

# City of Plainwell



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

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## AGENDA City Council – Monday June 26, 2017 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary** – 06/12/2017 Regular Meeting & the 06/14/2017 Budget Workshop.
6. **General Public Comments**
  - A. *State Representative Mary Whiteford*
7. **County Commissioner Report**
8. **Presentations**
  - A. **Employee Recognitions** – *Sheryl Gluchowski 25 years & Don Reeves 20 years*
9. **Agenda Amendments**
10. **Mayor's Report**
11. **Recommendations and Reports:**
  - A. **DPW – 2017 Local Street Paving**

Council will consider awarding a contract for paving Morrell, Grant & Chart Streets to Michigan Paving for \$102,425.00.
  - B. **Citywide Monthly Recycling & Semi-Annual Bulk Trash Pickups**

Council will consider awarding a 5-year contract with Chef Container for monthly recycling services and semi-annual bulk-trash pickups.
  - C. **Resolution 17-16 - Airport Static Display – Federal Surplus Assistance Program**

Council will consider designating the City Manager as the city's authorized coordinator for the Federal Surplus Assistance Program.
  - D. **Board & Commission Member Re-appointments**

Council will consider confirming the Mayor's appointments to various boards & commissions.
  - E. **2016/2017 Budget Amendments**

Council will consider approving the 2016/2017 budget amendments as submitted.
  - F. **Resolution 17-17 – Fines and Fees**

Council will consider adopting Resolution 17-17 for general fines and fees.
  - G. **Public Hearing – 2017/2018 City Budget Adoption**

Council will adopt Resolutions 17-18 General Appropriations and 17-19 Special & Operating Funds Appropriation for the 2017/2018 budget adoption.
12. **Communications:** The May 2017 Water Renewal Report, the May 2017 DPS Report, the DRAFT 06/13/2017 DDA-BRA-TIFA Minutes.
13. **Accounts Payable - \$125,489.93**
14. **Public Comments**
15. **Staff Comments**
16. **Council Comments**
17. **Adjournment**

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

The Island City  
Plainwell is an equal opportunity provider and employer

**MINUTES**  
**Plainwell City Council**  
**June 12, 2017**

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 Steele, Councilman Keeler, Councilman Overhuel and Councilman Keeney. 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 05/22/2017 regular meeting. On voice vote, all voted in favor. Motion passed.**
5. General Public Comments: None.
6. Presentations / County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: None.
9. Recommendations and Reports:
  - A. Steve Tyre representing Ace Hardware gave a brief history of his ties to the community and his relationship with the Dorgans. He noted using 14,000 square feet of space in the building, 12,000 of that for retail space, with the main entrance off Anderson Street. He plans to sell fishing and other outdoor supplies. The Phase 2 Environmental study will commence June 13 and once the sale is closed, construction may take four (4) months for a late-summer/early-fall opening with up to 10 mostly part-time employees in the Downtown area. The Planning Commission has reviewed the site plan and is recommending approval.  
**A motion by Keeler, supported by Keeney, to approve the site plan for the Ace Hardware building as presented. On a voice vote, all in favor. Motion passed.**
  - B. Council was briefed on the new Ambulance Agreement between several municipalities in the area, which is essentially an extension of previous agreements. Ryan Cronk from Plainwell Area EMS was in attendance in support of the agreement.  
**A motion by Steele, supported by Keeney, to approve the Ambulance Service Agreement through June 30, 2020 authorizing the City Manager to execute all documents on behalf of the city. On a roll-call vote, all in favor. Motion passed.**
  - C. Superintendent Updike reporting on a pavement marking project to update Main and Prince Streets. It's been some time since they were last done. Bids were solicited and the low-bidder is recommended.  
**A motion by Overhuel, supported by Steele, to approve the pavement marking project with Ace Parking Lot Striping for \$9,122.40. On a roll-call vote, all in favor. Motion passed.**
  - D. Superintendent Updike reported problems with pavement at the Airport, primarily on the approaches, where the loose stone affects the plane's propeller. Accordingly, the pavement needs to be redone. Bids were solicited to repair the ramp and taxiway pavement at the Airport. Of the six bids received, two identical and they happened to be the low-bids. There being no guidance in the Purchasing Policy regarding a tie-bid, While the city is not bound by federal guidance in this case (no federal fund are being used), the bid could be awarded to a local vendor, or done by lottery. One of

the bidders has a Plainwell mailing address, while not located inside the city limits. Either company is qualified to do the work. Council considered a few options.

**A motion by Keeney, supported by Keeler, to award the contract for Airport ramp & taxiway pavement repairs to Wyoming Asphalt in the amount of \$25,950. On a roll-call vote, all in favor. Motion passed.**

- E.** Community Development Manager Siegel reported that the current website designer has chosen to close her doors, leaving the city to seek a new provider for website development and hosting. Currently the development and hosting are being done by several providers. Muniweb will re-develop the city's website, with an focus on trying to restore some of the lost functionality (e-services & calendars), and will provide the hosting functions, bringing the entire website under one provider. **A motion by Steele, supported by Overhuel, to approve the project with Muniweb for website development and related services for a one-time cost of \$6,800 and a monthly charge of \$200. On a roll-call vote, all in favor. Motion passed.**

- F.** Personnel Manager Lamorandier reported that the Plan Document for employee benefits needed its annual update for current year limitations, plus adding allowances for distributing the Summary Plan Description.

**A motion by Steele, supported by Keeler, to adopt Resolution 17-15 to amend and restate the City of Plainwell Flexible Benefits Plan 501. On a voice vote, all in favor. Motion passed.**

- G.** City Manager Wilson and Clerk/Treasurer Kelley reviewed the BRA, TIFA and DDA draft budgets, which are being recommended for approval by the BRA-TIFA-DDA Board. The revenues and expenditures were reviewed for each fund.

**A motion by Overhuel, supported by Keeler, to approve the draft BRA budget.**

**A motion by Keeler, supported by Steele, to approve the draft TIFA budget.**

**A motion by Keeney, supported by Keeler, to approve the draft DDA budget.**

**On voice votes for each, all in favor. Motions passed.**

- H.** **A motion by Keeney, supported by Keeler, to set a Public Hearing on June 16, 2017 at 7pm for the adoption of the 2017/2018 Plainwell City Budget. On a voice vote, all in favor. Motion passed.**

10. Communications:

- A.** **A motion by Steele, seconded by Overhuel, to accept and place on file the April 2017 DPS Report, the May 2017 Fund Balance and Investment Reports, the DRAFT 05/09/2017 DDA-BRA-TIFA Minutes and the DRAFT 05/17/2017 and 06/07/2017 Planning Minutes.. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

**A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$98,547.24 for payment of same. On a roll call vote, all in favor. Motion passed.**

12. Public Comments

None.

13. Staff Comments

Personnel Manager Lamorandier reported working on insurance open enrollment.

Director Bomar reported successful festival work over the past several weeks. He noted promotions of staff – the new Deputy Director is John Varley, the new Fire Captain is Dave Rantz, and the new Fire Lieutenant is Jeff Welcher.

Superintendent Updike confirmed good festival work over the past few weeks as well as pavement work.

Superintendent Pond reported completion and near-completion of several capital projects.

Community Development Manager Siegel reported continued fundraising efforts for the Dog Park, including a June 19, 2017 go-live of the Patronicity Crowd Funding Campaign. This site will be live for 60 days and if the city can raise \$20,000, the Michigan Economic Development Corporation will match the funds. She also reported a new Chamber Director has been hired and reminded Council of a July 14 golf outing for the Chamber. Finally, she noted a June 23 ribbon cutting ceremony for the Plainwell Kayak Company.

Clerk/Treasurer Kelley reported finalizing the budget and preparing for the audit.

City Manager Wilson discussed with Council their availability for a workshop to discuss the budget. A quorum of Council members decided on Wednesday June 24, 2016 at 7pm for the budget workshop in Council Chambers.

14. Council Comments:

Councilman Overhuel thanked everyone for a good job at the Plainwell Festival Days.

Mayor Pro-Tem Steele requested and received an update about the recent graffiti on city buildings.

15. Adjournment:

**A motion by Steele, supported by Overhuel, to adjourn the meeting at 7:51 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer



**SUMMARY**  
**Plainwell City Council**  
**June 12, 2017**

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: Brooks, Steele, Keeler, Overhuel and Keeney. Absent: None.
4. Approved Minutes/Summary of 05/22/2017 regular meeting.
5. Approved site plan for Ace Hardware.
6. Approved Ambulance Service Agreement with Borgess Pipp through June 30, 2020.
7. Approved project for pavement markings on Main and Prince Streets with Ace Parking Lot Striping for \$9,122.40.
8. Approved project for Airport ramp & taxiway pavement repairs with Wyoming Asphalt for \$25,950.
9. Approved project for website redevelopment and ongoing support with Muniweb for \$6,800 plus \$200 per month.
10. Adopted Resolution 17-15 amending and restating the city's Flexible Benefits Plan.
11. Approved draft BRA/TIFA/DDA budgets for 2017/2018.
12. Set a Public Hearing for June 26, 2017 at 7pm for adoption of the 2017/2018 City Budget.
13. Accepted and placed on file the April 2017 DPS Report, the May 2017 Fund Balance and Investment Reports, the DRAFT 05/09/2017 DDA-BRA-TIFA Minutes and the DRAFT 05/17/2017 and 06/07/2017 Planning Minutes.
14. Approved Accounts Payable for \$98,547.24.
15. Adjourned the meeting at 7:51 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer

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**MINUTES**  
**Plainwell City Council**  
**Special Meeting/ Budget workshop**  
**June 14, 2017**  
**7:00PM**

Meeting was called to order at 7:00 pm by Mayor Brooks

Present: Mayor Brooks, Mayor Pro-Tem Steele and Councilman Keeler. Absent: Councilman Keeney and Councilman Overhuel.

Also, Present: City Manager Wilson and Clerk/Treasurer Kelley.

Mayor Brooks started the meeting by stating that this is a special meeting\budget workshop set by Council to review the proposed 2017-2018 City Budget.

E. Wilson and Treasurer Kelley reviewed the draft Fund Summary and budget.

**Items of note:**

The General Fund budget includes proceeds from sale of the Harding's Building (\$50,000), most of which is being transferred to the Major Streets Fund (\$40,000) to fund improvements to the Anderson Street curbs and parking lots. City Manager Wilson noted that grant funds may be available as relates to the building improvements which could open additional opportunities for improvement. The grant funds are under investigation and Council will be briefed if any projects develop.

Additionally in the General Fund, Public Safety wages have shifted to full-time from part-time with the promotion of Officer Luthy to full-time. Also, certain projects have been shifted from the Solid Waste Fund into the General Fund (stump grinding and lawn mowing).

In the Street Funds, all projects slated for work in the budget year have funding available from the State. Mayor Pro-Tem Steele inquired about street signage to direct visitors to downtown businesses – perhaps something similar to the Downtown Kalamazoo signs.

The Solid Waste Fund is the source of concern and staff will be keeping close tabs on how funds are expended in this fund. The budget includes estimates for contractual services for curbside recycling and bulk pickup, pending a June 15, 2017 bid opening for those services.

In the Water Fund, the Pumping & Treatment activity includes funding for additional alarms to prevent problems in the chemical feed systems.

Workshop was adjourned at 8:32pm.

**Submitted by**  
**Brian Kelley**  
**City Clerk/Treasurer**



***STATE REPRESENTATIVE MARY WHITEFORD***

Legislative Update

# Allegan County Board of Commissioners



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

**Dean Kapenga, Chairman**  
**Tom Jessup, Vice Chairman**

## **BOARD OF COMMISSIONERS MEETING – AGENDA**

Thursday, June 22, 2017 – 1PM

Board Room – County Services Building

9AM

### **DISCUSSION ITEMS:**

1. Precinct Meetings - Law Enforcement Services (*5-Patrol Section meetings have been scheduled to inform and listen to each municipality issues, questions, options, etc.*)
2. Administrative Update (*written report*)

1PM

### **CALL TO ORDER:**

**OPENING PRAYER:** Commissioner Mark DeYoung

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**COMMUNICATIONS:** None

**APPROVAL OF MINUTES:** Attached

June 8, 2017

**INFORMATIONAL SESSION:** Probate Court—Judge Michael Buck

**ADMINISTRATIVE REPORTS:**

### **CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (6/16/17 & 6/23/17) (*\$317,734.74, \$384,149.78*); *passed unanimously*)

### **ACTION ITEMS:**

1. Material Infant Health Program Services (157-780) – Angelique Joynes, Health Officer (*not mandated service and medicaid's reimbursement is inadequate and model nearly impossible to follow the model. Currently referring few clients to private organizations in Allegan County. Recommended to discontinue process; passed unanimous*)
2. Building Drills (*Rob and Dean participated, and suggest that we execute such here; passed unanimous*)
3. Probation/Parole Project Update (*Plan to move Probation to sheriff dept Budget \$560,000 and team studied 4 options #3 is favored by all involved; passed 5-1 Thiele.*)

### **DISCUSSION ITEMS:**

1. Dumont Lake Bank Stabilization Project—approve Budget Adjustment (157-865) (*Project \$895 over budget and New Richmond Bridge under budget by \$7,930 so shift money to satisfy need; passed 5-1 Thiele*)
2. House Bill 4651 (*Follow MAC's recommendation; passed unanimously*)

**CLOSED SESSION:** Collective Bargaining

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

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

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

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

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

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

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

#### **Mission Statement**

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

**NOTICE OF APPOINTMENTS & ELECTIONS:**

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

**REQUEST FOR PER DIEM/MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

- District-1-Dean Kapenga-*(Nothing)*
- District-2-Jim Storey-*(First July meeting will be absent)*
- District-3-Max R. Thiele-*(Joyce Watts left behind old pictures in a vault. Pictures and documents counting, 66, have been listed and to be preserved for history. Will be absent last meeting in September and all of October.)*
- District-4-Mark DeYoung-*(Participated in emergency drill)*
- District-5-Tom Jessup-*(Absent-back surgery)*
- District-6-Gale Dugan-*(Nothing)*
- District-7-Don Black-*(Health Dept. busy, Septic Permits 180, well permits 169, loan evaluations 149, septic/well 170; services to date.)*

District #7 Commissioner (616) 920-2875 Don Black Synopsis-June 22, 2017

*(Comments in italics are my opinions and interpretation of the Commission meeting and actions)*

***Values***

*“When you see what is right, have the courage to do it.” Chinese proverb*

**ADJOURNMENT:** Next Meeting - Thursday, July 13, 2017, 1PM @ **BOARD ROOM**  
– **COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

# City of Plainwell



“The Island City”

Rick Brooks, Mayor  
Lori Steele, Mayor Pro-Tem  
Brad Keeler, Council Member  
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## April – June 2017 Employee Recognition

### **Congratulating 25 Years of Service**

**Sheryl Gluchowski – Department of Public Works**

*Administrative Assistant*

June 15, 1992 - current

July 17, 1991 - June 14, 1992 Part-time

### **Congratulating 20 Years of Service**

**Don Reeves – Department of Public Works**

*Laborer/Equipment Operator*

June 2, 1997 - current



## "The Island City"

### MEMORANDUM

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282

To: City Council  
From: Erik J. Wilson, City Manager  
Subject: 2017 Paving Bids  
Date: May 19, 2017

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The City issued a RFP for 2017 Local Street paving for the following streets:

- Morrell Street - Chart to Mill Race Apartment Entrance, Chart Street - Park to Morrell
- Grant Street - Main to Morrell
- Chart Street - Park to Morrell

On Wednesday, May 17 the City opened the paving bids that we received; the breakdown was as follows:

1)	Wyoming Asphalt	\$123,600.00	No bid bond
2)	Rieth Riley	\$121,300.00	Bid bond
3)	Black Gold	\$116,280.00	Bid Bond
4)	Michigan Paving	\$102,425.00	Bid Bond
5)	Lakeland Asphalt	\$94,600.00	No bid bond

After staff reviewed each proposal, Lakeland Asphalt did not include a bid bond as required by the RFP. A bid bond is a debt secured by a bidder for a construction job providing a guarantee to the City that the bidder will take on the job if selected. A couple years ago we had a bidder who accepted the job only to back out at the last minute. The City requires a bid bond on all paving projects to ensure the project(s) are completed in a timely fashion and in accordance with the RFP.

I spoke with a representative from Lakeland Asphalt and they concurred that they had omitted the bid bond. The City received a letter from Michigan Paving protesting the submission from Lakeland Asphalt as "nonresponsive."

After reviewing all the information I have concluded the bid the City received from Lakeland Asphalt was indeed incomplete and I am recommending the City Council award the project to Michigan Paving. Additionally, I spoke with our City Attorney Scott Smith and he concurs with my recommendation.



2300 Glendenning Rd. Kalamazoo, MI 49001  
269-343-4659 / 269-343-8980

May 17, 2017

City Council  
City of Plainwell

**Re: Notice of Protest; 2017 Paving Bid ("Project")**

Dear City Council:

As Division Manager for Michigan Paving and Materials Company ("MPM"), I am writing to submit a notice of protest of City of Plainwell Department of Public Works' ("CPDPW") stated intention to award the above contract to Lakeland Asphalt ("Lakeland"). MPM learned of the basis for its protest today May 17, 2017, and as such, this notice of protest is timely.

As you are aware, MPM submitted a bid to construct the above Project. The bid package submitted by MPM was complete, and CPDPW accepted MPM's bid without incident. At the time the bids were read on May 17, 2017, at first glance, Lakeland appeared to be the low bidder for the project with MPM's bid coming in second. However, a more careful review of the submitted bids reveals that Lakeland's bid is materially nonresponsive.

As you know, the failure of a contractor to carefully comply with the requirements for competitive bidding shall result in its bid being declared nonresponsive. In order to rise to the level of nonresponsiveness, the deviation must be considered material. A deviation is considered material if it gives one bidder a competitive advantage that prevents other bidders from competing equally. In this case, the bid package required that a bid bond be included as set forth on page five (5) of the bid package. MPM incorporated the cost of the bid bond into its final bid price. Lakeland's did not include a bid bond as required by the bid package, and, consequently, did not incorporate the cost of a bid bond into its final bid price. Had Lakeland adhered to the requirements of the bid package, it may not have been the apparent low bidder. Regardless, because of Lakeland's deviation from the bidding requirements, its bid



must be declared nonresponsive and disregarded. This is particularly important in order to protect and preserve the integrity of the bidding process.

Michigan law mandates that "the commissioners shall ... let the contract ... to the lowest responsible bidder." Mich. Stat. Ann. § 41.278 (2015). In the present case, MPM is the lowest responsible bidder who, according to proper interpretation of law, must be awarded the contract to construct the above project. Accordingly, MPM hereby respectfully asks that CPDPW adhere to Michigan law and the terms of its bid package and award the above contract to MPM. MPM is hopeful that the CPDPW's actions were taken without an appreciation of the above facts, and that the CPDPW will remedy its error. MPM greatly appreciates its long-standing relationship with the CPDPW.

Please accept this as a formal notice of protest of award of the above contract to Lakeland. Immediately contact me if you require any additional information to complete your review of this matter. I look forward to hearing from you in the immediate future.

Best Regards,

Terry Heckerthorn  
Division Manager

Cc: Rick Updike, City of Plainwell



## "The Island City"

### MEMORANDUM

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282

TO: Erik J. Wilson, City Manager  
FROM: Brian Kelley, City Clerk/Treasurer  
DATE: June 23, 2017  
SUBJECT: City-Wide Curbside Recycling & Bulk-Trash Services

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**ACTION RECOMMENDED:** The City Council should consider accepting the low-bid from Chef Container to provide city-wide monthly curbside recycling & semi-annual bulk-trash pickup services for a 5-year period beginning July 1, 2017, pursuant to the Contactor's Proposal opened on June 15, 2017.

The current 5-year contract for monthly curbside recycling & semi-annual bulk-trash pickups expires on June 30, 2017. As a result, the city issued a request for proposal on May 10, 2017 that was distributed to known vendors on the bidders' list and on the city's website. On June 15, 2017, the city received proposals for these services. Two (2) firms submitted bids, both of which were carefully reviewed. A bid tabulation and the Contractor's Proposals are attached.

Based on several factors, I recommend awarding the bid to Chef Contactor. Chef has partnered with Plainwell since 2012 and provided the low-bid for all components of the project. Chef's experience with, and commitment to, Plainwell and the environment suit well the city's needs. The proposal covers five (5) years and I further recommend authorizing the City Manager to execute all documents on behalf of the city.

Attachments: Bid Tabulation – Recycling & Bulk-Pickup Services  
Contractor's Proposals

**Current Proposed Bulk/Recycle Bid 2017-2021**  
**5 Year contract with carts new unit count**

	CHEF (Current Contract)	Responded to RFP		
		CHEF	REPUBLIC	BEST WAY
Recycle Bid (per cart x 1235):	\$1.85	\$2.102	\$3.24	Did not offer quotation
Estimated Yearly Cost:	<b>\$25,996.20</b>	<b>\$31,151.64</b>	<b>\$48,016.80</b>	<b>#VALUE!</b>
Bulk Per Hour Cost:	\$90.00	\$90.00	\$225.00	Did not offer quotation
Bulk Per Ton Cost:	\$35.00	\$35.00	\$50.00	Did not offer quotation
Estimated Yearly Cost:	<b>\$10,878.34</b>	<b>\$11,139.50</b>	<b>\$30,570.00</b>	<b>#VALUE!</b>
Estimated Annual Recycling and Bulk Cost:	<b>\$36,874.54</b>	<b>\$42,291.14</b>	<b>\$78,586.80</b>	<b>#VALUE!</b>
Difference between low bid and second:			<b>\$36,295.66</b>	
<b><u>COMPARATIVE ANALYSIS</u></b>				
	<b>Current Contract 2012-2017 REPUBLIC</b>	<b>Proposed 2017-2021 Contract CHEF</b>	<b>Proposed 2017-2021 Contract REPUBLIC</b>	<b>Proposed 2017-2021 Contract BEST WAY</b>
	New Contract Date: July 1 2012	New Contract Date: July 1 2017	New Contract Date: July 1 2017	New Contract Date: July 1 2017
Recycle:		Recycle:	Recycle:	Recycle:
1.85 per cart x 1171 Units		2.102 per cart x 1,235 Units	3.24 per cart x 1,235 Units	Did not offer quotation
\$ 2,166.35 per month		\$ 2,595.97 per month	\$ 4,001.40 per month	Did not offer quotation
\$ 25,996.20 per year		\$ 31,151.64 per year	\$ 48,016.80 per year	Did not offer quotation
<b>Estimated Annual Increase from current contract:</b>		<b>\$5,155.44</b>	<b>\$22,020.60</b>	
Bulk:		Bulk:	Bulk:	Bulk:
\$ 90.00 per hour		\$ 90.00 per hour	\$ 110.00 per hour	Did not offer quotation
\$ 35.00 per ton		\$ 35.00 per ton	\$35.00 per ton	Did not offer quotation
5 year Average for tons/hours				
79.42 hrs. = \$ 7,147.80		92 hrs. = \$ 8,280.00	92 hrs. = \$ 20,700.00	Did not offer quotation
88.98 tons = \$ 3114.30		81.70 tons = \$ 2,859.50	81.70 tons = \$ 4,085.00	Did not offer quotation
	<b>\$10,878.34</b>	<b>\$11,139.50</b>	<b>\$30,570.00</b>	
			<b>\$18,430.50 more than Chef</b>	
Bulk & Recycle Total:		Bulk & Recycle Total:	Bulk & Recycle Total:	Bulk & Recycle Total:
Current \$ 36,874.54		Proposed \$ 42,291.14	Proposed \$ 78,586.80	
		<b>Increase \$ 5,416.60 /Year</b>	<b>Increase \$ 41,712.26/Year</b>	

# Contractor's Proposal – Curbside Recycling and Semi-Annual Trash Pick-Up

**TO: Erik J. Wilson, Plainwell City Manager**

**PROPOSAL OF: CHEF CONTAINER, LLC.**

**(an individual) (limited liability company) (a partnership) (a corporation) duly organized and qualified to do business under the laws of the State of Michigan.**

The undersigned having carefully read and considered the terms and conditions of the Contract Documents for the Semi-Annual Residential Trash Pickup and Disposal and the Curbside Recycling for the City of Plainwell, does hereby offer to perform such services on behalf of the City, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Contract Documents at the rates set forth:

City-Wide Curbside Collection of <b><u>Recyclables</u></b> - Monthly					
YEAR	2017	2018	2019	2020	2021
Per Unit Cost:	1.98	2.04	2.10	2.16	2.23
Number of Units:	1235	1235	1235	1235	1235
Estimated Monthly Cost:	2445.30	2519.40	2593.50	2667.60	2754.05
Estimated Yearly Cost:	29,343.60	30,232.80	31,122.00	32,011.20	33,048.60

City-Wide Curbside <b><u>Trash</u></b> Collection -2 Times per Year					
YEAR	2017	2018	2019	2020	2021
Bulk Per Hour Cost:	90.00	90.00	90.00	90.00	90.00
Bulk Per <u>Ton</u> Cost:	35.00	35.00	35.00	35.00	35.00
Estimated Monthly Cost:		Note: Volume and Type of Material Varies Dramatically making estimates difficult.			
Estimated Yearly Cost:					

Kim Buckley  
Company Representative (Print)

  
(Signature)

President/CEO  
(Title)

Principal Office Address: 4368 60<sup>Th</sup> St Holland, Allegan County, MI 49423

(City)

(County)

(State)

(Zip Code)

Phone: 616-494-0561

Email: kbuckley@chefcontainer.com



WASTE MANAGEMENT  
MICHIGAN/OHIO AREA  
48797 Alpha Drive – Suite 100  
Wixom, MI 48393  
(248) 596-3500  
(248) 596-3595 Fax

June 12, 2017

Brian Kelley, Clerk/Treasurer  
City of Plainwell  
211 N. Main St.  
Plainwell, Michigan 49080

**RE: RFP for Curbside Recycling and Semi-Annual Trash Collection**

Dear Mr. Kelley:

Waste Management appreciates the City of Plainwell contacting us regarding the above listed Request for Proposals.

Due to resources devoted to other current projects, we have decided not to offer a response to your request at this time. Waste Management remains interested in your future bid opportunities. Please keep us on your vendor listing and contact us with any additional opportunities for bids.

Thank you once again and please do not hesitate to contact me with questions or if I can be of further assistance. You can reach me by calling (317) 339-5304 or via e-mail at [mantell@wm.com](mailto:mantell@wm.com).

Sincerely,

Melinda Antell  
Public Sector Solutions Representative



**STATE OF MICHIGAN  
BOARD RESOLUTION  
FEDERAL SURPLUS ASSISTANCE PROGRAM**

WHEREAS, THE City of Plainwell, State of Michigan has met all  
(Agency)  
other State and Federal requirements for participation in the Federal Property Assistance Program under  
Public Law 94-519.

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically  
designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance  
and accountability and authorized to sign for surplus property.

NOW THEREFORE, BE IT RESOLVED:

1. That the Governing Body for the City of Plainwell  
(Agency)  
the of the State of Michigan, hereby designates Erik Wilson, City Manager  
(Name)  
who is the authorized coordinator as the person responsible for accepting Federal  
Surplus Property, with the power and full authority to sign for such surplus property.
2. The coordinator named above is to be held responsible for the accountability and will  
maintain the necessary records for all surplus property obtained for public purposes  
until relieved from accountability by State and/or Federal authorities.
3. That money is available to pay service charges for surplus property obtained.
4. That the coordinator is further hereby authorized to direct payment of service charges  
for surplus property to complete all transactions.

I do hereby certify that the foregoing resolution was adopted by the favorable vote of a majority of the  
member of said City of Plainwell Date: 06/26/2017  
(Agency)

Signature, Chairman of the Board

Signature, Secretary/Clerk/Treasurer

City of Plainwell

211 N. Main St.

Plainwell, MI 49080-1370

Agency Mailing Address

Phone: 269.685.6821

e-Mail: ewilson@plainwell.org

Return form to: **State of Michigan, DTMB  
Federal Surplus Program  
3111 W. St. Joseph Street  
Lansing, MI, 48917**



☐ NEW
 ☒ UPDATE

**APPLICATION FOR ELIGIBILITY**  
**To Receive Federal Surplus Property (41 CFR 101-44.207)**

**I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:**

City of Plainwell		38-6004724
<i>Name of Organization</i>		<i>Federal Tax ID#</i>
211 N. Main St., Plainwell, MI		49080-1370
<i>Mailing Address (PO Box #, Street, City &amp; State)</i>		<i>ZIP Code+4</i>
624 N. Main St., Plainwell, MI 49080		
<i>Street Address/Location (if different than mailing address)</i>		
Allegan	( 269 ) 685.6821	( 269 ) 685.7282
<i>County</i>	<i>Telephone #</i>	<i>Fax #</i>
www.plainwell.org	ewilson@plainwell.org	AND bkelley@plainwell.org
<i>Organization Web Address</i>		<i>Organization E-Mail Address</i>

**II. APPLICANT STATUS (CHECK ONE)**

- ☒ Public Agency including Public Schools (if you checked public agency, complete sec. III then skip to sec. VIII)
- ☐ Nonprofit, tax-exempt Organization

**III. TYPE OR PURPOSE OF ORGANIZATION:**

- |  |   |  |   |  |
|--|---|--|---|--|
| <input type="checkbox"/> State                 | <input type="checkbox"/> College or University          | <input type="checkbox"/> Child Care Center                               | <input type="checkbox"/> Training Center    | <input type="checkbox"/> Medical Institution |
| <input type="checkbox"/> County                | <input type="checkbox"/> Secondary School               | <input type="checkbox"/> School for Physically Disabled                  | <input type="checkbox"/> Radio/TV Station   | <input type="checkbox"/> Hospital            |
| <input checked="" type="checkbox"/> City       | <input type="checkbox"/> Elementary School              | <input type="checkbox"/> School for Mentally Disabled                    | <input type="checkbox"/> Library            | <input type="checkbox"/> Health Center       |
| <input type="checkbox"/> School District       | <input type="checkbox"/> Pre School                     | <input type="checkbox"/> Museum  | <input type="checkbox"/> Sheltered Workshop | <input type="checkbox"/> Training Program    |
| <input type="checkbox"/> Township              | <input type="checkbox"/> Programs for Older Individuals | <input type="checkbox"/> Provider of Assistance to Homeless/Impoverished | <input type="checkbox"/> Clinic             |  |
| <input type="checkbox"/> Village               | <input type="checkbox"/> Veterans                       | <input type="checkbox"/> Service Educational Activities                  | <input type="checkbox"/> SBA 8(a)           |  |
| <input type="checkbox"/> Other (specify) _____ |   |  |   |  |

**IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAMS OR SERVICES OFFERED, INCLUDING A DESCRIPTION OF FACILITIES OPERATED (REQUIRED).**

**V. SOURCES OF FUNDING (Attach Supporting Documentation):**

- ☐ Grant                      ☐ Contributions                      ☐ Other \_\_\_\_\_

**VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1986? \_\_\_\_\_ (COPY REQUIRED)**

**VII. HAS THE ORGANIZATION BEEN APPROVED, ACCREDITED OR LICENSED? \_\_\_\_\_ (COPY REQUIRED) BY WHAT AUTHORITY? \_\_\_\_\_**

VIII. 06/26/2017  
Date

Richard Brooks, Mayor

Printed Name and Title of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

**FOR STATE AGENCY USE ONLY**

The applicant has been determined as a:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> eligible      | <input type="checkbox"/> ineligible          | <input type="checkbox"/> conditionally eligible |
| <input type="checkbox"/> public agency | <input type="checkbox"/> nonprofit education | <input type="checkbox"/> nonprofit health       |
| <input type="checkbox"/> other _____   |  |   |

Eligibility expires: \_\_\_\_\_

Agreement #: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director



## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ELIGIBILITY FORM

(Please type or print in blue or black ink only)

**SECTION I** Provide the full legal name of your organization on the first line of this section. Provide the mailing address of your organization as recognized by the US Postal Service. Include ZIP Code. Provide the street address if different from mailing address or provide directions if located on a rural route or other remote area. List the county in which the organization is actually located and a business telephone number with area code.

**SECTION II** Check the appropriate box which describes your organization. If you are a public agency check the appropriate box in section III then skip to section VIII. If you are unable to determine which status to check, please call 517-373-8622.

**SECTION III** Check the appropriate box or boxes (check as many as apply) which indicates the type or purpose of your organization.

**SECTION IV** A comprehensive written description of all programs and/or services provided is required. A description of the operational facilities should also be included. Be sure to include information on staff and staff qualifications, hours of operation, services and programs offered, population of enrollment, fees charged, etc. Include samples of pamphlets, catalogs, brochures or posters. If incorporated, include complete copy of Articles of Incorporation with all filing certificates and amendments, and a copy of your current By-Laws.

**SECTION V** Check the appropriate box which indicates the organization's sources of funding. Supporting documentation indicating the types and amounts of funding must be submitted with the completed application.

**SECTION VI** All applicants making application as "Nonprofit, tax-exempt organizations" must provide a copy of the IRS determination letter indicating tax exemption under Section 501 of the IRS Code of 1986. The name of the organization on this IRS letter must match the name provided in Section 1 of this application, if not, include sufficient evidence such as amendments to Articles of Incorporation, or Assumed Name filing certificate to establish an "audit trail" of names showing the legal connection.

**SECTION VII** Applicants making application as "Nonprofit, tax-exempt organization" are required to submit evidence that the applicant is currently approved, accredited, or licensed. Programs for older individuals must include evidence of funding under the Older Americans Act of 1965; Titles IV or XX of the Social Security Act; Titles VIII or X of the Economic Development Act of 1964; or the Community Services Block Grant Act. Providers of assistance to homeless individuals must include a letter from the mayor, county judge, city or county health officer or comparable authority which certifies that the applicant is a "provider of assistance to the homeless". The certification must identify the service or assistance being provided and the number of individuals receiving such assistance.

**SECTION VIII** Annotate date and provide an original signature of applicant's Authorized Official (President, Chairman of the Board, Mayor, City Manager, Executive Director, Administrator, Fire Chief, or other comparable authorized official). Photocopied, rubber stamped, machine produced, carbon, or other facsimile type signatures are not acceptable.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. USE THIS INSTRUCTION SHEET AS YOUR CHECK LIST TO ASSURE ALL REQUIRED INFORMATION AND DOCUMENTATION IS PROVIDED. IF YOU HAVE A QUESTION OR NEED ASSISTANCE CALL (517) 373-8622 or (517) 241-3860.

### MAIL OR FAX APPLICATION TO:

Department of Technology, Management and Budget, Federal Surplus Program,  
3111 W. St. Joseph Street, Lansing, MI 48917  
Fax: (517) 334-8262

## AUTHORIZED REPRESENTATIVES

(See definitions)

### I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

City of Plainwell

<i>Name of Organization</i>		
211 N. Main St., Plainwell, MI		49080-1370
<i>Mailing Address (PO Box #, Street, City &amp; State)</i>		
624 N. Main St., Plainwell, MI 49080		<i>ZIP Code+4</i>
<i>Street Address/Location (if different from mailing address)</i>		
Allegan	( 269 ) 685.6821	( 269 ) 685.7282
<i>County</i>	<i>Telephone #</i>	<i>Fax #</i>
www.plainwell.org	ewilson@plainwell.org	AND bkelley@plainwell.org
<i>Organization Web Address</i>		<i>Organization E-Mail Address</i>

### II. THE FOLLOWING REPRESENTATIVES ARE DESIGNATED TO:

- A. Represent Donee Organization as its authorized agent; and
- B. Acquire Federal surplus property on behalf of the Donee Organization; and
- C. Obligate necessary Donee Organization funds for this purpose; and
- D. Execute Distribution Documents binding the Donee Organization to the terms, conditions, reservations, and restrictions applying to Property obtained through the agency.

III. \_\_\_\_\_ NEW DESIGNATIONS  
(Delete all previous authorizations)



ADDITIONAL DESIGNATIONS ONLY  
(Add to previous authorizations)

### IV. REPRESENTATIVES:

Name	Title	Signature
Erik Wilson	City Manager	_____
Email Address (required) ewilson@plainwell.org		
Brian Kelley	Clerk/Treasurer	_____
Email Address (required) bkelley@plainwell.org		
_____	_____	_____
Email Address (required) _____		
_____	_____	_____
Email Address (required) _____		

### V. CERTIFICATION

06/26/2017

Date

Signature of Authorized Official (see definitions)

Richard Brooks, Mayor

Printed Name & Title of Authorized Official

## NONDISCRIMINATION ASSURANCE

### LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

City of Plainwell

*Name of Organization*

211 N. Main St., Plainwell, MI

49080-1370

*Mailing Address (PO Box #, Street, City, State)*

*ZIP Code+4*

624 N. Main St., Plainwell, MI 49080

*Street Address/Location (if different from mailing address)*

Allegan

( 269 ) 685.6821

( 269 ) 685.7282

*County*

*Telephone #*

*Fax #*

www.plainwell.org

ewilson@plainwell.org

AND bkelley@plainwell.org

*Organization Web Address*

*Organization E-Mail Address*

City of Plainwell

(Name of Organization)

, the donee,

agrees that the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with and will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the General Services Administration (41 CFR 101-6.2 and 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal statutes and regulations, (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement, and (4) that this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

06/26/2017

Date

Signature of Authorized Official

**STATE OF MICHIGAN**  
**FEDERAL SURPLUS PROPERTY PROGRAM**  
3201 W. ST. JOSEPH, LANSING, MI 48917

**CERTIFICATIONS AND AGREEMENTS (INCLUDING TERMS, CONDITIONS,  
RESERVATIONS, AND RESTRICTIONS)**

**(a) THE DONEE CERTIFIES THAT:**

(1) It is a public agency or a nonprofit institution or organization exempt from taxation under section 501 of the Internal Revenue Code of 1954 within the meaning of section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended, and/or the regulations of the General Services Administration (GSA).

(2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or, if a nonprofit, tax exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals. The property is not being acquired for any other use or purpose, or for sale or other distribution, or for permanent use outside the State, except with prior written approval of the State agency.

(3) Funds are available to pay all costs and charges incident to donation.

(4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, title IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

**(b) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:**

(1) All items of property shall be placed in use for the purpose(s) for which acquired within 1 year of receipt and shall be continued in use for such purpose(s) for 1 year from the date the property was placed in use, or continued in use, the donee shall immediately notify the State agency and, at the Donee's expense, return such property to the State agency.

(2) Such special handling or use limitations as are imposed by GSA on any item(s) of property listed herein.

(3) In the event the property is not so used or handled as required by (b) (1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and, upon

demand, the donee shall release such property to such person as GSA or its designee shall direct.

**(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS, OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:**

(1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).

(2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of (to be in accordance with provisions of the State Plan of Operation).

(3) In the event the property is not so used as required by (c) (1) and (2), and Federal restrictions (b) (1), (b) (2) and (f) have expired, right to the possession of such property shall at the option of the State agency revert to the State of Michigan and the donee shall release such property to such person as the State agency shall direct.

**(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:**

(1) From the date it receives the property and through the period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently for use outside the State, without the prior approval of GSA under (b) and (f), or the State agency under (c) and (f). The proceeds from any sale, trade, lease, loan, bailment, encumbrance, or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted promptly by the donee to GSA or the State agency, as the case may be.

(2) In the event any of the property is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or

otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, without the prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay to GSA or the State agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State agency.

(3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b), (c), and (f) remain in effect any of the property listed hereon is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State agency, and shall, as directed by the State agency, return the property to the State agency, release the property to another donee or another State agency or to a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.

(4) The donee shall make reports to the State agency on the use, condition, and location of the property listed hereon and on other pertinent matters as may be required from time to time by the State agency.

(5) At the option of the State agency, the donee may abrogate the State conditions set forth in (c) and the State terms, reservations, and restrictions pertinent thereto in (d) by payment of an amount as determined by the State agency.

**(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY LISTED HEREON:**

(1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America will be held harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.

(2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations, or restrictions occurs, GSA or the State agency, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds of an amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

**(f) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL SPECIAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING A ACQUISTIONS COST OF \$5,000 OR MORE AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:**

The donation shall be subject to the additional special terms, conditions, reservations and restrictions set forth in the Conditional Transfer Document or other agreements executed by the authorized donee representative.

**(g) ALL PROPERTY ACQUIRED THROUGH THE FEDERAL SURPLUS PROPERTY PROGRAM IS CONSIDERED FEDERAL GRANT-IN-AID AND MAY REQUIRE COMPLIANCE UNDER THE SINGLE AUDIT ACT OF 1984 AND THE PROVISIONS OF OMB CIRCULAR A-133.**

\_\_\_\_\_  
Signature of Donee's Authorized Official

**Richard Brooks, Mayor**  
\_\_\_\_\_  
Title of Donee's Authorized Official

06/26/2017  
\_\_\_\_\_  
Date

## DEFINITIONS

**Authorized Official** – Means the President, Chairman of the Board, Mayor, City Manager, Superintendent, Executive Director, Administrator, Fire/Police Chief, or other comparable official.

**Authorized Representative** – Means the person(s) who is/are certified by the Authorized Official to represent the Donee Organization as its authorized agent; and is authorized to screen/acquire Federal surplus property on behalf of the Donee Organization; and obligate necessary Donee Organization funds for this purpose; and execute distribution documents binding the Donee Organization to the terms, conditions, reservations, and restrictions applying to property obtained through the agency.

**APPROVED** - Recognition and approval by the State department of education, State department of health, or other appropriate authority where no recognized accrediting board, association, or other authority exists for the purpose of making an accreditation. For an educational institution or an educational program, approval must relate to academic or instructional standards established by the appropriate authority. For a public health institution or program, approval must relate to the medical requirements and standards for the professional and technical services of the institution established by the appropriate authority.

**ACCREDITED** - Approved by a recognized accrediting board or association, at a regional, State or national level such as a State board of education or health; the American Hospital Association; a regional or national accrediting association for universities, colleges, or secondary schools; or another recognized accrediting association.

**ACCREDITATION** – Means the status of public recognition that an accrediting agency grants to an institution or program that meets the agency's standards and requirements.

**CHILD CARE CENTER** - A public or nonprofit facility where educational, social, health, and nutritional services are provided to children through age 14 or as prescribed by State Law, and that is approved or licensed by the State or other appropriate authority as a child day care center or child care center.

**CLINIC** – Means an approved public or nonprofit facility organized and operated for the primary purpose of providing outpatient public health services, and includes customary related services such as laboratories and treatment rooms.

**COLLEGE** - Means an approved or accredited public or nonprofit institution of higher learning offering organized study courses and credits leading to a baccalaureate or higher degree.

**CONSERVATION** – Means a program or programs carried out or promoted by a public agency for public purposes involving directly or indirectly the protection, maintenance, development, and restoration of the natural resources of a given political area. These resources include but are not limited to the air; land; forests; water; rivers; streams; lakes and ponds; minerals; and animals, fish and other wildlife.

**DRUG ABUSE OR ALCOHOL TREATMENT CENTER** – Means a clinic or medical institution that provides for the diagnosis, treatment, or rehabilitation of alcoholics or drug addicts. These centers must have on their staffs, or available on a regular visiting basis, qualified professionals in the fields of medicine, psychology, psychiatry, or rehabilitation.

**ECONOMIC DEVELOPMENT** – Means a program(s) carried out or promoted by a public agency for public purposes to improve the opportunities of a given political area for the establishment or expansion of industrial, commercial, or agricultural plants or facilities and which otherwise assists in the creation of long term employment opportunities in the area or primarily benefits the unemployed or those with low incomes.

**EDUCATION** – Means a program or programs to develop and promote the training, general knowledge, or academic, technical, and vocational skills and cultural attainments of individuals in a community or other given political area. Public educational programs may include public school systems and supporting facilities such as centralized administrative or service facilities.

**EDUCATIONAL INSTITUTION** – Means an approved, accredited, or licensed public or nonprofit institution, facility, entity, or organization conducting educational programs or research for educational purposes, such as a child care center, school, college, university, school for the mentally or physically disabled, or an educational radio or television station.

**EDUCATIONAL RADIO OR TELEVISION STATION** – Means a public or nonprofit radio or television station licensed by the Federal Communications Commission and operated exclusively for noncommercial educational purposes.

**HEALTH CENTER** – Means an approved public or nonprofit facility that provides public health services, including related facilities such as diagnostic and laboratory facilities and clinics and clinics.

**HISTORIC LIGHT STATION** – Means a historic light station as defined under section 308(e)(2) of the National Historic Preservation Act 16 U.S.C. 470w-7(e)(2), including a historic light station conveyed under subsection (b) of that section, notwithstanding the number of hours that the historic light station is open to the public.

**HOMELESS INDIVIDUAL** – Means:

(1) An individual who lacks a fixed, regular, and adequate nighttime residence, or who has a primary nighttime residence that is:

- (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- (ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or
- (iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

(2) For purposes of this regulation, the term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State Law.

**HOSPITAL** – Means an approved or accredited public or nonprofit institution providing public health services primarily for inpatient medical or surgical care of the sick and injured and includes related facilities such as laboratories, outpatient departments, training facilities, and staff offices.

**LIBRARY** - A public or nonprofit facility providing library services free to all residents of a community, district, State or region.



**LICENSED** – Mean recognition and approval by the appropriate State or local authority approving institutions or programs in specialized areas. Licensing generally relates to established minimum public standards of safety, sanitation, staffing, and equipment as they relate to the construction, maintenance, and operation of a health or educational facility, rather than to the academic, instructional, or medical standards for these institutions.

**MEDICAL INSTITUTION** – Means an approved, accredited, or licensed public or nonprofit institution, facility, or organization the primary function of which is the furnishing of public health and medical services to the public at large or promoting public health through the conduct of research, experiments, training, or demonstrations related to cause, prevention, and methods of diagnosis and treatment of diseases and injuries. The term includes but is not limited to hospitals, clinics, alcoholic and drug abuse treatment centers, public health or treatment centers, research and health centers, geriatric centers, laboratories, medical schools, dental schools, nursing schools, and similar institutions. The term does not include institutions primarily engaged in domiciliary care although a separate medical facility within such a domiciliary institution may qualify as a “medical institution”.

**MUSEUM** – Means a public or nonprofit institution which is organized on a permanent basis essentially for educational or esthetic purposes and which, using a professional staff, owns or uses tangible objects, whether animate or inanimate; cares for these objects; and exhibits them to the public on a regular basis (at least 1000 hour per year). As used in the Donation Program, the term “museum” includes, but is not limited to, the following institutions if they satisfy all other provisions of FPMR 101-44.207: aquariums and zoological parks; botanical gardens and arboretums; nature centers; museums relating to art, history (including historical buildings), natural history, science, and technology; and planetariums. For the purposes of this definition, an institution uses a professional staff if it employs at least one qualified full time staff member or the equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or public exhibition of objects owned or used by the institution. This definition of “museum” does not include any institution that exhibits object to the public if they display or use of the objects is only incidental to the primary function of the institution. For example, an institution which is engaged primarily in the sale of antiques, objects d’art, or other artifacts and which incidentally provided displays to the public of animate or inanimate objects, either free or at a nominal charge, does not qualify as a museum.

**NATIONALLY RECOGNIZED ACCREDITING AGENCY** – Means an accredited agency that the Department of Education recognizes under 34 CFR par 600. (For a list of accredited agencies, see the Department’s web site at <http://www.ed.gov/offices/OPE/accreditation/index.html> .

**NONPROFIT** – Means not organized for profit and exempt from Federal income tax under section 501 of the Internal Revenue Code (26 U.S.C. 501).

**PARKS AND RECREATION** – Means a program(s) carried out or promoted by a public agency for public purposes which involve directly or indirectly the acquisition, development, improvement, maintenance, and protection of park and recreational facilities for the residents of a give political area.

**PROGRAM FOR OLDER INDIVIDUALS** – Means a conducted by a State or local government agency or any nonprofit activity that receives funds appropriated for services or programs for older individuals under the Older Americans Act of 1965, as amended, under title IV or title XX of the Social Security Act (42 U.S.C. 601 et seq.), or under titles VIII and X of the Economic Opportunity Act of 1964 (42 U.S.C. 2991 et seq.) and the Community Services Block Grant Act (42 U.S.C. 9901 et seq.).

**PROVIDER OF ASSISTANCE TO HOMELESS INDIVIDUALS** – Means a public agency or a nonprofit institution or organization that operates a program which provides assistance such as food, shelter, or other services to homeless individuals.

**PROVIDER OF ASSISTANCE TO IMPOVERISHED FAMILIES AND INDIVIDUALS** – Means a public or nonprofit organization whose primary function is to provide money, goods, or services to families or individuals whose annual incomes are below the poverty line (as defined in section 673 of the Community Services Block Grant Act)(42 U.S.C. 9902). Providers include food banks, self-help housing groups, and organizations providing services such as the following: Health care; medical transportation; scholarships and tuition assistance; tutoring and literacy instruction; job training and placement; employment counseling; child care assistance; meals or other nutritional support, clothing distribution; home construction or repairs; utility or rental assistance; and legal counsel.

**PUBLIC AGENCY**- Means any State; political subdivision thereof, including any unit of local government or economic development district; any department, agency, or instrumentality thereof, including instrumentalities created by compact or other agreement between States or political subdivisions; multijurisdictional substate districts established by or pursuant to State law; or any Indian tribe, band, group, pueblo, or community located on a State reservation.

**PUBLIC HEALTH** – Means a program(s) to promote, maintain, and conserve the public’s health by providing health services to individuals and/or by conducting research, investigations, examinations, training, and demonstrations. Public health services may include but are not limited to the control of communicable diseases, immunization, maternal and child health programs, sanitary engineering, sewage treatment and disposal, sanitation inspection and supervision, water purification and distribution, air pollution control, garbage and trash disposal, and the control and elimination of disease-carrying animals and insects.

**PUBLIC HEALTH INSTITUTION** – Means an approved, accredited, or licensed public or nonprofit institution, facility, or organization conducting a public health program(s) such as a hospital, clinic, health center, or medical institution, including research for any such programs, the services of which are available to the public.

**PUBLIC PURPOSE** – Means a program(s) carried out by a public agency which are legally authorized in accordance with the laws of the State or political subdivision thereof and for which public funds may be expended. Public purposes include but are not limited to programs such as conservation, economic development, education, parks and recreation, public health and public safety, programs of assistance to the homeless or impoverished, and programs for older individuals.

**PUBLIC SAFETY** – Means a program(s) carried out or promoted by a public agency for public purposes involving, directly or indirectly, the protection, safety, law enforcement activities, and criminal justice system of a given political area. Public safety programs may include but are not limited to those carried out by: public police departments; sheriff’s offices; the courts; penal and correctional institutions and including juvenile facilities; State and civil defense organizations; and fire departments and rescue squads including volunteer fire departments and rescue squads supported in whole or in part with public funds.

**SCHOOL (EXCEPT SCHOOLS FOR THE MENTALLY OR PHYSICALLY DISABLED)** - Means a public or nonprofit approved or accredited organizational entity devoted primarily to approved academic, vocational, or professional study and instruction, that operates primarily for educational purposes on a full-time basis for minimum school year and employs a full-time staff of qualified instructors.

**SCHOOL FOR THE MENTALLY OR PHYSICALLY DISABLED** – Means a facility or institution operated primarily to provide specialized instruction to students of limited mental or physical capacity. It must be public or nonprofit and must operate on a full-time basis for the equivalent of a minimum school year prescribed for public school instruction of the mentally or physically disabled, have a staff of qualified instructors, and demonstrate that the facility meets the health and safety standards of the State or local government.

**UNIVERSITY** – Means a public or nonprofit approved or accredited institution for instruction and study in the higher branches of learning and empowered to confer degrees in special departments or colleges.

## **Appointments for Expiring Terms – June 2017**

**Library Board:** 4-year term

William Parsons

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

Adam Hopkins

**Board of Review:** 3-year term

Jennifer Loftus

**Parks & Trees:** 2- year term

Matthew Bradley

(1) Vacancy





## **"The Island City"**

### **MEMORANDUM**

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282

TO: Erik J. Wilson, City Manager  
FROM: Brian Kelley, City Clerk/Treasurer  
DATE: June 23, 2017  
SUBJECT: Budget Amendment – Fiscal Year 2016/2017

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**ACTION RECOMMENDED:** The City Council approve a budget amendments for the 2016/2017 budget to recognize several known projects affecting use of fund balance and shifted appropriations.

In reviewing the financial records for this current fiscal year, there have been several projects undertaken that require budget amendments to recognize either the use of fund balance or re-allocated appropriations. The budget amendments proposed that impact fund balance are summarized below:

General Fund – There is no overall change in fund balance, due to unexpected and unbudgeted revenue items, but there is a new inter-fund \$16,000 transfer to the Solid Waste Fund.

Solid Waste Fund – Increase Budgeted Revenues and Expenditures to account for costs overruns for equipment rentals and a Council-approved amendment to the recycling contract, resulting in a \$16,000 transfer from the General Fund.

TIFA (Industrial Park) District – Increase Budgeted Expenditures by \$5,500 to account for a reallocation of employee benefits and for extra equipment rentals.

DDA District – Increase Budgeted Expenditures by \$6,000 to account for a reallocation of employee benefits and membership in the Otsego/Plainwell Chamber of Commerce.

Each of these projects and re-prioritizations were reviewed by the Department Heads and the City Manager and many of them were discussed and/or approved at Council meeting. It is recommended these amendments be approved for inclusion in the 2016/2017 Amended Budget.

Attachment: Budget Amendment Listing

CITY OF PLAINWELL  
 PROPOSED BUDGET AMENDMENTS  
 JUNE 2017

GL NUMBER	ACCOUNT DESCRIPTION	2016/2017 AMENDED BUDGET	PROPOSED INCREASE / DECREASE	IMPACT ON FUND BALANCE
101-000-965.083	Transfer to Solid Waste	-	16,000.00	
101-002.437.000	Industrial Facilities Tax	-	(14,000.00)	
101-002-441.000	Local Community Stabilization Tax	-	(24,862.00)	
101-691-940.000	Equipment Rental	28,300.00	6,000.00	
101-774-703.000	Full-Time Wages	3,180.00	2,000.00	
101-774-706.005	Part-Time Wages (Seasonal)	-	6,000.00	
101-774-775.000	Rep & Maint Supplies	2,500.00	1,300.00	
101-774-940.000	Equipment Rental	10,000.00	700.00	
101-775-703.000	Full-Time Wages	5,052.00	1,000.00	
101-775-940.000	Equipment Rental	1,300.00	300.00	
101-775-956.025	Fireworks Expenses	-	700.00	
101-779-703.000	Full-Time Wages	1,307.00	700.00	
101-779-930.000	Rep & Maint Outside Serv	3,600.00	800.00	
101-890-930.000	Rep & Maint Outside Serv	-	240.00	
101-908-992.001	Principal - City Hall Copier 2015	-	1,764.00	
101-908-992.001	Principal - DPW Copier 2016	-	1,358.00	-
227-000-437.000	Industrial Facilities Tax	-	(1,000.00)	
227-000-441.000	Local Community Stabilization Tax	-	(6,300.00)	
227-000-676.010	Transfer from General Fund	-	(16,000.00)	
227-000-775.000	Rep & Maint Supplies	1,050.00	2,000.00	
227-000-801.080	Contr Serv - Recycle Pickups	25,974.00	6,000.00	
227-000-801.085	Contr Serv - Bulk Trash Pickups	14,026.00	3,300.00	
227-000-930.000	Rep & Maint Outside Serv	5,500.00	4,000.00	
227-000-940.000	Equipment Rental	26,600.00	8,000.00	-
450-000-402.060	Captured - AV - Personal City	(6,839.00)	(2,000.00)	
450-000-694.000	Revenue Miscellaneous	-	(1,000.00)	
450-000-715.010	Health Insurance	3,039.00	4,600.00	
450-000-93.0000	Rep & Maint Outside Serv	1,000.00	950.00	2,550.00
494-000-694.026	DDA - Special Event Revenues	-	(500.00)	
494-000-715.010	Health Insurance	-	3,500.00	
494-000-962.000	Association Memberships	-	2,500.00	5,500.00

## City of Plainwell Resolution 17-17

**WHEREAS**, the Plainwell City Council has reviewed the various fees and fines currently levied by the City; **IT IS, HEREBY, RESOLVED THAT effective July 1, 2017 the following fees and fines shall be in effect:**

Basic Reports (UD10) (NFRS 1)	\$5.00 per request
Other Reports	Based on Search and Copy Time
Pre-liminary Alcohol Breath Test	\$10.00 per request
Bail / Bond Administration Fee	\$10.00 per request
Fingerprints ( <b>Ink only</b> )	\$10.00 per request
Sex Offender Registration Fee	\$50.00 per year
Car wash turn on fee	\$15.00 per request
Street Opening Permit	\$15.00 per request
Parking Permit	\$25.00 per request

### **Subpoena and/or Witness Compensation:**

½ Day	\$12.50
Full Day	\$25.00

### **Parking Fines:**

Lots	\$10.00 per violation
Prohibited	\$10.00 per violation
Wrong Side	\$10.00 per violation
Double	\$10.00 per violation
30' Stop Sign	\$10.00 per violation
15' Hydrant	\$15.00 per violation
On Street - 2 - 5 am	\$10.00 per violation
Other:	\$10.00 per violation

**Parking Fines shall triple if fine not paid within ten (10) calendar days.**

### **Door-Door Sales:**

less than 1 month	\$10.00 per application
one month	\$50.00 per application
three months	\$100.00 per application
six months	\$175.00 per application
annual	\$350.00 per application

<b>Returned Payment Fee (check/ACH/credit card)</b>	\$20.00 per payment
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### **Notary**

Residents	No charge
Non-residents	\$5.00 per stamp/seal

### **Copies**

	\$.25 per page
CD's or DVD's	\$40.00
Digital Photos	\$5.00 (3 x 5)
	\$10.00 (8 x 10)

**Faxed/Mailed Information Request** \$1.00 per page

**Vehicle Mileage Reimbursement** per current IRS issued rate

**Marriages:** \$25.00

**Applications:**

Zoning Permit Application	\$5.00 per application
Act 198 Applications	\$300.00 per application
Re-zoning Application	\$200.00 per application
Variance Application	\$100.00 per application
Special Use Application	\$100.00 per application

**Site Plan Review:**

Change of Use	\$20.00 per review
Minor Review	\$50.00 per review
Major Review	\$50.00 plus cost of staff and consults per review
ZBA Appeals	\$100.00 per application

**Meter Fees**

	Based on meter size plus setup
¾"	per vendor pricing at time of purchase
1"	per vendor pricing at time of purchase
1 ½"	per vendor pricing at time of purchase
2"	per vendor pricing at time of purchase

**IPP Fees**

Permit Fees	As Set by Ordinance #274 to be charged annually
	\$700.00 Significant Industrial Users
	\$350.00 Non-significant Users

All other fees and costs will be handled in accordance with the Freedom of Information Act Policy as adopted by the City of Plainwell.

YES:

NO:

ABSENT:

Resolution Declared Adopted – June 26, 2017

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**Brian Kelley, City Clerk/Treasurer**

**CERTIFICATE:**

I the undersigned being the duly qualified Deputy Clerk of the City of Plainwell, Allegan County Michigan, do hereby certify that the foregoing is a 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 held on the 26<sup>th</sup> day of June 2017.

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**Brian Kelley, City Clerk/Treasurer**

**Resolution 17-18**  
**City of Plainwell**  
**General Appropriations Act**  
**Fiscal Year 2017-2018**

**WHEREAS**, Public Act 621 of 1978 mandates a provision for expenditures of appropriations and disposition of revenues, and

**WHEREAS**, it is necessary to provide for a tax levy to fund the various appropriations, and

**WHEREAS**, it is necessary to provide for the implementation, operation and periodic amendment of this act,

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Plainwell having reviewed the proposed budget document finds that the total revenues and transfers necessary for operation of the General Fund in fiscal year 2017/2018 are as follows:

Property Taxes .....	\$1,129,633
License/Permits.....	\$26,500
State Shared Revenues .....	\$391,402
Fines/Fees .....	\$436,797
Interest/Rent .....	\$50,764
Miscellaneous .....	\$68,850
State Grants .....	\$45,000
Transfers .....	<u>\$36,072</u>

**TOTAL:.....** **\$2,185,018**

**BE IT FURTHER RESOLVED THAT** the City Council having reviewed the proposed budget hereby establishes Budget Control Activities and appropriates in the amount and for the purposes set forth as follows:

Transfers to Other Funds .....	\$52,000
Legislative .....	\$26,042
Elections .....	\$27,940
Administrative .....	\$347,675
Assessor/Board of Review .....	\$19,560
Buildings & Grounds .....	\$176,231
Public Safety / Police.....	\$1,036,282
Public Safety / Fire.....	\$137,448
Parks .....	\$139,352
Flowers/Beautification .....	\$42,188
Special Events .....	\$14,173
Forestry .....	\$9,022
Planning/Community Development .....	\$41,624
Community Promotion.....	\$35,850
Debt Service .....	\$3,121
Contributions to Other Agencies .....	\$8,285
Capital Outlay.....	<u>\$48,000</u>

**TOTAL:.....** **\$2,164,793**

**BE IT FURTHER RESOLVED THAT** the City Council, having reviewed the above revenues and expenditures and being advised that the City Assessor has certified the taxable value of all real and personal property in the City to be **82,593,996** (Renaissance zone not included) and the value of the property subject to the Industrial and Commercial Facilities tax to be **2,412,054**, hereby directs that the tax levy for 2017-2018 be set at 15.8995 which includes 14.5995 mills of the city's total authorized amount of 16.0000 mills for general operations and 1.3000 mills of the city's total authorized amount of 3.0000 mills for solid waste removal and further directs that the Treasurer prepare a tax roll and levy said taxes to be due and payable on July 1, 2017 for the purposes as shown in the proposed budget document.

**BE IT FURTHER RESOLVED THAT** no member of the City Council or employees of the City shall expend any funds or obligate the expenditure of any funds except pursuant to the appropriations act adopted by the City Council. Changes in the amount of any appropriation shall require approval of the City Council.

**BE IT FURTHER RESOLVED THAT** the City Manager is charged with the supervision and execution of the budget adopted under this general appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the City Council unless such amounts appropriated are amended.

**BE IT FURTHER RESOLVED THAT this resolution is effective July 1, 2017.**

This resolution is hereby adopted on this 26<sup>th</sup> day of June 2017 by the City Council of the City of Plainwell with the following YES and NO vote:

YES:

NO:

ABSENT:

**ATTEST:**

**CITY OF PLAINWELL:**

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**Brian Kelley, Clerk/Treasurer**

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**Richard Brooks, Mayor**

**CERTIFICATION:**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council, County of Allegan, State of Michigan, at a meeting held on June 27, 2016, the original of which is on file in the City Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976 including in the case of a special or rescheduled meeting, notice by posting at least eight (18) hours prior to the time set for said meeting.

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**Brian Kelley, Deputy City Clerk**

**Resolution 17-19**  
**City of Plainwell**  
**Special and Operating Funds Appropriations Act**  
**Fiscal Year 2017-2018**

**WHEREAS**, it is necessary to provide for the expenditure of appropriations and the disposition of revenues, and

**WHEREAS**, it is necessary to provide for tax levies and other charges to fund the various appropriations;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

- That the City Council of the City of Plainwell having reviewed the proposed revenues, expenditures and unappropriated fund balances of the various special and operating funds hereby establishes Budget Control Activities and appropriates in the amounts and for the purposes set forth as follows:

Major Street Fund.....	\$336,931
Local Street Fund.....	\$259,954
Solid Waste Fund.....	\$173,327
Fire Reserve Fund.....	\$72,525
Airport Fund .....	\$82,461
Revolving Loan Fund.....	\$10,000
Capital Improvement Fund .....	\$83,198
Brownfield Redevelopment Authority Fund .....	\$91,338
Tax Increment Finance Authority .....	\$44,900
Downtown Development Authority Fund .....	\$44,887
Sewer Fund .....	\$1,437,729
Water Fund.....	\$621,553
Motor Pool Fund (formerly Equipment) .....	\$271,699
Other Post Employment Benefit Fund.....	\$41,095

**BE IT FURTHER RESOLVED THAT** the Solid Waste Fund revenue includes special assessments to individual property owners for recycling and bulk pickup, and that the rates for this budget year are **\$29.50 for recycling** and **\$19.50 for bulk pickup**.

**BE IT FURTHER RESOLVED THAT** no member of the City Council or employee of the City shall expend any funds or obligate the expenditure of any funds except pursuant to the special and operating funds appropriations act adopted by the City Council. Changes in the amount of any appropriations shall require Council approval.

**BE IT FURTHER RESOLVED THAT** the City Manager is charged with the supervision of the budget adopted under the special and operating funds appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the City Council unless so amended.

**BE IT FURTHER RESOLVED THAT** this resolution is effective **July 1, 2017**.

This resolution is hereby adopted on this 26<sup>th</sup> day of June 2017 by the City Council of the City of Plainwell with the following YES and NO vote:

YES:

NO:

ABSENT:

**ATTEST: CITY OF PLAINWELL:**

\_\_\_\_\_  
**Brian Kelley, City Clerk/Treasurer     Richard Brooks, Mayor**

**CERTIFICATION:**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council, Allegan County, State of Michigan, at a meeting held on June 26, 2017, the original of which is on file in the City Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

\_\_\_\_\_  
Brian Kelley, City Clerk/Treasurer



**Water Renewal**  
Superintendent: Bryan Pond  
May 2107



**Significant Department Actions and Results**

The fiberglass chemical storage buildings were equipped with scales , feed lines,and power, the buildings are now operational.

The HVAC system for the control building took four weeks to complete and was done June 12th.

**Pending Items (including CIP)**

**Expenditure Summary/Issues**

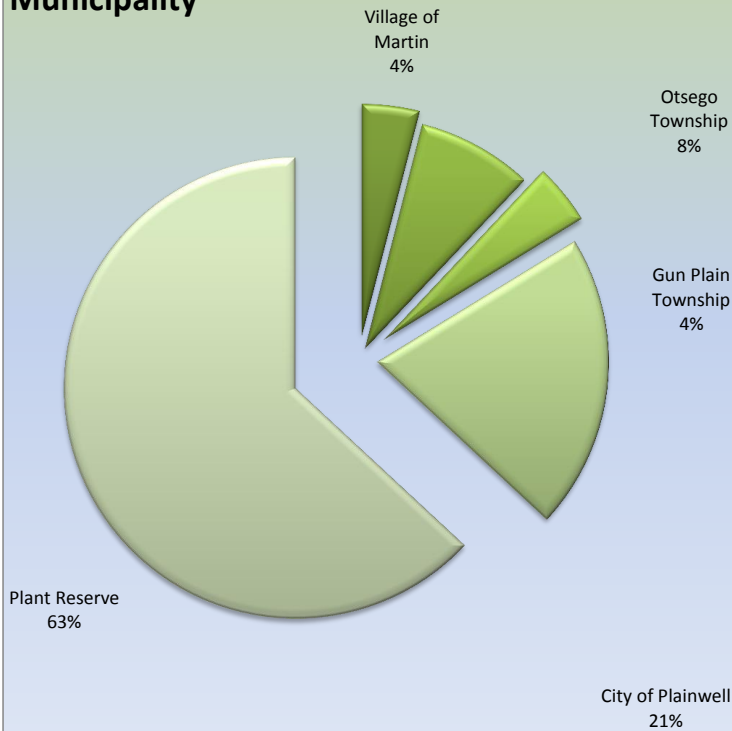
	<u>(budgeted)</u>	(completed)
Replace 1989 Fiberglass Chemical Storage Bldgs.	22,000	X
Replace Dystor SCADA PLC	6,000	budget too low
Replace 1980 Control Bldg.HVAC	55,000	X
Replace Control Panel Wedgewood Lift Station	11,000	X
Replace 1980 Waste Gas Flare	29,000	X
Move Plant Power Supply Pole	55,000	X
Replace Hot Water Heating Loop	<u>90,000</u>	cancelled
	\$268,000	

## Monthly Flow Data

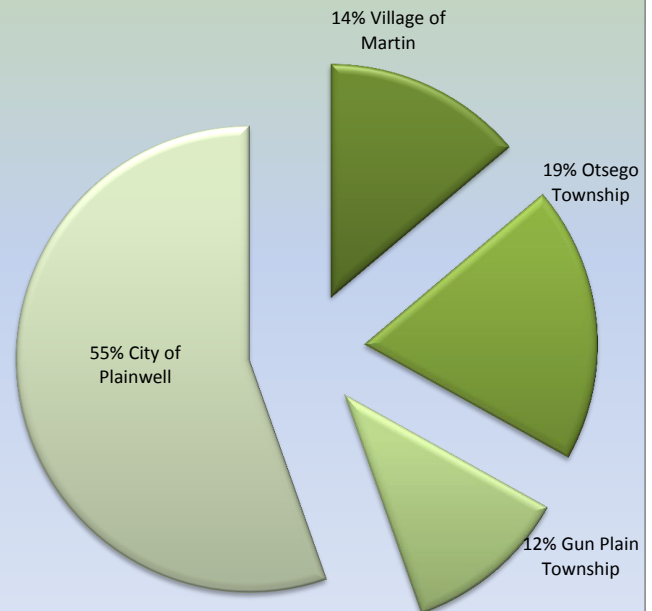
Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	1,003,700			
Gun River MH Park	577,000			
US 131 Motor Sports Park	14,250			
<b>Total:</b>	1,594,950			
<b>AVG. DAILY:</b>	56,963	180,000	68%	14%
<b>Otsego Township</b>	<b>Total:</b> 3,250,000			
	<b>AVG. DAILY:</b> 116,071	250,000	54%	19%
<b>Gun Plain Township</b>	<b>Total:</b> 1,132,000			
North 10th Street	317,000			
Gores Addition	259,000			
<b>AVG. DAILY</b>	61,000	150,000	59%	12%
<b>City of Plainwell</b>	<b>Total:</b> 8,329,837			
	<b>AVG. DAILY:</b> 268,704	720,000	63%	55%
<b>Avg. Daily Plant Flow from entire service district</b>		0.462		

### 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	9.23
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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	12
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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):

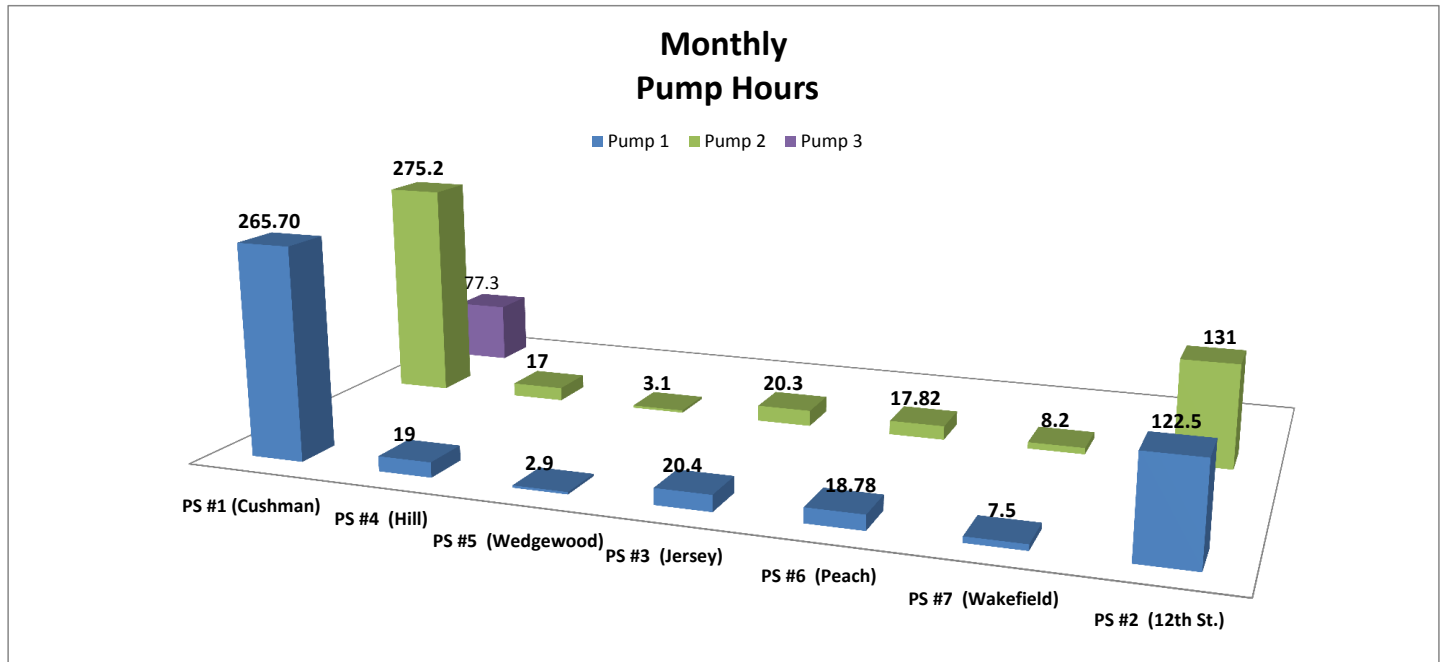
1.0 mg/l	0.45	0.28
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to 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.



## Plainwell Department of Public Safety

### May 2017 Monthly Report



The photos are from the Fire at the Old Mill Brew Pub this month. We had a quick response and a great fire stop with minimal damage to the building. They were open for business the next day.



**Submitted By: Director Bill Bomar**

**May 2017 Report Summary**

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### Community Events:



There was a good turnout for the Memorial Day Parade as the Public Safety department controlled traffic. Also, Deputy Director Varley and PSO Luthy guided over 100 Gilkey students and parents on a 13 mile bike ride through and around Plainwell on our annual bike safety trip this month.

### Training:



This month's training consisted of driver's training and pump operations. We also had a combined training with Gun Plain Fire Department put on by Air Care. The class room portion of the training was held at the Public Safety Department. We then brought the helicopter in for a landing at the 8<sup>th</sup> Street soccer fields.



### Foot Patrol

For the month of March the total time spent on Foot Patrol was 10 hours. During foot patrol the officers had contact with 211 citizens; this also included bar checks.

### Traffic Issue:

We are preparing for the festival activities, along with the "Finish the Ride" event. Also, coming into town next month, and stopping at Plainwell Ice Cream, is a tour that is composed of 150-200 cars from Model A's, Classic Cars, to new models. The purpose is to promote Flint's National Car Show, called Back to the Bricks.

### Notable Incidents:

PSO Welcher, PSO Luthy and Dep/Dir Varley were dispatched to a domestic assault in the 300 block of East Bridge Street. Welcher and Varley went into the residence to find the suspect, who then jumped from a second story balcony and fled the scene. The suspect was pursued on foot by the officers, west along the Kalamazoo River. The suspect jumped into the river behind the Trestle Bridge Complex and floated down stream. The officers followed on foot until the suspect came out of the water just west of the Keeler property off of 1<sup>st</sup> Ave. The suspect was arrested for Assault with Intent to Commit Great Bodily Harm Less than Murder, Felony Stalking, Habitual Felony Offender, and two counts of Resisting & Obstructing Police Officers. No officers were injured during the incident. The suspect was treated for minor cuts and abrasions.



### Miscellaneous:

This month we also assisted the ACSD with an air plane that ran off the runway at the Plainwell Municipal Airport. The pilot and three Plainwell Middle School students received minor injuries.







# **PLAINWELL PUBLIC SAFETY**

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Police, Fire and Medical First Responder Services

# **MONTHLY REPORT**

## **May 2017**

**Prepared by Director Bill G. Bomar**

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for May 2017

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

### TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

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

Totals of all the below mentioned areas.

### HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

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

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

### HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

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

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

### HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

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

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

### TOTAL UNOBLIGATED PATROL HOURS

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

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

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

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

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

Total Hours  
1,009

Percentage of Total Hours

68 6.73%

329 32.63%

412 40.88%

199 19.76%

809 80.24%

# Plainwell Department of Public Safety

## Complaints/Activities for May 2017

### ARRESTS

CUSTODIAL ARRESTS	5	An individual taken into custody for a criminal offense and jailed for that offense.
ARREST COUNTS	25	Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).

### TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	17	Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)
NON-HAZARDOUS CITATIONS	10	Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)
DRUNK DRIVING CITATIONS	0	This is an activity that we specifically monitor that would normally be considered a hazardous citation.
PARKING CITATIONS	0	Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.
VERBAL WARNINGS	14	Traffic enforcement where no citation was issued but warnings were given.
TOTAL TRAFFIC CITATIONS/WARNINGS	41	

### COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	214	Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.
PATROL INITIATED COMPLAINTS	4	Complaints observed by the officer while on patrol or came to their attention by personal observation.
TOTAL COMPLAINTS	218	

### OTHER ACTIVITIES

MOTORISTS ASSISTS	187	Motorist contacts caused by mechanical breakdown or similar problem.
PROPERTY INSPECTIONS	4	Checks of homes or business specifically requested by a home or business owner.
MOTOR VEHICLE ACCIDENTS	14	Total motor vehicle accidents both on public roads or private property.
COMMERCIAL BUILDING SECURITY CHECK	6,180	Nightly security inspections of business' conducted by officers to assure windows and doors are locked.
FOUND UNSECURED	1	The number of business' found unlocked or unsecured.

# Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	May	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	5
1200	Robbery	0	1
1300	Aggravated & Non-Aggravated Assault	3	24
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	8
2300	Larceny	9	29
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	2	11
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	0	10
3500	Violation of Controlled Substances Act	1	5
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	0
3800	Family Offenses	0	1
4100	Liquor Violations	1	3
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	0
5000	Obstructing Justice	7	25
5200	Weapons Offenses	0	4
5300	Public Peace	5	26
5400	Traffic Investigations - Any Criminal Traffic Complaints	2	22
5500	Health and Safety	3	15
5600	Civil Rights	0	0
5700	Invasion of Privacy	2	8
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
<b>GENERAL NON-CRIMINAL</b>			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal ( Reports Only - Does not include Citations Issued)	16	54
9400	False Alarm Activation	6	19
9500	Fires (Other than Arson)	4	11
9700	Accidents, All Other	0	9
9800	Inspections, Unfounded FIRS	48	180
9900	General Assistance (All Except Other Police Agencies)	65	284
9911 & 9912	General Assistance (Other Police Agencies)	57	223
FIRS	Medical First Responder	29	127



## May Reports for Plainwell Department of Public Safety

### **PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION**

The Plainwell Department of Public Safety was dispatched to 57 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

\*\*\*\*\*

### **Fire Suppression/Call Out Incident Report**

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
5/05/17	0608	0610	Sherwood Park	Telephone pole fire	Consumers and safe area	E-17, E-63	3	4
5/09/17	1502	1510	717 E. Bridge Street	Structure fire	Extinguish, investigate	E-17, E-63, E-11, E-15	8	5
5/11/17	1754	1756	114 North Point Drive	Alarm	Investigate	Patrol car	2	0
5/16/17	1850	1851	403 N. Main Street	Medical	Cancelled upon arrival		3	4
5/19/17	1440	1443	950 E. Bridge Street	Smoke	Investigate	Patrol	2	2
5/21/17	0941	0943	404 Brigham Street	Medical	Medical	Patrol	1	1
5/26/17	1431	1434	N US 131	Accident	Accident	E-11	2	4
5/27/17	1001	1004	316 E. Grant Street	Medical	Medical	Patrol	3	4
05/31/17	1234	1236	950 Lincoln Pkwy	Dumpster fire	Extinguish	E-11	5	0
05/31/17	1404	1409	203 W. Bridge Street	Alarm	Investigate	Patrol cars	5	0

\*\*\*\*\*

### **Calls for Service at Plainwell Schools**

Plainwell High School: 3  
684 Starr Road

Gilkey School: 0  
707 S. Woodhams Street

Plainwell Middle School: 3  
720 Brigham Street

Starr Elementary: 3  
601 school Drive

Early Childhood Development: 0  
307 E. Plainwell Street

Renaissance School: 0  
422 Acorn Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

Minutes  
Plainwell DDA, BRA and TIFA:  
June 13, 2017

1. Call to Order - Meeting called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call  
Members Present: Jim Turley, Paul Rizzo, Zelda Schippers, & Tracee Dunlop, Mayor  
Rick Brooks, Adam Hopkins, Nick Larabel  
Excused: Erik Wilson, EJ Hart,
4. Approval of Minutes of 05/09/2017 minutes
5. General Public: Richard Graff, HyTech
6. Chairman's Report: Update on the Environmental Review process and the company hired to help look at the key points of the review on behalf of the City.
7. BRA Action Items
  - A. **Motion to accept accounts payable for May of \$853.45 was made by Schippers and seconded by Dunlop. Motion carried.**
  - B. **Motion to recommend the final 2017-2018 BRA budget to move forward for final approval by City Council was made by Larabel and seconded by Rizzo. Motion Carried.**
8. DDA Action Items
  - A. **Motion to accept accounts payable for the month of May of \$641.91 was made by Larabel and seconded by Turley. Motion carried.**
  - B. **Motion to recommend the final 2017-2018 DDA budget to move forward for final approval by City Council was made by Larabel and seconded by Dunlop. Motion Carried.**
9. TIFA Action Items
  - A. **Motion to accept accounts payable for the month of May of \$526.11 was made by Schippers and seconded by Turley. Motion carried.**
  - B. **Motion to recommend the final 2017-2018 TIFA budget to move forward for final approval by City Council was made by Rizzo and seconded by Turley. Motion Carried.**
  - C. Guest Richard Graff, from HyTech made a request to have a hiring now sign placed at the entrance of the Industrial Park. Turley and Rizzo both agreed and suggested a stainless steel sign; Schippers suggested a T shape stand with signs hanging on both sides. **A motion to allow Siegel, Community Development Manager to spend up to \$250 for the sign was made by Rizzo and seconded by Larabel. Motion Carried.**
10. Communications:  
5/08/17 and 05/22/17 Council Minutes and Financial Report/summary as of 05/31/17 was approved and placed on file.
11. Public Comments: None

12. Staff Comments: Farmers Market update, Ace Hardware & SweetWater updates  
Member Comments:
13. Adjournment: **A Motion by Rizzo supported by Larabel to adjourn the meeting at 8:07 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

DRAFT

06/22/2017 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
 POST DATES 06/26/2017 - 06/26/2017  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
001645	ALEXANDER CHEMICAL CORPORATION		
	SLS 10060223	ANNUAL PURCHASE OF CHLORINE & SULFUR DIOXIDE W	1,534.00
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			1,534.00
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2017-05	MAY 2017 WORK CREW	236.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			236.00
000056	ALLEGAN COUNTY TREASURER		
	1	TAX PAPER SUMMER 2017 (BLUE) (1000)	52.50
TOTAL FOR: ALLEGAN COUNTY TREASURER			52.50
000035	APPLIED IMAGING		
	948642	6/13/14 - 7/12/17 CITY HALL COPIER	168.12
TOTAL FOR: APPLIED IMAGING			168.12
000002	AT&T - SBC		
	201-06 DPW	5/14/17 - 6/13/17 DPW SECURITY GATE	143.19
	2017-06 AIRPORT	5/14/17 - 6/13/17 AIRPORT FUEL PUMP	123.80
	2017-06 CITY DATA	5/14/17 - 6/13/17 CITY DATA GATE	137.20
	2017-06 DPS	5/14/17 - 6/13/17 DPS NON-PUBLISHED #	158.25
	2017-06 DPS TRAINING	5/14/17 - 6/13/17 DPS TRAINING ROOM	283.90
	2017-06 DPW CENTRAL	5/14/17 - 6/13/17 DPW CENTRAL DIALER	612.34
	2017-06 WR	5/14/17 - 6/13/17 WR PHONES	552.88
TOTAL FOR: AT&T - SBC			2,011.56
004776	AVFUEL CORPORATION		
	009646806	AIRPORT FUEL 6/7/17	6,188.74
TOTAL FOR: AVFUEL CORPORATION			6,188.74
000007	BATTERIES PLUS BULBS		
	385-370550	BATTERIES FOR DPS	36.95
TOTAL FOR: BATTERIES PLUS BULBS			36.95
002323	BELLE TIRE		
	29598655	DPS	40.00
TOTAL FOR: BELLE TIRE			40.00
000461	BOB'S HARDWARE		
	44123	KENYON PARK IRRIGATION	8.08
	44304	KENYON PARK IRRIGATION	6.49
	44440	WR	9.45
	44609	MATERIALS USED ON TRUCK #5	23.47
	44658	PARK IRRIGATION	2.98
	44672	MISC	25.99
TOTAL FOR: BOB'S HARDWARE			76.46
002780	BORGESS LIFE SUPPORT		
	INVOICE - 2016	7/1/16 - 6/30/17 TRAINING CENTER ALIGNMENT FEE	150.00
TOTAL FOR: BORGESS LIFE SUPPORT			150.00
001423	BORGESS MEDICAL CENTER		
	12307C10634	5/2/17 - 2 PHYSICALS/DRUG SCREEN	208.00
TOTAL FOR: BORGESS MEDICAL CENTER			208.00
001925	CENTURYLINK		



	2017-05	MAY 2017 LONG DISTANCE	4.87
TOTAL FOR: CENTURYLINK			4.87
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	2017-06 DPS/FIRE	6/19/17 - 7/18/17 DPS/FIRE INTERNET PHONE	516.77
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			516.77
002890	CHEF CONTAINER LLC		
	408274	MONTHLY RECYCLING SERVICES	2,691.00
TOTAL FOR: CHEF CONTAINER LLC			2,691.00
002219	CLARK TECHNICAL SERVICES		
	153	MAY 2017 COMPUTER SUPPORT	880.00
TOTAL FOR: CLARK TECHNICAL SERVICES			880.00
001331	DON REEVES		
	16/17 SHOE ALLOWANCE	16/17 SHOE ALLOWANCE	200.00
TOTAL FOR: DON REEVES			200.00
001669	DR HOOKS SIGNS INC		
	139137	2017 FLOWER PLAQUES	90.95
TOTAL FOR: DR HOOKS SIGNS INC			90.95
002675	ENGINEERING SUPPLY & IMAGING		
	85421	MAPS FOR ASSESSING 2017	29.10
TOTAL FOR: ENGINEERING SUPPLY & IMAGING			29.10
002093	ENVIRONMENTAL RESOURCES MGT. INC		
	114490	TOXICITY TEST	700.00
TOTAL FOR: ENVIRONMENTAL RESOURCES MGT. INC			700.00
000166	FISHER SCIENTIFIC		
	1262265	WR	552.60
	7950181	WR	127.22
	9937214	WR	278.56
TOTAL FOR: FISHER SCIENTIFIC			958.38
000153	FLEIS & VANDENBRINK INC		
	46419	4/29/17 - 5/26/17 VILLAGE OF MARTIN REVIEW	1,631.10
TOTAL FOR: FLEIS & VANDENBRINK INC			1,631.10
002650	FUEL MANAGEMENT SYSTEM PACIFIC PRID		
	1716601	PD/FIRE GAS 6/15/17	636.60
TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID			636.60
000059	GOIN POSTAL LLC		
	97451	UNIFORM RETURN PD	10.08
TOTAL FOR: GOIN POSTAL LLC			10.08
REFUND UB	GOOLSBY, KRISTINE		
	06/22/2017	UB refund for account: 02-00020700-00	20.19
TOTAL FOR: GOOLSBY, KRISTINE			20.19
REFUND UB	GRONINGER, DONNA		
	06/22/2017	UB refund for account: 02-00026125-00	18.14
TOTAL FOR: GRONINGER, DONNA			18.14
000140	HACH CO		
	10473704	WATER TESTING CHEMICALS	1,488.09
TOTAL FOR: HACH CO			1,488.09
REFUND UB	HILL & HILL PARTNERSHIP		
	06/22/2017	UB refund for account: 01-00013900-03	86.22
TOTAL FOR: HILL & HILL PARTNERSHIP			86.22

000082	ICMA		
	2017-2018	2017-2018 MEMBERSHIP E. WILSON	669.94
TOTAL FOR: ICMA			669.94
REFUND UB	J. SAJE LLC		
	06/22/2017	UB refund for account: 02-00022500-04	8.44
TOTAL FOR: J. SAJE LLC			8.44
001183	JAMES PELL		
	2017-06	COURT	10.00
TOTAL FOR: JAMES PELL			10.00
002301	JOYFUL CLEANING - SID TUBBS		
	865	JUNE 2017 CLEANING	964.00
TOTAL FOR: JOYFUL CLEANING - SID TUBBS			964.00
000113	KAR LAB INC		
	707293	ANNUAL NPDES TESTING WR	2,835.00
	707657	DRINKING H2O SAMPLES 6/5/17	112.00
TOTAL FOR: KAR LAB INC			2,947.00
004148	KELLY WHITE DESIGN		
	4467	UNE 2017 WEBSITE UPDATES	37.50
TOTAL FOR: KELLY WHITE DESIGN			37.50
001993	KERKSTRA PORTABLE RESTROOMS INC		
	107270	EXTRA RESTROOM # SHERWOOD PARK	70.00
	107271	HANDI-CAP RESTROOM @ SHERWOOD PARK	95.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			165.00
002880	KIESLER'S POLICE SUPPLY INC		
	0827117	DPS	244.00
TOTAL FOR: KIESLER'S POLICE SUPPLY INC			244.00
004827	MCBAIN LAWN SERVICES INC		
	18591	NEW RETAINING WALL FOR DIGESTER BLDG	3,488.00
TOTAL FOR: MCBAIN LAWN SERVICES INC			3,488.00
000014	MICHIGAN GAS UTILITIES CORP.		
	2017-06	5/10/17 - 6/8/17 GAS BILLS	1,242.97
	2017-06 DPS/FIRE	5/10/17 - 6/8/17 GAS BILL DPS/FIRE	24.44
TOTAL FOR: MICHIGAN GAS UTILITIES CORP.			1,267.41
000609	MIDWAY CHEVROLET		
	48646	BRAKES ON TRUCK #17 DPW	485.37
TOTAL FOR: MIDWAY CHEVROLET			485.37
002622	MIDWEST CUSTOM EMBROIDERY		
	16100	2017 EMPLOYEE RECOG D. REEVES	70.78
TOTAL FOR: MIDWEST CUSTOM EMBROIDERY			70.78
001455	MODERNISTIC CARPET CLEANING CO		
	7452	CLEANING & PAINTING OF SECONDARY CLARIFIER BLDG	3,837.80
TOTAL FOR: MODERNISTIC CARPET CLEANING CO			3,837.80
002708	MORGAN BIRGE' & ASSOCIATES		
	27944	JUNE 2017 PHONE MAINTENANCE	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			130.00
002065	OUTDOOR SOLUTIONS GROUP		
	3112	MOWING 208 BRIGHAM/210 W HILL ST/SPRAYING ROUN	499.01
TOTAL FOR: OUTDOOR SOLUTIONS GROUP			499.01

004810	PITNEY BOWES (RENTAL ON METER)		
	1004467100	7/17/17 - 9/30/17 POSTAGE METER RENTAL ON METER (	81.00
TOTAL FOR: PITNEY BOWES (RENTAL ON METER)			81.00
-----			
001448	PROFESSIONAL CODE INSPECTIONS		
	5431	MAY 2017 PERMITS	1,702.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			1,702.00
-----			
004221	R.W.LAPINE INC MECHANICAL CONTRACTO		
	50059934	NEW HVAC SYSTEM WR	72,000.00
TOTAL FOR: R.W.LAPINE INC MECHANICAL CONTRACTO			72,000.00
-----			
000013	RATHCO SAFETY SUPPLY INC		
	157847	SIGNS & POSTS	645.00
TOTAL FOR: RATHCO SAFETY SUPPLY INC			645.00
-----			
REFUND UB	REEBER, TERRI		
	06/22/2017	UB refund for account: 06-00084100-00	2.53
TOTAL FOR: REEBER, TERRI			2.53
-----			
000042	RS TECHNICAL SERVICES		
	20001	INSTALLATION & PURCHASE OF NEW CHEMICAL STORAG	3,419.62
TOTAL FOR: RS TECHNICAL SERVICES			3,419.62
-----			
002545	SAFE HARBOR CHILDREN'S ADVOCACY CEN		
	17-12	CHILD ADVOCACY 5/30/17	100.00
TOTAL FOR: SAFE HARBOR CHILDREN'S ADVOCACY CEN			100.00
-----			
000897	SHERWIN WILLIAMS		
	2423-6	PELL BATHROOM PAINT (VANDALISM)	49.79
TOTAL FOR: SHERWIN WILLIAMS			49.79
-----			
004829	SKEO SOLUTIONS, INC.		
	PNW - 001	ENGINEERING & PLANNING ASSISTANCE - BROWNFIELD	7,000.00
TOTAL FOR: SKEO SOLUTIONS, INC.			7,000.00
-----			
REFUND UB	STEARNS, JEFF		
	06/22/2017	UB refund for account: 03-00047600-00	27.76
TOTAL FOR: STEARNS, JEFF			27.76
-----			
002402	STEENSMA LAWN & POWER EQUIPMENT		
	437649	WHEEL KIT	21.37
	439465	BLADE	72.90
	440174	#22 GATOR HEADLIGHT	2.70
	441245	GATOR BULBS	55.52
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			152.49
-----			
001041	TELE-RAD INC		
	879681	PANTS E. LUTHY DPS	48.50
TOTAL FOR: TELE-RAD INC			48.50
-----			
002642	WATERWAY LLC		
	17-039	2017 ANNUAL HOSE TESTING	2,413.20
TOTAL FOR: WATERWAY LLC			2,413.20
-----			
004814	WILLIAMS & WORKS		
	82140	LAND DIVISION INQUIRY	20.75
TOTAL FOR: WILLIAMS & WORKS			20.75
-----			
004223	WIN-911 SOFTWARE		
	1705052514	SCADA WR SOFTWARE RENEWAL 2017	495.00
TOTAL FOR: WIN-911 SOFTWARE			495.00
-----			
000947	WYOMING ASPHALT & PAVING INC.		

124	5/26/17 ASPHALT	94.60
181	ASPHALT	521.10
TOTAL FOR: WYOMING ASPHALT & PAVING INC.		615.70

TOTAL - ALL VENDORS

124,261.41

## 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: 2017.06.22 09:12:59 -04'00'

### 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  
DN: c=US, st=MI, l=City of Plainwell,  
o=Internet Widgits Pty Ltd, cn=Brian  
Kelley, email=bkelley@plainwell.org  
Date: 2017.06.23 12:26:51 -04'00'

### 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: 2017.06.23 14:29:00 -04'00'

### 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: 2017.06.23  
12:24:17 -04'00'

### 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: 2017.06.22 16:00:48 -04'00'

### 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  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, ou=CoP, cn=Erik  
Wilson, email=ewilson@plainwell.org  
Date: 2017.06.23 14:28:21 -04'00'

06/23/2017

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 06/15/2017 - 06/30/2017

Check Date	Check	Vendor Name	Description	Amount
Bank APPNC PNC Accounts Payable Checking				
Check Type: EFT Transfer				
06/30/2017	446(E)	PNC BANK (SERVICE CHARGE)	JUNE 2017 BANK SERVICE CHARGES (MAY ACTI	103.52
Total EFT Transfer:				103.52
APPNC TOTALS:				
Total of 1 Disbursements:				103.52
Bank CBGEN Chemical Bank - General AP Account				
Check Type: ACH Transaction				
06/16/2017	1096(A)	ALLEGAN COUNTY TREASURER	MOBILE HOME TAX JAN-JUNE 2017	1,125.00
Total ACH Transaction:				1,125.00
CBGEN TOTALS:				
Total of 1 Disbursements:				1,125.00
REPORT TOTALS:				
Total of 2 Disbursements				1,228.52

## 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  
DN: c=US, st=MI, l=City of Plainwell,  
o=Internet Widgits Pty Ltd, cn=Brian  
Kelley, email=bkelley@plainwell.org  
Date: 2017.06.23 12:26:08 -04'00'

### 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  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, ou=CoP, cn=Erik  
Wilson, email=ewilson@plainwell.org  
Date: 2017.06.23 14:27:06 -04'00'

# Lighthouse Baptist Church

*of Plainwell*



Welcomes you to  
"Public Servants Day"  
Sunday, July 16<sup>th</sup> @ 10:00 a.m.



Dear Public Servant,

First we would like to say "THANK YOU" for your service to our community. We at Lighthouse Baptist Church appreciate very much the sacrifice made by you and your family to make this part of the world a great place to live. That is why we have scheduled July 16<sup>th</sup> to be "Public Servants Day". In our 10:00 a.m. Service. We will have a time in the service to recognize each public servant present and present them with a gift of appreciation. If you are able to attend please respond by July 1<sup>st</sup>, by either phone – (269)-664-3229 or email – [lighthousebaptistchurch12220@gmail.com](mailto:lighthousebaptistchurch12220@gmail.com)

Sincerely,

*Pastor Steve Smail*

Pastor Steve Smail

12220 CRESSEY ROAD  
PLAINWELL, MICHIGAN 49080  
(269) 664-3229 ~ [lbcplainwell.com](http://lbcplainwell.com)

RECEIVED  
JUN 14 2017

STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY CASE  
NO. U-18392

Plainwell City Clerk's Office

- Consumers Energy Company requests that the Michigan Public Service Commission review its application for approval of Amendment 2 of the Power Purchase Agreement with T.E.S. Filer City Station Limited Partnership.
- 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:** Tuesday, June 27, 2017 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) May 8, 2017 application, which seeks Commission's approval of Amendment No. 2 of Consumers Energy's Power Purchase Agreement with T.E.S. Filer City Station Limited Partnership and specifically find that the Commission approves recovery by Consumers Energy of the payments under the amended Power Purchase Agreement, as amended by Amendment No. 2, for the kilowatt hours delivered by T.E.S. Filer City Station Limited Partnership to Consumers Energy after the Converted Plant Initial Delivery Date for the purposes of Section 6j(13)(b) of 1982 PA 304 1982, 1987 PA 81, and all other applicable law.

CONFIDENTIAL

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://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](mailto: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](mailto: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 June 20, 2017. (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](http://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.]**



**RECEIVED**  
JUN 16 2017

STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-18381

Plainwell City Clerk's Office

- Consumers Energy Company requests Michigan Public Service Commission approval for an electric rate case self-implementation reconciliation for case no. U-17990.
- 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:** **Thursday, June 29, 2017, 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 **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) May 19, 2017 application, which seeks the Commission to 1) order that the refund required pursuant to MCL 460.6a(2) with respect to the provisional rates implemented by Consumers Energy in Case No. U-17990 for the period September 1, 2016 through March 6, 2017 is \$15.602 million, plus interest; 2) direct that amount to be returned to customers during the December 2017 billing month by means of a negative surcharge added to customers' bills 3) approve the negative surcharges for the December 2017 billing month; and 4) other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://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](mailto: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](mailto: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 June 22, 2017. (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](http://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. DPW – 2017 Local Street Paving:**

Superintendent Updike solicited bids for paving upgrades for Morrell, Grant & Chart streets as part of the 2017 Local Street Paving plan. Included in your packet is a bid-tabulation.

**Recommended action:** Consider approving a contract to paving Morrell, Grant & Chart Streets to Michigan Paving for \$102,425.00.

### **B. Citywide Monthly Recycling & Semi-Annual Bulk-Trash Pickups:**

The current contract expires on June 30, 2017. Proposals were received on June 15, 2017. The low-bidder, Chef Container, is an Allegan County-based firm that has partnered with Plainwell since July 2012.

**Recommended action:** Consider authorizing the 5-year contract with Chef Container per the Contractor's Proposal at an average monthly recycling-per-bin cost of \$2,102, and bulk-trash pickup costs of \$90.00 per hour plus \$35 per ton, and authorizing the City Manager to execute all documents related to the approved action.

### **C. Resolution 17-16 - Airport Static Display – Federal Surplus Assistance Program:**

A retired T-38 aircraft is on permanent display at the Municipal Airport. This was acquired through the Federal Surplus Assistance Program, which requires periodic updates of the city's eligibility to participate in the program. The current update requires the Council to designate an "authorized coordinator" by Resolution.

**Recommended action:** Consider adopting Resolution 17-16 designating the City Manager to be the Authorized Coordinator for the Federal Surplus Assistance Program.

### **D. Board & Commission Member Reappointments:**

The terms of four (4) board members are expiring on June 30, 2017. Adam Hopkins (DDA Board), Matthew Bradley (Parks & Trees) and William Parsons (Library) have agreed to renew their terms.

**Recommended action:** Consider confirming the Mayor's reappointments as presented.

### **E. 2016/2017 Budget Amendments:**

This housekeeping item accounts for budgetary shifts from the 2016/2017 budget year.

**Recommended action:** Consider approving the budget amendments as presented.

### **F. Resolution 17-17 – Fines and Fees:**

Council will consider the annual update of the fines and fees charged for various services.

**Recommended action:** Consider adopting Resolution 17-17 as presented.

### **G. Public Hearing – 2017/2018 City Budget:**

Council will consider adopting Resolution 17-18 General Appropriations and Resolution 17-19 Special & Operating Funds Appropriations, thereby adopting the 2017/2018 budget.

**Recommended action:** Consider adopting Resolution 17-18 General Appropriations and Resolution 17-19 Special & Operating Funds Appropriations to adopt the 2017/2018 City Budget.

## **Reminder of Upcoming Meetings**

- July 13, 2017 – Allegan County Board of Commissioners – 1pm
- July 11, 2017 – Plainwell DDA/BRA/TIFA Board – 7.30am
- July 5, 2017 – Plainwell Planning Commission – 7pm
- July 10, 2017 – Plainwell City Council – 7pm

## **Non-Agenda Items / Materials Transmitted**

- Notice of Hearing – Consumers Energy Company – June 27, 2017 9am
- Lighthouse Baptist Church "Public Servants Day" – July 16, 2017 10am.