



City Council

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

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

Sarah Dvoracek
c: (231) 580-6516

www.ewart.org

CITY OF EVART REGULAR COUNCIL MEETING AGENDA Monday, August 16, 2021 @ 8:00PM

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

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

1. Pledge of Allegiance
2. Call to Order: 8:00PM
3. Roll Call
4. Citizens' Comments – *limited to 3-4 minutes per individual*
5. Approval of Agenda
6. **Consent Agenda**
The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Board motion (roll-call vote) without discussion. Any person, whether Board Member, staff or public may ask that item be removed from the Consent Agenda to be placed elsewhere on the regular agenda for discussion. All such requests will be granted.
 - A. Regular Council Minutes – August 2, 2021
 - B. Vendor's List \$120,835.38
 - C. Budget Amendments
7. **Unfinished Business**
 - D. Offer to Purchase Lot 1 in Ewart Industrial Park
 - E. Attitude Wellness, LLC (aka Lume Cannabis) Renewal Marijuana Applications
8. **New Business**
 - F. Resolution 2021-17/Reinstate Waiving Penalty and Late Fees
 - G. Resolution 2021-18/Increase Utility Rates
 - H. Resolution 2021-19/Appoint Dustin Moma as the Airport Manager
 - I. Resolution 2021-20/Amendments to the Personnel Policies Handbook & Employee Benefit Handbook
 - J. Community Outreach (*discussion*)
 - K. Security Cameras (*discussion*)

9. Department/Informational Reports (No Action Needed)

L. Accounts Payable Report (8/2/2021 – 8/16/2021)

M. Payroll Reports (8/2/2021 – 8/16/2021)

10. City Attorney Report/Comment

11. City Clerk Report/Comment

12. City Manager Report/Comment

N. Depot Update – FYI

13. Finance Director Report/Comment

14. Department of Public Works Report/Comment

O. Monthly Report – July 2021

15. Police Department Report/Comment

P. Monthly Report – July 2021 (*email Monday, 8/16/21*)

16. Downtown Development Authority Report/Comment

17. Evert Area Fire Department

Q. Fire Board Minutes – July 2021

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

19. Adjournment

**CITY OF EVART
REGULAR CITY COUNCIL MEETING
AUGUST 2, 2021 @ 8:00PM
Depot, 200 S. Main Street Evart, MI 49631**

Mayor Chris Emerick led the assembly in the Pledge of Allegiance.

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

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

Present (staff): City Manager Sarah Dvoracek, Finance Director/Treasurer Pepper Lockhart, City Clerk Kathy Fiebig

Guests: Vanessa Jones, Jim Rohen, Jim Schwab, David Bricked (per sign in sheet), Jerilyn Green, Roger Elkins

Citizens' Comments: none

Approval of Agenda

Ms. Dvoracek asked that four items be added to the agenda: Jim Rohen regarding Guyton Park, Housing Commission payroll, appointing Jennie Duncan as Deputy Treasurer, and a moving company bid. Motion by Mayor Emerick to approve the agenda with the four additions requested by Ms. Dvoracek. Support by Mr. Hildebrand. Motion passed with all in favor.

Consent Agenda

A. Regular Council Minutes – July 26, 2021

B. Vendor's List \$60,797.41

Motion by Mr. Hildebrand to approve the Consent Agenda as presented. Support by Mr. Duffy. Motion passed with all in favor.

Unfinished Business: none

New Business

Items for Action

Jim Rohen and Dave Bricked updated council regarding their proposal to build a Korean War memorial at Guyton Park. They intend to install a black Italian marble monument that is 80" tall by 36" wide and 8" thick. The monument will have an American flag carved on it as well as a depiction of the Korean peninsula. Proposed wording on the monument is "dedicated to all veterans that served in Korea." They would like to place the memorial on a concrete slab that is deep enough to protect it from the freeze/thaw cycle. They hope the City will assist in creating a brick walkway to the monument that matches the current brick walks at Guyton Park. Mr. Duffy stated that he supports the project and is willing to consider financial support if bids are brought to council. Motion by Mr. Hildebrand to approve the monument plans as presented with the understanding that the City must have cost estimates before committing any funds.

C. Requesting Approval of Installing Fiber Optic at Airport and Wastewater Plant

Ms. Dvoracek reminded council that currently there is no internet service at the Wastewater Plant, and the City pays to use a hotspot there. Point Broadband has agreed to run fiber optic to both the airport and the wastewater plant for an install fee of \$300.00 each and has offered a monthly rate that is considerably less than the City is paying for the hotspot. Mr. Hildebrand noted that this means better internet at a lower cost. Motion by Mr. Hildebrand to approve the fiber optic bid for the wastewater plant and airport. Support by Mr. Elliott. Motion passed with all in favor.

D. Consumers Energy's Request to Amend the 2020 Emergency Commercial and Industrial Demand Response Customer Amendment

Ms. Dvoracek was contacted by Consumers Energy with a request to amend their contract with the City that requires the City to take three wells offline in an energy emergency to lessen the draw on Consumer's System. We have had one request to do so, and Consumers believes these requests may come more often now. Ms. Dvoracek pointed out the taking these wells offline could put the City at risk if there was a major fire. She has done further research on the issue and recommends canceling the contract rather than amending it to provide more service to Consumers. There is a \$300 buy out fee. Motion by Mr. Elliott to cancel the contract with Consumers' Energy and pay the buy out fee. Support by Ms. Szeliga. Motion passed with all in favor.

E. Requesting Approval of Social Media Management Contract – Savvy Media

Due to the resignation of Communications Coordinator Melissa Rohen, City staff has been posting on our Facebook accounts and managing the website. Savvy Media is currently managing the Downtown Development Authority/Main Street Facebook pages and is doing an outstanding job. Ms. Dvoracek suggested hiring Savvy Media to administer the City Facebook pages, Instagram and Twitter accounts on a six-month contract. Motion by Mr. Duffy to approve a six-month contract at \$150/month to Savvy Media to manage the City Facebook, Instagram and Twitter accounts. Support by Mr. Hildebrand. Motion passed with all in favor.

F. Requesting Approval of Interim City Manager Agreement

Ms. Dvoracek recommended hiring Richard Lewis of Traverse City as interim City Manager. He is willing to work 20-24 hours mid-week and will be paid an hourly rate of \$65.00 with lodging and travel reimbursed. He is not available for Monday night council meetings. Ms. Dvoracek mentioned that City Attorney White had recommended limiting his lodging reimbursement. Motion by Mr. Elliott to approve the proposed contract with Mr. Lewis. Support by Mr. Hildebrand. Motion passed with all in favor.

G. Attitude Wellness, LLC (aka Lume Cannabis) Renewal Marijuana Applications

(Provisioning, Processor, Grow) Approve Conditionally until September 7, 2021

Ms. Dvoracek has found a company with cannabis experience to read the effluent testing results from Lume. This expense has not been budgeted but she anticipates the cost will fall within her purchasing limit. She recommended another thirty (30) day extension to Lume's licensing renewal requests. Motion by Mr. Hildebrand to approve a thirty (30) day extension for Attitude Wellness's licensing renewal requests. Support by Mr. Elliott. Motion passed with all in favor.

H. Offer to Purchase Lot 1 in Evart Industrial Park

Visio Clara LLC, a company associated with Attitude Wellness, has offered a land contract to purchase Lot 1 in the Industrial Park. Council questioned the land contract option rather than a cash or conventional sale. Mr. Hildebrand would like to see a preliminary site plan and would like confirmation that the dispensary will be moving to this location and the present retail site closed. Council would like assurance of additional job creation and would like a clause stating that if not developed within one year, the property reverts to the City and will be returned to the original condition. Council would also like an estimate of proposed water and sewer usage at the new site. Ms. Dvoracek and Mr. White will discuss these concerns with Visio Clara. No action taken.

Housing Commission Payroll

The interim management team at the Housing Commission has requested that City of Evert take responsibility for the Housing Commission's payroll for a flat fee of \$200/month. This is common practice for Housing Commissions, and Reed City and Big Rapids utilize this system. Ms. Lockhart stated that the City will administer payroll and generate reports as needed, but will not provide any audit support. Motion by Mr. Hildebrand to allow the City to administer the Housing Commission payroll for \$200/month. Support by Mr. Duffy. Motion passed with all in favor.

Appoint Jennie Duncan as Deputy Treasurer

Ms. Lockhart would like to appoint Jennie Duncan as Deputy Treasurer per Section 6.7 of the City Charter. Ms. Lockhart stated that Ms. Duncan is an excellent employee that gives outstanding customer service. She has weathered many changes of personnel among City staff and always goes above and beyond her actual job description. Ms. Lockhart has total trust in her competency and her ethics. Motion by Mr. Elliott to appoint Jennie Duncan as Deputy Treasurer. Support by Ms. Szeliga. Motion passed with all in favor.

Estimate to move from the airport to the Depot

Ms. Fiebig obtained one estimate for professional moving services. Most office movers are down state and declined to bid the job, and one company was in area but had no availability until late September. Allied Movers from Traverse City is available on August 24 and submitted a bid \$3,941.88. This includes all desks and chairs, tables, file cabinets, and all fire safe file cabinets. They are aware that the Depot floors have just been refinished and will put down plywood or Masonite to protect them. This bid also includes moving the three fire safe cabinets currently in the west end back to the east end. Ms. Fiebig stated that while it's a significant amount of money, the movers are accustomed to handling the fire safe cabinets which weigh 500 pounds and up. Due to reduced staffing levels right now, it would be difficult to make this move with staff without other City services being negatively impacted. The moving company is responsible for the floors, and if we damage them, the City is responsible. Motion by Mr. Elliott to accept the moving proposal. Support by Mr. Hildebrand. Motion passed with all in favor.

Department/Informational Reports (No Action Needed)

I. Accounts Payable Report (7/27/2021 – 8/2/2021)

J. Payroll Reports (7/27/2021 – 8/2/2021)

K. Revenue and Expense Report – July 2021

City Attorney Report/Comment: none

City Clerk Report/Comment: none

City Manager Report/Comment

L. Depot Updates – FYI

M. City Manager's Monthly Report - July 2021

Finance Director Report/Comment

Ms. Lockhart is scheduling water meter replacements and has successfully filled most of the appointments available this week. Ms. Dvoracek pointed out the current meters are beginning to fail, and staff is having to do manual reads on roughly 7% of meters right now, which is a considerable time drain. Ms. Lockhart is prioritizing addresses where meters have failed. Staff is having to estimate usage in some cases and that is never recommended.

Department of Public Works Report/Comment: none

Police Department Report/Comment: none

Downtown Development Authority/Comment: none

Evert Area Fire Department

Citizens' Comments: none

Motion by Mayor Emerick to adjourn the meeting. Support by Mr. Hildebrand. Motion passed with all in favor.

The meeting was adjourned at 8:49pm.

Kathy Fiebig
City Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
08/09/2021	751	38627	0028	CITY OF EVART	37,901.26
08/09/2021	751	38628	0653	EVART PUBLIC LIBRARY	2,406.50
08/09/2021	751	38629	0229	OSCEOLA COUNTY TREASURER	14,884.51
08/09/2021	751	38630	0229	OSCEOLA COUNTY TREASURER	15,808.95
08/16/2021	751	38631	0014	BADGER METER COMPANY, INC	40.94
08/16/2021	751	38632	1182	BARNETT'S AUTO REPAIR	87.27
08/16/2021	751	38633	0028	CITY OF EVART	5,339.92
08/16/2021	751	38634	0576	DTE ENERGY	161.15
08/16/2021	751	38635	0722	ELLEN'S EQUIPMENT, INC	289.97
08/16/2021	751	38636	1766	EVART PARTS PLUS	203.89
08/16/2021	751	38637	1211	FASTENAL COMPANY	74.62
08/16/2021	751	38638	1025	FILE SAFE, INC	66.25
08/16/2021	751	38639	1331	INA STORE INC.	52.92
08/16/2021	751	38640	0876	INTEGRITY BUSINESS SOLUTIONS	389.90
08/16/2021	751	38641	0943	JR AGGREGATES EVART	1,040.72
08/16/2021	751	38642	723	MEDLER ELECTRONIC CO	164.35
08/16/2021	751	38643	1171	MORSE MOVING & STORAGE INC	3,941.88
08/16/2021	751	38644	1996	OHM ADVISORS	300.00
08/16/2021	751	38645	0532	OSCEOLA COUNTY ROAD COMMISSION	195.00
08/16/2021	751	38646	1973	PALMER'S OUTDOOR POWER EQUIP	270.20
08/16/2021	751	38647	0613	PRINTING SYSTEMS	111.62
08/16/2021	751	38648	1806	REPUBLIC SERVICES #239	12,074.43
08/16/2021	751	38649	0675	SINGLESOURCE LCS	125.65
08/16/2021	751	38650	1980	SLC METER, LLC	123.09
08/16/2021	751	38651	1616	SMALL BUSINESS ADMIN SERVICES	129.00
08/16/2021	751	38652	0129	SMITH LUMBER CO	461.86
08/16/2021	751	38653	1170	TRI-US SERVICES, INC	5,500.00
08/16/2021	751	38654	1803	XEROX CORPORATION	362.03
08/16/2021	751	657 (E)	0024	CONSUMERS ENERGY	3,335.29
08/16/2021	751	658 (E)	1827	FIRST BANKCARD	977.49
08/16/2021	751	659 (E)	1827	VOID	0.00
08/16/2021	751	660 (E)	1043	LINGO	216.69
08/16/2021	751	661 (A)	328	CHARTER/SPECTRUM	687.85
08/16/2021	751	662 (A)	1172	FIEBIG, KATHY	53.76
08/16/2021	751	663 (A)	1821	I.T. RIGHT	5,468.90
08/16/2021	751	664 (A)	1757	MAURER'S TEXTILE RENTAL	419.15
08/16/2021	751	665 (A)	1730	SCOTLAND OIL COMPANY, INC.	2,057.17
08/16/2021	751	666 (A)	450	SHADES OF GREEN LANDSCAPING	4,934.00
08/16/2021	751	667 (A)	1600	TRACE ANALYTICAL LABORATORIES	177.20

751 TOTALS:

Total of 39 Checks:

120,835.38

Less 1 Void Checks:

0.00

Total of 38 Disbursements:

120,835.38

CONSENT AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, Finance Director/Treasurer
Date: August 12, 2021
Re: Requesting Approval for Budget Amendments

For the Consent Agenda of August 16, 2021

Background. Several times a year, I will present budget amendments to the city council for approval. Following the provisions of Chapter VII, Section 7.6 of the Municipal Code of Ordinances, budget transfer of appropriations- After the budget has been adopted, no money shall be drawn from the treasury of the city nor shall any obligation for the expenditure of the money be incurred, except pursuant to the budget appropriation. The council may transfer any unencumbered appropriation, balance, or any portion thereof from one department, fund, or agency to another. The balance in any appropriation which has not been encumbered at the end of the fiscal year may be reappropriated during the next fiscal year as determined by the council.

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, per resolution 2021-13.

Financial Impact. None

Recommendation. Please approve the following budget amendment as stated.

Attachments.

1. Budget Amendment detail report.

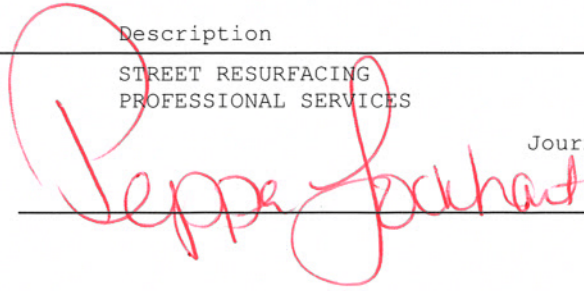
City of Ewart
JOURNAL ENTRY
JE: 5924

Post Date: 08/12/2021
Entry Date: 08/12/2021
Description: BUDGET AMENDMENT FOR COUNCIL 8 16 21

Entered By: PEPPER
Journal: BA

GL #	Description	DR	CR
203-450-949.000	STREET RESURFACING	2,750.00	
203-455-801.000	PROFESSIONAL SERVICES		2,750.00
Journal Total:		2,750.00	2,750.00

APPROVED BY: _____



AGREEMENT OF SALE

OFFER TO PURCHASE REAL ESTATE

1. **THE UNDERSIGNED**, VISIO CLARA, LLC, hereby offers and agrees to purchase property situated in the City of Ewart, County of Osceola, State of Michigan, described as follows:

LOT 1, EVART AIR INDUSTRIAL PARK

and to pay therefore the sum of: \$100,000.00

To be made in cash, certified check or bank money order, upon the following terms and conditions:

2. **TERMS OF PURCHASE:**

LAND CONTRACT SALE:

This is a Land Contract sale. A form of the Land Contract to be utilized by the parties is attached as Exhibit A. A memorandum of land contract will also be recorded in the Register of Deeds. A form of the Memorandum of the Land Contract to be utilized by the parties is attached as Exhibit B. The sum of \$10,000.00, as a down payment with the balance of \$90,000.00, payable as follows:

Annual payments of \$22,500.00, plus accrued interest, at the rate of Three (3%) percent, per annum, on the anniversary date of this agreement, until _____, when the entire balance is due and payable.

Upon payoff of the Land Contract, the Seller will deliver a deed for the property to Buyer for recording in the County Register of Deeds.

3. **TIME OF CLOSING:**

Sale to be closed on or before August 31, 2021

4. **TITLE:**

Seller agrees to provide Buyer a marketable title. Seller to provide Buyer Title Insurance, at Buyer's expense. The title insurance shall be done by ~~Bell Title of Ewart~~ Title Connect, LLC. If objection to the title is made, based upon a written opinion of Purchaser's attorney, that the title is not in the condition required for performance hereunder, the Seller shall have 30 days from the date he is notified in writing of the particular defects claimed to remedy the title defects or to obtain title insurance, specifically insuring against the defects in question. If the seller remedies the claimed defects or obtains the appropriate commitment for title

insurance within the time specified, the Purchaser agrees to complete the sale. In the event the Seller is unable to remedy the defect to title, the Purchaser may accept the title as is or cancel the agreement, in which case the deposit shall be refunded.

5. PRORATION OF TAXES, ASSESSMENTS:

The Seller is currently tax exempt, since it is a municipal corporation.

6. POSSESSION:

The seller shall deliver, and the purchaser shall accept, possession of said property no later than date of closing. Purchaser has permission, upon payment of the Earnest Money, to go onto the property for the purpose of cleanup and repair.

7. INSPECTIONS:

Buyer has inspected the property and agrees to take the property "AS IS".

8. PURCHASER DEFAULT:

In the event of a default by the purchaser hereunder, the seller may, at their option, demand, and be entitled to enforce the agreement, or to receive Purchaser's earnest money, as liquidated damages.

9. SELLER DEFAULT:

In the event of a default by the seller hereunder, the purchaser may at his option elect to enforce the terms hereof or demand, and be entitled to, an immediate refund of his deposit in full termination of this agreement.

10. PARTIES:

The pronouns and relative words herein used are written in the masculine and singular only. If more than one join in the execution hereof as seller or purchaser, or either be of the feminine sex or a corporation, such words shall be read as if written in plural, feminine or neuter, respectively. The covenants herein shall bind the heirs, personal representative, administrators, executors, assigns and successors of the respective parties.

11. ADDITIONAL CONDITIONS, IF ANY:

Buyer to pay all closing costs

Buyer to obtain all permits, including the Special Use Permit, and the use will be Beverage Manufacturing or Processing and Candy Manufacturing or Processing, along with some retail use.

~~Buyer to have the construction completed and be operational no later than June 1, 2022. If no construction within one year from the date of this Agreement, property to revert back to Sellers.~~

Buyer to provide Seller with detailed site plan, including building designs

~~Buyer is confirming that the retail store will be relocated, from its current location to this site.~~

~~Buyer will provide language, with an estimation of jobs to be created.
Buyer to provide rationale for land contract in lieu of cash payment~~

~~Buyer to provide an estimation of the water and sewer use, including the possibility of advancement of funds, by Buyer, for increased costs of maintenance to Seller's water and sewer systems.~~

Dated:

VISIO CLARA, LLC

BY: JOHN A. ABBO
Authorized Signatory

Address:
Phone:

ACCEPTANCE OF OFFER

The foregoing is hereby accepted and the seller agrees to sell said premises upon the terms stated.

CITY OF EVART

BY: CHRIS EMERICK, MAYOR

BY: KATHY FIEBIG, CITY CLERK

DATED:

Address:

THIS AGREEMENT IS SUBJECT TO STRICT REQUIREMENTS FOR ONGOING REGULATORY COMPLIANCE BY THE PARTIES HERETO, INCLUDING, WITHOUT LIMITATION, REQUIREMENTS THAT THE PARTIES TAKE NO ACTION IN VIOLATION OF EITHER THE MICHIGAN MEDICAL MARIHUANA FACILITIES LICENSING ACT OR REGULATION AND TAXATION OF MARIHUANA ACT (TOGETHER WITH ALL RELATED RULES AND REGULATIONS THEREUNDER, AND ANY AMENDMENT OR REPLACEMENT ACT, RULES OR REGULATION, THE "ACT") OR THE GUIDANCE OR INSTRUCTION OF THE MICHIGAN BUREAU OF MARIHUANA REGULATION (TOGETHER WITH ANY SUCCESSOR OR REGULATOR WITH OVERLAPPING JURISDICTION, THE "REGULATOR"). THE PARTIES HAVE READ AND FULLY UNDERSTAND THE REQUIREMENTS OF SECTION 14 O. BELOW.

LAND CONTRACT

THIS LAND CONTRACT (the "Land Contract") is made as of _____ (the "Effective Date"), by and between _____ ("Seller") and VISIO CLARA LLC, a Michigan limited liability company ("Purchaser").

Purchaser and Seller acknowledge and agree that this Land Contract replaces the Agreement of Purchase and Sale executed by Purchaser and Seller dated _____ (the "Prior Agreement"). Upon execution of this Land Contract the Prior Agreement shall be deemed terminated and of no further force or effect, except for any provisions which by their terms survive termination.

1. **Purchase and Sale.** Seller agrees to sell to Purchaser, and Purchaser agrees to purchase from Seller, land legally described as:

Parcel # _____

Together with all tenements, hereditaments, improvements and appurtenances, if any, now on the premises (collectively, the "Property").

2. **Payment Terms; Early Termination Option.**

A. **Purchase Price.** The purchase price for the Property is the sum of \$ _____, which shall be paid by Purchaser to Seller as provided herein. On the date hereof, Purchaser has made a down payment of \$ _____ by wire transfer of immediately available funds. This down payment has been applied to the Purchase Price as a credit to Purchaser, leaving a balance due of \$ _____. The balance of \$ _____ (with interest on the principal balance of ____% per annum) shall be paid to Seller as follows:

Payments shall be made to Seller at _____.

B. Prepayment. Purchaser shall have the right to prepay this Land Contract at any time without penalty and without the prior approval of Seller.

3. **Use and Enjoyment.** During the term of this Land Contract, and unless and until this Land Contract is forfeited or foreclosed, Purchaser shall be entitled to the possession and enjoyment of the Property subject to the Permitted Exceptions (as defined below). Seller acknowledges and understands that Purchaser's intended use of the Property involves the distribution and sale of cannabis, marijuana or related substances.

4. **Warranty Deed.**

A. Conveyance of Title. If Purchaser shall, in the time and manner above specified, make all the payments herein required, Seller shall, by warranty deed, convey the Property to Purchaser.

B. Title. The warranty deed to be executed and delivered by Seller as required hereunder shall be in recordable form and shall convey marketable fee simple and insurable title to the Property to Purchaser. Seller shall pay the Documentary/Stamp Tax due with respect to the conveyance contemplated herein at the time of recording such deed. Such conveyance shall be subject to those exceptions (the "Permitted Exceptions") described in the title commitment from _____ dated _____, and identified as Commitment # _____, but free from all other encumbrances, except such as may be herein set forth or shall have accrued or attached since the date hereof through the acts or omissions of persons other than Seller, its agents or their assigns. Seller agrees to deliver to Purchaser, as evidence of title, a land contract vendee's policy of title insurance. The effective date of the policy is to be approximately the date of this Land Contract. Seller shall not place any new encumbrances or liens on the Property without Purchaser's prior written consent.

5. **Taxes.** Purchaser shall pay, or cause to be paid, all taxes, assessments and charges levied upon the Property from and after the Effective Date. All such payments of taxes, assessments and charges shall be made by Purchaser before any penalty or late fee for nonpayment shall attach thereto, and evidence of such payment shall be forwarded to Seller upon request.

6. **Utilities.** From and after the Effective Date, Purchaser shall be responsible for and promptly pay and keep the Property free from all liens, forfeitures or penalties arising from neglect to pay for all charges for water, sewer and any other utilities used upon or furnished to the Property, if any.

7. **Purchaser's Insurance.**

A. From and after the Effective Date, Purchaser shall procure and keep in effect (a) commercial general liability insurance with minimum limits of liability of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence for bodily injury or death, and One Million and 00/100 (\$1,000,000.00) Dollars per occurrence for property damage and (b) fire and

extended coverage insurance in an amount at least equal to the unpaid balance due under this Land Contract. Such insurance shall name Seller as an additional insured.

B. Each policy shall provide for written notice to Seller at least 10 days prior to any cancellation, modification or lapse thereof. Purchaser shall furnish Seller with memorandum copies of the insurance policies upon Purchaser's execution of this Land Contract. From time to time after the Effective Date, upon request, Purchaser shall forthwith deliver certificates of insurance evidencing the coverages required herein to Seller.

8. **Events Of Default.** The occurrence of any one of the following events shall constitute an "Event of Default" under this Land Contract:

A. Monetary. Any failure by the Purchaser to make any payment of money required by this Land Contract, including, without limitation, any failure to make principal or interest payment within ten (10) days written notice that said payment is due.

B. Non-Monetary Default. Any failure by Purchaser to comply with, or breach by the Purchaser of any of the terms, provisions, warranties or covenants of this Land Contract or any other agreement between Purchaser and Seller which failure or breach is not otherwise covered by Section 8A., Purchaser shall have thirty (30) days to cure the default before an Event of Default shall be deemed to have occurred under this Land Contract provided, however, if by the nature of the default, the default cannot be cured within thirty (30) days, Purchaser shall not be in default if Purchaser has commenced its efforts to cure said default and is diligently pursuing said efforts to its conclusion.

9. **Remedies.** Upon occurrence of any Event of Default, Seller may commence an action for forfeiture of Purchaser's rights in this Land Contract. The foregoing shall be Seller's sole and exclusive remedy in the event of an Event of Default, it being the intent of the parties that Seller recover possession of the Property and retain all payments made hereunder as Seller's sole remedy. In no event shall Seller be entitled to special, consequential or indirect damages of any kind.

10. **Seller's Right to Perform.** If Purchaser shall default in the payment or performance of any of Purchaser's obligations hereunder, and such default shall not be cured within the time period provided herein, Seller may, at Seller's election but without any obligation to do so, pay or perform such obligation of Purchaser, and any amount so expended by Seller shall be an addition to the Purchase Price and shall be due and payable forthwith with interest at a rate of fifteen (15%) percent per annum thereon.

11. **Use and Maintenance of Premises.**

A. Use of Premises. Purchaser agrees that its use of the Property will comply with all applicable Laws. As used herein, the term "Laws" shall mean all laws, statutes, and ordinances (including building codes, zoning ordinances, and regulations), rules, orders, directives, and requirements of all federal, state, county, municipal departments, bureaus, boards, agencies, offices, commissions, and other subdivisions thereof, or of any official thereof, or of

any governmental, public or quasi-public authority, whether now or hereafter in force, which may be applicable to the Property, or any part thereof, including, without limitation, the Act. Notwithstanding the foregoing, the term “Laws” shall explicitly exclude all Federal Cannabis Laws. “Federal Cannabis Laws” shall mean any U.S. federal laws, civil, criminal or otherwise, as such relate, either directly or indirectly, to the cultivation, harvesting, production, distribution, sale and possession of cannabis, marijuana or related substances or products containing or relating to the same, including, without limitation, the prohibition on drug trafficking under 21 U.S.C. § 841(a), et seq., the conspiracy statute under 18 U.S.C. § 846, the bar against aiding and abetting the conduct of an offense under 18 U.S.C. § 2, the bar against misprision of a felony (concealing another’s felonious conduct) under 18 U.S.C. § 4, the bar against being an accessory after the fact to criminal conduct under 18 U.S.C. § 3, and federal money laundering statutes under 18 U.S.C. §§ 1956, 1957, and 1960 and the regulations and rules promulgated under any of the foregoing.

B. Repair and Maintenance. Subject to the terms of Section C. below, Purchaser shall, at its sole cost and expense, keep and maintain the Property and the buildings thereon in as good repair, working order and condition as they are at the date hereof and to not commit waste. Purchaser’s obligations under this Section 11 B. shall include taking reasonable steps to winterize the maintenance shed.

C. Alterations. Purchaser may make such alterations, additions, and/or improvements to the Property that Purchaser deems necessary and/or appropriate, in Purchaser’s sole discretion, which activities include, without limitation, the right to build new improvements. Purchaser shall obtain all permits and approvals required by Laws to perform and/or install such improvements in accordance with Laws.

12. **Construction Liens.** Purchaser shall not permit any construction, mechanics', laborers' or materialmen's liens to stand against the Property for any labor or material furnished to Purchaser or claimed to have been furnished to Purchaser or any of its affiliated entities in connection with work of any character performed or claimed to have been performed on the Property by or at the direction or sufferance of Purchaser, and Purchaser shall indemnify and hold harmless Seller, or any company under the control of Seller and its respective owners, officers, directors, shareholders, representatives, agents, heirs, devisees, personal representatives, successors and assigns from and against any and all claims, losses, liabilities, damages and expenses, including reasonable attorneys' fees, which may be sustained, suffered or incurred by any of such parties arising from or by reason of, directly or indirectly, any construction, mechanics', laborers' or materialmen's liens.

13. **Notice.** All notices, requests, demands and other communications hereunder shall be addressed to the parties as follows:

<u>If to Purchaser:</u>	Visio Clara LLC 769 Chicago Road, Floor 2 Troy, Michigan 48083 Attention: John Abbo
-------------------------	--

If to Seller:

With a copy to:

Any designated recipient may change its address by like notice given to the other parties. All notices hereunder shall be in writing, and shall be deemed delivered upon: (i) hand delivery, or (ii) two (2) business days after being mailed certified or registered mail, return receipt request, postage prepaid, to the address indicated, unless there is a stoppage of mail service due to strike or labor difficulty in which event the date of actual delivery shall control, or (iii) one (1) business day after being placed with an overnight courier service. For purposes of this Land Contract, the term "business day" means a day other than a Saturday, Sunday or legal holiday under federal or Michigan law.

14. **Miscellaneous Provisions.**

A. **Binding Effect.** This Land Contract shall be binding upon and inure to the benefit of each of the parties, their respective successors and assigns.

B. **Assignment.** Purchaser may not assign its Land Contract vendee's interest without the prior written consent of Seller, in its sole and absolute discretion. The foregoing limitation shall not be construed as a limitation on Purchaser's ability to lease portions of the Property to Purchaser's affiliated entities.

C. **Governing Law/Severability.** The laws of the State of Michigan shall govern the validity, performance and enforcement of this Land Contract. If any term hereof shall be invalid, illegal or unenforceable, such provision shall be deemed amended to conform to applicable laws so as to be valid, legal and enforceable, or if it cannot be so amended, it shall be deemed to be deleted herefrom and the remainder of the provisions shall continue in full force and effect. The parties hereto agree and acknowledge that no party makes, will make, or shall be deemed to make or have made any representation or warranty of any kind regarding the compliance of this Agreement with any Federal Cannabis Laws. No party hereto shall have any right of rescission or amendment arising out of or relating to any non-compliance with Federal Cannabis Laws unless such non-compliance also constitutes a violation of applicable state law as determined in accordance with the Act or by the Regulator, and no party shall seek to enforce the provisions hereof in federal court unless and until the parties have reasonably determined that the Act is fully compliant with Federal Cannabis Laws.

D. **Entire Agreement.** This Land Contract contains the entire agreement as to the matters contained herein, between the parties and supersedes any and all other prior and contemporaneous agreements, contracts, promises or representations, whether written or oral

between the parties, except as set forth in writing and signed by authorized representatives of the parties.

E. Amendments. No subsequent agreements, contracts, promises or representations shall be binding and effective between the parties, unless set forth in writing and signed by authorized representatives of the parties.

F. Section Headings. All section headings contained in this Land Contract are included for convenience only and form no part of the Land Contract between the parties.

G. Jurisdiction and Venue. The parties agree that any suit involving this Land Contract, including any summary proceedings, shall be filed in the courts of the State of Michigan with venue in the courts of Osceola County, Michigan.

H. Time Of The Essence. Time is of the essence in all of the provisions of this Land Contract.

I. Corporate Authorization. All corporations and entities signing this Land Contract represent and warrant that their execution, delivery and performance of this Land Contract has been duly authorized by all necessary corporate and/or other action and that this Land Contract is valid and binding upon such corporations and entities.

J. Counterparts. This Land Contract may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and such counterparts together shall constitute one and the same instrument. Each party shall receive a duplicate original of the counterpart copy or copies executed by it.

K. Additional Certificates. In addition to the agreements and notice to be delivered as herein provided, each of the parties hereto shall, from time to time upon the reasonable request of the other party, execute and deliver such additional certificates, notices or instruments and shall take such other action as may reasonably be required to more effectively carry out the terms of this Land Contract.

L. Usage Of Terms. The pronouns and relative words herein shall be construed respectively to include the masculine, feminine or neuter genders and the singular and plural numbers unless the context indicates a contrary intention.

M. Document Review. The parties hereto acknowledge and agree that they have carefully reviewed all the terms and conditions set forth in this Land Contract; that they have discussed these terms and conditions with their legal counsel and professional advisors; that they fully understand these terms and conditions; and that they have executed this Land Contract of their own free will and volition.

N. Memorandum of Land Contract. Purchaser shall have the right to record a Memorandum of Land Contract.

O. Special Compliance Provision. This Agreement is subject to strict requirements for ongoing regulatory compliance by the parties hereto, including, without limitation, requirements that the parties take no action in violation of either the Act or the guidance or instruction of the Regulator. The parties acknowledge and understand that the Act and/or the requirements of the Regulator are subject to change and are evolving as the marketplace for state-compliant cannabis businesses continues to evolve. If necessary or desirable to comply with the requirements of the Act and/or the Regulator, the parties hereby agree to (and to cause their respective affiliates and related parties and representatives to) use their respective commercially reasonable efforts to take all actions reasonably requested to ensure compliance with the Act and/or the Regulator, including, without limitation, negotiating in good faith to amend, restate, amend and restate, supplement, or otherwise modify this Agreement to reflect terms that most closely approximate the parties original intentions but are responsive to and compliant with the requirements of the Act and/or the Regulator. In furtherance, not limitation of the foregoing, the parties further agree to cooperate with the Regulator to promptly respond to any informational requests, supplemental disclosure requirements, or other correspondence from the Regulator and, to the extent permitted by the Regulator, keep all other parties hereto fully and promptly informed as to any such requests, requirements, or correspondence. All expenses incurred by Seller in connection with any changes to this Agreement and any cooperation with any Regulator shall be paid by Purchaser.

P. Attorneys Fees. If either party shall bring an action to recover any sum due hereunder, or for any breach hereunder, and shall obtain a judgment or decree in its favor, the court may award to such prevailing party its reasonable costs and reasonable attorneys' fees, specifically including reasonable attorneys' fees incurred in connection with any appeals (whether or not taxable as such by law).

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have executed this Land Contract as of the date first written above.

SELLER:

PURCHASER:

VISIO CLARA LLC

By: _____

Name: John Abbo

Title: Authorized Signatory

MEMORANDUM OF LAND CONTRACT

THIS MEMORANDUM OF LAND CONTRACT is entered into on December ____, 2019, by and between _____, with a mailing address of _____ (“**Seller**”), and **VISIO CLARA LLC**, a Michigan limited liability company, with a mailing address of 769 Chicago Road, Floor 2, Ewart, Michigan 48083 (“**Purchaser**”).

WITNESSETH:

WHEREAS, Seller and Purchaser have entered into a Land Contract effective as of the date hereof (the “**Land Contract**”); and

WHEREAS, the parties desire to execute this Memorandum of Land Contract to give record notice of existence of the Land Contract and certain terms thereof.

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration Purchaser and Seller acknowledge and agree as follows:

1. Seller sold to Purchaser the following described premises situated in the City of Ewart, County of Osceola, State of Michigan, on the Land Contract, such premises more specifically described as follows:

Tax Parcel ID No. _____

Commonly known as: _____

2. The purpose of this Memorandum of Land Contract is to give record notice to the existence of the Land Contract.

3. This Memorandum of Land Contract is exempt from transfer taxes pursuant to MCL 207.505(m) and MCL 207.526(o).

[Remainder of page intentionally blank; Signatures to follow]

IN WITNESS WHEREOF the parties hereto have executed this Memorandum of Land Contract and have caused their hands and seals to be affixed hereto the day and year first above written.

SELLER:

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021,
by _____, the _____ of _____, on behalf of such
_____.

Notary Public, _____ County, _____
Acting in _____ County, _____
My commission expires: _____

PURCHASER:

VISIO CLARA LLC,
a Michigan limited liability company

By: _____
Name: John Abbo
Its: Authorized Signatory

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, John Abbo, the Authorized Signatory of Visio Clara LLC, a Michigan limited liability company, on behalf of said limited liability company.

Notary Public, _____ County, _____
Acting in _____ County, _____
My commission expires: _____

INSTRUMENT DRAFTED BY:

AFTER RECORDING RETURN
THIS INSTRUMENT TO:

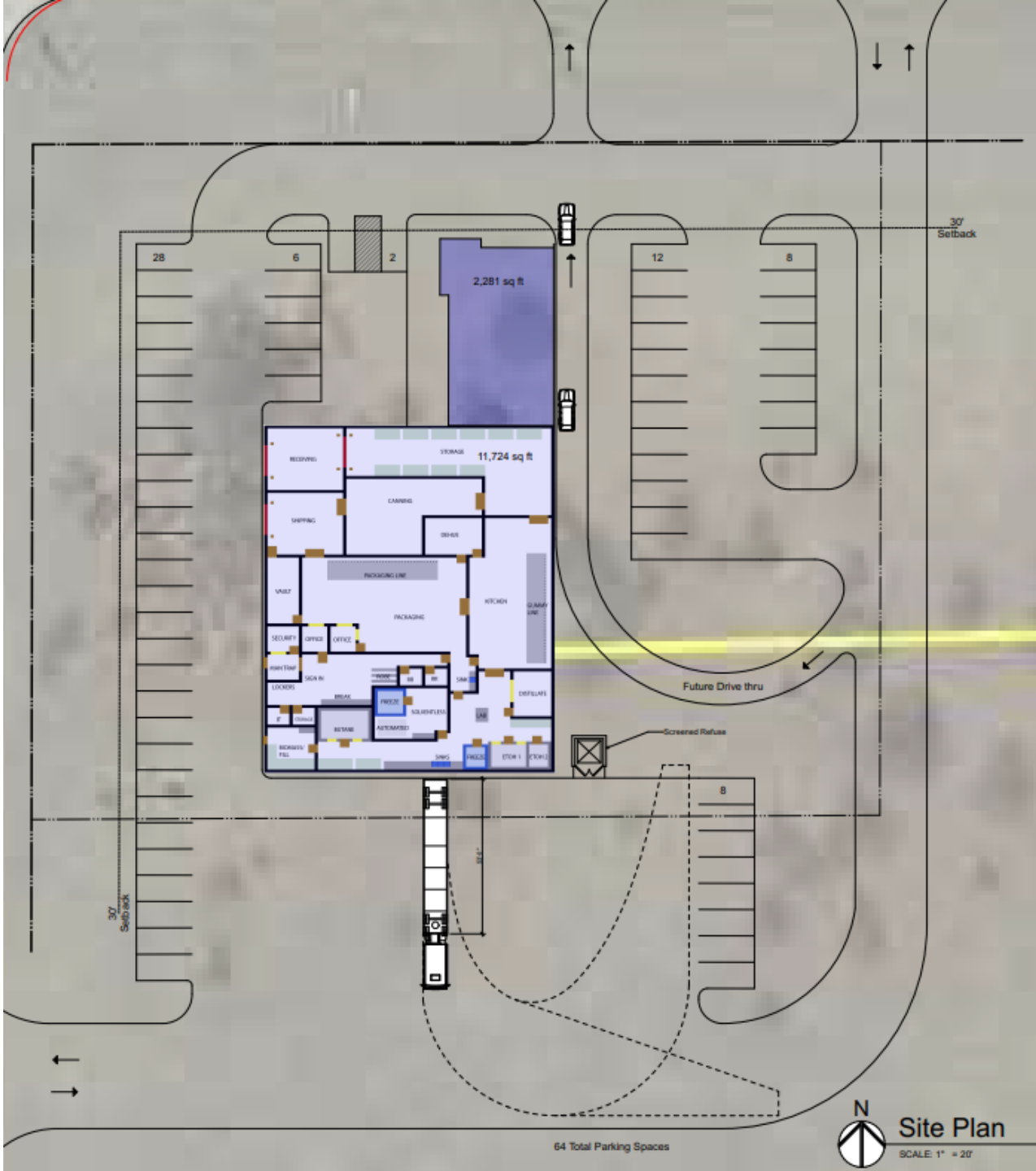
Visio Clara LLC
769 Chicago Road, Floor 2
Troy, Michigan 48083
Attn: John Abbo

retail

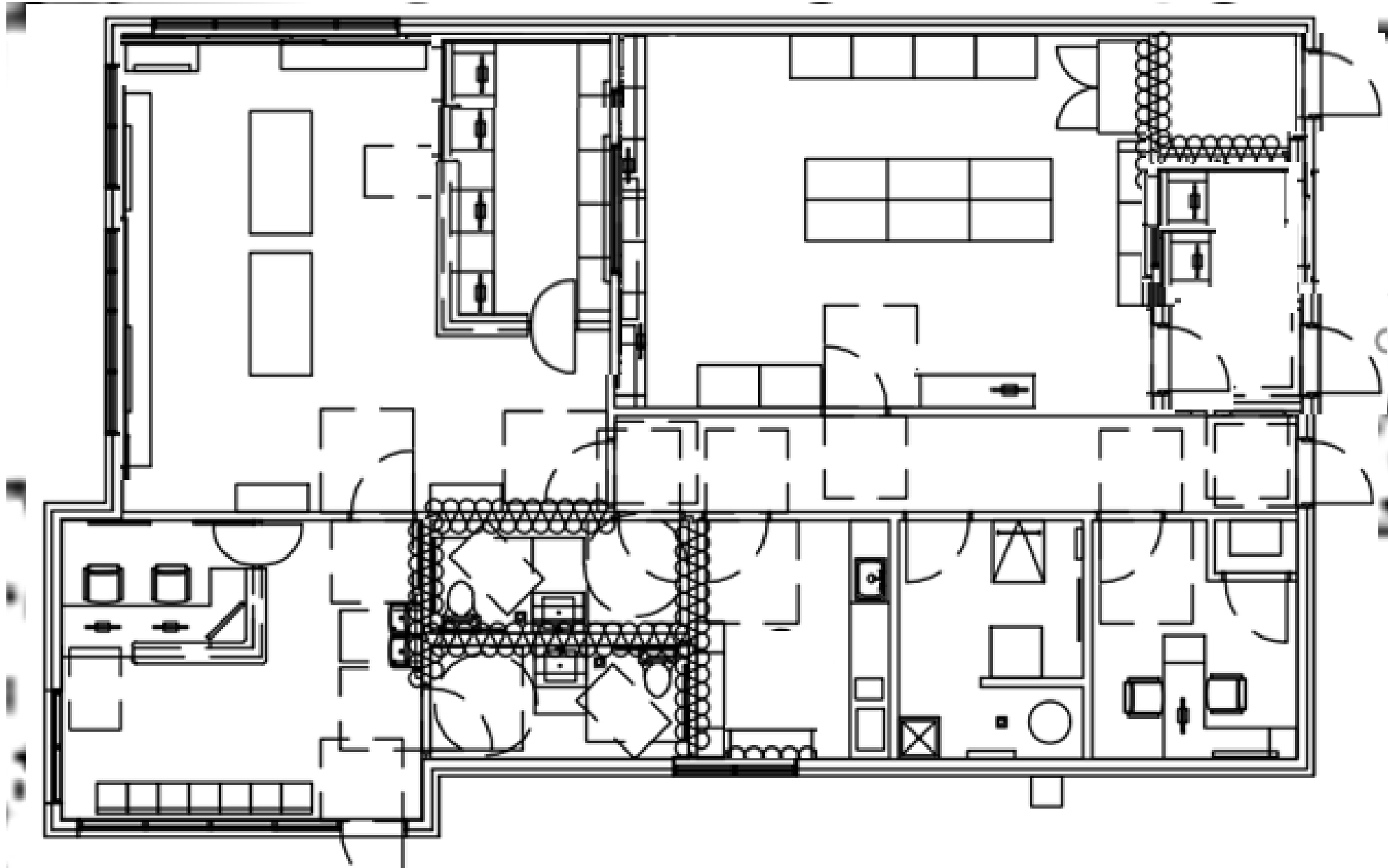
Electrical requirements in file. Compressed air required. Boiler not required. Reverse Osmosis required. Maintenance/utility room for water, air compressors, etc.

The floor plan is oriented horizontally. At the top is a large 'KITCHEN' area. Below it is a 'BACKING' area. To the right of the 'KITCHEN' is a 'RECEPTION' area. Below the 'KITCHEN' is a 'FREEZE' storage area. To the left of the 'FREEZE' area is a 'BUTANE' storage area. Below the 'BUTANE' area is a 'LOCKER' area. To the right of the 'LOCKER' area is a 'SHIPING' area. Below the 'SHIPING' area is a 'RECEPTION' area. The plan also shows a 'STORAGE' area and a 'RECEPTION' area. The layout is complex with many rooms and corridors.

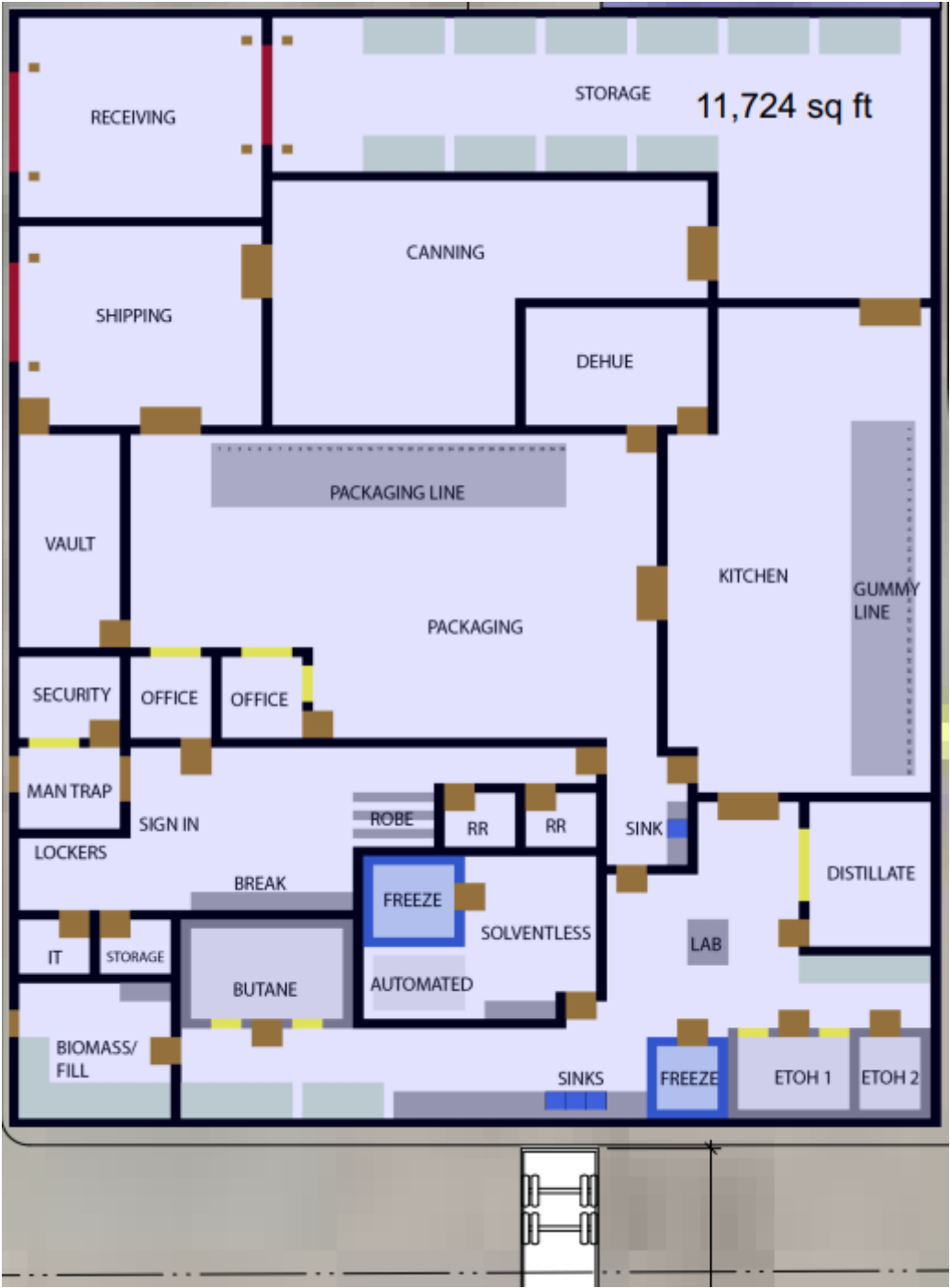
Template Site Plan w/ Gummy



Previously approved Retail Floor plan



- Open to change where things are at
- Canning line needs to change – increase total room to 60x35
- Batching and Kitting rooms - Two additional rooms added 10x10 or 10x12
- Stretch shipping canning and storage to add
- Leaving Dehue kitchen packaging the same
- Truck should back up to shipping and receiving
- 10’ rapd rollup doors from receiving and storage. Storage and canning
- Drains required kitchen canning – stainless steel
- Employees to enter via mantrap
- 40 parking spots required for gummy line only
- Other elements – canning beverage , resins, edibles
- Need a washroom in the kitchen – walk in janitor's closet. Mop sink and laundry tub required
- Door heights to be coordinated with equipment travel – double doors
- 16’ Min ceiling heights
- Walls to be medical/grade FRP
- Lighting cages required
- Hood for dishwashing station in kitchen – one sink to wash before entering kitchen . One inside kitchen
- Teams link to be shared for equipment
- Stainless corner guards throughout
- Badge access throughout – two levels requested
- Electrical requirements in file. Compressed air required. Boiler not required. Reverse Osmosis required. Maintenance/utility room for water, air compressors, etc.



AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Pepper Lockhart, Finance Director/Treasurer
Date: August 10, 2021
Re: Resolution 2021-17 Reinstate Penalty/Late Fees

For the Agenda of August 16, 2021

Background. On April 1, 2020, city council voted to temporarily waive interest/penalty fees on all utility bills. On April 21, 2021, council decided to continue to waive interest/penalty fees. In April, all city staff were back to work in the office and have been accessible to the public. City staff has returned to the normal processing of all utility bills.

Issues & Questions Specified. City hall employees have all returned to work and our doors have been open to the public. We process bills on a daily basis and there is no longer a delay in processing payments via mail.

Alternatives.

1. Continue to waive penalty and interest on accounts.

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

Recommendation. My recommendation is to return to our normal interest/penalty fees on utility billing.

Attachment.

1. Resolution 2021-17 to reinstate waiving penalty/late fees

CITY COUNCIL
CITY OF EVART
County of Osceola, Michigan

RESOLUTION NO. 2021-17

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

WHEREAS the city finance director/treasurer, Pepper Lockhart, is seeking authorization, from the city council, to reinstate interest/penalty fees for Utility Billing; and

WHEREAS, it is appropriate to charge interest/penalty fees.

WHEREAS, the City Council has determined that it is in the best interest of the city to reinstate interest/penalty fees for Utility Billing; and,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: The Evart City Council reinstates interest/penalty fees for Utility Billing.

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

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

* * * * *

RESOLUTION DECLARED AOPTED.

Dated: _____

Kathy Fiebig, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Evart (the "City"), do herby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on _____, 2021, the original of which is on file in my office and that public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Kathy Fiebig, City Clerk

Agenda Report

To: Honorable Mayor and Council Members

From: Pepper Lockhart, Finance Director/Treasurer

Date: August 11, 2021

Re: Resolution 2021-18 For Utility Rate Increase/Fee Schedule to Support Approved 2021-2022 Approved Budget

For the Agenda of August 16, 2021

Background. During our regular council session on May 3, 2021, Baker Tilly presented the utility rate study. Council received the proposed rate increases based on their analysis. They recommended we continue to do a 3.5% increase for water and a 2% increase for sewer. Following the provisions of Chapter IV, Section 42-350 through 42-361 of the Municipal Code of Ordinances amendments to the water and sewer utility system a fee schedule shall be adopted by resolution of the city council (see attached).

Issues & Questions Specified. The current rate for water is \$4.82/1000 gallons and the current rate for sewer is \$9.74/1000 gallons. The rate increases reflected in the utility rate study are as follows: a water rate increase of 3.5% (equivalent to \$0.17/1000 gallons) and sewer rate increase of 2% (equivalent to \$0.19/1000 gallons). The new rates would be \$4.99/1000 gallons for water usage and \$9.93/1000 gallons for sewer usage. It is also recommended that the ready to serve fee for water be increased from \$6.50 to \$6.73 monthly and the fire protection availability charge be increased from \$2.86 to \$2.96 per month based on ¾ inch. The multi family unit charge would also increase from \$6.50 to \$6.73 per month. The financial impact for a family of four people using 7,500 gallons per month, their utility bill would increase by a total of \$2.94 per month.

Alternatives.

1. No rate increases
2. Increase rates by a larger percentage

Financial Impact. There will be a negative financial impact on water and sewer fund revenues if the rates are not increased. Expenditures will have to be decreased.

Recommendation. I am requesting the city council approve Resolution 2021-18, reflecting a 3.5% rate increase for water and a 2% increase for sewer effective August 1, 2021, billing cycle to support the approved budget, as well as an increase of \$6.50 to \$6.73 for the ready to serve fee. This will also include an increase of \$2.86 to \$2.96 for the fire protection availability charge. The increase will continue to allow the city to fund lead service line replacements which are state mandated.

Attachments.

1. Water- Rate Study 1.3 Potential Rates
2. Sewer Fund- Rate Study 1.3 Potential Rates
3. 2021-2022 Approved Budget for 590 Sewer Fund and 591 Water Fund
4. Chapter IV, Section 42-350 through 42-361, Municipal Code of Ordinances
5. Resolution 2021-18

CITY OF EVART
EVART, MICHIGAN RESOLUTION 2021-18

WHEREAS, pursuant to the provisions of Chapter IV, Section 42-350 through 42-361 of the Municipal Code of Ordinances amendments to the water and sewer utility system fee schedules shall be adopted by Resolution of the City Council.

WHEREAS, the City of Ewart City Council has determined it necessary to adjust the water and sewer rates and fees.

NOW, THEREFORE, BE IT RESOLVED THAT, City Council resolves, the attached water and sewer system service fee schedules shall be effective August 1, 2021.

NOW, THEREFORE, BE IT RESOLVED THAT, City Council resolves, effective August 1, 2021, the water rate shall increase from \$4.82 per 1,000 gallons to \$4.99 per 1,000 gallons (3.5% increase).

NOW, THEREFORE, BE IT RESOLVED THAT, City Council resolves, effective August 1, 2021, the new water ready to serve fee shall increase from \$6.50 to \$6.73 per month for 5/8", 3/4" and 1 inch meter sizes.

NOW, THEREFORE, BE IT RESOLVED THAT, City Council resolves, effective August 1, 2021, the new fire protection availability charge shall increase from \$2.86 to \$2.96 per month for 3/4 inch meter sizes.

NOW, THEREFORE, BE IT RESOLVED THAT, City Council resolves, effective August 1, 2021, the sewer rate shall increase from \$9.74 per 1,000 gallons to \$9.93 per 1,000 gallons (2% increase).

Upon motion of Council Member _____

Supported by Council Member _____

YEAS:

NAYS:

ABSENT:

Adopted this _____ day of August 2021

Chris Emerick, Mayor

Kathy Fiebig, City Clerk

In testimony whereof, I have here unto set my hand affixed seal of said City of Evart, this
____ day of
August 2021.

Kathy Fiebig, City Clerk

Executive Summary

1.1 Community Background

The City of Evart is located along highway US-10 in southern Osceola County, Michigan. It is 2.4 square miles and has a population of approximately 1,800. The City owns and operates a public water system that currently provides water for residential, commercial, industrial, and fire suppression. The distribution system consists of 21 miles of distribution piping, seven (7) supply wells, two elevated water storage tanks, and one load station. The City uses approximately 550,000 gallons of water on an average day.

Source: OHM

1.2 Objectives

To identify the revenue support and fund management needed to fulfill the City's operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

1.3 Potential Rates

Based on our analysis and direction from City officials, Baker Tilly is recommending annual inflationary increases of 3.5% to all of its user rates starting July 2021.

TABLE 1-1: PROPOSED RATES SUMMARY

Category	Current Rates	Proposed Rates
	2020/21	2021/22
Ready-To-Serve Charge Rate (Monthly) *	\$ 6.50	\$ 6.73
Fire Protection Availability Charge (Monthly) **	\$ 2.86	\$ 2.96
Multi-Family Unit Charge (Monthly)	\$ 6.50	\$ 6.73
Commodity Charge (per 1,000 gallons)	\$ 4.82	\$ 4.99

* 5/8", 3/4", and 1" meter size ready-to-serve charge rate

** 3/4" meter size fire protection availability charge rate

Executive Summary

1.1 Community Background

The City of Evart is located along highway US-10 in southern Osceola County, Michigan. It is 2.4 square miles and has a population of approximately 1,800. The City owns and operates a public sewage disposal system that currently provides disposal for residential, commercial, and industrial customers. The City of Evart Wastewater Treatment Plant was constructed in 1990 and consists of two aerated lagoon cells, a storage lagoon, and four rapid infiltration basins. Wastewater effluent is controlled by an irrigation pump station where it is pumped to the rapid infiltration basins and ultimately percolates into the ground. The facility is rated for a maximum daily flow of 1.14 million gallons per the original basis of design.

Source: OHM

1.2 Objectives

To identify the revenue support and fund management needed to fulfill the City's operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

1.3 Potential Rates

Based on our analysis and direction from City officials, Baker Tilly is recommending annual inflationary increases of 2.0% to its commodity charge starting July 2021.

TABLE 1-1: PROPOSED RATES SUMMARY

Category	Current Rates	Proposed Rates
	2020/21	2021/22
Ready-To-Serve Charge Rate (Monthly) *	\$ 14.00	\$ 14.00
Multi-Family Unit Charge (Monthly)	\$ 14.00	\$ 14.00
Commodity Charge (per 1,000 gallons)	\$ 9.74	\$ 9.93

* 5/8", 3/4", and 1" meter size ready-to-serve charge rate

Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
ESTIMATED REVENUES						
Function: Unclassified						
Dept 000 - 728						
UNK_REV						
Revenue						
590-000-403.325	SPECIAL ASSESSMENT S. OAK ST	2,000		1,910	2,000	2,000
590-000-406.000	PRIOR YEAR TAX REVENUE/SPECIALS					
590-000-563.000	CDBG GRANT					
590-000-642.000	SALES	420,000	524,670	527,700	639,000	516,600
590-000-643.000	TAP ON-FEES					
590-000-644.000	READY TO SERVE FEE	168,000	195,200	201,370	180,000	191,000
590-000-647.000	WATER TESTING					
590-000-660.000	INTEREST AND PENALTIES	4,000	4,020		5,000	5,100
590-000-665.000	INTEREST-REVENUE	400	1,090	360	2,000	2,000
590-000-678.000	REIMBURSEMENTS-REVENUE					
590-000-685.000	MISCELLANEOUS REVENUE	100	5,890	48,380		40,000
590-000-690.000	DEANS SETTLEMENT REVENUE					
590-000-692.000	SAW GRANT REVENUE	300,000	435,290			
TOTAL REVENUE		894,500	1,166,160	779,720	828,000	756,700
UNK_REV		894,500	1,166,160	779,720	828,000	756,700
Totals for dept 000 - 728		894,500	1,166,160	779,720	828,000	756,700
Total - Function Unclassified		894,500	1,166,160	779,720	828,000	756,700
TOTAL ESTIMATED REVENUES		894,500	1,166,160	779,720	828,000	756,700
BEGINNING FUND BALANCE		4,036,160	4,109,500	4,239,860	4,239,860	
ENDING FUND BALANCE		4,930,660	5,275,660	5,019,580	5,067,860	756,700

08/11/2021 03:02 PM
User: PEPPER
DB: City Of Evart

BUDGET REPORT FOR CITY OF EVART
Fund: 590 SEWER FUND
Calculations as of 06/30/2021

Page: 1/4

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
ESTIMATED REVENUES						
Function: Unclassified						
Dept 000 - 728						
UNK REV						
Revenue						
590-000-403.325	SPECIAL ASSESSMENT S. OAK ST	2,000		1,910	2,000	2,000
590-000-406.000	PRIOR YEAR TAX REVENUE/SPECIALS					
590-000-563.000	CDBG GRANT					
590-000-642.000	SALES	420,000	524,670	527,700	639,000	516,600
590-000-643.000	TAP ON-FEES					
590-000-644.000	READY TO SERVE FEE	168,000	195,200	201,370	180,000	191,000
590-000-647.000	WATER TESTING					
590-000-660.000	INTEREST AND PENALTIES	4,000	4,020		5,000	5,100
590-000-665.000	INTEREST-REVENUE	400	1,090	360	2,000	2,000
590-000-678.000	REIMBURSEMENTS-REVENUE					
590-000-685.000	MISCELLANEOUS REVENUE	100	5,890	48,380		40,000
590-000-690.000	DEANS SETTLEMENT REVENUE					
590-000-692.000	SAW GRANT REVENUE	300,000	435,290			
TOTAL REVENUE		894,500	1,166,160	779,720	828,000	756,700
UNK_REV		894,500	1,166,160	779,720	828,000	756,700
Totals for dept 000 - 728		894,500	1,166,160	779,720	828,000	756,700
Total - Function Unclassified		894,500	1,166,160	779,720	828,000	756,700
TOTAL ESTIMATED REVENUES		894,500	1,166,160	779,720	828,000	756,700

BUDGET REPORT FOR CITY OF EVART
 Fund: 590 SEWER FUND
 Calculations as of 06/30/2021

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
APPROPRIATIONS						
Function: Unclassified						
Dept 000 - 728						
UNK_EXP						
Expenditure						
590-000-700.100	INTEREST EXPENSE					
	TOTAL EXPENDITURE					
	UNK_EXP					
Totals for dept 000 - 728						
Dept 202 - PROFESSIONAL SERVICES						
UNK_EXP						
Expenditure						
590-202-803.000	INDEPENDENT AUDITOR SERVICES	6,000	4,120	4,380	4,380	4,400
	TOTAL EXPENDITURE	6,000	4,120	4,380	4,380	4,400
	UNK_EXP	6,000	4,120	4,380	4,380	4,400
Totals for dept 202 - PROFESSIONAL SERVICES						
Dept 537 - ADMINISTRATION						
UNK_EXP						
Expenditure						
590-537-702.000	SALARIES	44,000	23,990	62,420	65,000	65,000
590-537-706.000	SALARY AND WAGES - HOURLY	43,000	58,050	56,630	56,700	80,000
590-537-713.000	VAC-SICK-PERS DAYS					
590-537-714.000	MEDICARE					
590-537-715.000	SOCIAL SECURITY					
590-537-716.000	HEALTH INSURANCE					
590-537-718.000	RETIREMENT		29,440			
590-537-719.000	OTHER FRINGE BENEFITS					
590-537-723.000	UNEMPLOYMENT COMP.					
590-537-724.000	WORKMENS COMPENSATION					
590-537-727.000	OFFICE SUPPLIES	1,000	1,190	1,080	1,080	2,000
590-537-729.000	PERMITS AND FEES	2,000	3,650	3,650	3,650	4,000
590-537-740.000	OPERATING SUPPLIES	1,500	2,190	3,220	3,220	2,000
590-537-741.000	POSTAGE & SHIPPING	2,300	2,210	910	910	2,000
590-537-801.000	PROFESSIONAL SERVICES	6,000	4,300	4,850	11,300	4,000
590-537-807.000	MEMBERSHIP AND DUES	1,000	530	250	250	100
590-537-840.000	PHYSICALS/DRUG TESTING			180	180	
590-537-850.000	COMMUNICATIONS	2,500	2,620	3,660	3,670	2,500
590-537-860.000	TRAVEL EXPENSES	500	250	260	270	500
590-537-900.000	PUBLISHING/PRINTING	500	650	1,660	1,660	500
590-537-912.000	LIABILITY INSURANCE					
590-537-930.000	REPAIRS AND MAINTENANCE	1,000	1,320		100	2,000
590-537-932.000	COMPUTERS/EQUIPMENT/IT	5,000	9,160	4,770	4,770	6,600
590-537-943.000	EQUIPMENT RENTAL		140	220	220	200
590-537-950.000	SAW GRANT EXPENSES	300,000	430,820			
590-537-955.000	MISCELLANEOUS EXPENSE	1,000	660	1,310	1,310	2,000
590-537-957.000	EDUCATION AND TRAINING	1,000	400	220	250	2,000
	TOTAL EXPENDITURE	412,300	571,570	145,290	154,540	175,400
	UNK_EXP	412,300	571,570	145,290	154,540	175,400

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
APPROPRIATIONS						
Function: Unclassified						
Dept 537 - ADMINISTRATION						
Totals for dept 537 - ADMINISTRATION		412,300	571,570	145,290	154,540	175,400
Dept 538 - PLANT OPERATION						
UNK_EXP						
Expenditure						
590-538-702.000	SALARIES					
590-538-706.000	SALARY AND WAGES - HOURLY	25,000	21,120	18,880	22,280	25,000
590-538-706.100	OVERTIME WAGES	1,000				
590-538-707.000	SAL/WAGES, PT					
590-538-730.000	OUTSOURCED TESTING	4,000	7,180	5,970	5,970	7,000
590-538-731.000	FERRIC CHLORIDE	13,000	8,520	15,410	15,450	10,000
590-538-740.000	OPERATING SUPPLIES	12,000	5,610	5,930	6,000	5,000
590-538-801.000	PROFESSIONAL SERVICES	16,000	25,770	26,550	26,550	24,450
590-538-850.000	COMMUNICATIONS	3,000	1,520	1,570	1,570	1,500
590-538-912.000	LIABILITY INSURANCE	20,000	16,500	16,530	16,550	16,550
590-538-921.000	UTILITIES	35,000	48,260	45,190	45,190	47,000
590-538-930.000	REPAIRS AND MAINTENANCE	5,000	3,430	5,940	5,940	5,000
590-538-943.000	EQUIPMENT RENTAL	20,000	5,390	5,180	5,000	5,000
590-538-957.000	EDUCATION AND TRAINING					
590-538-969.000	DEPRECIATION	160,000	165,040		162,000	
590-538-970.000	CAPITAL OUTLAY-NON CAPITALIZE					
590-538-970.100	CAPITAL OUTLAY-CAPITALIZED		(4,090)	34,010	120,000	232,400
590-538-970.101	STORM SEWER/SANITARY SEWER IMPROV			50	50,000	
590-538-970.200	CDBG INFRASTRUCTURE GRANT					
TOTAL EXPENDITURE		314,000	304,250	181,210	482,500	378,900
UNK_EXP		314,000	304,250	181,210	482,500	378,900
Totals for dept 538 - PLANT OPERATION		314,000	304,250	181,210	482,500	378,900
Dept 539 - COLLECTION						
UNK_EXP						
Expenditure						
590-539-702.000	SALARIES	30,000	36,240	17,830	23,690	40,000
590-539-706.000	SALARY AND WAGES - HOURLY	30,000	34,390	33,390	35,000	38,000
590-539-706.100	OVERTIME WAGES	1,500				
590-539-707.000	SAL/WAGES, PT	1,000	1,990	1,500	2,200	4,500
590-539-740.000	OPERATING SUPPLIES	1,000	580	870	3,200	3,200
590-539-930.000	REPAIRS AND MAINTENANCE	1,000	100	2,900	2,900	1,800
590-539-943.000	EQUIPMENT RENTAL	20,000	17,760	18,370	16,770	15,000
TOTAL EXPENDITURE		84,500	91,060	74,860	83,760	102,500
UNK_EXP		84,500	91,060	74,860	83,760	102,500
Totals for dept 539 - COLLECTION		84,500	91,060	74,860	83,760	102,500
Dept 850 - FRINGE BENEFITS						
UNK_EXP						
Expenditure						
590-850-713.000	VAC-SICK-PERS DAYS					
590-850-714.000	MEDICARE	3,000	2,440	2,640	3,500	3,500
590-850-715.000	SOCIAL SECURITY	12,000	10,420	11,290	11,300	11,000
590-850-716.000	HEALTH INSURANCE	40,000	35,910	47,220	48,000	48,000

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
APPROPRIATIONS						
Function: Unclassified						
Dept 850 - FRINGE BENEFITS						
UNK_EXP						
Expenditure						
590-850-718.000	RETIREMENT	10,000	7,520	22,200	22,300	21,000
590-850-719.000	OTHER FRINGE BENEFITS		1,030	1,210	2,000	2,000
590-850-720.000	LONGEVITY BENEFIT					
590-850-723.000	UNEMPLOYMENT COMP.	4,000	1,160	100	2,500	2,500
590-850-724.000	WORKMENS COMPENSATION	6,000	6,350	7,270	7,500	7,500
TOTAL EXPENDITURE		75,000	64,830	91,930	97,100	95,500
UNK_EXP		75,000	64,830	91,930	97,100	95,500
Totals for dept 850 - FRINGE BENEFITS		75,000	64,830	91,930	97,100	95,500
Dept 907 - SCHEDULED PAYMENTS						
UNK_EXP						
Expenditure						
590-907-950.991	PRINCIPAL					
590-907-950.995	INTEREST & FISCAL CHARGES	700				
TOTAL EXPENDITURE		700				
UNK_EXP		700				
Totals for dept 907 - SCHEDULED PAYMENTS		700				
Total - Function Unclassified		892,500	1,035,830	497,670	822,280	756,700
TOTAL APPROPRIATIONS		892,500	1,035,830	497,670	822,280	756,700
NET OF REVENUES/APPROPRIATIONS - FUND 590		2,000	130,330	282,050	5,720	
BEGINNING FUND BALANCE		4,036,160	4,109,500	4,239,860	4,239,860	
ENDING FUND BALANCE		4,038,160	4,239,830	4,521,910	4,245,580	

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
ESTIMATED REVENUES						
Function: Unclassified						
Dept 000 - 728						
UNK_REV						
Revenue						
591-000-403.203	CHERRY ST REVENUE FROM TAXES					
591-000-403.325	SPECIAL ASSESSMENT S. OAK ST	2,000		1,910	2,000	2,000
591-000-403.326	CURRENT PROP TAX-S. HEMLOCK ST.			3,230		
591-000-403.327	CURRENT PROP TAX-N. OAK ST.			100,760		5,000
591-000-406.000	PRIOR YEAR TAX REVENUE/SPECIALS					
591-000-561.000	STATE GRANTS (WATER)					
591-000-563.000	CDBG GRANT					
591-000-642.000	SALES	775,000	1,031,450	1,202,100	1,227,400	880,100
591-000-643.000	TAP ON-FEES					
591-000-644.000	READY TO SERVE FEE	98,000	109,690	113,830	98,400	114,000
591-000-645.000	LAWN METER SALES	300	320	60	500	500
591-000-646.000	HYDRANT RENTAL					
591-000-660.000	INTEREST AND PENALTIES	2,000	2,460		2,000	2,000
591-000-665.000	INTEREST-REVENUE	400	15,260	6,690	3,000	3,100
591-000-675.000	CONTRIB FROM PRIVATE SOURCES					
591-000-675.396	ADD'L CONTRIB FROM LDFA					
591-000-678.000	REIMBURSEMENTS-REVENUE					
591-000-685.000	MISCELLANEOUS REVENUE	5,000	16,360	20,810	10,000	10,200
591-000-687.000	REFUNDS-REVENUE					
591-000-691.000	TOWER LEASE REVENUE	12,000	14,400	14,600	34,200	35,100
591-000-695.000	PILOT GRANT REVENUE		285,340			
TOTAL REVENUE		894,700	1,475,280	1,463,990	1,377,500	1,052,000
UNK_REV		894,700	1,475,280	1,463,990	1,377,500	1,052,000
Totals for dept 000 - 728		894,700	1,475,280	1,463,990	1,377,500	1,052,000
Dept 547 - DISTRIBUTION						
UNK_REV						
Revenue						
591-547-539.000	STATE GRANTS					
591-547-561.000	STATE GRANTS (WATER)					
TOTAL REVENUE						
UNK_REV						
Totals for dept 547 - DISTRIBUTION						
Total - Function Unclassified		894,700	1,475,280	1,463,990	1,377,500	1,052,000
TOTAL ESTIMATED REVENUES		894,700	1,475,280	1,463,990	1,377,500	1,052,000

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
APPROPRIATIONS						
Function: Unclassified						
Dept 202 - PROFESSIONAL SERVICES						
UNK EXP						
Expenditure						
591-202-803.000	INDEPENDENT AUDITOR SERVICES		4,120	4,370	4,400	4,400
	TOTAL EXPENDITURE		4,120	4,370	4,400	4,400
	UNK_EXP		4,120	4,370	4,400	4,400
	Totals for dept 202 - PROFESSIONAL SERVICES		4,120	4,370	4,400	4,400
Dept 545 - ADMINISTRATION						
UNK EXP						
Expenditure						
591-545-702.000	SALARIES	45,000	20,600	58,100	58,100	66,000
591-545-706.000	SALARY AND WAGES - HOURLY	39,000	35,600	34,210	34,210	55,000
591-545-707.000	SAL/WAGES, PT	10,000	15,620	23,650	23,650	17,000
591-545-710.000	CASH-IN-LIEU					
591-545-713.000	VAC-SICK-PERS DAYS					
591-545-714.000	MEDICARE					
591-545-715.000	SOCIAL SECURITY					
591-545-716.000	HEALTH INSURANCE					
591-545-718.000	RETIREMENT					
591-545-719.000	OTHER FRINGE BENEFITS					
591-545-723.000	UNEMPLOYMENT COMP.					
591-545-724.000	WORKMENS COMPENSATION					
591-545-727.000	OFFICE SUPPLIES	2,000	1,190	1,080	1,080	1,000
591-545-729.000	PERMITS AND FEES	7,500	5,590	5,740	5,900	6,000
591-545-734.000	WATER TOWER MAINTENANCE					
591-545-740.000	OPERATING SUPPLIES	500	3,170	2,840	3,060	4,600
591-545-741.000	POSTAGE & SHIPPING	3,000	2,480	910	2,240	3,000
591-545-801.000	PROFESSIONAL SERVICES	25,000	5,930	8,280	36,780	44,950
591-545-807.000	MEMBERSHIP AND DUES	1,000	3,510	3,300	3,700	3,000
591-545-840.000	PHYSICALS/DRUG TEST	2,500	350	380	2,500	2,500
591-545-850.000	COMMUNICATIONS	1,000	2,170	3,010	3,020	2,200
591-545-860.000	TRAVEL EXPENSES	500	610		1,500	1,500
591-545-900.000	PUBLISHING/PRINTING	2,000	1,430	2,560	2,560	2,000
591-545-912.000	LIABILITY INSURANCE					
591-545-930.000	REPAIRS AND MAINTENANCE	2,000	1,850		2,000	2,000
591-545-932.000	COMPUTERS/EQUIPMENT/IT	5,000	9,190	4,770	4,800	7,000
591-545-943.000	EQUIPMENT RENTAL		320	290	1,000	1,000
591-545-955.000	MISCELLANEOUS EXPENSE	200	660	1,310	1,500	1,500
591-545-957.000	EDUCATION AND TRAINING	1,000	1,510	(140)	200	2,000
591-545-970.100	CAPITAL OUTLAY-CAPITALIZED					
	TOTAL EXPENDITURE	147,200	111,780	150,290	187,800	222,250
	UNK_EXP	147,200	111,780	150,290	187,800	222,250
	Totals for dept 545 - ADMINISTRATION	147,200	111,780	150,290	187,800	222,250
Dept 546 - PLANT/OPERATIONS						
UNK EXP						
Expenditure						
591-546-702.000	SALARIES					
591-546-706.000	SALARY AND WAGES - HOURLY	13,000	19,880	17,770	25,000	25,000

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
APPROPRIATIONS						
Function: Unclassified						
Dept 546 - PLANT/OPERATIONS						
UNK_EXP						
Expenditure						
591-546-706.100	OVERTIME WAGES	1,200				
591-546-707.000	SAL/WAGES, PT	1,000	1,330	1,000	2,470	2,500
591-546-727.000	OFFICE SUPPLIES	500				
591-546-730.000	OUTSOURCED TESTING	7,000	12,070	8,260	15,000	15,000
591-546-732.000	CHLORINE/TREATMENT CHEMICALS	18,000	19,790	29,320	29,320	22,000
591-546-740.000	OPERATING SUPPLIES	15,000	32,110	15,440	15,480	10,000
591-546-801.000	PROFESSIONAL SERVICES	19,000	28,090	24,290	30,000	30,000
591-546-807.000	MEMBERSHIP AND DUES		2,730		3,000	3,000
591-546-850.000	COMMUNICATIONS	4,000	1,200	1,470	2,000	2,000
591-546-860.000	TRAVEL EXPENSES					
591-546-912.000	LIABILITY INSURANCE	5,000	4,950	4,960	6,000	6,000
591-546-921.000	UTILITIES	120,000	97,500	79,060	110,000	110,000
591-546-930.000	REPAIRS AND MAINTENANCE	2,000	2,760	4,200	4,200	3,000
591-546-943.000	EQUIPMENT RENTAL	25,000	13,770	11,090	25,000	25,000
591-546-955.000	MISCELLANEOUS EXPENSE					
591-546-956.000	PRIOR YEAR ADJUSTMENT-EXPENSE					
591-546-957.000	EDUCATION AND TRAINING	500			1,940	2,500
591-546-969.000	DEPRECIATION	262,000	212,110		262,000	
591-546-970.000	CAPITAL OUTLAY-NON CAPITALIZE					
591-546-970.100	CAPITAL OUTLAY-CAPITALIZED					
591-546-970.200	CDBG INFRASTRUCTURE GRANT					
TOTAL EXPENDITURE		493,200	448,290	196,860	531,410	256,000
UNK_EXP		493,200	448,290	196,860	531,410	256,000
Totals for dept 546 - PLANT/OPERATIONS		493,200	448,290	196,860	531,410	256,000
Dept 547 - DISTRIBUTION						
UNK_EXP						
Expenditure						
591-547-702.000	SALARIES					
591-547-706.000	SALARY AND WAGES - HOURLY	23,000	33,140	32,270	40,000	40,000
591-547-706.100	OVERTIME WAGES					
591-547-707.000	SAL/WAGES, PT					
591-547-713.000	VAC-SICK-PERS DAYS					
591-547-733.000	SAFETY EQUIPMENT	250				
591-547-734.000	WATER TOWER MAINTENANCE	52,000	45,950	51,020	51,050	51,050
591-547-740.000	OPERATING SUPPLIES		5,960	1,050	7,000	7,000
591-547-801.000	PROFESSIONAL SERVICES	10,000	2,000	1,320	5,000	5,000
591-547-930.000	REPAIRS AND MAINTENANCE	4,000	6,750	1,480	7,000	7,000
591-547-943.000	EQUIPMENT RENTAL	33,000	19,020	9,800	20,000	20,000
591-547-951.000	LSL PILOT GRANT EXPENSES		55,280			
591-547-952.000	LSL REPLACEMENT 2021					
591-547-953.000	SLC METER REPLACEMENT					
591-547-957.000	EDUCATION AND TRAINING					
591-547-970.000	CAPITAL OUTLAY-NON CAPITALIZE					
591-547-970.100	CAPITAL OUTLAY-CAPITALIZED	30,000	1,970	226,180	200,000	294,800
591-547-970.300	LEAD SERVICE LINE REPLACEMENTS			330	150,000	
591-547-970.400	WELL IMPROVEMENTS	8,000			33,000	
TOTAL EXPENDITURE		160,250	170,070	323,450	513,050	424,850

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
APPROPRIATIONS						
Function: Unclassified						
Dept 547 - DISTRIBUTION						
UNK_EXP						
UNK_EXP		160,250	170,070	323,450	513,050	424,850
Totals for dept 547 - DISTRIBUTION		160,250	170,070	323,450	513,050	424,850
Dept 548 - ACCOUNTING AND COLLECTION						
UNK_EXP						
Expenditure						
591-548-702.000	SALARIES	20,400	37,340	18,370	31,370	40,000
591-548-706.000	SALARY AND WAGES - HOURLY	2,500				
591-548-707.000	SAL/WAGES, PT					
591-548-740.000	OPERATING SUPPLIES					
591-548-741.000	POSTAGE & SHIPPING					
591-548-801.000	PROFESSIONAL SERVICES					
591-548-943.000	EQUIPMENT RENTAL		17,110	14,860	15,000	15,000
TOTAL EXPENDITURE		22,900	54,450	33,230	46,370	55,000
UNK_EXP		22,900	54,450	33,230	46,370	55,000
Totals for dept 548 - ACCOUNTING AND COLLECTION		22,900	54,450	33,230	46,370	55,000
Dept 750 - HEALTH INSURANCE						
UNK_EXP						
Expenditure						
591-750-716.000	HEALTH INSURANCE		(890)			
TOTAL EXPENDITURE			(890)			
UNK_EXP			(890)			
Totals for dept 750 - HEALTH INSURANCE			(890)			
Dept 850 - FRINGE BENEFITS						
UNK_EXP						
Expenditure						
591-850-714.000	MEDICARE	3,000	2,260	2,560	2,570	2,500
591-850-715.000	SOCIAL SECURITY	9,000	9,680	10,960	11,000	10,000
591-850-716.000	HEALTH INSURANCE	34,800	35,070	46,430	46,500	40,000
591-850-718.000	RETIREMENT	15,000	36,750	21,790	22,000	27,000
591-850-719.000	OTHER FRINGE BENEFITS		870	1,020	1,020	1,000
591-850-720.000	LONGEVITY BENEFIT					
591-850-723.000	UNEMPLOYMENT COMP.	2,400	330	120	3,000	3,000
591-850-724.000	WORKMENS COMPENSATION	2,500	4,730	7,060	7,060	6,000
TOTAL EXPENDITURE		66,700	89,690	89,940	93,150	89,500
UNK_EXP		66,700	89,690	89,940	93,150	89,500
Totals for dept 850 - FRINGE BENEFITS		66,700	89,690	89,940	93,150	89,500
Total - Function Unclassified		890,250	877,510	798,140	1,376,180	1,052,000
TOTAL APPROPRIATIONS		890,250	877,510	798,140	1,376,180	1,052,000
NET OF REVENUES/APPROPRIATIONS - FUND 591		4,450	597,770	665,850	1,320	

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GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2019-20 ACTIVITY	2020-21 ACTIVITY THRU 06/30/21	2020-21 AMENDED BUDGET	2021-22 ORIGINAL BUDGET
	BEGINNING FUND BALANCE	7,833,780	8,354,080	8,951,820	8,951,820	
	ENDING FUND BALANCE	7,838,230	8,951,850	9,617,670	8,953,140	

ARTICLE IV. - USER FEES

Sec. 42-350. - Purpose and intent; current fee schedule on file with clerk.

It is the purpose of this article to provide for the payment of water and sewer system user service fees, to compensate the city water and sewer systems for the cost of administration, operation and maintenance of the sewer and water systems. Fees authorized under this article, as amended from time to time by resolution of the city council, are available from the office of the city clerk.

(Ord. No. 2015-1, § 1(1044.01), 1-19-2015)

Sec. 42-351. - Authority to impose; basis for determining amounts.

- (a) Water and sewage disposal rates shall be established by the city council. Generally, such rates shall be sufficient to provide for the payment of all expenses for the administration, operation and maintenance of the water system as may be necessary to preserve the same in good repair and working order; to provide for the payment of the interest upon and the principal of all bonds or loans payable therefrom, as and when the same shall become due and payable, and for the creation of a reserve as required and necessary to build up a fund for replacement of the water system or any portion thereof.
- (b) The city shall adopt charges and fees administering the water and sewer systems by resolution. No free service shall be furnished to any person, firm or corporation, public or private, or to a public agency or instrumentality. Charges fees authorized by this article may include:
 - (1) Fees for monitoring, inspections, and surveillance procedures (which may be changed pursuant to a specification in a permit or contract for administrative enforcement or optionally be included as an element of the sewer charge system).
 - (2) Fees for permit applications (permits only).
 - (3) Fees for filing appeals.
 - (4) Fees for reviewing accidental discharge procedures and construction.
 - (5) Fees for review of plans for additions or connections to municipal systems.
 - (6) Fees for review of pretreatment plans, specifications, and construction.
 - (7) Fees for special studies or continuous studies to evaluate pretreatment systems.

(Ord. No. 2015-1, § 1(1044.04), (1044.05), (1044.06(a)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-352. - Sanitary sewage work rate structure.

- (a) *Use of property tax revenues.* Property tax revenues may be used for supporting sewage works costs only for the construction of new collector sewers and where specifically obligated by the citizens of the city.
- (b) *Determining sewage flow.* To determine the sanitary sewage flow from any establishment, the superintendent may use one of the following methods:

- (1) The amount of water supplied to the premises by the city or a private water supply as shown upon the water meter if the premises are metered;
 - (2) If the premises are supplied with river water or water from private wells, the amount of water supplied from such sources as estimated by the superintendent from the water, gas or electric supply, or from averages of similar users;
 - (3) If such premises are used for an industrial or commercial purpose of such a nature that the water supplied to the premises cannot be entirely discharged into the sewer system, the estimate of the amount of sewage discharged into the sewer system made by the superintendent from the water, gas or electric supply; or
 - (4) The number of gallons of sewage discharged into the sewer system as determined by the measurements and samples taken at a monitoring station installed by the owner of the property served by the sewer system at his own expense.
- (c) *Sewage originating outside city limits.* The transportation and treatment costs for sewage originating outside of the city will be borne by the users in that area. Individual agreements will be established to provide sufficient income to cover the actual costs of the service.
- (d) *Cost of discharge surveillance.* Where surveillance of sewage discharges is required to determine the quantity and strength of sewage flows to ensure compliance with this regulation, the user shall be billed for the actual cost of this surveillance incurred by the city.

(Ord. No. 2015-1, § 1(1044.03), 1-19-2015)

Sec. 42-353. - Ready to serve charge.

- (a) A ready to serve charge shall be charged against every premises connected to the water supply system or the sanitary sewer system whether the utility is used or not. The charge is in addition to the systems commodity charge, which is based on the amount of water consumed. In the case of multi-unit residences, each unit shall be charged a monthly ready to serve charge equivalent to a typical resident.
- (b) The ready to serve monthly charge is based on the size of each meter on the customer's premises and designed to recover costs that do not vary with consumption. Costs include those of meter reading and billing customers, a portion of the systems debt service costs, and maintenance and replacement of meters and service lines in the collection/distribution system.
- (c) The ready to serve charge also represents an "ability to serve" cost, meaning the cost incurred by the city in ensuring that water will be supplied through public water lines large enough to meet the demands of each customer and the needs of a city-wide fire protection system and that the sanitary sewer collection, treatment and disposal system is of adequate size for the city-wide demand.

(Ord. No. 2015-1, § 1(1044.06(c)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-354. - Additional charge for tampering with water meters.

For illegally disconnecting, connecting or tampering with a water meter, the property owner shall be charged two times the cost of the last monthly billing. No service shall be provided until such bill is paid in full. If not paid, such cost shall be added to the property taxes and collected as delinquent.

(Ord. No. 2015-1, § 1(1044.06(b)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-355. - Fees for turning water service on and off; advance payment required.

A fee will be charged for shutting off and turning on water. No water will be shut off or turned on at owner's request other than in the case of an emergency, unless the request is handed to the city treasurer in writing, accompanied by the applicable fee. The amount of the fee for shutting off and turning on water will be established by resolution of the city council and is subject to revision and change from time to time.

(Ord. No. 2015-1, § 1(1044.06(d)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-356. - Emergency final reading fee.

At least 72 hours' notice shall be given to the city for a final notice reading on a property. If such time limit cannot be given, a fee, as established by council, shall be made to perform the work on an emergency basis.

(Ord. No. 2015-1, § 1(1044.06(e)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-357. - Unmetered water flat rate.

The city shall have the right to install meters as rapidly as possible for all existing services now being furnished on a flat rate. The flat rate, per month, shall, from time to time, be established by resolution of the city council. Meter rates shall become operative upon the installation of the meter.

Sec. 42-358. - Contracts for service.

- (a) No user shall receive service from the water supply system or the sanitary sewer system without first completing a contract application and providing evidence of ownership of the property to be served or, if the user rents or leases the property being served, until providing sufficient deposit with the city to be retained by the city until the renter leaves the property being served.
- (b) No utility service will be activated without a signed contract, and no billings shall be made to "occupant" or any person other than the property being served or a tenant who has complied with the requirements of this section, or such other persons as the city manager approves.

(Ord. No. 2015-1, § 1(1044.06(f)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-359. - Authority for tenant accounts; procedure.

- (a) For premises equipped with a separate water shut-off, in all cases where a tenant represents to the city, by filing an affidavit evidencing the legal execution of a lease containing a provision that the lessor shall not be liable for the payment of water or sewage system bills, then the tenant shall pay to the city a deposit as set by the resolution of the city council from time to time as security for payment of future rates and charges.
- (b) If the tenant fails to pay rates and charges, the delinquent rates and charges shall not become a lien against the premises. The city shall, however, cease to provide water service to the tenant's premises until the tenant pays the delinquent charges in full.

(Ord. No. 2015-1, § 1(1044.06(i)), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-360. - Meter reading; billing; collection.

- (a) *Duty of city officials generally.* The city manager shall have charge of the reading of all meters and shall have all meters read periodically, but at least quarterly. Bills for water service shall be due and payable when rendered. The treasurer shall be responsible for collecting all charges and crediting the proper account.
- (b) *Billing and due dates.* Water bills shall be paid monthly to the city and invoices shall be dated the first of each month. The due date for all bills is the end of the month following the issuance of the bill. The date due is 30 days after the date of the invoice.
- (c) *Late payment charge.* If water bills are not paid by the due date, a five percent penalty shall be added to the delinquent bill.

(Code 2009, §§ 1040.05, 1044.06(g); Ord. No. 2011-1, § 1, 3-21-2011; Ord. No. 2014-3, § 1040.05, 12-30-2014; Ord. No. 2015-2, § 1, 6-1-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-05(2), § 3, 9-3-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

Sec. 42-361. - Enforcement; liens.

- (a) The rates and charges for water and sewage disposal service furnished by the city shall be liens on the property served. The city shall certify those rates and charges delinquent for six months or more to the city tax assessing officer, who shall enter the amount of the delinquent rates and charges on the tax roll against the premises to which the service was rendered, and who shall collect the rates and charges and enforce the lien in the same manner as provided for the collection of ad valorem property taxes assessed upon the same roll and the enforcement of the lien for taxes.
- (b) The charges for water and sewage disposal service which are, under the provisions of MCL 141.121 made a lien on all premises served thereby, unless notice is given pursuant to this article that a tenant is responsible, which notice shall include a true copy of the lease of the affected property, and recognized to constitute such lien.
- (c) When any such charge against any piece of property shall be delinquent for six months, the city official in charge of the collection shall certify annually on April 1 to the tax assessing officer of the city the fact of such delinquency, where upon such charge shall be by such tax assessing officer entered upon the next tax roll as a charge against the premises and shall be collected and the lien thereon enforced.
- (d) In addition to other remedies provided, the city shall have the right to shut off and discontinue the supply of water to any premises for the non-payment of the rates when due. If such charges are not paid within 30 days after the due date thereof the water shall not be restored until the sums then due and owing shall be paid, plus a turn-on charge, as determined from time to time, by resolution of the city council.

(Ord. No. 2015-1, § 1(1044.06(h)), (1044.07), 1-19-2015; Ord. No. 2019-06(1), § 2, 4-15-2019; Ord. No. 2019-06(2), § 1, 9-3-2019)

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Sarah Dvoracek, City Manager
Date: August 12, 2021
Re: Resolution 2021-19 Appointing Dustin Moma as the Airport Manager for the City of Ewart

For the Agenda of August 16, 2021

Background. To stay in compliance of all state and federal laws, the city will have to appoint an airport manager due to my resignation effective August 31, 2021. Until the new city manager gets established, I am recommending the council appoint Dustin Moma as the airport manager. The new city manager can then decide to become airport manager or assistant airport manager.

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

We have contacted the Department of Transportation Aeronautics Division at the State of Michigan to schedule Dustin's exam.

Alternatives. NA

Financial Impact. NA

Recommendation. Please approve the attached Resolution 2021-19.

Attachments.

1. RESOLUTION 2021-19 APPOINTING DUSTIN MOMA AS AIRPORT MANAGER

CITY COUNCIL
CITY OF EVART
County of Osceola, Michigan

RESOLUTION NO. 2021-19

**RESOLUTION APPOINTING DUSTIN MOMA AS AIRPORT MANAGER
FOR THE CITY OF EVART**

WHEREAS, the City Council accepted the formal resignation of Sarah Dvoracek and,

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

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

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

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

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

* * * * *

RESOLUTION DECLARED ADOPTED.

Dated: _____

Kathy Fiebig, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Evart (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on _____, 2021, the original of which is on file in my office and that public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Kathy Fiebig, City Clerk

AGENDA REPORT

To: Honorable Mayor Emerick & Council Members
From: Sarah Dvoracek, City Manager
Date: August 13, 2021
Re: Resolution 2021-20 Amending of Employee Handbook

For the Agenda of August 16, 2021

Background. Earlier this year, city council approved Dickinson & Wright to review the city employee handbook policies. Staff has been working closing with Dickinson & Wright on numerous changes in the handbook.

Issues & Questions Specified. The attached documents include the employee benefit handbook and the personnel policies handbook. Both documents have been redlined by attorney Ron Bultje. I have also red-lined and labeled any amendments city council approved since the approval date of February 1, 2016.

Alternatives. NA

Financial Impact. NA

Recommendation. Please approve the attached Resolution 2021-20.

Attachments.

1. RESOLUTION 2021-20 Amending the Employee Handbook Policies
2. Employee Benefit Handbook-Redlined
3. Personnel Policies Handbook-Redlined

CITY COUNCIL
CITY OF EVART
County of Osceola, Michigan

RESOLUTION NO. 2021-20

**RESOLUTION APPROVING AMENDMENTS TO THE EMPLOYEE HANDBOOKS
FOR THE CITY OF EVART**

WHEREAS, the City of Evert previously adopted the City of Evert Employee Handbooks, dated February 1, 2016, which has been amended from time to time; and

WHEREAS, the City Manager and Finance Director have presented to the City Council an updated Employee Handbook for the City, which has been developed with assistance, input, and comments from Human Resources professionals, and

WHEREAS, the City Council has reviewed the City's current and proposed amendments for the Handbooks and finds it is in the best interest of the City and its employees to adopt the new amendments in the Employee Handbooks for the City; and

WHEREAS, the City Council finds that the proposed Employee Handbooks will serve to further inform employees of City personnel policies and general applicability, and that current and sound personnel policies are an essential part of recruiting and retaining excellent employees and extending high quality services to the public.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EVART, MICHIGAN:

SECTION 1. The City of Evert Employee Handbooks dated August 16, 2021, a copy of which is attached hereto, is hereby approved and adopted by the City Council.

SECTION 2. This Resolution and the Employee Handbook attached hereto shall take effect August 16, 2021. All employees of the City shall be provided a copy of such Employee Handbook and shall sign an acknowledgement and receipt therefor.

SECTION 3. The City of Evert, Employee Handbooks, dated February 1, 2016, and any amendments thereto are hereby rescinded effective August 16, 2021.

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

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

* * * * *

RESOLUTION DECLARED ADOPTED.

Dated: _____

Kathy Fiebig, City Clerk

CERTIFICATION

I, the undersigned duly qualified and acting Clerk of the City of Ewart (the "City"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City at a regular meeting held on _____, 2021, the original of which is on file in my office and that public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Kathy Fiebig, City Clerk



~~City of Evart~~

EMPLOYEE BENEFIT HANDBOOK

**ADOPTED BY
RESOLUTION**

03-2016

FEBRUARY 1, 2016

AMENDED ON

AUGUST 16, 2021

CITY OF EVART – EMPLOYEE

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HEALTH INSURANCE

~~All full-time non-union employees hired and their spouses and dependents hired will be covered under the City's health insurance carrier. City of Evart non-union employees shall participate in the hard cap program Senate Bill 7 (MCL 15.563) and cost share the following percentage for health, dental, and optical. Employees will be responsible for a 12% cost share of their total health care cost. The cost share percentages for the health care will be reviewed annually.~~

~~Unless otherwise noted, when employment and seniority is interrupted by lay-off, discharge, resignation, or general leave of absence, the health insurance coverage will continue only for the balance of the month or billing period in which such termination occurs, or until the next premium is due, whichever is later.~~

"Amended by city council on 4/6/2020, see below:

All full-time non-union employees hired, and their spouses and dependents will be eligible for health care coverage from the City of Evart's group health insurance policy. City of Evart non-union employees shall be required to pay health care coverage premiums set by the City of Evart, including any costs for their coverage in excess of the cap amount for their coverage category specified under MCL 15.563 and annually adjusted by the Michigan State Treasurer. Cost-share percentages for non-union employee health care coverage will be reviewed annually and may be adjusted at any time.

Unless otherwise noted, when employment and seniority is interrupted by lay-off, discharge, resignation, or general leave of absence, health coverage will continue only for the balance of the month or billing period in which such termination occurs, or until the next premium is due, whichever is later."

All health insurance coverage is subject to the terms of the applicable health insurance plan.

DENTAL & OPTICAL INSURANCE

All full time non-union employees and their spouses and dependents, will be covered under the City's dental/optical insurance policy carrier (dependents are eligible to receive coverage until they reach the age of 26, end of calendar year). ~~All~~ All other premiums for such dental/optical insurance shall be paid by the City. The dental/optical insurance provided will be as presently made available through the Delta Dental and VSP Vision or substantially equivalent coverage. Full time employees will be eligible for dental/optical insurance 30 days after their date of hire.

Unless otherwise noted, when employment and seniority is interrupted by lay-off, discharge, resignation, or general leave of absence, the dental/optical insurance coverage will continue until the balance of the month or billing period in which such termination occurs.

All dental/optical insurance coverage is subject to the terms of the applicable dental/optical insurance plan.

PAYMENT IN LIEU OF HEALTH INSURANCE

A regular full-time employee can voluntarily opt out of the City's health care plan if coverage is available to the employee through another source. The City will pay the employee 50% of the annual premium hard cap single rate (which will not exceed the "hard cap" under MCL 15.561). Said lump sum payment will be made to the employee on a weekly basis in payroll.

An employee opting out of the City's insurance plan will be required to sign a waiver of coverage, which is available through the City Treasurer. Employees waiving coverage are not eligible to receive insurance coverage through the City until the next open enrollment period. The City reserves the right to amend the formula or eliminate the payment in lieu of health insurance based upon the City's financial condition.

SHORT/LONG TERM DISABILITY INSURANCE & LIFE INSURANCE

The City of Evert shall provide long-term disability insurance: 90 day waiting period with a 66 2/3% Benefit paid until the age of 65.

Accidental Death and Dismemberment (also known as AD&D) is a term used to describe a policy that pays additional benefits to the beneficiary if the cause of death is due to a non-work related accident. Fractional amounts of the policy will be paid out if the covered employee loses a bodily appendage or sight because of an accident. In the event of accidental death, this insurance will pay benefits in addition to any life insurance held. Death by illness, suicide, or natural causes is generally not covered by AD&D. Additionally, AD&D generally pays benefits for the loss of limbs, fingers, sight and permanent paralysis. The types of injuries covered and the amount paid varies by insurer and package, and are explicitly enumerated in the insurance policy.

The City of Evert currently carries ~~their~~ AD&D through 'The Standard', along with ~~their~~ Life Insurance and Long-term Disability (Short-term Disability is only for the Police Department).

AD&D is available to all full-time employees of the City. AD&D is included with a \$20,000 life insurance policy.

For any other questions that you have regarding AD&D please contact the City Treasurer.

The City of Evert shall pay the full cost connected with providing \$20,000.00 of life insurance for regular full-time employees, as well as disability insurance for eligible employees.

All life and disability insurance coverage is subject to the terms of the applicable life and disability insurance plan.

PHOTO IDENTIFICATION CARDS

City employees are issued photo ID cards upon hire, and should carry these cards during work hours. These ID cards help to promote a high standard of customer service by allowing City employees to readily identify themselves to the public. As well, identification cards enhance security in and around City buildings and facilities.

Employees are expected to take reasonable care that their photo ID cards are safe, secure and in appropriate condition. If a card should be lost or damaged, notify your supervisor.

Photo ID cards will be updated **periodically** and shall be turned in to your supervisor at the conclusion of employment with the City.

RETIREMENT/PENSION PLAN

The City provides the B-3, (2.5 Multiplier) Michigan Employee's Retirement System Plan to all eligible full time non-union administrative employees hired **before December 31, 2012**. The City will provide the Hybrid (1.5 Multiplier) Michigan Employee's Retirement System Plan For all eligible full time non-union administrative employees **hired after January 1, 2013, December 31, 2012.**

Employees enrolled in the B-3 Plan are require to cost share 5% of their gross wage.

Employees enrolled in the Hybrid Plan are required to cost share 1% of the ir gross wage.

Cost sharing for retirement will be reviewed annually by City Council.

DEFERRED COMPENSATION PROGRAM - 457

The City of Evert is a member of the International City Management Association/Retirement Corporation (ICMA/RC) and offers the MERS 457 Plan to eligible employees. The ICMA/RC and the MERS 457 Plan operates several investment funds which allow the eligible employees and members to invest part of their the employee's income on a tax deferred basis. The investment is not subject to federal income tax or state tax until such time as it is withdrawn. All full-timefull-time employees are generally eligible to participate, according to the terms of the plan. Contributions are made by the City on behalf of the full time non-union administrative staff. See City Treasurer for further details.

LONGVETITY

Full time employees with continuous service shall be awarded longevity under the following schedule:

After five (5) years:	\$ 250.00 <u>per year;</u>
After seven (7) years:	\$ 350.00 <u>per year;</u>
After ten (10) years:	\$ 500.00 <u>per year;</u>
After fifteen (15) years:	\$ 750.00 <u>per year;</u>

This benefit is payable the first pay period in December of every year, to eligible employees employed by the City at that time. 7

HOLIDAYS

All regular full-time employees are eligible to receive holiday pay and holiday leave benefits for each of the designated holidays listed below. To qualify for holiday benefits an eligible employee must work on the City's regularly scheduled workday immediately preceding and immediately following the City's scheduled holiday unless the employee has otherwise been excused by the Department Director.

The following are designated as paid holidays:

New Years' Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
Employee's Birthday

Whenever a holiday falls on a Saturday, the preceding Friday shall be considered the holiday. Whenever a holiday falls on a Sunday, the following Monday shall be considered the holiday. Each employee's birthday will be considered a "floating" holiday and is to be scheduled per the approval of the employee's immediate supervisor.

VACATION TIME

Regular full-time employees will be granted paid vacation in accordance with the following schedule. Vacation will be accumulated on their anniversary date. Vacation days may be carried over beyond their anniversary date. Employees will be paid for unused vacation time up to 80 hours, per the language below. Said request shall be made in writing at least two weeks prior to the employee's anniversary date.

Based on the employee's anniversary date as a regular and full time employee, vacation shall accumulate on a monthly basis in accordance with the following plan:

YEARS COMPLETED

1 - 4 YEARS
5 - 9 YEARS
10-14 YEARS
15+ YEARS

VACATION DAYS

5-DAYS 40 HOURS
10-DAYS 80 HOURS
15-DAYS 120 HOURS
20-DAYS 160 HOURS

City of Evert – Employee Benefit Handbook

At the time of termination of employment, any accumulated and unused vacation time shall be paid for by the City. Employees must provide the City with a written notice of such resignation at least two (2) weeks in advance, other than death. An employee who fails to provide this notice shall forfeit his/her right to receive pay for any accumulated vacation time.

In the case ~~of retirement, resignation in good standing, or~~ death of an employee, his/her estate will be paid for all vacation days which have been accumulated to his/her credit according to this policy.

SICK TIME

Regular full time non-union employee shall be provided eight (8) hours of sick leave per month. When an employee uses sick leave it shall be deducted from his/her sick leave balance. Employees may donate their sick time leave hours to other employees.

On November 1 of each year, all sick leave hours accumulated over days over 280 hours 35- shall be paid at one-half (1/2) of their normal rate of pay for these days. ~~Said request shall be made in writing at least two weeks prior to November 1.~~

Sick leave absences for a fraction of a day shall be charged proportionately in an amount not less ~~not~~ than hour one-hour increments.

Any employee absent more than two (2) consecutive ~~work days~~ workdays due to illness/injury, shall upon the Supervisor's request, furnish a physician's statement of incapacity to work. The City reserves the right to have any employee absent due to illness/injury examined by the physician of the City's choice at the City's expense. Conflicts of medical opinion shall be resolved by a mutually acceptable third physician; the City shall designate the third physician if mutual acceptability is reached in a reasonable manner.

Any employee who becomes ill and is unable to report for work (unless circumstances beyond the control ~~offer~~ the employee prevent such reporting) shall personally, ~~if able,~~ notify his/her immediate supervisor prior to an hour before the shift starts. The employee on sick leave must also periodically report to his/her supervisor as to his/her status. Failure to comply with the above documentation/reporting requirements may result in sick leave pay being withheld and may serve as possible cause for disciplinary action.

PERSONAL LEAVE

Each full-time non-union employee shall receive 24 hours per calendar year beginning on January 1. Personal business-leave days may not be accumulated from year to year. Personal days shall not be available to new hires until after the completion of the probationary period. Upon completion of probationary period, personal days shall be prorated for the current calendar year as of the new employee's hire date, and date and may be used in the same manner as for other employees. Except for the preceding differences, personal business-leave days shall be considered under the limitations associated with vacation day usage.

WORKERS' COMPENSATION

An employee who receives a compensable injury/illness arising out of and in the course of employment will be entitled to receive workers disability compensation benefits as provided for in the Michigan Worker's Disability Compensation Act.

During the interim period between the report of the injury and the approval of the claim and the initiation of benefits, the employee must use his/her sick and vacation banks in order to continue receiving regular pay checks.

Any employee who sustains a work-related injury or illness shall immediately inform their supervisor. If their supervisor is not available, they should contact the City Manager or Treasurer. No matter how minor an on-the-job injury may appear, it is mandatory for an employee to report it immediality; it-immediately, failure to immediately report may result in termination.

TRAINING/WORKSHOPS

The City allows employees to attend workshops, seminars and conferences to assist in maintaining their certifications and keep abreast of new technology-developments in their fields upon approval Department Head or City Manager.

The educational activity chosen must be approved by the Department Director and/or City Manager prior to enrollment. Course work for which a grade is received must be a "C" or better, if no letter grade is received, a passing evaluation must be received.

Failure to receive a "C" or better or a passing evaluation grade, the employee will be required to reimburse the City for the costs of the class including traveling expenses. If the requirements of this paragraph are not met, the City shall not pay the costs of the class.

Upon successful completion of an educational course or activity the employee is required to stay employed with the City for a 24 month period.

BEREAVEMENT LEAVE

Bereavement Leave

A full time employee shall be granted a maximum of three (3) days funeral leave with pay for the express purpose of attending a funeral and performing such other services and duties in connection there with as are proper and necessary for the following specified relatives; Wife, Husband, Father, Father-in-law, Mother, Mother-in-law, Brother, brother-in-law, Sister, sister-in-law, Daughter, daughter-in-law, Son, son-in-law, Grandmother, Grandfather, grandchildren, and Step Relatives thereof.

Bereavement leave may be given to an employee for a death involving someone other than the relatives specifically named above. Special approval from the City Manager is required and an employee must submit written justification of the existence of an unusual relationship to the deceased. The City Manager or the employee's supervisor may require proof of attendance at the funeral for which leave is requested.

Additional travel time beyond the Michigan area in connection with this section shall be honored, providing the employees' attendance is certified by the Funeral Director on his stationary letterhead.

Also an additional two (2) days with pay will be allotted for an employee who has suffered the loss of a spouse or a child.

City of Evert
Personnel Policies Handbook



Adopted by
Resolution

~~03-2016~~

February 1,
2016

Amended by Resolution 2021-20 on August 16, 2021

ENTIRE HANDBOOK WILL BE REFORMATTED
AND REBRANDED



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CHAPTER 14 – INTRODUCTION

PURPOSE AND INTENT

The Evert City Council's purpose and intent of this Handbook is to set forth the general policy of the City of Evert on personnel and procedure; to promote and insure a spirit of confidence and cooperation; to promote and increase effectiveness, efficiency, high quality performance and overall productivity among City Employees; to establish hours of work; and to set forth uniform provisions for attendance, leaves and fringe benefits, applicable to employees for all departments of the City except where specific exemptions are made. The Evert City Council retains the sole right in its discretion to change, delete, add to, deviate from, ~~interpret~~interpret, or cancel, in whole or in part, any of the provisions set forth in the Handbook. This Personnel Policies Handbook supersedes and replaces all previous handbooks, policy manuals, policies, rules and regulations, etc. This Handbook does not create, nor should it be considered to create, any contractual rights for employees. Employee review and suggestions and/or recommendations are appreciated and desirable to make the document as up-to-date and flexible as possible. Any questions regarding any section of this handbook should be referred to your immediate Supervisor, Department Director or to the City Manager for clarification.

COLLECTIVE BARGAINING AGREEMENTS

The following policies will not expand any rights or benefits defined by collective bargaining agreements. Furthermore, to the extent that the terms of collective bargaining agreements conflict with the policies herein, the ~~City's personnel policies handbook~~ collective bargaining agreements will prevail.

KNOWLEDGE OF POLICIES

The policies set forth in the City of Evert's Personnel Policy Handbook must be strictly adhered to. New and current employees are expected to maintain a continuing familiarity with the contents of this Handbook. ~~The City reserves the right, in its sole discretion, to make revisions and/or additions to the Handbook when necessary.~~ Employees will be provided with written copies of ~~such~~ changes for insertion in their handbook. Any employee who does not understand information contained in the Handbook should immediately seek clarification by contacting their immediate Supervisor, Department Director or the City Manager.



CODE OF ETHICS EMPLOYER'S RIGHT

The city, as an employer and on behalf of the electors of the city, retains and reserves unto itself all powers, authority, duties, and responsibilities conferred upon and vested in it by law and the Constitution of the State of Michigan and of the United States of America, the City Charter and City Code, and any modifications made to the above. Further, all rights which ordinarily vest in and are exercised by employers are reserved to and remain vested in the city, including but not limited to the following rights:

- Manage the affairs of the city efficiently and economically, including the determinations of quantity and quality of services to be rendered;
- Introduce new equipment, methods, and machinery, or change and/or eliminate existing equipment and institute technological change, decide on materials, supplies, services, equipment, and tools to be purchased;
- Determine the size of the work force and increase or decrease its size;
- Hire, assign, and permanently or temporarily lay off employees;
- Direct the work force, assign work, determine classifications, and prescribe and assign job duties, content, and classification;
- Establish, change, combine, or discontinue job classifications and prescribe and assign job duties, content, and classification;
- Discipline and discharge employees;
- Adopt reasonable work rules; and
- Select employees for promotion or transfer and determine the qualifications and competency of employees to perform available work.

EMPLOYER'S RIGHT MANAGEMENT ORGANIZATION

The city is a Council/City Manager form of government. Chain of command should be followed in the operations of the City or when addressing issues, concerns, and/or complaints regarding the conduct of City employees or officials.

If a person, employee, or non-employee, has a concern with the conduct of an employee or official of the city, the conduct should be reported to the immediate supervisor of the employee or official, when possible. If the person has a concern with the conduct and does not feel he or she can address it with the immediate supervisor of the employee or official, then the person should report the concern to the city Manager. In the case of concerns with the conduct of the City Manager, the person should report the concern to the Mayor or Mayor Pro-Tem.

If the conduct appears to be criminal in nature, the city will contact the appropriate law enforcement agency to perform inquiries and/or an investigation if warranted.

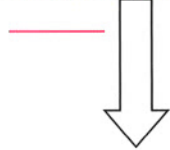
The key elements of command are authority and responsibility. Formal authority for command is derived from our job classifications, organizational chart, rank structure and directives.

Department Heads and/or Supervisors are responsible for everything their subordinates do or fail to do. They subdivide responsibility and authority and assign portions of both to various subordinates. In this way, a proper degree of responsibility becomes inherent in each echelon of the city. Department Heads and/or Supervisors delegate sufficient authority to employees in the chain of command to accomplish their assigned duties and may hold these employees responsible for their actions. The need for employees to observe proper channels in issuing instructions or orders to subordinates must be recognized. Proper use of the chain of command is vital to the overall effectiveness of the city. All employees must be acquainted with its

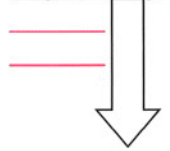


existence and proper function and adhere to it. Employees who deliberately violate the chain of command will be required to explain their actions to their supervisors. This includes deliberate attempts to undermine any management by taking matters outside the chain of command (i.e., media, politicians, etc.). Effective communication between employees and supervisors within the chain of command is crucial to the proper functioning of the organization. Therefore, all employees will use the chain of command when communicating issues and problems to their supervisors. Exceptions may be necessary during critical incidents or emergencies. The organization of the city management is as follows:

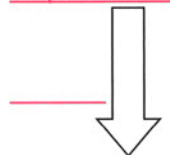
Mayor and City Council



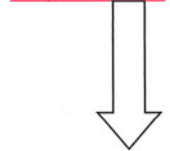
City Manager



Department Heads



Supervisors



Staff—Full, Part, and Seasonal

KNOWLEDGE OF POLICIES CODE OF ETHICS

The mission of the City of Evart is to create excellence in local government. The conduct of every employee of the City of Evart shall:

1. Be dedicated to the concepts of effective and democratic local government and believe that professionalism is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the employee may merit the respect and confidence of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
5. Refrain from all activities which undermine public confidence.



6. Make it a duty continually to improve ~~your~~ professionalism within ~~your~~ each department.
7. Encourage communication between the employees and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
8. Public employment is a public trust. An employee shall not leverage his or her position for personal gain or benefit.

Citizen Response and Public Relations

Responses will consist of at the minimum: what the City government of Evart can or cannot do in regard to the request or complaints and if the City government can take action, what the action will be and estimated time to complete it. The responding City government employee will also inform the citizen what options and or steps he/she has or needs to take to help City government respond if necessary. All responses to citizens will be conducted in a civil and courteous manner at all times. Inappropriate responses and or responses contrary to this Code of Ethics will be investigated and if substantiated will be grounds for disciplinary action, including discharge.

Outside Employment

Employees of the City of Evart may engage in other employment on off-duty time provided that performance of such outside work would not reduce the employee's ability to adequately perform his/her duties of employment with the City. Before starting any outside employment, employees must get written approval from their director. Employees engaging in outside duties of employment without prior approval, or which is in conflict with his/her employment with the City, will be subject to disciplinary action, including discharge. Employees on paid disability or paid leave from the City may not perform outside work for pay.

Acceptance of Gifts

~~City employees will provide service to its citizens and receive service from its suppliers for the wages and salaries they are paid and should not expect other favors. The acceptance of merchandise of more than nominal value or the acceptance of gifts in the form of cash or gift certificates obviously would be in direct violation of the intent of this policy.~~

Protection/Conservation of City Resources

To protect and conserve City resources, the following regulations will be followed:

- a. All lights will be turned off when not in use, especially at the close of each business day.
- b. All doors, windows, and gates will be closed and locked at the end of each business day ~~or not in attendance of the buildings. and when buildings are~~ not occupied.
- c. Files and desks will be secured at the close of each business day.
- d. Vehicles will not be left running while the driver is absence or away from the vehicle and the keys will not be left in the ignition.



City of Evart – Personnel Policies Handbook

- e. Employees operating City vehicles or equipment are required to utilize seat belts at all times (MCL Section 257.710e).
- f. Proper procedure will be followed when obtaining gas from City owned gas pumps. Refer to Fuel Policy, see page 8.
- g. Employees responsible for the security of cash, and other negotiable papers will insure that said materials are stored in a safe and secure manner. Said employees will be held personally responsible for the loss of any such document materials resulting from the lack of proper security.
- h. Any recyclable items will be replaced in recycle containers provided by the City.
- i. No hunting, fishing, trapping, or target practice will be allowed on City owned property.
- j. Thermostats must be turned down at the end of the business day.

Care of City Owned Equipment

The City maintains a vast amount of equipment. When using equipment which belongs to your employer, please care for it as you would your own property. The employee shall report the malfunction or need for repair of any equipment that you are using to the Department Director. Intentional damage or careless use of equipment may result in disciplinary action, including discharge and you may be asked to pay the replacement cost of any items that you damage as part of your responsibility. The incident will be investigated by the Safety Committee. The Safety Committee will consist of the Department Director, Chief of Police, and the City Manager.

Use of City Property by Employees

No ~~full-time employees, part-time employees, irregular part-time employees, temporary or seasonal~~ employees, volunteers or interns shall devote any City property or labor to their his or her own personal use.

~~The use of This includes~~ City property, tools, ~~equipment~~equipment, or facilities including City dumpsters which are ~~for prohibited for~~ personal use. ~~use is prohibited.~~ Trash cans and dumpsters ~~can may~~ be used to dispose of waste from meals while individuals are on breaks.

A violation or failure to follow this policy, or portions thereof by any employee of the City may will result in immediate termination or other disciplinary action.

Use of City Vehicles

All motorized equipment must be operated in a safe and lawful manner. Any accident must be reported to the Department Director immediately and immediately then forwarded to the Insurance Provider. If the Department Director is not available, reports should be made directly to the City Manager and Police Department. Violations of the City rules or State laws will subject an employee to disciplinary action, up to - including and including discharge.



No community service worker may use any City equipment without prior approval from the Department Director.

Parking for personal and City vehicles has been provided by the City in designed areas. Employees are required to park in areas designated for this purpose. Employees are also required to operate their vehicles in a safe, legal and courteous manner in the City parking lots. No personal vehicles will be parked in any City facilities. City facilities are defined as permanent, semi-permanent, or temporary commercial or industrial property such as a building, plant, or structure, built, established, or installed for the performance of one or more specific activities or functions of the City of Evart.

Reporting Violations

Any employee having any knowledge about another employee's possible violation of ~~this~~ the Code of Ethics or the established code of ordinances for the City of Evart, local, state, or federal law or the Evart Personnel Rules and Regulations is required to bring it to the attention of their direct chain of command. There will be no reprisals by the City against any employee bringing such information forward. If the alleged violations ~~involves~~ involve their Direct Supervisor or City Manager, reports must be made to the City Attorney.

Fuel Policy

- Only authorized vehicles, equipment, and containers shall be fueled at the Department of Public Work Shop fuel pumps.
- Follow posted instructions for gas pump operation - See Maintenance Shop Personnel for questions or problems.
- No smoking in pump area.
- Stop engine.
- Remain with vehicle while fueling. Operator must remain in sight of the fueling nozzle while fueling
- Do not over fill tank. Pumps are equipped with automatic shut off nozzles. Nozzles will shut automatically off when proper level in fuel tank is achieved.
- Keep cellular phones and other electronic devices in vehicle while fueling.
- Operator is responsible for fuel spills and initiating the clean-up process. If assistance is needed contact DPW Director.
- Fueling approved containers; follow all the above requirements for fueling vehicles. Only National Fire Prevention Association (NFPA) Class 1 or 2 containers will be used. Put container on ground (never fill container on or in a vehicle).
- Emergency situations: In the event of an emergency (spill or fire) turn power off (located in the lock box)
- Log fuel gallons, ~~and~~ vehicle mileage, and ~~on equipment on~~ the fuel log.
- After delivery of any fuel view the storage tank sight gauge and if the tank is ¼ or below contact the ~~DPW Director~~ Director of Public Works immediately.



CHAPTER II – GENERAL EMPLOYMENT INFORMATION

DEFINITIONS

CITY MANAGER:	Chief administrative officer of the City.
DEPARTMENT:	A major functional unit of the City Government.
DEPARTMENT DIRECTOR:	A person hired to be responsible for the administration and supervision of a department.
EXEMPT:	Those employees, as defined by the Fair Labor Standards Act (29 USC {2139 (a) as amended) and regulations adopted pursuant to the Act, will not be paid overtime compensation.
EXEMPT FULL TIME:	TIME: This class will designate an employee who is normally expected to work forty hours each week.
NON-EXEMPT FULL-TIME:	This class will designate an employee who is normally expected to work 36-40 hours each week. (Amended by council on 05/22/17)
JOB DESCRIPTION:	A written listing of a position's duties and responsibilities.
NON-EXEMPT:	Those employees that do not meet the definition of an exempt employee as set forth in the Fair Labor Standards Act (29 USC {213 (a) as amended) and regulations adopted pursuant to the Act. Non-exempt employees will be paid overtime compensation for overtime worked as permitted by <u>required by</u> the Act.
NON-UNION:	This class will designate an at will employee whose terms and conditions of employment with the City are not covered by an agreement with a collective bargaining agency.
OVERTIME:	Authorized time worked in excess of the regular scheduled hours of a day, e.g., eight hours for all non-exempt full time non-union employees. <u>See Chapter VII.</u>
PART-TIME:	This class will designate an employee who is expected to work less than forty hours each week normally expected to work 29 hours or less each week. (Amended by city



council 05/22/2017)

PROMOTION:	A transfer of an employee from a position to another position having a higher maximum salary rate <u>of pay</u> .
SUPERVISOR:	Any person responsible to a higher divisional or departmental authority, directing the work of others.
SEASONAL EMPLOYEE:	An employee who is filling a position of limited duration. <u>Hours of work will vary, amended by council on 05/22/2017.</u>
TRANSFER:	The movement of an employee from one position to another position within the same class, either in the same department or in another department.

MEDICAL EXAMINATIONS

Prospective employees shall undergo a medical examination after an offer of conditional employment has been made ~~and/or~~ prior to the commencement of employment, and the Employer ~~may~~ shall condition the offer of employment on the results of such examination. No one will be employed by the City unless the examining physician determines that the applicant is physically able to perform the essential duties of the job description for which he/she has applied, with or without reasonable accommodation, and can perform the job without posing a direct threat to the health or safety of that person or others.

REQUEST FOR PERSONNEL FILES

The City of Evart maintains, for each employee, a detailed record of his/her employment in a separate personnel file. Subject to the requirements of law, This personnel files is ~~is~~ are confidential. It is used to assist the City in evaluating qualifications for promotion, transfer or disciplinary action; and in the case of former employees, for the purpose of answering reference requests.

The availability of information from personnel files will be governed by Act. No. 397 Michigan Public Acts of 1978, as well as the Freedom of Information Act. Subject to the provisions of this law, access to an employee's personnel file will be limited to the City Treasurer's Department, the City's legal counsel, the employee, his/her immediate supervisor, and other management personnel in the employee's direct line of supervision, up to and including the City Manager. The employee's personnel file will also be made available to the supervisor of any position within the City for which the employee is applying.

The City of Evart will act in accordance with the Bullard Plawecki Act. Employees are entitled to review their personnel files upon request in the presence of the City Treasurer, or his/her designee. The personnel file may not be removed from the City Treasurers Department by the employee. All outside requests for information regarding employees and former employees must be forwarded to the City Treasurer for handling.



RELEASE OF INFORMATION

It is the policy of the City to control all replies to requests for information on employees and former employees.

The purpose is to release confidential information only to authorized persons for specified reasons and to guarantee that the information given is accurate.

Any individual who received a request for information on an employee or former employee, including a telephone request, will forward it to City Treasurer for handling.

1. Request by City Personnel - A supervisor having direct responsibility for a group may request necessary confidential information regarding his/her subordinates from the City Treasurer. If the supervisor is considering filling a job and candidates are in another department, he/she may request necessary information on such employees.
2. Requests from Non-City Persons - The City will supply reference information on present or former employees to authorized persons within the same general limitations as the information it requests in checking references. When authorized, in writing, by the employee, specific salary wage information may be supplied to non-City persons.
3. Legal Requirements - The City Treasurer, with Legal Counsel advice, will cooperate with governmental authorities who request information regarding present or former employees.
4. All releases of information will be made only after the employee has completed the Release of Information form and it is submitted to the City Treasurer. All forms will be retained in the employee's personnel file.

CHANGE OF ADDRESS/TELEPHONE NUMBERS

All City employees must maintain a personal telephone, and keep their telephone number along with their current address on file with their immediate supervisor and with the City Treasurer in their personnel file. Any change in the employee's telephone number or address must be reported immediately.

EMPLOYEE EVALUATIONS

The City may conduct performance evaluations of employees on a monthly basis. An evaluation is an excellent means to gauge progress and performance with the City of Evart. An evaluation may also be used in determining pay raises, promotions/demotions and an employee's ability to handle additional responsibilities. Each evaluation will be discussed with the employee receiving the review, must be signed by the supervisor and employee and will be placed in the employee's personnel file. The employee will be allowed to make comments on his/her evaluation prepared by his/her Supervisor/Director.



SEPARATION FROM CITY SERVICE

Return of City Property

Employees terminating their employment or who have been terminated must return all items of City property, including tools, equipment, uniforms, keys, City identifications and other materials. All City uniforms items must be dry-cleaned or laundered as appropriate immediately prior to being returned. An Subject to the requirements of applicable law, an appropriate sum of money will be withheld from the employee's final paycheck for items not returned or damaged, and to cover any necessary cleaning costs.

Exit Interviews

For termination's, the City Manager and/or Department Head may conduct an exit interview with the terminating employee. During the interview, the Citycity Manager will provide the necessary information and assistance on the disposition of benefits to the employee or her/his family, as appropriate. The City Manager and/or Department Director may participate in the exit interview, as long as there is no opposition from the exiting Employee.

Final Paychecks

When an employee resigns or is terminated from employment, his/her final paycheck will be issued during the next payroll run provided all City equipment has been returned, per applicable law.

Letters of Recommendation

Letters of recommendation regarding work experience with the City which could be used to obtain other employment will not normally be given to the employee until he/she has actually terminated employment with the City. In those instances where an employee desires to receive such letters on the day of resignation, arrangements must be made in advance.

PROBATIONARY EMPLOYEES

All new employees (full-time, part-time, temporary and seasonal) will be considered probationary employees until they have completed one (1) year of continuous service. Before the end of one (1) year, each employee will be evaluated to determine suitability for continued employment with the City. The City ~~of~~ Manager maintains the right to extend the probationary period for an additional ~~to~~ six months. Successful completion of the probationary period shall not be construed to mean that any employment with the City is permanent; employees will remain at will.



CHAPTER III – WORKPLACE POLICIES

ALCOHOL AND CONTROLLED SUBSTANCE DRUG-FREE WORKPLACE POLICY

~~The City of Evart is dedicated to maintaining a safe and drug-free workplace. The City strictly prohibits the possession or use of alcohol and illegal substances on its premises or while employees are conducting any City business or activities. Employees are expected to be free of any influence from alcohol and illegal substances during any working time or period. The well being and safety of its employees and the community it serves. The city is equally obligated to its administration, citizens, community, local businesses, and the public to operate its business safely and prudently.~~

~~Employees who are taking prescription medications, under the authority of their Physician, shall be aware of the potential impact and/or restrictions that they may impose on the employee. Employees taking such medications that do have a potential effect on their ability to perform their duties, without any influence or impedance, shall report them to their immediate supervisor immediately.~~

~~The City acknowledges and certifies that it abides by the Federal Drug Free Workplace Act of 1988.~~

~~Employees are also prohibited from the illegal sale, distribution or use of drugs, whether illegal or legal, and alcohol, on or at, any City-owned or City-related properties, activities, etc. Employees found in violation of this policy will be dealt with in accordance with all applicable federal, state and local laws and will be subject to discipline, up to and including discharge.~~

~~The City complies with the regulations of Federal Highway Administration and Department of Transportation (DOT) Qualification of Drivers and Procedures for Transportation Workers Drug Testing Programs (49 CFR, Parts 40 and 382). The city also complies with the Michigan's' Motor Carrier Safety Act No. 339 of 1990 (M.C.L. 480.11, et seq.) to the extent required by law.~~

~~The City of Evart's Alcohol and Controlled Substance-Free Workplace Policy is as follows:~~

~~The city has a strong commitment to its employees to provide an alcohol and drug-free working environment. Consistent with the commitment, the City has developed this policy regarding the use of alcohol and drugs by its employees. The purpose of this policy is to:~~

~~In the interests of employee health and safety, public safety and to promote efficiency and productivity in all of its operations, the City of Evart has established the following policy regarding alcohol and controlled substances:~~

- ~~• Establish and maintain a healthy and safe working environments for all employees;~~
- ~~• Assure the reputation of the city and its employees as good and responsible citizens;~~
- ~~• Reduce accidental injury to persons and property;~~



- Reduce absenteeism, tardiness, and indifferent or declining job performance;
- Deter the use of illegally used controlled substances and alcohol abuses; and
- Detect the use and abuse of both alcohol and controlled substances by those employees who may persist in the use of these substances.

Controlled Substances are defined to include but not be limited to the following:

All employees are prohibited from engaging in the unlawful manufacture, possession, use, being under the influence, distribution or purchase of controlled substances or unlawful drugs, alcohol, or other intoxicants and the misuse of prescription drugs, including marijuana, on City property, in City vehicles, at any time or any place during working hours, or while performing work within the scope of an employee's job. The city encourages and expects employees to behave responsibly, appropriately, and legally at all times. All employees are required to report to their jobs ready to work and free from all prohibited substances, and to refrain from threatening the reputation or integrity of the city.

Employees reporting to or performing work under the influence of any prescription or other lawful drug which may affect the safety of other employees, guests, visitors, the employee's job performance, or the safe, efficient operation of the city must notify their Department Head or the City Manager. This includes reporting possession of a valid medical marijuana card and use of medicinal marijuana. An employee may continue to work, even though under the influence of a legal drug, if a determination is made, which may include consultation with an appropriate medical professional, that the employee does not pose a threat to the employee's personal safety or the safety of others and that the employee's job performance and the safe, efficient operation of the City is not affected by the prescription or other lawful drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by the city.

MARIJUANA	(grass, pot, weed, hash, joint, Acapulco gold)
COCAINE	(coke, crack, snow, blow, flake, "c", rock, base)
OPIATES	(opium and codeine derivatives – heroin, horse, "H", junk, smack, scag, Miss Emma)
AMPHETAMINES	amphetamines and methamphetamines (uppers, speed, bennies, black beauties, Christmas trees, crystal, mollies, crank, BMA, dexies)
PHENCYCLIDINE	(angel dust, peace pill, hog, supergrass, embalmine fluid, rocket fuel, killer weed)

To help enforce this policy, the City may require employees to submit to a drug test administered by a third party upon the observance of behavior which creates a reasonable suspicion, in the City's judgment, that the employee is in violation of this policy. Employees may also be asked to submit to a drug/controlled substance test following an on-the-job accident or an incident in which safety precautions may have been violated or, for covered employees, as required by the Department of Transportation, and as required by the City's liability insurance carrier.



~~Any item deemed a controlled substance under Section 1308 of Title 21 of the Code of Federal Regulations~~

~~Employees convicted of controlled-substance-related violations in the workplace, including pleas of nolo contendere (i.e., no contest), must inform the city within five days of such conviction or plea.~~

~~**NOTE:** Use or possession of marijuana by City employees is prohibited, regardless of whether the employee has a medical marijuana card or prescription authorized by MCL 333.26421, et. seq.~~

~~Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the City may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment. Failure or refusal of an employee to cooperate fully, sign a consent/release form or any other required document for testing, or submit in full to any inspection or drug test as provided will be treated as a positive drug test result and is independent grounds for discharge. Substituting or adulterating anybody substance or specimen submitted for testing, or falsely representing that the body substance or specimen is the employee's own sample, likewise, will be grounds for discharge.~~

~~All employees must be free from the effects of alcohol and/or controlled substances during scheduled working hours as a condition of employment. Using controlled substances or drinking alcoholic beverages while on duty or on City premises, working or reporting to work when impaired by or under the influence of alcohol, or when controlled substances and/or controlled substances metabolites are present in the employee's system, is strictly prohibited and grounds for disciplinary action, up to and including immediate discharge. Manufacturing, distributing, dispensing, possessing or selling of alcohol or controlled substances while on duty or working or on City premises is strictly prohibited and grounds for disciplinary action including immediate discharge.~~

~~It is the City's intention to comply fully with all federal and state regulations. In the event regulations are amended, this policy and the applicable terms, conditions, and/or requirements are deemed to have been amended to comply with the law.~~

~~Any employee suspected of being in violation of this policy will submit to blood (and or breath) tests to determine usage of alcohol and or urine tests to determine usage of controlled substances. Employees must submit to all required and/or requested tests. If an employee refuses to take a required test (including refusal to execute any required consent forms, refusal to cooperate regarding the collection of samples and or submission or attempted submission of an adulterated or substitute sample, he/she will be deemed insubordinate and it will conclusively be presumed that the employee was in violation of the City's Alcohol and Controlled Substance-Free Workplace Policy, as set forth herein.~~

TOBACCO POLICY DRIVER POLICY ADDED AND APPROVED BY COUNCIL

Driver Policy for Job Applicants

Objective

City of Evart seeks to safeguard its employees and others when driving a motor vehicle is required in the course of conducting city business.

Policy



Following a conditional offer of employment, City of Evart conducts motor vehicle record checks on all final job candidates for whom driving a motor vehicle is an essential job function. Thereafter, checks will be run periodically for these employees, or when other employees must obtain and drive city vehicles during the course of conducting city business.

Procedure for Job Applicants Following Conditional Offer of Employment

The City of Evart will check the motor vehicle records of any job applicant when driving is an essential job function or when a city vehicle may be needed for business travel purposes. The applicant's job offer is contingent on eligibility under the city's policy outlined above. The motor vehicle record check will include a review of all states listed on the individual's employment application and resume.

If the applicant does not have a valid driver's license, the applicant may not be hired, subject to the individualized assessment described above. If an applicant has a driving record that falls at or below the criteria listed under the unacceptable status (defined above), the applicant may not be hired. If the applicant's driving record meets the probationary status criteria, he or she will be placed into that status upon hire with further periodic review.

The City of Evart will review motor vehicle records and make a determination as to drivers' status for applicants and employees according to the city-wide classification system listed below:

Satisfactory

The individual is eligible to drive while conducting company business. His or her driving record indicates not more than two moving violations in the past 12 months.

Probationary Conditional

The individual is eligible to drive while conducting city business with the stipulation that the individual's motor vehicle record will be checked periodically. His or her driving record indicates more than three moving violations in the past 12 months but no more than four moving violations in the past 24 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.

Unacceptable

An applicant for employment may not be hired if his or her driving record reflects any of the following infractions: some examples include but are not limited to:

- Suspended or revoked license.
- More than 8 points the past 36 months.
- Any violations involving drugs, alcohol, controlled substances, etc. within the past 24 months.
- Leaving the scene of an accident within the past 24 months.
- Reckless driving within the past 24 months.

Procedure for Existing Employees

The City of Evart will check the motor vehicle records periodically for all current employees with driving responsibilities or those who use city vehicles for business travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a city vehicle. If driving is an essential job function and the employee cannot be reasonably accommodated, including demotion, the employee



may be disciplined, up to and including termination.

If an existing employee has a valid driver's license, but the employee's driving record falls at or below probationary status criteria (defined below), the employee will be placed on conditional status and will be subjected to the requirements of that status until the end of the conditional status. If during a subsequent periodic motor vehicle record check the employee's record indicates further violations the employee will be subject to progressive discipline, depending on the specific circumstances surrounding the individual.

All city employees who use their personal vehicle for city business must provide current vehicle insurance periodically. Vehicle insurance limits and levels must meet the State of Michigan requirements.

Satisfactory

The individual is eligible to drive while conducting company business. His or her driving record indicates not more than two moving violations in the past 12 months.

Probationary Conditional

The individual is eligible to drive while conducting city business with the stipulation that the individual's motor vehicle record will be checked periodically. His or her driving record indicates more than three moving violations in the past 12 months but no more than four moving violations in the past 24 months. Any violations may result in termination of employment or other disciplinary action.

Unacceptable

Any violations stated below but are not limited to may result in termination of employment or other disciplinary action.

- Suspended or revoked license.
- More than 8 points in the past 36 months.
- Any violations involving drugs, alcohol, controlled substances, etc. within the past 24 months.
- Leaving the scene of an accident within the past 24 months.
- Reckless driving within the past 24 months.

TOBACCO POLICY

In the interest of providing a safe and healthy environment for employees, customers and visitors, and in accordance with the Michigan Clean Indoor Air Act, the following policy has been adopted: Smoking is prohibited in all City vehicles and at all City buildings, except in designated smoking areas identified by "smoking permitted" signs. Tobacco use is prohibited in all city workplaces except for designated areas, as authorized by the Department Head. The workplace includes any area inside a building or facility over which the City has custody and control, and where work is performed by City personnel, vendors, or persons under contract to the City. To emplace this policy, prominent signs displaying the following statement are posted at all building entrances:



**SMOKING IS PROHIBITED EXCEPT IN DESIGNATED SMOKING AREAS,
PURSUANT TO THE MICHIGAN CLEAN INDOOR AIR ACT.**

The City has designated the following as a smoking area: outdoor areas ~~and~~ shall be a minimum of 25 feet from the entrance to a public building.

The use of any tobacco while working with the public is strictly prohibited.

Designated areas will be determined by the Department Head.

Electronic Cigarettes

Electronic cigarettes are prohibited in all City vehicles and at all City buildings, except in designated smoking areas identified by “smoking permitted” signs.

The unrestricted use of electronic smoking devices is potentially hazardous to health and is disruptive to an orderly, productive environment. The use of unregulated electronic smoking devices in existing smoke free locations threatens to undermine compliance with smoking regulations, confuses the public, and reverses the progress that has been made in establishing a social norm that smoking is not permitted in public places and places of employment. By allowing the use of electronic smoking devices only in places where smoking is prohibited, The City of Evart protects its employees and visitors from involuntary exposure to the secondhand byproducts of electronic smoking devices such as “e-vapor” and reduces the likelihood that the public will associate the use of electronic smoking devices at the City of Evart with healthful behavior, reduce the likelihood of workplace disturbances, and enhance employee productivity.

Smokeless Tobacco/Chewing Tobacco

Smokeless tobacco, also called spit tobacco, chewing tobacco, chew, chaw, dip, or plug, comes in two forms, snuff and chewing tobacco. The use of smokeless tobacco is prohibited in all City vehicles and City buildings. Smokeless tobacco may be used in designated areas identified by “smoking permitted” signs. Employees must not discard (spit) tobacco in an open cup, can, garbage can, sidewalk or on City owned properties, smokeless tobacco users must properly discard the (spit) tobacco in a closed or sealed container.

Enforcement of Policy

1. **Complaints.** Persons observing a violation of this policy should bring it to the attention of their supervisor or the City Manager. The right of the non-smoker to protect his/her health and comfort will prevail over an employee’s desire to smoke.
2. **Investigations.** Supervisors or the City Manager will investigate and take action to resolve the issue as soon as possible.
3. **Violations.** Employees found to have violated this policy will be subject to disciplinary action in the same manner and magnitude as violation of other City policies, rules, and regulations.

The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. All employees share in the responsibility for adhering to and enforcing this policy.



Failure to comply with this policy will result in disciplinary action that can lead up to and include termination.

ATTENDANCE/PUNCTUALITY

Regular and prompt attendance is an important requirement and responsibility for all City Employees. When compelling personal reasons require employees to be absent from work, they should discuss the matter with their supervisor in advance. If illness or some emergency causes an unplanned absence, employees shall notify their supervisor an hour before their shifts starts. Unauthorized or excessive absence from work, repeated tardiness and or failure to notify a supervisor of intended absence will result in disciplinary action, including discharge.

SAFE WORKPLACE

The safe performance of all work assignments, without injury, is the City's first concern. Our safety program is based on the fact that accidents do not simply happen, they are caused. Only by the determined elimination of the causes of accidents can we reduce their frequency. Any employee observing defects in equipment or other unsafe conditions should report their observations, in writing, to their supervisor immediately. Each employee must accept his/her responsibility to help in the prevention of accidents. Continued carelessness causing injury or damage to equipment will result in disciplinary action up to and including discharge.

The City of Evart is committed to providing a safe workplace for the public, its employees and vendors. In an effort to prevent the possibility of violence in our workplace, the City strictly prohibits and will not tolerate any threatened or actual workplace violence. This includes, but is not limited to, any of the following conducts in or around the work environment:

- Threatening injury or damage against a person or property;
- Fighting or threatening to fight with another person;
- Threatening to use a firearm or any other weapon;
- Abusing or injuring another person;
- Abusing or damaging property;
- Using obscene or abusive language or gestures in a threatening manner;
- Use of social media to harass/stalk individual(s)

Any individual who exhibits the above conduct will be removed from the City's premises as quickly as safety permits, placed on administrative leave, and shall remain off the City's premises pending the outcome of the investigation. Employees will cooperate in all investigations, and a failure to cooperate may result in disciplinary action, up to and including discharge. If the investigation substantiates that a violation of this policy occurred, the City Manager and/or his or her designee will take corrective action.

Corrective action may include immediate discipline, up to and including termination. Additionally, the City may, at its discretion, pursue any criminal or civil remedies which may be available.

All employees, vendors, contractors and any other personnel are responsible for notifying their immediate supervisor and/or City Manager of any threats which they have witnessed, received, or has knowledge of. Any individual, who reasonably believes that a situation with any employee or any other party may become violent, should contact



their Supervisor/City Manager immediately and if deemed necessary the police.



HOURS OF WORK

~~The normal hours of operation for the City Hall will be from 7:00 a.m. to 5:00 p.m., Monday through Thursday. The City Manager may, at his/her discretion, establish different hours of work and to change reporting times for specified units or for individual employees due to special needs, vacation schedules, vacancies, or unusual emergency situations such as weather.~~

~~Full time and part time non-exempt employees who work a ten (10) hour day will be entitled to two (2) fifteen (15) minute uninterrupted paid rest breaks per regular work day as close to the middle of the morning and afternoon as possible. A one (1) hour unpaid lunch will be granted if the employee chooses but make-up hours must be approved by their immediate supervisor. Full-time and part-time employees who work less than five (5) hours a day will be entitled to no rest break. Full-time and part-time employees who work more than five (5) hours but less than ten (10) hours will be entitled to one (1) fifteen (15) minute rest break.~~

Amended by council 05/22/2017:

**Summer hours: May 1 – October 31: Monday – Thursday 7 am – 5 pm
Friday 7:30 – 12pm**

Winter hours: November 1 – April 30 Monday—Thursday 7 am – 5pm

The City Manager may, at his/her discretion, establish different hours of work and to change reporting times for specified units or for individual employees due to special needs, vacation schedules, vacancies, or unusual emergency situations such as weather.

Full time and part time non-exempt employees who work a ten (10) hour day will generally (subject to works demands) be entitled to two (2) fifteen (15) minute paid rest breaks per regular workday as evenly spaced as possible. Or the two (2) fifteen (15) minute breaks may be combined into one (1) thirty (30) minute paid rest break per regular workday to be taken as close to the middle of the workday as possible. A one (1) hour unpaid lunch will be granted if the employee chooses, and workload allows; but make-up hours for missed lunch hours shall be subject to the approval of the employee's immediate supervisor. Full-time and part-time employees who work less than five (5) hours a day will be entitled to no paid rest break. Full-time and part-time employees who work more than five (5) hours, but less than ten (10) hours will be entitled to one (1) fifteen (15) minute rest break.

WEAPON-FREE WORKPLACE

To ensure that the City of Evart maintains a safe workplace, free of violence for all employees, the City prohibits the possession or use of concealed weapons while in the course of business for the City. All City of Evart employees are subject to this provision, including City Council/Commission Members. A license to carry the weapon does not supersede City policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination.

“City property” is defined as all City-owned or leased buildings and immediate surrounding areas such as sidewalks and driveways. For purposes of this policy, parking areas are not included. This policy applies to all City-owned or leased vehicles including all emergency apparatus.



“Dangerous weapons” include, but are not limited to, firearms, bows, explosives, knives with blades exceeding three (3) inches in length and other weapons that might be considered dangerous or that could cause harm.

Dangerous weapons are prohibited on City property. The City of Evart reserves the right at any time and at its discretion to search all City-owned or leased vehicles and all packages, briefcases, purses, lockers, ~~desks~~desks, and persons entering its property, for the purpose of determining whether a dangerous weapon has been brought onto its property or premises in violation of this policy. Employees shall have no expectation of privacy for any City provided equipment or property, or any expectation of privacy for their personal property which they bring to City-owned property while working for the City, to the extent allowed by law.

Reporting Procedure: If an employee is aware or suspects a co-worker to be in violation of this policy, he or she is required to report the incident to their immediate Supervisor. However, if the employee prefers confidentiality, he or she can report the violation directly to the ~~City~~City Treasurer/Manager.

This policy shall not apply to Police Officers and other legally established law enforcement officers. Specific exemptions may be made for work-related knives.

TRAVEL AND MILEAGEWORKPLACE VIOLENCE AND INTIMIDATION PREVENTION

The city is committed to offering employees an environment free from violence and intimidation. Therefore, the City enforces a clear policy of zero-tolerance for all forms of violence in the workplace including, but not limited to physical assault, verbal or nonverbal threats or intimidation, possession of any type of weapon (concealed or otherwise and on City property, including in its facilities, lockers, parking lots), destruction or defacing of City property, and the use of profanity or threatening abusive language, stalking or intimidation. The City will determine, in its discretion, whether an act is violent or not.

It is important that every employee understand that there is no such thing as an idle threat. The city will interpret any threatening statement or gesture as "intent to carry it out" and will not accept as a defense that an employee was "only joking or fooling around."

After investigation, anyone who is found to have engaged in an act of violence will be disciplined up to and including termination. All violence allegations will be thoroughly investigated on a case-by-case basis as promptly as practical. The city will take the appropriate corrective action as warranted by such investigation. All violence complaints will be handled in as confidential a manner as possible, consistent with resolution of the problem.

Also, if an employee feels they are in danger of a violent act, they must immediately inform their supervisor so that the city can take any necessary precautions.



TRAVEL AND MILEAGE

The City of Evart will reimburse an employee for expenses incurred while on City business travel authorized by the City Manager and/or Department Director. All advances or reimbursements for authorized travel ~~will be~~ are subject to being pre-approved by the City Manager and/or Department Director. It will be the responsibility of each employee traveling as an official representative of the City of Evart to keep sufficient records in order to make a complete and detailed report of all authorized expenses to be paid by the City. This report will mean actual receipts will be obtained and attached to the expense report.

Authorized travel will mean travel by the City employees or representatives in any of the following categories:

Official City Business: This will be construed to include (a) any conferences, meetings, hearings, consultations, or other business carried on between the City of Evart and other governmental agencies; b) any matter relating to the purchase of goods, equipment, or services when such requires personal contact on the part of the representative or City employee; and (c) any travel specifically authorized by action of the City Manager.

Professional Conference and Conventions: The City of Evart may reimburse an employee for expense incurred as a result of attending approved professional conferences or conventions. All such conferences must be directly related to the employee's professional field and position with the City. The Department Director/City Manager must specifically approve attendance at such conference or convention prior to authorizing the reimbursement or advancement of expenses.

School and Training Sessions: The Department Director and/or City may authorize an employee to attend schools and training sessions directly connected with his/her position and duties with the City of Evart. This section will include employee attending schools and training sessions as instructors or speakers.

Other travel expenses and miscellaneous expenses may be authorized by either the Department Director and/or City Manager.

The City Manager must approve the use of an employee owned vehicle on City business. Employees using their personal vehicle for City business will be reimbursed at the current IRS rate. Mileage must be documented on a business expense form. Traffic and/or parking fines are the employee's responsibility and will not be reimbursed.

Hotel and Lodging Expenses: Employees may be allowed an amount not greater than the cost of a standard priced, single room for lodging while traveling at the expense of the City. No provisions will be made for an advance or reimbursement for lodging expenses for relatives and friends of employees. All lodging must be supported by receipts. For conferences which take place at a hotel and require overnight stay, accommodations at same hotel will be acceptable.

Meals: Employees traveling for the City will be allowed reasonable expenses. Employees will receive a \$50.00 per day.



Fees: Registration, Dues, Tuition, or Banquet: The City of Evart will bear the costs of fees, dues, and conference registration expenses. Such expenses should be verified by a program or bulletin setting forth such fees or dues. In the event that such fees include the cost of meals, the proper amount should be deducted from the expense allowed under "Meals." All documentation of fees must be attached to the travel business expense/reimbursement form or credit card statement.

Miscellaneous: City employees may be reimbursed for reasonable tips, telephone, and taxi expense, provided these expenses were for business purposes only. Parking costs will be reimbursed if the employee uses a City-owned vehicle or a private vehicle.

Procedure for Advances and Reimbursements: Advances may be obtained by completing a "Travel Expense Form." All advances will be approved by the City Manager. To be reimbursed for expenses over and above the advanced amount or ~~in the case whether if~~ an advance payment was not obtained this form must be completed and have the approval of the City Manager. The Travel Business Expense/Reimbursement Form must be completed and approved by the City Manager, when the employee is requesting reimbursement.

It will be the traveling employee's responsibility to notify/discuss the City's tax-exempt status with the travel vendor. Employees will not be reimbursed for taxes paid due to the lack of this tax-exempt information not being provided to the travel vendor.



ATTIRE POLICY

Employees are reminded that personal cleanliness, appearance, and demeanor reflect on the professionalism of the City and commitment to public service. Each employee is expected to demonstrate a positive attitude and an appropriate appearance for his/her position. Employees are expected to take pride in their personal appearance and assure cleanliness and neatness in their hair, clothing, uniforms, and shoes.

Department Heads and/or supervisors are responsible for interpreting and enforcing dress and grooming standards within their department. The Department Head and/or supervisor will counsel any employee who does not meet the standards of the department. If the employee's appearance is unduly distracting or inappropriate and/or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for the dress and grooming policy may result in disciplinary action.

1. Tennis / athletic shoes are not permitted for any city personnel to wear while on duty performing work for the City of Evart.
2. Shirts with anything printed on them other than City of Evart & or with the City of Evart logo are not permitted for any city personnel to wear while on duty performing work for the City of Evart.
3. Worn/tattered clothing are not permitted for any city personnel to wear while on duty performing work for the City of Evart.
4. Caps or hats other than City-issued caps or hats with City of Evart & or City logos are not permitted for any city personnel to wear while on duty performing work for the City of Evart.

All of the above applies to all classifications of employees whether fulltime, part-time, or temporary/seasonal. To the extent that the terms of the Police Department Rules and Regulations, Special Orders and/or Orders of the Chief conflicts with the policy herein, the terms of the Police Department Rules and Regulations, Special Orders and/or Orders of the Chief will control.

Unacceptable Attire:

In addition to the above existing policy, the following are examples of unacceptable attire:

Spandex or Lycra, such as biker shorts

Tank tops (without an item of clothing to cover the shoulders) and halter tops with spaghetti straps

Low cut shirts or blouses

Beach wear and beach shoes (flip-flops)

Midriff length tops

Provocative attire

Off the shoulder tops

Workout clothes or shoes

In addition to the above:

In order to keep with current business trends and management's intent that work attire should complement the environment that reflects an efficient, orderly and professionally operated organization. The policy is intended to define appropriate "business meeting attire" and "business casual attire" during normal business operations.



Business Meeting Attire:

This Attire guideline is designed for days when staff has planned meetings with the Public, Boards, or City Council: blazers, suits or sport coats, dress slacks, ties, dress shirts with buttons and collars for men and dresses, dress slacks, blouses, coordinated dressy separates and sweaters for women.

Business Casual Attire:

This Attire guidelines is designed for Thursday when staff does not have planned meetings with the Public, Boards, Commissions or City Council. ~~:- sport coats or blazers, slacks, appropriate jeans, Chinos or Dockers, polo shirts with collars, oxford button-down shirts, fine knit shirts, sweaters and cardigans for men and slacks, skirts, skirts, coordinated separates, sweaters, sweater sets, fine knit shirts and jackets for women.~~ Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, or your underwear is not appropriate for a place of business, even in a business casual setting. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the city logo is encouraged.



RULES OF CONDUCT & PROGRESSIVE DISCIPLINARY PROCEDURE

There are reasonable rules of conduct which must be followed in any organization to help a group of people work together effectively. The City expects each employee to present him or herself in a professional appearance and manner. If an employee is not considerate of others and does not observe reasonable work rules, disciplinary action will be taken.

Depending on the severity or frequency of the disciplinary problems, a verbal or written reprimand, suspension without pay, disciplinary probation, or discharge may be appropriate. In most cases, employees will receive up to two written warnings before termination; however, it is within the City's sole discretion to select the appropriate disciplinary action to be taken. Notwithstanding the availability of the various disciplinary options, the City reserves the right to discharge an employee at its discretion, with or without notice. The following is not a complete list of offenses for which an employee may be subject to discipline, but it is illustrative of those offenses that may result in immediate discipline, up to and including dismissal, for a single offense:

1. Excessive absenteeism or tardiness, this includes irregular attendance, unreported, unexcused absence, abuse of an approved leave of absence or failure to request and obtain an approved leave of absence or an extension of a leave of absence in a timely matter.
2. Being discourteous or rude to co-workers, citizens, customers, suppliers, or subcontractors.
3. Dishonesty, including falsification of City-related documents, or misrepresentation of any fact.
4. Fighting, disorderly conduct, horseplay, or any other behavior which is dangerous or disruptive.
5. Possession of, consumption of, or being under the influence of alcoholic beverages while on City or customer premises or on City business.
6. Illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs or non-prescribed controlled substances.
7. Reporting for work with illegal drugs or non-prescribed controlled substances in your body.
8. Possession of weapons, firearms, ammunition, explosives, or fireworks on Company-City or resident's premises.
9. Failure to promptly report a workplace injury or accident involving any of the City's employees, clients, equipment, or property.
10. Willful or repeated neglect of safety practices, rules, and policies.
11. Speeding or reckless driving on City property during or after business hours.
12. Commission of a crime, or other conduct which may damage the reputation of City.
13. Use of profane language while on City property or while representing or working for the City.
14. Stealing, misappropriating, or intentionally damaging property belonging to the City or its customers or employees.
15. Unauthorized use of the City's name, logo, funds, equipment, vehicles, or property.
16. Insubordination, including failure to follow the chain of command, to comply with any work assignments or instructions given by any



supervisory person with the authority to do so.



17. Violation of the City's Equal Opportunity Policy or its Harassment Policy.
18. Interference with the work performance of other employees.
19. Failure to cooperate with an internal investigation, including, but not limited to, investigations of violations of these work rules.
20. Unauthorized disclosure of confidential information belonging to the City, persons with whom the City has business dealings, or members of the public or other employees.
21. Failure to comply with the personnel policies and rules of the City.

Each offense will be documented in writing, signed by the the employee will be asked to sign, acknowledging the offense, will be signed by the supervisor, and will be kept on file in the employee's personnel file. These Rules of Conduct, and procedures and policies are not intended, however, to be an exclusive set of guidelines or policies for governing the conduct of employees. The City has adopted and may amend or adopt other policies, procedures, personnel manuals or employee handbooks. Moreover, no code, procedures, or a set of policies can ever be totally comprehensive or serve as a substitute for good judgment, common sense and proper, ethical and legal conduct expected of all employees.

NOTICE OF LAW VIOLATION POLICY

The purpose of this policy is to establish a reporting procedure for criminal violations by City employees. This policy applies to all City employees. All employees are required to notify their Department Head if they are arrested, charged, or convicted for a violation of criminal law, which includes felonies and misdemeanors. The Department Head will then forward notice to the City Manager or his/her designee. Any Department Head who is arrested, charged or convicted for a violation of criminal law will notify the City Manager. Notification must occur as soon as possible after the charge, arrest, or conviction. Conviction includes a plea of guilty and a plea of no contest.

NOTICE OF LAW VIOLATION POLICY CITY VEHICLES AND DISTRACTED DRIVING POLICY

Employees are expected and required to be alert and attentive to their duties at all times, including periods of on-duty driving and equipment operation. Distracted driving can be caused by many factors, including but not limited to such activities as: phone manipulation and use; eating or drinking; attention to a radio communication, pager, or mobile data terminal; adjusting a radio/cassette/CD; attention to distractions outside of the vehicle, such as an accident, unusual event, or searching for an address; adjusting vehicle/climate controls; being startled by or paying attention to a moving object within the vehicle; or conversations with passengers. Some of these distractions are controllable by the driver. The city recognizes that potential distractions may arise when cell phones are in use while operating a vehicle. In fact, research indicates that talking on a cellular phone while driving quadruples the risk of an accident. In keeping with the City's obligation to maintain a safe and healthful workplace, and to control potential risk to its employees, passengers, and the general public, employees driving City vehicles are asked to use extreme caution when driving and utilizing two-way radios or cellular phones. Preferably, when possible, employees should proceed to a safe location, park the vehicle and complete the conversation. Please "hang up and drive."



CHAPTER IV – FAIR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Evart is an Equal Opportunity Employer. It is the policy of the City to provide equal employment for all persons, and to prohibit illegal discrimination in employment because of race, color, religion, sex, nation origin, age, height, weight, marital status, arrest record, or disability/handicap (as defined by the Americans with Disabilities Act and Michigan law-), or any other reason prohibited by law. In accordance with applicable legal requirements, disabled/handicapped applicants and employees have the right to request reasonable accommodation of their disability/handicap to enable them to perform the essential functions of the employment position they hold or desire.

In furtherance of this Policy, an internal procedure will be established for filing and handling complaints of any employee, based on alleged acts of discrimination due to race, color, religion, sex, national origin, age, height, weight, marital status, arrest record, or disability/handicap. Any employee may file a complaint with the City Manager. Complaints may either be filed in person or be submitted in an envelope marked confidential and addressed to the City Manager.

Employees are urged to file complaints of alleged discrimination without delay. All complaints will be acknowledged and an investigation will be initiated as soon as possible.

Upon completion of the investigation, a written disposition will be furnished to the employee on the basis of the facts obtained during the investigation. This disposition will state what action, if any, is warranted and specify when the action will be taken.

ANTI-HARASSMENT POLICY

This policy is designed to ensure a quality work environment for all current and future employees and to inform each person of their rights and responsibilities in achieving that goal. Accordingly, each employee shall be free from intimidation, humiliation, insults, or from being subjected to offensive physical or verbal abuse or actions, direct or insinuated, based on a person's sex, whether of the opposite sex or of the same sex, race, color, religion, age, gender, sexual orientation, marital status, disability, pregnancy, ethnic or national origin, height, weight, citizenship, veteran status, genetic information or any other characteristic protected by federal, state or local law.

The employer fully supports and complies with all federal, state and local laws. This is a "zero tolerance" policy intended to provide all employees with an environment which is free of harassment based on one's race, color, sex, religion, age, gender, sexual orientation, marital status, disability, pregnancy, ethnic or national origin, height, weight, citizenship, veteran status, genetic information or any other characteristic protected by federal, state or local law.

Harassment is defined as unwelcome physical or verbal conduct that:

- Is based on one's race, color, sex, religion, age, gender, sexual orientation, marital status, disability, pregnancy, ethnic or national origin, height, weight, citizenship, veteran status, genetic information, or any other



characteristic protected by federal, state, or local law; and

- Substantially interferes with the employee's employment or creates an intimidating, hostile, or offensive work environment; or
- Creates a quid pro quo.

"Sexual harassment" also includes situations where submission to or rejection of sexual conduct, demands or advances is made a condition of employment or is used as a basis for employment decisions, such as terminations or promotions. Note that unwelcome physical or verbal conduct need not be sexual in nature to be sexual harassment, as long as the harassment is based on sex.

Examples of Harassment: While any harassment that violates federal, state or local law will not be tolerated by the City of Evart, examples of prohibited harassment may include (but are not limited to):

1. Making derogatory comments, insults, suggestive remarks or jokes based on a person's race, color, sex, religion, age, gender, sexual orientation, marital status, disability, pregnancy, ethnic or national origin, height, weight, citizenship, veteran status, genetic information or any other characteristic protected by federal, state or local law;
2. Display of inappropriate photographs, cartoons or drawings;
3. Propositions or requests for sexual favors;
4. Unwelcomed physical contact;
5. Stating or implying that deficient job performance is attributable to a person's race, color, sex, religion, age, gender, sexual orientation, marital status, disability, pregnancy, ethnic or national origin, height, weight, citizenship, veteran status, genetic information or any other characteristic protected by federal, state or local law;
6. Possession or use (while on City property or while working for the City) of materials of any kind, such as magazines, calendars, internet sites, etc., which are degrading to an individual or group on the basis of any characteristic protected by federal, state or local law;
7. The giving of unsolicited, inappropriate personal gifts;
8. Offensive communications, including email, voice mail messages and all channels of social media.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. However, whatever form it takes, sexual harassment is insulting and demeaning to the recipient and cannot be tolerated in the work place.

Any employee or applicant who believes that he or she has suffered sexual harassment or any other type of harassment (including ethnic, racial or religious harassment) will report the incident's immediately to the City Treasurer, whether or not the alleged harassment is an employee, visitor, member of the general public.

If the complaint is to be brought against the City Treasurer, the incidents will be reported to the City-Manager Attorney. Subject to the provisions of this policy, the City of Evart guarantees that an employee or applicant reporting incidents of harassment will not suffer any form of reprisal. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. The City Manager



has the responsibility of investigating and resolving harassment complaints.

All complaints will be handled in a timely and earliest extent possible in a confidential manner. Investigations will normally include conferring with the parties involved and named or apparent witnesses. Upon completion of the investigation, the results and any action take thereon will be reported to the complaining employee or applicant. If the investigation reveals that the complaint is valid, prompt and appropriate remedial action will be taken to stop the harassment and to prevent its recurrence.

The City of Evart considers harassment in the workplace to be a major offense which will result in disciplinary action against the offender, up to and including suspension or discharge, regardless of the offender's position with the City. The City also recognizes that false accusations of harassment can cause serious problems to the accused harassed and are a serious violation of the rights of the accused. Accordingly, the City reserves the right to take appropriate corrective action, including disciplinary action, if the investigation reveals that false accusations of harassment have been made in bad faith or in a reckless manner.

ANTI-RETALIATION POLICY

Any retaliation against an employee who files, in good faith, a complaint or has participated in any way in a complaint investigation is strictly prohibited. Any supervisor, agent or employee of the employer who is found to have engaged in any form of such retaliation will be subject to discipline up to and including discharge. Any employee against whom another employee has retaliated or any employee who witnesses such retaliation should follow the same procedure as is used to file a harassment complaint.



SOCIAL SECURITY NUMBER PRIVACY POLICY

The City of Evert Social Security Privacy Policy applies to all personnel that have access to, collect, or use an individual's Social Security Number (SSN). This policy also applies to the records and/or record system maintained by the City. The policy establishes responsibilities and guidelines for ensuring the confidentiality of individual SSN in accordance with the Michigan Social Security Number Act, Public Act 454 of 2004, and MCL 44081-87.

Social Security numbers should be collected only when required by federal or state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. The City of Evert shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses, or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The City of Evert will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses Social Security numbers for unlawful purposes.

NEPOTISM

The definition of relatives for the purpose of this policy ~~includes:~~ husband ~~includes husband~~, wife, mother, father, ~~step-mother~~ stepmother, ~~step-father~~ stepfather, brother, sister, ~~step-brother~~ stepbrother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, children, step-children, son-in-law, ~~son-in-law~~, and daughter-in-law.

Although the employment of relatives is not strictly prohibited, it shall be understood that no employee can work under or be supervised by a relative, as defined above.

No favoritism or prejudice will be shown an applicant because he/she is related to a present city employee. The applicant will compete in the same manner as all other applicants.

An employee who is involved in a personal relationship with another employee may not work directly for, or supervise the employee with whom he or she is involved. If a personal relationship exists, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to their supervisor and to the City Manager. If it is determined that a conflict or a potential for a conflict could arise because of a relationship affecting employment, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated.

A relationship between individuals who have had a continuing relationship of a romantic or intimate nature or a relationship of an intimate or romantic nature between a supervisor and his/her subordinates or conduct that creates the appearance or impression that a relationship exist shall not be tolerated or allowed and will result in disciplinary action, including discharge, if not resolved per this policy.

The City of Evert reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower), on same line of authority that may affect employment decisions.



IMMIGRATION LAW

The City of Evart employs only United States citizens and resident aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions, or who would like more information on immigration law issues are encouraged to contact the City Treasurer.

The City of Evart does not unlawfully discriminate on the basis of citizenship or national origin.

PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA)

The City of Evart will comply with all provisions as set forth by The Patient Protection and Affordable Care Act (PPACA), where applicable, as amended, and other application laws regarding health insurance coverage. Please contact the City Treasurer for more information.

EMPLOYMENT AT WILL

Any employee of the City of Evart will have the right to terminate his/her employment with the City of Evart at any time and for any reason, with or without notice. Except as set forth in any collective bargaining agreement, employees are at will employees. The City of Evart will have the right to terminate the employment of any employee at any time, with or without cause, with or without notice. This at will employment relationship cannot be modified except by written agreement signed by the employee and City Manager, after approval of City Council.

EMPLOYMENT AT WILL LAYOFFS

When it is necessary to reduce the number of employees on the City payroll because of lack of work or funds, the City Manager may request the Human Resources Director to make a thorough investigation. The analysis of proposed layoffs will consider first the types of activities to be curtailed and the classes of positions thereby affected, and will then proceed to the selection of individual employees to be released. Employees who are separated from the service through no fault of their own will be placed on a reemployment register for up to one year. An employee's previous service will be a factor in determining the order in which the employee should be released. All other things being equal, consideration will be given to the employee's length of service with the City in determining layoffs. The final decision as to layoff shall rest with the City Manager.



CHAPTER V – BASICS

The City of Evart is a public service organization. Employees are expected to always have the good of the organization and the community first and foremost and not to become involved, whenever possible, with areas or activities that could present a conflict of interest.

Conduct that may lead to conflicts of interest includes but is not limited to:

- The solicitation or acceptance of items of value, including a gift, loan, reward, etc. The City acknowledges that from time to time a promotional item from a vendor, business lunch or participation in an event may not create a conflict of interest; the acceptance should be limited and must never include a commitment to purchase or promote a particular product or business.
- Use of information obtained as an employee of the City for the purposes of financial gain for themselves, their family members or businesses with which they have an association.
- Participation in City decisions that may provide financial benefits to themselves, their members or businesses with which they have an association.
- No City Employee shall speak to the press without prior authorization from the City Manager.

Any employee who violates this policy may be subject to disciplinary action, up to and including discharge.

The City of Evart and its employees are in a business and position to frequently handle and/or deal with personal or confidential information. The confidentiality of this information as it pertains to our business must be taken very seriously. Whether it is related to our employees, or the public citizens we protect, confidentiality must be maintained whenever possible.

It is the responsibility of the City's employees to protect confidential information by making sure it is not improperly or accidentally disclosed. The improper or unauthorized release of confidential information may result in disciplinary action, up to and including discharge.

No original files or documents should be removed from the City's administrative offices. If it is necessary for an employee to remove information, after obtaining proper approval from their Supervisor, copies of the original documents should be made and clearly marked as a "COPY" and "CONFIDENTIAL".

EQUIPMENT TURN-IN POLICY

All Employees are responsible for turning in all equipment issued by the City of Evart. Failure to return all City owned property may result in civil action.



CHAPTER VI – ELECTRONIC COMMUNICATION

ELECTRONIC COMMUNICATION

The City of Evart Electronic Communication System includes but is not limited to facsimiles, voice mail, computers and their hard drives, electronic mail (e-mail) the computer network and the Internet. An electronic communication is information sent over the electronic communication system including, but not limited to: messages left on voice mail, e-mail messages, information received and sent over the Internet, and data and files maintained on the computer network and individual computers.

The electronic communications system is designed to facilitate the City's business and communications between employees and other business associates. To better serve our citizens and taxpayers, the City of Evart encourages the use of its electronic communication system. Because no electronic communication system is completely secure, the system is not intended to transmit sensitive decisions, including but not limited to: certain personnel issues, attorney-client information, and other similar information which may be more appropriately communicated by written memorandum.

No Expectation of Privacy

The electronic communication system is the property of the City of Evart and is intended for City business. All data and electronic communications within the electronic communication system are the property of the City of Evart. The system is not to be used for personal gain or to support or advocate non-city related business or purposes, circulation of non-City sponsored functions, activities, programs, or policies, solicitation of funds or sales, except as authorized by your Supervisor. Electronic communications may not be used to convey political messages, to disparage individuals, or to convey messages or images that would violate federal or state law and other City policies, including but not limited to, the City's policy that strictly prohibits illegal discrimination and harassment. Personal use of the electronic communications system may be further limited or prohibited by Department Heads on a case-by-case basis.

Persons using the electronic communication system have no expectation of privacy. The confidentiality of any electronic communications created, transmitted, received, deleted or stored in the electronic communications system should not be assumed. The electronic communications may be retrievable even if deleted from the electronic communication system. The City of Evart has the ability to monitor the electronic communications system for violations of federal or state law, this policy and other City policies. Employees who are terminated or laid off have no right to the contents of their electronic communications and are not allowed access to the electronic communication system. All electronic communications are subject to federal and state law, including but not limited to the Open Meetings Act, MCL 15.261 -15.275, and the Freedom of Information Act, MCL 15.231 -246, and City's rules, regulations and ordinances. Persons using the electronic communication system are not authorized to retrieve or read any communications that are not sent to them, unless authorized to do so. Further, electronic communications shall not be used to hide the identity of the sender or represent the sender as another person. Each employee is hereby notified that any and all electronic communications may be subject to monitoring, retrieval and access as authorized by the City Manager.



Information on Passwords

Users are responsible for securing their password(s) and shall not share their password(s) with anyone except as required by their Supervisor, nor shall they allow unauthorized access to the City's electronic communications system. An employee may be directed, by the City Manager, to provide access to their assigned electronic communication system. Failure to provide immediate access upon request shall be grounds for disciplinary action, up to and including discharge. If a user discloses their password or suspects that it has been compromised, they are responsible for changing their password immediately. All information received under an individual password or access code will be attributed to, or assumed to be, the responsibility of the assigned person.

Technology Analyst for appropriate procedures

While users have a password or passwords to gain access and conduct business on electronic communication systems, the electronic communication system is not confidential and information created, transmitted, received, deleted, or stored in these systems may be retrievable by persons other than the creator.

Internet

The Internet provides The City of Evart with significant access and dissemination of information outside of the City. The use of the City Internet system is intended for City business, and not for personal use, except as authorized by your Supervisor. Internet messages are capable of being forwarded without express permission of the original author. Therefore, users must use caution in the transmission and dissemination of messages outside of the City, and must comply with federal and state law, this policy, and other applicable City Departmental policies.

Applicability to Employees, Part-time employees, contractors and other users

This policy applies to all employees (full or part-time), contractors, volunteers, and other individuals who are provided access to the City's electronic communication system. Contractors and third parties should only be provided access to the electronic communication system as necessary for their business purpose with the City, and only if they abide by all applicable rules set forth in this policy. Contractors and third-party users who are in violation of this policy may be removed from the electronic communication system and/or have their contract revoked. In addition, other legal remedies may be pursued.

Social Networking

The City of Evart understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the City of Evart, as well as any other form of electronic communication. Examples of social networking websites include: Facebook, Google, Pinterest, Instagram, Myspace, Friendster, Linked In, Twitter, and any other sites that allow users to post personal blogs. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.

The lines between public and private, personal and professional are blurred in online



social networks. By virtue of identifying oneself as an employee of the City of Evert online the employee carries an obligation to conduct his/her self in a professional and civil manner. To that extent employees should use disclaimers on personal sites that reflect the content contained therein is in no relation to their professional duties as an employee of the City of Evert.

1. This list of rules shall apply to all users of the City's Facebook pages, including City Staff, City Council members, and members of the Boards and Committees.
2. Comments are the opinion of the poster only, and publication of a comment does not imply endorsement or agreement by the City of Evert.
3. Comments shall relate to the topic being discussed in the original post, and should be intended to further a civil discussion.
4. Comments shall not contain profanity, racial slurs, or other derogatory terms.
5. Comments shall not encourage illegal activity,
6. Comments shall not violate a legal ownership interest, such as a copyright
7. Comments shall not contain personal or defamatory attacks.
8. Comments shall not contain random or intelligible text.
9. Comments shall not endorse candidates seeking office, or advocate a stance regarding a ballot proposal.
10. Comments shall not advertise commercial products or services.
11. Comments shall not direct users to other websites or Facebook pages.
12. There is not right to privacy on the City's Facebook page as the page is a public forum.
13. The City reserves the right to block or remove any comments that violate this policy, or are illegal, threatening, or contain defamatory comments.
14. Comments may be retained by the City of Evert and may be subject to requests under the Freedom of Information Act.
15. Anonymous postings, or multiple postings by the same user or individual using a fictitious or different name is not permitted.
16. The City reserves the right to ban users that continually violate this code of conduct.
17. The City Manager or his/her designee is hereby empowered to the moderator of all comments and posts to the City's Facebook pages.
- 17.18. The above rules will be subject to applicable law, including the First Amendment principles.

CITY WEBSITE

1. The City Manager or his or her designee shall have the sole authority to administer the content of the City's website unless specifically directed to modify the website per a majority vote of the City Council.
2. The City's website shall not link to candidate sites, sites advocating a position on a ballot proposal, or personal blogs, social media sites, or homepage of staff, Council Members, or Board or Committee Members.
3. Approved meeting minutes are to be posted within 1-week-of-the-date-of-their-approval-five business days after the date of their approval.
4. Public Hearing notices are to be posted as they become available and according to the requirements of law.-

RESPONDING TO COMMENTS

When responding to comments on either the City's Facebook page, the Moderator is directed to process comments per the "Post Response Flowchart"



provided by DePaul University, [see Appendix B](#).

The same Code of Ethics and principles found within this employee handbook and throughout the City of Evert policies apply to your activities online. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects employees, members of the City of Evert, citizens, and potentially jeopardizes the reputation of the organization. Therefore, the City of Evert reserves the right to monitor these websites, to protect our employees as well as guard against liability and potential legal risk. Employees who violate this policy may be disciplined up to and including termination.

Enforcement of Policy

The City of Evert has the ability to monitor the electronic communication system under the direction of the City Manager. Employees who observe a violation of this policy should bring it to the attention of their immediate supervisor or manager. Supervisors or managers who receive a complaint or observe a violation of this policy shall investigate the matter and determine the appropriate action. Questions related to this section should be referred to the City Manager.

Penalties

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment, and if applicable, may be subject to prosecution under federal or state laws.

CELL PHONE USE AND COST

Departments Directors Only

Effective December 1, 2013, all Department Heads will have to begin using their own personal cell phones. The City will reimburse employees \$40.00 each month for the use of their own personal cell phone for city business. To receive the reimbursement, employees will be responsible for submitting an expense report to the City Treasurer each month for payment. The City Manager or Department Director at his or her discretion may reimburse an employee other than a Department Director the reimbursement of \$40.00 if it is necessary. The Travel/Expense Form is available through the City Treasurer's Department.

All Other Employees

The use of personal cell phones is prohibited during working hours unless approved by the Department Director. Employees may check their cell phones on regular scheduled breaks. Personal cells phones are to be turned off during work hours and placed in purse or coat. Personal cell phones are not to be placed anywhere near your work station. Failure to comply with this policy will be grounds of disciplinary actions, including termination.



CHAPTER VII – YOUR PAY

DIRECT DEPOSIT/PAYCHECKS

The City of Evart requires all employees to use direct deposit. Employees must fill out the direct deposit authorization form to receive their check. The City's pay period begins on Mondays at 12:00 a.m. through Sunday 11:59 p.m. and the paydays are Wednesdays. Employees are paid on a weekly basis. If a payday falls on a holiday, payment will normally be made on the preceding day. All questions regarding paychecks should be directed to the City Treasurer.

In the event of overpayment of wages or fringe benefits, the affected employee will be required to pay the amount of the overpayment or authorize a payroll deduction(s) to recover said amount, to the extent allowed by law. Upon request, the City will meet with the employee to discuss alternative repayment plans.

OVERTIME COMPENSATION

Under the Fair Labor Standards Act (FLSA) (29 U.S.C. §207(a)), as a general rule an employer must pay an employee overtime for hours worked in excess of 40 hours per week. The overtime premium is one and one-half times the regular rate at which he or she is employed.

Should it be necessary in the interest of efficiency of the City, employees shall work such reasonable overtime hours as shall be required by the City. When so directed and approved by his/her immediate supervisor, employees are expected to complete a definite assignment even though it requires additional hours over the standard work day.

Exempt employees do not receive additional compensation for overtime.

Compensatory time is dealt with on a case-by-case basis between the individual employee and the City Manager. No employee shall be required to take compensatory time. Compensatory time shall be accumulated and paid in accordance with the Fair Labor Standards Act.

Overtime paid to hourly employees:

Overtime at one and one half (1 1/2) time the regular rate shall be paid after eight (8) hours or ten hours (10) worked in a normal day and on Saturdays and Sundays. Daily overtime and weekly overtime shall not be pyramided.

GARNISHMENT OF WAGES/SUPPORT ORDERS

The City of Evart will comply with all valid claims against the wages of employees. If a wage garnishment, child support order, or some other legally valid claim against your wages has been issued to the City of Evart, the court or agency that issued the garnishment or support order should notify you directly.



CHAPTER VIII – LEAVES OF ABSENCE

TYPES OF LEAVE

Jury Duty Leave

Regular employees required to serve jury duty shall be granted their full pay. Any jury fees, less justifiable expenses, must be turned over to the City. Jurors, when not assigned to duty, must report to work for the remainder of the day when possible; however, an employees' jury duty hours and work hours shall not exceed the employee's normal work hours.

FAMILY AND MEDICAL LEAVE ACT OF 1993

Congress passed the "Family and Medical Leave Act of 1993." This legislation seeks to balance the demands of the workplace with the needs of families by allowing employees to take reasonable leave from work for medical reasons, the birth or adoption of a child, or for the care of a family member who has a serious health condition. The following is a summary, but in all situations the law will control.

An "eligible employee" is one who has been employed for at least 12 months by the employer, and has at least 1,250 hours of service with such employer during the previous 12-month period.

The Act entitles eligible employees to a total of 12 work weeks of leave during any 12-month period for one of the following:

1. The birth and care of a son or daughter of the employee.
2. The placement of a son or daughter with the employee for adoption or foster care.
3. To care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition (see certification requirements);
4. A serious health condition that makes the employee unable to perform the functions of his or her job.

Employees seeking FMLA leave due to a serious health condition, or to care for a qualifying family member with a serious health condition, must submit medical certification to the City of Evart. Failure to provide the required medical certification will lead to a delay in the approval of an employee's leave, and for a prolonged failure, may lead to discipline, up to and including termination.

An employee must provide medical certification:

- Before his or her medical leave, if the leave is foreseeable and at least thirty (30)



days' notice has been provided.

- Within fifteen calendar days of the commencement of the medical leave, if it is not possible for the employee to provide certification prior to the leave.
- Within fifteen calendar days of the commencement of the medical leave or as soon as reasonably practicable under the circumstances, if the leave is not foreseeable.

The City of Evart will provide the following FMLA notifications to all of our employees:

- Information on the Family Medical Leave Act will be provided in each City Building through labor posters; each employee will receive a copy of this Handbook explaining the terms of the FMLA.
- Once the FMLA is requested, the City will provide a Notice of Eligibility/Rights and Responsibilities to the employee within 5 business days of the request.
- The City of Evart will provide the employee in writing a Designation Notice, explaining status of FMLA request or if additional information is needed to make that decision. As part of this notice, the City will notify the employee if a Fitness for Duty certification is required prior to returning to work. This Designation Notice will be provided within five business days of determination.

A medical certification must include:

- Which "serious health condition" applies to the employee's situation and medical facts supporting the certification;
- The date the condition commenced and its probable duration;
- Information about the treatment regimen and its duration;
- That the employee is unable to perform the essential functions of his or her position;

Employees should use the Department of Labor's FMLA "Certification of Health Care Provider" form, which is available through the City Treasurers Department. In any case in which the City of Evart doubts the validity of the certification, the employee may be required (at the City's expense) to obtain the opinion of a second health care provider and, in the event of a conflict, the opinion of a third health care provider whose decision is final and binding. The City may also require the employee to obtain re-certifications on a reasonable basis, not to exceed once every thirty (30) days (except in special circumstances set forth by the FMLA).

The twelve (12) weeks of leave provided for in the Act are unpaid. In cases where an employer already provides paid leave for fewer than twelve (12) work weeks, the Act does not require the employer to pay for additional weeks. The Act also does not require any employer to provide paid sick leave or paid medical leave in any situation in which such employer would not normally provide such paid leave.

The group health insurance benefits of the City of Evart employees who take FMLA leave will be maintained on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.



The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-81, amended the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for any “qualifying exigency” arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job protected leave in a single “12-month period” to care for a covered service member with a serious injury or illness. These two new types of FMLA leave are known as military family leave entitlements.

Military Caregiver Leave: A covered employer must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member. A covered service member is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty that rendered him/her unable to perform duties. An eligible employee is limited to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.

Qualifying Exigency Leave: A covered employer must grant an eligible employee up to a total of 12 workweeks of FMLA job protected leave available to eligible employees who have a spouse, son, daughter, or parent who is on active duty or has been notified of an impending call or order to active duty, in support of contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members in the Regular Armed Forces. Qualifying exigency refers to a number of broad categories for which an employee can use FMLA leave:

- Short notice deployment
- Military events and related activities
- Childcare and related activities
- Financial and legal arrangements
- Counseling
- Rest and Recuperation (up to five days)
- Post-deployment activities
- Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Additionally, the Act specifies that an eligible employee may elect, or the employer may require the employee, to substitute any accrued paid vacation leave, medical or sick leave, personal leave, or family leave for any part of the 12 week period.

The City of Evart requires employees to exhaust all leave banks prior to going on unpaid FMLA leave. For the duration of the leave (up to 12 work weeks), any existing coverage under the City’s group health, life, dental and optical plans will be maintained. However, should the employee fail to return from leave for reason other than continuance, recurrence or onset of a serious health condition, or other circumstances beyond his/her control, the City has the right to recover any premiums paid for maintaining the employee’s group coverage.

At the end of a family or medical leave covered by the Act, the employee will be



restored to the position held when the leave commenced, or the restored to an equivalent position with equivalent pay and benefits. ~~If the~~The employee must provide a doctor's statement that he/she is able to resume work.



MILITARY LEAVE

A full time employee, who is a member of a military reserve component of the armed forces or a member of the Michigan National Guard and is ordered to participate in training sessions and/or perform state emergency duty, shall be entitled to a military leave of absence, with pay. Any compensation received from the military, exclusive of travel, will be forwarded to the City. The employee should submit the request as soon as possible to the City Manager. A maximum of two (2) weeks per year is the normal limit, except in the case of an emergency. The following is a summary, but in all situations the law shall be satisfied.

The Uniformed Services Employment and Re-employment Rights Act (USERRA) ensures that an individual may be absent from work for military duty and retain re-employment rights for up to five years (and beyond based on certain special circumstances) under 38 U.S.C. §4312(c). Active duty employees who are called to military duty shall be granted leave in accordance with USERRA.

Employees are required to give advanced notice of pending service unless giving such notice is prevented by military necessity, or is otherwise impossible or unreasonable under all the circumstances. Further, employees are required to provide documentation establishing that they timely re-applied for employment, that they have not exceeded USERRA's service limitations, and that their USERRA benefits have not been terminated under 38 U.S.C. §4304 (for example, by a dishonorable discharge).

Upon completing their military service, employees must notify the City of Evart of their intent to return to the employment position by either reporting to work or submitting a timely application for re-employment. Whether the employee is required to report to work or submit a timely application for re-employment depends upon the length of service:

Period of service less than 31 days or for a period of any length for the purpose of a fitness examination. The employee must report back to the City of Evart not later than the beginning of the first full regularly-scheduled work day on the first full calendar day following the completion of the period of service, and the expiration of eight hours after a period allowing for safe transportation from the place of that service to the employee's residence.

Period of service more than 30 days but less than 181 days. The employee must submit an application for re-employment (written or verbal) with the City of Evart not later than 14 days after completing service. If it is impossible or unreasonable for the employee to apply within 14 days through no fault of his or her own, he or she must submit the application no later than the next full calendar day after it becomes possible to do so.

Period of service more than 180 days. The employee must submit an application for employment (written or verbal) not later than 90 days after completing service.

Note: The City is not permitted to delay or deny re-employment by demanding documentation that does not exist or is not readily available. Further, the employee cannot be held liable for administrative delays in the issuance of military documentation.



Note: The non-seniority rights and benefits to which an employee is entitled during a period of service (including vacation time) are those that the City of Evart provides to similarly situated employees by an employment contract, agreement, policy, practice, or plan in effect at the employee's workplace.



RECEIPT OF CITY OF EVART PERSONNEL POLICY HANDBOOK & EMPLOYEE BENEFIT HANDBOOK

I have received a copy of the City of Evart's Personnel Policy Handbook &
the Employee Benefit Handbook on the date indicated below.

Date

Employee's Name (printed)

Employee's Signature

I personally issued a copy of the City of Evart's Personnel Handbook & Benefit Handbook to the above employee. I have instructed the employee to carefully read the handbook and become familiar with its contents.

Date

Supervisor's Signature



CITY CLERK

Description of Work

To perform all duties of the City Clerk as provided by Michigan statutes, so that the City Administrative operations progress in an efficient and orderly manner.

Supervision Received

Elected Official

Major Duties

1. Required by the State of Michigan to be in charge of all City, County, State, National and School elections.
 - a. Registrations
 - b. Give notice of elections
 - c. Certify results of election to County Clerk and Board of Canvassers.
2. Keep accurate records of voter registrations in the City of Evart.
3. Perform the Deputy Clerk's duties in his/her absence.
4. Record minutes of Council meetings and maintains a City of Evart Ordinance Book.
5. Keep records of all actions of the Council at its regular and special meetings.
6. 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.
7. Power to administer all oaths required by Law and by the Ordinances of the City.
8. Acts as custodian of the City's Seal and records.
9. Signs official papers, Ordinances and Resolutions as required.
10. Sits on Committees as assigned by Council.
11. Responsible for Cemetery
 - a. Cemetery Layout
 - b. Cemetery records
 - c. Sale of grave plots
 - d. Ordering foundations
 - e. Assisting people with funeral arrangements
 - f. Work orders for Sexton and collecting money.
12. Greet callers and visitors to City Hall.
13. Assists in collecting taxes and utility bills, responds to inquiries about City business
14. Take complaints about City Ordinances and respond to them in an appropriate manner.
15. Work with the City staff, Department Heads, City Manager
16. Assist the City Attorney with research

Qualifications

1. Knowledge of City Charter
 - a. Rules
 - b. Regulations
2. Knowledge of City Codes



- ~~3. Knowledge of Zoning Ordinances and other Ordinances~~
- ~~4. Needs to be aware of all activities of the City Clerk Department and City records retention.~~
- ~~5. Able to operate office machines.~~
- ~~6. Computer skills~~
- ~~7. Capable of working with the public in a courteous manner~~

Education

- ~~1. High School Diploma~~

Amended by council and removed from employee handbook on 6/3/2019. City Clerk is an elected official not city employee, per City Charter.



CITY MANAGER

Description of Work

The City Manager is the chief administrator and chief officer of the City of Evart. The primary purpose of this position is to oversee and manage all City departments. Responsible for the day to day operations of the City and exercises his/her responsibility through City staff members who are department heads.

Supervision Received

Work is performed under the direction of the City Council.

NOTE: The City Manager's position description is defined by City Charter. This position is unclassified and subject to change or modification at the discretion of the City Council.

Major Duties

The City Manager shall perform the duties of his office under the authority and accountability of the council.

1. See that all laws and ordinances are enforced
2. Supervise and coordinate the work of the administrative officers and departments of the City, except as otherwise provided in the Charter, and except the work of the Clerk in keeping the Council records and as the clerical official of the Council
3. Prepare and administer the annual budget under policies formulated by the council and keep the Council advised as to the financial condition and needs of the City
4. Prepare the capital expenditure program for consideration by the City Council
5. Monitor and report to the City Council on a monthly basis the status of budget execution
6. Establish and maintain a central purchasing service for the City and authorize representative to be the purchasing agent for the City
7. 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
8. Keep informed and report to the Council concerning the work of the several offices and departments of the City and may secure from the officers and heads of all administrative departments such information and special reports as he/she or the Council may deem necessary
9. Attend all meetings of the Council with the right to be heard in all Council proceedings, but without the right to vote
10. Recommended to the Council, from time to time, such measures as he deems necessary or appropriate for the improvement of the City or its services
11. 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 this charter, of each officer and department of the City
12. 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
13. See that the terms and conditions in any public utility franchise, or in any contract, are



- faithfully kept and performed
14. Possess such other powers and perform such additional duties as may be granted to or required of him/her from time to time by the Council so far as may be consistent with the provisions of law
 15. Establish any rules necessary to carry out any of the foregoing duties
 16. Hire, discipline and fire all City employees when necessary. May delegate hiring and firing authority of employees to employees who work for department heads or to the department head.
 17. Monitor the status of any contracts between the City and contractors such as water, solid waste, paving, etc., and keep the City Council informed on compliance with contract conditions and expenditures
 18. Meet with people wanting to do business with the City and provide tentative agreement to terms or conditions that meet current City policy subject to approval by the City Council
 19. Act as the City point person for negotiating agreements that do not follow City policy, ensuring that outside parties understand that the City Council has final approval authority
 20. Investigate complaints by citizens concerning City services and settle the complaints within City policy. Refer complaints that cannot be settled within existing policy guidelines to the City Council by placing it in the City Council agenda
 21. Be actively involved in the community by joining local civic organizations and providing time to their activities
 22. Act as the Public Information Officer for the City of Ewart
 23. Act as the Emergency Manager Coordinator for the City if delegated that responsibility by the Mayor who is by statute the Emergency Management Officer for the City of Ewart
 24. Recommend legislation and policies required in the public interest
 25. Prepare and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City needs
 26. Direct CitywideCity-wide employee relations, staff development and grievance procedures including directing and participating in labor negotiations

Qualifications

1. Ability to establish and maintain effective working relationships with elected and appointed officials at all levels of government, the media, and the general public.
2. Excellent work history and attendance record
3. Substantial management and administrative experience in a municipal government or similar public agency setting
4. Experience in working with citizen organizations is desirable
5. Knowledge of:
 - a. Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision
 - b. Principles, practices, and programs related to the administration of City functions
 - c. Applicable legal guidelines and standards affecting City administration
 - d. Principles and practices of budget development and administration
 - e. Funding sources impacting program and service development
 - f. Social, political and environmental issues influencing program administration
 - g. Principles and practices of contract administration and evaluation
6. Ability to:
 - a. Negotiate and manage contracts



- b. Work effectively with a limited staff
- c. Work with deadlines
- d. Work under stress
- e. Deal with a mixture of direct reporting staff and coordinating with Council appointed officials
- f. Project management with outside contractors

Education

1. Bachelor's Degree; a Master's is highly desirable

CITY TREASURER

Description of Work

~~Performs a variety of finance and administrative work, administering the treasury function of the City. Delegate's duties to other office employees.~~

Supervision Received

~~Works under the general supervision of the City Manager~~

Major Duties

- ~~1. Serves as custodian of all monies of the City, which encompass collection, investment and dispersal~~
 - ~~a. Collecting taxes~~
 - ~~b. Funds and fees received from other government and private sources~~
- ~~2. Balance tax rolls~~
- ~~3. Invest public funds~~
- ~~4. Oversee bond indebtedness and maintain payment schedule of same~~
- ~~5. Reconciles daily cash and pertinent reports~~
- ~~6. Prepares daily bank deposits~~
- ~~7. Maintains accounts receivable records~~
- ~~8. Performs duties as set forth in the City Charter and ordinances or as assigned by the City Manager.~~
- ~~9. Accounts payable—vendors lists and payments—provides council with a check list~~
- ~~10. General Ledger entries—monitor General Ledger accounts~~
- ~~11. Monitor budget activity—~~
 - ~~a. prepare and print current year and next year budgets and amendments~~
 - ~~b. assist City Manager and Department Heads with financial information~~
 - ~~c. maintain printed budget reports~~
- ~~12. Maintain financial reports, Trial Balances, General Ledger detail, etc.~~
- ~~13. Balance checking and savings registers to bank statements monthly~~
- ~~14. Balance bank statements to computer accounts~~
- ~~15. Maintain accounting and payments to Workers Compensation, Life Insurance, Health Insurance, ICMA and MERS Retirement Plans~~
- ~~16. Balance cash drawer daily and prepare bank deposits~~



- ~~17. Go to bank daily with deposits~~
- ~~18. Maintain Equipment Pool Transfers~~
- ~~19. Pay and track bond payments~~
- ~~20. Create worksheets for Special Assessments~~
- ~~21. Maintain worksheets for PA302 Funds~~
- ~~22. Maintain separate worksheets and track income and expenses for special projects and funds-Grants~~
- ~~23. Quarterly Revenue & Expenditure Reports to Council~~
- ~~24. Make sure Daily Backups are done properly~~
- ~~25. Maintain CD and Money Market account history~~
- ~~26. Property tax collection and distribution~~
- ~~27. Maintain City Tax Rolls~~
- ~~28. Prepare and submit to County the Tax Roll Reconciliation~~
- ~~29. Work with the DDA, LDFA and City Assessor to report in a timely manner regarding the Captured Taxes and Board of Review changes~~
- ~~30. Invest City funds~~
- ~~31. Weekly Payroll/Special Payroll preparation~~
- ~~32. Maintain and do reporting for Unemployment payments, Payroll Tax, Quarterly reports, Workers Compensation, State Trunk line budget and reports, Federal Tax payment tax deposits each payday~~
- ~~33. Assists City Manager with Union Contract Negotiations~~
- ~~34. Assists City Manager with choosing vendors for City~~
- ~~35. Acts as the Human Resources Director~~

~~Position requires ability to sit at a workstation for extended periods of time, serve public at the service counter when necessary, answer questions from the public and occasionally lift or move items weighing up to 25 pounds. The work environment is usually moderately quiet.~~

Qualifications

- ~~1. Working knowledge of computers:
 - ~~a. Word, Excel, and PowerPoint~~
 - ~~b. BS&A Software~~~~
- ~~2. Knowledge of investment of public funds~~
- ~~3. Working skill in operation of:
 - ~~a. Personal computer~~
 - ~~b. Calculator~~
 - ~~c. Phone~~
 - ~~d. Fax and copy machines~~~~
- ~~4. Ability to communicate effectively both verbally and in writing.~~
- ~~5. Ability to work cooperatively with others~~

Education

- ~~1. Bachelor's Degree in accounting or finance~~
- ~~2. Two (2) years experience comparable in scope and responsibility or an equivalent combination of education and experience~~



Amended on 3/2/2020 by council, see below.

FINANCE DIRECTOR/CITY TREASURER

Description of Work

Performs a variety of finance and administrative work, administering the treasury and finance functions of the city. Delegate's duties to other office employees.

Position Summary

Under the general direction of the City Manager, plans, organizes, directs, and evaluates the operations of the Finance Department/Treasury. Responsible for the supervision and oversight of the City's financial, budgetary, accounting, assessing and BS&A computer information software.

Supervision Received

Works under the general supervision of the City Manager.

Essential Duties and Job Functions

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as the chief financial officer of the City. Plans, organizes, and directs the activities of the Finance Department in accordance with state law, accounting principles, and local policies. Develops and implements departmental policies and procedures and provides guidance on accounting and reporting procedures and City fiscal policies.

Assists in the recruitment and hire of Department personnel. Assigns work, supervises personnel, evaluates performance, and oversees professional development. Takes disciplinary action according to established procedures.

2. Plans, establishes, and directs revisions of accounts and funds in accordance with governmental generally accepted accounting principles and State of Michigan law; monitors all funds and accounts to insure proper use.

3. Reviews and creates warrants, entries, financial statements, and other financial supporting data and reports for propriety and accuracy. Presents reports in public forums for all funds as needed.

4. Directs a system of internal accounting controls to verify appropriate accountancy. Reviews purchase orders for budgetary support and council approvals prior to final approval of the City Manager.

5. Directs and completes the preparation of audit schedules for annual audit; coordinates audit with outside auditors; plans and directs Finance Department staff regarding audit responsibilities.

6. Directs and maintains all financial records, maintains required supporting documentation and fund distributions; creates journal entries, maintains the city's utility billing, purchase orders,



and expenditures; plans and supervises quarterly and year-end closing procedures. Reviews variances and submits to City Manager for authorization as required.

7. Compiles the annual City budget document and budget summary information; coordinates and attends budget meetings; works with other departments regarding budget submissions; plans and organizes Finance Department staff responsibilities regarding budget preparation and input; recommends budget transfers and amendments when needed throughout the year. Prepares and administers departmental budget throughout the fiscal year.

8. Develops capital budget, capital plan, and other long-range forecasts. Performs feasibility studies and prepares reports. Maintains property value, millage and all funds' histories and related statistics for forecasting, analysis, and reporting. Coordinates with bond counsel in securing debt issues for the City.

9. Coordinates grant programs with other City departments; supervises individual grant accounting and files as required by grantor agencies and auditors.

Researches and prepares background information and proposed resolutions for City Council consideration; prepares and delivers oral and written presentations to City Council, Boards/Commissions, and other groups/entities. Maintain BS&A accounting, assessing, building inspection and other software to interface with City IT staff.

10. Plans, organizes, and directs comprehensive disaster recovery programs and related procedures and protocols related to the city's financial systems.

11. Reviews assessing activity and decisions with the Assessor and communicates important assessing information to the City Manager as requested. Utilizes assessing forecasts for budget development and forecasting long term.

12. Acts as staff liaison to various internal and external boards, authorities, committees, municipalities, and related groups. Provides data in written and oral format to requesting boards and committees on a regular basis.

13. Keeps abreast of legislative developments, new administrative techniques, and current accounting trends through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

14. Acts as departmental spokesperson, establishing and maintaining effective relationships with other departments and administrators, citizens, the media, City officials, employees, and other interests. Responds to public inquiries and investigates complaints.

15. Serves as custodian of all monies of the city, which encompass collection, investment, and dispersal

a. Collecting taxes

b. Funds and fees received from other government and private sources

16. Balance tax rolls

17. Invest public funds

18. Oversee bond indebtedness and maintain payment schedule of same

19. Reconciles daily cash and pertinent reports



20. Prepares daily bank deposits
21. Maintains accounts receivable records
22. Performs duties as set forth in the City Charter and ordinances or as assigned by the City Manager.
23. Accounts payable – vendors list and payments – provides council with a check list
24. General Ledger entries – monitor General Ledger accounts
25. Monitor budget activity
 - a. prepares and print current year and next year budgets and amendments
 - b. assists City Manager and Department Heads with financial information
 - c. maintains printed budget reports
26. Maintain financial reports, Trial Balances, General Ledger detail, etc.
27. Balance checking and savings registers to bank statements monthly
28. Balance bank statements to BS &A software accounts
29. Maintain accounting and payments to Workers Compensation, Life Insurance, Health Insurance, ICMA and MERS Retirement Plans
30. Balance cash drawer daily and prepare bank deposits
31. Go to bank daily with deposits
32. Maintain Equipment Pool Transfers
33. Pay and track bond payments
34. Maintain worksheets for PA302 Funds
35. Maintain separate worksheets and track income and expenses for special projects and funds-Grants
36. Quarterly Revenue & Expenditure Reports to Council
37. Make sure Daily Backups are done properly
38. Maintain CD and Money Market account history
39. Property tax collection and distribution
40. Maintain City Tax Rolls
41. Prepare and submit to County the Tax Roll Reconciliation
42. Work with the DDA, LDFA and City Assessor to report in a timely manner regarding the Captured Taxes and Board of Review changes
43. Weekly Payroll/Special Payroll preparation
44. Maintain and reporting for all payroll benefit invoice reconciliation
45. Assists City Manager with Union Contract Negotiations
46. Assists City Manager with vetting vendors for City
47. Acts as the Human Resources Director

Position requires ability to sit at a workstation for extended periods of time, serve public at the service counter, when necessary, answer questions from the public and occasionally lift or move items weighing up to 25 pounds. The work environment is usually moderately quiet.

Requirements include the following:

- A Bachelor's Degree in accounting, business or public administration, or a related field.
- Three years of progressively responsible experience in professional accounting or finance, preferably fund accounting, with prior experience in supervising a finance department or operation.
- Experience in governmental accounting or knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.



- Knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial transactions.
- Skill in completing complex financial analysis, forecasts, and models.
- Skill in utilizing computer systems and related software packages and the ability to direct and maintain the support of accounting/finance computer systems.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in building and maintaining effective working relationships with subordinates, peers, elected officials, the media, professional contacts, and the general public.
- Ability to develop budget forecasts and prepare comprehensive and accurate reports.
- Ability to effectively supervise subordinate personnel.
- Ability to research, prepare, present, and implement multifaceted programs, studies, and projects effectively.
- Ability to attend meetings outside of normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends much of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations to attend meetings.

Education

1. Bachelor's Degree in accounting or finance
2. Two (2) years' experience comparable in scope and responsibility or an equivalent combination of education and experience

All applicants must successfully complete:

- A physical and drug screen
- A background investigation



- Computer office test(s)

- In person interview

*City of Evart is an Equal Opportunity Employer



DEPUTY CLERK

Description of Work

Responsible for assisting the City Clerk, as well as a variety of clerical duties.

Supervision Received

Works under the general supervision of the City Manager

Major Duties

1. Acts as the City's Clerk while the Clerk is not available
2. Write miscellaneous work orders for Public Works Department DPW, Water and Sewer Departments.
- ~~3. Dog License~~
 - ~~a. Issue dog tags & licenses~~
 - ~~b. Collect money / data entry~~
 - ~~c. Monthly reports and reconciliation~~
 - ~~d. Send reports and money to county~~
- ~~4.3.~~ Wait on customers at counter and answer phones
 - a. Water / Sewer /Refuse inquiries
 - b. Home ownership inquiries
 - c. Zoning/permit inquiries
 - d. Take citizen complaints and relay to proper departments
 - e. Miscellaneous inquiries
- ~~5.4.~~ Assists Clerk
 - a. Burials
 - b. Foundations
 - c. Work orders
 - d. Sale of grave sites
 - e. Cemetery – Genealogy inquiries
 - f. Meetings & minutes when needed
 - g. Elections
 - h. Work orders for cemetery
 - i. Notary public for City legal documents for cemetery
 - j. Schedule meetings for the Council Chamber
 - k. Issue Oaths of Office for Clerk and Police
- ~~6.5.~~ Report street light outages to Consumers Energy or DPW
- ~~7.6.~~ Advertise, open and tabulate various bids for the City of Evart
- ~~8.7.~~ Keep MIOSHA posters updated and posted to maintain compliance
- ~~9.8.~~ Assists with miscellaneous receipting
 - a. Water bills
 - b. Water tests
 - c. Recreation
 - d. Water / sewer taps
 - e. Miscellaneous permits
 - f. Copies
 - g. Police reports
 - h. Camping / pavilion
 - i. Make camping and pavilion reservations over the winter



- j. Other miscellaneous tasks that arise at City Hall

Qualifications

1. Intellectual
 - a. Demonstrates attention to detail
 - b. Identifies and resolves problems in a timely manner
 - c. Uses reason, even when dealing with emotional topics
 - d. Displays critical/creative thinking
 - e. Possesses necessary expertise to accomplish all tasks
 - f. Learns new skills to improve job performance
2. Interpersonal
 - a. Timely response to requests for information, service and assistance
 - b. Maintains confidentiality
 - c. Demonstrates a positive and productive attitude
 - d. Displays self-control and keeps emotions under control, even under pressure
 - e. Remains open to others' ideas and tries new things
 - f. Speaks clearly; listens and gets clarification
 - g. Able to read and interpret written information
 - h. Writes clearly, accurately, and concisely
3. Organization
 - a. Conserves organizational resources
 - b. Treats people with respect
 - c. Inspires the trust of others
 - d. Works ethically and with integrity
 - e. Follows policies and procedures
 - f. Completes tasks correctly and on time
 - g. Supports organization's goals, values, and policies
4. Self-Management
 - a. Completes tasks on time or notifies appropriate person with an alternate plan
 - b. Follows instructions and responds to management directions
 - c. Uses equipment and materials according to policy
 - d. Manages competing demands; uses time effectively
5. Leadership
 - a. Demonstrates accuracy and thoroughness
 - b. Able to deal with frequent changes, delays, or unexpected events
 - c. Accepts responsibility; follows or exceeds organizational standards
 - d. Uses resources effectively and efficiently
6. Physical Demand
 - a. Sit, stand and walk
 - b. Use of hands, fingers, and arms
 - c. Occasionally required to climb or balance, stoop, kneel, or crouch
 - d. Occasionally lift and/or move up to 50 pounds
7. Knowledge of Internet Explorer, Microsoft Excel and Outlook

Education

1. High School Diploma
2. One (1) to three (3) months related experience and/or training, or equivalent combination of education and experience



DEPUTY TREASURER

Description of Work

This position is under the direction of the City Treasurer and performs responsible clerical accounting work in receiving, recording, and reconciling of City revenues, and assists in maintaining control of City expenditures, investments, and receivables; provides secretarial and office assistance to the City Treasurer.

Major Duties

1. Receives oral and written instructions from the City Treasurer
2. Performs calculating, posting and verifying duties
3. Receives, records and posts revenue from departments and other direct sources as needed
4. Accepts payments for all billings, fees, assessments, permits and fines
5. Prepares bank deposit slips
6. Schedules and authorizes electronic fund transfers and ACH payments
7. Assists the City Treasurer in financial reporting work
8. Completes payroll in the Treasurer's absence
9. Prepares and processes all outstanding invoices for payment
10. Prepares and maintains complex spreadsheets for accounts payables
11. Prepare statistical reports as needed
12. Provides expenditure and revenue reports to department heads as needed
13. Assists with the collection and distribution of property taxes
14. Maintains a comprehensive filing system for accounts payable
15. Provides administrative support and office assistance to the City Treasurer
16. Composes routine correspondence
17. Provides information to department heads, insurance carriers, banking officials, and state and federal agencies to the public
18. Provides general information to the public
19. Relieves office staff serving in other capacities as needed
20. Maintains and updates the City website and social media pages
21. Performs other related duties as assigned by the City Treasurer
22. Shall have the power to perform all duties of the City Treasurer in the Treasurer's absence

~~23. Dog License~~

- ~~a. Issue dog tags & licenses~~
- ~~b. Collect money / data entry~~
- ~~c. Monthly reports and reconciliation~~
- ~~d. Send reports and money to county~~

~~24.23.~~ Wait on customers at counter and answer phones

- a. Water / Sewer /Refuse inquiries
 - b. Home ownership inquiries
 - c. Zoning/permit inquiries
 - d. Take citizen complaints and relay to proper departments
 - e. Miscellaneous inquiries
25. Assists with miscellaneous receipting
- a. Water bills
 - b. Water tests



- c. Recreation
- d. Water / sewer taps
- e. Miscellaneous permits
- f. Copies
- g. Police reports
- h. Camping / pavilion
- i. Make camping and pavilion reservations over the winter
- j. Other miscellaneous tasks that arise at City Hall

Qualifications

- 1. Knowledge of basic finance and accounting principles
- 2. Ability to calculate figures and amounts such as interest, proportions and percentages
- 3. Ability to maintain files and records
- 4. Ability to use knowledge and reasoning to solve complex problems
- 5. Ability to prioritize and multi-task with regular interruptions
- 6. Intellectual
 - a. Demonstrates attention to detail
 - b. Identifies and resolves problems in a timely manner
 - c. Uses reason, even when dealing with emotional topics
 - d. Displays critical/creative thinking
 - e. Possesses necessary expertise to accomplish all tasks
 - f. Learns new skills to improve job performance
- 7. Interpersonal
 - a. Timely response to requests for information, service and assistance
 - b. Maintains confidentiality
 - c. Demonstrates a positive and productive attitude
 - d. Displays self-control and keeps emotions under control, even under pressure
 - e. Remains open to others' ideas and tries new things
 - f. Speaks clearly; listens and gets clarification
 - g. Able to read and interpret written information
 - h. Writes clearly, accurately, and concisely
- 8. Organization
 - a. Conserves organizational resources
 - b. Treats people with respect
 - c. Inspires the trust of others
 - d. Works ethically and with integrity
 - e. Follows policies and procedures
 - f. Completes tasks correctly and on time
 - g. Supports organization's goals, values, and policies
- 9. Self-Management
 - a. Completes tasks on time or notifies appropriate person with an alternate plan
 - b. Follows instructions and responds to management directions
 - c. Uses equipment and materials according to policy
 - d. Manages competing demands; uses time effectively
- 10. Leadership
 - a. Demonstrates accuracy and thoroughness
 - b. Able to deal with frequent changes, delays, or unexpected events
 - c. Accepts responsibility; follows or exceeds organizational standards
 - d. Uses resources effectively and efficiently
- 11. Physical Demand



- a. Sit, stand and walk
 - b. Use of hands, fingers, and arms
 - c. Occasionally required to climb or balance, stoop, kneel, or crouch
 - d. Occasionally lift and/or move up to 50 pounds
12. Knowledge of Internet Explorer, Microsoft Excel and Outlook, Data Processing, Spreadsheet software and Word Processing

Education

- 1. High School Diploma
- 2. Two (2) years' experience in bookkeeping, accounting or other financial-based clerical duties



CITY MANAGER'S ASSISTANT/UTILITY BILLING CLERK

Description of Work

Responsible for the professional and efficient managing of the office, as well as a variety of clerical duties

Supervision Received

Works under the general supervision of the City Manager, City Treasurer

Duties

1. Responsible for monthly water/sewer/refuse billing
2. Prepares the monthly shut off list
3. Performs routine office tasks as needed
4. Dog License
 - a. Issue dog tags & licenses
 - b. Collect money / data entry
5. Wait on customers at counter and answer phones
 - a. Water / Sewer /Refuse inquiries
 - b. Home ownership inquiries
 - c. Zoning/permit inquiries
 - d. Take citizen complaints and relay to proper departments
 - e. Miscellaneous inquiries
6. Assists with miscellaneous receipting
 - a. Water bills
 - b. Water tests
 - c. Recreation
 - d. Water / sewer taps
 - e. Miscellaneous permits
 - f. Copies
 - g. Police reports
 - h. Camping / pavilion
 - i. Make camping and pavilion reservations over the winter
 - j. Other miscellaneous tasks that arise at City Hall

Qualifications

1. Ability to read and comprehend simple instructions, short correspondence, and memos
2. Ability to write simple correspondence
3. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees
4. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
5. Ability to deal with problems involving a few concrete variables in standardized situations
6. Knowledge of the Internet, Microsoft Word, Excel and Microsoft Outlook
7. Physical Demands:
 - a. Ability to use hands, and fingers; reach with hands and arms
 - b. Occasionally required to stoop, kneel crouch or crawl



- ~~c. Frequently lift and/or move 10 pounds; occasionally lift and/or move up to 50 pounds~~
- ~~8. Demonstrates attention to detail~~
- ~~9. Displays critical/creative thinking~~
- ~~10. Remains open to others' ideas and tries new things~~
- ~~11. Speaks clearly; listens and gets clarification~~
- ~~12. Able to read and interpret written information~~
- ~~13. Writes clearly, accurately and concisely~~
- ~~14. Completes tasks correctly and on time~~
- ~~15. Ability to work well with others~~
- ~~16. Learns new skills to improve job performance~~
- ~~17. Timely response to requests for information, service and assistance~~
- ~~18. Maintains confidentiality~~
- ~~19. Demonstrates a positive and productive attitude~~
- ~~20. Displays self-control and keeps emotions under control, even under pressure~~
- ~~21. Treats people with respect~~
- ~~22. Inspires the trust of others~~
- ~~23. Follows policies and procedures~~
- ~~24. Uses equipment and materials according to policy~~
- ~~25. Manages competing demands; uses time effectively~~
- ~~26. Able to deal with frequent changes, delays, or unexpected events~~
- ~~27. Accepts responsibility; follows or exceeds organizational standards~~

Education

- ~~1. High School Diploma~~

Amended on 07/10/2017 by council.

ADMINISTRATIVE ASSISTANT

Description of Work

Specialized administrative and office support functions; creates and maintains specialized reports, records, and files required in connection with City processes; interacts with City personnel and the public on technical matters; and performs related duties as assigned.

Supervision Received

Works under the general supervision of the City Manager, City Treasurer, and Department of Public Works Director.

Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Performs, difficult technical and administrative work in support of the City's core functions and processes, examples of which include generating and formulating equipment and vehicle reports and records; researches and administers grants; performs website updates and modifications; provides backup support and assistance



to other administrative support staff; processing, entering, reviewing and preparing coin, cash and check deposits; providing technical support and assistance in utility billing, payroll, accounts payable, and accounts receivable; collecting data from multiple sources and creating reports and documents to meet regulatory requirements; interacting with the public on technical and/or sensitive matters; and performing other technical and administrative tasks of equivalent difficulty. Receives and screens visitors and/or telephone calls, providing general and specialized information regarding City functions that may require the use of judgment, tact, sensitivity, and the interrelation of policies, rules, and procedures; skillfully handles complaints and inquiries;

researches and responds to requests or refers complaints and requests to other staff when warranted. Designs, organizes and maintains specialized and custom forms, records, reports, files and logs to support technical work processes in areas of assigned responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation; creates, maintains and updates file indexes; archives inactive records or files; researches and assembles information from a variety of sources for the completion of specialized forms and technical reports; copies, compiles and distributes contracts, reports, documents and other materials.

Verifies accuracy of timesheets and produces weekly payroll report; maintains attendance and time off records; prepares and types of personnel documents; assists with maintaining personnel files. Reviews and codes City expenses and monitors City budget balances; compiles data and provides other support and assistance in preparation of the City's annual budget within City policies and procedures, performs purchasing duties for designated equipment, materials, supplies and/or services; obtains and, when assigned, evaluates bids; recommends

the award of bids, selecting appropriate vendors and suppliers; prepares requisitions and purchase orders.

Drafts and/or types agendas, resolutions, and reports; assembles agenda packets for assigned

meetings; ensures all information is accurate and complete; finalizes, indexes and cross references

resolutions; drafts and posts legal notices within mandated timeframes; types and mails meeting notices to applicants, property owners and other parties; drafts procedures and

arranges for publication of legal notices, monitors compliance of publications with legal requirements.

Performs other secretarial and administrative support functions for managers, and staff; schedules assigned appointments, meetings and conferences, coordinates arrangements and

sets up meeting rooms; notifies meeting participants; prepares and/or assembles meeting

materials from rough notes, drafts, dictation, or oral instructions; types, formats, edits, revises,



proofreads and prints reports, correspondence, memoranda, agreements, agendas, contracts,
legal documents, technical charts, tables, and other specialized materials ranging from
routine to
complex; creates materials for public presentations; composes correspondence, reports
and
informational materials: proofreads and checks typed and other materials for accuracy
and
completeness and for compliance with policies and regulations; reviews, determines the
priority
of and routes department's incoming correspondence.

Qualifications

Knowledge of: Office administration practices and procedures; principles and practices
of sound
business communication; correct English usage, including spelling, grammar and
punctuation;
City organization, ordinances, rules, policies, and procedures applicable to
departmental
operations; terminology, technical work processes and local, state, and federal
requirements
applicable to areas of assigned responsibility; basic functions of public agencies,
including the
role of an elected Council and appointed boards and commissions; advanced uses of
word
processing, spreadsheet, database, and other standard software to create complex
documents
and materials requiring the interpretation and manipulation of data; the City's personnel
policies
and labor contract provisions and timekeeping requirements; budgeting, recordkeeping,
filing
and purchasing practices and procedures.

Ability to: Operate a computer using word processing and spreadsheet software; type
accurately
at a speed necessary to meet the requirements of the position; organize, set priorities,
take
initiative and exercise sound independent judgment within areas of responsibility;
interpret
apply, explain, and reach sound decisions in accordance with regulations, policies and
procedures; organize and maintain office and technical, specialized files; compose
correspondence from brief instructions; communicate clearly and effectively orally and
in writing;
understand and follow written and oral instructions both with City staff and customers;
prepare
clear, accurate and concise records and reports; use tact and discretion in dealing with
sensitive



situations and concerned people and customers; establish and maintain effective working relationships with City Managers, staff, and others encountered in the course of work.

Physical Demands: While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Education

1. High School Diploma
2. Two (2) years' experience in bookkeeping, accounting or other financial-based clerical duties

DEPARTMENT OF PUBLIC WORKS DIRECTOR/SUPERVISOR

Description of Work

This position is responsible for overseeing and directing operations of the Public Works Department. As well as perform field inspections of well houses, water towers, manholes, backflow prevention valves, cross connection violations and industrial waste disposal, to enforce



~~City, State and Federal codes and regulations.~~

Supervision Received

~~Works under the general supervision of the City Manager~~

Major Duties

- ~~1. Supervises trains and evaluates street maintenance and storm water drainage crews; ensures the safe and productive use of equipment utilized in associated repair work; trains and directs subordinates in the use, care and maintenance of tools and equipment; plan, prioritize, assign, supervise and review the work staff involved in wastewater and water treatments operations, maintenance and repair work.~~
- ~~2. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.~~
- ~~3. Interprets job assignments to staff under charge and assigns duties to crews of varying sizes and skills; establishes and adjusts work procedures to meet schedules.~~
- ~~4. Participate in the full range of water and wastewater treatment operations, maintenance, and repair duties including performing the most difficult duties assigned to the work unit.~~
- ~~5. Check water and wastewater facilities and equipment for needed maintenance and repairs.~~
- ~~6. Prepare state wastewater discharge reports and state water reports.~~
- ~~7. Identifies and compiles reports of detected deterioration, repair and maintenance needs to the City Manager; evaluates road conditions and submits reports and recommendations for corrective measures.~~
- ~~8. Prepare cost estimates for DPW, Water and Wastewater budget recommendations; submit justifications for budget requests; assist in controlling expenditures. Ensures adherence to the department's annual operating budget, reviews purchase requests, overtime usage, expense reports and other related requests.~~
- ~~9. Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.~~
- ~~10. Plans and coordinates sidewalk repair; street maintenance and storm water drainage projects at various sites; analyzes and resolves work problems and assists workers in solving problems.~~
- ~~11. Maintains current knowledge of materials and equipment used in street maintenance and storm water drainage work.~~
- ~~12. Monitors productivity and work flow of crews under charge; ensures adherence to established deadlines and maintenance and repair schedules.~~
- ~~13. Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions.~~
- ~~14. Contacts residents and business owners in areas where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.~~
- ~~15. Understands operating procedures of a variety of construction equipment and tools; various standard hand-held manual, electrical, and gas-powered tools and equipment; and a variety of specialized, trade-specific tools and equipment.~~
- ~~16. Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, plumbing and carpentry.~~
- ~~17. Ability to function in severe weather conditions and ability to respond to hazardous/risky situations and direct mitigation efforts in emergencies.~~
- ~~18. Performs related duties as directed.~~



Qualifications

1. ~~Certifications:~~

- ~~a. D2 – Limited Treatment~~
- ~~b. S3 – Distribution System~~
- ~~c. L2 – Lagoon Systems~~
- ~~d. Or as determined by contract~~

2. ~~Physical Requirements~~

- ~~a. Stand, walk~~
- ~~b. Talk, hear~~
- ~~c. Use hands, fingers~~
- ~~d. Climb and balance~~
- ~~e. Stoop and kneel~~
- ~~f. Crouch and crawl~~
- ~~g. Reach with hands and arms~~
- ~~h. Carry objects over 50 pounds~~

3. ~~Occupational/Technical Skills~~

- ~~a. Knowledge of plumbing and electrical repairs and ground maintenance procedures.~~
- ~~b. Ability to operate front end loaders, road graders, back hoes, paving machines and a variety of small tools.~~
- ~~c. Knowledge of modern water and wastewater treatment principles, practices, methods and procedures.~~
- ~~d. Knowledge of materials and equipment used in full range of water and wastewater treatment operations, maintenance and repair activities.~~
- ~~e. Knowledge of methods and precautions in storing and handling a variety of chemicals.~~
- ~~f. Knowledge of elements of construction, maintenance and repair activities.~~
- ~~g. Knowledge of functions and purposes of water and wastewater treatment systems.~~

4. ~~Administrative Skills~~

- ~~a. Ability to analyze and resolve situations and problems.~~
- ~~b. Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.~~
- ~~c. Ability to effectively coordinate activities of others to meet objectives.~~
- ~~d. Ability to handle multiple priorities and projects.~~

5. ~~Cognitive Skills~~

- ~~a. Ability to deal with a variety of concrete variables in situations where significant standardization exists.~~
- ~~b. Ability to make timely, sound decisions.~~
- ~~c. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.~~
- ~~d. Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals.~~
- ~~e. Ability to perform standard business arithmetic, including percentages and decimals.~~
- ~~f. Ability to develop original, unusual, successful approaches.~~

6. ~~Communication Skills~~



- a. ~~Ability to let people know of decisions, changes, and other relevant information in a timely fashion.~~
- b. ~~Ability to speak effectively one-to-one.~~
- c. ~~Ability to speak effectively before groups and to respond to questions.~~
- d. ~~Ability to demonstrate attention to and convey understanding of the comments or questions of others.~~

7. ~~Interpersonal Skills~~

- a. ~~Ability to use fact and discretion.~~
- b. ~~Ability to deal courteously and diplomatically with the general public.~~
- c. ~~Ability to maintain issue confidentially.~~
- d. ~~Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors.~~
- e. ~~Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions.~~
- f. ~~Ability to arrive at constructive solutions while maintaining positive working relationships.~~

8. ~~Leadership Skills~~

- a. ~~Ability to take charge and initiate actions.~~
- b. ~~Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals.~~
- c. ~~Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals.~~
- d. ~~Ability to plan, conducts, and participates in meetings in which the collective resources of the group members are used effectively.~~
- e. ~~Ability to clearly assign responsibilities and tasks to others.~~
- f. ~~Ability to instruct and train staff.~~
- g. ~~Ability to provide performance feedback.~~

9. ~~Must be organized with ability to complete and follow through on paperwork in a timely manner.~~

10. ~~Must have computer skills and the ability to communicate via email.~~

~~Work is typically performed outdoors in prevailing weather conditions; has moderate contact with City citizens and the general public and spends much (1/3-2/3) time working around moving objects.~~

~~While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock, falling from exposed places, and moving mechanical parts of equipment, tools, and machinery. While working in water and wastewater collection systems, water and wastewater treatment plant environments; some exposure to water, chemicals, hazardous materials, and noise; heaving lifting/moving, standing and climbing.~~

Education

1. ~~Associates Degree~~



- ~~2. Four (4) years of increasingly responsible experience performing wastewater treatment plant operations, construction, and maintenance work in the assigned area of responsibility, including one (1) years in a lead supervisory capacity.~~
- ~~3. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.~~

DIRECTOR OF PUBLIC WORKS

Revised and Approved by City Council April 19, 2021

Supervised By: City Manager

Supervises: All departmental employees

General Summary:

Under the general supervision of the City Manager, plans, organizes, and supervises the operations and personnel of the Public Works Department. Performs related administrative duties and oversees all operational areas including streets, parks, cemetery, water and sewer systems, fleet maintenance, buildings, grounds, and facilities while enforcing City, State, and Federal codes and regulations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of department operations and personnel. Develops, recommends, and implements policies, rules, and procedures, project plans and preventive maintenance schedules. Determines work priorities, allocates appropriate resources, and ensures work is completed according to schedule and within department standards for quality.
2. Participation in the selection of staff; supervises staff, evaluates performance, and oversees training and performance, including safety compliance.
3. Supervises, trains, and evaluates street maintenance and storm water drainage crews; ensures the safe and productive use of equipment utilized in associated repair work; trains and directs subordinates in the use, care and maintenance of tools and equipment; plan, prioritize, assign, supervise and review the work staff involved in wastewater and water treatments operations, maintenance, and repair work.
4. Prepare cost estimates for public works, water, and wastewater budget recommendations; submit justifications for budget requests; assist in controlling expenditures. Ensures adherence to the department's annual operating budget, reviews purchase requests, overtime usage, expense reports and other related requests.
5. Assesses and makes recommendations on department operations, staffing levels, facilities, vehicles, and equipment. Ensures the proper maintenance of vehicles and equipment and sufficient inventory of supplies.
6. Research contractors, vendors, and products, develops specifications and coordinates the



bid and selection process with administration. Inspects work sites and monitors contracts for compliance with specifications. Supervises inspectors and contractors and other city consultants.

7. Inspects the city's infrastructure, buildings, facilities, and properties and recommends maintenance, construction, and replacement projects. Develops project plans and coordinates activities with other governmental units, city departments, and contractors. Reviews and approves plans for all construction projects.

8. Serves as project manager for all city streets construction projects. Assists in preparing grant applications for street constructions. Maintains the PASER report for all city streets via GIS.

9. Identifies and compiles quarterly reports of detected deterioration, repair, and maintenance needs to the City Manager, evaluates road conditions and submits reports and recommendations for corrective measures.

10. Maintains sidewalk management program including inventory, condition assessment, and replacement plan

11. Understands operating procedures of a variety of construction equipment and tools; various standard hand-held manual, electrical, and gas-powered tools, and equipment; and variety of specialized, trade-specific tools and equipment.

12. Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, plumbing and carpentry.

13. Ability to function in severe weather conditions and ability to respond to hazardous situations and direct mitigation efforts in emergencies.

14. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures and policy are properly used.

15. Reviews payroll, completes other paperwork and maintains data, information, and records related to departmental activity. Ensures proper record keeping, reporting, and overall compliance with the department.

16. Prepares regular status and special reports as requested by the City Manager and as required by other entities. Attends and serves as city liaison to a variety of city boards and commissions.

17. Acts as Department spokesperson, establishing and maintaining effective relationships with citizens, regulatory agencies, peer agencies, city officials, other department heads, and employees.

18. Responds to public inquires and investigates complaints and then reports to the City Manager.

19. Attends all city council meetings, completes special projects, and makes presentations as requested.



20. Oversees the city's geographic information system (GIS).
21. Maintains the department's critical equipment list and inventory program and makes recommendations to the City Manager. Responsible for overseeing the City's vehicle maintenance and vehicle replacement.
22. Provides hands-on training and assistance to work crews as operational needs demand.
23. Confers with outside public works directors and state agencies concerning current policies and programs.
24. Maintain professional memberships with associations and organizations pertaining to public works and water/sewer.
25. Reviews and advises on development plans and permits for work on City rights-of-way.
26. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
27. Performs other related duties as directed by the City Manager.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirement listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree in engineering or related field
- Minimum of seven years of progressively more responsible experience in building/construction management, public works, or a related field, including some supervisory, administrative experience and experience in supervising union employees.
- Certifications:
 - D2-Limited Treatment
 - S3-Distribution System
 - L2-Lagoon System
 - Class B Commercial Driver's License with air brake endorsement
- (Must begin certification process within first year of employment)
- Working knowledge of Microsoft Office products.
- Strong leadership, communication, staff coordination skills, ability to manage in a structured environment, plus knowledge of state and federal policies, laws, etc. are essential.
- Valid State of Michigan operator's license is required.
- Thorough knowledge of the equipment, materials, approaches utilized in public works operations and related safety procedures.
- Knowledge of the public management approaches and techniques involved in budgeting, personnel administrative, contract administration, capital planning and project management
- Knowledge of water and sewer systems and the public health and safety regulations governing municipal water distribution and sewage collection systems.
- Knowledge of public relations practices and communication strategies.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in operating or demonstrating and training others on the use of light and heavy public works vehicles, machinery, or equipment.
- Skill in the use of office equipment and technology, including computers, GIS and related software, and the ability to master new technologies.



- Ability to read and interpret engineer drawings and specifications.
- Ability to maintain accurate records, compile and analyze data and prepare reports.
- Ability to critically assess situations and work effectively under stress, within deadlines and with changing priorities, including responding to emergencies 24 hours a day 7 days a week.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public, employees, contractors, and regulatory agencies and city officials.
- Ability to carry objects over 50 lbs.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee's environment can range from an office setting to construction site. Physical demands, therefore, range from sitting in an office or vehicle to the physical exertion associated with completing public works projects. Therefore, the following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: sitting, standing, walking climbing, balancing, stooping, crouching, crawling, communicating in person, by phone or radio, using manual dexterity to write, type and use tools or equipment; using sight and mobility to inspect work sites, evaluate infrastructure and observe work crews; tasting or smelling for chemicals or natural gas at excavation sites, and if participating in a job or demonstrating an application, the strength, mobility, and dexterity to operate equipment, move items of heavy weight or access work sites. The employee may be exposed to machinery and vibration, chemical and fumes, high and precarious places, or confined spaces, outside weather conditions and risk of electrical shock. The noise level in the office is quiet to moderate but may be very loud at a work site.

WATER-WASTEWATER LEAD OPERATOR

Description of Work

This position is responsible for overseeing and coordinating the daily operations of the water/wastewater department. As well as perform field inspections of well houses, water towers, manholes, backflow prevention valves, cross connection violations and industrial waste disposal, conducts laboratory testing, to enforce City, State and Federal codes and regulations; and performs other related duties in the water/wastewater systems as assigned.

Supervision Received

Works under the general supervision of the ~~DPW Supervisor~~Director of Public Works

Major Duties

1. Lead Operator performs duties including treatment/systems operation, preventative maintenance, equipment repair, and water quality testing.
2. Monitors, tests, and ensures the production and delivery of safe and potable drinking water to the City.
3. Interprets job assignments to staff under charge and assigns duties to crews of varying sizes and skills; establishes and adjusts work procedures to meet schedules.



4. Participate in the full range of water and wastewater treatment operations, maintenance, and repair duties including performing the most difficult duties assigned to the work unit.
5. Check water and wastewater facilities and equipment for needed maintenance and repairs.
6. Prepare state wastewater discharge reports and state water reports.
7. Identifies and compiles reports of detected deterioration, repair and maintenance needs to the City Manager.
8. Prepare cost estimates for Water and Wastewater budget recommendations; submit justifications for budget requests; assist in controlling expenditures. Ensures adherence to the department's annual operating budget, reviews purchase requests, overtime usage, expense reports and other related requests.
9. Requisitions materials and supplies for projects and coordinates the efficient use of workers, resources and equipment.
10. Plans and coordinates storm water drainage projects at various sites; analyzes and resolves work problems and assists workers in solving problems.
11. Maintains current knowledge of materials and equipment used in storm water drainage work.
12. Monitors productivity and work flow of employees assigned to water/wastewater; ensures adherence to established deadlines and maintenance and repair schedules.
13. Responds to emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions, 24 hour on call.
14. Contacts residents and business owners in areas where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
15. Understands operating procedures of a variety of construction equipment and tools; various standard hand-held manual, electrical, and gas-powered tools and equipment; and a variety of specialized, trade-specific tools and equipment.
16. Evaluates completed projects and repairs to ensure all work performed adheres to established safety standards, building codes and regulations, and legal guidelines where applicable, with regard to construction, electric, plumbing and carpentry.
17. Ability to function in severe weather conditions and ability to respond to hazardous/risky situations and direct mitigation efforts in emergencies.
18. Performs related duties as directed.

Qualifications

- ~~11~~12.1. _____ Certifications:
 - a. D2 – Limited Treatment
 - b. S3 – Distribution System
 - c. L2 – Lagoon Systems
 - d. Or as determined by contract
- ~~12~~13.2. _____ Physical Requirements
 - a. Stand, walk
 - b. Talk, hear
 - c. Use hands, fingers
 - d. Climb and balance
 - e. Stoop and kneel
 - f. Crouch and crawl
 - g. Reach with hands and arms
 - h. Carry objects over 50 pounds
- ~~13~~14.3. _____ Occupational/Technical Skills



- a. Knowledge of plumbing and electrical repairs and ground maintenance procedures.
- b. Ability to operate front end loaders, road graders, back hoes, paving machines and a variety of small tools.
- c. Knowledge of modern water and wastewater treatment principles, practices, methods and procedures.
- d. Knowledge of materials and equipment used in full range of water and wastewater treatment operations, maintenance and repair activities.
- e. Knowledge of methods and precautions in storing and handling a variety of chemicals.
- f. Knowledge of elements of construction, maintenance and repair activities.
- g. Knowledge of functions and purposes of water and wastewater treatment systems.

14.4. Administrative Skills

- a. Ability to analyze and resolve situations and problems.
- b. Ability to organize work, set priorities and meet critical deadlines with a minimum of direction.
- c. Ability to effectively coordinate activities of others to meet objectives.
- d. Ability to handle multiple priorities and projects.

15.5. Cognitive Skills

- a. Ability to deal with a variety of concrete variables in situations where significant standardization exists.
- b. Ability to make timely, sound decisions.
- c. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- d. Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals.
- e. Ability to perform standard business arithmetic, including percentages and decimals.
- f. Ability to develop original, unusual, successful approaches.

16.6. Communication Skills

- a. Ability to let people know of decisions, changes, and other relevant information in a timely fashion.
- b. Ability to speak effectively one-to-one.
- c. Ability to speak effectively before groups and to respond to questions.
- d. Ability to demonstrate attention to and convey understanding of the comments or questions of others.

17.7. Interpersonal Skills

- a. Ability to use fact and discretion.
- b. Ability to deal courteously and diplomatically with the general public.
- c. Ability to maintain issue confidentially.
- d. Interpersonal skills necessary to provide effective leadership to personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors.
- e. Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions.
- f. Ability to arrive at constructive solutions while maintaining positive working relationships.

18.8. Leadership Skills

- a. Ability to take charge and initiate actions.



- b. Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals.
 - c. Ability to create an environment in which employees are rewarded for accomplishment of group and individual goals.
 - d. Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used effectively.
 - e. Ability to clearly assign responsibilities and tasks to others.
 - f. Ability to instruct and train staff.
 - g. Ability to provide performance feedback.
- ~~19.9.~~ Must be organized with ability to complete and follow through on paperwork in a timely manner.
- ~~20.10.~~ Must have computer skills and the ability to communicate via email.

Work is typically performed outdoors in prevailing weather conditions; has moderate contact with City citizens and the general public and spends as much as (1/3-2/3) time working around moving objects.

While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock, falling from exposed places, and moving mechanical parts of equipment, tools, and machinery. While working in water and wastewater collection systems, water and wastewater treatment plant environments; some exposure to water, chemicals, hazardous materials, and noise; heaving lifting/moving, standing and climbing.

Education

- 1. Associates Degree (preferably a Bachelor's Degree)
- 2. Four (4) years of increasingly responsible experience performing wastewater treatment plant operations, construction, and maintenance work in the assigned area of responsibility, including one (1) years in a lead supervisory capacity.
- 3. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

DEPARTMENT OF PUBLIC WORKS LEAD OPERATOR

Description of Work

The DPW Lead Operator coordinates the daily activities of the DPW employees, i.e. scheduling work, making assignments, overseeing the jobs and performing work along with the Bargaining Unit members, separate from the Water/Wastewater crew. Lead the crew in performing manual labor and skilled work involving the operation of light, medium and heavy construction and maintenance equipment; working closely with the Water/Wastewater Lead Operator if the need arises, and perform related duties as required.



Supervision Received

Works under the general supervision of the ~~DPW Director~~ Director of Public Works

Major Duties

1. Assists in the placement of maintenance personnel and machinery to perform a definite program of work
2. Leads crew in maintaining and repairing street, alleys, roadways, landscape areas, right-of-ways, signage and parking area including patching, paving, replacing and removing curbs and sidewalks, filling cracks, and debris removal.
3. Leads crew and participates in maintenance work such as pruning trees and brush, mowing, landscaping, snow plowing, ice control, chemical application and cleaning streets.
4. Assists in training equipment operators in proper work procedures and in the use and care of equipment and facilities.
5. Operates salt brine mixing unit and pumping equipment used for snow removal.
6. Performs manual labor as required including digging, painting, erecting and removing snow fence, trash removal, carpentry, facility cleaning and repair.
7. Maintains, fabricates, repairs, and replaces street sign, posts and traffic control devices and inventories materials.
8. Maintains work zone safety set up and traffic control functions.
9. Loads and unloads heavy objects and materials, including rock and dirt.
10. Constructs, repairs, and cleans intakes, grates, storm sewers and other damaged facilities.
11. Maintains and records inventory of signs and traffic signals.
12. Performs routine maintenance and minor repairs including welding, sandblasting, and painting on vehicles and equipment and makes necessary adjustments to ensure proper working order.
13. Completes janitorial maintenance to keep building and grounds clean and neat.
14. Cleans tools and equipment after use and stores in appropriate locations.
15. Provides assistance and support in city emergencies, 24 hour on call, i.e. assisting the water/wastewater department with repairs and maintenance.
16. Occasionally tends approved division related seminars and workshops to improve technical knowledge and abilities and evaluate new techniques. Attends safety training seminars.
17. May be required to assist as directed with other divisions' or other city departments' activities.

Qualifications

1. Class A or B Commercial Driver's License, with air brake endorsement – REQUIRED (is a condition of employment to work for the City of Evart)
2. Medical examiners certificate
3. Knowledge and skill to install and/or repair water and sewer service connections and mains.
4. Knowledge in working with concrete, bituminous mixtures, repair and construction.
5. Ability to operate equipment skillfully, safely, and in accordance with rules and regulations.
6. Ability to understand and follow oral and written instructions.



7. Ability to work effectively with the public and other employees.
8. Ability to lift at least 50 pounds on a regular basis.
9. Ability to operate heavy equipment and power tools.

Education

1. High School Diploma

LABORER

Description of Work

Responsible for operating heavy equipment in a safe and effective manner. Perform various maintenance, repair, construction and manual labor work.

Supervision Received

Works under the general supervision of the ~~DPW-Director~~ Director of Public Works



Major Duties

1. May be assigned individual responsibility for continuous activity such as:
 - a. Salting and sanding designated streets and highways
 - b. Grading gravel roads throughout the City
 - c. Operate a street sweeper during periods when traffic is light
2. Operates equipment used in digging and backfilling trenches for such projects as water and sewer construction and repair, blades materials to bring levels to grade
3. Loading trucks with sand, gravel, snow, etc using bucket loader
4. Performs various maintenance functions such as trimming and cutting trees, patching streets, manholes, sidewalks, curbs, catch basins, laying pipe and repairing water/sewer lines.
5. Semi-skilled labor duties such as welding, carpentry work, masonry and electrical labor.
6. Perform routine maintenance and repair on equipment used and assist with extensive repair work.

Qualifications

1. Class A or B Commercial Driver's License, with air brake endorsement **REQUIRED** (is a condition to work for the City of Evart)
2. Medical examiners certificate
3. A combined total of at least 300 hours operating experience on:
 - a. Front-end loader (2 cubic yard minimum), proficiency with a 4-in-1 (bucket required)
 - b. Wheel loader with ½ cubic yard Backhoe bucket attachment (35,000 lbs standard machine weight classification, minimum)
 - c. Dump truck with hydraulic powered underbody scraper (26,000 lbs Gross Vehicle Weight Requirement)
 - d. Backhoe with or without hydro-hammer
 - e. Motor grader
4. Knowledge and skill to install and/or repair water and sewer service connections and mains.
5. Knowledge in working with concrete, bituminous mixtures, repair and construction.
6. Ability to operate equipment skillfully, safely and in accordance with rules and regulations.
7. Ability to understand and follow oral and written instructions.
8. Ability to work effectively with the public and other employees.
9. Ability to lift at least 50 pounds on a regular basis.
10. Ability to operate heavy equipment and power tools.

Education

1. High School Diploma

~~DPW ADMINISTRATIVE ASSISTANT~~

Description of Work

~~Performs responsible clerical work in support of the Public Works Department~~



Supervision Received

Works under the general supervision of the DPW Director

Major Duties

1. ~~Receives, screens and directs telephone calls and visitors to the Department.~~
2. ~~Responds to inquiries, complaints and provides general information regarding departmental operations and policies.~~
3. ~~Refers complex issues to appropriate individuals as necessary~~
4. ~~Prepares and receives a variety of reports and materials~~
5. ~~Prepares correspondence from source files and documents using professional secretarial standards~~
6. ~~Tracks equipment usage and hours worked by department staff~~
7. ~~Processes reports and maintains associates' files and records~~
8. ~~Maintains several departmental computerized databases~~
 - a. ~~Fleet analysis database~~
 - b. ~~User charge system~~
 - c. ~~Winter maintenance data~~
 - d. ~~Street and tree inventory and conditions~~
 - e. ~~Invoices for parts and fuel usages~~
 - f. ~~Monthly and yearly reports~~
9. ~~Processes purchase orders and researches potential suppliers~~
10. ~~Writes bid specs and obtains quotes~~
11. ~~Prepares research and administers grants~~
12. ~~Coordinates special and routine projects as assigned~~

Qualifications

1. ~~Knowledge of municipal and departmental policies and procedures~~
2. ~~Knowledge of general office operations and clerical procedures and practices~~
3. ~~Skill in office equipment and technology, including computers and related software, and the ability to master new technologies~~
4. ~~Ability to maintain a complex record system; prepare comprehensive and accurate reports~~
5. ~~Ability to communicate ideas and concepts orally and in writing~~
6. ~~Compose and edit letters, reports and other documents as needed~~
7. ~~Ability to work with others, the public and government agencies~~
8. ~~Ability to multitask, use good judgment~~
9. ~~Ability to work efficiently under stress and make deadlines~~
10. ~~Ability to lift and/or move lightweight objects~~

Education

1. ~~High School Diploma~~
2. ~~Two (2) years experience as a secretary or office assistant (preferably in a municipal or construction office setting)~~

Council approved on 03/02/2020

Executive Assistant/Communication Coordinator



Description of Work

Performs responsible administrative work in support of the Department of Public Works as well other departments.

Supervision Received

Works under the general supervision of the Director of Public Works

Major Duties

1. Maintains files and records for the Department of Public Works and assists the Director in a full range of support tasks requiring typing, spreadsheets and databases and correspondence processing skills.
2. Assists with providing information for the yearly audit regarding public works purchases, procedures, and policies.
3. Assists with handling calls and situations pertaining to public works and coordinating appropriate personnel and contractors to correct situations and make any necessary repairs. Informs the public of any dangers that may arise due to a utility emergency and in the absence of the Director report these emergencies to the appropriate local, state, and federal agencies in accordance with reporting rules and regulations.
4. Compiles operational statistics and completes a variety of reports required by the city, state, and other agencies
5. Assists the Director with the administration of department programs such as cross connection inspections yearly backflow device testing. Maintains associated records and files.
6. Assists with the bidding of capital improvement projects and equipment purchases based upon the city council's approved purchasing policy.
7. Assists the Director with administering ordinances, policies, and procedures by providing administrative support.
8. Responds to public inquiries pertaining to department operations from citizens, engineers, developers, and contractors.
9. Assists with utility hook-up cost estimates as well as the preparation of water and sewer permits.
10. Assists with the maintenance of the Asset Management Program for the water and sewer systems, including data input pertaining to water and sewer assets, maintenance of asset records, and yearly reporting to appropriate state and federal agencies.
11. Keep abreast of public works related developments, new administrative techniques and current issues through continued education and professional growth. Maintain cooperative relations with peer agencies and other governmental units. Attend conferences, workshops, and seminars as appropriate.
12. Assists the Director with planning, organizing, and directing the activities of the Department of Public Works in accordance with community needs, pertaining to general public works.
13. Assists the Director with a myriad of operational areas including parks, stormwater, trees, cemetery, streets, buildings, maintenance, railroad, parks, and equipment pool
14. Assists with developing and implementing departmental policies and procedures
15. Assists by analyzing capital needs, make recommendations for improvements and implement changes. Monitor operational costs and make recommendations for increasing efficiency.
16. Compile information through research and assist with preparing documents to the Council
17. Assist leadership in the creation, coordination and implementation of training and safety programs
18. Assists by researching grant programs, assisting departments in identifying grant



priorities, writing grant applications, assisting others with grant applications, working with departments to ensure compliance with grant requirements, submitting reports, submitting invoices, maintaining grant files, and supporting audits for the city.

19. Perform all other duties as required.

Communication Coordinator

Description of Work

Responsible for the development and communication of information to keep the public and media informed of programs, events, accomplishments and services of the city and its staff. Ensures the dissemination of accurate communications, presenting and maintaining a positive image of the City's activities to the community. This position will strive to increase public awareness of the City's programs and services.

Major Duties

1. Assists in developing and implementing communication strategies (including a communication plan) for key issues and initiatives of the city including but not limited to website, press releases, social media (Facebook, etc.), television, and email.
2. Creates, disseminates, and monitors social media content on all media outlets;
3. Gathers, composes/produces, reviews, edits, organizes, and prioritizes content (articles, video, graphics) for websites, social media and other publications intended for target audiences and key stakeholders;
4. Composes/produces content for newsletters, annual reports, website, and other publications/promotional materials as needed;
5. Works with staff to promote research and assist in pitching stories to media outlets;
6. Serve as editorial administrator and creative content expert for the city, creating content for print, web and digital media, direct mail, publications and materials, advertising, displays, social and other emerging media channels.
7. Manage and create content for and to increase engagement on the city's social media channels.
8. Manage the production and updating of city's publications and materials.
9. Manage overall brand usage and implementation across website and social media to ensure brand cohesion and impact.
10. Work within departments heads to help identify, coordinate, and implement public relations activities and special events in coordination with the community and council members
11. Alerts and advises city management of implications of policies, developments, and current events on community perceptions of the city, and makes recommendations on appropriate communication strategies.
12. Designs and writes content for the City's website; interfaces with technical staff as necessary to implement complex projects.



13. Creates questionnaires and requests for information about the city and department operations and programs. Coordinates public opinion surveys and results.
14. Implement ongoing education to our community remain highly effective to our residents.
15. Identify threats and opportunities in user-generated content surrounding the city. Report notable threats to appropriate management.
16. Analyze campaigns and translate anecdotal or qualitative data into recommendations and plans for revising social media and social advertising campaigns.
17. Monitor effective benchmarks (Best Practices) for measuring the impact of social media campaigns. Analyze, review, and report on effectiveness of campaigns to maximize results.
18. Stay up to date with latest social media best practices and technologies
19. Perform all other duties as required.

Qualifications

- High level of expertise in editing and writing.
- Excellent interpersonal skills and the ability to communicate effectively both verbally and in writing with a wide audience.
- Ability to direct and lead a team with vision.
- Collect, organize, and assess data to make informed decisions.
- Strong understanding of website principles and best practices.
- Attention to detail, and the ability to work with statistics, figures, and budgets.
- Familiarity with publication, printing, and multimedia.
- High degree of expertise in content strategy, campaigns and with social media.
- High level of problem-solving, critical thinking and conflict resolution skills.
- Strong work ethic, sense of urgency and “can do” attitude.
- Ability to work independently.
- Customer-service orientation.

Education and Experience Guidelines

1. Preferably a bachelor's degree from an accredited college or university with major course work in communication or public administration, or a related field; or
2. Three years' experience in communications and public administration

PARKS AND RECREATION COORDINATOR

Definition

Responsible for the overall planning, organizing, staffing, directing implementing, reviewing and evaluating the activities of the Parks and Recreation for the City of Evart and other related community services and programs; performs other work as required. Provides staff assistance to the City Manager and the City Council.



Distinguishing Characteristics

The Parks and Recreation Director is responsible for planning, coordinating, administering, reviewing and evaluating a broad program of community services including but not limited to: recreation services, recreation facilities; recycling programs; public information and marketing; special event management; youth and adult sports programs; community promotions and marketing.

Supervision Received/Exercised

The City Council and ~~DPW-Director~~ Director of Public Works provide policy direction, while administrative direction is provided by the City Manager. Supervisory duties entail direct supervision of the part-time and indirect supervision of other associated staff; may supervise other staff on a project basis.

Essential Duties

Responsible for managing the daily operations as well as long range planning of the Parks and Recreation Department, all of its services and facilities. Supervises department personnel including the hiring, training, evaluation, and discipline; mentor and develop employees and fostering creativity; develop and/or maintain recreation and sports programs (adult and youth). Oversees, develops, and implements administrative procedures and policies associated with recreation programs and facilities. Reviews and analyzes the effectiveness of departmental services and makes necessary improvement suggestions. Prepares and monitors the annual budget, makes recommendations regarding fees and fee collections; provides staff support to various committees as assigned. Works collaboratively with citizen and other public groups agencies and organizations to bring about coordinated, effective delivery of recreation and other related community services. Prepares reports and studies related to recreation programs, capital improvements, facility maintenance and other assigned activities. Organizes and develops, distributes various public information and marketing materials related to City services and programs; prepares and monitors grants; assists in the planning, financing and development of recreational facilities renovation and expansion; responds to and resolves difficult and sensitive citizen complaints; performs others related duties and special projects as assigned by the City Manager.

Experience/Education

Experience and education in municipal recreation, public or business administration and/or a related field. A typical way of obtaining the required qualification is to possess the equivalent to 3 years of increasing responsible, professional experience including experience in public facility and recreation services. Must possess the equivalent of an Associate's Degree from an accredited educational institution with major course work in municipal recreation, facility management, public administration or a related field.

Knowledge/Skill/Ability

Knowledge of: philosophies, trends, principles and techniques of community recreation service administration and public facility management; program planning and techniques related to community and recreational services and facilities; grant writing techniques; principles of personnel management, supervision and training; public facility management operations and maintenance; marketing and public relations principles and techniques. Recycling/conservation management principles and trends; special event planning and promotion.



Ability to: analyze problems, identify alternative solutions, and implement recommendations in support of goals; Evaluate effectiveness of community services and assist in setting goals and priorities for program delivery; Develop recreational programs adapted to the particular needs of the community. Communicate clearly and effectively both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work. Write and monitor grants; operate current computer systems and software including database and spreadsheet applications; develop and monitor contracts, policies and procedures. Plan and organize work effectively; comprehend major policy, operational, and personnel problems and draw valid conclusions; Supervise, evaluate and direct assigned staff; Establish and maintain cooperative working relationship with representatives of other agencies and the public; Operate machines associated with the upkeep and prep of baseball, soccer and other sports fields.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities at the recreation facilities and maintenance needs and reviewing contracts and developing promotional materials. The position requires working around ball fields (soccer, baseball) whilst setting up for events or keeping up the quality of the facility. The position requires grasping, repetitive hand movement and fine coordination when writing and typing reports and documents. The incumbent also must be available to attend meetings in various other towns and cities, work irregular or extended hours to attend various meetings and community events and with constant interruptions, and at times, with very demanding, angry and violent clients when discussing City programs and services.

Special Requirements

Possession of an appropriate Michigan Operators' license issued by the Secretary of State; Red Cross CPR, First Aid, AE or ability to obtain and maintain within one year of hire.

CHIEF OF POLICE

Description of Work

The Chief of Police will plan, organize, staff, direct and control the personnel and resources of the City of Evart Police Department to attain the mission and goals to which the Department and its members are pledged.

Supervision Received

Reports to the City Manager of the City of Evart

Major Duties

1. Formulates and approves policies, procedures, rules and regulations governing department activities



2. Properly enforces the laws and regulations the department has authority to execute
3. Organize and staff the department in such a manner to ensure that all functions and duties are efficiently and economically performed
4. Responsible for the discipline and welfare of personnel
5. Coordinate departmental activities with those of other City departments and law enforcement agencies
6. Submit reports of departmental activity to such offices and agencies as directed
7. Prepare budget requests and supervise the expenditure of department funds
8. Designate a succession of command to fulfill the duties of Chief of Police during the absence of the Chief
9. Work actively for good public relations
10. Represent the department at the City and public relations
11. Represent the department at City and external functions
12. Perform other duties as assigned.

Qualifications

1. Possess experience in Law Enforcement or Public Safety in the area of personnel supervision and administration
2. Possesses the ability to control and direct the efforts of others, meets with the public, gains their cooperation and speaks effectively before groups.
3. Considerable knowledge of departmental policies, procedures, rules and regulations.
4. Considerable knowledge of state statutes and local ordinances.
5. Ability to effectively interact with employees and public.
6. Ability to effectively interact with employees and the public.
7. Ability to act effectively in emergency situations.
8. Ability to effectively communicate orally and in writing.
9. Must be able to perform the essential job functions of a police officer.
 - a. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
 - b. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; crawl in confined areas to pursue, search, investigate and/or rescue.
 - c. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
 - d. Communicate verbally and effectively by listening to people and by giving information, directions and commands.
 - e. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and requires the ability to distinguish color and perceive shapes.
 - f. Conduct visual and audio surveillance for extended periods of time.
 - g. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
 - h. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
 - i. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
 - j. Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.



- k. Manage interpersonal conflicts to maintain order.
 - l. Operate an emergency vehicle during both the day and night, in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices, congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice and snow.
 - m. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
 - n. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
 - o. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
 - p. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
 - q. Pursue fleeing suspects on foot and both day and night in unfamiliar terrain.
 - r. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
 - s. Subdue resisting subjects using hands and feet while employing defensive tactics/maneuvers or approved non-lethal weapons.
 - t. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- 10. No felony Criminal record or excessive misdemeanor criminal record.
 - 11. Valid driver's license; no excessive driving record.
 - 12. Express oneself orally.
 - 13. Ability to prepare accurate reports and records.

Education

- 1. Graduation from a standard high school supplemented by the completion of a 2-4 year college degree in Criminal Justice or related field.
- 2. Preferred, Graduate Degree from accredited college or university in Criminal Justice or Public Administration or related field and or successful completion of a program of advanced law enforcement education such as the Federal Bureau of Investigation (FBI) National Academy, Michigan State University or Northwestern University School of Police Staff and Command, National Forensics Academy or other such program deemed comparable.
- 3. Must possess current MCOLES certification.
- 4. Supervision/Administration training preferred
- 5. B/A or B/S from accredited institution
- 6. Master's Degree preferred

POLICE SERGEANT

Description of Work

The Police Sergeant is a professional officer that is assigned administration and patrol work, is responsible for first line supervision of field operations, and does related work, as required. A sergeant is a sworn officer and possesses all police powers and responsibilities like any other sworn officer of the Evart Police Department.



Supervision Received

Work is performed under the supervision of the Chief of Police.

Supervision Exercised

Supervision is exercised over assigned officers, subordinate officers or personnel.

Major Duties

1. Supervise and coordinate officers, personnel and functions of assigned shift(s).
2. Review daily logs, complaint and accident reports of assigned officers and personnel.
3. Coordinates follow up investigation of assigned officers and personnel.
4. Responds in person to all situations that require on-site supervision and maintains control until such situations are resolved, or until relieved of command.
5. Performs evaluations of assigned officers and overall job performance of subordinates. Recommending appropriate training or corrective measures.
6. Implements and provides for preventive maintenance program of line operation equipment.
7. Supervise and assist maintenance program for departmental equipment.
8. Review and evaluate reports and records prepared by departmental personnel.
9. Develop and supervise maintenance program for departmental personnel.
10. Make recommendations for departmental purchases.
11. Actively participates in the Field Training Officer (FTO) Program as defined to fulfill related responsibilities in recruit evaluation, training, and program implementation.
12. Acts as liaison between the Chief of Police and the public.
13. Keeps the Chief of Police informed of daily activities and submits written reports required by the City and department policy.
14. All other similar duties as directed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

Qualifications

1. Considerable knowledge of departmental policies, procedures, rules and regulations.
2. Considerable knowledge of state statutes and local ordinances.
3. Ability to effectively interact with employees and public.
4. Ability to effectively interact with employees and the public.
5. Ability to act effectively in emergency situations.
6. Ability to effectively communicate orally and in writing.
7. Must be able to perform the essential job functions of a police officer.
 - a. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
 - b. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; crawl in confined areas to pursue, search, investigate and/or rescue.
 - c. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.



- d. Communicate verbally and effectively by listening to people and by giving information, directions and commands.
 - e. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and requires the ability to distinguish color and perceive shapes.
 - f. Conduct visual and audio surveillance for extended periods of time.
 - g. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
 - h. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
 - i. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
 - j. Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
 - k. Manage interpersonal conflicts to maintain order.
 - l. Operate an emergency vehicle during both the day and night, in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices, congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice and snow.
 - m. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
 - n. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
 - o. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
 - p. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
 - q. Pursue fleeing suspects on foot and both day and night in unfamiliar terrain.
 - r. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
 - s. Subdue resisting subjects using hands and feet while employing defensive tactics/maneuvers or approved non-lethal weapons.
 - t. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- 8. No felony Criminal record or excessive misdemeanor criminal record.
 - 9. Valid driver's license; no excessive driving record.
 - 10. Express oneself orally.
 - 11. Ability to prepare accurate reports and records.

Education

- 1. Supervisory/Administrative training preferred
- 2. Bachelor's degree preferred
- 3. Must possess current MCOLES Certification

The qualifications listed above are guidelines; alternative qualifications may be substituted if



sufficient to perform duties.

POLICE OFFICER

Description of Work

To maintain order, protect persons and property, prevent crime, apprehend criminals, regulate traffic, and perform professional police and patrol work.

Supervision Received

Work is permitted under the supervision of senior police officer or command officer.

Supervision Exercised

Supervision is exercised over lower seniority police officers.



Major Duties

1. Enforce state statutes and local ordinances.
2. Patrol assigned areas to protect persons and property, prevent crime and disorder and apprehend criminal and civil violators.
3. Respond to and investigate complaints, prepare and submit incident reports, collect and maintain evidence.
4. Assist other law enforcement agencies.
5. Testify in a Court of Law.
6. Conduct business and residential security checks.
7. Conduct inspections of liquor establishments to enforce Liquor Law standards.
8. Operate and maintain, in good operating condition, department equipment.
9. All other similar duties as directed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

Minimum Qualifications

1. Michigan Commission of Law Enforcement Standards (MCOLES) Certified or Certifiable.
2. Ability to pass a physical examination.
3. Must be able to perform essential job functions.
 - a. Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
 - b. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
 - c. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
 - d. Communicate verbally by listening to people and by giving information, directions and commands.
 - e. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and requires the ability to distinguish color and perceive shapes.
 - f. Conduct visual and audio surveillance for extended periods of time.
 - g. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
 - h. Exercise independent judgment within legal guidelines to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
 - i. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
 - j. Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
 - k. Manage interpersonal conflicts to maintain order.
 - l. Operate an emergency vehicle during the day and at night, in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices, congested traffic,



- unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
 - m. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
 - n. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue, or general patrol functions.
 - o. Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
 - p. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
 - q. Pursue fleeing suspects on foot, day and night in unfamiliar terrain.
 - r. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
 - s. Subdue resisting subjects using hands and feet while employing defensive tactics/maneuvers or approved non-lethal weapons.
 - t. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- 4. No felony Criminal record or excessive misdemeanor criminal record.
 - 5. Valid driver's license; no excessive driving record.
 - 6. Express oneself orally.
 - 7. Ability to prepare accurate reports and records.

Education

- 1. High School Diploma
- 2. Associate degree
- 3. Bachelor's degree preferred

POLICE SECRETARY

Description of Work

Responsible for prompt service to customers at the service window and phone in a cooperative manner.

Supervision Received

The Administrative Secretary's work is performed under the supervision of the Chief of Police.

Major Duties



Operational Secretary

1. Phone and window – Customer Service
2. Prioritize reports submitted and processing copies for appropriate agencies.
3. Tickets entered into data base, filed and forwarded.
4. Filing various departmental reports and additional correspondence.
5. Data entry of reports and service calls.
6. Pistol permits.
7. Bicycle permits.
8. Assists officers with files and data entry.
9. Process insurance requests and FOIA requests.
10. Process OWI cost factors worksheets and submit to the Courts & City Attorney.
11. Maintain Department records.
12. Maintain Inventory/supply of community relations materials.
13. Type correspondence as directed by Chief of Police.
14. Maintain business contacts and emergency contact numbers.

Administrative Secretary

1. Processing Warrants
2. Alarm call recording and billing
3. Processing of bills/purchase orders
4. Payroll processing
5. LEIN Validation
6. Supplies (forms and equipment)
7. Updating of information sources
8. Computer operations and training
9. Activity report
10. Correspondence and reports for administration
11. UCR reporting to the State of Michigan
12. UDIO Processing
13. Mail- open and sort (including electronic mail)
14. Sex Offender Registrations
15. LEIN TAC
16. LEOKA Report to State of Michigan
17. Track OWI costs and submit to the Courts for reimbursement
18. Fingerprinting
19. Maintain officer MCOLES files
20. Maintain officer training files
21. Maintain Department Policy and Procedure Manuals
22. Process liquor license applications
23. Dispose of department documents (Following State Retention Levels) as required by State Law
24. Troubleshoot computer operations
25. Administer PBT's as required
26. Train Officers on new computer programs (i.e. DTP)
27. Support person for night officers, help with follow-up contacts during business hours
28. Notify officers of scheduled training and make reservations for lodging if necessary



Modification and variance of duties in the adoption of this process is expected but only with authorization from command.

Education

1. High School Graduate
2. Associate Degree Preferred

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CHECK DISBURSEMENT REPORT FOR CITY OF EVART
CHECK DATE FROM 08/03/2021 - 08/16/2021
Banks: 751

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/09/2021	751	38627	CITY OF EVART	DUE TO GENL - PROPERTY TAX	703-000-214.102	36,104.77
		38627		DUE TO GENL-ADMIN FEE	703-000-214.104	317.84
		38627		DUE TO SPECIAL S OAK WATER AND SEWER	703-000-214.205	707.67
		38627		DUE TO S. HEMLOCK ASSESSMENT	703-000-214.325	770.98
						<hr/> 37,901.26
08/09/2021	751	38628	EVART PUBLIC LIBRARY	DUE TO LIBRARY	703-000-214.223	2,406.50
08/09/2021	751	38629	OSCEOLA COUNTY TREASURER	DUE TO STATE EDUCATION TAX	703-000-214.221	14,884.51
08/09/2021	751	38630	OSCEOLA COUNTY TREASURER	DUE TO COUNTY	703-000-214.222	15,808.95
08/16/2021	751	38631	BADGER METER COMPANY, INC	PROFESSIONAL SERVICES	590-537-801.000	20.47
		38631		PROFESSIONAL SERVICES	591-545-801.000	20.47
						<hr/> 40.94
08/16/2021	751	38632	BARNETT'S AUTO REPAIR	VEHICLE REPAIR & MAINTENANCE	101-301-931.000	41.50
		38632		PROFESSIONAL SERVICES	661-599-801.000	30.00
		38632		REPAIRS AND MAINTENANCE	661-599-930.000	15.77
						<hr/> 87.27
08/16/2021	751	38633	CITY OF EVART	OPERATING SUPPLIES	101-265-740.000	200.00
		38633		UTILITIES	101-265-921.000	44.43
		38633		UTILITIES	101-301-921.000	43.15
		38633		UTILITIES	101-440-921.000	262.72
		38633		UTILITIES	101-442-921.000	20.50
		38633		WATER USAGE FOR SPLASH PAD	207-751-921.100	4,298.75
		38633		UTILITIES	208-757-921.000	70.37
		38633		OPERATING SUPPLIES	590-537-740.000	200.00
		38633		OPERATING SUPPLIES	591-545-740.000	200.00
						<hr/> 5,339.92
08/16/2021	751	38634	DTE ENERGY	UTILITIES	101-301-921.000	37.05
		38634		UTILITIES	101-440-921.000	47.97
		38634		UTILITIES	590-538-921.000	76.13
						<hr/> 161.15
08/16/2021	751	38635	ELLEN'S EQUIPMENT, INC	REPAIRS AND MAINTENANCE	661-599-930.000	289.97
08/16/2021	751	38636	EVART PARTS PLUS	VEHICLE REPAIR & MAINTENANCE	101-301-931.000	12.14
		38636		OPERATING SUPPLIES	101-441-740.000	15.61
		38636		OPERATING SUPPLIES	661-599-740.000	29.79
		38636		REPAIRS AND MAINTENANCE	661-599-930.000	146.35
						<hr/> 203.89
08/16/2021	751	38637	FASTENAL COMPANY	OPERATING SUPPLIES	202-451-740.000	37.31
		38637		OPERATING SUPPLIES	203-451-740.000	37.31

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Banks: 751

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						<hr/>
						74.62
08/16/2021	751	38638	FILE SAFE, INC	PROFESSIONAL SERVICES	101-265-801.000	22.08
		38638		PROFESSIONAL SERVICES	590-537-801.000	22.08
		38638		PROFESSIONAL SERVICES	591-545-801.000	22.09
						<hr/>
						66.25
08/16/2021	751	38639	INA STORE INC.	REPAIRS AND MAINTENANCE	661-599-930.000	52.92
08/16/2021	751	38640	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	101-265-727.000	129.99
		38640		OFFICE SUPPLIES	590-537-727.000	129.95
		38640		OFFICE SUPPLIES	591-545-727.000	129.96
						<hr/>
						389.90
08/16/2021	751	38641	JR AGGREGATES EVART	REPAIRS AND MAINTENANCE	208-757-930.000	1,040.72
08/16/2021	751	38642	MEDLER ELECTRONIC CO	REPAIRS AND MAINTENANCE	101-301-930.000	164.35
08/16/2021	751	38643	MORSE MOVING & STORAGE INC	PROFESSIONAL SERVICES	101-265-801.000	1,313.96
		38643		PROFESSIONAL SERVICES	590-537-801.000	1,313.96
		38643		PROFESSIONAL SERVICES	591-545-801.000	1,313.96
						<hr/>
						3,941.88
08/16/2021	751	38644	OHM ADVISORS	PROFESSIONAL SERVICES	202-451-801.000	300.00
08/16/2021	751	38645	OSCEOLA COUNTY ROAD COMMISSION	PROFESSIONAL SERVICES	203-451-801.000	195.00
08/16/2021	751	38646	PALMER'S OUTDOOR POWER EQUIP	OPERATING SUPPLIES	661-599-740.000	270.20
08/16/2021	751	38647	PRINTING SYSTEMS	PUBLISHING/PRINTING	101-265-900.000	37.21
		38647		PUBLISHING/PRINTING	590-537-900.000	37.21
		38647		PUBLISHING/PRINTING	591-545-900.000	37.20
						<hr/>
						111.62
08/16/2021	751	38648	REPUBLIC SERVICES #239	PROFESSIONAL SERVICES	101-441-801.000	129.00
		38648		PROFESSIONAL SERVICES	101-526-801.000	11,740.43
		38648		PROFESSIONAL SERVICES	209-276-801.000	90.00
		38648		PROFESSIONAL SERVICES	590-538-801.000	57.50
		38648		PROFESSIONAL SERVICES	591-546-801.000	57.50
						<hr/>
						12,074.43
08/16/2021	751	38649	SINGLESOURCE LCS	OPERATING SUPPLIES	101-441-740.000	125.65
08/16/2021	751	38650	SLC METER, LLC	CAPITAL OUTLAY-CAPITALIZED	591-547-970.100	123.09
08/16/2021	751	38651	SMALL BUSINESS ADMIN SERVICES	MEMBERSHIP AND DUES	101-265-807.000	129.00
08/16/2021	751	38652	SMITH LUMBER CO	OPERATING SUPPLIES	101-301-740.000	10.00
		38652		REPAIRS AND MAINTENANCE	101-301-930.000	22.99

08/12/2021 03:46 PM
User: JENNIE
DB: CITY OF EVART

CHECK DISBURSEMENT REPORT FOR CITY OF EVART
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		38652		OPERATING SUPPLIES	101-441-740.000	87.33
		38652		REPAIRS AND MAINTENANCE	207-751-930.000	194.03
		38652		REPAIRS AND MAINTENANCE	590-539-930.000	92.89
		38652		OPERATING SUPPLIES	591-547-740.000	54.62
						<hr/> 461.86
08/16/2021	751	38653	TRI-US SERVICES, INC	PROFESSIONAL SERVICES	202-455-801.000	2,750.00
		38653		PROFESSIONAL SERVICES	203-455-801.000	2,750.00
						<hr/> 5,500.00
08/16/2021	751	38654	XEROX CORPORATION	PUBLISHING/PRINTING	101-265-900.000	120.70
		38654		PUBLISHING/PRINTING	590-537-900.000	120.66
		38654		PUBLISHING/PRINTING	591-545-900.000	120.67
						<hr/> 362.03
08/16/2021	751	657 (E)	CONSUMERS ENERGY	UTILITIES	101-265-921.000	276.42
		657 (E)		UTILITIES	101-301-921.000	213.42
		657 (E)		UTILITIES	101-441-921.000	51.66
		657 (E)		UTILITIES	101-442-921.000	359.16
		657 (E)		UTILITIES	101-448-921.000	318.30
		657 (E)		UTILITIES	202-460-921.000	65.24
		657 (E)		UTILITIES	207-751-921.000	505.05
		657 (E)		UTILITIES	208-757-921.000	31.95
		657 (E)		UTILITIES	590-538-921.000	773.77
		657 (E)		UTILITIES	591-546-921.000	740.32
						<hr/> 3,335.29
08/16/2021	751	658 (E)	FIRST BANKCARD	OPERATING SUPPLIES	101-265-740.000	17.38
		658 (E)		COMMUNICATIONS	101-265-850.000	41.66
		658 (E)		OFFICE SUPPLIES	101-301-727.000	124.17
		658 (E)		INVESTIGATIONS	101-301-841.000	60.00
		658 (E)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	0.96
		658 (E)		REIMBURSEMENT EXPENSE	101-441-768.000	656.27
		658 (E)		COMMUNICATIONS	590-537-850.000	41.66
		658 (E)		OPERATING SUPPLIES	590-538-740.000	17.38
		658 (E)		OPERATING SUPPLIES	590-539-740.000	35.99
		658 (E)		MEMBERSHIP AND DUES	591-545-807.000	(77.00)
		658 (E)		COMMUNICATIONS	591-545-850.000	41.65
		658 (E)		OPERATING SUPPLIES	591-546-740.000	17.37
						<hr/> 977.49
08/16/2021	751	659 (E)	VOID	** VOIDED **		** VOIDED **
08/16/2021	751	660 (E)	LINGO	COMMUNICATIONS	590-538-850.000	144.46
		660 (E)		COMMUNICATIONS	591-546-850.000	72.23

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						<hr/> 216.69
08/16/2021	751	661 (A)	CHARTER/SPECTRUM	COMMUNICATIONS	101-265-850.000	134.30
		661 (A)		COMMUNICATIONS	101-301-850.000	284.94
		661 (A)		COMMUNICATIONS	590-537-850.000	134.30
		661 (A)		COMMUNICATIONS	591-545-850.000	134.31
						<hr/> 687.85
08/16/2021	751	662 (A)	FIEBIG, KATHY	TRAVEL EXPENSES	590-537-860.000	26.88
		662 (A)		TRAVEL EXPENSES	591-545-860.000	26.88
						<hr/> 53.76
08/16/2021	751	663 (A)	I.T. RIGHT	COMPUTERS/EQUIPMENT/IT	101-265-932.000	1,819.85
		663 (A)		COMPUTERS/EQUIPMENT/IT	101-301-932.000	9.37
		663 (A)		COMPUTERS/EQUIPMENT/IT	590-537-932.000	1,819.85
		663 (A)		COMPUTERS/EQUIPMENT/IT	591-545-932.000	1,819.83
						<hr/> 5,468.90
08/16/2021	751	664 (A)	MAURER'S TEXTILE RENTAL	PROFESSIONAL SERVICES	101-265-801.000	134.39
		664 (A)		OPERATING SUPPLIES	101-441-740.000	16.00
		664 (A)		PROFESSIONAL SERVICES	590-537-801.000	134.38
		664 (A)		PROFESSIONAL SERVICES	591-545-801.000	134.38
						<hr/> 419.15
08/16/2021	751	665 (A)	SCOTLAND OIL COMPANY, INC.	GAS AND OIL	101-301-861.000	564.56
		665 (A)		GAS AND OIL	661-599-861.000	1,492.61
						<hr/> 2,057.17
08/16/2021	751	666 (A)	SHADES OF GREEN LANDSCAPING	PROFESSIONAL SERVICES	101-440-801.000	4,934.00
08/16/2021	751	667 (A)	TRACE ANALYTICAL LABORATORIES	OUTSOURCED TESTING	590-538-730.000	177.20
			TOTAL - ALL FUNDS	TOTAL OF 39 CHECKS (1 voided)		120,835.38

--- GL TOTALS ---

101-265-727.000	OFFICE SUPPLIES	129.99
101-265-740.000	OPERATING SUPPLIES	217.38
101-265-801.000	PROFESSIONAL SERVICES	1,470.43
101-265-807.000	MEMBERSHIP AND DUES	129.00
101-265-850.000	COMMUNICATIONS	175.96
101-265-900.000	PUBLISHING/PRINTING	157.91
101-265-921.000	UTILITIES	320.85
101-265-932.000	COMPUTERS/EQUIPMENT/IT	1,819.85
101-301-727.000	OFFICE SUPPLIES	124.17
101-301-740.000	OPERATING SUPPLIES	10.00
101-301-841.000	INVESTIGATIONS	60.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-301-850.000			COMMUNICATIONS			284.94
101-301-861.000			GAS AND OIL			564.56
101-301-921.000			UTILITIES			293.62
101-301-930.000			REPAIRS AND MAINTENANCE			187.34
101-301-931.000			VEHICLE REPAIR & MAINTENANCE			53.64
101-301-932.000			COMPUTERS/EQUIPMENT/IT			10.33
101-440-801.000			PROFESSIONAL SERVICES			4,934.00
101-440-921.000			UTILITIES			310.69
101-441-740.000			OPERATING SUPPLIES			244.59
101-441-768.000			REIMBURSEMENT EXPENSE			656.27
101-441-801.000			PROFESSIONAL SERVICES			129.00
101-441-921.000			UTILITIES			51.66
101-442-921.000			UTILITIES			379.66
101-448-921.000			UTILITIES			318.30
101-526-801.000			PROFESSIONAL SERVICES			11,740.43
202-451-740.000			OPERATING SUPPLIES			37.31
202-451-801.000			PROFESSIONAL SERVICES			300.00
202-455-801.000			PROFESSIONAL SERVICES			2,750.00
202-460-921.000			UTILITIES			65.24
203-451-740.000			OPERATING SUPPLIES			37.31
203-451-801.000			PROFESSIONAL SERVICES			195.00
203-455-801.000			PROFESSIONAL SERVICES			2,750.00
207-751-921.000			UTILITIES			505.05
207-751-921.100			WATER USAGE FOR SPLASH PAD			4,298.75
207-751-930.000			REPAIRS AND MAINTENANCE			194.03
208-757-921.000			UTILITIES			102.32
208-757-930.000			REPAIRS AND MAINTENANCE			1,040.72
209-276-801.000			PROFESSIONAL SERVICES			90.00
590-537-727.000			OFFICE SUPPLIES			129.95
590-537-740.000			OPERATING SUPPLIES			200.00
590-537-801.000			PROFESSIONAL SERVICES			1,490.89
590-537-850.000			COMMUNICATIONS			175.96
590-537-860.000			TRAVEL EXPENSES			26.88
590-537-900.000			PUBLISHING/PRINTING			157.87
590-537-932.000			COMPUTERS/EQUIPMENT/IT			1,819.85
590-538-730.000			OUTSOURCED TESTING			177.20
590-538-740.000			OPERATING SUPPLIES			17.38
590-538-801.000			PROFESSIONAL SERVICES			57.50
590-538-850.000			COMMUNICATIONS			144.46
590-538-921.000			UTILITIES			849.90
590-539-740.000			OPERATING SUPPLIES			35.99
590-539-930.000			REPAIRS AND MAINTENANCE			92.89
591-545-727.000			OFFICE SUPPLIES			129.96
591-545-740.000			OPERATING SUPPLIES			200.00
591-545-801.000			PROFESSIONAL SERVICES			1,490.90

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CHECK DISBURSEMENT REPORT FOR CITY OF EVART

CHECK DATE FROM 08/03/2021 - 08/16/2021

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
591-545-807.000			MEMBERSHIP AND DUES	(77.00)		
591-545-850.000			COMMUNICATIONS	175.96		
591-545-860.000			TRAVEL EXPENSES	26.88		
591-545-900.000			PUBLISHING/PRINTING	157.87		
591-545-932.000			COMPUTERS/EQUIPMENT/IT	1,819.83		
591-546-740.000			OPERATING SUPPLIES	17.37		
591-546-801.000			PROFESSIONAL SERVICES	57.50		
591-546-850.000			COMMUNICATIONS	72.23		
591-546-921.000			UTILITIES	740.32		
591-547-740.000			OPERATING SUPPLIES	54.62		
591-547-970.100			CAPITAL OUTLAY-CAPITALIZED	123.09		
661-599-740.000			OPERATING SUPPLIES	299.99		
661-599-801.000			PROFESSIONAL SERVICES	30.00		
661-599-861.000			GAS AND OIL	1,492.61		
661-599-930.000			REPAIRS AND MAINTENANCE	505.01		
703-000-214.102			DUE TO GENL - PROPERTY TAX	36,104.77		
703-000-214.104			DUE TO GENL-ADMIN FEE	317.84		
703-000-214.205			DUE TO SPECIAL S OAK WATER AND SEWER	707.67		
703-000-214.221			DUE TO STATE EDUCATION TAX	14,884.51		
703-000-214.222			DUE TO COUNTY	15,808.95		
703-000-214.223			DUE TO LIBRARY	2,406.50		
703-000-214.325			DUE TO S. HEMLOCK ASSESSMENT	770.98		
			TOTAL	120,835.38		

Check Register Report For City Of Evert
For Check Dates 08/03/2021 to 08/16/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/11/2021	750	23201	MISDU	175.76	175.76	0.00	Open
08/11/2021	750	DD5772	BEAM, JOHN	1,096.15	0.00	719.19	Cleared
08/11/2021	750	DD5773	DUNCAN, JENNIFER	811.60	0.00	607.49	Cleared
08/11/2021	750	DD5774	DVORACEK, SARAH J	1,774.04	0.00	1,355.21	Cleared
08/11/2021	750	DD5775	FIEBIG, KATHY	167.31	0.00	147.40	Cleared
08/11/2021	750	DD5776	FLACHS, MICHAEL J	743.20	0.00	447.40	Cleared
08/11/2021	750	DD5777	HIGGINS, JERALD J	355.50	0.00	301.11	Cleared
08/11/2021	750	DD5778	LOCKHART, PEPPER L	1,025.82	0.00	789.39	Cleared
08/11/2021	750	DD5779	MARTIN, DALE	946.40	0.00	584.82	Cleared
08/11/2021	750	DD5780	MCCLURE, PATRICK K	814.40	0.00	577.18	Cleared
08/11/2021	750	DD5781	MISNER JR, JAMES T	375.00	0.00	298.31	Cleared
08/11/2021	750	DD5782	MOMA, DUSTIN L	1,394.23	0.00	1,036.02	Cleared
08/11/2021	750	DD5783	MUCZYNSKI, PATRICK	1,306.94	0.00	879.68	Cleared
08/11/2021	750	DD5784	PARISH JR., WILLIAM E	493.00	0.00	408.49	Cleared
08/11/2021	750	DD5785	SWIFT-ECKERT, TERESA M	360.15	0.00	329.30	Cleared
08/11/2021	750	DD5786	TUPPER, VICTORIA	97.50	0.00	85.91	Cleared
08/11/2021	750	DD5787	ZINGER, ADAM	743.20	0.00	499.96	Cleared
08/11/2021	750	EFT620	FEDERAL 941	2,685.09	2,685.09	0.00	Open
08/06/2021	750	EFT619	FEDERAL 941	359.21	359.21	0.00	Open
08/04/2021	750	23200	MISDU	175.76	175.76	0.00	Open
08/04/2021	750	DD5755	BEAM, JOHN	1,096.15	0.00	719.21	Cleared
08/04/2021	750	DD5756	DUNCAN, JENNIFER	786.47	0.00	588.58	Cleared
08/04/2021	750	DD5757	DVORACEK, SARAH J	1,774.04	0.00	1,355.21	Cleared
08/04/2021	750	DD5758	FIEBIG, KATHY	167.31	0.00	147.41	Cleared
08/04/2021	750	DD5759	FLACHS, MICHAEL J	743.20	0.00	447.40	Cleared
08/04/2021	750	DD5760	HIGGINS, JERALD J	495.00	0.00	410.05	Cleared
08/04/2021	750	DD5761	KIRWIN, DAVID	1,173.33	0.00	1,018.03	Cleared
08/04/2021	750	DD5762	LOCKHART, PEPPER L	1,025.82	0.00	789.38	Cleared
08/04/2021	750	DD5763	MARTIN, DALE	946.40	0.00	584.84	Cleared
08/04/2021	750	DD5764	MCCLURE, PATRICK K	875.48	0.00	621.11	Cleared

Check Register Report For City Of Evert
For Check Dates 08/03/2021 to 08/16/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/04/2021	750	DD5765	MISNER JR, JAMES T	480.00	0.00	378.22	Cleared
08/04/2021	750	DD5766	MOMA, DUSTIN L	1,394.23	0.00	1,036.04	Cleared
08/04/2021	750	DD5767	MUCZYNSKI, PATRICK	1,346.26	0.00	907.97	Cleared
08/04/2021	750	DD5768	PARISH JR., WILLIAM E	476.00	0.00	395.22	Cleared
08/04/2021	750	DD5769	SWIFT-ECKERT, TERESA M	396.90	0.00	361.69	Cleared
08/04/2021	750	DD5770	TUPPER, VICTORIA	157.05	0.00	138.36	Cleared
08/04/2021	750	DD5771	ZINGER, ADAM	743.20	0.00	499.97	Cleared
08/04/2021	750	EFT618	FEDERAL 941	2,974.52	2,974.52	0.00	Open
Totals:			Number of Checks: 038	32,951.62	6,370.34	19,465.55	
Total Physical Checks:			2				
Total Check Stubs:			36				

Date Thu 08/05/2021

Job #

Prepared By Nathan Fleming

Weather

6:00 AM

58° 

Clear

Wind: 4 MPH | Precipitation: .0" | Humidity: 98%

12:00 PM

77° 

Partly Cloudy

Wind: 6 MPH | Precipitation: .0" | Humidity: 64%

4:00 PM

81° 

Mostly Cloudy

Wind: 9 MPH | Precipitation: .01" | Humidity: 50%

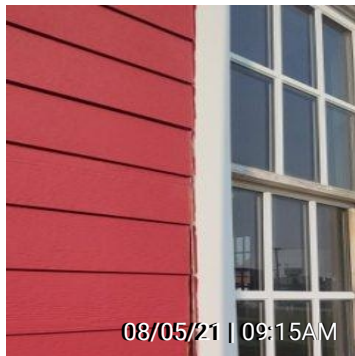
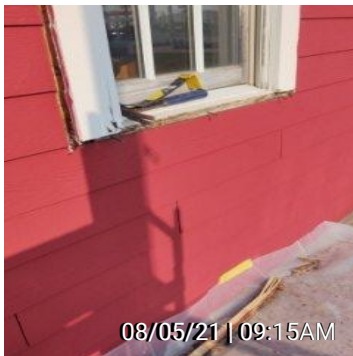
Work Logs

Name	Description	Quantity	Hours
First Contracting		2	0
	Nathan Fleming 08/05/21 03:03PM		
Total		2	0

General Notes

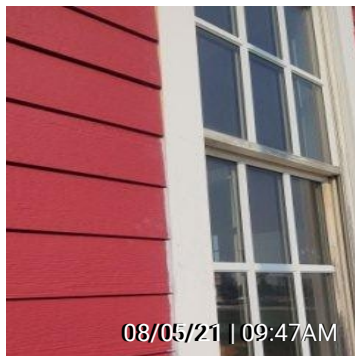
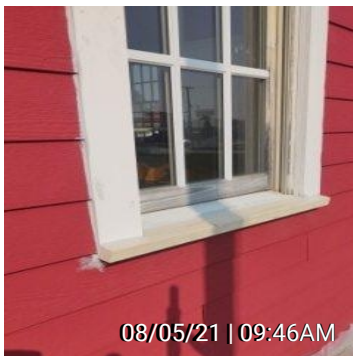
1. Rotted sills on east end

Nathan Fleming | 08/05/21 | 09:39AM



2. Replaced sill and casing

Nathan Fleming | 08/05/21 | 09:50AM



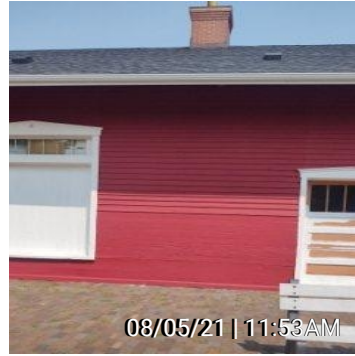
3. East side north window sill nosing replaced and left side casing

Nathan Fleming | 08/05/21 | 10:17AM



4. Red complete on the east,south,and west sides

Nathan Fleming | 08/05/21 | 11:54AM



5. Prepping complete on north side priming is underway

Nathan Fleming | 08/05/21 | 11:55AM



Site Safety Observations

No entry

Quality Control Observations

No entry

Survey

Questions	N/A	No	Yes	Description
1. Any accidents on site today?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Any schedule delays occur?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Did weather cause any delays?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Any visitors on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Any areas that can't be worked on?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Any equipment rented on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I, Nathan Fleming, have reviewed and completed this report.

Nathan Fleming | 08/05/21 | 03:03PM

DPW/ Sewer & Water Communications

July 2021

Streets

- Patched potholes
- Street light maintenance
- Street sign maintenance
- Cleaned gutter pans
- Graded 5 Mile Road

DPW

- Bagged leaf run
- Hauled brush
- City-wide leaf pick up
- Weed killer on sidewalks
- Truck/Equipment maintenance
- Mower maintenance
- MMRMA Inspection
- Weed whipped around Well Houses
- Removed weed barrier from museum garden bed
- Placed a temporary patch on sinkhole on N. Cedar

Misc.

- Cleaned workshop and WWTP lab
- Marking electrical lines in Alley on N. Main Street
- Miss-Digs
- Trash run (once a week)
- Mowed all City properties not mowed by Shades of Green
- Tear down for parade

Airport

- Monthly light test
- Swept runway
- Removed weeds from runway

Parks

- Repair water leaks at Riverside West
- Spread gravel in drive areas of both Riverside Park East and West
- Installed tennis court nets
- Removed rocks from boat launch
- Shuffleboard Court Maintenance

Water

- Collected samples for drinking water wells
- Completed the Monthly Operating Report (MOR)
- Filled day tanks
- Repair water leaks at Riverside West
- Repaired leak at Depot
- Replacing residential meters
- Repaired aerator motor on N. Primary Pond
- Performed daily well reads
- Performed water and sewer reads for monthly billing
- Re-reads of water meters
- Flushed hydrants
- Replaced dehumidifier in Well 3
- Built irrigation Meters

Sewer

- Repaired sink hole on N. Hemlock St.
- Investigated sewer service line on N. Oak St.

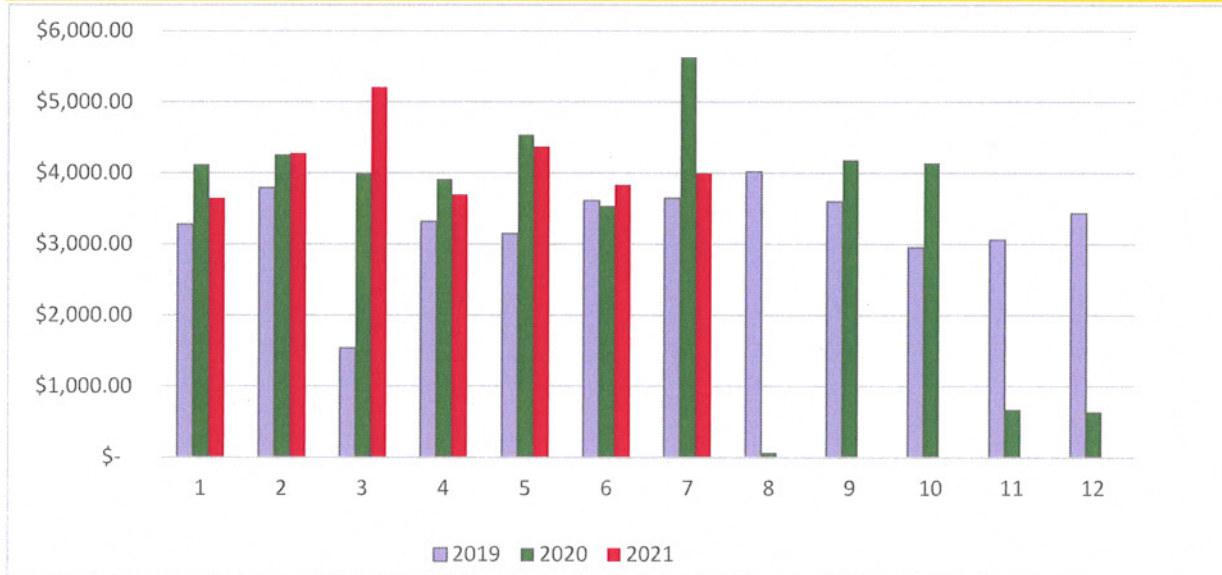
Current Water/Sewer Rates

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

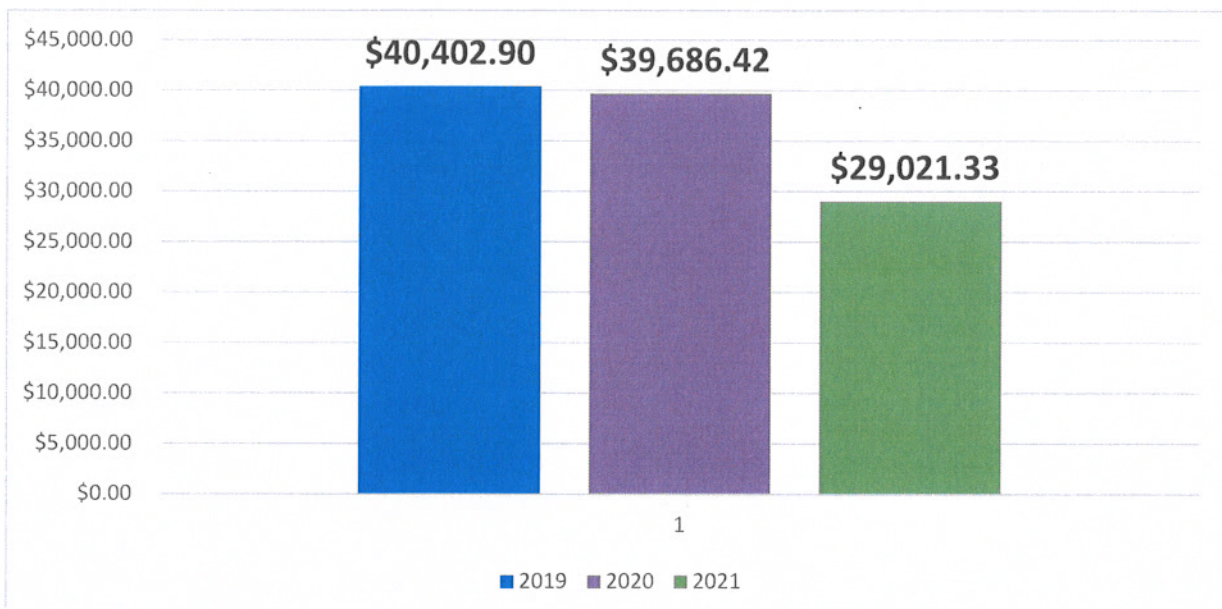
ELECTRIC COMPARISON REVIEW FOR JULY 2020-2021

	WATER	SEWER
2020	\$ 7,762.50	\$ 5,628.14
2021	\$ 6,843.06	\$ 3,995.24
DIFFERENCE/SAVINGS	\$919.44	\$1,632.90

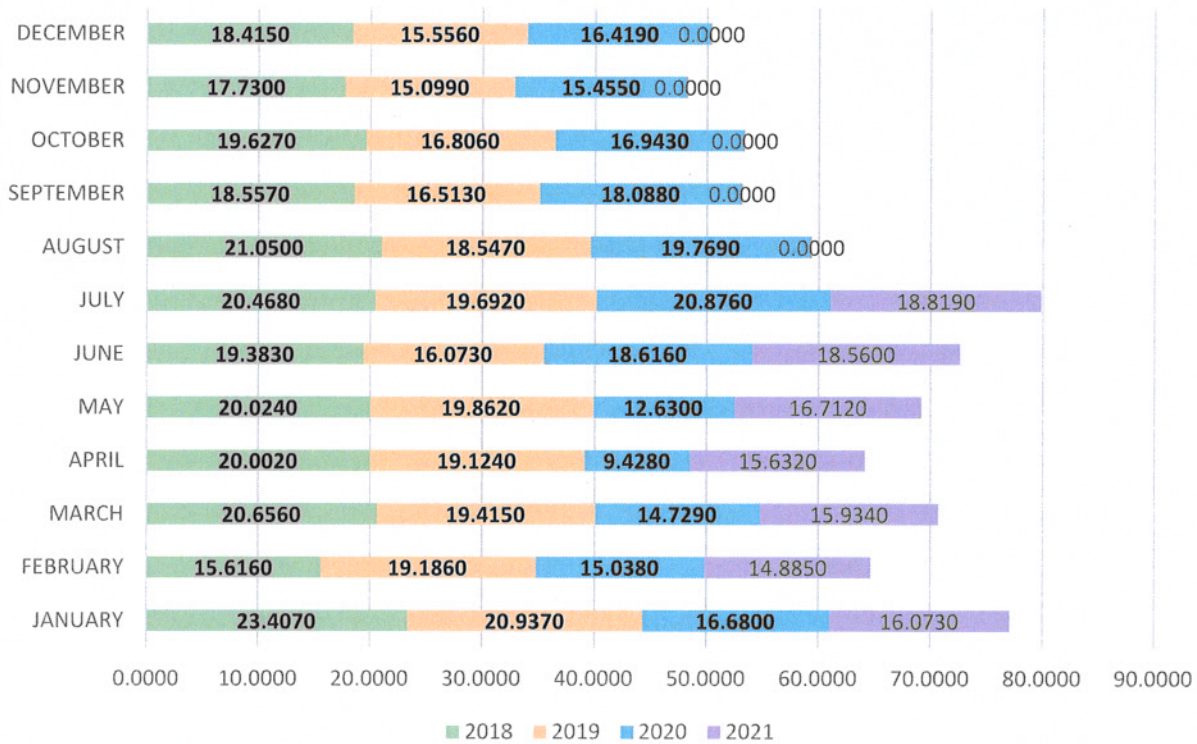
SEWER ELECTRIC COST COMPARED TO PRIOR TWO YEARS (MONTH BY MONTH)



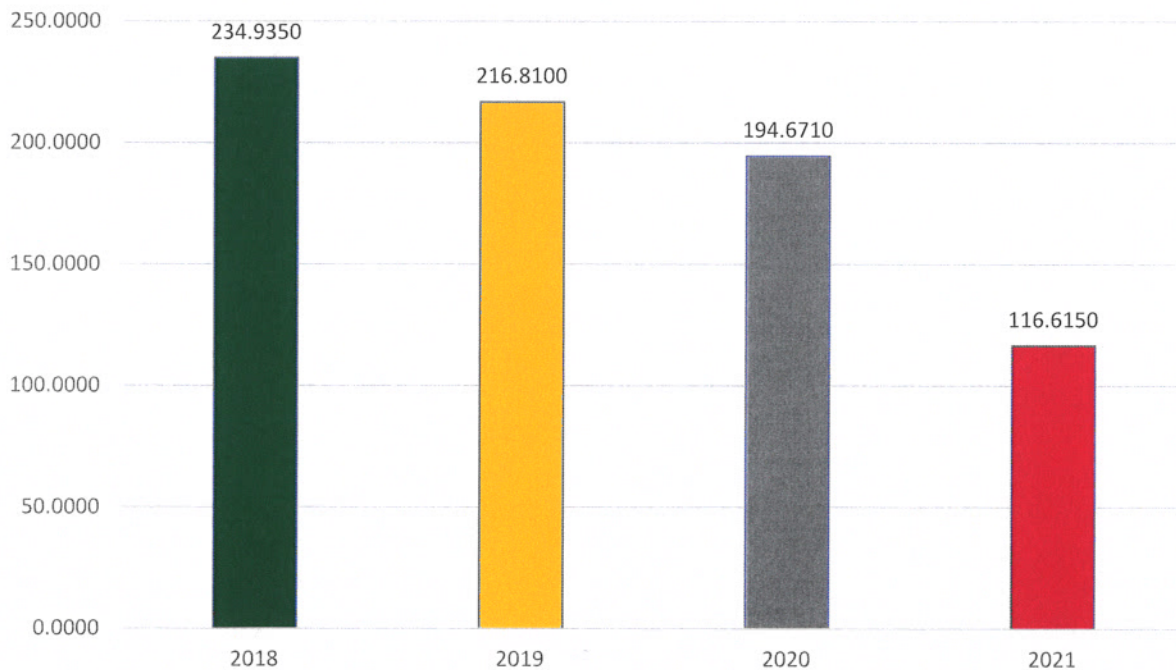
SEWER ELECTRIC COST (CURRENT MONTHS USAGE COMPARED TO PAST ANNUAL COSTS)



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



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





Evart Police Department

Monthly Report

July 2021

Community Events

Evart's Annual Independence Day events including the: fireworks, parade, and party in the park, all took place without incident. The Osceola County Fair was held at the Osceola County Fair Grounds the last week of July, no incidents were reported to our department.

Trainings

There were no department trainings for the month of July

Personnel

The department is in the final stages of bringing Chad Wilson on board as our new full time police officer. Chad has worked for the Osceola County Sheriff's Department, the City of Cadillac Police Department and St. Joseph County Sheriff's Department.

Ordinance Enforcement

39 Ordinance violation warnings were delivered during the month of July. 2 violations were submitted to city hall for non-compliance.

Department Roster

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

TOTAL ACTIVITIES	
OFFICER	TOTAL ACTIVITIES
Beam, John Jr.	44
Higgins, JJ	128
McClure, Patrick	186
TOTAL:	358

ARRESTS	
OFFICER	NUMBER OF ARRESTS
Higgins, JJ	3
Beam, John Jr.	2
McClure, Patrick	0
TOTAL:	5

ASSISTS	
AGENCY	NUMBER OF ASSISTS
Assist Citizen	8
Assist DHS	3
Assist Fire	1
Assist MIC Unit	4
Assist MSP	4
Assist OCSD	8
Assist Police Agency	1
TOTAL:	29

ACCIDENTS	
TYPE	NUMBER OF ACCIDENTS
Accident - PD	2
Accident - PI	2
Accident - Private Property	3
TOTAL:	7

TRAFFIC VIOLATIONS			
OFFICER	Traffic Complaint/Hazard	Traffic Stop Citation	Traffic Stop Verbal Warning
Beam, John Jr.	2	0	0
Higgins, JJ	1	1	0
McClure, Patrick	3	1	7
TOTAL:	6	2	7

ORDINANCE VIOLATIONS		
OFFICER	ORDINANCE VIOLATIONS	ORDINANCE COUNT
Beam, John Jr.	Ordinance Violation - Warning	4
McClure, Patrick	Ordinance Violation - Warning	4
TOTAL:		8

Evart Area Joint Fire Department

Fire Board Meeting

July 13, 2021 @ 4 PM

PLEDGE OF ALLEGIANCE

Meeting called to order by Chairman Hammer 4:02pm.

ROLL CALL: Gary Hammer – Evart Township, Dan Elliott – City of Evart, Bev Mills – Sylvan Township, Sherri Bancroft – Osceola Township, Diane Brackett – Orient Township (4:40pm).

GUESTS: Shane Helmer, Ed Dickenson, Angie Cushman

Citizens Comments: None

MOTION BY ELLIOTT, 2ND BY MILLS to approve the consent agenda with the addition of New Business #4 Credit Card, approval of the payment of bills, treasurers report, and approval of the June 8, 2021 minutes. MOTION PASSED.

Monthly Bills totaling \$33,545.53 with 16 checks written #6656-6665, and #7000-7005. General Checking - \$16,129.96 Truck Account - \$266,867.13 with a grand total \$282,997.09.

OLD BUSINESS:

1. **Fire Department Agreement:** Shane stated that he is in the process of getting all the required signatures to be able to forward the agreement on. With people on vacations, and different obligations, he is just waiting for everyone to be available.
2. **New Truck:** The truck is on the line as of last week. The inspections will take place 1st on Zoom and the second in person.

It will be cheaper for the department. Also the lettering will be done here instead of at the plant.

NEW BUSINESS:

1. **BUDGET AMENDMENT:** Shane explained that we need to make some budget amendments as presented.

MOTION BY ELLIOTT, 2ND BY BANCROFT, to move funds from fund balance to 206-336-970 (capital) \$157,000 and from fund balance to 206-336-970 (capital) \$1,000 Donation. MOTION PASSED.

2. **GAS METERS:** Shane explained the current situation about the gas meters and is asking for 3 new meters and use the current ones for the remainder of the life of the meters.

MOTION BY MILLS 2ND BY ELLIOTT to lease 3 new gas meters for \$3,456 a year. MOTION PASSED.

3. **PAY CHANGE – FIREFIGHTERS:** Shane stated that he had a meeting with the department members and did some research on the pros and cons of being hourly and being paid per call. Discussion was held, and was decided to table this until the August meeting for Shane to make some adjustments and bring it back to the board with ideas.
4. **CREDIT CARD:** We currently have a credit card through Chemical Bank and need to change to MFCU as we are closing out the account through Chemical Bank.

MOTION BY BANCROFT, 2ND BY MILLS to have Sherri apply for a credit card for the department at Members First Credit Union to replace the one we currently have with another bank. MOTION PASSED.

Citizens Comments: None

FIRE CHIEF REPORT: Shane stated that we currently have a house burn scheduled for August 14, 2021 at 8am. It is north of the city on River Road. Shane also stated that we had a gas leak in June that was pretty large, but was very much under control from the beginning. Shane stated that there was also some severe weather in Mecosta County, and he stated the he would like to see a new warning system in place, we currently have NIXLE, but with the gas leak, it was not executed very well. He stated that we need something that is much more on time and gave regular updates, and he is looking into CODE RED. He will look into some things, and get back with the board with more information.

Shane also stated that the Fireworks went off without a hitch and everything went very well. They are looking for a new location for next year.

Shane suggested that we change the meeting times to 4:30pm to make it more convenient for the board members to make it.

MOTION BY MILLS, 2ND BY BRACKETT, to change the monthly board meeting time to 4:30pm. MOTION PASSED.

NEXT MEETING: August 10, 2021 at 4:30pm.

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

MOTION BY MILLS, 2nd by ELLIOTT, to adjourn the meeting @ 5:14pm. MOTION PASSED.

ANGELA CUSHMAN

Administrative Assistant

Evart Area Joint Fire Department

