

DRAFT



CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, March 16, 2020
7:00 p.m.

1. Call to Order/Roll Call

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

Roll call was taken:

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Agenda approved as submitted.

Almquist asked that the Commission discuss the marihuana buffer zone map.

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.

A business owner expressed their interest in opening a recreational marihuana facility within the City Limits.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: March 2, 2020

Moved by Suerth, seconded by Pantelleria to approve the minutes of March 2, 2020 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

- a. MTS Report – February 2020

The reports were reviewed and accepted for the record.

NEW BUSINESS

7. The City Commission will be asked to consider the following regarding the TEDF Grant for paving:

- a. A Professional Services Agreement with Prein&Newhof for an estimated fee of \$6,500.
- b. Resolution 2020-03: A Resolution to Approve MDOT Contract 20-5135.

Background Information: In May 2019, the City was notified that we received a FY 2020 Transportation Economic Development Fund (TEDF) Category B grant for up to \$85,750 from MDOT. The projects for this grant were additional portions of 58th Street and Reynolds Street adjacent to the USDA Work and 1300' of Landsburg Street west of 56th Street.

We are nearing bidding for the project and the City Commission is being asked to take the following action:

1. The City Commission is being asked to approve the Professional Services Agreement with Prein&Newhof for engineering services related to the project including preparing plans, bid documents and construction observation. The estimated cost is \$6,500.
2. The City Commission is being asked to approve resolution which approve a contract with MDOT for grant and authorizes the City Administrator and Clerk to execute the contract.

It should be noted that the cost for the engineering contract is not considered a project cost by MDOT. This will be funded directly from the major and local street funds.

Moved by Pantelleria, seconded by Machan to approve A Professional Services Agreement with Prein&Newhof for an estimated fee of \$6,500. Voted Yes: All. Motion carried.

Moved by Suerth, seconded by Bolles to approve Resolution 2020-03: A Resolution to Approve MDOT Contract 20-5135. Voted Yes: All. Motion carried.

8. The City Commission will be asked to consider a landscape maintenance proposal from Landscape Design Services for work at the new City Hall building in the amount of \$1,323.

Background Information: There is a considerable amount of landscaping at the new City Hall building, with flower beds on both sides of the building. These flower beds have some shrubs, perennials and flowering bushes. I have contacted the landscaping company that does the landscaping in the downtown area to get a quote for clean-up for the coming year. This is very limited work but includes cleaning out leaves, trimming and pruning, edging and laying mulch.

While these are all items that the DPW handles in other locations, I am recommending the work be contracted for this year as we are currently short staffed in addition to working on realigning some of the responsibilities within the department.

Moved by Machan, seconded by Almquist to approve a landscape maintenance proposal from Landscape Design Services for work at the new City Hall building in the amount of \$1,323. Voted Yes: All. Motion carried.

9. The City Commission will be asked to consider Resolution 2020-04: A Resolution for the Notice of Intent to Issue Bonds, related to the SRF Sewer Projects.

Background Information: We are progressing with the process for the SRF Funding for the sewer projects. At this point, we have submitted the necessary rate methodology and 80% complete construction plans to the state and are awaiting their review.

Our bond counsel has advised us that this would be a good time to issue the Notice of Intent to issue bonds related to the project. This notice must be published in a newspaper of general circulation within the City and notifies the citizens that they have a 45 day period to file objections to the City issuing bonds for the project.

Moved by Almquist, seconded by Bolles to approve Resolution 2020-04: A Resolution for the Notice of Intent to Issue Bonds, related to the SRF Sewer Projects. Voted Yes: All. Motion carried.

10. The City Commission will be asked to consider Resolution 2020-05: A Resolution for a Supplemental Notice of Intent to Issue bonds, related to the USDA Water Projects.

Background Information: We are nearing the bidding phase of the USDA Water Projects. As we have worked to finalize the bids for the project, there has been some additional water main work on Reynolds Street as well as a few other minor changes and alternates added to the projects. With those changes, staff and our engineers are concerned that bids might come in slightly higher than what the original notice of intent was issued for (\$1.25million). Bond Counsel has advised that it would be in the city's best interest to issue a supplemental notice of intent to cover the additional estimates. The supplements intent sets the amount that the bonds should not exceed at \$1.5M.

Moved by Almquist, seconded by Bolles to approve Resolution 2020-05: A Resolution for a Supplemental Notice of Intent to Issue bonds, related to the USDA Water Projects. Voted Yes: All. Motion carried.

11. The City Commission will discuss the impact of the coronavirus disease 2019 (COVID-19) on the City of Fennville Operations.

The Mayor read the City's statement regard our efforts to reduce the spread of COVID-19 but ensure citizens still receive the essential services provided by our employees. The statement is available online at:

<http://www.fennville.com/City%20News/Coronavirus%20Impact%2003-2020.pdf>

12. Reports of Standing Committees:

- a. Finance/Personnel: Working on hiring for DPW; quarterly finance report in April.
- b. City Services (Police, Ambulance & Fire): The Chief of Police would like to expand police coverage on first and second shift every day for the next two weeks. Machan presented a draft Fire Department budget. Mayor asked for a committee meeting to review the some concerns and issues with the Fire Department such as: certifications and number of employees that are resigning, budget concerns. Suerth discussed the recent Emergency Service Committee related to the Ambulance contract. There will be another meeting on April 9th to review information from other ambulance services.
- c. City Properties: Working on a list of street lights out for Commissioner Almquist to forward to his contact. Reviewed a few issues with trees within the right of way. People on Landsburg still parking in their front lawn.
- d. Ordinances/Community Relations: Almquist discussed some questions about a building that is partially located within what our map identifies as the 1000' buffer zone. Questioned how we identify what is truly inside or outside of the buffer zone. Almquist asked that after things settle with the virus that we continue to look into a spring clean-up day. Hayden verified that

- we are still working on the balloon ordinance and gave an update on the old City dump and questioned if we should consider fencing and signage.
- e. Planning: Questions about how to handle the Planning Commission meeting scheduled for March 23, 2020.
 - f. Administrative/DDA: Mayor Pantelleria updated the commission on the recent activities of the DDA.

13. Miscellaneous

Branch pick up has happened.

14. City Attorney Report

Submitted a new revised preliminary opinion for the USDA.

15. City Administrator Report

Nothing at this time.

16. Approval of Bills

Moved by Machan, seconded by Almquist to approve the invoices in the amount of \$56,677.33. Voted Yes: All. Motion carried.

17. Adjournment

Meeting adjourned at 8:41 p.m.

Respectfully Submitted,



Amanda Morgan
City Administrator

Approved by the City Commission: **DRAFT**