

MINUTES
Plainwell City Council
May 22, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Brian Warren of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 05/08/2023 regular meeting and the 05/15/2023 regular meeting and the closed session. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. Presentation: Public Safety Director Callahan introduced newly hired Firefighters Jamie Holly and Patrick Nash and gave a brief bio of each. Council collectively welcomed them both and thanked them for their service.
8. County Commissioner Report:
County Commissioner Gale Dugan reviewed the April 27 and May 10 County Commission meetings.
9. Clerk Kelley reported having added three (3) items to the agenda for action tonight. Item G is for the sale of land, Item H is to consider summer hours for City Hall, and Item I is for the resignation of the Interim City Managers.
A motion by Steele, seconded by Overhuel, to approve the Agenda for the May 22, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. Community Development Manager Denise Siegel reported the Master Plan updates have been reviewed by the Planning Commission which recommended Council adopt a Resolution to open up a 42-day public comment period after which the final updates will again be reviewed by the Planning Commission prior to final approval by Council in the late summer or early fall.
A motion by Overhuel, seconded by Steele, to adopt Resolution 2023-15 approving the Draft Master Plan for Distribution and Asserting the City Council's Right to Adopt the Updated City of Plainwell Master Plan. On a roll call vote, all in favor. Motion passed.
 - B. Clerk Kelley reported some necessary changes to the Floodplain Ordinance to meet FEMA and EGLE guidelines. The attorneys had drafted the changes, the representatives from EGLE had reviewed everything, and the Planning Commission recommends approval after no public comments.

A motion by Wisnaski, seconded by Keeney, to approve Ordinance 395 Amending Chapter 53 Article XIV, Sections 53-71, 53-73, 53-76 and 53-77 of the Zoning Chapter of the City of Plainwell Code of Ordinances. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis reported having estimated costs for paving of Jersey Street and gave Council an overview of the project. He noted that city staff is prepared to work the project in two stages and the materials will come from Wyoming Asphalt. He reported that H&K will be doing the millings for free and will keep them; if this project works for H&K, they may continue milling for us.

A motion by Steele, seconded by Overhuel, to approve the paving of Jersey Street from West Bridge to Starr, using city staff/equipment with materials from Wyoming Asphalt at an estimated cost of \$148,251.14. On a roll call vote, all voted in favor. Motion passed.

- D. Finance Director Kelley gave an overview of the draft 2023/2024 BRA/TIFA/DDA Budget, which had been reviewed by the Board on May 9.

A motion by Steele, seconded by Overhuel, to approve the draft 2023-2024 BRA/TIFA/DDA budget. On a voice vote, all voted in favor. Motion passed.

- E. Council re-opened the discussion of the city manager evaluation process, tabled from the May 8, 2023 Council Meeting. Council considered changes to the Supervision and Policy Execution sections of its evaluation form and added a component for considering staff comments.

A motion by Steele, seconded by Overhuel, to approve changes to the City Manager Evaluation Form and process to include staff comments. On a roll call vote, all voted in favor. Motion passed.

- F. Finance Director Kelley invited Council to discuss the full 2023/2024 city budget at a public hearing as required by Charter.

A motion by Wisnaski, seconded by Keeney, to set a public hearing for June 26, 2023 at 7pm to discuss and adopt 2023/2024 City Budget. On a voice vote, all voted in favor. Motion passed.

- G. Community Development Manager Siegel reported having received an offer for two (2) roughly 5-acre parcels in the property located at 830 Miller Road. The city had issued a counter-offer, but NAI Wisinski recommended acceptance of the original offer, which calls for a cash sale and the city to pay for the survey. Mayor Keeler confirmed the property would transfer by Warranty Deed.

A motion by Keeney, seconded by Wisnaski, to accept a cash offer of \$315,000.00 from Nobis Agri Service, Inc. to sell 10.48 acres of land located at 830 Miller Road. On a roll call vote, all voted in favor. Motion passed.

- H. Finance Director Kelley reporting having researched other municipalities and operational hours and recommended an experiment to shift City Hall hours and shorten unpaid lunches to allow staff to leave early on Fridays. This experiment would be for the summer months only.

A motion by Steele, seconded by Keeney, to temporarily change City Hall hours from Memorial Day to Labor Day to Monday-Thursday 7:30am to 4:30pm and Friday 7:30am to 1:30pm, with staff taking 30-minute lunches. On a roll call vote, all voted in favor. Motion passed.

- I. Clerk Kelley reported that with the new City Manager coming in, the duties of Interim City Manager would no longer be needed and that the attorney suggested formal resignations for only those duties.

A motion by Steele, seconded by Overhuel, to accept the resignation of Brian Kelley from his duties as Interim City Manager effective June 12, 2023. On a roll call vote, all voted in favor. Motion passed.

A motion by Steele, seconded by Overhuel, to accept the resignation of Bob Nieuwenhuis from his duties as Interim City Manager effective June 12, 2023. On a roll call vote, all voted in favor. Motion passed.

12. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the April 2023 Water Renewal and Public Safety Reports, the draft May 9, 2023 DDA/BRA/TIFA Meeting Minutes and draft May 17, 2023 Planning Commission Meeting Minutes. On a voice vote, all voted in favor. Motion passed.

13. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$213,574.73 for payment of same. On a roll call vote, all voted in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

Community Development Manager Siegel reported that the rental rehab grant was finishing up and there should be occupancy at 112 N Main by the end of June. She also noted working on the EGLE Loan closeout.

Superintendent Pond thanked everyone for bring everyone to the table over the past few months.

Director Callahan shared recent praises received for Officers Bruce, Welcher and Roberts. Bruce was praised by the Sheriff's Office for having recovered stolen property. Welcher was praised from a citizen for his handling of a medical call. Roberts was commended for great police work cooperating with other agencies and digging deeper than normal.

Clerk/Finance Director Kelley reported catching up with voter files and preparing for new staff.

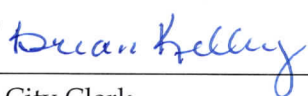
Superintendent Nieuwenhuis reported flowers would be planted city wide this week and reminded everyone that no bridge baskets are going on the North Main bridge due to summer construction.

16. Council Comments: None.

17. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:12 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL
June 12, 2023 

Brian Kelley, City Clerk