City of Hart, Michigan
CITY COUNCIL AGENDA - **Amended**
December 8, 2020, 7:30 PM
NOTICE OF REMOTE/HYBRID MEETING PUBLIC MEETING

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:
https://us02web.zoom.us/j/83908817466?pwd=MVZWWmlySG54M0l5d1VCRTZVdlZDQT09
Passcode: 831352
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1. Call to Order
2. Roll Call – Burillo, Evans, Hodges, B. Platt, Splane, V. Platt
3. Pledge of Allegiance
4. Review Applications to fill Council Vacancy
    a. Fred Rybarz Jr.
5. Approval of Agenda
6. Approval of Minutes from November 24, 2020.
7. 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
8. Department Reports (* written report will be provided)
    a. Police b. BioPure c. Public Works d. Energy e. HEART
9. Reports of Boards, Commissions, and Committees (*** Minutes in the packet)

1. Cemetery***	9. Power	16. Tax Abatement
2. DPW	10. Recreation	17. Water/BioPure
3. Housing Board of Review	11. Parks	18. Neglected/Dangerous Properties
4. Finance/Personnel	12. Library	20. H.E.A.R.T***
5. Fire Board	13. Planning	21. Hart Lake Board
6. Historic	14. TIFA	22. Election Commission
7. Police	15. ZBA	23. Starting Block Kitchen Incubator
24. Compensation Com.		

10. Bills, Claims, Payroll

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.

11. Action Items
    a. Resolution 2020 – 70 Adopt Council Rules, Procedures and Etiquette
    b. Resolution 2020 – 71 Designate Mayor and Mayor Pro-Tem as signers on City of Hart Bank accounts.
    c. Resolution 2020 – 72 Adopt recommendations from UFS for Energy Department Cost of Service Rate for implementation July 1, 2021
    d. Resolution 2020 – 73 Adopting an extension Solid Waste Contract with Republic Waste
    e. Resolution 2020 – 74 Approve Corrective Action Plan as required by Dept. of Treasury following FY 20 Audit
    f. Resolution 2020 – 75 Adopt pay rates for Interim City Clerk/Treasurer effective January 1, 2020
    g. Resolution 2020 – 76 Supporting a Safe Routes to School Grant Application
    h. Resolution 2020 – 77 Authorizing entering into an agreement with Fleis & Vandenbrink to perform engineering services associated with Safe Routes to School Application
12. Discussion Items
13. City Manager Report
14. Communications from the Mayor and Council
15. Adjournment –

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

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Hart City Council Vacancy Application

To the citizens of the City of Hart,

It is my understanding that there is a vacancy on the City Council. I have served six years on the Hart City Council in the past and would be honored to serve again.

My wife and I have had a business in Hart for forty years and lived in Hart for most of those years. For some reason, with all the possible places for our feet to land, it has been Hart. My simple goal is to continue to make Hart a desirable location for residents, professionals and businesses.

Please consider my application to fill your vacancy on City Council.

Sincerely,

Fred Rybarz Jr.

City of Hart
407 S. State St.
Hart, MI 49420

BOARDS – COMMITTEES - COMMISSIONS
APPLICATION FOR APPOINTMENT - REAPPOINTMENT TO
SERVE ON CITY ADVISORY BOARDS – COMMITTEES - COMMISSIONS

_____Power Board
_____Water/BioPure Board
_____Hart Lake Improvement Board
_____Housing Board of Review
_____Park Committee
_____Other _____

_____Planning Commission
_____DPW Board
_____Zoning Board of Appeals
_____Neglected Properties Board
_____TIFA

PLEASE CHECK OFF THE BOARDS/COMMITTEES/COMMISSIONS YOU ARE INTERESTED IN SERVING ON.

Name: Fred Rybarz Jr. Home Phone: 231-873-2818

Home Address: 4 Johnson ST.

Employer Address:

Work Phone: Cell Phone: 231-750-4393

Email Address: FredRybarzJr@msn.com

What special experience, education or interest do you have for serving on each of the board(s), committees(s), commissions(s) you selected?

If appointed To City council I will serve on any board with a vacancy or as deemed necessary by the mayor.

What other board(s), committee(s), and commission do you currently serve on or have served on in the past?

Fred Rybarz Jr Date: 12-3-2020
Signature

Please return completed application to:

City of Hart
Lynne Ladner, City Manager
407 S. State St.
Hart, Michigan 49420
Fax: 231-873-0100

City use only:
Date of Approval:_____

_____

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
NOVEMBER 24, 2020, 7:30 pm
MINUTES – DRAFT

PRESENT VIA ZOOM: Mayor Vicki Platt, Councilors: Rob Splane Jim Evans, Braxton Platt, Dean Hodges, and Catalina Burillo
ABSENT: None
OTHERS PRESENT City Manager – Lynne Ladner, Deputy City Clerk – Cheri Eisenlohr
Mayor Platt called the meeting to order; following the roll call, the Mayor lead the Council in the pledge of allegiance

AGENDA:

- Ms. Burillo motioned to approve the agenda with date correction, supported by Mr. Splane, all ayes, the motion carried.
  - Ayes: 6 Nays: 0 Absent: 1

MINUTES:

- Mr. Splane motioned to approve the minutes of the November 10, 2020 meeting, supported by Mr. B. Platt, all ayes, the motion carried.
  - Ayes: 6 Nays: 0 Absent: 1

PUBLIC COMMENTS:

- None

CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Mr. Jordan Smith of Maner Costerisan presented the yearly audit to Council.
- Paul Cutter, Superintendent of BioPure, reported that Hallack Contracting finished the berm.

DEPARTMENT REPORTS: The Police Report and Cemetery Minutes were not in the packets. They will be sent out via email.

- *Police Chief, Juan Salazar:*
  - A written report was provided.
- *Energy Dept. Superintendent, Mike Schiller:*
  - No report in the packet.
- *BioPure Superintendent, Paul Cutter:*
  - No report in the packet.
- *DPW Superintendent, Brad Whitney:*
  - No report in the packet.
- *HEART Director, Nichole Steel:*
  - A written report was provided.

BILLS, CLAIMS, & PAYROLL:

- Bills: $295,846.39 Payroll: $58,666.38 Grand Total: $354,512.77
  - Mr. Splane motioned to approve, supported by Mr. Evans, the motion carried.
    - Ayes: 6 Nays: 0 Absent: 1

ACTION ITEMS:

Ms. Ladner addressed the following Action Items:

- Ordinance 2020-02 – A zoning map amendment rezoning one (1) parcel from the B-1 Central Business District to A-Residential for Parcel Numbe3r 020-209-015-50, 218 Washington St., Hart, MI – Second Reading.
  - Ms. Burillo motioned to approve, supported by Mr. B. Platt, the motion carried.
    - Ayes: 6 Nays: 0 Absent: 1
- Ordinance 2020-03 Conditional Rezoning for one (1) parcel from A-Residential bo B-1 Central Business District for Parcel Number 020-721-007-00, 3165 S. State St., Hart, MI – Second Reading
  - Ms. Burillo motioned to approve, supported by Mr. Splane, the motion carried.

        - Ayes: 6 Nays: 0 Absent: 1
- Resolution 2020-66 – Authorizing entering into an agreement with Azavar Audit Solutions for Compliance Audits and Ongoing Revenue Maximization and Monitoring Services.
    - Mr. B. Platt motioned to approve, supported by Mr. Evans, the motion carried.
        - Ayes: 6 Nays: 0 Absent: 1
- Resolution 2020-68 – Appointing City Officers following the City Election
    - Ms. Burillo motioned to approve, supported by Mr. Splane, the motion carried.
        - Ayes: 6 Nays: 0 Absent: 1
- Resolution 2020-69 Canceling the December 22, 2020 Council Meeting
    - Ms. Burillo motioned to approve, supported by Mr. Evans, the motion carried.
        - Ayes: 4 Nays: 2 (V. Platt, Splane) Absent: 1

SPECIAL EVENTS PERMIT:

- Oceana Old Newsboys – Goodfellas Paper Sales Day
    - Ms. Burillo motioned to approve, supported by Mr. Evans, the motion carried.
        - Ayes: 3 Nays: 3 Absent: 1
            - The Permit was not approved due to a tie vote.

DISCUSSION ITEMS:

- Authorize advertisement for tree trimming and removal bids.
    - The Council approved the request to secure bids.
- Discuss proposed Council Rules, Procedures and Etiquette draft. Consider placing for adoption in December.
    - Ms. Ladner would like to pursue the use of a consent agenda for future meetings. It will cover agenda, minutes, bills/payroll, department reports, correspondence, and board minutes with one motion.
- Discuss the information received from the City Attorney regarding the City's ability/need to declare a local state of emergency to continue permitting virtual/remote public meeting attendance and participation if there are no further changes to PA 228 of 2020.
    - The Council is in favor.

CITY MANAGER'S REPORT:

- Office employees will be working from home for the foreseeable future. All employees are required to check-in remotely for health screening via the MiSymptoms application.
- Tablets have been purchased for those needing them to remote into meetings.
- City email addresses will be created for board members, and all literature for meetings will be distributed electronically for all meetings.
- Ms. Ladner indicated that she will be out of state as of 12/20 but will be reachable via phone or email.

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Mayor V. Platt mentioned the need for a Mayor Pro-Tem, Mr. B. Platt nominated Mr. Splane, supported by Ms. Burillo. Mr. Rob Splane will be the new Mayor Pro-Tem.
    - Ayes: 6 Nays: 0 Absent: 1
- Applications for the vacant Council position will be accepted until December 5 so that the position may be filled before the December 8 meeting.
- Ms. Burillo asked about the letter that Mr. George Sadler presented at the last meeting during the public comment portion.
    - Ms. Ladner advised the Council that the City Attorney stated that there was no reason to take action and that the election's results stand.
- Mr. Splane thanked the new members for their interest in the Redevelopment Ready program.
- A list of Boards/Commissions/Committees will be sent out to all Council members, requesting that they choose three that they would like to be a member.

ADJOURN:

- There being no further business to come before the Council, the meeting adjourned at 9:18 pm upon a motion by Ms. Burillo and supported by Mr. B. Platt. The next regularly scheduled meeting will be on December 08, 2020, at 7:30 pm, and will be held virtually.

Respectfully Submitted

Cheri Eisenlohr
Deputy City Clerk

DPW REPORT

December 8, 2020

- Check Wells/Towers/Booster Pump Weekly
- Read Water & Electric Meters
- Monthly Water Samples
- 11 Miss Digs in November
- Last Leaf Pick-up Was Monday December 7th.
- Last Brush Chipping Was Monday November 23rd.
- Plow Trucks Are Ready For Snow
- Street Sign Repair/Replace
- Cold Patch Weekly
- Playgrounds Sprayed Weekly With Disinfectant
- Empty Garbage Cans Weekly
- Sewer Main Repair on Wigton Street
- Candy Canes and Garland are up

EXECUTIVE DIRECTOR'S REPORT
December 8, 2020

Events

- 12.05.20 | Thrift & Gift Crawl @ 6 stops in Hart encouraging local shopping
- 12.08.20 | 9am Virtual Coffee Hour "how will increasing minimum wage effect your business"
- 11.27.20 | *NEW - Letters to Santa mailbox at Hart Commons coming soon
- Holiday Home & Business Decorating Contest – registrations open until 12/13/20. Light tour map & online photos of participants will be available on social media and HEART's website for public voting. Participating locations will receive a yard sign and winners will be announced the last week of December.

Updates

- Discover Oceana Gift Card Give Back Round Two sold out in 2.5 hours generating $31,500 for 57 Oceana businesses.
- Pure Michigan announced another Small Business Relief initiative to provide $10,000 in grants for Covid recovery. Applications open December 15th.
- Hart Signage, Display Boards and branding #takemetohart (ongoing)
- Hart Economic Development website (ongoing).
- Construction for Heggs TIFA Façade Improvement Grant is nearing completion.

Active Development Leads

- Mixed-use new business - coffee shop, rentals and possibly a B&B in downtown Hart
- 2500 sf manufacturing and office use space in industrial park for the purpose of designing LED lights, PCB design and small run manufacturing
- The Creeks subdivision needs re-imagined development plans
- Discussion of rezoning of IGA from B2 (General Business District) to D1 (Industrial District)

Respectfully Submitted,

Nichole Steel
Economic & Community Development Director

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: December 8th, 2020

RECENT EVENTS

From Tuesday, November 5th, 2020, through Wednesday, December 2nd, 2020, the Hart Police Department received 167 complaints ranging from Well-Being Checks, Suspicious Situations, Medical Assists, Larcenies, Property Damage Crashes, Alarms, Vehicle Violations, Assist to Other Agencies, Civil Matters, Breaking and Enterings, Disorderly Conducts, Noise Complaints, Family Troubles and Mental Health Complaints.

On Thursday, November 12th, 2020, the Hart Police Department was dispatched to the 300 block of Jefferson Street, referencing a suspected house fire. A 36-year-old Hart woman stated she had returned home and noted gray smoke coming out of her chimney and the smell of smoke in her home. The Hart Fire Department arrived on the scene and later determined the cause to be an electrical issue. Red Cross was contacted to assist the family with housing and clothing. The family consisted of 2 adults and four children.

On Thursday, November 12th, 2020, the Hart Police Department was dispatched to the 1000 block of Industrial Park Drive for several padlocks noted being damaged from storage units. No items were reported as missing from these storage units to officers. The Oceana County Sheriff's Office on Friday, November 13th, 2020, investigated a similar complaint involving storage units within Oceana County. A suspect was later located, and a joint investigation with the Hart Police Department and the Oceana County Sheriff's Office is ongoing.

On Saturday, November 14th, 2020, the Hart Police Department was dispatched to the 400 block of Water Street regarding a Domestic Assault/Child Abuse Complaint. A 46-year-old Walkerville man claims to have witnessed a 38-year-old Hart woman strike a 10-year-old Walkerville boy, which the man and woman have in common, in the face area. The man was irate; the woman was not arrested pertaining to this matter. This report will be submitted to the Oceana County Prosecutor's Office for his review. The State Of Michigan Centralized Intake was also contacted about this complaint.

On Tuesday, November 17th, 2020, the Hart Police Department was dispatched to the 100 block of Hart Street about a suspected Felonious Assault/Kidnapping and Unlawful Driveaway of a Motor Vehicle. A 21-year-old Hart man stated he had arrived at a residence within the City of Hart, and while sitting within his vehicle, a 39-year-old Hart man collided with the man's vehicle. The 21-year-old Hart man stated the 39-year-old Hart man then forced him inside the apartment and began to assault, striking and kicking the man, and choking him. The 39-year-old Hart man also threatened to kill the 21-year-old Hart man and his family. The 21-year-old Hart man was forced to return to his vehicle by the 39-year-old Hart man and drive the 39-year-old Hart man around the Oceana and Muskegon County areas. The men later returned to Hart, and the 39-year-old Hart man left with the 21-year-old Hart man's vehicle. On Wednesday, November 18th, 2020, the 21-year-old Hart man's vehicle was recovered in the Rothbury area. As of Monday, November 23rd, 2020, the 39-year-old Hart man has been unable to be located. During the interview with the 21-year-old Hart man, noticeable bruising to the face area was noted. A report will be submitted to the Oceana County Prosecutor's Office for his review.

On Sunday, November 22nd, 2020, the Hart Police Department was dispatched to the 100 block of Wood Street referencing a Domestic Assault. A 24-year-old Hart woman stated an argument erupted with a 32-year-old Hart man, which resulted in the man grabbing/pulling her hair and pushing her onto a bed. The man then struck the woman in the face area, where an apparent laceration was noted on the woman's forehead. The man stated an argument had occurred with the woman but claimed no assault had taken place. The man was arrested and lodged at the Oceana County Jail for Domestic Assault.

On Thursday, November 26th, 2020, the Hart Police Department was dispatched to the 600 block of Water Street regarding a Disorderly Conduct/Illegal Entry Complaint. A 27-year-old Hart woman stated a 60-year-old Hart man began knocking on her door. The woman opened her door and continued to tell the man to leave the property, but the man would not leave the property. The man pushed past the woman, later vomiting and damaging property within the home. The woman contacted 911 and was able to remove the man from the home before the officer's arrival. The man was noted by officers to be lying on the sidewalk, obviously intoxicated. The man was taken to Mercy Health Lakeshore Hospital via LIFE EMS due to his intoxicated state. A report will be submitted to the Oceana County Prosecutor's Office for his review.

Respectfully,

J. Salazar,
Chief of Police

CITY OF HART

407 S. STATE ST.
HART, MI 49420
TAX INCREMENT FINANCE AUTHORITY (TIFA)
November 12, 2020, at 1:00 pm
INFORMATIONAL MEETING
MINUTES – DRAFT

Members Present via Zoom or in-person: Steve Bruch, Tracey Lipps.
Members absent: Scott Hegg, Bill Hegg, Lynne Ladner, Gale Goldberg
Others present: HEART Director – Nichole Steel

Ms. Steel narrated a PowerPoint presentation showing the projects and accomplishments that the TIFA program has afforded the City of Hart.

The next regularly scheduled meeting will be on December 10, 2020, at 1:00 pm.

Respectfully submitted,

Cheri Eisenlohr
Deputy City Clerk

Payables Date: 12/08/2020	Description	Total	General +	DPW	Energy	BPTF	Water
Adams, Matt	Phone Reimbursement	$ 35.00		$ 35.00			
Allshred Services	Recycling Services	$ 44.35	$ 44.35				
Anderson, Shawn	Phone Reimbursement	$ 35.00	$ 35.00				
Bound Tree	Cardiac Electrodes	$ 230.13		$ 76.71	$ 76.71	$ 76.71	
Ceres	Fuel	$ 533.33				$ 533.33	
City of Hart	Utilities	$ 40,998.13	$ 686.53	$ 1,097.16	$ 1,801.94	$ 32,848.04	$ 4,564.46
DTE	Natural Gas	$ 1,354.01	$ 403.46	$ 278.94	$ 440.02	$ 134.43	$ 97.16
Eisenlohr, Mike	Phone Reimbursement	$ 35.00		$ 35.00			
Election Source	Full Svc Testing ICP	$ 440.00	$ 440.00				
Fidlar technologies	Citation Tickets	$ 1,857.41	$ 1,857.41				
Fish Window	City Hall Window Ex. Cleaning	$ 105.00	$ 105.00				
Forner, Gayle	HEART rent	$ 400.00	$ 400.00				
Gowell, Nathan	Phone Reimbursement	$ 35.00			$ 35.00		
Gracon	Microsoft 365 Subscription	$ 36.00	$ 36.00				
Greenscape	Asphalt - Courtland/Main/Church/Wood	$ 1,980.00	$ 1,980.00				
Hart Automotive	Auto Parts/supplies	$ 481.65	$ 3.02	$ 478.63			
Horizon Community Planning	Planning Services	$ 1,150.50	$ 1,150.50				
Ingalls, Joseph	Phone Reimbursement	$ 35.00	$ 35.00				
Jons to Go	Portable Restrooms	$ 222.00			$ 222.00		
Kies, Chris	Phone Reimbursement	$ 35.00				$ 35.00	
Klotz Auto	Auto Parts/supplies	$ 175.69		$ 92.83	$ 2.88	$ 79.98	
KS State Bank	2019 Volvo Loader	$ 4,588.71		$ 4,588.71			
Ladner, Lynne	Monthly Car Allowance	$ 300.00	$ 300.00				
LARA	LIEAF Program	$ 989.98			$ 989.98		
Larson's	Varioius projects	$ 1,110.36	$ 607.33	$ 97.32	$ 172.85	$ 232.86	
Lighthouse Car Care	Auto Parts/supplies	$ 112.00			$ 112.00		
Ludington Daily News	Advertising/Publications	$ 216.36	$ 216.36				
Mantyck, Liz	Phone Reimbursement	$ 35.00	$ 35.00				
McCormick Sand	Water Main Imp.	$ 145,076.70					$ 145,076.70
Michigan Municipal Risk MGmt	General Fund Insurance	$ 14,859.25	$ 4,903.55		$ 6,389.48	$ 2,377.48	$ 1,188.74
Michigan Municipal Risk MGmt	Retention Fund	$ 4,500.00	$ 1,485.00		$ 1,935.00	$ 720.00	$ 360.00
Modern Marketing	Drug Test Pouch	$ 172.65	$ 172.65				
MPPA	Purchased Power	$ 20,174.04			$ 20,174.04		
Office Machines	Copy Overages - Police	$ 33.49	$ 33.49				
Pitney Bowes	Equipment Lease	$ 60.42	$ 60.42				
Power Line Supplies	Parts/Supplies	$ 130.55			$ 130.55		
Power Line Supplies	Parts/Supplies	$ 44.55			$ 44.55		
Power Line Supplies	Parts/Supplies	$ 29.00			$ 29.00		
Power Line Supplies	Parts/Supplies	$ 17.99			$ 17.99		
Pranger Property	City Hall Cleaning Service	$ 168.00	$ 168.00				
Praxair	Cylinder Rental	$ 93.97		$ 40.35	$ 53.62		
Quill	Paper	$ 117.98	$ 117.98				
Republic Services	Garbage services	$ 16,490.31		$ 16,490.31			
Republic Services	Starting Block Garbage Svc	$ 178.73			$ 178.73		
Ricoh	Copy Overages	$ 106.86	$ 106.86				
Riggs, Jason	Phone Reimbursement	$ 35.00		$ 35.00			
Salazar, Juan	Phone Reimbursement	$ 35.00	$ 35.00				
Schiller, Mike	Phone Reimbursement	$ 35.00			$ 35.00		
Sheldon, Mari	Deposit Refund	$ 19.13			$ 19.13		
Skipski, Kevin	Phone Reimbursement	$ 35.00	$ 35.00				
Skipski, Kevin	Reimburse - Belt	$ 55.06	$ 55.06				
State of Michigan	NPDES annual permit - Energy Dept.	$ 150.00			$ 150.00		
State of Michigan	NPDES annual permit - BioPure	$ 1,950.00				$ 1,950.00	
SyncWave	Internet Hosting	$ 468.14	$ 91.72	$ 87.18	$ 87.18	$ 202.06	
Trace Analytical	Water Testing	$ 212.00				$ 212.00	
VanAgtmael, Scott	Phone Reimbursement	$ 35.00			$ 35.00		
VanZoeren, Andy	Phone Reimbursement	$ 35.00			$ 35.00		
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					

Payables Date: 12/08/2020	Description	Total	General +	DPW	Energy	BPTF	Water
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
	Subtotal	**$ 262,889.43**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
HAND CHECKS/ACH							
Alerus - ACH	*City Share 401 Retirement*	$ 3,032.97	$ 3,032.97				
US Postmaster	Postage	$ 522.10			$ 235.00	$ 208.84	$ 78.26
		$ -					
		$ -					
		$ -					
	TOTAL HAND CHECKS	**$ 3,555.07**	**$ 3,032.97**	**$ -**	**$ 235.00**	**$ 208.84**	**$ 78.26**
	Sub-Total Regular Bills/Hand Checks	***$ 266,444.50***	***$ 3,032.97***	***$ -***	***$ 235.00***	***$ 208.84***	***$ 78.26***
Gross Payroll	499						
	Sub-Total	**$ -**					
	GRAND TOTAL	***$ 266,444.50***	**$ 3,032.97**	**$ -**	**$ 235.00**	**$ 208.84**	**$ 78.26**

PAYROLL AMOUNTS					
12/10/20					
Pay 499		**GROSS PAY**	**OVERTIME**	**LONGEVITY**	**BASE PAY**
Employee Code	**Dept.**		**PAY**		
FULL-TIME					
DCC	Office	$1,595.20	$0.00	$0.00	$1,595.20
MGR.	Office	$3,640.80	$0.00	$0.00	$3,640.80
CC	Office	$2,393.40	$0.00	-$375.00	$2,018.40
DCC	Office	$1,416.00	$0.00	$0.00	$1,416.00
PO	Police	$3,397.64	-$1,229.76	-$125.00	$2,042.88
PO	Police	$2,950.08	-$665.28	$0.00	$2,284.80
PO	Police	$2,470.34	-$652.19	$0.00	$1,818.15
PC	Police	$2,774.80	$0.00	-$250.00	$2,524.80
DS	Police	$3,149.60	$0.00	-$500.00	$2,649.60
DPW1	DPW	$2,017.60	$0.00	$0.00	$2,017.60
DPW2	DPW	$2,645.90	-$176.54	-$250.00	$2,219.36
DPW3	DPW	$2,756.32	$0.00	-$500.00	$2,256.32
DPWS	DPW	$2,936.00	$0.00	-$500.00	$2,436.00
BIOS	WW	$3,386.40	$0.00	-$500.00	$2,886.40
BIOS	WW	$2,313.94	-$94.58	$0.00	$2,219.36
BIOS	WW	$3,326.81	-$570.49	-$500.00	$2,256.32
ENERGY1	Energy	$3,464.40	$0.00	-$250.00	$3,214.40
ENERGY2	Energy	$3,660.84	$0.00	-$125.00	$3,535.84
ENERGYS	Energy	$3,985.00	$0.00	-$125.00	$3,860.00
ENERGY3	Energy	$3,612.79	$0.00	$0.00	$3,612.79
ENERGY4	Energy	$2,856.39	-$201.99	-$500.00	$2,154.40
DIR.	HD	$1,971.20	$0.00	$0.00	$1,971.20
TOTAL		**$62,721.45**	**-$3,590.83**	**-$4,500.00**	**$54,630.62**
COUNCIL					
CC1		$0.00	$0.00	$0.00	$0.00
CC2		$0.00	$0.00	$0.00	$0.00
CC3		$0.00	$0.00	$0.00	$0.00
CC4		$0.00	$0.00	$0.00	$0.00
CC5		$0.00	$0.00	$0.00	$0.00
CC6		$0.00	$0.00	$0.00	$0.00
CC7		$0.00	$0.00	$0.00	$0.00
TOTAL		**$0.00**	**$0.00**	**$0.00**	**$0.00**
PART-TIME					
MGR.	HHD	$0.00	$0.00	$0.00	$0.00
EW	Office	$0.00	$0.00	$0.00	$0.00
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	$635.00	$0.00	$0.00	$635.00
TOTAL		**$635.00**	**$0.00**	**$0.00**	**$635.00**
TOTAL PAYROLL		**$63,356.45**	**-$3,590.83**	**-$4,500.00**	**$55,265.62**

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Council Rules, Procedures and Etiquette

Ladies and Gentlemen,

As presented at the last council meeting and with additions as requested by members of the council and review by the City Attorney the proposed Council Rules, Procedures and Etiquette outline how the Council and appointed boards will conduct business, layout procedures for the presentation of materials or information to the council and the expectations for behavior by all attendees of public meetings including members of the body and public.

It is my recommendation that the Council adopt Resolution 2020-70 Adopting the City of Hart Council Rules, Procedures and Etiquette.

Lynne

City of Hart
COUNCIL RULES AND PROCEDURES

1. Meetings shall open with Pledge of Allegiance.

2. Only persons recognized by the Chair (Mayor) shall be noted in the minutes.

3. Persons wishing to speak during Public Comment shall first be acknowledged by the Chair. Speakers shall limit their comments to three minutes, but additional time may be granted, in the discretion of the Chair, particularly when a person has been designated to speak on behalf of a group of individuals. Council members are encouraged to wait and address agenda items when the agenda item is brought to the floor, rather than during the Public Comment period. The Public Comment is intended to be a time when the Council receives input from the public, rather than a discussion time. Regardless of the speaker, comments should be made only after recognition by the Chair.

4. Persons addressing the Council will maintain a proper decorum in the Council Chambers. The use of vulgar, obscene, threatening or otherwise inappropriate language or gestures shall result in a verbal warning and/or ejection from the Council Chambers at the discretion of the Chair.

5. The public may not address the Council during its deliberations on a particular matter, unless requested to do so by the Chair. Public input will be appropriate only during Public Comment periods, public hearings and such other time as input is solicited by the Chair.

6. The deadline for matters (including communications) to appear on the agenda shall be Thursday at 5:00 P.M. prior to a regularly scheduled Council meeting, unless an earlier time has been set (or 48 hours prior to a special meeting). This shall also apply to Council members. Those people desiring to be placed on a meeting agenda shall state in writing their reasons and the subject matter to be presented and shall submit written materials to be considered at the meeting by these deadlines. Emergency matters may be considered by Council, if the agenda is amended.

7. The Council has adopted a policy of employing a Consent Agenda. Items that might customarily be included in Consent Agenda include: Approval of Agenda, Approval of Minutes, Acceptance of Correspondence, Department Reports, Reports of Boards, Commissions and Committees and Bills, Claims and Payroll. Upon the request of any Council member, an item may be removed from the Consent Agenda and placed on the Agenda for full discussion and consideration.

8. Council members shall receive an agenda packet with the tentative agenda. All efforts will be made to make the agenda packet available to the members on the Friday prior to the regular meeting.

9. Council members are to be notified of any commission/committee meetings.

10. The Council may from time to time adopt health and safety procedures for meeting attendance up to and including requiring all Council, Board and Commission meetings to be held virtually, requiring members of the Council, Boards, Commissions and Public to adhere to these procedures. Examples of health and safety procedures include: social distancing, restrictions on approaching members of the council during public meetings, and requiring in person attendees to wear a face mask covering which meets MDHHS, MIOSHA and/or CDC guidelines. Failure to adhere to adopted health and safety procedures may result in removal from in person attendance at that meeting.

RESOLUTION 2020-70
Hart City Council
City of Hart, Michigan

Adoption of Council Rules, Procedures and Etiquette

WHEREAS; the Council has reviewed and provided input on the Rules, Procedures and Etiquette aimed and improving the efficiency of City meetings; and

WHEREAS; through the adoption of Rules, Procedures and Etiquette members of the public can have an informed understanding for how meetings will proceed and the expectations for public participation;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Adopts the Council Rules, Procedures and Etiquette as presented to the Council..

Moved by _____, supported by _____ and thereafter adopted by the Hart City Council at a regular council meeting held on November 24, 2020.

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.

Cheri Eisenlohr, Dep. City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Designation of checking account signers

Ladies and Gentlemen,

With the transition of the council including the election and selection of a new Mayor and Mayor Pro-Tem it is necessary that the City formally designate new bank account signers in order to continue the business of the City. Typically account signers include the Mayor, Mayor Pro-Tem, City Manager and City Clerk/Treasurer.

It is my recommendation that the council adopt Resolution 2020-71 Designating the Mayor, Mayor Pro-Tem and Interim City Clerk/Treasurer as authorized signers on the City's bank accounts.

Lynne

From: Cheryl Rabe
To: Lynne Ladner; Karla Swihart
Subject: Fw: update signers on account 1436971
Date: Tuesday, December 1, 2020 11:16:02 AM

FYI

From: Marysue Mahan <MMahan@shelbybank.com>
Sent: Tuesday, December 1, 2020 10:30 AM
To: Cheryl Rabe
Cc: Michele Amstutz
Subject: RE: update signers on account 1436971

Morning Cheryl,

Congratulations on your upcoming retirement. Exciting times! Appreciate the heads up on the changes. There should be minutes from the council meeting stating who the new signers are to be. We will need copies of those minutes. In addition we will need copies of drivers licenses and another form of ID from the new signers, Vicki Plat, Robert Splane, and Karla Swihart. Once collected we will get the new signature cards printed and returned to you so they can come in to City Hall and sign. Call with questions.

Thank you,

Mary Sue

From: Cheryl Rabe <crabe@cityofhart.org>
Sent: Tuesday, December 01, 2020 8:23 AM
To: Marysue Mahan <MMahan@shelbybank.com>
Cc: Lynne Ladner <LLadner@cityofhart.org>; Karla Swihart <kswihart@cityofhart.org>
Subject: update signers on account 1436971

Good morning Mary Sue,

The City now has a new mayor, new mayor pro tem and will have a new clerk/treasurer.

On the current signers we have:
Ron LaPorte- mayor
Jason LaFever- mayor pro tem
Lynne Ladner- city manager
Cheryl Rabe- city treasurer

The signers as of today should be:
Vicki Platt – mayor

Rob Splane – mayor pro tem
Lynne Ladner – city manager
Karla Swihart – city treasurer

I am retiring at the end of December so Karla will be taking my position

If you could direct us in the best way to get these signatures updated that would be great.

We will make sure at the next council meeting to have the new signers approved and the past signers removed and get the minutes to the bank.

Cheryl Rabe
Clerk/Treasurer
407 State st.
Hart, MI 49420
Ph: 231-873-2488
Fax: 231-873-0100

This e-mail may contain data that is confidential, proprietary or "non-public personal information", as that term is defined in the Gramm-Leach-Bliley Act. The Confidential Information is disclosed conditioned upon your agreement that you will treat it confidentially and in accordance with applicable law, ensure that such data isn't used or disclosed except for the limited purpose for which it's intended. If a party other than the intended recipient receives this e-mail, you are requested to instantly notify us of the erroneous delivery and return to us all data so delivered. CONFIDENTIALITY NOTICE: This message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Any communication via this e-mail does not constitute a commitment to lend any funds under any circumstance.

RESOLUTION 2020-71
Hart City Council
City of Hart, Michigan

Designate Mayor and Mayor Pro-Tem as authorized signers on City Bank Accounts

WHEREAS; the majority of the City's bank accounts require at least two signers for all checks; and

WHEREAS; the highest elected official, the mayor pro-tem, city manager and city clerk/treasurer are the generally accepted individuals as authorized signers; and

WHEREAS: the banks which the City conducts business with require formal action designating any new account signers;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Designates the Mayor Vicki Platt and Mayor Pro-Tem Rob Splane as authorized signers on City Bank Accounts.

Moved by _____, supported by _____ and thereafter adopted by the Hart City Council at a regular council meeting held on November 24, 2020.

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.

Cheri Eisenlohr, Dep. City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Adoption of energy department rates effective July 1, 2021

Ladies and Gentlemen,

As authorized by the Council a cost of service study has been completed and presented to the Council and Power Board. With modest rates increases advised to take place effective July 1, 2021. Prior to this the City had not completed a cost of service study since 2008 and no rate increases have been implemented since that time.

It is my recommendation that the Council adopt Resolution 2020-72 Adopting the recommendations from UFS for Energy Department Cost of Service Rates to be implemented July 1, 2021.

Lynne

Hart Energy Department

Rate Design

9/21/2020

Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI 49424
608 230 5849

Email: mjohnson@utilityfinancialsolutions.com

Submitted Respectfully by:
Mike Johnson
Manager, Utility Financial Solutions



Hart Energy Department
Rate Design
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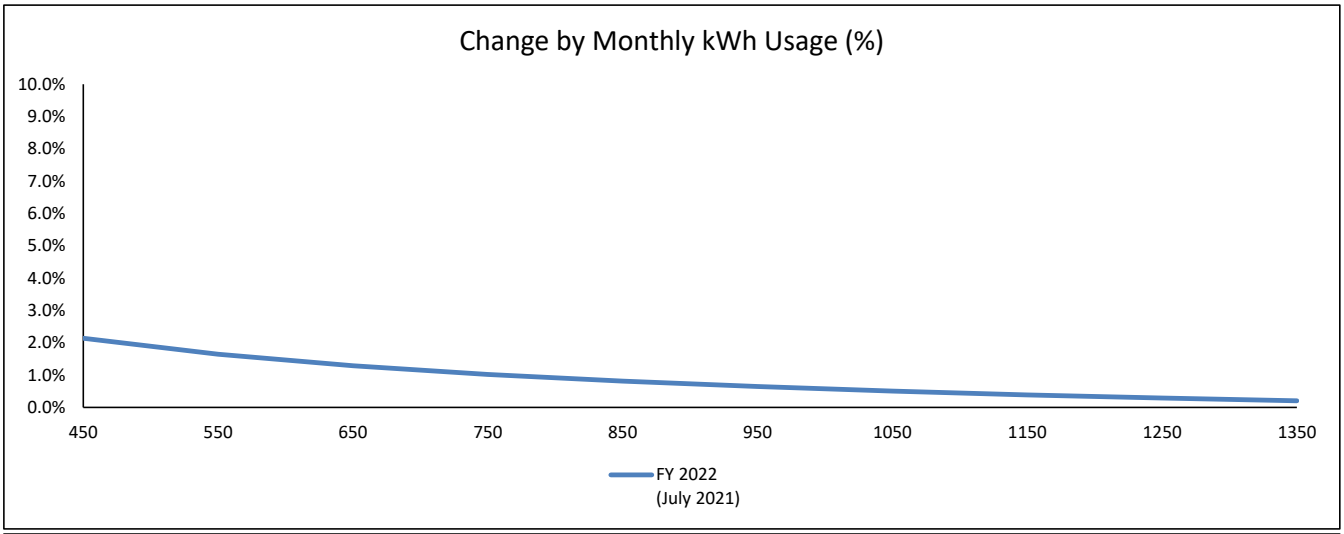
Projected Industrial Customer Rates	9

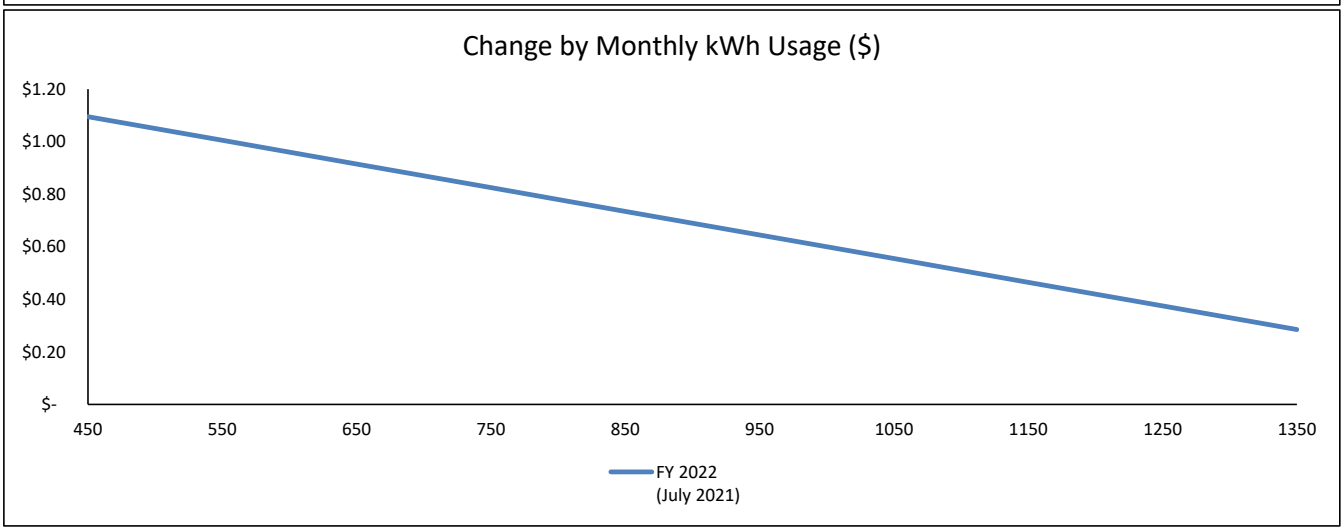
Hart Energy Department
Rate Design
Rate Design Summary

Customer Class		Projected Revenues Under Current Rates	Projected Revenues Under Proposed Rates Year 1
Residential - Single Phase		$ 872,967	$ 884,110
Commercial - Single Phase		1,078,358	1,089,842
Street Lighting		12,015	12,254
Demand Customer		606,081	610,021
Industrial Customer (exceeding 2,000,000 kWh annually)		2,372,018	2,395,738
	Totals	$ 4,941,440	$ 4,991,965

Hart Energy Department
Electric Rate Design
Residential

Rates		Current		FY 2022 (July 2021)
Monthly Facilities Charge:				
Single Phase	$	7.00	$	8.50
Three Phase	$	19.00	$	20.50
Energy Charge:				
All Energy	$	0.07650	$	0.08560
Energy Optimization				
All Energy	$	0.00130	$	0.00130
Power Cost Adjustment:				
All Energy	$	0.02037	$	0.01037
Revenue from Rate	$	872,967	$	884,110
Change from Previous				1.3%





Hart Energy Department
Electric Rate Design
Residential

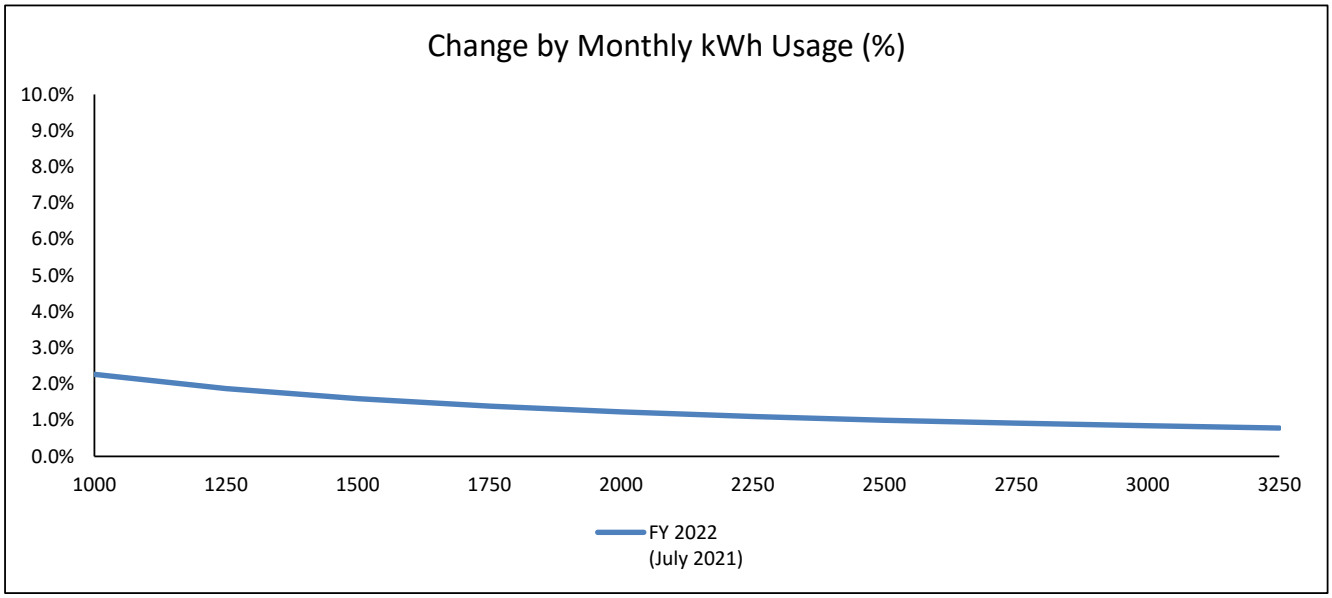
Monthly Bill By Energy Usage				
All Energy		Current $		FY 2022(July 2021) $
450	$	51.18	$	52.27
550	$	61.00	$	62.00
750	$	80.63	$	81.46
1150	$	119.90	$	120.37
1250	$	129.72	$	130.09
1350	$	139.53	$	139.82

Monthly % Change by Energy Usage	
All Energy	FY 2022(July 2021)
450	2.1%
550	1.6%
650	1.3%
750	1.0%
850	0.8%
950	0.6%
1050	0.5%
1150	0.4%
1250	0.3%
1350	0.2%

Monthly $ Change by Energy Usage		
All Energy		FY 2022 (July 2021)
450	$	1.10
550	$	1.01
650	$	0.92
750	$	0.83
850	$	0.73
950	$	0.64
1050	$	0.55
1150	$	0.47
1250	$	0.38
1350	$	0.28

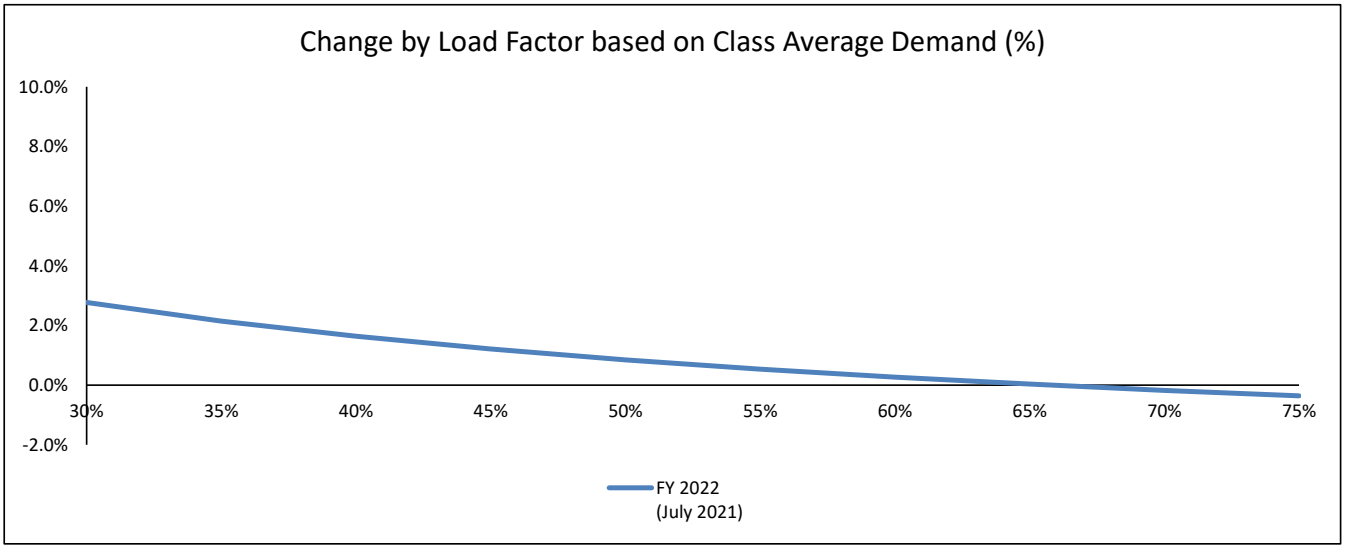
Hart Energy Department
Electric Rate Design
Commercial

Rates	Current	FY 2022 (July 2021)
Monthly Facilities Charge:		
Single Phase	$ 16.50	$ 19.50
Three Phase	$ 19.00	$ 22.00
Energy Charge:		
All Energy	$ 0.0910	$ 0.1010
Energy Optimization		
All Customers	$ 4.4300	$ 4.4300
Power Cost Adjustment:		
All Energy	$ 0.02037	$ 0.01037
Revenue from Rate	$ 1,078,358	$ 1,089,842
Change from Previous		1.1%



Hart Energy Department
Electric Rate Design
Demand

Rates	Current	FY 2022 (July 2021)
Monthly Facilities Charge:		
Monthly Charge	$ 60.00	$ 90.00
Energy Charge:		
All Energy	$ 0.05640	$ 0.06370
Demand Charge		
All Demand	$ 8.00	$ 9.00
Energy Optimization		
All Customers	$ 4.430	$ 4.430
Power Cost Adjustment:		
All Energy	$ 0.02037	$ 0.01037
Revenue from Rate	$ 606,081	$ 610,021
Change from Previous		0.7%

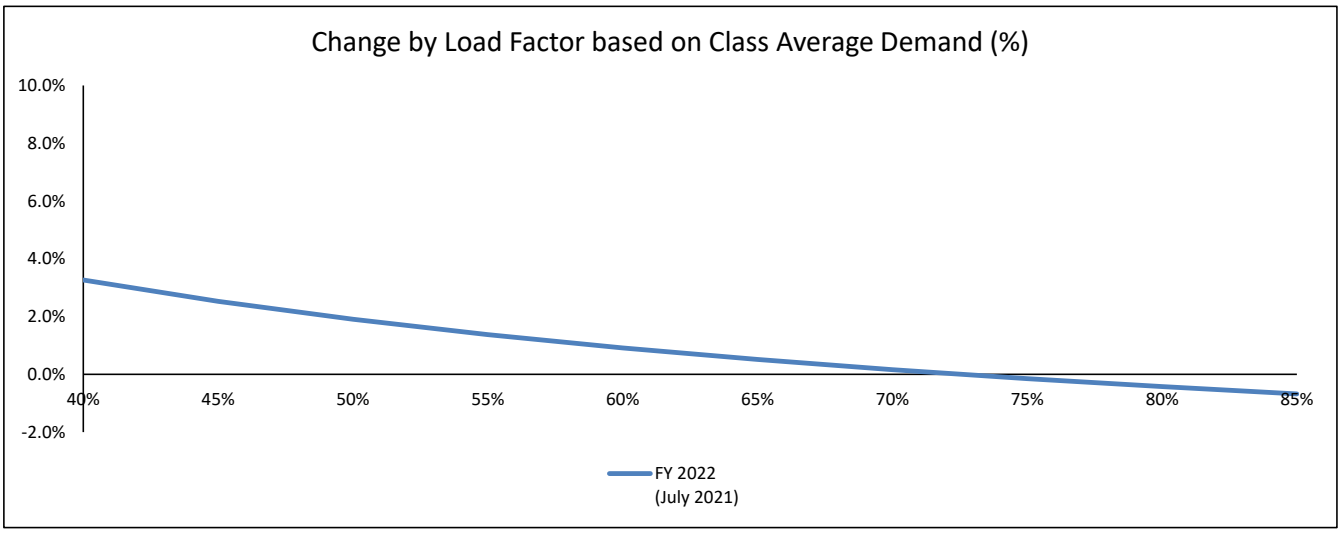


Hart Energy Department
Electric Rate Design
Street Lighting

Rates		Current		FY 2022 (July 2021)
Monthly Charge:				
All Lights	$	13.53	$	13.80
Revenue from Rate	$	12,015	$	12,254
Change from Previous				2.0%

Hart Energy Department
Electric Rate Design
Industrial

Rates		Current		FY 2022 (July 2021)
Monthly Facilities Charge:				
Monthly Charge	$	60.00	$	150.00
Energy Charge:				
All Energy	$	0.05300	$	0.05906
Demand Charge				
All Demand	$	7.00	$	9.00
Energy Optimization				
All Customers	$	215.240	$	215.240
Power Cost Adjustment:				
All Energy	$	0.02037	$	0.01037
Revenue from Rate	$	2,372,018	$	2,395,738
Change from Previous				1.0%



RESOLUTION 2020-72
City Council
City of Hart, Michigan

FY2022 ELECTRIC RATES

WHEREAS, the City of Hart owns and operates a municipal electric system; and

WHEREAS, a full cost of service study has been completed by UFS, Inc as authorized by the council and reviewed by both the council and the power board ; and

WHEREAS, we are seeking to provide ample notice to customers to changes in the electric rates that are necessary to maintain the system, operate the generation and distribution facilities and provide for cash reserves for emergency use;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Adopts the rates and charges as identified below for FY2022 effective for all bills for services mailed on or about July 1, 2021:

A	**ELECTRIC—RESIDENTIAL**	**RATES FY2022**
	Single phase monthly base rate	$8.50
	Three phase monthly base rate	$20.50
	kWh charge	$0.08560
B	**ELECTRIC-- COMMERCIAL**	**RATES FY2022**
	Single phase monthly base rate	$19.500
	Three phase monthly base rate	$22.00
	kWh charge	$0.1010
C	**ELECTRIC--DEMAND CUSTOMER**	**RATES FY2022**
	Monthly base rate	$90.00
	Demand charge per KW	$9.00
	kWh charge	$0.06370

D	**ELECTRIC—INDUSTRIAL CUSTOMER EXCEDING 2,000,000 KWH ANNUALLY**	**RATES FY2022**
	Monthly base rate	$150.00
	Demand charge per KW	$9.00
	kWh charge	$0.05906
E	**FUEL COST ADJUSTMENT FACTOR (12-MONTH ROLLING AVERAGE)**	Varies
F	**ENERGY OPTIMIZATION**	**RATES FY2022**
	Residential per kWh	$0.0013
	Commercial per meter	$4.43
	Industrial per meter (6)	$215.24

Moved by_____, supported by _____, and thereafter adopted at the regular City of Hart City Council meeting on December 8, 2020.

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.

Cheri Eisenlohr, Deputy City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Adopt extension of Solid Waste and Recycling Contract with Republic Waste

---

Ladies and Gentlemen,

The City contracts to provide solid waste and recycling services to utility customers through Republic Waste. The current contract expires December 31, 2020 and there is not currently any other provider in the region that have the capacity to provide the services to the volume of customers the City has.

As part of the proposed contract extension Republic will be switching recycling customers from the current bins to 90 gallon carts similar to the trash carts all ready provided at no charge to the city or customers. Republic has provided three extension options a three year, five year or seven year extension. The previous contract extension accepted by the Council was a seven year extension.

It is my recommendation that the council adopt Resolution 2020-73 Adopting an extension of the solid waste and recycling contract with Republic waste for a term of seven (7) years.

Lynne

City of Hart Contract Proposal

Option #1 - 3 Year agreement (Monthly Rate)

	Year 1	Year 2	Year 3
Trash - Weekly Pickup Recycle - Carted 1x/month	$ 16,497.25	$ 17,322.11	$ 18,188.22
Municipal Buildings:	No Charge		
City Hall			
DPW Garage			
Hydro Electric			

Option #2 - 5 Year Agreement (Monthly Rate)

	Year 1	Year 2	Year 3	Year 4	Year 5
Trash - Weekly Pickup Recycle - Carted 1x/month	$ 16,497.25	$ 17,157.14	$ 17,843.43	$ 18,557.16	$ 19,299.45
Municipal Buildings:	No Charge				
City Hall					
DPW Garage					
Hydro Electric					

Option #2 - 7 Year Agreement (Monthly Rate)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Trash - Weekly Pickup Recycle - Carted 1x/month	$ 16,497.25	$ 16,992.17	$ 17,501.93	$ 18,026.99	$ 18,748.07	$ 19,497.99	$ 20,277.91
Municipal Buildings:	No Charge						
City Hall							
DPW Garage							
Hydro Electric							

RESOLUTION 2020-73
Hart City Council
City of Hart, Michigan

Adopt extension of solid waste contract with Republic Waste

WHEREAS; the City currently has a contract with Republic Waste to provide solid waste and recycling services to city customers which expires December 31, 2020; and

WHEREAS; due to the number of customers served in the contract there are not other contractors in the region that have the capacity to serve the community; and

WHEREAS: the City believes that encouraging recycling is in the best interest of the community and with this contract extension the current recycling bins will be replaced with 90 gallon carts specifically for recycling providing customers with 90 gallon carts for both solid waste and recycling; and;

WHEREAS: Republic has provided three contract extension options

City of Hart Contract Proposal

Option #1 - 3 Year agreement (Monthly Rate)

	2020 rate	Year 1	Year 2	Year 3
		0.25%	4.76%	4.76%
Trash - Weekly Pickup Recycle - Carted 1x/month	$16,455.67	$ 16,497.25	$ 17,322.11	$ 18,188.22
Municipal Buildings: DPW Garage Hydro Electric	No Charge City Hall			

Option #2 - 5 Year Agreement (Monthly Rate)

	2020	Year 1	Year 2	Year 3	Year 4	Year 5
		0.25%	3.85%	3.85%	3.85%	3.85%
Trash - Weekly Pickup Recycle - Carted 1x/month	$16,455.67	$ 16,497.25	$ 17,157.14	$ 17,843.43	$ 18,557.16	$ 19,299.45
Municipal Buildings: DPW Garage Hydro Electric	No Charge City Hall					

Option #2 - 7 Year Agreement (Monthly Rate)

	2020	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
		0.25%	2.91%	2.91%	2.91%	3.85%	3.85%	3.85%
Trash - Weekly Pickup Recycle - Carted 1x/month	$16,455.67	$ 16,497.25	$ 16,992.17	$ 17,501.93	$ 18,026.99	$ 18,748.07	$ 19,497.99	$ 20,277.91
Municipal Buildings: DPW Garage Hydro Electric	No Charge City Hall							

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Adopts an extension of the solid waste contract with Republic Waste, to include providing 90 gallon carts for recycling to replace the existing recycling bins at no cost for a term of __ years.

Moved by _____, supported by _____ and thereafter adopted by the Hart City Council at a regular council meeting held on November 24, 2020.

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.

Cheri Eisenlohr, Dep. City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Corrective Action Plan for Department of Treasury

Ladies and Gentlemen,

The City is required to submit a CAP to the Department of Treasury as was stated during the presentation of the City's FY2020 audit at the last council meeting. The CAP must be submitted within 30 days of receipt of notification by Treasury and only after having been presented to the Council for review.

It is my recommendation that the City adopt Resolution 2020-74 Approving the Corrective Action Plan as drafted by the City Manager for submission to the Department of Treasury.

Lynne

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

November 30, 2020

Request for Improvement of Deficiencies - Corrective Action Plan
Fiscal Year: 2020
Municipality Code: 642010
Report ID Number: 107843

Sent Via Email
City of Hart
lladner@cityofhart.org

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.
- Expenditures have exceeded revenues for the last three years. Please provide an explanation for this trend.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at Michigan.gov/localfinancialreporting and select the File Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at LAFD_Audits@michigan.gov if you have any questions.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division

City of Hart

407 State Street • Hart, MI 49420 • www.cityofhart.org

December 4, 2020

State of Michigan
Department of Treasury
Local Government Financial Services Division
ATTN: Cary Jay Vaughn
PO Box 30728
Lansing, MI 48909-8228

Re: City of Hart Audit Report FY 2020 – CAP

In response to your letter dated November 30, 2020 in which the State requested a Corrective Action Plan (CAP) from the City, please see the comments and CAP below.

The City of Hart is working with the newly appointed Interim Clerk/Treasurer to ensure that budget adjustments are input into the financial accounting system immediately following approval by the Council as well as the completion of budgeted and approved internal fund transfers are input on both sides of the General Ledger to eliminate budget variances and excess expenditures.

Continued emergency repairs for projects due to deferred maintenance and the increased costs of battling the COVID-19 pandemic this year cause significant unplanned but necessary expenditures related to personal protective equipment, remote work access equipment and licensing among many other pandemic related expenses saw what was anticipated to be a year in which no cash reserves were to be used to a year where providing for the health and safety of residents and employees took priority over reduced budgets. Efforts were implemented to attempt to alleviate the additional expenditures including employee lay-offs, furloughs, work share agreements with employees and a reduction in other unfixed costs but unfortunately those expenses placed us in a budgetary situation where we unfortunately needed to use reserves. With the adoption of our Fund Balance Policy for the General Fund in February of 2020 we will be using this as the guiding star for future budget and expenditure decisions.

Sincerely;

Lynne Ladner

Lynne Ladner
City Manager

RESOLUTION 2020-74
Hart City Council
City of Hart, Michigan

Approve Corrective Action Plan as required by Department of Treasury following FY 2020 audit

WHEREAS; the City received the annual Fiscal Year 2020 independent audit of the City's finances; and

WHEREAS; the audit identified specific deficiencies that may impede the City's ability to comply with state statute which requires the City to file with the Department of Treasury a Corrective Action Plan (CAP) within 30 days of receipt of the notification.; and

WHEREAS: the attached CAP has been developed for submission pending review by the Council

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Approves the attached Corrective Action Plan for submission to the Department of Treasury to address deficiencies as outlined in the FY 20 Financial Audit.

Moved by _____, supported by _____ and thereafter adopted by the Hart City Council at a regular council meeting held on November 24, 2020.

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.

Cheri Eisenlohr, Dep. City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Pay rate for Interim Clerk/Treasurer

Ladies and Gentlemen,

With the change in duties and responsibilities that the Interim Clerk/Treasurer will be undertaking it is reasonable to compenstate the Interim Clerk/Treasurer appropriately. Based upon current years of service with the City, the most current information for compensation for like sized communities in our region of the state I am submitting the attached resolution.

It is my recommendation that the Council adopt Resolution 2020-75 Adopting pay rates for the Interim Clerk/Treasurer effective January 1, 2021

Lynne

RESOLUTION 2020-75
Hart City Council
City of Hart, Michigan

Adopt pay rate for Interim City Clerk/Treasurer effective January 1, 2021

WHEREAS; the City council has previously acknowledged the impending retirement of the Clerk/Treasurer December 31st and appointed an Interim Clerk/Treasurer to take effect January 1, 2021; and

WHEREAS; with the change in duties and responsibilities that the Interim Clerk/Treasurer will be undertaking it is reasonable to compenstate the Interim Clerk/Treasurer appropriately.; and

WHEREAS: the based upon current years of service with the City, the most current information for compensation for like sized communities in our region of the state

municipality	population	position	actual	region
Howard City	1,808	Clerk/Treasurer	$47,732	3
Shelby	2,065	Clerk/Treasurer	$41,600	3
Hart	2,126	Clerk/Treasurer	$52,478	3
Hart	**2,126**	**Interim Clerk/Treas.**	**$47,320**	**3**

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Adopts a pay rate for the Interim Clerk Treasurer of $47,320 annually for the Interim Clerk/Treasurer effective January 1, 2021

Moved by _____, supported by _____ and thereafter adopted by the Hart City Council at a regular council meeting held on November 24, 2020.

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.

Cheri Eisenlohr, Dep. City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Supporting a Safe Routes to School Grant Application

Ladies and Gentlemen,

The Safe Routes to School (SRTS) project is part of a larger walking and biking trail project that will connect Pentwater and Hart and joing the statewide trail system that was started with the Hart-Montague Trail. As part of that larger project the SRTS portion has been in process for my tenure with the city. This resolution commits the city to being the fudiciary party for the grant, submitting and administering the grant, commits to using our required non-motorized transporation funding to assist with paying for a portion of the grant, and to long term maintenance of the SRTS portion of the trail.

It is my recommendation that the Council adopt Resolution 2020-76 Supporting a Safe Routes to School Grant Application

Lynne

RESOLUTION NO. 2020 - 77

AUTHORIZING ENTERING INTO AN AGREEMENT WITH FLEIS AND VANDENBRINK TO PERFORM ENGINEERING SERVICES ASSOCIATED WITH SAFE ROUTES TO SCHOOL APPLICATION

WHEREAS, the Safe Routes to School project is part of a larger project being coordinated between the Pentwater-Hart Trail Committee and the Oceana County Road Commission; and

WHEREAS, Fleis and Vandenbrink has been the contracted engineer completing all the work on the Pentwater-Hart Trail project including preliminary work on the Safe Routes to School portion through the City of Hart; and

WHEREAS, the City has designated Fleis and Vandenbrink as a qualified engineer through a qualifications-based selection process and will benefit from efficiencies related to utilization of a single engineering firm completing all the work associated with the greater project scope;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorizes the City Manager to contract with Fleis and Vandenbrink for work to complete the necessary engineering and survey requirements for submission of the Safe Routes to School grant application not to exceed $5,000 without prior authorization from the Council

Moved by_____, supported by _____, and thereafter adopted at the regular City of Hart City Council meeting on December 8, 2020.

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.

Cheri Eisenlohr, Deputy City Clerk

Memo

To: Mayor and Council
From: Lynne Ladner
Date: 12/4/2020
Re: Agreement with Fleis & Vandenbrink to perform engineering services associated with Safe Routes to School Application

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Ladies and Gentlemen,

As part of the application for SRTS the City needs to work with an engineer finalizing the survey and preliminary engineering drawings. Fleis & Vandenbrink has done all the engineering for the greater project thus far and it is most efficient to have them continue the work.

It is my recommendation that Council adopt Resolution 2020 - 77 the Agreement with Fleis & Vandenbrink to perform engineering services associated with Safe Routes to School Application.

Lynne

RESOLUTION NO. 2020 - 76

RESOLUTION SUPPORTING A SAFE ROUTES TO SCHOOL GRANT APPLICATION

WHEREAS, the Safe Routes to School program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the City of Hart , in partnership with Hart Public Schools, Oceana County Road Commission and the Pentwater-Hart Trail Committee, is applying for funds through MDOT from the Safe Routes to School program to construct certain infrastructure projects throughout the City, including sidewalks, crosswalks, and signage to enable and encourage children to safely walk and bike to school; and

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorized Lynne Ladner, City Manager and Act 51 Street Administrator, to act as agent on behalf of the City to request Safe Routes to School funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award; and

The City attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering design and construction, permit fees, administration costs, and cost overruns; and

The City commits to owning, operating, funding, and implementing a maintenance program over the design life of the facilities constructed with Safe Rotes to School funding.

Moved by_____, supported by _____, and thereafter adopted at the regular City of Hart City Council meeting on December 8, 2020.

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.

Cheri Eisenlohr, Deputy City Clerk