

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 28, 2026 - 7:00PM

Plainwell City Hall Council Chambers

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes** – 09/14/2026 Regular Meeting
6. **Public Comments**
7. **Presentation** – MACP Agency Accreditation for the Department of Public Safety
8. **County Commissioner Report**
9. **Agenda Approval**
10. **Mayor's Report**
11. **Recommendations and Reports:**
 - A. **City – Special Event Permit application 2026-23 – Pumpkins in the Park**
Council will consider approving SEP 2026-23 as presented.
 - B. **City – Special Use Permit 2026-01 – Accessory Dwelling Unit**
Council will consider approving SUP 2026-01 as presented.
 - C. **City – Ordinance 409 to Amend Ordinance 199 – Establishing the Plainwell Parks & Tree Commission**
Council will consider adopting Ordinance 409 as presented.
 - D. **DPW – Purchase of Blocks for Retaining Wall Repair at Sherwood Park**
Council will consider approving the purchase of blocks to repair the retaining wall at Sherwood Park from Oldcastle Infrastructure at a cost of \$6,320.00.
 - E. **DPW – Blanket Purchase Order for Ed's Truck Repair**
Council will consider approving a blanket PO to Ed's Truck Repair in the amount of \$5,000.00.
 - F. **DPW – Preapproval to Purchase a One-Ton Dump Truck for use at the Department of Public Works**
Council will consider approving the purchase of one ton dump truck for DPW at a price not to exceed \$30,000.
 - G. **WR – Preventative Maintenance for all City Generators – 3-Year Service Contract**
Council will consider approving a 3-year generator preventative maintenance service contract with Cummins Sales and Service for \$22,389.67.
 - H. **DPS – Hiring an On-Call Firefighter (OCFF) Tanner Callahan**
Council will consider approving the hire of OCFF Tanner Callahan, pursuant to Section 6.8(b) of the Plainwell City Charter.
12. **Communications:** The August Department of Safety Report, the 8/11/2026 DDA/BRA/TIFA meeting minutes, and the 8/11/26 Parks & Trees meeting minutes.
13. **Accounts Payable - \$258,575.44**
14. **Public Comments**
15. **Staff Comments**
16. **Council Comments**
17. **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 14, 2026

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Joeseeph Smith-Risk from Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brad Keeler, Mayor Pro Tem Lori Steele and Councilmembers Randy Wisnaski and Roger Keeney. Absent: Councilmember Cathy Green
5. Approval of Minutes:
A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 08/24/2026 regular meeting and the 09/02/2026 workshop meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
A. Joeseeph Smith-Risk shared that Lighthouse Baptist Church is seeking donations.
7. County Commissioner Report: None.
8. Agenda approval:
A motion by Steele, seconded by Wisnaski, to approve the Agenda for the September 14, 2026 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. City Manager Lakamper discussed Special Use Permit 2026-02 submitted by Bex Farms, Inc. for a Redi-Mix concrete plant to be located at 830 Miller Road. Dan Balkema discussed the project and answered questions from the audience and Council.
A motion by Steele, seconded by Wisnaski, approving Special Use Permit 2026-02 and site plan with the following conditions: no private well, installation of an 8-foot-tall berm, additional 7 trees planted on property, ingress and egress from Lincoln Parkway and Miller Road instead of 8th Street and shifting the loading bay opening to the North or West to further limit noise. On a roll call vote, all voted in favor. Motion passed.
 - B. Superintendent Nieuwenhuis discussed sending three pieces of unneeded DPW equipment to auction.
A motion by Wisnaski, seconded by Steele, approving the sale of three pieces of equipment from DPW at auction. On a roll call vote, all voted in favor. Motion passed.
 - C. Superintendent Keyzer discussed a 3-year life station cleaning proposal.
A motion by Keeney, seconded by Steele, approving a 3-year contract with GFL for lift station cleaning at a cost of \$17,600.94 per year. On a roll call vote, all voted in favor. Motion passed.
 - D. Superintendent Keyzer discussed the emergency purchase of two Hach Samplers which were damaged by a lightning strike in a recent storm.
A motion by Keeney, seconded by Steele, approving the purchase of two Hach samplers from USA Bluebook at a cost of \$17,583.54. On a roll call vote, all voted in favor. Motion passed.
 - E. Personnel Coordinator/Deputy Treasurer Kersten discussed the annual budget encumbrance rollover. This housekeeping item moves purchases approved and budgeted for in the 2025/2026 fiscal year into the 2026/2027 fiscal year budget.
A motion by Wisnaski, seconded by Keeney, approving the budget amendment as presented. On a roll call vote, all voted in favor. Motion passed.

MINUTES
Plainwell City Council
September 14, 2026

F. Mayor Pro-Tem Steele discussed Special Event Permit application 2026-22 submitted by Classic Auto Mill for a Grand Opening Event to be held on Saturday, October 3, 2026 from Noon until 9pm on the Mill Site.

A motion by Steele, seconded by Wisnaski, approving Special Event Permit 2026-22 as presented. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Keeney, to accept and place on file the August 2026 Investment and Fund Balance Reports. 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 \$320,134.24 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

- A. Personnel Coordinator/Deputy Treasurer Kersten had nothing to report.
- B. Superintendent Nieuwenhuis reported
- C. Superintendent Keyzer had nothing to report.
- D. Detective Varley had nothing to report.
- E. Clerk Leonard had nothing to report.
- F. City Manager Lakamper discussed the volunteer tree planting day hosted by ReLeaf in conjunction with Consumers Energy. This event is scheduled for Saturday, October 10th from 8:45am until noon. If interested, please sign up online at www.releafmichigan.org/rsvp or contact Matthew Bradley at mcbrad61@gmail.com for more information.

15. Council Comments:

- A. Mayor Pro-Tem Steele thanked Peterman Concrete for providing a tour of the Watervliet plant, noting that the dust collection system worked well and the plant was quiet.

16. Adjournment:

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

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
September 28, 2026

JoAnn Leonard, City Clerk



"The Island City"

City of Plainwell Special Event Permit Application

For public events held in a City of Plainwell park or property

Plainwell City Hall
211 N. Main Street
Plainwell, MI 49080
Phone: 269-685-6821
Fax: 269-685-7282
www.plainwell.org

Permit # 2026-23

If you would like to host a special event, please complete the application form below. Applications must be submitted at least 21 days before the event. Your event will not be approved until the following items are received and approved by the City:

1. A completed and signed Special Event Permit application form
2. Completed hold harmless agreement
3. \$50 Special Event Permit Application fee paid
4. Liability insurance coverage with City of Plainwell listed as additionally assured, if required for your event

Date of application: 9/16/26

Applicant Information:

Contact Name: Denise Nicholas
Address: 211 Kalamazoo St City: Otsego Zip: 49078
Phone: 269-254-5969 Email: denisesweetnicholas@gmail.com

Sponsoring Organization/Business: Pumpkins in the Park

Address: same as above City: _____ Zip: _____

Phone: _____

☒ Nonprofit ☐ Profit

Event Information:

Date of Event 10/10/26 Event Start Time: 11 am Event End Time: 3 pm

Type of Event: Halloween carnival Name of Event: Pumpkins in the Park

Number of People Expected to Attend: 200-300

Location of event:

- | | |
|---|--|
| ☐ Thurl Cook Park | ☐ Sherwood Park |
| ☐ Kenyon Park | ☒ Hicks Park |
| ☐ Fannie Pell Park | ☐ Other: _____ |
| ☐ Band Shell | |

Please describe what areas of the park will be used: entire park, road from bridge on Bridge Street to in front of Design Street (parking next to Campbells will be open). Portion of Park St. near Bridge Street



The City of Plainwell is an equal opportunity provider and employer.

S:\Administration\Permits\Special Event or Park Reservation Permit\2021 Special Event Permit Application.docx

Event Details:

Please describe in detail the activities planned:

Games, Hayrides, costume contest, fire truck planned activities

Is this a fund-raising event? If yes, what is it for? no

Will participants or spectators be charged an admission fee? ☐ YES ☒ NO

Will there be alcohol for sale? ☐ YES ☐ NO

Will there be food for sale? ☐ YES ☐ NO

Will there be merchandise for sale? ☐ YES ☐ NO

Will there be a vendor participation fee? ☐ YES ☒ NO

Do you have insurance? ☐ YES ☐ NO

Will any items be distributed? ☐ YES ☐ NO

Will the event be advertised? If so, how? ☒ YES ☐ NO
social media, news paper

Does the event require on-site security? ☐ YES ☐ NO

Does the event require on-site medical service? ☐ YES ☒ NO

Does the event require street closure? If so, indicate route ☒ YES ☐ NO
map enclosed

Do you plan to have sound amplification? ☒ YES ☐ NO

Is electrical power required (for sound amplification, lighting, etc)? ☒ YES ☐ NO

If yes, please show items on a site plan and describe how power is to be provided

☐ Portable generator

☐ PGE temporary power service .

☒ Other, please describe Power box in park

Are you using local businesses? ☐ YES ☒ NO

Special Services:

I am requesting permission to provide the following special services* at my event:

☐ Canopy/Tent

☐ Inflatables (please describe): _____

☐ Tables and chairs

☐ Caterer

☐ Alcohol

☐ Other (please specify): _____

*Groups providing special services must complete this form and provide a Certificate of Insurance two months prior to event date. Tents/canopies or inflatables must list the City of Plainwell as additionally insured and a copy of the insurance must be attached with this request.

*Tents/Structures: If you are installing or constructing any structures (tents, stages, etc.) please include a site plan showing these structures. Please describe type, size, and number of structures.



The City of Plainwell is an equal opportunity provider and employer.

S:\Administration\Permits\Special Event or Park Reservation Permit\2021 Special Event Permit Application.docx

City of Plainwell Hold Harmless Agreement

This special event applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Plainwell (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payment have been met.

Signature of Permittee(s): [Signature] Date: 9/16/26
Signature of Officer of Sponsoring Organizations: [Signature] Date: 9/16/26
Title: Organizer

I declare under penalty of perjury that the information provided in this application is correct.

We agree to remove all props and items brought into the public areas and clean up all litter and debris that result from our event the same day as the event. I understand that a permit is required before this event can be held.

Signature of Applicant: [Signature] Date: 9/16/26

Please Send Completed Applications To:

City of Plainwell
211 N. Main Street
Plainwell, MI 49080
269-685-6821
Or email to: contactus@plainwell.org

Administrative Use Only:

Received by: [Signature] Date: 9/17/2026 Amount paid: waived cash/CC/check # _____
☒ Application approved ☒ Permit # assigned ☐ Event on calendar
☐ Application scanned & logged ☐ Email DPW/DPS ☐ Notice posted before event



The City of Plainwell is an equal opportunity provider and employer.

S:\Administration\Permits\Special Event or Park Reservation Permit\2021 Special Event Permit Application.docx



"The Island City"

MEMORANDUM

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

TO: City Council
FROM: JoAnn Leonard, City Clerk/Zoning Assistant
DATE: September 19, 2026
SUBJECT: Special Use Permit 2026-01 for an Accessory Dwelling Unit

SUGGESTED MOTION: I motion to approve Special Use Permit 2026-01 as presented.

BACKGROUND INFORMATION: The Planning Commission held a Public Hearing on January 21, 2025 to receive comment about this application. Following the hearing, the Planning Commission made the following motion:

A motion by Burnham, seconded by Steele, recommending Special Use Permit Application 2026-01 from Stephen and Amanda Czarnecki for an Accessory Dwelling Unit (ADU) under Sec. 53-127 of the City of Plainwell Code of Ordinance to City Council for consideration, based on the findings of fact outlined in the staff report dated January 21, 2026 on the parcel identified as #55-380-002-00, 413 W. Bridge St., subject to the following conditions:

1. The applicant shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell, and obtain an Occupancy Permit prior to use of unit.
2. The applicant shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.

On a voice vote, all voted in favor. Motion passed.

On February 9, 2026 the applicants filed a Statement of Conditions with the Allegan County Register of Deeds, and on September 17, 2026, they received their Occupancy Permit from PCI.

ANALYSIS: Amanda and Steven Czarnecki have met the conditions recommended by the Planning Commission and are seeking final approval for their Accessory Dwelling Unit from Council.

BUDGET IMPACT: None.

MINUTES
Plainwell Planning Commission
January 21, 2025

1. Chair Hammond called the regular meeting to order at 6:30pm in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Chair Kevin Hammond, and Commissioners Stephen Bennett, Dale Burnham, Elizabeth Raich, Jay Lawson, and Lori Steele. Support Staff: Clerk JoAnn Leonard
Excused: Vice Chair Rachel Colingsworth, City Manager Justin Lakamper,
4. Approval of Minutes:
A motion by Steele, seconded by Lawson, to accept and place on file the Planning Commission Meeting Minutes of the 11/05/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.
5. Public Comment: None.
6. Chairperson's Report: None.
7. Recommendations and Reports:
 - A. **A motion by Steele, seconded by Raich, to open a Public Hearing at 6:34pm to hear comments regarding a Special Use Permit (SUP) Application for an Accessory Dwelling Unit (ADU). On a voice vote, all in favor. Motion passed.**

Clerk Leonard discussed Special Use Permit Application (SUP) 2026-01, submitted by Amanda and Stephen Czarnecki for an Accessory Dwelling Unit (ADU) located on Parcel #55-380-002-00, legally described as LOT 2 ALSO E ½ LOT 3 VAN HORN'S ADDITION, commonly known as 413 W. Bridge St.

The Commission reviewed the following:

1. Staff Report dated January 21, 2026 (Exhibit A)
2. Special Use Permit Application 2026-01 (Exhibit B)

This parcel is zoned R1B. The ADU is preexisting, and located within a detached carriage house on the property. It has 520sq.ft. of living space, with a bathroom, kitchen and sleeping area suitable for no more than 2 people. The exterior of the carriage house matches that of the primary residence, and is in harmony with the character of the neighborhood. The application has met all of the relevant Ordinance requirements but two- the first being an Occupancy Permit, and the second being a Statement of Conditions filed with the Allegan County Register of Deeds.

Commissioner Comment:

1. Commissioner Burnham asked if the ADU Ordinance applies City wide, or just for this property?
 - a. Clerk Leonard answered that it is a City-wide Ordinance, allowing anyone in the City limits to apply for an Accessory Dwelling Unit. All Ordinance requirements would apply, and, as an ADU is considered a Special Use, the application would come to the Planning Commission first.
2. Commissioner Burnham asked when PCI would provide the Occupancy Permit? Does that need to be done first before recommending this Special Use Permit (SUP) to City Council?
 - a. Clerk Leonard answered that the SUP can be recommended to Council with conditions, the conditions being an Occupancy Permit and a Statement of Conditions filed at the County. When those two items are received, the SUP application would be complete, and would go to City Council for consideration.
3. Commissioner Bennett asked - So, we would just put that in the conditions, and it will be unmet? Until when?
 - a. Clerk Leonard answered until she received the Occupancy Permit and Statement of Conditions.
4. Commissioner Burnham - This was started in July of 2025, and we had a Planning meeting in November. I was under the assumption that it was a goal for November. Now we're back here, doing it again. Or is this a follow up from November?
 - a. Clerk Leonard answered that yes, Amanda first approached the City in July. At that time, ADUs were not allowed. The City had to have their law firm draft an Ordinance amendment, and then follow the legal process to have the new Ordinance approved by Planning and adopted by Council. It is a slow process.
5. Commissioner Burnham – So the next person who comes along, it is not going to take 7 months?
 - a. Clerk Leonard – No, because the Ordinance and the frame work is now in place.
6. Commissioner Burnham – So this will go to Council on Monday?
 - a. Clerk Leonard – It won't go to Council Monday because Amanda needs time to get the Occupancy Permit and Statement of Conditions filed. The timeline for sending this SUP to Council will be based on when those two documents are received.

Chair Hammond opened the floor for public comment.

MINUTES
Plainwell Planning Commission
January 21, 2025

Public comment:

1. Karen Miller of 440 W. Bridge St. stated that the Czarnecki family had done a beautiful job with the site, and had offered tours of the property to neighbors. They have answered everyone's questions, and she has no concerns with the proposed use. She supports them, and it is happy to have this opportunity in her neighborhood. She hasn't spoken to any other neighbors who have concerns.
2. Jeremy Sanderson of 414 W. Bridge St., directly across the street, states that he toured the site a couple of times, and that it is tastefully decorated and pays tribute to the history of the home and district. The addition of one family, and one car will have no negative impact.
3. Amanda Czarnecki of 413 W. Bridge St., property owner, shared that she will be living in the main residence with her family, and that the ADU is a small studio style apartment.
 - a. Commissioner Bennett asked Amanda what the primary motivation for the ADU was. Is it a historic thing, or income producing?
 - i. Amanda answered that it started during Covid. She works in health care, and noticed a need for traveling healthcare worker lodging. The ADU is set up with everything a traveling healthcare worker requires. Now that Covid is less of a concern, she is considering using it as a short- or long-term rental unit, available to anyone who may need it. She notes that the apartment has been upgraded, and is very nice inside.
 - b. Commissioner Raich asked if there were special considerations due to it being a historic home.
 - i. Clerk Leonard stated that part of the Ordinance requirements is that the ADU exterior design be in harmony with that of the primary residence.

A motion by Steele, seconded by Lawson, to close the public hearing at 6:51pm. On a voice vote, all voted in favor. Motion passed.

A motion by Burnham, seconded by Steele, recommending Special Use Permit Application 2026-01 from Stephen and Amanda Czarnecki for an Accessory Dwelling Unit (ADU) under Sec. 53-127 of the City of Plainwell Code of Ordinance to City Council for consideration, based on the findings of fact outlined in the staff report dated January 21, 2026 on the parcel identified as #55-380-002-00, 413 W. Bridge St., subject to the following conditions:

1. The applicant shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell, and obtain an Occupancy Permit prior to use of unit.
2. The applicant shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.

On a voice vote, all voted in favor. Motion passed.

8. Communications:

A motion by Steele, seconded by Lawson, to accept and place on file the City Council Meeting Minutes from 10/27/2025, 11/10/2025, 11/24/2025, 12/08/2025, and 12/22/2025. On a voice vote, all voted in favor. Motion passed.

9. Public Comments: None.

10. Staff Comments: None.

11. Commissioner Comments:

- A. Chair Hammond apologized for the process taking this long.
- B. Commissioner Steele thanked the Czarnecki family for hanging in there, so we can get this done right.
- C. Commissioner Burnham discussed a social media post that has since been removed. He encouraged attendance at Council meetings, as they provide firsthand, accurate information. He stated we need a better way to share information and get the word out. The timelines that our City takes to do simple tasks, it's not called for. We have a City Manager that works for us, can he make any decisions without discussing them with a lawyer? Is there a way to shorten these timelines? The Mill has been going on for 25 years- enough is enough. He also stated that the two gals who work the counter at City Hall get chewed out often over things that are out of their control. That's not right, and anyone with concerns should bring them to the City Council, the City Manager or the Mayor. He stated that both Mayor Keeler and Mayor-Pro Tem Steele do a great job answering questions and taking the heat, and thanked them for that.

MINUTES
Plainwell Planning Commission
January 21, 2025

- D. Commissioner Bennett asked Mayor Keeler and Mayor Pro Tem Steele for an update on the Mill redevelopment. Mayor Pro Tem Steele shared that the Mill development is a topic of discussion at Monday night's Council meeting, and encouraged attendance. Clerk Leonard added that Agenda packets and meeting minutes for all the Boards and Commissions are available on Plainwell's website, and are a valuable resource for what's happening in the City.
- E. Commissioner Bennett asked if the City gets pushback, sharing that he has been asked 'Why retail?' as opposed to more housing on. Mayor Keeler answered that the Master Plan calls for mixed use, both residential and commercial.

The Commission as a whole discussed how there are several different development plans happening on the mill site, and it is easy to forget that and focus on just one of the projects. There is a lot of land available, though interest in the land and development is lacking. The City can't develop the property, we don't have the money. We have to work with those companies and people who are interested. There was a discussion about traffic entry and exit from the Mill site, and if it might increase congestion. Commissioner Steele shared that traffic control was part of the plan.

12. Adjournment:

A motion by Steele, seconded by Lawson, to adjourn the meeting at 7:12pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by:
JoAnn Leonard, City Clerk



"The Island City"

MEMORANDUM

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

TO: Planning Commission
FROM: JoAnn Leonard, Zoning Administrator
DATE: January 21, 2026
SUBJECT: Special Use Permit Application

REQUEST: Special Use Permit Application – Accessory Dwelling Unit

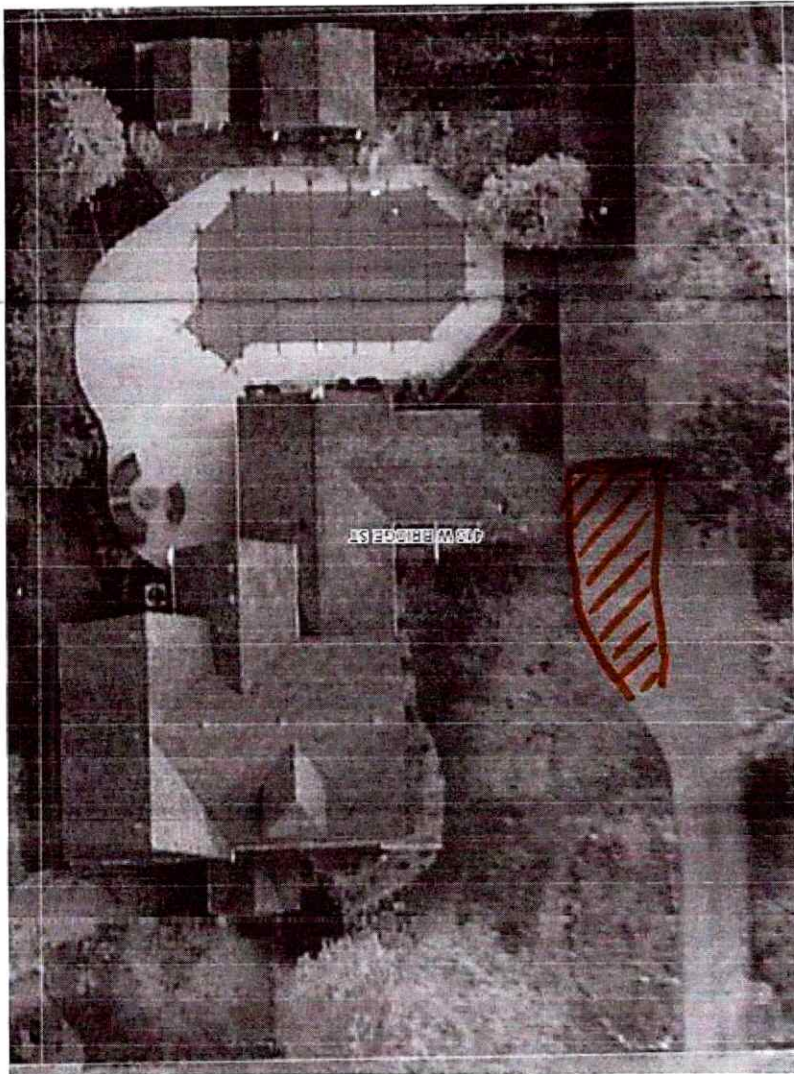
(SUP 2026-01) **Stephen and Amanda Czarnecki** are requesting permission to use an existing Accessory Dwelling Unit (ADU), under Sec. 53-127, on parcel #55-380-002-00, legal description LOT 2 ALSO E 1/2 LOT 3 VAN HORN'S ADDITION, commonly known as 413 W. Bridge St., in a Residentially Zoned district (R1B), within the City of Plainwell, Allegan County, MI.

Staff has limited review to those ordinance standards directly affected by the proposed special use.

Aerial View:



Site Plan:



/// = Guest Parking

RELEVANT ORDINANCES:

Sec. 53-8. PERMITTED USES AFTER SPECIAL APPROVAL

- L. Accessory Dwelling Unit, subject to the requirements of Sec. 53-127

Sec. 53-12. PERMITTED USES AFTER SPECIAL APPROVAL

- H. Accessory Dwelling Unit, subject to the requirements of Sec. 53-127

Sec. 53-127. DWELLING UNIT CONVERSIONS & ACCESSORY DWELLING UNITS (ADUs)

- A. Dwelling Unit Conversions – N/A
- B. Accessory Dwelling Units (ADUs)

1. Intent. Accessory dwelling units are intended to accommodate the needs of family members residing upon a single parcel, but who desire separate quarters, as well as to provide additional attainable housing options for community residents.
2. Accessory dwelling units shall be permitted as special approval use in the R-1A, R- 1B Single-Family Residence Zoning District and R-1C, Single- and Two-Family Residence District, subject to the requirements of Sec. 53-130 and the following standards:
 - a. The application shall include front and side elevations.
REMARK: WAIVED - Unit already exists
 - b. Accessory dwelling units shall not be located within the footprint of an existing single-family dwelling unit and shall only be permitted if constructed as a separate building or as an expansion of an existing accessory building. The conversion of existing single-family dwellings into two (2) or three (3) dwelling units within the footprint of the existing single-family dwelling shall be considered a dwelling unit conversion and regulated in accordance with subsection A above.
REMARK: MET - ADU is located in a detached carriage house
 - c. No more than one (1) accessory dwelling unit shall be permitted on a single parcel, and it shall not be located on a parcel with more than one dwelling unit.
REMARK: MET – There is one ADU on this parcel
 - d. The property owner shall occupy either the principal structure or the accessory dwelling unit as their primary residence.
REMARK: MET – The property owner will occupy the primary residence
 - e. The accessory dwelling unit shall include, at a minimum, a kitchen, a bathroom, and a sleeping area separate from the primary residence, and shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell.
REMARK: PARTIALY MET – Will be a condition of approval Inspection by PCI for Code compliance and Occupancy Permit required before use of unit. (Refer to **Sec. 53-130 K.** Inspection)
 - f. The exterior design of an accessory dwelling unit, whether attached or detached to a building or structure, shall be compatible with the principal dwelling and any other accessory buildings or structures on the parcel. The building form, construction materials, dimensions, and landscaping shall remain consistent with the principal structure and in harmony with the character and scale of the surrounding neighborhood.
REMARK: MET – Carriage house exterior matches that of primary residence
 - g. The owners of the subject property shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning

Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.

REMARK: UNMET – This is a condition of final approval by Council

- h. Unit Floor Area. Accessory dwelling units shall have a minimum floor area of no less than four hundred (400) square feet. An accessory dwelling unit shall not exceed the gross floor area of the principal dwelling.

REMARK: MET – The ADU is 520 sq. ft.

- i. The accessory dwelling unit shall comply with setback, height, and other applicable dimensional requirements for accessory buildings, as applicable, of the R-1A, R-1B Single-Family Residence District and R- 1C, Single- and Two-Family Residence District.

REMARK: MET – Unit contained within existing carriage house.

- j. Accessory dwelling units and any accessory buildings to which they may be attached are exempt from the requirement that detached accessory buildings be located a minimum of ten (10) feet from any main building.

REMARK: MET

- k. At least one (1) off-street parking space shall be provided for the accessory dwelling unit; and such parking spaces shall be in addition to the off-street parking required for the principal dwelling.

REMARK: MET – See site plan

- l. If a detached accessory building larger than two hundred (200) square feet exists on the property, an accessory dwelling unit shall be attached to the detached accessory building. The conversion of an accessory building or garage into an accessory dwelling unit shall comply with all applicable building codes for dwelling units.

REMARK: MET

Sec. 53-130. SPECIAL APPROVAL USE PROCEDURE, SPECIAL APPROVAL USE PERMITS.

In order that this chapter be flexible and reasonable, special approval uses are provided for in various zoning districts and require special approval use permits granted by the City Council after the body has received a written recommendation from the City Planning Commission. Conformance to special approval use standards is required in addition to all other requirements of this chapter. All uses are declared to possess characteristics of the unique and distinct form that each specific use shall be considered on an individual case. The granting of a special use permit does not negate the requirements for any other required permit(s).

A. *Standards for the consideration of special approval uses.* The review of a special approval use shall consider the following:

- 1. The general safety, health and welfare of the community-at-large; this shall include:
 - a. Accessibility of the property in question to fire and police protection;
 - b. Traffic conditions, creating or adding to a hazardous situation;

c. Transportation design requirements, if any, which will be needed to accommodate any traffic impact for the use intended; and

d. Appropriateness of the location, nature and height of the proposed use to the size, type and kind of buildings, uses and structures in the vicinity and adjacent properties, including the safety and convenience of people therefrom.

REMARK: MET

2. Any potential decrease in the market value of adjacent buildings, uses and structures which are permitted by right under current zoning, if the proposed use is granted;

REMARK: MET – No negative impact on surrounding residences is expected

3. Harmony with the Land Use Planning Program of the city. This considers whether the location and size of the proposed use, the nature and intensity of the activities involved, the size of the site with respect to existing and future streets (giving access to it), parks and drainage systems will be in harmony with the Land Use Plan of the city and the character of land use which is intended by the Land Use Plan for the area or district in question;

REMARK: MET

4. Impact from the applicant's proposed use, its location and intensity and the height of its buildings, walls, fences and other structures upon the appropriate character of development intended for the area as deemed desirable by the city's Land Use Plan;

REMARK: MET

5. Any hazards arising from storage and use of inflammable fluids; and/or
REMARK: DOES NOT APPLY

6. The operations in connection with any special approval use shall not be environmentally objectionable to nearby properties by reason of noise, fumes, pollution, vibration or lights to an extent which is more than would be the operations of any use permitted by right for that district wherein the special use is proposed.

REMARK: MET

STAFF COMMENTS: Amanda Czarnecki approached the City in July 2025, sharing that she was interested in renting out a one-bedroom apartment located within a detached carriage house on her property. The apartment had been used by the previous owners for family members and guests, but not as a rental unit. Plainwell's Code of Ordinance did not allow Accessory Dwelling Units, and Amanda's request began the process of working with Planning and the City to update the Ordinance. Amanda has worked closely with the City throughout the process, and has met all the requirements but two- and Occupancy permit and a Statement of Conditions filed with Allegan County. It is my opinion that this Special Use Permit Application be recommended to City Council for consideration with conditions, as shown in the suggested motion below.

ATTACHMENT(S):

Special Use Permit Application 2026-01

OPTION FOR MOTIONS:

If the Planning Commission determines that the standards have not been met, revisions are necessary or more information is needed, this request could be denied or tabled.

If the Planning Commission concurs that the standards of the ordinance have been met, the following motions are offered:

SUGGESTED MOTION: I motion to [recommend / recommend with conditions / deny / table] Special Use Permit Application 2026-01 from Stephen and Amanda Czarnecki for an Accessory Dwelling Unit (ADU) under Sec. 53-127 of the City of Plainwell Code of Ordinance to City Council for consideration, based on the findings of fact outlined in the staff report dated January 21, 2026, on the parcel identified as #55-380-002-00, 413 W. Bridge St., subject to the following conditions:

1. The applicant shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell, and obtain an Occupancy Permit prior to use of unit.
2. The applicant shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.



"The Island City"

City of Plainwell

Special Use Permit Application

Fee: \$100.00

Permit #
2026-01

Plainwell City Hall
211 N. Main Street
Plainwell, MI 49080
Phone: 269-685-6821
Fax: 269-685-7282
www.plainwell.org

Owner/Applicant Information:Name: Amanda CzarneckiAddress: 413 W Bridge St, Plainwell MI 49080 #55-380-002-00Phone Number: 269-420-6273Email Address: amanda.p.ridenour@gmail.com

Request is for a special permit to (specify use): _____

Use of carriage house apartment for rental.

Legal Description of Property: _____

Family home with detached ADU apartment

Address of Property: 413 W Bridge St, Plainwell MI 49080Present Use and Zoning of Property: 2nd floor apartment not being rented, 1st floor storage

Attach an accurate drawing showing the following:

1. Property boundaries
2. Existing structures
3. Location of abutting streets
4. Existing zoning on adjacent properties
5. Locations of buildings on adjacent properties
6. Proposed new structures

Names and addresses of all other persons, firms or corporations having a legal interest in the property:

Steven Czarnecki 413 W Bridge St Plainwell, MI 49080

Applicant/Owner Signature: _____

Date: 12/17/25**Administrative Use Only:**

Date of Application: _____

Fee Amount: _____ Date: _____

Council Action: _____ Date: _____

Effective Date: _____



The City of Plainwell is an equal opportunity provider and employer.

S:\Administration\Permits\Special Use Permits\Special Use Permit Application.docx

413 W. Bridge St. Carriage House Apartment

About the Apartment:

Our 1869 home includes a carriage house that is about 1,040sq ft. The 2nd floor of the carriage house is an apartment that is 520sq ft. This apartment is self contained with its own entrance, a kitchen, lavatory, and a living/studio style bedroom. Our unit is 1 bed, 1 bath, and only large enough to house 2 people. All of the buildings on the property have been maintained to keep the historical charm and integrity that we have come to appreciate in our beloved historical district.



Bathroom



Entrance (private)



1 Bed (studio style living)



Dining (eat in kitchen)

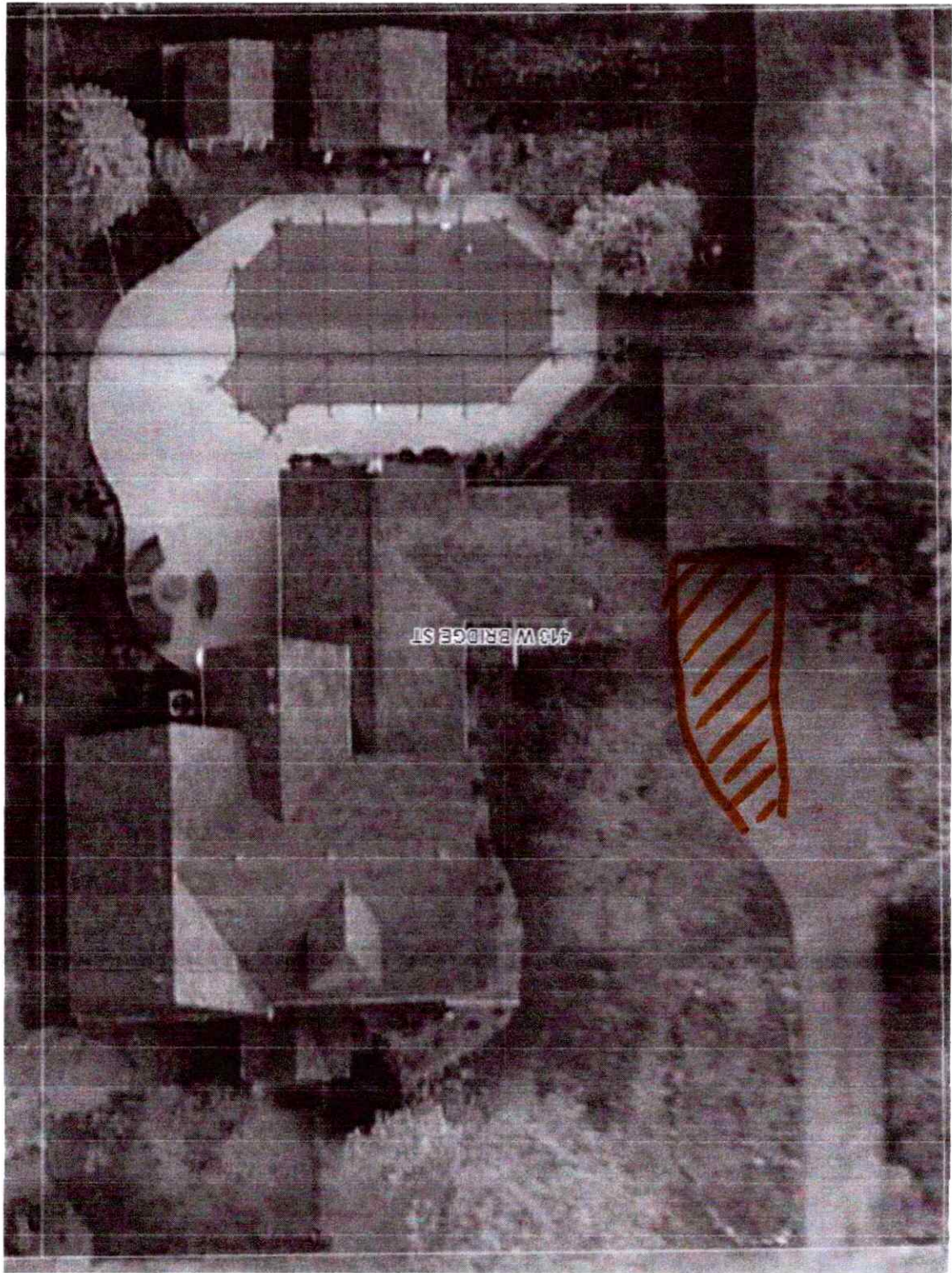


Livingroom (studio style living)



Kitchen

There are no employees. The unit is 1 bed and can have 1 single person or a couple (2 guest max)



/// = Guest Parking

SITE PLAN



CERTIFICATE OF OCCUPANCY

PROPERTY OWNERSHIP:

CZARNECKI AMANDA & STEVEN
413 W Bridge St
Plainwell MI 49080

PERMIT HOLDER:

CZARNECKI AMANDA & STEVEN
413 W Bridge St
Plainwell MI 49080

Jurisdiction	City of Plainwell
Address	413 W BRIDGE ST
Parcel	03-55-380-002-00
Project Type	Accessory Dwelling Unit
Construction Type	V-B
Use Classification	R-3
Permit Number	PBPC26-0005
Date Issued	09/17/2026
Sprinklers	
Code Enforced	Michigan Residential Code 2015
Occupancy Load	

This building has met the code requirements set forth by the State the Michigan and may hereby be occupied for its intended use.

SPECIAL STIPULATIONS:

Approved By: Bret Rietkerk

A handwritten signature in black ink that reads "Bret Rietkerk". The signature is written in a cursive, stylized font.

Bret Rietkerk - Building Official



Allegan County MI Register of Deeds
Bob Genetski, Register of Deeds
Document # 2026002004
OPR LIBER 5109 PAGE 687
Recorded: 02/09/2026 03:56 PM

AFFIDAVIT

Statement of Conditions - Accessory Dwelling Units (ADUs) (4)

City of Plainwell, Allegan County, MI

The purpose of this Statement of Conditions is to satisfy Sec. 53-127, B, g, of the City of Plainwell Zoning Ordinance, which requires the following:

"The owners of the subject property shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County."

Name of Property Owner(s)	Amanda Czarnecki
	Steven Czarnecki
Address of ADU	413 W. Bridge St. Plainwell, MI 49080
Parcel Number of ADU	55-380-002-00
Date of Planning Commission Approval	January 21, 2026
Property Legal Description	LOT 2 ALSO E ½ LOT 3 VAN HORN'S ADDITION

Applicable Section Restrictions:

Sec. 53-127. Dwelling Unit Conversions & Accessory Dwelling Units (ADUs)

B. Accessory Dwelling Units (ADUs)

1. Intent. Accessory dwelling units are intended to accommodate the needs of family members residing upon a single parcel, but who desire separate quarters, as well as to provide additional attainable housing options for community residents.
2. Accessory dwelling units shall be permitted as special approval use in the R-1A, R-1B Single-Family Residence Zoning District and R-1C, Single- and Two-Family Residence District, subject to the requirements of Sec. 53-130 and the following standards:
 - a. The application shall include front and side elevations.
 - b. Accessory dwelling units shall not be located within the footprint of an existing single-family dwelling unit and shall only be permitted if constructed as a separate building or as an expansion of an existing accessory building. The conversion of existing single-family dwellings into two (2) or three (3) dwelling units within the footprint of the existing single-family dwelling shall be considered a dwelling unit conversion and regulated in accordance with subsection A above.
 - c. No more than one (1) accessory dwelling unit shall be permitted on a single parcel, and it shall not be located on a parcel with more than one (1) dwelling unit.
 - d. The property owner shall occupy either the principal structure or the accessory dwelling unit as their primary residence.
 - e. The accessory dwelling unit shall include, at a minimum, a kitchen, a bathroom, and a sleeping area separate from the primary residence, and shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell.
 - f. The exterior design of an accessory dwelling unit, whether attached or detached to a building or structure, shall be compatible with the principal dwelling and any other accessory buildings or structures on the parcel. The building form, construction materials, dimensions, and landscaping shall remain consistent with the principal structure and in harmony with the character and scale of the surrounding neighborhood.
 - g. The owners of the subject property shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission

containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.

- h. Unit Floor Area. Accessory dwelling units shall have a minimum floor area of no less than four hundred (400) square feet. An accessory dwelling unit shall not exceed the gross floor area of the principal dwelling.
- i. The accessory dwelling unit shall comply with setback, height, and other applicable dimensional requirements for accessory buildings, as applicable, of the R-1A, R-1B Single-Family Residence District and R-1C, Single- and Two-Family Residence District.
- j. Accessory dwelling units and any accessory buildings to which they may be attached are exempt from the requirement that detached accessory buildings be located a minimum of ten (10) feet from any main building.
- k. At least one (1) off-street parking space shall be provided for the accessory dwelling unit; and such parking spaces shall be in addition to the off-street parking required for the principal dwelling.
- l. If a detached accessory building larger than two hundred (200) square feet exists on the property, an accessory dwelling unit shall be attached to the detached accessory building. The conversion of an accessory building or garage into an accessory dwelling unit shall comply with all applicable building codes for dwelling units.

Conditions of Planning Commission Approval (if any):

1. The applicant shall sign a Statement of Conditions in a form acceptable to the Zoning Administrator and/or the Planning Commission containing a legal description of the subject property and specifying the restrictions on the accessory dwelling set forth in this Section as well as any other conditions imposed by the Planning Commission in granting Special Approval for the accessory dwelling. No building or zoning permits for the accessory dwelling shall be issued until the City Zoning Administrator is provided with satisfactory proof that the fully executed Statement of Conditions has been recorded with the Register of Deeds of Allegan County.
2. The applicant shall meet all provisions of the Housing Code, Building Code, and any other applicable codes adopted by the City of Plainwell, and obtain an Occupancy Permit prior to use of the unit.

Sign Here: Amanda Czarnecki
Print Here: Amanda Czarnecki
Sign Here: Steven Czarnecki
Print Here: Steven Czarnecki
Address: 413 W. Bridge St.
Plainwell, MI 49080

STATE OF MICHIGAN)
 ss.
COUNTY OF ALLEGAN)

On this 9th day of February, 2026, before me, a Notary Public, in and for said County, personally appeared Amanda and Steven Czarnecki, to me known to be the same persons described in and who executed the within instrument, who each acknowledged the same to be their own free act and deed.

Sign Here: Ginger J Leonard
Print Here: Ginger J Leonard

Ginger J Leonard
NOTARY PUBLIC - MICHIGAN
Allegan COUNTY
ACTING IN THE COUNTY OF Allegan
MY COMMISSION EXPIRES November 08, 2029

Notary Public:
Allegan County, Michigan
My commission expires: 11/08/2029

Prepared By:
City of Plainwell
211 N Main Street
Plainwell, MI 49080

City Staff Use Only:
Date Recorded with the Allegan County Register of Deeds: 02-09-2026
Proof of record must be submitted in a form that is acceptable to the Zoning Administrator



"The Island City"

MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager
FROM: JoAnn Leonard, City Clerk
DATE: September 23, 2026
SUBJECT: Ordinance 409 - Amending Ordinance 199 Parks & Tree

SUGGESTED MOTION: I motion council to adopt Ordinance 409 as presented.

BACKGROUND INFORMATION: Ordinance 409 amends Ordinance 199 – Establishing the Plainwell Parks and Tree Commission by removing the Department of Works Superintendent from the Commission. This change has been approved by the Parks and Tree Commission.

ANALYSIS: The DPW Superintendent will remain available to the Parks and Trees Commission, but will no longer be a Commission member, providing an additional Commission spot for a city resident.

BUDGET IMPACT: None.

**CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN
ORDINANCE NO. 409**

AN ORDINANCE AMENDING ORDINANCE 199, ESTABLISHING THE PLAINWELL PARKS AND TREE COMMISSION.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

Section 1. Amendment of Sec. 15-3. Establishment of a Parks and Tree Commission is amended to read in its entirety as follows:

Section 15-3. Establishment of a Parks and Tree Commission.

The City Parks and Tree Commission shall consist of seven members who are residents of the city appointed by the Mayor with the approval of the City Council. Included in the seven members shall be ~~the Superintendent and~~ at least one Council member.

Section 2. Amendment of Sec. 15-4. Term of Office is amended to read in its entirety as follows:

Section 15-4. Term of Office.

The term of office of the appointed members shall be two years, except for ~~the City Superintendent who shall be "standing" and~~ the City Council representative which shall be coincident with the person's elected term of office. The first Commission appointed pursuant to this chapter shall consist of three non-Council members who shall serve three-year terms and two members who shall serve two-year terms, the City Council member and the Superintendent.

Section 3. Severability and Captions. This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses thereof are hereby declared severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

Section 4. Repeal. Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is hereby repealed to the extent of any such conflict or inconsistency.

Section 5. Effective Date. This Ordinance is ordered to take effect eight (8) days following publication of adoption in *The Union Enterprise*, a newspaper having general circulation in the City, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

ROLL CALL VOTE:

YES:

NO:

ABSENT:

Declared adopted on:

Published on:

Effective on:

Brad Keeler, Mayor

JoAnn Leonard, City Clerk



"The Island City"

MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager
FROM: Robert Nieuwenhuis
DATE: 09/23/26
SUBJECT: Parks

SUGGESTED MOTION: I make a motion to approve the purchase of retaining wall blocks from Old Castle for \$6320.

BACKGROUND INFORMATION: Sherwood park retaining wall next to trestle bridge needs repair. We have a few different options for repair listed below. We recommend the retaining wall from Old Castle for a few reasons, looks, cost and longevity.

Option 1) Wood retaining like what was there.

Approximate Cost \$4,000

Life expectancy 12 years

Option 2) Concrete retaining wall

Approximate Cost \$7,500

Life expectancy 25 plus years

Option 3) Sheet Piling and then wood or concrete block for looks.

Approximate Cost \$10,000 plus choice for looks

Life expectancy 30 plus

ANALYSIS: By adding this wall the park will be safe from erosion and look updated.

BUDGET IMPACT: This is not budgeted item.



Oldcastle Infrastructure™
A CRH COMPANY

Contract & Proposal

7800 Adobe Road
Kalamazoo MI, 49009

Oldcastleinfrastructure.com

Quote Number: Q-542354-1
Quote Date: 09/11/2026
Quote Expiration: 10/11/2026

Customer Number: ONETIME

Quote To:
ONETIME
TBD Street
ATLANTA GA, 30346
Contact:
Phone:
Email:

Ship To:
Job Name: City of Plainwell
7800 Adobe Road
KALAMAZOO MI, 49009

Terms:
Payment: Net 00
Delivery Terms: Standard or LTL
Tax Exempt: No

Notes:

Group1

Product	Description	Qty Unit	Mark	Unit Price	Amount
FG10014696	RECON DEEP HALF MID 24X39X16 WC	4 EA		\$210.00	\$840.00
FG10014692	RECON DEEP BASE 48X45X16 WC	4 EA		\$300.00	\$1,200.00
FG10014701	RECON DEEP MID 48X45X16 WC	12 EA		\$315.00	\$3,780.00
				Subtotal	\$5,820.00

Group2

Product	Description	Qty Unit	Mark	Unit Price	Amount
SV10001003	SERV BOOM TRUCK	1 EA		\$500.00	\$500.00
				Subtotal	\$500.00

TAX EXEMPT

Est. Sales Tax	\$379.20
Subtotal	\$6,320.00
Quote Total (US)	\$6,699.20



"The Island City"

MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager
FROM: Robert Nieuwenhuis
DATE: 09/23/26
SUBJECT: Equipment Repair

SUGGESTED MOTION: I make a motion to approve a blanket PO for Ed's Truck Repair for \$5,000.

BACKGROUND INFORMATION: Ed's Truck Repair has been our go-to-for big truck issues for about a year and half now without issues. They complete their repairs in a timely and professional manner.

ANALYSIS: By adding this PO it will help the DPW get needed repairs done quicker.

BUDGET IMPACT: This is not budgeted item.



"The Island City"

MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager
FROM: Robert Nieuwenhuis
DATE: 09/23/26
SUBJECT: Equipment

SUGGESTED MOTION: I make a motion to allow the DPW to shop for a one-ton dump truck for \$30,000.

BACKGROUND INFORMATION: The DPW is looking to have approval so we can find a one-ton dump truck to replace truck #17 that will be auctioned off. We can utilize Facebook marketplace for purchases by getting this

ANALYSIS: By adding this approval, it will give us more options to purchase used one-ton trucks for the DPW.

BUDGET IMPACT: This is a budgeted item.



"The Island City"

MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager
FROM: Luke Keyzer, Supt, Water Renewal
DATE: September 23, 2026
SUBJECT: Approval for annual Generator preventive maintenance...

SUGGESTED MOTION: I motion council to approve Cummins Sales and Service to do the annual preventive maintenance and load bank testing on the 7 generators owned and operated by the city.

.

BACKGROUND INFORMATION: This is the first year of a 3 year contract to do the preventive maintenance on our generators. We have had a contract with Cummins for the last several years..

ANALYSIS: Cummins is one of the few generator companies that does maintenance on almost all brands of generators. They have done our maintenance for many years without any complaints..

BUDGET IMPACT: This will affect many budgets 590-540-931, 591-540-931, 101-265-931, and 101-301-931..



Sales and Service

GRAND RAPIDS MI BRANCH
3715 CLAY S.W.
GRAND RAPIDS, MI 49548
Phone: 616-538-2250

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
CITY OF PLAINWELL	Contact: Luke Keyzer	Quote Date: 09-SEP-26
ACCOUNTS PAYABLE	Phone: 269 492-4581	Quote Expires: 08-DEC-26
211 N MAIN ST	Fax: 269 685-7278	Quote Num: 280456
Plainwell, MI 49080	Cust Id: 3099255	Quoted By: Courtney Grimes
		Quote Term: 3 Year(s)

Site Information

1	WATER RENEWAL PLANT	129 FAIRLANE ST	PLAINWELL	MI	49080
2	CUSHMAN LIFT STATION	225 CUSHMAN ST	PLAINWELL	MI	49080
3	12TH ST LIFT STATION	355 12TH ST	PLAINWELL	MI	49080
4	CITY WELLS	140 FORBES ST	PLAINWELL	MI	49080
5	CITY OF PLAINWELL DPW	126 FAIRLANE ST	PLAINWELL	MI	49080
6	DPS	119 ISLAND AVE	PLAINWELL	MI	49080
7	CITY HALL PORTABLE	119 ISLAND AVE	PLAINWELL	MI	49080

Site	Unit Number	Manufacturer	Model	Prod Model	Serial Number	Type
1	H120376937	ONAN	GEN SET	DSGAE-1210575	H120376937	ST
2	E010242671	ONAN	GEN SET	GGHH-4959898	E010242671	ST
3	C090236984	ONAN	GEN SET	GGFD-7640144	C090236984	ST
4	140 FORBES ST	ONAN	GENSET	HC I434D1L 67B	I990989483	ST
5	126 FAIRLANE-2	ONAN	GENSET	GGDB-3377537	G990954260	ST
6	DPS	KOHLER	GEN SET	REZGB	3060796	ST
7	PORTABLE 100K	KOHLER	GEN SET	100ROZJ71	264938	ST

Site	Unit Number	Service Event	Qty	Sell Price	Extended Price
1	H120376937	FULL SERVICE	2	775.11	1,550.22
		FULL SVC/LB (2 HR)	1	1,775.61	1,775.61
2	E010242671	FULL SERVICE	2	541.21	1,082.42
		FULL SVC/LB (2 HR)	1	1,503.96	1,503.96
3	C090236984	FULL SERVICE	2	601.13	1,202.26
		FULL SVC/LB (2 HR)	1	1,446.13	1,446.13
4	140 FORBES ST	FULL SERVICE	2	1,106.54	2,213.08
		FULL SVC/LB (2 HR)	1	1,761.85	1,761.85
5	126 FAIRLANE-2	FULL SERVICE	2	644.27	1,288.54
		FULL SVC/LB (2 HR)	1	1,260.23	1,260.23
6	DPS	FULL SERVICE	2	967.17	1,934.34
		FULL SVC/LB (2 HR)	1	1,709.30	1,709.30
7	PORTABLE 100KW	FULL SERVICE	2	967.93	1,935.86
		FULL SVC/LB (2 HR)	1	1,725.87	1,725.87



Sales and Service

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
CITY OF PLAINWELL ACCOUNTS PAYABLE 211 N MAIN ST Plainwell, MI 49080	Contact: Luke Keyzer Phone: 269 492-4581 Fax: 269 685-7278 Cust Id: 3099255	Quote Date: 09-SEP-26 Quote Expires: 08-DEC-26 Quote Num: 280456 Quoted By: Courtney Grimes Quote Term: 3 Year(s)

Generator Planned Equipment Maintenance Quote

IF APPLICABLE, TAX IS AN ESTIMATE AND SUBJECT TO CHANGE DUE TO STATE AND LOCAL LAWS

This quote reflects services completed during regular business hours unless otherwise noted.
Additional repairs will not be performed without customer's authorization. Either party has the right to terminate this Agreement upon thirty (30) days written notice prior to service.

Service/Scheduled Month

Based on previous PM schedule, services are tentatively scheduled for:

FULL SVC/LB (2 HR) - November 2026

FULL SERVICE - November 2027 | 2028

For any questions regarding this proposal and to continue your services without interruption, please sign the agreement and return to:

Courtney Grimes
courtney.grimes@cummins.com
615-232-3540

Load Bank testing will be conducted the same durations and steps as previously performed unless otherwise specified below.
Reading will be taken every 15 minutes, unless otherwise specified.

*If no selection is made, we will perform this option by default.

2.0 Hour Load Bank Test

"____ 30% of the EPS nameplate kW rating for 30 minutes, followed by 50% of the EPS nameplate kW rating for 30 minutes, followed by 75% of the EPS nameplate kW rating for 60 minutes for a total of 2 continuous hours.

____ Other - Please Specify _____"

Notes:

1. All loadbank test options above assume resistive load bank testing.

Payment Information:

Customers with a line of credit will be invoiced after the completion of service event unless requested otherwise.
Customers without a line of credit, including residential customers, will have payment secured prior to services being performed.

Please provide PO#s (if applicable) and include your updated contact information.

PO#: _____ Amount: _____

Name, phone & email to receive invoices _____

Name, phone & email to receive statements _____

Name, phone & email to receive billing inquiries _____

Purchase order must be made out to Cummins Inc. or Cummins Sales & Service



Sales and Service

PLANNED MAINTENANCE AGREEMENT

<u>Customer Address</u>	<u>Customer Contact</u>	<u>Quote Information</u>
CITY OF PLAINWELL ACCOUNTS PAYABLE 211 N MAIN ST Plainwell, MI 49080	Contact: Luke Keyzer Phone: 269 492-4581 Fax: 269 685-7278 Cust Id: 3099255	Quote Date: 09-SEP-26 Quote Expires: 08-DEC-26 Quote Num: 280456 Quoted By: Courtney Grimes Quote Term: 3 Year(s)

For any questions regarding your account or additional sales opportunities:

James Sweeney
james.sweeney@cummins.com
616-485-1568

Standard Agreement Amount	\$22,389.67
Proposal Total	\$22,389.67

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITY, WHICH ARE EXPRESSLY INCORPORATED HEREIN. CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE BEEN READ, FULLY UNDERSTOOD, AND ACCEPTED.

Customer Approval

Signature: _____

Date: _____

CUMMINS INC

Signature: _____

Date: _____

PLANNED MAINTENANCE AGREEMENT TERMS AND CONDITIONS

These planned maintenance agreement terms and conditions ("Terms and Conditions"), together with the quote on the front side ("Quote") and the scope of services, are hereinafter collectively referred to as this "Agreement" and shall constitute the entire agreement between the customer identified in the Quote ("Customer") and Cummins Inc. ("Cummins") and supersede any previous agreement or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. Customer shall be deemed to have made an unqualified acceptance of these Terms and Conditions and it shall become a binding agreement between the parties on the earliest of the following to occur: (i) Cummins' receipt of Customer's purchase order or purchase order number; (ii) Customer's signing or acknowledgment of this Agreement; (iii) Cummins' release of Products to production pursuant to Customer's oral or written instruction or direction; (iv) Customer's payment of any amounts due to Cummins; or (v) any other event constituting acceptance under applicable law. No prior inconsistent course of dealing, course of performance, or usage of trade, if any, constitutes a waiver of or serves to explain or interpret this Agreement. Electronic transactions between Customer and Cummins will be solely governed by this Agreement, and any terms and conditions on Customer's website, vendor portal, or other internet site will be null and void and of no legal effect on Cummins. In the event Customer delivers, references, incorporates by reference, or produces any purchase order or document, vendor portal terms, specifications, agreement (whether upstream or otherwise), or any other terms and conditions related thereto, then such specifications, terms, document, or other agreement: (i) shall be null and void and of no legal effect on Cummins, and (ii) this Agreement shall remain the governing terms of the transaction.

1. **SCOPE OF SERVICES; PERFORMANCE OF SERVICES.** Cummins shall perform the maintenance ("Services") on the equipment identified in the Quote ("Equipment") in accordance with the schedule specified in the Quote. The Services include those services defined in the "Service Event" section of the Quote. No additional services or materials are included in this Agreement unless agreed upon by the parties in writing. Unless otherwise indicated in the Quote, Cummins will provide the labor and tools necessary to perform the Services and shall keep Customer's property free from accumulation of waste materials caused by Cummins' operations. Either party may terminate this Agreement with or without cause by providing thirty (30) days' written notice to the other. Unless otherwise agreed by Cummins in writing, this Quote is valid for a maximum period of thirty (30) days from the date appearing on the first page of this Quote ("Quote Validation Period"). At the end of the Quote Validation Period, this Quote will automatically expire unless accepted by Customer prior to the end of the Quote Validation Period. The foregoing notwithstanding, in no event shall this Quote Validation Period be deemed or otherwise considered to be a firm offer period nor to establish an option contract, and Cummins hereby reserves its right to revoke or amend this Quote at any time prior to Customer's acceptance.

2. **CUSTOMER OBLIGATIONS.** Customer shall provide Cummins safe access to Customer's site and arrange for all related services and utilities necessary for Cummins to perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to facility occupants, customers, invitees, or any third party and or property damage or work interruption arising out of the Services. Customer shall make all necessary arrangement to address and mitigate the consequences of any electrical service interruption which might occur during the Services. CUSTOMER IS RESPONSIBLE FOR OPERATING AND MAINTAINING THE EQUIPMENT IN ACCORDANCE WITH THE OWNER'S MANUAL FOR THE EQUIPMENT.

3. **PAYMENT TERMS.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of the invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. All sales are subject to Customer's ongoing credit approval. While Cummins may initially extend Net 30 payment terms upon Cummins' approval of Customer's credit application, Cummins reserves the right to reassess Customer's creditworthiness at any time prior to shipment.

If, in Cummins' sole discretion, Customer's financial condition weakens or otherwise declines, Customer has past due invoices with Cummins, or Cummins otherwise determines that extending credit terms is no longer commercially reasonable, Cummins may, upon notice to Customer, (i) require full or partial payment in advance, (ii) require an alternative form of security satisfactory to Cummins, including but not limited to a letter of credit or payment bond, or (iii) withhold shipment until such payment or security is provided. Cummins shall not be liable for any delays or damages resulting from the enforcement of this provision. Unless otherwise stated, the Quote excludes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer and shall be stated on the invoice. If Customer fails to make any payments, in whole or in part, to Cummins when due and payable, and such failure continues for more than thirty (30) calendar days, or less if required by applicable law, then Cummins may, at its sole discretion and without prejudice to any other rights or remedies, suspend its Services upon providing forty-eight (48) hours' written notice to Customer, in which case, the applicable schedule shall be extended for a period of time equal to the suspension period, plus a reasonable ramp up period, and all costs (including default interest) caused by such suspension shall be assumed by Customer.

4. **DELAYS.** Any performance dates indicated in this Agreement are estimated and not guaranteed. Cummins shall not be liable for any delays in performance however occasioned, including any that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, civil strife, riots, natural disasters, embargos, wars, strikes or other labor disputes, civil commotion, terrorism, sabotage, late delivery of parts by Cummins' suppliers, fuel or other energy shortages, or an inability to obtain necessary labor, materials, supplies, equipment, or manufacturing facilities. AS A RESULT OF COVID-19 RELATED EFFECTS OR INDUSTRY SUPPLY CHAIN DISRUPTIONS, TEMPORARY DELAYS IN DELIVERY, LABOR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE. IN THE EVENT DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE IS DELAYED, HOWEVER OCCASIONED, DUE TO EVENTS BEYOND CUMMINS' REASONABLE CONTROL, THEN THE DATE OF DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE FOR THE GOODS OR SERVICES SHALL BE EQUITABLY EXTENDED FOR A PERIOD EQUAL TO THE TIME LOST, PLUS REASONABLE RAMP-UP.

5. **WARRANTY.** Cummins shall perform the Services in a reasonable and workmanlike manner. Parts and components supplied under this Agreement are governed by the express written manufacturer's limited warranty. No other warranty for parts or components is provided under this Agreement. All Services shall be free from defects in workmanship for a period of ninety (90) days after completion of Services. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ("Warrantable Defect"), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of any Warrantable Defect within thirty (30) days following discovery by Customer; and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New parts supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such parts. The remedies set forth in this Section 5 shall not be deemed to have failed of their essential purpose so long as Cummins is willing to correct defective Services or refund the purchase price therefor.

6. **LIMITATIONS OF WARRANTIES AND LIABILITY.** THE REMEDIES PROVIDED IN THE LIMITED WARRANTY AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT, EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY. NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, LIQUIDATED, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, AND DAMAGES CAUSED BY DELAYS), OR IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF PARTS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF PARTS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.

7. **INDEMNITY.** Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services supplied under this Agreement (collectively, the "Claims"), where such Claims were caused or contributed to, in whole or in part, by the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

8. **TERMINATION FOR DEFAULT.** If the Customer defaults by (i) breaching any term of this Agreement, (ii) becoming insolvent or declared bankrupt, or (iii) making an assignment for the benefit of creditors, Cummins may, upon written notice to Customer, immediately terminate this Agreement. Upon such termination for default, Cummins shall immediately cease any further performance under this Agreement, without further obligation or liability to Customer, and Customer shall pay Cummins for any parts or services supplied under this Agreement, in accordance with the payment terms detailed in Section 3. If a notice of termination for default has been issued and is later determined, for any reason, that the Customer was not in default, the rights and obligations of the parties shall treat the termination as a termination for convenience in accordance with Section 1.

9. **CONFIDENTIALITY.** Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

10. **GOVERNING LAW.** This Agreement and all matters arising hereunder shall be governed by, interpreted, and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the federal and state courts of the State of Indiana shall have exclusive jurisdiction to settle any dispute or claim arising in connection with this Agreement or any related matter, and hereby waive any right to claim such forum would be inappropriate, including concepts of forum non conveniens.

11. **INSURANCE.** Upon Customer's request, Cummins will provide to Customer a Certificate of Insurance evidencing Cummins' relevant insurance coverage.

12. **ASSIGNMENT.** This Agreement shall be binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

13. **INTELLECTUAL PROPERTY.** Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest in such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a license or any other rights to use any of the intellectual property rights of Cummins.

14. **SPECIALIZED EQUIPMENT & PROCESSES.** During the provision of services, except where prohibited by law, Cummins may utilize specialized processes, methodologies, and hardware including but not limited to QuickFit technology, adapters, quick connection fittings, hoses or other aids to facilitate oil exchange. These are provided as part of the services and at no additional cost to you. By signing this agreement, you acknowledge and consent to the installation and use of such processes, methodologies, and hardware.

15. **MISCELLANEOUS.** Cummins shall be an independent contractor with respect to the Services performed under this Agreement. All notices under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote. No amendment of this Agreement shall be valid unless it is written and signed by an authorized representative of the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof. Headings or other subdivisions of this Agreement are inserted for convenience of reference and shall not limit or affect the legal construction of any provision hereof. The Parties' rights, remedies, and obligations under this Agreement which by their nature are intended to continue beyond the termination or cancellation of this Agreement, including but not limited to the Limitation of Liability provision contained herein, shall survive the expiration, termination, or cancellation of this Agreement.

16. **ON-CALL SERVICES.** Upon Customer's request, Cummins shall provide on-call services (repair, emergency work or other) on the Equipment ("On-call Services"). Any On-call Services shall be invoiced to the Customer at the Cummins current hour rate (including traveling) and shall be governed by the terms and conditions of this Agreement.

17. **PRICING.** To the extent allowed by law, actual prices invoiced to Customer may vary from the price quoted at the time of order placement, as the same will be adjusted for prices prevailing on the date Services are performed ("Performance Date") due to economic and market conditions on the Performance Date. Subject to local laws, Cummins reserves the right to adjust pricing on goods and services due to input and labor cost changes and other unforeseen circumstances beyond Cummins' control.

18. **TARIFF AND DUTY SURCHARGES.** In addition to any adjustments otherwise provided for in this Agreement, in the event of any increase in the cost of purchased materials due to the impact of any tariffs, duties, levies, or similar government charges (Tariffs) in effect during the term of this Agreement, the parties agree that such increases shall be passed through directly to the Customer effective immediately upon Cummins' notice to the Customer of such increases. The Customer shall pay Tariff-related increases within thirty (30) days of receipt of invoice.

19. To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The employee notice requirements set forth in 29 CFR Part 471, Appendix A to Subpart A, are hereby incorporated by reference into this contract.

Generator

Planned Equipment Maintenance

INSPECTION



INTERVALS AVAILABLE: WEEKLY, MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ANNUALLY

BATTERIES AND BATTERY CHARGER

- Visually inspect battery terminal connections
- Verify electrolyte level, vent caps of all cells in the starting battery system
- Visually inspect wiring, connections and insulation
- Record battery charging functions
- Record battery information
- Record battery condition test

FUEL SYSTEM

- Visually inspect ignition system (Natural Gas and Propane Only)
- Record primary tank fuel level
- Inspect engine fuel system for leaks
- Visually inspect all engine fuel hoses, clamps, pipes, components and fittings
- Visually inspect rupture/ containment basin
- Inspect day tank and controls (if applicable)
- Optional - fuel sample for laboratory analysis*

COOLING SYSTEM

- Record coolant level
- Visually inspect for coolant leaks
- Visually inspect drive belts condition
- Verify for proper coolant heater operation
- Record jacket water temperature
- Visually inspect fan, water pump, drives and pulleys
- Visually inspect all coolant hoses, clamps and connections
- Visually inspect radiator condition
- Visually inspect louver for damage
- Visually inspect fan hub and drive pulley for mechanical damage
- Record freeze point of antifreeze protection
- Record DCA level prior to changing coolant filter
- Optional - Coolant sample for laboratory analysis*

LUBRICATION SYSTEM

- Visually inspect engine oil leaks
- Visually inspect engine oil lines and connections
- Record oil level
- Optional - Oil sample for laboratory analysis*

GENSET CONTROLS AND ACCESSORIES

- Visually inspect all engine mounted wiring, senders and devices
- Visually inspect all control mounted components and wiring
- Verify all connecting plugs are tightened and in a good condition
- Visually inspect all accessory components and wiring
- Visually inspect and test lighting indicators

INTAKE AND EXHAUST SYSTEMS

- Visually inspect air filter and housing
- Visually inspect all engine piping and connections
- Record air cleaner restriction
- Visually inspect engine exhaust system for leaks
- Visually inspect rain cap
- Optional – Air filter replacement*
- Optional - Clean crankcase breather or replace filters*

GENERAL CONDITIONS

- Visually inspect governor linkage and oil level
- Visually inspect guards
- Visually inspect enclosure
- Visually inspect engine and generator mounts
- Verify emergency stop operation

TRANSFER SWITCH

- Visually inspect controls and time delay settings
- Verify function of exercise clock and record settings from controller
- Verify remote start control operation
- Record utility / source one voltage

AFTERTREATMENT (Upon request)

- Verify DEF level
- Record DPF restriction
- Visually inspect aftertreatment and controls

SWITCHGEAR (Upon Request)

- Inspection and Full Service quote available upon request.

FULL SERVICE

INCLUDES INSPECTION

OPERATIONAL & FUNCTIONAL REVIEW OF GENERATOR CRITICAL COMPONENTS

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

LUBRICATION OIL & FILTRATION SERVICE

- Change engine oil
- Change oil, fuel and water filters
- Post lube services operations of genset (unloaded) at rated temperature

* Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Equipment Maintenance Agreement holder will be at current Cummins labor rates.

Arc flash boundary and available incident energy shall be identified and marked on equipment being serviced or maintained.



"The Island City"

MEMORANDUM

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

TO: City Council and Justin Lakamper, City Manager
FROM: Kevin Callahan, Director of Public Safety
DATE: September 24, 2026
SUBJECT: Hiring of On-Call Firefighter Tanner Callahan

SUGGESTED MOTION: I move to approve, pursuant to Section 6.8(b) of the City Charter, the appointment of Tanner Callahan as an on-call firefighter with the Plainwell Department of Public Safety.

BACKGROUND INFORMATION: The Plainwell Department of Public Safety utilizes on-call firefighters to supplement fire department staffing and provide emergency response services to the City and surrounding areas.

Tanner Callahan has applied for employment as an on-call firefighter with the Department. Tanner currently works full-time for the Kalamazoo Department of Public Safety, resides in the local area, and has already completed Firefighter I & II and Medical First Responder training. His existing training and public safety experience would allow him to join the Department with significantly less initial training than an entry-level applicant. Tanner is my son and, because of this relationship, his appointment is subject to the anti-nepotism provisions contained in Section 6.8(b) of the City Charter.

Recognizing the potential conflict created by this relationship, I fully recused myself from the hiring and selection process. I discussed the matter with the Fire Officers and Deputy Director and directed the Deputy Director to independently oversee the process. I have not participated in the evaluation, interview, selection, or recommendation regarding Tanner's employment. Following the hiring process, the Deputy Director has recommended Tanner Callahan for appointment as an on-call firefighter.

ANALYSIS: Section 6.8(b) of the City Charter provides that certain relatives of elected or appointed City officers are otherwise disqualified from City employment. The Charter further provides that City Council may, by unanimous vote, authorize such employment when Council determines that the employment is in the best interests of the City.

The familial relationship was disclosed prior to any appointment, and I removed myself from the hiring and recommendation process to ensure that Tanner's application was evaluated independently.

Based upon the hiring process conducted under the oversight of the Deputy Director and the resulting recommendation for appointment, Council authorization is requested to permit Tanner Callahan to be hired as an on-call firefighter.

If approved, appropriate measures will continue to be utilized to avoid my involvement in employment decisions concerning Tanner where a conflict may exist, with the Deputy Director and Fire Officers providing appropriate oversight.

BUDGET IMPACT: The appointment would fill an on-call firefighter position within the Department's existing staffing structure. Compensation and other employment-related expenses associated with the position will be paid from the existing Fire Department budget. Because Tanner has already completed Firefighter I & II and Medical First Responder training, the City will also avoid a significant portion of the initial training costs normally associated with hiring and training an entry-level on-call firefighter.

RI



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

August 2026

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	0	11
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	2	34
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	3
2300	Larceny	1	28
2400	Motor Vehicle Theft	0	3
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	1	16
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	0	8
3500	Violation of Controlled Substances Act	0	3
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	1	4
3800	Family Offenses	1	9
4100	Liquor Violations	1	2
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	1
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	4
5000	Obstructing Justice	6	32
5200	Weapons Offenses	0	0
5300	Public Peace	7	53
5400	Traffic Investigations - Any Criminal Traffic Complaints	0	19
5500	Health and Safety	20	190
5600	Civil Rights	0	0
5700	Invasion of Privacy	1	21
6200	Conservation Law Violation	0	1
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	1	15
9200	Civil Custody	1	7
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	0	30
9400	False Alarm Activation	2	28
9500	Fires (Other than Arson)	2	9
9700	Accidents, All Other	17	103
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	85	662
9911 & 9912	General Assistance (Other Police Agencies)	86	591
FIRS	Medical First Responder	16	211

Plainwell Department of Public Safety

Complaints/Activities for August 2026

ARRESTS

CUSTODIAL ARRESTS	5	An individual taken into custody for a criminal offense and jailed for that offense.
ARREST COUNTS	4	Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	8	Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)
NON-HAZARDOUS CITATIONS	0	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	17	Traffic enforcement where no citation was issued but warnings were given.
TOTAL TRAFFIC CITATIONS/WARNINGS	25	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	239	Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.
PATROL INITIATED COMPLAINTS	12	Complaints observed by the officer while on patrol or came to their attention by personal observation.
TOTAL COMPLAINTS	251	

OTHER ACTIVITIES

MOTORISTS ASSISTS	3	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	9	Total motor vehicle accidents both on public roads or private property.
COMMERCIAL BUILDING SECURITY CHECK	1,449	Nightly security inspections of business' conducted by officers to assure windows and doors are locked.
FOUND UNSECURED	1	The number of business' found unlocked or unsecured.

Plainwell Department of Public Safety

Scheduled Hours By Activity for August 2019

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
1,116

Percentage of Total Hours

47 4.19%

279 24.99%

310 27.79%

480 43.03%

636 56.97%



August Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to **86** 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
08/18/2026	16:06	16:19	119 Island Ave	Mutual Aid - GPTFD	On Station Cover for Calls/Support Aid	C4, T63	3	5
08/18/2026	22:07	22:21	371 12 th St	General Fire Call	Rescue / Extrication Entrapment	C2, E11	3	6
08/19/2026	10:18	10:22	361 12 th St	Alarm	Investigate	C1, C6	2	0
08/20/2026	12:07	12:11	416 Jersey St	Medical	Provide Basic Life Support	C5	2	3
08/25/2026	19:58	20:03	US 131 SB Ramp / M-89	Medical	Cancelled Enroute	C5, S62	2	4
08/27/2026	17:43	17:45	336 Cross Oaks Dr	Assist OFD - Fire	Cancelled Enroute	E17	3	3
08/29/2026	01:57	01:59	251 Robin St	Structure Fire	Suppression, Structural Fire Suppression, Salvage and Overhaul, Investigation	C4, C5, E11, E17	2	5
08/29/2026	21:09	21:09	551 Allegan St / Wesco	Vehicle Fire	Suppression, Outside Fire Suppression, Fire Control Extinguishment	E11	1	6
08/31/2026	15:48	15:58	339 Cross Oaks Dr	Assist OFD - Structure Fire	Cancelled Enroute	C5, E17	1	5

Calls for Service at Plainwell Schools

Plainwell High School: 3
684 Starr Road

Gilkey School: 0
707 S. Woodhams Street

Plainwell Middle School: 0
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 **20** Ordinance Complaints.

This is a breakdown of the Ordinance Violations for the month of August 2026:

- (3) – Loud Subjects/Noises/Music
- (2) – Barking Dog
- (2) – Parking
- (1) – Animal Complaint
- (1) – Litter
- (1) – Vehicle Storage
- (2) – Chicken Permit Violation
- (1) – Long Grass/Weeds
- (2) – Leaf Bags at Curb Early
- (1) – Brush
- (1) – Burn Complaint
- (1) – Excavation Hazard
- (1) – Site Hazard
- (1) – Park Rules Violation

MINUTES
Plainwell BRA DDA TIFA
August 11, 2026

1. Chairman Larabel 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: Nick Larabel, Jim Turley, Adam Hopkins, Paul Rizzo, David Steffen, Randy Wisnaski and Justin Lakamper
Excused: Rimante Grigaliunas.
4. Approval of Minutes:
A motion by Turley, seconded by Rizzo, to accept and place on file the BRA DDA TIFA meeting minutes of the 07/14/2026 meeting. On a voice vote, all in favor. Motion passed.
5. Public Comment: None.
6. Chairman's Report: None.
7. Recommendations and Reports:
 - A. **A motion by Rizzo, seconded by Wisnaski, confirming BRA payables for July 2026 in the amount of \$5,924.97. On a voice vote, all in favor. Motion passed.**
 - B. Larabel and Hopkins asked about the palm tree line item in the DDA payables. Lakamper answered that the palm trees are intended for the square wooden planter boxes along M89, across the street from Hick's Park.
A motion by Larabel, seconded by Turley, confirming DDA payables for July 2026 in the amount of \$1,233.43. On a voice vote, all in favor. Motion passed.
 - C. **A motion by Wisnaski, seconded by Hopkins, confirming TIFA payables for July 2026 in the amount of \$879.29. On a voice vote, all in favor. Motion passed.**
 - D. City Manager Lakamper discussed an offer from Consumers Energy and ReLeaf to provide 40 trees to be planted in two locations within the City. The downtown area will receive 17 trees, and the New Orchard 23. An arborist came and looked at both locations and provided species recommendations best suited to each area. Four species were recommended for planting in the downtown area. The DDA board decided to go with the top choice from the arborist, and eliminate the Hackberry species as it has berries and will be messy in the downtown area.
8. Communications:
The July 2026 Summary and Detail Financial Reports and City Council meeting minutes from 06/22/2026 and 07/13/2026.
9. Public Comment: None.
10. Staff Comment: Lakamper shared that the closing for the sale of the Mill buildings to Classic Auto Mill has been pushed back slightly to allow time to address easement concerns. Power to City Hall is supplied by a City owned transformer, which was erroneously included in the sale of the Mill buildings, requiring a new easement agreement for the City to have deeded access.
OSHA came to tour the Mill buildings on 8/10/2026. CAM has hired everyone working on the buildings as contractors, not employees, so any issue found by OSHA would fall to CAM to address.
The City is moving toward closing on the one-acre parcel sale to Plainwell Auto.
Mill 17 has not officially closed on building 17 yet, but everything is in place for them to get a RDA Class C liquor license. Mill 17 told Lakamper that as soon as the sale is closed, they will begin renovating the 1st and 3rd floors of the building.

MINUTES
Plainwell BRA DDA TIFA
August 11, 2026

Larabel asked for an update on the old Clark Gas Station. Lakamper shared that the City had mowed the property, and that he hadn't heard from the new owners. There was a zoning ordinance amendment passed to allow the gas station to be torn down and rebuilt, though a Gas Station still requires a Special Use Permit and will go before the Planning Commission.

The Planning Commission will hold a Public Hearing on 8/19/2026 at 6:30pm at City Hall to hear comment on a Special Use Permit Application for a concrete redi-mix plant to be located at 830 Miller Rd. in the Industrial Park. According to the site plan, access to the plant will be a single 40' wide drive off 8th St. The operation itself will occupy about 10 of the 27-acre parcel, and the building will be 450' away from the nearest residence. The City has received questions concerning noise, dust and vibration, all of which are governed by State law and City Ordinance. There will be no concrete crushing or recycling. Larabel asked about water retention ponds- the site plan shows two of them. The DDA board asked to receive a copy of the site plan, and Lakamper said he would email it to them.

Turley asked if there was any news from Watts Homes, and Lakamper replied they are still patiently waiting. Larabel asked if there was any word from the EPA, and Lakamper responded no. Both EGLE and the EPA has new project supervisors, which has delayed progress while they familiarize themselves with the project.

Weyerhaeuser has submitted a work plan for further soil testing but is waiting for approval from the EPA to proceed. Larabel replied that the EPA is struggling everywhere, not just in Plainwell. Lakamper noted that the biggest problem remains the lagoons. The strip along the river contains around 16 of them, and this area has the highest levels of PFAS in the soil. Lakamper did tell Watts Homes they could start building the residential homes on parcel 2, while waiting for further information on parcel 5, however, Watts Homes has stated they would like to do both projects, not just one. Allen Edwin remains interested in building homes on parcel 2, should Watts Homes not work out due to parcel 5 potentially not being buildable.

11. Board Member Comments: None.

12. Adjournment:

A motion by Rizzo, seconded by Turley, to adjourn the meeting at 8:34am. On a voice vote, all voted in favor. Motion passed.

Submitted by: JoAnn Leonard, City Clerk

MINUTES
PARKS & TREES COMMISSION
August 11, 2026

1. Chair Bradley called the meeting to order at 5:03pm in the City Hall Conference Room.

2. Roll Call:

Present: Pickett, Bradley, LaDuke, Green, Redder, Lakamper

Excused: Nieuwenhuis

3. Approval of Minutes:

A motion by Green, seconded by LaDuke, to accept and place on file the Parks & Trees Meeting Minutes of the July 14, 2026 regular meeting. On a voice vote all voted in favor. The motion passed.

4. Public Comments: None

5. Chairperson's Report:

Chair Bradley discussed the need to adjust the new meeting time and date. This can be decided without approval from another commission or council. It will be addressed in item 7. C. in today's agenda.

6. Park Reports:

General Update – No report.

Sherwood Park Maintenance Report – Terry reports that it is being well used with activities such as fishing, basketball, and Dean's Ice Cream being well attended. Not much use of the exercise pad.

Pell Park Maintenance Report – Cathy reports that a "missing" picnic table has been replaced. It was actually a new one whose base had been poured recently. Marsha Keeler has donated several of these new picnic tables in various parks.

Hicks Park Maintenance Report – Matthew reports that shade in Hicks Park is great. Bunny's ferns continue to grow in strong under trees where it was once bare.

Thurl-Cook Park Maintenance Report – Cory reports that they (DPW) have started to put in the new playground equipment. It is currently fenced off while they work. They'll eventually add wood chips once everything is set.

Kenyon Park Maintenance Report – Terry reports that Kenyon Park could use some trees and picnic tables. He has started to clear some brush from the North end of the park in order to have a nice walking/nature trail. Apparently, an uprooted tree needs to be dealt with. Could we fund-raise for Kenyon trees, picnic tables and trail development.

Darrow Park Maintenance Report – Bunny reports that Darrow still has erosion. It needs plants? Stairs? Something!

Riverwalk, Band Shell, & CBD Maintenance Report – Cory reports that it all looks good from the bridge through the CBD. Weeds have been mowed (maybe by Koestner's). Sedge Grass would be nice (from Main St. Bridge to beyond the Band Shell). According to Bunny, we may have talked about this before. Bunny also stated that the Purple Loose Strife (invasive/illegal) is getting thick again and needs to be removed.

7. Recommendations and Reports:

- A. Master Plan – Review and Discussion **Tabled** until next month.
- B. Recreation Plan – Review and Discussion **Tabled** until next month.
- C. Chapter 15: Parks and Trees Commission from the Code of Ordinances – Review, Discussion, and Amendment.

- We adjusted the wording of chapter 15. Please see hard copies with changes. Discussion ensued regarding the required number of commissioners. 7 members? Is an odd number necessary? Do we currently have two open seats?
- After discussion, **Cathy motioned that we would meet on the second Wednesday each month at 5:00 pm. Cory seconded the motion. On a voice vote, all voted in favor. The motion passed.**

D. New Orchard Tree Selection:

Justin announced the grant from Consumers' to plant 40 trees in the city. A non-profit group, "Releaf Michigan," with two staff arborists met with Justin and Bob (DPW) to identify two locations in the city in which to plant up to 40 trees...to be highly visible and to repair some of the storm damage. They selected downtown (17 trees) and New Orchard (23 trees) on the North end of town. We get to choose up to three species for New Orchard and the DDA will give input on the species for downtown, to which they responded, "no berries, fruits, or ornamental." Downtown trees are routinely replaced every ~10 years. Note: there is no "cofeffe" tree on the list. Bunny promoted the idea of choosing the best native trees for pollinators. Matthew suggested "shade" trees. Cory did an AI search of all the trees on the list. After good discussion, we decided on our top three species choices: 1. White Oak, 2. Red Oak, and 3. Common Hackberry. "Cofeffe" failed to make the top 3.

Justin also mentioned that it will be a volunteer event. Therefore, we will need a "Volunteer Coordinator" and, as a committee, decide on the date for the event. Five possible dates were mentioned. We chose October 10th. Matthew was selected to 'act' as the volunteer coordinator and will talk to the (PHS and Renaissance) principals and Fall coaches, while Terry will contact the Boy Scouts and the VFW, and Bunny will talk to Chula Vista. We might contact local businesses for donations of water and snacks.

8. Public Comments: None

9. Staff Comments: None

10. Commissioners' Comments:

LaDuke – Could Justin bring in AV equipment to next month's meeting for us to use while we review the Recreation Plan?

11. Adjournment:

A motion by Cory, seconded by Terry, to adjourn the meeting at 6:00ish pm. On a voice vote all were in favor. The motion passed.

Next Meeting: Wednesday, September 9, 2026, at 5:00 pm

Minutes Respectfully Submitted by: Matthew Bradley

09/24/2026 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 INVOICE ENTRY DATES 09/11/2026 - 09/24/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name		
	Invoice	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	773515	DPW - POWERATED BELT(3) ROOF FAN WELL 7 AB	76.47
	774030	DPW - SOCKET SET COOK PARK PLAYGROUND	76.29
	774517	DPW - MOWER #153 BATTERY DR	55.29
	774784	DPW - OIL/FILTER #19A JF	67.14
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			275.19
000009	CONSUMERS ENERGY		
	2026.09 2	AUGUST 2026 #2 CITY WIDE ELECTRIC	4,390.56
TOTAL FOR: CONSUMERS ENERGY			4,390.56
000010	RIDDERMAN & SONS OIL CO INC		
	208213	DPW - 474GL GASOLINE RN	1,604.22
	208214	DPW - 292GL DIESEL RN	1,549.63
	43023	AIRPORT - 20GL GASOLINE VW	101.18
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			3,255.03
000014	MICHIGAN GAS UTILITIES CORP		
	6079480808	WR PLANT AUGUST 2026	1,191.56
	6079608657	DPW BUILDING AUGUST 2026	81.48
	6079641304	CH FOOT BRIDGE AUGUST 2026	44.83
	6080070920	WR CUSHMAN LIFT AUGUST 2026	49.15
	6080082471	DPS BUILDING AUGUST 2026	37.09
	6082904357	DPW WATER CHEM ROOM AUGUST 2026	47.13
	6083667800	DPW BACK BARN AUGUST 2026	47.13
	6084268082	WR 12TH ST LIFT AUGUST 2026	40.60
TOTAL FOR: MICHIGAN GAS UTILITIES CORP			1,538.97
000034	VERIZON		
	6153088189	DPW/WR ALARM SERVICE 8/11 - 9/10/2026	41.64
TOTAL FOR: VERIZON			41.64
000035	APPLIED INNOVATION		
	3275239	CITY HALL COPIER CHARGES 8/13 - 9/12/2026 RB	238.68
TOTAL FOR: APPLIED INNOVATION			238.68

000134	HAROLD ZEIGLER FORD		
	364971	DPS - 2011 F350 *7636 FRONT SUSPENSION REPAIR KC	1,255.51
TOTAL FOR: HAROLD ZEIGLER FORD			1,255.51
000138	AMERICAN OFFICE SOLUTIONS		
	42993720	DPS - COPIER LEASE/USAGE AUGUST 2026	206.18
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			206.18
000153	FLEIS & VANDENBRINK INC		
	78241	MAY 2026 PROFESSIONAL SERVICES ZONING/GIS JL	530.00
TOTAL FOR: FLEIS & VANDENBRINK INC			530.00
000164	ETNA SUPPLY CO INC		
	S107013397.002	DPW - SENSUS TOUCHPAD(10) AB	117.20
TOTAL FOR: ETNA SUPPLY CO INC			117.20
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2026.08	DPW - AUGUST 2026 SHERIFFS CREW ASSIST CP	180.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			180.00
000910	GRAINGER		
	9082161754	WR - GAS DETECTOR LK	304.72
TOTAL FOR: GRAINGER			304.72
000947	WYOMING ASPHALT PAVING INC.		
	2026-623	DPW - 2 BASE/1.12TOP N ACORN STM SEWER DR/AB	212.16
	2026-677	DPW - 2.53CP WHILL REPAIRS AB	182.16
TOTAL FOR: WYOMING ASPHALT PAVING INC.			394.32
001136	ENTENMANN-ROVIN CO		
	0197388-IN	DPS - FIREFIGHTER BADGE - LONGCORE KC	154.75
TOTAL FOR: ENTENMANN-ROVIN CO			154.75
001448	PROFESSIONAL CODE INSPECTIONS		
	26008	AUGUST 2026 PERMITS	14,008.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			14,008.00
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		
	4501	DPS - DRY CLEANING KC	33.00
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			33.00
001645	ALEXANDER CHEMICAL CORPORATION		
	112159	WR - 44540LB FERRIC CHLORIDE LK	10,739.39
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			10,739.39

002116	CHARTER COMMUNICATIONS		
	005582801090126	CITY HALL INTERNET SEPTEMBER 2026	180.00
	005583601090126	DPW/WR INTERNET SEPTEMBER 2026	149.99
	005584501091426	DPS INTERNET/PHONE/TV OCTOBER 2026	335.70
	172241901090726	AIRPORT INTERNET OCTOBER 2026	94.54
	TOTAL FOR: CHARTER COMMUNICATIONS		760.23
002231	MILLER CANFIELD		
	1764246	AUGUST 2026 PROFESSIONAL SERVICES JL	577.50
	TOTAL FOR: MILLER CANFIELD		577.50
002234	P.K. CONTRACTING, INC		
	262232-1	DPW - N MAIN STRIPING AFTER CHIPSEAL AB	14,356.44
	262233-1 REV	DPW - S MAIN STRIPING AFTER CHIPSEAL AB/JL	2,458.25
	TOTAL FOR: P.K. CONTRACTING, INC		16,814.69
002246	ELHORN ENGINEERING CO.		
	312290	DPW - CHEMICALS FOR WELLS 4 & 7 RN	1,669.00
	TOTAL FOR: ELHORN ENGINEERING CO.		1,669.00
002323	BELLE TIRE		
	48944199	DPS - 2020 FORD *9807 MOUNT & BALANCE KC	140.00
	TOTAL FOR: BELLE TIRE		140.00
002402	STEENSMA LAWN & POWER EQUIPMENT		
	5992	WR - MOWER OIL/FILTER LK	38.78
	6669	DPW - NOTCHED BLADE FOR MOWER #153 DR	122.97
	TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT		161.75
002661	JIM KOESTNER INC		
	6049732	DPS - 2021 TAHOE *6452 L.O.F. KC	72.45
	TOTAL FOR: JIM KOESTNER INC		72.45
002673	STATE OF MICHIGAN MDOT		
	2026.08.31	ADMIN - SOUTH MAIN PROJECT FINAL JL	1,792.03
	TOTAL FOR: STATE OF MICHIGAN MDOT		1,792.03
002703	CONTINENTAL LINEN SERVICES INC		
	4595727	CH RUGS	58.36
	TOTAL FOR: CONTINENTAL LINEN SERVICES INC		58.36
002756	ANGELS PEST CONTROL CO		
	2026.09.02	DPS - FALL 2026 PEST CONTROL KC	500.00

TOTAL FOR: ANGELS PEST CONTROL CO			500.00
002880	KIESLER'S POLICE SUPPLY INC		
	IN288744	DPS - TRAINING AMMO KC	407.60
TOTAL FOR: KIESLER'S POLICE SUPPLY INC			407.60
004791	BIO TECH AGRONOMICS INC		
	4866	WR - BIOSOLIDS TESTING LK	2,230.00
TOTAL FOR: BIO TECH AGRONOMICS INC			2,230.00
004803	ARROW ENERGY INC		
	156353	AIRPORT - 1484GL AVGAS VCW	8,641.76
TOTAL FOR: ARROW ENERGY INC			8,641.76
004814	WILLIAMS & WORKS		
	103559	AUGUST 2026 ZONING/PLANNING ASSIST 830 MILLER RO.	2,011.30
TOTAL FOR: WILLIAMS & WORKS			2,011.30
004846	SUPERIOR GROUNDCOVER INC		
	97285	WR - NEW MULCH FOR BIOBED LK	4,235.00
TOTAL FOR: SUPERIOR GROUNDCOVER INC			4,235.00
004855	PLAINWELL ACE HARDWARE		
	23751	DPW - CLOROX BATHROOM SUPPLIES DR	15.18
	23751/1	DPW - SILICONE AIRPORT HANGAR ROOF AB	8.99
	23756	DPW - WASP&HORNET/GROUNDBEE 6 TOTAL FOR PARKS	50.14
	23757	DPW - TAP PLUG WATER DEPT AB	15.99
	23774	DPW - WASP/HORNET KILLER(3) PARKS MS	30.00
	23791	FPE - FRILL BIT COOK PARK PLAYSET AB	9.99
	23793	DPW - LED BULB CH BRIDGE AB	13.99
	23803	DPW - MISC FASTENERS(6) SKID STEER PICK UP BROOM /	8.10
	23810	DPW - MISS DIG PAINT BLUE(6) GREEN(6) AB	113.88
	23830	DPW - CRAFTSMAN 21" PUSH MOWER(2) RL	698.00
	23837	DPS - BLEACH(2) DR	15.98
	23850	DPW - MISC FASTENERS(3) TRUCK #3 LEAF TRUCK RL	3.43
	23862	DPW - BACK BARN HEATERS AB	1,199.98
TOTAL FOR: PLAINWELL ACE HARDWARE			2,183.65
004902	BLOOM SLUGGETT PC		
	29052	AUGUST 2026 PROFESSIONAL SERVICES JL	1,768.00
	29053	AUGUST 2026 PROFESSIONAL SERVICES JL	148.50
TOTAL FOR: BLOOM SLUGGETT PC			1,916.50
005012	UNITED BANK		

	2026.09.16	RETURNED ACH PAYMENT FEE - AK	7.50
	2026.09.17	RETURNED ACH PAYMENT FEE - AK	7.50
TOTAL FOR: UNITED BANK			15.00
005041	EVOQUA WATER TECHNOLOGIES		
	AM00061427	WR - 1007GL BIOXIDE LK	4,068.28
	AM08600753	WR - CYLINDER RENTAL LK	200.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			4,268.28
005056	STOP STICK, LTD.		
	0043871-IN	DPS - STOP STICK KIT KC	576.00
TOTAL FOR: STOP STICK, LTD.			576.00
005122	GREAT LAKES ELEVATOR, LLC		
	15232	DPS - ANNUAL CAT 1 TESING KC	800.00
TOTAL FOR: GREAT LAKES ELEVATOR, LLC			800.00
005171	FLYERS ENERGY LLC		
	CFS-4726505	FUEL FOR POLICE/FIRE VEHICLES 9/15/2026	1,175.91
TOTAL FOR: FLYERS ENERGY LLC			1,175.91
005197	ED'S TRUCK REPAIR LLC		
	26-11264	DPW - TRUCK #3 REAR BOX REPAIR - PACKER TRUCK AB	2,076.53
TOTAL FOR: ED'S TRUCK REPAIR LLC			2,076.53
005202	WINDEMULLER ELECTRIC, INC		
	252413	DPW - EMER SCADA SERVICE CALL RN	1,485.00
TOTAL FOR: WINDEMULLER ELECTRIC, INC			1,485.00
005224	SCOTTS LANDSCAPE MANAGEMENT INC		
	S21531	DPW - PARTS FOR MOWER #156 RL	262.66
	S21542	DPW - ROLLER/NUT/BOLT MOWER #156 RL	34.79
TOTAL FOR: SCOTTS LANDSCAPE MANAGEMENT INC			297.45
005264	SAFEWARE, INC		
	30367483	DPS - GAS KIT/GAS REGULATOR/TARIFF SHIP KC	356.50
	30368298	DPS - MULTIGAS DETECTOR/CAL ASSEMBLY KIT GRANT K	1,155.09
TOTAL FOR: SAFEWARE, INC			1,511.59
ACACH	ALLEGAN COUNTY TREASURER		
	2026.09.19	DISTRIBUTE 2026 TAX COLLECTIONS W/E 9/19/2026	4,013.75
	2026-09-12.COUNTY	DISTRIBUTE 2026 TAX COLLECTIONS W/E 09/12/2026	4,061.38
TOTAL FOR: ALLEGAN COUNTY TREASURER			8,075.13

BANKNY	US BANK TRUST COMPANY NA		
	2026.08.03	DEBT SERVICE - SRF LOAN FALL 2026 AK	155,434.19
TOTAL FOR: US BANK TRUST COMPANY NA			155,434.19
RDLACH	RANSOM DISTRICT LIBRARY		
	2026.09.12-LIBRARY	DISTRIBUTE 2026 TAX COLLECTIONS W/E 09/12/2026	512.59
	2026.09.19	DISTRIBUTE 2026 TAX COLLECTIONS W/E 9/19/2026	506.58
TOTAL FOR: RANSOM DISTRICT LIBRARY			1,019.17
REFUND UB	QUILLEN, JESSICA		
	09/17/2026	UB refund for account: 03-00036500-06	6.23
TOTAL FOR: QUILLEN, JESSICA			6.23
TOTAL - ALL VENDORS			258,575.44

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: 2026.09.24 11:26:41 -04'00'

Amanda Kersten, HR/Deputy 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: **Amanda Kersten** Digitally signed by Amanda Kersten
Date: 2026.09.24 12:10:36 -04'00'

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: 2026.09.24 13:58:33 -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: 2026.09.24 12:21:41 -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: 2026.09.24 12:34:59 -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: 2026.09.24 12:27:08 -04'00'

Reports & Communications:

A. City – Special Event Permit 2026-23 – Pumpkins in the Park – Saturday, October 10th from 11am-3pm

This family-friendly annual event will be held in Hicks Park and the surrounding area.

Recommended action: Consider approving the recommended budget amendments as presented.

B. City – Special Use Permit 2026-01 – Accessory Dwelling Unit

In December of 2025, Steven and Amanda Czarnecki submitted a Special Use Permit to use an existing detached Accessory Dwelling Unit (ADU) located on the second floor of their carriage house at 413 W. Bridge St. The Planning Commission held a public hearing on January 21, 2026 to receive comment and review the application, and recommended approval to Council with two conditions. A Statement of Conditions has been filed at the Allegan County Register of Deeds, and an Occupancy Permit has been obtained, thus meeting the conditions set forth by the Planning Commission.

Recommended action: Consider approving Special Use Permit 2026-01 as presented.

C. City – Ordinance 409 to Amend Ordinance 199 – Establishing the Plainwell Parks & Tree Commission

Ordinance 409 amends Ordinance 199 – Establishing the Plainwell Parks and Tree Commission by removing the Department of Works Superintendent from the Commission. This change has been approved by the Parks and Tree Commission.

Recommended action: Consider adopting Ordinance 409 as presented.

D. DPW – Purchase of Blocks for Retaining Wall Repair at Sherwood Park

The retaining wall in Sherwood Park next to the trestle bridge needs repair. Several different repair options were researched. Retaining wall blocks from Old Castle are recommended due to looks, cost and longevity.

Recommended action: Consider approving the purchase of blocks to repair the retaining wall at Sherwood Park from Oldcastle Infrastructure at a cost of \$6,320.00.

E. DPW – Blanket Purchase Order - Ed's Truck Repair

Ed's Truck Repair has been Plainwell's go to for big truck issues for about a year and half now without issues. They complete repairs in a timely and professional manner.

Recommended action: Consider approving a blanket PO to Ed's Truck Repair in the amount of \$5,000.00.

F. DPW - Preapproval to Purchase a One-Ton Dump Truck for use at the DPW

The Department of Public Works is looking to have approval so we can find a one-ton dump truck to replace truck #17 that will be auctioned off. Preapproval provides more options to look for and purchase a used one ton truck, such as Facebook marketplace.

Recommended action: Consider approving the purchase of one ton dump truck for DPW at a price not to exceed \$30,000.

G. WR - Preventative Maintenance for all City Generators – 3-Year Contract

This service contract will ensure service to all seven City generators and make sure all departments have reliable back-up power. Cummins Sales and Service has serviced the City's generators in the past without issue, and is one of the few generator companies that services multiple brands.

Recommended action: Consider approving a 3-year generator preventative maintenance service contract with Cummins Sales and Service for \$22,389.67.

H. DPS – Hiring an On-Call Firefighter (OCFF) Tanner Callahan

The Plainwell Department of Public Safety utilizes on-call firefighters to supplement fire department staffing and provide emergency response services to the City and surrounding areas.

Tanner Callahan has applied for employment as an on-call firefighter with the Department. Tanner currently works full-time for the Kalamazoo Department of Public Safety, resides in the local area, and has already completed Firefighter I & II and Medical First Responder training. His existing training and public safety experience would allow him to join the Department with significantly less initial training than an entry-level applicant. Tanner is Director Callahan's son and, because of this relationship, his appointment is subject to the anti-nepotism provisions contained in Section 6.8(b) of the City Charter. Section 6.8(b) of the City Charter provides that certain relatives of elected or appointed City officers are otherwise disqualified from City employment. The Charter further provides

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

that City Council may, by unanimous vote, authorize such employment when determined that the employment is in the best interests of the City.

Recommended action: Consider approving the hire of OCFF Tanner Callahan, pursuant to Section 6.8(b) of the Plainwell City Charter.

Reminder of Upcoming Meetings

- October 07, 2026 – Planning Commission – 6:30pm
- **October 12, 2026 – Plainwell City Council – 7:00pm**
- October 13, 2026 – Plainwell DDA/BRA/TIFA – 7:30am
- October 14, 2026 – Parks & Trees – 5:00pm at Kenyon Park
- October 15, 2026 – 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