

City of Plainwell



"The Island City"

Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Cathy Green, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

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AGENDA

Plainwell City Council

Monday, September 22, 2025 - 7:00PM

Plainwell City Hall Council Chambers

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes** – 09/08/2025 Regular Meeting
6. **Public Comments**
7. **County Commissioner Report**
8. **Agenda Approval**
9. **Mayor's Report**
10. **Recommendations and Reports:**
 - A. **City – Boards and Commissions Appointment List**

Council will consider confirming the Mayor's appointment of Holly Harrison to the Board of Review as an alternate member.
 - B. **City – Resignation of Interim Treasurer**

Council will consider accepting the resignation of Amanda Kersten as Plainwell City Treasurer, effective October 6, 2025.
 - C. **City – Appointment of Treasurer**

Council will consider confirming the appointment of Denise Wilcox as Plainwell City Treasurer, effective October 6, 2025, under the condition that outside of the role of the city treasurer/finance director, she shall not hold any elective or appointive office after the expiration of the current term for the Alamo Township Treasurer.
 - D. **City – Main Server Updates**

Consider approving the purchase and installation of a new server and network switch by Clark Technical at a cost of \$13,085.98.
 - E. **City – USA Earthworks Pay Application #8 – Old Orchard Project**

Consider approving Pay Application #8 for USA Earthworks LLC in the amount of \$44,838.90 for work on the Old Orchard Project.
11. **Communications:** The July Department of Safety Report and the 8/12/2025 DDA/BRA/TIFA meeting minutes.
12. **Accounts Payable - \$238,448.16**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

Agenda Subject to Change

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

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Reports & Communications:

A. City – Boards and Commissions Appointment List

Council adopted Ordinance 402 on August 25, 2025. This Ordinance allows for up to two Board of Review alternate members. Appointments are made by the Mayor, and subject to confirmation from Council.

Recommended action: Consider confirming the Mayor's appointment of Holly Harrison to the Board of Review as an alternate member.

B. City – Resignation of Interim Treasurer

Amanda Kersten has dutifully held the title of Interim Treasurer for the last ten months. She did this while continuing her duties as Personnel Coordinator, and did so exceptionally. This required many hours of overtime and remote work. Amanda has learned a lot about the Treasurer position, and will become the new Deputy Treasurer. She will continue to attend training and education opportunities. Since a Treasurer/Finance Director has been hired, she will be resigning from her position as Interim Treasurer effective October 6, 2025. Amanda will return to her position of Personnel Coordinator, and will now also be Deputy Treasurer.

Recommended action: Consider accepting the resignation of Amanda Kersten as Interim Treasurer, effective October 6, 2025.

C. City – Appointment of Treasurer

The City has offered the position of Finance Director/Treasurer to Denise Wilcox. Per section 6.1(b) of the City Charter, the appointment of the City Treasurer requires Council approval.

Denise holds a bachelor's degree in Business Administration and Accounting from Baker College. She has worked for a number of businesses in various accounting and finance roles for the past 25 years, including running her own book keeping business since 2015. In April of 2024, she was elected Alamo Township Treasurer. Denise is well qualified for this position and we are excited to have her join our team.

As a condition of employment, we have asked that Denise not run again for her position of Alamo Township Treasurer once her term is up in 2027. She has agreed to this stipulation, and language to this effect has been included in the suggested motion.

Recommended action: Consider confirming the appointment of Denise Wilcox as Plainwell City Treasurer, effective October 6, 2025, under the condition that outside of the role of the city treasurer/finance director, she shall not hold any elective or appointive office after the expiration of the current term for the Alamo Township Treasurer.

D. City – Server Updates

The City maintains a server in City Hall through which all computers, phones, printers and internet run. We have been experiencing a higher amount of downtime and issues with file retrieval and the functionality of our finance software. We asked Clark Technical to review our system and recommend repairs. Clark Technical believes that the server and network switch, installed in 2014, should be replaced.

Recommended action: Consider approving the purchase and installation of a new server and network switch by Clark Technical at a cost of \$13,085.98.

E. City – USA Earthworks Pay Application #8 – Old Orchard Project

City Council approved a bid from USA Earthworks LLC for water/sewer/street improvements in the Old Orchard neighborhood. Work began on April 1, 2024 and is nearly complete. Pay Application #1 was approved on May 13, 2024. Pay Application #2 was approved on June 14, 2024. Pay Application #3 was approved on July 8, 2024. Pay Application #4 was approved on August 12, 2024. Pay Application #5 was approved on September 9, 2024. Pay Application #6 was approved on October 14, 2024. Pay Application #7 was approved on November 25, 2024. The city's engineering firm, Fleis & Vandenbrink, has reviewed the eighth (and final) application for work performed through August 28, 2025 and recommends approval for payment of the \$44,838.90 outlined in the Pay Application. The contractor has completed the project and cleared all open items from the original project.

Recommended action: Consider approving Pay Application #8 for USA Earthworks LLC in the amount of \$44,838.90 for work on the Old Orchard Project.

Agenda Subject to Change

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Reminder of Upcoming Meetings

- October 01, 2025 – Planning Commission – 6:30pm
- **October 13, 2025 – Plainwell City Council – 7:00pm**
- October 14, 2025 – Plainwell DDA/BRA/TIFA – 7:30am
- October 14, 2025 – Parks & Trees – 4:00pm
- October 15, 2025 – Planning Commission– 6:30pm

Agenda Subject to Change

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