



## 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 19, 2021 @ 8:00PM

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

1. **Call to Order: 8:00PM**
2. **Roll Call**
3. **Citizens' Comments** – *limited to 3-4 minutes per individual*
4. **Approval of Agenda**
5. **Consent Agenda**  
*The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Board motion (roll-call vote) without discussion. Any person, whether Board Member, staff or public may ask that item be removed from the Consent Agenda to be placed elsewhere on the regular agenda for discussion. All such requests will be granted.*
  - B. Regular Virtual Council Minutes – April 5, 2021
  - C. Vendor's List \$257,185.79
6. **Unfinished Business**
  - D. Schedule another Public Hearing for Rental Inspection Program
  - E. Riverside Park Improvements (*postpone*)
7. **New Business**  
**Items for Action:**
  - F. Resolution 2021-07 Appointing Sarah Dvoracek as the Planning and Zoning Administrator
  - G. Resolution 2021-08 Appointing Sarah Dvoracek as the Airport Manager
  - H. Resolution 2021-09 Appointing Sarah Dvoracek as the Street Administrator
  - I. Resolution 2021-10 To Extend Waiving Penalty/Late Fees for Utility Billing
  - J. Request to Amend the Department of Public Works Job Description (*will be emailed later*)
8. **Department/Informational Reports (No Action Needed)**
  - K. Accounts Payable Report (4/6/2021 – 4/19/2021)
  - L. Payroll Reports (4/6/2021 – 4/19/2021)
  - M. Summary of all Funds – March 2021

**9. City Attorney Report/Comment**

**10. City Clerk Report/Comment**

N. Boards and Commissions

**11. City Manager Report/Comment**

O. Perchlorate – FYI

P. Great Assets Require Great Rates – Rate Study Article – FYI

Q. Memo from Nestle Water – FYI

R. Certified Local Government Certification – FYI

**12. Finance Director Report/Comment**

S. Finance Directors' Monthly Report – March 2021

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

T. Department of Public Works Monthly Report – March 2021

**14. Police Department Report/Comment**

U. Police Department's Monthly Report – March 2021

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

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

**17. Adjournment**

Documents to be signed after council meeting:

**Resolution 2021-07:** Appointing Sarah Dvoracek as the Planning and Zoning Administrator

**Resolution 2021-08:** Appointing Sarah Dvoracek as the Airport Manager

**Resolution 2021-09:** Appointing Sarah Dvoracek as the Street Administrator

**Resolution 2021-10:** To Extend Waiving Penalty/Late Fees for Utility Billing

# Zoom Virtual Meeting: How to Join In

## Join Using a Link

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

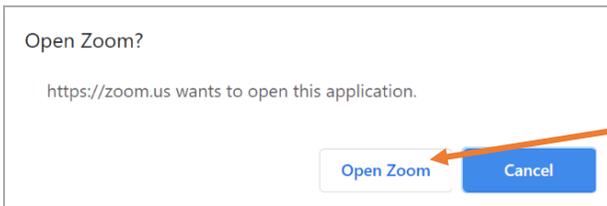
### ***To be announced the day of the council meeting***

This will open the meeting prompt loading page for the meeting

## Entering the Meeting

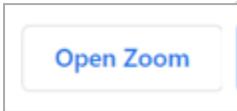
Once you have accessed the meeting using your web browser

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

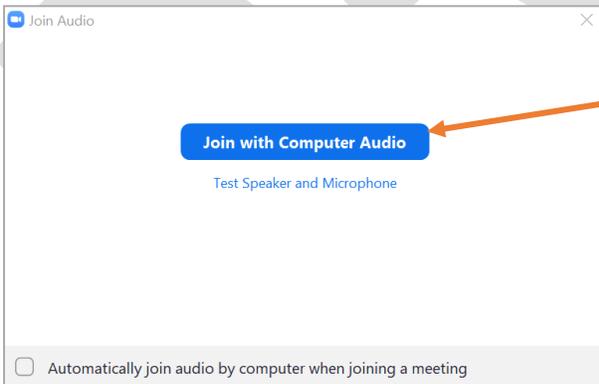


*The language of this pop up notification may be different depending on your browser*

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 April 5, 2021 @ 8:00PM**

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

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

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

**Guests (per Zoom ID):** Evert Farmers Market, Laurie Chase, Cathie Crew, Janet's iPad, Ralph Carlson, Sarah Molenaar

**Public Hearing: Second/Final reading of the Recodification of City Ordinances**

Mayor Emerick opened the Public Hearing at 8:02pm. There were no public comments. Mayor Emerick closed the Public Hearing at 8:04pm.

***Citizens' Comments:** Sarah Molenaar hopes that the City will continue to broadcast meetings via Zoom after the pandemic ends as it is so convenient for the public.*

**Approval of Agenda**

Mr. Wilson requested that a discussion about a community clean up day be added after letter K. Motion by Mayor Emerick to approve the agenda with the addition. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

**Approval of Consent Agenda**

**B.** Regular Virtual Council Minutes – March 15, 2021

**C.** Vendor's List \$52,429.14

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

**Unfinished Business**

**D.** Schedule another Public Hearing for Rental Inspection Program

After discussion, it was agreed to hold two focus groups, one with tenants and the other with landlords, before scheduling a second hearing.

**E.** Riverside Park Improvements (*postpone*)

**F.** Appointments to Boards and Commissions

Ms. Fiebig reminded council that there have been inconsistencies in the board and commission appointments for a number of years and recommended the following appointments in order to correct the issues:

Motion by Mr. Hildebrand to appoint Jason O'Dell and Shannon Schmidt to the Downtown Development Authority Board of Directors (terms expire in 2021). Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to appoint Ruth Ann Northon and Rebecca Tea to the Planning Commission (as already serving). Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to reappoint Jason O'Dell to a three-year term (expiring in 2024) on the Planning Commission, as recommended by the Commission in a meeting on December 28, 2020.

Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to appoint the following people to the Housing Commission: Keith Halifax to a one-year term expiring in 2022, Donald Maddern to a two-year term expiring in 2023, Mary Hooper to a three-year term expiring in 2024, Joyce Huston to a four-year term expiring in 2025 and Sandra Szeliga to a five-year term expiring in 2026. Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to appoint Donald Maddern and Karen Higgins to two-year terms (expiring in 2023) on the Board of Review. Record shall reflect that Ralph Carlson's term will also end in 2023.

Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to appoint Jennifer Joyce to a two-year term (expiring in 2023) and Kathy Fiebig to a three-year term (expiring in 2024) on the Historic District Commission. Support by Mr. Duffy.

Motion passed with a roll call vote; all were in favor.

Motion by Mr. Hildebrand to appoint Jane Hutchinson to a three-year term (expiring in 2024) on the Library Board. Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

## **New Business**

### **Items for Action**

**G.** Final Amendment to Adopt Recodification of City Ordinance with Revisions - Ordinance 2021-01

Motion by Mr. Elliott to pass Ordinance 2021-01 as presented. Support by Mr. Hildebrand. Motion passed with a roll call vote; all were in favor.

**H.** Resolution 2021-06 – Approving Emergency Sewer Repair on S. Oak St. - \$4,502.22

Motion by Mr. Hildebrand to approve Resolution 2021-06. Support by Ms. Szeliga. Motion passed with a roll call vote. All were in favor.

**I.** Bid for the Exterior Painting of the Depot

Ms. Dvoracek reminded council that the Depot was last renovated in the 1990's and shared photos showing the current deterioration of the exterior surfaces. If not addressed, the project will continue to rise in cost. The bid presented is from a firm with extensive experience working on historic properties that is lead paint certified. Mr. Elliott pointed out that this bid represents roughly 10% of what the City has already invested in the building and agrees that deferring the work will prove even more costly. Mr. Duffy remembers the earlier renovation and felt that it brought a sense of pride to the City. As the City plans to address blighted buildings, he believes it is essential that the City lead the way by repairing their own. Motion by Mr. Elliott to approve the painting bid. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor.

**J.** Requesting Permission to Publish Request for Proposals for wood floor restoration at the Depot

Mr. Wilson reminded council that city staff will be moving back into the Depot soon, and to avoid further deterioration of the floors, it would be prudent to refinish them first. The intent is to protect them, not try to restore them to a pristine state. Due to the prior use of the Depot, that would not be a reasonable goal. Mr. Hildebrand suggested using a pour on epoxy for longevity. Mr. Wilson will include that in the RFP. Mr. Duffy wondered about including the west end floors, and Mr. Wilson will ask for that as a separate item. Motion by Mr. Hildebrand to publish a Request for Proposals with the discussed options. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

**K. Request for Proposal – Security Cameras**

Due to continued vandalism over the years, Mr. Wilson and Chief Beam would like to see a security camera system put in place at the Depot, the airport, the Police Department, the wastewater plant, and the department of public works building. Chief Beam prefers a system that can be monitored remotely and has room for expansion. Mr. Elliott hopes the camera at the airport will cover parked planes, and believes the city needs camera coverage of the water system. Motion by Mr. Hildebrand to approve publishing a Request for Proposal for security cameras to include the suggestions discussed. Support by Mr. Elliott. Motion passed with a roll call vote; all were in favor.

**K1. Community Clean Up Day**

Mr. Wilson reminded council that this event was canceled in 2020 due to COVID concerns. He stated that this is not in the current budget and usually costs several thousand dollars. It was agreed to hold the event in early June, to attempt to try to find volunteers to help those needing trash transported, and to keep the location at the wastewater plan. Motion by Mr. Hildebrand to approve holding a community clean up day and authorizing funding not to exceed \$6,000. Support by Mayor Emerick. Motion passed with a roll call vote; all were in favor.

**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**

**City Attorney Report/Comment:** none

**City Clerk Report/Comment:** none

**City Manager Report/Comment:** Ms. Dvoracek reminded council of the meeting with the DDA and Dickinson Wright on April 15 (on Zoom from 6-8pm) to discuss the RECODIFIED TAX INCREMENT FINANCING ACT Public Act 57 of 2018. There will be a budget workshop on April 28 at 7:30pm. She announced that Evert has been officially accepted as a Certified Local Government.

**Finance Director Report/Comment:** none

**Department of Public Works Report/Comment:** none

**Police Department Report/Comment:** Chief Beam noted that in preparation for serving blight correction notices officers have been testing various types of stickers. They have found a product that adheres well without damaging the surface it has been attached to.

**Downtown Development Authority Report/Comment:** Ms. Dvoracek noted that the Market Snapshot of Evert was received but uses data that is four years old since the 2020 Census figures have not been released. She will share the report with council.

**Citizens' Comments:** none

Motion by Mayor Emerick to adjourn. Support by Mr. Duffy. Motion passed with a roll call vote; all were in favor. Meeting was adjourned at 9:12pm.

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Kathy Fiebig  
City Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
04/06/2021	751	38429	0229	OSCEOLA COUNTY TREASURER	45.51
04/06/2021	751	38430	0229	OSCEOLA COUNTY TREASURER	181.98
04/14/2021	751	38431	0051	EVART FIRE DEPARTMENT	9,068.26
04/14/2021	751	38432	0653	EVART PUBLIC LIBRARY	2,237.01
04/14/2021	751	38433	1133	80TH AVE. REFINISHING	165.00
04/14/2021	751	563(E)	1827	FIRST BANKCARD	2,075.59
04/19/2021	751	38434	1130	BIG RAPIDS CASH & CARRY	1,390.00
04/19/2021	751	38435	1093	CCRA PROFESSIONAL SERVICES LLC	880.00
04/19/2021	751	38436	0028	CITY OF EVART	608.14
04/19/2021	751	38437	0024	CONSUMERS ENERGY	889.28
04/19/2021	751	38438	0576	DTE ENERGY	673.88
04/19/2021	751	38439	421	ECONO SIGNS LLC	152.20
04/19/2021	751	38440	0722	ELLEN'S EQUIPMENT, INC	6,024.48
04/19/2021	751	38441	0488	FERGUSON SUPPLY COMPANY	100.56
04/19/2021	751	38442	1025	FILE SAFE, INC	121.00
04/19/2021	751	38443	0940	GERBER CONSTRUCTION	12,001.00
04/19/2021	751	38444	1131	HILYARD TREE SERVICE	700.00
04/19/2021	751	38445	0677	HOMETOWN HARDWARE	68.55
04/19/2021	751	38446	1119	KUBE PROPANE, LLC	360.03
04/19/2021	751	38447	1439	MENARDS - BIG RAPIDS	839.82
04/19/2021	751	38448	1050	MUNICODE	450.00
04/19/2021	751	38449	0255	PIONEER GROUP	52.25
04/19/2021	751	38450	1806	REPUBLIC SERVICES #239	9,758.61
04/19/2021	751	38451	0675	SINGLESOURCE LCS	121.24
04/19/2021	751	38452	1980	SLC METER, LLC	204,996.84
04/19/2021	751	38453	0129	SMITH LUMBER CO	1,301.09
04/19/2021	751	38454	1803	XEROX CORPORATION	62.38
04/19/2021	751	564(E)	1043	LINGO	213.55
04/19/2021	751	565(A)	1456	AMERICAN SPECIALTY PRODUCTS	520.54
04/19/2021	751	566(A)	921	DRUG SCREEN PLUS	90.00
04/19/2021	751	567(A)	1821	I.T. RIGHT	957.00
04/19/2021	751	568(A)	1419	JOHN BEAM JR.	40.00
04/19/2021	751	569(A)	2048	SWIFT ECKERT, TERESA	40.00

751 TOTALS:

Total of 33 Checks:	257,185.79
Less 0 Void Checks:	0.00
Total of 33 Disbursements:	257,185.79

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Sarah Dvoracek, City Manager  
Date: April 16, 2021  
Re: Resolution 2021-07 Appointing Sarah Dvoracek as the Planning and Zoning Administrator for the City of Ewart

For the Agenda of April 19, 2021

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Background. I accepted the formal resignation of Mark Wilson including but limited to his role and duties of Planning and Zoning Administrator on the 13th of April 2021, creating an immediate staff vacancy.

Issues & Questions Specified. Per City Ordinance Sec. 44-440, a zoning administrator shall be appointed by and on such terms as determined by the city council.

Alternatives. NA

Financial Impact. NA

Recommendation. Please approve the attached Resolution 2021-07.

Attachments.

1. RESOLUTION 2021-07 APPOINTING SARAH DVORACEK AS PLANNING AND ZONING ADMINISTRATOR FOR THE CITY OF EVART

**CITY COUNCIL**

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

**RESOLUTION NO. 2021-07**

**RESOLUTION APPOINTING SARAH DVORACEK AS PLANNING AND ZONING  
ADMINISTRATOR FOR THE CITY OF EVART**

**WHEREAS**, the City Manager accepted the formal resignation of Mark Wilson including but limited to his role and duties of Planning and Zoning Administrator on the 13th of April 2021, creating an immediate staff vacancy; and,

**WHEREAS**, per City Ordinance Sec. 44-440, a zoning administrator shall be appointed by and on such terms as determined by the city council. The zoning administrator is designated as the authorized city official to issue municipal civil infraction citations directing alleged violators of this chapter to appear in court; and,

**WHEREAS**, per City Ordinance Sec. 44-441, it shall be the duty of the zoning administrator to receive applications for zoning permits and issue or deny the same; to inspect buildings or structures in order to determine compliance with the zoning permits issued in compliance with this chapter, and to be in charge of the enforcement of this chapter. The city council may, in its discretion, instruct the zoning administrator to make efforts to obtain voluntary compliance with this chapter. The city council may instruct the zoning administrator in writing, to initiate a criminal complaint or other legal action. Under no circumstances is the zoning administrator permitted to make changes in this chapter or to vary its terms in carrying out the zoning administrator's duties.

**WHEREAS**, the City Council has determined that it is in the best interest of the City to appoint Sarah Dvoracek as Planning and Zoning Administrator of the City; and,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The City Council appoints Sarah Dvoracek as Planning and Zoning Administrator for the City of Evart.
2. Sarah Dvoracek, as Planning and Zoning Administrator, is authorized to perform such powers and authority as authorized by Michigan law and the functions as defined by the City of Evart.
3. That any resolutions in conflict with this Resolution are hereby rescinded.

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

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

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

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

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

\* \* \* \* \*

**RESOLUTION DECLARED AOPTED.**

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

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

**CERTIFICATION**

I, the undersigned duly qualified and acting Clerk of the City of Ewart (the "City"), do hereby certify that the foregoing is 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

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Sarah Dvoracek, City Manager  
Date: April 16, 2021  
Re: Resolution 2021-08 Appointing Sarah Dvoracek as the Airport Manager for the City of Ewart

For the Agenda of April 19, 2021

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Background. I accepted the formal resignation of Mark Wilson including but limited to his role and duties of Airport Manager on the 13th of April 2021, creating an immediate staff vacancy.

Issues & Questions Specified. The Aeronautics Code of the State of Michigan Act 327 of 1945, Section 259.86, states any individual appointed as an airport manager by the owner of a licensed aeronautical facility, before operating as an airport manager, shall be licensed by the department for which the department may make a reasonable charge not to exceed \$5.00. An airport manager license expires on December 31, annually.

I have contacted the Department of Transportation Aeronautics Division at the State of Michigan to schedule my exam to obtain my license.

Alternatives. NA

Financial Impact. NA

Recommendation. Please approve the attached Resolution 2021-08.

Attachments.

1. RESOLUTION 2021-08 APPOINTING SARAH DVORACEK AS AIRPORT MANAGER

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

**RESOLUTION NO. 2021-08**

**RESOLUTION APPOINTING SARAH DVORACEK AS AIRPORT MANAGER  
FOR THE CITY OF EVART**

**WHEREAS**, the City Manager accepted the formal resignation of Mark Wilson including but limited to his role and duties of Airport Manager on the 13th of April 2021, creating an immediate staff vacancy; and,

**WHEREAS**, Aeronautics Code of the State of Michigan Act 327 of 1945, Section 259.86, states any individual appointed as an airport manager by the owner of a licensed aeronautical facility, before operating as an airport manager, shall be licensed by the department for which the department may make a reasonable charge not to exceed \$5.00. An airport manager license expires on December 31, annually; and,

**WHEREAS**, the City Council has determined that it is in the best interest of the City to appoint Sarah Dvoracek as Airport Manager for the City; and,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Evart City Council appoints Sarah Dvoracek as Airport Manager for the City of Evart.
2. Sarah Dvoracek, as Airport Manager, is authorized to perform such powers and authority as authorized by Michigan law and the functions as defined by the City of Evart.
3. That any resolutions in conflict with this Resolution are hereby rescinded.

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

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

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

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

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

\* \* \* \* \*

**RESOLUTION DECLARED AOPTED.**

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 is 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

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Sarah Dvoracek, City Manager  
Date: April 16, 2021  
Re: Resolution 2021-09 Appointing Sarah Dvoracek as the Street Administrator

For the Agenda of April 19, 2021

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Background. I accepted the formal resignation of Mark Wilson including but limited to his role and duties of the Street Administrator on the 13th of April 2021, creating an immediate staff vacancy.

Issues & Questions Specified. Failure to report changes to the department of transportation could result in Act 51 funds being withheld. Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Alternatives. NA

Financial Impact. NA

Recommendation. Please approve the attached Resolution 2021-09.

Attachments.

1. RESOLUTION 2021-09 APPOINTING SARAH DVORACEK AS THE STREET ADMINISTRATOR

## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Financial Operations  
Division, P.O. Box 30050, Lansing, MI 48909.  
or Fax to: (517) 335-1828

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner \_\_\_\_\_  
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate \_\_\_\_\_ Sarah Dvoracek

City Manager \_\_\_\_\_ as the single Street Administrator for the City or Village of

Evart \_\_\_\_\_ in all transactions with the State Transportation Department  
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner \_\_\_\_\_

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting  
of the governing body of this municipality on the 19th \_\_\_\_\_ day of  
April, 2021.

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS cityclerk@evart.org	DATE 04/19/20
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS sarah.dvoracek@evart.org	DATE 04/19/20
ADDRESS OF CITY OR VILLAGE OFFICE 5814 100th Avenue		P.O.BOX
CITY OR VILLAGE Evart	ZIP CODE 49631	PHONE NUMBER (231) 734-2181

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Pepper Lockhart, Finance Director/Treasurer  
Date: April 16, 2021  
Re: Resolution 2021-10 to Extend Waiving Penalty/Late Fees

For the Agenda of April 19, 2021

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Background. On April 1, 2020 city council voted to temporary waive penalty and late fees due to COVID-19. Our city residents are continuing to still be affected by economic hardships.

Issues & Questions Specified. City hall has been closed to the public due to COVID-19 since March 17, 2020. Waiving the penalty and late fees on utilities has helped city administration process mail safely while taking the burden off our residents who have been negatively affected by the COVID-19 virus. There is no current executive order mandating us to waive interest and penalty.

Alternatives.

1. Begin to charge penalty and late fees on accounts.

Financial Impact. This will continue to have a financial impact on our budget. We budgeted a total of \$8,000 for the fiscal year. In our general fund (101-000-660-000) we budgeted \$1,000, sewer fund (590-000-660-000) we budgeted \$5,000 and water fund (591-000-660-000) we budgeted \$2,000.

Recommendation. My recommendation is to continue to temporarily waive the penalty and late fees on utility billing.

Attachment.

1. Resolution 2021-10 to Extend Waiving Penalty/Late Fees

**CITY COUNCIL**

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

**RESOLUTION NO. 2021-10**

**RESOLUTION TO EXTEND WAIVING INTEREST/PENALTY FEES FOR UTILITY BILLING  
FOR THE CITY OF EVART**

**WHEREAS** the city finance director/treasurer, Pepper Lockhart, is seeking authorization, from the city council, to continue to extend waiving interest/penalty fees for Utility Billing, due to COVID-19; and

**WHEREAS**, it is appropriate to temporarily waive interest/penalty fees during the Pandemic.

**WHEREAS**, the City Council has determined that it is in the best interest of the City to extend waiving interest/penalty fees for Utility Billing, due to COVID-19; and,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:** The Evart City Council extends waiving interest/penalty fees for Utility Billing, due to COVID-19.

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 is 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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/06/2021	751	38429	OSCEOLA COUNTY TREASURER	DUE TO COUNTY - TRAILER TAX	701-000-222.121	45.51
04/06/2021	751	38430	OSCEOLA COUNTY TREASURER	DUE TO STATE ED-TRAILER TAX	701-000-222.120	181.98
04/14/2021	751	38431	EVART FIRE DEPARTMENT	DUE TO FIRE DIST MILLAGE	704-000-214.481	9,068.26
04/14/2021	751	38432	EVART PUBLIC LIBRARY	DUE TO LIBRARY	703-000-214.223	2,111.83
		38432		DUE TO LIBRARY - INTEREST	703-000-223.100	125.18
						2,237.01
04/14/2021	751	38433	80TH AVE. REFINISHING	REPAIRS AND MAINTENANCE	207-751-930.000	165.00
04/14/2021	751	563 (E)	FIRST BANKCARD	MISCELLANEOUS EXPENSE	101-000-955.000	23.88
		563 (E)		OPERATING SUPPLIES	101-101-740.000	39.99
		563 (E)		COMPUTERS/EQUIPMENT/IT	101-172-932.000	28.11
		563 (E)		EDUCATION AND TRAINING	101-172-957.000	313.00
		563 (E)		OFFICE SUPPLIES	101-265-727.000	21.72
		563 (E)		OPERATING SUPPLIES	101-265-740.000	8.74
		563 (E)		POSTAGE & SHIPPING	101-265-741.000	2.33
		563 (E)		COMMUNICATIONS	101-265-850.000	54.40
		563 (E)		PUBLISHING/PRINTING	101-265-900.000	99.00
		563 (E)		OFFICE SUPPLIES	101-301-727.000	25.71
		563 (E)		FIREARMS	101-301-745.000	149.98
		563 (E)		Community Policing Fund	101-301-746.000	47.30
		563 (E)		VEHICLE REPAIR & MAINTENANCE	101-301-931.000	200.00
		563 (E)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	(134.65)
		563 (E)		OFFICE SUPPLIES	590-537-727.000	21.72
		563 (E)		OPERATING SUPPLIES	590-537-740.000	128.93
		563 (E)		POSTAGE & SHIPPING	590-537-741.000	2.33
		563 (E)		COMMUNICATIONS	590-537-850.000	54.40
		563 (E)		TRAVEL EXPENSES	590-537-860.000	148.00
		563 (E)		EDUCATION AND TRAINING	590-537-957.000	225.00
		563 (E)		OPERATING SUPPLIES	590-538-740.000	71.69
		563 (E)		REPAIRS AND MAINTENANCE	590-538-930.000	404.92
		563 (E)		OFFICE SUPPLIES	591-545-727.000	21.72
		563 (E)		OPERATING SUPPLIES	591-545-740.000	8.75
		563 (E)		POSTAGE & SHIPPING	591-545-741.000	2.34
		563 (E)		COMMUNICATIONS	591-545-850.000	54.41
		563 (E)		EDUCATION AND TRAINING	591-545-957.000	(140.00)
		563 (E)		OPERATING SUPPLIES	591-546-740.000	191.87
						2,075.59
04/19/2021	751	38434	BIG RAPIDS CASH & CARRY	REPAIRS AND MAINTENANCE	101-440-930.000	1,390.00
04/19/2021	751	38435	CCRA PROFESSIONAL SERVICES LLC	PROFESSIONAL SERVICES	591-545-801.000	880.00
04/19/2021	751	38436	CITY OF EVART	UTILITIES	101-265-921.000	37.39
		38436		UTILITIES	101-301-921.000	40.87

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		38436		UTILITIES	101-440-921.000	226.40
		38436		UTILITIES	101-442-921.000	20.50
		38436		UTILITIES	207-751-921.000	216.42
		38436		UTILITIES	208-757-921.000	66.56
						<u>608.14</u>
04/19/2021	751	38437	CONSUMERS ENERGY	UTILITIES	101-441-921.000	423.66
		38437		UTILITIES	101-448-921.000	184.50
		38437		UTILITIES	202-461-921.000	238.23
		38437		UTILITIES	591-546-921.000	42.89
						<u>889.28</u>
04/19/2021	751	38438	DTE ENERGY	UTILITIES	101-301-921.000	147.21
		38438		UTILITIES	101-440-921.000	222.65
		38438		UTILITIES	590-538-921.000	304.02
						<u>673.88</u>
04/19/2021	751	38439	ECONO SIGNS LLC	OPERATING SUPPLIES	203-460-740.000	152.20
04/19/2021	751	38440	ELLEN'S EQUIPMENT, INC	PROFESSIONAL SERVICES	661-599-801.000	6,024.48
04/19/2021	751	38441	FERGUSON SUPPLY COMPANY	REPAIRS AND MAINTENANCE	101-440-930.000	100.56
04/19/2021	751	38442	FILE SAFE, INC	PROFESSIONAL SERVICES	101-265-801.000	40.33
		38442		PROFESSIONAL SERVICES	590-537-801.000	40.33
		38442		PROFESSIONAL SERVICES	591-545-801.000	40.34
						<u>121.00</u>
04/19/2021	751	38443	GERBER CONSTRUCTION	CAPITAL OUTLAY-CAPITALIZED	590-538-970.100	12,001.00
04/19/2021	751	38444	HILYARD TREE SERVICE	PROFESSIONAL SERVICES	101-444-801.000	700.00
04/19/2021	751	38445	HOMETOWN HARDWARE	OPERATING SUPPLIES	591-546-740.000	68.55
04/19/2021	751	38446	KUBE PROPANE, LLC	UTILITIES	101-441-921.000	360.03
04/19/2021	751	38447	MENARDS - BIG RAPIDS	OPERATING SUPPLIES	590-538-740.000	419.91
		38447		OPERATING SUPPLIES	591-546-740.000	419.91
						<u>839.82</u>
04/19/2021	751	38448	MUNICODE	MEMBERSHIP AND DUES	101-265-807.000	150.00
		38448		MEMBERSHIP AND DUES	590-537-807.000	150.00
		38448		MEMBERSHIP AND DUES	591-545-807.000	150.00
						<u>450.00</u>
04/19/2021	751	38449	PIONEER GROUP	PUBLISHING/PRINTING	101-215-900.000	52.25
04/19/2021	751	38450	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	101-441-801.000	129.00
		38450		PROFESSIONAL SERVICES	101-526-801.000	9,514.61

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		38450		PROFESSIONAL SERVICES	590-538-801.000	57.50
		38450		PROFESSIONAL SERVICES	591-546-801.000	57.50
						9,758.61
04/19/2021	751	38451	SINGLESOURCE LCS	OPERATING SUPPLIES	101-265-740.000	21.91
		38451		OPERATING SUPPLIES	101-441-740.000	55.50
		38451		OPERATING SUPPLIES	590-538-740.000	21.91
		38451		OPERATING SUPPLIES	591-546-740.000	21.92
						121.24
04/19/2021	751	38452	SIC METER, LLC	CAPITAL OUTLAY-CAPITALIZED	591-547-970.100	204,996.84
04/19/2021	751	38453	SMITH LUMBER CO	VEHICLE REPAIR & MAINTENANCE	101-301-931.000	7.59
		38453		REPAIRS AND MAINTENANCE	101-440-930.000	2.00
		38453		OPERATING SUPPLIES	101-441-740.000	165.91
		38453		REPAIRS AND MAINTENANCE	202-451-930.000	364.00
		38453		REPAIRS AND MAINTENANCE	203-451-930.000	364.00
		38453		REPAIRS AND MAINTENANCE	207-751-930.000	68.22
		38453		REPAIRS AND MAINTENANCE	590-538-930.000	129.00
		38453		OPERATING SUPPLIES	591-547-740.000	200.37
						1,301.09
04/19/2021	751	38454	XEROX CORPORATION	PUBLISHING/PRINTING	101-301-900.000	62.38
04/19/2021	751	564 (E)	LINGO	COMMUNICATIONS	590-538-850.000	142.37
		564 (E)		COMMUNICATIONS	591-546-850.000	71.18
						213.55
04/19/2021	751	565 (A)	AMERICAN SPECIALTY PRODUCTS	OPERATING SUPPLIES	591-546-740.000	520.54
04/19/2021	751	566 (A)	DRUG SCREEN PLUS	PHYSICALS/CDL DRUG TESTING	101-441-840.000	30.00
		566 (A)		PHYSICALS/DRUG TESTING	590-537-840.000	30.00
		566 (A)		PHYSICALS/DRUG TEST	591-545-840.000	30.00
						90.00
04/19/2021	751	567 (A)	I.T. RIGHT	COMPUTERS/EQUIPMENT/IT	101-265-932.000	219.00
		567 (A)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	300.00
		567 (A)		COMPUTERS/EQUIPMENT/IT	590-537-932.000	219.00
		567 (A)		COMPUTERS/EQUIPMENT/IT	591-545-932.000	219.00
						957.00
04/19/2021	751	568 (A)	JOHN BEAM JR.	COMMUNICATIONS	101-301-850.000	40.00
04/19/2021	751	569 (A)	SWIFT ECKERT, TERESA	COMMUNICATIONS	101-301-850.000	40.00
						257,185.79
TOTAL - ALL FUNDS				TOTAL OF 33 CHECKS		

Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
				MISCELLANEOUS EXPENSE		23.88
				OPERATING SUPPLIES		39.99
				COMPUTERS/EQUIPMENT/IT		28.11
				EDUCATION AND TRAINING		313.00
				PUBLISHING/PRINTING		52.25
				OFFICE SUPPLIES		21.72
				OPERATING SUPPLIES		30.65
				POSTAGE & SHIPPING		2.33
				PROFESSIONAL SERVICES		40.33
				MEMBERSHIP AND DUES		150.00
				COMMUNICATIONS		54.40
				PUBLISHING/PRINTING		99.00
				UTILITIES		37.39
				COMPUTERS/EQUIPMENT/IT		219.00
				OFFICE SUPPLIES		25.71
				FIREARMS		149.98
				Community Policing Fund		47.30
				COMMUNICATIONS		80.00
				PUBLISHING/PRINTING		62.38
				UTILITIES		188.08
				VEHICLE REPAIR & MAINTENANCE		207.59
				COMPUTERS/EQUIPMENT/IT		165.35
				UTILITIES		449.05
				REPAIRS AND MAINTENANCE		1,492.56
				OPERATING SUPPLIES		221.41
				PROFESSIONAL SERVICES		129.00
				PHYSICALS/CDL DRUG TESTING		30.00
				UTILITIES		783.69
				UTILITIES		20.50
				PROFESSIONAL SERVICES		700.00
				UTILITIES		184.50
				PROFESSIONAL SERVICES		9,514.61
				REPAIRS AND MAINTENANCE		364.00
				UTILITIES		238.23
				REPAIRS AND MAINTENANCE		364.00
				OPERATING SUPPLIES		152.20
				UTILITIES		216.42
				REPAIRS AND MAINTENANCE		233.22
				UTILITIES		66.56
				OFFICE SUPPLIES		21.72
				OPERATING SUPPLIES		128.93
				POSTAGE & SHIPPING		2.33
				PROFESSIONAL SERVICES		40.33

Check Date	Bank	Check #	Payee	Description	GL #	Amount
590-537-807.000				MEMBERSHIP AND DUES		150.00
590-537-840.000				PHYSICALS/DRUG TESTING		30.00
590-537-850.000				COMMUNICATIONS		54.40
590-537-860.000				TRAVEL EXPENSES		148.00
590-537-932.000				COMPUTERS/EQUIPMENT/IT		219.00
590-537-957.000				EDUCATION AND TRAINING		225.00
590-538-740.000				OPERATING SUPPLIES		513.51
590-538-801.000				PROFESSIONAL SERVICES		57.50
590-538-850.000				COMMUNICATIONS		142.37
590-538-921.000				UTILITIES		304.02
590-538-930.000				REPAIRS AND MAINTENANCE		533.92
590-538-970.100				CAPITAL OUTLAY-CAPITALIZED		12,001.00
591-545-727.000				OFFICE SUPPLIES		21.72
591-545-740.000				OPERATING SUPPLIES		8.75
591-545-741.000				POSTAGE & SHIPPING		2.34
591-545-801.000				PROFESSIONAL SERVICES		920.34
591-545-807.000				MEMBERSHIP AND DUES		150.00
591-545-840.000				PHYSICALS/DRUG TEST		30.00
591-545-850.000				COMMUNICATIONS		54.41
591-545-932.000				COMPUTERS/EQUIPMENT/IT		219.00
591-545-957.000				EDUCATION AND TRAINING		(140.00)
591-546-740.000				OPERATING SUPPLIES		1,222.79
591-546-801.000				PROFESSIONAL SERVICES		57.50
591-546-850.000				COMMUNICATIONS		71.18
591-546-921.000				UTILITIES		42.89
591-547-740.000				OPERATING SUPPLIES		200.37
591-547-970.100				CAPITAL OUTLAY-CAPITALIZED		204,996.84
661-599-801.000				PROFESSIONAL SERVICES		6,024.48
701-000-222.120				DUE TO STATE ED-TRAILER TAX		181.98
701-000-222.121				DUE TO COUNTY - TRAILER TAX		45.51
703-000-214.223				DUE TO LIBRARY		2,111.83
703-000-223.100				DUE TO LIBRARY - INTEREST		125.18
704-000-214.481				DUE TO FIRE DIST MILLAGE		9,068.26
				TOTAL		257,185.79

Check Register Report For City Of Evert  
For Check Dates 04/06/2021 to 04/19/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/07/2021	750	23152	MISDU	118.29	118.29	0.00	Open
04/08/2021	750	23153	ELLIOTT, DANIEL	350.00	308.34	0.00	Open
04/08/2021	750	23154	EMERICK, CHRISTINA	300.00	264.30	0.00	Open
04/08/2021	750	23155	HILDEBRAND, MATTHEW	350.00	323.22	0.00	Open
04/08/2021	750	23156	SZELIGA, SANDY	350.00	308.34	0.00	Open
04/14/2021	750	23157	MISDU	118.29	118.29	0.00	Open
04/07/2021	750	DD5457	BEAM, JOHN	1,096.15	0.00	719.19	Cleared
04/07/2021	750	DD5458	DOUGLAS, RYAN	754.00	0.00	545.70	Cleared
04/07/2021	750	DD5459	DUNCAN, JENNIFER	731.60	0.00	547.27	Cleared
04/07/2021	750	DD5460	DVORACEK, SARAH J	1,774.04	0.00	1,355.22	Cleared
04/07/2021	750	DD5461	FIEBIG, KATHY	167.31	0.00	147.40	Cleared
04/07/2021	750	DD5462	FLACHS, MICHAEL J	721.60	0.00	491.01	Cleared
04/07/2021	750	DD5463	HIGGINS, JERALD J	153.00	0.00	134.79	Cleared
04/07/2021	750	DD5464	LOCKHART, PEPPER L	1,025.82	0.00	789.39	Cleared
04/07/2021	750	DD5465	MANEKE, VANESSA S	32.12	0.00	29.66	Cleared
04/07/2021	750	DD5466	MARTIN, DALE	918.80	0.00	567.72	Cleared
04/07/2021	750	DD5467	MCCLURE, PATRICK K	788.80	0.00	558.77	Cleared
04/07/2021	750	DD5468	MUCZYNSKI, PATRICK	1,193.68	0.00	799.23	Cleared
04/07/2021	750	DD5469	ROHEN, MELISSA A	760.00	0.00	529.65	Cleared
04/07/2021	750	DD5470	SWIFT-ECKERT, TERESA M	411.60	0.00	374.63	Cleared
04/07/2021	750	DD5471	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
04/07/2021	750	DD5472	ZINGER, ADAM	721.60	0.00	486.46	Cleared
04/07/2021	750	DD5473	KIRWIN, DAVID	1,173.33	0.00	1,018.03	Cleared
04/08/2021	750	DD5474	FIEBIG, KATHY	350.00	0.00	297.47	Cleared
04/14/2021	750	DD5475	BEAM, JOHN	1,096.15	0.00	719.20	Cleared
04/14/2021	750	DD5476	DOUGLAS, RYAN	754.01	0.00	545.71	Cleared
04/14/2021	750	DD5477	DUNCAN, JENNIFER	759.04	0.00	567.93	Cleared
04/14/2021	750	DD5478	DVORACEK, SARAH J	1,774.04	0.00	1,355.21	Cleared
04/14/2021	750	DD5479	FIEBIG, KATHY	167.31	0.00	147.41	Cleared
04/14/2021	750	DD5480	FLACHS, MICHAEL J	721.60	0.00	488.18	Cleared

Check Register Report For City Of Evert  
For Check Dates 04/06/2021 to 04/19/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/14/2021	750	DD5481	HIGGINS, JERALD J	450.00	0.00	374.90	Cleared
04/14/2021	750	DD5482	LOCKHART, PEPPER L	1,025.82	0.00	789.38	Cleared
04/14/2021	750	DD5483	MANEKE, VANESSA S	36.63	0.00	33.82	Cleared
04/14/2021	750	DD5484	MARTIN, DALE	918.80	0.00	565.90	Cleared
04/14/2021	750	DD5485	MCCLURE, PATRICK K	788.80	0.00	558.77	Cleared
04/14/2021	750	DD5486	MUCZYNSKI, PATRICK	1,269.07	0.00	850.70	Cleared
04/14/2021	750	DD5487	ROHEN, MELISSA A	788.50	0.00	551.64	Cleared
04/14/2021	750	DD5488	SWIFT-ECKERT, TERESA M	411.60	0.00	374.63	Cleared
04/14/2021	750	DD5489	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
04/14/2021	750	DD5490	ZINGER, ADAM	721.60	0.00	483.71	Cleared
04/07/2021	750	EFT560	FEDERAL 941	2,860.47	2,860.47	0.00	Open
04/07/2021	750	EFT561	FEDERAL 941	195.19	195.19	0.00	Open
04/08/2021	750	EFT563	FEDERAL 941	271.01	271.01	0.00	Open
04/14/2021	750	EFT564	FEDERAL 941	2,959.41	2,959.41	0.00	Open
<b>Totals:</b>			Number of Checks: 044	35,057.40	7,726.86	19,724.78	
Total Physical Checks:			6				
Total Check Stubs:			38				



PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	PREVIOUS MONTH		END BALANCE	
		BALANCE		03/31/2021	
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)
<b>Fund 101 - GENERAL FUND</b>					
<b>Assets</b>					
101-000-001.000	CASH	558,888.68		547,797.27	
101-000-001.200	CASH EQUIPMENT DONATIONS	3,500.01		3,500.01	
101-000-001.203	TIMBER SALE PROCEEDS	2,786.00		2,786.00	
101-000-001.204	TREE DONATIONS	(1,375.00)		(1,375.00)	
101-000-001.301	POLICE EQUIP (ATV) FUND	50.00		50.00	
101-000-001.303	CANINE DONATIONS	2,734.60		2,734.60	
101-000-001.304	COMMUNITY POL FUN	2,225.00		2,225.00	
101-000-001.306	APPARREST FUND	1,007.50		1,007.50	
101-000-001.308	PA 302 FUND	3,824.41		3,824.41	
101-000-001.310	ECONOMIC DEVELOPMENT	7,036.91		7,036.91	
101-000-001.313	FOR SIDEWALKS (TO STREETS)	2,846.50		2,846.50	
101-000-001.316	OIL AND GAS LEASE	6,276.00		6,276.00	
101-000-001.400	YOUTH BAKE SALE FUND	338.52		338.52	
101-000-001.500	POP WARNER FOOTBALL DONATIONS	5,453.51		5,453.51	
101-000-003.001	CD - MERCANTILE BANK	71,751.29		71,751.29	
101-000-003.002	CD - MEMBERS FIRST CREDIT UNION	73,994.20		74,539.26	
101-000-003.003	CD - WEST MICHIGAN CREDIT UNION	73,262.18		73,781.90	
101-000-003.004	CD - LAKE OSCEOLA STATE BANK	73,307.56		73,307.56	
101-000-004.000	PETTY CASH	245.05		245.05	
101-000-005.005	MMA- HUNTINGTON BANK	30,238.55		30,238.81	
<b>TOTAL ASSETS</b>		<b>918,391.47</b>		<b>908,365.10</b>	
<b>Fund 202 - MAJOR STREET</b>					
<b>Assets</b>					
202-000-001.000	CASH	626,441.70		635,975.40	
202-000-003.001	CD - MERCANTILE BANK	2.73		2.73	
202-000-003.002	CD - MEMBERS FIRST CREDIT UNION	3.55		3.75	
202-000-003.003	CD - WEST MICHIGAN CREDIT UNION	3.29		3.48	
202-000-003.004	CD - LAKE OSCEOLA STATE BANK	3.29		3.29	
202-000-005.005	MMA- HUNTINGTON BANK	1.24		1.24	
<b>TOTAL ASSETS</b>		<b>626,455.80</b>		<b>635,989.89</b>	
<b>Fund 203 - LOCAL STREET</b>					
<b>Assets</b>					
203-000-001.000	CASH	158,369.60		160,030.68	
203-000-003.001	CD - MERCANTILE BANK	2,955.39		2,955.39	
203-000-003.002	CD - MEMBERS FIRST CREDIT UNION	3,048.20		3,070.67	
203-000-003.003	CD - WEST MICHIGAN CREDIT UNION	3,019.39		3,040.82	
203-000-003.004	CD - LAKE OSCEOLA STATE BANK	3,019.56		3,019.56	
203-000-005.005	MMA- HUNTINGTON BANK	1,245.52		1,245.53	
<b>TOTAL ASSETS</b>		<b>171,657.66</b>		<b>173,362.65</b>	
<b>Fund 207 - OTHER PARKS/RECREATION FUND</b>					
<b>Assets</b>					
207-000-001.000	CASH	(647.51)		(698.00)	
<b>TOTAL ASSETS</b>		<b>(647.51)</b>		<b>(698.00)</b>	
<b>Fund 208 - RIVERSIDE CAMPGROUND FUND</b>					
<b>Assets</b>					
208-000-001.000	CASH	5,390.94		5,390.94	
<b>TOTAL ASSETS</b>		<b>5,390.94</b>		<b>5,390.94</b>	
<b>Fund 209 - CEMETERY FUND</b>					
<b>Assets</b>					
209-000-001.000	CASH	50,212.86		51,712.86	
<b>TOTAL ASSETS</b>		<b>50,212.86</b>		<b>51,712.86</b>	
<b>Fund 590 - SEWER FUND</b>					
<b>Assets</b>					
590-000-001.000	CASH	1,023,720.89		1,057,692.55	
590-000-003.001	CD - MERCANTILE BANK	4,876.63		4,876.63	
590-000-003.002	CD - MEMBERS FIRST CREDIT UNION	5,029.94		5,067.07	
590-000-003.003	CD - WEST MICHIGAN CREDIT UNION	4,982.35		5,017.76	
590-000-003.004	CD - LAKE OSCEOLA STATE BANK	4,982.65		4,982.65	

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	PREVIOUS MONTH		END BALANCE
		NORMAL	(ABNORMAL)	03/31/2021
		NORMAL	(ABNORMAL)	NORMAL
				(ABNORMAL)
<b>Fund 590 - SEWER FUND</b>				
Assets				
590-000-005.005	MMA- HUNTINGTON BANK		2,055.23	2,055.25
<b>TOTAL ASSETS</b>			<b>1,045,647.69</b>	<b>1,079,691.91</b>
<b>Fund 591 - WATER FUND</b>				
Assets				
591-000-001.000	CASH		1,784,450.12	1,839,010.50
591-000-003.001	CD - MERCANTILE BANK		122,701.97	122,701.97
591-000-003.002	CD - MEMBERS FIRST CREDIT UNION		126,551.60	127,483.80
591-000-003.003	CD - WEST MICHIGAN CREDIT UNION		125,356.39	126,245.26
591-000-003.004	CD - LAKE OSCEOLA STATE BANK		125,363.63	125,363.63
591-000-005.005	MMA- HUNTINGTON BANK		51,711.00	51,711.44
<b>TOTAL ASSETS</b>			<b>2,336,134.71</b>	<b>2,392,516.60</b>
<b>Fund 661 - EQUIPMENT POOL FUND</b>				
Assets				
661-000-001.000	CASH		254,224.45	265,197.05
661-000-003.001	CD - MERCANTILE BANK		18,775.59	18,775.59
661-000-003.002	CD - MEMBERS FIRST CREDIT UNION		19,364.75	19,507.41
661-000-003.003	CD - WEST MICHIGAN CREDIT UNION		19,181.82	19,317.85
661-000-003.004	CD - LAKE OSCEOLA STATE BANK		19,182.93	19,182.93
661-000-005.005	MMA- HUNTINGTON BANK		7,912.73	7,912.80
<b>TOTAL ASSETS</b>			<b>338,642.27</b>	<b>349,893.63</b>
<b>Fund 663 - FIRE VEHICLE</b>				
Assets				
663-000-003.001	CD - MERCANTILE BANK		6,366.80	6,366.80
663-000-003.002	CD - MEMBERS FIRST CREDIT UNION		6,566.15	6,614.42
663-000-003.003	CD - WEST MICHIGAN CREDIT UNION		6,504.24	6,550.27
663-000-003.004	CD - LAKE OSCEOLA STATE BANK		6,504.62	6,504.62
663-000-005.005	MMA- HUNTINGTON BANK		2,683.14	2,683.16
<b>TOTAL ASSETS</b>			<b>28,624.95</b>	<b>28,719.27</b>
<b>Fund 664 - POLICE VEHICLE</b>				
Assets				
664-000-001.000	CASH		1.71	1.71
664-000-003.001	CD - MERCANTILE BANK		0.05	0.05
664-000-003.002	CD - MEMBERS FIRST CREDIT UNION		0.05	0.05
664-000-003.003	CD - WEST MICHIGAN CREDIT UNION		0.05	0.05
664-000-003.004	CD - LAKE OSCEOLA STATE BANK		0.05	0.05
664-000-003.005	CD - HUNTINGTON BANK		0.04	0.04
<b>TOTAL ASSETS</b>			<b>1.95</b>	<b>1.95</b>
<b>Fund 701 - TRUST AND AGENCY</b>				
Assets				
701-000-001.000	CASH		228.00	228.00
701-000-003.001	CD - MERCANTILE BANK		493.65	493.65
701-000-003.002	CD - MEMBERS FIRST CREDIT UNION		508.98	512.69
701-000-003.003	CD - WEST MICHIGAN CREDIT UNION		504.22	507.76
701-000-003.004	CD - LAKE OSCEOLA STATE BANK		504.26	504.26
701-000-005.005	MMA- HUNTINGTON BANK		208.03	208.03
<b>TOTAL ASSETS</b>			<b>2,447.14</b>	<b>2,454.39</b>
<b>Fund 703 - SUMMER TAX</b>				
Assets				
703-000-001.000	CASH		4,941.68	0.00
<b>TOTAL ASSETS</b>			<b>4,941.68</b>	<b>0.00</b>
<b>Fund 704 - WINTER TAX</b>				
Assets				
704-000-001.000	CASH		29,078.99	(4.58)

PERIOD ENDING 03/31/2021

GL NUMBER	DESCRIPTION	PREVIOUS MONTH		END BALANCE	
		BALANCE		03/31/2021	
		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)
Fund 704 - WINTER TAX					
Assets					
TOTAL ASSETS			29,078.99		(4.58)
Fund 711 - CEMETERY TRUST FUND					
Assets					
711-000-001.000	CASH		15,157.36		15,157.49
711-000-003.001	CD - MERCANTILE BANK		29,325.21		29,325.21
711-000-003.002	CD - MEMBERS FIRST CREDIT UNION		30,244.43		30,467.02
711-000-003.003	CD - WEST MICHIGAN CREDIT UNION		29,959.04		30,171.29
711-000-003.004	CD - LAKE OSCEOLA STATE BANK		29,960.78		29,960.78
711-000-005.005	MMA- HUNTINGTON BANK		12,358.60		12,358.70
TOTAL ASSETS			147,005.42		147,440.49
Fund 750 - PAYROLL					
Assets					
750-000-001.000	CASH		9,744.58		16,531.37
TOTAL ASSETS			9,744.58		16,531.37
Fund 751 - VENDOR ACCOUNT					
Assets					
751-000-001.000	CASH		5,203.92		5,204.95
TOTAL ASSETS			5,203.92		5,204.95

Board/Commission	Appointee	Appointed	Expiration	Phone #	Notes
<b>Building Board of Appeals</b>	<b>OPEN</b>				
<b>Appointed in April</b>	<b>OPEN</b>				
	<b>OPEN</b>				
	City Building Inspector				non-voting
	<i>Three (3) members qualified by experience or training; not employed by city.</i>				

<b>Board of Review</b>	Karen Higgins	2021	2023	231-734-3301	
<b>Appointed in May</b>	Donald Maddern	2021	2023	231-734-0141	
	Ralph Carlson	2021	2023		
	<b>ALTERNATE OPEN</b>				
	City Assessor, clerk of board	n/a	n/a		non-voting
	<i>Public Act: Two (2) year terms. Assessor serves as Clerk of the BOR.</i>				
<b>Cemetery Commission</b>	City Council Member Sandy Szeliga	2018	2022		
<b>Appointed in June</b>	Don Maddern	2020	2025	231-734-0141	
	Emily Duffy	2021	2024		
	<i>Section 4.27 of the City Charter: at least three (3) members, one (1) of whom shall be a member of the City Council. Three year terms.</i>				
<b>DDA</b>	Lynn Salinas	2014	2024		
<b>Appointed in July</b>	Alan Bengry	1984	2024	231-734-9178	
	June Essner	2015	2023		
	Molly Cataldo	2008	2023	231-510-5390	
	Jason O'Dell	2015	2021		
	Shannon Schmidt	2015	2021	231-679-4877	
	<b>OPEN</b>				
	<b>OPEN</b>				
	Sarah Dvoracek, City Manager	n/a	n/a		

	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		
<b>Appointed in January, even years</b>	Sandy Szeliga	2020	2022		
	Marsha Warren	2020	2022		
	<i>Section 3.4 City Charter: One Council member, City Clerk and one qualified registered elector.</i>				
<b>Historic District Commission</b>	Kathy Fiebig	2019	2024	269-254-3692	
<b>Appointed in August</b>	Roger Elkins	2019	2022	231-349-0340	
	Diane Carlson	2020	2022	231-734-2261	
	Jenny Joyce	2020	2023	231-912-1483	
	Karen Higgins	2020	2024	231-734-3301	
	<i>Per Ordinance: 5 members. Must reside within city limits. Three year terms/staggered.</i>				
<b>Historic District Study Committee</b>	Mary Hooper	2019	open ended		
<b>Appointed in July</b>	Kate Wilson	2019	open ended		
	Sandy Szeliga	2019	open ended		
	Alyssa Rosebrugh	2019	open ended		
	Mark Wilson	2019	open ended		
	Emily Duffy	2021	open ended		
<b>Housing Commission</b>	Sandy Szeliga	2012	2026	231-734-3386	
<b>Appointed in February</b>	Don Maddern	2008	2023	231-734-0141	
	Joyce Huston (resident)	2017	2025	231-734-1136	
	Keith Halifax	2017	2022	231-734-2459	

	Mary Hooper	2017	2024	313-268-6865	
	Karen Higgins, Director			231-734-3301	
	<i>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.</i>	4			
<b>Library Board</b>	Suzanne Bieri	1970	2020	231-734-5211	
<b>Appointed in October</b>	Rhonda Huff, Secretary	2019	2020		
	Kathy Elder, Vice President	1996	2021	231-734-5315	
	Karen Hodges, President	2000	2021	C: 231-734-5743	
	Sandy Szeliga	2018	2022		
	Jane Hutchinson, Treasurer	2012	2024	231-734-3159	
	Lilas VanScoyoc, Librarian			C: 231-872-0884	work: 231-734-2993
	<i>Two seats each: Osceola Township, Ewart Township, City of Ewart</i>				
<b>Parks and Recreation</b>	<b>Temporary Board</b>				
inactive in 2020	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			
	<i>Seven members, three year staggered terms</i>				

<b>Pay Commission</b>	Travis Douglas	2019	2020		
<b>appointed in March</b>	Mechelle Farrell	2019	2023		
	Terry Parish	2019	2021		
	Ralph Carlson	2021	2026		
	<b>OPEN</b>				
	<i>Five Members (Registered electors of the City) appointed by the Mayor, approved by City Council. Five Yr Staggered terms</i>				
	<i>Appointed each year on April 1.</i>				
<b>Planning Commission</b>	Ralph Carlson	2021	2024		
<b>Appointed in September</b>	Rebecca Tea	2021	2020	231-734-2714	
	Ruth Ann Northon, Chair	2021	2020	231-734-5519	
	Jim Schwab	2020	2022		
	Karen Higgins	2018	2021	231-734-3301	
	Jason O'Dell	2021	2024	231-734-6184	
	<b>VACANCY</b>				
	Sean Duffy (Council Member)	2020	2024		
	Chris Emerick (Mayor)	2020	2020		
	Sarah Dvoracek (City Manger)	n/a	n/a		liaison, non-voting
	Mark Wilson (City Admin. Officer)	n/a	n/a		liaison, non-voting
	<i>272.02 Members. The Commission shall consist of nine (9) members, as follows: The Mayor, one (1) councilman who shall be appointed by the City Council, and seven (7) members who shall be appointed by the Mayor subject to the approval of the City Council. Three year terms.</i>				
<b>Zoning Board of Appeals</b>	Chris Emerick	2020	2022		
	Sean Duffy	2020	2024		
	Matt Hildebrand	2020	2024		
	Sandy Szeliga	2018	2022		

	Dan Elliott	2018	2022		
<b>City Council</b>	Chris Emerick (Mayor)	2020	2022		
	Sean Duffy	2020	2024		
	Matt Hildebrand	2018	2024		
	Sandy Szeliga (Mayor Pro Tem)	2018	2022		
	Dan Elliott	2018	2022		
<b>Council Economic Development advisory only</b>	City Manager Sarah Dvoracek				per Section 4.3 of City Charter
	Assistant City Manager Mark Wilson				
	Mayor Chris Emerick				
	Council Member Dan Elliott				
<b>Council Labor Relations advisory only</b>	Mayor Emerick	2020	2022		per Section 4.3 of City Charter
	Matt Hildebrand	2018	2024		
<b>Council Police Committee advisory only</b>	Sandy Szeliga	2018	2022		
	Sean Duffy	2020	2024		per Section 4.3 of City Charter
<b>Council Water/Sewer/Street Comm advisory only</b>	Matt Hildebrand	2018	2024		per Section 4.3 of City Charter
	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>	James White	11/5/2018	6/30/2026		
<b>City Clerk</b>	Kathy Fiebig	Nov-20	Nov-22		

**Table 1**  
**Groundwater Analytical Data**  
**City of Evart**

DRAFT

Sample ID	Laboratory Method	Analyte	Matrix	2016																
				Results March 3	Results March 10	Results March 16	Results April 1	Results April 12	Results April 27	Results May 13	Results May 23	Results June 7	Results June 23	Results July 8	Results July 22	Results August 5	Results August 26	Results Sept 9	Results Sept 21	Results Oct 4
West Tower	331	Perchlorate	Water	0.13	0.13	0.12	0.11	0.07	0.07	NS	0.14	0.11	0.13	0.21	0.17	0.08	0.09	0.13	0.17	0.32
North Tower	331	Perchlorate	Water	1.4	1.2	1.2	1.6	1.4	NS	2.4	2.7	1.4	0.87	0.56	0.53	0.5	0.85	1.1	1.0	1.1
Well-1	331	Perchlorate	Water	11	11	11	10	10	10	11	NS	NS	8.3	7.3	7.4	8.5	13	14	11	11
Well-2	331	Perchlorate	Water	8.2	7.9	8.4	7.9	11	16	18	19	18	NS	NS	20	22	33	36	32	27
duplicate (Well 2)	331	Perchlorate	Water	-----	7.7	8	7.8	9.8	16	18	19	18	NS	NS	NS	NS	NS	NS	NS	NS
Well-3	331	Perchlorate	Water	7.4	6.1	6.3	7.8	11	15	21	26	28	27	29	24	21	22	12	10	7.3
Well-4	331	Perchlorate	Water	6.0	6.2	6.2	6.1	5.9	6.1	6.3	6.7	7.4	4.6	5.3	6.4	7.3	6.8	9.0	7.3	6.4
Well-6	331	Perchlorate	Water	0.73	0.66	0.61	0.55	0.66	0.72	0.74	0.82	0.74	1.1	1.7	1.6	1.6	1.4	1.3	1.9	0.97
Hydrant-1	331	Perchlorate	Water	0.19	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
Hydrant-2	331	Perchlorate	Water	6.6	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
duplicate (hydrant 2)	331	Perchlorate	Water	6.5	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Hydrant-3	331	Perchlorate	Water	4.9	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS
Hydrant-4	331	Perchlorate	Water	4.9	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS	NS

Sample ID	Laboratory Method	Analyte	Matrix	2016										2017					Unit	Detection Limit
				Results Oct 21	Results Nov 4	Results Nov 18	Results Dec 2	Results Dec 16	Results Dec 29	Results Jan 13	Results Jan 27	Results Feb 10	Results Feb 24	Results Mar 10	Results Mar 24	Results April 7	Results April 21	Results May 5		
West Tower	331	Perchlorate	Water	0.31	0.33	0.06	<0.05	<0.05	<0.05	<0.05	<0.05	0.06	0.06	0.07	0.07	0.06	<0.05	<0.05	ug/L	0.05
North Tower	331	Perchlorate	Water	0.87	0.75	0.67	0.47	0.31	0.19	0.18	0.14	0.15	0.14	0.14	0.16	0.18	0.15	0.14	ug/L	0.05
Well-1	331	Perchlorate	Water	8	6.9	5.8	5.0	4.4	3.8	3.3	3.1	2.8	2.9	3.1	3	2.6	2.3	2.2	ug/L	0.05
Well-2	331	Perchlorate	Water	22	17	15	14	9.8	9	6.2	6.9	1	1.2	0.99	1.7	1.4	1.4	1.5	ug/L	0.05
Well-3	331	Perchlorate	Water	4.1	3.1	2.9	2.7	2.4	2	1.8	1	1.3	1	1	1.4	1	1.2	1.3	ug/L	0.05
Well-4	331	Perchlorate	Water	5.9	5.5	4.9	3.7	3.4	3.1	2.6	2.6	2.4	2.1	1.9	1.7	1.8	1.9	1.8	ug/L	0.05
Well-6	331	Perchlorate	Water	0.78	0.33	0.39	0.21	0.21	0.12	0.13	0.07	0.57	0.56	0.28	0.97	0.74	0.63	0.58	ug/L	0.05

Sample ID	Laboratory Method	Analyte	Matrix	2017															Unit	Detection Limit
				Results May 17	Results May 30	Results June 16	Results June 27	Results July 14	Results July 27	Results Aug 11	Results Aug 24	Results Sept 8	Results Sept 22	Results Oct 6	Results Oct 20	Results Nov 3	Results Nov 17	Results Dec 1		
West Tower	331	Perchlorate	Water	<0.05	0.06	0.07	0.09	0.12	0.17	0.19	0.23	0.23	0.09	0.10	0.12	0.15	0.16	0.21	ug/L	0.05
North Tower	331	Perchlorate	Water	0.20	0.23	0.24	0.22	0.27	0.32	0.41	0.46	0.41	0.31	0.26	0.42	0.32	0.29	0.31	ug/L	0.05
Well-1	331	Perchlorate	Water	2	1.9	1.8	1.7	1.7	1.6	1.5	1.4	1.3	1.1	1.1	1.0	0.98	0.87	0.83	ug/L	0.05
Well-2	331	Perchlorate	Water	2	2.9	2.4	1.8	2.2	2.2	2	1.8	1.6	1.4	0.98	0.64	0.45	0.49	0.54	ug/L	0.05
Well-3	331	Perchlorate	Water	1.9	3.5	2	1.4	2.4	2.7	2	1.8	1.7	1.4	1.1	0.84	0.60	0.52	0.62	ug/L	0.05
Well-4	331	Perchlorate	Water	1.6	1.6	1.4	1.5	1.4	1.3	1.3	1.2	1.1	0.98	0.97	0.92	0.99	0.87	0.82	ug/L	0.05
Well-6	331	Perchlorate	Water	1.5	2.3	2.2	1.2	1.8	2.0	1.5	1.6	1.4	1.1	0.96	0.44	0.23	0.28	0.25	ug/L	0.05

DW - Drinking Water

NS - Not Sampled

North Tower not sampled (April 27, 2016) due to maintenance

West Tower not sampled (May 13, 2016) due to maintenance

Well-1 not sampled (May 23, 2016 and June 1, 2016) due to maintenance

Well 2 not sampled (June 23, 2016 and July 8, 2016) due to maintenance

Well 3 not sampled (April 20, 2018) due to maintenance

**Table 1**  
**Groundwater Analytical Data**  
**City of Evart**

DRAFT

Sample ID	Laboratory Method	Analyte	Matrix	2017							2018							Unit	Detection Limit	
				Results Dec 15	Results Dec 27	Results Jan 12	Results Jan 26	Results Feb 7	Results Feb 23	Results March 9	Results March 23	Results April 6	Results April 20	Results May 4	Results May 22	Results June 8	Results June 22			Results July 6
West Tower	331	Perchlorate	Water	0.24	0.18	0.38	0.09	0.05	<0.05	<0.05	<0.05	<0.05	<0.05	0.05	0.08	0.14	0.19	0.13	ug/L	0.05
North Tower	331	Perchlorate	Water	0.31	0.30	0.32	0.21	0.16	0.11	0.08	0.07	0.08	0.08	0.09	0.09	0.09	0.12	0.13	ug/L	0.05
Well-1	331	Perchlorate	Water	0.74	0.67	0.63	0.61	0.60	0.74	0.67	0.62	0.46	0.41	0.40	0.39	0.37	0.34	0.36	ug/L	0.05
Well-2	331	Perchlorate	Water	0.53	0.47	0.48	0.42	0.53	0.53	0.62	0.55	0.60	0.41	0.40	0.43	0.51	0.50	0.52	ug/L	0.05
Well-3	331	Perchlorate	Water	0.55	0.56	0.56	0.53	0.62	1.4	1.7	1.4	0.80	NS	0.65	0.47	0.64	0.67	0.68	ug/L	0.05
Well-4	331	Perchlorate	Water	0.71	0.72	0.86	0.76	0.80	0.76	0.78	0.77	0.76	0.73	0.65	0.60	0.57	0.54	0.57	ug/L	0.05
Well-6	331	Perchlorate	Water	0.29	0.27	0.33	0.24	0.28	0.37	0.30	0.41	0.37	0.19	0.18	0.14	0.12	0.15	0.14	ug/L	0.05

Sample ID	Laboratory Method	Analyte	Matrix	2018							2019							Unit	Detection Limit	
				Results July 20	Results Aug 6	Results Aug 21	Results Sept 7	Results Sept 24	Results Oct 19	Results Nov 16	Results Dec 14	Results Jan 18	Results Feb 22	Results Mar 19	Results Apr 19	Results May 14	Results June 14			Results July 12
West Tower	331	Perchlorate	Water	0.15	0.20	0.26	0.37	0.17	NS	0.22	0.08	0.13	0.07	<0.05	0.05	0.06	0.16	0.11	ug/L	0.05
North Tower	331	Perchlorate	Water	0.16	0.29	0.34	0.38	0.40	0.18	0.12	0.11	0.13	0.30	0.10	<0.05	<0.05	0.11	0.12	ug/L	0.05
Well-1	331	Perchlorate	Water	0.36	0.37	NS	0.34	NS	0.27	0.30	0.32	0.29	0.29	0.28	0.25	0.25	0.21	0.21	ug/L	0.05
Well-2	331	Perchlorate	Water	0.55	0.50	0.47	0.33	0.44	0.30	0.33	0.34	0.29	0.27	0.13	0.19	0.21	0.21	0.33	ug/L	0.05
Well-3	331	Perchlorate	Water	0.75	0.71	0.70	0.65	0.62	0.47	0.54	0.51	0.42	0.40	0.22	0.27	0.34	0.42	0.49	ug/L	0.05
Well-4	331	Perchlorate	Water	0.56	0.57	0.62	0.67	0.65	0.66	0.72	0.63	0.58	0.54	0.52	0.53	0.48	0.40	0.40	ug/L	0.05
Well-6	331	Perchlorate	Water	0.13	0.12	0.14	0.19	0.07	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	ug/L	0.05

