

City Structure and Governance:

In order to be more effective in fulfilling their purpose, board and commission members should understand the organizational structure of the City.

The City of Plainwell is a home rule city under the laws of the State of Michigan, operating under a voter- approved Charter, first adopted in 1981.

The citizens have chosen a council-manager form of government. Under this form, the citizens elect five councilmembers “at large” from the entire City, and councilmembers choose the Mayor from their ranks.

Together the Mayor and Councilmembers set policy and goals for city government, and annually adopt a budget in support of city activities. The Mayor serves as the chief executive official of the City for ceremonial purposes and as required by statute is the chairman of the Council. However, the Mayor’s participation and vote in all proceedings of the Council is equal to that of the other members.

The City Council appoints a City Manager, who is the chief administrative official of the City, and responsible for the day-to-day operation of the City and implementation of the Council’s policies. Department managers and their staffs report to the City Manager.

The City of Plainwell is governed by a Charter, which is similar to a constitution, and adopted ordinances. Nearly every board or commission is affected by the Charter and one or more ordinances, as their power, duties and responsibilities are usually laid out in one of those documents.

Board Member Expectations

Persons wishing to be considered for **appointment** to a board or commission must submit an application to the City Clerk on a form provided. Depending on the particular board, appointments are made by the City Council, by the Mayor with the concurrence of the Council, or by the City Manager with the concurrence of the Council. The length of the appointment term varies by board; some members may be appointed for a shorter time to fill a vacant unexpired term.

Persons appointed to most boards and commissions of the City must be a qualified and registered elector of the City on the date of appointment and throughout the tenure of the office. In some cases, state law supersedes this Charter requirement, where specialized knowledge or experience is required. When a member is no longer able to serve the City due to a change in residency or another reason, a letter of resignation should be sent to the City Clerk’s Office.

The effective operation of a board depends upon regular **attendance** of the members at all meetings., unless the absence is excused by the board and the reason noted in the minutes of the meeting. Contact the board chairperson or assigned staff liaison in advance of the meeting if you are unable to attend.

An appointed member should avoid any **conflict of interest**, whether real or perceived. Members should also carefully avoid even the appearance of impropriety or partiality.

Members should request permission from the other members of their board to abstain from voting on any issue where the member has a personal financial interest. An explanation of the conflict should be provided to the board; a motion, second and vote is required to permit the member to abstain. Members may not ask permission to abstain from voting because they know one or more of the participants, are neighbors, friends or even relatives. The abstention from voting should be for personal financial interest.

However, it is entirely proper and expected that the member reveal such a connection to an issue being voted upon, before discussion begins.

Each board and commission is **responsible** to investigate and take action, or make thoughtful recommendation to the City Council and staff on issues coming before it. The normal channels of communication between the City Council and the boards and commissions are through the minutes and other formal actions or documents prepared by staff for the board or commission. The staff liaison will forward such reports to the Manager and City Council.

At the same time, the board and commission members are always free to communicate directly with City Councilmembers on any matter concerning their area of responsibility.

Most boards and commissions are **organized** with a chairperson, vice chairperson and secretary. The chairperson conducts the meetings according to any adopted by-laws and, to the extent feasible, Robert's Rules of Order Newly Revised. The chairperson's duty is not to control or dominate discussion or decisions, but to ensure the discussion remains on track; that all members and the public are given a fair opportunity to be heard; and that the motion to be decided is clear before voting begins. The board may participate in preparation of the agenda before the meeting; normally the staff liaison handles this function. The secretary may be responsible for taking and preparing minutes of each meeting, and keeping a permanent record; in some cases the staff liaison department may provide assistance in minute-taking. The original, minutes are retained by the City Clerk as a permanent record.

Meetings, Records and the Law

All meetings of any board or commission of the City of Plainwell are subject to the Open Meetings Act, Public Act 267 of 1976, as amended. All of its records, whether held by members, staff or the City Clerk's Office, are subject to the Freedom of Information Act, Public Act 442 of 1976, as amended.

