

DRAFT



CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, July 6, 2020
7:00 p.m.

MINUTES

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

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

2. Pledge of Allegiance

Pledge of Allegiance was recited.

3. Approval of Agenda

Approval of the agenda as presented.

4. Public Comments

None at this time.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: [June 15, 2020](#) – Click link to access draft minutes online

Moved by Suerth, seconded by Jamros to approve the minutes from June 15, 2020. Voted
Yes: All. Motion carried.

6. Reports & Minutes

None at this time.

NEW BUSINESS

7. The City Commission will be asked to authorize Prein&Newhof to proceed with the Construction Phase 3 for the SRF Projects.

Background Information: The City engaged Prein&Newhof for engineering services related to the SRF sewer infrastructure improvements. At the time they were engaged, with the pending nature of our disadvantaged status, they were asked to the proposal into phases that we can authorize as we continue to move forward with the project. These phases allowed us to proceed with design work but also give us flexibility should we need to consider alternative funding methods, but required each phase get specific action from the Commission before moving forward.

We have resolved the issues with our disadvantaged status and have continued to move forward with the SRF Funding process. As a result, we are ready to approve the Phase 3 Construction Authorization request, the final phase of the project. This will ensure we are adhering to the strict EGLE timeline .

Moved by Pantelleria, seconded by Bolles to authorize Prein&Newhof to proceed with the Construction Phase 3 for the SRF Projects Voted Yes: All. Motion carried.

8. The City Commission will be asked to discuss a potential date for a clean-up day.

Background Information: In May of 2019 the City held a spring clean-up day that was very well received by the City residents. The City Commission has been wanting to do another clean-up event however, those plans were put on hold due to the COVID pandemic.

Now that the restrictions have been loosened, I have been in discussion with Republic Services about holding another event. They have agreed to provide the dumpsters for the same fees as the last event, and can provide them with a 2 week notice.

Staff is asking the commission to consider setting a date for the event. Should they wish to hold one as soon as possible, staff would suggest doing so on Saturday, August 15th . The bins would be available on that date and would allow staff ample time to notify the community of the event. There is one item of concern, and that would be placing dumpster in the middle of downtown during the summer season. This would greatly limit the use of the parking lot for the entire weekend as the dumpsters would be placed on Friday afternoon and removed on Monday morning.

Should the Commission wish to wait, I would propose the event be held in September after the Labor Day Weekend. After that we could set standard dates to hold the event each year such as the 2nd weekend in September and May.

Moved by Machan, seconded by Almquist to hold a clean-up day on August 14 & 15, 2020. Voted Yes: All. Motion carried.

9. The City Commission will be asked to discussion options for paying off City Hall loan.

Background Information: A City Commission has requested that the City Commission discuss the option of using the money from the sale of the old City Hall to pay off the entire debt for building the new city hall building. Tonight, the City Commission will be asked to discuss the options, including the benefits and drawbacks of doing so. No decision is being requested, just a discussion on the options with action to follow at a subsequent meeting.

The current City Hall building was purchased in August of 2019 for \$110,000. The City put a down payment of \$20,000 on the purchase and finance the other \$90,000 with Chemical bank. The terms of the loan at 3.79% over 15 years. This equates to an annual payment of \$7,904.29 and will incur \$28,548.21 in interest. The annual payment is offset by \$3,000 in revenues received from the lease for the ATM machine located on the property. The current payoff of the loan as of 8/1 would be \$85,186.99

The proceeds from the sale totaled \$263,449.60. At the meeting on June 15, 2020 the City Commission voted to hold these funds in the general fund as a "rainy day" fund.

The City Commission reviewed the information presented and asked the City Administrator to gather some further information to be reviewed and potentially voted on at an upcoming meeting.

10. Reports of Standing Committees:

- a. Finance/Personnel: Year-end report will be presented during the next meeting. Temporary staff has been hired to help DPW while searching for Full-Time candidate.
- b. City Services (Police, Ambulance & Fire): The vacation request of the Chief was reviewed at a committee meeting and he will be instructed to use comp time in small increments, consistent with other staff. It was requested that the Police provide a call log during the pandemic. Part time officer was interviewed. The Fire Department was to hold a special meeting to interview the candidate for the Fire Chief position. There will be a request coming for additional funds for a command vehicle.
- c. City Properties: Issue with manhole on 2nd Street was fixed right away. Still parking issue on Landsburg Rd. Cemetery has been opened back up. Questions on adding additional brush pick up.
- d. Ordinances/Community Relations: No update.
- e. Planning: Planning Commission meeting on July 7th to discuss shotgun housing, storage units and medical marihuana.
- f. Administrative/DDA: No meeting. Robert Ortmann to work on sale of lots.

11. Miscellaneous

The Mayor will be working on another Consumers Energy Tree Grant, focusing again on planting on Landsburg Rd.

12. City Administrator Report

The City Administrator updated the Commission on the upcoming water, sewer and paving projects.

13. Approval of Bills – FY2020 \$62,149.88 & FY2021 \$8,544.08

Moved by Machan, seconded by Jamros to approve the FY2020 bills totaling \$62,149.99. Voted Yes: All. Motion carried.

Moved by Machan, seconded by Bolles to approve the FY2021 bills totaling \$8,544.08. Voted Yes: All. Motion carried.

14. Adjournment

Meeting adjourned at 8:33 p.m.

Respectfully Submitted,



Amanda Morgan
City Administrator

Approved by City Commission: **DRAFT**