

**MINUTES**  
**Plainwell City Council**  
**November 28, 2016**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Fenner of Lighthouse Baptist Church offered condolences for Noreen Farmer's passing and gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Overhuel, Councilman Keeler, Councilman Keeney and Councilwoman Steele. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 11/14/2016 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. Mayor Brooks turned the meeting over to Deputy Clerk Brian Kelley at 7:02pm, who congratulated Lori Steele and Todd Overhuel for being re-elected to the Plainwell City Council. Oaths of Office were administered to both.
7. Deputy Clerk Kelley stated that the offices of Mayor and Mayor Pro-tem were slated to election. He opened the floor for nominations for both offices.  
**A motion by Keeney, supported by Keeler, to nominate Richard Brooks as Mayor. With no further nominations, Deputy Clerk Kelley took a voice vote with all in favor to elect Richard Brooks as Mayor, passed.**  
  
**A motion by Keeney, supported by Overhuel, to nominate Lori Steele as Mayor Pro-Tem. With no further nominations, Deputy Clerk Kelley took a voice vote with all in favor to elect Lori Steele as Mayor Pro-Tem, passed.**  
  
Deputy Clerk Kelley turned the meeting back over to Mayor Brooks at 7:06pm.
8. General Public / County Commissioner:  
Chief Bomar recognized Joy Sausaman for 15 years of service. He listed many of the duties Joy performs and has performed over her career thus far. She provides many support functions to the Plainwell Public Safety Department as well as other related organizations and is the main "go-to" for the department. City Manager Wilson echoed the positive sentiments.  
  
Superintendent Updike recognized Aaron Bird for his 10 years of service. Aaron is a versatile worker with many skills from welding to repairs to flat-work. He is always in motion and works hard for whatever task is at hand.
9. Agenda Amendments: None.
10. Mayor's Report: Go Broncos!
11. Recommendations and Reports:
  - A. City Manager Wilson presented three (3) amended job descriptions to reflect what has been shifted as a result of Noreen Farmer's retirement. The election management and record retention duties are included in the Clerk/Treasurer combined job description, most of the planning responsibilities are included in the new Community Development Manager job description, which will be Denise Siegel's position, and some administrative and tracking duties are included in the new Senior Office Clerk job description, which will be Shirley Wilfinger's and Cheryl Pickett's new job title.  
**A motion by Steele, supported by Keeler, to approve the amended job descriptions as presented. On a voice vote, all in favor. Motion passed.**

- B. City Manager Wilson segued the Clerk/Treasurer job description into an introduction of Brian Kelley as the new Clerk/Treasurer. He noted that Brian has been doing the work and believes this is the best action for the city going forward.

**A motion by Steele, supported by Keeler to confirm the City Manager's appointment of Brian Kelley as City Clerk/Treasurer. On a voice vote, all in favor. Motion passed.**

Clerk/Treasurer Kelley thanked the City Council, the Manager and the Administration for its support during the election process and looks forward to learning many new roles and responsibilities while working with the citizenry of Plainwell.

- C. Community Development Manager Siegel briefed Council on a resolution that allows the City Manager to act as a liaison with the Michigan Economic Development Corporation (MEDC) to certify the city as a Redevelopment Ready Community (RRC). There are many practices to be documented in accordance with best practice models. Each of six (6) categories must be met for grant approvals. City Manager Wilson noted that this designation helps standardize practices across the state, which is a benefit to developers/investors. He noted that this project will be a lot of work up front for city staff, but the future benefits are worth the work.

**A motion by Keeler, supported by Keeney, to approve Resolution 16-21, authorizing the City Manager to proceed toward application for Redevelopment Ready Community designation. On a voice vote, all in favor. Motion passed.**

- D. Chris Olsen from Ridgeview Retail Limited presented a Council a concept plan for the sale and development of four parcels at the northeast corner of Allegan and Prince Streets. He noted that the company has reviewed many sites around Southwest Michigan and chose Plainwell for its plans for growth and development. This development plan calls for a 3,500-to-4,000 square foot building to house a retail Sweetwater's Donut store combined with a franchisee training facility and a corporate headquarters for Ridgeview Retail Limited, which manages the nationwide franchising effort for Sweetwater's Donuts. The retail location will draw guests into Plainwell from around the area and will be open 24/7. The training facility will bring in people from around the country to enjoy the amenities Plainwell has to offer. The Real Estate Buy and Sell Agreement was reviewed and City Manager Wilson noted four (4) amendments to the agreement from what was presented to Council. The amendments are as follows:

- a. "Exhibit A" as noted in Section 1 of the Agreement is the map included in the concept plan presented to Council at the meeting.
- b. Section 7 has removed a typographical error with an extra "t" between the words "at" and "closing".
- c. Section 9 was modified to grant a 120-day contingency period instead of a 60-day period. This is due to the timing of receiving a letter from the EPA related to the site itself.
- d. A right-of-refusal clause has been added giving the city the right to review future development on the site.

Richard Schell Jr., Vice-President of Ridgeview Retail Limited, noted for Council his excitement for this project and the ancillary developments that could bring even more people into Plainwell.

**A motion by Keeler, supported by Overhuel, to accept the buy/sell agreement with Ridgeview Retail Limited, as amended by notation above, for four (4) parcels of land at the northeast corner of Allegan and Prince Streets. On a roll-call vote, all in favor. Motion passed.**

12. Communications:

**A motion by Steele, seconded by Overhuel to accept and place on file the October 2016 Water Renewal Report On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

**A motion by Keeler, supported by Keeney, that the bills be allowed and orders drawn in the amount of \$91,805.54 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments

None.

## 15. Staff Comments

Personnel Manager Lamorandier congratulated Joy Sausaman and Aaron Bird and remarked what a great long-term staff works in the city as a whole.

Superintendent Updike noted that his staff is decorating for Christmas.

Superintendent Pond reported that his capital projects are nearing completion.

Community Development Manager Siegel noted that the indoor farmers' market was a success in its first week with 21 vendors. There are three more Saturdays for the public to visit and buy some Christmas wares. She noted working on the upcoming parade and festival.

Chief Bomar noted the donation of 13 unclaimed bicycles to the Salvation Army. He also noted that Midway Chevy had identified a replacement vehicle for the cruiser that was damaged/totaled earlier in the fall and that a purchase order would be considered at the next Council meeting.

Clerk/Treasurer Kelley again thanked the Administration and the election workers for a successful election. He noted that he is awaiting formal notification of a statewide recount for President of the United States. He also noted that the audit is near completion.

City Manager Wilson noted that any discussion of the Jenson Lot as it relates to the Barbed Wire Café site plan (from the last Council meeting) has been reduced to the city most probably providing an easement to the land instead of selling a part of the Lot. Nothing has been finalized at this time and Council will continue to be briefed.

## 16. Council Comments:

Councilman Keeney congratulated Joy Sausaman and Aaron Bird and welcomed Sweetwater's to Plainwell.

Councilman Overhuel also congratulated Joy and welcomed Sweetwater's.

Mayor Pro-Tem Steele thanked the voters for re-electing her and Councilman Overhuel. She also congratulated Joy Sausaman. She thanked Sweetwater's for having chosen Plainwell and she looks forward to growing together.

## 17. Adjournment:

**A motion by Steele, supported by Overhuel to adjourn the meeting at 7:57 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer