



## CITY COMMISSION MEETING

City Hall, 125 South Maple Street, Fennville, MI 49408  
Monday, April 19, 2021  
7:00 p.m.

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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.

### **Minutes**

#### **1. Call to Order/Roll Call**

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

Present: Almquist, 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**

Dan Rastall introduced himself to the City Commission. Rastall has applied to be appointed to one of the vacant seats on the City Commission. He served on the City Commission for 13 years in the past; 8 of those as the Mayor.

#### **5. Approval of the following City Commission Minutes:**

- a. Regular Meeting: April 19, 2021

Moved by Suerth, seconded by Jamros, to approve the minutes of April 19, 2021 as presented. Voted Yes: All. Motion carried.

#### **6. Reports & Minutes**

- a. Fire Department Call Report

The report was reviewed by the Commission.

### **UNFINISHED BUSINESS**

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

Moved by Hayden, seconded by Almquist, to approve Resolution 2021-07: A Resolution adopting City Commission Rules of Procedure. Voted Yes: All. Motion carried.

**8. The City Commission will be asked to continue the discussion of the Fire Department Water bill.**

Background Information

Commissioner Machan had asked this item be placed on the agenda for discussion at the last meeting. 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 verified with the Fire Department if they still need a 4" and Commissioner Almquist contacted local municipalities about how many pay utilities and what size meter they have. In addition, the City Administrator reached out to the City Attorney about the issue. Mayor Pantelleria, Commissioner Machan and the City Administrator will meet on Monday at noon to determine a recommendation for the Commission to consider.

As discussed in the meeting on Monday, April 19<sup>th</sup>, the City Administrator will be recommending returning the sewer standby charge to the 5/8 x 3/4" fee.

Commissioner Machan read a letter from the Manlius Township Board regarding the water bill. Discussion of the letter. Machan will report to the FAFB with the City's recommendation.

**NEW BUSINESS**

**9. The City Commission will be asked to discuss the action regarding the placement of the FY2020 overage into the Fire Department restricted funds.**

Background Information

On April 5, during the committee reports, Commissioner Machan requested that the City Commission put the City's portion of the FY2020 overage from the Fire Department into the restricted funds account.

During the last meeting, the City Commission was informed that the Manlius board took a different action. Instead of putting their entire portion into restricted funds, they put only part of the money into restricted funds. The rest was returned to the Department to purchase software for the Fire Department.

Discussion of the handling of the FY20 refund. Discussion regarding the need for a document outlining rules for the contribution and use of the Restricted Funds account going forward to maintain equality between the entities.

**10. The City Commission will be asked to approve the Special Event application for the Memorial Day Parade on Monday, May 31, 2021.**

Background Information

The Memorial Day Parade is scheduled to occur at 10:00 a.m. on Monday, May 31, 2021. In keeping with tradition, there will be a flag ceremony followed by the Star Spangled Banner at the flag pole at Paradise Park. From there the parade will proceed to the Cemetery where there will be another small ceremony. The parade follows the same route as past years.

Both the Fire Department and Police Department have reviewed the request and have no concerns.

Moved by Almquist, seconded by Jamros, to approve the Special Event application for the Memorial Day Parade on Monday, May 31, 2021. Voted Yes: All. Motion carried.

**11. The City Commission will be asked to accept the resignation of the following City Commissioners:**

- a. Morgan Bolles, effective April 19, 2021
- b. Erik Almquist, effective May 18, 2021

The Commission accepted the resignation of Morgan Bolles and Erik Almquist and thanked them for their service.

**12. Reports of Standing Committees:**

- a. Finance/Personnel: Committee meeting soon to review the FY22 Budget proposal.
- b. City Services (Police, Ambulance & Fire): Police department part-time hours are down. Fire department has replaced two AEDs; school is performing maintenance on the department vehicles; Fire Academy will be held in house; Handbook has been approved and Hapke will become an employee of the FAFB, instead of the City; FY22 Budget is proposed at \$270,000, copies given to the Commission for consideration. Hapke would like to make the City a heart safe community by placing the AEDs outside of two business locations on/near Main Street; Hapke would teach business owners/employees CPR.
- c. City Properties: Still not seeing any action on the street lights from Consumers at this time; City and park looks wonderful.
- d. Ordinances/Community Relations: No report.
- e. Planning: No report.
- f. Administrative/DDA: DDA will meet on May 5, 2021; creating a social district and the raingarden will be discussed.

**13. Miscellaneous**

The Police station has a leak in the roof.

**14. City Administrator Report**

The USDA project is finished and a request for final payment should be received soon; SRF project is moving forward; MEDC Grant project held a preconstruction meeting last week and will begin work within two weeks. Dumpsters will be placed in the DDA lot on June 10<sup>th</sup> and cleanup will held June 11<sup>th</sup> and 12<sup>th</sup>. Work on M89 will begin June 7<sup>th</sup> within the City limits.

**15. Additional Public Comment**

Dan Rastall asked about the timing of the Fire Department billing error (error caught when the meter was changed); asked about the ownership of the Lucas machine formerly used by AMR (owned by the ESC and now located on the Life EMS ambulance).

**16. Approval of Bills**

- a. Invoices totaling \$50,362.16

Moved by Machan, seconded by Jamros, to approve the invoices totaling \$50,362.16. Voted Yes: All. Motion carried.

**17. Adjournment**

There being no further business the meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Deborah Perez  
City Clerk/Treasurer