



CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, December 21, 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: [December 7, 2020](#)

Moved by Jamros, seconded by Almquist, to approve the City Commission Minutes of December 7, 2020 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

- a. None

UNFINISHED BUSINESS

7. The City Commission will be asked to amend the Police Department Budget increasing the department total to \$165,431.85.

Background Information

During the last City Commission meeting the Commission made a motion to “to approve 63 hours per week for the part time police officers until the end of Fiscal Year 2021 with the hours per officer to be under 30 hours per week if possible.” Staff prepared the following budget amendment to accommodate the increase in hours.

Expenditures			
Dept 301 - POLICE			
101-301-702.000	WAGES	53,560.00	\$ 53,560.00
101-301-703.000	PART TIME WAGES	25,612.00	\$ 62,552.25
101-301-715.000	SOCIAL SECURITY	6,056.00	\$ 8,882.59
101-301-727.000	SUPPLIES	1,500.00	\$ 1,500.00
101-301-727.001	OUTSTANDING CHARACTER AWARD	1,050.00	\$ 1,050.00
101-301-728.000	GASOLINE	4,000.00	\$ 5,831.68
101-301-818.000	CONTRACTED SERVICES	1,000.00	\$ 9,838.05
101-301-853.000	TELEPHONE	780.00	\$ 780.00
101-301-864.000	CLASSES AND CONFEREN	500.00	\$ 500.00
101-301-920.000	PUBLIC UTILITIES	2,715.00	\$ 2,715.00
101-301-930.000	REPAIRS & MAINTENANCE	500.00	\$ 1,946.21
101-301-943.000	EQUIPMENT RENTAL	6,000.00	\$ 6,000.00
101-301-956.000	EQUIPMENT & UNIFORMS	2,800.00	\$ 10,276.07
Total Dept 301 - POLICE		106,073.00	\$ 165,431.85

Discussion of the Police budget being approximately 25% of the City's General Fund budget.

Moved by Machan, seconded by Suerth, to approve the FY 21 Police Department amended Budget increasing the department total to \$165,431.85. Voted Yes: Jamros, Hayden, Bolles, Machan, Suerth, Pantelleria. Voted No: Almquist. Motion carried.

NEW BUSINESS

8. The City Commission will be asked to consider an Interlocal Agreement and Designated Assessor contract with Allegan County.

Background Information

Allegan County asked the City Commission to consider adopting an Interlocal Agreement and Designated Assessor Contract with Allegan County in order to comply with the Property Assessing Reform Act.

Information from the County was provided regarding the request. It appeared to be the best solution as it provides a no cost solution to complying with the law, unless service is requested or required. The City Assessor discussed the request with the County and recommends its approval.

Matt Woolford, Allegan County Equalization Director, attended the meeting and answered questions.

Moved by Jamros, seconded by Almquist, to approve an Interlocal Agreement and Designated Assessor Contract with Allegan County. Voted Yes: All. Motion carried.

9. The City Commission will be asked to consider Resolution 2020-12: A Resolution Adopting the 2021 Poverty Exemption Guidelines and Establishing an Asset Test for Use by the Board of Review.

Background Information

Each year the City Commission is asked to approve the Poverty Exemption Guidelines and establish an Asset Test for use by the Board of Review when considering any applications for hardship tax exemptions. A memo was provided from the City's Assessor outlining the process.

As stated in his memo, the Commission cannot set the levels any lower than the Federal Guidelines however, they can choose to set it at a level higher than the Federal Guidelines. Historically the City Commission has set the local guidelines at 15% above the Federal levels, and the 2020 resolution has been drafted to reflect that.

Moved by Machan, seconded by Almquist, to approve Resolution 2020-12: A Resolution Adopting the 2021 Poverty Exemption Guidelines and Establishing an Asset Test for Use by the Board of Review setting the local poverty level income levels for property tax exemptions at 20% above the Federal Poverty Guidelines and an Asset Level Test of \$15,000. Voted Yes: All. Motion carried.

10. The City Commission will be asked to approve Amendment No 2 to the Engineering Agreement with Prein&Newhof for the USDA Projects.

Background Information

With the USDA Water projects wrapping up, the City Commission was asked to approve an amendment to the engineering agreement with Prein&Newhof for engineering services related to those projects.

Most of the amendment is due to additional engineering fees related to the Storm Water Replacement Project that was completed for MDOT. This will be reimbursed by MDOT.

The remaining portion is due to the project taking slightly longer to complete than estimated and the additional construction inspection and paperwork needed. The total amendment is for \$19,500, only \$7,500 of which is to be paid by the City. It is important to note that this money will come from the Water Fund.

Moved by Pantelleria, seconded by Almquist, to approve Amendment No. 2 to the Engineering Agreement with Prein&Newhof for the USDA Projects in the amount of \$19,500, to be paid out of the Water Fund. Voted Yes: All. Motion carried.

11. The Commission will be asked to approve the 2021 City Meeting Calendar.

Background Information

A copy of the proposed 2021 Meeting Calendar was provided. The calendar was developed based on previous year with City Commission meetings to occur on the 1st and 3rd Monday of each month. The exceptions during the 2021 calendar year are Labor Day and Martin Luther King Day for which the meetings were moved to the following Tuesday.

Moved by Machan, seconded by Suerth, to approve the 2021 City Meeting Calendar, with the change to the July 5th City Commission meeting being held on July 6th. Voted Yes: All. Motion carried.

12. Reports of Standing Committees:

- a. Finance/Personnel: Shannon VanOss is leaving. A luncheon will be held on Weds, 12/23/20 at 12:00 p.m. Almquist wished him the best and his work has been appreciated. A Personnel Meeting will be scheduled in Jan 2021 to discuss the DPW department staffing.

- b. City Services (Police, Ambulance & Fire): The Fire Board will meet on 12/29/20. The new Police schedule is working well. The old Dodge Charger police vehicle is in the shop.
- c. City Properties: New crosswalk lights by the school are functioning. Minor potholes in the City streets have been filled. Possibility of using persons needing to complete community service to pick up trash in the City.
- d. Ordinances/Community Relations: A local radio station held a ham giveaway.
- e. Planning: No report.
- f. Administrative/DDA: Fire truck parade went well; mailbox for "letters to Santa" by Angie Pena was well received; movie nights need improvement to the projection; and visits with Santa via zoom went well.

13. Miscellaneous

Commission would like to set another priority setting session. City Administrator will gather names and quotes from independent advisors.

14. City Attorney Report

Gatherings are still limited through Jan 15, 2021; meetings to be held via zoon. The Open Meetings Act is being amended to allow for virtual meetings through the end of March 2021.

15. City Administrator Report

City is working with the Engineers to apply for a \$220,000-225,000 grant for a Water Asset Management Plan (WAMP) to provide copper piping, updated GIS programming and a new flush system. City Hall will be closed 12/24/20 and 12/25/20 and then 12/31/20 and 1/1/21. 87% of the City's water meters have been changed at this time.

16. Approval of Bills

- a. Pay Application from K&R for the SRF Sewer Projects in the amount of \$666,944.33.
- b. Invoices - \$21,058.13

a. Moved by Pantelleria, seconded by Almquist, to approve payment of the Application from K&R in the amount of \$666,944.33. Voted Yes: All. Motion carried.

b. Moved by Pantelleria, seconded by Almquist, to approve payment of the bills as presented in the amount of \$21,058.13. Voted Yes: All. Motion carried.

17. Adjournment

Meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer