

**ESSEXVILLE CITY COUNCIL  
REGULAR MEETING  
NOVEMBER 18, 2019 7:00 PM  
COUNCIL CHAMBERS**

Mayor Scott Wittbrodt called the REGULAR MEETING of the Essexville City Council held on November 18, 2019 to order at 7:00 PM.

City Council Member, Jack Covieo, led the Pledge of Allegiance.

**CITY CLERK'S REPORT AND CERTIFICATION OF ELECTION RESULTS**

The statement of votes polled in the two (2) voting precincts of the City of Essexville at the General Election held on Tuesday, November 5, 2019 and filed with the Bay County Clerk and the Bay County Canvassing Board having duly examined and considered said statement the whole number of votes given the office of City Councilmember in the City of Essexville were as follows:

**CITY COUNCIL MEMBER (4) YEAR TERM**

Jennifer Gradowski received: Three Hundred and Fifty (350) votes

Adam Hughes received: Two Hundred and Ninety One (291) votes

Jennifer Gradowski and Adam Hughes are declared elected City Council Members for the City of Essexville for a four (4) year term.

**CITY CHARTER**

Shall there be a general revision of the Charter of the City of Essexville?

Total "Yes" votes cast: Two Hundred and Six (206)

Total "No" votes cast: One Hundred and Ninety Eight (198)

The Essexville City Charter Revision Question, was considered to have been passed.

**OATH OF OFFICE**

The City Clerk administered the oath of office to Jennifer Gradowski and Adam Hughes.

**ROLL CALL**

The following City Council Members were present at the meeting: Jack Covieo, John Connelly, Jennifer Gradowski, Adam Hughes, Dennis Rondeau and Mayor Scott Wittbrodt.

ABSENT: Russell Tanner

**APPROVAL OF AGENDA**

Hughes, Rondeau:

**Resolved the agenda be approved as written.**

YES: Hughes, Rondeau, Connelly, Covieo, Gradowski, Wittbrodt

Motion Carried

ABSENT: Tanner

**NOMINATION AND APPOINTMENT OF MAYOR PRO TEM**

Hughes, Connelly:

**Resolved; that Councilmember Gradowski be appointed as Mayor Pro Tem.**

YES: Hughes, Connelly, Covieo, Gradowski, Rondeau, Wittbrodt

Motion Carried

ABSENT: Tanner

**SET REGULAR MEETING SCHEDULE**

Connelly, Hughes:

**Resolved; unless otherwise amended by action of the City Council or required by the City Charter or law, the City Council shall hold its regular monthly meetings on the second Tuesday of each month beginning at 7:00 p.m. except in November when the regular and organizational meeting will be held on the second Monday following the general election, and in March when the meeting will be held on Tuesday, March 24 due to the Presidential Primary.**

YES: Connelly, Hughes, Covieo, Gradowski, Rondeau, Wittbrodt Motion Carried  
 ABSENT: Tanner

**ADOPTION OF CITY COUNCIL RULES**

Hughes, Gradowski:

**Resolved; the City Council adopts the “Meeting and Organization Policy” previously adopted by the City Council at its November 19, 2012 Regular and Organizational meeting and as amended December 11, 2012 at its Regular Meeting.**

YES: Hughes, Gradowski, Connelly, Covieo, Rondeau, Wittbrodt Motion Carried  
 ABSENT: Tanner

**MAYORAL COMMITTEE ASSIGNMENTS**

I have assigned the committee appointments for 2019-2020 as follows:

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>	<u>COUNCIL MEMBER</u>
Finance	Rotating Basis*	Rotating Basis*
Legislative	A. Hughes	J. Connelly
Municipal Relations	D. Rondeau	A. Hughes
Parks & Recreation	J. Gradowski	R. Tanner
Public Improvements	J. Covieo	D. Rondeau
Public Relations	J. Gradowski	R. Tanner
Utility & Special	J. Connelly	J. Covieo

\*Rotating Schedule for Finance Committee:

November-December	D. Rondeau	A. Hughes
January-February	R. Tanner	J. Covieo
March-April	J. Covieo	J. Gradowski
May-June	J. Gradowski	J. Connelly
July-August	J. Connelly	A. Hughes
September-October	A. Hughes	D. Rondeau

The Finance Committee should meet at 6:30 p.m. on the night of the regular meeting to review the bills.

I would also like to reappoint Russ Tanner as liaison to the DDA and Jennifer Gradowski as liaison to the Planning Commission

**CONSENT AGENDA**

Covieo, Rondeau:

- A. Resolved; City Council hereby approves the minutes of its October 8, 2019 regular meeting, said minutes prepared by the City Clerk and submitted for the City Council’s consideration at its November 18, 2019 regular meeting.
- B. Resolved; Ordinance No. 2019-7 entitled “AN ORDINANCE TO AMEND THE CODE OF THE CITY OF ESSEXVILLE BY ADOPTING THE 2018 INTERNATIONAL FIRE CODE, PUBLISHED BY THE INTERNATIONAL CODE COUNCIL AS A PART OF THE CODE OF THE CITY OF ESSEXVILLE BY REPEALING CURRENT SECTIONS 8.1101 THROUGH 8.1112 OF THE PRESENT CODE AND ENACTING NEW SECTIONS 8.1101 THROUGH 8.1112 TO BE PART OF CHAPTER 11, TITLE VIII OF SAID CODE AND TO BE ENTITLED “FIRE CODE”, is hereby, at this second reading, adopted.
- C. Resolved; pursuant to applicable law and its own policy, the City Council authorizes the Board of Review for the City of Essexville to consider and grant, where appropriate, requests for exemptions from taxation of real property for homesteads of persons in poverty based on the federal income and poverty guidelines.
- D. Resolved; the amendments recommended by the City Manager to be made to previously approved appropriations within the fiscal year 2019/2020 budget, as set forth in his communication to the City Council on this subject dated November 18, 2019 are authorized.

Motor Vehicle & Equipment Fund	Increase
Sales Equip PSD - Miscellaneous Revenue	\$2,250.00
Materials - Motor Pool Operations	\$5,250.00
<b>Fund Totals</b>	<b>\$7,500.00</b>

- E. Therefore; The Essexville City Council hereby reschedules the second session of the Essexville Board of Review to Thursday March 12, 2020 due to the Primary Election on Tuesday March 10, 2020.
- F. Resolved; pursuant to the City code and State law, the City Council hereby confirms the Mayor’s appointment of Timothy Weiler to the Planning Commission for a partial three year term ending December 31, 2021 to fill the vacancy made by Jennifer Gradowski’s election to the City Council.

YES: Covieo, Rondeau, Connelly, Gradowski, Hughes, Wittbrodt                      Motion Carried  
 ABSENT: Tanner

**PRESENTATIONS**

None

**CITIZEN INPUT**

The following citizens addressed the Council:

Doug Young, 1205 Woodside Avenue

**COUNTY COMMISSIONER’S REPORT**

Mr. Michael Lutz, County Commissioner, was not in attendance.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

PAYMENT OF BILLS

Rondeau, Hughes:

**Resolved; that expense vouchers 28 and 29 totaling \$251,047.74 and payroll voucher 30 through 36 totaling \$111,378.21 for a grand total of \$362,425.95 paid as stated.**

YES: Rondeau, Hughes, Connelly, Covieo, Gradowski, Wittbrodt  
ABSENT: Tanner

Motion Carried

### **LEGISLATIVE COMMITTEE**

Councilmember Hughes would like to schedule a meeting to discuss the Rental Properties Ordinance before the first reading of the ordinance.

### **MUNICIPAL RELATIONS COMMITTEE**

Councilmember Rondeau had no report. Mayor Wittbrodt asked the committee to start thinking about the city manager's annual evaluation which will occur at the February regular meeting.

### **PARKS AND RECREATION COMMITTEE**

Councilmember Gradowski had no report. She would like to have a meeting when Councilmember Tanner gets back.

### **PUBLIC IMPROVEMENT COMMITTEE**

Councilmember Covieo had no report.

### **PUBLIC RELATIONS COMMITTEE**

Councilmember Gradowski had no report. She would like to have a meeting when Councilmember Tanner gets back.

### **UTILITY AND SPECIAL COMMITTEE**

Councilmember Connelly had no report.

### **PLANNING COMMISSION**

No meeting, no report.

### **DOWNTOWN DEVELOPMENT AUTHORITY**

No meeting, no report.

### **MAYOR'S REPORT**

Mayor Wittbrodt reported on the following:

- Nominations are needed for Citizen of the Year, which will be presented at the February regular meeting.
- Christmas luncheon is scheduled for Friday, December 13, 2019 at 12:00 p.m. at the DPW facility
- Pictures of the council members will be taken at the December regular meeting
- Wished everyone a happy Thanksgiving.

### **ATTORNEY'S REPORT**

Mr. Pergande reported on the rental properties ordinance, charter revision commission, and citations being given a

### **CITY MANAGER'S REPORT**

City Manager, Dan Hansford, reported on the following:

- OPEB report

- Christmas luncheon is scheduled for Friday, December 13<sup>th</sup> at 12:00 pm at the DPW facility
- Leaf cleanup will begin November 11<sup>th</sup>
- Hampton Township is looking for a leak in their sewer main line which is located under Burns Street.
- Hampton Township obtained an economic development grant that will allow for the formation of a study to explore alternative development ideas for the area.
- Slow mail, water bills and late fees
- Charter Revision Commission
- March regular city council meeting will be March 24<sup>th</sup>, 2020 due to the Presidential Primary Election
- Fire Code
- Higher than recommended amounts of lead were found in 7 of the 40 water tests that were conducted at homes with known lead lines. We are required to inform every city resident about the high lead levels found in these homes.

**PUBLIC HEARING(S)**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

CONSIDERATION OF INTRODUCING ORDINANCE NO. 2019-8

Hughes, Connelly:

**Moved to lay the pending question on the table.**

YES: Hughes, Connelly, Covieo, Gradowski, Rondeau, Wittbrodt

Motion Carried

ABSENT: Tanner

CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE ELECTION OF A CHARTER COMMISSION

Gradowski, Rondeau:

**Resolved; That a question of whether a proposed city charter revision should occur having been placed on the public ballot of the general election held on November 5, 2019 as required by the present city charter and majority of the votes cast being in the affirmative, it is hereby resolved that a special election shall be held on March 10, 2020 for the purpose of electing nine Charter Commissioners with the procedure for nomination and placement of the names of candidates for such position being the same as that required for election to the city council as stated in the present city charter and otherwise by the election laws of the State of Michigan and to which the final date for filing of nominating petitions shall be December 17, 2019 by 4 p.m.**

YES: Gradowski, Rondeau, Connelly, Covieo, Hughes, Wittbrodt

Motion Carried

ABSENT: Tanner

**INFORMATIONAL COMMUNICATIONS**

None

**CITIZEN INPUT**

The following citizens addressed the Council:

Jack Covieo, 311 Virginia Drive  
Scott Wittbrodt, 400 Valerie Court

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Gradowski, Hughes:

**Resolved; that the meeting be adjourned.**

YES: Unanimous voice vote

ABSENT: Tanner

The meeting adjourned at 8:15 pm.

Motion Carried

Scott Wittbrodt  
Mayor

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Sarah Wilcox  
City Clerk

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