City of Hart, Michigan
CITY COUNCIL AGENDA
January 14, 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 December 10 2019 and December 17, 2019 meetings and work session minutes from December 10, 2019 and December 17, 2019.
6. Public Comments, Correspondence, Events, Presentations
    a. Fire Chief Jack White – Fire Millage
7. Department Reports (* written report is in the packet)
    a. Police b. BioPure c. Public Works d. Energy e. Hart Main Street
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. Hart Main Street
    21. Hart Lake Board
    22. Election Commission
    23. Starting Block Kitchen Incubator
    24. Compensation Com.
9. Bills, Claims, Payroll
10. Action Items
    a. Resolution 2020-01 Accept FY 2019 Financial Audit
    b. Resolution 2020-02 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
    c. Resolution 2020-03 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
    d. Resolution 2020-04 Authorize removal of marked trees at John Gurney Park and waive bidding
    e. *Special Event Permit – Winterfest Vintage Snowmobile Show*
    f. *Special Event Permit – Right to Life Walk*
11. Discussion Items
12. City Manager Report
13. Communications from the Mayor and Council
    a. Appoint Jack Wittman to Planning Commission
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
DECEMBER 10, 2019, 7:30 P.M.
MINUTES

PRESENT: Mayor Ron LaPorte, Councilors: Patrice Martin, Joe Frontiera, Steve Hegedus, Jason La Fever and Rob Splane.
ABSENT: Vicki Platt
OTHERS PRESENT: Energy Department Superintendent – Mike Schiller, BioPure Superintendent – Paul Cutter, Police Officer – Joe Ingalls, DPW Superintendent – Brad Whitney, 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.

A motion was made by Mr. Splane to approve the agenda, supported by Mr. La Fever. The corrected minutes from November 26, 2019, regular meeting, was motioned by Ms. Martin to accept as written and supported by Mr. Splane. All ayes of those present, both motions were carried.

PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Ms. Ladner discussed a document that she provided to the Council that stated the various rules pertaining to public comments during city meetings. She has also offered printed materials from other communities on how they comport their meetings. She will condense the literature and provide the information at the first meeting in January.
- Mr. Sadler asked if his "special event" could be added to the agenda. Ms. Martin made a motion to amend the agenda, supported by Mr. La Fever, all ayes; the permit became item 10f on the agenda.

DEPARTMENT REPORTS:

- BioPure Superintendent, Paul Cutter: A written report was provided.
- Police Chief, Juan Salazar: Absent
- DPW Superintendent, Brad Whitney:
    - The Lincoln Street project has been stopped for the year. Final touches will be completed in the spring.
    - Gravel roads have been graded.
    - Cold patches have been done.
    - Plowing as needed.
    - Leaf pickup is finished for the season.
    - Damaged Candy Cane decorations were fixed from the current wind storm.
    - We are currently working on year-end reports.
    - The asbestos report is complete for the old water building, but results have not been released yet. Adams has also obtained the necessary demo permit. Keepsakes will be removed from the building prior to the demolition.
- Energy Department Superintendent, Mike Schiller:

- The recent wind storm only caused one power outage that was quickly restored.
- Work is continuing on the Cottages on Griswald.
- Wire was pulled on the Oceana Drive project.
- A MECA conference took place last week.
- The annual Venison fry will be on 12/20 at noon and all are invited.

- Interim Mainstreet Manager, Christine: Absent

REPORTS OF BOARDS, COMMISSIONS, AND COMMITTEE:

- None

BILLS, CLAIMS, PAYROLL:

Bills totaled: $547,431.28 Payroll totaled: $68,363.68 Grand Total: $615,794.96
A motion was made by Mr. Splane and supported by Mr. Hegedus to approve bills, claims, and payroll in the amount stated.
Ayes: 6 Nay: 0 Absent: 1

ACTION ITEMS:

RESOLUTION 19-79
City Council
City of Hart, Michigan
Oceana County

To designate the 2002 F550 Ford Utility Bucket as Surplus Truck Equipment

WHEREAS, the City Energy department owns a 20002 F550 Ford Utility Bucket Truck; and

WHEREAS, the vehicle has outlived it's useful life and has been replaced by the Energy Department with a new vehicle; and

WHEREAS, it is to the City's benefit to properly dispose of surplus equipment that is not being used;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Designates the 2002 F550 Ford Utility Bucket Truck as Surplus Equipment and authorizes the Energy Superintendent and City Manager to notice and offer the vehicle for sale through a closed bidding process.

Moved by Ms. Martin, supported by Mr. La Fever, and thereafter adopted at the regular City of Hart City Council meeting on December 10, 2019

Ayes: 6 Nays: 0 Absent: 1

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 City Clerk

RESOLUTION 19-80
City Council
City of Hart, Michigan
Oceana County

To cancel the regularly scheduled December 24, 2019, City Council meeting

WHEREAS, the next regularly scheduled City Council meeting is to take place on December 24, 2019, and

WHEREAS, the meeting day is a regular City Holiday, Christmas Eve;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Cancels the regularly scheduled December 24, 2019, City Council meeting.

Moved by Ms. Martin, supported by Mr. Frontiera, and thereafter adopted at the regular City of Hart City Council meeting on December 10, 2019

Ayes: 6 Nays: 0 Absent: 1

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 City Clerk

RESOLUTION 19-81
City Council
City of Hart, Michigan
Oceana County

Designate 2020 City Council meeting scheduled

WHEREAS, the City is required to review and designate any changes to the regular schedule of City Council meetings prior to the beginning of the calendar year; and

WHEREAS, the Council meets on the 2nd and 4th Tuesdays of each month unless there is a holiday, or the Council cancels a meeting; and

WHEREAS, in 2020 there are no conflicts with City Council meetings and designated City holidays;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

The meeting dates for the Hart City Council for 2020 will be:

1/14	*5/12*	*9/8*
1/28	*5/26*	*9/22*
2/11	*6/9*	*10/13*
2/25	*6/23*	*10/27*
3/10	*7/14*	*11/10*
3/24	*7/28*	*11/24*
4/14	*8/11*	*12/8*
4/28	*8/25*	*12/22*

Moved by Mr. Splane, supported by Ms. Martin, and thereafter adopted at the regular City of Hart City Council meeting on December 10, 2019

Ayes: 6 Nays: 0 Absent: 1

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

RESOLUTION 19-82
Hart City Council
City of Hart, Michigan

AWARD CONTRACT FOR THE CONSTRUCTION OF THE DOWNTOWN POCKET PARK

WHEREAS, the City of Hart has publically noticed and previously accepted bids for the construction of the Downtown Pocket Park; and

WHEREAS, the City has received the executed grant agreement from the MEDC and the release of funds letter for the project, and received bids from Greenstone General Contracting in the amount of $328,289.85 and Hallock Contracting in the amount $620,505.15; and

WHEREAS, the received bids from Greenstone General Contracting in the amount of $328,289.85 and Hallock Contracting in the amount $620,505.15 have been reviewed by the MEDC, the City's engineers and City staff been determined to be complete and meet the requirements of the project;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Award the contract for the construction of the Downtown Pocket Park to Greenstone General Contracting in the amount of $328,289.85 and authorized the City Manager to execute and sign all necessary documents for the contact.

Moved by Mr. Fronteria, supported by Ms. Martin, and thereafter adopted by the Hart City Council at a regular council meeting held on December 10, 2019.

Ayes: 6 Nays: 0 Absent: 1

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

SPECIAL EVENT PERMITS:

- Oceana Old Newsies Paper Sales – Administratively approved 12/5/19, by Ms. Ladner.
  - Mr. Splane made a motion to approve the administratively approved permit, supported by Mr. Frontiera, all ayes, the motion carried.
- Gala Celebration (ball drop)
  - Ms. Frontiera made a motion to approve the Gala Celebration, supported by Mr. Splane, all ayes, the motion carried.
  - Ms. Martin made a conditional motion to approve the fireworks aspect of the Gala Celebration provided that a logistics meeting was held and proper liability insurance is provided and verified, supported by Mr. Splane, all ayes, the motion carried.

DISCUSSION ITEMS:

- Acknowledge receipt of an offer from the Austin and Brooke Bechtel for purchase of the City's half interest in Lot 7 (part of 227 E Main parcel No. 020-209-005-00).
- Memo

To: Mayor and City Council
From: Lynne Ladner
Date: 12/7/19/19
Re: Purchase offer for City's interest in Lot 7 of parcel No. 020-209-005-00

Per the attached e-mail, the City has received an offer from Austin and Brooke Bechtel for the City's ½ interest in the undivided lot 7 as described as part of parcel number 020-209-005-00. The offer they have submitted for this property is $5,000.
Lynne

From: Austin Bechtel
To: Lynne Ladner
Subject: Re: Walker Property
Date: Thursday, December 5, 2019 3:07:29 PM

I would like to be added to the agenda for the next meeting. Stating that my wife and I made a offer for the other half interest in lot 7 for a price of $5000 dollars cash.

Thanks

Sent from my iPhone

On Dec 5, 2019, at 9:48 AM, Lynne Ladner <LLadner@cityofhart.org> wrote:
At the last Council meeting they did not take any action or give me direction in regards to lot 7. We will be having a work session after the Council meeting on the 10th to discuss the future direction of our Community and Economic Development strategy and I believe that they will be at that time discussing what their plans are for the lot.
Lynne Ladner
City Manager
City of Hart, MI
-----Original Message-----
From: Austin Bechtel
Sent: Thursday, December 5, 2019 9:30 AM
To: Lynne Ladner <LLadner@cityofhart.org>
Subject: Walker Property
Good Morning Lyn,
Now that the city has closed on the walker property are they prepared to make a offer for how much they want for the other half interest of the vacant lot? Let me know.
Thanks,
Austin

  - Ms. Ladner suggested formalizing a split along with an agreement that gives the Bechtel's access to their property, but no actual sale at this time. No action by Council at this meeting.
- Report on Fairgrounds Project – Paul Erickson
  - Mr. Erickson provided an update to the Council on the progress of the improvements to the fairgrounds. Datasheets were presented to the Council.
    - Mayor LaPorte reassured Mr. Erickson that the project has the support of the City.

CITY MANAGER'S REPORT:

- Ms. Ladner reported that she and Mr. Schiller had attended a meeting in Lansing with EGLE, MDNR, VanSingle, and Bumstead. The meeting did not have as positive of an outcome as she

had hoped in regards to the ACO and legislation, but wasn't entirely negative either. More options will have to be explored, such as fish ladders and fish refuges.

- The City offices will be closed for the Christmas/New Year's holidays on 12/24-25, 12/31-1/1.
- The work session to discuss the Saw Grant, CIP, etc., is scheduled for December 17th at 6:00 pm.

CITY ATTORNEY'S REPORT:

- None

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Accept the resignation of Al Martin from Planning Commission
    - Mr. Frontiera made a motion to accept the resignation, supported by Mr. Splane, all ayes, the motion carried.

There being no further business to come before the Council, the meeting adjourned at 8:47 p.m., upon motion by Ms. Martin and supported by Ms. Hegedus. The next regularly scheduled meeting will be on January 14, 2020, at 7:30 pm.

Respectfully Submitted

Cheri Rosenlieb

Deputy City Clerk

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS – SPECIAL MEETING
DECEMBER 17, 2019, 6:00 P.M.
MINUTES

PRESENT: Mayor Ron LaPorte, Councilors: Patrice Martin, Vicki Platt, Steve Hegedus, and Rob Splane.
ABSENT: Joe Frontiera, Jason La Fever
OTHERS PRESENT: Energy Department Superintendent – Mike Schiller, BioPure Superintendent – Paul Cutter, DPW Superintendent – Brad Whitney, 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 6:00 p.m., following the roll call, the Mayor lead the Council in the pledge of allegiance.

PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:

- None

ACTION ITEMS:

RESOLUTION 19-83
Hart City Council
City of Hart, Michigan

AUTHORIZE GRADUATION FROM MICHIGAN MAIN STREET PROGRAM AND TRANSITION TO A COMMUNITY ECONOMIC DEVELOPMENT PROGRAM

WHEREAS, the City of Hart through the hard work and dedication of its residents successfully completed the goals and objectives that were laid out when obtaining membership in the Michigan Main Street program; and

WHEREAS, the City strongly believes in the continuation of community development and economic development for the betterment of Hart and our residents;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Authorizes the graduation of the Hart Main Street program from the Michigan Main Street Program; and

Authorizes the creation of the Hart Economic Development committee a first step in transitioning to a new Community and Economic Development Program. The committee to consist of appointees selected by the Mayor and confirmed by the Council of not less than seven (7) members including elected and/or appointed city officials, business owners/employees and other interested community members; and

Authorize the City Manager to begin the process of hiring to fill the Community and Economic Development Director position.

Moved by Ms. Martin, supported by Mr. Splane, and thereafter adopted by the Hart City Council at a special council meeting held on December 17, 2019.

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 City Clerk

Discussion: Ms. Martin wanted assurances that the new program would be involved with the current marketing and branding strategy and would work with the current TIFA program. Ms. Ladner assured her that it would in both cases. Ms. Ladner stated that the by-laws for the new Hart Community Development Alliance had not been written yet. Mayor LaPorte noted that he had concerns about graduating from the Main Street Program, but he also had doubts about first starting with the Main Street program all those years ago.

DISCUSSION ITEMS:

- Ms. Ladner told the Council that she had been accepted to be on the board of MMRMA's State Pool Committee.

CITY MANAGER'S REPORT:

- None

CITY ATTORNEY'S REPORT:

- None

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

Merry Christmas and Happy New Year to All!

There being no further business to come before the Council, the meeting adjourned at 6:07 p.m., upon motion by Ms. Martin and supported by Mr. Splane. The next regularly scheduled meeting will be on January 14, 2020, at 7:30 pm.

Respectfully Submitted

Deputy City Clerk

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS – WORK SESSION
DECEMBER 17, 2019, 6:08 P.M.
MINUTES

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

- Prein & Newhof Engineers: Barbara Marczak, Tyler DeNooyer, Matt Hulst
- Baker & Tilly Financial Advisor: Andy Campbell

Barbara Marczak led off the presentation by explaining that they were wrapping up the SAW grant process and had put together a powerpoint slideshow showing the infrastructure replacements/repairs that needed to be done within the City.

Tyler DeNooyer spoke about how the data had been collected and interpreted. Matt Hulst presented the diagrams showing where the work needs to be done within the City and explained that the projects were color-coded by priority.

Andy Campbell explained the financing options that the City could pursue to fund the needed upgrades. USDA, State and Federal sources are available for the City to apply for. He stated that the City was in good financial standing and should not have difficulty obtaining funds.

Comments from the Council:

- Educate the public about future increases and why they are needed.
- Change the City's budgeting from a one-year budget to a two-year.
- Have another work session after the first of the year after the rest of the rate study's are completed.

The work session ended near 8:00 pm.

Respectfully submitted,

Cheri Eisenlohr

Cheri Eisenlohr
Deputy City Clerk

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS - WORK SESSION – FUTURE OF THE MAIN STREET PROGRAM
DECEMBER 10, 2019, 7:30 P.M. - MINUTES

PRESENT: Mayor Ron LaPorte, Councilors: Patrice Martin, Joe Frontiera, Steve Hegedus, Jason La Fever and Rob Splane.
ABSENT: Vicki Platt
OTHERS PRESENT: Deputy City Clerk - Cheri Eisenlohr, and City Manager – Lynne Ladner.

The topic of the Main Street Program versus an Economic Development program was discussed. Ms. Ladner feels that the City has graduated from the Main Street program and should go with a plan that encompasses the Polk Road corridor. The events that Main Street sponsors and promotes can be continued by other city organizations or be incorporated into the new program. A new employee would be hired that would be qualified to do all aspects of the new program for both downtown and Polk Road businesses.

This program would be classified as a 501-C4, non-profit group. A decision will be sought at the December 17th, 2019, City Council meeting. A workshop session is scheduled to follow that meeting to discuss the CIP, SAW grant and other items that need to be addressed.

The meeting concluded at 9:32 pm.

Respectfully submitted,
Cheri Eisenlohr
Cheri Eisenlohr
Deputy City Clerk

For many years, the Hart Area Fire Department operated on .70 mills. This allowed them to operate and to on a regular basis put funds aside for the replacement of apparatus. About the time the Ken Klotz became chief, the decision was made to reduce the amount to .65 mills. This reduction had the effect of reducing the amount of money that was set aside for equipment and vehicle replacement by about $10-12,000 dollars per year.

When I became chief in 2017, I asked if there was a long-range plan in place to address the future needs of the district. I was told that to the boards knowledge there was nothing in place. I was asked by the board to look at where we were and where we needed to by a certain point in time. In the spring of 2018, I presented to them what we were looking at down the road. Using a fire service standard for apparatus replacement, we needed to replace our 1991 pumper in about the year 2020. We need to replace our breathing air compressor, which was already presenting us with problems by the time we needed to replace our present air packs, which will age out in 2025. Our number one engine, which is a 2004, will need to be replaced by about the year 2030-2033. While most fire apparatus is recommended to be replaced at from 20-25 years of age, we have been trying to get closer to 30 years out a truck These items were the major expenses that we have coming down the road. Replacement of firefighting equipment such as hose, protective clothing, fans, saws and other equipment would be covered for the most part with a plan to replace some each year.

My projections for replacing the two trucks, the breathing air compressor and the air packs came to a total of about 1.3 million dollars by the year 2031. In looking at the amount of money we presently had in the bank which was about $200,000 and looking at what we could have had if they had not reduced the millage, it appeared that we had about $120,000 less the we could have had.

Looking at the cost of replacing the needed equipment and apparatus, I used a basis of 3% per year price increase. I used about $400,000 dollars to replace the first truck and about $525,000 to replace the 2nd truck. My projection to replace the air packs was $150,000 and to replace the breathing air compressor was about $35-40,000. In 2018, we were able to purchase a new compressor for just over $30,000 which will meet our needs for a long time to come. However, in the past this cost would have been shared by several other departments. However, over the course of the last few years, with our old compressor not being able to fill cylinders to the level that other departments needed, they have purchased their own compressor, leaving us to go it alone on the new one.

In 2017, the pump on the 1991 truck failed to pass its annual pump test. We held off on the possible repairs as the failure was not due to significant issues. It also failed for the same reasons in 2018. However, in 2019 it failed very early in test and at that point it became necessary to repair the pump. When the pump was sent down for repair, it was found to be in much worst condition then initially thought. We also found out the pump was obsolete and after nearly a month still had not been able to find parts for it. The cost of a new pump installed would have been between $22-25,000. The decision was made to not repair the pump. However, we did not have enough money on hand to purchase a new truck. We could not continue to operate with only one primary engine as our present insurance rating calls for a pump capacity of 3000 gallons per minute. The two front line engines we had were only capable of doing 2250 gallons per minute. Since 2018, I have had the pump on the tanker and the

pump on the small rescue/pumper tested. With these two pumps we were able to achieve the needed pump capability that we needed. When the 1991 pumper went down, we lost one third of our capability. Not replacing the truck was not an option. We were able to locate a used 1997 pumper at Muskegon Township that they sold us for $10,000. We plan to use this truck for from 2-4 years to allow us to put away enough money to replace it and to have enough funds available to also replace our breathing air packs by the end of 2025.

We plan on applying for a FMEA grant to replace the air packs, but there is no guarantee that we will get one. To depend on a grant to address this need and not be prepared to meet the need if we do not get it is like planning on winning the lottery as your retirement plan.

With the increase to 1 mill, we should be able to both operate and to earmark funds for equipment replacement. In looking at our current operations, we seem to be able to do a very good job on about .65 mills. The additional .35 mills should allow for the additional amount per year to be set aside for the replacement of apparatus and other large capital expenditure.

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 14th, 2020

RECENT EVENTS

From Thursday, December 5th, 2019, through Wednesday, January 8th, 2020, the Hart Police Department received 199 complaints ranging from Medical Assists, Suspicious Situations, Larcenies, Well-Being Checks, Lost & Found Property, Vehicle Violations, Warrant Arrests, Disturbances, Assist to Other Agencies, Juvenile Runaways, Illegal Entries, Noise Complaints, Indecent Exposure, Alarms, Motorist Assists, Trespassings, Property Damage Crashes, Fraud Complaints, Unwanted Person and Missing Persons.

On Friday, December 6th, 2019, the Hart Police Department initiated a traffic stop on a vehicle on Polk Road near Comfort Drive in reference to a vehicle violation. A 29-year-old Mears man was arrested and lodged at the Oceana County Jail for Driving While License Suspended 2nd of Subsequent Offence and No Insurance. A 28-year-old Walkerville man, who was a passenger in the vehicle, was arrested and lodged at the Oceana County Jail on an outstanding warrant for his arrest out of Muskegon County.

On Friday, December 6th, 2019, the Hart Police Department was dispatched to the 10 block of Orchard Street in reference to a juvenile runaway. The runaway was later located and returned to his grandparents without incident.

On Saturday, December 7th, 2019, the Hart Police Department was dispatched to the 200 block of Dryden Street in reference to illegal entry. A 49-year-old Hart man entered a 35-year-old Hart woman's home, while she was present at home, without her consent. Officers attempted to locate the man but the man was unable to be located. A report will be submitted to the Oceana County Prosecutor's Office for his review in reference to Illegal Entry.

On Wednesday, December 11th, 2019, the Hart Police Department initiated a traffic stop on Polk Road near 72nd Avenue in regards to a vehicle violation. A 67-year-old Hart man was arrested and lodged at the Oceana County Jail for Operating While Intoxicated (Drugs).

On Friday, December 13th, 2019, the Hart Police Department was dispatched to the 300 block of Johnson Street regarding a juvenile male who had brought a BB gun on school grounds. The juvenile was suspended and turned over to parents without incident. A report was submitted to the Oceana County Prosecutor's Office, and a petition was issued for the juvenile; Violation of a Weapon-Free School Zone and Assault & Battery.

On Monday, December 16th, 2019, the Hart Police Department was dispatched to the 300 block of Johnson Street in regards to a juvenile in possession of marijuana. A 13-year-old Hart student was in possession of a small amount of a leafy green substance, later identified as being marijuana on school grounds. The student was turned over to parents without incident. A report will be submitted to the Oceana County Prosecutor's Office.

On Wednesday, December 25th, 2019, the Hart Police Department was dispatched to the 600 block of Griswold Street in reference to a domestic assault. The officer was advised a 37-year-old Hart man had struck a 5-year-old child in the face area, slapping the child in the face. The man was arrested and lodged at the Oceana County Jail for Domestic Assault.

On Thursday, December 26th, 2019, the Hart Police Department was dispatched to the 800 block of Dryden Street about a felonious assault / home invasion. A 32-year-old Hart man entered a residence, without permission, of a 28-year-old Hart woman and 37-year-old Hart man. The 32-year-old Hart man had assaulted, by striking the 37-year-old Hart man in the face, brandished a knife and threatened the 37-year-old Hart man. The 32-year-old Hart man was later located / arrested and lodged at the Oceana County Jail for Felonious Assault and Home Invasion.

On Sunday, January 5th, 2020, the Hart Police Department initiated a traffic stop on Polk Road near US31 Expressway regarding a vehicle violation. A 34-year-old Muskegon man was arrested and lodged at the Oceana County Jail for Driving While License Suspended.

On Tuesday, January 7th, 2020, the Hart Police Department initiated a traffic stop on Polk Polk Road near 56th Avenue in regards to an equipment violation. A 37-year-old Hart woman was arrested and lodged at the Oceana County Jail for Driving While License Suspended.

Respectfully,

J. Salazar,
Chief of Police

HART AREA FIRE

ADMINISTRATIVE BOARD

Meeting Minutes- December 5, 2019

The Hart Area Fire Administrative Board Meeting was called to order by Chairman Gary Beggs at 7:00PM. Others present for the meeting were Mike Powers , Mike Potter, Clancy Aerts, Dick Huntington, Jake Whelpley,Bruce Mull,Jay McGhan, Chief Jack White and Assistant Chief Fuehring and undersigned

Absent for the meeting was, Mike Powers.

Others Present for the meeting were Assistant Chief Fuehring, Ken Klotz, Lt Mark Haynor, Captain Tim Tubbs, Captain Andy Lundborg, Mike Barefoot, Lt Dan Schaner, Mike Fillips, George Sadler

Motion was made by Aerts and supported by Potter to accept the agenda as presented. Voice Vote, all yes, Motion carried.

George Sadler advised he had gotten a letter advising him that a problem needed to be taken care of. He took care of the problem and called the number several times and never got an answer. After called 17 times, he found out where the Chief lives and drove to his house to advise him he had taken care of the problem. He believes there should be a different number or an answering machine on that phone if that is the number for the department.

Chief advised he had that in his notes that the department needs to purchase an answering machine.

Motion was made by Whelpley and supported by Potter to accept the October 24, 2019 meeting minutes as presented. Voice Vote, all yes. Motion carried.

Treasurer advised the board there was a total of $450,821.33 in the checking account, MI Class General Fund account and MI Class Capital Improvement Fund. Bills totaled $79,563.36 with $74,820.50 in payroll for the year. The board was provided statements for the accounts.

Motion was made by Potter and supported by Mull to accept the treasurers report and pay the bills. Roll call vote, all yes. Motion carried.

Chief White passed out his report to the board covering the last month. He advised that for now the y will keep both of the secondary dispatch options, edispatch and Active 911. The cost will be shared with Shelby for the edispatch.

Chief presented his information on truck 141 and his experience on trying to get it repaired. He discussed his report and various options that the board is facing. He advised the bigger picture is the need to look at raising the millage for the future. Options for the truck were to purchase a used truck, lease a truck purchase a new truck all were discussed.

Assistant Chief Fuehring advised that he had looked at the engine in Muskegon Township that is for sale. He believed that based on what he had learned about the engine he would like the board to go with that option. Chief White advised he knows the check in Muskegon Township and it there was problem with that truck he would have told him about it. Discussion on this option continued and also the possibility of grants be available.

Chief White advised truck 141 would need to be replaced within the next 2 to 3 years. The departments SCBA's will need to be replaced 2024 and truck 142 will need to be replaced soon after that.

Motion was made by Stevenson and supported by Whelpley to offer Muskegon Township $15,000.00 for the truck they have for sale. Roll call vote, all yes. Motion carried.

In reference to truck 141 the Chief will continue to look for parts to repair the pump. Also Gary will check with someone he knows to see if parts can be made to repair the pump.

Discussion continued on the need to go to 1 mil for operation of the fire department. Motion was made by Whelpley and supported by Mull to go with 1 mil beginning on July 1, 2020. Roll call vote, all yes. Motion carried.

Next item on the agenda was the replacement procedure for the Chiefs position. Dick Huntington advised he believes the board should look inside the department first, before going outside. Depending how many may show in interest would depend it it is advertised outside or not. The board agreed and set the date of March 1, 2020 as the date for inside posting for 30 days. The same procedure should be followed from three years ago for the interviews.

The next meeting was set for January 2, 2019 at the Hart Fire Station.

Meeting was adjourned at 8:27PM.

Respectful Submitted,

Daniel Leimback

Sec/Treasurer

Payables Date: 12.23.19	Description	Total	General +	DPW	Energy	BPTF	Water
Allshred	Office Recycling	$ 44.35	$ 44.35				
AmeriGas	Gas - Final Bill	$ 59.99			$ 59.99		
ASCAP	Public Music License Fee	$ 363.00			$ 363.00		
Blue Water Mgmt Solutions	Classes - Riggs, Eisenlohr	$ 330.00					$ 330.00
Charter	The Starting Block	$ 149.97			$ 149.97		
Charter	Hart Commons Internet	$ 109.99			$ 109.99		
Charter	Internet - CM	$ 100.26	$ 100.26				
City of Hart	Utilities	$ 49,244.47	$ 360.29	$ 1,097.16	$ 1,897.85	$ 42,082.79	$ 3,806.38
Delta Dental	December Ins. Prem.	$ 1,336.61	$ 520.69	$ 180.80	$ 429.35	$ 135.16	$ 70.61
Delta Dental	January Ins. Prem.	$ 1,533.45	$ 520.69	$ 180.80	$ 429.35	$ 332.00	$ 70.61
DTE	Natural Gas	$ 2,470.44	$ 513.24	$ 587.16	$ 1,053.26	$ 181.03	$ 135.75
Eisenlohr, Cheri	Reimburse Office/kitchen Supplies	$ 119.60	$ 119.60				
ETNA	Parts/Supplies	$ 250.00					$ 250.00
Freed Mgmt	15% of 2020 Contract Amount	$ 10,500.00	$ 10,500.00				
Frontier	DPW Fax	$ 155.13		$ 155.13			
Frontier	Dam	$ 103.07			$ 103.07		
Frontiera, Joe	BOR 12/10/19	$ 25.00	$ 25.00				
Guardian	January Ins. Prem.	$ 978.44	$ 299.58	$ 138.43	$ 333.48	$ 155.91	$ 51.04
Hallack Contracting	Pmt 3 - Lincoln St.	$ 226,067.61	$ 226,067.61				
Hart Cemetery Comm.	Summer Taxes	$ 102.51	$ 102.51				
Hodges Sales & Svc	Energy Efficiency Incentive	$ 886.22			$ 886.22		
Larson's	Parts/Supplies	$ 1,055.38	$ 163.63	$ 298.63	$ 326.95	$ 266.17	
Lawson-Fisher	2019 MI-2019 Licensing Requirements	$ 1,332.68			$ 1,332.68		
Leaf	Police Copier Fee	$ 39.00	$ 39.00				
Lloyd, Frank	Travel Expenses	$ 171.68					$ 171.68
Martinez, Kari	Refund of Deposit	$ 30.72			$ 30.72		
Medler Electric	Parts/Supplies	$ 14.66			$ 14.66		
Michigan Pipe & Valve	Parts/Supplies	$ 1,604.00				$ 1,604.00	
Mika Meyers	Legal Services	$ 3,210.50	$ 3,210.50				
Miss Dig	Membership Fees	$ 1,176.09			$ 392.03	$ 392.03	$ 392.03
MPPA	Purchased Power	$ 21,116.58			$ 21,116.58		
MPPA	Purchased Power	$ 21,920.49			$ 21,920.49		
NCL	Lab Supplies	$ 276.68				$ 276.68	
Oceana Cnty Admin	Assessing Svcs - Dec/Jan/Feb	$ 8,160.00	$ 8,160.00				
Oceana Cnty Rd Comm.	Salt/Sand - November	$ 1,659.18	$ 1,659.18				
Oceana County Treasurer	Chargeback 2019 PRE	$ 7.24	$ 7.24				
Oceana's Herald	Renewal	$ 53.51	$ 53.51				
Office Machines Co.	Police Copier - Overage fees	$ 35.45	$ 35.45				
Oudbier Instrument	Booster Station Service	$ 450.00				$ 450.00	
Pitney Bowes	Postage	$ 251.00	$ 75.30		$ 112.95	$ 31.38	$ 31.37
Power Line Supply	Parts/Supplies	$ 1,927.30			$ 1,927.30		
Pranger Property Mgmt	Cleaning Services	$ 168.00	$ 168.00				
Pranger Property Mgmt	Cleaning Services	$ 168.00	$ 168.00				
Prein & Newhof	Various Projects	$ 193,349.99	$ 21,991.10		$ 6,630.00	$ 164,728.89	
Priority Health	January Ins. Prem.	$ 16,930.69	$ 6,703.90	$ 2,286.10	$ 4,600.48	$ 2,506.32	$ 833.89
Quill	Office Supplies	$ 318.94	$ 259.95			$ 58.99	
Ricoh	Overage Fees	$ 122.15	$ 122.15				
Rockford Advertising	JGP Advertising	$ 1,111.50	$ 1,111.50				
SHRM	Membership Fees	$ 219.00	$ 219.00				
State of Michigan	Membership - Statewide Records Mgmt Sy	$ 1,200.00	$ 1,200.00				
Swihart's Septic	Pump & Dump BioPure	$ 200.00				$ 200.00	
T&R Electric	Transformer	$ 1,990.00			$ 1,990.00		
Verizon	Office Phones	$ 444.50	$ 329.50	$ 29.28	$ 29.28	$ 56.44	
Verizon Connect	GPS	$ 229.50	$ 40.50	$ 94.50	$ 54.00	$ 40.50	
Watkins Ross	Retiree Medical Plan Services	$ 4,000.00	$ 1,000.00		$ 1,000.00	$ 1,000.00	$ 1,000.00
Wells, William	BOR 12/10/19	$ 25.00	$ 25.00				
Wilson Industrial	Ammonia	$ 5,914.30				$ 5,914.30	
		$ -					
	Subtotal	$ 585,813.82	$ 285,916.23	$ 5,047.99	$ 67,293.65	$ 220,412.59	$ 7,143.36
Additional Bills							
		$ -					
		$ -					
	Subtotal	$ -	$ -	$ -	$ -	$ -	$ -

--OVER--

Payables Date: 12.23.19	Description	Total	General +	DPW	Energy	BPTF	Water
	Subtotal Reg and Additional	*$ 585,813.82*	*$ 285,916.23*	*$ 5,047.99*	*$ 67,293.65*	*$ 220,412.59*	*$ 7,143.36*
HAND CHECKS/ACH							
Alerus - ACH	*City Share 401 Retirement*	$ 3,103.44	$ 3,103.44				
US Postmaster	Postage Utility Bills - Late Notices	$ -					
City of Hart Petty Cash	Balance out overage on dep.	$ 20.00	$ 20.00				
Wolverine Fireworks	2020 Deposit - Hart Sparks	$ 3,075.00			$ 3,075.00		
	TOTAL HAND CHECKS	$ 6,198.44	$ 3,123.44	$ -	$ 3,075.00	$ -	$ -
	Sub-Total Regular Bills/Additional Bills/Hand Checks	*$ 592,012.26*	*$ 289,039.67*	*$ 5,047.99*	*$ 70,368.65*	*$ 220,412.59*	*$ 7,143.36*
Gross Payroll	474	$ 57,154.58					
	Sub-Total	$ 57,154.58					
	GRAND TOTAL	$ 649,166.84	$ 289,039.67	$ 5,047.99	$ 70,368.65	$ 220,412.59	$ 7,143.36

OVERTIME HOURS WORKED

Pay Period 12/20/19 to 1/2/2020		Pay 475	PAID HOURS			Call-Out	Pay Date 1/09/2020
EMPLOYEE NAME	DEPT.	DATES WORKED	1.5x	2x	2.2Sx	Sched.	REASON
Chris Kies	BPTF	12/31/19, 1/1/2020	3.5			Sched.	Lab
Frank Lloyd	BPTF						
Jason Riggs	DPW	12/31/2019		8.25		C	Plowing
Mike Eisenlohr	DPW	12/31/2019		7.25		C	Plowing
Matt Adams	DPW						
Terry Birkman	Energy	12/24/2019		2.00		C	Tree on wire
Andy Van Zoeren	Energy	12/21,22,25	2	4.00		S/C	Labs/Primary Outage at Plant
Nathan Gowell	Energy	12/23,24,25	1.00	4.00		C	Power Outages, Limb on wire, Primary Outage @ BioPure
Jed Van Dyke	Energy						
Scott Van Agtmael	Energy	1/5/2020	1.00			C	Power Outage
Shawn Anderson	Police						
Brian Hintz	Police	12/31/2019		8.00		S	Holiday
Kevin Skipski	Police	12/24,25,31 1/1/20		40.00		S	Holiday
Joe Ingalls	Police	12/24,25,31 1/1/20				S	Holiday
Elizabeth Mantyck (PT)	Police						
David Malotke (PT)	Police						

PAYROLL AMOUNTS					
01/09/20					
Pay 475		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	$9,895.30	$0.00	-$7,927.30	$1,968.00
DPW2	DPW	$2,521.50	-$356.70	$0.00	$2,164.80
DPW3	DPW	$9,742.37	-$412.67	-$7,128.82	$2,200.88
DPWS	DPW	***$2,376.80***	$0.00	$0.00	$2,376.80
ENERGY1	Energy	$11,636.40	-$156.80	-$8,343.60	$3,136.00
ENERGY2	Energy	$12,145.97	-$372.40	-$8,192.45	$3,581.12
ENERGYS	Energy	***$3,765.61***	$0.00	$0.00	$3,765.61
ENERGY3	Energy	$3,008.11	-$50.42	$0.00	$2,957.69
ENERGY4	Energy	$2,488.80	$0.00	$0.00	$2,488.80
ENERGY5	Energy	$11,149.19	-$288.98	$8,758.61	$19,618.82
DCC	Office	***$10,509.15***	$0.00	-$8,953.15	$1,556.00
MGR.	Office	***$3,552.00***	$0.00	$0.00	$3,552.00
CC	Office	***$1,968.81***	$0.00	$0.00	$1,968.81
DCC	Office	***$9,969.48***	$0.00	-$8,587.88	$1,381.60
PO	Police	$2,936.64	$0.00	$0.00	$2,936.64
PO	Police	$3,408.64	-$472.00	$0.00	$2,936.64
PO	Police	$4,378.96	-$2,596.00	$0.00	$1,782.96
PC	Police	***$2,463.20***	$0.00	$0.00	$2,463.20
DS	Police	$4,362.56	-$2,423.60	$0.00	$1,938.96
BIOS	WW	***$12,420.13***	$0.00	-$9,604.13	$2,816.00
BIOS	WW	$2,337.00	-$172.20	$0.00	$2,164.80
BIOS	WW	$2,000.80	$0.00	$0.00	$2,000.80
TOTAL		**$129,037.42**	**$0.00**	**-$49,978.72**	**$71,756.93**
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	$398.75	$0.00	$0.00	$398.75
MSM	HM5	$112.50	$0.00	$0.00	$0.00
EW	Office	$0.00	$0.00	$0.00	$0.00
CEO	Office	$75.00	$0.00	$0.00	$0.00
PPO	POL-PT	$0.00	$0.00	$0.00	$0.00
PPO	POL-Pt	$300.00	$0.00	$0.00	$0.00
TOTAL		**$886.25**	**$0.00**	**$0.00**	**$398.75**
TOTAL PAYROLL		**$129,923.67**	**$0.00**	**-$49,978.72**	**$72,155.68**

OVERTIME HOURS WORKED

Pay Period 12/6/19 to 12/19/19		Pay 474	PAID HOURS			Call-Out	Pay Date 12/26/19
EMPLOYEE NAME	DEPT.	DATE5 WORKED	1.5x	2x	2.25x	Sched.	REASON
Chris Kies	BPTF	12/13,14,15	4.5	2		S	Irrigation/Labs
Frank Lloyd	BPTF						
Jason Riggs	DPW	12/10/2019	2			C	Plugged Sewer
Mike Eisenlohr	DPW						
Matt Adams	DPW	12/13,14	4.00			C	Salting, water leak
Terry Birkman	Energy						
Andy Van Zoeren	Energy						
Nathan Gowell	Energy						
Jed Van Dyke	Energy						
Scott Van Agtmael	Energy						
Shawn Anderson	Police	12/15/2019	0.25			S	Property Damage/Complaint Followup
Brian Hintz	Police						
Kevin Skipski	Police						
Joe Ingalls	Police	12/19/2019	11.00			S	Cover Shift
Elizabeth Mantyck (PT)	Police						
David Malotke (PT)	Police						

PAYROLL AMOUNTS					
12/26/19					
Pay 474		GROSS PAY	OVERTIME	LONGEVITY	BASE PAY
Employee Code	Dept.		PAY		
FULL-TIME					
MGR.	MSM	$0.00	$0.00	$0.00	$0.00
DPW1	DPW	$2,312.40	-$147.60	$0.00	$2,164.80
DPW2	DPW	$1,968.00	$0.00	$0.00	$1,968.00
DPW3	DPW	$2,275.92	-$75.04	$0.00	$2,200.88
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	$3,136.00	$0.00	$0.00	$3,136.00
ENERGYS	Energy	***$3,765.61***	$0.00	$0.00	$3,765.61
ENERGY3	Energy	$2,957.69	$0.00	$0.00	$2,957.69
ENERGY4	Energy	$2,488.80	$0.00	$0.00	$2,488.80
ENERGY5	Energy	$2,311.76	$0.00	$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	***$1,968.81***	$0.00	$0.00	$1,968.81
DCC	Office	***$1,381.60***	$0.00	$0.00	$1,381.60
PO	Police	$2,107.43	-$9.83	$0.00	$2,097.60
PO	Police	$2,097.60	$0.00	$0.00	$2,097.60
PO	Police	$2,530.23	-$432.63	$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	$2,373.90	-$209.10	$0.00	$2,164.80
BIOS	WW	$2,000.80	$0.00	$0.00	$2,000.80
TOTAL		**$54,044.55**	**$0.00**	**$0.00**	**$53,170.35**
COUNCIL					
CC1		$180.00	$0.00	$0.00	$180.00
CC2		$180.00	$0.00	$0.00	$180.00
CC3		$180.00	$0.00	$0.00	$180.00
CC4		$300.00	$0.00	$0.00	$300.00
CC5		$180.00	$0.00	$0.00	$180.00
CC6		$180.00	$0.00	$0.00	$180.00
CC7		$180.00	$0.00	$0.00	$180.00
TOTAL		**$1,380.00**	**$0.00**	**$0.00**	**$1,380.00**
PART-TIME					
MGR.	HHD	$590.15	$0.00	$0.00	$590.15
MSM	HMS	$247.50	$0.00	$0.00	$0.00
EW	Office	$97.38	$0.00	$0.00	$0.00
CEO	Office	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$0.00	$0.00	$0.00	$0.00
PPO	POL-Pt	$795.00	$0.00	$0.00	$0.00
TOTAL		**$1,730.03**	**$0.00**	**$0.00**	**$590.15**
TOTAL PAYROLL		**$57,154.58**	**$0.00**	**$0.00**	**$55,140.50**

Memo

To: Mayor and Council

From: Lynne Ladner

cc:

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).
- Governmental activities net position was $4,237,445.
- Business-type activities net position was $20,130,274.
- 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 identity 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 2000's both an ACH-EFT policy and a capital assets 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 input 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 _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 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: 01/09/2020

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 not 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 be 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

THE HOME RULE CITY ACT Act 279 of 1909

117.4o Formation of nonprofit corporation by city.

Sec. 4o. (1) The legislative body of a city may by ordinance or resolution authorize the formation of 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. (2) Except as otherwise provided in this subsection, a nonprofit corporation formed under subsection (1) is subject to all local, state, and federal laws or ordinances that apply to the city that authorized its formation. A nonprofit corporation formed under subsection (1) is not subject to the municipal finance act, 1943 PA 202, MCL 131.1 to 139.3, or its successor act. (3) A nonprofit corporation formed under subsection (1) is a public body for the purposes of the Michigan campaign finance act, 1976 PA 388, MCL 169.201 to 169.282. History: Add. 2001, Act 37, Imd. Eff. July 11, 2001. 1

MISSION OF HART ECONOMIC AND REDVELOPTMENT TEAM (HEART)

The mission of the Hart Economic and Redevelopment Team (HEART) is to develop and implement a realistic and sustainable strategic plan that will allow the community of Hart Michigan to maintain its character, while taking advantage of its heritage, natural assets, talents and location to become an integral part of the economically robust region. The organization will oversee the coordination of the plan's actions, ensure cooperation between organizations and agencies and implement this plan. The organization will also make sure that the plan continues to evolve as circumstances change.

Director, Hart Economic and Redevelopment Team (HEART)

Under general direction of the City Manager and the HEART Board, this position is responsible for assisting in the planning, implementation, and coordination of economic development programs, community events and goals of the City. This position will provide support to the City's economic development branding and marketing strategic plan and ensure successful implementation of the community's vision.

This is a full-time position with no direct supervisory responsibility; however, the Director will be called on to oversee relationships with volunteers, sponsors, business owners, residents, visitors and vendors.

ESSENTIAL JOB FUNCTIONS

The Director is responsible for performing a variety of professional duties in order to support the organization's mission.

- Initiate, develop, manage and maintain programs that encourage retention and expansion of existing businesses and industries within the City. Develop and maintain a retention program that includes face-to-face visits, surveying of business needs, acting as business liaison between company and City organizations, and following up on needs.
- Primarily focus on business retention and expansion efforts but assist in recruitment efforts as needed. Examples include responding to industry specific RFPs/RFIs, company site visit planning and execution, available real estate searches, and participating in marketing networking opportunities.
- Conduct periodic reviews and essential research for the maintenance of organization website, print materials and social media content.
- Act as liaison for regional and local organizations/associations.
- Interaction with various City organizations on collaboration of development projects to ensure timely permitting and commencement of construction or expansion.
- Assist with applications for economic development projects and monitors same.
- Assist with the organization's web based, print and social media marketing and advertising programs.
- Collect data and maintains available land sites and property databases.
- Prepare monthly reports referencing measurable goals, reporting standards and benchmarks aligned with the organization mission and objectives.
- Schedule and coordinate organizational meetings and events and work on special projects as assigned.
- Ensure the City is successful in efforts related to developing and maintaining strong working relationships with the Chamber of Commerce, developers, corporate leaders, business owners, public school officials, other regional and state economic development agencies and citizens.
- Provide ongoing support to the Hart Economic and Redevelopment Team (HEART) to advance

their mission and goals.

- Responsible for regular attendance and arriving to work on time.
- Develops and manages annual event plan for the HEART to ensure that:
- HEART's internal event calendar is coordinated to maximize value to community without being overwhelming
- The HEART website is kept up to date by communicating with the webmaster
- Event dates are publicized to the community as early as possible to avoid schedule conflict with other events
- Solicits, secures, and grows sponsorship relationships for each event.
- Monitors expenses with respect to budget and recommend areas for cost-savings
- Research, write, and submit funding proposals in a clear, concise, and compelling manner to private foundation, corporate, and government (city, state, and federal) sources.
- Develop annual report of activities, successes and future plans to be presented to board and funding sources
- Develop annual event plan covering recurring Hart area events, programs, and organizational gatherings, including but not limited to:
  - Hart Sparks
  - Music on the Commons
  - Other community organization events

Non-Essential Functions

- This position may occasionally require travel for meetings or conferences. Some reaching, lifting, and carrying may be required when setting up for events.

Discipline Knowledge Required

- Individuals in this position must have demonstrated success in:
  - Communication (listening, writing, and speaking)
  - Building and leading teams that include volunteers
  - Developing, implementing, and monitoring goals, objectives, and action plans
  - Using Microsoft Office (i.e., Word, Excel, PowerPoint)
  - Individuals in this position must be highly motivated and self-directed in achieving participant satisfaction and revenue goals associated with each individual event
  - Able to multi-task, meet tight deadlines, and maintain composure under pressure in a fast-paced environment
  - Committed to maintaining a professional appearance and demeanor at all times
  - Creative in crafting solutions that maximize communication quality and quantity while minimizing costs
  - Willing and able to handle a broad spectrum of day-to-day work duties as related to operations of the organization
  - Willing and able to work evenings and occasional weekends as required for events
  - Ideally, individuals in this position are familiar with Hart business and community needs
  - Basic project management techniques or methodologies

Required Skills

Individuals in this position must possess high levels of the following:

- Self-Management skills. Must be able to manage own time and priorities to ensure that deliverables are completed on time, within budget, achieving the desired scope, and at the required level of quality.

- Must be able to work well in an environment with multiple interruptions.
- Process skills. Must be detail oriented. Must be committed to providing prompt responses to inquiries and requests, and to being relentless in following up until tasks are complete
- Thinking skills. Must be able to demonstrate success in solving problems, managing multiple priorities, escalating issues appropriately, making decisions, and developing creative approaches to intractable issues.
- Interpersonal skills. Must be able to listen actively, synthesize ideas, and obtain cooperation from others in transforming those ideas into action. Must be skilled at communicating orally and in writing, with emphasis on ability to present ideas clearly and concisely. Must be adept at maintaining effective working relationships with a wide variety of individuals at all levels in different professions.
- Professional skills. Must exhibit maturity and professionalism in personal behavior when officially representing HEART and even when off duty.
- Psychological skills. Must balance focus with flexibility, enthusiasm with patience. Must be willing to take ownership and initiative. A positive, partnership perspective is essential, as is a high tolerance for ambiguity.
- Must be a self-starter requiring little direction to accomplish tasks with a high level of optimism, enthusiasm, and "can-do" attitude. Ability to plan, develop and coordinate economic development programs; ability to prepare technical reports and materials; ability to make oral presentations; ability to establish and maintain effective working relationships with fellow employees, officials, businesses and the general public; ability to maintain records and prepare reports.
- Knowledge of word processing, spreadsheet and professional presentation software, such as Word, Excel, Outlook and PowerPoint.

Preferred Skills

- Graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, Management, Planning, Economics or closely related field is preferred
- Knowledge of community and local geography; knowledge of city permitting procedures; knowledge of city budgeting policies; knowledge of research methodology; knowledge of local business and industries; knowledge of financial practices and procedures preferred

OTHER REQUIREMENTS

- Valid Michigan Class "C" driver's license and ability to maintain driving requirements. Must have and maintain a good driving record in accordance with the driving standards as established by the City of Hart. Must report all traffic citations to his/her supervisor within two working days of receipt.

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

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

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 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

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 _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 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

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 _____, supported by _____, and thereafter adopted by the Hart City Council at a regular meeting held on Tuesday, January 14, 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

Contractors Invoice

Dubois Tree & Land Management, LLC
Insured

0885

Work Performed At

City of Hart
John Gurney Park
Hart, MI 49420

Office: 7246 Forest Glen
Rothbury, MI. 49452
Ph. 231-861-0820
www.mitreecare.com

Estimate Completed by Mike Dubois - Cell = 231-747-5068

Description of Work Performed

Remove all marked trees that were selected for removal because of dead / Rot / hollow or dangerous trees that pose a threat to People and camers.

An estimated 2 weeks of work is needed at John Gurney Park to safely remove all of these trees. Most of the trees are very large, and rotten, also require large equipment to remove them.

Estimated cost for this Project is $8,300.00
The cost could go down for this Project if it moves along faster than expected, but not to exceed the $8,300.00 if the Project takes longer than expected.

Thank You, Mike Dubois - 1-10-2020

Payment due upon receipt or 3% interest after 28 days

Owed _____ Date _____

Received _____ _____

Due _____ _____

CITY OF HART

407 S. State St., Hart, MI 49420
Ph: 231-873-2488 Fax: 231-873-0100

SPECIAL EVENTS PERMIT

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

DATE OF APPLICATION: 1-8-2020

NAME OF EVENT: Hart Winterfest Antique Snowmobile Show

DATE OF EVENT: Feb 1, 2020 TIME: 10:00 Am TO 2:00 pm

RAIN DATE OF EVENT: MUST PROVIDE

LOCATION AND/OR ROUTE OF EVENT: 10 – 2 pm snowmobile show - downtown on State St (South of Washington as needed); storefront sales possible and/or store "specials" encouraged;

DESCRIPTION OF EVENT: possible snow cone vendor in p. lot #2; set up - registration 9:00 am – tear down by 3:00pm

SPECIAL NEEDS:

NAME OF ORGANIZATION OR SPONSOR: Kevin Hallack (1) sponsor W. MI Snowmobile Assoc.

ADDRESS: (2) sponsor Crystal Hallack Coldwell Banker Anchor Realty

CONTACT PERSON: Christine Rickard or Kevin Hallack

PHONE: 231-742-1124 cell 231-923-9279

EMAIL: hartmainstreet@gmail.com / kmhallack@gmail.com

X Christine Rickard 1-8-2020

SIGNATURE OF EVENT COORDINATOR/SPONSOR DATE

IT IS YOUR RESPONSIBLITY TO SCHEDULE THE LOGISTICS MEETING WITH THE CITY DEPARTMENTS INDICATED IF YOUR APPROVED PERMIT INDICATES THAT A MEETING IS NEEDED. PLEASE NOTE THAT A 7 - 10 DAY ADVANCE NOTICE WILL BE NEEDED TO SCHEDULE THE MEETING.

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

SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: YES OR NO

LOGISTICS MEETING NEEDED: YES OR NO

DEPT. ATTENDING: DPW POLICE EMS HYDRO

PERMIT NUMBER: APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE:

CITY OF HART

407 S. State St., Hart, MI 49420
Ph: 231-873-2488 Fax: 231-873-0100

SPECIAL EVENTS PERMIT

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

DATE OF APPLICATION: January 9, 2020

NAME OF EVENT: Oceana County Right to Life Memorial Service and Silent March

DATE OF EVENT: January 18, 2020 TIME: 1pm TO 3pm

RAIN DATE OF EVENT: **MUST PROVIDE** January 19, 2020

LOCATION AND/OR ROUTE OF EVENT: Silent March (walking) from St. Gregory's Catholic Church headed EAST on JOHNSON St. to State Street. North on State St. (stopping at the Courthouse lawn for prayer and then continuing to Main St. — Main Street West to Peach Street South returning to St. Gregory's Catholic Church.

DESCRIPTION OF EVENT:

Memorial Service for documented aborted babies and a Silent March

SPECIAL NEEDS: none

NAME OF ORGANIZATION OR SPONSOR: Oceana County Right to Life

ADDRESS: 311 Johnson Street E.
Hart, Michigan 49420

CONTACT PERSON: Susan R. Stace

PHONE: 231.903.9997 FAX: none

EMAIL: susanstace@yahoo.com

x Susan R. Stace — January 9, 2020
SIGNATURE OF EVENT COORDINATOR/SPONSOR — DATE

IT IS YOUR RESPONSIBLITY TO SCHEDULE THE LOGISTICS MEETING WITH THE CITY DEPARTMENTS INDICATED IF YOUR APPROVED PERMIT INDICATES THAT A MEETING IS NEEDED. PLEASE NOTE THAT A 7 - 10 DAY ADVANCE NOTICE WILL BE NEEDED TO SCHEDULE THE MEETING.

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

SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: YES OR NO

LOGISTICS MEETING NEEDED: YES OR NO

DEPT. ATTENDING: DPW POLICE EMS HYDRO

PERMIT NUMBER:

APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE:

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

RECEIVED
DEC 11 2019
BY:

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

_____Power Board	X Planning Commission
_____Water/BioPure Board	_____Cemetery Board
_____Hart Lake Improvement Board	_____Zoning Board of Appeals
_____Housing Board of Review	_____TIFA

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

Name: JACK WITTMAN Home Phone: (231) 873-1097

Home Address: 130 Hilltop Drive

Employer Address: self-employed

Work Phone: — Cell Phone: (231) 742-9390

Email Address:

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

2 terms on City Council

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

Board of Education (current); Hart Long Rifles Gun Club (current)

Jack Wittman Date: 12-12-19

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:_____