Sample ID	Laboratory Method	Analyte	Matrix	2019							2020							Unit	Detection Limit		
				Results Aug 23	Results Sept 19	Results Oct 22	Results Nov 20	Results Dec 18	Results Jan 22	Results Feb 20	Results Mar 19	Results Apr 21	Results May 18	Results June 24	Results July 20	Results Aug 26	Results Sept 23			Results Oct 21	
West Tower	331	Perchlorate	Water	0.29	0.08	0.12	0.14	0.06	<0.05	<0.05	0.07	0.10	<0.05	0.14	0.35	0.18	0.20	0.28	ug/L	0.05	
North Tower	331	Perchlorate	Water	0.24	0.16	0.13	0.13	0.13	0.08	0.08	0.10	0.10	0.12	0.15	0.28	0.32	0.50	0.43	ug/L	0.05	
Well-1	331	Perchlorate	Water	0.21	0.20	0.21	0.19	0.19	0.23	0.25	0.25	0.30	0.28	0.27	0.26	0.23	0.22	0.21	ug/L	0.05	
Well-2	331	Perchlorate	Water	0.34	0.30	0.23	0.20	0.21	0.18	0.23	0.22	0.31	0.28	0.25	0.24	0.41	0.27	0.21	ug/L	0.05	
Well-3	331	Perchlorate	Water	0.61	0.47	0.38	0.28	0.29	0.26	0.34	0.40	0.42	0.33	0.44	0.42	0.48	0.38	0.29	ug/L	0.05	
Well-4	331	Perchlorate	Water	0.38	0.39	0.39	0.39	0.38	0.34	0.32	0.31	0.27	0.26	0.28	0.28	0.30	0.32	0.33	ug/L	0.05	
Well-6	331	Perchlorate	Water	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	NS	<0.05	<0.05	<0.05	<0.05	<0.05	<0.05	0.12	0.15	ug/L	0.05

DW - Drinking Water

NS - Not Sampled

Well 1 not sampled (August 21, 2018 and September 24, 2018) due to maintenance

West Tower not sampled (October 19, 2018) due to maintenance

Well 6 not sample February 20, 2020 due to maintenance

**Table 1**  
**Groundwater Analytical Data**  
**City of Evert**

DRAFT

Sample ID	Laboratory Method	Analyte	Matrix	2020			2021			Unit	Detection Limit
				Results Nov 17	Results Dec 16	Dec 16 Treated Water	Results Jan 20	Results Feb 17	Results Mar 24		
West Tower	331	Perchlorate	Water	0.36	0.16		0.08	0.07	0.09	ug/L	0.05
North Tower	331	Perchlorate	Water	0.43	0.20		0.16	0.12	0.10	ug/L	0.05
Well-1	331	Perchlorate	Water	0.20	0.19	0.41	0.19	0.20	0.22	ug/L	0.05
Well-2	331	Perchlorate	Water	0.19	0.18		0.16	0.15	0.13	ug/L	0.05
Well-3	331	Perchlorate	Water	0.22	0.21	0.27	0.17	0.17	0.15	ug/L	0.05
Well-4	331	Perchlorate	Water	0.37	0.38	0.43	0.39	0.45	0.56	ug/L	0.05
Well-6	331	Perchlorate	Water	0.14	0.11	0.31	0.07	<0.05	0.05	ug/L	0.05

## Great Assets Require Great Rates *By Carl Brown* *Please read!*

*This article originally appeared in Water Utility Infrastructure Management January/February 2009 and is being re-printed with permission.*

You can have great rates and great assets. Or you can have great rates and bad assets. But you can't have bad rates and great assets. At least, not over the long haul.

That is the crux of our asset management problem—our rates are just too low. To use the “which came first, the chicken or the egg” barnyard analogy, rates are the chicken, assets are the egg. I don't know which came first, but I do know where assets come from.

If you are to set great rates for your system, or if you are to help your client do so, there is a facet of human nature that you need to respect. That is, given the choice between forward-looking asset management at responsible current and long-term rates and short-term adequate management at a cheap current rate, ratepayers will usually choose cheap. Why? You can put it many ways but to put it bluntly, we all want what we can get or keep now more than what we can get or keep later, even if later is better for us. We are “me” and “now” centered. That's not a slam on human nature. All of nature has that outlook.

It actually takes books full of psychology to explain this and related principles, but you understand them intuitively. Does human nature preclude us from selling the notion of advanced asset management? No. But, we must prove to ratepayers that it is in their own self interest to fund well managed assets.

Most ratepayers are quiet and cool-headed and will follow a reasoned approach fairly willingly. Some—the CAVE people—want to organize the cool-heads against you and kill whatever you have in mind. (CAVE: Citizens Against Virtually Everything.) To prevent them from doing that you need to use a well planned and executed approach to rate setting. Here is a strategy to consider:

Rate setting needs to happen in two distinctly different parts. Part 1 is analysis. Part 2 is the political process of passing an ordinance and all that goes with it. The same people can do both parts, but if they do, some of the ratepayers will think the “fix is in.” Many will think and some will even ask, “Were the proposed rates cooked up to serve some under-handed purpose?” Your answer must be this:

“The rate analysis and rate setting processes were two distinct parts of the rate setting puzzle. They were done by completely different people. The rate analyst did the ‘math’. We, your elected officials, did the rate setting based on the analysis results.”

Only the board or council can pass the rate ordinance. They should do so based upon information and advice provided by the rate analyst who is not a member of the board or council. The analyst might be an actual rate setting specialist, a consulting engineer,

an accountant, a free service provider from an association or state agency or even the city or district clerk or finance director. Choose this person based on the system's needs and their ability to fulfill them, not just on availability. Rate analysis is complex and you want to get it right. It will be the underpinning for everything else you do.

Rate analysis is voodoo to ratepayers. It's almost as unknowable to many city and district decision-makers and staff, too. That's OK. There are specialists who know how to do rate analysis. Rate setting—the political process—is viewed by many ratepayers as dark, mysterious, even clandestine. Some boards and councils don't do a good job of dispelling that impression; but they need to if they want to be successful.

The best way to bring ratepayers around to accepting higher and restructured rates is to make the analysis as mathematically defensible yet as easy to understand as possible while making the rate setting process as transparent as possible. Ratepayers can't accept what they don't know. They can't know what is hidden from them.

There are many aspects to great rate setting. One key is this. Set your rate setting goals before trying to set your rates. Why bother with working out goals ahead of time? If you don't set goals first and have (almost) everyone buy into those goals, you WILL have people try to shoot down proposed rates later. They might succeed.

Consider adopting an ordinance or resolution that makes this goal statement: “The [council/board] of [your city] resolves to set and maintain utility rates and fees that are fairly structured for the ratepayers and high enough to adequately fund the system on a sustainable basis.”

By adopting such a goal statement you will have something to point to if someone tries to hijack the rate setting process or balk at paying rates that will adequately fund the utility. And, here's a helpful hint: You can't wait until you hit a rate increase logjam and then try to adopt the goal statement after-the-fact. Those who don't want their rates to go up will simply see this as an “end around” play. “You must adopt your goal statement BEFORE setting out to analyze and adjust rates.”

We need to teach our ratepayers how to best satisfy their selfish interests concerning utility services. The first step is acceptable rates. The second is advanced asset management or something close to it.

Rate setting includes these four basic phases: goal setting, analysis, initial adjustment, and future incremental adjustments. Simple to state and simple





## Continued... Great Assets Require Great Rates

in concept, these steps cover critical and sometimes complex issues that need to be executed correctly.

It seems like many people want to dumb down rate setting by skipping many important issues. They just want to boot up a simple tool or spreadsheet, plug in a few numbers or answer a few basic questions and, BAM, they've got great rates. It just doesn't happen that way. While some of these tools can do the number crunching well, you need to plug in the right numbers and need to understand the rate setting process and your ratepayers to actually get the rate increase passed. Your goal may not be headline-making, rate setting success. But, there is no alternative to learning some basics about rate setting even if you only want to keep your name out of expose' articles about rate setting shenanigans.

Time is your enemy. Time robs rate setters of their momentum to get the rate setting job done. Time robs rate increases of their ability to boost net revenue. Time is exactly why we have a funding gap in water and sewer that is measured in the hundreds of billions of dollars.

Rate setting is a thankless job. No board or council really wants to do it. Thus, they put it off. Even when they get started they discover troublesome issues, like the need to raise rates big time and how ratepayers feel about that. They have lots of reasons to not start on this task.

Other reasons pop up to halt the task midway. Even when boards and councils know what rate adjustments are needed they feel hesitant about "pulling the trigger" on a rate increase. Every time one of these time wasters pops up remember this mantra, "Just get on with it." Put your head down and charge ahead.

If you pass a rate increase ordinance after six months of deliberation you will feel justifiably relieved. You will be thinking, "Finally we have solved our income problem." Not completely. If you need rates that will generate an annual revenue increase of, for example, \$520,000, by waiting six months to get it done you will cost your system \$10,000 per week of deliberation and \$260,000 all together.

Before "deliberating" about rates you need to ask yourselves, "Will we improve the quality of our decision by more than \$x,xxx per week or are we just putting off a distasteful task?" (Your analyst should tell you what your time cost is.) Usually boards and councils are not actually refining their decisions during that time lag. They are just not pulling the trigger on a decision that has already been made or that could be made quickly if they just got on with it.

Thus, time costs you money. You've heard that before.

Once you pass that big increase the next thing you think is, "I sure am glad that is done. I hope I don't have to do that again." If you pass an inflationary rate increase next year and each year that there is inflation in the cost to run the system, you probably WON'T have to do a big increase again. But if you don't keep your rates current with inflationary increases, after only five years of inflation at 5 percent you will need a rate increase of 27.6 percent due to compounding. At 10 years the increase becomes 62.9 percent. And these increases don't cover new needs like system upgrades and expansions. Do inflationary increases annually and you will probably never preside over a big increase again. Your ratepayers will like that.

In summary, there is much more that you need to know to get and keep great rates—rates that are adequate and fair. But always keep the basics in mind. You need to set goals, analyze rates, make the initial big increase and restructuring, and keep rates current every year. Educate and bring your ratepayers along and you will have great rates. Great assets will soon follow.

EDITOR'S NOTE: This article originally appeared in Water Utility Infrastructure Management and is being re-printed with permission; visit his website for a full list of products and tools available.

Carl Brown is president of Carl Brown Consulting, LLC and GettingGreatRates.com.

### RATE SETTING PHASES

Phase 1 – Decide your rate and fee goals—your destination.

Phase 2 – Develop your own or "buy" a comprehensive rate analysis—a map—that leads to your goals. Usually this requires large initial rate adjustments and rate structure changes.

Phase 3 – Actually make those initial rate adjustments.

Phase 4 – Make incremental rate adjustments in future years—course corrections that are almost always small increases—to keep net revenues and other financial indicators on track with the projections from the comprehensive rate analysis for as long as possible.

## Jennie Duncan

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**From:** Sarah Dvoracek  
**Sent:** Wednesday, April 14, 2021 11:30 PM  
**To:** Jennie Duncan  
**Subject:** FW: News from Ice Mountain

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Council packets as FYI>

### Sarah J. Dvoracek

*City Manager*

**City of Evert**

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c: 231.580.6516

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a: 5814 100<sup>th</sup> Avenue

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w: [www.evert.org](http://www.evert.org) e: [sarah.dvoracek@evert.org](mailto:sarah.dvoracek@evert.org)

---

**From:** Anderson-Vincent,Arlene,STANWOOD,NWNA Technical & Production MEC Springs <Arlene.Anderson-Vincent@waters.nestle.com>

**Sent:** Wednesday, March 31, 2021 1:17 PM

**To:** Sarah Dvoracek <sarah.dvoracek@evert.org>; Mark Wilson <mark.wilson@evert.org>

**Subject:** News from Ice Mountain

Dear Sarah and Mark,

As an important community partner to Nestlé Waters North America (NWNA), I wanted to share some important news with you.

As you are aware, on February 16, Nestlé announced it had reached an agreement with One Rock Capital Partners (“One Rock”), in partnership with Metropoulos & Co. (“Metropoulos”), to acquire NWNA. I am pleased to let you know that today marks the successful completion of the acquisition of NWNA.

The company will consist of our U.S. and Canadian brands, including: Pure Life® and Splash and our six U.S. regional spring water brands: Poland Spring® Brand 100% Natural Spring Water, Deer Park® Brand 100% Natural Spring Water, Ozarka® Brand 100% Natural Spring Water, Ice Mountain® Brand 100% Natural Spring Water, Zephyrhills® Brand 100% Natural Spring Water, and Arrowhead® Brand Mountain Spring Water. Also, included in the sale was our direct-to-consumer and office beverage delivery service, ReadyRefresh®.

Effective immediately, Dean Metropoulos has been appointed Chairman and Interim Chief Executive Officer of our company. Dean is an industry veteran with 40 years of experience operating and investing in successful food and beverage brands and businesses.

We are excited to embark on a new journey as a privately held company. Our company’s owners shared that they see significant growth opportunity for the company and believe we are well-positioned to realize our tremendous potential, building on our established reputation as a leading provider of bottled water in North America. With the combination of

leadership and industry experience we look forward to accelerating growth and transforming our company into an even more capable industry leader, while continuing to collaborate with exceptional partners like you.

As the deal has just closed, our leadership teams are working together to shape our forward-looking strategy. There are still a lot of details to be finalized, but throughout this process we are committed to ensuring that our relationship with the City of Evert remains a top priority.

