City of Plainwell

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

"The Island City"

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Page Address: www.plainwell.org

AGENDA
City Council – Monday November 28, 2016
7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary –** 11/14/2016 Regular Meeting.
6. **Oath of Office – Elected Council Members**
7. **Election of Mayor / Oath of Office**
8. **Election of Mayor Pro-Tem / Oath of Office**
9. **General Public/County Commissioner Report**
   A. *Employee Recognitions – Joy Sausaman – 15 years & Aaron Bird – 10 years*
10. **Agenda Amendments**
11. **Mayor's Report**
12. **Recommendations and Reports:**

    A. Job Description Updates
    Council will consider amended job descriptions in the Administration Department.
    B. Recommended Staff Promotions/Changes
    City Manager Wilson will introduce Brian Kelley as the new Clerk/Treasurer.
    C. Resolution 16-21 – Redevelopment Ready Community
    Council will consider approving Resolution 16-21 authorizing the City Manager to act as liaison between the Michigan Economic Development Corporation and city for grant certification.
    D. Sale of City-Owned Property – West End of Mill Property
    Council will consider a draft buy/sell agreement for four (4) parcels of land on the west end of the Mill property (542, 548, 554 and 600 Allegan Street), subject to properly approved site plans.

13. **Communications:** The October 2016 Water Renewal report.
14. **Accounts Payable - *$91,805.54***
15. **Public Comments**
16. **Staff Comments**
17. **Council Comments**
18. **Adjournment**

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

MINUTES
Plainwell City Council
November 14, 2016

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

2. Pledge of Allegiance was given by all present.

3. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Overhuel, Councilman Keeler, Councilman Keeney and Councilwoman Steele. Absent: None.

4. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 10/24/2016 regular meeting. On voice vote, all voted in favor. Motion passed.

5. General Public / County Commissioner:
County Commissioner Don Black discussed funding at the County Parks.

   Economic Development Manager Siegel introduced Holly Thomas of Jaqua Realtors as the winner of the Scarecrow Contest. Of the 17 scarecrow entries this year, Jaqua's "Olaf" was voted the winner.

6. Agenda Amendments: None.

7. Mayor's Report: Mayor Brooks recognized City Clerk Noreen Farmer, who passed away on November 11, 2016, as a great asset to the city and the community as a whole, and that she will be greatly missed.

8. Recommendations and Reports:

   A. Economic Development Manager Siegel briefed Council on the 2nd annual Candy Cane Hunt in Hicks Parks that will be combined with several downtown activities, including open classes at Dance Kraze in the former City Hall at 141 N. Main Street.
   A motion by Keeler, supported by Keeney, to approve Special Event Permit 2016-19 for the Community / Family Plainwell Christmas Festival on December 10, 2016. On a voice vote, all in favor. Motion passed.

   B. Economic Development Manager Siegel presented a site plan for the current Plainwell Diner, which has acquired the former bait shop building just to its north. The buildings will be combined. Owner Barb Bechtel spoke about the location becoming a true community destination on the south side of downtown. She wants to continue the small-town farming feel to her establishment and anchor the history on the south side. She is anticipating an investment of $100,000 and may employ 12 persons. The Planning Commission has reviewed the site plan and is recommending approval.
   A motion by Keeney, supported by Keeler to approve the site plan for 140 and 138 South Main. On a voice vote, all in favor. Motion passed.

   C. Superintendent Pond briefed Council on the solicitation of bids for city-wide pipefitting and mechanical services, which would be primarily focus on well and water-renewal projects. .
   A motion by Keeney, supported by Overhuel, to enter into a 5-year contract for mechanical services with Allied Mechanical Services Inc., as presented. On a roll-call vote, all in favor. Motion passed.

9. Communications:
A motion by Steele, seconded by Keeler to accept and place on file the October 2016 Fund Balance and Investment Activity Reports, the 09/01/2016 Draft Inter-Municipal Sewer Minutes, the 11/02/2016 Draft Planning Commission Minutes and the 11/08/2016 Draft DDA/BRA/TIFA Minutes. On a voice vote, all in favor. Motion passed.

10. Accounts Payable:
A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of $144,699.25 for payment of same. On a roll call vote, all in favor. Motion passed.

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11. Public Comments
None.

12. Staff Comments
Economic Development Manager Siegel noted November 26 is "Shop Small Saturday" and kicks off the indoor farmer's market. She noted that she is prepping for Holiday celebrations, working on the RRC Grant application and writing a grant for the dog park. She is working on learning many things related to Planning & Zoning.

Superintendent Updike noted that the city received a $2,500 grant from Consumers for plants for the nursery. He initiated a discussion about the leaf pickup and the timing of such pickups this season with the autumn weather having been so warm. City Manager Wilson questioned the value of the fall street sweeping, which was scrubbed to allow the DPW staff to put up holiday decorations and then have time to make a last run at leaves the week after Thanksgiving, weather permitting. Finally, there was much discussion about the process for finding a suitable vehicle for the budgeted purchase of a new dump truck. Superintendent Updike is worried that he will find a vehicle only to lose it because of waiting for Council approval, which is required by Ordinance. Discussions of making a deposit on a suitable vehicle resulted in **a motion by Keeler, supported by Keeney, to authorize the City Manager to make a deposit of up to $8,750 for the budgeted dump truck purpose. On a roll-call vote, all in favor. Motion passed.**

Superintendent Pond reported that biosolids hauling was underway and that he was researching osmosis practices from Texas that may be suitable for use in the city's facility.

Personnel Manager Lamorandier noted that Noreen's visitation and funeral were scheduled at Life Story Funeral Home on Woodhams Street. Visitation is Tuesday November 15 from 4pm to 8pm. Funeral services are Wednesday November 16 at 10am.

Treasurer Kelley congratulated Mayor Pro-Tem Overhuel and Councilwoman Steele for being the top two candidates for the Council seats at the November 8, 2016 election. He reported that 1,695 ballots were tallied and that 1,329 voters came through the doors on Election Day. He thanked the election inspectors for enduring an 18+ hour day.

City Manager Wilson requested of Council that City Hall be closed on Wednesday November 15, 2016 from 9.30am until 1.30pm to allow staff to attend the funeral of City Clerk Noreen Farmer. Council supported the closure without question. He also noted that the city had received an offer for the Harding's Building on Monday the 14th and that the offer was delivered to Council for consideration at the November 28, 2016 meeting.

13. Council Comments:
None.

14. Adjournment:
A motion by Steele, supported by Keeler to adjourn the meeting at 7:48 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
Deputy City Clerk/City Treasurer

DRAFT

SUMMARY
Plainwell City Council
November 14, 2016

1. Mayor Brooks called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Keeley, Keeler, Steele, Overhuel and Brooks. Absent: None.
4. Approved Minutes/Summary of 10/24/2016 regular meeting.
5. Approved Special Event Permit 2016-19 – Community / Family Plainwell Christmas Festival.
6. Approved Site Plan for Barbed Wire Café at 140 South Main Street.
7. Approved 5-year contract with Allied Mechanical Services Inc. for city-wide mechanical work.
8. Accepted and placed on file the October 2016 Fund Balance and Investment Activity reports, the 09/02/2016 Draft Inter-Municipal Sewer minutes, the 11/02/2016 Draft Planning Commission minutes and the 11/08/2016 Draft DDA/BRA/TIFA minutes.
9. Approved Accounts Payable for $144,699.25.
10. Authorized the City Manager to make a deposit of up to $8,750 for a dump-truck vehicle meeting the city's criteria while awaiting full Council approval for the purchase.
11. Adjourned the meeting at 7:48 pm.

Submitted by,
Brian Kelley
Deputy City Clerk/City Treasurer

The City of Plainwell is an equal opportunity provider and employer

DRAFT

November 8, 2016 General Election
Plainwell City

Statement of Votes

Office	Candidate	Pct 1	Total
City Commissioner Elect 2	Todd Overhuel	900	900
	Lori K. Steele	959	959

Certificate of Determination

State of Michigan)
)
County of Allegan)

We the undersigned Board of Canvassers for the County of Allegan, from an examination of the Election returns received by said Board of Canvassers from the **Plainwell City**, determine that at the **General Election** held on the **8th Day of November, 2016,** the following candidates have received a sufficient number of votes and are elected to the office as stated:

City Commissioner Term expiring 2020	**Todd Overhuel** **Lori K. Steele**

In Witness Whereof, we have hereunto set our hands and affixed the Seal of the County of Allegan this 17th day of November, 2016.

Allegan County Board of Canvassers:

Allegan County Clerk

Chairman of the Board of Canvassers

City of Plainwell

Rick Brooks, Mayor
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November 2016 Employee Recognition

Congratulating 15 Years of Service

Patricia (Joy) Sausaman – Public Safety Department

Public Safety Administrative Assistant – Full-time
November 29, 2001 – current

Ordinance Officer
July 1, 2013 – current

Congratulating 10 Years of Service

Aaron Bird – Public Works Department

Equipment Operator/General Labor – Full-time
November 7, 2006 - current

CITY OF PLAINWELL
JOB DESCRIPTION

CITY CLERK/TREASURER

Supervised by: City Manager
Supervises: Senior Office Clerks and other administrative staff

Position Summary:
Under the general supervision of the City Manager, manages and directs the operations of a combined clerk, treasury and finance department. Coordinates all accounting functions, including collection and investment of City funds. Acts as clerk to the City Council and is responsible for election processes, records retention and other prescribed duties.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs the financial activities of the City in accordance with accepted fiscal practices and state and local regulations. Develops and implements departmental policies, procedures and internal controls. Maintains and monitors financial and accounting records.

2. Assists the City Manager with the preparation of the annual budget; develops revenue estimates and compiles expenditure requests from all departments, providing assistance to departments as needed; prepares budgetary status reports; monitors budgets and, if necessary, recommends corrective measures to the appropriate supervisory level.

3. Supervises and participates in preparing the property tax roll and administers the tax collection process including closing, settlement and ongoing collection of delinquent personal property taxes.

4. Oversees the collection and investment of all City funds. Investigates and examines various investment options to achieve the objectives of the investment policy.

5. Maintains financial and tax records for various authorities, including the Tax Increment Finance Authority (TIFA) and Downtown Development Authority (DDA).

6. Evaluates financial and procedural systems on a consistent basis. Develops and enforces financial policies. Trains and cross-trains staff to assure adequate and efficient coverage of all functions.

7. Plans and coordinates the annual financial audit.

8. Acts as department spokesperson, establishing and maintaining effective relationships with the public, City officials, and representatives of other units and their staff. Responds to public inquiries and investigates complaints.

9. Serves as clerk to the City Council. Assists in the preparation of the agendas, meetings material and packets. Attends regular and special Council meetings; calls roll, records and transcribes official proceedings and authenticates public records. Records minutes of executive sessions and meetings of other City Boards, Commissions and Authorities, as needed.

10. Assures that all records of the City including contracts, deeds, easements, minutes of meetings and other official documents are maintained and that legally acceptable procedures are consistently applied.

11. Acts as official custodian of the City Seal and administers oaths of office. Certifies ordinances, resolutions, contracts, and other documents requiring a City seal. Accepts claims and other legal papers on behalf of the City and serves as Notary Public.

12. Monitors the maintenance of the City's voter registration system and coordinates the preparation of all City, State, School and National elections. Arranges for polling locations, prepares legal notices, certifies petitions, trains and supervises election inspectors, sets up equipment and conducts the elections with the aid of an assistant(s). Prepares ballots and test decks and issues absentee ballots. Tabulates and reports election results. Interprets and applies State elections laws.

13. Performs and supervises numerous other financial and administrative duties related to financial and management reporting, contract administration, oversight of City transactions, licensing, records maintenance and information systems maintenance and upgrade.

14. Participates in meetings, conferences, seminars and professional organizations to keep abreast of changing requirements, technology and approaches to public financial and records management.

15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree in finance, accounting, public administration, business management or related field.
- Five years of municipal finance, budgeting or accounting experience including supervisory experience.
- Thorough knowledge of the principles, methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
- Strong computer skills including experience with Microsoft Office products, including Word and Excel. Must be proficient with the use of spreadsheets.
- Must proficiently utilize the City's accounting software within six (6) months of hire.
- Considerable knowledge of governmental fund accounting.
- Considerable knowledge of debt financing, public bid procedures and budget development.
- Skill in interpreting financial data and developing operating and capital budgets.
- Considerable knowledge of the law and regulations pertaining to open meetings, the statutory requirements and practices of public records management and retention.
- Knowledge of the rules of parliamentary and public meeting procedures.
- Knowledge of FOIA rules and regulations and ability to address FOIA request within mandated timelines.
- Knowledge of City ordinances, the City Charter, official City policies and procedures, and general City services and operations to effectively direct and assist the public.
- Skill in training and supervising others.

- Skill in answering inquiries from the public and other employees regarding department operations and other related issues.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, other employees, elected officials, governmental agencies, the media and vendors.

- Ability to communicate effectively and present ideas orally and in writing.

- Ability to coordinate multiple tasks, work effectively under stress and changes in work priorities and continue to maintain attention to detail.

- Ability to prepare and maintain accurate records and reports, and to perform mathematical computations quickly and accurately.

- Ability to work outside of regular office hours to attend required meetings.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly in a typical business office where he or she is required to use hands to finger, handle, or feel. The employee is frequently required to talk or hear; walk, sit or stand; reach with hands and arms and view and create written and electronic documents. The employee is occasionally required to travel to other locations. The employee must occasionally lift and/or move light weight items.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to medium in sounds.

ACKNOWLEDGMENT

This job description has been presented to _____. The Employee and the Employer have had the opportunity to discuss the job description and ask any questions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with our without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position and will use this description as an outline and guide of the expectations and requirements of the position.

_____

Print Name of Employee

_____

Signature of Employee Date

CITY OF PLAINWELL
JOB DESCRIPTION

COMMUNITY DEVELOPMENT MANAGER

Supervised By: City Manager
Supervises: None

Position Summary:
This position plans directs and coordinates the full range of community development activities including planning, building, zoning administration, code enforcement, economic development, which includes current and long-range real estate and land activities within the City. Works with the Planning Commission, Downtown Development Authority and other stakeholder groups, to coordinate goals and objectives set by the City. Is the primary Liaison to local businesses for the City to support local businesses and resolve any issues which may arise.

Essential Job Functions:
Reading and writing; giving and receiving oral instructions; oral communication with public; oral presentations at meetings; ability to occasionally work long hours.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Coordinates the strategies

1. Coordinates the strategies and methods for economic development intended to attract and retain commercial and industrial business in the City.

2. Works cooperatively with the Chamber of Commerce and other groups in developing and coordinating promotional events. Provides advice and information on projects and economic development issues and encourages a cooperative working environment between the DDA, Chamber, City and other agencies impacting the City.

3. Assembles and submits grant applications to federal, state and private organizations related to economic development.

4. Determines applicable codes, regulations and requirements for assigned projects.

5. Responsible for administrative functions including, but not limited to, record keeping, budget development, preparation of reports, grant writing, project status reporting and meeting agendas and minutes. Develops and maintains data systems to track the progress of projects related to job creation and business retention.

6. Assists professional staff in the review, analysis, and assessment of development proposals pursuant to processing applications for zoning permits (i.e. zone changes, conditional use permits, variances, waivers etc.).

7. Coordinate and attend Planning and TIFA/DDA meetings, including the preparation and presentation of reports, recommendations, agendas and information to support those committees.

8. Attends various City, Council, staff and community meetings as required.

9. Work with City officials to develop, implement and monitor long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.

10. Keeps abreast of current planning principles and practices, technology, regulations and literature that apply to City planning projects.

11. Identifies and accesses funding sources; maintain relationships with funding sources and ensure compliance with reporting requirements, administers contractual agreements with government agencies to ensure appropriate fiscal controls.

12. Performs other duties as assigned by the City Manager.

Required Knowledge, Skills, Abilities and Minimum Qualifications:
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree, or equivalent experience in business, public administration, planning and urban development or closely related field, is required. Specialized courses and training in economic and community development are preferred.

