

City of Plainwell



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

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

"The Island City"

AGENDA

Plainwell City Council

Monday, December 09, 2024 - 7:00PM

Plainwell City Hall Council Chambers

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes** – 11/25/2024 Regular Meeting
6. **Public Comments**
7. **County Commissioner Report**
8. **Agenda Approval**
9. **Mayor's Report**
10. **Recommendations and Reports:**
 - A. **City – Boards & Commissions Appointment List**
Council will consider confirming the Mayor's appointment of several community members to various boards and commissions as presented.
 - B. **DPS – Purchase of a replacement Chief's vehicle**
Council will consider approving the purchase of a used vehicle to replace the current Chief's car and the associated police vehicle upfitting for a total cost not to exceed \$14,000.00.
 - C. **WR – Annual Purchase of Ferric Chloride**
Council will consider approving the purchase of ferric chloride from Alexander Chemical as presented.
 - D. **City – Quit Claim Deed – Mark and Lisa Meszaros**
Council will consider authorizing City Manager Justin Lakamper to execute a quit claim deed to convey the property described as: **The South 14 Feet of the Unnumbered Lot East of Lot 18 in Block 1 of Thompson's Second Addition to the Village (now City) of Plainwell**, to Mark Meszaros and Lisa Meszaros for the sum of \$10.00.
 - E. **City – Appointment of Interim Treasurer**
Council will consider confirming the appointment of Amanda Kersten as Interim Treasurer of the City of Plainwell.
 - F. **City – Engagement of the Offices of Brian Kelley**
Council will consider engaging the Offices of Brian Kelley for professional accounting services.
11. **Communications:** The November 2024 Investment and Fund Balance reports.
12. **Accounts Payable** - \$1,043,201.23
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

Agenda Subject to Change

Note: All public comment limited to two minutes, when recognized please rise and give your name and address.
Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell City Council
November 25, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Dan Martin of Lighthouse Baptist Church
3. Pledge of Allegiance was given by all present.
4. Current City Council:
 - A. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski. Absent: Councilmember Keeney
A motion by Wisnaski, seconded by Steele, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.
 - B. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 11/11/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
 - C. Clerk Leonard presented the report from the Allegan County Board of Canvassers certifying the results of the 11/05/2024 General Election with Cathy Green and Lori Steele each elected to a 4-year City Council term, expiring in 2028.
A motion by Wisnaski, seconded by Steele, to accept the report of the Allegan County Board of Canvassers as presented. On a voice vote, all voted in favor. Motion passed.
 - D. Public Comment: None
 - E. Council Comment:

Councilmember Overhuel thanked Plainwell staff, both past and present. He thanked the late Mayor Brooks for convincing him to run for City Council. He complimented the members of the various Boards and Commissions of the City, with special attention given to Parks & Trees. He called noted all the things that Parks & Trees have accomplished over the past 16 years- a dog park, playground equipment, updated restrooms at the parks, and thanked the members for their commitment to working together to accomplishing these goals. He thanked Mayor Keeler, City Manager Lakamper and former City Manager Wilson for always putting the good of the City above all else. He concluded by thanking the Council members, City Staff, both past and present, and city residents as a whole.

Mayor Pro Tem Steele stated that she will miss Councilmember Overhuel, sharing that they had sat next to each other without conflict for the past 16 years.

Councilmember Wisnaski shared that it was a privilege to have worked with Councilmember Overhuel, and he was sorry to see him go. He wished him luck for the future.

Mayor Keeler shared that working with Councilmember Overhuel had been great, and that he would continue to contact him in the future with questions about bands and music.
 - F. **A motion by Steele, seconded by Wisnaski, to adjourn the meeting *Sine Die* at 7:10pm. On a voice vote, all voted in favor. Motion passed.**
5. New City Council:
 - A. Per Section 4.3 of the City of Plainwell Charter, Clerk Leonard administered the Oath of Office to Cathy Green and Lori Steele as Councilmembers.
 - B. Roll Call of Council: Present: Councilmembers Cathy Green, Brad Keeler, Lori Steele and Randy Wisnaski. Absent: Councilmember Roger Keeney.
A motion by Wisnaski, seconded by Steele, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.
 - C. Clerk Leonard stated that according to Section 4.11 of the Plainwell City Charter, the vote for Mayor is public, and the term shall be for 2 years. Ballots were cast as follows: Councilmember Green nominated Councilmember Keeler. Councilmember Keeler nominated Councilmember Keeler. Councilmember Steele nominated Councilmember Keeler. Councilmember Wisnaski nominated Councilmember Keeler.

MINUTES
Plainwell City Council
November 25, 2024

By a vote of 4-0, Councilmember Keeler was elected Mayor.

Clerk Leonard administered the Oath of Office to Brad Keeler as Mayor.

- D. Clerk Leonard stated that according to Section 4.11 of the City of Plainwell Charter, the vote for Mayor Pro Tem is conducted in the same manner as the vote for Mayor, and the term shall be for 2 years. Ballots were cast as follows: Councilmember Green nominated Councilmember Steele. Councilmember Keeler nominated Councilmember Steele. Councilmember Steele nominated Councilmember Steele. Councilmember Wisnaski nominated Councilmember Steele.

By a vote of 4-0, Councilmember Steele was elected Mayor.

Clerk Leonard administered the Oath of Office to Councilmember Lori Steele as Mayor Pro Tem.

Clerk Leonard returned the Council Meeting to Mayor Keeler at 7:25pm.

- E. Public Comment: None

- F. Council Comment:

Mayor Keeler congratulated Councilmember Green and welcomed her to City Council.

Mayor Pro Tem Steele welcomed Councilmember Green, and thanked everyone for attending.

Councilmember Wisnaski welcomed Councilmember Green.

6. Presentation: *Meritorious Service Award*

Director Callahan presented this award to Public Safety Officer McGehee, Deputy Director Varley and Detective LaLone (of the Otsego Police Department) for outstanding service rendered in the line of duty on June 12, 2024.

7. Commissioner Dugan gave an update on happenings throughout Allegan County.

8. Agenda approval:

A motion by Steele, seconded by Wisnaski, to approve the Agenda for the November 25, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.

9. Mayor's Report: Mayor Keeler stated he is working with his draft horses for the upcoming holiday events.

10. Recommendations and Reports:

- A. Dan Veldhuizen from Siegfried Crandall PC presented the audited financial statements for the year ended June 30, 2024. Mr. Veldhuizen stated that the city's financial statements received an "unmodified" opinion, meaning no material misstatements were noted, and no audit adjustments were made. He reported the city's financial position is acceptable. He called attention to the OPEB Fund, noting that these funds are the most concerning and should be addressed. The audit revealed no deficiencies in internal controls. He reported no material misstatements with federal funds reporting. He stated that very few audit clients have no deficiencies, and Plainwell is the only municipality of 120 that prepares its own financials. He recognized and thanked Finance Director/Treasurer Kelley for his hard work and attention to detail.

A motion by Steele, seconded by Wisnaski, accepting and placing on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2024 as presented. On a roll call vote, all voted in favor. Motion passed.

- B. Superintendent Pond stated that the existing grit removal equipment has begun to wear through at the bottom and needs to be replaced before it fails. W. Soule is able fabricate and install a new unit.

A motion by Steele, seconded by Wisnaski, approving the removal and replacement of the existing grit removal equipment by W. Soule for \$12,822.00. On a roll call vote, all voted in favor. Motion passed.

- C. City Manager Lakamper discussed the City of Plainwell's Capital Improvement Plan for fiscal years 2024-2030. The CIP has been reviewed and approved by the Planning Commission, and is being referred to Council for their consideration.

A motion by Wisnaski, seconded by Steele, approving the 2024-2030 CIP as presented. On a roll call vote, all voted in favor. Motion passed.

MINUTES
Plainwell City Council
November 25, 2024

D. City Manager Lakamper discussed the purchase of a floating kayak launch and dock system for use at Darrow Park. The purchase will be fully funded by grant money received from the Pipp Foundation.

A motion by Green, seconded by Steele, approving the purchase of a Wave Armor Floating Dock and Kayak Launch System from BoatLifeandDock.com for a total cost of \$6,148.80. On a roll call vote, all voted in favor. Motion passed.

E. City Manager Lakamper discussed USA Earthworks LLC Pay Application #7 for work performed on the Old Orchard project. Per contract, the City will retain \$59,638.89 in funding until the project has been fully completed.

A motion by Wisnaski, seconded by Steele, approving Pay Application #7 for USA Earthworks LLC in the amount of \$888,345.58 for work done on the Old Orchard Project. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Wisnaski, to accept and place on file the October 2024 Department of Public Safety and Water Renewal Reports, the 8/21/2024 Planning Commission meeting minutes, the 10/08/2024 DDA/BRA/TIFA meeting minutes, the 10/17/2024 Parks & Trees meeting minutes and the DRAFT 11/20/2024 Planning Commission meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$105,124.46 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments:

Sandy Lamorandier of 518 S. Woodhams stated that Councilmember Overhuel had always done a great job for the City of Plainwell. He is a hard worker with no agenda, consistently putting the City first. She congratulated Councilmember Green, and wished Finance Director/Treasurer Kelley good luck at his new job with the City of Otsego. She shared that she is proud to be a resident of the City of Plainwell, and thanked everyone for their hard work and dedication.

14. Staff Comments:

Finance Director/Treasurer Kelley stated that his last day with the City of Plainwell is December 6, 2024, so this was his last official Council meeting. He thanked former City Manager Wilson, current City Manager Lakamper, City Council and City Staff, both past and present, as well as the community for the past 12 years. He shared that the experiences and friendships he has made will never be forgotten, and Plainwell will remain his original home town. He wished everyone well from the bottom of his heart.

Personnel Coordinator Kersten welcomed Councilmember Green.

Superintendent Nieuwenhuis welcomed Councilmember Green, and shared that loose-leaf pickup using the new City garbage truck has saved ~120-man hours while making the overall process cleaner and more efficient. The Christmas Tree for downtown will be placed Monday. He wished everyone a happy Thanksgiving.

Community Development Manager Siegel welcomed Councilmember Green, and noted that Shop Small is this Saturday. She thanked the Department of Public Works Staff for their ongoing effort and hard work installing holiday decorations and lights for the City. The tree lighting ceremony, Light Up the Night (@7pm) and unveiling of Brook's Plaza (@4:30pm) will happen December 6, 2024 at the times stated. Plainwell recently hosted MEDC for a tour.

Deputy Superintendent Keyser welcomed Councilmember Green, and thanked Finance Director/Treasurer Kelley, wishing him good luck in Otsego. He noted ongoing maintenance work for the City and education for himself.

Superintendent Pond reported the Water Renewal Plant is running well, and the newly purchased Spectrophotometer is being put to good use testing for lead as well as phosphorus.

Director Callahan welcomed Councilmember Green, and told Finance Director/Treasurer Kelley that he will be missed.

MINUTES
Plainwell City Council
November 25, 2024

Clerk Leonard welcomed Councilmember Green.

City Manager Lakamper welcomed Councilmember Green, stating he is looking forward to working with her. He thanked Finance Director/Treasurer Kelley for staying on to assist the City as a consultant, noting that he will be missed. He shared that there are two developers interested in separate pieces of property on the Old Mill site. Old Orchard residents can now connect to City Sewer. He offered some follow up commentary on the audit presentation, noting that the General Fund balance is actually low after accounting for the Industrial Park property purchase funds.

15. Council Comments:

Councilmember Wisnaski welcomed Councilmember Green. He stated he hates to see Finance Director/Treasurer Kelley go, but wishes him well at his new job working for the City of Otsego.

Mayor Pro Tem Steele thanked Mayor Keeler for the use of his draft horses- she noted that she has City's white truck on standby. She wished everyone a happy Thanksgiving.

Councilmember Green stated she was glad to join City Council, sharing that she has 30 years of experience on other Boards and Commissions. She congratulated Finance Director/Treasurer Kelley on his new job.

16. Adjournment:

A motion by Steele, seconded by Wisnaski to adjourn the meeting at 8:16pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
December 09, 2024

JoAnn Leonard, City Clerk

**City of Plainwell
Boards & Commissions
Appointment List
December 2024**

Downtown Development Authority	4-year term
Cathy Green	12/2028

Planning Commission	3-year term
Rachel Colingsworth	12/2027
Paul Grimm (remaining partial term)	06/2025

Current Vacancies	
Compensation Board	2 openings
Downtown Development Authority	1 opening



"The Island City"

MEMORANDUM

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

TO: Justin Lakamper, City Manager
FROM: Kevin Callahan, Director of Public Safety
DATE: November 27, 2024
SUBJECT: Purchase of Chief's car

ACTION ITEM: I motion to approve the purchase of one used vehicle to replace the current Chief's vehicle and the associated police vehicle upfitting for a total cost not to exceed \$14,000.

BACKGROUND INFORMATION: The current Chiefs car was a used 2014 Ford Interceptor SUV that was pulled from patrol service back in early 2022. The vehicle was recently struck in the Plainwell High School parking lot and the damage was found to be too excessive to repair and the insurance company totaled the vehicle. As a result, the insurance company is issuing a check in the amount of \$6504.25 to the City for the vehicle and the insurance company will take possession of the vehicle. A search is being undertaken for a comparable used vehicle that will fit the needs of the agency.

ANALYSIS: It is recommended that this purchase take place as it allows for purchase of a vehicle that will not place any financial burden on the city and replaces a vehicle using insurance replacement funds where two separate city owned vehicles were totaled.

BUDGET IMPACT: The purchase of this vehicle in the requested amount would use an additional \$7500 in unbudgeted money from the equipment fund. The equipment fund, however, received unexpected revenue this fiscal year in the amount of \$8,750 and therefore this purchase would not affect the budgeted bottom line.



"The Island City"

MEMORANDUM

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

TO: Justin Lakamper, City Manager
FROM: Bryan Pond Superintendent of Water Renewal
DATE: December 2, 2024
SUBJECT: Annual Purchase of Ferric Chloride

SUGGESTED MOTION:

I motion to approve the purchase of ferric chloride from Alexander Chemical of Kingsbury In. The pricing has been extended and the proposal will lock the price in through June of 2025. Our budgeted cost for one year is approximately \$60,000 based on previous chemical costs.

BACKGROUND INFORMATION:

This chemical is necessary to aid settling of solids in the primary tanks, the chemical coagulates and settles solids in the tank. Within the settling of solids phosphorus is also removed as the solids are pumped from the tanks. Our permit to discharge into the Kalamazoo River regulates the level of phosphorus we discharge. Without using this chemical, the plant would not remove enough phosphorus and violate the permit discharge limits and eventually end up in fines by the State of Michigan

ANALYSIS:

Six month extended pricing is as follows.

Alexander Chemical Kemira product .5885/lb. \$10,500/shipment x 3 = \$31,500 thru 6-2025.
Extended contract pricing

BUDGET IMPACT: The cost is budgeted for in line item 59-540-752 for FY 24/25.



"The Island City"

MEMORANDUM

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

to: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: December 9th, 2024
SUBJECT: Quit Claim Deed – Mark and Lisa Meszaros

SUGGESTED MOTION: I motion to authorize the City Manager, Justin Lakamper, to execute a quit claim deed to convey the property described as: **The South 14 Feet of the Unnumbered Lot East of Lot 18 in Block 1 of Thompson's Second Addition to the Village (now City) of Plainwell**, to Mark Meszaros and Lisa Meszaros for the sum of \$10.

BACKGROUND INFORMATION: The land in question is the small portion of land between Design Street (former fire station), where the old city jail stood, and the parking for Mosaic Distillery (formerly Warnement's). The City sold the former fire station to the owners of Design Street, which may or may not have included the land described in this quit claim deed. When the owners of Mosaic Distillery, Mark and Lisa Meszaros, purchased Warnement's they believed they owned this land. Those two parties have settled that dispute amongst themselves. Now Mark and Lisa are asking that we simply sign a quit-claim deed releasing any claim of the City to this piece of land.

ANALYSIS: For all intents and purposes the City believed that it had sold this property with the sale of the fire station, therefore, signing this is simply reiterating that the City makes no claim to this land, which it does not. The City Attorney has reviewed the attached quit-claim deed and has no issue with us executing it as written.

BUDGET IMPACT: This will increase our revenue by \$10.

ATTACHMENTS: Quit-Claim Deed

QUIT CLAIM DEED

Grantor, the City of Plainwell, a Michigan Municipal Corporation, whose address is 211 North Main Street, Plainwell, MI 49080, by and through _____, its _____, quit-claims to

Grantees, Mark Meszaros and Lisa Meszaros, husband and wife, whose address is 179 South Lake Doster Drive, Plainwell, Michigan 49080, the following premises situated in the City of Plainwell, County of Allegan, State of Michigan, described as:

THE SOUTH 14 FEET OF THE UNNUMBERED LOT EAST OF LOT 18 IN BLOCK 1 OF THOMPSON'S SECOND ADDITION TO THE VILLAGE (NOW CITY) OF PLAINWELL.

For the sum of ten dollars (\$10.00).

Subject to conditions, easements, restrictions and limitations of record. This deed is given as part of a boundary dispute resolution.

This instrument is exempt from transfer tax under MCL 207.505(a), and MCL 207.526(a), the consideration being less than one hundred dollars (\$100.00).

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act. Grantor grants to the Grantee the right to make 0 divisions under Section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

Grantor:

Dated this _____ day of _____, 2024.

Name:

Title:

State of Michigan)
)ss.
_____ County)

The foregoing instrument was acknowledged before me on (date:) _____, by
_____, who executes this document of their own free act and deed in _____
County, _____.

_____,
Notary Public
(Notary Public printed
name): _____
Acting in _____ County,
State of _____
My commission expires (date): _____.

Drafted by:
Brian W. Morris
B.W. Morris, P.C.
4230 S. Westnedge Ave., Ste. #5
Kalamazoo, MI 49008
(without opinion or examination of title)

When Recorded Please Return to:
Brian W. Morris
B.W. Morris, P.C.
4230 S. Westnedge Ave., Ste. #5
Kalamazoo, MI 49008



"The Island City"

MEMORANDUM

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

to: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: December 9th, 2024
SUBJECT: Appointment of Interim Treasurer

SUGGESTED MOTION: I motion to confirm the appointment of Amanda Kersten as Interim Treasurer of the City of Plainwell

BACKGROUND INFORMATION: Former Finance Director and Treasurer, Brian Kelley, is no longer an employee of the City. Up until now we have been unsuccessful in finding a replacement. Therefore, until we are able to find a replacement for Brian, I would like to appoint HR Coordinator, Amanda Kersten, to the position of Interim Treasurer. Per section 6.1(b) of the Charter, the appointment of the Treasurer requires Council approval. Despite being Interim Treasurer, she will have the same responsibilities and authorizations as the treasurer, and therefore this appointment should be confirmed by Council.

ANALYSIS: Since Brian announced his departure almost two months ago Amanda has stepped up and has been training with him on treasurer/finance director duties. This has included bank reconciliations, tax distributions, deposits, and other duties. She has received enough training to be able to handle these duties with Brian's continued oversight and therefore makes her a natural fit to take on the title of Interim Treasurer until a full replacement can be found.

BUDGET IMPACT: While Amanda's pay will increase, this increase will be negated by the loss of Brian's current salary and will ultimately realize a savings to the City.

ATTACHMENTS: none



"The Island City"

MEMORANDUM

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

to: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: December 9th, 2024
SUBJECT: Engagement of the Offices of Brian Kelley

SUGGESTED MOTION: I motion to engage the Offices of Brian Kelley for professional accounting services.

BACKGROUND INFORMATION: Former Finance Director and Treasurer, Brian Kelley, has offered to provide professional accounting services to the City for an interim period until the position of Treasurer and Finance Director is filled. Brian has prepared an extensive list of finance director tasks. We have delegated some of those tasks and designated those that Brian would continue to do as a contractor. Additionally, Brian will be able to continue to oversee the finance operations. He will be a resource to myself and the rest of staff, while ensuring the continued institutional knowledge transfer. As a contractor Brian will be paid \$75 per hour not to exceed 34 hours per month, for a maximum of \$2,550 per month.

ANALYSIS: Since Brian announced his resignation we have been unable to find a suitable replacement. Once this became clear we quickly began delegating tasks and setting up processes that would allow Brian to continue to oversee finance director operations as a contractor. While we will continue to look for a replacement, this presents the best option for the City both in terms of continuity and cost.

BUDGET IMPACT: This will result in an overall cost savings to the City.

ATTACHMENTS: Offices of Brian Kelley Engagement Letter

Offices of Brian Kelley

December 3, 2024

Offices of Brian Kelley Professional Service Engagement Letter

I appreciate the opportunity to provide monthly professional services for The City of Plainwell. To ensure an understanding between us, this letter sets forth the terms of our engagement as well as the nature and limitations of our services to you.

Monthly Professional Services

We will:

1. Review financial transactions and verify accounting classifications, weekly, if possible.
2. Answer questions and provide assistance, depending on my availability.
3. Review tax distributions and payroll files as needed.
4. Prepare monthly and quarterly sales tax return filings and reports.
5. Review reports and prepare monthly journal entries for recurring payroll cost reallocations, interfund transfers, equipment rentals and other sundry account spreads and reclassifications
6. Reconcile monthly bank statements and investments in CDs and MiClass.
7. Use BS&A Software to generate monthly financial reports for City Council and the DDA-BRA-TIFA Board.

Documents/Access Required:

To complete the professional services noted herein, I must obtain the following documents/access. If these documents are not provided in a timely manner, I cannot be held responsible for delay in financial statements or tax return preparation. The required documents include, but are not limited to:

1. Daily bank reconciliation files for main bank account.
2. Access to BS&A and server files, with proper security assigned.
3. Read-only access to banking and investing websites, including access to the city phone that has multi-factor codes and apps already installed.
4. Ability to remote access all files using the Duo access system with multi-factor authentication.
5. Access to city email to an existing or newly created email address.
6. An in-house liaison available to answer questions.

Other Professional Services

I am available to:

1. Assist with preparation of the 2024 Forms W-2 and 1099.
2. Assist with property tax settlement in March 2025.
3. Assist with calculation of PILOT charges in April 2025.
4. Assist with transition to a new Finance Director/Treasurer when one is seated.

Offices of Brian Kelley

Our fees and responsibilities

I will strive to be available for work on a regular basis. Our office workload is heaviest in the months of February, March and April, so availability will be limited in those months. Every effort will be made to keep the recurring work timely and valuable to the City of Plainwell.

My fees for providing the monthly professional services are \$75 per hour estimated not to exceed 34 hours per month. Fees for the other professional services are \$75 per hour billed on an as-needed basis separately from the regular monthly professional services. Invoices will be generated monthly for time actually worked, and payment is due within 30 days of the invoice date.

In recognition of the relative risks and benefits of this agreement to both the client and the accounting firm, the client and the accounting firm have discussed and have agreed on the fair allocation of risk between them. As such, the client agrees, to the fullest extent permitted by law, to limit the liability of the accounting firm to the client for any and all claims, losses, costs, and damages of any nature whatsoever, so that the total aggregate liability of the accounting firm to the client shall not exceed the accounting firm's total fee for services rendered for the year under this agreement. The client and the accounting firm intend and agree that this limitation apply to any and all liability or cause of action against the accounting firm, however alleged or arising, unless otherwise prohibited by law. Both parties agree that there is a one-year limitation period to bring a claim against us for errors and omissions. The one-year period will begin upon the date of the tax professional's signature on the tax returns covered by this engagement letter.

Services not provided

I will not audit or verify the information that you provide to us. If an amount appears unusual, I will call it to your attention. However, I am not responsible for the detection of errors, irregularities, theft, fraud or illegal acts. I do not provide legal services.

Approvals

I am pleased to have you as a professional services client. I hope that this will continue a long and pleasant association. Each of us, however, retains the right to terminate this engagement at any time. Please date and sign a copy of this letter and return it to us to acknowledge your agreement with the terms of this engagement.

Acknowledged:

Business Name

Date

Signature

Investment Activity Report



"The Island City"

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 11/30/2024

Brian Kelley, Finance Director/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: 2024.12.02 19:03:30 -05'00'

	Investment Type	CUSIP	Principal Purchase	Monthly Interest Earned	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment*	N/A	\$1,529,387	\$7,914.52	Michigan Class	Jeff Anderson - 616.244.9376	03/28/2016		4.83%	
2	12-month CD	N/A	\$0	\$236.47	Consumers Credit Union	Leah Patrick - 269.345.7804	11/22/2023	11/22/2024	5.25%	-8
3	12-month CD	N/A	\$0	\$236.47	Consumers Credit Union	Leah Patrick - 269.345.7804	11/22/2023	11/22/2024	5.25%	-8
4	365-Day CD	N/A	\$92,583	\$1,163.65	First National Bank	Doug Johnson - 616.538.6040	11/16/2024	11/17/2025	4.19%	352
5	365-Day CD	N/A	\$246,403	\$998.36	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2024	06/10/2025	4.90%	192
6	30-Day CD	N/A	\$0	\$99.54	Horizon Bank	Karen Poff 833.729.0887	10/22/2024	11/21/2024	5.06%	-9
7	30-Day CD	N/A	\$0	\$575.68	Horizon Bank	Karen Poff 833.729.0887	10/22/2024	11/21/2024	5.06%	-9
8	90-Day CD Renewal	N/A	\$243,233	\$918.11	Northstar Bank	Julie Smith - 810.329.7104	09/30/2024	12/30/2024	4.40%	30
9										
10										
11										
12										
13										
14										
15										

Total Investments: \$2,111,605.54 \$12,142.80 = Monthly investment interest

Average Yield: 4.87%

Cash Activity for the Month

Cash, beginning of month: \$3,240,819.89

\$5,236.62 = Monthly bank account interest

Cash, end of month: \$3,307,915.40

Cash and Investments, end of month: \$5,419,520.94 \$17,379.42 = Total monthly interest earned

Justin Lakamper, 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:

Justin Lakamper

Digitally signed by Justin Lakamper
Date: 2024.12.04 13:03:45 -05'00'

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

ESTIMATED CASH BALANCE/FUND BALANCE REPORTMONTH ENDED: **11/30/2024**% OF FISCAL YEAR: **41.92%***** - Amounts taken from audited financial statements as of June 30, 2024****** - 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**

AUDITED FIGURES AS OF MOST RECENT AUDIT *			CURRENT YEAR PERFORMANCE - UNAUDITED ***					
FUND	CASH AND INVESTED FUNDS 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	1,182,116	1,241,074	1,731,235	1,139,146	1,833,163	1,838,616	2,784,393	40.91%
Major Streets	160,731	190,388	108,529	57,355	241,562	246,432	373,067	15.37%
Local Streets	554,419	525,858	45,357	390,784	180,431	216,778	529,547	73.80%
Solid Waste	66,416	64,804	222,131	113,567	173,368	173,368	227,074	50.01%
Brownfield BRA	40,631	3,037	69,484	62,373	10,148	10,148	151,210	41.25%
Tax Increment TIFA	202,979	200,512	123,630	21,311	302,832	302,831	52,422	40.65%
Downtown DDA	154,012	151,768	96,803	26,729	221,842	222,344	88,342	30.26%
Revolving Loan	51,169	64,056	2,494	-	66,550	53,663	10,000	0.00%
Capital Improvement	42,150	77,265	105,335	33,446	149,154	149,155	86,113	38.84%
Fire Reserve	45,180	45,180	104,705	25,877	124,008	124,008	77,141	33.55%
Airport	31,838	33,648	30,215	29,279	34,584	29,523	89,517	32.71%
Sewer	2,016,160	1,979,501	744,010	1,445,636	1,277,874	1,016,761	2,662,983	54.29%
Water	1,948,490	1,762,953	435,405	1,555,970	642,388	833,109	1,824,499	85.28%
Motor Pool / Equipment	48,792	43,723	178,164	123,081	98,806	95,816	254,435	48.37%
OPEB**	136,231	89,021	24,256	11,215	102,062	106,967	59,061	18.99%
	6,681,314	6,472,788	4,021,754	5,035,770	5,458,772	5,419,521	9,269,804	54.32%

