

MINUTES
Plainwell City Council
June 12, 2017

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
4. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 05/22/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
5. General Public Comments: None.
6. Presentations / County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: None.
9. Recommendations and Reports:
 - A. Steve Tyre representing Ace Hardware gave a brief history of his ties to the community and his relationship with the Dorgans. He noted using 14,000 square feet of space in the building, 12,000 of that for retail space, with the main entrance off Anderson Street. He plans to sell fishing and other outdoor supplies. The Phase 2 Environmental study will commence June 13 and once the sale is closed, construction may take four (4) months for a late-summer/early-fall opening with up to 10 mostly part-time employees in the Downtown area. The Planning Commission has reviewed the site plan and is recommending approval.
A motion by Keeler, supported by Keeney, to approve the site plan for the Ace Hardware building as presented. On a voice vote, all in favor. Motion passed.
 - B. Council was briefed on the new Ambulance Agreement between several municipalities in the area, which is essentially an extension of previous agreements. Ryan Cronk from Plainwell Area EMS was in attendance in support of the agreement.
A motion by Steele, supported by Keeney, to approve the Ambulance Service Agreement through June 30, 2020 authorizing the City Manager to execute all documents on behalf of the city. On a roll-call vote, all in favor. Motion passed.
 - C. Superintendent Updike reporting on a pavement marking project to update Main and Prince Streets. It's been some time since they were last done. Bids were solicited and the low-bidder is recommended.
A motion by Overhuel, supported by Steele, to approve the pavement marking project with Ace Parking Lot Striping for \$9,122.40. On a roll-call vote, all in favor. Motion passed.
 - D. Superintendent Updike reported problems with pavement at the Airport, primarily on the approaches, where the loose stone affects the plane's propeller. Accordingly, the pavement needs to be redone. Bids were solicited to repair the ramp and taxiway pavement at the Airport. Of the six bids received, two identical and they happened to be the low-bids. There being no guidance in the Purchasing Policy regarding a tie-bid, While the city is not bound by federal guidance in this case (no federal fund are being used), the bid could be awarded to a local vendor, or done by lottery. One of

the bidders has a Plainwell mailing address, while not located inside the city limits. Either company is qualified to do the work. Council considered a few options.

A motion by Keeney, supported by Keeler, to award the contract for Airport ramp & taxiway pavement repairs to Wyoming Asphalt in the amount of \$25,950. On a roll-call vote, all in favor. Motion passed.

E. Community Development Manager Siegel reported that the current website designer has chosen to close her doors, leaving the city to seek a new provider for website development and hosting. Currently the development and hosting are being done by several providers. Muniweb will re-develop the city's website, with an focus on trying to restore some of the lost functionality (e-services & calendars), and will provide the hosting functions, bringing the entire website under one provider.
A motion by Steele, supported by Overhuel, to approve the project with Muniweb for website development and related services for a one-time cost of \$6,800 and a monthly charge of \$200. On a roll-call vote, all in favor. Motion passed.

F. Personnel Manager Lamorandier reported that the Plan Document for employee benefits needed its annual update for current year limitations, plus adding allowances for distributing the Summary Plan Description.
A motion by Steele, supported by Keeler, to adopt Resolution 17-15 to amend and restate the City of Plainwell Flexible Benefits Plan 501. On a voice vote, all in favor. Motion passed.

G. City Manager Wilson and Clerk/Treasurer Kelley reviewed the BRA, TIFA and DDA draft budgets, which are being recommended for approval by the BRA-TIFA-DDA Board. The revenues and expenditures were reviewed for each fund.
A motion by Overhuel, supported by Keeler, to approve the draft BRA budget.
A motion by Keeler, supported by Steele, to approve the draft TIFA budget.
A motion by Keeney, supported by Keeler, to approve the draft DDA budget.
On voice votes for each, all in favor. Motions passed.

H. **A motion by Keeney, supported by Keeler, to set a Public Hearing on June 16, 2017 at 7pm for the adoption of the 2017/2018 Plainwell City Budget. On a voice vote, all in favor. Motion passed.**

10. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the April 2017 DPS Report, the May 2017 Fund Balance and Investment Reports, the DRAFT 05/09/2017 DDA-BRA-TIFA Minutes and the DRAFT 05/17/2017 and 06/07/2017 Planning Minutes.. On a voice vote, all in favor. Motion passed.

11. Accounts Payable:

A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$98,547.24 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments

None.

13. Staff Comments

Personnel Manager Lamorandier reported working on insurance open enrollment.

Director Bomar reported successful festival work over the past several weeks. He noted promotions of staff – the new Deputy Director is John Varley, the new Fire Captain is Dave Rantz, and the new Fire Lieutenant is Jeff Welcher.

Superintendent Updike confirmed good festival work over the past few weeks as well as pavement work.

Superintendent Pond reported completion and near-completion of several capital projects.

Community Development Manager Siegel reported continued fundraising efforts for the Dog Park, including a June 19, 2017 go-live of the Patronicity Crowd Funding Campaign. This site will be live for 60 days and if the city can raise \$20,000, the Michigan Economic Development Corporation will match the funds. She also reported a new Chamber Director has been hired and reminded Council of a July 14 golf outing for the Chamber. Finally, she noted a June 23 ribbon cutting ceremony for the Plainwell Kayak Company.

Clerk/Treasurer Kelley reported finalizing the budget and preparing for the audit.

City Manager Wilson discussed with Council their availability for a workshop to discuss the budget. A quorum of Council members decided on Wednesday June 24, 2016 at 7pm for the budget workshop in Council Chambers.

14. Council Comments:

Councilman Overhuel thanked everyone for a good job at the Plainwell Festival Days.

Mayor Pro-Tem Steele requested and received an update about the recent graffiti on city buildings.

15. Adjournment:

A motion by Steele, supported by Overhuel, to adjourn the meeting at 7:51 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer