



CITY COMMISSION MEETING AGENDA

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, September 21, 2020
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the City Commission will allow for participation through a virtual meeting site or by telephone. To access the meeting visit:

Join Zoom Meeting

Meeting ID: 816 8476 5423

<https://us02web.zoom.us/j/81684765423>

One tap mobile

+13126266799,,81684765423# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

As always, citizens can also submit their comments in writing by 6:30 p.m. by:

Email to amorgan@fennville.com

Drop Box located on the parking lot side of City Hall

By mail to PO Box 666, Fennville, MI 49408

AGENDA

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: [September 8, 2020](#) – Click on link to view draft minutes

6. Reports & Minutes

- a. MTS Report – August 2020

NEW BUSINESS

7. The City Commission will be asked to approve Addendum 2 to the agreement with Prein&Newhof for engineering services related to the SRF Project.

8. Reports of Standing Committees:

- a. Finance/Personnel: *Mayor, Machan, Suerth*
b. City Services (Police, Ambulance & Fire): *Machan, Suerth, Jamros*

- c. City Properties: *Jamros, Bolles*
- d. Ordinances/Community Relations: *Hayden, Almquist*
- e. Planning: *Bolles, Suerth*
- f. Administrative/DDA: *Mayor, Almquist, Bolles*

9. Miscellaneous

10. City Attorney Report

11. City Administrator Report

12. Approval of Bills

- a. Invoices totaling \$52,782.84 - *A copy of the invoice report will be sent to the City Commission by email for review on meeting day and the agenda packet online will be updated to include the information.*

13. Adjournment

Michigan Township Services - Allegan, Inc.

111 Grand Street
(269) 673-3239 fax: (269)673-9583

Permits Issued For FENNVILLE CITY

Building

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
8/10/2020	FNB20009	2481 58th Street	\$36,000.00	\$228.00	Samp	Above Ground Pool
Building Totals			\$36,000.00	\$228.00		

Electrical

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
8/10/2020	FNE20008	2481 58th Street		\$155.00	Samp	Above Ground Pool
8/12/2020	FNE20009	626 Wilson St		\$110.00	Velazquez	Attached Garage
Electrical Totals				\$265.00		

Mechanical

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
8/26/2020	FNM20005	106 E Main		\$160.00	El Jariepo	
Mechanical Totals				\$160.00		

Plumbing

Date	Permit #	Site Address	Construction Cost	Permit Cost	Owner	Type Of Construction
8/3/2020	FNP20002	5640 Landsburg Rd apt 510C		\$103.00	Maple Lane Apartm	
8/28/2020	FNP20003	106 E Main		\$171.00	El Jariepo	
Plumbing Totals				\$274.00		
Plumbing Totals			\$36,000.00	\$927.00	\$92.70	

Building Inspections Performed In FENNVILLE CITY Within A Date Period

Type of Permit				Inspection Status And Comments					Inspector
Date Issued	Building Permit Number	Address and Project Type	Contractor	Footing	Foundation, Underground, or Service	Rough-In	Final	Status <i>History Only</i>	
8/28/2020	Building FNB20008	209 W Fennville St Rpr Porch Deck/Roof/Hdrs	Owner	Yes					MacCartny
8/28/2020	Building FNB20007	626 Wilson St Attached Garage	Owner			5 corrections	No		MacCartny
8/28/2020	Building FNB20007	626 Wilson St Attached Garage	Owner				No		MacCartny
8/11/2020	Building FNB19029	353 E First St Bldg 4 Mini Storage Building	Midwest Construction Group				Yes		MacCartny
8/11/2020	Building FNB19028	353 E First St Bldg 3 Mini Storage Building	Midwest Construction Group				Yes		MacCartny
8/11/2020	Electrical FNE20009	626 Wilson St Attached Garage	E/M Electric LLC				Yes		Lester
8/11/2020	Electrical FNE20009	626 Wilson St Attached Garage	E/M Electric LLC		Yes				Lester

Memo

DATE: September 18, 2020

TO: City Commission

FROM: Amanda Morgan
City Administrator

SUBJECT: Agenda Item 7: P&N Agreement Amendment 3 – SRF Projects

The City Commission will be asked to approve Amendment 3 to the agreement with Prein&Newhof for engineering services related to the SRF Project.

Background Information

The City Commission is being asked to approve an amendment to the professional services agreement with P&N for the SRF Projects. This amendment is related to time spent by engineering staff on Value Engineering negotiations with K&R and issuing the post bid Addendum 2, totaling \$5,569.50. These expenses have been reviewed by EGGLE and are considered eligible expenses.

The amendment would transfer the remaining Project Plan Phase budget to the Construction Phase to cover most of the cost with a small amount from project contingency.

Attachment(s)

- Professional Service Agreement Amendment w/ P&N

Recommended Action

Motion to approve Amendment 3 to the agreement with Prein&Newhof for engineering services related to the SRF Project.

Professional Services Agreement Amendment

Amendment Number : Amendment 3

Project Name: SRF Wastewater Improvement Project

P&N Representative: Dana Burd, P.E.

