



CITY COMMISSION MEETING MINUTES

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, April 5, 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 7:00 p.m. by Mayor Pro-tem Suerth.

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

2. Pledge of Allegiance

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: March 15, 2021

Moved by Jamros, seconded by Hayden, to approve the minutes of March 15, 2021 as presented. Voted Yes: All. Motion carried.

6. Reports & Minutes

None at this time.

NEW BUSINESS

7. The City Commission will be asked to approve Resolution 2021-04: A Resolution Updating the City's Purchasing Policy.

Background

For this meeting, the City Commission was asked to award a bid for the MEDC Grant Project. During the process, staff did not find any evidence of a previously adopted purchasing policy. The MEDC requires the City to have a formal policy in place and calls for some specific language in that policy. This is presented as a housekeeping item prior to awarding the bid to make sure the appropriate policy is in place.

Discussion of the policy. Change to wording in the paragraph referring to “Budgeted Items: Items less than \$2000”, the last sentence to read as follows: The City Administrator will work with Department Heads to seek competitive bids when determined to be in the best interest of the City.

Moved Suerth, seconded by Machan, to approve Resolution 2021-04: A Resolution Updating the City’s Purchasing Policy, as amended. Voted Yes: All. Motion carried.

8. The City Commission will be asked to award the bid for the MEDC Infrastructure Improvements Project to B & L Excavation Corporation in the amount of \$994,275.00 contingent upon MEDC concurrence with the bid.

Background

Prein&Newhof evaluated the bids received on March 30th for this project. Six (6) bids were received and B&L Excavation Corporation was the low bidder in the base bid amount of \$957,974.00. The project included three bid alternates. If the City were to accept all three alternates the low bidder was still B&L Excavation in the amount of \$994,275.00. B&L has indicated they are comfortable with their bid and have successfully completed projects of this type for similar sized communities, including the City’s recent USDA Project. .

Contingent upon MEDC’s concurrence with the bid, Prein&Newhof recommended the City of Fennville award the Water System Improvements – Fennville Street Project to B&L Excavation Corporation. The final award amount will be determined by the City upon selecting which bid alternates to include.

Following the April 5th, 2021 City Commission Meeting wherein the City considered a Resolution of Tentative Contract Award, and after receiving MEDC’s concurrence, Prein&Newhof we will prepare a Notice of Award and request the necessary bonds and insurance to prepare contracts for execution.

Moved by Hayden, seconded by Almquist, to award the bid for the MEDC Infrastructure Improvements Project to B & L Excavation Corporation in the amount of \$994,275.00 contingent upon MEDC concurrence with the bid. Voted Yes: All. Motion carried.

9. The City Commission will be asked to approve Resolution 2021-05: A Resolution to remove a proposal from the May 4 ballot.

Background

In January the City Commission approved a resolution to place a Charter Amendment proposal on the May 4th ballot. Following the approval, staff sent the ballot language to the Governor and Attorney General Office for review and approval.

The City was notified that the ballot language as prepared by our attorney was not acceptable as presented. There were two issues 1) the language called for levying the millage on the assessed value which should have stated taxable value and 2) the language was over the word count limit as allowed by the State Law. Unfortunately there is not adequate time to make the needed corrections.

The City Commission is being asked to approve the attached resolution which will remove the ballot proposal from the May election, effectively cancelling the City's special election. During the next meeting, the City Commission will be asked to adopt a new resolution with amendment proposal language to be placed on the November ballot.

This change does not affect any of the current millages. The City will still be able to levy the special voted millages through this year.

Moved by Hayden, seconded by Machan, to approve Resolution 2021-05: A Resolution to remove a proposal from the May 4th ballot. Voted Yes: All. Motion carried.

10. The City Commission will review the Draft FY2022 Priorities.

Commissions were given a draft of the FY2022 Priorities to review.

11. Reports of Standing Committees:

- a. Finance/Personnel: Budget workshop to be scheduled. City services budget meeting previously scheduled for Thursday 4/8/21 has been rescheduled for 4/16/21 at 12:00 p.m.
- b. City Services (Police, Ambulance & Fire): Chief Hapke has completed the Instructor I Course; starting the Officer I and II courses next. The Fire Department is starting up the Cadet program again. New Command Vehicle and Engine are both medically certified now. The FY20 annual refund was \$15,617. Discussion if budget should be adjusted to avoid a surplus.
Moved by Machan, seconded by Bolles, to put the City's portion of the refund (\$7809) into the Fire Department's Restricted Funds Account. Voted Yes: All. Motion carried.
- c. City Properties: List of street lights that are out has been compiled and updated with necessary information to report to Consumers Energy.
- d. Ordinances/Community Relations: Still working on putting together a City Hall dedication to possibly happen during the Goose Festival to include the DDA and Chamber, as well as a ribbon cutting ceremony for the new businesses in the City.
- e. Planning: Planning Commission to meet on 4/6/21 to discuss marijuana licenses and priorities.
- f. Administrative/DDA: DDA to meet on 4/7/21.

12. Miscellaneous

Commissioner Morgan Bolles reported he is moving outside of the City limits and the next Commission meeting will be his last one. The Commission expressed their appreciation of the job he has done.

13. City Administrator Report

The grant for Phase I of Paradise Park has been submitted. Since ConAgra put a floating aerator in the ponds, the City was able to discharge waste water earlier than normal. Hydrant

flushing will be done during the daytime hours. A DPW worker has been hired through the temp agency.

14. Approval of Bills

- a. Invoices – \$25,228.05

Moved by Machan, seconded by Jamros, to approve payment of the bills as presented in the amount of \$25,228.05. Voted Yes: All. Motion carried.

15. Adjournment

Meeting adjourned at 7:54 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer