

City of Plainwell



Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Todd Overhuel, 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, September 12, 2022 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 08/22/2022 Regular Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Amendments
9. Mayor’s Report
10. Recommendations and Reports:

A. Election Inspectors – Recognition & Appreciation

Council will recognize the past and present City of Plainwell Election Inspectors.

B. Set Public Hearing – Zoning Variance Application – 7:00pm October 10

Council will consider setting a public hearing for 7:00pm on October 10, 2022 to receive comments regarding a zoning variance request for 371 12th St Parcel A.

C. Community Development – Residential Displacement and Relocation Plan

Council will consider approving a policy regarding residential displacement and relocation.

D. WR Emergency Purchase– Replacement of 2005 Level Detectors Anerobic Digesters

Council will consider confirming an emergency purchase from Oudbier Instrument Co. to install, service and calibrate the level detectors for the anerobic digesters in the amount of \$8,400.00.

E. WR – Replacement of 2005 Boiler Heat Exchanger Sludge Tubes

Council will consider approving a contract with Evoqua for the purchase of 12 new tubes and freight in the amount of \$9,702.36.

F. Administration – Job Description Amendments

Council will consider approving amended job descriptions in the Administration department.

G. Employee Recognition Policy – First Read

Council will consider the proposed Employee Recognition Policy.

The Island City

Plainwell is an equal opportunity provider and employer

H. Administration – Office Phones

Council will consider approving a contract with Moss to upgrade the city office phone system to a leased, managed system in the amount of \$25,811.70.

I. 2022/2023 Budget Amendment - Encumbrance Rollover

Council will consider a budget amendment for the 2021/2022 purchases rolled over to the current budget.

11. Communications: The August 2022 Investment and Fund Balance reports, the August Department of Public Safety report, and the draft 8/17/2022 Planning Commission meeting minutes.

12. Accounts Payable - \$743,637.36

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.

MINUTES
Plainwell City Council
August 22, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Ken Fritz of Lighthouse Baptist Church.
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 08/08/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Keeler reported that Vivian Warnement's funeral would be held Friday at 11am at St. Margaret's, with a 10am visitation.
Director Callahan provided an update on Public Safety Officer Jeff Welcher's son.
Mayor Keeler asked everyone to keep the Warnement family and the Welcher family in their prayers.
10. Recommendations and Reports:
 - A. Superintendent Nieuwenhuis reported that the salt truck was currently functional but would likely need repairs soon. The truck uses a conveyor belt system that has been adjusted as much as possible, and without repair or replacement, the system may fail during the winter.
A motion by Overhuel, seconded by Keeney, to approve a contract with Truck and Trailer Specialties in the amount of \$10,596.00. On a roll call vote, all voted in favor. Motion passed.
 - B. Community Development Manager Siegel reported that the Michigan Economic Development Corporation required certain policies to be in place for any community using Community Development Block Grant funds. This policy addresses requirements for contracts covered by Section 3 of the Housing and Urban Development Act of 1968.
A motion by Steele, seconded by Wisnaski, to approve the Economic Opportunities Policy for Section 3 Covered Contracts. On a roll call vote, all voted in favor. Motion passed.
 - C. Clerk Fenger reported that the proposed Purchasing Policy had not changed substantially from the draft presented during the first read. Staff has reviewed the proposed policy after the first read and had no further changes to recommend.

A motion by Keeney, seconded by Wisnaski, to approve the amended Purchasing Policy as presented. On a roll call vote, all voted in favor. Motion passed.

D. Clerk Fenger reported on the changes made to the Council Chambers Rental Policy made after the first read to address questions and concerns brought up by various Councilmembers. The policy addresses rental requests outside of business hours, along with providing access to the building and the expectations for behavior before, during, and after the rental.

A motion by Steele, seconded by Overhuel, to approve the Council Chambers Rental Policy. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Overhuel, to accept and place on file the July 2022 DPS Report, the July 2022 WR Report, the draft 8/9/2022 DDA/BRA/TIFA minutes and the draft 8/11/2022 Parks & Trees minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$645,085.36 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Treasurer Kelley reported that he was wrapping up summer tax collection and preparing for winter tax collection, as well as preparing for the annual audit and working with Personnel Manager Lamorandier on training.

Superintendent Nieuwenhuis reported the Walnut Woods paving project was going well, and provided an expected timeline of the project. He noted that the crew performing the water service material inspection had completed the easy locations and moved on to the locations in concrete or asphalt.

Personnel Manager Lamorandier reported continued work on cleaning, moving, and training.

Community Development Manager Siegel reported there was a meeting scheduled for the following week between City personnel and the owners of the Warnement building to further discuss plans for the building. She also noted that the Master Plan community workshop went well.

Director Callahan reported the director's car was listed for sale, and sealed bids were being accepted at the Department of Public Safety until September 2nd. The sealed bids will be opened at 4:45pm on September 2nd. He also noted a new on-call fire fighter had been hired, and would be meeting the Council as soon as his schedule would allow. He noted that the first round of training with the active violence incident shields had been completed, and a second round was scheduled. He also reported that the SRT grant for body cameras was in the final stages, and once the paperwork was completed, he would be ordering the cameras.

Clerk Fenger reported that the County had released the notes from the August 2, 2022 Primary Election, and had remarked “Good Job” with no other issues for both the City’s precinct and absent voter counting board. She thanked all the election workers for their help with running an outstanding election.

Manager Wilson reported that the LARA representative had confirmed there was still gas in the tanks at the Clark Station. He noted that he was working with Ridderman Oil to remove the gas, and would be sending a courtesy letter to the station owners alerting them of the City’s plans. Manager Wilson reported potentially good news on the ARPA funding for the Old Orchard project, with more information coming soon, and that the Walnut Woods project was going well. He noted that the storm drain was being upgraded during the paving project, and that Superintendent Nieuwenhuis was doing a great job managing the project.

Judy Shoemaker, city resident, noted that there would be a memorial for Jerry Shoemaker on August 5th and invited everyone to attend. She also told a story about Jerry and his friend, Paul Warnement, shooting rats along the river when they were young, until one day Jerry fell in. He and Paul made a pact not to tell Jerry’s mother, and thought they had gotten away with it, until Mrs. Warnement, Paul’s mother, stopped Jerry’s mother and asked how Paul was doing after his fall into the river.

15. Council Comments:

Councilmember Steele offered prayers to the Welcher family and stated that she was sorry to hear about Vivian’s passing. She reminded everyone that music in the band shell was happening tonight and encouraged everyone to attend.

Director Callahan reminded everyone that the County would be starting to mill and fill on 102nd Ave from 11th to 16th Street and 102nd Ave would be down to 1 lane starting Wednesday.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:45 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
September 12, 2022

Margaret Fenger, City Clerk

CITY OF PLAINWELL
 ROSTER OF ELECTION INSPECTORS SINCE NOVEMBER 2000
 Total Elections Surveyed - 40

INSPECTOR	Number of Elections Worked		Year Most	
	Beginning November	2000	Year First Worked	Recently Worked
Baker, Suzanne	5		2000	2004
Barr, Doris	3		2000	2002
Black, Christine	3		2006	2007
Bredow, Barb	8		2004	2010
Cory, Carol	2		2008	2008
Cramer, Ken	2		2020	2022
Cramer, Kim	2		2020	2022
DeYoung, Shirley	4		2016	2022
Dorgan, Doris	29		2004	2020
Farmer, Noreen	32		2000	2016
Fowler, Bonnie	17		2004	2018
Hamilton, Beryl	5		2000	2004
Hartman, Amy	3		2006	2008
Hoelscher, Johanna	1		2008	2008
Johnson, Lela	26		2004	2022
Kersten, Amanda	4		2019	2020
Kohns, Jonathan	2		2020	2022
Kuitert, Roberta	10		2016	2022
Laverack, Marge	22		1996	2020
Lawrence, Lyn	2		2000	2000
Loftus, Jennifer	13		2015	2022
Lyons, Nancy	25		2004	2022
Madden, Christina	27		1996	2020
Marsh, Barbara	5		2000	2004
Miller, Sue	35		2004	2022
Pillars, Tori	4		2020	2022
Platteborze, Alexandria	3		2010	2012
Saukas, Julie	5		2019	2022
Schmidt, Margaret	12		2006	2016
Schuiteboer, Mary	2		2016	2016
Stewart, Julianna	3		2000	2002
Sundling, Elizabeth	1		2020	2020
Susman, Michele	2		2010	2010
Turnage, Donna	5		2000	2004
Westergaard, Kathleen	34		1996	2022
Wolfe, Roberta	3		2019	2020

Special Thanks to Otsego City for "loaning" us a Receiving Board!

Cronen, Angela	1	2019	2019
Jameson, Jamie	1	2019	2019

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City of Plainwell Zoning Board of Appeals Notice of Public Hearing

Please take notice that a Public Hearing will be held on Monday, the 10th day of October, at 7:00 PM, local time, at the Plainwell City Hall, 211 N. Main Street, Plainwell, Michigan.

The Zoning Board of Appeals will consider a Zoning Variance Application for a height variance for the property located at:

371 12th St, Parcel A
Plainwell, MI 49080
Parcel Number 55-030-800-00

And also such other and further matters as may come before said public hearing.

All interested parties will be given the opportunity to express their views on the proposed conversion prior to action being taken. Written comments or questions may be directed to Maggie Fenger, City Clerk, at Plainwell City Hall, 211 N Main St, Plainwell, MI 49080-1370.

City of Plainwell
Zoning Board of Appeals
By: Maggie Fenger, City Clerk

**CITY COUNCIL
CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

Councilmember _____ moved, supported by Councilmember _____, the adoption of the following policy:

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION PLAN
UNDER SECTION 104(D) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF
1974, AS AMENDED**

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Plainwell will take the following steps to minimize the displacement of persons from their homes: *(The steps below are examples only; each jurisdiction must determine the actions it will take based on local needs and priorities).*

- A. Coordinate code enforcement with rehabilitation and housing assistance programs.
- B. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or tenants of multi-family buildings.
- C. Stage rehabilitation of apartment units to allow tenants to remain during and after rehabilitation by working with empty units or buildings first.
- D. Establish facilities to house persons who must be relocated temporarily during rehabilitation.
- E. Adopt public policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- F. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- G. Adopt tax assessment policies such as deferred tax payment plans to reduce impact of rapidly increasing assessments on low income owner occupants or tenants in revitalizing areas.
- H. Establish counseling centers to provide homeowners and renters with information on the assistance available to help them remain in their neighborhood in the face of revitalization pressures.

Relocation Assistance to Displaced Persons

City of Plainwell will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Plainwell will replace all occupied and vacant occupiable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488 (c) in Subpart I.

Before entering into a contract committing the City of Plainwell to provide funds for an activity that will directly result in demolition or conversion the City of Plainwell will make public by publication in a newspaper of general circulation and submit to Grants Administration the following information in writing:

- A. A description of the proposed assisted activity; The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate income

dwelling units as a direct result of the assisted activities;

- B. A time schedule for the commencement and completion of the demolition or conversion;
- C. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the [jurisdiction] will identify the general location on an area map and the approximate number of dwellings units by size and provide information identifying the specific location and number of dwelling units by size as soon as it is available;
- D. The source of funding and a time schedule for the provision of the replacement dwelling units;
- E. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least 10 years from the date of initial occupancy;
- F. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower income households in the jurisdiction.

Contacts

To the extent that the specific location of the replacement units and other data in items D-G are not available at the time of the general submission, the City of Plainwell will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

The name and phone number of jurisdiction's office responsible for the replacement of housing is responsible for tracking the replacement of housing and ensuring that it is provided within the required period.

The name and phone number of the jurisdiction's office responsible for relocation is responsible for ensuring requirements are met for notification and provision of relocation assistance, as described in 570.488 (c), to any lower income person displaced by the demolition of any dwelling unit or the conversion of a low and moderate income dwelling unit to another use in connection with an assisted activity.

The vote regarding the adoption of this policy was as follows:

YEAS:
NAYS:
ABSENT:

POLICY DECLARED ADOPTED.

Brad Keeler, Mayor

Margaret Fenger, Clerk

CERTIFICATION

I hereby certify that the foregoing Policy was adopted by the City Council for the City of Plainwell, Allegan County, Michigan, at a meeting of the City Council duly called and held on September 12, 2022.

Margaret Fenger, Clerk

Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Roger Kenney, Council Member
Todd Overhuel, Council Member
Randy Wisnaski, Council Member
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

TO: Erik J. Wilson, City Manager
FROM: Bryan Pond, Superintendent
DATE: August 24, 2022
SUBJECT: Replacement of 2005 Level Detectors Anerobic Digesters

Maintaining the proper level in the digester is critical for proper operation and safety. While trying to rescale one of the old detectors it was found that one of the detectors would not to be repairable due to obsolesces.

I received pricing from Oudbier Instrument Co. for the replacement of these detectors as they would install, service, and calibrate the detectors as our instrumentation contractor.

The price for two new level detectors is \$7,000 and installation with hardware is \$1400 for a total project cost of \$8,400. Funding is available in "outside services" and "repair and maintenance" line items of the budget

I am looking for council's approval of the emergency purchase request

OUDBIER INSTRUMENT CO.

4136 Ranchero Dr
 Dorr MI 49323
 (269) 792-4404

Quote

Date	Estimate #
8/18/2022	2222

Name / Address
City of Plainwell 211 N. Main Plainwell, MI. 49080

Description	Qty	Rate	Total
VEGAPULS 6X2,974.532,974.53Order Code: PS6X - 222 NRYRadar sensor for continuous level measurement of all media Application area VEGAPULS 6X is a universal sensor for continuous level measurement of liquids and bulk solids under all process conditions. Due to its application-oriented configuration and setup, VEGAPULS 6X offers a reliable and economical solution for all level applications. Due to its variable antenna systems, it ensures maintenancefree operation in all applications. Your benefit - Application-oriented configuration enables a simple device selection - Maintenance-free operation through non-contact measuring principle - Exact measuring results independent of process conditions Generation : Second generation Application : Standard Radar technology : 80 GHz technology Process fitting : universal, plastic horn antenna / PP/PBT Antenna version : Plastic horn antenna Additional equipment : without Material / Seal / Process temperature : PP / PP / -40...+80°C Housing / Protection : Aluminium single chamber / IP66/IP68 (0.2bar) Cable entry / Connection : ½NPT / Blind plug Display, adjustment or radio module : without display, adjustment or radio module, standard lid Electronics : Two-wire 4 ... 20 mA/HART Explosion protection : c-FM-us; Gas, intrinsic safety; Zone 0, 0/1, 1; Class I Div 1	2	3,500.00	7,000.00
Subtotal			
Sales Tax (6.0%)			
Total			

OUDBIER INSTRUMENT CO.

4136 Rancho Dr
Dorr MI 49323
(269) 792-4404

Quote

Date	Estimate #
8/18/2022	2222

Name / Address
City of Plainwell 211 N. Main Plainwell, MI. 49080

Description	Qty	Rate	Total
Day Rate:	1	1,050.00	1,050.00
Installation, commissioning and startup.			
General Hardware, Nuts, Bolts, Conduit fittings and Wire	1	350.00	350.00
		Subtotal	\$8,400.00
		Sales Tax (6.0%)	\$0.00
		Total	\$8,400.00



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

TO: Erik J. Wilson, City Manager
FROM: Bryan Pond, Superintendent
DATE: August 24, 2022
SUBJECT: Replacement of 2005 Boiler Heat Exchanger Sludge tubes

During the last heating season, the digester temperature fell below ninety-five degrees required for mesophilic digestion and methane production. The boiler was specified to handle several times the amount of loading and should not be struggling to maintain a constant bio-solids temperature. After troubleshooting all the components of the heating process, it was determined that the tubes in which the sludge is conveyed through the hot water bath have become scaled with minerals and sludge residue. This build up is causing a loss of heat transfer to heat the bio-solids to ninety-five degrees which is crucial for operation

The pricing for the sludge tubes is sole source from Evoqua who supports the boiler sales and service.

The pricing for twelve new tubes and freight is \$9,702.36 which is available in "repair and maintenance" line item in the budget. The "O rings" specified on the proposal are not needed as they were provided in the original purchase in 2005. Removal and installation of the new parts are not in this pricing.

With council's approval I would like to proceed with the purchase to Evoqua to ensure the proper operation of the boiler for the upcoming heating season.

Proposal For: CITY OF PLAINWELL
BRYAN POND
129 FAIRLN ST
PLAINWELL, MI 49080-1272
Phone: 616-685-5153

Kyle Kamerer
Evoqua Water Technologies
N19W23993 Ridgeview Pkwy, Suite 200
Waukesha, WI 53188
Phone: (262) 521-8238
kyle.kamerer@evoqua.com

Item Pricing Summary

Item	Part No Description	Qty	Net Price	Ext. Price
1	W2T497168 SLUDGE TUBE,4.50"OD X 77.63"LG,SA106-GRB Reference #: 141-34492-3	12 EA	\$746.03	\$8,952.36
2	W2T122262 O-RING,4.00"ID,5.00"OD,.50"TH,NEOP,60D Reference #: 341-30080-2	48 EA	\$15.19	\$729.12

Currency: USD

Item(s) Subtotal:	\$9,681.48
Shipping and Handling Charges:	\$750.00
Total Net Price:	\$10,431.48

Proposal Notes
Lead Time: 4 - 5 Weeks



Material Escalation

Due to volatility in steel costs, prices quoted in this proposal will be adjusted to reflect changes in the Metal and Metal Products Index (MMPI) published by the U.S. Department of Labor, Bureau of Labor Statistics. The most recent published MMPI is 334.957 for March 2022. If the MMPI exceeds 341.656 at the time the Equipment is released for manufacture, then the price will be increased by the same percentage as the MMPI exceeds 341.656.

Please provide tax exempt certificate with purchase order.

Our Manufacturer Rep in your area is:

Representative: Michael Wright
Company: Peterson and Matz, Inc.
List Address: 30701 W Ten Mile Road Suite 100
Farmington Hills, MI, 48336
Phone: 616-350-1671



evoqua
WATER TECHNOLOGIES

Quote Number: 2022-549515
Account ID: 0001053866

Email: michael.wright@petersonandmatz.com

Payment Terms and Delivery

PO Terms

Purchaser acknowledges that Seller is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the goods and/or services provided under the Contract, including any export license requirements. Purchaser agrees that such goods and/or services shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by Seller of its obligations hereunder that compliance with such export laws and regulations be maintained at all times. PURCHASER AGREES TO INDEMNIFY AND HOLD SELLER HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.

Shipping Information

- Prepaid and Add: Shipping and Handling Charge

Terms

- This quote is valid until 09-19-2022
- Payment terms are N30 - Net 30 days with proper credit, and are subject to the attached Evoqua Water Technologies Terms and Conditions

Sales Tax & GST:

- The pricing provided in this proposal does not include applicable Sales Tax or GST.
- If your company is exempt from Sales Tax or GST, or eligible for a reduced rate of tax, a tax exemption certificate must be provided no later than with your purchase order.
- If a timely, valid exemption certificate or other documentation is not provided, any applicable Sales Tax or GST will be invoiced and payable.
- New customers may be required to supply a signed credit application to be approved for credit terms.
- **NOTE:** Effective May 2022, you may be assessed a 3% fee if paying via Credit Card. Find more info on our website here > <https://www.evoqua.com/en/about-us/terms-conditions-sale-products-services/credit-card-fee-faqs/>. Ask us how to avoid paying fees by migrating to ACH CTX payment type.
- We require hard documentation of your ordering for Evoqua to process your order. For your convenience, we can start processing your order by signing and returning:
 - Fax to:
 - or Email to: kyle.kamerer@evoqua.com
- You may also mail to:
 - Evoqua Water Technologies
 - N19W23993 Ridgeview Pkwy, Suite 200
 - Waukesha, WI 53188

Evoqua Water Technologies Banking Details

ACH - CTX

Evoqua's preferred payment method is via ACH - CTX:

JP Morgan Chase Bank
Attn: Evoqua Water Technologies, LLC
Account #: 603148011
Swift Code: CHASUS33
ACH Routing / ABA: **044000037**
Wire Routing / ABA: **021000021**
Remittance details should go to: **electronicfunds@evoqua.com**

Paper checks via Postal Service

Paper checks via Postal Service:

Send to our Lockbox, address is:
Evoqua Water Technologies LLC
28563 Network Place
Chicago, IL 60673-1285

Paper checks via Overnight / Courier

Paper checks via Overnight / Courier:

JP Morgan Chase Bank
Attn: Evoqua Water Technologies Lockbox 28563
131 S Dearborn, 6th Floor
Chicago, IL 60603
Remittance details should go to: **electronicfunds@evoqua.com**

**** If ever instructed to change banking information, contact us immediately at 1-800-466-7873 ****

Standard Terms of Sale

1. **Applicable Terms.** These terms govern the purchase and sale of equipment, products, related services, leased products, and media goods if any (collectively herein "Work"), referred to in Seller's proposal ("Seller's Documentation"). Whether these terms are included in an offer or an acceptance by Seller, such offer or acceptance is expressly conditioned on Buyer's assent to these terms. Seller rejects all additional or different terms in any of Buyer's forms or documents.
2. **Payment.** Buyer shall pay Seller the full purchase price as set forth in Seller's Documentation. Unless Seller's Documentation specifically provides otherwise, freight, storage, insurance and all taxes, levies, duties, tariffs, permits or license fees or other governmental charges relating to the Work or any incremental increases thereto shall be paid by Buyer. If Seller is required to pay any such charges, Buyer shall immediately reimburse Seller. If Buyer claims a tax or other exemption or direct payment permit, it shall provide Seller with a valid exemption certificate or permit and indemnify, defend and hold Seller harmless from any taxes, costs and penalties arising out of same. All payments are due within 30 days of invoice date. Buyer shall be charged the lower of 1 ½% interest per month or the maximum legal rate on all amounts not received by the due date and shall pay all of Seller's reasonable costs (including attorneys' fees) of collecting amounts due but unpaid. All orders are subject to credit approval by Seller. Back charges without Seller's prior written approval shall not be accepted.
3. **Delivery.** Delivery of the Work shall be in material compliance with the schedule in Seller's Documentation. Unless Seller's Documentation provides otherwise, delivery terms are ExWorks Seller's factory (Incoterms 2010). Title to all Work shall pass upon receipt of payment for the Work under the respective invoice. Unless otherwise agreed to in writing by Seller, shipping dates are approximate only and Seller shall not be liable for any loss or expense (consequential or otherwise) incurred by Buyer or Buyer's customer if Seller fails to meet the specified delivery schedule.
4. **Ownership of Materials and Licenses.** All devices, designs (including drawings, plans and specifications), estimates, prices, notes, electronic data, software and other documents or information prepared or disclosed by Seller, and all related intellectual property rights, shall remain Seller's property. Seller grants Buyer a non-exclusive, non-transferable license to use any such material solely for Buyer's use of the Work. Buyer shall not disclose any such material to third parties without Seller's prior written consent. Buyer grants Seller a non-exclusive, non-transferable license to use Buyer's name and logo for marketing purposes, including but not limited to, press releases, marketing and promotional materials, and web site content.
5. **Changes.** Neither party shall implement any changes in the scope of Work described in Seller's Documentation without a mutually agreed upon change order. Any change to the scope of the Work, delivery schedule for the Work, any Force Majeure Event, any law, rule, regulation, order, code, standard or requirement which requires any change hereunder shall entitle Seller to an equitable adjustment in the price and time of performance.
6. **Force Majeure Event.** Neither Buyer nor Seller shall have any liability for any breach or delay (except for breach of payment obligations) caused by a Force Majeure Event. If a Force Majeure Event exceeds six (6) months in duration, the Seller shall have the right to terminate the Agreement without liability, upon fifteen (15) days written notice to Buyer, and shall be entitled to payment for work performed prior to the date of termination. "**Force Majeure Event**" shall mean events or circumstances that are beyond the affected party's control and could not reasonably have been easily avoided or overcome by the affected party and are not substantially attributable to the other party. Force Majeure Event may include, but is not limited to, the following circumstances or events: war, act of foreign enemies, terrorism, riot, strike, or lockout by persons other than by Seller or its sub-suppliers, natural catastrophes or (with respect to on-site work), unusual weather conditions.
7. **Warranty.** Subject to the following sentence, Seller warrants to Buyer that the (i) Work shall materially conform to the description in Seller's Documentation and shall be free from defects in material and workmanship and (ii) the Services shall be performed in a timely and workmanlike manner. Determination of suitability of treated water for any use by Buyer shall be the sole and exclusive responsibility of Buyer. The foregoing warranty shall not apply to any Work that is specified or otherwise demanded by Buyer and is not manufactured or selected by Seller, as to which (i) Seller hereby assigns to Buyer, to the extent assignable, any warranties made to Seller and (ii) Seller shall have no other liability to Buyer under warranty, tort or any other legal theory. The Seller warrants the Work, or any components thereof, through the earlier of (i) eighteen (18) months from delivery of the Work or (ii) twelve (12) months from initial operation of the Work or ninety (90) days from the performance of services (the "Warranty Period"). If Buyer gives Seller prompt written notice of breach of this warranty within the Warranty Period, Seller shall, at its sole option and as Buyer's sole and exclusive remedy, repair or replace the subject parts, re-perform the Service or refund the purchase price. Unless otherwise agreed to in writing by Seller, (i) Buyer shall be responsible for any labor required to gain access to the Work so that Seller can assess the available remedies and (ii) Buyer shall be responsible for all costs of installation of repaired or replaced Work. If Seller determines that any claimed breach is not, in fact, covered by this warranty, Buyer shall pay Seller its then customary charges for any repair or replacement made by Seller. Seller's warranty is conditioned on Buyer's (a) operating and maintaining the Work in accordance with Seller's instructions, (b) not making any unauthorized repairs or alterations, and (c) not being in default of any payment obligation to Seller. Seller's warranty does not cover (i) damage caused by chemical action or abrasive material, misuse or improper installation (unless installed by Seller) and (ii) media goods (such as, but not limited to, resin, membranes, or granular activated carbon media) once media goods are installed. THE WARRANTIES SET FORTH IN THIS SECTION 7 ARE THE SELLER'S SOLE AND EXCLUSIVE WARRANTIES AND ARE SUBJECT TO THE LIMITATION OF LIABILITY PROVISION BELOW. SELLER MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PURPOSE.
8. **Indemnity.** Seller shall indemnify, defend and hold Buyer harmless from any claim, cause of action or liability incurred by Buyer as a result of third party claims for personal injury, death or damage to tangible property, to the extent caused by Seller's negligence. Seller shall have the sole authority to direct the defense of and settle any indemnified claim. Seller's indemnification is conditioned on Buyer (a) promptly, within the Warranty Period, notifying Seller of any claim, and (b) providing reasonable cooperation in the defense of any claim.
9. **Assignment.** Neither party may assign this Agreement, in whole or in part, nor any rights or obligations hereunder without the prior written consent of the other party; provided, however, the Seller may assign its rights and obligations under these terms to its affiliates or in connection with the sale or transfer of the Seller's business and Seller may grant a security interest in the Agreement and/or assign proceeds of the agreement without Buyer's consent.

10. **Termination.** Either party may terminate this agreement, upon issuance of a written notice of breach and a thirty (30) day cure period, for a material breach (including but not limited to, filing of bankruptcy, or failure to fulfill the material obligations of this agreement). If Buyer suspends an order without a change order for ninety (90) or more days, Seller may thereafter terminate this Agreement without liability, upon fifteen (15) days written notice to Buyer, and shall be entitled to payment for work performed, whether delivered or undelivered, prior to the date of termination.
11. **Dispute Resolution.** Seller and Buyer shall negotiate in good faith to resolve any dispute relating hereto. If, despite good faith efforts, the parties are unable to resolve a dispute or claim arising out of or relating to this Agreement or its breach, termination, enforcement, interpretation or validity, the parties will first seek to agree on a forum for mediation to be held in a mutually agreeable site. If the parties are unable to resolve the dispute through mediation, then *any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this agreement to arbitrate, shall be determined by arbitration in Pittsburgh, Pennsylvania before three arbitrators* who are lawyers experienced in the discipline that is the subject of the dispute and shall be jointly selected by Seller and Buyer. *The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. The Arbitrators shall issue a reasoned decision* of a majority of the arbitrators, which shall be the decision of the panel. Judgment may be entered upon the arbitrators' decision in any court of competent jurisdiction. The substantially prevailing party as determined by the arbitrators shall be reimbursed by the other party for all costs, expenses and charges, including without limitation reasonable attorneys' fees, incurred by the prevailing party in connection with the arbitration. For any order shipped outside of the United States, any dispute shall be referred to and finally determined by the International Center for Dispute Resolution in accordance with the provisions of its International Arbitration Rules, enforceable under the New York Convention (Convention on the Recognition and Enforcement of Foreign Arbitral Awards) and the governing language shall be English.
12. **Export Compliance.** Buyer acknowledges that Seller is required to comply with applicable export laws and regulations relating to the sale, exportation, transfer, assignment, disposal and usage of the Work provided under this Agreement, including any export license requirements. Buyer agrees that such Work shall not at any time directly or indirectly be used, exported, sold, transferred, assigned or otherwise disposed of in a manner which will result in non-compliance with such applicable export laws and regulations. It shall be a condition of the continuing performance by Seller of its obligations hereunder that compliance with such export laws and regulations be maintained at all times. BUYER AGREES TO INDEMNIFY AND HOLD SELLER HARMLESS FROM ANY AND ALL COSTS, LIABILITIES, PENALTIES, SANCTIONS AND FINES RELATED TO NON-COMPLIANCE WITH APPLICABLE EXPORT LAWS AND REGULATIONS.
13. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING ELSE TO THE CONTRARY, SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR OTHER INDIRECT DAMAGES, AND SELLER'S TOTAL LIABILITY ARISING AT ANY TIME FROM THE SALE OR USE OF THE WORK, INCLUDING WITHOUT LIMITATION ANY LIABILITY FOR ALL WARRANTY CLAIMS OR FOR ANY BREACH OR FAILURE TO PERFORM ANY OBLIGATION UNDER THE CONTRACT, SHALL NOT EXCEED THE PURCHASE PRICE PAID FOR THE WORK. THESE LIMITATIONS APPLY WHETHER THE LIABILITY IS BASED ON CONTRACT, TORT, STRICT LIABILITY OR ANY OTHER THEORY.
14. **Rental Equipment / Services.** Any leased or rented equipment ("Leased Equipment") provided by Seller shall at all times be the property of Seller with the exception of certain miscellaneous installation materials purchased by the Buyer, and no right or property interest is transferred to the Buyer, except the right to use any such Leased Equipment as provided herein. Buyer agrees that it shall not pledge, lend, or create a security interest in, part with possession of, or relocate the Leased Equipment. Buyer shall be responsible to maintain the Leased Equipment in good and efficient working order. At the end of the initial term specified in the order, the terms shall automatically renew for the identical period unless canceled in writing by Buyer or Seller not sooner than three (3) months nor later than one (1) month from termination of the initial order or any renewal terms. Upon any renewal, Seller shall have the right to issue notice of increased pricing which shall be effective for any renewed terms unless Buyer objects in writing within fifteen (15) days of issuance of said notice. If Buyer timely cancels service in writing prior to the end of the initial or any renewal term this shall not relieve Buyer of its obligations under the order for the monthly rental service charge which shall continue to be due and owing. Upon the expiration or termination of this Agreement, Buyer shall promptly make any Leased Equipment available to Seller for removal. Buyer hereby agrees that it shall grant Seller access to the Leased Equipment location and shall permit Seller to take possession of and remove the Leased Equipment without resort to legal process and hereby releases Seller from any claim or right of action for trespass or damages caused by reason of such entry and removal.
15. **Miscellaneous.** These terms, together with any Contract Documents issued or signed by the Seller, comprise the complete and exclusive statement of the agreement between the parties (the "Agreement") and supersede any terms contained in Buyer's documents, unless separately signed by Seller. No part of the Agreement may be changed or cancelled except by a written document signed by Seller and Buyer. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. To the extent the Agreement is considered a subcontract under Buyer's prime contract with an agency of the United States government, in case of Federal Acquisition Regulations (FARs) flow down terms, Seller will be in compliance with Section 44.403 of the FAR relating to commercial items and those additional clauses as specifically listed in 52.244-6, Subcontracts for Commercial Items (OCT 2014). If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable, and all other terms shall remain in full force and effect. The Agreement shall be governed by the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws provisions. Both Buyer and Seller reject the applicability of the United Nations Convention on Contracts for the international sales of goods to the relationship between the parties and to all transactions arising from said relationship.

Accepted by: _____

Print: _____

Date: _____

City of Plainwell



“The Island City”

Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Roger Keeney, Council Member
Todd Overhuel, Council Member
Randy Wisnaski, Council Member

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

To: Erik Wilson, City Manager
From: Sandra Lamorandier, Personnel Manager
Subject: Job Descriptions
Date: September 7, 2022

In preparation for my retirement and the shifting of my duties, the attached job descriptions have been revised/created to better reflect the duties within the positions.

Looking for Council to approve the Finance Director/Treasurer and the Personnel Coordinator job descriptions.

CITY OF PLAINWELL
Job Description

Finance Director/Treasurer

Supervised By: City Manager

Supervises: Department personnel and others as assigned

FLSA Status: Exempt

Position Summary:

Under the general supervision of the City Manager serves as Chief Financial Officer of the City. Plans and directs the financial accounting, reporting, and investment functions of the City. Supervising accounting staff, overseeing internal controls, setting financial targets, monitoring expenditures, overseeing annual insurance, monitoring cash flow, and managing tax compliance.

Uses independent judgment in the application of generally accepted accounting principles (GAAP) and makes recommendations to the City Manager on all fiscal policy matters. Assists in the preparation and maintenance of the annual budget, oversees utility billing, collection and related reporting, and directs tax billing, collection, and related reporting.

The Finance Director/Treasurer shall have custody of all monies of the City, and all evidence of value or indebtedness belonging to or held in trust by the City. The Finance Director/Treasurer shall keep and deposit all monies or funds in such a manner and only in such places as the council may determine and shall report the same to the city manager.

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. Plans, organizes and directs the financial activities of the City in accordance with accepted fiscal practices and federal, state, and local regulations. Develops and implements departmental policies, procedures, and internal controls. Maintains and monitors financial and accounting records.
2. Assists the City Manager with the preparation of the annual budget; develops revenue estimates and compiles expenditure requests from all departments, assists departments as needed; prepares budgetary status reports; monitors budgets and, if necessary, recommend corrective measures to the appropriate supervisory level;
3. Directs tax billing and collection. Coordinates tax information with the County to ensure accurate tax statements, oversees mailings, addresses tax-related questions, and collects payments as needed. Disburses tax monies to other units, settles with the County, and prepares delinquent tax rolls. Maintains related records and prepares reports.

4. Oversees all aspects of utility billing and collection and oversees the staff. Identifies differences from ordinances and recommends necessary changes. Maintains related records and prepares reports.
5. Maintains financial and tax records for various authorities, including the Tax Increment Finance Authority (TIFA), the Brownfield Redevelopment Authority (BRA) and Downtown Development Authority (DDA), and other districts when created.
6. Oversees accounts receivable, accounts payable, and payroll. Maintains all general ledger records and ensures the proper accounting of all monies to various accounts.
7. Plans and coordinates the annual audit and conducts internal audits.
8. Manages the investment of idle City funds according to established investment policy. Researches options and maintains related records.
9. Performs financial analysis and prepares various internal reports for the City Manager, department heads, and City Council. Completes special projects, and makes presentations as requested.
10. Oversees and administers Retirement and Section 125 Plan Documents.
11. Assists the City Manager in evaluating offered adjustments to collective bargaining agreements, and any related grievances.
12. Back-up to Personnel Coordinator in various tasks.
13. Attends all meetings pertaining to this position, as directed, including meetings scheduled outside normal business hours.
14. Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
15. Acts as department spokesperson, establishing and maintaining effective relationships with the public, City officials, representatives of other units, and other employees and administrators. Responds to public inquiries and investigate complaints.
16. Assists in the hiring and supervision of department staff and others as assigned. Coordinates work assignments and determine priorities, monitors progress and evaluate performance, and oversees the training and professional development.
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 Bachelor's Degree or the equivalent in accounting, finance or a related field.
- Three or more years in accounting or a related field, preferably in a municipal setting.
- Knowledge of the principals, practices and legal regulations governing municipal finance, budgeting, accounting, tax administration and investing.
- Knowledge of the methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in assembling and analyzing complex financial data, developing budgets, and in preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Ability to critically assess situations, solve problems, and work effectively under stress and within deadlines.
- Ability to work outside of normal business hours to attend meetings.
- Ability to evaluate a variety of municipal financial issues and establish internal policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, other employees and administrators, elected officials, and professional contacts.
- Ability to effectively train, lead and motivate 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 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, reach 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 lightweight items. The noise level in the work environment is usually quiet to low sound.

**CITY OF PLAINWELL
JOB DESCRIPTION**

Personnel Coordinator

Supervised By: City Manager

Supervises: Employees assigned to assist in personnel functions

FLSA Status: Non-Exempt

Position Summary:

This is under the direct supervision of the City Manager, this employee assists with all aspects of hiring procedures, processes payroll, and administers a variety of human resource programs throughout all City Departments. Maintains personnel files and supports employees with payroll and benefits issues.

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. Processes bi-weekly payroll for all City employees. Collects summaries of hours worked and calculates payroll figures including taxes, benefit premiums, retirement, and other voluntary or mandated withholdings, and issues paychecks.
2. Coordinates the payroll process with the Finance Director/Treasurer to ensure proper accounting, availability of funds, and the timely payment of payroll taxes, insurance premiums, retirement contributions and related payments.
3. Ensures payroll, time-off accruals and other benefits are administered in compliance with the City's personnel policies, applicable labor contracts and individual employment agreements. Modifies system to reflect changes and maintains familiarity with provisions of collective bargaining agreements and other contingencies.
4. Coordinating the hiring process for new employees, including interviewing candidates, conducting background checks, and arranging interviews with hiring managers.
5. Organize employee orientation, administer employee handbooks, and enrolls new employees into payroll and benefits programs. Ensures required documentation is completed, establishes personnel files and payroll accounts, and educates employees regarding benefit programs and personnel policies and procedures.
6. Maintain both hard and digital copies of employees' records. Ensures records are properly secured and maintain strict confidentiality as provided for in State and Federal law.

7. Confidential advisor to City Manager, department heads and employees.
8. Provides ongoing administration of various benefits programs including health insurance, and retirement programs. Acts as liaison between providers and employees and assists in resolving inquiries or problems.
9. Assists the City Manager with the technical functions associated with recruiting, hiring, disciplining, discharging or evaluating employees.
10. Researches a variety of personnel issues to assist the City Manager in recommending pay and benefits actions, assists in the development of personnel policies and procedures for use in labor negotiations, and for other special projects as assigned.
11. Keeps abreast of and ensures compliance with Federal and State regulations related to personnel, payroll, and benefits administration including EEO, ADA, COBRA, HIPPA, FLSA, FMLA, and other applicable legislation. Assists in the investigation of wrongful employment practices and related employment claims.
12. Receives injury reports, prepares claim documentation, maintains records and compiles reports related to Worker's Compensation and Unemployment Compensation.
13. Assists with phones and front counter and other front office duties as operational needs demand.
14. 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:

- An Associate's degree or the equivalent in human resource management, public administration, or a related field.
- Three years as a payroll clerk, human resource professional, or a similar position.
- Knowledge of the professional approaches, methods, and techniques of general personnel administration and payroll system/benefits plan management.
- Knowledge of the laws, statutes and regulations pertaining to personnel, payroll and benefits administration, including confidential personnel records management.
- Basic knowledge of the methods and procedures of bookkeeping and accounting.
- Skill in accurately maintaining records, including the management of confidential files.

- Skill in the use of standard office equipment, computers and related software, and specialized payroll systems.
- Ability to handle stressful situations
- Skill in accurately compiling and evaluating complex data and information, and preparing clear and accurate reports.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to coordinate multiple tasks, work within deadlines and maintain attention to detail.
- Ability to type, enter data and complete mathematical computations with speed and accuracy.
- Professional integrity and sense of responsibility and accountability.
- Willing to take initiative and work independently when needed.
- Ability to communicate effectively and establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, administrators, insurance providers and business contacts.

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 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, reach 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 lightweight items. The noise level in the work environment is usually quiet to low sound.

ACKNOWLEDGMENT

This job description has been presented to employee_____. The Employee and the Employer have had the opportunity to discuss the job description and ask any questions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position and will use this description as an outline and guide of the expectations and requirements of the position.

Print Name of Employee

Signature of Employee Date



Subject: Employee Recognition		Adoption Date:
Policy Number: CW 22-02	Number of pages 2	Reviewed Date:
		Revised:
Primary Responsibility: City Manager		Primary Area: City Wide
Issued by: City Manager		Date:
City Manager:		Date:
Council Approved (if required):		Date:

Purpose

The City of Plainwell values the contributions, knowledge and experience of long-term employees. In appreciation of this dedicated service, the City recognizes employees as they reach milestone anniversaries of employment.

Eligibility

Full-time and Permanent part-time, active employees become eligible for a service award in the year in which they complete milestones of 5, 10, 15, 20, 25, 30, 35 and 40 years of service. Retirement recognition awards are given upon retirement after completion of 20 years of employment without a break in service. All years of service at part- and full-time are included in service award and retirement recognition awards. For current employees with part- and full-time years of service, all future calculations will automatically include all eligible years of service.

For the purposes of this policy, paid-on-call, seasonal, and temporary employment is excluded from consideration.

Service and Retirement Award Procedures

The Personnel Department will coordinate with the City Manager and applicable department heads to arrange the specifics for each employee recognition acknowledgement.

Length of service certificates are distributed at City Council meetings along with applicable awards. At the discretion of the supervisor, a modest celebration of the individual's service is appropriate. A modest celebration may include the purchase of refreshments or other gifts at the discretion of the purchasing agent and must adhere to the city's purchasing policy.



A service award of 8 hours of personal time for each milestone of 5, 10, 15, 20, 25, 30, 35 and 40 years achieved will be granted to the eligible employee on the first payroll of the month following their anniversary date.

This personal time will be accumulated in a separate bank from regular personal time, and any unused time will roll over to the following year. Unused service award personal time will be eligible to be paid out upon termination of employment. Employees who terminate employment prior to their anniversary date are not eligible for the service acknowledgment. Employees eligible for a service acknowledgment and who are on a leave of absence receive the acknowledgment upon return to active employment.

Retirement awards may include a modest celebration, length of service certificate, and any additional recognition award or gift as determined by the applicable department head and the City Manager. Any retirement award, celebration or gift must adhere to the city's purchasing policy.

Other Employee Recognition

At times, it may be appropriate to provide lunch or other refreshments for employees if a special event is scheduled beyond their normal work days. Special events include training, meetings, and other events at the City Manager's discretion. The department head and City Manager will work together to determine whether to provide refreshments for an event.



“The Island City”

MEMORANDUM

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

TO: City Council
FROM: Maggie Fenger, City Clerk
DATE: September 6, 2022
SUBJECT: Office Phones

ACTION RECOMMENDED: The City Council should consider approving the contract with Moss Communications to replace the existing office phones.

Bids Received: Moss and CTS
Bid Recommended: Moss
Total Cost: \$2,165 up-front cost - \$1,500 installation and \$665 initial
Budget Impact: Overall reduction of ~\$80/month

Background Information: The current office phones are not supported by any vendor after the existing one stopped servicing customers without their internet several years ago. There is currently no way to make changes to the phones or the phone system due to the lack of vendor. Additionally, each building is currently separate, which doesn't allow calls to be transferred between buildings.

I reached out to 5 companies for quotes; 2 companies, Moss and CTS, returned bids. Moss is able to provide references from many clients, including school districts, other municipal governments, and the State of Michigan. Moss is more local since they're based out of Grand Rapids, and CTS is based out of Bloomfield Township, near Detroit.

There are 2 options: purchasing and leasing the phones. Under each, the company still provides a managed service, however with purchasing the phones, the city is responsible for any issues with the phone hardware. With the lease option, the company would be responsible for any issues with the phones, both for service or hardware concerns. There is also a significant up-front cost to purchase the phones compared to leasing the phones. Leasing through Moss still lowers the monthly bill by approximately \$80/month, and provides new phones and a managed service the city doesn't currently have. Moss also offered to reduce their installation cost from \$3,250 to \$1,500.

	MOSS Citywide (Owned)	MOSS Citywide (Leased)	CTS Citywide (Leased)
Current Bill	\$ 745.41	\$ 745.41	\$ 745.41
New Bill	\$ 394.50	\$ 656.86	\$ 748.75
Initial Cost	\$ 6,650.94	\$ 2,164.74	\$ 1,250.00
Bill Reduction	\$ 350.91	\$ 88.55	\$ (3.34)
ROI (months)	18.95	24.45	--

8x8 installation

QUOTE #898011763 V1

PREPARED FOR

City of Plainwell

PREPARED BY

Chad Johnson

September 07, 2022

8x8 installation

Quote #898011763 v1

Prepared For:

City of Plainwell

Maggie Fenger
211 N Main St
Plainwell, MI 49080

P: (269) 685-6821
E: mfenger@plainwell.org

Prepared by:

MOSS

Chad Johnson
561 Century Ave SW
Grand Rapids, MI 49503

P: (616) 451-9933
E: chad.johnson@mosstele.com

Date Issued:

Sep 7, 2022

Expires:

Sep 29, 2022

ERate SPIN #:

Special Contract Ref. #:

N/A

Moss Services				
Part #	Description	Price	Qty	Ext. Price
NET-Labor-Total	Installation, Configuration and training for (8X8) Cloud (Customer to be billed \$500/ month for 3 months)	\$125.00	12	\$1,500.00
Subtotal:				\$1,500.00

Quote Summary		Amount
Moss Services		\$1,500.00
Total:		\$1,500.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

E-Signature Confirmation

MOSS

City of Plainwell

Chad Johnson

 Signature / Name
 09/07/2022

 Date

Maggie Fenger

 Signature / Name Initials
 1/1/0001 12:00:00 AM

 Date

Purchase Terms and Conditions

City of Plainwell of 211 N Main St, Plainwell, MI 49080 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified unless there is written agreement of both parties to extend the initial pricing. Any changes to this proposal will require a change order with adjusted costs.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.** Invoices will be rendered on the date of shipment of CLIENT'S Equipment to the work site. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date or incur an additional late fee of one and a half percent (1.5 %) per month on the unpaid balance. Credit card payments will only be accepted with a 3% service charge added.
4. **LIMITED WARRANTY** MOSS represents and warrants to CLIENT that the equipment and workmanship will be free from defects which materially affect the performance of the equipment for a period of one year for equipment and ninety days for labor. This warranty does not include defects or failures caused by customer abuse, misuse or negligence, or failures caused by electrical power surges. Moss does not warrant any third-party software for fitness of purpose or vulnerability to intrusion or attack.
5. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its products or services, interruptions of service, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, the maximum liability of MOSS and its directors, officers, employees, agents, or suppliers for loss or damage caused by or arising from its performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
6. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and mutually agree to reschedule the remainder of the project.
7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
8. **ASSIGNMENT.** MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party
9. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.



Quote # Q-00632609

37 Months Term
(12 Months Renewal Term)

**Thanks we appreciate You!
Enjoy One Month Free of
Services on us.
That's \$ 336.50 in Savings!**

TODAYS QUOTE TOTAL FOR 1 LOCATION(S)

Recurring	Non-Recurring	Recurring Taxes & Fees	Equipment Sales Tax	Shipping	Due Today
\$521.78	\$365.00	\$175.08	\$21.90	\$42.76	\$664.74

Quote Expires
8/31/2022

Summary by Product

Monthly Recurring	Quantity	Price as of Order	Total
X Series - X1 USA-DID	29	\$11.50	\$333.50
Base Number	1	\$0.00	\$0.00
Additional Local Number	3	\$1.00	\$3.00
Flex			
Polycom VVX 450 Flex	24	\$7.72	\$185.28
Non-Recurring			
8x8 Implementation Starter	1	\$0.00	\$0.00
Obihai OBi 300 1 port SIP ATA	5	\$73.00	\$365.00
		Subtotal	\$886.78

City of Plainwell
211 N Main St
Plainwell, Michigan 49080

Maggie Fenger
+1 269-685-6821
mfenger@plainwell.org

Your 8x8 Representative

Shelby Waryan
shelby.waryan@8x8.com

Today's Total
\$664.74

Monthly Total
\$696.86



Quote # Q-00632609

37 Months Term
(12 Months Renewal Term)

211 N Main St, Plainwell, MI, USA, 49080

Description	Quantity	Unit Price	Monthly Recurring	Due Today
8x8 Implementation Starter	1	\$ 0.00	\$ 0.00	\$ 0.00
X Series - X1	29	\$ 11.50	\$ 333.50	\$ 0.00
Base Number	1	\$ 0.00	\$ 0.00	\$ 0.00
Additional Local Number	3	\$ 1.00	\$ 3.00	\$ 0.00
Obihai OBi 300 1 port SIP ATA	5	\$ 73.00	\$ 0.00	\$ 365.00
Polycom VVX 450 Flex	24	\$ 7.72	\$ 185.28	\$ 185.28
Subtotal			\$ 521.78	\$ 550.28
Shipping Ground- Delivery Estimate			9/3/2022	\$ 42.76
Regulatory Fees				
E911 Service Fee			\$ 29.00	\$ 0.00
Regulatory Recovery Fee			\$ 58.00	\$ 0.00
Taxes and Surcharges				
MI State And Local Sales Tax			\$ 28.84	\$ 33.02
Federal Universal Service Fund			\$ 20.56	\$ 0.00
MI State And Local 911			\$ 38.68	\$ 38.68
Total Fees, Taxes and Surcharges			\$ 175.08	\$ 71.70
Location Total			\$ 696.86	\$ 664.74



Quote # Q-00632609

37 Months Term
(12 Months Renewal Term)

TERMS & CONDITIONS

This Order is subject to the 8x8 UCaaS/CCaaS Service Terms set forth at <http://www.8x8.com/order-terms/vo-vcc-service-terms> , except that if this Order is entered into pursuant to a Service Agreement, this Order is subject to the Service Agreement (such 8x8 UCaaS/CCaaS Service Terms or Service Agreement, as applicable, the “**Terms**”).

No Service Fees for One Month: Customer shall not begin to incur Service Fees or Regulatory Fees for the Ordered SaaS Services ordered under this Order until the first monthly anniversary date of the effective date of the Agreement (as that term is defined in the Terms).

This Order is additionally subject to the Supplemental 8x8 Flex Program Terms set forth at www.8x8.com/order-terms/flex-terms

By signing below, the customer listed herein, through its authorized representative named below:

- a) acknowledges and indicates that it has reviewed the notice related to 911 and emergency services at <https://www.8x8.com/terms-and-conditions/911-notice> and
- b) has entered into this Order and agreed to the Terms, as of the date signed below.

Customer Name: **City of Plainwell**

Signature:

Name:

Title:

Date:

DRAFT

8x8 installation

QUOTE #898011763 V1

PREPARED FOR

City of Plainwell

PREPARED BY

Chad Johnson

August 10, 2022

8x8 installation

Quote #898011763 v1

Prepared For:

City of Plainwell

Maggie Fenger
211 N Main St
Plainwell, MI 49080

P: (269) 685-6821
E: mfenger@plainwell.org

Prepared by:

MOSS

Chad Johnson
561 Century Ave SW
Grand Rapids, MI 49503

P: (616) 451-9933
E: chad.johnson@mosstele.com

Date Issued:

Aug 10, 2022

Expires:

Aug 17, 2022

ERate SPIN #:

Special Contract Ref. #:

N/A

Moss Services				
Part #	Description	Price	Qty	Ext. Price
NET-Labor-Total	Installation, Configuration and training for (8X8) Cloud System	\$125.00	26	\$3,250.00
Subtotal:				\$3,250.00

Quote Summary		Amount
Moss Services		\$3,250.00
Total:		\$3,250.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

E-Signature Confirmation

MOSS

City of Plainwell

Chad Johnson

 Signature / Name
 08/10/2022

 Date

Maggie Fenger

 Signature / Name Initials
 1/1/0001 12:00:00 AM

 Date

Purchase Terms and Conditions

City of Plainwell of 211 N Main St, Plainwell, MI 49080 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified unless there is written agreement of both parties to extend the initial pricing. Any changes to this proposal will require a change order with adjusted costs.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.** Invoices will be rendered on the date of shipment of CLIENT'S Equipment to the work site. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date or incur an additional late fee of one and a half percent (1.5 %) per month on the unpaid balance. Credit card payments will only be accepted with a 3% service charge added.
4. **LIMITED WARRANTY** MOSS represents and warrants to CLIENT that the equipment and workmanship will be free from defects which materially affect the performance of the equipment for a period of one year for equipment and ninety days for labor. This warranty does not include defects or failures caused by customer abuse, misuse or negligence, or failures caused by electrical power surges. Moss does not warrant any third-party software for fitness of purpose or vulnerability to intrusion or attack.
5. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its products or services, interruptions of service, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, the maximum liability of MOSS and its directors, officers, employees, agents, or suppliers for loss or damage caused by or arising from its performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
6. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and mutually agree to reschedule the remainder of the project.
7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
8. **ASSIGNMENT.** MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party
9. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.



Quote # Q-00624161

37 Months Term
(12 Months Renewal Term)

TODAYS QUOTE TOTAL FOR 1 LOCATION(S)

Recurring	Non-Recurring	Recurring Taxes & Fees	Equipment Sales Tax	Shipping	Due Today
\$394.50	\$3,006.44	\$0.00	\$0.00	\$42.76	\$3,049.20

Summary by Product

Monthly Recurring	Quantity	Price as of Order	Total
X Series - X1 USA-DID	29	\$13.50	\$391.50
Base Number	1	\$0.00	\$0.00
Additional Local Number	3	\$1.00	\$3.00
Non-Recurring			
8x8 Implementation Starter	1	\$0.00	\$0.00
Polycom VVX 450 w/ Power Supply - NA	24	\$110.06	\$2,641.44
Obihai OBi 300 1 port SIP ATA	5	\$73.00	\$365.00
Subtotal			\$3,400.94

Thanks we appreciate You!
Enjoy One Month Free of Services on us.
That's \$ 394.50 in Savings!

Quote Expires
8/31/2022

City of Plainwell
211 N Main St
Plainwell, Michigan 49080

Maggie Fenger
+1 269-685-6821
mfenger@plainwell.org

Your 8x8 Representative

Shelby Waryan
shelby.waryan@8x8.com

Today's Total
\$3,049.20

Monthly Total
\$394.50



Quote # Q-00624161

37 Months Term
(12 Months Renewal Term)

211 N Main St, Plainwell, MI, USA, 49080

Description	Quantity	Unit Price	Monthly Recurring	Due Today
8x8 Implementation Starter	1	\$ 0.00	\$ 0.00	\$ 0.00
X Series - X1	29	\$ 13.50	\$ 391.50	\$ 0.00
Base Number	1	\$ 0.00	\$ 0.00	\$ 0.00
Polycom VVX 450 w/ Power Supply - NA	24	\$ 110.06	\$ 0.00	\$ 2,641.44
Additional Local Number	3	\$ 1.00	\$ 3.00	\$ 0.00
Obihai OBi 300 1 port SIP ATA	5	\$ 73.00	\$ 0.00	\$ 365.00
Subtotal			\$ 394.50	\$ 3,006.44
Shipping - Delivery Estimate				\$ 42.76
Regulatory Fees				
E911 Service Fee			\$ 29.00	\$ 0.00
Regulatory Recovery Fee			\$ 58.00	\$ 0.00
Taxes and Surcharges				
MI State And Local Sales Tax			\$ 20.02	\$ 180.39
Federal Universal Service Fund			\$ 23.00	\$ 0.00
MI State And Local 911			\$ 38.68	\$ 38.68
Total Fees, Taxes and Surcharges			\$ 0.00	\$ 0.00
Location Total			\$ 394.50	\$ 3,049.20



Quote # Q-00624161

37 Months Term
(12 Months Renewal Term)

TERMS & CONDITIONS

This Order is subject to the 8x8 UCaaS/CCaaS Service Terms set forth at <http://www.8x8.com/order-terms/vo-vcc-service-terms> , except that if this Order is entered into pursuant to a Service Agreement, this Order is subject to the Service Agreement (such 8x8 UCaaS/CCaaS Service Terms or Service Agreement, as applicable, the “**Terms**”).

No Service Fees for One Month: Customer shall not begin to incur Service Fees or Regulatory Fees for the Ordered SaaS Services ordered under this Order until the first monthly anniversary date of the effective date of the Agreement (as that term is defined in the Terms).

By signing below, the customer listed herein, through its authorized representative named below:

- a) acknowledges and indicates that it has reviewed the notice related to 911 and emergency services at <https://www.8x8.com/terms-and-conditions/911-notice> and
- b) has entered into this Order and agreed to the Terms, as of the date signed below.

