City of Hart, Michigan
CITY COUNCIL AGENDA
January 28, 2020, 7:30 PM
City Hall, 407 State Street, Hart, Michigan

1. Call to Order
2. Roll Call – LaPorte, Frontiera, Hegedus, La Fever, Martin, Platt, Splane
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes from January 14, 2020.
6. Public Comments, Correspondence, Events, Presentations
7. Department Reports (* written report is in the packet)
   a. Police* b. BioPure c. Public Works d. Energy e. HEART
8. Reports of Boards, Commissions, and Committees (*** Minutes in the packet)
   1. Cemetery
   2. DPW
   3. Housing Board of Review
   4. Finance/Personnel
   5. Fire Board
   6. Historic
   7. Police***
   9. Power
   10. Recreation
   11. Parks
   12. Library
   13. Planning
   14. TIFA***
   15. ZBA
   16. Tax Abatement
   17. Water/BioPure
   18. Neglected/Dangerous Properties
   20. H.E.A.R.T***
   21. Hart Lake Board
   22. Election Commission
   23. Starting Block Kitchen Incubator
   24. Compensation Com.
9. Bills, Claims, Payroll
10. Action Items
    a. Resolution 2020-06 Accept Annual Report for 2018-2019 from Planning Commission
    b. Resolution 2020-07 Accept bids and authorize sale of 2002 F550 Utility Bucket Truck
    c. Resolution 2020-08 Accept bids for snowplow for BioPure pick-up and authorize purchase and installation
    d. Resolution 2020-09 Authorize the sale of surplus equipment
11. Discussion Items
    a. Boechtal offer to purchase City's ownership in shared Lot 7 of the 227 E Main purchase – need decision on whether to proceed and publicize public hearing for Feb. 11th meeting
12. City Manager Report
13. Communications from the Mayor and Council
    a. Re-Appointment Peggy Wittman to Planning Commission
    b. Appointment of Council representatives the the Hart Economic and Redevelopment Team board
    c. Accept resignation of Council Member Patrice Martin and establish process for filling vacancy
14. Adjournment –

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.

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
JANUARY 14, 2020, 7:30 P.M.
MINUTES

PRESENT: Mayor Ron LaPorte, Councilors: Joe Frontiera, Jason La Fever, Steve Hegedus, and Rob Splane.
ABSENT: Patrice Martin and Vicki Platt
OTHERS PRESENT: Energy Department Superintendent – Mike Schiller, BioPure Superintendent – Paul Cutter, DPW Superintendent – Brad Whitney, Police Chief – Juan Salazar, Deputy City Clerk - Cheri Eisenlohr, and City Manager – Lynne Ladner. See attached list for others in attendance.

Mayor LaPorte called the meeting to order at 7:30 p.m., following the roll call, the Mayor lead the Council in the pledge of allegiance.
AGENDA: Mr. La Fever made a motion to accept the 1st amended agenda, supported by Mr. Frontiera, all ayes, the motion was carried.
MINUTES: Mr. Hegedus made a motion to accept all minutes from the December 10th and 17th, 2019, meetings, regular and work sessions, supported by Mr. Splane, all ayes, the motion carried.
PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Fair Board President, Paul Erickson, gave an update to the Council in regards to the progress at the Fairgrounds. He did ask for future financial support when it comes to installing 100, 50 amp service connections for the proposed new campground. This will be discussed more as the time approaches. Mr. Erickson also advised that there will be a tractor pull done in conjunction with the National Asparagus Festival and that beer tents will be considered for future events at the grounds.
- Fire Chief, Jack White, advised the Council that the current .65 mil is being raised to 1 mil even. This will allow the department to meet expenditures and set funds aside into a sinking fund for future capital purchases. Ms. Ladner will work the additional $18,000.00 into the budget.
- Mr. George Sadler asked if he would be allowed to comment on item 10B of the agenda and was advised that he would be able to.
    - He asked for an update on billing DTE for the work that the City had done to repair the torn up area on Main Street that DTE was responsible for, he was advised that no billing had been done to date.
    - He asked if there was a deadline for posting packets on the City's website and was told that it usually was posted on the same Friday that it is sent out to Council. This packet for this meeting is an exception as the Deputy City Clerk was absent that Friday, and there was a delay in the posting of the documents.

DEPARTMENT REPORTS:

- BioPure Superintendent, Paul Cutter:
    - Mr. Cutter thanked Sgt. Skipski for the training he provided on CPR/First Aid.
    - The new blowers are expected in the country on February 4th, onsite February 14th, and an anticipated running date of April 1, 2020.
    - Inmates of the Oceana County Jail were used at the facility to realign the irrigation laterals; Sheriff Mast was on-site at the time the work was performed. All went well; the work they performed cut the project time in half for City employees.
    - Seneca is expanding their facility again, and MFP is currently running potatoes.

- Police Chief, Juan Salazar:
  - "Sgt. Skipski has been assisting the Hart Public School system in instructing CPR/AED/First Aid and bleeding control to school personnel; this goes from teachers to coaches. This is mandatory training for all school personnel. Sgt. Skipski has instructed several classes for the public school system thus far, and the training has been well received by the school. In November, Officer Hintz re-certified in defensive tactics at West Shore Community College. The department currently instructs it's officers in PPCT, Pressure Point Control Training. The department has been training in PPCT for the last 13 years. Officer Hintz has been the department defensive tactics instructor for the last three years and is required to re-certify every three years. The department will also be holding it's annual departmental training at West Shore Community College this month, which consists of training in defensive tactics, CPR/First-Aid/AED, bleeding control, firearms lecture, scenario-based training, and a Taser update. It has been extremely beneficial to be able to utilize the college to conduct our yearly training."
- DPW Superintendent, Brad Whitney:
  - Kevin of UIS worked on the South Valley well, the SCADA system is aging and will need to be replaced in the near future.
  - Tree trimming has been taking place due to the lack of snow.
  - Eleven Miss Digs have been reported.
  - Adams has been diverted to emergency work and will demolish the old waterworks building at a later time.
  - Booster station motor has been sent out for repairs.
  - The new roof for the DPW is half-finished. The weather will determine when the roof is finished.
  - Thank you for the new pick-up truck.
- Energy Department Superintendent, Mike Schiller:
  - Thanks to Sgt. Skipski for the first-aid/CPR training.
  - Hooking up the last 2 services on the Griswold project.
  - UIS is troubleshooting the #3 generator for online issues.
  - The Emergency Action Plan (EAP) for 2019 has been finalized and is being submitted to FERC.
  - Continuing to move the overhead lines on Tyler from yards to the roadside.
  - GRP is assisting with updates to the maintenance program for the sub-station.

BILLS – CLAIMS – PAYROLL:

- 12/23/2019 Bills: $592,012.26 Payroll: $57,154.58 Total Payables: $649,166.84
- 1/14/2020 Bills: $367,176.30 Payroll: $129,923.67 Total Payables: $497,099.97
  - Mr. Splane made a motion to approve the above payables, supported by Mr. Hegedus.
    - Ayes: 5 Nays: 0 Absent: 2

ACTION ITEMS:

Ms. Ladner addressed the following Action Items:

Memo
To: Mayor and Council
From: Lynne Ladner
Date: 01/09/2020
Re: FY 2019 Audit

Enclosed with your packet is the letter from Maner Costerisan, the City's auditing firm that completed the FY 2019 audit. While the overall audit for the City recognizes the financial health of the City with:

- Total net position was $24,367,719 (excluding component units).
- The governmental activity's net position was $4,237,445.
- Business-type activities net position was $20,130,274.
- The component Unit net position was $121,626.
- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of $1,468,611, with $1,016,979 being restricted or committed for specific purposes.
- The General Fund realized $83,345 less in revenues and other financing sources than anticipated for the fiscal year. General Fund expenditures and other financing uses were $51,847 less than appropriated.
- Overall, the General Fund's fund balance increased by $36,403 to $451,632. Net position in the Hydro, Sewer, and Water funds ended the year at $10,458,388, $7,644,472, and $2,027,414, respectively.
- Total long-term obligations for the primary government was $499,991, a net decrease of $153,586 from the prior year.
- The City remains well below its authorized legal debt limit.
- Total net capital assets for the primary government was $19,012,186 and included land, hydro system, sewer system, water system, and infrastructure, as well as various equipment, land improvements, and buildings and improvements.

The audit did identify a handful of what are considered to be deficiencies in internal controls, several of which have been noted in previous audits including:

Segregation of duties in certain accounting areas as a result of a lean office operation, it is difficult to separate the individuals that are involved in billing, payables and receivables roles.

Budget Variances – this has been addressed with more frequent budget amendments if needed, following a discussion/clarification with the auditor of the level at which they look at this issue.

Written Policies and Procedures – in the early 2000s, both an ACH-EFT policy and a capital asset policy were brought before the council and tabled. They were not acted upon after that. Both of these items will be coming before the Council in the near future as the Dept. of Treasury is now requiring that we document corrective action on these items in the form of adopting policies by the end of FY 2020.

Journal Entries – this was a one-time oversight issue that existed with JE not having been completed prior to the initial audit visit for payables and receivables generated in FY 2019 that were not inputted until after the end of the fiscal year, necessitating Journal Entries to attribute the revenues or expenditures to the correct fiscal year.

Lynne

RESOLUTION 2020-01
City Council
City of Hart, Michigan
Oceana County

ACCEPT AUDITOR OPINION AND RECOMMENDATIONS

WHEREAS, the City of Hart engaged certified public accountants SK&T to audit the City's FY2018 (July 1, 2018 – June 30, 2019) financial statements; and they have completed their audit and

have rendered an unqualified opinion that the financial position of the City of Hart is fairly presented therein; and

WHEREAS, the Council after having reviewed the audit with the SK&T, recommends the City Council accept their opinion and recommendations; and it is in the best interests of the City of Hart to accept the Council recommendations; and

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

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the SK&T opinion and recommendations regarding the FY2019 financial statements.

Moved by Mr. Splane, supported by Mr. La Fever, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 2020.

Ayes: 5 Nays: 0 Absent: 2

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

Cheri Eisenlohr, Deputy Clerk

Memo
To: Mayor and Council
From: Lynne Ladner
Date: 01/09/2020
Re: Changes for 2020

As you are aware, the decision was made to graduate from the Main Street program in order to continue and diversify our Community and Economic Development work throughout the entirety of the City of Hart. This does not mean that the City will no longer be focusing on the businesses and properties in our traditional downtown. It is the goal of the City moving forward to retain the best programs and events that have been part of the Main Street program while opening these up to a larger area and expanding the opportunities.

At this time, I am awaiting a letter from the Michigan Main Street organization that will identify the exact steps we need to take to graduate from the program. It is also important that during this transition time that we work with the City's auditing and legal advisors to ensure that things are closed out properly. There will be a necessity for assistance from the former Main Street Board Members to reach out to businesses and organizations that have made financial donations for the current year (July 1, 2019-June 30, 2020) to ascertain if they would like to transfer their sponsorship funds and recognition to the new organization.

The new organization: The City is looking to transition to a 501 (c) 4 Social Welfare Organization as authorized under Section 117.4o (1) of the Home Rule City Act. I have been working on a name that is representative of the organization, the City, and the people that I believe will be involved and with some assistance, it is my recommendation that the organization is named Hart Economic and Redevelopment Team (HEART). Resolution 2020-02 authorizes the creation of the new entity, establishes initial board members (made of up the former Main Street Board members who have expressed interest in continued participation) and authorizes moving forward with the hiring of a Director for the organization

Lynne

RESOLUTION 20-02
City Council
City of Hart, Michigan
Oceana County

Authorizing the creation of the Hart Economic and Redevelopment Team (HEART) and direct the City Manager to begin the process for incorporating the new organization and begin the hiring process for the director

WHEREAS, the City of Hart has determined to graduate from the Main Street program; and

WHEREAS, the Council intends to continue to support and advocate for the economic and redevelopment of the City through the creation of a non-profit corporation dedicated to this purpose; and

WHEREAS, Section 117.4o (1) of the Home Rule City Act, Act 279 of 1909 authorizes the City to form a nonprofit corporation under the nonprofit corporation act, 1982 PA 162, MCL 450.2101 to 450.3192. A nonprofit corporation formed under this section may be organized only for purposes that are valid public purposes for cities in this state; and

WHEREAS, the Council understands the importance of having an individual focused on economic and redevelopment of the community through business retention and recruitment, community events and programs, and to support the City's economic development branding and marketing strategic plan and ensure successful implementation of the community's vision.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorizes the City Manager to work with the appropriate resources to form a non-profit organization, a sub-entity of the City of Hart to be called Hart Economic and Redevelopment Team (HEART); and

Appoints to the new organization initial board members of: Brandi Bruch, Scott Beal, Tracey Lipps, Brandon Bruce, Jake Tufts, and Lynne Ladner the former Main Street board members; and two members of the City Council and;

Authorizes the City Manager to hire a full-time employee to fill the position of Director, Hart Economic and Redevelopment Team.

Moved by Mr. Splane, supported by Mr. Hegedus, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 2020.

Ayes: 4 Nays: 1 (La Fever) Absent: 2

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

Cheri Eisenlohr, Deputy Clerk

Discussion:
Mr. Sadler asked for confirmation that HEART would still be eligible for grants and such, and was told by Ms. Ladner that since the City is an RRC that it would still be eligible.

Mr. Frontiera asked how many employees would be required and was told one.
Mr. Splane suggested that two Council members be added to the board; the resolution will be amended to reflect this suggestion.

RESOLUTION 20-03
City Council
City of Hart, Michigan
Oceana County

Authorize the City Manager to complete the necessary legal and financial steps to close out the Hart Main Street program and transition to the Hart Economic and Redevelopment Team organization

WHEREAS, the City of Hart has determined to graduate from the Main Street program; and

WHEREAS, the Council has authorized the creation of the Hart Economic and Redevelopment Team non-profit; and

WHEREAS, it is necessary to go through the financial and legal steps associated with the close out of an organization or program like Hart Main Street;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorize the City Manager to complete the necessary legal and financial steps to close out the Hart Main Street program and transition to the Hart Economic and Redevelopment Team organization

Moved by Mr. Splane, supported by Mr. Hegedus, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 2020.

Ayes: 4 Nays: 1 (La Fever) Absent: 2

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

Cheri Eisenlohr, Deputy Clerk

RESOLUTION 20-04
City Council
City of Hart, Michigan
Oceana County

Authorize removal of marked trees at John Gurney Park and waive bidding

WHEREAS, the City of Hart is required to complete recreation improvements throughout the City as part of our hydro-dam licensing compliance; and

WHEREAS, within John Gurney Park there are several large trees that need to be removed or trimmed to enhance the safety of the park and the City's electric distribution system in that area; and

WHEREAS, it is easiest to remove and trim these trees when the park is closed for the winter season due to the area being unoccupied, and

WHEREAS, Dubois Tree and Land Management LLC a local business has successfully and safely completed tree removal and trimming work for the City in the past and the services that are provided are specialized services that require proper equipment and trained staff;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Waive the bidding requirement for this project and authorize an agreement with Dubois Tree and Land Management for the removal and trimming of trees in John Gurney Park at a price NOT TO EXCEED $18,300

Moved by Mr. Hegedus, supported by Mr. Frontiera, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 2020.

Ayes: 3 Nays: 2 (La Fever, Splane) Absent: 2

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

Cheri Eisenlohr, Deputy Clerk

Discussion:
Mr. Splane asked about the possibility of using a logging company to remove the trees for the timber, Mr. Schiller advised that they wouldn't want this wood, as the trees have nails in them and most are hollow.

RESOLUTION 20-05
City Council
City of Hart, Michigan
Oceana County

Authorize application to Michigan Council for Arts and Cultural Affairs for grant funding for the Hart Music on the Commons Summer 2020 concert programing

WHEREAS, the City of Hart has successfully through affiliated agencies offered the Music on the Commons concert series in past years; and

WHEREAS, the benefit to the community of bringing residents and visitors of all socio-economic backgrounds into the downtown to enjoy a variety of musical genres; and

WHEREAS, the ability to continue to provide exposure to the arts through the Music on the Commons series is a priority to the community;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorize the submission of an application to the Michigan Council for Arts and Cultural Affairs for grant funding assistance for the Hart Music on the Commons Summer 2020 concert programing.

Moved by Mr. Splane, supported by Mr. Frontiera, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 2020.

Ayes: 5 Nays: 0 Absent: 2

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

Cheri Eisenlohr, Deputy Clerk

SPECIAL EVENT PERMITS:

- Winterfest Vintage Snowmobile Show
  - Mr. La Fever made a motion to approve, supported by Mr. Frontiera, all ayes, the motion carried.
- Right to Life Walk
  - Mr. La Fever made a motion to approve, supported by Mr. Frontiera, all ayes, the motion carried.

DISCUSSION ITEMS:

- Leaf Vac: A work session meeting will be held at the next regularly scheduled February Council meeting to discuss options regarding the leaf vac machine and the service it provides to the City.

CITY MANAGER'S REPORT:

- The Planning Commission has recommended the ORV ordinance to the Council without their approval or denial. Ms. Ladner is collecting data from other communities that have approved the use of ORV within their cities' limits and will present her data at the February 11th meeting.
- The Trust Fund Grant application is being worked on for re-submission. Revisions will include information in regards to the Veteran's Park being a part of a "water-trail" around the lake. This should improve the standing of the application.
- The Pointe Park design has been completed for FERC; it is a minimalistic park design.
- The performance shelter design for the Commons has been completed.
- Ms. Ladner will be absent for the next meeting in January.

CITY ATTORNEY'S REPORT:

- None

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Mr. Splane made a motion to approve Jack Wittman to the Planning Commission, supported by Mr. Hegedus, all ayes, the motion carried.

There being no further business to come before the Council, the meeting adjourned at 8:57 p.m., upon motion by Mr. La Fever and supported by Mr. Hegedus. The next regularly scheduled meeting will be on January 28, 2020, at 7:30 pm.

Respectfully Submitted

Deputy City Clerk

H.E.A.R.T. BOARD MEETING

Wednesday, January 9, 2020, at 11:30 AM
City of Hart
407 State St.,
Hart, MI 49420
Minutes - Draft

Members Present: Scott Beal, Tracey Lipps, Brandi Bruch, Brandon Bruce, and Lynne Ladner
Absent: Al Martin, Bill Hegg
Others Present: Deputy City Clerk – Cheri Eisenlohr, Interim Main Street Manager – Christine Rickard
Call the Meeting to Order: Vice-Chair, Beal, called the meeting to order at 11:35 am.
Public Comment:

- None

Consent Agenda:

- Minutes of the 12/12/19 meeting.
- December Financials – Provided in the packet.
- Interim Manager's Report was provided in the packet.
    - Ms. Lipps made a motion to accept the consent agenda, supported by Ms. Bruch, all ayes, the motion carried.

Discussion Items:

- Outstanding projects: Historic Plaque, Pocket Park Updates
    - The area at the courthouse must be landscaped and the rock placed before the plaque can be installed.
    - The Pocket Park bidding was completed, and the contract was awarded to Greenstone Contracting (Grand Rapids), a pre-construction meeting will be held soon, with construction to begin in the spring.
- Committee updates: Exec. Committee – Results of Downtown Business Survey
    - Nothing was discussed.
- Future of the program: Discussion, Updates, Manager Position, MMS contract, what role HMS should take in the determination of possible replacement options
    - Winterfest – the special events permit was submitted. Posters are being designed. At this time, there are no children's activities being planned for the event. Kevin Hallack and Anchor Realty are the sponsors of the event, not HMS. Ms. Ladner suggested a business scavenger hunt take place. The possibility of moving the show to the Fairgrounds has been discussed for next year as that way; a race can take place. The City's public restrooms will be open this year. Advertising in the Oceana Clipper vs. OHJ is a possibility.
    - The HMS name will be removed and replaced with HEART on FaceBook.
    - MCACA grant is being completed for the Music on the Commons concerts by Ms. Lipps and Ms. Ladner.
    - Ms. Ladner would like a couple of days to clean up the HMS office and determine what documents to keep and which to dispose of. Anything with Main Street must go.
    - The application form was accepted for the manager position.
    - Current board members will be kept and transitioned over to HEART. New by-laws will have to be written to allow residents from the county to apply, not just from the City. Board attendance will be addressed in the new by-laws as well. Ms. Ladner will discuss with the City Attorney if the board members must have dual seats with TIFA.
    - TIFA would continue to contribute to the new program.
    - Applicants for the position will be interviewed by the City Manager and City Council.

New Business/Action Items:

- Main Street Office Lease Expires 6/2020
    - Ms. Ladner will discuss with Mr. Forner the continuance of the lease for the office.

Board Member Comments:

- None

Adjourn: Ms. Ladner made a motion to adjourn at 12:44 pm, supported by Ms. Bruch, all ayes, the motion carried.
Next Meeting: Thursday, February 13, 2020, at 11:30 am.

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: January 28th, 2020

RECENT EVENTS

From Thursday, January 9th, 2020, through Wednesday, January 22nd, 2020, the Hart Police Department received 70 complaints ranging from Truancies, Larcenies, Vehicle Violations, Suspicious Situations, Warrant Arrests, Domestic Assaults, Medical Assists, Death Investigations, Unwanted Persons, Assault & Batteries, Alarms, Missing Persons, Criminal Sexual Conduct, Noise Complaints, Traffic Hazards, Malicious Destruction of Property, Attempted Unlawful Driveaway of a Motor Vehicle, Family Troubles and Assist to Other Agencies

On Friday, January 10th, 2020, the Hart Police Department was dispatched to the 600 block of East Main Street in reference to a larceny. A 36-year-old Hart woman is accused of taking several prescription medications from residents and altering prescription medication labels. An investigation is ongoing.

On Friday, January 10th, 2020, the Hart Police Department initiated a traffic stop on a vehicle on East Main Street near Oceana Drive. The operator of the vehicle, a 33-year-old Fountain woman, was later arrested on an outstanding warrant for her arrest out of the Mason County Sheriff's Office. The woman was turned over to the Mason County Sheriff's Office without incident.

On Saturday, January 11th, 2020, the Hart Police Department was dispatched to the 500 block of Church Street in regards to a domestic assault. It is alleged, a 48-year-old Hart man had assaulted a 41-year-old Hart woman; by throwing at the woman and striking her in the face with a debit card. The man was arrested and lodged at the Oceana County Jail.

On Monday, January 13th, 2020, the Hart Police Department was dispatched to the 100 block of Wood Street about an unwanted person. A 23-year-old Hart woman stated her ex-boyfriend, a 36-year-old Hart man, had attempted to gain entry into her home after being asked several times to leave the property. The man left the scene prior to officers' arrival. During the investigation, it was noted all the woman's vehicle tires to be flat. The wipers to the vehicle were also noted to be missing. An investigation is ongoing.

On Tuesday, January 14th, 2020, the Hart Police Department were dispatched to the 800 block of Griswold Street in reference to a criminal sexual conduct complaint. A 56-year old Hart woman stated she had been sexually assaulted by a 50-year-old Traverse City man. An investigation is ongoing.

On Thursday, January 16th, 2020, the Hart Police Department was dispatched to the 300 block of Johnson Street regarding a juvenile runaway. A 13-year-old Pentwater boy had walked away from his mother, a 34-year-old Pentwater woman, after an argument due to living conditions. The boy was unable to be located for an hour after walking away from the woman. The boy was later found on 64th Avenue near Deer Road. The boy was returned to his mother without incident.

On Sunday, January 19th, 2020, the Hart Police Department initiated a traffic stop on State Street near Church Street about a vehicle violation. A 37-year-old Hart man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle without a License.

Respectfully,

J. Salazar,
Chief of Police

CITY OF HART
407 S. STATE ST.
HART, MI 49420
TAX INCREMENT FINANCE AUTHORITY (TIFA)
January 9, 2020, at 1:02 pm
MINUTES - DRAFT

Members Present: Steve Bruch, Tracey Lipps, Scott Hegg, and Gale Goldberg
Members absent: Bill Hegg
Others present: City Manager –Lynne Ladner and Deputy City Clerk - Cheri Eisenlohr
Call to Order: Chair Bruch called the meeting to order at 10:03 am. Rollcall was then taken.
Agenda Approval: Ms. Goldberg made a motion to accept the agenda, supported by Mr. S. Hegg, all ayes, the motion carried.
November 19, 2019, Minutes Approval: Ms. Ladner made a motion to accept the minutes with noted corrections, supported by Mr. S. Hegg, all ayes, the motion carried.
Public comments were made at this time: None
Action Items:

- Approve Property Improvement Plan Documents
    - The plan has been amended with suggested edits. Ms. Lipps made a motion to accept the proposal, supported by Mr. S. Hegg, all ayes, the motion carried.

Discussion Items:

- Financials – Financial Statement Review
    - Corrections need to be made – no motion at this time.
- Public Act 57 requirements for 2020, responsibilities and public meetings
    - The program is currently in default with the State regarding its annual report; the organization has 60 days to come in compliance and correct the discrepancies.
    - Public Information meetings will be held in April and September, in conjunction with regularly scheduled meetings. Ms. Goldberg made a motion to have the public meetings the same day as regularly scheduled meetings, supported by Mr. Bruch, all ayes, the motion carried.
- Sidewalk improvement projects – timeline
    - Ms. Ladner will confer with Brad Whitney, DPW Superintendent, on this item.
- Board composition and meeting structure, 2020 meeting schedule
    - The current schedule will be maintained.
- HMS: Update from board members
    - Mr. Bruch would like the funds that TIFA gave to the Main Street Program to come back to TIFA.
        - Ms. Ladner will confer with the City Attorney on how to properly close out the Main Street program and the disposition of funds.
    - The disposition of Main Street will be in the hands of the Council. Financials are being addressed at this time. Ms. Ladner is still waiting to hear from the State Main Street office on how to proceed with the graduating process.

Communications from Members:

- Mr. S. Hegg said that his father would call into meetings if needed and with advanced notice.

Mr. Bruch made a motion to adjourn the meeting at 1:27 pm, supported by Ms. Lipps, all ayes, the motion carried, and the meeting adjourned.
The next regularly scheduled meeting is to be on December 12, 2019, at 1:00 pm.

Payables Date: 1/28/20	Description	Total	General +	DPW	Energy	BPTF	Water
Allshred	Office Recycling	$ 44.35	$ 44.35				
Birkman, Terry	Reimburse DOT Physical Cost	$ 75.67			$ 75.67		
Charter	CM Internet	$ 100.26	$ 100.26				
Delta Dental	February Ins. Prem.	$ 1,364.73	$ 520.69	$ 180.81	$ 429.35	$ 163.28	$ 70.60
District Health Dept. 10	Campground Annual Inspection - JGP	$ 120.00	$ 120.00				
DTE	Natural Gas	$ 2,589.63	$ 552.02	$ 504.83	$ 1,145.13	$ 222.96	$ 164.69
ETNA	Parts/Supplies	$ 1,403.40					$ 1,403.40
First Advantage	Drug Screening - Riggs	$ 171.10		$ 171.10			
Frontier	DPW Fax	$ 152.71		$ 152.71			
Frontier	Energy	$ 101.55			$ 101.55		
Gracon	Windows 10 platform	$ 204.12	$ 204.12				
HACH	Lab Supplies	$ 1,276.66				$ 1,276.66	
Hart Cemetery Commission	Summer Taxes	$ 51.58	$ 51.58				
Hart Cemetery Commission	First Qtr 2020 Contribution	$ 4,250.00		$ 4,250.00			
Hart Cemetery Commission	Summer Taxes	$ 14.68	$ 14.68				
Hintz, Brian	Reimburse Training Exp.	$ 26.66	$ 26.66				
Integrity Business	Copier Cabinet - Police Dept.	$ 235.00	$ 235.00				
La Docsa	Blower Replacements	$ 28,834.20				$ 28,834.20	
Ladner, Lynne	MPPA Meeting Exp.	$ 161.00	$ 161.00				
LEAF	Police Printer Lease Fee	$ 39.00	$ 39.00				
Maner Costerisan	Form 5572 Preparation	$ 450.00	$ 112.50		$ 112.50	$ 112.50	$ 112.50
Mason-Lake Conservation Dis.	Hazardous Waste Prog. 2020	$ 850.40		$ 850.40			
Medler Electric	Starting Block	$ 160.10			$ 160.10		
Mika Meyers	Legal Services	$ 2,177.00	$ 2,177.00				
MPPA	Purchased Power	$ 16,604.10			$ 16,604.10		
Oceana Cnty Equalization	Printing 2019 Winter Tax Bills	$ 1,310.59	$ 1,310.59				
Oceana Cnty Road Comm	Salt/Sand	$ 1,485.56	$ 1,485.56				
Oceana County Econ. All.	Yearly Contribution	$ 5,000.00			$ 5,000.00		
Pitney Bowes	Postage	$ 251.00	$ 75.30		$ 112.94	$ 31.38	$ 31.38
PixelGraphix	Winterfest Posters	$ 141.29	$ 141.29				
PixelGraphix	Enevelopes, Chain of Custody	$ 700.00	$ 300.00			$ 400.00	
Power Line Supply	Parts/Supplies	$ 8,997.82			$ 8,997.82		
Pranger Property Mgmt	Cleaning Svcs	$ 168.00	$ 168.00				
Priority Health	Feb. Ins. Prem.	$ 16,930.69	$ 6,703.89	$ 2,286.10	$ 4,600.48	$ 2,506.32	$ 833.90
Professional Parts Warehouse	Parts/Supplies	$ 359.88		$ 359.88			
Republic	Bulky Item Stickers	$ 350.00		$ 350.00			
Salazar, Juan	Reimburse Training Exp.	$ 37.45	$ 37.45				
State of Michigan	2020 Groundwater Annual Permit	$ 3,650.00				$ 3,650.00	
T&R Electric	Transformers	$ 1,866.00			$ 1,866.00		
USA Blue Book	Ammonia	$ 381.48				$ 381.48	
Windridge	Installation Charge Police Sign	$ 30.00	$ 30.00				
Workplace Health Ludington	DOT Phys - Adams/VanAgtmael/VanZoeren	$ 270.00		$ 90.00	$ 180.00		
		$ -					
	Subtotal	$ 103,387.66	$ 14,610.94	$ 9,195.83	$ 39,385.64	$ 37,578.78	$2,616.47
Additional Bills							
		$ -					
		$ -					
	Subtotal	$ -	$ -	$ -	$ -	$ -	$ -
	Subtotal Reg and Additional	***$ 103,387.66***	***$ 14,610.94***	***$ 9,195.83***	***$ 39,385.64***	***$ 37,578.78***	********
HAND CHECKS/ACH							
Alerus - ACH	***City Share 401 Retirement***	$ 3,103.44	$ 3,103.44				
US Postmaster	Postage Utility Bills - Late Notices	$ 257.96			$ 167.68	$ 77.39	$ 12.89

--OVER--

Payables Date: 1/28/20	Description	Total	General +	DPW	Energy	BPTF	Water
		$ -					
		$ -					
	TOTAL HAND CHECKS	$ 3,361.40	$ 3,103.44	$ -	$ 167.68	$ 77.39	$ 12.89
Sub-Total Regular Bills/Additional Bills/Hand Checks		*$ 106,749.06*	*$ 17,714.38*	*$ 9,195.83*	*$ 39,553.32*	*$ 37,656.17*	*******
Gross Payroll	476	$ 56,689.52					
	Sub-Total	$ 56,689.52					
	GRAND TOTAL	$ 163,438.58	$ 17,714.38	$ 9,195.83	$ 39,553.32	$ 37,656.17	$2,629.36

--OVER--

PAYROLL AMOUNTS					
01/23/20					
Pay 476		GROSS PAY	OVERTIME	OPT-OUT	BASE PAY
Employee Code	Dept.		PAY		
FULL-TIME					
MGR.	MSM	$0.00	$0.00	$0.00	$0.00
DPW1	DPW	$2,629.13	-$464.33	$0.00	$2,164.80
DPW2	DPW	$2,469.23	-$304.43	$0.00	$2,164.80
DPW3	DPW	$2,310.34	-$309.54	$0.00	$2,000.80
DPWS	DPW	***$2,376.80***	$0.00	$0.00	$2,376.80
ENERGY1	Energy	$3,449.60	$0.00	$0.00	$3,449.60
ENERGY2	Energy	$3,493.44	$0.00	$0.00	$3,493.44
ENERGYS	Energy	***$3,765.61***	$0.00	$0.00	$3,765.61
ENERGY3	Energy	$2,688.81	$0.00	$0.00	$2,688.81
ENERGY4	Energy	$2,488.80	$0.00	$0.00	$2,488.80
ENERGY5	Energy	$2,692.71	-$380.95	$0.00	$2,311.76
DCC	Office	***$1,556.00***	$0.00	$0.00	$1,556.00
MGR.	Office	***$3,552.00***	$0.00	$0.00	$3,552.00
CC	Office	***$1,968.80***	$0.00	$0.00	$1,968.80
DCC	Office	***$1,381.60***	$0.00	$0.00	$1,381.60
PO	Police	$2,097.60	$0.00	$0.00	$2,097.60
PO	Police	$2,097.60	$0.00	$0.00	$2,097.60
PO	Police	$2,097.60	$0.00	$0.00	$2,097.60
PC	Police	***$2,463.20***	$0.00	$0.00	$2,463.20
DS	Police	$2,154.40	$0.00	$0.00	$2,154.40
BIOS	WW	***$2,816.00***	$0.00	$0.00	$2,816.00
BIOS	WW	$2,097.15	-$129.15	$0.00	$1,968.00
BIOS	WW	$2,000.80	$0.00	$0.00	$2,000.80
TOTAL		**$54,647.22**	**$0.00**	**$0.00**	**$53,058.82**
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	$542.30	$0.00	$0.00	$542.30
MSM	HMS	$277.50	$0.00	$0.00	$0.00
EW	Office	$0.00	$0.00	$0.00	$0.00
CEO	Office	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$135.00	$0.00	$0.00	$135.00
PPO	POL-Pt	$1,087.50	$0.00	$0.00	$0.00
TOTAL		**$2,042.30**	**$0.00**	**$0.00**	**$677.30**
TOTAL PAYROLL		**$56,689.52**	**$0.00**	**$0.00**	**$53,736.12**

OVERTIME HOURS WORKED							
Pay Period 01/03/2020 to 1/16/2020		Pay 476	PAID HOURS			Call-Out	Pay Date 1/23/2020
EMPLOYEE NAME	DEPT.	DATES WORKED	1.5x	2x	2.25x	Sched.	REASON
Chris Kies	BPTF	1/4,5/2020	1.50	1.50		S	Lab
Frank Lloyd	BPTF						
Jason Riggs	DPW	1/15/2020	3.25			S	Class
		1/13/2020	5.00			S	Plowing
Mike Eisenlohr	DPW	1/15/2020	3.25			S	Class
		1/13/2020	5.00			S	Plowing
Matt Adams	DPW	1/9,11,12	4.25	6.25		C	Plowing/Salting
Terry Birkman	Energy						
Andy Van Zoeren	Energy	1/11,12	2.00	2.00		S	Labs
		1/13/2020	5.00			C	Plow Snow
Nathan Gowell	Energy						
Jed Van Dyke	Energy						
Scott Van Agtmael	Energy						
Shawn Anderson	Police						
Brian Hintz	Police						
Kevin Skipski	Police						
Joe Ingalls	Police						
Elizabeth Mantyck (PT)	Police						
David Malotke (PT)	Police						

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/24/2020

Re: Res. 2020-06 Accept annual report for PC

Planning Consultant David Jirousek has completed the annual report for the Planning Commission for acceptance. The report was presented to the Planning Commission at their January meeting and was recommended for acceptance by Council with a few edits which have been made.

The report covers 2018 and 2019 as it was realized that the annual report was not completed and submitted to the Council for 2018. The Planning Commission annual report is a requirement for certification and re-certification in the Redevelopment Ready Communities program and will be made available to the public on the City's website if accepted.

It is my recommendation that the Council adopt Resolution 2020-06 Accepting the 2018 and 2019 annual report from the Planning Commission.

Lynne

RESOLUTION 2020-06
City Council
City of Hart, Michigan
Oceana County

ACCEPT PLANNING COMMISSION ANNUAL REPORT FOR 2018 AND 2019

WHEREAS, Horizon Community Planners have completed and submitted to the Planning Commission the Planning Annual Report for 2018 and 2019; and

WHEREAS, the Planning Commission received the report and approved the plan for submittal to the Council with revisions; and

WHEREAS, as part of being a Redevelopment Ready Community the City requested to accept and make available to the public a copy of said report;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the Planning Commission Annual Report for 2018 and 2019 as revised and recommend by the Planning Commission.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 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 Clerk

Memorandum

To:	**Hart City Council**
Date:	**January 17, 2020**
From:	**David M. Jirousek, AICP – Horizon Community Planning**
RE:	**2020 Annual Report**

Overview

The Michigan Planning Enabling Act requires the Planning Commission to provide an annual written report to the City Council concerning its operations and the status of planning activities, recommendations, and goals. The Planning Commission's notable accomplishments in 2018 and 2019 include the revision to the Bylaws and Rules of Procedure, an amendment to the Sign Chapter, an amendment to zoning regulations concerning primary caregivers, an amendment to prohibit marihuana facilities and establishments, and a review and recommendation of the City of Hart Marketing and Branding Strategy. Additionally, two training sessions were held during this two-year timeframe.

Concerning development review, the workload was light, which is consistent with the past few years. Over two years, the Planning Commission reviewed rezoning requests for three parcels, one residential Planned Unit Development project, and one commercial site plan. There is an average of 2-3 formal development reviews per year.

The following is a summary of 2018-2019 accomplishments and proposed goals for 2020.

Planning Commission Membership

Planning Commission Member	Term Expiration
Betty Root, Chair	02/2022
Robert Splane, Councilor	05/2021
Jack Wittman, Member	01/2023
Peggy Wittman, Member	05/2019
Diane LaPorte, Member	05/2020
Jim Cunningham, Member	05/2020
Gale Goldberg, Member	05/2022

2018 Summary

The Planning Commission met seven times in 2018, which complies with the requirements of the Michigan Planning Enabling Act.

Development Reviews

- June 7, 2018. Smith's Auto Sales, rezone a parcel from residential to C-2. Motion to recommend denial passed with 4 yes and 3 no.
- June 7, 2018. Adams Cooling & Heating/rezone request from A-2 Apartment to C-2 Limited Commercial. Motion to recommend approval passed with 7 yes and 0 no.
- July 12, 2018. Rezoning of parcel 64-020-315-004-00 from A-2 Apartment to C-2 Limited Commercial. Motion to recommend approval passed with 5 yes and 0 no.

Other Actions

- December 6, 2018. Bylaws and Rules of Procedure. Motion to approve passed with 6 yes and 0 no.

Discussions

- June 7, 2018. Planning and Zoning Orientation training; Redevelopment Ready Communities Certification; Gray & Company annexation request.
- July 12, 2018. Redevelopment Ready Communities Certification.
- August 2, 2018. Roberts' Rules of Order training; Redevelopment Ready Communities Certification.
- September 6, 2018. Bylaws and Rules of Procedure.
- October 4, 2018. Bylaws and Rules of Procedure.
- November 8, 2018. Bylaws and Rules of Procedure.

2019 Summary

The Planning Commission met seven times in 2019, which complies with the requirements of the Michigan Planning Enabling Act.

Development Reviews

- February 7, 2019. The Cottages at Griswold Senior Living – PUD rezoning and site plan. Motion to recommend approval passed with 4 yes and 0 no.
- November 7, 2019. Site plan for parcel no. 020-313-002-00 on Oceana Drive for Adams Heating and Cooling. Motion to approve passed with 4 yes and 1 no.

Zoning Text Amendments

- March 7, 2019. Sign Ordinance amendments. Motion to recommend approval passed with 4 yes and 0 no.
- April 4, 2019. Chapter 1263 Prohibition of Recreational Marihuana Establishments and Marihuana Facilities. Motion to recommend approval passed with 5 yes and 1 no.
- May 16, 2019. Sign Ordinance amendments. Motion to recommend approval passed with 5 yes and 1 no.
- October 3, 2019. Repeal Registered Primary Caregiver Regulations Section 1243.27. Motion to recommend approval passed with 5 yes and 1 no.
- November 7, 2019. Sign Ordinance amendments. Motion to recommend approval passed with 5 yes and 0 no.

Other Actions

- October 3, 2019. City of Hart Marketing and Branding Strategy. Motion to recommend approval passed with 6 yes and 0 no.

Discussions

- February 7, 2019. Sign Ordinance; Marihuana Regulation.
- March 7, 2019. Marihuana Regulation.
- April 4, 2019. Sign Ordinance.
- May 16, 2019. None.
- October 3, 2019. Sign Ordinance.
- November 7, 2019. Off-Road Vehicle Ordinance.
- December 5, 2019. Off-Road Vehicle Ordinance.

Training

- June 7, 2018. Planning and Zoning Orientation training.
    - Betty Root
    - Jim Cunningham
    - Diane LaPorte
    - Al Martin
    - Peggy Wittman
    - Joe Frontiera
    - Rob Splane
- August 2, 2018. Roberts' Rules of Order training.
    - Betty Root
    - Jim Cunningham
    - Al Martin
    - Diane LaPorte
    - Peggy Wittman
- Fall of 2019. Master Citizen Planner Certificates.
    - Gale Goldberg
    - Robert Splane
    - Jack Wittman
    - Peggy Wittman

Potential Goals for 2020

1. Discuss feedback on development processes and potential improvements to processes or requirements (RRC best practice).
2. Continuing education- identify topics and opportunities and schedule a session (RRC best practice).
3. 2017 Master plan implementation- short-term actions:
    a. Assess downtown zoning districts and the City's ability to allow and incentivize redevelopment of existing vacant or underused structures. Investigate the possibility of amending the zoning ordinance to accommodate redevelopment and revise regulations as necessary.

b. Assess the zoning ordinance regulations concerning housing types common for retirement age residents and ensure there are no regulatory barriers for a variety of housing types for potential permanent residents.

c. Expand residential zoning to consider attached single-family dwellings.

4. Achieve and maintain Redevelopment Ready Communities® certification.

5. Other goals to be determined by the Planning Commission and Staff.

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/24/2020

Re: Res. 2020-07 Accept Bids and authorize sale of 2002 F550 Utility Bucket Truck

---

The Council previously approved the sale of the 2002 F550 Utility Bucket Truck assigned to the Energy Department as surplus equipment. The sale was advertised to the public in the Oceana Herald and the City's website.

The City received bids from Silver Lake Jellystone - $11,100, K&G Management - $8,325 and Dubois Tree and Land Management - $8,500 all of which met the minimum bid amount of $8,000

It is my recommendation that the Council adopt Resolution 2020-07 accepting bids and authorize the sale of the 2002 F550 Utility Bucket Truck to Silver Lake Jellystone for $11,100 and authorize the City Manager to sign the necessary paperwork to complete the sale.

Lynne

RESOLUTION 2020-07
City Council
City of Hart, Michigan
Oceana County

ACCEPT BIDS AND AUTHORIZE SALE OF 2002 F550 UTILITY BUCKET TRUCK

WHEREAS, the City Council declared the 2002 F550 Utility Bucket Truck as surplus equipment and authorized the sale to the highest bidder; and

WHEREAS, notice of the sale was made public through notice in the Oceana Herald Journal and the City's website and sealed bids were accepted until noon on January 23, 2020; and

WHEREAS, the City received bids from Silver Lake JellyStone - $11,100, K&G Management - $8,325 and Dubois Tree and Land Management - $8,500 all of which met the minimum bid amount of $8,000;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the bid from Silver Lake JellyStone in the amount of Eleven Thousand One Hundred Dollars ($11,100) for the sale of the 2002 F550 Utility Bucket Truck and authorizes the City Manager to sign the necessary documents for the completion of the sale.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 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 Clerk

Tree Truck Sale
July 2019

Bidder	Bid Price
Silver Lake Jelly Stone Craig Cihak	$11,100
K + G Management George Sadler	$8,325
Debbie's Tree + Land Mgmt Mike Dubois	$8,500

Set Minimum Bid: $ 8,000

BID FORM

Submit one (1) signed original of this BID SCHEDULE to the City of Hart, 407 State St., Hart, MI 49420. On the outside of your sealed bid, clearly identify as "Vehicle Bid"

Bids will be awarded to the highest bidders. the City has determined a minimum bid threshold

Vehicle				
Unit Year	**Make/Model**	**Vin #**	**Mileage**	**Bid Price**
2002	Ford F550 Utility Bucket Truck	1FDAF57F93EA04397	80,757 **PTO hours:** 3,527	$11,100

The undersigned BIDDER hereby further certifies that it has read all of the bid documents and agrees to abide by the terms, certifications, and conditions thereof.

Printed Name: Craig Cihak

Title: President

Signature: [signature]

Date: 1/22/2020

Name of Company: Silver Lake Jellystone

Business Address: 8239 W. Hazel Rd Mears, MI 49436

(Street Address) (City) (State) (Zip Code) Mailing Address: PO Box 206 W. Fox Rd Mears MI 49436

(P.O. Box) (City) (State) (Zip Code) Telephone: (Office) 231-873-2511

(Fax) _____

Firm Owner: Craig Cihak

Firm CEO: Craig Cihak

S.S. # or (Tax ID #): 38 328 7579

BID FORM

Submit one (1) signed original of this BID SCHEDULE to the City of Hart, 407 State St., Hart, MI 49420. On the outside of your sealed bid, clearly identify as "Vehicle Bid"

Bids will be awarded to the highest bidders. the City has determined a minimum bid threshold

Vehicle				
Unit Year	**Make/Model**	**Vin #**	**Mileage**	**Bid Price**
2002	Ford F550 Utility Bucket Truck	1FDAF57F93EA04397	80,757 **PTO hours:** 3,527	

The undersigned BIDDER hereby further certifies that it has read all of the bid documents and agrees to abide by the terms, certifications, and conditions thereof.

Printed Name: K+G Management

Title: Owner

Signature: [signature]

Date: 1-23-19

Name of Company: George Sadler

Business Address: 211 E MAIN HART

(Street Address) (City) (State) (Zip Code) Mailing Address:
211 E MAIN

(P.O. Box) (City) (State) (Zip Code) Telephone: (Office) 231-907-0551

(Fax) 231-873-2378

Firm Owner: _____

Firm CEO: George Sadler

S.S. # or Tax ID #: 375645688

Bid. $8325.00

BID FORM

Submit one (1) signed original of this BID SCHEDULE to the City of Hart, 407 State St., Hart, MI 49420. On the outside of your sealed bid, clearly identify as "Vehicle Bid"

Bids will be awarded to the highest bidders. the City has determined a minimum bid threshold

Vehicle				
Unit Year	**Make/Model**	**Vin #**	**Mileage**	**Bid Price**
2002	Ford F550 Utility Bucket Truck	1FDAF57F93EA04397	80,757 **PTO hours:** 3,527	8,500.00

The undersigned BIDDER hereby further certifies that it has read all of the bid documents and agrees to abide by the terms, certifications, and conditions thereof.

Printed Name: Mike Dubois Dubois Tree & Land Management, LLC

Title: Owner/President

Signature: [signature]

Date: 1-

Name of Company: Dubois Tree & Land Management, LLC

Business Address: 7246 S. Forest Glen RD Rothbury, MI 49452

(Street Address) (City) (State) (Zip Code) Mailing Address:

(P.O. Box) (City) (State) (Zip Code) Telephone: (Office) 231-747-5068

(Fax) _____

Firm Owner: _____

Firm CEO: _____

S.S. # or Tax ID #: _____

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/24/2020

Re: Res. 2020-08 Purchase and installation of snowplow for BioPure truck

---

The BioPure Department has taken delivery of the new fleet pickup truck. The snowplow that is attached to the vehicle being replaced isn't compatible with the new truck and it is a needed piece of equipment as the department used it to clear around the facility and it can also be a backup/additional plowing vehicle if needed by the DPW department.

the City solicited bids for a snowplow with installation and received bids from: Reeman Farm Equipment (Fremont, MI) - $6,807.86, Mears Service Center (Mears, MI) - $6,639.29 and Monroe Truck and Auto Accessories (Muskegon, MI) - $6,575

The low bid in this instance is Monroe Truck and Auto Accessories out of Muskegon at $6,575 but the next lowest bid from Mears Service Center in Mears is only 1% higher at $6,639.29. The Council has previously awarded a bid to a local business that was within what the Council considered to be a reasonable percentage of the low bid.

In this case I will not make a recommendation but if the Council agrees to move forward with this expenditure the motion could be worded as: Accepting the bid from _____ in the amount of $_____ for the purchase and installation of a snowplow on the BioPure Department's 2020 Chevrolet Silverado 2500.

Lynne

RESOLUTION 2020-08
City Council
City of Hart, Michigan
Oceana County

ACCEPT BIDS FOR SNOWPLOW FOR THE 2020 BIOPURE PICKUP AND AUTHORIZE THE PURCHASE AND INSTALLATION

WHEREAS, the City of Council previously authorized the purchase of a new fleet pickup for the BioPure Department which has taken delivery of the vehicle the snowplow on the fleet vehicle that it is replacing is not transferable to the new vehicle; and

WHEREAS, the Department is in need of a vehicle with a snowplow to provide clearing service at the facility and to act as a back up if needed for the DPW department; and

WHEREAS, the City solicited bids for a snowplow with installation and received bids from: Reeman Farm Equipment (Fremont, MI) - $6,807.86, Mears Service Center (Mears, MI) - $6,639.29 and Monroe Truck and Auto Accessories (Muskegon, MI) - $6,575;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Accepts the bid from _____ in the amount of $_____ for the purchase and installation of a snowplow on the BioPure Department's 2020 Chevrolet Silverado 2500.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 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 Clerk

☐ IN-CALL ☐ DONE ☐ ONHOLD ☐ CALLED

Don Monroe

Truck and Auto Accessories
2915 E Apple Ave
Muskegon, MI 49442
Tel. 231-773-0005
www.monroeta.com PO:

INVOICE

No. 121,493

Date: 1-8-2020

BILLING ADDRESS	
Name:	City of Hart Brad Whitney
Address:	
City/State/Zip:	
Phone:	231-873-3100

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Boss 9.2 Poly xt Plow		6332
1	Atm Snow Deflector		250
			6582
	Labor		400
			6982
	Municipal Disc		407
			6575

YEAR: 2020 MAKE: Chevy MODEL: 2500 CAB: STD BED: 8

THANK YOU FOR YOUR BUSINESS!

Please make all checks payable to: **Monroe Truck and Auto**

ITEMS RECIEVED BY: (NEED YOUR NAME AND AUTOGRAPH)

DUE TIME:

NAPA AUTOCARE CENTER

PEACE OF MIND WARRANTY
☐ 24 - MONTHS / 24,000 - MILES
☐ 36 - MONTHS / 36,000 - MILES
Extend Your Warranty for FREE to 36-Months / 36,000-Miles When Using Your NAPA AutoCare EasyPay Card!

MEARS SERVICE CENTER

7282 W FOX RD
MEARS MI 49436
231-873-4638
STATE REGISTRATION # F146509
WHAT EVER YOU DO, DO IT ALL FOR THE GLORY OF GOD
www.MearsServiceCenter.com

Estimate #54487

CITY OF HART
407 STATE ST
HART MI 49420

Day Phone : 231-873-5367 HYDRO
Eve Phone : 231-873-3100 DPW
Cell Number : 231-638-2052 BRAD

Vehicle : 2020 Chevrolet Silverado 2500HD 3/4 Ton - Pickup 6.6 L
VIN : 1GC3YLE71LF185139

Color : White
Last Mileage : 96
Odometer In : 96
Odometer Out : 96

Created : 12/31/2019 8:50:03 AM
Srv Writer : ATIM

Labor/Notes

Qty	Code/Tech*	Reference	Description	Unit Price	Price
8		PLOW	INSTALL PLOW	$100.76	$806.08

Parts

Qty	Code/Tech*	Reference	Description	Condition	Unit Price	Price
1	BOSS	MSC10292B	BLADE CRATE XT POLY 9'2" V	New	$1,658.33	$1,658.33
	SERIAL #					
1	BOSS	MSC15005C	PLOW BOX V RT3 SH2 SL3	New	$3,270.91	$3,270.91
	SERIAL #					
1	BOSS	LTA15350	UC/RT3 GM 2500/3500 20+	New	$414.41	$414.41
1	BOSS	MSC15100B	HAND HELD CONTROL KIT	New	$341.09	$341.09
	SERIAL #					
1	BOSS	MSC15375	HEADLIGHT ADAPTER GM 19+	New	$122.40	$122.40
1	BOSS	MSC01565	SNOW DEFLECTOR	New	$256.88	$256.88
-1	MISC	MISC1	MISC	New	$507.00	($507.00)
1	FRT	FRT	FREIGHT	New	$250.00	$250.00
3	BOSS	HYD01704	PLOW OIL	New	$8.73	$26.19

Labor	.....	$806.08
Parts	.....	$5,833.21
Sublet/Misc.	.....	$0.00
Supplies	.....	$0.00
Charges	.....	$0.00
Sales Tax	Tax Exempt	$0.00
	Estimate	$6,639.29

I hereby authorize the above repair work to be done along with the necessary materials and sublet work. Yoy and your employees may operate above vehicle for purposes of testing, inspection, or delivery at my risk. An express mechanics lien is acknowledged on above vehjicle to secure the amount of repairs thereto. It is also understood that you will not be held responsible for loss or damage to vehicles or articles left in them in case of fire, theft, or other causes beyond your control.
I HAVE READ AND UNDERSTAND THE ABOVE TERMS.
_____SIGNATURE _____DATE

Estimates are valid for 10 days.

SALES QUOTATION

REEMAN FARM EQUIPMENT INC.

7180 W. 48th STREET
FREMONT, MI 49412
(231) 924-2570
www.reemanfarm.com

CUSTOMER NAME City of Hart

DATE 1-9-2020

QUOTE VALID FOR _____ DAYS.

ADDRESS

CUSTOMER PHONE NO.

CITY
STATE
ZIP

SALESMAN Tim Hooker

DESCRIPTION	PRICE	
9'2" Poly VXT	8450	-
Mounted on 2020 Chevy 2500 LTA15350 undercarriage		
MSC 15375 Headlight Adapter	171	36
MSC 01565 Snow Deflector	299	-
Municipal Discount	-2112	50
Total	6807	86

TRADE-IN	TRADE ALLOWANCE	
TOTAL		

Hi-Lites Graphics, Inc.

Printed in USA

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/24/2020

Re: Res. 2020-09 Authorized sale of surplus equipment

The City has replaced fleet vehicles in two departments this year and it is in the City's best interest to dispose of the vehicles that have been taken out of service and return those funds to the City. It is being requested that the Council declare that the 2007 Ford F-250 assigned to the BioPure Department and the 2005 Ford F-250 assigned to the DPW Department are surplus equipment and authorize the sale of the vehicles to the highest bidder.

Its is my recommendation that Resolution 2020-09 declaring the vehicles as surplus equipment and authorizing the sale of the vehicles to the highest bidder.

Lynne

RESOLUTION 2020-09
City Council
City of Hart, Michigan
Oceana County

AUTHORIZE THE SALE OF SURPLUS EQUIPMENT FROM BIOPURE AND DPW DEPARTMENTS

WHEREAS, the new fleet vehicles have been purchased for the BioPure and DPW departments to replace the 2007 Ford F250 in the BioPure Department and the 2005 Ford F-250; and

WHEREAS, it is in the best interest of the City to dispose of surplus equipment in a timely manner in order to obtain the best return on sale of the equipment;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Declares the 2007 Ford F250 assigned to the BioPure Department and the 2005 Ford F250 assigned to the DPW Department as surplus equipment and authorize the City Manager and Department heads to advertise the sale of the equipment to the highest bidder.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 28, 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 Clerk

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/24/2020

Re: Discussion Item A: Purchase of City's interest in Lot 7

Austin and Brooke Boechtal have made an offer of $5,000 to the City for the purchase of the City's undivided ½ interest in Lot 7 which is under shared ownership between the City as part of 227 E Main and the Boechtal's as part of 311 E Main.

If the Council would like to consider this offer it will be necessary to advertise the possible the sale at least 5 days in advance of the decision. I am asking for direction from the Council as to whether it is interested in moving forward with considering this offer and prepare to have it on the agenda for the February 11th meeting or if they prefer to reject the offer at this time.

Lynne

From: Peggy Wittman
To: Lynne Ladner
Subject: Re: Planning Commission
Date: Saturday, January 18, 2020 9:51:16 AM

Yes, Lynne, I would like to be reappointed to the Planning Commission.

Could you explain to me how you determined an expiration date for my term? This is not information we have been provided in the past.

Thank you, and God's blessings on you as you lead our City of Hart throughout this new year 2020.

Peggy

From: Lynne Ladner <LLadner@cityofhart.org>
Sent: Friday, January 17, 2020 3:41 PM
To: Peggy Wittman <peggy_wittman@hotmail.com>
Subject: Planning Commission

Peggy,

As I was supplying the expiration date of the terms of the Planning Commission to David for the annual report I noticed that your term actually expired in 2019, if you are still willing I will have your reappointment on the agenda for the January 28th meeting.

Lynne Ladner MPA
City Manager
City of Hart, MI
231-873-2488

January 22, 2020

Lynne Ladner
City Manager, City of Hart
407 State Street
Hart, Michigan 49420

Dear Lynne,

It is with profound regret that I submit my resignation as Hart City Councilor, effective January 29th, 2020. I will be in attendance for my final council meeting on January 28th, 2020, and ask that you share this letter with Mayor LaPorte and my colleagues on the Council.

It has been a true pleasure and honor to serve the residents of Hart as a council member. My plan was always to complete my term, and I am sorry that I am unable to do so. While we will continue to own and operate the Hart House Bed & Breakfast, my husband and I are in the process of relocating out of the City of Hart, rendering me ineligible to serve as councilor.

I wish you, your staff, the city departments, and the Council the best of everything now and into the future.

Warmest regards,



Patrice E. Martin

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

Date: 01/24/2020

Re: Council Vacancy

With the understanding that the Council would be experiencing a vacancy I wanted the Council to be prepared for the process of filling the seat. According to the Chapter VII of the City Charter the Council has 30 days after the vacancy is created to fill the position. If it is not filled during that time filling the vacancy requires a special election.

I have attached a copy of Chapter VII and two modified for Hart information forms that can be used by the Council to assist in soliciting interested candidates for the position. These have been used in the past by two other Michigan communities when they had a vacancy to fill.

The Council does need to either fill the vacancy or to determine how they would like to proceed with filling the vacancy.

Lynne

Chapter VII
General Provisions Regarding Officers and Personnel

Sec. 7.1. Eligibility.

(a) No person shall hold any elective office of the City, unless he was a resident of the City for at least six (6) months immediately prior to the date of the election at which he is a candidate. He must also have been a registered elector on the last day for filing nominating petitions for such office or prior to his appointment to fill a vacancy.

(b) No person shall be eligible for any elective or appointive City office who is in default to the City within thirty (30) days prior to the last day for filing nominating petitions for such office or within thirty (30) days prior to his appointment to fill a vacancy. The holding of office by any person who is in default shall create a vacancy unless such default shall be eliminated within thirty (30) days after written notice thereof has been served at his last known place of residence by the City Clerk.

Sec. 7.2. Oath of Office.

Each elective officer of the City, before entering upon the duties of his office and within the time specified in this Charter, shall take and subscribe to the oath of office prescribed by the State Constitution for officers of the State, which shall be filed and kept in the office of the Clerk.

Sec. 7.3. Surety Bonds.

Except as otherwise provided in this Charter, all officers of the City whose duties involve the custody of public property or the handling of public funds, either by way of receipt or disbursement or both, and all other officers and employees so required by the Council shall, before they enter upon the duties of their respective offices, file with the City an official bond in such form and amount as the Council shall direct and approve.

The official bond of every officer or employee whose duty it may be to receive or pay out money shall be conditioned that he will on demand pay over or account for to the City, or any proper officer or agent thereof, all monies received by him as such officer or employee. The requirements of this paragraph may be met by the purchase of one or more appropriate blanket surety bonds covering all, or a group of, City employees and officers.

All official bonds shall be corporate surety bonds and the premiums thereon shall be paid by the City. The Clerk shall be custodian of all the bonds of all officers or employees except that the Treasurer shall be custodian of any bonds pertaining solely to the Clerk.

Sec. 7.4. Notice of Election.

Notice of the election of any officer of the City and of the requirement of any official bond is to be given such officer by the Clerk in writing within five (5) days after the canvass of the vote by which he was elected. If within ten (10) days from the date of notice, such officer shall not take, subscribe, and file with the Clerk his oath of office or shall not execute and file with the Clerk the required bond, such neglect shall be deemed a refusal to serve and the office shall thereupon be deemed vacant unless the Council shall extend the time in which such officer may qualify.

Sec. 7.5. Vacancy.

A vacancy shall be deemed to exist in any elective or appointive office when any such officer dies, resigns, is removed from office, accepts another elective or appointive governmental office as hereinafter stated in Section 7.7 of this Charter, is convicted of a felony while in office or of misconduct in office under this Charter, is judicially declared to be mentally incompetent, or if residence is a requirement of the office, moves from the City. A vacancy on the City Council shall occur if a member of the Council shall miss four (4) consecutive regular meetings of the City Council or twenty-five percent (25%) of all regular and special meetings in any fiscal year of the City, unless such absence be excused by the City Council and the reason therefor entered in its proceedings.

Sec. 7.6. Filling Vacancies.

(a) Elective Office. If a vacancy occurs in any elective office, the Council shall within thirty (30) days after the vacancy occurs appoint a qualified elector to fill such vacancy for the unexpired term. However, if any such vacancy is not filled by appointment within the said thirty (30) days, the City Clerk shall call a special election to fill such vacancy for the unexpired term, provided that no special election shall be held if the term of office vacated expires within ninety (90) days after the vacancy occurs.

(b) Appointive Officers. In the event of a vacancy in any appointive office, the Council shall fill such vacancy by appointing a temporary acting officer within thirty (30) days after the occurrence of such vacancy and appoint a permanent officer within 120 days after such vacancy occurs.

(Amended 9-9-80.)

Sec. 7.7. Restrictions Concerning Officers.

Subject to State conflict of duties statutes, no elective or appointive officer, except the City Attorney and Health Officer, shall be entitled to hold any other elective or appointive governmental office unless permission is first obtained from the Council by an affirmative vote of two-thirds (2/3) of the Council. This provision shall not prevent government employees or civil service workers from serving in City office, nor shall it prevent members of the City police force to be appointed to the office of Deputy Sheriff; nor shall it prevent City officers from seeking other governmental offices while in office.

City Council Interview Questions

1. Tell us a little about yourself and why you are interested in serving on the Hart City Council.

2. What do you perceive your responsibilities to be as a City Council member?

3. Based on your knowledge of the City, what do you feel the top priorities should be?

4. In your opinion, what is the most important service the City of Hart provides?

5. Describe a time when you had to make a difficult ethical decision and thought process that led you to your decision.

6. Are there any concerns or worries you have for the City of Hart and serving on City Council?

7. Is there anything in your past that may cause embarrassment to yourself and/or the City of Hart?

CANDIDATE INFORMATION FORM
FOR CITY COUNCIL VACANCY

1. ATTENDANCE AT MEETINGS:
The City Council regularly meets at 7:30 p.m. on second and fourth Tuesday of each month, and last approximately 1 to 3 hours. Will your schedule permit your regular attendance at scheduled meetings? Do you envision any problems, such as work related matters, that would prevent you from attending on a regular (monthly) basis?

2. PERSONAL INTEREST OR GOAL:
Does your interest in serving on the City Council stem from a personal interest or goal? Is there something in particular you hope to accomplish while serving on the City Council, and why is serving on the Council important to you? Please elaborate.

3. DECISION MAKING:
The City Council must render decisions regarding the implementation of policies and/or programs that may be somewhat controversial. Are you willing to take on the responsibly of making decisions that are in the best interest of the public even though they may be somewhat controversial?

4. IF YOU COULD MAKE ONE CHANGE/IMPROVEMENT WHAT, WOULD THAT CHANGE/IMPROVEMENT BE?

5. CONFLICT OF INTEREST:
Do you have any interest in or participate in any professional or personal activity that could lead to, or be perceived as, a conflict of interest if you become appointed? If yes, please explain.

6. OTHER RELEVANT ACTIVITIES, EXPERIENCE, INTERESTS, SKILLS, ETC.
Please tell us about any other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in serving on the City Council.