



CITY COMMISSION MEETING MINUTES

City Hall, 222 South Maple Street, Fennville, MI 49408
Monday, September 16, 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, Hageman, Hayden, Pantelleria, Suerth
Absent: Brien, Machan

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

The Agenda was approved as presented with the addition of "Attorney Report" added after "Miscellaneous".

4. Public Comments

John Jamros informed the Commission that he is against the changing the stop sign locations at the intersection of Reynolds and Elizabeth Streets.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: September 3, 2019

Moved by Suerth, seconded by Pantelleria, to approve the minutes of September 3, 2019 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

- a. MTS Report – August 2019

The MTS Report for August 2019 was reviewed.

UNFINISHED BUSINESS

7. The City Commission will continue discussion on rental and electrical inspections.

Zoning Administrator, Tasha Smalley, and Housing Inspector, Brian MacCartny, were present to discuss the rental inspection/occupancy permit processes and checklists they use in conjunction with the Property Maintenance Code.

NEW BUSINESS

8. The City Commission will be asked to approve the Homecoming Parade Special Event Application for Friday, October 4, 2019.

Background Information:

The Fennville High School Student Council has submitted a request to hold the 2019 Homecoming Parade on October 4, 2019. Parade line up will begin at 4:30 p.m. with the parade step off at 5:00 p.m. It is anticipated that the parade will last approximately 30 minutes. This request is consistent with prior years. Staff is recommending approval.

Moved by Pantelleria, seconded by Almquist, to approve the 2019 Homecoming parade Special Event Application for October 4, 2019. Voted Yes: All. Motion carried.

9. The City Commission will be asked to approve a budget adjustment to the expenses from the equipment fund for additional expenses related to the purchase of the new police and DPW Vehicles.

Background Information:

During the FY2020 budget process, the City Commission approved the purchase of two new vehicles: a police car and a DPW truck. Both vehicles have been ordered and should be in production soon with delivery expected in early October. However, there were slight increases to both the purchase price of the vehicles and the accessories that will put the total expenses over budget.

The following outlines the estimated expenses and actual expenses.

ESTIMATED EXPENSES	ACTUAL EXPENSES
Police Car \$ 32,000.00	Police Car \$ 33,524.00
Lights/Decals \$ 10,000.00	Upfitting \$ 10,242.00
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\$ 42,000.00	\$ 43,766.00
DPW Truck \$ 24,000.00	DPW Truck \$ 25,901.00
Plow \$ 6,000.00	Plow \$ 6,671.00
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\$ 30,000.00	\$ 32,572.00
Total Budgeted	Total Actual
Expenses \$ 72,000.00	Expenses \$ 76,338.00

While staff is asking for a budget adjustment to cover the total overage of the DPW plow truck, staff understands that they will be asked to be extremely frugal with the items budgeted for in the miscellaneous equipment purchases and may be asked to hold off on some of those purchases until next fiscal year.

Moved Pantelleria, seconded by Suerth, to approve a budget increase of \$4,338 to the expenses from the revolving equipment fund. Voted Yes: All. Motion carried.

10. The City Commission will be asked to set the Trick-or-Treating hours for 6-8 p.m. on Wednesday, October 31, 2019.

Moved by Suerth, seconded by Pantelleria, to set the Trick-or-Treating hours from 6-8 p.m. on Thursday, October 31, 2019. Voted Yes: All. Motion carried.

11. The City Commission will be asked to consider a request from the Knights of Columbus to hold their annual Tootsie Roll Drive on the streets of Fennville October 11-12, 2019.

Background Information:

Each year, the Knights of Columbus hold their Annual Tootsie Roll Drive downtown. Traditionally, they hold the drive Columbus Day weekend but are asking to hold the Drive October 11-12th this year. These dates coincide with the Goose Festival. I have presented the request to the DDA/Goose Festival members and they have no concerns.

Moved by Pantelleria, seconded by Almquist, to allow the Knights of Columbus to hold their annual Tootsie Roll Drive on the streets of Fennville October 11-12, 2019. Voted Yes: All. Motion carried.

12. Reports of Standing Committees:

- a. Finance/Personnel: Quarterly review in October; Craig Phillips, DPW, is resigning 9/27/19; review of proposed schedule to hire his replacement.
- b. City Services (Police, Ambulance & Fire): John Robben is the new AMR Regional Director; changes to AMR contract regarding boundary lines and entity contribution percentages may require new signatures.
- c. City Properties: Suggestion to make the downtown smoke-free.
- d. Ordinances/Community Relations: The bank building will be the site for the Goose Festival headquarters this year.
- e. Planning: A Special Meeting was held to review the site plan for the mini storage unit proposed for 353 First Street.
- f. Administrative/DDA: The DDA is going to have MC Smith review their streetscape plans.

13. Miscellaneous

13.5. City Attorney Report

No report.

14. City Administrator Report

The City wants to recognize Craig Phillips for his service to the City. The new DPW vehicles will have new City decals with a new design. Morgan is compiling a to-do list for clean up at the former Chemical Bank building. Construction plans are available for the USDA water projects; a workshop can be scheduled to review the construction plans with Dana Burd if the Commission is interested.

15. Approval of Bills

Moved by Pantelleria, seconded by Almquist, to approve payment of the bills in the amount of \$7,167.40. Voted Yes: All. Motion carried.

16. Adjournment

The meeting adjourned at 8:16 pm.