



CITY COMMISSION MEETING AGENDA

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, October 21, 2019
7:00 p.m.

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comments
5. Approval of the following City Commission Minutes:
 - a. Regular Meeting: October 7, 2019
6. Reports & Minutes
 - a. Planning Commission Minutes: October 14, 2019 DRAFT
 - b. Fennville Area Fire Board Minutes: September 24, 2019 DRAFT

UNFINISHED BUSINESS

7. The City Commission will continue discussion on the request from the Fire Department regarding the purchase of new equipment.

NEW BUSINESS

8. The City Commission will receive a copy of the Draft 2020-2024 Recreation Plan as recommended by the Planning Commission.
9. The City Commission will briefly review the City Administrator's preliminary personnel plan for the Department of Public Works.

10. Reports of Standing Committees:

- a. Finance/Personnel: *Mayor, Machan, Suerth*
- b. City Services (Police, Ambulance & Fire): *Machan, Brien, Suerth*
- c. City Properties: *Hageman*
- d. Ordinances/Community Relations: *Hayden, Almquist*
- e. Planning: *Suerth, Hageman*
- f. Administrative/DDA: *Mayor, Almquist*

11. Miscellaneous

12. City Attorney Report

13. City Administrator Report

14. Approval of Bills

15. Adjournment



CITY COMMISSION MEETING MINUTES

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, October 7, 2019
7:00 p.m.

1. Call to Order/Roll Call

The meeting was called to order by Mayor Pantelleria at 7:00 pm.

Present: Almquist, Brien, Hageman, Hayden, Machan (7:01 pm) Pantelleria, Suerth
Absent:

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

The Agenda was approved as presented with the addition of "Retail outlet presentation" added after Item #10.

4. Public Comments

5. Approval of the following City Commission Minutes:

a. Regular Meeting: September 17, 2019

Moved by Suerth, seconded by Pantelleria, to approve the minutes of September 17, 2019 as presented.

6. Reports & Minutes

UNFINISHED BUSINESS

7. The City Commission will continue discussion on the request to change the stop sign locations at the intersection of Reynolds and Elizabeth Streets.

During the first meeting in September, the City Commission was asked to consider approving a Traffic Control Order to change the stop signs at the intersection of Reynolds and Elizabeth Streets. The request was initiated by concerns the school had regarding traffic flow due to the reconfiguration of the elementary drives. At that meeting, the City Commission tabled their consideration. Since the drive had just been opened, the Commission wanted to have the Chief of Police observe traffic to determine if any of the concerns came to fruition.

After reviewing the traffic flow, the Chief of Police does not feel it is necessary to change the stop sign configuration and as a result staff is withdrawing the Traffic Control

NEW BUSINESS

8. The City Commission will be asked to approve a letter of engagement with Bakertilly Municipal Advisors for financial services related to the SRF projects.

As with the USDA projects, the City will need to approve formal engagements with financial advisors and legal counsel for work related to the SRF projects. Andy Campbell, of Bakertilly Municipal Advisors, has been working with the City for quite some time now related to the SAW Grant work and we are currently engaged with his firm as our financial advisors for the USDA projects.

Pantelleria, seconded by Brien, to approve a letter of engagement with Bakertilly Municipal Advisors for financial services related to the SRF projects in the amount of \$12,750.00. Voted Yes: All. Motion carried.

9. The City Commission will be asked to approve the following special event requests:

a. **Circus Fundraiser Special Event: Thursday, June 18, 2020.**

b. **Lightning Stone Dash Special Event: Saturday, August 22, 2020.**

a. The City has received a special event application for a Circus Fundraiser event to be sponsored by the Fennville Area Fire Department. FAFD is requesting the use of the ball fields at Memorial Park for the event between the hours of 8 a.m to 10 p.m. This will be the location for the tent. In addition, they have requested the use of a hydrant. The Department of Public Works, Fire Department and Police Department have reviewed the application and have no concerns with the request.

Moved by Machan, seconded by Pantelleria, to approve the Circus Fundraiser Special Event for Thursday, June 18. 2020. Voted Yes: All. Motion carried.

b. The City has received a special event application for the Lighting Stone Dash to be held on Saturday, August 22, 2020. This will be the 2nd year for the event which is a skateboarding competition consisting of a 400 yard dash and a grind bar competition. The event is again planned to be held on Fennville Street downtown.

There were a few changes to the application for the 2020 event. First, the original event request from 2019 had Fennville Street closed from Main Street to approximately 50' west of Maple Street from 8 a.m. to 10 p.m. for the event. However, due to some concerns regarding fall and deceleration zones, the road was closed from Main to South Streets. The 2020 event is requesting the same road closures. Secondly, the event organizer is not requesting the commission allow him to bring in vendors. As part of the approval process, the application has been reviewed by the Department of Public Works, Police Department and Fire Department and they have no concerns. However, the DPW will be requesting that one side of South Street from Main to Fennville Street will be designated as a no parking zone to ensure Fire Vehicles can navigate the road for emergency response. The police department will have officers at the event as well. Once approved, the event organizers will submit proof of liability insurance naming the City as an additional insured. An organization meeting will be held approximately two weeks before the event to finalize event details.

Moved by Suerth, seconded by Hayden, to approve the Lightening Stone Dash Special Event for Saturday, August 22, 2020. Voted Yes: All. Motion carried.

10. The City Commission will be asked to discuss a request from the Fire Department regarding the purchase of new equipment.

Dave Johnson, FAFB, presented the Fire Department's request to purchase a "Quick Attack Truck" to meet the needs of the Fire Department at this time. A new engine purchase was put on hold in 2018 and the Quick Attack Truck would replace aging brush and rescue trucks. Since the purchase is not included in the current fiscal year's budget, Pantelleria requested the Fire Department present an updated Capital Improvement Plan for the next eight years, to include the purchase of the Quick Attack Truck and a new/used engine in the future. Question was raised if an RFP was issued.

10.5 Retail outlet presentation.

Sigrefo Arriola is interested in opening a shoe/cowboy boot/clothing store in Fennville. His store is currently in Benton Harbor; he lives in Fennville. He is interested in leasing/buying the former Chemical Bank building. If the City leases the building the money received would go directly to paying off the mortgage on the building. Discussion of the City's future use of the bank building and DDA's planned use for the 220 Building.

A Workshop will be scheduled for October 21, 2019 at 6:00pm to discuss the City's planned use of the building.

11. Reports of Standing Committees:

- a. Finance/Personnel: Open DPW position has been advertised; Morgan will present a plan for the future of the DPW department and the IRP operation.
- b. City Services (Police, Ambulance & Fire): The Police department has four part-time officers now; work is mandatory for the Goose Festival weekend. The FAFB has begun Officer training classes; they will be on standby for home football games; Senior Socials are being held at the fire department; pancake breakfasts will be held the second weekend in Nov and Dec.
- c. City Properties: Trees on Rose and Maple Street are dying.
- d. Ordinances/Community Relations: Morgan asked for volunteers to be in the Goose Festival parade.
- e. Planning: Planning Commission meeting scheduled for 10/4/19.
- f. Administrative/DDA: Volunteers needed for the Goose Festival. DDA plans to list the open space for sale and work has begun on the Holiday celebration.

12. Miscellaneous

Question of the planned use for the tennis courts now that ownership has been established with the School. Dave Johnson said a tentative plan is to provide a path for the kids to walk to and from school across the courts.

13. City Administrator Report

Morgan reiterated the need for volunteers for the Goose Festival weekend.

14. Approval of Bills

Moved by Machan, seconded by Suerth, to approve payment of the bills in the amount of \$53,869.38. Voted Yes: All. Motion carried.

15. Adjournment

The meeting adjourned at 8:24 pm.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer

DRAFT



PLANNING COMMISSION MINUTES

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, October 14, 2019
6:30 p.m.

1. Call to Order by City Administrator Morgan at 6:30 p.m.

2. Roll Call

Present: Martin, Rae, Suerth

Absent: Andry, Piantek

In lieu of the Chairperson being absent, Commission Martin was selected to run the meeting.

3. Pledge of Allegiance

The Pledge of Allegiance was recited.

4. Public Comments

None at this time.

5. Minutes

a. Regular Meeting: July 8, 2019

b. Special Meeting: September 12, 2019

Moved by Rae, seconded by Suerth to approve the regular meeting minutes from July 8, 2019. Voted Yes: All. Motion carried.

Moved by Rae, seconded by Suerth to approve the special meeting minutes from September 12, 2019. Voted Yes: All. Motion carried.

6. The Planning Commission will be asked to take the following action regarding the draft recreation plan:

a. **Hold a public hearing regarding the plan.**

b. **Consider making a recommendation to the City Commission to approve the 2020-2024 Recreation Plan.**

Moved by Suerth, seconded by Rae to open the public hearing regarding the draft 2020-2024 Recreation Plan. Voted Yes: All. Motion carried. Public hearing declared open at 6:34 p.m.

The Commissioners discussed the following changes to the plan document:

- The City Administrator received some public input that the cemetery roadways should be added to the plan as they provided walking and biking opportunities.

The Planning Commission asked that a paragraph regarding the cemetery be added to the recreation amenities within the plan.

- Pinnacle Foods has been purchased by Conagra Brands and should be referenced as such.
- The green space on 58th and Main Street was referenced as a park but it is not official a park property and should be referenced as a green space. In addition it should be added that the property was donated by Janice C. Hutchinson.

Scott Hageman, City Commissioner and local business owner was present to discuss his desire to construct a skateboard parking within the City and share his ideas for funding the project. The Planning Commission noted that exploring interest in a skateboard park was included as part of the draft recreation plan and encouraged him to take his ideas to the City Commission.

There were no further public comments.

Moved by Suerth, seconded by Rae to close the public hearing. Voted Yes: All. Motion carried. Public hearing closed at 7:05 p.m.

Moved by Rae, seconded by Suerth to recommend approve of the draft 2020-2024 Recreation Plan with the changes noted in the public hearing to the City Commission. Voted Yes: All. Motion carried.

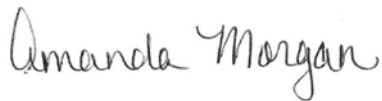
7. The Planning Commission will be asked to set the meeting schedule for 2020.

The Planning Commission discussed the meeting schedule for 2020. There has been much discussion in the past to change the meeting date to encourage greater attendance of the member and allow for attendance by the City's Zoning Administrator. It was the consensus of the commission to move the meetings to the 1st Tuesday of the quarter with the meetings starting at 6:30 p.m. The dates for 2020 are as follows: Jan 7, Apr 7, July 7, Oct 6.

8. Adjournment

- a. January 7, 2020.

Respectfully Submitted,



Amanda Morgan
City Administrator

Approved by Planning Commission: **DRAFT**

Fennville Area Fire Board
September 24, 2019

The regular September meeting of the FAFB was called to order at 5:30 p.m. by Dave Johnson.

Present: Johnson, Machan, Wells

Absent:

Also Present: Deborah Perez, Mike Andry, Paul Hapke, Kyle Trinklein, David Birkholz

CONSENT AGENDA: Machan moved, seconded by Wells, to approve the Consent Agenda items A. Minutes from the regular meeting August 27, 2019 and B. Financial Report. Ayes: All. MOTION CARRIED.

AGENDA: Add "Full-time Firefighter Compensation" to New Business

COST RECOVERY INVOICES: Wells moved, seconded by Machan, to bill Consumers Energy and Auto Owners Insurance for Cost Recovery (Runs 283, 284 & 299). Ayes: All. MOTION CARRIED.

CORRESPONDENCE: None.

FIRE CHIEF REPORT:

- A. Officer Classes: New Officer classes have begun.
- B. 911 Memorial Walk: Members attended the 911 Memorial walk in Kalamazoo.
- C. School Fire/Tornado drills: The Department attended a fire drill at the Middle School and a Tornado drill at the High School.
- D. Homecoming Parade/Lightening Stone Dash: The Department has approved the event applications for the Homecoming Parade and 2020 Lightening Stone Dash events.
- E. Football game standby: The Department will be on standby during the home football games.
- F. SCBA Bottles: New SCBA bottles have been ordered and 6 others have been tested.
- G. Museum: A new wooden fire truck and gear locker have been made to be put in the Children's Museum.
- H. Senior Socials: The Senior Socials are being held at the Department now and have been going well.
- I. Thermal Imager Cameras: New thermal imager cameras, along with truck chargers, have arrived.
- J. Auxiliary Members: There are five volunteers to be Auxiliary Members of the Department to assist with community events and socials.
- K. Run Report: 27 Runs for the period: 19 medical, 7 fire, and 1 assist to Saugatuck.

- L. Fundraiser/Circus: The Department has been contacted by a small circus company for a possible fundraising event to bring the circus to town in June of 2020; the department would receive a portion of the tickets sold.

FACILITIES: No report.

TRAINING: Andry reported training involved the “after action report” from the Wilson Fire and issues surrounding electricity; there was also some “muscle memory” training involving the Lucas and AED devices. Medical CEs begin next month.

MAINTENANCE: Birkholz reported Truck 517 had the lights updated.

OLD BUSINESS:

Strategic Plan: The Board will schedule a workshop meeting in the near future to review the draft of the Strategic Plan and Goals.

Truck Purchase: Johnson presented the Manlius Township Board with information on the “Quick Attack” Truck; Manlius Township had a positive response. Johnson will present the information on the truck to the City of Fennville Commission on October 7, 2019.

NEW BUSINESS:

Full-time Firefighter Compensation: Discussion of pay for calls/trainings/meetings outside of normal working hours.

Moved Wells, seconded by Machan, to approve the addendum to Paul Hapke’s Employment Agreement as attached. Voted Yes: Wells, Machan, Johnson. MOTION CARRIED.

PUBLIC/OTHER:

Hapke presented the Board with information about a new engine. Hapke is working on a FEMA grant application that could potentially cover 100% of the purchase price (estimated at \$645,000).

NEXT REGULAR BOARD MEETING: October 29, 2019 @ 5:30 pm.

Moved Wells, seconded by Machan, to adjourn the meeting at 6:13 pm. Ayes: All. MOTION CARRIED.

Respectfully submitted,
Deborah Perez

Memo

DATE: October 18, 2019

TO: City Commission

FROM: Amanda Morgan
City Administrator

SUBJECT: Agenda Item 7: Fire Truck Purchase Inspections Discussion

The City Commission will be asked to continue discussion on the request from the Fire Department regarding the purchase of new equipment.

Background Information

During the meeting on Monday, October 7, 2019 the Fire Board Chairperson present information on a request regarding the purchase of a new piece of equipment. The City Commission requested that they provide an updated Capital Improvement Schedule and price comparables for the vehicle.

Attached is the information requested.

Attachment(s)

- Capital Improvement Schedule
- Explanation of capital Outlay Plan
- Truck Comparables

Recommended Action

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	YEAR		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2	APPARATUS												
3	ENGINE 517	2002/25							\$400,000				
4	ENGINE 518	1994/25											
5	TENDER 545	2001/25											
6	RESCUE 561	1998/20											
7	SQUAD 571	2005/15											
8	BRUSH TRUCK 535	1986/NA	REPLACE										
9	BRUSH TRUCK 532	1986/NA	REPLACE										
10	QUICK ATTACK	2019/30	\$148,600										
11	BRUSH UNIT 531	2008/15										\$25,000	
12	EQUIPMENT												
13	TURNOUT GEAR / PPE	ANNUAL/10		\$10,000	\$10,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
14	SCBA PACKS	2004/20						\$32,000					
15	SCBA BOTTLES	ANNUAL/15		\$4,500								\$4,500	\$4,500
16	SCBA FILLING STATION	2004/30											
17	THERMAL IMAGING CAMERA	2019/15											
18	TRUCK LIGHT UPGRADE												
19	WATER RESCUE EQUIPMENT	2005/20											
20	EXTRICATION TOOLS	2016/15											
21	DUMP TANK X2	2007/15											
22	AIR BAGS FOR LIFTING	1988/7											
23	PUMP FOR BRUSH UNITS	2007/15											
24	STATION												
25	OFFICE EQUIPMENT	1999/30											
26	TRUCK BAY FLOORS	1999/20											
27	KITCHEN APPLIANCES	1999/20					\$3,200						
28	RESIDENTIAL HEAT SYSTEM	1999/15											
29	HEAT SYSTEM TRUCK BAY	1999/20					\$12,000						
30	TRAINING ROOM FURNITURE	1999/30											
31	CLASSROOM TV	2015/20											
32	GENERATOR AND TRANSFER SWITCHES												
33	ROOF-STATION	1999/25				\$18,000							
34	CARPET-OFFICES	2011/15							\$3,000				
35	RESEAL PARKING LOT				\$5,000								
36	TOTAL EXPENSES		\$148,600	\$14,500	\$15,000	\$20,500	\$17,700	\$34,500	\$402,500	\$5,500	\$2,500	\$32,000	\$14,500
37													
38	CAPITAL BUDGET		\$0	\$14,500	\$10,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$7,000	\$14,500
39	ADDITIONAL AMOUNT NEEDED		(\$148,600)	\$0	(\$5,000)	(\$16,500)	(\$15,200)	(\$32,000)	(\$400,000)	(\$3,000)	\$0	(\$25,000)	\$0

Explanation of Capital Outlay Plan:

Our Capital Outlay plan shows as follows

1. Replacement Engine planned for 2025. That will make our current engine 25 years old at that time.
2. UTV Brush Unit Replacement for 2028 that will make our current unit 20 years old at that time.
3. Turnout Gear and PPE: After the next 2 year budgets all turnout gear will be uniform and compliant. In 2022 we reduce the PPE budget for that reason and allow us to replace or purchase 1 set a year if needed until 2029 when we will need to start replacing our new gear again. Turnout gear is good for 10 years.
4. SCBA Packs replace in 2024. That will give our packs 20 years and then won't need to be purchased for another 15-20 years.
5. SCBA Air Bottles: after next year we will be up to date on air bottles and will not need to start replacing them again until 2028. Air bottles have a life shelf of 15 years.
6. Update kitchen appliances in 2023. That will make our current appliances 25 years old.
7. New heat system in the truck bay in 2023. That will be given our current system 25 years.
8. A new roof for the station will need to be taken care of in 2023. That is from having someone come out and tell us we only have 3-4 years left on the roof. The roof we have now is the original.
9. Carpet in meeting rooms we will need to be replaced from basic wear and tear.
10. The parking lot will need to be resealed again within the next couple years.

Truck Comparables

2019 Ford F550 from Midwest Fire \$138,462

1. It's only a regular cab compared to an extended cab.
2. Only 8 gallons of foam compared to 10 gallons.
3. Does not have front ground sweeps to spray water.
4. No in cab controls.
5. No walk-thru on the truck.
6. 100 ft hose reel with 1" hose lone compared to 150 ft.
7. No winch
8. Smaller fuel tank
9. No decals.
10. Less storage capacity.

We would have to purchase a winch and pay for truck to be decaled before truck would be in service. Approximately price for winch and decal package will run around \$2200 dollars. Would also need to install an auto eject charging system \$221.80 plus installation charge. In addition adding from sweeps to the truck would be over \$5000 plus installation.

2019 Ford F550 from Fenton Fire \$121,995

1. We would have to deal with diesel emissions.
2. Has 1 1/2 "hose line discharge compared to 2.
3. 100 ft hose reel with 1" hose compared to 150 ft.
4. No front sweeps
5. Truck is a dually compared to single rear wheel.
6. Less storage
7. No lift kit to go off road.
8. Does not have in cab controls.
9. No winch
10. Partial decal package
11. Minimal scene lighting 1 work light compared to 7 scene lights.
12. Does not have an auto eject charging system.

We would have to purchase a winch and pay for truck to be decaled before truck would be in service. Approximately price for winch and decal package will run around \$2200 dollars. Would also need to install an auto eject charging system \$221.80 plus installation charge. In addition adding from sweeps to the truck would be over \$5000 plus installation. Would have to install more scene lights to the truck approximately \$2500.

2012 Ford F-550 from Brindlee Mountain \$135,000

1. 300 gallon tank compared to 400 gallons.

2. 7 years old
3. 34,000 miles
4. Dually
5. No lift kit to be able to go off road.
6. No front sweeps.
7. We would have to deal with diesel emissions.
8. No winch
9. Partial decal package
10. Does not have an auto eject charging system
11. No built in walk-thru.

We would have to purchase a winch and pay for truck to be decaled before truck would be in service. Approximately price for winch and decal package will run around \$2200 dollars. Would also need to install an auto eject charging system \$221.80 plus installation charge. In addition adding from sweeps to the truck would be over \$5000 plus installation.

2019 Dodge Ram 5500 \$125,995

1. Diesel and emissions.
2. Dually
3. No lift kit to be able to go off road if needed.
4. 300 gallon tank compared to 400 gallons.
5. 150 gpm pump compared to 250 gpm.
6. Partial decal package.
7. No front sweeps.
8. No running boards or steps.
9. No winch.
10. Does not have an auto eject charging system.
11. Does not have in cab controls.
12. No built in walk-thru.
13. Only scene light is to back of the truck.

