



CITY COMMISSION MEETING

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, April 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 **public** participation through a virtual meeting site or by telephone. To access the meeting visit:

Minutes

1. Call to Order/Roll Call

Call to order by Mayor Pantelleria at 7:00 p.m.

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 submitted.

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.

Dave Johnson – spoke on behalf of the Fire Board regarding their water bill. He also spoke on behalf of the School board regarding their water bills.

Based on the comments, the City Commission moved item #11: Discussion on the Fire Department Water Bill to be considered at this time.

Background Information: It was recently discovered that the Fire Department has only been billed for a 5/8 x 3/4" water meter when in fact there is a 4" water meter installed in the facility. Stand by fees for services increase based on the size of the meter. The billing was updated when the error was discovered which resulted in an increase of \$2,036.64 each quarter. This error, along with a few others, were found when reviewing records during the recent water meter change out project.

As the City works to resolve the billing dispute, various Commissioners agreed to work to gather supporting documentation to help make an informed decision. Commissioner Machan will verify with the Fire Department if they still need a 4" and Commissioner Almquist will contact local municipalities about how many pay utilities and what size meter they have. The Commissioners will gather the information and provide it to the City

Administrator by Tuesday 04/27/2021 so that a meeting can be held to review the information.

The City Administrator reviewed the issues revolving around the school billings. The school had been in contact with staff earlier in the day and corrections were made to the billings for those items.

5. Approval of the following City Commission Minutes:

- a. Regular Meeting: April 5, 2021 – *Click on link to view minutes*

Moved by Suerth, seconded by Machan to approve the minutes of April 5, 2021. Voted Yes: All. Motion carried.

6. Reports & Minutes

- a. Michigan Township Services – March 2021
- b. Planning Commission Draft Minutes: April 6, 2021
- c. Downtown Development Authority Draft Minutes: April 13, 2021.

The reports were reviewed by the Commission.

UNFINISHED BUSINESS

7. The City Commission will be asked to approve Resolution 2021-06: A Resolution to place a Charter Amendment Proposal on the November 2021 Ballot.

Background Information: 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

During the meeting on April 5, the City Commission approved a resolution which removed the ballot proposal from the May election, effectively cancelling the City's special election. Now, the City Commission will be asked to adopt a 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 Machan, seconded by Jamros to approve Resolution 2021-06: A Resolution to place a Charter Amendment Proposal on the November 2021 Ballot. Voted Yes: All. Motion carried.

8. The City Commission will be asked to approve the FY2022 Priorities.

Background Information: On March 9th the City Commission met to begin the FY2022 priority setting process. During that session, which was facilitated by Kevin Anderson, the

City Commission brainstormed and ranked their priorities for the coming fiscal year. The draft was presented during the last meeting.

Moved by Pantelleria, seconded by Almquist to approve the FY2022 Priorities. Voted Yes: All. Motion carried.

NEW BUSINESS

9. The City Commission will be asked to discuss regular reports of the various departments of the City including: Police Department, Fire Department, and Department of Public Works.

Background Information: In addition to the rules of procedure, staff has received a couple of requests for reports of the various departments to be included on the agenda. For example, regular reports from the Police Department and Fire Department on call volumes, etc.

The City Commission is being asked to discuss what items are needed and establish a guideline to be provided to the departments. This could also be included in the rules of procedure – considered in the next item.

Commissioner Machan has talked with the Fire Department about having a report for the Commission packets each month. It was discussed that the report could be presented to the City Administrator for inclusion in the agenda packet for the second meeting of the month.

There was also discussion on aiding the Police Department with getting their records electronically so that the information can be more easily presented to the City Commission. Information should include the total number of calls and type of calls.

10. The City Commission will be asked to approve Resolution 2021-07: A Resolution adopting City Commission Rules of Procedure.

Background Information: The City Charter states that the City Commission shall determine its rules of procedure. This allows the City Commission to consider business in an orderly, efficient and open manner. It does not appear that the City Commission has adopted formal rules of procedure.

Staff has recently heard concerns from the Commission about actionable agenda items being presented during the committee reports section of the agenda. The draft rules address those concerns and set rules for placing items on the agenda.

Setting rules of procedure is a standard practice amongst municipalities. The rules presented for the Commission's consideration today were drafted based on the City of Gladstone's rules which were available as an example on the MML website. The draft Rules of Procedure presented cover a variety of items some of which may include meeting procedure, formal adoption or rules of order, agenda preparation, and public comment rules.

The City Commission discussed a few changes to the proposed rules: Item Number 1 under public comment should read as follows: Each speaker will be requested to state their name and address for the record. Item 4 will be removed from public comment. A secondary public comment section will be added immediately before approval of the bills in the order of business. Item D Roberts Rules of Order should be amended to read as follows: The rules

of parliamentary procedure as contained in the most recent edition of Roberts Rules of Order will be used as a guideline to govern the proceedings of the Commission in all cases to which they are applicable, unless they are in conflict with these rules, City Charter, City Code or State law.

The changes discussed will be incorporated into the procedures which will be presented at the next meeting.

11. The City Commission will be asked to discuss the Fire Department Water Bill.

This item was discussed immediately following the public comment period.

12. Reports of Standing Committees:

- a. Finance/Personnel: Meeting needs to be scheduled with the Police Chief to review police budget discussions.
- b. City Services (Police, Ambulance & Fire): Police budget discussions continue. Doesn't seem to be a whole lot going on at the Police or Fire Department. Fire Board meeting on April 27. The City Administrator will gather information on the recent transactions with the overage for the Fire Department budget.
- c. City Properties: Not seeing any action on the street lights at this time.
- d. Ordinances/Community Relations: Discussed holding a City Hall open house during the Goose Festival.
- e. Planning: Master Plan is the top priority for the Planning Commission. Bolles is considering taking an at large position if available.
- f. Administrative/DDA: Nothing more to report.

13. Miscellaneous

Office Strong was given recognition by the State Representative. City Commission will prepare a Proclamation for the next meeting.

Commissioner Bolles' last meeting is this evening. The City Commission will be recruiting to fill the position. Applications will be due May 13th with interviews on May 17th.

14. City Attorney Report

No report.

15. City Administrator Report

Nothing at this time.

16. Approval of Bills

- a. Pay Application from K&R for SRF Sewer Projects in the amount of \$169,537.50.

Moved by Machan, seconded by Bolles to approve the pay application from K&R for the SRF Sewer Project in the amount of \$169,537.50. Voted Yes: All. Motion carried.

b. Invoices totaling \$7,046.90

Moved by Machan, seconded by Almquist to approve the invoices totaling \$7,046.90.
Voted Yes: All. Motion carried.

17. Adjournment

There being no further business the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amanda Morgan".

Amanda Morgan
City Administrator