

**ESSEXVILLE CITY COUNCIL  
REGULAR MEETING  
MAY 9, 2023 7:00 PM  
CITY COUNCIL CHAMBERS**

Mayor Scott Wittbrodt called the REGULAR MEETING of the Essexville City Council held on May 9, 2023 to order at 7:00 PM.

City Councilmember, Adam Hughes, led the Pledge of Allegiance.

**ROLL CALL**

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

ABSENT: Todd Wendt

**APPROVAL OF AGENDA**

Hughes, Rondeau:

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

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

Motion Carried

ABSENT: Wendt

**CONSENT AGENDA**

Hughes, Covieo:

- A. **Resolved; City Council hereby approves the minutes of its April 11, 2023 regular meeting, said minutes prepared by the City Clerk and submitted for the City Council’s consideration at its May 9, 2023 regular meeting.**
- B. **Resolved; the City Council hereby receives and accepts the “Quarterly Investment Report for the Month Ending March 31, 2023” prepared by the City Treasurer pursuant to the City Council’s Investment Policy.**
- C. **Resolved; the amendments recommended by the City Manager to be made to previously approved appropriations within the fiscal year 2022/2023 budget, as set forth in his communication to the City Council on this subject dated May 9, 2023 are authorized.**

<b>General Fund</b>	<b>Increase</b>	<b>Decrease</b>
Council - Salaries	\$3,000	
City Attorney – Legal Fees	\$3,250	
City Hall – Contractual Services	\$5,000	
Forestry – Contractual Services	\$13,500	
Electrical Inspector - Wages	\$2000	
Parks & Recreation – Contractual Services	\$3000	
Capital Projects – Public Park Improvements		\$200,000
<b>Fund Totals</b>	<b>\$29,750</b>	<b>\$200,000</b>

<b>Local Streets</b>	<b>Increase</b>	<b>Decrease</b>
Winter Maintenance – Operating Supplies		\$10,000
Insurance/Benefits – Retiree Health Insurance		\$4,000
Miscellaneous Revenue – Misc Revenue	\$78,000	
Maintenance - Wages	\$2750	
Maintenance – Contractual Services	\$2750	
Capital Projects – St. Rehab & Const	\$155,250	
<b>Fund Totals</b>	<b>\$238,750</b>	<b>\$14,000</b>

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<b>Rubbish &amp; Trash Fund</b>	<b>Increase</b>	<b>Decrease</b>
Charges for Services – Rubbish/Yard Waste Fees	\$1,730	
Rubbish Collection – Contractual Services	\$12,000	
Fund Totals	\$13,730	

<b>Justice Training Fund</b>	<b>Increase</b>	<b>Decrease</b>
PSD Police Division – Education & Training		\$8,892
Fund Totals		\$8,892

<b>Sewer Utility Fund</b>	<b>Increase</b>	<b>Decrease</b>
Administrative - Wages	\$4,000	
Insurance/Benefits - Hospitalization	\$6,700	
Capital Projects – Fixtures & Equipment	\$1,500	
Fund Totals	\$12,200	

<b>Water Utility Fund</b>	<b>Increase</b>	<b>Decrease</b>
Insurance/Benefits - Hospitalization	\$36,100	
Insurance/Benefits – Retirees Health	\$10,300	
Insurance/Benefits – Life Insurance	\$500	
Insurance/Benefits - Retirement	\$29,400	
Debt Service – USDA Loan Service	\$154,300	
Transfer Out – Transfer to M/V Fund	\$78,000	
Fund Totals	\$308,600	

<b>Downtown Development Fund</b>	<b>Increase</b>	<b>Decrease</b>
State Revenues – Local Community Stabilization	\$17,000	
Insurance/Benefit – Hospitalization	\$500	
Insurance/Benefit - Retirement	\$2000	
Community Relations – Marketing/Promotions	\$1000	
Capital Projects – Equipment Rental	\$800	
Fund Totals	\$4,300	

**D. Resolved; that the City Council of the City of Essexville hereby adopts Franchise Ordinance 2023-1. This “Uniform Video Service Local Franchise Agreement” grants a Franchise Agreement with DIRECTV, LLC, for a period of ten years duration which was first introduced and read at the April 11, 2023 regular meeting of the City Council is hereby adopted as an Ordinance of the City of Essexville at this the second reading of said Ordinance.**

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

Motion Carried

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ABSENT: Wendt

**PRESENTATIONS**

None

**CITIZEN INPUT**

The following citizens addressed the Council:

Don Middleton, 400 Caroline Street

**COUNTY COMMISSIONER'S REPORT**

Mr. Dennis Poirer, County Commissioner, updated the council on business at Bay County and took questions from the council.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

**PAYMENT OF BILLS**

Hughes, Rondeau:

**Resolved; that expense vouchers 77 totaling \$175,554.61 and payroll voucher 78 through 82 totaling \$64,982.85 for a grand total of \$240,537.46 paid as stated.**

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

Motion Carried

ABSENT: Wendt

**LEGISLATIVE COMMITTEE**

Councilmember Mantei had no report.

