



# City Council

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

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

[www.evart.org](http://www.evart.org)

## CITY OF EVART REGULAR COUNCIL MEETING AGENDA Monday January 16, 2023 @ 7:30PM

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

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

1. Call to Order: 7:30PM
2. Pledge of Allegiance
3. Roll Call
4. **PUBLIC HEARING: FIVE (5) YEAR PARKS AND RECREATION PLAN UPDATE**
5. Call Public Hearing to Order
6. Request from Public Comments – limited to 3-4 minutes per individual
7. Close Public Hearing
8. Open Regular Council Meeting
9. Citizens' Comments – limited to 3-4 minutes per individual
10. Approval of Agenda
11. Consent Agenda

*The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any person, whether Board Member, staff or public may ask that item be removed from the Consent Agenda to be placed elsewhere on the regular agenda for discussion. All such requests will be granted.*

  - A. Pre-Council Work Session Minutes – January 3, 2023
  - B. Regular Council Minutes – January 3, 2022
  - C. Vendor's List \$293,169.68
  - D. Budget Amendments

**12. Unfinished Business**

- E. Audit Proposal
- F. TIF Plan Ordinance 2023-01

**13. New Business**

- G. Resolution 2023-01 Approving 5-year Parks & Recreation Plan
- H. River/High Street
- I. Updated Governmental Resolution – Resolution 2023-02
- J. Housing Commission Training
- K. Park Fee Structure

**14. Department/Informational Reports (No Action Needed)**

- L. Accounts Payable Report (1/4/2023 – 1/16/2023)

**15. City Attorney Report/Comment**

**16. City Clerk Report/Comment**

**17. Finance Director Report/Comment**

- M. Finance Director Monthly Report

**18. Department of Public Works Report/Comment**

- N. DPW Monthly Report – *December 2022*
- O. Residential clean up discussion

**19. Police Department Report/Comment**

- P. Police Department Monthly Report – *December 2022*

**20. Downtown Development Authority Report/Comment**

- Q. Meeting Agenda for 1/10/23 and Minutes from 12/13/22

**21. Fire Department Report/Comment**

- R. Fire Board Minutes – *December 20, 2022*

**22. City Manager Report/Comment**

- S. City Manager Monthly Report
- T. MRWA Twin Creek Stakeholders – *FYI*

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

**24. Adjournment**

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Pepper Lockhart, City Manager  
Date: January 5, 2023  
Re: 5 Year Parks and Recreation Plan Update – PUBLIC HEARING

For the Agenda of January 16, 2023

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*Background.* Public notice for this public hearing was published in the local paper on December 14, 2022 for the required 30 day notice period. The draft document has been available to the public for review and comment since December 14<sup>th</sup>.

*Issues & Questions Specified.* The original draft was provided by Fleis & Vandenbrink to staff for review. The attached is a final draft barring any further comments received during the public hearing.

*Alternatives.* NA

*Financial Impact.* NA

*Attachments.*

1.Draft 5 year Parks and Recreation Plan (2023-2027).

# 5-Year Parks and Recreation Plan

## 2023-2027

DRAFT



Osceola County, Michigan



PREPARED FOR  
**City of Evert**

200 S. Main Street  
Evert, MI 49631  
(231) 734-2181

<https://www.evert.org/>

### **City Council**

Mayor	Chris Emerick
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City Clerk	Andrea Grupido

### **Board of Parks and Recreation**

Don Duncan – DPW Director  
Matt Hildebrand  
Sandra Szeliga  
Amber Landers

Plan prepared with assistance from



**Offices in Michigan & Indiana**  
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Grand Rapids, MI 49546  
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**Appendix**

- A. Survey
- B. Summary of Survey
- C. Resolution of Plan Adoption
- D. Transmittal of Plan to County and Regional Planning Agencies
- E. Public Notices/Articles, Public Review of Draft Recreation Plan
- F. Meeting minutes

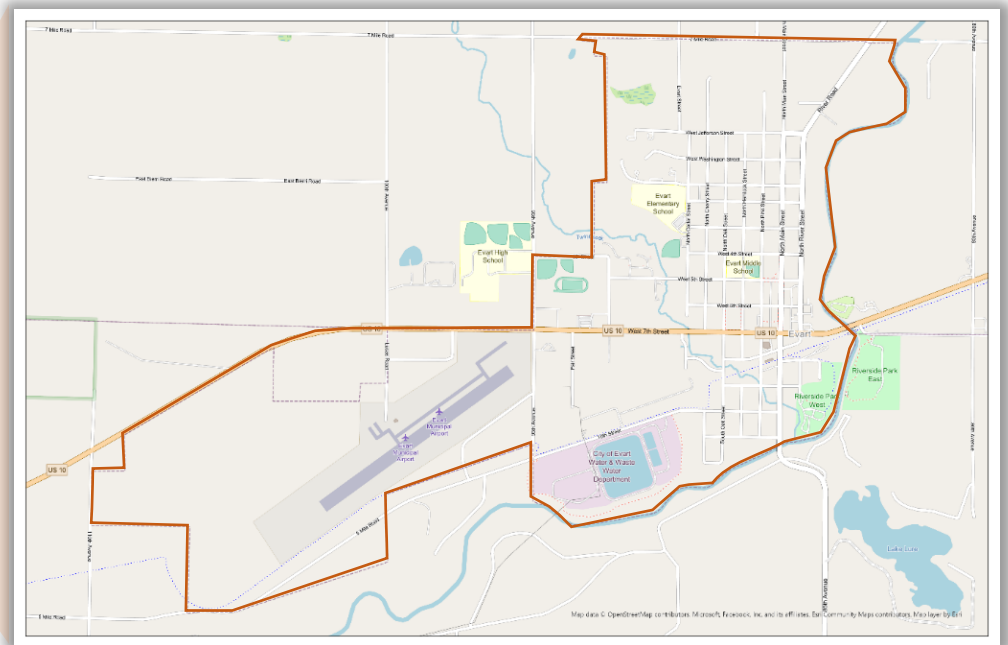
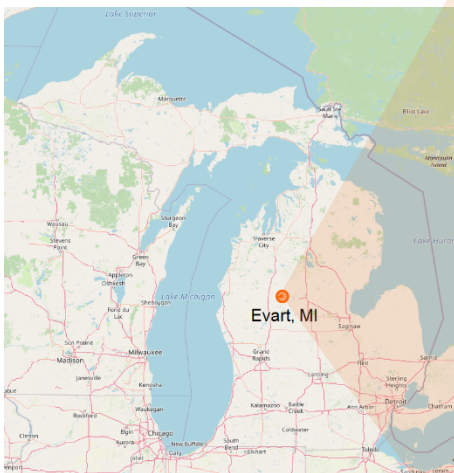
## Community Description

### Introduction & City History

The City of Evart is located in southeastern Osceola County in the U.S. state of Michigan. Osceola County is located in the West Central portion of the Lower Peninsula. Most of the city's traffic utilizes US-10 which divides the city and leads to the county's major north-south route, Interstate US-131. The city is located along the banks of the Muskegon River and is approximately 65 miles east of Ludington, 60 miles west of Midland, 75 miles south of Traverse City, and 115 miles north of Lansing.

Although first occupied by Natives and trappers, Evart was named after the second settler in the area, Perry Oliver "Frank" Everts. Through changes in spelling throughout the years, the area became the City of Evart. Evart sits in the middle of Osceola County, also known as "The Land of Green Gold," named in the early 1800s after the abundance of timber located in the area. This timber and the Muskegon River led to today's City location being chosen in 1851 by early settlers for their lumbering camp and sawmills.

Years later in 1871, after purchasing 80 acres of land, the town was officially platted. During this year, a lumber mill, store, and the area's first house were built. In 1930, the area was later organized as a city.



City Location & Map

Before any recreation plan is adopted and enacted, it is first important to understand the needs of the community and its residents, what recreational opportunities already exist and what future projects and programs are relevant to the residents of the city. This is based on the age, ability, population, density and the availability of recreational in the surrounding communities. This input is a critical component of this plan, and the city has united to develop a recreation plan to enhance the quality of life for everyone in the city.

The foundation for the development of the City of Evart Parks and Recreation Plan was based on the following goals:

- Involve the community in the process to develop a Five-Year Recreation Master Plan
- Inventory and map existing Evart recreational facilities



- Build a strong foundation of Evert area stakeholders in addressing the future Recreational needs and priorities of the Community
- Enable the City of Evert to be eligible for financial assistance based upon the Recreation Plan
- Facilitate interagency collaboration in establishing recreation goals objectives and actions and
- Continue to support and implement improvements for barrier-free Universal Access to Evert area parks, and
- Consistency with and expansion upon goals and objectives set forth in existing planning documents that deal partially or wholly with recreation.

The newly revised Recreation Plan is intended use is to guide the City of Evert officials on all future recreational and parks projects within the City of Evert. Specifically, this plan is developed in accordance with the guidelines for Community Park, Recreation, Open Space and Greenway Plans published by the Michigan Department of Natural Resources (MDNR). A five-year, MDNR-approved Recreation Plan is necessary for government entities to pursue MDNR-administered grants. This plan is written for the City of Evert and it covers all aspects of park facilities and recreation within the community.

## Social Characteristics

### Population

The population of the City of Evert decreased by 55 persons to 1,673 between 2010 and 2020 (-3.18%). The County as a whole has experienced fairly similar decrease from 2010-2020.

Table 2-1. Population, 2000-2020			
	2010	2020	% Change 2000-2020
City of Evert	1,728	1,673	-3.18%
Osceola County	23,528	22,891	-1.32%
Michigan	9,952,687	9,973,907	0.21%

Source: American Community Survey 5-Year Estimates

### Median Age

While the overall population is the most important consideration, there are other characteristics to consider when planning for a community's recreation. The age distribution of a community influences the types of facilities and programs needed. Table 2-2 shows that the City's median age (39.2) is lower than the County but on par with the State of Michigan average. This would indicate that the City has a younger age base than the rest of the county due to a higher percentage of persons in the 18 and under age groups. Of course, the City should not ignore the other age groups since they still comprise a large proportion of the overall population.

Table 2-2. Median, 2010-2020		
	2010	2020
City of Evert	34.4	39.2
Osceola County	41.2	44.3
Michigan	38.1	39.8

Source: American Community Survey 5-Year Estimates

### Household Size

The size of families in Evert shown in Table 2-3 follows the Osceola County and Michigan trend of staying fairly even when compared to the State of Michigan trend for smaller households. The general trend toward smaller household size may be due to many factors including end of the baby boomer generation, divorce, widowed older persons and young people waiting longer to get married.



<b>Table 2-3. Average Household Size in City of Evert, 2010-2020</b>			
	<b>2010</b>	<b>2020</b>	<b>% Change 2010-2020</b>
City of Evert	2.50	2.19	-12.40%
Osceola County	2.61	2.44	-6.51%
Michigan	2.53	2.45	-3.16%

Source: American Community Survey 5-Year Estimates

### Income, Poverty and Employment

Evert households had a median income of \$30,511 in 2020 estimates. This compares with \$46,969 for Osceola County and \$63,498 for the State of Michigan. 219 households were receiving food stamps in 2020. Reflecting the age of the population, 298 persons received Social Security income in Evert in 2020, 180 with retirement income and 74 received supplemental Social Security income. The estimated labor force of Evert (residents only) was 654 persons in 2020.

<b>Table 2-4. Portland Employment and Unemployment, 2020</b>	
Labor Force	1,299
Employment	654
Unemployment	86
Unemployment Rate	13.1%

Source: American Community Survey 5-Year Estimates

### Physically Challenged

The disability status of a population may be especially significant when considering recreational needs for a community. With 24.4% of the total city population affected by some form of disability, these individuals may have difficulty participating in recreational programs, accessing facilities or even getting to designated public areas. Understanding the disability status of the city’s population may assist decision-makers in determining adequate programs and appropriate locations for recreational activities. With the passage of the Americans with Disabilities Act of 1990 (ADA), all areas of public service and accommodation became subject to barrier-free requirements, including parks and recreation facilities and programs.

Over the course of the past decade, communities have been striving to create recreational facilities that go beyond basic Americans with Disabilities Act (ADA) requirements. In years past, playgrounds were expected to meet basic standards regarding ramps and surfacing, but communities around the country have begun to build play environments that are truly inclusive for people of all ages and abilities. This recent increased focus on creating inclusive play spaces underscores the difference between inclusion and accessibility.



Table 2-5. City of Evert, Michigan, 2020						
Subject	Total		With a Disability		% With Disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
<b>Total Civilian Noninstitutionalized Population</b>	1,673	±205	409	±85	24.4%	±4.8
<b>Sex</b>						
Male	821	±111	181	±51	22.0%	±5.5
Female	852	±123	228	±60	26.8%	±6.7
<b>Race And Hispanic or Latino Origin</b>						
White Alone	1,641	±206	403	±84	24.6%	±4.9
Black Or African American Alone	4	±7	0	±11	0.0%	±100.0
American Indian and Alaska Native Alone	0	±11	0	±11	-	**
Asian Alone	6	±8	3	±6	50.0%	±50.0
Native Hawaiian and Other Pacific Islander Alone	0	±11	0	±11	-	**
Some Other Race Alone	0	±11	0	±11	-	**
Two Or More Races	22	±20	3	±5	13.6%	±21.7
White Alone, Not Hispanic or Latino	1,622	±205	396	±84	24.4%	±4.9
Hispanic or Latino (Of Any Race)	19	±17	7	±10	36.8%	±44.2
<b>Age</b>						
Under 5 Years	137	±38	0	±11	0.0%	±18.1
5 To 17 Years	265	±74	32	±22	12.1%	±8.2
18 To 34 Years	340	±73	28	±20	8.2%	±5.8
35 To 64 Years	606	±89	251	±66	41.4%	±8.4
65 To 74 Years	154	±54	34	±17	22.1%	±11.3
75 Years and Over	171	±97	64	±37	37.4%	±25.6

Source: American Community Survey 5-Year Estimates



## Physical Characteristics

### Location & Transportation Network

The City of Evert has direct access to US-10. This is the city's only major highway and is an important feature for accessing many of the city's stores and restaurants. The city's residents may also utilize the Mecosta/Osceola Area Transit Authority's (MOTA) dial-a-ride public transportation system.

The city is also home to Evert Municipal Airport. This airport has a 75' by 3,800' lighted runway used to transport private, business, and industrial users to and from the community.

The rest of the roads in the city not previously mentioned in this section are considered local roads that reach across the community.

### Climate

The City of Evert's weather, like all of West Michigan's, influences the recreational opportunities available throughout the year. The area can support a variety of activities throughout the year from swimming to skiing. Generally, January is the coldest month (22°F average daily temperature) and has the highest snowfall (17.9 inches). July is generally the warmest month in the County (81°F average daily temperature). September usually has the highest average precipitation (3.8 inches) and February generally has the lowest average (1.5 inches). Prevailing winds are from the west.

### Utilities Services

#### Water Supply

The City of Evert gets its water from eight groundwater wells, each over 45 feet deep. This public water service is available to all parts of the city except residences on 7 Mile Road and High Street. The Public Works Department is responsible for water in the city.

The city implemented a Wellhead Protection Program in 2002 to encourage those in the community to keep the source water from being contaminated by unnatural sources. The wellhead protection area identified primarily sits in the northeast portion of the city.

#### Wastewater Treatment Facility

Located on the southern border of the city is Evert's Wastewater Plant. This wastewater treatment plant treats a majority of the city with exceptions for West 5th Street, North Pine Street, North Main Street, and High Street that have individual septic systems and Fair Street that uses a communal septic system for its manufactured homes. The Wastewater Plant has a capacity of 500,000 gpd, but only utilizes a portion of this capacity for its community.

#### Electric

Evert is serviced by Consumers Energy. Consumers Energy is a public utility that provides natural gas and electricity to 6.6 million of Michigan's 10 million residents. It serves customers all across Michigan.

### Community Services

#### Police Department

The City of Evert Police Department provides services within the City of Evert. There are four officers. The Department currently does not provide 24-hour service and relies on the County Sheriffs Department and the Michigan State Police for assistance. The Department is housed at 137 N. River Street, just south of 6th Street.



### Fire Department

The Evert Area Fire Department is located on W. 6<sup>th</sup> Street and N. River Street and services the City of Evert, and the townships of Evert, Orient, Osceola, and Sylvan. Including firefighters, EMTs, and paramedics, the Fire Department consists of 30 people to serve the communities.

### Ambulance Services

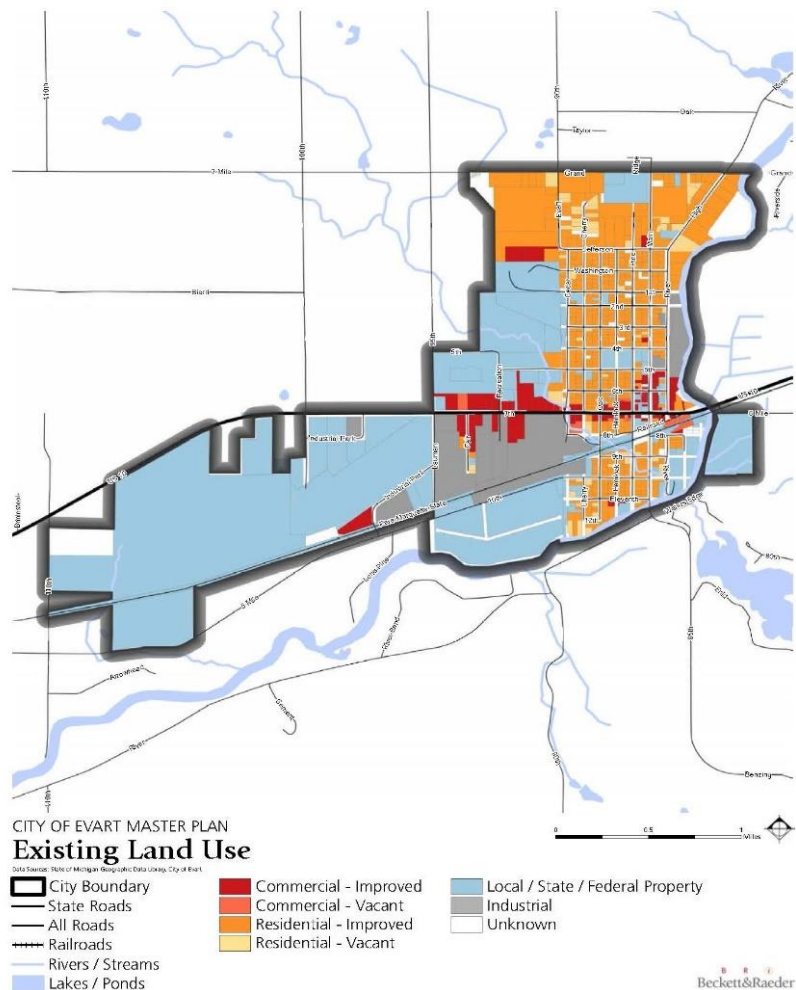
In addition to the rest of Osceola County, Osceola County Emergency Management Service provides 4 ambulances to operate the County. The City of Evert utilizes one of these ambulances with the Evert Area Fire Department's support.

### Public Library

The Evert Public Library-Museum is located at 105 N. Main Street. The library lists a collection of various items including audio books and large print books. The library also has cemetery records for Evert, Osceola, Hartwick, Sylvan, Orient, Middle Branch, along with some Mecosta and Wexford County cemeteries. They also provide residents with computer and internet access. The Library Board is formed by two representatives from the participating municipalities of the City of Evert, Evert Township and Osceola Township.

### Land Use

The map below identifies the land use patterns within the City as part of the 2017 Master Plan. As can be seen on the map to the right, the north portion of the City is comprised largely of residential and commercial development. To the south is mostly local/State/Federal property from the Municipal Airport, Wastewater Plant, and parks. Most of the recent development growth has been taking place in the middle portion of the City.



Source: City of Evert Master Plan, 2017

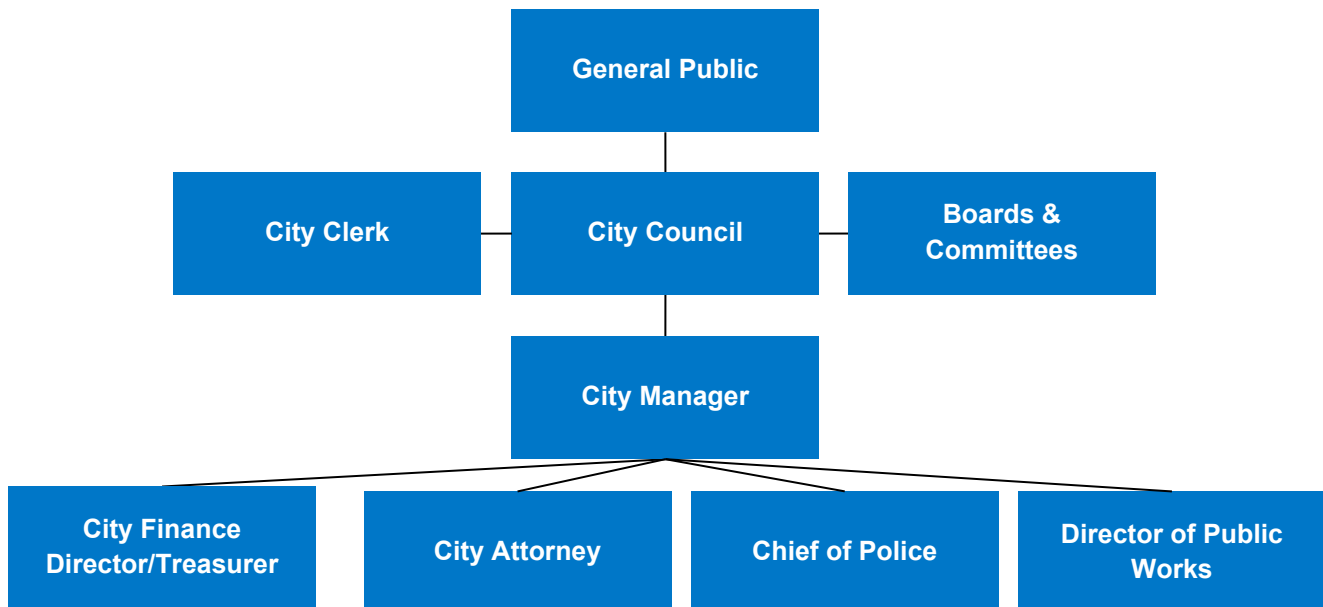


## Administrative Structure

The City Council has 5 members including the Mayor and the Mayor Pro-Tem. Council members are elected to four-year terms that are staggered every two years. The Mayor is elected every two years. The City Manager is responsible for the day-to-day operations of the City and is the chief policy advisor to the City Council. The Council adopts and amends City Laws and ordinances, determines City policies and standards, and authorizes the annual city budget. The Council also approves contracts and agreements, determines city tax millage rates, determines utility rates and directs the City Manager.

Also part of the City's team is the Clerk, Finance Director/Treasurer, Department of Public Works Director, and a full support staff of City employees. Day-to-day operation and maintenance of the City parks lies with the Department of Public Works staff, the same staff is also responsible for the City streets, sidewalks, and upkeep of the City Cemetery. The City of Evert does not employ any Recreation Staff but relies on a strong volunteer base for duties such as program registration, and organization. The City also provides for Park Host at

The below chart illustrates the relationship among the various entities involved in recreation within the City. The administrative structure is as follows:



The general fund budget for the Parks Department and the enterprise fund budget for the Recreation Department are developed by the City Manager and DPW Director. These budgets are submitted to the City Council for annual approval. The Parks & Recreation budget for 2022-2023 is \$237,150 and \$2,450 for the Park Host.



**City Expenditures and Budgets  
2019-2021**

<b>Recreation Expenditures</b>	
<b>Year</b>	<b>Expenditures</b>
2019	0
2020	\$42,569.37
2021	\$35,852.18

<b>Riverside Park Expenditures</b>	
<b>Year</b>	<b>Expenditures</b>
2019	0
2020	\$21,861.42
2021	\$8,194.91



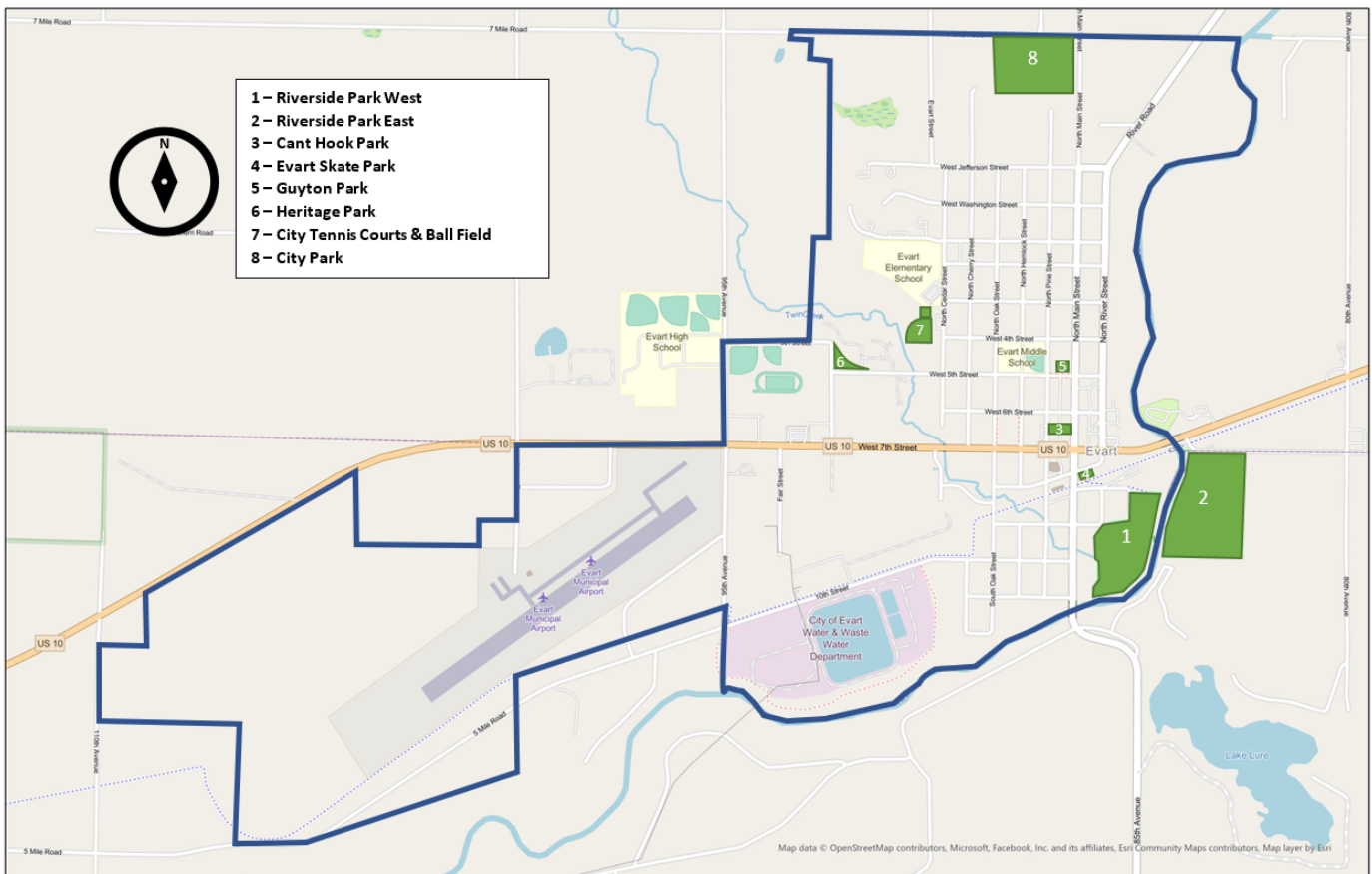
## Recreational Inventory

An essential element of a recreation plan is the inventory of local and regional, public and private recreation facilities that are available to a community's resident. Such an inventory provides a basis from which a comparison can be made of existing recreation opportunities with the community's identified recreation needs. This inventory process also identifies barrier-free facilities. This will ensure that citizens with disabilities will fully enjoy these facilities. Involving advocate organizations and utilizing the knowledge of the City staff will help facilitate this element of the inventory process. Further, this facility inventory establishes the foundation from which a recreational improvement program can be developed and implemented. The included map below shows the location of City owned recreational facilities.

### City Recreational Facilities

The City of Evert has a mix of all types and sizes of park facilities ranging from mini-parks to special use parks. There are parks with many active sports amenities such as playgrounds, ball diamonds, and outdoor basketball courts and there are nature and wooded parks that emphasis passive activities and protections of natural resources such as woodlands and the Muskegon River.

The following is a map of the City's park facilities:



Evert Recreational Facilities								
	Riverside Park West	Riverside Park East	Cant Hook Park	Evert Skate Park	Guyton Park	Heritage Park	City Tennis Courts & Ball Field	City Park
Park Type*	CP	CP	MP	SU	MP	MP	SU	MP
Service Area**	EA	EA	EA	EA	EA	EA	EA	EA
Accessibility***	2.5	2.5	5	3	4	3	3	1
Acres/(Miles)	17	33	.10	1.1	.40	.75	4	12
Activity Rooms								
Band Shell								
Ball Diamond	X						X	
Basketball	X							
Camping/Rustic Camping	X	X (R)						
Kayak Boat Launch/ Access	X							
Drinking Fountains	2	X						
Fishing Access	X							
Gazebo			X					
Grills		X						
Gymnasium								
Horse Arena								
Ice Skating								
Inline Skating								
Multi-Purpose Field								
Pavilion	3	X						
Picnic Area	X	X	X	X		X		
Playground	2							
Pond/River								
Restroom	X	X	X					
Sand Volleyball	X							
Sledding Hill								
Trails/Paths		X						
Waterfront Access	X	X						

**Park Type\***

MP = Mini Park  
NP = Neighborhood Park  
CP = Community Park  
LP = Large Urban Park  
SU = Special Use Park  
TRA = Trailway

**Service Area\*\***

NB = Neighborhood (approx. ½ mile)  
EA = Entire Portland Area  
NA = Not Applicable (undeveloped)

**Accessibility\*\***

1 = None of the facilities/park areas meet accessibility guidelines  
2 = Some of the facilities/park areas meet accessibility guidelines  
3 = Most of the facilities/park areas meet accessibility guidelines  
4 = The entire park meets accessibility guidelines  
5 = The entire park was developed/renovated using the principals of universal design

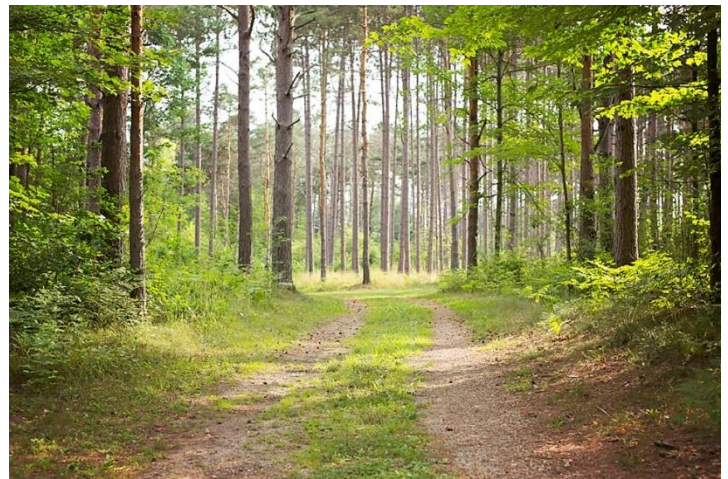


NA = Not Applicable (undeveloped)

**Riverside Park West** is located in the Southeast corner of the city, along the Muskegon River, where residents can enjoy the riverside walking trail as well as boat and canoe access via a ramp. This 17-acre park offers many active recreation facilities including a splash pad, beach volleyball, shuffleboard courts, a basketball court, baseball fields, two playground areas, two pavilions, forty- six picnic tables, and two drinking fountains. Due to repeated flooding, the campground at Riverside West is no longer in operation. Viewing and fishing platforms are another addition to the park.



**Riverside Park East**, a 33-acre park purchased in 2003 with a Natural Resources Trust Fund grant is located in the southeast corner of the city, directly across the Muskegon River from Riverside Park West. This partially wooded park features a trail-loop used frequently by walkers, joggers, bikers, and other outdoor enthusiasts. During the winter months the trail is frequented by skiers, and show-shoers. A foot bridge and viewing platform are also enjoyed by park-users. Additionally the park features primitive camp sites and a new pavilion structure.

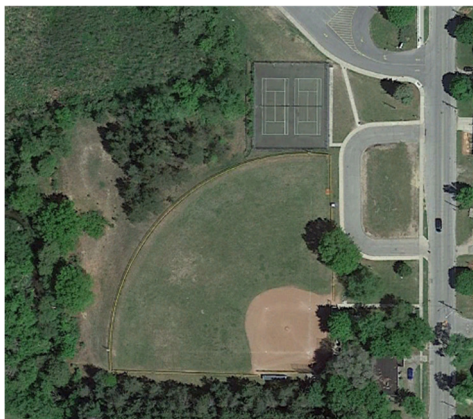


**CANT HOOK PARK** is a mini park located in the heart of downtown Evert. Erected in 2015 Cant Hook Park offers a picnic pavilion, bathrooms, and picturesque views of downtown Evert.



**Evert Skate Park** was first opened in 2005 to provide seasonal skateboarding, rollerblading, and BMX biking for area residents. The fenced-in 33' x 102' park features several ramps, a grind rail, benches, picnic tables, and is surrounded by a large open lawn slated for possible future development.

**Guyton Park** is quaint 0.40-acre park, located on a corner-lot within the northern edge of the City's central business district, is named after the first soldier killed in World War I, on foreign soil. The park offers passive recreational uses and features a cannon dating back to WWI, and a monument to the memory of all who lost their lives from Evert during WWI, WWII, the Korean War, and the Vietnam conflict.



**City Tennis Courts & Ball Field** is adjacent to the Evert Elementary School is a 4-acre parcel of City-owned land that is home to two tennis courts, a baseball field, and a parking area.



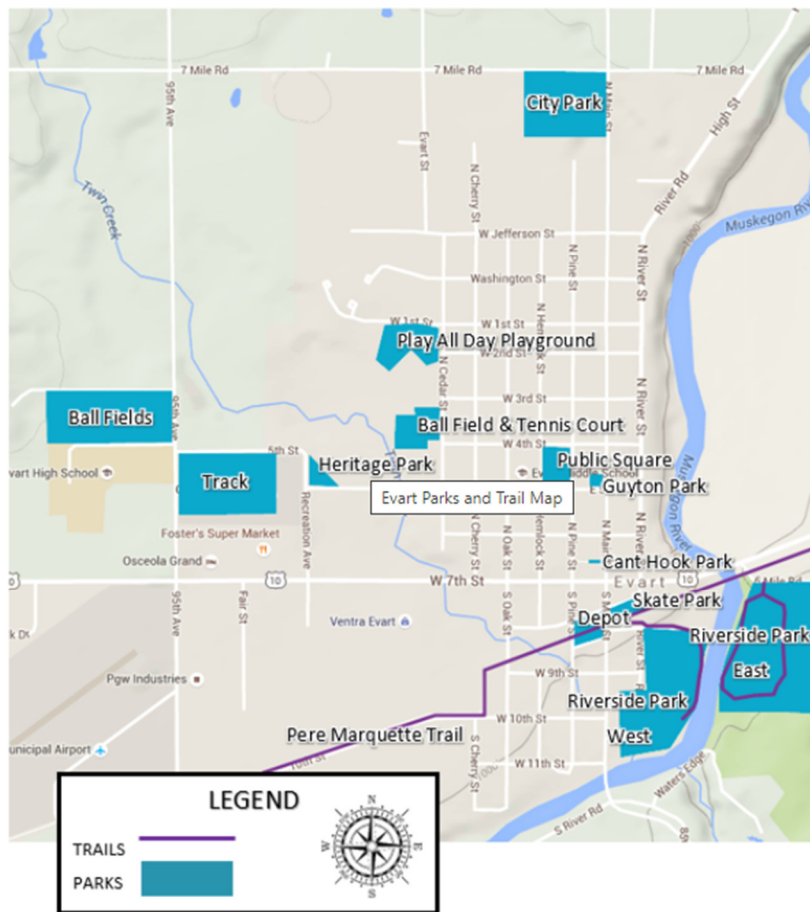
### Heritage Park

This 0.75-acre passive park is located on the west end of the City and provides area residents with an ideal picnicking location. It is used frequently by people attending events at the Osceola County Fairgrounds, as it is located directly across from fairgrounds camping and parking.



**City Park** (SW Corner of 7-Mile and Main Street) - As part of an agreement with Nestle Waters North America (Ice Mountain), the City acquired a 12-acre parcel of land on the corner of 7-Mile Road and North Main Street. The property is currently vacant until plans are developed for its future use. Per an agreement with the National Park Resource Trust Fund, this parcel is restricted for park and recreation use only.

## Evert Parks & Trails

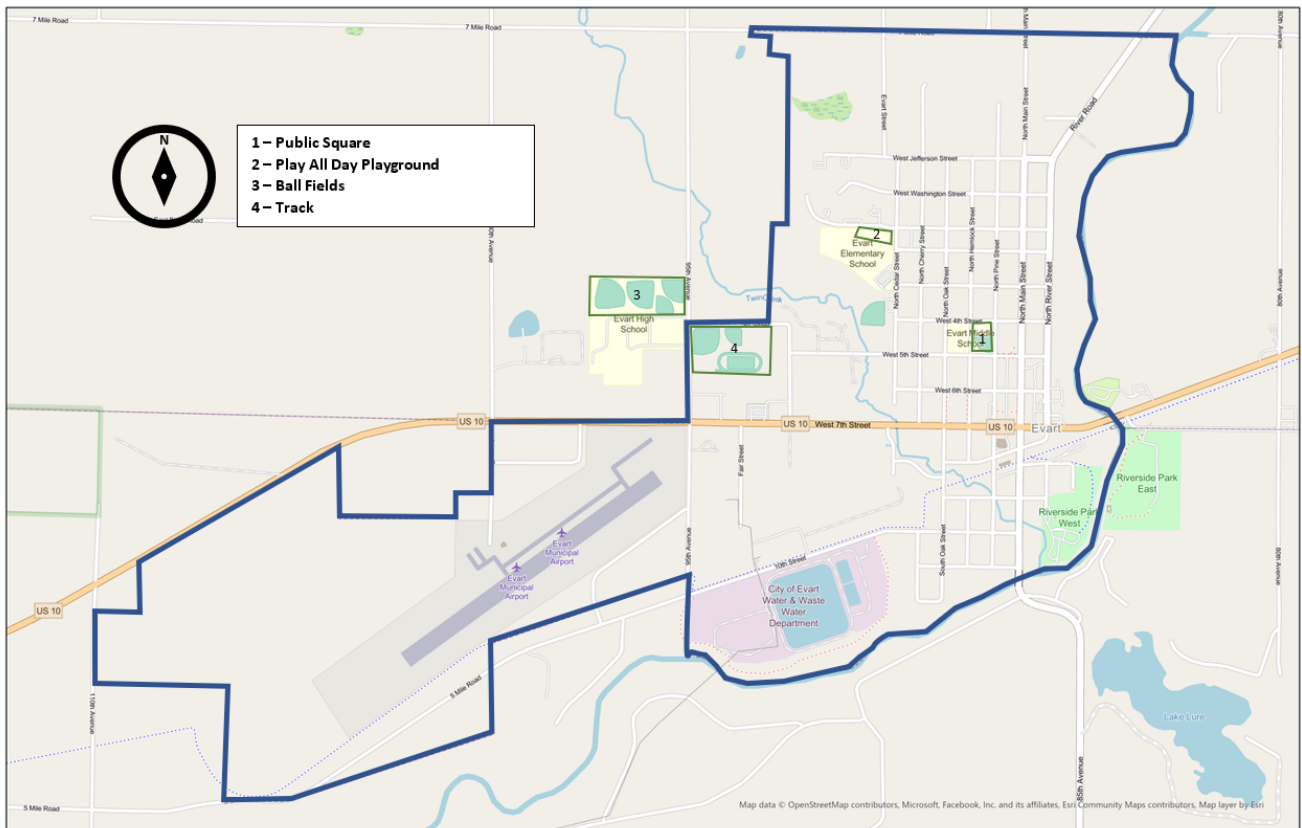


### Public Schools

The Evert Public School District provides public education to the residents of the City of Evert. The school system’s enrollment in 2022 was just over 850 students. The District has three schools, all of which are located in the City.

School	Address	Grades	Enrollment	Facilities
Evert Elementary School	515 N Cedar St Evert, MI 49631	Pre-K through 4	311	multi-purpose field, sport courts, playground
Evert Middle School	321 N Hemlock St Evert, MI 49631	5 through 8	258	Basketball courts, sand volleyball, baseball field, playground
Evert High School	6221 95 <sup>th</sup> Ave Evert, MI 49631	9 through 12	283	4 baseball fields, track, football

Once owned by the city, Evert Public schools now own the Public Square, Play All Day Playground, Ball Fields, and the Track as noted on the map below.



## Private Schools

In addition to the public school system, there is one private school outside the City.

School	Address	Grades	Enrollment	Facilities
Daystar Christian Academy	3976 80 <sup>th</sup> Ave Evert, MI 49631	Pre-K through 12		

## Regional Recreational Facilities

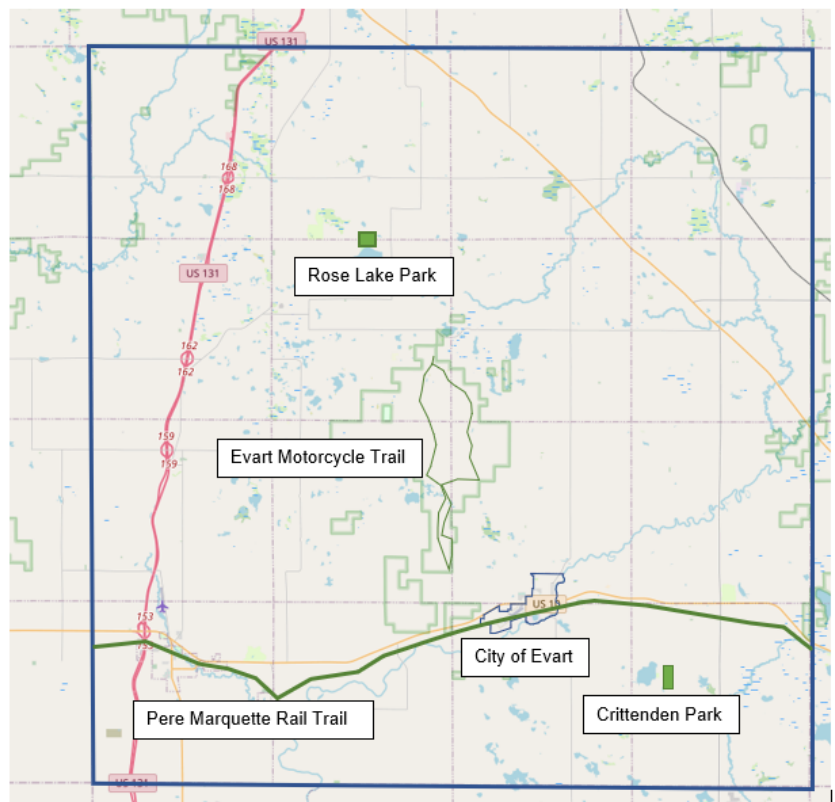
### Osceola County Parks Commission

The Osceola County Parks Commission operates two parks that are both situated on a lake and bordered by forest.

**Rose Lake Park**, located on Rose Lake, and Crittenden Park, located on Big Lake both offer great fishing. Other recreational opportunities include camping, swimming, and other day use activities such as camping, picnic tables, playground, pavilions, etc. Additionally, Rose Lake Park is located near the White Pine Trail and Crittenden Park is located near the Pere Marquette State Trail.

### Pere Marquette Rail Trail

Pere Marquette Rail Trail is a paved trail that runs directly through the City and spans from Midland to Clare Counties. The Pere Marquette Rail Trail provides opportunities for biking, jogging, walking, and nature access. In the winter months the trail is used extensively by snowmobilers, cross-country skiers, and snow-shoers.



### Evert Motorcycle Trail

The Evert Motorcycle Trail is an ORV trail located 3 miles Northeast of the City of Evert. The Michigan Department of Natural Resources operates and monitors the Evert Motorcycle Trail system.

## Private Recreational Facilities

J & J's River Run is a professional canoe livery business in Evert, ... We rent canoes, kayaks, tubes and rafts for water sport adventure on the Muskegon River.



## Barrier Free Evaluation & Universal Design

The ultimate goal is to provide recreation opportunities that include everyone. With the passage of the Americans with Disabilities Act of 1990 (ADA), all areas of public service and accommodation are subject to barrier-free requirements, including parks and recreation facilities and programs. This planning process should include methods to ensure that the City park and recreation system is accessible to persons with disabilities. The City completed an evaluation of existing facilities in 2010 to determine if they are barrier-free.

