



CITY COMMISSION MEETING

City Hall, 125 South Maple Street, Fennville, MI 49408
Monday, May 17, 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 and by telephone.

MINUTES

1. Call to Order/Roll Call

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

Present: Hayden, Jamros, Machan, Suerth, Pantelleria

Absent: Almquist

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Approved as presented with the addition of "6.5 Fire Department Water Bill" under Unfinished Business.

4. Public Comments

None.

5. Consent Agenda Items A through D:

- A. The City Commission is asked to approve the regular meeting minutes from Monday, May 3, 2021
- B. The City Commission is asked to approve invoices totaling \$12,090.10.
- C. The City Commission is asked to approve Payment Request #4 to K&R for work related to the SRF Sewer Projects totaling \$213,592.86.
- D. The City Commission is asked to accept the following reports and minutes for the record:
 1. MTS Report – April 2021
 2. Draft DDA Minutes: May 5, 2021
 3. YTD Budget Report

Moved by Suerth, seconded by Hayden, to approve the Consent Agenda Items A through D as presented. Voted Yes: All. Motion carried.

UNFINISHED BUSINESS

6. The City Commission will be asked to conduct interviews and consider the appointment of two members to serve on the City Commission beginning on May 18, 2021

Background Information

The City Commission had recently accepted the resignations of Morgan Bolles and Erik Almquist as both Commissioners are moving outside of the City Limits and will no longer be eligible to serve. Notice of the vacancy was published and applications were accepted through noon on Thursday, May 13, 2021.

Four applications were received:

Brenda Langston
Mike Moore
Dan Rastall
Adrian Willauer

All applicants attended the meeting for a brief interview. Dan Rastall attended the meeting on Monday, May 3, 2021 for his interview in person and via zoom on Monday, May 17th as he had a prior commitment.

The City Commission interviewed each candidate and then considered two appointments to the board. The first is to fill the vacancy for Morgan Bolles' former seat whose term expires in November 2021. The chosen candidate would then have to run for election in November if they wish to continue. The second is to fill the vacancy for Erik Almquist's seat whose term expires in November 2023.

Moved by Suerth, seconded by Machan, to appoint Dan Rastall to fill the vacancy left by Erik Almquist. Voted Yes: All. Motion carried.

Moved by Jamros, seconded by Hayden, to appoint Brenda Langston to fill the vacancy left by Morgan Bolles. Voted Yes: All. Motion carried.

6.5 Fire Department Water Bill

Moved by Machan, seconded by Jamros, to leave the 4 inch pipe coming into the building, remove the 4 inch meter and plumb in a 5/8th meter at a "T", at the Fire Department's cost; the City will install a 5/8th meter to restore service (the Fire Department will obtain the necessary plumbing permits for the job). Voted Yes: All. Motion carried.

As far as the outstanding water bill, the City has proposed to issue a credit on the previous quarter's billing for the sewer ready-to-serve fee of \$1605, leaving a balance owing of \$606. The Department would continue at the 4 inch meter service rate until the necessary plumbing takes place to replace the meter with a 5/8th meter.

NEW BUSINESS

7. The City Commission will be asked to confirm the Mayor's appointment of Andrew Schrock to serve on the DDA.

Background Information

During the May 5th meeting of the DDA, the board unanimously voted to recommend the appointment of Andrew Schrock to serve on the DDA. Appointments to the DDA are made by the Mayor but require confirmation of the Commission.

Moved by Pantelleria, seconded by Machan to appoint Andrew Schrock to serve on the DDA Board. Voted Yes: All. Motion carried.

8. The City Commission will be asked to review information regarding the establishment of a Social District.

Background Information

The DDA has had many discussions on the creation of a Social District and is interested in moving forward with the process. At the last DDA meeting, a subcommittee was created to begin reviewing and drafting the policies needed for the district. The DDA also asked that the item be brought to the City Commission to raise awareness before any action items are considered.

At this time, the DDA is requesting the district encompass the properties on the south side of Main Street from the west edge of the DDA owned property to E Fennville St with E/W Fennville Street serving as the southern border of the district. The hours the district would be Thursday – Sunday from noon-10 p.m. A map of the district is attached. There are three local businesses that are eligible and interested in participating within the district: El Jaripeo, Root, and Salt of the Earth.

As the process moves forward, the City Commission will be asked to hold a public hearing on the creation of the district, approve a resolution to establish the district, and approve social district licenses for each participating business. The DDA will be reviewing the final details with the plan to have the City Commission hold the public hearing and adopt the necessary resolutions at their meeting on Monday, June 7, 2021.

9. The City Commission will be asked to approve a contract with Michigan Rural Water Association for a temporary Operator in Charge of Wastewater.

Background Information

The State of Michigan requires that all municipalities have an operator in charge of their facilities who has the appropriate state licensing at the level required for the size of the system. When Shannon VanOss resigned, there was not another member of staff that had the required license. For the past 90 days, the City has been using Brian Minor as our Operator in Charge. Brian works for Michigan Rural Water Association and they offered his services at no charge for the first 90 days. After that period is over, they are now requiring we have a formal agreement in place for his services. The rate is \$85/hour, which is the same rate we are paying for our Water OIC.

Brian usually visits the City once every two weeks to check in with staff, drive the facilities, help process any paperwork and answer any questions we have. We anticipate that his services will need to be continued until November when other staff members can take the state exam.

Moved by Machan, seconded by Jamros, to approve a contract with Michigan Rural Water Association for a temporary Operator in Charge of Wastewater. Voted Yes: All. Motion carried.

10. Reports of Standing Committees:

- a. Finance/Personnel: Budget meeting on 6/2/21 to review the FY22 budget.
- b. City Services (Police, Ambulance & Fire: Fire Board meeting on 5/25/21. Fire Department comparison budget to be presented to the Commission along with proposed FY22 budget. At first meeting of the month the police run report will be presented.
- c. City Properties: No report. Comment that the fresh curb painting looks good.
- d. Ordinances/Community Relations: No report. Mary Whiteford to present Kate Strong with an accommodation.
- e. Planning: Next meeting 7/13/21
- f. Administrative/DDA: DDA will continue the discussion of creating a social district and discussion with a developer for the available city properties.

11. Miscellaneous

Attorney will begin attending meetings in person again in June 2021.

12. City Administrator Report

Proposal for upgraded equipment to continue virtual presence included in proposed FY22 budget. Draft of updated marijuana ordinance is being prepared; one license was relinquished and purchased by a new owner. Draft of social district resolution being prepared. MDOT will have a preconstruction meeting on 5/18 and begin construction after school is out. New lift station is built. Water main project on West Fennville Street will begin soon. Only four meters remain to be changed out and the water meter project will be complete.

13. Additional Public Comments

Mayor read a letter from Austin Marsman (Martin Public Schools Board of Education) thanking Erik Almquist for his service and leadership on the City Commission.

14. Adjournment

There being no further business the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Deborah Perez
City Clerk/Treasurer