



CITY COMMISSION MEETING MINUTES

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, August 19, 2019
7:00 p.m.

1. Call to Order/Roll Call

The meeting was called to order by Mayor Pantelleria at 7:00 pm.

Present: Almquist, Brien, Hayden, Pantelleria, Suerth

Absent: Hageman, Machan

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

The Agenda was approved as presented.

4. Public Comments

5. Approval of the following City Commission Minutes:

a. Regular Meeting: August 5, 2019

Moved by Brien, seconded by Pantelleria, to approve the minutes of August 5, 2019 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

a. Michigan Township Services Report – July 2019

Reviewed the July 2019 MTS Report.

PUBLIC HEARING

7. The City Commission will be asked to hold a public hearing and consider a request for a dimensional variance and a parking variance for the project at 353 E First Street.

Background Information:

Michigan Township Services has received an application for a zoning variance from the property owners at 353 E First Street. The property owners have submitted plans to build a mini storage facility on the property but the plans as submitted would require a dimensional variance and a parking variance. The City Commission is named as the Zoning Board of Appeals in the Zoning Ordinance and is being asked to consider the request.

Moved by Pantelleria, seconded by Hayden, to open Public Hearing at 7:03 pm to discuss the property at 353 E. First Street. Voted Yes: All. Motion carried.

Tasha Smalley from MTS was present as well as the property owners, James and Lynette Boerkoel. John Tenpas from Driesenga & Assoc. presented the plans to the Commission and answered questions. No other public comments received.

Moved by Pantelleria, seconded by Suerth, to close the Public Hearing at 7:19 pm. Voted Yes: All. Motion carried.

Moved by Brien, seconded by Almquist, to approve a dimensional variance and a parking variance for the project at 353 E Frist Street as requested. Voted Yes: All. Motion carried.

UNFINISHED BUSINESS

8. The City Commission will be asked to approve Resolution 2019-06: A Resolution authorizing an Installment Purchase Agreement.

Background Information:

In June, the City Commission approved an installment purchase agreement for the former Chemical Bank site. However, that original agreement was rejected by the Seller. Our attorneys have drafted a new agreement and resolution which is acceptable to the seller. Due to some additional legal language that is included, the attorneys have requested that the City Commission make a new motion to approve the attached Resolution authorizing the agreement. None of the original terms of the agreement have changed, it is just includes some additional legal language.

The City Commission discussed the resolution during their last meeting however, it was discovered that the deed restriction information was not included in the documentation. That information has since been received and included in Exhibit B to the agreement. Once the resolution is approved we can move forward with finalizing the purchase.

Moved by Pantelleria, seconded by Suerth, to approve Resolution 2019-06 to enter into an Installment Purchase Agreement as presented. Voted Yes: Almquist, Pantelleria, Suerth. Voted No: Brien, Hayden. Motion carried.

9. The City Commission will be asked to approve Resolution 2019-07: A Resolution setting a policy related to new water/sewer connections.

Background Information

The City has received several inquiries regarding the installation of new water and/or sewer services within the last month for new homes being built within our service area. The long standing fee schedule and policy for new services has raised many concerns amongst staff. Staff has developed a proposed policy for new water/sewer connections in an effort to address the following concerns:

- There has been much confusion amongst staff as to how to administer the current fee schedule. The proposed policy clarifies what is charged to a customer to connect to the City's services.
- The current practice calls for the City staff to install the water tap and line all the way to the home and the contractor installs the meter. The proposed policy states that the City will tap into the water system and install pipe to a curb stop located within the right of way area. It will then be the contractor's responsibility to run the line from the curb stop to the home and install the meter. Further it requires for an inspection of all services before they are turned on.

- The current practice has been to allow the home owners contractor to tap into the sewer system. The proposed policy calls for the City or our contractor to install the sewer tap and the contractor will run the line to the tap.

The fee schedule identified within the proposed resolution was set based on an analysis of the City's actual costs for installation including labor, equipment and materials for a standard water and sewer service. Further, the policy allows for additional fees to be billed to the customer if a unique situation arises that would cause additional costs during installation.

Moved by Brien, seconded by Pantelleria, to approve Resolution 2019-07: A Resolution setting a policy related to new water/sewer connections as presented. Voted Yes: All. Motion carried.

NEW BUSINESS

10. The City Commission will be asked to approve a quote from Royal Glass in the amount of \$1,140 to replace a window at City Hall.

Background Information:

The window on the garage on the Maple Street side of the building is in a severe state of disrepair. Staff has received a quote for replacement of the window from Royal Glass in the amount of \$1,140. This includes the window and installation only, with City staff responsible for the removal of the old window. Since this item was not in the budget, City Commission approval is needed prior to proceeding with the work.

Moved by Almquist, seconded by Hayden, to approve a quote from Royal Glass in the amount of \$1,140 to replace a window at City Hall and amend the budget accordingly. Voted Yes: All. Motion carried.

11. The City Commission will be asked to approve the special event application for the 2019 Goose Festival.

Background Information:

The City has received the special event application for the 2019 Goose Festival. The event plans to build on the successful model from last year's event and has made very few changes. The biggest changes involve the car show returning to Main Street and rerouting the 5K and Gosling Run. The application has been reviewed by the Police, Fire and DPW with no concerns.

Moved by Suerth, seconded by Almquist, to approve the 2019 Goose Festival Special Event application for October 11-13, 2019. Voted Yes: All. Motion carried.

12. Reports of Standing Committees:

- a. Finance/Personnel: Suerth will replace Machan on the Planning Commission.
- b. City Services (Police, Ambulance & Fire): The Fire Department's Open House was well attended; the Police Chief is hiring two new part-time police officers.
- c. City Properties: Question arose if the property owners of the alley behind Main Street can be cited for blight to encourage clean up; Morgan will look into the matter.
- d. Ordinances/Community Relations: No report.

- e. Planning: The next Planning Commission meeting will be 10/14/19 which will include a public hearing on the recreation plan
- f. Administrative/DDA: The DDA is considering selling the 220 Building after the current lease expires and re-listing the other DDA vacant properties for sale after the close of the Goose Festival

13. Miscellaneous

A citizen addressed the Commission and asked what could be done about the speeding on 58th Street toward Holland and how to increase police presence. The Mayor advised him to speak with his Township Board and the Mayor would speak with County Commissioner Kapenga regarding his concerns.

14. City Attorney Report

Easements for the USDA water loan have been prepared and forwarded to Morgan for circulation and signatures. The State is ready to move forward on the licensing of recreational marijuana.

15. City Administrator Report

The easements for the USDA water loan are needed to show proof of ownership for the City's water system. Skateboard event will be on the 24th and a Food Truck event will be on the 26th. The website is up and running and the tablets have been distributed to the Commissioners.

16. Approval of Bills

Moved by Pantelleria, seconded by Brien, to approve payment of the bills in the amount of \$25,544.50. Voted Yes: All. Motion carried.

17. Adjournment

The meeting was adjourned at 8:12 pm.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer