



City Council

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

City of Ewart
5814 100th Avenue
Ewart, MI 49631
(231) 734-2181

Sarah Dvoracek
c: (231) 580-6516

www.ewart.org

CITY OF EVART REGULAR COUNCIL MEETING AGENDA Monday, June 21, 2021 @ 8:00PM

**The Regular Council Meeting will be held at the Twin Creek Nature Area.
Located on Recreation Avenue, near the North Entrance of the Osceola County
Fairgrounds, Ewart, Michigan.**

***In the event of rain, the Council Meeting will be held in the Community Room of the
Osceola County Fairgrounds, 101 Recreation Ave. Ewart, MI 49631***

**Before each regular council meeting there will be a standing pre-council work session from
7:30PM to 8:00PM.**

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 Council Minutes – June 7, 2021

C. Requesting Approval for Budget Amendments

D. Vendor's List \$46,735.64

6. Unfinished Business

E. Schedule another Public Hearing for Rental Inspection Program (*postpone*)

F. Riverside Park Improvements (*postpone*)

7. New Business

Items for Action:

G. Matt Biolette – Republic Services Representative

H. Planning Commission Appointment – Rebecca Tea (*2-year term*)

I. Attitude Wellness – Marijuana Application Extension

J. Letter of Understanding – Teamsters and the City of Ewart

K. City Manager Evaluation

8. Department/Informational Reports (No Action Needed)

- L. Accounts Payable Report (6/8/2021 – 6/21/2021)
- M. Payroll Reports (6/8/2021 – 6/21/2021)
- N. Summary of all Funds – May 2021

9. City Attorney Report/Comment

10. City Clerk Report/Comment

11. City Manager Report/Comment

- O. July 3rd Independence Celebration – *Parade/Party in the Park/Fireworks*
- P. Nestle changed name to BlueTriton Brands, Inc. – *FYI*

12. Finance Director Report/Comment

- Q. Department of Treasury – Local Development Finance Authority/Non-Compliance
- R. Department of Treasury – Downtown Development Authority/Non-Compliance

13. Department of Public Works Report/Comment

- S. Monthly Report – May 2021

14. Police Department Report/Comment

- T. Monthly Report – May 2021

15. Downtown Development Authority Report/Comment

- U. Downtown Development Authority Receives Grant – Public Engagement Meeting scheduled for July 7, 2021, at 6:00pm at the Osceola County Fairgrounds
- V. Downtown Development Authority Meeting Packet – *May 11, 2021*
- W. Downtown Development Authority Financials – *April 2021*

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

17. Adjournment

Documents to be signed after council meeting:

Letter of Understanding – Teamsters and the City of Evart

**CITY OF EVART
REGULAR COUNCIL MEETING
Monday June 7, 2021 @ 8:00PM
Community Building at the Osceola County Fairgrounds
101 Recreation Ave, Evart MI 49631**

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

Present (via roll call): Sean Duffy, Dan Elliott, Mayor Emerick, Matt Hildebrand, Sandra Szeliga

Present (City staff): City Manager Sarah Dvoracek, Finance Director/Treasurer Pepper Lockhart, Chief of Police John Beam Jr., City Attorney James White, City Clerk Kathy Fiebig

Guests (per sign in sheet): Jim Schwab, Sandy Keller, Angela Hunter, Eli Walters, Erica Henry, Todd Elkins

Citizens' Comments: *Sandy Keller lives in Hersey but does everything Evart. She knows there's some negativity regarding having the fireworks this year but believes that it would be positive for the community to have them anyway. She asked that council make it happen as everyone needs the boost.*

Approval of Agenda

Ms. Dvoracek added the May 17, 2021 minutes, the appointment of Sandra Szeliga and Erica Henry to the Downtown Development Authority Board, and the updated strategic plan to the agenda. Motion by Mayor Emerick to approve the agenda with these three additions. Support by Mr. Hildebrand. Motion passed with all were in favor.

Approval of Consent Agenda

B. Regular Virtual Council Minutes – May 17, 2021 *(sent Friday 6/4/2021)*

C. Special Council Meeting Minutes – May 27, 2021

D. Special Council Meeting Minutes – May 28, 2021

E. Special Council Meeting Minutes – June 1, 2021

F. Requesting Approval for Budget Amendments

G. Vendor's List \$50,689.41

Motion by Mayor Emerick to approve the consent agenda as presented. Support by Mr. Duffy. Motion passed with all in favor.

Unfinished business

H. Schedule another Public Hearing for Rental Inspection Program (postpone)

I. Riverside Park Improvements *(postpone)*

New Business

Items for Action

J. Downtown Development Authority (DDA) Board Appointments – Shannon Schmidt and Jason O'Dell
Motion by Mr. Hildebrand to reappoint Jason O'Dell and Shannon Schmidt to four-year terms on the DDA Board with terms expiring in 2025 and to appoint Erica Henry and Sandra Szeliga to one-year terms on the DDA Board with terms expiring in 2022. Support by Mr. Elliott. Motion passed with all in favor.

K. Planning Commission appointments - Ruth Ann Northon and Karen Higgins

Motion by Mr. Hildebrand to reappoint Ruth Ann Northon to a one-year term (expiring in 2022) on the Planning Commission and Karen Higgins to a two-year term (expiring in 2023). Support by Mayor Emerick. Motion passed with all in favor.

L. Downtown Development Authority (DDA) Budget Amendments

Motion by Mayor Emerick to approve the DDA budget amendments as presented. Support by Mr. Duffy. Motion passed with all in favor.

M. Downtown Development Authority (DDA) 2021-2022 Proposed Budget

Mr. Hildebrand noted that the budget had decreased significantly, and Ms. Dvoracek explained that \$8,000 had been moved to a separate account for the Farmers Market, and that revenue was down during 2020 as concerts and other special events were canceled due to COVID. Motion by Mr. Elliott to approve the DDA budget for fiscal year 2021-2022 as presented. Support by Mayor Emerick. Motion passed with all in favor.

N. Sewer Credit Request – 421 South Pine Street

Mr. Duffy noted that a previous request for a water credit had been denied by council and wondered why this request should be considered. Ms. Dvoracek explained that the earlier request was a dispute over water usage and that the city was not able to determine that the water had NOT been used. In this case, a broken pipe was involved, and the water did not enter the sewer system. City staff was able to verify the broken pipe and determine the water did not enter the sewer system. The customer must still pay for the excess water usage, but since the water did not enter the sewer system, it's appropriate to waive the excess sewer charge. City staff followed Sewer Credit Policy number 2019-06 (approved by city council on September 16, 2019) by requesting sewer credit that exceed five hundred dollars to be approved by city council. Motion by Mr. Hildebrand to approve the sewer credit request for 421 S. Pine Street. Support by Mr. Elliott. Motion passed with Mayor Emerick, Mr. Hildebrand, Ms. Szeliga and Mr. Elliott in favor. Mr. Duffy was opposed.

O. July 4th Chamber Presentation

On behalf of the Evert Chamber of Commerce, Chief of Police John Beam Jr. presented a plan for a 3rd of July parade, Party in the Park and fireworks display at the airport. He noted that the Evert police department is currently understaffed and that he could only have two officers present at these events. His request for additional personnel to the Michigan State Police, Osceola County Sheriff's Department, and Osceola County Emergency Service was denied by all agencies. He reported that the Evert Fire Department and the Chamber have said they will provide adequate volunteers for all events but noted that if a fire occurs, the department will have to respond. Interim Department of Public Works (DPW) Administrator Fiebig noted that DPW is also understaffed and that while the City will provide barricades for the parade and for parking for the fireworks, she cannot commit any personnel during the fireworks. Ms. Dvoracek also voiced her concerns about how only two officers can ensure the public's safety. Dvoracek noted that the Federal Aviation Administration (FAA) will no longer allow the public to park on airport property during the fireworks, so adequate supervision of parking is critical. Per FAA requirements, the runway must be continually policed for firework debris during and after the show, as well. She had asked permission to close the airport for the evening and that request was denied. She also noted that it's unlikely that MDOT will approve a request to close US10 for the parade as it takes at least 30 days to process such requests and suggested modifying the parade route instead. The parade would start at 7 Mile Road and N. Main Street as usual and move south, then turn west on 5th Street, ending at the Fairgrounds.

Motion by Mr. Hildebrand to approve the 3rd of July parade with the amended route avoiding use of US10. Support by Mr. Elliott. Motion passed with all in favor. Motion by Mr. Duffy to approve the 3rd of July Party in the Park. Support by Ms. Szeliga. Motion passed with all in favor. Motion by Mr. Duffy to approve the Chamber's fireworks plan as presented. Support by Ms. Szeliga. Motion passed with all in favor.

Department/Informational Reports (No Action Needed)

P. Accounts Payable Report (5/18/2021 – 6/7/2021)

Q. Payroll Reports (5/18/2021 – 6/7/2021)

R. Revenue and Expense Report – May 2021

S. Fire Department Minutes – May 11, 2021

City Attorney Report/Comment

Mr. White and Ms. Dvoracek are still working with Attitude Wellness on a potential land swap in the Industrial Park.

City Clerk Report/Comment: none

City Manager Report/Comment

T. Personal Property Summary Report 2021 – FYI

U. New Horizon Humane Society – FYI

V. City of Ewart Water System Approval/EGLE – FYI

W. Michigan State Historic Preservation Office Certificate – FYI

X. Department of Public Works Director – FYI

Y. Perchlorate Update – FYI

Ms. Dvoracek advised council that Gerber Construction will begin the lead line replacement project on August 2. This had been scheduled to begin in early spring with completion in early July.

Finance Director Report/Comment

Ms. Lockhart noted that the sidewalk inventory has been completed.

Department of Public Works Report/Comment

Ms. Fiebig noted that the Splash Pad has been reopened and that DPW assisted with planting a number of trees throughout the City.

Police Department Report/Comment

Chief Beam noted that the department has issued 90 ordinance violation notices. He is working on filling the current officer vacancies and is compiling the department's annual report.

Downtown Development Authority Report/Comment: none

Citizens' Comments:

Jim Schwab noted that the Ewart varsity boys' baseball team and girl's softball team both won their respective district titles. This is a very positive achievement and he would like the City to applaud that. It has been twenty years since the girl's softball team has won the title.

Todd Elkins introduced himself as the new editor of the Talk of the Town magazine and noted that the first issue will be out in July. He wants it to be a positive force in the community.

Elijah Walters noted that while walking in Riverside Park with his baby he noticed that the playground and splash pad are designed for older children and hopes the City will consider adding some facilities for younger youth. There are some aging swings that he believes should be checked for safety.

Sandy Keller asked if she "got it right" and everything for the 3rd was really approved. Mr. Hildebrand assured her that that was the case and reminded her that this is the Chamber of Commerce's event, not the City's. Ms. Keller also stated that her office for Michigan Potash has moved from Affordable Prints to 971 120th avenue which is right across the road from where the plant will be built. She noted that COVID has slowed the project down, but the project has not stopped and is still moving forward.

Motion by Mayor Emerick to adjourn. Support by Mr. Duffy. Motion passed with all in favor. The meeting adjourned at 8:53pm.

Kathy Fiebig City Clerk

DRAFT

CONSENT AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, Finance Director/Treasurer
Date: June 17, 2021
Re: Requesting Approval for Budget Amendments



For the Consent Agenda of June 21, 2021

Background. Several times a year, I will present budget amendments to the city council for approval. Per our approved Resolution 2020-10, "City officials are responsible for the expenditures authorized in the budget and may expend City funds up to, but not to exceed, the total appropriation authorized for each department. City officials may make transfers among the various line items contained in the department appropriations." Prior to any negative general ledger line item, it is best practice to request a budget amendment. Our 2020-2021 budget was approved on May 18, 2020.

Financial Impact. None

Recommendation. Please approve the following budget amendments as stated.

Attachments.

1. Budget Amendment detail report.

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-242-900.000	BA	06/17/2021	5825	PUBLISHING/PRINTING	(233.00)
101-265-740.000	BA	06/17/2021	5825	OPERATING SUPPLIES	220.00
101-265-741.000	BA	06/17/2021	5825	POSTAGE & SHIPPING	(282.00)
101-265-807.000	BA	06/17/2021	5825	MEMBERSHIP AND DUES	55.00
101-265-840.000	BA	06/17/2021	5825	PHYSICALS	(500.00)
101-265-943.000	BA	06/17/2021	5825	EQUIPMENT RENTAL	(370.00)
101-301-707.000	BA	06/17/2021	5824	SAL/WAGES, PT	1,000.00
101-301-726.000	BA	06/17/2021	5824	K-9 RELATED EXPENSES	35.00
101-301-758.006	BA	06/17/2021	5824	UNIFORMS	30.00
101-301-801.301	BA	06/17/2021	5824	Attorney Fees - Police	440.00
101-301-850.000	BA	06/17/2021	5824	COMMUNICATIONS	1.00
101-301-930.000	BA	06/17/2021	5824	REPAIRS AND MAINTENANCE	366.00
101-301-932.000	BA	06/17/2021	5824	COMPUTERS/EQUIPMENT/IT	400.00
101-301-943.000	BA	06/17/2021	5824	EQUIPMENT RENTAL - POLICE	(1,000.00)
101-301-957.000	BA	06/17/2021	5824	EDUCATION AND TRAINING	11.00
101-301-970.100	BA	06/17/2021	5824	CAPITAL OUTLAY-CAPITALIZED	(1,283.00)
101-440-921.000	BA	06/17/2021	5826	UTILITIES	3.00
101-440-930.000	BA	06/17/2021	5825	REPAIRS AND MAINTENANCE	912.00
101-441-740.000	BA	06/17/2021	5825	OPERATING SUPPLIES	30.00
101-441-740.000	BA	06/17/2021	5827	OPERATING SUPPLIES	38.00
101-441-801.000	BA	06/17/2021	5825	PROFESSIONAL SERVICES	135.00
101-441-900.000	BA	06/17/2021	5825	PUBLISHING/PRINTING	30.00
101-441-921.000	BA	06/17/2021	5825	UTILITIES	3.00
101-441-921.000	BA	06/17/2021	5826	UTILITIES	352.00
101-441-930.000	BA	06/17/2021	5826	REPAIRS AND MAINTENANCE	47.00
101-441-930.000	BA	06/17/2021	5827	REPAIRS AND MAINTENANCE	4.00
101-444-740.000	BA	06/17/2021	5826	OPERATING SUPPLIES	500.00
101-448-921.000	BA	06/17/2021	5826	UTILITIES	2,000.00
101-850-723.000	BA	06/17/2021	5826	UNEMPLOYMENT COMP.	(2,238.00)
101-850-723.000	BA	06/17/2021	5827	UNEMPLOYMENT COMP.	(42.00)
101-850-724.000	BA	06/17/2021	5826	WORKMENS COMPENSATION	(130.00)
101-851-912.000	BA	06/17/2021	5826	LIABILITY INSURANCE	(534.00)
202-461-921.000	BA	06/17/2021	5826	UTILITIES	220.00
202-461-943.000	BA	06/17/2021	5826	EQUIPMENT RENTAL	(220.00)
207-751-740.000	BA	06/17/2021	5825	OPERATING SUPPLIES	23.00
207-751-740.000	BA	06/17/2021	5827	OPERATING SUPPLIES	24.00
207-751-921.100	BA	06/17/2021	5825	WATER USAGE FOR SPLASH PAD	(1.91)
207-751-930.000	BA	06/17/2021	5825	REPAIRS AND MAINTENANCE	(3.44)
207-751-930.000	BA	06/17/2021	5826	REPAIRS AND MAINTENANCE	22.44
207-751-930.000	BA	06/17/2021	5827	REPAIRS AND MAINTENANCE	(22.00)
207-850-714.000	BA	06/17/2021	5825	MEDICARE	(17.65)
207-850-714.000	BA	06/17/2021	5826	MEDICARE	(22.44)
207-850-714.000	BA	06/17/2021	5827	MEDICARE	(2.00)
209-276-801.000	BA	06/17/2021	5825	PROFESSIONAL SERVICES	100.00
209-276-921.000	BA	06/17/2021	5825	UTILITIES	(100.00)
590-202-803.000	BA	06/17/2021	5822	INDEPENDENT AUDITOR SERVICES	(24.00)
590-537-727.000	BA	06/17/2021	5822	OFFICE SUPPLIES	30.00
590-537-729.000	BA	06/17/2021	5822	PERMITS AND FEES	(295.00)
590-537-740.000	BA	06/17/2021	5825	OPERATING SUPPLIES	69.00
590-537-740.000	BA	06/17/2021	5826	OPERATING SUPPLIES	26.00
590-537-801.000	BA	06/17/2021	5822	PROFESSIONAL SERVICES	(1,361.00)
590-537-801.000	BA	06/17/2021	5825	PROFESSIONAL SERVICES	(264.00)
590-537-850.000	BA	06/17/2021	5822	COMMUNICATIONS	130.00
590-537-860.000	BA	06/17/2021	5826	TRAVEL EXPENSES	(29.00)
590-537-900.000	BA	06/17/2021	5822	PUBLISHING/PRINTING	520.00
590-538-740.000	BA	06/17/2021	5822	OPERATING SUPPLIES	1,000.00
590-538-801.000	BA	06/17/2021	5825	PROFESSIONAL SERVICES	50.00
590-538-921.000	BA	06/17/2021	5825	UTILITIES	145.00
590-538-930.000	BA	06/17/2021	5826	REPAIRS AND MAINTENANCE	3.00
591-545-727.000	BA	06/17/2021	5822	OFFICE SUPPLIES	30.00
591-545-740.000	BA	06/17/2021	5822	OPERATING SUPPLIES	2,700.00
591-545-740.000	BA	06/17/2021	5823	OPERATING SUPPLIES	(2,700.00)
591-545-850.000	BA	06/17/2021	5822	COMMUNICATIONS	130.00
591-545-900.000	BA	06/17/2021	5822	PUBLISHING/PRINTING	520.00
591-545-932.000	BA	06/17/2021	5822	COMPUTERS/EQUIPMENT/IT	(1,580.00)
591-545-957.000	BA	06/17/2021	5822	EDUCATION AND TRAINING	(1,800.00)
591-546-740.000	BA	06/17/2021	5823	OPERATING SUPPLIES	2,700.00

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
06/15/2021	751	610 (E)	1827	FIRST BANKCARD	4,206.44
06/21/2021	751	38530	1644	ACCIDENT FUND	4,546.00
06/21/2021	751	38531	1182	BARNETT'S AUTO REPAIR	532.00
06/21/2021	751	38532	0298	CADILLAC NEWS	374.90
06/21/2021	751	38533	999	CITY OF EVART AIRPORT RENT	600.00
06/21/2021	751	38534	934	CITY OF FARMINGTON HILLS	275.00
06/21/2021	751	38535	0024	CONSUMERS ENERGY	2,774.05
06/21/2021	751	38536	914	DELTA COLLEGE	315.00
06/21/2021	751	38537	1035	DICKINSON WRIGHT PLLC	1,140.00
06/21/2021	751	38538	0576	DTE ENERGY	297.95
06/21/2021	751	38539	1137	DUBOIS-COOPER	1,375.00
06/21/2021	751	38540	0677	HOMETOWN HARDWARE	308.15
06/21/2021	751	38541	1138	HURON VALLEY GUNS	221.53
06/21/2021	751	38542	0876	INTEGRITY BUSINESS SOLUTIONS	23.98
06/21/2021	751	38543	723	MEDLER ELECTRONIC CO	796.05
06/21/2021	751	38544	0610	MICHIGAN RURAL WATER ASSOC	755.00
06/21/2021	751	38545	1459	OSCEOLA 4-H AND FFA FAIR	200.00
06/21/2021	751	38546	422	OSCEOLA COUNTY - CMDHD	155.00
06/21/2021	751	38547	0255	PIONEER GROUP	481.54
06/21/2021	751	38548	1806	REPUBLIC SERVICES #239	10,026.03
06/21/2021	751	38549	1013	SCHAEFFER MFG. CO.	122.92
06/21/2021	751	38550	0132	SHORE NURSERY	696.44
06/21/2021	751	38551	2035	SINGLESOURCE	57.76
06/21/2021	751	38552	1980	SLC METER, LLC	2,075.52
06/21/2021	751	38553	0129	SMITH LUMBER CO	772.71
06/21/2021	751	38554	1579	SPECTRUM HEALTH OCCUPATIONAL	212.00
06/21/2021	751	38555	1309	STATE OF MICHIGAN	66.00
06/21/2021	751	38556	1803	XEROX CORPORATION	62.39
06/21/2021	751	611 (A)	1858	AFFORDABLE PRINTS	20.00
06/21/2021	751	612 (A)	1978	DVORACEK, SARAH	40.00
06/21/2021	751	613 (A)	994	FLACHS, MICHAEL	40.00
06/21/2021	751	614 (A)	1419	JOHN BEAM JR.	40.00
06/21/2021	751	615 (A)	1330	MARTIN, DALE	40.00
06/21/2021	751	616 (A)	1169	MICHIGAN MUNICIPAL LEAGUE	1,438.00
06/21/2021	751	617 (A)	907	MR. ELECTRIC OF CNTRL MICH & SAGINA	6,079.17
06/21/2021	751	618 (A)	1501	MUCZYNSKI, PATRICK	40.00
06/21/2021	751	619 (A)	314	PATRICK MCCLURE	45.99
06/21/2021	751	620 (A)	1069	PEPPER LOCKHART	40.00
06/21/2021	751	621 (A)	450	SHADES OF GREEN LANDSCAPING	4,934.00
06/21/2021	751	622 (A)	0740	USA BLUE BOOK	469.12
06/21/2021	751	623 (A)	469	ZINGER, ADAM	40.00

751 TOTALS:

Total of 41 Checks:	46,735.64
Less 0 Void Checks:	0.00
Total of 41 Disbursements:	46,735.64

AGENDA REPORT

To: Honorable Mayor Emerick and Council Members
From: Kathy Fiebig, City Clerk
Date: June 15, 2021
Re: Appointment to Planning Commission

For the Agenda of June 21, 2021

Background: The Planning Commission has recommended that Rebecca Tea be reappointed to a two-year term.

Issues and Questions Specified

Per City Charter, members of City of Evert boards and commissions are appointed by the mayor and confirmed by council. Planning Commission terms are for three years, but the Commission is currently out of compliance with the requirement to have terms staggered. The shorter appointment corrects that issue.

Alternatives:

1. Do nothing.

Financial Impact:

None.

Recommendation: Reappoint Rebecca Tea to a two-year term on the Planning Commission, with the term to expire in 2023.

Attachments:

None

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Sarah Dvoracek, City Manager
Date: June 17, 2021
Re: Attitude Wellness, LLC (aka Lume Cannabis) Renewal Marihuana Applications (Provisioning, Processor, and Grow Licenses) Approve Conditionally for Another 30 days (until test results are interpreted by professionals)

For the Agenda of June 21, 2021

Background. The city received three renewal marihuana applications for Attitude Wellness, LLC for their provisioning, processor, and grow licenses. All three licenses are set to expire on May 18, 2021.

As required in the city's ordinance, Attitude Wellness, LLC provided all requested documents and payment of fees except the third-party effluent tests for wastewater runoff, stormwater runoff, and air quality reports. Our ordinance states for the renewal process, *"each marihuana facility licensee must provide third-party stormwater runoff and air quality reports that detail the facility's aggregate toxic effect on the surrounding air and water resources and each marihuana facility licensee must provide a third-party effluent test to the city manager that details the aggregate toxic effect from all pollutants contained in a facility's wastewater runoff."*

Attitude Wellness contacted me regarding the effluent testing required in the ordinance and asked for guidance. Our ordinance is written very vague regarding possible contaminants. After speaking with Trace Analytical Laboratories for their recommendations on the pollutants, they recommended we customize a list of pollutants depending on Attitude Wellness's practices and processes. In March of 2021, the Department of Environment, Great Lakes, and Energy (EGLE) published guidance on cannabis and the environment including a list of required contaminants for testing of the wastewater. However, it is in the city's best interest to receive expert advice on requiring any additional testing for pollutants that may be harmful to our sewer lagoon system. Also, we may have to require the testing be done more frequently depending on the results, the expansions of the grow facility, and overall evolving processes in the industry.

On June 16, 2021, the testing results were provided by Attitude Wellness, LLC however city staff is now seeking a consultant to interpret the results to ensure a best plan forward. The testing results will allow for a base line assessment and but testing parameters may need to be modify as the grow facility expands.

Issues & Questions Specified. City staff is scheduling a meeting with a consultant next week to interpret the results for effluent tests. The air quality test results I am seeking a qualified consultant through Trace Analytical.

Alternatives. n/a

Financial Impact. There will be a cost related to hiring a consultant to interpret the results.

Recommendation. I am recommending the city council approve all three renewal licenses, provisioning, processor, and grow licenses **conditionally** for another 30 days until the city consults with a third party to interpret the results.

Attachments. n/a

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, Finance Director/ Treasurer
Date: June 16, 2021
Re: Letter of Understanding- Teamsters and the City of Evart

For the Agenda of June 16, 2021

Background. According to the Teamsters Local 214 contract, Article 16- Section 1, "Vacation days may not be carried over beyond their anniversary date into another year except upon a request by the employee and approved by the City Manager or his/her designee. Said request shall be made at least two weeks prior to the employee's anniversary date. A request, pursuant to this section, may be made only once every three years. Employees shall be responsible to schedule vacation time within their supervisor. Upon termination from the City employment, employees will be paid unused vacation time not to exceed 200 hours."

On May 26, 2020, Dale Martin requested to roll over 70 hours of vacation time and was approved. On June 7, 2021, Dale Martin again requested to roll over 40 hours of vacation. His anniversary date is June 21. The contract states they may only request once every three years. Since Mike Flachs, the other Department of Public works full time employee, needed to be off for an extended period of time for surgery we would like to allow Dale to roll over some of his vacation time again this year.

Issues & Questions Specified. Dale currently has 120 hours of vacation. He is requesting to be paid out for two weeks (80 hours). This would leave one week of vacation time to roll over.

Alternatives.

None

Financial Impact. The city will have a liability of forty hours extra for next fiscal year.

Recommendation. I recommend the city offer the union a letter of understanding to allow Dale Martin to roll over forty hours of vacation.

Attachments.

1. Letter of Understanding between Teamsters Local 214 & the City of Evart.

LETTER OF UNDERSTANDING
BETWEEN
TEAMSTERS LOCAL 214-CITY OF EVART

Whereas the parties entered into a Collective Bargaining Agreement for the period of July 1, 2020 through June 30, 2023, and

Whereas the parties agreed to ARTICLE 16 VACATIONS – section 1

Vacation days may be carried over beyond their anniversary date into another year upon a written request by the employee and approved by the City Manager or his/her designee. Said request shall be made at least two weeks prior to the employee's anniversary date.

Employees shall be responsible to schedule vacation time with their supervisor. Upon termination from the City employment, employees will be paid unused vacation time not to exceed 200 hours.

All other terms and conditions of the collective bargaining agreement shall remain in full force and effect except as herein modified.

CITY OF EVART

TEAMSTERS LOCAL 214

Signature/ Date

Sarah Dvoracek, City Manager

Signature/ Date

Patrick Muczynski, Union Steward

Signature/ Date

Chris Emerick, City Mayor

Signature/ Date

Dennis Nauss, Union Representative

AGENDA REPORT

To: Honorable Mayor Joyce & Council Members
From: Sarah Dvoracek, City Manager
Date: June 17, 2021
Re: City Manager Evaluation July 1, 2020 – June 30, 2021

For the Agenda of June 21, 2021

Background. Per my contract, council shall evaluate my performance annually. On March 15, 2021, in council packets I included a performance evaluation to fill out. Attached to this memo is my performance evaluation summary report and as well as the councils' individual evaluation responses.

Issues & Questions Specified. na

Alternatives. na

Financial Impact. na

Recommendation. I would like to discuss my evaluation in detail with the city council.

Attachments.

1. City Manager's Performance Evaluation Summary
2. City Councils' Individual Evaluation Responses

City Manager: Sarah Dvoracek

Annual Performance Review July 1, 2020– June 30, 2021

PERFORMANCE CATEGORY SCORING

5 = **Excellent** (almost always exceeds the performance standard)

4 = **Above average** (generally exceeds the performance standard)

3 = **Average** (generally meets the performance standard)

2 = **Below average** (usually does not meet the performance standard)

1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

1. <u>INDIVIDUAL CHARACTERISTICS</u>	AVERAGE
Diligent and thorough in the discharge of duties, "self- starter"	
Exercises good judgment	
Displays enthusiasm, cooperation, and will to adapt	
Mental and physical stamina appropriate for the position	
Exhibits composure, appearance and attitude appropriate for executive position	
	4.52
2. <u>PROFESSIONAL SKILLS AND STATUS</u>	
Maintains knowledge of current developments affecting the practice of local government management	
Demonstrates a capacity for innovation and creativity	
Anticipates and analyzes problems to develop effective approaches for solving them	
Willing to try new ideas proposed by governing body members and/or staff	
Sets a professional example by handling affairs of the public office in a fair and impartial manner	
	4.44
3. <u>RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY</u>	
Carries out directives of the body as a whole as opposed to those of any one member or minority group	
Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions	
Disseminates complete and accurate information equally to all members in a timely manner	
Assists by facilitating decision making without usurping authority	
Responds well to requests, advice, and constructive criticism	
	4.16
4. <u>POLICY EXECUTION</u>	
Implements governing body actions in accordance with the intent of council	
Supports the actions of the governing body after a decision has been reached, both inside and outside the organization	
Understands, supports, and enforces local government's laws, policies, and ordinances	
Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness	
Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical	
	4.68
5. <u>REPORTING</u>	
Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide	
Responds in a timely manner to requests from the governing body for special reports	
Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature	
Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience	
Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny	
	4.36
6. <u>CITIZEN RELATIONS</u>	
Responsive to requests from citizens	
Demonstrates a dedication to service to the community and its citizens	
Maintains a nonpartisan approach in dealing with the news media	

Meets with and listens to members of the community to discuss their concerns and strives to understand their interests Gives an appropriate effort to maintain citizen satisfaction with city services	4.6
7. STAFFING Recruits and retains competent personnel for staff positions Applies an appropriate level of supervision to improve any areas of substandard performance Stays accurately informed and appropriately concerned about employee relations Professionally manages the compensation and benefits plan Promotes training and development opportunities for employees at all levels of the organization	3.96
8. SUPERVISION Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback Encourages teamwork, innovation, and effective problem-solving among the staff members	3.76
9. FISCAL MANAGEMENT Prepares a balanced budget to provide services at a level directed by council Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively Prepares a budget and budgetary recommendations in an intelligent and accessible format Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability Appropriately monitors and manages fiscal activities of the organization	4.64
10. COMMUNITY Shares responsibility for addressing the difficult issues facing the city Avoids unnecessary controversy Cooperates with neighboring communities and the county Helps the council address future needs and develop adequate plans to address long term trends Cooperates with other regional, state and federal government agencies	4.6

Overall Score 4.372

1.What you identify as the managers strength's expressed in terms of the principle results achieved during the rating period?

Comment 1: Sarah is friendly, cooperative, and well informed in all areas of city business and trends affecting municipalities.

She is forward thinking and innovative intentionally seeking our ways to improve the city. Sarah communities well council and is always willing to seek out and provide additional information.

Comment 2: Sarah is highly motivated City Manager. I do believe she has the best interest of the city and its residents in her day to day activities.

Comment 3: Sarah has addressed serious issues throughout the past year, all while operating under severe constraints due to COVID-19 an amazing job on her behalf. Great leadership in trying time.

Comment 4: Her attention to detail is most definitely one of her greatest strengths. This has proven extremely valuable in assisting all council members especially the new members with planning with our overall goals in mind.

Comment 5: Her strengths are very apparent in that she takes all of the help and information that she can gather and presents that information very well so good decisions can be reached. She has also been excellent at addressing problems and concerns as they appear and has not shied away from difficult decisions and problems.

2.What performance area(s) would you identify as most critical for improvement?

Comment 1: Several staff members have indicated they do not feel there is enough communication between their department and the city's manager office. They do not feel comfortable being able to approach the city manager, and they indicate they feel the city manager is disinterested and uninvolved with their departments/positions.

Comment 2: Her motivation to problem solve is excellent but it also has created issues in that she attempted to resolve issues outside the boundaries of her jurisdiction. Prime example is the chaotic situation that was created by her involvement in the housing commission issues.

Comment 3: Needs some serious self and family downtime and personal/work balance to prevent burnout.

Comment 4: Exploring alternative methods of communication with residents to increase community awareness. As well as increased communications styles to better connect and communicate with residents and employees alike. I believe Sarah's communication skills are great but sometimes not always understood by different personality types making it difficult for some to understand her vision and goals.

Comment 5: I would say the most critical area for improvement is being able to separate the best case solution of a problem with the most practical solution to a problem. It would be nice to be able to take care of all of the problems at once and make huge improvements, but that is not always the most practical approach. Incremental improvements are often the way to go especially with uncertain long term futures._

3.What constructive suggestions or assistance can you offer the manager to enhance performance?

Comment 1: To seek to improve inter-department communications and "team" mentality of all city staff as discussed supra.

Comment 2: I would suggest that the agendas for meetings be distributed earlier so council has adequate time to review. Many times we receive information as little as a few hours before the meeting which does not give adequate time for review.

Comment 3: I am available anytime to support her needs when requested.

Comment 4: Please see comment above regarding communication styles. One thing that has been brought to my attention is that her communication style may lack a bit of compassion. I know that is not the case in reality and is perception. However, there are many ways to help improve that perception. I have personally participated in multiple communication workshops and would be happy to share some that I have found beneficial.

Comment 5: Focus on continuing to grow and train the staff in ways that they can continue to take more off the plate of the City Manager so that you can focus on the most important and emergent problems. You will work your best when your focus is not constantly being split in too many directions._____

4. What other comments do you have for the manager; e.g. priorities, expectations, goals or objectives for the new rating period?

Comment 1: Continue with your hard work. Your passion for Evart self-evident, your open door policy is appreciated. Keep up the good work.

Comment 2: Take some time off to refresh after this eventful year. You and the city will be refreshed by a break in tensions of the past year events that you have confronted so well. To assume continued support for the city take special care of yourself and family this coming year.

Comment 3: In the short time that I have worked with Sarah she has shown a passion for growth in our community. I hope to see that continue and hope to see her continue to strive to serve the community to the best of her ability. There is always room for growth and I look forward to seeing Sarah do in the future to continue assisting council to meet expectations of our residents to provide a safe, friendly, and fruitful community of the City of Evart.

Comment 4: Keep going and makes sure to take time for yourself and your family. We have a long haul and a tough road to figure out all of the things ahead of us and we as a council and city need you to be able to continue and thrive, and to help lead us into what is next for Evart.

City Manager Performance Evaluation

City of EVART

Evaluation period: _____ to _____

SEAN DUFFY

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Sean Duffy

Governing Body Member's Signature

JUNE 16, 2021

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = **Excellent** (almost always exceeds the performance standard)
- 4 = **Above average** (generally exceeds the performance standard)
- 3 = **Average** (generally meets the performance standard)
- 2 = **Below average** (usually does not meet the performance standard)
- 1 = **Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 4 Diligent and thorough in the discharge of duties, "self-starter"
- 4 Exercises good judgment
- 5 Displays enthusiasm, cooperation, and will to adapt
- 5 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 5 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal $\underline{25} \div 5 = \underline{5}$ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 5 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 4 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 4 Disseminates complete and accurate information equally to all members in a timely manner
- 5 Assists by facilitating decision making without usurping authority
- 5 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal $\underline{23} \div 5 = \underline{4.6}$ score for this category

4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
- 5 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 5 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal $\underline{25} \div 5 = \underline{5}$ score for this category

5. REPORTING

- 4 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 5 Responds in a timely manner to requests from the governing body for special reports
- 5 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 5 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal $\underline{24} \div 5 = \underline{4.8}$ score for this category

6. CITIZEN RELATIONS

- 5 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 5 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 5 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal $\underline{25} \div 5 = \underline{5}$ score for this category

7. STAFFING

- 4 Recruits and retains competent personnel for staff positions
- 4 Applies an appropriate level of supervision to improve any areas of substandard performance
- 3 Stays accurately informed and appropriately concerned about employee relations
- 4 Professionally manages the compensation and benefits plan
- 4 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal $\underline{19} \div 5 = \underline{3.8}$ score for this category

8. SUPERVISION

- 4 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 3 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 4 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 4 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 4 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal $19 \div 5 = 3.8$ score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
- 4 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 5 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal $24 \div 5 = 4.8$ score for this category

10. COMMUNITY

- 4 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal $24 \div 5 = 4.8$ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? Sarah is friendly, Cooperative, and Well-informed in all areas of city business and trends affecting Municipalities. She is forward-thinking and innovative, intentionally seeking out ways to improve the city. Sarah communicates well with Council and is always willing to seek out and provide additional information.

What performance area(s) would you identify as most critical for improvement? Several Staff Members have indicated they do not feel there is enough communication between their departments and the City Manager's office. They do not feel comfortable being able to approach the City Manager, and they indicate they feel the City Manager is disinterested and uninvolved with their departments/positions.

What constructive suggestions or assistance can you offer the manager to enhance performance?

To seek to improve inter-departmental communications and "Team" Mentality of all City Staff as discussed Supra.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

Continue with your hard work. Your passion for Evans is self-evident; your open-door policy is appreciated. Keep up the good work.

City Manager Performance Evaluation

City of Ennet

Evaluation period: _____ to _____

Sandra Szeliga
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is June 14, 2021. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Sandra Szeliga
Governing Body Member's Signature

6/14/21
Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 5 Diligent and thorough in the discharge of duties, "self-starter"
- 3 Exercises good judgment
- 5 Displays enthusiasm, cooperation, and will to adapt
- 5 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 4 Maintains knowledge of current developments affecting the practice of local government management
- 4 Demonstrates a capacity for innovation and creativity
- 4 Anticipates and analyzes problems to develop effective approaches for solving them
- 4 Willing to try new ideas proposed by governing body members and/or staff
- 3 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 19 ÷ 5 = 3.8 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 3 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 3 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 3 Disseminates complete and accurate information equally to all members in a timely manner
- 3 Assists by facilitating decision making without usurping authority
- 3 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 15 ÷ 5 = 3 score for this category

4. POLICY EXECUTION

- 4 Implements governing body actions in accordance with the intent of council
- 4 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
- 5 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 4 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 22 ÷ 5 = 4.4 score for this category

5. REPORTING

- 4 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 3 Responds in a timely manner to requests from the governing body for special reports
- 4 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 4 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 4 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal 19 ÷ 5 = 4.6 score for this category

6. CITIZEN RELATIONS

- 5 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 4 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 4 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

7. STAFFING

- 3 Recruits and retains competent personnel for staff positions
- 4 Applies an appropriate level of supervision to improve any areas of substandard performance
- 4 Stays accurately informed and appropriately concerned about employee relations
- 5 Professionally manages the compensation and benefits plan
- 4 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

8. SUPERVISION

- 4 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 3 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 3 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 3 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 3 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 16 ÷ 5 = 3.2 score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
- 5 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 5 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

10. COMMUNITY

- 4 Shares responsibility for addressing the difficult issues facing the city
- 2 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 4 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle .

results achieved during the rating period? Sarah is a highly motivated City Manager. I do believe she has the best interest of the City and its residents in her day to day activities.

What performance area(s) would you identify as most critical for improvement? Her

motivation to problem solve is excellent but it also has created issues in that she has attempted to resolve issues outside the boundaries of her jurisdiction. Prime example is the chaotic situation that was created by her involvement in the Housing Commission issues.

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

I would suggest that the agendas for meetings be distributed earlier so council has adequate time to review. Many times we receive information as little as a few hours before the meeting, which does not give adequate time for review.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

City Manager Performance Evaluation

City of Kearney

Evaluation period: 2020 to 6-16-2021

Dan Elliott
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Dan Elliott
Governing Body Member's Signature

6-16-2021
Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 5 Diligent and thorough in the discharge of duties, "self-starter"
- 5 Exercises good judgment
- 5 Displays enthusiasm, cooperation, and will to adapt
- 5 Mental and physical stamina appropriate for the position
- 5 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 4 Maintains knowledge of current developments affecting the practice of local government management *Difficult during a pandemic*
- 4 Demonstrates a capacity for innovation and creativity *Ibid*
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 5 Willing to try new ideas proposed by governing body members and/or staff
- 5 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 5 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 5 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 5 Disseminates complete and accurate information equally to all members in a timely manner
- 5 Assists by facilitating decision making without usurping authority
- 5 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

4. POLICY EXECUTION

- 5 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
- 5 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 5 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

5. REPORTING

- 5 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 5 Responds in a timely manner to requests from the governing body for special reports
- 5 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 5 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

6. CITIZEN RELATIONS

- 5 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 5 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 5 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

7. STAFFING

- 5 Recruits and retains competent personnel for staff positions
- 4 Applies an appropriate level of supervision to improve any areas of substandard performance
- 4 Stays accurately informed and appropriately concerned about employee relations
- 5 Professionally manages the compensation and benefits plan
- 4 Promotes training and development opportunities for employees at all levels of the organization

Suggest increase of staff training opportunities. A great investment with return to city

Add the values from above and enter the subtotal 22 ÷ 5 = 4.4 score for this category

8. SUPERVISION

- 5 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 5 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 5 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback *I am unaware*
- 5 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 20 ÷ 4 = 5 score for this category

9. FISCAL MANAGEMENT

- 5 Prepares a balanced budget to provide services at a level directed by council
- 5 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 5 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 5 Avoids unnecessary controversy *It finds her anyway!*
- 5 Cooperates with neighboring communities and the county
- 5 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

Sarah has addressed serious issues throughout the past year, all while operating under severe constraints due to Covid-19. An amazing job on her behalf. Great leadership in a trying time

What performance area(s) would you identify as most critical for improvement? _____

Needs some serious self & family down time - personal & work balance to prevent burnout.

What constructive suggestions or assistance can you offer the manager to enhance performance?

I am available anytime to support her needs when requested.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

Take some time off to refresh after this eventful year. You and the City will be refreshed by a break in tensions of the past year's events that you have confronted so well. To assure continued support for the City, take special care of yourself and family this coming year.

City Manager Performance Evaluation

City of Evart

Evaluation period: _____ to _____

Chris Emerick

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Chris Emerick

Mayor's Signature

June 14, 2021

Date

Chris Emerick

Governing Body Member's Signature

June 14, 2021

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

4 Diligent and thorough in the discharge of duties, "self-starter"

3 Exercises good judgment

3 Displays enthusiasm, cooperation, and will to adapt

4 Mental and physical stamina appropriate for the position

3 Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 17 ÷ 5 = 3.4 score for this category

2. PROFESSIONAL SKILLS AND STATUS

- 4 Maintains knowledge of current developments affecting the practice of local government management
- 5 Demonstrates a capacity for innovation and creativity
- 5 Anticipates and analyzes problems to develop effective approaches for solving them
- 4 Willing to try new ideas proposed by governing body members and/or staff
- 4 Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal 22 ÷ 5 = 4.4 score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 5 Carries out directives of the body as a whole as opposed to those of any one member or minority group
- 4 Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- 5 Disseminates complete and accurate information equally to all members in a timely manner
- 4 Assists by facilitating decision making without usurping authority
- 3 Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal 21 ÷ 5 = 4.2 score for this category

4. POLICY EXECUTION

- 4 Implements governing body actions in accordance with the intent of council
- 5 Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- 5 Understands, supports, and enforces local government's laws, policies, and ordinances
- 5 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- 5 Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal 24 ÷ 5 = 4.8 score for this category

5. REPORTING

- 4 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- 3 Responds in a timely manner to requests from the governing body for special reports
- 4 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- 4 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal 20 ÷ 5 = 4 score for this category

6. CITIZEN RELATIONS

- 5 Responsive to requests from citizens
- 5 Demonstrates a dedication to service to the community and its citizens
- 5 Maintains a nonpartisan approach in dealing with the news media
- 5 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- 4 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal 24 ÷ 5 = 4.8 score for this category

7. STAFFING

- 3 Recruits and retains competent personnel for staff positions
- 3 Applies an appropriate level of supervision to improve any areas of substandard performance
- 3 Stays accurately informed and appropriately concerned about employee relations
- 4 Professionally manages the compensation and benefits plan
- 4 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal 17 ÷ 5 = 3.4 score for this category

8. SUPERVISION

- 3 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 3 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 3 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- 3 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 3 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal 15 ÷ 5 = 3 score for this category

9. FISCAL MANAGEMENT

- 4 Prepares a balanced budget to provide services at a level directed by council
- 4 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- 5 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 5 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 4 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 4 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? Her attention to detail is most definitely one of her greatest strengths. This has proven extremely valuable in assisting all council members especially the new council members with planning with our overall goals in mind.

What performance area(s) would you identify as most critical for improvement? Exploring alternative methods of communications with residents to increase community awareness. As well as increased communications styles to better connect and communicate with residents and employees alike. I believe Sarah's communications skills are great but sometimes not always understood by different personality types making it difficult for some to understand her vision and goals.

What constructive suggestions or assistance can you offer the manager to enhance performance? Please see comment above regarding communication styles

One thing that has been brought to my attention is that her communication style may lack a bit of compassion. I know that is not the case in reality and is perception. However there are many ways to help improve that perception. I have personally participated in multiple communication workshops and would be happy to share some that I have found beneficial.

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? In the short time that I have worked with Sarah she has shown a passion for growth in our community. I hope to see that continue and hope to see her continue to strive to serve the community to the best of her ability. There is always room for growth and I look forward to seeing what Sarah does in the future to continue assisting council to meet the expectations of our residents to provide a safe, friendly, and fruitful community for the city of Evart.

City Manager Performance Evaluation

City of ____Ewart____

Evaluation period: ____2020____ to ____2021____

____Matt Hildebrand____
Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to ____City Hall____. The deadline for submitting this performance evaluation is ____6/20/2021____. Evaluations will be summarized and included on the agenda for discussion at the work session on ____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

___5___ Diligent and thorough in the discharge of duties, "self-starter"

___5___ Exercises good judgment

___5___ Displays enthusiasm, cooperation, and will to adapt

___5___ Mental and physical stamina appropriate for the position

___5___ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal 25 ÷ 5 = 5 score for this category

2. PROFESSIONAL SKILLS AND STATUS

___4___ Maintains knowledge of current developments affecting the practice of local government

management

___4___ Demonstrates a capacity for innovation and creativity

___4___ Anticipates and analyzes problems to develop effective approaches for solving them

___4___ Willing to try new ideas proposed by governing body members and/or staff

___4___ Sets a professional example by handling affairs of the public office in a fair and impartial

Add the values from above and enter the subtotal $20 \div 5 = 4$ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

___4___ Carries out directives of the body as a whole as opposed to those of any one member or minority group

___4___ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions

___3___ Disseminates complete and accurate information equally to all members in a timely manner

___4___ Assists by facilitating decision making without usurping authority

___5___ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal $20 \div 5 = 4$ score for this category

4. POLICY EXECUTION

___4___ Implements governing body actions in accordance with the intent of council

___5___ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

___4___ Understands, supports, and enforces local government's laws, policies, and ordinances

___5___ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

___3___ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal $20 \div 5 = 4$ score for this category

5. REPORTING

- ☐ 3 Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- ☐ 5 Responds in a timely manner to requests from the governing body for special reports
- ☐ 4 Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- ☐ 4 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- ☐ 5 Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal 21 ÷ 5 = 4.2 score for this category

6. CITIZEN RELATIONS

- ☐ 4 Responsive to requests from citizens
- ☐ 4 Demonstrates a dedication to service to the community and its citizens
- ☐ 4 Maintains a nonpartisan approach in dealing with the news media
- ☐ 3 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- ☐ 3 Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal 18 ÷ 5 = 3.6 score for this category

7. STAFFING

- ☐ 5 Recruits and retains competent personnel for staff positions
- ☐ 4 Applies an appropriate level of supervision to improve any areas of substandard performance
- ☐ 4 Stays accurately informed and appropriately concerned about employee relations
- ☐ 4 Professionally manages the compensation and benefits plan
- ☐ 4 Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal 21 ÷ 5 = 4.2 score for this category

8. SUPERVISION

- ☐ 4 Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- ☐ 5 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- ☐ 4 Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- ☐ 4 Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- ☐ 4 Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal $\underline{21} \div 5 = \underline{4.2}$ score for this category

9. FISCAL MANAGEMENT

- ☐ 3 Prepares a balanced budget to provide services at a level directed by council
- ☐ 3 Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- ☐ 4 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- ☐ 4 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- ☐ 5 Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal $\underline{19} \div 5 = \underline{3.8}$ score for this category

10. COMMUNITY

- 5 Shares responsibility for addressing the difficult issues facing the city
- 4 Avoids unnecessary controversy
- 5 Cooperates with neighboring communities and the county
- 4 Helps the council address future needs and develop adequate plans to address long term trends
- 5 Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal 23 ÷ 5 = 4.6 score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

 Her strengths are very apparent in that she takes all of the help and information that she can gather and presents that information very well so good decisions can be reached. She has also been excellent at addressing problems and concerns as they appear and has not shied away from difficult decisions and problems.

What performance area(s) would you identify as most critical for improvement?

I would say the most critical area for improvement is being able to separate the best case solution of a problem with the most practical solution to a problem. It would be nice to be able to take care of all of the problems at once and make huge improvements, but that is not always the most practical approach. Incremental improvements are often the way to go especially with uncertain long term futures._

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

_____ Focus on continuing to grow and train the staff in ways that they can continue to take more off the plate of the City Manager so that you can focus on the most important and emergent problems. You will work your best when your focus is not constantly being split in too many directions. _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

_____ Keep going and make sure to take time for yourself and your family. We have a long haul and a tough road to figure out all of the things ahead of us and we as a council and city need you to be able to continue and thrive, and to help lead us into what is next for Evert _____

06/17/2021 07:27 PM
User: JENNIE
DB: CITY OF EVART

CHECK DISBURSEMENT REPORT FOR CITY OF EVART
CHECK DATE FROM 06/08/2021 - 06/21/2021
Banks: 751

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/15/2021	751	610 (E)	FIRST BANKCARD	MISCELLANEOUS EXPENSE	101-000-955.000	123.95
		610 (E)		EDUCATION AND TRAINING	101-203-957.000	49.00
		610 (E)		POSTAGE & SHIPPING	101-242-741.000	39.00
		610 (E)		OFFICE SUPPLIES	101-265-727.000	19.62
		610 (E)		COMMUNICATIONS	101-265-850.000	46.45
		610 (E)		OPERATING SUPPLIES	101-301-740.000	167.74
		610 (E)		Community Policing Fund	101-301-746.000	185.57
		610 (E)		UNIFORMS	101-301-758.006	44.33
		610 (E)		OFC DOUGLAS UNIFORM ALLOW	101-301-768.000	429.67
		610 (E)		PUBLISHING/PRINTING	101-301-900.000	416.50
		610 (E)		REPAIRS AND MAINTENANCE	101-301-930.000	124.39
		610 (E)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	42.37
		610 (E)		REPAIRS AND MAINTENANCE	101-441-930.000	35.59
		610 (E)		REPAIRS AND MAINTENANCE	101-442-930.000	37.18
		610 (E)		OFFICE SUPPLIES	590-537-727.000	19.62
		610 (E)		OPERATING SUPPLIES	590-537-740.000	18.53
		610 (E)		COMMUNICATIONS	590-537-850.000	46.45
		610 (E)		PUBLISHING/PRINTING	590-537-900.000	99.50
		610 (E)		OPERATING SUPPLIES	590-538-740.000	73.73
		610 (E)		OFFICE SUPPLIES	591-545-727.000	19.62
		610 (E)		OPERATING SUPPLIES	591-545-740.000	18.52
		610 (E)		MEMBERSHIP AND DUES	591-545-807.000	(400.00)
		610 (E)		COMMUNICATIONS	591-545-850.000	46.46
		610 (E)		PUBLISHING/PRINTING	591-545-900.000	99.50
		610 (E)		OPERATING SUPPLIES	591-546-740.000	953.73
		610 (E)		OPERATING SUPPLIES	661-599-740.000	1,449.42
						<hr/> 4,206.44
06/21/2021	751	38530	ACCIDENT FUND	ACCOUNTS PAYABLE	101-000-202.000	909.20
		38530		ACCOUNTS PAYABLE	202-000-202.000	318.22
		38530		ACCOUNTS PAYABLE	203-000-202.000	272.76
		38530		ACCOUNTS PAYABLE	590-000-202.000	1,545.64
		38530		ACCOUNTS PAYABLE	591-000-202.000	1,500.18
						<hr/> 4,546.00
06/21/2021	751	38531	BARNETT'S AUTO REPAIR	COMPUTERS/EQUIPMENT/IT	101-301-932.000	532.00
06/21/2021	751	38532	CADILLAC NEWS	PUBLISHING/PRINTING	590-537-900.000	187.45
		38532		PUBLISHING/PRINTING	591-545-900.000	187.45
						<hr/> 374.90
06/21/2021	751	38533	CITY OF EVART AIRPORT RENT	OPERATING SUPPLIES	101-265-740.000	200.00
		38533		OPERATING SUPPLIES	590-537-740.000	200.00
		38533		OPERATING SUPPLIES	591-545-740.000	200.00
						<hr/> 600.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/21/2021	751	38534	CITY OF FARMINGTON HILLS	EDUCATION AND TRAINING	101-301-957.000	275.00
06/21/2021	751	38535	CONSUMERS ENERGY	UTILITIES	101-441-921.000	355.56
		38535		UTILITIES	101-448-921.000	1,997.80
		38535		UTILITIES	202-461-921.000	251.88
		38535		UTILITIES	208-757-921.000	123.59
		38535		UTILITIES	591-546-921.000	45.22
						<hr/> 2,774.05
06/21/2021	751	38536	DELTA COLLEGE	EDUCATION AND TRAINING	101-301-957.000	315.00
06/21/2021	751	38537	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	101-210-801.000	700.00
		38537		Attorney Fees - Police	101-301-801.301	440.00
						<hr/> 1,140.00
06/21/2021	751	38538	DTE ENERGY	UTILITIES	101-301-921.000	59.08
		38538		UTILITIES	101-440-921.000	95.26
		38538		UTILITIES	590-538-921.000	143.61
						<hr/> 297.95
06/21/2021	751	38539	DUBOIS-COOPER	CAPITAL OUTLAY-CAPITALIZED	590-538-970.100	1,375.00
06/21/2021	751	38540	HOMETOWN HARDWARE	REPAIRS AND MAINTENANCE	101-440-930.000	21.72
		38540		OPERATING SUPPLIES	101-441-740.000	26.56
		38540		REPAIRS AND MAINTENANCE	101-441-930.000	11.53
		38540		OPERATING SUPPLIES	101-444-740.000	143.89
		38540		OPERATING SUPPLIES	207-751-740.000	22.87
		38540		REPAIRS AND MAINTENANCE	207-751-930.000	21.72
		38540		OPERATING SUPPLIES	661-599-740.000	59.86
						<hr/> 308.15
06/21/2021	751	38541	HURON VALLEY GUNS	UNIFORMS	101-301-758.006	221.53
06/21/2021	751	38542	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	101-265-727.000	7.99
		38542		OFFICE SUPPLIES	590-537-727.000	7.99
		38542		OFFICE SUPPLIES	591-545-727.000	8.00
						<hr/> 23.98
06/21/2021	751	38543	MEDLER ELECTRONIC CO	REPAIRS AND MAINTENANCE	101-301-930.000	796.05
06/21/2021	751	38544	MICHIGAN RURAL WATER ASSOC	ACCOUNTS PAYABLE	590-000-202.000	755.00
06/21/2021	751	38545	OSCEOLA 4-H AND FFA FAIR	OPERATING SUPPLIES	101-440-740.000	200.00
06/21/2021	751	38546	OSCEOLA COUNTY - CMDHD	ACCOUNTS PAYABLE	208-000-202.000	155.00
06/21/2021	751	38547	PIONEER GROUP	PUBLISHING/PRINTING	101-441-900.000	18.64
		38547		PUBLISHING/PRINTING	590-537-900.000	231.45
		38547		PUBLISHING/PRINTING	591-545-900.000	231.45

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
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						481.54
06/21/2021	751	38548	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	101-441-801.000	129.00
		38548		PROFESSIONAL SERVICES	101-526-801.000	9,692.03
		38548		PROFESSIONAL SERVICES	209-276-801.000	90.00
		38548		PROFESSIONAL SERVICES	590-538-801.000	57.50
		38548		PROFESSIONAL SERVICES	591-546-801.000	57.50
						<hr/>
						10,026.03
06/21/2021	751	38549	SCHAEFFER MFG. CO.	OPERATING SUPPLIES	661-599-740.000	122.92
06/21/2021	751	38550	SHORE NURSERY	REPAIRS AND MAINTENANCE	101-440-930.000	348.22
		38550		REPAIRS AND MAINTENANCE	207-751-930.000	348.22
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						696.44
06/21/2021	751	38551	SINGLESOURCE	OPERATING SUPPLIES	101-265-740.000	19.26
		38551		OPERATING SUPPLIES	590-538-740.000	19.25
		38551		OPERATING SUPPLIES	591-546-740.000	19.25
						<hr/>
						57.76
06/21/2021	751	38552	SLC METER, LLC	CAPITAL OUTLAY-CAPITALIZED	591-547-970.100	2,075.52
06/21/2021	751	38553	SMITH LUMBER CO	REPAIRS AND MAINTENANCE	101-301-930.000	2.82
		38553		REPAIRS AND MAINTENANCE	101-440-930.000	542.67
		38553		OPERATING SUPPLIES	101-441-740.000	40.98
		38553		REPAIRS AND MAINTENANCE	101-441-930.000	3.99
		38553		OPERATING SUPPLIES	207-751-740.000	24.16
		38553		REPAIRS AND MAINTENANCE	207-751-930.000	2.59
		38553		OPERATING SUPPLIES	590-537-740.000	26.24
		38553		REPAIRS AND MAINTENANCE	590-538-930.000	11.28
		38553		OPERATING SUPPLIES	591-545-740.000	26.23
		38553		REPAIRS AND MAINTENANCE	591-547-930.000	91.75
						<hr/>
						772.71
06/21/2021	751	38554	SPECTRUM HEALTH OCCUPATIONAL	PHYSICALS	101-265-840.000	95.00
		38554		PHYSICALS/DRUG TEST	591-545-840.000	117.00
						<hr/>
						212.00
06/21/2021	751	38555	STATE OF MICHIGAN	PROFESSIONAL SERVICES	101-301-801.000	66.00
06/21/2021	751	38556	XEROX CORPORATION	COMPUTERS/EQUIPMENT/IT	101-301-932.000	62.39
06/21/2021	751	611 (A)	AFFORDABLE PRINTS	PUBLISHING/PRINTING	101-441-900.000	20.00
06/21/2021	751	612 (A)	DVORACEK, SARAH	COMMUNICATIONS	101-172-850.000	40.00
06/21/2021	751	613 (A)	FLACHS, MICHAEL	COMMUNICATIONS	590-537-850.000	20.00
		613 (A)		COMMUNICATIONS	591-545-850.000	20.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						40.00
06/21/2021	751	614 (A)	JOHN BEAM JR.	COMMUNICATIONS	101-301-850.000	40.00
06/21/2021	751	615 (A)	MARTIN, DALE	COMMUNICATIONS	590-537-850.000	20.00
		615 (A)		COMMUNICATIONS	591-545-850.000	20.00
						40.00
06/21/2021	751	616 (A)	MICHIGAN MUNICIPAL LEAGUE	ACCOUNTS PAYABLE	101-000-202.000	479.33
		616 (A)		ACCOUNTS PAYABLE	590-000-202.000	479.33
		616 (A)		ACCOUNTS PAYABLE	591-000-202.000	479.34
						1,438.00
06/21/2021	751	617 (A)	MR. ELECTRIC OF CNTRL MICH &	PROFESSIONAL SERVICES	207-751-801.000	345.12
		617 (A)		REPAIRS AND MAINTENANCE	207-751-930.000	3,305.93
		617 (A)		OPERATING SUPPLIES	590-538-740.000	1,214.06
		617 (A)		OPERATING SUPPLIES	591-546-740.000	1,214.06
						6,079.17
06/21/2021	751	618 (A)	MUCZYNSKI, PATRICK	COMMUNICATIONS	590-537-850.000	20.00
		618 (A)		COMMUNICATIONS	591-545-850.000	20.00
						40.00
06/21/2021	751	619 (A)	PATRICK MCCLURE	K-9 RELATED EXPENSES	101-301-726.000	45.99
06/21/2021	751	620 (A)	PEPPER LOCKHART	COMMUNICATIONS	101-203-850.000	40.00
06/21/2021	751	621 (A)	SHADES OF GREEN LANDSCAPING	PROFESSIONAL SERVICES	101-440-801.000	4,934.00
06/21/2021	751	622 (A)	USA BLUE BOOK	OPERATING SUPPLIES	591-546-740.000	469.12
06/21/2021	751	623 (A)	ZINGER, ADAM	COMMUNICATIONS	590-537-850.000	20.00
		623 (A)		COMMUNICATIONS	591-545-850.000	20.00
						40.00
			TOTAL - ALL FUNDS	TOTAL OF 41 CHECKS		46,735.64

--- GL TOTALS ---

101-000-202.000	ACCOUNTS PAYABLE	1,388.53
101-000-955.000	MISCELLANEOUS EXPENSE	123.95
101-172-850.000	COMMUNICATIONS	40.00
101-203-850.000	COMMUNICATIONS	40.00
101-203-957.000	EDUCATION AND TRAINING	49.00
101-210-801.000	PROFESSIONAL SERVICES	700.00
101-242-741.000	POSTAGE & SHIPPING	39.00
101-265-727.000	OFFICE SUPPLIES	27.61
101-265-740.000	OPERATING SUPPLIES	219.26

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-840.000			PHYSICALS		95.00	
101-265-850.000			COMMUNICATIONS		46.45	
101-301-726.000			K-9 RELATED EXPENSES		45.99	
101-301-740.000			OPERATING SUPPLIES		167.74	
101-301-746.000			Community Policing Fund		185.57	
101-301-758.006			UNIFORMS		265.86	
101-301-768.000			OFC DOUGLAS UNIFORM ALLOW		429.67	
101-301-801.000			PROFESSIONAL SERVICES		66.00	
101-301-801.301			Attorney Fees - Police		440.00	
101-301-850.000			COMMUNICATIONS		40.00	
101-301-900.000			PUBLISHING/PRINTING		416.50	
101-301-921.000			UTILITIES		59.08	
101-301-930.000			REPAIRS AND MAINTENANCE		923.26	
101-301-932.000			COMPUTERS/EQUIPMENT/IT		636.76	
101-301-957.000			EDUCATION AND TRAINING		590.00	
101-440-740.000			OPERATING SUPPLIES		200.00	
101-440-801.000			PROFESSIONAL SERVICES		4,934.00	
101-440-921.000			UTILITIES		95.26	
101-440-930.000			REPAIRS AND MAINTENANCE		912.61	
101-441-740.000			OPERATING SUPPLIES		67.54	
101-441-801.000			PROFESSIONAL SERVICES		129.00	
101-441-900.000			PUBLISHING/PRINTING		38.64	
101-441-921.000			UTILITIES		355.56	
101-441-930.000			REPAIRS AND MAINTENANCE		51.11	
101-442-930.000			REPAIRS AND MAINTENANCE		37.18	
101-444-740.000			OPERATING SUPPLIES		143.89	
101-448-921.000			UTILITIES		1,997.80	
101-526-801.000			PROFESSIONAL SERVICES		9,692.03	
202-000-202.000			ACCOUNTS PAYABLE		318.22	
202-461-921.000			UTILITIES		251.88	
203-000-202.000			ACCOUNTS PAYABLE		272.76	
207-751-740.000			OPERATING SUPPLIES		47.03	
207-751-801.000			PROFESSIONAL SERVICES		345.12	
207-751-930.000			REPAIRS AND MAINTENANCE		3,678.46	
208-000-202.000			ACCOUNTS PAYABLE		155.00	
208-757-921.000			UTILITIES		123.59	
209-276-801.000			PROFESSIONAL SERVICES		90.00	
590-000-202.000			ACCOUNTS PAYABLE		2,779.97	
590-537-727.000			OFFICE SUPPLIES		27.61	
590-537-740.000			OPERATING SUPPLIES		244.77	
590-537-850.000			COMMUNICATIONS		126.45	
590-537-900.000			PUBLISHING/PRINTING		518.40	
590-538-740.000			OPERATING SUPPLIES		1,307.04	
590-538-801.000			PROFESSIONAL SERVICES		57.50	
590-538-921.000			UTILITIES		143.61	

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
590-538-930.000			REPAIRS AND MAINTENANCE	11.28		
590-538-970.100			CAPITAL OUTLAY-CAPITALIZED	1,375.00		
591-000-202.000			ACCOUNTS PAYABLE	1,979.52		
591-545-727.000			OFFICE SUPPLIES	27.62		
591-545-740.000			OPERATING SUPPLIES	244.75		
591-545-807.000			MEMBERSHIP AND DUES	(400.00)		
591-545-840.000			PHYSICALS/DRUG TEST	117.00		
591-545-850.000			COMMUNICATIONS	126.46		
591-545-900.000			PUBLISHING/PRINTING	518.40		
591-546-740.000			OPERATING SUPPLIES	2,656.16		
591-546-801.000			PROFESSIONAL SERVICES	57.50		
591-546-921.000			UTILITIES	45.22		
591-547-930.000			REPAIRS AND MAINTENANCE	91.75		
591-547-970.100			CAPITAL OUTLAY-CAPITALIZED	2,075.52		
661-599-740.000			OPERATING SUPPLIES	1,632.20		
			TOTAL	46,735.64		

Check Register Report For City Of Evert
For Check Dates 06/08/2021 to 06/21/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/16/2021	750	23182	MISDU	175.76	175.76	0.00	Open
06/16/2021	750	DD5629	BEAM, JOHN	1,096.15	0.00	719.19	Cleared
06/16/2021	750	DD5630	DUNCAN, JENNIFER	731.60	0.00	547.28	Cleared
06/16/2021	750	DD5631	DVORACEK, SARAH J	1,774.04	0.00	1,355.21	Cleared
06/16/2021	750	DD5632	FIEBIG, KATHY	692.31	0.00	559.63	Cleared
06/16/2021	750	DD5633	FLACHS, MICHAEL J	721.60	0.00	430.71	Cleared
06/16/2021	750	DD5634	HIGGINS, JERALD J	459.00	0.00	381.94	Cleared
06/16/2021	750	DD5635	LOCKHART, PEPPER L	1,025.82	0.00	789.38	Cleared
06/16/2021	750	DD5636	MARTIN, DALE	918.80	0.00	564.97	Cleared
06/16/2021	750	DD5637	MCCLURE, PATRICK K	788.80	0.00	583.91	Cleared
06/16/2021	750	DD5638	MISNER JR, JAMES T	210.00	0.00	171.60	Cleared
06/16/2021	750	DD5639	MOMA, DUSTIN L	1,394.23	0.00	1,126.92	Cleared
06/16/2021	750	DD5640	MUCZYNSKI, PATRICK	1,193.68	0.00	796.50	Cleared
06/16/2021	750	DD5641	PARISH JR., WILLIAM E	595.00	0.00	488.15	Cleared
06/16/2021	750	DD5642	ROHEN, MELISSA A	760.00	0.00	529.65	Cleared
06/16/2021	750	DD5643	SWIFT-ECKERT, TERESA M	352.80	0.00	322.84	Cleared
06/16/2021	750	DD5644	TUPPER, VICTORIA	207.30	0.00	182.62	Cleared
06/16/2021	750	DD5645	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
06/16/2021	750	DD5646	ZINGER, ADAM	721.60	0.00	483.72	Cleared
06/16/2021	750	EFT595	FEDERAL 941	3,371.70	3,371.70	0.00	Open
06/09/2021	750	23180	MISDU	175.76	175.76	0.00	Open
06/09/2021	750	DD5613	BEAM, JOHN	1,096.15	0.00	719.21	Cleared
06/09/2021	750	DD5614	DUNCAN, JENNIFER	770.56	0.00	576.61	Cleared
06/09/2021	750	DD5615	DVORACEK, SARAH J	1,774.04	0.00	1,355.22	Cleared
06/09/2021	750	DD5616	FIEBIG, KATHY	842.31	0.00	673.79	Cleared
06/09/2021	750	DD5617	FLACHS, MICHAEL J	721.60	0.00	430.72	Cleared
06/09/2021	750	DD5618	HIGGINS, JERALD J	306.00	0.00	262.44	Cleared
06/09/2021	750	DD5619	LOCKHART, PEPPER L	1,025.82	0.00	789.39	Cleared
06/09/2021	750	DD5620	MARTIN, DALE	918.80	0.00	564.96	Cleared
06/09/2021	750	DD5621	MCCLURE, PATRICK K	788.80	0.00	558.78	Cleared

Check Register Report For City Of Evert
For Check Dates 06/08/2021 to 06/21/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
06/09/2021	750	DD5622	MISNER JR, JAMES T	405.00	0.00	321.15	Cleared
06/09/2021	750	DD5623	MUCZYNSKI, PATRICK	1,382.15	0.00	932.02	Cleared
06/09/2021	750	DD5624	ROHEN, MELISSA A	760.00	0.00	529.63	Cleared
06/09/2021	750	DD5625	TUPPER, VICTORIA	70.95	0.00	62.51	Cleared
06/09/2021	750	DD5626	WILSON, MARK A	1,364.16	0.00	963.05	Cleared
06/09/2021	750	DD5627	ZINGER, ADAM	829.84	0.00	565.17	Cleared
06/09/2021	750	EFT592	FEDERAL 941	3,000.99	3,000.99	0.00	Open
Totals:			Number of Checks: 037	34,787.28	6,724.21	20,301.92	
Total Physical Checks:			2				
Total Check Stubs:			35				

Summary of Funds for May 31, 2021											
			CD	CD	CD	CD	MMA				
			Mercantile	MFCU	WMCC	LOSB	Huntington				
		Chemical	ex.12/21/2023	ex.01/03/2024	ex.12/20/2023	ex.12/19/2023					
		Checking	2.90%	3.01%	2.89%	3.39%	0.10%	Totals			
GENERAL	101	\$ 591,098.52	\$ 71,751.29	\$ 74,539.26	\$ 73,781.90	\$ 73,307.56	\$30,239.06	\$ 884,478.53			
Police Equipment	101.301	\$ 50.00						\$ 50.00			
Cash Equipment Donations	101.200'	\$ 3,500.01						\$ 3,500.01			
Recreation-Timber Sale	101.20	\$ 2,786.00						\$ 2,786.00			
Recreation-Youth Bake Sale	207	\$ 338.52						\$ 338.52			
Recreation-Pop Warner	207	\$ 5,453.51						\$ 5,453.51			
Tree Donations	101.204	\$ (1,375.00)						\$ (1,375.00)			
Canine Donations	101.303	\$ 2,734.60						\$ 2,734.60			
Community Policing Fund	101.304	\$ 2,225.00						\$ 2,225.00			
APParrest Fund	101.306	\$ 1,007.50						\$ 1,007.50			
PA 302 FUND	101.308	\$ 3,824.41						\$ 3,824.41			
Economic Dev Ent Fund	101.310	\$ 7,036.91						\$ 7,036.91			
For Sidewalks	101.313	\$ 2,846.50						\$ 2,846.50			
Oil and Gas Lease	101.316	\$ 6,276.00						\$ 6,276.00	\$ 689,705.72	****	101 Bank bal. does not include CDs
Petty Cash (in cash draw)	101	\$ 245.05						\$ 245.05	\$ 951,666.60	101	GENERAL FUND
Other Parks/Recreation	207	\$ (224.91)						\$ (224.91)	\$ (224.91)		Other Parks/Recreation
Riverside Campground	208	\$ 5,319.30						\$ 5,319.30	\$ 5,319.30		Riverside Campground
Cemetery	209	\$ 56,808.85						\$ 56,808.85	\$ 56,808.85		Cemetery
MAJOR STREETS	202	\$ 670,647.01	\$ 2.73	\$ 3.75	\$ 3.48	\$ 3.29	\$1.24	\$ 670,661.50	\$ 670,661.50	202	MAJOR STREETS FUND
LOCAL STREETS	203	\$ 170,040.94	\$ 2,955.39	\$ 3,070.67	\$ 3,040.82	\$ 3,019.56	\$ 1,245.54	\$ 183,372.92	\$ 183,372.92	203	LOCAL STREETS FUND
SEWER	590	\$ 1,096,605.28	\$ 4,876.63	\$ 5,067.07	\$ 5,017.76	\$ 4,982.65	\$2,055.27	\$ 1,118,604.66	\$ 1,118,604.66	590	SEWER FUND
WATER	591	\$ 1,777,532.40	\$ 122,701.97	\$ 127,483.80	\$ 126,245.26	\$ 125,363.63	\$51,711.86	\$ 2,331,038.92	\$ 2,331,038.92	591	WATER FUND
FIRE VEHICLE	663	\$ -	\$ 6,366.80	\$ 6,614.42	\$ 6,550.27	\$ 6,504.62	\$ 2,683.18	\$ 28,719.29	\$ 28,719.29	663	FIRE VEHICLE FUND
POLICE VEHICLE	664	\$ 1.71	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.04	\$ 1.95	\$ 1.95	664	POLICE VEHICLE FUND
EQUIPMENT POOL	661	\$ 266,322.54	\$18,775.59	\$ 19,507.41	\$ 19,317.85	\$ 19,182.93	\$ 7,912.87	\$ 351,019.19	\$ 351,019.19	661	EQUIPMENT POOL FUND
TRUST & AGENCY	701	\$ 0.51	\$ 493.65	\$ 512.69	\$ 507.76	\$ 504.26	\$ 208.03	\$ 2,226.90	\$ 2,226.90	701	TRUST AND AGENCY
SUMMER TAX FUND	703	\$ 81.96						\$ 81.96	\$ 81.96	703	SUMMER TAX FUND
WINTER TAX FUND	704	\$ 148.04						\$ 148.04	\$ 148.04	704	WINTER TAX FUND
CEM TRUST FUND	711	\$ 15,457.73	\$ 29,325.21	\$ 30,467.02	\$ 30,171.29	\$ 29,960.78	\$ 12,358.80	\$ 147,740.83	\$ 147,740.83	711	CEMETERY TRUST FUND
PAYROLL FUND	750	\$ 9,713.46						\$ 9,713.46	\$ 9,713.46	750	PAYROLL FUND
VENDOR FUND	751	\$ 5,000.59						\$ 5,000.59	\$ 5,000.59	751	VENDOR FUND
TOTALS		\$ 4,701,502.94	\$ 257,249.31	\$ 267,266.14	\$ 264,636.44	\$262,829.33	\$108,415.89	\$ 5,861,900.05	\$ 5,861,900.05		

		PREVIOUS MONTH	END BALANCE
		BALANCE	05/31/2021
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND			
Assets			
101-000-001.000	CASH	566,466.17	591,098.52
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	74,539.26	74,539.26
101-000-003.003	CD - WEST MICHIGAN CREDIT UNION	73,781.90	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	30,239.06	30,239.06
TOTAL ASSETS		927,034.25	951,666.60
Fund 202 - MAJOR STREET			
Assets			
202-000-001.000	CASH	654,414.41	670,647.01
202-000-003.001	CD - MERCANTILE BANK	2.73	2.73
202-000-003.002	CD - MEMBERS FIRST CREDIT UNION	3.75	3.75
202-000-003.003	CD - WEST MICHIGAN CREDIT UNION	3.48	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
TOTAL ASSETS		654,428.90	670,661.50
Fund 203 - LOCAL STREET			
Assets			
203-000-001.000	CASH	166,087.29	170,040.94
203-000-003.001	CD - MERCANTILE BANK	2,955.39	2,955.39
203-000-003.002	CD - MEMBERS FIRST CREDIT UNION	3,070.67	3,070.67
203-000-003.003	CD - WEST MICHIGAN CREDIT UNION	3,040.82	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	1,245.54	1,245.54
TOTAL ASSETS		179,419.27	183,372.92
Fund 207 - OTHER PARKS/RECREATION FUND			
Assets			
207-000-001.000	CASH	(312.90)	(224.91)
TOTAL ASSETS		(312.90)	(224.91)
Fund 208 - RIVERSIDE CAMPGROUND FUND			
Assets			
208-000-001.000	CASH	5,319.30	5,319.30
TOTAL ASSETS		5,319.30	5,319.30
Fund 209 - CEMETERY FUND			
Assets			
209-000-001.000	CASH	54,733.38	56,808.85
TOTAL ASSETS		54,733.38	56,808.85
Fund 590 - SEWER FUND			
Assets			
590-000-001.000	CASH	1,084,415.71	1,096,605.28
590-000-003.001	CD - MERCANTILE BANK	4,876.63	4,876.63
590-000-003.002	CD - MEMBERS FIRST CREDIT UNION	5,067.07	5,067.07
590-000-003.003	CD - WEST MICHIGAN CREDIT UNION	5,017.76	5,017.76
590-000-003.004	CD - LAKE OSCEOLA STATE BANK	4,982.65	4,982.65

GL NUMBER	DESCRIPTION	PREVIOUS MONTH		END BALANCE
		BALANCE		05/31/2021
		NORMAL	(ABNORMAL)	NORMAL (ABNORMAL)
Fund 590 - SEWER FUND				
Assets				
590-000-005.005	MMA- HUNTINGTON BANK	2,055.27		2,055.27
TOTAL ASSETS		1,106,415.09		1,118,604.66
Fund 591 - WATER FUND				
Assets				
591-000-001.000	CASH	1,698,252.91		1,777,532.40
591-000-003.001	CD - MERCANTILE BANK	122,701.97		122,701.97
591-000-003.002	CD - MEMBERS FIRST CREDIT UNION	127,483.80		127,483.80
591-000-003.003	CD - WEST MICHIGAN CREDIT UNION	126,245.26		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	51,711.86		51,711.86
TOTAL ASSETS		2,251,759.43		2,331,038.92
Fund 661 - EQUIPMENT POOL FUND				
Assets				
661-000-001.000	CASH	263,880.68		266,322.54
661-000-003.001	CD - MERCANTILE BANK	18,775.59		18,775.59
661-000-003.002	CD - MEMBERS FIRST CREDIT UNION	19,507.41		19,507.41
661-000-003.003	CD - WEST MICHIGAN CREDIT UNION	19,317.85		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	7,912.87		7,912.87
TOTAL ASSETS		348,577.33		351,019.19
Fund 663 - FIRE VEHICLE				
Assets				
663-000-003.001	CD - MERCANTILE BANK	6,366.80		6,366.80
663-000-003.002	CD - MEMBERS FIRST CREDIT UNION	6,614.42		6,614.42
663-000-003.003	CD - WEST MICHIGAN CREDIT UNION	6,550.27		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	2,683.18		2,683.18
TOTAL ASSETS		28,719.29		28,719.29
Fund 664 - POLICE VEHICLE				
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
TOTAL ASSETS		1.95		1.95
Fund 701 - TRUST AND AGENCY				
Assets				
701-000-001.000	CASH	0.51		0.51
701-000-003.001	CD - MERCANTILE BANK	493.65		493.65
701-000-003.002	CD - MEMBERS FIRST CREDIT UNION	512.69		512.69
701-000-003.003	CD - WEST MICHIGAN CREDIT UNION	507.76		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
TOTAL ASSETS		2,226.90		2,226.90
Fund 703 - SUMMER TAX				
Assets				
703-000-001.000	CASH	0.01		81.96
TOTAL ASSETS		0.01		81.96
Fund 704 - WINTER TAX				
Assets				
704-000-001.000	CASH	0.04		148.04

06/15/2021 03:29 PM
User: PEPPER
DB: City Of Evart

ACCOUNT BALANCE REPORT FOR CITY OF EVART
PERIOD ENDING 05/31/2021

Page: 3/3

GL NUMBER	DESCRIPTION	PREVIOUS MONTH	END BALANCE
		BALANCE	05/31/2021
		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)
Fund 704 - WINTER TAX			
Assets			
TOTAL ASSETS		0.04	148.04
Fund 711 - CEMETERY TRUST FUND			
Assets			
711-000-001.000	CASH	15,431.61	15,457.73
711-000-003.001	CD - MERCANTILE BANK	29,325.21	29,325.21
711-000-003.002	CD - MEMBERS FIRST CREDIT UNION	30,467.02	30,467.02
711-000-003.003	CD - WEST MICHIGAN CREDIT UNION	30,171.29	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	12,358.80	12,358.80
TOTAL ASSETS		147,714.71	147,740.83
Fund 750 - PAYROLL			
Assets			
750-000-001.000	CASH	18,139.95	9,713.46
TOTAL ASSETS		18,139.95	9,713.46
Fund 751 - VENDOR ACCOUNT			
Assets			
751-000-001.000	CASH	5,000.29	5,000.59
TOTAL ASSETS		5,000.29	5,000.59

Evert Chamber of Commerce
presents

Independence Day Celebration

July 3, 2021

Parade - 11:00 am (there will be a new route)

Party in the Park- Noon – 3:00 pm

Location: Riverside Park West

Activities Include: Mechanical Bull

Lions Club Chicken BBQ

Petting Zoo and Pony Rides

Rubber Duck Race

DJ Music and More!

Fireworks “Celebration in the Sky”

At Dusk (10:00 pm approx.)

Fireworks at the Evert Airport

Questions or Concerns

Call: Eric Schmidt

231-679-2606

Thank you to all our volunteers!



July 3 2021

Line up @ N. Main and Second St.
Begins @ 11am

No Roadside Parking - Tow Zone

No Roadside Parking - Tow Zone

At the conclusion of fireworks
vehicles will only be able to turn
left on US-10 (going towards Reed City)

At the conclusion of fireworks
vehicles will only be able to turn
Right on US-10

Road Closed / No Parking on street

Safety Zone - No access permitted

Nobody is permitted to be on airport property

Road Closed / No Parking on street



BlueTriton Brands, Inc. ♦ Ice Mountain ♦ 19275 Eight Mile Road ♦ Stanwood, MI 49346 ♦ phone 231-823-8350 ♦ fax 231-823-8399

May 3, 2021

City of Ewart
Director of Public Works
701 Fifth Street
Ewart, MI 49631

Re: Notice of Name Change for Sanitary Sewer Discharge And Water
System Connection Permits

To Whom It May Concern:

Please be advised that Nestlé Waters North America Inc., which holds sanitary sewer discharge and water system connection permits, has changed its name to BlueTriton Brands, Inc.

No operational changes are contemplated. The contact information and responsible personnel also remain unchanged.

Please provide confirmation of the name change upon completion of processing and feel free to contact me if you have any questions.

Sincerely,

Arlene Anderson-Vincent
Natural Resource Manager



BlueTriton Brands, Inc., ♦ Ice Mountain ♦ 19275 Eight Mile Road ♦ Stanwood, MI 49346 ♦ phone 231-823-8350 ♦ fax 231-823-8399

April 30, 2021

City of Ewart
Attn: Sarah Dvoracek, City Manager
5814 100th Avenue
Ewart, MI 49631

Ladies and Gentlemen:

I am writing to let you know that Nestlé Waters North America Inc. ("NWNA") has changed its name to BlueTriton Brands, Inc.

No operational changes are contemplated. The responsible personnel and contact information also remain the same (except for the change in corporate name).

From and after this date, formal notices and communications to BlueTriton Brands, Inc. that are required or permitted under the various agreements between you and NWNA should be directed to the following address:

BlueTriton Brands, Inc.
Ice Mountain
Attn: Natural Resource Manager
19275 Eight Mile Road
Stanwood, MI 49346

With copy to:

BlueTriton Brands, Inc.
Attn: Legal Department
900 Long Ridge Road
Building 2
Stamford, CT 06902

For informal communications, please feel free to contact me. My email address and telephone number are unchanged.

Sincerely,

Arlene Anderson-Vincent
Natural Resource Manager

By Certified Mail, Return Receipt Requested

City of Ewart
April 30, 2021
Page 2

cc (by Certified Mail, Return Receipt Requested):

White Law Office PLC
Attn: Attorney James R. White
116 N. Main St.
Ewart, MI 49631

Varnum, Riddering, Schmidt and Howlett LLP
Attn: Susan Wyngaarden
Bridgewater Place
333 Bridge St. NW #1700
Grand Rapids, MI 49501



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

April 23, 2021

****NOTICE OF NON-COMPLIANCE****

PEPPER LOCKHARD, CITY TREASURER
5814 100TH AVE
EVART MI 49631

Dear Authority Board:

Without exception, 2020 was a challenging year for local governments. Work processes were disrupted and in many instances had to be completely reinvented. After allowing nearly a year to adjust to these changes and ongoing outreach by the Department of Treasury resulting in a statewide compliance rate of 85%, this letter is being sent as notification that the EVART LDFA is not in compliance with the 2018 PA 57 requirement to file its annual financial report on the status of the tax increment financing account for its fiscal year ending in 2019. This state of noncompliance jeopardizes the ability of the authority to capture tax increment revenue. The requirement to file and the penalty for failing to do so are listed as follows in the *Michigan Compiled Laws*:

MCL 125.4911

*(1) Annually, on a form and in the manner prescribed by the department of treasury, **an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury** a report on the status of the tax increment financing account. However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:*

(specific items a through o are omitted here)

(2) The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.

The time referenced in subsection 2 above means within 180 days of the end of the authority's fiscal year, which according to Treasury records is the last day of June.

MCL 125.4915

(2) If the department of treasury notifies an authority in writing that the authority failed to comply with any provision of this act, and after 60 days following receipt of that notice the

authority does not comply, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations for the period of noncompliance. During the period of noncompliance, an authority cannot amend or approve a tax increment financing plan. However, if the period of noncompliance exceeds 2 consecutive years, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations without a resolution of authorization of the municipality that created the authority and each taxing jurisdiction whose ad valorem taxes are subject to capture by the authority. Any excess funds captured shall be returned to the taxing jurisdiction from which they were captured as follows:

- (a) For part 2, as provided in section 215(2).*
- (b) For part 3, as provided in section 314(2).*
- (c) For part 4, as provided in section 413(2).*
- (d) For part 5, as provided in section 523(7).*
- (e) For part 6, as provided in section 619(2).*
- (f) For part 7, as provided in section 716(2).*
- (g) For part 8, as provided in section 815(2).*

To avoid the statutory penalty, you must provide the report to Treasury and the taxing jurisdictions from which you capture tax increment revenue within sixty days of receipt of this letter.

If you do not file within that time, you will be required to refund all tax increment revenue not specifically allowed in MCL 125.4915. This is a permanent forfeiture and will not be reversed by subsequent compliance for the affected period after the due date.

The annual report form can be found at www.michigan.gov/TIF under the heading, "TIF District PA 57 Annual Financial Report Form." Treasury's objective is to assist you in every reasonable way to comply with the filing requirements of PA 57 so that your ability to continue to capture tax increment revenue is not impeded.

If you need additional information or clarification regarding this letter or filing the form, please contact Travis Bukovcik of the Department of Treasury at 517-335-2532 or BukovcikT@michigan.gov. Thank you for giving your immediate attention to the important matter of curing this oversight.



Jim Mills, Audit and Accounting Manager
Community Services Division

CITY OF EVART
SPECIAL COUNCIL MEETING

January 8, 2020

This meeting was called to order by Mayor Joyce.

Present: Carlson, Hildebrand, Joyce, Szeliga

Present: City Manager Sarah Dvoracek, DPW/Water/Zoning Director/Assistant City Manager Mark Wilson, City Clerk Heather Pattee, LDFA Director Melora Theunick and DDA Director Bryan Tiedt.

Absent: Elliott

Absent: City Attorney Jim White

Guest: Bart Gallinger, Larry Barden, Vanessa Jones, Cathie Crew, Becky Tea, Danielle McKinstry, Roger Elkins, Lane Johnston, Sandra Keller, Bre Grabill, Ashlee Flachs, Michael Flachs, Rick Yesh, Jon Nailor, Steve Petosky, Eric Schmidt and other members of the public.

Closed Session called to order at 7:36 p.m. By Mayor Joyce with support from Carlson.

Roll Call

Ayes: Hildebrand, Joyce, Szeliga, Carlson

Nays: None.

In Attendance: City Manager Sarah Dvoracek, Assistant City Manager Mark Wilson, Mayor Joyce, Council Members: Szeliga, Carlson, Hildebrand, and Attorney Jessica Wood.

Closed Session ended at 9:40 p.m. with a motion from Joyce and support from Hildebrand.

Roll Call

Ayes: Joyce, Szeliga, Carlson, Hildebrand

Public Comments opened at 9:40 p.m.

Citizens Comments: Roger Elkins appreciated the postings regarding the special meeting and questioned what the public hearing regarded.

Motion moved by Joyce with support from Hildebrand to close the Public Comments. Motion passed.

Motion moved by Joyce with support from Szeliga to consider the dissolving of the LDFA.
Motion passed.

Motion moved by Joyce with support from Hildebrand to approve Resolution 2020-03; Pursuant to MCL 125.4420, The Ewart City Council hereby dissolves its Local Development Finance Authority which was formed by the City Council on September 17, 1990. Motion passed.

Roll Call

Ayes: Szeliga, Carlson, Hildebrand, Joyce

Nays: None.

Absent: Elliott

Motion moved by Joyce with support from Hildebrand to adjourn the meeting at 9:46 p.m.
Motion passed.

A handwritten signature in black ink, reading "Heather Pattee". The signature is written in a cursive style with a horizontal line extending from the end.

Heather Pattee, City Clerk

Pepper L. Lockhart
Finance Director/Treasurer



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

May 18, 2021

Jim Mills
State of Michigan
Community Services Division
P.O Box 30760
Lansing, MI 48909

Dear Mr. Mills,

The following is the City's response to the letter received for non-compliance with the 2018 PA 57 requirements to file an annual financial report dated April 23, 2021.

The Evart LDFA has been dissolved. The City of Evart had a special council meeting on Wednesday, January 8, 2020 and voted to dissolve the LDFA. I have included the final minutes from the meeting with this decision.

We believe this fulfills our requirements to us by the State of Michigan in a letter dated April 23, 2021.

Very Truly yours,

City of Evart

A handwritten signature in black ink that reads "Pepper Lockhart".



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

April 23, 2021

****NOTICE OF NON-COMPLIANCE****

PEPPER LOCKHARD, CITY TREASURER
5814 100TH AVE
EVART MI 49631

Dear Authority Board:

Without exception, 2020 was a challenging year for local governments. Work processes were disrupted and in many instances had to be completely reinvented. After allowing nearly a year to adjust to these changes and ongoing outreach by the Department of Treasury resulting in a statewide compliance rate of 85%, this letter is being sent as notification that the EVART DDA is not in compliance with the 2018 PA 57 requirement to file its annual financial report on the status of the tax increment financing account for its fiscal year ending in 2019. This state of noncompliance jeopardizes the ability of the authority to capture tax increment revenue. The requirement to file and the penalty for failing to do so are listed as follows in the *Michigan Compiled Laws*:

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*(1) Annually, on a form and in the manner prescribed by the department of treasury, **an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority, and the department of treasury** a report on the status of the tax increment financing account. However, an authority may submit by electronic means a report described in this subsection to the governing body of the municipality and the governing body of a taxing unit levying taxes subject to capture by the authority. The report shall include all of the following:*

(specific items a through o are omitted here)

(2) The report described in subsection (1) shall be filed with the department of treasury at the same time as the annual financial report is filed with the department of treasury under section 4 of the uniform budgeting and accounting act, 1968 PA 2, MCL 141.424.

The time referenced in subsection 2 above means within 180 days of the end of the authority's fiscal year, which according to Treasury records is the last day of June.

MCL 125.4915

(2) If the department of treasury notifies an authority in writing that the authority failed to comply with any provision of this act, and after 60 days following receipt of that notice the

authority does not comply, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations for the period of noncompliance. During the period of noncompliance, an authority cannot amend or approve a tax increment financing plan. However, if the period of noncompliance exceeds 2 consecutive years, that authority shall not capture any tax increment revenues that are in excess of amounts necessary to pay bonded indebtedness and other obligations without a resolution of authorization of the municipality that created the authority and each taxing jurisdiction whose ad valorem taxes are subject to capture by the authority. Any excess funds captured shall be returned to the taxing jurisdiction from which they were captured as follows:

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- (f) For part 7, as provided in section 716(2).*
- (g) For part 8, as provided in section 815(2).*

To avoid the statutory penalty, you must provide the report to Treasury and the taxing jurisdictions from which you capture tax increment revenue within sixty days of receipt of this letter.

If you do not file within that time, you will be required to refund all tax increment revenue not specifically allowed in MCL 125.4915. This is a permanent forfeiture and will not be reversed by subsequent compliance for the affected period after the due date.

The annual report form can be found at www.michigan.gov/TIF under the heading, "TIF District PA 57 Annual Financial Report Form." Treasury's objective is to assist you in every reasonable way to comply with the filing requirements of PA 57 so that your ability to continue to capture tax increment revenue is not impeded.

If you need additional information or clarification regarding this letter or filing the form, please contact Travis Bukovcik of the Department of Treasury at 517-335-2532 or BukovcikT@michigan.gov. Thank you for giving your immediate attention to the important matter of curing this oversight.



Jim Mills, Audit and Accounting Manager
Community Services Division

Annual Report on Status of Tax Increment Financing Plan

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	City of Evert	TIF Plan #	For Fiscal Years ending in
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of Authority's fiscal year 2018-2019.	DDA		2019
Year AUTHORITY (not TIF plan) was created:	1987		
Year TIF plan was created or last amended to extend its duration:	1994		
Current TIF plan scheduled expiration date:	2023		
Did TIF plan expire in FY19?	no		
Year of first tax increment revenue capture:	1987		
Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	no		
If yes, authorization for capturing school tax:	Choose from list		
Year school tax capture is scheduled to expire:			

Revenue:	Tax Increment Revenue		
	Property taxes - from DDA levy	\$	-
	Interest	\$	-
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	-
	Other income (grants, fees, donations, etc.)	\$	20,000
	Total	\$	20,000
Tax Increment Revenues Received			
	From counties	\$	-
	From municipalities (city, twp, village)	\$	-
	From libraries (if levied separately)	\$	-
	From community colleges	\$	-
	From regional authorities (type name in next cell)	\$	-
	From regional authorities (type name in next cell)	\$	-
	From regional authorities (type name in next cell)	\$	-
	From local school districts-operating	\$	-
	From local school districts-debt	\$	-
	From intermediate school districts	\$	-
	From State Education Tax (SET)	\$	-
	From state share of IFT and other specific taxes (school taxes)	\$	-
	Total	\$	-
Expenditures			
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
Transfers to other municipal fund (list fund name)		\$	-
Transfers to other municipal fund (list fund name)		\$	-
	Transfers to General Fund	\$	-
	Total	\$	-
Outstanding non-bonded Indebtedness	Principal	\$	-
	Interest	\$	-
Outstanding bonded Indebtedness	Principal	\$	-
	Interest	\$	-
	Total	\$	-
Bond Reserve Fund Balance		\$	-

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
				↓	TIF Revenue
Ad valorem PRE Real	\$ 137,278	\$ 112,000	\$ 25,278	42.9276000	\$1,085.11
Ad valorem non-PRE Real	\$ 3,470,599	\$ 2,613,400	\$ 857,199	24.9276000	\$21,367.91
Ad valorem industrial personal	\$ -	\$ 1,199,400	\$ (1,199,400)	24.9276000	(\$29,898.16)
Ad valorem commercial personal	\$ 6,501	\$ 272,650	\$ (266,149)	24.9276000	(\$6,634.46)
Ad valorem utility personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on industrial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	\$ -	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ 237,600	\$ 273,100	\$ (35,500)	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	\$ -	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	\$ -	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	\$ -	0.0000000	\$0.00
Total Captured Value		\$ 4,470,550	(618,572)		(\$14,079.59) Total TIF Revenue

DPW/ Sewer & Water Communications

May 2021

Streets

- Patched potholes
- Street light repair
- Street sign maintenance
- Paint handicap space at the Lamplighter

DPW

- Bagged leaf run
- Hauled brush
- City-wide leaf pick up
- Removed sign at Riverside Park, installed sign at cemetery
- Truck/Equipment maintenance
- Mower maintenance
- Weed whipped around Well Houses
- Removed weed barrier from museum garden bed
- Placed a temporary patch on sinkhole on N. Cedar

Misc.

- Removed lights from Train Bridge
- Cleaned workshop, police department storage building, and WWTP lab
- Multiple meetings with Sarah and Kathy
- Miss-Digs
- Trash run (once a week)
- Mowed all City properties not mowed by Shades of Green
- Swept Ventra
- Installed camera for RSE

Airport

- Monthly light test
- Airport inspection preparation
- Swept Runway
- Repair lights

Parks

- Barrel set up at kayak launch
- Installed tennis court nets
- Removed rocks from boat launch

- Covered graffiti on Rails to Trails
- Repaired fencing on Rails to Trails

Water

- Collected samples for drinking water wells
- Completed the Monthly Operating Report (MOR)
- Filled day tanks
- Changed meter on S. Pine
- Installed new meters in meter pits
- Installed meter at 548 N. Oak Street, 528 N. Cedar, 316 W. 9th, High School Football Equipment room, North Pine
- Checked water issue at 304 N. Cherry
- Repair water leak on 900 block of N. Pine, N. Cedar
- Repair valve box at 225 S. River
- Meet with SLC for new water meter installation
- Turned on water and flushed lines at Splash Pad
- Repaired pump in Well 9
- Performed daily well reads
- Performed water and sewer reads for monthly billing
- Showed Melissa lift station and water well for SOP
- Re-reads of water meters
- Well maintenance on well 4

Sewer

- Checked alarm at 11th Street lift station (3 times)
- Checked alarm at 5 Mile lift station (2 times)

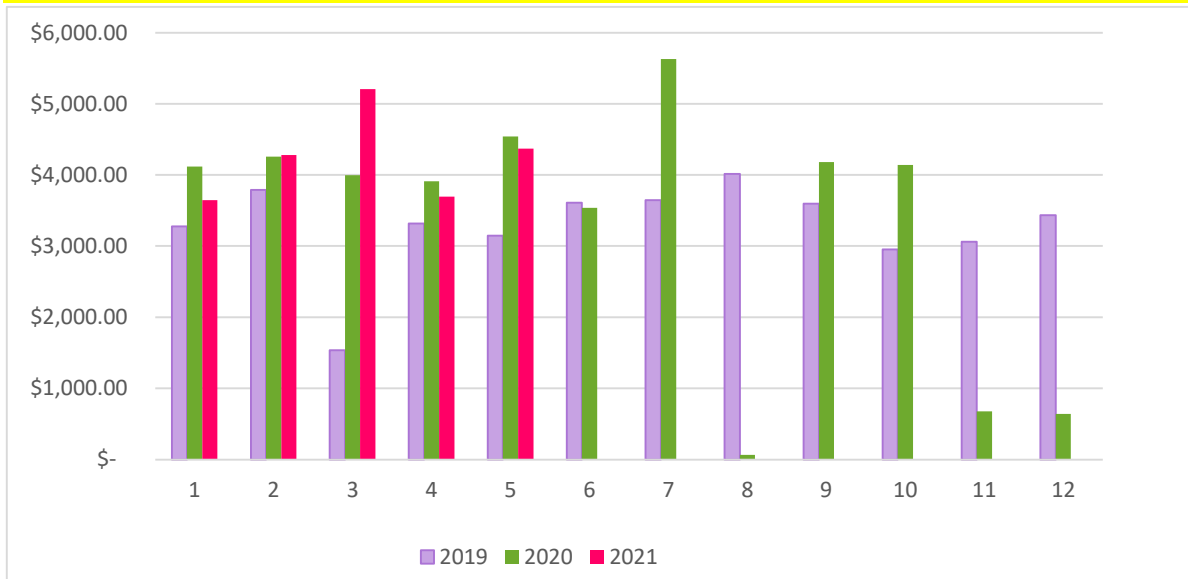
Current Water/Sewer Rates

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

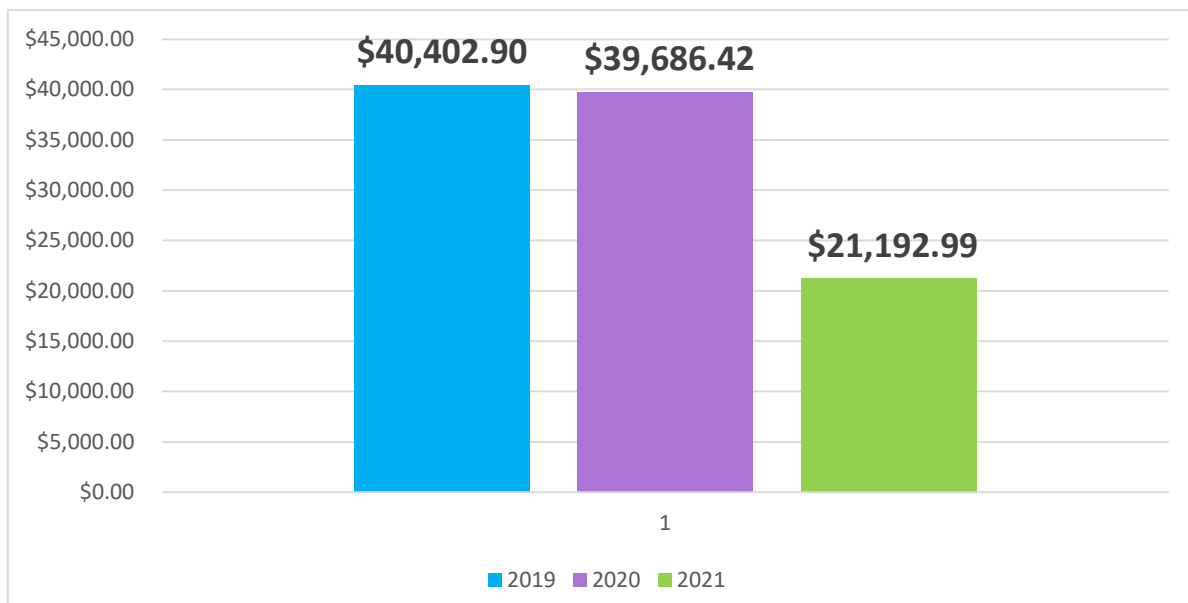
ELECTRIC COMPARISON REVIEW FOR MAY 2020-2021

	WATER	SEWER
2020	\$ 7,267.14	\$ 4,539.30
2021	\$ 6,264.48	\$ 4,370.83
DIFFERENCE/SAVINGS	\$1,002.66	\$168.47

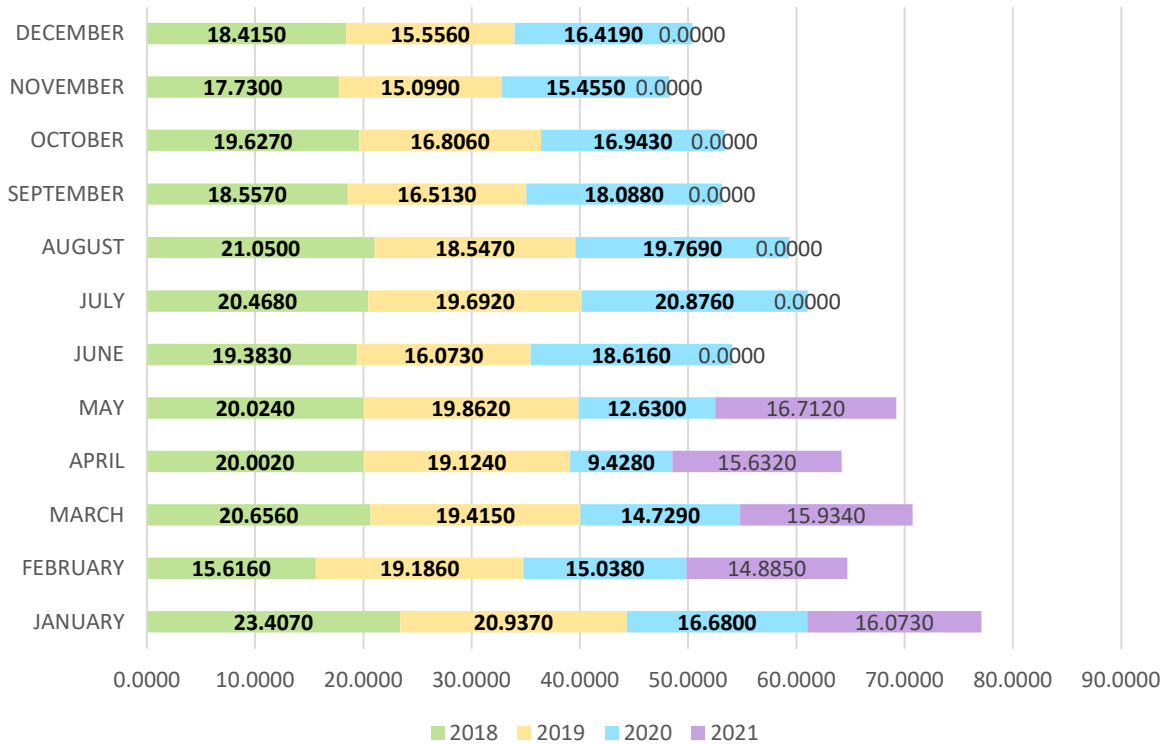
SEWER ELECTRIC COST COMPARED TO PRIOR TWO YEARS (MONTH BY MONTH)



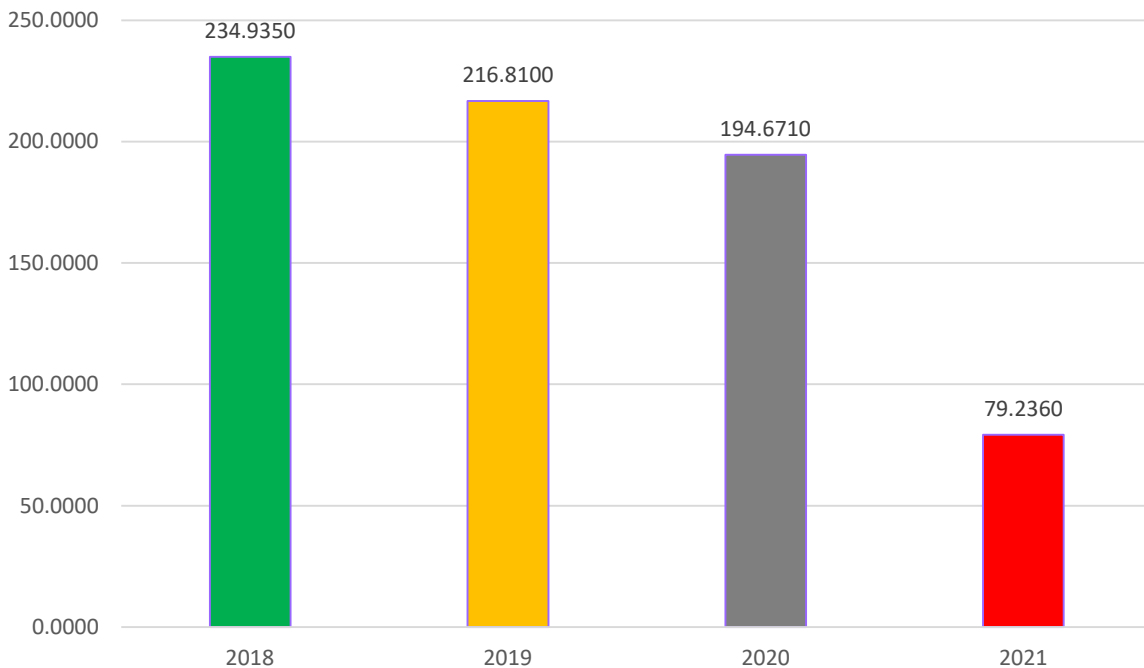
SEWER ELECTRIC COST (CURRENT MONTHS USAGE COMPARED TO PAST ANNUAL COSTS)



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

May 2021

Trainings

All officers attended Emergency Vehicle Operations (for SUVs) training at Delta College.

Administrative Assistant Teresa Swift-Eckert completed her bi-annual Terminal Agency Coordinator for Law Enforcement certification. Topics covered include security, access, review of record entry, record validation process, training and employment requirements, and the audit process, in addition to other relevant topics.

Chief John Beam Jr. and Officer Higgins attended a legal update meeting at the Osceola County Sheriff's Department that covered the new misdemeanor arrest law. The new law restricts which misdemeanor crimes are arrestable offenses without having additional circumstances. The offenders are issued appearance citations in lieu of arrest, so they are still required to appear in court.

Law Enforcement Information Network/Criminal Justice Information System Audit

This audit is conducted on all law enforcement agencies at least once every three years. It reviews our current protection policies, physical and digital, to insure we are compliant with CJIS requirements. We are working on a few minor items where we were found to be out of compliance, but no security problems were found. These items will be corrected in June, prior to the deadline set by LEIN Field Services.

Personnel

Chief Beam interviewed several candidates for the full-time officer job opening. The applicants were narrowed down to one candidate who has been given a conditional offer of employment. His background investigation is currently underway, and his official hire date is pending the outcome of the investigation.

Community Events

Officers assisted with traffic control during the parade of 2021 Graduates of Evart Area High School. The Evart Police Department wishes the Senior Class of 2021 the best in their future endeavors.

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.	68
Douglas, Ryan	27
Higgins, JJ	149
McClure, Patrick	116
TOTAL:	360

ARRESTS	
OFFICER	NUMBER OF ARRESTS
Douglas, Ryan	0
Higgins, JJ	0
Beam, John Jr.	0
McClure, Patrick	2
TOTAL:	2

ASSISTS	
AGENCY	NUMBER OF ASSISTS
Assist Citizen	15
Assist DHS	1
Assist Evert Public School	7
Assist OCSD	11
Assist Police Agency	1
TOTAL:	35
ACCIDENTS	
TYPE	NUMBER OF ACCIDENTS
Accident - Hit and Run	1
TOTAL:	1

TRAFFIC VIOLATIONS		
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OFFICER	Traffic Complaint/Hazard	Traffic Stop Verbal Warning
Beam, John Jr.	1	0
Higgins, JJ	1	0
McClure, Patrick	2	1
TOTAL:	4	1

ORDINANCE VIOLATIONS		
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OFFICER	ORDINANCE VIOLATIONS	ORDINANACE COUNT
McClure, Patrick	Ordinance Citation	1
TOTAL:		1

The Evert Police Department issued 39 Ordinance Violation Notices in the month of May. A total of 72 notices have been issued since the beginning of April.

Sarah Dvoracek

From: Eric Kehoe
Sent: Thursday, April 29, 2021 9:56 AM
To: Alan Bengry; lynn.salinas@taylorinsurance-mi.com; molly.cataldo@gmail.com; Cataldo,Molly; Jason O'Dell; junemarie@juneberrycottage.com; Sarah Dvoracek; shannons@unitassistant.com
Subject: Fw: Grant notification
Attachments: OCCF Spring 2021 Notification - Evart DDA.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hello all,

I wanted to share some great news; we received a \$10,500 grant from OCCF for our "walkable Evart" project with Michigan State's Sustainable Built Environment Institute!

The cost from SBEI is \$7,500, and we received \$750 from MFCU, so the \$10,500 goes to the remaining \$6,750 from SBEI and also covers director salary and overhead for coordinating the project.

MSU won't be starting in full until August, but prior to my last day I will be connecting them with the EV committee to ensure a smooth transition.

Eric Kehoe
Director, Downtown Development Authority
Director, Main Street
City of Evart
p: 231.734.0185
a: P.O. Box 668, Evart, MI 49631
w: evart.org e: eric.kehoe@evart.org

From: Gonzalez, Maria <mgonzalez@fcommunityfoundation.org>
Sent: Thursday, April 29, 2021 9:50 AM
To: Eric Kehoe <Eric.Kehoe@evart.org>
Subject: Grant notification

Eric,

Attached is the grant notification that we discussed.

Please let me know if you have any questions.

Thank you,

Maria



*An affiliate of
Fremont Area Community Foundation*

Evert Downtown Development Authority

April 20, 2021

Osceola County Community Foundation

Organization Name	Requested Amount	Award Amount	Award Type
Evert Downtown Development Authority Walkable Evert	\$10,500	\$10,500	outright

Thank you for your work serving our communities!

Spring 2021 Grant Awards

Award Letter

Contract – return one signed contract to the Community Foundation

Important Dates

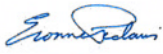
Final evaluation deadline: January 31, 2022

**SERVICES AGREEMENT WITH THE SCHOOL OF PLANNING, DESIGN AND CONSTRUCTION AT
MICHIGAN STATE UNIVERSITY**

Thank you for your request for services from the School of Planning, Design and Construction (SPDC) at Michigan State University.

1. **Purpose.** The University, through its SPDC, will perform the services and provide the deliverables described in Exhibit A.
2. **Dates.** The duration of this agreement is from May, 2021 to June, 2022
3. **Payment.** You agree to pay, upon receipt of an invoice, the sum of \$7,500 as specified on Exhibit A.
4. **Confidentiality.** "Confidential Information" means any materials, written information, and data marked "Confidential" that you provide. If you provide material verbally that you want treated as confidential, you must write down that information, mark it as Confidential, and forward it to us within 30 days of first sharing the information. Confidential Information does not include information in the public domain or independently known or obtained by the University. The University agrees to treat your Confidential Information with the same degree of care that it uses to protect its own confidential information, and, to the extent allowed by law, keep the Confidential Information confidential for a period of three (3) years from the termination date of this agreement.
5. **Intellectual Property.** Any intellectual property you provide to us will remain your intellectual property. Any intellectual property that we provide to the project will remain the intellectual property of the University.
6. **Export Control.** You may not provide any export controlled data or materials to the University without the University agreeing in writing in advance.
7. **Termination.** Either you or the University may terminate this agreement by giving 10 days written notice to the other. You will pay all reasonable costs and non-cancelable obligations incurred by the University at the time of the termination. At your request and expense, the University will return to you or destroy all unused material provided by you.
8. **Independent Contractor.** The University is an independent contractor providing services to you. You and the University do not have the relationship of partners, joint venturers, principals or agents.
9. **Liability.** IN NO EVENT WILL THE UNIVERSITY BE RESPONSIBLE FOR ANY DAMAGES OR PENALTIES RESULTING FROM THE UNIVERSITY'S FAILURE TO PROVIDE, OR DELAY IN PROVIDING, THE SERVICES OR DELIVERABLES. IF A SERVICE OR DELIVERABLE IS FOUND, WITHIN SIX MONTHS OF INVOICE, TO BE SUBSTANTIALLY DEFECTIVE, THE UNIVERSITY WILL CORRECT THE DEFECTIVE PORTION OF THE SERVICE OR DELIVERABLE AT NO COST TO YOU. THIS IS YOUR SOLE AND EXCLUSIVE REMEDY UNDER THIS AGREEMENT. THE SERVICES AND DELIVERABLES ARE PROVIDED "AS IS" AND UNIVERSITY EXPRESSLY DISCLAIMS ANY WARRANTIES EXISTING BY OPERATION OF LAW, INCLUDING, BUT NOT LIMITED TO, THOSE WHICH ARE EXPRESS OR IMPLIED, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL THE UNIVERSITY BE LIABLE FOR ANY INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER, NOR WILL THE UNIVERSITY'S AGGREGATE LIABILITY TO YOU EVER EXCEED THE AMOUNT PAID BY YOU UNDER THIS AGREEMENT.
10. **Conditions Beyond Control.** You and/or the University will be excused from the obligations of this agreement if the performance is delayed or prevented by circumstances (except financial) reasonably beyond control, including, but not limited to, by fire, lack of water, labor or materials, storm, flood, war, rebellion, insurrection, riot, strike, differences with workmen, failure of carriers to transport or furnish facilities for transportation, as a result of some order, requisition or necessity of government, mechanical breakdown, plant shut down, and unavailability of raw materials.
11. **General.** This agreement is non-assignable and non-transferable. The State of Michigan's laws apply to this agreement, excluding its choice of law provisions. This agreement, along with Exhibit A attached hereto, is the entire agreement between the parties and can only be modified in a written change signed by both you and the University.

MICHIGAN STATE UNIVERSITY

By:  Digitally signed by Evonne Pedaw
Date: 2021.05.25 12:17:02 -04'00'
Its: **Evonne Pedaw, Director**
Date **Contract & Grant Administration**
Michigan State University

City of Evart/DDA


By: 
Its: **Director**
Date: **5/24/2021**

EXHIBIT A

As Attached

Exhibit A

Scope of Work Between

**City of Evart/Evart Main Street Downtown Development Authority
5814 100th Ave
Evart, MI 49631**

And

**Michigan State University
School of Planning, Design, and Construction
101 West Circle Drive
East Lansing, MI 48824**

Main Street District Revitalization Project

**Sustainable Built Environment Initiative
Michigan State University**

Project Area/Project Description

The project is defined in the application as follows: “The proposed project would focus on improving walkability and pedestrian mobility in the Main Street District and its potential connections to the adjacent Muskegon River, city-owned parks, and US-10 Corridor. The project would create a visionary document around street design, pedestrian mobility, and connectivity among Main Street and the city's nearby assets. It could also build on previous community engagement work from Michigan Main Street in order to create a more comprehensive, refined planning document, one that synthesizes previous work and the engagement of SBEL.”

The purpose of the project is to develop a future vision for the character of the Main Street District within Downtown Evart. The project area will be looked at within its surrounding context and adjacent important community assets. The main objective of this project is to reimagine what a visually attractive and vibrant downtown could look like. The downtown will be looked at in a conceptual, visual manner focusing on before and after images, rather than an overall site plan. Key areas of similar use and visual appearance, not a block-by-block assessment, will be used to identify representative design approaches (approximately 6 before/after images) and sample character images.

Current assets will be considered to facilitate a thriving destination for residents and visitors alike. The goal is to use this visioning process as a launching pad for the community to create a more attractive place for people to live, work and play, become more pedestrian friendly and walkable, and improve the visual appearance and first impression of the downtown area. The vision for the project area will help guide future land use and design decisions and serve as a bridge for future design work and final plans to be completed by other professionals and grant/funding opportunities. Planning recommendations will be prepared to provide

implementation strategies for the major identified design themes by the Michigan State University (MSU) Sustainable Built Environment Initiative (SBEI) process offered through the School of Planning, Design and Construction (SPDC) and MSU Extension (MSUE).

Work Steps

The MSU Project Team will:

1. Conduct a review of plans, drawings, reports, etc., previously completed by City/DDA, and related organizations regarding land use/community development in the project area.
2. Conduct a visual review of the study area from a planning and design perspective.
3. Conduct a visioning session (virtual or in person) to gain input as to how residents/guests feel about the current conditions and what they would like to see happen in the future.
4. Review input from the visioning session and develop preliminary recommendations on opportunities and constraints. The draft recommendations will include professional input from the MSU planning and design team along with preliminary before and after images of representative locations and planning/program recommendations for the project area.
5. Conduct a second input session (virtual or in person) to present the information from the above item #4, and gain feedback from the community and invited guests.
6. Conduct a third community input session (if desired) to present final revised design and planning recommendations based on the above item #5. The proposed improvements will address the project area and be composed of final before and after images of representative locations and appropriate planning/ program recommendations for the project area.
7. Prepare an electronic and hard copy of the final presentation and report.

Product

The MSU Project Team will provide five (5) hard copies of the final presentation and a digital copy of all work products, including the preliminary and final presentation.

Schedule

The project timeframe shall run from May, 2021 – June, 2022 with the following milestones:

- Field Work (summer, 2021)
- Visioning Meeting (fall, 2021)
- Preliminary Planning and Design Recommendations Meeting (winter, 2021)
- Final Meeting to present recommendations (Spring, 2020)
- Deliver final report (summer, 2021)

Cost

A fixed fee of \$7,500.00 for all time and expenses. Note: Faculty time is made available and contingent on continuing funding from the MSU School of Planning, Design and Construction and MSU Extension.

Payment Schedule

- \$2,500.00 at the time of acceptance.
- \$2,500.00 at the conclusion of Meeting #2.
- \$2,500.00 upon receipt of the final presentation and digital product.

Ownership of Documents

Intellectual property rights, patent rights and copyrights arising as a result of the activities of university personnel during the conduct of project are the property of Michigan State University. The MSU Project Team shall have for the purpose of scholarship, unrestricted right of publication with reference to the activities and findings in connection with the project. The community shall have for the purpose of its operation (which includes appropriate dissemination), unrestricted right to the use of the activities and findings in connection with the project. Any use beyond these purposes, such as selling the findings to a third party, must be agreed to by all parties.



EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday May 11th, 2021 8:00 AM

200 S Main St, Evart MI 49631

BOARD MEETING AGENDA



1. Call Meeting to Order
2. Attendance
3. Introduction of Guests
4. Citizen Comments
5. Approval of Agenda
6. Approval of April 13th, 2021 Regular Meeting Minutes
7. Approval of May 4th, 2021 Special Meeting Minutes
8. Approval of Vendor List for April 2021
9. President's Comments
10. Director's Comments
11. City Manager's Comments
12. Committee Updates

Economic Vitality

- a. Farmers Market
- b. Pop-Up
- c. Business Recruitment Primer

Design

- a. Benches/Bike Racks
- b. WayFinding Signage

Promotion

- a. Role Clarification
- b. Shop Local Days

Organization

- a. Board Recruiting
 - i. Applications

13. Old Business

- a. Board Appointments Schmidt & O'Dell
- b. Development Plan and Tax Increment Financing Plan
- c. Summer Concert Series Contracts/Line-up

14. New Business

- a. Fiscal Budget 2021-2022
- b. Interview Committee

15. Citizen's Comments

16. Adjournment



EVART DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, April 13th, 2020 8:00 AM
Via Zoom
BOARD MEETING MINUTES



1. The meeting was called to order by Bengry at 8:00 a.m. via zoom.
2. Attendance:
Present: Alan Bengry, Molly Cataldo, Lynn Salinas, June-Marie Essner, Shannon Schmidt
Absent: Sarah Dvoracek, Jason O'Dell
3. Introduction of Guests: Angela Hunter, John Hunter, Eric Kehoe, Lauri Chase
4. Citizens Comments: None
5. Approval of Agenda – as presented
6. Approval of March 9th, 2021 Meeting Minutes:
Moved by Schmidt, supported by Essner to approve the March 9th, 2021 minutes as presented.
Ayes: 5 Nays: 0 Result: Carried
7. Approval of March 11th, 2021 Special Meeting Minutes:
Moved by Salinas, supported by Schmidt to approve the March 11th, 2021 minutes as presented.
Ayes: 5 Nays: 0 Result: Carried
8. Approval of Vendor List for March 2021
Moved by Essner, supported by Cataldo to approve the March Vendor List in the amount of \$3,512.72 for the DDA and \$0.00 for the Farmers Market.
Ayes: 5 Nays: 0 Results: Carried
9. President's Comments: OCF Grant for SBEI discussed
10. Director's Comments: See Director's Report
11. City Manager's Comments: None
12. Committee Updates:
Economic Vitality
 - a. Farmers Market – Attorney review found no issues with the Farmers Market Manager's Contract.
Moved by Cataldo, supported by Schmidt to approve the EFM contract and job description.
Ayes: 5 Nays: 0 Result: Carried
 - b. Pop-Up – Advertising on website, FB and in newsletter for new pop-up vendor.

- c. Business Recruitment Primer – Data and Demographics being collected. New Business packet being developed.

Design

- a. Benches & Bike Racks – First bike rack built by Ferris student is on it's way. DDA will only need to pay for materials. Kehoe and Essner will look for information on benches in files.
- b. Wayfinding Signage – Application is at MDOT. Priorities include Continuity of design and identifying parking.

Promotion

- a. Summer Concert Series – Jake Slater scheduled for Aug 14, 2021 during the EFM. Cataldo and Schmidt have a phone meeting with Tony Garcia of Michigan Main Street to clarify the role and direction of the Promotion Committee under the MMS Four Point Approach.
- b. Shop Local Days –

Organization

- a. Board Recruitment – An application has been received for one of the vacant seats. Kehoe will forward to the board.

13. Old Business:

- a. Market Manager Job Description and Contract- Addressed during Committee Report
- b. Board Appointments Schmidt & O'Dell – Hunter mentioned it was taken care of in the last Council Meeting. Essner to verify with City Clerk.
- c. Development Plan and Tax Increment Financing Plan – The DDA and City Council will be having a joint meeting on Thursday, April 15, 2021 from 6 pm to 8 pm via Zoom. Jessica Wood of Dickinson & Wright will present to both boards regarding RECODIFIED TAX INCREMENT FINANCING ACT Public Act 57 of 2018
- d. Summer Concert Series - Addressed during Committee Report

14. New Business:

15. Citizens Comments: None

16. Adjournment:

Moved by Cataldo, supported by Schmidt to adjourn the meeting at 8:57 a.m.

Ayes: 5

Nays: 0

Result: Carried

Minutes submitted by June-Marie Essner, Secretary



EVART DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday, May 4th, 2020 8:00 AM
Via Zoom
SPECIAL BOARD MEETING MINUTES



1. The meeting was called to order by Bengry at 8:00 a.m. via zoom.
2. Attendance:
Present: Alan Bengry, Molly Cataldo, Lynn Salinas, June-Marie Essner, Jason O'Dell, Shannon Schmidt, Sarah Dvoracek
3. Introduction of Guests: Angela Hunter, Eric Kehoe
4. Citizens Comments: None
5. Approval of Agenda – as presented
6. New Business
 - a. Moved by Cataldo, supported by O'Dell to accept Director Eric Kehoe's resignation effective May 27, 2021.
Ayes: 7 Nays: 0 Result: Carried
 - b. Discussion on Job Posting and interview process. Dvoracek will provide past posting and post position upon review by DDA Board. Interview committee will consist of Cataldo, Essner, Schmidt, Dvoracek with Salinas as an alternate. Kehoe suggested some interview questions and procedures to help streamline the process.
 - c. Work session for a smooth transition is scheduled for May 25th, 2021.
7. Citizens Comments: None
8. Adjournment:
Moved by Essner, supported by Cataldo that the meeting be adjourned at 8:28 a.m.
Ayes: 7 Nays: 0 Result: Carried

Minutes submitted by June-Marie Essner, Secretary

Downtown Development Authority Vendors List/Payroll - April 2021

<i>VENDOR</i>	<i>PURPOSE</i>	<i>AMOUNT</i>	<i>PAID</i>	<i>DATE</i>
DTE	NATURAL GAS	\$ 77.88	ACH	4/2/2021
ERIC KEHOE	PAYROLL	\$ 1,102.83	EFT	4/5/2021
Federal 941	FEDERAL TAX PAYMENT	\$ 229.43	ACH	4/5/2021
MAESTROCM		\$ 50.00	ACH	4/9/2021
CITY OF EVART	UTILITY BILL	\$ 112.39	ACH	4/15/2021
ERIC KEHOE	MILEAGE REIMBURSEMENT	\$ 204.96	ACH	4/16/2021
ERIC KEHOE	PAYROLL	\$ 1,102.82	EFT	4/16/2021
Federal 941	FEDERAL TAX PAYMENT	\$ 229.45	ACH	4/16/2021
CONSUMERS ENERGY	ELECTRIC BILL	\$ 46.63	ACH	4/19/2021
MI BUSINESS TAX	BUSINESS TAX	\$ 4.00	ACH	4/21/2021
Verizon Wireless	PHONE AND INTERNET	\$ 326.40	ACH	4/22/2021
FERRIS STATE UNIVERSITY	BIKE RACKS	\$ 499.92	ACH	4/23/2021
HAMPTON INN	BIG RAPIDS	\$ 173.96	ACH	4/26/2021
ERIC KEHOE	PAYROLL	\$ 1,102.82	EFT	4/28/2021
Federal 941	FEDERAL TAX PAYMENT	\$ 229.45	ACH	4/28/2021
DTE	NATURAL GAS	\$ 52.74	ACH	4/30/2021
Total		\$ 5,545.68		

Farmer's Market Vendors List April 2021

Total		\$ -		

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	53,071.77
248-000-003.807	FARMERS MARKET	4,832.33
248-395-002.000	SAVINGS	116,190.96
248-395-004.000	PETTY CASH	20.45
Total Assets		174,115.51
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	69.00
248-000-256.000	DUE TO STATE TAXES	(84.01)
248-000-277.000	FARMERS MARKET VENDORS	461.35
248-000-277.100	DUFBI - DOUBLE UP FOOD BUCKS	1,317.00
248-395-258.000	ACCRUED EMPLOYER TAX PAYABLE	(0.03)
248-395-339.000	DEFERRED REVENUES	7,454.13
Total Liabilities		9,217.44
*** Fund Balance ***		
248-395-390.000	FUND BALANCE	56,109.27
248-395-395.000	UNRESTRICTED NET ASSETS	73,667.29
Total Fund Balance		129,776.56
Beginning Fund Balance		129,776.56
Net of Revenues VS Expenditures		35,121.51
Ending Fund Balance		164,898.07
Total Liabilities And Fund Balance		174,115.51

PERIOD ENDING 04/30/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		04/30/2021	04/30/2021	MONTH 04/30/2021	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - 728						
248-000-665.000	INTEREST-REVENUE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 728		0.00	0.00	0.00	0.00	0.00
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-395-403.000	CURRENT PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
248-395-405.000	PPT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
248-395-481.000	DUFBI GRANT	0.00	0.00	0.00	0.00	0.00
248-395-569.000	STATE GRANTS- OTHER	15,000.00	0.00	0.00	15,000.00	0.00
248-395-573.000	LOCAL COMMUNITY STABILIZATION SHARE	55,000.00	48,575.39	0.00	6,424.61	88.32
248-395-665.000	INTEREST-REVENUE	700.00	83.17	7.07	616.83	11.88
248-395-685.000	MISCELLANEOUS REVENUE	0.00	861.00	0.00	(861.00)	100.00
248-395-685.801	RENT REVENUE	1,000.00	772.00	250.00	228.00	77.20
248-395-685.802	PROMO PROJECTS REVENUE	4,000.00	4,190.00	0.00	(190.00)	104.75
248-395-685.803	ORGANIZATION PROJECTS REV GALA	0.00	0.00	0.00	0.00	0.00
248-395-685.804	MMS PLEDGES-CITY CONTRIBUTION	20,000.00	0.00	0.00	20,000.00	0.00
248-395-685.805	IND/CORPORATE DONATIONS	28,300.00	28,220.70	8,250.00	79.30	99.72
248-395-685.806	GARDEN MAIN. (IN-KIND CONTRIBUTION)	0.00	0.00	0.00	0.00	0.00
248-395-685.807	FARMERS MARKET REVENUE	1,500.00	3,873.50	0.00	(2,373.50)	258.23
248-395-685.808	EVENT DONATIONS REV	4,000.00	668.00	0.00	3,332.00	16.70
248-395-685.809	SUM CON CORPORATE DONATIONS REV	0.00	0.00	0.00	0.00	0.00
248-395-685.810	SUM CON (CONCERT DAY DONATIONS) REV	0.00	0.00	0.00	0.00	0.00
248-395-685.811	SUMMER CONCERT SERIES GRANT REVENUE	0.00	945.00	0.00	(945.00)	100.00
248-395-685.812	SUM CON MEDIA ADVERTISING TRADE IN KIND	0.00	0.00	0.00	0.00	0.00
Total Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		129,500.00	88,188.76	8,507.07	41,311.24	68.10
TOTAL REVENUES		129,500.00	88,188.76	8,507.07	41,311.24	68.10
Expenditures						
Dept 000 - 728						
248-000-881.000	MERCHANT CARD FEES	0.00	0.00	0.00	0.00	0.00
248-000-955.807	FARMERS MARKET MISC EXPENSE	0.00	19.65	0.00	(19.65)	100.00
248-000-956.000	PRIOR YEAR ADJUSTMENT-EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 728		0.00	19.65	0.00	(19.65)	100.00
Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY						
248-395-702.000	SALARIES	36,050.00	20,131.17	3,865.38	15,918.83	55.84
248-395-707.000	SAL/WAGES, PT	0.00	0.00	0.00	0.00	0.00
248-395-710.000	CASH-IN-LIEU	12,000.00	0.00	0.00	12,000.00	0.00
248-395-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
248-395-718.000	RETIREMENT	1,100.00	0.00	0.00	1,100.00	0.00
248-395-719.000	OTHER FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
248-395-720.000	PAYROLL TAX EXPENSE	0.00	0.00	0.00	0.00	0.00
248-395-723.000	UNEMPLOYMENT COMP.	220.00	101.22	4.00	118.78	46.01
248-395-724.000	WORKMENS COMPENSATION	950.00	0.00	0.00	950.00	0.00
248-395-727.000	OFFICE SUPPLIES	750.00	587.19	0.00	162.81	78.29
248-395-740.000	OPERATING SUPPLIES	0.00	359.97	50.00	(359.97)	100.00
248-395-741.000	POSTAGE & SHIPPING	0.00	63.15	0.00	(63.15)	100.00
248-395-801.000	PROFESSIONAL SERVICES	15,000.00	2,402.50	0.00	12,597.50	16.02

PERIOD ENDING 04/30/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2021 NORMAL (ABNORMAL)	MONTH 04/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Expenditures						
248-395-803.000	INDEPENDENT AUDITOR SERVICES	2,655.00	2,500.00	0.00	155.00	94.16
248-395-804.000	DDA LEGAL SERVICES	250.00	0.00	0.00	250.00	0.00
248-395-807.000	MEMBERSHIP AND DUES	625.00	450.00	0.00	175.00	72.00
248-395-850.000	COMMUNICATIONS	0.00	1,754.69	326.40	(1,754.69)	100.00
248-395-860.000	TRAVEL EXPENSES	5,000.00	4,604.13	378.92	395.87	92.08
248-395-880.000	COMMUNITY PROMOTIONS	8,000.00	0.00	0.00	8,000.00	0.00
248-395-880.101	FACADE GRANTS	10,000.00	0.00	0.00	10,000.00	0.00
248-395-880.102	CHRISTMAS DECORATIONS	3,750.00	1,921.50	0.00	1,828.50	51.24
248-395-880.103	GARDENS	0.00	0.00	0.00	0.00	0.00
248-395-880.104	UNCOMMITTED DESIGN PROJECTS (FUTURE)	0.00	499.92	499.92	(499.92)	100.00
248-395-880.105	SHOP LOCAL (VITALITY PROJECT)	0.00	4,208.26	0.00	(4,208.26)	100.00
248-395-880.106	MARKETING & COMMUN(ORGANIZATION PROJECT)	1,700.00	367.85	0.00	1,332.15	21.64
248-395-880.107	GALA FUNDRAISER(FUTURE UNCOMMITTED PROJ)	0.00	0.00	0.00	0.00	0.00
248-395-880.108	MAIN STREET MIXERS (EXISTING PROJECT)	0.00	0.00	0.00	0.00	0.00
248-395-880.109	SUM CONCERT SERIES (EXISTING PROJECTS)	0.00	3,595.00	0.00	(3,595.00)	100.00
248-395-880.110	FARMERS MARKET (EXISTING PROJECT)	0.00	25.00	0.00	(25.00)	100.00
248-395-880.111	EVENT SPONSORSHIP (EXISTING PROJECT)	0.00	0.00	0.00	0.00	0.00
248-395-880.112	EVART BUCKS (EXISTING PROJECT)	500.00	165.00	0.00	335.00	33.00
248-395-900.000	PUBLISHING/PRINTING	0.00	377.84	0.00	(377.84)	100.00
248-395-912.000	LIABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
248-395-921.000	UTILITIES	2,700.00	1,181.71	199.31	1,518.29	43.77
248-395-930.000	REPAIRS AND MAINTENANCE	0.00	110.00	0.00	(110.00)	100.00
248-395-932.000	COMPUTERS/EQUIPMENT/IT	0.00	0.00	0.00	0.00	0.00
248-395-955.000	MISCELLANEOUS EXPENSE	700.00	685.15	0.00	14.85	97.88
248-395-957.000	EDUCATION AND TRAINING	500.00	0.00	0.00	500.00	0.00
248-395-967.000	PROJECT COSTS	15,000.00	5,416.31	0.00	9,583.69	36.11
248-395-970.100	CAPITAL OUTLAY-CAPITALIZED	0.00	0.00	0.00	0.00	0.00
Total Dept 395 - DOWNTOWN DEVELOPMENT AUTHORITY		117,450.00	51,507.56	5,323.93	65,942.44	43.85
Dept 850 - FRINGE BENEFITS						
248-850-714.000	MEDICARE	780.00	291.91	56.05	488.09	37.42
248-850-715.000	SOCIAL SECURITY	2,994.00	1,248.13	239.65	1,745.87	41.69
Total Dept 850 - FRINGE BENEFITS		3,774.00	1,540.04	295.70	2,233.96	40.81
TOTAL EXPENDITURES		121,224.00	53,067.25	5,619.63	68,156.75	43.78
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		129,500.00	88,188.76	8,507.07	41,311.24	68.10
TOTAL EXPENDITURES		121,224.00	53,067.25	5,619.63	68,156.75	43.78
NET OF REVENUES & EXPENDITURES		8,276.00	35,121.51	2,887.44	(26,845.51)	424.38

05/10/2021 02:33 PM
User: PEPPER
DB: City Of Evart

BANK RECONCILIATION FOR CITY OF EVART
Bank 248 (EVART DDA MAIN CHECKING)
FROM 04/01/2021 TO 04/30/2021
Reconciliation Record ID: 1109
Finalized

Page 1/1

Beginning GL Balance:	50,024.98
Less: Cash Disbursements	(204.96)
Less: Payroll Disbursements	(3,996.80)
Add: Journal Entries/Other	7,248.55

Ending GL Balance: 53,071.77

Ending Bank Balance: 53,603.31

Add: Deposits in Transit 0.00

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
01/07/2020	5591	EVART PHARMACY	25.00
04/16/2020	5596	7TH STREET COFFEE CO	41.00

Payroll Checks

Check Date	Check Number	Name	Amount
12/17/2019	5589	STATE OF MICHIGAN	141.36
06/30/2020	5604	VANGAURD GROUP	324.18

Total - 4 Outstanding Checks:	531.54
Adjusted Bank Balance	53,071.77
Unreconciled Difference:	0.00

REVIEWED BY:

Pepper Jachant

DATE:

5/10/21



EVART DDA
PO BOX 668
EVART MI 49631-0668

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Huntington Public Funds Hybrid Checking

Account: -----1020

Statement Activity From:
04/01/21 to 04/30/21

Days in Statement Period 30
Average Ledger Balance* 54,406.71
Average Collected Balance* 53,315.04

* The above balances correspond to the
service charge cycle for this account.

Beginning Balance	\$50,631.52
Credits (+)	8,502.14
Regular Deposits	8,500.00
Interest Earned	2.14
Debits (-)	5,530.35
Regular Checks Paid	75.00
Electronic Withdrawals	891.64
Other Debits	4,563.71
Ending Balance	\$53,603.31

Interest paid last year \$7.27

Deposits (+)

Account:-----1020

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
04/08	8,000.00	✓ 167966876	Brch/ATM	04/30	250.00	✓ 162308058	Brch/ATM
04/20	250.00	✓ 170929758	Brch/ATM				

Other Credits (+)

Account:-----1020

Date	Amount	Description
04/15	2.14	✓ INTEREST PAYMENT

Checks (-)

Account:-----1020

Date	Amount	Check #	Date	Amount	Check #
04/23	75.00	✓ 5640			

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

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Other Debits (-)
Account:-----1020

Date	Amount	Description
04/02	77.88 ✓	DTE Energy 800477474 210401
04/05	1,102.83 ✓	ACH SETTLMT REL DATE_FUND HNB HVACH EVART DDA
04/06	229.43 ✓	IRS USATAXPYMT 040621 220149680597015
04/09	50.00 ✓	PURCHASE MAESTROCM MAESTROCM 2173916094 IL XXXXXXXXXXXX5551
04/15	22.06 ✓	CITY OF EVART UTIL BILL 210330 06890-001
04/16	204.96 ✓	ACH SETTLMT REL DATE_FUND HNB HVACH EVART DDA
04/16	1,102.82 ✓	ACH SETTLMT REL DATE_FUND HNB HVACH EVART DDA
04/16	229.45 ✓	IRS USATAXPYMT 041621 220150620481839
04/19	46.63 ✓	CONSUMERS ENERGY ENERGYBILL 210416 103036764720
04/21	4.00 ✓	MI UIA TAX STATE OF M 210420 043000096114058
04/22	326.40 ✓	PURCHASE VZWLSS*APOCC VISB VZWLSS*APOCC VISB 800-922-0204 FL XXXXXXXXXXXX5551
04/23	499.92 ✓	PURCHASE FERRIS STATE UNIVERSIT FERRIS STATE UNIVERSIT 2315913972 MI XXXXXXXXXXXX5551
04/26	173.96 ✓	PURCHASE HAMPTON INN & SUITES HAMPTON INN & SUITES BIG RAPIDS MI XXXXXXXXXXXX5551
04/28	1,102.82 ✓	ACH SETTLMT REL DATE_FUND HNB HVACH EVART DDA
04/30	52.74 ✓	DTE Energy 800477474 210429
04/30	229.45 ✓	IRS USATAXPYMT 043021 220152095104081

Balance Activity
Account:-----1020

Date	Balance	Date	Balance	Date	Balance
03/31	50,631.52	04/15	57,151.46	04/23	54,912.28
04/02	50,553.64	04/16	55,614.23	04/26	54,738.32
04/05	49,450.81	04/19	55,567.60	04/28	53,635.50
04/06	49,221.38	04/20	55,817.60	04/30	53,603.31
04/08	57,221.38	04/21	55,813.60		
04/09	57,171.38	04/22	55,487.20		

In the Event of Errors or Questions Concerning Electronic Fund Transfers (electronic deposits, withdrawals, transfers, payments, or purchases), please call either 1-614-480-2001 or call toll free 1-800-480-2001, or write to The Huntington National Bank Research - EA4W61, P.O. Box 1558, Columbus, Ohio 43216 as soon as you can, if you think your statement or receipt is wrong or if you need more information about an electronic fund transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name, your business's name (if appropriate) and the Huntington account number (if any).
2. Describe the error or the transaction you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error. We will investigate your complaint or question and will correct any error promptly.

Verification of Electronic Deposits If you authorized someone to make regular electronic fund transfers of money to your account at least once every sixty days, you can find out whether or not the deposit has been received by us, call either 1-614-480-2001 or call toll free 1-800-480-2001.

Balancing Your Statement - For your convenience, a balancing page is available on our web site <https://www.huntington.com/pdf/balancing.pdf> and also available on Huntington Business Online.

05/06/2021 08:35 AM
User: PEPPER
DB: City Of Evart

BANK RECONCILIATION FOR CITY OF EVART
Bank 249 (EVART DDA MONEY MARKET ACCOUNT)
FROM 04/01/2021 TO 04/30/2021
Reconciliation Record ID: 1108
Finalized

Page 1/1

Beginning GL Balance:	116,186.03
Add: Journal Entries/Other	<u>4.93</u>

Ending GL Balance:	116,190.96
--------------------	------------

Ending Bank Balance:	116,190.96
----------------------	------------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

Total - 0 Outstanding Checks:

Adjusted Bank Balance

116,190.96

Unreconciled Difference:

0.00

REVIEWED BY:

Pepper J. J. J. J. J.

DATE:

5/10/21

THE HUNTINGTON NATIONAL BANK
PO BOX 1558 EA1W37
COLUMBUS OH 43216-1558



EVART DDA
PO BOX 668
EVART MI 49631-0668

mma

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Huntington Public Funds Hybrid Checking

Account: -----0801

Statement Activity From:
04/01/21 to 04/30/21

Days in Statement Period 30

Average Ledger Balance* 116,188.49

Average Collected Balance* 116,188.49

* The above balances correspond to the
service charge cycle for this account.

Beginning Balance	\$116,186.03
Credits (+)	4.93
Interest Earned	4.93
Ending Balance	\$116,190.96

Interest paid last year \$144.55

Other Credits (+)

Account:-----0801

Date	Amount	Description
04/15	4.93	✓ INTEREST PAYMENT

Balance Activity

Account:-----0801

Date	Balance	Date	Balance	Date	Balance
03/31	116,186.03	04/15	116,190.96		

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05/06/2021 08:29 AM
User: PEPPER
DB: City Of Evart

BANK RECONCILIATION FOR CITY OF EVART
Bank 250 (EVART DDA FARMERS MARKET)
FROM 04/01/2021 TO 04/30/2021
Reconciliation Record ID: 1107
Finalized

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Beginning GL Balance:	4,832.33
Less: Journal Entries/Other	(0.04)

Ending GL Balance:	4,832.29
--------------------	----------

Ending Bank Balance:	4,848.29
----------------------	----------

Add: Deposits in Transit	0.00
--------------------------	------

Less: Outstanding Checks	
--------------------------	--

AP Checks

Check Date	Check Number	Name	Amount
09/15/2020	2120	SMITH, AMANDA	16.00

Total - 1 Outstanding Checks:	16.00
Adjusted Bank Balance	4,832.29
Unreconciled Difference:	0.00

REVIEWED BY:

Pepper Foxhart

DATE:

5/10/21

THE HUNTINGTON NATIONAL BANK
PO BOX 1558 EA1W37
COLUMBUS OH 43216-1558



EVART DDA
FARMERS MARKET
PO BOX 668
EVART MI 49631-0668

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Huntington Public Funds Economy Checking

Account: -----9088

Statement Activity From:
04/01/21 to 04/30/21

Days in Statement Period 30

Average Ledger Balance* 4,848.29
Average Collected Balance* 4,848.29

* The above balances correspond to the
service charge cycle for this account.

Beginning Balance	\$4,848.33
Debits (-)	0.04
Electronic Withdrawals	0.04
Total Service Charges (-)	0.00
Ending Balance	\$4,848.29

Other Debits (-)

Account:-----9088

Date	Amount	Description
04/05	0.04	MERCHANT BNKCD DEPOSIT 210403 266286581886

Service Charge Summary

Account:-----9088

Previous Month Service Charges (-)	\$0.00
Total Service Charges (-)	\$0.00

Balance Activity

Account:-----9088

Date	Balance	Date	Balance	Date	Balance
03/31	4,848.33	04/05	4,848.29		

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