



CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, November 16, 2020
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the City Commission allowed for participation through a virtual meeting site and by telephone.

MINUTES

1. Call to Order/Roll Call

The meeting was called to order by Mayor Pantelleria at 7:00 p.m.

Roll Call:

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Agenda approved as presented.

4. Public Comments

None.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: [November 2, 2020](#)

Moved by Suerth, seconded by Pantelleria, to approve the City Commission Minutes of November 2, 2020 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

None.

UNFINISHED BUSINESS

7. The City Commission will be asked to approve an ordinance to adopt an updated zoning map.

Clarification was obtained from MTS that the reported zoning of the Fire Department and the Fennville Medical Building are correct.

Moved by Pantelleria, seconded by Hayden, to approve Ordinance 2020-12 to adopt an updated zoning map. Voted Yes: All. Motion carried.

8. The City Commission will be asked to consider introducing an ordinance to Add Section 58-83 to Address Pedestrian Right of Way at Crosswalks.

The Resolution would apply to City streets only, not M89. The Police Chief is recommending adoption of the Resolution.

Moved by Machan, seconded by Hayden, to adopt Resolution 58-83 to Address Pedestrian Right of Way at Sidewalks. Voted Yes: All. Motion carried.

NEW BUSINESS

9. The City Commission will be asked to approve a Lease Agreement with TCF Financial for the ATM Located at 125 S Maple Street.

Background Information

Staff was contacted by TCF Financial shortly after the merger about upgrading their ATM. The City's desire was to have a longer term lease agreement for the ATM with the ability to relocate the machine should any remodeling of the building occur.

TCF has agreed to amend the lease. This agreement is for 3 years, and will automatically renew each year thereafter until terminated by one of the parties. 3 years is their typical lease term as the average life of an ATM is 3-5 years. This term is consistent with the City's agreement with Huntington.

Moved by Pantelleria, seconded by Almquist, to approve a Lease Agreement with TCF Financial for the ATM located at 125 S. Maple Street. Voted Yes: All. Motion carried.

10. The City Commission will be asked to approve increased compensation for Election Workers and the City Clerk for the Presidential Election.

Background Information

This year's Presidential election was record breaking. The City of Fennville had a turnout we have never seen before. We were able to pull off a successful election despite social distancing, additional sanitation efforts, an increase in the number of Absentee Ballots, and more in person voters than we have ever seen in the past.

The City Clerk was able to recruit additional workers and keep a full staff of Election Inspectors available to ensure a smooth process for all voters. In addition to the recruitment efforts, the Clerk was also applied for and received a grant for \$5,000 to be used toward equipment, PPE, cleaning, supplies, and the recruitment and hiring of poll workers to conduct safe in person voting.

There are some additional funds from that grant still available. Due to the fact that this was an extremely unusual year due to COVID, where workers took on additional risk of exposure, a request was made that the City Commission consider increasing the Election Inspectors' pay by \$5.00/hr for this election and an additional lump sum of \$500.00 to the City Clerk. The estimated cost of the additional compensation is \$1,012.50 which would be completely funded through the grant.

Moved by Almquist, seconded by Jamros, to approve increased compensation for Election Workers and the City Clerk for the Presidential Election. Voted Yes: All. Motion carried.

11. The City Commission will be asked to consider the following items for the water department:

- a. **Installation of a Mission System pressure monitor at City Hall.**
- b. **Field Service at the Iron Removal Plant from Kurita.**

Background Information:

Mission System Pressure Gauge

The Commission was provided with a quote from Oudbier Instruments to install a pressure gauge at the new City Hall and adding it into the Mission System. There is currently one pressure monitor on the system which is located at the Iron Removal Plant. The new gauge would be located in a central location and provide a better idea of what happens in the system, regardless of the well activity, which can impact the reads on the other gauge as the well is running. The cost of the installation is \$3,412.40.

Kurita Service Call

Kurita (formerly Tonka) is the company that built the filter at the Iron Removal Plant. The quote provided is for a technician to come to the plant to test the media in the filter to determine its remaining life and help staff set up a preventative maintenance plan and budget. Also, while the technician is onsite they will review how the plant is designed to run with our new IRP Operator. The cost of the service call is \$5,328.00

The funding for these projects would come out of the water fund. While they are unbudgeted expenses, they will have minimal impact on the budget due to the fact that the City's anticipated cash expenses for the USDA Water projects came in under budget.

11(a) Moved by Machan, seconded by Jamros, to approve installation of a Mission System pressure monitor/gauge at City Hall at a cost of \$3412.40 to be taken from the Water Fund. Voted Yes: All. Motion carried.

11(b) Moved by Jamros, seconded by Bolles, to approve the Field Service call from Kurita at the Iron Removal Plant. Voted Yes: All. Motion carried.

12. Reports of Standing Committees:

- a. Finance/Personnel: Personnel Committee approved the employment offer to Jesse Harris for the open DPW position at \$17 per hour with medical benefits. A water/sewer project update for the Commission is requested.
- b. City Services (Police, Ambulance & Fire): Training requirements are being updated by State agencies for the Fire Department officers; Hapke has signed up for a Fire Science Degree at a local college; the Department will participate in the Holiday Parade. Commissioners would like more information on the training available to the Chief at this time. The Police Department is facing a budget crisis with part-time hours going over budget. The Police Chief would like another full-time officer. Commission is considering if additional hours are needed.

Machan moved, seconded by Pantelleria, to continue to pay the part-time officers with current payroll and hours through the week of December 7th. Voted Yes: All. Motion carried.

- c. City Properties: Trees purchased with the Consumers Energy Tree Grant have been planted.
- d. Ordinances/Community Relations: No report.
- e. Planning: Next meeting Jan 5, 2021.
- f. Administrative/DDA: The Holiday celebration will include a virtual tree lighting ceremony on 12/5/20, a parade on 12/12/20 and movie nights on 12/10 and 12/17/20; a reverse parade with a "Christmas Vacation" theme will take place on 12/19/20.

13. Miscellaneous

The DDRC met and approved four signage requests: Fennville Medical Center, West MI Pizza, grocery at the former SuCasa building, and window decals for Root.

14. City Attorney Report

Starting 11/18/20, for three weeks, meetings will need to be remote and employees need to work remotely when possible.

15. City Administrator Report

City Hall will be closed to the public during the Thanksgiving week while employees are working from home and on vacation. Utility shutoffs will need to be considered for customers with past due balances; a letter will be mailed to these customers. The USDA infrastructure and underground projects are complete. Ferguson is continuing with the water meter replacements; customers have now received their 3rd notice the replacement needs to be scheduled. The sewer projects has started.

16. Approval of Bills: \$79,160.08

Moved by Machan, seconded by Bolles, to approve payment of the bills as presented in the amount of \$79,160.08. Voted Yes: All. Motion carried.

17. Adjournment

Meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer