City of Hart, Michigan
CITY COUNCIL AGENDA
April 23, 2024, 7:30 PM
407 State St. – Council Chamber
NOTICE OF PUBLIC MEETING
REGULAR COUNCIL MEETING

1. Call to Order
2. Roll Call – Adams, Burillo, Evans, Hodges, Klotz, Trygstad, Platt
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comments – **Public comment on any matter other than a scheduled public hearing. We ask that you please limit your comments to 3 minutes.**
    a. Correspondence, Events, Presentations
        i. Communication from the Hart Heritage Preservation Group
        ii. Invitation to Defensible Planning and Zoning Decisions
6. Consent Agenda:
    a. Bills, Claims, Payroll
    b. Reports of Boards, Commissions, and Committees
    c. Department Reports – Police/BioPure/Public Works/Energy/♥C&E Dvlp.
7. Action Items
    a. Resolution 2024-09 Dryden Street Project – Professional Services Amendment
8. Discussion Items
    a. Special Event Permit – Martial Arts
    b. Special Event Permit – Boot Camp
9. City Manager Report
    a. FYQ4 - Quarterly Investment and budget report
10. Communications from the Mayor and Council (Including board and committee updates.)
11. Adjournment –

Access is provided through the Michigan Relay Service for individuals with speech or hearing impairments. *https://hamiltonrelay.com/michigan/index.html*

With advance notice of seven calendar days, the City will provide interpreter services at all public meetings, including language translation and signage for the hearing impaired. Call 231-873-2488. La Ciudad proporcionará servicio de intérprete para esta reunión pública si se pide con siete días de anticipación, lo cual incluye la traducción de idioma y letreros para los con una discapacidad auditiva. Llame al 231-873-2488.

The next meeting for the Hart Heritage Preservation Group is Thursday, April 25th, at 7 pm at Heritage Hall.

HART HERITAGE PRESERVATION MEETING
Thursday, September 28, 2023

Meeting called to order by President Leigh Furgason at 7:00 pm.

Members Present

Leigh Furgason, Russ Robbins, Gale Goldberg, Vicki TenBrink.
Richard Best, Sally DeFreitas, Mike Tate, Harold Tate, Rob Splane

Secretary's Report

Minutes from our last meeting were passed out to be read.
Sally made the motion and Mike supporting it to accept the secretary's report.

Treasurers Report

Gale's Treasurers Report was approved showing September income of $3,493.14 and expenses of $683.99, leaving a total in the checking account of $13,629.24.

Heritage Days income is not finalized, however, when it is done, Gale will send the figures out.

Community Communications

a. Rob Splane spoke on the problem of the Japanese Knotweed, adding that the City will make funds available to treat this weed.

   In addition, he mentioned that Gwen Adams, who has a degree in history, is looking at helping the Historic District. We will be looking into the possibility of having a new member to our group.

   The City of Hart is seeking quotes to deploying fiber optics to the City's properties. This will address ongoing internet and cellphone issues in the Museum. The City of Hart continues to support the Historic District with staff and ongoing financial commitments. In addition, they have committed as of 9/27/2023, a sum of $25,962.45.

b. Leigh brought up the lack of recognition of the Historic District in local magazines. Publications of such magazines are leaving us out.
   Leigh also reiterated the Church and Heritage Hall can be rented for occasions.

Committee Reports

a. On Heritage Day, we served 175 meals.
b. As the year ends, 755 people have toured and signed the Register at Heritage Village. A special thanks to Ken, Russ, Richard, Leigh, John, and others.
c. Concert sponsors were paid.
d. Concert series has been taken over by Mrs. Evans. A special thanks goes out to retiring Sally DeFreitas for a job well done over the years.

Historic District Activities

a. The Artisan Deck is about 40% done. This includes a 12'x24' area plus two entrances with a handicap availability.
b. The west side of Heritage Hall is completed.
c. Cooker baskets are being repaired.
d. The North Lawn needs a barrier. We do have guard rail fencing.

Old Business

We will try to take out the weeds this fall and replace them with a lawn.

New Business

The election of Officers will be tabled to the Spring. It was motioned by Sally, and seconded by Russ.

Meeting adjourned at 7:35pm.

HART HERITAGE PRESERVATION
2023 ANNUAL FINANCIAL REPORT

2023 INCOME — $24,231.21

INCOME BREAKDOWN

Car Show	2,472.50
Concerts	1,538.55
Heritage Days	2,269.00
Misc.	2,329.96
Donations	3,317.20
Rental + Dep.	2,950.00
City Reimb	9,354.00
	24,231.21

2023 EXPENSES — $21,768.01

EXPENSES BREAKDOWN

Larson's Ace	1,735.73
Menards	348.76
Rivers Ace	5,551.81
Lowe's	1,017.56
Advertising	227.05
Art Donation	1,000.00
Napa/Harbor Fe.	96.51
Rental Refunds	995.00
Heritage Days	818.40
Car Show	1,027.27
Concerts	1,460.34
Seymour's	3,624.95
Misc.	3,864.63
	21,768.01

NET PROFIT — $2,463.20

1st Quarter Financial Report 2024
Hart Heritage Preservation Group

2024 INCOME $1,280.02

BREAKDOWN:

850.02 City Reimb
30.00 Donations
600.00 Rental Deposits
300.00 Rental Fees
1,280.02

2024 EXPENSES $1,104.82

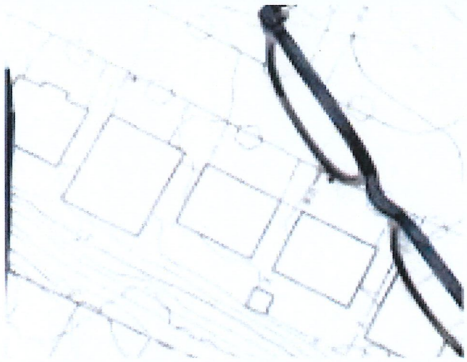
BREAKDOWN:

454.00
100.00
60.00
490.82
1,104.82

NET PROFIT $ 625.2

MICHIGAN STATE UNIVERSITY | Extension







Defensible Planning and Zoning Decisions

(aka 28 Ways to Stay out of Court)

This 2-hour program is designed for Planning Commissioners, Zoning Board of Appeals, staff, and elected officials. Participants will learn from lecture, interactions with peers, and scenario-based discussions.

The program will cover risks and best practices around:

- Your Own Actions
- The Master Plan
- The Zoning Ordinance
- Decisions of a Planning Commission or Elected Body
- The Record: Minutes, Staff Reports, and Documentation
- Summary (28 Ways to Stay Out of Court)

Details

Date: Thursday, May 16, 2024,
Time: 6:30-8:30 PM
Location: Oceana County Services Building, 844 S. Griswold St. Hart, MI

This program is offered at **no cost** thanks to sponsorship from the Oceana County Planning Commission.

Course Instructor: Mary Reilly, AICP, MSU Extension Educator

Contact

Reservations are requested through Brittany Bostrom, bbostrom@oceana.mi.us

Or call:

231-873-6703 (Oceana County Administrators Office)

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Payables Date 04.24.2024	Description	Total	General +	DPW	Energy	BPTF	Water
A&A land Surveying	JGP Boundary 1/2 down	$ 2,550.00	$ 2,550.00				
A&M Bait Farms LLC	Bait/ JGP	$ 215.00	$ 215.00				
Blue Cross Blue Sheild	Retiree Insurance	$ 2,125.08	$ 1,416.72		$ 708.36		
Crossroads Mobile Maintenance	1997 Ford Bucket Truck Energy	$ 14,779.95			$ 14,779.95		
Custom Tree Service	Misc Trimming/Removal JGP	$ 9,150.00	$ 9,150.00				
Ferguson	Water Meters	$ 63,915.88					$ 63,915.88
First Advantage	Drug Testing/Energy Dept	$ 46.03			$ 46.03		
Frontier	JGP Phone	$ 152.96	$ 152.96				
Frontier	Dam phone	$ 106.21			$ 106.21		
GRP Engineering Inc	Coordination Study	$ 20,000.00			$ 20,000.00		
GRP Engineering Inc	Arc-Flash Study	$ 4,500.00			$ 4,500.00		
GRP Engineering Inc	Miscellaneous Engineering	$ 5,992.56			$ 5,992.56		
Hart Area Fire Department	3rd Quarter Fire Coverage	$ 12,895.50	$ 12,895.50				
Hart Cemetery Commission	2nd Quarter	$ 4,250.00		$ 4,250.00			
ImerialDade	Floor Stripper BioPure	$ 505.65				$ 505.65	
Jag Construction	JGP Drywall/Paint Bathroom	$ 705.00	$ 705.00				
Jons to Go	Portable Toilets JGP/Vets/Disc Golf	$ 330.00			$ 330.00		
LEAF	Police Copier lease	$ 39.00	$ 39.00				
Michigan Municipal League	Wokers Compensation	$ 9,274.00	$ 2,318.50		$ 2,318.50	$ 2,318.50	$ 2,318.50
MMPA	Purchased Power	$ 107,517.30			$ 107,517.30		
MPPA	Purchased Power	$ 13,581.99			$ 13,581.99		
MPPA	Purchased Power	$ 50,177.91			$ 50,177.91		
Municipal Supply Co	Sewer Flags	$ 152.00				$ 152.00	
Napa	Parts/supplies	$ 636.58		$ 48.47	$ 382.03	$ 206.08	
NYE Uniform Co	Police Uniform/Liz	$ 505.60	$ 505.60				
Office Machines	Copier lease Pmt/Overage fees	$ 25.97	$ 25.97				
Pixel Grafix	Utility Envelopes	$ 556.84	$ 556.84				
Power Line Supply	Energy Parts/Supplies	$ 37.69			$ 37.69		
Power Line Supply	Energy Parts/Supplies	$ 340.04			$ 340.04		
Power Line Supply	Parts/supplies	$ 17.00			$ 17.00		
Power Line Supply	Parts/supplies	$ 96.00			$ 96.00		
Power Line Supply	Parts/supplies/ Credit Memo	$ (54.00)			$ (54.00)		
Power Line Supply	Parts/supplies/ Credit Memo	$ (1,957.01)			$ (1,957.01)		
Prangerpropertymanagement	Cleaning City Hall/Community Center	$ 76.00	$ 76.00				
Profit Makers	JGP Store Items	$ 676.50	$ 676.50				
Ricoh	Renewal Copier	$ 143.20	$ 143.20				
Sdmyers	Critical Pac	$ 4,857.00			$ 4,857.00		
Spectrum/Charter Communications	City-Park Internet	$ 114.99	$ 114.99				
Tanner Plumbing & Heating	JGP plumbing	$ 51.60	$ 51.60				
Trinity Health	Pre-employment drug screen-energy	$ 85.50			$ 85.50		
VandenHeuvel, Scheryl	Firestarters JGP	$ 200.00	$ 200.00				
Verizon Wireless	Mobile Phones	$ 426.39	$ 82.14	$ 231.03	$ 175.68	$ 87.60	
Verizon Wireless	Office Phones	$ 711.00	$ 623.52	$ 29.16	$ 29.16	$ 29.16	
	Sub-total	**$ 330,508.91**	**$ 32,499.04**	**$ 4,558.66**	**$ 224,067.90**	**$ 3,298.99**	**$ 66,234.38**
HAND CHECKS/ACH/EFT							
Alerus	City Share 401 Retirement - PR 194	$ -	$ -				
US Postmaster	Postage/Tax Bills	$ -	$ -		$ -	$ -	$ -
AFLAC	Insurance Premium	$ -	$ -				
Guardian	Insurance Premium	$	$				
Delta Dental	Insurance Premium	$	$ -				
MWG/Amfirst	Insurance Premium	$ -	$ -				
Blue Cross Blue Shield	Insurance Premium	$ -	$ -				
	TOTAL HAND CHECKS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	Sub-Total Regular Bills/Hand Checks	***$ 330,508.91***	***$ 32,499.04***	***$ 4,558.66***	***$ 224,067.90***	***$ 3,298.99***	***$ 66,234.38***
Gross Payroll	PR 199	$ -					
	Sub-Total	**$ -**					
	GRAND TOTAL	***$ 330,508.91***	**$ 32,499.04**	**$ 4,558.66**	**$ 224,067.90**	**$ 3,298.99**	**$ 66,234.38**

HART AREA FIRE

ADMINISTRATIVE BOARD

Meeting Minutes - March 28, 2024

The Hart Area Fire Administrative Board Meeting was called to order by Vice Chairman Jay McGhan at 7:00PM. Others present for the meeting were, Mike Potter, Mike Powers, Jake Whelpley, Dale Stevenson, John Williams, Larry Doren and undersigned.

Absent from the meeting were, Jerry Schaner and , Gary Beggs was listening in on the phone.

Motion was made by Potter and supported by Powers to approve the agenda as presented. Voice Vote, All Yes. Motion carried.

Motion was made by Powers and supported by Whelpley to approve the minutes of the February 22, 2024meeting as presented. Voice Vote, All Yes. Motion Carried.

Treasurer advised that we had total bills for the month of $22,896.55 and a total fund balance of $304,361.24. Bills included annual service on the trucks, SCBA bottles certified and the radio payment plan year 4 of 5 year plan. A motion was made by Powers and supported by Potter to accept the Treasurers report and to pay the bills. Roll Call vote. All Yes. Motion Carried.

A request to amend the budget was brought before the board. A motion was made by Doren to approve the budget amendments as presented by the treasurer in the handout provided. Roll call vote. All Yes. Motion carried.

Treasurer brought up a request to purchase a new computer and hire Prime support to migrate the old computer with the new computer. Expected cost would be approximately $1,200.00. Motion was made by Whelpley and supported by Potter to purchase the new computer and the teck support. Roll call vote, All yes. Motion carried.

Under Chiefs report, Assistqnt Chief Tubbs advised that he thought the department was coming along well. That total calls on the fire side was about 13 more that this time last year. We area at 47 fire calls and 67 rescue calls. Many of the rescue calls we are getting to the scene before the ambulance but not all of them.

The Insurance agent was not able to make it to the meeting. Will reschedule for the May meeting.

A motion to adjourn was made by Stevenson at 7:18pm.

Respectfully Submitted,

Daniel Leimback, Sec/Treasurer

City of Hart Police Department

407 State Street Ph. (231)873-2488 Fax (231)873-0100 Hart, MI 49420-1259

Juan Salazar, Chief

TO: City of Hart Mayor, City Council, and City Manager
FROM: Juan Salazar, Chief of Police
DATE: April 23rd, 2024

RECENT EVENTS

From Thursday, April 4th, 2024, through Wednesday, April 17th, 2024, the Hart Police Department received 80 Complaints ranging from Mental Health Complaints, Domestic Assaults, Medical Assists, Vehicle Violations, Suspicious Situations, Peacekeeping's, Truancies, Hit & Run Crashes, Assist to Other Agencies, Warrant Arrests, Harassment Complaints, Breaking & Entering's, and Property Damage Crashes.

On Thursday, April 4th, 2024, the Hart Police Department was dispatched to the 2000 block of Comfort Drive, referencing a 911 hang-up call. The officer was able to locate the area where the call originated from. The officer was able to verify all individual's well-being within the room. A juvenile child admitted believing the telephone was a toy and called 911. The officer spoke with the juvenile child regarding his actions.

On Saturday, April 6th, 2024, the Hart Police Department conducted a traffic stop on West Main Street near 72nd Avenue regarding a vehicle violation. A 56-year-old Ludington woman was cited for Operating a Motor Vehicle on a Revoked License.

On Sunday, April 7th, 2024, the Hart Police Department, while on patrol, located three (3) juveniles wandering the area of Wood Street near State Street. All three (3) juveniles were cited for violating the City of Hart Curfew Violation. The juveniles were turned over to their parents without incident.

On Tuesday, April 9th, 2024, the Hart Police Department was dispatched to the 600 block of Water Street referencing a suspected Criminal Sexual Conduct. A 15-year-old Hart female sent a text message to her father, a 44-year-old St. Peter, Minnesota man, of being touched by her mother's boyfriend, a 45-year-old Montague man. The female would not speak with officers on the scene, nor would she elaborate on how the Montague man touched her. The officers contacted the State of Michigan Child Protective Services Centralized Intake, referencing this matter. An investigation is ongoing.

On Tuesday, April 9th, 2024, the Hart Police Department was dispatched to West Main Street near Apple Street regarding a hit-and-run crash. A 22-year-old Hart woman reported that as she attempted to enter her driveway, a vehicle attempted to pass her, ultimately colliding with her. The other vehicle left the scene of the crash. No injuries were reported to the responding officer. An investigation is ongoing.

On Thursday, April 11th, 2024, the Hart Police Department was dispatched to the 100 block of Woodlawn Street referencing a harassment complaint. A 54-year-old Hart man alleges being harassed by a 37-year-old Hart man. The 37-year-old Hart man was run in LEIN (Law Enforcement Information Network) and showed an active/valid warrant for his arrest out of Muskegon County. The man was arrested and turned over to the Muskegon County Sheriff's Office without incident.

On Friday, April 12th, 2024, D/Sgt. Skipski presented a drug awareness class to Mrs. Jazwinski's health class. The class covered a lecture accompanied by PowerPoint describing various drugs, reactions, addiction and how to avoid using illicit drugs. The class culminated with a question-and-answer session.

On Friday, April 12th, 2024, the Hart Police Department conducted a traffic stop on State Street near Karen Street after receiving information about an individual in the area suspected to be under the influence of drugs leaving the area in a vehicle. A 35-year-old Shelby woman was subsequently arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle While Intoxicated (Drugs).

On Sunday, April 14th, 2024, the Hart Police Department was requested by the Oceana County Sheriff's Office to respond to the 3000 block of 72nd Avenue referencing a suspected overdose. The officer arrived on the scene and located a 36-year-old Hart man and a 39-year-old Hart woman lying on a bed in the home. The woman was unresponsive but breathing heavily. The man was unresponsive with shallow breathing. The man was administered Narcan and became responsive. At this time, LIFE EMS and the Oceana County Sheriff's Office arrived on the scene. The officer noted drug paraphernalia throughout the bedroom area. This investigation was turned over to the Oceana County Sheriff's Office because this residence is in Hart Township.

On Sunday, April 14th, 2024, the Hart Police Department was dispatched to the 700 block of East Main Street regarding a disturbance, male and female arguing in the area. The officer located a 50-year-old Ludington man who admitted to contacting 911 and was the male individual arguing with a female. After interviewing all parties involved in this complaint, it was determined no physical assault had occurred by any of the parties. The man was run in LEIN (Law Enforcement Information Network). The man showed three (3) out-of-county active/valid warrants for his arrest. Kalamazoo County requested a hold placed on the man referencing their active/valid warrant. The man was arrested and lodged at the Oceana County Jail.

Respectfully,

J. Salazar,
Chief of Police

RESOLUTION 2024-09
Hart City Council
City of Hart, Michigan

PROFESSIONAL SERVICES AGREEMENT AMENDMENT

WHEREAS, The City of Hart contracted with Prein and Newhof in October 2022 to provide professional services related to a series of infrastructure improvements on and around Dryden Street, and;

WHEREAS, During the course of the bidding process, changes were made to the scope of work resulting in a design credit of $71,600, and;

WHEREAS, Now entering the construction phase of the project the city requires observation, testing, documentation, and project management support, and;

WHEREAS, City staff has reviewed the proposal including a not to exceed cost of $300,000, and;

WHEREAS, in order to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

The City of Hart hereby approves the Proposal for Amendment of the Professional Engineering Services for FY 2023 Clean Water State Revolving Fund Improvements identifying a $71,600 in savings from the October 2022 agreement and adding a not to exceed cost of $300,000 for the construction phase of the Dryden Street Collections Project. The council furthermore authorizes the City Manager to sign related documents.

Moved by _____, supported by _____ and thereafter adopted by the Hart City Council at a regular council meeting held on April 23, 2024.

Ayes: __ Nays: __ Absent: __

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

April 19, 2024

Mr. Rob Splane, Manager
City of Hart
407 State Street
Hart, MI 49420

Re: Proposal for Amendment of the Professional Engineering Services for FY 2023 CWSRF Improvements – Collections Project – Construction Phase

Dear Mr. Splane:

We are submitting this amendment to provide professional engineering services for the construction phase of the Fiscal Year 2023 Clean Water State Revolving Fund (CWSRF) Collections Improvements project. The scope is based on the approved Base Bid and Alternate 1 scope including: Wood Street, Hart Street, Jefferson Street and Dryden Street from Wigton Street to Johnson Street.

Based on the project as designed, we have developed the following scope of services for the Construction Phase.

Scope of Work – Construction Phase

- Schedule and attend preconstruction meetings and prepare minutes;
- Assist with CWSRF Program requirements;
- Track and review shop drawings;
- Provide construction staking;
- Provide testing (soil density, gravel, asphalt, and concrete, etc., as needed);
- Provide construction observation (assumes 21 weeks full-time on-site construction observation);
- Schedule and attend monthly progress meetings for each contract as needed, and prepare minutes for each;
- Respond to RFIs, prepare payment applications and change orders;
- Prepare punch lists and close out documents; and
- Complete record plans and property iron replacement following completion.

Fee

The design phase of the project was reduced for a credit of $71,600. Based on the scope of work described above for the construction phase, we propose to complete the work for a not to exceed cost of $300,000. If construction lasts longer than anticipated, cost may need to be adjusted. This work will be partially reimbursed through the CWSRF loan, portions relating to water main is considered ineligible. The split between eligible and ineligible is 68.13% Eligible and 31.87% Ineligible.

The amendment is for a net increase of $228,400. This has been approved by EGLE previously.

Thank you for the opportunity to provide this proposal. If this proposal is acceptable, please sign the enclosed Professional Services Agreement Amendment. If you have any questions, please do not hesitate to contact us.

Sincerely,

Prein&Newhof

Barbara E. Marczak, P.E.

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Project No. 2221070

Professional Services Agreement Amendment

Amendment Number : 1

Project Name: FY 2023 CWSRF Implementation - Collections

P&N Representative: Barbara Marczak, P.E.

Client: City of Hart

Client Representative: Robert Splane

AGREEMENT: The Agreement Amendment modifies the original agreement for professional services dated: October 11, 2022

Client hereby requests and authorizes a change in services in accordance with the following:

SCOPE OF SERVICES MODIFICATION:

Reduce design fee to eliminate Church Street and Dryden Street north of Johnson Street from project scope. Add construction phase services for 21 weeks of construction observation and contract administration.

SCHEDULE OF SERVICES MODIFICATION:

NA

BUDGET MODIFICATION:

Reduce design fee by $71,600.00. Add construction fee of $300,000.00. Total revised budget of $490,000.00.

METHOD OF COMPENSATION:

- ☐ **Lump Sum for Defined Scope of Services**
- ☒ **Hourly Billing Rates plus Reimbursable Expenses**
- ☐ **Other:**

ADDITIONAL PROVISIONS (IF ANY):

None

Prepared by:		**Accepted for:**	
Prein&Newhof, Inc.		**City of Hart**	
By:		**By:**	
Print Name:	**Mark Prein, P.E.**	**Print Name:**	**Robert Splane**
Title:	**Vice President**	**Title:**	**City Manager**
Date:		**Date:**	

RESOLUTION 2022-48
City Council
City of Hart, Michigan
Oceana County

RESOLUTION TO ACCEPT PROPOSAL FOR ENGINEERING SERVICES FOR FISCAL YEAR 2023 CLEAN WATER STATE REVOLVING FUND IMPLEMENTATION AND AWARD WORK

HISTORICAL

WHEREAS, the City of Hart is responsible for the maintenance and operation of water, wastewater, and storm water sewer systems including roadway above those systems; and

WHEREAS, the City of Hart has been awarded 50% principal loan forgiveness through the State of Michigan Clean Water State Revolving Fund to assist the city in the replacement of the aging wastewater system components as outlined in the Project Plan adopted by city council in 2021; and

WHEREAS, it is necessary for the City to obtain a qualified engineering entity to properly oversee the design, construction, and financial reporting of this critical infrastructure; and

WHEREAS, Prein and Newhof, has assisted the city in the creation of the Project Plan and coordinated the successful campaign to fund these necessary projects; and

WHEREAS, in order to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares:

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL

Accepts the proposal for engineering services from Prein and Newhof not to exceed $261,600 to provide professional engineering services and fund administration for the following projects:

- *Dryden Street – Wigton St to Lincoln St, including Jefferson from State to Hart, Church from State to Dryden, and Wood from State to Dryden*
- *Hart and Wood Street – Hart Street from Wood to Jefferson and Wood from Dryden to Griswold*

Council authorizes the City Manager to sign and execute related contractual agreement.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on October 11, 2022

Ayes: __ Nays: __ Absent: __

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

October 7, 2022

Mr. Rob Splane, Manager
City of Hart
407 State Street
Hart, MI 49420

Re: Proposal for Professional Engineering Services for FY 2023 CWSRF Implementation - Collections

Dear Mr. Splane:

We appreciate this opportunity to provide a proposal for professional engineering services to assist you with your Clean Water State Revolving Fund (SRF) projects for Fiscal Year 2023. According to the preliminary funding list, the City will be receiving a 50% grant and 50% low interest loan. This includes engineering and construction costs. The projects are outlined in the City's SRF Project Plan adopted in 2021.

There is some water system work included in this project, which the City did not receive funding for, unfortunately. However, because these projects have been identified as priority projects in the Project Plan and your Capital Improvement Plan, we recommend moving forward with at least the design engineering phase due to the grant money that is being provided at this time. Additionally, there are more opportunities for funding that may become available in the near future for shovel-ready projects that could be taken advantage of. This does not obligate the City to move forward with the construction if you decide not to move forward with it this year. Due to time constraints associated with the funding, we need to start on the design field work right away in order to get the project ready for bidding by spring 2023.

The specific projects covered under this proposal include the following:

- Dryden Street – Wigton Street to Lincoln Street, includes Jefferson from State Street to Hart Street, Church Street from State Street to Dryden Street and Wood Street from State Street to Dryden Street.
- Hart and Wood Street – Hart Street from Wood Street to Jefferson Street and Wood Street from Dryden Street to Griswold Street.

We are proposing the following scope of services for the design/bidding phase only at this time.

Design and Bidding Phase

- Gather and review record plans, private utility information and any available records pertinent to the proposed project areas;
- Complete topographic survey of all projects;
- Complete approximately one soil boring per 500 feet of project length;
- Complete design of proposed sanitary sewer, water main, service laterals, water services and road reconstruction as detailed in the SRF and DWRF Project Plans.

HISTORICAL

- Assist City in tracking and developing easement documents for replacement of water services on private property;
- Assist City in locating and communicating with residents to determine locations of laterals in for sewer crossing private property in the Hart/Wood Project;
- Attend three design review meetings;
- Prepare and submit permit applications (City to pay any permit fees);
- Prepare opinion of probable cost based on final design;
- Prepare Alternative Justifiable Expense (AJE);
- Prepare project specifications including specific SRF requirements;
- Assist City with preparation of bidding packages (assumes 2 contracts) and contract documents;
- Assist City with advertising for bids, providing responses to questions, preparing addendums;
- Attend pre-bid meeting and prepare minutes;
- Review bids, prepare bid tabulations, and provide recommendations;
- Assist City with Parts I, II, and III SRF forms and administration;
- Prepare Notice of Award and Notice to Proceed; and
- Assist City with preparation of final contracts for signing by Contractor

Fee

Based on the scope of work described above, we propose to complete the work for a not to exceed cost of $261,600. Our estimated time/work level of effort is attached.

Please contact us if you have any questions.

Sincerely,

Prein&Newhof

Barbara E. Marczak, P.E.

Barbara E. Marczak, P.E. Mark R. Prein, P.E.

Enclosures: Estimated work effort/fee

HISTORICAL

Professional Hours Worksheet

City of Hart - FY 2023 SRF Wastewater Collection System Improvements

Staff Member	Sen. PM Marczak	Sen. PM Prein	Sen. PM	PM Hulst	Sen Eng	Sen Eng II staff	Eng. Staff	CADD/GIS Staff	en. Observ	Geotech J. Cruick	Survey Staff	Tech I Van Kuik	Expense Item	Expense Cost	Mileage	Total Cost
Preliminary Design																
Kickoff Meeting	4			4											90	$1,300
Preliminary Engineering	4			5												$1,400
Soil Borings (Dryden)			2	1						15				$3,500		$6,300
Soil Borings (Wood/Hart)			2	1						15				$3,500		$6,300
Topo Survey (Dryden)				1							105					$19,500
Topo Survey (Wood/Hart)				1							78					$14,500
QA/QC - SRF	20		4	2		2										$4,500
Review Meeting	4			4			4								90	$1,700
Preliminary Subtotals	**32**	**0**	**8**	**19**	**0**	**2**	**4**	**0**	**0**	**30**	**183**	**0**		**$7,000**	**180**	**$55,500**
Design Dryden																
Easements water services				5			10									$1,800
Dryden Road Design	4			15			80	195								$38,800
Dryden Utility Design				10			45	195								$33,700
Dryden Staging, Phasing, MOT Design				1			5	10								$2,100
SESC Permit Application				1			2					4	Printing	$600		$1,300
EGLE Sewer Permit Application				1			2									$400
EGLE Water Permit Applications				1			2					10	Printing	$600		$1,800
Specifications for Dryden				5			20					20				$4,300
Meeting w/ Client (2)	6			6			6								180	$2,600
Cost Estimate				5			10									$1,800
QA/QC - SRF admin	25	6		10	6		6	6	6							$9,400
2023 Rates djustment																$7,800
Design Wood/Hart																
Easements water services and sanitary laterals				1			15				10					$3,600
Sewer Lateral Investigation				5			30						Televisin	$10,000	270	$15,100
Wood/Hart Road Design	4			10			40	105								$21,200
Wood/Hart Utility Design				10			20	105								$18,400
Wood/Hart Staging, Phasing, MOT Design				2			5									$800
SESC Permit Application				1			2					4	Printing	$600		$1,300
EGLE Sewer Permit Application				1			5									$700
EGLE Water Permit Applications				1			5					10	Printing	$600		$2,100
Specifications for Wood/Hart				5			20					20				$4,300
Meeting w/ Client (2)	6			6			6								180	$2,600
Cost Estimate				5			10									$1,800
QA/QC - SRF admin	25	6		10	6			4	6							$8,500
2023 Rates Adjustment																$6,400
Design Subtotals	**70**	**12**	**0**	**117**	**12**	**0**	**346**	**620**	**12**	**0**	**10**	**68**		**$12,400**	**630**	**$192,600**
Bid Phase																
Advertise and Issue Bid Package				2			10					15				$2,500
Bidder Questions				5			10									$1,800
Addenda				6			10					5				$2,300
Attend Bid				2											90	$300
Review Bids/Recommend Award/SRF admin	20			3			4					4				$4,500
Prepare Contracts				1								4	Printing	$600.00		$1,100
2023 Rates Adjustment																$1,000
Bid Phase Subtotals	**20**	**0**	**0**	**19**	**0**	**0**	**34**	**0**	**0**	**0**	**0**	**28**		**$600**	**90**	**$13,500**
Total	**122**	**12**	**8**	**155**	**12**	**2**	**384**	**620**	**12**	**30**	**193**	**96**	**0**	**$20,000**	**900**	**$261,600**

