City of Hart, Michigan
CITY COUNCIL AGENDA
March 9, 2021,7:30 PM
NOTICE OF REMOTE MEETING PUBLIC MEETING
REGULAR COUNCIL MEETING BEGINNING AT 7:30 PM

THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES EMERGENCY ORDER UNDER MCL 333.2253 – GATHERING PROHIBITION AND MASK ORDER AND PA 228 OF 2020 AMENDMENT TO SECTION 3 OF PA 267 OF 1976 OPEN MEETINGS ACT

Please click the link below to join the webinar:
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1. Call to Order
2. Roll Call – Burillo, Evans, Hodges, Rybarz Jr., Splane, V. Platt
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comments – **Public comment on any matter that is not included on the agenda for a public hearing by the Council. We ask that you please limit your comments to 3 minutes**
    a. Correspondence, Events, Presentations
        i. Paul Erikson – Update on Fair 2021 and Fairgrounds Capital Project Improvements
6. Consent Agenda:
    a. Approval of Minutes from February 9, 2020.
    b. Bills, Claims, Payroll
    c. Reports of Boards, Commissions, and Committees
    d. Department Reports – Police/BioPure/Public Works/Energy/♥C&E Dvlp.
7. Action Items
    a) Resolution 2021 – 12 Resolution declaring surplus property and authorizing the disposal
    b) Resolution 2021 – 13 Resolution accepting engineering proposal from Prein Newhoff for the design, bidding, and construction of repairs on the Northeast embankment of the Hart Lake Dam
    c) Resolution 2021 – 14 Resolution Authorizing final design, bidding, and construction engineering of the Hansen St. construction project.

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.

d) Resolution 2021 – 15 Authorizing Energy utility pole inspection, GPS locating and electronic documentation, attachment verification, and tagging
e) Resolution 2021 – 16 Authorizing engineering services for Griswold Lift Station Emergency Repairs
f) Resolution 2021 – 17 Authorizing engineering services for SRF and USDA applications for Wastewater system improvements
g) Resolution 2021 – 18 Authorizing engineering services for the Veteran's Park Improvements and Pointe Park Development

8. Discussion Items
9. City Manager Report
10. Communications from the Mayor and Council
11. Adjournment –

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

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
FEBRUARY 23rd 2021
MINUTES DRAFT

PRESENT VIA ZOOM: Mayor Vicki Platt, Councilors: Catalina Burillo, Jim Evans, Dean Hodges, Fred Rybarz, and Rob Splane
ABSENT: None
OTHERS PRESENT City Manager Lynne Ladner, City Clerk – Karla Swihart, Hydro Superintendent Michael Schiller, DPW Superintendent Brad Whitney, Biopure Superintendent Paul Cutter, Police Chief Juan Salazar, County Assessor Ed Vandervries, Sharon Hallack, and Jason Gale.
Mayor Platt called the meeting to order; following the roll call, the Mayor lead the Council in the pledge of allegiance
Recess for the purpose of Broadband Utility Worksession until 7:30 pm

- J. Evans motioned to recess for the purpose of Broadband Utility Worksession until 7:30 pm and supported by R. Splane.
  - Ayes: 6 Nays: 0 Absent: 0

Reconvene: At the last City Council meeting, a presentation from PSE Power System engineering on the Broadband Planning and Analysis. They laid it out at the tail end of their final report includes the following steps would be, Does the City wish to move forward with this, and if so, would we want to look into a feasibility study. Do we want to do a community survey to see if it would be worth pursuing a feasibility study? Get an idea of interest as a feasibility study as it could be a significate cost associated with it. Once we decide what our next step is, that would determine if we continue down this path. Also, understanding that there are other providers out there, we could make this information available to those individuals who would seek it out and leave this to the private markets to provide.
J. Evans commented he did go through the presentation and has looked up other cities they have worked with and Is very leery of the City managing a system like this. They have a budget salary of $78,000 for the 1st year, assuming that is for the system's management. The bottom line is this is not the business our City is in, and we are not set up correctly for this kind of operation. Who will do the billing, who will do the maintenance on the system, etc.
F. Rybarz asked how this proposal came about? Were they invited to do this? Did they pick the City of Hart? L. Ladner stated end of 2019 early 2020, M. Schiller and I meet with Katie Abraham, the executive director of the Michigan Municipal Electric Association (MMEA). At the time, we talked about different ways we could assist. I brought up the fact that Hart has limited fiber and only DSL connections for any high-speed internet. Thru an MMEA survey, Katie identified, along with the City of Hart. These seven communities felt Broadband internet access was lacking in their community and thought it needed to be looked at. The MMEA applied to the USDA community facilities program and received a grant on behalf of these seven communities to do this 1st early 1000 ft feasibility and analysis for each of these communities in 2020. PSE was selected thru MMEA thru a qualifications process to complete this proposal. Two communities did fall out partway through as they determined it would not be financially feasible for them, but all this was achieved at no cost to the communities thru the MMEA grant.
J. Evans commented that he saw an article in the local paper that Oceana County Economic Alliance launched a program to improve local internet access and speeds for businesses and homes in Oceana County, which asked all Oceana County residents to take a 10-minute survey. Do you think the City could get a copy of that survey's results? Yes, we can get a copy of the results, which Hart is included in that survey.
L. Ladner stated she and M. Schiller, in fall 2019, attended a Merrit broadband conference. We connected with one of several 3rd party contract companies that will do what you call a dark lease of fiber or a light lease, where they handle all the operations, the billing, the technical support, etc. In communities with investor-owned electricity would have to pay to Consumers, DTE, or Great lakes what you call a Pole attachment fee. This means every pole they attach to would pay a fee on an annual basis and run their fiber, but as a municipal utility, if the city owns and leases out the fiber, we would be eliminating the cost for that annual pole lease. Therefore, we can reduce the fixed operating cost of a broadband utility and lower its users' cost.
R. Splane stated he agrees with J. Evans and thinks this is a decision that the city should not rush into and would like to come away from this meeting with an action plan. I have reviewed the city's master plan, and the marketing and

economic strategy in both documents reference higher speed broadband and highly available broadband in the City. As we advance, our reliance on the internet and networking will not get any smaller, and it's only going to grow. Would broadband internet help our city grow? Would it bring businesses, and would residents want to move to the City of Hart? Looking at the future by not having this capability will only hurt us. The City of Hart has to be able to keep up with times. No matter what, it is best to get the community's input and see how our taxpayers are thinking and our local businesses.
F. Rybarz asked if the City of Hart owns the power poles within the city. L. Ladner stated Yes the City of Hart owns a majority of its power poles.
J. Evans asked if there is a reason the City has to manage maybe look into dark internet and reach out to an organization to come in to run and maintain.
Does the City take the next step and hire a company to do a door-to-door survey, so the city can better understand the community's need for broadband? Do we put a survey on the back of the utility bills? Put a survey on the City's Facebook page on the City's website, and advertise in the local paper. See if local businesses will donate gift cards, and everyone who takes the survey will be entered into a drawing to win one? Also, reach out to other communities with broadband services and see how they conducted their surveys.
F. Rybarz asked if the City reached out to a few company's and asked them what it would cost to do a door-to-door survey. Is the city obligated to go with one of them? L. Ladner stated No, one of the things to put in every request proposal is that the Council retains the right to reject all bids, so if the Council rejects, there is no obligation to move forward.
L. Ladner will work with some local people to put together a survey and make sure it is bi-lingle and get an RFP put together for a door-to-door survey and ask some communities close to our size who have or are considering to do this project for their input.

- C. Burillo motioned to go back into session and supported by J. Evans
  - Ayes: 6 Nays: 0 Absent: 0

APPROVAL OF AGENDA: F. Rybarz motioned to approve the agenda and supported by J. Evans

- Ayes: 6 Nays: 0 Absent: 0

REVIEW APPLICATIONS TO FILL COUNCIL VACANCY:

- Mayor V. Platt, Approval from council to appoint Kris Trystad, to fill the vacant seat on Hart City Council

Kris was no in attendance at the Council meeting. C. Burillo had a few questions regarding Kris's application as there was no background. L. Ladner stated only requirement to be on the city council is to be a resident of the city for at least six months and be a registered voter.

- V. Platt motioned to appoint Kris Trystad to fill the vacant seat on City Council and supported by J. Evans
  - Ayes: 6 Nays: 0 Absent: 0

PUBLIC COMMENTS: None

CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Receipt of MCACA Minigrant for the Concerts on the Commons series, Received word last week that The City was awarded a $4000 grant to assist with the Concerts on the commons from MCACA,(Michigan Council of Arts and Cultural Affairs) Holland area Arts Council, $4000 is the maximum amount for this grant, and the goal left is for the City to find a Sponsor for $500 to pay off the remaining $500 for the concert series.

CONSENT AGENDA:

- Approval of Amended Minutes from Jan 26th, 2021 Special Meeting adding George Sadler as present, Minutes Jan 26th, 2021, with an amendment adding Mr. Richard Raffaelli and Approval of Minutes from February 9th, 2021
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
  - R. Splane motioned to approve Consent Agenda, with Amended Minutes and supported by C. Burillo
    - Ayes: 6 Nays: 0 Absent: 0

ACTION ITEMS:

- Resolution 2021-05 Resolution to allow taxpayers to protest property tax assessments by mail.

This Resolution was tabled at the February 9th, 2021 meeting due to more questions from the council regarding mail-in appeals, Ed Vandervries City of Hart Assessor stated this Resolution is done every year and allows taxpayers who live

out of state the chance to appeal by mail as they can not attend in person. All taxpayers have the right to appeal by mail. If this resolution is not passed, you are taking away that right for taxpayers to appeal by mail. When taxpayer appeals by mail, once reviewed by the board and March Board of Review is completed, the customer is notified by mail right away with the outcome.

- C. Burillo motioned to adopt resolution 2021-05 and supported by J. Evans.
  - Ayes: 6 Nays: 0 Absent: 0

- Resolution 2021-07 Resolution Accepting the updated Oceana County Law Enforcement Mutual Aid Agreement.

Historically the City has participated in the Oceana County Law Enforcement Mutual Aid Agreement. This agreement was entered into and continues to provide resources for the City of Hart Police when needed for assistance or backup. The agreement is not changing in language or term from the existing, but the county has requested that with the changes in officials that have signed the previous agreement that each jurisdiction re-authorize the agreement.

- J. Evans motioned to approve Resolution 2021-07 and supported by R. Splane
  - Ayes: 6 Nays: 0 Absent: 0

- Resolution 2021-08 Resolution Covering Pocket Park Change Orders.

This resolution covers three separate change requests submitted to the City and the MEDC as a single change order. Their total cost exceeds City Managers' authority to authorize but is for work that was each approved during the construction process before the winter stoppage. 1st change item was required following the discovery of a concrete foundational slab that was not on the project plans and was not known to any of the parties in the planning process. The slab removal was estimated at $3244.00. 2nd change was the need to retrofit the "dog house" for the storm sewer main. The plans showed the size of the sewer main was 12", but once construction started, it was determined the sewer was, in fact, 18", and the connection riser (dog house) needed to be cut down to fit at the cost of $500.00
3rd was due to an omission in the contract for electrical outdoor ground boxes for the park, Seven boxes for a total of $1855.00. The total amount of the three separate items being submitted as a single change order is $5649.00. Which is above

- R. Splane motioned to approve Resolution 2021-08 and supported by J. Evans
  - Ayes: 6 Nayes: 0 Absent: 0

- Resolution 2021-09 Resolution Restricting the use of Energy Department Cash Reserves.

As the city moves forward with preparing an application to the USDA-RD Community Facilities Loan Grant program, the USDA-RD brought up whether the City had adequate funds on hand to construct the projects. The Energy Department at the end of FY 20 had an unrestricted Net Position of $4,160,782.00. City Manager L. Ladner proposes an internal fund balance policy adopted by the City of Hart limiting the amount of cash reserves from the fund that can be used for non-generation, non-distribution capital projects, capital purchases, and other operating expenses to not more than 15% of the cash reserves.

- R. Splane motioned to approve Resolution 2021-09 and supported by J Evans
  - Ayes: 6 Nayes: 0 Absent: 0

- Resolution 2021-10 Resolution amending Fy 2021 budget for Water Dept.

The City budgeted in FY 21 to complete the Church St. Water Main project, which saw several challenges incurred due to underground conditions being different from previous plans had anticipated. This caused there to be a cost overrun in the project. The attached amendment accounts for those overruns brings the budget into compliance in this area and does not require the usage of any cash reserves.

- F. Rybarz motioned to approve Resolution 2021-10 and supported by J. Evans
  - Ayes: 6 Nayes: 0 Absent: 0

- Resolution 2021-11 Resolution Energy Services Project Member Representative Authorization.

City Manager L. Ladner was contacted by a representative from the Michigan Public Power Agency (MPPA) regarding the City's previous designation of a member representative to the Energy Services Project. The previous designation, which was completed in 2011, designated the City Manager as the Member Representative, however following an internal audit by MPPA, they have identified that the Representative needs to be specifically named no generically by title. They have asked that the City update the designation with a new resolution.

- J. Evans motioned to approve Resolution 2021-11 and supported by R. Splane
  - Ayes: 6 Nayes: 0 Absent: 0

DISCUSSION ITEMS:

- Discussion on putting Dam embankment out for bid for inclusion in FY 22 budget.

The City has been working with Prein Newhoff on developing a cost estimate for necessary repairs to the portion of the embankment for the dam that is currently covered with rip rap and has had some concrete fill. The soil has begun eroding from underneath the rip rap and creates hazardous conditions on the embankment that is to be repaired. City Manager, L. Ladner, is seeking authorization to develop final plans and bid specifications for this project to bid late spring and budgeted for and completed in FY 2022 and July 1, 2021. The council granted permission to move forward on this project.

- Discussion regarding P & R Master Plan Update.

