

City of Plainwell



“The Island City”

Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Roger Keeney, Council Member
Todd Overhuel, Council Member

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Page Address: www.plainwell.org

Agenda Planning Commission September 5, 2018 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 07/18/18 Planning Meeting
5. Chairman’s Report
6. New Business:
 - A. Rizzo Packaging – Review site plans for a new 24,000 sq. foot storage building, to be built in the Industrial Park.
7. Old Business: None
8. Public Comment
9. Reports and Communications:
 - A. 07/23/18 & 08/13/18 Council Minutes
10. Staff Comments
 - A. City Updates –Passiflora opening soon; Barbed Wire Café opening soon;
11. Commissioners Comments
12. Adjournment

The City of Plainwell is an equal opportunity provider and employer

**CITY OF PLAINWELL
MINUTES
Planning Commission
July 18, 2018**

1. Call to Order at 7:00 p. m. by Lubic
 2. Pledge of Allegiance was given by all present.
 3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Lori Steele, Diana Lubic, Jim Higgs, Gary Sausaman
Excused: Chris Haas
 4. Approval of Minutes – 05/16/18
Sausaman motioned to approve minutes, as received seconded by Steele. Minutes approved on an all in favor voice vote.
 5. Chairperson’s Report: - None
 6. New Business:
 - A. **Propane Tank** a motion by Jim Higgs to approve the Ace Hardware Propane Tank concept plan as presented by City Manager, Wilson was made and seconded by Lawson. All in favor vote to accept the concept plan was passed. The permit is issued by the State of Michigan and City Council will need to approve and determining compensation for leasing up to 3 City owned parking spaces.
 - B. Discussion regarding amending the ordinance in the Industrial Zone to allow for lesser setback. Higgs feels strongly that amending the ordinance would not be a good idea. The setbacks have worked great in the last several years; things should not change for one business. Planning Commission recommends keeping the setbacks as is.
 7. Old Business: None
 8. Public Comments – None
 9. Reports and Communications:
 - A. None
 10. Staff Comments:

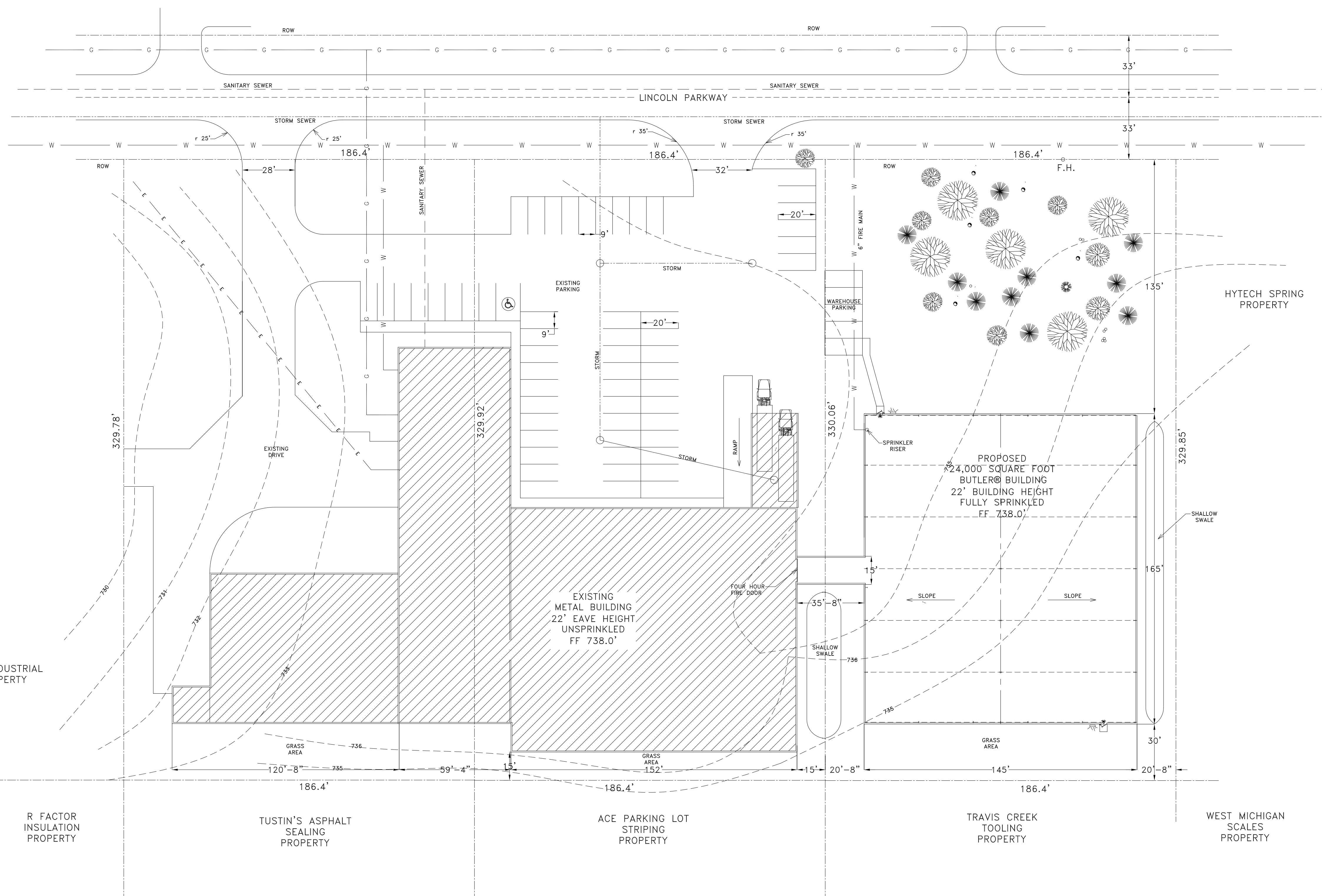
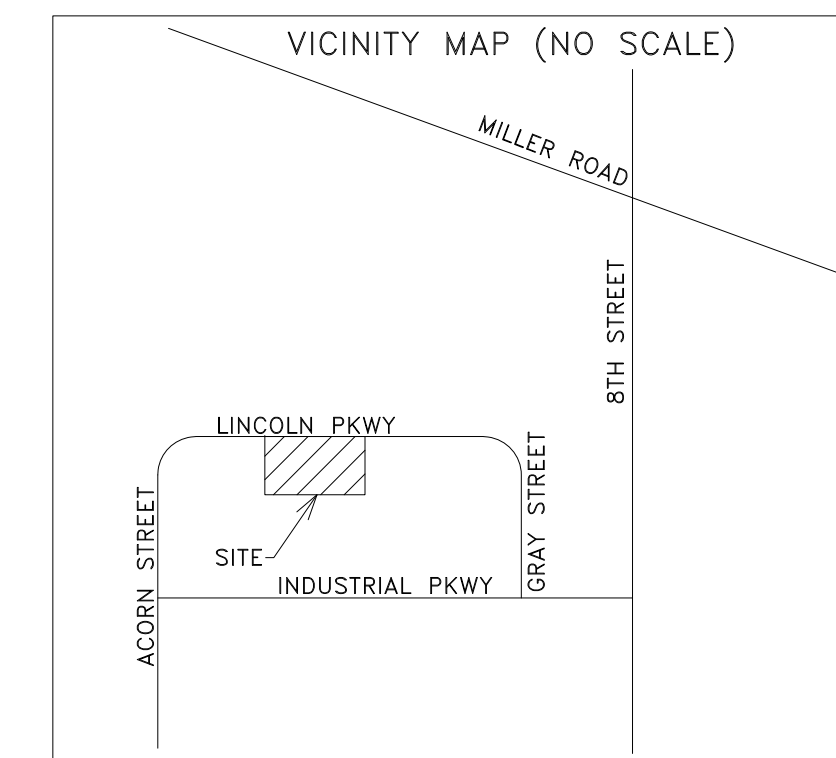
Siegel, Community Development Manager gave an update on the 150 year celebration for 2019; Bennett Family Agency ribbon cutting and Grand Opening, July 6; and the upcoming movie, Friday, July 27

Wilson, City Manager gave an update on the cleanup of the Mill, beginning in August. Curb cut out will be going in along M89 and Island Ave. for the trucks to use during the cleanup. The cleanup will progress into 2019.
 12. Commissioner Comments:
 13. Adjournment:

The meeting was adjourned at 8:06 p.m.
- Minutes submitted by Denise Siegel, Community Development Manager

LEGAL DESCRIPTION:
 LOTS 16 & 17 INDUSTRIAL PARK PLAT 1 SEC 29 T1N R11W (92)
 N 1/2 LOT 9 INDUSTRIAL PARK PLAT 1 SECTION 29 TIN R11W (10)

KENYON
 PARK
 PROPERTY



PROPERTY OWNER:
 RIZZO LAND COMPANY
 PO BOX 278
 PLAINWELL, MI 49080

PROPERTY CONTACT:
 BART RIZZO

PROPERTY ID: 03-55-205-009-10

PROPERTY ADDRESS:
 938 LINCOLN PARKWAY
 PLAINWELL, MI 49080

CONTACT TELEPHONE: 269.685.5808
 ZONING: M-1
 TYPE OF BUSINESS: EASEL, SETUP BOX & FOLDING CARTONS

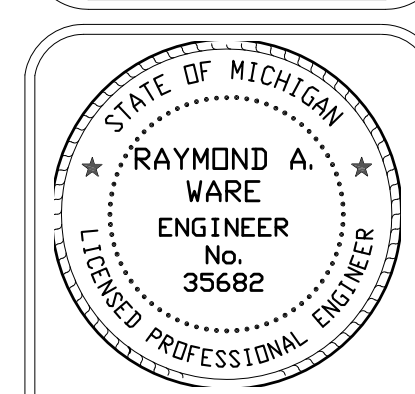
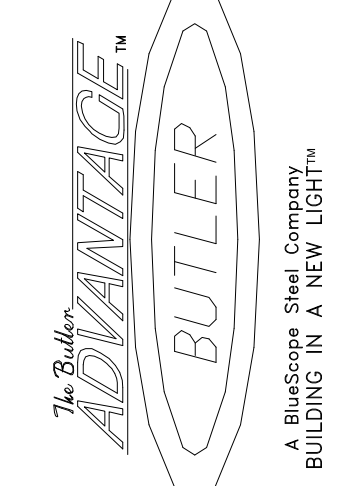
PROPERTY SIZE: 4.232 ACRES

2015 MICHIGAN BUILDING CODE
 USE GROUP F-1
 CONSTRUCTION TYPE 2-B
 WIND LOAD 115 MPH
 GROUND SNOW LOAD 35 LB.
 COLLATERAL LOAD 3#
 SPECTRAL RESPONSE ACCELERATION (S_s): 1.3
 SPECTRAL RESPONSE ACCELERATION (S₁): 6
 PROPOSED BUILDING IS FULLY SPRINKLED

PROPOSED DEVELOPMENT:
 24,000 SQ FT BUTLER® BUILDING

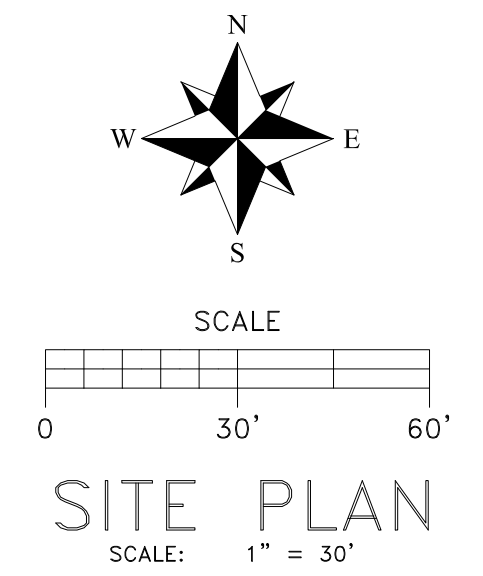
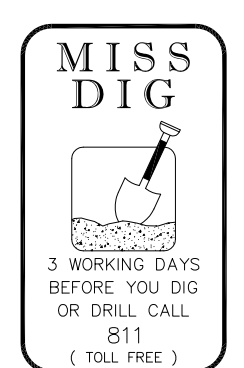
PROPOSED BUTLER BUILDING ADDITION FOR:
RIZZO PACKAGING, INC.
 PLAINWELL MI

CONTRACTOR PREPARED BY:
 JAMES WARE CONSTRUCTION, INC.
 903 NORTH CLAY STREET - SUITE A
 STURGIS, MICHIGAN 49091
 PHONE 269.651.4747



ENGINEER:
 RAYMOND A. WARE P.E.
 903 NORTH CLAY STREET - SUITE A
 STURGIS, MI 49091
 MICHIGAN LICENSE NUMBER 35682
 EXPIRES: OCTOBER 31, 2018

| | |
|---------------|----------|
| DATE: | 08/03/18 |
| SHEET NUMBER: | 1 |
| SCALE: | 1" = 30' |
| REVISIONS | BY: |





Preliminary Site Plan Checklist

City of Plainwell Administration Department
 211 N. Main St. Plainwell, MI 49080
 269-685-6821
 Plainwell.org

Project Name: Rizzo Packaging Inc.
 Parcel Number: **55-205-009-10**
 Current Zoning District: I (industrial)

| Item | Requirement | Shown | NO – N/A |
|------|--|-------|----------|
| 1. | Provide name, address and phone number of applicant | X | |
| 2. | Provide name, address, phone number and sealed with signatures of Michigan licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary or titled Preliminary Site Plan | X | |
| 3. | Has the Zoning Permit has been completed? | X | |
| 4. | Include the north arrow, legend, graphic and written scale on all sheets | X | |
| 5. | Include the land description | X | |
| 6. | Include the zoning of the site and adjacent parcels | X | |
| 7. | Include the gross land area | X | |
| 8. | Include scale | | |
| 9. | Include Structure location(s) Dimensions of lot and property lines- Location of all structures on subject and abutting properties- Location of each proposed structure, w/use(s), w/number of stories, gross building area Distances between structures and lot lines, setback lines | X | |
| 10. | Include Occupancy type and Fire exits | X | |
| 11. | Parking and Paving Proper number of parking spots/handicap? Location of loading docks/zone? Adequate loading space? Asphalt or gravel requirement met? | X | |
| 12. | Landscaping Location and volume meets requirement for zoning district | X | |
| 13. | Lighting Exterior lighting kept substantially on property? | | X |
| 14. | Traffic Flow (vehicular and pedestrian) Driveway permit needed? Does traffic circulation provide safe vehicular and pedestrian flow Public safety vehicle access? Yes Fire lanes needed? Driveway is sufficient | X | |
| 15. | Storm Water Retention Location of proposed storm collection area shown? Is it an adequate size? | X | |
| 16. | Dumpster Location and screening met for zoning district | | X |

| Item | Requirement | Shown | No- N/A |
|------|--|-------|---------|
| 17. | Water and Sewer Lines (hookups) Will permits be needed? Size and location of water connections/meter(s) ? Is a backflow preventer required? YES pr BN Size and location of sewer connections? Hydrant location #245 on NE side of property | X | |
| 18. | Noise, Odor, Particulate, Vibration, Combustible or Hazardous Material Concerns | | X |
| 19 | Signage Plan Describe plan and show signage plan | | X N/A |
| 20 | Outside Storage Will outside storage be required? Proper screen age and distances met? | | X N/A |
| 21. | Is Minimum/Maximum Lot Width Requirement Met | X | |
| 22. | Is Minimum/Maximum Lot Area Requirement Met | X | |
| 23. | Is Minimum/Maximum Height Requirement Met | X | |
| 24 | Are the Setback Requirements met for the zoning district Front – 30 Back - 30 Side - 20 | X | |
| 25 | Is this a phase Construction? If so Description of each phase: | | X |
| 26. | Fire Suppression Considerations (if applicable) Is sprinkler needed or recommended Yes Fire Pump needed (3 stories or more) | X | |
| 27. | Is this project in a wellhead Protection/Flood Hazard District? | | X |
| 28. | Include a brief description of the project – New building for storage approx. 24,000 sq. feet | X | |