Customer Name: **City of Plainwell**

Signature:

Name:

Title:

Date:

DRAFT



Phone: (248) 334-5800
<http://www.cts-companies.com/>
info@cts-companies.com

Proposal #: 31666

Date: 8/23/2022
Quote Valid Until: 11/21/2022

Contract Start:
Contract Terms: 60 Months

Order Type: New Proposal
Sales Representative: Brennen Benedict
Sales Rep Email: bbenedict@cts-companies.com
Sales Rep Phone: (248) 334-5800

Customer Information

Company: City of Plainwell
Main TN: (269) 685-5847

Billing Address 211 N MAIN ST PLAINWELL, MI 49080
--

Shipping Address 211 N MAIN ST PLAINWELL, MI 49080

Monthly Recurring Charges (MRC)

Qty	Item ID	Product	Unit Price	Extended Price
6	YT53W	Hosted PBX Seat - w/ T53W Phone	\$29.95	\$179.70
5	WACMD	MaX UC Desktop & Mobile	\$1.95	\$9.75
2	WHFAX	Hosted Fax - 1,000 Pages/month	\$12.00	\$24.00
1	R7000	Nighthawk R7000	\$4.95	\$4.95
1	DS8P	8 Port PoE Managed Switch	\$16.00	\$16.00
1	MLTN	Main Listed Telephone Number	\$5.00	\$5.00
1	E911S	911 Service (per number)	\$3.00	\$3.00
6	E911	E911 Service (per Number)	\$0.75	\$4.50
			Total:	\$246.90

Non-Recurring Charges (NRC)

Qty	Item ID	Product	Unit Price	Extended Price
6	E911	E911 Service (per Number)	\$0.00	\$0.00
			Total:	\$0.00



Service Activation Form

Phone: (248) 334-5800
http://www.cts-companies.com/
info@cts-companies.com

Proposal #: 31666

Date: 8/23/2022
Quote Valid Until: 11/21/2022
Order Type: New Proposal
Sales Representative: Brennen Benedict
Sales Rep Email: bbenedict@cts-companies.com
Sales Rep Phone: (248) 334-5800
Contract Start:
Contract Terms: 60 Months

Company: City of Plainwell
Main TN: (269) 685-5847

Summary table with 2 columns: Cost Type and Amount. Rows include Monthly Recurring Cost (\$246.90) and Non-Recurring Cost (\$0.00).

Below please find a check list of items needed for cutover:

- A managed Switch
High Speed internet connection
1 Available static IP Address
Copy of most recent phone and internet bill
Complete Letter Of Agency (LOA)
Customer's responsibility to verify cancellation of services with existing carrier
First invoice will include all monthly charges, taxes, and pro-rated amounts from date of install through the first of the following month

Signature:

Title:

Print Name:

Date:

Applicable taxes and surcharges are not included in above pricing and shall be billed appropriately. First invoice will include pro-rates first month's charges plus one full month of monthly recurring charges and all non-recurring charges, minus any payments made at time of signing.

By signing this order, I agree that I have read and understand the CTS-Cloud/Blue-Tie Cloud Services Terms and Conditions and the E911 Disclosure for CTS-Cloud/Blue-Tie Cloud Services which are available at https://www.cts-companies.com/agreements



"The Island City"

MEMORANDUM

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

TO: Erik J. Wilson, City Manager
FROM: Brian Kelley, City Treasurer
DATE: August 22, 2022
SUBJECT: Encumbrance Rollover from 2021/2022 to 2022/2023 budget

ACTION RECOMMENDED: The City Council approve a budget amendment for the 2022/2023 budget in order to appropriate a prior year encumbrance into the current fiscal year.

An encumbrance reserves funds when a contract or purchase order is approved. The encumbrances also commit an equivalent budget amount for an expenditure line item. All prior year encumbrances reserved for obligations of materials and/or services that have not yet been delivered by year-end are to be closed in the prior year and reopened (carryover) in the current fiscal year. Annually, the budget appropriations for these obligations are moved from the prior fiscal year into the current fiscal year (2022/2023), allowing for the funds on these encumbrances to be expended in the current fiscal year.

City staff recently reviewed a listing of the outstanding encumbrances as of June 30, 2022 and determined those encumbrances that require re-appropriating into the current fiscal year in order to complete the purchases or services as intended. Upon review, eighteen (18) encumbrances are being brought forth for rollover:

- PO 5636 – Fleis & Vandenbrink – Water Distribution System Survey – \$60,647.03
Account Code 591-545-801.000
- PO 5640 – Fleis & Vandenbrink – Design Engineering City Bridges – \$9,100.00
Account Code 202-473-801.000
- PO 5646 – Fleis & Vandenbrink – MAHL Study Limits – \$8,100.00
Account Code 590-546-801.013
- PO 5671 – Fleis & Vandenbrink – Dystor Cover Replacement Engineering – \$9,100.00
Account Code 590-970-801.000
- PO 5680 – Perceptive Controls, Inc. – Dystor Digester Replacement - \$5,920.00
Account Code 590-970-971.000
- PO 5684 – Abonmarche Consultants – Southwright Apartment Grant Engineering - \$14,290.00
Account Code 101-701-801.701
- PO 5687 – Evoqua Water Technologies – Bioxide through October 30, 2022 - \$10,913.11
Account Code 590-550-752.000
- PO 5693 – Williams & Works – Master Plan/Rec Plan Updates - \$22,541.84
Account Code 101-701-801.701
- PO 5711 – OIK Industries – Hand Rails & Stairs Primary Clarifiers - \$4,742.00
Account Code 590-900-971.000

- PO 5721 – Elhorn Engineering – Scale and Pump Upgrades Wells 4 & 7 - \$6,504.00**
Account Code 591-900-971.000
- PO 5734 – Fleis & Vandenbrink – Engineering Well #4 Upgrade - \$756.28**
Account Code 591-540-801.000
- PO 5737 – Etna Supply Co – AMI Meter Replacement Project - \$457,590.00**
Account Code 591-900-971.000
- PO 5738 – Etna Supply Co – Meter Reading Devices - \$13,900.00**
Account Code 591-900-971.000
- PO 5740 – Fleis & Vandenbrink – Surcharge Limits MAHL Study - \$3,300.00**
Account Code 590-546-801.000
- PO 5743 – West Shore Fire Inc – New Mako Air Fill Station - \$40,845.69**
Account Code 101-900-971.000
- PO 5744 – Esper Electric – Electric to Run New Air Fill Station - \$2,100.00**
Account Code 101-900-971.000
- PO 5747 – OIK Industries – Safety Railings & Platform Chlorine Pumps - \$10,635.00**
Account Code 590-940-931.000
- PO 5748 – Richland Machine & Pump – Rebuild Pumps Final Clarifiers - \$11,400.00**
Account Code 590-540-931.000

Approving the request for this budget amendment will ensure that work on existing obligations will continue and that there will be no impact on services planned for the current fiscal year. There is no impact to the city for rolling over prior year encumbrances. These funds have already been budgeted in prior year and were considered reserved and unavailable for purposes of the current fiscal year budget. The total amount being rolled over is \$ 692,384.95.

09/07/2022 01:25 PM
User: BKELLEY
DB: Plainwell

Purchase Order Report FOR CITY OF PLAINWELL
Status: Open & Partial
Post Dates From 07/21/2020 To 06/30/2022

PO NUMBER	PO STATUS	PO TYPE	REQUIRED DATE	DATE POSTED	AMOUNT	PO BALANCE	VENDOR INFORMATION
ENTERED BY		DEPARTMENT					
DESCRIPTION							
000005636	Partial	Regular		08/24/2021	97,900.00	60,647.03	000153 FLEIS & VANDENBRINK INC Contact: Phone:
BKELLEY		540 PUMPING & TREATMENT					
WATER DISTRIBUTION SYSTEM INVENTORY/GIS/UPDATE							
000005640	Partial	Regular		08/24/2021	27,800.00	9,100.00	000153 FLEIS & VANDENBRINK INC Contact: Phone:
BKELLEY		443 PUBLIC WORKS					
DESIGN ENGINEERING WORK FOR CITY BRIDGES							
000005646	Partial	Regular	09/14/2021	09/13/2021	54,400.00	8,100.00	000153 FLEIS & VANDENBRINK INC Contact: Phone:
Bryan		546 INDUSTRIAL PRE-TREATMENT					
MAXIMUM ALLOWABLE HEADWORKS LOADING STUDY(MAHL) LOCAL SEWER LIMITS							
000005671	Partial	Regular	11/09/2021	11/08/2021	28,900.00	9,100.00	000153 FLEIS & VANDENBRINK INC Contact: Phone:
Bryan		560 UTILITY ADMINISTRATION					
ENGINEERING RELATED TO DYSTOR COVER REPLACEMENT							
000005680	Partial	Regular	12/14/2021	12/14/2021	14,800.00	5,920.00	001829 PERCEPTIVE CONTROLS INC Contact: Phone:
Bryan		540 PUMPING & TREATMENT					
REPLACEMENT OF DIGESTER, DYSTOR PLC							
000005684	Partial	Regular		12/16/2021	15,000.00	14,290.00	002091 ABONMARCHE CONSULTANTS, INC. Contact: Phone:
BKELLEY		701 PLANNING					
GRANT ADMINISTRATOR - SOUTHWRIGHT APARTMENT BUILDINGS							
000005687	Partial	Regular		12/27/2021	33,347.01	10,913.11	005041 EVOQUA WATER TECHNOLOGIES Contact: Phone:
BKELLEY		550 COLLECTION					
BIOXIDE CONTRACT PRICING THROUGH 10-30-2022							
000005693	Partial	Confirming		01/05/2022	32,100.00	22,541.84	004814 WILLIAMS & WORKS Contact: Phone:
BKELLEY		701 PLANNING					
MASTER PLAN / REC PLAN UPDATES							
000005711	Partial	Regular	02/15/2022	02/15/2022	47,417.00	4,742.00	003074 OIK INDUSTRIES Contact: Phone:
Bryan		540 PUMPING & TREATMENT					
NEW HAND RAILS AND STAIRS PRIMARY CLARIFIERS							

09/07/2022 01:25 PM
User: BKELLEY
DB: Plainwell

Purchase Order Report FOR CITY OF PLAINWELL
Status: Open & Partial
Post Dates From 07/21/2020 To 06/30/2022

PO NUMBER	PO STATUS	PO TYPE	REQUIRED DATE	DATE POSTED	AMOUNT	PO BALANCE	VENDOR INFORMATION
000005721	Partial	Regular	03/16/2022	03/15/2022	13,368.00	6,504.00	002246 ELHORN ENGINEERING CO. Contact: Phone:
Cheryl 463 ROUTINE MAINTENANCE SCALE AND PUMP UPGRADES WELL 4 AND WELL 7							
000005734	Partial	Regular	04/27/2022	04/26/2022	5,800.00	756.28	000153 FLEIS & VANDENBRINK INC Contact: Phone:
Cheryl 463 ROUTINE MAINTENANCE ENGINEERING FOR WELL #4 UPGRADE							
000005737	Partial	Regular		04/26/2022	468,230.00	457,590.00	000164 ETNA SUPPLY CO INC Contact: Phone:
BKELLEY 540 PUMPING & TREATMENT METER REPLACEMENT PROJECT - AMI PROJECT							
000005738	Open	Regular		04/26/2022	13,900.00	13,900.00	000164 ETNA SUPPLY CO INC Contact: Phone:
BKELLEY 540 PUMPING & TREATMENT METER READING DEVICES							
000005740	Partial	Regular	05/09/2022	05/10/2022	3,600.00	3,300.00	000153 FLEIS & VANDENBRINK INC Contact: Phone:
Bryan 546 INDUSTRIAL PRE-TREATMENT DEVELOP NEW SURCHARGE LIMITS AS RESULT OF THE MAHL STUDY							
000005743	Open	Regular	05/09/2022	05/10/2022	40,845.69	40,845.69	000276 WEST SHORE FIRE, INC Contact: Phone:
John 336 PUBLIC SAFETY - FIRE DIVISION BAM06X NEW MAKO AIR FILL STATION							
000005744	Open	Regular	04/22/2022	05/17/2022	2,100.00	2,100.00	002787 ESPER ELECTRIC Contact: Phone:
John 101 CITY COUNCIL BID TO RUN ELECTRIC LINE FOR NEW AIR FILL STATION							
000005747	Open	Regular	06/14/2022	06/14/2022	10,635.00	10,635.00	003074 OIK INDUSTRIES Contact: Phone:
Bryan 540 PUMPING & TREATMENT SAFETY PLATFORM RAILINGS AT CHLORINE PUMPS							
000005748	Open	Regular	06/14/2022	06/14/2022	11,400.00	11,400.00	002602 RICHLAND MACHINE & PUMP Contact: Phone:
Bryan 540 PUMPING & TREATMENT REBUILD (2) PUMPS FOR FINAL CLARIFIERS							

09/07/2022 01:25 PM
User: BKELLEY
DB: Plainwell

Purchase Order Report FOR CITY OF PLAINWELL
Status: Open & Partial
Post Dates From 07/21/2020 To 06/30/2022

PO NUMBER	PO STATUS	PO TYPE	REQUIRED DATE	DATE POSTED	AMOUNT	PO BALANCE	VENDOR INFORMATION
ENTERED BY		DEPARTMENT					
DESCRIPTION							
Grand Totals:		18			921,542.70	692,384.95	

Investment Activity Report



“The Island City”

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 08/31/2022

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: 2022.09.01 21:03:39 -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	\$895,805	Michigan Class	Jeff Anderson - 616.244.9376	03/28/2016		2.36%	
2	730-Day CD	N/A	\$248,792	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2022	06/09/2024	2.75%	648
3	365-Day CD	N/A	\$84,557	First National Bank	Doug Johnson - 616.538.6040	11/16/2021	11/16/2022	0.65%	77
4	435-Day CD	N/A	\$63,230	First National Bank	Doug Johnson - 616.538.6040	01/25/2022	04/05/2023	0.65%	217
5	365-Day CD	N/A	\$198,629	First National Bank	Doug Johnson - 616.538.6040	09/27/2021	09/27/2022	0.65%	27
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total Investments: \$1,491,013.98

Average Yield: 1.41%

Cash Activity for the Month

Cash, beginning of month: \$2,916,001.64

Cash, end of month: \$3,659,494.20

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
Date: 2022.09.08 13:12:40 -04'00'

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

CITY OF PLAINWELL

ESTIMATED CASH BALANCE/FUND BALANCE REPORT

MONTH ENDED: **8/31/2022**

% OF FISCAL YEAR: **16.99%**

FUND	AUDITED FIGURES AS OF MOST RECENT AUDIT *		CURRENT YEAR PERFORMANCE - UNAUDITED ***		ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	TOTAL RECONCILED CASH AND INVESTED FUNDS	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
	CASH AND INVESTED FUNDS BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
	General	337,667	330,417	1,322,215				
Major Streets	234,209	274,809	30,053	37,881	266,982	217,812	967,238	3.92%
Local Streets	75,875	64,075	27,456	44,607	46,924	330,693	544,615	8.19%
Solid Waste	31,091	29,687	175,737	21,972	183,452	185,244	226,638	9.69%
Brownfield BRA	23,033	(799,236)	41,630	42,832	(800,438)	431,189	189,884	22.56%
Tax Increment TIFA	103,923	101,545	42	9,127	92,460	114,361	69,005	13.23%
Downtown DDA	72,621	68,680	57,465	7,624	118,521	139,050	74,395	10.25%
Stimulus Fund ARPA	-	-	621	-	621	398,509	398,591	0.00%
Revolving Loan	42,403	61,024	3,445	-	64,469	15,007	10,000	0.00%
Capital Improvement	38,234	38,234	89,845	15,127	112,952	124,123	110,869	13.64%
Fire Reserve	86,918	86,918	89,941	22,858	154,001	168,045	77,819	29.37%
Airport	37,715	43,312	22,735	20,749	45,299	37,816	80,749	25.70%
Sewer	1,021,220	949,439	266,723	298,090	918,071	1,162,962	1,543,192	19.32%
Water	199,743	141,658	110,522	79,635	172,545	321,615	1,278,382	6.23%
Motor Pool / Equipment	170,438	158,708	63,511	44,678	177,541	53,243	297,887	15.00%
OPEB**	78,206	78,431	7,413	7,073	78,771	76,549	48,725	14.52%
	2,553,296	1,627,701	2,309,354	1,024,293	2,912,762	5,150,508	9,133,381	11.21%

* - Amounts taken from audited financial statements as of June 30, 2021

** - 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 <small>Digitally signed by Erik Wilson Date: 2022.09.08 13:13:05 -04'00'</small>	Insert Signature: Brian Kelley <small>Digitally signed by Brian Kelley Date: 2022.09.01 21:10:39 -04'00'</small>



August Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 100 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
8/3/2022	07:55	07:58	320 Brigham St	Medical	Provide BLS	C2, C6	4	1
8/3/2022	16:33	16:36	N. Main Street	Storm damage	Canceled en-route	E17, E11, S62, T63, C1, C6	7	8
8/3/2022	16:59	17:04	505 S. Woodhams	Line down	Established safe area	E17, E11,	5	8
8/3/2022	17:47	17:49	802 Thomas	Line down	Established safe area	S62, C6	6	8
8/3/2022	16:41	16:47	1909 Waldon Dr	Fire	Canceled en-route	E11, T63	5	8
8/3/2022	16:59	17:07	Cross Oaks	Wire down	Established safe area	T63	5	8
8/3/2022	17:54	17:58	127 Oaks Street	Fire	Investigate, standby, provide air supply	E11, S62, C1, C6	5	8
8/10/2022	10:03	10:07	689 Marsh Rd	PIA	Provide basic life support & manpower	S62 C1, C2, C5	4	2
8/26/2022	16:27	16:30	411 Naomi	Fire Alarm	False Alarm	C6	2	2
8/27/2022	09:05	09:08	691 W. Bridge St	Fire Alarm	False Alarm	C6	2	2
8/29/2022	16:02	16:05	W. Bridge St	Wire down	Secured area	C6, C1, E17	7	4
8/29/2022	16:09	16:11	339 Union	Wire down	Secured area	C1, C3, C2, C5, E17, E11, T63	7	4
8/29/2022	16:12	16:15	220 Gilkey	Wires down	Secured area	C1, C3, C2, C5, E17, E11, T63	7	4

8/29/2022	16:18	16:23	Prince	Crash	Traffic Control	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	16:25	16:27	403 Union	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	16:25	16:27	428 Allegan	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	17:18	17:20	416 Jersey	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	17:20	17:21	411 Naomi	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	17:20	17:21	331 Union	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	17:20	17:21	208 Colfax	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	17:20	17:21	W. Bridge St	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4
8/29/2022	16:11	16:15	E. Grant St	Wire down	Secured area	C1, C3, C2, C5, E17, E11,T63	7	4

Calls for Service at Plainwell Schools

Plainwell High School: 4
684 Starr Road

Gilkey School: 1
707 S. Woodhams Street

Plainwell Middle School: 1
720 Brigham Street

Starr Elementary: 0
601 School Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 0
798 E. Bridge Street

Admin, Maintenance & Bus Garage: 0
600 School Drive

Ordinance Violations

23 Ordinance Violation Letters were sent in August. 4 trash/garbage violations, 6 long grass violations, 1 debris violation, 3 vehicle violations, 4 camper/trailer violations, 2 yard parking violations and 3 miscellaneous violations.

**CITY OF PLAINWELL
MINUTES
Planning Commission MP Workshop #1
Wednesday August 17, 2022**

1. Call to Order at 6:30 p. m. by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Jay Lawson, Lori Steele, Stephen Bennett, Gary Sausaman
Excused: Jim Higgs, Dale Burnham
4. Approval of Minutes – 06/15/2022
Sausaman motioned to approve minutes Steele seconded. All in favor to approve minutes and place them on file.
5. Chairperson’s Report: - None
6. Public Comments- none
7. New Business: Master Plan Workshop #1
Goals and objectives were discussed, updated and agreed upon for the Master Plan.
9. Old Business – None at this time
10. Reports and Communications: 6/13; 6/16; 6/27; 7/11; 7/25 – 2022 were reviewed and placed on file.
11. Public Comments – None
12. Staff Comments: - Update on downtown businesses and rental rehab grant.
13. Commissioner Comments: None
14. Adjournment: Colingsworth adjourned the meeting at 7:50 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

09/08/2022

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
INVOICE ENTRY DATES 08/19/2022 - 09/08/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000002	AT&T		
	269685195708	AIRPORT PHONE SERVICES JULY 14 TO AUGUST 13, 2022	44.26
	269685682408	DPS - LAND LINE PHONE SERVICE JULY 14 TO AUGUST 13 2022	44.26
TOTAL FOR: AT&T			88.52
000004	PLAINWELL AUTO SUPPLY INC		
	668577	DPS - BATTERY 2008 CHEVROLET IMPALA KC	148.99
	668583	DPS - RETURN BATTERY CORE KC	(18.00)
	668695	DPS - GEAR UP SHOP TOWELS KC	7.09
	668854	DPW - WARRANTY BATTERY EXCHANGE NO CHARGE	0.00
	669239	DPW - SPARK PLUG MOWER AB	6.18
	669299	DPW - FITTINGS #10 DR	15.09
	669467	DPW - IGNITION MODULE #152 AB	78.99
	669555	DPS - HEADLIGHT BULBS FOR 2019 CHEVY IMPALA JV	29.28
	670013	DPW - BRAKECLEAN AND OIL FOR #152 AS	128.54
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			396.16
000006	APEX SOFTWARE		
	319720	ASSESSING - SKETCHING SOFTWARE MAINTENANCE 10/22 - 10/23	235.00
TOTAL FOR: APEX SOFTWARE			235.00
000009	CONSUMERS ENERGY		
	08/05/2022	July 2022 Energy Bill	6,320.67
	2022.08	AUGUST 2022 ELECTRIC BILLS	1,110.03
	202787331901	WR - AUGUST ENERGY BILL 07/15 TO 08/12/2022	6,809.30
	601012998393	WR - CUSHMAN ST ELECTRICITY JULY 25 TO AUGUST 22 2022	321.63
TOTAL FOR: CONSUMERS ENERGY			14,561.63
000010	RIDDERMAN & SONS OIL CO INC		
	155521	DPW - 351G DIESEL #2 DYED	1,401.08
	155522	DPW - 93G 87 REG 10% ETHANOL	283.18
	155849	DPW - 373 GAL DIESEL	1,642.52
	155850	DPW - 179 GAL REGULAR	513.37
	38312	AIRPORT GAS AUGUST 2022	96.06
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			3,936.21
000011	SHOPPERS GUIDE INC		
	1154784	ADMIN - CHRIS HAAS APPLICATION NOTICE	85.92
TOTAL FOR: SHOPPERS GUIDE INC			85.92

000034	VERIZON		
	9913694826	DPW/WR ONE TALK PHONE SERVICE JUL 18 TO AUG 17 2022	223.54
	9914204104	CITY WIDE CELL PHONE SERVICES 07/24 TO 08/23/2022	995.20
	9914204105	DPS - EOC/DPS PHONES JULY 24 TO AUGUST 23 2022	152.82
TOTAL FOR: VERIZON			1,371.56
000046	EMERGENCY VEHICLE PRODUCTS		
	16227	DPS - PRINTEK PRINTER IN 2022 CHEVY TAHOE #5	891.80
TOTAL FOR: EMERGENCY VEHICLE PRODUCTS			891.80
000053	POSTMASTER		
	08/19/2022	Postage for Certificate of NonPayment	4.60
	08/24/2022	Clark Station environmental inventory to LARA	8.95
TOTAL FOR: POSTMASTER			13.55
000087	BILL G BOMAR		
	2022.09	SEPTEMBER 2022 MEDICARE & INSURANCE PREMIUMS	500.00
TOTAL FOR: BILL G BOMAR			500.00
000092	EMERGENCY MEDICAL PRODUCTS INC		
	16227CR	CREDIT INVOICE 16227 - USED WRONG VENDOR	(891.80)
TOTAL FOR: EMERGENCY MEDICAL PRODUCTS INC			(891.80)
000096	NYE UNIFORM CO INC		
	824127	DPS - ROBERTS UNIFORMS	331.33
TOTAL FOR: NYE UNIFORM CO INC			331.33
000104	HARDINGS MARKET 380		
	C0138	DPW - GARDEN BLEND GLUCHOWSKI	9.87
TOTAL FOR: HARDINGS MARKET 380			9.87
000131	KEVIN CHRISTENSEN		
	2022.09	SEPTEMBER 2022 MEDICARE & SUPPLEMENTAL PREMIUMS	193.10
TOTAL FOR: KEVIN CHRISTENSEN			193.10
000133	KALAMAZOO VALLEY COMMUNITY COLLEGE		
	S0230171	DPW - CUSTOM WELDING COURSE MARCH 11 2022	1,350.00
TOTAL FOR: KALAMAZOO VALLEY COMMUNITY COLLEGE			1,350.00
000153	FLEIS & VANDENBRINK INC		
	62649	DWAM GRANT PROFESSIONAL SERVICES MAY 1 TO MAY 28, 2022	2,440.61
	62947	DWAM GRANT PROFESSIONAL SERVICE MAY 29 TO JUNE 30, 2022	3,798.17
	63125	WR PLANT SECONDARY DIGESTER COVER REPLACEMENT ENGINEERING 1	270.00
	63174	WELL 4 CHEMICAL FEED DESIGN ENGINEERING THROUGH JULY 30, 2022	661.00
	63274	DWAM GRANT PROFESSIONAL SERVICES JULY 3 TO 30, 2022	1,220.96
TOTAL FOR: FLEIS & VANDENBRINK INC			8,390.74

000155	BRAVE INDUSTRIAL FASTENER		
	160614	DPW- TORCH TANKS	155.47
TOTAL FOR: BRAVE INDUSTRIAL FASTENER			155.47
<hr/>			
000157	DAVID RANTZ		
	2022.08.12	MEAL REIMBURSEMENT - TAAC MED CLASS / WEST BRANCH MICHIGAN	18.48
TOTAL FOR: DAVID RANTZ			18.48
<hr/>			
000164	ETNA SUPPLY CO INC		
	S104521852.001	AMI PROJECT - EIGHT (8) OMNI+ T2 3" METERS	10,640.00
TOTAL FOR: ETNA SUPPLY CO INC			10,640.00
<hr/>			
000282	OUDBIER INSTRUMENT CO INC		
	10275	WR - CALL FOR DIGESTER LEVEL CONTROLLERS AND SCALING	543.40
TOTAL FOR: OUDBIER INSTRUMENT CO INC			543.40
<hr/>			
000332	ALLEGAN COUNTY REGISTER OF DEEDS		
	2022SUMIFTCPN	FILING FEE - CERTIFICATE OF NONPAYMENT OF IFT 2022 SUMMER	30.00
TOTAL FOR: ALLEGAN COUNTY REGISTER OF DEEDS			30.00
<hr/>			
000372	PREMIERE PRINTING CORP.		
	233754	DDA - PLAINWELL MAP BROCHURE 500 QUANTITY	259.00
TOTAL FOR: PREMIERE PRINTING CORP.			259.00
<hr/>			
000684	BRONNER'S		
	INV23733	DPW - BOW & ORNAMENTS FOR WREATH @ DPS/FIRE	142.88
TOTAL FOR: BRONNER'S			142.88
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000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2022.04.	APRIL 2022 SHERIFF'S WORK CREW ASSISTING DPW	75.00
	2022.05	SHERIFF'S WORK CREW ASSISTED DPW - MAY 2022	120.00
	2022.06	SHERIFF'S WORK CREW ASSISTED DPW - JUNE 2022	232.00
	2022.07	SHERIFF'S WORK CREW ASSISTED DPW - JULY 2022	183.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			610.00
<hr/>			
000910	GRAINGER		
	9431571117	DPW - JAW COUPLING AS	21.91
TOTAL FOR: GRAINGER			21.91
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000941	WEST MICHIGAN CRIMINAL JUSTICE TC		
	4887	DPS - DEWOLF FTO BASIC 10/3-7/2022	100.00
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE TC			100.00
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000947	WYOMING ASPHALT PAVING INC.		
	2022-432	DPW - ASPHALT BASE & TOP - PRAIRIE/1ST DIVISION - ALL LOCAL	4,397.69
	2022-455	DPW - 453.72 TON ASPHALT BASE WALNUT WOODS 08/25 & 08/26	24,954.60

	2022-458	DPW - RENTAL OF CP100 EQUIPMENT - WALNUT WOODS	650.00
	2022-480	DPW - 231.63 TONS ASPHALT BASE WALNUT WOODS 08/30/2022	12,739.65
TOTAL FOR: WYOMING ASPHALT PAVING INC.			42,741.94

000995	HIGH GRADE MATERIALS INC		
	849524	DPW - PEASTONE FOR PRAIRIE & WALNUT WOOD STORM DRAINS	237.86
	850443	DPW - WALNUT WOODS STORM DRAIN PEASTONE 9.61 TON	213.82
	851420	DPW - PEASTONE & GRAVEL - WALNUT WOODS PROJECT	675.08
TOTAL FOR: HIGH GRADE MATERIALS INC			1,126.76

001413	NCL OF WISCONSIN		
	475483	WR - LAB SUPPLIES AND CHEMICALS	1,035.43
TOTAL FOR: NCL OF WISCONSIN			1,035.43

001448	PROFESSIONAL CODE INSPECTIONS		
	22008	AUGUST 2022 BUILDING PERMITS	1,343.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			1,343.00

001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		
	3192	DPS - DRYCLEANING AUGUST 2022	80.00
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			80.00

001748	REPUBLIC SERVICES		
	0249-007597674	DPW - WASTE/RECYCLING CONTAINERS SEPTEMBER 2022	246.80
	0249-007598033	WR - TWO WASTE CONTAINERS SEPTEMBER 2022	234.00
TOTAL FOR: REPUBLIC SERVICES			480.80

001909	EDWARDS INDUSTRIAL SALES		
	3359900	WR - BELTS FOR SCREW PUMPS BP	69.66
TOTAL FOR: EDWARDS INDUSTRIAL SALES			69.66

001925	CENTURYLINK		
	601056470	DPS - AUGUST 2022 LONG DISTANCE	0.53
TOTAL FOR: CENTURYLINK			0.53

002116	CHARTER COMMUNICATIONS		
	0014163081922	DPS PHONE/INTERNET/TV SERVICE 08/19 TO 09/18/2022	467.46
TOTAL FOR: CHARTER COMMUNICATIONS			467.46

002149	DONNIE'S AUTO REPAIR		
	2022.08.15	DPW - INSTALL BATTERY TRUCK #2 - NOT STARTING	171.09
TOTAL FOR: DONNIE'S AUTO REPAIR			171.09

002219	CLARK TECHNICAL SERVICES		
	263	CITY WIDE IT SUPPORT AUGUST 2022	1,370.00
TOTAL FOR: CLARK TECHNICAL SERVICES			1,370.00

002246	ELHORN ENGINEERING CO.		
	293649	DPW - 30 GALLON CHLORINE DRUM - WELL 7	331.00
TOTAL FOR: ELHORN ENGINEERING CO.			331.00

002256	ALERT-ALL		
	08/15/2022	Fire training supplies	295.00
TOTAL FOR: ALERT-ALL			295.00

002281	HOME DEPOT		
	1511024	DPW - 7 80# QUICKRETE CONCRETE MIX - WALNUT WOODS - JF	41.79
TOTAL FOR: HOME DEPOT			41.79

002365	C-COMM OF KALAMAZOO INC		
	20872	DPS - WHELEN STRAP KIT 2021 CHEVY TAHOE	105.00
TOTAL FOR: C-COMM OF KALAMAZOO INC			105.00

002371	RENEWED EARTH INC		
	30743	DPW - GARDEN BLEND 7 BAGS	213.50
	30773	DPW - SEPTEMBER 2022 COMPOST SITE MANAGEMENT	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,463.50

002402	STEENSMA LAWN & POWER EQUIPMENT		
	959269	DPW - 12 STIHL ENGINE OIL JF	59.88
	960124	DPW - IGNITION COIL PAVER MACHINE	79.09
	960934	WR - SPOOL LINE/COVER FOR WR WEED WHIP BH	25.78
	960965	DPW - OIL FOR EXMARK LAZER MOWER	49.88
	963741	TRIMMER LINE - EQUIPMENT FUND SUPPLIES	41.95
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			256.58

002418	WHITNEY ENTERPRISES INC		
	2022.08.22	DPW - STUMP GRINDING	1,500.00
TOTAL FOR: WHITNEY ENTERPRISES INC			1,500.00

002527	COPS HEALTH TRUST		
	2022.09	SEPTEMBER 2022 DENTAL & VISION INSURANCE PREMIUMS	1,914.75
TOTAL FOR: COPS HEALTH TRUST			1,914.75

002581	LAW ENFORCEMENT TARGETS INC		
	08/09/2022	Targets for training	82.69
TOTAL FOR: LAW ENFORCEMENT TARGETS INC			82.69

002582	PLAINWELL REDI MIX - COSGROVE ENT.		
	1077	CONCRETE FOR SIDEWALK SECTION AT WR	336.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENT.			336.00

002603	ELECTION SOURCE		
	08/01/2022	Paper rolls for election tabulators	47.56
			47.56

TOTAL FOR: ELECTION SOURCE			47.56
002622	MIDWEST CUSTOM EMBROIDERY		
	22274	EMPLOYEE RECOGNITION 35 YEARS DPS	125.00
TOTAL FOR: MIDWEST CUSTOM EMBROIDERY			125.00
002650	FUEL MANAGEMENT SYSTEM		
	171809	PUBLIC SAFETY FUEL/DIESEL - POLICE AND FIRE	1,150.09
TOTAL FOR: FUEL MANAGEMENT SYSTEM			1,150.09
002703	CONTINENTAL LINEN SERVICES INC		
	3362677	DPS RUGS	26.53
	3368518	CITY HALL RUGS	28.77
	3374273	DPS RIGS	26.53
	3374274	DPW RUGS/UNIFORMS AUGUST 16 2022	32.86
	3374275	WR UNIFORMS 08/16/2022	13.50
	3380230	CITY HALL RUGS	28.62
	3380231	DPW UNIFORMS/RUGS 08/23/2022	58.50
	3380232	WR UNIFORMS/RUGS 08/23/2022	29.43
	3386179	DPS RUGS	26.38
	3386180	DPW - RUGS AND UNIFORMS	32.49
	3386181	WR UNIFORMS	13.35
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			316.96
002719	STATE OF MICHIGAN - D.N.R.E./DEQ		
	2022.09.06	DPW - WATER SAMPLES - 928 INDUSTRIAL PARKWAY	18.00
TOTAL FOR: STATE OF MICHIGAN - D.N.R.E./DEQ			18.00
003002	HOPKINS BURNS DESIGN STUDIO		
	8333	BRA - PHASE 2 DEMO OVERSIGHT THROUGH MAY 16 2022	1,612.50
TOTAL FOR: HOPKINS BURNS DESIGN STUDIO			1,612.50
003061	CRA 200 ALLEGAN STREET LLC		
	2022.08.19	2013 REIMBURSEMENT AGREEMENT - 2022 SUMMER TAX CAPTURE	22,996.74
TOTAL FOR: CRA 200 ALLEGAN STREET LLC			22,996.74
003087	TOTAL PROPERTY MANAGEMENT		
	19307	DPW - LAWN MAINTENANCE AT KENYON PARK	1,280.00
TOTAL FOR: TOTAL PROPERTY MANAGEMENT			1,280.00
004206	MADISON NATIONAL LIFE INSURANCE CO		
	1515781	SEPTEMBER 2022 LIFE INSURANCE PREMIUMS	103.70
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			103.70
004241	GHD SERVICES INC		
	340-0040334	COMMON AREA/CITY HALL UTILITIES/MAINTENANCE JUNE 2022	1,520.84
TOTAL FOR: GHD SERVICES INC			1,520.84

004785	PRIORITY HEALTH		
	222280001764	SEPTEMBER 2022 HEALTH INSURANCE PREMIUMS	25,304.05
TOTAL FOR: PRIORITY HEALTH			25,304.05
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004794	UNITED HEALTHCARE INSURANCE COMPANY		
	2022.09TOWN	RETIREE HEALTH INSURANCE SEPTEMBER 2022 - TOWN	253.59
	2022.09WHIT	RETIREE HEALTH INSURANCE SEPTEMBER 2022 - WHITNEY	261.50
TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY			515.09
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004803	ARROW ENERGY INC		
	138064	AIRPORT FUEL PURCHASED - 1,708 GALLONS	8,884.41
TOTAL FOR: ARROW ENERGY INC			8,884.41
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004832	QUALITY PRECAST INC		
	19337	DPW - CATCH BASINS WALNUT WOODS	1,331.20
TOTAL FOR: QUALITY PRECAST INC			1,331.20
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004837	MUNIWEB		
	54785	WEBSITE HOSTING AUGUST 2022	200.00
TOTAL FOR: MUNIWEB			200.00
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004855	PLAINWELL ACE HARDWARE		
	11102	DPW - WASP/HORNET FOAM & MISS DIG MARKING PAINT BN	23.97
	11162	DPW - WASP/HORNET KILLER SHERWOOD PARK JF	12.00
	11199	DPW - WASP/HORNET KILLER (STOCK) JF	9.00
	11207	DPW - LANDSCAPE RAKES FOR PAVING RN	119.98
	11225	ADMIN - PICKLEBALL KEYS (10)	23.90
	11227	DPW - PROPANE TANK FOR SHOP BH	26.60
	11228	DPW - HANDSOAP FOR PARKS CP	8.60
	11239	DPW - PAVER PROPANE AND PARTS AB	28.76
	11246	WR - ROUNDUP FOR BIO BID MAINTENANCE BP	33.99
	11253	DPW - BATTERIES FOR FLUORIDE TESTER AB	8.99
	11260	DPW - WHITE PAINT FOR PARKING & CROSSWALKS & STOP BARS DR	619.96
	11283	DPW - MISC PARTS FOR #152	41.89
	11286	DPW - FASTENERS FOR #152 AB	6.68
	11288	ADMIN - WASP SPRAY AND VELCRO BN	75.07
TOTAL FOR: PLAINWELL ACE HARDWARE			1,039.39
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004857	VIPRE SECURITY		
	1019148	ADMIN - ADDITIONAL VIPRE ENDPOINT SEATS - 15 PARTIAL YEAR	195.00
TOTAL FOR: VIPRE SECURITY			195.00
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004858	FERGUSON WATERWORKS		
	0161087	DPW - WATER HYDRANT SUPPLIES	69.46
	0161143	DPW - WATER HYDRANT SUPPLIES	87.00
TOTAL FOR: FERGUSON WATERWORKS			156.46
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004882	AERIAL HYDRAULIC REPAIR INC		
	908102	DPW - REPAIRS TO LIFT TRUCK #7	1,469.50
TOTAL FOR: AERIAL HYDRAULIC REPAIR INC			1,469.50
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004894	ASCENSION MI EMPLOYER SOLUTIONS		
	478702	HEALTH SCREENING PAID ON CALL FIREFIGHTER	116.00
TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS			116.00
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004896	WALTERS SWEEPING		
	8564	DPW - AUGUST 2022 SUMMER STREET SWEEPING	2,800.00
TOTAL FOR: WALTERS SWEEPING			2,800.00
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004907	F&V OPERATIONS AND RESOURCE MGMT		
	4977	WR - PULL PUMP #2 DUE TO VFD OVERLOAD FAULT - REMOVE DEBRIS AI	743.00
TOTAL FOR: F&V OPERATIONS AND RESOURCE MGMT			743.00
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005012	UNITED BANK		
	2022.08.23	ACH FEE - PROPERTY TAX DISTRIBUTION	7.00
	2022.08.29	ACH FEES - TAX DISTRIBUTION & DEBT SERVICE	14.00
	2022.08.31	ACH FEES - PAYROLL DIRECT DEPOSIT & SEPT 1 ACH PYMTS	14.00
	2022.09.06	ACH FEE - TAX DISTRIBUTION	7.00
	2022.09.07	ACH FEE - UTILITY PRENOTES	7.00
TOTAL FOR: UNITED BANK			49.00
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005038	BARNES & THORNBURG LLP		
	2649300	ADMIN - LEGAL SERVICES JULY 2022	177.00
TOTAL FOR: BARNES & THORNBURG LLP			177.00
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005040	US INTERNET		
	3436993	SECURENCE SUITE WEB EMAIL MONITORING 09/14 TO 10/13/2022	70.00
TOTAL FOR: US INTERNET			70.00
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005041	EVOQUA WATER TECHNOLOGIES		
	905506889	WR - PARTIAL BILLING (10%) DYSTOR COVER REPLACEMENT	31,812.20
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			31,812.20
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005047	STAPLES, INC.		
	3515866437	DPW - LEGAL PADS AND TOILET PAPER	140.13
	3515866438	ADMIN OFFICE SUPPLIES	38.48
TOTAL FOR: STAPLES, INC.			178.61
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005049	QUADIENT FINANCE USA		
	2022.08.21	ADMIN - POSTAGE FOR METER JULY 29 2022	1,000.00
TOTAL FOR: QUADIENT FINANCE USA			1,000.00
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005061	METRON-FARNIER		

	35962	VERIZON SERVICE CELL METERS 1 YR EXT	50.00
TOTAL FOR: METRON-FARNIER			50.00
005064	R & R ASSESSING INC		
	2022.09	ASSESSING SERVICES SEPTEMBER 2022	1,550.00
TOTAL FOR: R & R ASSESSING INC			1,550.00
005066	TRACKER PRODUCTS		
	TPINV-003701	DPS - CLOUD BASED SAFE LICENSE - EVIDENCE ROOM TRACKING	3,700.00
TOTAL FOR: TRACKER PRODUCTS			3,700.00
005073	HAVILAND PRODUCTS COMPANY		
	447833	DPW - CHLORINE CYLINDER CP	267.00
	447834	WR - CHLORINE AND SULFUR DIOXIDE BP	1,521.00
TOTAL FOR: HAVILAND PRODUCTS COMPANY			1,788.00
005088	DOG WASTE DEPOT		
	08/23/2022	Dog waste roll bags	318.93
TOTAL FOR: DOG WASTE DEPOT			318.93
005094	HARRINGTON'S AUTO SERVICE		
	34124	MOWER #73 FLAT TIRE REPAIR	51.50
TOTAL FOR: HARRINGTON'S AUTO SERVICE			51.50
005095	VITAL RECORDS CONTROL		
	0525876	CITY HALL SHREDDING SERVICE PICKUP	71.42
TOTAL FOR: VITAL RECORDS CONTROL			71.42
005098	TANNER TRUCKING LLC		
	1022	DPW - SKID STEER W/GRADER ATTACHMENT RENTAL AUG 18-19, 2022	600.00
	1025	DPW - SKID STEER RENTAL AUG 25 2022 WALNUT WOODS	360.00
TOTAL FOR: TANNER TRUCKING LLC			960.00
005101	PHENOVA INC		
	185578	WR - WP RESIDUAL CHLORINE BP	120.90
TOTAL FOR: PHENOVA INC			120.90
005106	CARRIER & GABLE INC		
	IN29795	CROSSWALK AT SHERWOOD & OAK	5,280.00
TOTAL FOR: CARRIER & GABLE INC			5,280.00
005107	UNDERGROUND INFRASTRUCTURE SERVICES		
	220043-01	HYDRO VAC SERVICE AUGUST 17 2022 WALNUT WOODS STORM DRAIN	1,350.00
	PAY APP 1	WATER DISTRIBUTION SYSTEM MATERIALS INVENTORY	85,383.00
TOTAL FOR: UNDERGROUND INFRASTRUCTURE SERVICES			86,733.00
005108	WOLVERINE POWER SYSTEMS		

0232195-IN	DPW - ESTIMATE FOR REPAIRS TO GENERATOR	1,280.00
TOTAL FOR: WOLVERINE POWER SYSTEMS		1,280.00
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005112	W & W COMMERCIAL CLEANING LLC	
301	ADMIN - CITY HALL CLEANING 08/21/2022	175.00
TOTAL FOR: W & W COMMERCIAL CLEANING LLC		175.00
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999999	JACOB HARDY	
373968	SEWER BACKUP CITY LINE - REIMBURSE HOME OWNER	418.95
TOTAL FOR: JACOB HARDY		418.95
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ACACH	ALLEGAN COUNTY TREASURER	
2022.08.20	2022 SUMMER TAX COLLECTIONS W/E 08/20/2022	204,524.48
2022.08.27	2022 TAX COLLECTIONS W/E 08/27/2022	4,299.65
2022.09.03	2022 TAX COLLECTIONS W/E 09/03/2222	19,946.71
TOTAL FOR: ALLEGAN COUNTY TREASURER		228,770.84
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ALLEG ISD	ALLEGAN AREA EDUCATION SVC AGENCY	
2022.09.02DPP	DELINQUENT PERSONAL TAX DISTRIBUTION PRIOR YEARS	8.13
TOTAL FOR: ALLEGAN AREA EDUCATION SVC AGENCY		8.13
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ALLEGAN TR	ALLEGAN COUNTY TREASURER	
2022.09.02DPP	DELINQUENT PERSONAL TAX DISTRIBUTION PRIOR YEARS	2.45
2022SUMMERIFT	2022 SUMMER IFT COLLECTIONS	6,864.78
TOTAL FOR: ALLEGAN COUNTY TREASURER		6,867.23
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BANKNY	US BANK TRUST COMPANY NA	
5355-01 2022.09	DEBT SERVICE SEWER REVOLVING FUND FALL 2022	146,996.69
TOTAL FOR: US BANK TRUST COMPANY NA		146,996.69
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CC9999	CREDIT CARD MISCELLANEOUS VENDOR	
08/01/2022	Lunch sandwiches - election inspectors	115.03
08/01/2022	Snacks/water/supplies - election inspectors	63.59
08/01/2022	Docking Station 2022 Personnel Computer	384.00
08/01/2022	Concrete for sculpture pad Fannie Pell	823.78
08/01/2022	Memo board & markers / kitchen supplies	43.95
08/01/2022	SpeechExec Pro software DPS Front computer	239.76
08/02/2022	Lunch sandwiches - election inspectors	3.18
08/02/2022	Dinner pizza - election inspectors	84.47
08/03/2022	Security camera online storage	300.00
08/06/2022	Refund phone data transfer service	(39.99)
08/06/2022	Monthly Constant Contact Support	45.00
08/07/2022	Dinner pizza - election inspectors	(3.38)
08/09/2022	SSD hard drive for 2018 Personnel Computer	65.98
08/11/2022	2022 Personnel Computer	945.24
08/13/2022	Drive caddy for 2018 Personnel Computer	15.98
08/15/2022	Fire training supplies	125.85

	08/18/2022	Hotel stay for LERMA Conference	169.50
	08/19/2022	Fire cleaning supplies	52.71
	08/20/2022	Asphalt shoes	285.97
	08/21/2022	Monitor adapters / scanned stamps CH	41.93
	08/23/2022	Non Receipted Charge	71.40
	08/23/2022	Wireless mouse Treasurer Computer	28.92
	08/24/2022	Asphalt shoes	293.37
TOTAL FOR: CREDIT CARD MISCELLANEOUS VENDOR			4,156.24
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COPEFT	CITY OF PLAINWELL		
	2022.09	SEPTEMBER 2022 CITY UTILITY BILLS	1,663.21
TOTAL FOR: CITY OF PLAINWELL			1,663.21
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PL COM SCH	PLAINWELL COMMUNITY SCHOOLS		
	2022.09.02DPP	DELINQUENT PERSONAL TAX DISTRIBUTION PRIOR YEARS	22.12
TOTAL FOR: PLAINWELL COMMUNITY SCHOOLS			22.12
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RANSOM	RANSOM DISTRICT LIBRARY		
	2022.09.02DPP	DELINQUENT PERSONAL TAX DISTRIBUTION PRIOR YEARS	36.03
	2022SUMMERIFT	2022 SUMMER IFT COLLECTIONS	1,956.36
TOTAL FOR: RANSOM DISTRICT LIBRARY			1,992.39
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RDLACH	RANSOM DISTRICT LIBRARY		
	2022.08.20	2022 SUMMER TAX COLLECTIONS W/E 08/20/2022	27,099.21
	2022.08.27	2022 TAX COLLECTIONS W/E 08/27/2022	565.76
	2022.09.03	2022 TAX COLLECTIONS W/E 09/03/2022	2,624.77
TOTAL FOR: RANSOM DISTRICT LIBRARY			30,289.74
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REFUND TAX	CONSUMERS CREDIT UNION		
	09/02/2022	2022 Sum Tax Refund 55-410-072-00	53.46
TOTAL FOR: CONSUMERS CREDIT UNION			53.46
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STATE MICH	STATE OF MICHIGAN		
	2022SUMMERIFT	2022 SUMMER IFT COLLECTIONS	15,909.60
TOTAL FOR: STATE OF MICHIGAN			15,909.60
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TOTAL - ALL VENDORS			743,637.36

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:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2022.09.08 12:26:04 -04'00'

Brian Kelley, City 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: 2022.09.08 12:26:29 -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: 2022.09.09 08:31:12 -04'00'

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: 2022.09.08 12:42:39 -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: 2022.09.08 13:24:45 -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
Date: 2022.09.09 10:37:08 -04'00'



August 25, 2022

Board of Commissioners Update
Administrator's Report

ENGAGEMENT

Employment (Last Updated on August 11, 2022)
2022 as of Q2:

TURNOVER/RETENTION (Regular FT & PT Only)	Q1	Q2	Q3	Q4
# of Terminations (includes Retirees)	16*	9*		
Average length of tenure of terminated REG employees	16.48	9.79		
Turnover % of new REG employees (<=1 year)	16%	21%**		
Turnover % of REG employees	4.10%	2.20%		
Total average number of REG Employees	393	401		
Notes	*9 of the terminations were retirements	*1 termination was a retirement. **calculation updated/changed in Q2 for both quarters		
RECRUITMENT	Q1	Q2	Q3	Q4
Jobs Posted	10	12		
# of Days to Hire (KPI)	53.6	51.21		
# of New Hires	25	37		
# of Promotions or Transfers	15	7		

Current Number of Active Regular Full-Time and Regular Part-Time Employees: 403

New Hires: 2

Last Name	First Name	Position	Department
Beidler	Meredith	Assistant Prosecuting Attorney	Prosecuting Attorney
Maki	Abby	Deputy District Court Clerk	District Court

Left Employment: 0

Promotions/Transfers: 2

Last Name	First Name	New Position	Department
Dine	Corey	Corrections Sergeant	Sheriff's Office – Corrections
Oonk	Cody	Deputy Sheriff	Sheriff's Office

Current Open Positions: 17

Position	Department	Current Status
Academy Sponsored Cadet	Sheriff's Office	Unfilled
Assistant Public Defender	Public Defender	Unfilled – 2023 position approved to fill early
Chief Assistant Public Defender	Public Defender	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Candidate identified – start date is 8/29/2022
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Deputy Circuit Court Clerk (PT25)	County Clerk	Will remain unfilled until 2023
Deputy Drain Commissioner – Engineer	Drain Office	Unfilled
Drain Maintenance Technician	Drain Office	Unfilled
GIS Specialist II	Information Services	Unfilled
IRPT Janitor	Facilities	Unfilled
Legal Administrative Specialist	Prosecuting Attorney	Candidate identified – start date to be determined
Program Coordinator	Transportation	Unfilled
Senior Services Counselor	Senior and Veteran Services	Unfilled – interviews began 8/12/2022
Telecommunicator	Central Dispatch	Unfilled

For more information, please contact Lyn Holoway, Human Resources Manager at (269) 673-0537 or lholloway@allegancounty.org.

Quarterly Interdepartmental Meeting (QID) Update – Topics for the July 27, 2022 QID meeting included, an extensive review of the 2023-2027 draft budget including position requests and a presentation/discussion on recruitment and retention. A special meeting was then held on August 10, 2022, with leaders to finish the discussion on recruitment and retention.

Earlier in the year, County leaders developed four themes for the development of goals: 1) Values, Relationships, and Understanding, 2) Diversity 3) Demographics, 4) Staffing and Resources. These meetings were designed to review and set these goals for staffing and resources.

The County has developed a recruitment and retention plan. The objective of the plan is to detail planned support in achieving respective goals of attracting, hiring, and retaining the best talent for the County in the most effective and efficient manner in large part due to the increased retirement of experienced staff and labor-market shortages not only here in Allegan County but across the nation. The basics of this plan are outlined below:

- ❖ Use of new recruitment tactics and expansion on existing
- ❖ Increase external presence

- ❖ Social Media
- ❖ Professional networking and outreach
- ❖ Consistency
 - ❖ Job application process
 - ❖ Branding
- ❖ University and community relations
- ❖ Proactive Recruiting
 - ❖ Plan ahead for retirements and new positions
 - ❖ Utilize our five-year department plans
 - ❖ Build connections with potential applicants
 - ❖ Career planning of existing employees
- ❖ Emphasis on employee retention: How can we evaluate, improve, and create valuable retention programs
 - ❖ Identify and evaluate the current retention and turnover
 - ❖ Determine trends
 - ❖ Identify patterns
 - ❖ Average rate of tenure yearly
 - ❖ Build on current programs related to retention
 - ❖ R.I.C.H values and recognition
 - ❖ Learning and Growth plans
 - ❖ Onboarding checklist/plans
 - ❖ Create additional processes and programs related to retention
 - ❖ Mentorship Program
 - ❖ New hire touch-points during first year
 - ❖ Stay interviews

This information above was reviewed with leaders at the QID and discussion took place on the below topics:

- Recruitment Brainstorm– What are we doing well? & What can be done better?
- Retention Brainstorm– What are we doing well? & What can be done better?
- What can leaders do to increase the amount of applications for open positions?
- What can leaders do to retain employees?

The SMART goal developed for recruitment was:

Throughout 2023-2027, Service Area Leaders will work with Human Resources to increase the # of applicants for positions based on EEO categories each quarter by 5% by supporting the Recruitment and Retention Plan.

The EEO categories used in reporting are: Officials and Administrators, Professionals, Technicians, Protective Service, Para-professionals, Administrative Support, Skilled Craft and Service/Maintenance.

As of 2022 Quarter 2 reporting, the turnover rate is 21% for employees with under one year of employment and is 2.20% for those employees beyond one year of employment. The SMART goal for retention was not yet established at the QID meeting. Based on the feedback from the meeting and the development of the plan objectives, a SMART Goal for retention will be finalized.

The County will review all notes from discussions had during the QID meeting, update the Recruitment and Retention plan as necessary and a final draft will be sent out to QID by October 15, 2022. For more information, please contact Vickie Herzberg, Executive Director of Human Resources at vherzberg@allegancounty.org.

OPERATIONS

Facility Master Planning (Last Updated on August 11, 2022) – Wightman has begun stakeholder meetings with service area leaders from the Courthouse. Meetings have been hybrid, held both in person and over Zoom. Below are the meeting dates and times that were hosted. Following each meeting,

Wightman walked through each service area with that respective leader. From this feedback, Wightman will begin building conceptual drawings of both the Courthouse and County Services Building. Drawn into these plans will be the reconfiguration of the County Services Building to prepare for the Drain, Treasurer, Vital Records and Register of Deeds offices to be relocated to this building. This will allow for about 7,000 sq. ft. to be repurposed in the courthouse renovation. Wightman will be doubling back to meet with the County Services Building offices in September. For more information, please contact Steve Sedore, Executive Director of Operations, at (269) 673-0373 or ssedore@allegancounty.org.

Body Worn Camera Solution (Last Updated on July 14, 2022) – Axon, the County's body camera contractor, was onsite the week of August 10 to perform additional configuration and deployment activities as well as officer training. All road patrol body cameras have now been deployed. Body cameras for corrections and specialty teams are still in the process of deployment. As these are mostly shared units, there is an additional configuration that needs to take place. For more information, please contact Valdis Kalnins, Project Manager, at (269) 673-0543 or vkalnins@allegancounty.org.

Animal Shelter Projects – Work continues on the Animal Shelter capital projects approved by the Board.

- Surgical – The County's project team is working with Wishbone on developing a timeline and requirements for the new modular structure.
- Old shelter demolition – On May 26, 2022, the Board authorized an initial budget of up to \$100,000 in order to demolish the old shelter and prepare the site for a new modular structure. Scope of work is being assembled in preparation for a request for proposal (RFP) release. The team is awaiting information from Wishbone on the dimensions and utility configuration of the new structure before beginning this project.
- Play area and Kennels – Though adopted as a 2022 capital project, with approval of the new modular structure and demolition of the old shelter, this project has been put on hold until 2024. The location for this equipment will be directly affected by these two other projects during demolition and site preparation.
- Tile Floor Replacement – This project was identified on the 5-year Animal Shelter Plan as a project for 2023. However, with the anticipated equipment and supply relocation activities due to the old shelter demolition and new modular structure, it has been recommended to postpone this project to 2024. The County will continue to maintain, clean, and repair the current floor.

For more information, please contact Carl Chapman, Facilities Management Director, at (269) 673-0207 or cchapman@allegancounty.org.

FINANCIAL STABILITY

Qualifying Statement – As part of the County's annual audit process, the auditors file a request for a "qualifying statement" determination with the State Department of Treasury. The Qualifying Statement approval is important for the issuance of bonds. As the County itself tends not to issue debt for its own operations, as evidenced by having just two outstanding bond issues, being "qualified" or "not qualified" does not impact its daily operations or financial stability. The Drain Commissioner, though, is a frequent issuer of debt on behalf of local townships. This allows the townships to take advantage of the County's strong AA bond rating, which leads to lower interest rates than the township could expect on their own. Being "qualified" allows for a streamlined debt issuance process, lower administrative costs, and quicker closings.

The County has been declared "qualified" for the period of January 1, 2022, through June 30, 2023. A new annual request will be prepared by June 30 of 2023, when the County's 2022 audit is submitted. For more information, please contact Lorna Nenciarini, Executive Director of Finance, at (269) 673-0228 or lnenciarini@allegancounty.org.

SERVICES

COVID-19 Update (Last Updated on August 11, 2022) – The latest COVID-19 update from Public Health is attached (Attachment A). For more information regarding this matter, please contact Angelique Joynes, Health Officer, at ajoynes@allegancounty.org.

Environmental Health Field Team Service Delivery Update (Last Updated on August 11, 2022) – Currently, 96% of the eligible applications, received through July 24, were issued within the timeframe (7/11/2022 – 7/24/2022), the 14 business day benchmark, attachment B. 100% of all customers (7/25/2022 – 8/7/2022) were contacted within 5 business days of submitting their application. We have been able to meet these metrics the majority of the time because we currently have CDC Foundation staff who are doing case investigations and other activities related to COVID-19 and our cases are low. It should be noted that as those resources were discontinued (July 2022) the benchmarks may not be met due to mandated timely case investigations. For more information, please contact Randy Rapp, Environmental Health Manager at (269) 686-4506.

Water Study Workgroup (Last Updated on August 11, 2022) – The Ground Water Study Ad-Hoc Work Group (work group) met on August 17, 2022. Minutes for the meeting can be found online, however, are attached for convenience (Attachment C). The next meeting is scheduled for September 7, 2022. For more information, please contact Randy Rapp, Environmental Health Manager at (269) 686-4506.

Harmful Algal Bloom (HAB) Update – On August 5, 2022, the Allegan County Health Department (ACHD) received notification from the Michigan Department of Environment, Great Lakes, and Energy (EGLE), with confirmation of the presence of algal toxin microcystin of the three (3) samples taken on July 26th. The ACHD issued an update on August 13, 2022, and the lake remains posted. For more information, please contact Randy Rapp, Environmental Health Manager at (269) 686-4506.

Broadband Action Workgroup (Last Updated on August 11, 2022) – The Broadband Action Workgroup (workgroup) met on July 21, 2022; the August 4 meeting was canceled. Minutes will be posted to the meeting when available. The Board of Commissioners approved the request for proposal (RFP) and it was released on Tuesday, August 2.

To date, around 1,895 Broadband Survey responses have been received. The survey will continue to be available through early 2023 to collect speed test data. The next meeting is scheduled for September 1, 2022. For more information regarding this matter, please contact Jill Dunham, Project Manager, at (269) 673-0588.

Westside Park Beach Access (Last Updated on July 14, 2022) – Abonmarche Consultants, Inc., using ideas that were compiled from stakeholders, designed two concepts that provide ADA beach access at West Side County Park. The plans were presented to the Parks Advisory Board during their annual park tour on August 2, 2022 (See attachments D). The next steps are to engage the public beginning September 1, 2022 by sharing the plans on social media, with the local lakeshore association, and with users at the parks. The Parks Manager is seeking to host a public input meeting to collect additional feedback. Following the public meeting, the information will be reviewed at the October Parks Advisory Board meeting in an effort to develop a recommendation to the Board of Commissioners. For more information regarding this matter, please contact Brandy Gildea, Parks Manager, at (269) 673-0378 or bgildea@allegancounty.org

Senior Services Financial Reports – The Commission on Aging (COA) met on Wednesday, August 17, 2022. The COA received a new revised Financial Report for their consideration. The new report was developed with input from several stakeholders; Attachment E. For more information, please contact Sherry Owens, Director, at (269) 686-5144 or SOwens@allegancounty.org.

National Community Survey (NCS) – (Last Updated on 7/21/22) The NCS representative sample survey (sent by mail) and open online survey reached the end of data collection on August 1, 2022. Polco, the National Research Center (NRC) received a total of 371 responses, surpassing the previous

iteration's total of 293 responses in 2019. This brings the data collected to a 5% margin of error, which is within the target range. Additionally, the NRC received 126 responses to the open online participation survey. The NRC began analyzing the results and combining the web and paper data. The draft report is expected by the end of August. Contact Dan Wedge, Executive Director of Services at 269-686-5235 or dwedge@allegancounty.org.



COVID-19 AND OTHER EMERGING PUBLIC HEALTH TOPICS

BOARD OF COMMISSIONER UPDATE

AUGUST 25, 2022

Data as of August 22, 2022

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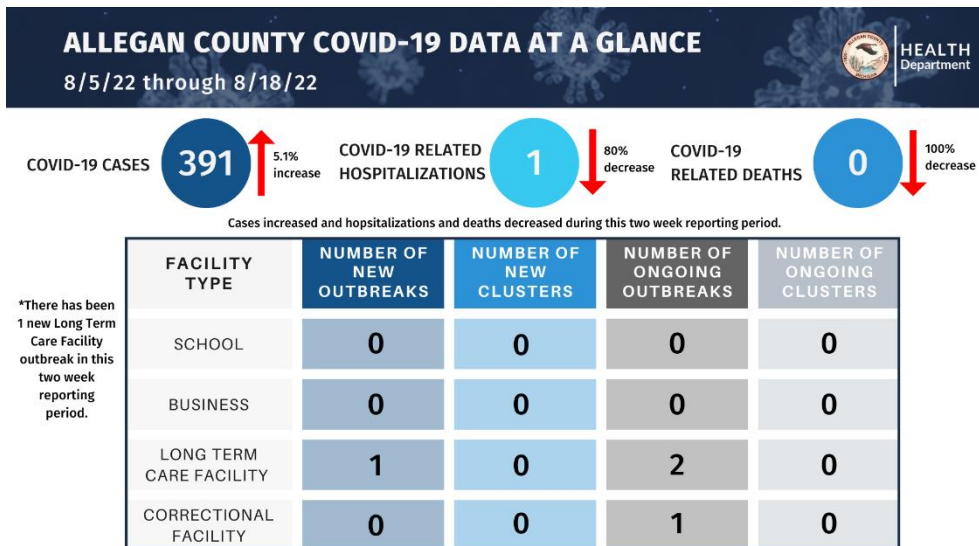
EXECUTIVE SUMMARY

The following report contains COVID-19-related data from **August 5, 2022, to August 18, 2022**, on the 5 mitigation components Allegan County Health Department (ACHD) previously identified. This report includes local COVID-19 data for Allegan County, information on vaccination data, wastewater surveillance, emerging variant updates, and other resources regarding COVID-19 mitigation. This report also contains epidemiological surveillance and health education on other ongoing and emerging public health topics including monkeypox (MPV), and other regional epidemiological topics at a glance. ACHD continues to monitor local, statewide, and global COVID-19 data, and continues to follow the Michigan Department of Health and Human Services (MDHHS) and the Centers for Disease Control and Prevention (CDC) recommendations.

WHAT'S NEW AT A GLANCE:

- The CDC updated its COVID-19 Guidance on August 11, 2022.
- ACHD has updated our School Guidance documents to align with CDC changes.
- Allegan County COVID-19 Test Positivity Rate is trending **downward**.
- Weekly COVID-19 cases **increased** by more than 5% since the 7/26/2022 to 8/1/2022 reporting period.
- Residents are encouraged to monitor for E. coli symptoms and practice food safety as many outbreak cases have been reported in Michigan.
- Test to Treat resources available for those that test positive for COVID-19.
- MPV vaccination, prevention information, and resources.

An overview of COVID-19 data in Allegan County from **8/5/22 to 8/18/22** can be found in the graphic below:



Previous BOC reports that may include background information for some of the topics discussed in this current report can be found [here](#).

COVID-19 MITIGATION COMPONENTS



Data as of August 22, 2022

Allegan County currently is at a low community transmission level for COVID-19. **ACHD continues to recommend the following:**

- Staying up-to-date on your COVID-19 vaccines
- Getting tested if you have symptoms, before and after traveling, and before gathering with others.

Allegan County COVID-19 Community Level: Low

Allegan County Health Department recommends everyone to:

Stay up to date on your COVID-19 Vaccines

Get tested if you have symptoms

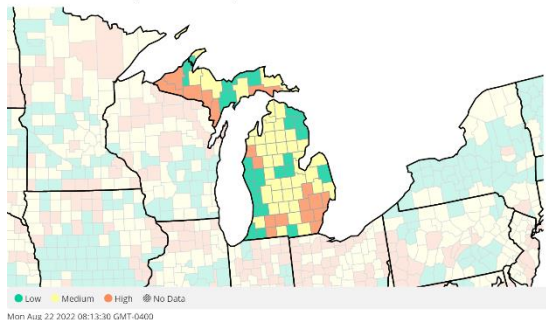
Actions including social distancing, frequent handwashing, wearing a well-fitted face mask, and isolation/quarantine help lessen the level of transmission

Learn more about CDC's COVID-19 Community Levels [here](#).

#DoYourPart

COVID-19 Community Levels are a tool to help communities decide what prevention steps to take based on the latest data. These Community Levels can be low, medium, or high and **are determined by looking at hospital bed utilization, hospital admissions, and the total number of new COVID-19 cases in an area.** Find more about COVID-19 Community Levels [here](#).

COVID-19 Community Levels in Michigan



Note: Counties surrounding Allegan County may be in a medium or high COVID-19 Community Level. If you work or visit other counties often, make sure to take precautions to protect yourself and others such as wearing a mask, washing your hands often, staying home if you feel sick, and social distancing when possible.

Use the CDC's [COVID-19 County Check tool](#) to find out what community level the county you will be visiting is in.

ENHANCED ABILITY TO TEST

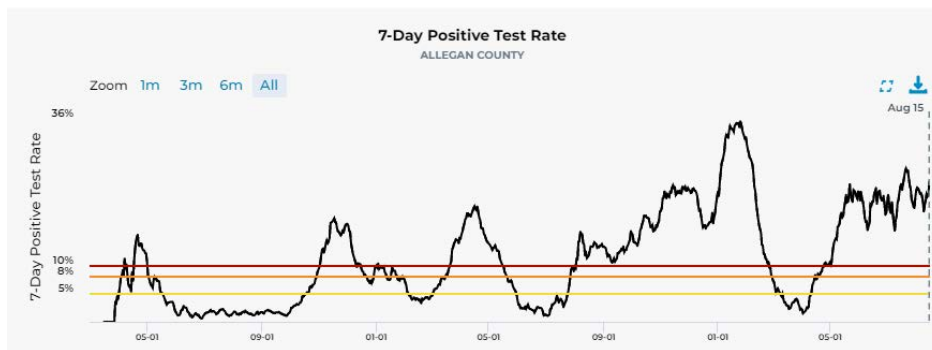
COUNTY-LEVEL DATA AS OF AUGUST 15, 2022

✓ **Test Positivity**
Aug 09 - Aug 15

24.9%
positive tests

526.8
daily tests administered per million

▼ **1 week** ⓘ
Aug 05 - Aug 12



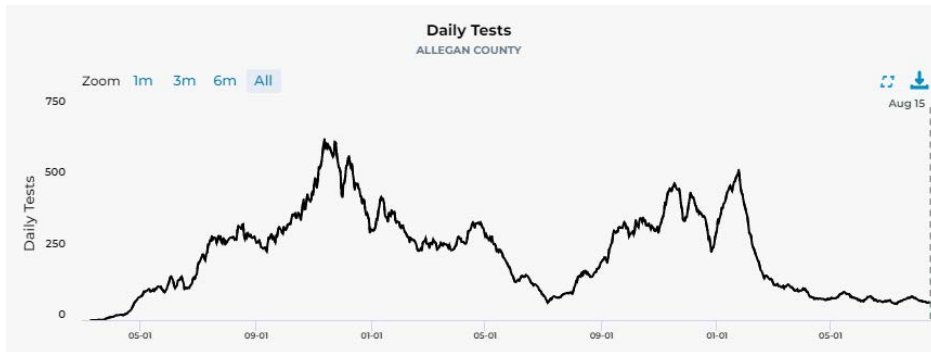
Data Takeaway: The Test Positivity Rate for Allegan County is trending **downward**, after trending upward the week prior.

At this stage of the pandemic, percent positivity alone is no longer a strong indicator of the total number of individuals who tested positive, due to several factors – one being at-home testing. It is best to evaluate percent positivity with another metric, such as COVID-19 concentration levels in wastewater, to get a more accurate idea of the prevalence of the virus

in an area. **The 7-day positivity rate for Allegan County as of August 15 was 24.9% with 526.8 daily tests administered per million. This indicates a 1.5% increase in the 7-day positivity compared to the 7/26/2022 to 8/1/2022 reporting period, which had 630.9 daily tests administered per million.**

TEST AVAILABILITY

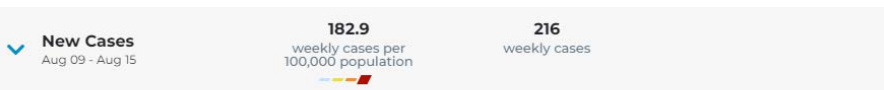
Data as of August 22, 2022



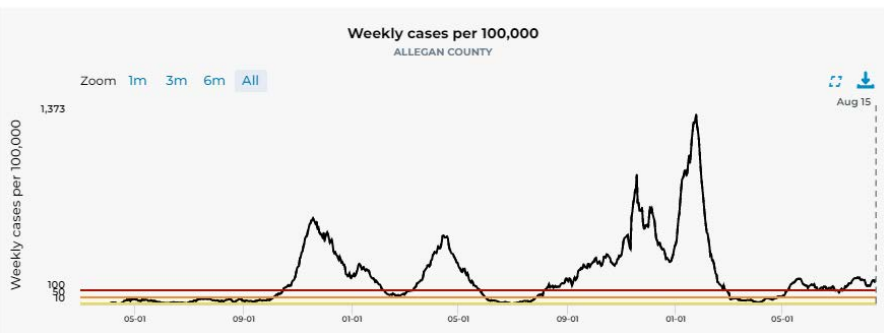
At this time, at-home tests are not reported in the Michigan Disease Surveillance System (MDSS) and therefore, are not included in the test positivity rates or case counts. *See the Appendix for a list of testing resources available to community members.*

ROBUST CASE INVESTIGATION AND CONTACT TRACING

ALLEGAN COUNTY COVID-19 COMMUNITY LEVEL: LOW



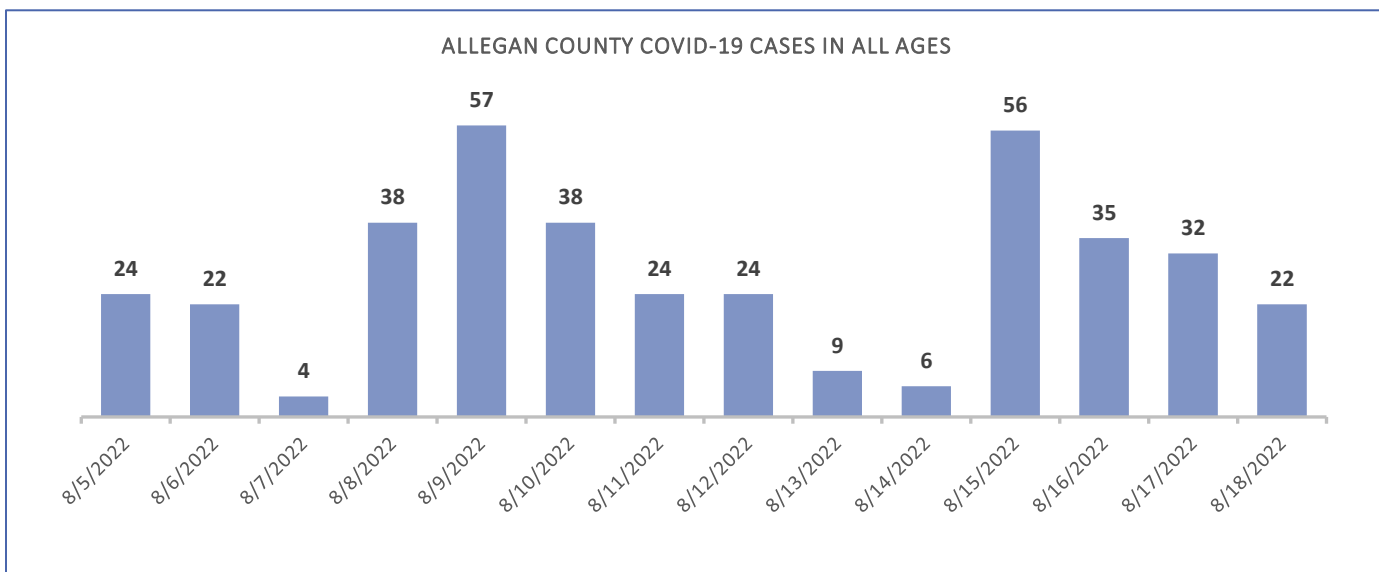
As of 8/15/2022, Allegan County remained at a low COVID-19 community level based on the CDC framework. **Data Takeaway: Models showed an increase in cases compared to the 7/26/2022 to 8/1/2022 reporting period.**

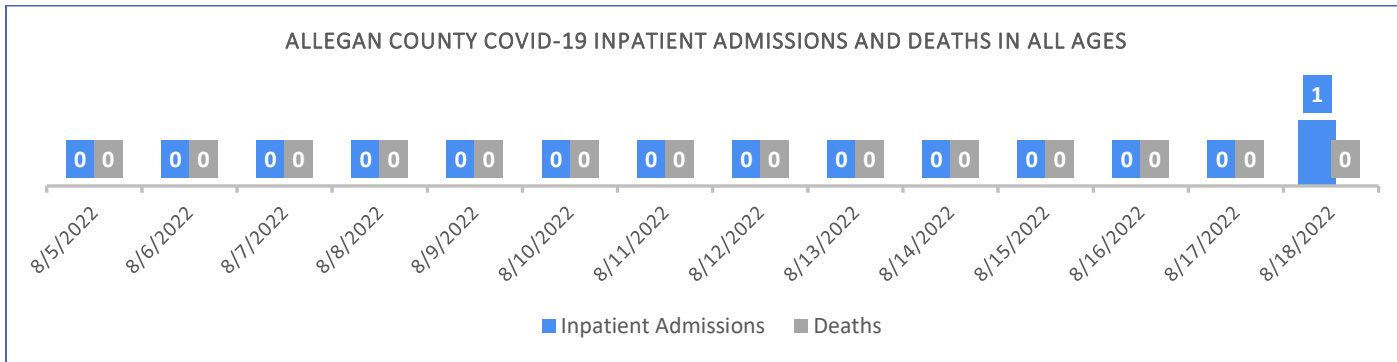


During the period 8/9/2022 to 8/15/2022, Allegan County's new weekly case rate was 182.9 per 100,000 population with 216 weekly cases.

Weekly cases increased by more than 5% since the 7/26/2022 to 8/1/2022 reporting period (172.8 per 100,000 - 204 total weekly cases).

OVERVIEW OF COVID-19 CASES AND DEATHS IN THE LAST TWO WEEKS (8/5/2022 to 8/18/22)





DURING 8/5/2022 TO 8/18/2022 FOR ALLEGAN COUNTY:

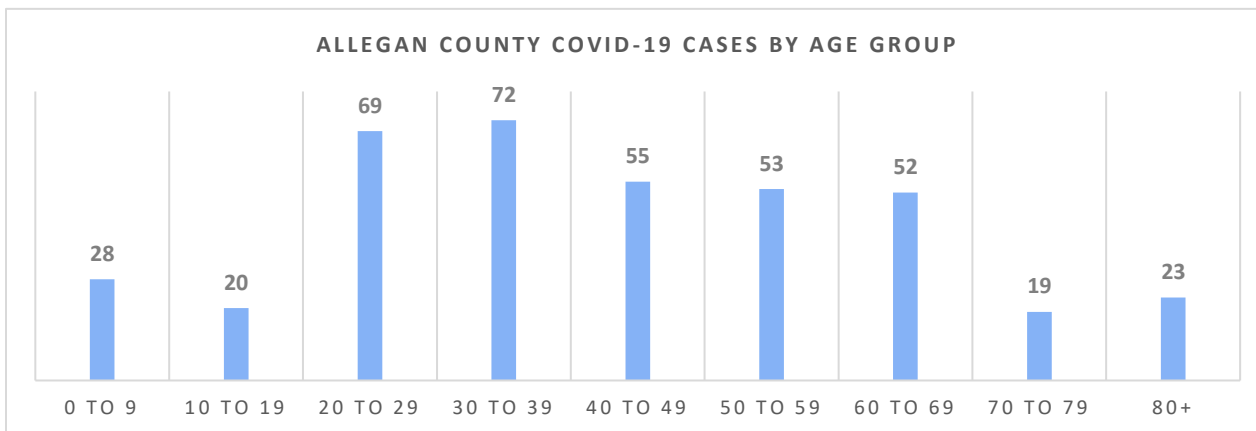
- **391 total cases** were reported via the Michigan Disease Surveillance System (MDSS)
 - o 243 confirmed cases and 148 probable cases related to SARS-CoV2 infection as reported
- 3.3% of the cases were reported as asymptomatic
- 46.3% of cases were reported as ‘vaccine breakthrough’ cases
- **One reported hospitalization¹** related to SARS-CoV-2 infection
- There were **no deaths** related to SARS-CoV-2 infection
- 9.7% of the cases were reported to be related to international, domestic, and/or in-state travel
- From 8/4/2022 to 8/17/2022, positivity rate² was a reported 21.9%

ACHD continues to monitor the COVID-19 metrics for hospitalizations and deaths as this can show the risk of a medically significant COVID-19 variant or healthcare system strain.

CASE INVESTIGATION³

ACHD is currently working to investigate all communicable disease cases. Prioritized groups for case investigation, when applicable, include individuals over the age of 65, school-aged individuals, and individuals that live or work in congregate care settings. During the case investigation process, ACHD works to ensure all basic needs are being met for individuals and their families. All cases receive a Patient Education Genius (PEG) notification that is provided via email or text messages for a case investigation form.

CASES IN THE LAST TWO WEEKS, BY AGE GROUP (8/5/2022 TO 8/18/2022)



¹ COVID-19 may not be a primary cause of hospitalization in some of the reported cases due to MDSS’ current capacity and data limitations; these data reported in MDSS are often limited by factors such as delayed case investigations and data back-filling

² As reported in the MI-HAN Regional Data File; Positivity Rate is calculated for percent positive persons for day and county

³ Case investigation consists of contacting the individual and asking standard questions related to the disease and identifying those who might have been exposed.

From 8/5/2022 to 8/18/2022 in MDSS: 18.4% of cases were reported in the 30 to 39 age group, which had the highest number of cases and is similar to the current statewide case patterns. In comparison to the previous reporting period (7/22/22 to 8/4/22), case counts have decreased for the 0 to 29 and 60+ age groups during the current timeframe.

- **10.2%** of cases were **in quarantine** at the time of symptom onset or positive test
- **15.9%** of investigated cases were **household close contacts**⁴
- **3.3%** of cases were reported as **community contacts**⁵
- **9.2%** of cases were close contacts to those who work or live in a **high-risk/congregate facility**

Notifying close contacts helps individuals know about exposure and allows close contacts to make decisions based on their own risk assessment.

391 cases were reported in the MDSS from 8/5/2022 to 8/18/2022

EXPOSURE LETTERS AND CLOSE CONTACTS

ACHD sends potential Exposure Letters for COVID-19, similar to other communicable disease letters. Potential Exposure Letters are sent to school-aged individuals based on classroom and bus lists provided by schools. Quarantine might be required if there is an identified outbreak or ongoing spread in the facility. Recommendations regarding masking and quarantine may change as conditions evolve or if Allegan County moves to a high level of community transmission, based on the CDC framework.

14,443 exposure letters were sent from March 1, 2022, to August 15, 2022

0 close contacts are currently being monitored as of August 22, 2022

OUTBREAKS & CLUSTERS IN ALLEGAN COUNTY

The following table shows the number of outbreaks⁶ that ACHD has identified for high-risk settings as of August 18, 2022. **ACHD has identified 1 new outbreak related to Long-Term Care Facilities⁷ and 0 new outbreaks related to other congregate-care facilities, since the last update.** No new outbreaks or clusters were identified for schools since the last report on May 24, 2022. ACHD has not identified any new outbreaks for businesses since February 17, 2022. ACHD reported **three** ongoing outbreaks to MDHHS as of August 18, 2022.

ACHD has developed COVID-19 Business Mitigation Strategies Survey for businesses, Long-Term Care Facilities, daycares and schools to provide us with information on the current mitigation strategies they have in place. The surveys are sent out when an outbreak has been identified at a location.

Type of Setting	Total Number of Outbreaks, since October 2021*
School	18
Business	8
Long Term Care ^β	29
Other Congregate Facilities ^α	3

*Includes clusters per requirement indicated in MDSS' outbreak investigation fields to assign an outbreak code for 'clusters'

^βIncludes Skilled Nursing Facilities (SNF), Adult Foster Care (AFC), Home For the Aged (HFA), Assisted Living, and Independent Living facilities

^αIncludes jails, correctional facilities, and shelters

LONG TERM CARE & OTHER CONGREGATE CARE FACILITIES

⁴ Household contact: person lived with someone who tested positive and later tested positive themselves.

⁵ Community contact: person who was identified as a close contact in a setting other than a household

⁶ Outbreak investigation codes are assigned by the first date of onset

⁷ Data from 10/21/2021

From January 2022 to August 22, 2022, ACHD has connected **18** LTCFs in Allegan County with the iPRAT Team for additional mitigation assistance⁸.

In Michigan, the number of LTCFs reporting three or more cases in a single reporting period has steadily **increased** in both Adult Foster Care (AFC)/Home for the Aged (HFA) from 13 to 22, and Skilled Nursing Facilities (SNF) from 26 to 33, since the last Michigan Data and Modeling update on August 2, 2022. According to statewide data⁹, the case counts reported for residents and staff in AFC/HFA have **increased** since the last update. Case counts reported for residents in SNFs remain **plateaued**, while case counts for staff in SNF have **increased**. Cases within LTCFs continue to be higher among staff than among residents, which has been the case throughout the Delta and Omicron surges. **These values mirror the case counts for residents and staff of LTCFs in Allegan County.**

ACHD shares forecasting wastewater readings with long-term and congregate care facilities in the monthly LTCF Newsletters, to help inform their COVID-19 mitigation strategies.

545 resident cases and 55 resident deaths have been reported from January 1, 2020, to August 9, 2022¹⁰

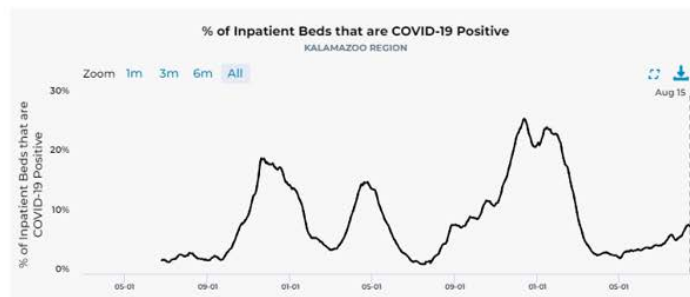
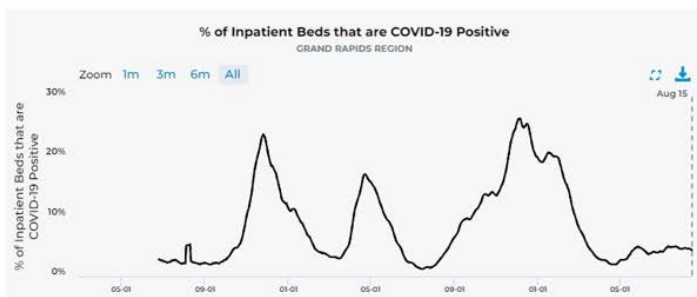
856 staff cases have been reported from January 1, 2020, to August 9, 2022

SUFFICIENT HEALTH CARE CAPACITY

HOSPITALIZATIONS

Allegan County falls in the Region 5 Health Care Coalition. Some community members will also access hospitals in the Region 6 Health Care Coalition (Grand Rapids-Holland Region). The chart below lists the hospitals that Allegan County community members may access for COVID-19 and non-COVID-19-related health needs and their current capacity levels.

The following figures show the current percentage of inpatient beds treating COVID-19 patients, for the Grand Rapids Region (Region 6), and Kalamazoo Region (Region 5). The **Grand Rapids Region** had **4.4%** of inpatient beds that are COVID-19 positive, as of August 15, 2022, which is **0.2% lower** than the previous reporting period, July 26 to August 1. The **Kalamazoo Region** had **7.9%** of inpatient beds that are COVID-19 positive, as of August 15, 2022, which is **1.6% higher** than the previous reporting period.



HOSPITALS IN THE ALLEGAN COUNTY AREA

See [previous report from 8/11/22](#) for updates regarding hospital bed capacity.

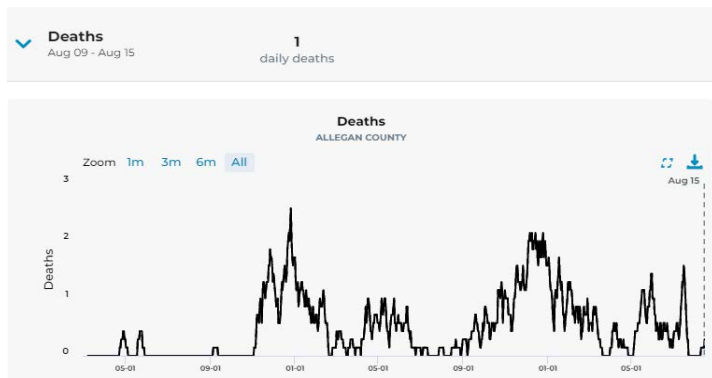
Hospital bed capacity information can be found on the MDHHS website: [Statewide Available PPE and Bed Tracking \(Michigan.gov\)](#)

⁸ An outbreak investigation is initiated when a resident at a Long-Term Care Facility (LTCF) is identified as a confirmed case of COVID-19. For correctional facilities, either a confirmed or a probable COVID-19 case will prompt an outbreak investigation. MDHHS offers further support for facilities via the Infection Prevention and Resource Assessment Team (iPRAT) when ACHD identifies facilities that are experiencing a large number of positive COVID-19 tests.

⁹ Weekly data reported by facilities with bed occupancy of at least 13 beds

¹⁰ The information above represents COVID-19 data reported directly to MDHHS by licensed and operating Skilled Nursing, Home for the Aged and Adult Foster Care facilities (licensed to serve 13 or more individuals) in Michigan from January 1, 2020, through August 9, 2022

DEATHS (7 DAY AVERAGE)



Vaccinations have been shown to be effective at preventing deaths from COVID-19.

For a complete view of the 7-day average daily deaths for Allegheny and other counties over the course of the pandemic visit, [Dashboard | CDC | MI Start Map](#)

BEST PRACTICES

UPDATED CDC COVID-19 GUIDANCE

On August 11, 2022 the CDC updated its COVID-19 guidance to help people better understand their risk for COVID-19, how to protect themselves and others, what actions to take if exposed to COVID-19, and what actions to take if they are sick or test positive for the virus. CDC continues to emphasize the importance of being [up to date with vaccination](#) to protect people against serious illness, hospitalization, and death. [Read the full press release here.](#)

Key changes in the guidance:

- Updated guidance for people who are not up to date on COVID-19 vaccines on [what to do if exposed to someone with COVID-19](#). This is consistent with the existing guidance for people who are up to date on COVID-19 vaccines.
 - **Recommending that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5.**
- **Regardless of vaccination status, you should isolate from others when you have COVID-19.**
- **You should also isolate if you are sick and suspect that you have COVID-19 but do not yet have test results.**
 - If your results are positive, follow CDC's full isolation recommendations.
 - If your results are negative, you can end your isolation.
- **If you test positive for COVID-19, you stay home for at least 5 days and isolate from others in your home.**
 - Wear a high-quality mask when you must be around others at home and in public.
 - If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.
 - Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
 - You should wear a high-quality mask through day 10.
- If you had [moderate illness](#) (if you experienced shortness of breath or had difficulty breathing) or [severe illness](#) (you were hospitalized) due to COVID-19 or you have a weakened immune system, you need to isolate through day 10.
- If you had [severe illness](#) or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.
- After you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.
- Screening testing of asymptomatic people without known exposures will no longer be recommended in most community settings.

Data as of August 22, 2022

Social distancing (physical distance) is only one component of protecting yourself and others. It’s important to also consider the risk of a particular setting, including local COVID-19 Community Levels, and the role of ventilation when assessing the need to maintain physical distance.

ACHD is working to update our COVID-19 pages and documents to reflect these changes and align with the CDC. For more information, please visit the following resources:

- [CDC What to do if you were exposed to COVID-19](#)
- [CDC If you are sick with COVID-19](#)

SCHOOLS

The CDC released [updated Operational Guidance for K-12 Schools and Early Care and Educational Programs](#). Changes include:

- No longer recommendation to cohort.
- Changed recommendation to conduct screening testing to focus on high-risk activities during high COVID-19 Community Level or in response to an outbreak.
- Removed the recommendation to quarantine, except in high-risk congregate settings.
- Removed information about Test to Stay.
- Added detailed information on when to wear a mask, managing cases and exposures, and responding to outbreaks.

ACHD has updated our School Guidance to align with the COVID-19 guidance changes released by the CDC on August 11, 2022. Updated guidance documents can be found on our [COVID-19 School Resources page](#).

Allegan County School Quarantine Guidance
All students exposed to COVID-19, regardless of vaccination status or previous infection, are recommended to:

- Watch for symptoms for 10 days
- Wear a high quality mask around others indoors for 10 days
- Test 5 days after exposure (or sooner if you develop symptoms)

"Day 0" is the day of the student's last contact with someone who has COVID-19.
If a student develops symptoms, they should isolate. Refer to our "How to Handle Symptoms" flow chart.

How to handle symptoms for students
What should parents/students do if they are experiencing symptoms of COVID-19 that are similar to other related illnesses/diseases? Use this flow chart to help with decision making on when a student can return to school.

Student has symptom (new/different/worse from baseline of any chronic illness):
 • Temperature of 100A or signs of fever (chills/sweating)
 • Sore throat
 • Uncontrolled cough that causes difficulty breathing
 • Diarrhea, vomiting, or abdominal pain
 • Severe headache

Exclude student from school

Screen for close contact or potential exposure risk within last 14 days:
 • Student has close contact with a COVID-19 case

yes: Refer to healthcare provider or COVID-19 testing location for possible testing

no: Student may return based on the guidance for their symptoms

Student diagnosed with COVID-19 via diagnostic test available:
 • Home isolation, regardless of vaccination status, until:
 • At least 5 days since symptoms first appeared and
 • At least 24 hours with no fever without fever-reducing medication and
 • symptoms have improved

Student has negative test results:
 • See "Allegan County School Quarantine Guidance" for students exposed to COVID. Student may return based on guidance for their symptoms.
 • Fever: at least 24 hours have passed with no fever without the use of fever-reducing (OTC) acetaminophen
 • Sore throat: improvement (if sore throat do not return until at least 2 doses of antibiotic have been taken)
 • Cough/shortness of breath: improvement
 • Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
 • Severe headache: improvement

HEALTH Department | updated 8/16/2022

BUSINESSES

The CDC has updated its [COVID-19 guidance](#). Changes can be found on the [CDC What to do if you were exposed page](#) and [CDC If you are sick page](#).

MONKEYPOX (MPV)

For background, please see the [previous report from 7/26/22](#).

NEW: The CDC has updated guidance to shorten isolation for individuals who have MPV. View updates to MPV guidance and other resources and handouts at [CDC | Monkeypox | Isolation and Prevention Practices](#).

COMMUNICATIONS

COVID-19 Health Education has been a mandated service in this response. The following are metrics related to COVID communication efforts from 8/5/2022 – 8/18/2022:

- 5 Social media posts
- 8 Education materials created/updated
- 1 Community Update sent out
- 1 Provider Update sent out

MPV VACCINATION: UPDATED

As vaccine availability for MPV continues to evolve, so will the vaccination strategy. Post-Exposure Prophylaxis (PEP++) aims to reach recently exposed persons or persons at high-risk for vaccination, even if they have not had documented exposure to someone with confirmed MPV. When combined with other mitigation measures, PEP++ may slow the spread of disease in areas with MPV transmission.

Allegan County Health Department is working with people with certain risk factors with high likelihood of exposure to MPV in the last 14 days, seeking the MPV vaccine. Certain risk factors include:

- Individuals engaged in any type of sex work.
- Partners of individuals who engage in higher-risk sexual activities.
- Close/household contacts of individuals who have been exposed to MPV or engaged in higher-risk activities.
- Men who have sex with men and have a history of STI in the last year.
- Individuals who plan to have multiple sex partners.
- Individuals who plan to have close contact at a high-risk event or high-risk venue.
- Individuals taking HIV PreP or those living with HIV.

The CDC recommends the vaccine be given between 4 and 14 days after the date of exposure. Vaccination may reduce the symptoms of disease, but may not prevent the disease.

If you think you may be eligible for vaccination, you can request the monkeypox vaccine by completing [this form](#). You can also contact ACHD at 269-673-5411. The vaccine will be administered during ACHD business hours on a case-by-case basis, and appointment only.

If you request the vaccine there is no guarantee that you will receive it, but we will do our best to meet the needs of our residents in an equitable way with the vaccines available. Our limited supply of vaccines are being distributed using risk-based criteria and screening eligibility. If you were exposed to the MPV in Allegan County but are not a resident, please contact [your county's health department](#).

For previous information on monkeypox please refer to the [previous report from 7/26/22](#).

MMWR: SURFACE CONTAMINATION IN A HOUSEHOLD OF MPV PATIENTS

A new Morbidity and Mortality Weekly Report (MMWR) published by the Centers for Disease Control and Prevention (CDC) on August 19, 2022, looked at the contamination of objects and surfaces in a household of two patients with monkeypox (MPV). The patients were isolated at home for 20 days before objects and surfaces were sampled, and the patients reported washing their hands frequently, using multi-surface spray on objects and surfaces daily, and conducting other routine household cleaning. None of the samples taken from the household contained live virus that could cause infection at the time they were sampled. Read the full report here: <https://bit.ly/MMWR7134e1>.

Data as of August 22, 2022

The takeaway from the study: If you live with someone who has MPV, it's important to take precautions to protect yourself and others.

Precautions to take include:

- Wearing a well-fitting face mask
- Avoiding touching contaminated surfaces
- Washing your hands frequently
- Avoiding sharing eating utensils, clothing, bedding, or towels
- Following home disinfection recommendations

For more information visit: cdc.gov/monkeypox.

MONITORING FOR E. COLI SYMPTOMS AND PRACTICING FOOD SAFETY

There has been an increase in cases of [Shiga-toxin-producing E.coli \(STEC\)](#) infections in Michigan and surrounding states, including cases in Allegan County. STEC is a pathogenic form of Escherichia coli (E. coli) that is often associated with foodborne outbreaks. E. coli bacteria normally live in the intestines of people and animals. Most types of E. coli are harmless and are an important part of a healthy human intestinal tract. However, some types of E. coli are pathogenic, meaning they can cause illness. The types of E. coli that cause illness can be transmitted through contaminated water or food, or contact with animals or persons.

At this time, MDHHS is recommending that people experiencing symptoms of E. coli infection consult a healthcare provider as soon as possible and discuss if testing is recommended. Healthcare providers should contact their local health department to report suspected or confirmed STEC cases. [Read an update from MDHHS on the state E. coli investigation here.](#)

Symptoms of STEC can vary from person to person, but usually include the following:

- Diarrhea, which is often bloody
- Severe stomach cramps
- Vomiting
- Low-grade fever

Symptoms of STEC infection typically appear three to four days after eating or drinking something that contains the bacteria. Most people with mild STEC infection begin to improve within five to seven days after infection, but some individuals, including young children and the elderly, may experience severe or even life-threatening symptoms. Contact your healthcare provider right away if you have:

- Bloody diarrhea
- Diarrhea that lasts more than three days
- A fever higher than 102°F
- So much vomiting that you cannot keep liquids down and you pass very little urine

How to prevent infection:

- **Practice good [handwashing](#) often, especially:**
 - After using the bathroom or changing diapers
 - Before or after preparing food and before eating
 - After contact with animals at petting zoos, fairs, or even in your own backyard.
 - If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol. These alcohol-based products can quickly reduce the number of germs on hands in some situations, but they are not a substitute for washing with soap and running water.
- **Wash fruits and vegetables well** under running water, unless the package says the contents have already been washed.

- **Cook meats thoroughly:**
 - Always cook food thoroughly and use a food thermometer to check that the meat has reached a [safe internal temperature](#). You cannot tell whether meat is safely cooked by looking at its color.
- **Do not cause cross-contamination in food preparation areas.** Thoroughly wash hands, counters, cutting boards, and utensils with hot, soapy water after they touch raw meat. If possible, use separate cutting boards for raw meat.
- **Avoid [raw milk, unpasteurized dairy products, and unpasteurized juices](#)** (such as fresh apple cider).
- **Do not swallow water when [swimming](#)** and when playing in lakes, ponds, streams, swimming pools, and backyard “kiddie” pools.
- **Know if you are at higher risk of “food poisoning”.** People with higher chances for foodborne illness are pregnant women, newborns, children, older adults, and those with weak immune systems, such as people with cancer, diabetes, or HIV/AIDS.

Stay home if you are sick. Because STEC can be so contagious, this is especially important for people who work at or attend school or childcare, and for those who work in food handling. For more information visit [cdc.gov/ecoli](https://www.cdc.gov/ecoli).

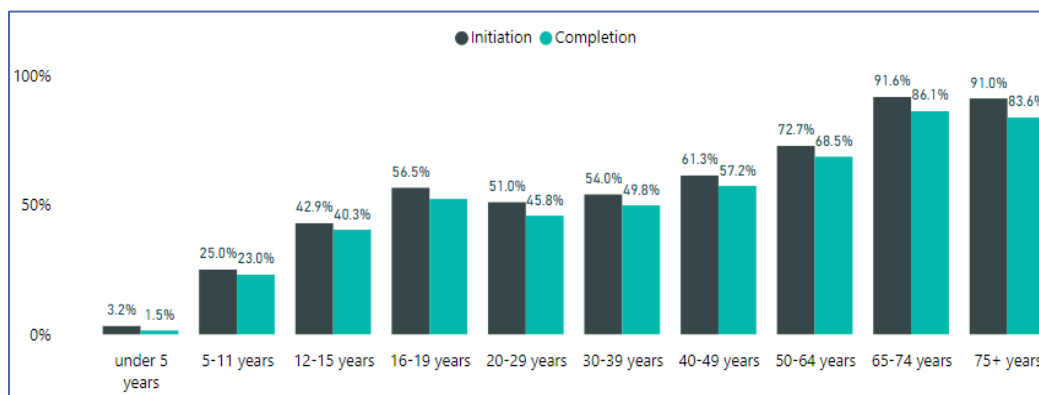
COMMUNITY VACCINATION/HERD IMMUNITY/TREATMENT

TEST TO TREAT RESOURCES FOR COVID-19 ANTIVIRALS

ACHD offers COVID-19 antiviral medications on a case-by-case basis. If you are looking to get antiviral medications, first consult with your primary care provider on your treatment options.

If you cannot reach your provider, do not have a provider, or antivirals are unavailable to you through your doctor’s office, or pharmacy, please complete our [COVID-19 Antiviral Request Form](#) or call ACHD at 269-673-5411 for assistance. The information collected from this form will help us develop a treatment plan that is individualized based on your needs and situation.

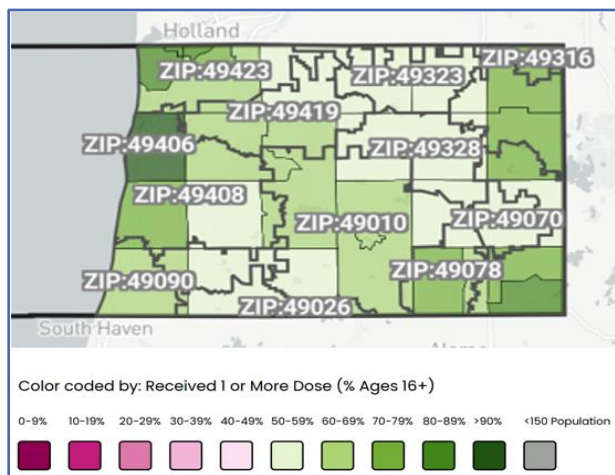
COVID-19 VACCINE COVERAGE



VACCINATION COVERAGE BY AGE GROUP

As of 8/19/2022

The adjacent map displays vaccine coverage for Allegan County. Vaccine rates for the age group 65+ are higher than overall state vaccine rates. See Previous Reports for updates on Vaccine Coverage [here](#).



VACCINATION COVERAGE BY ZIP CODE

The map on the left shows the vaccination rates for residents aged 16 and older who received at least one dose of vaccine. The data is at the census tract¹¹-level (colored sections) with an overlay of Allegan zip codes. This map gives more context for the parts community to focus on when organizing potential vaccination campaigns. Areas in the center of the county, with lower population counts, appear to have the lowest vaccination rates, while perimeter areas on the East and West sides of the county have higher vaccination rates overall. This data is based on a total population count of 115,250 as recorded in the 2018 US Census.

VACCINE AVAILABILITY

Vaccine availability remains high as pharmacies, doctor's offices, and health care systems are administering vaccines. ACHD has vaccine appointments available on Thursdays each week for vulnerable populations or children in the Vaccine for Children program.

Residents are encouraged to visit www.vaccinefinder.org and www.vaccinatewestmi.com to find vaccination clinics near them, or call ACHD at 269-673-5411 to schedule an appointment.

VACCINE EFFECTIVENESS (VE)

Current [data](#) continues to show that COVID-19 vaccines are **an important layer in reducing the severity of illness, and the burden of hospitalizations and deaths** in children, adolescents, and adults, even with the emergence of the BA.5 variant.

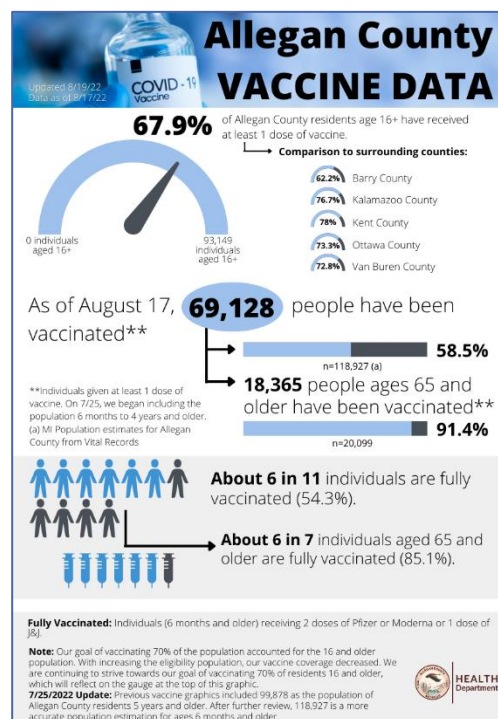
Please refer back to the following previous reports to explore a detailed study of the nationwide COVID-19 breakthrough surveillance:

- [7/26/22: CDC's latest monthly study on VE, released on July 14, 2022](#)
- [8/11/22: CDC's breakthrough data on hospitalizations and deaths associated with COVID-19 by age and vaccination status](#)

Key Data Takeaways from CDC's Breakthrough Surveillance Unit - COVID-19 Hospitalizations and Deaths, as of June 2022:

- Being [up to date](#) on COVID-19 vaccines is crucial in reducing the burden of hospitalizations and deaths
- Data collected via COVID-NET¹² shows that **unvaccinated adults ages 18 years and older had a 4.6 times higher the risk of hospitalizations** associated with COVID-19 compared to those who are up to date on their COVID-19 vaccines. In unvaccinated individuals 12 to 17 years of age, the risk of a COVID-19 hospitalization was 2.0 times higher
- Nationwide data shows that in **unvaccinated individuals 5 years and older, the risk of dying from COVID-19 was 5 times higher** compared to individuals vaccinated with at least a primary series¹³
- In Michigan, [data and modeling as of August 9, 2022](#) shows that **unvaccinated individuals 12 years and older had 28 times the risk of dying from COVID-19** compared to those who were up to date on the COVID-19 vaccination schedule

BREAKTHROUGH SURVEILLANCE DATA: For more information and the latest data on the rates of COVID-19 breakthrough cases, hospitalizations, and deaths, please refer to [CDC COVID Data Tracker: Rates of COVID-19 Cases and Deaths by Vaccination Status](#)



¹¹ Census tracts are geographic entities within counties with similar characteristics such as population traits, school enrollment, poverty level, median household income, housing vacancy, etc.

¹² [COVID-NET](#) (CDC) is a population-based surveillance system of data collection on hospitalizations associated with laboratory-confirmed COVID-19 cases in children and adults

¹³ Primary series is defined by the vaccine administered as the first dose for 1-dose series and the second dose for 2-dose series

LOCAL HEALTH DEPARTMENT (LHD) BREAKTHROUGH DATA DISTRIBUTION

Refer to the [previous report from 6/21/22](#) for updates regarding breakthrough data distribution.

COVID-19 SURVEILLANCE

7-DAY METRICS ¹⁴	STATEWIDE	NATIONWIDE	GLOBAL
Cases	23,165	95,652	5.852 M
Hospital Admissions	158.43	5,690	No data available
Deaths	103	394	18,013
Percent Population Fully Vaccinated	64.6%	67.4%	48.428 M ¹⁵
Percent Positivity	20-24.9 %	15.5%	No data available

STATEWIDE (MICHIGAN)

- As of **August 16, 2022**, [Michigan Coronavirus Data](#) reports a total of **2,731,787 cases** and **37,774 deaths** related to the SARS-CoV-2 infection.
- Read the August 9, 2022, MDHHS [data and modeling update](#)
- COVID spread is increasing in Michigan, and the proportion of specimens identified as BA.5 are the most dominant. Of note, **the current Rt¹⁶ for Michigan is ≥ 1** indicating that COVID is currently spreading, however, projecting that the Rt is approaching 1 again (1 indicating plateau).
- 22% (18/83) of Michigan counties are at High COVID-19 Community Levels, which is 51% of the population; 42% of counties are classified as Medium, and 36% as Low per CDC's community transmission levels as of August 4, 2022.
- Past surges in both 2020 and 2021 have seen case plateaus or increases around late summer/fall. For more information regarding seasonal projections of cases, hospitalizations, and deaths, visit [COVID-19 Scenario Modeling Hub](#).

NATIONWIDE (UNITED STATES)

- Total **cases** nationwide as of August 19, 2022, is **93,240,120 (up 1,252,704 from August 4, 2022)**. **1,034,668 total deaths (up 1,715 from August 4, 2022)** have been reported as of August 19, 2022; which accounts for more than 15% of total deaths worldwide.
- Data Takeaway:** According to the CDC, as of August 11, 2022, COVID-19 cases, deaths, and hospitalizations are **decreasing** in the United States, however, COVID-19 Community Levels for more than 80% of counties are still medium or high. Overall, 51 out of 52 jurisdictions* had high- or medium-level counties this week.
 - For the week ending in August 20, 2022, Omicron BA.5, the predominant variant, accounts for an estimated **88.9%** of new cases
 - Omicron variant BA.4.6, accounts for an estimated **6.3%** of cases
 - According to the CDC, the national proportion of lineages designated as omicron is 100%
- In the U.S., the overall 7-day case average has decreased **13.8%** over the past week (as of 8/11/2022)
 - As of August 9, 2022, the case rate was 242.1 cases/100,000 in last 7 days (week prior: 264.3 cases per/100,000)
- As of August 9, 2022, Midwestern states (Region 5) are increasing or plateaued
- 67.3% of the U.S. population are fully vaccinated as of August 10, 2022, with 78.9% of the total U.S. population, have received at least one dose
 - About 50.0% of the booster-eligible population has not received a booster dose**
- As of August 17, 2022, the 7-day death rate per 100,000 was **.83**

¹⁴ Statewide and Nationwide data as of 8/19/2022 [COVID Data Tracker Weekly Review | CDC](#); Global data update as of 8/21/2022 [COVID-19 Map - Johns Hopkins Coronavirus Resource Center \(jhu.edu\)](#)

¹⁵ This is not a percentage but a 7-day average of weekly doses administered globally

¹⁶ Rt is a unit of epidemiological unit of measurement to indicate the reproduction number of a virus over a particular time

Data as of August 22, 2022

- The 7-day average for new hospital admissions is 5,690 as of August 16, 2022, (prior 7-day average was 6,059)
- Nationally, over 60% of MIS-C cases under the age of 5 have been reported among Non-Hispanic Blacks and Hispanic/Latino

GLOBAL

- Globally, as of **August 19, 2022**, the World Health Organization (WHO) reports **591,683,619 confirmed cases (up 12,590,996 from August 4, 2022)** and **6,443,306 deaths (up 35,750 from August 4, 2022)** related to the SARS-CoV-2 infection.
- According to [WHO's weekly Epidemiological Situation Report](#) as of August 17, 2022:
 - Over 5.4 million cases were reported globally during the week of August 8 to August 14 of 2022, and the **number of cases decreased by 24%** during this timeframe
 - The overall number of **new weekly deaths decreased by 6%** with over 15,000 fatalities reported. At the regional level, new weekly deaths have increased in Western Pacific Region (+31%) and the Southeast Asia Region (+12%) while it decreased or plateaued for other global regions
 - At the country level, the highest numbers of new weekly cases were reported from Japan (-7%), the Republic of Korea (+22%), U.S. (-14%), Germany (-25%), and Italy (-31%)
 - The Omicron sub variant BA.5 and its descendant lineages continue to rise, and accounting for 74% of specimens sequenced globally during the week of July 31 to August 6, 2022
 - BA.2.75 is currently an Omicron sub variant under monitoring; the majority of reported sequences are from India
 - WHO conducts a routine assessment of variants of concern (VOCs), variants of interest (VOIs), and variants under monitoring (VUMs) in order to determine its risk posed to global public health. For more information on currently circulating variants and its classifications, visit [Tracking SARS-CoV-2 Variants](#)

WASTEWATER SURVEILLANCE

See the most recent [MDHHS data and modeling update](#) for the Michigan SWEEP Sentinel Wastewater Summary

Hope College has collaborated with ACHD to produce a dashboard, which displays the most recent wastewater readings and case counts. The colored circles of differing sizes represent the concentration of COVID-19 in the wastewater as of August 18, 2022 (TPA¹⁷, TPE¹⁸, TPP¹⁹), which have existing data points for the most recent nine calendar days (8/9/2022 – 8/18/2022).

The red circles represent higher COVID-19 concentration levels, yellow circles represent lower concentration levels and green circles indicate virtually no COVID-19 detection in the most recent sample. The areas with red circles (higher concentrations of COVID-19), correlate with the increase in cases at LTCFs and other congregate care facilities during this reporting period. With this dashboard, ACHD has been able to forecast a rise in cases, which has improved mitigation responses. Since the last reporting period, **two** facilities around these treatment sites have reported 2+ COVID-19 cases.

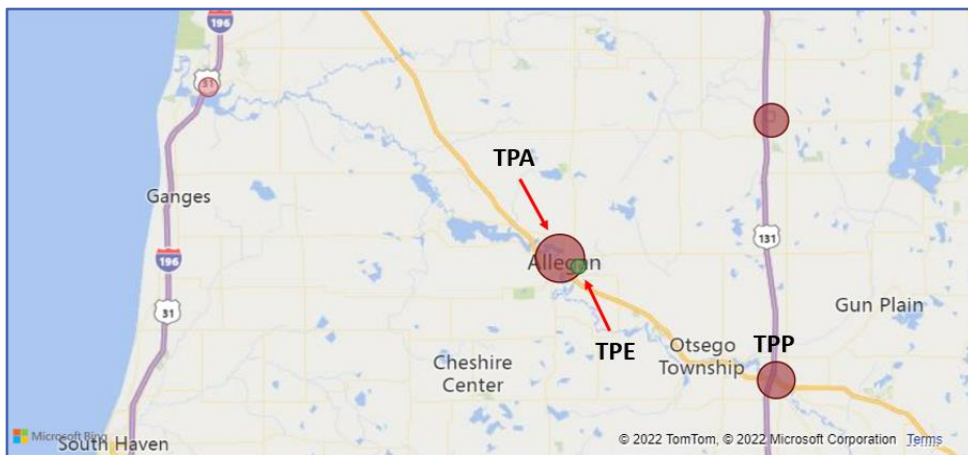
The following three sites have the most current and accurate data readings:

Allegan Sewer shed Sites	Trend Dates	Current Trend Patterns
TPA	8/18/2022 	Decreasing
TPE	8/18/2022 	Decreasing
TPP	8/17/2022 	Decreasing

¹⁷ Allegan Water Resource Recovery Facility

¹⁸ Allegan/Perrigo East Lift Station

¹⁹ Plainwell Wastewater Treatment Plant



The adjacent map shows current wastewater sewer shed sites that Hope College is monitoring in Allegheny County

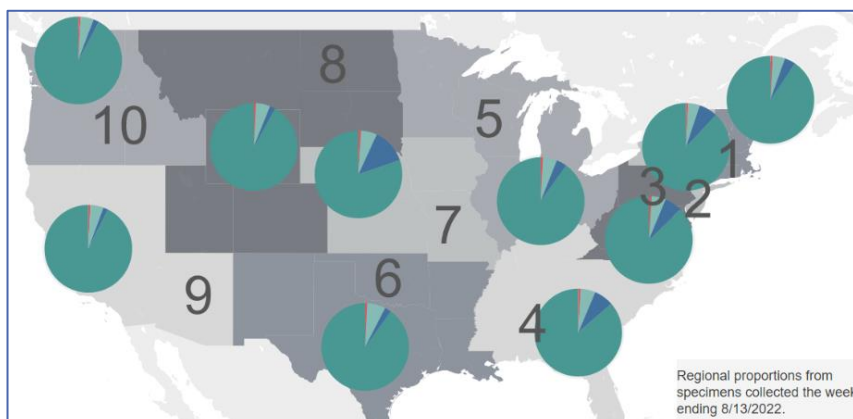
Data Takeaway: Wastewater surveillance continues to increase in the U.S. There are 1,178 wastewater-sampling sites in the US as of August 14, 2022; an increase of 12 sites from August 2, 2022.

Read more about the [method of using wastewater surveillance data](#), to monitor case patterns at individual and

population levels as it relates to the SARS-CoV-2 infection

EMERGING VARIANT UPDATES

- The [CDC Nowcast Projections](#) (nationwide) estimate that the predominant Omicron sub lineages BA.5 is projected at 88.8%, BA.4 at 5.3%, BA.4.6 at 5.1%, and BA.2.12.1 at 0.8%. The combined national proportion of all Omicron lineages continues to be at 100% for the week ending on August 13, 2022.
- The adjacent chart shows the U.S. regional proportions²⁰ from specimens collected the week ending August 13, 2022.
 - As can be seen, a majority of the specimens sequenced are BA.5 (dark green), followed by BA.4.6 (blue), BA.4 (light green), and BA.2.12.1 (orange).
 - **Of note**, this chart shows specimens identified as the **emerging BA.4.6 Omicron sub lineage** (blue), which has been **gaining traction** across some Midwestern states in the U.S. The CDC continues to monitor BA.4.6 as a VOC at this time.



Data Takeaway: Omicron continues to be the predominant variant of concern (VOC) both globally and nationally, with several sub-lineages, including BA.4, BA.5, BA.2.12.1, and recombinants²¹ of these.

- [Michigan: updates](#) on current Variant of Concern (VOC) distribution
 - Since July 15, there have been 719 VOC specimens sequenced of which 100% are of the lineage designated as Omicron
 - 85.3% of specimens sequenced from July 24-30, 2022 were identified as the Omicron sub lineage BA.5, which was the majority of all Omicron specimens
- Quick [Excerpts from the Center of Infectious Diseases Research and Policy \(CIDRAP\), University of Minnesota](#)
 - New Omicron sub variant, BA.4.6, is currently reported as spreading in Midwestern states such as Iowa, Kansas, Missouri, Nebraska
 - Overall BA.4.6 proportions sequenced nationwide has increased from 4.2% to 4.8% during the week of 8/8/2022

²⁰ Some U.S. territories not shown are included in HHS Region 2 (PR, VI) and Region 9 (AS, FM, GU, MH, MP, PW)

²¹ Recombinant occurs in "a process in which the genomes of two SARS-CoV2 variants (that have infected a person at the same time) combine during the viral replication process to form a new variant that is different from both parent lineages."

- Data observed by the [American Academy of Pediatrics \(AAP\)](#) discusses the trending patterns of illnesses in children, with the possibility of seeing a spike in cases ahead of the start of the new school year
- [University of Michigan poll](#) shows that 61% of individuals in the 50+ age group are highly likely to receive a booster this fall. **Variant-specific booster formulations act to target BA.5 and BA.4 strains**
- ACHD continues to monitor all Omicron sub-lineages and deploy response measures accordingly.

EPIDEMIOLOGIC SURVEILLANCE

MONKEYPOX (MPV)

For background information on MPV and previous information discussed, please refer to the [6/21/22 report](#)

UPDATES: As of August 18, 2022, MDHHS and the CDC's MPV Situation Summary has released the following data:

- [Michigan](#):
 - 126 total MPV cases identified (which is up from 55 cases reported in the previous update)
- [United States](#):
 - 14,115 total MPV/orthopoxvirus cases in 54 states (transmission has increased in 2 more states compared to the last report)
 - New York has the largest number of cases (n=2744) followed by California (n=2663), Florida (n=1372), Texas (n=1079), Georgia (n=1066), and Illinois (n=888)
- [Global](#):
 - 40,399 cases in 94 countries (87 of these countries have not historically reported MPV cases)
 - The United States has the largest number of cases (n=14114), followed by Spain (n=5792), Germany (n=3242), Brazil (n=3184), and United Kingdom (n=3081)
 - For a detailed list of the outbreaks reported in non-endemic countries, refer to: [Multi-country monkeypox outbreak in non-endemic countries \(who.int\)](#)
- Additional resources:
 - [MDHHS' webpage for MPV-related education and information for public view](#)
 - [CDC's webpage on Monkeypox | Poxvirus](#)

HIGHLY PATHOGENIC AVIAN INFLUENZA (HPAI)

No new updates, please refer to [previous BOC updates on HPAI](#).

RECENT EMERGING HEALTH THREATS: AT A QUICK GLANCE

[Adenovirus and Acute Hepatitis](#)

- Updates according to the CDC National Center for Immunization and Respiratory Diseases (NCIRD):
 - 358 persons under investigation (PUI)²² in the US as of August 17, 2022
 - As of August 17, 2022, 43 states and jurisdictions reported at least one PUI
- The World Health Organization has declared a moderate risk level for acute pediatric hepatitis. See the [previous BOC report from 7/12/22](#) and the [WHO Disease Outbreak News \(DONs\)](#) for updates on Adenovirus and Acute Hepatitis.

[Arboviruses](#) (Region 5 Epidemiology Report)

- 11 Mosquito pools positive for arbovirus infection
 - 6 Jamestown Canyon Virus (Bay, Midland, Saginaw)
 - 4 West Nile Virus (Arenac, Genesee, Iosco, Kent)
 - 1 LaCrosse Encephalitis Virus (Saginaw)
- 2 birds from Bay County tested positive for West Nile Virus (WNV)

²² PUI does not mean this person is a confirmed case

- 0 human WNV cases in 2022
- Weekly Surveillance reports and the [Annual EZID Surveillance Summary for 2021](#) can be found at www.mi.gov/emergingdiseases

Rabies

- Rabies-positive animals in Michigan as of August 10, 2022, include **25 bats** from the following counties: Alcona (1), **Allegan (1)**, Bay (1), Delta (2), Huron (2), Kalamazoo (1), Kent (5), Oakland (2), Ottawa (2), Newaygo (1), Tuscola (2), Washtenaw (4), Ingham (1).

Salmonella Outbreaks Linked to Backyard Poultry

- No new updates, please refer to [previous BOC updates](#) on Salmonella Outbreaks
- As of August 12, 2022: 884 cases reported from 48 states and the District of Columbia (13 in Michigan)
- 158 hospitalizations, 2 deaths
- Illness onset dates range: February 3, 2022, to July 23, 2022; the median age range for individuals that became ill is 32 years, 191 are children under 5 years of age
- Epidemiologic data show of 311 cases interviewed, 80 (26%) reported eating eggs from backyard poultry and 12 (4%) reported eating eat from backyard poultry

Salmonella Outbreaks Linked to Small Turtles

- No new updates, please see the [previous BOC report from 8/11/22](#).

Listeria Outbreaks Linked to Big Olaf Ice-cream

- No new updates, please see the [previous BOC report from 8/11/22](#).

NEW

Shiga toxin-producing Escherichia coli (STEC)

- As of August 19, 2022: 37 cases reported from 4 states (15 in Michigan, **1 in Allegan county**)
- 10 hospitalizations, 0 deaths
- Illness onset dates range: July 26, 2022, to August 8, 2022; the median age range for individuals that became ill is 21 years of age and 62% of the ill individuals were male
- MDHHS issued a press release on August 16, 2022, regarding an increase in STEC infections across the state in addition to a MIHAN message sent late last week. For more information, see [MDARD guidance and recommendations](#)

SOURCES

- [Allegan County Health Department Facebook page](#)
- [American Academy of Pediatrics: Hepatitis Cases Possibly Associated with Adenoviral Infection](#)
- [American Community Survey 5-Year Data \(2009-2020\) \(census.gov\)](#)
- [Centers for Disease Control and Prevention](#)
- [CDC COVID-19 Booster Interactive Tool](#)
- [CDC COVID-19 Data Tracker](#)
- [CDC COVID-19 Travel Guidance](#)
- [CDC COVID-19 What to do if you were exposed](#)
- [CDC COVID-19 If you are sick](#)
- [CDC COVID-19 Operational Guidance for K-12](#)
- [CDC COVID-19 Guidance Updates](#)
- [CDC Current Outbreak List | CDC](#)
- [CDC Frequently Asked COVID-19 Questions for K-12 Settings and ECE](#)
- [CDC Health Alert Network](#)
- [CDC MMWR: Monkeypox and High Contact Surface Contamination](#)
- [CDC Monkeypox Fact Sheet](#)
- [CDC Monkeypox Signs and Symptoms](#)
- [CDC Monkeypox Transmission](#)
- [CDC Provisional COVID-19 Deaths: Focus on Ages 0-18 Years](#)
- [CDC Stay Up-to-date on Vaccinations](#)
- [COVID Data Tracker Weekly Review](#)
- [COVID-19 Vaccine Dashboard](#)
- [CHN Associates, Student, and Family Assistance Program Monthly Report](#)
- [Division of Vector-Borne Diseases \(DVBD\) | Division of Vector-Borne Diseases | NCEZID | CDC](#)
- [FDA: Investigations of Foodborne Illness Outbreaks](#)
- [Find a COVID-19 Vaccine Near You](#)
- [HONU](#)
- [Is the pediatric hepatitis outbreak real? A top WHO physician weighs in | Science | AAAS](#)
- [Lighthouse \(mi-lighthouse.org\)](#)
- [Long Term Care Data](#)
- [MDHHS Monkeypox Page](#)
- [MDHHS School Outbreak Reporting](#)
- [MDHHS: School Age Case Data Dashboard](#)
- [MI Bridges](#)
- [MI COVID response Data and Modeling](#)
- [Michigan Coronavirus: COVID-19 Vaccine](#)
- [Michigan COVID-19 Wastewater Testing and SWEEP Dashboard](#)
- [Michigan Coronavirus Data](#)
- [Michigan Department of Health and Human Services \(MDHHS\) Breakthrough Cases Data File](#)
- [Michigan Disease Surveillance System \(MDSS\)](#)
- [Michigan DNR Eyes in the Field](#)
- [Michigan Health Alert Network \(MIHAN\)](#)
- [MI Safe Start Map and CDC Indicators](#)
- [New COVID-19 Cases Worldwide - Johns Hopkins Coronavirus Resource Center \(jhu.edu\)](#)
- [Office of International Health and Biodefense - United States Department of State](#)
- [Our World in Data - Coronavirus \(COVID-19\) Hospitalizations](#)
- [Sewer Coronavirus Alert Network \(SCAN\) \(wastewaterscan.org\)](#)
- [Technical Report: Acute Hepatitis of Unknown Cause | CDC](#)
- [US Food and Drug Administration](#)
- [Vaccinate West Michigan](#)
- [World Health Organization Coronavirus Dashboard](#)
- <https://www.who.int/emergencies/diseases/novel-coronavirus-who> Coronavirus disease (COVID-19) Weekly Epidemiological Update and Weekly Operational Update2019/situation-reports

Allegan County COVID-19 Community Level: LOW

Allegan County Health Department recommends everyone to:

Stay up to date on your COVID-19 Vaccines

Get tested if you have symptoms, before and after traveling, and before gathering with others.

Actions including social distancing, frequent handwashing, wearing a well-fitted face mask, and isolation/quarantine help lessen the level of transmission. People may choose to mask at any time.

People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.



Learn more about CDC's COVID-19 Community Levels by visiting www.covid.cdc.gov

#DoYourPart

Allegan County COVID-19 Community Level: LOW

Pick-up Free Masks

- Monday-Friday 8:30am to 4:30pm at the Allegan County Health Department (3255 122nd Ave, Allegan)
- At select local units of government and libraries.
 - Visit allegancounty.org/covid to view the list of agencies under our Mask Information page.

Find COVID-19 Treatments

- Find information and options near you: michigan.gov/covid19therapy
- View a test to treat location near you: aspr.hhs.gov/TestToTreat
- Talk to your doctor about treatment options if you test positive for COVID-19.

Follow CDC's isolation and quarantine guidelines and stay home if you develop symptoms or test positive.

Get Tested:

- Order free at-home test kits online at:
 - www.covidtests.gov
 - www.accesscovidtests.org
- Pick-up test kits locally:
 - Visit www.allegancounty.org/covid to view pick-up locations under our Testing page.
- Find a community testing site near you at:
 - Allegan County Transportation Building (750 Airway Dr, Allegan) on Wednesdays and Fridays from 12 pm to 5 pm.
 - Visit www.solvehealth.com for more locations near you.

Stay up-to-date on COVID-19 Vaccines

- Find vaccine clinics near you at:
 - vaccinatewestmi.com
 - vaccines.gov
- Or call ACHD at 269-673-5411 to schedule an appointment



#DoYourPart

COVID-19 VACCINE FOR KIDS <5

Top 6 parental concerns answered

June 2022

- For children **under 5 years old**, parents have two options for a COVID-19 vaccine:
 - **Moderna:** 2-dose series taken 4 weeks apart. Each dose is 25 µg, which is 1/4 the dosage of the adult vaccine.
 - **Pfizer:** 3-dose series. Dose 2 is 3 weeks after Dose 1. Dose 3 is 8 weeks after Dose 2. Each dose is 3 µg.

The vaccines are effective

- Moderna's** clinical trial included 6,300 children.
- Antibodies after Dose 2 were the same or exceeded those in adults.
 - Efficacy against infection was 51% for 6–23 month olds and 37% for 2–5 year olds.
 - Efficacy was consistent with vaccine effectiveness for adults during Omicron.
 - A booster will likely be needed. Studies are underway and results are expected at end of summer.
- Pfizer's** clinical trial included 1,400 children.
- Antibodies after Dose 3 exceeded adults.
 - Efficacy against infection after Dose 3 was 75% for 6–23 month olds and 82% for 2-4 year olds.
 - There were extremely few cases during the trial, so there is significant uncertainty around these efficacy numbers.
 - Note: Efficacy for these two vaccines cannot be directly compared due to varying length of follow-up, months the study was conducted (and thus, circulating virus), and different number of doses.
 - Vaccines can prevent infection and transmission, especially in the first few months. Unfortunately, as the virus continues to mutate, this timeline can be shortened. The **vaccines' primary purpose is to prevent severe disease and death.** Both vaccines are expected to decrease hospitalizations and ICU stays among this age group.

The vaccines are safe

- During both clinical trials:
- Temporary pain at injection site was common.
 - Fevers were more common after vaccine than placebo.
 - Fatigue and headache was most common in children ages 2–5 years; irritability and sleepiness was more common in children ages 6–23 months.
 - Side effects were more common with Moderna compared to Pfizer.
 - Serious adverse events were rare. No deaths occurred.
 - A child in each trial had a high fever which led to seizure or hospitalization.

Myocarditis is rare

- Myocarditis (heart inflammation) has been linked to mRNA vaccines in *adolescents*, but remains rare. Risk of myocarditis after mRNA COVID-19 vaccination, if any, in young children is unknown.
- No cases of myocarditis were reported in clinical trials. But the clinical trials were not large enough to capture such rare events.
 - Based on the epidemiology of classic myocarditis and safety monitoring in children ages 5–11 years, myocarditis after mRNA COVID-19 vaccination in young children is expected to be rare due to smaller doses and myocarditis being fundamentally different in young children.
 - Kids can get myocarditis from the virus, and it can be more severe.

There is a need

- COVID-19 disease in kids can range from asymptomatic to severe illness.
- The majority of children have mild-to-moderate disease.
 - COVID-19 can cause severe disease, even among healthy children.
 - **Deaths:** Since 2020, 442 children aged 0–4 years old have died from COVID-19. While this is lower than adults, COVID-19 is a top 10 leading cause of death for kids.
 - **Hospitalizations:** During the first Omicron wave, COVID-19 hospitalization among kids under 5 were higher than for any other child age group.
 - 86% of hospitalizations were *for* COVID-19 (as opposed to *with* COVID-19)
 - Hospitalizations passed previous flu peaks and previous COVID-19 peaks.
 - Of toddlers hospitalized for COVID-19, 1 in 4 went to the ICU.
 - 30–50% of hospitalized children had **no** underlying medical condition
 - Long COVID-19 occurs among kids. Vaccines reduce the risk of long COVID-19.

Previously recovered still need the vaccine

- As of February 2022, 75% of children had been infected with SARS-CoV-2 in the U.S.
- Getting a vaccine, even for people who have already recovered from COVID-19, strengthens their immune response. CDC states vaccinations **can** be delayed up to 3 months after infection.
 - Protection from infections can be effective, but a recent study showed some children *failed* to make antibodies after infection (the immune system's first line of defense) and had mediocre T-cell responses (the immune system's second line of defense).
 - Reinfection should be expected. SARS-CoV-2 is changing quickly.
 - Omicron infections do not elicit antibodies against *other* variants of concern. While Omicron may be the dominant variant right now, this could change in the future.

Long-term side effects, like infertility, are highly unlikely

- We do not know the long-term effects of mRNA COVID19 vaccines. However, based on our knowledge of mRNA and the human body, we do not expect them:
- It's biologically impossible for mRNA to alter DNA.
 - Previous research on other mRNA vaccines show no long term effects. mRNA research started in 1961. The first clinical trial with mRNA was in 2001.
 - Vaccine ingredients are cleared from the body very quickly. mRNA is very fragile and degrades within 72 hours of injection. Fat bubbles that carry the mRNA degrade within 4 days. Ingredients do not linger in the body.
 - mRNA vaccines are not made of the actual pathogen. This means that they don't contain weakened, dead, or noninfectious parts of a virus.
 - In the history of vaccines, serious adverse side effects only occur within the first 2 months of rollout. We have more than 24 months of vaccine follow-up data by now.
 - Thousands of people have gotten pregnant after vaccination.
 - There are reports that menstrual cycles change after a COVID19 vaccine. The body is mounting an immune response, and this is likely a temporary side effect, like a fever.

FREE AT-HOME TEST KITS TO ORDER ONLINE:

- www.Covidtests.gov - order 3 sets of 4 free at-home test kits from the federal government. (If you already ordered your first set, order a second or third today)
 - If you have health insurance through an employer or Marketplace, your insurance will pay you back for 8 at-home tests each month for each person on your plan. View more information [here](#).
- www.AccessCovidtests.org - order free at-home test kits through Project ACT (enter zip code to check eligibility)

FREE AT-HOME TEST KITS FROM MDHHS AVAILABLE AT 2 LIBRARIES IN ALLEGAN COUNTY:

- Allegan District Library (331 Hubbard St, Allegan)
- Fennville District Library (400 W Main St, Fennville)

FREE COMMUNITY TESTING EVENTS ARE HELD EVERY WEDNESDAY AND FRIDAY AT THE ALLEGAN COUNTY TRANSPORTATION BUILDING FROM 12 PM – 5 PM. THESE EVENTS OFFER PCR AND RAPID TESTING OPTIONS.

VISIT THE [MDHHS COMMUNITY BASED POP-UP TESTING PAGE](#) TO SIGN UP FOR THE TESTING EVENTS AT ALLEGAN TRANSPORTATION BUILDING AND TO FIND OTHER TESTING SITES NEAR YOU.

Visit <https://www.solvehealth.com/covid-testing> to find additional COVID-19 sites near you.

COVID-19 testing location finder: [Coronavirus - Test](#)

MONKEYPOX: What to Know



HEALTH
Department

How it spreads:

- Direct contact with the infectious rash, scabs, or body fluids
- Respiratory secretions during prolonged, face-to-face contact, or during intimate physical contact, such as kissing, cuddling, or sex
- Touching items (such as clothing or linens) that previously touched the infectious rash or body fluids
- Pregnant people can spread the virus to their fetus through the placenta

The illness typically lasts 2-4 weeks. People who do not have monkeypox symptoms cannot spread the virus to others.



Symptoms:

- Fever
- Headache
- Muscle aches and backaches
- Chills
- Exhaustion
- Swollen lymph nodes
- A rash that can look like pimples or blisters

Prevention:

- Avoid close, skin-to-skin contact with people who have a rash that looks like monkeypox.
- Do not touch the rash or scabs of a person with monkeypox.
- Do not kiss, hug, cuddle or have sex with someone with monkeypox.



- Do not share eating utensils or cups with a person with monkeypox.
- Do not handle or touch the bedding, towels, or clothing of a person with monkeypox.
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer

If you feel sick or have symptoms, do not attend any gathering, and contact your healthcare provider.

Environmental Health - Benchmark Data Board of Commissioner Report



	January		February		March		April		May		June		July		August	September		October		November		December	
Total Applications Received for the Month	135		166		186		202		180		208		157		88								
14 Business Days for the Month are Permits received during	12/23 thru 1/7	1/8 thru 1/23	1/24 thru 2/6	2/7 thru 2/18	2/19 thru 3/13	3/14 thru 3/27	3/28 thru 4/10	4/11 thru 4/24	4/25 thru 5/8	5/9 thru 5/20	5/21 thru 6/12	6/13 thru 6/24	6/25 thru 7/10	7/11 thru 7/24									
Incomplete and/or Unpaid Submissions within 14 Business Days	5	5	14	19	18	8	9	26	5	10	29	8	19	16									
Total Eligible for Completion within 14 business day window	37	31	62	79	91	62	81	81	65	69	122	65	54	57									
Submissions Not Completed within Elligible Time Period	2	0	0	1	0	0	2	2	0	1	4	2	0	2									
Total Completed	35	31	62	78	91	62	79	79	65	68	118	63	54	55									
Percentage Complete	95%	100%	100%	99%	100%	100%	98%	98%	100%	99%	97%	97%	100%	96%									

Applications completed prior to 14 day turnaround (only those with proper documentation and fees paid): **Total Completed divided by Total Eligible for Completion within 14 business day window = Percentage Complete**

Number	Percentage
55/57	96%

14 business days from July 11 - July 24

	January		February		March		April		May		June		July		August	September		October		November		December	
Total Applications Received	135		166		186		202		180		208		157		88								
5 Business Days for Communication	1/10 thru 1/23	1/24 thru 2/6	2/7 thru 2/18	2/19 thru 3/6	3/7 thru 3/27	3/28 thru 4/10	4/11 thru 4/24	4/25 thru 5/8	5/9 thru 5/22	5/23 thru 6/5	6/6 thru 6/26	6/27 thru 7/10	7/11 thru 7/24	7/25 thru 8/7									
Total Eligible for Communication	36	76	98	73	103	90	107	79	79	80	143	73	84	85									
Total Not Communicated to within 5 Business Days	1	0	2	0	0	0	0	0	1	0	0	0	0	0									
Total Communicated to within 5 Business Days	35	76	96	73	103	90	107	79	78	80	143	73	84	85									
Percentage Complete	97%	100%	98%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%									

Customers that have been contacted within 5 business days: **Total Communicated to within 5 Business Days divided by Total Eligible for Communication**

Number	Percentage
85/85	100%

5 business days from July 25 - August 7

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	40	45	52	54	37	58	48	31					365
Septic	32	56	53	68	46	54	42	28					379
Loan Eval.	7	13	7	17	11	11	12	4					82
MDHHS Eval.	5	7	3	6	5	8	9	3					46
SESC	36	26	47	46	57	51	34	17					314
Raw Land/Soil Eval.	15	19	21	8	21	22	10	4					120
Investigative Fieldwork	0	0	3	3	3	4	2	1					16
Monthly Totals	135	166	186	202	180	208	157	88	0	0	0	0	1322

SERVICES PROVIDED

PERMITS ISSUED	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well	37	37	52	46	34	62	54	28					350
Septic	36	40	63	45	51	60	54	21					370
Loan Eval.	3	13	11	5	7	13	8	6					66
MDHHS	5	7	5	2	7	4	7	4					71
SESC	31	38	35	40	40	43	37	20					284
Raw Land/ Soil Eval.	11	17	13	8	13	16	11	3					92
Monthly Totals	123	152	179	146	152	198	171	82	0	0	0	0	1203

Other Services Completed	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well Finals	87	85	29	40	18	11	8	7					285
Septic Finals	21	14	29	34	37	28	42	8					213
SESC Inspections	10	14	14	173	267	259	247	96					1080
Investigative Fieldwork	0	0	3	3	3	4	2	1					16
Monthly Totals	118	113	75	250	325	302	299	112	0	0	0	0	1594

Total Services Provided	241	265	254	396	477	500	470	194	0	0	0	0	5594
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Allegan County Ground Water Study Ad-Hoc Work Group



Human Services Building
3255 – 122nd Avenue
Allegan, MI 49010
269-673-5411 Main Office
269-673-4172 Main Fax
<http://www.allegancounty.org>

Chairperson, Tom Kunetz
Vice-Chairperson, John "Ric" Curtis

Dean Kapenga,
County Commissioner
Representative
dakapenga@allegancounty.org

Chad Kraai,
Well Driller
chad@kraaiwelldrilling.com

Brian Talsma,
Conservation District
Representative
brian.talsma@macd.org

Doug Sweeris,
Municipal Water Supply
Representative
dsweeris@cityofallegan.org

Erick Elgin,
Academic Representative
elgineri@msu.edu

Jay Drozd,
Agriculture Representative
javdrozd@yahoo.com

John "Ric" Curtis, Vice-chair
Community Representative
ric_curtis@comcast.net

John Shagonaby,
Tribal Representative
John.Shagonaby@qlt-nsn.gov

Tom Kunetz, Chair
Community Representative
tomkunetz@gmail.com

Zachary Curtis,
Consultant
zach@magnet4water.com

WATER STUDY WORKGROUP – MINUTES

Wednesday, August 17, 2022 – 2PM

Human Services Building, Karl Zimmerman Room
3255 122nd Avenue, Allegan, MI 49010
Virtual Meeting Options – Connectivity Instructions

2PM

CALL TO ORDER:

ROLL CALL:

Present In Room: Dean Kapenga, Doug Sweeris, Ric Curtis, Tom Kunetz

Present Virtually: Erick Elgin, John Shagonaby, Zachary Curtis

Absent: Chad Kraai, Brian Talsma, Jay Drozd

PUBLIC PARTICIPATION:

None

PRESENTATIONS:

None

COMMUNICATIONS:

None

DISCUSSION ITEMS:

1. Local Units of Government Project Applications—Review Submittals (Kunetz/Rapp):

- a. **City of Otsego/Project #1:** Work Group Recommendation: 7 – yes, 0 – no
- b. **City of Otsego/Project #2:** Work Group Recommendation: 7 – yes, 0 – no
- c. **City of Plainwell** (note: engineer chosen after July 29 deadline): Work Group Recommendation: 7 – yes, 0 – no
- d. **Dorr Township** (Kent County Landfill): Work Group Recommendation: 1 – yes (Kunetz), 6 – no
- e. **Saugatuck Township:** Work Group Recommendation: 7 – yes, 0 – no
- f. **Otsego Township:** Work Group Recommendation: 0 – yes, 7 – no
- g. **Village of Martin/Project #1:** Work Group Recommendation: 0 – yes, 7 – no
- h. **Village of Martin/Project #2:** Work Group Recommendation: 0 – yes, 7 – no

2. Residential Well Assistance discussion (Kunetz)

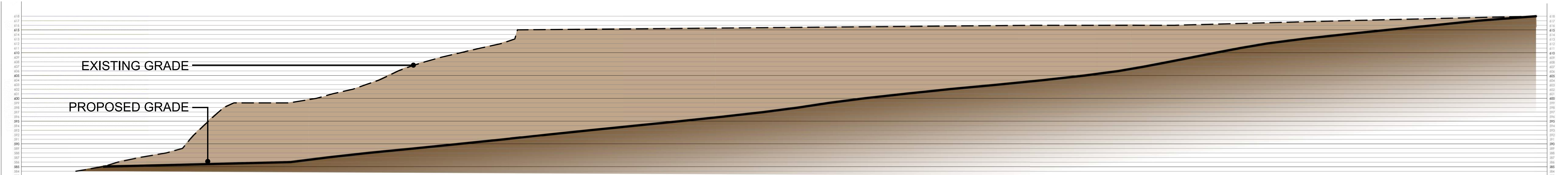
- a. Discussion of criteria for distribution of remaining ARPA funds
- b. Action Items:

- i. Determine approximate number of private wells (Action: Dunham)
 - ii. Provide EGLE definition of well types (Action: Rapp)
 - iii. Determine applicability of ARPA funds to private wells (Action: Dunham)
 - 3. Decision Support System
 - a. Z. Curtis to submit proposal from Hydrosimulatics for work group members to review prior to next meeting. (Action: Z. Curtis)
-

**PUBLIC PARTICIPATION:
ADJOURNMENT:**

Workgroup Tasks and Deliverables:

1. Review the final Allegan County Groundwater Study, conducted by Hydrosimulatics, Inc. and submitted to the Board on March 25, 2021.
2. Provide regular updates to the Board and a final written summary of observations and recommendations of the workgroup, within one-year of the appointment of its members, relative to the study content (and any other aspects of Allegan County's current and future state relative to water quality, including recommendations for how the County (as a geographic area) should proceed with next steps (if any) and provide particular focus on Hydrosimulatics, Inc. recommendation to pursue an interactive Decision Support System. All recommendations must be specific as to the management/oversight model, funding, root need/issue to be addressed and expected results of any next steps to be considered.
3. The Allegan County Health Department will participate in the discussions of the work group and will provide administrative support, guidance and expertise.
4. As an ad-hoc workgroup, the work of the group will be considered complete upon the delivery of item number 2 above.



SECTION THROUGH CENTER LINE OF PROPOSED VEHICLE ACCESS DRIVE
1" = 10'



NOTE: ALL SPOT ELEVATIONS NOTED ARE APPROXIMATE.



WEST SIDE PARK BEACH ACCESS - OPTION A

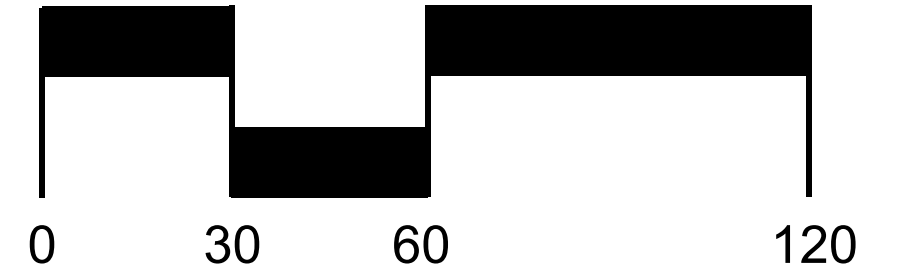
PREPARED FOR: ALLEGAN COUNTY

DATE: AUGUST 16, 2022

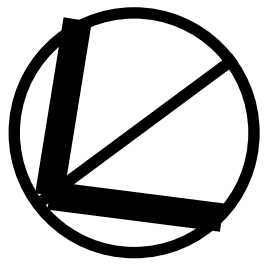
PREPARED BY:



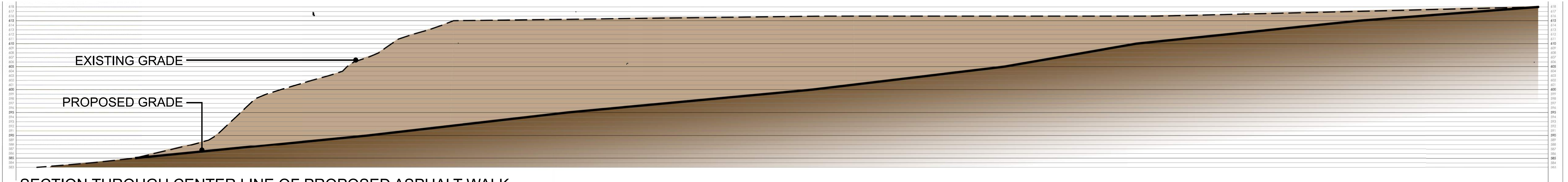
SCALE: 1" = 30'



NORTH



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SECTION THROUGH CENTER LINE OF PROPOSED ASPHALT WALK
1" = 10'



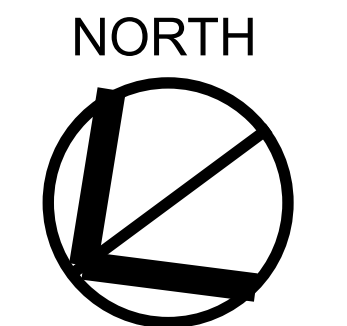
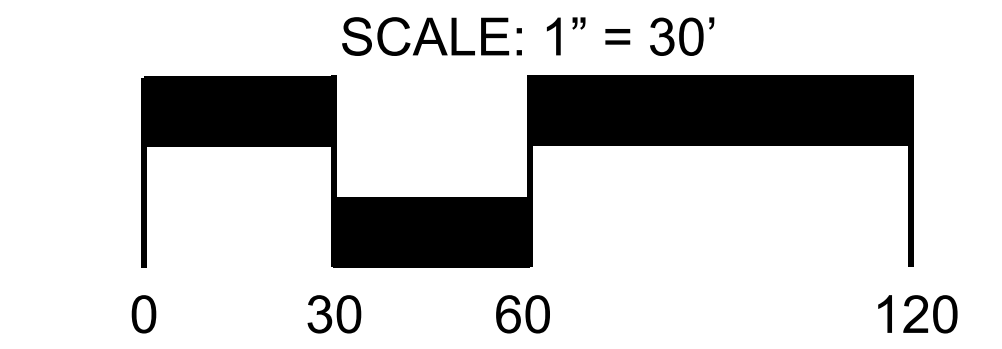
NOTE: ALL SPOT ELEVATIONS NOTED ARE APPROXIMATE.



WEST SIDE PARK BEACH ACCESS - OPTION B

PREPARED FOR: ALLEGAN COUNTY
DATE: AUGUST 16, 2022






PREPARED BY:
ABONMARCHE



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ATTACHMENT C - FINANCIAL REPORT- JUNE 30 2022

SERVICES AT A GLANCE



 TOTAL BUDGET 2022: \$241,351			 TOTAL BUDGET 2022: \$728,621			 TOTAL BUDGET 2022: \$1,461,517			 TOTAL BUDGET 2022: \$154,321			 TOTAL BUDGET 2022: \$172,859					
PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:					
7%			23%			45%			6%			6%					
ADULT DAY CARE			HOME DELIVERED MEALS			IN HOME SUPPORTS			PERSONAL EMERGENCY RESPONSE			SENIOR TRANSPORTATION					
BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH					
BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE
COST			COST			COST			COST			COST					
\$120,676	\$31,897	\$88,779	\$364,310	\$324,342	\$39,968	\$730,759	\$638,426	\$92,333	\$77,161	\$70,189	\$6,972	\$86,430	\$82,940	\$3,490	ADDITIONAL TRANSPORTATION COSTS		
UNITS (1 UNIT = 1 HOUR OF CARE)			UNITS (1 UNIT = 1 MEAL)			UNITS (1 UNIT = 1 HOUR OF CARE)			UNITS (1 UNIT = 1 DEVICE)			THIS MONTH		YTD			
11,773	3,866	7,907	48,445	43,188	5,257	20,879	18,226	2,653	3,674	3,518	(156)	\$179	SOFTWARE	\$1,074	VOLUNTEER TRANSPORTATION		
MONTHLY PERFORMANCE			MONTHLY TARGET TO DATE			MONTHLY TARGET TO DATE			MONTHLY TARGET TO DATE			THIS MONTH		YTD			
TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	135	TRIPS	1,065
COSTS			COSTS			COSTS			COSTS			COSTS			5,654	MILES	47,487
\$20,113	\$6,914	(\$13,199)	\$60,718	\$56,986	(\$3,732)	\$121,793	\$108,718	(\$13,075)	\$12,395	\$14,319	\$1,924	590	716	126	\$3,308	COST	\$24,236
UNITS			UNITS			UNITS			UNITS			UNITS			135	TRIPS	1,065
1,962	838	(1,124)	8,074	7,588	(486)	3,480	3,091	(389)	590	716	126	PURCHASED BUS TRANSPORTATION			157	TRIPS	1,390
ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			\$6,391	COST	\$45,132
THIS MONTH	YTD		THIS MONTH	YTD		THIS MONTH	YTD		THIS MONTH	YTD		THIS MONTH	YTD		\$2,262	AD'L TRNSP	\$13,572
21	CUSTOMERS	22	384	CUSTOMERS	398	425	CUSTOMERS	441	702	CUSTOMERS	770	13	DISCHARGES	103	VOL TRANSP = 29% OF TRANSP BUDGET		
1	INTAKES	8	22	INTAKES	109	15	INTAKES	69	20	INTAKES	96	27	REFERRALS	126	BUS TRANSP = 71% OF TRANSP BUDGET		
1	DISCHARGES	1	23	DISCHARGES	121	16	DISCHARGES	45	13	DISCHARGES	103	0	WAITING	0	ADDITIONAL INFORMATION		
6	REFERRALS	38	29	REFERRALS	128	14	REFERRALS	128	27	REFERRALS	126	63	RIDERS	471	7	NEW RIDERS	54
13	WAITING	22	0	WAITING	0	40	WAITING	64	0	WAITING	0	1	UNMET RIDES	3	DATE OF OLDEST REFERRAL:		
02/22/22			N/A			5/11/2022			N/A			DATE OF OLDEST REFERRAL:					
02/22/22			N/A			5/11/2022			N/A			DATE OF OLDEST REFERRAL:					



ALLEGAN COUNTY SENIOR & VETERAN SERVICES
 3255 122ND AVENUE, SUITE 200
 ALLEGAN, MI 49010
 (269) 673-3333 OR TOLL FREE (877-673-5333)

ATTACHMENT C - FINANCIAL REPORT- JUNE 30 2022

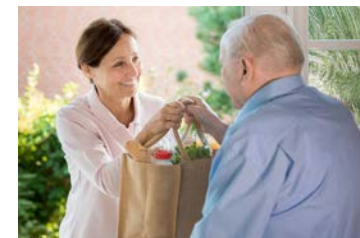
ADMINISTRATIVE BUDGET AT A GLANCE

				TOTAL BUDGET 2022: \$438,490		BUDGET STATUS - EDEN*								
						2022 REVENUES			2022 EXPENDITURES					
						BUDGETED	THIS MONTH	YTD	BUDGETED	THIS MONTH	YTD			
						\$2,840,030	\$310	\$2,599,778	\$3,197,159	\$220,993	\$915,806			
BUDGET THROUGH CURRENT MONTH		ADDITIONAL INFORMATION						2022 FUND BALANCE STATUS						
BUDGETED	ACTUAL	VARIANCE	THIS MONTH			YTD								
\$219,245	\$168,175	(\$51,070)	\$17,901	COMPENSATION		\$106,936				BEGINNING FUND BALANCE				
MONTHLY PERFORMANCE			\$80	OPERATIONS		\$30,735				\$1,117,922				
			(TRAVEL, SUPPLIES, EQUIPMENT, ETC.)									10% BEST PRACTICE RESERVE		
TARGET	ACTUAL	VARIANCE	\$5,084	INDIRECT COSTS		\$30,504				\$319,716				
			(OFFICE SPACE, PHONES, COMPUTERS. ETC.)									AVAILABLE TO SUPPORT OPERATIONS		
			TOTAL ADMINISTRATIVE COSTS									\$798,206		
PERCENT OF TOTAL BUDGET												FUND BALANCE INCLUDED IN CURRENT BUDGET		
13%			\$23,065											
												UNBUDGETED UNIT INCREASE (HDM)		
												(\$39,910)		
												UNBUDGETED UNIT RATE INCREASE (IN-HOME)		
												(\$410,851)		
												TOTAL FB PLANNED TO USE IN 2022		
												(\$9,684)		
												PROJECTED FUND BALANCE AT END OF 2022: \$310,032 (incl. Reserve)		


*EDEN REPORTS DO NOT INCLUDE CURRENT MONTH'S COSTS



ALLEGAN COUNTY SENIOR & VETERAN SERVICES
 3255 122ND AVENUE, SUITE 200
 ALLEGAN, MI 49010
 (269) 673-3333 OR TOLL FREE (877-673-5333)



MARKETING REPORT

MARKETING EFFORTS													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD
TV COMMERCIAL		16,626	36,033	46,527	59,501	74,038	14,537						247262
RADIO COMMERCIAL		50	67	111	43	111	43						425
DIGITAL RADIO (SPOTIFY)		2,648	10,922	NA	NA	NA	NA						13570
MAILER		6,472	NA	NA	NA	6472	6,472						19416
BILLBOARD (IMPRESSIONS)*		550,460	299,924	299,924	147,200	147,200	NA						1444708
SOCIAL MEDIA		1,931	11,276	4,737	4,737	5,912	30,751						59344
PRINT AD		2	2	2	3	2	6,336						6347
CLIENT RESPONSE TO REFERRAL QUESTION: "WHERE DID YOU HEAR ABOUT THESE SERVICES?"													
BROCHURE		3	16	2	1	6	9						37
WEBSITE		16	13	13	6	5	18						71
TV COMMERCIAL		0	2	2	0	0	0						4
CARD IN MAIL		6	23	3	0	2	7						41
BILLBOARD		1	0	0	0	1	0						2
SOCIAL MEDIA		2	5	1	2	0	5						15
PRINT AD		0	4	1	0	0	1						6
HEALTH CARE REFERRAL			40	28	37	30	22						157
HOSPICE REFERRAL			5	5	6	3	4						23
FAMILY OR FRIEND			15	27	19	36	45						142
OTHER		53	11	26	13	26	39						168
MONTHLY TOTAL		81	134	108	84	109	150	0	0	0	0	0	
NEW REFFERALS													
ADULT DAY CARE	3	6	4	9	4	6	0	0	0	0	0	0	32
HOME DELIVERED MEALS	20	20	24	16	19	29	0	0	0	0	0	0	128
ESSENTIAL IN HOME SUPPORTS	18	12	33	25	26	14	0	0	0	0	0	0	128
PERS	28	27	26	27	18	27	0	0	0	0	0	0	153
TRANSPORTATION	11	11	4	8	0	0	0	0	0	0	0	0	34
MONTHLY TOTAL	80	76	91	85	67	76	0	0	0	0	0	0	
CONTRACT STATUS													
INVOICES SUBMITTED - 2021												\$16,300	\$16,300
INVOICES SUBMITTED - 2022	\$12,000	\$5,515	\$5,575	\$5,534	\$4,934	\$5,125							\$38,683
*Impression are the number of vehicles that passed by the billboard							 <p style="font-size: small; text-align: center;">ALLEGAN COUNTY Senior & Veteran Services Giving independence, dignity, and quality of life through mileage support</p>			TOTAL COST TO DATE: \$54,983 CONTRACT AMOUNT: \$95,000 AVAILABLE TO COMPLETE PROJECT: \$40,017			
ATTACHMENT C PG 3 OF 3													

From: Erik S. Injerd
Sent: Thursday, August 18, 2022 9:41 AM
To: Erik Wilson
Subject: Plainwell circuit clearing

CAUTION: External Email!

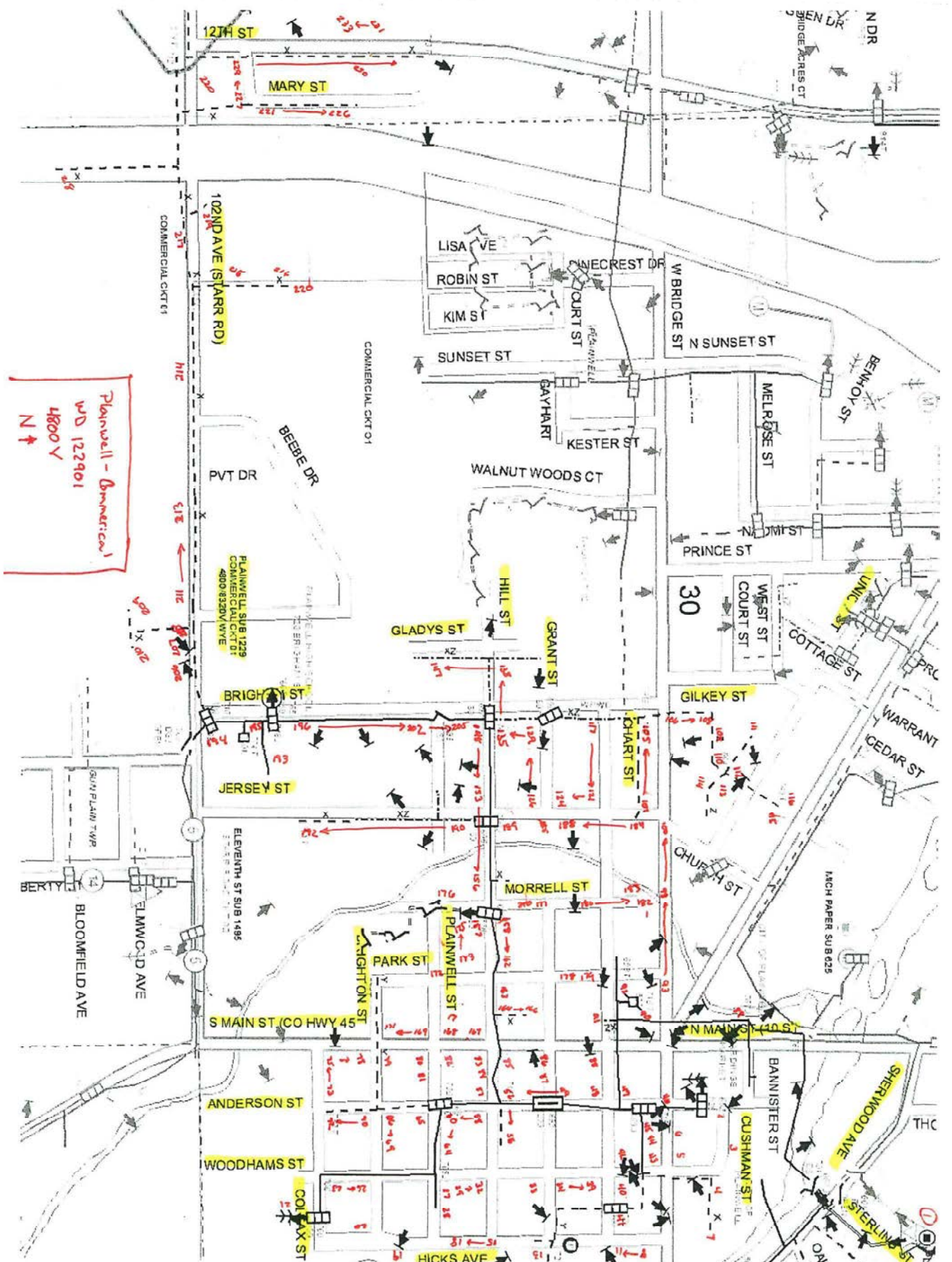
Hello Erik, I wanted to let you know that we will be starting the next section of line clearing within Plainwell. I have attached a map showing the areas where we will be trimming trees. We have sent out notifications to our customers informing them of the upcoming tree work which includes a description of the work to be performed as well as my contact information.

Please let me know if you have any questions.

Thank you,

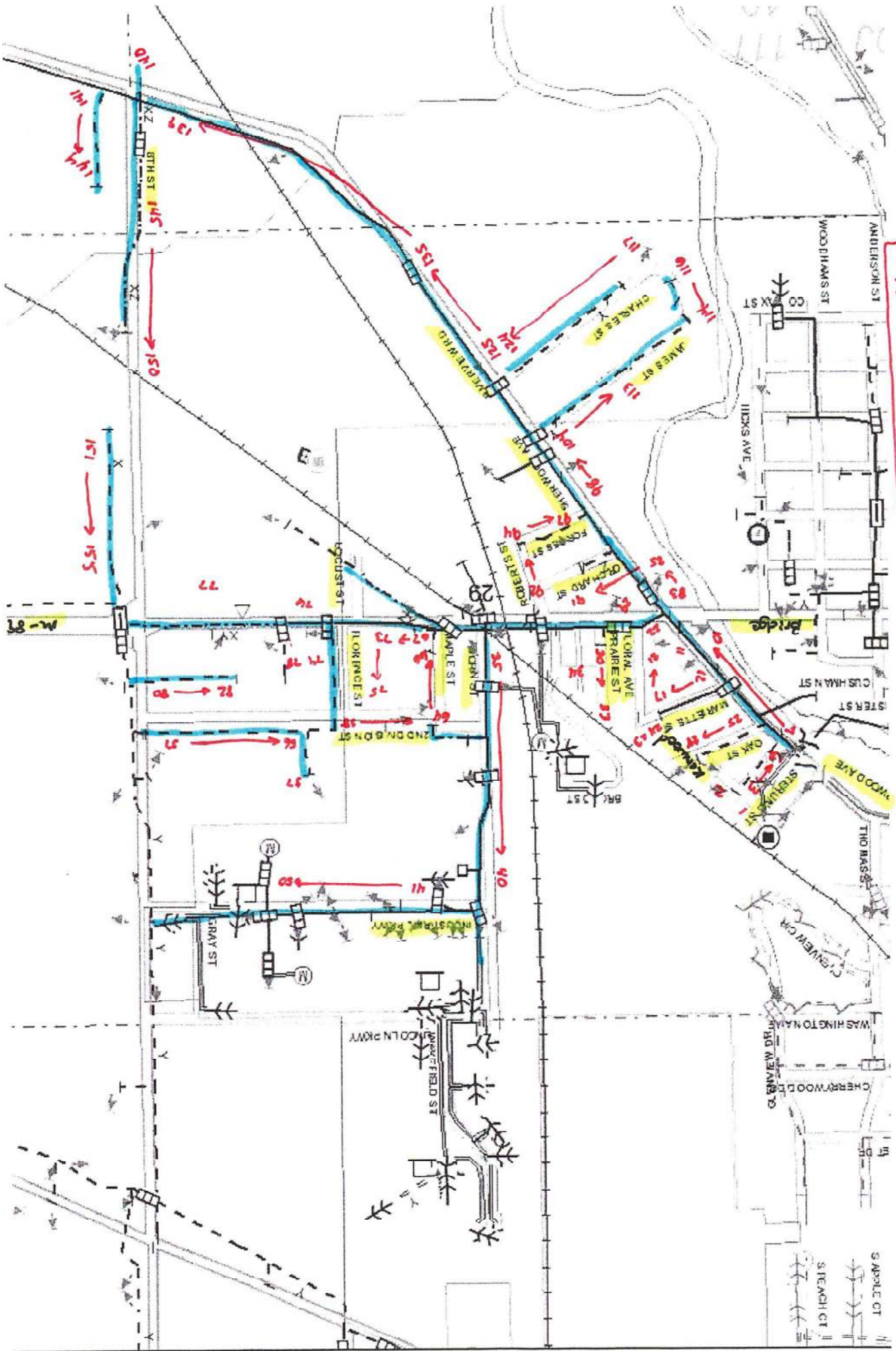
Erik Injerd
Forester – Kalamazoo
ISA Certified Arborist MA-5340A





Plainwell - Commercial
 WD 122901
 4800 V
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Plainville - Commercial
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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-21197

- Consumers Energy Company requests Michigan Public Service Commission's approval to commence a renewable energy cost reconciliation proceeding for the 12-month period ended December 31, 2021.
- 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, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: michigan.gov/mpscedockets.
- A pre-hearing will be held:

DATE/TIME: Tuesday, September 13, 2022 at 9:00 AM

BEFORE: Administrative Law Judge Katherine Talbot

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at mpscedockets@michigan.gov in advance of the hearing

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Clerk, City of PLAINWELL
211 N Main St
Plainwell MI 49080-1370
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The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) August 1, 2022 application requesting the Commission to: 1) determine that Consumers Energy's 2021 Renewable Energy Cost Reconciliation is reasonable and prudent and meets all relevant requirements under Act 295, as amended; 2) approve the reconciliation of the pertinent revenues recorded and the allowance for the non-volumetric revenue recovery mechanism with the amounts actually expensed and projected according to Consumers Energy's plan for compliance, including: (i) making a determination of Consumer Energy's compliance with the Renewable Energy standards, and (ii) adopting the proposed change in Transfer Price methodology for Company-owned facilities; 3) establish a transfer price of \$81.00 per MWh for renewable energy and advanced cleaner energy capacity and for renewable energy and advanced cleaner energy to be recovered through the power supply cost recovery clause under MCL 460.6j; 4) provide approval for Consumers Energy to utilize surplus Energy Waste Reduction Credits from 2020 to offset future renewable energy requirements; and 5) grant Consumers Energy such other and further relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: 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. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: 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 May 19, 2022. (Interested persons may elect to file using the traditional format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department - Regulatory Group, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. U-21197. Statements may be emailed to: mpscdockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. 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. 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.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

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.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2008 PA 295, MCL 460.1001 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

**THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE,
REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.**

2209-E

Reports & Communications:

A. Election Inspectors – Recognition & Appreciation

Election Inspectors are the backbone of Election Day, and the City has been lucky to have a fantastic group of people who cheerfully volunteer to work long hours each time. These workers have consistently helped each Election Day go smoothly, and most recently received excellent notes from the County Board of Canvassers consisting of “Good Job!” with no errors for the August 2 Primary Election.

Recommended action: Recognize the past and present City of Plainwell Election Inspectors.

B. Set Public Hearing – Zoning Variance Application – 7:00pm October 10

Application has been made to request a zoning variance for the property at 371 12th St Parcel A. The variance is requested to maintain uniformity with brand standards.

Recommended action: Consider setting a public hearing for 7:00pm on October 10, 2022 to receive comments regarding a zoning variance request for 371 12th St Parcel A.

C. Community Development – Residential Displacement and Relocation Plan

CDBG grant funding requires certain policies for properties that use CDBG funds. This policy addresses the city’s responsibility towards residents who are displaced or relocated due to CDBG funded projects.

Recommended action: Consider approving a policy regarding residential displacement and relocation.

D. WR Emergency Purchase – Replacement of 2005 Level Detectors Anerobic Digesters

The proper levels must be maintained in the digester for operation and safety purposes, and the level detectors are a key component of the monitoring system. One of the detectors would not be repairable due to obsolescence. Due to lead time to complete the replacement, the purchase was deemed an emergency which now needs Council confirmation.

Recommended action: Consider confirming an emergency purchase from Oudbier Instrument Co. to install, service and calibrate the level detectors for the anerobic digesters in the amount of \$8,400.00.

E. WR – Replacement of 2005 Boiler Heat Exchanger Sludge Tubes

The digester temperature fell below the required ninety-five (95) degrees for mesophilic digestion and methane production. Upon investigation, the tubes that convey the sludge through the hot water bath were found to be covered in buildup of mineral scale and sludge residue. This buildup is causing a loss of heat transfer to heat the bio-solids, which means the tubes must be replaced. Evoqua is a sole source provider who supports the boiler sales and service.

Recommended action: Consider approving a contract with Evoqua for the purchase of 12 new tubes and freight in the amount of \$9,702.36.

F. Administration – Job Description Amendments

The Administration department has proposed amendments to certain job descriptions to better match the role currently being performed by the employees.

Recommended action: Consider approving amended job descriptions in the Administration department.

G. Employee Recognition Policy – First Read

This policy solidifies employee recognition practices the City currently uses to recognize employees for their years of service and upon retirement. The policy defines what is acceptable for awards and celebrations, and gives a clear guideline of when employees may expect to receive years of service awards.

Recommended action: Consider the proposed Employee Recognition Policy.

H. Administration – Office Phones

The current office phones are no longer serviced by a vendor and need to be upgraded. Moss provided excellent references, as well as discounting certain services. Using Moss to upgrade the city office phone system will provide newer equipment with maintenance and troubleshooting provided by the vendor, and reduce the monthly phone bill city-wide by approximately \$80 per month. The overall contract is a 37 month contract with one month of free service added in.

Recommended action: Consider approving a contract with Moss to upgrade the city office phone system to a leased, managed system in the amount of \$25,811.70.

I. 2022/2023 Budget Amendment – Encumbrance Rollover:

This is an annual housekeeping item to move purchases approved and budgeted for in the 2021/2022 fiscal year into the 2022/2023 budget because the purchases were completed after July 1, 2022.

Recommended action: Consider approving the budget amendment as presented.

Reminder of Upcoming Meetings

- September 13, 2022 – Plainwell DDA/BRA/TIFA – 7:30am
- September 15, 2022 – Plainwell Parks & Trees – 5:00pm
- September 21, 2022 – Plainwell Planning – 7:00pm
- **September 26, 2022 – Plainwell City Council – 7:00pm**

Non-Agenda Items / Materials Transmitted

- Allegan County Board of Commissioners Update Administrator’s Report – August 26, 2022
- Public Update – Consumers Energy Line Clearing Work
- Public Notice – Consumers Energy Electric Customers – September 13, 2022 9:00am