Open Meetings Act:

The most important thing to remember about the Open Meetings Act is that every decision made by a board or commission, and all deliberation toward that decision, must be made at a meeting that is open to the public, at a time and place that has been noticed to the public at least 18 hours in advance.

The meetings must be held in a public place, preferably a building owned by the City of Plainwell that is handicapped-accessible. The meeting must include an opportunity for the public to address the members of the board or commission, preferably before actions are taken. Boards or commission may adopt rules that limit the length of time someone may speak; these rules must be applied consistently. Rules may not be made to allow only residents to speak.

The City Council has also adopted rules and ordinances that govern meetings. The regular meeting schedule of each board and commission are set as per ordinance. Any temporary change from this schedule, such as a meeting cancelled or rescheduled, must be posted by the Clerk's Office at least 18 hours in advance. Any permanent schedule change desired by the board or commission must be approved by City Council prior to implementation.

Members must not circumvent the Open Meetings Act through the use of telephone, email or other communication, to deliberate toward a decision outside the meeting. Members may seek and acquire information and talk to persons with that information, but should not conduct any business of the board or commission outside a public meeting.

Downtown Development Authority: (In conjunction with the BRA and TIFA Board)

Purpose: To halt property value deterioration and increase property tax valuation within the District as established by Ordinance No. 194, to eliminate the causes of such deterioration, and to promote economic growth.

Powers: The Downtown Development Authority is the governing body of the Plainwell Downtown Development District, and as such shall have the power to prepare analyses of economic changes taking place in the downtown district of the City. Study and analyze the impact of metropolitan growth upon the downtown district.

Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the Board, aids in the economic growth of the downtown district.

Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the City, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.

Implement any plan of development in the downtown district necessary to achieve the purposes of Act 197, in accordance with the powers of the Authority as granted by Act 197.

Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests therein, which the Board determines is reasonably necessary to achieve the purposes of Act 197, and to grant or acquire licenses, easements, and options with respect to that property.

Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.

Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.

Lease any building or property under its control, or any part thereof.

Accept grants and donations of property, labor, or other things of value from a public or private source.

Acquire and construct public facilities.

Take other action Act 197 authorizes the Board to take.

Meeting Dates: Second Tuesday of each month

Meeting Time 7:30 a.m.

Meeting Place: City Hall, 141 N. Main St. Plainwell MI 49080

Members The Board of the Authority shall consist of nine (9) persons, the Chief Administrative Officer of the City and eight (8) other members. Each member shall be appointed for a term of four (4) years. At least five of the members shall be persons who either (a) have an interest in property located in the downtown district, or (b) are officers, members, trustees, principals or employees of a legal entity having an interest in property located in the downtown district. At least one Board member shall be a resident of the downtown district.

Term: Four year terms.

Compensation: None

Staff Liaison: Economic Development Manager Emilie Schada

DDA map

MAP 2007B
DEVELOPMENT AREA BOUNDARIES



Brownfield Redevelopment Authority: (In conjunction with the DDA and TIFA Board)

Purpose: The mission of the Brownfield entity is a quasi-public group of industrialists and business people that assists in enhancing business development potential through promoting the revitalization of environmentally distressed areas. The BRA prepares and implements plans for treatment of brownfield redevelopment zones. These are areas containing soil or groundwater contamination. Their cleanup encourages industrial and business expansion.

Obligations To provide for the reimbursement of certain expenditures associated with the redevelopment of certain portions of the former Plainwell Paper Mill site, which is located between Allegan Street and the Kalamazoo River in the City of Plainwell, and certain adjacent and contiguous property.

Meeting Dates: Second Tuesday of each month

Meeting Time 7:30 a.m.

Meeting Place: City Hall, 141 N. Main St. Plainwell MI 49080

Members The Board of the Authority shall consist of nine (9) persons, the Chief Administrative Officer of the City and eight (8) other members. Each member shall be appointed for a term of four (4) years. At least five of the members shall be persons who either (a) have an interest in property located in the downtown district, or (b) are officers, members, trustees, principals or employees of a legal entity having an interest in property located in the downtown district. At least one Board member shall be a resident of the downtown district.

Term: Four year terms.

Compensation: None

Staff Liaison: Economic Development Manager Emilie Schada

BRA map

Project 1

That part of Lot 43, A-8, 45 & 75, Corporation Plot of the Village (now City) of Phenix, as recorded in Liber 1 of Plat, Page 9 Alcona County Records, and being more particularly described as follows: Commencing at the East 1/4 part of Section 30, T. 1 N., R. 11 W., City of Phenix, Alcona County, Michigan; thence North 37°-24'-30" West along the center line of Allegan Street (W-89), 454.81 feet; thence North 32°-35'-21" East, 33.00 feet to a point on the northerly right-of-way of said Street being 25 feet more or less from the westerly side of said Mill Race; thence North 37°-24'-30" West along said northerly right-of-way, 100.00 feet to the place of beginning of the land hereafter described; thence North 57°-24'-30" West along said northerly right-of-way, 107.83 feet; thence North 32°-50'-50" East, 77.58 feet to the Southeast corner of a building as measured at ground level; thence along the face of said building as measured at ground level for the next 8 courses: North 32°-50'-50" East, 63.33 feet; thence North 37°-18'-13" West, 32.43 feet; thence North 32°-02'-47" East, 43.76 feet; thence South 52°-00'-04" East, 0.17 feet; thence North 32°-38'-16" East, 20.48 feet; thence North 16°-54'-07" West, 35.77 feet; thence North 32°-48'-38" East, 36.68 feet; thence North 42°-01' West, 0.56 feet; thence North 37°-13'-27" West, 0.56 feet to the center line of a common wall; thence along the center line of said common wall for the next 2 courses: North 32°-48'-38" East, 76.55 feet; thence North 38°-17'-07" East, 41.42 feet to the outside brick face of said common wall; thence South 29°-54'-51" West along the brick face of the building, 3.03 feet to the face of a concrete retaining wall; thence South 58°-05'-08" East along the face of said retaining wall, 22.40 feet to the westerly edge of the Mill Race; thence South 8°-15'-07" West along the face of said retaining wall, 12.30 feet to a point which is 7 feet, more or less, from the westerly edge of said Mill Race; thence South 80°-50'-24" West, 3.78 feet to an intermediate traverse line using the Mill Race; thence along said traverse line for the next 4 courses: South 16°-42'-54" East, 41.81 feet; thence South 17°-55'-13" East, 125.81 feet; thence South 11°-12'-16" West, 68.70 feet; thence North 15°-18'-43" East, 38.82 feet; thence North 11°-02'-16" East, 68.70 feet; thence North 17°-55'-13" East, 125.81 feet; thence North 16°-42'-54" West, 41.81 feet; thence North 60°-50'-24" East, 3.78 feet to the corner of the face of a concrete retaining wall; thence North 6°-15'-07" East along the face of said retaining wall, 12.30 feet; thence continuing along the face of said retaining wall North 58°-05'-08" West, 1.96 feet to the place of beginning of the center line hereafter described; thence North 30°-23'-18" East, 23.34 feet; thence South 70°-31'-32" East, 49.02 feet; thence South 71°-02'-36" East, 11.74 feet; thence South 42°-57'-17" East, 14.02 feet; thence South 81°-21'-37" East, 15.48 feet to the point of ending.

Also together with an area of land commonly known as Fannie Pell Park, described as: Beginning at the Northeast corner of Lot 21, Corporation Plot of the Village (now City) of Phenix, as recorded in Liber 1 of Plat, Page 9 Alcona County Records; thence West along said North 80°-01'-13" West, more or less, to an intermediate traverse line along the Mill Race; thence along said traverse line for the next 2 courses: North 00°-07'-25" East, 90.96 feet; thence North 17°-04'-27" West, 296.00 feet to an intermediate traverse line along the Kalamazoo River; thence along said traverse line for the next 4 courses: South 83°-15'-55" East, 65.00 feet; thence North 56°-48'-48" East, 82.00 feet; thence North 29°-16'-45" East, 80.00 feet; thence South 68°-28'-55" East, 40.00 feet, more or less, to the West right-of-way of North West Street; thence South along said right-of-way, 424 feet, more or less, to the North line of said Lot 21 and the place of beginning; together with an area lying between the intermediate traverse line and the Kalamazoo River and Mill Race, respectively. Containing 1.4 Acres, more or less.

