98
	6731	RETURN - LED PLUG/PLAY LAMP (2)	(27.98)
	6740	SHOPLIGHT	22.99
	6741	CIRCULAR SAW	129.99
	6744	CABLE TIE FOR FROG TREE REPAIR	14.36
	6748	LIGHT REPAIR AT DPS	8.98
	6749	LIGHT REPAIR AT DPS	7.99
	6751	TOOLS FOR #7	39.99
	6756	TAPE, CONNECTOR - #60	11.57
	6758	FLOODLIGHT FOR WELCOME SIGNS	194.97
	6760	SHERWOOD BATHROOM CLEANING SUPPLIES	2.59
	6762	DRILL BIT, MISC FASTENERS FOR SHOP	3.89
TOTAL FOR: PLAINWELL ACE HARDWARE			1,018.71
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004902	BLOOM SLUGGETT PC		
	21052	LEGAL SERVICES NOVEMBER 2020	697.00

TOTAL FOR: BLOOM SLUGGETT PC	697.00
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005021	ROBERT DARVAS ASSOCIATES PC	
	15639	ENGINEERING SERVICES FOR PHASED MILL DEMO THRO
		525.00
TOTAL FOR: ROBERT DARVAS ASSOCIATES PC		525.00

REFUND TAX	SAMUEL KELLY III	
	12/22/2020	2020 Sum Tax Refund 55-400-015-00
		122.51
TOTAL FOR: SAMUEL KELLY III		122.51

REFUND UB	LAFORGE, GREG	
	12/17/2020	UB refund for account: 04-00047800-00
		144.57
	12/17/2020	UB refund for account: 03-00034200-04
		19.20
	12/17/2020	UB refund for account: 02-00014700-03
		15.21
	12/17/2020	UB refund for account: 02-00018800-00
		2.65
TOTAL FOR: GODDARD, SALLY		181.63

TOTAL - ALL VENDORS	31,300.48
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### INVOICE AUTHORIZATION

#### Person Compiling Report

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

Insert Signature:

Amanda  
Kersten

Digitally signed by Amanda Kersten  
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall, email=akersten@plainwell.org, c=US  
Date: 2020.12.22 12:50:32 -05'00'

#### Brian Kelley, City Clerk/Treasurer

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

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley  
Date: 2020.12.22 13:33:54 -05'00'

#### Bryan Pond, Water Renewal Plant Supt.

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

Insert Signature:

Bryan Pond

Digitally signed by Bryan Pond  
Date: 2020.12.22 14:48:24 -05'00'

#### Bill Bomar, Public Safety Director

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

Insert Signature:

Bill Bomar

Digitally signed by Bill Bomar  
Date: 2020.12.22 14:29:24 -05'00'

#### Bob Nieuwenhuis, Public Works Supt.

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

Insert Signature:

Bob  
Nieuwenhuis

Digitally signed by Bob Nieuwenhuis  
Date: 2020.12.23 09:38:43 -05'00'

#### Erik J. Wilson, City Manager

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

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson  
Date: 2020.12.22 16:27:19 -05'00'

12/22/2020

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 12/11/2020 - 12/28/2020

Check Date	Check	Vendor Name	Description	Amount
<b>Bank CBGEN Chemical Bank - General AP Account</b>				
<b>Check Type: EFT Transfer - Automatic Payments</b>				
12/11/2020	1809(E)	SILVERSCRIPT INSURANCE COMPANY	DECEMBER 2020 RETIREE PRESCRIPTION COVER	30.20
12/11/2020	1810(E)	SILVERSCRIPT INSURANCE COMPANY	DECEMBER 2020 RETIREE PRESCRIPTION COVER	30.20
12/16/2020	1811(E)	CHEMICAL BANK	NOVEMBER 2020 TCF BANK SERVICE FEES	142.40
Total EFT Transfer:				202.80
<b>Bank UBAP United Bank - General Checking</b>				
<b>Check Type: ACH Transaction - Property Tax Distributions</b>				
12/18/2020	246(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2020 WINTER TAX COLLECTED W/E 12/12/202	27,636.51
12/18/2020	247(A)	ALLEGAN COUNTY TREASURER	2020 SUM/WIN TAX/INT COLLECTED W/E 12/12	6,550.59
12/18/2020	248(A)	PLAINWELL COMMUNITY SCHOOLS	2020 WINTER TAX COLLECTED W/E 12/12/2020	83,330.27
12/18/2020	249(A)	RANSOM DISTRICT LIBRARY	2020 SUM/WIN TAX/INT COLLECTED W/E 12/12	2,131.99
12/23/2020	250(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2020 WINTER TAX COLLECTED W/E 12/19/2020	34,347.24
12/23/2020	251(A)	ALLEGAN COUNTY TREASURER	2020 SUM/WIN TAX/INT COLLECTED W/E 12/19	12,643.66
12/23/2020	252(A)	PLAINWELL COMMUNITY SCHOOLS	2020 WINTER TAX COLLECTED W/E 12/19/2020	131,166.09
12/23/2020	253(A)	RANSOM DISTRICT LIBRARY	2020 SUM/WIN TAX/INT COLLECTED W/E 12/19	5,361.60
Total ACH Transaction:				303,167.95
<b>Check Type: EFT Transfer - Automatic Payments</b>				
12/22/2020	255(E)	UNITED BANK	UNITED BANK ACH/NSF FEES THRU 12/21/2020	50.50
<b>Check Type: Paper Check - Manual Checks</b>				
12/16/2020	16800	CONSUMERS ENERGY	STREET & TRAFFIC LIGHTS THROUGH 11/30/20	4,003.05
12/16/2020	16801	CHARTER COMMUNICATIONS	CH PHONES/INTERNET/TV THROUGH 01/04/2021	561.75
12/16/2020	16802	LL JOHNS & ASSOCIATES INC	2021 AIRPORT STORAGE TANK INSURANCE	883.90
12/21/2020	16806	MICHIGAN GAS UTILITIES CORP	GAS UTILITY THROUGH 12/07/2020	2,502.50
12/21/2020	16807	SBF ENTERPRISES	#10 WINDOW ENVELOPES (33,000)	1,402.20
12/21/2020	16808	WOODHAMS EQUIPMENT INC	2015 JOHN DEERE LOADER W/ NEW TIRES	68,500.00
Total Paper Check:				77,853.40
REPORT TOTALS:				
Total of 18 Checks:				381,274.65
Less 0 Void Checks:				0.00
Total of 18 Disbursements:				<u><u>381,274.65</u></u>