HISTORICAL

CITY OF HART

407 S. State St., Hart, MI 49420

Ph: 231-873-2488 Fax: 231-873-0100

SPECIAL EVENTS PERMIT

THE CITY IS NOT RESPONSIBLE FOR BY-STANDERS AT YOUR EVENT.

DATE OF APPLICATION: 04/09/2024

NAME OF EVENT: Martial Arts

DATE OF EVENT: Saturday, Indefinitely. TIME: 10AM TO 12PM

RAIN DATE OF EVENT: MUST PROVIDE Event will occur rain or shine.

LOCATION AND/OR ROUTE OF EVENT: John Gourney Park

DESCRIPTION OF EVENT: Free Martial Arts Class held by Sensei, David Routley.

SPECIAL NEEDS: N/A

NAME OF ORGANIZATION OR SPONSOR: Fresh Water Fitness

ADDRESS: 625 Kenmoor Ave SE Ste 350 PMB 315666 Grand Rapids, Michigan 49546-2395 US

CONTACT PERSON: David Routley

PHONE: (231) 721-1272 FAX: N/A

EMAIL: David.Routley@thefreshwaterfitness.com

X David Routley 04/09/2024

SIGNATURE OF EVENT COORDINATOR/SPONSOR **DATE**

ALL CURRENT COVID-19 STATE MANDATED RESTRICTIONS MUST BE ADHERED TO. IT IS YOUR RESPONSIBLITY TO SCHEDULE THE LOGISTICS MEETING WITH THE CITY DEPARTMENTS INDICATED IF YOUR APPROVED PERMIT INDICATES THAT A MEETING IS NEEDED. PLEASE NOTE THAT A 7 - 10 DAY ADVANCE NOTICE WILL BE NEEDED TO SCHEDULE THE MEETING.

POLICE: 873-2488, DPW: 873-3100, HYDRO: 873-5367, EMS: 873-8240

SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: YES OR NO

LOGISTICS MEETING NEEDED: YES OR NO

DEPT. ATTENDING: DPW POLICE EMS HYDRO

PERMIT NUMBER: APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE:

CITY OF HART

407 S. State St., Hart, MI 49420

Ph: 231-873-2488 Fax: 231-873-0100

SPECIAL EVENTS PERMIT

THE CITY IS NOT RESPONSIBLE FOR BY-STANDERS AT YOUR EVENT.

DATE OF APPLICATION: 04/09/2024

NAME OF EVENT: Boot Camp

DATE OF EVENT: Monday, Wednesday, Friday, Indefinitely. TIME: 6:45AM TO 7:45AM

RAIN DATE OF EVENT: MUST PROVIDE Event will occur rain or shine.

LOCATION AND/OR ROUTE OF EVENT: John Gourney Park

DESCRIPTION OF EVENT: Fitness Bootcamp led by NASM Certified Personal Trainer, David Routley.

SPECIAL NEEDS: N/A

NAME OF ORGANIZATION OR SPONSOR: Fresh Water Fitness

ADDRESS: 625 Kenmoor Ave SE Ste 350 PMB 315666 Grand Rapids, Michigan 49546-2395 US

CONTACT PERSON: David Routley

PHONE: (231) 721-1272 FAX: N/A

EMAIL: David.Routley@thefreshwaterfitness.com

X David Routley 04/09/2024

SIGNATURE OF EVENT COORDINATOR/SPONSOR **DATE**

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SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: YES OR NO

LOGISTICS MEETING NEEDED: YES OR NO

DEPT. ATTENDING: DPW POLICE EMS HYDRO

PERMIT NUMBER: APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE: