



## CITY COMMISSION MEETING AGENDA

City Hall, 222 South Maple Street, Fennville, MI 49408  
Monday, December 16, 2019  
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 2, 2019

**6. Reports & Minutes**

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

**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.**

**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.**

**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 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, December 2, 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, Hayden, Jamros, Machan, Suerth, Pantelleria

Absent:

### **2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

### **3. Approval of Agenda**

Agenda approved as presented.

### **4. Public Comments**

Dean Kapenga, Allegan County Commissioner, gave the Commission a County update.

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

- a. Regular Meeting: November 18, 2019

Moved by Suerth, seconded by Jamros, to approve the City Commission meeting minutes from November 18, 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 was unable to attend the meeting; he will attend the meeting on 12/16/19.

### **UNFINISHED BUSINESS**

### **8. The City Commission will be asked to interview applicants for the City Commission position and make an appointment to fill the vacancy.**

Background Information

During the meeting on Monday, November 18<sup>th</sup> the City Commissioner received and accepted a resignation letter from City Commissioner Danielle Brien. According to the City Charter, the City Commission has 60 days to make an appointment to fill the position.

The Commission asked that the vacancy be posted. The application deadline was noon on Monday, December 2<sup>nd</sup> and all applicants were asked to attend the meeting for a brief interview.

The City Commission interviewed Morgan Bolles and Chuck Pappalardo for the position of City Commissioner.

Moved by Jamros, seconded by Suerth, to appoint Morgan Bolles to serve on the City Commission.

Voted Yes: All. Motion carried.

**9. The City Commission will be asked to authorize Prein&Newhof to proceed with Design Phase 2 for the SRF Projects.**

Background Information

The City engaged Prein&Newhof to complete the application process to EGLE for SRF Funding for the sewer infrastructure improvements. The professional services agreement approved at that time only included the application for funding. That application was submitted on July 1 and we are now awaiting a response from EGLE regarding funding.

After speaking with Dana Burd from Prein&Newhof, staff feels it would be beneficial to begin the next phase of design work while we await the response. Prein&Newhof has prepared the attached proposal and scope of services for the completion of the project.

With the pending nature of our disadvantaged status, I have asked them to divide the proposal into phases that we can authorize as we continue to move forward with the project. These phases allow us to proceed with design work but also give us flexibility should we need to consider alternative funding methods. Each phase will require specific action from the Commission before moving forward.

In August, the City Commission approve the professional services agreement and phase 1 of the design services. Prein&Newhof are ready to begin Design Phase 2, but per the agreement, the City Commission must authorize that phase before they begin.

This item was tabled during the last meeting as the Commission had concerns about the large financial commitments and bills we are paying for work on the SRF project before we have received the loan. The City Administrator circulated an email addressing those concerns.

Moved Pantelleria, seconded by Machan, to authorize Prein&Newhof to proceed with the Design Phase 2 at a cost of \$128,000 for the SRF Projects.

Voted Yes: All. Motion carried.

## **NEW BUSINESS**

### **10. The City Commission will be asked to consider the appointment of Colleen Rae to serve on the Board of Review.**

Almquist moved, seconded by Pantelleria, to appoint Colleen Rae to serve on the Board of Review.

Voted Yes: All. Motion carried.

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

- a. Finance/Personnel: The auditors will be here this week on Wednesday, December 4, 2019.
- b. City Services (Police, Ambulance & Fire): Part-time police officers are doing well; Fire Department's new truck is in service; pancake breakfast went well.
- c. City Properties: Downtown tree lighting looks good.
- d. Ordinances/Community Relations: No report.
- e. Planning: Planning Commission will meet on December 3, 2019 to discuss the development of rules and regulations on recreational marihuana within the City limits.
- f. Administrative/DDA: Holiday Celebration is December 7, 2019.

### **12. Miscellaneous**

None

### **13. City Administrator Report**

There has been interest expressed in buying the current City hall building; will be contacting a realtor for advice and obtaining an appraisal to determine fair market value.

### **14. Approval of Bills**

Moved by Machan, seconded by Almquist, to approve payment of the bills totaling \$13,681.17.

Voted yes: All. Motion carried.

### **15. Adjournment**

Being no further business the meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Deborah Perez  
City Clerk/Treasurer

# Memo

DATE: December 13, 2019

TO: City Commission

FROM: Amanda Morgan  
City Administrator

SUBJECT: Agenda Item 8: Financial Resolutions

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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 and investment policies but were not able to determine if the other policies have been adopted.

The policies being presented today were based off example provided by the auditors and/or the State Treasury website and have been amended to align with our current practices. The City Commission is begin asked to approve the resolutions to formalize our policies moving forward.

## Attachment(s)

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

## Recommended Action

Motion to approve the following resolutions:

- 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.

City of Fennville  
Resolution 2019-08

**A RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS**

At a regular meeting of the City Council for the City of Fennville, Fennville, Michigan, held at City Hall in Fennville, Michigan, on the 16<sup>th</sup> day of December, 2019 at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following Resolution was offered by Commissioner \_\_\_\_\_, and supported by Commissioner \_\_\_\_\_.

WHEREAS, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use electronic transactions by designated officers of the local government; and

WHEREAS, the (governing body) deems that it is in the best interest of the (entity) to make certain financial transactions by using electronic transactions as described in the Act;

NOW, THEREFORE, BE IT RESOLVED, that the following policy shall govern the use of electronic transactions:

- (a) The Treasurer or electronic transaction officer (ETO) shall be responsible for establishing all ACH arrangements for the local unit;
- (b) The Treasurer or ETO shall draft a written policy to be followed in accordance with the act and presented to the governing body. The policy is attached as Exhibit A;
- (c) The Treasurer or ETO shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer or ETO shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced ;
- (e) All ACH transactions shall be approved by the Treasurer or ETO BEFORE payment is made.

RECORD OF VOTE:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Thomas Pantelleria, Mayor

**CERTIFICATE**

I, the undersigned, the duly qualified Clerk/Treasurer of the City of Fennville, Allegan County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Council of the City of Fennville, held on the 16<sup>th</sup> day of December, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of August, 2019.

\_\_\_\_\_  
Deborah Perez, City Clerk/Treasurer

## EXHIBIT A

### ACH AND ELECTRONIC TRANSACTIONS POLICY

The following policy shall govern the use of electronic transactions and ACH arrangements for the City of Fennville:

#### **1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds**

The Treasurer or ETO may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The (governing body) shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the township.

#### **2. Responsibility for ACH Agreements.**

The Treasurer or ETO shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Treasurer or ETO shall submit to the City Commission documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

#### **3. Internal Accounting Controls to Monitor Use of ACH Transactions**

- a. The Treasurer or ETO shall be responsible for the establishment of ACH agreements.
- b. Upon receipt of an invoice for payment for accounts paid by ACH, the Treasurer or ETO shall approve payment and debit to the township accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the City Commission. All other invoices approved and payable by ACH may be paid in that matter if deemed in the best interest of the City, e.g. to avoid a late fee.
- c. For payment of State and Federal payroll taxes, the Treasurer or ETO shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
- d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, the Treasurer or ETO shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
- e. All invoices shall be held by the Treasurer along with copies of payment advices.



City of Fennville  
Resolution 2019-09

**A RESOLUTION SETTING A FIXED ASSET CAPITALIZATION POLICY**

At a regular meeting of the City Council for the City of Fennville, Fennville, Michigan, held at City Hall in Fennville, Michigan, on the 16<sup>th</sup> day of December, 2019 at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following Resolution was offered by Commissioner \_\_\_\_\_, and supported by Commissioner \_\_\_\_\_.

WHEREAS, the City of Fennville must adopt an fixed asset capitalization policy, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the fixed asset capitalization of the City of Fennville:

- The City of Fennville will regard fixed assets as capitalized when all of the following criteria are met:
  - Assets purchased, built or leased have useful lives of one year or more.
  - The Cost of the assets is \$2,000 or more. Multiple assets whose cost is less than \$2,000 but the aggregate requestor total is \$2,000 or more are not capitalized.
  - The cost of improving or renovating the asset is \$2,000 or more are not capitalized.
  - The City will regard the purchase of software as a fixed asset subject to the above capitalization policy and will amortize over an estimated useful life of 3 years. Cost associated with software maintenance and customer support are considered expenditures and will not be capitalized.
- Other Considerations:
  - Repair is an expenditure that keeps the property in ordinary efficient condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and fund.
  - Improvements are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of this nature are capitalized.

RECORD OF VOTE:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Thomas Pantelleria, Mayor

**CERTIFICATE**

I, the undersigned, the duly qualified Clerk/Treasurer of the City of Fennville, Allegan County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Council of the City of Fennville, held on the 16<sup>th</sup> day of December, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of August, 2019.

\_\_\_\_\_  
Deborah Perez, City Clerk/Treasurer

City of Fennville  
Resolution 2019-10

**A RESOLUTION SETTING POLICIES FOR INVESTMENTS**

At a regular meeting of the City Council for the City of Fennville, Fennville, Michigan, held at City Hall in Fennville, Michigan, on the 16<sup>th</sup> day of December, 2019 at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following Resolution was offered by Commissioner \_\_\_\_\_, and supported by Commissioner \_\_\_\_\_.

WHEREAS, the City of Fennville must adopt an investment policy to comply with Public Act 20 of 1943, as amended, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the investments of the City of Fennville:

**Purpose**

It is the policy of the City of Fennville to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the City and comply with all state statutes governing the investment of public funds.

**Scope**

This investment policy applies to all financial assets of the City of Fennville. These assets are accounted for in the various funds of the City and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the City.

**Objectives**

The primary objectives, in priority order, of the City of Fennville's investment activities shall be:

- Safety--Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.
- Diversification--The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- Liquidity--The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- Return on Investment--The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

**Delegation of Authority to Make Investments**

Authority to manage the investment program is derived from the City Charter. Management responsibility for the investment program is hereby delegated to the City Administrator, who shall

establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Administrator. The City Administrator shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities or subordinate officials.

**Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the City of Fennville shall be on a cash basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

**Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

RECORD OF VOTE:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Thomas Pantelleria, Mayor

**CERTIFICATE**

I, the undersigned, the duly qualified Clerk/Treasurer of the City of Fennville, Allegan County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Council of the City of Fennville, held on the 16<sup>th</sup> day of December, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of August, 2019.

\_\_\_\_\_  
Deborah Perez, City Clerk/Treasurer

City of Fennville  
Resolution 2019-11

**A RESOLUTION SETTING POLICIES FOR CREDIT CARD USE**

At a regular meeting of the City Council for the City of Fennville, Fennville, Michigan, held at City Hall in Fennville, Michigan, on the 16<sup>th</sup> day of December, 2019 at 7:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following Resolution was offered by Commissioner \_\_\_\_\_, and supported by Commissioner \_\_\_\_\_.

WHEREAS, Public Act 266 of 1995 authorizes a City to be a party to a credit card arrangement if the City board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the City Commission deems that it is in the best interest of the City to make certain City financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of City credit cards:

(a) The City Administrator is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the City's credit card policy.

(b) City credit cards may be used only by an officer or employee of the City for the purchase of goods or services for the official business of the City.

(c) City officers and employees who use a City credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the City Administrator. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the City Administrator shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the City Administrator upon termination of his or her employment or service with the City.

(f) The City Administrator shall maintain a list of all credit cards owned by the City, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name

to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The City Administrator shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the City board.

(g) The City Commission shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a City credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the City Commission: verbal counseling, written reprimand, suspension, termination, reimbursement to the City for unauthorized expenditures.

RECORD OF VOTE:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED

\_\_\_\_\_  
Thomas Pantelleria, Mayor

**CERTIFICATE**

I, the undersigned, the duly qualified Clerk/Treasurer of the City of Fennville, Allegan County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a regular meeting of the Council of the City of Fennville, held on the 16<sup>th</sup> day of December, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in full compliance with Act 267, Public Acts of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_ day of August, 2019.

\_\_\_\_\_  
Deborah Perez, City Clerk/Treasurer

# Memo

DATE: December 13, 2019

TO: City Commission

FROM: Amanda Morgan  
City Administrator

SUBJECT: Agenda Item 9: Comcast Fiber at 125 S Maple St

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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 if we would like service installed before we moved.

## Attachment(s)

- Installation Agreement from Comcast.

## Recommended Action

Motion 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.

Account Name: City of Fennville

MSA ID#: MI-17483665-TPatt

SO ID#: MI-17483665-TPatt-15502114

CUSTOMER INFORMATION (for notices)

Primary Contact: Amanda Morgan  
 Title: City Administrator  
 Address 1: 222 S Maple St  
 Address 2: \_\_\_\_\_

City: Fennville  
 State: MI  
 Zip: 49408

Phone: (269) 561-8321  
 Cell: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: amorgan@fennville.com

Allowable Contract Date: \_\_\_\_\_  
 Contract Generated Date: 12/09/2019

SUMMARY OF CHARGES (Details on following pages)

Service Term (Months):

SUMMARY OF SERVICE CHARGES\*

Total Ethernet Monthly Recurring Charges: \$ 350.00  
 Total Trunk Services Monthly Recurring Charges: \$ 0.00  
 Total Off-Net Monthly Recurring Charges: \$ 0.00  
**Total Monthly Recurring Charges (all Services): \$ 350.00**

SUMMARY OF STANDARD INSTALLATION FEES

Total Ethernet Standard Installation Fees\*: \$ 0.00  
 Total Trunk Services Standard Installation Fees: \$ 0.00  
 Total Off-Net Standard Installation Fees: \$ 0.00  
**Total Standard Installation Fees (all Services): \$ 0.00**

SUMMARY OF CUSTOM INSTALLATION FEES

**Total Custom Installation Fee: \$ 0.00**  
 Amortized Custom Installation Fee \$ 0.00

SUMMARY OF EQUIPMENT FEES

Total Monthly Recurring Ethernet Equipment Fees: \$ 0.00  
 Total Monthly Recurring Trunk Services Equipment Fees: \$ 0.00  
**Total Monthly Recurring Equipment Fees (all Services): \$ 0.00**

\*Note: Charges identified in the Service Order are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, USF fees, surcharges and recoupments (however designated). Please refer to your Comcast Enterprise Services Master Services Agreement (MSA) for specific detail regarding such charges. Customer shall pay Comcast one hundred percent (100%) of the non-amortized Custom Installation Fee prior to the installation of Service.

GENERAL COMMENTS

AGREEMENT

This Comcast Enterprise Services Sales Order Form ("Sales Order") shall be effective upon acceptance by Comcast. This Sales Order is made a part of the Comcast Enterprise Services Master Services Agreement, entered between Comcast and the undersigned and is subject to the Product Specific Attachment for the Service(s) ordered herein, located at <https://business.comcast.com/terms-conditions-ent>, (the "Agreement"). Unless otherwise indicated herein, capitalized words shall have the same meaning as in the Agreement.

E911 NOTICE

Comcast Business Class Trunking Service may have the E911 limitations specified below:

- The National Emergency Number Association (NENA), a 911 industry organization that makes recommendations for standardized services relating to E911, has issued guidelines that state "The PBX owner is responsible for creating customer records, preferably in NENA standard format, that identify caller locations." To facilitate Customer's compliance with these guidelines and with associated state and local requirements related to provision of Automatic Location Information (ALI) for E911 services, Comcast offers two options:
  - Comcast will send to the ALI database or Subscriber Location Database (SLDB) the main billing telephone number and the main address provided by Customer; or
  - Customer may choose to sign up for up to 10 Emergency Location Information Numbers (ELINs) that Customer could assign to zones within Customer's premises that would be separately identified to the E911 call taker. The location information, such as a specific floor, side of a building, or other identifying information, could assist emergency responders to more quickly reach the appropriate location. Customer is solely responsible for programming its PBX system to map each station to one of these numbers, and for updating the system as necessary to reflect moves or additions of stations within the premises. Comcast will send the assigned ELINs to the ALI or SLDB database, as is appropriate.
- Many jurisdictions require businesses using multi-line telephone systems to program their systems to transmit specific location information for 911 calls. Customer bears sole responsibility to ensure that it identifies and complies with all such requirements. In any event, if Customer does not maintain E911 records in a timely and accurate manner, the E911 call taker may not receive proper location information, and emergency responders may be delayed or even prevented from timely reaching the caller's location.
- Battery Back Up - The Integrated Access Device (IAD) provided by Comcast is not equipped with battery backup. It is Customer's responsibility to ensure adequate back-up power is provided to ensure service continuity during a power outage, as employees would otherwise be unable to use the Services, including dialing 9-1-1, when power is unavailable.
- Calls using the Service, including calls to 911, may not be completed if there is a problem with network facilities, including network congestion, network/equipment/power failure, or another technical problem.
- All questions should be directed to 1-800-391-3000. E911 Service, Private Branch Exchange, and Direct Inward Dial Service.

By signing below, Customer acknowledges, agrees to and accepts the terms and conditions of this Sales Order.

CUSTOMER USE ONLY (by authorized representative)

COMCAST USE ONLY (by authorized representative)

Signature:	Signature:	Sales Rep:	Elizabeth Ramseur
Name:	Name:	Sales Rep E-Mail:	elizabeth_ramseur@comcast.com
Title:	Title:	Region:	Heartland
Date:	Date:	Division:	Central



**COMCAST ENTERPRISE SERVICES SALES ORDER FORM**

**ETHERNET SERVICES AND PRICING**

**Account Name:** City of Fennville

**Date:** December 09, 2019

**MSA ID#:** MI-17483665-TPatt

**SO ID#:** MI-17483665-TPatt-15502114

**Short Description of Service:**

**Service Term (Months):** 60

**Solution Charges**

Line	Request	Action	Service(s)	Description	Service Location A*	Service Location Z*	Comcast Metro	Performance Tier**	Tax Jurisdiction	Monthly	One-Time
1	New	Add	ENI10100	Port	125 S MAPLE ST-City of Fennville 125 S MAPLE ST		Michigan			\$ 72.92	\$ 0.00
2	New	Add	EQP FEE	Equipment Fee	125 S MAPLE ST-City of Fennville 125 S MAPLE ST					\$ 0.00	\$ 0.00
3	New	Add	ENI10100	Port	222 S MAPLE ST-City of Fennville 222 S MAPLE ST		Michigan			\$ 72.92	\$ 0.00
4	New	Add	EPL-BASIC-10	10 Mbps	222 S MAPLE ST-City of Fennville 222 S MAPLE ST	125 S MAPLE ST-City of Fennville 125 S MAPLE ST		PT1	Interstate	\$ 204.17	\$ 0.00
5	New	Add	EQP FEE	Equipment Fee	222 S MAPLE ST-City of Fennville 222 S MAPLE ST					\$ 0.00	\$ 0.00
* Services Location Details attached						<b>Total</b>				<u>Service Charges:</u> \$ 350.00	\$ 0.00
**Performance Tier Matrix Attached (For On-Net to On-Net or On-Net to Off-Net)										<u>Equipment Fees:</u> \$ 0.00	

### SERVICE LOCATION DETAIL INFORMATION

**Account Name:** 
**MSA ID#:** 
**SO ID#:** 
**Date:**

Line	Location Name / Site ID	Address 1	Address 2	City	State	Zip Code	DeMarc Location	Extend to DeMarc (Yes/No)	Inside Wiring (Yes/No)	Technical / Local Contact Name	Technical / Local Contact Phone #	Technical / Local Contact Email Address	Technical Contact On Site (Yes/No)	Satellite Location (Y/N)
1	125 S MAPLE ST-City of Fennville	125 S MAPLE ST		FENNVILLE	MI	49408				Amanda Morgan	(269) 561-8321	amorgan@fennville.com	Yes	No
2	222 S MAPLE ST-City of Fennville	222 S MAPLE ST		FENNVILLE	MI	49408				Amanda Morgan	(269) 561-8321	amorgan@fennville.com	Yes	No

**Comcast Enterprise Services Sales Order Form**  
**Ethernet Transport Services**  
**Performance Tier (PT) Matrix**

Metro	AUG	PA	CAR	CNM	CSC	CGA	CO	DAL	ETN	FPA	ATL	BOS	CHI	PHL	HOU	INDP	IND	JAC	MI	MAT	MTN	MN	NAL	NCA	OR	SFL	SCA	STN	SWF	SWT	UT	WA	WNE
Augusta GA (AUG)	PT1	PT3	PT3	PT4	PT2	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT2	PT3	PT4	PT4	PT2	PT3	PT2	PT3	PT4	PT3	PT3	
Central & Western PA (PA)	PT3	PT1	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT2	PT2	PT2	PT3	PT3	PT2	PT3	PT2	PT2	PT2	PT3	PT3	PT4	PT4	PT3	PT4	PT2	PT3	PT3	PT3	PT4	PT2
Central Arkansas (CAR)	PT3	PT3	PT1	PT3	PT3	PT2	PT2	PT2	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT2	PT3	PT3	PT3	PT2	PT3	PT2	PT3	PT3	PT3	
Central New Mexico (CNM)	PT4	PT3	PT3	PT1	PT4	PT3	PT2	PT2	PT4	PT3	PT3	PT4	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT4	
Charleston (CSC)	PT2	PT3	PT3	PT4	PT1	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT1	PT3	PT3	PT3	PT3	PT2	PT4	PT4	PT2	PT4	PT3	PT2	PT3	PT3	PT4	PT3
Coastal Georgia (CGA)	PT2	PT3	PT2	PT3	PT2	PT1	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT1	PT3	PT3	PT3	PT3	PT2	PT4	PT4	PT2	PT4	PT2	PT2	PT2	PT3	PT4	PT3
Colorado (CO)	PT3	PT3	PT2	PT2	PT3	PT3	PT1	PT2	PT4	PT3	PT3	PT3	PT2	PT3	PT2	PT2	PT2	PT3	PT2	PT3	PT3	PT2	PT3	PT2	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT3	PT3
Dallas (Dal)	PT3	PT3	PT2	PT2	PT3	PT3	PT2	PT1	PT3	PT2	PT2	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT2	PT3	PT3	PT3	PT2	PT3	PT2	PT3	PT3	PT3	PT3
Eastern Tennessee (ETN)	PT3	PT3	PT3	PT4	PT3	PT3	PT4	PT3	PT1	PT3	PT2	PT4	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT2	PT4	PT4	PT3	PT4	PT2	PT3	PT3	PT4	PT4	PT4
Florida Panhandle (FPA)	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT2	PT3	PT1	PT2	PT3	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT2	PT3	PT4	PT2	PT4	PT2	PT2	PT3	PT3	PT4	PT3
Greater Atlanta (ATL)	PT2	PT2	PT2	PT3	PT2	PT2	PT3	PT2	PT2	PT2	PT1	PT3	PT2	PT2	PT2	PT3	PT2	PT2	PT2	PT2	PT2	PT3	PT2	PT3	PT3	PT2	PT3	PT2	PT2	PT3	PT3	PT3	PT3
Greater Boston (BOS)	PT3	PT2	PT3	PT4	PT3	PT3	PT3	PT3	PT4	PT3	PT3	PT1	PT2	PT2	PT3	PT3	PT2	PT3	PT2	PT2	PT3	PT3	PT3	PT4	PT4	PT3	PT4	PT3	PT3	PT3	PT4	PT4	PT1
Greater Chicago (CHI)	PT3	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT2	PT2	PT2	PT1	PT2	PT2	PT2	PT2	PT2	PT2	PT2	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT2
Greater Phil. & New Jersey (PHL)	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT2	PT2	PT1	PT3	PT3	PT2	PT3	PT2	PT2	PT2	PT3	PT3	PT4	PT4	PT3	PT4	PT3	PT3	PT3	PT3	PT4	PT2
Houston (HOU)	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT2	PT3	PT2	PT3	PT1	PT3	PT2	PT2	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT3	PT3	PT3
Independence (INDP)	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT1	PT2	PT3	PT2	PT3	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3
Indiana (IND)	PT3	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT2	PT2	PT2	PT2	PT2	PT1	PT2	PT2	PT2	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2
Jacksonville (JAC)	PT2	PT3	PT3	PT3	PT1	PT1	PT3	PT3	PT3	PT2	PT2	PT3	PT2	PT3	PT2	PT3	PT2	PT1	PT3	PT3	PT2	PT3	PT2	PT4	PT4	PT2	PT4	PT3	PT2	PT3	PT3	PT4	PT3
Michigan (MI)	PT3	PT2	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT2	PT2	PT2	PT3	PT2	PT2	PT3	PT1	PT2	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2
Mid-Atlantic (MAT)	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT2	PT2	PT2	PT3	PT3	PT2	PT3	PT2	PT1	PT2	PT3	PT3	PT4	PT4	PT3	PT4	PT3	PT3	PT3	PT3	PT4	PT2
Middle Tennessee (MTN)	PT2	PT2	PT2	PT3	PT3	PT3	PT3	PT2	PT2	PT2	PT2	PT3	PT2	PT2	PT2	PT2	PT2	PT2	PT2	PT2	PT1	PT2	PT2	PT3	PT3	PT2	PT3	PT1	PT3	PT3	PT3	PT3	PT3
Minnesota (MN)	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT2	PT2	PT3	PT2	PT3	PT2	PT1	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3
Northern AL (NAL)	PT2	PT3	PT2	PT3	PT2	PT2	PT3	PT2	PT2	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT1	PT4	PT4	PT3	PT4	PT2	PT2	PT2	PT3	PT4	PT3	
Northern CA (NCA)	PT4	PT4	PT3	PT3	PT4	PT4	PT2	PT3	PT4	PT3	PT3	PT4	PT3	PT4	PT3	PT3	PT4	PT3	PT4	PT3	PT3	PT3	PT4	PT1	PT2	PT4	PT2	PT4	PT4	PT3	PT2	PT2	PT4
Oregon & SW Washington (OR)	PT4	PT4	PT3	PT3	PT4	PT4	PT3	PT3	PT4	PT4	PT3	PT4	PT3	PT4	PT3	PT3	PT4	PT3	PT4	PT3	PT3	PT3	PT4	PT2	PT1	PT4	PT2	PT4	PT4	PT3	PT2	PT2	PT4
South Florida (SFL)	PT2	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT3	PT4	PT4	PT1	PT4	PT3	PT2	PT3	PT3	PT4	PT3
Southern California (SCA)	PT3	PT4	PT3	PT3	PT4	PT4	PT2	PT3	PT4	PT4	PT3	PT4	PT3	PT4	PT3	PT3	PT4	PT3	PT4	PT3	PT3	PT3	PT4	PT2	PT2	PT4	PT1	PT4	PT4	PT3	PT2	PT2	PT4
Southern TN & North GA (STN)	PT2	PT2	PT2	PT3	PT3	PT2	PT3	PT2	PT2	PT2	PT2	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT1	PT3	PT2	PT4	PT4	PT3	PT4	PT1	PT3	PT2	PT3	PT4	PT3
Southwest Florida (SWF)	PT2	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT2	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT2	PT4	PT4	PT2	PT4	PT3	PT1	PT3	PT3	PT4	PT3
SW TN & Northern MS (SWT)	PT3	PT3	PT2	PT3	PT3	PT2	PT3	PT2	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT3	PT3	PT2	PT3	PT1	PT3	PT3	PT3	PT3
Utah (UT)	PT4	PT3	PT3	PT3	PT3	PT3	PT2	PT3	PT4	PT3	PT3	PT4	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT3	PT2	PT2	PT3	PT2	PT3	PT3	PT1	PT2	PT4	PT4
Washington (WA)	PT3	PT4	PT3	PT3	PT4	PT4	PT3	PT3	PT4	PT4	PT3	PT4	PT3	PT4	PT3	PT3	PT4	PT3	PT4	PT3	PT3	PT3	PT4	PT2	PT2	PT4	PT2	PT4	PT3	PT2	PT1	PT4	PT4
Western New England (WNE)	PT3	PT2	PT3	PT4	PT3	PT3	PT3	PT3	PT4	PT3	PT3	PT1	PT2	PT2	PT3	PT2	PT3	PT2	PT2	PT2	PT3	PT3	PT3	PT4	PT4	PT3	PT4	PT3	PT3	PT3	PT4	PT4	PT1