Reviewed by:

Community Development Manager

DS 8/22/18

Public Works Superintendent

RN 8/23/18

Director of Public Safety

BBomar 8/23/18

Waste Water Superintendent

BP 8/23/18-commented no sewer or floor drains shown

City Manger

MINUTES
Plainwell City Council
July 23, 2018

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Smith of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler and Councilman Overhuel.
Absent: Councilman Keeney.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 07/09/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None
7. County Commissioner Report: None
8. Presentations:
Judge William A Baillargeon gave a report summarizing the 2017 Annual Report of the 57th District Court. He noted the great work of the clerical staff regularly making Allegan County tops in terms of compliance with SCAO reporting requirements. He highlighted the specialty courts, specifically the Drug Treatment, Mental Health Treatment, the Sobriety and the Veterans' Treatment courts for each bringing successes to those in need. Mayor Brooks thanked him for the report and added praise for the success of the Drug Treatment Court.
9. Agenda Amendments: None.
10. Mayor's Report: None
11. Recommendations and Reports:
 - A. Superintendent Pond reported the replacement SCADA system hardware affords better technology and the city's own radio frequency, further increasing reliability and performance of the system. Perceptive Controls will coordinate the installation of antennas and coaxial related to the project.
A motion by Steele, seconded by Overhuel, to accept the proposal from Perceptive Controls for installation of the SCADA antennas and coaxial related to the hardware replacement at a cost of \$8,272.00. On a roll-call vote, all in favor. Motion passed.
 - B. Personnel Manager Lamorandier presented changed to the city's Section 125, Employee Benefits, Plan to update for changes to the employee insurance plan offerings. There are two plans, one for a "short-year" of July 1 through July 31, 2018 and the other for a full fiscal year beginning August 1, 2018, which is required to properly reflect the employee health insurance coverage period.
A motion by Steele, seconded by Keeler, to adopt Resolution 18-20 for the Section 125 Plan Document Amendments. On a voice vote, all in favor. Motion passed.
 - C. Clerk/Treasurer Kelley reported on the annual budget amendment to carry approved prior year purchase encumbrances into the current fiscal year because of when the purchases were completed.
A motion by Steele, seconded by Keeler, to approve the 2018/2019 budget amendment for

the 2017/2018 encumbrance rollover. On a voice-vote, all in favor. Motion passed.

12. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the April and May 2018 Public Safety Reports, the June 2018 Water Renewal Report and the DRAFT Planning Commission Minutes from July 18, 2018. On a voice vote, all in favor. Motion passed.

13. Accounts Payable:

A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$130,552.35 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments None.

15. Staff Comments

Superintendent Nieuwenhuis reported investigating options to clean and remediate the leaf pile behind the DPW facility, including a quote from Renewed Earth for \$8,500 one-time cleanup and \$15,000 per year to process and remove the leaves.

Superintendent Pond reported the completion of the Hill Street Lift Station upgrade project.

Community Development Manager Siegel reported a “soft-opening” of the Dog Park is scheduled for July 30 with a formal recognition being planned for August.

Director Bomar reported the project to staff a School Resource Officer is back on track with participation from Gun Plan Township and an upcoming meeting with the Kalamazoo County Sheriff.

Clerk/Treasurer Kelley reported successful election equipment accuracy testing, so the staff is ready for the August 7, 2018 State Primary.

16. Council Comments:

Councilman Keeney asked staff to inquire about trucks at the Wastewater Treatment Plant making excessive noise in the very early morning hours most every day.

17. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:30 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
August 13, 2018

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Don Mejeur of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 07/23/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None
7. County Commissioner Report: None.
8. Presentations:
Jeni Quigley from GHD reported to Council that site excavation would begin August 20 and continue into December at which time the project would go on winter hiatus, weather permitting, and resume in March 2019 with an estimated completion date for May 2019. The work will be done Monday through Friday 7am to 5pm, with some Saturday work between 8am and 5pm. No work will be done on Sundays or Holidays. The trucks will enter and exit through a temporary curb-cut on M-89 just east of Island Avenue. It was reported that contaminated soil (which includes lead and manganese) would be removed to two separate facilities on the east side of the state and that the site would continue to be gated. The work this fall will be west and south of the mill buildings with work in the spring being along the river to coordinate with the power poles being moved, which is still being negotiated.
9. Agenda Amendments: None.
10. Mayor's Report:
Mayor Brooks expressed sympathy at the passing of Judy Himmelein and remembers fondly all the time she donated to the community as a whole.
11. Recommendations and Reports:
 - A. Superintendent Nieuwenhuis briefed Council on Michigan Department of Environmental Quality standards related to the city's leaf and brush piles accumulated in the back lot at the DPW facility. Bids were solicited for cleanup and annual maintenance and Renewed Earth offered the low bid.
A motion by Steele, seconded by Overhuel, to accept the proposal from Renewed Earth to remove the existing leaf pile at the DPW facility for \$8,500.00 and to process the 2018 leaf collection for \$15,000 and authorize the City Manager to execute all documents related to the approved action. On a roll-call vote, all in favor. Motion passed.
 - B. Superintendent Nieuwenhuis briefed Council about paving projects that would be tacked on to the Chart/Wedgewood paving projects previously approved. The Starr Road work would be completed prior to the school year and the Sunset project would include additional drainage off the road to prevent future deterioration of the road surface.
A motion by Keeney, seconded by Keeler, to accept the quote from Wyoming Asphalt to pave portions of Starr road and Sunset Street at a total project cost of \$17,700 and to

authorize the City Manager to execute all documents related to the approved action. On a roll-call vote, all in favor. Motion passed.

- C.** City Manager Wilson reported that while negotiations continue for a school resource officer agreement, other hurdles can be overcome by considering a mutual aid agreement with the Kalamazoo County Sheriff. Director Bomar reports that this agreement would grant arrest and enforcement powers to a school resource officer at Cooper Elementary, which would alleviate response time issues for the county deputy. This agreement is requested by the Kalamazoo County Sheriff.

A motion by Steele, seconded by Keeler, to approve the Mutual Aid Agreement with the Kalamazoo County Sheriff to deputize a School Resource Officer for Cooper Elementary and to authorize the City Manager and the Director of Public Safety to execute all documents related to the approved action. On a voice-vote, all in favor. Motion passed.

12. Communications:

- A.** **A motion by Keeney, seconded by Keeler, to accept and place on file the July 2018 Investment and Fund Balance Reports and the June 2018 Public Safety Report. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$334,951.15 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments

Rebecca Burns, a Gun-Plain Township Resident, introduced her son Ryan, and thanked Council for given Ryan the opportunity to meet a scouting goal by attending the meeting.

15. Staff Comments

Superintendent Nieuwenhuis reported to Council about water samples all having been taken timely without any major findings.

Superintendent Pond reported a possible early start on the screw pump replacement project.

Community Development Manager Siegel reminded Council of the grand opening of the Dog Park scheduled for August 14 at 5.30pm and reported good attendance and positive feedback since the soft-opening in July.

Director Bomar reported a new training regimen using web-based training sites, which is funded by Public Act 302 funds and that Plainwell is one of many local jurisdictions to implement this system of training.

Clerk/Treasurer Kelley reported completing the August Primary Election and starting work for the November, along with training and audit work. He reported a 30% voter turnout in Plainwell, which matches the county-wide turnout and higher than usual for a Primary Election. He also noted that four (4) candidates were in the running for City Council seats to be elected in November.

City Manager Wilson thanked the Election Inspectors for their dedicated and hard work during the election.

16. Council Comments:

Councilman Keeney thanked the Department of Public Safety for their quick and professional response to a recent incident. Director Bomar noted that Officer Chapman and Deputy Director Varley were the responders on that case.

Councilman Overhuel thanked the Public Works Superintendent for great work on a sidewalk on West Chart Street.

17. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:28 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer