

MINUTES
Plainwell City Council
March 27, 2023

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Jarrod Bowen of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 03/13/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report:
County Commissioner Gale Dugan gave a thorough report on several county meetings, highlighting several factors, including the Solid Waste Planning Commission having entered the permitting phase, the assessment pictometry happening this spring, an upgraded generator at the 911 Center, and the county's new emergency manager.
8. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the March 27, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report:
None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel introduced Larry Gonzales who gave a report on a 3-day Island City Festival, to include a carnival. The festival is planned June 8 through 10, 2023. His plan was to use the parking area off M-89 as a fundraiser for local non-profit organization. Councilmember Overhuel inquired whether the city could charge for parking. There was discussion about no plans for a beer tent during this year's festival.
A motion by Steele, seconded by Overhuel, to approve Special Event Permit 23-06 for Island City Festival as presented. On a voice vote, all in favor. Motion passed.
 - B. Community Development Manager Siegel reported that Habitat for Humanity wishes to return the property at 401 S. Sherwood, which no longer can be developed as previously planned. The only cost to the city is the payment of the state-mandated revenue stamps for any property transfer.
A motion by Keeney, seconded by Wisnaski, to approve the transfer of property at 401 S Sherwood from Habitat for Humanity and to approve the payment of \$77.40 related to the transfer. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis introduced Jeff Wingard, Project Manager from Fleis & Vandenbrink who reported to Council that the sewer infrastructure on Michigan Avenue was identified in the SAW Grant as one of the worst rated facilities in the system. Prior to the proposed street paving on Michigan, the sewer infrastructure should be replaced. Fleis & Vandenbrink has proposed preliminary and final engineering for the project of \$7,400.00 which would allow for minor fieldwork to get a State permit going for future construction with city staff overlaying the final asphalt.
A motion by Wisnaski, seconded by Keeney, to approve the project with Fleis & Vandenbrink for preliminary and final design engineering for the Michigan Avenue Sanitary Sewer Replacement in the amount of \$7,400.00. On a roll call vote, all voted in favor. Motion passed.
- D. Jeff Wingard, Project Manager from Fleis & Vandenbrink presented its proposal to Council for the Old Orchard Project that needs final design engineering to get State permits and for the Request for Proposals which would need to be issued in the Fall of 2023 for construction to happen in 2024. It was noted that project costs continue to change and specific funding for the project has not been finalized.
A motion by Overhuel, seconded by Steele, to approve the project with Fleis & Vandenbrink for final design engineering for the Old Orchard Project in the amount of \$172,000.00. On a roll call vote, all voted in favor. Motion passed.
- E. Jeff Wingard, Project Manager from Fleis & Vandenbrink reminded Council of the bridge work scheduled to be done by the State on the West Bridge and North Main bridge. He noted that traffic would be maintained only one side of the bridges while they work, and that final construction bids would be received by the State in early April. Fleis & Vandenbrink proposes construction engineering services during the project.
A motion by Overhuel, seconded by Keeney, to approve the project with Fleis & Vandenbrink for construction engineering for the North Main and West Bridge Bridge Projects in the amount of \$78,500.00. On a roll call vote, all voted in favor. Motion passed.
- F. Finance Director Kelley reported that the City Assessor's contract expires on April 30, 2023. Former City Manager Wilson had discussed continuing with R&R Assessing (Mike Richmond), which was agreeable to everyone, but no final contact had been negotiated. During the process, there were questions about whether the Assessor should be an employee or a contractor and those details have yet to be worked out. As a result, the recommendation is for a one-year contract with the assessor with a 5% rate increase while the issue of employee versus contractor is worked out.
A motion by Steele, seconded by Overhuel, to approve a one-year professional services contract with R&R Assessing, Inc. for assessing services at a cost not to exceed \$19,500.00. On a roll call vote, all voted in favor. Motion passed.
- G. Public Safety Director Callahan reported that a recent electrical surge disabled the tracking inside the security system at the Public Safety Building. The building is secure, but the access is compromised and not tracked. Director Callahan had solicited quotes for replacement and recommends the low bid from Lockmaster Security, who installed the system originally. Insurance may help cover the cost.
A motion by Keeney, seconded by Wisnaski, to accept the low bid of \$6,450.00 from Lockmaster Security to replace the Access Control System at the Public Safety Building. On a roll call vote, all voted in favor. Motion passed.
- H. Superintendent Nieuwenhuis and Finance Director Kelley reported having worked together to negotiate a contract with former City Manager Erik Wilson to continue on as a consultant for the bigger projects. The proposed contact for consideration is up to four (4) months, is specific to the Mill Development and

The City of Plainwell is an equal opportunity employer and provider

Plainwell Dam No. 2 Projects and lays out a transition plan for the projects. There was discussion about any documents that are generated for the duration of the project be turned over to the city at the conclusion of the project. Community Development Manager Siegel reported having already had communication and that the projects are moving ahead.

A motion by Overhuel, seconded by Wisnaski, to approve a professional services contract with Erik Wilson for the Mill Development and Plainwell Dam No. 2 projects in the amount not to exceed \$7,040.00. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the February 2023 Public Safety and Water Renewal Reports, the draft minutes from the March 14, 2023 DDA/BRA/TIFA Board Meeting and the draft minutes from the March 15, 2023 Planning Commission Meeting. 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 \$94,909.69 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments:

Resident Judy Shumaker had several questions about whether the property owners would have input, or if there would be public meetings, about the Old Orchard Project. Superintendent Nieuwenhuis and Project Manager Wingard both reported that no final plans have been developed yet and that the city would reach out to the property owners keeping them informed as the project continues.

14. Staff Comments:

Personnel Coordinator Amanda Kersten reported that Penny Soper had started today as Utility Billing Specialist.

Community Development Manager Siegel reported working with appraisers who are evaluating the Mill land and the Meert Farm land for future sales. She also reported that the lead paint abatement project would start as soon as all the parties agreed to the work plan, and she gave a report on the public meeting for the Dam Removal project from last week.

Director Callahan reported conducting school trainings and working on accreditation. He also shared a letter of commendation for Public Safety Officer David Rantz who was praised by a resident for a recent interaction.

Finance Director/Clerk Kelley noted Penny Soper's start as Utility Billing Specialist. He thanked Roxanne Branch, Amanda Kersten and Denise Siegel for working together to get through a staffing shortage and holding each other up.

Superintendent Nieuwenhuis reported learning a new normal as an Interim City Manager and that things are off to a good start..

15. Council Comments:

Each Councilmember thanked the staff for their hard work.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:13 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL

April 10, 2023



Brian Kelley, City Clerk