

June 17, 2019
City of Fennville

The regularly scheduled meeting of the City of Fennville was called to order in City Hall at 7:00 p.m. by Mayor Pantelleria.

Commissioners Present: Almquist, Hayden, Pantelleria, Suerth
Absent: Brien, Machan, Hageman

Public present: Amanda Morgan, City Administrator; Dan Martin, City Attorney; Dana Burd, Prein&Newhof; Bonnie Rozema, Rozema Reporting; Colleen Rae; John Jamros.

The pledge of allegiance was recited.

APPROVAL OF AGENDA: Approved as printed.

PUBLIC COMMENTS: None.

APPROVAL OF MINUTES: **Moved by Suerth, seconded by Pantelleria, to approve the Regular Meeting Minutes of June 3, 2019 with the following corrections: change “approved” to “introduced” for the motions regarding Ordinance 2019-01 and Ordinance 2019-02 and under Misc: change “park” to “Hutchinson Garden”.** Voted Yes: All. Motion carried.

REPORTS & MINUTES: Reviewed the following:

- a. Fennville Area Fire Board: Minutes, May 28, 2019 – DRAFT
- b. Michigan Township Services: May 2019

UNFINISHED BUSINESS:

The City Commission was asked to take the following action regarding the City's Application for SRF Funding:

- Hold a public hearing regarding the project plan.
- Approve Resolution 2019-03: A Resolution adopting a final project plan for Wastewater System Improvements and designating an authorized project representative.

Background Information: For the last several months, the City Staff has been working with Prein&Newhof on an application to EGLE for SRF Program for funding for improvements to the City's Wastewater Collection System. Work has included finalizing the project scope, finalizing cost estimates, and preparing the Preliminary Engineering Report.

As part of the process, EGLE requires that the City hold a formal public hearing and have a certified shorthand reporter present to record the hearing. The public hearing required a 30 day notice. The project plan has been available at City Hall during that time for public review. The City Commission was also sent a link to download the file on June 5th.

There are very strict requirements as to what needs to be covered in the public hearing. Dana Burd from Prein&Newhof will be attending the meeting and leading the public hearing process.

Moved Suerth, seconded by Hayden, to open a public hearing regarding the project plan. Voted Yes: All. Motion carried.

Dana Burd led the public hearing and answered questions.

Moved Pantelleria, seconded by Almquist, to close the public hearing regarding the project plan. Voted Yes: All. Motion carried.

Moved Pantelleria, seconded by Suerth, to approve Resolution 2019-03: A Resolution adopting a final project plan for Wastewater System Improvements and designating an authorized project representative. Voted Yes: All. Motion carried.

The City Commission was asked to approve the following ordinances regarding the FY20 utility rates:

- Ordinance 2019-01: A Ordinance to set rates for City of Fennville water utilities.
- Ordinance 2019-02: A Ordinance to set rates for City of Fennville sewer utilities.

Background Information: The Commission introduced the ordinances during the meeting on June 3rd. The ordinances can now be adopted. After adoption the full text must be published in the newspaper before the ordinances can be effective which is set for July 1, 2019.

Moved Suerth, seconded by Almquist, to adopt Ordinance 2019-01: A Ordinance to set rates for City of Fennville water utilities. Voted Yes: All. Motion carried.

Moved Hayden, seconded by Almquist, to adopt Ordinance 2019-02: A Ordinance to set rates for City of Fennville sewer utilities. Voted yes: All. Motion carried.

The City Commission was asked to take the following action on the FY 2020 Budget:

- Hold a public hearing regarding the FY2020 budget.
- Approve Resolution 2019-04: A Resolution adopting General Appropriations Act for the Fiscal Year July 1, 2019 to June 30, 2020.

Moved Pantelleria, seconded by Almquist, to open the public hearing on the FY2020 Budget. Voted Yes: All. Motion carried.

Pantelleria reviewed the budgeted revenues and expenditures as a whole for each fund.

Moved Pantelleria, seconded by Hayden, to close the public hearing on the FY2020 Budget. Voted Yes: All. Motion carried.

Moved Suerth, seconded by Almquist, to approve Resolution 2019-04: A Resolution adopting General Appropriations Act for the Fiscal Year July 1, 2019 to June 30, 2020. Voted Yes: All. Motion carried.

The City Commission was asked to approve an Installment Purchase Agreement for the purchase of the former Chemical Bank site and authorize the City Administrator to complete all documentation to finalize the sale.

Background Information: The City is very close to finalizing the purchase of the former Chemical Bank site. Prior to being able to schedule a closing date, the City Commission will need to approve the Installment Purchase Agreement. This agreement will be based on the City

Commission putting down \$22,000 toward the purchase with the installment purchase agreement covering the remaining \$88,000 at an interest rate of 3.79% for 15-years.

Attorney Dan Martin answered questions regarding Section 12 of the Agreement.

Moved Almquist, seconded by Suerth, to approve the Installment Purchase Agreement for the purchase of the former Chemical Bank site and authorize the City Administrator to complete all documentation to finalize the sale. Voted Yes: All. Motion carried.

NEW BUSINESS:

The City Commission was asked to approve Resolution 2019-05: A Resolution adopting an updated personnel policy.

Background Information: In December of 2018, the City Commission adopted an updated personnel policy. At that time, there were still a few policies that were being worked on regarding sick/vacation leave and overtime compensation. The changes to these policies had potential impacts to the budget so it was determined that it would be best to make those updates coinciding with the new fiscal year.

Moved Pantelleria, seconded Almquist, to approve Resolution 2019-05: A Resolution adopting an updated personnel policy. Voted Yes: All. Motion carried.

The City Commission was asked to approve the employee wage increases for FY2020 as recommended during the employee review process.

Background Information: The City's Employee Handbook, sets forth the process for employee evaluations as follows:

"The Personnel Committee will evaluate the City Administrator. The City Administrator will evaluate the City Clerk/Treasurer and DPW Foreman. The Chief of Police will be evaluated by the Chairman of the City Services Committee.

"The DPW Foreman under the guidance of the City Administrator will evaluate the employee's in their department i.e. equipment operator/laborer, seasonal persons hired to mow, paint, remove snow or other jobs in the maintenance department of the City.

"Evaluations of each employee must be made at least one time each year and may be made more frequently if the situation requires it or if the employee requests an evaluation. All evaluations will be referred to the Personnel Committee and will become a part of each employee's personnel file."

It further states that "Pay raises will be based on supervisors' or Personnel Committee's evaluations of employees and subsequent recommendations to the City Commission."

Moved Suerth, seconded by Almquist, to approve the employee wage increases for FY2020 as recommended during the employee review process. Voted Yes: All. Motion carried.

REPORTS OF STANDING COMMITTEES:

Finance/Personnel:

- The Personnel Committee will meet June 24, 2019 to complete the City Administrator's review and review the Police Chief's review.
- Jim Suerth is named as the alternate to the City Services Committee.

City Services:

- No report.

City Properties:

- Pantelleria reported he has a list of dead trees that need to be removed.

Ordinances/Community Relations:

- Hayden reported the City's fireworks ordinance might need to be updated due to State changes.

Planning:

- Morgan reported the Planning Commission met June 11, 2019 to set goals and objectives for the recreation plan; another meeting has been set for July 8th.

Administrative/DDA:

- Pantelleria reported the DDA may have to postpone the Streetscape extension until funding is available.

MISCELLANEOUS: Morgan reported the FPS Board of Education is holding two community input sessions for public input on community recreation, including the CAC. The sessions will be held July 8 at 6:00pm and July 10 at 7:00 pm in the Board Room.

CITY ATTORNEY REPORT: Attorney Dan Martin reported the State is attempting to locate paperwork for the grant agreement regarding the tennis courts.

CITY ADMINISTRATOR REPORT: Morgan reported the City flushed hydrants last week with no issues. Morgan and Shannon VanOss completed the Consumer Confidence Report (Water Quality Report) and it has been approved by the State. There has been increased interest in using the DDA Lot for local events, including a car show, the SCA and school Fiesta Celebration in August, and a concert in September.

APPROVAL OF BILLS: **Moved by Pantelleria, seconded by Almquist, to approve payment of the bills as printed in the amount of \$9,685.24.** Voted Yes: All. Motion carried.

Meeting adjourned at 8:31 p.m. The next meeting of the City Commission will be held on Monday, July 1, 2019 at 7:00 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer