



City Council

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

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

www.evart.org

CITY OF EVART REGULAR COUNCIL MEETING AGENDA Monday, April 18, 2022 @ 8:00PM

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 7:30PM to 8:00PM.

1. Call to Order: 8:00PM
2. Pledge of Allegiance
3. *A Moment of Silence to Honor and Remember Former City Mayor, John Joyce*
4. Roll Call
5. Citizens' Comments – *limited to 3-4 minutes per individual*
6. Approval of Agenda
7. **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 – April 4, 2022
 - B. Budget Workshop Notes – April 11, 2022
 - C. Vendor's List \$32,033.84
 - D. Budget Amendments
8. **Unfinished Business**
9. **New Business**
 - E. Appointment to Cemetery Commission
 - F. Revised Paving Options – Reith and Riley Quote for Streets
 - G. Police Officer Sponsorship
10. **Department/Informational Reports (No Action Needed)**
 - H. Accounts Payable Report (4/3/2022 – 4/18/2022)

- I. Payroll Reports (4/3/2022 – 4/18/2022)
11. **City Attorney Report/Comment**
 12. **City Clerk Report/Comment**
 13. **City Manager Report/Comment**
 14. **Finance Director Report/Comment**
 15. **Department of Public Works Report/Comment**
 - J. DPW Monthly Report – *March 2022*
 16. **Police Department Report/Comment**
 - K. Police Dept. Monthly Report – *March 2022*
 17. **City Assessor**
 18. **Downtown Development Authority Report/Comment**
 - L. DDA Meeting Packet – *April 12, 2022*
 19. **Fire Department**
 - M. Fire Board Minutes – *March 15, 2022*
 - N. Fire Board Budget Hearing – *March 15, 2022*
 20. **Housing Commission**
 21. **Citizens' Comments** – *limited to 3-4 minutes per individual*
 22. **Adjournment**

**CITY OF EVART
REGULAR COUNCIL MEETING
APRIL 4, 2022 @ 8:00PM
Community Room at the Depot, 200 S. Main Street**

Mayor Emerick called the meeting to order at 8:01pm, 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, Director of Public Works Dustin Moma, City Attorney James White, Downtown Development Authority Director Todd Bruggema, City Clerk Kathy Fiebig

Guests: John and Angela Hunter

Citizens' Comments: none

Approval of Agenda

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

Approval of Consent Agenda

A. Regular Council Minutes – March 21, 2022

B. Vendor's List \$42,749.30

C. Budget Amendments

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

Unfinished Business

D. OHM – N. River Road Paving Proposal

Council discussed the updated proposal with an emphasis on options 2 and 5A. Ms. Lockhart reminded council that the Osceola County Rural Task Force is contributing \$219,000 to this project, and council has approved disbursing the American Rescue Plan Act (ARPA) funds, roughly \$196,000 to the project as well. The balance must come from major roads, and due to the collapse of the city sewer line serving Smith Lumber at 6th and N. River, sewer funds can be tapped, as well. Mr. Moma believes it is critical to put a 5" overlay from 7 Mile Road to Jefferson Street as presented in option 5a due to the extensive deterioration of the current surface. N. River from Jefferson to US 10 would be done with chip and seal which will greatly extend the life of the current pavement. This pavement is in much better condition than the section from Jefferson to 7 Mile. Motion by Mr. Hildebrand to accept option 5a from the OHM proposal: a 5" mill and repave of N. River Road from 7 Mile Road to Jefferson Street, with chip and seal performed on N. River Road from Jefferson Street to US 10, for the amount of \$535,000 to be funded as follows: \$219,000 from the Osceola County Rural Task Force, \$196,000 from ARPA funds, with the remaining \$120,000 from the major road fund and the sewer fund. Support by Mr. Duffy. Motion passed with a roll call vote: Mr. Hildebrand, Mr. Duffy and Mayor Emerick were in favor. Mr. Elliott and Ms. Szeliga were opposed.

New Business

E. First Street Paving Project

Mr. Moma presented two bids for this project; one from Reith-Riley Construction and one from Central Asphalt; a third was solicited but never received. The Reith-Riley bid is considerably less and offers a descending scale if the city chooses to add on other areas to be paved. Both bids are predicated on milling and paving an area 24' wide by 780' long, roughly from the intersection of N. Cedar and W. 1st to the Housing Commission office building. The Housing Commission has committed funding for 50% of the cost. Mr. Moma recommended addressing some of the worst streets in town in conjunction with 1st Street. Ms. Lockhart noted that the city has \$60,000 budgeted in local road resurfacing. Mayor Emerick reminded Mr. Moma that the intersection of N. Pine and W. 6th was never resurfaced after the sewer line repair. Motion by Mr. Duffy to accept the Reith-Riley bid to mill and pave W. 1st Street from N. Cedar to the office building (26' X 780') with 50% of the cost contributed by the Housing Commission; and adding W. 10th to S. Oak, W. Washington from N. Oak to N. River using current local street funds and the local street fund balance if needed; and S. Oak from the Pere Marquette trail to W. 11th using funds from the major street balance. Support by Mayor Emerick. Motion passed with all in favor.

F. Resolution 2022-05 Appointing City Clerk

Mr. White and Ms. Fiebig have been working with the Michigan Attorney General's (AG) office to finalize dates and language. The AG prefers a different format so this resolution will supersede Resolution 2022-03. The charter amendment will be placed on the November ballot rather than in August. Motion by Mr. Elliott to approve Resolution 2022-05 appointing rather than electing the city clerk. Support by Mayor Emerick. Motion passed with a roll call vote: Duffy, Elliott, Emerick, Hildebrand and Szeliga in favor; none opposed.

G. Resolution 2022-06 American Rescue Act Plan (ARPA) Funds

This resolution authorizes spending the ARPA funds on the N. River Road repaving project. Motion by Mr. Hildebrand to approve Resolution 2022-06 regarding the disbursement of ARPA funds for N. River. Support by Mr. Elliott. Motion passed with a roll call vote: Elliott, Emerick, Hildebrand, Szeliga and Duffy in favor; none opposed.

H. Budget 2022-2023 (first review)

Ms. Lockhart stated that this is the first review of the proposed budget and that staff will continue to work on it. She would like to have a budget workshop on Monday, April 11 at 6:00pm. At that meeting, a redlined version will be provided as some funding is still uncertain. She would value any input prior to the budget workshop. Discussion followed and no action was taken.

Department/Informational Reports

I. Accounts Payable Report (3/22/2022 – 4/4/2022)

J. Payroll Reports (3/22/2022 – 4/4/2022)

City Attorney Report/Comment

Mr. White has had many conversations with the Michigan Attorney General's office regarding the resolution and process to appoint rather than elect city clerk. He may not be available on April 15 for the McClellan closing, so will reschedule that for an earlier date.

City Clerk Report/Comment

Ms. Fiebig has placed the final tree order to fulfill the grant from the Muskegon River Watershed Assembly and is coordinating an Earth Day clean up with Lume.

City Manager Report/Comment:

Mr. Moma is getting bids to check the electrical at Riverside West in order to provide power to the park host site. T-ball will again be played at Riverside West and the cost to do so is minimal.

Finance Director Report/Comment:

Ms. Duncan has been focused on developing the new budget while working with BS&A to change our chart of accounts.

Department of Public Works Report/Comment:

Mr. Moma is working with Lead Water Operator Patrick Muczynski and John Tanner of OHM Engineering on the MEDC grant.

Police Department Report/Comment:

Ms. Lockhart stated that Chief Beam is researching a MI Works program to pay for a new employee to attend the police academy, and this may be the best route to hire a new officer.

Downtown Development Authority Report/Comment: none

Citizens' Comments:

Todd Bruggema understands council's decision on road repair and respects that they are trying to get the best use of citizens funds but hopes they are not shortchanging the N. River Street project. Chip and seal just does not last long and if water or sewer repairs need to be made later, those areas tend to dip. He asked if these kinds of bids could be projected to the big screen to allow the audience to better understand what is being discussed. He would like to see the police department slowing traffic on River Street to protect it, either with an electronic speed sign or by writing tickets.

Motion by Mayor Emerick to adjourn. Support by Mr. Hildebrand. Motion passed with all in favor. The meeting was adjourned at 8:56pm.

Kathy Fiebig, City Clerk

**CITY OF EVART
CITY COUNCIL BUDGET WORKSHOP
Monday, April 11, 2022 @ 6:00pm
Depot, 200 S. Main Street**

The workshop was opened at 6:00pm by Mayor Chris Emerick, who then led the assembly in the Pledge of Allegiance.

Present: Dan Elliott, Mayor Emerick, Matt Hildebrand, Sandra Szeliga

Absent: Sean Duffy

Present (staff): City Manager Pepper Lockhart, Finance Director/Treasurer Jennie Duncan, Director of Public Works Dustin Moma, Chief of Police John Beam Jr., City Clerk Kathy Fiebig

Guests: none

Ms. Lockhart and Ms. Duncan walked council through the first draft of the budget, highlighting any significant increase or reduction in revenue and expense:

- Major increase in revenue from housing commission
- McClellan sale revenue could be used for parks, street, the airport, or to fund a grant writer
- Miscellaneous revenue has been cut as it was very high in the last budget
- Staff vacation pay: the city often pays out for unused time. The consensus of the council is that staff should be encouraged to use the time.
- Two elections in 2022 so clerk budget has increased (no elections in 2021)
- Added postage for the treasurer's notices, which have not been accounted for in past budgets
- Raised expense line for the assessor and this may have to increase more
- City Attorney salary is charged to three lines: council, police, water/sewer
- Marijuana: any attorney fees on marijuana issues come from the licensing fees and these fees are restricted to such usage
- The code enforcement line was reduced as Chief Beam hopes to use the new officer for code enforcement
- Planning/Zoning increase due to hiring Williams and Work as consultants to the Planning Commission
- City Hall: part of this covers the administrative assistant salary and the rest was predicated on what we actually spent last year; have included a new HVAC system as the existing system is 26 years old; drug testing costs have increased; publishing costs have always exceeded budgeted amounts, so this line was increased
- Police: will not do Neighbor's Night Out this year as it requires too much advance planning and the department is short staffed; Teresa will be out on medical leave but is training a temporary replacement; budget includes another part time civilian employee; Mr. Hildebrand questioned the vehicle repair line and Chief stated that they've been lucky and haven't had to spend much so agreed to reduce it by \$5000
- Downtown Development Authority: the \$20,000 line item contributes to the director salary. This was a five-year commitment by the city that ends next year
- LDFA: city is making payments to the LDFA pension plan which was underfunded and paid an extra \$30,000 last year. Ms. Lockhart has been advised to stop making extra

payments once the city hits the 70% funded point as the funds can be better utilized elsewhere. We are currently at roughly 68%

- Building and grounds: most of this is for professional services from Shades of Green for mowing
- Department of Public Works (DPW): director salary was increased; there have been additional equipment rentals, especially regarding the 9/7/2021 wind storm.
- Airport: professional service were for brush removal and crack sealing
- Brush line was high due to 9/7/2021 wind storm
- Trees: high due to 9/7/2021 wind storm and now we need to grind the stumps. City has never budgeted for tree maintenance or stump grinding and this needs to be corrected.
- Fringe benefit line increased slightly as Ms. Lockhart hopes to hire a third employee for water and sewer
- Splash Pad: cost of water is roughly \$12,000/season and Ms. Lockhart and Mr. Moma are exploring ways to reduce this. Mr. Hildebrand pointed out that some of the features are no longer working properly and reminded council that ongoing maintenance of the splash pad is critical

Ms. Lockhart and Ms. Duncan will continue to refine the budget and will present a revised copy at the next regular council meeting on April 18, 2022.

The budget workshop was closed at 8:12pm.

Kathy Fiebig

City Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
04/18/2022	751	39050	1182	BARNETT'S AUTO REPAIR	1,416.41
04/18/2022	751	39051	0028	CITY OF EVART	627.67
04/18/2022	751	39052	1200	DEERE CREDIT, INC	1,315.64
04/18/2022	751	39053	0576	DTE ENERGY	1,789.07
04/18/2022	751	39054	0722	ELLEN'S EQUIPMENT, INC	679.34
04/18/2022	751	39055	0312	ETNA SUPPLY	195.17
04/18/2022	751	39056	1766	EVART PARTS PLUS	121.24
04/18/2022	751	39057	1025	FILE SAFE, INC	67.75
04/18/2022	751	39058	1119	KUBE PROPANE, LLC	1,997.60
04/18/2022	751	39059	607	MCLAREN CORPORATE SERVICES SYSTOC	77.00
04/18/2022	751	39060	425	MICHIGAN STATE POLICE	600.00
04/18/2022	751	39061	1806	REPUBLIC SERVICES #239	10,302.70
04/18/2022	751	39062	0123	RIETH-RILEY CONSTR CO INC - BR	116.25
04/18/2022	751	39063	1117	SHORELINE POWER SERVICES, INC	340.00
04/18/2022	751	39064	0129	SMITH LUMBER CO	73.97
04/18/2022	751	39065	1579	SPECTRUM HEALTH OCCUPATIONAL	107.00
04/18/2022	751	39066	2300	TELNET WORLDWIDE	174.09
04/18/2022	751	39067	0776	WIELAND TRUCK CENTER-CLARE	923.52
04/18/2022	751	39068	1803	XEROX CORPORATION	363.90
04/18/2022	751	862 (E)	0024	CONSUMERS ENERGY	2,259.50
04/18/2022	751	863 (E)	923	FIRST NATIONAL BANK OF OMAHA	1,666.70
04/18/2022	751	864 (E)	923	VOID	0.00
04/18/2022	751	865 (A)	1456	AMERICAN SPECIALTY PRODUCTS	392.23
04/18/2022	751	866 (A)	328	CHARTER/SPECTRUM	327.94
04/18/2022	751	867 (A)	921	DRUG SCREEN PLUS	90.00
04/18/2022	751	868 (A)	1730	SCOTLAND OIL COMPANY, INC.	6,009.15

751 TOTALS:

Total of 26 Checks:	32,033.84
Less 1 Void Checks:	0.00
Total of 25 Disbursements:	<u>32,033.84</u>

CONSENT AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Jennie Duncan, Finance Director/Treasurer
Date: March 30, 2022
Re: Requesting Approval for Budget Amendments

For the Consent Agenda of April 18, 2022

Background. Several times a year, I will present budget amendments to the city council for approval. Per our approved Resolution 2020-13, "City officials are responsible for the expenditures authorized in the budget and may expend City funds up to, but not to exceed, the total appropriation authorized for each department. City officials may make transfers among the various line items contained in the department appropriations." Prior to any negative general ledger line item, it is best practice to request a budget amendment. Our 2021-2022 budget was approved on May 17, 2021.

Financial Impact. None

Recommendation. Please approve the following budget amendments as stated.

Attachments.

1. Budget Amendment detail report.

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-301-727.000	BA	04/13/2022	6688	OFFICE SUPPLIES	100.00
101-301-740.000	BA	04/13/2022	6688	OPERATING SUPPLIES	(100.00)
101-301-850.000	BA	04/13/2022	6688	COMMUNICATIONS	(900.00)
101-301-861.000	BA	04/13/2022	6688	GAS AND OIL	900.00
203-450-949.000	BA	04/13/2022	6688	STREET RESURFACING	(150.00)
203-451-930.000	BA	04/13/2022	6688	REPAIRS AND MAINTENANCE	150.00
206-336-970.100	BA	04/12/2022	6685	CAPITAL OUTLAY-CAPITALIZED	(5,700.00)
206-337-702.000	BA	04/12/2022	6685	SALARIES	2,000.00
206-337-803.000	BA	04/12/2022	6685	AUDIT PROFESSIONAL SERVICES	500.00
206-337-807.000	BA	04/12/2022	6685	MEMBERSHIP AND DUES	1,200.00
206-337-850.002	BA	04/12/2022	6685	COMMUNICATIONS-PHONE/INTERNET	500.00
206-338-801.206	BA	04/12/2022	6685	FIRE DEPT LEGAL SERVICES	(3,500.00)
206-850-715.000	BA	04/12/2022	6685	SOCIAL SECURITY	2,500.00
206-850-724.000	BA	04/12/2022	6685	WORKMENS COMPENSATION	2,500.00
590-537-840.000	BA	04/13/2022	6688	PHYSICALS/DRUG TESTING	10.00
590-537-850.000	BA	04/13/2022	6688	COMMUNICATIONS	150.00
590-537-860.000	BA	04/13/2022	6688	TRAVEL EXPENSES	(10.00)
590-537-900.000	BA	04/13/2022	6688	PUBLISHING/PRINTING	200.00
590-537-957.000	BA	04/13/2022	6688	EDUCATION AND TRAINING	(150.00)
590-538-801.000	BA	04/13/2022	6688	PROFESSIONAL SERVICES	(200.00)
591-545-840.000	BA	04/13/2022	6688	PHYSICALS/DRUG TESTING	(200.00)
591-545-850.000	BA	04/13/2022	6688	COMMUNICATIONS	100.00
591-545-900.000	BA	04/13/2022	6688	PUBLISHING/PRINTING	200.00
591-545-930.000	BA	04/13/2022	6688	REPAIRS AND MAINTENANCE	(100.00)
591-546-740.000	BA	04/13/2022	6688	OPERATING SUPPLIES	220.00
591-546-801.000	BA	04/13/2022	6688	PROFESSIONAL SERVICES	(220.00)
661-599-861.000	BA	04/13/2022	6688	GAS AND OIL	5,150.00
661-599-930.000	BA	04/13/2022	6688	REPAIRS AND MAINTENANCE	(5,150.00)

AGENDA REPORT

To: Honorable Mayor Emerick and Council Members
From: Kathy Fiebig, City Clerk
Date: April 6, 2022
Re: Appointment to Cemetery Commission
For: Regular Council Meeting 04.18.2022

Background

Section 4.27 of the city charter establishes a cemetery commission consisting of at least three (3) members, one of whom shall be a member of the council. The board currently has three members, with Sandra Szeliga serving on behalf of the council, but has been inactive for several years.

Issues and Questions Specified

Forest Hill Cemetery is a valuable asset to the city and would benefit from the oversight of an active Cemetery Commission. Jennie Duncan has been managing the cemetery on behalf of the city for a number of years and is extremely knowledgeable regarding all issues. She has volunteered to serve on the Cemetery Commission.

Alternatives

1. Do nothing.

Financial Impact

None.

Recommendation

Appoint Jennie Duncan to the Cemetery Commission for a three-year term which will expire in 2025.

Attachments

None.

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Jennie Duncan, Finance Director/Treasurer
Date: April 14, 2022
Re: First Street Paving Options – Revised

For the Agenda of April 18, 2022

Background: Council approved to move forward with several paving projects at the April 4th council meeting (see attached agenda report from that meeting) and accepted the bid presented from Rieth-Riley Construction Co. During the meeting there was discussion regarding the possibility of having more streets paved for a lower price while Rieth-Riley was already in town paving First St.

Issues & Questions Specified:

The city asked Rieth-Riley for a second quote to review all the streets and costs council approved on April 4th. The only change made from the vote on April 4th is along Washington Street. It was originally approved from River St. to Cedar St., leaving out the block between N. Cherry St. to N. Oak St. The new quote now includes that block, eliminating the block between N. Main St. and N. River St.

Alternatives: Do nothing.

Financial Impact: The original quote for First St. has not changed, the price is still \$44,340.00. Funds for the additional paving are \$89,500 for various other streets. There are 4 blocks of major streets and 6 blocks of local streets. Our auditors have verified the available fund balances for major and local street funds from last fiscal year, we have also verified Act 51 monies can be spent for these streets with no match. \$37,830 is available in this current budget for street paving in the local street fund. We will need to spend \$51,670 more from fund balances. \$35,800 from Major Street fund balance, and \$15,870 from the Local Street fund balance.

Recommendation:

I wanted to bring this back for discussion since we did not have an actual quote prior for the additional street paving. It is my recommendation the city move forward with the quote from Rieth-Riley Construction.

Attachments:

Rieth-Riley Construction Co., Inc. Quote with maps
Rieth-Riley Construction Quote for 1st St. from April 4, 2022, Council Meeting



RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years



RIETH-RILEY CONSTRUCTION CO., INC. ▲ 20251 E. 19 Mile Road ▲ Big Rapids, MI 49307

Submitted to: **City of Evert Attn: Dustin**
200 S. Main Street
Evert, MI 49631

Job Name: **1st & Washington Street HMA Paving**

Date: **4/14/2022**

Job Location: **1st Street & Various Locations**
Evert, MI 49631

Phone: **231/734-2181**

Fax:

Rieth-Riley Construction Co., Inc. ("Rieth-Riley") submits to Owner/Contractor ("Customer") this Proposal based on Drawings by:
Existing Field Conditions.

"REVISED" Proposal #BR22024

Asphalt Paving – Various Street Evert, Michigan

1st Street: Mill Existing Paved Street and Install Asphalt Pavement: Street Approximately 26' x 780'

1. Mill existing asphalt pavement to an approximate depth of 3".
2. Re-grade existing gravel base material.
3. Furnish and install a new asphalt leveling course at the approximate rate of at 165#/syd 1½" using a 13A HMA material.
4. Install a tack/bond coat over the leveling course prior to installation of the asphalt surface course.
5. Furnish and install a new asphalt surface course at the approximate rate of at 165#/syd 1½" using a 13A HMA material.

Washington Street from Cedar Street to Main Street: A total of five (5) blocks typical block size of 26' x 300'

1. Mill existing pavement up to a 1½" depth, clean pavement, remove debris.
2. Install a tack/bond coat over the leveling course prior to installation of the asphalt surface course.
3. Furnish and install a new asphalt surface course at the approximate rate of at 165#/syd 1½" using a 13A HMA material.

Oak Street from 8th Street to 12th Street: Approximately 24' wide x 1,748' in length

10th Street from Oak to Cherry Street: Approximately +/- 23' wide x 330' in length

1. Mill existing pavement up to a 1½" depth, clean pavement, remove debris.
2. Install a tack/bond coat over the leveling course prior to installation of the asphalt surface course.
3. Furnish and install a new asphalt surface course at the approximate rate of at 165#/syd 1½" using a 13A HMA material.

Total Lump Sum Amount: \$133,840.00

****Clarifications:**

1. *The proposal is based on the assumption the streets will be accessible for the day to complete the paving.*
2. *Existing asphalt pavement grade & drainage course will be followed. Typical with matching existing curb elevations.*
3. *Excludes adjustment of any storm or sanitary manhole frames.*
4. *Excludes any shoulder gravel or restoration work along new paved edges.*

Phone 231/796-7268 ▲

Fax 231/796-4068 ▲

rmckenzie@rieth-riley.com

This Proposal is in effect for 30 days and can be subject to change after that date.

THIS PROPOSAL INCLUDES ALL OF THE STANDARD TERMS & CONDITIONS SET FORTH ON THE ATTACHED 2nd PAGE OF THIS DOCUMENT.

RIETH-RILEY CONSTRUCTION CO., INC.

By: _____
(Rod McKenzie – Project Manager)

ACCEPTANCE OF PROPOSAL #BR22024 1st & Washington Street Asphalt Paving, Evert, MI

I (we) have read the above Proposal, INCLUDING THE STANDARD TERMS & CONDITIONS on Page 2, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed at your earliest convenience.

OWNER / CONTRACTOR

(Authorized Signature)

Date: _____

(Printed Name & Title)

STANDARD TERMS & CONDITIONS OF THIS RIETH-RILEY CONSTRUCTION CO., INC. PROPOSAL

The following terms and conditions are part of this Proposal:

1. All material is warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this Proposal, Customer, at its expense, shall provide a properly compacted and stable sub grade or subbase, or aggregate base (proof rolling or other testing satisfactory to Rieth-Riley) upon which any material is to be placed.
2. **Other than as expressly provided for in this proposal, Rieth-Riley (Contractor) makes no express or implied warranties, including warranties of merchantability or fitness for a particular purpose. Customer's sole remedy for breach of warranty is limited exclusively to removal and replacement of the defective work. Other than removal and replacement Rieth-Riley has no other liability for any other type of damage, whether incidental, consequential or otherwise.**
3. Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Rieth-Riley to place its paving materials over a subgrade or a subbase, an aggregate base, or an existing pavement the condition of which Rieth-Riley has advised Customer is unacceptable.
4. Rieth-Riley will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, shortages of necessary materials and supplies, or any other cause beyond our control.
5. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs or footing, septic tanks, underground storage systems, access tunnels, sprinkler systems, or underground and above ground utilities not specifically described on the plans or accurately marked on the jobsite so as to make us aware of their exact location and depth, will be the Customer's responsibility; and any extra work involved will become an extra charge over the quoted price.
6. Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
7. If no sales tax is included in this Proposal, the Customer is required to provide a valid sales tax exemption certificate; otherwise, sales tax will be added when completed work is invoiced.
8. **Rieth-Riley will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to the terms outlined herein.**
9. **PAYMENT IS DUE UPON CUSTOMER'S RECEIPT OF INVOICES** issued, whether progress or final for work completed to date. If prompt payment is not received, Rieth-Riley will suspend work in progress.
10. Nothing herein contained shall be construed as a waiver or modification of Rieth-Riley's statutory lien rights, which lien rights Rieth-Riley will exercise if payment by Customer is not promptly made.
11. **A SERVICE CHARGE OF 1½% PER MONTH**, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and reasonable attorney fees and expenses.
12. **Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite.** Customer agrees to defend, indemnify, and hold harmless Rieth-Riley, its officers and employees from any claim arising from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer's violation of environmental law, regulation, or policy.
13. The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal. This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.

"LICENSE NO. 2104006947-2106154910

A residential builder or a residential maintenance and alteration contractor is required to be licensed under Article 24 of Act 299 of the Public Acts of 1980, as amended, being Sections 339.2401 and 339.2412 of The Michigan Compiled Laws. An electrician is required to be licensed under Act No. 217 of the Public Acts of 1956, as amended, being Sections 338.881 to 338.89a of the Michigan Compiled Laws. A plumber is required to be licensed under Act No. 266 of the Public Acts of 1929, as amended, being Sections 338.901 to 338.917 of the Michigan Compiled Laws."

1st and Washington Street

Milling and Asphalt Overlay

Legend

Washington Street

Washington Street starts at Cedar and goes (5) five blocks east to Main Street.

1st Street

1st Street starts at Cedar and goes 780' to the west

Shop the Basket Handle

Calvary Baptist Church

Evert Elementary School

Google Earth

600 ft



Oak Street & 10th Street

Milling and Asphalt Overlay

10th Street paving ends west side of Cherry Street intersection. Approximately 330' in length.

Oak Street paving starts at joint just south of 8th Street approximately 1,748' in length.

Oak Street Paving ends just before curve on 12th Street.

Legend

- Evart City Walking Trail
- Evart Splash Pad

8th Street

10th Street

11th Street

Muskegon River

Google Earth

700 ft



AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Dustin Moma, Director of Public Works
Date: March 29, 2022
Re: First Street Paving Options

For the Agenda of April 4, 2022

Background: The entrance of the Evert Housing Commission (First Street) has needed repair for quite some time. The City's efforts to stay on top of the deteriorating condition with cold patch and gravel have become futile in this past year and it has begun to contribute to hazardous driving conditions in that area.

Issues & Questions Specified:

The city requested proposals from three contractors and received the two that are attached. This would involve milling the existing pavement to a depth of 3", regrading of existing gravel base and installing new asphalt to include approximately 780 feet by 24 feet wide of this roadway.

Alternatives: Do nothing.

Financial Impact: The Housing Commission has committed to contributing to this project. Since the quotes have come back so low, the city is looking to offer a 50/50 match. The city's cost will come from the Local Street Fund.

Recommendation:

It is my recommendation the city move forward with the quote from Rieth-Riley Construction.

Attachments:

Central Asphalt, Inc. Proposal
Rieth-Riley Construction Co., Inc. Proposal



RIETH-RILEY CONSTRUCTION Co., Inc.



100% Quality • 100% Employee Owned • Over 100 Years

RIETH-RILEY CONSTRUCTION CO., INC. ▲ 20251 E. 19 Mile Road ▲ Big Rapids, MI 49307

Submitted to: City of Evert Attn: Dustin
200 S. Main Street
Evert, MI 49631

Job Name: 1st Street HMA Paving

Date: 3/23/2022

Job Location: 1st Street & Various Locations
Evert, MI 49631

Phone: 231/734-2181

Fax:

Rieth-Riley Construction Co., Inc. ("Rieth-Riley") submits to Owner/Contractor ("Customer") this Proposal based on Drawings by:
Existing Field Conditions.

"REVISED" Proposal #BR22024

Asphalt Paving – 1st Street from Cedar Street to the west 780' Evert, Michigan

Mill Existing Paved Street and Install Asphalt Pavement: Street Approximately 26' x 780'

1. Mill existing asphalt pavement to an approximate depth of 3".
2. Re-grade existing gravel base material.
3. Furnish and install a new asphalt leveling course at the approximate rate of at 165#/syd 1½" using a 13A HMA material.
4. Install a tack/bond coat over the leveling course prior to installation of the asphalt surface course.
5. Furnish and install a new asphalt surface course at the approximate rate of at 165#/syd 1½" using a 13A HMA material.

Lump Sum Amount: \$44,340.00

Additional Streets added to 1st Street Amount above: Based on One Typical Block 26' x 300'

1. Mill existing pavement up to a 1½" depth, clean pavement, remove debris, and install 1½" HMA overlay.

1st additional Street (block) add \$9,860.00
 2nd additional Street (block) add \$9,455.00
 3rd additional Street (block) add \$9,000.00
 4th additional Street (block) add \$8,380.00
 5th additional Steet (block) add \$7,700.00

****Note:**

1. The proposal is based on the assumption the street will be accessible for the day to complete the paving.
2. Existing asphalt pavement grade & drainage course will be followed. Typical with matching existing curb elevations.
3. Excludes adjustment of any storm or sanitary manhole frames.

Phone 231/796-7268 ▲

Fax 231/796-4068 ▲

rmckenzie@rieth-riley.com

This Proposal is in effect for 30 days and can be subject to change after that date.

THIS PROPOSAL INCLUDES ALL OF THE STANDARD TERMS & CONDITIONS SET FORTH ON THE ATTACHED 2nd PAGE OF THIS DOCUMENT.

RIETH-RILEY CONSTRUCTION CO., INC.

By: _____
(Rod McKenzie – Project Manager)

ACCEPTANCE OF PROPOSAL #BR22024 1st Street Asphalt Paving, Evert, MI

I (we) have read the above Proposal, INCLUDING THE STANDARD TERMS & CONDITIONS on Page 2, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed at your earliest convenience.

OWNER / CONTRACTOR

(Authorized Signature)

Date: _____

(Printed Name & Title)

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, City Manager
Date: April 14, 2022
Re: Police Officer Sponsorship
For the Agenda of April 18, 2022

Background. On March 12, 2022, we had an officer leave the city opening a full-time position with the police department. Hiring for a current police officer is challenging. We found out that Michigan Works offers a sponsorship program if the person qualifies to help pay for the academy. We have a current Evert resident who is interested in the position and has started the paperwork with Michigan Works to see what they qualify for. The academy orientation is July 6th and is mandatory. The academy starts on August 8th at Kirkland Regional Police Academy.

Issues & Questions Specified. We don't know how long the paperwork will take but would like council to commit to the sponsorship. If council agrees to sponsor, we can move forward as soon as we hear back even if Michigan Works does not come through with funding. There are several exams that are pre-enrollment screening requirements before the exams can be taken. The total cost of the sponsorship is \$8,546.00.

Alternatives.

1. Not approve.

Financial Impact. The sponsorship will be \$8,546.00.

Attachments.

1. Kirtland Regional Police Academy tuition and fee estimate.



TUITION AND FEE ESTIMATE 2022-2023 Academic Year

TUITION (Payable to KCC by first day of the academy) • Includes uniforms and books	\$8,546
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ADDITIONAL Fees Paid by Applicant (May be subject to change without notice)		
MCOLES Reading & Writing EXAM	Pre-enrollment screening requirement <i>Due at the time of Test Registration</i>	\$68
MCOLES Physical Fitness Test	Pre-enrollment screening requirement <i>Due at the Test</i>	\$45
LIVESCAN Fingerprints	Pre-enrollment screening requirement <i>Due at the time of service</i>	Varies
Secretary of State Complete Driving Record Report	Pre-enrollment screening requirement <i>Due at the time of service</i>	\$9
Physical Exams & Forms	Pre-enrollment screening requirement	Varies
Academy Uniform	Academy requirement <i>Due by first day of the Academy</i>	\$200
MCOLES Licensing Exam	Administered last week of the academy <i>Due at the time of Test Registration</i>	\$75
EMPCO Test	Some agencies require this test to be hired, but it is not a mandatory requirement	\$78

MISCELLANEOUS Equipment/Supplies provided by the Cadet (First day of the academy)
<ul style="list-style-type: none"> • Boots: Military style/black (must be able to hold a shine); 6-8" upper; no patent/pre-shined boots • Physical Training Gear: Cross trainer/running shoes; BLACK crew and low-cut socks; athletic supporter/protective cup, athletic support bra, toiletries, towel, gym bag; locker padlock • Other: Book bag/backpack; "Gig" book (pocket sized notepad); blousing straps; black Garrison belt; BLACK performance T-Shirts (worn under uniform); other items as instructed at orientation

PAYMENT OPTIONS (Cash, check/money order payable to KCC, VISA, Mastercard, or Discover)	
Kirtland Students (to include Pell Grant and Student Loans) Student Financial Services 4800 West Four Mile Road Grayling, MI 49738 http://www.kirtland.edu/paying-for-college (989) 275-5000 ext. 257	Law Enforcement Agency Sponsorship Coordinate PRIOR to the academy with the Criminal Justice Office 989.275.5000 ext. 348 3 + 1 Students (to include Pell Grant and Student Loans) (Academy completes their degree from their home college) Contact your home college financial aid office
Veteran Benefits www.gibill.va.gov	



RE: Agency Sponsored Cadets

Thank you for your interest in sponsoring your employee(s) through the Kirtland Regional Police Academy! Our **FALL 2022** academy runs **AUGUST 8** through **DECEMBER 2**. The initial class schedule is generally four (4) days per week/average of 12 hours per day. **Days/times will vary as the academy progresses.** The academy is held at Kirtland Community College, 4800 West Four Mile Road, Grayling, MI 49738.

Please note that the numbers associated with various steps correlate with the "Sponsored Cadet Document Submittal Tracking" document.

RESPONSIBILITIES OF THE SPONSORING AGENCY:

- INTERVIEW:** Conduct an oral interview to determine the applicant's suitability for a law enforcement officer position and to assess appearance, background and the ability to communicate
- COMPLIANCE SCREENING:** To be eligible to enter the academy, the cadet will need to meet or exceed the MCOLES minimum pre-enrollment standards. Screen the applicant for compliance with the Licensing Standards for Michigan Law Enforcement Officers.
- 1-SPONSORSHIP LETTER:** Submit a brief letter to Kirtland Community College Criminal Justice Office cps@kirtland.edu or fax 989.275.6776 verifying the recruit's current and continuing full-time employment throughout the academy and confirming academy sponsorship (sample sponsorship letter)
- 12-COMPLIANCE VERIFICATION AFFIDAVIT:** Within MITN, complete the Standards Compliance Verification Affidavit, print, sign and submit a copy of the document to Criminal Justice Office cps@kirtland.edu or fax 989.275.6776 (*for MCOLES Field Rep*). Any questions, please contact our MCOLES Field Representative, Michael Logghe, at (517) 896-7021
- ENROLL/HIRE:** Within MITN/MCOLES Tracking Network, enroll/hire the candidate. Any questions, please contact our MCOLES Field Representative, Michael Logghe, at (517) 896-7021

PLEASE NOTE: Recruits will NOT be allowed to enter the academy unless the sponsoring agency has completed ALL of the above.

- The employing agency shall comply with the following while a recruit is enrolled in the basic law enforcement training academy:
 - **Pay** the academy enrollment rate – see KRPA Fee Schedule
 - **Pay** the employed recruit at least the federal minimum wage during the academy for all hours worked

NOTE: MCOLES has approved the use of a Sponsored Recruit's GI Bill funds or Indian Tuition Waiver to pay for the academy tuition. The agency is still obligated to pay all wages and anything that the GI Bill does not cover.

- During the course of the academy or while employed, the recruit shall not be required, or allowed, to repay the employer for any costs related to attendance at the academy. Further, no prepayment to the employer shall be required or allowed for any costs related to attendance at the academy.
- It is also the agency's responsibility to issue each recruit with the following duty gear:
 - Body armor
 - Duty handgun
 - Handcuff case
 - Duty belt
 - Holster
 - Flashlight
 - Garrison belt
 - Magazine Pouch
 - Flashlight pouch
 - Training handgun
 - Handcuff and key

Please let us know if you are unable to accommodate any of the above.

- Upon successful completion of the academy and licensing examination, the employing agency shall immediately activate the employed recruit as a law enforcement officer before working them in that capacity. The employing agency shall be the only agency eligible to activate the employed recruit.

ADDITIONAL FINANCIAL SUPPORT OPPORTUNITIES:

Kirtland Scholarship

Kirtland Foundation Scholarships – one of the scholarships was created by the cadets of the 52nd Kirtland Regional Police Academy (as part of their community service project). The \$1,000 “Pay it Forward” scholarship has been earmarked to support future cadets as they pursue their own dreams of a career in law enforcement. You only need to complete one application to be considered for various scholarships.

Sheriff Wakefield Scholarship- this permanently endowed fund was established in memory of former Crawford County Sheriff Kirk Alan Wakefield. Scholarships from this fund will be used to support Crawford County graduates (current or former students) who will study in the Criminal Justice Program and Regional Police Academy at Kirtland Community College.

Michigan Works! Tuition Assistance Program - cadets in our last few academies have been successful in securing additional funds from Michigan Works. If you are interested or have questions, please contact:

Tracy A. Bohl – (Gaylord) p. 989-732-3886 x4225 | f 989-731-6023

Jackie Gransden (Grayling) p 989.348.8709 x5125 | f 989.348.4998

LODGING OPTIONS:

RAM Conference Center /click [here](#) for government rate sheet – (located 9 miles from campus)

Days Inn Grayling - this is the newer of the hotels (located in Grayling – four miles from campus)

Ramada Grayling - (located in Grayling – four miles from campus)

Super 8 Grayling - (located less than one mile from campus - truck stop across street)

9 Oaks Motel – (located three miles from the campus) (mention Kirtland for discounted rate)

Grayling Visitors Bureau – additional lodging options within Grayling area

RESPONSIBILITIES OF THE RECRUIT:

- 2-APPLY FOR ADMISSIONS:** - if you are not already a Kirtland Community College student, click [Admissions Application Form](#) to apply.

There is no application fee! Complete all of the required tabs. Under "Program," select "*Certificate - Police Academy*" as your program of interest.

NOTE: once your admission application has been processed, you will receive an acceptance letter listing additional actions needed (e.g. copy of official transcript(s) from your high school and transfer college(s), proof of residence, etc.). It also contains your Kirtland email (Kmail) address. ***We ask that you monitor your Kmail regularly – it is the primary method of communication used to supply you with important information and of any required actions.***

- RECRUIT INFORMATION:** Complete the *Kirtland Regional Police Academy (KRPA) Application Information Summary* (complete all required fields and submit electronic form).
- 3-WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION:** The applicant needs to complete the *Waiver & Authorization for Release of Information* form. Submit a copy of the document to Criminal Justice Office cps@kirtland.edu or fax 989.275.6776 (for MCOLES Field Rep)
- 4-PERSONAL HISTORY STATEMENT:** The applicant needs to completely fill out the 9-page *Candidate's Personal History Statement and Affidavit* form and have notarized. Submit a copy of the document to Criminal Justice Office cps@kirtland.edu or fax 989.275.6776 (for MCOLES Field Rep)
 - If the recruit has served in the military, they will need to provide their **DD-214**
- 5-FINGERPRINTING: TIME SENSITIVE** and MUST be completed within 180 days of the start of the academy. The applicant needs to be **fingerprinted** and a search to be made of appropriate state and federal fingerprint files to disclose any criminal record
- 6-REQUIRED DOCUMENTS:** There are several documents needed to verify you meet eligibility requirements.
 - Proof of US citizenship** - provide a legible copy of any one of the following to the agency:
 - Birth certificate
 - Valid US passport
 - Certificate of Naturalization
 - MCOLES Letter of Agreement regarding citizenship upon completion of the academy
 - Verification of Minimum Age (18 years)** - provide a legible copy of the following to the Criminal Justice Coordinator **and** Kirtland's Admissions Office:
 - Valid Driver's License
 - AED/CPR Card** - provide a legible copy of either of the following to the Criminal Justice Coordinator:
 - CPR/AED for Professional Rescuers & Healthcare Providers, **OR**
 - Basic Life Support for Healthcare Providers

NOTE:

- Certification must be valid for the duration of the academy
- You can register for a Kirtland Community College CPR/AED course (seats are limited to eight (8) students). Otherwise, you may find another face-to-face course that has CPR (must include adult, child, and infant) and Automated External Defibrillation (AED) training somewhere else. The course MUST include in-person skills testing

- 7-REGISTRATION / ADVISOR MEETING:** please call Student Services 989.275.5000 ext. 280 to schedule an appointment to speak with your Academic Advisor, Ms. Shawn Ott. Please be prepared with some possible dates/times of your availability. Please contact her ASAP.

- Print and complete this Registration Form. You will email it to shawn.ott@kirtland.edu.

UNIFORMS:

Sample uniforms and PT gear will be available at orientation to ensure sizing. Uniforms will be ordered based on the size you select at orientation. Academy uniforms currently consists of:

- Academy uniform consists of:
 - Two (2) Class A long sleeve shirts (embroidered with academy logo and last name)
 - Two (2) pair Class A pants
 - One (1) BDU cargo trousers
 - One (1) Class polo shirt (embroidered with academy logo, class number, and last name)
- Academy physical training (PT) clothing consists of (will be provided):
 - Two (2) t-shirts (silkscreen with academy logo and last name)
 - Two (2) shorts
 - One (1) sweatshirt (silkscreen with academy logo and last name)
 - One (1) sweatpants
 - One (1) ball cap
 - One (1) fleece cap
- Additionally, there are some items that you will need to purchase in advance of the start of the academy. This will be discussed in more detail at orientation:
 - Black military style boots, 6" - 8" high uppers, real leather on toe/heel at minimum, must hold a shine. No specific brand required. Patent leather/pre-shined boots are NOT allowed.
 - Black performance t-shirts to wear under uniform shirts
 - Black compression shorts
 - Black ankle socks for PT
 - Black crew socks for uniform
 - Black Garrison belt; plain, flat
 - Cross-trainers/running shoes are recommended. No specific color or style required
 - Blousing straps for pants
 - Athletic supporter/protective cup
 - Athletic support bra
 - Toiletries, towel, gym bag, two gym locker padlocks
 - Bookbag/backpack
 - Gig book (pocket sized notepad)

- 8-MEDICAL FORMS** - these forms are **TIME SENSITIVE** and MUST be completed within 180 days of the start of the academy.
 - Print the forms
 - Medical History Statement
 - Physician's Statement of Applicant's Medical Condition
 - Pre-Enrollment Physical Fitness Examination – Physician's Health Screening Form
 - Review this Frequently Missed or Incorrectly Completed Items on the Medical Forms
 - Complete all of the sections that require your personal information and the entire Medical History Statement form IN ADVANCE of your doctor's appointment
 - Schedule an appointment with your physician. Make sure they have the equipment to complete the required tests. (**NOTE: If your exam is completed by a nurse practitioner, you MUST also have a physician or physician's assistant (PA) sign the form also.**)
 - TAKE ALL of the forms to your doctor's appointment, including your completed Medical History Statement. There is a checkbox on the Physician's Statement of Applicant Medical Condition form that confirms the doctor has seen your Medical History Statement. The box MUST be checked by your examining physician.
 - Submit your ORIGINAL Physician's Statement of Applicant Medical Condition to the agency.
 - Hold onto your Physicians Health Screening Form (**NOTE: you will turn in the ORIGINAL document at your MCOLES Physical Fitness Test.**)
 - Keep your Medical History Statement. Neither the agency or college gets this form.
- 9-MCOLES PRE-ENROLLMENT TESTING** – register for and successfully meet the minimum requirements of the MCOLES Pre-Enrollment Tests in Reading/Writing and Physical Fitness. Submit a copy of your test results to the Criminal Justice Office cps@kirtland.edu or fax 989.275.6776
 - Reading and Writing Test - test results are NOT time sensitive and do not expire. Cost of the test is \$68 to be paid by the recruit or sponsoring agency.
 - Physical Fitness Test – results are **TIME SENSITIVE** and MUST be taken within 180 days of the start of the academy. Results from outside that timeframe CANNOT be accepted. Cost of the test is \$45 to be paid by the recruit or sponsoring agency. (**NOTE: the original completed Pre-Enrollment Physical Fitness Examination Physician's Health Screening form must be submitted at the test site**)

To register for these tests, go to the MCOLES' website. Kirtland Community College is a testing site; however, you may take these tests at any location. Dates, times and locations are listed on the MCOLES website.

- 10-LEIN FORM** – print the LEIN Systems Access form, read, sign, date, and return to the Criminal Justice Coordinator. Please review all of the information carefully and complete as directed. Document is **TIME SENSITIVE** and **MUST** be completed within 180 days of the start of the academy

- 11-SECRETARY OF STATE DRIVING REPORT**
 - Go to the Secretary of State website for directions on how to obtain your driving report. Cost is \$12.
 - Submit a copy of your Secretary of State Complete Driving Record report to the Criminal Justice Coordinator

- ATTEND MANDATORY ORIENTATION** - Save the Date – **JULY 6, 2022**
 - See flyer for additional information
 - The academy schedule, books, uniforms/PT gear and other items will be issued on the first day of the academy
 - Your polo shirts will be ordered and then be embroidered with your last name. Once the shirts are embroidered, you are required to purchase them whether or not you attend the academy.

Please let me know if you have any questions or need any assistance in this application and screening process.

Sincerely,



Theresa Feldhauser
Coordinator – Criminal Justice Programs
Kirtland Community College
Phone: 989.275.5000 ext. 348; Facsimile: 989.275.6776

Task Number	SPONSORED Cadet Document Submittal Tracking <i>(Additional instruction and forms can be found within Sponsored Recruit Tasks Guide)</i>	Submit To
1	Sponsorship Letter	Kirtland
2	High School Transcripts - one (1) official Submit to KCC Admissions (<i>ONLY IF you are a new student and a SPONSORED Cadet or MILITARY POLICE Waiver, otherwise not needed</i>)	Kirtland
2	College Transcripts - two (2) official Submit official transcripts - one (1) to KCC Admissions & one (1) to Criminal Justice Coord	Kirtland
3	Waiver & Authorization for Release of Information (TIME SENSITIVE) Agency maintains original - send copy to Kirtland for MCOLES Rep	Agency & Kirtland
4	Personal History Statement & Affidavit (TIME SENSITIVE) Agency maintains original - send copy to Kirtland for MCOLES Rep	Agency & Kirtland
4	Copy of DD-214 - if prior military	Agency
5	Fingerprints	Agency
6	Proof of Citizenship Submit copy of one (1) of the below <input type="checkbox"/> US Passport OR <input type="checkbox"/> Birth Certificate OR <input type="checkbox"/> Certificate of Naturalization; MCOLES Letter of agreement	Agency
6	Drivers License Submit copy to Criminal Justice Coordinator	Kirtland
6	Heart Saver or equivalent including AED/CPR - adult/child/infant Submit copy of card (that is valid throughout entire academy) to Criminal Justice Coord	Kirtland
7	Kirtland Community College Registration Form Meet with and submit form to your Academic Advisor	Kirtland
8	Medical History Statement (TIME SENSITIVE) <i>Completed and give the original document to your physician DO NOT SUBMIT TO AGENCY or ACADEMY.</i>	Physician
8	Physician's Statement of Medical Condition (TIME SENSITIVE) Completed by Physician or Physician's Assistant.	Agency
8	Physician's Health Screening Form (TIME SENSITIVE) Completed by Physician or Physician's Assistant Original is turned in at the time of your MCOLES Physical Fitness Test	Fitness Test Site
9	MCOLES Physical Fitness Test (TIME SENSITIVE) Submit copy of results to Criminal Justice Coordinator	Agency & Kirtland
9	MCOLES Reading/Writing Test Submit copy of results to Criminal Justice Coordinator	Agency & Kirtland
10	LEIN Systems Access Form (TIME SENSITIVE) Read, sign and submit	Agency
11	Secretary of State Complete Driving Record Report Submit copy of results	Agency
12	MCOLES Compliance Verification Affidavit Agency save copy - send copy to Kirtland for MCOLES Rep	Agency & Kirtland

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/18/2022	751	39050	BARNETT'S AUTO REPAIR	VEHICLE REPAIR & MAINTENANCE	101-301-931.000	565.87
		39050		REPAIRS AND MAINTENANCE	661-599-930.000	850.54
						1,416.41
04/18/2022	751	39051	CITY OF EVART	UTILITIES	101-265-921.000	239.96
		39051		UTILITIES	101-301-921.000	44.10
		39051		UTILITIES	101-442-921.000	60.40
		39051		UTILITIES	207-751-921.000	216.65
		39051		UTILITIES	208-757-921.000	66.56
						627.67
04/18/2022	751	39052	DEERE CREDIT, INC	CAPITAL OUTLAY-CAPITALIZED	661-599-970.100	1,315.64
04/18/2022	751	39053	DTE ENERGY	UTILITIES	101-301-921.000	423.14
		39053		UTILITIES	101-440-921.000	518.36
		39053		UTILITIES	590-538-921.000	847.57
						1,789.07
04/18/2022	751	39054	ELLEN'S EQUIPMENT, INC	REPAIRS AND MAINTENANCE	661-599-930.000	679.34
04/18/2022	751	39055	ETNA SUPPLY	OPERATING SUPPLIES	591-546-740.000	195.17
04/18/2022	751	39056	EVART PARTS PLUS	REPAIRS AND MAINTENANCE	590-538-930.000	84.51
		39056		OPERATING SUPPLIES	661-599-740.000	10.26
		39056		REPAIRS AND MAINTENANCE	661-599-930.000	26.47
						121.24
04/18/2022	751	39057	FILE SAFE, INC	PROFESSIONAL SERVICES	101-265-801.000	22.58
		39057		PROFESSIONAL SERVICES	590-537-801.000	22.58
		39057		PROFESSIONAL SERVICES	591-545-801.000	22.59
						67.75
04/18/2022	751	39058	KUBE PROPANE, LLC	UTILITIES	101-441-921.000	1,133.11
		39058		UTILITIES	101-442-921.000	864.49
						1,997.60
04/18/2022	751	39059	MCLAREN CORPORATE SERVICES SYSTOC	PHYSICALS/DRUG TESTING	101-301-840.000	77.00
04/18/2022	751	39060	MICHIGAN STATE POLICE	COMPUTERS/EQUIPMENT/IT	101-301-932.000	600.00
04/18/2022	751	39061	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	101-441-801.000	129.00

CHECK DISBURSEMENT REPORT FOR CITY OF EVART
 CHECK DATE FROM 04/05/2022 - 04/18/2022
 Banks: 751

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		39061		PROFESSIONAL SERVICES	101-526-801.000	10,058.70
		39061		PROFESSIONAL SERVICES	590-538-801.000	57.50
		39061		PROFESSIONAL SERVICES	591-546-801.000	57.50
						10,302.70
04/18/2022	751	39062	RIETH-RILEY CONSTR CO INC - BR	REPAIRS AND MAINTENANCE	203-451-930.000	116.25
04/18/2022	751	39063	SHORELINE POWER SERVICES, INC	PROFESSIONAL SERVICES	591-547-801.000	340.00
04/18/2022	751	39064	SMITH LUMBER CO	REPAIRS AND MAINTENANCE	101-301-930.000	73.97
04/18/2022	751	39065	SPECTRUM HEALTH OCCUPATIONAL	PHYSICALS/DRUG TESTING	101-301-840.000	107.00
04/18/2022	751	39066	TELNET WORLDWIDE	COMMUNICATIONS	101-301-850.000	174.09
04/18/2022	751	39067	WIELAND TRUCK CENTER-CLARE	REPAIRS AND MAINTENANCE	661-599-930.000	923.52
04/18/2022	751	39068	XEROX CORPORATION	PUBLISHING/PRINTING	101-265-900.000	107.56
		39068		COMPUTERS/EQUIPMENT/IT	101-301-932.000	41.23
		39068		PUBLISHING/PRINTING	590-537-900.000	107.56
		39068		PUBLISHING/PRINTING	591-545-900.000	107.55
						363.90
04/18/2022	751	862 (E)	CONSUMERS ENERGY	UTILITIES	101-441-921.000	438.42
		862 (E)		UTILITIES	101-448-921.000	1,768.03
		862 (E)		UTILITIES	202-460-921.000	24.39
		862 (E)		UTILITIES	591-546-921.000	28.66
						2,259.50
04/18/2022	751	863 (E)	FIRST NATIONAL BANK OF OMAHA	EDUCATION AND TRAINING	101-172-957.000	120.00
		863 (E)		OPERATING SUPPLIES	101-265-740.000	54.88
		863 (E)		POSTAGE & SHIPPING	101-265-741.000	8.70
		863 (E)		COMMUNICATIONS	101-265-850.000	5.30
		863 (E)		OFFICE SUPPLIES	101-301-727.000	76.06
		863 (E)		Community Policing Fund	101-301-746.000	150.00
		863 (E)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	713.99
		863 (E)		OPERATING SUPPLIES	101-440-740.000	25.97
		863 (E)		REIMBURSEMENT EXPENSE	101-441-768.000	339.93
		863 (E)		OPERATING SUPPLIES	590-537-740.000	34.16
		863 (E)		COMMUNICATIONS	590-537-850.000	5.30
		863 (E)		OPERATING SUPPLIES	590-538-740.000	20.73

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		863 (E)		OPERATING SUPPLIES	591-545-740.000	34.16
		863 (E)		COMMUNICATIONS	591-545-850.000	5.29
		863 (E)		MISCELLANEOUS EXPENSE	591-545-955.000	51.50
		863 (E)		OPERATING SUPPLIES	591-546-740.000	20.73
						1,666.70
04/18/2022	751	864 (E)	VOID	** VOIDED **		** VOIDED **
04/18/2022	751	865 (A)	AMERICAN SPECIALTY PRODUCTS	OPERATING SUPPLIES	590-538-740.000	392.23
04/18/2022	751	866 (A)	CHARTER/SPECTRUM	COMMUNICATIONS	101-265-850.000	49.33
		866 (A)		COMMUNICATIONS	101-301-850.000	129.98
		866 (A)		COMMUNICATIONS	101-441-850.000	16.67
		866 (A)		COMMUNICATIONS	590-537-850.000	65.98
		866 (A)		COMMUNICATIONS	591-545-850.000	65.98
						327.94
04/18/2022	751	867 (A)	DRUG SCREEN PLUS	PHYSICALS/DRUG TESTING	101-441-840.000	30.00
		867 (A)		PHYSICALS/DRUG TESTING	590-537-840.000	30.00
		867 (A)		PHYSICALS/DRUG TESTING	591-545-840.000	30.00
						90.00
04/18/2022	751	868 (A)	SCOTLAND OIL COMPANY, INC.	GAS AND OIL	101-301-861.000	902.53
		868 (A)		GAS AND OIL	661-599-861.000	5,106.62
						6,009.15
TOTAL - ALL FUNDS				TOTAL OF 26 CHECKS (1 voided)		32,033.84

--- GL TOTALS ---

101-172-957.000	EDUCATION AND TRAINING	120.00
101-265-740.000	OPERATING SUPPLIES	54.88
101-265-741.000	POSTAGE & SHIPPING	8.70
101-265-801.000	PROFESSIONAL SERVICES	22.58
101-265-850.000	COMMUNICATIONS	54.63
101-265-900.000	PUBLISHING/PRINTING	107.56
101-265-921.000	UTILITIES	239.96
101-301-727.000	OFFICE SUPPLIES	76.06
101-301-746.000	Community Policing Fund	150.00
101-301-840.000	PHYSICALS/DRUG TESTING	184.00
101-301-850.000	COMMUNICATIONS	304.07
101-301-861.000	GAS AND OIL	902.53
101-301-921.000	UTILITIES	467.24

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-301-930.000				REPAIRS AND MAINTENANCE		73.97
101-301-931.000				VEHICLE REPAIR & MAINTENANCE		565.87
101-301-932.000				COMPUTERS/EQUIPMENT/IT		1,355.22
101-440-740.000				OPERATING SUPPLIES		25.97
101-440-921.000				UTILITIES		518.36
101-441-768.000				REIMBURSEMENT EXPENSE		339.93
101-441-801.000				PROFESSIONAL SERVICES		129.00
101-441-840.000				PHYSICALS/DRUG TESTING		30.00
101-441-850.000				COMMUNICATIONS		16.67
101-441-921.000				UTILITIES		1,571.53
101-442-921.000				UTILITIES		924.89
101-448-921.000				UTILITIES		1,768.03
101-526-801.000				PROFESSIONAL SERVICES		10,058.70
202-460-921.000				UTILITIES		24.39
203-451-930.000				REPAIRS AND MAINTENANCE		116.25
207-751-921.000				UTILITIES		216.65
208-757-921.000				UTILITIES		66.56
590-537-740.000				OPERATING SUPPLIES		34.16
590-537-801.000				PROFESSIONAL SERVICES		22.58
590-537-840.000				PHYSICALS/DRUG TESTING		30.00
590-537-850.000				COMMUNICATIONS		71.28
590-537-900.000				PUBLISHING/PRINTING		107.56
590-538-740.000				OPERATING SUPPLIES		412.96
590-538-801.000				PROFESSIONAL SERVICES		57.50
590-538-921.000				UTILITIES		847.57
590-538-930.000				REPAIRS AND MAINTENANCE		84.51
591-545-740.000				OPERATING SUPPLIES		34.16
591-545-801.000				PROFESSIONAL SERVICES		22.59
591-545-840.000				PHYSICALS/DRUG TESTING		30.00
591-545-850.000				COMMUNICATIONS		71.27
591-545-900.000				PUBLISHING/PRINTING		107.55
591-545-955.000				MISCELLANEOUS EXPENSE		51.50
591-546-740.000				OPERATING SUPPLIES		215.90
591-546-801.000				PROFESSIONAL SERVICES		57.50
591-546-921.000				UTILITIES		28.66
591-547-801.000				PROFESSIONAL SERVICES		340.00
661-599-740.000				OPERATING SUPPLIES		10.26
661-599-861.000				GAS AND OIL		5,106.62
661-599-930.000				REPAIRS AND MAINTENANCE		2,479.87
661-599-970.100				CAPITAL OUTLAY-CAPITALIZED		1,315.64
				TOTAL		32,033.84

Check Register Report For City Of Evert
For Check Dates 04/05/2022 to 04/18/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/06/2022	750	23304	MISDU	112.41	112.41	0.00	Open
04/13/2022	750	23305	MISDU	112.41	112.41	0.00	Open
04/06/2022	750	DD6497	BEAM, JOHN	1,250.00	0.00	826.78	Cleared
04/06/2022	750	DD6498	CLARK, RILEE N	264.00	0.00	231.09	Cleared
04/06/2022	750	DD6499	DUNCAN, JENNIFER	932.69	0.00	698.45	Cleared
04/06/2022	750	DD6500	FIEBIG, KATHY	192.31	0.00	169.43	Cleared
04/06/2022	750	DD6501	FLACHS, MICHAEL J	170.22	0.00	4.34	Cleared
04/06/2022	750	DD6502	GAGLIARDO, ANOTHONY	300.00	0.00	264.30	Cleared
04/06/2022	750	DD6503	KIRWIN, DAVID	1,253.75	0.00	1,087.52	Cleared
04/06/2022	750	DD6504	LOCKHART, PEPPER L	1,756.59	0.00	1,271.79	Cleared
04/06/2022	750	DD6505	MARTIN, DALE	949.41	0.00	570.74	Cleared
04/06/2022	750	DD6506	MCCLURE, PATRICK K	2.84	0.00	2.63	Cleared
04/06/2022	750	DD6507	MCLACHLAN-WOOSLEY, ROSEMARY M	187.50	0.00	140.20	Cleared
04/06/2022	750	DD6508	MOMA, DUSTIN L	1,394.23	0.00	1,034.26	Cleared
04/06/2022	750	DD6509	MUCZYNSKI, PATRICK	1,038.20	0.00	655.67	Cleared
04/06/2022	750	DD6510	MULKERNS, CHRISTINE L	760.00	0.00	589.09	Cleared
04/06/2022	750	DD6511	NEWSOME, LISA R	744.28	0.00	609.04	Cleared
04/06/2022	750	DD6512	SWIFT-ECKERT, TERESA M	163.88	0.00	151.35	Cleared
04/06/2022	750	DD6513	TUPPER, VICTORIA	67.20	0.00	59.20	Cleared
04/06/2022	750	DD6514	WILSON, CHAD W	904.28	0.00	723.67	Cleared
04/06/2022	750	DD6515	ZINGER, ADAM	829.81	0.00	559.17	Cleared
04/13/2022	750	DD6520	BEAM, JOHN	1,250.00	0.00	826.79	Cleared
04/13/2022	750	DD6521	CLARK, RILEE N	204.00	0.00	179.72	Cleared
04/13/2022	750	DD6522	DUNCAN, JENNIFER	932.69	0.00	698.43	Cleared
04/13/2022	750	DD6523	FIEBIG, KATHY	192.31	0.00	169.43	Cleared
04/13/2022	750	DD6524	FLACHS, MICHAEL J	167.22	0.00	1.34	Cleared
04/13/2022	750	DD6525	HIGGINS, JERALD J	493.50	0.00	410.42	Cleared
04/13/2022	750	DD6526	LOCKHART, PEPPER L	1,756.59	0.00	1,271.79	Cleared
04/13/2022	750	DD6527	MARTIN, DALE	946.40	0.00	570.46	Cleared
04/13/2022	750	DD6528	MCLACHLAN-WOOSLEY, ROSEMARY M	187.50	0.00	140.18	Cleared

DPW/ Sewer & Water Communications

March 2022

Streets

- Plowed and salted major & local streets/snow removal
- Removing snow/ice buildup on US 10 bridge
- Cold patching potholes on major & local streets
- Street light maintenance
- Street sign inventory/maintenance
- Cleaned gutter pans/storm drains

DPW

- Prepared trucks for snow removal
- Snow removal on sidewalks/ramps
- Dug out storm drain at Recreation Street
- Truck/Equipment maintenance
- Completed monthly salt report

Misc.

- Cleaned workshop and WWTP lab
- Miss-Digs
- Trash run (weekly)
- Salt parking lot at Depot
- Delivered extra trash bins
- Brush and stump cleanup at cemetery

Airport

- Monthly light test
- Plowed runway/snow removal
- Brush removal project completed

Parks

- Shoveled ramps at Cant Hook
- Dismantling of ice rink

Water

- Collected samples for drinking water wells
- Completed the Monthly Operating Report (MOR)
- Training – EGLE online reporting system
- Filled day tanks
- Replacing residential meters
- Performed daily well reads
- Performed water and sewer reads for monthly billing
- Monthly generator checks – wells/lift stations
- Re-reads of water meters
- Repairs/Maintenance on pumps at Well 9 - VFD replacement
- 402 new meters installed to date

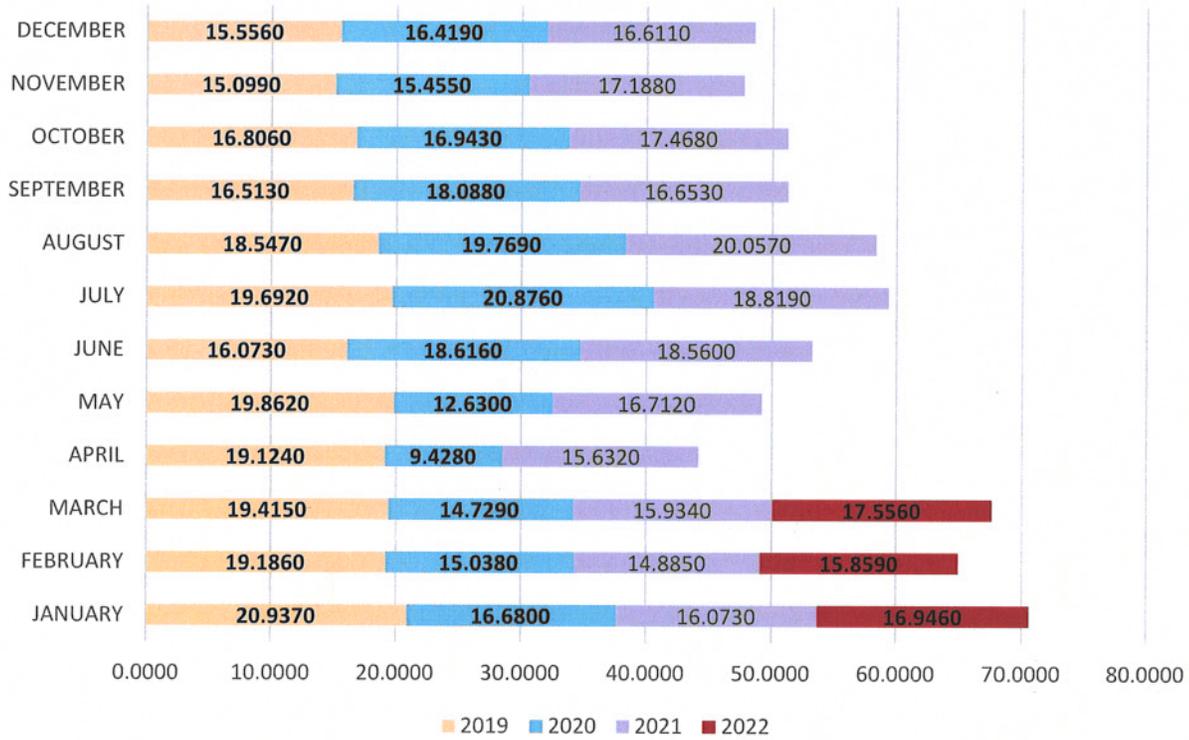
Sewer

- Worked on check valve at Lift Station #1
- Worked on WWTP Garage
- Jetted storm drain at Recreation Street
- Clearing sewer line on N. River Street
-

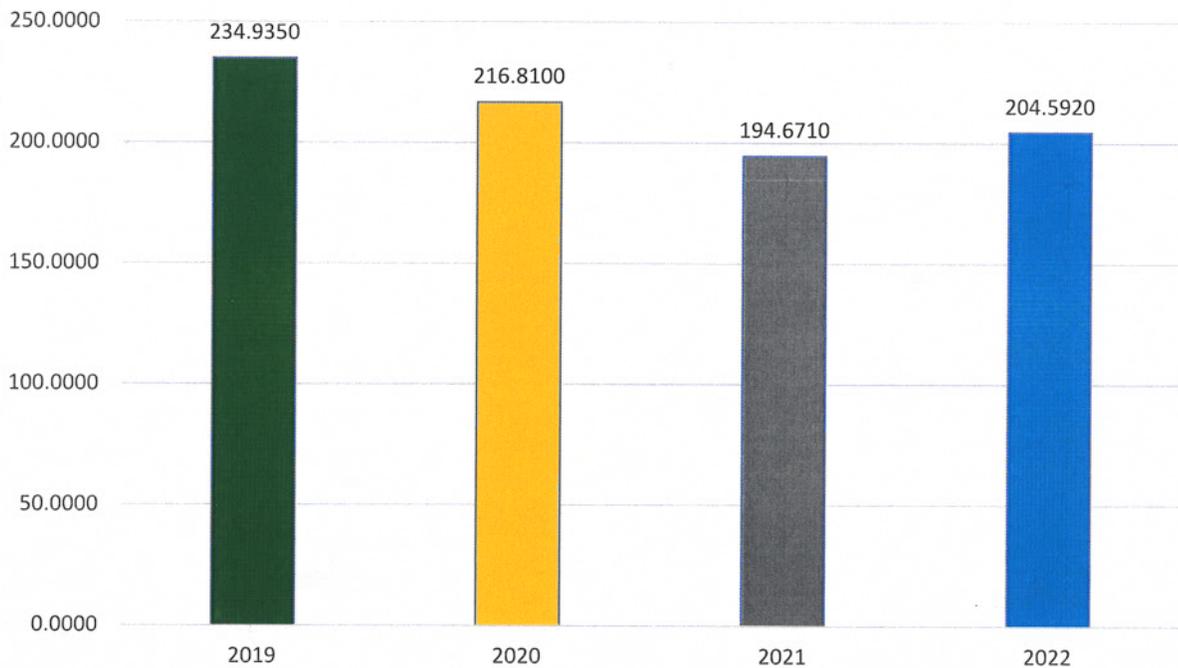
Current Water/Sewer Rates

- Water Rates: \$4.99/1000 gallons
- Sewer Rates: \$9.93/1000 gallons
- Water RTS Fee: \$6.73
- Sewer RTS Fee: \$14.00

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

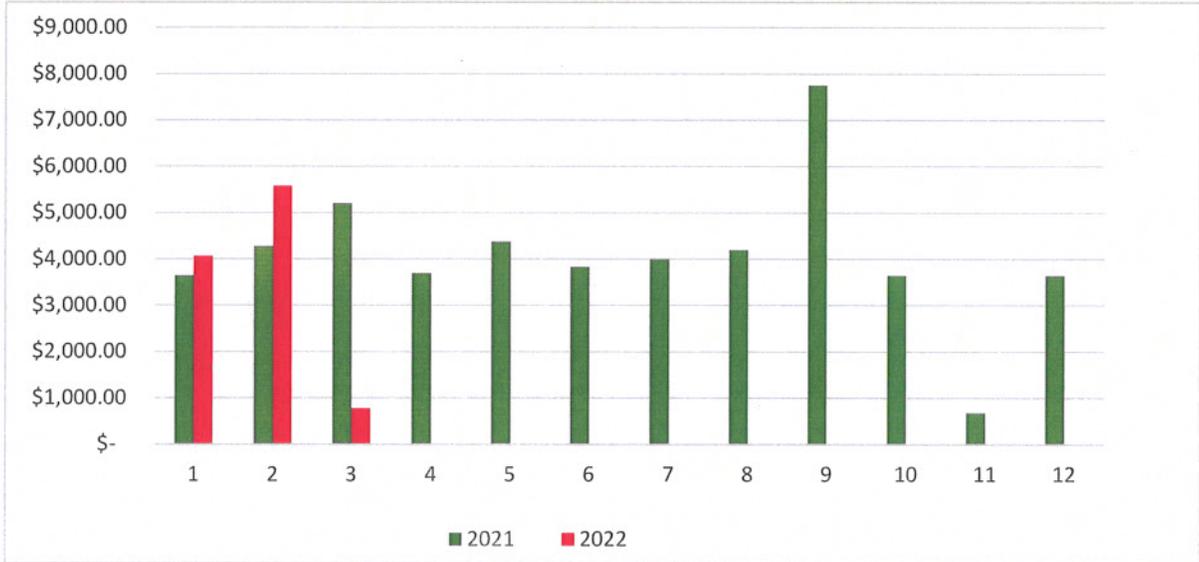


Annual Water Pumpages 2019 - 2022 Current Months Usage Compared to Past Annual Pumpages (in million gallons)

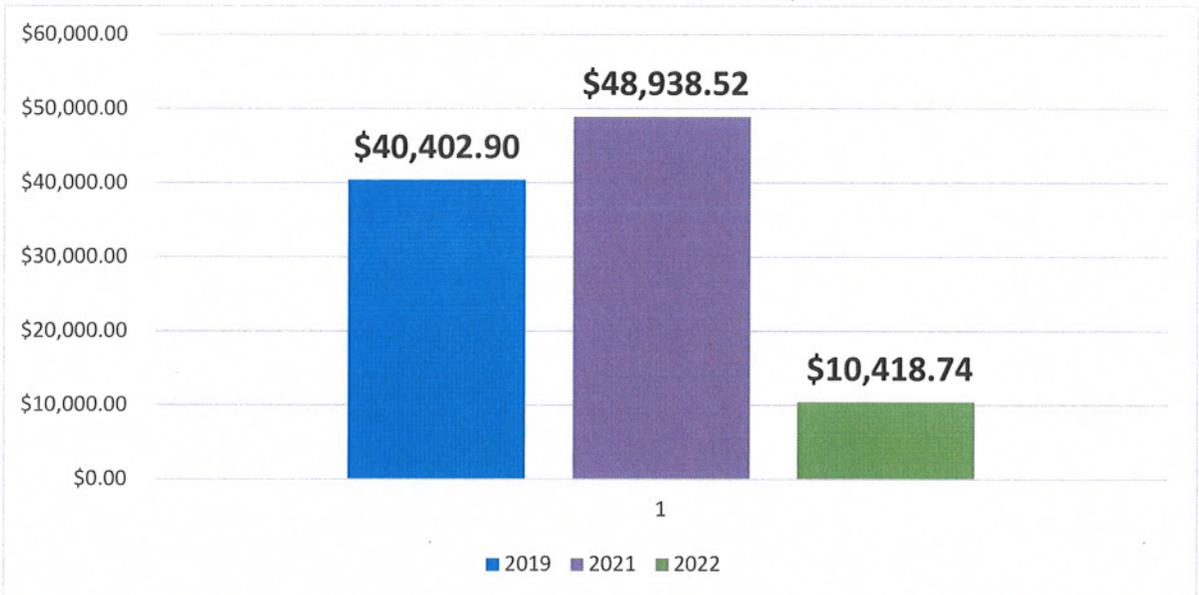


ELECTRIC COMPARISON REVIEW FOR MARCH 2021-2022		
	WATER	SEWER
2021	\$ 7,843.47	\$ 5,206.62
2022	\$ 998.63	\$ 776.95
DIFFERENCE/SAVINGS	\$6,844.84	\$4,429.67

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



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





Evart Police Department

Monthly Report

March 2022

Community Events

RUN HIDE FIGHT and Threat Guide Training was provided to the entire staff of the Evart Police School District by Police Chief John Beam Jr. and Fire Department Chief Helmer.

K9 Officer Patrick McClure has resigned from the Evart Police Department to pursue a career with the Michigan State Police. The Evart City Council voted to allow K9 Blue to retire and live with Officer McClure and his family.

Trainings

City Manager, Pepper Lockhart, successfully completed four levels of Criminal Justice Agency Security Awareness training. These courses provide instruction on maintaining security for property (physical or digital), data (physical or digital), and how data in transit and data at rest, needs to be protected and disseminated in accordance with the Criminal Justice Information System.

Staffing

The Evart Police Department has hired Rose Woosley as a part-time administrative assistant. Rose has an extensive background as a 911 dispatcher, and she worked for the Michigan Department of Natural Resources during the Flint water crisis. Rose will be trained to share Teresa's duties.

Chief Beam was re-elected as the Alternate Executive Board Member for the Michigan Association of Chiefs of Police for the 5th year in a row.

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
Part Time Police Officer	Johnnie Daniels	39-03

Administrative Staff

<i>Name</i>	<i>Title</i>
Teresa Swift-Eckert	Administrative Assistant
Rose Woosley	Administrative Assistant
Emma Hubbard	Office Assistant
Rilee Clark	Office Assistant

Activities Breakdown by Officer

Name	Activity	Activity Count
Beam, John Jr.	Assist Citizen	1
	Assist DHS	2
	Assist Evert Public School	2
	Assist OCSD	3
	Burglary	2
	Follow-Up	6
	Property Check	4
	Suspicious Person	1
	Suspicious Vehicle	1
Activity Categories Total Count:		22
Higgins, JJ	Assist Citizen	2
	Assist OCSD	6
	Assist Police Agency	3
	Attempt to Locate	15
	Civil Complaint	3
	Juvenile Complaint	2
	Miscellaneous Criminal Offense	2
	Property Check	87
	Stationary Radar	6
	Suspicious Person	3
	Suspicious Situation	3
	Traffic Stop Citation	4
	Traffic Stop Verbal Warning	4
Activity Categories Total Count:		140
McClure, Patrick	Assist MSP	1
	Assist OCSD	2
	Felony Arrest	1
	Juvenile Complaint	1
	Misdemeanor Arrest	5
	Property Check	5
	Stationary Radar	5
	Suspicious Person	1
	Suspicious Situation	1
	Traffic Complaint/Hazard	1
	Traffic Stop Verbal Warning	1
Activity Categories Total Count:		24
Wilson, Chad	Abuse/Neglect Family	1

Accident - PD	4
Accident - Private Property	1
Assault	3
Assist Citizen	2
Assist DHS	7
Assist Fire	3
Assist OCSD	2
Check Well Being	3
Civil Complaint	2
Criminal Sexual Conduct	3
Domestic	3
Fail to Pay	2
Follow-Up	42
Foot Patrol	2
Found Property	2
Juvenile Complaint	3
MDOP	1
Ordinance Violation - Warning	6
Property Check	35
Runaway	3
Stationary Radar	2
Suspicious Person	1
Suspicious Situation	3
Traffic Complaint/Hazard	5
Traffic Stop Verbal Warning	2
Trespassing	1
Vehicle Patrol	20
Activity Categories Total Count:	164

Incident Breakout Report

TOTAL ACTIVITIES	
OFFICER	TOTAL ACTIVITIES
Beam, John Jr.	22
Higgins, JJ	140
McClure, Patrick	24
Wilson, Chad	164
TOTAL:	350

ARRESTS	
OFFICER	NUMBER OF ARRESTS
Beam, John Jr.	0
McClure, Patrick	6
Wilson, Chad	1
Higgins, JJ	3
TOTAL:	10

ASSISTS	
AGENCY	NUMBER OF ASSISTS
Assist Citizen	5
Assist DHS	5
Assist Evert Public School	1
Assist Fire	1
Assist MSP	1
Assist OCSD	6
Assist Police Agency	1
TOTAL:	20

ACCIDENTS	
TYPE	NUMBER OF ACCIDENTS
Accident - PD	3
Accident - Private Property	1
TOTAL:	4

TRAFFIC VIOLATIONS			
OFFICER	Traffic Complaint/Hazard	Traffic Stop Citation	Traffic Stop Verbal Warning
Higgins, JJ	0	2	3
McClure, Patrick	1	0	1
Wilson, Chad	6	1	1
TOTAL:	7	3	5

ORDINANCE VIOLATIONS		
OFFICER	ORDINANCE VIOLATIONS	ORDINANCE COUNT
Wilson, Chad	Ordinance Violation - Warning	6
TOTAL:		6



EVART DOWNTOWN DEVELOPMENT AUTHORITY
Tuesday April 12th, 2022 8:00 AM
200 South Street, Evart, MI 49631
BOARD MEETING AGENDA



1. Call Meeting to Order
 2. Attendance
 3. Introduction of Guests
 4. Citizen Comments
 5. Approval of Agenda
 6. Approval of March 8, 2022 Regular Meeting Minutes
 7. Approval of Vendor List for March 2022
 8. President's Comments
 9. Director's Comments
 10. City Manager's Comments
 11. Committee Updates
 - Economic Vitality
 - a. Farmers Market Report
 - b. Pop-Up
 - c. Business Recruitment Primer-draft
 - Design
 - a. SBEI
 - b. Benches/Bike Racks
 - c. Way Finding Signage (paused)
 - Promotion
 - a. Shop Local
 - b. Summer Arts Series
 - i. Point Person (need to be able to help with set up, take down be available during performance for any issues or questions which may arise.)
 1. Bob Marshall Band July 2, 2022
 2. Jake Slater August 20, 2022
 - ii. Other performers for balance of 2022 funds
 - Organization
 - a. Board Recruiting
 - b. Volunteers
12. Old Business
 - a. Development Plan and Tax Increment Financing Plan
 - b. New Business Welcome
 - c. Hometown Decorations and Display 2022 - 2024 Contract (Christmas Decorations Approval)

13. New Business

- a. MS Accreditation Process
- b. Main Street Small Business Grant for Technology
- c. DDA Board Self-Assessment
- d. Direction/Projects Prioritized
- e. T Mobile Grant
- f. Evert 150 yr Celebration
- g. Design projects to consider
 - i. Sound Garden
 - ii. Public Bike Repair Station
 - iii. Selfie Photo Spot(s)
 - iv. Picnic tables lot by 6th & Main
 - v.
- h.
- i.

14. Citizen's Comments

15. Adjournment



EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday March 8, 2021 8:00 AM
200 South Main Street; Evert, MI 49631

BOARD MEETING MINUTES



1. Meeting called to order by Bengry at 8:02am
2. Attendance: Alan Bengry, Lynn Salinas, June-Marie Essner, Erica Henry, Shannon Schmidt, Pepper Lockhart, Todd Bruggema
Absent: Molly Cataldo, Sandy Szeliga, Jason O'Dell
3. Guests: John Hunter
4. Citizen Comments: None
5. Approval of agenda as presented.
6. Moved by Salinas, supported by Lockhart for approval of February 8, 2022 Regular Meeting Minutes.
Ayes: 7 Nays: 0 Result: Carried
7. Moved by Salinas, supported by Schmidt for approval of Vendor List for February 2022 in the amount of \$4,464.81.
Ayes: 7 Nays: 0 Result: Carried
8. President's Comments: Project Contact for Grant at MACC was switched to Todd Bruggema.
9. Director's Comments: Glad to be on board. Lot of reading and questions. Director Training with Laura and Leigh will be on March 14th. Main Street Conference is May 16-18, 2022 and T. Bruggema was directed to register as part of our responsibility as a Main Street Community. MMS/MEDC is offering an Optimize Main Street grant and Evert is in the 3rd round. The grant award is up to \$2500 per awarded applicant. MMS district business are eligible and up to 5 can be nominated. Application period is April 11-29 with award announcement on May 6. Pandemic relief grant for impacted businesses is open now through March 31. The business needs to apply personally and T. Bruggema will assist them if needed. Schmidt will send out a notice via the text/email alert system.
10. City Manager's Comments: Sixth and Main asked for some bike racks on the vacant property across from the restaurant. Todd Bruggema is already making progress after his first week. The city is happy to be working with him.
11. Committee Updates

Economic Vitality

- a. Farmers Market: A. Hunter is attending the MIFMA conference today and tomorrow. J. Hunter spoke on her behalf and asked some general 'housekeeping' questions on processes for this new season. Vendor packet is updated and available for 2022. August 27th, Sand Bobs will play at the market as an in-kind donation for their time. J. Hunter shared that one of the market vendors passed away this past week.
- b. Pop-Up: Essner commented that the contract for the Pop-up should be updated to include a cleaning deposit. Henry had someone contact her after the Cadillac News article came out in the

Beginning GL Balance:	118,479.37
Less: Cash Disbursements	(150.00)
Less: Payroll Disbursements	(4,931.38)
Less: Journal Entries/Other	(2,324.84)

Ending GL Balance: 111,073.15

Ending Bank Balance: 111,754.69

Add: Deposits in Transit 0.00

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
01/07/2020	5591	EVART PHARMACY	25.00
04/16/2020	5596	7TH STREET COFFEE CO	41.00
03/23/2022	5671	SAVVY MEDIA GROUP LLC	150.00

Payroll Checks

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

Total - 5 Outstanding Checks: 681.54
Adjusted Bank Balance 111,073.15
Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 4/8/22



EVART DDA
 PO BOX 668
 EVART MI 49631-0668

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Public Funds Hybrid Checking

Account: -----1020

**Statement Activity From:
 03/01/22 to 03/31/22**

Days in Statement Period 31
 Average Ledger Balance* 116,281.31
 Average Collected Balance* 116,281.31

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

Beginning Balance	\$119,370.91
Credits (+)	75.93
Electronic Deposits	75.00
Interest Earned	0.93
Debits (-)	7,692.15
Regular Checks Paid	360.00
Electronic Withdrawals	1,521.62
Other Debits	5,810.53
Ending Balance	\$111,754.69

Interest paid last year \$25.10

Other Credits (+)

Account:-----1020

Date	Amount	Description
03/10	75.00	BUS ONL TFR FRM CHECKING 031022 XXXXXXXX9088
03/15	0.93	INTEREST PAYMENT

Checks (-)

Account:-----1020

Date	Amount	Check #	Date	Amount	Check #
03/03	210.00	5669	03/09	150.00	5670

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

Other Debits (-)

Account:-----1020

Date	Amount	Description
03/01	23.18	CITY OF EVART UTIL BILL 220228 06890-001
03/03	75.00	PURCHASE PY *MIFMA PY *MIFMA 517-4323381 MI XXXXXXXXXXXXX3457 <i>Farmer's Market</i>
03/09	50.00	PURCHASE MAESTRO COMMUNITY MANA MAESTRO COMMUNITY MANA 2173916094 IL XXXXXXXXXXXXX5551

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Other Debits (-)

Account:-----1020

Date	Amount	Description
03/09	395.00	<i>Todd - Conference in May</i> PURCHASE WPY*NATIONAL MAIN STRE WPY*NATIONAL MAIN STRE 855-469-3729 DC XXXXXXXXXXXXX3457
03/11	1,854.38	ACH SETTLMT REL DATE_FUND HNB HVACH EVART DDA
03/15	20.73	CITY OF EVART UTIL BILL 220310 06890-001
03/15	611.32	IRS USATAXPYMT 031522 270247423562116
03/18	39.20	CONSUMERS ENERGY ENERGYBILL 220317 103036764720
03/24	1,854.40	ACH SETTLMT REL DATE_FUND HNB HVACH EVART DDA
03/24	142.54	VERIZON WIRELESS PAYMENTS 220324 044221717200001
03/25	85.00	PURCHASE LOCAL DIFFERENCE LLC LOCAL DIFFERENCE LLC TRAVERSE CITY MI <i>Farmer's Market</i> XXXXXXXXXXXXX3457
03/28	1,496.75	PURCHASE LENOVO UNITED STATES LENOVO UNITED STATES 855-2536686 NC XXXXXXXXXXXXX3457
03/29	611.28	IRS USATAXPYMT 032922 270248875992854
03/30	73.37	DTE Energy 800477474 220329

Balance Activity

Account:-----1020

Date	Balance	Date	Balance	Date	Balance
02/28	119,370.91	03/11	116,688.35	03/28	112,439.34
03/01	119,347.73	03/15	116,057.23	03/29	111,828.06
03/03	119,062.73	03/18	116,018.03	03/30	111,754.69
03/09	118,467.73	03/24	114,021.09		
03/10	118,542.73	03/25	113,936.09		

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

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

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

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

04/08/2022 04:31 PM
User: JENNIE
DB: City Of Evart

BANK RECONCILIATION FOR CITY OF EVART
Bank 249 (EVART DDA MONEY MARKET ACCOUNT)
FROM 03/01/2022 TO 03/30/2022
Reconciliation Record ID: 1322
Finalized

Page 1/1

Beginning GL Balance:	116,223.95
Add: Journal Entries/Other	0.89
	<hr/>
Ending GL Balance:	116,224.84
Ending Bank Balance:	116,224.84
Add: Deposits in Transit	0.00
Less: Outstanding Checks	
Total - 0 Outstanding Checks:	
Adjusted Bank Balance	116,224.84
Unreconciled Difference:	0.00

REVIEWED BY:



DATE:





EVART DDA
 PO BOX 668
 EVART MI 49631-0668

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Public Funds Hybrid Checking

Account: -----0801

Statement Activity From:		Beginning Balance	\$116,223.95
03/01/22 to 03/31/22		Credits (+)	0.89
		Interest Earned	0.89
Days in Statement Period	31	Ending Balance	\$116,224.84
Average Ledger Balance*	116,224.40		
Average Collected Balance*	116,224.40		

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

Interest paid last year \$50.25

Other Credits (+)

Account:-----0801

Date	Amount	Description
03/15	0.89	INTEREST PAYMENT

Balance Activity

Account:-----0801

Date	Balance	Date	Balance	Date	Balance
02/28	116,223.95	03/15	116,224.84		

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Beginning GL Balance:	7,099.67
Less: Journal Entries/Other	(75.00)
Ending GL Balance:	7,024.67
Ending Bank Balance:	4,897.71
Add: Deposits in Transit	
	DIFFERENCE OF CHECK 2165 (0.04)
	TO MOVE 250 CKS TO 551 (JULY 2021) 2,125.00
	TO MOVE 250 CKS TO 551 (AUG 2021) 24.00
	<u>2,148.96</u>
Less: Outstanding Checks	

AP Checks

Check Date	Check Number	Name	Amount
08/18/2021	2191	CUSHMAN, JINNIFER	12.00
09/01/2021	2208	LOWES, TIFFANY	4.00
09/17/2021	2213	CUSHMAN, JINNIFER	6.00
Total - 3 Outstanding Checks:			22.00
Adjusted Bank Balance			7,024.67
Unreconciled Difference:			0.00

REVIEWED BY: J. Duncan

DATE: 4/8/22



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

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Huntington Public Funds Economy Checking

Account: -----9088

Statement Activity From:		Beginning Balance	\$4,972.71
03/01/22 to 03/31/22		Debits (-)	75.00
		Electronic Withdrawals	75.00
Days in Statement Period	31	Total Service Charges (-)	0.00
Average Ledger Balance*	4,919.48	Ending Balance	\$4,897.71
Average Collected Balance*	4,919.48		
* The above balances correspond to the service charge cycle for this account.			

Other Debits (-)

Account:-----9088

Date	Amount	Description
03/10	—75.00—	BUS ONL TFR TO CHECKING 031022 XXXXXXX1020

Service Charge Summary

Account:-----9088

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

Balance Activity

Account:-----9088

Date	Balance	Date	Balance	Date	Balance
02/28	4,972.71	03/10	4,897.71		

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Evart Area Joint Fire Department

Fire Board Meeting

March 15, 2022 @ 5:30 PM

PLEDGE OF ALLEGIANCE

Meeting called to order by Chairman Hammer at 5:37 pm.

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

GUESTS: Shane Helmer, Angie Cushman, Travis Douglas

CITIZENS COMMENTS: None

MOTION BY OSCEOLA TWP, 2ND BY SYLVAN TWP to amend and approve the agenda by adding New Business #5 Truck Box. MOTION PASSED.

MOTION BY CITY OF EVART, 2ND by ORIENT TWP to approve the consent agenda with the approval of the payment of bills, treasurers report, and February 8, 2022 regular meeting minutes. MOTION PASSED

General Checking, \$13,826.16, High Yield Savings, \$383,243.78, Grand Total \$383,243.78. Total bills paid out \$31,857.20.

OLD BUSINESS:

- 1. Paid Staff Monthly Update:** Shane gave the board the month of February paid staff update and run report. Shane stated that he made some adjustments with the payroll, and is doing some adjustments for the per call rate, and how many staff are on each day, for the month.

- 2. Update on Staffing and Training:** Shane stated that we have hired 3 more employees, 2 are stay at home moms, and one is an EMT, and one is FF1 and 2 and EMT trained, and the 3rd has no training at all. Travis is working on the explorer program and we are going to be doing a recruiting process to see if we could get some more involved. Shane stated that he has made some changes on the staffing, and he stated that the first 3 months, there were some days that there was a firefighter and medical on call, and in the next 3 months it will only be 1 each day, 7 days a week. He also stated that the school safety program is now under the police department protocol, and is underway of doing the safety training for the entire school, and will be the only school in the area that will be fully trained with the entire staff.

New Business:

- 1. Budget Amendments:** Shane gave the board a budget amendment that needed to be approved.

MOTION BY OSCEOLA TWP, 2ND BY CITY OF EVART to approve the budget amendment as written with the Osceola Twp also signing the amendment.

MOTION PASSED.

- 2. Monthly Statistics:** Shane presented the board with the monthly stats for the month of February. Shane stated that we are at 109 calls for the year, that is up quite a bit higher than normal.
- 3. Approval of EMS CE sponsorship:** Shane explained that he would like to be able to do a CE sponsor and be able to teach classes at the department. There is no fee for the sponsorship.
- 4. Approval of EMS initial Education:**

MOTION BY CITY OF EVART, 2ND BY OSCEOLA TWP to approve Shane for applying for the CE Sponsorship and Initial Education. MOTION PASSED.

5. **Truck Box:** Shane stated that he said the Brush 1 is up for replacement and with discussion with the guys in the department, they do not think they want to get rid of it. They would like to add a box on the back, and still have the skid unit in the center of it. One of the firefighters would like to buy the flat bed portion, and then add the box on the truck and skid unit.

MOTION BY OSCEOLA TWP, 2ND BY ORIENT TWP to spend \$12,000 to remove the flatbed, and add a utility box on the back, and paint, and letter the box on Brush 1.

ROLL CALL: SYLVAN TWP – YES, ORIENT TWP –YES, EVART OF EVART – YES, EVART TWP – YES, OSCEOLA TWP – YES. MOTION PASSED.

Citizens Comments: None

Fire Chief Report: Shane showed the board the new extrication tools that arrived today, and gave the board a demonstration of them being battery operated. There is a cutter, spreader and a ram, all from a grant from the USDA. The next grant he would like to look into is for a generator. Shane stated that the new truck payment is due next month. Shane stated that he has been able to get the phone bill reduced and the WIFI is also been lowered because of the new internet provider.

Next Board Meeting: April 12, 2022 @ 4:30pm

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT A FUTURE BOARD MEETING.

MOTION BY SYLVAN, 2ND BY ORIENT TWP, to adjourn the meeting @ 6:46pm

MOTION PASSED

Angela Cushman

Administrative Assistant

Evert Area Joint Fire Department

Evart Area Joint Fire Department

Fire Board

Budget Hearing Meeting

March 15, 2022 @ 7 PM

PLEDGE OF ALLEGIANCE

Meeting called to order by Chairman Hammer 7:01pm. Chairman Hammer thanked all guests for attending the budget hearing meeting.

ROLL CALL: Evart Township – Present, Orient Township – Present, Osceola Township - Present, Sylvan Township - Present, City of Evart – Present.

Guests: Shane Helmer – Fire Chief, Angie Cushman - FD Clerk, Denise Custer - Evart Twp., Doug Derscheid – Evart Twp., Sue Morgan – Orient Twp., Angie Reagan – Sylvan Twp., Jeff Reagan – Sylvan Twp., Terry Pritchard – Sylvan Twp., Jesse Hyden EFD, Travis Douglas EFD.

CITIZENS COMMENTS: None

Amendments to and approval of the Agenda.

MOTION TO APPROVE THE AGENDA AS WRITTEN. MOTION PASSED.

Chairman Hammer opened the budget hearing at 7:06pm and had Chief Helmer explain the budget for the 2022-23 budget years. Shane explained the new line items that needed to be added, with the new gear replacement, and a timeline of those scheduled plans to be replaced, and also the grants we have received from the USDA and any adjustments made to the budget from last year.

Questions:

Angie Reagan asked what the \$10,000 misc expense was in the budget.

Shane explained that it is for any legal opinions or anything we may need in the future for expansions.

Angie Reagan asked why the increase in wages went from \$21,000 to \$51,000, was that for the on call staff that was started in January.

Shane stated yes that was the adjustment made to accommodate the increase in wages.

Terry Pritchard asked how that was going with the on call staff.

Shane stated that it has began January 1, and there has been some adjustments made, so we allowed 5 extra days where there was 2 staff on, and beginning in April through June, it will only be 1 paid staff member on.

Shane also stated that the response time is excellent, and that will help with our ISO rating down. Shane stated that the school has initiated the school safety plan and if we continue with the staff, it will benefit us, as they will help out with anything the school needs for training and more.

Shane also stated that staff is also beginning to go to businesses around town and make a plan for the business, in case of a fire or gas leak, there will be a MSDS sheet and plan in place for every business.

Shane also stated that the fuel prices has increased, and right now we are setting very good for the start of the year and will update as needed throughout the year.

Terry Pritchard asked if the FD received any of the ARCA funds from the Fed Government.

Shane stated that we did get 1st responder premium pay, and payroll adjustment, and all the PPE items refunded at the beginning of the Pandemic. But no other funds have been given.

Shane showed the attendees all the new extrication tools that were delivered today, that are all battery operated, and there will be no hoses and hydraulics needed.

Jeff Reagan asked if they came with inverters for the trucks.

Shane stated yes, they also have a daisy chain system for charging, and each of the batteries is interchangeable. The batteries are smart batteries, and they will signal when they have an issue, and they cost around \$600.

Shane stated that the PPE gear is supposed to be delivered in March early April, and that is provided by the USDA grant also.

Shane stated that the proposed budget is \$397,900.00 for 2022-23.

Sherri Bancroft asked if the foam had any refunds.

Shane stated no, it was not allowed.

Chairman Hammer called a recess for the public hearing at 7:23pm.

Chairman Hammer resumed the public hearing at 7:25pm.

Angie Reagan asked about the building maintenance from a board member.

Shane stated it is for maintaining anything that building needs to be currently maintained. The next budget will need to be higher for the cement replacement and lighting.

MOTION BY CITY OF EVART, 2ND BY OSCEOLA TWP to close the public hearing for the Evert Fire Department 2022-23 budget at 7:28pm. MOTION PASSED.

MOTION BY SYLVAN, 2ND BY ORIENT TWP to pass the resolution to adopt the Evert Fire Department 2022-23 budget as presented.

RESOLUTION READ BY FIRE DEPARTMENT CLERK.

ROLL CALL:

SYLVAN TWP. –YES, ORIENT TWP. – YES, OSCEOLA TWP. – YES, EVART TWP. – YES, CITY OF EVART – YES.

MOTION PASSED.

Citizen's comments: Doug Derscheid, Evert Township, asked who our auditor was for the Fire Department. Weinlander Fitzhugh is our current auditor for the past 8-9 years.

Shane stated that there had been a misunderstanding with the disbursement checks from each of the entities, and that there will be a letter of understanding in the future with the budget payments.

MOTION BY SYLVAN, 2ND BY ORIENT TWP, to adjourn the Budget Hearing at 7:38pm. MOTION PASSED.

Next Meeting Date: April 12, 2022 @ 4:30pm

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ANGELA CUSHMAN

Administrative Assistant

Evert Area Joint Fire Department

