



## City Council

**Mayor:** Chris Emerick  
**Mayor Pro-Tem:** Sandy Szeliga  
**Council:** Dan Elliott  
Sean Duffy  
Matt Hildebrand  
**City Clerk:** Kathy Fiebig  
**City Manager:** Sarah Dvoracek

**City of Ewart**  
**5814 100<sup>th</sup> Avenue**  
**Ewart, MI 49631**  
**(231) 734-2181**

Sarah Dvoracek  
c: (231) 580-6516

[www.ewart.org](http://www.ewart.org)

### CITY OF EVART REGULAR VIRTUAL COUNCIL MEETING AGENDA Monday, February 1, 2021 @ 8:00PM

**Before each regular virtual council meeting there will be a standing pre-council work session from 7:30PM to 8:00PM. Steps for accessing Zoom follow the Agenda.**

1. **Call to Order: 8:00PM**
2. **Roll Call**
3. **Citizens' Comments** – *limited to 3-4 minutes per individual*
4. **Approval of Agenda**
5. **Consent Agenda**  
*The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Board motion (roll-call vote) without discussion. Any person, whether Board Member, staff or public may ask that item be removed from the Consent Agenda to be placed elsewhere on the regular agenda for discussion. All such requests will be granted.*
  - B. Regular Virtual Council Minutes – January 19, 2021
  - C. Strategic Planning Minutes – January 25, 2021
  - D. Vendor's List \$
6. **Unfinished Business**
  - E. Draft Ordinance – Housing Code (set Townhall meeting)
  - F. Riverside Park Improvements (postpone)
  - G. Noise Ordinance
7. **New Business**  
**Items for Action:**
  - H. Downtown Development Authority/Michigan Main Street Presentation – Eric Kehoe, Director
  - I. Approval of Standard Operating Procedures for Boards and Commissions 2021-01
  - J. Appointment for Board and Commission (Terms)
  - K. Proposed Policy Revisions for Ewart Police Department
8. **Department/Informational Reports (No Action Needed)**
  - L. Accounts Payable Report (1/20/2021 – 2/1/2021)
  - M. Payroll Reports (1/20/2021 – 2/1/2021)
  - N. Revenue & Expense Report – January 2021
9. **City Attorney Report/Comment**

**10. City Clerk Report/Comment**

**O.** Election Coordinating Committee Report for the Mecosta Osceola Intermediate School District (MOISD) – January 2021

**11. City Manager Report/Comment**

**12. Finance Director Report/Comment**

**13. Department of Public Works Report/Comment**

**14. Police Department Report/Comment**

**15. Downtown Development Authority Report/Comment**

**16. Citizens' Comments** – *limited to 3-4 minutes per individual*

**17. Adjournment**

Documents to be signed after council meeting:

# Zoom Virtual Meeting: How to Join In

## Join Using a Link

1. Open your web browser
2. Type in the url:

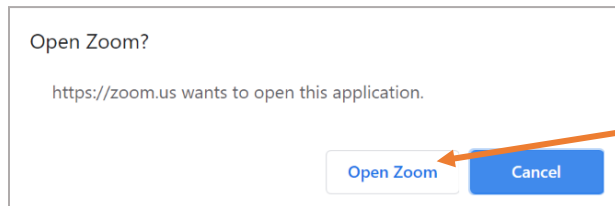
### ***To be announced the day of the council meeting***

This will open the meeting prompt loading page for the meeting

## Entering the Meeting

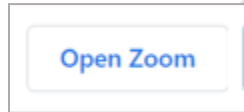
Once you have accessed the meeting using your web browser

1. You will be asked to **Open Zoom**

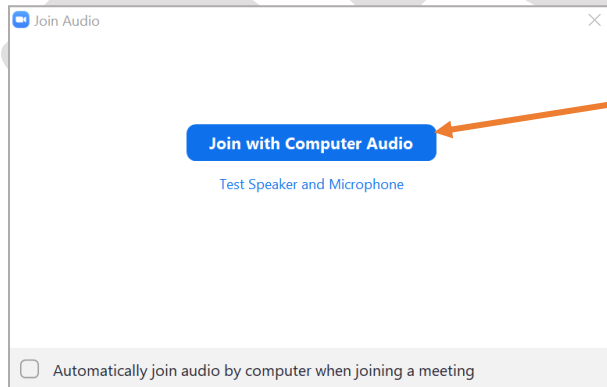


*The language of this pop up notification may be different depending on your browser*

2. Click **Open Zoom**



3. Click **Join with Computer Audio**



- a. You can test the audio before joining by clicking **Test Speaker and Microphone**

You are now in the meeting. If you join prior to the start time you will be in a digital waiting room. Five minutes prior to the start of the meeting, the moderator will grant you access.

### *Join via Phone*

1. On your phone, dial the teleconferencing number provided in your invite Dial **1-888-788-0099**
2. Enter the **Meeting ID** number when prompted using your key/dial pad **Meeting Id: to be announced**

You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. **Press #** to skip.

You are now in the meeting. If you join prior to the start time you will put on hold. Five minutes prior to the start of the meeting, the moderator will grant you access.

## **To Participate in Public Commentary**

### **Viewing via URL link**

- For those watching our virtual meeting on their device, if you wish to ask a question or make a statement, please type your question in the Chat provided. It will then be read to the council.
- If you wish to speak a statement or question via your device's microphone or audio, please indicate so in the chat window. The moderator will unmute your audio when it is your turn to speak.
- Video questions, at this time, are not available.

### **Teleconferencing**

- If you wish to speak during public comment please press \*9 on your telephone keypad, which will alert the moderator of your desire to speak.
- Please ensure you are in a quiet location and mute any video streams so all will be able to hear your comments.
- When it is your turn to speak, the moderator will identify you by the last four digits of your phone number.

**CITY OF EVART  
REGULAR VIRTUAL COUNCIL MEETING  
Tuesday, January 19, 2021 @ 8:00PM**

The meeting was called to order by Mayor Chris Emerick at 8:00pm.

**Present (via roll call):** Sean Duffy, City of Evert, Osceola County MI attending remotely  
Dan Elliott, City of Evert, Osceola County MI attending remotely  
Chris Emerick, City of Evert, Osceola County MI attending remotely  
Matt Hildebrand, City of Evert, Osceola County MI attending remotely  
Sandy Szeliga, City of Evert, Osceola County MI attending remotely

**Present:** City Manager Sarah Dvoracek, Assistant City Manager/Director of Public Works Mark Wilson, Finance Director/Treasurer Pepper Lockhart, Chief of Police John Beam, DDA Director Eric Kehoe, City Attorney James White, City Clerk Kathy Fiebig

**Guests (per Zoom ID):** Roger Elkins, Angela Hunter, Ralph Carlson, Angie Kopriva, Laurie Chase, John, Cathie Crew, 231\*\*\*\*096.

**Citizens' Comments:** none

**Approval of Agenda**

Motion by Mayor Emerick to approve the agenda as presented. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

**Approval of Consent Agenda**

**B.** Regular Virtual Council Minutes – January 4, 2021

**C.** Vendor's List - \$246,929.68 *(includes tax disbursements)*

Motion by Mayor Emerick to approve the Consent Agenda as presented. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

**Unfinished Business**

**D.** Draft Ordinance – Housing Code

Ms. Dvoracek continues to explore avenues to create an appeals board and is in discussion with Sue VanderPol, Osceola County Coordinator. Postponed.

**E.** Riverside Park Improvements

City staff is still gathering estimates. Postponed.

**F.** Noise Ordinance

The revised language is under review by Municode. Postponed.

**New Business**

***Items for Action***

**G.** 2019-2020 City of Evert Audit Presentation – *Angie Kopriva of Baird, Cotter & Bishop*

Ms. Kopriva presented the results of the audit which resulted in an "unqualified opinion". She advised council that this is good and means the City "passed" the audit. She reviewed graphs of the past five years of the water and sewer funds as well as the general fund. After addressing questions from council,

she praised Finance Director Pepper Lockhart for her efforts and assistance with the audit despite being new in the position.

#### **H. Request to Revise Marijuana Ordinance**

Ms. Dvoracek reminded council that concerns have been raised about the language of the present ordinance, although it has been revised twice already. Dickinson & Wright recommend improving the overall organization and clarity of the ordinance by separating land use (zoning), recreational and medical marijuana, and police power. The Evert Planning Commission has suggested making some changes to zoning issues which would require amending the marijuana ordinance and the zoning ordinance simultaneously. They have recommended that processing licenses no longer be allowed in C-2. Funds have not been budgeted to address revising the ordinance, so Ms. Dvoracek asked councils' permission to proceed. Motion by Mr. Duffy to authorize Ms. Dvoracek to spend \$5,000 in addition to her discretionary \$3,000 for a total of \$8,000 to address the issue with Dickinson & Wright. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

#### **I. Proposed Letter of Intent to Purchase City Owned Property**

Ms. Dvoracek reported that the Vitro building has been sold to ZP 6251, LLC and that the company has submitted a letter of intent to purchase the two parcels of city property that lie directly south of the building. Since the Pere Marquette Trail crosses the properties, a survey is required of both parcels to obtain a new legal description. The Trail will not be moved. She also requested permission to negotiate a development agreement with ZP 6251, LLC. Motion by Mr. Hildebrand to authorize Ms. Dvoracek to sign the letter of intent, obtain the necessary surveys and begin negotiations for a development agreement with ZP 6251, LLC. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

#### **J. Executive Session (To Discuss Legal Opinion)**

Mayor Emerick: "I move that the Evert City Council meet in executive session pursuant to MCL 15.268(h), to discuss material exempt from disclosure, more particularly a written legal opinion from the City's attorney, which is exempt pursuant to MCL 15.243(1)(g). I request the attendance of the following city staff members to executive session: City Manager Sarah Dvoracek, Assistant City Manager Mark Wilson, City Attorney White, Chief Beam and City Clerk Fiebig." Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor. Council moved into executive session at 8:35pm.

Motion by Mr. Hildebrand to end the executive session. Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor. The executive session ended at 9:10pm.

Motion by Mayor Emerick to reconvene council in open session. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor. Open session reconvened at 9:11pm.

Motion by Mr. Hildebrand to forward the letters regarding issues at the Housing Commission to the Michigan State Police and the appropriate department of the Michigan Department of Treasury. Support by Mr. Elliott. Motion passed with a roll call vote: Mr. Hildebrand, Mr. Duffy, Mr. Elliott and Mayor Emerick voted yes. Ms. Szeliga voted no.

Ms. Szeliga requested that council remove a member of the Housing Commission. City Attorney White advised that the Housing Commission must pass a resolution regarding such an action and then present the resolution to council. No action taken.

#### **Department/Informational Reports (No Action Needed)**

**K. Accounts Payable Report (1/5/2021 – 1/19/2021)**

**L. Payroll Reports (1/5/2021 – 1/19/2021)**

**M. Summary of Funds – December 2020**

**N. Evert Are Fire Department Minutes – December 8, 2020**

**City Attorney Report/Comment:** Mr. White had no comments.

**City Manager Report/Comment:** Ms. Dvoracek had nothing to add to the comprehensive update she sent to council via email last week.

**Finance Director Report/Comment:**

**O. December 2020 Monthly Report**

**Department of Public Works Report/Comment**

**P. December 2020 Monthly Report**

**Police Department Report/Comment**

**Q. December 2020 Monthly Report**

**Downtown Development Authority Report/Comment**

Mr. Kehoe advised council that he just emailed them his monthly report. He continues to work through the Redevelopment Ready Community (RRC) application process. He stated that he has fielded several questions regarding the availability of preservation grant funds for the Depot and believes that the City must complete the process of becoming a Certified Local Government for such funding to be possible. He would like to do a short presentation at one of the council meetings in February.

**Citizens' Comments:** none.

Motion by Mr. Hildebrand to adjourn the meeting. Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

The meeting was adjourned at 9:27pm.

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Kathy Fiebig, City Clerk

**CITY OF EVART  
VIRTUAL COUNCIL MINUTES  
STRATEGIC PLANNING WORK SESSION  
Monday, January 25, 2021 @ 7:30PM**

The work session was called to order by Mayor Chris Emerick at 7:30pm.

**Present (via roll call):** Sean Duffy, City of Evart, Osceola County MI, attending remotely  
Dan Elliott, City of Evart, Osceola County MI, attending remotely  
Mayor Emerick, City of Evart, Osceola County MI, attending remotely  
Matt Hildebrand, City of Evart, Osceola County MI, attending remotely  
Sandy Szeliga, City of Evart, Osceola County MI, attending remotely

**Present:** City Manager Sarah Dvoracek, Assistant City Manager/Director of Public Works Mark Wilson, Finance Director/Treasurer Pepper Lockhart (Meeting Host), Chief of Police John Beam, Downtown Development Authority Director Eric Kehoe, City Clerk Kathy Fiebig

**Guests (per Zoom ID):** Angela Hunter, Janet's iPad, Shannon

Ms. Dvoracek reviewed the Strategic Planning Goals as developed by council during December of 2019 then updated on November 10, 2020. Some of the goals are substantially complete, while others are still in progress.

Ms. Dvoracek presented the **2030 Vision** from that document as follows: • Be a destination city for recreation • Remain an industrial area – expanded • Quality family housing • Education • US 10 corridor commercial district development • Unified economic development • 70% single family home ownership • Developed and funded airport • Depot/community center/gathering place • Recreation development

and

the **2025 Vision** as follows: • Redevelop Farmer's Market • Quality family housing • Community Center • Trail way improvement and signage • Continuing education – trades and skilled • New and improved signage • Meet with industrial leaders • Incubator space • Strong code enforcement • Housing code ordinance • Increased home ownership • City and Community event coordination (Farm Market) • Airport fuel and hangers • Development of Historic District and City Hall • Restaurants.

Council agrees with the elements of both visions and made no changes.

Discussion followed on the Major Goal Areas and the one-year tasks as developed in 2019. Council is comfortable with the works in progress and set the following items as high priority during 2021:

- Complete certification as a Certified Local Government (CLG)
- Complete certification as a Redevelopment Ready Community (RRC)
- Continue to replace signs throughout the City/pursue wayfaring signage
- Request that the Planning Commission review all zoning maps, update the Master Plan and make recommendations to council regarding possible rezoning options, particularly along the US10 corridor
- Pass the Landlord/Tenant Ordinance/establish a Board of Appeals

- Complete a city-wide sidewalk inventory and certain sidewalk/street repairs
- Pursue preliminary engineering for DPW projects in order to be well positioned for grant funding
- Research abandoning the campground at Riverside West while continuing primitive camping at Riverside East; consider repurposing all buildings at Riverside West and focusing more on recreation amenities there

Motion by Mr. Hildebrand to adjourn the meeting. Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

The work session was adjourned at 9:51pm.

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Kathy Fiebig  
City Clerk

01/28/2021 05:50 PM  
User: JENNIE  
DB: CITY OF EVART

CHECK REGISTER FOR CITY OF EVART  
CHECK DATE FROM 01/20/2021 - 02/01/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
02/01/2021	751	38239	440	AXON ENTERPRISE, INC	120.00
02/01/2021	751	38240	1141	BS&A SOFTWARE, INC	3,313.00
02/01/2021	751	38241	0024	CONSUMERS ENERGY	9,210.68
02/01/2021	751	38242	478	CORE&MAIN LP	126.06
02/01/2021	751	38243	1035	DICKINSON WRIGHT PLLC	4,760.00
02/01/2021	751	38244	458	DIRECT TV	36.99
02/01/2021	751	38245	0576	DTE ENERGY	1,098.88
02/01/2021	751	38246	421	ECONO SIGNS LLC	94.40
02/01/2021	751	38247	1028	EGLE	3,650.00
02/01/2021	751	38248	1717	ELECTIONSOURCE	561.06
02/01/2021	751	38249	0722	ELLEN'S EQUIPMENT, INC	48.61
02/01/2021	751	38250	0395	HACH COMPANY	932.00
02/01/2021	751	38251	0876	INTEGRITY BUSINESS SOLUTIONS	1,287.88
02/01/2021	751	38252	2025	JOHNSON SEPTIC SERVICES	400.00
02/01/2021	751	38253	1119	KUBE PROPANE, LLC	1,671.19
02/01/2021	751	38254	1673	LABOR LAW CENTER	157.70
02/01/2021	751	38255	796	RCB CONTRACTING	3,833.33
02/01/2021	751	38256	1013	SCHAEFFER MFG. CO.	206.00
02/01/2021	751	38257	0903	STANDARD INSURANCE CO.	475.39
02/01/2021	751	38258	1161	STAPLES CREDIT PLAN	397.92
02/01/2021	751	38259	0145	US POST OFFICE	5.58
02/01/2021	751	38260	1784	VERIZON WIRELESS	289.57
02/01/2021	751	38261	1803	XEROX CORPORATION	236.79
02/01/2021	751	504 (A)	1858	AFFORDABLE PRINTS	55.00
02/01/2021	751	505 (A)	921	DRUG SCREEN PLUS	165.00
02/01/2021	751	506 (A)	1978	DVORACEK, SARAH	40.00
02/01/2021	751	507 (A)	994	FLACHS, MICHAEL	40.00
02/01/2021	751	508 (A)	1419	JOHN BEAM JR.	40.00
02/01/2021	751	509 (A)	1330	MARTIN, DALE	40.00
02/01/2021	751	510 (A)	907	MR. ELECTRIC OF CNTRL MICH & SAGINA	3,841.64
02/01/2021	751	511 (A)	1501	MUCZYNSKI, PATRICK	40.00
02/01/2021	751	512 (A)	1069	PEPPER LOCKHART	40.00
02/01/2021	751	513 (A)	0221	WHITE LAW OFFICE	2,916.67
02/01/2021	751	514 (A)	1970	WILSON, MARK	40.00
02/01/2021	751	515 (A)	469	ZINGER, ADAM	40.00

751 TOTALS:

Total of 35 Checks:	40,211.34
Less 0 Void Checks:	0.00
Total of 35 Disbursements:	40,211.34

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: John Beam, Chief of Police  
Date: January 26, 2021  
Re: Noise Ordinance changes for the City of Evert

For the Agenda of February 01, 2021

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Background. During the December 21, 2020 city council meeting, a proposed noise ordinance was discussed and considered for adoption in a "first reading" type format. Council requested minor language changes to the ordinance.

Issues & Questions Specified. The language changes suggested by city council at the December 21, 2020 council meeting were made and reviewed by Attorney Sandra Fox with Municode with no issue found.

While conducting additional research regarding decibel meters I spoke with a colleague who is a former municipal attorney and Councilman Duffy. Additional language which can be found under Section 26-78, Subsections (b) and (c) was recommended by my colleague, and Councilman Duffy and I thought it to be beneficial to add language from the City of Big Rapids noise ordinance which can be found Section 26-79, Subsection 11 "Devices to Attract Attention" and Subsection 12 "Noise or Commotion."

Attorney Fox has reviewed the additional language and did not report any issues with adding the language to our proposed ordinance. The proposed new ordinance is ready for adoption.

Alternatives.

1. Nothing

Financial Impact.

1. Nothing

Recommendation.

1. It is my recommendation is to adopt the new ordinance.

Attachments.

1. Proposed noise ordinance provided by Attorney Fox.

### ARTICLE III. NOISE

#### Sec. 26-78. Restricted generally; penalties for violation.

(a) It is unlawful for any person to make, continue, or cause to be made or continued any loud, unnecessary or unusual noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others, within the city limits, including, but not limited to, the noises enumerated in this article.

(b) In addition to the penalties and remedies available under this article and by law, violations shall be punishable as a municipal civil infraction and the city shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this article. Each day that a violation exists shall constitute a separate offense.

(c) Additionally, the violator shall pay costs which may include all expenses, direct and indirect, that the city incurs or expends in connection with the municipal civil infraction.

#### Sec. 26-79. Specific prohibited noises; exceptions.

(a) Each of the following acts is declared unlawful and prohibited, but this enumeration shall not be deemed to be exclusive:

- (1) *Animal and bird noises.* The keeping of any animal, including, but not limited to, dogs or birds, which, by causing frequent or long continued noise, shall disturb the comfort or repose of any person.
- (2) *Construction noises.* The erection, excavation, demolition, alteration or repair of any structure, or excavation or repair of any street or highway, other than between the hours of 7:00 a.m. and 9:00 p.m.
- (3) *Sound amplifiers.* Use of any loudspeaker, amplifier or other instrument or device, whether stationary or mounted on a vehicle, for any purpose except by speakers in the course of a public address which is noncommercial in character. When so used, the loudspeaker, amplifier or other instrument shall be subject to the following restrictions:
  - a. Operations are permitted for six hours each day. The permitted six hours of operation shall be between the hours of 11:00 a.m. and 8:00 p.m.
  - b. Sound amplifying equipment mounted on vehicles shall not be operated unless the sound truck upon which such equipment is mounted is operated at a speed of at least ten miles per hour, except when such truck is stopped or impeded by traffic.
  - c. Sound shall not be issued within 100 yards of hospitals, schools, churches or courthouses.
  - d. The volume of sound shall be controlled so that it will not be audible for a distance in excess of 300 feet from the sound amplifying equipment and so that the volume is not unreasonably loud, raucous, jarring, disturbing or a nuisance to persons within the area of audibility.
  - e. No sound amplifying equipment shall be operated with an excess of 15 watts of power in the last stage of amplification.

Nothing in this subsection shall apply to city-approved outdoor concerts or city-sponsored events.

- (4) *Engine exhausts.* The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine or motor vehicle, except through a muffler or other device which effectively prevents loud explosive noises.
- (5) *Blowers.* The discharge into the open air of air from any noise-creating blower or power fan

unless the noise from such blower or fan is muffled sufficiently to deaden such noise.

- (6) *Hawking*. The hawking of goods, merchandise or newspapers in a loud and boisterous manner.
- (7) *Horns and signal devices*. The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicle while not in motion, except as a danger signal if another vehicle is approaching apparently out of control or to give warning of intent to get under motion, or if in motion, only as a danger signal after or as brakes are being applied and deceleration of the vehicle is intended; the creation by means of any such signal device of any unreasonably loud or harsh sound; and the sounding of such device for an unnecessary or unreasonable period of time.
- (8) *Musical instruments; electronically amplified sound*. The playing of any musical instrument or the allowing of any electrically or electronically produced, reproduced or amplified sound to emanate from any vehicle, place or premises so as to be heard more than 50 feet from the vehicle or the property line of such place or premises or so as to annoy or disturb the quiet, comfort or repose of persons in any office, dwelling, hotel or other type of residence, or other place of employment or repose. This provision shall not be applicable to community events approved by resolution of the city council.
- (9) *Shouting and whistling*. Yelling, shouting, hooting, whistling or singing or the making of any other loud noise on the public streets, between the hours of 11:00 p.m. and 7:00 a.m., or the making of any such noise at any time so as to annoy or disturb the quiet, comfort or repose of persons in any office, or in any dwelling, hotel or other type of residence, or of any person in the vicinity.
- (10) *Whistle or siren*. The blowing of any whistle or siren, except to give notice of the time to begin or stop work or as a warning of fire or danger or for duly authorized tests.
- (11) *Devices to attract attention*. The use of any drum, loudspeaker, amplifier or other instrument or device for the purpose of attracting attention for any purpose.
- (12) *Other noise or commotion*. Making a commotion or making unnecessarily loud noises, whereby the peace and good order of the neighborhood is disturbed or persons owning or occupying property in the neighborhood are disturbed or annoyed.
- (b) None of the acts enumerated in this article shall apply to or be enforced against the following:
  - (1) Any authorized emergency vehicle when responding to an emergency call.
  - (2) Necessary excavations or repairs of bridges, streets or highways by or on behalf of the city, county or state during the night, when the public safety, welfare and convenience renders it impossible to perform such work during the day.
  - (3) The reasonable use of stationary amplifiers or loudspeakers in the course of public addresses which are noncommercial in character.

**Secs. 26-80--26-101. Reserved.**

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Sarah Dvoracek, City Manager  
Date: January 28, 2021  
Re: Requesting Approval of Standard Operating Procedures for Boards and Commissions 2021-01

For the Agenda of February 1, 2021

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Background. For the last couple of years, city staff began to interview interested candidates for the numerous boards and commissions in which council is responsible for appointing. Staff has created "handbooks" for each board or commission which included the public act, minutes, and ordinance.

However, in order to streamline the process of appointments by better transparency, education, and organization, our next step in this reorganization of the administration tasks is to adopt a policy, see attachment.

Issues & Questions Specified. One of requirements in the Redevelopment Ready Community (RRC) certification is to create an orientation packet for planning commission, zoning board of appeals, and city council. In December, council approved the city council's onboarding procedure and policy. However, we applied RRC's best practice not only to their recommended boards/commission but rather to all of the city council's appointing authority of boards and commissions.

We must set the bar high for our community and strive for excellence. The better educated and more knowledgeable our boards and commissions are will only make our community stronger and more successful.

We must commit and prepare financially to allow for boards and commissions to receive continuing education as well. Public Acts are constantly changing and in order to be successful continuing education should be a top priority.

Alternatives. na

Financial Impact. na

Recommendation. Please approve the attached policy.

Attachments.

1. Standard Operating Procedures for Boards and Commissions 2021-01



# HISTORIC EVART

*At Home. By Nature.*

Standard Operating Procedures for the  
City of Evart's Boards and Commissions

Council Adopted February 1, 2021

Policy #2021-01

## Introduction

Welcome! Because your appointment to a City of Evert board or commission\* requires no prior experience in public service, City staff designed this guide to help you navigate your new role. This page will introduce you to some of the key information that you will need to serve on your board or commission.

The City of Evert appoints over 70 people to over 14 boards and commissions that advise and assist in carrying out the functions of local government. These boards and commissions provide a critical reservoir of knowledge and community input that inform City policy decisions and operations.

The City of Evert is a Council-Manager form of government. Under this system, the City Council (including the Mayor) sets policy, while the City Manager is the chief executive who implements the policies and manages the daily operations of the City. This is somewhat analogous to a corporation, which is governed by a board of directors, but managed by a CEO. Over 25 City employees work across over eight departments to deliver exceptional services to the residents of Evert.

Most boards and commissions are created by City resolution or ordinance and serve as advisory bodies to the City Council or City Administrator. They provide information, analysis, and recommendations to inform the City Council's and City Administrator's decisions on matters pertaining to the board or commission's specialized knowledge. A few boards and commissions have specific authority to make binding decisions in certain areas, such as the Zoning Board of Appeals, Historic District Commission, and Building Board of Appeals. These bodies generally derive their decision-making authority from state laws.

Regardless of the specific duties, each board and commission play an important part in City government. Appointees to boards or commissions perform a public service to their community and have both an obligation and an opportunity to provide wise input that will help shape their government. This requires a thorough understanding of their board or commission's role as well as a willingness to engage constructively with the public, elected officials, and City staff. Although much of learning how to do this will happen on the job, it is hoped that this handbook will provide useful introductory guidance.

\* There are a variety of names for City-created bodies, such as boards, commissions, committees, authorities, etc. This guide uses "boards and/or commissions" to mean any such body.

## Process for New Appointments

Interested applicants will be required to fill out an application (see Appendix A). Each applicant will be required to meet and interview with city staff and/or elected officials. City staff will educate and discuss the role of the board or commission. City staff will give the applicant copies of all relevant information including current minutes, by-laws, continuing education requirements, meeting schedules, public acts, excerpts from city charter/ordinance/resolution (see Appendix B).

Appointees who have been confirmed will receive a letter from the City Clerk's Office notifying them of their appointment and including information on the swearing-in process, contact information for the staff liaison to the board or commission, and the term start and end date. Commissioners should contact the staff liaison to determine the first meeting for their appointed term. Prior to participating in any meeting, commissioners are required to sign an oath of office, which staff liaisons provide.

Prior to your first meeting, you should familiarize yourself with the bylaws of your board or commission and review the materials provided to you by city staff. Your staff liaison should also be able to provide you with any other pertinent information.

***Beginning in 2021, all board and commission terms should begin with the calendar year (January) and end accordingly. If a member resigns, the replacement term follows the same timeline, rather than beginning on the date they are appointed. (Note: Board of Review and Zoning Board of Appeals must be appointed in January. Using fiscal year would require changing those.)***

# Duties of Boards and Commissions

## General Duties and Responsibilities of Appointees

In the broadest sense, the role of an individual appointee is to bring their experience and wisdom to the body and deliberate with other members to reach decisions that fulfill the purpose of the particular board or commission. Here are some general tips and expectations for appointees:

- Act courteously during meetings and treat other members of the body, the public, and City staff with respect. Disagreements are inevitable, but appointees should remain civil and focus on issues rather than personal differences.
- Observe good parliamentary practice. The chair's role is to run an efficient meeting while allowing all points of view to be heard and a full discussion. Assist the chair by being concise in making your points and not interrupting others.
- Arrive to meetings on time and let your staff liaison and chair know if you will be absent. Unexpected absences can cause a meeting to be cancelled if not enough members are present to establish a quorum. If a quorum is not present the commission will be unable to conduct regular business, so as a courtesy to your fellow commissioners and the public, please provide advanced notice of any absences.
- Come prepared. Review proposed minutes, agenda packets, and other information ahead of time to allow for informed deliberation.
- Represent your board or commission appropriately. As an appointee, people may perceive you to speak on behalf of the City or your board or commission. Do not speak for your board or commission unless appropriately authorized to do so. Make clear that you are speaking in your personal capacity if there is any doubt.

## Duties of Specific Members and Information about Member Types

Enabling legislation and bylaws are important documents that delineate member types, below are short descriptions of the various attendees who regularly participate in meetings other than general members.

### Officers

Boards and commissions often decide to authorize members elected to offices such as the chair, secretary, or vice-chair to carry out specific functions in order to serve the rest of the board or commission. Major systems of parliamentary procedure define some of these functions, such as the duty of the chair to preside over and keep decorum during meetings.

Bylaws frequently grant other powers and duties. For example, some bylaws allow the chairperson to cancel meetings in the event of dangerous weather without consulting any other members. For more information about the powers of elected officers of boards, commissions, or committees, review the relevant bylaws.

### Non-Voting Members

Although non-voting members lack the right to vote on a decision, non-voting members retain all other rights of membership, including the right to make motions and join in deliberation. It is important to read the enabling law that created the board or commission to determine who are the non-voting members. Some common examples of non-voting members include members of the City Council, members of the City staff, or youth members.

Being a non-voting member restricts certain other privileges of membership inherently. However, these restrictions stem from the lack of ability to vote and are consistent for voting members and non-voting members under certain circumstances. For example, a non-voting member can never make a motion to reconsider, as a non-voting member cannot vote on the prevailing side during a motion. However, the lack of authority to make a motion to reconsider is equally restricted from voting members who do not vote with the prevailing side.

### Non-Member Council Liaisons

The City Council regularly appoints councilmembers as non-member liaisons to City boards and commissions. Council liaisons will not be enumerated in enacting laws or bylaws, and have no voting rights or ability to make or

second motions, but council liaisons provide a valuable resource to boards and commissions and make insightful contributions to discussions.

## Other Non-Member Liaisons

Members of the City staff or liaisons from other organizations may be appointed to work with your board or commission. If these liaisons are not included in the enabling law for your board or commission, they may only join in the discussion when invited pursuant to the rules your board or commission has adopted.

## Governing Rules

A few key resources provide structure for operating a healthy board and commission. It is important to be knowledgeable about bylaws and other legislation surrounding boards and commissions.

## Bylaws

When you are appointed, your staff liaison should provide you with a copy of the bylaws of your board or commission. The bylaws will contain most of the information you need to perform your duties. The City's bylaws are standardized for most boards and commissions, with some specific provisions applicable to each body. The standard bylaws include sections on duties, ethics and conflicts of interest, and procedural matters, including scheduling, noticing, and conducting meetings and preparation of agendas. If, after reviewing the bylaws, you have questions or want clarification, contact your staff liaison, who will be your conduit to City staff and will get you the information you need. Please note that state law or local nuances regarding the commission you serve can preempt bylaw provisions.

## Open Meetings Act

City boards and commissions are expected to conduct themselves according to the procedures contained in the Michigan Open Meetings Act ("OMA"). Essentially, this means that City boards and commissions deliberate and make all their decisions during a public meeting, potentially including a full discussion of the reasons for those decisions. Commissioners should avoid emailing, talking, or otherwise communicating with other members outside of a public meeting about how they will vote, reasons for voting a particular way, or the pros and cons of an issue or petition that may come before the commission.

Sometimes, discussion between commissioners outside of a public meeting may be necessary (for example, when developing draft policy recommendations for presentation to the full commission). In such cases, the discussions should involve as few commissioners as possible and never involve a quorum. If the matter warrants substantial discussion with multiple commissioners outside of the regular meeting schedule, a subcommittee may be appropriate, the meetings of which would be posted and open to the public. Questions about the OMA should be submitted to your staff liaison, who if necessary, may forward it to the City Attorney for legal advice.

Basic Rights of the Public during a meeting governed by the Open Meeting Act:

- The public can attend without a requirement to sign in or identify themselves
- The public can record and/or broadcast the proceedings if they so choose
- The public can address the assembly under the rules prescribed for public comment
- The public can get a full picture of the decision-making process; assemblies avoid exchanging written notes, secret ballots, electronic messages, and telephone calls during meetings

## Freedom of Information Act

In general, records of the City are subject to disclosure under the Michigan Freedom of Information Act (FOIA). Email communications about board or commission business are generally considered to be public records subject to disclosure under FOIA. For this reason, email correspondence regarding the board or commission's business should generally copy the staff liaison so that the City has a record of the correspondence. Commissioners are otherwise responsible for retaining and producing emails and other records, including text messages related to board or commission business that they have in their possession upon request by the City's FOIA Coordinator or the City Attorney's Office.

# Local Rules Relating to Meeting Documents

## Meeting Notices

Advanced Public Notice of meetings are provided, at a minimum, by physical posting a notice, listing the meeting on the City Website, and by direct mail to interested parties who have requested notice be sent to them directly. Work with your staff liaison to ensure these notices are provided before any meeting.

There are two types of meetings: regular meetings and special meetings. Boards and commissions schedule regular meetings at the start of each year. When necessary, commissions reschedule regular meeting dates by vote at a meeting throughout the year. Special meetings supplement the regular meeting schedule and often focus on specific topics. The two types of meeting have different deadlines for informing the public but scheduling either type of meeting includes many common key points.

### Key Points for Scheduling Meetings:

- Each year City boards and commissions cumulatively hold more than 115 meetings. With several dozen active groups competing for a limited number of meeting venues—it is important to start planning for meetings early and collaborate with staff liaisons to make sure the scheduling process goes smoothly
- Avoid scheduling meetings for dates identified as City holidays and/or other recommended holiday observances
- Advanced notice of meetings is required for all meetings: regular meetings, special meetings, and (sub)committee meetings all require meeting notices. Work with your staff liaison to make sure these are published and distributed appropriately. When planning a special meeting, boards, commissions, and committees must provide at least three full business days' advanced notice to the staff liaison to ensure timely public notification
- All meetings must be held in a public building, with adequate public space for the public to observe the proceedings and must be ADA accessible. Accommodations, including interpreters and sign language interpreters, may be arranged by contacting the City Clerk's Office at least two full business days before the date of the meeting

## Agendas & Agenda Packets

Agendas are critical documents for keeping meetings on topic and progressing in an orderly manner. With the exception of subcommittee meetings, agendas are required to be posted online for all meetings at least 2 days ahead of each meeting. Staff liaisons help boards and commissions publish agendas online ahead of meetings and print off enough copies for the public.

Agenda packets are the supporting documents relating to items on the agenda and encompass any materials distributed to members for review and action. Under record retention rules, the City keeps all agendas and agenda packets created as a part of the permanent record of each meeting.

## Meeting Minutes

Staff liaisons and/or board members prepare minutes and the proposed minutes will be available for public inspection and for review by members of boards and commissions as well as the general public within 8 business days after the meeting to which the minutes refer. Boards, commissions, and committees review, correct, and approve proposed minutes at the next regular meeting.

Both regular and special meetings are documented by minutes, whenever a meeting is held. Minutes provide a record of the date, time, place and attendance of members at a meeting along with a record of any decisions made or roll call votes conducted at a meeting. Minutes are not a transcription or a set of notes recording discussions leading up to decisions. Members of boards and commissions are encouraged to bring a notebook to document discussions if a more detailed record is desired, but staff liaisons/board members are directed to take action only minutes, including the information above.

Once the board, commission or committee approves a set of minutes, staff liaisons will make approved minutes available for public inspection within five business days after the meeting at which the minutes are approved. Staff liaisons will forward the approved minutes to the next available City Council agenda for filing. For convenience, minutes are typically available on the City Website.

# Role of City Staff

## Staff Liaisons

Each board and commission have a staff liaison who provides professional and administrative support. Staff liaisons are the primary conduit for members of boards and commissions to communicate with the City. Your staff liaison should be your first contact if you have any questions related to your board or commission. Staff liaisons perform a variety of roles, including:

- Serving as a channel of communication between the board/commission and other City staff
- Creating meeting notices, preparing minutes, and creating agendas
- Scheduling meetings and booking meeting locations
- Maintaining board/commission records
- Coordinating the collection and distribution of information requested by the board/commission
- Providing annual training for appointees

## City Clerk's Office

The City Clerk's Office provides a wide range of support and oversight to ensure meetings and records relating to boards and commissions are accurate and meet applicable requirements, including:

- Maintaining rosters by updating as needed with appointments and resignations
- Reviewing, posting, and mailing out meeting notices prepared by staff liaisons
- Arranging accessibility accommodations requested for accessibility at public meetings
- Notifying the City Council of terms set to expire
- Preparing and send oath of office cards to staff liaisons for incoming appointees. Staff liaisons have each new member complete the oath of office card prior to participating in any meetings and return the card to the Clerk's Office for permanent filing
- Mailing all new appointees a letter, including information on the swearing-in process; the staff liaison contact information; the expiration date of the appointee's term; and other information the City Clerk deems appropriate

## City Attorney's Office

The City Attorney's Office also provides support for City boards and commissions, including:

- Reviewing and advising on bylaws
- Providing guidance on applicable procedural and legal requirements
- Providing guidance on interpretation of public acts

## Mayor's Office

Staff Liaisons assists the Mayor by supporting the application and appointment process and assists the Mayor and City Council in the administrative work surrounding appointments.

## Conclusion

Hopefully, the information on in this guide will assist you in preparing to serve on a City board or commission. If you have additional questions, there are many people who can help, including your staff liaison, the City Clerk's Office, and the chair and other members of your board or commission.

## City of Evart Online Resources

Additional information is available on the Boards and Commissions Page on [www.evart.org](http://www.evart.org)

**Appendix A**

City of Evert's Board/Commissions Application Form

Please circle the committee or board for which you are applying:

Board of Review	Evert Area Fire Department Board
Board of Appeals (credentials required)	Historic District Commission (professional resume required)
City Council	Historic District Study Committee
Cemetery Commission	Housing Commission
Planning Commission	Library Board
Downtown Development Authority	Local Pay Commission
Economic Development Advisory Board	Zoning Board of Appeals
Election Commission	Evert Area Fire Department Board

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_ How long have you lived in the city? \_\_\_\_\_

Do you own property in the City of Evert? \_\_\_\_\_ Are you a registered voter in the city? \_\_\_\_\_

Identify any potential conflicts (relatives that work for the city or any commission/board, financial agreements with the city or any commission/board etc.

\_\_\_\_\_  
\_\_\_\_\_

What other Boards/Commissions do you currently serve on?

\_\_\_\_\_

Are you an elected official or public employee? If yes, please specify?

\_\_\_\_\_

Why would you like to be the Board(s)/Commission(s) you have selected?

\_\_\_\_\_  
\_\_\_\_\_

Experiences that are relevant to request:

\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all the statements made in this application are true, complete, and correct, to the best of my knowledge and belief and are made in good faith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B

Checklist

Document/Task	Initials of Appointee	Initials of City Liaison
Last six months of meeting minutes/agenda/packets		
Meeting Schedule		
City Liaisons/Current Board Members Contact Information		
Bylaws of board or commission (if applicable)		
Schedule professional training/continuing education		
Public Act(s)		
City Ordinance(s)/Resolution(s)		
Current Contracts/Approved Plans/Strategic Plans/Goals		
Current and Past Budget(s)		
Timecard/Payroll Packet (Board of Review Only)		
Open Meetings Act Fact Sheet		
Freedom of Information Act Fact Sheet		
Letter from City Clerk of Appointment and Term		
Oath of Office		
Code of Ethics Agreement		
Other Document(s)		

## Appendix C

### Boards, Commissions and Committees – Descriptions

**Evart Housing Commission**– Appointing authority: Mayor and Council.

Five members are appointed for five-year terms and one-member must be a tenant of the housing commission. Manages all public housing facilities and rental voucher (Section 8) programs in the city. Public housing facilities include scattered site rental housing, home purchase programs and senior residential developments. Meets monthly.

**Downtown Development Authority** – Appointing authority: City Manager, with Council Approval.

To halt a decline of property values, increase property tax valuation, eliminate causes of decline in value, and promote growth in the downtown. There must be between eight and twelve members, city residents, business owners, or designees of the TIFA district; City Manager, or designee. Terms are four years on a rotational basis.

**Board of Appeals** – Appointing authority: Mayor, with Council approval.

Hears and decides on appeals made regarding the application or interpretation of the Housing Code and Rental Housing Code. The HBA also serves in hearing cases and affirming, modifying or reversing the decisions of the Dangerous Buildings Hearing Officer. Three members must be a building contractor, a registered architect or engineer, and a registered building official or have expertise in the property maintenance. Terms are three years. Meets monthly.

**Board of Review (Assessing)** – Appointing authority: Mayor and Commission.

Members serve for one-, two-, and three-year terms and must be city electors. Board consists of three members and one alternate. Three voting members who may correct/amend assessment rolls and increase or decrease taxable property assessment or valuation. Meets for a minimum of three days in March; one day in July; and one day in December.

#### **City Council**

City Council typically serve staggered four-year terms. City Mayor and City Clerk serve two-year terms. Those elected in 2020 will serve four-year terms. Council is comprised of five council members including the mayor. **All interested City Council candidates must collect signatures and submit nominating petitions. See more information about council candidate requirements at [www.evart.org](http://www.evart.org).** In the case of a position vacancy, the Council will follow a special process, about which information will be released separately. More information can be found in Council's Policy and Procedure Handbook adopted by city council on December 15, 2020.

**Cemetery Commission**- Appointing authority: Mayor, with Council approval.

The cemetery commission shall consist of a least three (3) members, one of whom shall be member of the council. A plan for perpetual care of all lots, plots, and land therein shall be established.

**Economic Development Advisory Committee** – Appointing authority: Mayor, with Council approval.

Focuses on development of industrial park, assists in industry retention, and promotes the general welfare of Evert. Composed of City Manager, Assistant City Manager, and City Mayor and one Council Member and other members of the public. Meets as needed.

**Election Commission:** Appointing authority: Mayor, with Council approval.

Commission consists of the clerk, one other appointive city officer whom the council shall designate, and one qualified registered elector. The clerk shall be the chairman. The commission shall have the charge of all activities and duties required of it by state law and this charter relating to the conduct of elections in the city. Meets as required.

**Evert Area Fire Board-** Appointing authority: Mayor, with Council approval.

The Board shall consist of one member from each participating municipality. Each member shall participate equally in administering the Evert Area Fire Board. Meets Monthly.

**Historic District Commission**– Appointing authority: Mayor, with Council approval.

Charged under state law and local ordinance with reviewing plans for exterior modifications or demolition of buildings within the federal, state or local historic districts. It is comprised of five members who live in the city, one of whom is a registered architect. They have three-year terms. Meets monthly.

**Historic District Study Committee-** Appointing authority: Mayor, with Council approval.

The Historic District Study Committee shall research proposed historic districts for the purpose historic preservation in the City. The Committee shall have at least one member from a local historic preservation organization. Meets as needed.

**Library Board-** Appointing authority: Mayor, with Council approval.

Board consists of two representatives from each participating municipality. Members must be city electors. Meets monthly.

**Local Officers' Pay Compensation Commission**– Appointing authority: Mayor, with Council approval.

Determine salaries of elected officials. Comprised of five registered electors of the city who are not members or employees of any branch of government, nor the immediate family of a member or employee of any branch of government. Shall meet for at least one, and not more than 15, session days in each odd-numbered year. "Session day" is a calendar day on which the Council meets and for which a quorum is present. Terms are one, two, three, four and five years.

**Planning Commission**– Appointing authority: Mayor, with Council approval.

Charged under state law with the adoption of plans for the city. Also considers requests for zoning classifications and special use permits and makes recommendations to the City Council on amendments to the planning and zoning code. Comprised of seven community members, one city council member and the mayor. Terms are three years. Meets monthly.

**Zoning Board of Appeals** – Considers requests for variances to the requirement of the planning and zoning code. Typical variance requests include yard setback reductions and the size of commercial signage. Comprised of seven members, one of whom must be a Planning Council Member. Council shall act as the ZBA if no ZBA exists. Meets as needed.

NOTES:

## AGENDA REPORT

To: Honorable Mayor Emerick and Council Members  
From: Kathy Fiebig, City Clerk  
Date: January 19, 2021  
Re: Appointments to Boards and Commissions

For the Agenda of February 1, 2021

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**Background:** The City Clerk is responsible for maintaining all City records, and it is presumed that tracking appointments to all City Boards and Commissions falls within that purview. I have been researching the makeup of our present Boards and Commissions and have discovered irregularities in both initial appointments and reappointments, especially in the Housing and Planning Commissions. There is no set standard for this, as the basis for each varies: some are called out in the City Charter, others follow Public Acts (and subsequent revisions) while some were established via City Ordinance.

The common denominators of each (per City code) are: members are to be appointed by the Mayor and approved by council; when a member resigns during their term, their appointed replacement fills out the remainder of that term. Unfortunately, this process has not always been followed, nor are our current records accurate. I have been researching council minutes dating back to 2011 and there are notable gaps in appointments. In several cases, we have committee members serving that have never been mentioned as appointed (or reappointed) in council minutes. In addition, replacements were often assigned a full term which began on the day of appointment.

At this point in time, we have terms ending in almost every month of the year which makes it difficult to track and seems to make the appointment process never ending. I found an interesting side bar in minutes from 2015, suggesting that all appointments be tied to the fiscal year. This was based on a conversation between City Clerk Seraphim Bieri, past City Manager Roger Elkins, and James White, City Attorney. Council was in favor of the suggestion, and the clerk was told "to make it so". That said, there was no motion, and no further discussion around the issue. The policy was never enacted.

I would like to suggest that we make every effort to fill all current vacancies, that council officially reappoint all board and commission members currently serving if we do not have a clear record of appointment and assign staggered terms as appropriate when needed. Beginning in 2021, all board and commission terms should begin with the calendar year (January) and end accordingly. If a member resigns, the replacement term follows the same timeline, rather than beginning on the date they are appointed. (Note: Board of Review and Zoning Board of Appeals must be appointed in January. Using fiscal year would require changing those.)

We need a better paper trail to track appointments: each member should receive a letter stating their current appointment and length of term, including expiration date. It goes without saying that all appointments should be properly logged in the minutes and all appointments passed via motions. Furthermore, applicants should be interviewed before being appointed and given all appropriate materials in order to ensure their ability to fulfill their duties.

**Issues and Questions Specified:** The current haphazard manner of appointments make terms difficult to track. I am concerned that we have board and commission members serving with no record of their appointment.

**Alternatives:**

1. Do nothing.

**Financial impact:**

None.

**Recommendation:**

I recommend that we bring all current appointments up to date, standardize the procedure regarding date of appointment and term end, and adopt a policy for interviewing applicants and providing them with the tools they need to do the job.

**Attachments:**

1. Current spreadsheet of Boards and Commission with research notes.
2. Boards and Commissions - Overview

# City of Evert Board, Commission and Committee Appointments

KEY:		GREEN: correct	YELLOW: vacant or term is expiring/has expired	ORANGE: no record
Board of Appeals				
Board of Review	Karen Higgins	9/4/2018	9/4/2021	231-734-3301
	Donald Maddern	12/16/2019	12/16/2021	231-734-0141
	Open			
	Alternate??			
	City Assessor, clerk of board	n/a	n/a	
	Section 8.6 of the City Charter: (3) members for three year terms . Three year terms. Assessor serves as Clerk of the BOR.			
Cemetery Commission	City Council Member Sandy Szeliga	2018	2022	
	Don Maddern	1/6/2020	1/6/2025	231-734-0141
	Open			
	Section 4.27 of the City Charter: at least three (3) members, one (1) of whom shall be a member of the City Council. <i>Appointed at first regular council meeting in January</i>			
City Council	Chris Emerick	2020	2022	
	Sean Duffy	2020	2024	
	Matt Hildebrand	2018	2024	
	Sandy Szeliga	2018	2022	
	Dan Elliott	2018	2022	231-743-5620
Council Economic Development	City Manager			

**City of Evert Board, Commission and Committee Appointments**

advisory only	Assistant City Manager				
	Mayor				
	City Council Member ?				
<b>Council Labor Relations</b>	Mayor Emerick	2020		2022	
advisory only	Matt Hildebrand	2018		2024	
<b>Council Police Committee</b>	Sandy Szeliga	2018		2022	
advisory only	Sean Duffy	2020		2024	
<b>Council Water/Sewer/Street Committee</b>	Matt Hildebrand	2018		2024	
advisory only	Dan Elliott	2020		2022	
<b>City Manager</b>	Sarah Dvoracek	6/19/2019		6/19/2025	
<b>Assistant City Manager</b>	Mark Wilson	12/2/2019		11/30/2024	
<b>Chief of Police</b>	John Beam	11/5/2018		12/31/2023	
<b>Finance Director/Treasurer</b>	Pepper Lockhart	9/9/2020		9/8/2025	
<b>City Assessor</b>	David Kirwin	7/15/2019		3/31/2022	
<b>City Attorney</b>	Jim White	11/5/2018		6/30/2026	
<b>City Clerk</b>	Kathy Fiebig	2020		2022	
<b>DDA</b>	Lynn Salinas	1/20/2014		7/15/2023	
	Alan Bengry	1984		7/27/2024	231-734-9178
	June Essner	2015		7/15/2023	
	Molly Cataldo	2008		7/27/2024	231-510-5390
	Jason O'Dell	2015		2021	
	Shannon Schmidt	2015		2021	231-679-4877
	Open				

# City of Evert Board, Commission and Committee Appointments

	Open			
	Sarah Dvoracek, City Manager	11/19/2018	11/19/2022	
	Eric Kehoe, DDA/MMS Director	n/a	n/a	
	<i>Nine members: One Chief Executive of City of Evert</i>			
	<i>Eight appointed by Mayor and approved by City Council (at least half of which must have a DDA business interest)</i>			
	<i>Four year terms.</i>			
<b>Election Commission</b>	Kathy Fiebig, Clerk	2020	2022	
	Sandy Szeliga	10/5/2020	11/19/2022	
	Marsha Warren	10/5/2020	11/19/2022	
	<i>One Council member, City Clerk and one qualified registered elector.</i>			
<b>Fire Board</b>	City Council Member Dan Elliott	2018	2022	
	Gary Hammer (Representative)	2020	2021	989-573-2245
	Brad Morgan (Chairman)	2020	2021	231-734-2997
	Sherri Bancroft (Treasurer)	2020	2021	231-349-3046
	Beverly Mills (Representative)	2020	2021	231-590-7115
	Angie Cushman (Secretary)	n/a		231-388-1054
<b>Fire Department Officers</b>	Shane Helmer, Chief			231-388-3195
	Ralph Carlson, Deputy Chief			231-920-3149
	Randy Berger, Assistant Chief			
	Jesse Hyden, Assistant Chief			734-497-3851
	TJ Keena, Lieutenant			
	Mike Flachs, Lieutenant			231-250-7459
	Travis Douglas, Lieutenant			231-287-8386
	Dan Winters, Lieutenant			
	Ryan Douglas, Lieutenant			

# City of Evert Board, Commission and Committee Appointments

	Angie Cushman, Adm Ast				231-388-1054
<b>Historic District Commission</b>	Kathy Fiebig	9/3/2019	9/3/2021		
	Roger Elkins	11/18/2019	11/18/2022		269-254-3692
	Diane Carlson	4/6/2020	4/6/2022		231-349-0340
	Jenny Joyce	4/6/2020	4/6/2021		231-734-2261
	Karen Higgins	4/20/2020	4/20/2024		231-912-1483
	<i>Per Ordinance: 5 members. Must reside within city limits. Three year terms/staggered.</i>				231-734-3301
<b>Housing Commission</b>	Sandy Szeliga	4/1/2012	4/1/2021		
	Don Maddern	4/1/2008	4/1/2023		231-734-3386
	Joyce Huston	2/6/2017	2020		231-734-0141
	Keith Halifax	4/1/2017	4/1/2022		231-734-1136
	Mary Hooper	11/6/2017			231-734-2459
	Karen Higgins, Director				313-268-6865
	276.02 MEMBERS; TERM; APPOINTMENT. In accordance with Section 4 of said Act 18 of 1933 (Ex. Sess.), as amended, the Housing Commission shall consist of five members to be appointed by the Mayor with the approval of the City Council. Each of said members shall serve for a term of five years and until his or her successor shall be appointed and qualified. Members of the first Commission shall be appointed for staggered terms.				231-734-3301
<b>Library Board</b>	Suzanne Bieri	1970	2020		
	Rhonda Huff, Secretary	2019	2020		231-734-5211
	Kathy Elder, Vice President	1996	2021		231-734-5315

## City of Evert Board, Commission and Committee Appointments

	Karen Hodges, President	2000	2021	C: 231-734-5743
	Sandy Szeliga	2018	2022	
	Jane Hutchinson, Treasurer	2012	11/1/2020	231-734-3159
	Lilas VanScoyoc, Librarian			C: 231-872-0884
<b>Parks and Recreation</b>	<b>Temporary Board</b>			
	Sandy Szeliga	2/5/2018		
	Dick Witbeck	2/5/2018		
	Amber Landers	2/5/2018		
	Matt Hildebrand	2/5/2018		
	Mark Wilson, Director	2/5/2018		
	Seven members, three year staggered terms			
<b>Pay Commission</b>	Travis Douglas	12/16/2019	12/16/2020	
	Mechelle Farrell	12/2/2019	4/1/2023	
	Terry Parish	12/2/2019	4/1/2021	
	OPEN			
	OPEN			
	Five Members (Registered electors of the City) appointed by the Mayor, approved by City Council. Five Yr Staggered terms			
	Appointed each year on April 1.			
<b>Planning Commission</b>	vacant			
	Steve Roberts	1/7/2019	1/7/2022	231-734-2714
	Rebecca Tea (reappoint)		2020	231-734-5519
	Ruth Ann Northon, Chair (reappoint)		2020	
	Jim Schwab	4/6/2020	4/6/2022	
	Karen Higgins	9/17/2018	9/17/2021	231-734-3301
	Jason O'Dell		2021	231-734-6184
	Mark Wilson (City Admin. Officer)			

# City of Evert Board, Commission and Committee Appointments

	Sean Duffy (Council Member)	2020	2024
	Chirs Emerick, City Mayor	2020	2022
	272.02 Members. The Commission shall consist of nine (9) members, as follows: The Mayor, one (1) administrative officer of the City who shall be appointed by the Mayor, one (1) councilman who shall be appointed by the City Council, and six (6) members who shall be appointed by the Mayor subject to the approval of the City Council. Three year terms.		
Zoning Board of Appeals	Sean Duffy		2024
	Chris Emerick		2022
	Matt Hildebrand		2024
	Sandy Szeliga		2022
	Dan Elliott		2022
	Article 24: Not less than five members appointed to three yr terms. Currently Mayor & council.		

City of Evert Board, Commission and Committee Appointments

per minutes
per minutes but two year term
non voting
per minutes
per minutes
C: 231-645-0264

## City of Evert Board, Commission and Committee Appointments

[illegible]

City of Evert Board, Commission and Committee Appointments

per minutes
per minutes
per minutes
as of 12/2020
per their website 12/2020

per minutes
per minutes
per minutes
per minutes
per minutes
First Commission: 3 members for two years; two members for one year. However, this was based on seven members and that was amended to five.
12/3/12 replacement; term ended 2014
no record
per minutes/replaced someone/term end?
no record
per minutes replaced Kelli Elder no mention of term but Kelli's term expired in 2016--never reappointed
appointed 7.10.2019 no mention of term per Osceola Twp minutes
appointed 8.6.2019 terms to end 11.30.2020 per

## City of Evart Board, Commission and Committee Appointments

[illegible]

In the Planning Commission minutes 3.25.2019 the Com

BOARD/COMMISSION	# MEMBERS	TERM	APPOINTED	CHARTER/ORDINANCE/ACT	NOTE
Board of Review	3	3 years staggered	1st meet Jan	Charter Section 8.6	city residents; registered electors; city assessor serves as clerk & is nonvoting
Cemetery Commission	3 "at least"	none specified	not stated	Charter Section 4.27	one council member
DDA	9 "8-12"	4 years staggered "until successor is appointed"	not stated	Act 197 of the Public Acts of 1975	one member "CEO of City"; 1/2 must have business interest
Election Commission	3	none specified	not stated	Charter Section 3.4	clerk, city officer, registered elector
Historic District Commission	5	3 years	not stated	Ordinance 2019-08	city residents
Housing Commission	5	5 years/staggered "until successor is appointed"	not stated	Act 18 Public Acts of 1933	shall provide annual report to Council
Library Board	2				
Pay Commission	5	5 years/staggered	before April 1	Charter Section 4.10; Ordinance 197	registered electors of the City
Planning Commission	9	3 years/staggered	not stated	Charter Section 6.11; City Code 272	Mayor & one council member
Zoning Board of Appeals	5 "not less than"	3 years	not stated	Charter 6.12	since council currently serves, there's a conflict with terms new mayor and 2 council join in January of odd years

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: John Beam, Chief of Police  
Date: January 26, 2021  
Re: Proposed Policy Revisions for Evert Police Department

For the Agenda of February 01, 2021

Background. During the September 21, 2020 city council meeting, a proposed revision to the Use of Force policy and procedure was approved by city council and renamed Response to Resistance policy and procedure. Due to recent federal grant eligibility changes the Evert Police Department had to apply for Department of Justice - Use of Force Certification.

Issues & Questions Specified. While applying for the certification I was advised the language changes in the Response to Resistance policy and procedure approved on September 21, 2020 were not strong enough for DOJ – Use of Force Certification regarding to prohibiting choke holds and vascular neck restraints.

I was provided a copy of the National Consensus Policy and Discussion Paper on Use of Force, revised July 2020 for an example. After reading the section regarding choke holds and vascular neck restraints, I noticed I only had choke holds and vascular neck restraints as “last resort techniques,” and I did not have specific language stating they were prohibited unless deadly force was authorized.

I adjusted the language in the policy and procedure to include the specific language to prohibit the use of choke holds and vascular neck restraints except when deadly force is authorized. I also included definitions for choke holds and vascular neck restraints from the National Consensus Policy and Discussion Paper on Use of Force. The changes are highlighted on the attach copy of the revised Response to Resistance policy and procedure.

Alternatives.

1. Nothing

Financial Impact.

1. Nothing

Recommendation.

1. It is my recommendation is to adopt the revised policy and procedure.

Attachments.

1. Attached copy of the DOJ – Use of Force Certification
2. Revised Response to Resistance policy and procedure



## MICHIGAN ASSOCIATION OF CHIEFS OF POLICE

3474 Alaiedon Pkwy, Ste 600 ♦ Okemos, MI 48864

Phone: 517.349.9420

[www.michiganpolicechiefs.org](http://www.michiganpolicechiefs.org)

### ASSOCIATION OFFICERS

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Grand Blanc Township

First Vice President  
Chief Larry Weeks  
Eaton Rapids

Second Vice President  
Chief Corrigan O'Donohue  
Royal Oak

Third Vice President  
Chief Kyle Knight  
Harbor Springs

Secretary-Treasurer  
Chief Curtis Caid  
Livonia

Immediate Past President  
Chief Terrence A. McDonnell  
East Jordan

### BOARD OF DIRECTORS

Chief Alan Maciag  
District 1 - Northville

Director Ronald Moore  
District 2 - Wixom

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District 12 - Marquette

Chief James E. Craig  
District 13 - Detroit

Col. Joseph M. Gasper  
District 14 - Director, MSP

### EXECUTIVE STAFF

Robert M. Stevenson  
Executive Director

Neal A. Rossow  
Director of Professional Development  
Accreditation Program Director

Janeice Morrow  
Executive Assistant

Briann Banas  
Member & Communications Specialist

## DOJ Use-of-Force Policy Certification Letter

January 22, 2021

Department: **Evart Police Department**

On behalf of the Michigan Association of Chiefs of Police, this letter confirms we are certifying that the **Evart Police Department** meets certain eligibility requirements, set forth by the U.S. Department of Justice, for discretionary federal grants. The agency is qualified to receive federal grants for three years from the date of this letter.

Pursuant to Section 2 of the Presidential Executive Order on Safe Policing for Safe Communities, dated June 16, 2020, Executive Order No. 13929 (the "Executive Order on Safe Policing"), the U.S. Department of Justice's discretionary grant funding is only available to state, local, and university or college law enforcement agencies that have obtained (or are in the process of seeking) credentials certifying that they meet certain standards on use of force. The Executive Order on Safe Policing empowers the U.S. Attorney General to designate independent credentialing bodies — including the Michigan Association of Chiefs of Police — to certify that a law enforcement agency meets the conditions of eligibility for federal grants.

Following our review, we have determined that the **Evart Police Department** meets the conditions for certification. Accordingly, the Michigan Association of Chiefs of Police will include your agency going forward within our database of certified law enforcement agencies. On or before January 1st each year, we will provide the name of each certified law enforcement agency to the U.S. Department of Justice. The certifications will be valid for a three-year period and will need to be renewed according to that schedule.

If you would like to discuss further, please do not hesitate to contact me either by email at [nrossow@michiganpolicechiefs.org](mailto:nrossow@michiganpolicechiefs.org) or by phone at 810-434-5920. Thanks very much.

Sincerely,

Neal A. Rossow  
Director of Professional Development  
Accreditation Program Director

# Evart Police Department

## Policy and Procedure Manual

☐ General Order    ☐ Special Order    ☒ Policy    ☒ Procedure    ☐ Training Bulletin

THIS MANUAL IS DEPARTMENTAL PROPERTY AND IS NOT TO BE DISSEMINATED TO THE PUBLIC

Subject:    \_\_Response to Resistance\_\_

Issue Date:    \_\_September 21, 2020\_\_    Revision Date:    \_\_January 22, 2021\_\_

Number:    \_\_31.0\_\_    Issued By:    \_\_Chief John Beam, Jr. \_\_

### I.        PURPOSE:

To establish policy and procedure regarding the appropriate and acceptable response to resistance and to provide for the treatment of any injury or complaint of injury as a result of the appropriate application of response to resistance.

