



## CITY COMMISSION MEETING AGENDA

City Hall, 125 South Maple Street, Fennville, MI 49408  
Monday, June 1, 2020  
7:00 p.m.

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

### 1. Call to Order/Roll Call

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

### 2. Pledge of Allegiance

Pledge of Allegiance was recited.

### 3. Approval of Agenda

Agenda was approved as presented.

### 4. Public Comments

Dean Kapenga gave the Commission a County update.

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

- Regular Meeting: May 18, 2020

Moved by Pantelleria, seconded by Jamros, to approve the City Commission minutes of May 18, 2020 as presented. Voted Yes: All. Motion carried.

### 6. Reports & Minutes

- Reviewed the Michigan Township Services Report for April 2020

## NEW BUSINESS

### 7. The City Commission will be asked to move the City of Fennville polling location from 222 S Maple Street to 125 S Maple Street.

Background: The State of Michigan Election Law requires that the municipal body adopt a resolution making any changes to polling locations. As a result, the City Commission is being asked to make a motion formally changing the location to the new City Hall building at 125 S Maple Street.

Also, per Election Law, the Clerk has sent a new voter registration card to all registered voters as notice of the change.

Moved by Jamros, seconded by Almquist, to move the City of Fennville polling location from 222 S Maple Street to 125 S Maple Street. Voted Yes: All. Motion carried.

**8. The City Commission will be asked approve Notices of Award for the USDA Water Projects as follows:**

- **For Contract 1 to B&L Excavating in the amount of \$1,050,811.00.**
- **For Contract 2 to Ferguson Waterworks in the amount of \$297,125.18.**

Background Information: The City is getting extremely close to closing on the loan with the USDA for the water projects. As a result, over the next several meetings the City Commission will be acting on a number of items which are requirements of the loan process.

Earlier this month, the City held a bid opening for two contracts related to water projects. Contract 1 was the construction portion of the projects, while Contract 2 was for the water meter replacement portion of the projects. Attached is a letter from the engineering outlining the bids received a few ideas for reducing the overall costs of the projects.

Discussion if the bid was awarded based on low bid or a point system. Engineering company does vet applicants.

Moved by Jamros, seconded by Suerth, to approve the Notice of Award for Contract 1 to B&L Excavating in the amount of \$1,050,811.00. Voted Yes: All. Motion carried.

Moved by Bolles, seconded by Pantelleria, to approve the Notice of Award for Contract 2 to Ferguson Waterworks in the amount of \$297,125.18. Voted Yes: All. Motion carried.

Water meters will be replaced inside of the house; lead and copper piping will also be identified during the process of replacing the meters.

**9. The City Commission will be asked to approve Resolution 2020-06: A Resolution for the Supplemental Notice of Intent to Issues Bonds related to the SRF Projects.**

Background Information: The City is still actively working toward the requirements of the SRF loan process. However, as we have been working to finalize plans, the project scope has grown from what was originally planned as well. As we were working to finalize some of the project plans, staff identified a few issues with the aerator. The engineer reviewed our current aerations levels and tested the levels in the sewer and have recommended upgrading our aeration system. Further, when we began planning efforts we removed a sewer line project on Main Street as we felt we could save some money by pairing it with the MDOT project. We have found now however that MDOT's project costs are more than we can fund with cash so we have included those back into the SRF projects. These add approximately \$400,000 to the project costs but don't have a significant impact on the loan. We are currently projecting a loan of \$3,660,000.

When we issued the original notice of intent, there was some padding added to the total cost in case some additional items were added. However, the overall project costs have increased over the \$3.3 million that was stated in the original notice. As a result, a supplemental notice of intent needs to be published. This notice will state the total at \$3.8 million and will again be published in the Allegan County News.

Moved by Suerth, seconded by Almquist, to approve Resolution 2020-06: A Resolution for the Supplemental Notice of Intent to Issue Bonds related to the SRF Projects. Voted Yes: All. Motion carried.

**10. The City Commission will received a copy of the Draft FY2021 Budget and will be asked to set a budget public hearing date of Monday, June 15, 2020.**

Background: The City Administrator has been working since March to develop a draft budget. The Administrator Draft was presented to and reviewed the Finance/Personnel Committee on Thursday, May 14. There were a few changes to be made. During the meeting on Monday, the City Commission will be given a copy of the draft budget.

The Budget process requires the City Commission hold a public notice on the draft budget

Overview of the proposed budget given by the City Administrator.

Moved by Pantelleria, seconded by Almquist, to set a budget public hearing date of Monday, June 15, 2020. Voted Yes: All. Motion carried.

**11. The City Commission will be asked to introduce the following ordinance regarding utility rates for FY2021:**

- **Ordinance 2020-05: A Ordinance to set rates for City of Fennville water utilities.**
- **Ordinance 2020-06: A Ordinance to set rates for City of Fennville sewer utilities.**

Background Information: Since 2014, the City of Fennville has been working to develop a Capital Improvement Plan to address the needs of the City's aging water and sewer infrastructure. Now that the plan is in place the City is working to finalize funding and begin construction of highest priority projects through the USDA and SRF Programs. We have also begun planning for the MEDC Grant project recently, which also has an impact on our rates this year. Throughout the process the City has been working with a financial consultant to ensure that our revenues will cover the cost of the bond payments, grant match and maintain the fund balance.

This year, the financial advisor recommends the following rate increases. With these increases the typical homeowner's bill will go up \$16.21 per quarter.

Moved by Pantelleria, seconded by Jamros, to introduce Ordinance 2020-05: A Ordinance to set rates for City of Fennville water utilities and to introduce Ordinance 2020-06: A Ordinance to set rates for City of Fennville sewer utilities and prepare for approval, or not, at the next City Commission meeting. Voted Yes: All. Motion carried.

**12. Reports of Standing Committees:**

- a. Finance/Personnel: Personnel Committee met on 5/27/20 to review staff reviews; administrator review to be conducted at a later date.  
Moved Pantelleria, seconded by Suerth, to approve the Personnel Committee's raise recommendation for city staff that have been built into the future budget. Voted Yes: All. Motion carried.  
The Mayor will give a cash balance update in July and the City Administrator will put together a project summary with costs and start dates to be on display at City Hall.
- b. City Services (Police, Ambulance & Fire): All is going well with the police and they continue to monitor all credible threats; riot gear has been requested from the County.

Moved Machan, seconded by Bolles, to extend the extended police coverage until June 8, 2020. Voted Yes: Bolles, Machan, Suerth, Jamros, Almquist and Pantelleria. Voted No: Hayden. Motion carried.

The Fire Department received an equipment grant from Firehouse Subs and the department chose to purchase "jaws of life" with the grant. A personnel policy will be created specifically for the fulltime firefighter position and a succession plan will be created for the chief position.

- c. City Properties: New street striping in town; several dead trees in town need attention.
- d. Ordinances/Community Relations: Move forward with planning of the City clean-up.
- e. Planning: Memorial Day parade/event went well; cemetery grounds looked great. Planning Commission will meet in July for their regular meeting.
- f. Administrative/DDA: The DDA will meet on Wednesday. Outdoor seating for restaurants will be discussed; Goose Festival will be subdued this year; the DDA will pave the parking spots in the downtown area.

**13. Miscellaneous:** Next meeting will be a mixture of in-person and virtually; follow the government's lead.

**14. City Administrator Report:** Closing on old City Hall will be June 5, 2020.

**15. Approval of Bills:**

Moved Machen, seconded by Suerth, to approve the bills as printed in the amount of \$18,322.35.

**16. Adjournment**

Meeting adjourned at 8:24 p.m.

Respectfully submitted,

Deborah Perez  
City Clerk/Treasurer