City of Hart, Michigan

H.E.A.R.T. BOARD

February 7, 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)
    b. Introduction - Andrew Mullen, interested in joining HEART Board
2. Approval of Agenda
3. Public Comment
4. Approval of Consent Agenda
    a. December Minutes
    b. November, December, January Financials
5. Action Items
    a. Chalet Bid Reviews
6. Updates/Discussion Items
    a. National Asparagus Festival Support
    b. MSHDA Chill Grant
    c. 4-yr snapshot
    d. Streetscape Update
    e. Wayfinding Signage Update
7. Member Comments
8. Next Regular Meeting Wednesday, February 7, 2024 @ 2 PM
9. Adjournment

CITY OF HART
407 S. STATE ST.
HART, MI 49420
Hart Economic and Redevelopment Team (H.E.A.R.T.)
December 6, 2023

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
      - **Absent:** Justin Adams, Sue Payne, Scott Beal
      - **Others present:** Nichole Kleiner, Tracey Lipps, Caleb Griffis
2) **Approval of Agenda** – Motion by Catalina, supported by Noble to approve the agenda. Motion carried.
3) **Public Comments** – None
4) **Approval of the Consent Agenda -** Motion by Catalina, supported by Noble to approve the minutes and table the financials in the consent agenda. Motion carried.
5) **Action Items**
   a) **Match on Main Grant Application Review** – Nichole presented the board with the three applications for the Match on Main grant from Birch & Blossom, Hart Pizza and Hometown Pharmacy. Noble provided additional comments on his request for an outdoor seating area and inventory purchases, Tracey provided additional comments on her request for a pizza oven, Hometown Pharmacy did not have a representative. In reviewing all three applications, it was determined that Birch & Blossom & Hart Pizza were eligible but that Hometown Pharmacy, having not provided detail on what the "interior renovations" would consist of or the required third party estimates. The board chose to go into a closed session at this point asking Noble and Tracey to leave while they scored the applications. The board concluded that due to the Hart Pizza's request for a pizza oven would have the biggest impact on the business when comparing the two, in addition, comparing MEDC's scoring criteria, the board felt that Hart Pizza's additional investment of approximately $40,000 would score higher with MEDC. There was questioning from the board as to whether or not two applications could be submitted. Nichole agreed to ask our contact. The recommendation was to submit applications to MEDC on behalf of Birch & Blossom and Hart Pizza, if possible. If not we can only submit one application, it was recommended to apply on behalf of Hart Pizza. Closed session ended. Tracey and Noble returned. Motion by Catalina, supported by Maria to apply for the Match on Main grant on behalf of Hart Pizza and Birch and Blossom, if possible.
   b) **Authorize Director to Issue a Request for Proposals to Insulate, Floor & Drywall Chalets before May 15, 2024** – Nichole reported that the chalet tenants were either extremely hot or cold even after using air conditioners and heaters because the shed's are not insulated. She estimates that to insulate, drywall and put a vinyl floor down, it would cost approximately $7k which is approximately what will be collected in the first two years of rent. After discussion, it was decided that the board would like to see actual quotes. Motion by Maria, supported by Catalina to authorize Director to seek bids to insulate, drywall and floor chalets.

c) **Cancel January 2, 2024 Regular Meeting** – Nichole noted that there aren't any major agenda items and being the day after the New Year holiday, it is her recommendation to cancel the Jan 2, 2024 meeting. Motion by Catalina, supported by Maria to cancel the January 2024 meeting. Motion carried.

6) Updates/Discussion Items

a) Event – Holiday Home & Business Decorating Contest is in progress. Tracey asked if we had had much participation and Nichole reported that each year, because of the lack of response, they've had to go to well decorated homes and ask them to be a part of the contest. Noble suggested that instead of offering 3 $50 cash prizes that we put the cash together for one $150 cash prize to incentivize homeowners to participate. Noble and Hannah agreed that businesses will participate regardless and that they don't need a cash prize. Nichole agreed to make this change. Noble suggested a traveling trophy, certificate, etc for the businesses to acknowledge their effort.

7) Board Member Comments – Catalina suggested that we remove the photos from Pocket Park because they're falling. She suggested asking Pink Elephant if they would display the photos on their lower level open wall during the winter. Noble shared that Birch and Blossom and Hegg's Furniture will be hosting HHS and HMS student art show Jan 8-19th with a reception during that time. Noble wondered if the Hart Project would be willing to support/promote/sponsor in any way. Nichole agreed to ask the committee at their next meeting.

8) Adjournment –Meeting adjourned at 3:24 pm.