**MUNICIPAL RELATIONS COMMITTEE**

Councilmember Rondeau had no report.

**PARKS AND RECREATION COMMITTEE**

Councilmember Gradowski reported on the plans for Smith Park.

**PUBLIC IMPROVEMENT COMMITTEE**

Councilmember Covieo had no report.

**PUBLIC RELATIONS COMMITTEE**

Councilmember Gradowski reported on Kidsfest and the Curb Appeal Award.

**UTILITY AND SPECIAL COMMITTEE**

Councilmember Wendt 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:

- Attended the Parks and Recreation Committee meeting.

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- Attended the commencement at Delta College for the new Public Safety Officer.

**ATTORNEY'S REPORT**

No report.

**CITY MANAGER'S REPORT**

City Manager, Craig Goulet, reported on the following:

- Met with the Parks and Recreation Committee and Spicer Engineering regarding Smith Park.
- Met with Essexville-Hampton Superintendent, Justin Ralston regarding the SRO contract.
- Attended the May Supervisor meeting.
- He would like to hire an individual to work part-time as the rental coordinator/code enforcement officer.
- Attended the new Public Safety Officer's graduation at Delta College.
- Attended the Bay County meeting today.
- Reminded everyone of the Mother's Day breakfast being hosted by the Essexville Fire Department at the Knights of Columbus Hall.
- A couple of firefighters will be graduating on May 23rd.

**PUBLIC HEARING(S)**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

CONSIDERATION OF APPROVING AN ANNUAL WASTE COLLECTION AND RECYCLING SERVICES INCREASE EFFECTIVE JUNE 1, 2023.

Covieo, Rondeau:

**Resolved; by this Resolution the Essexville City Council hereby recommends the implementation of the rate increase schedule effective June 1, 2023 and further recommends the annual review of said fund.**

**June 1, 2023 through February 29, 2024 - \$15.95 per unit per month**

**March 1, 2024 through February 28, 2025 - \$16.43 per unit per month**

**March 1, 2025 through February 28, 2026 - \$16.93 per unit per month**

**March 1, 2026 through February 28, 2027 - \$17.43 per unit per month**

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

Motion Carried

ABSENT: Wendt

CONSIDERATION OF APPROVING THE ADDITION OF DELINQUENT UTILITY BILLS TO THE 2023 SUMMER TAX ROLL.

Covieo, Rondeau:

**Resolved; as set forth in the City Manager's communication to the City Council on this subject dated May 4, 2023; these special assessments are authorized to be added to the 2023 summer tax roll by the City Treasurer.**

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

Motion Carried

ABSENT: Wendt

CONSIDERATION OF APPROVING THE DEFICIT ELIMINATION PLAN.

Hughes, Rondeau:

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**RESOLVED** that the City Council approves the increase in Internal Service Fund Revenues by approving an increase in amounts charged to other funds for charges for services.

**BE IT FURTHER RESOLVED** the City of Essexville City Council approves the continued assessment of charges for services charged to other funds based on budgeted expenses expected to be incurred by the Internal Service Fund.

**BE IT FURTHER RESOLVED** that the City of Essexville City Manager submits the Deficit Elimination Plan in its entirety to the Michigan Department of Treasury for Certification.

YES: Hughes, Rondeau, Covieo, Gradowski, Mantei, Wittbrodt  
ABSENT: Wendt

Motion Carried

**INFORMATIONAL COMMUNICATIONS**

None

**CITIZEN INPUT**

The following citizens addressed the Council:

Jennifer Gradowski, 408 Sharpe Street  
Don Middleton, 400 Caroline Street  
Craig Goulet, 202 Hart Street

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Hughes, Mantei:

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

YES: Hughes, Mantei, Covieo, Gradowski, Rondeau, Wittbrodt  
ABSENT: Wendt

Motion Carried

The meeting adjourned at 8:38 p.m.

Scott Wittbrodt  
Mayor

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Sarah Wilcox  
City Clerk

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