

DRAFT



CITY COMMISSION MEETING MINTUES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, May 4, 2020
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the City Commission and members of the public participated through a virtual meeting site or by telephone.

1. Call to Order by Mayor Pantelleria at 7:00 p.m.

Present: Almquist, Bolles, Hayden, Jamros, Machan, Suerth, Pantelleria
Absent: None

2. Pledge of Allegiance

Pledge of Allegiance was recited.

3. Approval of Agenda

Agenda was approved as presented.

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.

Dean Kampenga gave the City Commission an update on the current activities of Allegan County.

5. Approval of the following City Commission Minutes:

- Regular Meeting: [April 20, 2020](#)

Moved by Suerth, seconded by Bolles to approve the City Commission minutes of April 20, 2020. Voted Yes: All. Motion carried.

6. Reports & Minutes

- None

NEW BUSINESS

7. The City Commission will be asked to consider awarding the bids for cemetery maintenance for 2020 through 2022 to Property Revolution, LLC.

Background Information: Recently, City Staff requested bids for Cemetery Maintenance to be due on May 1, 2020. Again this year, only one company submitted a proposal, Property Revolution, LLC.

This bid was similar to previous years, with one notable exception, it was for a three year period, the 2020 through 2022 seasons. According to the bid, mowing and trimming will need to occur every 7-10 days during May and June and as needed the rest of the season.

The bid was \$580.00 per mow. Based on an annual estimate of 20 mows this would be \$11,600 per year, an estimated increase of \$1,700/year over last year's cost. While it is an increase over previous year's estimates, we won't see an increase in cost again for the next 3 years of service.

Property Revolution was awarded the bid last season. There were a few items that were addressed during the season but overall staff was satisfied with the level of services provided. Staff is confident in recommending the bid be awarded to Property Revolution, LLC. Should the Commission award the bid, the company would be ready to start that same week.

Moved by Jamros, seconded by Almquist to award the bids for cemetery maintenance for 2020 through 2022 to Property Revolution, LLC. Voted Yes: All. Motion carried.

8. The City Commission will be asked to consider a contract with Daniel Jenkins to provide services as the Operator In Charge beginning on July 1, 2020.

Background Information: The City currently has an employment agreement with Dan Jenkins to serve as the Iron Removal Plant Operator. That agreement ends on June 30, 2020. Mr. Jenkins approached me about a year ago to let me know that he did not wish to continue that agreement and the end of the term.

Staff immediately began to work with Mr. Jenkins to develop a succession plan for the operation of the Iron Removal Plant after June 30, 2020. Realigning staff responsibilities in the DPW Department so that the current staff could absorb the operation and maintenance of the Iron Removal Plant in their workload. One of the current staff members, Andy Cook, has been given a responsibility to serve as the Iron Removal Plan Operator, and has been working with Mr. Jenkins over the last 9 months to learn about the operations of the facilities. Mr. Cook will continue the operations after Mr. Jenkins employment agreement ends.

With that said, the State of Michigan requires that operator in charge of the Iron Removal Plant carry a D2 Water License. Mr. Jenkins is the only member of staff with that high of a license. While we are confident that other members can obtain those licenses, it is a lengthy process that requires experience and education. We currently anticipate it will take a minimum of 2 years for the current staff to reach the D2 license level. During that time, Mr. Jenkins has agreed to continue to serve as the operator in charge.

Attached is a copy of the contract agreement with Mr. Jenkins beginning on July 1, 2020. The contract is for \$20,000 for the first year of service and provides for a 3% increase each year. The current employment agreement, which includes salary and benefits costs just under \$65,000/year.

Mr. Jenkins has reviewed the contract and is acceptable to the terms.

Moved by Pantelleria, seconded by Machan to approve a contract with Daniel Jenkins to provide services as the Operator In Charge beginning on July 1, 2020. Voted Yes: All. Motion carried.

9. The City Commission will be asked to consider adopting a temporary utility billing policy due to the COVID19 pandemic.

Background Information: In light of the state of emergency revolving around the COVID19 pandemic, the City Commission is being asked to consider a temporary utility billing policy.

The temporary policy allows for penalties to be waived through June 1, 2020. It also sets the standards for handling shut offs for non-payment when the executive order suspending such activity is lifted. It also confirms that the City intends to continue with the next billing cycle as scheduled.

Moved by Bolles, seconded by Almquist to adopt a temporary utility billing policy due to the COVID19 pandemic extending the time to pay without penalty to June 15, 2020. Voted Yes: All. Motion carried.

10. Reports of Standing Committees:

- a. Finance/Personnel: Finance/Personnel Meeting to cover the budget and personnel meeting on Thursday, May 14, 2020 at 6 p.m.
- b. City Services (Police, Ambulance & Fire): Fire Board Personnel meeting 5/5 at 5 p.m. at fire house, City Services meeting at City Hall 5/5 at 6 p.m. Suerth updated the commission on the ambulance proposals. Machan updated on the City Commission on the Police Department activity. Moved by Machan, seconded by Bolles to extend additional police hours through June 1, 2020. Voted Yes: All. Motion carried.
- c. City Properties: Jamros has made some progress on street lighting. Brush pick up will return to the 1st of the month only. Bolles questioned when work on patching the roads would be complete.
- d. Ordinances/Community Relations: Brief discussion on how to assist businesses with re-opening and if the Chamber has offered any assistance. Questioned if the DDA could consider giving grants to the DDA and questioned if the City could give the DDA money to assist with that.
- e. Planning: Nothing at this time.
- f. Administrative/DDA: Virtual meeting on Wednesday, May 6, 2020.

11. Miscellaneous

Nothing at this time.

12. City Administrator Report

- City DPW staff back to working regular hours.
- Bids due for USDA Projects on Thursday, May 7, 2020.

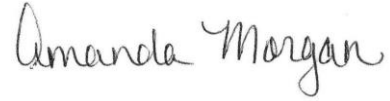
13. Approval of Bills – Totaling 23,830.49

Moved by Machan, seconded by Almquist to approve the invoices totaling 23,830.49. Voted Yes: All. Motion carried.

14. Adjournment

Meeting adjourned at 8:33 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Amanda Morgan".

Amanda Morgan
City Administrator

Approved by City Commission: **DRAFT**