

City of Plainwell



“The Island City”

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

Agenda

Planning Commission Public Hearing -Sandwich Board Sign Amendment City Hall Council Chambers January 18, 2023, 6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 12/07/2022
5. Chairman’s Report
6. Public Comment
7. New Business: Public Hearing re: Amendments to Sandwich Board Sign Amendment
Close Planning Meeting / Open Public Hearing
8. Old Business: None
11. Reports and Communications: 12/12/2022 and 12/27/2022 Council Minutes
12. Public Comments
13. Staff Comments
14. Commissioners/Council Comments
15. Adjournment

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**CITY OF PLAINWELL
MINUTES
Planning Commission
Wednesday, December 7, 2022**

1. Call to Order at 7:00 pm by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Lori Steele, Stephen Bennett, Jay Lawson, David Collard, Jim Higgs
Excused: Gary Sausaman
4. Approval of Minutes – 11/16/2022
motion to approve minutes was made by Lawson and seconded by Bennett. All in favor to approve minutes and placing them on file.
5. Chairperson’s Report: - None
6. Public Comments- None
7. Public Hearing:
7:02 Steele motioned to close the Planning Meeting, seconded by Lawson and open the Public Hearing.
Public Hearing regarding C2 Amendment changes regarding height restrictions for hotels west of Prince St., from 3 stories to 4 and from 40 ft to 50 ft in height. There were no rejections from residents or Planning Commission.
The public hearing closed at 7:06 p.m. with a motion by Steele seconded by Higgs.
Higgs motion to accept the amendments for C2, seconded by Lawson, and move forward to City Council for final approval. All in favor vote. Motion Passed
8. New Business: None
9. Old Business: None
10. Reports and Communications: 10/24/22; 11/14/22 were reviewed and placed on file.
11. Public Comments – None
12. Staff Comments: - Recap of the Holiday Events; Business updates.
13. Commissioner Comments: None
14. Adjournment: Colingsworth adjourned the meeting at 7:26 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

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

(Ordinance No. _____)

At a regular meeting of the City Council for the City of Plainwell held at City Hall on _____, 2023 and commencing at __:__, the following Ordinance was offered for adoption by Council Member _____ and was seconded by Council Member _____:

AN ORDINANCE TO AMEND SECTION 52-3 ENTITLED “SIGNS EXEMPT FROM PERMIT REQUIREMENTS” AND SECTION 52-10 ENTITLED “SIDEWALK SIGNS” OF THE CODE OF ORDINANCES FOR THE CITY OF PLAINWELL.

THE CITY OF PLAINWELL (the “City”) ORDAINS:

Section 1. Amendment of Section 52-3. Paragraph J of Section 52-3 of the Code of Ordinances for the City of Plainwell entitled “Sidewalk Signs” is hereby enacted and reads in its entirety as follows:

J. *Sidewalk signs.* “Sidewalk signs” are portable, freestanding signs of A-frame or swinging-style construction. See Fig.1.

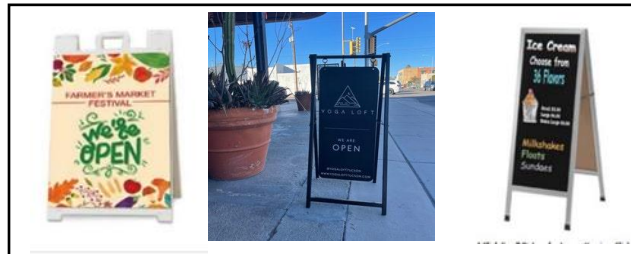


Fig. 1

Sidewalk signs are subject to the following requirements:

- a. Signs are limited to one (1) per building frontage and one (1) at the rear entrance of the same business if used for entry.
- b. Signs shall pertain only to on-premises commercial activity.
- c. Total area shall not exceed eight (8) square feet, and the sign area per side may not exceed four (4) feet.
- d. Signs shall not exceed four (4) feet in height including handles and frame.
- e. Signs shall be maintained in good repair and sound structural condition at all times, constructed of durable, weather-proof material, resulting in an independently sturdy structure able enough to withstand typical winds, without flipping over or sliding.

- f. Signs shall be located in such a manner that a pedestrian travel area width of five (5) feet is maintained uninterrupted between the road edge or curb cut and the building frontage.
- g. Signs shall not unreasonably interfere with the view, access to, or use of adjacent property or with pedestrian or vehicular circulation.
- h. Signs are only permitted on public property during business hours.
- i. No device, object, or material such as, but not limited to, lights, balloons, streamers, or flags, shall be attached to the sign.

Section 2. Amendment of Section 52-10. Paragraph C(7) of Section 52-10 entitled “Sidewalk signs” is hereby deleted in its entirety.

Section 3. Repealer. Any other ordinances or portions of any other ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. Savings Clause. The provisions of this Ordinance are severable. If any part of this Ordinance is declared void or inoperable for any reason by a court of competent jurisdiction, such declaration does not void any or render inoperable any other part or portion of this Ordinance.

Section 5. Effective Date. This Ordinance is effective upon the expiration of the tenth day following its publication in the manner required by law.

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

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

By: _____
 Brad Keeler
 City of Plainwell, Mayor

By: _____
 Maggie Fenger
 City of Plainwell, Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of the Ordinance adopted by the City Council for the City of Plainwell at the time and date specified above pursuant to the procedures required by law.

Respectfully submitted,

By: _____
Maggie Fenger
City of Plainwell, Clerk

Notice of Planning Commission Hearing (Date/ Newspaper):
Planning Commission Hearing:
Adopted:
Published (Date / Newspaper):
Effective:

**CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ORDINANCE ADOPTION AND SYNOPSIS OF ORDINANCE

PUBLIC NOTICE IS GIVEN that at a regular meeting of the City Council for the City of Plainwell held at City Hall on _____, 2023, and beginning at __:__p.m., the City Council Adopted Ordinance No. _____ entitled:

AN ORDINANCE TO AMEND SECTION 52-3 ENTITLED “SIGNS EXEMPT FROM PERMIT REQUIREMENTS” AND SECTION 52-10 ENTITLED “SIDEWALK SIGNS” OF THE CODE OF ORDINANCES FOR THE CITY OF PLAINWELL.

THE EFFECT OF ORDINANCE NO. 2022-_____ IS SUMMARIZED AS FOLLOWS:

Section 1. Amendment of Section 52-3. Enacts paragraph J of Section 52-3 of the Code of Ordinances for the City of Plainwell entitled “Sidewalk Signs;” defines the term “sidewalk signs;” and provides requirements for sidewalk signs.

Section 2. Amendment of Section 52-10. Deletes paragraph C(7) of Section 52-10 entitled “Sidewalk signs” in its entirety.

Section 3. Repealer. Provides that any other ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. Savings Clause. Provides that the provisions of the Ordinance are severable and that if any part of the Ordinance is declared void or inoperable, such declaration does not void or render inoperable any other part or portion of the Ordinance.

Section 5. Effective Date. Provides that the Ordinance is effective upon the expiration of the tenth day following its publication in the manner required by law.

THIS ORDINANCE WILL BE EFFECTIVE THROUGHOUT THE CITY OF PLAINWELL.

A TRUE AND COMPLETE COPY OF THIS ORDINANCE MAY BE OBTAINED, INSPECTED, COPIED, OR REVIEWED AT THE CITY CLERK’S OFFICE AS FOLLOWS:

Location: 211 N. Main Street, Plainwell, MI 49080

Hours of operation: _____

Contact information: (269) 685-6821 or

mfenger@plainwell.org

Maggie Fenger
City Clerk

MINUTES
Plainwell City Council
December 12, 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 Scott Smail 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 and Councilmember Wisnaski. Absent: Councilmember Keeney.
A motion by Steele, seconded by Overhuel, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 11/28/2022 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 noted how well everything went downtown for the Christmas celebration.
10. Recommendations and Reports:
 - A. Clerk Fenger reported that the proposed amendments were made in response to the request from a previous meeting where a business applied for a variance and the City Planner found that an ordinance amendment would be more appropriate. The process for amending an ordinance requires a Public Hearing is held to allow interested parties to comment on the proposed amendments.
A motion by Overhuel, seconded by Wisnaski, to set a public hearing for 7:00pm on January 09, 2023 to allow interested parties to comment on proposed zoning ordinance amendments. On a voice vote, all voted in favor. Motion passed.
 - B. Manager Wilson reported on the Mill Race Dam / Stream Restoration project. The invoice submitted covers work performed by GHD and subcontractors through September 30, 2022, including project management meetings and sample testing. He reminded everyone that the project is being funded by the Kalamazoo River clean-up settlement funding.
A motion by Steele, seconded by Wisnaski, to approve Pay Application #1 for work conducted through September 30 by GHD and subcontractors in the amount of \$31,520.23. On a roll call vote, all voted in favor. Motion passed.
 - C. Manager Wilson reported an issue with ice buildup on Buildings #2 & #3, which could cause water damage to the buildings. Esper Electric quoted \$5,775.00 to install temporary heat and light in the mill, which would prevent ice buildup and allow people to navigate the mill buildings safely. He

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recommended designating Esper Electric as a preferred vendor due to the fact that they have worked for the City previously and demonstrated the ability to perform all the varieties of electrical work needed. **A motion by Steele, seconded by Wisnaski, to approve a contract with Esper Electric in an amount not to exceed \$10,000.00 for temporary heating and lighting in Mill Buildings #2 & #3, directing the City Manager to work with Esper Electric on adding the noon whistle to the project, and designating Esper Electric as a preferred vendor with a 12 month contract. On a roll call vote, all voted in favor. Motion passed.**

D. Clerk Fenger reported that the Council had approved the transfer of the industrial tax facility exemption at the previous meeting, however the corresponding resolution was not included in the packet. The City Attorney was consulted, and felt that the previous action taken by the Council was clear, however they recommended confirming that action by approving the resolution at this meeting. **A motion by Wisnaski, seconded by Overhuel, to approve Resolution 2022-19 as presented. On a roll call vote, all voted in favor. Motion passed.**

E. Community Development Manager Siegel reported on the draft 5 Year Community Recreation Plan. She detailed the process, including the community involvement and the Parks & Trees Commission involvement. She reported that the notices had been sent to all required parties, including the bordering townships as required by the Michigan Department of Natural Resources. She reported that the final draft plan would be brought back for approval at the first meeting in January during the Public Hearing, with a goal of sending the final plan to the Michigan Department of Natural Resources by February 1, 2023. Clerk Fenger noted the requirement time frame for the public hearing notices was 30 days instead of the usual 15 days. This meant the Public Hearing was set on November 28, 2022 for January 9, 2023 in order to ensure the 30 days posting and noticing deadline was met. She noted the draft was being provided today to ensure public availability during the 30 day time frame.

No action was taken.

11. Communications:

A. **A motion by Steele, seconded by Overhuel, to accept and place on file the November Investment and Fund Balance reports, the November 2022 DPS report and the draft 11/30/2022 special Parks & Trees meeting minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$162,819.28 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Treasurer/Finance Director Kelley reported working on updating policies and procedures, as well as continuing work on the budget process. He reported that the audit statements would be coming soon as well. He reported that Julie Saukas, Utility Billing Clerk, would be switching from full time to part time on January 1, 2023.

Superintendent Nieuwenhuis reported that both trucks were at the shop getting transmission work. He also reported that the Sherwood crosswalk buttons and lights had been installed.

Community Development Manager Siegel thanked everyone who helped pull off Friday night, including Councilmember Overhuel, Councilmember Steele, Mayor Keeler, Manager Wilson, Superintendent

Nieuwenhuis and the rest of the staff, and said the events wouldn't have happened without all of them. She reported that Santa's House worked really well and his chair would move around the city all month on a pre-planned route for all the Santa events. She reported 150+ kids attended the Stories with Santa event at the Ransom District Library. She reported that the indoor market was finished for the season and all the vendors moved out of the building. She noted that two different market days had 300+ people in attendance, and those days coincided with the timing of the radio ads, so she's planning to increase radio ads next year.

Superintendent Pond reported that Treasurer/Finance Director Kelley had visited and had a good experience touring the plant and discussing the Capital Improvement Plan. He noted that he felt this would be a good thing to do more regularly.

Director Callahan reported that Treasurer/Finance Director Kelley had also visited and discussed the Capital Improvement Plan and the budget process. He reported the department was currently prepping for the Shop with a Hero event.

Manager Wilson reported meeting about the water/sewer rate analysis, and that staff was working on water/sewer rate improvements.

15. Council Comments:

Councilmember Overhuel thanked Mayor Keeler and Councilmember Steele for inviting him to ride in the wagon for the Christmas parade and noted that he enjoyed seeing the kids' faces when they saw Santa in the wagon. He noted that everyone did a great job with the Christmas events.

Mayor Keeler thanked Councilmember Steele for her help with the wagon during the Christmas parade and noted that he didn't think he could have pulled it off without her.

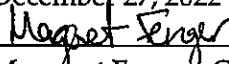
Councilmember Steele thanked everyone for getting the city ready for Christmas, and reported that the Christmas parade and tree lighting were great events. She wished everyone a Merry Christmas, and asked that everyone be safe and enjoy the holidays.

Councilmember Wisnaski stated that the city looks great with all the Christmas decorations set up.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:46 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
December 27, 2022


Margaret Fenger, City Clerk

MINUTES
Plainwell City Council
December 27, 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 Peter Dams 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 12/12/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: Peter Dams stated the city looks beautiful in the winter, and remarked that he was proud to be a resident of the city.
7. County Commissioner Report: County Commissioner Gale Dugan provided an update on the December 8th County Commissioner meeting. He reported on the tax foreclosure settlement due to new foreclosure laws, the anticipated remodel of the Allegan County Courthouse and potential reorganization of County buildings, as well as the possibility of a 3rd judgeship being added for Allegan County. He also wished everyone a Happy New Year and hoped everyone has a successful 2023.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Clerk Fenger reported that she had reached out to each member up for reappointment and three of them had confirmed their willingness to continue serving. She also reported that one member of the Board of Review decided not to return, and one member of the community had applied for the position. She noted that appointments are Mayoral, subject to City Council's confirmation.
A motion by Overhuel, seconded by Keeney, to confirm the Mayor's appointment of several community members to various boards and commissions. On a voice vote, all voted in favor. Motion passed.
 - B. Treasurer/Finance Director Kelley reported that during a routine review of financial institutions he had found an additional bank that appeared to meet the requirements laid out in the City Charter for approved financial institutions. He stated that after following the due diligence processes, he felt comfortable recommending that the financial institution Southern Michigan Bank & Trust of Coldwater, Michigan be added to the list of approved financial institutions as depositories.
A motion by Steele, seconded by Wisnaski, to approve Resolution 2022-20 City of Plainwell Approved Financial Institutions as Depositories. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis reported that the SCADA alarms currently use 3G service, and Verizon will be ending all 3G service in January 2023. The SCADA alarms are vital to the water service processes and must be maintained. He noted that Perceptive Controls would be able to install the software and modem to upgrade the service to 4G to allow the SCADA alarms to continue functioning.
A motion by Wisnaski, seconded by Keeney, to approve a contract with Perceptive Controls for installation of new Win 911 software and modem in an amount not to exceed \$7,500.00. On a roll call vote, all voted in favor. Motion passed.
- D. Superintendent Pond reported that the contract involved installation of the previously approved purchases of boiler sludge tubes and valves. He reported asking a second company for a bid however they were unable to get to the work until March at the earliest. He noted that the installation would improve the heat transfer process and lower the gas bill back to the regular levels.
A motion by Keeney, seconded by Steele, to approve a contract with RW LaPine for installation of the boiler tubes and valves in the amount of \$6,996.00. On a roll call vote, all voted in favor. Motion passed.
- E. Manager Wilson reported that Division 7 completed the previous work and held the warranty on the mill property roofs. He stated that the mill property had monthly inspections done for the roofs when it was operational, and recommended starting semi-annual or annual inspections to ensure future issues were caught early.
A motion by Steele, seconded by Overhuel, to approve a 1 year contract with Division 7 and authorize Division 7 to complete roof repair work on Buildings 3, 12 & 16 in the amount of \$11,411.05. On a roll call vote, all voted in favor. Motion passed.
- F. Manager Wilson reported this project was a continuation of the project brought to City Council at the previous meeting. He requested an updated quote from Esper Electric with all aspects of the project broken down into separate portions, which Esper Electric provided. He noted that the project could be approved as a whole, or separate portions could be approved, depending on which ones City Council wished to move forward.
A motion by Overhuel, seconded by Steele, to approve a project with Esper Electric for various electrical projects in the mill buildings for the total amount of \$20,715.00. On a roll call vote, all voted in favor. Motion passed.
- G. Manager Wilson reported that the last remaining obstacle to removing the fencing around the mill property was the lead paint on various parts of the building. Due to the grants involved and the historic nature of the building, the Michigan Department of Environmental, Great Lakes & Energy (EGLE) and the Michigan State Historic Preservation Office (SHPO) were both involved in various aspects of the project. Manager Wilson noted that SHPO required a historic architect to approve of the lead paint abatement methods to ensure there is no damage to the building. Nelson Breech Nave and Analytical Testing & Consulting Services will work together to manage the project and create a report for each agency involved. While that work is on-going, Manager Wilson will continue to work with EGLE to find an approved contractor to perform the actual abatement portion of the project.
A motion by Keeney, seconded by Wisnaski, to approve a contract for a lead paint abatement project with Nelson Breech Nave, AIA, Architect in the amount of \$1,800.00 and Analytical Testing & Consulting Services, Inc. in the amount of \$11,650.00. On a roll call vote, all voted in favor. Motion passed.
- H. Manager Wilson reported that as part of the grant process and the Memorandum of Agreement with SHPO required an assessment of the remaining historical buildings in the mill property. Building 1 was

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demolished, while Buildings 2 & 3 remain. The mill property is on the National Register of Historic Places and the assessment is needed to show the buildings remain in good condition and weren't damaged during the demolition process. Nelson Breech Nave is a historical architect that will conduct the assessment and create a report detailing the assessment for SHPO.

A motion by Steele, seconded by Overhuel, to approve a contract for an assessment of Buildings 2 & 3 with Nelson Breech Nave, AIA, Architect in the amount not to exceed \$6,400.00. On a roll call vote, all voted in favor. Motion passed.

- I. Clerk Fenger reported that the five resolutions designated Resolutions 2023-01 through 2023-05 were annual resolutions setting Ordinance Enforcement Officers, Council meeting dates, employee holiday dates, street flag dates and street closure processes. She noted that no significant changes had been made to the resolutions except for the updating of various personnel identified in the ordinance enforcement officer list and the street closure resolution.

A motion by Overhuel, seconded by Steele, to adopt Resolutions 2023-01 thru 2023-05 for Ordinance Enforcement Officers, 2023 Council Meeting Dates, 2023 Employee Holiday Dates, 2023 Street Flag Dates and 2023 Street Closures. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the November Water Renewal report and the draft 12/13/2022 DDA/BRA/TIFA meeting 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 \$339,241.91 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Treasurer/Finance Director Kelley reported focusing on the budget, policy updates and winter tax collections.

Superintendent Nieuwenhuis reported that DPW was focused on hauling snow.

Director Callahan reported that the Department of Public Safety participated in the local Shop with a Hero event, with about 130 children shopping at Meijer with about \$150 per child thanks to a generous donor. He noted that about 30 heroes participated, and Plainwell DPS sent 8 people to participate. He also noted that teachers from Plainwell Public Schools wrapped the gifts during the event.

Clerk Fenger reported working on a Council training/refresher course, including topics such as parliamentary procedures, and anything else Councilmembers would like more information on.

Manager Wilson noted that training for Councilmembers is a requirement as part of being a Redevelopment Ready Community (RRC), and the City of Plainwell is currently a certified RRC.

Manager Wilson reported that he was working on organizing a retreat for Councilmembers and staff, and was looking at January or February for dates. He thanked staff for putting together the holiday luncheon, and thanked the Councilmembers for attending.

15. Council Comments:

Councilmember Overhuel said he hoped everyone had a good Christmas.

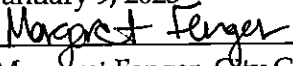
Councilmember Steele thanked staff for the holiday luncheon and said the food was good and the company was better. She hoped everyone had a wonderful Christmas and hoped everyone has a Happy New Year.

Councilmember Keeney said since he was out of town for Christmas, he wished everyone a Merry Christmas and a Happy New Year. He also thanked DPW for their work on snow removal.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:55 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
January 9, 2023


Margaret Fenger, City Clerk