Respectfully Submitted,
Economic & Community Development Director

THE HUNTINGTON NATIONAL BANK
PO BOX 1558 EA1W37
COLUMBUS OH 43216-1558

Huntington

CITY OF HART
H.E.A.R.T
407 S STATE ST
HART MI 49420-1259

Have a Question or Concern?

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1-800-480-2001

www.huntington.com/businessresources

Huntington Public Funds Hybrid Checking — *Account: -------1437*

Statement Activity From: 12/01/23 to 12/31/23

Days in Statement Period	31
Average Ledger Balance*	118,263.46
Average Collected Balance*	117,940.88

* The above balances correspond to the service charge cycle for this account.

Beginning Balance	**$113,131.88**
Credits (+)	**12,418.00**
Regular Deposits	10,168.00
Electronic Deposits	2,250.00
Debits (-)	**1,160.99**
Regular Checks Paid	1,160.99
Ending Balance	**$124,388.89**

Deposits (+) — *Account:-------1437*

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
12/08	168.00	161765999 Chalet deposit	Brch/ATM	12/20	10,000.00 CVB - wayfinding		Remote

Other Credits (+) — *Account:-------1437*

Date	Amount	Description
12/05	2,250.00	BUS ONL TFR FRM CHECKING 120523 XXXXXXX0405 MACC ART GRANT FINAL PAYOUT

Checks (-) — *Account:-------1437*

Date	Amount	Check #	Date	Amount	Check #
12/01	189.90	1041 Christmas lights	12/01	31.79	1044 Adobe subscription
12/01	81.97	1043* Sponsor signs	12/13	857.33	1045 Christmas lights

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Balance Activity — *Account:-------1437*

Date	Balance	Date	Balance	Date	Balance
11/30	113,131.88	12/05	115,078.22	12/13	114,388.89
12/01	112,828.22	12/08	115,246.22	12/20	124,388.89

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Huntington Public Funds Hybrid Checking — *Account: -------1437*

Statement Activity From: 01/01/24 to 01/31/24

Days in Statement Period	31
Average Ledger Balance*	132,612.94
Average Collected Balance*	132,574.23

* The above balances correspond to the service charge cycle for this account.

Beginning Balance	**$124,388.89**
Credits (+)	**9,500.00**
Regular Deposits	500.00
Electronic Deposits	9,000.00
Debits (-)	**796.07**
Regular Checks Paid	796.07
Ending Balance	**$133,092.82**

Deposits (+) — *Account:-------1437*

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/05	400.00 GOLF outing sponsors		Remote	01/12	100.00 golf sponsors	170678180	Brch/ATM

Other Credits (+) — *Account:-------1437*

Date	Amount	Description
01/04	9,000.00	BUS ONL TFR FRM CHECKING 010424 XXXXXXX9172 TRASFER FROM TIFA (ERROR) ALREADY TRANSFERRED

Checks (-) — *Account:-------1437*

Date	Amount	Check #	Date	Amount	Check #
01/12	283.01	1047 Santa hat tin man	01/25	150.00	1049 ART EXHIBIT SPONSOR
01/12	19.97	1048 soup walk cups	01/24	343.09	1050 GOLF OUTING AUCTION ITEMS

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Balance Activity — *Account:-------1437*

Date	Balance	Date	Balance	Date	Balance
12/31	124,388.89	01/05	133,788.89	01/24	133,242.82
01/04	133,388.89	01/12	133,585.91	01/25	133,092.82

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CITY OF HART

Economic Development & TIFA

FEB 2020- FEB 2024 ACTIVITY REPORT

MISSION STATEMENT to develop and implement creative community-based strategies to enhance economic opportunity through educational partnerships, a consolidated infrastructure system, regional collaboration, business retention and attraction, high quality of life, and a strong sense of community.

FOUR-YEAR SNAP SHOT

NEW BUSINESSES

- Charlie's II
- Birch & Blossom
- Morningside Pallet Merchandise
- Great Lakes Pet Fencing
- Stellas
- Dogwood Community Development
- 5-Star Realty
- Lakeside Bagel & Smoothie Bar
- Tractor Supply
- Auto Zone
- Biggby
- Pixel Grafix Studio

BUSINESS EXPANSIONS

- Pink Elephant
- Gray & Co Expansion
- Lakeside Family Fitness

SPECIAL PROJECTS

- Downtown Streetscape Conceptual Plans
- Congregational United Church Acquisition
- Partnership with WSCC | Oceana College Campus
- Downtown Speaker System
- Tin Man Sculpture & Wall Mural
- Main Street Market | Pop-up Shop Chalets
- Wayfinding Directional Signs
- Downtown Beautification/Annual Flowers
- Social District
- The Creeks Development
- Walkers Demo - 20+ Addtl Pkg Spaces
- Ceres Acquisition & Development Plan
- New TIFA Development Plan
- Discover Oceana
- Expanded Summer Music Series from 6 to 12 Concerts & Added Makers Market
- Certified Redevelopment Ready Community

INCOME GENERATED

TIFA Property Improvement Grant Investments	$ 117,450
MEDC RRC Ceres Development Grant	$35,000
MI Arts & Cultural Council Grant (mural)	$12,500
Match on Main Grant ('20,'21,'22,'23)	$100,000
USDA Grant (Walker Demo/Pop-ups)	$98,337
Optimize Main Grant ('22, '23)	$10,000
Consumers Put Your Town on The Map	$10,000
Great Lakes People Fund	$3,500
SHPO Lakeshore Heritage Grant	$33,000
Gift Card Incentive ('20, '21)	$ 82,800
MCACA Grant for Music on Commons	$ 4,000
HEART, John Gurney Park, Historic District, NAF Websites	$ 40,000
Shop Local Video reaching over 41,000	$ 5,000
First Impression Tourism Grant	$ 4,000
Donations & Sponsorships	$ 63,000
TOTAL	**$543,987**

ASSETS

Ceres | 3 E Main St (value)	$350,000
Congregational United Church (value)	$385,000
TOTAL	**$735,000**

COST SAVINGS (4 YEAR TOTAL)

Downtown Office Rent & Utilities Savings	$ 25,000
Reduced Wages (Part-Time Director)	$ 40,000
Corrected TIFA Annual Capture	$350,000
TOTAL	**$415,000**

$544K
Income generated since March 2020

$735K
In assets

15
New and expanding businesses

NOTICE TO BIDDERS
2024 CHALET INTERIOR FINISHING PROJECT
CITY OF HART, OCEANA COUNTY MICHIGAN

Business Name: MIKE BLACKMER ELECTRIC, INC.

Contact Name: NICK KYRIAKOU

Address: 3910 W. MONROE RD HART, MI 49420

Email: NICKK.BLACKMER@GMAIL.COM Phone: 231 873 4361

Scope of work**: Insulate, drywall, paint, and install floating vinyl flooring with base trim in five (5) 140 square foot (10'x14') chalets at the Main Street Market in Downtown Hart.* ***Specifications: *Interior of each unit to be finished with R13 wall insulation, R30 ceiling insulation, ½" finished drywall on walls and ceiling, satin white painted ceiling and walls, and 1x4" painted white trim around (15) 2'x3' windows, (5) 3'x5' doors and (5) 14'x10' baseboards.*

Please bid each item for the cost to finish the interior of all five 10'x14' chalets as described in specifications above:

R13 wall insulation, R30 ceiling insulation, drywall, paint (materials)	$ 7,100
Insulate, drywall, and paint ceiling and walls (labor)	$ 14,250
700 SF floating vinyl floor (material)	$ 3,650
1x4" painted satin white trim (material)	$ 2,350
Install 700 ft of floating vinyl floor (labor)	$ 2,850
TOTAL BID:	$ 30,200

NOTES: QUOTE R13 FOR CEILING DO TO 2x4 FRAMING.
FLOORING HAS AN ALLOWANCE OF $4.00 PER SQ. FOOT FOR MATERIAL

SIGNATURE:

DATE: 01/05/24

NOTICE TO BIDDERS
2024 CHALET INTERIOR FINISHING PROJECT
CITY OF HART, OCEANA COUNTY MICHIGAN

Business Name: Westlake Homes Inc.

Contact Name: Mark Hamersma

Address: 1625 Walker N.W. # 140774 G.R., MI 49514

Email: mhamersma@cityrealtycorp.com Phone: 616-437-7455

Scope of work: *Insulate, drywall, paint, and install floating vinyl flooring with base trim in five (5) 140 square foot (10'x14') chalets at the Main Street Market in Downtown Hart.* ***Specifications:*** *Interior of each unit to be finished with R13 wall insulation, R30 ceiling insulation, ½" finished drywall on walls and ceiling, satin white painted ceiling and walls, and 1x4" painted white trim around (15) 2'x3' windows, (5) 3'x5' doors and (5) 14'x10' baseboards.*

Please bid each item for the cost to finish the interior of all five 10'x14' chalets as described in specifications above:

