City of Hart, Michigan
CITY COUNCIL AGENDA
July 9, 2019 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 June 25, 2019
6. Public Comments, Correspondence, Events, Presentations
7. Department Reports
   a. Police b. BioPure c. Public Works d. Hydroelectric e. Hart Main Street
8. Reports of Boards, Commissions, and Committees (Minutes Attached***)
   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
9. Bills, Claims, Payroll
10. Action Items
    a. Resolution 19-40 Supply and Delivery of Propane
    b. Resolution 19-41 Sale of Surplus Equipment – Tree Truck
    c. Resolution 19-42 Authorize MOU with County and Hart Main Street
    d. *Special Event Permit – Music on the Commons Amendment*
    e. *Special Event Permit – Walk to Remember*
11. Discussion Items
    a. FERC Recreation Improvements and compliance schedule
    b. Proposed Annual Performance Evaluation forms for Annual City Manager Evaluation
12. City Manager Report
13. City Attorney Report
14. Communications from the Mayor and Council
15. Closed Session: MCL 15.268 Sec. 8 (h) To consider material exempt from discussion or disclosure by state or federal statute discussion regarding the city attorney's written legal opinion concerning Creeks Condominium properties
16. Adjournment - Next regular meeting Tuesday, July 23, 2019, 7:30 PM

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.

HART AREA FIRE

ADMINISTRATIVE BOARD

Meeting Minutes- May 30, 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, Clancy Aerts, Bruce Mull, , Dale Stevenson, Mike Potter, Chief Jack White and undersigned

Absent for the meeting was Dick Huntington, Jake Whelpley and Jay McGhan

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

Motion was made by Aerts and supported by Potter to accept the minutes of the, April 25, 2019 meeting. Voice vote, all yes. Motion carried.

Treasurer reported total expenses of $33,666.09 with the addition of three new bills. A balance in the checking account was reported as $208,538.46. A balance in the Capital Improvement Fund was reported as 192,917.79. Discussion was held on the bills. Motion was made by Powers and supported by Mull to accept the treasurer's report as presented and pay the bills. Roll call vote, all yes. Motion carried.

Treasurer requested Budget Amendments for this years budget. A copy of the amendments requested is attached. A motion was made by Stevenson and supported by Aerts to accept the budget amendments as presented. Roll call vote, all yes, Motion carried.

Chief White passed out his report to the board members.

Chief discussed the assist to Pentwater on the fire call. With Longbridge being out it did add to the problems the firefighters faced with this call.

There is a meeting June 4 reference the paging system and there maybe changes to the system in the near future.

The installation of the air compressor is going on and training on its use will be scheduled in the near future.

Matt Harter who has been with the department since October 2015 has resigned.

Discussion on the investment account was tabled until Jake Whelpley could be present.

Payables Date: 7/9/19	Description	Total	General +	DPW	Energy	BPTF	Water
Adams, Matt	Phone Reimbursement	$ 35.00		$ 35.00			
Amerigas	Propane	$ 15.98			$ 15.98		
Anderson, Shawn	Phone/Uniforms	$ 310.00	$ 310.00				
APX/Mirecs	Mirecs	$ 27.28			$ 27.28		
Campbell's Plumbing	Backflow Prevention	$ 775.95	$ 80.00		$ 240.00	$ 320.00	$ 135.95
Ceres Solutions	Red Gate	$ 150.40				$ 150.40	
Ceres Solutions	Section Three 2.5 Gal	$ 311.53				$ 311.53	
Ceres Solutions	Cornerstone/Raptor	$ 768.04				$ 768.04	
DTE	Natural Gas - Starting Block	$ 206.02			$ 206.02		
Eisenlohr, Cheri	Office Supplies	$ 35.24	$ 35.24				
Eisenlohr, Mike	Phone Reimbursement	$ 35.00		$ 35.00			
Fish Window	Window Cleaning - City Hall	$ 105.00	$ 105.00				
Freed Mgmt	JGP Mgmt	$ 3,570.00	$ 3,570.00				
Frontier	Diesel Plant	$ 86.32			$ 86.32		
Gowell, Nathan	Phone Reimbursement	$ 35.00			$ 35.00		
Hallack Contracting	Recycled material - Union 5treet	$ 6,347.00	$ 6,347.00				
Hallack Contracting	Work performed on Union St.	$ 2,836.87	$ 2,836.87				
Hart Area Fire Board	Fire Protection 4th Qtr FY18/19	$ 7,590.25	$ 7,590.25				
Hart Township	VanZoeren Property Taxes	$ 744.08			$ 744.08		
Hart Township	1622 W. Polk Rd - Property Taxes	$ 237.28				$ 237.28	
Hart Township	Stoval - Property Taxes	$ 130.54			$ 130.54		
Hintz, Brian	Phone/Uniforms	$ 310.00	$ 310.00				
Horizon Community Planning	Planning Services	$ 230.00	$ 230.00				
HydroCorp	Cross Connection Control Program	$ 750.00					$ 750.00
I-2000	Internet Hosting - Quarterly	$ 30.00	$ 30.00				
Ingalls, Joe	Phone/Uniforms	$ 310.00	$ 310.00				
Joint Michigan Apprentice Pro	S VanAgtmael Shool	$ 4,000.00			$ 4,000.00		
Kies, Chris	Phone Reimbursement	$ 35.00				$ 35.00	
Klotz Auto Parts	Auto Parts/Supplies	$ 280.88		$ 77.31	$ 203.57		
Ladner, Lynne	Car Allowance	$ 300.00	$ 300.00				
LARA	LIEAF program	$ 1,103.25			$ 1,103.25		
Lighthouse Car Care	Oil Change	$ 40.00			$ 40.00		
Mears Service Center	Belt for mower	$ 30.50		$ 30.50			
Merit Network	Broadband Summit	$ 45.00	$ 45.00				
Michigan Mun. Risk Mgmt	Liability Insurance	$ 28,558.50	$ 9,424.30		$ 12,280.16	$ 4,569.36	$ 2,284.68
Michigan Municipal League	Unemployment - 2nd Qtr.	$ 133.38	$ 133.38				
Model	Unforms/Rags/Rugs	$ 610.29	$ 136.58	$ 178.44	$ 87.88	$ 207.39	
MPPA	Purchased Power	$ 22,072.63			$ 22,072.63		
Nye Uniform	Accessories	$ 41.80	$ 41.80				
Oceana Builders	Building Supplies	$ 203.77		$ 203.77			
Oceana County Rd Comm	Salt/Sand 2018-2019 Winter	$ 10,755.06		$ 10,755.06			
Oceana Irrigation	Submersible Pump	$ 1,130.00				$ 1,130.00	
Power Line Supply	Parts/Supplies	$ 695.59			$ 695.59		
Pranger Property Mgmt	Cleaning Services	$ 168.00	$ 168.00				
Praxair	Cylinder Rental	$ 85.59		$ 37.25	$ 48.34		
Republic	Garbage Service	$ 16,120.34		$ 16,120.34			
Republic	The Starting Block	$ 232.23			$ 232.23		
Ricoh	Overage Fee	$ 75.09	$ 75.09				
Riggs, Jason	Phone Reimbursement	$ 35.00		$ 35.00			
Salazar, Juan	Phone/Uniforms	$ 310.00	$ 310.00				
Schiller, Mike	Phone Reimbursement	$ 35.00			$ 35.00		
Skipski, Kevin	Phone/Uniforms	$ 310.00	$ 310.00				
Steve's Auto & Truck	Exhaust Pipe 2008 Impala	$ 205.67	$ 205.67				
Syncwave	Website Hosting	$ 508.14	$ 189.53	$ 75.04	$ 75.04	$ 168.53	
Tanner Plumbing & Heating	Parts/Supplies	$ 449.74	$ 292.93			$ 156.81	
Trace Analytical	Water Testing	$ 688.60				$ 688.60	
Van Agtmael, Scott	Phone Reimbursement	$ 35.00			$ 35.00		
Van Dyke, Jed	Phone Reimbursement	$ 35.00			$ 35.00		
Van Zoeren, Andy	Phone Reimbursement	$ 35.00			$ 35.00		
Windridge Textile Printing	Signs for trucks	$ 250.00			$ 250.00		
		$ -					
	Subtotal	$ 115,596.83	$ 33,386.64	$ 27,582.71	$ 42,713.91	$ 8,742.94	$ 3,170.63
Additional Bills							

--OVER--

Payables Date: 7/9/19	Description	Total	General +	DPW	Energy	BPTF	Water
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
	Subtotal	$ -	$ -	$ -	$ -	$ -	$ -
	Subtotal Reg and Additional	***$ 115,596.83***					
HAND CHECKS							
Alerus - ACH	***City Share 401 Retirement***	$ 3,022.42	$ 3,022.42				
US Postmaster	Postage Utility Bills	$ 488.38			$ 219.77	$ 170.93	$ 97.68
		$ -					
	TOTAL HAND CHECKS	$ 3,510.80	$ 3,022.42	$ -	$ 219.77	$ 170.93	$ 97.68
Sub-Total Regular Bills/Additional Bills/Hand Checks		***$ 119,107.63***	***$ 36,409.06***	***$ 27,582.71***	***$ 42,933.68***	***$ 8,913.87***	***$ 3,268.31***
Gross Payroll	462						
	Sub-Total	$ -					
	GRAND TOTAL	$ 119,107.63	$ 36,409.06	$ 27,582.71	$ 42,933.68	$ 8,913.87	$ 3,268.31

--OVER--

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: July 9th, 2019

RECENT EVENTS

From Thursday, June 20th, 2019, through Wednesday, July 3rd, 2019, the Hart Police Department received 97 complaints ranging from Larcenies, Well-Being Checks, Suspicious Situations, Family Troubles, Disturbances, Property Damage Accidents, Assist to Other Agencies, Child Abuse Complaints, Threats/Harassment Complaints, Motorist Assists, Vehicle Violations, Ordinance Violations, Domestic Assaults, Alarms, Medical Assist and Animal Complaints.

On Saturday, June 22nd, 2019, the Hart Police Depatment wsa dispatched to the 10 block of Lincoln Street in reference to a retai fraud. An unkonwn individual had stolen several items from a local buisness in Hart. An investigation is ongoing.

On Saturday, June 22nd, 2019, the Hart Police Department initiated a traffic stop in the 4000 block of Polk Road referencing reckless driving. A 38-year-old Hartland, Michigan man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle While Intoxicated 3rd Offence and Driving While License Suspended.

On Saturday, June 22nd, 2019, the Hart Police Department was dispatched to the 400 block of Union Street in reference to a Domestic Assault / Malicious Destrcution of Property. A 35-year-old Hart woman stated she had been assaulted; her hair being pulled; by a 58-year-old Hart man. The man also is accused of damageing a window to the home during this altercatoin. The man had left the scene before officers arrival. A report will be submitted to the Oceana County Prosecutor's Office for his review as well as being submitted to the Oceana County Probation Parole Office.

On Sunday, June 23rd, 2019, the Hart Police Department was dispatched to the 10 block of Park Street in reference to a Disturbance / Suspected Domestic Assault. Witnesses reported a disturbance / suspected domestic assault between a 41-year-old Westland, Michigan man and a 43-year-old Westland, Michigan woman. A report will be submitted to the Oceana County Prosecutor's Office.

On Sunday, June 23rd, 2019, the Hart Police Department initiated a traffic stop on a vehicle in the 4000 block of Polk Road referencing an equipment violation. A 45-year-old Hart man was arrested and lodged at the Oceana County Jail for Driving While License Suspended 2nd or Subsequent Offence along with two (2) active warrant for his arrest; Mukseon County and Bay City.

On Monday., June 24th, 12019, the Hart Police Department was dispatched to the intersection of Polk Road near Comfort Drive in reference to a Property Damage Accident involving 2 vehicles. A 24-year-old Hart woman had rear-ended a 39-year-old Hart man. The woman was cited for failure to stop within an assurred clear distance.

On Monday, June 24th, 2019, the Hart Police Department initiated a traffic stop on Griswold Street near Polk Road referencing a vehicle violation. A 25-year-old Hart woman was cited for Operating a Motor Vehicle without a License.

On Monday, June 24th, 2019, the Hart Police Department initiated a traffic stop on State Street near Hansen Street referencing a vehicle violation. A 43-year-old Hart man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle While without Insurance.

On Friday, July 28th, 2019, the Hart Police Department was dispatched to the 3000 block of Polk Road in reference to a Retail Fraud. A large amount of handmade jewelry had been taken from a local buisness by an unknown female. A out of state registration plate was retrieved by the complainant but came back no record when running this plate. An investigation is ongoing.

On Monday, July 1st, 2019, the Hart Police Department initiated a traffic stop on Polk Road near Oceana Drive referencing a vehicle violation. A 48-year-old Shelby woman was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle While Intoxicated (Alcohol).

Respectfully,

J. Salazar,
Chief of Police

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
JUNE 25, 2019, 7:30 P.M.
MINUTES

PRESENT: Mayor Ron LaPorte, Councilors: Patrice Martin, Vicki Platt, Jason La Fever, Joe Frontiera, and Steve Hegedus.
ABSENT: Rob Splane
OTHERS PRESENT: City Manager – Lynne Ladner, Police Chief – Juan Salazar, Energy Superintendent – Mike Schiller, DPW Superintendent – Brad Whitney, and Deputy City Clerk - Cheri Eisenlohr. 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. La Fever to approve the agenda and supported by Mr. Hegedus. The minutes from June 11, 2019, regular meeting, were approved motioned by Mr. Hegedus and supported by Mr. Frontiera. All ayes, both motions were carried.

PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:
DEPARTMENT REPORTS:

- BioPure Superintendent, Paul Cutter: Absent
- Police Chief, Juan Salazar:
  - On Thursday, June 6th, during the scheduled power shut off of the Oceana County Medical Facility; which was mentioned by Mike in the last meeting, gave our department the opportunity to meet with Danielle Roberts who is the Safety Officer for the facility. We were able to assist in one of the facilities disaster drills; which consisted of general operations, staff issues, tactical entries to the facility, and overall lockdown procedures for the facility. I would like to thank Mrs. Roberts for contacting our department and allowing us to be part of this drill.
  - On Monday, June 17th, Officer Anderson, Officer Hitz, and I attended a Search & Seizure update at the Ottawa County Sheriff's Office. This was a review of the application of the 4th Amendment, which also covered critical issues involving the courts historical and recent definition of what is a reasonable e expectation of privacy, requirements of obtaining and executing search warrants, reviewing the exceptions to the search warrant rule such as search incident to arrest, Terry Stop and Frisk, Exigent Circumstances and Consent Search. I will be sending other officers in the near future to this training when it becomes available.
- DPW Superintendent, Brad Whitney:
  - Cold patching streets
  - Grading dirt roads
  - Street sweeping
  - Distributing playground mulch
  - Landscaping
  - Manhole work
  - Meeting with Prein & Newhof to discuss a large void found under State St.

- Preparing for Hart Sparks
- Energy Superintendent, Mike Schiller: Absent
- Mainstreet Manager, Julie Kreilick:
  - Prepared a written report – didn't get distributed prior to the meeting
  - The bike repair station that was purchased with grant money received from the District Health Department, has been received and will be installed at the Hart Commons.
  - There will be a dedication on July 1 at the Hart Commons for the new mural and the bike repair station.

REPORTS OF BOARDS, COMMISSIONS, AND COMMITTEES:

- None

BILLS, CLAIMS, PAYROLL:

Bills totaled: $285,921.78 Payroll totaled: $61,424.31 Grand Total: $247,346.09
A motion was made by Mr. La Fever and supported by Ms. Martin to approve bills, claims, and payroll in the amount stated.
Ayes: 6 Nay: 0 Absent: 1

Mr. Hegedus was concerned about the invoices received from Mika Meyers, Ms. Ladner reminded the board that Mika Meyers did not submit an offer that included a retainer fee.

ACTION ITEMS:

City Manager, Lynne Ladner presented the following:

Resolution 19- 39

City of Hart - City Council - Hart, Michigan

BUDGET AMENDMENTS

WHEREAS, the City Council may amend the annual budget to reflect changes in purchasing patterns or revised objectives; and
WHEREAS, the City Council desires to secure the benefits of efficient self-government and to promote and protect our common interests and welfare;
NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL amends the FY2019 Annual Budget as follows:

	FUND	DEPARTMENT	LINE ITEM	ADOPTED BUDGET	AMENDED BUDGET	JUSTIFICATION
1	General	City Council	Community Promotions	$500	$2,500	Fireworks
2	General	Administration	Wages - City Manager	$7,830	$20,000	CM Transition and Payout
3	General	Elections	Election Workers	$2,500	$3,100	wage increase
4	General	Assessor	Assessor Regular wages	$46,140	$8,300	contracted out after retirement
5	General	Assessor	FICA	$3,530	$1,500	contracted out after retirement
6	General	Police	Combined Benefits	$5,400	$1,500	contracted out after retirement
7	General	Assessor	Tax Tribunal	$2,500	$5,600	contracted out after retirement
8	General	Assessor	Contractual Services	$0	$24,389	contracted out after retirement
9	General	Comm & Eco	Zoning Enforcement Wages	$31,200	$1,000	Unplanned reduction in hours
10	General	Public Works	Overtime	$20,000	$6,000	Moderate winter
11	General	Public Works	Operating Supplies	$60,000	$35,000	Moderate winter
12	General	Public Works	Contractual Services	$33,000	$29,000	Moderate winter
13	General	Public Works	Motor Operations	$40,000	$35,000	Moderate winter
14	General	Public Works	Capital Outlay	$30,000	$0	Postponed equipment replacement

15	General	Economic Dev.	Starting Block Kitchen	$8,000	$0	Utility costs allocated to departments
16	General	Administration	Office Supplies	$7,000	$12,000	updated workstation and chairs
17	General	Administration	Bank Fee Charges	$3,000	$1,000	Change in bank fee policy
				ADOPTED	**AMENDED**	
				$300,600	**$185,889**	
			Net budget reduction		**$114,711**	
18	Hydro	Diesel	Professional Svs	$20,000	$5,000	Moderate winter
19	Hydro	Distribution	Professional Svs	$15,000	$1,000	Moderate winter
20	Hydro	Adminstrative	City Manager	$45,140	$70,000	CM Transition and Payout
21	Hydro	Cap Imp	Property Acquisition	$160,000	$25,000	
				ADOPTED	**AMENDED**	
				$240,140	**$101,000**	
			Net budget reduction		**$139,140**	
22	BioPure	Administrative	City Manager	$21,500	$25,000	CM Transition and Payout
23	BioPure	Administrative	Clerical	$19,690	$20,500	DC Transition and Payout
24	Water	Adminstrative	City Manager	$19,570	$23,000	CM Transition and Payout
25	Water	Administrative	Clerical	$19,690	$23,000	DC Transition and Payout
				ADOPTED	**AMENDED**	
				$80,450	**$91,500**	
			Net budget increase		**($11,050)**	

Moved by Mayor LaPorte and supported by Ms. Platt and thereafter approved by Hart City Council at a regular meeting on June 25, 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

SPECIAL EVENTS PERMIT:

- Hart Lakefest:
  - Ms. Platt made a motion to approve the permit, Ms. Martin supported, all ayes, motion carried.
- FBC Fest:
  - Ms. Platt made a motion to approve the permit, Mr. Frontiera supported, all ayes, motion carried.
- Downtown Car Show:
  - Mr. La Fever made a motion to approve the permit with corrected street shutdowns, supported by Mr. Frontiera, all ayes, motion carried.

DISCUSSION ITEMS:

CITY MANAGER REPORT:

- Bids will be opened in July for the Lincoln Street Project.
- FERC letter received stating that the City has to develop Point Park and pave all the dirt roads in John Gurney Park, as stated in the Master Recreation Plan that was submitted in conjunction with the Active Consent Order (ACO).
    - Mayor LaPorte does not want Point Park developed.
    - Ms. Martin asked Ms. Ladner to supply her with a copy of the Active Consent Order.
    - July 2, Hart Sparks event will be held downtown.
    - City Hall will be closed on Thursday, July 4th.
    - Ms. Martin asked for an update on the Pocket Park drawings. Ms. Ladner stated that she hoped to have then the next day when she met with Prein & Newhof.

CITY ATTORNEY'S REPORT:

- None

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Mayor LaPorte asked for council volunteers for the Hart Sparks event.
- More discussion regarding the new legal firm, Ms. Ladner will advise Mark VanAlsburg to attend the next Council meeting.

There being no further business to come before the Council, the meeting adjourned at 8:19 p.m., upon motion by Mr. Hegedus and supported by Ms. Martin. The next regular meeting is July 9, 2019, at 7:30 p.m.

Respectfully Submitted

Cheri Rosenbaum

Deputy City Clerk

CITY MEETING - SIGN IN SHEET		
MEETING NAME: City Council		DATE: 10-15-19
PRINTED NAME		SIGNATURE
Julie Kreilick		
Brad Whitney		
Juan Salazar	HP	
DAVE DICKMAN		
BILL VOLBA		
		EPSADLEI

RESOLUTION 19-40
City Council
City of Hart, Michigan
Oceana County

Supply and Delivery of Propane

WHEREAS, the City of Hart owns, and operates the Energy Department building located at 3907 Oceana Dr.; and

WHEREAS, the building utilizes propane gas to fuel the heating systems; and

WHEREAS, Energy Department staff requested that a request for bids take place to ensure that they remain good stewards of the utilities resources by initiating the competitive bidding process for services provided consistently to the city; and

WHEREAS, the RFP was delivered to five local propane gas suppliers and advertised publicly, and

WHEREAS, the City received bids from two companies for propane Blarney Castle at $1.219 per gallon, and Fischer LP Gas at $1.189 per gallon or pre-purchase price of $1.09/ gallon with all prices set for one contract year

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Approves, authorizes and accepts the bid from Fischer LP Gas for the supply and delivery of propane for the Energy Department Building and any other City locations at a price of $1.189/gallon with the option to pre-purchase at a price of $1.09 per gallon

Approves, authorizes and directs the City Manager to sign the one year contract for propane services with Fischer LP Gas

Moved by _____, supported by _____, and thereafter adopted at the regular City of Hart City Council meeting on July 9, 2019.

Ayes: Nays: Absent:

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

Cheri Eisenlohr, Deputy City Clerk

Supply and Delivery of Propane

July 2019

Bidder	Price per gallon	Tank Rental price
Blarney Castle	$1.22	no fee, $6.00 regulatory fee per delivery. $3/ft trenching fee
Fischer LP Gas	$1.189 or pre-buy $1.09	no fee, no trenching cost

BID RESPONSE FORM
SUPPLY AND DELIVERY OF PROPANE PRODUCTS

The undersigned proposes to in the City of Hart the contract price stated below for the supply and delivery of Propane products in accordance with the specifications contained herein.

Bid Price must include all labor costs, all material costs and all other expenses.
There will be no reimbursable expenses allowed in the contract.

Propane

Estimated Annual Usage: 3,000	**Price Per Gallon** $ 1.189 ($1.09 PreBuy)
500 Gallon Propane Tank (if rental required)	**Rental Price per month** $ 0

Fischer LP Gas
Name of bidder

231-464-5880
Telephone Number

21506639
FEIN or SSN:

16685 US 31 South Free Soil, MI 49411
Address, City, State and Zip Code

Lynn Bragg 6-24-19
Bidder's signature: Date

Mailing Address &
PO Box 482
Manistee, MI 49660

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Lynn Bruigold 6-24-19

Signature of person signing bid or proposal Date

Lynn Bruigold

Please Print Name

Fischer LP Gas

Name of Business

BID RESPONSE FORM
SUPPLY AND DELIVERY OF PROPANE PRODUCTS

The undersigned proposes to in the City of Hart the contract price stated below for the supply and delivery of Propane products in accordance with the specifications contained herein.

Bid Price must include all labor costs, all material costs and all other expenses.
There will be no reimbursable expenses allowed in the contract.

Propane

Estimated Annual Usage: 3,000	Price Per Gallon $ 1.219
500 Gallon Propane Tank (if rental required)	Rental Price per month $ -0-

Blarney Castle Oil, Attn: Tim McKay
Name of bidder

231-757-2676
Telephone Number

38-1484988
FEIN or SSN:

578 W. US10, Scottville, MI 49454
Address, City, State and Zip Code

Tim McKay 7-2-19
Bidder's signature: Date

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

[signature] 7-2-19

Signature of person signing bid or proposal Date

Timothy J. McKay

Please Print Name

Blarney Castle Oil

Name of Business

Proposed tank location and trenched line: Hart Hydro Electric

Blarney Castle Oil IFB. Contact: Tim McKay 231-757-2676 (24x7 live person answers). tmckay@blarneycastleoil.com 231-757-3878 (fax)



RESOLUTION 19-41
City Council
City of Hart, Michigan
Oceana County

Sale of Surplus Equipment – Tree Truck

WHEREAS, the City of Hart owns, and operates a 1999 GMC C5700 Bucket Truck used by the Energy Department; and

WHEREAS, the Energy Department has limited use for this vehicle in their current operations; and

WHEREAS, retention of the vehicle for such limited use incurs annual costs of insurance, maintenance and certification; and

WHEREAS, the vehicle has been deemed Surplus Property and invitations to bid were solicited from three local agencies that may have a use for the vehicle and the invitation was posted publicly with a reserved minimum bid amount

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

Approves, authorizes and accepts the bid Dubois Tree Service, Mike Dubois in the amount of $20, 226; and

Approves, authorizes and directs the City Manager and City Clerk/Treasurer to complete the necessary paperwork to transfer ownership.

Moved by _____, supported by _____, and thereafter adopted at the regular City of Hart City Council meeting on July 9, 2019.

Ayes: Nays: Absent:

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

Cheri Eisenlohr, Deputy City Clerk

Tree Truck Sale
July 2019

Bidder	Bid Price
DuBois Tree, Mike Dubois	$20,226

Set Minimum Bid: $ 15,000

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**
1999	GMC – C7500	1GDL7H1D7XJ514808	62,696	20,226.00

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: Michael Dubois

Title: Owner / Director of Operations

Signature: [signature]

Date: 6-20-19

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: Same as Above

(P.O. Box) (City) (State) (Zip Code) Telephone: (Office) 231-861-0820

(Fax) N/A

Firm Owner: Mike Dubois

Firm CEO: Mike Dubois

S.S. # or Tax ID #: To be Provided if awarded

RESOLUTION 19-42
City Council
City of Hart, Michigan
Oceana County

Authorize MOU with County and HMS for Commerative Plaque

WHEREAS, the residents and business owners in the Downtown area worked diligently to submit an application to have the Downtown District placed on the National Register; and

WHEREAS, the United States Department of the Interior placed the Hart Downtown on the national register of historic places on November 24, 2015; and

WHEREAS, the Hart Main Street program, City of Hart and Oceana County want to recognize this achievement with the placement of a commemorative plaque in the Downtown District; and

WHEREAS, the three organizations have identified and agreed to the location and process for erecting the commemorative plaque;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

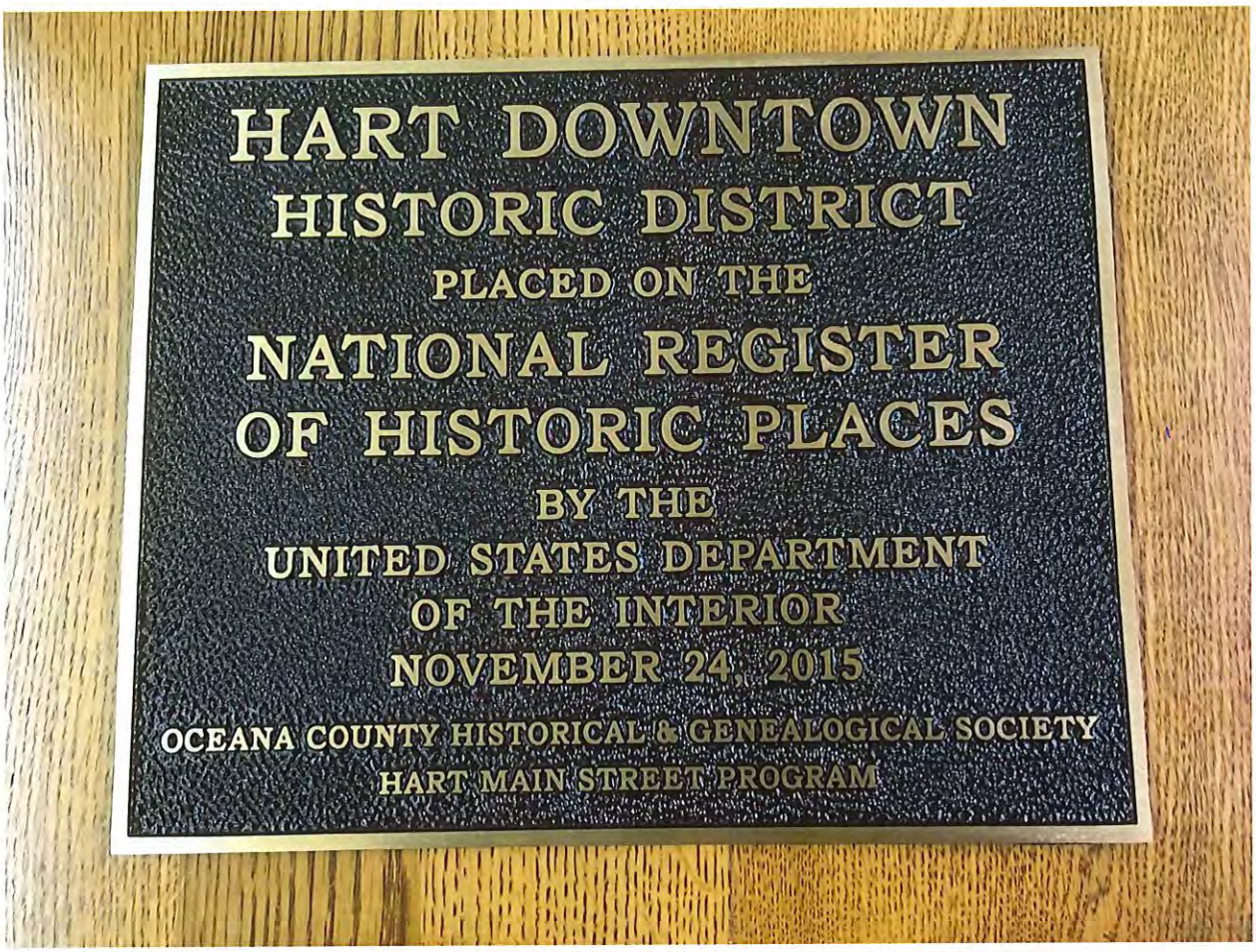
Approves and authorizes the City Manager to sign the Memorandum of Understanding with Hart Main Street and Oceana County for the placement and on-going maintenance of the commemorative plaque.

Moved by _____, supported by _____, and thereafter adopted at the regular City of Hart City Council meeting on July 9, 2019.

Ayes: Nays: Absent:

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

Cheri Eisenlohr, Deputy City Clerk


HART DOWNTOWN
HISTORIC DISTRICT
PLACED ON THE
NATIONAL REGISTER
OF HISTORIC PLACES
BY THE
UNITED STATES DEPARTMENT
OF THE INTERIOR
NOVEMBER 24, 2015
OCEANA COUNTY HISTORICAL & GENEALOGICAL SOCIETY
HART MAIN STREET PROGRAM

MEMORANDUM OF UNDERSTANDING (MOU)

between
City of Hart, MI,
Hart Main Street,
and
Oceana County, MI

This is an agreement between the City of Hart, MI hereinafter called City, Hart Main Street hereinafter call HMS and Oceana County, MI hereinafter called County.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the placement of a decorative display rock and attached commemorative plaque pertaining to the Hart Downtown Historic District

This MOU is intended to: Establish agreement pertaining to the location of the afore mentioned rock and plaque in the greenbelt area located on the Northwest corner of the parcel 020-900-010-01. The City of Hart in collaboration with Hart Main Street will be responsible for the removal of existing landscaping, placement of the rock and plaque and returning the location to a condition consistent with the remaining landscaping. The County will be responsible for property maintenance after the placement consistent with current maintenance for the area. Any maintenance, repair, or replacement of the rock and/or plaque will be the responsibility of Hart Main Street and the City of Hart

II. BACKGROUND

The parties agree that the location on the Northwest corner of parcel 020-900-010-01 is the reasonable and highest best use of that location to provide recognition of the historic district of the City of Hart. The location is prominent visible stopping space for downtown visitors, residents of the county and is located near another information sharing kiosk

III. CITY OF HART RESPONSIBILITIES UNDER THIS MOU

The "City" shall undertake the following activities:

1. Remove existing landscaping materials – to be divided into reusable and disposable
2. Coordinate with HMS for the placement of the decorative anchor rock
3. Assist HMS with ensuring proper adherence of commemorative plaque to rock surface
4. Assist HMS and County with restoration of the area to previous condition

IV. HART MAIN STREET RESPONSIBILITIES UNDER THIS MOU

HMS shall undertake the following activities:

1. Secure donation of the anchor rock to include coordinated delivery to final location
2. Assist City with the removal of existing landscaping material
3. Prepare site for placement of anchor rock
4. Submit or assist with the submission of an necessary permit for the transport and placement of the anchor rock to final location
5. Secure assistance of necessary parties to properly adhere commemorative plaque to the rock surface
6. Coordinate restoration of the are to previous condition

V. OCEANA COUNTY RESPONSIBILITIES UNDER THIS MOU

County shall undertake the following activities:

1. Assist City and HMS in identifying the exact location for the placement of the rock and commemorative plaque
2. Assist City and HMS with restoration of the area to previous and final approved condition
3. Continue to maintain area consistent with the adjacent greenbelt area currently maintained by the County

VI. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. This agreement is entered with the intent and desire to collaborate and provide recognition of the Historic District within the downtown area of the City of Hart. Any modifications to the placement, location and on-going maintenance of the plaque and its anchor rock or the land on which it sits will be negotiated between the responsible parties or their successors.
2. The City and County, each of whom may have a legal interest in the real estate upon which the rock and plaque are to be located, each consent to the installation of the rock and plaque on such lands and each agrees to equal sharing of any liability for damages, claims or other liabilities (unless specifically allocated in another manner by this MOU) arising out of the existence or placement of the rock or plaque or out of the use of the lands upon which the rock and plaque are located for a purpose contemplated by this MOU.

VI. FUNDING

This MOU does not include the reimbursement of funds between the parties and is entered into with the understanding that any costs or fees associated are the responsibility of the party which incurs the expense.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of all parties authorized officials. It shall be in force for ninety-nine years from the date of signature

The City of Hart, Hart Main Street and Oceana County indicate agreement with this MOU by their signatures.

Signatures and dates

City of Hart, MI

_____

_____ Date

Oceana County, MI

_____

_____ Date

Hart Main Street

_____

_____ Date

CITY OF HART

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

SPECIAL EVENTS PERMIT

DATE OF APPLICATION: 7/1/19

NAME OF EVENT: Music on the Commons
Rescheduled Concert - The Jet Beats

DATE OF EVENT: Friday July 19 TIME: FROM 7:00 PM TO 9:00 PM

DOES THIS DATE CONFLICT WITH OTHER PERMITED ANNUAL CITY EVENTS: (YES) OR NO

RAIN DATE OF EVENT: MUST PROVIDE Moves indoors

LOCATION AND/OR ROUTE OF EVENT: Hart Commons

DESCRIPTION OF EVENT: This concert had to be cancelled at the last minute due to an ill band member. This is the offered date to reschedule.

SPECIAL NEEDS: N/A

NAME OF ORGANIZATION OR SPONSOR: Hart Main Street

ADDRESS: 49 S State St.

CONTACT PERSON: Julie Kreulick / Tracey Lipps

PHONE: 231.301.8449 FAX:

EMAIL: hartmainstreet@gmail.com

X Julie Kreulick 7/1/19
SIGNATURE OF EVENT COORDINATOR/SPONSOR DATE

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

SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: ☐

LOGISTICS MEETING NEEDED: YES OR (NO)

DEPT. ATTENDING: DPW POLICE EMS HYDRO

DATE OF MEETING: FROM TO

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

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

DATE OF APPLICATION: 6/27/19

NAME OF EVENT: A Walk to Remember

DATE OF EVENT: 9/21/19 TIME: FROM 12:00PM TO 1:00PM

DOES THIS DATE CONFLICT WITH OTHER PERMITED ANNUAL CITY EVENTS: YES OR (NO)

RAIN DATE OF EVENT: MUST PROVIDE N/A

LOCATION AND/OR ROUTE OF EVENT: A walk from Oceana County Fair Grounds to Hart Commons

DESCRIPTION OF EVENT: A Suicide Awareness Walk beginning at the fair grounds, using the right lane and ending at Hart Commons with a speaker and musical performance by HHS choir.

SPECIAL NEEDS: Police escort from fair grounds with the last 3 blocks blocked to traffic during walk, and use of Hart Commons

NAME OF ORGANIZATION OR SPONSOR: A Private Group Advocating for Suicide Awareness

ADDRESS: Name: Jessica Steffes
15 Water St. Hart

CONTACT PERSON: Jessica Steffes

PHONE: 231. 923. 6519 FAX:

EMAIL: jessisalot@yahoo.com

X
SIGNATURE OF EVENT COORDINATOR/SPONSOR DATE 6-27-19

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

SECTIONS BELOW TO BE COMPLETED BY THE CITY

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: ☐

LOGISTICS MEETING NEEDED: YES OR NO upon Request of Police

DEPT. ATTENDING: DPW POLICE EMS HYDRO

DATE OF MEETING: FROM TO

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

PERMIT NUMBER: APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE:

City of Hart

PERFORMANCE EVALUATION

Employee:	Title:
Evaluation Date:	Last Evaluation:

1. JOB KNOWLEDGE/PROFESSIONAL DEVELOPMENT

Has a solid understanding of all phases of the job description on a professional level; takes action to acquire new knowledge and skills; willing to take on new assignments and tasks when necessary.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

2. DECISION MAKING/PROBLEM SOLVING

Assists in analyzing problem areas; aids in researching and establishing alternative solutions; considers consequences before acting; seeks input from higher level when appropriate; able to handle difficult situations in dealing with the public.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

3. INTERPERSONAL RELATIONS

Cooperates effectively with management, board members, and fellow employees; exhibits tact and sensitivity to the needs of others; properly represents the Village through interaction with the public.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

4. ORGANIZATION

Ability to arrange work and to respond to conflicting or changing priorities; ability to maintain orderliness of documentation; ability to complete tasks on schedule; invests the necessary time to accomplish the duties as listed in his/her job description.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

5. COMMUNICATION

Ability to effectively communicate, in oral and/or written form, with management, fellow employees and the public; ability to keep others informed of pertinent information; ability to listen and receive feedback from others.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

6. QUALITY OF WORK

Completes work accurately and thoroughly; compiles and supplies requested information in a timely manner; follows through on issues and/or assignments.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

7. WORK ATTITUDES/ETHICS

Is open and straight forward; accepts responsibility; responds to direction from management; takes initiative to complete his/her job functions; exhibits the expected employee behaviors as outlined in the Personnel Policies Manual; conforms to high ethical standards.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

8. ATTENDANCE/AVAILABILITY

Is punctual with established work hours; willing to work when needed.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

9. FINANCIAL MANAGEMENT

Accurately and efficiently manages financial and material resources; maintains Village financial policies; understands how his/her job affects the Village's financial position.

□ unacceptable □ needs improvement □ good □ excellent

Comment:

EMPLOYEE STRENGTHS:
AREAS REQUIRING IMPROVEMENT:
GOALS & OBJECTIVES:
EMPLOYEE COMMENTS:

DATE:	EVALUATOR'S SIGNATURE:
DATE:	EMPLOYEE SIGNATURE:

360 Degree Manager Effectiveness Evaluation

Introduction

In keeping with [Company Name]'s goal to continuously improve, we are asking for your candid feedback on the performance of your manager this past year. A summary of all feedback received will be prepared for each individual manager so that he or she can use the feedback to learn and develop as a manager. Your individual feedback will be averaged into all the responses received in order to protect your anonymity and ensure that the results each manager receives are completely confidential. HR will also prepare an overall summary to assess areas for additional company-provided management training.

Thank you for your contribution to this very important process.

Name of Manager:_____

Completed by (optional):_____

Date: _____

Instructions

Using the following rating scale, please circle the number that best reflects your rating of your manager's performance during the past year.

Rating Scale

1 Unacceptable

2 Needs improvement

3 Meets standard

4 Exceeds standard

5 Outstanding

6 Have not experienced or observed

Valuing Behaviors

Seeks input from all team members 1 2 3 4 5 6

Measures results instead of individual styles	1 2 3 4 5 6
Maintains a balance between "people" issues and "business" issues	1 2 3 4 5 6
Shows genuine concern for team members	1 2 3 4 5 6
Keeps the focus on fixing problems rather than finding someone to blame	1 2 3 4 5 6
Treats people fairly, without showing favoritism	1 2 3 4 5 6
Cares about me	1 2 3 4 5 6
Protects confidentiality	1 2 3 4 5 6
Recognizes and rewards my individual contributions in a manner meaningful to me	1 2 3 4 5 6
Interdependent Behaviors	
Supports a team environment by recognizing and rewarding collaboration, cooperation and activities contributing to others' success	1 2 3 4 5 6
Recognizes and rewards team-supportive actions and behaviors	1 2 3 4 5 6
Doesn't criticize those who are not present	1 2 3 4 5 6
Considers the impact of actions and decisions on other departments before implementing	1 2 3 4 5 6
Recognizes and supports the work of other departments	1 2 3 4 5 6
Communication Behaviors	
Encourages others to express different ideas and perspectives	1 2 3 4 5 6

Is open to other perspectives and is willing to change his or her position when presented with compelling information	1 2 3 4 5 6
Is open to negative and/or constructive feedback	1 2 3 4 5 6
Keeps me informed on the status of my work and updates in the organization	1 2 3 4 5 6
Gives open and constructive feedback	1 2 3 4 5 6
Effectively deals with conflict	1 2 3 4 5 6
Lets me know how I am doing	1 2 3 4 5 6
Involves me in decision-making when appropriate	1 2 3 4 5 6
Sets a clear direction for our department	1 2 3 4 5 6

Valuing Diversity Behaviors

Ensures that department activities are inclusive by verifying scheduling needs	1 2 3 4 5 6
Seeks input/feedback from diverse individuals and groups, including internal and external customers	1 2 3 4 5 6
Treats everyone with respect and fairness	1 2 3 4 5 6

Leadership Behaviors

Encourages and embraces change by challenging the status quo	1 2 3 4 5 6
Provides cross-functional development opportunities for team members	1 2 3 4 5 6
Encourages and supports my involvement in training and development activities and events	1 2 3 4 5 6

Encourages and supports my involvement in community activities and events	1 2 3 4 5 6
Encourages and supports my involvement in company activities and events	1 2 3 4 5 6
Uses actions and behaviors that are consistent with his or her words	1 2 3 4 5 6
Is trustworthy	1 2 3 4 5 6
Is a role model for continuous improvement	1 2 3 4 5 6
Uses a coaching management style, rather than an authoritarian boss management style	1 2 3 4 5 6
Supports me and helps me achieve results	1 2 3 4 5 6
Supports a customer service approach for both internal and external customers	1 2 3 4 5 6
Deals with issues that need to be addressed	1 2 3 4 5 6
Provides a clear sense of purpose and direction, roles and responsibilities, for me individually and for our group team members	1 2 3 4 5 6

General Feedback

Optional: Type or print your answers; add additional pages if needed. Please be as specific as possible by including examples.

1. What activities, behavior, feedback or coaching would you like your manager to stop doing? Please explain.

2. List and briefly describe examples of the behavior, activities, feedback or coaching your manager has provided that makes your job and work environment more enjoyable and meaningful to you.

3. Please provide comments that you feel will be meaningful for your manager to sustain or improve his or her effectiveness.