

# 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 Plainwell City Council Monday, October 8, 2018 7:00PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary** – 09/24/2018 Regular Meeting
6. **General Public Comments**
7. **County Commissioner Report**
8. **Presentation** – *2018 Photo Contest Winners*
9. **Agenda Amendments**
10. **Mayor's Report**
11. **Recommendations and Reports:**
  - A. Resolution 18-23 – Approved Financial Depositories / Investment Policy**  
Council will consider confirming an updated listing of approved depositories and minor modifications to the Investment Policy
  - B. Resolution 18-24 – Setting a Public Hearing for Rizzo Packaging IFT Application**  
Council will consider adopting Resolution 18-24 to set a Public Hearing for Monday November 12, 2018 to consider an IFT Tax Abatement Application from Rizzo Packaging.
  - C. WR – Programming of SCADA Radios**  
Council will consider authorizing the programming of recently installed SCADA radios with Perceptive Controls for \$3,600.00.
  - D. Job Description – Utility Billing Specialist/Deputy City Clerk**  
Council will consider approving a Utility Billing Specialist/Deputy City Clerk job description.
  - E. Potential Grant Application Matching Funds**  
Council will consider designating funds as possible matching funds for a pending grant request.
12. **Communications:** The September 2018 Investment and Fund Balance Reports and the August 2018 Public Safety Report.
13. **Accounts Payable - \$136,710.85**
14. **Public Comments**
15. **Staff Comments**
16. **Council Comments**
16. **Adjournment**

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

The Island City

*The City of Plainwell is an equal opportunity provider and employer*

**MINUTES**  
**Plainwell City Council**  
**September 24, 2018**

1. Mayor Brooks called the regular meeting to order at 7:02 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 Overhuel, and Councilman Keeney.  
Absent: Councilman Keeler.
4. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 09/10/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.**
5. General Public Comments: None
6. County Commissioner Report:  
County Commissioner Black reported two candidates are in the running for County Road Commissioner.
7. Agenda Amendments: None.
8. Mayor's Report:  
Mayor Brooks reflected on the summer's good tidings.
9. Recommendations and Reports:
  - A. Plans for a building addition for HyTech Spring were reviewed. The plans have been reviewed by the Planning Commission, which recommends approval, with all requirements having been satisfied.  
**A motion by Keeney, seconded by Overhuel, to approve the site plan for HyTech Spring for a building addition at 950 Lincoln Parkway. On a voice vote, all in favor. Motion passed.**
  - B. Council considered a request from Rose Restaurant Group LLC for a Class C Redevelopment Liquor License at 112 North Main Street.  
**A motion by Keeney, seconded by Overhuel, to adopt Resolution 18-22 recommending approval of a Class C Redevelopment Liquor License for Rose Restaurant Group LLC at 112 North Main Street. On a voice vote, all in favor. Motion passed.**
  - C. Superintendent Nieuwenhuis discussed the paving of the North Anderson Parking lot prior to the winter season.  
**A motion by Overhuel, seconded by Keeney, to approve the paving project with A-1 Asphalt for the North Anderson Parking Lot for \$6,480.00. On a roll-call vote, all in favor. Motion passed.**
  - D. Director Bomar requested permission to sell a 1978 fire truck, 4 tires and a seat from a police car on the My Bid auction site.  
**A motion by Overhuel, seconded by Keeney, to approve sale of city-owned assets as presented. On a voice-vote, all in favor. Motion passed.**
  - E. City Manager Wilson discussed testing water supplies per DEQ requests and the related costs for those extra tests and related contingency planning.  
**A motion by Overhuel, seconded by Keeney, to confirm purchases in the water fund for**

**testing and contingency planning. 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 July 2018 Public Safety Report, the August 2018 Water Renewal Report and the Planning Commission Draft Meeting Minutes from 09/19/2018. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

**A motion by Keeney, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$128,885.12 for payment of same. On a roll call vote, all in favor. Motion passed.**

12. Public Comments None

13. Staff Comments

Superintendent Nieuwenhuis reported the paving is complete for 2018 except the Anderson Lot and that hydrants are being painted.

Superintendent Pond reported on the replacement of pumps at the water renewal facility and made a slide show of the progress.

Community Development Manager Siegel reported a pending sale on the Ron Jackson building and that the owner of Arlene's is selling the building and there have been three (3) inquiries about it..

Director Bomar reporting working with the schools and the equipment.

City Manager Wilson thanked Jan and Tom from Four Roses.

14. Council Comments:

Mayor Pro-tem Steele thanked Superintendent Nieuwenhuis for paving Starr on a Saturday.

15. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:280 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

Submitted by,

Lori Steele

Mayor Pro-tem

**SUMMARY**  
**Plainwell City Council**  
**September 24, 2018**

1. Mayor Brooks called the regular meeting to order at 7:02 PM in Council Chambers at City Hall.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Brooks, Steele, Overhuel, and Keeney. Absent: Keeler.
4. Approved Minutes/Summary of the 09/10/2018 regular meeting..
5. Approved site plan for a building addition at 950 Lincoln Parkway for HyTech Spring.
6. Adopted Resolution 18-22 for a Class C Redevelopment Liquor License for Rose Restaurant Group at 112 N. Main St.
7. Approved paving at the North Anderson Parking Lot with A-1 Asphalt for \$6,480.00.
8. Authorized the sale of a 1978 fire truck, four (4) tires and a seat from a police car at auction.
9. Confirmed various purchases in the water fund for testing and contingency planning.
10. Accepted and placed on file the July 2018 Public Safety and August 2018 Water Renewal Reports and the Planning Commission Draft Meeting Minutes from 09/19/2018.
11. Approved Accounts Payable for \$122,885.12.
12. Adjourned the meeting at 7:28 pm.

Submitted by,  
Lori Steele  
Mayor Pro-tem

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# 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**  
**Max Thiele, Vice Chairman**

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

Thursday, September 27, 2018 – 1PM

9:AM

### **DISCUSSION ITEMS:**

1. Draft 2019 Budget (*More discussion*)

1PM

### **CALL TO ORDER:**

**OPENING PRAYER:** Commissioner Gale Dugan

### **INFORMATIONAL SESSION:**

Myrene Koch—Prosecuting Attorney (*Comments*)

### **ACTION ITEMS:**

1. Human Resources—Award Healthcare Insurance Bids included total insured (172-411) (*Priority Health, 1231 East Beltline term 1/1/2019-12/31/2021, Delta Dental, 4100 Okemos Road, Okemos, Term 1/1/19-12/31/2020, Vision Eye Med Vision Care 4000 Luxottica Place Maso, Ohio Term 1/1/19-12/31/2022, and Total insured as opposed to self-insured. Self-insured represents too small population to sustain financially-\$250-\$500 thousand in the rears; passed unanimously*)
2. 2019 Budget—set public hearing (*Set hearing October 11, 2018 at 7:00pm; passed unanimously*)
3. Board of Commissioners—authorize acceptance Military Surplus Vehicle Replacement (171-502) (*Replace HV 2320-01-389-7558 blown engine \$4,000; passed 5-1 Black*)
4. Sheriff's Department—award Correctional Program Service Bids (172-484) (*April 26, 2018 BoC approved grant application for grant for psychological services. The next step, \$25,300 total allowed for approximately 35 participants; passed unanimously*)
5. Senior Services—award In-Home Support Service Bids (172-417) (*Award Atrio Home Care for providing same service for 4-years, total \$3,500,000.00; passed unanimously*)
6. Facilities Management—additional Capital Roof Repair Appropriation (172-418) (*Repair Sheriff's Office and Human Services Building awning \$9,000.00; passed unanimously*)
7. Facilities Management—approve Lease Change Order (172-466) (*Per policy additional security door installed at DHS \$8,954.00 reimbursed by The State of Michigan; passed unanimously*)
8. Health Department—approve Lease Change Order (172-466) (*Approve budgeting contract between Michigan Department of Community Health for public health services budget with the DHS amount of \$789,039, October 1, 2018-September 30, 2019*)
9. Public Health—reclassify/hire Public Health Specialist/Public Information Officer (*Authorize Administration Advertise for position; passed unanimously*)

#### **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  
616-688-5619  
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  
616-920-2875  
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"

10. Local Revenue Sharing Board Distribution (*A letter was requested by Commissioner Dugan in the past in regards about the Casino revenue. Mr Dugan reported that the responsible persons are working on responding to his questions within the letter and asks for patiently. Tabled until BoC Administrator receives response and at that time places the subject back on the very next BoC Agenda; passed unanimously*)
11. Resolution to disapprove the Michigan Indigent Defense Commission Grant disbursement contact (*Disapprove the current MIDC grant and terms in conflict with MIDC Act., questioning funding up front rather than reimbursement; failed-2, Storey, Kapenga, against 4, Thiele, DeYoung, Dugan, Black. The grant process is same as others-reimbursement*)
12. Motion to delay interviews for the Public Defender position until such time as the agreement entitled "Grant Between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Allegan/Van Buren Counties" has been approved by both Allegan and Van Buren Counties and the related funding has been received.  
(*Stop interviews until we get money; passed 4-2, DeYoung, Black I don't think we can tell the state how to do their business, but can voice our concern-concern is cash flow, but we will have to provide Defense for Indigents.*)

#### **ELECTIONS:**

1. Road Commission: (*Discussion on merits of Terri Kelly and Larry Brown. Larry Brown elected 5-1.*)

**REQUEST FOR PER DIEM/MILEAGE:** *I ask the BoC for permission to register for the New Commissioner School November 26-27, 2018 and will subordinate my attendance to the winner of November General Election. Approved*

#### **BOARDS AND COMMISSIONS REPORTS:**

##### **ROUND TABLE:**

- District-1-Dean Kapenga-*(Nothing)*
- District-2-Jim Storey-*(Greg King is assigned to represent Allegan County EDC Lakeshore Advantage)*
- District-3-Max R. Thiele-*(Nothing)*
- District-4-Mark DeYoung-*(Approving service contracts with Community Mental Health)*
- District-5-Tom Jessup-*(Absent-out sailing)*
- District-6-Gale Dugan-*(Attended revenue sharing meeting)*
- District-7-Don Black-*( Clair and I celebrated our 53<sup>rd</sup> wedding anniversary on September 26, 2018. In my travels a sign hung 20 feet up a pine tree, "Retired", 6 feet below hung a push mower)*

District #7 Commissioner (616) 920-2875 Don Black Synopsis-September 27, 2018  
(Comments in italics are my opinions and interpretation of the Commission meeting and actions)

#### **COMPETITION**

*"Winning isn't getting ahead of others, it is getting ahead of yourself."*

*~ Roger Staubach*

**ADJOURNMENT:** Next Meeting – Thursday, October 11, 2018, 7PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

## **Photography Winners – Photography Contest 2018**

Youth Winner 13-17 year

Caitlin Davis – Plainwell Cross Country Course

### **Adult Category**

#### **Tie for 1<sup>st</sup> Place**

Marcus Lucas – Circumzenithal Arc

James Larson – Winter Kayakers

#### **Best in Show**

Katie Collier - Train photo















**Resolution 18-23**  
**City of Plainwell Approved Financial Institutions as Depositories**

**WHEREAS**, the City of Plainwell, in exercising its fiduciary responsibilities, desires to safeguard the funds of the City that may be invested from time to time; and

**WHEREAS**, the Charter of the City of Plainwell, Section 7.8, requires that the City Council designate the bank or depositories for the money belonging to the city; and

**WHEREAS**, Resolution 2010-01 was passed on September 27, 2010 authorizing the City Treasurer to manage fund belonging to the city, including depositing funds in approved financial institutions and administration of investments in conformance with city policy;

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Plainwell approved the following financial institutions as depositories of city funds:

**Chemical Bank, Midland, MI**

Flagstar Bank, Troy, MI

Northstar Bank, Bad Axe, MI

Horizon Bank, Michigan City, IN

Grand River Bank, Grandville, MI

Mercantile Bank of Michigan, Grand Rapids, MI

Consumers Credit Union, Oshtemo, MI

PNC Bank, Pittsburgh, PA

Horizon Bank, Michigan City, IN

YES:

NO:

ABSENT:

DATED:

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Richard Brooks, Mayor

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Plainwell at a regular meeting held on the date first stated above, and I further certify that public notice of such meeting was provided by law.

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Brian Kelley, City Clerk/Treasurer





Subject: Investment Policy – No. 10-01	Adoption Date: 09/27/2010
Primary Responsibility: City Treasurer	Reviewed Date: 10/03/2018
Approved By: City Council Resolution (10-29)	Revision Date: 10/08/2018

### **1.0 Purpose**

It shall be the City's policy to invest funds in a manner that provides for security of principal and for high returns on investments, while meeting the City's cash flow needs. This policy is intended to comply with all State of Michigan statutes and local ordinances governing the investment of public funds.

### **2.0 Scope**

Provisions of this policy shall cover all financial assets of the City that are accounted for in various funds and accounts of the City and that include general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency types of funds and accounts and any other type of fund or account that might be established by the City. This policy does not apply to the employee pension fund, the employee deferred compensation fund(s), or any other fund(s) which are organized and administered separately.

### **Policy:**

### **3.0 Objectives**

Funds of the City of Plainwell will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority:

- 3.1 Safety of Capital - Safety of principal is the foremost objective of the investment program. Investments of the City of Plainwell shall be undertaken to ensure preservation of the Portfolio's overall capital.
- 3.2 Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements, which might be reasonably anticipated.
- 3.3 Return on Investments - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, in consideration of risk constraints and cash flow characteristics of the portfolio.

### **4.0 Delegation of Authority**

- 4.1 The authority of managing the investment program is derived from State statutes. The City Treasurer is hereby designed as the investment officer of the City and is responsible for investment decision and activities.
- 4.2 Written procedures shall be developed for the operation of the investment program consistent with this investment policy. Procedures will include references to safekeeping, delivery and and payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts.
- 4.3 A system of written internal controls shall be designed to regulate the activities of investment officials to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.
- 4.4 In case of the Treasurer's absence, the City Manager or his designee shall be responsible for



investment decisions and activities.

- 4.5 No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the investment officer. The City Treasurer, with the approval of the City Manager and City Council, may delegate investment transactions to a qualified investment advisor.

### **5.0 Prudence**

The standard of prudence to be applied by the Investment Officer shall be the “prudent person” rule which states; “Investments shall be made with judgment and care, under circumstances then prevailing, which persons, of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.” The prudent person rule shall be applied in the context of managing the overall portfolio. The investment official acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **6.0 Ethics and Conflict of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Council any material financial interest in financial institutions that conduct business with this City and they shall disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and officials shall subordinate their personal investment transactions to those of the City particularly with regard to the timing of purchases and sales.

### **7.0 Authorized Financial Institutions and Dealers**

- 7.1 The City, or the designated investment advisor, shall maintain a listing of financial institutions, which are approved for investment purposes.
- 7.2 A list may be maintained of approved security dealers who maintain an office in the State of Michigan. Securities dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers or as “non-primary” or regional dealers that have net capital equaling twice the amount required under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule).
- 7.3 All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Treasurer with their most recent audited financial statements, proof of state registration, and depository contracts.
- 7.4 All financial institutions, brokers, and dealers that the City investment officer is authorized to perform investment transactions with must read the City investment policy and provide a signed letter or certification that they will comply with said policy.

### **8.0 Authorized Instruments**

By action of the City Council in adopting this Policy, the Investment Officer has been authorized to invest the City's funds in one or more of the following instruments and other instruments as allowed by State law:

- 8.1 Bonds, securities, and other obligations of the United States or an agency or instrumentality of the



United States.

- 8.2 Certificates of deposit, savings accounts, deposit accounts, or depository of a financial institution, provided the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- 8.3 Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- 8.4 Repurchase agreements consisting of instruments listed in Section 8.1. A Master Repurchase Agreement must be signed with the bank or dealer.
- 8.5 Bankers' acceptances of United States banks.
- 8.6 Obligations of this state or any of its political subdivisions that at the time of purchase are rated investment grade by not less than one standard rating service.
- 8.7 Mutual funds registered under the Investment Company Act of 1940, Title 1 of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by the City. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- 8.8 Investment pools through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- 8.9 Investment pools organized under the Surplus Funds Investment Pool Act, 129.111 to 129.118;
- 8.10 Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

## **9.0 Safekeeping**

- 9.1 All securities purchased by the City of Plainwell under this section shall be properly designated as an asset of the City and held in safekeeping by a third party custodial bank chartered by the United States government or the State of Michigan, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Treasurer as authorized herein, or by its respective designees.
- 9.2 All security transactions, including collateral for repurchase agreements and financial institution deposits, that are entered into by the City may be held on a cash basis for a delivery-versus-payment basis as determined by the Investment Officer. A third-party custodian may hold securities as designated by the Investment Officer and evidenced by safekeeping receipts as determined by the Investment Officer. A Safekeeping Receipt from the issuing bank, as is the law in the State of Michigan, shall evidence non-negotiable, non-collateralized Certificates of Deposit.

## **10.0 Diversification**

- 10.1 By dividing investments by specific dates, security types and institutions so that potential losses of individual securities do not exceed income that would be generated by the remainder of the portfolio.
- 10.2 Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account routine needs (payroll, bills, debt service) as well as considering anticipated revenue (taxes, state revenue sharing payments).

## **11.0 Maximum Maturities**

- 11.1 To the extent possible, the City of Plainwell will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not



directly invest its securities maturing more than two (2) years from the date of purchase.

- 11.2 Reserve funds or Capital Project Funds may be invested in securities exceeding two (2) but not more than five (5) years if the maturity of such investments are made to coincide as nearly as practicable with expected use of the funds.

### **12.0 Internal Controls**

- 12.1 The Treasurer shall establish an annual process of independent review by the City's designated auditor. This review will provide internal control by assuring compliance with policies and procedures and will prevent loss of public funds due to fraud, error, misrepresentation, or imprudent actions.

### **13.0 Reporting**

- 13.1 In addition to a monthly report submitted to the City Manager, the Investment Officer shall prepare an annual report to the City Council and City Manager.
- 13.2 The annual report shall include types of investments; total interests received, and indicate any suggested or planned revision(s) of investment strategies.
- 13.3 The Investment Officer shall review the Investment Policy annually and prepare a report for the City Council with any recommended changes.



POLICY CERTIFICATION:

I hereby certify that I have received the Investment policy of the City of Plainwell, have personally read said Policy, and agree to comply with the terms of the policy regarding the investments of the City of Plainwell funds. Any investment not conforming to this policy adopted on September 27, 2010 will be disclosed promptly. We also pledge to exercise due diligence in informing City Officials of all foreseeable risks associated with any financial transaction conducted with our firm.

---

Institution

---

Address

---

Authorized Official & Title

---

Signature

---

Date

**Resolution 18-24  
City of Plainwell  
Allegan County, Michigan**

**A RESOLUTION SETTING A PUBLIC HEARING FOR AN  
INDUSTRIAL FACILITIES TAX EXEMPTION FOR RIZZO  
PACKAGING, INC. WITH THE CITY ASSESSOR AND AFFECTED  
LOCAL TAXING UNITS**

**WHEREAS**, pursuant to 1974 PA 198, MCLA Sec. 207.551; MSA 7.800 (1), the City Council established the Plainwell City Industrial Development District on October 28, 1985; and,

**WHEREAS**, RIZZO PACKAGING, INC., the sole owner of Real property and proposed Personal property located within said District, at 934 Lincoln Parkway, has applied for an Industrial Facilities Exemption Certificate under the provisions of the aforementioned Act; and,

**WHEREAS**, 1974 PA 198, Sec. 5(2) provides that before acting upon an application for an Industrial Facilities Certificate the City Council shall afford the applicant, the assessor and representatives of the affected taxing units an opportunity for a hearing;

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

- (1) That the City Council shall meet at the Plainwell City Hall on November 12, 2018, at 7:00 o'clock p.m. local time, and shall provide the City Assessor and a representative of each of the taxing units an opportunity to be heard on the question of the application of RIZZO PACKAGING, INC., for an Industrial Facilities Exemption Certificate with regard to installation of improvements and/or machinery and/or equipment and/or buildings within Plainwell City Industrial Development District, as follows:
- (2) That the City Clerk immediately inform, by letter, the City Assessor and the legislative body of each taxing unit which levies ad valorem property taxes in the City of Plainwell on the property located within the Plainwell City Industrial Development District, as follows:
  - (a) That the City of Plainwell has established the Plainwell City Industrial Development District and has now received and will

consider an application for a Facilities Exemption Certificate for improvements and/or machinery and/or equipment and/or buildings being installed within said district; said district limited to Real and Personal property;

- (b) That the City Council shall meet at 7:00 o'clock p.m. local time at City Hall on November 12, 2018, to afford the City Assessor and a representative of each said taxing unit an opportunity to be heard with regard to the said application;
- (c) That, as to the Plainwell City Industrial Development District, the Facilities Exemption Certificate would be in the amount of \$129,423.00 for estimated taxes attributable to the district prior to this date.

YEAS:  
NAYS:  
ABSTAIN:  
ABSENT:

RESOLUTION DECLARED .

Dated: October 8, 2018

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Brian Kelley, City Clerk

### **CERTIFICATE**

I, Brian Kelley, the duly qualified and acting 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 Plainwell City Council at a regular meeting held Monday, October 8, 2018, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

---

Brian Kelley, City Clerk



## Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Brian Kelly</i>	Date Received by Local Unit <i>09/28/2018</i>
STC Use Only	
Application Number	Date Received by STC

### APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <i>Rizzo Packaging, Inc.</i>	1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <i>934 Lincoln Hwy.</i>	1d. City/Township/Village (indicate which) <i>City of Plainwell</i>	1e. County <i>Allegan</i>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Transfer <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Increase/Amendment	3a. School District where facility is located <i>Plainwell</i>	3b. School Code <i>03010</i>
4. Amount of years requested for exemption (1-12 Years) <i>12</i>		

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

*We need additional manufacturing space in our existing building. The primary purpose of the new construction will be warehousing. The new construction will be 24,000 sq. feet.*

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	<i>743,636</i> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	<i>743,636</i> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	<i>10/1/2018</i>	<i>12/30/2018</i>	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements			<input type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

9. No. of existing jobs at this facility that will be retained as a result of this project. <i>95</i>	10. No. of new jobs at this facility expected to create within 2 years of completion. <i>10</i>
--	--

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)	
b. TV of Personal Property (excluding inventory)	
c. Total TV	

12a. Check the type of District the facility is located in:



Industrial Development District



Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)  
*10-28-95*

12c. Is this application for a speculative building (Sec. 3(8))?



Yes



No



**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <i>Phil Broekhuizen</i>	13b. Telephone Number <i>269-685-5808</i>	13c. Fax Number <i>269-685-9007</i>	13d. E-mail Address <i>phil@rizzopackaging.com</i>
14a. Name of Contact Person <i>Same</i>	14b. Telephone Number <i>Same</i>	14c. Fax Number <i>Same</i>	14d. E-mail Address <i>Same</i>
15a. Name of Company Officer (No Authorized Agents) <i>Bart A. Rizzo</i>			
15b. Signature of Company Officer (No Authorized Agents) <i>Bart A. Rizzo</i>		15c. Fax Number <i>269-685-9007</i>	15d. Date <i>9/27/2018</i>
15e. Mailing Address (Street, City, State, ZIP Code) <i>P.O. Box 278</i>		15f. Telephone Number <i>269-685-5808</i>	15g. E-mail Address <i>bart@rizzopackaging.com</i>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. LUCI Code		16d. School Code
17. Name of Local Government Body		18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
1. LUCI Code	2. Begin Date Real	3. Begin Date Personal	4. End Date Real	5. End Date Personal

Rick Brooks, Mayor  
Lori Steele Mayor Pro-Tem  
Roger Kenney, Council Member  
Brad Keeler, Council Member  
Todd Overhuel, Council Member  
[www.plainwell.org](http://www.plainwell.org)



Bryan D. Pond, Superintendent  
129 Fairlane Street  
Plainwell, Michigan 49080  
Phone: 269-685-5153  
Fax: 269-685-1994  
Email: [BPond@plainwell.org](mailto:BPond@plainwell.org)

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10/2/18/2018

To: Erik Wilson, City Administrator  
From: Bryan Pond, Superintendent WR  
Cc: Brian Kelley City Treasurer  
RE: Programming of SCADA radios

The programming of the radios installed was not previously listed on any approved quotes for this project. I did receive an e-mail in July stating the cost to do so.

I am requesting council's approval of \$3,600 referencing the quote from Perceptive Controls as they are the City's SCADA system administrator.

I am recommending the expenditure be made from budget line item 590-540-930-000.



July 19, 2018

**Company:** City of Plainwell  
**Contact Name:** Bryan Pond  
**Phone Number:** 269-685-5153  
**Job Name** Radio Upgrade

Dear Mr. Pond

Perceptive Controls is pleased to submit our quote to provide engineering/programming for the new radio system.

Perceptive Controls labor; 30 hrs: \$3,600

**Total : \$3,600**

Payment Terms: 100% upon completion, Net 30 Days.

If you have any questions, please feel free to contact me anytime at 269.685.3040 x102.

Best Regards,

Ryan Fisher  
Perceptive Controls

**CITY OF PLAINWELL**  
**Job Description**

**Utility Billing Specialist / Deputy City Clerk**

**Supervised By:** Clerk/Treasurer

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

**Position Summary:**

Under the direct supervision of the Clerk/Treasurer, provides administrative, bookkeeping and clerical assistance in support of the daily activities of the administrative offices. Maintains utility accounts, prepares billings and processes payments, inputs and processes accounts receivable and accounts payable invoices. Provides support the Clerk/Treasurer attending meetings preparing minutes; backup to all election duties.

**Essential Job Functions:**

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

1. Provides a full range of secretarial/clerical assistance including:
  - Primary first responder to phone calls and greeter to citizen/customer visits.
  - Performs administrative tasks such as gathering and analyzing information.
  - Prepares reports with little direction other than a brief description of results expected.
  - Receives and distributes mail to the appropriate department
  - Ensures outgoing mail has been taken to the post office before the end of the business day.
2. At the counter, receives payments made to the City, issues licenses and permits, and takes park reservations related deposits. Serves as Notary Public.
3. Serves as direct support to the City Clerk/Treasurer in the process of voter registrations and election-related materials. Able to understand and explain local, state and federal election laws. Must attend required trainings and be available to work on all Election Day tasks.
4. Serves as a support to the Community Development Manager in the gather of information and processing of permits and zoning concerns.

5. Serves as primary backup for the preparation of agenda packets for City Council and various boards/commissions, as well as recording secretary for those meetings, many of which are conducted during non-standard office hours.
6. Follow specific, written sets of instructions for various computer functions and other department operations within the guidelines specified.
7. Responds to standard inquiries and provides general information regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
8. Performs a wide variety of technical and clerical tasks which demands understanding of State and local laws, City policies, ordinances and regulations; with an understanding of the level of information to provide to the public and that which should be directed to a supervisor.
9. Under the general supervision of the Clerk/Treasurer, coordinates the monthly utility billing process. Enters meter readings, generates reports and audits for accuracy. Identifies unusual usage patterns and orders re-reads. Prepares prints and mails monthly water bills, delinquent notices, assigns penalties and issues shut-off notices according to established procedures. Orders shut-offs and prepares delinquent list for tax roll as necessary. Prepares balance sheets and run month-end, consumption, and other regular reports. Generates special reports for the Public Works department and others as requested.
10. Responds to all utility related inquiries or complaints and Miss Dig requests. Submits service requests and refers unique inquiries to the appropriate individual.
11. Maintains a comprehensive record system for utility accounts and related documents and reports. Ensures account information is up to date. Establishes, adjusts, transfers and closes accounts as appropriate. Arranges for final reads and issues refunds.
12. Cooperates with and produces all requested information during annual audit.
13. Receives various payments made to the City. Posts payments to proper accounts and balances cash receipts daily. Prepares and makes deposits.
14. Completes financial forms, reports and spreadsheets as directed.
15. Prepares and issues bills for miscellaneous fees and services, records payments, tracks accounts status and reports delinquencies.
16. Assists with the annual review and update of fixed assets lists. Meets with department heads, processes modifications to records and prepares updated list for liability and property insurance.
17. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

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

Requirements include the following:

- A high school diploma or the equivalent supplemented by college courses or specialized vocational training.
- Two or more years of related experience.
- Ability to become a Notary Public.
- Knowledge of modern office procedures and practices.
- Skill in or ability to obtain word processing and spreadsheet software.
- Knowledge of the organization and operations of municipal government to effectively assist the public.
- Knowledge of the principles, methods and techniques of account management, money handling and basic bookkeeping.
- Skill maintaining and updating records and related systems, and in generating accurate reports.
- Skill in the use of standard office equipment, including computers and related accounting software.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining comprehensive filing and record keeping systems
- Ability to communicate effectively, understand instructions, and follow detailed procedures consistently.
- Ability to type, enter data and complete mathematical computations with speed and accuracy.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees

**Physical Demands and Work Environment:**

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

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

**ACKNOWLEDGMENT**

I, (print your name) \_\_\_\_\_ acknowledge that the aforementioned job description has been presented to me; I have read the job description, certify I can perform these functions and I will use this description as an outline and guide of the expectations and requirements of my position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

October 2018

# Investment Activity Report



"The Island City"

## City of Plainwell

Investment Portfolio Detail - Unaudited

at: 09/30/2018

**Brian Kelley, City Treasurer**

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
Date: 2018.10.02 11:19:41 -04'00'

	Investment Type	CUSIP	Principal Purchase	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment	N/A	\$130,512	Michigan Class	Rich Garay - 734.604.1494	03/28/2016		2.17%	
2	270-Day CD	N/A	\$101,444	Chemical Bank	Aimee Kornowicz - 269.324.7096	05/26/2018	02/20/2019	2.00%	143
3	365-Day CD	N/A	\$152,060	Flagstar Bank	Patti Dueweke - 248.312.2468	07/27/2018	07/29/2019	2.15%	302
4	365-Day CD	N/A	\$152,387	Northstar Bank	Julie Smith - 810.329.7104	02/13/2018	02/13/2019	1.75%	136
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total Investments: \$536,402.74

Average Yield: 2.02%

## Cash Activity for the Month

Cash, beginning of month: \$2,491,651.43

Cash, end of month: \$2,237,784.24

**Erik J. Wilson, City Manager**

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2018.10.05 09:20:44 -04'00'

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



## CITY OF PLAINWELL

**ESTIMATED CASH BALANCE/FUND BALANCE REPORT**MONTH ENDED: **9/30/2018**% OF FISCAL YEAR: **25.21%**

AUDITED FIGURES AS OF MOST RECENT AUDIT *			CURRENT YEAR PERFORMANCE - UNAUDITED ***					
FUND	CASH BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS	ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	TOTAL RECONCILED CASH AND INVESTED FUNDS	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
General	263,071	454,546	1,170,417	576,347	1,048,615	1,004,633	2,111,067	27.30%
Major Streets	67,748	88,027	29,992	73,091	44,928	113,020	337,673	21.65%
Local Streets	73,526	39,835	29,498	91,195	(21,861)	18,399	259,900	35.09%
Solid Waste	9,156	2,956	160,079	30,885	132,151	162,808	173,626	17.79%
Fire Reserve	56,229	61,176	80,444	26,508	115,112	125,769	81,413	32.56%
Airport	38,727	44,549	15,679	21,755	38,473	17,529	54,609	39.84%
Revolving Loan	18,787	61,170	2,013	-	63,183	27,197	10,000	0.00%
Capital Improvement	33,380	38,327	80,411	18,750	99,988	109,446	105,098	17.84%
Brownfield BRA	20,534	17,229	30,261	30,964	16,526	25,455	110,971	27.90%
Tax Increment TIFA	57,964	57,104	147	13,757	43,494	51,914	59,710	23.04%
Downtown DDA	12,995	9,756	42,780	11,945	40,592	42,259	60,098	19.88%
Sewer	701,829	786,466	365,896	418,296	734,066	728,995	1,565,903	26.71%
Water	289,143	293,634	150,475	189,786	254,322	133,470	533,800	35.55%
Equipment	157,883	151,916	60,518	38,670	173,765	149,087	233,155	16.59%
OPEB**	62,427	62,427	1,514	1,250	62,691	64,203	13,056	9.57%
	1,863,399	2,169,118	2,220,125	1,543,199	2,846,044	2,774,187	5,710,079	27.03%

\* - Amounts taken from audited financial statements as of June 30, 2017

\*\* - OPEB listing on this worksheet is included in the General Fund for financial statement purposes

\*\*\* - These amounts are taken directly from the End of Month Financial Statement provided to Council

Erik J. Wilson, City Manager		Brian Kelley, City Treasurer	
I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.		I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.	
Insert Signature:	Erik Wilson	Insert Signature:	Brian Kelley
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: 2018.10.05 09:21:36 -04'00'		Digitally signed by Brian Kelley Date: 2018.10.02 11:19:02 -04'00'	



# **PLAINWELL PUBLIC SAFETY**

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Police, Fire and Medical First Responder Services

# **MONTHLY REPORT**

## **August 2018**

**Prepared by Director Bill G. Bomar**

A handwritten signature in black ink, appearing to be "BB", located in the bottom left corner of the page.

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for August 2018

**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  
1,032

Percentage of Total Hours  
11.86%

122 11.86%

303 29.33%

390 37.74%

217 21.07%

815 78.93%

# Plainwell Department of Public Safety

## Complaints/Activities for August 2018

### ARRESTS

#### CUSTODIAL ARRESTS

**13** *An individual taken into custody for a criminal offense and jailed for that offense.*

#### ARREST COUNTS

**27** *Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).*

### TRAFFIC ENFORCEMENT & CITATIONS

#### HAZARDOUS CITATIONS

**15** *Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)*

#### NON-HAZARDOUS CITATIONS

**11** *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

**20** *Traffic enforcement where no citation was issued but warnings were given.*

#### TOTAL TRAFFIC CITATIONS/WARNINGS

**46**

### COMPLAINTS

#### ORIGINAL DISPATCH COMPLAINTS

**241** *Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.*

#### PATROL INITIATED COMPLAINTS

**9** *Complaints observed by the officer while on patrol or came to their attention by personal observation.*

#### TOTAL COMPLAINTS

**250**

### OTHER ACTIVITIES

#### MOTORISTS ASSISTS

**4** *Motorist contacts caused by mechanical breakdown or similar problem.*

#### PROPERTY INSPECTIONS

**0** *Checks of homes or business specifically requested by a home or business owner.*

#### MOTOR VEHICLE ACCIDENTS

**9** *Total motor vehicle accidents both on public roads or private property.*

#### COMMERCIAL BUILDING SECURITY CHECK

**2,178** *Nightly security inspections of business' conducted by officers to assure windows and doors are locked.*

#### FOUND UNSECURED

**0** *The number of business' found unlocked or unsecured.*



# Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	August	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	2	4
1200	Robbery	0	1
1300	Aggravated & Non-Aggravated Assault	9	58
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	2	9
2300	Larceny	8	66
2400	Motor Vehicle Theft	1	4
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	2	15
2700	Embezzlement	0	5
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	1	12
3500	Violation of Controlled Substances Act	1	16
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	1	2
3700	Obscenity	0	1
3800	Family Offenses	1	8
4100	Liquor Violations	0	0
<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	1
5000	Obstructing Justice	6	33
5200	Weapons Offenses	0	1
5300	Public Peace	16	80
5400	Traffic Investigations - Any Criminal Traffic Complaints	2	38
5500	Health and Safety	2	18
5600	Civil Rights	0	0
5700	Invasion of Privacy	1	16
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)	11	112
9400	False Alarm Activation	3	42
9500	Fires (Other than Arson)	0	18
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	55	331
9900	General Assistance (All Except Other Police Agencies)	80	508
9911 & 9912	General Assistance (Other Police Agencies)	43	323
FIRS	Medical First Responder	29	186



## August Reports for Plainwell Department of Public Safety

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

The Plainwell Department of Public Safety was dispatched to 276 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
08/15/18	2253	2256	1016 S. Apple Court	Medical	Medical	Patrol cars, personal	5	3
08/24/18	2142	2148	260 Lesa Street	Medical	Medical	Personal vehicles	3	1
8/31/18	0502	0503	411 Naomi Street	Fire alarm	Silenced alarm	Patrol	2	0

\*\*\*\*\*

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

Plainwell High School: 4  
684 Starr Road

Plainwell Middle School: 0  
720 Brigham Street

Early Childhood Development: 0  
307 E. Plainwell Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

Gilkey School: 1  
707 S. Woodhams Street

Starr Elementary: 1  
601 school Drive

Renaissance School: 0  
422 Acorn Street



## FIRE & MEDICAL FIRST RESPONDER CALL LOG

TOTAL	RESPONSE	LOCATION	REASON FOR ENTRY	ACTION TAKEN	APPARATUS	PSO
28	0	400 Block NAOMI	FIRE DRILL	WITNESS		
57	13	doster rd/108th ave	PIA car tree	assist msp		
17	5	106th av/ 8th st	pia roll over	scence safety - tot acsd		
19	2	400 Block NAOMI	FIRE ALARM	INVESTIGATE		
28	1	400 Block Naomi St	Fire Alarm	Accidental Trip		
23	1	400 Block Naomi St	Alarm		2	2

3 HRS

ASSISTS OUTSIDE THE CITY SHOW JURISDICTION ASSISTED

CITY

1 MIN

ASSISTS TO OUR DEPARTMENT BY AN OUTSIDE AGENCY SHOW THE AGENCY AS:

OT RECORD RESPONSE TIME

ASSIST IN ANOTHER JURISDICTION

17	2	200 Block ROBIN	LIFT ASSIST	LIFTED		
24	1	200 Block W. Bridge st	Medical		4	1
123	2	1000 Block Bloomfield Ave	MFR / Subject Down - CPR	AED / CPR / Assist EMS	P5	2
26	1	300 Block Brigham St	Medical First Responder	Assist Paramedics	P5	1
16	4	1100 Block N Main	Medical	Investigate/No fall	1	1
750	1	300 Block 12TH	MEDICAL	ASSIST		
34	6	1000 Block Wedgewood Dr	Elderly Male Fell	Assisted	P5	1
17	4	300 Block DOROTHY	ASSIST EMS			
54	3	700 Block E Bridge	MFR		P1,P5,P4	3
57	3	700 Block E. Bridge st	Medical	Assist PEMS	4	1
37	3	1000 Block S. Apple ct	Medical/ Carciac arrest	CPR	4,1	
25	6	300 Block Brigham St	Medical First Responder	Assist EMS	P5	1
25	6	200 Block Robin Ave	Medical First Responder	Assist EMS	P5	1
11	11	200 Block lesa	mfr	plainwell ems transport		1
15	3	100 Block N. Main st	medical	TOT PEMS	4	1
5	0	200 Block lesa	lift assist last night 2142	plainwell fd #39		1
19	2	600 Block W. Bridge	Medical	Assist PEMS	4	1
20	3	300 Block Brigham	Medical	Assisted EMS		1
20	2	400 Block N. Main	Medical	Assisted EMS		1
22	6	200 Block S Woodhams St	Child Semi-Responsive	Assist EMS	P5	1
11	3	300 Block Brigham St	Subject Fell / Not Responsive	Woke / Refused Treatment	P5	1
92	3	300 Block N.MAIN ST	MEDICAL	ASSIST EMS		
15	2	300 Block BRIGHAM	MEDICAL	ASSIST		
30	4	300 Block BRIGHAM	MEDICAL	ASSIST EMS		

24 HRS

ASSISTS OUTSIDE THE CITY SHOW JURISDICTION ASSISTED

CITY

3 MIN

ASSISTS TO OUR DEPARTMENT BY AN OUTSIDE AGENCY SHOW THE AGENCY AS:

OT RECORD RESPONSE TIME

ASSIST IN ANOTHER JURISDICTION



# POLICE EMERGENCY CALLS (EXCLUDES FIRE AND MFR CALLS)

L	RESPONSE	LOCATION	REASON FOR ENTRY	ACTION TAKEN	APPARA
	2	700 Block Benhoy	reckless driving/Firearm	Assist MSP	
		400 Block OAKS CROSSING	FIGHT	ASSIST	
	3	N/B 49MM	UNKNOWN ACCIDENT	UNFOUNDED	
		300 Block 12TH	WELFARE	CHECKED WELFARE	
	0	N Prince	Susp Vehicle	Made contact w/owner	
	1	400 Block N Main	Psych/	Assist	
	2	Walmart	Fight/recover stolen car	Assist ACSD/	
	2	600 Block Morrell St.	Civil		
	1	Joes Lot	Civil	w/639	
	4	600 Block Allegan St	Subject with a Axe	Contact Mom / She came and PU	
	2	200 Block Bannister St	Unwanted Subject	Refereed / Had subject leave	
	2	600 Block Riverview	PIA on Fire	Assist MSP	
	3	200 Block N. Sherwood Ave.	Unknown Sit.		
	2	1000 Block n main	welfare 911		
	2	600 Block morrell	unwanted/ civil		
		400 Block N.MAIN	SUICIDAL THOUGHTS	INVESTIGATED	
	2	200 Block helen	dv	assist opd	
	0	400 Block NAOMI	DISORDERLY	ARREST AND LODGE	
	0	500 Block E.MORRELL	HOME INVASION 1ST	ASSIST	
	5	1300 Block m89	warrant/ assist acsd welfare	arrest 5 warrant	
	4	400 Block Naomi St	Disorderly/suicidal patient	Stood by	
	4	300 Block 12th St.	Juv. Del.		
	15	M89/13th Street,	Drugs	Assist A10 ACSD	
	5	100 Block Colfax,	Check Welfare	Gabrielle Olkowski	
	2	600 Block Allegan,	Suspicious Male- Disturbance	Report- Search the area	
	6	300 Block Dorothy dr	poss. Cardiac arrest	Assist GPFDP?PEMS	
	1	400 Block N. Main	Mental		
	1	400 Block N.MAIN	MENTAL	LISTEN	
	4	300 Block S. North	Domestic	Assist OPD	
	2	300 Block S.NORTH	DOMESTIC	ASSIST	
	6	400 Block Brigham	civil		
	5	1300 Block M89	ALARM	ASSIST	
	1	500 Block Morrell	Susp.car	Assist 636	
	7	1200 Block 12th martin motorspo	Firearms complaint	Assist ACSD	
	4	400 Block N.Main st	Mental	tot PEMS	
	2	M-89 & 8th St	Personal Injury Accident	Assisted with Traffic	
	0	Gilkey	Civil		
	2	300 Block S. Sunset	Fight		
	3	Riverview Dr & Baseline Rd	Personal Injury Accident / Motorcyc	Assessment / Immobilize / Assist EMS	
	6	106th/ us131	PIA	Assist Car/motorcycle	
	3	1200 Block Keith	DV	Assist	
	2	300 Block Crossoaks	Fight	Assist	
	3	12th & 102nd	Unknown Injury Accident	Assess driver / Assist ACSD	



4	300 Block N Sherwood St	Assault w/ Gun & Knife	Victim overdosing on drugs	
3	Main Four	DV	Caller didn't want to report	
2	400 Block N Main	R/O		
3	300 Block cross oaks	dv/ suicidal subject	asst acsd	
3	107th/11th	DV/Unknown accident	Assist	
	300 Block broad	alarm	canceled	
13	doster rd/108th ave	PIA car tree	assist msp	
10	allegan/church	indecent exposure	arrest	
4	300 Block Hicks	civil		
5	106th av/ 8th st	pia roll over	science safety - tot acsd	
4	200 Block court	dv	canceled by opd	
3	200 Block n main	mental-	officer petition- borgess er	
4	500 Block Ansbury	DV	Assist	
0	300 Block S Sherwood	Susp		
3	700 Block Benhoy	Domestic	Investigate	
0	300 Block naomi	dv - tot msp address 2300 105th av		
1	600 Block morrell	ppo violation/ serve	raymond poulson complied/left	
1	131/M-222	Motorist Assist/DSU1237	All set	
3	300 Block Washington	Threats	Assist OPD	
4	400 Block n main	a&b/ mental health	warrant request	
2	e bridge/ main	traffic light problem	working normal	
1	Walmart	felonious Assault	assist ACSD	
5	700 Block 11th st	suicidal/gun	Assist ACSD	
3	400 Block Prince St	Disorderly	Add Nar	
10	300 Block Allegan st	suicidal	Assist OPD	
4	200 Block Brigham St	Hysterical Subject / Yelling Nonsens	Called Husband / TOT	
1	M-89 @ Crossoaks Mall	Personal Injury Accident	Assess / Immobilize / Traffic	
5	200 Block Kim	Peace Officer		
3	600 Block Starr Rd.	General Assist		
4	700 Block S. Farmer	Fleeing	Assist 76	
0	Allegan St entering the City	Road Rage	Spoke with Caller / Suspect Gone	
3	Riverview Dr & 6th St	Accident with Injuries	Tend Injured / Traffic	
0	400 Block Allegan St.	Disorderly	Brian Perry	
2	N. Main Sr. Bridge	welfare check	Amber Glover	
7	1700 Block 106TH AVE	DOMESTIC	ASSIST	
6	100 Block W. Chart st	Check welfare		
1	600 Block Allegan st	Assault/battery		
3	100 Block W.BRIGHTON	"FIGHT" NOTHING`	INVESTIGATE	
3	11th/Hill rd.	Poss domestic/OWI	Assist OPD,ACSD	
1	400 Block Naomi St	Fire Alarm	Accidental Trip	
2	1200 Block CARLTON CT	SUICIDAL SUBJECT	ASSIST	
	PI ACCIDENT, ALLEGAN/NAOMI	CRASH	INVESTIGATED	
	RIVERVIEW/GENE DR	MOTOR CYCLE PI	ASSIST	

