

**CITY OF EVART
REGULAR COUNCIL MEETING
December 19th @ 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, Jim Schwab, Mayor Emerick, Matt Hildebrand

Absent (via roll call): Sandy Szeliga

Present (staff): City Manager Pepper Lockhart, Finance Director/Treasurer Jennie Duncan, Downtown Development Director (DDA) Todd Bruggema, Director of Public Works (DPW) Don Duncan, Chief of Police John Beam, City Attorney Jim White, DPW Executive Administrative Assistant Chris Mulkerns, City Clerk Andrea Grupido

Guests: Travis Douglas, Deb Mishler

Citizens' Comments: None.

Approval of Agenda

Motion by Mayor Emerick to approve the agenda as presented. Support by Sean Duffy. Motion passed with all in favor.

Approval of Consent Agenda

- A. Regular Council Minutes – December 5, 2022
- B. Special Council Minutes – December 13, 2022
- C. Vendor's List \$49,551.35
- D. Budget Amendments

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

Unfinished Business

E. There are 2 openings on the Historic District Commission. Jim Schwab and Sandy Szeliga have asked to be assigned. Emily Duffy has been contacted and has agreed to a 3 year term. Todd Bruggema was concerned that there may be a conflict with council members being on the board and mentioned that he has business people that may be interested in serving on the board.

New Business

F. Bank Authorizations

Jennie asked that Kathy Fiebig be removed from all checking accounts and Andrea Grupido be added. She also asked that Lisa Newsome be added to have online access to Huntington Bank. Jennie mentioned that when she requested auditor information she noticed that Sandy Szeliga was the only current member on some accounts. Motion by Mayor Emerick to remove Kathy and add Andrea, making it so the only 3 authorized signers on the checking accounts are Jennie Duncan, Sandy Szeliga and Andrea Grupido. Support by Matt Hildebrand. Motion passed with all in favor. Motion by Mayor Emerick to allow Lisa Newsome to have online access only to Huntington Bank. Support by Sean Duffy. Motion passed with all in favor.

G. Approval of TIF Plan

Todd has been working to get this done before it expires at the end of this year. Nothing has changed as far as tax amended. DDA chose to keep it that way for now, but may come back for a different amount later. Motion by Sean Duffy to approve the TIF Plan by way of resolution 2022-19. Roll call vote: Sean Duffy – yay, Jim Schwab – yay, Mayor Emerick – yay, Matt Hildebrand – yay, Sandy Szeliga – absent. Thanks was given to Todd for all his hard work.

H. Asset Removal List

Getting clarity from the auditors as to if there is any value in keeping assets on the list when they have depreciated to zero. Matt Hildebrand voiced keeping all usable assets on the list even if they are depreciated to zero. Ultimately, the goal is to have a complete asset list with a number/letter corresponding to that number/letter affixed to the asset, and having that complete asset list being audited annually. Motion by Mayor Emerick to approve asset removal list. Support by Matt Hildebrand. Motion passed with all in favor.

I. 101 S. Main St. Parking Agreement

The contract was reviewed by Jim White. Currently there are 16 (14 regular and 2 handicapped) parking spaces at the skate park. 14 of those spaces would be designated to South River Holdings, LLC. That would leave 2 available spaces at the skate park. Mayor Emerick would like to make sure one of those two remaining spaces be handicapped to stay compliant. Motion by Matt Hildebrand to approve the parking agreement. Support by Mayor Emerick. Motion passed with all in favor.

J. Appointment to Historic District Commission

Motion by Mayor Emerick to appoint Emily Duffy to the Historic District Commission. Support by Matt Hildebrand. Motion passed with Mayor Emerick, Jim Schwab, and Matt Hildebrand in favor. Sean Duffy abstained from this vote.

K. T-Mobile Grant (*Updated*)

Originally asking for \$2,807.50 from the parks and rec budget, but with the increase in equipment price, now need \$6,740.37. Motion by Matt Hildebrand to approve the request and adjust the amount to “up to \$7,000” out of the parks and rec budget. Support by Sean Duffy. Motion passed with all in favor.

L. City Attorney Amended Proposed Contract

Pepper recommends we have his contract reviewed by an outside counsel to make sure it's consistent with other city contracts and asked that we use Dickenson & Wright. Motion by Matt Hildebrand to have Dickenson & Wright review the contract. Support by Mayor Emerick. Motion passed with all in favor.

Department/Informational Reports

M. Accounts Payable Report (12/6/2022 – 12/19/2022)

N. Payroll Reports (12/6/2022 – 12/19/2022)

O. Summary of Funds – October 2022

P. Summary of Funds – November 2022

Q. Revenue and Expense Report (through December 15, 2022)

City Attorney Report/Comment

Discussion on Mauers contract.

City Clerk Report/Comment

Andrea thanked everyone for the warm welcome and is looking forward to working with everyone.

City Manager Report/Comment

Sparks grant has been submitted for \$390,000 for park bathroom/shower upgrades.

Finance Director Report/Comment

Department of Public Works Report/Comment

Presentation on work that has been done and continuing work in different areas. Asked for authorization to reimburse a homeowner if a professional is called for sewer issues and it is found that the problem is on the city's side.

Police Department Report/Comment

Lisa Newsome is going to be working Tuesdays and Thursdays for 4 hours to help fill in for Teresa during her absence.

Downtown Development Authority Report/Comment

The first Match on Main recipient – Juneberry Cottage.

Evert Area Fire Department

Evert Housing Commission

Citizens' Comments:

Travis Douglas had sewer issues and stated it would've been nice to know how to file a claim with the city.

Motion by Mayor Emerick to adjourn. Support by Sean Duffy. Motion passed with all in favor. The meeting was adjourned at 8:35pm.


Andrea Grupido, City Clerk