



## CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408  
Monday, May 18, 2020  
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the City Commission allowed for participation through a virtual meeting site or by telephone.

### 1. Call to Order by Mayor Pantelleria at 7:00 p.m.

Present: Almquist, Bolles, Hayden, Jamros, Machan (7:15 p.m.), Suerth (7:05 p.m.),  
Pantelleria  
Absent: None

### 2. Pledge of Allegiance

Pledge of Allegiance was recited.

### 3. Approval of Agenda

Agenda was approved as presented.

### 4. Public Comments

No public comments.

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

- Regular Meeting: [May 4, 2020](#)

Moved by Bolles, seconded by Jamros, to approve the City Commission minutes of May 4, 2020. Voted Yes: All. Motion carried.

### 6. Reports & Minutes

- None

## NEW BUSINESS

### 7. The City Commission will be asked to consider authorizing the FY2021 Fire Department Budget in the amount of \$243,350.

*Background Information:* The Fire Department has presented a draft budget to the City Commission for approval totaling \$243,350 of which the City would contribute 50% - \$121,675. This budget has also be presented to and approved by the Manlius Township Board.

Moved by Almquist, seconded by Bolles, to authorize the FY2021 Fire Department Budget in the amount of \$243,350. Voted Yes: All. Motion carried.

### 8. The City Commission will be asked to consider recommending the ESC approve a contract with Life EMS for ambulance services.

*Background Information:* Last year, the ESC bid for Ambulance services, at which time AMR was awarded the bid. Since that occurred, there was a change of management at AMR and the ESC was notified that as of August 1, 2020 there would be a significant increase to the contract amount.

The ESC has recently contacted Life EMS services and have received a proposal from services from them as well. They have agreed to match the contract amount that AMR had proposed and would be providing services at much lower costs than AMR.

The Commissioner on the ESC board would like the City Commissions approval and recommendation to the ESC to approve a contract with Life EMS for ambulance services.

John Pinkster from Life EMS joined the meeting and answered questions regarding staffing and the Life Care Plus program.

Moved by Suerth, seconded by Almquist, to approve a contract with Life EMS for ambulance services. Voted Yes: All. Motion carried.

**9. The City Commission will be asked to consider reimbursing Steve Hagger \$1,050 for the removal of a tree within the City right of way.**

*Background Information:* Last year, the City was contacted by Steve Hagger about a dead tree within the right of way at his home. We were coordinating this, along with a couple of other tree trimmings/removals, and working on getting quotes for the work.

In the meantime, the property owner contracted to have the tree removed on his own and is requesting the City reimburse him for those expenses totaling \$1,050. This is not the typical process for tree removal and city staff is not authorized to approve reimbursements of this nature so we are seeking the City Commission's approval of the reimbursement.

The City Attorney, Dan Martin, cautioned about setting precedent with the decision of the Commission.

Moved by Machan, seconded by Jamros, to authorize reimbursement of \$1,050 to Steve Hagger for the removal of a tree within the City right of way. Voted Yes: Machan, Suerth, Jamros, Almquist, Pantelleria. Voted No: Hayden, Bolles. Motion carried.

The Commission also directed the City Administrator to make it known that this was an unusual situation and not the normal way in which the City operates.

**10. The City Commission will be asked to authorize the City Administrator to issue a Notice of Award for the Landsburg Road Project to Lite Loads in the amount of \$60,810.30 contingent on receiving the Notice to Proceed from MDOT.**

*Background Information:* The City has received a grant from MDOT for the reconstruction of several roads within the City. Portions of Reynolds and 58th Street and the most easterly 1300' of Landsburg Road. The portions of road adjacent to the water projects was bid with the USDA projects and construction will occur with those projects.

The Landsburg Road portion of the projects were bid separately. The contractor has indicated that should we be able to get everything approved fairly quickly that they could begin as early as June. The City Commission is being asked to authorize the notice of award with the contingency of receiving the final notice to proceed from MDOT. MDOT has received the bid tabulation information and is working to complete that notice, hopefully early next week. They have authorized us to see approval of the notice of award with the contingency.

The original budget for this project was \$74,000. MDOT will reimburse the City for 50% of the project costs.

Moved by Pantelleria, seconded by Almquist, to authorize the City Administrator to issue a Notice of Award for the Landsburg Road Project to Lite Loads in the amount of \$60,810.30. Voted Yes: All. Motion carried.

**11. The City Commission will be asked to consider authorizing additional engineering fees up to \$42,000 for the USDA Water Projects.**

*Background Information:* We are nearing the construction phase of the USDA Water projects and as we approach this next phase, staff and the project engineers are requesting the City Commission consider authorizing additional engineering fees up to \$42,000 related to the USDA Water projects.

There are a number of factors outlined in the email from P&N related to the reasoning for the additional requests including:

- Some of the items we were hoping to address with room in the original budget (such as initial M89 project coordination, additional work on east Reynolds street to add WM replacement there, status meetings with Paul throughout, etc), but we ran short.
- Some of the items were more involved than originally planned (such as MDOT permit, EGLE permit, checks of project cost splits).
- Lastly, some of the items are estimated to allow for additional field time and coordination given the extended timeframe and selected contractor.

Most of the additional request is related to oversight and administration during the construction phase. This increase is being requested specifically based on feedback we received while vetting the low bidding contractor. While most of it could be addressed within the project contingency if needed, we are hoping to keep a fairly low contingency, only 5%, and also based on feedback felt it was best to not to rely on that for engineering fees.

However, even though this will add additional expenses to the project, the projected interest rate is now only 1.876% down from the 3.25% we were originally guaranteed so even though we anticipate slightly higher project costs, the annual payment is much less than originally forecasted.

Moved by Jamros, seconded by Suerth, to authorize additional engineering fees up to \$42,000 for the USDA Water Projects. Voted Yes: All. Motion carried.

**12. The City Commission will be asked to consider a Professional Services Agreement with Prein&Newhof for the MEDC IR Grant project.**

*Background Information:* When we applied for the MEDC Grant, we had received two proposals for engineering services related to the grant application. At that time the City Commission

selected Prein&Newhof to complete the application process based on their familiarity with the proposed grant project and the community and as the engineer for a variety of other upcoming infrastructure projects, and they would be best able to coordinate any construction activities as needed.

The scope of the original professional services agreement only included work on the grant application. Now that the City has received notice that we have been approved to proceed in the application process, we need to formalize an agreement for the rest of the project engineering fees.

Moved by Bolles, seconded by Jamros, to move forward with a Professional Services Agreement with Prein&Newhof for the MEDC IR Grant project. Voted Yes: All; Motion carried.

### **13. Reports of Standing Committees:**

- a. Finance/Personnel: A Finance Committee was held to discuss the FY21 Budget; increases to Police, Fire and Ambulance services will affect the General Fund for the next two-three years. A Personnel Committee meeting is scheduled for Weds, 5/27/20 at 6:00 pm. to discuss staff reviews.
- b. City Services (Police, Ambulance & Fire): Discussion of the Fire Department's fulltime employee having another fulltime job with no downtime in between; question of the City's liability if an accident were to occur. City Attorney Dan Martin advised the City has governmental immunity except in cases where the City was aware of a situation. The contract with the Fire Board for the contract employee needs updated to include job duties and relevant policies. Question if the CARES Act provides for any support of the First Responders. The Fire Board is requesting approval to spend \$15,000 from their Restricted Funds account to purchase a new squad vehicle. The current squad vehicle is a 2004 Trailblazer donated to the department by the DNR. The Commission would be provided with details of the new purchase.

Moved by Machan, seconded by Suerth, to approve a \$15,000 expenditure from the Restricted Funds account to purchase a squad vehicle. Voted Yes: All. Motion carried.

Review of the Police Chief's report outlining coverage hours of the Chief and part time Officers. A call log was provided. The Chief is getting additional decals added to the police vehicles that will include the City's logo. The Chief is making rounds in the City and advising residents of overgrown lawns, parking in lawns etc.

With the current stay home and social distancing orders, discussion was held on how to hold a parade for Memorial Day.

Moved by Pantelleria, seconded by Machan, to allow the City Administrator to approach MDOT for approval of a Memorial Day Parade observing the Governor's orders to maintain safety. Voted Yes: All. Motion carried.

- c. City Properties: *No report.*
- d. Ordinances/Community Relations: Discussion of the City's next cleanup date to be discussed at the next meeting and feasibility of continuing with virtual meetings and/or live streaming in the future. To address concerns expressed by the Kingsley House the DDA, Chamber and the Rotary Club of Saugatuck-Douglas will be contacted.
- e. Planning: Planning Commission will meet in July.
- f. Administrative/DDA: DDA is teaming with the Rotary Club to find funding for the communities small businesses. Exploring the idea of putting picnic tables, portable restrooms etc in the green space to provide for outdoor dining for the local restaurants.

#### **14. Miscellaneous**

Nothing at this time.

#### **15. City Attorney Report**

The Governor's Executive Order allows for virtual meetings until June 30, 2020.

#### **16. City Administrator Report**

Closing on the old City hall building will be next week. No complete marijuana establishment license applications, including fees, have been received to date.

#### **17. Approval of Bills – Totaling \$70,272.37**

Moved by Machen, seconded by Bolles, to approve the invoices totaling \$70,272.37. Voted Yes: All. Motion carried.

#### **18. Adjournment**

Meeting adjourned at 9:34 p.m.

Respectfully submitted,

Deborah Perez  
City Clerk/Treasurer