



## 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 Evart**  
**5814 100<sup>th</sup> Avenue**  
**Evart, MI 49631**  
**(231) 734-2181**

Sarah Dvoracek  
c: (231) 580-6516

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

### CITY OF EVART REGULAR VIRTUAL COUNCIL MEETING AGENDA Monday, April 5, 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. **PUBLIC HEARING: SECOND/FINAL READING OF THE RECODIFICATION OF CITY ORDINANCES**
4. *Call Public Hearing to Order at \_\_\_\_\_pm*
5. *Request from Public Comments Recodification of City Ordinances – limited to 3-4 minutes*
6. *Close Public Hearing at \_\_\_\_\_pm*
7. *Citizens' Comments – limited to 3-4 minutes per individual*
8. Approval of Agenda
9. **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 – March 15, 2021
  - C. Vendor's List \$52,429.14
10. **Unfinished Business**
  - D. Schedule another Public Hearing for Rental Inspection Program
  - E. Riverside Park Improvements (*postpone*)
  - F. Appointments to Boards and Commissions – *Attachment from Council Meeting 2/1/2021*
11. **New Business**  
**Items for Action:**
  - G. Final Amendment of Adopt Recodification of City Ordinance with Revisions-Ordinance 2020-01

- H. Resolution 2021-06 Approving Emergency Sewer Repair on South Oak Street \$4,502.00
- I. Bid for the Exterior Painting of the Depot
- J. Requesting Permission to Publish Request for Proposals for wood floor restoration of the Depot
- K. Request for Proposal – Security Cameras

**12. Department/Informational Reports** *(No Action Needed)*

- L. Accounts Payable Report *(3/16/2021 – 4/5/2021)*
- M. Payroll Reports *(3/16/2021 – 4/5/2021)*
- N. Revenue & Expense Report – *March 2021*
- O. Fire Department Minutes – *March 9, 2021*
- P. Fire Department Budget Hearing Minutes – *March 9, 2021*

**13. City Attorney Report/Comment**

**14. City Clerk Report/Comment**

**15. City Manager Report/Comment**

**16. Finance Director Report/Comment**

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

**18. Police Department Report/Comment**

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

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

**21. Adjournment**

Documents to be signed after council meeting:

**Resolution 2021-06:** Emergency Sewer Repair on South Oak Street \$4,502.00  
**Ordinance 2021-01:** Adoption and acting new city code

# Zoom Virtual Meeting: How to Join In

## Join Using a Link

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

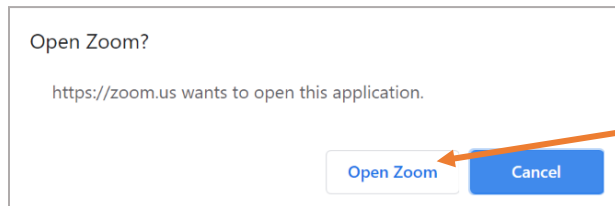
### ***To be announced the day of the council meeting***

This will open the meeting prompt loading page for the meeting

## Entering the Meeting

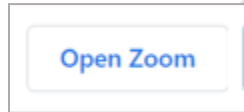
Once you have accessed the meeting using your web browser

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

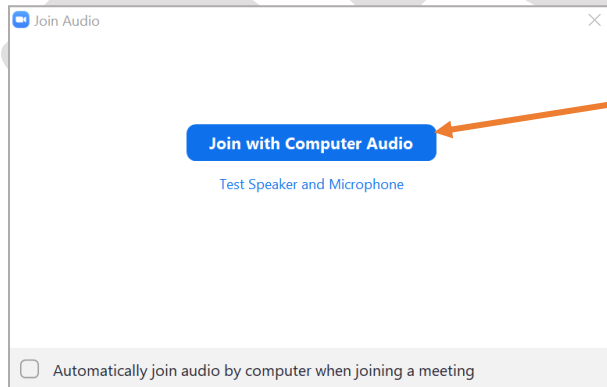


*The language of this pop up notification may be different depending on your browser*

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  
Monday March 15, 2021 @ 8:00PM**

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

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

**Present:** City Manager Sarah Dvoracek, Assistant City Manager/Director of Public Works Mark Wilson, Finance Director/Treasurer Pepper Lockhart, Communications Director (Meeting Host) Melissa Rohen, City Attorney James White, Special Legal Counsel Andrew Brege, Chief of Police John Beam Jr, City Clerk Kathy Fiebig

**Guests (per Zoom ID):** Ewart Farmers Market, Steve P Michigan, Janet's iPad, Ralph Carlson, Sarah Molenaar, Megan Erickson, Laurie Chase

**Public Hearing:** Request for Public Comments concerning Recodification of City Ordinances  
Mayor Emerick opened the Public Hearing at 8:01pm with a roll call of the Council. There were no public comments. Mayor Emerick closed the Public Hearing at 8:03pm with a roll call of the Council.

**Citizens Comments:** none

**Approval of Agenda**

Ms. Dvoracek requested that the long-term capital improvement plan from the Fire Department be added to Item L; that the recommendation from special legal counsel be added after Item M; and that Item W should have the word "County" instead of "Council". Motion by Mr. Hildebrand to approve the agenda with these additions and changes. Support by Ms. Szeliga. Motion passed with a roll call vote; all were in favor.

**Consent Agenda**

- B.** Regular Virtual Council Minutes - March 1, 2021
- C.** Special Virtual Council Minutes – February 15, 2021
- D.** Special Planning Commission Meeting – February 3, 2021
- E.** Vendor's List \$78,813.32

Motion by Ms. Szeliga to approve the Consent Agenda as presented. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

**Unfinished Business**

- F.** Draft Ordinance – Housing Code (*Virtual Public Hearing March 22, 2021 @ 6:30pm*)
- G.** Riverside Park Improvements (*postpone*)
- H.** Appointments to Boards and Commissions (*postpone*)

**New Business**

### **Items for Action**

#### **I. Requesting Approval of CCRA Cross Connection Control Agreement**

Mr. Wilson advised council that per the Michigan Safe Drinking Water Act, all public water suppliers must develop a comprehensive cross connection control program and submit that plan to Michigan Department of Environment, Great Lakes and Energy (EGLE). The plan must include the annual inspection and required periodic testing of all commercial and industrial back-flow prevention devices. City of Ewart does not own a certified back-flow prevention device tester nor do any city staff members hold the required credentials to do the testing. He does not foresee the City being able to perform this service at less expense than this agreement. Motion by Mr. Hildebrand to approve the CCRA Cross Connection Control Agreement as presented. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

#### **J. Resolution 2021-04 Nestle Contribution of \$10,000 for Wellfield Operations**

In 2015, a water quality test showed the presence of perchlorate in some of the City's water wells. This chemical is often associated with fireworks propellants. The City began to work with the public health administration, environmental officials and Ice Mountain to flush the wells in order to resolve the perchlorate issue. Ice Mountain has offered financial support in the amount of \$10,000. Motion by Mr. Hildebrand to accept the Nestle contribution. Support by Mayor Emerick. The motion passed with a roll call vote; all were in favor.

#### **K. Resolution 2021-05 to approve Emergency Sewer Repair Authorization \$7,499**

Ms. Dvoracek has the authority to approve this as the sewer collapse was a threat to public safety and required an immediate response. She prefers that this be done by resolution for better transparency and to explain the lack of a bidding process. She reminded council that this repair is a temporary solution, and the matter will have to be addressed again as weather permits. Motion by Ms. Szeliga to approve Resolution 2021-05. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

#### **L. 2021-2022 Fire Department Budget Approval Requested**

Motion by Mr. Elliott to approve the Fire Department Budget for 2021-2022 as presented. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

#### **M. Executive Session**

Motion by Mayor Emerick that the Ewart 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). She requested the attendance of the following city staff members to the executive session: City Manager Sarah Dvoracek, Assistant City Manager Mark Wilson, Chief of Police John Beam Jr, City Attorney James White, Special Legal Counsel Andrew Brege and City Clerk Kathy Fiebig. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor. Council moved into closed executive session at 8:21pm.

Motion by Mr. Hildebrand to end the executive session. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor. The executive session ended at 8:47pm.

Motion by Mr. Hildebrand to reconvene council in open session. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor. Open session resumed at 8:48pm.

Motion by Mayor Emerick to follow the recommendation of Special Legal Counsel as set forth in the written legal opinion. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

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

#### **N. Accounts Payable Report (3/2/2021 – 3/15/2021)**

- O. Payroll Reports (3/2/2021 – 3/15/2021)
- P. Revenue and Expense Report – February 2021
- Q. Summary of all Funds – February 2021

**City Attorney Report/Comment:** none

**City Clerk Report/Comment:** none

**City Manager Report/Comment**

R. City Manager's Monthly Report – February 2021

S. City Manager Performance Evaluation

Ms. Dvoracek requested that council complete the evaluation and return it to her before June 1, 2021.

T. Consumers Pitch Competition

City of Evart was not chosen to move forward in the grant process.

U. SHPO Certified Local Government

City of Evart's application to become a certified Local Government has been accepted and the paperwork is being processed. The City will be eligible to apply for the next round of grant funding which opens in July of 2021.

V. Groundwater Journal Article

Ms. Dvoracek encouraged council to read this report regarding the perchlorate issue in the City's wellfield.

W. MRE Tax Payment Received: City and County both received \$28,001.32

This was the first disbursement of marijuana tax monies.

**Finance Director Report/Comment**

X. Finance Director's Monthly Report – February 2021

Ms. Lockhart is working with Ms. Dvoracek on the 2022 budget. She thanked Jennie Duncan, Administrative Assistant, for her efforts to maintain high standards and customer service throughout the pandemic while working from home.

**Department of Public Works Report/Comment**

Y. Department of Public Works Monthly Report – February 2021

Z. Drinking Water Monitoring Schedule and Annual Report for 2021 - FYI

Z1. Updated Perchlorate Sampling Results through January 20, 2021 – FYI

**Police Department Report/Comments**

Z2. Police Department Monthly Report – February 2021

**Downtown Development Authority (DDA) Report/Comment**

Z.3 DDA Monthly Report – February 2021

Ms. Dvoracek mentioned that the DDA has just received a "market snapshot" of Evart's demographics from Michigan Main Street and has found it to be an interesting document. She will share it with council at a later date.

**Citizens' Comments:** Sarah Molenaar requested a copy of the article referenced regarding the water system contamination, and Ms. Dvoracek directed to her to [evart.org/city-council-packets](http://evart.org/city-council-packets). Everything discussed during council meetings is available to the public in the appropriate packet.

Mayor Emerick reminded council and staff about the public hearing on Monday, March 22 at 6:30 pm regarding the landlord/tenant ordinance.

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

The meeting was adjourned at 8:58pm.

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Kathy Fiebig  
City Clerk

04/01/2021 03:02 PM  
User: JENNIE  
DB: CITY OF EVART

CHECK REGISTER FOR CITY OF EVART  
CHECK DATE FROM 03/16/2021 - 04/05/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
03/16/2021	751	38379	MISC	BEERS BRENDA	3.64
03/16/2021	751	38380	MISC	BERGER RANDY C JR	0.71
03/16/2021	751	38381	MISC	BRITZ WILLIAM S & BRYANT DENNIS	18.15
03/16/2021	751	38382	MISC	ESCHENWECK SANDRA B	7.61
03/16/2021	751	38383	MISC	ESSNER FRED III & JUNE-MARIE	8.28
03/16/2021	751	38384	MISC	FROST DAVID	6.20
03/16/2021	751	38385	MISC	HAGELGANS THOMAS D	4.37
03/16/2021	751	38386	MISC	JONES CHARLES & MICHELE	4.58
03/16/2021	751	38387	MISC	RICE JAMES & MARCIA	3.61
03/16/2021	751	38388	MISC	ROYS JOHN	3.69
03/16/2021	751	38389	MISC	STEPP RANDALL G & ANNMARIE	3.78
03/16/2021	751	38390	MISC	SYKES JOHN L & JENNIFER R	3.38
03/16/2021	751	38397	0028	CITY OF EVART	0.58
03/16/2021	751	38398	0051	EVART FIRE DEPARTMENT	0.64
03/16/2021	751	38399	0045	EVART PUBLIC SCHOOLS	0.71
03/16/2021	751	38400	1047	MECOSTA OSCEOLA TRANSIT AUTHORITY	0.16
03/16/2021	751	38401	0668	MECOSTA-OSCEOLA INTERMEDIATE	1.63
03/16/2021	751	38402	0229	OSCEOLA COUNTY TREASURER	0.88
03/25/2021	751	38403	0024	CONSUMERS ENERGY	8,402.90
03/25/2021	751	38404	0576	DTE ENERGY	1,441.70
03/25/2021	751	38405	1784	VERIZON WIRELESS	737.06
03/26/2021	751	38406	1060	ORCHARD, ANITA	11,136.69
03/29/2021	751	550 (E)	1644	ACCIDENT FUND	4,361.50
04/05/2021	751	38407	343	AIRPORT LIGHTING COMPANY	382.08
04/05/2021	751	38408	1128	APPLE RIDGE CONSTRUCTION	165.00
04/05/2021	751	38409	1182	BARNETT'S AUTO REPAIR	265.50
04/05/2021	751	38410	999	CITY OF EVART AIRPORT RENT	600.00
04/05/2021	751	38411	0024	CONSUMERS ENERGY	3,730.59
04/05/2021	751	38412	1766	EVART PARTS PLUS	409.61
04/05/2021	751	38413	1211	FASTENAL COMPANY	39.84
04/05/2021	751	38414	0876	INTEGRITY BUSINESS SOLUTIONS	26.37
04/05/2021	751	38415	2025	JOHNSON SEPTIC SERVICES	200.00
04/05/2021	751	38416	1119	KUBE PROPANE, LLC	764.10
04/05/2021	751	38417	1058	MERIT LABORATORIES	1,048.00
04/05/2021	751	38418	971	NATIONAL ASSOC. OF CHIEFS OF POLICE	60.00
04/05/2021	751	38419	2013	NORTH MI ASSOC CHIEF OF POLICE	75.00
04/05/2021	751	38420	1125	NORTHERN MICH LAW ENFORCE TRAINING	150.00
04/05/2021	751	38421	0463	OSCEOLA COUNTY EQUALIZATION	1,609.00
04/05/2021	751	38422	0613	PRINTING SYSTEMS	120.39
04/05/2021	751	38423	1126	PUBLIC SAFETY INTERNAL AFFAIRS INST	99.00
04/05/2021	751	38424	0123	RIETH-RILEY CONSTR CO INC - BR	647.50
04/05/2021	751	38425	1980	SLC METER, LLC	6,200.00
04/05/2021	751	38426	0903	STANDARD INSURANCE CO.	612.05
04/05/2021	751	38427	949	WATCH GUARD VIDEO	222.00
04/05/2021	751	38428	1803	XEROX CORPORATION	282.86
04/05/2021	751	551 (A)	328	CHARTER/SPECTRUM	1,489.16
04/05/2021	751	552 (A)	1978	DVORACEK, SARAH	40.00
04/05/2021	751	553 (A)	994	FLACHS, MICHAEL	40.00
04/05/2021	751	554 (A)	1330	MARTIN, DALE	40.00
04/05/2021	751	555 (A)	1757	MAURER'S TEXTILE RENTAL	359.50
04/05/2021	751	556 (A)	1501	MUCZYNSKI, PATRICK	113.48
04/05/2021	751	557 (A)	1069	PEPPER LOCKHART	40.00
04/05/2021	751	558 (A)	1730	SCOTLAND OIL COMPANY, INC.	3,265.82
04/05/2021	751	559 (A)	0740	USA BLUE BOOK	183.17
04/05/2021	751	560 (A)	0221	WHITE LAW OFFICE	2,916.67
04/05/2021	751	561 (A)	1970	WILSON, MARK	40.00
04/05/2021	751	562 (A)	469	ZINGER, ADAM	40.00

751 TOTALS:

Total of 57 Checks:	52,429.14
Less 0 Void Checks:	0.00
Total of 57 Disbursements:	52,429.14

## 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		269-254-3692
	Roger Elkins	11/18/2019	11/18/2022		231-349-0340
	Diane Carlson	4/6/2020	4/6/2022		231-734-2261
	Jenny Joyce	4/6/2020	4/6/2021		231-912-1483
	Karen Higgins	4/20/2020	4/20/2024		231-734-3301
	<i>Per Ordinance: 5 members. Must reside within city limits. Three year terms/staggered.</i>				
<b>Housing Commission</b>	Sandy Szeliga	4/1/2012	4/1/2021		231-734-3386
	Don Maddern	4/1/2008	4/1/2023		231-734-0141
	Joyce Huston	2/6/2017	2020		231-734-1136
	Keith Halifax	4/1/2017	4/1/2022		231-734-2459
	Mary Hooper	11/6/2017			313-268-6865
	Karen Higgins, Director				231-734-3301
	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.				
<b>Library Board</b>	Suzanne Bieri	1970	2020		231-734-5211
	Rhonda Huff, Secretary	2019	2020		
	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: Sarah Dvoracek, City Manager  
Date: March 31, 2021  
Re: Final Amendment to Adopt Recodification of City Ordinances with Revisions

For the Agenda of April 5, 2021

Background. In February of 2020, city council approved to contract with Municode to revise our city ordinances and host our city ordinances online. The total cost of the recodification project was \$10,950.

Our city ordinances were last codified in 2009 by Mr. Jim White. Throughout the years, council has amended ordinances however many changes have not been codified. Our current ordinance book was not well maintained. Our ordinances are available on our website via "pdf" files but searching for a subject was difficult.

Our amended ordinances that occurred in 2019 are published online but if a citizen does not know the ordinance was subject to change it can make searching for a regulation very confusing. We did not have all the amended ordinances from 2010 to 2018 available online. We had a disclaimer noted on the website which states the ordinances may not be accurate. Our current practice of maintaining our ordinance book is outdated, lacks transparency, and was not efficient.

After researching how other communities manage their ordinances, I discovered many municipalities contract with a third party which assists them with codification services and online code hosting. With the assistance of a third party, our ordinance book would be available online, searchable and updated online within 12 days of a council's decision. This modern approach allows for our citizens to have open and ready access to our city law.

It is best practice to update the ordinances every 10 years. The city code of law is not intended to be a static document. City laws are a tool for governance and should evolve to meet the needs of the community. The codification process normally takes 9 to 18 months.

Issues & Questions Specified. I am happy to report that from start to finish our codification project took the city a little over a year to complete.

On March 15, 2021, we had our first public hearing for our official first reading of the revised city code and now on April 5, 2021, we will have our final public hearing with council action to formally adopt the newly recodified city ordinance.

Alternatives.

1. NA

Financial Impact. NA

*Recommendation.* I recommend the city council formally approve the amended ordinance adopting the newly recodified ordinances as presented.

*Attachments.*

1. Amended Ordinance 2021-01 Adopt New City Code

ORDINANCE NO. 2021-1

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF EVART, MICHIGAN; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE CITY COUNCIL:

Section 1. The Code entitled "Code of Ordinances, City of Evart, Michigan," published by Municipal Code Corporation, consisting of chapters 1 through 44, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before October 19, 2020, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine up to the maximum permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city council may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the city council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after October 19, 2020,, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective \_\_\_\_\_

Passed and adopted by the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk  
1<sup>st</sup> Reading:  
2<sup>nd</sup> Reading:  
Council Action

#### Certificate of Adoption

I hereby certify that the foregoing is a true copy of the ordinance passed at the regular meeting of the city council, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Mark Wilson, Assistant City Manager  
Date: March 29, 2021  
Re: Resolution 2021-06 Approving Sewer Emergency Repair \$4,502.00

For the Agenda of April 5<sup>th</sup>, 2021

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**Background.** On March 7<sup>th</sup>, 2021, the City's Department of Public Works received a call from a property owner in the vicinity of South Oak and Twelfth Street indicating that sewage was backing up into their residence. The Public Works Department, inspected the sewer main at the intersection of South Oak and Eleventh Street for flow. It was noted that the Eleventh Street main was flowing normally, but the South Oak Street main was showing little to no flow. The Department of Public Works crew attempted to clear the blockage using the sewer jet/vactor truck but was unsuccessful. It was noted that the truck was pulling back sand and gravel which is indicative of a sewer line collapse.

**Issues & Questions Specified.** Since sewer back-ups were being experienced in the home of our resident, it constituted a risk to the general public if sewage continued to backup into the home. Per the City's Purchasing Policy 2011-15, as amended, the City Manager may authorize to make emergency procurements when there exists a threat to the public health, welfare, or safety conditions. Gerber Construction was able to answer the emergency call within the short time frame and subsequently dispatched a crew to make the emergency repair.

**Financial Impact.** We did not anticipate this emergency repair in the amount of \$4,502.00 however we budgeted \$120,000 for sewer improvements (590-538-970.100) which we have not depleted.

**Attachments.**

1. Resolution 2021-06 Emergency Sewer Repair
2. Invoice from Gerber Construction for Emergency Sewer Repair

**CITY COUNCIL**  
**CITY OF EVART**  
**County of Osceola, Michigan**

**RESOLUTION NO. 2021-06**

**A RESOLUTION EMERGENCY SEWER REPAIR AUTHORIZATION**

**WHEREAS**, On March 7<sup>th</sup>, 2021, the City's Department of Public Works received a call from a property owner in the vicinity of South Oak Street and Twelfth Street indicating that sewage was backing up into their residence. Upon arrival of personnel from the Public Works Department, the sewer mains on South Oak and Eleventh streets were inspected for flow. No obstructions to flow were found on the Eleventh street main however the South Oak street main was showing little to no flow. The Department of Public Works crew attempted to clear the South Oak street main using the sewer jet/vactor truck, but the attempt was unsuccessful. It was noted that the truck was pulling back sand and gravel which is indicative of a sewer lateral collapse; and

**WHEREAS**, after numerous attempts to clear the blockage by the Sewer Department, it was determined that a significant collapse existed within the sewer lateral under South Oak Street; and

**WHEREAS**, due to the fact that sewer back-ups were being experienced in the home of our resident, it constituted a risk to the general public if sewage continued to backup and enter the home; and

**WHEREAS**, the determination was made by the City Manager that an outside utility contractor was required to immediately repair the sewer lateral collapse; and

**WHEREAS**, per the City's Purchasing Policy 2011-15, as amended, the City Manager may authorize to make emergency procurements when there exists a threat to the public health, welfare, or safety conditions; and

**WHEREAS**, Gerber Construction 20270 W. US-10, Reed City, MI 49677 was able to answer the emergency call within the short time frame and subsequently dispatched a crew to make an emergency repair; and

**WHEREAS**, the emergency work commenced on March 9<sup>th</sup>, 2021, and was substantially completed on March 10<sup>th</sup>, 2021. Aspects of work included:

- Ground thawing the area of the collapse.
- Excavation to a depth of approximately 5 feet to install a new 6" sewer main line and 4" sewer lateral line to the edges of the street right of way.
- Installation of a 3' section of 12" storm sewer line
- Backfill and compaction

**WHEREAS**, the final cost of the emergency work was \$4,502.00; and

**WHEREAS**, The Finance Director has certified the availability of funds to pay the contract in capital account 590 538-970.100; and

**NOW, THEREFORE, BE IT RESOLVED**, that Evart City Council approves the emergency repairs in the vicinity of South Oak Street and Twelfth Street in the amount of \$4,502.00.

The above resolution was offered by Member \_\_\_\_\_ and supported by Member.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Kathy Fiebig, City Clerk

**CERTIFICATION**

I, the undersigned duly qualified and acting Clerk of the City of Evart (the "City"), do hereby certify that the foregoing a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on \_\_\_\_\_, 2021, the original of which is on file in my office and that public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

\_\_\_\_\_  
Kathy Fiebig City Clerk



CONSTRUCTION CO., INC.

License: 2102113056

**20270 W US-10  
REED CITY, MI 49677**

**SEND CHECKS TO OUR  
NEW OFFICE ADDRESS**

## Contract Invoice

Invoice#: 9914

Date: 03/25/2021

**Billed To:** CITY OF EVART  
200 S MAIN ST  
EVART MI 49631

**Project:** Gerber Misc Excavating 2021

**Due Date:** 04/25/2021

**Terms:**

**Order#**

Descrip	Amount
City of Evert: Oak St. Sewer Repair	4,502.00
Setup ground thaw unit on March 9th @ 3:00pm with tarp	
Removed ground thaw unit on March 10th at 8:30am	
Miss dig cleared at 10:00am	
removed approx. 400SF of asphalt/Start digging	
Discovered main/lateral to be approx. 3' or less below surface of ground. As a result lateral was frozen.	
Discovered existing concrete storm line crossing above sewer lateral to be pushing it down, causing "Still" effluent and causing belly.	
Removed 3' of 12" concrete storm pipe and replaced with 12" SDR 26 Pipe to create clearance for lateral.	
Replaced with 8" X6" WXE fernco and 8" cap (provided by city)	
Provided and replaced by Gerber	
-14' 6" SDR 35	
-16' 4" sched 40 PVC	
- 1 4" X 6" Fernco	
-1 4" X4" Fernco	
- 15 CY of crushed concrete from Gerber's Stockpile	
Labor: \$1,995	
Materials: \$425	
Equipment Ground Thaw \$2,082	

*A service charge of 0.00 % per annum will be charged on all amounts  
overdue on regular statement dates.*

*Thank you for your prompt payment!*

Non-Taxable Amount:	4,502.00
Taxable Amount:	0.00
Sales Tax:	0.00
<b>Amount Due</b>	<b>4,502.00</b>

Phone #: (231) 832-2792

Fax #: (231) 832-3874

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Sarah Dvoracek, City Manager  
Date: March 31, 2021  
Re: Bid for the Exterior Painting of the Depot

For the Agenda of April 5, 2021

**Background.** In December of 2020, city council approved publishing a request for proposals to paint the historic depot. The Evert Depot was renovated in 1995. Since that time very little maintenance has been completed to preserve the structure apart from the new roof completed in 2017. The depot is in desperate need of new exterior paint. If we wait any longer to rehab the exterior it will end of costing the city more to replace the siding. Here are some updated pictures of the depot as of March 10, 2021.

Unfortunately, after the original renovations there was no long-term preservation maintenance plan in place due to budget constraints. The depot is a gathering place for our community, it provides a sense of place. Our concerts series, farmer's market, and other community events take place at the depot. It is our responsibility to care for our beloved depot and moving forward we will include a preservation maintenance plan within our capital improvement plan so that the depot will receive the maintenance care it needs to continue to stand another 100 years.

**Issues & Questions Specified.** The request for proposals was very detailed and focused primarily on seeking historic preservation paint professionals, see attachment 1. We published the RFP in the local newspaper, social media, our website, local painting contractors, State of Michigan, and MML. City staff had a mandatory pre-bid meeting on February 23, 2021. We had one contractor, First Contracting, Inc attend the meeting. Bids were due on February 26, 2021. First Contracting, Inc. was the only contractor that bid on the project in the amount of \$47,900, see attached.

I have contacted all the business references listed in the proposal submitted. I then requested a list of more recent jobs from First Contracting, Inc. Every entity I contacted spoke very highly of First Contracting, Inc. They have completed restoration jobs at Camp Grayling, City of Mason, and the City of Owosso. They worked with the Michigan Economic Development Corporation (MEDC) with a restoration project in the City of Mason, after completion the project was over \$900,000. They just finished a façade project in the City of Owosso and their director only had positive comments to share and stated they were true professionals, the completed project totaled \$450,000. I also spoke with several business owners and they also complimented First Contracting, Inc. They have an incredible reputation with local, state, and federal government and local business owners. They stated from start to finish the project would take approximately three weeks weather depending. I verified their asbestos license and lead paint license certification.

### **Alternatives.**

1. Do nothing
2. Bid project out again

*Financial Impact.* The restoration of the exterior of the depot is a great expense however if we do nothing the costs will continue to increase because parts of the exterior are deteriorating. The restoration would have to be deducted from our fund balance in the general fund.

*Recommendation.* It is my recommendation to accept the proposal from First Contracting, Inc. in the amount of \$47,900.

*Attachments.*

1. Request for Proposal
2. Proposal from First Contracting, Inc.

**City of Evert Request for Proposals**  
**for the Evert Depot Preservation Work**  
**located at 200 S. Main Street Evert, MI 49631**

**A. Introduction**

The City of Evert is requesting proposals from interested contractors with demonstrated experience in the restoration of historic structures to clean, prepare and paint the historic Evert Depot.

**B. Background**

The Evert Depot is historically and architecturally significant as an intact example of a nineteenth century wood framed railroad depot. The Evert Depot is approximately 24 by 140 feet. This building maintains much of its original integrity of materials and design. In 1995, it was renovated to be adaptively reused as the Evert City Hall, the conversion was completed with care and respect for the history represented.

**C. Scope of Work**

The exterior paint on the walls and windows of the depot is peeling; all exteriors doors are also in need of repair/adjustment; and decks around the property and railings on the front steps are in need of repair and paint.

The work that is being solicited by this RFP consists of the following activities related to the exterior painting of the Evert Depot:

- clean all siding and trim as needed to remove all dirt, mold and mildew;
- cover all windows and surrounding landscape in preparation for painting;
- cover all grounds to contain debris;
- scrape and mechanically sand all loose and peeling areas using HEPA system;
- prime all surfaces;
- apply two coats of paint to all siding and trim and decks
- prepare and paint all window sashes to match front trim;
- prepare and paint all exterior doors;
- prepare and finish hand railing; and
- clean up all debris;

To the greatest extent possible, historic features will be retained and repaired; however, in the event that any elements are beyond repair, or are damaged in the process of repair, that element will be replaced-in-kind, with the material and original design features that match the original architectural feature.

All plans and specifications to be approved prior to the commencement of work by the Historic District Commission if necessary.

**ALL BIDDERS MUST ATTEND A PRE-BID MEETING ON FEBRUARY 23, 2021 AT 1 PM AT THE DEPOT (200 S. MAIN ST. EVART, MI 49631).**

### **Painting Specifications**

Building is presumed to be lead paint positive with oil-based (alkyd) paint on all surfaces. Contractor shall be lead safe certified through the renovation, repair and painting (RRP) EPA program. Contractor will test for lead and shall be responsible for proper procedures and disposal of lead paint.

### **Material and Application:**

All painting shall conform to ASTM D16 standard terminology for paint, related coatings, materials and applications.

Material: exterior grade acrylic latex

Warranty: limited lifetime

Products: Sherwin Williams or Benjamin Moore

Wood primer: 100% acrylic latex or alkyd

Steel primer: Rustoleum v7400 system or approved equal

Application: 1 coat primer; two coats paint

Finish:

Body – low lustre (preferred) or satin

Fascia and all trim – semi-gloss

Metal – gloss

Hand scrape to remove all loose and peeling paint. Wire brush rusted metal surfaces. Wash all surfaces with detergent (TSP preferred) to remove dirt, grease, and other residue. Remove mildew

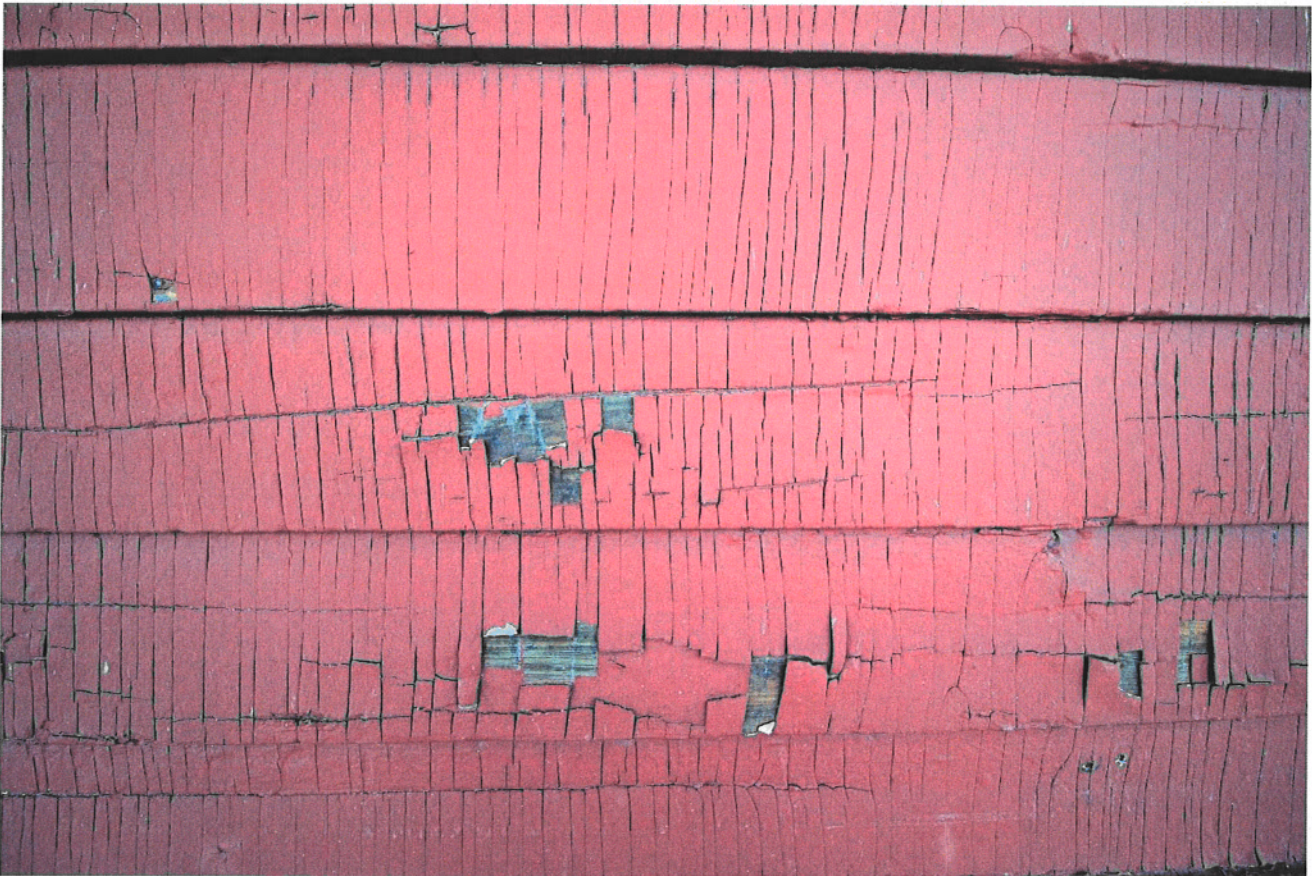
stains with mildew remover (JOMAX preferred) approved by paint manufacturer. Rinse surface thoroughly with water at 300 maximum psi pressure (garden hose pressure) and allow to dry fully. Do not power wash or sand blast.

Apply primer over properly prepared coated and uncoated surface. Do not paint when rain or heavy condensation is expected within 12 hours. Apply when temperatures are between 45 degrees and 90 degrees and will remain so for 48 hours.

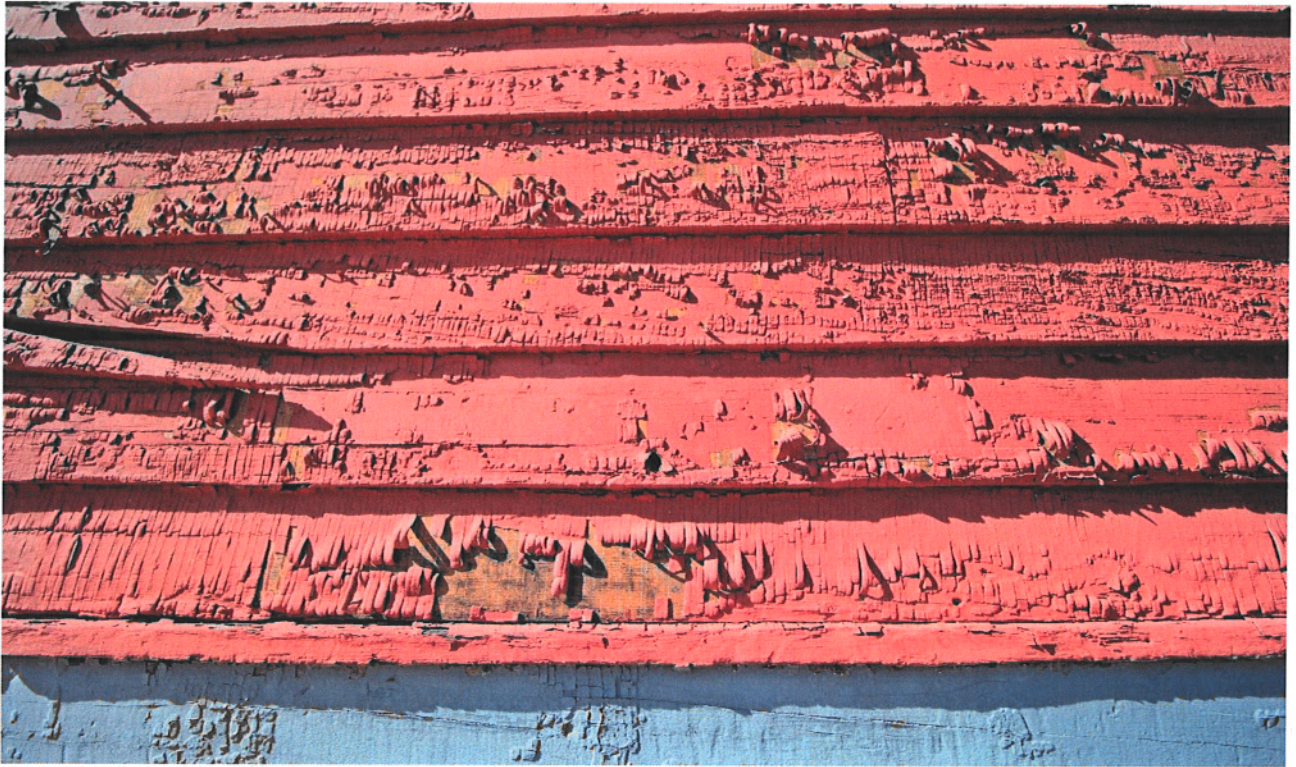
Given the degradation of painted surfaces on the Depot, brush or roller application is preferred. If sprayed, back-brush all surfaces immediately.

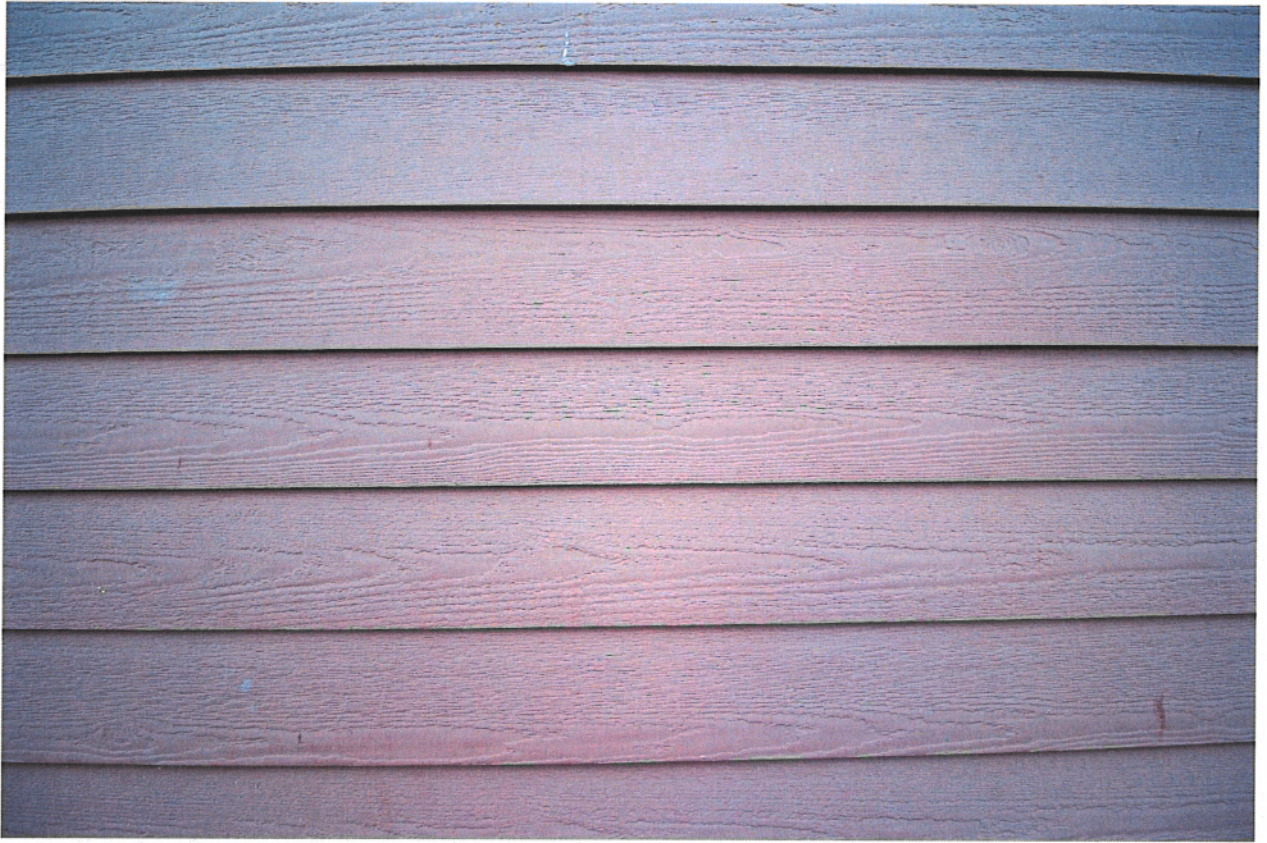
**B. Photos**

The images below are an example of the areas to be restored. Please note that they are merely representative and do not detail the full scope of work.













### C. Requirements

**ALL BIDDERS MUST ATTEND A PRE-BID MEETING ON FEBRUARY 23, 2021 AT 1 PM AT THE DEPOT (200 S. MAIN ST. EVART, MI 49631).**

All Proposals shall be based on completing the scope of work described above.

Bidders must be licensed to do business in the State of Michigan.

Bidders must have appropriate historic preservation experience. Information must be provided on the attached Qualifications Statement for up to three historic preservation projects on buildings at least 100 years old that have been completed in the past five years, including date of completion, the building's name/address, project cost, and owner reference with phone number.

Proposals must also include:

1. A General description of the firm or individual's experience (*see attached Vendor Responsibility Form*);
2. A proposed schedule for the completion of tasks;
3. A list of references, including name, title, address, project cost, and telephone number from similar projects completed within the last five years (*see attached Vendor Responsibility Form*);
4. A detailed scope of services that identifies the cost of each task (including a breakdown of labor and materials) involved in completing the Scope of Work;
5. Other pertinent information that would aid the City in making a selection.

There shall be no discrimination against any employee who is engaged in the work proposed, in compliance with Title VI of the Civil Rights Act of 1964 (Equal Employment Opportunity).

### D. Other Information

Samples may be required for all aspects of project work as requested by either the City of Evart or the Historic District Commission (HDC). Such sample may include masonry, pointing, cleaning, paint color, surface preparation prior to painting, all new materials, sheet metal fabrications, fixtures, typical methods of installation, carpentry, plastering and demolition. If required, approval to begin work will only be given when the HDC approves the prepared sample.

The successful bidder will agree that the HDC or any of their duly authorized representatives will have access to any books, documents, papers, and records which are directly pertinent to the grant-assisted project.

**E. Proposal Submission and Schedule**

All bidders must submit one (1) hard copy of their Cost Proposal and Qualifications Statement to the following:

Mark Wilson, Director of Public Works  
City of Ewart  
5814 100<sup>th</sup> Avenue  
Ewart, MI 49631

Submissions must be postmarked on or before February 8, 2021.

The successful bidder must fully complete the project to the satisfaction of the City of Ewart and HDC on or before **10/1/2021**.

The City of Ewart reserves the right to reject any or all proposals.

**F. Inquiries**

Any questions regarding this RFP should be directed to:

**Sarah Dvoracek, City Manager**  
**City of Ewart**  
**200 S. Main St.**  
**Ewart, MI 49631**

**Phone: (231) 580-6516**

**Email: [sarah.dvoracek@evart.org](mailto:sarah.dvoracek@evart.org)**

## Evert Depot Preservation Work Cost Proposal

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MI License Number: \_\_\_\_\_

Task #1	Cost:	\$
Task #2	Cost:	\$
Task #3	Cost:	\$
Task #4	Cost:	\$

**Total Cost for all tasks:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Evart Depot Preservation Work Bidder's Qualifications Statement

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

Describe below up to three historic preservation projects on buildings at least 100 years old that you have completed in the past five years. Include date of completion, building's name/address, project cost, and owner reference with phone number.

1.

2.

3.

Use next page if needed

(Bidder's Qualifications Statement Continued)

## **INSTRUCTIONS TO VENDORS**

### **1. BIDS/PROPOSALS:**

Instruction forms and specifications may be obtained in person, online or by mail at City Hall, 5814 100<sup>th</sup> Avenue, Ewart, Michigan, 49631. Sealed bids or proposals will only be accepted by the City of Ewart, if submitted in accordance with these instructions, the General Conditions and any other attached specifications.

### **2. QUALIFICATIONS:**

The City may make such investigation as it deems necessary to determine the ability of the Bidder to furnish the services and the Bidder shall furnish to the City all such information and data for this purpose that the City may request. The City reserves the right to reject any bid if the evidence submitted by the Bidder or an investigation of such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations of the contract.

### **3. REQUIRED ATTACHMENTS TO BIDS:**

Each bid shall be accompanied by the following which are attached herewith:

- a. Notarized affidavit (non-collusion oath) executed by the Bidder, or if the Bidder is a corporation, executed by a duly authorized representative of the corporation;
- b. Vendor responsibility form; and
- c. Equal Opportunity Employer form.

### **4. ACCEPTANCE OR REJECTION OF BIDS RESERVATIONS:**

The City will accept or reject bids within ninety (90) days of the date after the bids are opened. The City reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the City's sole discretion, be in the best interest of the City, and further reserves the right to reduce or modify the scope of the project in order to meet funding limits, budget and scheduling constraints.

## **5. ADDENDA:**

Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract they shall become a part thereof.

## **6. SPECIFICATIONS:**

Bidders must examine the specifications carefully. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, inquiry shall be made in writing to the City before the bid is submitted. The submission of a bid shall indicate that the bidder thoroughly understands the terms of the RFP and specifications.

# **GENERAL CONDITIONS**

## **1. RESERVATIONS:**

- a. The City reserves the right to waive formalities or technicalities in bids as the interests of the City may require.
- b. The City may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.
- c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- d. The City reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the City may require.
- e. If in the City's judgment, the City's best interest will be served by doing so, the City reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

## **2. DISPUTES:**

In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City shall be final and binding on both parties.

## **3. FAILURE TO DELIVER:**

In the event the Contractor fails to deliver the services and materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the City will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional costs incurred by the City as a result thereof.

#### **4. INSURANCE:**

The Contractor shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the City from any and all claims under Workers' Compensation Acts, and from any other claims for loss or damages or for general injury or damage to property which may arise from Contractor's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. Certificate of Insurance shall be on an occurrence's basis.

**The Contractor shall name the City as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the City within ten (10) days from date of award, but in no event later than the date of execution of the Contract.**

- a. Comprehensive **Liability Insurance**: Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the City; NOT for supply only Contracts) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. One Million Dollars (\$1,000,000.00) aggregate, where insurance aggregates apply.
- b. **Automobile Liability Insurance**. Motor vehicle insurance meeting the requirements of Michigan law and covering every vehicle and driver involved in providing the services, in the following amounts:
  - (1) Bodily injury liability with limits of \$500,000.00 each person and \$1,000,000.00 each accident;
  - (2) Property damage liability with a limit of \$100,000 each accident.
- c. **Workers' Compensation**: Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the City.

#### **5. INDEMNIFICATION:**

The successful bidder will be required to indemnify, defend and hold the City harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the City in connection with such claim or liability.

#### **6. INSPECTIONS:**

The City has the right to inspect and test all services and materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The

City shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials do not conform to contract specifications, the City may require the contractor to perform the service or again provide a replacement product in conformity with contract specifications, at no increase in contract amount.

## **VENDOR RESPONSIBILITY FORM**

*(A separate sheet of paper may be used if necessary)*

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

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2. List the names and addresses of three (3) firms, **with telephone numbers and contact person**, for which you have provided similar commodities or services:

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3. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

---

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Federal I.D. #

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #:

\_\_\_\_\_  
By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Typed Name and Title

### **EQUAL OPPORTUNITY EMPLOYER**

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: \_\_\_\_\_

Type/Print Name of Company

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code

By: \_\_\_\_\_

Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Type/Print Name and Title of Person

Authorized to Sign Bid

**CITY OF EVART**

**STATEMENT UNDER OATH TO ACCOMPANY BID**

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

\_\_\_\_\_  
Name of Bidder-Type/Print

\_\_\_\_\_  
By: \_\_\_\_\_

Signature of Person Authorized to Sign

\_\_\_\_\_  
Name and Title of Signatory (Type or Print)

STATE OF \_\_\_\_\_

LOCALITY OF \_\_\_\_\_, TO WIT:

On this \_\_\_\_\_ day of \_\_\_\_\_ 2021, before the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Mark Wilson, Assistant City Manager  
Date: March 25, 2021  
Re: Requesting Permission to Publish Request for Proposals for wood floor restoration of the Depot

For the Agenda of April 5<sup>th</sup>, 2021

Background. The Evert Depot was renovated in 1995. Since that time very little maintenance has been completed to preserve the structure, apart from the new roof completed in 2017. The original wood floors in the east end of the depot are in desperate need of refinishing. If we wait any longer to refinish the original wood floors it will end of costing the city more due to the constant wear on the already bare wood flooring.

Issues & Questions Specified. The proposal includes some pictures of the deterioration of the original flooring. Unfortunately, after the original renovations there was very little maintenance done to the original wood flooring.

The depot is a gathering place for our community, and the intended location of our city offices. It is our responsibility to care for our depot and moving forward we will include a preservation maintenance plan within our capital improvement plan so that the depot will receive the maintenance care it needs to continue to stand another 100 years.

It would be in our best interest to publish this RFP immediately to get the experienced, quality contractors interested in the job.

Alternatives.

1. Do nothing

Financial Impact. The restoration of the original wood floors of the depot will be a significant expense however if we do nothing the costs will continue to increase because many of the high traffic areas of the original floors are already worn down to the bare wood.

Recommendation. I am seeking council's permission to publish the attached request for floor refinishing at the depot.

Attachments.

1. Request for Proposal

**Request for Proposals**  
**for the Evert Depot Hardwood Floor Refinishing**

**A. Introduction**

The City of Evert is requesting proposals from interested contractors with demonstrated experience in hardwood floor restoration to refinish the original hardwood floors of the historic Evert depot.

**B. Background**

The Evert depot is historically and architecturally significant as an intact example of a nineteenth century wood framed railroad depot. The Evert depot is approximately 24 by 140 feet. This building maintains much of its original integrity of materials and design. In 1995, it was renovated to be adaptively reused as the Evert City Hall, the conversion was completed with care and respect for the history represented.

The city recognizes that the depot floor is historic and shows much color variation and staining that is not expected to be removed. It should be noted that these imperfect characteristics lend to the historic nature of the building. The primary reason for refinishing is to preserve and protect the historic nature of the original hardwood floor.

**C. Scope of Work**

1. Contractor to provide all labor and materials to sand and refinish existing historic depot hardwood floors throughout the east end of the City of Evert Historic depot.
2. Contractor to supply all protective coverings and barricades necessary to protect the public and City personnel from injury at all times. Note: No public will be in the building during work, minimal city staff will be in the building.
3. The Contractor shall be held responsible for, and must make good at his own expense, any water damage, or any other cause of damage due to improper protection and refinishing.
4. Contractor shall not store any flammable material on premises in excess of the amount allowed by code.
5. Contractor shall keep the area free from accumulation of waste materials or rubbish caused by the work. All debris shall be removed from the work site daily.
6. Contractor must provide proper dust control measures and equipment during sanding procedures to minimize the possibility of dust particles in the air. All affected areas must be restored to their original furnished/cleanliness state.
7. Areas to be refinished include: All rooms on the east half of the depot, approximately 1,400 sqf.

8. Floor repairs (joint cracks to be filled with an approved crack filler) contractor will provide a line item on the bid submittal for labor and material costs per square foot for crack filling.
9. Contractor will not be required to remove any historic shoe-molding (quarter-round) prior to the sanding of the floors. Note: Contractor will use protective measures to protect historic molding.
10. Floor to be sanded to a smooth finish using multiple grits of sandpaper to prepare the floor for refinishing.
11. Contractor to sweep and/or vacuum floors to remove all traces of dust prior to applying the stain and final coats of finish.
12. Contractor to stain the floors with a color selected by the City Manager.
13. Contractor to apply two (2) coats of polyurethane in all areas. Specify oil base or water base on Bid Pricing Sheet.
14. An inspection of the completed work must be approved by a representative of The City of Evert prior to any payments for work performed.

To the greatest extent possible, historic features will be retained and repaired; however, in the event that any elements are beyond repair, or are damaged in the process of repair, that element will be replaced-in-kind, with the material and original design features that match the original architectural feature.

All plans and specifications to be approved prior to the commencement of work by the Historic District Commission.

### **Photos**

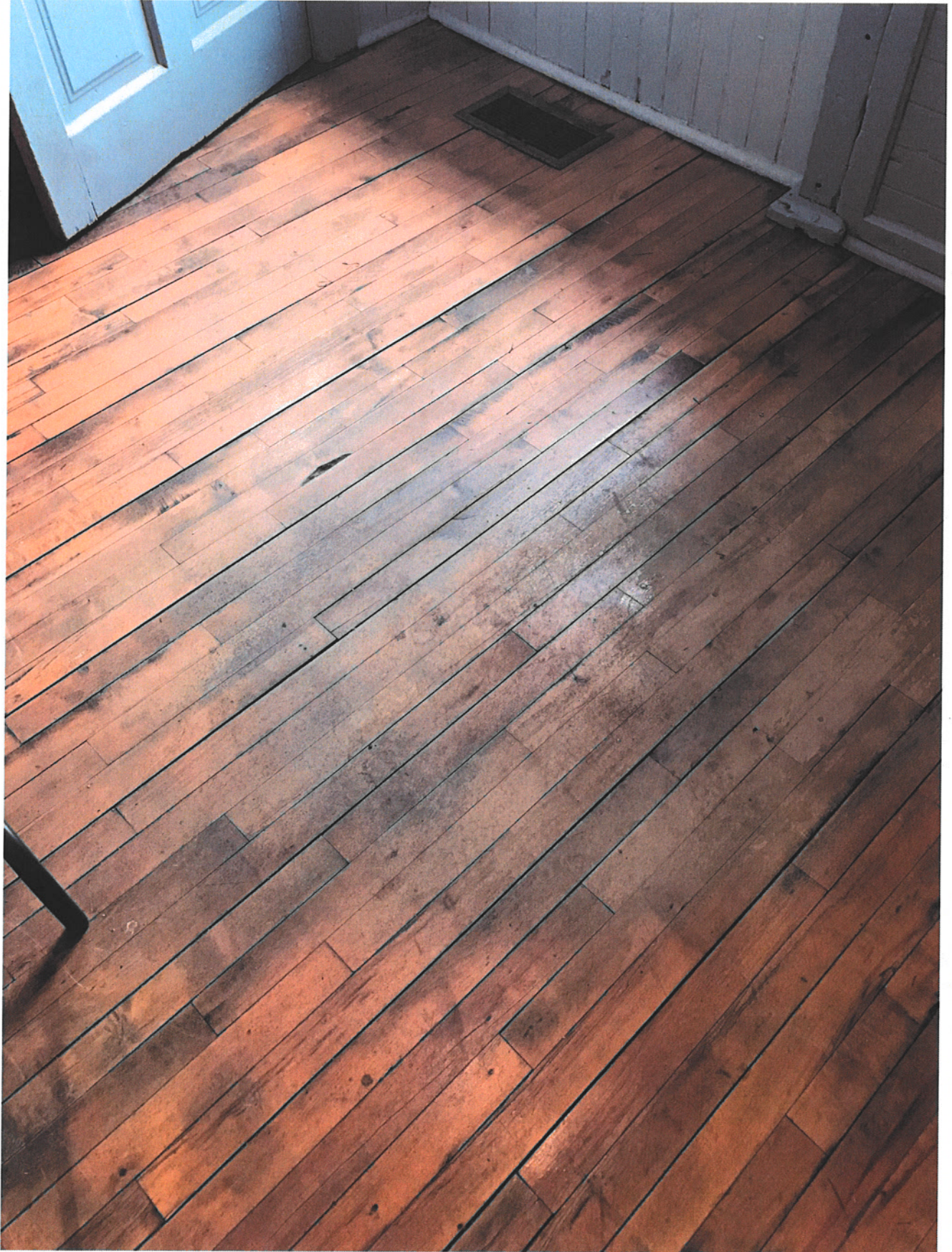
The images below are an example of the general condition of the hardwood floors. Please note that they are merely representative and do not detail the full scope of work.











## **A. Requirements**

All Proposals shall be based on completing the scope of work described above.

Bidders must be licensed to do business in the State of Michigan.

Proposals must also include:

1. A General description of the firm or individual's experience (*see attached Vendor Responsibility Form*)
2. A schedule for the completion of tasks
3. A list of references, including name, title, address, project cost, and telephone number from similar projects completed within the last five years (*see attached Vendor Responsibility Form*)
4. A detailed scope of services that identifies the cost of each task (including a breakdown of labor and materials) involved in completing the Scope of Work
5. Other pertinent information that would aid the City in making a selection.

There shall be no discrimination against any employee who is engaged in the work proposed, in compliance with Title VI of the Civil Rights Act of 1964 (Equal Employment Opportunity).

The successful bidder will agree that the HDC or any of their duly authorized representatives will have access to any books, documents, papers, and records which are directly pertinent to the project.

**B. Proposal Submission and Schedule**

All bidders must submit one (1) hard copy of their Cost Proposal and Qualifications Statement to the following:

Mark Wilson, Director of Public Works  
City of Evar  
5814 100<sup>th</sup> Avenue  
Evar, MI 49631

Submissions must be postmarked on or before **April 29, 2021**.

The successful bidder must fully complete the project to the satisfaction of the City of Evar and HDC on or before **June 30, 2021**.

The City of Evar reserves the right to reject any or all proposals.

**C. Inquiries**

Any questions regarding this RFP should be directed to:

**Mark Wilson, Assistant City Manager**  
City of Evar  
5814 100<sup>th</sup> Avenue  
Evar, MI 49631

Phone: (231) 250-2071

Email: [mark.wilson@evar.org](mailto:mark.wilson@evar.org)

## Evert Depot Floor Refinishing Cost Proposal

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MI License Number: \_\_\_\_\_

Task #1	Cost:	\$
Task #2	Cost:	\$
Task #3	Cost:	\$
Task #4	Cost:	\$

**Total Cost for all tasks:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## INSTRUCTIONS TO BIDDERS

### **1. BIDS/PROPOSALS:**

Instruction forms and specifications may be obtained in person, online or by mail at City Hall, 5814 100<sup>th</sup> Avenue, Ewart, Michigan, 49631. Sealed bids or proposals will only be accepted by the City of Ewart, if submitted in accordance with these instructions, the General Conditions and any other attached specifications.

### **2. QUALIFICATIONS:**

The City may make such investigation as it deems necessary to determine the ability of the Bidder to furnish the services and the Bidder shall furnish to the City all such information and data for this purpose that the City may request. The City reserves the right to reject any bid if the evidence submitted by the Bidder or an investigation of such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations of the contract.

### **3. REQUIRED ATTACHMENTS TO BIDS:**

Each bid shall be accompanied by the following which are attached herewith:

- a. Notarized affidavit (non-collusion oath) executed by the Bidder, or if the Bidder is a corporation, executed by a duly authorized representative of the corporation.
- b. Vendor responsibility form
- c. Equal Opportunity Employer form

### **4. ACCEPTANCE OR REJECTION OF BIDS RESERVATIONS:**

The City will accept or reject bids within ninety (90) days of the date after the bids are opened. The City reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the City's sole discretion, be in the best interest of the City, and further reserves the right to reduce or modify the scope of the project in order to meet funding limits, budget and scheduling constraints.

## **5. ADDENDA:**

Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the bid, and in closing the contract they shall become a part thereof.

## **6. SPECIFICATIONS:**

Bidders must examine the specifications carefully. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, inquiry shall be made in writing to the City before the bid is submitted. The submission of a bid shall indicate that the bidder thoroughly understands the terms of the RFP and specifications.

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- c. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- d. The City reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the City may require.
- e. If in the City's judgment, the City's best interest will be served by doing so, the City reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

## **2. DISPUTES:**

In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City shall be final and binding on both parties.

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In the event the Contractor fails to deliver the services and materials covered by the contract and in accordance with the delivery terms stipulated in the contract, then the City will have the right to purchase on the open market the services and/or materials covered in the Bid Proposal and shall have as damages the cost of obtaining such services and/or materials and any additional costs incurred by the City as a result thereof.

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**The Contractor shall name the City as additional insured to the required insurance policy and will furnish a Certificate of Insurance or other acceptable evidence of insurance coverage to the City within ten (10) days from date of award, but in no event later than the date of execution of the Contract.**

- a. **Comprehensive Liability Insurance:** Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the City; NOT for supply only Contracts) Limits of coverage for commercial general liability and broad form property damages coverage are to be no less than One Million Dollars (\$1,000,000.00) occurrence/One Million Dollars (\$1,000,000.00) aggregate personal injury and death and One Million Dollars (\$1,000,000.00) property damage. One Million Dollars (\$1,000,000.00) aggregate, where insurance aggregates apply.
- b. **Automobile Liability Insurance.** Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:
  - (1) Bodily injury liability with limits of \$500,000.00 each person and \$1,000,000.00 each accident;
  - (2) Property damage liability with a limit of \$100,000 each accident.
- c. **Workers' Compensation:** Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the City.

#### **5. INDEMNIFICATION:**

The successful bidder will be required to indemnify, defend and hold the City harmless against any and all liability to any person or persons for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the City in connection with such claim or liability.

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The City has the right to inspect and test all services and materials called for by the contract, to the extent practicable at all times and places during the term of the contract. The

City shall perform inspections and tests in a manner that will not unduly delay the work. If any of the services and/or materials do not conform to contract specifications, the City may require the contractor to perform the service or again provide a replacement product in conformity with contract specifications, at no increase in contract amount.

## **VENDOR RESPONSIBILITY FORM**

*(A separate sheet of paper may be used if necessary)*

1. Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

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2. List the names and addresses of three (3) firms, ***with telephone numbers and contact person***, for which you have provided similar commodities or services:

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3. List the name and address of one bank or other institution that can provide the City with an adequate credit reference:

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Federal I.D. #

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Typed Name and Title

## **EQUAL OPPORTUNITY EMPLOYER**

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: \_\_\_\_\_

Type/Print Name of Company

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code

By: \_\_\_\_\_

Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Type/Print Name and Title of Person

Authorized to Sign Bid

**CITY OF EVART**

**STATEMENT UNDER OATH TO ACCOMPANY BID**

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS

\_\_\_\_\_  
Name of Bidder-Type/Print

\_\_\_\_\_  
By: \_\_\_\_\_

Signature of Person Authorized to Sign

\_\_\_\_\_  
Name and Title of Signatory (Type or Print)

STATE OF \_\_\_\_\_

LOCALITY OF \_\_\_\_\_, TO WIT:

On this \_\_\_\_ day of \_\_\_\_\_ 20\_\_, before the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: John Beam, Chief of Police  
Date: March 31, 2021  
Re: Request for Proposal – Security Cameras

For the Agenda of April 05, 2021

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Background. During the past 14 years our city buildings (Airport, Depot, park bathrooms, WWTP, DPW and Police Department) have been vandalized or burglarized. Unfortunately, some of these incidents remain unsolved due to a lack of evidence, but others were quickly solved using the surveillance equipment that had been installed as a tool to protect our assets.

Issues & Questions Specified. Currently we have limited surveillance coverage in place on some of our assets, and the surveillance equipment that is in place is outdated. A few years ago, the City of Reed City installed a system that can record multiple cameras throughout the City. All of the video from the cameras are recorded into one system and the cameras are linked through the internet or a repeater network. This system allows cameras to be placed anywhere in the City as long as there is access to a power supply and a means to communicate with the server. The system also allows additional cameras to be added for future needs.

We respectfully request permission to obtain quotes on the financial costs of installing and maintaining a similar system here to help protect our assets.

Alternatives.

1. Leave our assets without video surveillance.
2. Buying multiple systems that will only record at the location the system is installed at.

Financial Impact.

1. Currently unknown.
2. MMRMA RAP Grant – A RAP Grant is available to cover “Digital Security and Cameras” but further inquiries will have to be made to establish if our project qualifies for the “1/3 funding up to \$50,000.00 per member.”

Recommendation.

1. It is my recommendation to allow us to proceed with requesting quotes for a surveillance system noted in the attached RFP.

Attachments.

1. RFP – Security Cameras

## **City of Evert Request for Proposals**

### **For Installation of a Security Camera System at the Evert Municipal Airport, Evert Police Department, Evert Department of Public Works, Evert Wastewater Treatment Plant and Historic Depot**

#### **A. INTRODUCTION**

Notice is hereby given that the City of Evert is requesting proposals from qualified Vendors for the procurement, design, installation, configuration of a modern security video camera management system for the following five (5) City facilities:

- 1) Evert Municipal Airport (5814 100<sup>th</sup> Avenue)
- 2) Police Department (137 N. River Street)
- 3) Evert Historic Depot (200 S. Main Street)
- 4) Evert Wastewater Treatment Plant (611 W 10<sup>th</sup> Street)
- 5) Evert Department of Public Works (5468 110<sup>th</sup> Avenue)

#### **B. Background**

With a rise in vandalism, the primary goal of this Request for Proposals (RFP) is to acquire the services of a Vendor able to provide a modern security video camera management system compatible with commercial off the-shelf equipment, complete with adequate storage and viewing capabilities both on-premises and via Cloud.

Additionally, within the past 15 years the Evert Airport, Historic Depot, Evert Wastewater Treatment Plant, Evert Department of Public Works, Evert Police Department, and park restroom buildings have all been vandalized or burglarized.

#### **C. SCOPE OF WORK**

The scope of work required under this RFP includes the procurement of the security cameras and associated equipment (including software), design, installation, implementation, configuration, testing and training. The selected Vendor will be responsible for recommending type and number of security cameras, and any other applicable equipment, hardware and software associated with the security cameras. The selected Vendor must ensure it has adequate resources to provide these services and to meet the needs of the City. The security video camera management system recommended by the Vendor for these facilities must have the following features:

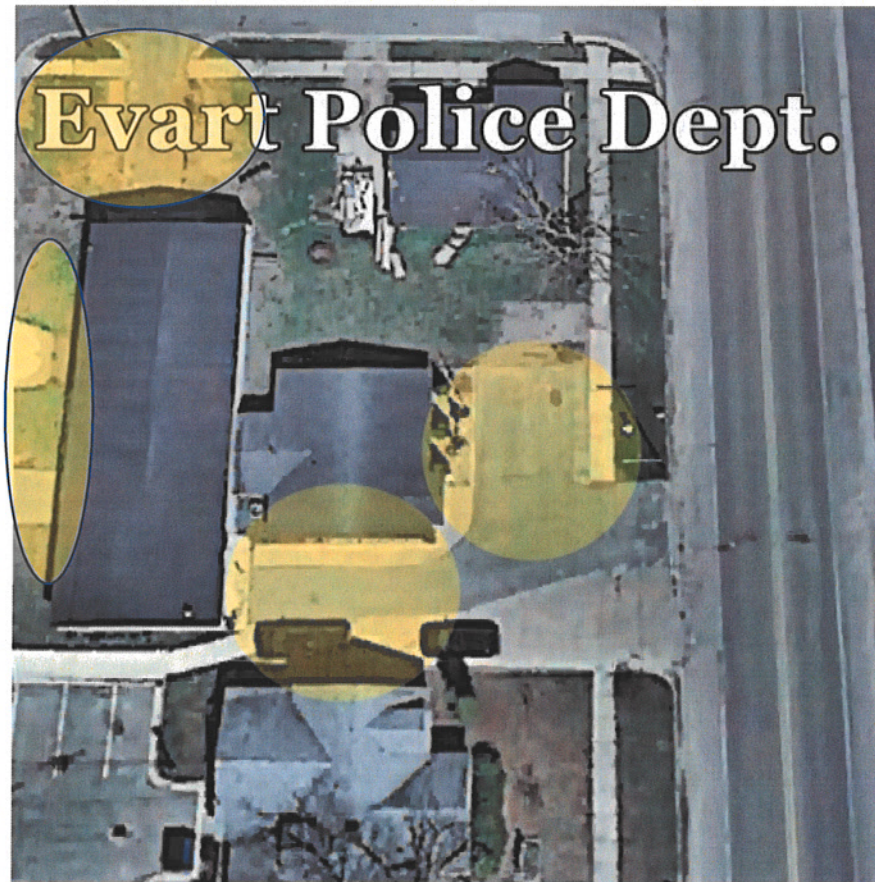
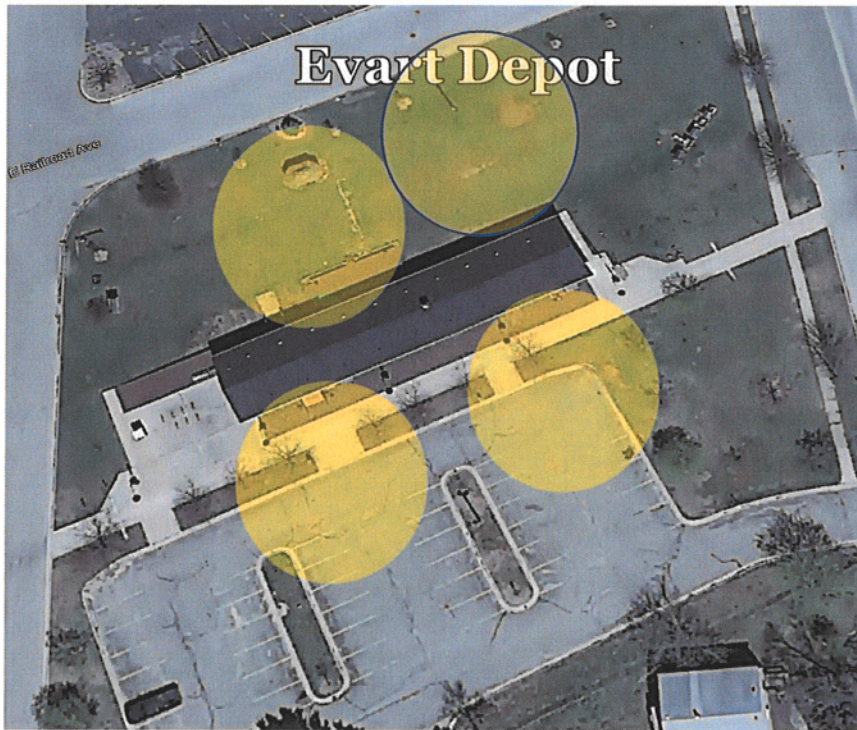
- Centralized management system and standardized access.

- Able to be viewed from a computer via a web browser and from a cellular telephone.
- Show historical video while recording, hold historical data for a minimum of 30 days and download video.
- Record on motion, adjust to daylight and nighttime vision.
- Monitor the entire identified area at each facility.
- Allow future growth of the system to accommodate additional cameras and locations.
- High-Definition cameras capable of viewing fine details.

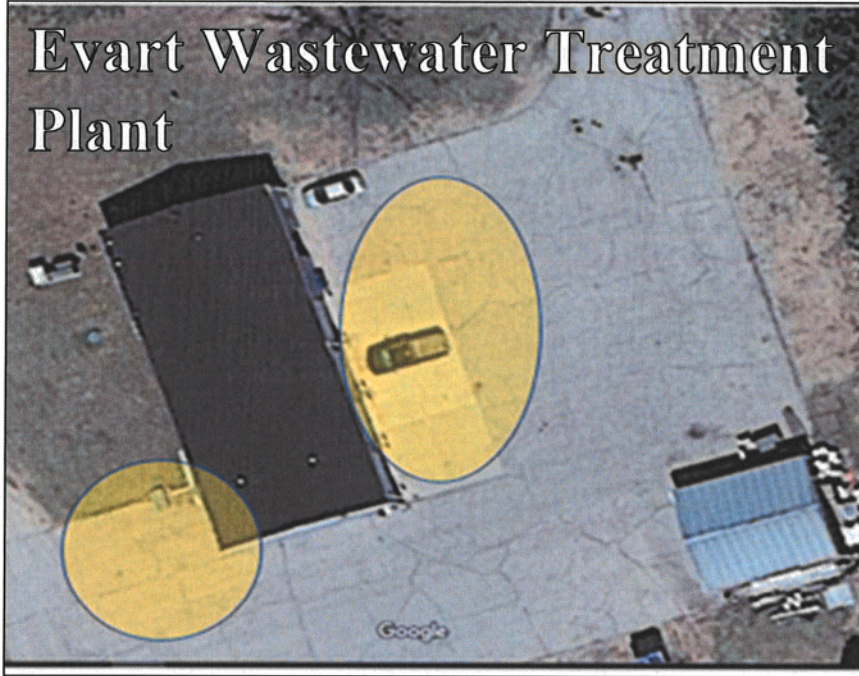
The City will consider any additional features suggested by the Vendors. The City reserves the right to continue with the Vendor selected or has the option to conduct a new selection process for future services beyond those services identified in this RFP.

**Site photographs:** The following photographs depict the desired minimum camera coverage area which is highlighted in yellow on each of the five (5) proposed locations.





Evart Wastewater Treatment Plant



Evart Department of Public Works



#### **D. PRE-PROPOSAL SITE VISIT**

A non-mandatory site visit will be held on May 7<sup>th</sup>, 2021. Vendors will be provided an opportunity to tour the facilities with City Staff. The tour will begin at the Evert Municipal Airport (5814 100<sup>th</sup> Avenue, Evert, MI 49631) at 9:00 AM.

Please arrive on-time. From the Airport Facility, City Staff will take the vendors to each of the facilities. Face masks will be required during the tour. RSVP and attendance is NOT required. It is strongly recommended that all vendors attend the site visit. Selection criteria points will be awarded to Vendors that attend the site visit. Please direct any questions regarding the site visit to Mark Wilson, at (231) 250-2071 or by email at [mark.wilson@evart.org](mailto:mark.wilson@evart.org).

#### **E. PROPOSAL SUBMISSION**

All bidders must submit one (1) hard copy of their Cost Proposal to the following:

Mark Wilson, Director of Public Works  
City of Evert  
5814 100<sup>th</sup> Avenue  
Evert, MI 49631

It is the Vendor's responsibility to confirm delivery of proposal by requesting a confirmation via email. If a response is not received from the City, it is the bidder's responsibility to contact the City via telephone or email to request confirmation. RFP's submitted past the aforementioned date and time will not be accepted and will be disqualified from further consideration. All proposals and any accompanying documentation become the property of the City and will not be returned. All questions regarding this RFP must be submitted in writing via email to Mark Wilson at [mark.wilson@evart.org](mailto:mark.wilson@evart.org). Answers to submitted questions will be posted on the City's RFP webpage (<https://evart.org>). In order to make information available to all proposing Vendors, all questions regarding the RFP must be submitted by May 19<sup>th</sup>, 2021. Include "City of Evert Security Camera System Project - Questions" in the email subject line.

All proposal documents submitted in response to this RFP shall become the property of the City and shall be considered public documents under applicable State of Michigan laws. All costs incurred in the preparation of a proposal and participation in the RFP process shall be borne by the participating Vendors. The City reserves the right to reject any and all proposals received.

The City reserves the right to cancel and/or to reissue the RFP in whole or in part, prior to execution of a decision. The City also reserves the right to change the project schedule. All decisions by the City will be final.

#### **F. Inquiries**

Any questions regarding the RFP should be directed to:

Mark Wilson, Public Works Director

City of Ewart  
5814 100<sup>th</sup> Avenue  
Ewart, MI 49631

Phone: (231)-250-2071  
Email mark.wilson@evart.org

#### **G. SCHEDULE**

The City reserves the right to make changes to the schedule below, but plans to adhere to the implementation of this RFP process as follows:

- Non-Mandatory Site Visit: 9:00 am / May 7<sup>th</sup>, 2021
- Deadline for Receiving Questions: May 19<sup>th</sup>, 2021
- Response to Questions Posted on City Website: May 21<sup>st</sup>, 2021
- Proposals Due: 2:00 pm / June 1<sup>st</sup>, 2021
- Finalists Selected: June 7<sup>th</sup>, 2021
- Presentations/Interviews (if necessary): TBD
- Vendor Selected: TBD
- Estimated Project Kickoff: July 6<sup>th</sup>, 2021

#### **H. PROPOSAL CONTENT**

Submitted proposal must contain the following:

- Company name and address.
- Cover letter signed by an authorized individual, stating their interest and that they have read and will comply with all terms and conditions of the RFP.
- Provide primary contact person name, title, telephone number and email address.
- Include any public agencies worked with in the past five (5) years.
- Include three (3) or more references with the following information: name of clients with similar projects within the past five (5) years, scope of work, location, and the name and telephone number of the project manager.
- Provide list of sub-contractors, if any, and the services they will provide.
- Provide specification documents for all major equipment proposed as part of this RFP

- Provide an itemized list of all costs and fees associated with the project. Indicate any recurring license fees. Include a price list for standard services and equipment, software (including licensing fees), maintenance fees, warranties and technical support.
- Include an implementation schedule with an estimated project start date of July 6<sup>th</sup>, 2021. Note key project milestones and timelines for deliverables.
- Identify any potential impediments or issues that the bidder foresees related to their timely completion of the proposed project.
- Describe training to be provided for City staff that includes managing user accounts, data retrieval and maintenance.

The Vendor may include any additional information that is believed to be pertinent and helpful, but not specifically requested in this RFP.

#### **G. PROPOSAL EVALUATION**

The City's designated staff will evaluate proposals received. During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit proposals, or allow clarifications, corrections of errors, or omissions. Any and all changes to the RFP will be posted on the City's RFP webpage (<https://evart.org>). Proposals will be judged on the Vendor's ability to provide the experience, equipment and services that meet the requirements set forth in this RFP as described in their submitted proposal. The City reserves the right to make such investigations as it deems necessary to determine the ability of the Vendor to provide services meeting a satisfactory level of performance in accordance with the City's requirements. Interviews and presentations by one, several, or all of the Vendors may be requested by evaluators if deemed necessary to fully understand and compare the Vendors capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation. Contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

#### **H. VENDOR REQUIREMENTS**

The selected Vendor is expected to comply with all applicable federal, state, and local regulations. If the Vendor outsources any work or job to a sub-contractor, it will be the Vendor's responsibility to ensure all sub-contractors meet the requirements stated in this RFP. The City will require the successful Vendor to provide Certificates of Insurance evidencing required coverage types and the minimum limits. The Vendor must warrant, at a minimum, the system shall be free of all defects in equipment, material, and workmanship for a minimum period of one (1) year from the installation date. Vendor must identify any warranty conditions and periods in excess of one year.

## **I. PROJECT PROGRESS**

The Contract must begin upon approval by the City, and the selected Vendor shall commence work after notification to proceed by the City. The selected Vendor is advised that any recommendation for contract award is not binding on the City until the Agreement is fully executed and approved by the City.

## **J. VENDOR'S UNDERSTANDING OF RFP**

In responding to this RFP, the Vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the City as necessary to gain such understanding. The City reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the City reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the City.

## **K. GOOD FAITH STATEMENT**

All information provided by the City in this RFP is offered in good faith. Individual items are subject to change at any time. The City makes no certification that any item is without error. The City is not responsible or liable for any use of the information or for any claims asserted there from.

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/16/2021	751	38379	BEERS BRENDA	DUE TO TAXPAYER REFUND	704-000-214.201	3.64
03/16/2021	751	38380	BERGER RANDY C JR	DUE TO TAXPAYER REFUND	704-000-214.201	0.71
03/16/2021	751	38381	BRITZ WILLIAM S & BRYANT DENNIS	DUE TO TAXPAYER REFUND	704-000-214.201	18.15
03/16/2021	751	38382	ESCHENWECK SANDRA B	DUE TO TAXPAYER REFUND	704-000-214.201	7.61
03/16/2021	751	38383	ESSNER FRED III & JUNE-MARIE	DUE TO TAXPAYER REFUND	704-000-214.201	8.28
03/16/2021	751	38384	FROST DAVID	DUE TO TAXPAYER REFUND	704-000-214.201	6.20
03/16/2021	751	38385	HAGELGANS THOMAS D	DUE TO TAXPAYER REFUND	704-000-214.201	4.37
03/16/2021	751	38386	JONES CHARLES & MICHELE	DUE TO TAXPAYER REFUND	704-000-214.201	4.58
03/16/2021	751	38387	RICE JAMES & MARCIA	DUE TO TAXPAYER REFUND	704-000-214.201	3.61
03/16/2021	751	38388	ROYS JOHN	DUE TO TAXPAYER REFUND	704-000-214.201	3.69
03/16/2021	751	38389	STEPP RANDALL G & ANNMARIE	DUE TO TAXPAYER REFUND	704-000-214.201	3.78
03/16/2021	751	38390	SYKES JOHN L & JENNIFER R	DUE TO TAXPAYER REFUND	704-000-214.201	3.38
03/16/2021	751	38397	CITY OF EVART	DUE TO GEN PUBLIC SAFETY MILL	704-000-214.480	0.58
03/16/2021	751	38398	EVART FIRE DEPARTMENT	DUE TO FIRE DIST MILLAGE	704-000-214.481	0.64
03/16/2021	751	38399	EVART PUBLIC SCHOOLS	DUE TO SCH NEW-DEBT	704-000-214.226	0.71
03/16/2021	751	38400	MECOSTA OSCEOLA TRANSIT AUTHORITY	DUE TO MOTA	704-000-214.230	0.16
03/16/2021	751	38401	MECOSTA-OSCEOLA INTERMEDIATE	DUE TO INTERM SCHOOL	704-000-214.227	1.63
03/16/2021	751	38402	OSCEOLA COUNTY TREASURER	DUE TO COA	704-000-214.224	0.32
		38402		DUE TO ROAD PATROL	704-000-214.228	0.32
		38402		DUE TO EMS	704-000-214.231	0.24
						0.88
03/25/2021	751	38403	CONSUMERS ENERGY	UTILITIES	590-538-921.000	2,945.06
		38403		UTILITIES	591-546-921.000	5,457.84
						8,402.90
03/25/2021	751	38404	DTE ENERGY	UTILITIES	101-301-921.000	329.95
		38404		UTILITIES	101-440-921.000	442.87
		38404		UTILITIES	590-538-921.000	668.88
						1,441.70
03/25/2021	751	38405	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	53.41
		38405		COMMUNICATIONS	101-301-850.000	576.81
		38405		COMMUNICATIONS	590-537-850.000	53.42
		38405		COMMUNICATIONS	591-546-850.000	53.42
						737.06

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/26/2021	751	38406	ORCHARD, ANITA	MISCELLANEOUS REVENUE	101-000-685.000	11,136.69
03/29/2021	751	550 (E)	ACCIDENT FUND	WORKMENS COMPENSATION	101-301-724.000	654.21
		550 (E)		WORKMENS COMPENSATION	101-850-724.000	218.08
		550 (E)		WORKMENS COMPENSATION	202-850-724.000	305.31
		550 (E)		WORKMENS COMPENSATION	203-850-724.000	261.69
		550 (E)		WORKMENS COMPENSATION	590-850-724.000	1,482.91
		550 (E)		WORKMENS COMPENSATION	591-850-724.000	1,439.30
						<hr/> 4,361.50
04/05/2021	751	38407	AIRPORT LIGHTING COMPANY	REPAIRS AND MAINTENANCE	101-442-930.000	382.08
04/05/2021	751	38408	APPLE RIDGE CONSTRUCTION	PROFESSIONAL SERVICES	207-751-801.000	165.00
04/05/2021	751	38409	BARNETT'S AUTO REPAIR	VEHICLE REPAIR & MAINTENANCE	101-301-931.000	45.50
		38409		PROFESSIONAL SERVICES	661-599-801.000	220.00
						<hr/> 265.50
04/05/2021	751	38410	CITY OF EVART AIRPORT RENT	OPERATING SUPPLIES	101-265-740.000	200.00
		38410		OPERATING SUPPLIES	590-537-740.000	200.00
		38410		OPERATING SUPPLIES	591-545-740.000	200.00
						<hr/> 600.00
04/05/2021	751	38411	CONSUMERS ENERGY	UTILITIES	101-265-921.000	275.23
		38411		UTILITIES	101-301-921.000	152.61
		38411		UTILITIES	101-441-921.000	55.49
		38411		UTILITIES	101-442-921.000	479.73
		38411		UTILITIES	101-448-921.000	420.99
		38411		UTILITIES	202-460-921.000	83.68
		38411		UTILITIES	207-751-921.000	266.27
		38411		UTILITIES	208-757-921.000	252.70
		38411		UTILITIES	590-538-921.000	747.40
		38411		UTILITIES	591-546-921.000	996.49
						<hr/> 3,730.59
04/05/2021	751	38412	EVART PARTS PLUS	OPERATING SUPPLIES	661-599-740.000	315.14
		38412		GAS AND OIL	661-599-861.000	43.61
		38412		REPAIRS AND MAINTENANCE	661-599-930.000	50.86
						<hr/> 409.61
04/05/2021	751	38413	FASTENAL COMPANY	REIMBURSEMENT EXPENSE	101-441-768.000	39.84
04/05/2021	751	38414	INTEGRITY BUSINESS SOLUTIONS	OPERATING SUPPLIES	101-101-740.000	17.38
		38414		OFFICE SUPPLIES	101-265-727.000	3.00
		38414		OFFICE SUPPLIES	590-537-727.000	3.00
		38414		OFFICE SUPPLIES	591-545-727.000	2.99

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						26.37
04/05/2021	751	38415	JOHNSON SEPTIC SERVICES	PROFESSIONAL SERVICES	101-440-801.000	200.00
04/05/2021	751	38416	KUBE PROPANE, LLC	UTILITIES	101-441-921.000	213.10
		38416		UTILITIES	101-442-921.000	551.00
						764.10
04/05/2021	751	38417	MERIT LABORATORIES	OUTSOURCED TESTING	591-546-730.000	1,048.00
04/05/2021	751	38418	NATIONAL ASSOC. OF CHIEFS OF	MEMBERSHIP AND DUES	101-301-807.000	60.00
04/05/2021	751	38419	NORTH MI ASSOC CHIEF OF POLICE	MEMBERSHIP AND DUES	101-301-807.000	75.00
04/05/2021	751	38420	NORTHERN MICH LAW ENFORCE TRAINING	MEMBERSHIP AND DUES	101-301-807.000	150.00
04/05/2021	751	38421	OSCEOLA COUNTY EQUALIZATION	PUBLISHING/PRINTING	101-203-900.000	1,509.00
		38421		PUBLISHING/PRINTING	101-209-900.000	100.00
						1,609.00
04/05/2021	751	38422	PRINTING SYSTEMS	PUBLISHING/PRINTING	101-265-900.000	40.13
		38422		PUBLISHING/PRINTING	590-537-900.000	40.13
		38422		PUBLISHING/PRINTING	591-545-900.000	40.13
						120.39
04/05/2021	751	38423	PUBLIC SAFETY INTERNAL AFFAIRS	EDUCATION AND TRAINING	101-301-957.000	99.00
04/05/2021	751	38424	RIETH-RILEY CONSTR CO INC - BR	REPAIRS AND MAINTENANCE	202-451-930.000	323.75
		38424		REPAIRS AND MAINTENANCE	203-451-930.000	323.75
						647.50
04/05/2021	751	38425	SLC METER, LLC	CAPITAL OUTLAY-CAPITALIZED	591-547-970.100	6,200.00
04/05/2021	751	38426	STANDARD INSURANCE CO.	OTHER FRINGE BENEFITS	101-301-719.000	214.22
		38426		OTHER FRINGE BENEFITS	101-850-719.000	153.01
		38426		OTHER FRINGE BENEFITS	202-850-719.000	18.36
		38426		OTHER FRINGE BENEFITS	203-850-719.000	12.24
		38426		OTHER FRINGE BENEFITS	590-850-719.000	116.29
		38426		OTHER FRINGE BENEFITS	591-850-719.000	97.93
						612.05
04/05/2021	751	38427	WATCH GUARD VIDEO	COMPUTERS/EQUIPMENT/IT	101-301-932.000	222.00
04/05/2021	751	38428	XEROX CORPORATION	PUBLISHING/PRINTING	101-265-900.000	78.95
		38428		COMPUTERS/EQUIPMENT/IT	101-301-932.000	46.07
		38428		PUBLISHING/PRINTING	590-537-900.000	78.92
		38428		PUBLISHING/PRINTING	591-545-900.000	78.92
						282.86

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/05/2021	751	551 (A)	CHARTER/SPECTRUM	COMMUNICATIONS	101-265-850.000	208.45
		551 (A)		COMMUNICATIONS	101-301-850.000	629.88
		551 (A)		COMMUNICATIONS	101-440-850.000	233.94
		551 (A)		COMMUNICATIONS	590-537-850.000	208.45
		551 (A)		COMMUNICATIONS	591-545-850.000	208.44
						<hr/> 1,489.16
04/05/2021	751	552 (A)	DVORACEK, SARAH	COMMUNICATIONS	101-172-850.000	40.00
04/05/2021	751	553 (A)	FLACHS, MICHAEL	COMMUNICATIONS	590-537-850.000	20.00
		553 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
04/05/2021	751	554 (A)	MARTIN, DALE	COMMUNICATIONS	590-537-850.000	20.00
		554 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
04/05/2021	751	555 (A)	MAURER'S TEXTILE RENTAL	PROFESSIONAL SERVICES	101-265-801.000	119.83
		555 (A)		PROFESSIONAL SERVICES	590-537-801.000	119.83
		555 (A)		PROFESSIONAL SERVICES	591-545-801.000	119.84
						<hr/> 359.50
04/05/2021	751	556 (A)	MUCZYNSKI, PATRICK	COMMUNICATIONS	590-537-850.000	20.00
		556 (A)		TRAVEL EXPENSES	590-537-860.000	73.48
		556 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 113.48
04/05/2021	751	557 (A)	PEPPER LOCKHART	COMMUNICATIONS	101-203-850.000	40.00
04/05/2021	751	558 (A)	SCOTLAND OIL COMPANY, INC.	GAS AND OIL	661-599-861.000	3,265.82
04/05/2021	751	559 (A)	USA BLUE BOOK	OPERATING SUPPLIES	590-538-740.000	13.94
		559 (A)		OPERATING SUPPLIES	591-546-740.000	169.23
						<hr/> 183.17
04/05/2021	751	560 (A)	WHITE LAW OFFICE	PROFESSIONAL SERVICES	101-210-801.000	729.17
		560 (A)		Attorney Fees - Police	101-301-801.301	729.17
		560 (A)		PROFESSIONAL SERVICES	590-538-801.000	729.16
		560 (A)		PROFESSIONAL SERVICES	591-546-801.000	729.17
						<hr/> 2,916.67
04/05/2021	751	561 (A)	WILSON, MARK	COMMUNICATIONS	590-537-850.000	20.00
		561 (A)		COMMUNICATIONS	591-545-850.000	20.00
						<hr/> 40.00
04/05/2021	751	562 (A)	ZINGER, ADAM	COMMUNICATIONS	590-537-850.000	20.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		562 (A)		COMMUNICATIONS	591-545-850.000	20.00
						40.00
			TOTAL - ALL FUNDS	TOTAL OF 57 CHECKS		52,429.14

--- GL TOTALS ---

101-000-685.000	MISCELLANEOUS REVENUE	11,136.69
101-101-740.000	OPERATING SUPPLIES	17.38
101-172-850.000	COMMUNICATIONS	40.00
101-203-850.000	COMMUNICATIONS	40.00
101-203-900.000	PUBLISHING/PRINTING	1,509.00
101-209-900.000	PUBLISHING/PRINTING	100.00
101-210-801.000	PROFESSIONAL SERVICES	729.17
101-265-727.000	OFFICE SUPPLIES	3.00
101-265-740.000	OPERATING SUPPLIES	200.00
101-265-801.000	PROFESSIONAL SERVICES	119.83
101-265-850.000	COMMUNICATIONS	261.86
101-265-900.000	PUBLISHING/PRINTING	119.08
101-265-921.000	UTILITIES	275.23
101-301-719.000	OTHER FRINGE BENEFITS	214.22
101-301-724.000	WORKMENS COMPENSATION	654.21
101-301-801.301	Attorney Fees - Police	729.17
101-301-807.000	MEMBERSHIP AND DUES	285.00
101-301-850.000	COMMUNICATIONS	1,206.69
101-301-921.000	UTILITIES	482.56
101-301-931.000	VEHICLE REPAIR & MAINTENANCE	45.50
101-301-932.000	COMPUTERS/EQUIPMENT/IT	268.07
101-301-957.000	EDUCATION AND TRAINING	99.00
101-440-801.000	PROFESSIONAL SERVICES	200.00
101-440-850.000	COMMUNICATIONS	233.94
101-440-921.000	UTILITIES	442.87
101-441-768.000	REIMBURSEMENT EXPENSE	39.84
101-441-921.000	UTILITIES	268.59
101-442-921.000	UTILITIES	1,030.73
101-442-930.000	REPAIRS AND MAINTENANCE	382.08
101-448-921.000	UTILITIES	420.99
101-850-719.000	OTHER FRINGE BENEFITS	153.01
101-850-724.000	WORKMENS COMPENSATION	218.08
202-451-930.000	REPAIRS AND MAINTENANCE	323.75
202-460-921.000	UTILITIES	83.68
202-850-719.000	OTHER FRINGE BENEFITS	18.36
202-850-724.000	WORKMENS COMPENSATION	305.31
203-451-930.000	REPAIRS AND MAINTENANCE	323.75
203-850-719.000	OTHER FRINGE BENEFITS	12.24
203-850-724.000	WORKMENS COMPENSATION	261.69

Check Date	Bank	Check #	Payee	Description	GL #	Amount
207-751-801.000			PROFESSIONAL SERVICES			165.00
207-751-921.000			UTILITIES			266.27
208-757-921.000			UTILITIES			252.70
590-537-727.000			OFFICE SUPPLIES			3.00
590-537-740.000			OPERATING SUPPLIES			200.00
590-537-801.000			PROFESSIONAL SERVICES			119.83
590-537-850.000			COMMUNICATIONS			361.87
590-537-860.000			TRAVEL EXPENSES			73.48
590-537-900.000			PUBLISHING/PRINTING			119.05
590-538-740.000			OPERATING SUPPLIES			13.94
590-538-801.000			PROFESSIONAL SERVICES			729.16
590-538-921.000			UTILITIES			4,361.34
590-850-719.000			OTHER FRINGE BENEFITS			116.29
590-850-724.000			WORKMENS COMPENSATION			1,482.91
591-545-727.000			OFFICE SUPPLIES			2.99
591-545-740.000			OPERATING SUPPLIES			200.00
591-545-801.000			PROFESSIONAL SERVICES			119.84
591-545-850.000			COMMUNICATIONS			308.44
591-545-900.000			PUBLISHING/PRINTING			119.05
591-546-730.000			OUTSOURCED TESTING			1,048.00
591-546-740.000			OPERATING SUPPLIES			169.23
591-546-801.000			PROFESSIONAL SERVICES			729.17
591-546-850.000			COMMUNICATIONS			53.42
591-546-921.000			UTILITIES			6,454.33
591-547-970.100			CAPITAL OUTLAY-CAPITALIZED			6,200.00
591-850-719.000			OTHER FRINGE BENEFITS			97.93
591-850-724.000			WORKMENS COMPENSATION			1,439.30
661-599-740.000			OPERATING SUPPLIES			315.14
661-599-801.000			PROFESSIONAL SERVICES			220.00
661-599-861.000			GAS AND OIL			3,309.43
661-599-930.000			REPAIRS AND MAINTENANCE			50.86
704-000-214.201			DUE TO TAXPAYER REFUND			68.00
704-000-214.224			DUE TO COA			0.32
704-000-214.226			DUE TO SCH NEW-DEBT			0.71
704-000-214.227			DUE TO INTERM SCHOOL			1.63
704-000-214.228			DUE TO ROAD PATROL			0.32
704-000-214.230			DUE TO MOTA			0.16
704-000-214.231			DUE TO EMS			0.24
704-000-214.480			DUE TO GEN PUBLIC SAFETY MILL			0.58
704-000-214.481			DUE TO FIRE DIST MILLAGE			0.64
			TOTAL			52,429.14

Check Register Report For City Of Evert  
For Check Dates 03/16/2021 to 04/05/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/17/2021	750	23144	MISDU	118.29	118.29	0.00	Open
03/24/2021	750	23145	MISDU	118.29	118.29	0.00	Open
03/31/2021	750	23146	MISDU	118.29	118.29	0.00	Open
03/31/2021	750	23147	TEAMSTERS LOCAL 214	195.00	195.00	0.00	Open
03/31/2021	750	23148	P.O.L.C.	100.52	100.52	0.00	Open
03/31/2021	750	23149	ICMA RC-HEADQUARTERS	122.00	122.00	0.00	Open
03/31/2021	750	23150	MAURERS	77.50	77.50	0.00	Open
03/17/2021	750	DD5406	BEAM, JOHN	1,096.15	0.00	719.20	Cleared
03/17/2021	750	DD5407	DOUGLAS, RYAN	754.00	0.00	570.83	Cleared
03/17/2021	750	DD5408	DUNCAN, JENNIFER	841.34	0.00	629.88	Cleared
03/17/2021	750	DD5409	DVORACEK, SARAH J	1,774.04	0.00	1,355.22	Cleared
03/17/2021	750	DD5410	FIEBIG, KATHY	167.31	0.00	147.39	Cleared
03/17/2021	750	DD5411	FLACHS, MICHAEL J	721.60	0.00	491.01	Cleared
03/17/2021	750	DD5412	HIGGINS, JERALD J	459.00	0.00	381.93	Cleared
03/17/2021	750	DD5413	LOCKHART, PEPPER L	1,025.82	0.00	789.38	Cleared
03/17/2021	750	DD5414	MANEKE, VANESSA S	33.00	0.00	30.47	Cleared
03/17/2021	750	DD5415	MARTIN, DALE	918.80	0.00	567.72	Cleared
03/17/2021	750	DD5416	MCCLURE, PATRICK K	788.80	0.00	583.90	Cleared
03/17/2021	750	DD5417	MUCZYNSKI, PATRICK	1,193.68	0.00	799.23	Cleared
03/17/2021	750	DD5418	ROHEN, MELISSA A	760.00	0.00	529.65	Cleared
03/17/2021	750	DD5419	SWIFT-ECKERT, TERESA M	411.60	0.00	374.63	Cleared
03/17/2021	750	DD5420	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
03/17/2021	750	DD5421	ZINGER, ADAM	802.78	0.00	547.56	Cleared
03/24/2021	750	DD5424	BEAM, JOHN	1,096.15	0.00	719.19	Cleared
03/24/2021	750	DD5425	DOUGLAS, RYAN	754.00	0.00	570.83	Cleared
03/24/2021	750	DD5426	DUNCAN, JENNIFER	731.60	0.00	547.27	Cleared
03/24/2021	750	DD5427	DVORACEK, SARAH J	1,774.04	0.00	1,355.20	Cleared
03/24/2021	750	DD5428	FIEBIG, KATHY	167.31	0.00	147.41	Cleared
03/24/2021	750	DD5429	FLACHS, MICHAEL J	722.61	0.00	491.79	Cleared
03/24/2021	750	DD5430	HIGGINS, JERALD J	306.00	0.00	262.44	Cleared

Check Register Report For City Of Evert  
For Check Dates 03/16/2021 to 04/05/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/24/2021	750	DD5431	LOCKHART, PEPPER L	1,025.82	0.00	789.39	Cleared
03/24/2021	750	DD5432	MANEKE, VANESSA S	33.00	0.00	30.48	Cleared
03/24/2021	750	DD5433	MARTIN, DALE	918.80	0.00	567.72	Cleared
03/24/2021	750	DD5434	MCCLURE, PATRICK K	788.80	0.00	583.91	Cleared
03/24/2021	750	DD5435	MUCZYNSKI, PATRICK	1,193.68	0.00	799.24	Cleared
03/24/2021	750	DD5436	ROHEN, MELISSA A	824.13	0.00	579.17	Cleared
03/24/2021	750	DD5437	SWIFT-ECKERT, TERESA M	165.38	0.00	152.74	Cleared
03/24/2021	750	DD5438	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
03/24/2021	750	DD5439	ZINGER, ADAM	776.22	0.00	527.58	Cleared
03/31/2021	750	DD5440	BEAM, JOHN	1,096.15	0.00	793.64	Cleared
03/31/2021	750	DD5441	DOUGLAS, RYAN	754.00	0.00	580.43	Cleared
03/31/2021	750	DD5442	DUNCAN, JENNIFER	731.60	0.00	569.12	Cleared
03/31/2021	750	DD5443	DVORACEK, SARAH J	1,774.04	0.00	1,426.71	Cleared
03/31/2021	750	DD5444	FIEBIG, KATHY	167.31	0.00	147.40	Cleared
03/31/2021	750	DD5445	FLACHS, MICHAEL J	721.60	0.00	501.51	Cleared
03/31/2021	750	DD5446	HIGGINS, JERALD J	459.00	0.00	381.94	Cleared
03/31/2021	750	DD5447	LOCKHART, PEPPER L	1,025.82	0.00	789.38	Cleared
03/31/2021	750	DD5448	MANEKE, VANESSA S	36.74	0.00	33.93	Cleared
03/31/2021	750	DD5449	MARTIN, DALE	918.82	0.00	580.99	Cleared
03/31/2021	750	DD5450	MCCLURE, PATRICK K	788.80	0.00	594.12	Cleared
03/31/2021	750	DD5451	MUCZYNSKI, PATRICK	1,118.29	0.00	774.75	Cleared
03/31/2021	750	DD5452	ROHEN, MELISSA A	760.00	0.00	610.31	Cleared
03/31/2021	750	DD5453	SWIFT-ECKERT, TERESA M	132.30	0.00	122.18	Cleared
03/31/2021	750	DD5454	WILSON, MARK A	1,364.16	0.00	963.06	Cleared
03/31/2021	750	DD5455	ZINGER, ADAM	721.60	0.00	496.96	Cleared
03/17/2021	750	EFT548	FEDERAL 941	2,981.77	2,981.77	0.00	Open
03/24/2021	750	EFT551	FEDERAL 941	2,884.69	2,884.69	0.00	Open
03/31/2021	750	EFT552	FEDERAL 941	2,966.36	2,966.36	0.00	Open
03/31/2021	750	EFT553	BLUE CROSS BLUE SHIELD	7,515.69	7,515.69	0.00	Void
03/31/2021	750	EFT554	BLUE CROSS BLUE SHIELD	7,515.69	7,515.69	0.00	Open

Check Register Report For City Of Evert  
For Check Dates 03/16/2021 to 04/05/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/31/2021	750	EFT555	MICHIGAN CONF OF TEAMSTERS	6,688.45	6,688.45	0.00	Void
04/01/2021	750	EFT556	MICHIGAN CONF OF TEAMSTERS	6,688.45	6,688.45	0.00	Open
Totals:			Number of Checks: 062	76,415.00	38,090.99	27,934.89	
Total Physical Checks:			7				
Total Check Stubs:			55				

PERIOD ENDING 03/31/2021

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - 728						
101-000-403.000	CURRENT PROPERTY TAXES	446,000.00	412,262.08	4,828.90	33,737.92	92.44
101-000-406.000	PRIOR YEAR TAX REVENUE	1,500.00	0.00	0.00	1,500.00	0.00
101-000-424.000	TRAILER TAXES	100.00	45.51	0.00	54.49	45.51
101-000-425.000	PAYMENTS IN LIEU OF TAXES	4,300.00	0.00	0.00	4,300.00	0.00
101-000-439.000	MARAJUANA TAX	0.00	28,001.32	28,001.32	(28,001.32)	100.00
101-000-443.000	ADMIN FEE-PROPERTY TAXES	11,000.00	14,584.83	2,837.61	(3,584.83)	132.59
101-000-445.000	PENALTIES AND INTEREST ON TAX	5,000.00	3,474.26	629.61	1,525.74	69.49
101-000-446.000	LEASE REVENUE	30,000.00	22,500.00	2,500.00	7,500.00	75.00
101-000-452.000	CABLE FRANCHISE	16,500.00	13,305.49	0.00	3,194.51	80.64
101-000-453.000	MISCELLANEOUS PERMITS	500.00	120.00	50.00	380.00	24.00
101-000-478.000	ZONING APPLICATION FEES	1,000.00	1,070.00	0.00	(70.00)	107.00
101-000-539.000	STATE GRANTS	0.00	13,184.00	0.00	(13,184.00)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	92,000.00	102,594.90	0.00	(10,594.90)	111.52
101-000-574.000	STATE SHARED REVENUE	192,000.00	187,499.18	0.00	4,500.82	97.66
101-000-579.000	MARIJUANA APPLICATION FEE	35,000.00	10,000.00	0.00	25,000.00	28.57
101-000-627.000	REFUSE COLLECTION	92,000.00	81,609.25	9,551.41	10,390.75	88.71
101-000-650.000	FINES AND FORFEITS	500.00	210.00	0.00	290.00	42.00
101-000-660.000	INTEREST AND PENALTIES	1,000.00	0.00	0.00	1,000.00	0.00
101-000-665.000	INTEREST-REVENUE	500.00	665.30	(165.44)	(165.30)	133.06
101-000-685.000	MISCELLANEOUS REVENUE	20,000.00	41,188.59	(1,895.58)	(21,188.59)	205.94
Total Dept 000 - 728		948,900.00	932,314.71	46,337.83	16,585.29	98.25
Dept 301 - POLICE						
101-301-480.100	PUBLIC SAFETY MILLAGE	55,000.00	47,381.63	19,811.65	7,618.37	86.15
101-301-482.000	CANINE OFFICER DONATIONS	500.00	0.00	0.00	500.00	0.00
101-301-483.000	DIVERSION SURVEY FEES	1,500.00	900.00	300.00	600.00	60.00
101-301-572.301	COMMUNITY POLICE FUND	1,000.00	0.00	0.00	1,000.00	0.00
101-301-574.578	LIQUOR LICENSES	1,595.00	0.00	0.00	1,595.00	0.00
101-301-610.000	POLICE REPORTS/ FOIA ONLY	600.00	295.93	25.00	304.07	49.32
101-301-650.000	FINES/TICKETS/FORFEITS	2,500.00	1,098.39	118.15	1,401.61	43.94
101-301-681.000	RESTITUTION	400.00	763.89	0.00	(363.89)	190.97
101-301-685.000	MISCELLANEOUS REVENUE	1,000.00	3,817.29	0.00	(2,817.29)	381.73
101-301-685.302	PA 302 REVENUE	500.00	250.00	0.00	250.00	50.00
Total Dept 301 - POLICE		64,595.00	54,507.13	20,254.80	10,087.87	84.38
Dept 442 - AIRPORT						
101-442-685.000	RENT REVENUE 400.00/MONTH	7,200.00	5,400.00	600.00	1,800.00	75.00
Total Dept 442 - AIRPORT		7,200.00	5,400.00	600.00	1,800.00	75.00
Dept 751 - RECREATION						
101-751-630.500	POP WARNER REVENUE	0.00	4,840.00	0.00	(4,840.00)	100.00
Total Dept 751 - RECREATION		0.00	4,840.00	0.00	(4,840.00)	100.00
TOTAL REVENUES		1,020,695.00	997,061.84	67,192.63	23,633.16	97.68

Expenditures

04/01/2021 10:02 AM

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DB: City Of Evart

## REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART

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PERIOD ENDING 03/31/2021

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 000 - 728						
101-000-955.000	MISCELLANEOUS EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000 - 728		1,000.00	0.00	0.00	1,000.00	0.00
Dept 101 - CITY COUNCIL						
101-101-707.000	SAL/WAGES, PT	8,000.00	4,450.00	0.00	3,550.00	55.63
101-101-740.000	OPERATING SUPPLIES	53.00	34.95	0.00	18.05	65.94
101-101-957.000	EDUCATION AND TRAINING	1,924.00	130.00	0.00	1,794.00	6.76
Total Dept 101 - CITY COUNCIL		9,977.00	4,614.95	0.00	5,362.05	46.26
Dept 171 - MAYOR						
101-171-707.000	SAL/WAGES, PT	1,000.00	961.54	0.00	38.46	96.15
Total Dept 171 - MAYOR		1,000.00	961.54	0.00	38.46	96.15
Dept 172 - CITY MANAGER						
101-172-702.000	SALARIES	30,000.00	24,683.79	2,927.16	5,316.21	82.28
101-172-807.000	MEMBERSHIP AND DUES	2,000.00	965.00	245.00	1,035.00	48.25
101-172-850.000	COMMUNICATIONS	480.00	320.00	40.00	160.00	66.67
101-172-860.000	TRAVEL EXPENSES	584.00	0.00	0.00	584.00	0.00
101-172-957.000	EDUCATION AND TRAINING	4,000.00	20.00	20.00	3,980.00	0.50
Total Dept 172 - CITY MANAGER		37,064.00	25,988.79	3,232.16	11,075.21	70.12
Dept 191 - ELECTIONS						
101-191-707.000	SAL/WAGES, PT	1,800.00	2,826.24	0.00	(1,026.24)	157.01
101-191-740.000	OPERATING SUPPLIES	3,585.50	3,583.56	0.00	1.94	99.95
101-191-741.000	POSTAGE & SHIPPING	400.00	291.10	0.00	108.90	72.78
101-191-801.000	PROFESSIONAL SERVICES	1,744.00	1,744.00	0.00	0.00	100.00
101-191-860.000	TRAVEL EXPENSES	300.00	115.81	0.00	184.19	38.60
101-191-900.000	PUBLISHING/PRINTING	600.00	554.98	0.00	45.02	92.50
Total Dept 191 - ELECTIONS		8,429.50	9,115.69	0.00	(686.19)	108.14
Dept 202 - PROFESSIONAL SERVICES						
101-202-803.000	INDEPENDENT AUDITOR SERVICES	7,500.00	7,475.00	0.00	25.00	99.67
Total Dept 202 - PROFESSIONAL SERVICES		7,500.00	7,475.00	0.00	25.00	99.67
Dept 203 - TREASURER-ACCOUNTS MANAGER						
101-203-702.000	SALARIES	16,500.00	13,431.45	1,692.65	3,068.55	81.40
101-203-807.000	MEMBERSHIP AND DUES	500.00	312.88	0.00	187.12	62.58
101-203-850.000	COMMUNICATIONS	500.00	320.00	40.00	180.00	64.00
101-203-860.000	TRAVEL EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
101-203-900.000	PUBLISHING/PRINTING	2,303.00	793.20	0.00	1,509.80	34.44
101-203-932.000	COMPUTERS/EQUIPMENT/IT	400.00	400.00	400.00	0.00	100.00
101-203-957.000	EDUCATION AND TRAINING	1,500.00	1,360.00	585.00	140.00	90.67

DB: City Of Ewart

## PERIOD ENDING 03/31/2021

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		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 203 - TREASURER-ACCOUNTS MANAGER		22,703.00	16,617.53	2,717.65	6,085.47	73.20
Dept 209 - ASSESSOR						
101-209-702.000	SALARY AND WAGES - HOURLY	14,100.00	10,559.97	1,173.33	3,540.03	74.89
101-209-740.000	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-209-741.000	POSTAGE & SHIPPING	325.50	311.11	295.61	14.39	95.58
101-209-801.000	PROFESSIONAL SERVICES	824.50	780.30	780.30	44.20	94.64
101-209-807.000	MEMBERSHIP AND DUES	660.00	657.30	0.00	2.70	99.59
101-209-900.000	PUBLISHING/PRINTING	140.00	38.70	0.00	101.30	27.64
101-209-957.000	EDUCATION AND TRAINING	42.00	42.00	42.00	0.00	100.00
Total Dept 209 - ASSESSOR		16,592.00	12,389.38	2,291.24	4,202.62	74.67
Dept 210 - ATTORNEY, PROF. SERVICES						
101-210-801.000	PROFESSIONAL SERVICES	13,318.00	10,374.27	1,287.59	2,943.73	77.90
Total Dept 210 - ATTORNEY, PROF. SERVICES		13,318.00	10,374.27	1,287.59	2,943.73	77.90
Dept 215 - CITY CLERK						
101-215-702.000	SALARIES	8,700.00	6,692.40	836.55	2,007.60	76.92
101-215-740.000	OPERATING SUPPLIES	270.00	188.31	0.00	81.69	69.74
101-215-807.000	MEMBERSHIP AND DUES	200.00	120.00	0.00	80.00	60.00
101-215-860.000	TRAVEL EXPENSES	100.00	0.00	0.00	100.00	0.00
101-215-900.000	PUBLISHING/PRINTING	1,781.00	1,780.25	45.80	0.75	99.96
101-215-932.000	COMPUTERS/EQUIPMENT/IT	43.00	43.00	0.00	0.00	100.00
Total Dept 215 - CITY CLERK		11,094.00	8,823.96	882.35	2,270.04	79.54
Dept 242 - PLANNING & ZONING						
101-242-706.000	CODE ENFORCEMENT	752.00	0.00	0.00	752.00	0.00
101-242-740.000	OPERATING SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-242-741.000	POSTAGE & SHIPPING	100.00	0.00	0.00	100.00	0.00
101-242-860.000	TRAVEL EXPENSES	300.00	0.00	0.00	300.00	0.00
101-242-900.000	PUBLISHING/PRINTING	400.00	116.75	0.00	283.25	29.19
101-242-957.000	EDUCATION AND TRAINING	775.00	771.05	0.00	3.95	99.49
Total Dept 242 - PLANNING & ZONING		2,427.00	887.80	0.00	1,539.20	36.58
Dept 247 - BOARD OF REVIEW						
101-247-707.000	SAL/WAGES, PT	1,000.00	150.00	0.00	850.00	15.00
Total Dept 247 - BOARD OF REVIEW		1,000.00	150.00	0.00	850.00	15.00
Dept 248 - TAX REBATE						
101-248-956.000	PRIOR YEAR ADJUSTMENT-EXPENSE	50.00	13.29	0.00	36.71	26.58
Total Dept 248 - TAX REBATE		50.00	13.29	0.00	36.71	26.58
Dept 265 - CITY HALL						

PERIOD ENDING 03/31/2021

% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-265-706.000	SALARY AND WAGES - HOURLY	5,500.00	5,358.06	544.59	141.94	97.42
101-265-727.000	OFFICE SUPPLIES	1,152.00	1,148.67	16.57	3.33	99.71
101-265-740.000	OPERATING SUPPLIES	2,641.00	1,993.53	(186.91)	647.47	75.48
101-265-741.000	POSTAGE & SHIPPING	3,000.00	1,465.32	7.82	1,534.68	48.84
101-265-801.000	PROFESSIONAL SERVICES	3,827.00	3,857.25	555.32	(30.25)	100.79
101-265-807.000	MEMBERSHIP AND DUES	500.00	374.00	27.50	126.00	74.80
101-265-840.000	PHYSICALS	500.00	0.00	0.00	500.00	0.00
101-265-850.000	COMMUNICATIONS	1,700.00	1,651.81	158.22	48.19	97.17
101-265-900.000	PUBLISHING/PRINTING	1,500.00	793.59	78.95	706.41	52.91
101-265-921.000	UTILITIES	2,600.00	1,968.64	353.38	631.36	75.72
101-265-930.000	REPAIRS AND MAINTENANCE	838.00	22.11	22.11	815.89	2.64
101-265-932.000	COMPUTERS/EQUIPMENT/IT	5,400.00	3,310.26	(98.47)	2,089.74	61.30
101-265-943.000	EQUIPMENT RENTAL	500.00	128.69	0.00	371.31	25.74
101-265-955.000	MISCELLANEOUS EXPENSE	150.00	0.00	0.00	150.00	0.00
Total Dept 265 - CITY HALL		29,808.00	22,071.93	1,479.08	7,736.07	74.05
Dept 276 - CEMETERY						
101-276-702.000	SALARIES	0.00	3,701.73	454.95	(3,701.73)	100.00
Total Dept 276 - CEMETERY		0.00	3,701.73	454.95	(3,701.73)	100.00
Dept 301 - POLICE						
101-301-681.302	PA 302 EXPENDITURES	875.00	873.40	393.40	1.60	99.82
101-301-702.000	SALARIES	61,275.00	48,929.52	5,480.75	12,345.48	79.85
101-301-706.000	SALARY AND WAGES - HOURLY	86,550.00	64,086.03	7,714.00	22,463.97	74.05
101-301-706.100	OVERTIME WAGES	2,000.00	2,092.48	84.83	(92.48)	104.62
101-301-707.000	SAL/WAGES, PT	22,000.00	20,502.25	2,125.00	1,497.75	93.19
101-301-707.100	POLICE SECRETARY	20,024.00	12,237.79	1,043.71	7,786.21	61.12
101-301-716.000	HEALTH INSURANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-301-719.000	OTHER FRINGE BENEFITS	1,700.00	1,695.77	180.95	4.23	99.75
101-301-724.000	WORKMENS COMPENSATION	3,210.00	3,208.80	654.21	1.20	99.96
101-301-726.000	K-9 RELATED EXPENSES	1,250.00	699.37	0.00	550.63	55.95
101-301-727.000	OFFICE SUPPLIES	980.00	978.24	0.00	1.76	99.82
101-301-740.000	OPERATING SUPPLIES	4,213.00	2,808.33	(1,376.45)	1,404.67	66.66
101-301-741.000	POSTAGE & SHIPPING	430.00	116.47	0.00	313.53	27.09
101-301-744.000	AMMUNITION	1,000.00	735.49	0.00	264.51	73.55
101-301-745.000	FIREARMS	500.00	163.50	0.00	336.50	32.70
101-301-746.000	Community Policing Fund	1,400.00	71.03	0.00	1,328.97	5.07
101-301-758.000	POLICE UNIFORM ALLOWANCE	34.00	33.20	0.00	0.80	97.65
101-301-758.006	UNIFORMS	500.00	259.22	0.00	240.78	51.84
101-301-801.000	PROFESSIONAL SERVICES	2,489.00	1,188.44	180.00	1,300.56	47.75
101-301-801.301	Attorney Fees - Police	12,745.00	12,012.48	2,169.16	732.52	94.25
101-301-807.000	MEMBERSHIP AND DUES	563.00	277.17	60.00	285.83	49.23
101-301-840.000	PHYSICALS	525.00	0.00	0.00	525.00	0.00
101-301-841.000	INVESTIGATIONS	475.00	472.92	0.00	2.08	99.56
101-301-850.000	COMMUNICATIONS	6,500.00	4,804.46	889.26	1,695.54	73.91
101-301-860.000	TRAVEL EXPENSES	2,500.00	1,806.26	439.72	693.74	72.25
101-301-861.000	GAS AND OIL	5,475.00	2,181.54	393.12	3,293.46	39.85
101-301-900.000	PUBLISHING/PRINTING	700.00	327.40	0.00	372.60	46.77
101-301-912.000	LIABILITY INSURANCE	13,650.00	9,089.97	0.00	4,560.03	66.59
101-301-921.000	UTILITIES	4,300.00	3,322.77	786.44	977.23	77.27
101-301-930.000	REPAIRS AND MAINTENANCE	2,000.00	684.69	262.01	1,315.31	34.23
101-301-931.000	VEHICLE REPAIR & MAINTENANCE	8,000.00	7,867.59	4,156.97	132.41	98.34

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		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	03/31/2021	MONTH 03/31/2021	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-301-932.000	COMPUTERS/EQUIPMENT/IT	6,800.00	5,044.43	416.81	1,755.57	74.18
101-301-943.000	EQUIPMENT RENTAL - POLICE	2,000.00	0.00	0.00	2,000.00	0.00
101-301-957.000	EDUCATION AND TRAINING	3,000.00	1,822.00	300.00	1,178.00	60.73
101-301-970.100	CAPITAL OUTLAY-CAPITALIZED	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 301 - POLICE		286,163.00	210,393.01	26,353.89	75,769.99	73.52
Dept 303 - FIRE PROTECTION						
101-303-740.000	OPERATING SUPPLIES	40,000.00	0.00	0.00	40,000.00	0.00
101-303-943.000	FOR FUTURE EQUIPMENT REPLACEMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 303 - FIRE PROTECTION		45,000.00	0.00	0.00	45,000.00	0.00
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY						
101-395-923.000	CONTRIBUTION TO DDA	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		20,000.00	0.00	0.00	20,000.00	0.00
Dept 396 - EXP. RELATED TO LDFA						
101-396-718.100	LDFA ANNUAL MERS PAYMENT	25,000.00	6,156.00	2,052.00	18,844.00	24.62
101-396-740.000	OPERATING SUPPLIES	6,000.00	5,900.00	0.00	100.00	98.33
Total Dept 396 - EXP. RELATED TO LDFA		31,000.00	12,056.00	2,052.00	18,944.00	38.89
Dept 440 - BUILDING & GROUNDS						
101-440-740.000	OPERATING SUPPLIES	2,400.00	1,952.11	15.98	447.89	81.34
101-440-801.000	PROFESSIONAL SERVICES	31,776.00	31,518.62	(121.67)	257.38	99.19
101-440-850.000	COMMUNICATIONS	1,000.00	728.79	0.00	271.21	72.88
101-440-900.000	PUBLISHING/PRINTING	100.00	38.70	0.00	61.30	38.70
101-440-921.000	UTILITIES	3,700.00	3,721.19	1,028.02	(21.19)	100.57
101-440-930.000	REPAIRS AND MAINTENANCE	3,104.00	2,505.81	1,007.86	598.19	80.73
101-440-943.000	EQUIPMENT RENTAL	500.00	409.71	0.00	90.29	81.94
Total Dept 440 - BUILDING & GROUNDS		42,580.00	40,874.93	1,930.19	1,705.07	96.00
Dept 441 - DEPT OF PUBLIC WORKS						
101-441-702.000	SALARIES	6,000.00	5,816.66	714.90	183.34	96.94
101-441-706.000	SALARY AND WAGES - HOURLY	38,000.00	30,161.93	3,141.32	7,838.07	79.37
101-441-707.000	SAL/WAGES, PT	5,000.00	2,466.31	115.59	2,533.69	49.33
101-441-728.000	SAFETY SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-441-740.000	OPERATING SUPPLIES	2,550.00	1,136.08	264.49	1,413.92	44.55
101-441-768.000	REIMBURSEMENT EXPENSE	1,281.00	1,240.80	0.00	40.20	96.86
101-441-801.000	PROFESSIONAL SERVICES	3,940.00	3,196.02	435.67	743.98	81.12
101-441-807.000	MEMBERSHIP AND DUES	440.00	437.33	204.00	2.67	99.39
101-441-808.000	LICENSES - EXPENSE	300.00	0.00	0.00	300.00	0.00
101-441-840.000	PHYSICALS/CDL DRUG TESTING	861.00	860.17	0.00	0.83	99.90
101-441-860.000	TRAVEL EXPENSES	1,154.00	0.00	0.00	1,154.00	0.00
101-441-900.000	PUBLISHING/PRINTING	100.00	89.00	0.00	11.00	89.00
101-441-921.000	UTILITIES	8,500.00	4,679.34	1,504.72	3,820.66	55.05
101-441-930.000	REPAIRS AND MAINTENANCE	200.00	162.37	0.00	37.63	81.19
101-441-932.000	COMPUTERS/EQUIPMENT/IT	1,000.00	0.00	0.00	1,000.00	0.00

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		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 03/31/2021	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-441-943.000	EQUIPMENT RENTAL	13,000.00	8,040.90	618.58	4,959.10	61.85
101-441-957.000	EDUCATION AND TRAINING	400.00	0.00	0.00	400.00	0.00
Total Dept 441 - DEPT OF PUBLIC WORKS		83,226.00	58,286.91	6,999.27	24,939.09	70.03
Dept 442 - AIRPORT						
101-442-740.000	OPERATING SUPPLIES	500.00	387.24	0.00	112.76	77.45
101-442-801.000	PROFESSIONAL SERVICES	5,722.00	5,637.88	76.67	84.12	98.53
101-442-808.000	LICENSES - EXPENSE	300.00	50.00	0.00	250.00	16.67
101-442-850.000	COMMUNICATIONS	600.00	277.92	0.00	322.08	46.32
101-442-912.000	LIABILITY INSURANCE	2,500.00	2,492.00	0.00	8.00	99.68
101-442-921.000	UTILITIES	6,000.00	5,268.85	1,696.54	731.15	87.81
101-442-930.000	REPAIRS AND MAINTENANCE	2,900.00	2,153.37	0.00	746.63	74.25
101-442-943.000	EQUIPMENT RENTAL	7,000.00	8,176.17	448.83	(1,176.17)	116.80
Total Dept 442 - AIRPORT		25,522.00	24,443.43	2,222.04	1,078.57	95.77
Dept 443 - TREES						
101-443-943.000	EQUIPMENT RENTAL	19,000.00	19,597.41	490.11	(597.41)	103.14
Total Dept 443 - TREES		19,000.00	19,597.41	490.11	(597.41)	103.14
Dept 444 - TREES						
101-444-740.000	OPERATING SUPPLIES	500.00	31.48	0.00	468.52	6.30
101-444-943.000	EQUIPMENT RENTAL	1,500.00	1,050.24	69.21	449.76	70.02
Total Dept 444 - TREES		2,000.00	1,081.72	69.21	918.28	54.09
Dept 448 - STREET LIGHTING						
101-448-921.000	UTILITIES	24,550.00	22,364.36	4,639.33	2,185.64	91.10
101-448-930.000	REPAIRS AND MAINTENANCE	100.00	94.14	0.00	5.86	94.14
101-448-943.000	EQUIPMENT RENTAL	100.00	424.03	0.00	(324.03)	424.03
Total Dept 448 - STREET LIGHTING		24,750.00	22,882.53	4,639.33	1,867.47	92.45
Dept 526 - REFUSE SERVICE						
101-526-801.000	PROFESSIONAL SERVICES	92,000.00	81,113.69	9,523.71	10,886.31	88.17
Total Dept 526 - REFUSE SERVICE		92,000.00	81,113.69	9,523.71	10,886.31	88.17
Dept 751 - RECREATION						
101-751-743.501	POP WARNER EXPENSES	0.00	6,212.10	0.00	(6,212.10)	100.00
Total Dept 751 - RECREATION		0.00	6,212.10	0.00	(6,212.10)	100.00
Dept 850 - FRINGE BENEFITS						
101-850-714.000	MEDICARE	5,500.00	3,643.05	391.45	1,856.95	66.24
101-850-715.000	SOCIAL SECURITY	17,000.00	15,578.20	1,673.98	1,421.80	91.64
101-850-716.000	HEALTH INSURANCE	55,000.00	38,834.73	3,818.42	16,165.27	70.61

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND							
Expenditures							
101-850-718.000	RETIREMENT	40,000.00	34,119.92	3,908.02		5,880.08	85.30
101-850-719.000	OTHER FRINGE BENEFITS	1,800.00	1,211.26	129.25		588.74	67.29
101-850-723.000	UNEMPLOYMENT COMP.	2,500.00	33.20	0.00		2,466.80	1.33
101-850-724.000	WORKMENS COMPENSATION	1,200.00	1,069.62	218.08		130.38	89.14
Total Dept 850 - FRINGE BENEFITS		123,000.00	94,489.98	10,139.20		28,510.02	76.82
Dept 851 - INSURANCE							
101-851-912.000	LIABILITY INSURANCE	3,000.00	2,065.90	0.00		934.10	68.86
Total Dept 851 - INSURANCE		3,000.00	2,065.90	0.00		934.10	68.86
Dept 895 - SPECIAL EVENTS							
101-895-880.000	COMMUNITY PROMOTIONS	1,921.50	1,921.50	0.00		0.00	100.00
101-895-943.000	EQUIPMENT RENTAL	750.00	0.00	0.00		750.00	0.00
Total Dept 895 - SPECIAL EVENTS		2,671.50	1,921.50	0.00		750.00	71.93
Dept 966 - CONTRIBUTION TO							
101-966-999.207	CONTRIB TO RECREATION	17,000.00	0.00	0.00		17,000.00	0.00
101-966-999.208	CONTRIB. TO PARK FUND	11,000.00	0.00	0.00		11,000.00	0.00
101-966-999.209	CONTRIB. TO CEMETERY FUND	28,500.00	0.00	0.00		28,500.00	0.00
Total Dept 966 - CONTRIBUTION TO		56,500.00	0.00	0.00		56,500.00	0.00
TOTAL EXPENDITURES		1,018,375.00	698,604.97	76,763.97		319,770.03	68.60
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,020,695.00	997,061.84	67,192.63		23,633.16	97.68
TOTAL EXPENDITURES		1,018,375.00	698,604.97	76,763.97		319,770.03	68.60
NET OF REVENUES & EXPENDITURES		2,320.00	298,456.87	(9,571.34)		(296,136.87)	2,864.52

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		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET						
Revenues						
Dept 000 - 728						
202-000-403.327	CURRENT PROP TAX-N. OAK ST.	0.00	2,899.57	0.00	(2,899.57)	100.00
202-000-574.000	STATE SHARED REVENUE	130,000.00	90,588.27	17,611.25	39,411.73	69.68
202-000-575.000	METRO ACT - SOM	8,500.00	0.00	0.00	8,500.00	0.00
202-000-576.000	STATE-TRUNKL MAINT.	7,000.00	1,806.99	0.00	5,193.01	25.81
202-000-665.000	INTEREST-REVENUE	300.00	40.38	0.00	259.62	13.46
202-000-685.000	MISCELLANEOUS REVENUE	500.00	440.63	0.00	59.37	88.13
Total Dept 000 - 728		146,300.00	95,775.84	17,611.25	50,524.16	65.47
TOTAL REVENUES		146,300.00	95,775.84	17,611.25	50,524.16	65.47
Expenditures						
Dept 202 - PROFESSIONAL SERVICES						
202-202-803.000	INDEPENDENT AUDITOR SERVICES	1,720.00	1,708.33	0.00	11.67	99.32
Total Dept 202 - PROFESSIONAL SERVICES		1,720.00	1,708.33	0.00	11.67	99.32
Dept 451 - ROUTINE MAINTENANCE						
202-451-706.000	SALARY AND WAGES - HOURLY	2,000.00	1,208.99	377.72	791.01	60.45
202-451-706.100	OVERTIME WAGES	500.00	108.24	81.18	391.76	21.65
202-451-707.000	SAL/WAGES, PT	1,000.00	0.00	0.00	1,000.00	0.00
202-451-740.000	OPERATING SUPPLIES	960.00	958.51	0.00	1.49	99.84
202-451-801.000	PROFESSIONAL SERVICES	5,680.00	5,622.90	0.00	57.10	98.99
202-451-930.000	REPAIRS AND MAINTENANCE	1,320.00	593.34	45.04	726.66	44.95
202-451-943.000	EQUIPMENT RENTAL	4,000.00	1,616.57	453.63	2,383.43	40.41
202-451-970.100	CAPITAL OUTLAY-CAPITALIZED	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 451 - ROUTINE MAINTENANCE		26,460.00	10,108.55	957.57	16,351.45	38.20
Dept 452 - WINTER MAINTENANCE						
202-452-706.000	SALARY AND WAGES - HOURLY	3,780.00	4,919.22	753.99	(1,139.22)	130.14
202-452-706.100	OVERTIME WAGES	0.00	123.62	0.00	(123.62)	100.00
202-452-707.000	SAL/WAGES, PT	1,340.00	0.00	0.00	1,340.00	0.00
202-452-740.000	OPERATING SUPPLIES	8,900.00	8,889.44	0.00	10.56	99.88
202-452-943.000	EQUIPMENT RENTAL	20,000.00	16,835.48	2,528.22	3,164.52	84.18
Total Dept 452 - WINTER MAINTENANCE		34,020.00	30,767.76	3,282.21	3,252.24	90.44
Dept 453 - SIDEWALKS/NON-MOTORIZED						
202-453-706.000	SALARY AND WAGES - HOURLY	500.00	783.85	176.53	(283.85)	156.77
202-453-707.000	SAL/WAGES, PT	700.00	0.00	0.00	700.00	0.00
202-453-943.000	EQUIPMENT RENTAL	1,000.00	2,275.11	159.40	(1,275.11)	227.51
Total Dept 453 - SIDEWALKS/NON-MOTORIZED		2,200.00	3,058.96	335.93	(858.96)	139.04
Dept 454 - ADMINISTRATION						
202-454-702.000	SALARIES	7,000.00	5,638.15	714.95	1,361.85	80.55
202-454-801.000	PROFESSIONAL SERVICES	908.00	400.00	400.00	508.00	44.05
202-454-912.000	LIABILITY INSURANCE	1,500.00	1,239.54	0.00	260.46	82.64

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		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 202 - MAJOR STREET Expenditures							
Total Dept 454 - ADMINISTRATION		9,408.00	7,277.69	1,114.95	2,130.31	77.36	
Dept 455 - SWEEPING - US10							
202-455-706.000	SALARY AND WAGES - HOURLY	500.00	0.00	0.00	500.00	0.00	
202-455-943.000	EQUIPMENT RENTAL	100.00	0.00	0.00	100.00	0.00	
Total Dept 455 - SWEEPING - US10		600.00	0.00	0.00	600.00	0.00	
Dept 456 - SHOULDER WORK							
202-456-706.000	SALARY AND WAGES - HOURLY	1,200.00	119.10	0.00	1,080.90	9.93	
202-456-943.000	EQUIPMENT RENTAL	3,500.00	93.00	0.00	3,407.00	2.66	
Total Dept 456 - SHOULDER WORK		4,700.00	212.10	0.00	4,487.90	4.51	
Dept 457 - DRAINAGE							
202-457-706.000	SALARY AND WAGES - HOURLY	3,000.00	535.69	373.27	2,464.31	17.86	
202-457-707.000	SAL/WAGES, PT	300.00	0.00	0.00	300.00	0.00	
202-457-943.000	EQUIPMENT RENTAL	2,000.00	578.88	340.37	1,421.12	28.94	
Total Dept 457 - DRAINAGE		5,300.00	1,114.57	713.64	4,185.43	21.03	
Dept 459 - GRASS AND WEED							
202-459-706.000	SALARY AND WAGES - HOURLY	500.00	0.00	0.00	500.00	0.00	
Total Dept 459 - GRASS AND WEED		500.00	0.00	0.00	500.00	0.00	
Dept 460 - TRAFFIC SIGNS							
202-460-706.000	SALARY AND WAGES - HOURLY	500.00	391.28	0.00	108.72	78.26	
202-460-740.000	OPERATING SUPPLIES	1,142.00	1,141.64	0.00	0.36	99.97	
202-460-921.000	UTILITIES	1,800.00	1,020.01	85.31	779.99	56.67	
202-460-943.000	EQUIPMENT RENTAL	100.00	222.23	0.00	(122.23)	222.23	
Total Dept 460 - TRAFFIC SIGNS		3,542.00	2,775.16	85.31	766.84	78.35	
Dept 461 - US 10-STATE TRUNKLINE							
202-461-706.000	SALARY AND WAGES - HOURLY	1,500.00	0.00	0.00	1,500.00	0.00	
202-461-706.124	US-10 ROADSIDE CLEAN-UP	0.00	102.53	0.00	(102.53)	100.00	
202-461-706.126	GRASS & WEEDS	0.00	54.12	0.00	(54.12)	100.00	
202-461-706.132	US-10 SWEEPING & FLUSHING	100.00	0.00	0.00	100.00	0.00	
202-461-707.000	SAL/WAGES, PT	500.00	0.00	0.00	500.00	0.00	
202-461-801.000	PROFESSIONAL SERVICES	3,500.00	0.00	0.00	3,500.00	0.00	
202-461-921.000	UTILITIES	2,500.00	1,988.88	240.21	511.12	79.56	
202-461-943.000	EQUIPMENT RENTAL	0.00	357.88	0.00	(357.88)	100.00	
Total Dept 461 - US 10-STATE TRUNKLINE		8,100.00	2,503.41	240.21	5,596.59	30.91	
Dept 850 - FRINGE BENEFITS							
202-850-714.000	MEDICARE	500.00	194.47	34.17	305.53	38.89	

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET						
Expenditures						
202-850-715.000	SOCIAL SECURITY	2,000.00	831.44	146.22	1,168.56	41.57
202-850-716.000	HEALTH INSURANCE	6,000.00	2,695.74	430.24	3,304.26	44.93
202-850-718.000	RETIREMENT	3,500.00	1,934.25	421.62	1,565.75	55.26
202-850-719.000	OTHER FRINGE BENEFITS	500.00	145.34	15.51	354.66	29.07
202-850-723.000	UNEMPLOYMENT COMP.	500.00	13.28	0.00	486.72	2.66
202-850-724.000	WORKMENS COMPENSATION	2,500.00	1,497.45	305.31	1,002.55	59.90
Total Dept 850 - FRINGE BENEFITS		15,500.00	7,311.97	1,353.07	8,188.03	47.17
Dept 966 - CONTRIBUTION TO						
202-966-999.203	CONTRIB. TO LOCAL STREETS	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 966 - CONTRIBUTION TO		30,000.00	0.00	0.00	30,000.00	0.00
TOTAL EXPENDITURES		142,050.00	66,838.50	8,082.89	75,211.50	47.05
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		146,300.00	95,775.84	17,611.25	50,524.16	65.47
TOTAL EXPENDITURES		142,050.00	66,838.50	8,082.89	75,211.50	47.05
NET OF REVENUES & EXPENDITURES		4,250.00	28,937.34	9,528.36	(24,687.34)	680.88

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		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	03/31/2021	MONTH 03/31/2021	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 203 - LOCAL STREET						
Revenues						
Dept 000 - 728						
203-000-403.326	CURRENT PROP TAX-S. HEMLOCK ST.	0.00	3,820.40	18.03	(3,820.40)	100.00
203-000-574.000	STATE SHARED REVENUE	65,000.00	37,188.54	6,094.61	27,811.46	57.21
203-000-665.000	INTEREST-REVENUE	150.00	77.38	0.00	72.62	51.59
203-000-685.000	MISCELLANEOUS REVENUE	0.00	40.99	0.00	(40.99)	100.00
203-000-699.202	TRANSFER FROM MAJOR STREET	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 000 - 728		95,150.00	41,127.31	6,112.64	54,022.69	43.22
TOTAL REVENUES		95,150.00	41,127.31	6,112.64	54,022.69	43.22
Expenditures						
Dept 202 - PROFESSIONAL SERVICES						
203-202-803.000	INDEPENDENT AUDITOR SERVICES	1,720.00	1,708.33	0.00	11.67	99.32
Total Dept 202 - PROFESSIONAL SERVICES		1,720.00	1,708.33	0.00	11.67	99.32
Dept 450 - CONSTRUCTION						
203-450-949.000	STREET RESURFACING	29,000.00	4,900.00	0.00	24,100.00	16.90
Total Dept 450 - CONSTRUCTION		29,000.00	4,900.00	0.00	24,100.00	16.90
Dept 451 - ROUTINE MAINTENANCE						
203-451-706.000	SALARY AND WAGES - HOURLY	2,500.00	1,698.60	334.24	801.40	67.94
203-451-706.100	OVERTIME WAGES	1,000.00	436.44	11.49	563.56	43.64
203-451-707.000	SAL/WAGES, PT	1,000.00	0.00	0.00	1,000.00	0.00
203-451-740.000	OPERATING SUPPLIES	600.00	582.18	0.00	17.82	97.03
203-451-930.000	REPAIRS AND MAINTENANCE	1,200.00	873.85	0.00	326.15	72.82
203-451-943.000	EQUIPMENT RENTAL	4,350.00	3,012.23	778.63	1,337.77	69.25
Total Dept 451 - ROUTINE MAINTENANCE		10,650.00	6,603.30	1,124.36	4,046.70	62.00
Dept 452 - WINTER MAINTENANCE						
203-452-706.000	SALARY AND WAGES - HOURLY	3,550.00	2,939.89	214.24	610.11	82.81
203-452-706.100	OVERTIME WAGES	0.00	8.61	0.00	(8.61)	100.00
203-452-707.000	SAL/WAGES, PT	1,000.00	0.00	0.00	1,000.00	0.00
203-452-740.000	OPERATING SUPPLIES	10,150.00	10,137.39	0.00	12.61	99.88
203-452-943.000	EQUIPMENT RENTAL	10,000.00	9,774.96	1,027.49	225.04	97.75
Total Dept 452 - WINTER MAINTENANCE		24,700.00	22,860.85	1,241.73	1,839.15	92.55
Dept 453 - SIDEWALKS/NON-MOTORIZED						
203-453-706.000	SALARY AND WAGES - HOURLY	500.00	476.83	0.00	23.17	95.37
203-453-707.000	SAL/WAGES, PT	500.00	0.00	0.00	500.00	0.00
203-453-943.000	EQUIPMENT RENTAL	0.00	134.20	0.00	(134.20)	100.00
Total Dept 453 - SIDEWALKS/NON-MOTORIZED		1,000.00	611.03	0.00	388.97	61.10
Dept 454 - ADMINISTRATION						

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Fund 203 - LOCAL STREET						
Expenditures						
203-454-702.000	SALARIES	2,280.00	1,537.79	195.00	742.21	67.45
203-454-801.000	PROFESSIONAL SERVICES	600.00	400.00	400.00	200.00	66.67
203-454-912.000	LIABILITY INSURANCE	900.00	826.37	0.00	73.63	91.82
Total Dept 454 - ADMINISTRATION		3,780.00	2,764.16	595.00	1,015.84	73.13
Dept 455 - SWEEPING - US10						
203-455-706.000	SALARY AND WAGES - HOURLY	100.00	0.00	0.00	100.00	0.00
203-455-943.000	EQUIPMENT RENTAL	100.00	0.00	0.00	100.00	0.00
Total Dept 455 - SWEEPING - US10		200.00	0.00	0.00	200.00	0.00
Dept 456 - SHOULDER WORK						
203-456-706.000	SALARY AND WAGES - HOURLY	800.00	54.87	0.00	745.13	6.86
203-456-943.000	EQUIPMENT RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 456 - SHOULDER WORK		1,800.00	54.87	0.00	1,745.13	3.05
Dept 457 - DRAINAGE						
203-457-706.000	SALARY AND WAGES - HOURLY	2,000.00	521.73	304.35	1,478.27	26.09
203-457-943.000	EQUIPMENT RENTAL	1,000.00	522.35	346.19	477.65	52.24
Total Dept 457 - DRAINAGE		3,000.00	1,044.08	650.54	1,955.92	34.80
Dept 460 - TRAFFIC SIGNS						
203-460-706.000	SALARY AND WAGES - HOURLY	500.00	322.37	22.97	177.63	64.47
203-460-740.000	OPERATING SUPPLIES	1,750.00	1,740.44	0.00	9.56	99.45
203-460-943.000	EQUIPMENT RENTAL	100.00	206.55	12.44	(106.55)	206.55
Total Dept 460 - TRAFFIC SIGNS		2,350.00	2,269.36	35.41	80.64	96.57
Dept 850 - FRINGE BENEFITS						
203-850-714.000	MEDICARE	500.00	109.23	14.83	390.77	21.85
203-850-715.000	SOCIAL SECURITY	1,200.00	466.84	63.36	733.16	38.90
203-850-716.000	HEALTH INSURANCE	4,200.00	2,220.74	211.22	1,979.26	52.87
203-850-718.000	RETIREMENT	2,500.00	1,420.93	244.38	1,079.07	56.84
203-850-719.000	OTHER FRINGE BENEFITS	500.00	96.92	10.34	403.08	19.38
203-850-724.000	WORKMENS COMPENSATION	3,000.00	1,283.51	261.69	1,716.49	42.78
Total Dept 850 - FRINGE BENEFITS		11,900.00	5,598.17	805.82	6,301.83	47.04
TOTAL EXPENDITURES		90,100.00	48,414.15	4,452.86	41,685.85	53.73
Fund 203 - LOCAL STREET:						
TOTAL REVENUES		95,150.00	41,127.31	6,112.64	54,022.69	43.22
TOTAL EXPENDITURES		90,100.00	48,414.15	4,452.86	41,685.85	53.73
NET OF REVENUES & EXPENDITURES		5,050.00	(7,286.84)	1,659.78	12,336.84	144.29

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			03/31/2021	MONTH 03/31/2021	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 207 - OTHER PARKS/RECREATION FUND						
Revenues						
Dept 000 - 728						
207-000-699.101	TRANSFER FROM GEN. FUND	17,000.00	0.00	0.00	17,000.00	0.00
Total Dept 000 - 728		17,000.00	0.00	0.00	17,000.00	0.00
Dept 751 - RECREATION						
207-751-667.200	PAVILLION RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
207-751-685.150	RIVERSIDE EAST/WEST PARK PASS REVENUE	1,000.00	861.12	0.00	138.88	86.11
Total Dept 751 - RECREATION		2,000.00	861.12	0.00	1,138.88	43.06
TOTAL REVENUES		19,000.00	861.12	0.00	18,138.88	4.53
Expenditures						
Dept 751 - RECREATION						
207-751-707.000	SAL/WAGES, PT	934.00	0.00	0.00	934.00	0.00
207-751-729.000	PERMITS AND FEES	150.00	138.12	0.00	11.88	92.08
207-751-740.000	OPERATING SUPPLIES	1,180.00	1,098.34	0.00	81.66	93.08
207-751-750.000	REFUND	0.00	200.00	0.00	(200.00)	100.00
207-751-801.000	PROFESSIONAL SERVICES	1,066.00	1,065.16	76.67	0.84	99.92
207-751-921.000	UTILITIES	7,175.00	7,159.76	484.88	15.24	99.79
207-751-921.100	WATER USAGE FOR SPLASH PAD	5,060.00	4,448.09	0.00	611.91	87.91
207-751-930.000	REPAIRS AND MAINTENANCE	2,135.00	2,004.27	97.09	130.73	93.88
207-751-943.000	EQUIPMENT RENTAL	1,000.00	1,148.14	50.49	(148.14)	114.81
Total Dept 751 - RECREATION		18,700.00	17,261.88	709.13	1,438.12	92.31
Dept 850 - FRINGE BENEFITS						
207-850-714.000	MEDICARE	100.00	0.00	0.00	100.00	0.00
207-850-715.000	SOCIAL SECURITY	200.00	0.00	0.00	200.00	0.00
Total Dept 850 - FRINGE BENEFITS		300.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES		19,000.00	17,261.88	709.13	1,738.12	90.85
Fund 207 - OTHER PARKS/RECREATION FUND:						
TOTAL REVENUES		19,000.00	861.12	0.00	18,138.88	4.53
TOTAL EXPENDITURES		19,000.00	17,261.88	709.13	1,738.12	90.85
NET OF REVENUES & EXPENDITURES		0.00	(16,400.76)	(709.13)	16,400.76	100.00

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Fund 208 - RIVERSIDE CAMPGROUND FUND						
Revenues						
Dept 000 - 728						
208-000-699.101	TRANSFER FROM GEN. FUND	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 000 - 728		11,000.00	0.00	0.00	11,000.00	0.00
Dept 757 - RIVERSIDE PARK						
208-757-667.000	REVENUE-PARK SALES	750.00	60.00	0.00	690.00	8.00
208-757-667.300	CAMP SITE RENTAL	0.00	478.00	0.00	(478.00)	100.00
208-757-667.400	DUMPING FEE (WASTEWATER)	300.00	0.00	0.00	300.00	0.00
208-757-667.500	SHOWER FEE	100.00	0.00	0.00	100.00	0.00
Total Dept 757 - RIVERSIDE PARK		1,150.00	538.00	0.00	612.00	46.78
TOTAL REVENUES		12,150.00	538.00	0.00	11,612.00	4.43
Expenditures						
Dept 757 - RIVERSIDE PARK						
208-757-707.000	SAL/WAGES, PT	1,480.00	0.00	0.00	1,480.00	0.00
208-757-729.000	PERMITS AND FEES	298.00	274.00	0.00	24.00	91.95
208-757-750.000	REFUND	500.00	3,390.00	0.00	(2,890.00)	678.00
208-757-801.000	PROFESSIONAL SERVICES	740.00	735.16	76.67	4.84	99.35
208-757-850.000	COMMUNICATIONS	252.00	249.66	0.00	2.34	99.07
208-757-900.000	PUBLISHING/PRINTING	500.00	0.00	0.00	500.00	0.00
208-757-912.000	LIABILITY INSURANCE	500.00	413.18	0.00	86.82	82.64
208-757-921.000	UTILITIES	5,180.00	2,020.32	540.44	3,159.68	39.00
208-757-930.000	REPAIRS AND MAINTENANCE	500.00	0.00	0.00	500.00	0.00
208-757-943.000	EQUIPMENT RENTAL	1,500.00	22.77	0.00	1,477.23	1.52
Total Dept 757 - RIVERSIDE PARK		11,450.00	7,105.09	617.11	4,344.91	62.05
Dept 850 - FRINGE BENEFITS						
208-850-714.000	MEDICARE	200.00	0.00	0.00	200.00	0.00
208-850-715.000	SOCIAL SECURITY	500.00	0.00	0.00	500.00	0.00
Total Dept 850 - FRINGE BENEFITS		700.00	0.00	0.00	700.00	0.00
TOTAL EXPENDITURES		12,150.00	7,105.09	617.11	5,044.91	58.48
Fund 208 - RIVERSIDE CAMPGROUND FUND:						
TOTAL REVENUES		12,150.00	538.00	0.00	11,612.00	4.43
TOTAL EXPENDITURES		12,150.00	7,105.09	617.11	5,044.91	58.48
NET OF REVENUES & EXPENDITURES		0.00	(6,567.09)	(617.11)	6,567.09	100.00

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000 - 728						
209-000-635.000	CEMETERY STORAGE	1,000.00	900.00	0.00	100.00	90.00
209-000-636.000	FOUNDATION INSTALLATION	3,000.00	2,724.80	0.00	275.20	90.83
209-000-637.000	GRAVE OPENINGS/CLOSINGS	13,000.00	13,050.00	1,500.00	(50.00)	100.38
209-000-638.000	CEMETERY DEED TRANSFER	0.00	200.00	0.00	(200.00)	100.00
209-000-642.000	SALES	9,500.00	0.00	0.00	9,500.00	0.00
209-000-665.000	INTEREST-REVENUE	800.00	0.00	0.00	800.00	0.00
209-000-699.101	TRANSFER FROM GEN. FUND	29,000.00	0.00	0.00	29,000.00	0.00
Total Dept 000 - 728		56,300.00	16,874.80	1,500.00	39,425.20	29.97
TOTAL REVENUES		56,300.00	16,874.80	1,500.00	39,425.20	29.97
Expenditures						
Dept 202 - PROFESSIONAL SERVICES						
209-202-803.000	INDEPENDENT AUDITOR SERVICES	500.00	500.00	0.00	0.00	100.00
Total Dept 202 - PROFESSIONAL SERVICES		500.00	500.00	0.00	0.00	100.00
Dept 276 - CEMETERY						
209-276-706.000	SALARY AND WAGES - HOURLY	4,000.00	0.00	0.00	4,000.00	0.00
209-276-740.000	OPERATING SUPPLIES	250.00	0.00	0.00	250.00	0.00
209-276-801.000	PROFESSIONAL SERVICES	47,500.00	25,450.01	0.00	22,049.99	53.58
209-276-803.000	INDEPENDENT AUDITOR SERVICES	500.00	0.00	0.00	500.00	0.00
209-276-921.000	UTILITIES	600.00	391.89	0.00	208.11	65.32
209-276-930.000	REPAIRS AND MAINTENANCE	1,850.00	300.00	0.00	1,550.00	16.22
209-276-932.000	COMPUTERS/EQUIPMENT/IT	1,000.00	360.00	0.00	640.00	36.00
209-276-943.000	EQUIPMENT RENTAL	100.00	284.84	0.00	(184.84)	284.84
Total Dept 276 - CEMETERY		55,800.00	26,786.74	0.00	29,013.26	48.00
TOTAL EXPENDITURES		56,300.00	27,286.74	0.00	29,013.26	48.47
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		56,300.00	16,874.80	1,500.00	39,425.20	29.97
TOTAL EXPENDITURES		56,300.00	27,286.74	0.00	29,013.26	48.47
NET OF REVENUES & EXPENDITURES		0.00	(10,411.94)	1,500.00	10,411.94	100.00

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GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	03/31/2021	(ABNORMAL)	MONTH 03/31/2021	INCREASE (DECREASE)	NORMAL	BALANCE
								(ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY									
Revenues									
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY									
248-395-569.000	STATE GRANTS- OTHER	15,000.00		0.00		0.00		15,000.00	0.00
248-395-573.000	LOCAL COMMUNITY STABILIZATION SHARE	55,000.00		48,575.39		0.00		6,424.61	88.32
248-395-665.000	INTEREST-REVENUE	700.00		69.53		0.00		630.47	9.93
248-395-685.000	MISCELLANEOUS REVENUE	0.00		861.00		0.00		(861.00)	100.00
248-395-685.801	RENT REVENUE	1,000.00		522.00		0.00		478.00	52.20
248-395-685.802	PROMO PROJECTS REVENUE	4,000.00		4,190.00		0.00		(190.00)	104.75
248-395-685.804	MMS PLEDGES-CITY CONTRIBUTION	20,000.00		0.00		0.00		20,000.00	0.00
248-395-685.805	IND/CORPORATE DONATIONS	28,300.00		18,500.00		0.00		9,800.00	65.37
248-395-685.807	FARMERS MARKET REVENUE	1,500.00		3,873.50		0.00		(2,373.50)	258.23
248-395-685.808	EVENT DONATIONS REV	4,000.00		668.00		0.00		3,332.00	16.70
Total Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		129,500.00		77,259.42		0.00		52,240.58	59.66
TOTAL REVENUES		129,500.00		77,259.42		0.00		52,240.58	59.66
Expenditures									
Dept 000 - 728									
248-000-955.807	FARMERS MARKET MISC EXPENSE	0.00		19.65		0.00		(19.65)	100.00
Total Dept 000 - 728		0.00		19.65		0.00		(19.65)	100.00
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY									
248-395-702.000	SALARIES	36,050.00		16,265.79		2,419.59		19,784.21	45.12
248-395-710.000	CASH-IN-LIEU	12,000.00		0.00		0.00		12,000.00	0.00
248-395-718.000	RETIREMENT	1,100.00		0.00		0.00		1,100.00	0.00
248-395-723.000	UNEMPLOYMENT COMP.	220.00		97.22		0.00		122.78	44.19
248-395-724.000	WORKMENS COMPENSATION	950.00		0.00		0.00		950.00	0.00
248-395-727.000	OFFICE SUPPLIES	750.00		587.19		0.00		162.81	78.29
248-395-740.000	OPERATING SUPPLIES	0.00		259.97		0.00		(259.97)	100.00
248-395-741.000	POSTAGE & SHIPPING	0.00		63.15		0.00		(63.15)	100.00
248-395-801.000	PROFESSIONAL SERVICES	15,000.00		2,402.50		0.00		12,597.50	16.02
248-395-803.000	INDEPENDENT AUDITOR SERVICES	2,655.00		2,500.00		0.00		155.00	94.16
248-395-804.000	DDA LEGAL SERVICES	250.00		0.00		0.00		250.00	0.00
248-395-807.000	MEMBERSHIP AND DUES	625.00		450.00		0.00		175.00	72.00
248-395-850.000	COMMUNICATIONS	0.00		1,272.98		0.00		(1,272.98)	100.00
248-395-860.000	TRAVEL EXPENSES	5,000.00		3,874.97		409.92		1,125.03	77.50
248-395-880.000	COMMUNITY PROMOTIONS	8,000.00		0.00		0.00		8,000.00	0.00
248-395-880.101	FACADE GRANTS	10,000.00		0.00		0.00		10,000.00	0.00
248-395-880.102	CHRISTMAS DECORATIONS	3,750.00		1,921.50		0.00		1,828.50	51.24
248-395-880.105	SHOP LOCAL (VITALITY PROJECT)	0.00		4,208.26		0.00		(4,208.26)	100.00
248-395-880.106	MARKETING & COMMUN(ORGANIZATION PROJECT)	1,700.00		367.85		0.00		1,332.15	21.64
248-395-880.109	SUM CONCERT SERIES (EXISTING PROJECTS)	0.00		3,595.00		0.00		(3,595.00)	100.00
248-395-880.110	FARMERS MARKET (EXISTING PROJECT)	0.00		25.00		0.00		(25.00)	100.00
248-395-880.112	EVART BUCKS (EXISTING PROJECT)	500.00		165.00		5.00		335.00	33.00
248-395-900.000	PUBLISHING/PRINTING	0.00		377.84		0.00		(377.84)	100.00
248-395-921.000	UTILITIES	2,700.00		756.72		0.00		1,943.28	28.03
248-395-930.000	REPAIRS AND MAINTENANCE	0.00		110.00		0.00		(110.00)	100.00
248-395-955.000	MISCELLANEOUS EXPENSE	700.00		685.15		0.00		14.85	97.88
248-395-957.000	EDUCATION AND TRAINING	500.00		0.00		0.00		500.00	0.00
248-395-967.000	PROJECT COSTS	15,000.00		5,416.31		0.00		9,583.69	36.11
Total Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		117,450.00		45,402.40		2,834.51		72,047.60	38.66

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
Dept 850 - FRINGE BENEFITS						
248-850-714.000	MEDICARE	780.00	235.86	35.09	544.14	30.24
248-850-715.000	SOCIAL SECURITY	2,994.00	1,008.48	150.02	1,985.52	33.68
Total Dept 850 - FRINGE BENEFITS		3,774.00	1,244.34	185.11	2,529.66	32.97
TOTAL EXPENDITURES		121,224.00	46,666.39	3,019.62	74,557.61	38.50
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		129,500.00	77,259.42	0.00	52,240.58	59.66
TOTAL EXPENDITURES		121,224.00	46,666.39	3,019.62	74,557.61	38.50
NET OF REVENUES & EXPENDITURES		8,276.00	30,593.03	(3,019.62)	(22,317.03)	369.66

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 271 - LIBRARY FUND						
Revenues						
Dept 000 - 728						
271-000-403.100	LIBRARY CURRENT TAX REVENUE	29,800.00	0.00	0.00	29,800.00	0.00
Total Dept 000 - 728		29,800.00	0.00	0.00	29,800.00	0.00
TOTAL REVENUES		29,800.00	0.00	0.00	29,800.00	0.00
Expenditures						
Dept 000 - 728						
271-000-996.223	PAYMENT TO LIBRARY CURRENT PROPERTY TAX	29,800.00	0.00	0.00	29,800.00	0.00
Total Dept 000 - 728		29,800.00	0.00	0.00	29,800.00	0.00
TOTAL EXPENDITURES		29,800.00	0.00	0.00	29,800.00	0.00
Fund 271 - LIBRARY FUND:						
TOTAL REVENUES		29,800.00	0.00	0.00	29,800.00	0.00
TOTAL EXPENDITURES		29,800.00	0.00	0.00	29,800.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - 728						
590-000-403.325	SPECIAL ASSESSMENT S. OAK ST	2,000.00	1,086.88	0.00	913.12	54.34
590-000-642.000	SALES	639,000.00	387,922.12	43,057.90	251,077.88	60.71
590-000-644.000	READY TO SERVE FEE	180,000.00	151,021.84	16,799.57	28,978.16	83.90
590-000-660.000	INTEREST AND PENALTIES	5,000.00	0.00	0.00	5,000.00	0.00
590-000-665.000	INTEREST-REVENUE	2,000.00	172.73	0.00	1,827.27	8.64
590-000-685.000	MISCELLANEOUS REVENUE	0.00	8,383.18	0.00	(8,383.18)	100.00
Total Dept 000 - 728		828,000.00	548,586.75	59,857.47	279,413.25	66.25
TOTAL REVENUES		828,000.00	548,586.75	59,857.47	279,413.25	66.25
Expenditures						
Dept 202 - PROFESSIONAL SERVICES						
590-202-803.000	INDEPENDENT AUDITOR SERVICES	4,400.00	4,375.01	0.00	24.99	99.43
Total Dept 202 - PROFESSIONAL SERVICES		4,400.00	4,375.01	0.00	24.99	99.43
Dept 537 - ADMINISTRATION						
590-537-702.000	SALARIES	65,000.00	43,867.11	5,287.13	21,132.89	67.49
590-537-706.000	SALARY AND WAGES - HOURLY	55,000.00	43,575.03	4,776.03	11,424.97	79.23
590-537-727.000	OFFICE SUPPLIES	1,000.00	948.41	16.57	51.59	94.84
590-537-729.000	PERMITS AND FEES	4,000.00	3,650.00	0.00	350.00	91.25
590-537-740.000	OPERATING SUPPLIES	3,200.00	2,335.61	(124.35)	864.39	72.99
590-537-741.000	POSTAGE & SHIPPING	2,000.00	905.80	0.00	1,094.20	45.29
590-537-801.000	PROFESSIONAL SERVICES	4,000.00	4,332.49	1,037.07	(332.49)	108.31
590-537-807.000	MEMBERSHIP AND DUES	100.00	102.17	0.00	(2.17)	102.17
590-537-840.000	PHYSICALS/DRUG TESTING	125.00	121.67	0.00	3.33	97.34
590-537-850.000	COMMUNICATIONS	3,000.00	2,555.76	258.24	444.24	85.19
590-537-860.000	TRAVEL EXPENSES	500.00	0.00	0.00	500.00	0.00
590-537-900.000	PUBLISHING/PRINTING	1,000.00	758.20	78.92	241.80	75.82
590-537-930.000	REPAIRS AND MAINTENANCE	1,500.00	0.02	0.00	1,499.98	0.00
590-537-932.000	COMPUTERS/EQUIPMENT/IT	6,600.00	4,402.23	418.50	2,197.77	66.70
590-537-943.000	EQUIPMENT RENTAL	200.00	138.02	0.00	61.98	69.01
590-537-955.000	MISCELLANEOUS EXPENSE	1,900.00	1,314.50	0.00	585.50	69.18
590-537-957.000	EDUCATION AND TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 537 - ADMINISTRATION		151,125.00	109,007.02	11,748.11	42,117.98	72.13
Dept 538 - PLANT OPERATION						
590-538-706.000	SALARY AND WAGES - HOURLY	25,000.00	14,134.52	1,663.90	10,865.48	56.54
590-538-730.000	OUTSOURCED TESTING	6,600.00	4,766.80	0.00	1,833.20	72.22
590-538-731.000	FERRIC CHLORIDE	10,000.00	6,893.12	0.00	3,106.88	68.93
590-538-740.000	OPERATING SUPPLIES	5,000.00	3,721.09	166.97	1,278.91	74.42
590-538-801.000	PROFESSIONAL SERVICES	24,450.00	21,911.52	2,320.00	2,538.48	89.62
590-538-850.000	COMMUNICATIONS	1,500.00	1,144.61	139.49	355.39	76.31
590-538-912.000	LIABILITY INSURANCE	16,550.00	16,527.19	0.00	22.81	99.86
590-538-921.000	UTILITIES	45,000.00	36,936.92	8,402.36	8,063.08	82.08
590-538-930.000	REPAIRS AND MAINTENANCE	4,975.00	4,347.20	536.27	627.80	87.38
590-538-943.000	EQUIPMENT RENTAL	5,000.00	3,297.51	200.76	1,702.49	65.95
590-538-969.000	DEPRECIATION	162,000.00	0.00	0.00	162,000.00	0.00
590-538-970.100	CAPITAL OUTLAY-CAPITALIZED	120,000.00	0.00	0.00	120,000.00	0.00

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		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-538-970.101	STORM SEWER/SANITARY SEWER IMPROVEMENTS	50,000.00	50.55	0.00	49,949.45	0.10
Total Dept 538 - PLANT OPERATION		476,075.00	113,731.03	13,429.75	362,343.97	23.89
Dept 539 - COLLECTION						
590-539-702.000	SALARIES	40,000.00	13,431.66	1,692.65	26,568.34	33.58
590-539-706.000	SALARY AND WAGES - HOURLY	38,000.00	25,106.76	2,806.88	12,893.24	66.07
590-539-707.000	SAL/WAGES, PT	2,200.00	493.24	23.11	1,706.76	22.42
590-539-740.000	OPERATING SUPPLIES	3,200.00	865.36	0.00	2,334.64	27.04
590-539-930.000	REPAIRS AND MAINTENANCE	1,800.00	1,777.48	0.00	22.52	98.75
590-539-943.000	EQUIPMENT RENTAL	15,000.00	15,028.98	3,081.03	(28.98)	100.19
Total Dept 539 - COLLECTION		100,200.00	56,703.48	7,603.67	43,496.52	56.59
Dept 850 - FRINGE BENEFITS						
590-850-714.000	MEDICARE	3,500.00	1,949.20	224.38	1,550.80	55.69
590-850-715.000	SOCIAL SECURITY	11,000.00	8,332.93	959.13	2,667.07	75.75
590-850-716.000	HEALTH INSURANCE	48,000.00	34,800.92	3,522.18	13,199.08	72.50
590-850-718.000	RETIREMENT	16,000.00	17,006.87	1,661.70	(1,006.87)	106.29
590-850-719.000	OTHER FRINGE BENEFITS	2,000.00	920.57	98.23	1,079.43	46.03
590-850-723.000	UNEMPLOYMENT COMP.	2,500.00	54.78	0.00	2,445.22	2.19
590-850-724.000	WORKMENS COMPENSATION	7,500.00	7,273.25	1,482.91	226.75	96.98
Total Dept 850 - FRINGE BENEFITS		90,500.00	70,338.52	7,948.53	20,161.48	77.72
TOTAL EXPENDITURES		822,300.00	354,155.06	40,730.06	468,144.94	43.07
Fund 590 - SEWER FUND:						
TOTAL REVENUES		828,000.00	548,586.75	59,857.47	279,413.25	66.25
TOTAL EXPENDITURES		822,300.00	354,155.06	40,730.06	468,144.94	43.07
NET OF REVENUES & EXPENDITURES		5,700.00	194,431.69	19,127.41	(188,731.69)	3,411.08

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		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000 - 728						
591-000-403.325	SPECIAL ASSESSMENT S. OAK ST	2,000.00	1,086.87	0.00	913.13	54.34
591-000-403.326	CURRENT PROP TAX-S. HEMLOCK ST.	0.00	2,654.87	12.53	(2,654.87)	100.00
591-000-403.327	CURRENT PROP TAX-N. OAK ST.	0.00	98,585.22	0.00	(98,585.22)	100.00
591-000-642.000	SALES	1,227,400.00	852,948.43	85,418.15	374,451.57	69.49
591-000-644.000	READY TO SERVE FEE	98,400.00	85,414.28	9,478.34	12,985.72	86.80
591-000-645.000	LAWN METER SALES	500.00	65.00	0.00	435.00	13.00
591-000-660.000	INTEREST AND PENALTIES	2,000.00	0.00	0.00	2,000.00	0.00
591-000-665.000	INTEREST-REVENUE	3,000.00	2,943.45	0.00	56.55	98.12
591-000-685.000	MISCELLANEOUS REVENUE	10,000.00	20,337.06	10,000.00	(10,337.06)	203.37
591-000-691.000	TOWER LEASE REVENUE	34,200.00	9,900.00	1,150.00	24,300.00	28.95
Total Dept 000 - 728		1,377,500.00	1,073,935.18	106,059.02	303,564.82	77.96
TOTAL REVENUES		1,377,500.00	1,073,935.18	106,059.02	303,564.82	77.96
Expenditures						
Dept 202 - PROFESSIONAL SERVICES						
591-202-803.000	INDEPENDENT AUDITOR SERVICES	4,400.00	4,375.00	0.00	25.00	99.43
Total Dept 202 - PROFESSIONAL SERVICES		4,400.00	4,375.00	0.00	25.00	99.43
Dept 545 - ADMINISTRATION						
591-545-702.000	SALARIES	66,000.00	40,547.54	4,876.91	25,452.46	61.44
591-545-706.000	SALARY AND WAGES - HOURLY	38,000.00	25,468.23	3,261.19	12,531.77	67.02
591-545-707.000	SAL/WAGES, PT	13,000.00	16,760.98	2,434.64	(3,760.98)	128.93
591-545-727.000	OFFICE SUPPLIES	1,000.00	948.38	16.56	51.62	94.84
591-545-729.000	PERMITS AND FEES	6,000.00	5,735.05	200.00	264.95	95.58
591-545-740.000	OPERATING SUPPLIES	4,600.00	1,479.25	(55.79)	3,120.75	32.16
591-545-741.000	POSTAGE & SHIPPING	3,000.00	905.79	0.00	2,094.21	30.19
591-545-801.000	PROFESSIONAL SERVICES	44,950.00	6,882.60	1,037.11	38,067.40	15.31
591-545-807.000	MEMBERSHIP AND DUES	3,000.00	2,803.78	0.00	196.22	93.46
591-545-840.000	PHYSICALS/DRUG TEST	2,500.00	201.16	0.00	2,298.84	8.05
591-545-850.000	COMMUNICATIONS	2,200.00	2,099.89	154.41	100.11	95.45
591-545-860.000	TRAVEL EXPENSES	1,500.00	0.00	0.00	1,500.00	0.00
591-545-900.000	PUBLISHING/PRINTING	2,000.00	1,653.35	78.92	346.65	82.67
591-545-930.000	REPAIRS AND MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
591-545-932.000	COMPUTERS/EQUIPMENT/IT	7,000.00	4,402.23	418.49	2,597.77	62.89
591-545-943.000	EQUIPMENT RENTAL	1,000.00	269.89	11.21	730.11	26.99
591-545-955.000	MISCELLANEOUS EXPENSE	1,500.00	1,314.50	0.00	185.50	87.63
591-545-957.000	EDUCATION AND TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 545 - ADMINISTRATION		201,250.00	111,472.62	12,433.65	89,777.38	55.39
Dept 546 - PLANT/OPERATIONS						
591-546-706.000	SALARY AND WAGES - HOURLY	25,000.00	13,304.38	1,566.30	11,695.62	53.22
591-546-707.000	SAL/WAGES, PT	2,500.00	328.99	15.41	2,171.01	13.16
591-546-730.000	OUTSOURCED TESTING	15,000.00	7,207.80	1,827.70	7,792.20	48.05
591-546-732.000	CHLORINE/TREATMENT CHEMICALS	22,000.00	21,242.46	0.00	757.54	96.56
591-546-740.000	OPERATING SUPPLIES	10,000.00	8,473.77	(11.64)	1,526.23	84.74
591-546-801.000	PROFESSIONAL SERVICES	30,000.00	21,802.86	2,319.99	8,197.14	72.68
591-546-807.000	MEMBERSHIP AND DUES	3,000.00	0.00	0.00	3,000.00	0.00

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		AMENDED BUDGET	03/31/2021 NORMAL (ABNORMAL)	MONTH 03/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
591-546-850.000	COMMUNICATIONS	2,000.00	1,068.15	173.58	931.85	53.41
591-546-912.000	LIABILITY INSURANCE	6,000.00	4,958.15	0.00	1,041.85	82.64
591-546-921.000	UTILITIES	110,000.00	65,452.85	12,225.15	44,547.15	59.50
591-546-930.000	REPAIRS AND MAINTENANCE	3,000.00	2,890.49	434.93	109.51	96.35
591-546-943.000	EQUIPMENT RENTAL	25,000.00	5,489.41	831.90	19,510.59	21.96
591-546-957.000	EDUCATION AND TRAINING	2,500.00	0.00	0.00	2,500.00	0.00
591-546-969.000	DEPRECIATION	262,000.00	0.00	0.00	262,000.00	0.00
Total Dept 546 - PLANT/OPERATIONS		518,000.00	152,219.31	19,383.32	365,780.69	29.39
Dept 547 - DISTRIBUTION						
591-547-706.000	SALARY AND WAGES - HOURLY	40,000.00	24,272.62	2,708.65	15,727.38	60.68
591-547-734.000	WATER TOWER MAINTENANCE	51,050.00	51,022.17	0.00	27.83	99.95
591-547-740.000	OPERATING SUPPLIES	7,000.00	853.33	0.00	6,146.67	12.19
591-547-801.000	PROFESSIONAL SERVICES	5,000.00	1,325.00	0.00	3,675.00	26.50
591-547-930.000	REPAIRS AND MAINTENANCE	7,000.00	1,384.39	74.63	5,615.61	19.78
591-547-943.000	EQUIPMENT RENTAL	20,000.00	8,310.53	246.62	11,689.47	41.55
591-547-970.100	CAPITAL OUTLAY-CAPITALIZED	200,000.00	17,562.57	4,530.00	182,437.43	8.78
591-547-970.300	LEAD SERVICE LINE REPLACEMENTS	150,000.00	332.81	0.00	149,667.19	0.22
591-547-970.400	WELL IMPROVEMENTS	33,000.00	0.00	0.00	33,000.00	0.00
Total Dept 547 - DISTRIBUTION		513,050.00	105,063.42	7,559.90	407,986.58	20.48
Dept 548 - ACCOUNTING AND COLLECTION						
591-548-702.000	SALARIES	38,940.00	13,838.00	1,743.80	25,102.00	35.54
591-548-943.000	EQUIPMENT RENTAL	15,000.00	11,363.17	1,373.25	3,636.83	75.75
Total Dept 548 - ACCOUNTING AND COLLECTION		53,940.00	25,201.17	3,117.05	28,738.83	46.72
Dept 850 - FRINGE BENEFITS						
591-850-714.000	MEDICARE	2,500.00	1,863.69	228.45	636.31	74.55
591-850-715.000	SOCIAL SECURITY	10,000.00	7,969.76	976.99	2,030.24	79.70
591-850-716.000	HEALTH INSURANCE	40,000.00	33,204.89	3,781.15	6,795.11	83.01
591-850-718.000	RETIREMENT	22,000.00	16,515.92	1,688.83	5,484.08	75.07
591-850-719.000	OTHER FRINGE BENEFITS	1,000.00	775.18	82.72	224.82	77.52
591-850-723.000	UNEMPLOYMENT COMP.	3,000.00	64.74	0.00	2,935.26	2.16
591-850-724.000	WORKMENS COMPENSATION	7,060.00	7,059.37	1,439.30	0.63	99.99
Total Dept 850 - FRINGE BENEFITS		85,560.00	67,453.55	8,197.44	18,106.45	78.84
TOTAL EXPENDITURES		1,376,200.00	465,785.07	50,691.36	910,414.93	33.85
Fund 591 - WATER FUND:						
TOTAL REVENUES		1,377,500.00	1,073,935.18	106,059.02	303,564.82	77.96
TOTAL EXPENDITURES		1,376,200.00	465,785.07	50,691.36	910,414.93	33.85
NET OF REVENUES & EXPENDITURES		1,300.00	608,150.11	55,367.66	(606,850.11)	6,780.78

PERIOD ENDING 03/31/2021

% Fiscal Year Completed: 75.07

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 03/31/2021	BALANCE	% BDGT USED
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 661 - EQUIPMENT POOL FUND						
Revenues						
Dept 000 - 728						
661-000-654.101	GENERAL FUND	52,350.00	39,282.90	1,677.22	13,067.10	75.04
661-000-654.202	MAJOR STREETS	30,700.00	21,979.15	3,481.62	8,720.85	71.59
661-000-654.203	LOCAL STREET FUND	16,700.00	13,650.29	2,164.75	3,049.71	81.74
661-000-654.590	SEWER FUND	20,200.00	18,464.51	3,281.79	1,735.49	91.41
661-000-654.591	WATER FUND	61,000.00	25,433.00	2,462.98	35,567.00	41.69
661-000-665.000	INTEREST-REVENUE	750.00	440.38	0.00	309.62	58.72
661-000-685.000	MISCELLANEOUS REVENUE	0.00	(37.90)	0.00	37.90	100.00
Total Dept 000 - 728		181,700.00	119,212.33	13,068.36	62,487.67	65.61
TOTAL REVENUES		181,700.00	119,212.33	13,068.36	62,487.67	65.61
Expenditures						
Dept 202 - PROFESSIONAL SERVICES						
661-202-803.000	INDEPENDENT AUDITOR SERVICES	2,100.00	2,058.33	0.00	41.67	98.02
Total Dept 202 - PROFESSIONAL SERVICES		2,100.00	2,058.33	0.00	41.67	98.02
Dept 599 - EQUIPMENT POOL						
661-599-702.000	SALARIES	7,000.00	4,100.64	520.00	2,899.36	58.58
661-599-706.000	SALARY AND WAGES - HOURLY	5,000.00	2,639.88	285.61	2,360.12	52.80
661-599-706.661	PREVENTIVE MAINTENANCE	100.00	0.00	0.00	100.00	0.00
661-599-740.000	OPERATING SUPPLIES	12,800.00	4,394.86	(155.05)	8,405.14	34.33
661-599-801.000	PROFESSIONAL SERVICES	4,000.00	3,063.10	500.00	936.90	76.58
661-599-861.000	GAS AND OIL	16,000.00	8,897.20	462.42	7,102.80	55.61
661-599-912.000	LIABILITY INSURANCE	7,500.00	6,197.70	0.00	1,302.30	82.64
661-599-930.000	REPAIRS AND MAINTENANCE	15,500.00	9,787.56	271.56	5,712.44	63.15
661-599-930.100	PREVENTATIVE MAINTENANCE	1,500.00	1,037.71	0.00	462.29	69.18
661-599-969.000	DEPRECIATION	60,000.00	0.00	0.00	60,000.00	0.00
661-599-970.100	CAPITAL OUTLAY-CAPITALIZED	21,800.00	55,972.00	0.00	(34,172.00)	256.75
Total Dept 599 - EQUIPMENT POOL		151,200.00	96,090.65	1,884.54	55,109.35	63.55
Dept 850 - FRINGE BENEFITS						
661-850-714.000	MEDICARE	300.00	95.11	11.42	204.89	31.70
661-850-715.000	SOCIAL SECURITY	600.00	406.64	48.76	193.36	67.77
661-850-716.000	HEALTH INSURANCE	1,500.00	891.41	68.65	608.59	59.43
661-850-718.000	RETIREMENT	1,000.00	750.68	84.52	249.32	75.07
Total Dept 850 - FRINGE BENEFITS		3,400.00	2,143.84	213.35	1,256.16	63.05
Dept 907 - SCHEDULED PAYMENTS						
661-907-950.991	PRINCIPAL	23,000.00	22,040.29	0.00	959.71	95.83
Total Dept 907 - SCHEDULED PAYMENTS		23,000.00	22,040.29	0.00	959.71	95.83
TOTAL EXPENDITURES		179,700.00	122,333.11	2,097.89	57,366.89	68.08

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	03/31/2021	MONTH	03/31/2021	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)		USED
Fund 661 - EQUIPMENT POOL FUND								
Fund 661 - EQUIPMENT POOL FUND:								
TOTAL REVENUES		181,700.00	119,212.33		13,068.36	62,487.67		65.61
TOTAL EXPENDITURES		179,700.00	122,333.11		2,097.89	57,366.89		68.08
NET OF REVENUES & EXPENDITURES		2,000.00	(3,120.78)		10,970.47	5,120.78		156.04

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 663 - FIRE VEHICLE						
Revenues						
Dept 000 - 728						
663-000-665.000	INTEREST-REVENUE	0.00	144.03	0.00	(144.03)	100.00
Total Dept 000 - 728		0.00	144.03	0.00	(144.03)	100.00
TOTAL REVENUES		0.00	144.03	0.00	(144.03)	100.00
Fund 663 - FIRE VEHICLE:						
TOTAL REVENUES		0.00	144.03	0.00	(144.03)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	144.03	0.00	(144.03)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 701 - TRUST AND AGENCY						
Revenues						
Dept 000 - 728						
701-000-665.000	INTEREST	0.00	11.10	0.00	(11.10)	100.00
Total Dept 000 - 728		0.00	11.10	0.00	(11.10)	100.00
TOTAL REVENUES		0.00	11.10	0.00	(11.10)	100.00
Fund 701 - TRUST AND AGENCY:						
TOTAL REVENUES		0.00	11.10	0.00	(11.10)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	11.10	0.00	(11.10)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - SUMMER TAX						
Revenues						
Dept 000 - 728						
703-000-665.000	INTEREST	0.00	0.00	(1.38)	0.00	0.00
Total Dept 000 - 728		0.00	0.00	(1.38)	0.00	0.00
TOTAL REVENUES		0.00	0.00	(1.38)	0.00	0.00
Fund 703 - SUMMER TAX:						
TOTAL REVENUES		0.00	0.00	(1.38)	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1.38)	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 704 - WINTER TAX						
Revenues						
Dept 000 - 728						
704-000-665.000	INTEREST	0.00	0.00	(1.93)	0.00	0.00
Total Dept 000 - 728		0.00	0.00	(1.93)	0.00	0.00
TOTAL REVENUES		0.00	0.00	(1.93)	0.00	0.00
Fund 704 - WINTER TAX:						
TOTAL REVENUES		0.00	0.00	(1.93)	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1.93)	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 711 - CEMETERY TRUST FUND						
Revenues						
Dept 000 - 728						
711-000-665.000	INTEREST	0.00	665.21	0.00	(665.21)	100.00
Total Dept 000 - 728		0.00	665.21	0.00	(665.21)	100.00
TOTAL REVENUES		0.00	665.21	0.00	(665.21)	100.00
Fund 711 - CEMETERY TRUST FUND:						
TOTAL REVENUES		0.00	665.21	0.00	(665.21)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	665.21	0.00	(665.21)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 750 - PAYROLL						
Revenues						
Dept 000 - 728						
750-000-665.000	INTEREST-REVENUE	0.00	2.30	0.00	(2.30)	100.00
Total Dept 000 - 728		0.00	2.30	0.00	(2.30)	100.00
TOTAL REVENUES		0.00	2.30	0.00	(2.30)	100.00
Fund 750 - PAYROLL:						
TOTAL REVENUES		0.00	2.30	0.00	(2.30)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	2.30	0.00	(2.30)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF EVART  
PERIOD ENDING 03/31/2021  
% Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 751 - VENDOR ACCOUNT						
Revenues						
Dept 000 - 728						
751-000-665.000	INTEREST	0.00	5.70	0.00	(5.70)	100.00
Total Dept 000 - 728		0.00	5.70	0.00	(5.70)	100.00
TOTAL REVENUES		0.00	5.70	0.00	(5.70)	100.00
Fund 751 - VENDOR ACCOUNT:						
TOTAL REVENUES		0.00	5.70	0.00	(5.70)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	5.70	0.00	(5.70)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		3,896,095.00	2,972,060.93	271,398.06	924,034.07	76.28
TOTAL EXPENDITURES - ALL FUNDS		3,867,199.00	1,854,450.96	187,164.89	2,012,748.04	47.95
NET OF REVENUES & EXPENDITURES		28,896.00	1,117,609.97	84,233.17	(1,088,713.97)	3,867.70

Evart Area Joint Fire Department

Fire Board Meeting

March 9, 2021 @ 5 PM

**PLEDGE OF ALLEGIANCE**

Meeting called to order by Chairman Hammer 5:05pm.

**CITIZENS COMMENTS:** None

**ROLL CALL:** Brad Morgan – Orient Township, Gary Hammer – Evart Township, Dan Elliott – City of Evart, Bev Mills – Sylvan Township, Sherri Bancroft – Osceola Township.

**Guests:** Shane Helmer, Angie Cushman, Steve Campbell

**MOTION to approve the agenda with the amendments of the addition of New Business # 3 Capital Fixed Asset Policy and #4 Financial Institution Change. Motion Passed.**

**MOTION to approve the Consent Agenda with the payment of bills, Treasurers' report, and approval of February minutes. MOTION PASSED.**

**Treasurers Report:** General Checking \$20,581.72, Truck Account \$51,219.89 with a total of \$71,801.61. With the monthly bills totaling \$18,451.25, check # 6582-6604.

**OLD BUSINESS:**

1. **Green Truck:** Shane stated that the truck is essentially finished, there is a few touch up paint areas, and small things needing to be done. The truck was done for \$18,000, and no department funds were used, it was all done by grants, and donations. It has been inspected and a title is on its way to the department.

2. **Chart of Accts:** Shane stated that the changeover will take place on July 1, and that Shane has made all the changes that need to be made. Shane spoke to Erin at DGN and she stated that we would be able to change a lot of line items, and be able to eliminate quite a few line items, so most of the accounts can be combined and be able to use this as a activity budget.
3. **FD Agreement:** Shane handed out the agreement, and stated each change that has been outlined in Red. Discussion was held.
4. **Changeover to QuickBooks:** Discussed in Old Business #2
5. **Deficit Elimination Plan:** Shane stated that the Elimination Plan was approved, and Shelly (Auditor) stated everything was done and no other action was needed. Discussion was held.

#### **NEW BUSINESS:**

1. **Gas Meter Replacement:** Shane stated that the current gas meters that we have are 8-9 years old, and are in need of an upgrade or replacement. Shane gave a presentation of new gas meter information that he would like to try out. He stated that these are the newest and is a lease to own. Discussion was held, and item was tabled until the April meeting.
2. **Budget 2020-21 Amendments:** Shane stated that the budget this year is lower than most years we have had. Shane stated that the unexpected repairs for Engine 8 has put us lower than normal budget money. Shane stated that he would like to move money from the capital truck account to the general checking account to the Maintenance line item.

**MOTION BY MORGAN, 2<sup>nd</sup> BY ELLIOTT to reallocate \$15,217.00 to account 336-931.**

**MILLS –YES, BANCROFT –YES, HAMMER – YES, ELLIOTT – YES, MORGAN – YES**

**MOTION PASSED.**

- 3. Capital Fixed Asset Policy:** Shane explained that this needs to be a policy so that money can be moved from this line item.

**MOTION BY ELLIOTT, 2<sup>nd</sup> BY BANCROFT to approve the Fixed Asset Policy for the Evart Area Joint Fire Department.**

**BANCROFT – YES, MILLS – YES, HAMMER – YES, ELLIOTT – YES, MORGAN – YES.  
MOTION PASSED.**

- 4. Financial Institution Change:** Shane stated that he had heard from Bev of a new charge for fees that TCF Bank now charges \$14 in each account. Shane stated that we should be looking into changing institutions possibly to MFCU. Discussion was held.

**MOTION BY BANCROFT, 2<sup>ND</sup> BY ELLIOTT to allow board members Sherri Bancroft and Bev Mills to change bank accounts for the Evart Area Joint Fire Department from TCF Bank to Members First Credit Union and to open a high yield savings account as well as a checking account. MOTION PASSED.**

**CITIZENS COMMENTS: None**

**Next Meeting April 13, 2021 @ 4pm.**

**Shane stated that Dan would like to explain the Fund, Activity and Account number line item change over. Discussion was held.**

**MOTION BY MILLS 2<sup>ND</sup> BY MORGAN, to adjourn the meeting @ 6:38 pm.  
MOTION PASSED.**

**MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT A FUTURE BOARD MEEING.**

**ANGELA CUSHMAN**

**Administrative Assistant**

**Evart Area Joint Fire Department**

Evart Area Joint Fire Department

Fire Board

Budget Hearing Meeting

March 9, 2021 @ 7 PM

**PLEDGE OF ALLEGIANCE**

Meeting called to order by Chairman Hammer 7:02pm. Chairman Hammer thanked all guests for attending the budget hearing meeting.

**ROLL CALL:** Brad Morgan – Orient Township, Bev Mills – Sylvan Township, Gary Hammer – Evart Township, Dan Elliott – City of Evart, Sherri Bancroft – Osceola Township.

**Guests:** Shane Helmer – Fire Chief, Angie Cushman - FD Clerk, Steve Campbell - Evart Township, Denise Custer - Evart Township, Doug Derscheid – Evart Township, Sarah Dvoracek – City of Evart.

**CITIZENS COMMENTS:** None

Amendments to and approval of the Agenda.

MOTION TO APPROVE THE AGENDA AS WRITTEN. MOTION PASSED.

Chairman Hammer opened the budget hearing at 7:06pm and had Chief Helmer explain the budget for the 2021-22 budget years. Shane explained the new line items that needed to be added, with the new gear replacement, and a timeline of those scheduled plans to be replaced.

**Questions:**

**Steve Campbell- Evart Township:** Would the budget take into effect the rollback yearly of the mileage rate?

**Shane** stated yes, he spoke with Rosie from Equalization and that by the time the board of reviews are complete before the tax bills go out, so she would have the rate to determine what the mileage rate would be.

**Steve Campbell – Ewart Twp.** Like in your insurance line item, with that be split in your computer so that you can tell what your insurance is compared to your workman's comp, etc?

**Shane** stated yes, everything will be broken down, as general liability insurance, workman's comp, trucks, etc in each line item.

**Doug Derschied – Ewart Twp.** What is the proposal for the \$25,000 capital improvement for, what are you looking to use that on?

**Shane** stated that will be used for replacement for Engine 8. Due to the fact that the truck is very old, and is having major pump issues even after having the pump refurbished.

**Steve Campbell – Ewart Twp.** What about the engines that are half the size but have the same pump capacity?

**Shane** stated that he is looking for a 2500 or 3000 gallon tank for the trucks for the township being so rural. He wants to be able to sustain for at least 30 before a port a tank can be set up.

**Doug Derscheid, Ewart Twp.** Where does Engine 8 fall in the 20 year plan?

Shane stated that he would like to get rid of it, and replace it in some way. It is due to be replaced this year.

**Doug Derscheid, Ewart Twp.** What would be the next truck after Engine 8?

**Shane** stated that it would be a brush truck. The other engines are due for replacement in 2026.

**Shane** stated that the roof, cement and grounds is the next due for replacement.

**Doug Derscheid, Evart Twp.** Could you speak about the part time employment for the department.

**Shane** stated that we have 31 members of the department, he stated that he wants to have something to benefit the community, and the time needed is daytime, due to everyone working during the daytime hours. We do not need 24 hour shifts, but daytime would be very beneficial to every department. So Shane is looking for some policies and the cost of 8 hour day shift. It will not only benefit the community, but also our department for the trucks and equipment and find anything that may need worked on or repaired or replaced.

**Steve Campbell, Evart Twp.** So you have a checklist for each truck?

**Shane** Yes I can see that any truck that was in service, and if the truck check was done.

**Shane** explained each monitor in the command center, and shows each screen and what is used on the screen.

Green Truck is now finished and is going to be used as a mobile command center. There was \$10,000 from the Osceola Community Foundation and \$8,800 from TC Energy and was fully furnished and funded by these 2 grants, and no money from the department.

**Sarah Dvoracek – City of Evart.** I don't have any questions, other than can I get a copy of the capital outlay expenses?

**Shane** stated yes he will get that to Sarah.

**Doug Derscheid- Evart Twp.** \$50,000 you said this came back as a grant, what is this money?

**Shane** stated that this is a USDA grant, and they practically beg you to apply for these grants and as long as we can get them, I will always apply for them.

**Steve Campbell, Evart Twp.** What is the percentage of the grant on purchases?

**Shane** stated up to \$50,000 it would be 38% and 62%, up to \$150,000.

**Steve Campbell, Evart Twp.** Do the fire truck manufactures have to adhere to the government sales percentage?

**Shane** stated that he does not believe so.

**Steve Campbell, Evart Twp.** So on your Tahoe and pickup purchases you get them at 62% of total.

**Shane** stated yes.

**Steve Campbell, Evart Twp.** So your half price half size pumper would get down the road in the rural areas of the townships?

**Shane** Yes, that is our plan is to make it accessible to all our coverage areas.

**Steve Campbell, Evart Twp.** I know you have talked to Miramichi, but have you talked to any other lakes about a putting a siphon at those for water source.

**Shane** stated yes, he needs contact information from some of them, but is working with them to make sure we can access them, and provide this service.

**Doug Derscheid, Evart Twp.** Can you get the big trucks into Miramichi?

**Shane** it is very tight, but we can, it just takes a lot of moving them to get them there and out.

**Doug Derscheid, Evart Twp.** One last question, on the 20 year plan that has been readjusted, any idea when the new plan might come out?

**Shane** stated that nothing have really changed other than the jaws have been moved, due to availability.

Chairman Hammer asked if there were any other questions, and will now close the public hearing at 7:38pm.

**MOTION BY ELLIOTT, 2<sup>nd</sup> BY MORGAN to close the public hearing for Evart Fire Department budget year 2021-22. MOTION PASSED.**

**NEW BUSINESS**

**1. Budget 2021-2022 Approval.**

**MOTION BY ELLIOTT 2<sup>ND</sup> BY MORGAN to approve and pass the 2021-2022 Budget for Evert Fire Department.**

**BANCROFT – YES, MILLS – YES, ELLIOTT - YES, MORGAN – YES, HAMMER – YES.**

**MOTION PASSED.**

**CITIZENS COMMENTS: None**

**MOTION BY ELLIOTT, 2<sup>ND</sup> BY BANCROFT to adjourn the meeting at 7:41pm.**

**MOTION PASSED.**

**Next Meeting Date: April 13,2021 @ 4 pm**

**MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT A FUTURE BOARD MEEING.**

**ANGELA CUSHMAN**

**Administrative Assistant**

**Evert Area Joint Fire Department**

