City of Hart, Michigan
CITY COUNCIL AGENDA
May 14, 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 April 23, 2019
6. Public Comments, Correspondence, Events, Presentations
    a. Public Hearing – CDBG Public Facilities Application
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 19-25 Appointment of City Attorney for general legal services
    b. Resolution 19-26 CDBG Public Facilities Authorizing Resolution
    c. Resolution 19-27 Adopt Local Road Warranty Program
    d. Resolution 19-28 Implement Local Road Warranty Program
    e. Resolution 19-29 Accept proposal for Property and Liability Insurance for the City
    f. Resolution 19-30 Adopt temporary Traffic Control Order #324
    g. First reading Ordinance 19-02 Addition of Chapter 1263 to Part Twelve Title Four Prohibition of Recreational Marihuana Establishments
    h. Discussion Items
11. City Manager Report
    a. 10 Month Budget Report
12. City Attorney Report
    a. Communications from the Mayor and Council
13. Adjournment - Next regular meeting Tuesday, May 28, 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.

CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
APRIL 23, 2019, 7:30 P.M.

PRESENT: Mayor Ron LaPorte, Councilors: Joe Frontiera, Patrice Martin, Jason La Fever, Rob Splane, Vicki Platt, and Steve Hegedus.
ABSENT:
OTHERS PRESENT: City Manager – Lynne Ladner, City Attorney – Julie Springstead, BioPure Superintendent – Paul Cutter, Energy Superintendent – Mike Schiller, Main Street Manager – Julie Kreilick, 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. Frontiera to approve the agenda and supported by Mr. Splane. The minutes from April 9, 2019, regular meeting, were approved motioned by Mr. Frontiera and supported by Mr. Hegedus. All ayes, both motions were carried.

PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:

- Mr. Gayle Forner brought it to the Council's attention that he now owns the property to the north of the DPW lot and pointed out that the City's mulch pile is infringing on his property and he would like the City to consider moving the pile or possibly purchasing the property from him. Ms. Ladner will look into the legal considerations of this suggestion and report.
- Citizen Discussion of City Sign Ordinance:
  - Mr. Sadler attended the meeting to speak in regards to the sign ordinance, believing that it was to go before the Council tonight. He was advised that the sign ordinance is still with the Planning Commission at this time.

DEPARTMENT REPORTS:

- BioPure Superintendent, Paul Cutter:
  - The new membranes will be delivered next week.
  - De-watering the lagoons.
  - Water testing has increased in volume.
  - Blower and SCADA projects are moving forward.
  - Irrigation has started but no center pivot yet – May 1st or so.
- Police Chief, Juan Salazar:
  - The $1200.00 taser grant was received and tasers purchased.
  - Officer Malotke completed his FTO on April 15.
  - Officer Anderson celebrated his 10th anniversary in June 2018. He was presented with a plaque in March 2019 commemorating his time with the City.
- DPW Superintendent, Brad Whitney: Absent
- Energy Superintendent, Mike Schiller:
  - The department is currently working with Consumers Power regarding the power poles north of the City.
  - Miss Dig Reports.
  - Transducer upgrades are being done north of the City.

- There has been training with Great Lakes Energy in locating services
- The transformer for Seneca Foods has been shipped.
  - Mayor LaPorte advised Mr. Schiller that there are missing covers on some of the outlets at the Hart Commons.

- Mainstreet Manager, Julie Kreilick
  - More electrical capacity is needed at the Hart Commons.

REPORTS OF BOARDS, COMMISSIONS, AND COMMITTEES:

None

BILLS, CLAIMS, PAYROLL:

Bills totaled: $309,642.56 Payroll totaled: $56,013.90 Grand Total: $365,656.46

A motion was made by Mr. Splane and supported by Ms. Martin to approve bills, claims and payroll in the amount stated.

Ayes: 7 Nay: 0 Absent: 0

ACTION ITEMS:

City Manager, Lynne Ladner presented the following:

City of Hart
Memo

To:	Mayor and City Council
From:	Lynne Ladner
Date:	4/18/19
Re:	Consider rescinding appointment of Irene Knoth to TIFA board

Irene Knoth is currently an appointed member of the TIFA board. We have reached out to her several times notifying her of scheduled meetings, delivered meeting packet information and followed up to determine if she will be in attendance at the meetings To date she has not responded to inquiries regarding attendance and has not attended any of the TIFA meetings during my tenure in Hart.

Her husband has stopped by City Hall and stated that she no longer wants to serve on the board, but we have not received anything in writing from her. Cheri sent a letter several weeks ago with a section for her to check yes or no regarding her desire to remain on the board, sign and return in the stamped addressed envelope to City Hall. We have not received this either.

Having a member that does not attend meetings nor respond to contact from the City create a hardship for the board in ensuring that a quorum is available for all meetings.

It is my recommendation that the Council rescinds the appointment of Irene Knoth to the TIFA board due to attendance issues.

Lynne

City of Hart
Memo

To:	Mayor and City Council
From:	Lynne Ladner
Date:	4/18/19
Re:	Appointment of City Attorney for general legal services

During the April 9th meeting the members of the Council had the opportunity to hear from our current City Attorney and from three other firms that have submitted proposals to provide legal services to the city.
Resolution 19-24 is written with blanks which provide the council to complete the discussion at their meeting and if they are prepared to make a decision on how to move forward. The blanks allow the Council to fill in the Attorney/Firm that they would like to select along with setting a time frame for contracting for services from the Attorney/Firm.
It is my recommendation make and pass a motion that adopts Resolution 19-24 appointing _____ as City Attorney providing legal services for the City of Hart for a period of ____ years.
Lynne

RESOLUTION 19-24
City Council
City of Hart, Michigan
Oceana County
RESOLUTION AUTHORIZING THE APPOINTMENT OF _____ AS CITY ATTORNEY PROVIDING LEGAL SERVICES FOR THE CITY OF HART

WHEREAS, The City of Hart solicited and received requests for proposals for legal services for the City of Hart beginning July 1, 2019, and
WHEREAS, the City of Hart discussed and had the opportunity to hear from four of the legal firms proposing services to the City, and
WHEREAS, the Council has had the opportunity to review the legal services proposals ask questions and consider the options:
THEREFORE, BE IT RESOLVED, that the City of Hart resolves to contract with _____ for legal services beginning July 1, 2019 for a ___ year period and authorizes the City Manager to sign the necessary documents to complete the contract.
Moved by Mayor LaPorte, supported by Ms. Platt, and thereafter adopted at the regular City of Hart City Council meeting on April 23, 2019.

Ayes: 3 Nays: 4 Absent: 0

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.

Discussion: After the defeat of Resolution 19-24, Ms. Springstead stated that her services would cease at the end of the month as no new legal service was chosen.

Cheri Eisenlohr

Cheri Eisenlohr, Deputy City Clerk

SPECIAL EVENTS PERMIT:
Hart Awakens:
- Motion by Mr. Splane, supported by Ms. Martin. All ayes, event approved.

Hart Sparks:

- Motion by Mr. La Fever, supported by Ms. Martin. All ayes, event approved.

Music on the Commons:

- Motion by Mayor LaPorte, supported by Mr. La Fever. All ayes, event approved.

Rich Tompkins Memorial Race:

- Motion by Mr. Hegedus, supported by Mr. La Fever. All ayes, event approved.

Big Hart Disc Golf Day:

- Motion by Ms. Martin, supported by Ms. Platt.
  - Ayes: 5 Nays: 1 Abstain: 1
  - Event approved.

Lions Club White Cane Fundraiser:

- Motion by Mr. Hegedus, supported by Mr. La Fever. All ayes, event approved.

DISCUSSION ITEMS:

City of Hart
Memo

To:	Mayor and City Council
From:	Lynne Ladner
Date:	4/18/19
Re:	Replacement of roof at current DPW building

The current DPW building roof has significant leaks and areas of disrepair that make it prudent to consider replacing the roof. However, it is my understanding that in recent years the City Council has considered the possibility of potentially relocating the DPW department to a different location. With this in mind, it then becomes a consideration of whether the City wants to expend significant capital funds to replace the roof at the current structure if they are not there long enough for us to see a return on the investment.

This is a project that would if completed need to be bid out to contractors but in an effort to get an understanding of what the potential cost would be Brad obtained an estimate for the removal and replacement of the roof from Blackmer Construction. The project estimate is in excess of $30,000. It is a potential project that can be considered for the FY 20 budget if the Council so chooses but again if relocation is still a consideration in the near future perhaps it is time for the City to formalize better their plans moving forward.

Lynne

Ms. Ladner will add this cost to the new budget.

CITY MANAGER REPORT:

- Ms. Ladner reported that there had been many requests for a Citywide clean-up day as the City has done in the past. The estimated cost is $12,000.00+. She stated that this item is not in the current budget and that to cover future costs, the Council should consider raising the garbage fee by $1.00 per utility bill to cover the next year's cost.
  - Mr. La Fever made a motion to approve the cleanup day, May 11, 2019, supported by Mr. Splane.
    - Ayes: 4 Nays: 3 Absent: 0

CITY ATTORNEY'S REPORT:

- None

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Gale Goldberg submitted her application to be on the TIFA board.
    - Mr. La Fever made the motion to approve, supported by Mr. Frontiera, all ayes, Ms. Goldberg is approved to be on the TIFA board.

There being no further business to come before the Council, the meeting adjourned at 9:03 p.m., upon motion by Mr. Hegedus and supported by Mr. Splane. The next regular meeting is May 14, 2019, at 7:30 p.m.

Respectfully Submitted

Deputy City Clerk

CITY MEETING - SIGN IN SHEET		
MEETING NAME: City Council		DATE: 4.23.19
PRINTED NAME		SIGNATURE
Mark Van Allsburg		
Paul Cotton		
Mike Schiller		
Juan Salazar	HPD	
Julie Kreilick		
Sharon Hallack		
Greg Sadu		
Gayle Fowler		

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: April 23rd, 2019

RECENT EVENTS

From Thursday, April 4th, 2019, through Wednesday, April 17th, 2019, the Hart Police Department received 71 complaints ranging from Larcenies, Alarms, Vehicle Violations, Family Troubles, Reckless Driving, Warrant Arrests, Unwanted Persons, Disturbances, Ordinance Violations, Suspicious Situations, Missing Persons, Domestic Assaults, Property Damage Accidents, Threats / Harassment Complaints, Well-Being Checks, Civil Matters, Assist to Other Agencies, Medical Assists, Disorderly Conduct and Motorist Assists

On Thursday, April 4th, 2019, the Hart Police Department initiated a traffic stop on a vehicle on Polk Road near Parmington Avenue referencing a vehicle violation. A 22-year-old Shelby man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle without a License.

On Friday, April 5th, 2019, the Hart Police Department initiated a traffic stop on a vehicle on Wood Street near Hart Street regarding a vehicle violation. A 41-year-old Hart woman was arrested and lodged at the Oceana County Jail for an outstanding warrant for her arrest out of the Hart Police Department.

On Saturday, April 6th, 2019, the Hart Police Department initiated a traffic stop on a vehicle on Polk Road near Parmington Avenue referencing a vehicle violation. A 52-year-old Hart man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle without Insurance. A 46-year-old Hart woman was arrested and housed at the Oceana County Jail for an outstanding warrant for her arrest out of the Oceana County Sheriff's Office.

On Sunday, April 7th, 2019, the Hart Police Department was dispatched to the area of East Main Street and Hart Street about a 3-year-old child being located alone in the area. Eventually, the parents of the child were found, and the child was turned over to the parents without incident. The State of Michigan Department of Human Services Centralized Intake was contacted reference this matter.

On Sunday, April 7th, 2019, the Hart Police Department initiated a traffic stop on a vehicle on State Street near Wigton Street regarding a vehicle violation. A 29-year-old Manistee man was arrested and lodged at the Oceana County Jail for Driving While License Suspended.

On Sunday, April 7th, 2019, the Hart Police Department was dispatched to the 800 block of Dryden Street about a Domestic Assault / Child Endangerment. A 31-year-old Hart man stated he had been assaulted by a 27-year-old Hart woman; his beard being pulled and being struck in the head with a cellular phone. The man then left the area with a child whom he has in common with the woman. A report will be submitted to the Oceana County Prosecutor's Office.

On Monday, April 8th, 2019, the Hart Police Department was dispatched to a Personal Injury Accident on Polk Road near the US31 Expressway Southbound exit ramp. An 81-year-old Hesperia woman failed to stop for a stop sign and collided with a 42-year-old Mears man. The woman complained of chest and arm pain as a result of the collision. The woman was cited for failure to yield.

On Thursday, April 10th, 2019, the Hart Police Department was dispatched to the one block of Jefferson Street in reference to a suspected fraud complaint. An 82-year-old Hart man explained he had received a check in the mail for over $9,000.00. The man had deposited this check into his banking institution who an intern advised the check was fraudulent. The man at this time has not been defrauded any money. An investigation is ongoing.

Respectfully,

J. Salazar,
Chief of Police

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: May 14th 2019

RECENT EVENTS

From Thursday, April 18th, 2019, through Wednesday, May 8th, 2019, the Hart Police Department received 119 complaints ranging from Found Property, Property Damage Accidents, Well-Being Checks, Assault & Batteries, Medical Assists, Domestic Assaults, Parking Complaints, Hit & Run Accidents, Suspicious Situations, Personal Injury Accidents, Warrant Arrests, Mental Health Issues, Vehicle Violations, Assist to Other Agencies, Harassment Complaints, Child Abuse-Neglect Complaint, Larcenies, Parole Violations, Disturbing the Peace, Animal Complaints, Trespassing Complaints, Disorderly Conducts, Alarms, Truancies and Noise Complaints.

On Saturday, April 20th, 2019, the Hart Police Department was dispatched to the 4000 block of Polk Road about a Personal lnjury Accident. A 45-year-old Pentwater woman was traveling Westbound on Polk Road when a 34-year-old Mears man who was operating a motorcycle at the time rear-ended the woman. The man sustained non-life threatening injuries and was transported by LIFE EMS to Mercy Health Hackley Hospital in Muskegon for further observations. An investigation is ongoing.

On Sunday, April 21st, 2019, the Hart Police Department initiated a traffic stop on a vehicle on Oceana Drive near Tyler Road referencing a vehicle violation. A 64-year-old Ludington man was arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle without insurance and improper plates.

On Tuesday, April 23rd, 2019, the Hart Police Department was dispatched to the 2000 block of Comfort Drive about a well-being check. The officer was to check the well-being of a 42-year-old Ludington woman. The woman was contacted, and her condition was verified. The woman was later arrested and lodged at the Oceana County Jail on two (2) outstanding warrants for her arrest, being out of the Livingston County Sheriff's Office and the Ludington Police Department.

On Sunday, April 28th, 2019, the Hart Police Department initiated a traffic stop on a vehicle on West Main Street near Water Street regarding a vehicle violation. A 29-year-old Twin Lake man was arrested and lodged at the Oceana County Jail for Driving While License Suspended 2nd or Subsequent Offence. A 27-year-old Holtan woman was also arrested and lodged at the Oceana County Jail on an outstanding warrant for her arrest out of the Muskegon County Sheriff's Office.

On Wednesday, May 1st, 2019, the Hart Police Department began an investigation into an Uttering & Publishing complaint which involved a City of Hart resident that occurred within the County of Kalamazoo. A 35-year-old Hart man explained he had purchased snowmobile equipment from an individual from the Bloomingdale, MI area and paid for the equipment with a personal check. The man later noted this individual had fabricated several checks using the man's personal bank's routing number and man's checking account number. A report will be turned over to the Michigan State Police Paw Paw Post for further investigation due to jurisdiction.

On Thursday, May 2nd, 2019, the Hart Police Department initiated a traffic stop on a vehicle on Jefferson Street near State Street referencing a vehicle violation. A 28-year-old Hesperia man was arrested and lodged at the Oceana County Jail for Driving While License Suspended.

On Friday, May 3rd, 2019, the Hart Police Department was dispatched to the 200 block of Washington Street in regards to a disturbance / disturbing the peace complaint. A 65-year-old Hart woman had entered a local business and threatened a 63-year-old employee with physical harm. The 65-year-old Hart woman was asked to leave the business which the woman left without incident. A report will be submitted to the Oceana County Prosecutor's Office for his review.

On Saturday, May 4th, 2019, the Hart Police Department was dispatched to the 4000 block of Polk Road in reference to a disorderly person at a local business. While investigating this complaint, a 23-year-old male was arrested and lodged at the Oceana County Jail on two (2) outstanding warrants for his arrest out of the Ottawa County Sheriff's Office and the Muskegon Police Department.

Respectfully,

J. Salazar,
Chief of Police

City Of HART
BIOPURE
facility

TO: WASTEWATER BOARD

FROM: PAUL CUTTER, SUPERINTENDENT

DATE: MAY 10, 2019

RE: WASTEWATER TREATMENT PLANT OPERATIONS

Treatment Plant-

We have started irrigating onto Irrigation Site 1 (Original Irrigation Site). We have not had complete start-up of Irrigation Site 2. (Center Pivot)
Due to some issues with Springbrook Irrigations hook up to the forcemain along with some programing issues with the VFD (Variable Frequency Drive) for pump #2 start-up has not been completed. It appears all parties are able to make a start-up come together Wednesday May 15th.

As some of you may have noticed we have had odors this spring coming off the biosolids basin. Normal operations in the past have been to start the surface aerators and for a couple days we have noticeable odors. This year the surface aerators brought a lot of biosolids to the surface, which is the cause of the odors.

Getting the biosolids to settle in the biosolids basin has been an issue for the last 8 to 10 years. It has become very concerning as to why this has happen.
I have asked many of my colleagues over the years and have not had anyone that had an answer.

I have looked at the floc structure and the type of microorganisms in the solids and it appears fine. Trying to get to the bottom of this I sent a sample of the biomass in the biosolids basin out for review to an expert in the field.

Roughly 5 years ago we asked for bids for the removal of the biosolids. In prior years contractors bid by the gallons. The problem paying by the gallons is you are paying for removing 2 to 3 % solids and 96 % water.

In 2014 we asked for bids to remove our biosolids by the dry ton. This way we are paying only for the amount of biosolids hauled. We run lab 3 times a day on the percent solids of what is being pumped into the trucks. Once that percent solids is determined we calculate the dry tons hauled that day for billing.

Although we are getting more biosolids hauled for the same amount of money allocated in the budget I feel we are not hauling enough to keep ahead of our production.

With the analysis from the sample I sent in we should be able to determine whether our problem is too much inventory of biosolids in our lagoon or something to do with the microorganisms.

Actually it was some of both being the cause. I have attached the report for your Microbiology 101 reading.
This settling issue has 2 short term issues. One is the odors it is causing, and two it makes it difficult to dewater the basin for biosolids hauling.

I have some thoughts on ways we may be able to control this from occurring again in the future. It would be an infrastructure change to some degree to the biosolids basin.

This week we started changing the membranes. This process usually takes 5-6 weeks.

This week we will be putting the center pivot on line.

Industries-

MFP has been down for the last week. Over the winter MFP ran quite consistently. The City should expect to see a continued up tick over the winter in loading and flow from them. I believe eventually they will be a steady 12 month operation.

Seneca Foods seems to be very consistent with their flows and loadings. The new infrastructure you see being added onto Seneca foods will not increase the flows or loadings. This new area is strictly warehouse.

Regulatory-

All Mi Waters reporting is submitted. Derrick Simmons our DEQ representative will spend the day with me while I collect monitoring well samples this month. Derrick will be evaluating the process I use to collect monitoring well samples.

If you have any questions feel free to stop out to the plant or give me a call.

Thank You, Paul Cutter

MCO
Midwest Contract Operations

City of Hart Biopure Facility
407 State Street
Hart, Michigan 49420
Attn: Paul Cutter, Plant Superintendent

RE: Microscopic evaluation of sample received/ analyzed May 7, 2019.

Executive Summary

The sample contained relatively strong floc structure with abundant filamentous bacteria and abundant dispersed growth in the bulk liquid between the flocs. Of note, a high % of filaments viewed appeared dead/unhealthy due to damaged cells and/or empty sheaths. Many of the other filaments present contained intracellular sulfur granules indicating that these filaments are utilizing sulfide for growth. Sulfide is formed when sulfate is reduced under anaerobic conditions. The mix of other filaments and indicator organisms as well as the high amount of dispersed growth supports high septicity/ organic acids (volatile acids) present. Based on our professional experience it is likely the sludge is not settling due to a combination of the high solids concentrations and the abundance of filamentous bacteria. Please contact us at (920) 573-2820 to discuss further.

Sludge Sample

The flocs were relatively firm in structure ranging from 100-800 µm in dimension (average of 400 µm). Dispersed growth was abundant in the bulk liquid between the flocs. This consisted of a mixture of dispersed filamentous bacteria, dispersed single cell bacteria and dispersed dead cellular material (each very common-abundant). Testate amoeba (predominant) and low amounts of flagellates were viewed. Filamentous bacteria were ranked abundant within the sample. These were dispersed and extending from the floc structure. Of filaments viewed >50% were dead or contained damaged cells and/or empty sheaths, while approximately 10% contained intracellular sulfur granules. Rosettes and Gonidia were viewed on many *Thiothrix* and type 021N filamentous bacteria indicating high growth rates. Occasional flocs appeared to be anaerobic in nature. This is likely either due to anaerobic conditions in suspension or benthic feedback. Low amounts of Nitrifying bacteria were observed. Polysaccharide was normal upon staining indicating nutrients do not appear limited to the bacteria.

Filament/ Indicator	*Rank*	*Abundance*	*Cause (s)*
Dispersed growth	1	Abundant	Various (see bottom)
Type 021N	2	Very Common-Abundant	Organic Acids, Sulfide
Dead filaments	3	Very Common	Stress (various)
Thiothrix I	3	>Common	Organic Acids, Sulfide
Tetrads	4	Common	Organic Acids
Thiothrix II	4	<Common	Organic Acids, Sulfide
Zoogloea	4	<Common	Organic Acids, Alcohols
Type 0914	4	<Common	Organic Acids, Sulfide

- *H. hydrossis, S. natans, type 1701, and type 0411 present at "some" or less in abundance*
- *Dispersed growth has many potential causes but is likely attributed to septicity/ organic acids based on analysis*

Notes

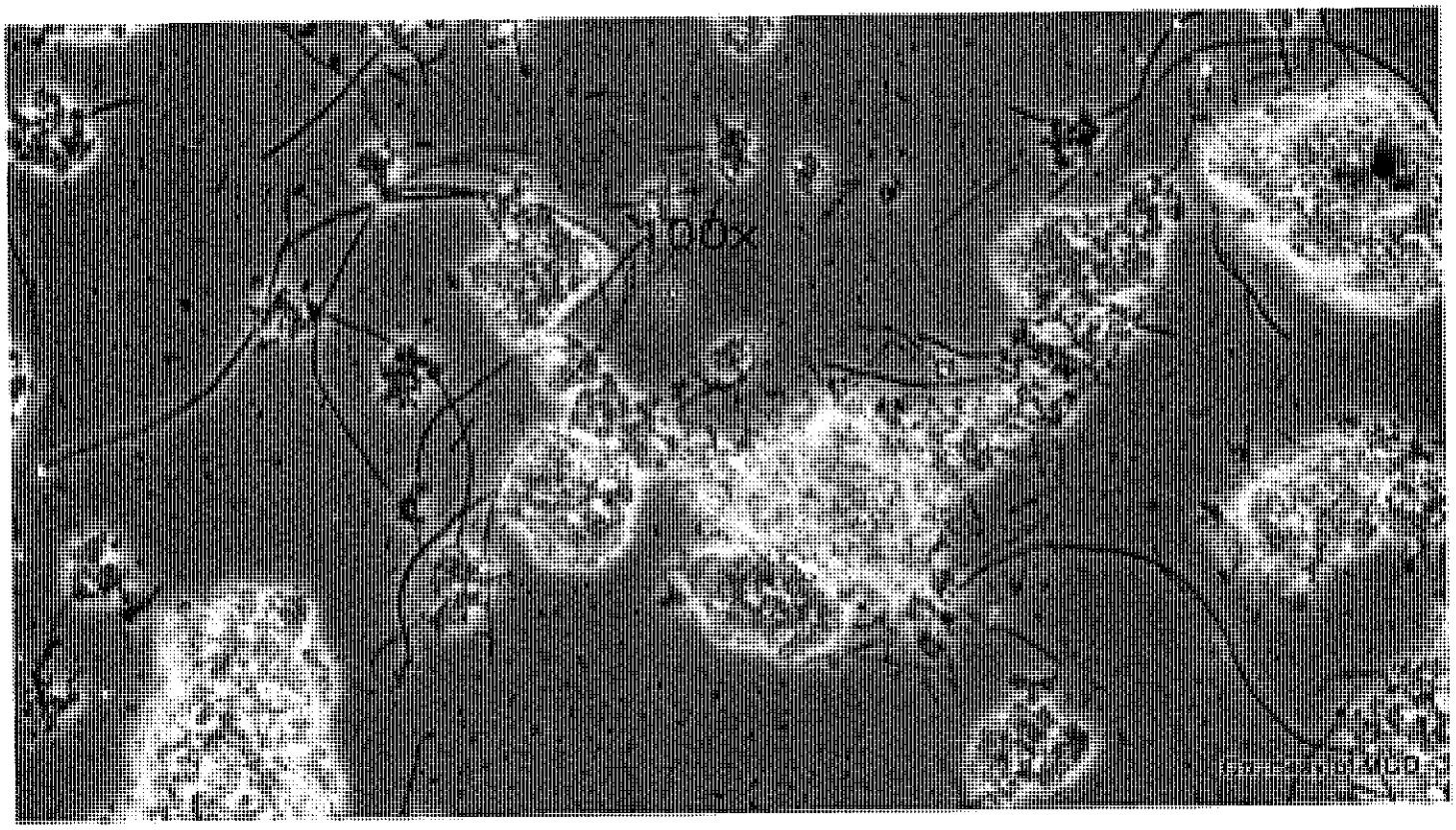
Filaments/ Indicator organisms must be common or greater abundance for their cause (s) to apply to the overall sample. When these organisms are less than common abundance they often (but not always) support the "big picture".

References: Michael Richard, *Activated Sludge Microbiology Problems and Their Control*, 2009.

MCO
Midwest Contract Operations

Best regards,

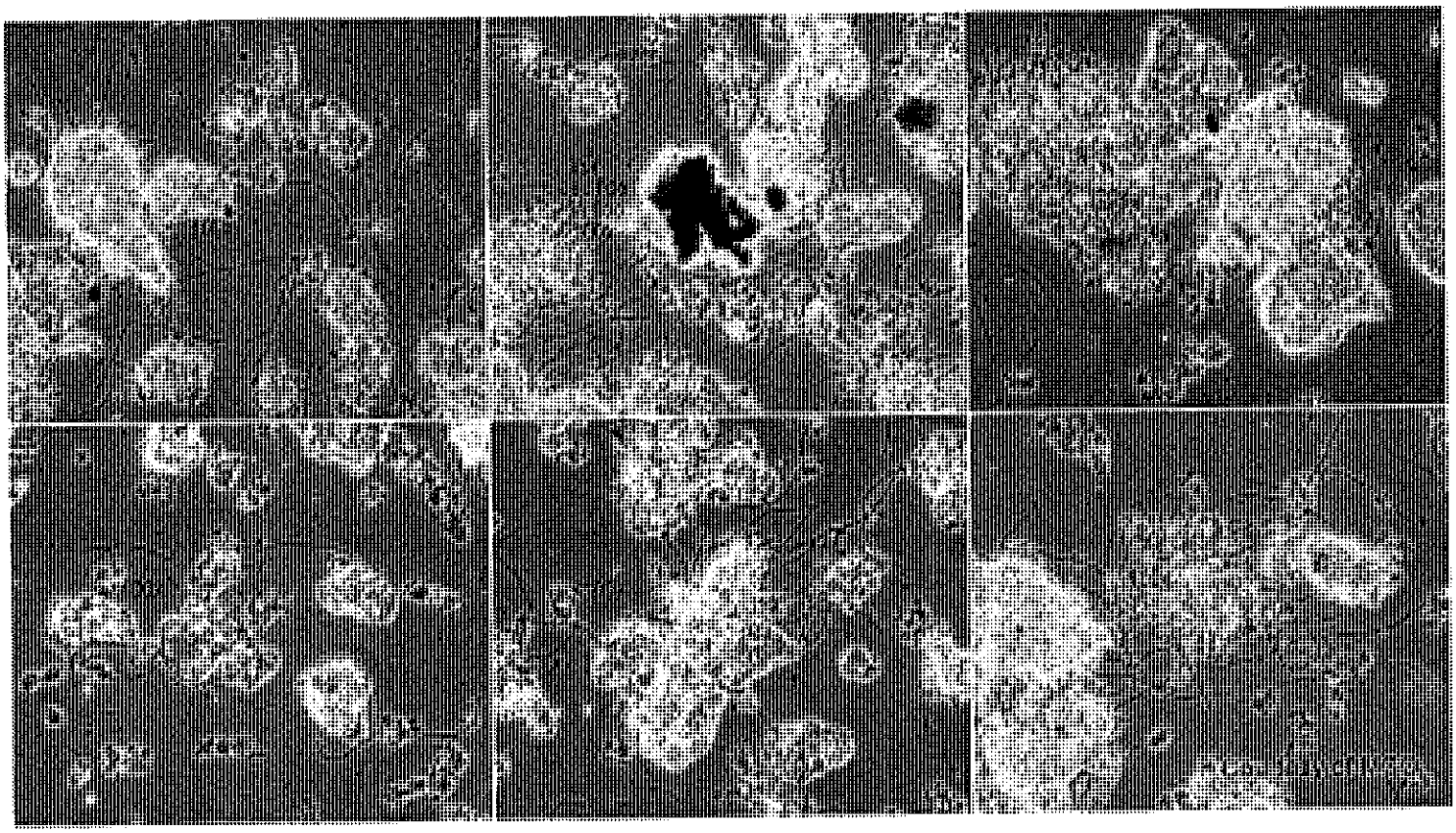
Ryan Hennessy
Microbiology and Operations Specialist
Midwest Contract Operations
rhennessy@mco-us.com
(920) 573-2820



References: Michael Richard, *Activated Sludge Microbiology Problems and Their Control*, 2009.

MCO

Midwest Contract Operations



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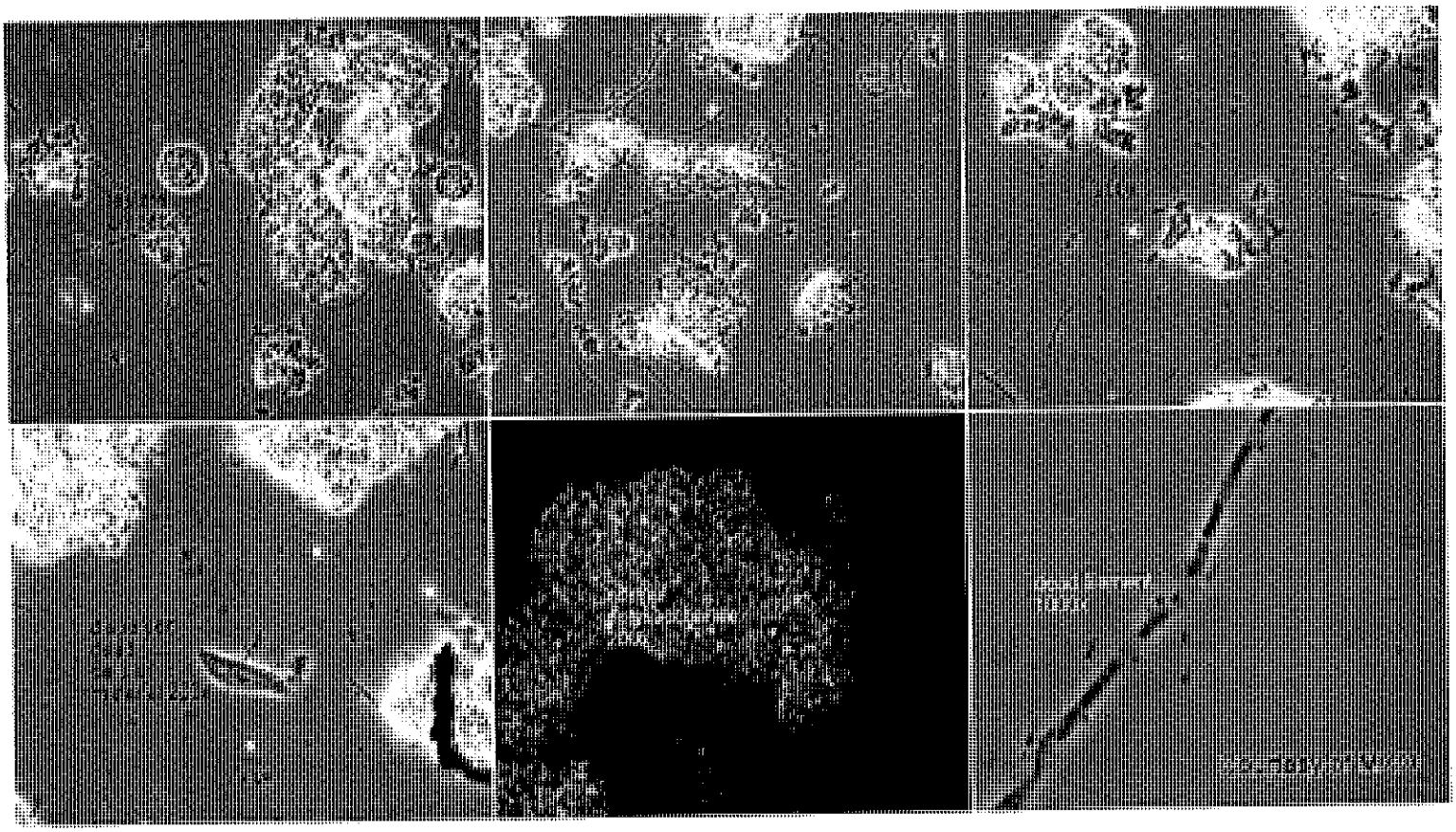

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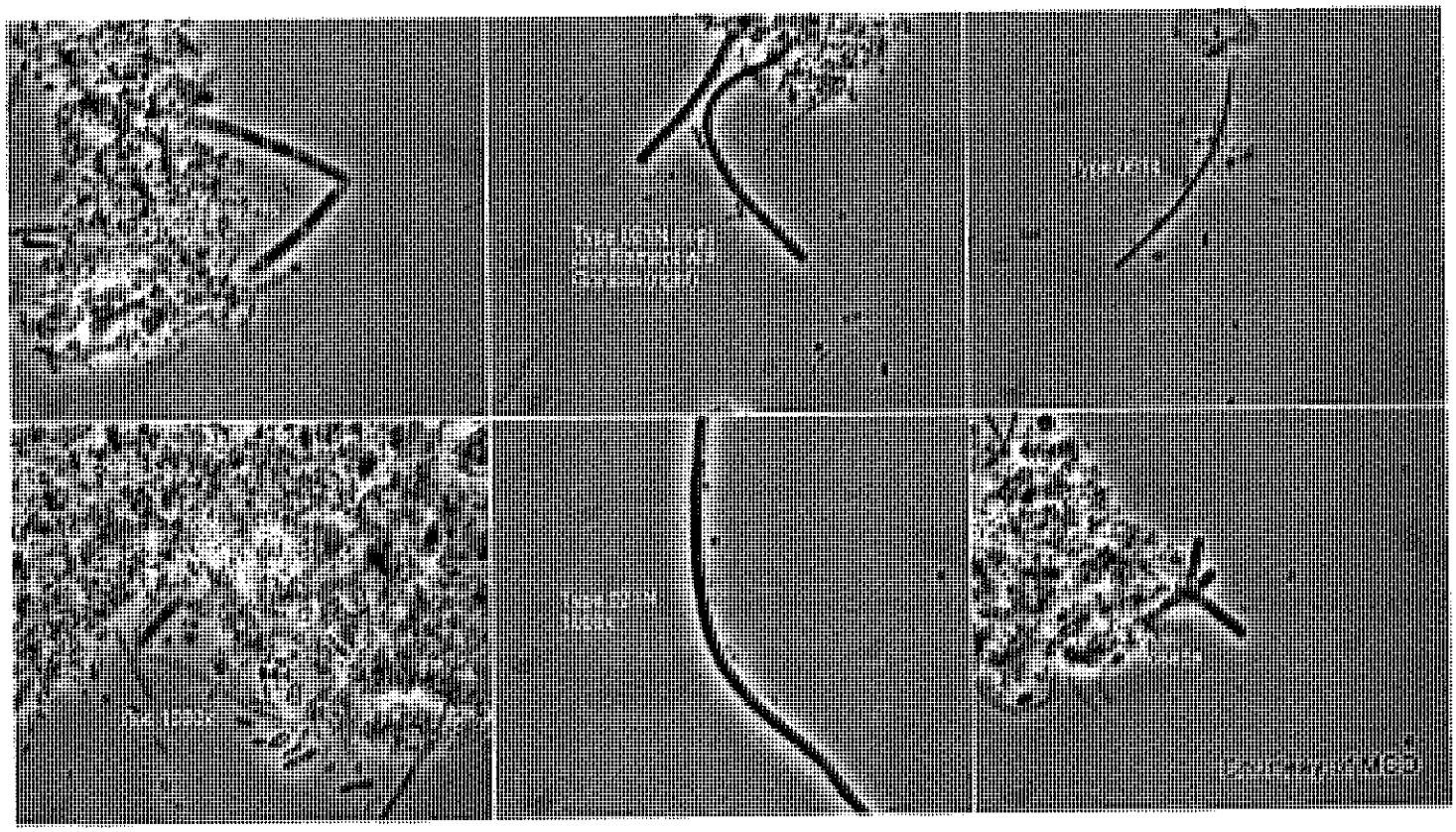

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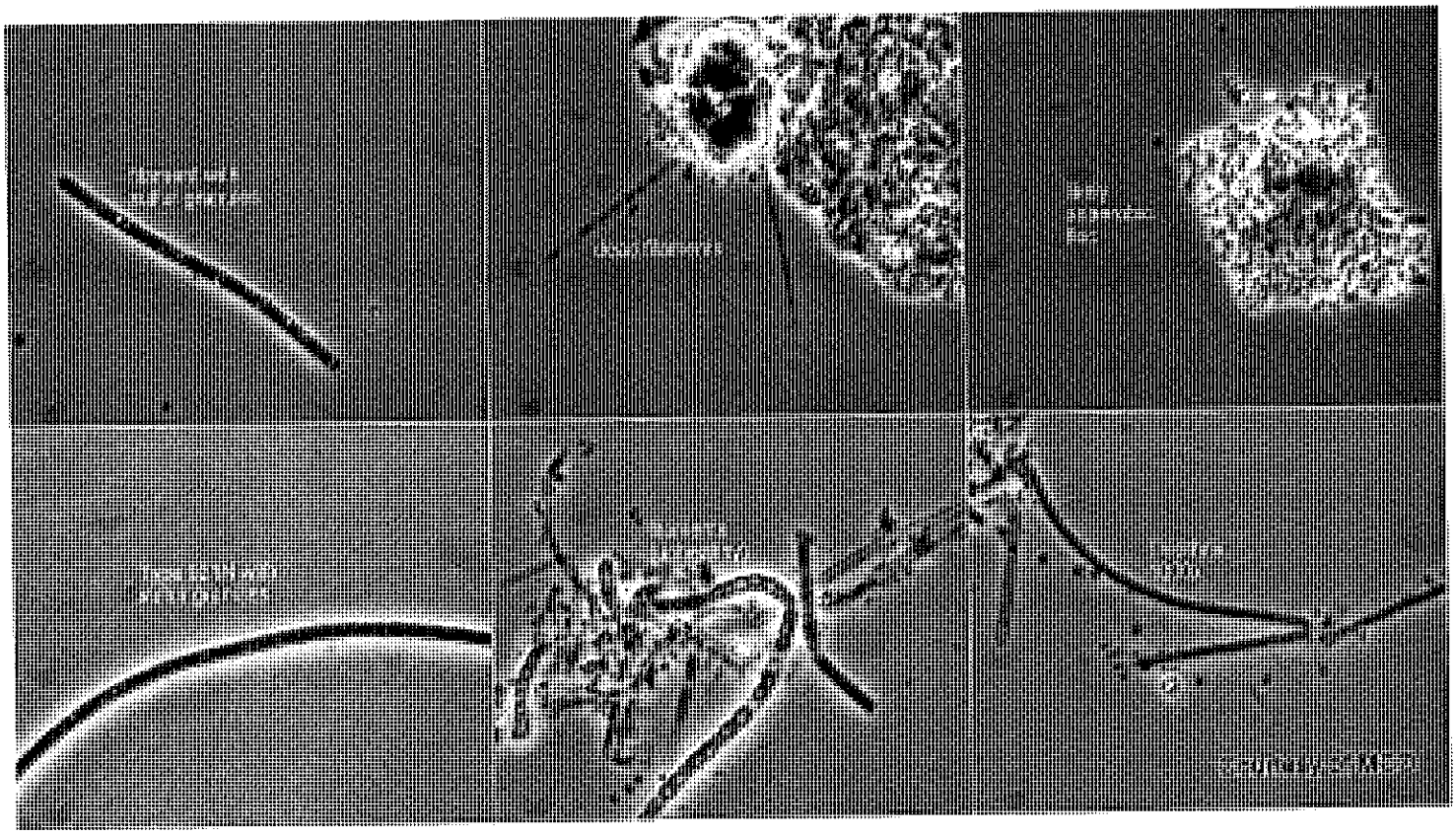

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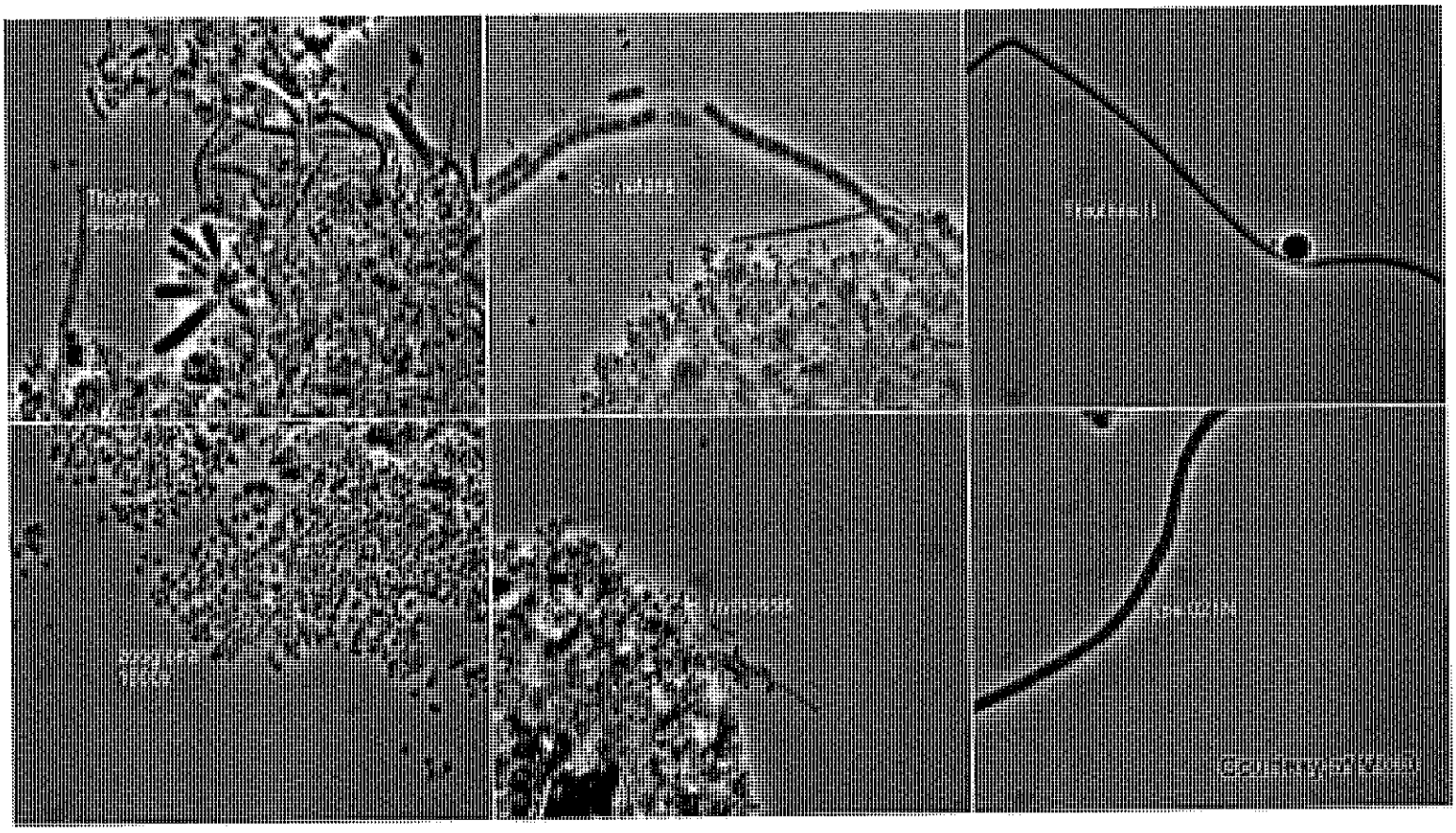

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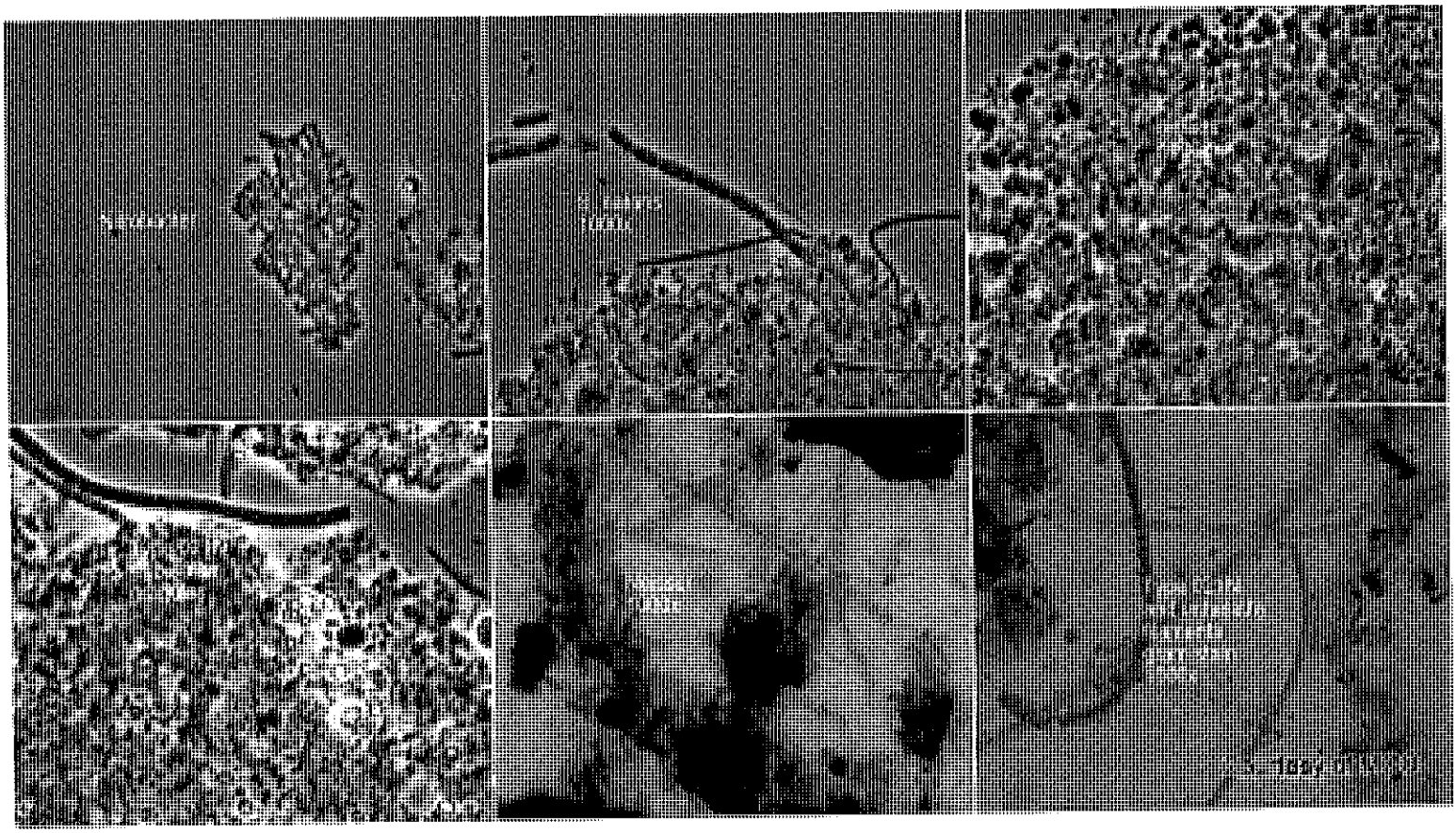

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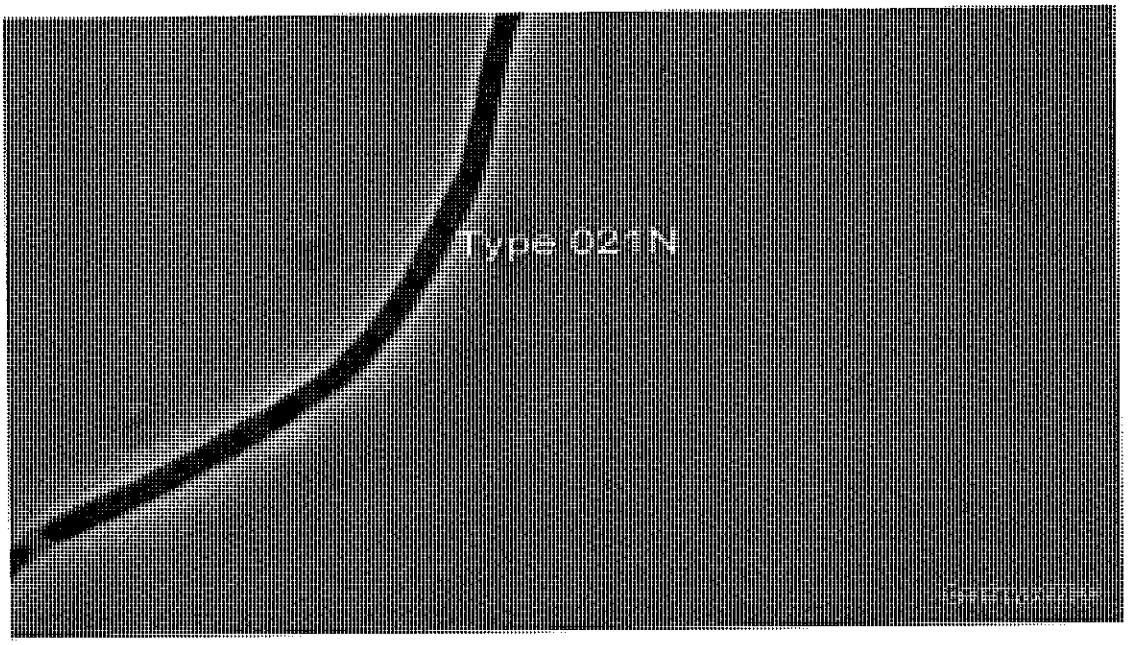
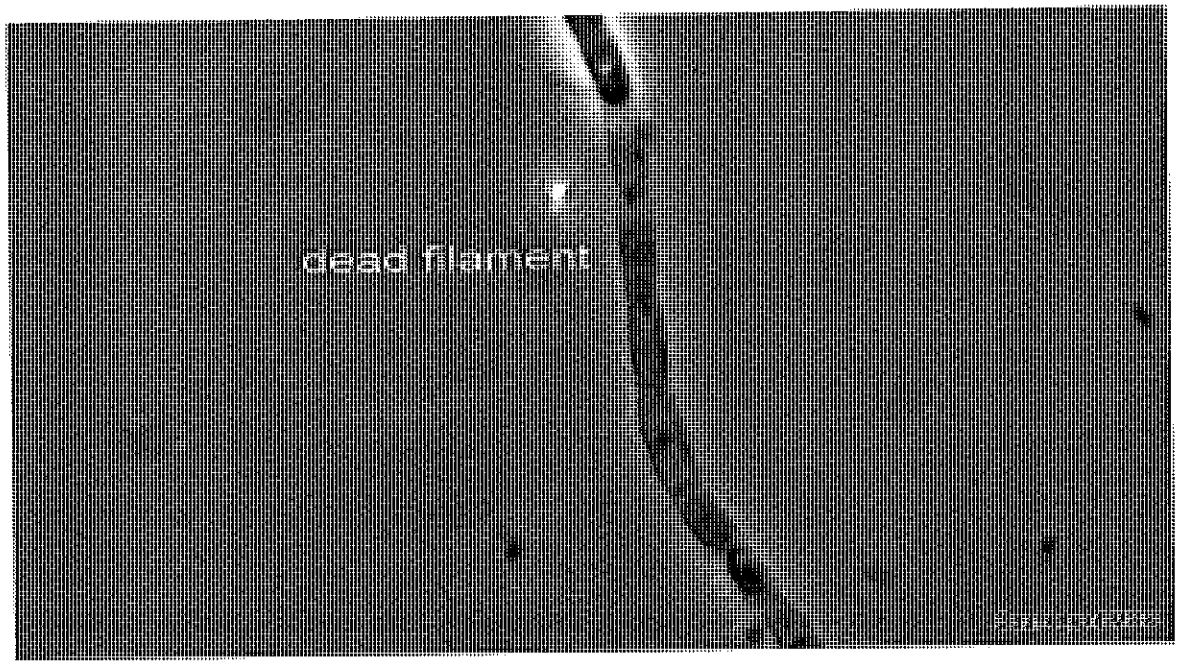
Midwest Contract Operations





References: Michael Richard, *Activated Sludge Microbiology Problems and Their Control,* 2009.

MCO
Midwest Contract Operations

City of Hart Biopure Facility
407 State Street
Hart, Michigan 49420
Attn: Paul Cutter, Plant Superintendent

RE: Summary of discussion on May 7th, 2019.

Paul,

As the picture emailed to us this morning confirms the sludge "popped" (denitrified) within 24 hours of sampling. This supports the micro report and the high volatile acids that are currently in the sludge lagoon.

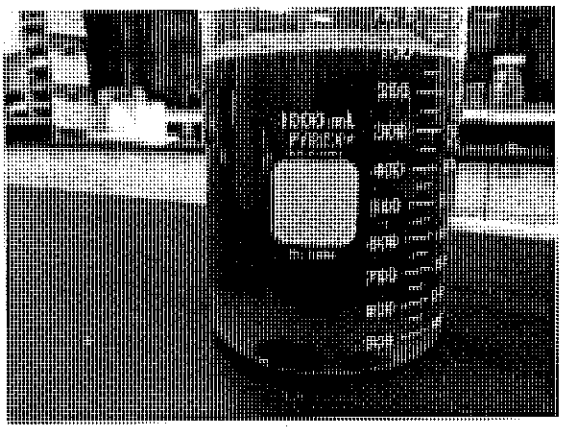


Figure 1: Denitrification of sludge within 24 hours 5-9-19

The intended plan is that if the lagoon is aerated as much as possible with minimal incoming organic loading that between now and then it will be oxidized/ treated enough so that there is not enough remaining carbonaceous BOD to drive denitrification (preventing it from floating/popping when the air is off for decant).

It is difficult to predict exactly how the settling characteristics will be impacted in the amount of time that it's aerated. If the remaining volatile acids are oxidized, type 021N typically doesn't survive long without substrate. With type 021N no longer competing this has potential to improve the settling to perhaps satisfactory levels.

One thing to keep a close eye on is the pH and alkalinity within the lagoon. As more ammonia is nitrified this will decrease alkalinity and if alkalinity is not sufficient (keep alkalinity over 100 mg/L at all times) the pH may decrease. An option to consider if alkalinity appears limited may be to cycle the aeration to the lagoon to allow alkalinity to be recovered through denitrification (such as 9 hours on 3 hours off etc.)

As discussed, periodically it is recommended to check the settling and the "rise time" of the aerated sludge. A week or two prior to land application/ solids removal it may be warranted to re-evaluate the sludge to see if dispersed growth and filamentous bacteria have been reduced to satisfactory levels. Please feel free to call us at any time to discuss at (920) 573-2820.

Best regards,

Ryan Hennessy
Microbiology and Operations Specialist
Midwest Contract Operations
rhennessy@mco-us.com
(920) 573-2820

References: Michael Richard, *Activated Sludge Microbiology Problems and Their Control,* 2009.

Payables Date: 5/14/19	Description	Total	General +	DPW	Energy	BPTF	Water
Adams, Matt	Phone Reimbursement	$ 35.00		$ 35.00			
Amerigas	Utilities - Energy Dept.	$ 420.82			$ 420.82		
Amsoil	OAI Postage Pre-Paid Kit/Oils/Filters	$ 593.00				$ 593.00	
Anderson, Shawn	Phone Reimbursement	$ 35.00	$ 35.00				
Axon Enterprise, Inc.	Holster	$ 64.00	$ 64.00				
Birkman, Terry	2017 Code Update Classs - Reimburse	$ 125.00			$ 125.00		
BS&A	Tax System - Annual Update	$ 339.00	$ 339.00				
Cannon/Eaton	Meters	$ 125,620.14			$ 125,620.14		
Ceres Solutions	Straw	$ 5.00			$ 5.00		
Ceres Solutions	UPS/Sunflowers	$ 152.75				$ 152.75	
Ceres Solutions	Fertilizer - Historic District	$ 98.70	$ 98.70				
Ceres Solutions	Chemicals	$ 266.95				$ 266.95	
Charter	Police/Office - Fax	$ 115.95	$ 115.95				
Charter	HMS - Phone	$ 154.97	$ 154.97				
Charter	Historic District	$ 114.97	$ 114.97				
City of Hart	Utility Bills	$ 50,639.77	$ 1,242.39	$ 1,097.16	$ 1,973.88	$ 43,560.02	$ 2,766.32
Crystal Flash	Propane for Historic District	$ 239.22	$ 239.22				
CS Raymer	Test Production Well	$ 21,225.00			$ 21,225.00		
Cummins Sales & Svc.	PM Service	$ 782.45					$ 782.45
Dacott Energy Services	March, 2019 Purchase Report	$ 650.00			$ 650.00		
Dave's Party Store	Fuel	$ 1,446.52	$ 570.88	$ 269.19	$ 422.96	$ 183.49	
Discraft	2 replacement baskets	$ 629.54			$ 629.54		
District Health Dept 10	Hep A Shot - Van Dyke	$ 106.00			$ 106.00		
DTE	Natural Gas	$ 1,802.03	$ 433.64	$ 476.59	$ 694.94	$ 75.76	$ 121.10
Eisenlohr, Mike	Phone Reimbursement	$ 35.00		$ 35.00			
Fatseas, Carey	Refund of Deposit	$ 7.50			$ 7.50		
Fish Window Cleaning	City Hall Windows	$ 105.00	$ 105.00				
Freed Mgmt	JGP Mgmt	$ 3,570.00	$ 3,570.00				
Frontier	Diesel Plant - Phone	$ 99.91			$ 99.91		
Frontier	LS - Phone	$ 74.06				$ 74.06	
Frontier	BioPure	$ 61.61				$ 61.61	
Galeton	Lab Supplies	$ 99.80				$ 99.80	
Gowell, Nathan	Phone Reimbursement	$ 35.00			$ 35.00		
Gowell, Nathan	2017 Code Update Classs - Reimburse	$ 125.00			$ 125.00		
Gracon	Hardware needed for Digital Meters	$ 3,899.00			$ 1,949.50		$ 1,949.50
Hach	Lab Supplies	$ 81.20				$ 81.20	
Hach	Chemicals	$ 1,677.54				$ 1,677.54	
Hart Automotive	Auto Parts/Supplies	$ 126.29		$ 126.29			
Hart Cemetery Commission	Taxes	$ 2,443.32	$ 2,443.32				
Hintz, Brian	Phone Reimbursement	$ 35.00	$ 35.00				
Horizon Community Planning	Planning Services	$ 502.59	$ 502.59				
Huntington Bank	Credit Card Charges	$ 988.50	$ 813.79		$ 174.71		
HydroCorp	Cross Connection Control Program	$ 750.00					$ 750.00
Ingalls, Joe	Phone Reimbursement	$ 35.00	$ 35.00				
Jons to Go	Portable Restrooms	$ 210.00			$ 210.00		
Kies, Chris	Phone Reimbursement	$ 35.00				$ 35.00	
Klotz Auto Parts	Auto Parts/Supplies	$ 73.57			$ 73.57		
Ladner, Lynne	Car Allowance	$ 300.00	$ 300.00				
Ladner, Lynne	Mileage Reimbursement	$ 82.36	$ 82.36				
LARA	LIEAF Program	$ 1,103.25			$ 1,103.25		
Larson's	Various Projects	$ 1,214.53	$ 132.97	$ 421.15	$ 146.93	$ 513.48	
Ludington Daily New	Publications	$ 927.20	$ 927.20				
Medler Electric	Parts/Supplies	$ 994.73			$ 994.73		
Mike's City Service	Oil Change - Police	$ 40.00	$ 40.00				
Model Coverall Service	Uniforms/Rags/Rugs	$ 608.09	$ 136.58	$ 178.44	$ 87.88	$ 205.19	
Model First Aid Safety & Training	First Aid Supplies	$ 327.75		$ 327.75			
MPPA	Purchased Power	$ 27,149.38			$ 27,149.38		
Oceana Builders	Building Materials	$ 52.69				$ 52.69	
Office Machines Co.	Contract renewal on HP Laserjet	$ 195.00	$ 195.00				
Office Machines Co.	Police CopierOverage Fees	$ 18.10	$ 18.10				
Pitney Bowes	Postage	$ 251.00	$ 75.30		$ 112.94	$ 31.38	$ 31.38
Power Line Supply	Parts/Supplies	$ 3,347.71			$ 3,347.71		
Pranger Property Mgmt	Cleaning Svcs	$ 336.00	$ 336.00				
Praxair	Cylinder Rental	$ 85.59		$ 37.25	$ 48.34		
Prein & Newhof	Various Projects	$ 1,413.00	$ 815.00			$ 598.00	
Quill	Office Supplies	$ 237.61	$ 237.61				
Republic	Overage Fee	$ 95.95		$ 95.95			
Republic	Garbage Service/The Starting Block	$ 16,328.22		$ 16,120.34	$ 207.88		
Ricoh	Overage Fee	$ 204.48	$ 204.48				
Riggs, Jason	Phone Reimbursement	$ 35.00		$ 35.00			

--OVER--

Payables Date: 5/14/19	Description	Total	General +	DPW	Energy	BPTF	Water
Rothbury Hardware	Waders	$ 99.99				$ 99.99	
Salazar, Juan	Phone Reimbursement	$ 35.00	$ 35.00				
Schiller, Mike	Phone Reimbursement	$ 35.00			$ 35.00		
Skipski, Kevin	Phone Reimbursement	$ 35.00	$ 35.00				
Springstead Law Offices	Legal Services	$ 1,500.00	$ 1,500.00				
State of Michigan	WW Operator Certification - Kies	$ 95.00				$ 95.00	
SyncWave	Internet Hosting	$ 508.14	$ 189.53	$ 75.04	$ 75.04	$ 168.53	
Tanner Plumbing & Heating	JGP Supplies	$ 443.18	$ 443.18				
Trace Analytical	Water Testing	$ 2,488.20				$ 2,488.20	
Uline	Poly Rope/Reclosable Bags	$ 382.47				$ 382.47	
Van Dyke, Jed	Reimburse - School expenses	$ 603.36			$ 603.36		
VanAgtmael, Scott	Phone Reimbursement	$ 35.00			$ 35.00		
VanDyke, Jed	Phone Reimbursement	$ 35.00			$ 35.00		
VanZoeren, Andy	Phone Reimbursement	$ 35.00			$ 35.00		
Verizon	Office Phones	$ 437.68	$ 324.40	$ 28.85	$ 28.85	$ 55.58	
Windridge Textiles	New Disc Golf Signs	$ 186.00			$ 186.00		
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
	Subtotal	$ 283,033.33	$ 16,941.13	$ 19,359.00	$ 188,780.76	$ 51,551.69	$ 6,400.75
Additional Bills							
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
		$ -					
	Subtotal	$ -	$ -	$ -	$ -	$ -	$ -
	Subtotal Reg and Additional	*$ 283,033.33*					
HAND CHECKS							
Alerus - ACH	*City Share 401 Retirement*	$ 3,113.52	$ 3,113.52				
US Postmaster	Postage Utility Bills	$ 526.01			$ 289.31	$ 184.10	$ 52.60
Huntington National Bank	Credit Card Charges	$ 1,924.06	$ 1,924.06				
Rodriguez, Angelica	Refund of Historic District Rental	$ 100.00	$ 100.00				
		$ -					
		$ -					
	TOTAL HAND CHECKS	$ 5,663.59	$ 5,137.58	$ -	$ 289.31	$ 184.10	$ 52.60
	Sub-Total Regular Bills/Additional Bills/Hand Checks	*$ 288,696.92*	*$ 22,078.71*	*$ 19,359.00*	*$ 189,070.07*	*$ 51,735.79*	*$ 6,453.35*
Gross Payroll	458	$ 57,369.04					
	Sub-Total	$ 57,369.04					
	GRAND TOTAL	$ 346,065.96	$ 27,216.29	$ 19,359.00	$ 189,359.38	$ 51,919.89	$ 6,505.95

--OVER--

PAYROLL AMOUNTS				
05/16/19				
Pay 458	GROSS PAY	OVERTIME	INS OPT-Out	BASE PAY
Employee Code		PAY	PAY	
FULL-TIME				
MGR.	***$1,576.00***	$0.00	$0.00	$1,576.00
DPW1	$2,208.00	-$96.00	$0.00	$2,112.00
DPW2	$2,112.00	$0.00	$0.00	$2,112.00
DPW3	$1,952.00	$0.00	$0.00	$1,952.00
DPWS	***$2,319.20***	$0.00	$0.00	$2,319.20
ENERGY1	$3,508.52	-$143.40	$0.00	$3,365.12
ENERGY2	$3,508.52	-$143.40	$0.00	$3,365.12
ENERGYS	***$3,673.60***	$0.00	$0.00	$3,673.60
ENERGY3	$2,564.80	$0.00	$0.00	$2,564.80
ENERGY4	$2,450.77	-$22.77	$0.00	$2,428.00
ENERGY5	$2,434.86	-$179.42	$0.00	$2,255.44
DCC	***$1,518.40***	$0.00	$0.00	$1,518.40
DCC	***$1,518.40***	$0.00	$0.00	$1,518.40
MGR.	***$3,269.60***	$0.00	$0.00	$3,269.60
CC	***$1,920.81***	$0.00	$0.00	$1,920.81
DCC	***$1,263.75***	$0.00	$0.00	$1,263.75
PO	$2,046.40	$0.00	$0.00	$2,046.40
PO	$2,046.40	$0.00	$0.00	$2,046.40
PO	$2,468.47	-$422.07	$0.00	$2,046.40
PC	***$2,403.20***	$0.00	$0.00	$2,403.20
DS	$2,101.60	$0.00	$0.00	$2,101.60
BIOS	***$2,747.20***	$0.00	$0.00	$2,747.20
BIOS	$2,088.00	-$168.00	$0.00	$1,920.00
BIOS	$2,147.00	$0.00	$0.00	$2,147.00
TOTAL	**$55,847.50**	**-$1,175.06**	**$0.00**	**$54,672.44**
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
CC8	$0.00	$0.00	$0.00	$0.00
CC9	$0.00	$0.00	$0.00	$0.00
TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**
PART-TIME				
MGR.	$526.35	$0.00	$0.00	$526.35
PPO	$0.00	$0.00	$0.00	$0.00
PPO	$200.00	$0.00	$0.00	$200.00
EW	$0.00	$0.00	$0.00	$0.00
PPO	$795.00	$0.00	$0.00	$795.00
TOTAL	**$1,521.35**	**$0.00**	**$0.00**	**$1,521.35**
TOTAL PAYROLL	**$57,368.85**	**-$1,175.06**	**$0.00**	**$56,193.79**

OVERTIME HOURS WORKED							Item 9
Pay Period 4/26/19 - 05/09/19		Pay 458	PAID HOURS			Call-Out	Pay Date 5/16/19
EMPLOYEE NAME	DEPT.	DATES WORKED	1.5x	2x	2.25x	Sched.	REASON
Chris Kies	BPTF	4/27,28	2	2		S.	Lab/Irrigation
Frank Lloyd	BPTF						
Jason Riggs	DPW						
Mike Eisenlohr	DPW						
Matt Adams	DPW	5/5/2019		2.00		C	Check sewer main
Terry Birkman	Energy	5/3,7	2.50			S	Truc, Repairs/Set Meter
Andy Van Zoeren	Energy	5/4,5	2.00	2.00		S	Lab/Irrigation
Nathan Gowell	Energy	5/7,8	2.50			S	Truck Repairs/Set Meter
Jed Van Dyke	Energy	5/7/2019	0.50			S	Truck Repairs
Scott Van Agtmael	Energy						
Shawn Anderson	Police						
Brian Hintz	Police						
Kevin Skipski	Police						
Joe Ingalls	Police	5/1/2019				S	Training/Cover shift
Hildigardo Hinjosa (PT)	Police						
Austin Buckingham (PT)	Police						

PAYROLL AMOUNTS					
05/02/19					
Pay 457		GROSS PAY	OVERTIME	INS OPT-Out	BASE PAY
Employee Code	Dept.		PAY	PAY	
FULL-TIME					
MGR.	MSM	***$1,576.00***	$0.00	$0.00	$1,576.00
DPW1	DPW	$1,920.00	$0.00	$0.00	$1,920.00
DPW2	DPW	$2,184.00	-$72.00	$0.00	$2,112.00
DPW3	DPW	$2,147.20	$0.00	$0.00	$2,147.20
DPWS	DPW	***$2,319.20***	$0.00	$0.00	$2,319.20
ENERGY1	Energy	$3,212.16	-$152.96	$0.00	$3,059.20
ENERGY2	Energy	$3,671.04	-$152.96	$0.00	$3,518.08
ENERGYS	Energy	***$3,673.60***	$0.00	$0.00	$3,673.60
ENERGY3	Energy	$2,693.04	$0.00	$0.00	$2,693.04
ENERGY4	Energy	$2,428.00	$0.00	$0.00	$2,428.00
ENERGY5	Energy	$2,274.68	-$224.28	$0.00	$2,050.40
DCC	Office	***$1,518.40***	$0.00	$0.00	$1,518.40
DCC	Office	***$1,518.40***	$0.00	$0.00	$1,518.40
MGR.	Office	***$3,269.60***	$0.00	$0.00	$3,269.60
CC	Office	***$1,920.81***	$0.00	$0.00	$1,920.81
DCC	Office	***$1,213.20***	$0.00	$0.00	$1,213.20
PO	Police	$2,570.84	-$575.60	$0.00	$1,995.24
PO	Police	$3,306.27	-$1,055.23	$0.00	$2,251.04
PO	Police	$3,095.18	-$844.14	$0.00	$2,251.04
PC	Police	***$2,403.20***	$0.00	$0.00	$2,403.20
DS	Police	$2,101.60	$0.00	$0.00	$2,101.60
BIOS	WW	***$2,747.20***	$0.00	$0.00	$2,747.20
BIOS	WW	$2,112.00	$0.00	$0.00	$2,112.00
BIOS	WW	$2,296.65	-$149.45	$0.00	$2,147.20
TOTAL		**$58,172.27**	**-$3,226.62**	**$0.00**	**$54,945.65**
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
CC8		$0.00	$0.00	$0.00	$0.00
CC9		$0.00	$0.00	$0.00	$0.00
TOTAL		**$0.00**	**$0.00**	**$0.00**	**$0.00**
PART-TIME					
MGR.	HHD	$446.60	$0.00	$0.00	$446.60
PPO	POL-PT	$0.00	$0.00	$0.00	$0.00
EW	Office	$0.00	$0.00	$0.00	$0.00
PPO	POL-PT	$1,282.50	$0.00	$0.00	$1,282.50
TOTAL		**$1,729.10**	**$0.00**	**$0.00**	**$1,729.10**
TOTAL PAYROLL		**$59,901.37**	**-$3,226.62**	**$0.00**	**$56,674.75**

OVERTIME HOURS WORKED							Item 9
Pay Period 4/12/19 - 4/26/19		Pay 4S7	PAID HOURS			Call-Out	Pay Date 5/2/19
EMPLOYEE NAME	DEPT.	DATES WORKED	1.5x	2x	2.25x	Sched.	REASON
Chris Kies	BPTF						
Frank Lloyd	BPTF	3/30,31	1.75	1.75		S	Lab/Irrigation
Jason Riggs	DPW						
Mike Eisenlohr	DPW	4/15/2019	2.00			C	Water Leak - E. Main
Matt Adams	DPW						
Terry Birkman	Energy	4/14/2019				C	Power Outage - Apple/Polk
Andy Van Zoeren	Energy	4/13,14	2.50	2.50		S	Lab/Irrigation
Nathan Gowell	Energy	4/14/2019		2.00		C	Power Outage - Apple/Polk
Jed Van Dyke	Energy						
Scott Van Agtmael	Energy						
Shawn Anderson	Police	4/19/2019		10.00		S	Holiday
Brian Hintz	Police	4/19,20	11.00	11.00		S	Holiday, Cover Shift
Kevin Skipski	Police						
Joe Ingalls	Police	4/23,24	22.00			S	Cover Shift
Hildigardo Hinjosa (PT)	Police						
Austin Buckingham (PT)	Police						

City of Hart

Memo

To: Mayor and City Council

From: Lynne Ladner

cc:

Date: 5/14/19

Re: Appointment of City Attorney for general legal services

During the April 23th meeting the members of the Council chose to table until the May 14th meeting the selection of a city attorney following the defeated motion to re-appoint Julie Springstead. The council has options:

1. Consider a motion to appoint one of the three other legal firms to act as the City Attorney;
2. Consider a motion to reject all submitted proposals and request new proposals for consideration; or
3. Reconsider the defeated motion, Robert's Rules of Order states:
   The **motion** to **reconsider** may be made only by a member who voted on the prevailing side in the original vote (such as someone who voted "yes" if the **motion** had passed or voted "no" if the **motion** was **defeated**). ... The **motion** to **reconsider** is debatable to the extent that the **motion** being **reconsidered** is debatable.

Resolution 19-25 is written with blanks which provide the council to complete the discussion at their meeting and if they are prepared to make a decision on how to move forward. The blanks allow the Council to fill in the Attorney/Firm that they would like to select along with setting a time frame for contracting for services from the Attorney/Firm. That time frame can be a long or as short as the council prefers but should most likely be for at least a one-year term

While it is important that the Council engage in careful and deliberate consideration for the appointment it is also very important that the City have a clear understanding of and direction in which they would like to proceed in relation to City Attorney general counsel services. Per Sec 8.2 of the City Charter states that an appointed officer shall hold office until a successor is appointed it is my understanding that comments were made at the April 23th meeting that could be interpreted as a resignation by the

currently appointed City Attorney. Additionally, attached is a copy of a letter received from Ms. Springstead which appears to support this interpretation. Since and including the last Council meeting issues related to request for sale of public land, request to modify and add additional easements for a project, request to consider purchase, lease, vacation or adverse possession of land, and employment have arisen. These are not issues that can be pushed down the road for any extended period of time.

Per City Charter:

Sec. 8.1. Generally.

The appointive officers of the City shall be the City Manager, Clerk, Assessor, City Attorney, Treasurer, and Chief of Police, who shall be a member of the City Police Department. The Council, may, by ordinance, create such department heads as it may deem necessary for the operation of the City government, or may combine any such appointive offices in one or more persons in any manner not inconsistent with the provisions of the general laws of the State.

Sec. 8.2. Appointments; Qualifications.

The Council shall within thirty (30) days following the annual City elections, appoint the appointive officers provided in this Charter, each of whom shall hold office until his successor is appointed. Appointees shall be selected with reference only to their qualifications and fitness and for the good of the public service. Residence requirements of the appointive offices shall be at the discretion of the Council except as hereinafter set forth.

Sec. 8.6. City Attorney.

The City Attorney shall be legal advisor and counsel for the City and for all the officers and departments thereof in all matters relating to their official duties. He shall prosecute ordinance violators and shall represent the City in cases before the courts and other tribunals. He shall perform such other duties in connection with his office as may be prescribed for him by this Charter or the Council. The Council, upon the City Attorney's recommendation or upon its own initiative, may retain special legal counsel to handle any matters in which the City has an interest or to assist the City Attorney.

I realize that the appointment of a City Attorney is the purview of the Council and I have tried to remain neutral in the process other than developing the RFP, disclosing my past relationship with one of the proposing firms and expressing how I conduct business but I also feel that it is important for the Council to understand my reasons for having requested permission to put legal services out to bid.

1. The Current City Attorney requested an increase in the monthly retainer for general counsel services.
2. The Current City Attorney based upon that retainer provides very limited legal counsel based upon their stated hourly rate for services $250/hour. At the previous retainer amount that equaled 6 hours of legal services a month with the proposed increased retainer amount to $2,600 that is equal to 10.4 hours of legal services a month. If the City were to consider a monthly retainer of $2,600 with any of the three other firms based upon their proposed hourly rates the City would receive 13.7 hours of legal services from Dickenson Wright, 17.33 hours of legal services from Rosati, Schultz, Joppich and Amtsbuechler (RSJA), and between 16.77 hours and 6.58 hours from Mika Meyers (they said the rate depends upon the attorney) The current City Attorney stated that she is "writing off" between 10-15 hours per month of legal work

at the current retainer agreement. With her proposed higher she would still be "writing off" between 6-10 hours of services. At the hourly rate proposed by the other firms their potential write off in a retainer would be: Dickenson Wright – 2.3 and 7.3 hours, RSJA – a gain of 1.33 to write off of 3.67 hours and with Mika Meyers a gain of .77 to a write off of 14.42 hours (again depending upon the attorney assigned).

Based upon these numbers a monthly retainer agreement with RSJA would have the greatest net benefit to the City for the least amount of funds expended. It has been my intention to not only advocate that the City obtain the best value for tax payer dollar but to also have the potential to consolidate services for legal services that generally are needed by a City to include: General Counsel, Land Use and Planning, Contracts, Real Estate, Litigation (hopefully not necessary), Legislative Updates affecting current City Ordinances, Employment law – including collective bargaining, employee discipline, employee benefits, and retirement, Board of Review, Tax Tribunal and possibly environmental/regulatory issues.

I defer to the Council in their decision and I realize that the firms that we are discussing are located outside of Hart. However, the expertise, potential for savings, positive impact of consolidating services to a single firm with a set retainer/hourly rate and the fact that as the challenges that face municipalities become greater and more specialized moving to a firm that solely works on municipal issues is in the best interest of the City. Change is hard and the desire to retain as many services locally is a valid and strong argument, but when local experts do not exist than location should not be the deciding factor.

Lynne

SPRINGSTEAD
LAW OFFICES, P.C.

May 7, 2019

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

Re: In the Matter of:
Specialty Retail Shops Holding Corp., et al.
Case No. 19-80064

Dear Lynne:

Enclosed please find the Notice Setting Objection/Resistance Deadline and Trial Date. You should forward this notice to the City of Hart's legal counsel. If you have any questions, please feel free to contact me.

Very truly yours,

Julie A. Springstead Waltz

JAS:dls

Enclosure

Douglas A. Springstead | Julie Springstead Waltz

214 Washington Street Hart, MI 49420 P: 231-873-4022 F: 231-873-4024 22 East Main Street Fremont, MI 49412 P: 231-924-3222 F: 231-924-0337

www.springsteadlaw.com

RESOLUTION 19-25

City Council

City of Hart, Michigan

Oceana County

RESOLUTION AUTHORIZING THE APPOINTMENT OF _____ AS CITY ATTORNEY PROVIDING LEGAL SERVICES FOR THE CITY OF HART

WHEREAS, The City of Hart solicited and received requests for proposals for legal services for the City of Hart beginning July 1, 2019, and

WHEREAS, the City of Hart discussed and had the opportunity to hear from four of the legal firms proposing services to the City, and

WHEREAS, the Council has had the opportunity to review the legal services proposals ask questions and consider the options:

THEREFORE, BE IT RESOLVED, that the City of Hart resolves to contract with _____ for legal services beginning July 1, 2019 for a ____ year period and authorizes the City Manager to sign the necessary documents to complete the contract.

Moved by , supported by , and thereafter adopted at the regular City of Hart City Council meeting on May 14, 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

City of Hart

Memo

To: Mayor and City Council

From: Lynne Ladner

cc:

Date: 5/14/19

Re: CDBG Public Facilities Authorizing Resolution

The City of Hart has been allocated a CDBG Grant for the construction of a downtown park at 31 S State St. a city owned vacant lot. The formal application for the grant remains to be submitted following a public hearing on the project scheduled and advertised for earlier in this meeting. The requests an amount of $316,857 which equals 90% of the estimated cost of construction of the park. The City is committing to spending an estimated $35,206 equaling 10% of the estimated construction costs.

Resolution 19-26 Authorizes the formal application submission and designates the City Manager as the person authorized to sign the grant agreement and payment requests for the project.

Lynne

RESOLUTION 19-26

City Council

City of Hart, Michigan

Oceana County

A RESOLUTION TO AUTHORIZE THE SUBMITTAL OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION IN SUPPORT OF THE DOWNTOWN POCKET PARK PROJECT

WHEREAS, the City of Hart has been invited by the Michigan Strategic Fund to submit a CDBG application in the amount of $316,857; and

WHEREAS, the City of Hart desires to use the CDBG funds for the Downtown Pocket Park Project; and

WHEREAS, the City of Hart commits local funds from its Parking Lot Fund in the amount of $35,206; and

WHEREAS, the proposed project is consistent with the local community development plan as described in the Application; and

WHEREAS, at least 51% of the beneficiaries for the proposed project will be low- and moderate-income persons; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated and will not be obligated prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hart hereby designates the City Manager as the Certifying Officer, the person authorized to certify the Michigan CDBG Application, and the person authorized to sign the Grant Agreement and payment requests.

Moved by , supported by , and thereafter adopted at the regular City of Hart City Council meeting on May 14, 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

City of Hart

Memo

To: Mayor and City Council

From: Lynne Ladner

cc:

Date: 5/14/19

Re: Local Pavement warranty program adoption and implementation

---

As part of the Legislatures Transportation Funding of 2015 communities are required to adopt and implement a local pavement warranty program before September 18, 2019. A copy of information distributed by the MML regarding the program is attached

Resolutions 19-27 and 19-28 comply with this state mandate.

Lynne

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  Papers, Briefs and more
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Issues

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LOCAL AGENCY PAVEMENT WARRANTY PROGRAM



As part of the Transportation Funding Package of 2015, the Michigan Legislature created a requirement (MCL 247.662, 247.663) that each local road agency in Michigan adopt a Local Pavement Warranty Program acceptable to the Michigan Department of Transportation (MDOT).

The resulting Michigan Local Agency Pavement Warranty Program is the statewide accepted format that local agencies can use for hot mix asphalt (HMA) and plain jointed concrete paving projects on public roads and streets, if they opt to utilize a warranty on a project.

This Warranty Program must be adopted by every community no later than September 18, 2019, and every community must consider a warranty on each project utilizing any state or federal funding that also includes $2 million or more in paving-related components. Communities must annually report on projects with $2 million or more in paving-related items, regardless of whether they implemented a warranty or not.

The overall goal of the Michigan Local Pavement Warranty Program is to have one standardized method for applying pavement warranties on local agency projects, which provides a consistent, quantifiable and transparent program that pavement contractors can recognize and implement.

Program Components

The Local Pavement Warranty Program, as approved by MDOT, consists of the following documents:

- Special Provisions (Boilerplate, Concrete, HMA, Location and a Pass-Through Warranty Bond)
- Warranty Bond Form and Contract Form
- Guidelines for Local Agency Pavement Warranty Program

The Program was developed over the last 30 months by the Local Agency Pavement Warranty Task Force including representatives of the Michigan Municipal League, County Road Association, MDOT, Federal Highway Administration-Michigan, Michigan's Local Technical Assistance Program (LTAP), municipal road agencies, legal counsels and industry representatives.

Timeline for Warranty Policy Adoption

Local Pavement Warranty Program developed by the Task Force **must be adopted by your community on or before September 18, 2019.**

To adopt the Pavement Warranty Program, each community should adopt two separate Resolutions.

- **Resolution to Adopt a Local Pavement Warranty Program** is needed to adopt the Local Agency Pavement Warranty Program and its accompanying documents.
  - Sample template
- **Resolution to Implement a Local Pavement Warranty Program** that defines the agency's intent to apply the warranty program consistent with the Local Agency

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League Affiliates

Pavement Warranty Guidelines and report annually on each project that includes $2 million or more in paving-related components *and* includes any state or federal funds.

- Sample template

The goals of the Local Agency Pavement Warranty Program are to meet the legislative mandate to implement it, as well as to standardize review and oversight of pavement warranty projects, and to have a program that is transparent and uniform for private-sector contractors.

Future Warranty Education Programs

The Warranty Task Force has obtained a FHWA grant of $74,000, which its Education Subcommittee will use to work with the Michigan Local Technical Assistance Program (LTAP) to conduct education and training sessions. Training will be designed for elected/appointed officials, administrators, as well as managers/directors, engineers and engineering technicians in both onsite sessions and online webinars during 2019. The League will work with LTAP to publicize these sessions.

If you have any questions about the Local Pavement Warranty Program, please contact John LaMacchia at (517) 908-0303 or jlamacchia@mml.org.

RESOLUTION 19-27

City Council

City of Hart, Michigan

Oceana County

RESOLUTION TO ADOPT A LOCAL PAVEMENT WARRANTY PROGRAM

WHEREAS, the Michigan Legislature (MCL 247.663) requires each city or village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018;

WHEREAS, the Michigan Local Agency Pavement Warranty Program was developed by the Local Agency Pavement Warranty Task Force for use by all 533 cities and villages in the format approved by the Michigan Department of Transportation in 2018;

WHEREAS, the Michigan Department of Transportation has reviewed and approved the Michigan Local Agency Pavement Warranty Program consisting of Special Provisions (Boilerplate, Concrete, HMA, Location, Pass-Through Warranty Bond); a Warranty Bond Form and Contract Form; and Guidelines for Local Agency Pavement Warranty Programs;

NOW THEREFORE BE IT RESOLVED, the City of Hart hereby adopts the Michigan Local Agency Pavement Warranty Pragram and accompanying documents in accordance to the requirements of MCL 247.663;

Moved by , supported by , and thereafter adopted at the regular City of Hart City Council meeting on May 14, 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

RESOLUTION 19-28
City Council
City of Hart, Michigan
Oceana County

RESOLUTION TO IMPLEMENT A LOCAL PAVEMENT WARRANTY PROGRAM

WHEREAS, The Michigan Legislature created a requirement (MCL 247.663) as part of the Transportation Funding Package of 2015 that requires each city and village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018;

WHEREAS, the City of Hart adopted the Michigan Local Agency Pavement Warranty Program on May 14, 2019;

WHEREAS, the City of Hart agrees to consider a local pavement warranty on each project that includes $2 million or more in paving-related items *and* includes any state or federal funds;

WHEREAS, the Local Agency Pavement Warranty Program law requires each city and village to report annually on each project that includes $2 million or more in paving-related items *and* includes any state or federal funds, whether or not a warranty was utilized in the project;

WHEREAS, the City of Hart agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation in 2018; and which the City of Hart's_ adopted Implementation Policy defines the City of Hart's intent of its pavement warranty program;

NOW THEREFORE BE IT RESOLVED, the City of Hart hereby agrees to implement the Local Agency Pavement Warranty Program and annually report in accordance with the law.

Moved by , supported by , and thereafter adopted at the regular City of Hart City Council meeting on May 14, 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

City of Hart

Memo

To: Mayor and City Council

From: Lynne Ladner

cc:

Date: 5/14/19

Re: Contract for Property and Liability Insurance

While reviewing the City's property and Liability Insurance needs I discovered areas in which the City had exposure based upon the policy that had been contracted for FY 19. In order to reduce or eliminate these exposures I publicized and requested bid proposals from commercial and specialized property and liability carries to meet the City's needs. We received two submissions. One from our current carrier Tokyo Marine (through the Michigan Township Par Plan) and a second from the Michigan Municipal Risk Management Authority. Each company provides the insurance that the City needs but offers varying additional services, grant opportunities and potential for dividend distributions that are attractive to the City.

Representatives from the carriers will be presenting to the Finance and Personnel Committee as well as be available for presentation and questions from the Council during the meeting.

Resolutions 19-29 is drafted to allow the council to hear from the carriers and authorize a contract for property and liability insurance effective July 1, 2019.

Lynne

RESOLUTION 19-29

City Council

City of Hart, Michigan

Oceana County

RESOLUTION AUTHORIZING THE ACCEPTANCE OF PROPOSAL FROM _____ PROVIDING PROPERTY AND LIABILITY INSURANCE FOR THE CITY OF HART

WHEREAS, The City of Hart solicited and received requests for proposals for property and liability insurance for the City of Hart beginning July 1, 2019, and

WHEREAS, the City of Hart Personnel and Finance Committee has heard from the proposing organizations and

WHEREAS, the Council has heard from the proposing organizations and

WHEREAS, the Council has had the opportunity to review the proposals ask questions and consider the options:

THEREFORE, BE IT RESOLVED, that the City of Hart resolves to contract with _____ for property and liability insurance beginning July 1, 2019 and authorizes the City Manager to sign the necessary documents to complete the contract.

Moved by , supported by , and thereafter adopted at the regular City of Hart City Council meeting on May 14, 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

bhs
INSURANCE

CITY OF HART

RFP Response

APRIL 5, 2019

BERENDS HENDRICKS STUIT 3055 44TH STREET, GRANDVILLE, MI 49418
P:616.531.1900

bhs
INSURANCE

Proposal Requirements

1. In order to compare quotes all insurers, agents or associations shall complete the disclosure statement:
   See attached disclosure statement

2. Include the name of the organization legally responsible for paying the City's claims, and contract person(s) responsible for administering the City's account:
   HCC PUBLIC RISK CLAIM SERVICE, INC., 1700 Opdyke Court, Auburn Hills, Michigan 48326
   24 Hour Telephone: 800-225-6561
   FAX: 248-371-3091
   E-Mail: publicriskclaims@hcc.com

3. Confirmation that the proposed insurance coverage is on an occurrence-date basis, not a claims-made basis:
   Coverage is on an occurrence-date basis (as shown in the proposal)

4. The proposed insurance coverage and limits should be similar in scope to the City's current insurance coverage. The proposer shall provide explanations for each area where the proposed insurance coverage, exclusions, and/or limits are different than the City's current coverage:

   Liquor Liability has been added for 2 special events, Cyber Option included

5. A description of the proposer's loss control and risk-management service that will service the City:
   See attached Risk Control section
   Oceana County Risk Control Rep: Mike Morin, 989-860-4558, Mmorin@tmhcc.com

6. The total annual premium that would be charged to the City:

   See premium summary page in proposal

7. Three (3) References from municipalities or public entities located in Michigan for insurance coverage: **Village of Marcellus – Jacqueline Labudie**
   Covert Township – Dennis Palgen
   Sparta Township – Dale Bergman

8. One hundred twenty (120) calendar days written notice by the insurer is requested for termination or non-renewal of coverage: **60 day cancellation clause applies**

9. One hundred twenty (120) calendar days written notice by the insurer is requested prior to any restriction of limits or modification by the insurer resulting in the restriction of existing policy terms, premium alterations or provisions: **60 day cancellation clause applies**

10. All proposers are encouraged to submit additional information that will be instrumental in assisting the City in evaluating proposals:

    See BHS Value & Background section

Financial Strength Ratings

U.S. Specialty Insurance Company

Rating: A++ (Superior)

Affiliation Code: g (Group)

Financial Size Category: XV ($2 Billion or greater)

Outlook: Stable

Action: Affirmed

Effective Date: December 21, 2018

Initial Rating Date: June 30, 1988

Travelers Casualty and Surety Company of America

Rating: A++ (Superior)

Financial Size Category: XV ($2 Billion or greater)

Outlook: Stable

Action: Affirmed

Effective Date: October 31, 2018

Initial Rating Date: June 30, 1975

Michigan Township Participating Plan - Risk Control

The use of professional risk control personnel trained to meet the members specific departmental needs allows for the application of meaningful risk control techniques. Techniques that are specifically designed for governmental entities to assist in the prevention and reduction of potential losses. By accepting the assistance of the Risk Control Department and following established Risk Control procedures and maintaining an ongoing dedication to loss prevention, members make the commitment to contain and control premium costs and assure the continuation of long-term availability of coverages for their municipality

Risk Control Profiles and Recommendations

Physical visits to the municipality to meet with department supervisors to discuss their specific operations as they pertain to the municipality. The visit is then followed by a written review and recommendations regarding risk exposures.

Special Events, Hold Harmless and Indemnification Language Reviews

Review of indemnification language from a risk control standpoint with suggestions for reducing potential exposures to the municipality.

Advisory Committees

Our Fire/EMS and Law Enforcement Advisory Committees, comprised of statewide professional personnel, meet quarterly to address and update current policies, develop new policies and to ensure that our program members are in compliance with federal and state laws.

Technical Assistance

Our Risk Control Department provides assistance through on-site surveys, interviews, inspections and discussions to assess problem areas. Risk Control personnel are continually trained and updated on the latest laws, reforms, statutes and issues that could potentially affect municipalities.

Free Workshops, Conferences and Meetings

In addition to tailored, issue specific seminars, the Risk Control Department assists, sponsors and presents free workshops, conferences and meetings on the following topics:

- Know Your Liabilities
- Risk Management for Governmental Entities
- Sexual Harassment in the Workplace
- Fire Service Liability
- Liability and Special Events
- Cemetery Liabilities

Benefits to Par Plan Members

- Free of Cost
- Grant Program
- Pre-Loss Prevention Techniques
- Post-Loss Reduction Techniques
- Member Continuing Education

Who is an insured

1. The term insured as used herein means the entity designated in the Declarations as the Named Insured and, except as excluded by endorsement to this policy, the following:

a. A governmental agency or subdivision, department, municipal body, board or commission, or not-for-profit corporation which is owned and controlled by you.

b. All persons who were, now are, or shall be elected or appointed or employed members of any board, commission or agency of yours while acting within the scope of their duties.

c. Any person while providing services under a mutual aid agreement, joint powers agreement or similar arrangement, but only with respect to the conduct of your business and only to the extent of your participation or your interest.

d. Your "employees" and volunteers but only for acts within the scope of their employment by you or in the course of their duties for you and at your direction. However, no "employee" or volunteer is an insured for:

(1) "Bodily injury" or "personal and advertising injury":

(a) To you or to a co-"employee" or other volunteer while that co-"employee" or other volunteer is either in the course of his or her employment or while acting at the direction of, and within the scope of their duties for you;

(b) To the spouse, child, parent, brother or sister of that co-"employee" or other volunteer as a consequence of paragraph **(a)** above;

(c) For which there is an obligation to share damages with or repay someone else who must pay damages because of the injury described in paragraphs **(a)** or **(b)** above; or

(2) "Property damage" to property:

(a) Owned, occupied, or used by, **(b)** Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", or any of your volunteers.

BHS BACKGROUND

History

At BHS we secure our clients and their assets. We are a leading insurance provider who finds innovative solutions for people who value individualized service and share a passion for helping others. For us, everything rides on relationships and reputation because our clients depend on us to protect their business, employees and families.

BHS was incorporated on January 1, 1985 by Edward Berends, Dennis Hendricks and Thomas Stuit. This was a merger of the Hendricks Mayer Agency (founded in 1939 by Donald Hendricks) and Berends Stuit & Associates (founded by Edward S. Berends in 1950). Since then we have had additional shareholders added to the agency: Steve Olson, Greg Christie, James Ryskamp, Greg Heeres, Zack VandenBerg and Patrick Dalton.

We currently have a staff of nearly 120 professionals that consistently attend training, educational courses and attain various designations to ensure that we keep our service and industry knowledge top-notch. BHS is located in Grandville, Byron Center, Holland, and Hudsonville. We serve over 2,400 business clients, over 12,000 personal lines clients for property and casualty insurance and over 700 businesses for employee benefits around the country.

Our dedicated staff is trained to draw on several high-quality national, regional and specialty insurers to design cost effective, comprehensive and creative insurance programs for businesses and individuals. Our goal is to provide a level of service that is unmatched by anyone in the business. Our attention to detail and strong commitment to excellence sets us apart from the competition.

Mission

To be a superior provider of insurance protection, risk management, employee benefits and financial services to the people and organizations we serve.

Vision

To be a leader in the community and continue to grow our organization to ensure sustained success.

Values

Integrity: Maintain the highest ethical standards consistently in all situations and circumstances.

Community: Contribute to the health and well-being of the communities in which we live and work through involvement and outreach.

Innovation: Employ new methods within our industry in an effort to best serve our clients.

Competency: Demonstrate a mastery of products and services to instill confidence in our clients.

Quality of life: Encourage our employees to maintain a healthy balance between work and personal life.

Reach

BHS is a local, West Michigan based insurance agency. However, we serve over 2,400 business clients, over 12,000 personal lines clients for property and casualty insurance and over 700 businesses for employee benefits around the country. BHS is dedicated to growing with your organization. We have groups that range in size from a few individuals all the way up to 1,000+ lives. We often review your short-term plan and benefits design with a long-term plan, typically a five-year plan. This allows us to focus on both the short-term and long-term goals.

Officers

Steve Olson, CIC, LIC

- President at BHS
- Specializes in Employee Benefits
- Manages Employee Benefits Department, Personal Lines Department
- Industry experience since 1980

Zack Vandenberg, CIC

- Vice President at BHS
- Manages Business Insurance Department
- Expertise with Financial Institutions, Breweries, Schools & Construction
- Over 10 years of industry experience

Greg Christie, CIC, LIC, CRM

- Specializes in Business Insurance and Employee Benefits
- Industry experience since 1987
- Oversees BHS office location in Holland, MI

Pat Dalton, HIA, RHU, CBC

- Employee Benefits and 401(k) expert
- Specializes in Human Resources Information Systems (HRIS)
- Insurance industry experience since 1991

Greg Heeres, CIC, CRM, LIA, NRM, CWCC

- Specializes in Business Insurance
- Expertise with Nonprofit Organizations
- Industry experience since 1985

Jim Ryskamp, CPCU

- Specializes in Business Insurance
- Expertise with Manufacturers, Construction and Service Industries
- Over 20 years of industry experience

What Makes BHS Different

The BHS Team

Our employees are a combination of thoughtful, technical, creative, innovative, intelligent, and passionate team members. Each individual brings their own expertise and knowledge to create an efficient service model. The one thing we promote consistently is accountability, responsiveness and making the customer experience fun and enjoyable. The world of insurance can be overwhelming so we strive to make our clients lives easier and less stressful. At the end of the day, our goal is to build a true partnership and to be an extension of your team.

Our Employee Culture

The employee culture at BHS is positive, upbeat, fun and hard working. We consistently conduct employee surveys and request feedback from our employees about how we can improve policies, procedures and benefits. We are not owned by a private equity firm, bank or financial institution. This is very important to us because it allows us to perpetuate our agency as one of the largest, privately held, locally owned agencies in the state of Michigan and around the Midwest.

Our Services and Programs

The employee benefits marketplace is extremely competitive and it can become a game of inches with differentiation. In order to separate ourselves from our competition, BHS invests a lot money and resources in creative services and programs. Most of the services and programs we offer are at no additional cost to our clients. Our clients pay a lot of money in insurance premiums so it is important to us to give back with these services and programs. The other important differentiation factor is our creativity. Whether it is carving out pharmacy/stop loss/transplant coverage or implementing a diabetic population management program to lower diabetic supply & equipment costs, we are always developing new ways to be innovative.

Strong Company and Carrier Partnerships

BHS is a leader in the marketplace and we have been recognized by our carrier partners as such. We are a Platinum Agency with BCBSM/BCN, an Elite Agency with Priority Health and an Elite Agency with United Healthcare. This allows us to have a different service model than our competitors and it allows us to come to market first with new products, plan features and programs. We value our carrier partnerships and we understand it is a two-way relationship. Whenever there is a claim or service issue, we have the relationships to solve and fix it.

BHS Invests in the Future

At BHS, our shareholders, our leadership team and our staff continue to invest in the future. This includes investing in employees, education, knowledge, services, programs, technology, and most important of all, our clients. Things change extremely fast in the benefits world and it is our job to stay ahead of the curve. Although there are many questions and concerns about what will happen with the Affordable Care Act, our team will be ready to advise and to guide our clients though whatever changes might come in the future. You can count on BHS to be your trusted advisor.

Awards and Accolades

Best Practices Agency by IIABA

Since 2000, BHS has been awarded the title of a Best Practices Agency, an elite group of independent insurance agencies around the United States. Agencies that earn the prestigious distinction of a "Best Practices Agency" demonstrate the following characteristics:

- Focus on Customer Service and Satisfaction
- Frequent Customer Contact
- Valued Staff
- Participatory Management
- Vision
- Win/Win Supplier Relationships
- Efficient Processes
- Continuous Improvement
- Focus on Revenue Growth

West Michigan's Best & Brightest Companies to Work For

The Best and Brightest Companies to Work For program recognizes companies that deliver exceptional humane resource practices and an impressive commitment to their employees. BHS is honored to be a recipient of this award for two successive years, in both 2016 and 2017.

Testimonials

"We were looking for an insurance agent with experience and results oriented. Berends Hendricks Stuit is responsive and resourceful. They enriched our insurance & risk management, as well as leveraged our employee benefits to offer the best value to our employees." —Robert Miles, CEO/President, Lutheran Child and Family Services of Michigan

"For 20 years, Adapt has enjoyed our insurance relationship with Berends Hendricks Stuit. We have found them to be integral to deal with, knowledgeable of insurance coverages, and proactive as a resource to keep us on track and out of trouble." — Coldwater Board of Public Utilities

"My wife and I have been a client of Berends Hendricks Stuit in excess of 20 years. We have seen such excellent service and value for our insurance needs that have been provided. Any claims have been handled in a very professional and timely manner. We look forward to another 20 years in our insurance relationship both personally and for my business needs." — Kirk and Lynne Rottschafer Christy Drake

SCOPE OF SERVICES

Human Resources Coach and Consultant

HR department evaluation

We will conduct an evaluation of the Human Resource functions of your organization and give best practices advice and solutions. Some of the areas we will evaluate include:

- Recruiting and Hiring
- Policies and Procedures
- Wage and Hour Compliance
- Legislative Updates and Compliance
- Record Keeping Requirements
- Performance Management

Employee handbook review

We will review the language in your current handbook and provide a comprehensive checklist with our
recommendations for additions, changes and updates. In addition, we will provide resources for new policies.

On Site seminars and training

We can develop customized training for employees and supervisors on many topics. Some examples are:

- Sexual Harassment
- Performance Management
- Recruiting and Retention
- Record Keeping Requirements
- Diversity
- Discipline and Discharge

Compliance review

We are available to consult with your organization on the Healthcare Reform and provide assistance in preparing for upcoming deadlines, assist in developing a strategic plan for your business, prepare your group for the proposed timeline and keep you updated on any changes.

Communication

With all of the information circulating about the Affordable Care Act, BHS constantly monitors articles, press releases, seminars and media outlets for the information that is pertinent for your business. We will distribute the necessary and most important information to your organization through e-mail, in-person meetings and newsletters. If you need information communicated to your staff directly, we are available to your organization for presentations in-house or over the phone. Some of the most common communication pieces we use with our clients include:

- Bi-monthly E-newsletters

- Client Seminars
- Workshops
- Lunch and Learns

Wellness Solutions

Education

Wellness benefits refer to the education and activities that your business can implement to promote healthy lifestyles to employees and their families. At BHS we design simple or complex wellness programs. A wellness program will impact your company's bottom line by:

- Helping control rising healthcare costs
- Increasing employee productivity
- Increasing employee morale

Customization

BHS customizes a wellness program specific to your company healthcare data and employee's needs. We will help you:

- Gather claims data, a needs and interest survey, health risk assessment aggregate results, prescription drug utilization, culture audit and other pertinent data.
- Build a strategic wellness plan that incorporates specific goals and objectives.
- Help support the implementation of the wellness plan with specific resources and communication vehicles.
- Evaluate and refine the plan over time.

Services and Resources

- Wellness Displays
- Wellness Fairs
- Education Material
- Wellness Classes
- Healthy Classes
- Screenings
- Flu Shots
- Tobacco Cessation Program
- Ask the Experts Program

Safety and Loss Control

Risk Management

BHS provides safety and loss control services to our clients. We have a dedicated claims department for both personal and commercial claims.

Safety and Loss Prevention

Our expert(s) partner with clients to decrease the likelihood of an accident and thus potentially reduce insurance premiums. We offer Risk Exposure Review including:

- Injury reporting and trend analysis
- OSHA 300 Log review, training and compliance assistance
- Food service injury potential and training
- Slips, trips and falls prevention
- Ergonomic evaluation and training
- Construction audits
- Development of targeted approaches to reduce the likeliness of losses

Financial Services

Employees rely on their employers to make quality decisions with respect to the Retirement Plan they sponsor. Choosing and maintaining a Retirement Plan can be a difficult task for any size business, given a plan sponsor's complex and consistently changing fiduciary obligations. Through BHS Financial Services, we provide employers comprehensive retirement plan consulting.

Group Retirement Plan Consulting

- ERISA compliance expertise
- Fiduciary support and guidance
- Plan design trends
- Breakdown of total plan cost and benchmarking of cost to industry averages
- Provider search and evaluation
- Independent analysis of core fund lineup strategy and performance
- Employee communication and education programs
- Ongoing plan, provider and portfolio review

Executive Benefits

- Nonqualified Deferred Compensation Plans
- Business Continuation / Succession Planning
    - Funding buy/sell agreements
    - Key person life insurance placement

Technology Solutions

When working with BHS, we offer a number of personalized technology solutions for your use that allows you to effortlessly click, connect, communicate, enroll and pay employees. They are designed to offer you time-saving tools and resources that build convenience into managing your everyday work tasks.

Carrier Evaluation, Selection and Implementation

BHS is committed to working with reputable, highly-ranked carriers and vendors. We have received recognition over the years for our production, quality products and relationships formed with top insurers nationwide. Through our reputation in the industry and the long lasting relationships we have created, we are able to provide top notch service and insurance programs to directly benefit your organization.

Through the exceptional relationships BHS has developed with our carriers we are able to meet with carriers and vendors on an organized basis to review outstanding issues and service. We also partner together to develop creative plan designs. Because of the volume of business, BHS has bargaining power to focus on health care cost management. BHS is a Platinum Agency with BCBSM, Elite Agency with Priority Health and an Elite Agency with United Healthcare.

Educational Support and Communication Services

At BHS we strive to be proactive in our communication to our clients. From compliance issues and information about the Affordable Care Act, our goal is to help your organization grow—not only in your insurance knowledge, but the entirety of your business. With how much information circulates around from so many various sources, allow us to be your resource for the most reliable and up-to-date information source out there. Some of our most common client communication platforms include:

STAFF

Selecting, Hiring and Retaining High Quality Associates

Our agency is focused on finding the right fit for each job and encouraging career growth for our internal staff. Our process for selecting, hiring and retaining highly qualified associates includes the following:

- Internal staff are evaluated first for possible growth; open jobs are posted and we focus on referrals, social media, and online postings for candidate resources. Resumes are reviewed in relation to the job description.
- The hiring process includes any of the following steps:
    - Phone screening of initial candidates
    - Interview process – behavioral focus in addition to knowledge, skills, and abilities; team introductions; shareholder meeting
    - Testing – personality assessment for candidates that continue to move forward in the process that focuses on the skills identified as important in each discipline
    - Total compensation is strongly focused on in each offer
- BHS recognizes the value of its associates and gives back in many ways that contribute to their retention and engagement. Here are several examples:
    - Reviews twice each year, with a bonus program that rewards performance
    - Robust benefits package that is reviewed periodically against our competitors and the job market
    - Career path opportunities to encourage growth
    - Community involvement through small group volunteer projects, large drives for charitable organizations, and monetary contributions
    - BHS Care Group focusing on Culture, Appreciation, Retention and Engagement
    - Many ancillary benefits – Employee Appreciation weekend in the fall, flu shot clinic, gym reimbursement program, referral bonuses, and many more.
    - Work-life balance – flexible schedules and telecommuting opportunities

Service Team

Phone Number:	(616) 531-1900
Toll Free Phone Number:	(800) 350-7676
Fax Number:	(616) 574-3317

Partner/Public Entity Team Leader
Overall responsibility for account team, consultant, strategist, etc.

Greg Heeres
E-mail: Gheers@bhsins.com
Cell phone: (616) 560-7474

Account Manager
Administration of client's insurance programs, policy amendments, invoicing & statements and claims reporting

Shari Miranda
E-mail: Smiranda@bhisins.com
Phone number: (616) 396-2431

Backup Account Manager
Administration of client's insurance programs, policy amendments, invoicing & statements and claims reporting

Sharon Lenhart
E-mail: Slenhart@bhisins.com
Phone number: (616) 261-7354

HR Coach & Consultant
Conduct an evaluation of the HR functions of your organization and give best practices advice and solutions. Some of the areas we will evaluate include: Recruiting, Hiring, Policies, Performance Management and more.

Denise Neuhaus
E-mail: dneuhaus@bhsins.com
Phone number: (616) 261-7314

Risk Management
BHS provides safety and loss control services to our clients. Our experts partner with clients to decrease the likelihood of an accident and thus potentially reduce insurance premiums. We offer Risk Exposure Review including: Injury Reporting and Trend Analysis, OSHA 300 Training, Construction Audits and more.

Rich DeLeau
E-mail: rdeleau@bhsins.com
Phone number: (616) 261-7378

Claims Specialist
Other than Workers Compensation
Handles day to day claims

Hope Bush
E-mail: hbush@bhsins.com
Phone number: (616) 261-7331

Appendix A. Disclosure

Directions: In order to compare the quotes of different insurance providers, all insurers, agents or associations offering coverage will complete the following disclosure.

I. General Information:

a. What organization or insurance company is legally responsible for paying our claims?
U.S. Specialty Insurance Company
Notice to: Tokio Marine HCC-Public Risk Group Claims Department
1700 Opdyke Court Auburn Hills, MI 48326

If your answer to 1.a. is a recognized insurance or reinsurance company, please provide the most current A.M. Best's financial rating and size category.
Rating: A++ Size category: XV

If your answer to 1.a. is other than a recognized insurance or reinsurance company, please provide a copy of the most recently audited balance sheet and statement of revenues and expenses for the organization responsible for paying our claims. N/A

Please explain, or provide a copy of the solvency standards that guide your placement of insurance and reinsurance on behalf of your clients or members. Carrier ratings are obtained from A.M. Best Rating Service and must meet minimum standard of A rating at time of inception

Specifically describe the loss control and risk management services our municipality will receive that are included in your quotation. Is there a fee for these services? Yes □ No X What is the annual cost? Both the MTPP and BHS provide safety & loss control services to our clients at no charge. Physical visits to the municipality occur to meet with department supervisors to discuss their specific operations as they pertain to the municipality. The visit is then followed by a written review and recommendations regarding risk exposures.

Besides paying our premium on time, do we have any other obligations if we accept your proposal? Yes X No □ If yes, please describe. Comply with policy requirements & communicate with BHS as needed, notifying us of any changes that occur in your exposures, locations/vehicles/equipment, etc. Notify us of claims including incidents that could give rise to claims in a timely manner. Ask questions when needed, communicate any concerns.

Coverage Provisions:

Does the definition of Insured include all its departments, affiliated divisions and organizations within the municipal budget, as now or may hereafter be constituted or acquired, for which the Insured has the responsibility of placing insurance? Yes X□ No □
Notify BHS of any changes in advance

Does it include all present, past or future appointed or elected officials, boards, board members, commissions, commission members, officers, full- time employees, part-time employees, temporary employees and volunteers, both individually and collectively, while acting or alleged to be acting within the scope of their duties on behalf of the local government? Yes X No □
See attached "Who is an insured"

If no, please attach a list of any exceptions to the above definition of Covered Persons/Entities. See attached "Who is an insured"

As respects property coverage, does the definition of the Insured include all its departments, its affiliated divisions and organizations, as now or may hereafter be constituted or acquired, for which the insured hasthe responsibility of placing insurance? Yes X No □
See attached "Who is an insured"
Is there a minimum of 60 days' notice of cancellation provided on all lines of coverage being quoted?
Yes X No If No, what is the number of days' notice for cancellation?

As respects liability coverages, is there an aggregate limit, i.e. maximum amount payable by the insurer, applicable to any or all liability coverages? Yes □ No X Par Plan policy written with Zero Aggregate

Regarding liability coverage, is coverage provided for professional employees, including engineers, attorneys, surveyors, accountants? Yes □ No □ See below:
Any independent contractor, person(s) or entities who are on retainer, are a consultant or are under contract for services, for any INSURED. However, the following are considered an INSURED when acting as an independent contractor appointed to the following positions of the NAMED INSURED while performing duties on behalf of the NAMED INSURED:
Animal Control Officer, Assessor, Building Inspector, Code Enforcement Officer Coroner, Electrical Inspector, Health Inspector, Liquor Inspector, Medical Examiner Sexton, Zoning Administrator

However, coverage provided by this endorsement is excess of any insurance available to the independent contractors shown above

Regarding public health nurses, paramedics and other emergency response technicians:
The Professional Health Care Services exclusion does not apply to:
(a) Any Insured who is not required to hold a medical license;
(b) Is a licensed or registered nurse; or **(c)** Is an EMT, Paramedic, First Responder

If no, please attach a list of those professional employees who would not be covered for professional activities. See above definitions

Do any liability deductibles apply? Yes X No □ If yes, do they reduce the limit of liability? Yes □ No X

Is coverage provided for libel, slander, defamation and invasion of privacy arising out of public broadcast of council meetings? Yes X No □

Is liability for employment practices/actions such as hiring, firing, disciplining or failing to promote covered? Yes X No □

Are back and future wages covered in employment cases? Yes □ No □
If yes, what is the limit provided?____Is there a cap? _____

Is liability coverage provided for punitive damages to the extent it is permitted by statute? Yes □X No □

Does the policy cover the liability of the City arising out of a City official's or employee's malfeasance? Yes X No □

Does the policy pay for defense of an officer or employee accused of malfeasance? Yes □ No □
Non Monetary Suit Defense costs provided up to policy limit

Is liability for civil rights violations covered? Yes X No □

Are any coverages quoted on a claims-made basis? Yes □ No X If Yes, identify the lines of business which are on a claims-made basis, and the applicable limits/deductibles.

Are fireworks displays covered? Yes □ No X If no, is monoline coverage available at an additional cost? Yes X No □ What is the cost? _If same exposure as City of Hart had 7/4/18 a $1,000,000 limit cost approx. $850 (subject to completed application every event)___

Are sewer backup events covered? Yes X No □ Is there a deductible applicable to this coverage? Yes □ No X What is the amount of the deductible?
Public Act 222 applies
If no, do you still assist by administering the claim(s)? Yes □ No □
A claim can be submitted so a carrier denial letter is generated
If no, is monoline coverage available at an additional cost? Yes □ No X□

Are claims for damages caused by electromagnetic fields covered? Yes X No □

Is discrimination excluded? Yes □ No X

Is sexual molestation excluded? Yes □ No X

Is defense coverage provided for individuals accused of criminal violations, such as sexual molestation? Yes X No

Is this policy subject to audit? Yes □ No X If Yes, what time period: quarterly, annually, or other?

Where coverage is offered on a "claims-made" basis, please answer questions 23-28 below. If all coverage is offered on an occurrence basis, proceed to the next section.

Does the definition of "claims-made" require that notice be given to the insurer? In other words, does the policy require that the claim be reported to the **insurer** during a policy period? Yes □ No □

Is full "prior acts" coverage included, i.e. no retroactive date is included or the retroactive date is no later than the expiration date of the last occurrence policy? Yes □No □

Does the proposed policy cover situations in which the insured provides notice to the insurer, during the policy period or extended reporting period, of a set of circumstances that may give rise to a claim, even if no claim is made until after the policy period or extended reporting period? Yes □ No □

Does a verbal demand qualify as a claim? Yes □ No □

Is a basic extended reporting period included at no additional cost? Yes □ No □

Where coverage is offered on a claims-made basis, what is the length of the supplemental extended reporting period?

General Liability

Is coverage written on an "occurrence basis"? Yes X□ No □

Does definition of "personal injury" include mental anguish, humiliation, and damage to reputation and emotional distress? Yes □ No X□

Is an exception to the pollution exclusion provided for pesticide and herbicide application? Yes No X (Available as an option)□

Is an exception to the pollution exclusion provided for overturn and upset of an owned auto? Yes X No □
Is an exception to the pollution exclusion provided for "heat, smoke, or fumes from a hostile fire"? Yes X No □

Is an exception to the pollution exclusion provided for the Named Insured's participation in a hazardous materials response team? Yes □ No □

Auto Liability

Does Covered Auto include "Any Auto" for all auto liability coverage, i.e. the vehicles covered include owned, leased, rented and borrowed autos? Yes X□ No □

Is automatic coverage provided for newly acquired vehicles until expiration of the policy, with no reporting provision? Yes □ No □ **For Liability only-not Physical Damage**

Are employees covered, excess of employees' primary coverage, while operating their own cars on governmental business? Yes X No □

If yes, does this coverage include volunteer emergency personnel? Yes X No □

Are employees covered on a primary basis while operating covered autos for personal business? Yes X□ No

Does Covered Auto include "Any Auto" for uninsured/underinsured motorists coverage? Yes □ No X□(Owned Autos)

Does Covered Auto include "Any Auto" for medical payments coverage? Yes □ No □X Covered Auto or Temporary Substitute for covered auto

Is liability assumed under contract, e.g., a defense and indemnification agreement, covered? Yes X□ No □

If not, what coverage is available? Please describe.

Can we wait until renewal to advise you of changes in our vehicles schedule without jeopardizing our insurance for newly acquired vehicles? Yes □ No X□

Is garage keepers legal liability coverage provided? Yes □ No X□ If yes, what is the limit of liability? **Option to purchase is available**

Auto Physical Damage

Is collision coverage provided? Yes X□ No □ Where scheduled

Is comprehensive coverage provided? Yes X□ No □ **Where scheduled**

How is coverage for fire vehicles provided? **No Fire vehicles are included in the RFP**

Replacement cost basis? Yes □ No □
Agreed Amount basis? Yes □ No

Actual Cash Value basis? Yes No □

Other? Explain.

Are hired and leased autos covered? Yes X No □

Can we wait until renewal to advise you of changes to our vehicle schedule, without jeopardizing our ~~insurance coverage~~ for newly acquired vehicles? Yes □ No X□

What is the Physical Damage deductible for: **Comprehensive** $1,000 **Collision** $1,000

Is there also a self-insured retention? Yes □ No X□If yes, what is the self- insured retention?

Public Officials Liability

Is coverage written on an occurrence basis? Yes X No □

In the event of an injunctive relief claim that includes a request for damages, will the insurer provide defense for all allegations of the claim? Yes X No □

Is there an aggregate limit, i.e. maximum amount payable by the insurer, applicable to the Public Officials Liability? Yes □ No X

Do policy provisions require the insurer to advise the Named Insured before settling a claim? Yes X No □

If the insured refuses to settle for the amount agreed to by the insurer and the claimant, is the insured responsible for any defense and claim payments in excess of the original agreed figure? Yes No □
Not Applicable. The Par Plan policy does not have a consent to settle clause.

Does the policy contain a "non-accumulation clause"? In other words, in the event a single wrongful act produces multiple claims over different policy periods, does only one limit of liability, the one in effect at the time of the first reported claim, apply? Yes □ No □

Will you defend us for land use claims alleging a "taking" of property? Yes X No □

Will you pay damages for land use claims alleging a "taking" of property? Yes X No □
Up to policy sublimit

Please provide the total amount the proposed insurer paid for legal defense and damages for zoning and land use claims in Michigan in your most recently audited fiscal year._For what period?_**There are no reported zoning or land use claims for the City of Hart in 2017 to 2018 and 2018 to 2019 on our claims loss reports**

Police/Fire Liability

Is coverage written on an occurrence basis? Yes X No □

Is coverage provided for contractual liability involving mutual aid agreements? Yes X No □

Are claims arising from war/insurrection excluded? Yes X□ No

Are claims by volunteers excluded? Yes X No □

Will you defend police officers, full or part-time in the performance of their duties? Yes X No □

Property

Is coverage written on a replacement cost basis? Yes X No □

Is coverage provided on an "special form" basis, i.e. all perils are covered unless specifically excluded? Yes X No □

If the insured forgets to schedule property coverage for a particular building or other property, will a claim be denied at that location? Yes □ No □ Coverage is provided on newly acquired or constructed property in the amount of $1,000,000 for buildings/ $250,000 for Contents for up to 180 days
Is "property in the open" required to be located near scheduled property for coverage to apply? Yes X No □ If yes, is the limitation based on 100' or 1,000' or some other limitation? 1,000 feet

Is water damage, e.g. burst pipes, covered? Yes X No □

Is increased cost of construction coverage provided? Yes X No □

Is demolition of undamaged parts of buildings covered? Yes X No □**But not until actually demolished**

Is law and ordinance coverage provided? Yes **X** No □ Actual loss sustained

Is pollutant cleanup and removal where caused by covered losses provided? Yes X□
No □

Does a coinsurance penalty apply? Yes □ No **X**

Are vacant and unoccupied buildings covered? Yes □ No □Coverage is available if scheduled

Is there a limit for Business Interruption? $500,000

What is the deductible for property claims? $5,000

Is there also a self-insured retention? Yes □ No X If yes, what is the self insured retention?

What is the limit and deductible for flood? **$1,000,000 subject to $50,000 Deductible**

Do you have a different limit or deductible for property located in a flood zone? Yes □ No □ If Yes, what is this limit and deductible? **Any location in the following flood zones is excluded: Flood Zones A, AO, AH, A1 - A30, A99, V, V1-V30. Any area later designated by FEMA as a "special flood coverage area" at the time of a Covered Cause of Loss is also subject to this limitation. Any area removed by FEMA from a "special flood coverage area" designed at the time of a Covered Cause of Loss is not subject to this limitation.**

What is the limit and deductible for earthquake**? $1,000,000 subject to $50,000 Deductible**

Does the flood deductible apply per occurrence or in some other manner,
e.g. per building? **Any One Flood**

Does the earthquake deductible apply per occurrence or in some other manner, e.g. per location?
Any one earthquake

<u>Boiler & Machinery</u>
Is comprehensive coverage provided for Objects Covered, including all boilers, vessels, refrigerating and air conditioning equipment, piping, machinery and electrical equipment, and including production, process and maintenance? Yes **X** No □

Do the covered perils include all risks of physical loss or damage caused by an accident to a covered object? Yes **X** No □

Is coverage written on a replacement cost basis? Yes **X** No □

Is there a coinsurance penalty? Yes □ No X

Are flood and earthquake covered perils? Yes X No □

Will the insurer perform certification inspections? Yes X No □ (Performed by Travelers Insurance)

Cyber Liability and Data Breach Response Coverage
Is there an Aggregate Limit of Liability for all losses? Yes X No □ ($1,000,000)

Is Information Security and Privacy liability provided? Yes X No □ (under Privacy &Security $1,000.000)

Is Regulatory Defense and Penalties coverage provided? Yes X No □ ($1,000,000 under Regulatory Proceedings)

Is Website Media and Content Liability provided? Yes X No □ ($1,000,000 under media liability)

Are PCI Fines, Expenses and Cost coverage provided? Yes X No □ ($1,000,000 under Media Liability)

Is Cyber Extort coverage provided? Yes X No □ ($1,000,000 Cyber Extortion)

Is First Party Data Protection Coverage provided? Yes X No □ (throughout the policy)

Is First Party Network Business Interruption Coverage provided? Yes **X** No □ ($1,000,000 with 8 hour waiting period. Also includes $1,000,000 each Dependent Business Interruption, IT provider System Failure, Outsource Provider and Outsource Provider system failure)

XI. Crime

1. Is coverage provided on a comprehensive crime form, covering money, currency, and securities? Yes **X** No □

2. What is the deductible for crime coverage? $ **0**

3. What is the Limit for Employee Dishonesty and Faithful Performance of Duty? **$100,000**

4. What Position Bonds and what limits are included in this proposal? See Public Officials Bond section of Proposal
5. Is Computer Fraud included? If yes, what is the limit? **Yes $100,000**

6. Is Funds Transfer Fraud included? Yes If yes, what is the limit? **Included in Computer Fraud Limit**

bhs INSURANCE

COMMERCIAL INSURANCE PROPOSAL



TOKIO MARINE HCC

City of Hart
407 S. State St.
Hart, MI 49420-1299

BHS Insurance
3055 44th St
Grandville, MI 49418

THIS DOCUMENT SUMMARIZES YOUR INSURANCE. THIS IS NOT A CONTRACT. THE TERMS OF THE POLICY FORMS WILL CONTROL THE INSURANCE CONTRACT WITHOUT REGARD TO ANY STATEMENT MADE IN THIS SUMMARY.

Service Team

Phone Number:	(616) 531-1900
Toll Free Phone Number:	(800) 350-7676
Fax Number:	(616) 574-3317

Partner/Public Entity Team Leader
Overall responsibility for account team, consultant, strategist, etc.

Greg Heeres
E-mail: Gheers@bhsins.com
Cell phone: (616) 560-7474

Account Manager
Administration of client's insurance programs, policy amendments, invoicing & statements and claims reporting

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HR Coach & Consultant
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Denise Neuhaus
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Rich DeLeau
E-mail: rdeleau@bhsins.com
Phone number: (616) 261-7378

Claims Specialist
Other than Workers Compensation
Handles day to day claims

Hope Bush
E-mail: hbush@bhsins.com
Phone number: (616) 261-7331

NAMED INSUREDS

Named Insured	Interest	FEIN
City of Hart	First Named Insured	

LOCATION SCHEDULE

Location #	Building #	Address
1	1	407 STATE ST CITY HALL(GEN)
2	1	10 WATER ST DIESEL PLANT(ELECT)
2	2	10 WATER ST STORAGE(ELECT)
2	3	10 WATER ST STORAGE GARAGE(ELECT)
3	1	HART LAKE DAM(ELECT)
4	1	1010 STATE ST WATER WORKS STORAGE
4	2	1010 STATE ST DPW GARAGE(WATER)
5	1	2527 N 72ND AVE WELL HOUSE #1(WATER)
5	2	2527 N 72ND AVE WELL HOUSE #2(WATER)
6	1	3305 SOUTHERN FLOOD WELL HOUSE(WATER)
7	1	HARDY RD WELL HOUSE(WATER)
8	1	300 GRISWALD, JOHN GURNEY PARK, LODGE
8	2	300 GRISWALD,JOHN GURNEY PARK, STORAGE
8	3	300 GRISWALD,JOHN GURNEY PARK, 2 SHELTE
8	4	300 GRISWALD,JOHN GURNEY PARK, STORAGE/
8	5	300 GRISWALD,JOHN GURNEY PARK, BATH HOU
8	6	300 GRISWOLD, JOHN GURNEY PARK, BOY SCO
9	1	88TH AVE, WWTP, MAIN(SEWER)
9	2	88TH AVE, WWTP, SWITCH GEAR HOUSE
9	3	88TH AVE, WWTP, STORAGE
9	4	88TH AVE, WWTP,POLE BLDG
9	5	88TH AVE, WWTP, PUMP HOUSE
10	1	RIVERSIDE DR LIFT STATION(SEWER)
12	1	302 EAST MAIN ST LIST STATION(SEWER)
13	1	GRISWALD ST LIFT STATION(SEWER)
14	1	WATER RD, WELL HOUSE(WATER)
15	1	WATER TOWER DRIVE, CITY WELL HOUSE
15	2	WATER TOWER DRIVE, WATER TOWER
16	1	LAMBRIX INDUSTRIAL SUBSTATION (ELECTRIC
17	1	621 EAST MAIN STREET, SENIOR CENTER
18	1	LINCOLN/ UNION, SCHANEN MILL(HISTORICAL
18	2	LINCOLN/UNION,CHURCH(HISTORICAL)
18	3	LINCOLN/UNION, CABMOOSA HOUSE(HISTORICA
18	4	LINCOLN/UNION, SCHOOL HOUSE(HISTORICAL)
18	5	LINCOLN/UNION, TEMPOTECH FACTORY(HISTOR
18	7	LINCOLN/UNION,INFO CENTER(HISTORICAL)
18	8	LINCOLN/UNION, LOG CABIN(HISTORICAL)
19	1	POLK ROAD LIFT STATION(SEWER)
19	2	POLK ROAD WATER BOOSTER STATION
19	3	POLK ROAD WATER TOWER
21	1	POLK AND 88TH AVE SUB STATION(ELECT)
22	1	415 S STATE STREET LIBRARY
23	1	DRYDEN ST, BUS GARAGE-COUNCIL ON AGING
25	1	301 S PLUM(W HART ELEC SUB)
26	1	500 LINCOLN ST OLD TRAIN DEPOT

Location #	Building #	Address
27	1	49 S STATE ST DDA/TIFA
28	1	CREEKS LIFT STATION (SEWER)
29	1	PLUM STREET LIFT STATION (SEWER)
31	1	31 S.STATE STREET
32	1	1535 INDUSTRIAL PARK DR
32	2	1535 INDUSTRIAL PARK DR
33	1	3907 N. OCEANA DRIVE (HYDRO BLDG)

COMMERCIAL PROPERTY

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

PROPERTY COVERAGE DETAIL

Location #	Building #	Address	Building Limit	Contents Limit	Deductible	Valuation
1	1	407 STATE ST CITY HALL(GEN)	$1,049,547	$82,715	$5,000	Replacement Cost
2	1	10 WATER ST DIESEL PLANT(ELECT)	$6,060,685	$0	$5,000	Replacement Cost
2	2	10 WATER ST STORAGE(ELECT)	$95,061	$5,464	$5,000	Replacement Cost
2	3	10 WATER ST STORAGE GARAGE(ELECT)	$26,084	$7,103	$5,000	Replacement Cost
3	1	HART LAKE DAM(ELECT)	$1,089,717	$2,186	$5,000	Replacement Cost
4	1	1010 STATE ST WATER WORKS STORAGE	$146,067	$13,113	$5,000	Replacement Cost
4	2	1010 STATE ST DPW GARAGE(WATER)	$399,950	$52,451	$5,000	Replacement Cost
5	1	2527 N 72ND AVE WELL HOUSE #1(WATER)	$81,728	$0	$5,000	Replacement Cost
5	2	2527 N 72ND AVE WELL HOUSE #2(WATER)	$81,728	$0	$5,000	Replacement Cost
6	1	3305 SOUTHERN FLOOD WELL HOUSE(WATER)	$81,728	$0	$5,000	Replacement Cost
7	1	HARDY RD WELL HOUSE(WATER)	$90,424	$0	$5,000	Replacement Cost
8	1	300 GRISWALD, JOHN GURNEY PARK, LODGE	$210,988	$10,927	$5,000	Replacement Cost
8	2	300 GRISWALD,JOHN GURNEY PARK, STORAGE	$25,504	$0	$5,000	Replacement Cost
8	3	300 GRISWALD,JOHN GURNEY PARK, 2 SHELTE	$16,231	$0	$5,000	Replacement Cost
8	4	300 GRISWALD,JOHN GURNEY PARK, STORAGE/	$39,416	$0	$5,000	Replacement Cost
8	5	300 GRISWALD,JOHN GURNEY PARK, BATH HOU	$210,988	$0	$5,000	Replacement Cost
8	6	300 GRISWOLD, JOHN GURNEY PARK, BOY SCO	$48,690	$0	$5,000	Replacement Cost
9	1	88TH AVE, WWTP, MAIN(SEWER)	$7,883,064	$93,537	$5,000	Replacement Cost
9	2	88TH AVE, WWTP, SWITCH GEAR HOUSE	$340,827	$0	$5,000	Replacement Cost
9	3	88TH AVE, WWTP, STORAGE	$16,231	$0	$5,000	Replacement Cost
9	4	88TH AVE, WWTP,POLE BLDG	$16,231	$0	$5,000	Replacement Cost
9	5	88TH AVE, WWTP, PUMP HOUSE	$208,670	$0	$5,000	Replacement Cost
10	1	RIVERSIDE DR LIFT STATION(SEWER)	$67,237	$0	$5,000	Replacement Cost
12	1	302 EAST MAIN ST LIST STATION(SEWER)	$208,670	$0	$5,000	Replacement Cost
13	1	GRISWALD ST LIFT STATION(SEWER)	$405,746	$0	$5,000	Replacement Cost
14	1	WATER RD, WELL HOUSE(WATER)	$78,830	$0	$5,000	Replacement Cost
15	1	WATER TOWER DRIVE, CITY WELL HOUSE	$90,424	$0	$5,000	Replacement Cost
15	2	WATER TOWER DRIVE, WATER TOWER	$1,101,311	$0	$5,000	Replacement Cost
16	1	LAMBRIX INDUSTRIAL SUBSTATION (ELECTRIC	$1,639,091	$0	$5,000	Replacement Cost
17	1	621 EAST MAIN STREET, SENIOR CENTER	$365,172	$0	$5,000	Replacement Cost
18	1	LINCOLN/ UNION, SCHANEN MILL(HISTORICAL	$289,818	$0	$5,000	Replacement Cost

Location #	Building #	Address	Building Limit	Contents Limit	Deductible	Valuation
18	2	LINCOLN/UNION,CHURCH(HISTORICAL)	$162,298	$0	$5,000	Replacement Cost
18	3	LINCOLN/UNION, CABMOOSA HOUSE(HISTORICA	$18,547	$0	$5,000	Replacement Cost
18	4	LINCOLN/UNION, SCHOOL HOUSE(HISTORICAL)	$33,039	$0	$5,000	Replacement Cost
18	5	LINCOLN/UNION, TEMPOTECH FACTORY(HISTOR	$985,383	$0	$5,000	Replacement Cost
18	7	LINCOLN/UNION,INFO CENTER(HISTORICAL)	$9,855	$0	$5,000	Replacement Cost
18	8	LINCOLN/UNION, LOG CABIN(HISTORICAL)	$47,530	$0	$5,000	Replacement Cost
19	1	POLK ROAD LIFT STATION(SEWER)	$95,061	$0	$5,000	Replacement Cost
19	2	POLK ROAD WATER BOOSTER STATION	$434,728	$0	$5,000	Replacement Cost
19	3	POLK ROAD WATER TOWER	$1,159,274	$0	$5,000	Replacement Cost
21	1	POLK AND 88TH AVE SUB STATION(ELECT)	$1,796,875	$0	$5,000	Replacement Cost
22	1	415 S STATE STREET LIBRARY	$2,312,753	$0	$5,000	Replacement Cost
23	1	DRYDEN ST, BUS GARAGE-COUNCIL ON AGING	$90,424	$0	$5,000	Replacement Cost
25	1	301 S PLUM(W HART ELEC SUB)	$1,043,347	$0	$5,000	Replacement Cost
26	1	500 LINCOLN ST OLD TRAIN DEPOT	$45,020	$0	$5,000	Replacement Cost
27	1	49 S STATE ST DDA/TIFA	$0	$40,376	$5,000	Replacement Cost
28	1	CREEKS LIFT STATION (SEWER)	$95,000	$0	$5,000	Replacement Cost
29	1	PLUM STREET LIFT STATION (SEWER)	$95,000	$0	$5,000	Replacement Cost
31	1	31 S.STATE STREET	$0	$0	$5,000	Replacement Cost
32	1	1535 INDUSTRIAL PARK DR	$572,000	$100,000	$5,000	Replacement Cost
32	2	1535 INDUSTRIAL PARK DR	$116,000	$50,000	$5,000	Replacement Cost
33	1	3907 N. OCEANA DRIVE (HYDRO BLDG)	$201,000	$10,000	$5,000	Replacement Cost

FORMS & ENDORSEMENTS

Total Building and Contents Limit	$32,246,864
Coinsurance	N/A
Subject to:	**$5,000 Deductible**
Blanket Basis	Included
Agreed Amount	Included
Building Valuation–per schedule on file with company	Replacement Cost
Special Form	Included
Accounts Receivable	$250,000
Animal Mortality	$10,000 any one occurrence
Business Income	$500,000 any one occurrence
Extra Expense	$500,000 any one occurrence
Debris Removal	25% of direct physical loss or damage to covered property
Electrical Utility Service Interruption	$25,000 any one occurrence
Fire Department Service Charge	$5,000 for your liability
Fire Equipment Recharge	$5,000 for each separate 12 month period
Foundations of Machinery	$250,000 any one occurrence
Golf Course Greens	$100,000 any one occurrence
Inventory or Appraisal	$10,000 any one claim
Newly Acquired or Constructed Prop – Bldg	$1,000,000 for 180 days at each building
Newly Acquired or Constructed Prop – Contents	$250,000 at each building
Outdoor Property – Specifically Listed Items	$10,000 any one occurrence; Limited Perils
Outdoor Property – All Other Items	$5,000 any one occurrence; Limited Perils
Personal Effects – Property of Others	$1,000 for personal property of any one employee or volunteer $50,000 any one occurrence $15,000 any one occurrence for property of others
Property in Transit	$50,000 any one occurrence
Property off Premises	$100,000 any one occurrence
Underground Pipes, Flues or Drains	$1,000,000
Valuable Papers & Records – Cost to Research	$250,000 any one occurrence
Law and Ordinance Coverage	Actual Loss Sustained
Earthquake Coverage	$1,000,000 subject to $50,000 Deductible
Flood Coverage	$1,000,000 subject to $50,000 Deductible

(Any location in the following flood zones is excluded: Flood Zones A, AO, AH, A1 - A30, A99, V, V1-V30. Any area later designated by FEMA as a "special flood coverage area" at the time of a Covered Cause of Loss is also subject to this limitation. Any area removed by FEMA from a "special flood coverage area" designed at the time of a Covered Cause of Loss is not subject to this limitation.)

Equipment & Mechanical Breakdown	Included **Subject to: $5,000 Deductible**

Law and Ordinance Limit $250,000
Specific Location Exclusion:
LOC 2-1 THRU 2-3 10 WATER STREET ELECT
LOC 3-1 HART LAKE DAM ELECT
LOC 16-1, LOC 21-1,LOC 25-1 BI & EE COV EXCLUDED

Substations and Transformers:
Subject to 2.00 PER HIGHEST RATED KVA MIN OF 25000
Sewage / Water Treatment Plant Deductible:
Property Damage: $2,500
Business Income: 48 Hours

EQUIPMENT FLOATER

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

COVERAGE DETAIL

Description	Value
Deductible	$1,000
Valuation	Replacement Cost

UNSCHEDULED EQUIPMENT

Description	Amount of Insurance
Misc Property & Equip - Items over $25,000 must be specifically scheduled	$10,000
Ancillary Equipment	$0
Contractors Equipment Rented from others less than 90 days	$0

SCHEDULED EQUIPMENT

Serial	Make	Model	Department	Limit of Insurance
	JOHN DEERE FRONT MOW	+SNOW BLOWER & BROOM	Dept. of Public Works	$42,480
ELGIN	PELICAN SWEEPER	P-5003-D	Dept. of Public Works	$83,500
DPW	CASE	580 BACKHOE W/ATTACH	Dept. of Public Works	$85,600
JOHN GURNEY PARK	PLAYGROUND EQUIPMENT		Parks and Recreation	$81,000
HART MAIN ST	MISC EQUIP-HART MAIN		General Administrative	$8,600
#IT-7X18-7000-TDB	INTEGRITY UTILITY	TRAILER	Dept. of Public Works	$4,350
DPW	2 PARK BENCHES	@$1200 EACH	Parks and Recreation	$2,400
DPW	BANDIT WOOD CHIPPER	4FMUS1512GR502329	Dept. of Public Works	$37,664
MZ6128ZT	HUSQVARNA	RIDING MOWER	Dept. of Public Works	$5,000
DPW	AMERICAN ROAD	LEAF VAC PORTABLE	Dept. of Public Works	$65,000
407 STATE ST	PLAYGROUND EQUIP	LIBERTY PARK	Parks and Recreation	$42,800
	MISC EQUIP DPW		Dept. of Public Works	$60,200
DPW	JENZ-AMERICAN	COMPOST GRINDER	Dept. of Public Works	$160,500

Serial	Make	Model	Department	Limit of Insurance
DPW	CAT	IT-17 LOADER W/ ATTA	Dept. of Public Works	$96,300
1TC92SMCAEY020199	JOHN DEERE ZTRAK	925M MOWER	Dept. of Public Works	$6,275
DPW	OBRIEN	SEWER RODDER/JETTER	Dept. of Public Works	$37,450
	MISC TOOL & EQUIP		Water and Sewer	$29,000
	THREE SPAN CTR PIVOT		Water and Sewer	$43,685
	FUJITSU OUTDOOR COND	12000BTU	Water and Sewer	$2,862
18059006	CC BOSS LAWN MOWER	#3560KAT-1525	Dept. of Public Works	$8,640
18059006	CC BOSS LAWN MOWER	35 HP #3560KAT-1525	Dept. of Public Works	$8,639
AT17B12649	CATERPILLAR	FORK LIFT GP25	Dept. of Public Works	$8,500
217104535	ATLAS	TWO POST LIFT PV10P	Dept. of Public Works	$3,000
DIESEL PLANT	GENERATOR	500KW PORTABLE	Dept. of Public Works	$48,150
	POLICE EQUIP	MISC. ASSORTMENT	Police	$20,000
PARKS	TXTG	GOLF CART	Parks and Recreation	$2,125
#507SE	JOHN DEERE TRACTOR	LOADER,75 HP DIESEL	Dept. of Public Works	$30,000
	SALT SPREADERS	2 & 5 YD	Dept. of Public Works	$32,000
VIN #VCE0L60GE00001572	VOLVO L6DG LOADER	SR#11364401	Dept. of Public Works	$121,193
T33 LOCKHEED TRAINER	AIRPLANE	VETERAN'S PARK	Parks and Recreation	$10,000
1B9US0811JM274785	SELF-LOADING REEL TR	-	Water and Sewer	$7,800
BIOPURE	JOHN DEERE GATOR	626AMT	Water and Sewer	$2,500

ELECTRONIC DATA PROCESSING

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

COVERAGE DETAIL

Coverage A – Electronic Data Processing Property	Blanket Limit	Deductible
System Breakdown Coverage	Included	$1,000
Loss of Business Income	$100,000	$1,000
Extra Expense	$100,000	$1,000
Media Coverage	$100,000	$1,000

SCHEDULED EDP

Serial	Description	Limit
	MISC EDP LIBRARY	$105,500
CITY HALL	COMPUTERS/NETWORK SYSTEM	$14,400
CITY HALL	DIGITAL IMAGEWRITER COPIER	$9,800
AUTOMARK	VOTING MACHINE	$7,276
	VOTING TABULATOR	$6,955
POLICE	MISC COMPUTERS	$8,000
	MISC COMPUTERS	$44,459
HART MAIN STREET	MISC EDP HART MAIN STREET	$2,500
	SHARP-MXC301W COPIER SYSTEM	$2,340
	Total:	**$201,230**

CRIME

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

COVERAGE DETAIL

Description	Limit	Deductible
Forgery or Alteration	$100,000	$0
Theft Disappearance & Destruction – In/Out	$100,000	$0
Computer Fraud	$100,000	$0
Employee Dishonesty – Per Loss	$100,000	$0

CRIME COVERAGE TERM DEFINITIONS

Employee Dishonesty

Employee theft or forgery of assets of the insured. ERISA coverage can be added to also protect the assets of the insured's employee benefit plans.

Forgery

Coverage for direct loss sustained by the insured resulting from forgery or alteration of a financial instrument committed by a third party.

Computer Fraud

Coverage for direct loss sustained by the insured resulting from the unlawful taking or the fraudulently induced transfer of money, securities or property resulting from a computer violation.

GENERAL LIABILITY

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

COVERAGE DETAIL

Limits of Liability	Deductible	Description
$5,000,000	Subject to $1,000 including loss and loss adjustment expense	Per Occurrence/$0 Aggregate Deductible Applies to: Bodily Injury/Property Damage Basis of Deductible: Per Occurrence
$500,000	Subject to General Liability Deductible or Self-Insured Retention	Damage to Premises Rented to you
$10,000	$0	Medical Expense Each Claim
Included	$0	Government Medical
Included	$1,000	Cemetery Professional
$1,000,000	$2,500	Employee Benefits Per Occurrence/$3,000,000 Aggregate
$100,000	$0	Sewer Backup Per Occurrence/$100,000 Aggregate
$1,000,000	$1,000	Liquor Liability Per Occurrence/$1,000,000 Aggregate **4th of July and Winterfest**

EXPOSURES

R/C	Code	Description	Amount	Additional Information
R	C53	Paved Surfaces - Bridges (Each)	1	2 LANE VEHICLE BRIDGE - NO PHYS DAMAGE
R	C55	Paved Surfaces - Streets/Roads (Miles)	13	
R	C33	Police Department	0	
C	C61	Special Events - Firework Indep. Contr. (Each)	1	CITY PROP ONLY/ROTARY SPONSOR
R	C70	Utilities - Electrical Generating (# of Cust.)	1307	SEE ELECTRICAL APPLICATION PEAK SEASON
R	C73	Utilities - Sanitary Sewers (# of Cust.)	777	
R	C76	Utilities - Water (# of Cust.)	909	
R	C77	Water Exposure - Beaches (Each)	1	JOHNGURNEY P/SWIM AT OWN RISK
R	C79	Water Exposure - Docks (Each)	1	
R	C85	Water Exposure - Watercraft (Each)	1	PONTOON/DPW/WASTEWATER PALNT
R	C35	Zoning	0	
R	C31	Cemeteries	1	
R	C44	Dams & Dikes under 15 feet (Each)	1	
C	C18	Fire Department	0	
C	C27	Garbage Collection	0	
R	C26	Mowing Operation	0	
R	C22	Parks & Playgrounds	5	
R	C89	Skateboard Park Facility	1	

COMMERCIAL AUTO

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

COVERAGE DETAIL

Description	Symbol*	Limits
Bodily Injury & Property Damage Liability Combined Single Limit	1	$5,000,000
Uninsured/Underinsured Motorists Liability	6	$100,000
Personal Injury Protection Liability	5	Included
Property Protection Insurance	5	Included
Comprehensive Deductible	7,8	On File
Collision Deductible	7,8	On File
Hired / Borrowed Auto Liability	7,8	Included
Hired Auto Physical Damage		$50,000
Employee Vehicle Endorsement		Included
Mini Tort Liability		Included

*Symbol Definitions		
(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified On Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject To Compulsory U.M. Law	(9) Non-Owned Autos

IMPORTANT NOTE

Michigan Law (MCLA 500.3101) **requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times.** An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.

VEHICLES

Cost New	Comp Ded	Coll Ded	Year	Make/Model	VIN #
$60,000	$1,000	$1,000	1997	FORD BUCKET TRUCK/ELECTRIC	VVA12062
$35,000	$1,000	$1,000	1997	FORD/F-800 DIGGER	1FDXF80C4VVA09800
$80,000	$1,000	$1,000	2003	FORD/F550 AERIAL TRUCK/HDRO DE	1FDAF57F93EA04397
$18,000	$1,000	$1,000	2007	FORD PU	1FTNF215X7EA79846
$20,869	$1,000	$1,000	2008	FORD F250 PU	1FTNF215X8ED66038
$11,515	$1,000	$1,000	2005	FORD PU	1FTRX14W25FB59260
$14,315	$1,000	$1,000	2008	CHEVY 4 DR	2G1WTS8N981218493
$15,015	$1,000	$1,000	2005	FORD PU (DPW)	1FTNF21565EC28640
$15,965	$1,000	$1,000	1999	GMC C7500 UTILITY - HYDRO	1GDL7H1D7XJ514808
$26,315	$1,000	$1,000	2011	CHEVY PU HYDRO	1GC0KVCGXBZ386215
$21,915	$1,000	$1,000	1998	FORD DUMP DPW	1FDYN80E5WVA24557
$24,330	$1,000	$1,000	2012	CHEVY PICKUP	1GC0KVCG6CZ185218
$27,465	$1,000	$1,000	2013	CHEVY TRUCK 1500 4 WD EXT. CAB	1GCRKSE7602110930
$26,026	$1,000	$1,000	2008	CHEVY SILVERADO	2GCEK19J781111064
$23,360	$1,000	$1,000	2013	CHEVY SILVERADO 4X4	1G2NKPE02DZ106131
$2,560	$1,000	$1,000	2013	INTEGRITY UTILITY TRAILER	1L9UF18203N381006
$33,485	$1,000	$1,000	2001	STERLING DUMP TRUCK - DPW	2FZAATAK91AJ45985
$34,900	$1,000	$1,000	2001	STERLING DUMP TRUCK - DPW	2FZAAWAK51AH77760
$1,795	$1,000	$1,000	2015	INEGRITY TRAILER - DPW	1L9UF1019FN381058
$26,318	$1,000	$1,000	2016	Ford Interceptor (Police)	1FM5K8AR7GGB28289
$25,352	$1,000	$1,000	2016	Ford Pickup	1FTBF2B63GEA42843
$32,025	$1,000	$1,000	2018	Ford F150 Pickup	1FTMF1E58JKC28702
$256,465	$1,000	$1,000	2019	Freightliner (Hydro Dept)	1FVDCXFC8KHKH5591
$30,753	$1,000	$1,000	2019	Ford Interceptor (Police)	1FM5K8AR8KGA30669

Public Officials/Wrongful Acts–Occurrence Form

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

Public Officials/Wrongful Acts – Occurrence Form

Limits of Liability	Deductible	Description
$5,000,000	**Subject to $1,000 including loss and loss adjustment expense**	Per Occurrence/$0 Aggregate
$1,000,000	$	Zoning Per Occurrence/$0 Aggregate
$25,000	$0	Non-Monetary Damage Per Suit/$50,000 Per Policy Limit

Please note: Wrongful Acts Deductible and Loss Adjustment Expenses Apply to EPLI.

Law Enforcement Liability–Occurrence Form

Issuing Company: U. S. Specialty Insurance Co.
Policy Number: HMTP-133001
Policy Term: 7/1/2019 – 7/1/2020

Law Enforcement Liability – Occurrence Form

Limits of Liability	Deductible	Description
$5,000,000	$0	Per Occurrence/$0 Aggregate

CYBER LIABILITY

CYBER COVERAGE:

Liability	Limit	Retention
Privacy and Security	$1,000,000	$10,000
Payment Card Costs	$1,000,000	Subject to Privacy and Security Retention
Media	$1,000,000	$10,000
Regulatory Proceedings	$1,000,000	$10,000
Breach Response	**Limit**	**Retention**
Privacy Breach Notification	$1,000,000	$10,000
Computer and Legal Experts	$1,000,000	$10,000
Betterment	$1,000,000	
Cyber Extortion	$1,000,000	$10,000
Data Restoration	$1,000,000	$10,000
Public Relations	$1,000,000	$10,000
Cyber Crime	**Limit**	**Retention**
Computer Fraud	$1,000,000	$10,000
Funds Transfer Fraud	$1,000,000	$10,000
Social Engineering Fraud	$100,000	$5,000
Telecom Fraud	$100,000	$5,000
Business Loss	**Limit**	**Retention**
Business Interruption	$1,000,000	
Dependent Business Interruption	$1,000,000	
Dependent Business Interruption - System Failure	$1,000,000	
Dependent Business Interruption - Outsource Provider	$1,000,000	
Dependent Business Interruption - Outsource Provider - System Failure	$1,000,000	
Reputation Harm	$100,000	$5,000
System Failure	$1,000,000	

Additional First Party Provisions

Accounting Costs Limit: $25,000

Betterment Coparticipation: 50%

Period Of Restoration: 180 days

Period Of Indemnity: 30 days

Wait Period: 8 hours

Subject to underwriting approval of insured's completed Travelers Cyber application

Knowledge Date: Inception

P&P Date: Inception

Retro Date: N/A

TOTAL ANNUAL PREMIUM - $5,410.00

(Other term options listed below, if available)

LIMIT DETAIL:

Shared Additional Defense Limit of Liability:	N/A
CyberRisk Policy Aggregate Limit:	$1,000,000

EXTENDED REPORTING PERIOD AND RUN-OFF:

Extended Reporting Period for Cyber Coverage:

Additional Premium Percentage:	75%
Additional Months:	12

Run-Off Extended Reporting Period for Cyber Coverage:

Additional Premium Percentage:	N/A
Additional Months:	N/A

CLAIM DEFENSE FOR ASSOCIATION MANAGEMENT LIABILITY COVERAGE, LIABILITY COVERAGES AND/OR CYBER COVERAGE:

Duty to Defend

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
1 Year	Prepaid	$5,410.00	$0.00	$0.00	$5,410.00	$5,410.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 1:

AFE-15001-0119	Declarations
AFE-16001-0119	General Conditions
CYB-15001-0119	CyberRisk Declarations
CYB-16001-0119	CyberRisk Coverage

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 1:

ACF-7006-0511	Removal of Short-Rate Cancellation Endorsement
AFE-17007-0119	Michigan Changes Endorsement
AFE-19029-0119	Cap On Losses From Certified Acts Of Terrorism Endorsement
AFE-19030-0119	Federal Terrorism Risk Insurance Act Disclosure Endorsement
CYB-19102-0119	Dependent Business Interruption - System Failure Endorsement
CYB-19104-0219	Dependent Business Interruption - Outsource Provider With System Failure Endorsement
CYB-19105-0119	Conviction Reward Endorsement

TRAVELERS

CYBERRISK

- Definition of Media Act includes misappropriation of ideas under an implied contract, improper dep linking or framing and unfair competition when alleged with another Media Act prong. Covered material includes print, electronic and spoken.
- Separate Computer and Legal Experts and Privacy Breach Notification – easier to identify where forensics and legal responses are being provided.
- BETTERMENT: hardware and software costs, paid following containment or termination of a breach, intended to prevent a similar breach from happening. Reimbursement with a 50% copay.
- Cyber Extortion expanded to include threats to access or disclose the Insured's Confidential Information. Coverage includes Virtual Currency.
- Telecom Fraud: Charges are not limited to long distance telephone charges.
- Business Loss Insuring Agreements: In the event a computer system is hit with a virus that takes the system down, but the IT department has the system back up in two hours, but the operations aren't fully BI will continue to respond.
- System Failure trigger is an accidental, unintentional and unplanned total or partial interruption of a Computer System.
- Voluntary shutdown of a Computer System is a broadened trigger as well.
- Income loss: covered for loss as a result of a business interruption event
- Extra Expense: Incurred due to interruption
- Accounting Costs: Determine amount of income loss
- Period of restoration: Duration of the Travelers will cover Income loss
- Wait Period: Time following an event before coverage applies to a loss

Travelers form includes Computer Fraud and Funds Transfer!

Most important: Pre and Post Breach Services at no additional charge

Premium Summary

Line of Business	Expiring Premium	Renewal Premium
Property	$25,074	$20,906
Inland Marine	$6,384	$4,692
Crime	$4	$15
General Liability	$15,342	$11,134
Liquor Liability		$650
Employee Benefits	$111	$78
Wrongful Acts/E&O	$2,623	$2,226
EPLI	$882	$618
Law	$1,219	$853
EDP	$429	$492
Business Auto	$23,705	$20,591
Endorsement: Add Fireworks Liability for July event	$850	$850
Endorsement: Add 2019 Freightliner #5591	$1,581	Included in Renewal
Endorsement: Add 2019 Ford Interceptor #0669	$1,119	Included in Renewal
Total Package Premium*:	**$79,323**	**$63,755**
Optional Cyber	N/A	$5,410
Total Package/Cyber Premium*:	**$79,323**	**$69,165**

*Terrorism coverage is not included in the above premium:

Casualty premium: $128
Property premium: $655

Fireworks Liability available – premium subject to completed Special Event application

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

MMRMA: Advantages of Membership

Members of Michigan Municipal Risk Management Authority (MMRMA) enjoy a host of benefits, many of which are outlined below.

Our membership includes over 400 Michigan public entities, from counties, cities, and townships to special municipal agencies. No matter how big or small, members of MMRMA can feel secure knowing that all of their operations are protected.

Liability and Auto Physical Damage

- One Coverage Document covering most liability lines:
  - General Liability
  - Automobile
  - Law Enforcement
  - Public Officials Errors and Omissions
  - Employment Practices
  - Terrorism
- Liability protection (per occurrence) with limits up to $15 million available
- Automobile Physical Damage
- Liability coverage provided on an "occurrence basis"
- Zoning coverage provided to full liability limits
- Employment-related claims covered to full liability limits
- Volunteer medical payments coverage of $25,000
- Liquor liability coverage included

Property

- One Coverage Document covering all property coverages:
  - Real Property
  - Personal Property
  - Crime
  - Boiler and Machinery
  - Flood and Earthquake
  - Inland Marine, Marine
  - EDP
  - Terrorism
- Blanket limits provided on a replacement cost basis for property
- Coverage afforded for structures other than a building, bridges and dams up to $15,000,000
- Automatic coverage for each of the following at no additional charge:
  - Blanket Fidelity Bond coverage $1,000,000 per occurrence
  - Income and Extra Expense coverage $5,000,000 per occurrence
  - Money & Securities coverage $1,000,000 per occurrence
  - Accounts Receivable $2,000,000 per occurrence

MICHIGAN MUNICIPAL
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AUTHORITY

- Rental reimbursement coverage for fire and EMS vehicles
- Flood and Earthquake coverage included
- Fire and EMS vehicles covered on a replacement cost basis
- Faithful Performance Bonds
- Notary Bonds

Additional Program Benefits and Services

- **Optional Limited Sewer Backup Coverage** is available via a special addendum to the Coverage Overview.
- **Data Breach and Privacy Liability Coverage.** Since July 2013, MMRMA has offered this coverage for all members at no additional cost.
- **Optional Unmanned Aerial Vehicle (UAV) Coverage** Liability coverage is afforded for member-owned unmanned aircraft weighing no more than 55 pounds. Members must be in compliance with FAA regulations, including pilot certification.
- **Net Asset Distributions** totaling $307,000,000 since 2006. MMRMA is a group of self-insured governmental entities formed under Public Act 138. MMRMA is a member-driven, non-profit organization, and there is a policy in place for returning a portion of excess net assets to the membership. (Membership truly has its privileges!)
- **Michigan Vehicle Assessments** (MCCA and MACP) are paid on behalf of our members for each vehicle covered in our program.
- **Risk Avoidance Program (RAP).** MMRMA sets aside $1,750,000 in grant money annually for qualified risk management projects that help reduce and prevent losses.
- **Certification and Accreditation Program (CAP).** Included in the RAP funding are grants for certification and accreditation programs for members.
- **Risk Management and Risk Control** services are included in the premium.
- **Risk Control Resources.** MMRMA has a library of model policies and training videos covering many areas of exposure. These policies are the result of knowledge sharing through our members and the hard work of our various advisory committees (DPS, Fire/EMS, Law Enforcement, Parks & Recreation, Administrative, Corrections, Health Facilities, and Technology & Cyber Security Committees).

This is an overview of the highlights and benefits of the MMRMA program. It is not binding and is not intended as a complete catalog of benefits.

Please consult MMRMA Coverage Documents for exact coverage, exclusions, and terms and conditions.

MICHIGAN MUNICIPAL
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** SPECIAL ANNOUNCEMENT **

Board Approves $28.0 Million Distribution to Members

At its January 16th meeting, MMRMA's Board of Directors acted to declare a **$28,000,000** distribution of excess net assets to current renewing MMRMA Individual and State Pool Members. The Board also approved the 2019 Net Asset Policy Report, including the results of the most recent capital adequacy analysis, which determines the required net asset amount. This will be our thirteenth distribution of excess net assets to current renewing Individual and State Pool members. With this distribution, MMRMA has distributed $307,000,000 to its renewing members since 2006. The following table shows a history of these distributions:

Year Declared	Distribution	Cumulative Distributions
2006	$3,696,996	$3,696,996
2007	$7,573,675	$11,270,671
2008	$15,766,399	$27,037,070
2010	$10,260,745	$37,297,814
2011	$19,660,124	$56,957,938
2012	$38,644,191	$95,602,129
2013	$19,145,625	$114,747,754
2014	$34,535,390	$149,283,145
2015	$45,152,750	$194,435,894
2016	$31,814,134	$226,250,029
2017	$23,749,971	$250,000,000
2018	$29,000,000	$279,000,000
2019	$28,000,000	$307,000,000

This distribution is the largest component of an over $35,000,000 deployment of excess net assets for the benefit of our membership this year. Examples of other uses of excess net assets include:

- Michigan Vehicle Assessments – Excess net assets are used to pay the Michigan Catastrophic Claims Association (MCCA) and Michigan Assigned Claims Plan vehicle assessments for members. It is estimated that we will pay more than $3,657,357 in assessments on behalf of the membership this year.

MICHIGAN MUNICIPAL
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- Risk Avoidance Program (RAP) Grants – Excess net assets of $1,750,000 are allocated to fund RAP Grants for the upcoming year. RAP Grants are awarded through MMRMA's Membership Committee.

- Data Breach Coverage – In July 2013, MMRMA began providing Data Breach Coverage to all Individual and State Pool Members. Members are afforded $5,000,000 per occurrence coverage for Data Breach. This coverage will continue to be supported with $729,530 in excess net assets.

- No Fault Automobile Coverage – Excess net assets are used to provide members with enhanced no fault automobile coverage. With Michigan having one of the most costly no fault statutes in the nation, this is a significant benefit. The estimated value of this enhancement is $965,250.

- Coverage for Volunteers – Excess net assets are used to underwrite liability coverage for volunteers.

Once again, this is very good news for members and, based on the distribution rules adopted by the Board, most members will receive their share of this distribution following their membership renewal.

MMRMA's ability to provide these benefits to its members is a direct reflection of strong performance results over a sustained period of time. Many factors contributed to these favorable results, including better than expected loss trends in recent years, member responsiveness to risk control recommendations, good risk management practices by members that resulted in fewer losses, and, most importantly, investment income through June 30, 2018. However, the most central factor that allows MMRMA to deploy excess net assets is the long-term commitment that members have made to MMRMA. Without your loyalty and ongoing support of this fine organization, these benefits would not be possible. Thank you.

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY
COVERAGE PROPOSAL

Member:	**City of Hart**	**Proposal No: Q000012159**
Date of Original Membership:		
Proposal Effective Dates:	**July 01, 2019 To July 01, 2020**	
Member Representative:	**Lynne Ladner**	**Telephone #: (231) 873-2488**
Regional Risk Manager:	**Michigan Municipal Risk Management Authority**	**Telephone #: (734) 513-0300**

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **City of Hart** (hereinafter "Member") is eligible to be a Member of MMRMA. **City of Hart** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

City of Hart is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

City of Hart is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **City of Hart's** SIR and deductibles are as follows:

Table I

Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	State Pool Member
Vehicle Physical Damage	$250 Per Vehicle	State Pool Member
Fire/EMS Replacement Cost	N/A	N/A
Property and Crime	$1,000 Per Occurrence	N/A
Sewage System Overflow	$0 Per Occurrence	N/A

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The **City of Hart** is afforded all coverages provided by MMRMA, except as listed below:

1. Specialized Emergency Response Expense Recovery Coverage
2.
3.
4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

City of Hart agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II

Limits of Coverage

	Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Liability	5,000,000	N/A	N/A	N/A
2	Judicial Tenure	N/A	N/A	N/A	N/A
3	Sewage System Overflows	75,000	N/A	75,000	N/A
4	Volunteer Medical Payments	25,000	N/A	N/A	N/A
5	First Aid	2,000	N/A	N/A	N/A
6	Vehicle Physical Damage	1,500,000	N/A	N/A	N/A
7	Uninsured/Underinsured Motorist Coverage (per person)	100,000	N/A	N/A	N/A
	Uninsured/Underinsured Motorist Coverage (per occurrence)	250,000	N/A	N/A	N/A
8	Michigan No-Fault	Per Statute	N/A	N/A	N/A
9	Terrorism	5,000,000	N/A	N/A	5,000,000

	Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
		Member	All Members	Member	All Members
1	Buildings and Personal Property	29,878,146	350,000,000	N/A	N/A
2	Personal Property in Transit	2,000,000	N/A	N/A	N/A
3	Unreported Property	5,000,000	N/A	N/A	N/A
4	Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5	Fine Arts	2,000,000	N/A	N/A	N/A
6	Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7	Money and Securities	1,000,000	N/A	N/A	N/A
8	Accounts Receivable	2,000,000	N/A	N/A	N/A
9	Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10	Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11	Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12	Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
13	Marine Property	1,000,000	N/A	N/A	N/A
14	Other Covered Property	10,000	N/A	N/A	N/A
15	Income and Extra Expense	5,000,000	N/A	N/A	N/A
16	Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
17	Faithful Performance	Per Statute	N/A	N/A	N/A
18	Earthquake	5,000,000	N/A	5,000,000	100,000,000
19	Flood	5,000,000	N/A	5,000,000	100,000,000
20	Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement.				
	Limits of Coverage Per Occurrence/Claim	**Deductible Per Occurrence/Claim**		**Retroactive Date**
	$5,000,000			
Coverage A Nework and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	$25,000	Each Claim	7/1/2019
Coverage B Media Injury Liability	Each Claim Included in limit above	$25,000	Each Claim	7/1/2019
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	$25,000	Each Unauthorized Access Retention Period of 72 hours of Business Interruptoin Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	$25,000	Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach $1,000,000 Occ./$1,000,000 Agg. Included in limit above	$25,000	Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident $100,000 Occ./$100,000 Agg Included in limit above	$25,000	Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to $25,000 Included in Limit above		Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	$25,000 Included in limit above		Not Applicable	Occurrence

Annual Aggregate Limit of Liability

Member Aggregate	**All Members Aggregate**
$5,000,000	$25,000,000

The total liability of MMRMA shall not exceed $5,000,000 per Member Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

The total Liability of MMRMA and MCCRMA shall not exceed $25,000,000 for All Members Combined Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

City of Hart

Period: July 01, 2019 **To July 01, 2020**

Coverages per Member Coverage Overview:	$75,117
TOTAL ANNUAL CONTRIBUTIONS:	$75,117

E. List of Addenda

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

Accepted By:

City of Hart

Proposal No:

Q000012159

MMRMA

_____

Member Representative

_____

Date

_____

MMRMA Representative

4-5-19

Date

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

Member: City of Hart
QUOTE NUMBER Q000012159
QUOTE PROPERTY LIST REPORT
EFFECTIVE DATES 7/1/2019 To 7/1/2020

	Location Address	Location Description		
1.	407 State St, Hart, MI 49420--	City Hall		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	City Hall	$1,049,547	$82,715	$1,132,262
	Location Totals	$1,049,547	$82,715	$1,132,262

	Location Address	Location Description		
2.	10 Water Street, Hart, MI 49420--	Diesel Plant/Elect Generating Plant		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Diesel Plant/ Elect	$6,060,685	$0	$6,060,685
	Storage /(Elect)	$95,061	$5,465	$100,526
	Storage Garage	$26,084	$7,103	$33,187
	Location Totals	$6,181,830	$12,568	$6,194,398

	Location Address	Location Description		
	1010 State Street, Hart, MI 49420--	Water Works Storage		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Water Works Storage	$146,067	$13,113	$159,180
	DPW Garage (Water)	$399,950	$52,451	$452,401
	Location Totals	$546,017	$65,564	$611,581

	Location Address	Location Description		
4.	2527 N. 72nd Ave, Hart, MI 49420--	Well House		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Well House #1	$81,728	$0	$81,728
	Well House #2	$81,728	$0	$81,728
	Location Totals	$163,456	$0	$163,456

	Location Address	Location Description		
5.	3305 Southern , Hart, MI 49420--	Southern Flood Well House		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Southern Flood Well House	$81,728	$0	$81,728
	Location Totals	$81,728	$0	$81,728

	Location Address	Location Description
6.	Hardy Road, Hart, MI 49420--	Hardy Road Well House

Building Description	Building Value	Contents Value	Total Value
Hardy Road Well House	$90,424	$0	$90,424
Location Totals	$90,424	$0	$90,424

	Location Address	Location Description
7.	300 Griswold, Hart, MI 49420--	John Gurney Park

Building Description	Building Value	Contents Value	Total Value
Lodge	$210,988	$10,927	$221,915
Storage	$25,504	$0	$25,504
Storage	$39,416	$0	$39,416
Bath House	$210,988	$0	$210,988
Boy Scouts	$48,690	$0	$48,690
Location Totals	$535,586	$10,927	$546,513

	Location Address	Location Description
8.	88th Ave, Hart, MI 49420--	WWTP

Building Description	Building Value	Contents Value	Total Value
WWTP, Main (Sewer)	$7,883,064	$93,537	$7,976,601
WWTP Gear Switch House	$340,827	$0	$340,827
WWTP Storage	$16,231	$0	$16,231
WWTP Pole Bldg	$16,231	$0	$16,231
WWTP Pump House	$208,670	$0	$208,670
Location Totals	$8,465,023	$93,537	$8,558,560

	Location Address	Location Description
9.	Riverside Drive, Hart, MI 49420--	Riverside Dr Lift Station

Building Description	Building Value	Contents Value	Total Value
Riverside Dr. Lift Station	$67,237	$0	$67,237
Location Totals	$67,237	$0	$67,237

	Location Address	Location Description
10.	302 East Main Street, Hart, MI 49420--	East Main Lift Station

Building Description	Building Value	Contents Value	Total Value
East Main Street Lift Station	$208,670	$0	$208,670
Location Totals	$208,670	$0	$208,670

	Location Address	Location Description
11.	Griswold Street, Hart, MI 49420--	Griswold Street Lift Station

Building Description	Building Value	Contents Value	Total Value
Griswold Street Lift Station	$405,746	$0	$405,746
Location Totals	$405,746	$0	$405,746

Location Address		Location Description		
12.	Water Road, Hart, MI 49420--	Water Rd. Well House		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Water Rd. Well House	$78,830	$0	$78,830
	Location Totals	$78,830	$0	$78,830

Location Address		Location Description		
13.	Water Tower Drive, Hart, MI 49420--	Water Tower Drive Well House		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	City Well House	$90,424	$0	$90,424
	Location Totals	$90,424	$0	$90,424

Location Address		Location Description		
14.	Lambrix Industrial, Hart, MI 49420--	Lambrix Industrial Substation		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Substation (electric)	$1,639,091	$0	$1,639,091
	Location Totals	$1,639,091	$0	$1,639,091

Location Address		Location Description		
15.	621 East Main Street, Hart, MI 49420--	Senior Center		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Senior Center	$365,172	$0	$365,172
	Location Totals	$365,172	$0	$365,172

Location Address		Location Description		
	Lincoln/Union Street, Hart, MI 49420--	Historical District		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Schanen Mill (Historical)	$289,818	$0	$289,818
	Lincoln/ Union Church (Historical)	$162,298	$0	$162,298
	Lincoln/Union Cabmoosa House (Historical)	$18,547	$0	$18,547
	Lincoln/Union School House (Historical)	$33,039	$0	$33,039
	Lincoln/Union Tempotech Factory (Historical)	$985,383	$0	$985,383
	Lincoln/Union Info Center (Historical)	$9,855	$0	$9,855
	Lincoln/Union Log Cabin (Historical)	$47,530	$0	$47,530
	Location Totals	$1,546,470	$0	$1,546,470

Location Address		Location Description		
17.	Polk Road, Hart, MI 49420--	Polk Road Lift Station		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Polk Road Lift Station (Sewer)	$95,061	$0	$95,061
	Polk Road Water Booster Station	$434,728	$0	$434,728
	Location Totals	$529,789	$0	$529,789

	Location Address	Location Description		
18.	Polk and 88th Ave, Hart, MI 49420--	Polk and 88th Ave Sub Station (elect)		
	Building Description	**Building Value**	**Contents Valne**	**Total Value**
	Sub Station (elect)	$1,796,875	$0	$1,796,875
	Location Totals	$1,796,875	$0	$1,796,875

	Location Address	Location Description		
19.	415 S. State Street, Hart, MI 49420--	Library		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Library	$2,312,753	$0	$2,312,753
	Location Totals	$2,312,753	$0	$2,312,753

	Location Address	Location Description		
20.	213 Hanson Street, Hart, MI 49420--	Bus Garage- Council on Aging		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Bus Garage - Council on Aging	$90,424	$0	$90,424
	Location Totals	$90,424	$0	$90,424

	Location Address	Location Description		
21.	301 S. Plum, Hart, MI 49420--	Hart Electric Substation		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Electrical Transfer Station	$1,043,347	$0	$1,043,347
	Location Totals	$1,043,347	$0	$1,043,347

	Location Address	Location Description		
.	500 Lincoln Street, Hart, MI 49420--	Old Train Depot (Historical)		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Old Train Depot	$45,020	$0	$45,020
	Location Totals	$45,020	$0	$45,020

	Location Address	Location Description		
23.	49 S. State Street, Hart, MI 49420--	State Street DDA/TIFA		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	DDA/TIFA	$0	$40,376	$40,376
	Location Totals	$0	$40,376	$40,376

	Location Address	Location Description		
24.	Creeks Lift Station, Hart, MI 49420--	Creeks Lift Station (sewer)		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Creeks Lift Station	$95,000	$0	$95,000
	Location Totals	$95,000	$0	$95,000

	Location Address	Location Description		
25.	Plum Street, Hart, MI 49420--	Plum Street Lift Station (sewer)		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Plum Street Lift Station	$95,000	$0	$95,000
	Location Totals	$95,000	$0	$95,000

	Location Address	Location Description		
26.	1535 Industrial Park Drive, Hart, MI 49420--	The Starting Block		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	The Starting Block	$572,000	$100,000	$672,000
	The Starting Block	$116,000	$50,000	$166,000
	Location Totals	$688,000	$150,000	$838,000

	Location Address	Location Description		
27.	3907 N. Oceana Drive, Hart, MI 49420--	Hydro Building		
	Building Description	**Building Value**	**Contents Value**	**Total Value**
	Hydro Building	$201,000	$10,000	$211,000
	Location Totals	$201,000	$10,000	$211,000

Grand Totals

Building Value	Contents Value	Total Value
$28,412,459	$465,687	$28,878,146

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

QUOTE NUMBER Q000012159
QUOTE AUTO SCHEDULE REPORT
EFFECTIVE DATES 7/1/2019 To 7/1/2020

Scheduled Vehicles

Year	Make	Model	VIN	License Plate	Type	Department
2016	FORD	INTERCEPTO	1FM5K8AR7GGB28289	XXX	Police PPT	Police
2019	FORD	INTERCEPTO	1FM5K8AR8KGA30669	XXX	Police PPT	Police
2008	CHEVY	4 DOOR	2G1WTS8N981218493	XXX	Private Passenger	Administration
1997	FORD	Bucket Truck	VVA12062	XXX	Service Trucks	DPW
1997	FORD	F800	1FDXF80C4VVA09800	XXX	Service Trucks	DPW
2003	FORD	F-550 AERIAL	1FDAF57F93EA04397	XXX	Service Trucks	Water/Sewer
2007	FORD	F250	1FTNF215X7EA79846	XXX	Service Trucks	DPW
2008	FORD	F250	1FTNF215X8ED66038	XXX	Service Trucks	DPW
2005	FORD	F150	1FTRX14W25FB59260	XXX	Service Trucks	DPW
2005	FORD	F250	1FTNF21565EC28640	XXX	Service Trucks	DPW
1999	GMC	C7500	1GDL7H1D7XJ514808	XXX	Service Trucks	Water/Sewer
2011	CHEVY	SILVERADO	1GC0KVCGXBZ386215	XXX	Service Trucks	Water/Sewer
1998	FORD	L8501 -	1FDYN80E5WVA24557	XXX	Service Trucks	DPW
2012	CHEVY	SILVERADO	1GC0KVCG6CZ185218	XXX	Service Trucks	DPW
2013	CHEVY	1500	1GCRKSE7602110930	XXX	Service Trucks	DPW
08	CHEVY	SILVERADO	2GCEK19J781111064	XXX	Service Trucks	DPW
13	CHEVY	SILVERADO	1G2NKPE02DZ106131	XXX	Service Trucks	DPW
2001	STERLING	DUMP	2FZAATAK91AJ45985	XXX	Service Trucks	DPW
2001	STERLING	DUMP	2FZAAWAK51AH77760	XXX	Service Trucks	DPW
2016	FORD	F250	1FTBF2B63GEA42843	XXX	Service Trucks	DPW
2018	FORD	F150	1FTMF1E58JKC28702	XXX	Service Trucks	DPW
2019	FREIGHTLI	MEDIUM	1FVDCXFC8KHKH5591	XXX	Service Trucks	Water/Sewer

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

QUOTE NUMBER Q000012159
QUOTE AUTO SCHEDULE REPORT
EFFECTIVE DATES 7/1/2019 To 7/1/2020

Summary

Vehicle Group	Vehicles
All Other Vehicles	0 Vehicles
Buses	0 Vehicles
Buses - Type R	0 Vehicles
Commercial - Historical	0 Vehicles
EMS/Ambulance	0 Vehicles
Fire Vehicles Large	0 Vehicles
Fire Vehicles - Other	0 Vehicles
Garbage Trucks	0 Vehicles
Motorcycles	0 Vehicles
Motorcycles - Historical	0 Vehicles
Police - All Other	0 Vehicles
Police PPT	2 Vehicles
Private Passenger	1 Vehicles
Private Passenger - Historical	0 Vehicles
Service Trucks	19 Vehicles
Vans	0 Vehicles

Grand Totals

Vehicles
22 Vehicles

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

MMRMA MEMBERSHIP SERVICES

In 2017, the former Risk Control Services department was rebranded to Membership Services to address organizational needs and implement long-term strategic initiatives. MMRMA takes a highly proactive approach to risk control and provides many related services to members at no charge. Since its earliest days, MMRMA's founders and participants have understood the importance of avoiding risk. Their commitment has allowed MMRMA to be at the forefront of risk control innovations that have proven effective, time and again, at preventing and reducing occurrences and claims.

Most risk control services are provided to MMRMA members at no additional charge. These benefits of membership include:

- On-site inspections
- Assistance in managing specific risks
- Model policies, procedures and guidelines
- Training for member employees

Risk control consultants serve as a primary point of contact for such services. These risk control consultants have collective expertise in the areas of law enforcement, corrections, cybersecurity, public works, fire and EMS, personnel, and parks and recreation.

MMRMA introduced its Risk Avoidance Program (RAP) grants in 1997 to help members fund risk management projects. Several million dollars have been awarded since. In addition, MMRMA is proud of the national recognition it has earned for its innovative risk management programs and materials. The national Public Risk Management Association (PRIMA) has presented awards in its pooling category to MMRMA many times over the years.

Risk Control Advisory Committees

MMRMA risk control consultants also serve as liaisons to MMRMA's ten advisory committees that are comprised of MMRMA member employees who have technical expertise in their areas of specialty. The advisory committees serve as a forum for policy development, exposure review, evaluation of new and pending legislation, risk trends, and interaction between MMRMA and its membership. In response to member feedback and emerging trends, two new committees whose focus is on facilities management, and technology and cybersecurity have been created in the last year. These ten advisory committees operate in the areas of: administration, corrections, facilities management, fire/EMS, healthcare, law

enforcement (upper and lower peninsula), parks and recreation, public services and technology/cybersecurity.

Model Policies and Guidelines
MMRMA's advisory committees and risk control consultants share a mutual responsibility for the identification and development of guidelines and model policies relating to an array of municipal issues; these publications are available at the MMRMA website www.mmrma.org.

Risk Trends Analysis and Best Practice
Risk control consultants analyze trends and loss data that are used to formulate best practices recommendations, focusing on all service areas MMRMA's varied members provide. The risk trends and loss analysis is designed to help members identify areas of risk exposure in their organizations, and to provide practical, sound recommendations for minimizing, transferring or mitigating related risk. This may include identifying policies and procedures that are outdated or missing, and recommending the development or updating of policies, procedures, work rules, guidelines and protocols.

Valuable Training
MMRMA is continually identifying and developing training that meets the needs of its vast membership. Training is offered throughout the year at regional locations across Michigan. Ongoing training topics include: Freedom of Information Act (FOIA), Open Meetings Act (OMA), Tactical Encounters for Patrol Officers, Public Labor Law and Effective Grievance Processing for Supervisors, Special Events, and Rapid Deployment to Active Shooter Training.

A Trusted Resource
The Membership Services department's success is a reflection of the effective partnership it has developed with MMRMA members. Today, MMRMA is the largest liability and property pool in Michigan; the Membership Services department remains committed to helping MMRMA members meet the challenges of today and tomorrow.



MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

RISK AVOIDANCE PROGRAM
&
CERTIFICATION AND ACCREDITATION PROGRAM

GUIDELINES

Revised: March 2018

Michigan Municipal Risk Management Authority

Risk Avoidance Program and Certification and Accreditation Program

Guidelines

Section 1. Purpose and Scope

These guidelines set forth the procedures, rules, and other criteria used to administer grants provided to members of Michigan Municipal Risk Management Authority (MMRMA). The success of MMRMA depends heavily upon an effective partnership with its members. To encourage the partnership, MMRMA has created the Risk Avoidance Program (RAP) and Certification and Accreditation Program (CAP).

Established in 1997, the Risk Avoidance Program (RAP) is designed to increase members' awareness of loss control measures and to encourage innovation in loss control programs. Started in 2016, the Certification and Accreditation Program (CAP) was added to support professional certification and accreditation programs.

The purpose of the RAP and CAP programs are to provide targeted financial assistance to lower the frequency and severity of property and casualty losses.

Section 2. Eligibility for Grants

A. All Individual and State Pool Members of MMRMA are eligible to submit grant applications following the first year of continuous membership.

B. Should an Individual or State Pool member terminate its MMRMA membership and subsequently return, that member is immediately eligible to submit grant applications upon formal membership reinstatement.

C. Should an Individual or State Pool Member provide a provisional ninety (90) day Notice of Termination pursuant to the Joint Powers Agreement, no new grant applications will be considers during the ninety day period. However, any grants awarded prior to the Notice of Termination will be honored.

D. Any Individual or State Pool Member that terminates its membership shall have no right to grant funds and any grants awarded and not disbursed prior to termination are cancelled.

Section 3. Grant Types

A. Standard RAP Grants

Standard RAP Grants are a set of specific grants that address significant ongoing loss exposures hazards. It has been determined that these recurrent grants have a substantial impact in reducing or avoiding loss. These grants typically involve supporting the purchase of certain equipment or devices that, when deployed, will help avoid or mitigate loss. Standard grants also support specific education or training programs. Claim history and loss exposures are periodically analyzed in relationship to the various Standard

Grants to make certain the grants continue to be relevant. Standard Grants are awarded using specific cost sharing formulas developed for each grant. In addition, dollar aggregate limits and member limits are included for certain grants in order to make grant funding available to a broader cross section of the membership. Cost sharing also fosters stronger member commitment to the program. The total amount of Standard Grants awarded is limited by the overall RAP budget provided by the Board of Directors. Appendix A includes the current list of Standard RAP Grants along with the funding formulas and cost sharing requirements.

B. CAP Grants

Certification and Accreditation Grants support programs for professional education, training, and formal recognition through a structured accreditation or certification program. These programs are typically offered through independent professional service organizations or government agencies. Certification and accreditation involves advanced education including training curricula and exams based on criteria and standards for industry best practices. It is believed that achieving accreditation is a reflection of member commitment that will, in turn, reduce claims. Appendix B includes the current list of eligible certification and accreditation programs along with the funding formulas and cost sharing requirements.

C. Other RAP Grants

Members are encouraged to submit other grant applications for programs or projects to reduce the frequency and severity of loss. Consideration of these grant applications is based on the criteria described in Section 5 below.

D. RAP Projects

RAP Projects include risk control programs designed to benefit multiple members. Project applications are prepared by the Risk Control Department based on (1) an analysis of exposures and loss data, (2) issues identified in field service activity, or (3) programs suggested by the Risk Control Advisory Committees. These efforts typically involve group information, education, and training programs. RAP projects are funded separately through MMRMA's in-house operation budget.

Section 4. Roles and Responsibilities

A. MMRMA Members

Members submit grant applications to the Risk Control Department. The applications are prepared in accordance with these guidelines using the attached forms and procedures. Applications must be signed by the official Member Representative.

B. Risk Managers

The Regional Risk Managers and In-House Risk Managers actively promote the grant program with current and prospective new members. They also provide suggestions for grant applications based on the exposures, hazards, and related data gathered as part of the annual membership renewal process.

C. Risk Control Advisory Committees

The Risk Control Advisory Committees identify potential projects for grant funding based on the knowledge of individual committee members and as a result of the programs and activities carried out by the committees in their various fields of expertise.

D. MMRMA Risk Control Department

1. The Risk Control Consultants provide information to members concerning potential grant funding to address issues identified in field visits, best practices reviews, and risk control recommendations. The consultants are available to assist members in preparing grant applications.

2. The Risk Control Department establishes a schedule and sets deadlines for the submission of grant applications. The department receives grant applications and screens the material for completeness and alerts the member to any omissions or additional required information. The applications are forwarded the Membership Committee for consideration.

D. Membership Committee

1. The Membership Committee administers the grant program pursuant to the budget provided by the Board of Directors.

2. The committee prepares and implements grant guidelines, application forms, and related procedures.

3. The committee establishes criteria for evaluating applications and acts to approve or deny applications in accordance with those criteria.

4. The committee meets to consider grant applications on a quarterly basis each year (March, May, August, and November).

Section 5. Grant Selection Criteria and Considerations

The proposed project should present an approach to solving a specific risk management problem or set of related problems and/or demonstrate the potential for significant reduction of an identifiable high liability risk. The impact of the project should be identifiable and measurable and take the following criteria into account:

A. Statistics or other available data demonstrating the severity or extent of the problem(s) will enhance the possibility of grant approval.

B. The project's plan of action must have a high probability of solving the problem(s).

C. The project should demonstrate a solution to a problem(s) and must not duplicate similar efforts already undertaken by the member.

D. The budget for the project and time expended must be realistic and accomplished in a reasonable period of time.

In addition, consideration will be given those projects that offer a unique or innovative approach to risk control. Attention will be given to projects that:

E. Address new and emerging loss exposures.

F. Use new or advanced technology to address risk control issues.

G. Involve a partnership between members.

H. Involve members that are sharing in the funding of the project with other MMRMA members or independent organizations.

Section 6. Required Application Content

A project manager(s) and other employees involved in the project's implementation must be identified. A timetable, along with status dates, may be required for projects of 60 days or more in duration.

Members must provide a complete description of the proposed project. Data and information documenting the problem should be presented. The description must closely follow the application form. The description must include the project's goals and plan of action or activities to be used in accomplishing the goals, objectives, and expected results. Attachments must be included to further communicate the scope and benefits of the project.

Supplemental information is required including written materials, cost estimates, invoices, product specification guides, or any other documents supporting the information presented in your application.

A projected start-up date and completion date should be provided. If such dates cannot be firmly established, an estimate of the start/completion must be included.

If the benefit of the project exceeds the member's geographic area, information on what geographic area it would serve or what other members would benefit should grant funds be provided.

If public agencies, nonprofit organizations, or community groups will be involved in the project's management, implementation, or funding, a description of how each is involved, along with documentation of their commitments, should be included.

The portion of the project for which the applicant is seeking RAP assistance should be stated, identifying funding by the member or other sources. In addition, the budget included for the project should be reduced to line item expenses and supported by attaching invoices or cost estimates.

The applicant may request a specific grant amount. MMRMA requires cost sharing by the member for the project described in the application (not including funds received from other sources such as community foundations and other grants). Projects will not be funded in their entirety (100%).

Aside from an application lacking the project's clearly stated purpose and design, another frequent reason for rejection is a poorly written description. The applicant should not completely rely upon his or her own judgment. Assistance in developing and writing the proposal is encouraged. Prior to preparing or submitting an application, members may consult with the Risk Control staff on the planning of the project and application process. APPLICATIONS MUST BE TYPED.

Applications must be submitted to MMRMA's Risk Control Department. A Risk Control Consultant will conduct an initial review of each application. The merits of the application will also be evaluated in coordination with MMRMA underwriting and/or claims personnel.

MMRMA reserves the right to reject applications that do not contain a complete description of the project and its intended risk reduction benefit, are missing signatures, budgetary information, supporting documentation, or are otherwise incomplete.

Section 7. Grant Funding Exclusions

Grant funding is not available to fund routine operations or projects related to maintenance issues or lack thereof. Grants are not intended to supplement local funding when member budgets should cover the cost of financing a governmental operation.

The intent of MMRMA's grant program is to prevent or mitigate third party liability losses or damage or losses related to member-owned property. Although the safety of its members' employees is important, projects intended to improve workplace safety or reduce workers' compensation losses are not eligible for funding.

Section 8. Selection Process

Upon the recommendations of Risk Control, the Membership Committee will approve or deny the application based on the merits, projected benefits of the project, and compliance with these guidelines. The committee may require further controls or restrictions on the use grant funds.

The applicant has the obligation to use funds granted in compliance with the approved application. Failure to do so will result in the discontinuance of future funds, and an obligation for reimbursement of funds granted.

For further information, please contact:

Cara Kowal
Manager of Risk Management Services
Michigan Municipal Risk Management Authority
14001 Merriman
Livonia, MI 48154
800-243-1324; FAX 734-513-0318
ckowal@mmrma.org

List of Appendices:

Appendix A - Standard Grant Guidelines
Appendix B - CAP Grant Guidelines
Appendix C - Grant Application Check List
Appendix D - Grant Application Form

APPENDIX A

STANDARD GRANT GUIDELINES

MMRMA Risk Avoidance Program (RAP)

Standard Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members to funding of their projects. Each project must be submitted as a full application and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Risk Control Department if you have specific questions relating to this document.

Please note:

- Costs that can be included in funding requests are shipping/handling, installation, and training costs associated with the operation of new software and equipment. (11/9/16)
- RAP funding will NOT cover the costs associated with the purchase of additional warranties and multi-year service agreements. (11/9/16)
- Multi-Year Payment Plans – Members who enter into multi-year payment plans with vendors must submit an executed purchase agreement along with their initial grant application. In addition, members must submit a grant application each year of the agreed upon term of their payment plan. Funds will be approved and disbursed on a prorated basis for the term of the payment plan. For example, 1 Taser unit is reimbursable at a rate of $500 per Taser. A member entering into a 5-year payment plan will be eligible for $100 each year of the agreement so long as they submit an updated grant application and supporting documentation each year. MMRMA does not guarantee that funding will be approved or that funding limits will remain consistent each year for the term of the member's agreement.

Automatic External Defibrillators
50% up to $1,500 – Restricted to jail or detention locations only. (5/22/08)

Back Up Cameras for Vehicles
50% up to a maximum of $200 per vehicle. Funding is limited to currently scheduled vehicles only. New vehicles are excluded from funding. Funding will sunset as backup cameras become required for all new vehicles as of 2018.

Body Worn Video Cameras
50% funding up to $500 per unit. Funding based upon prior review and approval by Risk Control. Risk Control will also determine the number of units per department and member. (7/12/17)

Bumper Guards
50% up to $500 per vehicle with a maximum of $5,000 per member. (8/14/13)

Concrete Scarifier
50% up to $2,500 per unit with an aggregate maximum of $5,000 or 2 units per member. (8/14/13)

Court Compliance Safety
50% funding with an aggregate maximum of $10,000 for security related equipment as recommended by the Michigan State Court Administrator's Office. (5/7/10)

Data Storage
50% up to a maximum of $250 per license required for software applications. Funding is limited to the number of software licenses applicable to first responders only. Funding is further limited to body camera and in car camera system associated with law enforcement. Maximum funding per member is $50,000 and is further limited to one (1) single request per member. (7/1/16)

Digital Cameras and Security
1/3 funding up to $50,000 in aggregate maximum funding per member for security and related equipment or systems. Aggregate limits will be replenished on a 10-year rolling basis. Grants older than 10 years will drop from the aggregate total. Contact Risk Control for additional information. (8/16/17)

Funding is further limited to retrofitting currently scheduled (included on property list at renewal) locations only. New construction projects are excluded from funding. Funding is also strictly limited to security equipment components only. Detailed invoices will be required prior to payment being issued. (7/1/16)

Electronic Prisoner Monitoring /Cell Check System
An electronic device and system that captures and records the presence and location of corrections officers throughout a jail.

50% funding up to an aggregate maximum of $5,000. (7/1/16)

Emergency Generators for Pump/Lift Stations
50% funding up to $15,000 per generator with a maximum aggregate of $30,000 per member. Funding is based up on confirmation that the member carries sewer backup coverage with MMRMA. (3/6/12)

Emergency Medical/Priority Dispatch
Allows 911 operators to dispatch emergency first responders and through the use of scripted key questions, provides necessary information needed by the emergency first responders.

50% funding up to an aggregate maximum of $10,000. (5/18/12)

Field/Arena Fencing and/or Netting
1/3 funding up to an aggregate maximum of $25,000 per member for the retrofitting of existing facilities/fields only. New construction projects are not eligible for funding. (8/16/17)

Fire Pit Rings
50% up to $125 per unit with an aggregate maximum of $10,000. (8/14/13)

General Risk Management and Leadership Training
50% of the tuition/fee for general or leadership training as recommended by Risk Control and not qualifying for RAP funding under the Certification and Accreditation Program (CAP). Includes training conferences/programs such as the Michigan Public Service Training Institute; Michigan Association of Municipal clerks; Field Training Officer (FTO); First Line Supervisor Training. (5/18/12)

In Car Cameras (Police and Fire Vehicles)
New/Replacement – 25% up to $1,500 per camera with a maximum of $30,000 per member. Aggregate limits will be replenished on a 10-year rolling basis. Grants older than 10 years will drop from the aggregate total. Contact Risk Control for additional information. (8/16/17)

Lift Free Health Facilities – Assistive Lifting Devices for Patient Transfer
A mobile assistive lifting device for the transference of a patient/resident in a health care facility from one place to another, such as from a bed to a wheelchair or when using a bathtub or lavatory. This means of portability greatly reduces the risk of injury from falls.

50% up to $1,500 per unit with a maximum of two units per member. (5/18/12)

Livescan Fingerprinting
50% up to $8,000 per member for county jail locations only. (11/9/16)

Non-Transport Lifting Devices and Stair Chairs
50% up to $1,000 for non-transport bariatric lifting and patient handling devices and "stair chairs" with a limit of one device per station. (8/20/14)

Passenger Surveillance Cameras
50% up to $1,500 per vehicle with a maximum of 10 vehicles per member. Funding is limited to retrofitting existing fleet vehicles only. New vehicle purchases do not qualify for funding. (7/1/16)

Pre Plan Software
Computer software for pre-emergency site planning, hazardous materials identification, and MIOSHA Firefighter Right-to-Know compliance.

50% funding up to $10,000 and an aggregate maximum of 10 software licenses. (5/18/12)

Prisoner Restraint Chair or Board
50% up to $1,000 per unit. (8/14/13)

Reality Based Training Equipment
50% up to a maximum of $3,500 for safety equipment and conversion gun equipment. (5/22/08)

SCADA Control System Software
50% funding up to $7,000 per site with a maximum per member aggregate of $30,000. (8/14/13)

Sewer Cameras
50% up to a maximum of $20,000 in aggregate funding per member. Aggregate limits will be replenished on a 10-year rolling basis. Grants older than 10 years will drop from the aggregate total. Contact Risk Control for additional information.

Member must carry sewer coverage with MMRMA to be eligible for funding. (7/1/16)

Stop Sticks
50% up to a maximum of percentage of fleet units per member with maximum funding of $2,250, regardless of the size or type of unit purchased. Although no price maximum was set, the average cost of a typical tire deflation device is between $400 and $600. (2/17/05)

Taser Alternative Force
$500 per unit. Funding based upon prior review and approval by Senior Risk Control Consultant for Law Enforcement. (8/19/15)

50% for the training suits subject to the discretion and recommendation of the Risk Control Department. (5/22/08)

Thermal Imaging Cameras
50% up to an aggregate maximum of $5,000 per member. (8/14/13)

Vehicle Monitoring Systems
This is a GPS vehicle monitoring system. Vehicles, such as DPS, are outfitted with a signal device that tracks the speed, location, route traveled, specific time, how many times a vehicle was on a certain road, and fuel consumption. This information helps reduce the amount of time the vehicles are on the road and provides documentation to assist the member in defending claims.

1/3 funding up to an aggregate maximum of $20,000. (8/16/17)

Video Arraignment
50% up to $5,000 per member. (7/1/16)

Video Laryngoscope
50% up to $500 per unit with maximum funding of $4,000 per member (8 units). (8/19/15)

Office Safety Plan (Axon/Taser International)
Member electing to purchase a bundle of products (Tasers, body cameras, data storage) under the Officer Safety Plan through Axon can apply for funding using the following formulas to determine cost sharing. (3/7/18)

Body Cameras – Per unit cost listed on invoice (example: $399), up to a maximum of $499, multiplied by the number of officers/units purchased divided by 50%. ($399 x 10 (units) = $3,990 @ 50% = $1,995)
Tasers - $500 multiplied by the number of officers/units purchased. ($500 x 10 = $5,000)
Data Storage – Yearly cost of $480 per officer ($40 per license/month x 12 months) multiplied by the number of officers/licenses purchased divided by 50%. ($480 x 10 = $4,800 @ 50% = $2,400)

APPENDIX B

CERTIFICATION AND ACCREDITATION GRANT GUIDELINES

Certification and Accreditation Program (CAP)

Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members for funding of their projects. Each project must be submitted as a full application and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Risk Control Department if you have specific questions relating to this document.

NOTE: Funding for the following is limited to initial certification and accreditation only. Continuing Education Units/Credits (CEU) that are required to maintain certification and accreditation status are NOT eligible for funding under MMRMA's Certification and Accreditation Program (CAP) (3/2/16). The cost of text books or resource materials are included as part of the overall project cost and will be eligible for reimbursement (8/16/17).

A. Individual/Personal CAP Grants

75% reimbursement of tuition/registration fees upon successful completion of the following:

1. Administration/Zoning

- Citizen Planner Certification
- Zoning Administrator Certification
- Certified Public Manager (CPM)
- Master Municipal Clerk (MMC)
- Associate in Risk Management (ARM)

2. Human Resources

- SHRM Certified Professional (SHRM-CP)
- SHRM Senior Certified Professional (SHRM-SCP)

3. Parks and Recreation

- Certified Playground Safety Inspection (CPSI) Certification
- Certified Park and Recreation Professional (CPRP) Certification
- Certified Park and Recreation Executive (CPRE) Certification
- Aquatic Facility Operator (AFO) Certification

4. Fire/EMS

- Incident Safety Officer (ISO)
- Health and Safety Officer Certification (HSO)
- Executive Fire Officer Program (EFOP)
- Chief Fire Officer (CFO)
- Fire Staff and Command School
- Blue Card Command (Added: March 2015)
- NFPA Fire Inspector I (Added: November 2015)
- Michigan State Police Fire Investigation School (Added: November 2015)
- NFPA Plan Examiner (Added: March 2016)
- NFPA Fire Inspector II (Added: March 2016)

5. **Law Enforcement**

Public Agency Training Council
Force Science Certification
Certified Taser
MACP New Chiefs School
Police Staff and Command School
FBI National Academy

B. Departmental CAP Grants

75% reimbursement of implementation/installment fees with a yearly maximum aggregate of $15,000 per member for the following programs:

1. **Commission on Accreditation for Law Enforcement (CALEA)** – Funding will be limited to members who have entered into and completed the accreditation process for five years beginning August 16, 2017. Grant funding for this accreditation process will expire August 16, 2022.

2. **American Public Works Association Accreditation (APWA)**

3. **Michigan Law Enforcement Accreditation Program (MLEAP)**

APPENDIX C

Grant Application Submission Checklist



MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

Risk Avoidance Program (RAP) & Certification/Accreditation Program (CAP)

Grant Application Submission Checklist

All of the following MUST be completed/included with your grant application. MMRMA reserves the right to refuse/return incomplete applications. All applications must be COMPLETE by the published deadline in order to receive consideration by the Membership Committee. Any incomplete applications received on the deadline may be held until the following quarter. MMRMA recommends that you submit applications prior to the deadline in order for a timely review of your application and presentation to the committee. Applications received past current deadlines will be held for review during the next quarter.

- ☐ Contact Information Including:
- ☐ Municipality Name
- ☐ Project Name
- ☐ Applicant Name, Phone & Email
- ☐ Address - Including City and Zip Code
- ☐ Member Representative - If you do not know the name of your Member Representative, please contact MMRMA.

- ☐ All sections of the application are answered completely, professionally, and to the best of your ability. One sentence answers are not sufficient.

- ☐ The application is typed.

- ☐ The budget page is complete.

- ☐ Supporting documentation for the budget is attached.

- ☐ Applicant signature.

- ☐ Member Representative signature - If you do not know who your designated Member Representative is, please contact MMRMA.

APPENDIX D

Grant Application

MICHIGAN MUNICIPAL
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AUTHORITY

RISK AVOIDANCE PROGRAM (RAP)
CERTIFICATION AND ACCREDITATION PROGRAM (CAP)
APPLICATION

Project Name:

Applicant Member/Municipality:

Department Involved:

Address:

Project Contact:

Phone: **E-mail:**

*MMRMA will email confirmation of receipt and date of application review. If you do not receive this information, please check with MMRMA to ensure your application was received.

Alternate Contact (If Any):

Phone: **E-mail:**

MMRMA Member Representative:

Project Start: **Project End:**

Provide a description of project (if necessary attach separate pages):

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Identify the risk exposure that is to be mitigated and provide additional data (loss runs, claims, incident reports, other) to document the problem.

What are the project goals and plan of action to resolve the risk exposure?

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AUTHORITY

Does the plan duplicate or incorporate previous attempts to solve the problem? (If yes, please explain.)

If benefits of the project will aid or involve other departments, members or organizations, please describe (Letters of support are encouraged; please attach.):

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List other departments, organizations, or MMRMA members involved (if any):

Additional Information:

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RAP & CAP GRANT BUDGET WORKSHEET

Total Project Cost: $

Other sources contributing funds: (Please list below)
Organization: Amount:

Total from other source: $
(include grant money from other organizations)

RAP FUNDS REQUETSED: $

1. Supporting documentation including quotes, bids, invoices, meeting minutes, or other information further supporting the budget MUST be attached.
2. Large project funding requests should include an itemized list of budget expenses that cross-reference supporting attachments.
3. MMRMA requires at least 50% contribution by the member municipality (not including funds received from other sources such as community foundations and other grants).

Signature of applicant: **Date:**

Print Name (Member Representative): **Title:**

Signature (Member Representative): **Date:**

Submit completed applications to: Cara Kowal, Manager of RM Services
Email: ckowal@mmrma.org
Fax: 734-513-0318
Mail: 14001 Merriman Road
Livonia, MI 48154

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RISK MANAGEMENT
AUTHORITY

RAP/CAP GRANT REIMBURSEMENT PROCEDURE

Once RAP/CAP grant funding is approved, the following documents are required for submission to MMRMA in order to process your grant payment:

- ☐ Copies of all invoices associated with the project. Invoices should provide enough detail to allow for verification of purchases to the specific item(s) for which the grant funds were approved.