When looking at areas to determine their accessibility to all people, we started by asking these simple questions:

*Can a person who has a sight or hearing disability, uses a wheelchair, uses a walking aid such as crutches or braces, has a mental disability that affects learning and understanding, safely and independently:*

- *Get from the arrival place to the activity area?*
- *Do what others do in the area?*
- *Move around the area?*
- *How can this barrier be removed?*
- *If not, what is getting in the way?*

## Universal Access

Another often overlooked category is Universal Access. This practice goes way beyond typical ADA regulations to practice “common and equal experiences for all.” The goal of universal access is, throughout concept and design phases, to incorporate technology, materials and other considerations that promote equal opportunities for people of varied abilities. These concepts should be kept in the forefront as a prime consideration in the 5-year Master Plan and individual parks or projects as they develop and progress.

Type of Recreation Facility	Universal Access Design Considerations
Archery range	<ul style="list-style-type: none"> <li>▪ All stations</li> <li>▪ Route to retrieval area for each target</li> <li>▪ Targets also usable with cross bows</li> <li>▪ Arrow back stop to limit retrieval distance</li> <li>▪ Larger maneuvering spaces to accommodate archers with shooting assistants</li> </ul>
Beach	<ul style="list-style-type: none"> <li>▪ Routes over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season</li> <li>▪ Wide enough for side by side walking/passing</li> <li>▪ At beach route end have an accessible area at the water's edge large enough to park multiple chairs while the owners are in the water</li> <li>▪ With a transfer system at the water's edge so people can get down to the ground level and into the water</li> </ul>
Boardwalk wetland and water access	<ul style="list-style-type: none"> <li>▪ 6 feet minimum width so two people can walk side by side or people can pass</li> <li>▪ Edge treatment to prevent roll/step off</li> <li>▪ If side rails are used, <b>more than 25%</b> must lowered for easy viewing in various places along the boardwalk</li> </ul>



Type of Recreation Facility	Universal Access Design Considerations
	<ul style="list-style-type: none"> <li>▪ Interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> </ul>
Campgrounds	<ul style="list-style-type: none"> <li>▪ All sites and amenities</li> <li>▪ Accessible surface on all sites, including rustic sites</li> <li>▪ Larger spaces to accommodate side lifts on campers and vehicles</li> <li>▪ Accessible tables, grills (15 “ minimum, 34 “ maximum height), and fire rings on all sites</li> <li>▪ Centrally located restrooms on easy routes from each site</li> </ul>
Camping Cabins and Yurts	<ul style="list-style-type: none"> <li>▪ Larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.)</li> <li>▪ Larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.</li> </ul>
Canoe/kayak/boat launch	<ul style="list-style-type: none"> <li>▪ Wider route so someone can hand wheel boat on dolly to launch pulling boat next to them if they are in a wheelchair or two person carry down</li> <li>▪ Accessible surface to water’s edge and into water at launch</li> <li>▪ More gentle slopes for easier entry and exit when hand wheeling a boat</li> <li>▪ Some type of “rack” to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water Some means of transfer assistance such as overhead bars</li> <li>▪ Some type of wench system to help pull boat out of water back into the rack to exit/transfer out.</li> <li>▪ If there is a dock provide a transfer system on the dock so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack</li> <li>▪ Adaptive kayaks available for use</li> <li>▪ Shore station with a platform (instead of “V” rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat</li> </ul>
Fishing dock/pier and observation/viewing decks:	<ul style="list-style-type: none"> <li>▪ More than 25% of the rails are lowered in various locations or no rails at all with only an edge treatment to prevent roll off</li> <li>▪ Sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish</li> <li>▪ Tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair</li> <li>▪ A variety of fish landing cutaways strategically placed</li> <li>▪ Variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc.</li> <li>▪ Transition plates between access route and deck/pier</li> </ul>



Type of Recreation Facility	Universal Access Design Considerations
Nature center	<ul style="list-style-type: none"> <li>▪ All interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> <li>▪ Creative use of technology such as mp3 players for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed circuit captioning of all interpretive presentations</li> <li>▪ All displays at lowered heights for sitting or standing viewing</li> <li>▪ All operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate</li> </ul>
Parking	<ul style="list-style-type: none"> <li>▪ More than minimum number of accessible spots</li> <li>▪ Each connected directly to an accessible route to the park elements and NOT into the traffic flow</li> <li>▪ Thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)</li> </ul>
Picnic areas and elements: Pavilions, picnic tables, grills, fire rings, water pumps, etc.	<ul style="list-style-type: none"> <li>▪ All located on accessible routes</li> <li>▪ all tables, grills, fire rings, water pumps, etc. accessible</li> <li>▪ Level routes onto pavilions with no changes of level from path to pavilion surface</li> <li>▪ Wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.)</li> <li>▪ A variety of table styles, some with clear sitting space on the side, some with extended table tops on the end</li> <li>▪ Some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.)</li> <li>▪ Clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side</li> <li>▪ Grills you can lower/raise the cooking surface with one hand</li> <li>▪ Raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position</li> </ul>
Playgrounds	<ul style="list-style-type: none"> <li>▪ Ramps and transfers</li> <li>▪ Has both ramp and transfer access to all play components</li> <li>▪ Ramps to every “getting on spot” or “sit/stand &amp; do it spot” of every play component</li> <li>▪ Transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure</li> <li>▪ Only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials likes shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material</li> <li>▪ On deck transfer platform at the entry point of every slide</li> <li>▪ On deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground</li> </ul>



Type of Recreation Facility	Universal Access Design Considerations
	<ul style="list-style-type: none"> <li>▪ A good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate)</li> <li>▪ Different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level</li> <li>▪ Play panels are located at heights so they can be used from a seated position or standing</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>▪ More than the minimum number of accessible units</li> <li>▪ Multiple unisex/single user toilet rooms/units so opposite sex care givers can assist; also good for parents of young children of the opposite sex so kids aren't sent alone into the multi-user restroom</li> <li>▪ Thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc.</li> <li>▪ Accessible door pulls and water faucet handles - all accessible port-a-johns, again big enough for individual use or care giver/parental assistance.</li> </ul>
Skiing/sledding hill	<ul style="list-style-type: none"> <li>▪ Accessible route to top (no steps), possibly using a "magic carpet" lift</li> <li>▪ Level surface for sled mounting at hill top</li> <li>▪ If staffed, provide ATV transport or have policy that allows personal ATV use Transfer at hill bottom to help transfer</li> </ul>
<p>Sports fields/courts</p> <p>Fields: soccer, football, baseball, etc. Courts: tennis, basketball, bocce, horseshoes, etc. Other: skate parks, frisbee golf</p>	<ul style="list-style-type: none"> <li>▪ Routes to both sides of all fields and courts, not just end zones</li> <li>▪ Accessible seating spaces both ground level and elevated if risers/bleachers are provided</li> <li>▪ Accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space</li> <li>▪ All lowered service windows at all concession areas</li> <li>▪ Wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs</li> <li>▪ Routes to both horseshoe pits and along both sides of the route between pits</li> <li>▪ Level routes onto bocce courts with sitting benches at both ends</li> </ul>
Trail: nature trail, walkway, pathway, etc	<ul style="list-style-type: none"> <li>▪ Multi-use trail - 8 feet, with slopes under 2%, wider width so two people can walk side by side or people can pass</li> </ul>



Type of Recreation Facility	Universal Access Design Considerations
	<ul style="list-style-type: none"> <li>▪ Walkways within a site – at least 6 feet wide and have slopes under 2%</li> <li>▪ Regional trail system - at least 10 feet wide, with 1 foot buffers on either side, with slopes under 2%</li> <li>▪ Unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers</li> <li>▪ Transition plates between trail and pedestrian bridges, decks, etc.</li> <li>▪ Contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot</li> <li>▪ Close to level cross slopes (side to side) and very gentle running slopes, no steep sections, larger (greater than 60” X 60”)level areas at all turns and intersections</li> <li>▪ Thoughtfully laid out on the site to maximize the experience with minimal difficulty</li> <li>▪ Accessible amenities such as benches, restrooms, drinking fountains, etc.</li> </ul>

Common components that need to be looked at to answer these basic questions include: parking, paths of travel from parking, street or sidewalk to activity areas, the activity areas themselves, signage, support facilities such as restrooms, surfacing, and communications required for recreation programs and general use of a facility or area. The existing parks were evaluated on the following criteria and scored 1-5.

- 5 – Facility is fully accessible. Features and facilities meet and exceed the Uniform Building Code and take into consideration Universal Design principles. Main elements such as the washrooms, entrances, parking, and amenities are barrier free.
- 4 – Majority of the facility is accessible; however, there are some accessibility barriers. Some improvements are needed to make the facility fully accessible.
- 3 – Facility is partially accessible. Barriers exist to fully accessing the facility and an alternate facility may be necessary.
- 2 – Facility has limited accessibility. Multiple barriers exist to fully accessing the facility and an alternate facility may be necessary.
- 1 – Facility has poor accessibility. Accessibility barriers may exist at entranceway, recreation area

The following is a chart with each of the City parks with their respective accessibility ranking.



### Summary of Park Accessibility

Based on site visit and observations by the former City DPW Director and recommendations by staff at F&V, the following improvements will be necessary to improve universal access at the existing facilities:

Riverside Park West	
Overall Rating	2.5
Accessibility	Paved roadways, splash pad, ADA camp site, fishing platform and boat launch provide some access. Additional paved parking spaces and walkways are needed to provide clear accessible links to various recreational facilities.
Riverside Park East	
Overall Rating	2.5
Accessibility	Paved roadways, , fishing platform and restroom with concrete walk provide some access. Additional paved parking spaces and walkways are needed to provide clear accessible links to various recreational facilities.
Cant Hook Park	
Overall Rating	5
Accessibility	Restrooms ,concrete sidewalks and pavilion are mostly accessible for all users
Evert Skate Park	
Overall Rating	3
Accessibility	Paved roadways and paved parking space provide some access. Additional and walkways are needed to provide clear accessible links to various recreational facilities.
Guyton Park	
Overall Rating	4
Accessibility	Paved roadways, concrete walkways and paved parking space provide some access.
Heritage Park	
Overall Rating	2.5
Accessibility	Concrete walkways provide some access. Designated paved parking and additional walkways could be added to improve rating.
City Tennis Courts & Ball Field	
Overall Rating	2.5
Accessibility	Paved Parking and Walkways, Curb Cuts, No Restrooms
City Park	
Overall Rating	N/A
Accessibility	Undeveloped
Pere Marquette Trail	
Overall Rating	4
Accessibility	Paved non-motorized trail with parking at the old Depot



## Recreational Programs

Evert Parks & Recreation is dedicated to improving the character of life in Evert by providing and maintaining adequate open space, quality recreational opportunities, and facilities for the enjoyment and well-being of all area residents and visitors. The City DDA provides support for the summer concert series at different locations, such as the Evert Depot, Riverside Park and Main Street.

The Evert Farmers Market is producers-only, seasonal outdoor market. It is a vibrant organization connecting residents and visitors with local farmers, food producers and artisans. The market increases access to fresh, affordable, local and healthy food choices inspiring healthy lifestyles, while strengthening the local economy, building community and providing a welcoming gathering place. The Evert Farmers Market is part of Evert’s DDA/MMS. Evert’s DDA recognizes a need for a local market that serves the area.

Other recreational programs are sponsored by the Evert Area School District.

## Past Grant Status

<b>Project</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>Status</b>
<b>Evert City Park #26-01118</b>	Develop 2 tennis courts, 1 softball field, parking, LWCF Sign	1980	\$17,628.00	Closed
<b>Evert Public Square #BF89-311</b>	Complete Reconstruction of original public square playground in order to provide adequate neighborhood play area	1989	\$53,250.00	Closed
<b>Recreation Trail Development #26-01518</b>	Recreation public trail development within the City of Evert to include biking, fishing, hiking and cross-country skiing.	1992	\$98,915.62	Closed
<b>Riverside Park Acquisition #TF02-028</b>	Acquisition of 28 acres, including 1,386 feet of Muskegon River frontage and 2,500 feet of other stream frontage to expand Riverside Park and allow access to both sides of the Muskegon River.	2002	\$288,400.00	Closed
<b>Riverside Park Improvements #TF06-015</b>	Improvements to 43-acre Riverside Park with 1500 Muskegon River footage to include parking, walking trails, skate park equipment, and fishing piers.	2006	\$100,000.00	Closed
<b>Riverside Park Boat Launch #RP13-416</b>	Riverside Park West boat launch, parking improvements, and new pavilion	2016	\$42,300	Closed



## Natural Resource Inventory

### Topography & Land Forms

The slope of land plays an important role in determining the suitable use and development of property. Moderate slopes (10% - 25%) and areas of extreme slope (25% or more) may limit higher density developments from occurring. These limitations include a heightened risk of erosion and the difficulty in installing private septic systems. However, areas consisting of moderate and extreme slopes are sparse within the area. They are generally limited to the Muskegon River. The large majority of the region consists of fairly level terrain which presents little to no restrictions for future development.

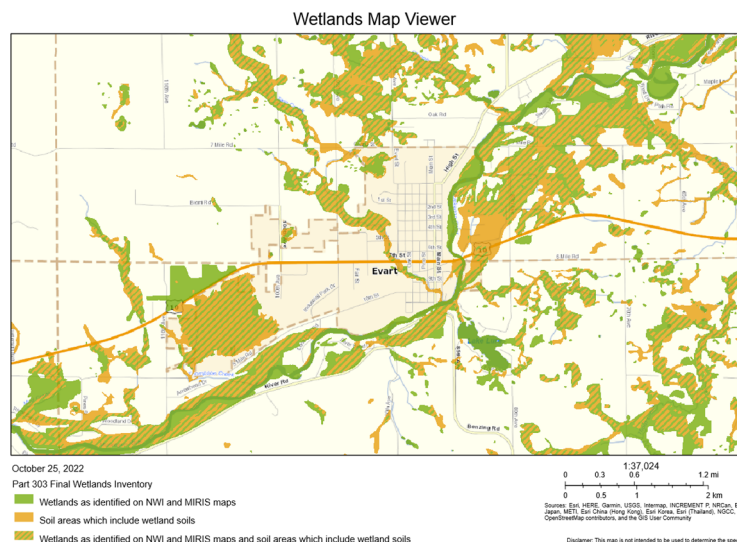
### Woodlands

Originally, Michigan was covered with a dense forest of deciduous trees. As the area was cleared for farming and development, or the trees were removed for timber, the area's forests were replaced by farm fields, open field areas, orchards and smaller forested areas containing both deciduous and coniferous trees. Much of the City's original vegetation has been replaced due to the land use patterns that typically develop within a densely populated community. Most of the natural vegetation in the City is located along the floodway/floodplain corridors of the Muskegon River. These trees are largely both deciduous and coniferous. In 2020, the city of Evert received a USDA tree grant administered by the Muskegon River Watershed Assembly and has now planted roughly 200 native Michigan trees throughout the city.

### Wetlands

The wetlands in the City are similar to the County in that wetlands with associated woodlands that existed during the time of large expanses of pre-settlement wetlands have been reduced to small, scattered upland areas or wetlands associated with floodway/floodplain areas. Upland wetlands have been reduced due to filling, subsurface drainage and drain construction undertaken to improve agriculture.

The Wetlands Map shows wetland areas that serve to provide wildlife habitat, stormwater storage, water quality improvement, natural scenery and other benefits. Generally, these areas exhibit severe limitations for the use of individual waste disposal systems. A majority of the wetlands are located along the various waterbodies such as rivers, creeks, streams, drainage ditches and other water bodies.



Hydric soils are also identified. These are soils that have formed in the presence of water for sustained periods. They can be used to help locate wetlands, especially those that have been disturbed or altered by fill or excavation. Hydric soils may be unsuitable for certain types of development and can be an indicator of high groundwater levels.

Because they occur where the dry land meets the water, wetlands play a critical role in the management of our water based resources. Acre for acre, wetlands produce more wildlife and plants than any other Michigan habitat type. Wetland species also comprise a critically important segment of these species.

Benefits of wetlands are many. Wetlands help:

- Reduce flooding by absorbing runoff from rain and melting snow and slowly releasing excess water into rivers and lakes - a one acre swamp when flooded to a depth of one foot contains 330,000 gallons of water.
- Filter pollutants from surface runoff, trapping fertilizers, pesticides, sediments, and other contaminants and helping to break some of them down into less harmful substances, improving water clarity and quality.
- Recharge groundwater supplies when connected to underground aquifers.
- Contribute to natural nutrient and water cycles, and produce vital atmospheric gases, including oxygen.
- Provide commercial or recreational value to our human economy, by producing plants, game birds (ducks, geese) and fur bearing mammals - many fish are directly connected to wetlands, requiring shallow water areas for breeding, feeding and escaping from predators.
- Serve as nutrient traps that then enrich the larger body of water of which they are part when wetlands occur adjacent to inland lakes or streams.

The last century has seen a greatly increased rate of wetland loss due to filling and drainage by man. Prior to World War II, drainage to expand agricultural lands accounted for most of this loss. Recently, much wetland destruction has been caused by commercial, industrial, and residential expansion. The estimated 11 million acres of Michigan wetlands existing in pre settlement times has now been reduced to less than 3 million acres. Recent legislation has slowed the loss rate somewhat but threats to these habitats, particularly the smaller wetlands, continue in many areas.

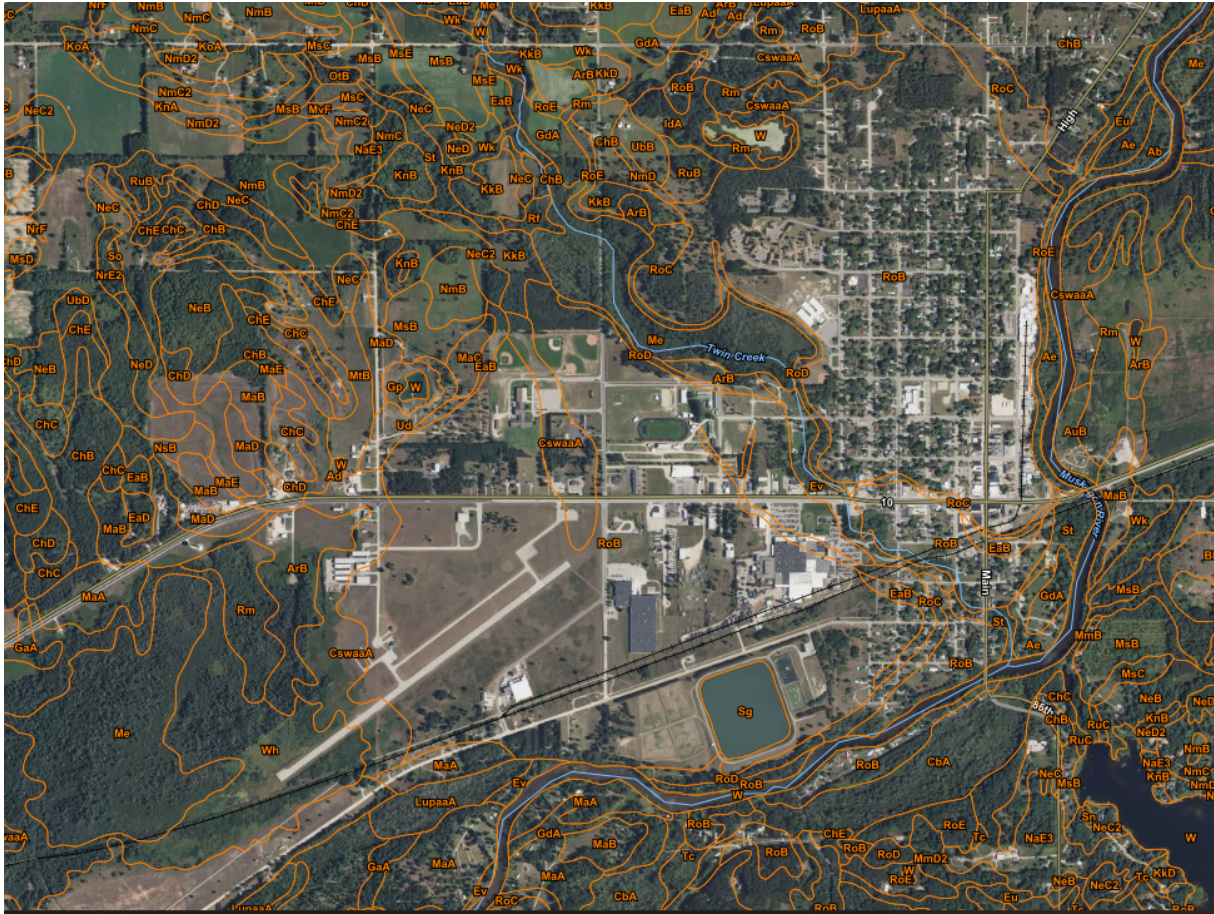
Prior to park & recreation development, the Michigan Department of Natural Resources (MDNR) should be consulted to review the results of a wetlands determination. The impacts of development within wetland areas should be carefully considered, and a permit from the MDNR should always be obtained if regulated wetlands are to be impacted.

## Soils

The predominant soil in the City is the Grattan Sand, 0 to 6 percent slopes. This is described as very deep, excessively drained soils formed in sandy drift on lake plains, outwash plains, moraines, and beach ridges.

Generally, well-drained, coarse-textured soils provide the most suitable foundations. Poor soil stability occurs with soils containing large concentrations of organic material, such as muck, silt, and clay. The areas of poor soil stability are concentrated in low-lying and poorly drained areas adjacent to rivers and creeks. In these low lying areas, the presence of water in and near the surface contributes to frost heave, compression, shrinkage, and swelling.





## Water Resources & Drainage

The most notable resource in the City of Evert is the Muskegon River. The headwaters of the Muskegon River lie far to the west in Roscommon County. The river flows through Clare County, Osceola County, Mecosta County, Newaygo County, and it terminates into the Muskegon Lake in Muskegon County.

Twin Creek also runs through Evert and connects to the Muskegon River on the City's southeastern border.

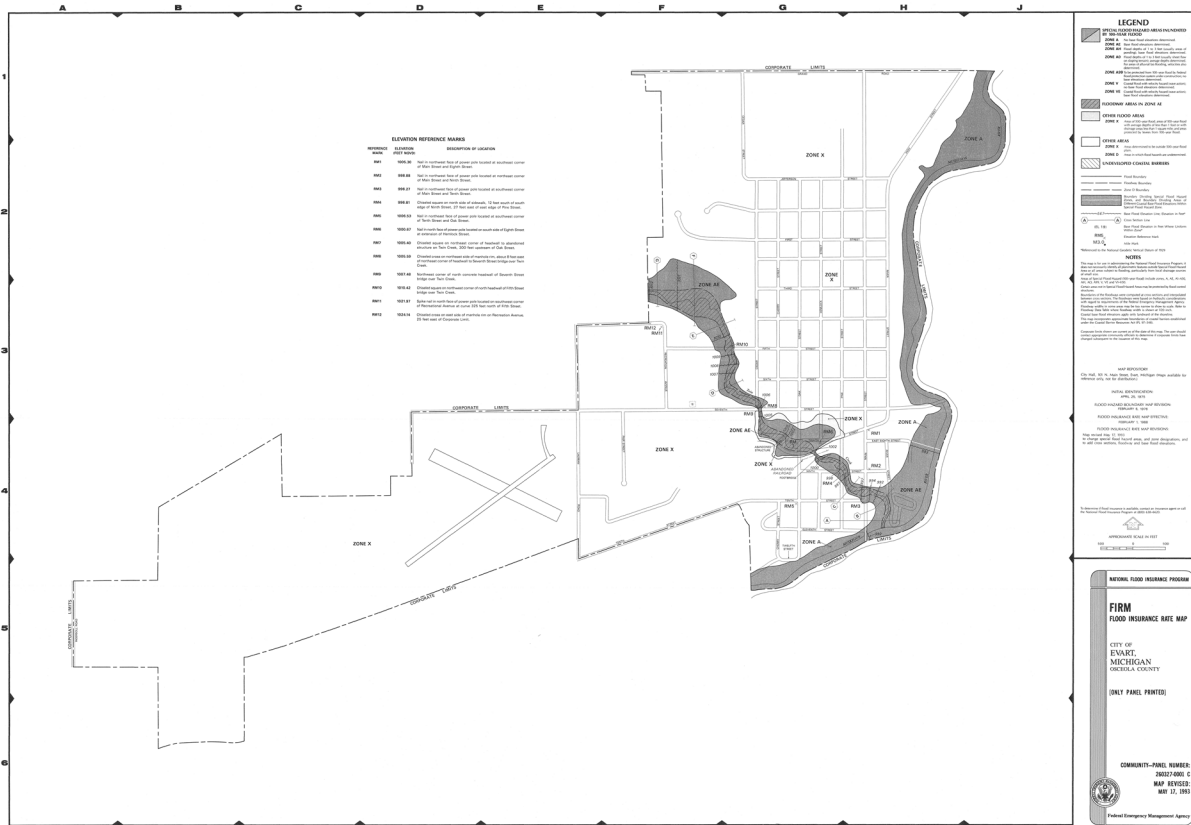
There are significant wetlands along this river in Evert. These wetlands provide wildlife habitat. More significantly, however, is the recreation resource provided by the river: kayaking, canoeing, fishing, etc.

## Floodplains

Because the city borders the Muskegon River and has Twin Creek running north and south, the 100-year floodplains occupy a significant portion of the city. These floodplains overlap with both public and industrial land. These properties are at a higher risk of damage from flooding should an intense storm take place. A map of such floodplains can be found in dark gray below.

The City's Zoning Code regulates development within the Floodplain Overlay District. It is important to maintain the integrity of the floodplain and its ability to handle the overflow of the flooding rivers. When a portion of the floodplain is built on or filled in to accommodate development, it forces flood waters onto other properties.





Source: National Flood Insurance Program & Federal Emergency Management Agency: FIRM, May 17, 1993

### Fish and Wildlife

The area’s wildlife is typical of that found in most of Lower Michigan. Common wildlife includes deer, raccoons, opossums, rabbits, muskrats, beavers, squirrels, rodents and other small mammals. The area is home to a variety of birds including owls, wild turkeys, pheasants and many others. The area is also a seasonal home to many migratory birds including ducks and Canada Geese.

With Evert being located on the Muskegon River, the wetlands here provide habitats for a variety of animals such as salamanders, raccoons, shrews, and frogs.



## Description of Planning Process

Community recreational facilities cannot be effectively provided without some basis from which the type, quantity, location, need, and priority for that facility has been determined. Several methods for determining a community's recreation needs and priorities have been identified. These include observed use levels for existing facilities, comparisons of recreational facilities between similar communities, unique opportunities for certain types of facilities, guidelines or standards based on quantity per population, and projected population growth, to identify a few methods.



Existing recreation opportunities can be compared to recreation standards to determine deficiencies. However, great care must be taken to apply common sense and knowledge of the community. These standards will be used only in conjunction with other methods to determine recreation deficiencies and priorities.

The purpose of the strategic planning process was to receive direct input from key individuals within the community relative to the identification and ranking of the community's current recreation needs. The issues and needs were identified and discussed at the December 6, 2022 workshop and are incorporated into this document.

Furthermore, the City performed a written survey in 2016. It was designed to encourage input from individuals in the community who do not regularly attend City meetings. Surveys were mailed to each person receiving a City Utility Bill, totaling 581 surveys. Participants were asked to drop-off or mail their completed survey to City Hall. Residents were also able to complete an online survey. Overall 118 surveys, or 20%, were completed and returned. Survey results can be viewed in Appendix A

Finally, residents were invited to attend the Public Hearing on January 16, 2023 to voice their opinion one last time before the plan was officially adopted by the Evert City Council. Minutes from the hearing can be found in Appendix A.



## Goals and Objectives

In defining the action program, the formulation of community goals and objectives for the provision of recreation is a vital component. The goals and objectives represent the purposes for a community's role in providing recreation to its residents as well as outlining the direction that the community's effort should take in the long term. Goals are the general targets for which a community aims for while objectives are the specific steps that can be taken towards that goal. A recreation plan identifies those actions that can be undertaken to implement the objectives and fulfill the community's goals.

The goals and objectives for the City in meeting the recreation needs of residents are outlined below.

### Goal 1

Facility Maintenance and Improvements

#### Objective

Maintain, repair, and update existing parks and facilities .

#### Potential Actions

- Improve the aesthetics and visual perception of the park system.
- Bring all parks into compliance with the Americans with Disabilities Act.
- Replace outdated equipment and accessories as required to promote safety.
- Focus on alternatives and campground upgrades in Riverside Park that would include utility upgrades and bathhouse renovation/construction
- Focus on implementing environmentally sustainable practices through green initiatives.

### Goal 2

Facility and Program Development

#### Objective

Strive to generate funds to create programming.

#### Potential Actions

- Improve communication with the public regarding recreation programs and activities.
- Create additional programming and activities that meet the diverse needs of the community.
- Develop and improve signage within the parks system, interpretive signs, directional signs, nature identification signs, etc.

### Goal 3

Park Funding

#### Objective

Actively pursue funding opportunities from the public, private individuals, and organizations to achieve goals and objectives

#### Potential Actions

- Promote increased participation from local residents in the planning process.
- Make residents aware of the need for a strong volunteer base.
- Designating funds for the parks and recreational programming should continue to be a priority.
- Implement Riverside West Park Store and use proceeds for Parks and Recreation.



## Goal 4

Promote Natural Features and Areas

### Objective

Promote parks through target marketing and projects that actively engage community members in our already existing natural features, areas, and history.

### Potential Actions

- Develop and support quality landscape projects throughout the park system.
- Continue to promote the access to and use of the Muskegon River.
- Promote all season rail trail access.

## Goal 5

Provide comprehensive community-based recreation opportunities that improve the overall quality of life for all Evert area residents.

### Objective

The various input received from the community during this planning process has provided many suggestions for improvements in our park facilities and recreational programs. The City of Evert will continue to use these suggestions to guide their planning for the future.

### Potential Actions

- Continue to add amenities and support facilities to the current Evert park facilities based upon community input and current needs of the community.
- Provide recreational opportunities for people with disabilities.
- Ensure that improvements and upgrades to existing park facilities are handicap accessible, where feasible.
- Construct restroom facilities, play areas, ADA parking, picnic facilities and other recreational facilities as priority items identified in community workshops.
- Promote low water and native planting restoration whenever practical especially in the addition of bioswales, rain gardens and stabilization plantings in areas of erosion.
- Look at options for improving educational and interpretive signage in all the parks including signs for persons of various disabilities.

## Goal 6

Provide quality leisure time activities with special consideration given to improve health and fitness.

### Objectives

The Community's recreational facilities and programs offer the community an opportunity to enjoy nature and take part in activities that will improve health and fitness. The Evert community realizes the importance of providing top quality park facilities and programs and also would like to continue to improve the health and fitness of its residents.

### Potential Actions

- Provide both passive and active programming for a variety of ages and abilities of the population.
- Add recreational facilities based upon recreation trends and input from the community.
- Improve recreational facilities and programs to mitigate the impacts of the Pandemic.



## Goal 7

Provide additional non-motorized trails for recreational and transportation use.

### Objectives

Providing the community with a trail system which is our “safe highway” across the community connecting our schools, parks and the downtown district is a high priority in our community.

### Potential Actions

- Explore cooperative effort with the surrounding communities to promote, manage, oversee, plan and seek joint funding for trails in the regional area and to avoid duplication of efforts and to enhance the connect-ability of the trails and ensure the best regional outcomes.

## Goal 8

Acquire and retain Public land for future generations.

### Objectives

As the Evert community continues to grow our local officials need to be conscious of the need for acquiring additional park land as it becomes available.

### Potential Actions

- Retain existing parkland and acquire new public lands to meet the future recreational needs of the community.
- Preserve and protect open space and other important natural features in the Evert area.
- Develop programs for evaluating future land acquisition.
- Preserve floodplains and wetlands for recreation purposes whenever possible.
- Acquire property adjacent to existing park properties whenever possible to allow for the greatest flexibility and offer economy of sharing infrastructure when expanding or adding recreation activities to existing dedicated parklands.

## Goal 9

Develop a system of park facilities that promote four season use.

### Objectives

Provide residents with opportunities for recreation that provide multiple seasons of use within the City and the respective park facilities.

### Potential Actions

- Construct compatible yet diverse uses within the parks that promote spring, summer, fall and winter uses.
- Explore options for all-season facilities such as warming shelters and restrooms in the parks as appropriate.
- Review options for winter ice skating area and farmers market.
- Explore options for community pool with Evert Area Schools.



## Goal 10

Create community awareness of Evert area recreational opportunities and promote them to our local citizens as well as to visitors of the community.

### Objectives

Several respondents indicated in the past that they were not aware of all the parks that were available in our local community.

### Potential Actions

- Develop additional print and web-based media to describe existing recreational opportunities available to the residents of our service area.
- Develop additional print and web-based media to describe and highlight our existing park facilities.

## Goal 11

Continue the improvement and development of Universal Design Concepts at any and all city park locations in accordance with the park's development master plan.

### Objectives:

Develop new and expanded facilities and programs at the park including new restrooms, picnic facilities, paved parking, walking paths, new play equipment and lighting.

### Potential Actions

- Improve restroom facilities.
- Provide for universally accessible play areas, picnic facilities and shelters
- Provide for paved parking areas and trails to provide barrier-free access to all areas.
- Provide additional non-motorized trails to better connect community destinations and areas.
- Improve signage for any visually or physically impaired park users

## Goal 12

To enhance the quality of life in the City by providing multi-generational, fully accessible and safe recreational facilities that are responsive to the needs of *all* residents with high quality recreational facilities that efficiently utilize available resources.

### Objectives

- Develop a variety of recreational facilities that reflect the changing and diverse needs of the City residents.
- Improve existing recreational facilities to more effectively fulfill the needs of City residents and to encourage regular use of these facilities.
- Develop certain recreational facilities as identified by the survey and needs assessment and establish priorities for their development.
- Utilize design, construction, and maintenance practices that maximize the benefits provided for the resources expended.
- Plan improvements that offer both active and passive recreation opportunities.
- Develop unique recreational opportunities for elderly and physically challenged citizens. Every recreational opportunity should be fully accessible to all individuals whenever possible.
- Provide play areas that are in conformance with the "Playground Equipment Safety Act".



### Goal 13

Create new partnerships and collaboration.

#### Objectives

As Michigan continues to struggle it is important to take advantage of collaborations and partnerships as a cost effective way to offer recreational programs in the community.

#### Potential Actions

- Encourage the cooperation and participation of adjacent communities in the formation of a regional recreational advisory board in an effort to combine resources and avoid duplication of facilities and services.
- Utilize public and private sector cooperation in the promotion of recreation and the improvement of recreational opportunities.
- Encourage the participation of volunteers in the development of recreational facilities.

### Goal 14

To continually improve the quality of and the opportunities for recreation in the City by reassessing community recreation needs, trends, and characteristics.

#### Objectives

- Periodically update this Recreation Plan.
- Develop an expanded survey to ensure public needs and desires in areas of parks & recreation.
- Expand and develop community park advocates through the ongoing efforts of the existing parks & recreation advisory board.
- Provide opportunities for the involvement of City residents in the identification, selection, and development of recreational facilities.
- Monitor the effectiveness of the City's efforts in fulfilling identified goals and objectives by providing opportunities for City residents to evaluate the progress of recreational development.
- Monitor the effectiveness of the City's efforts in providing fully accessible opportunities for City residents.
- Facilitate regular meetings of the Recreation Board.



## Recommended Actions

A variety of factors, including community characteristics, population trends, existing recreation facilities, and identified recreation needs, contribute to the formulation of specific recommendations for plan implementation. These specific recommendations represent the actions that can be undertaken to achieve the objectives that have been directed towards a community's recreation goals. These recommended actions also represent the substance and purpose of a recreation plan - the development of a strategy for effectively closing the gap between existing recreation opportunities and recreation needs. A general statement can be made that 1/3 of the properties currently operated as park facilities in the City have basic facilities such as paved parking areas, paved walks and restroom facilities. There is in some areas however a lack of additional ADA accessible walks that is a concern regarding ADA accessibility at the other City owned parks. Additional ADA improvements for West Riverside Park for accessible restrooms and showers were also identified as a priority. Improvements for East Riverside Park in the form of ADA parking and walkways were also discussed.

In instances of emerging areas of recreational needs, such as the development of non-motorized trails, it is logical to expect that the project limits will need to be established by the identification of key connection points that should not be excluded or limited by geo-political boundaries.

The following recommendation and capital improvement schedule outlines and assigns relative priorities to activities and projects that can be implemented in both the short-term and long-range future to improve recreational opportunities in the City. Those activities and projects that can be undertaken during the five-year planning period (2023-2027) have been summarized in a Capital Improvement Program Schedule (Table 4). This schedule includes cost estimates as well as possible funding sources for each suggested project.

While these projects are recommended for implementation during the planning period, they are highly dependent upon financial and administrative feasibility. It is also suggested that the City take advantage of any unscheduled opportunities that may arise. Such opportunities can be evaluated and included in this plan as an amendment to the schedule.



## Action Program

### RECOMMENDED ACTIONS

While the goals and objectives of the City of Evart express intent and purpose, the Action Plan is more specific and addresses the manner in which the goals may be achieved. A workshop was held on December 6, 2022, and below is summary of various improvements at the City parks that were identified.

#### Riverside Park West

- Build new ADA restrooms
- Create Riverside West Park storefront
- Improve pavilions
- Install signage visible from US-10
- Upgrade campground facilities – water and electric
- Re-purposing Scout House feasibility study

#### Riverside Park East

- Add year-round cabins for camping along the Muskegon River
- Increase promotional, nature, and distance signage
- Provide access to the river
- Install a communal fire pit area

#### Skate Park

- Improve landscape
- Add picnic tables
- Continue Ice Rink and Annual Open House
- Expand Ice Rink to allow use for ice hockey and casual skaters
- Install a communal fire pit area
- Improve lighting for evening ice skating

#### Guyton Park

- Install promotional signage visible from US10 –World War I Historical Site
- Research feasibility of Veteran Memorial Wall

#### Heritage Park

- Continue to provide routine maintenance

#### City Tennis Courts & Ball field

- Continue to provide routine maintenance
- Ballfield Maintenance
- Pour cement floor in dugouts
- Construct storage shed and gates
- Add trash cans

#### City Park (Hessler Property)

- Install walking/biking path circling the property
- Install disc golf course
- Implement Landscape Architect Drawing

#### Cant Hook Park

- Install trash can
- Facilitate community mural

The following recommendation and capital improvement schedule outlines and assigns relative priorities to activities and projects that can be implemented in both the short-term and long-range future to improve



recreational opportunities in the City. Those activities and projects that can be undertaken during the five-year planning period (2023-2027) have been summarized in a Capital Improvement Program Schedule. This schedule includes cost estimates as well as funding sources for each suggested project.

While these projects are recommended for implementation during the planning period, they are highly dependent upon financial and administrative feasibility. It is also suggested that the City take advantage of any unscheduled opportunities that may arise. Such opportunities can be evaluated and included in this plan as an amendment to the schedule.

## Capital Improvement Schedule

Table 4. Capital Improvement Schedule				
Year	Project	Est. Cost	Justification	Funding Source
2023	Riverside Park Improvements – Restroom Building, Splash Pavilion, camping utility upgrades, lighting, landscaping, observation/fishing deck and associated site work	\$600,000	Goals 1-6, 8-12	\$300,000 MNRTF \$300,000 Local Match Donations/Foundations
2023	Farmers Market/ Ice Rink Structure Master Plan	\$6,500	Goals 1-11	\$6,500 local
2025	Ice rink/farmers Market Structure	\$2,500,000	Goals 1,2,4,7,8	\$300,000 MNRTF \$300,000 Local Match \$1,000,000 MEDC placemaking \$100,000 Local Match \$800,000 Donations /Foundations
2027	Trailway Improvements	\$400,000	Goals 3,7,8,12	\$275,000 MNRTF or MDOT TAP Program \$125,000 Local Match Donations/Foundations
2027	Recreation Plan Update	\$8,000	Goal 14	\$8,000 local

### Abbreviations

MDNR - Michigan Department of Natural Resources

LWCF - Land and Water Conservation Fund

TAP -Transportation Alternatives Program

MDOT – Michigan Department of Transportation

MNRTF- Michigan Natural Resources Trust Fund

## Financing Mechanisms

The following paragraphs briefly outline existing sources of funds for financing the future recreational improvements in the City.



## 1. General Funds

The City's general fund has been the primary source of funds for operating and maintaining its current facilities. Future site improvements, acquisition, and development will remain dependent on these tax-supported funds, as will the continued operation and maintenance of these facilities. Consequently, recreation planning has to be coordinated with the yearly budgeting process for the City's general funds.

## 2. Donations and Gifts

The availability of donated land, labor, equipment, and funds from individuals and organizations is an attractive and effective way to improve recreational opportunities in the City. Over the past few years, several groups and individuals have contributed significantly. Such support should be encouraged to continue.

## 3. Multi-jurisdictional Funding

One of the primary goals of establishing a trail authority comprised of adjacent townships would be to establish a joint source of funding for acquisition, development and maintenance of multi-jurisdictional trail projects. It is too premature to discuss levels or formulas for financial participation/contribution, but by forming such a coalition, the individual townships will collectively be in a stronger position in seeking future matching grants than if pursuing projects individually.

## 4. Non-Local Financial Assistance

Many communities seek outside sources of funds to supplement their local sources when providing recreational improvements. There are several programs administered by the Michigan Department of Natural Resources (MDNR) that can provide some financial assistance to local recreation projects. Funding amounts available to communities vary from year to year depending on Federal support and State legislative agendas.

The Transportation Alternatives Program (TAP) is a competitive grant program administered by the Michigan Department of Transportation that funds projects such as nonmotorized paths, streetscapes, and historic preservation of transportation facilities that enhance Michigan's intermodal transportation system and provide safe alternative transportation options. These investments support place-based economic development by offering transportation choices, promoting walkability and improving the quality of life. The program uses Federal Transportation Funds designated by Congress for these types of activities. Some key information on the TA program is as follows:

- Funding will be reduced from the current \$23 million a year to \$14-16 million a year. Project funding will be more competitive than previously with the average per capita award in the \$44-50 per person range.
- The minimum match is still 20% however historic average is 34% and the 2011 average was 44% local match to grant. Any project request for over \$2,000,000 total project cost must be 50%-50%. The most favorable grant request will likely be in the \$500,000 range.
- Regional Trails will still be a priority, as will urban area streetscapes. Museums and historic preservation projects will be phased out for funding consideration.
- Preliminary grant application review with regional staff is encouraged to determine competitive nature of project and gather suggestions from TAP staff. Project narratives should focus on intermodal transportation opportunities as they relate to the larger picture in the community, traffic calming, improving safety and improving water quality through best management practices.



The **Michigan Natural Resources Trust Fund (MNRTF)** is administered by the MDNR. The MNRTF program utilizes the royalties from oil, gas, and other mineral developments on state-owned lands to help finance the acquisition and the development of outdoor recreation facilities. The CMI program is the result of the passage of Proposal C of 1998.

Any unit of government, including school districts, may apply for grants to develop or acquire land(s) for public recreation or resource protection purposes. Application forms are available on February 1 of each year. The application deadlines are April 1 and September 1, of each year. The MDNR submits a list of recommended projects to the legislature the following January and funds are available after legislative appropriation, usually the following fall.

All local units of government must provide a local match of at least 25 percent of total project costs. For **MNRTF** development projects, the minimum funding request is \$15,000, and the maximum is \$300,000. Proposals must be for outdoor recreation or resource protection purposes. Outdoor recreation support buildings and other facilities are eligible for development funding, as is the renovation of existing recreation facilities.

All applicants must have a current DNR-approved community recreation plan, documenting the need for project proposal.

In addition, any private individual may nominate land for public acquisition under this program. All nominations are reviewed by the MDNR for possible acquisition and the landowner is not required to be the person nominating a parcel of land for public acquisition. Nomination forms are available at any time from the DNR Recreation Division and may be submitted to the Department year-round.

The Federal Land and Water Conservation Fund (**LWCF**) program makes money available to the States for land acquisition and development of outdoor recreation facilities. From 1965 to 1996, the Department of Natural Resources (DNR) received over \$100 million in LWCF assistance for more than 1,500 projects, over 1,100 of which have been grants to local governments. The objective is to provide grants to local units of government and to the State to acquire and develop land for outdoor recreation.

Applications are evaluated on established criteria including project need, capability of applicant, and site and project quality. At least 50 percent match on either acquisition or development projects is required from local government applicants with a \$30,000 minimum and \$100,000 maximum funding limit. The Michigan Department of Natural Resources (MDNR) makes recommendations to the National Park Service (NPS), which grants final approval. Criteria are spelled out in the "Recreation Grants Selection Process" booklet given to all applicants.

PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the **Recreation Passport** which replaces the resident Motor Vehicle Permit (MVP) — or window sticker — for state park entrance. The passport will be required for entry to state parks, recreation areas and boating access sites. Ten percent of the remaining revenue will be used to fund the **Recreation Passport local grant program**. A 25% minimum local match is required for the Passport grant program with a maximum grant amount of \$150,000 and a minimum of \$7,500.

