



CITY COMMISSION MEETING AGENDA

City Hall, 125 South Maple Street, Fennville, MI 49408
Tuesday, January 19, 2021
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 (7:08 p.m.), Pantelleria
Absent: None

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Agenda approved as presented, adding in Marijuana Paraphernalia Sales as Item #10.5.

4. Public Comments

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: [January 4, 2021](#)

Moved by Suerth, seconded by Jamros, to approve the City Commission Minutes of January 4, 2021 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

- a. MTS Report – December 2020

Review of the December 2020 MTS Report.

NEW BUSINESS

7. The City Commission is being asked to approve a Professional Services Agreement with Prein&Newhof for a Temporary Operator in Charge.

Background Information

With the recent resignation of the DPW Foreman, the City must appointment a temporary Operator in Charge (OIC) for our water system. The state allows for this type of scenario if the water system wishes to promote from within for the OIC position.

The City Administrator currently has her S4 level operator license, but an S3 level is needed for the OIC position in the City of Fennville. Ms. Morgan has applied for the S4 license exam, which should be administered in May. Upon the passing of the exam, she can then be promoted to that position. The state requires that the temporary OIC be on site once a week and available 24/7 for questions.

Prein&Newhof was approached because they have staff members available that have the appropriate license. Further, Jesse Boogaard served as the construction inspector during our most recent water projects and is familiar with our system, our staff and staff's abilities.

Under the contract, the City would only be billed for time and mileage. The hourly rate is \$84.00/hour with an estimate of 2-3 hours per week.

Moved by Pantelleria, seconded by Machan, to approve a Professional Agreement with Prein&Newhof for a Temporary Operator in Charge for the water system, to be paid out of the water fund. Voted Yes: All. Motion carried.

8. The City Commission is being asked to approve Resolution 2021-01: A Resolution to approve MDOT Contract 20-5394

Background Information

The City and DDA have been working with MDOT to have some additional work done when they come through to do their milling and resurfacing project. The DDA will be resurfacing the parking spaces downtown and having a crosswalk added to the Elizabeth/Main/South Street area. The City will be having some sewer repairs done on East Main Street.

All projects are planned for and budgeted in this fiscal year. In order to have the work done, the State requires that the City enter into a contract and put down a deposit.

Moved by Pantelleria, seconded by Suerth, to approve Resolution 2021-01: A Resolution to approve MDOT Contract 20-5394, with an estimated project cost of \$77,000.00. Voted Yes: All. Motion carried.

9. The City Commission is being asked to approve Resolution 2021-02: A Resolution to place a Charter Amendment Proposal on the May 4, 2021 ballot.

Background Information

For the past couple of years the City Commission has discussed the need to amend the Charter to allow for additional mills to be levied. In the past, that discussion has revolved around using the millage for infrastructure improvements, and more recently that discussion has revolved around additional police hours.

In order to have a proposal placed on the May ballot, to allow for the additional millage to be levied on the 2021 tax bills, the City Commission needs to adopt a resolution by January 26th. The City's attorney drafted a resolution for the Commission to consider to start the process for a May election. Once approved, the language will be sent to the County Clerk, Governor's Office and Attorney General's office for approval before being placed on the ballot.

It is noted that the proposal does not indicate what those funds will be used for. There is still much debate amongst the Commission as to what the City's budgetary priorities will be for the

coming fiscal year. While the language approval process is taking place, the City Commission will be tasked with developing and adopting priorities for the coming fiscal year.

Discussion of the three City millages that are up for renewal over the next three years and voter fatigue. Discussion of the timing with the Covid19 pandemic and the impact on local businesses.

Moved by Pantelleria, seconded by Machan, to approve Resolution 2021-2: A Resolution to place a Charter Amendment Proposal on the May 4, 2021 ballot. Voted Yes: All. Motion carried.

10. The City Commission is being asked to consider proposals for vehicle inspection services for the City's police vehicles.

Background Information

During the last City Commission meeting, the police committee chairperson asked that the City Commission consider a regular vehicle inspection service be provided for the City's police vehicles. The City Administrator prepared a request for proposals and distributed them to the local repair shops. The proposals were due on Monday, January 18th at 4:00 p.m.

No proposals were received from the local repair shops. The City will implement regular oil changes on the police vehicles and prepare a maintenance checklist.

10.5 Marijuana Paraphernalia Sales

Discussion on allowing the sale of marijuana paraphernalia in the City limits, since the City has legalized the sale of recreational and medical marijuana. The change would require a change to the Code of Ordinances. City Administrator Morgan will prepare a draft of an Ordinance change.

11. Reports of Standing Committees:

- a. Finance/Personnel: The Mayor gave an overview of the audit and the City's current financial position. The Auditors will attend the next Commission meeting.
- b. City Services (Police, Ambulance & Fire): The Fire Board will continue reviewing the Employee Handbook. The Police schedule will need to be adjusted to accommodate the Chief's vacation.
- c. City Properties: No report. City DPW complemented on their job of snow removal.
- d. Ordinances/Community Relations: Hayden will provide Morgan with information to purchase a plaque for placement of all the former and current Mayor names for display at City Hall; and signs for the honorary naming of a City street in honor of Patty Birkholz.
- e. Planning: No meeting was held in January 2021.
- f. Administrative/DDA: No meeting was held in January 2021. Plans for summer activities with Covid19 restrictions in place will be discussed in upcoming meetings.

12. Miscellaneous

Discussion of the placement of crosswalk signs on city streets and the crosswalk markings on M89.

13. City Attorney Report

No report.

14. City Administrator Report

It was brought to Morgan's attention that Root Café had been paying the Children Museum's water/sewer bill in error. With no objection from the Commission, Morgan will issue a one-time credit of \$1,684.00 to Root.

15. Approval of Bills

- a. Final B&L Pay Application in the amount of \$203,130.30 for USDA Contract 2.
 - b. Invoices – totaling \$111,925.73
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- a. Moved by Pantelleria, seconded by Jamros to approve payment B&L's pay application in the amount of \$203,130.30 for USDA Contract 2. Voted Yes: All. Motion carried.
 - b. Moved by Machan, seconded by Almquist to approve payment of the bills as presented in the amount of \$111,925.73. Voted Yes: All. Motion carried.

16. Adjournment

Meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer