City of Hart, Michigan

H.E.A.R.T. BOARD

March 6, 2024, 2:00 PM

Hart City Hall Community Center, 409 State Street, Hart, Michigan

AGENDA

1. Call to Order
    a. Roll Call (Scott Beal, Catalina Burillo, Sue Payne, Maria Rosas, Hannah Juhl, Justin Adams, Noble Graham-Lattin, Andrew Mullen, Dean Hodges)
2. Approval of Agenda
3. Public Comment
4. January Minutes
5. February Financials
6. Action Items
    a. Andrew Mullen board appointment recommendation & welcome back Dean Hodges, City Councilmember Appointment
    b. Resolution HEART Credit Card Huntington Bank
    c. Consider hiring photographer for professional head shots $450 Kaitlyn Dee
7. Updates/Discussion Items
    a. Ludington State Park One Year Closing - Mullen
    b. Wayfinding Signage Update
    c. Industrial Park Covenants - 1st Round Review, Board Formation
    d. 2024 Events | Event Coordinator
8. Director Update
9. Member Comments
10. Next Regular Meeting Wednesday, April 3, 2024 @ 2 PM
11. Adjournment

CITY OF HART
407 S. STATE ST.
HART, MI 49420
Hart Economic and Redevelopment Team (H.E.A.R.T.)
February 7, 2024

MINUTES DRAFT

1) **Call to Order**
   Burillo called the meeting to order at 2:03 pm.
   a) **Roll Call**
      - **Members present**: Catalina Burillo, Hannah Juhl, Maria Rosas, Noble Graham-Lattin, Sue Payne, Scott Beal
      - **Absent:** Justin Adams
      - **Others present:** Nichole Kleiner
2) **Approval of Agenda** – Motion by Maria, supported by Noble to approve the agenda. Motion carried.
3) **Public Comments** – None
4) **Approval of the Consent Agenda -** Motion by Noble, supported by Maria to approve the minutes. Motion carried. Motion by Noble, supported by Sue to approve the December and January financials. Motion carried.
5) **Action Items**
   a) **Chalet Bid Reviews** – After reviewing bids submitted by Jag Construction for $12,190, West Lake Homes for $29,876, EJN Construction Services for $24,000, and Mike Blackmer Electric for $30,200 there was concern for how low Jag Construction's bid was (half of lowest bidder). It was suggested that Jag submit references for review since no one was familiar with this contractor. Sue was concerned about using drywall and vinyl plank flooring since they won't be heated during the winter. Motion by Catalina, supported by Hannah, to award the 2024 Chalet Interior Finishing Project to Jag Construction with a change order to change drywall to paneling and plank flooring to rolled vinyl, contingent on Jag submitting 2-3 professional references. During discussion, Noble suggested rebidding the project with the new materials. After discussion, it was decided to vote on the motion by Catalina. Motion carried will all ayes.
   b) **Chalet Discussion** continued with Noble asking if we could keep multi-teared marketing businesses from using the chalets (mary kay, Tupperware, etc). The board agreed. Nichole suggested putting "rent me" signs in on the chalet's w/ contact information & QR code to register.
6) **Updates/Discussion Items**
   a) NAF Support – Nichole shared with the board that she's been helping NAF digitize their processes, applications, and build a new website.
   b) MSHDA Chill Grant – Nichole's pre-application for $80,000 towards exterior home renovation grants in the amount of $10k each was approved and HEART has been invited to apply for the grant. Motion by Noble, supported by Hannah to authorize Nichole to apply for the MSHDA Chill Grant in the amount of $80k to startup an Exterior Home Improvement Grants program.
   c) 4-yr Snapshot – Nichole provided the board with a copy of HEART & TIFA's 4-yr snapshot showing that $631k has been generated through grants and in kind donations, 12 new brick and mortar businesses have opened and 3 business expansions have taken place. Special projects were listed to include the tin man, wayfinding signs, beautification efforts, walker demo, chalets, expanded summer concerts and becoming a redevelopment ready community. TIFA reports $735k in assets between acquisition of the Ceres Co-op and Congregational United Church.
   d) Streetscape Update – Nichole shared 3D streetscape renderings from Prein & Newhof with a very positive response from the board. Nichole reported that she will be seeking grant funds to kickoff the engineered drawings and construction of this project with hopes of breaking ground in 2027.

e) Wayfinding Signage Updated – Nichole shared that the road commission is requiring full reflective sheeting on the signs along Polk and Oceana. Unfortunately, the signs were printed with reflectivity only on the letters, not the full background. The sign contractor is requesting an additional $8,000 to reprint the signs. The city is going to see if they can reach a compromise with the road commission. Scott Beal suggested attending a road commission meeting to express our concerns.

f) **Board Member Comments –** Winterfest wrap up – Hannah asked that we discuss Winterfest wrap. It was suggested that next year:
   - We do not increase the cost of the soup walk
   - Give soup servers a ladle for pouring sizes
   - Increase # of tickets to 300
   - Allow online ticket sales with a "will-call" line for pickup
   - Limit soups to 10 tastings, priority given to restaurants
   - Keep tastings within walking distance
   - Open chalets during soup walk if it's not too cold/snowy out
   - Stick to 2oz serving sizes
   - People didn't have enough information from the golf outing poster, need more info
   - Survey businesses to see how they felt about the event

7) Adjournment –Meeting adjourned at 3:30 pm.

Respectfully Submitted,
Economic & Community Development Director

BUSINESS & SOCIAL MEDIA

HEADSHOT SESSION

If a picture says a thousand words... what does yours say about you?

The Hart Economic & Redevelopment Team is offering two drop-in digital photo sessions. Leave with a professional image for LinkedIn, company websites, Facebook, and more!

$25

- full use rights to digital images
- includes 5 images





2 DROP IN SESSIONS:

APRIL ____, 2024
00:00 PM

City of Hart
Community Center Entrance
407 S State Street, Hart MI 49420

APRIL ____, 2024
00:00 PM

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

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

_____Power Board	_____Planning Commission
_____Water/BioPure Board	_____DPW Board
_____Hart Lake Improvement Board	_____Zoning Board of Appeals
_____Housing Board of Review	_____Neglected Properties Board
_____Park Committee	_____TIFA
_____Other _____	X Hart Economic & Redevelopment Team H.E.A.R.T.

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

Name: Andrew Mullen Home Phone: 360-998-0422

Home Address: 181 W. Main Street, Hart MI 49420

Employer Address: Self Employed, Same Address

Work Phone: N/A Cell Phone: 231-370-8791

Email Address: andrew@mullenits.com / andrew_tf_mullen@yahoo.com

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

I have been on both sides of the grant process (requesting and reviewing). I have served in community and corporate organizations and foundations. I am an Eagle Scout and a small business owner. I've started and run multiple businesses including a restaurant, a graphic design firm, a post-production/media firm, and currently an IT company. I have lived all over the country and seen what works and what doesn't.

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

When working for Shutterfly, I was a founding member of the Shutterfly Foundation and Shutterfly Green Team. Also helped found the Winlock Improvement Network a group of citizens working to better the town.

_____ Date: 2/13/2024
Signature

Please return completed application to:

City of Hart
Nichole Kleiner, Economic Development Director
407 S. State St.
Hart, Michigan 49420
(231) 923-0920

City use only:
Date of Approval:_____

Boards and Commissions Application Attachment

TIFA

Members are appointed by the City Council. Members must be city residents, experience and/or training in matters related to the committee preferred. Please check below if you have experience in:

- ☐ Banking/finance
- ☐ Property appraisal/assessing
- ☐ Real estate/development/law
- ☐ Architecture
- ☐ Building construction/engineering
- ☐ Applicable volunteering experience

Hart Economic & Redevelopment Team (H.E.A.R.T.)

Members are appointed by the City Council. Members must be city residents, experience and/or training in matters related to the committee preferred. Please check below if you have experience in:

- ☒ Education
- ☒ Infrastructure (buildings, roads, power supplies)
- ☐ Housing Development
- ☒ Business Development
- ☒ Marketing
- ☒ Community Events

RESOLUTION 2024-01
Hart Economic & Redevelopment Team
City of Hart, Michigan
Oceana County

AUTHORIZING USE OF COMMERCIAL BANK CARD

WHEREAS, the Board of Directors deems it desirable and in the best interest of this corporation to have in its possession a Credit Card for HEART's Huntington Bank checking account.

NOW, THEREFORE BE IT RESOLVED, that this corporation is authorizing application for a Huntington Commercial Credit Card in accordance with the terms and conditions set forth in the City of Hart's Credit Card Policy.

RESOLVED FURTHER, that the Hart Economic & Redevelopment Team directs Huntington Bank to name _____, _____, and _____ as Authorized Signers for a Commercial Card in the name of the City of Hart with a $20,000 credit limit.

RESOLVED FURTHER, that City Treasurer, Karla Swihart is designated as the Contact, to receive any notices from Huntington pertaining to the Commercial Credit Card and furth designates City Treasurer, Karla Swihart as the Program Administrator authorized to manage the services provided by Huntington under the Commercial Card Agreement.

NOW THEREFORE BE IT RESOLVED THAT THE HART ECONOMIC & REDEVELOPMENT TEAM

Approves the issuance of a Huntington Commercial Credit Card.

Moved by _____, supported by _____, and thereafter adopted by the Hart Economic & Redevelopment Team at a regular meeting held on _____.

Ayes:_____ Nayes:_____ Absent: _____

_____
Karla Swihart, City Clerk