68 HRS

2 MIN

CORD RESPONSE TIME

F IN ANOTHER JURISDICTION

ASSISTS OUTSIDE THE CITY SHOW JURISDICTION ASSISTED

ASSISTS TO OUR DEPARTMENT BY AN OUTSIDE AGENCY SHOW THE AGENCY ASSIS



## ASSISTS OUTSIDE THE CITY

AL	LOCATION	REASON FOR ENTRY	ACTION TAKEN	APPARATUS
5	131/49mm	Stolen Plate	Assist	
7	doster rd/108th ave	PIA car tree	assist msp	
7	106th av/ 8th st	pia roll over	scence safety - tot acsd	
3	107th/11th	DV/Unknown accident	Assist	
3	1000 Block Bloomfield Ave	MFR / Subject Down - CPR	AED / CPR / Assist EMS	P5
L	600 Block Riverview	PIA on Fire	Assist MSP	
2	383 Dorothy dr	poss. Cardiac arrest	Assist GPFDP?PEMS	
0	Riverview Dr & Baseline Rd	Personal Injury Accident / Motorcycle	Assessment / Immobilize / Assist EMS	
0	106th/ us131	PIA	Assist Car/motorcycle	
2	500 Block Ansbury	DV	Assist	
5	131N/B 106th	Motorist assist/DTC-2002	Assist call wrecker	
	500 Block 10th st	Fire Alarm	Assist GPFDP	
0	131/ kazoo river S. B.	traffic Hazard	Assist ACSD	
2	107th/11th	Assist t-3		
	RIVERVIEW/GENE DR	MOTOR CYCLE PI	ASSIST	
7	300 Block DOROTHY	ASSIST EMS		
3	400 Block Oaks Crossing	Susp. Sit.	Assist T1	
4	1200 Block 12th martin motorspc	Firearms complaint	Assist ACSD	
	131/M-222	Motorist Assist/DSU1237	All set	
9	200 Block helen	dv	assist opd	
4	300 Block S. North	Domestic	Assist OPD	
3	300 Block S.NORTH	DOMESTIC	ASSIST	
3	300 Block Garfield	open door	Assist OPD	
3	500 Block Allegan st	drugs/ trespassing	Assist OPD	
0	300 Block Washington	Threats	Assist OPD	
0	300 Block Allegan st	suicidal	Assist OPD	
7	700 Block S. Farmer	Fleeing	Assist 76	
	200 Block court	dv	canceled by opd	
3	Walmart	Fight/recover stolen car	Assist ACSD/	
0	Arby's	Susp. Subject	Assist T7	
5	1362 m89	warrant/ assist acsd welfare	arrest 5 warrant	
0	M89/13th Street,	Drugs	Assist A10 ACSD	
9	1300 Block M-89	poss b/e/alarm	Assist ACSD	
0	1200 Block Keith	DV	Assist	
0	mcpersons/conservation club	Assist MSP search with thermal imager		
L	300 Block Crossoaks	Fight	Assist	
9	12th & 102nd	Unknown Injury Accident	Assess driver / Assist ACSD	
0	300 Block cross oaks	dv/ suisidal subject	asst acsd	
2	Walmart	felonious Assault	assist ACSD	
5	1200 Block Keith st	Domestic	Assist ACSD	
7	700 Block 11th st	suicidal/gun	Assist ACSD	
5	M-89 @ Crossoaks Mall	Personal Injury Accident	Assess / Immobilize / Traffic	
2	11th/Hill rd.	Poss domestic/OWI	Assist OPD,ACSD	
5	1300 Block M89	ALARM	ASSIST	



# CALLS IN THE CITY WHERE ASSISTANCE WAS RECEIVED BY ANOTHER AGENCY

	TOTAL	LOCATION	REASON FOR ENTRY	ACTION TAKEN	APPARATUS	PSI
	34	700 Block Benhoy	reckless driving/Firearm	Assist MSP		
	52	131/M-89	Stolen plate BOL	Assist MSP		
	13	300 Block Morrell st	Susp. Sit.	investigated		
	26	W. Bridge/Kim	Susp. Person	took to a house outside city		
	40	400 Block N.Main st	Mental	tot PEMS		
	87	700 Block Benhoy	Domestic	Invesigate		
	29	200 Block Lesa	Civil	Investigate		
	33	200 Block Brigham St	Hysterical Subject / Yelling Nonsense	Called Husband / TOT		
	140	600 Block Allegan st	Assailt/battery			
	15	100 Block W.BRIGHTON	"FIGHT" NOTHING`	INVESTIGATE		

8 HRS

## Activity at Plainwell Schools

	DISPATCH	TOTAL	LOCATION	REASON FOR ENTRY	ACTION TAKEN
18	10:30	30	Middle School	Public Relations	
18	19:45	25	High school	foot patrol	
18	19:02	65	Gilkey	Civil	
18	15:20	40	RHS	Spoke with staffreference strategoes	
18	18:21	46	Hhigh School	Foot patrol, football game	
18	14:00	20	HS	Meeting w/ Jeremy ref Strategoes	
18	19:08	79	684 Starr rd	Foot Patrol	Football
18	20:32	2	684 Starr rd	argument between three	GOA
18	20:40	7	684 Starr rd	Foot Patrol	
18	20:46	5	684 Starr rd	Lost property	Lost or stolen I- Phone
18	20:51	35	684 Starr rd	Foot Patrol	
18	12:30	30	601 school rm 205	welfare	
18	8:00	420	Gilkey/Cooper	Strategos	
18	18:19	16	684 Starr Rd.	General Assist	
18	17:50	30	HS	Open house	
18	18:20	20	HS	MFR	w/639
18	15:00	30	Middle School	PR	
18	7:00	240	Starr School	Strategos	
18	12:40	200	MS	Strategos	
18	18:52	35	High School	Football Game/ Foot Patrol	

E ON CALLS                      23 HRS

20



## Accident Report Data

RESPONSE	LOCATION	REASON FOR ENTRY	ACTION TAKEN
4	N/B Off Ramp	PDA	P30883
2	jersey/grant	pda both city vehicles	
7	700 Block benhoy	pda	
2	M-89 & 8th St	Personal Injury Accident	Assisted with Traffic
3	Riverview Dr & Baseline Rd	Personal Injury Accident / Motorcycle	Assessment / Immobilize / Assist EMS
0	Allegan and Church	PDA	Failure to Yield
9	N/B Off Ramp	PDA	P30888
0	500 Block Allegan St.	P/P PDA	
3	12th & 102nd	Unknown Injury Accident	Assess driver / Assist ACSD
5	106th av/ 8th st	pia roll over	scence safety - tot acsd
4	E. Bridge & Florance	PDA	
1	M-89 @ Crossoaks Mall	Personal Injury Accident	Assess / Immobilize / Traffic
3	US 131 SB @ 106th Ave	Traffic Accident	Took Report / Multiple Acc.
3	Riverview Dr & 6th St	Accident with Injuries	Tend Injured / Traffic
5	131/52mm	UNKNOWN ACCIDENT	ASSIST

ACTIVE MAP:

<https://binged.it/2QiMPbQ>

## Theft / Damage Crimes

DISPATCH	LOCATION	REASON FOR ENTRY	ACTION TAKEN	JURISDICTION
4:59	500 Block jersey	larceny		
15:25	200 Block E Hill	Larceny		
12:35	600 Block Allegan St	Larceny from Building	Report	
14:45	500 Block Allegan St	Larceny of Gas		
13:17	500 Block Allegan St	Theft of Gas	Contact with Suspect / Paid	
9:50	100 Block n main	larceny - plate		
13:00	600 Block gayhart	mdp	window	
15:30	500 Block Allegan St.	Larceny / Quick Change Artist	Report / Review Video	
16:20	PDPS	Report of Fraud	Assist ACSD with Tech Info	GUNPLAIN TWP
6:02	300 Block 12th	B/E	INVESTIGATE	

MAP:

10/04/2018 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
 EXP CHECK RUN DATES 10/08/2018 - 10/08/2018  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
002439	AMERICAN LEGAL PUBLISHING CORPORATI		
	0124397	SEPT 2018 ORDINANCE CODE PAGES	94.50
TOTAL FOR: AMERICAN LEGAL PUBLISHING CORPORATI			94.50
001349	AMERICAN MAILING EQUIPMENT		
	80826	INK CARTRIDGE FOR POSTAGE METER	69.55
TOTAL FOR: AMERICAN MAILING EQUIPMENT			69.55
000138	AMERICAN OFFICE SOLUTIONS		
	IN174931	8/22/18 - 9/21/18 PD COPIER	85.83
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			85.83
000035	APPLIED IMAGING		
	1200786	9/16/18 - 10/15/18 DPW/WR COPIER	40.23
TOTAL FOR: APPLIED IMAGING			40.23
004167	B & B TRUCK FIRE DIVISION MASON DY		
	1277	ANNUAL FIRE TRUCK PUMP TEST AND PUMP SERVICE	542.50
	1278	FY 2018-19 FIRE TRUCK SERVICE,REPAIR AND ANNUAL IN	1,406.45
TOTAL FOR: B & B TRUCK FIRE DIVISION MASON DY			1,948.95
000461	BOB'S HARDWARE		
	55433	FURNACE FILTER	53.97
TOTAL FOR: BOB'S HARDWARE			53.97
002219	CLARK TECHNICAL SERVICES		
	274-2018	SEPT 2018 SUPPORT	1,100.00
TOTAL FOR: CLARK TECHNICAL SERVICES			1,100.00
000009	CONSUMERS ENERGY		
	2018-09	8/28/18 - 9/26/18 ELECTRIC	9,499.74
TOTAL FOR: CONSUMERS ENERGY			9,499.74
REFUND UB	CROCK, NANCY K		
	10/04/2018	UB refund for account: 04-00053300-00	15.87
TOTAL FOR: CROCK, NANCY K			15.87
000531	CUMMINS BRIDGEWAY, LLC		
	S3-8212	WR PLANT GENERATOR	641.74
	S3-8316	WR GENERATOR FOR CUSHMAN LIFT STATION	434.69
	S3-8833	WR GENERATOR FOR 12TH ST LIFT STATION	404.21
TOTAL FOR: CUMMINS BRIDGEWAY, LLC			1,480.64
004136	DICKINSON WRIGHT PLLC		
	1300044	AUGUST 2018 LEGAL SERVICES	684.00
TOTAL FOR: DICKINSON WRIGHT PLLC			684.00
001669	DR HOOKS SIGNS INC		
	139811	IN MEMORY OF NOREEN FARMER	37.00
TOTAL FOR: DR HOOKS SIGNS INC			37.00
002030	DRUG SCREEN PLUS INC		
	18QTR.4.1339	DRUG SCREENINGS 10/2/18	56.00
TOTAL FOR: DRUG SCREEN PLUS INC			56.00
000164	ETNA SUPPLY CO INC		

	S102772934.001	VARIOUS WATER PARTS	2,250.10
TOTAL FOR: ETNA SUPPLY CO INC			2,250.10
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004858	FERGUSON WATERWORKS		
	58274	PIPE WR	108.57
TOTAL FOR: FERGUSON WATERWORKS			108.57
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001215	FLIER'S		
	118156	PUMP REPAIR WR	86.06
	118189	LAB WATER WR	517.56
TOTAL FOR: FLIER'S			603.62
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002650	FUEL MANAGEMENT SYSTEM PACIFIC PRID		
	28585	PD/FIRE FUEL 9/30/18	680.14
TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID			680.14
<hr/>			
004241	GHD SERVICES INC		
	949670	2018/2019 COMMON AREA/CITY HALL UTILITIES/MAINTI	1,326.14
TOTAL FOR: GHD SERVICES INC			1,326.14
<hr/>			
002123	H & H AUTO BODY LLC		
	2018-09	2009 CHEVY IMPALA PD BODY WORK	899.20
TOTAL FOR: H & H AUTO BODY LLC			899.20
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000140	HACH CO		
	11131026	WATER TESTING CHEMICALS & SUPPLIES	693.17
	11144693	REPAIR INFLUENT SAMPLER	756.51
TOTAL FOR: HACH CO			1,449.68
<hr/>			
000104	HARDINGS MARKET 380		
	2018-08A	BAKING SODA	0.89
	2018-09	CLEANING VINEGAR	5.98
TOTAL FOR: HARDINGS MARKET 380			6.87
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000995	HIGH GRADE MATERIALS INC		
	688546	PEASTONE FOR WR	297.83
TOTAL FOR: HIGH GRADE MATERIALS INC			297.83
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001993	KERKSTRA PORTABLE RESTROOMS INC		
	129202	HANDI-CAP RESTROOM @ SHERWOOD PARK	100.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			100.00
<hr/>			
REFUND UB	NOBLOCH, DOUG		
	10/04/2018	UB refund for account: 03-00036110-08	4.58
TOTAL FOR: NOBLOCH, DOUG			4.58
<hr/>			
REFUND UB	KORENDYKE, BENJAMINE		
	10/04/2018	UB refund for account: 05-00070100-00	20.68
TOTAL FOR: KORENDYKE, BENJAMINE			20.68
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000604	LUBIC DIANA		
	2018-09	PLANNING COMMISSION ANNUAL TRAINING 2018 MILE/	121.51
TOTAL FOR: LUBIC DIANA			121.51
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004206	MADISON NATIONAL LIFE INSURANCE CO		
	1314414	OCTOBER 2018 LIFE INSURANCE	99.88
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			99.88
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000017	MASTERCARD		
	2018-09	SEPT 2018 MASTERCARD	121.09
TOTAL FOR: MASTERCARD			121.09
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REFUND UB	MC DONALD, GENE		
	10/04/2018	UB refund for account: 01-00000200-00	202.38



TOTAL FOR: MC DONALD, GENE			202.38
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000077	MCMASTER- CAR SUPPLY		
	73392670	BATTERY BACK UP WR	139.92
TOTAL FOR: MCMASTER- CAR SUPPLY			139.92
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000165	MIKE PALLETT		
	2018-09	VICKS FOR FIRE CALL	9.00
TOTAL FOR: MIKE PALLETT			9.00
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002708	MORGAN BIRGE' & ASSOCIATES		
	45185	SEPTEMBER 2018 PHONE MAINTENANCE	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			130.00
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002065	OUTDOOR SOLUTIONS GROUP		
	4476A	MOWING 639 GLENVIEW CIRCLE	30.00
TOTAL FOR: OUTDOOR SOLUTIONS GROUP			30.00
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004852	PACE ANALYTICAL SERVICES LLC		
	1846213668	NAOMI/OAK ST SAMPLES	80.00
	1846213669	12TH ST SAMPLES	40.00
	1846213670	WR SAMPLES	40.00
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			160.00
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004855	PLAINWELL ACE HARDWARE		
	1348	TOOLS	21.15
	1465	FIRE HYDRANT PREP	33.98
	1466	CAR WASH SUPPLIES	11.98
	1471	PELL PARK IRRIGATION	12.75
	1472	SUPPLIES TO PAINT FIRE HYDRANT	22.97
	1479	BLEACH/ WATER	18.17
	1481	FIRE HYDRANT	4.63
	1484	KENYON PARK SIGN	2.52
	1486	KENYON PARK SIGN	1.07
	1490	FIRE HYDRANT PAINT	39.96
	1491	REPLACE ELECTRICAL/BOB'S OFFICE	26.06
	1499	JOES ISLAND	14.54
	1500	ELECTRICAL TAPE	1.58
	1501	JOE'S ISLAND	34.98
	1502	PARKING LOT	11.99
	1503	BATTERIES FOR CITY HALL	13.99
	1520	BENCH VISE FOR SHOP	99.99
	1521	FIRE HYDRANT	319.90
	1524	CONCRETE MIX	8.59
	1525	HYDRANTS	7.99
	1550	FIRST AID KIT	578.69
	1551	BLUE PAINT	129.36
	1560	LEAF BLOWER FUEL	7.99
	1561	TIES	4.99
	1562	BATTERIES	9.98
	1564	LAWN FOOD/MISC	23.58
	1566	PAINT FOR CHRISTMAS CLIPS ON ROOF TOPS	5.59
TOTAL FOR: PLAINWELL ACE HARDWARE			1,468.97
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000004	PLAINWELL AUTO SUPPLY INC		
	2018-09	SEPT 2018 STATEMENT	555.64
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			555.64
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001448	PROFESSIONAL CODE INSPECTIONS		
	5828	SEPT 2018 PERMITS	3,857.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			3,857.00
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001748	REPUBLIC WASTE SERVICES		
	0249-006109280	10/1/18 - 10/31/18 CITY OFFICE RECYCLE	229.16

	0249-006109761	10/1/18 - 10/31/18 CITY OFFICE GARBAGE	247.33
TOTAL FOR: REPUBLIC WASTE SERVICES			476.49
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REFUND UB	ROGERS, MATT		
	10/04/2018	UB refund for account: 03-00046900-04	61.58
TOTAL FOR: ROGERS, MATT			61.58
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REFUND UB	ROONEY, KAY		
	10/04/2018	UB refund for account: 02-00022800-00	27.78
TOTAL FOR: ROONEY, KAY			27.78
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000011	SHOPPERS GUIDE INC		
	149	SEPT 2018 FARMERS MARKET	59.58
TOTAL FOR: SHOPPERS GUIDE INC			59.58
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002673	STATE OF MICHIGAN MDOT		
	591-10360035	TRAFFIC SIGNAL ENERGY 1ST 2ND 3RD QUARTERS 2018 (	429.78
TOTAL FOR: STATE OF MICHIGAN MDOT			429.78
<hr/>			
002402	STEENSMA LAWN & POWER EQUIPMENT		
	542672	BOLTS	4.00
	548947	WEED EATER SAFETY ITEM	5.15
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			9.15
<hr/>			
REFUND UB	SUBACZ, EMILEE		
	10/04/2018	UB refund for account: 05-00074200-07	2.55
TOTAL FOR: SUBACZ, EMILEE			2.55
<hr/>			
004893	SURVILLA JO		
	2018-09	MILEAGE FROM TRAINING THAT WAS DONE IN JUNE 201	77.72
TOTAL FOR: SURVILLA JO			77.72
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REFUND UB	TANNER, CHADWICK		
	10/04/2018	UB refund for account: 03-00033895-03	3.13
TOTAL FOR: TANNER, CHADWICK			3.13
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001041	TELE-RAD INC		
	888094	UNIFORM FOR DAVID RANTZ	263.15
TOTAL FOR: TELE-RAD INC			263.15
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002002	USA BLUEBOOK-HD SUPPLY FACILITIES M		
	683277	GLOVES FOR WR	66.90
TOTAL FOR: USA BLUEBOOK-HD SUPPLY FACILITIES M			66.90
<hr/>			
000034	VERIZON		
	9815238435	8/24/18 - 9/23/18 CELL PHONES	879.00
TOTAL FOR: VERIZON			879.00
<hr/>			
000947	WYOMING ASPHALT & PAVING INC.		
	2018-448	ASPHALT FOR SALT BARN	991.24
	82718-2	ADDITIONAL STREET PAVING - STARR RD & SUNSET ST	17,700.00
	82718-2A	2018 PAVING - EAST CHART & WEDGEWOOD	38,593.00
TOTAL FOR: WYOMING ASPHALT & PAVING INC.			57,284.24
<hr/>			
TOTAL - ALL VENDORS			89,450.13

## 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: 2018.10.04 10:37:13 -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  
Date: 2018.10.05  
13:51:00 -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  
Date: 2018.10.04  
15:02:07 -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: 2018.10.04  
11:08:53 -04'00'

### Bob Nieuwenhuis, Public Works Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Robert  
Nieuwenhuis

Digitally signed by Robert  
Nieuwenhuis  
Date: 2018.10.04  
10:47:28 -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: 2018.10.05 09:20:14 -04'00'

10/05/2018

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 09/21/2018 - 10/15/2018

Check Date	Bank	Check	Vendor Name	Description	Amount
<b>Bank CBGEN Chemical Bank - General AP Account</b>					
Check Type: <b>ACH Transaction - Property Tax Distributions</b>					
09/28/2018	CBGEN	1381(A)	ALLEGAN COUNTY TREASURER	2018 TAX COLLECTIONS W/E 09/22/2018	1,923.67
09/28/2018	CBGEN	1382(A)	RANSOM DISTRICT LIBRARY	2018 TAX COLLECTIONS W/E 09/22/2018	274.05
10/05/2018	CBGEN	1386(A)	ALLEGAN COUNTY TREASURER	2018 SUMMER TAXES COLLECTED W/E 09/29/20	290.66
10/05/2018	CBGEN	1387(A)	RANSOM DISTRICT LIBRARY	2018 SUMMER TAXES COLLECTED W/E 09/29/20	47.65
Total ACH Transaction:					2,536.03
Check Type: <b>EFT Transfer - Bill Payments</b>					
09/24/2018	CBGEN	1383(E)	FIRST NATIONAL BANK (CREDIT CARD)	SEPTEMBER 2018 CREDIT CARD STATEMENTS	5,793.39
10/15/2018	CBGEN	1385(E)	CITY OF PLAINWELL	OCTOBER 2018 CITY UTILITY BILLS	2,912.06
10/05/2018	CBGEN	1388(E)	CENTURYLINK	SEPTEMBER 2018 LONG DISTANCE	1.53
10/05/2018	CBGEN	1389(E)	UNITED HEALTHCARE INSURANCE COMPANY	RETIREE HEALTH INSURANCE OCTOBER 2018 -	186.76
10/05/2018	CBGEN	1390(E)	UNITED HEALTHCARE INSURANCE COMPANY	RETIREE HEALTH INSURANCE OCTOBER 2018 -	180.32
Total EFT Transfer:					9,074.06
Check Type: <b>Paper Check - Manual Checks</b>					
09/21/2018	CBGEN	12912	COSTCO	WATER SUPPLIES	4,305.60
09/26/2018	CBGEN	12914	AT&T - SBC	8/14/18 - 9/13/18 DPW SECURITY GATE	1,078.10
09/26/2018	CBGEN	12915	MICHIGAN GAS UTILITIES CORP.	8/9/18 - 9/10/18 DPS/FIRE GAS BILL	22.05
09/26/2018	CBGEN	12916	US BANK EQUIPMENT FINANCE (COPIER)	SEPT 2018 DPW COPIER	260.00
09/26/2018	CBGEN	12917	VERIZON	8/18/18 - 9/17/18 DPW/WR PHONE BILLS	218.22
09/26/2018	CBGEN	12918	JOYFUL CLEANING - LINDA TUBBS	SEPT 2018 CLEANING	964.00
09/27/2018	CBGEN	12919	POSTMASTER	TO MAIL 10/01/18 UTILITY BILLS	548.23
10/02/2018	CBGEN	12920	PRIORITY HEALTH	OCTOBER 2018 HEALTH INSURANCE PREMIUMS	27,432.28
10/02/2018	CBGEN	12921	GARY HERBERT, TREASURER	CRISPE TRUST CD INTEREST SEPTEMBER 2018	134.67
10/04/2018	CBGEN	12973	CHARTER COMMUNICATIONS (SPECTRUM)	10/7/18 - 11/6/18 AIRPORT INTERNET	183.98
10/04/2018	CBGEN	12974	PITNEY BOWES/PURCHASE POWER	POSTAGE ON METER 8/27/18	503.50
Total Paper Check:					35,650.63
<b>CBGEN TOTALS:</b>					
Total of 20 Checks:					47,260.72
Less 0 Void Checks:					0.00
Total of 20 Disbursements:					<b>47,260.72</b>

## Off Cycle Payment Authorization

**Brian Kelley, City Clerk/Treasurer**

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

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
Date: 2018.10.05 08:43:31 -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: 2018.10.05 09:19:51 -04'00'

# Allegan County Administrative Offices



County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269.673.0203

*September 27, 2018*

## Board of Commissioners Update Administrator's Report

### ENGAGEMENT

#### Employment

Number of Active Regular Full-Time and Regular Part-Time Employees: 352

#### *New Hires: 2*

Last Name	First Name	Position
Trujillo	Robert	Janitor
Noyes	Ian	Equalization Technician

#### *Left Employment: 1*

Last Name	First Name	Position
Overbeek	Christopher	Registered Sanitarian
Brady	Kevin	Law Clerk
Monger	Joseph	Medical Examiner Investigator

#### *Open Positions: 13 Total*

(2) Telecommunicators; Drain Maintenance Worker II; Treatment Specialist – Cheever; Environmental Health Secretary; Probation Officer; IRPT Animal Control; Client Financial Svc Clerk FOC; Professional Engineer; Senior Finance Specialist; SSSPP Grant Coordinator; Maintenance Technician; Law Clerk

For more information regarding these employment matters, please contact Lyn Holoway, HR Manager at (269) 673-0537.

**Employee Flu Vaccine Clinics** – Below are the dates and locations that flu shots will be available for employees. We are working to incorporate beneficial wellness information/services at each one and make them “Mini Health Fairs”. More information will be communicated soon.

- **Tues. Oct. 23** — 3:30 PM – 4:59 PM — **Sheriff's Department**, Training Rm.
- **Thurs. Oct. 25** — 3:30 – 4:59 PM — **Sheriff's Department**, Training Rm.
- **Tues. Oct. 30** — 11:30 AM - 1:15 PM — **Courthouse**, Circuit Ct. Jury Rm.
- **Thurs. Nov. 8** — 3:45 – 5:15 PM — **County Services Building**, Nederveld Rm.

#### **Employee Appreciation Lunch –**

When: Thursday, October 4, 2018 – serving free food from 11:30am to 1:30pm

- Where: Jaycee Park (200 Monroe St., Allegan)
- Lunch includes: Grilled hotdogs (beef and veggie), chips, fruit and bottled water

RSVP by 5pm on Monday, October 1<sup>st</sup>. See Attachment A – Event Flyer; registration can be done by visiting: <http://connect/SitePages/Lunch.aspx>. For more information, please contact Lyn Holoway, HR Manager at (269) 673-0537.

## OPERATIONS

**Fire Panel Replacements** – The courthouse fire panel was replaced on September 15, 2018 and is functioning well. The County Services, Human Services, Mental Health Clinic, Transportation and Central Dispatch building panels are scheduled to be replaced in mid-October. The Medical Care and Youth Home panels are scheduled for the beginning of November. For more information, please contact Shawn Stenberg, Facilities Management Director at (269) 673-0207.

**PC Replacement Plan** – Utilizing Allegan County's partnership with Kent County Purchasing, this year's PC and laptop replacement plan was once again run through the Reverse Auction process. Reverse auctioning uses a reverse bid process where vendor compete in real-time to provide the lowest bid for goods and/or services. A not to exceed amount is set, usually from a previously quoted figure and the auction proceeds until no more low bids are received. It is similar to eBay, except in reverse. This year, the County saved about \$10,000 using this method. Over the past seven years, this process has saved the County over \$135,000 in both PCs and other service area items. For more information, please contact Randy Vanatter, Network Administrator at [rvanatter@allegancounty.org](mailto:rvanatter@allegancounty.org).

## FINANCIAL

**Key Focus Areas** – Since the last update, Financial Services has been focused on key immediate needs including the FY2019 Budget, Indigent Defense Program, Central Dispatch Audit and has played an important role in the water quality investigation planning. The outcomes of each item are reflected within the final product relating to each.

## SERVICES

**Correctional Healthcare Update** – Correct Care Solutions, the Allegan County Correctional Health Provider, will be combining with Correctional Medical Group Companies (CMGC) based out of California. The notification received states that they expect the transaction to be completed in October once they obtain certain customary regulatory approvals and satisfy the closing conditions. Correct Care Solutions anticipates that nothing will change today for Allegan County. More information regarding this topic will be shared as it becomes available. If you have questions please contact Lisa Letts at [lletts@allegancounty.org](mailto:lletts@allegancounty.org).

**Public Health EH Field Service Delivery Update** – Currently 92% of the eligible applications, received through August 24, were issued within the timeframe (8/5/2018- 8/24/2018), the 14 business day benchmark; Attachment B. 98% of all customers (8/19/2018 - 9/7/2018) were contacted within 5 business days of submitting their application. The automatic reply upon receipt of the application has been working well. For more information please contact Sherry Owens, Director at (269) 686-5144.

**Senior Services** – The Commission on Aging voted unanimously to contract with Alliance Home Health Care and Atrio Help at Home to provide In-Home Support Services with Millage funding. The recommendation has the contract from 1/1/2019 through 12/31/2022 with an

annual 3% increase to the current unit rate. For more information please contact Sherry Owens, Director at (269) 686-5144. If you have any questions please contact Randy, Rapp, RS at 269-673-5411 or [rrapp@allegancounty.org](mailto:rrapp@allegancounty.org).

**Senior Day at the Fair** – The Commission on Aging was on hand to assist with the Pancake Breakfast at Senior Day at the Fair. 300+ breakfasts were served and 28 vendors provided information on resources available in the County. Additionally, participants were able to receive flu shots and basic health screens such as blood pressure checks. For more information on Senior Day at the Fair, please contact Sherry Owens, Director at (269) 686-5144.

**Transportation, New Interoperable Radio System** – Allegan County Transportation (ACT) is excited to announce that the new radio system, the mobile units have been installed in all eligible transit revenue vehicles and the transit service truck. There are also six portable units and three office desktop units. All equipment was operational on September 21, 2018. The new radio system will allow ACT to communicate directly on new County 800 MHz system. Vehicles can communicate with Central Dispatch and home base at ACT. If you have any questions please contact Dan Wedge at 269-686-4529 [dwedge@allegancounty.org](mailto:dwedge@allegancounty.org) or Dave Kortman, Transit Mechanic at 269-686-5291 [dkortman@allegancounty.org](mailto:dkortman@allegancounty.org).

**Transportation, MDOT Rehab Vehicle Project** – Allegan County Transportation (ACT) has volunteered to participate in a new rehab vehicle project through the Michigan Department of Transportation (MDOT). The project is in the process of development at state level. ACT has volunteered two buses that have met their useful life for a potential MDOT vendor to rehab. The potential vendor would complete work to bring the vehicles back to like new capability. If the project is approved and is successful, it will allow buses to go through rehabilitation instead of being disposed. ACT may continue to drive these buses for up to five years or 350,000 mile. If you have any questions please contact Dave Kortman, Transit Mechanic at 269-686-5291, [dkortman@allegancounty.org](mailto:dkortman@allegancounty.org) or Mark Lull, Transportation Coordinator at 269-673-0206 or [mlull@allegancounty.org](mailto:mlull@allegancounty.org).



# You're Invited

to a **FREE**

## Employee Appreciation

 **Lunch**

Thank You!!!!

AWESOME JOB!!!!

**@ Jaycee Park (200 Monroe Street, Allegan)**

**Thursday, October 4, 2018**

**Serving 11:30 am—1:30pm**

**Click here to RSVP**  
**No Later than Mon, Oct 1**

**Lunch includes: Grilled hotdogs (beef & veggie), chips, fruit & bottled water.**



SPONSORED BY:



***"We will be there Rain or Shine"***

Sweet cold treats will be delivered the morning of October 4th to each building and stored in the breakroom freezers for access at any time!

## Environmental Health - Benchmark Data Board of Commissioner Report



	January		February		March		April		May		June		July		August		September		October
Total Applications Received for the Month	108		113		238		201		282		225		203		189				
14 Business Days for the Month are Permits received during	1/1 thru 1/11	1/12 thru 1/22	1/23 thru 2/2	2/3 thru 2/14	2/15 thru 3/2	3/3 thru 3/14	3/15 thru 4/6	4/7 thru 4/20	4/21 thru 5/14	5/15 thru 5/25	5/26 thru 6/8	6/9 thru 6/22	6/23 thru 7/7	7/8 thru 7/21	7/22 thru 8/4	8/5 thru 8/24			
Incomplete and/or Unpaid Submissions within 14 Business Days	0	6	19	4	10	7	18	5	16	0	6	11	9	7	11	16			
Total Eligible for Completion within 14 business day window	34	34	66	36	60	64	139	99	175	84	120	89	65	77	90	109			
Submissions Not Completed within Eligible Time Period	9	5	11	7	3	4	20	15	31	8	16	11	7	6	7	9			
Total Completed	25	29	59	29	57	60	119	84	144	76	104	78	58	71	83	100			
Percentage Complete	74%	85%	89%	81%	95%	94%	86%	85%	82%	90%	87%	88%	89%	92%	92%	92%			

		Number	Percentage
Applications completed prior to 14 day turnaround (only those with proper documentation and fees paid): <b>Total Completed divided by Total Eligible for Completion within 14 business day window =</b>		100/109	92%
<b>Percentage Complete</b>			
<b>14 business days from August 5 = August 24</b>			

	January		February		March		April		May		June		July		August		September		October
Total Applications Received	108		113		238		201		282		225		203		189		85		
5 Business Days for Communication	1/1 thru 1/24	1/25 thru 2/2	2/5 thru 2/12	2/13 thru 2/22	2/23 thru 3/2	3/5 thru 3/12	3/13 thru 3/20	3/21 thru 3/30	4/2 thru 4/13	4/16 thru 5/7	5/8 thru 6/1	6/2 thru 6/22	6/23 thru 7/6	7/7 thru 7/21	7/22 thru 8/4	8/5 thru 8/18	8/19 thru 9/7		
Total Eligible for Communication	84	31	24	43	39	43	69	96	80	175	211	165	74	90	99	74	123		
Total Not Communicated to within 5 Business Days	5	1	0	9	5	8	8	9	4	3	0	6	3	2	1	0	3		
Total Communicated to within 5 Business Days	79	30	24	34	34	35	61	87	76	172	211	159	71	88	98	74	120		
Percentage Complete	94%	97%	100%	79%	87%	81%	88%	91%	95%	98%	100%	96%	96%	98%	99%	100%	98%		

Customers that have been contacted within 5 business days: <b>Total Communicated to within 5 Business Days divided by Total Eligible for Communication</b>																<b>Number</b>		<b>Percentage</b>	
<b>5 business days from August 19 = September 7</b>																120/123		98%	

## Environmental Health - Total Services Board of Commissioner Monthly Report



### APPLICATIONS RECEIVED

	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well	30	44	72	58	65	68	64	67	22				490
Septic	39	32	81	60	88	67	61	45	24				497
Loan Eval.	7	10	16	25	39	27	21	16	11				172
MDHHS Eval.	2	0	9	12	12	9	8	3	5				60
SESC	18	16	32	25	44	25	31	45	18				254
Raw Land/Soil Eval.	10	6	25	16	23	19	11	7	3				120
Investigative Fieldwork	2	5	3	5	11	10	7	6	2				51
Monthly Totals	108	113	238	201	282	225	203	189	85	0	0	0	1644

### SERVICES PROVIDED

PERMITS ISSUED	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well	39	35	58	64	76	64	68	72	20				496
Septic	42	30	59	69	71	75	69	53	27				495
Loan Eval.	9	4	14	21	31	22	28	17	7				153
MDHHS	0	0	1	16	8	16	7	6	3				57
SESC	23	26	28	31	44	24	21	41	18				256
Raw Land/ Soil Eval.	17	4	14	14	24	13	20	8	4				118
Monthly Totals	130	99	174	215	254	214	213	197	79	0	0	0	1575

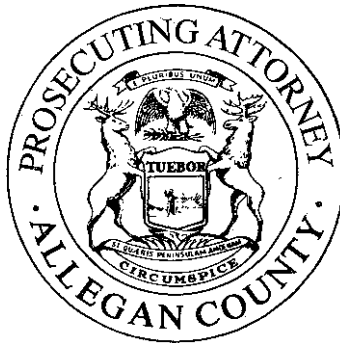
Other Services Completed	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well Finals	27	98	100	31	55	16	80	46	9				462
Septic Finals	5	12	22	30	45	51	33	55	21				274
SESC Inspections	2	18	8	200	217	260	200	185	88				1178
Investigative Fieldwork	2	5	2	5	11	10	7	8	2				52
Monthly Totals	36	133	132	266	328	337	320	294	120	0	0	0	1966

<b>Total Services Provided</b>	<b>166</b>	<b>232</b>	<b>306</b>	<b>481</b>	<b>582</b>	<b>551</b>	<b>533</b>	<b>491</b>	<b>199</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3541</b>
--------------------------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	----------	----------	----------	-------------

**2017**

**ALLEGAN COUNTY PROSECUTING ATTORNEY**

**ANNUAL REPORT**



**RESPECTFULLY SUBMITTED TO:**

**THE CITIZENS OF ALLEGAN COUNTY**

**AND**

**ALLEGAN COUNTY BOARD OF COMMISSIONERS**

## Allegan County Prosecuting Attorney 2017 Annual Report

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**ALLEGAN COUNTY PROSECUTING ATTORNEY  
2017 ANNUAL REPORT**

**INTRODUCTION**

We are pleased to present the 2017 Annual Report for your review. This report covers the year of Roberts Kengis' first term as the Allegan County Prosecuting Attorney, but was prepared by current Allegan County Prosecuting Attorney, Myrene K. Koch and her staff. We would like to thank Mr. Kengis for his many years with the Allegan County Prosecuting Attorney's Office.

The Michigan Constitution mandates that every county elect a Prosecuting Attorney whose duties are legally defined.

The Prosecuting Attorney administers public justice and is a local office. His or her duties to a large extent are local only in the sense that they are to be performed locally; for they are to be performed on behalf of the state just as much as are the duties of the judge who holds court for his or her county.

The Prosecuting Attorney is responsible for a wide array of legal functions for the County, including:

- Act as the chief law enforcement official in the County.
- Review, authorize and prosecute violations of felony and misdemeanor criminal laws of the State of Michigan and County ordinances committed inside the County.
- Authorize and prosecute felony and misdemeanor juvenile delinquency offenses.
- Represent the County in criminal matters before the District and Circuit Courts; juvenile delinquency, parental neglect and miscellaneous probate matters in the Family Court; and appeals in the Court of Appeals and Michigan Supreme Court.
- Advise the Michigan Department of Human Services on child abuse and neglect petitions, and actions to terminate parental rights.
- Attend contested mental health commitment hearings.
- Advise the County Board of Commissioners and other County departments on legal matters.

### **PROSECUTOR STAFF**

(Front Row) Myrene K. Koch-Chief Assistant, Roberts Kengis-Prosecutor,  
(Back Row) Assistant Prosecutors Jason Osbourn, Emily Jipp, Jessica Winsemius, Judith Kasson, Rachel Keeley, Steve Lanting and Jon Blair.



### **SUPPORT STAFF**

(Front Row) Paige Christman-Circuit Court, Tom Moore-District Court A (Back Row) Jewell Raab-Family Court, Nashell Miller-Warrants, Rhonda Baux-Victim Rights, Gina Shashaguay-District Court B. Not pictured: Dianne Yeaman - Irregular Part-Time Legal Secretary.

### **VICTIM/WITNESS SERVICES**

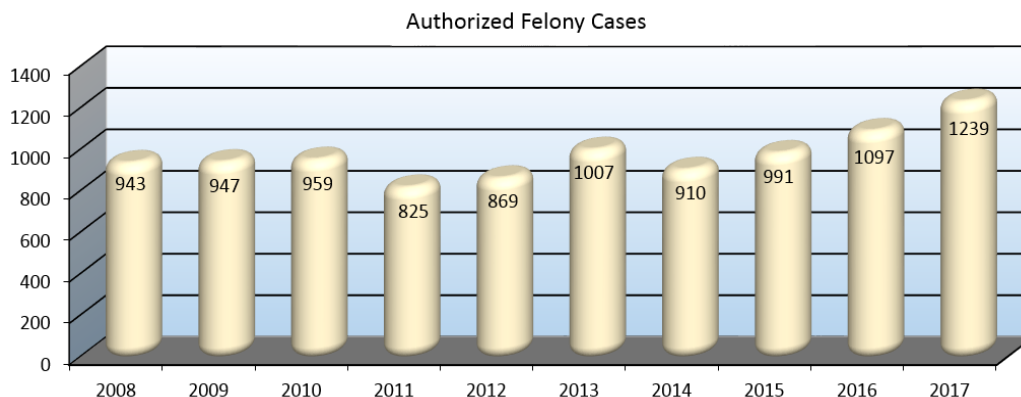
Emelda Calanchi-Pope - Victim/Witness Coordinator. Rhonda Baux - Legal Secretary.



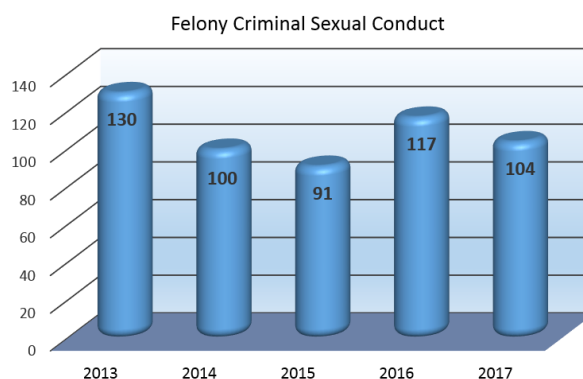
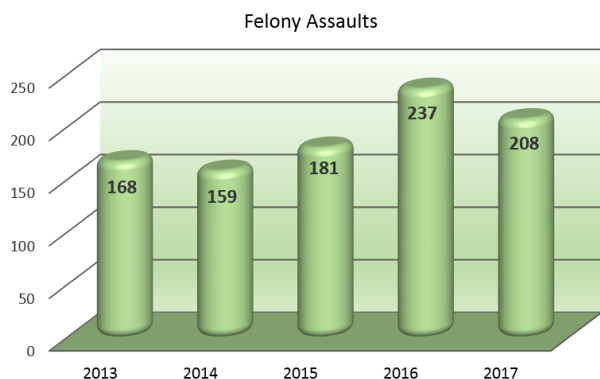
### CIRCUIT COURT – FELONY CASES

The Circuit Court docket includes felony cases which are crimes where punishment is incarceration in excess of one year. Felony cases require significant staff time and multiple court appearances such as pre-exam hearings and preliminary examinations in District Court. If the case is bound over to Circuit Court, the Prosecuting Attorney is responsible for all proceedings at that level including pre-trials, motion hearings, pleas, trials, and sentencing. All felony cases have strict time limits both for preliminary examinations (within 14 days) and trials (within 180 days).

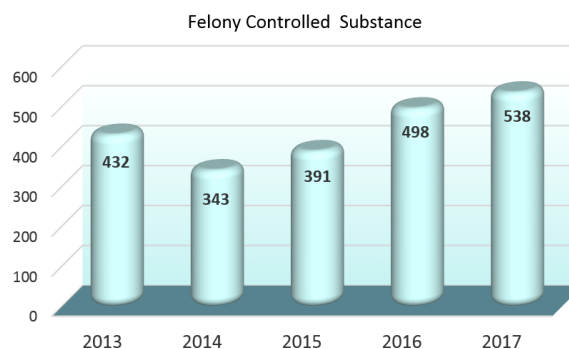
Allegan County has two Circuit Court Judges, who are primarily responsible for handling the adult felony cases. The following is a breakdown of the number of felony cases authorized each year since 2008:



Below is an overview of the number of Felony Assaults, Criminal Sexual Conduct and Felony Controlled Substance cases since 2013:



A large portion of our felony case load consists of controlled substance violations. Methamphetamine and Marihuana cases continue to be the most common drugs, but we've also seen a rise in cases involving opioids (painkillers) and heroin.

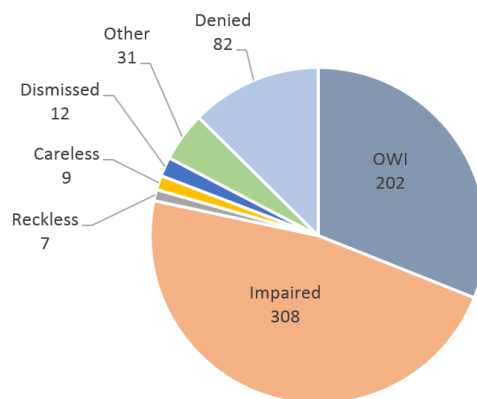


### DISTRICT COURT – MISDEMEANOR CASES

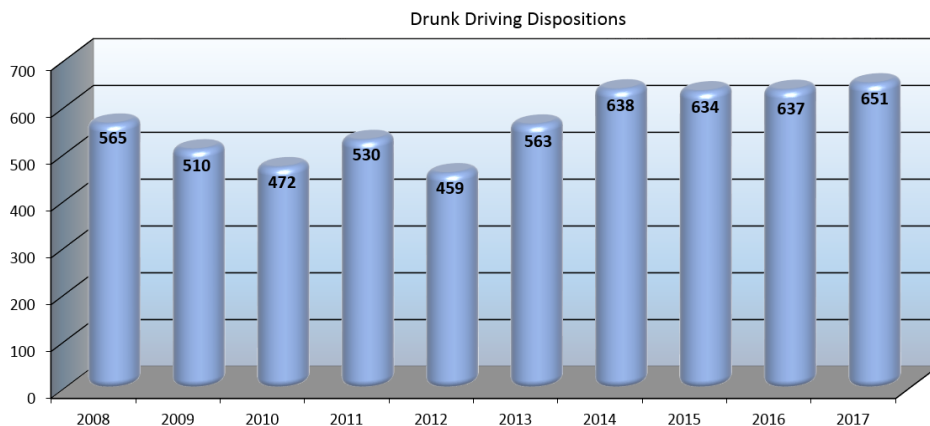
Misdemeanor cases are crimes handled in District Court where punishment results in incarceration in the county jail for up to one year. Allegan County has two District Court Judges and a Hearing Magistrate. These types of cases are large in number and include, assaults (domestic and others), drunk driving, drug use or possession, and property crimes. As a matter of policy, this office has sought and received significant jail terms for repeat drunk drivers and domestic assault defendants.