### II.        APPLICATION:

This order constitutes departmental policy and is not intended to enlarge the employee's or the department's civil liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims insofar as the employee's legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intradepartmental administrative sanctions.

### III.       Policy

It is the policy of this department to utilize the amount of force that is objectively reasonable considering the totality of circumstances that are confronted in order to effect an arrest and/ or accomplish the lawful performance of duty while protecting the public.

### IV.       OBJECTIVELY REASONABLE RESPONSE TO RESISTANCE:

The United States Supreme Court has ruled that an officer's response to resistance will be judged in light of an objectively reasonable standard. This reasonableness shall be determined by balancing the nature and quality of the intrusions with the countervailing governmental interests. The standard takes into consideration:

- a) the severity of the crime,
- b) whether the suspect poses an immediate threat to the safety of officers or others, and
- c) whether the suspect is actively resisting arrest or attempting to evade arrest by flight (Graham "Three Part Test").

# Evart Police Department

## Policy and Procedure Manual

This reasonableness shall be judged on the scene and at the moment the force is used, rather than from 20/20 hindsight, and will take into consideration the fact that police officers are often forced to make split-second decisions in circumstances that are tense, uncertain, and rapidly evolving.

Graham v. Connor, 109 S.Ct. 1865 (1989).

### V. DUTY TO INTERVENE

It is the obligation of each officer to intervene when witnessing another officer utilizing force that is inappropriate or excessive and to report this incident to their commanding officer.

### VI. APPLICATION

This policy constitutes department policy, intended for internal use only, and is not intended to enlarge the employee's civil or criminal liability in any way. It should not be construed as a creation of a higher legal standard of safety or care in the evidentiary sense with respect to third-party claims insofar as the employee's legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for inter-departmental administrative review and action.

### VII. DEFINITIONS

**Control:** An officer's response to neutralize the unlawful actions of a subject, or to protect the subject from injuring him/herself or others.

**Choke Hold:** A physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation.

**Deadly Force:** Force that creates a substantial likelihood of death or serious bodily harm.

**Force:** The attempt to establish control through physical means in the presence of resistance given the totality of circumstances. All force is a means of control; however, control can at times be achieved without the use of physical force.

**Last Resort:** Those situations in which certain immediate and drastic measures must be undertaken by an officer in order to protect human life. Force used in these situations may involve the use of techniques or objects not covered by this protocol; however, they remain to be measured by objectively reasonable use of force standards.

**Non-Deadly Force:** Force that will not likely result in death or serious physical injury.

**Reasonableness:** Means within reason, moderate action suitable to the situation, consistent with department approved training and policies. The final decision as to the reasonableness of an officer's response will be determined on a case-by-case basis by those members of the department called upon to review the appropriateness of those tactics or actions, based on what a "reasonable" officer would have done under like circumstances.

# Evart Police Department

## Policy and Procedure Manual

**Resistance:** A subject's actions to evade an officer's attempts to establish control.

**Serious Physical Injury:** Any injury that causes significant physical impairment.

**Totality of Circumstances:** Whether an officer's actions are "reasonable" in light of all the facts and circumstances confronting the officer at the time the force is used.

**Vascular Neck Restraint:** A technique that can be used to incapacitate individuals by restricting the flow of blood to their brain.

### VIII. CONSIDERATION OF CIRCUMSTANCES

The officer should consider the following circumstances when deciding the appropriate level of officer response (list is not all- inclusive):

- A. Type of crime committed or attempted;
- B. Relative size/stature;
- C. Exigent Conditions:
  - 1. Number of officers;
  - 2. Number of subjects involved;
  - 3. Availability of backup;
- D. Reaction time (officers must consider that action is faster than reaction);
- E. Immediacy of danger;
- F. Relative strength;
- G. Subject(s)' access to weapons;
- H. Whether subject(s) is/are under the influence of alcohol or drugs;
- I. Exceptional abilities/skill (e.g. martial arts);
- J. Injury to, or exhaustion of, the officer;
- K. Distance from the subject;
- L. Special knowledge (e.g., subject's prior history of violence), and;
- M. Weather or terrain conditions.

### IX. ESCALATION AND DE-ESCALATION OF FORCE

- A. Escalation of force may be justified when an officer reasonably believes that the level of force being used is insufficient to stop or control the resistance.
- B. Officers may escalate to the level of force that is objectively reasonable and necessary to control the situation, based on the level of resistance encountered. The officer will take into consideration when the subject begins to de-escalate or lessen the resistance offered.
- C. When time permits, response to resistance options need to be considered. Attention to the passage of time, negotiations, and appropriate tactics must be taken into account.

### X. RESPONSE TO RESISTANCE PROCEDURES

# Evart Police Department

## Policy and Procedure Manual

- A. Officers should assess the totality of the circumstances in order to determine the appropriate response to gain control. When possible, officers should attempt to gain control by means of verbal directives or commands.
- B. If verbal directives or commands are ineffective, or not feasible given the circumstances of the situation, the officer may escalate to control methods that involve the use of physical force. If force is necessary, the officer must decide what technique(s) or authorized equipment will best de-escalate the incident and bring it under control in a safe manner.
- C. Officers are authorized to use department approved control techniques and authorized equipment for resolution of incidents, as follows:
  - 1. To stop potentially dangerous and unlawful behavior;
  - 2. To protect a person or the officer from injury or death;
  - 3. To protect subjects from injuring themselves; the use of control methods and/or weapons shall not be used as punishment or retaliation.
- D. Officers using force shall render assistance to the subject, after control has been established. Officers shall observe the extent of any injuries and assess the need for medical assistance.

### **XI. WEAPONS/TECHNIQUES OF LAST RESORT**

Situations may occur in which certain immediate and drastic measures must be taken by an officer in order to protect human life. Force used in these situations may involve the use of techniques or weapons not covered in this policy. These situations will also be judged by the objectively reasonable response to resistance standard.

Choke holds and vascular neck restraints are considered a last resort technique and are prohibited to use except when deadly force is authorized.

### **XII. DEADLY FORCE PROCEDURES**

- A. The use of deadly force is authorized in either of the following situations:
  - 1. To protect another person or the officer from what is reasonably believed to be an immediate threat of death or serious physical injury.
  - 2. To prevent the escape of a subject who is fleeing from an inherently violent felony crime, and the officer has probable cause to believe that the subject poses an immediate threat of death or serious physical injury to others or the officer.
  - 3. Whenever any one of the two conditions described above are present, where feasible, officers shall identify themselves as Police Officers and provide a verbal warning before the force is applied.
- B. Officers are prohibited from firing warning shots.
- C. When officers are confronted and threatened by a moving vehicle, they shall consider transitioning to a position of safety when or if it is possible. In the event an officer cannot make this transition to safety, shooting at a moving vehicle shall be a "last resort" deadly force strategy.

# Evart Police Department

## Policy and Procedure Manual

### XIII. MEDICAL EMERGENCIES IN RELATION TO GRAHAM V CONNOR

In *Estate of Corey Hill v. Miracle*, the United States Court of Appeals considered the proper analysis of use of force in a case where the officer was not making an arrest, but instead used his TASER in the drive stun mode in an effort to control a subject who was in need of medical assistance but was fighting the EMT's efforts to provide the assistance.

In *Estate of Hill v Miracle*, No. 16-1818 (6th Circuit decided April 4, 2017) the Federal District Court in Michigan noted that this was a medical emergency and as such, two of the three *Graham* factors cut against Miracle's use of force because Hill had not committed a crime, nor was he resisting arrest. The 6th Circuit noted that "no appellate court has previously provided any guidance on how to assess object reasonableness in an *atypical* situation involving a medical emergency."

The court then held: "Where a situation does not fit within the *Graham* test because the person in question has not committed a crime, is not resisting arrest and is not directly threatening the officer, the court should ask:

1. *Was the person experiencing a medical emergency that rendered him incapable of making a rational decision under circumstances that posed an immediate threat of serious harm to himself or others?*
2. *Was some degree of force reasonably necessary to ameliorate the immediate threat?*
3. *Was the force used more than reasonably necessary under the circumstances (i.e., was it excessive)?"*  
*The court indicated that while these three new factors are not exhaustive and may not completely decide objective reasonableness in every medical case, the questions will guide the answer to whether, under the totality of circumstances, the officer's actions were objectively reasonable.*

### XV. MEDICAL CONSIDERATIONS

- A. Officers using force on a subject shall make medical treatment available to that subject when:
  1. The subject requests medical treatment.
  2. The subject complains of injury or continued pain.
  3. The subject is or was rendered unconscious;
  4. Any officer observes or suspects injury to the subject.
  5. The subject does not substantially recover from the effects of an aerosol subject restraint (ASR) after following the manufacturer's decontamination instructions; and,
  6. When directed to do so by a supervisor.
- B. Officers providing a subject with medical treatment shall document the treatment given in an incident report.
- C. Officers providing a subject with medical treatment shall receive written authorization from the attending physician prior to removing the subject from the medical care facility.

# Evart Police Department

## Policy and Procedure Manual

- D. Officers providing a subject with medical treatment shall notify their supervisor as soon as possible.
- E. Should a subject be transported to a medical treatment facility, a supervisor shall be notified as soon as possible.

### **XVI. REPORTING AND INVESTIGATION OF RESPONSE TO RESISTANCE**

#### **A. Officer's Responsibilities**

1. All incidents in which an enforcement member uses "Intermediate Control," or "Deadly Force" (as defined by the MCOLES Subject Control Continuum) shall be reported to a supervisor as soon as possible.
2. All incident in which an officer uses "Compliance Control," "Physical Control," "Intermediate Control," or "Deadly Force" (as defined by the MCOLES Subject Control Continuum) shall complete a response to resistance report in addition to an incident report. Minimally, the response to resistance report should include the following documentation:
  - a. Legal basis for initial contact;
  - b. Amount of resistance encountered;
  - c. Control methods used;
  - d. Handcuffing of subject detailed;
    1. check for fit
    2. double locked
  - e. Injuries to any persons;
  - f. Treatment of injuries to parties involved;
  - g. Damage to property;
  - h. Identity of officers involved;
  - i. Identity of known witnesses;
  - j. Available supporting evidence (e.g., pictures of injuries);
  - k. Must be able to articulate their state of mind during the incident;
  - l. It is imperative to document their concerns, fears, and physical condition as the incident occurred; and
  - m. Officers must account for how they established "officer's presence." For example, were they in full uniform, and/or did they utilize voice commands stating that they were police officers, etc.

#### **B. Supervisor Responsibilities**

1. The supervisor shall review all response to resistance incidents.
2. Supervisors shall forward the report to the appropriate command.
3. The supervisor shall require completion of the incident report in a timely manner.

### **XVII. Attachments**

Response to resistance form.

MCOLES Subject Control Continuum

# Evart Police Department

## Policy and Procedure Manual

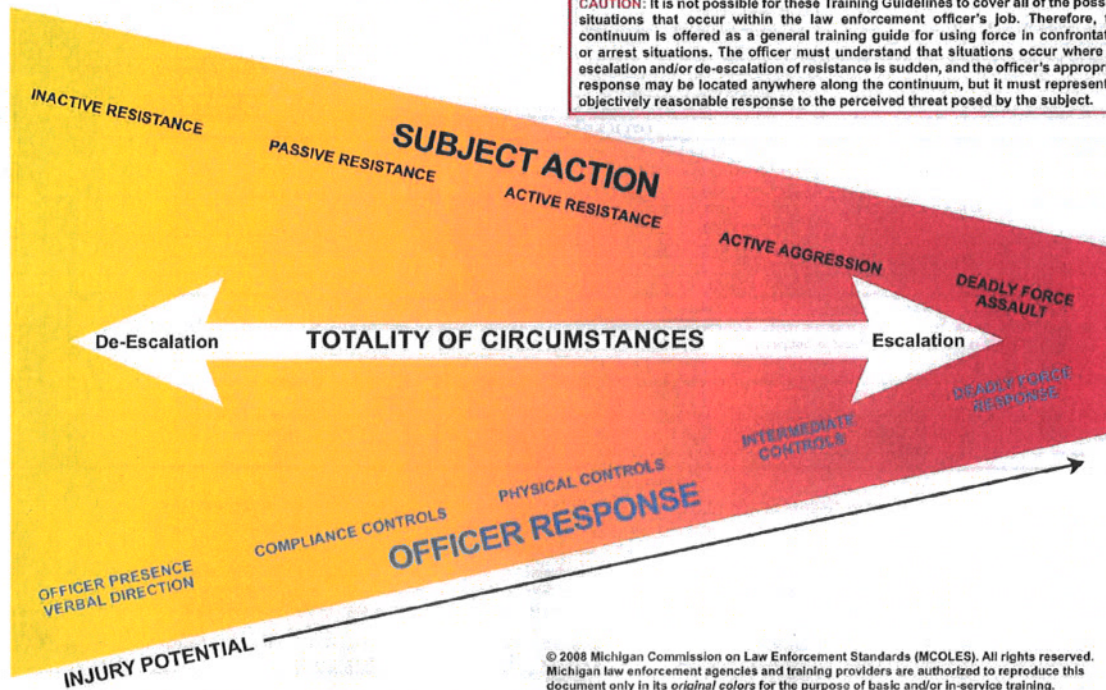


**MCOLES**  
Michigan Commission on Law Enforcement Standards

### SUBJECT CONTROL CONTINUUM

*A Training Guide for Escalation and De-Escalation of Subject Control*

**CAUTION:** It is not possible for these Training Guidelines to cover all of the possible situations that occur within the law enforcement officer's job. Therefore, this continuum is offered as a general training guide for using force in confrontation or arrest situations. The officer must understand that situations occur where the escalation and/or de-escalation of resistance is sudden, and the officer's appropriate response may be located anywhere along the continuum, but it must represent an objectively reasonable response to the perceived threat posed by the subject.



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01/28/2021 05:50 PM  
User: JENNIE  
DB: CITY OF EVART

CHECK DISBURSEMENT REPORT FOR CITY OF EVART  
CHECK DATE FROM 01/20/2021 - 02/01/2021  
Banks: 751

Page 1/5

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/01/2021	751	38239	AXON ENTERPRISE, INC	EDUCATION AND TRAINING	101-301-957.000	120.00
02/01/2021	751	38240	BS&A SOFTWARE, INC	COMPUTERS/EQUIPMENT/IT	101-265-932.000	828.25
		38240		COMPUTERS/EQUIPMENT/IT	101-301-932.000	828.25
		38240		COMPUTERS/EQUIPMENT/IT	590-537-932.000	828.25
		38240		COMPUTERS/EQUIPMENT/IT	591-545-932.000	828.25
						<hr/> 3,313.00
02/01/2021	751	38241	CONSUMERS ENERGY	UTILITIES	590-538-921.000	3,498.64
		38241		UTILITIES	591-546-921.000	5,712.04
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02/01/2021	751	38242	CORE&MAIN LP	REPAIRS AND MAINTENANCE	590-538-930.000	126.06
02/01/2021	751	38243	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	101-210-801.000	400.00
		38243		Attorney Fees - Police	101-301-801.301	4,360.00
						<hr/> 4,760.00
02/01/2021	751	38244	DIRECT TV	COMMUNICATIONS	101-442-850.000	36.99
02/01/2021	751	38245	DTE ENERGY	UTILITIES	101-301-921.000	227.10
		38245		UTILITIES	101-440-921.000	327.71
		38245		UTILITIES	590-538-921.000	544.07
						<hr/> 1,098.88
02/01/2021	751	38246	ECONO SIGNS LLC	OPERATING SUPPLIES	202-460-740.000	94.40
02/01/2021	751	38247	EGLE	PERMITS AND FEES	590-537-729.000	3,650.00
02/01/2021	751	38248	ELECTIONSOURCE	OPERATING SUPPLIES	101-191-740.000	117.06
		38248		PROFESSIONAL SERVICES	101-191-801.000	444.00
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02/01/2021	751	38249	ELLEN'S EQUIPMENT, INC	OPERATING SUPPLIES	661-599-740.000	48.61
02/01/2021	751	38250	HACH COMPANY	PROFESSIONAL SERVICES	591-546-801.000	932.00
02/01/2021	751	38251	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	101-265-727.000	429.38
		38251		OFFICE SUPPLIES	590-537-727.000	429.25
		38251		OFFICE SUPPLIES	591-545-727.000	429.25
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02/01/2021	751	38252	JOHNSON SEPTIC SERVICES	PROFESSIONAL SERVICES	101-440-801.000	400.00
02/01/2021	751	38253	KUBE PROPANE, LLC	PROFESSIONAL SERVICES	101-441-801.000	195.00
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		38253		UTILITIES	101-442-921.000	953.86
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01/28/2021 05:50 PM  
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DB: CITY OF EVART

CHECK DISBURSEMENT REPORT FOR CITY OF EVART  
CHECK DATE FROM 01/20/2021 - 02/01/2021  
Banks: 751

Page 2/5

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/01/2021	751	38254	LABOR LAW CENTER	PUBLISHING/PRINTING	101-265-900.000	63.08
		38254		PUBLISHING/PRINTING	101-301-900.000	31.54
		38254		PUBLISHING/PRINTING	590-537-900.000	31.54
		38254		PUBLISHING/PRINTING	591-545-900.000	31.54
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02/01/2021	751	38255	RCB CONTRACTING	PROFESSIONAL SERVICES	101-265-801.000	76.67
		38255		PROFESSIONAL SERVICES	101-301-801.000	115.00
		38255		PROFESSIONAL SERVICES	101-440-801.000	38.33
		38255		PROFESSIONAL SERVICES	101-441-801.000	306.67
		38255		PROFESSIONAL SERVICES	101-442-801.000	76.67
		38255		PROFESSIONAL SERVICES	207-751-801.000	76.67
		38255		PROFESSIONAL SERVICES	208-757-801.000	76.67
		38255		PROFESSIONAL SERVICES	590-538-801.000	1,533.33
		38255		PROFESSIONAL SERVICES	591-546-801.000	1,533.32
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02/01/2021	751	38256	SCHAEFFER MFG. CO.	OPERATING SUPPLIES	661-599-740.000	206.00
02/01/2021	751	38257	STANDARD INSURANCE CO.	OTHER FRINGE BENEFITS	101-301-719.000	166.39
		38257		OTHER FRINGE BENEFITS	101-850-719.000	118.85
		38257		OTHER FRINGE BENEFITS	202-850-719.000	14.26
		38257		OTHER FRINGE BENEFITS	203-850-719.000	9.51
		38257		OTHER FRINGE BENEFITS	590-850-719.000	90.32
		38257		OTHER FRINGE BENEFITS	591-850-719.000	76.06
						<hr/> 475.39
02/01/2021	751	38258	STAPLES CREDIT PLAN	OPERATING SUPPLIES	101-265-740.000	109.65
		38258		OFFICE SUPPLIES	101-301-727.000	68.96
		38258		OPERATING SUPPLIES	590-537-740.000	109.65
		38258		OPERATING SUPPLIES	591-545-740.000	109.66
						<hr/> 397.92
02/01/2021	751	38259	US POST OFFICE	POSTAGE & SHIPPING	101-191-741.000	3.10
		38259		POSTAGE & SHIPPING	101-265-741.000	0.83
		38259		POSTAGE & SHIPPING	590-537-741.000	0.83
		38259		POSTAGE & SHIPPING	591-545-741.000	0.82
						<hr/> 5.58
02/01/2021	751	38260	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	50.42
		38260		COMMUNICATIONS	101-301-850.000	138.31
		38260		COMMUNICATIONS	590-537-850.000	50.42
		38260		COMMUNICATIONS	591-546-850.000	50.42
						<hr/> 289.57

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CHECK DISBURSEMENT REPORT FOR CITY OF EVART  
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/01/2021	751	38261	XEROX CORPORATION	PUBLISHING/PRINTING	101-265-900.000	78.95
		38261		PUBLISHING/PRINTING	590-537-900.000	78.92
		38261		PUBLISHING/PRINTING	591-545-900.000	78.92
						<hr/> 236.79
02/01/2021	751	504 (A)	AFFORDABLE PRINTS	PUBLISHING/PRINTING	101-301-900.000	55.00
02/01/2021	751	505 (A)	DRUG SCREEN PLUS	PHYSICALS/CDL DRUG TESTING	101-441-840.000	85.00
		505 (A)		PHYSICALS/DRUG TESTING	590-537-840.000	40.00
		505 (A)		PHYSICALS/DRUG TEST	591-545-840.000	40.00
						<hr/> 165.00
02/01/2021	751	506 (A)	DVORACEK, SARAH	COMMUNICATIONS	101-172-850.000	40.00
02/01/2021	751	507 (A)	FLACHS, MICHAEL	COMMUNICATIONS	590-537-850.000	20.00
		507 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
02/01/2021	751	508 (A)	JOHN BEAM JR.	COMMUNICATIONS	101-301-850.000	40.00
02/01/2021	751	509 (A)	MARTIN, DALE	COMMUNICATIONS	590-537-850.000	20.00
		509 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
02/01/2021	751	510 (A)	MR. ELECTRIC OF CNTRL MICH &	PROFESSIONAL SERVICES	101-440-801.000	3,841.64
02/01/2021	751	511 (A)	MUCZYNSKI, PATRICK	COMMUNICATIONS	590-537-850.000	20.00
		511 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
02/01/2021	751	512 (A)	PEPPER LOCKHART	COMMUNICATIONS	101-203-850.000	40.00
02/01/2021	751	513 (A)	WHITE LAW OFFICE	PROFESSIONAL SERVICES	101-210-801.000	729.17
		513 (A)		Attorney Fees - Police	101-301-801.301	729.16
		513 (A)		PROFESSIONAL SERVICES	590-538-801.000	729.17
		513 (A)		PROFESSIONAL SERVICES	591-546-801.000	729.17
						<hr/> 2,916.67
02/01/2021	751	514 (A)	WILSON, MARK	COMMUNICATIONS	590-537-850.000	20.00
		514 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
02/01/2021	751	515 (A)	ZINGER, ADAM	COMMUNICATIONS	590-537-850.000	20.00
		515 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
TOTAL - ALL FUNDS				TOTAL OF 35 CHECKS		40,211.34

Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
101-172-850.000			COMMUNICATIONS			40.00
101-191-740.000			OPERATING SUPPLIES			117.06
101-191-741.000			POSTAGE & SHIPPING			3.10
101-191-801.000			PROFESSIONAL SERVICES			444.00
101-203-850.000			COMMUNICATIONS			40.00
101-210-801.000			PROFESSIONAL SERVICES			1,129.17
101-265-727.000			OFFICE SUPPLIES			429.38
101-265-740.000			OPERATING SUPPLIES			109.65
101-265-741.000			POSTAGE & SHIPPING			0.83
101-265-801.000			PROFESSIONAL SERVICES			76.67
101-265-850.000			COMMUNICATIONS			50.42
101-265-900.000			PUBLISHING/PRINTING			142.03
101-265-932.000			COMPUTERS/EQUIPMENT/IT			828.25
101-301-719.000			OTHER FRINGE BENEFITS			166.39
101-301-727.000			OFFICE SUPPLIES			68.96
101-301-801.000			PROFESSIONAL SERVICES			115.00
101-301-801.301			Attorney Fees - Police			5,089.16
101-301-850.000			COMMUNICATIONS			178.31
101-301-900.000			PUBLISHING/PRINTING			86.54
101-301-921.000			UTILITIES			227.10
101-301-932.000			COMPUTERS/EQUIPMENT/IT			828.25
101-301-957.000			EDUCATION AND TRAINING			120.00
101-440-801.000			PROFESSIONAL SERVICES			4,279.97
101-440-921.000			UTILITIES			327.71
101-441-801.000			PROFESSIONAL SERVICES			501.67
101-441-840.000			PHYSICALS/CDL DRUG TESTING			85.00
101-441-921.000			UTILITIES			522.33
101-442-801.000			PROFESSIONAL SERVICES			76.67
101-442-850.000			COMMUNICATIONS			36.99
101-442-921.000			UTILITIES			953.86
101-850-719.000			OTHER FRINGE BENEFITS			118.85
202-460-740.000			OPERATING SUPPLIES			94.40
202-850-719.000			OTHER FRINGE BENEFITS			14.26
203-850-719.000			OTHER FRINGE BENEFITS			9.51
207-751-801.000			PROFESSIONAL SERVICES			76.67
208-757-801.000			PROFESSIONAL SERVICES			76.67
590-537-727.000			OFFICE SUPPLIES			429.25
590-537-729.000			PERMITS AND FEES			3,650.00
590-537-740.000			OPERATING SUPPLIES			109.65
590-537-741.000			POSTAGE & SHIPPING			0.83
590-537-840.000			PHYSICALS/DRUG TESTING			40.00
590-537-850.000			COMMUNICATIONS			150.42
590-537-900.000			PUBLISHING/PRINTING			110.46

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CHECK DISBURSEMENT REPORT FOR CITY OF EVART

CHECK DATE FROM 01/20/2021 - 02/01/2021

Banks: 751

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
590-537-932.000			COMPUTERS/EQUIPMENT/IT	828.25		
590-538-801.000			PROFESSIONAL SERVICES	2,262.50		
590-538-921.000			UTILITIES	4,042.71		
590-538-930.000			REPAIRS AND MAINTENANCE	126.06		
590-850-719.000			OTHER FRINGE BENEFITS	90.32		
591-545-727.000			OFFICE SUPPLIES	429.25		
591-545-740.000			OPERATING SUPPLIES	109.66		
591-545-741.000			POSTAGE & SHIPPING	0.82		
591-545-840.000			PHYSICALS/DRUG TEST	40.00		
591-545-850.000			COMMUNICATIONS	100.00		
591-545-900.000			PUBLISHING/PRINTING	110.46		
591-545-932.000			COMPUTERS/EQUIPMENT/IT	828.25		
591-546-801.000			PROFESSIONAL SERVICES	3,194.49		
591-546-850.000			COMMUNICATIONS	50.42		
591-546-921.000			UTILITIES	5,712.04		
591-850-719.000			OTHER FRINGE BENEFITS	76.06		
661-599-740.000			OPERATING SUPPLIES	254.61		
			TOTAL	40,211.34		

**ELECTION COORDINATING COMMITTEE'S REPORT FOR  
MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT ["MOISD"]**

**JANUARY 2021**

Jurisdictions wholly or partially contained within the district:

Aetna Township, Austin Township, Big Rapids Township, Chippewa Township, Colfax Township, Deerfield Township, (Mecosta Co.), Fork Township, Grant Township, Green Township, Martiny Township, Mecosta Township, Millbrook Township, Morton Township, Sheridan Township, Wheatland Township, City of Big Rapids, Winfield Township, (Montcalm Co.), Big Prairie Township, Goodwell Township, Norwich Township, Monroe Township, Barton Township, Broomfield Township, Sherman Township, Coldwater Township, Gilmore Township, Nottawa Township, Deerfield Township (Isabella Co.), Chase Township, Richmond Township, Lincoln Township, Pinora Township, Cedar Township, Hersey Township, Hartwick Township, Osceola Township, Evart Township, Sylvan Township, Middle Branch Township, Orient Township, City of Reed City, City of Evart, and Freeman Township, (Clare Co.)

**DATE OF MEETING:** January 27, 2021

**ELECTION COORDINATOR:** Marcee Purcell, Mecosta County Clerk

**REGULAR ELECTION DATE TO FILL SCHOOL BOARD POSITIONS:**

MOISD Board positions are not filled by popular vote. Board members are elected by a committee comprised of one designee from each constituent local school district. The committee meets to elect the MOISD Board members biennially on the first Monday in June.

The Election Coordinator in the district shall serve as the filing official and accept candidate filings (either petitions or non-refundable fee), check petitions for sufficiency, accept withdrawals, certify candidates and prepare the paper ballot.

**PRECINCT BOUNDARIES:**

In the event the School District requests an election on a date that is not in conjunction with a Federal, State, County or Local election, the school district will assume all costs associated with that election.

Polling locations for said special elections will be the same as in a Federal, State, County or Local election [unless consolidation is deemed appropriate by the County Election Commission]. If consolidation of precincts is found necessary, the County Clerk's office will be responsible for notifying those consolidated voters of their precinct location. The cost for notice to those voters will be billed to the school district.

#### **ASSIGNMENT OF DUTIES:**

##### **ASSIGNMENT OF DUTIES FOR A SPECIAL ELECTION:**

**COUNTY CLERK** will perform the following election duties:

- Receive special election resolutions and ballot proposal language adopted by the school district's board.
- Complete QVF Ballot Administration.
- Create, Proof and Order Ballots.
- Order precinct supply kits.
- Publish Registration Notice, Notice of Election and Public Accuracy Test Notice. (Use The Pioneer Newspaper as the official paper for publication.)
- Handle Election Day issues and "troubleshooting".
- Transmit election results to Board of Canvassers for the canvass and certification of the election.
- Notify school of election results.
- Assist local clerks in preparing reimbursement requests.
- Prepare and present final reimbursement requests to the school district.

**LOCAL CLERKS** will perform the following election duties:

- Receive and issue all absent voter ballots, including military and overseas voters, beginning 45 days prior to the election.  
Post and notify the BOE of the eight hours the clerk will be open the Saturday and/or Sunday prior to an election.
- Be open from 7 a.m. to 8 p.m. on Election Day to process same-day voter registration and issue absent voter ballots to those voters if they choose not to go to the polls.
- Provide and test voting equipment for the election.
- Appoint election inspectors.
- Set-up the polling locations.
- Conduct the Election.
- Transmit election results to the County Clerk for the canvass.
- Retain voted ballots after the election.
- Prepare reimbursement request for the election and submit to the County Clerk or school district.

**We** the members of Mecosta Osceola Intermediate Schools' Election Coordinating Committee do hereby agree to the terms of this report and understand that we are bound by the terms for a four-year period [subject to modification], signed this 27<sup>th</sup> day of January 2021:

Marcee Purcell	Mecosta County Clerk	_____
Karen Bluhm	Osceola County Clerk	_____
Patience Nemeth	MOISD Representative	_____
Beverly McLaughlin	Aetna Township Clerk	_____
Billie Jean Barnes	Austin Township Clerk	_____
Hannah Saez	Big Rapids Township Clerk	_____
Kristin Lytle	Chippewa Township Clerk	_____
Dawn Baker	Colfax Township Clerk	_____
Julie Jancek	Deerfield Township Clerk	_____
Roberta Hazen	Fork Township Clerk	_____
Lisa DuBois	Grant Township Clerk	_____
Janet Clark	Green Township Clerk	_____
Connie Grant	Martiny Township Clerk	_____
Lois Brennan	Mecosta Township Clerk	_____
Kaye Wisner	Millbrook Township Clerk	_____
Stephanie McNeal	Morton Township Clerk	_____
Tina Martin	Sheridan Township Clerk	_____
Mary Karcher	Wheatland Township Clerk	_____
Tammy Gillis	City of Big Rapids Clerk	_____

Judith Baker	Big Prairie Township Clerk Newaygo County	_____
Jennifer Wozniak	Goodwell Township Clerk Newaygo County	_____
Pamela Rosendall	Barton Township Clerk Newaygo County	_____
Nancy Stone	Monroe Township Clerk Newaygo County	_____
Angela Barnes	Norwich Township Clerk Newaygo County	_____
Colleen Stebbins	Winfield Township Clerk Montcalm County	_____
Candy Recker	Broomfield Township Clerk Isabella County	_____
Kim Godden	Coldwater Township Clerk Isabella County	_____
Walter Nelson	Deerfield Township Clerk Isabella County	_____
Thomas Gibbs	Gilmore Township Clerk Isabella County	_____
Matt Tiedt	Orient Township Clerk Osceola County	_____
Denise Livermore	Sherman Township Clerk Isabella County	_____
Heather Curtiss	Nottawa Township Clerk Isabella County	_____
Amy Patterson	Chase Township Clerk Lake County	_____
Ashley Visner	Pinora Township Clerk Lake County	_____
Tracey Cochran	Hersey Township Clerk Osceola County	_____

Jackie Beam	City of Reed City Clerk Osceola County	_____
Linda Stieg	Richmond Township Clerk Osceola County	_____
Sherry Blackrick	Lincoln Township Clerk Osceola County	_____
Shirley Apsey	Cedar Township Clerk Osceola County	_____
Terry Pritchard	Sylvan Township Clerk Osceola County	_____
Jenny Rounds	Osceola Township Clerk Osceola County	_____
Peggy Hoard	Middle Branch Township Clerk Osceola County	_____
Denise Custer	Evart Township Clerk Osceola County	_____
Kathy Fiebig	City of Evart Clerk Osceola County	_____
Shelly Muczynski	Hartwick Township Clerk Osceola County	_____
Julie Lightfoot	Freeman Township Clerk Clare County	_____

Check Register Report For City Of Evert  
For Check Dates 01/20/2021 to 02/01/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/20/2021	750	23122	MISDU	118.29	118.29	0.00	Open
01/27/2021	750	23123	MISDU	118.29	118.29	0.00	Open
01/31/2021	750	23124	P.O.L.C.	100.52	100.52	0.00	Open
01/31/2021	750	23125	TEAMSTERS LOCAL 214	195.00	195.00	0.00	Open
01/31/2021	750	23126	ICMA RC-HEADQUARTERS	97.60	97.60	0.00	Open
01/20/2021	750	EFT522	FEDERAL 941	3,042.25	3,042.25	0.00	Open
01/27/2021	750	EFT524	FEDERAL 941	2,845.08	2,845.08	0.00	Open
01/31/2021	750	EFT525	BLUE CROSS BLUE SHIELD	7,515.69	7,515.69	0.00	Open
01/31/2021	750	EFT526	MICHIGAN CONF OF TEAMSTERS	6,529.60	6,529.60	0.00	Void
01/29/2021	750	EFT527	MICHIGAN CONF OF TEAMSTERS	6,529.60	6,529.60	0.00	Open
01/31/2021	750	EFT528	ALERUS FINANCIAL	657.64	657.64	0.00	Open
01/20/2021	750	DD5268	BEAM, JOHN	1,096.15	0.00	719.19	Cleared
01/27/2021	750	DD5286	BEAM, JOHN	1,096.15	0.00	719.20	Cleared
01/20/2021	750	DD5269	DOUGLAS, RYAN	754.01	0.00	570.84	Cleared
01/27/2021	750	DD5287	DOUGLAS, RYAN	754.00	0.00	570.84	Cleared
01/20/2021	750	DD5270	DUNCAN, JENNIFER	834.48	0.00	647.58	Cleared
01/27/2021	750	DD5288	DUNCAN, JENNIFER	772.75	0.00	601.12	Cleared
01/20/2021	750	DD5271	DVORACEK, SARAH J	1,774.04	0.00	1,355.21	Cleared
01/27/2021	750	DD5289	DVORACEK, SARAH J	1,774.04	0.00	1,355.21	Cleared
01/20/2021	750	DD5272	FIEBIG, KATHY	167.31	0.00	147.40	Cleared
01/27/2021	750	DD5290	FIEBIG, KATHY	167.31	0.00	147.41	Cleared
01/20/2021	750	DD5273	FLACHS, MICHAEL J	856.90	0.00	595.52	Cleared
01/27/2021	750	DD5291	FLACHS, MICHAEL J	723.60	0.00	492.55	Cleared
01/20/2021	750	DD5274	HIGGINS, JERALD J	495.00	0.00	410.05	Cleared
01/27/2021	750	DD5292	HIGGINS, JERALD J	360.00	0.00	304.62	Cleared
01/20/2021	750	DD5275	LOCKHART, PEPPER L	1,025.82	0.00	822.18	Cleared
01/27/2021	750	DD5293	LOCKHART, PEPPER L	1,025.82	0.00	822.17	Cleared
01/20/2021	750	DD5276	MANEKE, VANESSA S	35.75	0.00	33.01	Cleared
01/27/2021	750	DD5294	MANEKE, VANESSA S	22.00	0.00	20.32	Cleared
01/20/2021	750	DD5277	MARTIN, DALE	1,126.42	0.00	691.91	Cleared

Check Register Report For City Of Evert  
For Check Dates 01/20/2021 to 02/01/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/27/2021	750	DD5295	MARTIN, DALE	920.68	0.00	559.06	Cleared
01/20/2021	750	DD5278	MCCLURE, PATRICK K	788.80	0.00	583.91	Cleared
01/27/2021	750	DD5296	MCCLURE, PATRICK K	907.12	0.00	647.24	Cleared
01/20/2021	750	DD5279	MUCZYNSKI, PATRICK	1,232.14	0.00	856.02	Cleared
01/27/2021	750	DD5297	MUCZYNSKI, PATRICK	1,193.68	0.00	828.40	Cleared
01/20/2021	750	DD5280	ROHEN, MELISSA A	760.00	0.00	554.63	Cleared
01/27/2021	750	DD5298	ROHEN, MELISSA A	760.00	0.00	554.65	Cleared
01/20/2021	750	DD5281	SWIFT-ECKERT, TERESA M	415.28	0.00	377.88	Cleared
01/27/2021	750	DD5299	SWIFT-ECKERT, TERESA M	323.40	0.00	296.94	Cleared
01/20/2021	750	DD5282	WILSON, MARK A	1,364.16	0.00	963.06	Cleared
01/27/2021	750	DD5300	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
01/20/2021	750	DD5283	ZINGER, ADAM	885.46	0.00	609.80	Cleared
01/27/2021	750	DD5301	ZINGER, ADAM	721.60	0.00	486.46	Cleared
Totals:				54,247.59	27,749.56	19,307.43	
Total Physical Checks:			5				
Total Check Stubs:			38				