



## CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408  
Monday, July 20, 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: July 6, 2020

Moved by Suerth, seconded by Hayden, to approve the minutes from July 6, 2020 as presented.  
Voted Yes: All. Motion carried.

#### 6. Reports & Minutes

None.

### NEW BUSINESS

#### 7. The City Commission will be asked to approve Emily Pantera Consulting as the Certified Grant Administrator Services related to the CDBG Infrastructure Resiliency Grant Program in the amount of \$17,000 to be funded by the MEDC.

Background Information: The City has been progressing through the process for the MEDC Infrastructure & Resiliency Grant. Last month we authorized the contract with Prein&Newhof for engineering services related to the grant.

We are at the point where we need to begin the environmental assessment for the project. The MEDC requires the municipality select a Certified Grant Administrator to assist with this and variety of administrative functions related to the project.

Last month, staff issued a request for proposal for Certified Grant Administrators under the guidance of the MEDC. The City received three proposals back:

Emily Pantera Consulting \$17,000  
Revitalize, LLC \$24,800  
Smith Housing Consulting \$22,800

The proposals were reviewed and referenced were contacted. Based on the review, staff is recommending that the Commission engage Emily Pantera Consulting as the CGA for our project. Ms. Pantera was the low bidder and the feedback on her work was very positive. Once the recommendation is approved by the Commission, staff will ask the MEDC to approve the request as well. It is very important to note that this contract will be paid for entirely by the MEDC.

Moved by Pantelleria, seconded by Hayden, to employ Emily Pantera Consulting as the Certified Grant Administrator. Voted Yes: All. Motion carried.

**8. The City Commission will be asked to approve changes to the lighting contract with Consumers Energy and authorize payment of \$300 for the installation of lights.**

Background Information: The City was contacted by the school late last year about adding some street lighting at the crosswalks on N Maple Street. These areas are extremely dark during the winter months, especially during the morning hours, which makes it extremely difficult to see the kids crossing the street.

Staff was able to work with Consumers Energy to develop a lighting plan that we feel will greatly improve visibility in these areas. The next step of the process is to authorize the changes to the street lighting contract and approve the installation fees of \$300 for the additional lights.

Moved by Bolles, seconded by Jamros, to approve the lighting contract with Consumers Energy and authorize payment of \$300 for the installation of lights. Voted Yes: All. Motion carried.

**9. The City Commission will be asked to consider the recommendation from the FAFB to appoint a Fire Chief.**

Machan read a letter from Paul Hapke to the Commission expressing his interest in being the Fennville Area Fire Department Chief. Discussion among the Commission regarding Hapke's qualifications and the qualifications required of the position. Hapke is lacking some classes/certificates. City Attorney Martin advised the Commission that the City could face liability in the event the Chief is not fully qualified before taking the position. Machan advised the Commission that Hapke could obtain the proper training/certificates within two to three months.

Moved by Machan, to approve Paul Hapke as Chief. Motion withdrawn. Machan will obtain upcoming training dates from Hapke and information on Chief Andry's resignation and advise the Commission at the next meeting.

**10. Reports of Standing Committees:**

- a. Finance/Personnel: Year-end financial/budget report to be given in two weeks.
- b. City Services (Police, Ambulance & Fire): The Police Chief provided a report indicating the department's call volume has increased and in support of his desire to have another full-time officer in Fennville. The FAFB would like to purchase a new command vehicle instead a used vehicle and a grant has been found that could pay up to 55% of the cost.

Moved by Machan, seconded by Almquist, to approve the expense of an additional \$9,000 from the restricted funds account of the FAFB to be used with grant funds to purchase a new command vehicle, in addition to the previously approved \$15,000 expense. Voted Yes: All. Motion carried.

The fire department is also looking at the purchase of new engine and selling their tanker.

- c. City Properties: Consumers tree grant is due August 15<sup>th</sup>. Jamros commended Amanda Morgan and the DPW staff on taking care of a manhole cover on Second Street handling the cemetery issues revolving around the poppy fields. House on Landsburg that is for sale needs the lawn mowed to avoid a blight citation.
- d. Ordinances/Community Relations: No report.
- e. Planning: Meeting was held on July 7<sup>th</sup> and a public hearing has been scheduled for 8/11 on the medical marijuana issue and various other Planning Commission items.
- f. Administrative/DDA: Robert Ortman is working with Lakeshore Advantage Economic Development Corp for the sale of the vacant DDA lots. The Goose Festival is going to be scaled back in size to reduce crowding.

#### **11. Miscellaneous**

None.

#### **12. City Attorney Report**

No Report.

#### **13. City Administrator Report**

The City clean-up is scheduled for 8/21-8/22/20. Morgan is working on scheduling a vision session for the Paradise Park in August; the session will be held at the park. There is the possibility of working a skate park into the park vision. Morgan will obtain pictures of the progress on the construction projects throughout the City.

#### **14. Approval of Bills – FY20 totaling \$318.67 & FY21 totaling \$30,442.03**

Moved by Machan, seconded by Pantelleria, to approve the FY2020 bills totaling \$318.67. Voted Yes: All. Motion carried.

Moved by Machan, seconded by Jamros, to approve the FY2021 bills totaling \$30,442.03. Voted Yes: All. Motion carried.

#### **15. Adjournment**

Meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Deborah Perez  
Clerk/Treasurer