In 2011 this office was instrumental in development and implementation of the Mental Health Court. Involvement in this District Court program requires assigning an assistant Prosecuting Attorney to attend hearings.

In 2017 78.34% (510) of the 651 individuals who were charged with Drunk Driving were convicted of either Operating While Intoxicated (OWI) or Impaired Driving. The pie graph on the right shows what the final disposition was on individuals charged with OWI. The graph below it shows the total number of Drunk Driving Case Dispositions from 2008 to 2017.

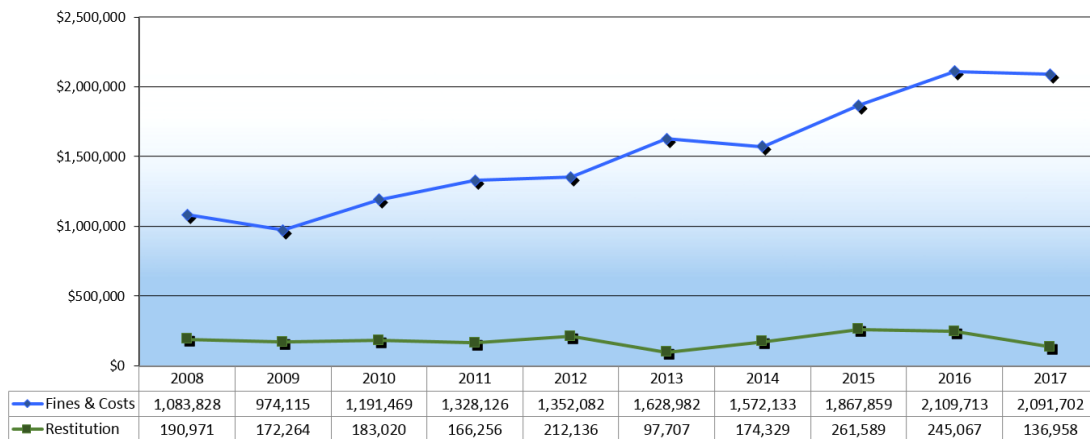


2017 OWI Dispositions



### MISDEMEANOR FINES, COSTS & RESTITUTION

District Court has ordered the following fines, costs, and restitution where this office has actively been involved:



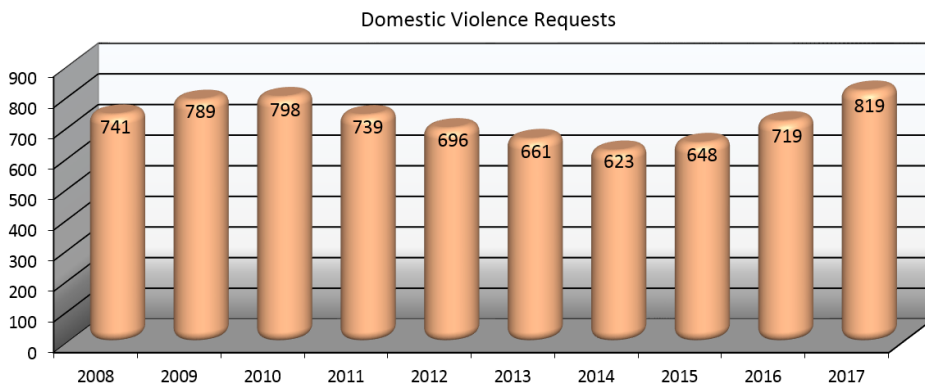
### **DOMESTIC VIOLENCE**

Domestic Violence is abuse perpetrated by one or both partners involved within an intimate or family relationship. Domestic Violence is considered to be fairly expansive in nature, due to the fact that it may include a wide range of victims, activities, and vary in severity. The term “Domestic Violence” can include physical assault, property damage, arson, home invasion, weapons charges, telephone misuse, interfering with electronic communication (interrupting a phone call for help), stalking, emotional abuse, unlawful imprisonment, sexual abuse, and homicide.

Domestic Violence can take place within a variety of intimate relationships, including married couples, individuals who are cohabitating, or individuals considered to be intimately involved. Domestic violence is not specific to sexual orientation or economic group.

When children are subjected to domestic violence it can often result in the perpetuation of violence.

Despite the existence of institutions providing resources, shelter, and assistance through the legal system, it is estimated that only about 50% of Domestic Violence cases are reported.



The above graph outlines the number of requests we receive each year for charges relating to Domestic Violence.

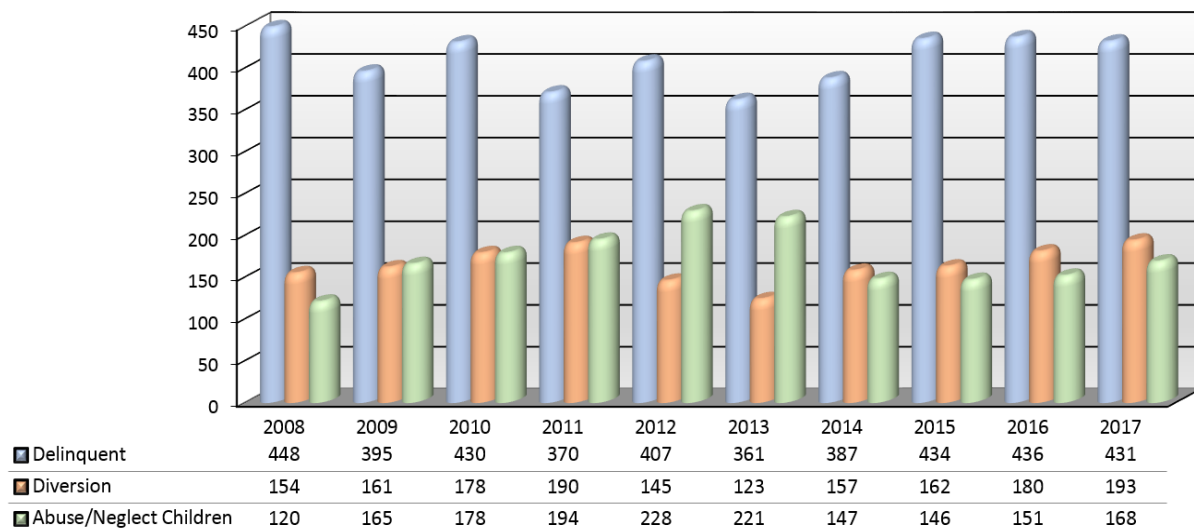
In 1998, the 57<sup>th</sup> District Court, at the request of this office and the Allegan County Domestic Violence Task Force, implemented a Domestic Violence Diversion Program where first-time offenders are given the opportunity to receive counseling and avoid criminal convictions. The pre-requisites for acceptance into the program are specific, and one cannot qualify if there is aggravated physical injury or a history of domestic violence. The goal of the program is to stop the cycle of violence. The statistics from the 57<sup>th</sup> District Courts Annual Report are extremely encouraging for successful results from this program.

### **CIRCUIT COURT – FAMILY DIVISION**

The Circuit Court – Family Division are those cases where the Prosecuting Attorney is charged with the responsibility of bringing cases of child neglect or abuse to the court. In addition, the Prosecuting Attorney handles cases of juvenile delinquency and involuntary commitments pursuant to the Mental Health Code in Probate Court. Allegan County has one Family Court/Probate Judge, and two Hearing Referees. In 2017 this office reviewed 431 requests for delinquency petitions.



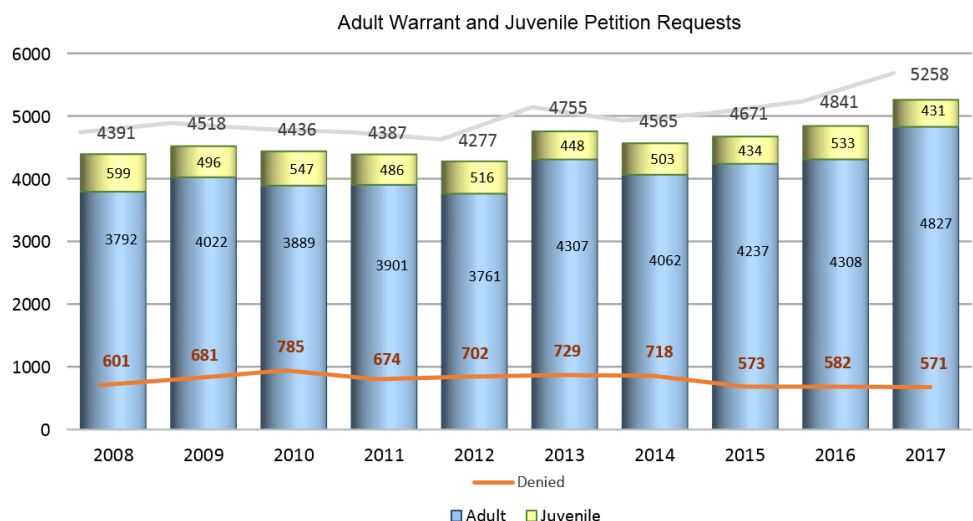
Below is a break-down of juvenile delinquency petitions authorized, juveniles placed on diversion and Abuse and Neglect petitions authorized since 2008:



### CRIMINAL CASE CHARGING DUTY

Under Michigan Law, it is the duty of the Prosecuting Attorney to decide “if” someone will be charged with a crime and the precise nature of that criminal prosecution. Police agencies submit their investigative reports to the Prosecuting Attorney to determine if a factual and legal basis exists to initiate prosecution. As can be seen from the previous statistics, the Office of the Prosecuting Attorney has a great responsibility to properly review reports and properly charge criminals. Each investigative report, if it results in a charged crime, could result in a jury trial in District Court, Circuit Court, or Family Court/Probate Court; and a jury trial could cost Allegan County between \$300.00 and \$800.00 per day of trial. In 2017 this office reviewed 4827 **adult** criminal warrant requests, which is 519 more than in 2016.

It is important that the Office of Prosecuting Attorney have a sufficient staff of attorneys to not only be available to staff the eight courtrooms with their Judges and Referees but to have attorneys available to review arrest warrant requests and prepare search warrants. Due to the serious nature of criminal cases and county civil liability, it is necessary for Assistant Prosecutors to have a sufficient amount of time to review investigative reports and prepare cases.



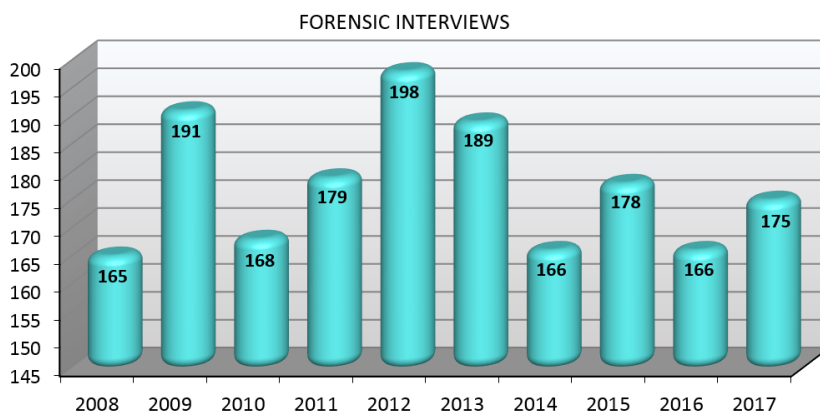
### **OTHER CASE DUTIES**

The Prosecuting Attorney is responsible for a variety of other duties. It is necessary to regularly appear for involuntary commitment of the mentally ill. These cases include many people that are a serious threat to the public or themselves. The Prosecuting Attorney also is responsible for enforcement of approximately 200 statutorily created duties from advising various county departments and agencies to making sure the annual county real estate tax sale is completed correctly. This office is a part of the West Michigan Enforcement Team (WEMET) which involves Allegan, Ottawa, and Muskegon counties in drug enforcement. In 2002 this office was a key component of a Methamphetamine Task Force, which initiated an aggressive campaign against the use, production and delivery of Methamphetamine in Allegan County. The Task Force was extremely successful and has been used as a model for drug enforcement practices in other Michigan counties.

As the Chief Law Enforcement Officer it is an important part of our duties to respond to concerns of the community. Examples include this office being instrumental in developing the Allegan County Mental Health Court in 2011; the Drug Treatment Court in 2012; and the Regional Veterans Court in 2013.

The Allegan County Prosecutors Office participates in the Allegan County Child Abuse Multi-Disciplinary Team as a part of a memorandum of understanding with 10 other agencies pursuant to the Child Abuse Investigation Protocol mandated by the State of Michigan. The team reviews all cases of suspected child sexual abuse and severe physical abuse. The reviews include monitoring child forensic interviews and a monthly case review process of those interviews. On average, this team reviews approximately 95 cases of child abuse, criminal sexual conduct and child sexually abusive material every month. An interview of a child typically takes one hour to complete, and assistant prosecutors are present for that part of the investigation. Interviews are conducted by a trained forensic specialist, while the remainder of the team views the interview over closed circuit video at the Safe Harbor Children's Advocacy Center or through the use of poly-com technology from the Prosecutor's Office. This system was made possible by a grant through Safe Harbor and allows Assistant Prosecutors to be present for the interviews while not leaving the office.

The graph above details the number of forensic interviews since 2008.



### **ON CALL DUTIES**

A Prosecuting Attorney is on call twenty-four hours a day. The Prosecutor is required to consult with police agencies, issue arrest warrants evenings and on weekends, and be available to prepare search warrants (which are usually needed at the most inconvenient times).

### **OTHER ACTIVITIES**

The current staff of Assistant Prosecuting Attorneys continues to be as active as their caseload allows in several different areas related to criminal justice. The involvement includes membership and participation in the leadership of *Safe Harbor Child Advocacy Center*, leadership in the *Allegan County Coordinating Council on Domestic Violence*, *Allegan County Substance Abuse Prevention Counsel*, *Prosecuting Attorney Association of Michigan*, *Allegan County Law Enforcement Council*, *Allegan County Safe Schools Committee*, *Child Death Review Committee*, as well as numerous civic groups.

### **CRIME VICTIM ASSISTANCE**

Most crime victims experience physical suffering, financial loss, and emotional distress. Physical injuries occur in nearly one-third of all violent crimes. Our Victim Assistance Program provides an extensive notification service to victims to advise them of each court proceeding as their case moves through the court system. In 2017 the Victim Assistance Program provided over 8794 contacts with victims throughout the year. This is a very important function of this office. During 2017 our office provided services by way of letter, telephone contact and email, providing support to victims in court and providing appointments with victims of various crimes. The Victim/Witness Coordinator serves as the primary contact for victims of Domestic Violence, Criminal Sexual Conduct, Drunk Driving or Driving Under the Influence of Controlled Substance Causing Death or Serious Injury. This contact includes explaining of rights, court procedures, services, shelter alternative and assistance. Our Victim Assistance Program is funded by an award of \$121,561.00 from the Michigan Crime Victim Services Commission. This fund is used to employ both a full time Victim Rights Coordinator and Secretary.

The Allegan County Victim/Witness Coordinator has a Bachelors Degree in Psychology with over twenty-seven years' experience working with child and adult victims.

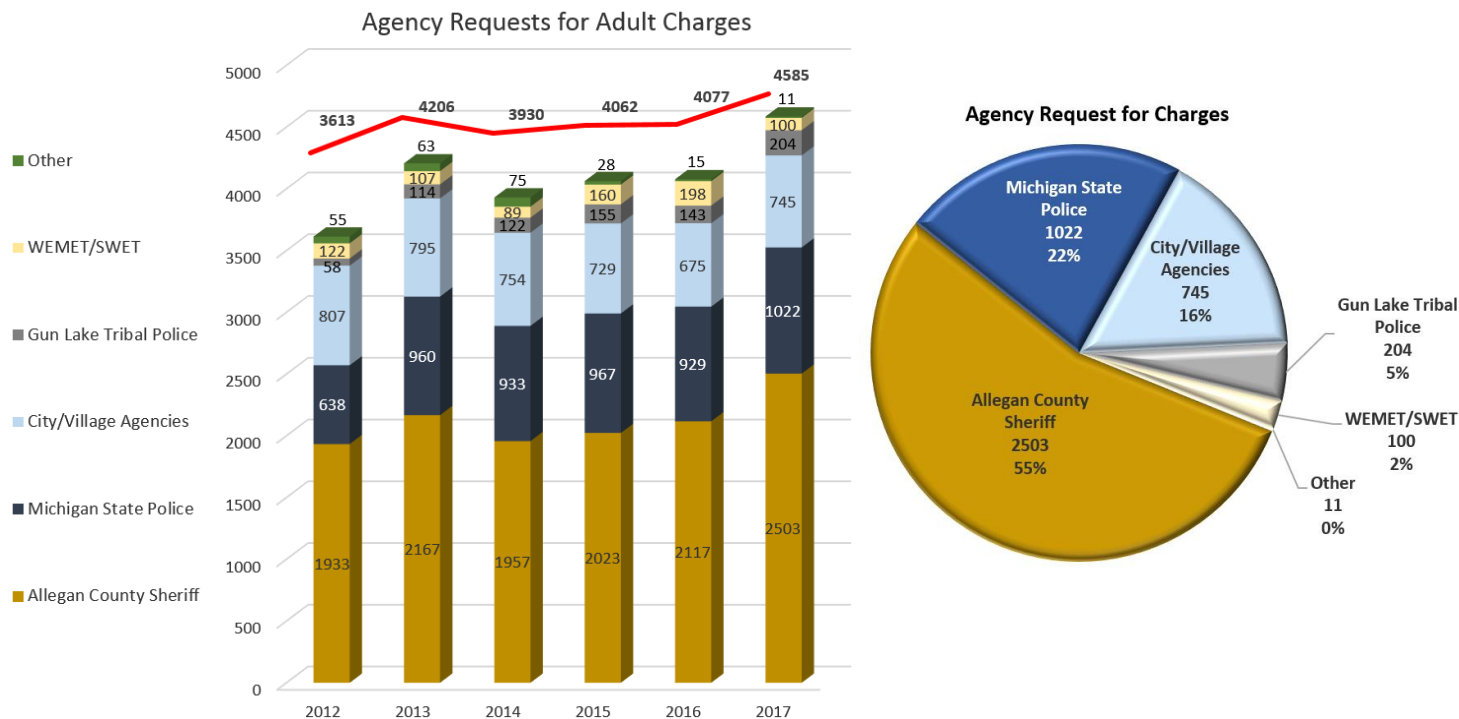
### **APPEALS**

Each person who is convicted of a crime in Michigan is entitled to appeal his or her conviction. The Prosecuting Attorney has the obligation to represent Allegan County in opposing each appeal. Appellate cases require meticulous research in the preparation of lengthy legal briefs, as well as appearances in the various appellate courts. These are vitally important areas of endeavor. If we are not successful in the appeals in the higher courts of the state, the efforts of our office as well as the police departments are futile.

In 2017, our office filed 24 post-conviction pleadings with, as well as attended 2 oral arguments at the Michigan Court of Appeals in Grand Rapids. During this same time 41 pleadings and correspondences were received and reviewed for cases pending in the Court of Appeals. Our office filed 3 pleadings with the Michigan Supreme Court while receiving 10 pleadings and correspondences. Our office also filed 4 post-conviction pleadings on appeals in the Circuit Court, either as appeals from the District Court, remands from the Court of Appeals, or in post-conviction matters. From those, 4 hearings were attended in the Circuit Court.

### LAW ENFORCEMENT AGENCIES

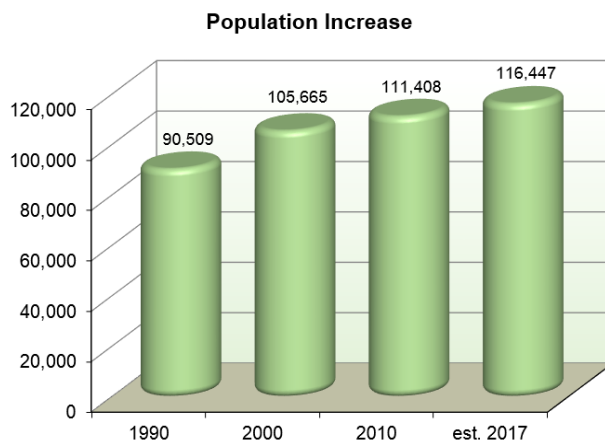
This office services all the law enforcement agencies in Allegan County including the Sheriff's Office, the State Police, DNR, and the Cities of Plainwell, Otsego, Wayland, Holland, Allegan, Saugatuck/Douglas, Fennville and Gun Lake Tribal Police Department. As the gatekeeper of all criminal activity from the policing agencies to the court system it is critical to our criminal justice system to adequately staff the Office of the Prosecuting Attorney and not compromise the public safety of the citizens of Allegan County. On the right is a summary of the warrants requested by agency for adult criminal cases.



### CONCLUSION

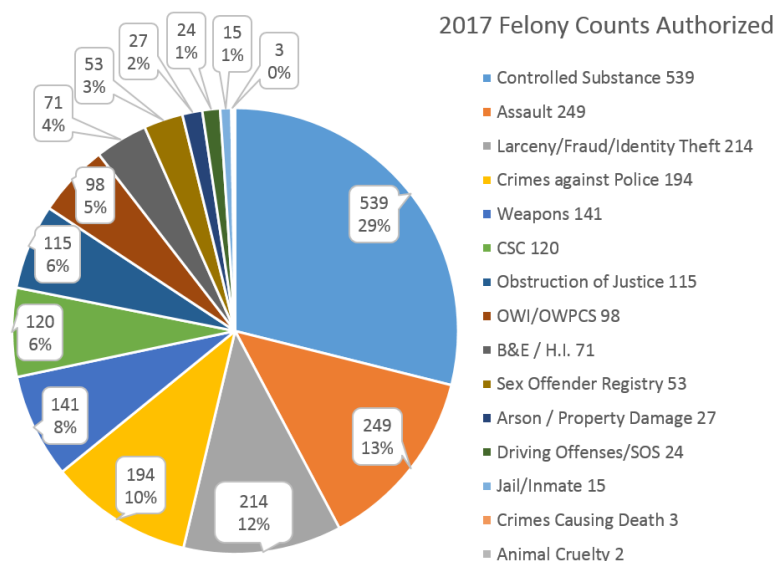
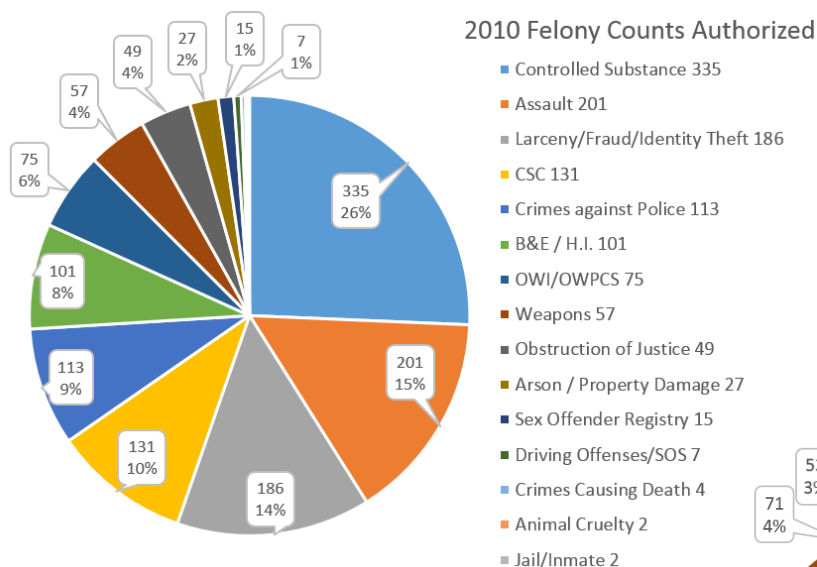
Allegan County is one of the fastest growing counties in this state by population having increased from 90,509 in 1990 to 105,665 in 2000 and 111,408 in 2010. The U.S. Census Bureau estimates Allegan County's population at 116,447 in 2017. As a result, we have and will continue to experience the inevitable result of an increased workload with a limited staff.

The types of crimes being committed in Allegan County shifts somewhat over the years. The two graphs on the following page help illustrate that point. Although Controlled Substances, Assaults and Larceny/Theft/Fraud held as the top three most charged crimes respectively, the



fourth most charged moved from Criminal Sexual Conduct crimes to Crimes against Police (Resisting and Obstructing). Since 2010, Authorized Controlled Substance counts increased by 60.89%. Larceny/Fraud/Identity Theft cases increased by 15%, and Obstruction of Justice (Fleeing, Absconding, Witness Intimidation, etc.) increased by 115%. The total amount of felony counts charged increased by 43.37% since 2010.

The Prosecuting Attorney and staff have a tremendous impact on how the criminal element is handled in Allegan County. Economic pressures and constraints have been placed upon every segment of our governmental system. However, law enforcement (as well as our educational system) continues to be a vital link in our civilized society and must be protected. I point out to the Board of Commissioners that the Office



of the Prosecuting Attorney is a constitutionally mandated office in Michigan County Government and the County must fund the office at a serviceable level.

I look forward to working with other members of the law enforcement community to help make Allegan County a safe place in which to work, live, and raise a family.

Respectfully submitted,

Myrene K. Koch  
Prosecuting Attorney



### The 2017 Office of the Prosecuting Attorney



Front Row: Emelda Calanchi-Pope, Myrene K. Koch, Roberts A. Kengis, Paige Christman.

Middle Row: Emily Jipp, Rhonda Baux, Rachel Keeley, Nashell Miller, Tom Moore, Jewell Raab.

Back Row: Jason Osbourn, Jessica Winsemius, Gina Shashaguay, Judy Kasson, Steve Lanting and Jon Blair.

Not pictured: Dianne Yeaman



ERIK -

JUST A NOTE OF THANKS FOR  
PAULINE WEDGEWOOD DRIVE -

IT LOOKS GREAT AND UNDOUBTEDLY  
IMPROVES THE VALUE OF OUR  
COMMUNITY -

THE WEDGEWOOD CONDOMINIUM  
BOARD -

Norma Stuber

Alice Miller

Joe Papp

Sharon McConnell

Joe Miller

Joan Webster

Jim Kirk

MARSHALL KALDER

Scott Westergaard



THANK YOU

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**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING  
FOR THE ELECTRIC  
CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20286**

- Consumers Energy Company requests Michigan Public Service Commission's approval for determination of electric Credit B to reflect the effects of the federal Tax Cuts and Jobs Act of 2017.
- The information below describes how a person may participate in this case.
- You may call or write, Consumers Energy Company, One Energy Plaza, Jackson, MI 49201-2276, (800) 477-5050 for a free copy of its application. Any person may review the application at the offices of Consumers Energy Company.
- The prehearing conference in this matter will be held:

**DATE/TIME:** Tuesday, October 16, 2018, at 9:00 A.M.

**BEFORE:** Administrative Law Judge Sharon L. Feldman

**LOCATION:** Michigan Public Service Commission  
7109 West Saginaw Highway  
Lansing, Michigan 48917

**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 hearing to consider Consumers Energy Company's (Consumers Energy) September 24, 2018 application to retroactively address the impacts of federal corporate tax reduction arising from the Tax Cuts and Jobs Act of 2017 (TCJA) on its electric general base rates from January 1, 2018 until the implementation of Credit A. Consumers Energy requests the Commission to approve the Credit B refund, including interest to customers over a six-month period starting with service on and after January 2019 through June 2019, in the amount of \$69,678,486, and grant other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscdockets](http://michigan.gov/mpscdockets). 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: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscdockets@michigan.gov](mailto:mpscdockets@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 **October 11, 2018**. (Petitions to intervene may also be filed using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 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 Commission's Rules of Practice and Procedure 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 Company's request 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 Parts 1 & 4 of the Michigan Administrative Hearing System's Administrative Hearing Rules, Mich. Admin Code, R 792.10101 through R 792.10137, and R 792.10401 through R 792.10448.

**[CONSUMERS ENERGY COMPANY HAS REQUESTED RATE ADJUSTMENTS AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED RATE ADJUSTMENTS AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER ADJUSTMENTS THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.]**

## Reports & Communications:

### **A. Resolution 18-23 – Approved Financial Depositories:**

The city's investment policy requires an annual review and a related confirmation of the depositories at which the city can deposit funds. The list has been updated to include Grand River Bank in Grandville, Michigan, which has confirmed agreement with the city's investment policies. Additionally, a few minor modifications to the policy have been included for review

**Recommended action:** Consider adopting Resolution 18-23 to update the city's approved financial depositories and to update the city's investment policy.

### **B. Resolution 18-24 – Setting a Public Hearing:**

Application has been made by Rizzo Packaging, Inc. for an IFT Tax Abatement for a building addition. Council must afford a Public Hearing to the applicant, the City Assessor and representatives from each of the affected taxing unit prior to approving the request. The Public Hearing is scheduled for Monday, November 12, 2018.

**Recommended action:** Consider adopting the Resolution as presented.

### **C. WR – Programming of SCADA Radios:**

Superintendent Pond recommends programming the recently acquired and installed SCADA radios with Perceptive Controls for \$3,600.00.

**Recommended action:** Consider authorizing the SCADA Radio Programming with Perceptive Controls for \$3,600.00.

### **D. Job Description –Utility Billing Specialist/Deputy City Clerk:**

In response to the pending retirement of Senior Finance Clerk Shirley DeYoung, the position has been reviewed and updated to include support for the City Clerk, particularly with the election process. The job description has been included in the packet for review prior to posting the position to the public.

**Recommended action:** Consider approving the job description as presented.

### **E. Potential Grant Application Matching Funds:**

During the preparation for applying for state grant funds for future demolition of the mill site, the city may need to allocate resources for a 10% match of the grant proceeds. This could require the city to fund up to \$360,000 for a large grant which may kickstart the development process of the mill site. Funds would be held by the city until required to be paid per any approved grant. Prior to actually appropriating the funds this item would be placed on a future Council agenda.

**Recommended action:** Consider designating up to \$360,000 of governmental fund reserves to fund the matching requirement for this possible grant.

## Reminder of Upcoming Meetings

- October 11, 2018 – Allegan County Board of Commissioners – 7:00pm
- October 9, 2018 – Plainwell DDA/BRA/TIFA Board – 7.30am
- October 17, 2018 – Plainwell Planning Commission – 7:00pm
- October 22, 2018 – Plainwell City Council – 7:00pm

## Non-Agenda Items / Materials Transmitted

- Allegan County Administrator's Report – September 27, 2018
- 2017 Allegan County Prosecuting Attorney Annual Report
- Thank You card from the Wedgewood Association
- Notice of Public Hearing – Consumers Energy – October 16, 2018 – 9:00am