- ☐ Proof of payment associated with each invoice.
  - ACCEPTABLE PROOFS OF PAYMENT INCLUDE:
    - Check: Copy of Cancelled Check indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - ACH/EFT payment: Copy of processed ACH/EFT payment/receipt indicating Payer, Payee, and amount paid that can be cross-referenced to detailed invoices.
    - Credit Card payment: Copy of credit card statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - PayPal payment: Copy of PayPal statement/receipt indicating Payer, Vendor, and amount paid that can be cross-referenced to detailed invoices.
    - Vendor Receipt: Receipt must indicate Payer, amount paid, and amount paid that can be cross-referenced to detailed invoices.
  - Proofs of payment must match invoice amounts. If multiple payments to a vendor are included in one check or other form of payment, a financial breakdown/reconciliation of individual amounts included with the payment must be provided.
  - INVOICES STAMPED "PAID," PURCHASE ORDERS, ACCOUNTING SOFTWARE PAYMENT PRINTSCREENS, OR SCREEN SHOTS OF JOURNAL ENTRIES DO NOT CONSTITUTE A PROOF OF PAYMENT.

- ☐ ***Projects Involving Training*** In addition to invoices and proofs of payment regarding tuition expenses as indicated above, certificates of completion and test scores (when applicable) must also be submitted.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application.

Please send documentation to:

Cara Kowal, Manager of Risk Management Services
ckowal@mmrma.org
FAX – 734-513-0318



MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

Reinsurance Treaty
April 1, 2019 to March 31, 2020
LIABILITY

Coverage Layer I SIR -- $1,000,000	MMRMA	100%
Coverage Layer II $1,000,000 -- $2,000,000*	Greenstone Insurance Company	100%
Coverage Layer III $2,000,000 -- $5,000,000	Liberty Mutual Reinsurance Markel Global Reinsurance Swiss Reinsurance Government Entities Mutual SCOR Reinsurance Berkley Insurance Hannover Rück SE Various Lloyd's Syndicates	10% 37% 10% 9.5% 15% 11% 2.5% 5%
Coverage Layer IV $5,000,000 -- $10,000,000	Liberty Mutual Reinsurance Markel Global Reinsurance Government Entities Mutual Berkley Insurance Hannover Rück SE Aspen Insurance UK Ltd. Various Lloyd's Syndicates	5% 30% 8% 7% 2.5% 3.7% 38.8%
Coverage Layer V $10,000,000 -- $15,000,000	Liberty Mutual Reinsurance Markel Global Reinsurance Government Entities Mutual Berkley Insurance Hannover Rück SE Aspen Insurance UK Ltd. Various Lloyd's Syndicates	5% 30% 8% 7% 2.5% 3.6% 43.9%
Clash Coverage $15,000,000 -- $30,000,000	Hannover Rück SE Aspen Insurance UK Ltd. Various Lloyd's Syndicates	7.5% 4% 88.5%

*MMRMA retains 100 percent of the losses between $1,000,000 and $2,000,000 until a $5,000,000 annual aggregate deductible is reached within this layer; any additional losses above $5,000,000 become the liability of MMRMA's wholly owned captive insurance company, Greenstone Insurance Company, LLC.

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

Reinsurance Treaty
July 1, 2018 to June 30, 2019
PROPERTY

Coverage Layer I Deductible/SIR -- $500,000	MMRMA	100%
Coverage Layer II $500,000 -- $10,500,000	Travelers Indemnity Company Markel (Evanston Insurance Company) The Hartford Fire Insurance Company	75% 10% 15%
Coverage Layer III $10,500,000 -- $350,500,000	Travelers Indemnity Company Markel (Evanston Insurance Company) The Hartford Fire Insurance Company	85% 5% 10%

Reinsurance Treaty
July 1, 2018 to June 30, 2019
DATA BREACH

Coverage Layer I $25,000 (SIR/Deductible) -- $250,000	MMRMA	100%
Coverage Layer II $250,000 -- $5,000,000*	Markel (Evanston Insurance Company)	100%

* Annual aggregate limit of $25 million from all occurrences combined of the MMRMA and MCCRMA.

Reinsurance Treaty
July 1, 2018 to June 30, 2019
AUTO PHYSICAL DAMAGE

Coverage Layer I Deductible/SIR -- $1,500,000	MMRMA	100%

City of Hart

Memo

To: Mayor and City Council

From: Lynne Ladner

cc:

Date: 5/14/19

Re: Temporary Traffic Control Order #324

The City has the authority under the Michigan Uniform Traffic Code to adopt Traffic Control Orders regulating traffic issues on local streets. Due to the commercial traffic and increase in use of the County Services building creating overflow parking on to the street issues have arisen with the flow of traffic and ability of commercial vehicles to access businesses along Griswold Street.

Resolution 19-30 adopts a temporary traffic control order to prohibit parking on Griswold from Polk Rd. to Wood St. This will need to be formalized with a review from a traffic engineer and adopted by ordinance by the Council within 180 days if they are interested in making the order permenant.

Lynne

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: April 18th, 2019

TRAFFIC CONTROL ORDER
GRISWOLD STREET

It has been brought to my attention regarding parking issues on Griswold Street between Polk Road and Wood Street within the City of Hart.

The Oceana County Services Building located at 844 S Griswold Street has been holding several large meetings within the building. Due to the size of the current parking lot, vehicles have been noted parking roadside on Griswold Street.

Griswold Street, between Polk Road and Wood Street, is approximately 30 feet wide. Each lane of travel on Griswold Street is 15 feet wide. A normal size vehicle is approximately 10 feet wide, which leaves a 20-foot width to have a vehicle(s) go around any legally parked vehicle(s) in the area; this being true if vehicles only were being parked on one side of the roadway.

It should be noted, this is not only a high traffic area for vehicles, but this is also a high traffic area for semi tractor-trailers due to the shipping and receiving entrance for Michigan Freeze Pack being located on Griswold Street. Currently, there are no signs restricting vehicles to be parked roadside in the area.

City Manager Lynne Ladner and I have met with Oceana County Administrator, Mr. Robert Sobie, referencing this matter. It is my recommendation to approve a City of Hart Traffic Control Order; Order #324; which would erect no parking signs on Griswold Street, between Polk Road and Wood Street, to avoid any further vehicle to be parked roadside. The no parking signs would be placed on both the East and West side of the roadway; prohibiting all vehicles from being parked roadside.

If you have any questions feel free to contact me

Respectfully,

Chief of Police, J. Salazar

CITY OF HART
TRAFFIC CONTROL ORDER

ORDER NO. 314 DATE OF FILING: April 18th, 2019

In accordance with Ordinance: 410 as amended, we have made an investigation of traffic conditions on:

Griswold Street between Polk Road and Wood Street within the City of Hart and as result of said investigation, do herby direct that:

No Parking signs be erected on Griswold Street between Polk Road and Wood Street. The no parking signs would be placed on both the East and West Side of the roadway; prohibiting all vehicles to be parked on Griswold Street between the above mentioned roadways.

Juan Salazar, Chief of Police
Hart Police Department

Date of Filing with City Clerk

Received for Filing (date) by: City Clerk

Approved by: (Legislative Body)

Date:

RESOLUTION 19-30

City Council

City of Hart, Michigan

Oceana County

RESOLUTION ADOPTING TEMPORARY TRAFFIC CONTROL ORDER #324 PROHIBITING PARKING ON GRISWOLD STREET BETWEEN POLK ROAD AND WOOD STREET

WHEREAS, The City of Hart Police Department have reviewed the road width, and traffic patterns on Griswold Street, and

WHEREAS, the paved surface area of the street is approximately thirty feet in width and

WHEREAS, the standard vehicle traffic lane is ten feet with Griswold Street is a two-directional traffic street and

WHEREAS, commercial traffic serving the businesses and County Services building need adequate unencombered travel and turning radii;:

THEREFORE, BE IT RESOLVED, that the City of Hart adops Temporary Traffic Control Order #324 Prohibiting Parking on Griswold Street between Polk Road and Wood Street.

Moved by , supported by , and thereafter adopted at the regular City of Hart City Council meeting on May 14, 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

City of Hart

Memo

To: Mayor and City Council

From: Lynne Ladner

cc:

Date: 5/14/19

Re: First reading of Ordinance 19-02 related to Recreational Marihuana establishments and facilities zoning

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This is the first reading of Ordinance 19-02 amending Part Twelve Title Four by adding a new chapter designated as chapter 1263 Prohibition of Recreational Marihuana Establishments. This language is what has been reviewed and recommended by the Planning Commission for adoption. As a first reading no formal action needs to taken but a review by the council of the language and any changes would be addressed at this time.

Lynne

ORDINANCE
NO. 19-02

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF HART PART TWELVE TITLE FOUR BY ADDING A NEW CHAPTER WHICH NEW CHAPTER SHALL BE DESIGNATED AS CHAPTER 1263 OF TITLE FOUR OF SAID CODE

THE CITY OF ORDAINS:

Section 1. Addition of Chapter 1263 to Part Twelve Title Four. Chapter 1263, "Prohibition of Recreational Marihuana Establishments," is added to Title Four, "Zoning," of the Code of Ordinances of the City of Hart to read as follows:

CHAPTER 1263

PROHIBITION OF RECREATIONAL MARIHUANA ESTABLISHMENTS AND MARIHUANA FACILITIES

(A) Marihuana establishments and facilities, as authorized by and defined in the Michigan Regulation and Taxation of Marihuana Act and the Medical Marihuana Facilities Licensing Act, are prohibited in all zoning districts, and shall not be permitted as home occupations as defined in Chapter 1241.

(B) No use that constitutes or purports to be a marihuana grower, marihuana safety compliance facility, marihuana processor, marihuana microbusiness, marihuana retailer and provisioning center, marihuana secure transporter or any other type of marihuana related business authorized by the Act, that was engaged in prior to the enactment of this Ordinance, shall be deemed to have been a legally established use under the provisions of the City Code of Ordinances; that use shall not be entitled to claim legal nonconforming status.

(C) Violations of this section are subject to the violations and penalties pursuant to Section1249.99 of Chapter 1242 and may be abated as nuisances

(D) This section does not supersede rights and obligations with respect to the transportation of marihuana by marihuana secure transporters through the City to the extent provided by the Michigan Regulation and Taxation of Marihuana Act.

(E) Nothing in this Chapter shall limit any privileges, rights, immunities or defenses of a person as provided in the Michigan Medical Marihuana Act, and this Chapter does not supersede the rights and regulations under Section 1243.27 of Part Twelve, Title Four

Section {2} Conflict and Repeal. All ordinances or parts of ordinances in conflict with this ordinance are repealed.]

Section [3]. Effective Date. This Ordinance shall be effective seven (7) days after the publication of a summary of its provisions in a local newspaper of general circulation in the City of Hart.

Section [4]. Publication. After its adoption, this ordinance or a summary thereof, as permitted by law, shall be published by the City Clerk in The Oceana Herald_, a newspaper of general circulation in the City.

ORDINANCE DECLARED ADOPTED.

Dated:_____, 2019

_____, [Mayor][President]
[Supervisor]

_____, Clerk

CERTIFICATION

I, the undersigned duly appointed City Clerk of the City of Hart, Oceana County, Michigan, do hereby certify that the above ordinance, or a summary thereof, was published in_, a newspaper of general circulation in the City on_____, 2019, and that such ordinance was entered with the Ordinance Book of the City on_____, 201.

Dated_____, 2019
_____, Clerk

City of Hart, Michigan

FY2018-2019 10-MONTH BUDGET REPORT

EXECUTIVE SUMMARY

FY 2019 10-MONTH REVENUE REPORT (APR 30) 84%

	A	B	C	D	E	F
	UTILITY SALES	BUDGETED SALES	SALES TO-DATE	PER CENT		Notes
1	Water, Sewer, Electric	$ 6,996,000	$ 6,267,438	89.6%		
	GENERAL FUND	BUDGETED REVENUES	REVENUES TO-DATE	PERCENT		
2		$ 1,418,100	$ 1,095,873	77.3%		

FY 2019 7-MONTH REVENUE REPORT (JAN 31)

	MAJOR FUNDS	ORIGINAL BUDGET	AMENDED BUDGET	EXPENDED	PERCENT
3	Hydro	$ 6,296,160	$ 6,296,160	$ 4,472,853	71%
4	Water-Sewer	$ 3,225,410	$ 3,225,410	$ 1,794,585	56%
5	General	$ 1,713,390	$ 1,713,390	$ 1,310,133	76%
6	TOTAL	$ 11,234,960	$ 11,234,960	$ 7,577,571	67%

FY 2019 10-MONTH REVENUE REPORT (APR 30) GENERAL FUND

Major Revenue Categories Only

1		PROPERTY TAX	LOCAL COMMUNITY STABLIZATION	STATE REVENUE SHARING & EVIP	SOLID WASTE FEES	CABLE FRANCHISE FEES	PAYMENTS IN LIEU OF TAXES	TOTAL
2	Revenue To Date	$ 530,721	$ 6,976	$ 109,814	$ 158,230	$ 20,512	$ 269,620	$ 1,095,873
3	Projected Annual	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	Budgeted	$ 605,000	$ 110,000	$ 208,480	$ 198,000	$ 27,000	$ 269,620	$ 1,418,100
5	Surplus (Deficit)	$ (74,279)	$ (103,024)	$ (98,666)	$ (39,770)	$ (6,488)	$ -	$ (322,227)

* amount accounted for in 8/31 report adjusted out to complete FY 2018 revenues

FY 2019 10-MONTH REVENUE REPORT (APR 30)

UTILITIES

Metered Sales To All Customers

	A	B	C	D	E	F	G	H
1	Month	ELECTRIC w/EO	WATER	SEWER	COMBINED UTILITIES	CURRENT YEAR ACCUMULATED	PRIOR YEAR (PY) ACTUAL	Inc (Dec) FROM PY
2	Jul-18	$ 424,787	$ 32,591	$ 107,171	$ 564,549	$ 564,549	$ 512,735	$51,814
3	Aug-18	$ 533,077	$ 41,951	$ 153,928	$ 728,956	$ 1,293,505	$ 1,235,579	$57,926
4	Sep-18	$ 632,890	$ 41,428	$ 156,737	$ 831,054	$ 2,124,559	$ 1,910,599	$213,960
5	Oct-18	$ 384,953	$ 41,242	$ 137,987	$ 564,182	$ 2,688,741	$ 2,594,328	$94,413
6	Nov-18	$ 457,546	$ 37,761	$ 203,544	$ 698,850	$ 3,387,591	$ 3,227,990	$159,601
7	Dec-18	$ 470,170	$ 35,376	$ 212,939	$ 718,486	$ 4,106,077	$ 3,904,421	$201,656
8	Jan-19	$ 405,579	$ 22,545	$ 153,236	$ 581,360	$ 4,687,437	$ 4,536,241	$151,196
9	Feb-19	$ 396,759	$ 23,044	$ 96,353	$ 516,155	$ 5,203,592	$ 4,982,894	$220,698
10	Mar-19	$ 378,720	$ 25,146	$ 121,103	$ 524,969	$ 5,728,561	$ 5,460,740	$267,821
11	Apr-19	$ 388,372	$ 18,755	$ 131,750	$ 538,877	$ 6,267,438	$ 5,978,235	$289,203
12	May-19				$ -		$ 6,402,895	
13	Jun-19				$ -		$ 6,990,646	
14	Metered Sales To Date	$ 4,472,853	$ 319,838	$ 1,474,747				
15						**Total**		
16	Actual Sales	$ 4,472,853	$ 319,838	$ 1,474,747		$ 6,267,438		
17	Budgeted Sales w/EO	$ 5,086,000	$ 360,000	$ 1,550,000		$ 6,996,000		
18	Surplus (Deficit)	$ (613,147)	$ (40,162)	$ (75,253)		**$ (728,562)**		
19	To-Date	88%	89%	95%		**90%**		

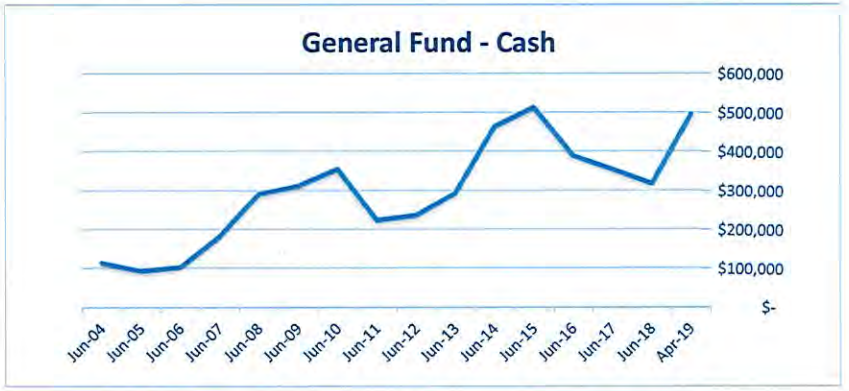
Note: Jul-18 revenues are for mid-June to mid-July billing period. Due to auditing protocol, the pro rata share of revenue will be credited to prior fiscal year.
Entire amount shown for trending purposes since the pro-rata share will be recaptured in the mid-June to mid-July 2019 billing.
EO = Energy Optimization charges

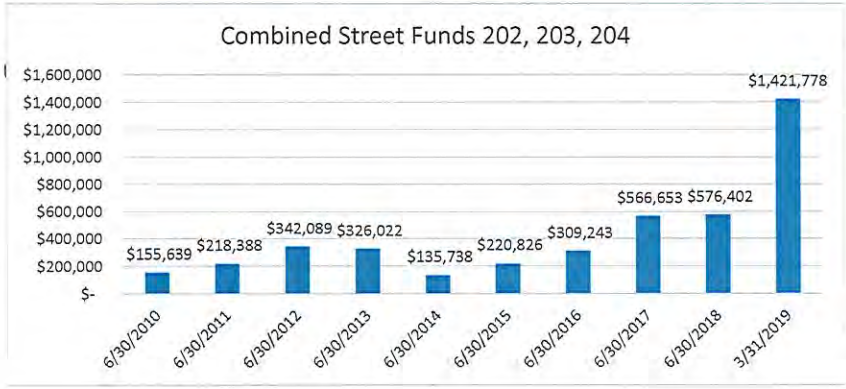
FY 2019 10-MONTH REVENUE REPORT (APR 30)

GENERAL FUND

	CATEGORY	ORIGINAL BUDGET	AMENDED BUDGET	EXPENDED	% EXP.	NOTES
1	City Council	$ 6,730	$ 6,730	$ 6,376	95%	
2	Administrative	$ 211,270	$ 211,270	$ 245,471	116%	
3	Elections	$ 4,400	$ 4,400	$ 4,897	111%	
4	Assessor	$ 68,020	$ 68,020	$ 41,716	61%	
5	Attorney	$ 18,000	$ 18,000	$ 15,274	85%	
6	Police & Public Safety	$ 534,960	$ 534,960	$ 423,774	79%	
7	Public Works	$ 708,800	$ 708,800	$ 475,001	67%	
8	Community/Economic Development	$ 118,450	$ 118,450	$ 57,509	49%	
9	Recreation & Culture	$ 15,500	$ 15,500	$ 13,540	87%	
10	City Hall	$ 27,260	$ 27,260	$ 26,575	97%	
		$ 1,713,390	$ 1,713,390	$ 1,310,133	76%	

General Fund	Cash (all forms)
6/30/2004	$ 114,292
6/30/2005	$ 93,212
6/30/2006	$ 103,177
6/30/2007	$ 182,674
6/30/2008	$ 291,317
6/30/2009	$ 311,983
6/30/2010	$ 355,559
6/30/2011	$ 223,957
6/30/2012	$ 235,845
6/30/2013	$ 293,331
6/30/2014	$ 464,254
6/30/2015	$ 513,106
6/30/2016	$ 389,942
6/30/2017	$ 355,694
6/30/2018	$ 318,200
4/30/2019	$ 495,603



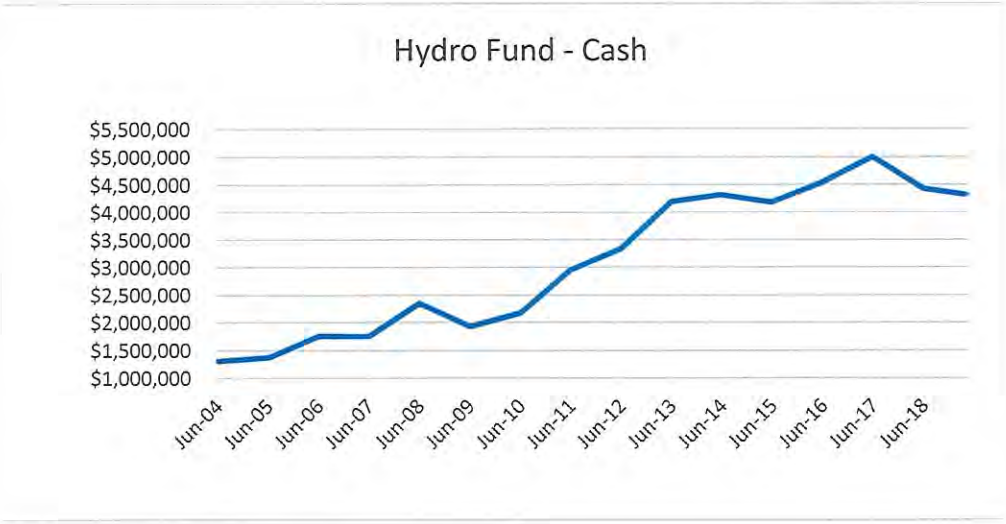


FY 2019 10-MONTH REVENUE REPORT (APR 30)

HYDRO FUND

	CATEGORY	ORIGINAL BUDGET	AMENDED BUDGET	EXPENDED	% EXP.	NOTES
1	Dam Production	$ 385,510	$ 385,510	$ 170,300	44%	
2	Diesel Production	$ 62,190	$ 62,190	$ 39,610	64%	
3	Purchased Power	$ 3,102,000	$ 3,102,000	$ 2,519,164	81%	
4	Distribution	$ 707,950	$ 707,950	$ 609,098	86%	
5	Accounting	$ 235,910	$ 235,910	$ 215,686	91%	
6	Administration	$ 626,600	$ 626,600	$ 586,875	94%	
7	Debt Service	$ -	$ -	$ -	0%	
8	Capital Outlay	$ 1,176,000	$ 1,176,000	$ 522,714	44%	
		$ 6,296,160	$ 6,296,160	$ 4,663,447	74%	

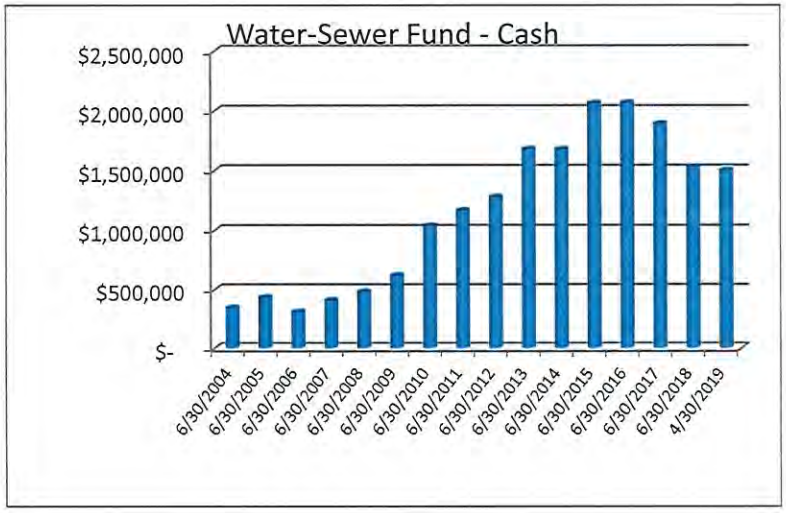
Date	Cash (all forms)
6/30/2004	$ 1,314,013
6/30/2005	$ 1,376,180
6/30/2006	$ 1,768,379
6/30/2007	$ 1,762,361
6/30/2008	$ 2,353,381
6/30/2009	$ 1,936,276
6/30/2010	$ 2,175,084
6/30/2011	$ 2,960,585
6/30/2012	$ 3,333,330
6/30/2013	$ 4,192,240
6/30/2014	$ 4,319,225
6/30/2015	$ 4,181,189
6/30/2016	$ 4,542,250
6/30/2017	$ 4,994,872
6/30/2018	$ 4,428,605
4/30/2019	$ 4,318,189

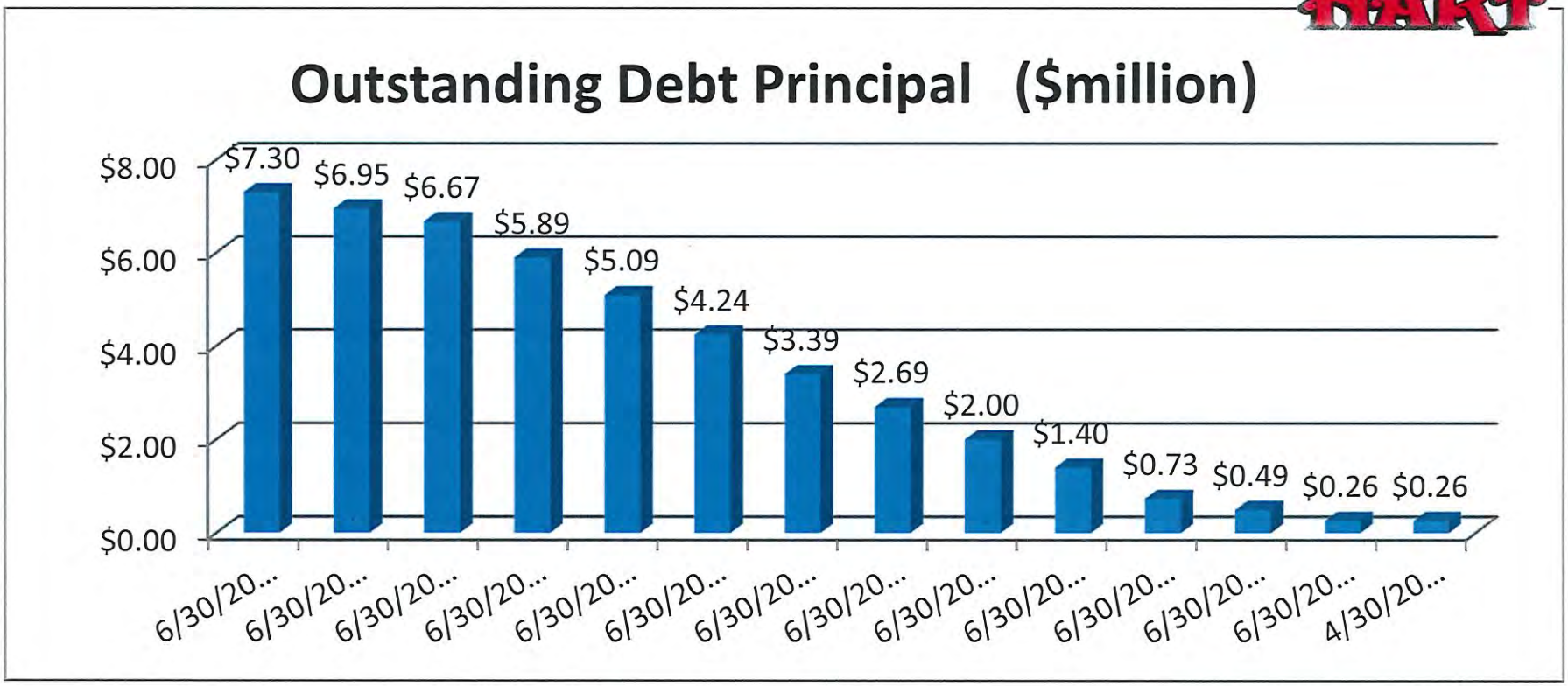


FY 2019 10-MONTH REVENUE REPORT (APR 30) WATER-BIOPURE FUND

	CATEGORY	ORIGINAL BUDGET	AMENDED BUDGET	EXPENDED	% EXP.	NOTES
1	BioPureTreatment	$ 1,027,950	$ 1,027,950	$ 688,211	67%	
2	BioPure Lift Stations	$ 54,250	$ 54,250	$ 47,686	88%	
3	Sewer Collection	$ 627,510	$ 627,510	$ 405,407	65%	
4	BioPureAdministration	$ 327,450	$ 327,450	$ 301,397	92%	
5	BioPure Debt	$ -	$ -	$ -	0%	
6	Water Production	$ 62,170	$ 62,170	$ 55,055	89%	
7	Water Transmission	$ 62,210	$ 62,210	$ 44,728	72%	
8	Water Administration	$ 128,870	$ 128,870	$ 107,071	83%	
9	Water Debt	$ -	$ -	$ -	0%	
10	Capital-BioPure	$ 650,000	$ 650,000	$ 379,019	58%	
11	Capital-Water	$ 285,000	$ 285,000	$ 115,132	40%	
		$ 3,225,410	$ 3,225,410	$ 2,143,707	66%	

Date	Cash (all forms)
6/30/2004	$ 349,331
6/30/2005	$ 438,796
6/30/2006	$ 313,686
6/30/2007	$ 413,676
6/30/2008	$ 487,149
6/30/2009	$ 623,793
6/30/2010	$ 1,042,392
6/30/2011	$ 1,168,763
6/30/2012	$ 1,280,450
6/30/2013	$ 1,680,908
6/30/2014	$ 1,679,712
6/30/2015	$ 2,068,357
6/30/2016	$ 2,072,771
6/30/2017	$ 1,894,477
6/30/2018	$ 1,532,849
4/30/2019	$ 1,503,780





Source: FY2006 - FY2018 audited financial statements.