

**ESSEXVILLE CITY COUNCIL  
REGULAR MEETING  
May 14, 2024 6:00 PM  
CITY COUNCIL CHAMBERS**

Mayor Scott Wittbrodt called the REGULAR MEETING of the Essexville City Council held on May 14, 2024 to order at 6:00 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, Todd Wendt and Mayor Scott Wittbrodt.

ABSENT: None

**APPROVAL OF AGENDA**

Hughes, Mantei:

**Resolved the agenda be approved as amended, item d. under consent agenda was moved to item d. under new business.**

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

Motion Carried

ABSENT: None

**CONSENT AGENDA**

Hughes, Wendt:

- A. Resolved; City Council hereby approves the minutes of its April 9, 2024 regular meeting, said minutes prepared by the City Clerk and submitted for the City Council's consideration at its May 14, 2024 regular meeting.**
- B. Resolved; the City Council hereby receives and accepts the "Quarterly Investment Report for the Month Ending March 31, 2024" 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 2023/2024 budget, as set forth in his communication to the City Council on this subject dated May 14, 2024 are authorized.**

| <b>General Fund</b>              | <b>Increase</b> | <b>Decrease</b> |
|----------------------------------|-----------------|-----------------|
| Deputy Clerk - Wages             | \$40,000        |                 |
| Deputy Clerk - FICA              | \$3,200         |                 |
| Accounting & Audit - Audit       | \$5,250         |                 |
| Street Lighting - Utilities      | \$7,000         |                 |
| City Manager - Wages             |                 | \$5,000         |
| City Manager - FICA              |                 | \$1,000         |
| Clerk - Wages                    |                 | \$14,000        |
| Clerk - FICA                     |                 | \$1,000         |
| Treasurer - Wages                |                 | \$4,000         |
| City Hall – Computer Sup/Main    |                 | \$5,000         |
| Zoning/Inspection Admin - Wages  |                 | \$6,000         |
| P.S. Fire Division - Building    |                 | \$9,000         |
| P.S. Fire Division - Wages       |                 | \$5,000         |
| P.S. Police Division - Equipment |                 | \$9,050         |
| <b>Fund Totals</b>               | <b>\$59,450</b> | <b>\$59,450</b> |

| <b>Major Streets</b>              | <b>Increase</b> | <b>Decrease</b> |
|-----------------------------------|-----------------|-----------------|
| Maintenance – Equipment Rental    | \$3,500         |                 |
| Maintenance – Wages               | \$3,500         |                 |
| Administrative - Salaries         | \$250           |                 |
| Storm Drainage – Equipment Rental |                 | \$7,250         |
| <b>Fund Totals</b>                | <b>\$7,250</b>  | <b>\$7,250</b>  |

| <b>Local Streets</b>                    | <b>Increase</b> | <b>Decrease</b> |
|---|-----------------|-----------------|
| State Revenue – Public Act 51 Revenue   | \$5,000         |                 |
| Maintenance – Equipment Rental          | \$7,900         |                 |
| Capital Projects – St. Rehab & Const    | \$9,400         |                 |
| Storm Damage - Equipment Rental         |                 | \$10,000        |
| Winter Maintenance – Operating Supplies |                 | \$5,000         |
| Storm Drainage – Equipment Rental       |                 | \$2,300         |
| <b>Fund Totals</b>                      | <b>\$22,300</b> | <b>\$17,300</b> |

| <b>Rubbish &amp; Trash Fund</b>           | <b>Increase</b> | <b>Decrease</b> |
|---|-----------------|-----------------|
| Rubbish Collection – Contractual Services | \$23,000        |                 |
| <b>Fund Totals</b>                        | <b>\$23,000</b> | <b>\$0</b>      |

| <b>Sewer Utility Fund</b>               | <b>Increase</b> | <b>Decrease</b> |
|---|-----------------|-----------------|
| Sewer System – Operating Supplies       |                 | \$1,000         |
| Capital Projects – Fixtures & Equipment | \$1,000         |                 |
| <b>Fund Totals</b>                      | <b>\$1,000</b>  | <b>\$1,000</b>  |

| <b>Water Utility Fund</b>                 | <b>Increase</b> | <b>Decrease</b> |
|---|-----------------|-----------------|
| Insurance/Benefits – Workers Compensation |                 | \$600           |
| Debt Service – USDA Loan Service          | \$600           |                 |
| <b>Fund Totals</b>                        | <b>\$600</b>    | <b>\$600</b>    |

| <b>Downtown Development Fund</b>            | <b>Increase</b> | <b>Decrease</b> |
|---|-----------------|-----------------|
| Community Relations – Marketing/Promotions  | \$600           |                 |
| Economic Development - Marketing/Promotions |                 | \$600           |
| <b>Fund Totals</b>                          | <b>\$600</b>    | <b>\$600</b>    |

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

Motion Carried

#### **SELECTION OF NOMINEES TO FILL VACANT CITY COUNCIL SEAT**

Mayor Wittbrodt thanked all the candidates present for their interest in the vacant City Council seat. He wished them all good luck and asked them to introduce themselves and give a brief overview of why they would like to be on the City Council.

Ballot results for selecting a Council member for the vacancy left by the passing of Dennis Rondeau, term expiring 11/16/2025:

**Ballot #1**

|                                   |               |
|-----------------------------------|---------------|
| Councilmember Covieo voted for    | Justin Grifka |
| Councilmember Gradowski voted for | Justin Grifka |
| Councilmember Hughes voted for    | Justin Grifka |
| Councilmember Mantei voted for    | Justin Grifka |
| Councilmember Wendt voted for     | Justin Grifka |
| Mayor Wittbrodt voted for         | Justin Grifka |

|                         |         |
|-------------------------|---------|
| Justin Grifka received: | 6 votes |
| Michael Lutz received:  | 0 votes |

A majority vote of 4 was reached motion carried. Justin Grifka received the majority vote of 6, he was sworn in and took a seat at the council table.

**PRESENTATIONS**

None

**CITIZEN INPUT**

The following citizens addressed the Council:  
 Jennifer Gradowski, 408 Sharpe Street  
 June Weiler, 314 Main Street  
 Craig Goulet, 202 Hart Street

**COUNTY COMMISSIONER'S REPORT**

Mr. Dennis Poirier, County Commissioner, was not in attendance.

**COMMITTEE REPORTS**

**FINANCE COMMITTEE**

**PAYMENT OF BILLS**

Hughes, Wendt:

**Resolved; that expense vouchers 71 totaling \$291,015.60 and payroll voucher 72 through 78 totaling \$97,806.70 for a grand total of \$388,822.30 paid as stated.**

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

Motion Carried

ABSENT: None

**LEGISLATIVE COMMITTEE**

Councilmember Mantei had no report.

**MUNICIPAL RELATIONS COMMITTEE**

Councilmember Wendt had no report.

**PARKS AND RECREATION COMMITTEE**

Councilmember Gradowski reported Smith Park improvements will begin on May 20<sup>th</sup> and will be complete by June 28<sup>th</sup>. She updated the council on Ransom Essex Park and the pocket park by Ace Hardware.

**PUBLIC IMPROVEMENT COMMITTEE**

Councilmember Covieo had no report.

**PUBLIC RELATIONS COMMITTEE**

Councilmember Gradowski reported the curb appeal award will be the next public relations event.

**UTILITY AND SPECIAL COMMITTEE**

Councilmember Covieo had no report

**PLANNING COMMISSION**

Councilmember Mantei reported the commission met on May 7<sup>th</sup> to discuss the capital improvement plan, which was also approved at the meeting.

**DOWNTOWN DEVELOPMENT AUTHORITY**

No meeting, no report.

**MAYOR’S REPORT**

Mayor Wittbrodt reported on the following:

- Attended the park and recreation committee meeting on April 12<sup>th</sup> and April 30<sup>th</sup>.
- The budget workshop meeting is scheduled for Tuesday, May 21<sup>st</sup> at 6 p.m.

**CITY MANAGER’S REPORT**

City Manager, Craig Goulet, reported on the following:

- Attended a meeting at Bay Future to discuss the Wilkinson Brine Mining facility.
- School Resource Officer contract
- Update on the budget
- Took questions from the council.

**PUBLIC HEARING(S)**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

CONSIDERATION OF APPROVING THE ADDITION OF DELINQUENT UTILITY BILLS TO THE 2024 SUMMER TAX ROLL.

Wendt, Hughes:

**Resolved; as set forth in the City Manager’s communication to the City Council on this subject dated May 2, 2024; these special assessments are authorized to be added to the 2024 summer tax roll by the City Treasurer.**

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

ABSENT: None

CONSIDERATION OF APPROVING THE 2024/2025 SCHOOL RESOURCE OFFICER CONTRACT WITH ESSEXVILLE HAMPTON SCHOOL DISTRICT.

Gradowski, Mantei:

**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: Gradowski, Mantei, Covieo, Grifka, Hughes, Wendt, Wittbrodt                      Motion Carried

ABSENT: None

CONSIDERATION OF PERMANENTLY RELOCATING PRECINCT 1.

Hughes, Covieo:

**Whereas, the City Clerk’s office is required to move the polling location of Precinct 1 City of Essexville Fire Barn, due to the request of the City of Essexville Public Safety Department no longer being able to host polling locations; and**

**Whereas, the Essexville-Hampton Knights of Columbus has agreed to establish their building as a permanent polling location for Precinct 1; and**

**Whereas, the location meets the requirements set forth in Michigan election law, MCL 168.662, with respect to the establishment of polling places; and**

**Whereas, in accordance with Michigan Election Law, a notice to voters of a permanent polling location change in the form of an updated Voter Identification Card is required to occur,**

**Now Therefore Be It Resolved that the City of Essexville City Council concurs with the request from the City Clerk to establish a permanent polling location for Precinct 1: Essexville-Hampton Knights of Columbus, 1021 Woodside Avenue, Essexville, Michigan,**

**Be It Further Resolved that the Mayor and Clerk be authorized and directed to execute on behalf of the city the Polling Location Agreement with the Essexville-Hampton Knights of Columbus,**

**Be It Further Resolved that the City of Essexville City Council approves the notification of said changes via a new Voter Identification Card printed and mailed by the City Clerk’s Office.**

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

Motion Carried

ABSENT: None

CONSIDERATION OF ADOPTING ORDINANCE NO. 2024-1 “MANAGEMENT OF REGULATED FLOOD PRONE HAZARD AREAS”

Wendt, Covieo:

**Resolved; Ordinance No. 2024-1 AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF ESSEXVILLE TO AMEND CHAPTER 8 (ENTITLED “MANAGEMENT OF REGULATED FLOOD PRONE HAZARD AREAS”) OF TITLE VIII, (ENTITLED “BUILDING REGULATIONS”), TO REVISE SECTION 8.803 OF SAID CODE, said ordinance first introduced and read at the April 9, 2024 regular meeting of the City Council is hereby adopted as an ordinance of the City of Essexville.**

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

Motion Carried

ABSENT: None

**INFORMATIONAL COMMUNICATIONS**

None

**CITIZEN INPUT**

The following citizens addressed the Council:

- Rudy Howard, 1610 6<sup>th</sup> Street
- Adam Hughes, 1902 James Street
- Jack Covieo, 311 Virginia Drive

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Hughes, Mantei:

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

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

Motion Carried

ABSENT: None

The meeting adjourned at 7:30 p.m.

Scott Wittbrodt  
Mayor

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Sarah Wilcox  
City Clerk

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