The City of Hart's Park and Recreation Master Plan expired in 2020. To apply for future grant funding from the state, the City must have a current approved Parks and Rec MP on file with the state. In 2014 the City hired Fleis and Vandenbrink to complete the MP process at the cost of $6700. In discussion with the West Michigan Shoreline Regional Development Corporation (WMSRDC), one of the services they offer is assistance with Parks and Rec master planning. The estimated cost for WMSRDC to complete the update for the city is $7500. The deadline for completing an updated plan is February 1, 2022, if the City believes that they may be interested in applying for funding in the usual April 1, 2022 state funding cycle. This is a project that needs to hold multiple public hearings, obtain community input and review planned and completed projects, and take several months to complete. We should start the process earlier rather than later. Based upon the estimate that the City has obtained from WMSRDC. The amount the City approved in 2014 for the now-expired plan, does the Council want to contract with WMSRDC for the update, or would they prefer a proposal from the three approved engineering firms for the services? The council would like City Manager L. Ladner to reach out to Prein Newhoff, Fleis, Vandenbrink, and Fishbeck for proposals.

- Authorization to sell surplus equipment- Energy Department meters

With the upgrade and installation of newer electric meters by the Hart Energy Department, we now have surplus equipment in the form of the retired meters. As these items take up considerable space and through retired from the City may have value remaining, I am seeking permission to dispose of the surplus equipment, working with Energy Superintendent Schiller to identify the best method to obtain the City's highest return.

M. Schiller granted permission from the Council to accept sealed bids and move forward with the sale of surplus equipment. L. Ladner will have a resolution ready to present at the City Council meeting on March 9th, 2021

- Authorization to proceed to final engineering and bidding for Hansen St Project's construction for completion summer 2021.

City Manager L. Ladner is requesting permission to move forward with Hansen st project. An estimated cost was presented to Council FY 2021. The city applied for a Mdot category B grant to cover the cost but did not receive grant funding. However, the City has funds available in the budget along with local street and major street funds. Unless the Council rejects, L. Ladner will move forward in getting bids for this project. Council approved City Manager to move forward with the bidding process.

CITY MANAGER'S REPORT:

- I have received communications from the city's attorney regarding the current lawsuit against the city. They are in discussion per the council's authorization and hoping to see results within the next couple of weeks.
- You should have received an updated equipment list
- I am working on FY 2021-2022 budget.
- Updated the Council on why City Hall is still closed to the public. The stay home order is still in effect thru March 26th, 2021unless authorized by the Council, City hall will remain closed to the public unless by appointment until the stay home order is lifted.
- In the packet is the budget report for seven months.

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Mayor V. Platt found original documents for the industrial park and will bring them to City Hall to keep on record.
- Mayor V. Platt wanted to express how grateful she is that the departments went back to work full time and can see a considerable improvement within the city.
- C. Burillo was contacted by a resident within the city regarding frozen pipes and are not getting water. Is there a reason why the city no longer unthaws frozen pipes? City Manager L. Ladner addressed the concern, stating that the customer's home's service line is the property owner's responsibility. Due to liability, the City of Hart no longer unthaws customers' pipes as our insurance will not cover damage if it accrues.

ADJOURN:

- There being no further business to come before the Council, the meeting adjourned at 9:28 pm upon a motion by J. Evans and supported by C. Burillo. The next regularly scheduled meeting will be on March 9th, at 7:30 pm, and will be held virtually.

Respectfully Submitted

Karla Swihart

Karla Swihart
City Clerk

HART AREA FIRE

ADMINISTRATIVE BOARD

Meeting Minutes- January 28, 2021

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, Jake Whelpley, Mike Powers, Bruce Mull, Mike Potter, Jerry Schaner, and Larry Doran. Chief Fuehring and undersigned.

Others present for the meeting was Lt Mark Haynor and FF Lynn Schiller.

Absent from the meeting was Clancy Aerts.

It should be noted that Chairman Gary Beggs was on TX to monitor the meeting.

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

Motion was made by Mull and supported by Doran to approve the minutes of the January 7, 2021 meeting as presented. Voice vote. All yes. Motion carried.

Treasurer reported expenses of $4,583.82 and a total fund balance of $567,143.61. Handouts were distributed to the board members and any questions were addressed.

Powers made the motion to accept the treasurer report and pay the bills, this was supported by Potter. Roll Call vote, All Yes. Motion carried.

Chief Fuehring advised the board the trucks are being serviced at Mears Service Center. There had been a problem with the generator on truck 143. The company that built the generator is out of business. If cannot get it repaired it would cost over $10,000.00 to replace with the same type of generator. If cannot get it repaired he will look at getting a portable generator for that truck rather then spend the money for a replacement.

Lt Haynor advised they do have some funds left in the grant that was approved for boots and a generator would be a permitted expense to purchase using the Grant funds. Half the cost of the generator could be used for that grant.

Lt Haynor advised that in 2008 the department applied for a FEMA Grant and received $189,000.00 for air packs. The bottle service life is coming to an end over the next three years. Rather then spend the money for new air packs as the ones we have a re still in good shape. He is purposing to replace the 36 bottles at a cost of just over $1,054.00 each. Motion was made by Whelpley and supported by Powers to authorize and set funds aside to purchase of 9 bottles for the SCBA bottles. Roll call vote all yes. Motion Carried.

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: March 9th, 2021

RECENT EVENTS

From Thursday, February 18th, 2021, through Wednesday, March 3rd, 2021, the Hart Police Department received 73 complaints ranging from Assist to Other Agencies, Harassment Complaints, Motorist Assists, Suspicious Situations, Assault & Batteries, Vehicle Violations, Animal Complaints, Mental Health Complaints, Missing Persons, Truancies, Trespassing, Medical Assists, Larcenies, Warrant Arrests and Family Troubles.

On Friday, February 19th, 2021, the Hart Police Department was dispatched to the 300 block of Johnson Street referencing an Assault & Battery. An 8-year-old juvenile male had stabbed a 12-year-old juvenile male with a pencil. An apparent injury was noted by responding officers. The juveniles were interviewed in front of their parents, and a report will be submitted to the Oceana County Prosecutor's Office.

On Sunday, February 21st, 2021, the Hart Police Department was dispatched to the 1000 block of Industrial Park Drive regarding a vehicle located within an unrented storage unit. The Michigan State Police K9 unit assisted officers on the scene. The K9 unit identified some type of illegal substance within the vehicle. A search warrant was obtained, and a search of the vehicle results in no illegal substances being located within the vehicle. An investigation is ongoing.

On Monday, February 22nd, 2021, the Hart Police Department was dispatched to Lincoln Street's intersection near Courtland Street about a 50-year-old Hart man who was refusing to return to his residence and was experiencing a mental health episode. Officers attempted to speak with the man, but the man continued to walk away from officers. During his encounter with officers, the man stated, "I am the devil, and I'm going to kill myself tonight." The man was taken into protective custody and transport to Mercy Health Hospital in Muskegon for a mental health evaluation.

On Tuesday, February 23rd, 2021, the Hart Police Department initiated a traffic stop on State Street near Church Street, referencing an equipment violation. A 28-year-old Hart man was cited for Operating a Motor Vehicle without Insurance.

On Wednesday, February 24th, 2021, the Hart Police Department initiated a traffic stop on Polk Road near 72nd Avenue regarding an equipment violation. A 39-year-old Walkerville man was cited for Operating a Motor Vehicle without Insurance.

On Thursday, February 25th, 2021, the Hart Police Department was dispatched to the 400 block of Water Street about a Domestic Assault. An argument erupted between tenants of the home, a 26-year-old Hart man and a 44-year-old Hart man. While interviewing the parties involved, the 44-year-old Hart man attempted to assault the 26-year-old Hart man and had to be restrained by officers. The 44-year-old Hart man was arrested and lodged at the Oceana County Jail for Domestic Assault.

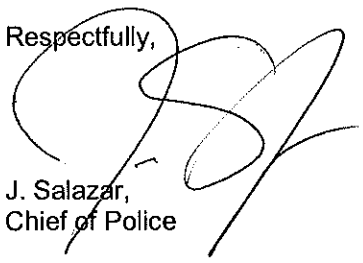
On Thursday, February 25th, 2021, the Hart Police Department initiated a traffic stop on a vehicle on Polk Road near Griswold Street, referencing a vehicle violation. A 23-year-old Hesperia man was cited for Driving While License Suspended.

On Sunday, February 28th, 2021, the Hart Police Department initiated a traffic stop on Wood Street near State Street regarding a vehicle violation. A 37-year-old Grand Rapids man who was a passenger within the vehicle had a valid/active warrant for his arrest out of Muskegon County. The man was turned over to the Muskegon County Sheriff's Office without incident. A 43-year-old Walkerville woman, also a passenger within the vehicle, had a valid/active warrant for her arrest out of Newaygo County. While searching the woman, a switchblade (double-edged knife) was located on the woman's person. A report will be submitted to the Oceana County Prosecutor's Office for Carrying a Concealed Weapons Violation. The woman was turned over to the Newaygo County Sheriff's Office without incident.

On Tuesday, March 2nd, 2021, the Hart Police Department initiated a traffic stop on a vehicle on State Street near Washington Street about a vehicle violation. A 25-year-old Hart woman was cited for Driving While License Suspended.

On Tuesday, March 2nd, 2021, the Hart Police Department initiated a traffic stop on a vehicle on Hart Street near Johnson Street, referencing a vehicle violation. A 20-year-old Shelby man was cited for Operating a Motor Vehicle without Insurance.

Respectfully,



J. Salazar,
Chief of Police

DPW REPORT

March 9, 2021

- Check Wells/Towers/Booster Pump Weekly
- Read Water & Electric Meters
- Monthly Water Samples
- 4 Miss Digs So Far This Month
- 1 Sewer Main Plugged, Cleaned
- Snow Blower is Back in The Repair Shop
- Empty Garbage Cans Weekly
- We Have Used 2 Ton of Cold Patch This Week Alone
- Well House Clean up and Repairs, We are Going to Install a Retaining Wall at The North Valley Well
- We Had our "Sanitary Survey" of our Water System, by EGLE Staff This Week. We Only Need to Make One Improvement to our System, A Residential Cross Connection Control Program. I Will be Bringing Proposals to Lynn and the Council Soon
- "2020 Water Quality Report" Will be Completed This Week and Sent to EGLE and Residents, if Requested

PAYROLL AMOUNTS					
02/18/21					
Pay 504		GROSS PAY	OVERTIME	OPT-OUT	BA5E PAY
Employee Code	Dept.		PAY		
FULL-TIME					
DCC	Office	$507.36	$0.00	$0.00	$507.36
MGR.	Office	$3,640.80	$0.00	$0.00	$3,640.80
DCC	Office	$1,420.00	$0.00	$0.00	$1,420.00
CC	Office	$2,018.40	$0.00	$0.00	$2,018.40
DCC	Office	$1,820.00	$0.00	$0.00	$1,820.00
PO	Police	$2,311.68	-$161.28	$0.00	$2,472.96
PO	Police	$2,150.40	$0.00	$0.00	$2,150.40
PO	Police	$2,187.06	-$79.06	$0.00	$2,266.12
PC	Police	$2,524.80	$0.00	$0.00	$2,524.80
DS	Police	$2,208.00	$0.00	$0.00	$2,208.00
DPW1	DPW	$2,528.31	-$510.71	$0.00	$3,039.02
DPW2	DPW	$2,875.09	-$655.73	$0.00	$3,530.82
DPW3	DPW	$2,769.12	-$512.80	$0.00	$3,281.92
DPWS	DPW	$2,436.00	$0.00	$0.00	$2,436.00
BIOS	WW	$2,886.40	$0.00	$0.00	$2,886.40
BIOS	WW	$2,219.36	$0.00	$0.00	$2,219.36
BIOS	WW	$2,205.04	-$153.84	$0.00	$2,358.88
ENERGY1	Energy	$3,334.94	-$120.54	$0.00	$3,455.48
ENERGY2	Energy	$3,701.34	-$120.54	$0.00	$3,821.88
ENERGYS	Energy	$3,860.00	$0.00	$0.00	$3,860.00
ENERGY3	Energy	$3,534.08	$0.00	$0.00	$3,534.08
ENERGY4	Energy	$2,733.42	-$579.02	$0.00	$3,312.44
DIR.	HD	$2,009.60	$0.00	$0.00	$2,009.60
TOTAL		**$57,881.20**	**-$2,893.52**	**$0.00**	**$60,774.72**
PART-TIME					
MGR.	HHD	$159.50	$0.00	$0.00	$159.50
DPW	DPW-PT	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$1,050.00	$0.00	$0.00	$0.00
TOTAL		**$1,209.50**	**$0.00**	**$0.00**	**$159.50**
TOTAL PAYROLL		**$59,090.70**	**-$2,893.52**	**$0.00**	**$60,934.22**

Employee Hours and Gross by GL Number Report
For Payroll ID: 117
For Selected Pay Code(s): 15X, 225X, 2X

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
32DPW - ADAMS, MATTHEW T								
15X	591-547.300-702.900	0.00	0.00	0.00	2.50	94.58	94.58	03/04/2021
2X	203-478.000-702.900	0.00	0.00	0.00	8.25	416.13	416.13	03/04/2021
	Employee Totals:	0.00	0.00	0.00	10.75	510.71	510.71	
85HPD - ANDERSON, SHAWN T								
15X	101-301.000-702.900	0.00	0.00	0.00	4.00	161.28	161.28	03/04/2021
	Employee Totals:	0.00	0.00	0.00	4.00	161.28	161.28	
23HYD - BIRKMAN, TERENCE L								
15X	580-537.300-702.900	0.00	0.00	0.00	2.00	120.54	120.54	03/04/2021
	Employee Totals:	0.00	0.00	0.00	2.00	120.54	120.54	
41DPW - EISENLOHR, MICHAEL D								
15X	202-478.000-702.900	0.00	0.00	0.00	5.00	189.15	189.15	03/04/2021
15X	590-527.300-702.900	0.00	0.00	0.00	0.50	18.92	18.92	03/04/2021
15X	591-547.300-702.900	0.00	0.00	0.00	2.50	94.58	94.58	03/04/2021
2X	202-478.000-702.900	0.00	0.00	0.00	7.00	353.08	353.08	03/04/2021
	Employee Totals:	0.00	0.00	0.00	15.00	655.73	655.73	
30HYD - GOWELL, NATHAN J								
15X	591-547.300-702.900	0.00	0.00	0.00	2.00	120.54	120.54	03/04/2021
	Employee Totals:	0.00	0.00	0.00	2.00	120.54	120.54	
46DPW - LLOYD, FRANKLIN J								
15X	590-527.100-702.900	0.00	0.00	0.00	2.00	76.92	76.92	03/04/2021
2X	590-527.100-702.900	0.00	0.00	0.00	1.50	76.92	76.92	03/04/2021
	Employee Totals:	0.00	0.00	0.00	3.50	153.84	153.84	
113HPD - MANTYCK, ELIZABETH A								
15X	101-301.000-702.900	0.00	0.00	0.00	2.00	79.06	79.06	03/04/2021
	Employee Totals:	0.00	0.00	0.00	2.00	79.06	79.06	
16WWP - RIGGS, JASON J								
15X	203-478.000-702.900	0.00	0.00	0.00	3.00	115.38	115.38	03/04/2021
15X	590-527.300-702.900	0.00	0.00	0.00	0.50	19.23	19.23	03/04/2021
15X	591-547.300-702.900	0.00	0.00	0.00	2.50	96.15	96.15	03/04/2021
2X	203-478.000-702.900	0.00	0.00	0.00	5.50	282.04	282.04	03/04/2021

Pay Code ID	Distribution	Sup Hours	Reg Hours	Reg Gross	Ot Hours	OT Gross	Gross	Check Date
	Employee Totals:	0.00	0.00	0.00	11.50	512.80	512.80	
25HYD - VAN ZOEREN, ANDREW								
15X	203-478.000-702.900	0.00	0.00	0.00	3.00	121.20	121.20	03/04/2021
15X	590-527.100-702.900	0.00	0.00	0.00	2.00	80.80	80.80	03/04/2021
2X	203-478.000-702.900	0.00	0.00	0.00	5.00	269.30	269.30	03/04/2021
2X	590-527.100-702.900	0.00	0.00	0.00	2.00	107.72	107.72	03/04/2021
	Employee Totals:	0.00	0.00	0.00	12.00	579.02	579.02	
Distribution Totals:								
	101-301.000-702.900	0.00	0.00	0.00	6.00	240.34	240.34	
	202-478.000-702.900	0.00	0.00	0.00	12.00	542.23	542.23	
	203-478.000-702.900	0.00	0.00	0.00	24.75	1,204.05	1,204.05	
	580-537.300-702.900	0.00	0.00	0.00	2.00	120.54	120.54	
	590-527.100-702.900	0.00	0.00	0.00	7.50	342.36	342.36	
	590-527.300-702.900	0.00	0.00	0.00	1.00	38.15	38.15	
	591-547.300-702.900	0.00	0.00	0.00	9.50	405.85	405.85	
	Grand Totals:	0.00	0.00	0.00	62.75	2,893.52	2,893.52	

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021-12 declaring surplus property and authorizing the disposal

---

Ladies and Gentlemen,

In FY 2020 and into FY 2021 the BioPure facility completed a project to remove and replace two of the original blowers in the plant with new Salzer turbo blowers with variable frequency drives that permit the blowers to ramp up and down as needed with starting and shutting down significantly reducing the energy requirements and costs for operating the plant. The age of the blowers is such that there is little to any value to other systems in the US but this equipment has been purchased through online equipment auctions for systems in other smaller countries

During the same time frame the energy department with the advanced metering implantation project installed new electric meters throughout the City. The removed meters of various manufactures are obsolete and not interchangible to the new system. This results in the removed meters sitting on shelves in the Energy Dept taking up unnecessary space. There has been some local interest in purchasing the meters, as Mike has not found that they had a significant value for sale but for those that want to recalibrate and refurbish them there is a possible market.

It is my recommendation that the Council adopt Resolution 2021- 12 Declaring surplus property and authorizing the disposal.

Lynne

RESOLUTION 2021 - 12
City Council
City of Hart, Michigan
Oceana County

Resolution declaring surplus property and authorizing the disposal

WHEREAS, the Hart Energy Department has replaced the electric meters throughout the system and there are 127—single phase 240v form 2S digital meters and 148---single-phase 240v form 2S analog from various manufacturers that are obsolete with the new system; and

WHEREAS, the blower project at the BioPure facility has been completed leaving two large obsolete mechanical blowers; and

WHEREAS, it is in the best interest of the City to designate these items as obsolete surplus materials and equipment to allow the City to attempt to recoup some of the original investment through the sale of such items;

NOW, THEREFORE, NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

> *Designates the 127—single phase 240v form 2S digital meters and 148---single-phase 240v form 2S analog meters from various manufacturers and the two mechanical blowers from the BioPure Plant as obsolete and surplus material and equipment; and*
>
> *Authorize the sale of the surplus materials.*

Moved by _____, supported by _____ , and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

Hart Energy list of old meters to be sold.

127—single phase 240v form 2S digital.

148---single phase 240v form 2S analog.

Multiple manufactures.

These are the new Blowers

Team Matrix Comparison

	PROPOSED DESIGN-BUILD TEAM			DESIGN-BID-BUILD COMPARISON
	PETERSON & MATZ	HACH	L.D. DOCSA	
Item	High Speed Turbo Blowers (Turbo Compressor HST 40-U400-1-L-48, 480/3/60)	Instrumentation (Assembly probe LDO model 2 by Hach)	Design & Installation	Costs provided in this column are to be used as comparison costs for work being completed for this project under the Design-Bid-Build method utilizing an Engineering/Consulting firm. Costs include design, construction, blowers and instrumentation. Cost Breakdown: Design: $250,000 Installation: $80,000 Instrumentation: $21,580 Blowers: $516,000 General Conditions: $62,245
Scope	Each ABS Turbocompressor HST is offered with the following standard package features and accessories included. (1) High speed unit including with impeller, motor, labyrinth seal, magnetic bearing system. (2) Temperature sensors for inlet and outlet, motor, VFD and MBC. (3) Pressure sensors for inlet and outlet. (4) Differential pressure sensor for inlet filter high pressure notification. (5) Built in flow and speed measurement. (6) Volute with inlet and outlet flanges. (7) Magnetic bearing controller, MBC-12. (8) high performance vacon NX VFD. (9) RFI filter and AC choke for harmonic distortion attenuation. (10) Blow off valve, electro-pneumatically controlled plug type. (11) Control cabinet with power interlock switch and local detachable HMI with display. (12) Acoustic noise enclosure. (13) UPS for magnetic bearing controller. (14) Modem for remote monitoring of MBC terminal strips.	Pole mount, 1" NPT sensor, Solitax ts-line sc/immersion probe 0.001-50 g/l; wiper; stainless steel. Pole mounting hardware solids, 10 cm bracket, ss pole 2m. sc200 Controller, AC-DC, 2 DIG, HACH. Digital extension cable, 21 m (100ft). Cover assembly, UV and sun shield, sc 200.	Design, labor, material and equipment complete to remove existing blowers and reinstall with new Sultzer blowers along with instrumentation. Turn-key project from design through startup.	
Deliverables	Blower Equipment	Instrumentation	Documentation| Turn-Key Project	
Warranty	2 Years	1 Year	1 Year	
Procurement	12 Weeks	2 Weeks	30 Weeks	
UNIT COST	$516,000.00	$21,580.00	$186,245.00	
PROJECT COST[2]	**$723,825.00**			**$929,825.00**

[2] Savings realized of approximately $206,000.00 by utilizing the Design-Build delivery model verses the Design-Bid-Build delivery model.

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021- 13 accepting engineering proposal from Prein Newhoff for the design, bidding, and construction of repairs on the Northeast embankment of the Hart Lake Dam

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Ladies and Gentlemen,

The Energy Department has been monitoring the embankment stabilization and deterioration of adjacent structures for their impact on the safety and life of both the structures and the stability of the dam. The existing Rip Rap rocks and concrete binding has done a satisfactory job of maintaining the embankment but there has developed significant erosion in the area that extends underneath the rock and concrete creating a potential for continued erosion and possible failure in the long term.

Prein Newhoff has been working with the Energy Department to monitor this situation and as such is best qualified of the approved engineering firms as identified by the Council to assist with this work. The plan is to complete the design and bidding of the project for completion of the construction in early FY 22 at a time when the lake is at a lower level than its early spring highs

It is my recommendation that the Council adopt Resolution 2021- 13 Accepting engineering proposal from Prein Newhoff for the design, bidding, and construction of repairs on the Northeast embankment of the Hart Lake Dam

Lynne

RESOLUTION 2021 - 13
City Council
City of Hart, Michigan
Oceana County

Resolution accepting engineering proposal from Prein Newhoff for the design, bidding, and construction of repairs on the Northeast embankment of the Hart Lake Dam

WHEREAS, the Hart Energy Department has determined that the Northeast embankment of the Hart Lake Dam has seen substantial erosion and previous efforts to control further erosion have been unsuccessful; and

WHEREAS, the current stairwell to the dam mechanical house has significant deterioration and safety concerns; and

WHEREAS, constructing a new stairwell and repairing the Northeast slope of the dam embankment will extend the life of the dam and improve the access and employee safety when completing work within the dam mechanical house;

NOW, THEREFORE, NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

> *Accepts the proposal from Prein Newhoff for the design, bidding and construction engineering of repairs on the Northeast slope of the dam embankment in the amount of $49,100; and*
>
> *Authorizes moving forward with the project.*

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Memorandum

Date:	April 23, 2020
To:	Lynne Ladner, Mike Schiller
Organization:	City of Hart
From:	Matt Hulst, P.E.,
C:	Barbara Marczak, P.E.
Project #:	96042
Re:	Hydroelectric dam repairs

Following is a brief description of proposed improvements to the Hart Hydroelectric dam. This project was developed based on an onsite review with Mike Schiller and subsequent phone conversations.

Background

The hydroelectric dam is located at the north end of Hart Lake. The dam consists of an earthen embankment, concrete emergency spillway and a powerhouse. The powerhouse is located on the east end of the dam. The powerhouse houses the turbines, generators, and controls.

The east side of the powerhouse is experiencing erosion due to run off from the access road to the east. This erosion has caused undermining of the grouted rip-rap slope protection installed at the site. Access to the powerhouse is from a stairway, also located along the east side of the powerhouse, which needs replacement. Retaining walls along the powerhouse have also settled and the walls of the powerhouse experience leaking through cracks in the wall.

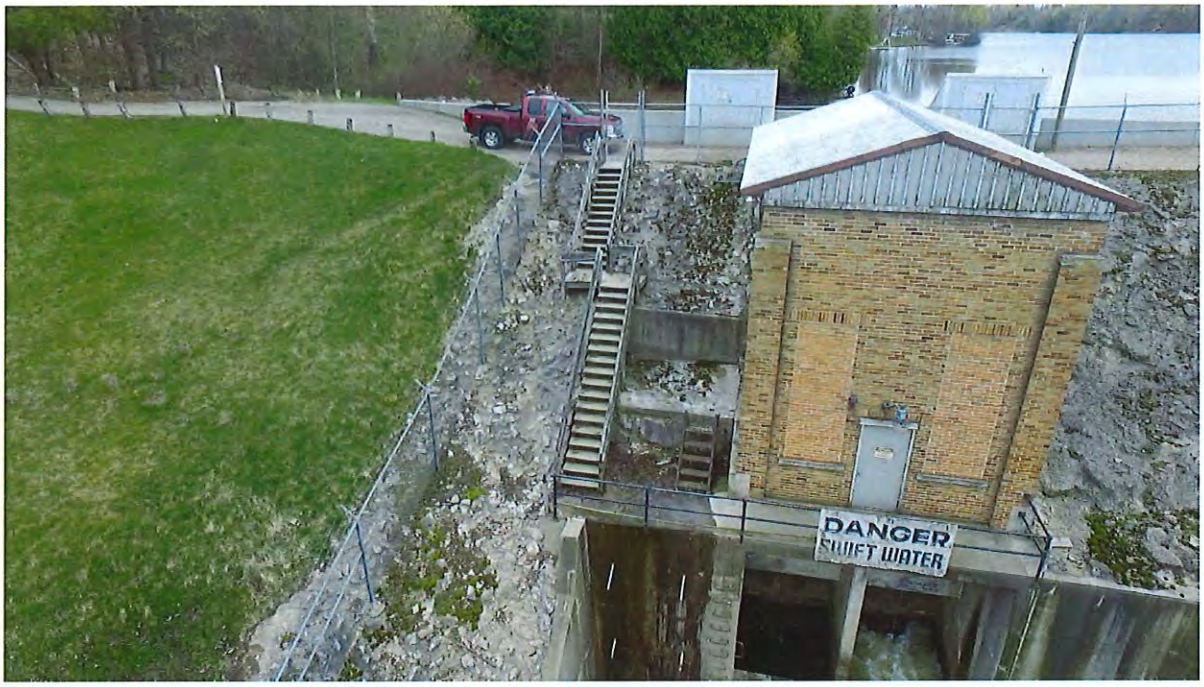
Recommended Improvements

In order to repair these issues, we recommend removing the existing retaining walls, the existing grouted rip rap, and the existing stairway. With these items removed, the eroded soil beneath them can be replaced and the powerhouse wall can be sealed. New retaining walls are recommended with a new steel or aluminum stairway.

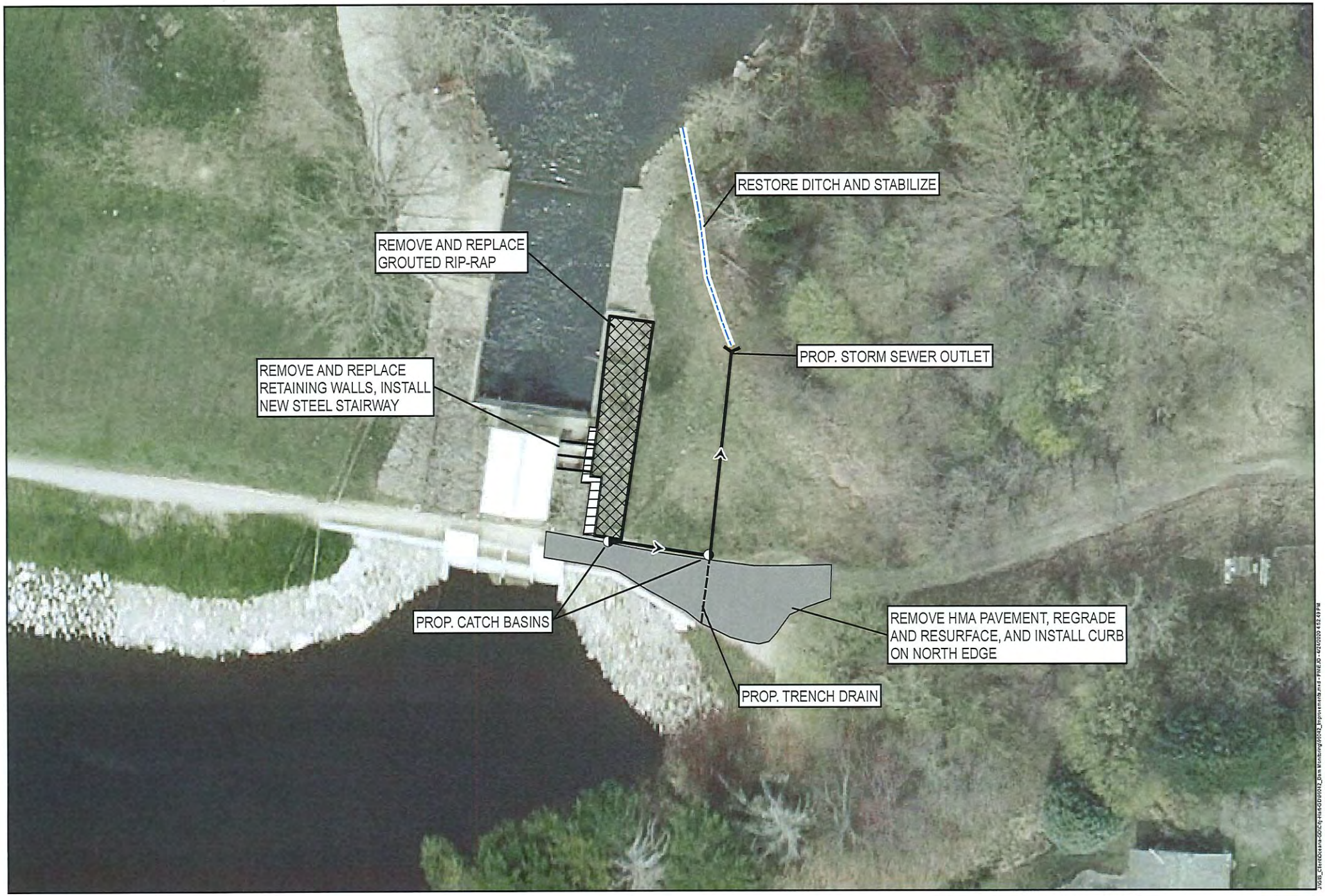
To fix the erosion and run off issues, we recommend removing the existing access road, regrading it, and installing two catch basins and a trench drain. With proper grading and location of the catch basins, the water can be controlled prior to washing down the back of the embankment. This storm system will outlet into an existing ditch which is recommended to be stabilized with either stone or concrete blanket.

Sincerely,
Prein&Newhof

Matthew R. Hulst, P.E.


DANGER
SWIFT WATER





SCALE: 1 " = 40 '

CITY OF HART
Oceana County, MI

PROPOSED IMPROVEMENTS TO HART DAM

Prein&Newhof
96042

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

February 26, 2021

Ms. Lynne Ladner, Manager
City of Hart
407 State Street
Hart, MI 49420

Re: Professional Engineering Services for Hydroelectric Dam Slope Improvements

Dear Ms. Ladner:

We are pleased to have the opportunity to provide the following proposal for engineering services for the proposed improvements to the Hart Hydroelectric Dam. It is our understanding this project will be constructed in the summer of 2021.

The project planned consists of:

- Removal of the existing stairway, grouted rip-rap, and retaining walls along the east side of the powerhouse and tailrace.
- Installation of a new steel stairway, new retaining walls, and sealing of the powerhouse wall.
- Installation of new slope armoring.
- Removal of existing storm collection system at the top of the dame and installation of new catch basins and trench drain with outlet to the Pentwater River.
- Regrade and repave the top of the embankment along the east side to control runoff.

Our proposed scope of work will include the following:

Design Phase

- Initial site visit with structural engineer to review dam structure,
- Topographic survey of the project area,
- Site design including storm sewer and pavement,
- Structural design of stairway and retaining walls,
- Prepare construction plans for all improvements and bidding documents,
- EGLE Dam Safety Permit Application including PE stamped plans,

Notes: Permit fees are not included.

Construction Phase

- Run a preconstruction meeting;
- Provide Construction Observation, assumed 82 hours of construction observation for all activities, visits will be periodic during critical phases of construction;
- Provide construction staking;
- Provide a project administration including, payment applications, and contract modifications up through project close out. Assumed 2 payment applications and one contract modification;

4910 Stariha Drive Muskegon, MI 49441 t. 231-798-0101 f. 231-798-0337 www.preinnewhof.com

- Complete Record Drawings including submittal to EGLE Dam Safety Unit.

We estimate the cost for the work to be $49,100. If you have any questions regarding this proposal please let us know.

Sincerely,

Prein&Newhof



Matthew R. Hulst, P.E.

C:

Enclosure: Fee

Professional Fees Worksheet

City of Hart Dam Stairway

Design (2021)	
Preliminary Design (2021)	
Topographic Survey	$3,200
Prelminary Investigation	$800
Site visit	$1,500
Design (2021)	
Site Design	$4,800
SESC Permit Application	$100
Dam Safety Permit Application	$4,300
Stair and Retaining Wall Design	$9,900
Specifications	$1,300
Opinion of Probable Cost	$700
QA/QC	$1,400
Bid Phase (2021)	
Advertise and Issue Bid Package	$800
Bidder Questions	$400
Addenda	$300
Attend Bid	$500
Review Bids/Recommend Award	$300
Design Subtotal	**$30,300**
Construction Engineering Services (2021)	
Preconstruction Meeting and Minutes	$800
Construction Staking	$2,100
Shop Drawing Review	$2,000
Site work CO (1 Week)	$4,200
Stair and Retaining wall	$4,500
Project Administration	$2,000
Change Orders (1)	$400
Pay Apps (2)	$600
Punch List Visit	$600
Record Plans/Closeout	$1,600
Construction Engineering Subtotals	**$18,800**
Project Grand Total	**$49,100**

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021- 14 Authorizing final design, bidding, and construction engineering of the Hansen St. construction project

---

Ladies and Gentlemen,

In FY 19 and FY 21 the City has applied to MDOT for Category B transportation grant funding designated for small community local street projects for the reconstruction of Hansen St from a gravel street to a hard surface asphalt street with repairs and updates to stormwater drainage and the replace of the water surface line in accordance with the state mandate for water service line replacements for any line that is known or suspected to have potentially been constructed using lead piping or joints. There is one service line in this project that would be affected that connects the World of Wonder Child Care Center to the City water distribution system We have not received funding for the project

As part of the same project, the reconstruction of the driveway and parking surfaces at the Public Works building would take place again converting from gravel to hard surfacing material. Combining these two projects into a single project for design, bidding, and construction allows us to take advantage of economies of scale by eliminating a need to pay for second project engineering separately and construction mobilization when the area of work is not only adjacent but could be integrated eliminating needs to match surface levels and potential damage to the street project when the parking and driveway project would be completed. This project is in the current FY 21 budget and if necessary that it extend into FY 22 by completing the design and bidding at this time will allow us to adequately plan and budget for any costs that extend into the new fiscal year during the budgeting process. The City's local streets millage when initially passed and in the most recent extension list the transition of gravel streets in the city to hard surfacing as an intended use of these funds.

It is my recommendation that the Council adopt Resolution 2021- 14 Authorizing final design, bidding, and construction engineering of the Hansen St. construction project.

Lynne

RESOLUTION 2021 - 14
City Council
City of Hart, Michigan
Oceana County

Resolution Authorizing final design, bidding, and construction engineering of the Hansen St. construction project

WHEREAS, the City budgeted in FY 21 for the reconstruction of Hansen St from gravel to a hard surface street, the replacement of the gravel surfacing of the DPW parking lot, installation of replacement and new stormwater catch basins and water service line replacements; and

WHEREAS, the efforts to obtain grant funding from MDOT to assist in the project have been unsuccessful in both 2019 and 2020; and

WHEREAS, local streets millage as approved by the voters in part was approved for the transition of gravel streets to hard surface streets;

NOW, THEREFORE, NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Accepts the proposal from Prein Newhoff for the design, bidding and construction engineering of the Hansen St. construction project; and

Authorizes moving forward with the project.

Moved by _____, supported by _____ , and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

February 26, 2021

Ms. Lynne Ladner, Manager
City of Hart
407 State Street
Hart, MI 49420

Re: Professional Engineering Services for Hanson Street Reconstruction

Dear Ms. Ladner:

We are pleased to have the opportunity to provide the following proposal for engineering services for the reconstruction of Hanson Street from State Street to the Hart Street ROW. It is our understanding this project will be constructed in the summer of 2021.

The project planned consists of:

- Removal of existing aggregate, placing fill, new aggregate, and paving with HMA. Curb and gutter will be installed at the intersections only.
- Replacement of storm catch basins as needed and provide additional storm structures if necessary. We will look for ways to handle storm water using infiltration and other BMPs.
- Replacement of water services in the project limit.
- Provide a turnaround utilizing the parking lot of 302 Hanson Street.
- Replace the aggregate for the DPW parking lot and repave with HMA.

Our proposed scope of work will include the following:

Design Phase

- Road and pavement design,
- Parking lot design,
- Prepare preliminary construction plans at a scale of 1" = 40' horizontal and 1" = 4' vertical,
- MDOT ROW permit and SESC permit applications,

Notes: Survey and soil borings were completed previously. Permit fees are not included.

Construction Phase

- Provide Construction Observation, assumed 80 hours of construction observation for road improvements and 40 hours for parking lot improvements;
- Provide construction staking;
- Provide a project administration including, payment applications, and contract modifications up through project close out. Assumed construction will be completed in 4 weeks requiring 3 payment applications and one contract modification;
- Complete Record Drawings;
- Replacement of property irons disturbed during construction.

4910 Stariha Drive Muskegon, MI 49441 t. 231-798-0101 f. 231-798-0337 www.preinnewhof.com

We estimate the cost for the work to be $41,000. Please let us know if you have any questions or concerns regarding this.

Sincerely,

Prein&Newhof

Matthew R. Hulst, P.E.

C:

Enclosure: Fee Breakdown

Professional Fees Worksheet

City of Hart Hanson

Design (2021)	
Preliminary Design (2021)	
Review Meeting	$900
Design (2021)	
Road Design	$5,700
SESC Permit Application	$300
Parking lot grading design	$5,700
Specifications	$1,500
Opinion of Probable Cost	$400
QA/QC	$900
Bid Phase (2021)	
Advertise and Issue Bid Package	$900
Bidder Questions	$200
Addenda	$300
Attend Bid	$500
Review Bids/Recommend Award	$500
Design Subtotal	**$17,800**
Construction Engineering Services (2021)	
Preconstruction Meeting and Minutes	$600
Construction Staking Road	$2,000
Construction Parking Lot	$3,800
Road Reconstruct CO (2 weeks)	$7,300
Parking Lot CO (1 weeks)	$3,600
Project Administration	$1,000
Change Orders (1)	$200
Pay Apps (3)	$1,000
Punch List Visit	$1,100
Record Plans/Closeout Road	$1,700
Iron Replacement	$900
Construction Engineering Subtotals	**$23,200**
Project Grand Total	**$41,000**

Prein&Newhof
Engineers▪Surveyors▪Environmental▪Laboratory

Estimate of Probable Cost

Owner:
City of Hart

Project Title:
Hanson Street Reconstruction - State Street to Hart Street

Date:
April 9, 2020

Project #:
2200381

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization	1	LS	$15,000	$15,000
2	Fill	575	Cyd	$10	$5,750
3	Machine Grading, Modified	7	Sta	$2,500	$17,000
4	Aggregate Base, 8 inch	2,300	Syd	$10	$23,000
5	Traffic Control	1	LS	$1,000	$1,000
6	Ditching/Grading Improvements	1	LS	$15,000	$15,000
7	HMA (330#/syd)	400	Ton	$110	$44,000
8	Curb and Gutter, Conc	650	Ft	$25	$16,250
9	Restoration	7	Sta	$1,500	$10,500
				Subtotal:	**$147,500**
				Allowance for Engineering, Administration and Legal (15%):	**$22,125**
				Contingency (10%):	**$15,375**
				Total Project Cost:	**$185,000**

These prices are based on costs observed during the 2019 and 2020 construction season. Please note that a detailed design has not yet been completed.

Prein&Newhof
Engineers▪Surveyors▪Environmental▪Laboratory

Estimate of Probable Cost

Owner:
City of Hart

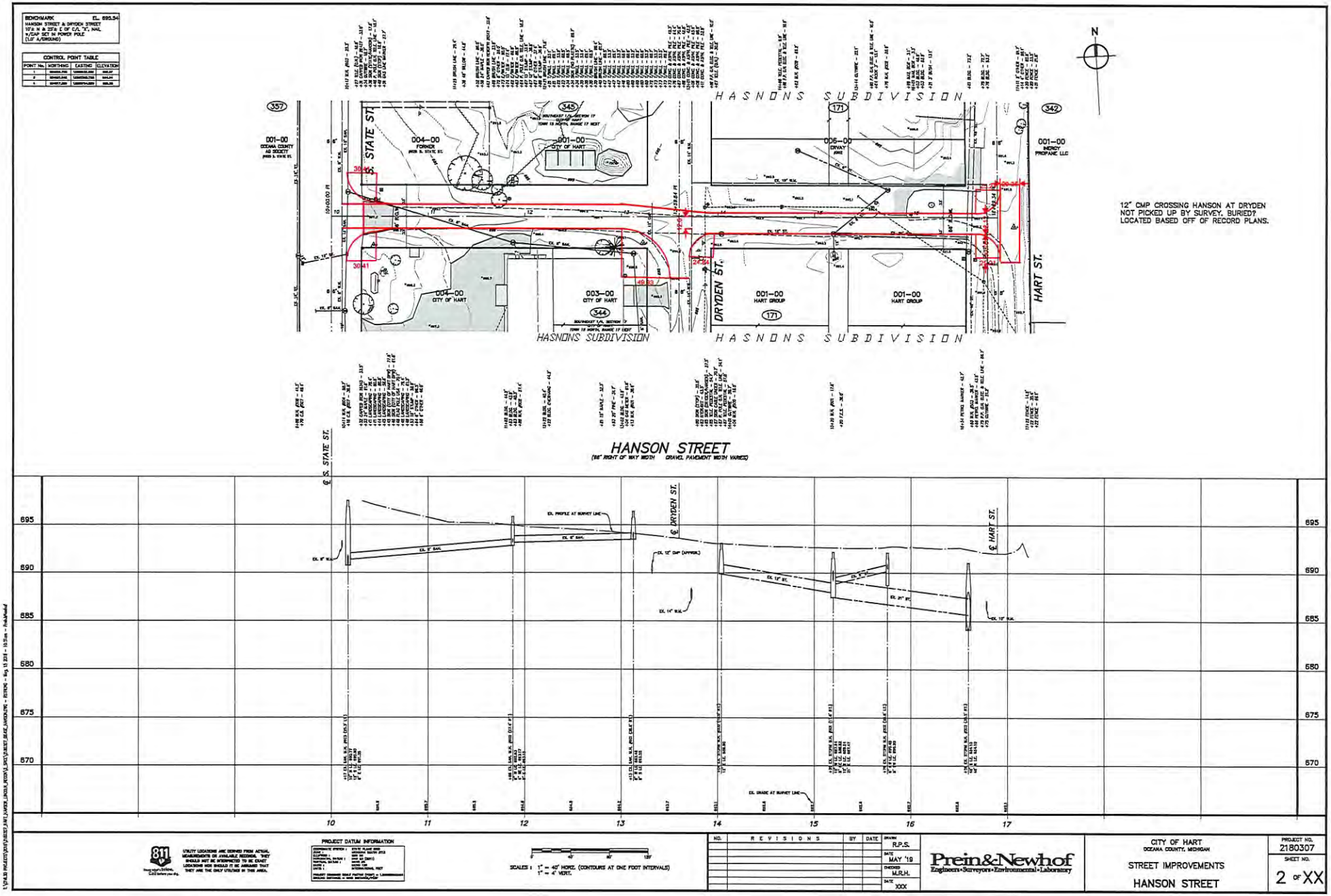
Project Title:
DPW Parking Lot Paving

Date:
April 23, 2020

Project #:
2200381

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization	1	LS	$10,000	$10,000
2	Aggregate Base, 8 inch	2,000	Syd	$10	$20,000
3	HMA (330#/syd)	360	Ton	$135	$48,600
4	Misc. Stormwater Improvements	1	LS	$10,000	$10,000
				Subtotal:	**$88,600**
				Contingency (10%):	**$8,900**
				Total Project Cost:	**$97,500**

These prices are based on costs observed during the 2019 and 2020 construction season. Please note that a detailed design has not yet been completed.



811 UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.

PROJECT DATUM INFORMATION

SCALES : 1" = 40' HORZ. (CONTOURS AT ONE FOOT INTERVALS)
1" = 4' VERT.

NO.	REVISIONS	BY	DATE

DRAWN R.P.S.
DATE MAY '19
CHECKED M.R.H.
DATE XXX

Prein&Newhof
Engineers • Surveyors • Environmental • Laboratory

CITY OF HART
OCEANA COUNTY, MICHIGAN
STREET IMPROVEMENTS
HANSON STREET

PROJECT NO. 2180307
SHEET NO. 2 OF XX

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021- 15 Authorizing Energy utility pole inspection, GPS locating and electronic documentation, attachment verification, and tagging

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Ladies and Gentlemen,

Although the State of Michigan has not implemented an Asset Management Plan program requirement for Municipal Energy Utilities that does not lessen the importance of implementing a program for the Energy Department. It is recommended by the American Public Power Association and other agencies such as the Michigan Electric Cooperative Association, Michigan Municipal Electric Association, and the MPPA that asset management plans be developed to assist with long-term planning, identification, and location of the utility assets.

The Energy Department has approximately 1,400 utility poles in service currently throughout the system. It is recommended that utility poles be inspected regularly at least every 5 years for potential damage, deterioration, and infestation. The Energy Department has only been able to locate two companies that provide the services that are needed for the completion of the Asset Management Plan one a local Michigan company American Energy Services (Richmond, MI), and the other from out of state Osmose (Peachtree City, GA). The intent of the project which is budgeted for in FY 21 will include the inspection of the poles (the companies each do this in different ways), identifying the exact location through the use of GPS technology of each pole, any and all attachments (some known others unknown) for each pole, and the placement of an ID tagging system.

Company	Inspection Type	Cost	Data Collection (attachements, GPS location) Cost	Tagging Cost	Additional Items	Cost	Total Cost
American	Reported Pole (Visual)	$4.00	$2.00	$1.00	Job Summary	$15.00	$9,815.00
American	Sonic Testing	$6.75	$2.00	$1.00		$15.00	$13,665.00
Osmose	Visual (Reported)	$9.17	included	$2.75	GPS/GIS proprietary system, info hosted on vendor site for one year, additional access costs not quoted		$16,688.00
Osmose	Sound (Hammer) and Bore	$11.22	included	$2.75	GPS/GIS proprietary system, info hosted on vendor site for one year, additional access costs not quoted		$19,558.00
Osmose	Partial Excavate (upgrade based upon Sound & Bore results)	$17.37		$2.75	GPS/GIS proprietary system, info hosted on vendor site for one year, additional access costs not quoted		TBD as can not determine the number of poles that would need this level until Sound & Bore inspection completed.
Approximately 1,400 poles in system for inspection							

It is my recommendation that the Council adopt Resolution 2021- 15 Authorizing Energy utility pole inspection, GPS locating and electronic documentation, attachment verification, and tagging

Lynne

RESOLUTION 2021 - 15
City Council
City of Hart, Michigan
Oceana County

Resolution Authorizing Energy utility pole inspection, GPS locating and electronic documentation, attachment verification, and tagging

WHEREAS, the Energy department as part of their ongoing preventative maintenance program needs to complete an inspection and survey of all in-service utility poles within the system; and

WHEREAS, the Energy Department has obtained pricing for the needed services from two companies American Energy Services (Richmond, MI) and Osmose (Peachtree City, GA) with pricing listed as below;

Company	Inspection Type	Cost	Data Collection (attachements, GPS location) Cost	Tagging Cost	Additional Items	Cost	Total Cost
American	Reported Pole (Visual)	$4.00	$2.00	$1.00	Job Summary	$15.00	$9,815.00
American	Sonic Testing	$6.75	$2.00	$1.00		$15.00	$13,665.00
Osmose	Visual (Reported)	$9.17	included	$2.75	GPS/GIS proprietary system, info hosted on vendor site for one year, additional access costs not quoted		$16,688.00
Osmose	Sound (Hammer) and Bore	$11.22	included	$2.75	GPS/GIS proprietary system, info hosted on vendor site for one year, additional access costs not quoted		$19,558.00
Osmose	Partial Excavate (upgrade based upon Sound & Bore results)	$17.37		$2.75	GPS/GIS proprietary system, info hosted on vendor site for one year, additional access costs not quoted		TBD as can not determine the number of poles that would need this level until Sound & Bore inspection completed.
Approximately 1,400 poles in system for inspection							

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL

> *Accepts the price quotes for the inspection and survey of the Energy Department in-service utility poles and awards the project to American Energy Services for the completion of Sonic Pole Testing, Data Collection, Tagging, and completion of the Job Summary report in the amount of $9.75/pole for an estimated 1,400 poles equaling $13,650.00 with the additional cost of $15.00 for the Job Summary Report.*

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

AMERICAN ENERGY SERVICES, INC.
69210 Skinner Dr., P.O. Box 295, Richmond, MI 48062 1-800-458-5232 Fax: 586-727-3904
www.americanenergy.us

PLEASE READ CAREFULLY SINCE SOME THINGS HAVE CHANGED

January 8, 2021

PROPOSAL
2021 RATES

TO: City of Hart Energy Department
3907 N. Oceana Dr.
Hart, MI 49420

ATTN: Mike Schiller - Superintendent

American Energy Services will furnish necessary Labor, Transportation and Equipment to inspect the requested amount of in-service distribution poles designated by City of Hart Energy Department.

The utility shall provide all correct maps and or mapping files prior to the start of the job.

METHOD OF INSPECTION AND PRICE EXTENSION

SONIC AND BORE

	OPERATION	UNIT PRICE
A.	**Reported Pole**	**$4.00**
	***** 4 yrs. or newer*****	
B.	**Sonic Tested Pole**	**$6.75**
	***** 5 yrs. or older*****	

REV2017

Any additional field work over and above the methods of inspection or optional services will be billed at a T&M rate of $150.00 per crew hour for a 2 man crew. Single man crew $87.50 per crew hour. Additional man $65.00 man hour.

Any additional clerical/IT work over and above the aforementioned options and services will be billed at a T&M rate of $45.00 per hour.

These rates will only be implemented with the mutual consent of _____ and American Energy Services, Inc.

Thank you for this opportunity. I am looking forward to being of service to City of Hart Energy Department

Someone from A.E.S. will be in contact to approve any and all electronic databases and or options prior to the start of the job.

******* The years for Sonic Tested poles has switched from 10 yrs to 5 yrs or older due to significant failures found throughout the systems of customers and due to the quality of poles and treatments that are now available.*******

I, _____, agree that any changes to this contract/proposal need to be approved by Charles J. Powers or Jeff Wyrembelski. Our field personnel DO NOT have consent or authority to make any changes or agree to any changes on this proposal without consent from management.
Charles Powers Cell: 321-591-5902; Jeff Wyrembelski 989-751-8550.

AMERICAN ENERGY SERVICES, INC.

Charles J. Powers
Vice President Sales

Accepted this _____ day of _____, 2021

City of Hart Energy Department

By _____

REV2017

Osmose THE STRUCTURE COMPANY

February 22, 2021

Mr. Mike Schiller
Energy Superintendent
City of Hart – Energy Department
3907 N Oceana Drive
Hart, MI 49420

RE: POLE INSPECTION AND TREATMENT PRICING PROPOSAL – 2021

Dear Mr. Schiller:

Osmose is submitting the attached proposal for your approval and acceptance.

We have included Exhibits A and B, as they are an integral part of this proposal that outline the technical specifications we are proposing, as well as the inherent limitations of various inspection and treatment methods currently available to the utility industry.

Any contract or agreement that results from this proposal shall include Exhibit A, whether or not it is specifically referenced in the contract and should be referenced in any Purchase Order issued for work specified under this contract.

We look forward to working with you on this important project. If this proposal is acceptable, *please sign and return the attached Acceptance of Proposal along with an executed copy of our General Services Agreement* so we can schedule crews to begin this project.

COVID-19 presents an unprecedented situation for all business entities. The following provision is intended to protect both parties throughout the performance of a contract, purchase order or subcontract resulting from this proposal: Notwithstanding any provision(s) of this Proposal, if as a direct or indirect result of any virus, disease, contagion, including but not limited to COVID-19 (individually or collectively, "Epidemic"), Contractor's work is delayed, disrupted, suspended, or otherwise impacted, including, but not limited to, by (1) disruptions to material and/or equipment supply; (2) illness of Contractor's workforce and/or unavailability of labor; (3) government quarantines, shelter in-place orders, closures, or other mandates, restrictions, and/or directives; (4) Owner restrictions and/or directives; and/or (5) fulfillment of Contractor's contractual or legal health and safety obligations associated with an Epidemic; then Contractor shall be entitled to an equitable adjustment to the Contract schedule and duration to account for such disruptions, suspensions, and impacts. To the extent COVID-19 and the impacts thereof result in an increase in the price of labor, materials, or equipment used in the performance of this Contract, Contractor shall be entitled to an equitable adjustment to the Contract price for such increases, provided Contractor presents satisfactory documentation of such increases and evidence of Contractor's reasonable efforts to find alternative sources of material or equipment supply and/or labor at the original/nonimpacted prices and/or estimates.

No such equitable adjustments to the schedule or pricing shall be made unless disclosed to the non-requesting party prior to the incurrence of the costs or conditions necessitating such equitable adjustments. In such event, the non-requesting party shall have the option to cancel the portion of the work affected, or to agree to such equitable adjustments in writing. In the event of mutual agreement, such equitable adjustments shall become a portion of the contract.

If you need further assistance or have any questions concerning this proposal, please do not hesitate to contact Paul Brewster at (812) 801-5278.

Sincerely,

Jose Villalba
Vice President-Contracts

Attachment
JV/dj

C: File.1033901

Price Schedule 1
Effective 02/22/2021 - 12/31/2021

Line	Item		Price
1	VISUAL	$	9.17
2	SOUND AND BORE	$	11.22
3	PARTIAL EXCAVATE	$	17.37
4	INSTALL POLE TAG	$	2.75

Osmose THE STRUCTURE COMPANY

ACCEPTANCE OF PROPOSAL

To accept the attached proposal as written and authorize the work to be performed, please fill out, sign and return this page via email to OsmoseContracts@Osmose.com. This price proposal is valid for 90 calendar days from the date of the proposal.

SIGNATURES

We hereby accept the attached proposal as written and authorize Osmose Utilities Services, Inc. to perform the work. Osmose will perform the work in accordance with the terms and conditions under our General Services agreement dated February 22, 2021, once executed.

AUTHORIZED SIGNATURE	
PRINTED NAME	
DATE	
COMPANY NAME	City of Hart – Energy Department

OSMOSE CONTACT

If you have any questions or would like to discuss this proposal in more detail, please contact:

NAME	Paul Brewster
TITLE	Director Business Development
PHONE	(812) 801-5278
JOB #	1033901
PROJECT DESCRIPTION	POLE INSPECTION AND TREATMENT

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021- 16 authorizing engineering services for Griswold Lift Station Emergency Repairs

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Ladies and Gentlemen,

Upon inspection of the Griswold Street Lift Station exposed areas of the vertical discharge pipes that have collapsed or substantially degraded were discovered. This lift station is the primary (main) station handling flows from the City to the BioPure plant repairs are necessary to eliminate discharge and infiltration issues from the facility which could lead to additional damages to the wastewater collection system and possible deficiencies or other action from the state up to and including fines.

The repairs will require that the lift station be taken offline to complete and the implementation of a temporary bypass system is a necessary but expensive cost. Additional work had been planned as part of a separate future capital improvement project it would be prudent to do the additional work on the horizontal pipe ad fittings and to line the interior walls which are degrading, which would also require the lift station to be taken offline and bypassed at this time to avoid the bypassing expenses a second time.

It is my recommendation that the Council adopt Resolution 2021- 16 authorizing engineering services for Griswold Lift Station Emergency Repairs

Lynne

RESOLUTION 2021 - 16
City Council
City of Hart, Michigan
Oceana County

Resolution authorizing engineering services for Griswold Lift Station Emergency Repairs

WHEREAS, an inspection of the Griswold Street Lift Station exposed areas of the vertical discharge pipes that have collapsed or substantially degraded; and

WHEREAS, this lift station is the primary (main) station handling flows from the City to the BioPure plant repairs are necessary to eliminate discharge and infiltration issues from the facility which could lead to additional damages to the wastewater collection system; and

WHEREAS; as the repairs will require that the lift station be taken offline to complete and the implementation of a temporary bypass system it would be prndent to do additional work on the horizontal pipe ad fittings and to line the interior walls which are degrading, work that had been planned for a future project but that would require the lift station being taken offline again;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL

> *Accepts the proposal for engineering services in the amount of $7,200 for the Griswold St. emergency lift station repairs and authorizes the inclusion of the horizontal pipe and interior wall work as optional additional work to be determined based upon pricing.*

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

February 26, 2021

Ms. Lynne Ladner, Manager
City of Hart
407 State Street
Hart, MI 49420

RE: Proposal for Professional Engineering Services
Griswold Street Lift Station Emergency Repair

Dear Lynne:

The following outlines the anticipated scope of work and fees to assist the City with the emergency repair of the internal piping in the Griswold Street Lift Station. It is our understanding that you would like us to provide professional engineering services to assist in obtaining contractors for the project.

Scope of Work

- Perform onsite visit to obtain information necessary for designing the project.
- Evaluate pipe materials to select an appropriate pipe and/or coating for this environment.
- Develop technical specifications to be used for obtaining quotes from three local contractors familiar with this type of work. Construction plans will consist of providing record plans of the station notated to show the proposed work.
- Assist the City with obtain quotes from three contractors including answering questions.
- Review material submittals from the selected Contractor.
- Perform two site visits during construction to review proper preparation and construction.
- Prepare as-built record plans for City records.

We are proposing to obtain quotes with a base bid for replacing the vertical discharge pipes for all three pumps. Since this main station, which handles all flow from the City to the BioPure plant, will be out of service for the work, we recommend also getting prices for replacing the additional horizontal pipe and fittings to outside the station, and to line the interior walls of the lift station, which have also been degrading. We will set this up in the quotation package so that the City can choose to do the extra work, or not, depending on prices. This additional work was going to be included in the future wastewater work but, again, since the station will already have to be bypassed for the repair, it would be a cost savings to do it now.

Schedule
We are prepared to begin this work immediately and complete the specifications within two weeks of approval.

Fee
We propose to perform the work scope of services outlined for a maximum not to exceed cost of above for the lump sum of $7,200. Should additional services be requested by you or required by conditions encountered, we will contact you and obtain your authorization prior to performing such services. An approximate breakdown of the fee is attached.

If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

Prein&Newhof

Barbara E Marczak, P.E.

Enclosures: Fee

City of Hart
Griswold LS Emergency Repair

Professional Fee Estimate

Work Item	Cost
Design	
Select Replacement Pipe	$754.00
Determine Plan for surface prep and coating	$344.00
Determine plan for replacement of pipe from wet well to valve chamber	$300.00
Scope of Work/Specifications for Quotes by 3 Contractors	$1,900.00
Sketches	$500.00
Assist with Quotes, Answer Questions	$500.00
QA	$400.00
TOTAL	**$4,700.00**

Construction	
Review Submittals	$600.00
Visit for surface prep	$700.00
Visit for coating	$700.00
Record Plans	$500.00
TOTAL	**$2,500.00**

TOTAL **$7,200.00**

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021- 17 authorizing engineering services for SRF and USDA applications for Wastewater system improvements

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Ladies and Gentlemen,

As part of the Stormwater, Asset Management and Wastewater (SAW) program improvements to the wastewater collection system have been identified as being necessary to ensure that the City can continue to adequately serve our existing industrial customers and prepare for their projected growth and the potential for other industrial growth in the City. As part of the City's work to ensure fiscal responsibility but taking steps to eliminate debt the City is in a strong financial situation for basic operating cost.

However, due to stagnation in sewer rates for all customers, the City has not been adequately putting funding aside to build up cash reserves to enable the City to pay for what are now necessary capital improvement projects that can not continue to be deferred. It is necessary for the City to borrow money to pay for the capital improvements that have been determined as necessary through the SAW program and that has also become necessary for the continued growth and expansion of our commercial and industrial customers.

Applying for funding through the State Revolving Loan Fund (SRF) and/or the United States Economic Development Administration may provide the City with the opportunity to qualify for principal forgiveness (grant funding) which may reduce the overall cost of the project. However, it will still be necessary for the City to consider the financial recommendations that were included in the completed SAW grant process which includes adjusting the sewer rates for all classes of sewer utility customers. These recommendations have been presented to the council previously but as we move forward with authorizing these projects and applying for funding assistance they will be updated and brought back to the council for adoption with the FY 22 budget.

It is my recommendation that the Council adopt Resolution 2021- 17 authorizing engineering services for SRF and USDA applications for Wastewater system improvements

Lynne

RESOLUTION 2021 - 17
City Council
City of Hart, Michigan
Oceana County

Resolution authorizing engineering services for SRF and USDA applications for Wastewater system improvements

WHEREAS, as part of the Stormwater, Asset Management and Wastewater (SAW) program improvements to the wastewater collection system have been identified as being necessary to ensure that the City can continue to adequately serve our existing industrial customers and prepare for their projected growth and the potential for other industrial growth in the City; and

WHEREAS, it is necessary for the City to borrow money to pay for these capital improvements that have been determined as necessary; and

WHEREAS; applying for funding through the State Revolving Loan Fund (SRF) and/or the United States Economic Development Administration may provide the City with the opportunity to qualify for principal forgiveness (grant funding) which may reduce the overall cost of the project;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL

> *Accepts the proposal for engineering services not to exceed $31,500 for the capital improvement projects as identified in the SAW grant as necessary and prudent for the ongoing service to our industrial customers.*

Moved by _____, supported by _____ , and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

February 25, 2021

Ms. Lynne Ladner, City Manager
City of Hart
407 State Street
Hart, MI 49420

RE: Professional Engineering Services, SRF and USDA Applications

Dear Ms. Ladner:

The U.S. Economic Development Administration (EDA) and the West Michigan Shoreline Regional Development Commission (WMSRDC) have reviewed the draft EDA grant application and Preliminary Engineering Report recently prepared. These agencies have indicated that they think this is a good project for the EDA grant program. At this time, the EDA does not have money to fund the project but expects there will be money for FY2022, which begins October 1, 2021. The EDA and WMSRDC representatives encouraged completion of the application prior to that time so the application can be considered early in the cycle. The City is also in an "Opportunity Zone," which gives it special priority in the ranking process.

As a result of these discussions, the EDA indicated that the following is needed to further support the grant application:

1. Beneficiary form (EDA 900B) or at least letters of support from the major industries being served.
2. Proof of the matching funding to come from the city.

As we have been discussing with you over the last few years, funding for the matching amount needed for wastewater system improvements is likely to come from low interest loan programs through Michigan's State Revolving Loan program (SRF) and/or the United States Rural Development (USDA) Rural Development (RD) infrastructure programs. Both agencies offer low interest loans (around 2% interest) with the possibility of grant components. Until the applications are submitted, it is not clear which program will come through with the best deal for the City. Therefore, we recommend applications to both concurrently. While each has its own requirements, they are similar so that there will be some efficiencies in doing both at the same time. Time is of the essence since the SRF program has a strict deadline that is coming up. SRF awards funds only once per year. USDA applications are accepted at any time. The schedule proposed for the SRF application is as follows:

Activity	Date
Prepare Project Plan	March – April 24, 2021
Draft Project Plan and Public Notice	April 24, 2021
30-Day Public Comment Period	April 24, 2021 – May 24, 2021
Public Hearing	May 24, 2021
City Resolution to adopt plan	May 24, 2021 City council meeting
Submit Project Plan to EGLE	June 1, 2021
Project List Issued by EGLE	September, 2021

The scope of work we propose includes the following:

- Preparation of SRF Project Plan (includes project description and review of 5-year and 20-year needs, alternatives analysis, cost effective analysis, and environmental permitting requirements)
- Preparation of USDA RD Preliminary Engineering Report (includes project description and need, alternatives analysis, capital and operation and maintenance costs)
- Preparation of USDA RD Environmental Report (includes review of potential environmental impacts and mitigation analysis)
- Preparation of documents for public comment
- Presentation and receive comments at public hearing (will include transcription service for hearing)
- Respond to comments as needed
- Prepare final drafts of reports and submit to agencies

We propose to conduct this work at our normally hourly rates with a maximum not to exceed cost of $31,500. Please contact us to review next steps and with any questions you may have.

Sincerely,

Prein&Newhof

Barbara E. Marczak, P.E.

BEM/bem

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 2/19/2021
Re: Resolution 2021- 18 authorizing engineering services for the Veteran's Park Improvements and Pointe Park Development

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Ladies and Gentlemen,

The improvements to Veteran's Park and the development of Pointe Park are both projects which the City agreed to complete as part of the negotiations with the Federal Energy Regulatory Commission (FERC) when the City went through the re-licensing process for the Hart Lake Dam. The overall anticipated cost for completion of the Veteran's Park improvements is $994,000 and the development of Pointe Park is estimated to be 514,000 for a total of $1,508,000 of which $300,000 would be the DNR grant funding that can only be used for the Veteran's Park improvements.

These projects are designated to have construction completed by the end of 2022 in the agreement with FERC. make it advisable to prepare for both submission of the USDA-RD application or the issuance of other borrowing mechanisms so as to identify the best interest rates and terms;

Discussions with the United States Department of Agriculture, Rural Development Community Facilities program have identified the completion of these two projects as eligible for funding; and with current bond market rates it is prudent that the City move forward with these projects making it advisable to prepare for both submission of the USDA-RD application or the issuance of other borrowing mechanisms so as to identify the best interest rates and terms.

The preliminary work on these projects have been completed by Prein Newhoff but with the significant amount of work that is being proposed for completion by Prein Newhoff just in this meeting along with the other general engineering work being done by Prein Newhoff, I feel that it is prudent for the City to transition these park projects for completion to Fleis and Vandenbrink one of the other engineers the Council designated as qualified engineers for City projects through the RFQ process completed in 2020.

It is my recommendation that the Council adopt Resolution 2021- 18 authorizing engineering services for the Veteran's Park Improvements and Pointe Park Development

Lynne

RESOLUTION 2021 - 18
City Council
City of Hart, Michigan
Oceana County

Resolution authorizing engineering services for the Veteran's Park Improvements and Pointe Park Development

WHEREAS, as the City has received grant funding from the DNR Trust Fund in the amount of $300,000 for improvements to Veteran's Park; and

WHEREAS, the improvements to Veteran's Park and the development of Pointe Park are both projects which the City agreed to complete as part of the negotiations with the Federal Energy Regulatory Commission (FERC) when the City went through the re-licensing process for the Hart Lake Dam; and

WHEREAS; the overall anticipated cost for completion of the Veteran's Park improvements is $994,000 and the development of Pointe Park is estimated to be 514,000 for a total of $1,508,000 of which $300,000 would be the DNR grant funding; and

WHEREAS; discussions with the United States Department of Agriculture, Rural Development Community Facilities program have identified the completion of these two projects as eligible for funding; and

WHEREAS; with current bond market rates it is prudent that the City move forward with these projects that are designated to have construction completed by the end of 2022 in the agreement with FERC make it advisable to prepare for both submission of the USDA-RD application or the issuance of other borrowing mechanisms so as to identify the best interest rates and terms;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL

> *Accepts the proposal for engineering services for the application, design, bidding and construction of the Veteran's Park Improvements and Pointe Park Development not to exceed $196,000*

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on March 9, 2021.

Ayes: _____ Nays: _____ Absent: _____

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.

_____
Karla Swihart, City Clerk

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

February 2, 2021

Ms. Lynne Ladner
City of Hart
407 State St.
Hart, MI 49420

RE: Proposal to provide Design and Construction Engineering Services for the Pointe and Veterans Park Improvements Project

Dear Lynne:

Fleis & VandenBrink (F&V) is excited to assist the City of Hart with design and construction engineering services for the Veterans Park and Pointe Park Improvements Project.

Congratulations on obtaining a MNRTF grant to upgrade Veterans Park. We understand that for the rest of the cost of Veterans Park and for Pointe Park the City will be applying for funding through the USDA's Rural Development Community Facilities program. Improvements to Veterans Park will include removal of some existing infrastructure, a new parking lot, a boardwalk, a kayak launch, a performance stage/gathering shelter, a restroom building among other improvements. Improvements to Pointe Park include site grading, an overlook, a vault toilet, 2 shelters, landscaping and other improvements.

Our project team of Landscape Architects and Engineers brings over eighty (80) years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design, which must be taken into consideration to meet the needs of active, passive and challenged users in an integrated park setting. We have assisted many communities such as yours in the design and grant administration for recreation projects as required by the guidelines outlined by the Michigan Department of Natural Resources.

SCOPE OF SERVICES

We propose to provide the following for the funding application, design and construction engineering of the Pointe and Veterans Park Improvements Project:

A. USDA-RD Community Facilities Application

1. Application. We would assist you with preparing all of the USDA SF424 forms for your signature.
2. Certification of Commercial Credit. This form will need a little bit of input from City staff. The Treasurer or Assessor is usually able to complete this form easily with our assistance.
3. Preliminary Engineering Reports (PER's). This item is where the majority of the work lies. We will complete these for you, based on your input and prioritization of needs. The report will utilize the recommended project and project budget, which will be incorporated into the remainder of the USDA funding application documents.
4. Environmental Report. We will suggest that you utilize RCAP to complete the Environmental Report. They will do this work free of charge. We will coordinate these efforts. Our fee for the PER does not include any archeological/historical review.
5. Draft Engineering Agreement. We will prepare a draft agreement to be included in the application.

316 Morris Avenue, Ste. 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200
www.fveng.com

6. Legal Services Agreement. Your municipal attorney will need to provide the draft legal services agreement. We can coordinate this for you.

B. Pre-Design (Due Diligence and Project Orientation)

1. Initial meeting with City Staff for project start-up. Meet with City Staff to allow input and review the project requirements, work scope, volunteer labor, and schedule.
2. Obtain and review available as-built information, aerial photography, and boundary description information from City Staff.

C. Topographical Survey

1. Prepare topographical survey in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls.
2. Obtain existing utility information for electric, gas, telephone and cable TV.

D. Design Engineering

We will utilize input gathered from meetings with City staff to incorporate into the final engineering plans for the project area and continue to refine the preliminary cost estimates. These plans will be presented at a final review session with City staff and shall include:

1. Complete final design and prepare final construction drawings including layout plan, sports court details, restroom plan, grading plan, landscape plan and specifications in accordance with City review comments.
2. Prepare preliminary specifications, list of bid items and final quantities.
3. Prepare updated estimate of probable construction cost and bid quantities.
4. Meet with the City Staff to review final plans and specifications.
5. Submit plans and specifications for MDNR and USDA reviews. Complete prime professional certification form as required by MDNR.
6. Provide copy of plans and specifications to City Staff.

E. Bidding

1. We will prepare a sample advertisement and City can submit to local newspapers. All advertising fees to be paid by City.
2. Submit advertisement to the proper Builders Exchange.
3. Prepare and distribute addenda to plan holders of record, if necessary.
4. Distribute bidding documents to contractors and suppliers when requested. Maintain a record of plan holders.
5. Attend bid opening, prepare tabulation and forward to City for review prior to F&V making recommendations for award of bid to the MDNR and USDA for approval.
6. Upon award, prepare contract documents and submit to MDNR, USDA and City for final approval.

F. Construction Engineering & Observation

1. Schedule and attend the pre-construction meeting with the contractor, City and utility companies. Prepare and distribute meeting minutes
2. Provide project engineering consultation, as needed, throughout the construction period.
3. Schedule and preside at periodic progress meetings with the contractor, City and utility companies.
   a. Prepare and distribute meeting minutes.
   b. Review contractor pay applications and provide recommendation to the City for payment.
   c. Prepare contract change orders, if necessary, and provide to the City for approval.
4. Provide a project representative during construction with the following responsibilities:

a. Perform on-site observation during construction of the project. We have budgeted part-time on-site observation.
b. Provide record keeping of construction activities based on site visit observations. Report defective work immediately to the City.

5. Conduct final "walk-thru" of the contractor's work with the City and Contractor. Prepare a final punch list of remaining work items. Provide on-site follow-up to ensure that the punch list items have been completed. Sign final project completion and payment application for MDNR approval.

FEES

The below lump sum fee for engineering matches what was presented in the estimates that were prepared for the City for this project. We have added a fee for completion of the USDA Application

Task	Description	Pointe Park	Veterans Park	Total Fee
A	USDA Application	$ 7,000	$ 7,000	$ 14,000
B	Pre-Design	$ 2,000	$ 3,000	$ 5,000
C	Topographical Survey	$ 4,000	$ 6,000	$ 10,000
D	Design Engineering	$33,000	$ 66,000	$ 99,000
E	Bidding	$ 2,000	$ 2,000	$ 4,000
F	Construction Engineering	$21,000	$ 43,000	$ 64,000
	Total:	$69,000	$127,000	**$196,000**

If acceptable, please sign where indicated below as authorization to proceed with the project. If there are questions, please call us at 231.726.1000.

Sincerely,

FLEIS & VANDENBRINK

Michael Mattzela, P.E.
Project Manager

Don DeVries, P.E.
Group Manager

MPM/djd/slt

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this proposal under the existing Professional Services Agreement (PSA) with F&V dated May 7, 2013.

CITY OF HART

_____ Signature

_____ Date

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

February 2, 2021

Ms. Lynne Ladner
City of Hart
407 State St.
Hart, MI 49420

RE: Proposal to provide Design and Construction Engineering Services for the Pointe and Veterans Park Improvements Project

Dear Lynne:

Fleis & VandenBrink (F&V) is excited to assist the City of Hart with design and construction engineering services for the Veterans Park and Pointe Park Improvements Project.

Congratulations on obtaining a MNRTF grant to upgrade Veterans Park. We understand that for the rest of the cost of Veterans Park and for Pointe Park the City will be applying for funding through the USDA's Rural Development Community Facilities program. Improvements to Veterans Park will include removal of some existing infrastructure, a new parking lot, a boardwalk, a kayak launch, a performance stage/gathering shelter, a restroom building among other improvements. Improvements to Pointe Park include site grading, an overlook, a vault toilet, 2 shelters, landscaping and other improvements.

Our project team of Landscape Architects and Engineers brings over eighty (80) years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design, which must be taken into consideration to meet the needs of active, passive and challenged users in an integrated park setting. We have assisted many communities such as yours in the design and grant administration for recreation projects as required by the guidelines outlined by the Michigan Department of Natural Resources.

SCOPE OF SERVICES

We propose to provide the following for the funding application, design and construction engineering of the Pointe and Veterans Park Improvements Project:

A. USDA-RD Community Facilities Application

1. Application. We would assist you with preparing all of the USDA SF424 forms for your signature.
2. Certification of Commercial Credit. This form will need a little bit of input from City staff. The Treasurer or Assessor is usually able to complete this form easily with our assistance.
3. Preliminary Engineering Reports (PER's). This item is where the majority of the work lies. We will complete these for you, based on your input and prioritization of needs. The report will utilize the recommended project and project budget, which will be incorporated into the remainder of the USDA funding application documents.
4. Environmental Report. We will suggest that you utilize RCAP to complete the Environmental Report. They will do this work free of charge. We will coordinate these efforts. Our fee for the PER does not include any archeological/historical review.
5. Draft Engineering Agreement. We will prepare a draft agreement to be included in the application.

316 Morris Avenue, Ste. 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200
www.fveng.com

6. Legal Services Agreement. Your municipal attorney will need to provide the draft legal services agreement. We can coordinate this for you.

B. Pre-Design (Due Diligence and Project Orientation)

1. Initial meeting with City Staff for project start-up. Meet with City Staff to allow input and review the project requirements, work scope, volunteer labor, and schedule.
2. Obtain and review available as-built information, aerial photography, and boundary description information from City Staff.

C. Topographical Survey

1. Prepare topographical survey in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls.
2. Obtain existing utility information for electric, gas, telephone and cable TV.

D. Design Engineering

We will utilize input gathered from meetings with City staff to incorporate into the final engineering plans for the project area and continue to refine the preliminary cost estimates. These plans will be presented at a final review session with City staff and shall include:

1. Complete final design and prepare final construction drawings including layout plan, sports court details, restroom plan, grading plan, landscape plan and specifications in accordance with City review comments.
2. Prepare preliminary specifications, list of bid items and final quantities.
3. Prepare updated estimate of probable construction cost and bid quantities.
4. Meet with the City Staff to review final plans and specifications.
5. Submit plans and specifications for MDNR and USDA reviews. Complete prime professional certification form as required by MDNR.
6. Provide copy of plans and specifications to City Staff.

E. Bidding

1. We will prepare a sample advertisement and City can submit to local newspapers. All advertising fees to be paid by City.
2. Submit advertisement to the proper Builders Exchange.
3. Prepare and distribute addenda to plan holders of record, if necessary.
4. Distribute bidding documents to contractors and suppliers when requested. Maintain a record of plan holders.
5. Attend bid opening, prepare tabulation and forward to City for review prior to F&V making recommendations for award of bid to the MDNR and USDA for approval.
6. Upon award, prepare contract documents and submit to MDNR, USDA and City for final approval.

F. Construction Engineering & Observation

1. Schedule and attend the pre-construction meeting with the contractor, City and utility companies. Prepare and distribute meeting minutes
2. Provide project engineering consultation, as needed, throughout the construction period.
3. Schedule and preside at periodic progress meetings with the contractor, City and utility companies.
   a. Prepare and distribute meeting minutes.
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FEES

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F	Construction Engineering	$21,000	$ 43,000	$ 64,000
	Total:	$69,000	$127,000	**$196,000**

If acceptable, please sign where indicated below as authorization to proceed with the project. If there are questions, please call us at 231.726.1000.

Sincerely,

FLEIS & VANDENBRINK

Michael Mattzela, P.E.
Project Manager

Don DeVries, P.E.
Group Manager

MPM/djd/slt

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this proposal under the existing Professional Services Agreement (PSA) with F&V dated May 7, 2013.

CITY OF HART

_____ Signature

_____ Date

March 4, 2021

Ms. Lynne Ladner
City of Hart
407 State St.
Hart, MI 49420

RE: Proposal to provide Design and Construction Engineering Services for the Pointe and Veterans Park Improvements Project

Dear Lynne:

Fleis & VandenBrink (F&V) is excited to assist the City of Hart with design and construction engineering services for the Veterans Park and Pointe Park Improvements Project.

Congratulations on obtaining a MNRTF grant to upgrade Veterans Park. We understand that for the rest of the cost of Veterans Park and for Pointe Park the City will be seeking financing from a local banking institution. Improvements to Veterans Park will include removal of some existing infrastructure, a new parking lot, a boardwalk, a kayak launch, a performance stage/gathering shelter, a restroom building among other improvements. Improvements to Pointe Park include site grading, an overlook, a vault toilet, 2 shelters, landscaping and other improvements.

Our project team of Landscape Architects and Engineers brings over eighty (80) years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design, which must be taken into consideration to meet the needs of active, passive and challenged users in an integrated park setting. We have assisted many communities such as yours in the design and grant administration for recreation projects as required by the guidelines outlined by the Michigan Department of Natural Resources.

SCOPE OF SERVICES

We propose to provide the following for the funding application, design and construction engineering of the Pointe and Veterans Park Improvements Project:

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1. Initial meeting with City Staff for project start-up. Meet with City Staff to allow input and review the project requirements, work scope, volunteer labor, and schedule.
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2. Prepare preliminary specifications, list of bid items and final quantities.
3. Prepare updated estimate of probable construction cost and bid quantities.

4. Meet with the City Staff to review final plans and specifications.
5. Submit plans and specifications for MDNR review. Complete prime professional certification form as required by MDNR.
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Fees

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Task	Description	Pointe Park	Veterans Park	Total Fee
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D	Bidding	$ 2,000	$ 2,000	$ 4,000
E	Construction Engineering	$21,000	$ 43,000	$ 64,000
	Total:	$62,000	$120,000	**$182,000**

If acceptable, please sign where indicated below as authorization to proceed with the project. If there are questions, please call us at 231.726.1000.

Sincerely,

FLEIS & VANDENBRINK

Michael Mattzela, P.E.
Project Manager

Don DeVries, P.E.
Group Manager

MPM/djd/slt

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this proposal under the existing Professional Services Agreement (PSA) with F&V dated May 7, 2013.

CITY OF HART

_____ _____

Signature Date

City of Hart - Pointe Park					18-Feb-20
Draft - Engineers Estimate					#2190667
Base Bid Improvements	UNIT	UNIT PRICE	QUANTITY		COST
Selective Clearing/Grubbing/Removals	LS	$10,000.00	1	$	10,000.00
Grading	LS	$40,000.00	1	$	40,000.00
Silt Fence	LF	$6.00	1000	$	6,000.00
Soil Erosion Control Blanket (NAG SC150)	Sq.yd	$4.00	520	$	2,080.00
Raingarden/bioswale	LS	$5,000.00	1	$	5,000.00
4' Catch Basin	LS	$5,000.00	1	$	5,000.00
4' Leaching Basin	LS	$8,000.00	1	$	8,000.00
8" Storm Pipe	LF	$50.00	40	$	2,000.00
3" HMA Entrance Drive	Ton	$175.00	155	$	27,125.00
7" (21AA) Drive/Parking Lot CIP	Sq. Yd	$12.00	1150	$	13,800.00
Curb and Gutter	LF	$30.00	440	$	13,200.00
6" Concrete with Subbase	Sq. Ft	$12.00	4500	$	54,000.00
6' Wide Chips & Fines Path	LF	$30.00	875	$	26,250.00
8' Wide Chips & Fines Path	LF	$40.00	250	$	10,000.00
6' Wide On Grade Steps	LF	$90.00	212	$	19,035.00
Overlook	Ea	$25,000.00	2	$	50,000.00
Vault Pit Toilet	LS	$25,000.00	1	$	25,000.00
Shelter 24'x24'	Ea	$40,000.00	1	$	40,000.00
Shelter 16'x16'	Ea	$25,000.00	1	$	25,000.00
Benches	Ea	$1,500.00	6	$	9,000.00
Barrier Free Signs	Ea	$200.00	1	$	200.00
Interpretive Signage	Ea	$1,500.00	3	$	4,500.00
Bike Racks	Ea	$500.00	4	$	2,000.00
Permitting	LS	$1,000.00	1	$	1,000.00
Landscaping	LS	$2,500.00	1	$	2,500.00
Seeding and Restoration	Sq. Yd	$2.50	4000	$	10,000.00
This estimate is Not a guarantee of costs			Base Bid Total	$	411,000.00 **
** Rounded Total					

Contingency	$	41,100.00
Engineering & Const.Observation	$	62,000.00
Total	$	514,000.00 **

City of Hart - Veteran's Park

MNRTF 2020 Grant Application

Cost Estimate

3/11/2020

Scope Items	Project Costs	
Access Pathway	$	86,000.00
Benches	$	22,000.00
Bike Racks	$	3,000.00
Boardwalk	$	330,000.00
Canoe/Kayak Launch	$	40,000.00
Landscaping	$	50,000.00
Lighting	$	64,000.00
Paved Parking Lot	$	60,000.00
Fence	$	17,000.00
Picnic Tables	$	8,000.00
Interpretive Signs	$	3,000.00
Trash Bins	$	6,000.00
Shelter	$	65,000.00
Restroom Building	$	90,000.00
Utilities	$	23,000.00
Recycle Bins	$	2,000.00
Stone Stairs	$	3,000.00
Permit Fees	$	1,500.00
MNRTF Sign	$	500.00
Sub-Total	$	874,000.00
Eng./CA (15%)	$	120,000.00
Total	**$**	**994,000.00**
Trust Fund Grant Request	$	300,000.00
Hart Match (70%)	$	694,000.00

fmsbonds, Inc.
Municipal Bond Specialists
Established 1978

Municipal Market Yields

The tables and charts below provide yield rates for AAA, AA, and A rated municipal bonds in 10, 20 and 30-year maturity ranges. These rates reflect the approximate yield to maturity that an investor can earn in today's tax-free municipal bond market as of 03/04/2021.

AAA RATED MUNI BONDS

ISSUE	Maturity Range	Today	Last Week
National	**10 Year**	1.15	0.85
National	**20 Year**	1.60	1.35
National	**30 Year**	1.80	1.55

AA RATED MUNI BONDS

ISSUE	Maturity Range	Today	Last Week
National	**10 Year**	1.30	1.05
National	**20 Year**	1.80	1.50
National	**30 Year**	2.00	1.75

A RATED MUNI BONDS

ISSUE	Maturity Range	Today	Last Week
National	**10 Year**	1.45	1.20
National	**20 Year**	2.00	1.75
National	**30 Year**	2.15	1.95

Since 1978, investors looking for municipal bonds have relied on FMSbonds for market insight and information.

This report is produced solely for informational purposes and is not to be construed as a solicitation or an offer to buy or sell any securities or related financial instruments. This report is based on information obtained from sources believed to

Community Facilities Direct Loan & Grant

What does this program do?

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial, or business undertakings.

Who may apply for this program?

Eligible borrowers include:

- **Public bodies**
- **Community-based nonprofit corporations**
- **Federally recognized Tribes**

What is an eligible area?

Rural areas including cities, villages, townships, and towns including Federally recognized Tribal lands with no more than 20,000 residents according to the latest U.S. Census Data are eligible for this program.

How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, to purchase equipment, and to pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes, or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars, or street improvements
- Community support services such as child care centers, community centers, fairgrounds, or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles, or equipment
- Educational services such as museums, libraries, or private schools
- Utility services such as telemedicine or distance learning equipment
- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs, or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; 7 CFR, Part 3570.62 for grants.

What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our loan guarantee program. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

What are the funding priorities?

Priority point system based on population, median household income

- Small communities with a population of 5,500 or less
- Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Community Facilities Direct Loan & Grant

What are the terms?

Funding is provided through a competitive process.

Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable for your project.

Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

How do we get started?

Contact your local RD office to discuss your specific project. Applications are accepted year round.

Who can answer questions?

Contact your local RD office.

What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled "*What Governs This Program?*" You may also contact your local office for assistance. You will find additional forms, resources, and program information at rd.usda.gov. *USDA is an equal opportunity provider, employer, and lender.*

Last Updated January 2020

City of Hart Police Department
407 State Street Ph. (231)873-2488 Fax (231)873-0100 Hart, MI 49420-1259
Juan Salazar, Chief

HART POLICE DEPARTMENT

YEAR-END REPORT

2020

City of Hart Police Department

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

Juan Salazar, Chief

HART POLICE DEPARTMENT

2020 REPORT

CHIEF OF POLICE:

Juan Salazar - 06 / 2007

FULL-TIME POLICE OFFICERS:

D/Sgt. Kevin Skipski – 02 / 1996

Officer Shawn Anderson – 05 / 2005

Officer Elizabeth Mantyck – 03 / 2020

Officer Joseph Ingalls – 08 / 2017

PART-TIME POLICE OFFICERS:

Officer David Malotke – 12 / 2018

Officer Brian Hintz – 07 / 2016

Officer Joshua Pomorski – 01/2021

Officer Kyle Moore – 10/2020

Officer Trevor Thrailkill – 10/2020

*Officer Hildegardo Hinojosa – 05/2019

*No Longer with the Department

City of Hart Police Department

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

Juan Salazar, Chief

TO: Mayor, Council and City Manager

FROM: Juan Salazar, Chief of Police

2020 Year-End Report

This report is a review of activities the Hart Police Department has been involved in over the past 2020 calendar year. The report contains information on department personnel and compares crimes and complaints with previous years.

In March 2020, Officer Brian Hintz accepted full-time employment with the Muskegon County Sheriff's Office. Officer Hintz was a full-time police officer with the department since June of 2016. Interviews were conducted internally within the department in February 2020 to replace Officer Hintz's position. In March 2020, Officer Elizabeth Mantyck was offered and accepted the full-time position with the department. Officer Mantyck has been doing a great job and has excelled throughout the year.

The Hart Police Department currently has two pursuit-rated vehicles, a 2016 Ford Interceptor SUV and a 2019 Ford Interceptor SUV. All officers have well utilized both vehicles, and I have no major complaints or issues for either of the vehicles. Besides the occasional recall notice for repairs, both patrol vehicles have been running well.

The Hart Police Department continually strives to train and keep updated on new and changing laws. The Hart Police Department continues to be involved in the West Michigan Criminal Justice Training Consortium. The department's commitment is 30% of the State Training Fund the department receives during the year. Due to COVID-19, the Hart Police Department was not able to participate in training this year. The department continues to have instructors in Firearms, Defensive Tactics, tasers, First Aid/CPR, Active Shooter Response, Bleeding Control, and skid car, made possible through this consortium.

In January 2020, the department was granted permission to extend its work area into the Assessor's Office. This has allowed for a larger working area for the officers and has allowed the entire police department to be in one area. The department also has created an interview room, which in most instances, interviews are becoming required to be digitally recorded. The department would like to thank the Bio-Pure, Energy and DPW employees for all their assistance in remodeling the department's new office.

The Hart Police Department continues to offer the TEAM program, Teaching, Educating and Mentoring, to the 5th-grade students of the Hart Middle School. This program is very well received by the students and staff alike. The TEAM program ranges from K-12th grade and covers drug awareness to gun safety to bullying. An Annual TEAM golf outing is also held yearly to cover costs for the program. The Annual TEAM Golf Outing was held on Sunday, September 20th, 2020, at the Oceana Golf Course. There was a total of (14) teams with a grand total of $2,110.00 being raised for the TEAM program. The Hart Police Department is also working on becoming more involved in the school system and is requested in several instances to conduct training for students and facilities alike.

The Hart Police Department recently participated in an annual grant to continue teaching STEP to our 5th-grade students. STEP (Student Tools for Emergency Planning) is a Michigan State Police/Homeland Security grant which allows certified instructors to teach preparation techniques during national and inclement weather emergencies. After the course, each student is given a STEP backpack (go-bag) containing various emergency preparation items. The class's goal is to encourage the students to continue to add emergency equipment to the backpack in case of a real emergency.

Throughout the past few months, the Hart Police Department has instructed classes on drug awareness to the WSCC Criminal Justice Tech Prep class. The tech prep class comprises area high school students who are interested in Law Enforcement as a future career. Hart High School is also represented in the group. The drug awareness class is also taught to the Hart High School health students each year.

The Hart Police Department continues to take part in the Bulletproof Vest Program, which allows departments who qualify to get reimbursed 50% of the vest's total cost. In 2020, a bulletproof vest cost was approximately $1,048.00. The department has been part of this program for several years, and it has assisted in purchasing new bulletproof vests for full-time and part-time officers.

On Thursday, December 24th, 2020, Officer Anderson sustained an on-duty injury. Officer Anderson was investigating a Property Damage Crash on Polk Road near 72nd Avenue and, while returning to one of the vehicles to obtain further information, slipped on the ice, falling backward, striking the roadway with the back of his head. Officer Anderson sustained a concussion and a fractured bone in his wrist as a result of the fall.. Officer Anderson was placed on leave from the department and returned to active duty on Thursday, February 11th, 2021.

During the COVID-19 pandemic, the department attempted to have less contact with the public when not necessary to avoid contracting the virus. As a whole, the department conducted fewer traffic stops and contacted complainants via telephone instead of responding to non-violent complaints and responded to fewer medical assists. The department continued to respond to priority complaints without incident. The department members stayed healthy throughout the pandemic, with only one (1) officer contracting the virus. The department has slowly been moving forward, and officers continue operations as usual during the pandemic.

DETECTIVE SERGEANT:

The Hart Police Department Detective Bureau has continued to make great strides in investigating complaints that have proven to be extensive and complex. Many of the complaints that are being forwarded to the Detective Bureau typically require the processing of evidence in-house and advanced testing, which is conducted through the Michigan State Police Crime Lab in Grand Rapids. The Detective Bureau has allowed for the safe handling of evidence transport to the facility and collecting evidence that is completed and ready for pick up. Much of this evidence is required to be personally transported to the crime to avoid issues with the evidence chain of custody. Physical evidence is extremely important in investigative cases where the specific property belongs to suspects or victims involved in crimes. The personal transport of evidence or property allows for successful introduction into courtroom hearings.

The Hart Police Department Detective Bureau recently completed a joint Criminal Sexual Conduct investigation with the Michigan Attorney General's Office. This case spanned over three years. By working with the Attorney General's Office, positive contacts were made with investigating officers from the Attorney General's Office and provided additional investigative tools for future complaints.

The Detective Bureau has also established positive contacts and assistance with the Federal Bureau of Investigation, Immigration and Customs Enforcement and Homeland Security. By establishing these contacts with such federal agencies, the Detective Bureau has been given numerous opportunities to share valuable information and the use of additional investigative tools that such federal agencies can only utilize. This cooperation has assisted our bureau with many complaints by compiling information when all other resources have been depleted on a local level. The Detective Bureau has also worked closely with the Michigan State Police and Oceana County Sheriff Detectives by sharing valuable information regarding crimes in Oceana County. The three bureaus have plans to meet monthly and continue to share information pertinent to a specific case or multiple cases occurring in the area. This cooperation was recently utilized during a joint investigation into a series of breaking and entering storage units in the Oceana County and City of Hart area. By working together with these agencies, Detectives were able to locate several suspects and charge them criminally. During the investigation, an extensive array of property was recovered, which took Detectives from all cooperating agencies numerous hours to sort through and link up to the specific storage sheds that were affected. The Detective Bureau also recently conducted and concluded an investigation involving several police jurisdictions in Polk County, West Virginia. The investigation took approximately two months to complete and did end with positive results.

The Detective Bureau has also been called upon to process several stolen vehicles recovered in other jurisdictions. The processing of these vehicles is exceptionally time-consuming and allows our road patrol officers to continue normal patrol activities and not become bogged down on evidence collection or courtroom testimony. The bureau also manages all property and evidence secured by road patrol officers, allowing for a more comprehensive and organized property collection and distribution.

D/Sgt. Skipski has continued to perform duties as the Hart Public School Resource Officer. Throughout the past several years, the working relationship with staff, principals and students has become extraordinarily positive and useful. D/Sgt. Skipski is at the schools in the morning hours, greeting students and staff, thus providing a safe and positive learning experience. Students and staff have created a very positive, trusting bond with D/Sgt. Skipski has created a positive bond with the schools. Principals and Deans have called upon D/Sgt. Skipski assists with many investigations at the schools, ranging from bullying issues, drug possession, vaping and a host of other sensitive issues. The relationship that the Hart Police Department has at our public schools has never been stronger.

D/Sgt. Skipski has assisted with K9 searches of the schools, threat assessments required through the State of Michigan and Homeland Security, and a presence for students to talk with and express personal issues at school or home. D/Sgt. Skipski has also been asked to conduct numerous classes at the high school and middle school levels. These classes varied from sexting, TEAM, drug and alcohol identification, internet safety, CPR-First Aid and Bleeding Control. Mr. Hertlzer has also requested D/Sgt. Skipski to instruct CPR-First Aid to coaches at Hart Public School, a requirement through the MHSAA. This has allowed coaches to keep their certification conveniently. D/Sgt. Skipski has also conducted presentations to students involved in Project Focus.

D/Sgt. Skipski has also acquired a public relations costume called "Safety Pup." The costume was presented to the Hart Police Department by Safe Kids of Michigan and has already been used at Spitler School to promote positive relations with students and Law Enforcement. The costume is used in conjunction with safety classes and public relations activities.

At the end of 2020, the Hart Police Department has five (5) full-time officers and four (4) part-time officers. These part-time officers are also employed as officers for the Muskegon County Sheriff's Office, Shelby Police Department, and the Montague Police Department.

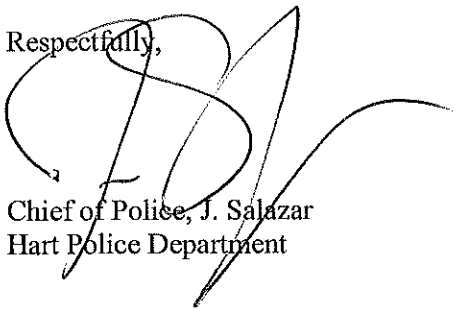
In 2020, there were a total of 193 arrests and a total of 2,119 complaints or calls for service. In 2019 there were a total of 243 arrests and a total of 2,363 complaints or calls for service.

The following is a list of complaints received for the year 2020, along with the last two previous years.

File Class:	**2020**	**2019**	**2018**
Criminal Sexual Conduct	9	6	9
Assaults / Domestic Assaults	69	70	40
Felonious Assaults	4	7	9
Intimidation/Threats/Harassment	52	61	76
Arson	0	1	0
Breaking & Entering / Unlawful Entry	16	15	19
Larceny	123	112	115
Motor Vehicle Theft	8	4	3
Fraud / Check Complaints	35	22	39
Embezzlement	0	0	2
Malicious Destruction of Property	30	27	28
Obstruction of Justice	84	96	100
Disorderly Persons	86	99	101
Operating While Intoxicated	8	23	28
Traffic Violations:	140	229	218

Thank you for your time, and if you have any questions, please feel free to contact me.

Respectfully,



Chief of Police, J. Salazar
Hart Police Department