

MINUTES
Plainwell City Council
December 23, 2019

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 12/09/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
5. Public Comments: None.
6. County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: None
9. Recommendations and Reports:
 - A. Clerk Kelley reported a number of terms on various boards and commissions were set to expire on December 31, 2019. He reached out to each of the current members, all of whom volunteered to continue serving. The Mayor would like to re-appoint each member, subject to Council's approval.
A motion by Overhuel, seconded by Steele, to confirm the Mayor's appointment of Sue Miller and Jerry Westergaard to the Board of Review, Gina Berry, Tom Belco and Marsha Keeler to the Parks & Trees Commission and Jay Lawson to the Planning Commission. On a voice vote, all in favor. Motion passed.
 - B. Treasurer Kelley reported that the city has been planning for a full server upgrade as part of next year's capital improvement program. The mail server component of that project is in dire need of upgrade immediately, as the city has been experiencing intermittent email reliability. The city's Information Technology partner, Clark Technical Services, has quoted hardware and software totaling \$11,660.00 for a replacement mail server. It is recommended that Council approve this purchase and authorize a budget amendment for the use of available fund balances in various city funds.
A motion by Wisnaski, seconded by Overhuel, to approve a project through Clark Technical Services for hardware, software and installation of a new mail service at a total cost of \$11,660.00, amending the budget accordingly. On a roll call vote, all in favor. Motion passed.
 - C. DPW Superintendent Nieuwenhuis reported a planned change to the flower program for 2020 whereby the greenhouses would take on more of the growing responsibilities prior to the May plantings. Bids were solicited for services and two greenhouses submit bids. It is recommended that Zeinstra Greenhouse provide hanging baskets, bridge baskets and black street pots at a cost of \$3,860.00 and Diemers

Greenhouse provide in-ground flowers, concrete pots and flower trees for \$4,714.00. The additional cost of the plantings would be offset by reduced costs for labor and supplies, since the greenhouses would do more the up-front work that the city has done over the years, making this project “budget neutral”.

A motion by Keeney, seconded by Wisnaski, to approve the annual city-wide flower purchase for 2020 from Zeinstra Greenhouse and Diemers Greenhouse for a total project cost of \$8,574.00. On a roll call vote, all in favor. Motion passed.

- D. Clerk Kelley outlined five (5) annual resolutions for 2020 – the first lists the Ordinance Enforcement Officers of the city which was reviewed by the Department of Public Safety; the second lists the Council meeting dates for 2020; the third lists the employee holiday dates (when City offices are closed); the fourth is a listing of the dates on which the flags are flown on city streets, and; the fifth is a resolution authorizing the Director of Public Safety to liaison with the State of Michigan for temporary closures of state highways.

A motion by Steele, seconded by Keeney, to adopt Resolutions 2020-01 through 2020-05 for Ordinance Enforcement Officers, 2020 Council Meeting Dates, 2020 Employee Holiday Dates, 2020 Street Flag Dates and 2020 Street Closures. On a voice vote, all in favor. Motion passed.

10. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the November 2019 Public Safety and Water Renewal Reports. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$234,499.74 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments: None.

13. Staff Comments:

Personnel Manager Lamorandier gave a brief overview of new training software being implemented city-wide.

Superintendent Nieuwenhuis wished everyone a Merry Christmas.

Director Bomar reported that a Law Enforcement Information Network (LEIN) Audit was successfully completed with minimal findings, and that the “Shop with a Hero” event was a rousing success.

Treasurer Kelley reported that the financial audit has been completed and reported delivered to the State. A presentation to Council will be made on January 27. He also noted preparing for budget and elections.

14. Council Comments:

Council wished everyone a Merry Christmas.

15. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:34 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020



Brian Kelley, City Clerk