- Five or more years in economic and/or community development, complex project management or related experience required. Progressive responsibility and experience in a municipal or public sector setting including managerial/supervisory experience.

- A valid Michigan Vehicle Operator's driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.

- Knowledge of the best practices, procedures, methods and techniques associated with economic and community development and administration.

- Knowledge of local, State and Federal programs, statutes, regulations and procedural requirements related to economic development and redevelopment and community and neighborhood revitalization.

- Knowledge of applicable City ordinances, policies, City Charter, and general City services and operations to effectively direct and assist the public.

- Skill in handling difficult public relations issues with tact and diplomacy.

- Ability to develop and deliver engaging and effective marketing and public relations documents, multi-media and presentations.

- Ability to write strategically targeted and effective grants.

- Ability to collect, compile and analyze data, prepare budgets and reports and present information to groups in a public setting.

- Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to the department including GIS; and the ability to master new technologies.

- Ability to work constructively and interact professionally with state and federal economic development program representatives, elected officials, city economic and planning boards and commission, colleagues in other departments, the general public, co-workers and the media.

- Ability to attend meetings and events outside of normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, works both in an office and in the field. Frequent writing, walking, standing, bending,, kneeling, stooping, use hands to fingers, handle or feel, reaching with hands and arms, sitting in office chair, keyboarding with repetitive keystrokes, read regular and small print, visual contact with computer terminal and written documents; communicate with others in person and on the telephone; occasional lifting items weighing less than 15 pounds, reaching and lifting, carrying boxes of materials from one location to another, driving motor vehicle.

While performing the duties of this job, the employee regularly works in an indoor office setting and occasionally works outdoors. The employee regularly travels between work sites using a motor vehicle or walking in the downtown area. The noise level in the work environment varies from quiet to loud.

ACKNOWLEDGMENT

This job description has been presented to _____. The Employee and the Employer have had the opportunity to discuss the job description and ask any questions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with our without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position and will use this description as an outline and guide of the expectations and requirements of the position.

_____
Print Name of Employee

_____
Signature of Employee Date

CITY OF PLAINWELL
JOB DESCRIPTION

SENIOR OFFICE CLERK

Supervised By: Clerk/Treasurer and City Manager, depending on the nature of work assignment
Supervises: No supervisory responsibility

Position Summary:

Under the direct supervision of the Clerk/Treasurer and City Manager, provides administrative, bookkeeping and clerical assistance in support of the daily activities of the administrative offices. Maintains utility accounts, prepares billings and processes payments, inputs and processes accounts receivable and accounts payable invoices.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides a full range of secretarial/clerical assistance including:
    - Primary first responder to phone calls and greeter to citizen/customer visits.
    - Performs administrative tasks such as gathering and analyzing information.
    - Prepares reports with little direction other than a brief description of results expected.
    - Receives and distributes mail to the appropriate department
    - Ensures outgoing mail has been taken to the post office before the end of the business day.

2. At the counter, receives payments made to the City, issues licenses and permits, and takes park reservations related deposits. Serves as Notary Public.

3. Serves as direct support to the City Clerk/Treasurer in the process of voter registrations and election-related materials. Able to understand and explain local, state and federal election laws.

4. Serves as a support to the Community Development Manager in the gather of information and processing of permits and zoning concerns.

5. Follow specific, written sets of instructions for various computer functions and other department operations within the guidelines specified.

6. Responds to standard inquiries and provides general information regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.

7. Performs a wide variety of technical and clerical tasks which demands understanding of State and local laws, City policies, ordinances and regulations; with an understanding of the level of information to provide to the public and that which should be directed to a supervisor.

8. Records, indexes, and scans deed, mortgage and other property records.

9. Under the supervision of the Clerk/Treasurer, coordinates the monthly utility billing process. Enters meter readings, generates reports and audits for accuracy. Identifies unusual usage patterns and orders re-reads. Prepares prints and mails monthly water bills, delinquent notices, assigns penalties and issues shut-off notices according to established procedures. Orders shut-offs and prepares delinquent list for tax roll as necessary. Prepares balance sheets and runs month-end, consumption, and other regular reports. Generates special reports for the Public Works department and others as requested.

10. Responds to all water related inquiries or complaints and Miss Dig requests. Submits service requests and refers unique inquiries to the appropriate individual.

11. Maintains a comprehensive record system for utility accounts and related documents and reports. Ensures account information is up to date. Establishes, adjusts, transfers and closes accounts as appropriate. Arranges for final reads and issues refunds.

12. Supports the Clerk/Treasurer with tax billing, collection and settlement. Updates computerized tax files and information, prepares mailings, and collects tax payments. Handles routine tax and assessing questions.

13. Support the Clerk/Treasurer in the coordination and preparation invoices for Council approval, and assures payments are distributed.

14. Cooperates with and produces all requested information during annual audit.

15. Receives various payments made to the City. Posts payments to proper accounts and balances cash receipts daily. Prepares and makes deposits.

16. Completes financial forms, reports and spreadsheets as directed.

17. Maintains an inventory of office supplies and places orders as necessary to ensure adequate stock.

18. Prepares and issues bills for miscellaneous fees and services, records payments, tracks accounts status and reports delinquencies.

19. Assists with the annual review and update of fixed assets lists. Meets with department heads, processes modifications to records and prepares updated list for liability and property insurance.

20. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent supplemented by college courses or specialized vocational training.
- Two or more years of related experience.
- Ability to become a Notary Public.
- Knowledge of modern office procedures and practices.
- Skill in or ability to obtain word processing and spreadsheet software.
- Knowledge of the organization and operations of municipal government to effectively assist the public.
- Knowledge of the principles, methods and techniques of account management, money handling and basic bookkeeping.
- Skill maintaining and updating records and related systems, and in generating accurate reports.
- Skill in the use of standard office equipment, including computers and related accounting software.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.

- Skill in maintaining comprehensive filing and record keeping systems
- Ability to communicate effectively, understand instructions, and follow detailed procedures consistently.
- Ability to type, enter data and complete mathematical computations with speed and accuracy.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly in a typical business office setting where he or she is required to talk or hear, frequent writing, walking, standing, use of hands to fingers, handle or feel, reaching with hands and arms, sitting in office chair, keyboarding with repetitive keystrokes, read regular or small print, visual contact with computer terminal and written documents, communicate with others in person and on the telephone. The employee must occasionally lift and/or move light weight items. The noise level in the work environment is usually quiet to low sound.

ACKNOWLEDGMENT

This job description has been presented to _____. The Employee and the Employer have had the opportunity to discuss the job description and ask any questions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with our without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position and will use this description as an outline and guide of the expectations and requirements of the position.

_____
Print Name of Employee

_____
Signature of Employee Date

Resolution 16-21
City of Plainwell
Allegan County, Michigan

RESOLUTION AUTHORIZING THE CITY MANAGER TO PROCEED TOWARD APPLICATON AND IMPLEMENTATION OF RECOMMENDATIONS NECESSARY TO RECEIVE REDEVELOPMENT READY COMMUNITIES (RRC) CERTIFICATION FROM THE MICHIGAN ECONOMIC DEVELOPMENT COPRORATION (MEDC)

WHEREAS, the Michigan Economic Development Corporation (MEDC), has implemented a state-wide certification program that supports communities to become development ready and competitive in today's economy; and

WHEREAS, the expectation of the program is to complete a comprehensive review of the City of Plainwell development process, to make improvements in transparency and effective communication; and

WHEREAS, the MEDC will review a completed evaluation of the City's redevelopment readiness and will make recommendations toward a more proactive, efficient and transparent process; and

WHEREAS, the City Council is willing to complete the tasks as outlined in the evaluation report; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Plainwell, Michigan, hereby authorizes the City Manager to proceed toward the application process and complete any implementations and recommendations necessary to receive RRC certification from the MEDC.

Adopted this 28th day of November, 2016

Ayes:

Nays:

Absent:

BY: _____
Richard Brooks. Mayor

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Plainwell City Council, County of Allegan, Michigan, at a regular meeting held on October 28, 2016, the original of which is on file in my office and available to the public.

_____
Brian Kelley, Deputy City Clerk

DRAFT

REAL ESTATE BUY AND SELL AGREEMENT

Date: _____

1. Purchase Offer. Ridgeview Retail Limited, a Michigan corporation of 3313 Stadium Drive, Kalamazoo, MI 49008 ("**Buyer**") offers and agrees to purchase from the City of Plainwell, a Michigan municipal corporation of 211 N. Main Street, Plainwell, MI 49080 ("**Seller**") the property located in the City of Plainwell, Allegan County, Michigan, commonly known as: 542,548,554 and 600 Allegan Street, tax parcel numbers 55-030-077-00, 55-030-077-10, 55-030-077-20, and 55-030-077-30 to a depth of 320 feet from right of way, as depicted on the attached Exhibit A and to be legally described prior to closing (the "**Property**").

2. Purchase Price. The **Purchase Price** for the Property shall be $100,000.00 which shall be paid in cash or certified check at closing, unless the parties otherwise agree in an addendum to this Agreement.

3. Earnest Money. Buyer shall deposit $1,000.00 in cash or check with Seller as **Earnest Money** evidencing good faith upon Seller's acceptance of this offer. If the offer is not accepted or if the sale does not close due to failure to satisfy a contingency specified in this Agreement for a reason other than the fault of Buyer, the Earnest Money shall be refunded to Buyer. The Earnest Money will be applied to the Purchase Price at closing.

4. Closing, Closing Documents, Possession. Closing of the sale and purchase of the Property will take place as promptly as practical after all necessary documents have been prepared and all contingencies have been satisfied, but not later than 365 days after this agreement is fully signed unless delayed by reason of delays in the title search or by title defects as addressed in Paragraph 8. Buyer and Seller shall each pay one-half any closing fee charged by a title company. At the closing, Seller shall execute and deliver to Buyer a warranty deed in conveying the Property to Buyer. Possession of the Property will pass to Buyer at closing.

5. Purchase Conditions. In addition to any other provisions of this Agreement which are, by their terms, conditions precedent to closing or to the performance of either parties' obligations under this Agreement, closing of this Agreement is contingent upon satisfaction of the following conditions:

A. Seller to provide documentation that Seller has of Weyerhaeuser's environmental remediation.

B. Seller shall facilitate reimbursement of Buyer's environmental cost (phase 1 environmental site assessment, phase 2 environmental site assessment, BEA (baseline environmental assessment) and due care plan) from tax increment revenues pursuant to the brownfield plan for the site.

C. Seller to facilitate a comfort letter from the US EPA reasonably acceptable to Buyer.

D. Seller to mandate the use of City water, precluding wells for potable water or irrigation.

E. Seller to restrict the use of the Property to commercial uses only.

F. Seller to construct North Prince Street to at least 90 feet north of its intersection with Allegan Street.

G. Seller to confirm water and sewer are available to the site. Seller to cover the cost of a 2-inch water service lead and meter to Property. Buyer to pay connection fees in accordance with City ordinances and policies.

H. Seller to assist Buyer in obtaining the rights/permit to use MDOT's storm sewer line.

I. Seller believes electricity, gas, telephone and cable are available to the Property in acceptable sizes. If they are not, Seller will help facilitate with the utility companies to provide those services.

J. Traffic light at Prince Street intersection to be completed with fourth side including a left turn arrow without expense to Buyer.

K. Seller to help facilitate with MDOT and construct additional drive for ingress and egress, east of the Prince Street intersection.

L. Seller shall confirm that the Property is commercial zoned with office, retail sales and restaurants being acceptable uses, as of the date of closing.

M. Seller to provide Buyer a Purchase Option on the property directly north of the Purchase Property, for a term of 5 years at a purchase price of $25,000.00, the option property is approximately 260 feet wide (east and west) and a minimum of 145 feet deep (north and south) as depicted on the attached Exhibit A ("**North Parcel**"). The exact dimensions of the North Parcel shall be dependent on where the City locates the future roads. Buyer must also submit building plans to the City within 24 months of purchasing the North Parcel and then commence with construction within 16 months. Seller shall provide buyer with the Right of First Refusal on the North Parcel for 10 years.

7. Taxes and Assessments. The Property is current exempt from property taxation. The balance amount owing on any special assessments shall be paid by the Seller at t closing, except that special assessments becoming a lien after acceptance of this agreement will be paid by the Buyer.

8. Title Evidence. As evidence of marketable title, Seller will provide at its cost a standard owners policy of title insurance, including a policy commitment prior to closing, certified to the date of closing in the amount of the purchase price. If Buyer reasonably determines that title is not marketable, Seller will have 30 days after receipt of written notice to remedy the claimed defect(s). If Seller is unable or unwilling to cure the defect(s) within 30 days, Buyer shall have the option: (a) to proceed with this transaction, in which event the quit claim deed will be executed and delivered subject to any such defect(s), provided, however, that in the event any such defects result from liens or encumbrances having liquidated amounts, Buyer may as its option, pay such amounts at closing and shall receive full credit for such payments(s) against the purchase price; or (b) to terminate this Agreement and receive a return of the Earnest Money in full as full termination of any and all liability hereunder.

9. Inspections; Condition of Property. Buyer shall have reasonable access to the Property for a period of 60 days (the "**Contingency Period**") after the date this Agreement is fully signed for the purpose of conducting environmental site assessments (the "**Environmental Assessments**") and to conduct such other inspections and testing of the Property as Buyer shall deem appropriate. The Environmental Assessments and all other inspections and testings shall be completed at Buyer's cost and expense, which shall be reimbursed from tax increment revenues as provided in paragraph 5.B above. Alternatively, Seller may facilitate reimbursement from the previous owner or another party. Full copies of the Environmental Assessments and all other inspection and testing reports shall be provided to Seller immediately upon completion. Without the written consent of Seller, Buyer shall not disclose the contents of the Environmental Assessments to any third party other than those persons employed by Buyer to evaluate the environmental condition of the Property and Buyer's lender and as required by law. Buyer's obligation to close this transaction is contingent upon the Buyer's conclusion that the Environmental Assessments and other inspections and testing showing that the Property is free of any material amounts of hazardous substances (as defined and regulated under state and federal environmental laws) and that the Property is suitable for construction and future use. If Buyer fails to provide Seller with written notice of any objections to the condition of the Property within the Contingency Period, the contingency set forth in this Paragraph shall be deemed satisfied. Buyer's election to close this transaction shall constitute its agreement to accept the Property in its "as is" condition, "with all faults" and without representation or warranty of any nature concerning the condition of the Property except as otherwise expressly provided in this Agreement. Any damage to the Property caused by Buyer's exercise of the rights granted under this Paragraph shall be repaired by Purchaser and the Property restored to its prior condition immediately upon the completion of the Environmental Assessment and any other inspections and testing.

10. Seller's Warranties. Except as otherwise provided or acknowledged in this Agreement, Seller represents and warrants to Buyer as follows:

A. Except as otherwise provided herein or as set forth in an addendum hereto signed by both parties, Seller's interest in the Property shall be transferred to Buyer on the closing date, free from liens, encumbrances and claims of others. Notwithstanding the foregoing, the Property may be subject to restrictive covenants related to environmental matters.

B. The performance of the Seller's obligations under this Agreement will not violate any contract, indenture, statute, ordinance, or judicial or administrative order or judgment applicable to Seller or the Property.

C. There is no litigation or proceeding pending or, to the Seller's knowledge, threatened, against or involving the seller or Property, and the Seller does not know or have reason to know of any ground for any such litigation or proceeding, which could have an adverse impact on Buyer or Buyer's title and use of the property, either before or after closing.

11. Buyer's Warranties. Except as otherwise provided or acknowledged in this Agreement, Buyer represents and warrants to Seller as follows:

A. Upon closing, it shall be deemed that Buyer has obtained any inspections of the Property as Buyer desires. Buyer shall be deemed to be fully familiar with the Property's physical condition and to accept the Property "as is" and "with all faults" in its condition as of the date of closing.

B. The performance of the Buyer's obligations under this Agreement will not violate any contract indenture, statute, ordinance, or judicial or administrative order of judgement applicable to Buyer.

C. There is no litigation or proceeding pending or, to the Buyer's knowledge, threatened, against or involving the Buyer, and the Buyer does not know or have reason to know of any ground for any such litigation or proceeding, which could have an adverse impact on Seller or Seller's interests under this Agreement.

12. Legal Counsel. The parties have each had an opportunity to review this document with legal counsel before signing. At the time of closing, all contingencies and addendums to this Agreement shall be resolved or removed to the parties' satisfaction.

13. Water/Sewer Charges. Seller to pay all water and sewer charges to closing date.

14. Location and Boundaries. Seller shall without cost to Buyer have the Property surveyed or take such other action as necessary to satisfy Buyer of the location of improvements on the boundaries of the Property. When closing occurs, Buyer shall be deemed to have accepted the location of such improvements on and the boundaries of the Property.

15. Default. If Buyer defaults, Seller may declare Buyer's right to purchase terminated and keep the Earnest Money. If Seller defaults, Buyer may enforce this contract or may demand return of the Earnest Money.

16. Seller's Acceptance. Seller shall have 15 days from the date Buyer signs this agreement to sign and accept. Should Seller not sign in this time period, the offer shall be null and void and the Earnest Money returned. When signed by both parties, this is a binding contract for the sale and purchase of the Property. Seller acknowledges by the execution of this Agreement that it has received a copy of this Agreement signed by both parties. Upon acceptance, Buyer and its representatives shall have the right to enter upon the property during reasonable business hours for purposes of inspection and tests.

17. Notices. Any notice or signature required or permitted by this Agreement shall be sufficient if in writing delivered personally, electronically, or by FedEx or another service that provides evidence of delivery to the address stated above.

18. Assignment. Buyer shall have the right to split the Property and purchase in two different entities, which shall be named prior to closing. Buyer may assign the Purchase Option and/or the Right of First Refusal in paragraph 5 to an entity made up of at least 50% of the present members of Buyer.

19. Commissioned Agents. There are no brokers or commissioned agents involved in this transaction. Therefore no brokers fees or commissions are to be paid by either party.

20. Lease Option. As referenced in paragraph 5.C, Seller is to facilitate and provide an EPA comfort letter. The parties agree that within 9 months of the date this Agreement is fully signed the Buyer will be allowed to lease the property for $1,000.00 per month inclusive of real estate taxes until the aforementioned comfort letter is provided. The $1,000.00 per month payment shall be fully credited against the purchase price in paragraph 2. Buyer will provide 7 days' notice of its election to lease the property. If after the 3 years of leasing the property, no comfort letter pursuant to paragraph 5.C is

issued, Buyer may terminate this purchase agreement and execute a 20-year gross lease without any personal guarantee at the monthly rental rate of $800.00. The lease will be on customary and commercially reasonable terms.

21. Future Cooperation. The buyer stresses its current and future investments center on the City making continuing and significant progress on its approved Mill Master Plan. Included in these efforts are improvements to infrastructure, on-going site remediation, historic preservation (including building rehab and structure removal), site maintenance and the execution of a marketing strategy to ensure the highest and best uses are located and secured.

Ridgeview Retail Limited

By: _____
Richard E. Schell, Jr., Vice President

Date signed: _____, 2016

City of Plainwell

By: _____
Richard Brooks, Mayor

By: _____
Erik Wilson, City Manager

Date signed: _____, 2016

GRAPIDS 57657-13 431065v1

Water Renewal

Superintendent: Bryan Pond

October 2016

Significant Department Actions and Results

Pending Items (including CIP)

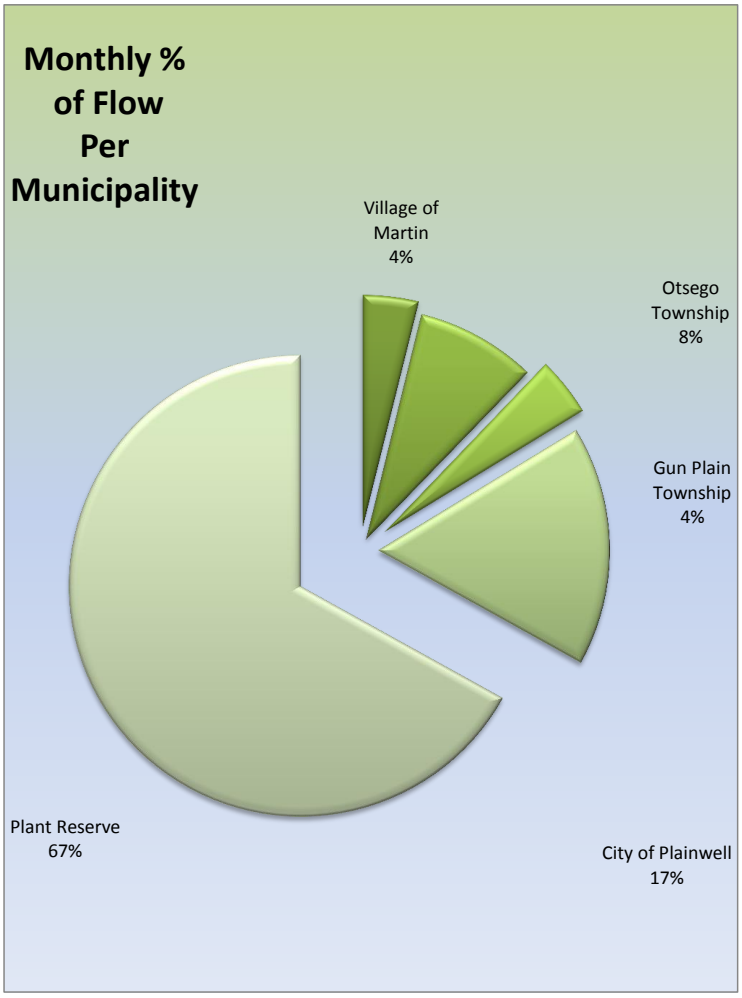
Expenditure Summary/Issues

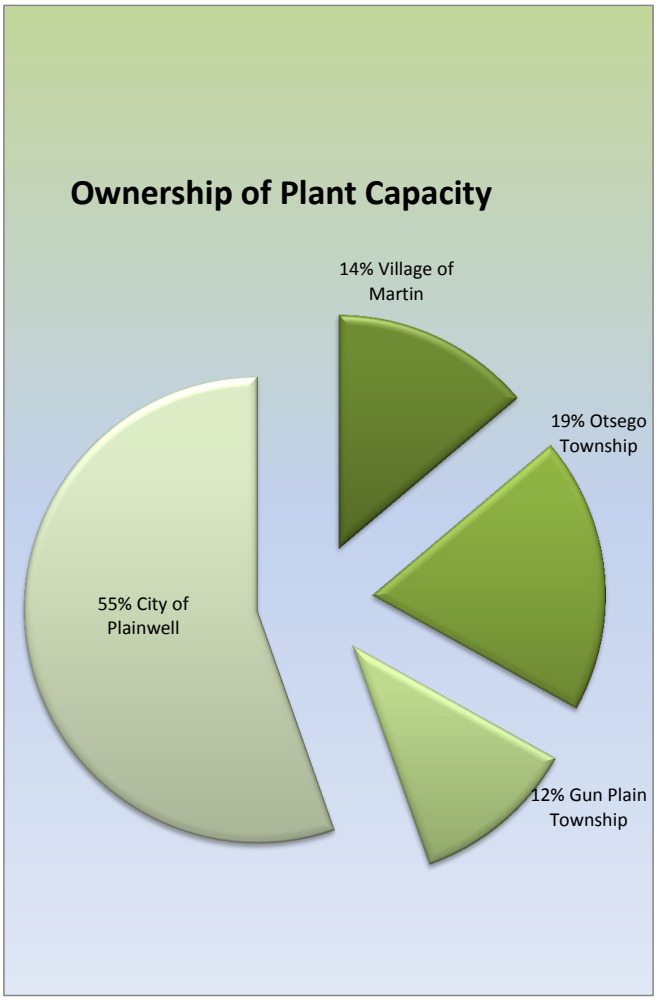
	(budgeted)	(completed)
Replace 1989 Fiberglass Chemical Storage Bldgs.	22,000	Due 12-2016
Replace Dystor SCADA PLC	6,000	Winter 2017
Replace 1980 Control Bldg.HVAC	55,000	Specification due 12-2016
Replace Control Panel Wedgewood Lift Station	11,000	Installed 11-2016
Replace 1980 Waste Gas Flare	29,000	Parts due 11-2016
Move Plant Powere Supply Pole	55,000	Complete $17,000
Replace Hot Water Heating Loop	90,000	To be bid 1-2017
	$268,000	

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
Village of Martin	929,050			
Gun River MH Park	584,000			
US 131 Motor Sports Park	30,380			
Total:	1,543,430			
AVG. DAILY:	55,123	180,000	69%	14%
Otsego Township **Total:**	3,380,000			
AVG. DAILY:	120,714	250,000	52%	19%
Gun Plain Township **Total:**	1,159,000			
North 10th Street	274,349			
Gores Addition	218,000			
AVG. DAILY	58,977	150,000	61%	12%
City of Plainwell **Total:**	6746077			
AVG. DAILY:	217615	720,000	70%	55%
Avg. Daily Plant Flow from entire service district	0.414			





State Required Reporting Compatible Pollutants

	MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
Carbonaceous Biochemical oxygen demand (CBOD-5):	25 mg/l	15	10.06

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	11

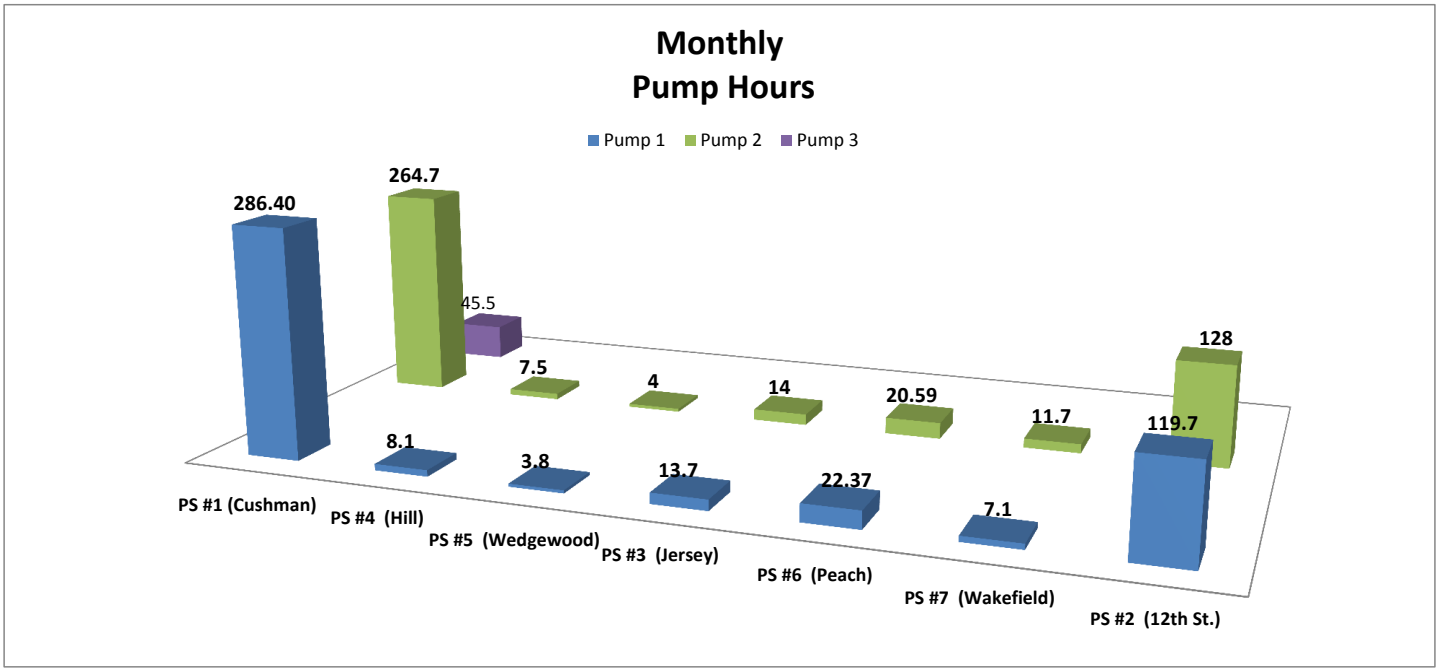
Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.

PHOSPHORUS (P):	1.0 mg/l	0.45	0.32

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	4

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.

11/23/2016 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
POST DATES 11/28/2016 - 11/28/2016
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name / Invoice	Description	Amount
000044	ALL-PHASE ELECTRIC		
	3505-534258	LAMPS FOR LAB	272.30
	3505-534262	LAMPS FOR LAB WR	287.86
TOTAL FOR: ALL-PHASE ELECTRIC			560.16
000002	AT&T - SBC		
	2016-11 AIRPORT FUEL	10/14/16 - 11/13/16 AIRPORT FUEL PUMP	104.01
	2016-11 CITY DATA GA	10/14/16 - 11/13/16 CITY DATA GATE	115.63
	2016-11 DPS	10/14/16 -11/13/16 DPS NON PUBLISHED #	148.11
	2016-11 DPS TRAINING	10/14/16 - 11/13/16 DPS TRAINING ROOM	240.69
	2016-11 DPW CENTRAL	10/14/16 - 11/13/16 DPW CENTRAL DIALER	497.11
	2016-11 DPW SECURITY	10/14/16 - 11/13/16 DPW SECURITY GATE	121.62
	2016-11 WR	10/14/16 - 11/13/16 WR PHONES	470.39
TOTAL FOR: AT&T - SBC			1,697.56
REFUND UB	AYRES, PHILLIP		
	11/22/2016	UB refund for account: 01-00012200-00	19.57
TOTAL FOR: AYRES, PHILLIP			19.57
REFUND UB	BEEBE, JIM		
	11/22/2016	UB refund for account: 01-00011300-03	7.51
TOTAL FOR: BEEBE, JIM			7.51
000461	BOB'S HARDWARE		
	39784	STRING	4.36
TOTAL FOR: BOB'S HARDWARE			4.36
001423	BORGESS MEDICAL CENTER		
	86117C10634	PHYSICAL/DRUG SCREEN 10/26/16	93.00
TOTAL FOR: BORGESS MEDICAL CENTER			93.00
001043	BS&A SOFTWARE		
	109642	2016/2017 SOFTWARE SUPPORT	3,695.00
TOTAL FOR: BS&A SOFTWARE			3,695.00
002527	C.O.P.S. TRUST INSURANCE		
	2016-12	DECEMBER 2016 HEALTH INS	1,635.70
TOTAL FOR: C.O.P.S. TRUST INSURANCE			1,635.70
002018	CDW-G		
	FNQ0475	COMPUTER SUPPLIES	17.05
	FPM5601	E. WILSON WIRELESS PRESENTERS	87.18
	FPP3171	RETURNED COMPUTER SUPPLIES	(222.64)
	FQL1593	RETURNED COMPUTER SUPPLIES	(147.24)
	FSR7185	COMPUTER SUPPLIES	147.22
	FVX2530	COMPUTER SUPPLIES	53.86
	FXW6894	COMPUTER SUPPLIES	372.41
TOTAL FOR: CDW-G			307.84
002458	CHAMPION LAW OFFICES		
	2016-09/10	SEPT/OCT 2016 ATTORNEY FEES	1,022.50
TOTAL FOR: CHAMPION LAW OFFICES			1,022.50
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	2016-11 DPS/FIRE	11/19/16 - 12/18/16 DPS/FIRE INTERNET/PHONE	487.36
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			487.36

