

**CITY OF EVART
REGULAR VIRTUAL COUNCIL MEETING
Monday, April 19, 2021 @ 8:00PM**

The meeting was called to order by Mayor Pro Tem Sandra Szeliga.

Present (via roll call): Sean Duffy, City of Evart, Osceola County MI attending remotely
Dan Elliott, City of Evart, Osceola County MI attending remotely
Matt Hildebrand, City of Evart, Osceola County MI attending remotely
Sandra Szeliga, City of Evart, Osceola County MI attending remotely

Absent: Mayor Chris Emerick

Present: City Manager Sarah Dvoracek, Finance Director/Treasurer Pepper Lockhart (Meeting Host), City Attorney James White, City Clerk Kathy Fiebig

Guests (per Zoom ID): Dale's iPhone, Mark Watkins (Osceola County Emergency Management Director), Patrick, Laurie Chase, iPhone, Hugh, Evart Farmers Market, Jillybean's Galaxy, Janet's iPad, Shannon, Cathie Crew, Miguel Troche, Karen Higgins, John

Citizens' Comments: *Jillybean's Galaxy is wheelchair bound and remarked on the poor condition of the sidewalks along US 10. They are unsafe and dangerous. This restricts her access to shopping and on the south side of 10, forces her into the street in areas where sidewalks don't exist.*

Approval of Agenda

Ms. Dvoracek requested that the following items be added to the agenda: the Interim Public Works Administrator position, Community Economic Development Association of Michigan (CEDAM) grant and Resolution 2021-11 Community Pollution Prevention Grant. Ms. Szeliga requested to add removing Donald Maddern from the Housing Commission. Motion by Mr. Duffy to approve the agenda with these changes. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

Approval of Consent Agenda

B. Regular Virtual Council Minutes – April 5, 2021

C. Vendor's List \$257,185.79

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

Unfinished Business

D. Schedule another Public Hearing for Rental Inspection Program

Ms. Dvoracek is currently contacting tenants and landlords to set up focus groups. The matter was postponed.

E. Riverside Park Improvements (*postpone*)

New Business

Items for Action

F. Resolution 2021-07 Appointing Sarah Dvoracek as the Planning and Zoning Administrator

Ms. Szeliga asked if these appointments (Items F, G and H) will be permanent or if they are temporary until a new Public Works Director is hired. Ms. Dvoracek stated that typically, a City

Manager serves as Planning and Zoning Administrator and Airport Manager. She intends to remain in those roles. The Street Administrator position will revert to the new DPW Director. Motion by Mr. Hildebrand to approve Resolution 2021-07. Support by Mr. Elliott. Motion passed on a roll call vote; all were in favor.

G. Resolution 2021-08 Appointing Sarah Dvoracek as the Airport Manager

Motion by Mr. Elliott to approve Resolution 2021-08. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

H. Resolution 2021-09 Appointing Sarah Dvoracek as the Street Administrator

Motion by Mr. Hildebrand to approve Resolution 2021-09. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

I. Resolution 2021-10 to Extend waiving Penalty/Late Fees for Utility Billing

Ms. Lockhart advised council that due to the pandemic, the City has been waiving these fees. She believes that it is in the best interest of our residents to continue to waive them due to the continued economic uncertainty. Ms. Dvoracek noted that there are almost as many homeowners on the delinquent list as renters, which is very unusual. Motion by Mr. Duffy to approve Resolution 2021-10. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

J. Request to amend the Director of Public Works job description

MS. Dvoracek explained that she eliminated duties that overlap with the Lead Water/Wastewater Operator and increased the education and experience requirements. She noted that she raised the cap on the salary in hopes of attracting a very well qualified individual. Motion by Mr. Hildebrand to approve the revised job description. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

J1. Resolution 2021-11 Community Pollution Prevention Grant

Patrick Muczynski, Lead Water/Wastewater Operator, explained that this grant would allow the City to buy solar mixers for the primary wastewater ponds. The ponds are currently only equipped with aerators, and the solar mixers would greatly increase the efficiency of the system especially during the winter months. Ms. Dvoracek noted that these grants are very competitive and suggested that the City apply with a larger match than required to increase the chances of approval. The City would contribute \$15,000 and the grant would be for \$25,000 for a total of \$40,000. Motion by Mr. Duffy to approve Resolution 2021-11. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

J2. Appointing Kathy Fiebig as Interim Public Works Administrator

Ms. Dvoracek requested permission to appoint City Clerk Fiebig as Interim Public Works Administrator to assist the public works department until a Public Works Director has been hired. This is a temporary position without benefits. The City's HR attorney with Dickinson Wright has confirmed that there is no conflict with Fiebig's elected duties as clerk. Motion by Mr. Duffy to approve the appointment. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

J3. Authorize Sarah Dvoracek to apply for CEDAM Fellowship grant

Ms. Dvoracek proposed that the City partner with the Downtown Development Authority (DDA) to apply for this grant which will provide a fellowship intern. The total cost is \$6000 which would be split with the DDA. Motion by Mr. Elliott to authorize grant application. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

J4. Remove Donald Maddern from the Housing Commission

Mayor Pro Tem Sandra Szeliga reported that in January, the Housing Commission had requested that Donald Maddern be removed from the Commission. At that time, the Commission had hired an attorney to investigate complaints against the Housing Commission and Mr. White recommended that no action be taken until that investigation was complete. That investigation is now complete, and the four other members of the Commission are again requesting that Mr. Maddern be removed. Mr. White advised council that the Mayor appoints

and removes commission members with the approval of council, so he does not find it appropriate to act during the Mayor's absence. He suggested tabling the matter until Mayor is present. No action taken.

Department/Informational Reports (No Action Needed)

K. Accounts Payable Report (4/6/2021 -4/19/2021)

L. Payroll Reports (4/6/2021 -4/19/2021)

M. Summary of all Funds – March 2021

City Attorney Report/Comment: none

City Clerk Report/Comment

N. Boards and Commissions spreadsheet

Ms. Fiebig noted that this is a living document that will be updated frequently and drew Councils' attention to the fact that the advisory boards have been added at the end of the spreadsheet.

City Manager Report/Comment

O. Perchlorate – FYI

P. Great assets Require Great Rates – Rate Study Article -FYI

Q. Memo from Nestle Water – FYI

R. Certified Local Government Certification – FYI

Ms. Dvoracek reminded council of the budget workshop on April 28 at 7:30pm.

Finance Director Report/Comment

S. Finance Directors' Monthly Report -March 2021

Ms. Lockhart is working with Dickinson Wright on the handbook policy and is working with Consumers Energy to increase energy efficiency in city buildings. They have already identified \$2,000 in savings.

Department of Public Works Report/Comment

T. Department of Public Works Monthly Report – March 2021

Police Department of Public Works – March 2021

U. Police Department Monthly Report – March 2021

Downtown Development Authority Report/Comment: none

Citizens' Comments: none

Motion by Mayor Pro Tem Szeliga to adjourn. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor. The meeting was adjourned at 9:02pm.


 Kathy Fiebig
 City Clerk