R13 wall insulation, R30 ceiling insulation, drywall, paint (materials)	$ 8126
Insulate, drywall, and paint ceiling and walls (labor)	$ 14,500
700 SF floating vinyl floor (material)	$ 3925
1x4" painted satin white trim (material)	$ 2800
Install 700 ft of floating vinyl floor (labor)	$ 3225
TOTAL BID:	$ 29,576

NOTES: _____

SIGNATURE: Mark Hamersma

DATE: 4/25/2024

NOTICE TO BIDDERS
2024 CHALET INTERIOR FINISHING PROJECT
CITY OF HART, OCEANA COUNTY MICHIGAN

Business Name: JAG CONSTRUCTION

Contact Name: JOE GEISSINGER

Address: 973 PRATT RD. SCOTTVILLE, MI

Email: Josephgeissinger@icloud.com Phone: 616-422-8177

***Scope of work**: Insulate, drywall, paint, and install floating vinyl flooring with base trim in five (5) 140 square foot (10'x14') chalets at the Main Street Market in Downtown Hart.* ***Specifications:** Interior of each unit to be finished with R13 wall insulation, R30 ceiling insulation, ½" finished drywall on walls and ceiling, satin white painted ceiling and walls, and 1x4" painted white trim around (15) 2'x3' windows, (5) 3'x5' doors and (5) 14'x10' baseboards.*

Please bid each item for the cost to finish the interior of all five 10'x14' chalets as described in specifications above:

R13 wall insulation, R30 ceiling insulation, drywall, paint (materials)	$ 2,230
Insulate, drywall, and paint ceiling and walls (labor)	$ 6,000
700 SF floating vinyl floor (material)	$ 2,180
1x4" painted satin white trim (material) + (LABOR)	$ 380
Install 700 ft of floating vinyl floor (labor)	$ 1,400
TOTAL BID:	$ 12,190

NOTES: _____

SIGNATURE: _____

DATE: 2/6/2024

NOTICE TO BIDDERS
2024 CHALET INTERIOR FINISHING PROJECT
CITY OF HART, OCEANA COUNTY MICHIGAN

Business Name: EJN CONSTRUCTION SERVICES

Contact Name: Eric Nicolovis

Address: 4456 N PINE AVE MEARS MI 49436

Email: eric.nicolovis@gmail.com Phone: 231-206-7232

Scope of work: *Insulate, drywall, paint, and install floating vinyl flooring with base trim in five (5) 140 square foot (10'x14') chalets at the Main Street Market in Downtown Hart.* ***Specifications:*** *Interior of each unit to be finished with R13 wall insulation, R30 ceiling insulation, ½" finished drywall on walls and ceiling, satin white painted ceiling and walls, and 1x4" painted white trim around (15) 2'x3' windows, (5) 3'x5' doors and (5) 14'x10' baseboards.*

Please bid each item for the cost to finish the interior of all five 10'x14' chalets as described in specifications above:

R13 wall insulation, R30 ceiling insulation, ~~drywall~~ LP engineered wood panel, paint (materials)	$ 8000.00
Insulate, ~~drywall~~ LP engineered wood panel, and paint ceiling and walls (labor)	$ 9500.00
700 SF floating vinyl floor (material) + Glue	$ 3500.00
1x4" painted satin white trim (material)	$ 1000.00
Install 700 ft of floating vinyl floor (labor)	$ 2000.00
TOTAL BID:	$ 24,000

NOTES: SEE ADDITIONAL PAPER

SIGNATURE: Eric [signature]

DATE: 1-22-24

Notes:
ceiling insulation: adding 2" of material to the bottom side of 2 x 4 rafters to make them thicker to add R19 to the ceiling.
Ventilation: I am adding baffles in the ceiling to help in venting the structure in cold weather. I am also cutting venting in the exterior soffit material to help it vent and then will install a white vented aluminum soffit over the existing painted wood soffit to cover the holes I installed for venting.
vinyl flooring: installing a commercial grade quality LVT tile product from West Michigan Carpet with an ext. grade glue to the existing wood floor.
No drywall: No drywall in this quote: installing wood panels in the entire interior of the structure. I will install batten stripes to cover each of the joints. I would not due drywall as freeze/ thaw cycles are very likely to cause the structure to flex which will cause drywall to crack.
Interior colors: Stacy Hegg of Heggs Furniture has agreed to consult on the interior color scheme of units trying to make them appealing and individually unique.
Dumpster: cost for trash removal added to total project
Total Cost: most of these changes add more money but i feel give you a better product that will serve you better of the long run.

--
Eric Nienhuis