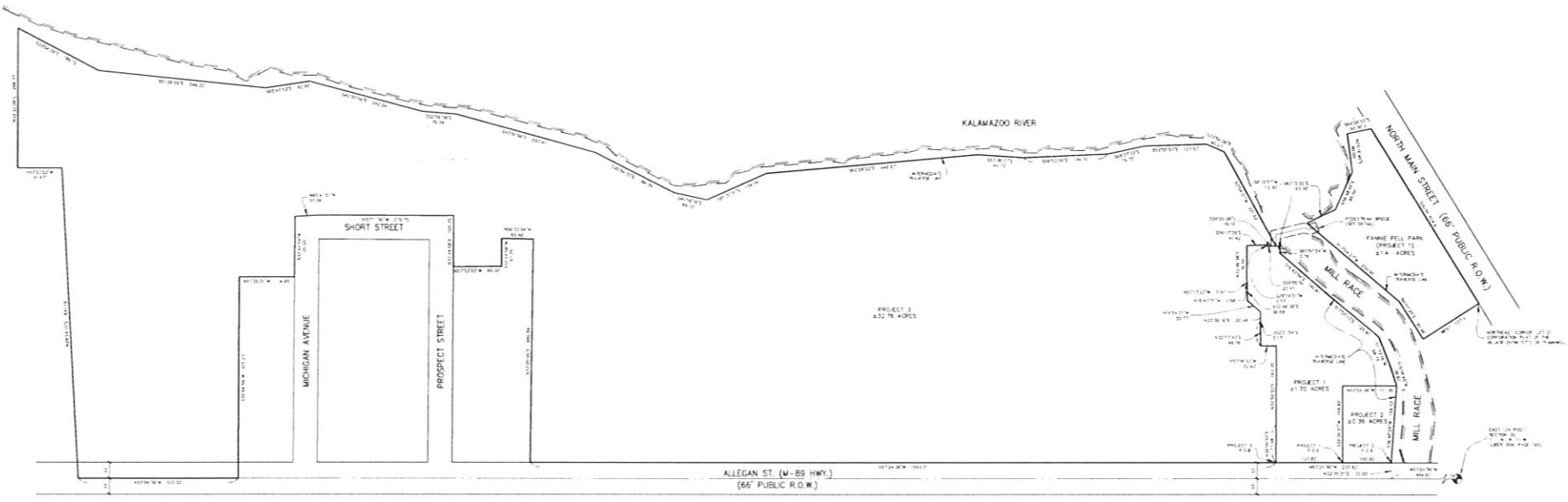
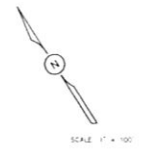
Note: The description for the area commonly known as Fannie Pell Park is for the purpose of a Brownfield Development Plan and was prepared without the benefit of a field survey.

Project 2

That part of Lot 43, A-8, 45 & 75, Corporation Plot of the Village (now City) of Phenix, as recorded in Liber 1 of Plat, Page 9 Alcona County Records, and being more particularly described as follows: Commencing at the East 1/4 part of Section 30, T. 1 N., R. 11 W., City of Phenix, Alcona County, Michigan; thence North 37°-24'-30" West along the center line of Allegan Street (W-89), 454.81 feet; thence North 32°-35'-21" East, 33.00 feet to a point on the northerly right-of-way of said Street being 25 feet, more or less, from the westerly side of said Mill Race and the place of beginning of the land hereafter described; thence North 57°-24'-30" West along said northerly right-of-way, 100.00 feet; thence North 32°-50'-50" East, 77.58 feet; thence North 37°-18'-13" West, 32.43 feet; thence North 32°-02'-47" East, 43.76 feet; thence South 52°-00'-04" East, 0.17 feet; thence North 32°-38'-16" East, 20.48 feet; thence North 16°-54'-07" West, 35.77 feet; thence North 32°-48'-38" East, 36.68 feet; thence North 42°-01' West, 0.56 feet; thence North 37°-13'-27" West, 0.56 feet to the center line of a common wall; thence along the center line of said common wall for the next 2 courses: North 32°-48'-38" East, 76.55 feet; thence North 38°-17'-07" East, 41.42 feet to the outside brick face of said common wall; thence South 29°-54'-51" West along the brick face of the building, 3.03 feet to the face of a concrete retaining wall; thence South 58°-05'-08" East along the face of said retaining wall, 22.40 feet to the westerly edge of the Mill Race; thence South 8°-15'-07" West along the face of said retaining wall, 12.30 feet to a point which is 7 feet, more or less, from the westerly edge of said Mill Race; thence South 80°-50'-24" West, 3.78 feet to an intermediate traverse line using the Mill Race; thence along said traverse line for the next 16 courses: South 50°-04'-29" East, 189.15 feet; thence South 51°-29'-20" East, 149.33 feet; thence South 65°-48'-57" East, 82.90 feet; thence South 42°-30'-56" East, 142.04 feet; thence South 52°-56'-08" East, 70.78 feet; thence South 42°-01'-58" East, 291.41 feet; thence South 30°-34'-37" East, 184.38 feet; thence South 45°-16'-16" East, 68.10 feet; thence South 81°-31'-37" East, 134.74 feet; thence South 42°-29'-20" East, 440.07 feet; thence South 52°-30'-37" East, 84.72 feet; thence South 58°-53'-09" East, 174.70 feet; thence South 82°-17'-22" East, 79.70 feet; thence South 58°-20'-02" East, 127.52 feet; thence South 33°-30'-38" East, 402.27 feet; thence South 62°-54'-31" West, 221.82 feet to the face of a concrete retaining wall; thence North 58°-05'-08" West along the face of said retaining wall, 18.16 feet to the brick face of a building; thence North 29°-54'-51" East along said brick face, 3.03 feet to the center line of a common wall; thence along the center line of said common wall for the next 2 courses: North 58°-17'-02" West, 41.42 feet; thence South 32°-48'-38" West, 76.55 feet; thence South 57°-12'-22" East, 0.50 feet to the face of said building as measured at ground level; thence along the face of said building as measured at ground level for the next 8 courses: South 16°-43'-01" East, 0.58 feet; thence South 32°-48'-38" West, 36.68 feet; thence South 16°-54'-07" West, 35.77 feet; thence South 32°-38'-16" West, 20.48 feet; thence North 32°-02'-47" East, 0.17 feet; thence South 32°-02'-47" West, 43.76 feet; thence South 37°-18'-13" East, 32.43 feet; thence South 32°-50'-50" West, 163.35 feet to the corner of said building; thence continuing South 32°-50'-50" West, 77.58 feet to the place of beginning. Containing 32.78 Acres, more or less.

