

**CITY OF EVART  
REGULAR COUNCIL MEETING  
NOVEMBER 1, 2022 @ 7:30PM  
Community Room at the Depot, 200 S. Main Street**

Mayor Chris Emerick called the meeting to order at 7:30pm, then led the assembly in the Pledge of Allegiance.

**Present (via roll call):** Sean Duffy, Dan Elliott, Chris Emerick, Matt Hildebrand, Sandra Szeliga

**Present (staff):** City Manager Pepper Lockhart, Finance Director/Treasurer Jennie Duncan, Downtown Development (DDA) Authority Director Todd Bruggema, Director of Public Works (DPW) Don Duncan, City Attorney James White, City Clerk Kathy Fiebig

**Guests:** Vanessa Jones, Jim Schwab, Roger Elkins, Krysta Woycehoski, Brian Fortune

**PUBLIC HEARING: VARIANCE REQUEST FOR 101 S. MAIN ST.**  
Called to order at 7:31pm.

***Citizens' Comments:*** none

**Public hearing closed at 7:32pm.**

**Public meeting opened at 7:32pm.**

***Citizens' Comments:***

***Jim Schwab:*** Wonders what "most" means (reference to Mayor's Emerick comment that council would not respond to "most" comments). He thanked the council for their service over the past two years, especially during the pandemic, and applauded their quick response to the September 2021 windstorm and their emphasis on safety for all residents during that response.  
***Roger Elkins:*** Thanked outgoing council member Dan Elliott for his many years of service to the city and thanked outgoing city clerk Fiebig for her service.

### **Approval of Agenda**

Motion by Mayor Emerick to approve the agenda with the addition of Item E1: City Manager evaluation and E2: Leaf Vacuum. Support by Mr. Hildebrand. Motion passed with all in favor.

### **Approval of Consent Agenda**

**A.** Regular Council Minutes – October 25, 2022

**B.** Vendor's List \$24,090.72

Motion by Mr. Hildebrand to approve the consent agenda as presented. Support by Mayor Emerick. Motion passed with all in favor.

### **Unfinished Business**

**C.** Unifirst Agreement

Ms. Duncan noted that at the last regular council meeting, Mr. Hildebrand requested that she request a shorter-term contract than the five-year offered by Unifirst (employee clothing service). They have agreed to a three-year term but will raise the rates 10% accordingly. Ms. Duncan noted that even with the higher rate, the city will still pay less and receive more

services. Motion by Mr. Hildebrand authorizing the acceptance of a three-year contract with Unifirst in the amount of \$27.72 per week (before fees). Support by Mr. Duffy. Motion passed with all in favor.

### **New Business**

#### **D. Variance Request for 101 S. Main St.**

Ms. Lockhart advised council that on October 10, 2022 the Planning Commission approved a variance for apartments on the first floor at 101 S. Main in the Central Business District. On the advice of Williams and Works, city planning and zoning consultants, she read city code Section 44-412 a) through c) into the record to support this action. Krysta Woycehoski gave a presentation regarding the owner's plans for the building, which include up to fourteen (14) small apartments on the second floor, and up to four (4) apartments on the first floor. Mr. Duffy noted that these numbers had not been called out when the application went to the planning commission. There are issues to be resolved around parking, as well. Motion by Mr. Duffy to approve the variance request for 101 S. Main, with the stipulation that prior to proceeding, plans must be submitted showing the total number of apartments, and that the first-floor residential area cannot exceed 50% of the space with at least 50% remaining commercial. Support by Mr. Hildebrand. Motion passed with all in favor.

#### **E. Request to approve disposal of assets**

Mr. Duncan submitted a list of items that have no book value and noted that some cannot even be located. Others are line items that cannot be identified, but again, have no value attached. He considers this a clerical cleanup in an effort to create an accurate inventory list of DPW assets. Motion by Mayor Emerick to approve the disposal of assets as presented. Support by Ms. Szeliga. Motion passed with all in favor.

#### **E1. City Manager Evaluation**

Ms. Lockhart thanked council for completing her yearly evaluation and passed out the results to council members. She will contact each of them for specifics on what changes they would like to see moving forward. Mr. Hildebrand noted that he would like to have staff and department heads complete an evaluation for city manager as well.

#### **E2. Leaf Vacuum**

Mr. Duncan noted that the city had applied for a grant of roughly \$80,000 to purchase a leaf vacuum but did not receive it, and that unit now costs \$120,000. He believes that this equipment is critical to keep the city streets and storm drains cleaner, especially during loose leaf pickup. He presented two options: renting a unit for \$3,000/week with a \$3,000 deposit or purchasing a used leaf vac for \$17,500. This is a 2005 unit and has no warranty. Motion by Mr. Elliott to approve the purchase of a used leaf vacuum for \$17,500, paid from the equipment pool fund balance. Support by Ms. Szeliga. Motion passed with all in favor.

### **Department/Informational Reports**

**F. Accounts Payable Report (10/26/2022 – 11/1/2022)**

**G. Payroll Reports (10/26/2022 – 1/1/2022)**

### **City Attorney Report/Comment**

Mr. White met with Ms. Duncan and several local landlords regarding the water ordinance. The discussion went well.

### **City Clerk Report/Comment**

Ms. Fiebig continues to focus on the November 8 general election.

### **City Manager Report/Comment**

Ms. Lockhart gave council members a document addressing the parking issues at 101 S. Main Street. She discussed new grant possibilities. She gave an award to outgoing council member Dan Elliott and thanked him for his many years of service to the city.

**Finance Director Report/Comment**

Ms. Duncan attended the landlord meeting mentioned by Mr White and agreed that it went well. There were questions raised that she will research, but there was no opposition to the city's proposed changes.

**Department of Public Works Report/Comment**

Mr. Duncan gave a comprehensive report on work completed and in progress by DPW staff.

**Downtown Development Authority Report/Comment**

Monster Mash went well. Mr. Bruggema is working with Mayor Emerick to plan Miracle on Main Street.

**Evert Area Fire Department**

H. Minutes – October 15, 2022

**Citizens' Comments:** none

Motion by Mayor Emerick to adjourn. Support by Mr. Elliott. Motion passed with all in favor. The meeting was adjourned at 8:37pm.

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Kathy Fiebig, City Clerk