

**ESSEXVILLE CITY COUNCIL
REGULAR MEETING
JULY 11, 2023 7:00 PM
CITY COUNCIL CHAMBERS**

Mayor Scott Wittbrodt called the REGULAR MEETING of the Essexville City Council held on July 11, 2023 to order at 7:00 PM.

City Councilmember, Todd Wendt, 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, Todd Wendt and Mayor Scott Wittbrodt.

ABSENT: None

APPROVAL OF AGENDA

Hughes, Wendt:

Resolved the agenda be approved as written.

YES: Hughes, Wendt, Covieo, Gradowski, Mantei, Rondeau, Wittbrodt Motion Carried

ABSENT: None

CONSENT AGENDA

Hughes, Mantei:

- A. Resolved; City Council hereby approves the minutes of its June 13, 2023 regular meeting, said minutes prepared by the City Clerk and submitted for the City Council’s consideration at its July 11, 2023 regular meeting.
- B. Resolved; the City Council hereby receives and accepts the “Quarterly Investment Report for the Month Ending June 30, 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 July 11, 2023 are authorized.

General Fund	Increase	Decrease
City Hall - Computer	\$10,000	
Legal Fees	\$2,000	
Fire	\$30,000	
Police		\$30,000
Forestry – Contractual Srv	\$1000	
Street Lighting - Utilities	\$4,000	
Parks - Contractual Srv	\$2500	
DPW	\$4,000	
Insurance	\$23,000	
Zoning		\$20,000
Capital Projects – Public Park Imp		\$23,400
Election – Operating Supplies		\$600
Treasurer - Computer		\$500
Treasurer – Membership/Dues		\$500
Treasurer - Conference		\$1,000
Treasurer - Mileage		\$500
Fund Totals	\$76,500	\$76,500

**ESSEXVILLE CITY COUNCIL
REGULAR MEETING
JULY 11, 2023 7:00 PM
CITY COUNCIL CHAMBERS**

Local Street Fund	Increase	Decrease
Equipment Rental	\$3,000	
Sidewalk – Contractual Srv		\$3,000
Insurance	\$3,000	
Traffic Srv – Contractual Srv		\$3,000
Fund Totals	\$6,000	\$6,000

Rubbish & Trash Fund	Increase	Decrease
Contractual Srv	\$20,000	
Fund Totals	\$20,000	

Sewer Fund	Increase	Decrease
Administrative - Wages	\$5,000	
Treatment Plant – Operating Supplies		\$2,500
Treatment Plant - Chemicals		\$2,500
Treatment Plant - Telephone		\$4,000
Treatment Plant – Disposal Fees		\$1,500
Insurance - Retirement	\$5,500	
Fund Totals	\$10,500	\$10,500

Water Fund	Increase	Decrease
Administrative - Wages	\$5,000	
Water System - Operating Supplies		\$5,000
Water System – Retirees Health Ins	\$10,000	
Fund Totals	\$15,000	\$5,000

Fringe Benefits Fund	Increase	Decrease
F.I.C.A	\$2254.24	
Fund Totals	\$2254.24	

YES: Hughes, Mantei, Covieo, Gradowski, Rondeau, Wendt, Wittbrodt
ABSENT: None

Motion Carried

PRESENTATIONS

None

CITIZEN INPUT

The following citizens addressed the Council:

None

COUNTY COMMISSIONER’S REPORT

**ESSEXVILLE CITY COUNCIL
REGULAR MEETING
JULY 11, 2023 7:00 PM
CITY COUNCIL CHAMBERS**

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

FINANCE COMMITTEE

PAYMENT OF BILLS

Wendt, Covieo:

Resolved; that expense vouchers 1 totaling \$115,166.58 and payroll voucher 2 through 6 totaling \$69,796.60 for a grand total of \$184,963.18 paid as stated.

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

Motion Carried

ABSENT: None

LEGISLATIVE COMMITTEE

Councilmember Mantei reported the committee met on Tuesday, June 20th at 6:00 p.m. to discuss the sign ordinance pertaining to garage sale signs.

MUNICIPAL RELATIONS COMMITTEE

Councilmember Rondeau had no report.

PARKS AND RECREATION COMMITTEE

Councilmember Gradowski had no report.

PUBLIC IMPROVEMENT COMMITTEE

Councilmember Covieo had no report.

PUBLIC RELATIONS COMMITTEE

Councilmember Gradowski reported that judging for the Curb Appeal Award took place on July 6th with 700 Langstaff being the winner and seven runner ups.

UTILITY AND SPECIAL COMMITTEE

Councilmember Wendt had no report.

PLANNING COMMISSION

Councilmember Mantei had no report.

DOWNTOWN DEVELOPMENT AUTHORITY

Councilmember Gradowski would like City Manager Goulet to research if the DDA needs to meet to discuss supporting Kids'fest.

MAYOR'S REPORT

Mayor Wittbrodt reported on the following:

- Attended the Legislative Committee meeting.
- Attended the Bay Area Chamber of Commerce breakfast with the City Manager.
- Curb Appeal Award

CITY MANAGER'S REPORT

City Manager, Craig Goulet, reported on the following:

- Met with Essexville-Hampton Superintendent, Justin Ralston regarding the SRO contract.
- Administrative staff wage schedule.
- Mutual aid agreement with Bay City.

**ESSEXVILLE CITY COUNCIL
REGULAR MEETING
JULY 11, 2023 7:00 PM
CITY COUNCIL CHAMBERS**

- Kymber Lynch was hired as the Code Enforcement Officer/Rental Coordinator.
- There was a fire in the porta john at Smith Park.
- The city is now a member of the Bay Area Chamber of Commerce.
- Took questions from the council.

UNFINISHED BUSINESS

None

NEW BUSINESS

CONSIDERATION OF APPROVING THE 2023/2024 SCHOOL RESOURCE OFFICER CONTRACT WITH ESSEXVILLE HAMPTON SCHOOL DISTRICT.

Hughes, Covieo:

Therefore; it is hereby resolved that the City of Essexville shall enter into a contract with the Essexville-Hampton School District for a full time School Resource Officer as detailed in the attached contract and any supportive documents .

YES: Hughes, Covieo, Gradowski, Mantei, Rondeau, Wendt, Wittbrodt Motion Carried

ABSENT: None

CONSIDERATION OF APPROVING THE ADJUSTMENTS TO THE ON-CALL FIRE FIGHTERS HOURLY RATE OF PAY.

Wendt, Rondeau:

Resolved; the City Council approves, effective on July 1, 2023 (retroactive) the adjustment to the hourly rates for on-call firefighters from \$18.00/hr to \$25.00/hr and the training rate from \$11.00/hr to \$12.50/hr as recommended by the Fire Chief and City Manager.

YES: Wendt, Rondeau, Covieo, Gradowski, Mantei, Wittbrodt Motion Carried

ABSENT: None

Council member Hughes abstained due to a conflict of interest.

CONSIDERATION OF APPROVING THE WAGE AND SALARY SCHEDULE FOR THE ADMINISTRATIVE STAFF.

Rondeau, Covieo:

Resolved; the City Council approves, effective July 1, 2023 (retroactive) the adjustment to the salary for the Administrative Staff as recommended by the City Manager.

YES: Rondeau, Covieo, Gradowski, Hughes, Mantei, Wendt, Wittbrodt Motion Carried

ABSENT: None

INFORMATIONAL COMMUNICATIONS

None

CITIZEN INPUT

The following citizens addressed the Council:

Don Middleton, 400 Caroline Street
Adam Hughes, 1902 James Street
Craig Goulet, 202 Hart Street

EXECUTIVE SESSION

None

**ESSEXVILLE CITY COUNCIL
REGULAR MEETING
JULY 11, 2023 7:00 PM
CITY COUNCIL CHAMBERS**

ADJOURNMENT

Hughes, Wendt:

Resolved; that the meeting be adjourned.

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

Motion Carried

ABSENT: None

The meeting adjourned at 8:16 p.m.

Scott Wittbrodt
Mayor

Sarah Wilcox
City Clerk