We would have to purchase a winch and pay for truck to be decaled before truck would be in service. Approximately price for winch and decal package will run around \$2200 dollars. Would also need to install an auto eject charging system \$221.80 plus installation charge. In addition adding from sweeps to the truck would be over \$5000 plus installation. Would need to install more scene lights to the truck approximately \$2500.

2013 Pierce Ford F-550 \$145,000

1. 6 years old
2. 21,166 miles.
3. No winch

4. Dually
5. Diesel and emissions.
6. 300 gallon tank compared to 400 gallons.
7. Pump has not been tested for 5 years.
8. No lift kit to be able to go off road.
9. Partial decal package.
10. No built in walk-thru.
11. No front sweeps.

We would have to purchase a winch and pay for truck to be decaled before truck would be in service. Approximately price for winch and decal package will run around \$2200 dollars. Would also need to install an auto eject charging system \$221.80 plus installation charge. In addition adding from sweeps to the truck would be over \$5000 plus installation.

Memo

DATE: October 18, 2019

TO: City Commission

FROM: Amanda Morgan
City Administrator

SUBJECT: Agenda Item 8: 5-year Recreation Plan

The City Commission will receive a copy of the Draft 2020-2024 Recreation Plan as recommended by the Planning Commission.

Background Information

In 2017 the Planning Commission worked to update the 5-year Recreation Plan and the updated plan was submitted to the DNR in early 2018. Shortly after the document was submitted, the City received notice from the DNR that unfortunately the plan was deficient in several items and was not approved.

The City Commission has indicated that they would like to make planning for park improvements a priority over the coming fiscal year. As those designs are completed, we will be looking into grant opportunities to aid in funding those improvements. However, to be eligible to receive grants from the DNR, the City needs to have a completed 5-year Recreation Plan on file. The Planning Commission was again being asked to work through updating the document and addressing the deficiencies identified by the DNR.

Staff worked to address the following deficiencies and update the document to include:

- Map with City parks labeled.
- ADA Assessment for all City Parks.
- Documentation of public hearings.
- Required Certification Checklist
- Post Completion Self-Inspection Reports
- New Transmittal letters to County and regional planning for updated document.

The Planning Commission was asked to focus on providing the “Goals and Objectives” required within the plan and to hold the public hearing process. The new plan was required to be available to the public for comment for a 30 day period before the final approval can occur. The Planning Commission used the following process to review the document and meet the DNRs requirements:

April 8th Regular Meeting:

- Reviewed items needed and set meeting schedule.
- Worked with City Administrator to develop questions for an internet based survey to gather input.
- Scheduled a public input session for June 11th to develop goals and objectives.

June 11th Workshop

- Held a public input session and develop goals and objectives.

July 8th Regular Meeting:

- Reviewed draft plan.
- Issued Notice of Availability – minimum 30 days.

October 14th Regular Meeting:

- Held public hearing on draft plan.
- Made recommendation to the City Commission for approval.

The next step in the process is for the City Commission to consider a resolution adopting the plan. For this meeting, the City Commission will be given a copy of the plan for review. The resolution formally adopting the plan will be presented during a regular meeting in November.

Attachment(s)

- Draft Plan Available online at:
<http://cms8.revize.com/revize/fennville/Document%20Center/Official%20Documents/Recreation%20Plan%202020.pdf> (Paper copies will be distributed during meeting)

Recommended Action

- No action needed at this time.

Memo

DATE: October 18, 2019
TO: City Commission
FROM: Amanda Morgan
City Administrator
SUBJECT: Agenda Item 9: DPW Personnel Plan

The City Commission will briefly review the City Administrator's preliminary personnel plan for the Department of Public Works.

Background Information

The recent resignation of a long time DPW staff member has again raised concerns amongst the Commissioners regarding staffing levels. This has been an issue that has been on my radar since I began overseeing the DPW in January. I have been working to develop a plan to reduce staff hours to present to the Personnel Committee but, in light of the recent resignation and subsequent questions, wanted to provide the Commission with a brief overview of the preliminary plan, the full details of which will be discussed with the Personnel Committee in the very near future.

The City's contract with Dan Jenkins for the operation of the Iron Removal Plant ends in June 2020. I have been working with Dan and the DPW Foreman to formulate a succession plan upon the end of his contract. These discussions have focused on shuffling duties to absorb Dan's responsibilities into the current DPW staff.

Further information will be provided at the meeting.

Attachment(s)

-

Recommended Action