Client: City of Fennville

Client Representative: Amanda Morgan, City Administrator

AGREEMENT: The Agreement Amendment modifies the original agreement for professional services dated: Accepted by City on 12/13/19

Client hereby requests and authorizes a change in services in accordance with the following:

SCOPE OF SERVICES MODIFICATION:

Additional value engineering between 8/1/20 and 8/14/20 and post bid Addendum Number 2.

SCHEDULE OF SERVICES MODIFICATION:

None.

BUDGET MODIFICATION:

Additional Construction Phase 3 fees of \$5,569.50 this amendment. Also, transfer \$4,934.40 from Project Plan Phase budget to Phase 3 budget. Revised Project Plan Phase budget is \$51,065.60. Revised Construction Phase 3 budget is \$153,569.50. Note \$635.10 to come from project contingency.

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates plus Reimbursable Expenses
- Other:

ADDITIONAL PROVISIONS (IF ANY):

None.

Prepared by:
Prein&Newhof, Inc.

Accepted for:
Client _____

By: _____
Print Name: Kenneth A. Bosma
Title: Team Leader
Date: September 18, 2020

By: _____
Print Name: _____
Title: _____
Date: _____

BANK CODE: GEN

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/22/2020	AP	ALLEGAN COUNTY NEWS PRINTING AND PUBLISHING Vnd: AL009 Invoice: 3884	Invoice: 3884 Ref#: 13669 (ORDINANCE PUBLISHING) 101-101-900.000 101-000-202.000	4,574.00	4,574.00
		Expected Check Run: 09/22/2020		<u>4,574.00</u>	<u>4,574.00</u>
09/22/2020	AP	ARAMARK UNIFORMS & EQUIPMENT UNIFORMS & EQUIPMENT Vnd: AR002 Invoice: 22739582	Invoice: 22739582 Ref#: 13663 (UNIFORMS) 592-110-956.010 592-210-956.010 592-000-202.000	61.60 61.61	123.21
		Expected Check Run: 09/22/2020		<u>123.21</u>	<u>123.21</u>
09/22/2020	AP	BEAVER TREE SERVICE SUPPLIES Vnd: BE002 Invoice: 0318258-IN	Invoice: 0318258-IN Ref#: 13659 (SUPPLIES) 641-000-727.000 641-000-202.000	149.65	149.65
		Expected Check Run: 09/22/2020		<u>149.65</u>	<u>149.65</u>
09/22/2020	AP	CARDMEMBER SERVICE SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES EQUIPMENT & UNIFORMS SUPPLIES SUPPLIES SUPPLIES GASOLINE Vnd: CA003 Invoice: STATEMENT Vnd: CA003 Invoice: STATEMENT Vnd: CA003 Invoice: STATEMENT	Invoice: STATEMENT Ref#: 13664 (08/25/20 CREDIT CARD STATEMENT) 101-101-727.000 101-262-727.000 101-265-727.000 101-301-727.000 101-751-727.000 101-301-956.000 592-110-727.000 592-210-727.000 641-000-727.000 641-000-728.000 101-000-202.000 592-000-202.000 641-000-202.000	15.89 107.09 97.62 293.27 191.14 71.38 123.68 3.70 495.03 62.50	776.39 127.38 557.53
		Expected Check Run: 09/22/2020		<u>1,461.30</u>	<u>1,461.30</u>
09/22/2020	AP	COMCAST PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES PUBLIC UTILITIES Vnd: CO0010 Invoice: 108331942 Vnd: CO0010 Invoice: 108331942 Vnd: CO0010 Invoice: 108331942	Invoice: 108331942 Ref#: 13668 (FIBER INTERNET SERVICES) 101-301-920.000 248-000-920.000 101-265-920.000 592-110-920.000 592-210-920.000 101-000-202.000 248-000-202.000 592-000-202.000	239.00 239.00 503.03 251.51 251.51	742.03 239.00 503.02
		Expected Check Run: 09/22/2020		<u>1,484.05</u>	<u>1,484.05</u>

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/22/2020	AP	ETNA SUPPLY CO SUPPLIES Vnd: ET001 Invoice: S103679619.001	Invoice: S103679619.001 Ref#: 13652(SUPPLIES) 592-110-727.000 592-000-202.000	186.80	186.80
		Expected Check Run: 09/22/2020		<u>186.80</u>	<u>186.80</u>
09/22/2020	AP	FERGUSON WATERWORKS SUPPLIES Vnd: FE020 Invoice: 0112213	Invoice: 0112213 Ref#: 13651(SUPPLIES) 592-110-727.000 592-000-202.000	764.57	764.57
		Expected Check Run: 09/22/2020		<u>764.57</u>	<u>764.57</u>
09/22/2020	AP	LAKESHORE IRRIGATION CONTRACTED SERVICES Vnd: LA001 Invoice: 34376	Invoice: 34376 Ref#: 13660(DDA: HUTCHINSON PARK SERVICE) 248-751-818.000 248-000-202.000	3.18	3.18
		Expected Check Run: 09/22/2020		<u>3.18</u>	<u>3.18</u>
09/22/2020	AP	LIFE EMS AMBULANCE CONTRACTED SERVICES Vnd: LI001 Invoice: 0002571-IN	Invoice: 0002571-IN Ref#: 13665(AMBULANCE SUBSIDY) 101-428-818.000 101-000-202.000	3,250.00	3,250.00
		Expected Check Run: 09/22/2020		<u>3,250.00</u>	<u>3,250.00</u>
09/22/2020	AP	MICHIGAN TOWNSHIP SERVICES CONTRACTED SERVICES Vnd: MI009 Invoice: 3558	Invoice: 3558 Ref#: 13661(ZONING SERVICES / AUG 2020) 101-721-818.000 101-000-202.000	120.00	120.00
		Expected Check Run: 09/22/2020		<u>120.00</u>	<u>120.00</u>
09/22/2020	AP	PREIN & NEWHOF PC ENGINEERING FEES / USDA Vnd: PR001 Invoice: 56905	Invoice: 56905 Ref#: 13653(PROF SERVICES - USDA) 592-120-817.000 592-000-202.000	18,384.60	18,384.60
		Expected Check Run: 09/22/2020		<u>18,384.60</u>	<u>18,384.60</u>
09/22/2020	AP	PREIN & NEWHOF PC ENGINEERING FEES / MEDC Vnd: PR001 Invoice: 56916	Invoice: 56916 Ref#: 13654(PROF SERVICES / MEDC) 592-120-817.000 592-000-202.000	8,308.20	8,308.20
		Expected Check Run: 09/22/2020		<u>8,308.20</u>	<u>8,308.20</u>

BANK CODE: GEN

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/22/2020	AP	PREIN & NEWHOF PC ENGINEERING FEES / SRF Vnd: PR001 Invoice: 56907	Invoice: 56907 Ref#: 13655 (PROF SERVICES / SRF) 592-220-817.000 592-000-202.000	7,460.49	7,460.49
		Expected Check Run: 09/22/2020		<u>7,460.49</u>	<u>7,460.49</u>
09/22/2020	AP	PREIN & NEWHOF PC ENGINEERING FEES / TEDF Vnd: PR001 Invoice: 56920	Invoice: 56920 Ref#: 13656 (PROF SERVICES / TEDF) 203-498-817.000 203-000-202.000	2,758.80	2,758.80
		Expected Check Run: 09/22/2020		<u>2,758.80</u>	<u>2,758.80</u>
09/22/2020	AP	PROPERTY REVOLUTION, LLC CONTRACTED SERVICES Vnd: PR008 Invoice: 1184	Invoice: 1184 Ref#: 13658 (CEMETERY MOWING / JULY 2020) 101-276-818.000 101-000-202.000	2,320.00	2,320.00
		Expected Check Run: 09/22/2020		<u>2,320.00</u>	<u>2,320.00</u>
09/22/2020	AP	RAYS SERVICE CENTER PURCHASED REPAIRS & MAINTENANCE Vnd: RA003 Invoice: 58537	Invoice: 58537 Ref#: 13657 (TIRES/ DUMP TRUCK) 641-000-930.030 641-000-202.000	1,113.00	1,113.00
		Expected Check Run: 09/22/2020		<u>1,113.00</u>	<u>1,113.00</u>
09/22/2020	AP	RAYS SERVICE CENTER PURCHASED REPAIRS & MAINTENANCE Vnd: RA003 Invoice: 58538	Invoice: 58538 Ref#: 13667 (TIRE REPAIR/ DUMP TRUCK) 641-000-930.030 641-000-202.000	40.00	40.00
		Expected Check Run: 09/22/2020		<u>40.00</u>	<u>40.00</u>
09/22/2020	AP	SPRINT TELEPHONE - POLICE TELEPHONE - IRP TELEPHONE - ONCALL TELEPHONE - ONCALL TELEPHONE - W/S TELEPHONE - W/S Vnd: SP001 Invoice: 557254157-074 Vnd: SP001 Invoice: 557254157-074	Invoice: 557254157-074 Ref#: 13662 (CELL SERVICE) 101-301-853.000 592-110-853.000 592-210-853.000 592-110-853.000 592-110-853.000 592-210-853.000 101-000-202.000 592-000-202.000	63.86 63.86 31.93 31.93 17.08 17.08	63.86 161.88
		Expected Check Run: 09/22/2020		<u>225.74</u>	<u>225.74</u>

09/21/2020 01:30 PM
 User: DEBORAH
 DB: Fennville

INVOICE JOURNAL PROOF REPORT FOR CITY OF FENNVILLE

BANK CODE: GEN

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/22/2020	AP	WEST MICHIGAN UNIFORM			
		CONTRACTED SERVICES			
		Vnd: WE007 Invoice: 5450547			
		Expected Check Run: 09/22/2020			
				55.25	55.25
				52,782.84	52,782.84
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	101-000-202.000		11,901.53
		ACCOUNTS PAYABLE	203-000-202.000		2,758.80
		ACCOUNTS PAYABLE	248-000-202.000		242.18
		ACCOUNTS PAYABLE	592-000-202.000		36,020.15
		ACCOUNTS PAYABLE	641-000-202.000		1,860.18
			TOTAL INCREASE IN PAYABLE:		52,782.84