While our company name may change, rest assured, our commitment to our communities has not. We look forward to continued collaboration and thank you for your ongoing support as we continue to promote healthy hydration through our bottled water portfolio.

I will be in touch with more information as it is available, but please reach out if you'd like to discuss the implications of the sale, so that I can continue to support you and your team throughout this transition.

Sincerely,

Arlene

**Arlene Anderson-Vincent, CPG | Natural Resource Manager –Midwest Region**



**Ice Mountain® Brand 100% Natural Spring Water**

19275 8 Mile Road, Stanwood, MI 49346

**office:** 231.823.8451 | **cell:** 231.408.8806

[Donation Request Link](#)

Learn more about our operations in Michigan!

[Committed to Michigan - YouTube](#)

## Jennie Duncan

---

**From:** Sarah Dvoracek  
**Sent:** Friday, April 16, 2021 12:48 PM  
**To:** Jennie Duncan  
**Subject:** FW: City of Evert's CLG Certification effective April 1, 2021 -- Congratulations!

Sarah J. Dvoracek

*City Manager*

**City of Evert**

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w: [www.evert.org](http://www.evert.org) e: [sarah.dvoracek@evart.org](mailto:sarah.dvoracek@evart.org)

---

**From:** Higgins, S. Alan (LEO) <HigginsS3@michigan.gov>  
**Sent:** Friday, April 16, 2021 12:08 PM  
**To:** Sarah Dvoracek <sarah.dvoracek@evart.org>  
**Subject:** RE: City of Evert's CLG Certification effective April 1, 2021 -- Congratulations!

Hi Sarah,

I just wanted to let you know that the press release for Evert's CLG certification is live:

<https://www.michiganbusiness.org/press-releases/2021/04/city-of-evart-certified-local-government-status-historic-preservation-activities/>.

We also posted a blurb on our Facebook page: <https://www.facebook.com/mishpo/>.

Happy Friday!

Alan



**S. Alan Higgins**

Certified Local Government Coordinator

**State Historic Preservation Office**

300 N. Washington Square

Lansing, MI 48913

Office: 517.335.9840 Desk: 517.335.2719

[michigan.gov/shpo](http://michigan.gov/shpo)

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**From:** Higgins, S. Alan (LEO)  
**Sent:** Wednesday, April 07, 2021 12:37 PM  
**To:** 'sarah.dvoracek@evart.org' <[sarah.dvoracek@evart.org](mailto:sarah.dvoracek@evart.org)>  
**Subject:** RE: City of Evert's CLG Certification effective April 1, 2021 -- Congratulations!

Hi Sarah,

I hope your week is off to a good start! Please see below for information on a few introductory items for the CLG program. If you have any questions, don't hesitate to let me know.

- **Press Release and Social Media Posting:** We love to promote our programs and partner communities at SHPO! As such, SHPO will issue a press release in the near term announcing your community's entry into the CLG program. Please forward your statement on the community's participation in the CLG program to me at your convenience. Typically, press releases are issued within a week or two of a community joining the program, depending on the press release calendar. I will let you know when the press release goes out in case your community would also like to issue its own release. Once the press release is live, we will also include a note on SHPO's Facebook page at <https://www.facebook.com/mishpo/>.
- **CLG Email List:** SHPO maintains an email list for all active CLG communities. We use this email list to distribute program updates, share information on training opportunities, and provide updates on funding opportunities. We also use this list to distribute our quarterly CLG program newsletter. The primary point of contact for the CLG community has now been added to this list. If others in your community (e.g., HDC members, HDC staff, planners, Main Street director, etc.), would also like to be on this list, please forward their name and email address and I will add them.
- **CLG Program Benefits:** Effective your certification date, you are now eligible to take advantage of all benefits of the CLG program. This includes access to our technical assistance programs and our grant funding program. Please do not hesitate to reach out to me at any point to discuss things or request assistance. I'm always here to help! While most benefits are accessible on an as-needed basis, important upcoming deadlines to be aware of include:
  - CLG Community Partnership Projects: Applications for this year's Community Partnership Projects are due May 3. More information on this benefit is available here: <https://www.miplace.org/historic-preservation/programs-and-services/certified-local-government-program/clg-partnership-projects/>
  - CLG Grant Program: SHPO's grant rounds typically open July 1 of each year and have an application deadline of October 1. We will provide application materials for the funding round as the date nears. If you are interested in applying for a grant project, we encourage you to begin thinking through the project and reach out to us to discuss. We're always happy to talk through potential projects before investing time in the application. In the meantime, last year's grant application materials are always available at the following location: <https://www.miplace.org/historic-preservation/programs-and-services/certified-local-government-program/clg-grant-program/>.
- **Introductory Meeting:** Within 90 days of a new community joining the program, I like to schedule an introductory meeting to discuss any questions and present an overview of current benefits associated with the program. While up to the community, I like to include the HDC and other local stakeholders (e.g., Main Street director) on this meeting so that they are aware of the program benefits and how they might be useful for future programming. Often, we'll do this meeting as part of a standard HDC meeting so as not to add another meeting to the calendar. Because SHPO is still facing travel limitations, we are currently doing such meetings virtually. Please think through such a meeting and share with local stakeholders in your community. I'm happy to discuss potential meeting dates at your convenience.
- **CLG Certification Certificate:** Typically we will present a community with their certificate of certification at the introductory meeting. Because we are not doing in-person meetings at the moment, you will receive this certificate via U.S. mail in the near future.

Look forward to talking more!

Alan



**S. Alan Higgins**  
Certified Local Government Coordinator  
**State Historic Preservation Office**  
300 N. Washington Square  
Lansing, MI 48913  
Office: 517.335.9840 Desk: 517.335.2719  
[michigan.gov/shpo](http://michigan.gov/shpo)

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**From:** Higgins, S. Alan (LEO)  
**Sent:** Thursday, April 01, 2021 5:46 PM  
**To:** [sarah.dvoracek@evart.org](mailto:sarah.dvoracek@evart.org)  
**Subject:** RE: City of Evert's CLG Certification effective April 1, 2021 -- Congratulations!

Congratulations, Sarah!! I've also attached a copy of the fully executed Certification Agreement between Evert and SHPO for your files. As I mentioned in my other email, we'll work toward getting the press release out once you're able to provide your statement.

I'm going to be out of town through next Wednesday, but I'll touch base when I get back about some other miscellaneous items.

Welcome to the program! Look forward to talking more soon.

Alan



**S. Alan Higgins**  
Certified Local Government Coordinator  
**State Historic Preservation Office**  
300 N. Washington Square  
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**From:** Banks, David <[David\\_Banks@nps.gov](mailto:David_Banks@nps.gov)>  
**Sent:** Thursday, April 01, 2021 5:10 PM  
**To:** [sarah.dvoracek@evart.org](mailto:sarah.dvoracek@evart.org)  
**Cc:** Higgins, S. Alan (LEO) <[HigginsS3@michigan.gov](mailto:HigginsS3@michigan.gov)>; Brown, Megan J <[Megan\\_Brown@nps.gov](mailto:Megan_Brown@nps.gov)>  
**Subject:** City of Evert's CLG Certification effective April 1, 2021 -- Congratulations!

**CAUTION: This is an External email. Please send suspicious emails to [abuse@michigan.gov](mailto:abuse@michigan.gov)**

Dear Ms. Dvoracek,

Please find attached a file containing the signed NPS letter concurring with the Michigan SHPO's certification of the City of Evert into its Certified Local Government program. Congratulations!

Please note that the date of the letter, April 1, 2021, is the official date of certification, which can be found in the NPS online database of Certified Local Governments ([www.nps.gov/clg](http://www.nps.gov/clg)).

In addition, if you, or someone else with the City of Ewart's government, could provide a short paragraph about the history of Ewart and/or why the City of Atmore wanted to become a Certified Local Government, with a photo, we will feature it on our Facebook page. Please include a caption and credit for any photograph.

Thank you,  
David Banks

David M. Banks  
Acting Preservation Planner  
State, Tribal, Local, Plans & Grants Division  
National Park Service (2256)  
1849 C Street, NW (All USPS mail is irradiated)  
Washington, DC 20240  
202.354.6968  
[david\\_banks@nps.gov](mailto:david_banks@nps.gov)

[nps.gov/stlpg](https://nps.gov/stlpg) | [Like us on Facebook!](#) | [Follow us on Twitter!](#) | [Learn more on YouTube!](#)

DUE TO COVID DO NOT MAIL TO OUR OFFICE. SEND DIGITALLY TO [STLPG@NPS.GOV](mailto:STLPG@NPS.GOV).

**PEPPER L. LOCKHART**  
Finance Director/Treasurer



o: (231) 734-2181  
pepper.lockhart@evart.org

---

TO: Honorable Mayor Emerick & Council Members  
From: Pepper Lockhart, Finance Director/Treasurer  
Date: April 14, 2021  
Re: Finance Director's Report for March 2021

Vendor's List- You will have the vendor's summary report in your packet that list's all vendors paid up until April 19, 2021.

Summary of Funds- You will have a summary of funds for March in your packet up to date as of March 31, 2021.

Payroll Report-You will have a payroll report including the dates of 4-6-21 to 4-19-21.

Completed all payroll reconciliations for March 2021.

Continuing to work on updating the Handbook Policy & Procedures with our attorney from Dickinson & Wright.

Finished Tax settlement with the County for Summer/Winter taxes.

I met with Consumers Energy to go over billing and efficiency. We have already identified a savings of over \$2,000. I will be working with them to identify more ways we can be energy efficient and cut costs at the same time.

Registered for the Michigan Municipal Treasurers Association Basic Institute April 26-29. I have completed ten hours of on-line instruction to prepare.

Completed DDA Financials for March 2021 including payroll, vendor's list, revenue/expense report, and balance sheets.

Researching short term CD/or pooled fund options to invest some of our higher checking account balances.

# DPW/ Sewer & Water Communications

## March 2021

### Streets

- Assist in broken power pole removal
- Checked storm drains
- Patch potholes
- Street light repair
- Street sign maintenance
- Created signs for cemetery brush dumping

### DPW

- Changed SD card at trail bridge trial cam
- Researched generator options for wellfield
- Trained on new tablets
- Truck/Equipment maintenance

### Misc.

- Burn brush at Cemetery
- Burn old ballot papers
- Cleaned workshop, police department storage building, and WWTP lab
- Re-adjust timer for bridge lights
- Trash run (once a week)

### Airport

- Monthly light test
- Repair lights

### Parks

- Shoveled on ramps at Cant Hook Park
- Cleared snow from around trash cans
- Removed DDA sign at skatepark
- Cut down and removed tree at Guyton Park
- Removed Rain Garden signage

### Water

- Collected samples for drinking water wells
- Completed the Monthly Operating Report (MOR)
- Filled day tanks
- Flushed/pumped out hydrant on North Hemlock
- Installed water meter at Pere Maquette building

- Met with Pepper about water meters at Centennial Arms and GLD apartments
- MRWA Wastewater Conference in Traverse City
- Performed daily well reads
- Performed water and sewer reads for monthly billing
- Rebuilt pumps and repaired generators in well 8, 9, and 14
- Repaired 11<sup>th</sup> Street lift station generator
- Repaired aerator on North pond
- Replaced day tank in well 3
- Re-reads of water meters
- Sampling with Arcadis
- Testing meter for high water usage at the tattoo shop
- Turned on water at 220 North Main street and the Dairy Whip
- Turned water off at 421 South Pine
- Well maintenance on wells 14, 4, 3, 1

### Sewer

- Addressed sewer issue on North Pine
- Addressed sewer issue on South Main
- Assisted Gerber construction with repairs on sewer line on West 6<sup>th</sup> Street
- Checked alarm at 11<sup>th</sup> Street lift station (5 times)
- Checked alarm at 5 Mile lift station (2 times)
- Checking sewer lines on N. Pine
- Investigated sewer issue at 207 Sixth Street
- Located and repaired sewer service line on West 6<sup>th</sup> Street, South Oak Street
- Rodded sewer at intersection of South Oak and 11<sup>th</sup> Street

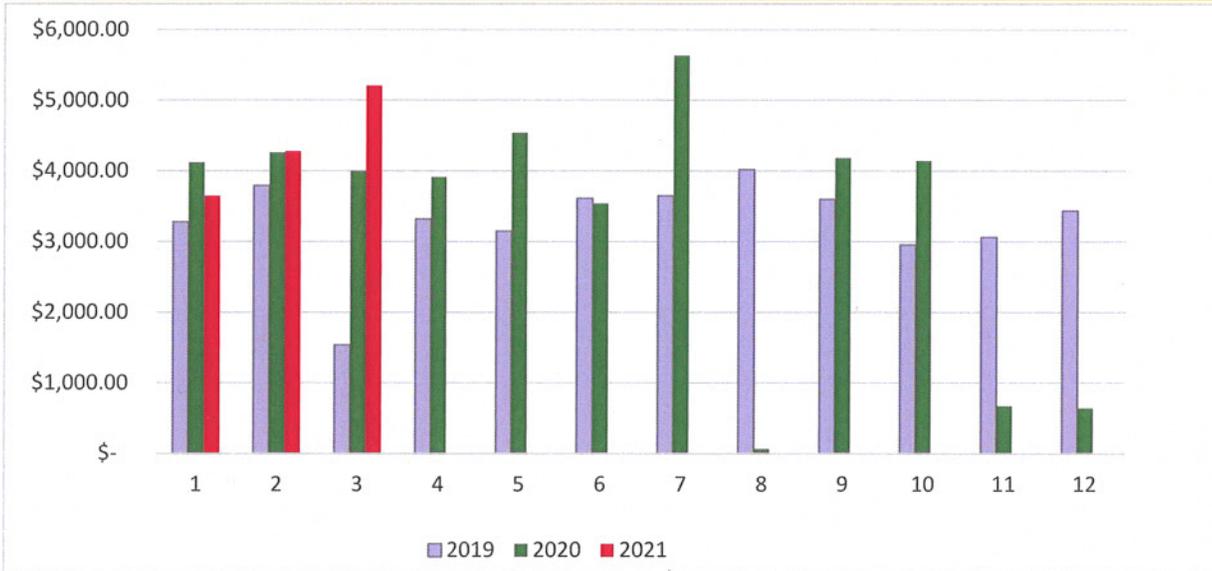
### Current Water/Sewer Rates

- Water Rates: \$4.82/1000 gallons
- Sewer Rates: \$9.74/1000 gallons
- Water RTS Fee: \$6.50
- Sewer RTS Fee: \$14.00

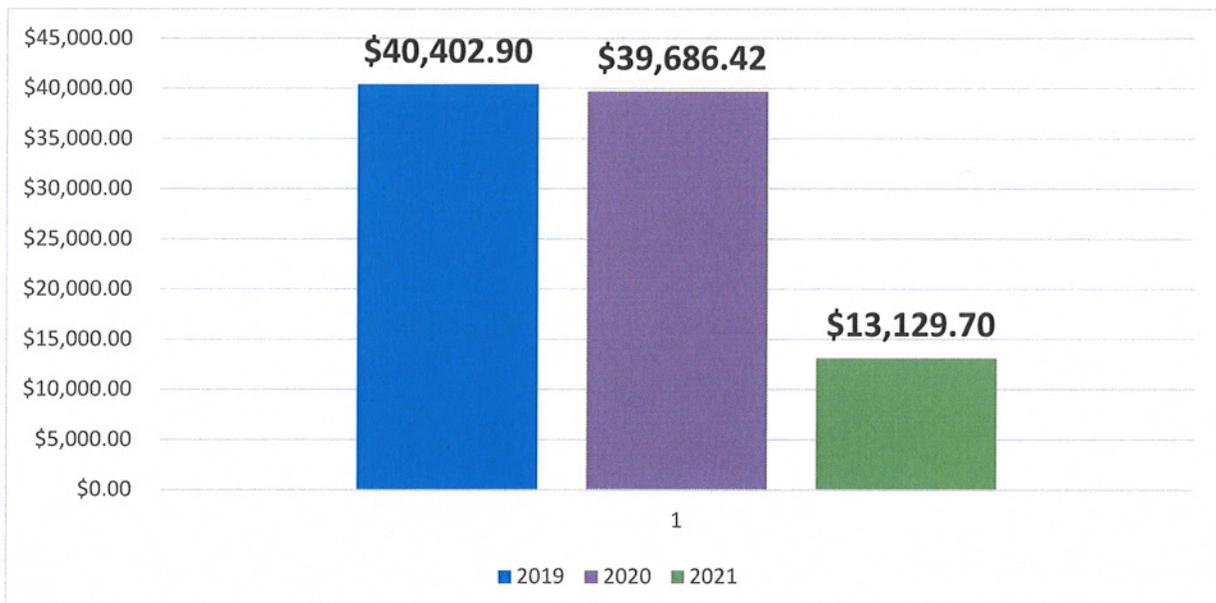
## ELECTRIC COMPARISON REVIEW FOR MARCH 2020-2021

	WATER	SEWER
2020	\$ 8,252.82	\$ 7,843.47
2021	\$ 7,438.36	\$ 5,206.62
<b>DIFFERENCE/SAVINGS</b>	<b>\$814.46</b>	<b>\$2,636.85</b>

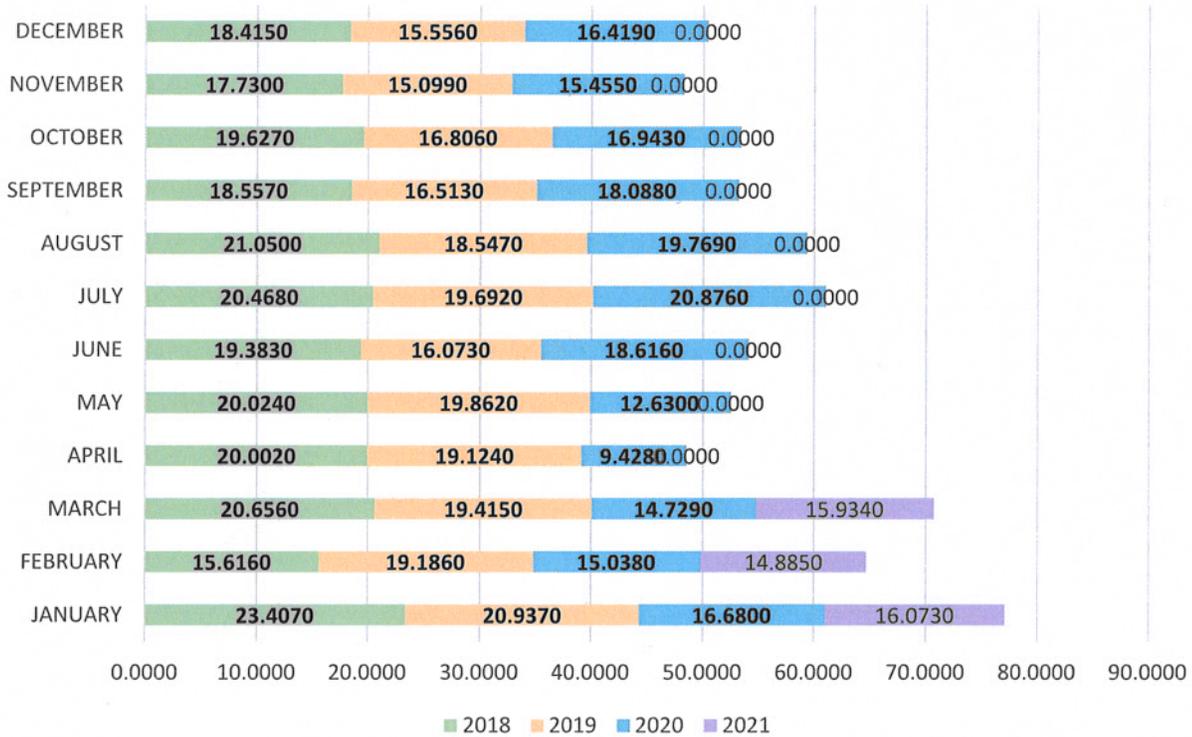
### SEWER ELECTRIC COST COMPARED TO PRIOR TWO YEARS (MONTH BY MONTH)



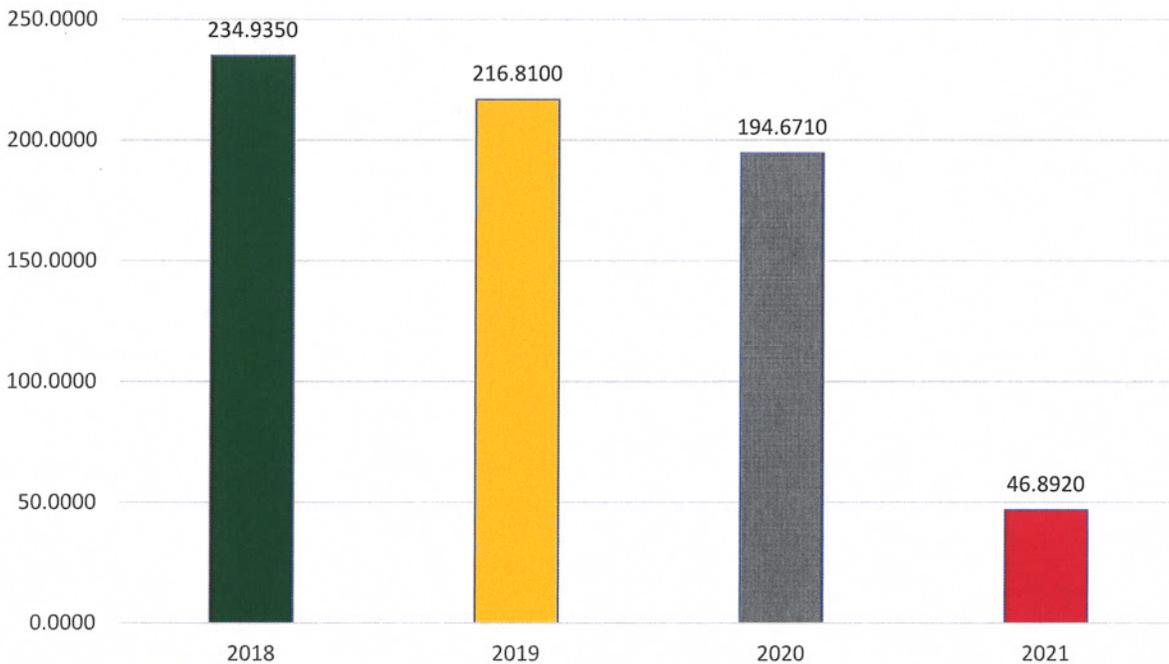
### SEWER ELECTRIC COST (CURRENT MONTHS USAGE COMPARED TO PAST ANNUAL COSTS)



Monthly Water Pumpage for 2018 - 2021 (in million gallons)



Annual Water Pumpages 2018 - 2021 Current Months Usage Compared to Past Annual Pumpages (in million gallons)





## Evart Police Department

### Monthly Report

March 2021

#### TRAININGS

Chief Beam attended a two-day Armorer course at the Cadillac Police Department.

All Officers completed a one-hour web-based refresher course on the use of speed measurement radar.

#### Public Relations

Officer Ryan Douglas assisted Fire Chief Shane Helper with training the Reed City Boy Scout Troop in CPR and AED use.

#### Osceola County Emergency Services reminder!

Annual reminder - local public safety agencies have established the following Security Levels for Osceola County. Please help local police, 911, fire, medical, and emergency management in their ongoing safety efforts by reviewing this information and integrating it into your home and business disaster plans.

This common framework allows response agencies, businesses, schools, and the community be on the 'same page' and greatly speed up initial response actions, notification messages, and communications.

**OSCEOLA COUNTY**  
Emergency Services

**OSCEOLA COUNTY SECURITY MODES**  
Lockdown – Secure - Locked

3 'Site Security Modes' have been developed by Osceola County public safety agencies for rapidly communicating and executing protective security measures. It is important that all citizens, businesses, and organizations understand this terminology and implement them into their local emergency procedures.

	<b>LOCKED</b> Used when there is an outside threat requiring basic security measures- consists of locking external doors and suspending outside activities. Site is 'on watch' but may conduct business within the building. Outside-No! / Hallways-OK / Rooms-OK
	<b>SECURE</b> Used during outside and/or inside threats requiring significant security measures - consists of locking external doors and limiting activities to inside locked areas. Site conducts all activities within secured areas and is in a heightened state of readiness. Outside-No! / Hallways-No! / Rooms-OK
	<b>LOCKDOWN</b> Used for active threats requiring maximum protection & response - all doors locked, rooms barricaded and staff ready to run hide fight. All activity is focused on response to the incident and will involve public safety response. Outside-No! / Hallways-No! / Locks, Lights, Out of Sight!

#### Department Roster

<i>Title</i>	<i>Name</i>	<i>Badge Number</i>
Chief of Police	John Beam Jr.	39-01
K9-Officer	Patrick McClure	39-K9
Police Officer	Ryan Douglas	39-04
Part Time Police Officer	JJ Higgins	39-06
Part Time Police Officer	Johnnie Daniels	39-03
Reserve Officer	Daniel Winters	39-14

**CRIME REPORT**

TOTAL ACTIVITIES	
OFFICER	TOTAL ACTIVITIES
Beam, John Jr.	161
Douglas, Ryan	175
Higgins, JJ	105
McClure, Patrick	63
<b>TOTAL:</b>	<b>504</b>

ARRESTS	
OFFICER	NUMBER OF ARRESTS
Douglas, Ryan	1
Higgins, JJ	0
Beam, John Jr.	0
McClure, Patrick	2
<b>TOTAL:</b>	<b>3</b>

ASSISTS	
AGENCY	NUMBER OF ASSISTS
Assist Citizen	8
Assist DHS	3
Assist Evert Public School	33
Assist MIC Unit	8
Assist OCSD	5
Assist Police Agency	4
Motorist Assist	1
<b>TOTAL:</b>	<b>62</b>

ACCIDENTS	
TYPE	NUMBER OF ACCIDENTS
Accident - Hit and Run	1
Accident - PD	1
<b>TOTAL:</b>	<b>2</b>

TRAFFIC VIOLATIONS			
OFFICER	Traffic Complaint/Hazard	Traffic Stop Citation	Traffic Stop Verbal Warning
Beam, John Jr.	4	1	4
Douglas, Ryan	0	0	8
McClure, Patrick	0	1	3
<b>TOTAL:</b>	<b>4</b>	<b>2</b>	<b>15</b>

ORDINANCE VIOLATIONS		
OFFICER	ORDINANCE VIOLATIONS	ORDINANCE COUNT
Beam, John Jr.	Ordinance Citation	2
Beam, John Jr.	Ordinance Violation - Warning	7
Douglas, Ryan	Ordinance Violation - Warning	5
<b>TOTAL:</b>		<b>14</b>