The grant program may only be used for local development projects. The program is focused on renovating and improving existing parks, but the development of new parks is eligible. In addition, projects must fulfill the following requirements in order to be eligible:



- The current annual capital improvement plan (CIP) must include the proposed project. If your community does not have a CIP, you must have a current approved recreation plan on file with the DNR.

Organizations with an interest in developing fishing conditions in their areas may be able to get financial assistance from a program established through the **State Game and Fish Protection Fund**.

This fishing development grant is offered through the MDNR and can be as much as \$200,000 annually, in cash or in-kind services. Projects eligible for funding include culvert modifications for improved stream flow; livestock or sheet erosion control projects; the development of spawning riffles, fish cover structures, or spawning reefs; and the construction of fishing piers and rough fish barriers.

The MDNR accepts grant proposals from organized fishing groups and local units of government. In all cases, projects are able to approach other sources such as the federal government for additional matching funds.

The **Historic Preservation Grant Program** is administered by the Department of State with funds made available through the National Park Service of the Department of Interior. The intent of the program is to conduct surveys of architectural, engineering, archaeological, and historic resources, to identify and nominate eligible properties to the National Register of Historic Places, and to plan for the protection of those cultural/recreational resources.

The funds for this program are apportioned by the National Park Service directly to the State, which, in turn, allocates funds on a project-by-project basis to local governments, organizations, and individuals.

In Michigan the Historic Preservation Grant program is administered by the Michigan Department of State. The amount of assistance is up to 50% of the project expenses. Grantees are reimbursed at the completion of the project for work done within the days of a contract between the Department of State and the grantee. EXPENSES INCURRED PRIOR TO THE EXECUTION OF A CONTRACT ARE NOT ALLOWABLE PROJECT COSTS AND WILL NOT BE REIMBURSED.

The **Inland Fisheries Grant Program** offers grants up to \$30,000 for projects that enhance the state's aquatic resources. This program may be applicable to the scenic overlook fishing platforms and educational kiosks.

The City is committed to reviewing all available funding sources and preparing the necessary plans, reports, cost estimates, and funding applications, to achieve the goals of this recreation plan.

**Waterways Program Grants** are funded through the Michigan State Waterways Fund from state marine fuel tax and watercraft registrations. By law, administration of the Waterways Program is through the Michigan Department of Natural Resources (DNR) and overseen by the Department's Parks and Recreation Division.

Grants provide funding assistance for design/engineering and construction of public recreational harbor/marina and boating access site/launch facilities throughout the state. Only local units of government (city, City, township, or county) and public universities are eligible. Applicants may cooperate with community/sports organizations in the implementation of projects. On-site investigation by DNR, Parks and Recreation Division staff may be required to determine the suitability of proposed work. Applicants may also be required to document area boating demand. Greater priority may be given to projects for which a local applicant documents match capabilities equal to or greater than the



percentage of project cost they are required to provide. The local match can include in-kind expenses as long as they are well-documented.

Applications, and all required information, must be received by 5:00 p.m., **April 1st**. If April 1st falls on a weekend, the deadline would be the last State working day prior to April 1st. The application review and funding process for projects is from April 1st until an appropriation is approved by the Legislature. This can take up to 18 to 24 months. Notification of approval for engineering and smaller sized construction projects may occur within six months after completed application form and proper documentation are received. Funding for construction is not released until permits are secured.

Communities, non-profits, and municipalities can submit projects by applying for a **Patronicity crowdgranting campaign**. Crowdgranting is the effort of leveraging broad based crowdfunding against a sponsor's matching grant to improve communities.

Public Spaces Community Places projects include:

- Public Plaza & Green Space Development
- Access to Public Amenities
- Farmer's Markets, Community Kitchens, Pop-Up Retail/Incubator Space
- Alley Rehabilitation
- Any other place based (or public space improvement) project

The Public Spaces, Community Places program is a public placemaking initiative created by the Michigan Economic Development Corporation. Projects that meet the program's parameters and successfully crowdfund their goal will receive a matching grant from the MEDC of up to \$50,000

## 5. Millage

In an effort to raise matching funds or fund projects with local money, many community leaders have placed ballot proposals before their residents for a dedicated increase in their existing mill property tax to fund park maintenance and repair, including care for new parks and newly acquired parks, compliance with the Americans with Disabilities Act (ADA), as well as safety and security improvements. Establishment of a Park Improvement/Development, Maintenance and Repair Millage will assure that parks and facilities will be maintained at the level of quality expected by park users and that new parkland will have adequate amenities.



## **Appendix**

## Appendix A

The Parks & Recreation Survey was created to gather input from local residents and initiate community involvement in the development of the City’s 2017 Master Parks and Recreation Plan. On August 1, 2016, 581 surveys were mailed to City Residents. Residents were given until August 15th, 2016 to return their completed surveys. The survey was also available at [surveymonkey.com](http://surveymonkey.com), and promoted on three social media pages. Of the 581 surveys mailed out, 118 were returned or completed via the internet, resulting in a 20% return rate. The following is a summary of the responses submitted.

### Are you a resident of the City of Evart?

Answer Choices–	Responses–
– Yes	<b>69.83%</b> 81
– No	<b>30.17%</b> 35
Total	116

### How many persons in the following age groups reside in your household?

Answer Choices–	Average Number–	Total Number–	Responses–
Responses Preschool (0-5)	1	36	36
Responses Children (6-12)	1	40	33
Responses Teen (13-19)	1	43	38
Responses Adult (20-40)	2	91	56
Responses Adult (41-55)	1	63	51
Responses Adult (56 and over)	2	93	62
Total Respondents: 118			

## How often do you or members of your household use the City of Evert parks and recreation facilities?

Answer Choices--	Responses--
– Daily	7.69% 9
– Weekly	24.79% 29
– Monthly	23.93% 28
– Less than 6-8 times per Year	34.19% 40
– Never	9.40% 11
Total	117

## Please check all of the local parks and recreational facilities you or someone in your household has used in the past year:

Answer Choices--	Responses--
– Riverside Park West	83.18% 89
– Riverside Park East	65.42% 70
– Pere Marquette Rail Trail	47.66% 51
– Skate Park	13.08% 14
– Guyton Park	18.69% 20
– Cant Hook Park	10.28% 11
– Heritage Park	7.48% 8
– Waterworks Park	24.30% 26
– Play All Day Park	24.30% 26
– Tennis Courts	5.61% 6
–	28.04%

Answer Choices–	Responses–
Football Field/ Track	30
– City Square	17.76% 19
– Fairgrounds	48.60% 52
Total Respondents: 107	

**Of the facilities listed below please indicate which two your family uses the most:**

Answer Choices–	Responses–
– Riverside Park West	63.21% 67
– Riverside Park East	34.91% 37
– Pere Marquette Rail Trail	24.53% 26
– Skate Park	1.89% 2
– Guyton Park	2.83% 3
– Cant Hook Park	1.89% 2
– Heritage Park	0.00% 0
– Waterworks Park	11.32% 12
– Play All Day Park	9.43% 10
– Tennis Courts	1.89% 2
– Football/Track	12.26% 13
– City Square	4.72% 5
– Fairgrounds	21.70% 23
Total Respondents: 106	

**Please indicate the priority you think the City of Evert should place on developing the following recreation areas and facilities:**

	Highest—	High—	Neutral—	Low—	Lowest—	Total—	Weighted Average—
— Sports Fields and Courts	19.59% 19	25.77% 25	40.21% 39	4.12% 4	10.31% 10	97	2.60
— Public Campgrounds	19.39% 19	24.49% 24	41.84% 41	7.14% 7	7.14% 7	98	2.58
— Trails (Hiking, Exercise, and Bike Paths)	19.59% 19	42.27% 41	27.84% 27	7.22% 7	3.09% 3	97	2.32
— Picnic Areas and Pavilions	16.33% 16	38.78% 38	32.65% 32	9.18% 9	3.06% 3	98	2.44
— Playgrounds	34.04% 32	40.43% 38	21.28% 20	3.19% 3	1.06% 1	94	1.97
— Splash Parks	40.40% 40	25.25% 25	18.18% 18	8.08% 8	8.08% 8	99	2.18
— Indoor Recreation/Community Center	35.00% 35	28.00% 28	26.00% 26	7.00% 7	4.00% 4	100	2.17

Comments:

Patrolling the parks so our children won't be exposed to bad language and behaviors.

As long as it keeps clean.

Keep brush cleaned out by fishing pier.

We need things to keep kids out of trouble. Things for adults too.

Splash Park

A YMCA or center for kids to play/learn.

Having a splash park would be a great idea. I have been to a few in other towns and the kids love them.

Another set of bathrooms are needed near the new playground in Riverside Park.

Trash can at the pocket park

Soccer field, middle school playground, community pool

Your campground desperately needs more trees to provide shade for campers. You've lost trees but have not really replaced them!

**Please indicate which activities you or someone in your household would be interested in participating in:**

<b>Answer Choices–</b>	<b>Responses–</b>
– <b>Dance</b>	<b>5.94%</b> 6
– <b>Theater</b>	<b>2.97%</b> 3
– <b>Drama</b>	<b>0.99%</b> 1
– <b>Arts &amp; Crafts</b>	<b>12.87%</b> 13
– <b>Music</b>	<b>6.93%</b> 7
– <b>Sport Skill Instruction</b>	<b>3.96%</b> 4
– <b>Sports League &amp; Tournaments</b>	<b>3.96%</b> 4
– <b>Ice Skating</b>	<b>0.99%</b> 1
– <b>Swimming</b>	<b>12.87%</b> 13
– <b>Camping</b>	<b>8.91%</b> 9
– <b>Canoeing</b>	<b>5.94%</b> 6
– <b>Hiking/Backpacking</b>	<b>4.95%</b> 5
– <b>Cross-Country Skiing</b>	<b>1.98%</b> 2
– <b>Snowshoeing</b>	<b>0.99%</b> 1
– <b>Aerobics</b>	<b>2.97%</b> 3
– <b>Computer Instruction</b>	<b>1.98%</b> 2
– <b>Healthy Eating/ Dieting</b>	<b>0.99%</b> 1
– <b>Summer Camp Days</b>	<b>2.97%</b> 3
– <b>Community Wide Special Events</b>	<b>1.98%</b> 2

Answer Choices–	Responses–
– <b>Family Activity Programs</b>	<b>7.92%</b> 8
– <b>Trips to See Entertainment/ Sporting Events</b>	<b>6.93%</b> 7
Total	101

Comments:

Disc golf!!!! Very easy to install course. Surprised we don't have one yet.

## Do you have any additional comments to help improve our community's parks and recreation opportunities?

We really enjoy the Riverside Park West and the Skate Park. The only problem we have is the language that the adults use while our kids are playing.

New restrooms in Riverside Park, paved parking, lower prices on rentals of pavilions.

Love your fireworks. Have been attending for 20 years.

Happy with the woman who is helping with July 20th!

I didn't know if we had attended some of the parks because I didn't recognize the name. My daughter loves going to the Kid's Pad by the elementary school. She calls it "Castle Park."

Someone willing to give swimming lessons. Do fund raisers to help City to be able to add more things for families all year long.

I would like to see the waterworks park (5th st.) old stone wall (driveway) and on both sides of the creek fixed or rebuilt. There is one tall pine tree, you can see from 5th st., it looks like its ready to fall down. The High School Ball field that is right next to 95th avenue has signs that say no parking, but people park there all the time, when games are playing. I'm afraid someone is going to get hurt. Fill in dirt for Riverside West, driving by boat ramps, especially when you are driving out of the campground area. Riverside East maybe a little more clean up.

I think we need softball fields & better Little League fields. We had a lot of softball teams in the 40's and 50's now they have to go to Reed City.

Keep up the good work!

They need to make Riverside Park West more handicap accessible especially to all of the pavilions, play area, and shuffle board area. They need to have sidewalks that would work for walkers, wheelchairs. Plus paths going around by river more. Plus a new boat launch and paced parking to public picnic area!

Splash Pad would be very cool for my younger cousins.

I think we should advertise our parks camping and trails

Local wifi or several outdoor hotspots (especially at parks) to encourage outdoor activity. Possible way to attract new residents??

I think a splash park is a fantastic idea. The city already has various places where kids can play baseball, softball, football and even the basketball courts at the public square, which I love for my children. The splash park would be wonderful for children of all ages, not to mention bring in families from outside of town.

A splash pad would be a huge asset to our community! Please consider this valuable addition to our Parks. It seems we have some great parks. Some indoor options for the winter time would be great to get the community out and together.

make sure they are kept clean and mowed and if needed, painted

Please make it so children cannot be at the parks alone. I don't take my children to the parks in Osceola due to the foul mouthed little kids allowed there with no adult supervision.

I have seen other community's do a rent a bike program (Frankenmuth) and with the trails right here and being a tourist town that would be a nice opportunity for others who may visit but didn't pack their bike or just wanted a small ride to see the trails.

We love the parks, especially since the new playground was installed at Riverside. My kids REALLY enjoy the PAD too but a lot of adults have said it is in need of repair and that unsupervised kids are hanging around there doing inappropriate things. Family friendly is a must for us. It makes me a little less enthusiastic to go there but we have not personally had an issue.

Of all the things we as dog owners need is an enclosed dog park tht has time limit s tht u can schedule on Facebook or dog park/ deposit with trash can. Our dogs need to play and I bet a lot of people will go for it.??

Keep the dam horses and Amish buggies off the walking trails. I have tried to resolve this issue for years and no one listens. They should be fined.

Our campgrounds, rails to trails and river should all be advertised to the hilt to bring in more tourists.

I have been coming to Evart each month during the summer to camp at Riverside Park since 1985, and there are fewer and fewer choice lots because of the lack of shade since your trees were removed. Sometimes when I camp, the entire center ring remains empty because sitting out there in the blazing sun becomes prohibitive.in a small camper. It's a beautiful place, but it could be vastly improved with tree plantings, both on the electrified campsites, as well as in the tenting area. As a woman who camps alone, I come to your campground because I feel safe there. The police roll through frequently, and the grass is mowed regularly to keep the mosquitos down. I appreciate the nearness to town and use your various restaurants each time I come up. I am a photographer, and I love the landscape in your area, as it varys greatly from that where I live in the southern part of the state. I have camped in campgrounds without a resident camper, and found that I feel much safer at Riverside Park, and so I keep returning to it, even during the FUNFEST when most people camp at the fairgrounds. You have a gem there... Please maintain it!

The cursing that the adults use at Riverside park West has made my children and myself leave the parks several times!!! It is so awful to go there to enjoy the facility and have the adults be the reason we leave!

Power wash the pavilions at Riverside west! The floors are filthy.

With the addition of Little League, which takes almost all monetary and logistical responsibility away from the Rec. Dept., it would be nice to invest in the softball/baseball fields. They are used more than any other facility in the city. It would be nice to have some permanent bathrooms, storage sheds, etc. at the fields.

You all are doing great!! Keep up the good work!

**CITY OF EVART  
PRE-COUNCIL MEETING  
January 3<sup>rd</sup> @ 7:30PM  
Community Room at the Depot, 200 S. Main Street**

Mayor Chris Emerick called the meeting to order at 7:00pm.

**Present Council Members:** Sean Duffy, Jim Schwab, Mayor Emerick, Matt Hildebrand, Sandy Szeliga

**Present Staff:** City Manager Pepper Lockhart, Finance Director/Treasurer Jennie Duncan, Downtown Development Director (DDA) Todd Bruggema, Director of Public Works (DPW) Don Duncan, City Attorney Jim White, City Clerk Andrea Grupido

**Guests:** Deb Mishler

**New Business:**

*Downtown Development Authority (DDA) Vacancies.*

There are 3 vacancies on the DDA. Bruggema has a few people interested and is working on setting up interviews with these individuals. At the next DDA meeting they will discuss, and then bring their recommendations to City Council.

*TIF Plan Ordinance.*

Bruggema stated that the TIF Plan needs to be passed by the DDA first as a resolution, and then brought to City Council to be passed as an ordinance. Hildebrand and Duffy questioned this action. Lockhart explained that it is because the original TIF plan was in ordinance form. Mayor Emerick brought up the question of having 2 readings.

**Unfinished Business:**

*City Attorney Proposed Contract.*

Lockhart talked about the changes suggested by Dickinson & Wright which included doing it on a yearly basis if we wish to, changes in the language in regards to outside council, reduced the compensation amount from \$35,000 to \$30,000, the need for documentations, invoices and receipts, and finally adding term #5 about termination. Duffy believes the proposed contract is a good one with the exception of maintaining the current pay amount of \$35,000.

**Discussion:**

*Removing names from Financial Institutions.*

Lockhart needs her name removed from a non checking account. J. Duncan explained that she couldn't be removed because the previous minutes stated that "the only 3 authorized on the 'checking accounts' should be Jennie Duncan, Sandy Szeliga, and Andrea Grupido". The motion needs to be specified as all financial accounts in order to remove her.

*Baird, Cotter & Bishop Proposal.*

They have provided two different proposals, a 3 year or a 5 year option. J. Duncan is recommending the 5 year agreement. Duffy doesn't have an issue with using that company again, however, he is hesitant with a 5 year term. Hildebrand inquired about an opt out clause. Duffy stated that with the addition of such a clause he would be more open to a 5 year term. J.

Duncan will contact Baird, Cotter and Bishop to see about adding that into the agreement. Hildebrand asked what kind of “additional services” were being used. Lockhart explained that they received help from them when dissolving things, transitioning J. Duncan into her new role, and the special assessments.

*Appointment to Housing Commission:*

Szeliga wants to know if the members have received their required training.

---

Andrea Grupido, City Clerk

DRAFT

**CITY OF EVART  
REGULAR COUNCIL MEETING  
January 3<sup>rd</sup> @ 7:30PM  
Community Room at the Depot, 200 S. Main Street**

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

**Present (via roll call): Sean Duffy, Jim Schwab, Mayor Emerick, Matt Hildebrand, Sandy Szeliga**

**Present (staff): City Manager Pepper Lockhart, Finance Director/Treasurer Jennie Duncan, Downtown Development Director (DDA) Todd Bruggema, Director of Public Works (DPW) Don Duncan, City Attorney Jim White, City Clerk Andrea Grupido**

**Guests: Deb Mishler, Roger Elkins**

**Citizens' Comments:** Elkins brought in a copy of the Our Town paper and just wanted to mention how pleased he was with a couple different articles. One being the City Manager's Corner and the other being the article about Ice Mountain.

**Approval of Agenda:**

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

**Approval of Consent Agenda:**

- A. Pre-Council Work Session Minutes – December 19, 2022
- B. Regular Council Minutes – December 19, 2022
- C. Vendor's List \$242,865.70

Motion by Hildebrand to approve the consent agenda. Duffy said there should be one correction to Letter J. in the regular council meeting minutes, stating that Duffy abstained from that vote. Hildebrand rescinded his motion and restated to approve consent agenda with the correction. Support by Mayor Emerick. Motion passed with all in favor.

**Unfinished Business:**

D. Appointment to Council Members to Boards, Commissions and Committees – *Discussion*. Bruggema is moving forward with interviews for the DDA.

E. City Attorney Proposed Contract.

White only has one problem with the proposed changes made in his contract and that is the dollar amount. Duffy agrees that the current pay is fair. Motion by Hildebrand to approve the proposed contract revised by Dickinson & Wright with amending item number 4a to represent the pay of \$35,000. Support by Duffy. Motion passed with all in favor. White states he will come to the 2<sup>nd</sup> meeting of the month unless he is needed otherwise.

**New Business:**

F. Removing names from Financial Institutions.

Lockhart was not able to be removed from an account because it was specified as a checking account in the previous minutes. Motion by Mayor Emerick to remove Pepper Lockhart from all accounts whether it is a savings account, checking account, CD, or money market account leaving the only three names on all accounts as Jennie Duncan, Sandy Szeliga and Andrea Grupido. Support by Hildebrand. Motion passed with all in favor.

**G. Request for Approval to Dispose of Assets.**

D. Duncan is asking for the '96 International truck to be disposed of. He explained that the truck has been sitting idle for 5 years and showed pictures of the split frame leaving it unsafe to drive. Disposing of it will also remove it from the insurance. Motion by Hildebrand to dispose of the '96 International truck with last 4 vin 1135. Support by Schwab. Motion passed with all in favor.

**H. Recommendation of Reappointment to Housing Commission.**

BJ Northon wishes to continue serving on the Housing Commission. Szeliga wants to postpone that decision in order to confirm that Northon has been to the mandatory training. In addition, Szeliga is asking Lockhart to find out who else on that board has completed the training. Motion by Mayor Emerick to reappoint BJ Northon to the Housing Commission. Support by Duffy. Roll call vote: Mr. Schwab – yea, Mayor Emerick – yea, Mr. Hildebrand – yea, Ms. Szeliga – nay, Mr. Duffy – yea.

**I. Audit Proposal.**

J. Duncan recommends a 5-year contract with Baird, Cotter and Bishop. This is being tabled in order for J. Duncan to contact them about including an opt out clause into the contract.

**J. TIF Plan Ordinance – Discussion.**

The TIF Plan is complete, however the DDA needs to pass a resolution at their next meeting (January 10<sup>th</sup>), and then it will be brought to City Council to be passed as an ordinance. White does not think it's necessary to have another public hearing (reading) on this matter.

**Department/Informational Reports:**

**K.** Accounts Payable Report (12/20/2022- 1/3/2023)

**L.** Revenue and Expense Report – (December 2022)

**City Attorney Report/Comment:**

White said that given the holidays he mostly worked with the DDA on getting the TIF Plan finalized, and the parking agreement for 101 S. Main St.

**City Clerk Report/Comment:****Finance Director Report/Comment:**

J. Duncan has been busy with annual and quarterly reports, W2's, and 1099's.

**Department of Public Works Report/Comment:**

DPW got the ice rink up. It is smaller, but there was no cost to the city because there were enough materials found. DPW continues to track down their energy cost, and meeting MIOSHA requirements. In tracking down energy cost, they did replace a garage door seal to save on heat. The new door at the Police Department is almost finished. There are 8 fire hydrants not functional, and they have replaced 2 of those already and continue working on the rest.

**Police Department Report/Comment:****Downtown Development Authority Report/Comment:****City Manager Report/Comment:**

Teresa will be out of the office and Lisa will be filling in. Working with Chief Beam on scheduling her so that the Police Department can have open hours. We will be reviewing River Street soon.

**Evert Area Fire Department:****Evert Housing Commission:****Citizens' Comments:**

Motion by Mayor Emerick to adjourn. Support by Sean Duffy. Motion passed with all in favor. The meeting was adjourned at 8:17pm.

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Andrea Grupido, City Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 751 VENDOR					
01/04/2023	751	1157 (A)	0229	OSCEOLA COUNTY TREASURER	825.33
01/04/2023	751	1158 (A)	0229	OSCEOLA COUNTY TREASURER	46,263.13
01/04/2023	751	39499	MISC	LERETA	952.95
01/04/2023	751	39500	0028	CITY OF EVART	963.00
01/04/2023	751	39501	0653	EVART PUBLIC LIBRARY	63.14
01/04/2023	751	39502	0028	CITY OF EVART	20,112.69
01/04/2023	751	39503	0051	EVART FIRE DEPARTMENT	19,521.18
01/04/2023	751	39504	0045	EVART PUBLIC SCHOOLS	114,393.10
01/04/2023	751	39505	1047	MECOSTA OSCEOLA TRANSIT AUTHORITY	5,014.29
01/04/2023	751	39506	0668	MECOSTA-OSCEOLA INTERMEDIATE	51,057.99
01/11/2023	751	1159 (E)	923	FIRST NATIONAL BANK OF OMAHA	2,133.37
01/11/2023	751	1160 (E)	923	VOID	0.00
01/11/2023	751	1161 (E)	923	VOID	0.00
01/11/2023	751	1162 (A)	2300	TELNET WORLDWIDE	210.64
01/11/2023	751	39507	SUNNY	SUNNY COMMUNICATIONS, INC.	1,575.00
01/16/2023	751	1163 (A)	0935	CROSSROADS TESTING SERVICES	45.00
01/16/2023	751	1164 (A)	1035	DICKINSON WRIGHT PLLC	560.00
01/16/2023	751	1165 (A)	921	DRUG SCREEN PLUS	96.00
01/16/2023	751	1166 (A)	1025	FILE SAFE, INC	67.75
01/16/2023	751	1167 (A)	1119	KUBE PROPANE, LLC	1,083.73
01/16/2023	751	1168 (A)	1730	SCOTLAND OIL COMPANY, INC.	2,449.28
01/16/2023	751	1169 (A)	1980	SLC METER, LLC	1,194.09
01/16/2023	751	1170 (E)	0024	CONSUMERS ENERGY	2,372.86
01/16/2023	751	1171 (E)	1043	LINGO	241.36
01/16/2023	751	39508	440	AXON ENTERPRISE, INC	174.48
01/16/2023	751	39509	0028	CITY OF EVART	633.26
01/16/2023	751	39510	670	CORE TECHNOLOGY CORPORATION	520.00
01/16/2023	751	39511	0312	ETNA SUPPLY	1,345.38
01/16/2023	751	39512	1766	EVART PARTS PLUS	307.51
01/16/2023	751	39513	1757	MAURER'S TEXTILE RENTAL	37.67
01/16/2023	751	39514	425	MICHIGAN STATE POLICE	99.00
01/16/2023	751	39515	1786	MISS DIG SYSTEM, INC.	1,318.24
01/16/2023	751	39516	0646	NYE UNIFORM COMPANY	160.50
01/16/2023	751	39517	796	RCB CONTRACTING	3,833.33
01/16/2023	751	39518	1806	REPUBLIC SERVICES #239	11,374.33
01/16/2023	751	39519	353	REVIZE, LLC	1,500.00
01/16/2023	751	39520	0129	SMITH LUMBER CO	577.05
01/16/2023	751	39521	649	THE POLICE AND SHERIFFS PRESS	93.05

751 TOTALS:

Total of 38 Checks:	293,169.68
Less 2 Void Checks:	0.00
Total of 36 Disbursements:	293,169.68

## CONSENT AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Jennie Duncan, Finance Director/Treasurer  
Date: January 12, 2023  
Re: Requesting Approval for Budget Amendments

For the Consent Agenda of January 16, 2023

---

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

Financial Impact. None

Recommendation. Please approve the following budget amendments as stated.

Attachments.

1. Budget Amendment detail report.

City of Evert  
JOURNAL ENTRY  
JE: 7641

Post Date: 01/12/2023  
Entry Date: 01/12/2023  
Description: FOR COUNCIL MEETING 1.16.23

Entered By: JENNIE  
Journal: BA

GL #	Description	Increase/(Decrease)
101-265-801.000	PROFESSIONAL SERVICES	(518.00)
101-265-807.000	MEMBERSHIP AND DUES	27.00
101-265-921.000	UTILITIES	491.00
101-301-706.100	OVERTIME WAGES	63.00
101-301-707.100	POLICE SECRETARY	(63.00)
101-301-740.000	OPERATING SUPPLIES	(330.00)
101-301-758.000	POLICE UNIFORM ALLOWANCE	93.00
101-301-841.000	INVESTIGATIONS	45.00
101-301-860.000	TRAVEL EXPENSES	192.00
101-301-943.000	EQUIPMENT RENTAL - POLICE	159.00
101-301-970.100	CAPITAL OUTLAY-CAPITALIZED	(159.00)
101-441-706.000	SALARY AND WAGES - HOURLY	(300.00)
101-441-707.000	SAL/WAGES, PT	300.00
101-441-807.000	MEMBERSHIP AND DUES	(50.00)
101-441-840.000	PHYSICALS/DRUG TESTING	50.00
101-441-943.000	EQUIPMENT RENTAL	2,330.00
101-441-957.000	EDUCATION AND TRAINING	(2,330.00)
101-444-801.000	PROFESSIONAL SERVICES	(335.00)
101-444-943.000	EQUIPMENT RENTAL	335.00
207-751-930.000	REPAIRS AND MAINTENANCE	(90.00)
207-751-943.000	EQUIPMENT RENTAL	90.00
590-537-801.000	PROFESSIONAL SERVICES	(23.00)
590-537-840.000	PHYSICALS/DRUG TESTING	23.00
590-538-731.000	FERRIC CHLORIDE	10,715.00
590-539-930.000	REPAIRS AND MAINTENANCE	(10,715.00)
591-547-930.000	REPAIRS AND MAINTENANCE	(1,195.00)
591-547-970.100	CAPITAL OUTLAY-CAPITALIZED	1,195.00
	Revenue Change:	0.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	0.00

APPROVED BY:  \_\_\_\_\_

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Jennie Duncan, Finance Director/Treasurer  
Date: December 29, 2022 **updated January 12, 2023**  
Re: Request to approve audit proposal from Baird, Cotter & Bishop

For the Agenda of January 3, 2023 **updated for January 16, 2023**

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**Background.** The City of Ewart has used Baird, Cotter & Bishop for auditing services for at least 30 years. Each year they perform our annual audit and additional services, which includes on-site training and consulting during audit fieldwork, maintenance of the annual depreciation schedule and capital assets, preparation and electronically filing of Annual form F-65, Municipal Qualifying Statement, Audit Procedures Report, Form 5572 Retirement System Annual Report, and the Act 51 report and corresponding IRT information reported to MDOT.

**Issues & Questions Specified.** We are closing in on our current five-year agreement and need to revisit our agreement options. Baird, Cotter & Bishop have prepared two different proposals, a three year and a five-year option.

**Alternatives.**

1. Reach out to other companies

**Financial Impact.** The three-year bid has a 5% annual increase, and the five-year bid has a 3% annual increase. These bids account for any new standards that have been implemented since our last five-year proposal, most recently, the new lease standards that were implemented for the fiscal year ending 6/30/22. The initial increase is due to the new standards and the fact they have written off an average of \$6,500 per year of their time, the increase is to try to close the gap between the time into the city vs. what they bill.

**Recommendation.** It is my recommendation the council approve the five-year proposal. Baird, Cotter & Bishop have always been extremely helpful during our audit as well as any time we have reached out to them with questions. If the decision is to seek other companies, keep in mind, a new auditor will have to review years' worth of financial history in order to be able to provide the services we would require.

**Attachments.**

1. ~~Current Agreement~~
2. ~~Three-year proposal~~
3. Five-year proposal **with opt out option**



# Baird, Cotter & Bishop, P.C.

SERVING YOUR PAST, PRESENT & FUTURE

CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601 PHONE: (231) 775-9789 FAX: (231) 775-9749  
www.bcbcpa.com

December 21, 2022

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

We are pleased to submit a proposal for a complete financial audit of the City of Evert, as of and for the years ended June 30, 2023, and the subsequent four years.

Our audit will be conducted with the objective of issuing our opinion on the financial statements of the City of Evert. Our examination will be conducted in accordance with generally accepted auditing standards and with the standards prescribed by the State Treasurer. We will also follow the AICPA Audits of State and Local Governmental Units Audit and Accounting Guide and Governmental Auditing Standards.

As an integral part of our audit, we will conduct tests of the transactions recorded in the records of the City to ascertain their reliability relative to the fairness of the presentation of the financial statements. We will also be testing and reconciling the balance sheet accounts of the City to determine their reliability.

Our firm is a member of the AICPA's Governmental Audit Quality Center. We believe our membership in this voluntary quality center helps strengthen our commitment to producing quality governmental audits.

Our firm has participated in the AICPA peer program for quality and received required peer reviews every three years. The C.P.A. firm of Maner Costerisan PC performed the reviews, and issued an unqualified opinion every time.

All C.P.A.'s and non-certified professional staff in our firm meet the Michigan Board of Accountancy continuing education requirements and the "Government Auditing Standards" requirements.

As a requirement of generally accepted auditing standards of the United States, Baird, Cotter and Bishop and all employees are independent with regards to the City of Evert.

Our approach to an audit has always been to not just meet the minimum audit requirements the State imposes upon you, but to provide a useful document for the Board to use as a tool in pursuing the efficient management of the City's resources. To meet that goal, we provide additional schedules and consultations with City officers, as deemed appropriate, that increases the usefulness of the audited annual report as well as satisfies the filing requirement as imposed by the State of Michigan.

We are available to start the audit and fieldwork at a date mutually convenient to the City. We anticipate fieldwork beginning in October and attending a November or December board meeting with completed financial statements for the Board.

Our audit fees are based solely on time required and actual expenses incurred. Based on the information provided, we submit a bid (inclusive of all travel, out-of-pocket expense and cost of answering periodic questions from City personnel throughout the year) to do the audit of the City of Ewart as follows:

Five-Year Bid For Fiscal Year Ending:

	<u>Amount</u>
June 30, 2023	\$ 28,600
June 30, 2024	29,500
June 30, 2025	30,400
June 30, 2026	31,300
June 30, 2027	32,300

These fees include maintaining the depreciation and capital asset schedule on behalf of the City, preparation and electronically filing of the following annual forms in addition to the audit report: F-65, Municipal Qualifying Statement, Form 5572 Retirement System Annual Report and the Act 51 report and corresponding IRT information to MDOT. With six months advanced notice prior to the City's fiscal year end, either party is eligible to terminate this contract for the upcoming audit after communication to the other party has taken place. Any fees incurred during the year would be billed to the City at that time, if applicable.

If additional work is required of our firm to prepare your records for audit or to perform any additional services beyond the audit engagement, we will consider the work to be a separate engagement to be negotiated outside this audit proposal. For a C.P.A. of the firm, hourly fees range from \$100 to \$320 per hour and for other professional staff the hourly fee ranges from \$60 to \$90 per hour. If new governmental accounting standards are issued that the City is required to follow, this will be an additional fee outside of this proposal.

The person signing this letter, Angela K. Kopriva, C.P.A., is authorized to bind the firm to this proposal. We look forward to your reply to our proposal and hope to enjoy the opportunity to perform this service for the City.

Very truly yours,

BAIRD, COTTER & BISHOP, P.C.



\_\_\_\_\_  
Angela K. Kopriva, C.P.A.

We have reviewed the above proposal and agree with the stated terms.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Report on the Firm's System of Quality Control**

November 3, 2020

To the Shareholders of Baird, Cotter & Bishop, PC and the  
Peer Review Committee of the Michigan Association of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Baird, Cotter & Bishop, PC (the firm) in effect for the year ended September 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Baird, Cotter & Bishop, PC in effect for the year ended September 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Baird, Cotter & Bishop, PC has received a peer review rating of *pass*.

*Manes Costeiran PC*

**ORDINANCE NO. 2023- 1**

CITY OF EVART

OSCEOLA COUNTY, MICHIGAN

**AN ORDINANCE TO APPROVE THE PROPOSED AMENDMENT TO THE EVART  
DOWNTOWN DEVELOPMENT AUTHORITY AND TAX INCREMENT FINANCING PLAN**

THE CITY OF EVART, OSCEOLA COUNTY, MICHIGAN, ORDAINS

PURPOSE AND INTENT

The purpose of this Ordinance is to approve the Proposed Amendment to the Evert Downtown Development Plan and the Tax Increment Financing Plan.

WHEREAS, the Evert City Council is authorized, by PA 57 of 2018, to provide for the establishment of a Downtown Development Authority and to amend the Evert Downtown Development Plan and the Tax Increment Financing Plan; and

WHEREAS, a public hearing was held on the 13<sup>th</sup> day of December, 2022, with notice of the hearing being given, in accordance with Section 218 of PA 57, in which the public was given an opportunity to provide opinion on the amendments to both the Evert Downtown Development Plan and the Tax Increment Financing Plan; and

WHEREAS, the Evert Downtown Development Plan and the Tax Increment Financing Plan constitutes a public purpose; and

WHEREAS, the Evert City Council believes that the amendments to the Evert Downtown Development Plan and Tax Increment Financing Plan should be approved, based on the following considerations:

- a. The Plan meets the requirements set forth in PA 57.
- b. The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.
- c. The development is reasonable and necessary to carry out the purposes of PA 57.
- d. The development plan is in reasonable accord with the City's Master Plan.
- e. Public Services, such as fire and police protection and utilities, are or will be adequate to service the project area.
- f. Changes in zoning, streets, street levels, intersections, and utilities are reasonably necessary for the project and for the municipality.

THE CITY ORDAINS:

Section 1. **Approval of Development Plan and Tax Increment Financing Plan**

The City Council of the City of Evert hereby adopts and approves the Amended Development Plan and Tax Increment Financing Plan of the Downtown Development Authority of the City of Evert.

Section 2. **Effective Date**

This Ordinance shall become effective immediately upon publication in the Herald-Review, a newspaper in general circulation within the City of Evert.

Section 3. **Repeal**

All Ordinances and Resolutions and parts thereof, insofar as the same conflict with the provisions of this Ordinance, are hereby repealed.

ORDINANCE ADOPTED AND SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
CHRISTINA EMERICK, MAYOR

\_\_\_\_\_  
ANDREA GRUPIDO, CITY CLERK

SECTION 2: Chapter 1040.04 of the Evert City Code, is amended to read as follows:

**1040.04 Meters**

**(k) Update to Meters**

The City of Evert, from time to time, may find it necessary to require upgrades to the customer metering system, either due to aging equipment, or technological advancements. Such upgrades are considered mandatory, and the property owners' refusal to allow the upgrades can result in discontinuation of water service.

SECTION 3: This Ordinance shall take effect immediately after publication in the newspaper as provided by the laws of the State of Michigan.

Date: January \_\_\_\_, 2023

\_\_\_\_\_  
Christina Emerick, Mayor

\_\_\_\_\_  
Andrea Grupido, City Clerk

I, Andrea Grupido, City Clerk for the City of Ewart, hereby certify that the above Ordinance was adopted on the \_\_\_\_\_, day of January, 2023.

\_\_\_\_\_  
Andrea Grupido, City Clerk

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Pepper Lockhart, City Manager  
Date: January 11, 2023  
Re: Resolution 2023-01 Approving 5 Year Parks and Recreation Plan

For the Agenda of January 16, 2023

---

Background. 5 year parks and recreation plan must be updated and approved.

Issues & Questions Specified.

Alternatives. NA

Financial Impact. NA

Recommendation. Please approve the attached Resolution 2023-01

Attachments.

1. RESOLUTION 2023-01 APPROVIING CITY OF EVART 5-YEAR PARKS AND RECREATION PLAN (2023-2027)

**CITY COUNCIL  
CITY OF EVART  
COUNTY OF OSCEOLA  
RESOLUTION No. 2023-01**

CITY OF EVART 5 YEAR PARK & RECREATION PLAN 2023-2027  
For the City of Evert, Osceola County

*WHEREAS, the City of Evert has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five year period covering the years 2023 through 2027, and*

*WHEREAS, the City of Evert began the process of developing a community recreation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and*

*WHEREAS, residents of the City of Evert were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and*

*WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days for plan and*

*WHEREAS, a public hearing was held on January 16, 2023 at the Evert City Hall to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the City of Evert 5 Year Park & Recreation Plan 2023-2027 and*

*WHEREAS, the City of Evert has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the City of Evert and*

*WHEREAS, after the public hearing, the City of Evert City Council voted to adopt said City of Evert 5 Year Park & Recreation Plan 2023-2027*

*NOW, THEREFORE BE IT RESOLVED the City of Evert City Council hereby adopts the City of Evert 5 Year Park & Recreation Plan 2023-2027.*

*The above resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.*

*Yeas: \_\_\_\_\_*

*Nays: \_\_\_\_\_*

*Absent: \_\_\_\_\_*

*Abstain \_\_\_\_\_*

*I, Andrea Grupido, City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City Council of the City of Evert at a Regular Meeting thereof held on the 16th day of January 2023..*

\_\_\_\_\_  
*(signature)*

<<Seal here, if a seal is available>>

To: Honorable Mayor Emerick & Council Members  
From: Don Duncan, DPW Director  
Date: January 12, 2023  
Re: River/High St Project

For the Agenda of January 16, 2023

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*Background.* On December 16, 2021, council approved the engineering costs of \$57,232 related to milling and paving River-High St with OHM. On June 6, 2022, council approved mill and resurface with two lifts for a 3" overlay from 7 Mile Road to US 10 and an additional 1 ½" overly from 7 Mile Road to Jefferson Street in the amount of \$695,000. The approved actual cost of the project: \$57,232 + \$695,000 = \$752,232. The actual project cost has come down to \$714,752.

*Issues & Questions Specified*

Since then, OHM has completed all the engineering for the project, and we had a few meetings with Michigan Department of Transportation (MDOT) and OHM. Recently MDOT has informed us they will no longer be providing any funding for the project. I have provided the breakdown of what MDOT would have paid: \$65,000.

*Recommendation*

My recommendation is to still do the project the same even without MDOT funding for the longevity of the road.

*Attachments.*

1. Funding Breakdown

## RIVER STREET FUNDING BREAKDOWN

The construction cost opinion - \$570,000.

Wearing course cost opinion (Jefferson to 7 Mile) - \$65,000

### GRANT

TEDF	\$219,000
ARPA	\$196,000
<b>TOTAL</b>	<b>\$415,000</b>

### LOCAL MATCH (CITY)

CONSTRUCTION	\$155,000
DESIGN ENGINEERING	\$57,232
CONSTRUCTION ENGINEERING	\$87,520
<b>TOTAL</b>	<b>\$299,752</b>

- **LOCAL MATCH \$299,752 – WITHOUT MDOT PARTICIPATION**
- **LOCAL MATCH 234,752 – WITH MDOT PARTICIPATION**

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Pepper Lockhart, City Manager  
Date: January 5, 2023  
Re: Updated 2207B Governmental Resolution

For the Agenda of January 16, 2023

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*Background.* As part of the River Street project, we have applied for a right of way permit with MDOT for the work that will be done for this project. We have been advised by the Permit Agent with MDOT that our 2207B Government Resolution must be updated. Our permit application has been put on hold until we are able to provide an updated resolution. The form of resolution is attached.

*Issues & Questions Specified.* Once signed, the resolution will be submitted to MDOT and the permit process will resume.

*Alternatives.* NA

*Financial Impact.* NA

*Attachments.*

1. Updated 2207B Governmental Resolution.

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of Board, etc.)  
 of the \_\_\_\_\_ of \_\_\_\_\_  
 \_\_\_\_\_  
 (Name of MUNICIPALITY) (County)  
 at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
 of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*

## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Pepper Lockhart, City Manager  
Date: January 11, 2023  
Re: Housing Commission Training

For the Agenda of January 16, 2023

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*Background.* At the council meeting on January 3 we discussed the re-appointment of a housing commission board member. Council asked me to find out what trainings the board members have done and if they did ethics training. Mark Sochocki is currently overseeing the Evert Housing Commission and has provided the information requested. This includes the last eighteen months of trainings. The Evert Housing Commission has reviewed and implemented a comprehensive review and revision of all policies.

*Issues & Questions Specified.* Mr. Sochocki has been an Executive Director for almost 32 years with the last 27 in Big Rapids and has provided management services to the Cadillac Housing Commission, Manistee Housing Commission, Mt. Pleasant Housing Commission and Evert Housing Commission. He has taken the Public Housing Manager Certification requirements for Executive Directors. He will be attending the meeting so he can over the list of trainings and the ethics policy.

*Attachments.*

1. Evert Housing Commission's Ethics Policy
2. A list of all the trainings completed in the last 18 months

# ETHICS POLICY

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## PREFACE

The Evert Housing Commission has established standards of conduct for its employees and members of its Board of Commissioners. These standards are designed to assure the utmost in public trust and confidence in the policies and practices of the Commission. Because of its status as an independent public corporation, the Commission recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code of Ethics will describe in detail the standards by which members of the Board of Commissioners and staff are to be held accountable.

This code recognizes and incorporates those sections of federal, state, and local law which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the Evert Housing Commission shall be applied, except that this policy shall in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

The Standards of Conduct contained within the Code of Ethics shall be generally applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, vendor, or agent having business, or dealings of any kind, with the Commission. No Commissioner or employee shall use or cause or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Commission.

The Evert Housing Commission, in establishing standards of conduct for its employees and commissioners, recognizes the importance of establishing standards of conduct for external vendors and suppliers of products and/or services to the Commission. While the Commission cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with the Commission. Specifically, these principles include:

- A. No direct or indirect personal inducement of Commission employees. This includes the giving of gifts, money, tickets or any item or service having value.
- B. No direct or indirect inducement of members of the Board of Commissioners. This shall include the same provisions covering employees, except that it is recognized that in the course of business dealings, there may be times when meals and/or visits may be arranged. In such cases, such events should be reported to the Chairman of the Board, with the nature of the visit explained.

It is expected that vendors or suppliers of professional services to the Commission will be governed by the Code of Ethics to which their particular profession prescribes.

Any vendor or supplier found in violation of Commission policy shall be barred from future business dealings with the Commission. The Commission reserves the right to have vendors and suppliers sign a statement of compliance with the standards of conduct of the Commission.

### **1.0 TITLE**

This shall be called the "Evert Housing Commission Code of Ethics and Standards of Conduct."

### **2.0 APPLICABILITY**

The provisions contained herein shall apply to all employees and the Board of Commissioners of the Evert Housing Commission. With respect to contracted professional services of the Commission (legal, accounting, or otherwise), it is assumed that these professionals will abide by the professional ethics of their particular profession.

### **3.0 PURPOSE**

This Code of Ethics establishes standards for employee and Commissioner conduct that will assure the highest level of public service. Recognizing that compliance with any ethical standards rests primarily on personal integrity, and also recognizing in general the integrity of Commissioners and employees, it nevertheless sets forth those acts or omissions of acts that could be deemed injurious to the general mission of the Commission.

This Code of Ethics is not intended, nor should it be construed as, an attempt to unreasonably intrude upon the individual employee's or Commissioner's right to privacy and the right to participate freely in a democratic society and economy.

### **4.0 DEFINITIONS**

"Agent" shall mean any employee of the Commission (whether full or part time) acting in his or her official capacity is an agent of the Commission.

"Claim" shall mean any demand, written or oral, made upon the Commission to fulfill an obligation arising from law or equity.

"Commissioner" shall mean one of the persons serving on the Board of Commissioners of the Commission.

"Contract" shall mean any obligation to do something arising from an exchange of promises or consideration between persons, regardless of the particular form in which it is stated.

"Conventional" shall mean those housing programs operated by the Commission, which are broadly considered part of the "conventional public housing program." This shall include but not be limited to, such programs as public housing, the Capital Fund, HOPE VI, and the Public Housing Drug Elimination Program (PHDEP).

"Employee" shall mean any person appointed or hired, whether full or part time, seasonal, temporary, paid or unpaid, on a fixed or unfixed term, provisional or permanent.

"Enrollee" shall broadly mean any applicant, resident, or program participant in any program operated by the Commission. Specifically, an "enrollee" shall be a person who expects to receive, or is receiving, some form of assistance from the Commission.

"Family" shall mean the spouse, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister, or a person living in a stable family relationship.

"Interest" shall mean a benefit or advantage of an economic or tangible nature that a person or a member of his or her family would gain or lose as a result of any decision, or action or omission to decide or act, on the part of the Commission, its Board, or employees.

"Leasing program" shall mean those programs operated by the Ewart Housing Commission that are broadly included within the Section 8 Program or the tenant-based program, whether it be for certificates or vouchers. Unless otherwise noted, the provisions contained herein shall apply equally to both the "Leasing" and the "Conventional" programs of the Commission.

"Person" shall mean any individual, corporation, partnership, business entity, association, organization, and may include an Commission employee.

"Public Information" shall mean information obtainable pursuant to the Freedom of Information Act and Commission guidelines adopted pursuant thereto.

## **5.0 ETHICAL STANDARDS FOR EMPLOYEES**

No employee of the Ewart Housing Commission shall have any employment, or engage in any business or commercial transaction, or engage in any professional activity, or incur any obligation in which directly or indirectly he or she would have an interest that would

impair his or her independence of judgement or action in the performance of his or her official duties or that would be in conflict with the performance of his or her official duties.

No employee shall have or enter into any contract with any person who has or enters into a contract with the Commission unless:

- A. The contract between the person and the Commission is awarded pursuant to competitive bidding procedures and/or purchasing policies as outlined in regulations promulgated by the U.S. Department of Housing and Urban Development (HUD), state law, and the Evert Housing Commission Procurement Policy; or
- B. The contract between the person and the Commission is one in which the Commission employee has no interest, has no duties or responsibilities, or if the contract with the person is one which the Commission employee entered into prior to becoming an employee.

There shall be no preferential treatment given by an employee of the Commission acting in performance of his or her official duties to any person, agency or organization.

No Commission employee shall use or permit the use of Commission-owned vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However this provision shall not apply in the case of usage for "diminutive" purposes, i.e., purposes which in and of themselves should not be construed as abuse of Commission property.

No Commission employee shall solicit any gift or consideration of any kind, nor shall any Commission employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Commission.

No authority employee acting individually can bind the housing authority by and action or verbal representation.

No Commission employee shall disclose without proper authorization non-public information or records concerning any aspects of the operation of the Commission, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on enrollees of the Commission, for whom a properly executed release of information form shall be obtained and kept in the client file. The release of any information relative to enrollees of the Commission shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the enrollee except in those cases where through action of law the enrollee's knowledge is not required.

No Commission employee currently employed shall represent any person, other than himself, in business negotiations, judicial or administrative actions or procedures, to which the Commission may be a party.

No former employee of the Commission shall personally represent any person in a matter in which the former employee personally participated while employed by the Commission for one year, if such representation would be adverse to the interests of the Commission. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

No member of the family of any Commission employee shall be appointed or hired to serve under the direct supervision or authority of that employee, and in no event shall any Commission employee participate in the decision-making regarding employment or contract for services of any family member.

No Commission employee shall have an interest in a contract between any person and the Commission, except that this provision shall not apply if the contract was entered into prior to the employee's hire by the Commission; the employee discloses his or her interest in the contract prior to employment; and after employment, the employee has no power to authorize or approve payment under the contract, monitor performance or compliance under the contract, or audit bills or claims under the contract and the compensation of the employee will not be affected by the contract.

No Commission employee shall have any employment, engage in any business or commercial transaction, or engage in any professional activity in which, directly or indirectly, he or she would have an interest that would impair his or her independence of judgement or action in the performance of his or her duties with the Commission or that would be in conflict with his or her duties at the Commission.

No employee of the Commission shall discuss, vote upon, decide or take part in (formally or informally) any matter before the Commission in which he or she has an interest. Exception shall be made in the case of an employee whose interest in the matter is minimal (e.g. an employee helping decide on a new telephone system owns 100 shares of AT&T stock), provided the employee shall fully and specifically describe his or her interest, in writing, and the underlying basis of it, whether it be ownership, investment, contract, claim, employment or family relationship, to his or her immediate supervisor prior to the employee's participation. If, in the opinion of the supervisor, there is any question as to whether the interest is minimal, the matter shall be referred to the Executive Director for a binding decision on the question.

Any matter decided on, contracted, adjudicated, or in any way acted upon by an employee who does not disclose a personal interest either in the matter, or in any person or organization having an interest in the matter, may be considered null and void by the

Commission. Such a matter may be referred to the Executive Director to render judgement and assess any penalties if necessary.

If the Executive Director renders judgement that a matter was performed; a contract entered into; or any matter was conducted, decided or acted upon in a manner prohibited by the Code of Ethics; it may then propose, among other things, that the Board of Commissioners seek an injunction against the proscribed action.

No person employed by the Commission shall be permitted to participate as a lessor or lessor's agent in the leasing programs. Similarly, no member of the Board of Commissioners in his or her individual capacity shall be a lessor or lessor's agent. These prohibitions, however, shall not apply where the employee or Commissioner is a principal in a not-for-profit or charitable, educational, or humanitarian agency or organization that may own or manage housing for rental purposes.

## **6.0 ETHICAL STANDARDS FOR COMMISSIONERS**

The Board of Commissioners of the Evert Housing Commission is the architect of policy governing the operations of the Commission and retains legal and fiscal responsibility for the Commission. Recognizing that the commissioners are chosen from a broad range of fields and professions and community interests renders difficult the circumscription of external interests and activities of the Commissioners. It is the intent that, insofar as is possible, the members of the Board of Commissioners are generally enjoined to follow the standards of conduct which are outlined in the Code of Ethics for employees. Further, it is expected that a Commissioner will voluntarily and fully outline his or her personal interests and potential conflicts of interest prior to assuming their seat on the board. Such a statement should be submitted to the Board Chairman within ninety (90) days of the Commissioner's appointment. For Commissioners currently serving, such an updated statement shall be developed within ninety (90) days of their re-appointment for a new term. Such a statement shall disclose the following:

- A. The names of any business, organizational, or professional involvements that might reasonably be inferred as having business with the Commission and for which at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.
- B. Any current or past contact in, or interest in, activities or programs of the Commission, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.
  - 1. No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:

- a. A Commissioner having interest through a voluntary association with the person or organization may be allowed to discuss the matter.
  - b. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the Commissioner may freely act.
2. No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Commission.

All ethic charges or violations shall be brought to the attention of the Executive Director and/or the Evert Housing Commission Board. Resolution of each matter shall be subject to the final authority of the Evert Housing Commission Board.

Adopted with the 2023 Annual Plan on October 25, 2022 Effective 1/1/2023

# ***Schedule of Commissioner Training / Overview Evert Housing Commission***

<b>7/21</b>	<b>Evert Housing Commission budget review</b>
<b>8/21</b>	<b>Public housing rents, utilities and commissioner responsibilities</b>
<b>9/21</b>	<b>Housing Choice Vouchers</b>
<b>10/21</b>	<b>Public Act 18 &amp; Annual Plan hearing</b>
<b>11/21</b>	<b>Public Comment Policy, budget prep, and check signing</b>
<b>12/21</b>	<b>Budget revision</b>
<b>1/22</b>	<b>Procurement and Community Service</b>
<b>2/22</b>	<b>Public Housing Assessment System</b>
<b>3/22</b>	<b>Personnel Policy draft review</b>
<b>4/22</b>	<b>Capital Fund Program Presentation</b>
<b>5/22</b>	<b>Energy audit</b>
<b>6/22</b>	<b>Audit &amp; presentation</b>
<b>7/22</b>	<b>Smoking discussion, RAD update</b>
<b>8/22</b>	<b>Policy Revisions- copies of all presented</b>
<b>9/22</b>	<b>2023 Annual Plan presentation</b>
<b>10/22</b>	<b>2023 Annual Plan adopted, new lease and policies adopted</b>
<b>11/22</b>	<b>PHAS score presentation, budget discussion</b>
<b>12/22</b>	<b>Budget adoption</b>

To: Honorable Mayor Emerick & Council Members  
From: Don Duncan, DPW Director  
Date: January 12, 2023  
Re: Park Fee Structure

For the Agenda of January 16, 2023

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*Background.* On January 10<sup>th</sup> the Parks and Recreation Committee met to discuss the fee structure for re-opening the campground. The committee looked at all the camping, parking, and pavilion rates.

*Issues & Questions Specified*

The goal of the campground is to re-open and establish this with the public. We are also looking at the improvements of the park, but this may not be seen in the 2023 camping season. They decided we do not need to do a parking pass sticker for residents. This will eliminate a cost.

*Recommendation*

After much discussion the board is recommending that we no longer have resident or monthly rates. All fees would be based on the current nonresident rates, but we would not increase them this year.

*Attachments.*

1. Riverside Camping Rates
2. Pavilion Rental Rates

# Riverside Park Camping Rates

Effective May 1, 2017

	<u>RESIDENTS</u>		<u>NON-RESIDENTS</u>
<b>RIVER</b>	<b>DAILY</b>	<b>\$20</b>	<b>\$25</b>
	<b>WEEKLY</b>	<b>\$120</b>	<b>\$150</b>
	<b>MONTHLY</b>	<b>\$480</b>	<b>\$600</b>
	<b>SEASONAL</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>NON-RIVER</b>	<b>DAILY</b>	<b>\$15</b>	<b>\$20</b>
	<b>WEEKLY</b>	<b>\$90</b>	<b>\$120</b>
	<b>MONTHLY</b>	<b>\$360</b>	<b>\$480</b>
	<b>SEASONAL</b>	<b>\$900</b>	<b>\$900</b>
<b>TENTS</b>	<b>DAILY</b>	<b>\$10</b>	<b>\$12</b>
	<b>WEEKLY</b>	<b>\$60</b>	<b>\$72</b>
	<b>MONTHLY</b>	<b>\$240</b>	<b>\$288</b>

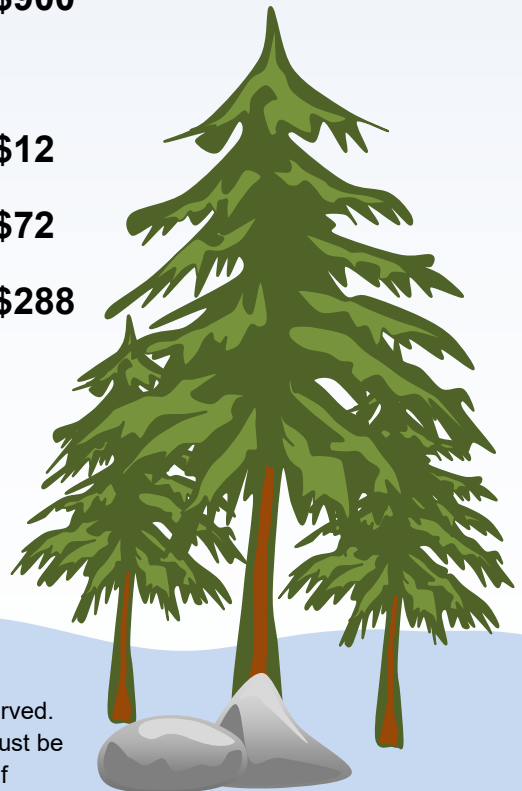
**Riverside Park (Seasonal, May 1<sup>st</sup>-Sept. 30<sup>th</sup>)**

(231) 734-5901

**City Hall (Off Season)**

(231) 734-2181

We require a deposit of a one (1) night stay for each site you have reserved. The balance is due upon check in. To receive a full refund, the office must be notified by noon one week (7 days) prior to your schedule arrival date. If notice is not received, refund will be forfeited. *(Effective August 1, 2013)*



## **City of Evert Pavilion Rates**

*(effective 2013)*

### **Riverside West**

**315 S. River St.**

**Evart, MI 49631**

City Resident	\$50.00 with no return deposit fee
Non-City Resident	\$75.00 with no return deposit fee

### **Riverside East**

**8349 6 Mile Rd.**

**Evart, MI 49631**

City Resident	\$75.00 with no return deposit fee
Non-City Resident	\$100.00 with no return deposit fee

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 751 VENDOR						
01/04/2023	751	1157 (A)	0229	OSCEOLA COUNTY TREASURER	2022 STAX DISBURSEMENT # 11 - DUE TO COU	825.33
01/04/2023	751	1158 (A)	0229	OSCEOLA COUNTY TREASURER	2022 WTAX DISBURSEMENT # 2 - DUE TO COUN	46,263.13
01/04/2023	751	39499	MISC	LERETA	2022 Win Tax Refund 51 100 239 00	952.95
01/04/2023	751	39500	0028	CITY OF EVART	2022 STAX DISBURSEMENT # 11 - DUE TO CIT	963.00
01/04/2023	751	39501	0653	EVART PUBLIC LIBRARY	2022 STAX DISBURSEMENT # 11 - DUE TO LIB	63.14
01/04/2023	751	39502	0028	CITY OF EVART	2022 WTAX DISBURSEMENT # 2 - DUE TO CITY	20,112.69
01/04/2023	751	39503	0051	EVART FIRE DEPARTMENT	2022 WINTER TAX DISB #2 - DUE TO FIRE DE	19,521.18
01/04/2023	751	39504	0045	EVART PUBLIC SCHOOLS	2022 WTAX DISBURSEMENT # 2 - DUE TO SCHO	114,393.10
01/04/2023	751	39505	1047	MECOSTA OSCEOLA TRANSIT AUTHORITY	2022 WINTER TAX DISB #2 - DUE TO MOTA	5,014.29
01/04/2023	751	39506	0668	MECOSTA-OSCEOLA INTERMEDIATE	2022 WINTER TAX DISB #2 - DUE TO MOISD	51,057.99
01/11/2023	751	1159 (E)	923	FIRST NATIONAL BANK OF OMAHA	MONTHLY CREDIT CARD CHARGES THRU 12/20/2	2,133.37
01/11/2023	751	1160 (E)	923	VOID		
01/11/2023	751	1161 (E)	923	VOID		
01/11/2023	751	1162 (A)	2300	TELNET WORLDWIDE	PD - PHONE CHARGES FOR DEC 2022	210.64
01/11/2023	751	39507	SUNNY	SUNNY COMMUNICATIONS, INC.	P.D.- PORTABLE RADIO WITH SPARE BATTERY	1,575.00
01/16/2023	751	1163 (A)	0935	CROSSROADS TESTING SERVICES	PD - RANDOM DRUG TESTING	45.00
01/16/2023	751	1164 (A)	1035	DICKINSON WRIGHT PLLC	2020 ECONOMIC DEVELOPMENT PROJECT - PROF PERSONNEL MATTERS - PROFESSIONAL SERVICE	320.00 240.00
						<u>560.00</u>
01/16/2023	751	1165 (A)	921	DRUG SCREEN PLUS	RANDOM DRUG SCREENING- DPW	96.00
01/16/2023	751	1166 (A)	1025	FILE SAFE, INC	JANUARY 2023 - MONTHLY STORAGE	67.75
01/16/2023	751	1167 (A)	1119	KUBE PROPANE, LLC	PROPANE DELIVERY FOR DPW (CITEVA ACCOUNT	1,083.73
01/16/2023	751	1168 (A)	1730	SCOTLAND OIL COMPANY, INC.	DIESEL AND LEAD FREE GAS DELIVERY - 12.0	2,449.28
01/16/2023	751	1169 (A)	1980	SLC METER, LLC	1" BADGER METER W/ 25FT CONNECTOR	1,194.09
01/16/2023	751	1170 (E)	0024	CONSUMERS ENERGY	MONTHLY CHARGES THRU 12.24.2022	2,372.86
01/16/2023	751	1171 (E)	1043	LINGO	MONTHLY PHONE BILL 1/1/2023 THRU 1/31/2	241.36
01/16/2023	751	39508	440	AXON ENTERPRISE, INC	PD - 25FT SMART CARTRIDGE (ORDER # 0001	174.48
01/16/2023	751	39509	0028	CITY OF EVART	UTILITY BILLING FROM 12/1/22 - 12/31/22	633.26
01/16/2023	751	39510	670	CORE TECHNOLOGY CORPORATION	PD - TALON CLIENT SOFTWARE & ANNUAL SUPP	520.00
01/16/2023	751	39511	0312	ETNA SUPPLY	6 X 10 PVC PIPE METER SUPPLIES	102.00 1,243.38
						<u>1,345.38</u>
01/16/2023	751	39512	1766	EVART PARTS PLUS	CHARGES THROUGH 12.31.2022	307.51
01/16/2023	751	39513	1757	MAURER'S TEXTILE RENTAL	UNIFORM AND MAT RENTAL - DECEMBER 2022	37.67
01/16/2023	751	39514	425	MICHIGAN STATE POLICE	PD - TOKEN FEE FROM 10/01/22 THRU 12/31/	99.00
01/16/2023	751	39515	1786	MISS DIG SYSTEM, INC.	ANNUAL MEMBERSHIP/MAINTENANCE/EDUCATION	1,318.24
01/16/2023	751	39516	0646	NYE UNIFORM COMPANY	PD - HYDEN (UNIFORMS)	160.50
01/16/2023	751	39517	796	RCB CONTRACTING	SNOW PLOWING AND SALTING CONTRACT SVCS -	3,833.33
01/16/2023	751	39518	1806	REPUBLIC SERVICES #239	RESIDENTIAL MONTHLY GARBAGE/RECYCLING DE ROLL OFF CITY DUMPSTERS - DEC 2022	11,130.33 244.00
						<u>11,374.33</u>
01/16/2023	751	39519	353	REVIZE, LLC	ANNUAL SOFTWARE SUBSCRIPTION, TECH SUPPO	1,500.00
01/16/2023	751	39520	0129	SMITH LUMBER CO	PD - CHARGES THROUGH 11.28.2022 PD - SUPPLIES FOR THE DOOR AT PD (GYM) PARTS FOR SHOP BATHROOM/ZIPTIES FOR SNOW GFCI OUTLET/DPW GARAGE SUPPLIES/PAINT & AERATOR SUPPLIES	28.89 78.20 153.26 240.23 76.47
						<u>577.05</u>

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V

CHECK REGISTER FOR CITY OF EVART  
CHECK DATE FROM 01/04/2023 - 01/16/2023

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
01/16/2023	751	39521	649	THE POLICE AND SHERIFFS PRESS	PD - GOVERNMENT ID BADGES (QTY6)	93.05

751 TOTALS:

Total of 38 Checks:

293,169.68

Less 2 Void Checks:

0.00

Total of 36 Disbursements:

293,169.68



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

To: Honorable Mayor Emerick & Council Members  
From: Jennie Duncan, Finance Director/Treasurer  
Date: January 12, 2023  
Re: Finance Director's Report for January 4 – January 16, 2023

Vendor's List- You will have the vendor's summary report in your packet that list's all vendors paid up until January 16, 2023.