002890	CHEF CONTAINER LLC		
	387294	MONTHLY RECYCLE SERVICES PER CONTRACT	2,691.00
TOTAL FOR: CHEF CONTAINER LLC			2,691.00
000499	CITY OF OTSEGO		
	2004	DELINQUENT PERSONAL PROPERTY TAX WRITE OFFS	150.00
TOTAL FOR: CITY OF OTSEGO			150.00
000009	CONSUMERS ENERGY		
	2016-11A	9/26/16 - 10/24/16 ELECTRIC BILLS	314.78
TOTAL FOR: CONSUMERS ENERGY			314.78
001610	DALE W. HUBBARD, INC (CLEAN EARTH)		
	2-9499	ANNUAL CLEANING OF PLANT TANKS AND LIFT STATIONS	3,591.00
	2-9500	ANNUAL CLEANING OF PLANT TANKS AND LIFT STATIONS	1,306.00
	2-9677	ANNUAL CLEANING OF PLANT TANKS AND LIFT STATIONS	1,960.00
	2-9774	CLEAN OUT LINES UNION ST	688.80
TOTAL FOR: DALE W. HUBBARD, INC (CLEAN EARTH)			7,545.80
000164	ETNA SUPPLY CO INC		
	S102008962.002	2016-17 BLANKET PO FOR WATER PARTS	64.75
TOTAL FOR: ETNA SUPPLY CO INC			64.75
001947	E-Z TREE TRANSPLANTING INC.**		
	102425	TRANPLANT TREES 11/8/16	60.00
TOTAL FOR: E-Z TREE TRANSPLANTING INC.**			60.00
000153	FLEIS & VANDENBRINK INC		
	44684	ENGINEERING ASSISTANCE AS RELATED TO OTSEGO TOW	651.00
	44684A	SAW GRANT 90% REIMBURSABLE ENGINEERING WORK E	5,682.60
TOTAL FOR: FLEIS & VANDENBRINK INC			6,333.60
002650	FUEL MANAGEMENT SYSTEM PACIFIC PRID		
	163	PD FUEL 11/15/16	387.90
TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID			387.90
004808	GARY'S LAWN AND GARDEN		
	151045	DPS	99.40
TOTAL FOR: GARY'S LAWN AND GARDEN			99.40
002651	GBS GOVERNMENTAL BUSINESS INC		
	16-28914	NOV 8TH 2016 ELECTION CODING	175.00
TOTAL FOR: GBS GOVERNMENTAL BUSINESS INC			175.00
000059	GOIN POSTAL LLC		
	92800	DPS MAILING	11.12
TOTAL FOR: GOIN POSTAL LLC			11.12
000140	HACH CO. **		
	10189552	BLANKET PO FOR WATER TESTING SUPPLIES	1,225.86
TOTAL FOR: HACH CO. **			1,225.86
000134	HAROLD ZEIGLER INC		
	258628	PD CAR #4 OIL CHANGE	23.39
	258680	PD CAR #4 BRAKE PADS/ROTORS	339.75
TOTAL FOR: HAROLD ZEIGLER INC			363.14
004244	JONS TO GO PORTABLE RESTROOMS		
	093014	2016 RESTROOMS FOR PUMPKINS IN THE PARK	155.00
TOTAL FOR: JONS TO GO PORTABLE RESTROOMS			155.00
002301	JOYFUL CLEANING - SID TUBBS		
	783	NOV 2016 CLEANING	964.00

TOTAL FOR: JOYFUL CLEANING - SID TUBBS			964.00
000113	KAR LAB INC		
	614456	ANNUAL EFFLUENT SCAN FOR PERMIT WR	1,475.00
TOTAL FOR: KAR LAB INC			1,475.00
004148	KELLY WHITE DESIGN		
	4260	OCT 2016 WEBSITE UPDATES	75.00
TOTAL FOR: KELLY WHITE DESIGN			75.00
000885	KENDALL ELECTRIC INC		
	S105317654.001	WELL FUSES	566.04
TOTAL FOR: KENDALL ELECTRIC INC			566.04
001993	KERKSTRA PORTABLE RESTROOMS INC		
	100740	EXTRA RESTROOM @ SHERWOOD PARK	70.00
	100741	HANDI - CAP RESTROOM @ SHERWOOD PARK	95.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			165.00
001218	KERR PUMP INC		
	INV174648	NEW PUMP FOR SEWER CLEANING MACHINE	7,870.00
TOTAL FOR: KERR PUMP INC			7,870.00
004806	L.L. JOHNS & ASSOCIATES INC		
	16008R	AIRPORT INSURANCE 11/1/16 - 11/1/17	2,815.00
TOTAL FOR: L.L. JOHNS & ASSOCIATES INC			2,815.00
000356	LOCK MASTER SECURITY LLC		
	7390	MISC CITY HALL	128.00
	7391	KEY FOBS	70.00
TOTAL FOR: LOCK MASTER SECURITY LLC			198.00
002652	LSL PLANNING INC		
	0026867-IN	MASTER PLAN UPDATE	454.31
TOTAL FOR: LSL PLANNING INC			454.31
004206	MADISON NATIONAL LIFE INSURANCE CO		
	1234840	DEC 2016 LIFE INSURANCE	102.43
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			102.43
000682	MAIN-TECH SERVICES INC		
	61023	ANNUAL MECHANICAL MAINT. OF PLANT & LIFT STATION	1,281.31
TOTAL FOR: MAIN-TECH SERVICES INC			1,281.31
000077	MCMASTER-CAR SUPPLY		
	87801070	LAB SUPPLIES WR	55.04
TOTAL FOR: MCMASTER-CAR SUPPLY			55.04
002286	MICHIGAN ELECTION RESOURCES LLC		
	36995	QVF ABSENT VOTER APPLICATION	21.09
	37105	ABSENT VOTER POSTER/QVF AV APPLICATIONS	30.08
TOTAL FOR: MICHIGAN ELECTION RESOURCES LLC			51.17
000014	MICHIGAN GAS UTILIITIES CORP.		
	2016-11	10/11/16 - 11/8/16 GAS BILLS	989.01
	2016-11 DPS/FIRE	10/11/16 - 11/8/16 DPS/FIRE GAS BILL	74.78
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP.			1,063.79
000609	MIDWAY CHEVROLET		
	112927	#12 ROD	207.24
TOTAL FOR: MIDWAY CHEVROLET			207.24
001854	MODEL FIRST AID,SAFETY & TRAINING		
	115917	DPW MEDICAL/SAFETY SUPPLIES	36.85

TOTAL FOR: MODEL FIRST AID,SAFETY & TRAINING			36.85
002708	MORGAN BIRGE' & ASSOCIATES		
	23073	NOV 2016 PHONE MAINT	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			130.00
003071	NATIONAL CREATIVE ENTERPRISES NCE		
	25535	FIRE DEPT	140.70
TOTAL FOR: NATIONAL CREATIVE ENTERPRISES NCE			140.70
000096	NYE UNIFORM CO INC		
	579542	PANTS FOR B. BOMAR	68.50
	579543	PANTS FOR J. PELL	148.59
	579544	PANTS FOR H. PEAK	16.60
TOTAL FOR: NYE UNIFORM CO INC			233.69
004807	OTIS ELEVATOR COMPANY		
	CVK65023C16	12/1/16 - 2/28/16 SERVICE ELEVATOR IN THE BACK OF TI	123.00
TOTAL FOR: OTIS ELEVATOR COMPANY			123.00
REFUND UB	PENAR, TOM		
	11/22/2016	UB refund for account: 05-00073300-02	9.81
TOTAL FOR: PENAR, TOM			9.81
002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	5754	PLAINWELL ST	143.00
	5771	SUN LOT	339.00
	5797	WILLIAM CRISPE SIDEWALK	260.00
	5801	WOODHAMS/HILL/W. BRIDGE	452.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			1,194.00
004793	PRECISION TRENCHING		
	2160469	TRANSFER FIBER TO NEW POLE WR	697.00
TOTAL FOR: PRECISION TRENCHING			697.00
REFUND UB	RUSSELL, DAVID & PATRICIA		
	11/22/2016	UB refund for account: 01-00003004-00	29.24
TOTAL FOR: RUSSELL, DAVID & PATRICIA			29.24
000991	SAFETY SERVICES INC		
	138685	WR SUPPLIES	326.28
TOTAL FOR: SAFETY SERVICES INC			326.28
004168	SBF ENTERPRISES		
	0126915	TAX/UTILITY ENVELOPES	935.00
	012901	TAX/UTILITY BILL PAPER	471.23
TOTAL FOR: SBF ENTERPRISES			1,406.23
004795	SHAND & JURS		
	150316	ADDITIONAL PARTS TO ACCOMODATE NEW FLARE	5,315.00
TOTAL FOR: SHAND & JURS			5,315.00
004796	SILVERSCRIPT INSURANCE COMPANY		
	2016-12	MONTHLY PREM RXID G6Z157474 & G6C474511	47.90
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			47.90
REFUND UB	SMITH, MICHELE		
	11/22/2016	UB refund for account: 03-00033859-05	19.67
TOTAL FOR: SMITH, MICHELE			19.67
002673	STATE OF MICHIGAN MDOT		
	591-8110238	M-89 PROJECT 2012/2013 FINAL ACCOUNTING	337.60
TOTAL FOR: STATE OF MICHIGAN MDOT			337.60

002402	STEENSMA LAWN & POWER EQUIPMENT		
	375995	DIAMOND BLADE	99.95
	378408	MOWER SPINDLE	202.76
	378693	MOWER BELT	152.64
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			455.35
REFUND UB	TERMEER, SHANNON		
	11/22/2016	UB refund for account: 02-00021600-04	3.25
TOTAL FOR: TERMEER, SHANNON			3.25
004794	UNITED HEALTHCARE INSURANCE COMPANY		
	2016-12	DEC 2016 RETIREE SU;;LIMENT INS T. TOWN	166.49
TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY			166.49
002653	VAN MANEN OIL COMPANY		
	2048967	DPW DIESEL FUEL 11/9/16	772.39
	2049726	REGULAR GAS DPW 11/15/16	343.04
	2049727	DPW DIESEL FUEL 11/15/16	352.00
TOTAL FOR: VAN MANEN OIL COMPANY			1,467.43
002201	VOSS LIGHTING		
	20154025-01	STREET LIGHT LAMPS	251.88
TOTAL FOR: VOSS LIGHTING			251.88
004223	WIN-911 SOFTWARE		
	1605045196	SCADA WR SOFTWARE RENEW 2016	495.00
TOTAL FOR: WIN-911 SOFTWARE			495.00

TOTAL - ALL VENDORS 59,337.61

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: Cheryl Pickett

Digitally signed by Cheryl Pickett
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Cheryl Pickett, email=cpickett@plainwell.org
Date: 2016.11.23 09:17:28 -05'00'

Brian Kelley, City 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
DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org
Date: 2016.11.23 09:25:35 -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
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Bryan Pond, email=bpond@plainwell.org
Date: 2016.11.23 14:02:43 -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: 2016.11.23 11:32:16 -05'00'

Rick Updike, 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: Rick Updike

Digitally signed by Rick Updike
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, cn=Rick Updike, email=rupdike@plainwell.org
Date: 2016.11.23 13:35:50 -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: 2016.11.23 13:49:11 -05'00'

11/23/2016 CHECK REGISTER FOR CITY OF PLAINWELL

CHECK DATE FROM 11/20/2016 - 12/01/2016

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank APPNC PNC Accounts Payable Checking					
11/30/2016	423(E)	PNCSC	PNC BANK (SERVICE CHARGE)	NOVEMBER 2016 PNC BANK SERVICE CHARGES	50.94
APPNC TOTALS:					
Total of 1 Checks:					50.94
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					50.94
Bank CBGEN Chemical Bank - General AP Account					
11/23/2016	10151	004785	PRIORITY HEALTH	DECEMBER 2016 HEALTH INSURANCE PREMIUMS	27,764.90
11/23/2016	1017(A)	ACACH	ALLEGAN COUNTY TREASURER	2016 SUMMER TAX/INTEREST COLLECTED W/E 1	1,822.12
11/23/2016	1018(A)	RDLACH	RANSOM DISTRICT LIBRARY	2016 SUMMER TAX/INTEREST COLLECTED W/E 1	268.49
12/01/2016	1019(E)	COPEFT	CITY OF PLAINWELL	2016 WINTER TAXES - CITY OWNED	2,561.48
CBGEN TOTALS:					
Total of 4 Checks:					32,416.99
Less 0 Void Checks:					0.00
Total of 4 Disbursements:					32,416.99
REPORT TOTALS:					
Total of 5 Checks:					32,467.93
Less 0 Void Checks:					0.00
Total of 5 Disbursements:					32,467.93

Off Cycle Payment Authorization

Brian Kelley, City Treasurer

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature: Brian Kelley

Digitally signed by Brian Kelley
DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org
Date: 2016.11.23 10:53:59 -05'00'

Erik J. Wilson, City Manager

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature: Erik Wilson

Digitally signed by Erik Wilson
Date: 2016.11.23 13:30:29 -05'00'

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-18142

- Consumers Energy Company requests Michigan Public Service Commission approval to implement a power supply cost recovery (PSCR) plan and a 2017 maximum PSCR factor of not less than $0.00124 per kWh for the 12-month period January through December 2017.

- The information below describes how a person may participate in this case.

- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.

- A public hearing will be held:

DATE/TIME:	**Wednesday, November 30, 2016, at 10:00 a.m.** This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.
BEFORE:	Administrative Law Judge **Dennis W. Mack**
LOCATION:	Michigan Public Service Commission 7109 West Saginaw Highway Lansing, Michigan
PARTICIPATION:	Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) September 30, 2016 application requesting approval of the PSCR Plan for 2017 and a maximum monthly PSCR Factor of not less than $0.00124 per kWh for all classes of customers, as well as other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by November 23, 2016. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's [Legal Department – Regulatory Group], One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in 1982 P.A. 304 proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.]

1066-E

Allegan County

Recognition Open House

Date: Thursday, December 8, 2016

Time: 4:00 p.m.—6:00 p.m.

Ceremony will begin at 5 p.m.

Location:

Human Services Building—Zimmerman Room
3255 122nd Avenue, Allegan MI 49010

Honorees:

Fred Anderson, Prosecuting Attorney
Joyce Watts, County Clerk/Register of Deeds
Blaine Koops, Sheriff

The Allegan County Board of Commissioners cordially invites you to attend to express appreciation to these individuals for their years of service.

Cake & refreshments will be provided.

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-18194

RECEIVED
NOV 14 2016
Plainwell City Clerk's Office

- Consumers Energy Company requests that the Michigan Public Service Commission grant approval of long-term power purchase contracts.

- The information below describes how a person may participate in this case.

- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.

- A public hearing will be held:

DATE/TIME:	**Monday, November 28, 2016, at 9:00 a.m.** This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.
BEFORE:	Administrative Law Judge **Martin D. Snider**
LOCATION:	Michigan Public Service Commission 7109 West Saginaw Highway Lansing, Michigan
PARTICIPATION:	Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) October 31, 2016 application, which seeks Commission's approval to: 1) Grant approval pursuant to MCL 460.6j(13)(b), finding that the capacity purchase arrangements described in this Application are reasonable and prudent; 2) Find that confidential treatment of certain business information described in this Application is appropriate and should be granted to the extent requested in this Application; 3) Grant such other and further relief as may be lawful and appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by Monday, November 21, 2016. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's [Legal Department – Regulatory Group], One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.]

Reports & Communications:

A. Job Description Updates:
In your packet are updated/new job descriptions for a Community Development Director, a combined Clerk/Treasurer and for Senior Account Clerks. The descriptions have been updated by staff to reflect the duties being undertaken by staff.
Recommended action: Consider adopting job descriptions as presented.

B. Recommended Staff Promotions/Changes:
City Manager Wilson will recommend Brian Kelley as the new Clerk/Treasurer.
Recommendation action: Consider confirming the staff promotion as presented.

C. Resolution 16-21 – Redevelopment Ready Community:
In your packet is a resolution authorizing the City Manager to process toward application and implementation of recommendations necessary to receive RRC certification from the Michigan Economic Development Corporation.
Recommended action: Consider approving the Resolution as presented.

D. Sale of City-Owned Property – West End of Mill Property:
City Manager Wilson will present a draft buy/sale agreement for four (4) parcels on the west end of the Mill property. The addresses are 542, 548, 554 and 600 Allegan Street. The sale is contingent on a site plan, currently under development. The prospective buyers will be in attendance and present their plans for the property.
Recommended action: Consider approving the sale/purchase agreement as presented, subject to the stated contingencies.