

City of Plainwell



"The Island City"

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

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

AGENDA

Plainwell City Council

Monday, September 22, 2025 - 7:00PM

Plainwell City Hall Council Chambers

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

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

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

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

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

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

Agenda Subject to Change

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

Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell City Council
September 08, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: None.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brad Keeler, Mayor Pro Tem Lori Steele, Councilmembers Randy Wisnaski and Cathy Green.
Absent: Councilmember Roger Keeney.
A motion by Wisnaski, seconded by Steele, to excuse Councilmember Keeney from tonight's proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 08/25/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner's Report: None.
8. Agenda approval:
A motion by Steele, seconded by Wisnaski, to approve the Agenda for the September 08, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Director Callahan discussed Resolution 2025-17, the adoption of the Mutual Box Aid Alarm System (MABAS) with Allegan County and the State of Michigan.
A motion by Steele, seconded by Green, to adopt Resolution 2025-17 as presented. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Wisnaski, to accept and place on file the August 2025 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.
12. Accounts Payable:
A motion by Wisnaski, seconded by Green, that the bills be allowed and orders drawn in the amount of \$157,862.33 for payment of the same. On a roll call vote, all voted in favor. Motion passed.
13. Public Comments: None.
14. Staff Comments:

Personnel Coordinator/ Interim Treasurer Kersten wished Lori a happy birthday.

Superintendent Nieuwenhuis wished Lori a happy birthday. He shared that the water tower painting project is complete, and looks good. 123Net is finishing up fiber line installation, and SurfNet is starting. Communication on the S. Main paving project has been poor, with the most recent update stating the project will start next Monday. Blockades have been removed for now.

Superintendent Keyzer wished Lori a happy birthday, and said everything is going well at Water Renewal.

Director Callahan wished Lori a happy birthday. He reminded everyone about the fire department open house on October 11th.

Clerk Leonard wished Lori a happy birthday.

City Manager Lakamper shared that the Treasurer's position has been filled, and background screening is in process. He provided an update on Classic Auto Factory and their Mill building offer. The owner, Darius, has now requested a 99-year lease with the City, for \$1 per year. He states he is having difficulty finding insurance coverage for the building. Since this is a superfund site, the EPA requires a Phase I environmental study and a BEA, which will take time. Justin spoke with

MINUTES
Plainwell City Council
September 08, 2025

the City Attorney, and both feel that a 99-year lease is not prudent. Justin feels there is a way forward that will work for Classic Auto Factory as well as the City, and hopes discussion will continue.

15. Council Comments:

Mayor Pro Tem Steele thanked everyone for the birthday wishes.

Councilmember Green discussed the Ladies, Leaves and Laughter event scheduled for November 7, 2025, and thanked Utility Billing Specialist Penny Soper for her help.

16. Adjournment:

A motion by Green, seconded by Wisnaski, to adjourn the meeting at 7:30pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
September 22, 2025

JoAnn Leonard, City Clerk

**City of Plainwell
Boards & Commissions
Appointment List
September 2025**

Board of Review	3-year term
Holly Harrison (Alternate)	06/2028

Current Vacancies	
Downtown Development Authority (DDA)	1 opening



"The Island City"

MEMORANDUM

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

To: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: September 22nd, 2025
SUBJECT: Resignation of Treasurer

SUGGESTED MOTION: I motion to accept the resignation of Amanda Kersten as Plainwell City Treasurer effective October 6th, 2025.

BACKGROUND INFORMATION: Amanda has dutifully held the title of Interim Treasurer since Brian's departure. Since we have now hired a new Treasurer and Finance Director she will be resigning her position and the Council needs to accept her resignation.

ANALYSIS: Amanda stepped up to take over the day to day operations of treasurer of the last ten months. She did this while continuing her duties with HR and payroll, and did so exceptionally. This required many hours of overtime including remote work. In that short period of time she learned a lot about the job of Treasurer and will therefore maintain the title of Deputy Treasurer and will continue to attend continuing education opportunities to increase the amount of cross training in the office.

BUDGET IMPACT: None

ATTACHMENTS: Letter of Resignation



"The Island City"

MEMORANDUM

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

To: Mayor and City Council
FROM: Amanda Kersten, Interim - Treasurer
DATE: September 22nd, 2025
SUBJECT: Resignation of Treasurer

Dear City Council,

Please accept my resignation as the City of Plainwell Interim Treasurer effective October 6th, 2025.

Regards,

Amanda Kersten



"The Island City"

MEMORANDUM

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

To: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: September 22nd, 2025
SUBJECT: Appointment of Treasurer

SUGGESTED MOTION: I motion to confirm the appointment of Denise Wilcox as Plainwell City Treasurer under the condition that outside of the role of the city treasurer/finance director, she shall not hold any elective or appointive office after the expiration of the current term for the Alamo Township Treasurer.

BACKGROUND INFORMATION: We have given a conditional job offer for the position of Finance Director/Treasurer to Denise Wilcox. Per section 6.1(b) of the Charter, the appointment of the Treasurer requires Council approval. Therefore, we are asking that the City Council approve the appointment of Denise Wilcox to the position of Treasurer. Denise is unable to attend tonight's meeting due to being at the Michigan Municipal Treasurer's Association annual training.

ANALYSIS: Since Brian left last December we have been in search of a new Finance Director/Treasurer. We have gone through two rounds of applications and interviews and have selected Denise Wilcox to take the reigns from Brian and Amanda. Brian has offered to continue to be available to the City for training and onboarding. Denise holds a bachelor's degree in Business Administration and Accounting from Baker College. She has worked for a number of businesses in various accounting and finance roles for the past 25 years including running her own book keeping business since 2015. More recently she was elected as the Alamo Township Treasurer where she has served since April of 2024. Denise's background check came back flawlessly with high recommendations from everyone we spoke with regarding her work experience. Denise's education and experience qualify her for the position and we are excited to have her join our team.

We have asked that Denise not run again for her position of Alamo Township Treasurer once her seat is up in 2027. She has agreed to those terms and has been included in the suggested motion for the council to make it a condition of her appointment.

BUDGET IMPACT: Denise's salary has been included in this year's budget.

ATTACHMENTS: None



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MEMORANDUM

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

To: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: September 22nd, 2025
SUBJECT: Server Updates

SUGGESTED MOTION: I motion to approve the purchase and installation of a new server and network switch by Clark Technical at a cost of \$13,085.98.

BACKGROUND INFORMATION: The City maintains a server in City Hall through which all computers, phones, printers and internet run. We have recently been experiencing a higher amount of downtime and issues with file retrieval and the functionality of our finance software, therefore we asked Clark Technical to review our system and recommend repairs.

ANALYSIS: The server was last updated when the move to City Hall was made. Tony Clark believes that the age of our server as well as two switches is the source of the described IT issues and recommends replacement of our aged equipment. The total cost of the components and labor to install and configure comes to \$13,085.98. Clark Technical is the cities preferred IT vendor therefore no further quotes were sought.

BUDGET IMPACT: This cost is approximately \$1,000 more than the IT upgrades that we had budgeted for this year. Therefore, we have postponed the purchase of some laptops to accommodate this upgrade.

ATTACHMENTS: Quotes

Clark Technical Services

1856 South Broadway Road
Hastings, Michigan 49058

269.945.3806
tclark@clarktechnical.com

32-0273206

Quotation 25

Date 08.25.2025

City of Plainwell

211 N. Main Street
49080 - Plainwell (Michigan), USA

Network Switch replacement project - BUDGET

Time and Materials	\$4,279.88
Balance Due	\$4,279.88 USD

Line Items

Product code	Net price	Qty./Hours	Description
CDWG	\$1,639.88	2	Network Switch - Cisco Business 250 Series CBS250-48T-4G - switch - 48 ports - smart - rack- MFG.PART: CBS250-48T-4G-NA CDW PART: 6482481
CTS-ICNS-ENT	\$2,640.00	2	Install and configure network switch

Clark Technical Services

1856 South Broadway Road
Hastings, Michigan 49058

269.945.3806
tclark@clarktechnical.com

32-0273206

Quotation 24

Date 08.25.2025

City of Plainwell

211 N. Main Street
49080 - Plainwell (Michigan), USA

Server replacement project - BUDGET

Time and Materials	\$8,806.98
Balance Due	\$8,806.98 USD

Line Items

Product code	Net price	Qty./Hours	Description
Amazon	\$498.00	2	Refurbished server - https://www.amazon.com/HP-ProLiant-DL360-G9-E5-2660v3/dp/B08L3X9SN1/ref=sr_1_3
Amazon	\$599.96	4	Solid State Hard Drives - 2 TB https://www.amazon.com/SAMSUNG-Inch-Internal-MZ-77E2T0B-AM/dp/B08QB93S6R/ref=sr_1_1?
Amazon	\$1,157.04	4	Solid State Hard Drives - 4 TB https://www.amazon.com/SAMSUNG-Inch-Internal-MZ-77E4T0B-AM/dp/B08QBL36GF/ref=sr_1_1
Server Supply	\$100.00	2	Cable Management Arms for servers https://www.serversupply.com/ACCESSORIES/CABLE%20MANAGEMENT%20ARM/PROLIANT/HPE/729872-001_282535.htm
Amazon	\$211.98	2	Rail kits for servers - https://www.amazon.com/BestParts-Sliding-Compatible-ProLiant-DL360p/dp/B09LM6F9BQ/ref=sr_1_3
CTS-ES	\$960.00	16	Hardware and equipment staging
CTS-SBOSI-ENT	\$2,640.00	2	Server base operating system installation
CTS-SDM-ENT	\$2,640.00	2	Server data migration



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MEMORANDUM

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

TO: City Council
FROM: Justin Lakamper, City Manager
DATE: September 19, 2025
SUBJECT: USA Earthworks LLC Pay Application #8 – Old Orchard Project

SUGGESTED MOTION: I motion to approve Pay Application #8 for USA Earthworks LLC in the amount of \$44,838.90 for work on the Old Orchard Project.

BACKGROUND INFORMATION: On December 28, 2023, City Council approved a bid from USA Earthworks LLC for water/sewer/street improvements in the Old Orchard neighborhood. The work began on April 1, 2024 and is nearly complete. USA Earthworks has submitted pay applications monthly. The original contract allows the City to "retain" 200% of the remaining work prior to completing the project and the payments.

ANALYSIS: Pay Application #1 was approved on May 13, 2024. Pay Application #2 was approved on June 14, 2024. Pay Application #3 was approved on July 8, 2024. Pay Application #4 was approved on August 12, 2024. Pay Application #5 was approved on September 9, 2024. Pay Application #6 was approved on October 14, 2024. Pay Application #7 was approved on November 25, 2024. The city's engineering firm, Fleis & Vandenbrink, has reviewed the eighth (and final) application for work performed through August 28, 2025 and recommends approval for payment of the \$44,838.90 outlined in the Pay Application. The contractor has completed the project and cleared all open items from the original project. With this the total cost to the City for this project is \$2,967,144.91 coming in \$172,464.45 under budget.

It is recommended that City Council approve Pay Application #8.

BUDGET IMPACT: The project has been budgeted for and proceeds from the sale of bond are available to make payment.

CHANGE ORDER NO. 4 & Final

Owner: City of Plainwell

Owner's Project No.:

Engineer: Fleis & VandenBrink

Engineer's Project No.: 852650

Contractor: USA Earthworks LLC

Contractor's Project No.:

Project: Old Orchard Neighborhood Sanitary Sewer Extension and Water Main Upgrades

Contract Name:

Date Issued: August 28, 2025

Effective Date of Change Order: August 28, 2025

The Contract is modified as follows upon execution of this Change Order:

Description: Balancing Change Order

CO 4-1: Item 4 - Tree, Rem, 6 inch to 18 inch: Reduce amount by 7 to 0
SUBTRACT \$3,850.00

CO 4-2: Item 4 - Curb & Gutter, Rem: Add 60 feet
ADD \$1,230.00

CO 4-3: Item 6 - Concrete Drive, Rem: Reduce amount by 158 Syd to 0
SUBTRACT \$1,580.00

CO 4-4: Item 16 - Culv, Conc, 12 inch: Reduce amount by 30 feet to 0
SUBTRACT \$1,725.00

CO 4-5: Item 18 - HMA Surface, Rem: Add 708 Syd
ADD \$708.00

CO 4-6: Item 22 - Driveway Nonreinf, Conc, 6 inch: Reduce amount by 28 to 0
SUBTRACT \$2,240.00

CO 4-7: Item 23 - HMA Valley Gutter: Reduce amount by 114 to 0
SUBTRACT \$256.50

CO 4-8: Item 25 - Curb and Gutter, Conc, Det F4: Add 60 Feet
ADD \$2,400.00

CO 4-9: Item 28 - Monument Box Preservation: Reduce amount by 8 to 0
SUBTRACT \$16,000.00

CO 4-10: Item 29 - Monument Box: Reduce amount by 8 to 0
SUBTRACT \$4,000.00

CO 4-11: Item 31 - Post, Mailbox: Add 53 Ea
ADD \$6,625.00

CO 4-12: Item 32 - Water Main, 6 inch: Reduce amount by 81 to 0
SUBTRACT \$5,508.00

CO 4-13: Item 33 - Water Main, 8 inch: Reduce amount by 177 to 0
SUBTRACT \$12,567.00

CO 4-14: Item 34 – Water Service, 1 inch: Reduce amount by 1792 to 0
SUBTRACT \$46,592.00

CO 4-15: Item 36 – 11.25 Deg Bend, 8 inch: Reduce amount from 2 to 0
SUBTRACT \$1,738.00

CO 4-16: Item 37 – 22.5 Deg Bend, 8 inch: Add 2
ADD \$1,770.00

CO 4-17: Item 38 – 45 Deg Bend, 8 inch: Reduce amount by 15 to 0
SUBTRACT \$13,320.00

CO 4-18: Item 39 – 8 inch x 8 inch x 6 inch Tee: Reduce amount by 1 to 0
SUBTRACT \$1,067.00

CO 4-19: Item 40 – 8 inch x 8 inch x 8 inch Tee: Add 1
ADD \$1,120.00

CO 4-20: Item 42 - Connect to Existing Watermain: Add 2
ADD \$2,870.00

CO 4-21: Item 43 – Corp Stop, Curb Stop & Box, 1 inch: Add 2
ADD \$1,520.00

CO 4-22: Item 44 – Cut and Plug Existing Watermain: Reduce amount by 3 to 0
SUBTRACT \$3,765.00

CO 4-23: Item 47 – Gate Valve & Box, 8 inch: Reduce amount by 2 to 0
SUBTRACT \$4,700.00

CO 4-24: Item 50 – Water Service, Connect: Add 2
ADD \$458.00

CO 4-25: Item 51 – Clean and Televis Ex San Sewer: Reduce amount by 1 to 0
SUBTRACT \$10,000.00

CO 4-26: Item 52 – Abandon and Fill Ex San Sewer: Reduce amount by 1 to 0
SUBTRACT \$10,044.00

CO 4-27: Item 53 – Sanitary Sewer, 8 inch: Reduce amount by 185 to 0
SUBTRACT \$17,390.00

CO 4-28: Item 54 – Sanitary Sewer, 10 inch: Reduce amount by 80 to 0
SUBTRACT \$9,520.00

CO 4-29: Item 56 – Sanitary Lateral, 6 inch: Reduce amount by 586 to 0
SUBTRACT \$35,746.00

CO 4-30: Item 58 – Dr Structure Tap, Sanitary, Drop, 8 inch: Reduce amount by 1 to 0
SUBTRACT \$3,163.00

CO 4-31: Item 59 – San MH, 48 inch Dia: Add 1
ADD \$4,715.00

CO 4-32: Item 60 – Wye, 8 inch x 6 inch: Reduce amount by 1 to 0
SUBTRACT \$472.00

CO 4-33: Item CO3-2 – HMA, 13A: Reduce amount by 150.72 to 0
SUBTRACT \$14,441.99

CO 4-34: Item CO3-3 – HMA, 36A: Add amount by 662.48 to 2262.48
ADD \$65,135.03

CO 4-35: Item CO3-2 – HMA, 36A: Reduce amount by 205.15 to 394.85
SUBTRACT \$26,530.00

CO 4-36: Tree Damage - LSUM
SUBTRACT \$14,800.00

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 3,130,358.00		Substantial Completion:	180 Days
		Ready for final payment:	195 days
Increase from previously approved Change Orders No. 0 to No. 3:		Increase from previously approved Change Orders No.0 to No. 1	
\$ 9,251.36		Substantial Completion:	0 Days
		Ready for final payment:	0 Days
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 3,139,609.36		Substantial Completion:	180 Days
		Ready for final payment:	195 Days
Decrease this Change Order:		No Change this Change Order:	
\$ 172,464.45		Substantial Completion:	
		Ready for final payment:	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 2,967,144.91		Substantial Completion:	180 Days
		Ready for final payment:	195 Days

Recommended by Engineer (if required)
 By: [Signature]
 Title: Project Manager
 Date: 9-8-25

Authorized by Contractor
[Signature]
President
9/9/25

Authorized by Owner
 By: _____
 Title: _____
 Date: _____

Approved by Funding Agency (if applicable)

Contractor's Application for Payment

Owner:	City of Plainwell	Owner's Project No.:	
Engineer:	Fleis & VandenBrink	Engineer's Project No.:	852650
Contractor:	USA Earthworks LLC	Contractor's Project No.:	
Project:	Old Orchard Neighborhood Sanitary Sewer Extension and Water Main Upgrades		
Contract:			

Application No.:	8 & Final	Application Date:	8/28/2025
Application Period:	From 11/1/2024	to	8/28/2025

1 Original Contract Price	\$ 3,130,358.00
2 Net change by Change Orders	\$ (163,213.09)
3 Current Contract Price (Line 1 + Line 2)	\$ 2,967,144.91
4 Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 2,967,144.91
5 Withholding	
a. 0% X Retainage	
b. Total Withholding	\$ -
6 Amount eligible to date (Line 4 - Line 5.b)	\$ 2,967,144.91
7 Less previous payments (Line 6 from prior application)	\$ 2,922,306.01
8 Amount due this application	\$ 44,838.90
9 Estimated Amount Remaining	\$ -
10 Estimated Final Contract Amount	\$ 2,967,144.91

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

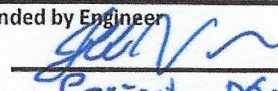
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

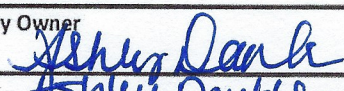
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	USA Earthworks LLC	Date:	
Signature:			

Recommended by Engineer

By:	
Title:	Project Manager
Date:	9-9-25

Approved by Owner

By:	
Title:	Ashley Double
Date:	9/9/25

ke



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

August 2025

Prepared by Director Kevin Callahan

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	August	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	1	11
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	5	53
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	1	8
2300	Larceny	5	33
2400	Motor Vehicle Theft	1	6
2500	Forgery/Counterfeiting	0	1
2600	Fraudulent Activities	1	14
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	1	17
3500	Violation of Controlled Substances Act	1	3
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	2
3800	Family Offenses	0	8
4100	Liquor Violations	0	0
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	1
5000	Obstructing Justice	3	22
5200	Weapons Offenses	1	2
5300	Public Peace	11	61
5400	Traffic Investigations - Any Criminal Traffic Complaints	7	26
5500	Health and Safety	11	157
5600	Civil Rights	0	0
5700	Invasion of Privacy	3	19
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	6	28
9200	Civil Custody	0	3
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	6	40
9400	False Alarm Activation	4	22
9500	Fires (Other than Arson)	0	5
9700	Accidents, All Other	3	33
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	99	709
9911 & 9912	General Assistance (Other Police Agencies)	71	546
FIRS	Medical First Responder	37	270

Plainwell Department of Public Safety

Complaints/Activities for August 2025

ARRESTS

CUSTODIAL ARRESTS

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

ARREST COUNTS

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

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS

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

NON-HAZARDOUS CITATIONS

19 *Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)*

DRUNK DRIVING CITATIONS

0 *This is an activity that we specifically monitor that would normally be considered a hazardous citation.*

PARKING CITATIONS

0 *Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.*

VERBAL WARNINGS

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

TOTAL TRAFFIC CITATIONS/WARNINGS

28

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS

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

PATROL INITIATED COMPLAINTS

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

TOTAL COMPLAINTS

278

OTHER ACTIVITIES

MOTORISTS ASSISTS

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

PROPERTY INSPECTIONS

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

MOTOR VEHICLE ACCIDENTS

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

COMMERCIAL BUILDING SECURITY CHECK

1,219 *Nightly security inspections of business' conducted by officers to assure windows and doors are locked.*

FOUND UNSECURED

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

Plainwell Department of Public Safety

Scheduled Hours By Activity for August 2025

The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.

TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.

Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.

Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.

Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.

TOTAL UNOBLIGATED PATROL HOURS

The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.

Examples include: General Preventive Patrol, Building Security Checks, Etc.

Note: This also includes any break time the officers take during their shift.

TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.

Total Hours
837

Percentage of Total Hours
51 6.05%

226 26.96%

206 24.58%

355 42.41%

482 57.59%



August Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 71 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as Priority 1 Assists.

Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions Taken	Apparatus	PSO	POC
08/02/2025	18:56	19:05	12 th St / Kalamazoo River	Assist OFD - Water Search/Rescue	Search, Rescue, Remove From Harm	C5, T63, Boat	2	4
08/05/2025	08:12	08:21	47 mm SB US 131	Assist GPFD-Vehicle Crash	Provide First Aid & Check For Injuries / Control Traffic	E17, T63	1	5
08/06/2025	15:49	15:53	M-89 Hwy / US 131	Car/Bicycle Crash	Cancelled Enroute	C4	1	2
08/08/2025	15:28	15:36	1185 M-89	Assist GPFD-Vehicle Crash	Control Traffic, Provide Manpower, Provide Apparatus	C6, E17, T63	1	5
08/12/2025	17:25	17:26	120 Kester Ave	EMS Call	Provide Basic Life Support (BLS)	C2, C5	4	8
08/12/2025	18:19	18:23	Allegan St / N Main St	Vehicle Crash	Investigate, Traffic Control	C2, C5, E17, S62, T63	2	8
08/12/2025	18:44	18:47	411 Naomi St	Alarm	Investigate	C5, S62, T63	2	8
08/13/2025	07:27	07:31	320 Brigham St, Rm 108	EMS Call	Provide Basic Life Support (BLS)	C5	1	4
08/13/2025	12:25	12:31	Allegan St / Warrant St	Vehicle Crash	Extricate, Disentangle, Control Traffic	C1, C5, E17, T63	5	5
08/15/2025	09:53	09:58	Kalamazoo River / Jewell St	Assist ACSO & OPD - Search For Person	Rescue, Remove From Harm	C4, C5, S62, T63, Boat	2	6
08/15/2025	13:55	14:06	Starr Rd / School Dr	Vehicle Crash	Remove Hazard, Control Traffic	C6, E17, S62, T63	2	7
08/20/2025	09:27	09:32	317 E Hill St	EMS Call	Emergency Medical Services, Other	C4	1	2

08/21/2025	15:31	15:34	E Bridge St / Prairie St	Vehicle Crash	Investigate	C4, E17	1	4
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Calls for Service at Plainwell Schools

Plainwell High School: 1
684 Starr Road

Gilkey School: 5
707 S. Woodhams Street

Plainwell Middle School: 2
720 Brigham Street

Starr Elementary: 1
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 Report

We had **10** Ordinance Complaints.

This is a breakdown of the Ordinance Violations for the month of August 2025:

- (1) - Brush/Trees Blocking Sidewall
- (1) - Tires Stacked in Driveway
- (1) - Building Without Permit
- (1) - Tents Erected in Yard
- (1) - Trailer Storage
- (1) - Inoperable Vehicle
- (3) - Litter in Yard
- (1) - Abandoned Vehicle
- (1) - Unlicensed Vehicle

MINUTES
Plainwell BRA DDA TIFA
September 09, 2025

1. Chairman Rizzo called the meeting to order at 7:30am in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Paul Rizzo, Cathy Green, David Steffen, Randy Wisnaski, and Justin Lakamper
Excused: Nick Larabel, Adam Hopkins and Jim Turley
4. Approval of Minutes:
A motion by Wisnaski, seconded by Steffen, to accept and place on file the joint Planning Commission and BRA DDA TIFA Meeting Minutes of the 8/12/2025 meeting. On a voice vote, all voted in favor. Motion passed.
5. Public Comment: None.
6. Chairman's Report: None.
7. Recommendations and Reports:
 - A. **A motion by Green, seconded by Wisnaski, confirming BRA payables for August 2025 in the amount of \$88.08. On a voice vote, all in favor. Motion passed.**
 - B. **A motion by Wisnaski, seconded by Green, confirming DDA payables for August 2025 in the amount of \$139.71. On a voice vote, all in favor. Motion passed.**
 - C. **A motion by Green, seconded by Wisnaski, confirming TIFA payables for August 2025 in the amount of \$10.37. On a voice vote, all in favor. Motion passed.**
8. Communications:
The August 2025 Summary and Detail Financial Reports and City Council Meeting minutes from 7/28/2025 and 8/11/2025 were reviewed.
9. Public Comment: None.
10. Staff Comment: City Manager Lakamper provided an update on Classic Auto factory, sharing that the owner, Darius, is now proposing a 99-year lease agreement with the City. Darius states he is having difficulty finding insurance, and hopes a lease will allow the City's insurance to continue providing coverage. Darius is also aware now that the site will require an Environmental Phase I, and possible Phase II, through the EPA due to the superfund status. Remediation of the building would include lead paint and asbestos, and will take time to complete. The building will also need to be surveyed prior to leasing or sale. There are many details that need to be considered and worked out. Justin is working with City attorney.
11. Board Member Comments:
Rizzo stated that Profielnorm is making good progress on their building.
Green mentioned the Ladies, Leaves and Laughter event happening November 7th. Last year over a thousand people were in attendance.
12. Adjournment:
A motion by Green, seconded by Steffen, to adjourn the meeting at 7:55am. On a voice vote, all voted in favor. Motion passed.

Submitted by,
JoAnn Leonard, City Clerk

09/18/2025

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 INVOICE ENTRY DATES 09/05/2025 - 09/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name		
	Invoice	Description	Amount
000009	CONSUMERS ENERGY		
	2025.08 2	CITY WIDE ELCTRIC AUGUST 2025	3,898.70
TOTAL FOR: CONSUMERS ENERGY			3,898.70
000010	RIDDERMAN & SONS OIL CO INC		
	193415	DPW - 240GL 5-87 REG 10% ETHANOL GAS CP	548.16
	193416	DPW - 336GL 30-#2 DYED DIESEL CP	917.59
	42151	AIPORT - 20GL FUEL FOR MOWER VW	72.50
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,538.25
000013	RATHCO SAFETY SUPPLY INC		
	185822	DPW - STREET NAME BRACKET LOCAL(15)/MAJOR(15) CF	195.00
TOTAL FOR: RATHCO SAFETY SUPPLY INC			195.00
000014	MICHIGAN GAS UTILIITIES CORP		
	5625879985	WR CUSHMAN LIFT GAS SERVICE AUGUST 2025	44.15
	5626156360	DPS BLDG GAS SERVICE AUGUST 2025	35.92
	5626560730	WR PLANT GAS SERVICE AUGUST 2025	1,453.76
	5627377663	CH BRIDGE GAS SERVICE AUGUST 2025	39.92
	5627516730	DPW BLDG GAS SERVICE AUGUST 2025	85.02
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			1,658.77
000024	METTLER TOLEDO		
	655434290	WR - ANNUAL LAB SCALE CALIBRATION LK	407.09
TOTAL FOR: METTLER TOLEDO			407.09
000035	APPLIED INNOVATION		
	292607	CITY HALL COPIER CHARGES 8/13 - 9/12/2025 RB	221.87
	2932121	DPW/WR COPIER CHARGES 8/16 - 9/15/2025 CP	145.45
TOTAL FOR: APPLIED INNOVATION			367.32
000138	AMERICAN OFFICE SOLUTIONS		
	40084391	DPS - COPIER LEASE/USAGE AUGUST 2025 KC	183.04
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			183.04
000164	ETNA SUPPLY CO INC		
	S106469252.001	DPW - COPPERHORN (4) INVENTORY JH/CP	779.00
TOTAL FOR: ETNA SUPPLY CO INC			779.00

000233	PEERLESS-MIDWEST INC		
	86838	DPW - PRESSURE TRANSDUCER PID WELL 4 CP	2,650.00
TOTAL FOR: PEERLESS-MIDWEST INC			2,650.00
000684	BRONNER'S		
	INV56935	DPW - SLEIGH RIDE DISPLAY LIGHTS CP	1,521.61
TOTAL FOR: BRONNER'S			1,521.61
000734	SAFETY-KLEEN SYSTEMS		
	98035378	DPW - USED OIL RECYCLING CP	502.67
TOTAL FOR: SAFETY-KLEEN SYSTEMS			502.67
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2025.07	DPW - JULY 2025 SHERIFFS CREW ASSIST CP	192.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			192.00
000910	GRAINGER		
	9639690123	WR - HAND TOWELS(3) LK	166.23
TOTAL FOR: GRAINGER			166.23
000947	WYOMING ASPHALT PAVING INC.		
	2025-498	DPW - 6.7B/3.5T ROAD REPAIRS CP	722.90
	2025-531	DPW - LOCAL ROAD REPAIRS 13AT(.99)/BASE(6.11)/TOP(1.00) CP	642.81
	2025-552	DPW - LOCAL ROAD REPAIRS 1.21 INFRARED TOP CP	84.70
TOTAL FOR: WYOMING ASPHALT PAVING INC.			1,450.41
001413	NCL OF WISCONSIN		
	524851	WR - LAB SUPPLIES KIMWIPES/GLASS FIBER FILTERS(4) LI	457.63
TOTAL FOR: NCL OF WISCONSIN			457.63
001448	PROFESSIONAL CODE INSPECTIONS		
	25008	AUGUST 2025 PERMITS RB	2,457.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			2,457.00
001645	ALEXANDER CHEMICAL CORPORATION		
	99448	WR - CHLORINE(4)/SULFUR DIOXIDE(4) CYLINDERS LK	1,607.64
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			1,607.64
001854	MODEL FIRST AID		
	00000137705	DPW - ALCOHOL PREP PADS/ASPIRIN CP	39.82
	00000137706	WR - SFAETY SUPPLIES LK	83.67
TOTAL FOR: MODEL FIRST AID			123.49
001921	MICHIGAN MUNICIPAL LEAGUE		
	00094199	ADMIN - ANNUAL MEMBERSHIP NOV 2025 - OCT 2026 A	3,308.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			3,308.00

002002	USABLUEBOOK		
	INV00820172	DPW - LINE PULLER KIT CP	1,936.95
TOTAL FOR: USABLUEBOOK			1,936.95
002070	SIGNWRITER		
	44526	DPW - WELCOME SIGN M89/INSURANCE CP	4,080.00
TOTAL FOR: SIGNWRITER			4,080.00
002116	CHARTER COMMUNICATIONS		
	005582801090125	CITY HALL INTERNET/PHONE/TV SEPTEMBER 2025	506.42
	005583601090125	DPW/WR INTERNET SEPTEMBER 2025	149.99
TOTAL FOR: CHARTER COMMUNICATIONS			656.41
002247	PLUMBER'S PORTABLE TOILETS		
	412508	DDA - PORTABLE TOILET FARMERS MARKET 8/5 - 9/2/202	135.00
TOTAL FOR: PLUMBER'S PORTABLE TOILETS			135.00
002325	SEVERANCE ELECTRIC CO INC		
	13792	DPW - SERVICE/REPAIR HS TRAFFIC LIGHT CP	125.00
TOTAL FOR: SEVERANCE ELECTRIC CO INC			125.00
002371	RENEWED EARTH INC		
	34543	DPW - GARDEN BLEND(10) OLD ORCHARD APPLE CP	350.00
	34570	DPW - SEPTEMBER 2025 COMPOST SITE MGMT	1,375.00
TOTAL FOR: RENEWED EARTH INC			1,725.00
002539	BELDEN SAND & GRAVEL		
	7831	DPW - 17.55T PEA STONE OLD ORCHARD CP	280.80
TOTAL FOR: BELDEN SAND & GRAVEL			280.80
002661	JIM KOESTNER INC		
	6045710/1	DPS - 2020 FORD CAR G *9807 LOF KC	53.71
	6045721/1	DPS - 2021 CHEVY *6452 LOF KC	62.21
	6045743/1	DPS - 2018 FORD *9954 LOF KC	53.71
TOTAL FOR: JIM KOESTNER INC			169.63
002787	ESPER ELECTRIC		
	35342	DPW - LABOR TO SPEED RADAR TRAILER (UNABLE TO REF	420.00
TOTAL FOR: ESPER ELECTRIC			420.00
003024	BRIAN KELLEY		
	1008.1	TREASURY/FINANCE SUPPORT AUGUST 2025 JL	2,587.50
TOTAL FOR: BRIAN KELLEY			2,587.50
004001	WATKINS ROSS		
	98002	ADMIN - ACTUARIAL VALUATION OPEB - JUNE 20 2025 A	1,500.00
TOTAL FOR: WATKINS ROSS			1,500.00

004241	GHD SERVICES INC		
	340-0159631	UTILITIES/Common Area Maintenance July 2025 JL	2,321.32
TOTAL FOR: GHD SERVICES INC			2,321.32
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004837	MUNIWEB		
	1181	AUGUST 2025 WEB HOSTING/RES SCHEDULING	250.00
TOTAL FOR: MUNIWEB			250.00
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004855	PLAINWELL ACE HARDWARE		
	20633	DPW - 3.5" BIT MS	4.59
	20681	DPW - 12" RECIP SAW BLADE(2) STUMP GRINDING JF	15.18
	20708	DPW - MISS DIG PAINT B5 G4/MARKING WAND	119.90
	20711	DPW - MISS DIG PAINT BLUE(2) JF	25.98
	20738	DPW - DRILL POWERED PUMP AB	16.99
	20739	DPW - TLT BOWL CLEANER(4) DR	15.96
	20768	DPW - MISS DIG PAINT B24/ELEC TAPE AB	207.74
	20801	WR - FURNACE PIPE LK	7.99
	20807	DPW - GARNDEN SPRAYER E HILL REPAIR DR	19.99
	20812	DPW - LED 26W(2) DPS LIGHTS JF	27.98
	20816	DPW - MISS DIG PAINT GREEN(18) RN	143.82
	20855	DPW - MISS DIGG FLAGS BLUE JF	25.98
	20873	DPW - MISC FASTENERS/TORX BIT SHOP AS	142.21
	20874	WR - LAWN FERTILIZER/CLEANER LK	49.97
	20894	WR - ALL PURPOSE CEMENT LK	11.99
TOTAL FOR: PLAINWELL ACE HARDWARE			836.27
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004882	AERIAL HYDRAULIC REPAIR INC		
	910117	DPW - ANNUAL LIFT TRUCK INSPECTION CP	914.93
TOTAL FOR: AERIAL HYDRAULIC REPAIR INC			914.93
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004886	REPUBLIC SERVICES		
	0249-008647308	SEPTEMBER 2025 CITY WIDE RECYCLE	4,993.09
TOTAL FOR: REPUBLIC SERVICES			4,993.09
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004894	ASCENSION MI EMPLOYER SOLUTIONS		
	578958	ADMIN - SCREENING AS AK	65.00
TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS			65.00
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005012	UNITED BANK		
	2025.09.10 10:09	ACH FEES TAX DIST/AP	7.00
	2025.09.10 11:39	ACH FEES PAYROLL AK	7.00
	2025.09.12	BANK ACH FEE - UB PAYMENTS FILE	7.00
	2025.09.15	BANK FEE - RETURN UB PAYMENT - AK	7.50
	2025.09.17	ACH FEES TAX DIST/AP	7.00
TOTAL FOR: UNITED BANK			35.50
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005015	CHECKALT-KLIK		
	231342	ELOCKBOX FEES AUGUST 2025	162.48
TOTAL FOR: CHECKALT-KLIK			162.48
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005041	EVOQUA WATER TECHNOLOGIES		
	907206736	WR - ODOR CONTROL AUGUST 2025	200.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			200.00
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005047	STAPLES, INC.		
	6042081378	ADMIN - COPY PAPER/DRY ERASE MARKERS RB	52.07
	6042229246	DPS - MEMO BOOK(4)/PPR CLIPS/RECEIPT BOOK(3)/PERF	58.30
	6042399916	DPW - TP/HAND TOWELS/CLR X WIPES CP	273.72
TOTAL FOR: STAPLES, INC.			384.09
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005066	TRACKER PRODUCTS		
	TPINV-004981	DPS - SAFE CLOUD EVIDENCE TRACKING SOFTWARE KC	4,079.25
TOTAL FOR: TRACKER PRODUCTS			4,079.25
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005125	8X8 INC		
	5186782	CITY WIDE PHONES AUGUST 2025	630.08
TOTAL FOR: 8X8 INC			630.08
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005149	AAA LAWN CARE INC		
	2044276	DPW - FALL VEGETATION CONTROL CP	1,049.00
	2044277	WR - FALL VEGETATION CONTROL LK	279.00
TOTAL FOR: AAA LAWN CARE INC			1,328.00
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005171	FLYERS ENERGY LLC		
	CFS-4361014	DPS - FUEL FOR POLICE/FIRE VEHICLES 8/31/2025	976.27
TOTAL FOR: FLYERS ENERGY LLC			976.27
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005173	OLDCASTLE INFRASTRUCTRE, INC		
	271003211	DPW - INVENTORY STORM DRAIN REPAIR PARTS CP	760.00
TOTAL FOR: OLDCASTLE INFRASTRUCTRE, INC			760.00
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005228	SUTTON TECHNICAL SERVICES		
	2454	DPW - ARIAL WORK PLATFORM OP TRAINING RN	950.00
TOTAL FOR: SUTTON TECHNICAL SERVICES			950.00
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ACACH	ALLEGAN COUNTY TREASURER		
	2025.09.06	DISTRIBUTE 2025 TAX COLLECTIONS W/E 9/6/2025	6,070.37
	2025.09.13	DISTRIBUTE 2025 TAX COLLECTIONS W/E 09/13/2025	950.30
TOTAL FOR: ALLEGAN COUNTY TREASURER			7,020.67
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ALLEGAN TR	ALLEGAN COUNTY TREASURER		
	2025.08.15	2025 SUMMER IFT COLLECTIONS 8/15/2025	6,227.97
TOTAL FOR: ALLEGAN COUNTY TREASURER			6,227.97
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BANKNY	US BANK TRUST COMPANY NA		
	2025.08.04	DEBT SERVICE - SRF LOAN FALL 2025 AK	152,121.69
TOTAL FOR: US BANK TRUST COMPANY NA			152,121.69
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RANSOM	RANSOM DISTRICT LIBRARY		
	2025.08.15	2025 SUMMER IFT COLLECTIONS - 8/15/2025	1,730.75
TOTAL FOR: RANSOM DISTRICT LIBRARY			1,730.75
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RDLACH	RANSOM DISTRICT LIBRARY		
	2025.09.06	DISTRIBUTE 2025 TAX COLLECTIONS W/E 9/6/2025	780.15
	2025.09.13	DISTRIBUTE 2025 TAX COLLECTIONS W/E 09/13/2025	122.12
TOTAL FOR: RANSOM DISTRICT LIBRARY			902.27
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STATE MICH	STATE OF MICHIGAN		
	2025.08.15	2025 SUMMER IFT COLLECTIONS - 8/15/2025	14,478.39
TOTAL FOR: STATE OF MICHIGAN			14,478.39
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TOTAL - ALL VENDORS			238,448.16

INVOICE AUTHORIZATION

Person Compiling Report

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

Insert Signature:

Roxanne
Branch

Digitally signed by
Roxanne Branch
Date: 2025.09.18
12:04:44 -04'00'

Amanda Kersten, HR/Interim Treasurer

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

Insert Signature:

Luke Keyzer, Water Renewal Plant Supt.

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

Insert Signature:

Luke Keyzer

Digitally signed by Luke
Keyzer
Date: 2025.09.18
14:42:27 -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: 2025.09.19
09:11:09 -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: 2025.09.18
12:29:39 -04'00'

Justin Lakamper, City Manager

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

Insert Signature:

Justin
Lakamper

Digitally signed by Justin
Lakamper
Date: 2025.09.18
12:45:47 -04'00'

Reports & Communications:

A. City – Boards and Commissions Appointment List

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

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

B. City – Resignation of Interim Treasurer

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

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

C. City – Appointment of Treasurer

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

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

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

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

D. City – Server Updates

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

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

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

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

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

Agenda Subject to Change

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

Plainwell is an equal opportunity provider and employer

Reminder of Upcoming Meetings

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

Agenda Subject to Change

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

Plainwell is an equal opportunity provider and employer