Justin Lakamper, City Manager	Brian Kelley, Finance Director/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: <div>Justin Lakamper</div> <div>Digitally signed by Justin Lakamper Date: 2024.12.04 13:03:29 -05'00'</div>	Insert Signature: <div>Brian Kelley</div> <div>Digitally signed by Brian Kelley Date: 2024.12.02 19:00:32 -05'00'</div>

12/05/2024

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL

INVOICE ENTRY DATES 11/22/2024 - 12/05/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Code	Vendor Name		
	Invoice	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	728513	DPW - BREAKAWAY/MOTOR TUNE-UP AS	27.56
	728569	DPW - BULB #5/OIL FILTER #15/OIL DRY SHOP AS	63.96
	728608	DPW - DIESEL SUPPLEMENT(12)/WINDSHIELD WASH AB	130.62
	728846	WR - KROIL/PURPLE POWER BP	25.08
	728857	DPW - FROG FUSE AB	3.09
	728888	DPW - BATTERY #5/CORE DEPOSIT AB	187.99
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			438.30
000009	CONSUMERS ENERGY		
	2024.11	CITY WIDE NOVEMBER 2024	6,282.38
TOTAL FOR: CONSUMERS ENERGY			6,282.38
000010	RIDDERMAN & SONS OIL CO INC		
	90234	DPW - 1 DRUM KENDALL SUPER-D 15W40	989.00
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			989.00
000011	SHOPPERS GUIDE INC		
	2024.11.30	DDA - INDOOR MARKET/HOLIDAY ADS DS	291.52
TOTAL FOR: SHOPPERS GUIDE INC			291.52
000014	MICHIGAN GAS UTILIITIES CORP		
	5260612457	AIRPORT OCTOBER 2024	38.58
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			38.58
000034	VERIZON		
	9978366817	DPW/WR - ALARM SERVICE 10/11 - 11/10/2024 RB	46.05
	9979489061	CITY CELL/HOT SPOT SERVICE 10/24 - 11/23/2024	291.24
	9979489062	EOC/DPS PHONES SERVICE 10/24 - 11/23/2024	154.08
TOTAL FOR: VERIZON			491.37
000087	BILL G BOMAR		
	2024.12	RETIREE HEALTH PREMIUM DECEMBER 2024 BOMAR	348.80
TOTAL FOR: BILL G BOMAR			348.80
000104	HARDINGS MARKET 380		
	11/05/2024	Election supplies	158.84
	2024.11.25	ADMIN - WATER/SNACKS FOR COUNCIL OPEN HOUSE JL	48.35
TOTAL FOR: HARDINGS MARKET 380			207.19

000111	AMERICAN WATER WORK ASSN		
	11/19/2024	Dog waste bags for park	410.00
TOTAL FOR: AMERICAN WATER WORK ASSN			410.00
000131	KEVIN CHRISTENSEN		
	2024.12	RETIREE PREMIUMS DECEMBER 2024 CHRISTENSON	207.70
TOTAL FOR: KEVIN CHRISTENSEN			207.70
000134	HAROLD ZEIGLER FORD		
	347047	DPS - FRONT END/SEAT WORK 2018 FORD *9954 KC	1,871.78
	347410	DPS - OIL CHANGE/SERVICE 2023 TAHOE *9122 KC	71.47
TOTAL FOR: HAROLD ZEIGLER FORD			1,943.25
000153	FLEIS & VANDENBRINK INC		
	71740	PROFESSIONAL SERVICES OCTOBER 2024 OLD ORCHARD	19,274.80
	71748	PROFESSIONAL SERVICES OCTOBER 2024 S MAIN JL	1,480.50
TOTAL FOR: FLEIS & VANDENBRINK INC			20,755.30
000164	ETNA SUPPLY CO INC		
	S105999214.001	DPW - SB 30 TOP/VB 30 BOTTOM STOCK - 171 W FIRST V	314.00
TOTAL FOR: ETNA SUPPLY CO INC			314.00
000531	CUMMINS SALES AND SERVICE		
	S3-241122686	WR - BATTERY FOR 12TH ST LIFT GENERATOR BP	357.96
TOTAL FOR: CUMMINS SALES AND SERVICE			357.96
000708	CARLETON EQUIPMENT CO.		
	02-685451	DPW - WIPER BLADE/ARM/STUD # 62 CP	179.44
TOTAL FOR: CARLETON EQUIPMENT CO.			179.44
000843	B & C TROPHY		
	11/01/2024	Harvest Stroll plaques	50.00
TOTAL FOR: B & C TROPHY			50.00
000855	STATE OF MICHIGAN- MIDEAL		
	11/07/2024	Tires	204.00
TOTAL FOR: STATE OF MICHIGAN- MIDEAL			204.00
000941	WEST MICHIGAN CRIMINAL JUSTICE TC		
	6078	DPS - LESS LETHAL TRAINING ROBERTS KC	300.00
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE TC			300.00
000964	RAPA ELECTRIC INC		
	S13827	WR - MOTOR REPLACEMENT FOR BIO-BED FAN LK	1,962.88
	S13863	WR - 115V FAN/CAPACITOR/FREIGHT LK	548.26
TOTAL FOR: RAPA ELECTRIC INC			2,511.14