## Off Cycle Payment Authorization

**Brian Kelley, City Clerk/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  
Date: 2020.12.22 13:32:44 -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: 2020.12.22 16:26:27 -05'00'

## **Reports & Communications:**

### **A. Boards & Commissions Appointments:**

Several board members' terms end on December 31, 2020. Clerk Kelley confirmed with each candidate that he/she is willing to serve for another full-term. The appointments are mayoral, subject to confirmation from Council.

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

### **B. Ordinance 389 – Amend the Zoning Ordinance Pertaining to Mining Operations**

As part of the Planning Commission's work relative to mining operations, the City Planner presented amendments to Sections 53-3 and 53-54 of the Zoning Code. The amendments add a definition pertaining to mining operations, and add a special approval use and standards pertaining to mining and fill operations in the industrial district. The modifications to Sections 53-3 and 53-54 of the Codified Ordinances were reviewed at a December 16, 2020 Public Hearing, at which the Planning Commission recommended approval.

**Recommended action:** Consider approving Ordinance 389 to add a definition pertaining to mining operations and to add related special approval use and standards.

### **C. Paper Mill Demolition Project – Pay Request #3**

This pay requests covers \$501,228 worth of expenditures from Melching Inc., \$116,482 for GHD expenditures related to engineering and demolition oversight, and \$36,343 for architect, structural engineering and air monitoring costs.

**Recommended action:** Consider approving Pay Request #3 in the amount of \$654,053.00 for Mill Demolition work and direct the City Manager to submit to the Michigan Economic Development Corporation for payment.

### **D. DPW – Risk and Resilience Assessment and Emergency Response Plan**

The Environmental Protection Agency (EPA) requires all water systems our size to have an extensive risk assessment and emergency plan completed by June 30, 2021. The city's engineer, Fleis & Vandenbrink, has experience with developing these plans, which will need to be updated every five years. The quote for the initial plan is included in the Council's packet showing a total estimated cost of \$11,800.00.

**Recommended action:** Consider approving a project with Fleis & Vandenbrink for a Water System Risk and Resilience Assessment and Emergency Response Plan at a cost of \$11,800.00.

### **E. DPW – Water System Security**

To upgrade security within the city's water system, Perceptive Controls, which partners with the system to manage the Water SCADA system, recommends adding door intrusion alarms and a phone line to the SCADA system. The door intrusion alarms will be added as an alert with in the SCADA system and the installation of a new phone line will allow the system to call police dispatch for alarms after regular business hours. The quote for the project is included in the Council's packet showing a total cost of \$5,650.

**Recommended action:** Consider approving a project with Perceptive Controls to install door intrusion alarms and a phone line to the existing water SCADA system at a cost of \$5,650.00.

### **F. Purchase of Department of Public Works Computer Server - \$25,000**

Through the SAW grant, the City still has \$19,900 of hardware related purchases to complete. This equipment must be ordered by the end of the year. City staff is working with our IT contractor to select the

best fit. Staff is asking for a budget of \$25,000 (\$19,900 is grant) to complete the purchase. I believe we can purchase the equipment for under \$19,900 but would like extra funds if recommended by our IT consultant. **Recommended action:** Consider a motion approving a budget not to exceed \$25,000 for the purpose of purchasing computer hardware to be used by the Department of Public Works.

#### **G. Interlocal Agreement – Designated Assessor Contract**

Pursuant to Public Act 660 of 2018 (Property Assessing Reform), the Allegan County Board of Commissioners adopted a resolution naming the County Equalization Director to serve as a “Designated Assessor” for assessing districts that are subject to PA 660 of 2018. This designation would only be invoked should there be serious concerns or violations of the city’s assessing services. The Designated Assessor helps retain local control should the state become involved in managing the city’s assessment roll. The interlocal agreement is a requirement of the State Tax Commission to show that Allegan County and the majority of its assessing units agree to the Equalization Director as Designated Assessor.

**Recommended action:** Consider approving an Interlocal Agreement with Allegan County to provide Designated Assessor services under specific circumstances and to authorize the City Manager to execute all documents related to the approved action.

#### **H. Resolutions 2021-01 through 2021-05:**

Council will consider adopting Resolutions 2021-01 thru 2021-05 for Ordinance enforcement officers, 2021 Council meetings, 2021 Employee Holiday dates, Street Flag dates and Street closures.

**Recommended action:** Consider adopting Resolutions 2021-01 through 2021-05 as presented.

#### **Non-Agenda Items / Materials Transmitted**

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