



CITY COMMISSION MEETING AGENDA

City Hall, 222 South Maple Street, Fenntville, MI 49408
Monday, January 6, 2020
7:00 p.m.

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Approval of Agenda

4. **Public Comments**

During this time, members of the public will be given an opportunity to speak on items not on the agenda. Please remember that comments are limited to 5 minutes and should be directed toward the Mayor. If you wish to speak to an item on the agenda, you will be given the chance to do so before the Commission discusses the item.

5. **Approval of the following City Commission Minutes:**

- a. Regular Meeting: December 16, 2019

6. **Reports & Minutes**

- a. MTS Report – November 2019

NEW BUSINESS

7. The City Commission will be asked to approve a 5% contribution of employee wages for 2019 to the SEP for a total of \$17,066.58.
8. The City Commission will discuss and confirm the commission's desire to move forward with listing the current city hall building, located at 222 S Maple Street, for sale.

9. The City Commission will received a copy of the FY2019 Audit.

10. **Reports of Standing Committees:**

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

11. **Miscellaneous**

12. **City Administrator Report**

13. **Approval of Bills**

14. **Adjournment**



CITY COMMISSION MEETING MINUTES

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, December 16, 2019
7:00 p.m.

1. Call to Order/Roll Call

The Meeting was called to order by Mayor Pantelleria at 7:00 p.m.

Present: Almquist, Bolles, Hayden, Jamros, Machan, Pantelleria, Suerth
Absent: none

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Agenda approved as presented.

4. Public Comments

The Mayor made the following statement:

“The City Commission has and will continue to be a government body that supports and represents all the people of Fennville. We work very hard to provide the services to our people that we consider vital to everyone’s well-being and the quality of life in this community. Our mission is to continue to develop a welcoming, diverse open community so that Fennville may reach its full potential. This is what we are all about.”

After controversial news media and social media coverage of the appointment of Morgan Bolles to the City Commission, several members of the community were present and addressed the Commission showing support for Morgan Bolles and his character. Other members of the community, including business owners, DDA members and a former Mayor, showed support for the Commission and encouraged everyone to get involved with the community. Other Business owners addressed the Commission expressing concern over the appointment process, the lack of a vetting process, and the effect of the negative press on the community. A member of the Proud Boys also addressed the Commission expressing that their organization is not a “hate group”.

Bolles addressed the Commission with a prepared statement reiterating that he wants to serve the community and promises to do so.

5. Approval of the following City Commission Minutes:

a. Regular Meeting: December 2, 2019

Moved by Suerth, seconded by Almquist, to approve the City Commission meeting minutes from December 2, 2019 as presented.

Voted Yes: All. Motion carried.

6. Reports & Minutes

None.

7. The City Commission will be introduced to the new DPW Equipment Operator, Craig DeFeyter.

Craig DeFeyter introduced himself to the Commission. He has a maintenance and landscaping background.

NEW BUSINESS

8. The City Commission will be asked to consider the following resolutions regarding our financial policies:

- a. **Resolution 2019-08: A Resolution for ACH and Electronic Transactions.**
- b. **Resolution 2019-09: A Resolution Setting a Fixed Asset Capitalization Policy.**
- c. **Resolution 2019-10: A Resolution Setting Policies for Investments.**
- d. **Resolution 2019-11: A Resolution Setting Policies for Credit Card Use.**

Background Information

The auditors were in the office the first week of December. As part of their process they review various financial policies. These include policies related to ACH transaction, fixed assets, investments and credit card use. We have previous adopted asset and investment policies but were not able to determine if the other policies have been adopted.

The policies being presented today were based off examples provided by the auditors and/or the State Treasury website and have been amended to align with the City's current practices.

The commission had to the opportunity to review the proposed resolutions prior to the meeting.

Moved by Pantelleria, seconded by Suerth, to approve the following resolutions as presented:

- a. Resolution 2019-08: A Resolution for ACH and Electronic Transactions.
- b. Resolution 2019-09: A Resolution Setting a Fixed Asset Capitalization Policy.
- c. Resolution 2019-10: A Resolution Setting Policies for Investments.
- d. Resolution 2019-11: A Resolution Setting Policies for Credit Card Use.

Voted Yes: All. Motion carried.

9. The City Commission will be asked to authorize the City Administrator to sign an agreement with Comcast for the installation of fiber optic services at the future City Hall building located at 125 S. Maple Street.

Background Information

As part of the budget process, the City Commission authorized the installation of Fiber Optic internet service and upgraded VOIP telephone system at the current City Hall and Police Department. In an effort to maintain the same level of operations in the new facility, the City Administrator has been working with Comcast to get a quote to add the fiber optic internet service to the future City Hall building at 125 S Maple Street.

The City Administrator is requesting authorization to sign the installation agreement so that construction can be scheduled. Construction of these projects can take several months so it is advised to get the order in as soon as possible so that service can be installed before the move.

Moved by Almquist, seconded by Jamros, to authorize the City Administrator to sign an agreement with Comcast for the installation of fiber optic services at the future City Hall building located at 125 S. Maple Street.

Voted Yes: All. Motion carried.

10. Reports of Standing Committees:

- a. Finance/Personnel: A draft copy of the Audit will be available for review at the next meeting and a quarterly update will be given at the next meeting. Mayor asked for the attorney's guidance if updating the City Charter to allow vetting of Commission applicants or creating an appointment policy outside of the City Charter is necessary. Current Commissioners are against doing background checks on potential Commissioners.
- b. City Services (Police, Ambulance & Fire): The new police car is not here and delivery date is yet to be determined. AMR has decided not to renew the ESC's contract at the proposed subsidy; AMR will honor and extend the current contract through June 30, 2019 and then the subsidy will be set at an amount for AMR to breakeven and not operate at a loss (the proposed amount being \$195,000 per year for the entire contract; the City would be responsible for \$39,000 per year). In January, the City will have a second representative on the Fire Board; the two City representatives will be Machan and Suerth.
- c. City Properties: Credit was given to the City on its cleanliness of the IRP and wells.
- d. Ordinances/Community Relations: A list is being compiled of all the former Mayors to be displayed at the new City Hall location.
- e. Planning: Planning Commission will meet again on 1/7/20 to continue creation of rules and regulations regarding recreational marijuana in the City; the PC is leaning toward permitting the use where the current zoning allows and to restrict the number of businesses allowed.
- f. Administrative/DDA: The Holiday Celebration went well.

11. Miscellaneous

The Mayor will determine Bolles' interest and appoint him to the appropriate committees.

12. City Attorney Report

The City Commission's actions in appointing Bolles were proper and followed the City Charter. Once Bolles was appointed and sworn in, the Commission did not have the authority to take any action against Bolles or to remove him. He can be recalled after one year of service. Under certain circumstances, the Governor could remove Bolles from the Commission.

Regarding the sale of the current City Hall building, an outright sale would not affect the City's USDA loan, but a lease (depending on the use of the building) could negatively impact the loan status.

13. City Administrator Report

The City had a water main break on Landsburg Road on 12/13/19 and a boil water order was issued; the order affected eight homes and was lifted on 12/15/19. The US Census is issuing new numbers on 12/19/19 and the City will know more of their qualification as a disadvantaged community. After the holidays, a realtor will be consulted for the sale of the current City Hall building. On 12/19/19 City Hall will be closed in the afternoon for an employee holiday luncheon.

14. Approval of Bills

Machan moved, seconded by Almquist, to approve payment of the bills totaling \$27,044.51.

Voted Yes: All. Motion carried.

15. Adjournment

Being no further business the meeting adjourned at 8:36 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer

Michigan Township Services - Allegan, Inc.

111 Grand Street
(269) 673-3239 fax: (269)673-9583

Permits Issued For FENNVILLE CITY

Building

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
11/7/2019	FNB19016	353 E First St Bldg 3	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/7/2019	FNB19017	353 E First St Bldg 4	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/7/2019	FNB19018	353 E First St Bldg 5	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/7/2019	FNB19019	353 E First St Bldg 6	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/7/2019	FNB19020	353 E First St Bldg 7	\$17,333.00	\$154.00	Boerkoel	Mini Storage Building
11/7/2019	FNB19021	353 E First St Bldg 8	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/7/2019	FNB19022	353 E First St Bldg 9	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/5/2019	FNB19023	114 Plum Ln		\$70.00	Orchard Hills MHP	Mobile Home Set
11/7/2019	FNB19024	353 E First St Bldg 2	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/7/2019	FNB19025	353 E First St Bldg 1	\$17,333.00	\$154.00	Boerkoel	FOUNDATION ONLY
11/21/2019	FNB19026	353 E First St Bldg 1	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19027	353 E First St Bldg 2	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19028	353 E First St Bldg 3	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19029	353 E First St Bldg 4	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19030	353 E First St Bldg 5	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19031	353 E First St Bldg 6	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19032	353 E First St Bldg 7	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19033	353 E First St Bldg 8	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/21/2019	FNB19034	353 E First St Bldg 9	\$42,243.00	\$204.00	Boerkoel	Mini Storage Building
11/26/2019	FNB19035	90 Vineyard Dr		\$100.00	Orchard Hills	Mobile Home Set
Building Totals			\$536,184.00	\$3,392.00		

Mechanical

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
11/5/2019	FNM19019	114 Plum Ln		\$105.00	Orchard Hills MHP	Mobile Home Set
11/25/2019	FNM19020	5693 Landsburg Rd		\$110.00	Reddeman	
11/26/2019	FNM19021	90 Vineyard Dr		\$105.00	Orchard Hills	Mobile Home Set
Mechanical Totals				\$320.00		

Plumbing

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
11/5/2019	FNP19011	114 Plum Ln		\$110.00	Orchard Hills MHP	Mobile Home Set
11/26/2019	FNP19012	90 Vineyard Dr		\$110.00	Orchard Hills	Mobile Home Set
Plumbing Totals				\$220.00		
Plumbing Totals			\$536,184.00	\$3,932.00	\$393.20	

Building Inspections Performed In FENNVILLE CITY Within A Date Period

Date Issued	Type of Permit	Building Permit Number	Address and Project Type	Contractor	Inspection Status And Comments				Inspector
					Footing	Foundation, Underground, or Service	Rough-In	Final	
11/15/2019	Building	FNB19015	126 Reynolds Replace 5 windows	Home Pro of West Michigan				Yes	MacCarthy
11/8/2019	Electrical	FNE19015	114 Plum Ln Mobile Home Set	E/M Electric LLC				Yes	Lester
11/8/2019	Electrical	FNE19015	114 Plum Ln Mobile Home Set	E/M Electric LLC		Yes			Lester
11/19/2019	Mechanical	FNM19019	114 Plum Ln Mobile Home Set	L Awning & Home Accessori				Yes	Winchester
11/19/2019	Mechanical	FNM19016	312 E Main Mobile Home Set	Mast Heating & Cooling				Yes	Winchester
11/19/2019	Plumbing	FNP19011	114 Plum Ln Mobile Home Set	L Awning & Home Accessori				Yes	Girolomi

Memo

DATE: January 6, 2020
TO: City Commission
FROM: Amanda Morgan
City Administrator
SUBJECT: Item 7: SEP Contributions for 2019

The City Commission is being asked to approve a 5% contribution of employee wages for 2019 to the SEP for a total of \$17,066.58.

Each year the City Commission makes a contribution to a Simplified Employee Pension (SEP) fund for each employee. Traditionally the contribution has been 5% of each employees' wages.

2019 SEP Contribution

EMPLOYEE	WAGES	5% CONTRIBUTION
Carpenter, Toby	\$ 46,936.47	\$ 2,346.82
Cook, Andrew	\$ 42,632.62	\$ 2,131.63
Morgan, Amanda	\$ 56,240.38	\$ 2,812.02
Perez, Deborah	\$ 45,395.40	\$ 2,269.77
Phillips, Donald	\$ 43,670.72	\$ 2,183.54
Rekucki, Gregory	\$ 51,961.58	\$ 2,598.08
VanOss, Shannon	\$ 49,955.50	\$ 2,497.78
DeFeyter, Craig	\$ 4,539.00	\$ 226.95
	\$ 341,331.67	\$ 17,066.59

FUND BREAKDOWN	AMOUNT	BUDGETED AMT
101-861-722	\$ 8,175.80	\$ 8,510.00
202-861-722	\$ 898.14	\$ 950.00
203-861-722	\$ 898.14	\$ 950.00
592-861-722	\$ 6,061.17	\$ 6,475.00
641-861-722	\$ 1,033.33	\$ 1,075.00
	\$ 17,066.58	\$ 17,960.00

Recommended Action

Move to approve a 5% contribution of employee wages for 2019 to the SEP for a total of \$17,066.59