



CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, March 1, 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

Meeting called to order at 7:01 p.m. by Mayor Pantelleria.

Present: Bolles, Hayden, Jamros, Machan, Pantelleria
Absent: Almquist, Suerth

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Agenda approved as presented.

4. Public Comments

No public comment at this time.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: [February 15, 2021](#)

Moved by Jamros, seconded by Machan, to approve the minutes of February 15, 2021 as submitted. Voted Yes: All. Motion carried.

6. Reports & Minutes

UNFINISHED BUSINESS

7. The City Commission will be asked to hold a public hearing regarding a grant application to the DNR related to one phase of the Paradise Park Master Plan.

Background Information:

The current City Commission priorities state that priority #2 is to: Begin planning process for improvements to Paradise Park by:

- Updating and submitting new Recreation Plan so the City will be eligible for grant funding through the DNR.
- Develop a Master Plan for Paradise Park and prepare a grant application to the DNR for park and field improvements.

The Planning Commission worked through the Recreation Plan Process and the plan was approved by the DNR.

The next step in the process was to develop a master plan for the park in preparation for submitting a grant application for the park and field improvements. The City engaged MCSA Group in 2020 to develop the Master Plan for the park. The process included public input sessions, working with staff to determine community needs and receiving input from the schools. Now that the master plan is complete, the City Commission can move forward with submitting a grant application.

Specific focus of priority #2 is on field improvements, so staff is recommending that the City Commission consider moving forward with a grant application for the Project Phase that includes the ballfields. If an application is submitted in 2021, work would not begin until 2023.

To apply for a grant, the City Commission must hold a public hearing and then approve a resolution authorizing the grant application

Moved by Pantelleria, seconded by Machan, to open a Public Hearing [for a grant application to the DNR related to one phase of the Paradise Park Master Plan] at 7:05 p.m. Voted Yes: All. Motion carried.

Tiffany Smith from MCSA Group was in attendance to discuss the grant application walk the Commission through the park design.

Moved by Pantelleria, seconded by Bolles, to close the Public Hearing at 7:21 p.m. Voted Yes: All. Motion carried.

NEW BUSINESS

8. The City Commission will be asked to authorize the City Administrator finalize and execute an agreement with Conagra Brands for the acceptance of wastewater into our system.

Background Information

For the last several months, the City Administrator has been working with Conagra Brands on the acceptance of Wastewater into the City's Wastewater Treatment Lagoons. Throughout the process, Conagra has agreed to compensate the City for any expenses related to the acceptance and treatment of the wastewater.

As the City continues to accept additional wastewater, it is imperative that we formalize and agreement with Conagra. At this time, staff is working to accept another 3 MG of wastewater from their system. They have agreed to provide additional treatment to the water they have given us and should that water not be at levels that can be discharged per our state permit, they have agreed to remove the water from our system by April 15th.

Representatives of Conagra Brands were present to discuss their needs and their commitment to assisting with treatment. Conagra will insure the water is acceptable for discharge on the City's schedule.

Moved by Machan, seconded by Jamros, to authorize the City Administrator finalize and execute an agreement with Conagra Brands for the acceptance of wastewater into our system. Voted Yes: All. Motion carried.

- 9. The City Commission will be asked to consider the following personnel items:**
- a. **Approval of a cell phone, Weekday after Hours Call Outs, and vehicle use policy.**
 - b. **Approval of Wage Increases to members of staff for increased responsibility after the DPW Foreman's resignation.**

Background Information

ITEM A:

The City Commission held a personnel workshop on Monday, February 1st. At which time you were presented several personnel related policies: Cell Phone Policy, Weekday After Hours Call Outs and a Vehicle Use Policy. Tonight the City Commission is being asked to formalize those policies.

Cell Phone Stipend

Employees who use their personal cell phone for business may receive a monthly stipend to offset their out-of-pocket costs. The amount of the monthly stipend will be set by the City Administrator during budget preparation.

Some employees will be issued a city provided cell phone. City provided cell phones are to be used primarily for business purposes, it is the property of the City and personal use is discouraged. Acceptable personal use includes making or receiving an occasional personal call during business hours for an issue that requires immediate attention.

2021 Cell Phone Stipend Proposal

Basic - Call/Texting Only: \$20 per month
 Advanced – Call/Text/Email/Apps: \$60 per month

The overall impact to the budget is as follows:

FUND BREAKDOWN	ANNUAL AMOUNT	FY2021 AMOUNT
101-861-722	\$ 292.80	\$ 97.60
202-861-722	\$ 64.80	\$ 21.60
203-861-722	\$ 64.80	\$ 21.60
592-861-722	\$ 1,641.60	\$ 547.20
641-861-722	\$ 96.00	\$ 32.00
	\$ 2,160.00	\$ 720.00

Weekday after Hours Call Outs

In the event of an emergency, Allegan County Dispatch will contact the City Administrator. Upon assessment of the response needed, the City Administrator will call out employees to respond. The employees will be called by seniority until one member of staff answers and accepts the call. However, the City Administrator can deviate from the seniority list if the emergency warrants. Employees will not be called out during scheduled leave time.

Employees who are called in to work at times other than their regularly scheduled shift Monday through Thursday, with the exception of recognized holidays, shall be paid two (2) hours at a time and one half (1-1/2) their regular straight time rate or for the time actually worked at the appropriate rate, whichever is greater. The provisions of this section do not apply in instances where the employee is called in to work prior to the start of the regularly scheduled shift and continue to work through the start of their regularly scheduled shift.

- This policy was approved by a general consensus of the Commission but has been added for formal action.

Personal Use of City Owned Vehicles

Employees who take work vehicles home for safe keeping or to aid in on call response – Certain employees may be allowed to take their vehicles home for safe keeping or to aid in on call response. Personal use of the vehicle outside of their commute to and from the workplace is strictly prohibited.

- This has no impact to employees but it is required by the IRS that if we allow for this type of use that we have a policy in place to prohibit personal use.

Moved by Pantelleria, seconded by Jamros, to update the personnel policy to approve a cell phone, Weekday after Hours Call Outs, and vehicle use policy as cited. Voted Yes: All. Motion carried.

ITEM B:

Upon the resignation of the DPW Director, three members of staff have taken on a significant amount of those responsibilities. As a result of those increase responsibilities, the City Commission is being asked to approve wage increases of 7% for those employees.

Overall, the proposed increase will have no impact on the budgeted amounts. This is a result of having a vacant DPW position for the Fiscal Year (Maintenance Worker Position for July-Dec and Foreman Position Dec-June).

Moved by Bolles, seconded by Hayden, to approve wage increases of 7% to members of staff for increased responsibility after the DPW Foreman's resignation. Voted Yes: Bolles, Hayden, Jamros Voted No: Machan, Pantelleria. Motion carried.

10. Reports of Standing Committees:

- a. Finance/Personnel: Overview of current budget provided.
- b. City Services (Police, Ambulance & Fire): Fire Department new employee handbook being reviewed by Lighthouse Group before adoption. Police Chief recognized Kate Strong for her service. Ticket printer has been purchased.
- c. City Properties: Consumers needs more information regarding lights that are out (address, nearest cross street, location relative to address, problem with the light and type of light).
- d. Ordinances/Community Relations: Nothing to report.
- e. Planning: Next meeting on April 6, 2021.
- f. Administrative/DDA: Nothing to report.

11. Miscellaneous

None at this time.

12. City Administrator Report

Reminder that a Priority Setting meeting is scheduled for March 9, 2021 at 6:00 p.m. It would help if Commissioners came prepared with some priorities and goals in mind.

13. Approval of Bills

a. Invoices – \$25,649.97

A copy of the invoice report was sent to the City Commission by email for review on meeting day and the agenda packet online updated to include the information

Moved by Machan, seconded by Bolles, to approve invoices totaling \$25,649.97. Voted Yes: All. Motion carried.

14. Adjournment

Meeting adjourned at 8:29 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer