



City Council

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

City of Ewart
200 S. Main St.
Ewart, MI 49631
(231) 734-2181

www.ewart.org

CITY OF EVART REGULAR COUNCIL MEETING AGENDA Thursday, November 18, 2021 @ 8:00PM

The Regular Council Meeting will be held in the Community Room at the Depot located at 200 S. Main St. Ewart, MI 49631

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

- 1. Pledge of Allegiance**
- 2. Call to Order: 8:00PM**
- 3. Roll Call**
- 4. Citizens' Comments** – *limited to 3-4 minutes per individual*
- 5. Approval of Agenda**
- 6. 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.
 - A. Regular Council Minutes** – November 4, 2021
 - B. Vendor's List** \$67,198.95
 - C. Budget Amendments**
- 7. Unfinished Business**
 - D. Agreement to Sale** – Lots 2 & 3 at the Ewart Air Industrial Park – *tabled*
- 8. New Business**
 - E. Baird, Cotter & Bishop** – Audit Report 2020-2021 Fiscal Year
 - F. Finance Director/Treasurer Position Recommendation**
 - G. Bank Signature Approval**
 - H. Management of City Parks in 2022**
 - I. City Clerk: Elected vs. Appointed**
 - J. USDA Rural Development Grant**

9. Department/Informational Reports (No Action Needed)

K. Accounts Payable Report (11/5/2021 – 11/18/2021)

L. Payroll Reports (11/5/2021 – 11/11/2021)

10. City Attorney Report/Comment

11. City Clerk Report/Comment

12. City Manager Report/Comment

13. Finance Director Report/Comment

14. Department of Public Works Report/Comment

15. Police Department Report/Comment

16. Downtown Development Authority Report/Comment

17. Evert Area Fire Department

18. Evert Housing Commission

M. Housing Commission Minutes – October 19, 2021

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

20. Adjournment

**CITY OF EVART
REGULAR COUNCIL MEETING
November 4, 2021 @ 8:00PM
Community Room at the Depot, 200 S. Main Street**

Mayor Chris Emerick led the assembly in the pledge of allegiance.

Mayor Emerick called the meeting to order at 8:00pm.

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

Present (staff): Interim City Manager Richard Lewis, Finance Director/Treasurer Pepper Lockhart, Director of Public Works Pepper Lockhart, Deputy Clerk/Deputy Treasurer Jennie Duncan, City Clerk Kathy Fiebig

Guests: Vanessa Jones, Jim Schwab, Colton Mitchell, Rhonda Prosper

Citizens' Comments: none

Approval of Agenda

Mr. Lewis added a report regarding bridge lighting and holiday events to the agenda under New Business and asked that Item E under Unfinished Business be removed.

Motion by Mayor Emerick to approve the agenda with these changes. Support by Ms. Szeliga. Motion passed with all in favor.

Approval of Consent Agenda

A. Special Council Minutes – October 23, 2021

B. Regular Council Minutes – October 26, 2021

C. Vendor's List \$21,974.31

D. Budget Amendments

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

Unfinished Business

E. Agreement to Sale – Lots 2 & 3 at the Evart Air Industrial Park (*removed from agenda*)

New Business

F. Request to Approve Bid for Sidewalk Repairs caused by 9.7.2021 storm

Mr. Moma presented a bid from Custer Builders for \$23,400 to replace roughly 260' foot of sidewalks that were damaged during the September 7 storm. DPW staff will assist with removal of damaged sections and the bid will be reduced accordingly. Motion by Mr. Hildebrand to accept the sidewalk repair bid from Custer Builders. Support by Mr. Duffy. Motion passed with all in favor.

G. T-Mobile Lease – Maintenance and Upgrade

Ms. Lockhart presented an agreement with T-Mobile that allows the company to upgrade their equipment located on the water towers. T-Mobile has been working with Suez, the company that does tower maintenance, on this project. Motion by Mr. Elliott to approve the agreement with T-Mobile as presented. Support by Mayor Emerick. Motion passed with all in favor.

H. City Manager Employment Agreement

Motion by Mr. Hildebrand to approve the contract of employment for City Manager that has been tendered to Pepper Lockhart. Support by Mr. Elliott. Motion passed with all in favor. Ms. Lockhart accepted the offer and was sworn into office by Clerk Fiebig.

H1. Bridge Lighting and Holiday Festivities

Ms. Lockhart has received a permit from the DNR to install holiday lights on the railroad bridge over the Muskegon River. The permit will be in effect for one year and can be renewed annually. She is working with the Downtown Development Authority Board of Directors, Crossroads Church, and the Chamber of Commerce to develop events for the holiday season. She requested funding for replacement bulbs (vandalized at the bridge last year) as well as new lights and decorations for the business district and the Depot. She would like to purchase a new tarp for a skating rink this winter. Motion by Mr. Hildebrand to approve an expenditure of up to \$1500 for the holiday events and decorations. Support by Ms. Szeliga. Motion passed with all in favor.

Department/Informational Reports

I. Accounts Payable Report (10/27/21 – 11/4/2021)

J. Payroll Reports (10/27/2021 – 11/4/2021)

City Attorney Report/Comment - none

City Clerk Report/Comment

Ms. Fiebig reminded council that Cooper Woodcraft will be refinishing the flooring at the west end of the Depot and the project begins this week. The community room will be available for use but will have to be accessed from the stage entrance (north) or through City Hall at the east.

City Manager Report/Comment - none

Finance Director Report/Comment - none

Department of Public Works Report/Comment - none

Police Department Report/Comment - none

Downtown Development Authority (DDA) Report/Comment

Ms. Szeliga stated that the DDA recently interviewed two candidates for the position of director and has tendered an offer to one. She believes he is an excellent candidate and that he will be a definite asset to the DDA and the City should he accept the offer.

Evart Area Fire Department

K. Fire Board Minutes – October 19, 2021

Evart Housing Commission

Having accepted the position of City Manager, Ms. Lockhart will step down as president of the commission at the next meeting. She will work with Mayor Emerick to recruit a replacement.

Citizens' Comments:

Mr. Lewis thanked council for allowing him the opportunity to serve as Interim City Manager and said he has enjoyed working with City staff. He believes Ms. Lockhart was an excellent choice and will support her as she moves into the position. He is only a phone call away.

Jennie Duncan thanked council for confirming Ms. Lockhart as City Manager.

Motion by Mayor Emerick to adjourn. Support by Mr. Elliott. Motion passed with all in favor. The meeting was adjourned at 8:13pm.

Kathy Fiebig, City Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
11/18/2021	751	38783	2002	1000 BULBS.COM	90.73
11/18/2021	751	38784	0015	BAIRD, COTTER & BISHOP PC	25,300.00
11/18/2021	751	38785	0028	CITY OF EVART	635.17
11/18/2021	751	38786	1155	CUSTER BUILDERS	2,440.00
11/18/2021	751	38787	1200	DEERE CREDIT, INC	1,315.64
11/18/2021	751	38788	1035	DICKINSON WRIGHT PLLC	240.00
11/18/2021	751	38789	1717	ELECTIONSOURCE	62.56
11/18/2021	751	38790	0722	ELLEN'S EQUIPMENT, INC	990.79
11/18/2021	751	38791	0312	ETNA SUPPLY	1,167.73
11/18/2021	751	38792	1766	EVART PARTS PLUS	635.46
11/18/2021	751	38793	1025	FILE SAFE, INC	138.25
11/18/2021	751	38794	0677	HOMETOWN HARDWARE	491.41
11/18/2021	751	38795	0943	JR AGGREGATES EVART	55.46
11/18/2021	751	38796	2045	K & J DOORS	275.00
11/18/2021	751	38797	1108	MECEOLA LOCK AND KEY	182.00
11/18/2021	751	38798	1439	MENARDS - BIG RAPIDS	992.30
11/18/2021	751	38799	352	MICHIGAN DEPARTMENT OF TREASURY	50.00
11/18/2021	751	38800	1637	MMTA - MICHIGAN MUNICIPAL	75.00
11/18/2021	751	38801	1613	MORGAN COMPOSTING, INC.	14.99
11/18/2021	751	38802	796	RCB CONTRACTING	3,833.33
11/18/2021	751	38803	796	RCB CONTRACTING	3,833.33
11/18/2021	751	38804	1806	REPUBLIC SERVICES #239	10,032.47
11/18/2021	751	38805	0123	RIETH-RILEY CONSTR CO INC - BR	255.50
11/18/2021	751	38806	0129	SMITH LUMBER CO	312.91
11/18/2021	751	38807	1829	THERMAL-TEC MI INC	197.40
11/18/2021	751	38808	1124	WALSH MUNICIPAL SERVICES LLC	5,000.00
11/18/2021	751	38809	1803	XEROX CORPORATION	419.70
11/18/2021	751	732(E)	0024	CONSUMERS ENERGY	2,200.89
11/18/2021	751	733(E)	1043	LINGO	217.98
11/18/2021	751	734(A)	1988	CASSWELDING	600.00
11/18/2021	751	735(A)	328	CHARTER/SPECTRUM	812.84
11/18/2021	751	736(A)	1821	I.T. RIGHT	710.40
11/18/2021	751	737(A)	1196	LEWIS, RICHARD	97.44
11/18/2021	751	738(A)	1757	MAURER'S TEXTILE RENTAL	368.40
11/18/2021	751	739(A)	1730	SCOTLAND OIL COMPANY, INC.	2,178.89
11/18/2021	751	740(A)	1600	TRACE ANALYTICAL LABORATORIES	178.20
11/18/2021	751	741(A)	0740	USA BLUE BOOK	796.78

751 TOTALS:

Total of 37 Checks:	67,198.95
Less 0 Void Checks:	0.00
Total of 37 Disbursements:	67,198.95

CONSENT AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart,
Date: November 11, 2021
Re: Requesting Approval for Budget Amendments

For the Consent Agenda of November 18, 2021

Background. Several times a year, I will present budget amendments to the city council for approval. Per our approved Resolution 2020-13, "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 2021-2022 budget was approved on May 17, 2021.

Financial Impact. None

Recommendation. Please approve the following budget amendments as stated.

Attachments.

1. Budget Amendment detail report.

City of Evert
JOURNAL ENTRY
JE: 6279

Post Date: 11/11/2021
Entry Date: 11/11/2021
Description: FOR COUNCIL PACKET 11.18.21

Entered By: JENNIE
Journal: BA

GL #	Description	DR	CR
207-751-930.000	REPAIRS AND MAINTENANCE		10.00
207-751-943.000	EQUIPMENT RENTAL	10.00	
Journal Total:		10.00	10.00

APPROVED BY: _____



City of Evert
JOURNAL ENTRY
JE: 6278

Post Date: 11/11/2021
Entry Date: 11/11/2021
Description: FOR COUNCIL MEETING 11.18.21

Entered By: JENNIE
Journal: BA

GL #	Description	DR	CR
101-202-803.000	INDEPENDENT AUDITOR SERVICES		3,000.00
101-242-706.000	CODE ENFORCEMENT	3,000.00	
101-441-728.000	SAFETY SUPPLIES	185.00	
101-441-740.000	OPERATING SUPPLIES		185.00
101-442-740.000	OPERATING SUPPLIES		17.00
101-442-801.000	PROFESSIONAL SERVICES	17.00	
590-202-803.000	INDEPENDENT AUDITOR SERVICES		430.00
590-537-706.000	SALARY AND WAGES - HOURLY	430.00	
590-537-900.000	PUBLISHING/PRINTING		140.00
590-537-932.000	COMPUTERS/EQUIPMENT/IT	140.00	
591-202-803.000	INDEPENDENT AUDITOR SERVICES		430.00
591-545-801.000	PROFESSIONAL SERVICES	430.00	
Journal Total:		4,202.00	4,202.00

APPROVED BY: 

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: November 9, 2021
Re: Finance Director/Treasurer position

For the Agenda of November 18, 2021

Background. Jennie Duncan has been an employee with the City of Ewart since March of 2010. She became a full-time employee June 2015. In August of 2021 Jennie stepped up and became the Deputy Clerk/ Deputy Treasurer. Jennie has proven she is up for any challenge. She has worn many hats over the last several years and deserves to be promoted. She has a great relationship with the staff and her customer service with the residents is excellent.

Per our City Charter, Section 6.4, "The city council shall appoint a city treasurer, finance director, if there be one, city attorney, assessor, police chief and such other administrative officials as may be established by the council. They shall serve for indefinite terms and may be removed by the council. The council, by resolution, shall set the salaries of the administrative officers."

Issues & Questions Specified. Jennie has proven herself to be an invaluable employee with an exceptional work ethic. I think it is imperative to keep employees who are dedicated and willing and promote within when applicable. Jennie also received her bachelor's degree last year in Business Administration showing her interest in excelling.

Alternatives.

1. Not approve
2. Search for another candidate

Financial Impact. The wages for this position have been budgeted for in general, water and sewer funds in the current budget.

Recommendation. It is my recommendation to approve the proposed contract for Jennie Duncan.

Attachments.

1. Resume
2. Employment Contract

Jennifer L. Duncan

Evart MI 49631 | jennie.duncan@evart.org

WORK EXPERIENCE

CITY OF EVART

Deputy Treasurer/Deputy Clerk
2021 - Present

- Process weekly payroll for the Housing Commission
- Process monthly payroll and accounts payable for the Evart Area Fire Department
- Process monthly accounts payable and payroll for the Downtown Development Authority
- Reconciliation of bank accounts
- Trains and directs new staff

Deputy Clerk/Administrative Assistant
2010-2021

- Prepare utility billing for the municipal water and sewer
- Handle daily cash and deposits with proper accounting procedures and documentation
- Execute monthly reports for multiple departments
- Maintain city cemetery records
- Assist with city elections
- Maintain accounts payable and accounts receivable
- Process daily work orders and weekly payroll
- Maintain city grant fund and book preparation

CERTIFICATIONS

Michigan Certified Assessing Technician (MCAT)
Certified Election Inspector
State of Michigan Clerk Accreditation - 2021

EDUCATIONAL BACKGROUND

BAKER COLLEGE

Bachelor of Business Administration, 2020

PROFESSIONAL SUMMARY

As a local government professional for almost 12 years, I am highly experienced in a variety of areas. My years working in local government have given me a unique understanding of the importance of accounting functions. I maintain excellent customer service while managing daily administrative duties in addition to extra projects. I keep accurate history records that helps aid the city.

HIGHLIGHTED SKILLS

- Open Communication
- Strong Organizational Skills
- Strong Work Ethic
- Great Attention to Detail
- Great Customer Service
- Team Leadership

VOLUNTEER WORK

Evart Little League, Treasurer 2016-Present
Downtown Development Authority, Fall Festival, 2019

Annual Christmas Tree Lighting, 2018, 2019
Community Clean-Up, 2017

Halloween in the Park, 2016-2019

Timberbeast, 2016

Reels on the River, 2015

CITY OF EVART

EMPLOYMENT AGREEMENT

FINANCE DIRECTOR/TREASURER

The employment agreement dated this 18th day of November 2020 is entered into between Jennifer Duncan, Finance Director/Treasurer, (hereinafter "Duncan"), and The City of Evert, Michigan (hereinafter "City"). The parties agree to be bound by the provisions of this Employment Agreement.

1. **NATURE AND PURPOSE OF AGREEMENT.** The purpose of this agreement is to establish compensation and other monetary considerations/benefits, which are not specified by, or differ from the City's Personal Policies Handbook. Duncan has been provided with a copy of the City's Personal Policies Handbook and a copy of her acknowledgment of receipt and acceptance of such policies is on record and filed in her personnel file.
2. **TERM.** The considerations established herein shall become effective November 18, 2021, and continue through November 18, 2026, provided that Duncan remains employed by City throughout such time period.
3. **BENEFITS.** Except as provided herein, Duncan shall receive all the same fringe benefits as may be provided by the City of all full-time employees, pursuant to the City's Personal Policies Handbook.
4. **DUTIES.** The Finance Director/Treasurer shall be responsible for and perform all duties and obligations attributable to the Finance Director/Treasurer, including but not limited to, those set forth in the City Charter, Evert City Code of Ordinances, State Law and Constitution, and the lawful resolutions and directives of the City Council. Duncan shall devote her efforts and attention to the performance of the duties and responsibilities of the position of the Finance Director/Treasurer, including as may be changed or modified from time to time by the City Manager/City Council.

The Finance Director/Treasurer agrees to serve the City in the manner and according to the duties and responsibilities as specified in the job description of the Personal Policies Handbook, City Charter, Finance Director/Treasurer: The Charter of the City of Evert and other duties as outlined by the City Manager. It is recognized that the Finance Director/Treasurer must devote time outside of regularly scheduled hours.

5. **COMPENSATION.** Duncan's compensation shall be as follows:

November 18, 2021 – November 17, 2022:	\$48,500.00
November 18, 2022 – November 17, 2023:	\$49,995.00
November 18, 2023 – November 17, 2024:	\$51,454.00
November 18, 2024 – November 17, 2025:	\$52,998.00
November 18, 2025 – November 17, 2026:	\$54,588.00

This amount shall not be reduced during her employment with the City. The compensation shall be paid according to the City pay schedule until the Agreement shall otherwise terminate or be modified and may be adjusted as hereinafter provided.

QUALIFIED DEFERRED COMPENSATION PLAN. Qualified Deferred Compensation Plan, to be paid by the City into the City's MERS Plan. The MERS Plan is currently Hybrid Division (HA) Benefit FAC-3

6. **MEMBERSHIP AND PROFESSIONAL DEVELOPMENT.** The city shall pay for the following:
 - a. Membership dues to Michigan Municipal Treasurers Association
 - b. Appropriate expenses in connection with seminars and training up to six (6) per year and more often, or as approved by the City Manager.
7. **HEALTH INSURANCE.** The city shall provide Duncan with the option of complete medical/dental/vision care family insurance equivalent to the Blue Cross Blue Shield Community Blue or to receive the current rate payment in lieu of health insurance per the employee handbook. The city shall also provide a minimum of term life insurance in the amount of \$20,000 will be provided.
8. **ANNUAL REVIEW.** The City Manager shall annually review and evaluate Duncan's job performance.
9. **HOURS OF WORK.** Duncan is employed as the Finance Director/Treasurer in a full- time capacity and as such is expected to work a minimum of forty (40) hours per week plus any additional time reasonably required to discharge the duties and responsibility of the office. The position of the Finance Director/Treasurer requires attending evening and occasionally weekend meetings. It is understood that Duncan may absent herself from the office to a reasonable extent in consideration of extraordinary time expenditures for those evening and weekend meetings, as approved by the City Manager.
10. **VACATION/SICK TIME/PERSONAL TIME.** Beginning in November of 2021 Duncan will be credited annually 160 hours of vacation time. Duncan will receive eight (8) hours of sick time per month which she can accrue and be paid out for according to the city handbook policy. Duncan will also receive 24 hours of personal time annually.
11. **TERMINATION.** Duncan understands and agrees that in accordance with the Official City Charter of the City of Evart, Osceola County, Michigan, as well as the City's Personnel Policies that she serves at the pleasure of the City Manager as an at-will employee with the City and may be terminated at any time with just cause. In the event the City exercises its right to terminate the employment of Duncan for a reason other than her commission of a felonious criminal act or an offense involving the violation of her official duties, Duncan shall be entitled to Severance Compensation. As used herein, Severance Compensation means the equivalent of six

(6) months of Duncan's salary in effect at the time of termination. The severance shall consist of base salary and any fringe benefits such as sick time and vacation hours. Duncan shall be entitled to select the form of her Severance Compensation, in either the form of one (1) lump sum payment or in the form of weekly payments matching the City's pay schedule. Regardless of the form of payment, the first payment shall be made to Lockhart as soon as administratively feasible following the termination.

In the event, Duncan is terminated for her commission of a felonious criminal act or an offense involving the violation of her official duties the City reserves the right to withhold severance pay.

12. **EXPIRATION.** The City shall renew and/or renegotiate the Employee Agreement with Duncan no later than ninety (90) days prior to the expiration of her Employment Agreement.
13. **VOLUNTARY RESIGNATION.** Duncan may terminate her employment at any time and for any reason thirty (30) days' notice to the City. It is strongly encouraged and requested that Lockhart make every effort to provide the City with ninety (90) days advance of her resignation. Upon the effective date of her resignation, Duncan will be entitled to no further compensation or benefits provided for by this Agreement, unless by mutual agreement of the parties involved.
14. **TERMINATION FOR TOTAL AND PERMANENT DISABILITY.** Duncan's employment may be terminated one (1) year after she becomes totally and permanently disabled. As used herein, totally and permanently disabled shall be defined as: (1) if Duncan is receiving total permanent disability payment pursuant to any disability program under which she is covered, whether owned by the City or otherwise; or (2) in the absence of such disability program, if (a) Duncan's attending physician certifies that Duncan is unable to perform her duties as set forth herein for the City and that such condition is total and permanent, and (b) in the event that Duncan does not timely consult such attending physician and the City reasonably believes Duncan to be so disabled, the City may require an examination be conducted by a properly qualified physician who shall conduct such examination as is appropriate to determine whether or not Duncan is totally and permanently disabled; and (c) such condition continues for a period of at least six (6) months.
15. **ARBITRATION.** The employee agrees to arbitrate any dispute, claim or controversy between employee and employer arising out of Duncan's employment or termination thereof. This includes, but is not limited to, any claims of wrongful termination, discrimination, or breach of contract.

The arbitration shall proceed in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect at the time of the dispute. Arbitration will be the sole and exclusive means of resolving the dispute. Any award of the arbitrator will be final and may be entered in any court having

jurisdiction over the enforcement of the award. Each party agrees to submit to the jurisdiction of any such court for purposes of the enforcement of such award.

Arbitration will be held in Evart, Michigan. The specific location and time of the arbitration will be in accordance with the mutual agreement of the parties. If the parties cannot agree, the American Arbitration Association will determine the specific place and time.

Each of the parties will pay its own expense of the arbitration. The arbitrator will have the power to award recovery of costs and fees (including reasonable attorney fees, American Arbitration Association and arbitrator fees) between the parties as the arbitrator determines to be equitable.

Each party to the dispute shall be entitled to take the deposition of no more than five (5) individuals. Each party will be entitled to the use of no more than two (2) expert witnesses. If experts are used, the other party may, in addition to the depositions of the five (5) individuals, take the deposition of each expert. In addition, the party using the expert, shall deliver to the other party the expert's educational background, work experienced and any other information that will qualify documents and information the expert used or will use, regarding his/her expert opinion and/or testimony. Each party will have the right to request the admission of any fact, and to request production of documents which the other party will use as evidence in the arbitration hearing. Any dispute regarding discovery shall be determined by the arbitrator.

16. **ENTIRE AGREEMENT.** This instrument contains the entire agreement of the parties and may only be changed with written agreement, signed by the parties involved. Each of the parties has received an executed original of the agreement.
17. **APPROVAL.** By execution of the Agreement, the City acknowledges that all required approvals have been obtained by the City Council, so that this Agreement shall be fully effective and binding upon the parties hereto.
18. **RENEGOTIATE.** In the event Duncan's job title changes her employment agreement will be open for renegotiation.
19. **GENERAL PROVISIONS.** The text herein shall constitute the entire agreement between the parties. This agreement shall be binding upon the inure to the benefit of the heir-at-law and executors of the employee. If any provision, or any portion thereof contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, The City of Evart, Michigan, has caused this Agreement to be signed by its Mayor, attested by its City Clerk, and impressed with its corporate seal, all as duly authorized by its City Council.

Dated: _____, 2021

CITY OF EVART

Chris Emerick, City Mayor

Kathy Fiebig, City Clerk

Dated: _____, 2021

Jennifer Duncan
Finance Director/Treasurer

AGENDA REPORT

To: Honorable Mayor Emerick & Councilmembers
From: Pepper Lockhart, City Manager
Date: November 10, 2021
Re: Bank Signature Approval

For the Agenda of November 18, 2021

Background. In order to get access to banking transactions and signature ability for Jennifer Duncan we will need council approval for the following banking institutions:

Huntington Bank

Mercantile Bank

Members First Credit Union

Lake-Osceola State Bank

West Michigan Credit Union

Once we have council approval the banks will use that to grant Jennifer the access. I will also need approval from council to be removed from the bank accounts.

Issues & Questions Specified. This will allow Jennifer to complete all the banking functions needed as we move forward and keep providing the highest level of service while protecting and managing the finances of the City of Evert.

Alternatives.

N/A

Financial Impact. This will allow the City of Evert to continue to maintain excellent records and financial abilities.

Recommendation. My recommendation is to grant Jennifer authority to all the banking institutions immediately to allow continual flow and meet the highest expectations of the City

Attachments. N/A

AGENDA REPORT

To: Honorable Mayor Emerick and Council Members
From: Kathy Fiebig, City Clerk
Date: November 4, 2021
Re: Management of City Parks in 2022
For the Agenda of November 18, 2021: Regular Meeting

Background

The campgrounds at Riverside East and West were both closed during the 2020 season due to COVID issues. Riverside West campground remained closed during the 2021 season due to the failure of the electrical system, issues with the sewer dump station and the stark reality that many areas in the campground have standing water throughout the season. Riverside East was open for primitive camping only during the 2021 season. There was no supervision at either park in 2021.

Issues and Questions Specified

Vandalism continues to be an issue at both parks, and we were unable to keep the bathrooms open, which led to the expense of porta potties. As clerk, I assumed responsibility for locking and unlocking the splash pad daily and opening and closing the rest rooms when a pavilion had been rented. I am unwilling to continue those duties. For much of the summer, the police department was understaffed and unable to support any park supervision. Campsites were trashed and most campers did not pay for using a site. The "honor system" wasn't honored. Trash cans were often overflowing and then scattered by wind or animals.

Alternatives

1. Close both parks to camping. This will be difficult to enforce.
2. Hire a park host to supervise both parks.
3. Assign supervision to the police department.
4. Assign supervision to DPW.

Financial Impact

I believe we could hire a host for the season with a stipend in the \$3500-\$4500 range. Alternatively, we could hire a seasonal employee for the parks, but this would not address nighttime concerns.

Recommendation

I believe hiring a camp host would be the most cost-effective solution and the best solution overall.

Attachments

1. Park host job posting 2018
2. Park host contract 2018

General Description

The Primary job of the Park Host is to care for the parks and campground and to provide a quality experience for all who enter the Riverside West and East parks and campgrounds. The position requires the following skills; exceptional customer service, the ability to perform manual labor if necessary, basic mathematical and writing skills, and communication skills. The Park Host should enjoy working outdoors, working closely with the public, and should be able to learn quickly and follow directions well. The Park Host will need to be knowledgeable in basic record keeping and will also need to be willing to perform the cleaning tasks necessary around the parks and campgrounds. The Park Host will also need to be able to work every weekend, summer holidays, and when there are busy peaks.

Park Host Duties & Responsibilities

- Accepting money from residents, non-residents, and canoe liveries
- Selling park passes to residents, non-residents, and canoe liveries
- Cleaning bathrooms, showers, changing trashes, and cleaning the grounds if necessary
- Monitoring the parks and campgrounds for noise/volume complaints, littering, alcohol use, and damage to any city property.
 - If there is any damage it is the responsibility of the Park Host to report it to the Police Department.

Other Information

The Park Host will stay at one of the campsites at Riverside West near the Park Host office. There campsite will have electricity and water hookups. A uniform will not be necessary, however, the Park Host will have to dress appropriately for the job, as they will be representing the City of Evart.

CITY OF EVART
AGREEMENT FOR RIVERSIDE WEST AND EAST PARK HOST
SERVICES

This Agreement dated _____ day of _____, 2018, is entered into between _____ (hereinafter "____") and the City of Evart, Michigan (hereinafter "City"). The parties agree to be bound by the provisions of this Agreement.

1. NATURE AND PURPOSE OF AGREEMENT.

The purpose of this agreement is to establish compensation and other covenants for the providing of services, by _____, as it relates to being the Park Host of Riverside Parks.

2. TERM.

The consideration established herein shall become effective from May 1, 2018 until September 30, 2018.

3. DUTIES.

The Park Host duties are as follows (but are not limited to):

1. Greet and assist visitors, answer questions and explain any/all regulations that apply to them.
2. Assist campers in locating their campsite(s).
3. Accept payments from campers and those visiting the park.
4. Sell and distribute park passes to residents, non-residents, and canoe liveries
5. Drop off all money collected throughout the week to City Hall on Mondays.
6. Monitor parks occasionally and report any of the following to the Police;
 - a. Noise complaints/volume
 - b. Littering
 - c. Damage to any city property
 - d. Alcohol use
7. Clean and re-stock the bathroom/shower facilities daily.
8. Check (daily) and change (as needed) trash-receptacles in the park/campground areas.
9. Check campsites for cleanliness prior to campers leaving.
10. Be familiar with the surrounding areas of Evart to point visitors in the right direction for their needs i.e.: restaurants, gasoline, groceries, first-aid necessities, city events etc.

4. COMPENSATION

_____ shall be paid a flat fee of \$3,000.00.

5. INDEPENDENT CONTRACTOR.

_____ shall be considered an Independent Contractor. The tasks shall be completed as indicated in Paragraph 3, but the exact hours and the details of the service shall be determined by _____. The City shall provide all of the equipment, fuel, and materials needed to provide the services, as outlined. _____ shall make no purchases of materials without approval of the Department of Public Works Director.

6. **HOLD HARMLESS CLAUSE**

To the fullest extent permitted by law the [REDACTED] agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with this contract.

7. **ENTIRE AGREEMENT.**

This instrument contains the entire agreement of the parties and it may only be changed by written agreement, signed by the parties involved. Each of the parties has received an executed original of the Agreement.

8. **APPROVAL.**

By execution of the Agreement, the City acknowledges that all required approvals have been obtained by the City Council, so that this Agreement shall be fully effective and binding upon the parties hereto.

IN WITNESS WHEREOF, the City of Evart, Michigan has caused this Agreement to be signed by its City Manager, attested by its City Clerk, and impressed with its corporate seal, all as duly authorized by its City Council, and the owner of [REDACTED], has signed her name to this agreement.

Dated: _____

CITY OF EVART

By: Zackary Szakacs, City Manager

By: Heather Pattee, City Clerk

Dated: _____

By: [REDACTED]

AGENDA REPORT

To: Honorable Mayor Emerick and Council members

From: Kathy Fiebig, City Clerk

Date: November 4, 2021

Re: City Clerk: Elected vs. Appointed

For the Agenda of November 18, 2021: Regular Meeting

Background

Per the Ewart City Charter, Section 3.7, the office of city clerk is an elected position, and the candidate must be a registered elector in the city as well as a resident for at least six months immediately prior to the election. The annual pay and meeting stipend is set by the Pay Commission, meeting in odd numbered years.

Issues and Questions Specified

The position of city clerk has been an issue in Ewart for years. The salary has been raised and lowered a number of times. In recent years, it has been difficult to find anyone willing to run for the office. In 2020, it required an intensive recruitment effort to fill the position after the current clerk had resigned. In 1995, the Pay Commission recommended to council that a job description be developed for the position and that the clerk should be appointed rather than elected. This would widen the applicant pool as the residency requirement would no longer apply. This recommendation has been repeated by later Pay Commissions (attached). In 2020, the pay was reduced by over 50% and the job description was reduced accordingly. The duties removed from the clerk were added to other city employees' tasks. I believe it is time to address the issue of salary and elected vs. appointed.

Alternatives

1. Do nothing.

Financial Impact

1. Dependent on job description and salary.

Recommendation

I believe the position of city clerk should be an appointed position. The tasks, especially election management, are increasingly technical and the clerk needs a specific skill set to succeed. There is no guarantee that a resident running for the office will have those skills. In addition, restricting the office to a registered elector of the city greatly reduces the applicant pool.

Attachments

1. Summary of past Pay Commission recommendations to council

**CITY OF EVART
PAY COMMISSION NOTES**

On the following dates, the Pay Commission made these recommendations to Council:

March 1, 1995: establish duties and minimum hours; appoint rather than elect the clerk

January 30, 1997: appoint rather than elect

March 26, 2001: appoint rather than elect

January 23, 2003: appoint rather than elect

October 9, 2007: create job description

September 23, 2009: create job description and appoint rather than elect

October 20, 2011- remain as elected position

December 18, 2019: create job description and appoint rather than elect

This list is, by no means, complete, as there are years missing from the minutes.

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: John Beam Jr., Chief of Police
Date: November 9, 2021
Re: USDA Rural Development Grant

For the Agenda of the Council Meeting November 18, 2021

Background. Earlier this year I reached out to the USDA Rural Development office in Traverse City to inquire on the cost sharing rates of a USDA Rural Development Grant for the City of Evart. The response to my inquiry was the City of Evart qualified for up to 75% reimbursement or up to \$50,000.00, whatever was less.

After a meeting with City Manager Lockhart I recently confirmed the cost sharing rates were the same and the grant application process was still open.

Issues & Questions Specified.

The police department is creating the new position of Community Resource Officer (CRO) which will create the need for an additional vehicle when there is shift overlap. Additionally, the primary patrol vehicle (2016 Ford Utility) is closing on 100,000 miles, and our past practice has been to retire a patrol vehicle after they have reached 125,000 miles.

With the current use of the current patrol vehicles, all of them will be over 100,000 miles by July 2022 if not before. Adding a new vehicle to the fleet now would allow their use to be adjusted in a way to slow down the mileage accumulation and extend their use for the department.

Alternatives.

Exposed liability risk for damages due to use of personal vehicle and compensation for work related mileage.

Financial Impact.

The police department has been setting money aside each year for vehicle replacement. The goal of the project is to spend \$15,000.00 or less after the awarded funding from the USDA Rural Development grant funding has been received.

Recommendation.

Please allow me to proceed with obtaining quotes and applying for a USDA Rural Development grant to see how much funding would be awarded to the City of Evart for a new patrol vehicle.

This would allow the 2012 Ford Expedition to remain as the primary K-9 vehicle, the 2012 Chevrolet Tahoe to remain as the administrative/secondary patrol and secondary K-9 vehicle, the 2016 Ford Utility to be the CRO's vehicle, and the new vehicle to be the primary patrol vehicle.

Attachments.

None

Banks: 751

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/18/2021	751	38783	1000 BULBS.COM	OPERATING SUPPLIES	101-440-740.000	90.73
11/18/2021	751	38784	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	101-202-803.000	10,799.99
		38784		INDEPENDENT AUDITOR SERVICES	202-202-803.000	1,500.00
		38784		INDEPENDENT AUDITOR SERVICES	203-202-803.000	1,500.00
		38784		INDEPENDENT AUDITOR SERVICES	590-202-803.000	4,825.00
		38784		INDEPENDENT AUDITOR SERVICES	591-202-803.000	4,825.01
		38784		INDEPENDENT AUDITOR SERVICES	661-202-803.000	1,850.00
						<hr/> 25,300.00
11/18/2021	751	38785	CITY OF EVART	UTILITIES	101-265-921.000	247.47
		38785		UTILITIES	101-301-921.000	45.11
		38785		UTILITIES	101-442-921.000	59.02
		38785		UTILITIES	207-751-921.000	216.65
		38785		UTILITIES	208-757-921.000	66.92
						<hr/> 635.17
11/18/2021	751	38786	CUSTER BUILDERS	REPAIRS AND MAINTENANCE	203-453-930.000	2,440.00
11/18/2021	751	38787	DEERE CREDIT, INC	CAPITAL OUTLAY-CAPITALIZED	661-599-970.100	1,315.64
11/18/2021	751	38788	DICKINSON WRIGHT PLLC	PROFESSIONAL SERVICES	101-210-801.000	240.00
11/18/2021	751	38789	ELECTIONSOURCE	OPERATING SUPPLIES	101-191-740.000	62.56
11/18/2021	751	38790	ELLEN'S EQUIPMENT, INC	REPAIRS AND MAINTENANCE	661-599-930.000	990.79
11/18/2021	751	38791	ETNA SUPPLY	OPERATING SUPPLIES	591-547-740.000	1,167.73
11/18/2021	751	38792	EVART PARTS PLUS	OPERATING SUPPLIES	661-599-740.000	491.76
		38792		REPAIRS AND MAINTENANCE	661-599-930.000	143.70
						<hr/> 635.46
11/18/2021	751	38793	FILE SAFE, INC	PROFESSIONAL SERVICES	101-265-801.000	46.08
		38793		PROFESSIONAL SERVICES	590-537-801.000	46.08
		38793		PROFESSIONAL SERVICES	591-545-801.000	46.09
						<hr/> 138.25
11/18/2021	751	38794	HOMETOWN HARDWARE	OPERATING SUPPLIES	101-440-740.000	72.83
		38794		REPAIRS AND MAINTENANCE	101-440-930.000	159.64
		38794		OPERATING SUPPLIES	101-441-740.000	91.94

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		38794		OPERATING SUPPLIES	101-444-740.000	13.98
		38794		OPERATING SUPPLIES	203-451-740.000	58.36
		38794		REPAIRS AND MAINTENANCE	207-751-930.000	7.48
		38794		REPAIRS AND MAINTENANCE	590-538-930.000	29.27
		38794		OPERATING SUPPLIES	591-547-740.000	57.91
						<hr/> 491.41
11/18/2021	751	38795	JR AGGREGATES EVART	REPAIRS AND MAINTENANCE	591-547-930.000	55.46
11/18/2021	751	38796	K & J DOORS	REPAIRS AND MAINTENANCE	101-442-930.000	275.00
11/18/2021	751	38797	MECEOLA LOCK AND KEY	PROFESSIONAL SERVICES	590-538-801.000	77.50
		38797		REPAIRS AND MAINTENANCE	590-538-930.000	13.50
		38797		PROFESSIONAL SERVICES	591-546-801.000	77.50
		38797		REPAIRS AND MAINTENANCE	591-546-930.000	13.50
						<hr/> 182.00
11/18/2021	751	38798	MENARDS - BIG RAPIDS	OPERATING SUPPLIES	590-538-740.000	496.15
		38798		OPERATING SUPPLIES	591-546-740.000	496.15
						<hr/> 992.30
11/18/2021	751	38799	MICHIGAN DEPARTMENT OF TREASURY	MEMBERSHIP AND DUES	101-209-807.000	50.00
11/18/2021	751	38800	MMTA - MICHIGAN MUNICIPAL	MEMBERSHIP AND DUES	101-203-807.000	75.00
11/18/2021	751	38801	MORGAN COMPOSTING, INC.	OPERATING SUPPLIES	101-440-740.000	14.99
11/18/2021	751	38802	RCB CONTRACTING	PROFESSIONAL SERVICES	101-265-801.000	76.67
		38802		PROFESSIONAL SERVICES	101-301-801.000	115.00
		38802		PROFESSIONAL SERVICES	101-440-801.000	38.33
		38802		PROFESSIONAL SERVICES	101-441-801.000	306.67
		38802		PROFESSIONAL SERVICES	101-442-801.000	76.67
		38802		PROFESSIONAL SERVICES	207-751-801.000	76.67
		38802		PROFESSIONAL SERVICES	208-757-801.000	76.67
		38802		PROFESSIONAL SERVICES	590-538-801.000	1,533.32
		38802		PROFESSIONAL SERVICES	591-546-801.000	1,533.33
						<hr/> 3,833.33
11/18/2021	751	38803	RCB CONTRACTING	PROFESSIONAL SERVICES	101-265-801.000	76.67
		38803		PROFESSIONAL SERVICES	101-301-801.000	115.00

Banks: 751

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		38803		PROFESSIONAL SERVICES	101-440-801.000	38.33
		38803		PROFESSIONAL SERVICES	101-441-801.000	306.67
		38803		PROFESSIONAL SERVICES	101-442-801.000	76.67
		38803		PROFESSIONAL SERVICES	207-751-801.000	76.67
		38803		PROFESSIONAL SERVICES	208-757-801.000	76.67
		38803		PROFESSIONAL SERVICES	590-538-801.000	1,533.32
		38803		PROFESSIONAL SERVICES	591-546-801.000	1,533.33
						<u>3,833.33</u>
11/18/2021	751	38804	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	101-441-801.000	129.00
		38804		PROFESSIONAL SERVICES	101-526-801.000	9,698.47
		38804		PROFESSIONAL SERVICES	209-276-801.000	90.00
		38804		PROFESSIONAL SERVICES	590-538-801.000	57.50
		38804		PROFESSIONAL SERVICES	591-546-801.000	57.50
						<u>10,032.47</u>
11/18/2021	751	38805	RIETH-RILEY CONSTR CO INC - BR	REPAIRS AND MAINTENANCE	591-547-930.000	255.50
11/18/2021	751	38806	SMITH LUMBER CO	OPERATING SUPPLIES	101-301-740.000	10.00
		38806		OPERATING SUPPLIES	101-442-740.000	15.00
		38806		OPERATING SUPPLIES	591-546-740.000	28.37
		38806		OPERATING SUPPLIES	591-547-740.000	80.60
		38806		OPERATING SUPPLIES	661-599-740.000	178.94
						<u>312.91</u>
11/18/2021	751	38807	THERMAL-TEC MI INC	PROFESSIONAL SERVICES	591-546-801.000	197.40
11/18/2021	751	38808	WALSH MUNICIPAL SERVICES LLC	PROFESSIONAL SERVICES	101-265-801.000	1,666.67
		38808		PROFESSIONAL SERVICES	590-537-801.000	1,666.67
		38808		PROFESSIONAL SERVICES	591-545-801.000	1,666.66
						<u>5,000.00</u>
11/18/2021	751	38809	XEROX CORPORATION	PUBLISHING/PRINTING	101-265-900.000	139.93
		38809		PUBLISHING/PRINTING	590-537-900.000	139.89
		38809		PUBLISHING/PRINTING	591-545-900.000	139.88
						<u>419.70</u>
11/18/2021	751	732 (E)	CONSUMERS ENERGY	UTILITIES	101-441-921.000	304.42
		732 (E)		UTILITIES	101-448-921.000	1,821.51

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		732 (E)		UTILITIES	202-460-921.000	29.05
		732 (E)		UTILITIES	591-546-921.000	45.91
						<u>2,200.89</u>
11/18/2021	751	733 (E)	LINGO	COMMUNICATIONS	590-538-850.000	145.32
		733 (E)		COMMUNICATIONS	591-546-850.000	72.66
						<u>217.98</u>
11/18/2021	751	734 (A)	CASSWELDING	REPAIRS AND MAINTENANCE	661-599-930.000	600.00
11/18/2021	751	735 (A)	CHARTER/SPECTRUM	COMMUNICATIONS	101-265-850.000	114.31
		735 (A)		COMMUNICATIONS	101-301-850.000	284.94
		735 (A)		COMMUNICATIONS	101-442-850.000	184.97
		735 (A)		COMMUNICATIONS	590-537-850.000	114.31
		735 (A)		COMMUNICATIONS	591-545-850.000	114.31
						<u>812.84</u>
11/18/2021	751	736 (A)	I.T. RIGHT	COMPUTERS/EQUIPMENT/IT	101-265-932.000	177.60
		736 (A)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	177.60
		736 (A)		COMPUTERS/EQUIPMENT/IT	590-537-932.000	177.60
		736 (A)		COMPUTERS/EQUIPMENT/IT	591-545-932.000	177.60
						<u>710.40</u>
11/18/2021	751	737 (A)	LEWIS, RICHARD	TRAVEL EXPENSES	101-172-860.000	97.44
11/18/2021	751	738 (A)	MAURER'S TEXTILE RENTAL	PROFESSIONAL SERVICES	101-265-801.000	92.10
		738 (A)		OPERATING SUPPLIES	101-441-740.000	92.10
		738 (A)		PROFESSIONAL SERVICES	590-537-801.000	92.10
		738 (A)		PROFESSIONAL SERVICES	591-545-801.000	92.10
						<u>368.40</u>
11/18/2021	751	739 (A)	SCOTLAND OIL COMPANY, INC.	GAS AND OIL	101-301-861.000	630.45
		739 (A)		GAS AND OIL	661-599-861.000	1,548.44
						<u>2,178.89</u>
11/18/2021	751	740 (A)	TRACE ANALYTICAL LABORATORIES	OUTSOURCED TESTING	590-538-730.000	178.20
11/18/2021	751	741 (A)	USA BLUE BOOK	OPERATING SUPPLIES	590-538-740.000	205.35
		741 (A)		OPERATING SUPPLIES	591-547-740.000	591.43
						<u>796.78</u>

Banks: 751

Check Date	Bank	Check #	Payee	Description	GL #	Amount
			TOTAL - ALL FUNDS	TOTAL OF 37 CHECKS		67,198.95

--- GL TOTALS ---

101-172-860.000	TRAVEL EXPENSES	97.44
101-191-740.000	OPERATING SUPPLIES	62.56
101-202-803.000	INDEPENDENT AUDITOR SERVICES	10,799.99
101-203-807.000	MEMBERSHIP AND DUES	75.00
101-209-807.000	MEMBERSHIP AND DUES	50.00
101-210-801.000	PROFESSIONAL SERVICES	240.00
101-265-801.000	PROFESSIONAL SERVICES	1,958.19
101-265-850.000	COMMUNICATIONS	114.31
101-265-900.000	PUBLISHING/PRINTING	139.93
101-265-921.000	UTILITIES	247.47
101-265-932.000	COMPUTERS/EQUIPMENT/IT	177.60
101-301-740.000	OPERATING SUPPLIES	10.00
101-301-801.000	PROFESSIONAL SERVICES	230.00
101-301-850.000	COMMUNICATIONS	284.94
101-301-861.000	GAS AND OIL	630.45
101-301-921.000	UTILITIES	45.11
101-301-932.000	COMPUTERS/EQUIPMENT/IT	177.60
101-440-740.000	OPERATING SUPPLIES	178.55
101-440-801.000	PROFESSIONAL SERVICES	76.66
101-440-930.000	REPAIRS AND MAINTENANCE	159.64
101-441-740.000	OPERATING SUPPLIES	184.04
101-441-801.000	PROFESSIONAL SERVICES	742.34
101-441-921.000	UTILITIES	304.42
101-442-740.000	OPERATING SUPPLIES	15.00
101-442-801.000	PROFESSIONAL SERVICES	153.34
101-442-850.000	COMMUNICATIONS	184.97
101-442-921.000	UTILITIES	59.02
101-442-930.000	REPAIRS AND MAINTENANCE	275.00
101-444-740.000	OPERATING SUPPLIES	13.98
101-448-921.000	UTILITIES	1,821.51
101-526-801.000	PROFESSIONAL SERVICES	9,698.47
202-202-803.000	INDEPENDENT AUDITOR SERVICES	1,500.00
202-460-921.000	UTILITIES	29.05
203-202-803.000	INDEPENDENT AUDITOR SERVICES	1,500.00
203-451-740.000	OPERATING SUPPLIES	58.36
203-453-930.000	REPAIRS AND MAINTENANCE	2,440.00
207-751-801.000	PROFESSIONAL SERVICES	153.34
207-751-921.000	UTILITIES	216.65
207-751-930.000	REPAIRS AND MAINTENANCE	7.48
208-757-801.000	PROFESSIONAL SERVICES	153.34
208-757-921.000	UTILITIES	66.92
209-276-801.000	PROFESSIONAL SERVICES	90.00
590-202-803.000	INDEPENDENT AUDITOR SERVICES	4,825.00
590-537-801.000	PROFESSIONAL SERVICES	1,804.85

Banks: 751

Check Date	Bank	Check #	Payee	Description	GL #	Amount
590-537-850.000				COMMUNICATIONS		114.31
590-537-900.000				PUBLISHING/PRINTING		139.89
590-537-932.000				COMPUTERS/EQUIPMENT/IT		177.60
590-538-730.000				OUTSOURCED TESTING		178.20
590-538-740.000				OPERATING SUPPLIES		701.50
590-538-801.000				PROFESSIONAL SERVICES		3,201.64
590-538-850.000				COMMUNICATIONS		145.32
590-538-930.000				REPAIRS AND MAINTENANCE		42.77
591-202-803.000				INDEPENDENT AUDITOR SERVICES		4,825.01
591-545-801.000				PROFESSIONAL SERVICES		1,804.85
591-545-850.000				COMMUNICATIONS		114.31
591-545-900.000				PUBLISHING/PRINTING		139.88
591-545-932.000				COMPUTERS/EQUIPMENT/IT		177.60
591-546-740.000				OPERATING SUPPLIES		524.52
591-546-801.000				PROFESSIONAL SERVICES		3,399.06
591-546-850.000				COMMUNICATIONS		72.66
591-546-921.000				UTILITIES		45.91
591-546-930.000				REPAIRS AND MAINTENANCE		13.50
591-547-740.000				OPERATING SUPPLIES		1,897.67
591-547-930.000				REPAIRS AND MAINTENANCE		310.96
661-202-803.000				INDEPENDENT AUDITOR SERVICES		1,850.00
661-599-740.000				OPERATING SUPPLIES		670.70
661-599-861.000				GAS AND OIL		1,548.44
661-599-930.000				REPAIRS AND MAINTENANCE		1,734.49
661-599-970.100				CAPITAL OUTLAY-CAPITALIZED		1,315.64
				TOTAL		67,198.95

Check Register Report For City Of Evert
For Check Dates 11/05/2021 to 11/11/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/10/2021	750	23252	MISDU	175.76	175.76	0.00	Open
11/10/2021	750	DD6042	BEAM, JOHN	1,096.15	0.00	719.19	Cleared
11/10/2021	750	DD6043	DUNCAN, JENNIFER	920.56	0.00	689.49	Cleared
11/10/2021	750	DD6044	FIEBIG, KATHY	167.31	0.00	147.41	Cleared
11/10/2021	750	DD6045	FLACHS, MICHAEL J	743.20	0.00	447.40	Cleared
11/10/2021	750	DD6046	HIGGINS, JERALD J	324.00	0.00	276.50	Cleared
11/10/2021	750	DD6047	KIRWIN, DAVID	1,173.33	0.00	1,018.02	Cleared
11/10/2021	750	DD6048	LEWIS, RICHARD I	910.00	0.00	762.09	Cleared
11/10/2021	750	DD6049	LOCKHART, PEPPER L	1,235.58	0.00	926.93	Cleared
11/10/2021	750	DD6050	MARTIN, DALE	946.40	0.00	584.82	Cleared
11/10/2021	750	DD6051	MCCLURE, PATRICK K	1,017.20	0.00	721.53	Cleared
11/10/2021	750	DD6052	MOMA, DUSTIN L	1,394.23	0.00	840.41	Cleared
11/10/2021	750	DD6053	MUCZYNSKI, PATRICK	1,035.20	0.00	684.27	Cleared
11/10/2021	750	DD6054	MULKERNS, CHRISTINE L	774.25	0.00	606.22	Cleared
11/10/2021	750	DD6055	PARISH JR., WILLIAM E	544.00	0.00	448.32	Cleared
11/10/2021	750	DD6056	SHERMAN, GREGG A	307.50	0.00	263.61	Cleared
11/10/2021	750	DD6057	SWIFT-ECKERT, TERESA M	310.50	0.00	285.57	Cleared
11/10/2021	750	DD6058	TUPPER, VICTORIA	98.70	0.00	86.96	Cleared
11/10/2021	750	DD6059	WILSON, CHAD W	904.28	0.00	721.57	Cleared
11/10/2021	750	DD6060	ZINGER, ADAM	882.55	0.00	604.85	Cleared
11/10/2021	750	EFT670	FEDERAL 941	3,058.58	3,058.58	0.00	Open
Totals:							
				Number of Checks: 021	18,019.28	3,234.34	10,835.16
Total Physical Checks:				1			
Total Check Stubs:				20			

MINUTES
REGULAR MEETING
EVART HOUSING COMMISSION
Tuesday, October 19, 2021, 6:00 P.M.
Centennial Arms Community Room

The meeting was called to order at 6:00 p.m. by President Lockhart.

ROLL CALL

Present - Molenaar, Moyer and Lockhart
Absent - Dellar, Northon

ADOPTION OF AGENDA – ADDITIONS/CHANGES

It was moved by Commission Molenaar and supported by Commissioner Moyer to add item 9. i. Mask Initiative to the Agenda.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

APPROVAL OF MINUTES

- a. It was moved by Commissioner Moyer, supported by Commissioner Molenaar to approve the Minutes of the Regular Meeting held September 21, 2021.

Yeas: Moyer, Molenaar and Lockhart
Nays: None

BILLS AND COMMUNICATIONS

- a. It was moved by Commissioner Molenaar, supported by Commissioner Moyer to approve the Bills and Disbursements for September 2021.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

- b. It was moved by Commissioner Molenaar and supported by Moyer to receive and file the October 2021 Newsletter.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

REPORTS OF THE DIRECTOR

- a-e. It was moved by Commissioner Molenaar, supported by Commissioner Moyer to receive and file the available reports.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

UNFINISHED BUSINESS

- a. None

COMMISSIONER COMMENTS/CONCERNS

Commissioner Molenaar is pleased to see people wearing masks and appreciates them taking the mask wearing seriously and coming to the meeting, she hopes everyone stays safe. President Lockhart thanked the residents for their continued attendance at the meetings.

NEW BUSINESS

- a. The Public Hearing

It was moved by Commissioner Molenaar, supported by Commissioner Moyer to open the 2022 Annual Plan Public Hearing at 6:37 p.m.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

No comments were heard.

It was moved by Commissioner Molenaar, supported by Commissioner Moyer to close the 2022 Annual Plan Public Hearing at 6:42 p.m.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

- b. It was moved by Commissioner Molenaar, supported by Commissioner Moyer to adopt Resolution #2021-6 approving the PHA Certifications of Compliance with the PHA Plan, Civil Rights, and Regulations including PHA Plan Elements that Have Changed.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

- c. It was moved by Commissioner Molenaar and supported by Commissioner Moyer to table the proposed By-Laws Amendments to the next meeting with several recommended changes.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

- d. It was moved by Commissioner Molenaar and supported by Commissioner Moyer to approve the Proposal for Energy Services - Energy Audit from G-Energy LLC in the amount of \$6,800.00.

Yeas: Molenaar, Moyer and Lockhart
Nays: None

- e. The Plan Document and Summary Plan Description for benefit plans was reviewed.

- f. It was moved by Commissioner Molenaar and support by Moyer to approve the September Invoice from Big Rapids Housing Commission.

Yeas: Molenaar, Moyer and Lockhart

Nays: None

- g. It was moved by Commissioner Moyer and supported by Commissioner Molenaar to approve the Automatic Door Opener Quote from Automatic Equipment Sales & Service, Inc. in the amount of \$2,656.00.

Yeas: Molenaar, Moyer and Lockhart

Nays: None

- h. Mark Sochocki reviewed Public Act 18.

- i. Commissioner Molenaar discussed the importance of wearing masks and would like the policy in the next newsletter.

HEARING OF THE PUBLIC

During the Hearing of the Public comments were heard regarding posting the agenda, parking spots, speeding, residents speaking to maintenance staff, shoveling walks and commodities.

ADJOURNMENT

It was moved by Commission Molenaar and supported by Commissioner Moyer to adjourn the meeting at 7:30 p.m.

Yeas: Molenaar, Moyer and Lockhart

Nays: None

Respectfully submitted,

Pepper Lockhart
President

Mark W. Sochocki
Executive Director/Secretary