



City Council

Mayor: Chris Emerick
Mayor Pro-Tem: Sandy Szeliga
Council: Sean Duffy
Matt Hildebrand
Jim Schwab
City Clerk:
City Manager: Pepper Lockhart

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

www.evart.org

CITY OF EVART REGULAR COUNCIL MEETING AGENDA Tuesday November 22, 2022 @ 7:30PM

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

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

1. Call to Order: 7:30PM

2. Pledge of Allegiance

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 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 1, 2022

B. Vendor's List \$296,137.63

7. Unfinished Business

8. New Business

C. Request to approve Disposal of Assets

D. Appointment to Council Members to Boards, Commissions and Committees

E. Council Meeting Dates/Times & Mayor Pro Tem

F. Riverside West

G. Extend Master Plan

H. Health Insurance Costs for 2023

I. Budget Amendment for Special Revenue Funds – per auditors

J. City Clerk Position – will email after posting is over on 11/21/22

9. Department/Informational Reports (No Action Needed)

K. Accounts Payable Report (11/2/2022 – 11/22/2022)

L. Payroll Reports (11/2/2022 – 11/22/2022)

10. City Attorney Report/Comment

11. City Clerk Report/Comment

12. Finance Director Report/Comment

M. Monthly Report

13. Department of Public Works Report/Comment

N. Monthly Report

14. Police Department Report/Comment

O. Monthly Report

15. Downtown Development Authority Report/Comment

P. Meeting Packet from November 2, 2022

16. Fire Department Report/Comment

17. City Manager Report/Comment

Q. Monthly Report

18. Evart Housing Commission

R. Housing Commission Minutes (with 2023 meeting schedule) – *October 25, 2022*

19. Evart Public Library

S. Evart Public Library Minutes – *October 17, 2022*

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

21. Adjournment

**CITY OF EVART
REGULAR COUNCIL MEETING
NOVEMBER 1, 2022 @ 7:30PM
Community Room at the Depot, 200 S. Main Street**

Mayor Chris Emerick called the meeting to order at 7:30pm, then led the assembly in the Pledge of Allegiance.

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

Present (staff): City Manager Pepper Lockhart, Finance Director/Treasurer Jennie Duncan, Downtown Development (DDA) Authority Director Todd Bruggema, Director of Public Works (DPW) Don Duncan, City Attorney James White, City Clerk Kathy Fiebig

Guests: Vanessa Jones, Jim Schwab, Roger Elkins, Krysta Woycehoski, Brian Fortune

PUBLIC HEARING: VARIANCE REQUEST FOR 101 S. MAIN ST.
Called to order at 7:31pm.

Citizens' Comments: none

Public hearing closed at 7:32pm.

Public meeting opened at 7:32pm.

Citizens' Comments:

Jim Schwab: Wonders what "most" means (reference to Mayor's Emerick comment that council would not respond to "most" comments). He thanked the council for their service over the past two years, especially during the pandemic, and applauded their quick response to the September 2021 windstorm and their emphasis on safety for all residents during that response.
Roger Elkins: Thanked outgoing council member Dan Elliott for his many years of service to the city and thanked outgoing city clerk Fiebig for her service.

Approval of Agenda

Motion by Mayor Emerick to approve the agenda with the addition of Item E1: City Manager evaluation and E2: Leaf Vacuum. Support by Mr. Hildebrand. Motion passed with all in favor.

Approval of Consent Agenda

A. Regular Council Minutes – October 25, 2022

B. Vendor's List \$24,090.72

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

Unfinished Business

C. Unifirst Agreement

Ms. Duncan noted that at the last regular council meeting, Mr. Hildebrand requested that she request a shorter-term contract than the five-year offered by Unifirst (employee clothing service). They have agreed to a three-year term but will raise the rates 10% accordingly. Ms. Duncan noted that even with the higher rate, the city will still pay less and receive more

services. Motion by Mr. Hildebrand authorizing the acceptance of a three-year contract with Unifirst in the amount of \$27.72 per week (before fees). Support by Mr. Duffy. Motion passed with all in favor.

New Business

D. Variance Request for 101 S. Main St.

Ms. Lockhart advised council that on October 10, 2022 the Planning Commission approved a variance for apartments on the first floor at 101 S. Main in the Central Business District. On the advice of Williams and Works, city planning and zoning consultants, she read city code Section 44-412 a) through c) into the record to support this action. Krysta Woycehoski gave a presentation regarding the owner's plans for the building, which include up to fourteen (14) small apartments on the second floor, and up to four (4) apartments on the first floor. Mr. Duffy noted that these numbers had not been called out when the application went to the planning commission. There are issues to be resolved around parking, as well. Motion by Mr. Duffy to approve the variance request for 101 S. Main, with the stipulation that prior to proceeding, plans must be submitted showing the total number of apartments, and that the first-floor residential area cannot exceed 50% of the space with at least 50% remaining commercial. Support by Mr. Hildebrand. Motion passed with all in favor.

E. Request to approve disposal of assets

Mr. Duncan submitted a list of items that have no book value and noted that some cannot even be located. Others are line items that cannot be identified, but again, have no value attached. He considers this a clerical cleanup in an effort to create an accurate inventory list of DPW assets. Motion by Mayor Emerick to approve the disposal of assets as presented. Support by Ms. Szeliga. Motion passed with all in favor.

E1. City Manager Evaluation

Ms. Lockhart thanked council for completing her yearly evaluation and passed out the results to council members. She will contact each of them for specifics on what changes they would like to see moving forward. Mr. Hildebrand noted that he would like to have staff and department heads complete an evaluation for city manager as well.

E2. Leaf Vacuum

Mr. Duncan noted that the city had applied for a grant of roughly \$80,000 to purchase a leaf vacuum but did not receive it, and that unit now costs \$120,000. He believes that this equipment is critical to keep the city streets and storm drains cleaner, especially during loose leaf pickup. He presented two options: renting a unit for \$3,000/week with a \$3,000 deposit or purchasing a used leaf vac for \$17,500. This is a 2005 unit and has no warranty. Motion by Mr. Elliott to approve the purchase of a used leaf vacuum for \$17,500, paid from the equipment pool fund balance. Support by Ms. Szeliga. Motion passed with all in favor.

Department/Informational Reports

F. Accounts Payable Report (10/26/2022 – 11/1/2022)

G. Payroll Reports (10/26/2022 – 1/1/2022)

City Attorney Report/Comment

Mr. White met with Ms. Duncan and several local landlords regarding the water ordinance. The discussion went well.

City Clerk Report/Comment

Ms. Fiebig continues to focus on the November 8 general election.

City Manager Report/Comment

Ms. Lockhart gave council members a document addressing the parking issues at 101 S. Main Street. She discussed new grant possibilities. She gave an award to outgoing council member Dan Elliott and thanked him for his many years of service to the city.

Finance Director Report/Comment

Ms. Duncan attended the landlord meeting mentioned by Mr White and agreed that it went well. There were questions raised that she will research, but there was no opposition to the city's proposed changes.

Department of Public Works Report/Comment

Mr. Duncan gave a comprehensive report on work completed and in progress by DPW staff.

Downtown Development Authority Report/Comment

Monster Mash went well. Mr. Bruggema is working with Mayor Emerick to plan Miracle on Main Street.

Evart Area Fire Department

H. Minutes – October 15, 2022

Citizens' Comments: none

Motion by Mayor Emerick to adjourn. Support by Mr. Elliott. Motion passed with all in favor. The meeting was adjourned at 8:37pm.

Kathy Fiebig, City Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
11/02/2022	751	1075 (A)	0229	OSCEOLA COUNTY TREASURER	46,909.62
11/02/2022	751	39407	0028	CITY OF EVART	57,592.51
11/02/2022	751	39408	0051	EVART FIRE DEPARTMENT	6.61
11/02/2022	751	39409	0653	EVART PUBLIC LIBRARY	3,671.15
11/02/2022	751	39410	658	ZIEGLER CDJR FIAT OF GRANDVILLE	50,000.00
11/07/2022	751	39411	796	RCB CONTRACTING	3,833.33
11/07/2022	751	39412	1620	MICHIGAN DEPT OF TRANSPORTATION	50.00
11/10/2022	751	1077 (A)	1025	FILE SAFE, INC	67.75
11/10/2022	751	1078 (A)	1757	MAURER'S TEXTILE RENTAL	299.16
11/10/2022	751	1079 (A)	2300	TELNET WORLDWIDE	209.74
11/10/2022	751	1080 (E)	0024	CONSUMERS ENERGY	2,186.64
11/10/2022	751	1081 (E)	923	FIRST NATIONAL BANK OF OMAHA	6,716.02
11/10/2022	751	1082 (E)	923	VOID	0.00 V
11/10/2022	751	1083 (E)	923	VOID	0.00 V
11/10/2022	751	1084 (E)	1201	POINT BROADBAND	225.00
11/10/2022	751	39413	1201	POINT BROADBAND	90.00
11/10/2022	751	39414	1806	REPUBLIC SERVICES #239	7,998.69
11/10/2022	751	39415	659	VIRTUAL ACADEMY	225.00
11/22/2022	751	1085 (E)	1043	LINGO	247.75
11/22/2022	751	1086 (A)	1858	AFFORDABLE PRINTS	20.00
11/22/2022	751	1087 (A)	1739	DUNCAN, JENNIFER	33.35
11/22/2022	751	1088 (A)	636	JARRETT, EDWARD	247.98
11/22/2022	751	1089 (A)	1419	JOHN BEAM JR.	132.96
11/22/2022	751	1090 (A)	1996	OHM ADVISORS	21,487.50
11/22/2022	751	1091 (A)	1730	SCOTLAND OIL COMPANY, INC.	3,879.90
11/22/2022	751	1092 (A)	661	SHIVELY, WILLIAM	14.16
11/22/2022	751	1093 (A)	2300	TELNET WORLDWIDE	147.32
11/22/2022	751	1094 (A)	1600	TRACE ANALYTICAL LABORATORIES	1,907.46
11/22/2022	751	1095 (A)	614	VC3, INC.	11,997.00
11/22/2022	751	1096 (A)	3005	WILLIAMS & WORKS, INC.	78.75
11/22/2022	751	1097 (A)	2121	WILSON, CHAD	9.85
11/22/2022	751	1098 (A)	1803	XEROX CORPORATION	326.66
11/22/2022	751	39416	0676	ANTHONY GUSHOW & SONS, INC	8,412.08
11/22/2022	751	39417	0015	BAIRD, COTTER & BISHOP PC	23,050.00
11/22/2022	751	39418	1213	BALDWIN ELECTRIC	130.00
11/22/2022	751	39419	1182	BARNETT'S AUTO REPAIR	1,549.30
11/22/2022	751	39420	663	BONNELL INDUSTRIES, INC.	17,707.10
11/22/2022	751	39421	660	C. STODDARD & SONS, INC.	50.00
11/22/2022	751	39422	0028	CITY OF EVART	655.10
11/22/2022	751	39423	664	COMMONWEALTH HERITAGE GROUP	3,160.00
11/22/2022	751	39424	0576	DTE ENERGY	726.24
11/22/2022	751	39425	1028	EGLE	846.56
11/22/2022	751	39426	1766	EVART PARTS PLUS	677.99
11/22/2022	751	39427	531	HOMETOWN DECORATION AND DISPLAY LLC	1,984.50
11/22/2022	751	39428	0677	HOMETOWN HARDWARE	32.99
11/22/2022	751	39429	1146	IMAGEGRAPHICS	119.40
11/22/2022	751	39430	1119	KUBE PROPANE, LLC	1,869.21
11/22/2022	751	39431	1439	MENARDS - BIG RAPIDS	5.64
11/22/2022	751	39432	753	MICHIGAN MUNICIPAL EXECUTIVES	425.00
11/22/2022	751	39433	0255	PIONEER GROUP	20.70
11/22/2022	751	39434	0579	PREIN & NEWHOF, P.C.	1,110.00
11/22/2022	751	39435	0613	PRINTING SYSTEMS	160.69
11/22/2022	751	39436	796	RCB CONTRACTING	3,833.33
11/22/2022	751	39437	662	REED CITY ACE HARDWARE	220.52
11/22/2022	751	39438	0123	RIETH-RILEY CONSTR CO INC - BR	301.73
11/22/2022	751	39439	0132	SHORE NURSERY	588.49
11/22/2022	751	39440	1980	SLC METER, LLC	727.50
11/22/2022	751	39441	0129	SMITH LUMBER CO	207.54
11/22/2022	751	39442	0129	SMITH LUMBER CO	104.16
11/22/2022	751	39443	805	STATE OF MICHIGAN	50.00
11/22/2022	751	39444	1170	TRI-US SERVICES, INC	6,800.00

751 TOTALS:

Total of 61 Checks:	296,137.63
Less 2 Void Checks:	0.00
Total of 59 Disbursements:	296,137.63

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Don Duncan, Director of Public Works
Date: November 17, 2022
Re: Request to approve disposal of Assets

For the Agenda of November 22, 2022

Background: Council approved and we continue to dispose of inoperable vehicles and equipment. As noted previously, I would like to continue the process of disposing of assets that are listed in our inventory but are obsolete and have no book value – to clean up our Book Assets from an auditing stand point and allow us to have an accurate listing of valued assets. I would like to dispose of the 1990 Federal Utility Fire Truck.

Issues & Questions Specified: (presentation again?)

Alternatives: This would be a continued effort to weed out the assets that we haven't used in years.

Financial Impact: The salvage value, if any, would be added to the Equipment Pool Fund. To date we have accumulated over \$7,000.00

Recommendation: Approve disposal of these assets.

Attachments: n/a

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: November 14, 2022
Re: Appointment of Council Members to the City of Ewart's Boards, Commissions, and Committees

For the Agenda of November 22, 2022

Background. After an election, it is customary to assign and/or reassign all of the city's elected officials to the various commissions, boards, or committees. However, depending on the public act or city charter in some cases, the mayor may automatically be a member of the board.

Issues & Questions Specified. Please see the attached document, the items highlighted in yellow and labelled "city council member" are the various appointments city council members must/may be appointed per the public act, city charter, ordinance, policy or past practice.

The advisory boards are current boards that may or may not continue to exist, the advisory boards are decided by the council. The advisory boards are not open to the public or subject to the Open Meetings Act. The advisory boards consist of one or two council members therefore no decision can be made but rather only make recommendations to the city council.

Alternatives. NA

Financial Impact. NA

Recommendation. Please review the various boards, commissions, and committees. If anyone would like more information on any of the boards and for meeting schedules and time commitments, please contact me. Depending on the board there may be meeting and time schedules already in place. Please review and prepare to appoint council members at the first council meeting in December 2022.

Attachments.

1. City of Ewart Board, Commission, and Committee Appointments

Board/Commission	Appointee	Appointed	Expiration	Phone #	Notes
Building Board of Appeals	BJ Foster	2022			
Appointed in April	Brad Phelps	2022			
	Doug Hodges	2022			
	City Building Inspector				non-voting
	<i>Three (3) members qualified by experience or training; not employed by city.</i>				
Board of Review	Kathy Maddern	2022	2023	231-468-9293	filled remainder of Higgins term
Appointed in May	Donald Maddern	2021	2023	231-734-0141	
	Ralph Carlson	2021	2023	231-920-3149	
	ALTERNATE OPEN				
	City Assessor, clerk of board	n/a	n/a		non-voting
	<i>Public Act: Two (2) year terms. Assessor serves as Clerk of the BOR.</i>				
Cemetery Commission	City Council Member Sandy Szeliga	2018	2026	734-223-1780	
Appointed in June	Don Maddern	2020	2025	231-734-0141	
	Jennie Duncan	2022	2025	231-250-4964	
	Emily Duffy	2021	2024	989-335-3735	
	<i>Section 4.27 of the City Charter: at least three (3) members, one (1) of whom shall be a member of the City Council. Three year terms.</i>				
Meet the 3rd Thursday 9am					
DDA	Lynn Salinas	2014	2023		
Appointed in July	Alan Bengry	1984	2024	231-734-9178	
	June Essner	2015	2023	231-429-1187	
	Molly Cataldo	2008	2024	231-510-5390	
	Jason O'Dell	2015	2025	231-580-6492	
	VACANCY				
	Erica Henry	2022	2025		
	VACANCY	2021	2022	734-223-1780	Sandy Szeliga was not reappointed
	Pepper Lockhart, City Manager	n/a	n/a		
	Todd Bruggema, DDA Director	n/a	n/a		
	<i>Nine members: One Chief Executive of City of Evert</i>				
	<i>Eight appointed by Mayor and approved by City Council (at least half of which must have a DDA business interest) Four year terms.</i>				
	<i>Four year terms.</i>				
Election Commission	VACANCY: Clerk	2022		231-250-1432	

Appointed in January, even years	Sandy Szeliga	2022	2024	734-223-1780	
	Marsha Warren	2022	2024	231-734-2491	
	Section 3.4 City Charter: One Council member, City Clerk and one qualified registered elector. Two year terms.				
Historic District Commission	VACANCY	2019	2024		Fiebig resignation
Appointed in August	Roger Elkins	2022	2025	231-349-0340	
	VACANCY	2020	2022	231-734-2261	D Carlson declined reappointment
	Jenny Joyce	2020	2023	231-912-1483	
	Karen Higgins	2020	2024	231-734-3301	
	Per Ordinance: 5 members. Must reside within city limits. Three year terms/staggered.				
Historic District Study Committee	Mary Hooper	2019	open ended		
Appointed in July	Kate Wilson	2019	open ended	989-487-4624	
	Sandy Szeliga	2019	open ended	734-223-1780	
	Alyssa Rosebrugh	2019	open ended	231-527-8641	
	Mark Wilson	2019	open ended		
	Emily Duffy	2021	open ended	989-335-3735	
Housing Commission	Sarah Molenaar, Chair	2021	2026	269-348-6871	
Appointed in February	BJ Northon	2021	2023	231-734-3752	
	Jill Moyer (resident)	2021	2025		
	Alice Mock	2022	2027		
	Patrick Tiedt	2022	2024		Filled remainder of Dellar term
	VACANT, Director			231-734-3301	
	276.02 MEMBERS; TERM; APPOINTMENT. In accordance with Section 4 of said Act 18 of 1933 (Ex. Sess.), as amended, the Housing Commission shall consist of five members to be appointed by the Mayor with the approval of the City Council. Each of said members shall serve for a term of five years and until his or her successor shall be appointed and qualified. Members of the first Commission shall be appointed for staggered terms.	4			
Library Board	Suzanne Bieri	1970	2023	231-734-5211	Osceola Township
Appointed in October	Rhonda Huff, Secretary	2019	2023		Osceola Township
	Kathy Elder, Vice President	1996	2024	231-734-5315	Evart Township
	Karen Hodges, President	2000	2024	C: 231-734-5743	Evart Township

	Dr. Karen Flachs	2022	2026		City of Evert
	Jane Hutchinson, Treasurer	2012	2024	231-734-3159	City of Evert
	Lilas VanScoyoc, Librarian			C: 231-872-0884	work: 231-734-2993
	<i>Two seats each: Osceola Township,</i>				
	<i>Evert Township, City of Evert</i>				
	<i>Four year terms.</i>				
Parks and Recreation	Don Duncan, DPW Director				
	Sandy Szeliga	2022	2024		734-223-1780
	Amber Landers	2022	2025		231-388-1284
	Matt Hildebrand	2022	2024		231-679-4449
	<i>Seven members, three year staggered terms</i>				
Pay Commission	VACANCY	2021	2025		Jim Schwab to council seat
appointed in March	Mechelle Farrell	2019	2023		
	Terri Parish	2019	2021		
	Ralph Carlson	2021	2026	231-920-3149	
	VACANCY				
	<i>Five Members (Registered electors of the City) appointed by the Mayor, approved by City Council. Five Yr Staggered terms; meets in odd years only.</i>				
	<i>Appointed each year on April 1.</i>				
Planning Commission	Ralph Carlson	2021	2024	231-920-3149	
Appointed in September	Rebecca Tea	2021	2023	231-734-2714	
	Ruth Ann Northon, Chair	2022	2025	231-734-3752	
	VACANCY	2020	2022		Schwab resignation-term complete
	Jason O'Dell	2021	2024	231-734-6184	
	Todd Bruggema	2021	2023		filled Higgins resignation
	John Hunter	2022	2025	231-734-2935	
	Sean Duffy (Council Member)	2020	2024	231-598-1587	
	Chris Emerick (Mayor)	2020	2022	517-896-0784	
	<i>272.02 Members. The Commission shall consist of nine (9) members, as follows: The Mayor, one (1) councilman who shall be appointed by the City Council, and seven (7) members who shall be appointed by the Mayor subject to the approval of the City Council. Three year staggered terms.</i>				
Zoning Board of Appeals	Chris Emerick	2020	2024		
	Sean Duffy	2020	2024		
	Matt Hildebrand	2020	2024		

	Sandy Szeliga	2018	2026		
	Jim Schwab	2022	2026		
City Council	Chris Emerick (Mayor)	2020	2024		
	Sean Duffy	2020	2024		
	Matt Hildebrand	2018	2024		
	Sandy Szeliga (Mayor Pro Tem)	2018	2026		
	Jim Schwab	2022	2026		
Council Economic Development	City Manager Pepper Lockhart				per Section 4.3 of City Charter
advisory only	Assistant City Manager Todd Bruggema				
	Mayor Chris Emerick				
	VACANCY				Elliott
Council Labor Relations	Mayor Emerick	2020	2024		per Section 4.3 of City Charter
advisory only	Matt Hildebrand	2018	2024		
Council Police Committee	Sandy Szeliga	2018	2026		
advisory only	Sean Duffy	2020	2024		per Section 4.3 of City Charter
Council Water/Sewer/Street Committee	Matt Hildebrand	2018	2024		per Section 4.3 of City Charter
advisory only	VACANCY	2022			Elliott
City Manager	Pepper Lockhart	11/4/2021	11/3/2026		
Director of Public Works	Don Duncan	8/22/2022	8/21/2027		
Chief of Police	John Beam	11/5/2018	12/31/2023		
Finance Director/Treasurer	Jennifer Duncan	11.18.2021	11.17.2026		
City Assessor	David Kirwin	7/15/2019	3/31/2024		
City Attorney	James White	11/5/2018	6/30/2026		
City Clerk	VACANCY				

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: November 14, 2022
Re: Meeting Dates/Times & Mayor Pro Tem

For the Agenda of November 22, 2022

Background. Within the Rules of Procedures Policy there are a couple of action items that must take place at the city council's first regular meeting; elect one of its members to serve as mayor pro tem and the council shall by resolution set the times for holding regular meetings of the council. As stated in our charter the mayor pro tem shall preside over the meetings of the council when the mayor is absent. Our ordinance does allow the mayor or mayor pro tem to be a check signer, this decision will require a motion, stating the mayor or mayor pro tem shall be added to the city's financial institution accounts.

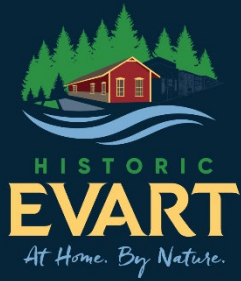
Issues & Questions Specified. The charter states the council shall meet twice per month, until recently the council has met on the first and third Mondays with a pre-council work session from 7:30 pm to 8:00 pm with the regular meeting beginning at 8:00 pm. On July 14th council chose to change the meeting times to Tuesday with a pre-council session at 7:00 pm to 7:30 pm with the regular meeting time beginning at 7:30pm. The council will have to decide on a meeting and time schedule that best suits the board. There are many different options regarding structuring the meetings. Any decision regarding the structuring the council meetings will have to be stated in the Rules of Procedures Policy. Some communities have the city clerk take notes in the pre-council work session as well. They do two sets of notes. This might an idea to take a look at.

Alternatives. N/A

Financial Impact. N/A

Attachments.

1. Evart City Council Rules of Procedures Policy
2. Resolution 2022-16



City Council

EVART CITY COUNCIL'S RULES OF PROCEDURE POLICY

At Home. By Nature.

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CHAPTER 1

INTRODUCTION AND OVERVIEW

SECTION 1.01 ORIENTATION OF NEW COUNCILMEMBERS

Welcome to City Council! This Councilman's handbook has been prepared to provide you with a brief overview of the following items concerning municipal activities of the City:

- By-laws and rules of procedure
- Roles and responsibilities
- Policy and policymaking
- Municipal government offices and services
- Project advisory
- Financing

We hope this handbook will provide you with a better understanding of the foundation of the municipal government. You are encouraged to contact the City Manager if any questions arise or any further information concerning City activities is needed.

It is important that members of the Council understand the full range of services and programs provided by the organization. As new members join the City Council, the City Clerk coordinates with Department Heads to provide tours of City facilities and meetings with key staff.

SECTION 1.02 CITY OF EVART MISSION STATEMENT

It is the mission of the City government to ensure that Evart is a desirable and vibrant community in which to live and do business, and to respond to the values and priorities of the residents so as to provide for the community's current and future needs.

Explicitly, the City fulfills its function by:

- Addressing the needs of the residents through the City Council, the appointed Boards and commissions, and the City Staff.
- Providing easy and open access to information and encouraging dialogue, enabling residents to actively engage in civic life.
- Providing for the safety of its residents, businesses, and visitors.
- Providing for the safety of its residents, businesses, and visitors.
- Providing timely and responsive service.
- Providing special assistance to those in need.
- Functioning effectively, efficiently, and with accountability.
- Creating a positive and desirable workplace environment for City employees.
- Managing change for the betterment of the City.

- Creating and maintaining a viable revenue stream and providing for the unpredictable nature of our economy.
- Implementing and maintaining City infrastructure, facilities, and programs.
- Formulating sound environmental policies.
- Recognizing and supporting the City's diverse neighborhoods and population.
- Acting as a responsible member of the greater region.

Members of the Evert City Council are collectively responsible for establishing policy, adopting an annual budget, and providing vision and goals to the City Manager.

The following outline is a brief description of the various duties of Councilmembers. The description is not intended to be comprehensive, but rather it is an effort to summarize the primary responsibilities of the Council:

- I. Establish Policy
 - a. Adopt goals and objectives
 - b. Establish priorities for public services
 - c. Approve/amend the operating and capital budgets
 - d. Approve purchases as required by the Purchasing policy
 - e. Adopt resolutions
- II. Enact Laws
 - a. Adopt Ordinances
- III. Supervise Appointed Officials
 - a. Appoint City Manager
 - b. Evaluate performance of City Manager
 - c. Establish advisory boards and commissions
 - d. Make appointments to advisory bodies
 - e. Provide direction to advisory bodies
- IV. Provide Public Leadership
 - a. Relate wishes of constituents to promote representative governance
 - b. Mediate conflicting interests while building a consensus
 - c. Call special elections as necessary
 - d. Communicate the City's vision and goals to constituents
 - e. Represent the City's interest at regional, county, state, and federal levels
- V. Decision-Making
 - a. Study problems
 - b. Review alternatives
 - c. Determine best course of public policy

SECTION 1.03 CODE OF ETHICS

Any person in Government Service should:

- Put loyalty to the highest moral principles and to country above loyalty to person, party, or Government department.

- Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never be a party to their evasion.
- Give a full day's labor for a full day's pay, giving to the performance of his or her duties his or her earnest effort and best thought.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself or his or her family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his or her governmental duties.
- Make no private promise of any kind binding upon duties of office since a government employee has no private word which can be binding on public duty.
- Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his or her governmental duties.
- Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- Expose corruption wherever discovered.
- Uphold these principles, ever conscious that public offices are a public trust.

SECTION 1.04 PURPOSE OF THIS MANUAL

The City of Ewart's staff prepared this manual to assist the City Council by documenting currently accepted practices. Through agreement of the City Council and staff to be bound by these practices, the effective administration of City Council affairs is greatly enhanced. While attempting not to be overly restrictive, procedures are established so that expectations and practices can be clearly articulated to guide Councilmembers in their actions. It is anticipated that this procedures Manual will be reviewed by each two-year City Council and may be periodically revised.

SECTION 1.05 OVERVIEW OF CITY DOCUMENTS

The procedures manual provides a summary of important aspects of City Council activities. However, it cannot incorporate all material and information necessary for undertaking the business of a City Council. Many other laws, policies, plans, and documents exist which bind the City Council to certain courses of action and practices. A summary of some of the most notable documents that establish City Council direction is provided below.

City Charter: The City Charter is the founding document that gives the City government its powers and immunities as well as the direction for ordinances and laws. Nothing from this procedures manual shall be contradictory of what is contained in the City Charter.

Annual Budget: The City's annual budget provides a description of City services and resources used to provide services. The document contains both a broad overview of the budget as well

as descriptions of programs and services organized for convenience by lead department.

Ordinances: The City Ordinances include a variety of local laws and regulations including, but not limited to, zoning, standards, health and safety issues, traffic regulations and building standards.

Employee Handbook: The City of Evert strives to uphold, promote, and demand the highest standards of ethics from all its elected and appointed officials and City staff. Accordingly, all Councilmembers, members of all appointed boards, commissions, committees, City employees, consultants and professional service providers are expected to maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their City positions or powers for personal gain. The Employee Handbook addresses general rules of conduct and provides guidelines for City officials and employees to be worthy of the public trust.

Strategic Plan: Strategic planning is a tool that facilitates achieving predetermine goals through specific tasks. The process involves articulating a vision of where an organization wants to go, creating a plan for how to get there, and identifying how to carry out the plan. It is a forward-looking process that produces tangible, measurable, and meaningful results. The Township's Strategic plan is revised regularly and is monitored periodically for progress.

Capital Improvement Plan: The Capital Improvement Plan serves a as a guide for determining priorities, planning, financing, and constructing capital projects which add to, support, or improve the physical infrastructure, capital assets, or productive capacity of the City's services.

Master Plan

Economic Development Strategy

Zoning Ordinance

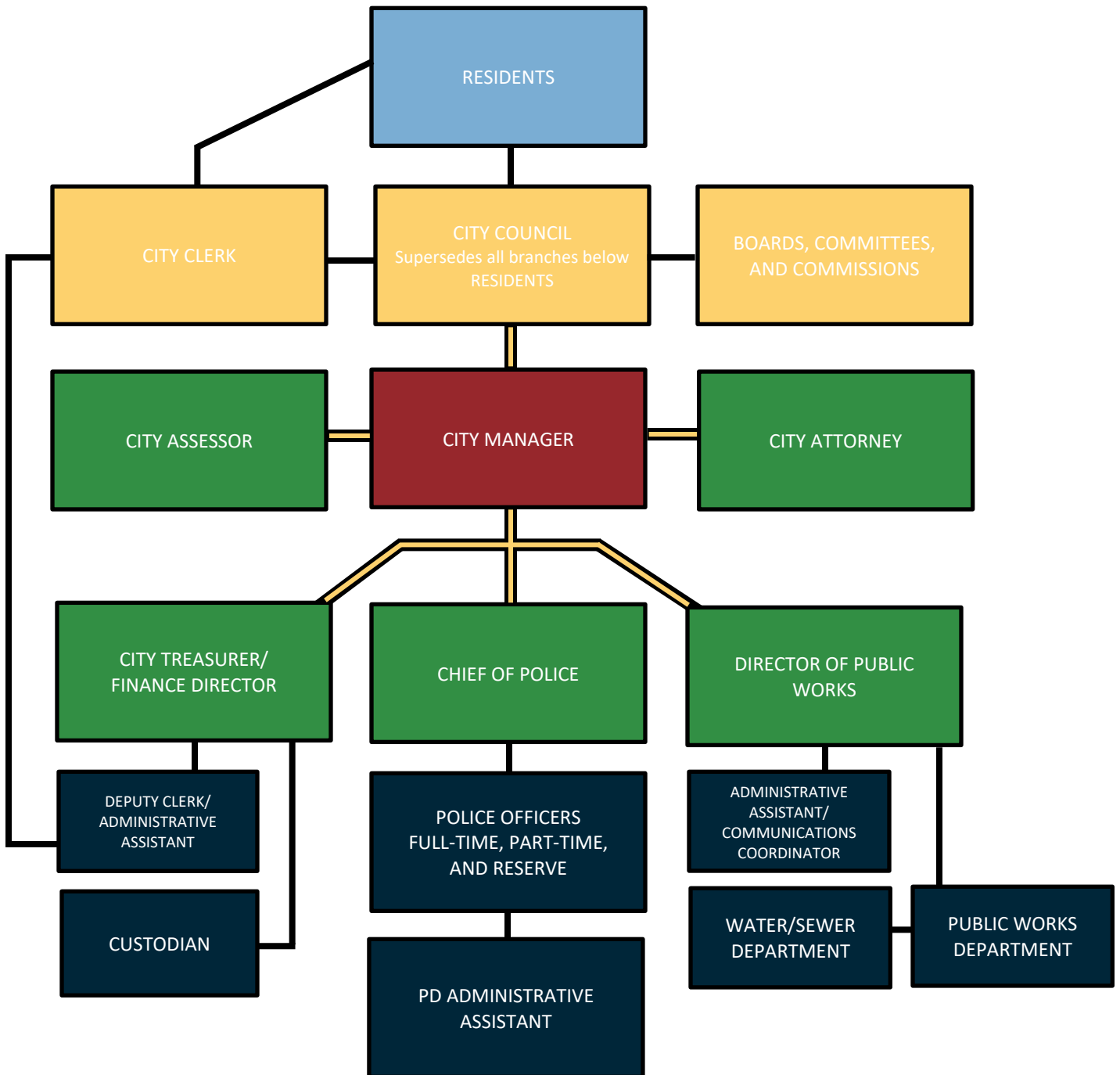
Parks and Recreation Plan

Policies

Resolutions

SECTION 1.06

CITY OF EVART ORGANIZATIONAL CHART



SECTION 1.07 MEETING SCHEDULE

Per City Charter, Section 4.14, regular meetings of the Council shall be held at least twice in each calendar month. City Council must decide what two days a month they would like to meet per resolution.

The Council shall, at its first meeting held following each regular City election, elect one of its members to serve as Mayor Pro Tem, and shall, by resolution, set the times for holding regular meetings of the Council. [Charter § 4.12; 4.14]

There is a standing pre-council work session before every regular council meeting from 7:30 pm to 8:00 pm. All regular meetings will be held on the first and third Monday of the month and shall begin at 8:00 p.m. All regular meetings will be held at the depot 200 S. Depot Ewart, MI 49631, unless otherwise noted in the notice.

2021	2022
January 4, 2021	January 3, 2022
January 19, 2021 (Tuesday)	January 18, 2022 (Tuesday)
February 1, 2021	February 7, 2022
February 16, 2021 (Tuesday)	February 22, 2022 (Tuesday)
March 1, 2021	March 7, 2022
March 15, 2021	March 21, 2022
April 5, 2021	April 4, 2022
April 21, 2021	April 18, 2022
May 3, 2021	May 2, 2022
May 17, 2021	May 16, 2022
June 7, 2021	June 6, 2022
June 21, 2021	June 20, 2022
July 6, 2021 (Tuesday)	July 5, 2022 (Tuesday)
July 19, 2021	July 18, 2022
August 2, 2021	August 1, 2022
August 16, 2021	August 15, 2022
September 7, 2021 (Tuesday)	September 6, 2022 (Tuesday)
September 20, 2021	September 19, 2022
October 4, 2021	October 3, 2022
October 18, 2021	October 17, 2022
November 1, 2021	November 7, 2022
November 15, 2021	November 21, 2022
December 6, 2021	TBD
December 20, 2021	TBD

**Adopted by Ewart City Council on November 30, 2020. See Resolution 2020-21.*

CHAPTER 2

ROLES

SECTION 2.01 CITY COUNCIL GENERALLY

It is important to note that the Council acts as a body. No member has any extraordinary powers beyond those of other members. While the Mayor and Mayor Pro Tem have some additional ceremonial and administrative responsibilities as described below, in the establishment of policies, voting, and other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Council. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Council to a course of action. In turn, it is staff's responsibility to ensure the policy of the Council is upheld. Actions of staff to pursue the policy direction established by most of the Council do not reflect any bias against Councilmembers who held a minority opinion on an issue.

SECTION 2.02 ROLE OF MAYOR

The mayor shall be the executive officer of the City. He or she shall preside at all its meetings and shall speak and vote in such meetings as any other member of the Council. The Mayor shall be the official head of the City for ceremonial purposes, and for the purposes of military law and the service of legal process upon the City. *[Charter § 4.13]*

The Mayor, unless unavailable will sign all ordinances, and other documents that have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by Council actions to sign documents.

SECTION 2.03 ROLE OF MAYOR PRO TEMPORE

The Mayor Pro Tempore title is often abbreviated to Mayor Pro Tem.

The City Council shall at its first meeting held following each regular City election, elect one of its members to serve as Mayor Pro Tem, and shall, by resolution, set the times for holding regular meetings of the council. The Mayor Pro Tem shall preside over the meetings of the council at the call for the Mayor, or when, on account of absence from the City, disability, or otherwise, the Mayor is temporarily unable to perform the duties of his or her office, and in case of vacancy in the office of Mayor, until such vacancy is filled by the council. In the event of a vacancy occurring in the office of Mayor or Mayor Pro Tem, the council shall elect from its elected members to fill such vacancy, but until such vacancy is filled, the senior member of the council from the standpoint of continuous service shall act as Mayor Pro Tem. As between persons of equal seniority, the person who received the highest number of votes at the time of his or her last election shall act. *[Charter § 4.12]*

SECTION 2.04 ROLE CITY CLERK

The Clerk shall be the Clerk and clerical officer of the Council. He or she shall attend all meetings of the Council and shall keep its journal. Additionally, the City Clerk shall:

- Keep a record of all actions of the Council at its regular and special meetings.
- Have the power to administer all oaths required by law and by the ordinances of the City.
- Be the custodian of the City seal and shall affix the same to documents required to be sealed. He or she shall also be custodian of all papers, documents, and records pertaining to the City, the custody of which is not otherwise provided by the City Charter.
- Give the proper officials ample notice of the expiration or termination of any official bonds, franchises, contracts, or agreement to which the City is a part.
- Notify the Council of the failure of any officer or employee required to take an oath of office or to furnish any bond required of him or her.
- Certify all ordinances and resolutions adopted by the Council.
- Perform all duties required of City Clerks by law and the ordinances of the City.
- Be responsible for the conduct of elections in the City as required by law.
- Perform such other duties in connection with his or her office as may be required of he or she by law, the ordinances, or resolutions of the City Council. *[Charter § 6.5]*

SECTION 2.05 APPOINTMENTS WITHIN CITY ORGANIZATION

The City Council shall appoint a City Treasurer, Finance Officer 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. *[Charter § 6.4]*

SECTION 2.06 ROLE OF CITY MANAGER

The City Manager shall be the chief administrative officer of the City government, in conformity with the provisions of the City Charter. He/she shall be selected by the council on the basis of training and ability alone, and need not be a resident of the City at the time of his or her appointment, but shall become a resident within ninety (90) days after his or her appointment, unless the time be extended by the council. He or she shall serve at the pleasure of, and be subject to removal by the council, but he shall not be removed from office during a period of sixty (60) days following any regular City election except by the affirmative vote of four (4) members of the Council. *[Charter § 6.3]*

The City Manager shall be vested with all administrative powers of the City non-inconsistent with the provisions of the City Charter. He or she shall perform the duties of this office under the authority of and be accountable to the council. It shall be the duty of the City Manager to:

- See that all laws and ordinances are enforced.
- Supervise and coordinate the work of the administrative officers and departments of the City, except as otherwise provided in the City Charter, and except the work of the Clerk in keeping the Council records and as the clerical official of the Council.
- Prepare and administer the annual budget under policies formulated by the Council and he or she shall keep the Council advised as to the financial condition and needs of the City.
- Establish and maintain a central purchasing service for the City and he or she, or an authorized representative to be the purchasing agent for the City.
- Subject to any employment ordinance of the City, employ or be responsible for the employment of all City employees, and supervise and coordinate the personnel policies and practices of the City.
- Keep informed and report to the Council concerning the work of the several offices and departments of the City and he or she may secure from the officers and heads of all administrative departments such information and special reports as he or she, or the Council may deem necessary.
- In case of conflict of authority between officers and administrative departments, or in case of absence of administrative authority occasioned by inadequacy of the City Charter or ordinance provisions, resolve the conflict or supply the necessary authority so far as may be consistent with law and the ordinances of the City, and direct the necessary action to be taken in conformance therewith, making a full report immediately to the Council;
- Attend all meetings of the Council, with the right to be heard in all Council proceedings, but without the right to vote.
- Recommend to the Council, from time to time, such measures as he or she deems necessary or appropriate for the improvement of the City or its services.
- Prepare and maintain an administrative code defining the duties and functions of the several offices and departments of the City which, when adopted by the Council, shall supplement the City Charter in establishing the duties and functions, as established in the City Charter, of each officer and department of the City.
- Furnish the Council with information concerning City affairs and prepare and submit such reports as may be required or which the Council may request, including an annual report which shall consolidate the reports of the several departments.
- See that the terms and conditions in any public utility franchise, or in any contract, are faithfully kept and performed.
- Possess such other powers and perform such additional duties as may be granted to or required of him, from time to time by the Council so far as may be consistent with the provisions of law.
- Establish any rules necessary to carry out any of the foregoing duties.

SECTION 2.07 APPOINTMENT OF ADVISORY BODIES

The Mayor, with the advice and consent of the City Council, may from time to time, appoint

such committees or boards as are deemed appropriate to advise and consult with them, and with appropriate departments, regarding any municipal activity. Such committees or boards shall be advisory, serve temporarily, and without compensation unless otherwise provided by the City Council. *[Charter § 4.30]*

CHAPTER 3

RESPONSIBILITIES

Being well informed, listening carefully, and knowing how to make decisions will enhance the qualifications you need to succeed as a public official. As well as having integrity, intelligence, and a genuine concern for the people you serve.

All elected officials share certain responsibilities. First, you must remember are elected to make decisions as a collective body, not to act as individuals or apart from the City Council.

SECTION 3.01 BEING WELL INFORMED

There is no substitute for thoroughly understanding the issues presented to you as a public official, as well as understanding the federal, state, and local laws that affect these issues. As a public official, you will receive an enormous amount of information. It is important to be able to manage this material efficiently and effectively.

- Become familiar with the City of Evert Charter. The City Charter is our governing document, and you can think of it as the constitution of Evert. *Please note our Charter is from 1983, there have been many changes in the law.*
- Know the duties and limitations of your office and of the municipality. This requires familiarity with the state and federal constitutions, local ordinances, the court cases interpreting them – as well as the City Charter.
- Know the City of Evert. Know its history, its operations, and its finances. Review all reports from the City Manager, Department Heads, and committees.
- Become familiar with Evert's plans. Review the master plan, the Council's list of priorities, the parks and recreation plan, the infrastructure plan, the economic development plans, and any other documents outlining the goals, objectives, and future projects for Evert.
- Be aware of the current state and federal legislation, pending court cases, and other factors that affect local issues. The Michigan Municipal League and the National League of Cities frequently send materials to help you stay up to date.
- Talk to people with differing points of view and relevant information. Your constituents, officials in neighboring villages, cities, and townships, and county and state officials will all have important and different perspectives on each issue. Reach out to them.

SECTION 3.02 LISTENING

Although seventy percent of our day is spent in some form of communication, and at least six hours a day is spent listening to some form of oral communication, we do not always do this well. Yet, it is imperative for you to listen actively and accurately in order to be an effective City Councilmember. Do more than hear: actively listen.

SECTION 3.03 MAKING DECISIONS

No governmental official can always make decisions that please everyone. Honest people have honest differences of opinion. Making decisions is not always easy; it takes hard work and practice. However, you, as a Councilmember, must eventually 'stand up and be counted.' It is this process by which your constituency judges you and for which it holds you accountable.

A City Councilmember has a legal duty to faithfully fulfill his or her obligations as a City Councilmember. That includes participation at City Council meetings and discussing and voting upon matters properly brought before the Council. A City Councilmember should abstain from voting only where he or she has a direct personal or pecuniary interest relating to an issue before the Council, not common to the other City Councilmembers. If a Councilmember believes that an abstention is necessary, he or she should inform the Mayor that he or she will be abstaining from voting on the matter at hand and should refrain from any discussion of said matter. If a Councilmember is uncertain as to whether or not he or she should abstain from voting on an issue, the question can be presented to the other Councilmembers who are authorized by the City Charter to pass upon the qualifications of each Councilmember. Absent a voluntary and proper abstention, or as a result of action taken by the City Council as a whole, a Councilmember should not abstain from voting on an issue.

SECTION 3.04 OBSERVE

Take a tour of the community with the City Manager and Department Heads. Such a tour is especially valuable for you as a newly elected Councilmember. You just might discover areas never seen before, learn where legal boundaries are, and see where major trouble spots are now and where they might develop. Keep your eyes open as you go back and forth to work or to City Hall, taking the opportunity to look for problems. Use a different route to see more than just one area. There is really no substitute for first-hand observation.

SECTION 3.05 TALK WITH CITIZENS

Direct interaction with your constituents is both politically and practically prudent. City Councilmembers need to be accessible, concerned, and open-minded. When talking to others, be sure to include people representing various economic levels, professions, occupations, and cultural backgrounds. In talking with citizens, be concerned primarily with listening. Avoid arguing or defending existing positions. Your attitude should reflect a genuine desire to secure information. In addition to seeking information in a person-to-person setting of your choice, you should also be prepared to receive unsolicited information and criticism from citizens who seek you out.

SECTION 3.06 READ

As an elected official, you will receive a large amount of printed material: minutes, articles, letters, Manager's reports, and other background information on issues. Much of this relates to problems and possible solutions, and some of it may help you discover the needs and wishes of your constituents. A letter or a newspaper article may reveal a problem that had not surfaced previously. Problems in other communities that are spelled out in journals or other printed sources may raise the question, "Do we have the same problem in our community?"

SECTION 3.07 ESTABLISH PRIORITIES

Now that you have observed what you believe to be possible problems or needs within the City of Evert, it is important to establish the priority of each of these. How is this done – remembering that the resources, both human and financial, of any municipality are limited? Even if resources were unlimited, there are a number of activities that would not, and should not, be engaged in by our local government. Each request should be examined in terms of citizen demand, financial cost, benefit to the City, available from other sources, and even political expediency. A balance should be maintained between the flexibility required to reorder priorities when conditions require, and the firmness required to resist changing the programs to meet the monetary whims of special interest groups in the community.

The Evert City Council holds a special meeting each January at which you will work with your fellow City Councilmembers to outline the goals and priorities for the upcoming year. This list will be your tool for providing direction to the City Manager and City staff. It is important for you as a Councilmember to take this responsibility very seriously, as it is one of the most effective ways to communicate the issues you find important to City staff and the community.

SECTION 3.08 MEDIA COMMUNICATIONS

If you have had little or no experience with members of the press, whether newspaper, radio, or television, you may suddenly realize that public figures live in a different world than the everyday public. Anything you say in public – whether seriously or jokingly – can appear in the paper, on TV, or on social media the same day. An unguarded comment about a person or about someone's idea may be indelibly printed, much to your embarrassment. A poor choice of words, made on the spur of the moment, may be used to distort your opinion on a public issue. If you do not want to comment all media may be directed to the City Manager.

SECTION 3.09 ATTENDANCE

Election to the City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represent the residents of the City. Attendance at Council meetings is critical to fulfilling this responsibility. The Council may excuse absences for cause. If a Councilmember has more than three unexcused successive absences

for regular or special Council meetings, the Council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the Council, the Council may enact a resolution of censure or request the Councilmember's resignation.

In addition to other provisions of the City Charter, a vacancy shall be deemed to exist in any elective office on the day when the officer dies, files his resignation with the City Clerk, is removed from office, moves from the City, is convicted of a felony, or of misconduct in office under the City Charter, is judicially declared to be mentally incompetent, or is absent from three (3) consecutive regular meetings of the Council, unless excused by the Council for cause to be stated in the record of Council proceedings.

CHAPTER 4

GUIDELINES FOR CITY COUNCILMEMBERS

The City of Evart has a Council-Manager form of government established pursuant to the Michigan Home Rule Cities Act. In this form of local government, the City Council appoints a professionally trained and experienced City Manager to administer the day-to-day operations of the City and to make recommendations to the City Council. The City Council as a whole, through resolutions and ordinances, establishes a basic policy that the City Manager and City Staff implement and administer. One of the major roles of the City Council is to review, revise, and finally approve the proposed annual budget. The Council-Manager form of local government requires administrative sensitivity to the policy-making role of the City Council as well as City Council sensitivity and regard for the administrative role of the City Manager and City Administrative Staff.

SECTION 4.01 CITY NEGOTIATIONS

The City is regularly involved in negotiations, including labor negotiations with employee organizations, leases, development issues, land transfers, and other similar matters. The City Council's proper role is to provide overall policy direction to the City Manager or other negotiators. The City Council as a body an individual City Council should not try to conduct negotiations, nor should the City Council intercede in negotiations being conducted by the City staff except in policy-making formats.

SECTION 4.02 CITY COUNCIL LOBBYING

Lobbying of the City's administrative staff by City Councilmembers is inappropriate. Staff members should be allowed to objectively study or review matters under consideration to which a report is presented to the City Council. Due to concerns with potential Open Meeting Act violations, Councilmembers should refrain from lobbying each other for potential consensus vote outside of official public meetings.

SECTION 4.03 ATTORNEY-CLIENT COMMUNICATIONS

The City Council may require guidance from the City Attorney from time to time and may require that this guidance be communicated privately. Letter from the City Attorney to the five (5) City Councilmembers and to the City Manager and City Staff are privileged communication between legal counsel and client. They may be marked confidential or privileged, and if confidential or privilege, they are not to be released to any party without prior authorization of the City Manager or the City Council. To do so unilaterally would unnecessarily compromise the City's legal position and prevent the City Council from discussing those opinions in a closed session. All requests or communication to the City Attorney by individual City Councilmember should be processed through the City Manager.

SECTION 4.04 ETHICAL CONDUCT

In all actions, employees, the City Manager, and City Councilmembers will adhere to all local, state, and federal laws regulating ethical action. Various professional codes of ethics and other similar documents may be used to supplement determinations of ethical conduct.

SECTION 4.05 CONFLICTS OF INTEREST

Except where authorized by law, no Councilman shall hold any other City officer or City employment during the term for which he or she was elected to the Council, and no former Councilman shall hold any compensated appointive City office or City employment until one (1) year after the expiration of the term for which he or she was elected to the Council. This shall not apply to appointed City boards or commissions, or volunteer firemen.

No member of the Council or of any board or commission of the City shall vote on any issue or matter in which he or she, or a member of his or her family shall have a proprietary or financial interest or as the result of which he or she may receive or gain a financial benefit. If a question is raised under this section at any Council, board, or commission meeting, such specific question shall be resolved before the main question shall be voted on, but the Council, board, or commission member concerning whom the question was raised shall not vote on such determination.

Unless the Council shall by unanimous vote, which vote shall be recorded as part of the official proceedings, determine that the best interest of the City shall be served, the following relatives of any elective or appointive officer are disqualified from holding nay appointive office or City employment during the term for which said elective or appointive officer was elected or appointed: Spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister or the spouse of any of them. All relationships shall include those arising from adoption. This section shall in no way disqualify such relatives or their spouses who are bona fide appointive officers or employees of the City at the time of the election or appointment of said official or employed by the City at the time of adoption of the City Charter.

The provisions of this relationship above, specifically apply to the prohibition of the employment of relatives to be directly under the supervision of another relative. Employment of another department than that of the relative's supervision is permissible subject to review by the Council. *[Charter § 4.9]*

City Manager Reporting Conflicts of Interest. If a case may arise when the City Manager has a conflict of interest, he or she shall make written notification of such conflict to the City Council. To the extent possible, the City Manager's involvement in the situation will be minimized to avoid the appearance of impropriety. The City Manager's conduct shall at all times be in accordance with the International City/County Management Association (ICMA) Code of Ethics.

It shall not be deemed a conflict of interest by the City Manager to enforce or cause to be

enforced zoning or ordinance violations in keeping with standard practice. It shall also not be deemed a conflict of interest for action to be taken by the City to improve or otherwise conduct normal public activities in the neighborhood where the City Manager may reside.

Employee Reporting of Conflict of Interest. If an issue may arise when an employee of the City or the City's Attorney, Auditor, or other professional contractors may have a conflict of interest, he, she, or the corporation, partnership, or entity shall promptly report such conflict or potential conflict to the City Manager. The City Manager shall determine what steps if any may be necessary to avoid the potential for preferential or adverse action because of the conflict.

CHAPTER 5

SUPPORT PROVIDED TO THE CITY COUNCIL

SECTION 5.01 OFFICE EQUIPMENT

To enhance Councilmembers service to the community and their ability to communicate with staff and the public, the City provides meeting facilities and office equipment for City business. For those members of Council who do not have or do not wish to use personally owned computers for City business, the City has computers and laptops available with the necessary software and internet and email capabilities.

Training in the use of computers and related software may be available if needed, while staff will maintain those computer applications related to City affairs, staff cannot provide assistance for personal computer applications.

It is important to note that all letters memoranda, and interactive computer communications, including emails, involving City Councilmembers and members of advisory boards, commissions, and staff, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions stated by the Freedom of information Act, are public records.

Even though it does not create paper, sending email is more similar to mailing a letter than placing a telephone call. The information in the email s stored on the computer network until deleted and may continue to exist on the network's back-up systems even after being deleted., and. As a result, emails can become records of the City maintained in the course of business, and thus available for public disclosure under the Public Records Act.

SECTION 5.02 MEETING ROOMS

Office space is available for shared use by members of the City Council.

CHAPTER 6

FINANCIAL MATTERS

SECTION 6.01 COMPENSATION

Each member of the Council and the City Clerk shall receive as remuneration for his or her service to the City, a sum designated under the provisions of the local Compensation Commission Act for all regular or special City Council meetings, payable quarterly. The local Compensation Commission shall provide for either an annual salary for a per-meeting rate and specify it be only for actual attendance at meetings. The Mayor shall receive an additional stipend, also designated by the local Compensation commission, payable annually.

Provision of this section of the City Charter shall be subject to the periodic review of the local Compensation Commission now established by ordinance in accordance with the statute.
[Charter § 4.10]

SECTION 6.02 BUDGET

The City Manager shall submit to the Council quarterly financial reports showing the relationship between the estimated and actual income and expenses to date; and if it shall appear that the income is less than anticipated the Council may reduce appropriations, except amount required for debt and interest charges, to such a degree as may be necessary to keep expenditures within the cash income. If the revenues exceed the amounts estimated in the budget, the Council may make supplemental appropriations. Expenditures shall not be charged directly to the contingency account except in those cases where there is no other logical account to which expenditures can be charged. Instead, a necessary part of the appropriation from the contingency account shall be transferred to the logical account, and expenditure charged to such account. *[Charter § 7.7]*

CHAPTER 7

COMMUNICATIONS

Perhaps the most fundamental role of a Councilmember is communication – communication with the public to assess community opinions and needs – communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. Because the City Council performs as a body – that is, acting based on the will of the majority as opposed to individuals – it is important that general guidelines be understood when speaking as a Councilmember. Equally important, when members are expressing personal views and not those of the Council the public should be so advised.

SECTION 7.01 FREEDOM OF INFORMATION ACT (FOIA)

To ensure that business communications submitted to and by elected and appointed officials comply with the Michigan Freedom of Information Act and the Michigan Open Meetings Act the following is set forth:

Communications – Generally

All letters, memoranda, and interactive computer communication involving City Councilmembers and members of advisory boards and commissions, as well as staff, the subject of which relates to the conduct of government or the performance of any governmental function, with few exceptions as stated by FOIA, are public records. Copies of such letters, memoranda, and interactive computer communication may not be provided to the public or news media without the filing of an FOIA request with the City according to the FOIA policy.

Written Communications

Written letters and memoranda received by the City, addressed to a City Councilmember or the City Council as a body, will be photocopied and provided to all City Councilmembers, and a copy kept according to the City's Records Retention Schedule.

Electronic Communications

Informal messages with no retention value and that do not relate to the functional responsibility of the recipient or sender as a public official, such as meeting notices, reminders, telephone messages, and informal notes, do not constitute a public record. Users should delete these messages once their administrative purpose is served.

All other messages that relate to the functional responsibility of the recipient or sender as a public official constitute a public record. Such records are subject to public inspection and copying.

Electronic communications that are intended to be shared among four or more City Councilmembers, whether concurrently or serially, must be considered in light of the Open

Meetings Act. If the intended purpose of the email is to have a discussion that should be held at an open meeting, the electronic discussion should not occur. Further, the use of email communication to form a collective decision of the Council is inappropriate. In order to discourage the use of email for discussion purposes, emails should be sent to Councilmembers using the blind carbon copy feature, or bcc.

Electronic communication should be used cautiously when seeking legal advice or to discuss matters of pending litigation or other confidential City business. In general, email is discoverable in litigation and even deleted email is not necessarily removed from the system. Confidential email communications should not be shared with individuals other than the intended recipients, or the attorney-client privilege protecting the document from disclosure may be waived.

Electronic communication between Councilmembers and between Councilmembers and City staff shall not be transmitted to the public or news media without the filing of an FOIA request according to the FOIA policy.

Councilmembers are encouraged to use the City provided email address ending in @evart.org

CHAPTER 8

INTERACTION WITH CITY STAFF AND OFFICIALS

City Council Policy is implemented on a daily basis through staff. Therefore, it is critical that the relationship between Council and staff be well understood by all parties so that policies and programs may be implemented successfully. The City of Ewart has a long tradition of positive relationships between members of the City Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

SECTION 8.01 COUNCIL-MANAGER FORM OF GOVERNMENT

Like most Michigan cities, Ewart has adopted a City Council-City Manager form of government. The Council appoints a City Manager to implement policy enforce its laws, direct the daily operations of City government, and prepare and monitor the municipal budget. The City Charter specifies roles and responsibilities and requires that Councilmembers work through the City Manager in dealing with City staff unless simply requesting information from Department Heads or other staff members. The City Manager is responsible to the City Council as a body rather than to individual Councilmembers.

SECTION 8.02 COUNCIL-MANAGER RELATIONSHIP

The employment relationship between the City Council and City Manager reflects the fact that the City Manager is the chief administrative officer of the City. The City Manager has an employment agreement with the City Council. Regular communication between the City Council and City Manager is important in maintaining effective interpersonal relations. All dealings with the City Manager, whether in public or private, should be consistent with the authority of the City Manager in administrative and personnel matters. Councilmembers should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the City Council. Further, Councilmembers should avoid involving themselves in matters regarding individual City employees or related affairs.

The City Council evaluates the City Manager's performance on a regular basis to ensure that both the City Council and City Manager are in agreement about organizational performance and priority goals that are based on mutual trust and common objectives. As in any professional relationship, it is important that the City Manager keep the City Council informed. The City Manager respects that the final responsibility for establishing the policy direction of the City is held by the City Council. The City Manager communicates with City Council in various ways. In addition to the formal Council Meetings, there are periodic briefing meetings with individual Councilmembers and written memoranda and email. Communication must be undertaken in such a way that all Councilmembers are treated similarly and kept equally informed. It is also important that the Council provide ongoing feedback, information, and perceptions to the City Manager including responses to written communications and surveys requesting feedback.

SECTION 8.03 CITY MANAGER CODE OF ETHICS

The City Manager is subject to a professional code of ethics that binds the City Manager to certain practices that are designed to ensure his or her actions are in support of the City's best interests. Violations of such standards can result in censure.

SECTION 8.04 CITY COUNCIL-CITY ATTORNEY RELATIONSHIP

The City Attorney is the legal advisor of the Council, City Manager, and departments. The general legal responsibilities of the City Attorney are to:

1. Provide legal assistance necessary for formulation and implementation of legislative policies and projects.
2. Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings.
3. Prepare ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes for which they are prepared.
4. Keep City Council and staff apprised of court rulings and legislation affecting the legal interests of the City.

It is important to note that the City Attorney does not represent individual members of Council, but the City Council as a whole.

SECTION 8.05 ROLES AND INFORMATION FLOW

Objectives: It is the intent of staff to ensure Councilmembers have free and easy access to information from the City and to ensure that such information is communicated completely, with candor, and without bias. Individual Councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, or executing department priorities without the prior knowledge and approval of the City Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Councilmembers, and to allow staff to execute the priorities given by management and the Council as a whole without fear of reprisal.

Council roles: The full City Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, service levels, workloads and schedules, departmental priorities, and the performance of City Business. If a Councilmembers wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Should a Councilmember become dissatisfied with a department, he/she should always discuss it with the City Manager, not the Department Head. Concerns about a Department Head must be taken only to the City Manager.

Access to Information: Individual Councilmembers, as well as the Council as a whole, shall receive the full cooperation and candor of staff in being provided with any requested information. The City Manager will inform Council when a critical or unusual event occurs about which the public would be concerned.

To assist the City Manager in his or her ability to monitor the flow of information, requests for information are best tracked if submitted in writing, either in memorandum form or through email. To ensure proper responsiveness, Councilmembers are asked to “cc” both the Department Head and the City Manager on all correspondence with staff. Draft documents (e.g., staff reports in progress, administrative drafts) under review are not available for release until complete and after reviewed by City management. In addition, there are legal restrictions on the City’s ability to release certain personnel information even to members of the City Council. Certain aspects of Police Department affairs, such as access to restrict or confidential information related to crimes, may not be available to members of the Council.

City Councilmembers have a responsibility in this information flow as well. It is critical that they make use of staff reports and commission minutes. Councilmembers should come to meetings well prepared – having read staff reports and attachments and requesting in advance any necessary and available information from the staff. If a Councilmember has questions on an agenda item, that member should preferably contact the City Manager prior to the meeting in order to allow time to research a response for the meeting.

Staff roles: The Council recognizes the primary functions of staff as serving the community, executing Council policy and actions, and in keeping the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole or from the appropriate management supervisors. Staff is directed to report to the City Manager any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing, or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Councilmembers for information or assistance; provided that, in the judgment of the City Manager, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full City Council. If a request by an individual Councilmember is determined by the City Manager to take one hour or more of staff time to complete, that request may be included on the formal Council agenda for a full discussion.

SECTION 8.06 DISSEMINATION OF INFORMATION

In cases where a staff response to an individual Councilmember request involves written

materials that may be of interest to other Councilmembers, the City Manager will provide copies of the material to all other Councilmembers. In making this judgment, the City Manager will consider whether the information is significant, new, otherwise not available to the Council, or of interest to the Council.

SECTION 8.07 MAGNITUDE OF INFORMATION REQUEST

Any information, service-related request, or revised policy position perceived as necessary by individual Councilmembers, and that cannot be fulfilled based on the above guidelines, should be submitted by the individual Councilmember in writing to the Council as a whole. When raised at a Council meeting, the full Council can decide whether and when to agendize the request for further consideration. The City Manager will seek necessary clarification as to whether the Council desires staff research or a report prepared; and if so, the relative priority that should be given to such a request in light of other priorities and potential workload impacts.

SECTION 8.08 PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS

A vacancy shall be deemed to exist in any elective office on the day when the officer dies, files his or her resignation with the City Clerk, is removed from office, moves from the City, is convicted of a felony, or of misconduct in office under the City Charter, is judicially declared to be mentally incompetent, or is absent from three (3) consecutive regular meetings of the Council, unless excused by the Council for cause to be stated in the record of Council proceedings.

Any vacancy occurring in any elective office shall be filled within thirty (30) days after such vacancy shall have occurred by the concurring vote of at least three (3) members of the council. The person appointed by the Council shall serve until the next general city election. If the Council fails to make such appointment within the thirty (30) days following the occurrence of the vacancy, the election commission shall call a special election to fill the vacancy, to be held not sooner than ninety (90) days and not later than one hundred twenty (120) days following the occurrence of the vacancy and be otherwise governed by the election provision of the City Charter and state statutes. *[Charter § 4.7; 4.8]*

CHAPTER 9

MEETINGS: GENERAL INFORMATION

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

SECTION 9.01 PARTICIPATE IN FORMAL COUNCIL MEETINGS

The City Council meeting is the final step in determining the projects and programs required to meet community needs. Here, under public scrutiny, a Councilmember must transact the business of the community based on established priorities and data that have been gathered and analyzed. In Council meetings, it is important to:

Look attentive, sound knowledgeable, and be straightforward and honest. Be familiar with a systematic and efficient way to handle business brought before the City Council.

The City Manager will have prepared a concise and easily understood agenda for the City Council and the general public, the order in which items will be considered during our meetings. This agenda may allow the general public to bring up additional items of business for discussion. The agenda will come with a packet of background material and reports from the City Manager and Department Heads. These will be given to Councilmembers prior to the meeting to assist in making a knowledgeable decision.

Councilmembers are expected to bring all appropriate documents, notes, and memoranda to the meeting. All material should be arranged in the same order as the agenda so pertinent information can be found easily.

Councilmembers should have a reasonable knowledge of parliamentary procedure and the Modern Rules of Order, which the Ewart City Council has adopted. This will keep the meeting moving smoothly and efficiently, with a clear indication of each item's disposition. However, too much attention can slow down meetings with complicated rules.

Any personal remarks intended to ridicule others should be avoided. Regardless of the actual relationships between the Councilmembers, the general atmosphere should be relaxed, friendly, efficient, and dignified. Sarcasm, innuendos, and name-calling should be avoided in interactions with other Councilmembers, staff, and the public. This does not mean falsehoods, misinterpretations, distortions, and challenges to your integrity or honesty should be left unanswered. They should be answered – and sometimes vigorously – but these rejoinders should address facts rather than the qualities, or lack of them, of the person being addressed.

SECTION 9.02 REGULAR MEETINGS

Regular meetings of the City Council shall be held at least twice in each calendar month at the usual place of holding meetings of the Council. If any time set by resolution of the Council for the holding of a regular meeting of the Council shall be a holiday, then such regular meeting shall be held on the next following secular day which is not a holiday or on such other day as may be set by the Council. *[Charter § 4.14]*

SECTION 9.03 SPECIAL MEETINGS

Special meetings of the City Council may be called by the City Clerk on the written request of the Mayor or any three (3) members of the Council or the City Manager on eighteen (18) hours' written notice to each member of the Council, designating the purpose of such meeting and served personally or left at his or her usual place of residence by the Clerk or someone designated by the Clerk. *[Charter § 4.15]*

No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. *[Charter § 4.16]*

SECTION 9.04 EXECUTIVE SESSIONS

Executive meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- A. To consider the dismissal, suspension, or disciplining of; or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent when the named person requests a closed meeting. MCL 15.268 Sec. 8(a)
- B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing. MCL 15.268 Sec. 8(c)
- C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. MCL 15.268 Sec. 8(d)
- D. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council. MCL 15.268 Sec. 8(e)
- E. To review the specific content of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public

office shall be held in an open meeting. MCL 15.268 Sec. 8(f)

- F. To consider material exempt from discussion or disclosure by state or federal statute. MCL 15.268 Sec. 8(h)

The City Council shall hold closed session only for purposes that are allowed by the Michigan Open Meetings Act, as amended.

SECTION 9.05 WORK SESSIONS

City Council may meet informally in a work session. The work session is the forum used by the Council to review forthcoming programs of the City, to receive progress reports on current issues, or to receive similar information from the City Manager and others. All discussions and conclusions held during the workshop are of an informal nature. Except for the public comment period provided in accordance with the Open Meetings Act, no audience participation is intended during the course of any work session, unless permitted by the consent of the majority of the Council present. General consensus may be reached, but no final action is generally taken while in a work session.

SECTION 9.06 MEETING SCHEDULE

At its first meeting held following each regular City election, the Council shall by resolution, set times for holding regular meetings. Regular meetings of the Council shall be held at least twice in each calendar month at the usual place of holding meetings for the Council. If any time set by resolution of the Council for holding of a regular meeting of the Council shall be a holiday, then such regular meeting shall be held on the next following weekday which is not a holiday or another day set by Council. Other meetings throughout the year may be canceled as well. Councilmembers should inform the City Manager as soon as possible if they intend to be out of town on a set meeting date. On occasion, arrangements may be made in order for Councilmembers to remotely participate in Council meetings by telephone conference call or virtual meeting platform when out of town if permitted by law.

SECTION 9.07 RULES OF ORDER

The Council shall determine its own rules and order of business and shall keep a written or printed journal of all its proceedings in the English language which shall be signed by the Mayor and the City Clerk. The vote upon the passage of all ordinances, and upon the adoption of all resolutions shall be taken by "Yes" and "No" votes and entered upon the record, except that where the vote is unanimous, it shall only be necessary to so state in such record. Each member of the Council, who shall be recorded as present at any meeting shall be required to vote on all questions decided by the Council at such meeting, unless excused by three (3) of the members present or in any case, where the matter personally affect the member not voting. A member not excused can be considered in violation of the City Charter when so determined by the

Council. *[Charter § 4.19]*

Quorum: The presence of three (3) or more of the Councilmembers of the City of Evert shall constitute a quorum for the transaction of ordinary business of the City of Evert at any regularly scheduled or special meeting.

Absence of Quorum: Upon the absence of a quorum, two (2) or more members may adjourn any regular or special meeting to a later date. Public Notice shall not be required if the time set for reconvening is less than thirty-six (36) hours.

SECTION 9.08 DISORDERLY CONDUCT

The Mayor may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order. If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may make arrangements to have the person removed from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

CHAPTER 10

MEETINGS: PUBLIC NOTICES

SECTION 10.01 PUBLIC NOTICE OF MEETINGS

All meetings must be publicly posted no later than eighteen (18) hours prior to the start of the meeting. This posting shall be in print at City Hall and posted on the City's webpage and social media pages.

CHAPTER 11

RULES OF ORDER

SECTION 11.01 PUBLICATION OF NOTICE

Official notices or proceedings requiring publication or posting shall be displayed on the bulletin board located at City Hall and/or on the City's official website. In the event publication is required by law in a newspaper of general circulation, *The Pioneer*, which is circulated in Osceola County, is designated as the official newspaper for the City of Evart.

In the case of notices or proceedings, they may be published in synopsis form, and indicate that the detailed document is available for public inspection at any time at the City Clerk's office during normal business hours. *[Charter § 5.7]*

SECTION 11.02 CITIZEN PARTICIPATION

Members of the audience attending regular or special meetings shall have a reasonable opportunity to be heard, except as otherwise may be provided by law, as follows.

Regular Meetings: The Mayor will recognize each person wishing to make comments and the person shall state their name, address, and group affiliation (if appropriate) prior to speaking. No citizen shall speak more than once during each of the following segments.

Public Hearings: When a public hearing on a matter has been scheduled, City Council will hear and consider any comments presented by interested parties or audience members on the specific subject of the hearing. During public hearings, the Mayor or members of the City Council shall not engage in conversation or answer questions asked by the public. A public hearing is a specific time for members of the public to be heard.

Public Comment: Speakers may address the City Council for up to one four (4) minute period. Remember the purpose of the council meeting is to conduct the city's business, it is not a public forum. Limiting public comment time in the meeting is not a violation of the first amendment.

Special Meetings: Citizens may address the City Council for up to one, four (4) minute period.

Conduct of Speakers and Audience Members: Persons addressing the City Council shall make responsible comments and shall refrain from making personal, disrespectful, slanderous, or profane remarks. Personal debates within the audience are not permitted. To preserve the order and decorum of Council meetings, the audience shall refrain from cheering and applauding during the course of the meeting.

Disorderly Conduct: The Mayor may call to order any person or persons who are being

disruptive, disorderly, speaking out of turn or beyond the allotted time, etc. Such persons shall promptly obey the rulings of the Mayor if called to order. If the person does not obey the ruling, the Mayor may order the removal of the person from this meeting.

Written Communications: Individuals or groups are encouraged to submit written comments to the City Council via mail, email, or delivered to the City Clerk's office for distribution. If requested by the writer, the communication may be added to the appropriate agenda for receipt and/or action as deemed appropriate by the City Council.

Handouts, Supporting Materials, Photographs, etc.:

Persons wishing to provide copies of comments, handouts, presentations, supporting materials, photographs, etc., are encouraged to submit such items to the City Clerk's office at least two (2) business days prior to a meeting.

SECTION 11.03 AGENDAS AND ORDER OF BUSINESS

Regular Meeting Agendas: The City Manager shall be responsible for the preparation of the agenda and supporting material for each regular meeting as follows:

- Every ordinance, resolution, and document to come before the City Council at any regular meeting shall be submitted before 12:00 noon on Wednesday preceding the regular meeting in order to properly prepare the agenda. Items not received may be considered at the next regularly scheduled meeting.
- Requests by individual members of the City Council for administration to prepare simple and uncomplicated resolutions or proposed ordinances, provided said request as permitted by state law and/or the City Charter, shall be made through the City Manager prior to 12:00 noon on the Wednesday preceding the regular meeting in which it is desired. If the City Manager determines that the request requires extensive staff research and preparation, he or she may first prepare a resolution for City council to determine whether to proceed.
- The City Manager or Council who placed an item on the agenda shall have the right to withdraw it prior to any action being taken.
- The agenda and council packet shall be furnished to the City Council on the Friday prior to the regular meeting. On the day following delivery of the agenda and council packet to the City Council, if practical, the agenda will be available on the City's website and a paper copy can be viewed at the City Clerk's office during normal business hours.
- The City Council may by an affirmative vote of at least three (3) members approve the addition of agenda items. The motion to add an item shall occur at the beginning of the meeting, immediately after the previous minutes have been approved.

Special Meetings of the Council: Special meetings of the council may be called by the clerk on the written request of the mayor or any three (3) members of the council or the city manager on eighteen (18) hours' written notice to each member of the council, designating the purpose

of such meeting and served personally or left, at his usual place of residence by the clerk or someone designed at bye clerk. *[Charter § 4.15]*

Special Meeting Agendas: No business shall be transacted at any special meeting of the council unless the same has been stated in the notice of such meeting. *[Charter § 4.16]*

Order of Business – Regular Meetings: Prior to the start of regular meetings, an inspirational message from an individual selected by the Mayor may be given, followed by the Pledge of Allegiance. The order of business at any regular meeting shall be as follows:

1. Call to Order
2. Roll call
3. Public Comment
4. Presentations: These items include proclamations, commendations and recognitions or items prepared by City administration, City boards and commissions, or other City-related agencies. Any other presentation shall be limited to fifteen (15) minutes and shall be by prior approval of the City Council.
5. Public Hearings: Resolutions and/or ordinances applicable to a public hearing shall be considered immediately following the hearing.
6. Approval of minutes from previous meeting
7. Consent Agenda: Agenda items considered routine will be marked with an asterisk (*) and will be considered under “motion to adopt consent agenda items, as indicated.” Examples include communications, setting public hearings, board appointments, traffic control orders, etc., and ordinances that have been previously approved in principle. If any Councilmember requests an item to be removed from the consent agenda, the item will be removed and considered in its normal sequence on the agenda.
8. Unfinished Business: Items include any business matters not disposed of prior to the adjournment of the previous meeting and any matters postponed for consideration at this meeting.
9. Items for Discussion
10. Action Items
11. Reports from the City Manager, and other City officers, committees, boards, or commissions
12. Public Comment
13. Adjournment

SECTION 11.04 RESOLUTIONS

A resolution or motion shall be limited to matters required or permitted to be done by the Charter, or by state or federal laws or pertaining to the internal affairs or concerns of the City government. Resolutions, and any long or complicated motions or amendments, shall be put in writing by the mover before being acted upon by the City Council.

Upon the reading by the City Clerk of a short description of the resolution, it shall be in order

for any member of the City Council to move for its adoption. Before the question is put to a vote, an opportunity for debate, amendment or other appropriate action shall be afforded the City Council.

A resolution is an official City Council action in the form of a motion adopted by an affirmative vote of at least three (3) members, unless otherwise provided by law. A resolution becomes effective on the same day on which it is adopted unless a subsequent date is contained within the resolution.

SECTION 11.05 ORDINANCES

An ordinance is a legislative act establishing a more permanent influence on the City other than a resolution and requires greater formalities in its adoption. In addition to other acts required by law or by specific provision of the City Charter to be adopted by ordinance, acts which do any of the following shall be by ordinance:

- Adopt or amend an administrative code or establish, alter, or abolish any City department, office, or agency.
- Amend or repeal any ordinance previously adopted.
- Grant, renew or extend a franchise, except as otherwise provided by law.
- Authorize the borrowing of money.
- Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed.
- Regulate land use and development.

All legislation by ordinance shall comply with the provisions of the City Charter and shall be submitted and considered as follows:

- All proposed ordinances shall be in writing shall be identified by an agenda number and a short title and shall contain no more than one subject. It shall be the responsibility of a Councilmember offering an amendment to put the amendment and the exact revisions proposed in writing if it is long or complicated.
- The City Manager and administrative officers shall submit and recommend to City Council adoption of ordinances deemed necessary to carry out the activities of the City and those matters required by state law.
- If a Councilmember wishes to introduce a proposed ordinance, the short title shall reflect an endorsement indicating this, such as "Introduced by Councilmember (insert name)".
- As provided in the Charter, adoption of an ordinance requires an affirmative vote of at least three (3) members unless otherwise provided by law.
- Notices or proceedings requiring publication, and all ordinances passed by the Council shall, unless otherwise provided by the Charter, be published once in a newspaper of general circulation in the City. In the case of notices, or proceedings they may be

published in synopsis form and indicate that the detailed document is available for public inspection at any time at the Clerk's office during normal business hours. [Charter § 5.7]

SECTION 11.06 MOTIONS

Generally: All motions offered shall be moved and seconded before being considered. Long or complicated motions shall be put in writing by the mover of the motion before being acted upon. An opportunity for debate, amendments or other appropriate action shall be afforded the members of the City Council, except as otherwise stated in these rules. Each amendment proposed shall be considered a separate question.

Debate: Councilmembers wishing to speak during debate shall first obtain the approval of the Mayor and each member who speaks shall address the Mayor. A Councilmember cannot speak against his or her own motion but may vote in the negative. The member making the motion may speak on it first if he or she expresses a desire to do so.

Councilmembers should attempt as much as possible to state motions in the positive form – that is, “I move to...” rather than “I move not to...” Motions where one must vote “yes” to vote against a proposal are confusing not only for Councilmembers, but also for staff and citizens.

If a proposal has only minimal support, a Councilmember might state “I make this motion in order to put it on the floor for discussion. I am not sure of my position on it at the present time.”

Withdrawal: A Councilmember has the right to withdraw his or her motion. If no member objects, the motion is modified or withdrawn. If a member objects to the withdrawal of a motion and a second is received, a vote is immediately taken on the request to withdraw the motion. Friendly revisions to motions agreed to by the Councilmember moving and seconding the motion may be made.

Passage: Passage of all motions or appeals of the chair shall be on the affirmative vote of at least three (3) members, unless otherwise stated by law or by these rules.

Motion Under Consideration: Whenever a main motion or question is under consideration, no other motion can be made except:

- To amend or substitute
- To postpone indefinitely
- To postpone to another day or time
- To divide the question
- To call the question
- To clear the floor of options

- To appeal the ruling of a chair
- To table -or- take from the table
- To recess
- To adjourn
- To fix the time to which to adjourn

SECTION 11.07 APPEALS

Any Councilmember may appeal a ruling/decision of the chair and the appeal is debatable. The chair shall then put the question, generally phrased as, "Shall the decision of the chair stand as the decision of the Council?" If adopted, the ruling of the chair is sustained (stands); otherwise, it is overruled (ruled against). If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal.

SECTION 11.08 POINT OF ORDER

When a member believes the rules are not being followed, a member may demand the ruling of the Mayor. The Mayor shall promptly rule and enforce the rules, if appropriate. The Mayor's ruling on a Point of Order may be appealed.

SECTION 11.09 RESCIND

Any vote taken may be rescinded unless something has been done as a result of the vote that the Council cannot undo. This motion cannot be made if the question can be reached by a motion to reconsider. It shall require any affirmative vote depending on whether or not notice of the intent to rescind was provided at a previous meeting as follows: If notice was given, requires an affirmative vote of at least three (3) members. If notice was not given, requires an affirmative vote of at least four (4) members.

SECTION 11.10 SUSPEND THE RULES

Any rule may be temporarily suspended by an affirmative vote of at least three (3) members, unless a different number of votes are specifically stated in a rule. No rule shall be suspended if it is a restatement of a requirement of state law, the City Charter, or City Code.

SECTION 11.11 VOTING

Closing Debate: The Chair determines when to close debate after determining if all Councilmembers have been given an opportunity to be heard and to order the roll call of the question.

Duty to Vote: Councilmembers in attendance shall have a duty to vote for or against all measures before the City Council unless there is a conflict of interest. Conflicts shall be

governed as follows:

- Except for public contracts governed by Contracts of Public Servants with Public Entities Act (Act 317 of 1968), no member of the City Council shall have an interest, directly or indirectly, in any contract, job or work with the City. No member of the City Council shall be financially interested directly or indirectly in the sale to the City of any land, materials, supplies or services. This does not apply to the official services of his or her office. *[Charter § 12.10]*
- The foregoing prohibitions of the above paragraph, as they apply to a Councilmember or Councilmembers, shall not apply if the City Council shall declare on its records by an affirmative vote of four (4) of the remaining members of the City council that the best interests of the City are served despite a personal interest, direct or indirect, and if in compliance with the Contracts of Public Servants with Public Entities Act (Act 317 of 1968).
- If a Councilmember shall have a conflict or believes he/she may have a potential conflict of interest as shown in the above paragraph, the member shall immediately disclose the nature and extent of his or her interest prior to the consideration of the agenda item involved. If it is determined, in consultation with legal counsel and review of the Charter and state law that a conflict does not exist or the City Council has declared on its record the best interest are served despite the personal interest, the member may participate in the deliberations and shall vote on such matter.

Roll Call Vote: In all roll call votes the names of the members shall be called in alphabetical order and the name to be called first shall be advanced one position alphabetically in each successive roll call vote. *[Charter § 4.9(f)]*

Resolutions, Ordinances, Motions, or Declarations: All resolutions, ordinances, motions, or declarations shall be adopted or passed by an affirmative vote of at least three (3) members unless otherwise proved by law.

Change of Vote: A Councilmember may change their vote if he or she makes a request to do so immediately following the vote and prior to the time that the next item on the order of business is taken up. The vote shall be changed, and the record shall reflect the Councilmember's changed vote. Such members shall not be permitted to make any other change of vote upon the same question, except upon a properly introduced motion to reconsider.

SECTION 11.12 AMEND/REPEAL RULES

These rules may be amended or repealed by resolution of the City council and shall not be finally passed at the same meeting at which it is introduced and such resolution shall be postponed for final consideration until the next regular meeting or until such further time as the City Council shall determine. This rule shall not be suspended.

ATTACHMENTS

TYPES OF MOTIONS

MOTION	EXPLANATION
General Information about Motions	<p>-All motions are moved and seconded</p> <p>- Long/complicated motions reduced to writing by mover</p> <p>- Each amendment is a separate question</p> <p>-During debate, members shall speak once, except in rebuttal or explanation, or unless chair or members' consent</p> <p>- Passage requires at least three (3) affirmative votes of the members, unless state law or a rule provides otherwise</p> <p>- Mover of a motion may:</p> <ul style="list-style-type: none"> • Speaks first • Cannot speak against own motion • Can vote in the negative • May withdraw own motion if there are no objections; otherwise three (3) affirmative votes are required to withdraw a pending motion
Adjourn	Ends the meeting. Cannot offer to adjourn if a motion to fix time to adjourn is pending.
Adjourn, Fix time to	Sets the time for continuation of a meeting. Debatable, Amendable
Amendments	An amendment proposes a change to a main motion. Each amendment proposed shall be considered a separate question and shall be dealt with before any other amendment is offered. Debatable, Amendable
Appeals	Any Councilmember may appeal a ruling or decision of the Mayor. The Mayor shall then put the question, generally phrased as, "Shall the decision of the Mayor stand as the decision of the Council?" If adopted, the ruling of the Mayor is sustained (stands); otherwise it is overruled (rejected). If an appeal is tabled, it does not carry with it the subject matter being discussed at the time of the appeal. Debatable, Table
Call the Question	Any member, <i>except the member who moved the pending motion</i> , can move to close debate. The motion may be limited by the mover to one or more questions preceding the main question. If this motion is adopted, the vote on the pending motion is immediately taken. If rejected, debate continues.
Clear the Floor of Motions	Used if procedural matters have become sufficiently confusing. If adopted, it shall clear the floor of all procedural motions as though they have been withdrawn.
Divide the Question	The division must divide the motion into two or more separate

	<p>motions capable of standing as a complete proposition without the others.</p> <p>Debatable, Amendable</p>
Object to Consideration	<p>Motion is used to avoid consideration of a motion that is undesirable, impractical, or improper matter. Must be made before or immediately after a main motion is opened for debate and before any amendments are made to it.</p>
Postpone to Another Day or Time	<p>If adopted, the motion under consideration at the time is postponed until the stated date and/or time. The matter resumes under “Unfinished Business” if the date stated is another meeting. The matter does not require another motion and second before considering continues.</p> <p>Debatable, Amendable</p>
Postpone Indefinitely	<p>This motion is used to reject the main motion. Can be made only while a main motion is pending. If amendments are on the floor, this motion cannot be offered.</p> <p>Debatable</p>
Recess	<p>Establishes a brief break in the meeting.</p> <p>Amendable</p>
Rescind	<p>Any vote taken may be rescinded unless something has been done as a result of the vote that the Council cannot undo. This motion cannot be made if the question can be reached by a motion to reconsider. It shall require an affirmative vote depending on whether or not notice of the intent to rescinds provided at a previous meeting:</p> <ul style="list-style-type: none"> • If notice was given: Requires an affirmative vote of at least three (3) members. • If notice was <u>not</u> given: Requires an affirmative vote of at least four (4) members.
Suspend Rules	<p>Any rule may be temporarily suspended by an affirmative vote of at least three (3) members, unless a different number of votes are specifically stated in a rule.</p> <p>Debatable</p>
To Table	<p>This motion temporarily suspends debate/action on a motion and all of its pending subsidiary motions. If adopted, only the main motion and any adopted or ending amendments to the main motion are tabled. If the tabled motion is not taken from the table by the end of the current meeting or the next regular meeting following, the main motion dies.</p>
Take from the Table	<p>This motion would take up a mater previously tabled. This motion is <u>not</u> in order unless some business has been transacted since the question to table was adopted. The same question can again be tabled after additional debate has occurred.</p>

REFERENCE GUIDE TO MOTIONS

Purpose:	You Say:	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Bring business before assembly (a main motion)	I move that [or to] ...	No	Yes	Yes	Yes	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or Majority with notice
Close debate	I move the previous question	No	Yes	No	No	2/3
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Enforce rules	Point of Order	Yes	No	NO	No	None
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Take break	I move to recess for...	No	Yes	No	Yes	Majority
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority



EVART CITY COUNCIL

CITY COUNCIL
CITY OF EVART
County of Osceola, Michigan

RESOLUTION NO. 2022-16

**A RESOLUTION ELECTING MAYOR PRO TEM AND APPROVING EVART CITY
COUNCIL MEETING SCHEDULE EFFECTIVE DECEMBER 1, 2022 THROUGH
NOVEMEBER 20, 2024**

WHEREAS, On November 22, 2021, the Evert City Council held their regularly scheduled meeting; and

WHEREAS, Pursuant to Section 4.12 of the City Charter, the council shall, at its first meeting following each regular city election, elect one of its members to serve as mayor pro tem, and shall by resolution, set the times for holding regular meetings of the council; and

WHEREAS, The Evert City Council elected Council Member _____ as Mayor Pro Tem; and

WHEREAS, The Evert City Council elected to schedule their regular meetings to take place on the ____ and the _____, of each month, and if the _____ falls on a holiday, then the meeting will take place the following _____; and

WHEREAS, The Evert City Council elected to have a pre-council work session prior to each regular council meeting, beginning at 7:30 pm; and

WHEREAS, The Evert City Council elected to have the regular council meetings begin at 8:00 pm; and

RESOLVED, that in accordance with Section 4.12 of the City Charter, the Evert City Council hereby elected one of its members to serve as mayor pro tem and set the times for holding regular meetings of the council.

The above resolution was offered by Member _____ and supported by Member _____.

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

* * * * *

RESOLUTION DECLARED ADOPTED.

Dated: _____

City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Evart (the “City”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on _____, 2022, the original of which is on file in the clerk’s office and that public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

City Clerk

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: November 17, 2022
Re: Riverside West

For the Agenda of November 22, 2022

Background. On November 14, 2022, the Parks and Recreation Committee met to discuss different options for Riverside West camping. Riverside West camping closed in 2020 after we had flooding. The camping area has not been used in the last couple years. In 2022, the city chose to have a park host and the electrical was hooked up for the park host site. Baldwin Electric came and did an assessment of all the electrical lines, so we were able to determine the functionality of what we currently have. We also have replaced several roofs this summer which was discussed as park improvements needed in 2020.

Issues & Questions Specified. Once we received the assessment we met with the Parks and Recreation committee to go over our options. The committee is recommending that council approves a park host, updating the breakers and plugs, and fixing the one pedestal to make it up to grade. These items will allow us to open camping for the 2023 season.

Alternatives.

1. Keep Park closed

Financial Impact. Council has already approved a budget for parks and recreation and this will be covered in the current budget. This will be another step towards park improvements to make thing functional while pursuing other options for upgrades.

Attachments.

1. Park Host Job Description
2. Park Host Contract
3. Riverside West Assessment from Baldwin Electric
4. 2 quotes from Baldwin Electric



Park Host Job Description

General Description

The primary job of the Park Host is to care for the parks and campgrounds and to provide a quality experience for all who enter Riverside West and East. The position requires the following skills: exceptional customer service, the ability to perform manual labor when necessary, basic mathematical and writing skills, and good communication skills. The Park Host should enjoy working outdoors and working with the public. 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 is expected to work every weekend, summer holidays, and whenever there are busy peaks. This is a seasonal, temporary position with no benefits. A monthly stipend will be paid on a contract basis.

Park Host Duties & Responsibilities

- Recording campsite reservations at Riverside East and collecting payments
- Enforcing the no camping rule at Riverside West
- Opening and closing the Splash Pad daily (open at 11am; close at 8pm)
- Monitor pavilion rentals and ensure that the correct party is using the pavilion they reserved
- Cleaning/stocking bathrooms and showers, emptying trash cans, and picking up trash on the grounds when 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.
- Mowing the interior of the Splash Pad and the Shuffleboard court
- Patrolling both parks frequently (gator provided)

The Park Host is expected to stay at one of the campsites at Riverside West near the Park Host office. This campsite will have electricity and a water hookup. The host will provide their own camper or RV. In the event the host is going to be absent for a significant amount of time, especially overnight or on weekends, host will provide a replacement approved by the city.

No uniform is required or provided. The Park Host is expected to dress appropriately for the job and will be representing the City of Evart. Submit resume and cover letter to citymanager@evart.org.

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

This Agreement dated _____, 2022, is entered into between _____ (hereinafter "Park Host") 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 as it relates to being the Park Host of Riverside Parks.

2. TERM.

The consideration established herein shall become effective from May 1, 2022 until September 30, 2022. These dates may change upon agreement by both parties depending on weather.

3. DUTIES.

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

1. Open (11am) and close (8pm) the Splash Pad daily
2. Greet and assist visitors, answer questions and explain any/all regulations that apply to them.
3. Assist campers in locating their campsite(s).
4. Accept payments from campers.
5. Drop off all money collected throughout the week to City Hall on Mondays.
6. Monitor parks frequently 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. Mow the Splash Pad and the shuffleboard court as needed
11. Be familiar with the amenities of Evart to assist visitors i.e.: restaurants, gasoline, groceries, first-aid necessities, city events etc.

4. COMPENSATION

The Park Host shall be paid a flat fee of \$3,500.00 for the season: \$700 at the end of each month.

5. INDEPENDENT CONTRACTOR.

The Park Host 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 Park Host. The City shall provide all of the equipment, fuel, and materials needed to provide the services, as outlined. The Park Host shall make no purchases of materials without approval of the City Manager.

6. HOLD HARMLESS CLAUSE

To the fullest extent permitted by law the Park Host 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 _____, (Park Host) has signed his/her name to this agreement.

Dated: _____

CITY OF EVART

By: Pepper Lockhart, City Manager

By: , City Clerk

PARK HOST

Dated: _____

By:



November 9, 2022

To: Ewart DPW
200 S. Main St.
Ewart, MI 49631

c/o Don Duncan

Project: Riverside West Campground

Max number of pedestals per circuit:

Breaker 9-11 150amps 2 pole:

Feeds only site #8 at this time and is the only site with 240 volt but only has 30amp outlets on it right now.

Max number of 50amp 240v. sites is 5. (If you used only 30amp pedestals for this circuit the max number of sites would be 18 = 9 pedestals with 2 sites on each pedestal)

Breaker 10-12 150amps 2 pole:

Feeds sites 4, 5, 6 and 7 off from 1 leg and feeds sites 1, 2, 14 and 15 off from 2nd leg.

Max number of 30amp 120v. sites off from each leg would be 7 for a total of 14 sites. (Typically 2 sites are fed from 1 pedestal)

Breaker 13 100amps 1 pole:

Feeds sites 3, 12 and 13.

Max number of 30amp 120v. Sites is 4.

Breaker 14 100amps 1 pole:

Feeds sites 9, 10 and 11 and also light poles in center of park and at boat launch.

Max number of sites is 4. (Site 9 pedestal has 2-30amp outlets)

Gale Baldwin
Baldwin Electric



November 9, 2022

To: Ewart DPW
200 S. Main St.
Ewart, MI 49631

c/o Don Duncan

Project: Riverside West Campground

I propose to furnish and install the following:

- 1 Replace existing power pedestals with new pedestals.
2. 8 - New power pedestals each with 2-30amp 120v. outlet and 1-20amp GFCI duplex outlet
- 3.. 1-New power pedestal with 1-50amp 240v. outlet, 1-30amp 120v. outlet and 1-20amp GFCI outlet. (Site #8)

For a completed cost of \$5200.00

Thank you for considering Baldwin Electric for this project.

Gale Baldwin



November 9, 2022

To: Evert DPW
200 S. Main St.
Evert, MI 49631

c/o Don Duncan

Project: Riverside West Campground

I propose to furnish and install the following:

1. Make final wiring connections to pedestals.
2. Pedestals provided and installed by owner.

For a completed cost of \$800.00

Thank you for considering Baldwin Electric for this project.

Gale Baldwin

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: November 14, 2022
Re: Extend Master Plan

For the Agenda of November 22, 2022

Background. On October 6, 2022, the council chose to have the 2017 Master Plan updated. We are in the process of doing this with Williams & Works. We have completed a survey and have mailed the notices to the surrounding townships and the county.

Issues & Questions Specified. Since we anticipate applying for grants it would be advantageous of us to extend our current masterplan by resolution, so we still have something valid if needed before the new plan is completed. The extension is requested until we finish the new master plan and we will adopt a new resolution at that time.

Alternatives. N/A

Financial Impact. N/A

Attachments.

1. Resolution 17-2017 Resolution
2. Resolution 2022-17 Extension Request

**CITY OF EVART
EVART, MICHIGAN**

RESOLUTION # 19-2017

A Resolution to adopt the 2017 City of Evert Master Land Use Plan

WHEREAS, the City of Evert has the responsibility and is empowered by the Michigan Planning Enabling Act, Public Act 33 of Public Acts of 2008, to make and adopt a Master Land Use Plan; and

WHEREAS, the City of Evert Planning Commission initiated a process to update the City of Evert's Master Land Use Plan by notifying Osceola County and adjacent townships of Evert and Osceola on September 5, 2017; and

WHEREAS, public participation was sought and obtained by the City of Evert Planning Commission to assist in identifying the preferred vision of the City of Evert through the use of a random survey of residents, issue identification workshops, interviews of people identified by the City of Evert Planning Commission and a public hearing; and

WHEREAS, information in the form of text, tables and maps was prepared for inclusion in the 2017 City of Evert Master Land Use Plan; and

WHEREAS, the City of Evert has provided an appropriate review period required by Michigan Public Act 33 of 2008 to its residents, Osceola County and the adjacent townships of Evert and Osceola and held a public hearing regarding the adoption of the Master Land Use Plan on November 14, 2017 at 5:30 pm, at the Evert Fire Hall; and

WHEREAS, the City of Evert Planning Commission make a recommendation to the City of Evert, to formally adopt the 2017 City of Evert Master Land Use Plan, its narrative, maps, tables and other descriptive data as its guide for growth and improvement for the City of Evert.

NOW THEREFORE BE IT RESOLVED that the City of Evert hereby adopts this Master Land Use Plan for the City of Evert, dated November 20, 2017.

A motion to adopt the foregoing resolution was made by Elliott and supported by Carlson.

AYES: Josette Elliott Joyce Carlson

NAYS: 0

ABSENT: Keyser

RESOLUTION DECLARED ADOPTED THIS 20TH DAY OF NOVEMBER, 2017.


Heather Pattee, City Clerk

**CITY OF EVART
EVART, MICHIGAN**

RESOLUTION 2022-17

A Resolution to **EXTEND** existing Resolution 19-2017 City of Evert Master Land Use Plan

WHEREAS, the City of Evert has the responsibility and is empowered by the Michigan Planning Enabling Act, Public Act 33 of Public Acts of 2008, to make and adopt a Master Land Use Plan; and

WHEREAS, the City of Evert Planning Commission initiated a process to update the City of Evert's Master Land Use Plan by notifying Osceola County and adjacent townships of Evert and Osceola on September 5, 2017; and

WHEREAS, public participation was sought and obtained by the City of Evert Planning Commission to assist in identifying the preferred vision of the City of Evert through the use of a random survey of residents, issue identification workshops, interviews of people identified by the City of Evert Planning Commission and a public hearing; and

WHEREAS, information in the form of text, tables and maps was prepared for inclusion in the 2017 City of Evert Master Land Use Plan; and

WHEREAS, the City of Evert has provided an appropriate review period required by Michigan Public Act 33 of 2008 to its residents, Osceola County and the adjacent townships of Evert and Osceola and held a public hearing regarding the adoption of the Master Land Use Plan on November 14, 2017 at 5:30 pm, at the Evert Fire Hall; and

WHEREAS, the City of Evert Planning Commission make a recommendation to the City of Evert, to formally adopt the 2017 City of Evert Master Land Use Plan, its narrative, maps, tables and other descriptive data as its guide for growth and improvement for the City of Evert.

NOW THEREFORE BE IT RESOLVED that the City of Evert hereby **EXTENDS** this Master Land Use Plan for the City of Evert, dated November 20, 2017, **until the completion of the current 2022 plan in progress.**

A motion to adopt the foregoing resolution was made by _____ and supported by _____.

AYES:

NAYS:

ABSENT:

EXTENSION RESOLUTION DECLARED ADOPTED THIS 22TH DAY OF NOVEMBER, 2022.

City Clerk

To: Honorable Mayor Emerick & Council Members
From: Jennie Duncan, Finance Director/Treasurer
Date: November 17, 2022
Re: Proposed health insurance plan for 2023 for non-union employees and POLC Union employees

For the Agenda of November 22, 2022

Background. On November 3, 2022, I met with Jackie Holmes, Benefit Specialist, from Lerner, Csernai, and Fath Financial Group regarding the city's health insurance plan. Now, both union and non-union employees currently cost share 20% of their health costs since negotiating the new POLC contract this year. The hard cap amount was increased this year by 1.3% and our current Blue Cross Blue Shield group rate will increase by 4.88%. Council needs to decide on whether employees will receive the hardcap rate or pay 20% of their health care costs, we can only choose one or the other.

Issues & Questions Specified. The city does have the ability to offer more than one health care plan. We would like to offer Priority Health plans this year instead of Blue Cross Blue Shield, to save both the employer and the employees on their health care costs.

Financial Impact. With offering Priority Health, this would save an overall cost of 12.77%.

Recommendation. I recommend council to approve Priority Health, instead of Blue Cross Blue Shield, with different deductibles available to the employees. This would allow each employee to choose what they feel is best for themselves and their families.

Attachments.

1. 2023 Health Insurance Policy Documents – *the renewal bid sheet shows BCBS 250 and HSA, along with the Priority Health 250 and HSA. The second page breakdown, option 3 shows the Priority Health 500*
 - a. Blue Cross Blue Shield
 - b. Priority Health
2. Public Act 477 Limits for Calendar Year 2023 (Hardcap)

Renewal Bids

	Medical Options - 6 employees			Medical Options - 6 employees		
	Renewal	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5
Company	BCBSM	Priority Health	Priority Health	BCBSM		
Plan Name	CB Platinum 250	POS 250	HSA 2100	SB HSA 2000		
Network	PPO	POS	POS	PPO		
In-Network Medical Benefits						
Deductible	250/500	250/500	2100/4200	2000/4000		
HRA Deductible	N/A	N/A	N/A	N/A		
Coinsurance	20%	10%	30%	None		
Coinsurance Max	4000/8000	2000/4000	N/A	N/A		
Out of Pocket Max	9100/18,200	5000/10,000	7050/14,100	4500/9000		
Copay before Ded?	Yes	Yes	No	No		
Office Visit Copay	\$20	\$20	30% after ded	100% after ded		
Specialist Copay	\$20	\$35	30% after ded	100% after ded		
Urgent Care Copay	\$60	\$75	30% after ded	100% after ded		
ER Copay	\$150	\$250 after ded	30% after ded	100% after ded		
Prescription Drug Benefits						
Copay before Ded?	Yes	Yes	No	No		
Tier 1 Rx	\$5	\$5, \$15	\$5, \$35 after ded	\$20 after ded		
Tier 2 Rx	\$40	\$40	\$75 after ded	\$60 after ded		
Tier 3 Rx	\$100	\$80	\$100 after ded	\$150 after ded		
Tier 4 Rx	\$40	20% max \$200	20% max \$350AD	20% max \$300AD		
Tier 5 Rx	\$100	20% max \$300	20% max \$550 AD	25% max \$500AD		
Pricing Per Month						
Monthly @ Renew	\$13,195.66	\$11,510.00	\$7,974.46	\$9,958.38		
CHANGE		-12.77%	-39.57%	-24.53%	-100.00%	-100.00%

	Telemedicine		
	Option 1	Option 2	Option 3
Company	TelaDoc	TelaDoc	TelaDoc
Plan Name	Gen Medicine	Healthiest You	Bundle
Pricing			
Monthly @ Renew	\$6.55	\$9.00	\$16.00

Medical Benefit Comparison for City of Evart
Prepared by Jackie Holmes, Lerner Csernai & Fath Financial
49631 (MI 12)

	Option 1	Option 2	Option 3
	Blue Cross Blue Shield	Priority Health	Priority Health
	SB HSA Gold \$2000	HSA \$2100 Silver POS	\$500 Gold POS
	1/1/2023	1/1/2023	1/1/2023
	PPO	POS	POS
	In-Network	In-Network	In-Network
Deductible			
Individual	\$2,000	\$2,100	\$500
Family	\$4,000	\$4,200	\$1,000
Coinsurance			
Coinsurance	0%	30%	20%
Individual Max	Not Applicable	Not Applicable	\$5,500
Family Max	Not Applicable	Not Applicable	\$11,000
Annual Out of Pocket Max			
Individual	\$4,500	\$7,050	\$8,100
Family	\$9,000	\$14,100	\$16,200
Physician Office Services			
Preventive Care	No Charge	No Charge	No Charge
Primary Care	No Charge after deductible	30% after deductible	\$25
Specialist	No Charge after deductible	30% after deductible	\$50
Virtual Visit	No Charge after deductible	\$10 after deductible	\$10
Behavioral Health	No Charge after deductible	30% after deductible	\$25
Hospital Services			
Urgent Care	No Charge after deductible	30% after deductible	\$85
Emergency Room	No Charge after deductible	30% after deductible	\$250 Copay after deductible
Inpatient	No Charge after deductible	30% after deductible	20% after deductible
Outpatient	No Charge after deductible	30% after deductible	20% after deductible
Diagnostic Services			
Imaging/CT/PET/MRI	No Charge after deductible	30% after deductible	\$250 Copay after deductible
Labs	No Charge after deductible	30% after deductible	\$35
X-Rays	No Charge after deductible	30% after deductible	\$70
Rehabilitative Care			
Chiropractic	No Charge after deductible	30% after deductible	\$40
Speech Therapy	No Charge after deductible	30% after deductible	\$50 Copay after deductible
Occupational and Physical Therapy	No Charge after deductible	30% after deductible	\$50 Copay after deductible
Durable Medical Equipment	No Charge after deductible	50% after deductible	50% after deductible

Medical Benefit Comparison for City of Evart
Prepared by Jackie Holmes, Lerner Csernai & Fath Financial
49631 (MI 12)

	Option 1	Option 2	Option 3
	Blue Cross Blue Shield	Priority Health	Priority Health
	SB HSA Gold \$2000	HSA \$2100 Silver POS	\$500 Gold POS
	1/1/2023	1/1/2023	1/1/2023
	PPO	POS	POS
	In-Network	In-Network	In-Network
Prescription Drugs			
Generic	\$20 Copay after deductible	\$5/\$35 Copay after deductible	\$5/\$35
Preferred Brand	\$60 Copay after deductible	\$75 Copay after deductible	\$75
Non-Preferred Brand	\$150 Copay after deductible	\$100 Copay after deductible	\$95
Preferred Specialty	20% after deductible/\$300 max	20% after deductible/\$350 max	20%/\$250 max
Non-Preferred Specialty	25% after deductible/\$500 max	20% after deductible/\$550 max	20%/\$450 max
Total Number of Employees	6	6	6
Monthly Total Medical Premium	\$9,958.38	\$7,974.46	\$9,896.21
Annual Total Medical Premium	\$119,500.56	\$95,693.52	\$118,754.52
Compared To	Option 1		
Annual Change (%)		-19.92%	
Annual Change (\$)		(\$23,807.04)	

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Illustrative purposes only. Rates are subject to DIFS and Carrier approval.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY

RACHAEL EUBANKS
STATE TREASURER

March 22, 2022

**PUBLIC EMPLOYER CONTRIBUTIONS TO MEDICAL BENEFIT PLANS
ANNUAL COST LIMITATIONS – CALENDAR YEAR 2023**

For a medical benefit plan coverage year beginning on or after January 1, 2012, MCL 15.563, as last amended by 2018 Public Act 477, sets a limit on the amount that a public employer may contribute to a medical benefit plan.

For medical benefit plan coverage years beginning on or after January 1, 2013, MCL 15.563 provides that the dollar amounts that are multiplied by the number of employees with each coverage type be adjusted annually. Specifically, the dollar amounts shall be adjusted, by October 1 of each year after 2011 and before 2019, by the change in the medical care component of the United States consumer price index for the most recent 12-month period for which data are available. By April 1 of each year after 2018, the dollar amounts shall be adjusted by the change in the medical care component of the U.S. consumer price index for the most recent 12-month period for which data are available. For calendar year 2022, the limit on the amount that a public employer may contribute to a medical benefit plan was set to the sum of the following:

- \$7,304.51 times the number of employees and elected public officials with single-person coverage
- \$15,276.01 times the number of employees and elected public officials with individual-and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$19,921.45 times the number of employees and elected public officials with family coverage.

The limits for 2023 equal the 2022 limits increased by **1.3 percent**. The 1.3 percent is the percentage change in the medical care component from the period March 2020-February 2021 to the period March 2021-February 2022.

Thus, for medical benefit plan coverage years beginning on or after January 1, 2023, the limit on the amount that a public employer may contribute to a medical benefit plan equals the sum of the following:

- \$7,399.47 times the number of employees and elected public officials with single-person coverage
- \$15,474.60 times the number of employees and elected public officials with individual -and-spouse coverage or individual-plus-1-nonspouse-dependent coverage
- \$20,180.43 times the number of employees and elected public officials with family coverage.

Rachael Eubanks

Rachael Eubanks
State Treasurer

March 22, 2022

To: Honorable Mayor Emerick & Council Members
From: Jennie Duncan, Finance Director/Treasurer
Date: November 17, 2022
Re: Budget Amendment for Special Revenue Funds

For the Agenda of November 22, 2022

Background. During our exit meeting with the auditors, it was brought to our attention two special revenue funds need to be within the approved budget. This did not happen with the 21-22 budget, therefore, while creating the 22-23 budget, I was not aware this was required. Both funds are to show the ins and outs of the annual millage money received with taxes and the personal property tax money from the state for the fire department (Fund 272) and the library (Fund 271).

Issues & Questions Specified. N/A

Financial Impact. There will not be a financial impact with either fund, this is only to record tax money coming in and going right back out.

Recommendation. I am asking for both funds to be approved into the current 22-23 budget.

Attachments.

1. Budget for Fund 271 (Library Fund) and Fund 272 (Fire Fund)

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BUDGET REPORT FOR CITY OF EVART
Fund: 271 LIBRARY FUND

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2022-23
REQUESTED
BUDGET

GL NUMBER	DESCRIPTION	
ESTIMATED REVENUES		
Dept 000 - 728		
Revenue		
271-000-403.100	LIBRARY CURRENT TAX REVENUE	36,000
271-000-573.000	LOCAL COMMUNITY STABILIZATION SHA	14,000
TOTAL REVENUE		50,000
Totals for dept 000 - 728		50,000
TOTAL ESTIMATED REVENUES		50,000
APPROPRIATIONS		
Dept 000 - 728		
Expenditure		
271-000-996.223	PAYMENT TO LIBRARY CURRENT PROPER	50,000
TOTAL EXPENDITURE		50,000
Totals for dept 000 - 728		50,000
TOTAL APPROPRIATIONS		50,000
NET OF REVENUES/APPROPRIATIONS - FUND 271		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

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BUDGET REPORT FOR CITY OF EVART
Fund: 272 CITY FIRE FUND

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GL NUMBER	DESCRIPTION	2022-23 REQUESTED BUDGET
ESTIMATED REVENUES		
Dept 000 - 728		
Revenue		
272-000-403.220	FIRE CURRENT TAX REVENUE	68,000
272-000-573.000	LOCAL COMMUNITY STABILIZATION SHA	15,000
TOTAL REVENUE		83,000
Totals for dept 000 - 728		83,000
TOTAL ESTIMATED REVENUES		83,000
APPROPRIATIONS		
Dept 000 - 728		
Expenditure		
272-000-996.220	PAYMENT TO FIRE DEPT.	83,000
TOTAL EXPENDITURE		83,000
Totals for dept 000 - 728		83,000
TOTAL APPROPRIATIONS		83,000
NET OF REVENUES/APPROPRIATIONS - FUND 272		
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
ESTIMATED REVENUES - ALL FUNDS		133,000
APPROPRIATIONS - ALL FUNDS		133,000
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		
BEGINNING FUND BALANCE - ALL FUNDS		
ENDING FUND BALANCE - ALL FUNDS		

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/07/2022	751	39411*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	265	76.67
				PROFESSIONAL SERVICES	801.000	301	115.00
				PROFESSIONAL SERVICES	801.000	440	38.33
				PROFESSIONAL SERVICES	801.000	441	306.66
				PROFESSIONAL SERVICES	801.000	442	76.67
				CHECK 751 39411 TOTAL FOR FUND 101:			613.33
11/07/2022	751	39412	MICHIGAN DEPT OF TRANSPORTATION	LICENSES - EXPENSE	808.000	442	50.00
11/10/2022	751	1077(A)*#	FILE SAFE, INC	PROFESSIONAL SERVICES	801.000	265	22.59
11/10/2022	751	1078(A)*#	MAURER'S TEXTILE RENTAL	PROFESSIONAL SERVICES	801.000	265	74.79
				PROFESSIONAL SERVICES	801.000	441	74.79
				CHECK 751 1078(A) TOTAL FOR FUND 101:			149.58
11/10/2022	751	1079(A)	TELNET WORLDWIDE	COMMUNICATIONS	850.000	301	209.74
11/10/2022	751	1080(E)*#	CONSUMERS ENERGY	UTILITIES	921.000	441	269.53
				UTILITIES	921.000	448	1,861.30
				CHECK 751 1080(E) TOTAL FOR FUND 101:			2,130.83
11/10/2022	751	1081(E)*#	FIRST NATIONAL BANK OF OMAHA	EDUCATION AND TRAINING	957.000	171	720.00
				OPERATING SUPPLIES	740.000	203	17.98
				OPERATING SUPPLIES	740.000	203	15.14
				POSTAGE & SHIPPING	741.000	242	9.40
				OFFICE SUPPLIES	727.000	265	(66.72)
				PROFESSIONAL SERVICES	801.000	265	363.22
				COMMUNICATIONS	850.000	265	4.99
				PUBLISHING/PRINTING	900.000	265	28.93
				CAPITAL OUTLAY-NON CAPITALIZE	970.000	265	452.25
				OPERATING SUPPLIES	740.000	301	42.99
				OPERATING SUPPLIES	740.000	301	153.99
				OPERATING SUPPLIES	740.000	301	43.15
				COMPUTERS/EQUIPMENT/IT	932.000	301	14.99
				PUBLISHING/PRINTING	900.000	441	15.91
				OPERATING SUPPLIES	740.000	442	15.50
				OPERATING SUPPLIES	740.000	444	79.00
				CHECK 751 1081(E) TOTAL FOR FUND 101:			1,910.72

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Fund: 101 GENERAL FUND							
11/10/2022	751	1084 (E) *#	POINT BROADBAND	COMMUNICATIONS	850.000	265	28.34
				COMMUNICATIONS	850.000	442	23.33
				CHECK 751 1084(E) TOTAL FOR FUND 101:			51.67
11/10/2022	751	39413	POINT BROADBAND	COMMUNICATIONS	850.000	301	90.00
11/10/2022	751	39414*#	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	801.000	441	172.00
				PROFESSIONAL SERVICES	801.000	526	7,585.99
				CHECK 751 39414 TOTAL FOR FUND 101:			7,757.99
11/10/2022	751	39415	VIRTUAL ACADEMY	EDUCATION AND TRAINING	957.000	301	225.00
11/22/2022	751	1086 (A)	AFFORDABLE PRINTS	PUBLISHING/PRINTING	900.000	301	20.00
11/22/2022	751	1087 (A) #	DUNCAN, JENNIFER	TRAVEL EXPENSES	860.000	191	16.15
				TRAVEL EXPENSES	860.000	203	17.20
				CHECK 751 1087(A) TOTAL FOR FUND 101:			33.35
11/22/2022	751	1088 (A)	JARRETT, EDWARD	REIMBURSEMENT EXPENSE	768.000	441	43.00
				REIMBURSEMENT EXPENSE	768.000	441	204.98
				CHECK 751 1088(A) TOTAL FOR FUND 101:			247.98
11/22/2022	751	1089 (A)	JOHN BEAM JR.	Community Policing Fund	746.000	301	132.96
11/22/2022	751	1091 (A) *#	SCOTLAND OIL COMPANY, INC.	GAS AND OIL	861.000	301	950.47
11/22/2022	751	1092 (A)	SHIVELY, WILLIAM	REIMBURSEMENT EXPENSE	768.000	441	14.16
11/22/2022	751	1093 (A) *#	TELNET WORLDWIDE	COMMUNICATIONS	850.000	265	49.10
11/22/2022	751	1095 (A) *#	VC3, INC.	COMPUTERS/EQUIPMENT/IT	932.000	265	3,691.00
				COMPUTERS/EQUIPMENT/IT	932.000	301	924.00
				CHECK 751 1095(A) TOTAL FOR FUND 101:			4,615.00
11/22/2022	751	1096 (A)	WILLIAMS & WORKS, INC.	PROFESSIONAL SERVICES	801.000	242	78.75
11/22/2022	751	1097 (A)	WILSON, CHAD	TRAVEL EXPENSES	860.000	301	9.85
11/22/2022	751	1098 (A) *#	XEROX CORPORATION	PUBLISHING/PRINTING	900.000	265	93.62
				PUBLISHING/PRINTING	900.000	301	42.97
				CHECK 751 1098(A) TOTAL FOR FUND 101:			136.59

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Fund: 101 GENERAL FUND							
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	9,900.00
11/22/2022	751	39419*#	BARNETT'S AUTO REPAIR	VEHICLE REPAIR & MAINTENANCE	931.000	301	650.94
				VEHICLE REPAIR & MAINTENANCE	931.000	301	204.01
				CHECK 751 39419 TOTAL FOR FUND 101:			854.95
11/22/2022	751	39422*#	CITY OF EVART	UTILITIES	921.000	265	249.97
				UTILITIES	921.000	301	46.34
				UTILITIES	921.000	442	66.37
				CHECK 751 39422 TOTAL FOR FUND 101:			362.68
11/22/2022	751	39424*#	DTE ENERGY	UTILITIES	921.000	265	217.99
				UTILITIES	921.000	301	118.37
				CHECK 751 39424 TOTAL FOR FUND 101:			336.36
11/22/2022	751	39427	HOMETOWN DECORATION AND DISPLAY	COMMUNITY PROMOTIONS	880.000	895	1,984.50
11/22/2022	751	39428	HOMETOWN HARDWARE	OPERATING SUPPLIES	740.000	441	32.99
11/22/2022	751	39429*#	IMAGEGRAPHICS	OPERATING SUPPLIES	740.000	441	39.80
11/22/2022	751	39430#	KUBE PROPANE, LLC	UTILITIES	921.000	441	882.25
				UTILITIES	921.000	442	986.96
				CHECK 751 39430 TOTAL FOR FUND 101:			1,869.21
11/22/2022	751	39432	MICHIGAN MUNICIPAL EXECUTIVES	MEMBERSHIP AND DUES	807.000	172	425.00
11/22/2022	751	39433	PIONEER GROUP	PUBLISHING/PRINTING	900.000	301	20.70
11/22/2022	751	39435*#	PRINTING SYSTEMS	PUBLISHING/PRINTING	900.000	265	53.56
11/22/2022	751	39436*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	265	76.67
				PROFESSIONAL SERVICES	801.000	301	115.00
				PROFESSIONAL SERVICES	801.000	440	38.33
				PROFESSIONAL SERVICES	801.000	441	306.67
				PROFESSIONAL SERVICES	801.000	442	76.67
				CHECK 751 39436 TOTAL FOR FUND 101:			613.34
11/22/2022	751	39437*#	REED CITY ACE HARDWARE	OPERATING SUPPLIES	740.000	440	181.14

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Fund: 101 GENERAL FUND							
11/22/2022	751	39439	SHORE NURSERY	OPERATING SUPPLIES	740.000	269	588.49
11/22/2022	751	39441*#	SMITH LUMBER CO	OPERATING SUPPLIES	740.000	440	5.00
11/22/2022	751	39442*#	SMITH LUMBER CO	INVESTIGATIONS	841.000	301	95.27
11/22/2022	751	39443	STATE OF MICHIGAN	MEMBERSHIP AND DUES	807.000	209	50.00
Total for fund 101 GENERAL FUND							36,912.65
Fund: 202 MAJOR STREET							
11/10/2022	751	1080 (E) *#	CONSUMERS ENERGY	UTILITIES	921.000	460	22.91
11/22/2022	751	1090 (A) *#	OHM ADVISORS	PROFESSIONAL SERVICES	801.000	454	7,971.00
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	1,550.00
11/22/2022	751	39438*	RIETH-RILEY CONSTR CO INC - BR	OPERATING SUPPLIES	740.000	451	150.86
11/22/2022	751	39444*	TRI-US SERVICES, INC	PROFESSIONAL SERVICES	801.000	455	3,400.00
Total for fund 202 MAJOR STREET							13,094.77
Fund: 203 LOCAL STREET							
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	1,550.00
11/22/2022	751	39438*	RIETH-RILEY CONSTR CO INC - BR	OPERATING SUPPLIES	740.000	451	150.87
11/22/2022	751	39441*#	SMITH LUMBER CO	OPERATING SUPPLIES	740.000	451	47.52
				OPERATING SUPPLIES	740.000	451	6.38
CHECK 751 39441 TOTAL FOR FUND 203:							53.90
11/22/2022	751	39444*	TRI-US SERVICES, INC	PROFESSIONAL SERVICES	801.000	455	3,400.00
Total for fund 203 LOCAL STREET							5,154.77
Fund: 207 OTHER PARKS/RECREATION FUND							
11/07/2022	751	39411*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	751	76.67
11/22/2022	751	39422*#	CITY OF EVART	UTILITIES	921.000	751	6.96

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 OTHER PARKS/RECREATION FUND							
				WATER USAGE FOR SPLASH PAD	921.100	751	216.62
				CHECK 751 39422 TOTAL FOR FUND 207:			<u>223.58</u>
11/22/2022	751	39436*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	751	76.67
11/22/2022	751	39441*#	SMITH LUMBER CO	REPAIRS AND MAINTENANCE	930.000	751	34.48
				REPAIRS AND MAINTENANCE	930.000	751	6.79
				REPAIRS AND MAINTENANCE	930.000	751	12.50
				CHECK 751 39441 TOTAL FOR FUND 207:			<u>53.77</u>
				Total for fund 207 OTHER PARKS/RECREATION FUND			430.69
Fund: 208 RIVERSIDE CAMPGROUND FUND							
11/07/2022	751	39411*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	757	76.67
11/22/2022	751	39418	BALDWIN ELECTRIC	PROFESSIONAL SERVICES	801.000	757	130.00
11/22/2022	751	39422*#	CITY OF EVART	UTILITIES	921.000	757	68.84
11/22/2022	751	39436*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	757	76.67
				Total for fund 208 RIVERSIDE CAMPGROUND FUND			352.18
Fund: 209 CEMETERY FUND							
11/10/2022	751	39414*#	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	801.000	276	39.70
11/22/2022	751	39416	ANTHONY GUSHOW & SONS, INC	REPAIRS AND MAINTENANCE	930.000	276	8,412.08
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	525.00
				Total for fund 209 CEMETERY FUND			8,976.78
Fund: 590 SEWER FUND							
11/07/2022	751	39411*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	538	1,533.33
11/10/2022	751	1077 (A) *#	FILE SAFE, INC	PROFESSIONAL SERVICES	801.000	537	22.58
11/10/2022	751	1078 (A) *#	MAURER'S TEXTILE RENTAL	PROFESSIONAL SERVICES	801.000	537	74.79
11/10/2022	751	1081 (E) *#	FIRST NATIONAL BANK OF OMAHA	OFFICE SUPPLIES	727.000	537	(66.72)
				PROFESSIONAL SERVICES	801.000	537	363.22
				MEMBERSHIP AND DUES	807.000	537	96.90

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
				COMMUNICATIONS	850.000	537	5.00
				MISCELLANEOUS EXPENSE	955.000	537	39.05
				MISCELLANEOUS EXPENSE	955.000	537	39.05
				CAPITAL OUTLAY-NON CAPITALIZE	970.000	538	452.25
				REPAIRS AND MAINTENANCE	930.000	539	2,630.46
				CHECK 751 1081(E) TOTAL FOR FUND 590:			<u>3,559.21</u>
11/10/2022	751	1084 (E) *#	POINT BROADBAND	COMMUNICATIONS	850.000	537	86.66
11/10/2022	751	39414*#	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	801.000	538	100.50
11/22/2022	751	1085 (E) *#	LINGO	COMMUNICATIONS	850.000	538	123.88
11/22/2022	751	1090 (A) *#	OHM ADVISORS	CDBG INFRASTRUCTURE GRANT	970.200	538	7,175.50
				CDBG INFRASTRUCTURE GRANT	970.200	538	6,341.00
				CHECK 751 1090(A) TOTAL FOR FUND 590:			<u>13,516.50</u>
11/22/2022	751	1093 (A) *#	TELNET WORLDWIDE	COMMUNICATIONS	850.000	538	49.11
11/22/2022	751	1094 (A) *#	TRACE ANALYTICAL LABORATORIES	OUTSOURCED TESTING	730.000	538	208.23
11/22/2022	751	1095 (A) *#	VC3, INC.	COMPUTERS/EQUIPMENT/IT	932.000	537	3,691.00
11/22/2022	751	1098 (A) *#	XEROX CORPORATION	PUBLISHING/PRINTING	900.000	537	93.62
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	3,825.00
11/22/2022	751	39423	COMMONWEALTH HERITAGE GROUP	CDBG INFRASTRUCTURE GRANT	970.200	538	3,160.00
11/22/2022	751	39424*#	DTE ENERGY	UTILITIES	921.000	538	44.70
				UTILITIES	921.000	538	345.18
				CHECK 751 39424 TOTAL FOR FUND 590:			<u>389.88</u>
11/22/2022	751	39429*#	IMAGEGRAPHICS	OPERATING SUPPLIES	740.000	537	39.80
11/22/2022	751	39435*#	PRINTING SYSTEMS	PUBLISHING/PRINTING	900.000	537	53.56

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
11/22/2022	751	39436*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	538	1,533.33
11/22/2022	751	39437*#	REED CITY ACE HARDWARE	REPAIRS AND MAINTENANCE	930.000	538	19.69
11/22/2022	751	39442*#	SMITH LUMBER CO	OPERATING SUPPLIES	740.000	538	4.45
Total for fund 590 SEWER FUND							32,085.12
Fund: 591 WATER FUND							
11/07/2022	751	39411*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	546	1,533.33
11/10/2022	751	1077 (A) *#	FILE SAFE, INC	PROFESSIONAL SERVICES	801.000	545	22.58
11/10/2022	751	1078 (A) *#	MAURER'S TEXTILE RENTAL	PROFESSIONAL SERVICES	801.000	545	74.79
11/10/2022	751	1080 (E) *#	CONSUMERS ENERGY	UTILITIES	921.000	546	32.90
11/10/2022	751	1081 (E) *#	FIRST NATIONAL BANK OF OMAHA	OFFICE SUPPLIES	727.000	545	(66.72)
				PROFESSIONAL SERVICES	801.000	545	363.21
				COMMUNICATIONS	850.000	545	5.00
				MISCELLANEOUS EXPENSE	955.000	545	39.06
				MISCELLANEOUS EXPENSE	955.000	545	39.06
				OPERATING SUPPLIES	740.000	546	262.94
				CAPITAL OUTLAY-NON CAPITALIZE	970.000	546	452.26
CHECK 751 1081(E) TOTAL FOR FUND 591:							1,094.81
11/10/2022	751	1084 (E) *#	POINT BROADBAND	COMMUNICATIONS	850.000	545	86.67
11/10/2022	751	39414*#	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	801.000	546	100.50
11/22/2022	751	1085 (E) *#	LINGO	COMMUNICATIONS	850.000	546	123.87
11/22/2022	751	1093 (A) *#	TELNET WORLDWIDE	COMMUNICATIONS	850.000	546	49.11
11/22/2022	751	1094 (A) *#	TRACE ANALYTICAL LABORATORIES	OUTSOURCED TESTING	730.000	546	1,699.23
11/22/2022	751	1095 (A) *#	VC3, INC.	COMPUTERS/EQUIPMENT/IT	932.000	545	3,691.00

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CHECK DISBURSEMENT REPORT FOR CITY OF EVART
CHECK DATE FROM 11/02/2022 - 11/22/2022
Banks: 751

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
11/22/2022	751	1098 (A) *#	XEROX CORPORATION	PUBLISHING/PRINTING	900.000	545	96.45
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	3,825.00
11/22/2022	751	39425	EGLE	PERMITS AND FEES	729.000	545	161.70
				PERMITS AND FEES	729.000	545	684.86
				CHECK 751 39425 TOTAL FOR FUND 591:			846.56
11/22/2022	751	39429*#	IMAGEGRAPHICS	OPERATING SUPPLIES	740.000	545	39.80
11/22/2022	751	39434	PREIN & NEWHOF, P.C.	OUTSOURCED TESTING	730.000	546	1,110.00
11/22/2022	751	39435*#	PRINTING SYSTEMS	PUBLISHING/PRINTING	900.000	545	53.57
11/22/2022	751	39436*#	RCB CONTRACTING	PROFESSIONAL SERVICES	801.000	546	1,533.32
11/22/2022	751	39437*#	REED CITY ACE HARDWARE	REPAIRS AND MAINTENANCE	930.000	546	19.69
11/22/2022	751	39440	SLC METER, LLC	CAPITAL OUTLAY-CAPITALIZED	970.100	547	727.50
11/22/2022	751	39441*#	SMITH LUMBER CO	OPERATING SUPPLIES	740.000	547	55.33
				OPERATING SUPPLIES	740.000	547	39.54
				CHECK 751 39441 TOTAL FOR FUND 591:			94.87
11/22/2022	751	39442*#	SMITH LUMBER CO	OPERATING SUPPLIES	740.000	546	4.44
				Total for fund 591 WATER FUND			16,859.99
Fund: 661 EQUIPMENT POOL FUND							
11/02/2022	751	39410	ZIEGLER CDJR FIAT OF GRANDVILLE	CAPITAL OUTLAY-CAPITALIZED - DPW TRUCK	970.100	599	50,000.00
11/10/2022	751	1081 (E) *#	FIRST NATIONAL BANK OF OMAHA	REPAIRS AND MAINTENANCE	930.000	599	17.73
				REPAIRS AND MAINTENANCE	930.000	599	133.55
				CHECK 751 1081(E) TOTAL FOR FUND 661:			151.28
11/22/2022	751	1091 (A) *#	SCOTLAND OIL COMPANY, INC.	GAS AND OIL	861.000	599	2,929.43
11/22/2022	751	39417*	BAIRD, COTTER & BISHOP PC	INDEPENDENT AUDITOR SERVICES	803.000	202	1,875.00

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CHECK DATE FROM 11/02/2022 - 11/22/2022

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 EQUIPMENT POOL FUND							
11/22/2022	751	39419*#	BARNETT'S AUTO REPAIR	PROFESSIONAL SERVICES	801.000	599	32.00
				PROFESSIONAL SERVICES	801.000	599	42.00
				REPAIRS AND MAINTENANCE	930.000	599	46.95
				REPAIRS AND MAINTENANCE	930.000	599	573.40
				CHECK 751 39419 TOTAL FOR FUND 661:			694.35
11/22/2022	751	39420	BONNELL INDUSTRIES, INC.	OPERATING SUPPLIES	740.000	599	207.10
				OPERATING SUPPLIES	740.000	599	17,500.00
				CHECK 751 39420 TOTAL FOR FUND 661:			17,707.10
11/22/2022	751	39421	C. STODDARD & SONS, INC.	PROFESSIONAL SERVICES	801.000	599	50.00
11/22/2022	751	39426	EVART PARTS PLUS	REPAIRS AND MAINTENANCE	930.000	599	677.99
11/22/2022	751	39431	MENARDS - BIG RAPIDS	REPAIRS AND MAINTENANCE	930.000	599	5.64
				Total for fund 661 EQUIPMENT POOL FUND			74,090.79
Fund: 703 SUMMER TAX							
11/02/2022	751	1075(A)	OSCEOLA COUNTY TREASURER	DUE TO STATE EDUCATION TAX	214.221	000	22,278.52
				DUE TO COUNTY	214.222	000	23,704.35
				DUE TO COUNTY - INTEREST	222.100	000	477.72
				STATE ED TAX INTEREST	222.110	000	449.03
				CHECK 751 1075(A) TOTAL FOR FUND 703:			46,909.62
11/02/2022	751	39407	CITY OF EVART	DUE TO GENL - PROPERTY TAX	214.102	000	52,406.03
				INTEREST & PENALTY	214.103	000	4,006.22
				DUE TO GENL-ADMIN FEE	214.104	000	456.42
				RUBBISH PENALTY	214.210	000	250.80
				DUE TO NORTH OAK ASSESSMENT	214.326	000	118.79
				DUE TO NORTH OAK ASSESSMENT	214.326	000	185.81
				DUE TO WATER FUND	214.591	000	168.44
				CHECK 751 39407 TOTAL FOR FUND 703:			57,592.51
11/02/2022	751	39409	EVART PUBLIC LIBRARY	DUE TO LIBRARY	214.223	000	2.62
				DUE TO LIBRARY	214.223	000	3,493.17
				DUE TO LIBRARY - INTEREST	223.100	000	0.24
				DUE TO LIBRARY - INTEREST	223.100	000	175.12
				CHECK 751 39409 TOTAL FOR FUND 703:			3,671.15
				Total for fund 703 SUMMER TAX			108,173.28
Fund: 704 WINTER TAX							

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CHECK DISBURSEMENT REPORT FOR CITY OF EVART
CHECK DATE FROM 11/02/2022 - 11/22/2022
Banks: 751

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 704 WINTER TAX							
11/02/2022	751	39408	EVART FIRE DEPARTMENT	DUE TO FIRE DIST MILLAGE	214.481	000	6.61
				Total for fund 704 WINTER TAX			6.61
TOTAL - ALL FUNDS							296,137.63

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Check Register Report For City Of Evert
For Check Dates 11/02/2022 to 11/22/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/16/2022	750	DD7318	BEAM, JOHN	1,250.00	0.00	826.79	Cleared
11/16/2022	750	DD7319	DUNCAN, JENNIFER	932.69	0.00	698.45	Cleared
11/16/2022	750	DD7320	DUNCAN III, DONALD L	1,288.46	0.00	967.90	Cleared
11/16/2022	750	DD7321	FIEBIG, KATHY	192.31	0.00	169.42	Cleared
11/16/2022	750	DD7322	HIGGINS, JERALD J	504.00	0.00	418.63	Cleared
11/16/2022	750	DD7323	HYDEN, JESSE	1,454.25	0.00	1,135.00	Cleared
11/16/2022	750	DD7324	JARRETT, EDWARD C	692.75	0.00	514.66	Cleared
11/16/2022	750	DD7325	LOCKHART, PEPPER L	1,807.36	0.00	1,304.96	Cleared
11/16/2022	750	DD7326	MARTIN, DALE	965.20	0.00	625.73	Cleared
11/16/2022	750	DD7327	MCLACHLAN-WOOSLEY, ROSEMARY M	105.00	0.00	92.51	Cleared
11/16/2022	750	DD7328	MILLER, JEFFERY A	782.00	0.00	555.45	Cleared
11/16/2022	750	DD7329	MUCZYNSKI, PATRICK	1,056.00	0.00	684.88	Cleared
11/16/2022	750	DD7330	MULKERNS, CHRISTINE L	800.00	0.00	619.99	Cleared
11/16/2022	750	DD7331	NEWSOME, LISA R	750.66	0.00	630.19	Cleared
11/16/2022	750	DD7332	PARISH JR., WILLIAM E	340.00	0.00	290.54	Cleared
11/16/2022	750	DD7333	SHIVELY, WILLIAM R	680.00	0.00	580.89	Cleared
11/16/2022	750	DD7334	SWIFT-ECKERT, TERESA M	396.75	0.00	361.80	Cleared
11/16/2022	750	DD7335	TUPPER, VICTORIA	81.15	0.00	71.49	Cleared
11/16/2022	750	DD7336	WILSON, CHAD W	1,081.48	0.00	882.17	Cleared
11/16/2022	750	DD7337	ZINGER, ADAM	758.00	0.00	504.88	Cleared
11/16/2022	750	EFT906	FEDERAL 941	3,402.67	3,402.67	0.00	Open
11/09/2022	750	DD7293	BEAM, JOHN	1,250.00	0.00	826.78	Cleared
11/09/2022	750	DD7294	DUNCAN, JENNIFER	932.69	0.00	698.45	Cleared
11/09/2022	750	DD7295	DUNCAN III, DONALD L	1,288.46	0.00	967.90	Cleared
11/09/2022	750	DD7296	FIEBIG, KATHY	192.31	0.00	169.44	Cleared
11/09/2022	750	DD7297	HIGGINS, JERALD J	567.00	0.00	467.82	Cleared
11/09/2022	750	DD7298	HYDEN, JESSE	1,391.25	0.00	1,062.45	Cleared
11/09/2022	750	DD7299	JARRETT, EDWARD C	692.75	0.00	514.65	Cleared
11/09/2022	750	DD7300	LOCKHART, PEPPER L	1,756.59	0.00	1,271.80	Cleared
11/09/2022	750	DD7301	MARTIN, DALE	965.20	0.00	625.72	Cleared

Check Register Report For City Of Evert
For Check Dates 11/02/2022 to 11/22/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/09/2022	750	DD7302	MCLACHLAN-WOOSLEY, ROSEMARY M	183.75	0.00	161.87	Cleared
11/09/2022	750	DD7303	MILLER, JEFFERY A	680.00	0.00	478.69	Cleared
11/09/2022	750	DD7304	MUCZYNSKI, PATRICK	1,372.80	0.00	912.70	Cleared
11/09/2022	750	DD7305	MULKERNS, CHRISTINE L	800.00	0.00	619.99	Cleared
11/09/2022	750	DD7306	NEWSOME, LISA R	744.28	0.00	625.26	Cleared
11/09/2022	750	DD7307	PARISH JR., WILLIAM E	340.00	0.00	290.54	Cleared
11/09/2022	750	DD7308	SHIVELY, WILLIAM R	680.00	0.00	580.89	Cleared
11/09/2022	750	DD7309	SWIFT-ECKERT, TERESA M	267.38	0.00	246.93	Cleared
11/09/2022	750	DD7310	TUPPER, VICTORIA	64.05	0.00	56.43	Cleared
11/09/2022	750	DD7311	WILSON, CHAD W	1,081.48	0.00	857.04	Cleared
11/09/2022	750	DD7312	ZINGER, ADAM	758.00	0.00	504.88	Cleared
11/09/2022	750	EFT903	FEDERAL 941	3,427.60	3,427.60	0.00	Open
11/02/2022	750	DD7265	BEAM, JOHN	1,250.00	0.00	826.78	Cleared
11/02/2022	750	DD7266	BRUGGEMA, TODD J	416.67	0.00	367.09	Cleared
11/02/2022	750	DD7267	DUNCAN, JENNIFER	932.69	0.00	698.44	Cleared
11/02/2022	750	DD7268	DUNCAN III, DONALD L	1,288.46	0.00	967.91	Cleared
11/02/2022	750	DD7269	FIEBIG, KATHY	192.31	0.00	169.43	Cleared
11/02/2022	750	DD7270	HIGGINS, JERALD J	504.00	0.00	418.62	Cleared
11/02/2022	750	DD7271	HYDEN, JESSE	1,265.25	0.00	967.62	Cleared
11/02/2022	750	DD7272	JARRETT, EDWARD C	718.25	0.00	539.25	Cleared
11/02/2022	750	DD7273	KIRWIN, DAVID	1,253.75	0.00	1,087.53	Cleared
11/02/2022	750	DD7274	LOCKHART, PEPPER L	1,756.59	0.00	1,271.79	Cleared
11/02/2022	750	DD7275	MARTIN, DALE	965.20	0.00	625.74	Cleared
11/02/2022	750	DD7276	MILLER, JEFFERY A	680.00	0.00	478.68	Cleared
11/02/2022	750	DD7277	MUCZYNSKI, PATRICK	1,056.00	0.00	684.89	Cleared
11/02/2022	750	DD7278	MULKERNS, CHRISTINE L	800.00	0.00	619.99	Cleared
11/02/2022	750	DD7279	NEWSOME, LISA R	744.28	0.00	625.27	Cleared
11/02/2022	750	DD7280	PARISH JR., WILLIAM E	340.00	0.00	290.54	Cleared
11/02/2022	750	DD7281	SHIVELY, WILLIAM R	680.00	0.00	580.89	Cleared
11/02/2022	750	DD7282	SWIFT-ECKERT, TERESA M	219.94	0.00	203.11	Cleared

Check Register Report For City Of Evert
For Check Dates 11/02/2022 to 11/22/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
11/02/2022	750	DD7283	TUPPER, VICTORIA	72.75	0.00	64.10	Cleared
11/02/2022	750	DD7284	WILSON, CHAD W	1,081.48	0.00	857.04	Cleared
11/02/2022	750	DD7285	ZINGER, ADAM	871.70	0.00	590.44	Cleared
11/02/2022	750	EFT899	FEDERAL 941	3,568.64	3,568.64	0.00	Open
Totals:			Number of Checks: 064	59,414.28	10,398.91	36,811.71	
Total Physical Checks:							
Total Check Stubs:			64				



Jennie Duncan
Finance Director/Treasurer
o: (231) 734-2181
jennie.duncan@evart.org

To: Honorable Mayor Emerick & Council Members
From: Jennie Duncan, Finance Director/Treasurer
Date: November 18, 2022
Re: Finance Director's Report for November 2022

Vendor's List- You will have the vendor's summary report in your packet that list's all vendors paid up until November 22, 2022.

Payroll Report-You will have a payroll report including the dates of 11/2/2022 – 11/22/2022.

Completed DDA Financials for October 2022 including payroll, vendor's list, revenue/expense report, and balance sheets.

Completed Fire Department Financials for October 2022, including payroll, vendor's list, and revenue/expense report

Worked on auditors' suggestions from our annual 21-22 audit

Completed weekly payrolls for the Evart Housing Commission

Summer Tax Disbursements

Met with Jackie from Lerner, Csernai and Fath for Health insurance quotes. Compiled all quote options for the 2023 year

Met with Landlords (with office staff) for a meeting regarding tenants and future ideas with utility bills

Continued discussion with Maurer's to cancel agreement

Meeting regarding Miracle on Main St/Tree Lighting/Christmas Carnival

Worked the General Election as Deputy Clerk to assist our City Clerk

Attended the county treasurer's meeting to discuss the upcoming winter tax season

Cemetery Commission meeting – we are starting to review the policies and procedures to any updates and changes that might be necessary

HAPPY THANKSGIVING!!





Department of Public Works
Monthly Report

October 2022

New Meters installed to date: 612
Old Meters awaiting install: 48

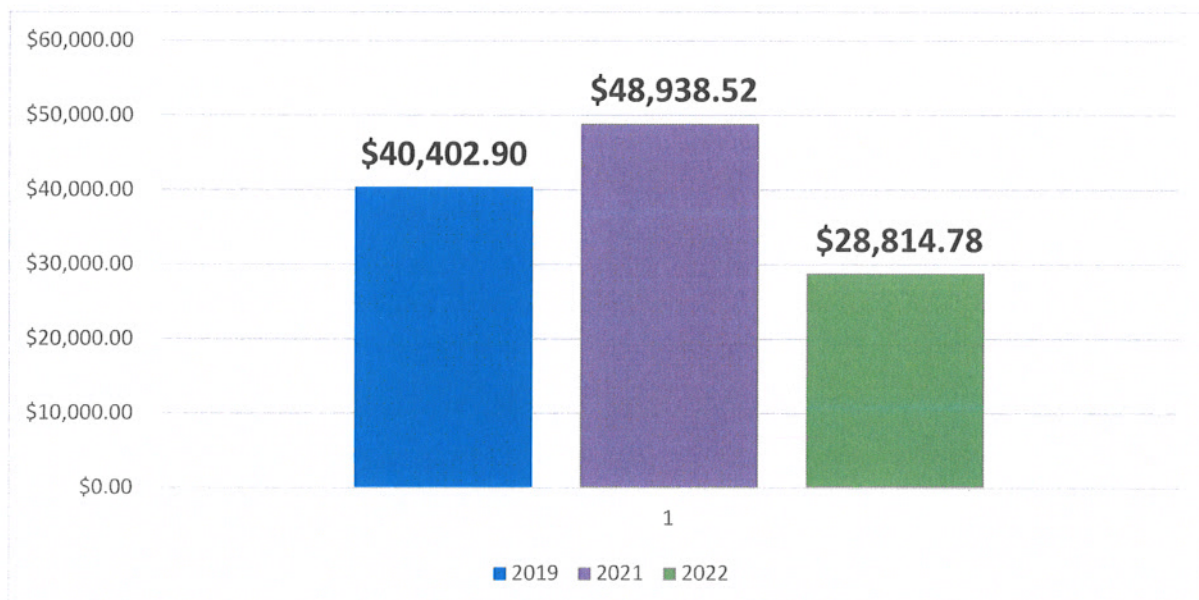
ELECTRIC COMPARISON REVIEW FOR OCTOBER 2021-2022

	WATER	SEWER
2021	\$ 7,057.42	\$ 3,644.37
2022	\$ 7,265.56	\$ 3,277.43
DIFFERENCE/SAVINGS	\$208.14	\$366.94

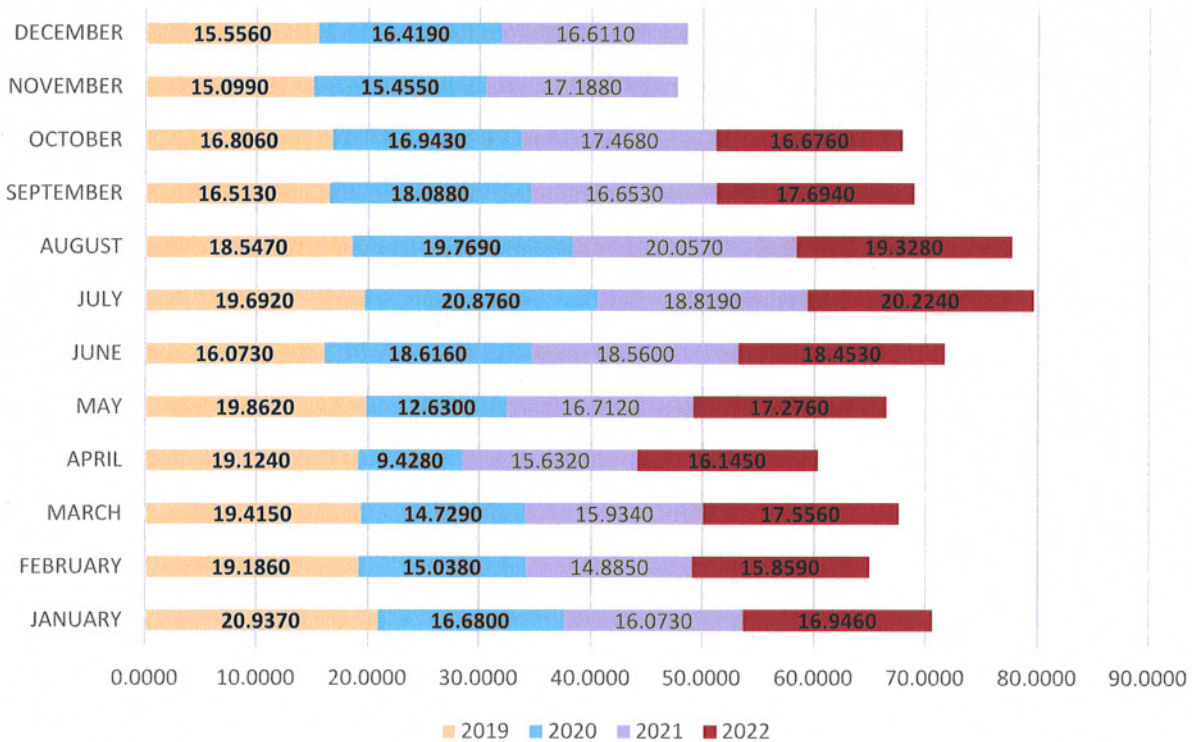
SEWER ELECTRIC COST COMPARED TO PRIOR TWO YEARS (MONTH BY MONTH)



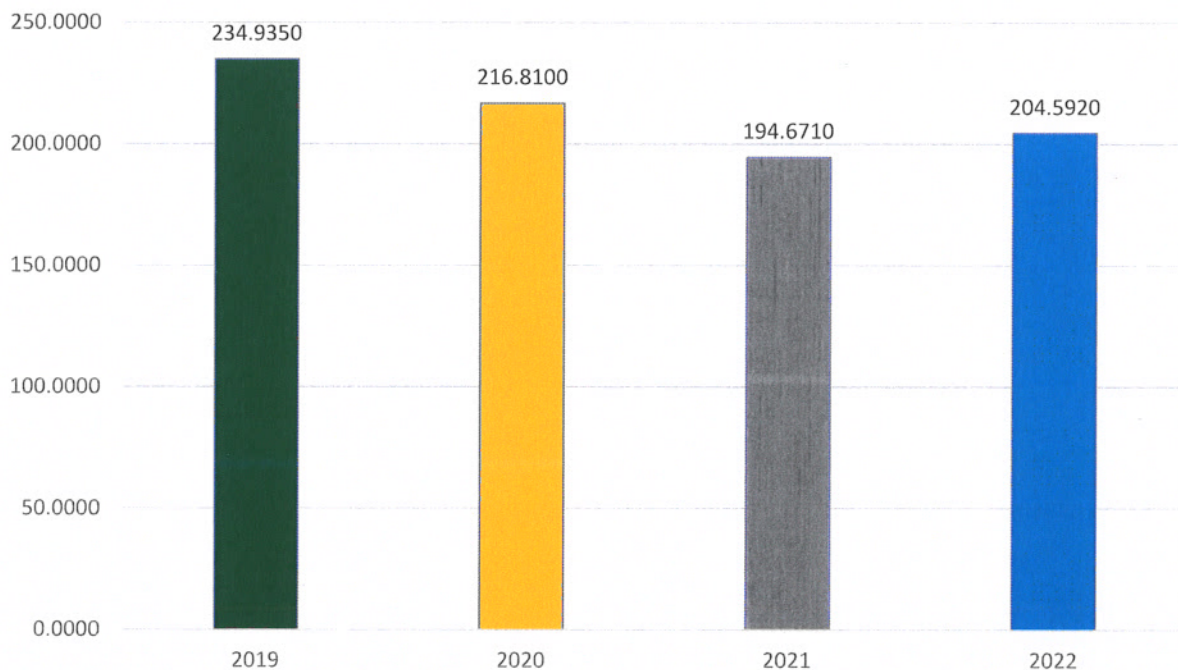
SEWER ELECTRIC COST (CURRENT MONTHS USAGE COMPARED TO PAST ANNUAL COSTS)



Monthly Water Pumpage for 2019 - 2022 (in million gallons)



Annual Water Pumpages 2019 - 2022 Current Months Usage Compared to Past Annual Pumpages (in million gallons)





Evart Police Department

Monthly Report

October 2022

Trainings

The Evart Police Department has signed up for “Virtual Academy”. Virtual Academy is an online training program specifically designed for law enforcement. Orientation for the program will be completed in November. Monthly trainings, policy review, and policy quizzes will be assigned to the officers. Officers have the option to watch additional training videos as well.

Local Events

2022 Monster Mash was a huge success! Hundreds of Trick or Treaters came to Downtown Ewart to take part in the festivities.

Department Roster

<i>Title</i>	<i>Name</i>	<i>Badge Number</i>
Chief of Police	John Beam Jr.	39-01
Full Time Police Officer	Chad Wilson	39-04
Part Time Police Officer	JJ Higgins	39-06
Full Time Officer in Training	Jesse Hyden	39-03

Administrative Staff

<i>Name</i>	<i>Title</i>
Teresa Swift-Eckert	Administrative Assistant
Rose Woosley	Administrative Assistant

September Incidents

TOTAL ACTIVITIES	
OFFICER	TOTAL ACTIVITIES
Beam, John Jr.	79
Higgins, JJ	90
Wilson, Chad	168
TOTAL:	337

ARRESTS	
OFFICER	NUMBER OF ARRESTS
Beam, John Jr.	0
Wilson, Chad	6
Higgins, JJ	1
TOTAL:	7

ASSISTS	
AGENCY	NUMBER OF ASSISTS
Assist Citizen	7
Assist DHS	2
Assist Evert Public School	1
Assist Fire	1
Assist MIC Unit	1
Assist MSP	1
Assist OCSD	8

Motorist Assist	1
TOTAL:	22

ACCIDENTS	
TYPE	NUMBER OF ACCIDENTS
TOTAL:	

TRAFFIC VIOLATIONS			
OFFICER	Traffic Complaint/Hazard	Traffic Stop Citation	Traffic Stop Verbal Warning
Beam, John Jr.	0	1	7
Higgins, JJ	1	1	3
Wilson, Chad	3	1	1
TOTAL:	4	3	11

ORDINANCE VIOLATIONS		
OFFICER	ORDINANCE VIOLATIONS	ORDINANCE COUNT
Beam, John Jr.	Ordinance Violation - Warning	11
Wilson, Chad	Ordinance Violation - Warning	2
TOTAL:		13



Evart Downtown Development Authority

Chair, Alan Bengry
Treasurer, Lynn Salinas
Jason O'Dell
Erica Henry
City Manager, Pepper Lockhart

Vice-Chair, Molly Cataldo
Secretary, June-Marie Essner
Sandra Szeliga
Director, Todd Bruggema

www.evart.org

City of Evart
200 S. Main St.
Evart, MI 49631



REGULAR DDA MEETING AGENDA Tuesday, November 2, 2022 @ 8:00AM

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

1. **Call to Order**
2. **Attendance**
3. **Introduction of Guests**
4. **Citizens' Comments**
5. **Approval of Agenda**
6. **Approval Regular Minutes – October 11, 2022**
7. **Vendor's List - October 2022**
8. **President's Comments**
9. **City Manager's Comments**
10. **Committee updates**

Economic Vitality

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

Design

- a. SBEI
- b. Benches/Bike Racks
- c. Design projects

Promotion

- a. Shop Local
- b. Summer Arts Series

Organization

- a. Board Recruiting
- b. Volunteers

12. Old Business

- a. New Business Welcome
- b. Wayfinding Signage
- c. Evaluation Form for contracted positions
- d. Revitalization of 4 Point Committees and project sub-committees
- e. New Website
- f. Match on Main

13. New Business

- a. TIF Plan Projects
- b.

14. Director's Comments

15. Citizens' Comments

16. Adjournment



EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday October 11, 2022 8:00 AM
200 South Main Street; Evart, MI 49631
BOARD MEETING MINUTES



1. **Meeting called to order** by Bengry at 8:01am
2. **Attendance:** Alan Bengry, Molly Cataldo, Lynn Salinas (8:07), June-Marie Essner, Todd Bruggema, Pepper Lockhart, Erica Henry, Jason O'Dell (8:15)
Absent: Sandy Szeliga
3. **Guests:** Angela Hunter, Brad Kotrba
4. **Citizen Comments:** None
5. **Approval of agenda:** Moved by Cataldo, supported by Lockhart to approve the agenda with the addition of 3 items to New Business: Impact Report, Match on Main and MMAC Report.
Ayes: 5 Nays: 0 Result: Carried
6. **Approval of Minutes:** Moved by Cataldo, supported by Lockhart for approval of September 13, 2022 Regular Meeting Minutes.
Ayes: 5 Nays: 0 Result: Carried
7. **Approval of Vendor List:** Moved by Cataldo, supported by Essner for approval of Vendor List for September 2022 in the amount of \$5,054.370 and EFM amount of \$3,155.00.
Ayes: 5 Nays: 0 Result: Carried
8. **President's Comments:** Insurance for 122 N Main Street is in process.
9. **City Manager's Comments:** Planning Commission meeting approved a project on Main St working with MEDC for mixed use retail and apartments. Joint meeting reminder for October 19. Let Don Duncan know of any DPW projects needing to be done. He has completed a long list already in his short time on staff. October 31st is Trick or Treating from 5-7pm with Monster Mash on 100 & 200 North Main Street blocks. December 10th is Miracle on Main.

Committee Updates

10. Economic Vitality

- a. Farmers Market: \$20,911 September 2022 sales, and \$5,145 October 2022 sales. \$77,979 2022 season sales - \$53,956 in food sales and \$24,023 in non-food sales. \$8,218 was turned in by vendors for EBT/DUFB reimbursement. Average of 20 vendors per week. Erica sold over \$100 in Farmers Market T-shirts over the season which is the Market portion of the sales.
- b. Pop-Up: 122 N Main Street transaction is complete. Straats will look at the furnace Oct 26. During MMS training in Lansing, there was a walking tour of Old Town. They have had success with a springboard pop-up/office space. The area is 10x12 on a yearly lease which increases during the year so they can get a real market feel for the business and working with other business owners which promotes collaboration. This may be a good use for the new property.
- c. Business Recruitment Primer: No Action

14. Design

- a. SBEI: Final Report is here. Discussion on how to review and present the final report.
- b. Benches/Bike Racks: Discussion on adding hitching post to this item. Henry will check with the Amish to see where some good sites should be located.
- c. Design Projects: No action

At this point in the meeting, it was suggested we move on to new business so Mr. Kotrba could give the TIF Plan update.

15. Promotion

- a. Shop Local:
- b. Summer Arts Series

16. Organization

- a. Board Recruiting: Recommend Erica Henry to City Council for new term.
- b. Volunteers: Bruggema is building interest lists for committee formation.

17. Old Business

- a. New Business Welcome: No new action
- b. Wayfinding Signage: No new action
- c. Evaluation form for contracted positions: No new action
- d. New Website: No new action

18. New Business

- a. Williams and Works regarding TIF Plan update: Mr Kotrba reviewed the updated TIF plan with the board. He asked some questions to ensure the historical data was correct. He reviewed some new formatting to help explain how the DDA is funded. Discussion on projects and budget ensued. A work session will be planned to go over those details.
O'Dell and Cataldo needed to leave due to other meetings. (9:45/9:50)
- b. Impact report: Clarification on items was discussed and is being submitted to MMS.
- c. Match on Main: Evart is eligible for the fall 2022 grant application. Two business can be put forward as candidates with a possibility of one receiving the grant. Osceola County has hired Middle Michigan Development Corporation to help with economic development out of Mt. Pleasant. The Osceola representative from there is Kati Mora. She will meet with businesses and providing information regarding the Match on Main program. They will go over the applicants to help choose the strongest candidates to move on to the state level.
- d. MMAC report: Bruggema and Bengry will go over the final report for submission.

19. Director's Comments:

- a. MMS Conference presented on storytelling and pop-up options for MMS district. Bruggema will work with business owners on storytelling to promote our city.
- b. Planning commission meeting was positive regarding a downtown building proposal.
- c. MMS and MEDC are working on a pilot program which will include Evart. Details to follow

20. Citizen's Comments:

21. Adjournment: Motion made by Salinas, supported by Essner to adjourn at 10:34am.

Ayes: 5

Nays: 0

Result: Carried

Respectfully submitted, June-Marie Essner, Secretary



Pepper Lockhart
Office of the City Manager

Monthly Report
November 2022

CDBG Grant

The City has been working on the final logistics with the engineers and the MEDC staff to get this project ready to be completed as weather permits in the spring.

Economic Development

I am working with Jim White for parking for downtown apartments. We are creating a draft to bring for your approval.

Safe Routes to School

We met with the school, MDOT and Michigan State to go over the proposed items for this project. I am pleased to inform you DPW has completed some of the items so they will be adjusting the proposal. Chief Beam has been helping to finish up the surveys needed to receive this funding.

Treasury and Finance Department

Finance Director Duncan is finishing up all the auditors' adjustments and the auditors will be at the first December meeting. She has also finished up the health insurance for next year. Ms. Duncan is working with the accessor on the winter taxes and our CVTRS report that is due on December 1.

Police Department

Chief has been doing all the training for the zuercher program so that our officers can get familiar with the system. He is anticipating this will take less time doing reports and we are now tied in with 911 and the county. Mr. Hyden will be graduating the academy on December 2.

Department of Public Works and Water & Sewer Department

Mr. Duncan has been getting all areas cleaned up and organized. He is doing assessments on all our equipment, and we are creating a preventative maintenance schedule. I worked with city attorney to look at ordinance's regarding a residence on South Main that was leaking into the road. Our guys have fixed the leak and the homeowner will pay for our services. The road has been fixed at the park on Fifth Street.

Parks & Recreation

We are working on applying for some available grants for 2023. The Parks and Recreation Plan is currently being created by Fleis and VenderBrink. The Parks have all been winterized.

Miracle on Main St

Miracle on Main Street is planned this year for December 10th. Chief and Don are handling the parade closures. Mayor is doing the parade sign ups and working with Crossroads for activities that will be 3:30-5:30.

Misc. Items

Todd and I met with some of the Dulcimer Board members. We are having discussions regarding how to draw more people into the community. We will be meeting with them again in January.

MINUTES

REGULAR MEETING

EVART HOUSING COMMISSION

Tuesday, October 25, 2022, 6:00 P.M.

Centennial Arms Community Room

The meeting was called to order at 6:01 p.m. by President Molenaar.

ROLL CALL

Present - Mock, Moyer, and Molenaar
Absent - Northon

ADOPTION OF AGENDA – ADDITIONS/CHANGES

The agenda was adopted with no changes.

APPROVAL OF MINUTES

- a. It was moved by Commissioner Mock, supported by Commissioner Moyer to approve the Minutes of the Regular Meeting held September 27, 2022.

Yeas: Mock, Moyer, and Molenaar
Nays: None

BILLS AND COMMUNICATIONS

- a. It was moved by Commissioner Moyer, supported by Commissioner Mock to approve the Bills and Disbursements for September 2022.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- b-c. It was moved by Commissioner Mock and supported by Commissioner Moyer to receive and file the October 2022 Newsletter and the Resident Council Minutes for September 2022.

Yeas: Mock, Moyer, and Molenaar
Nays: None

REPORTS OF THE DIRECTOR

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

Yeas: Mock, Moyer, and Molenaar
Nays: None

COMMISSIONER COMMENTS/CONCERNS

President Sarah Molenaar thanked everyone for being present.

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. The Public Hearing for the 2023 Annual Plan.
President Molenaar opened the public hearing at 6:15pm, no comments were received.
President Molenaar closed the public hearing at 6:20 pm.
- b. It was moved by Commissioner Mock, supported by commissioner Moyer to adopt Resolution #2022-15, approving the PHA Certifications of Compliance for the PHA 2023 Annual Plan, Civil Rights Certification.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- c. It was moved by Commissioner Mock, supported by commissioner Moyer to adopt Resolution #2022-16, approving the Proposed Lease and Policies.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- d. It was moved by Commissioner Moyer, supported by commissioner Mock to adopt Resolution #2022-17, approving the FYE 2023 Public Housing Utility Allowances.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- e. It was moved by Commissioner Mock, supported by commissioner Moyer to adopt Resolution #2022-18, approving the FYE 2023 Public Housing Flat Rents.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- f. It was moved by Commissioner Mock, supported by commissioner Moyer to adopt Resolution #2022-19, approving the FYE 2023 Housing Choice Voucher Utility Allowances.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- g. It was moved by Commissioner Mock, supported by commissioner Moyer to adopt Resolution #2022-20, approving the FYE 2023 Housing Choice Voucher Payment Standards.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- h. It was moved by Commissioner Mock, supported by commissioner Moyer to adopt Resolution #2022-21, approving the Amendment to Personnel Policy- Longevity Pay.

Yeas: Mock, Moyer, and Molenaar
Nays: None

- i. It was moved by Commissioner Moyer, supported by commissioner Mock to adopt Resolution #2022-22, approving the Revised Articles of Incorporation for 501(c)(3).

Yeas: Mock, Moyer, and Molenaar
Nays: None

- j. It was moved by Commissioner Moyer, supported by commissioner Mock to adopt Resolution #2022-23, approving the 80/20 Health Care Option.

Yeas: Mock, Moyer, and Molenaar
Nays: None

HEARING OF THE PUBLIC

Questions were asked regarding the quilting supplies and fire drills.

ADJOURNMENT

President Molenaar adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Sarah Molenaar
President

Mark W. Sochocki
Executive Director/Secretary

Schedule of Meetings
EVART HOUSING COMMISSION
Calendar Year 2023

The following dates are for all Regular Commission Meetings for this calendar year. These meetings are the third Tuesday of each month, unless changed by Commission Action.

January 17, 2023

February 21, 2023

March 21, 2023

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August 15, 2023

September 19, 2023

October 17, 2023

November 21, 2023

December 19, 2023

All Regular Meetings begin at 6:00 p.m. and are held in the Centennial Arms Community Room at 601 West First St. Evart, MI 49631, telephone number 231-734-3301. All business of the Commission is retained at 601 West First St. for public inspection.

Evart Public District Library
Board Meeting Minutes
October 17, 2022

The regular Board Meeting of the Evart Public District Library met on 10/17/2022. K. Flachs called the meeting to order at 5:00 pm. Board members present: J. Hutchinson, R. Huff, K. Flachs, S. Bieri, A. Elder and L. VanScoyoc. Absent: K. Hodges

Acknowledge Guest: None

Secretary's Report: Motion by *Hutchinson* supported by *Elder* to approve the minutes of September 19, 2022 with the spelling correction from Brandal to Brandle Roofing. Motion passed.

Treasurer's Report: Motion by *Huff* supported by *Elder* to approve the checks payable for September 20 through October 17, 2022. Motion passed.

- Hutchinson has corrected the budget on the Profit/Lose statement to the approved budget.
- Hutchinson reported that the City of Evart auditor found Personal Property Tax (PPT) money that had not been dispersed to the library . Back pay from 2019 through 2021 has been received in the amount of \$30,448.28. Also a check from the Estate of Lorna Baker was received in the amount of \$19,417.87.
- Hutchinson proposed a Credit Card Policy to have on file. Motion by *Huff* approved by *Flachs* to approved the Credit Card Policy that was presented to the Board.

Old Business:

- Brandle Roofing has started the roof and are almost done. Brandle will also check the museum roof.
- Web page is still be set up.
- Logo – still waiting on the thumb drive.
- Calendar – close to sending to the printer.
- Sign – the outside sign is not working on one side. The company is coming to fix it. It's still under warranty.

New Business:

- Basket Fundraiser – Workshop is November14, 2022 after the 4:00 meeting.
- The Library received a \$1,000.00 check from the Central Michigan Mental Health for our participation in their training.

Librarian's Report: In New Business.

Next Meeting: November 14, 2022 at 4:00 pm. Note the time change due to basket workshop.