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

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

Completed weekly payroll for the Ewart Housing Commission

Summer and Winter Tax Disbursements

City's December 2022 Bank Reconciliation

Worked with Chris on the next step of our Chart of Accounts, resubmitted to BS&A

Submitted all info and reports for W2/1099 for 2022 to Baird, Cotter and Bishop

- ❖ City of Ewart
- ❖ Ewart Downtown Development Authority
- ❖ Housing Commission
- ❖ Fire Department

Submitted Corrective Action Form to State of Michigan regarding Library and Fire Fund, per auditors



Department of Public Works  
Monthly Report

December 2022

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New Meters Installed to date: 621  
Old Meters awaiting install: 48

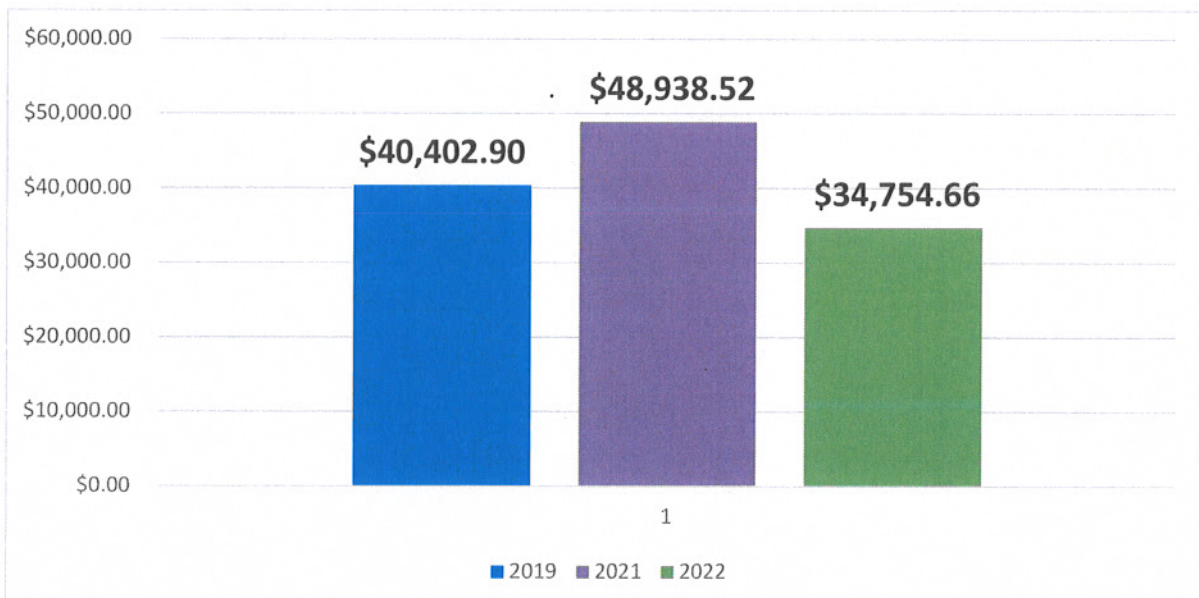
## ELECTRIC COMPARISON REVIEW FOR DECEMBER 2021-2022

	WATER	SEWER
2021	\$ 6,648.47	\$ 4,064.49
2022	\$ 6,934.37	\$ 2,900.81
DIFFERENCE/SAVINGS	<b>\$285.90</b>	<b>\$1,163.68</b>

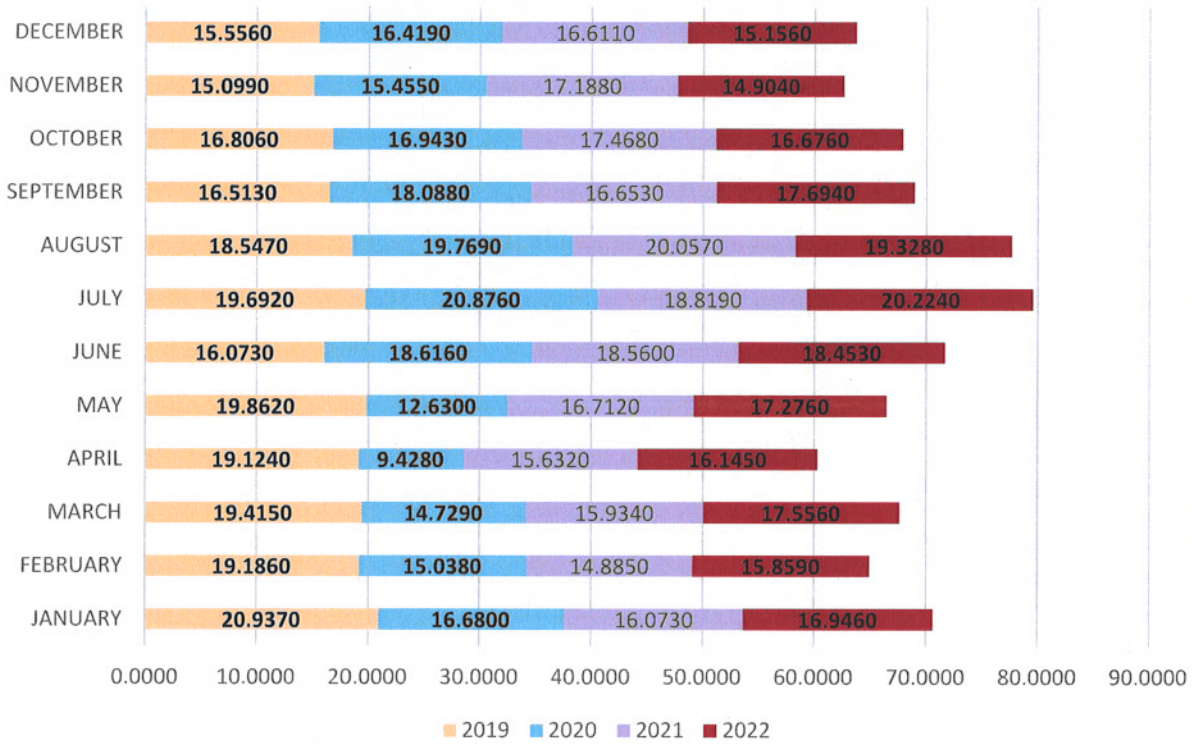
### SEWER ELECTRIC COST COMPARED TO PRIOR TWO YEARS (MONTH BY MONTH)



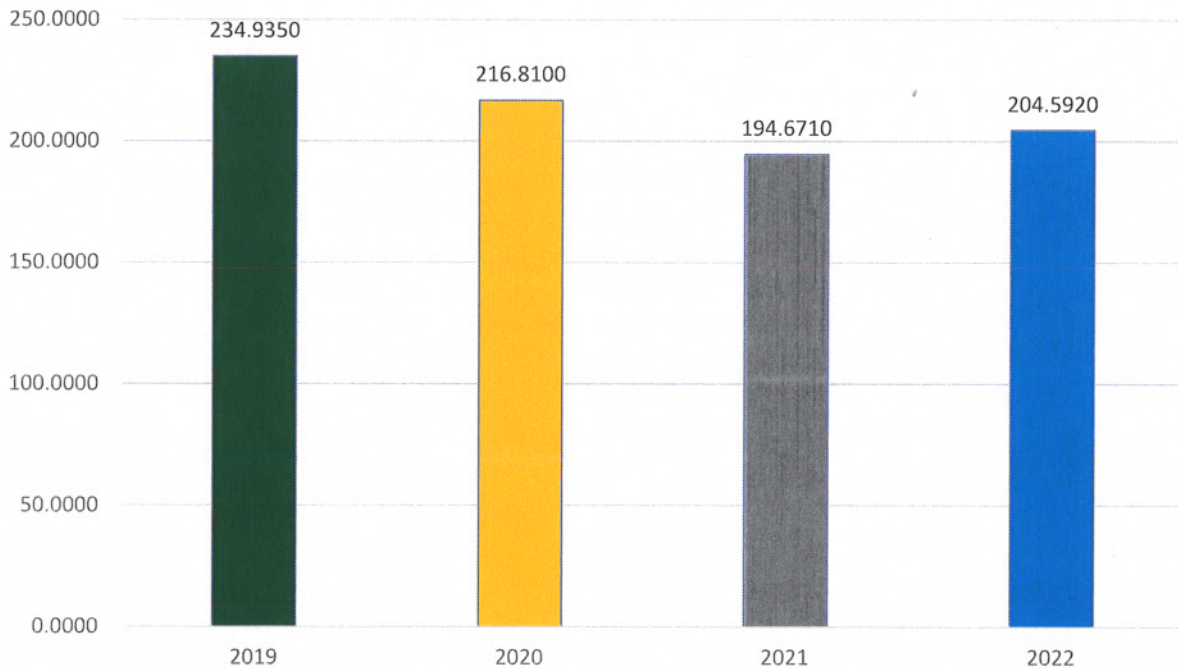
### SEWER ELECTRIC COST (CURRENT MONTHS USAGE COMPARED TO PAST ANNUAL COSTS)



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



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



## AGENDA REPORT

To: Honorable Mayor Emerick & Council Members  
From: Don Duncan, Director of Public Works  
Date: January 12, 2023  
Re: Discussion on removal of tree stumps/downed trees, etc. from residential properties

For the Agenda of January 16, 2023

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Background: DPW would like to be able to approach property owners in town who may be in need of services to remove a downed tree and stump or maybe removal of 'junk' from their property. I feel it would be to the City's benefit to be able to offer our services at a reasonable cost (staff and equipment time) to work towards beautifying our community.

Issues & Questions Specified:

If this is something council would consider, we would need to research our insurance liability, a liability waiver would need to be signed by each property owner, a fee schedule would have to be created and approved, and collection process established. I am looking for direction from council at this point.

Alternatives:

Do nothing.

Financial Impact:

Recommendation:



# Evart Police Department

## Monthly Report

December 2022

### Community Events

Chief Beam and Officer Wilson assisted the Meceola Children's Council with the Annual Osceola County Shop with a Hero event held at Meijer – Big Rapids. This year's event helped 25 children with their Christmas shopping. In addition to the Christmas shopping, each family was provided a cart full of groceries and miscellaneous household items.

### Trainings

Chief Beam, Officer Hyden, Officer Wilson, and Officer Higgins were provided their annual in-service training for the Firearms Educational Component, Taser, Stop Sticks, Narcan and Tourniquet, and Res-Q-Disc.

Chief Beam and Officer Hyden received their recertification in CPR and AED.

Officer Hyden started his Field Training Program and is progressing well.

### Records Management System

The Evart Police Department went live with Central Square Public Safety Suite. The transition has been a learning experience, but overall, has provided positive results with being a more efficient records management system. With still learning how to build custom reports and how to utilize the many functionalities of the software, limited information was available for providing the department activities for the month of December.

### Department Roster

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

### Administrative Staff

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

## Activities Breakdown by Officer

Name	Activity	Activity Count
Beam, John Jr.	Detail	1
	DNR	1
	Miscellaneous Complaint	1
Activity Categories Total Count:		3
Higgins, JJ	Assist	1
	Disorderly	1
	Juvenile Complaint	1
	Miscellaneous Complaint	1
	Noise Complaint	1
	Private Property Damage Accident	1
	Suspicious Situation	1
	Traffic Stops	1
	Trespassing Complaint	2
	911 Hang up	1
Activity Categories Total Count:		11
Wilson, Chad	Assists	2
	Bravo (Medical Assists)	2
	Civil	1
	Details	4
	Fail to Pay	1
	Follow up	7
	Harassment	1
	Minor in Possession	4
	Miscellaneous Call	3
	Motorist Assist	1
	OWI	1
	Paper Service	1
	Property Check	1
	Retail Fraud	1
	Suicidal	1
	Suspicious Situation	1
	Traffic Complaint	1
	Traffic Stops	35
	Violation of Controlled Substance	2
	Warrant Attempt	1
911 Hang up	1	
Activity Categories Total Count:		73

Hyden, Jesse

Area	1
Assists	2
Bravo (Medical Assists)	2
Civil	1
Details	4
Fail to Pay	1
Follow up	7
Harassment	1
Minor in Possession	3
Miscellaneous Call	2
Motorist Assist	42
OWI	2
Paper Service	2
Property Check	3
Retail Fraud	1
Suicidal	6
Suspicious Situation	37
Traffic Complaint	3
Traffic Stops	2
Violation of Controlled Substance	1
Warrant Attempt	3
911 Hang up	5
Activity Categories Total Count:	76



Evart Downtown Development Authority

Chair, Alan Bengry  
Treasurer, Lynn Salinas  
Erica Henry

Vice-Chair, Molly Cataldo  
Secretary, June-Marie Essner

City Manager, Pepper Lockhart  
Director, Todd Bruggema

[www.evart.org](http://www.evart.org)

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



REGULAR DDA MEETING AGENDA  
Tuesday, January 10, 2023 @ 8:00AM

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

1. **Call to Order**
2. **Attendance**
3. **Introduction of Guests**
4. **Citizens' Comments**
5. **Approval of Agenda**
6. **Election of officers**
7. **Approval Regular Minutes – December 13, 2022**
8. **Vendor's List - December 2022**
9. **President's Comments**
10. **City Manager's Comments**
11. **Committee updates**
  - Economic Vitality**
    - a. Farmers Market Report
    - b. Pop-Up
    - c. Business Recruitment Primer-draft
  - Design**
    - a. SBEI
    - b. Benches/Hitching Post
    - c. Design projects
  - Promotion**
    - a. Shop Local
    - b. Summer Arts Series
  - Organization**
    - a. Board Recruiting
    - b. Volunteers

**12. Old Business**

- a. New Business Welcome
- b. Wayfinding Signage
- c. 4 Point Committees and project sub-committees meeting with Ms. L. Young

**13. New Business**

- a. TIF Plan Resolution
- b. MMS pilot project with Evert to work with Revitalize LLC ( Bruce Johnston)
- c. Budget amendments

**14. Director's Comments**

**15. Citizens' Comments**

**16. Adjournment**



## EVART DOWNTOWN DEVELOPMENT AUTHORITY

Tuesday December 13, 2022 8:00 AM  
200 South Main Street; Evart, MI 49631

### TIF PLAN REVIEW PUBLIC HEARING and BOARD MEETING MINUTES



1. **Public Hearing opened** at 8:01am.
2. **Attendance:** Alan Bengry, Molly Cataldo, Lynn Salinas, June-Marie Essner, Erica Henry, Pepper Lockhart, Todd Bruggema  
**Absent:** Sandy Szeliga
3. **Guests:** Angela Hunter
4. **Review of the TIF Plan.** No comments were made regarding the TIF Plan.
5. **Public Hearing closed** at 8:02 am.
6. **Meeting called to order** by Bengry at 8:02 am after closing the public hearing regarding the TIF Plan.
7. **Attendance:** Alan Bengry, Molly Cataldo, Lynn Salinas, June-Marie Essner, Erica Henry, Pepper Lockhart, Todd Bruggema  
**Absent:** Sandy Szeliga
8. **Guests:** Angela Hunter
9. **Citizen Comments:** None
10. **Approval of agenda:** Moved by Salinas, supported by Cataldo to approve the agenda with addition of Budget Amendments.  
Ayes: 6                      Nays: 0                      Result: Carried
11. **Approval of Minutes:** Moved by Salinas, supported by Lockhart for approval of November 2, 2022 Regular Meeting Minutes.  
Ayes: 6                      Nays: 0                      Result: Carried
12. **Approval of Special Meeting Minutes:** Moved by Salinas, supported by Lockhart for approval of November 9, 2022 Regular Meeting Minutes.  
Ayes: 6                      Nays: 0                      Result: Carried
13. **Approval of Vendor List:** Moved by Henry, supported by Essner for approval of Vendor List for October 2022 in the amount of \$10,238.62 and EFM amount of \$1,575.00 and the Vendor List for November 2022 in the amount of \$10,792.82 and EFM amount of \$506.12.  
Ayes: 6                      Nays: 0                      Result: Carried
14. **President's Comments:** None.





# Evart Area Joint Fire Department

## Fire Board Meeting

DECEMBER 20, 2022 @ 4:30 PM

### **PLEDGE OF ALLEGIANCE**

Meeting called to order by Chairman Hammer at 4:33 PM.

**ROLL CALL:** Sherri Bancroft – Osceola Township, Terry Pritchard – Sylvan Township, Bev Mills – Sylvan Township(Phone), Dan Elliott – City of Evart, Gary Hammer – Evart Township, Diane Brackett – Orient Township.

**GUESTS:** Travis Douglas, Jesse Hyden, Chad Wilson, Elijah Walter, Randy Berger, Shane Helmer, Angie Cushman.

**CITIZENS COMMENTS:** Elijah Walter read a letter to the board asking about an explanation of why he was not able to be re-instated onto the fire department, due to him following the requirements of him having Covid, and getting a physical to be able to get back onto the fire department. Elijah now lives in Reed City and is no longer

in our jurisdiction. Shane stated that he does have other personnel that are on other departments, and they both are next to our coverage area and are not coming through 2 departments coverage areas to respond to calls. Shane stated that he clocked the drive today, and it is 16 miles from where Eli lives to our department, and is also across from another fire department, and through another department's coverage area. Gary stated that he believes that it is up to the Chiefs discretion. Shane stated that he was not comfortable to be able to let Elijah back on the department because of the way he went about getting the approval of the PFT test needed to be able to pass the physical. Gary asked if he could maybe apply for the departments that are closer to him. Elijah has applied for each of those departments and is waiting for the interview processes. Eli is concerned that he will lose all his certifications, and Shane stated that he is able to get his credits online for free, and be able to keep his certifications. Shane's recommendation is to not hire him back on unless he is back in our near our jurisdiction.

Angie Cushman wanted to make sure that Randy Berger and Travis Douglas were applauded for the last 4 months of running the department while Shane and Jesse's absence.

**MOTION BY ORIENT TOWNSHIP, 2<sup>ND</sup> BY CITY OF EVART, to amend the agenda with the addition under Old Business #2 Motion to open a new bank account and approve the agenda as written. MOTION PASSED.**

**MOTION BY OSCEOLA, 2<sup>nd</sup> by ORIENT TOWNSHIP to approve the consent agenda, with the approval of payment of the bills, treasurers report, and NOVEMBER 14, 2022 regular meeting minutes. MOTION PASSED.**

General Checking, \$101,056.83, High Yield Savings, \$311,561.43, Savings Account \$5.00 with a Grand Total \$412,623.26.

## **OLD BUSINESS:**

### **1. PAID STAFF MONTHLY UPDATE – REPORT:**

Shane gave the board an update, and will give the board an update for the last 6 months.

## **2. MOTION FOR OPENING NEW BANK ACCOUNT:**

**MOTION BY OSCEOLA, 2<sup>ND</sup> BY CITY OF EVART, to have Sherri Bancroft open a high yield savings account at MFCU for the department and move the money from an existing account to the new account. MOTION PASSED.**

### **NEW BUSINESS:**

- 1. MONTHLY STATISTICS:** Shane gave the board stats for the months of October, and November, and stated that we at 636 calls as of right now, and so we will have another record year of close to 700 calls for the year.
- 2. BUDGET 2022-23:** Shane included the budget for the last couple of years and the new proposed and projected budget. Gary asked about professional services on vehicles, Shane stated that it would be like tire breakdowns, and any type of repairs. Dan asked to make sure that the grant expenses are made sure that the budget is higher for that line, and it will help with the audit. Dan asked if that Gas

and Oil is high enough, and Shane stated that he has never gone over the amount, and stated he would make adjustment.

3. **EXHAUST FAN:** The fan we currently have is nothing but problematic for the department, and have already replaced the battery, and still seems to have issues, and Shane stated that he would like to purchase 2 battery powered Dewalt exhaust fans for the department, and stated those fans would cost \$9,998.00

**MOTION BY ELLIOTT, 2<sup>ND</sup> BY ORIENT TOWNSHIP to purchase 2 battery powered Dewalt portable fans totaling \$9,998.00 from capital outlay 206-333-970.100.**

**ROLL CALL:     ORIENT – YES  
                  EVART TWP- YES  
                  CITY OF EVART – YES  
                  SYLVAN – YES  
                  OSCEOLA – YES**

**4. ID MACHINE WITH PRINTER:** Table to next meeting, need more information.

**5. DEFICIT ELIMINATION PLAN:** Shane stated that because the USDA did not get out \$100,000 grant money to us before the budget year ended, we need to make a new plan for the deficit elimination. Shane stated he will have everything done and written up for the next meeting, or will need to call a special meeting if it is within the 30 days. He would let everyone know.

**6. BOARD ELECTIONS:** Discussion was held.

**MOTION BY CITY OF EVART, 2<sup>ND</sup> BY ORIENT TOWNSHIP to leave the board in place as the previous election for the next 2 years. MOTION PASSED.**

**Fire Chief Report:** None

**Next Board Meeting: January 17, 2023 @ 4:30pm**

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

**MOTION BY SYLVAN TOWNSHIP, 2<sup>ND</sup>BY ORIENT TOWNSHIP, to adjourn the meeting @ 5:10pm. MOTION PASSED.**

**Angela Cushman  
Administrative Assistant  
Evert Area Joint Fire Department**



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Monthly Report  
December 2022

#### CDBG Grant

OHM has sent the contract bid packages to MEDC for review and once they receive it back, they will be ready to bid the project out.

#### Economic Development

I have received the parking agreement back for 101 S Main St parking agreement and have sent it to the city attorney for review.

#### Safe Routes to School

We are waiting for the school to find out where we are at with this project.

#### Treasury and Finance Department

Finance Director Duncan is working on W2's, 1099's to be mailed by the end of the month for the City, DDA, Fire and Housing Commission. Bank reconciliations for December. The final review for the chart of accounts has been sent it to be finished.

#### Police Department

Chief has our new officer on the road training before he can go solo. He also completed some training this week.

#### Department of Public Works and Water & Sewer Department

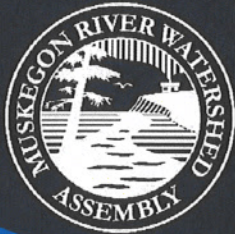
Mr. Duncan has addressed all the assets we needed to clean up on our asset list. He has had the sewer issue fixed on 6<sup>th</sup> St that crosses River St. He has cleaned up the alley behind the police department and fixed the sink hole in the DDA parking lot as well. The guys have been able to patch some potholes with the mild weather and the public has taken notice

#### Parks & Recreation

We have reviewed the Parks and Recreation Plan for the public hearing.

#### Grants

Chris and I have spent the last couple days handling paperwork for anticipation of the Sparks grant. We have identified all our parks that have received prior grants. We also attended a meeting with Sequoia Consulting who is a grant writer that MML provided free time with so they can guide us on steps for more grants.



**Muskegon River Watershed Assembly (MRWA)**

@Ferris State University  
1009 Campus Drive, JOH 200  
Big Rapids, MI 49307-2280  
Phone: (231) 591-2334  
Email: [mrwa@ferris.edu](mailto:mrwa@ferris.edu)  
Website: [www.mrwa.org](http://www.mrwa.org)

January 13, 2023

[REDACTED]  
[REDACTED]  
Evart, MI 49631

Cc: Marty Holtgren PhD., Principal Watershed Scientist, MRWA

Re: Evart Twin Creek Restoration Project

Hello [REDACTED]

My name is Scott Faulkner, and I am the current Executive Director of the Muskegon River Watershed Assembly- we are located at Ferris State University in Big Rapids, but we serve the nine counties that comprise the full length of the Muskegon. I live on the watershed myself on Croton Pond, downriver 39 miles or so "as the fishes swim" from Evart.

We have been working on a portfolio of Twin Creek restoration projects for several years with two very active partners: The City of Evart and Blue Triton Brands, formerly Ice Mountain. We have removed several small, failing Twin Creek dams, planted dozens of trees, performed shoreline stabilization work, and have been rewarded with a rebounding trout population in the process over the past few years. We are now continuing that restoration work both upstream and downstream with the City of Evart at the Park down at the confluence of the Muskegon. Generally speaking, Blue Triton provides needed funding, MRWA does the science, design, engineering, and project management, and local partners- like the City of Evart and Dan Vos Construction, provide the construction management, hands-on expertise, and labor.

Our staff scientist, Marty Holtgren, will be in your area in the next several weeks, and will be wandering up the creek, considering a range of options for potential restoration. We place a very high value on local knowledge and input, and very much respect your property rights as a taxpayer. Mr. Hicks, I can be reached by cell at 616-206-2350, or by email at [MRWADirector@ferris.edu](mailto:MRWADirector@ferris.edu). If you have any comments- positive or otherwise, concerns, or issues, could you either give me a call or send me an email please? I will do everything I can to keep you and your neighbors on the creek informed of everything we are doing.

Best Regards,

A handwritten signature in blue ink, appearing to read "Scott D. Faulkner".

Scott D. Faulkner, Executive Director  
Muskegon River Watershed Assembly