

DRAFT



CITY COMMISSION MEETING MINUTES

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, May 20, 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, Brien, Hageman, Hayden, Machan, Suerth, Pantelleria

Absent: None

2. Pledge of Allegiance

The pledge of allegiance was recited.

3. Approval of Agenda

There being no changes the agenda was approved as presented.

4. Public Comments

None at this time.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: May 6, 2019

Moved by Suerth, Seconded by Brien to approve the City Commission Minutes of May 6, 2019 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

No reports at this time.

NEW BUSINESS

7. The City Commission will be asked to approve the 2019 Memorial Day Parade Special Event on Monday, May 27, 2019.

Background Information: The Memorial Day Parade is scheduled to occur at 10:00 a.m. on Monday, May 27, 2019. In keeping with tradition, there will be a flag ceremony followed by the Star Spangled Banner at the flag pole at Paradise Park. From there the parade will proceed to the Cemetery where there will be another small ceremony.

The event organizers were late in approaching the City with the request for the parade and but have submitted a Special Event Application. While the approval process typically takes two weeks, since this is a long standing event, and there are no proposed changes, staff is recommending that the City Commission approve the special event application. Staff has

discussed the new special event guidelines and is working with the event organizers to make sure an application is submitted in a timelier manner for future years.

Moved by Pantelleria, seconded by Machan approve the 2019 Memorial Day Parade Special Event on Monday, May 27, 2019. Voted Yes: All. Motion carried.

8. The City Commission will be asked to approve the Lighting Stone Dash Special Event for Saturday, August 10, 2019.

Background Information: The City has received a special event application for the Lighting Stone Dash to be held on Saturday, August 10, 2019. This new event is a skateboarding competition consisting of a 400 yard dash and a grind bar competition. The event is planned to be held on East Fennville Street downtown.

As part of the approval process, the application has been reviewed by the Department of Public Works, Police Department and Fire Department. There were a few issues raised by the Fire Department and adjustments have been made accordingly, mostly related to the road closure and emergency vehicle egress.

Fennville Street, from Main Street to approximately 50' west of Maple Street be closed from 8 a.m. to 10 p.m. for the event. Vendors would be set up in the grassy area along the East side of the road and one side of South Street from Main to Fennville Street will be designated as a no parking zone to ensure Fire Vehicles can navigate the road for emergency response.

Once approved, the event organizers will submit proof of liability insurance naming the City as an additional insured. An organization meeting held approximately two weeks before the event to finalize event details.

Commissioner Hageman is the event organizer and due to the conflict of interest abstained from the vote. He answered any questions the Commissioners had regarding the proposed event.

Moved by Almquist, seconded by Machan to approve the Lightning Stone Dash Special Event for Saturday, August 10, 2019. Voted Yes: Almquist, Brien, Hayden, Suerth, Pantelleria. Voted No: None. Abstain: Hageman. Motion carried.

9. The City Commission will begin discussing the water and sewer rate increases suggested by the Financial Advisor for FY2020.

Mayor Pantelleria presented the commissioners with information from the City's Financial Advisor with recommendations for water and sewer rate increases for the coming fiscal year. Due to some unanticipated increased costs due to a recent state lead and copper regulations, the Finance Committee and Financial Advisor is recommending an 8% rate increase for water to cover the estimated cost to administer that program. The sewer rate increase is still recommended at 25%, which is consistent with the projections from last year.

The Commissioners were asked to review the information and let the Mayor or City Administrator know if they had any questions. The ordinances to approve the rates will be presented to the Commission for approval as part of this year's budget process.

10. The City Commission will be asked to amend the parking restrictions adjacent to the 220 Building.

Background Information: There has been some questions as to the number of parking spaces currently being reserved for the use of Michigan Works who leases the 220 Building from the DDA. Some Commissioners recall that there is only supposed to be three parking spaces reserved for their use. However, after researching the minutes, the number of spaces was not clearly defined in the motion.

Staff has discussed the parking needs with Michigan Works representatives and they are acceptable to only have three designated spaces for their use, Monday through Wednesday from 8 to 5 p.m. Further, once the City completes the purchase of the former Chemical Bank, they have agreed to move those reserved spaces to that parking lot and eliminate the restriction on the street parking spaces.

Moved by Almquist, seconded by Suerth to reserve three parking spaces adjacent to the 220 Building for use by Michigan Works, Monday through Wednesday from 8 a.m. to 5:00 p.m. which will be moved to the former Chemical bank site after the purchase is complete. Voted Yes: Almquist, Brien, Hageman, Hayden, Suerth, Pantelleria. Voted No: Machan. Motion carried.

11. Reports of Standing Committees:

Finance/Personnel: The City Administrator has prepared a draft budget for the Finance/Personnel Committee to review. A meeting was scheduled for Tuesday, May 28, 2019 at 6:00 p.m.

City Services: Nothing to report at this time.

City Properties: Nothing to report at this time.

Ordinances/Community Relations: Staff has contacted the Barbeque Vendor at Family Dollar to ensure they have filed for the transient merchant permit.

Planning: Meeting to be held on Tuesday, June 11, 2019 to set the Goals and Objectives for the Recreation Plan.

Administrative/DDA: Next DDA Meeting to be held on Wednesday, June 5, 2019.

12. Miscellaneous

Commissioner Machan asked about the status of the bank purchased. The Commission discussed the need to move forward with splitting the lot into two: building and parking lot, after the purchase is complete.

13. City Attorney Report

Attorney Martin stated that information received shows that the City transferred the ownership of the tennis court property to the school in 1963. A formal memo will be prepared stating as such. In addition, the attorney was asked to draft a memo to the DNR in regards to a grant that was received in the 1990's to explain the property ownership.

There was some discussion on the completion of the paperwork needed to finalize the loan on the former Chemical Bank site. The Attorney will be completing the documents and will forward them to the City Administrator.

14. City Administrator Report

Forty-two homes participated in the spring clean-up dumpster day on May 18th. Some discussion took place on hydrant flushing. Spring hydrant flushing will be scheduled in the coming weeks.

15. Approval of Bills

Moved by Pantelleria, seconded by Machan to approve the bills totaling \$21,421.27. Voted Yes: All. Motion carried.

16. Adjournment

The meeting was adjourned at 8:24 p.m.

Respectfully Submitted,



Amanda Morgan
City Administrator

Approved by City Commission: **DRAFT**