Project 3

Commencing at the East 1/4 part of Section 30, T. 1 N., R. 11 W., City of Phenix, Alcona County, Michigan; thence along the center line of Allegan Street (W-89) North 37°-24'-30" West, 454.81 feet; thence North 32°-35'-21" East, 33.00 feet to the northerly right-of-way of said Street; thence along said northerly right-of-way North 57°-24'-30" West, 107.83 feet to the place of beginning of the land hereafter described; thence continuing along said northerly right-of-way North 57°-24'-30" West, 1,543.31 feet; thence North 37°-24'-30" East, 460.89 feet; thence North 30°-35'-04" West, 65.48 feet; thence South 32°-44'-58" West, 97.25 feet; thence North 57°-55'-02" West, 89.00 feet to the East line of Prospect Street; thence North 32°-44'-58" West, 105.25 feet; thence North 57°-11'-38" West, 276.70 feet; thence North 82°-01'-07" West, 50.00 feet; thence South 22°-44'-52" West, 25.00 feet; thence North 57°-25'-01" West, 114.99 feet; thence South 32°-44'-58" West, 415.23 feet to the center line of Allegan Street; thence along said center line North 57°-24'-30" West, 333.32 feet; thence North 22°-24'-15" East, 647.93 feet; thence North 57°-22'-53" West, 61.67 feet; thence North 32°-32'-08" East, 288.37 feet to an intermediate traverse line using the Kalamazoo River; thence along said traverse line for the next 16 courses: South 50°-04'-29" East, 189.15 feet; thence South 51°-29'-20" East, 149.33 feet; thence South 65°-48'-57" East, 82.90 feet; thence South 42°-30'-56" East, 142.04 feet; thence South 52°-56'-08" East, 70.78 feet; thence South 42°-01'-58" East, 291.41 feet; thence South 30°-34'-37" East, 184.38 feet; thence South 45°-16'-16" East, 68.10 feet; thence South 81°-31'-37" East, 134.74 feet; thence South 42°-29'-20" East, 440.07 feet; thence South 52°-30'-37" East, 84.72 feet; thence South 58°-53'-09" East, 174.70 feet; thence South 82°-17'-22" East, 79.70 feet; thence South 58°-20'-02" East, 127.52 feet; thence South 33°-30'-38" East, 402.27 feet; thence South 62°-54'-31" West, 221.82 feet to the face of a concrete retaining wall; thence North 58°-05'-08" West along the face of said retaining wall, 18.16 feet to the brick face of a building; thence North 29°-54'-51" East along said brick face, 3.03 feet to the center line of a common wall; thence along the center line of said common wall for the next 8 courses: South 16°-43'-01" East, 0.58 feet; thence South 32°-48'-38" West, 36.68 feet; thence South 16°-54'-07" West, 35.77 feet; thence South 32°-38'-16" West, 20.48 feet; thence North 32°-02'-47" East, 0.17 feet; thence South 32°-02'-47" West, 43.76 feet; thence South 37°-18'-13" East, 32.43 feet; thence South 32°-50'-50" West, 163.35 feet to the corner of said building; thence continuing South 32°-50'-50" West, 77.58 feet to the place of beginning. Containing 32.78 Acres, more or less.



NO	REVISIONS	BY	DATE	DRAWN	PLS	PROJECT NO	SHEET NO

Prein & Newhof
Engineers - Surveyors - Environmental & Soils Laboratory
1123 STADIUM DRIVE
KALAMAZOO, MICHIGAN 49009
P: (269) 372-1158

PARCEL SKETCH
FOR
CONESTOGA-ROVERS & ASSOC., INC.
LOCATED IN SECTION 30, T. 1 N., R. 11 W.
CITY OF PHENIX, ALCONA COUNTY, MICHIGAN

PROJECT NO
2102640
SHEET NO
1 OF 1

Tax Increment Finance Authority: (In conjunction with the BRA and DDA Board)

Purpose: The mission of the TIFA entity is the necessity to halt property value deterioration, to eliminate the causes of such deterioration and to promote economic growth.

Obligations To help efforts of the City of Plainwell to revitalize its economic base by relying heavily on the willingness, capability and timeliness of its municipal structure to encourage, initiate, propose and participate in the development of new and renovated public and private uses, and projects that will bring about physical improvement, retain or create jobs, retain businesses, attract new businesses and increase the City's tax base.

Meeting Dates: Second Tuesday of each month

Meeting Time 7:30 a.m.

Meeting Place: City Hall, 141 N. Main St. Plainwell MI 49080

Members The Board of the Authority shall consist of nine (9) persons, the Chief Administrative Officer of the City and eight (8) other members. Each member shall be appointed for a term of four (4) years. At least five of the members shall be persons who either (a) have an interest in property located in the downtown district, or (b) are officers, members, trustees, principals or employees of a legal entity having an interest in property located in the downtown district. At least one Board member shall be a resident of the downtown district.

Term: Four year terms.

Compensation: None

Staff Liaison: Economic Development Manager Emilie Schada