001369	UNITED STATES POSTAL SERVICE		
	11/21/2024	Election supplies	112.00
TOTAL FOR: UNITED STATES POSTAL SERVICE			112.00
001448	PROFESSIONAL CODE INSPECTIONS		
	24011	NOVEMBER 2024 PERMITS	3,601.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			3,601.00
001645	ALEXANDER CHEMICAL CORPORATION		
	88771	WR - FERRIC CHLORIDE 46320LBS BP	10,522.10
	89081	WR - CHLORINE CYLINDER RENTAL	2.50
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			10,524.60
002002	USABUEBOOK		
	INV00547434	WR - GAS DETECTION BP	377.42
TOTAL FOR: USABUEBOOK			377.42
002030	DRUG SCREEN PLUS INC		
	11/01/2024	Training	450.00
TOTAL FOR: DRUG SCREEN PLUS INC			450.00
002116	CHARTER COMMUNICATIONS		
	005584501111424	DPS - INTERNET/TV NOVEMBER 2024	297.71
	172241901110724	AIRPORT INTERNET NOVEMBER 2024	84.54
TOTAL FOR: CHARTER COMMUNICATIONS			382.25
002219	CLARK TECHNICAL SERVICES		
	389	CITY WIDE IT SERVICES OCTOBER 2024	1,635.00
	431	CITY WIDE IT SERVICES NOVEMBER 2024	2,133.75
TOTAL FOR: CLARK TECHNICAL SERVICES			3,768.75
002246	ELHORN ENGINEERING CO.		
	304532	DPW - CHEMICALS FOR WELLS 4 & 7 CP	1,387.00
TOTAL FOR: ELHORN ENGINEERING CO.			1,387.00
002281	HOME DEPOT		
	0014013	DPW - PVC BOARD(2) OLD ORCHARD SHED JF	24.95
	0615740	WR - ADJ BRASS NOZZLE/PTFE TAPE/SOLDER/FITTINGS LI	52.59
	2013377	DPW - LIGHT FIXTURE CH WK	69.97
	3013271	DPW - 7/16 4X8 OSB (2) OLD ORCHARD SHED AB	29.96
	3013299	DPW - DRIP EDGE (4) OLD ORCHARD SHED AB	31.92
	3014545	DPW - 2X6-8 (16)/3" SCREWS AIRPORT AB	167.64
	3614880	WR - LAB MINI FRIDGE LK	189.00
	4013169	DPW - STARTER ROLL/ROOF FELT/RIDGE SEAL SHED JF/A	299.28
	5013775	DPW - PVC BOARDS (11) OLD ORCHARD SHED AS	174.66
	6013696	DPW - SEWER FITTING JF	13.51

	6013701	DPW - SEWER COUPLING/FITTING JF	21.31
	7615290	WR - ANCHORING ADHESIVE LK	27.97
	7629460	WR - TUBING CUTTER/9V BATTERIES/UTILITY KNIFE LK	49.79
	9012886	DPW - 2X6-10(4)/DRILL BIT/3/8X3 WEDGE(50) SHED AS	90.84
TOTAL FOR: HOME DEPOT			1,243.39
002353	SOCIETY FOR HUMAN RESOURCE MANAGEME		
	11/04/2024	Membership	264.00
TOTAL FOR: SOCIETY FOR HUMAN RESOURCE MANAGEME			264.00
002371	RENEWED EARTH INC		
	33562	DPW - DECEMBER 2024 COMPOST SITE MANAGEMENT	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
002439	AMERICAN LEGAL PUBLISHING CORPORATI		
	38001	ADMIN - ORDINANCE SUPPLEMENT PAGES GL	553.81
	38162	ADMIN - ORDINANCE SUP PAGES ONLINE GL	40.95
TOTAL FOR: AMERICAN LEGAL PUBLISHING CORPORATI			594.76
002527	COPS HEALTH TRUST		
	2024.12	DECEMBER 2024 DENTAL/VISION PREMIUMS	1,728.98
TOTAL FOR: COPS HEALTH TRUST			1,728.98
002658	BEAVER RESEARCH COMPANY		
	0378229-IN	DPW - 25GL WEATHER PROOF WAX FOR TRUCKS CP	1,550.00
TOTAL FOR: BEAVER RESEARCH COMPANY			1,550.00
002703	CONTINENTAL LINEN SERVICES INC		
	4062761	DPS RUGS	42.62
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			42.62
002719	STATE OF MICHIGAN - D.N.R.E./DEQ		
	11/07/2024	Sara Title workshops	65.00
TOTAL FOR: STATE OF MICHIGAN - D.N.R.E./DEQ			65.00
002755	MICHIGAN WATER ENVIRONMENT ASSOCIAT		
	11/14/2024	Operator training 2024 LK	360.00
TOTAL FOR: MICHIGAN WATER ENVIRONMENT ASSOCIAT			360.00
002869	PLUMMERS ENVIRONMENTAL SERVICES INC		
	24188669	WR - CLEANED (7) LIFT STATIONS BP	11,996.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICES INC			11,996.00
004168	SBF ENTERPRISES		
	0139604	ADMIN - UB PRINT/MAIL DECEMBER 2024	133.91
TOTAL FOR: SBF ENTERPRISES			133.91

004179	MEEKHOF TIRE SALES & SERVICE INC		
	24-0329734-071	DPW - BOBCAT TIRES CP	1,272.00
	TOTAL FOR: MEEKHOF TIRE SALES & SERVICE INC		1,272.00
004206	MADISON NATIONAL LIFE INSURANCE CO		
	1661092	DECEMBER 2024 LIFE INSURANCE PREMIUMS	432.00
	TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO		432.00
004228	DENISE SIEGEL		
	2024.11.08	DDA - REIMBURSEMENT LADIES NIGHT EXPENSE DS/JL	211.99
	2024.11.22	DDA - REIMBURSEMENT FOR LADIES NIGHT ITEMS	11.93
	TOTAL FOR: DENISE SIEGEL		223.92
004785	PRIORITY HEALTH		
	243210001091	DECEMBER 2024 HEALTH INSURANCE PREMIUMS	26,203.05
	TOTAL FOR: PRIORITY HEALTH		26,203.05
004791	BIO TECH AGRONOMICS INC		
	4048	WR - TRANSPORT OF BIOSOLIDS BP	26,913.25
	TOTAL FOR: BIO TECH AGRONOMICS INC		26,913.25
004794	UNITED HEALTHCARE INSURANCE COMPANY		
	2024.12TOWN	RETIREE HEALTH INSURANCE DECEMBER 2024 - TOWN	302.50
	2024.12WHIT	RETIREE HEALTH INSURANCE DECEMBER 2024 - WHITNEY	302.50
	TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY		605.00
004796	SILVERSCRIPT INSURANCE COMPANY		
	2024.12TOWN	RETIREE PRESCRIPTION COVERAGE DECEMBER 2024 - TOWN	40.40
	2024.12WHIT	RETIREE PRESCRIPTION COVERAGE DECEMBER 2024 - WHITNEY	40.40
	TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY		80.80
004855	PLAINWELL ACE HARDWARE		
	18223	DPW - PAINT OLD ORCHARD SHED AB	13.58
	18329	DPW/DDA - MISC FASTENERS/MLW T40 2"BIT/CHAIN 45'	73.83
	18338	DPW - MISS DIG FLAGS BLUE CP	12.99
	18342	DPW - 2WIRE PLUG/2WIRE CONNECTOR/WIRE LAMP CH	49.70
	18351	DPW - SHELLAC/BRUSH/BOLT BROOKS PLAZA SIGN AB	67.13
	18352	WR - PLEDGE/BRUSH CLEANER BP	15.98
	18353	DPW - MISC FASTENERS TRUCK #15 AS	8.38
	18354	DPW - MISC FASTENERS/LINK CHAIN BROOKS SIGN AB	46.28
	18363	DPW - MISS DIG PAINT BLUE WK	19.98
	18374	WR - PAINT BRUSH/WINDOW SEAL BP	29.98
	18376	WR - CLEANER/METAL REPAIR TAPE LK	28.17
	18382	2WIRE PLUG/2WIRE CONNECTOR CHRISTMAS AB	28.91
	18384	DPW - 6X6 BLACK STRAP/MISC FASTENERS CHRISTMAS /	143.56
	18386	WR - THERMOSTAT LK'	21.99
	18392	WR - 15" STAKES (9) LK	25.11

	18396	DPW - 50' EXTENSION CORD CHRISTMAS AB	36.99
	18404	DPW - ELEC TAPE/SPLICE/WIRE LAMP CHRISTMAS AB	38.46
	18408	DPW - FLEX TAPE/GORILLA TAPE CHRISTMAS AB	34.58
	18412	DPW - C BATTERIES (8PK) WELL HOUSE SCALES WK	19.99
	18414	DPW - 20A RECEPTACLE CHRISTMAS AB	7.98
	18444	DPW - CABLE TIES (7)/50'STOVE PIPE WIRE (2) DR	32.31
	18450	DPW - SPIKE NAILS CHRISTMAS JF	26.99
TOTAL FOR: PLAINWELL ACE HARDWARE			782.87
004894	ASCENSION MI EMPLOYER SOLUTIONS		
	554776	ADMIN - DOT PHYSICAL R LEONARD AK	90.00
TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS			90.00
004896	WALTERS SWEEPING		
	1606	DPW - FALL 2024 STREET SWEEPING RN	5,962.00
TOTAL FOR: WALTERS SWEEPING			5,962.00
005012	UNITED BANK		
	2024.11.25	ACH FEES PAYROLL AB	7.00
	2024.11.26	ACH FEES TAX DISTRIBUTION RB	7.00
	2024.11.27	ACH FEES OLD ORCHARD PAY APP 7 RB	7.00
	2024.11.27.2	ACH FEES DECEMBER 1ST	7.00
	2024.12.2	ACH FEES TAX DISTRIBUTIONS 2024.11.30	7.00
	2024.12.4	ACH FEES PAYROLL RB	7.00
	2024.12.4 2	ACH FEES UB PRENOTE RB	7.00
TOTAL FOR: UNITED BANK			49.00
005022	JIM COX		
	2024.12.2	DDA - DJ LIGHT UP THE NIGHT/TREE LIGHTING DS	350.00
TOTAL FOR: JIM COX			350.00
005023	VAIRKKO TECHNOLOGIES, LLC		
	28644	NOVEMBER 2024 TRAINING COURSE CONTENT	67.80
	28645	NOVEMBER 2024 EMPLOYEE TRAINING SOFTWARE	97.80
TOTAL FOR: VAIRKKO TECHNOLOGIES, LLC			165.60
005040	US INTERNET		
	4840066	SECURANCE EMAIL FILTERING 12/14/2024 - 1/13/2025	70.00
TOTAL FOR: US INTERNET			70.00
005041	EVOQUA WATER TECHNOLOGIES		
	906772555	WR - ODOR CONTROL NOVEMBER 2024	200.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			200.00
005047	STAPLES, INC.		
	6017553513	ADMIN - COPY PAPER/HAND TOWELS/SCISSORS/FILE JAC	117.10
TOTAL FOR: STAPLES, INC.			117.10

005050	QUADIENT LEASING USA		
	Q1587755	ADMIN - COPIER LEASE 9/8 - 12/7/2024	429.36
TOTAL FOR: QUADIENT LEASING USA			429.36
005064	R & R ASSESSING INC		
	2024.12	DECEMBER 2024 CITY ASSESSING SERVICES	1,700.00
TOTAL FOR: R & R ASSESSING INC			1,700.00
005088	DOG WASTE DEPOT		
	11/11/2024	Dog waste bags for park	267.77
TOTAL FOR: DOG WASTE DEPOT			267.77
005090	BRADY ROBERTS		
	2024.11.04	DPS - REIMBURSEME TRAINING MEALS ROBERTS KC	58.08
TOTAL FOR: BRADY ROBERTS			58.08
005125	8X8 INC		
	4728077	CITY WIDE PHONES NOVEMBER 2024	630.08
TOTAL FOR: 8X8 INC			630.08
005128	PLAINWELL REDI MIX		
	082824-320	DPW - SMALL LOAD DOG AND THE BANK CP	398.50
TOTAL FOR: PLAINWELL REDI MIX			398.50
005154	GINGER LEONARD		
	2024.11.14	ADMIN - REIMBURSE ELECTION MILEAGE GL/JL	35.64
TOTAL FOR: GINGER LEONARD			35.64
005169	BRAD KEELER		
	2024.12.02	ADMIN - (15)STRAW BALES FOR DPW/FALL DECORATING	75.00
TOTAL FOR: BRAD KEELER			75.00
005171	FLYERS ENERGY LLC		
	CFS-4085346	DPS - FUEL FOR POLICE/FIRE VEHICLES	680.40
TOTAL FOR: FLYERS ENERGY LLC			680.40
005186	TREE FELLAS LLC		
	1098	DPW - TREE REMOVAL RIVER/CHRISTMAS TREE MOVE RI	4,000.00
TOTAL FOR: TREE FELLAS LLC			4,000.00
005193	USA EARTHWORKS LLC		
	7	OLD ORCHARD PAY APPLICATION #7 - 9/29 - 10/31/2024	888,345.58
TOTAL FOR: USA EARTHWORKS LLC			888,345.58
005195	T-MOBILE USA INC		
	2024.11	NOVEMBER 2024 CITY WIDE CELL/TABLET SERVICE	701.26

TOTAL FOR: T-MOBILE USA INC			701.26
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999999	SHARON SCHMIDT		
	2024.11.25	DDA - DAILY MARKET REFUND DS	20.00
TOTAL FOR: SHARON SCHMIDT			20.00
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ACACH	ALLEGAN COUNTY TREASURER		
	2024.11.23	DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/23/2024	1,157.41
	2024.11.30	DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/30/2024	700.84
	2024.12.1	JULY/NOVEMBER 2024 TRAILER TAX COLLECTIONS	625.00
TOTAL FOR: ALLEGAN COUNTY TREASURER			2,483.25
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CBEFT	HUNTINGTON NATIONAL BANK		
	2024.11	ADMIN - HUNTINGTON BANK SERVICE FEES NOVEMBER 2	30.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			30.00
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CC9999	MEIJER		
	11/01/2024	Food for election workers	165.25
	11/01/2024	Roof top light fasteners	13.16
	11/02/2024	Food for election workers	98.70
	11/02/2024	Lightbulb for GHD Bathroom	196.94
	11/04/2024	Food for election workers	31.77
	11/05/2024	Food for election workers	85.26
	11/06/2024	Food for election workers	262.34
	11/06/2024	Monthly Subscription	56.00
	11/06/2024	USB drives	19.94
	11/07/2024	USB Drive returned	44.40
	11/11/2024	Brooks Plaza sign	660.00
	11/11/2024	USB Flash drives	39.98
	11/14/2024	Parking GR	2.00
	11/17/2024	Operator training 2024 LK	277.00
	11/19/2024	Christmas decorations	549.05
	11/19/2024	Monthly Subscription	30.00
	11/21/2024	Tree lighting	16.93
TOTAL FOR: AMAZON			2,548.72
<hr/>			
COPEFT	CITY OF PLAINWELL		
	2024.11	CITY UTILITY BILLS FOR NOVEMBER 2024 USAGE	835.11
TOTAL FOR: CITY OF PLAINWELL			835.11
<hr/>			
RDLACH	RANSOM DISTRICT LIBRARY		
	2024.11.23	DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/23/2024	7.00
	2024.11.30	DISTRIBUTE TAX COLLECTIONS W/E 11/30/2024	91.41
TOTAL FOR: RANSOM DISTRICT LIBRARY			98.41
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SOMEFT	STATE OF MICHIGAN		
	2024.11	NOVEMBER 2024 SALES TAX RETURN	195.87

TOTAL FOR: STATE OF MICHIGAN	195.87
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TOTAL - ALL VENDORS	1,043,201.23
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INVOICE AUTHORIZATION

Person Compiling Report

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature:

Roxanne
Branch

Digitally signed by
Roxanne Branch
Date: 2024.12.05
13:30:38 -05'00'

Brian Kelley, Finance Director/Treasurer

I verify that I have reviewed the expenditures and to the best of my knowledge the attached invoice listing is accurate and matches invoices physically authorized by Department Heads.

Insert Signature:

Brian Kelley

Digitally signed by Brian
Kelley
Date: 2024.12.05
14:25:54 -05'00'

Bryan Pond, Water Renewal Plant Supt.

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

Insert Signature:

Luke Keyzer

Digitally signed by Luke
Keyzer
Date: 2024.12.06
08:01:31 -05'00'

Kevin Callahan, 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:

Kevin A
Callahan

Digitally signed by Kevin
A Callahan
Date: 2024.12.05
14:55:21 -05'00'

Bob Nieuwenhuis, Public Works Supt.

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

Insert Signature:

Justin Lakamper, 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:

Reports & Communications:

A. City – Board & Commission Appointment List

Several board members' terms end on December 31, 2024. Clerk Leonard confirmed with each candidate that they are willing to serve for another term. A partial Planning Commission term is being filled by a newly appointed commissioner. Appointments are made by the Mayor, and subject to confirmation from Council. The City is currently accepting applications for two vacancies on the Compensation Board and one vacancy on the DDA/BRA/TIFA.

Recommended action: Consider confirming the Mayor's reappointment of several community members to various boards and commissions as presented.

B. DPS – Purchase of a replacement Chief's vehicle

The current Chiefs car was a used 2014 Ford Interceptor SUV that was pulled from patrol service back in early 2022. The vehicle was recently struck in the Plainwell High School parking lot and the damage was found to be too excessive to repair and the insurance company totaled the vehicle. As a result, the insurance company is issuing a check in the amount of \$6504.25 to the City for the vehicle and the insurance company will take possession of the vehicle. A search is being undertaken for a comparable used vehicle that will fit the needs of the agency.

Recommended action: Council will consider approving the purchase of a used vehicle to replace the current Chief's car and the associated police vehicle upfitting for a total cost not to exceed \$14,000.00.

C. WR- Annual Purchase of Ferric Chloride

Ferric Chloride is necessary to aid the settling of solids in the primary tanks- this chemical coagulates and settles solids. Within the settling of solids, phosphorus is removed as the solids are pumped from the tanks. Our permit to discharge into the Kalamazoo River regulates the level of phosphorus we discharge. Without use of this chemical, the plant would not remove enough phosphorus to meet levels set by the State of Michigan, which would result in fines. Alexander Chemical has agreed to maintain current pricing through June of 2025.

Recommended action: Consider approving the purchase of ferric chloride from Alexander Chemical as presented.

D. City – Quit Claim Deed – Mark and Lisa Meszaros

The land in question is the small portion of land between Design Street (former fire station), where the old city jail stood, and the parking lot for Mosaic Distillery (formerly Warnement's). The City sold the former fire station to the owners of Design Street, which may or may not have included the land described in this quit claim deed. When the owners of Mosaic Distillery, Mark and Lisa Meszaros, purchased Warnement's they believed they owned this land. The two parties have settled this dispute amongst themselves. Now Mark and Lisa are asking that we sign a quit-claim deed releasing any claim of the City to this piece of land. The City believed that it had sold this property with the sale of the fire station, so signing this is simply reiterating that the City makes no claim to this property, which it does not. The City Attorney has reviewed the attached quit claim deed and has no issue with us executing it as written.

Recommended action: Consider authorizing City Manager Justin Lakamper to execute a quit claim deed to convey the property described as: **The South 14 Feet of the Unnumbered Lot East of Lot 18 in Block 1 of Thompson's Second Addition to the Village (now City) of Plainwell**, to Mark Meszaros and Lisa Meszaros for the sum of \$10.00.

E. City – Appointment of Interim Treasurer

Former Finance Director and Treasurer Brian Kelley is no longer an employee of the City, and we have been unsuccessful in finding a replacement. Until we are able to find a replacement for Brian, I would like to appoint Personnel Coordinator, Amanda Kersten, to the position of Interim Treasurer. Per section 6.1(b) of the City

Agenda Subject to Change

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

Plainwell is an equal opportunity provider and employer

Charter, the appointment of the Treasurer requires Council approval. As Interim Treasurer, she will have the same responsibilities and authorizations as the treasurer, and therefore this appointment should be confirmed by Council. Amanda has been training on treasurer/finance director duties with Brian over the past two months. This has included bank reconciliations, tax distributions, deposits, and other duties. She has received enough training to be able to handle these duties with Brian's continued oversight, which makes her a natural fit to take on the title of Interim Treasurer until a full replacement can be found.

Recommended action: Consider confirming the appointment of Amanda Kersten as Interim Treasurer of the City of Plainwell.

F. City – Engagement of the Offices of Brian Kelley

Former Finance Director and Treasurer, Brian Kelley, has offered to provide professional accounting services to the City for an interim period until the position of Treasurer and Finance Director is filled. Brian has prepared an extensive list of finance director tasks. We have delegated some of those tasks and designated those that Brian would continue to do as a contractor. Additionally, Brian would continue to oversee the finance operations. He will be a resource to myself and other staff, while ensuring the continued institutional knowledge transfer. As a contractor Brian will be paid \$75 per hour not to exceed 34 hours per month, for a maximum of \$2,550 per month. While we will continue to look for a replacement, this presents the best option for the City both in terms of continuity and cost.

Recommended action: Consider engaging the Offices of Brian Kelley for professional accounting services.

Reminder of Upcoming Meetings

- December 10, 2024 – DDA/BRA/TIFA – 7:30am
- December 12, 2024 – Parks & Trees – 5:00pm
- December 18, 2024 – Planning Commission – 6:30pm
- **December 23, 2024 – City Council – 7:00pm**