

**CITY OF EVART
VIRTUAL CITY COUNCIL MEETING
Strategic Planning Workshop
September 18, 2020 @ 7:00pm**

The meeting was called to order by Mayor John Joyce at 7:09 pm.

Present (via roll call): Ralph Carlson, Dan Elliott, Matt Hildebrand, Mayor Joyce, Sandy Szeliga

Present: City Manager Sarah Dvoracek, Assistant City Manager Mark Wilson, Chief of Police John Beam, City Clerk Kathy Fiebig and Finance Director/Meeting host Pepper Lockhart.

Guests: Laurie Chase, Victoria Martin, Karen Higgins and Janet

Ms. Dvoracek addressed the major goals that were defined as one-year tasks at the December 13 and 14, 2019 Strategic Planning Work Session. She gave updates on those goals as follows:

- Develop historic district for Depot property
 - a. Historic District Commission
 - *Council adopted Historic District Ordinance on 7/1/2019 *Council amended Historic District on 3/2/2020 *All 5 Commissioners Seats have been appointed by council *City received grant from the Michigan Historic Preservation Network for training Commissioners on their role *Zoom training completed 8/26/2020 *Commission is scheduled to meet 9/24/2020 at 4 pm to discuss organization and by-laws *City Manager presenting at MHPN conference 9/22/2020 to tell our story about our depot and our relationship with MHPN
 - b. Secure financing for renovation and property improvements
 - *Preliminary reports and applications have been submitted, and accepted by SHPO for Historic District, CLG status, National Register nomination. Final reports and follow through are needed in all three categories. *Plans to work with Eric Kehoe new DDA Director for guidance on next steps *Financing all hold CIP in final stages *In May 2020 city staff met with vendors of the Farmers Market to discuss a permanent structure and guidance for restroom location *Staff is compiling a request for proposal for exterior paint for depot
- Attract more community diversity
 - Develop prospectus/actively market available city owned properties
 - *Compiled list of 15 parcels council approved to actively market (bid opening 9/14/2020) *Draft Prospectus is in works *In the process of finalizing the Redevelopment Ready Community Certification through MEDC (Eric, DDA Director is getting up to speed on project) We are 75% complete.
 - b. Analysis zoning map to ensure best economic development potential
 - *The Planning Commission has met twice since the pandemic and they will begin to have regular monthly meetings and are continuing to work on Master Plan and any amendments to the Zoning Ordinance needed as recommended by Municode.

- c. Focus on industries that are established
 - *Planning Commission approved plan for 10,000 sf expansion *ZBA approved variance for 86,000 sf expansion project * Council approved amendment to ordinance allowing for 2 excess grower licenses * City attorney drafting development agreement with developer * Amended Zoning Ordinance to allow for daycare center
- Promote the community
 - a. Code enforcement (blight)
 - *Our code enforcement official has identified several properties that are either subject to condemnation, or present substantial public safety concerns. Letters have been drafted and are being reviewed to ensure legal and procedural correctness prior to being sent to property owners. *We need to provide a due process for any parcel owner to appeal *The appeal board must consist of 3 members that understand the International Property Maintenance Code, council must appoint positions *Met with city attorney on draft ordinance *Police Department reported they spent 11.25 hours in August for ordinance enforcement 16 citation/warnings total *Council adopted a cart system for trash
 - b. Ordinance updates/codification online
 - *On 9/14/2020 we received first draft from Municode, and all staff is reviewing over 400 pages of corrections needed *Goal is to have first review completed by 9/30/2020, then second legal review by Municode will be scheduled for October
 - c. Develop city sign program (include maintenance and legacy plan) branding and wayfinding for all city assets
 - *OHM developed a sign inventory collector application that can be used with our new GIS system. Staff received training 9/17/2020. *DDA/MMS wayfinding signage committee meeting on 9/23/2020 *Council adopted new branding 9/8/2020
 - d. Develop housing code ordinance
 - *Draft ordinance awaiting more guidance from attorneys on proper steps
 - e. Improve overall windshield appearance
 - *Council approved reconstruction N. Oak St. Project 2 blocks were completed Spring 2020 *The DPW continues to replace and straighten traffic control signage throughout the city *Evert Garden Club has made a significant impact on downtown *DPW continues to remove old signage from parks/unnecessary signage in parks/replace faded signage *Council approved painting of N. Oak St/painted crosswalks near middle school *Purchased two new city pickup trucks *Minor landscaping updates to airport *Staff received training in GIS in collector app to be used in blight, zoning, DPW, water, and sewer 9/17/2020
- Update meter software/meters
 - a. Obtain quotes
 - *We published a request for proposals and bids are due September 24, 2020.
 - *The bid tabulation will be included in council packets on October 5, 2020

There was significant discussion regarding city staff moving back into the Depot, and council favors doing so. Mayor Joyce and Ms. Dvoracek both mentioned the need to address the floors


before doing so, and Ms. Dvoracek will explore options to either refinish or otherwise protect them from further damage while awaiting the full renovation.

Mr. Wilson gave council a comprehensive demonstration of the new GIS system, and all agreed that this will be a valuable asset for the city.

Council commended Ms. Dvoracek and city staff for making significant progress on these goals in spite of the challenges of the COVID-19 pandemic.

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

The workshop was adjourned at 8:32 pm.


Kathy Fiebig