

MINUTES  
Plainwell City Council  
June 22, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams from 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 and Councilmember Wisnaski. Absent: Councilmember 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 06/08/2020 regular meeting and the Council Minutes of the 06/18/2020 special meeting. On voice vote, all voted in favor. Motion passed.**
6. Public Comment:  
Myrene Kay Koch, JD, Allegan County Prosecuting Attorney provided Council with updates about the Prosecuting Attorney's Office.
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report:  
Mayor Keeler read a letter from Lee & Dawn Dean at 208 E. Brighton who thanked the Department of Public Safety, stating he appreciated very much that the Deans took time out to send that letter.
10. Recommendations and Reports:
  - A. Clerk Kelley reported having communicated with five (5) board members on various Boards and Commissions, each of whose term expires on June 30. Each member expressed desire to continue serving. The Mayor reviewed the list and has recommended re-appointment of each member, as presented, subject to City Council confirmation. Additionally, a business owner applied for appointment to the DDA/BRA/TIFA Board to complete Zelda Schipper's term, after the recent resignation. The Mayor recommends appointment, again subject to Council confirmation.  
**A motion by Overhuel, seconded by Wisnaski, to confirm the Mayor's appointment of Jennifer Loftus to the Board of Review, Karen Koehn to the Compensation Commission, Melissa Gelbaugh to the District Library Board, Paul Rizzo, Jim Turley and new member Angela Ridgway to the DDA/BRA/TIFA Board. On a voice vote, all voted in favor. Motion passed.**
  - B. Treasurer Kelley reported a requirement for a full actuarial valuation for the upcoming audited financials. Periodically as required by the Governmental Accounting Standards Board, the city must have an independent valuation of the long-term obligation for the city's Post Employment Retirement Benefits Plan. Prior valuations have been completed by Watkins Ross PC in Grand Rapids, who is familiar with the city's plan and its history. The Administration recommends awarding a professional services contact

to Watkins Ross PC for \$4,200.00 for an actuarial valuation as of June 30, 2020.

**A motion by Wisnaski, seconded by Steele, to award a professional services contact to Watkins Ross PC for \$4,200.00 for an actuarial valuation. On a roll call vote, all voted in favor. Motion passed.**

- C. Treasurer Kelley presented several budget amendments to account for 2019/2020 projects previously approved but not accounted for in the budget, and for changes to cost distributions.  
A motion by Steele, seconded by Overhuel, to approve the 2019/2020 Budget Amendments as presented. On a roll call vote, all voted in favor. Motion passed.**
- D. Treasurer Kelley reported having reviewed the listing of approved depositories for city funds as required by the Investment Policy. The current listing has no changes from the prior year.  
A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-14 for the approved depositories of city funds. On a voice vote, all voted in favor. Motion passed.**
- E. Treasurer Kelley presented a schedule of fines and fees for the upcoming 2020/2021 Budget Year. There was discussion of whether the fees charged actually cover the costs associated.  
A motion by Wisnaski, seconded by Overhuel, to adopt Resolution 2020-15 for the 2020/2021 Fines and Fees and asked staff to review the listing to confirm that costs are being covered. On a voice vote, all voted in favor. Motion passed.**
- F. A motion by Steele, seconded by Overhuel, to open a Public Hearing at 7:31pm for the 2020/2021 Plainwell City Budget. On a voice vote, all in favor. Motion passed.**

City Manager Wilson presented the 2020/2021 Plainwell City Budget showing the revenues and expenditures for all funds city-wide. The budget will continue to be a work in progress because of the unknowns from State regarding revenue sharing. This budget reflects about a 27% reduction in State Shared Revenue. City Manager Wilson outlined temporary reductions to staff hours and wages to help offset the anticipated revenue shortfalls. He noted that the only capital project included in the budget is the Mill Demolition, as all other projects are on a delayed basis.

*No public comment.*

**A motion by Wisnaski, seconded by Steele, to close the Public Hearing at 7:55pm. On a voice vote, all in favor. Motion passed.**

**A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-16 for the General Fund Appropriations and Resolution 2020-17 for the Special and Operating Funds Appropriations for the 2020/2021 Plainwell City Budget. 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 January through May 2020 DDA/BRA/TIFA Meeting Minutes, the May 2020 Public Safety Report and the May 2020 Water Renewal Report. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$86,842.14 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments

Community Development Manager Siegel reported that most of the businesses are back open – Elle will re-open in July. She reported that the Lost Raven sale has gone through and that there is interest in the Champion Law building. She reported proposed upgrades to the Warnement Building.

Personnel Manager Lamorandier thanked the staff for all their help, support and understanding during the shut-down and the budget process.

Superintendent Pond discussed the SAW Grant's work related to the sewer rate structure and the Asset Management Plan.

Director Bomar reported a peaceful protest with no law enforcement concerns on Friday, June 19 and thanked the Allegan County Sheriff's Office, the Michigan State Police and City of Otsego for their support. He also thanked Scott Zylstra from Old Mill Brewpub for having fed law enforcement during the event.

Superintendent Nieuwenhuis thanked all the volunteers for keeping the flowers looking great!

City Manager Wilson thanked the staff for their understanding during the budget process. He thanked the Department of Public Safety and specifically Deputy Director John Varley for great work planning and executing during the recent peaceful protest.

City Manager Wilson also reported having received a Letter of Termination from Lamar Advertising regarding the billboard on the Airport grounds. He asked for authority from Council to negotiate new terms based on advertising sales. The current contract provides a flat-rate for the City, which is outside industry norms. **A motion by Wisnaski, seconded by Overhuel, to authorize the City Manager to negotiate a new billboard contract. On a voice vote, all in favor. Motion passed.**

City Manager Wilson then reported that he's still waiting for final language from the Potawatomi Tribe in Wisconsin for a Memorandum of Agreement (MOA) to satisfy State Historic Preservation Office (SHPO) before finalizing the contract related to the Mill Demolition Project.

Clerk/Treasurer Kelley reports 2020 Summer Property Tax Statements will be mailed on Tuesday, June 30 and will be due on Monday, August 17, 2020. He reported that 351 Absent Voter Ballots have been issued and the city continues to accept applications from any city registered voter. He reported preparing for year-end and for the August 4, 2020 election.

15. Council Comments:

Councilmember Wisnaski thanked the flower volunteers and asked if the city could do anything for them. Councilmember Overhuel thanked the entire city staff for their work throughout the past several months.

Mayor Pro Tem Steele thanked everyone for their works.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:33 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

July 13, 2020

A handwritten signature in blue ink that reads "Brian Kelley". The signature is written in a cursive style with a horizontal line underneath the name.

Brian Kelley, City Clerk