



CITY COMMISSION MEETING AGENDA

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, January 4, 2021
7:00 p.m.

In light of the recent orders to limit social interactions due to COVID-19, the City Commission will allow for participation through a virtual meeting site or by telephone. To access the meeting visit:

Join Zoom Meeting
<https://us02web.zoom.us/j/81684765423>

Meeting ID: 816 8476 5423

One tap mobile
+13126266799,,81684765423# US (Chicago)

Dial by your location
+1 312 626 6799 US (Chicago)

As always, citizens can also submit their comments in writing by 6:30 p.m. by:

Email to amorgan@fennville.com

Drop Box located on the parking lot side of City Hall

By mail to PO Box 666, Fennville, MI 49408

AGENDA

1. Call to Order/Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

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.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: [December 21, 2020](#) – Click on link to view draft minutes

6. Reports & Minutes

- a. None

NEW BUSINESS

7. The City Commission is being asked to approve a 5% contribution of employee wages for 2019 to the SEP for a total of \$16,040,04.

8. Reports of Standing Committees:

- a. Finance/Personnel: *Mayor, Machan, Suerth*
b. City Services (Police, Ambulance & Fire): *Machan, Suerth, Jamros*

- c. City Properties: *Jamros, Bolles*
- d. Ordinances/Community Relations: *Hayden, Almquist*
- e. Planning: *Bolles, Suerth*
- f. Administrative/DDA: *Mayor, Almquist, Bolles*

9. Miscellaneous

10. City Administrator Report

11. Approval of Bills

- a. Invoices totaling \$16,813.20

12. Adjournment

Memo

DATE: January 6, 2020
TO: City Commission
FROM: Amanda Morgan
City Administrator
SUBJECT: Item 7: SEP Contributions for 2020

The City Commission is being asked to approve a 5% contribution of employee wages for 2020 to the SEP for a total of \$16,040.04.

Each year the City Commission makes a contribution to a Simplified Employee Pension (SEP) fund for each employee. Traditionally the contribution has been 5% of each employees' wages.

2020 SEP Contribution

EMPLOYEE	WAGES	5% CONTRIBUTION
Carpenter, Toby	\$ 47,828.52	\$ 2,391.43
Cook, Andrew	\$ 49,285.52	\$ 2,464.28
DeFeyter, Craig	\$ 2,540.65	\$ 127.03
Harris, Jesse	\$ 2,035.75	\$ 101.79
Morgan, Amanda	\$ 59,871.41	\$ 2,993.57
Perez, Deborah	\$ 46,164.59	\$ 2,308.23
Rekucki, Gregory	\$ 53,774.00	\$ 2,688.70
VanOss, Shannon	\$ 59,300.10	\$ 2,965.01
	<hr/>	<hr/>
	\$ 320,800.54	\$ 16,040.04

FUND BREAKDOWN	AMOUNT	BUDGETED AMT
101-861-722	\$ 7,131.39	\$ 8,143.00
202-861-722	\$ 574.01	\$ 870.00
203-861-722	\$ 574.01	\$ 870.00
592-861-722	\$ 7,170.46	\$ 4,251.00
641-861-722	\$ 590.17	\$ 1,076.00
	<hr/>	<hr/>
	\$ 16,040.04	\$ 15,210.00

Recommended Action

Move to approve a 5% contribution of employee wages for 2019 to the SEP for a total of \$16,040.04

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2020	AP	AGGREGATE INDUSTRIES - MIDWEST SUPPLIES SUPPLIES Vnd: AG001 Invoice: 713917511 Vnd: AG001 Invoice: 713917511	Invoice: 713917511 Ref#: 13881(SAND) 202-478-727.000 203-478-727.000 202-000-202.000 203-000-202.000	585.55 585.55	585.55 585.55
		Expected Check Run: 12/31/2020		<u>1,171.10</u>	<u>1,171.10</u>
12/31/2020	AP	AMBS CALL CENTER CONTRACTED SERVICES CONTRACTED SERVICES Vnd: AM006 Invoice: 201210131	Invoice: 201210131 Ref#: 13889(MISS DIG ANSWERING SERVICE) 592-110-818.000 592-210-818.000 592-000-202.000	74.25 74.25	148.50
		Expected Check Run: 12/31/2020		<u>148.50</u>	<u>148.50</u>
12/31/2020	AP	APPRAISALS PLUS GROUP LLC SUPPLIES Vnd: AP004 Invoice: STATEMENT	Invoice: STATEMENT Ref#: 13876(MAILING OF PERSONAL PROPERTY STATEMENTS) 101-257-727.000 101-000-202.000	11.38	11.38
		Expected Check Run: 12/31/2020		<u>11.38</u>	<u>11.38</u>
12/31/2020	AP	APPRAISALS PLUS GROUP LLC CONTRACTED SERVICES Vnd: AP004 Invoice: DEC 2020	Invoice: DEC 2020 Ref#: 13877(ASSESSING SERVICES FOR DEC 2020) 101-257-818.000 101-000-202.000	770.00	770.00
		Expected Check Run: 12/31/2020		<u>770.00</u>	<u>770.00</u>
12/31/2020	AP	ARAMARK SUPPLIES UNIFORMS & EQUIPMENT UNIFORMS & EQUIPMENT Vnd: AR002 Invoice: 23087351 Vnd: AR002 Invoice: 23087351	Invoice: 23087351 Ref#: 13891(UNIFORMS) 641-000-727.000 592-110-956.010 592-210-956.010 641-000-202.000 592-000-202.000	23.98 23.98 24.00	23.98 47.98
		Expected Check Run: 12/31/2020		<u>71.96</u>	<u>71.96</u>
12/31/2020	AP	ARAMARK SUPPLIES UNIFORMS & EQUIPMENT UNIFORMS & EQUIPMENT Vnd: AR002 Invoice: 23037072 Vnd: AR002 Invoice: 23037072	Invoice: 23037072 Ref#: 13892(UNIFORMS) 641-000-727.000 592-110-956.010 592-210-956.010 641-000-202.000 592-000-202.000	273.21 273.21 273.22	273.21 546.43
		Expected Check Run: 12/31/2020		<u>819.64</u>	<u>819.64</u>

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2020	AP	ARAMARK UNIFORMS UNIFORMS & EQUIPMENT UNIFORMS & EQUIPMENT Vnd: AR002 Invoice: 23032869 Vnd: AR002 Invoice: 23032869	Invoice: 23032869 Ref#: 13893 (UNIFORMS) 641-000-727.000 592-110-956.010 592-210-956.010 641-000-202.000 592-000-202.000	56.35 56.35 56.35	56.35 112.70
		Expected Check Run: 12/31/2020		<hr/>	<hr/>
				169.05	169.05
12/31/2020	AP	AUTO-WARES GROUP SUPPLIES Vnd: AU001 Invoice: STATEMENT	Invoice: STATEMENT Ref#: 13895 (SUPPLIES) 641-000-727.000 641-000-202.000	85.14	85.14
		Expected Check Run: 12/31/2020		<hr/>	<hr/>
				85.14	85.14
12/31/2020	AP	BURNETT & KASTRAN, P.C. CONTRACTED SERVICES Vnd: BU001 Invoice: 4271	Invoice: 4271 Ref#: 13878 (POLICE: CITY ATTY FEES) 101-301-818.000 101-000-202.000	84.00	84.00
		Expected Check Run: 12/31/2020		<hr/>	<hr/>
				84.00	84.00
12/31/2020	AP	BURNETT & KASTRAN, P.C. CONTRACTED SERVICES Vnd: BU001 Invoice: 4617	Invoice: 4617 Ref#: 13879 (POLICE: CITY ATTY FEES) 101-301-818.000 101-000-202.000	96.00	96.00
		Expected Check Run: 12/31/2020		<hr/>	<hr/>
				96.00	96.00
12/31/2020	AP	CALICO CLEANING LLC CONTRACTED SERVICES CONTRACTED SERVICES Vnd: CA010 Invoice: 4899 Vnd: CA010 Invoice: 4899	Invoice: 4899 Ref#: 13896 (OFFICE CLEANING) 101-265-818.000 248-000-818.220 101-000-202.000 248-000-202.000	400.00 400.00	400.00 400.00
		Expected Check Run: 12/31/2020		<hr/>	<hr/>
				800.00	800.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2020	AP	CARDMEMBER SERVICE			
			Invoice: STATEMENT Ref#: 13902 (CREDIT CARD STATEMENT)		
		SUPPLIES	101-101-727.000	15.89	
		SUPPLIES	101-253-727.000	71.62	
		TAX ROLL PREPARATION	101-253-833.000	382.12	
		SUPPLIES	101-265-727.000	162.80	
		SUPPLIES	101-301-727.000	128.22	
		TREE REPLACEMENT	248-000-818.020	144.00	
		SUPPLIES	592-110-727.000	40.79	
		SUPPLIES	592-120-727.000	126.25	
		SUPPLIES	592-210-727.000	40.76	
		SUPPLIES	592-220-727.000	126.25	
		EQUIPMENT & UNIFORMS	101-301-956.000	203.60	
		MISC EXPENSE	101-265-956.000	43.95	
		Vnd: CA003 Invoice: STATEMENT	101-000-202.000		1,008.20
		Vnd: CA003 Invoice: STATEMENT	248-000-202.000		144.00
		Vnd: CA003 Invoice: STATEMENT	592-000-202.000		334.05
		Expected Check Run: 12/31/2020			
				1,486.25	1,486.25
12/31/2020	AP	CITY SERVICES INCORPORATED			
		CONTRACTED SERVICES / SANDRA KAY DR	592-110-818.000	450.00	
		Vnd: MISC Invoice: S103836098.001	592-000-202.000		450.00
		Expected Check Run: 12/31/2020			
				450.00	450.00
12/31/2020	AP	COMCAST			
			Invoice: 113739275 Ref#: 13898 (PHONE SERVICE/ ACCT# 963292371)		
		PUBLIC UTILITIES	101-265-920.000	174.56	
		PUBLIC UTILITIES	101-301-920.000	64.84	
		PUBLIC UTILITIES	592-110-920.000	64.84	
		Vnd: CO0010 Invoice: 113739275	101-000-202.000		239.40
		Vnd: CO0010 Invoice: 113739275	592-000-202.000		64.84
		Expected Check Run: 12/31/2020			
				304.24	304.24
12/31/2020	AP	COMCAST			
			Invoice: 113714278 Ref#: 13899 (FIBER INTERNET / ACCT# 933740197)		
		PUBLIC UTILITIES	101-265-920.000	505.31	
		PUBLIC UTILITIES	101-301-920.000	239.00	
		PUBLIC UTILITIES	592-110-920.000	252.65	
		PUBLIC UTILITIES	592-210-920.000	252.65	
		PUBLIC UTILITIES	248-000-920.000	239.01	
		Vnd: CO0010 Invoice: 113714278	101-000-202.000		744.31
		Vnd: CO0010 Invoice: 113714278	592-000-202.000		505.30
		Vnd: CO0010 Invoice: 113714278	248-000-202.000		239.01
		Expected Check Run: 12/31/2020			
				1,488.62	1,488.62

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2020	AP	DAVID BOTTENHORN GASOLINE Vnd: MISC Invoice: REIMBURSEMENT	Invoice: REIMBURSEMENT Ref#: 13900 (GASOLINE PURCHASE / POLICE) 101-301-728.000 101-000-202.000	26.81	26.81
		Expected Check Run: 12/31/2020		<u>26.81</u>	<u>26.81</u>
12/31/2020	AP	ETNA SUPPLY CO SUPPLIES / SANDRA KAY DR Vnd: ET001 Invoice: S103830172.001	Invoice: S103830172.001 Ref#: 13890 (SUPPLIES / SANDRA KAY DR) 592-110-727.000 592-000-202.000	75.00	75.00
		Expected Check Run: 12/31/2020		<u>75.00</u>	<u>75.00</u>
12/31/2020	AP	JENKINS, DANIEL CONTRACTED SERVICES Vnd: JE002 Invoice: JAN 2021	Invoice: JAN 2021 Ref#: 13888 (CONSULTANT SERVICES AGREEMENT) 592-120-818.000 592-000-202.000	1,667.00	1,667.00
		Expected Check Run: 12/31/2020		<u>1,667.00</u>	<u>1,667.00</u>
12/31/2020	AP	JOHN'S AUTO SERVICE INC. REPAIRS & MAINTENANCE Vnd: JO009 Invoice: 36698	Invoice: 36698 Ref#: 13882 (POLICE CAR REPAIRS (DODGE CHARGER)) 101-301-930.000 101-000-202.000	635.32	635.32
		Expected Check Run: 12/31/2020		<u>635.32</u>	<u>635.32</u>
12/31/2020	AP	JOHN'S AUTO SERVICE INC. REPAIRS & MAINTENANCE Vnd: JO009 Invoice: 36705	Invoice: 36705 Ref#: 13883 (POLICE CAR REPAIRS (DODGE CHARGER)) 101-301-930.000 101-000-202.000	716.84	716.84
		Expected Check Run: 12/31/2020		<u>716.84</u>	<u>716.84</u>
12/31/2020	AP	JOHN'S AUTO SERVICE INC. REPAIRS & MAINTENANCE Vnd: JO009 Invoice: 36704	Invoice: 36704 Ref#: 13884 (POLICE CAR REPAIRS (DODGE CHARGER)) 101-301-930.000 101-000-202.000	850.23	850.23
		Expected Check Run: 12/31/2020		<u>850.23</u>	<u>850.23</u>
12/31/2020	AP	K & R SUPPLIES Vnd: KR002 Invoice: X201046609:01	Invoice: X201046609:01 Ref#: 13886 (PARTS) 641-000-727.000 641-000-202.000	499.08	499.08
		Expected Check Run: 12/31/2020		<u>499.08</u>	<u>499.08</u>

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2020	AP	KURITA AMERICA INC. SUPPLIES / IRP Vnd: MISC Invoice: INV567496	Invoice: INV567496 Ref#: 13887(SUPPLIES / IRP) 592-110-727.000 592-000-202.000	150.66	150.66
		Expected Check Run: 12/31/2020		<u>150.66</u>	<u>150.66</u>
12/31/2020	AP	OLIVIA SCHIPPER GASOLINE Vnd: MISC Invoice: REIMBURSEMENT	Invoice: REIMBURSEMENT Ref#: 13901(GASOLINE PURCHASE / POLICE) 101-301-728.000 101-000-202.000	20.39	20.39
		Expected Check Run: 12/31/2020		<u>20.39</u>	<u>20.39</u>
12/31/2020	AP	PATRICIA DEWENTER BUILDING RENTAL PUBLIC UTILITIES Vnd: DE006 Invoice: JAN 2021 Vnd: DE006 Invoice: JAN 2021	Invoice: JAN 2021 Ref#: 13885(222 SMAPLE ST GARAGE LEASE AGREEMENT) 641-000-942.000 101-265-920.000 641-000-202.000 101-000-202.000	300.00 117.00	300.00 117.00
		Expected Check Run: 12/31/2020		<u>417.00</u>	<u>417.00</u>
12/31/2020	AP	PLUMMER'S ENVIRONMENTAL SERVICES CONTRACTED SERVICES Vnd: PL005 Invoice: 20129428	Invoice: 20129428 Ref#: 13894(SANITARY SEWER CLEANING) 592-210-818.000 592-000-202.000	3,611.99	3,611.99
		Expected Check Run: 12/31/2020		<u>3,611.99</u>	<u>3,611.99</u>
12/31/2020	AP	WELLS FARGO FINANCIAL LEASING CONTRACTED SERVICES Vnd: WE010 Invoice: 5013207143	Invoice: 5013207143 Ref#: 13897(COPIER CONTRACT PAYMENT) 641-000-818.000 641-000-202.000	187.00	187.00
		Expected Check Run: 12/31/2020		<u>187.00</u>	<u>187.00</u>
Cash/Payable Account Totals:				<u><u>16,813.20</u></u>	<u><u>16,813.20</u></u>
		ACCOUNTS PAYABLE	101-000-202.000		5,719.88
		ACCOUNTS PAYABLE	202-000-202.000		585.55
		ACCOUNTS PAYABLE	203-000-202.000		585.55
		ACCOUNTS PAYABLE	248-000-202.000		783.01
		ACCOUNTS PAYABLE	592-000-202.000		7,714.45
		ACCOUNTS PAYABLE	641-000-202.000		1,424.76
		TOTAL INCREASE IN PAYABLE:			16,813.20