

**CITY OF EVART
VIRTUAL CITY COUNCIL MINUTES
November 30, 2020 @ 7:30PM**

The meeting was called to order by Mayor Chris Emerick at 7:31pm.

Present (via roll call): Sean Duffy, Dan Elliott, Mayor Emerick, Matt Hildebrand, Sandy Szeliga

Present: City Manager Sarah Dvoracek, Assistant City Manager/Director of Public Works Mark Wilson, Finance Director/Meeting Host Pepper Lockhart, City Attorney James White, Chief of Police John Beam, Downtown Development Director Eric Kehoe

Guests: Travis (iPhone), Cathie Crew, John and Angela Hunter, Kate, Jennie, Kim Kleeves

Council observed a moment of silence to honor and remember past City Manager and Chief of Police Zackary Szakacs.

Citizens' Comments: none

Approval of Agenda

Motion by Mayor Emerick to approve the agenda as presented. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

Approval of Consent Agenda

B. Regular Virtual Council Minutes – November 9, 2020

C. Special Council Minutes – November 24, 2020

D. Vendor's List \$54,417.02

Motion by Mr. Elliott to approve the Consent Agenda as presented. Support by Ms. Szeliga. Motion passed with a roll call vote; all were in favor.

Unfinished Business

E. Updates to Purchasing Policy (*postpone*)

F. Draft Ordinance – Housing Code (*postpone*)

G. Riverside Park Improvements (*postpone*)

New Business

Items for Action

H. Proposed Policy Changes for Evert Police Department

Chief of Police John Beam explained that this is a minor change allowing officers to respond specifically to provide emergency medical backup outside City limits when other resources are not available. Motion by Mr. Hildebrand to approve the Proposed Policy Change as written. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

I. Appointment of Council Members to the City of Evert's Boards, Commissions, and Committees

Labor Relations Board: Mr. Hildebrand and Mayor Emerick. Police Board: Ms. Szeliga remains, Mr. Duffy appointed. Water/Sewer Board: Mr. Hildebrand remains, Mr. Elliott appointed. Fire Board: Mr. Elliott will remain. Cemetery and Elections: Ms. Szeliga will remain. Library Board: Ms. Szeliga remains. Planning Commission: Mayor Emerick and Mr. Duffy. It was agreed to reach out to Evert citizens to advertise and hopefully fill all other openings.

J. Request to sign the Agreement with Nestle Ice Mountain Wastewater Discharge into Sanitary Sewer System

Motion by Mr. Duffy to move forward with the agreement. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

K. Requesting Approval for the Osceola County Interlocal Agreement for County Designated Assessor

The City did a complete reappraisal of all properties in 2017 and Ms. Dvoracek stated that the City is in compliance with state law and will pass the AMAR (Audit of Minimum Assessing Requirements) that is due in 2022. However, if there is a problem, the city's best option is to have an interlocal agreement in place. Motion by Mr. Hildebrand to approve the agreement. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

L. Request to Purchase Holiday Lights for Old Railroad Steel Bridge

Motion by Mr. Duffy to purchase lights. Support by Mayor Emerick. Motion passed on a roll call vote; all were in favor.

M. Request for Water Bill Adjustment, 420 Cherry Street

Department of Public Works staff investigated the report of abnormally high water usage during the month of August at 420 Cherry Street. The family states they did not use the water. Mr. Wilson advised council that typically when a meter fails it starts reading low in the customers favor. DPW checked the meter and it is working properly. Since they could not find a reason for the high read, staff does not recommend an adjustment. Council invited Ms. Kleeves to speak and she requested relief. She does not believe they used the water. She has paid roughly half of the over charge. Mr. Hildebrand suggested meeting them in the middle and splitting the bill. Motion by Mr. Duffy to offer a water credit of \$150 with the City's cost to come out of that. Mr. Wilson felt that would wipe out the credit. Motion died for lack of support. No action taken.

N. Request to hire Contractor for the Depot Network Wiring

Motion by Mr. Duffy to accept the bid from Mr. Electric for the Depot Network Wiring. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

O. Request to Approve City Council Rules of Procedure (mayor pro tem/bank signer/meeting times and dates)

Motion by Mayor Emerick: Council will continue to meet on the first and third Mondays, changing the start time of the pre-council work session to 7:30pm with the meetings starting at 8:00pm, with adjustments for holidays as needed. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to assign Ms. Szeliga to continue as Mayor ProTem and remain as a designated signature on City bank accounts. Support by Mr. Elliott. Motion passed with a roll call vote. Ms. Szeliga voted no; all others were in favor.

Motion by Mr. Hildebrand to approve the City Council Rules of Procedure with the changes as discussed above. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

P. Summary of Recodification Project (emailing separate still working with Municode on changes on 11/27/2020)

Ms Dvoracek continues to work with Sandra Fox of Municode. The deadline to request changes is today but she hopes there is some leeway there since she does not have the final document yet. Council agreed to meet on Thursday, December 3 at 7:30pm to discuss the changes.

Department/Informational Reports (No Action Needed)

Q. Accounts Payable Report (11/10/2020 – 11/30/2020)

R. Payroll Report (11/10/2020 – 11/30/2020)

S. Summary of Funds October 2020 (emailing on 11/30/2020)

T. Department of Public Works Monthly Report -October

U. Evart Police Department Monthly Report – October

- V. City Manager's Monthly Report – October
- W. Library Minutes
- X. Downtown Development Authority Informational Reports

City Attorney Report/Comment: Mr. White has been working with Ms. Dvoracek on the recodification project. He is hesitant to begin reviewing the document until it is final. He recommends that Council address the City Charter as well. He believes that it needs to be updated.

Finance Director Report/Comment: Ms. Lockhart thanked the council for keeping Ms. Szeliga as Mayor Pro Tem. She reminded council that the city has numerous employees out on medical leave at the moment in addition to dealing with the latest COVID restrictions. She is sending out winter tax bills and will then do utility billings.

Department of Public Works Report/Comment: no comment

Police Department Report/Comment: no comment

Downtown Development Authority Report/Comment: The DDA is advertising the pop up retail space at 211 Main Street and asked council to spread the word. Mr. Kehoe is finalizing a work plan for next year and would like to present that when council has time.

Citizens' Comments

Kim Kleeves: Her outstanding water bill right now is \$322.20. The current monthly charge is \$122.20.

Travis: Just waive the remaining \$200. She made a good faith effort.

Kim Kleeves: the City owns the equipment and it is their job to read the meters.

Travis: While he understands that the City is a business, he would like to see the City meet the Kleeves part way on the water bill.

Kim Kleeves: Does not understand why it took three months to verify that the meter was good. She is not happy that the matter is still not resolved.

Motion by Mayor Emerick to adjourn. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

The meeting was adjourned at 9:15pm.


Kathy Fiebig
City Clerk