



**CITY OF HART  
407 S. STATE ST.  
HART, MI 49420  
COUNCIL PROCEEDINGS  
March 14<sup>th</sup>, 2023  
MINUTES – Approved**

**PRESENT:** Councilors: Mayor Vicki Platt Justin Adams, Catalina Burillo, Jim Evans, Dean Hodges, Amanda Klotz, and Kris Trygstad

**ABSENT:** None

**OTHERS PRESENT:** City Manager – Rob Splane, City Clerk – Karla Swihart, BioPure Superintendent – Paul Cutter, Energy Superintendent – Mike Schiller, Hart Police Chief – Juan Salazar, Hart PD Officer – Ray Ryder, Sharon Hallack and Dick Huntington

Mayor Platt called the meeting to order; following the roll call, then led the Council in the pledge of allegiance.

**APPROVAL OF AGENDA:**

- o C. Burillo motioned to approve the agenda and was supported by A. Klotz
  - Ayes: 7 Nays: 0 Absent: 0

**PUBLIC COMMENTS:** None

**CORRESPONDENCE, EVENTS, PRESENTATIONS:**

- Dick Huntington – Representing Creeks Subdivision Homeowners Association
  1. Discussion regarding formation of a municipal committee to work with the Creeks Subdivision Homeowners Association

Mr. Huntington would like to form a committee with a couple City Council members, Homeowners Association, City Manager, Realtors and The Builder to discuss HOA. As an association there is information the HOA has to obtain once a condo structure is completed and also when sold. That way everyone is on the same page and there are no quesitons.

**CONSENT AGENDA:**

- Approval of minutes from February 28<sup>th</sup>, 2023.
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
  - o A. Klotz motioned to approve Consent Agenda and supported by J. Adams
    - Ayes: 7 Nays: 0 Absent: 0

**ACTION ITEMS:**

- Resolution 2023 – 12
 

At a regular meeting of the City Council of the City of Hart, held at the City Hall, 407 S. State Street, Hart Michigan, on the 14<sup>th</sup> day of March 2023, at 7:30 p.m., local time.

Present: Members: Justin Adams, Catalina Burillo, Jim Evans, Dean Hodges, Amanda Klotz, Kris Trygstad, and Mayor Vicki Platt.

Absent: None

The Following resolution was offered by Member Amanda Klotz and supported by Member Jim Evans

**RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT  
IMPROVEMENTS TO THE CITY OF HART WATER SYSTEM;  
AUTHORIZE PUBLICATION OF NOTICE OF INTENT TO ISSUE REVENUE BONDS;  
DECLARE INTENT TO REIMBURSE EXPENDITURES FOR PROJECT FROM BOND PROCEEDS  
AND MATTERS REPLATED THERETO**

WHEREAS, this City Council hereby determines that it is necessary for the public health, safety and welfare of the City of Hart (the "City") to issue and sell revenue bonds in one or more series pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended ("Act 94") to pay the cost of improvements to the City's water system including, but not limited to, new transmission piping replacement or improvements to the water supply wells and wellhouses, replacement of aging and undersized water mains, removal and replacement of lead service lines, and reconstruction of roads where water main and services are constructed; legal, engineering, financing, and contingency costs; and related appurtenances, which improvements will reduce the potential for water quality issues due to lead improve areas with inadequate peak glow, and improve the reliability of the water supply (the "Project"); and

WHEREAS, the current estimated cost of the Project, including engineering, construction, legal, financial and contingency costs is \$5,100,00; and

WHEREAS, the City may apply for funding assistance from the State of Michigan Drinking Water Revolving Loan Program (the "DWSRF Loan Program") to pay all or part of the cost of the Project by means of a long-term low interest loan to be evidenced by the proposed revenue bonds under Act 94 (the "Revenue Bonds"); and

WHEREAS, it is necessary to publish a Notice of Intent of the City's intent to issue the Revenue Bonds in the not-to-exceed amount of \$6,500,000 (the "Notice of Intent"); and

WHEREAS, it is anticipated that the City will advance a portion of the cost of the Project prior to issuance of the bonds, such advance to be reimbursed, without interest, to the City from proceeds of the bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of financing proceeds, and the City intends by this resolution to qualify monies advanced by the City to the Project for reimbursement from proceeds of the bonds in accordance with the requirements of the Reimbursement Regulations.

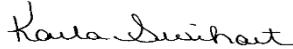
NOW THEREFORE, BE IT RESOLVED:

1. The City hereby determines to purchase, acquire and construct the Project and to pay for the costs of the Project by the issuance of the Revenue Bonds in one or more series pursuant to Act 94 in the maximum principal amount of \$6,500,00.
2. A Notice of Intent, substantially in the form attached hereto as Exhibit A, shall be published in accordance with Section 33 of Act 94 in the *Oceana's Herald Journal*, a newspaper of general circulation in the City and determined to be the newspaper reaching the largest number of persons to whom said Notice is directed.
3. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue and manner of publication directed is the method best calculated to give notice to the City's wastewater system users and the City's taxpayers and electors of this City's intent to issue the Revenue Bonds, the maximum principal amount of bonds to be issued, the purpose of the bonds, the security and source of repayment for the bonds, and the right of referendum relating thereto, and such other information as the City Council determines necessary to adequately inform City electors of the nature of the Project and the proposed Revenue Bonds.
4. It is reasonably expected that the City has advanced, or will advance, funds for the Project prior to issuance of the Revenue Bonds, including items exempt from the Reimbursement Regulations, from monies on hand in the City's Water Fund in the estimated amount of \$500,000.
5. The City hereby declares its official intent, and reasonable expectation, to reimburse all or a portion of the amounts so advanced by the City for the Project from the proceeds of the Revenue Bonds.
6. The City Council hereby retains Mika Meyers PLC, Attorneys of Grand Rapids, as Bond Counsel and Baker Tilly, Lansing, as registered municipal advisor for the Project and the Revenue Bonds.
7. All resolutions or portions thereof inconsistent with the provisions of this resolution are hereby rescinded.

YEAS: Members: Amanda Klotz, Jim Evans, Dean Hodges, Kris Trygstad, Justin Adams, Catalina Burillo, and Mayor Vicki Platt

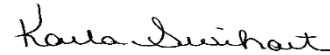
NAYS: NONE

ABSTAIN: NONE  
RESOLUTION DECLARED ADOPTED



Karla Swihart, City Clerk  
City of Hart  
STATE OF MICHIGAN)  
  ) SS.  
COUNTY OF OCEANA)

I, Karla Swihart, the duly qualified and acting Clerk of the City of Hart, Oceana County, Michigan (the "City") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council at a regular meeting held on the 14<sup>th</sup> day of March 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting. IN WITNESS WHEREOF, I have hereto affixed my official signature this 14<sup>th</sup> day of March 2023



Karla Swihart, City Clerk  
City of Hart

**EXHIBIT A  
NOTICE TO ELECTORS AND TAXPAYERS OF THE CITY OF HART  
OF THE CITY'S INTENT TO ISSUE REVENUE BONDS AND THE RIGHT  
OF REFERENDUM RELATING THERETO**

PLEASE TAKE NOTICE THAT THE CITY OF HART intends to issue revenue bonds in a maximum amount not to exceed \$6,500,00 as set forth in the notice.

**PURPOSE**

The Bonds shall be issued for the purpose of defraying the cost of the purchase, acquisition and construction of improvements to the City's water system including, but not limited to, new transmission piping, replacement or improvements to water supply wells and wellhouses, replacement of aging and undersized water mains, removal and replacement of lead service lines; and reconstruction of roads where water main and services are constructed; legal, engineering, financing, and contingency costs; and related appurtenances, which improvements will reduce the potential for water quality issues due to lead, improve areas with inadequate peak flow, and improve the reliability of the water supply (the "Project").

**ESTIMATED PROJECT COST**

The total estimated cost of the proposed Project is \$5,100,00. The cost of the Project will be paid from the proposed bond issue or a combination of bond proceeds, and the City Water Fund and other available City funds. The City may apply for funding assistance from the State of Michigan Drinking Water Revolving Loan Program (the "DWSRF program") to pay all or portion of the cost of the Project by means of a long-term low-interest loans to be evidenced by the proposed Bonds under Act 94 of the Public Acts of Michigan of 1933, as amended ("ACT 94"), in a not to exceed amount of \$6,500,00.

**MAXIMUM AMOUNT AND TERMS OF REPAYMENT**

The Bonds to be issued in one or more series in a maximum of aggregate amount not to exceed \$6,500,00 shall mature serially with interest on the unpaid balance at a rate which shall not exceed the maximum rate of interest allowed by law and shall be repaid over a term not to exceed the maximum term permitted by law. The Bonds shall be issued pursuant to Act 94.

**SOURCE OF PAYMENT OF BONDS**

The Principal of and interest on the Bonds shall be payable from the revenues received by the City from the operation of the City's Water System and from other legally available funds. The revenues will be derived from rates and charges billed to the users of the Water System, a schedule of which is presently on file in the office

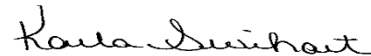
of the City Clerk. Said rates and charges may be revised from time to time to provide sufficient revenues to provide for the expenses of operating and maintaining the Water System, to pay the principal of interest on the proposed bonds and to pay other obligations of the Water System.

In addition, the Bonds may be additionally secured by the City’s full faith and credit and limited tax pledge, within applicable charter, statutory and constitutional tax limitations applicable to the City. THE CITY WILL NOT HAVE THE AUTHORITY TO LEVY ADDITIONAL TAXES TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS OVER PRESENTLY EXISTING CITY MILLAGE LIMITS WITHOUT A FURTHER VOTE OF CITY ELECTORS.

**RIGHT OF REFERENDUM**

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS APPROVING THE BONDS, UNLESS, WITHIN 45 DAYS FROM THE DATE OF PUBLICATION OF THIS NOTICE OF INTENT, A PETITION, SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE LIMITS OF THE CITY OF HART, SHALL HAVE BEEN FILED WITH THE CITY CLERK REQUESTING A REFERENDUM UPON THE QUESTION OF THE ISSUANCE OF THE BONDS. IF PETITIONS ARE SO FILED, THE BONDS SHALL NOT BE ISSUED UNTIL APPROVED BY THE VOTE OF A MAJORITY OF THE ELECTORS OF THE CITY QUALIFIED TO VOTE AND VOTING ON THE ISSUANCE OF THE BONDS AT A GENERAL OR SPECIAL ELECTION.

This notice is published pursuant to the requirements of Section 33 of Act 94 of the Public Acts of Michigan of 1933, as amended, and was approved by the City Council of the City of Hart on March 14<sup>th</sup>, 2023



Karla Swihart, City Clerk  
City of Hart

▪ Resolution 2023 – 13

At a regular meeting of the City Council of the City of Hart, held at the City Hall, 407 S. State Street, Hart Michigan, on the 14<sup>th</sup> day of March 2023, at 7:30 p.m., local time

Present: Members: Justin Adams, Catalina Burillo, Jim Evans, Dean Hodges, Amanda Klotz, Kris Trygstad, and Mayor Vicki Platt.

Absent: None

The Following resolution was offered by Member Amanda Klotz and supported by Member Jim Evans

The Following resolution was offered by Member Amanda Klotz and supported by Member Jim Evans

**RESOLUTION TO PURCHASE, ACQUIRE AND CONSTRUCT IMPROVEMENTS TO THE CITY OF HART WASTEWATER SYSTEM; AUTHORIZE PUBLICATION OF NOTICE OF INTENT TO ISSUE REVENUE BONDS; DECLARE INTENT TO REIMBURSE EXPENDITURES FOR PROJECT FROM BOND PROCEEDS AND MATTERS REPLEATED THERETO**

WHEREAS, this City Council hereby determines that it is necessary for the public health, safety and welfare of the City of Hart (the "City") to issue and sell revenue bonds in one or more series pursuant to Act 94 of the Public Acts of Michigan of 1933, as amended ("Act 94") to pay the cost of improvements to the City’s sewer wastewater system including, but not limited to, the replacement of failing and aging sanitary sewers that are nearing the end of their useful lives; removal of stormwater infiltration and inflow to reduce the load on the wastewater treatment facilities; reconstruction of roads where sewers are replaced; and related improvements; legal, engineering, financing, and contingency costs; and related appurtenances (the "Project"); and

WHEREAS, the current estimated cost of the Project, including engineering, construction, legal, financial and contingency costs is \$2,761,000; and

WHEREAS, the City anticipates financing the Project using funding assistance from the State of Michigan Clean Water State Revolving Loan Program (the "CWSRF Loan Program") by means of a long-term low interest loan to be evidenced by the proposed revenue bonds under Act 94 (the "Revenue Bonds"); and

WHEREAS, it is necessary to publish a Notice of Intent of the City’s intent to issue the Revenue Bonds in the not-to-exceed amount of \$5,000,00 (the "Notice of Intent"); and

WHEREAS, it is anticipated that the City will advance a portion of the cost of the Project prior to issuance of the bonds, such advance to be reimbursed, without interest, to the City from proceeds of the bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which reimbursement allocation may be treated as an expenditure of financing proceeds, and the City intends by this resolution to qualify monies advanced by the City to the Project for reimbursement from proceeds of the bonds in accordance with the requirements of the Reimbursement Regulations.

NOW THEREFORE BE IT HEREBY RESOLVED:


1. The City hereby determines to purchase, acquire and construct the Project and to pay for the costs of the Project by issuance of the Revenue Bonds in one or more series pursuant to Act 94 in the maximum principal amount of \$5,000,000.
2. A Notice of Intent, substantially in the form attached hereto as Exhibit A, shall be published in accordance with Section 33 of Act 94 in the *Oceana Herald-Journal*, a newspaper of general circulation in the City and determined to be the newspaper reaching the largest number of persons to whom said Notice is directed.
3. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue and the manner of publication directed is the method best calculated to give notice to the City's Wastewater system users and the City's taxpayers and electors of this City's intent to issue the Revenue Bonds, the maximum principal amount of bonds to be issued, the purpose of the bonds, the security and source or repayment for the bonds, and the right of referendum relating thereto, and such other information as the City Council determines necessary to adequately inform City electors of the nature of the Project and the proposed Revenue Bonds.
4. It is reasonably expected that the City has advanced, or will advance, funds for the Project prior to issuance of the Revenue Bonds, including items exempt from the Reimbursement Regulations, from monies on hand in the City's Sewer Fund in the estimated amount of \$500,00.
5. The City hereby declares its official intent, and reasonable expectation, to reimburse all or a portion of the amounts so advanced by the City for the Project from the proceeds of the Revenue Bonds.
6. The City Council hereby retains Mika Meyers PLC, Attorneys of Grand Rapids, as Bond Counsel and Baker Tilly, Lansing, as registered municipal advisor for the Project and the Revenue Bonds.
7. All resolutions or portions thereof inconsistent with the provisions of this resolution are hereby rescinded.

YEAS: Members: Amanda Klotz, Jim Evans, Dean Hodges, Kris Trygstad, Justin Adams, Catalina Burillo, and Mayor Vicki Platt

NAYS: NONE

ABSTAIN: NONE

RESOLUTION DECLARED ADOPTED



Karla Swihart, City Clerk  
City of Hart

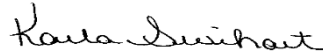
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**PURPOSE**

The Bonds shall be issued for the purpose of defraying the cost of the purchase, acquisition and construction of improvements to the City's wastewater collection system including, but not limited to, the replacement of failing and aging sanitary sewers that are nearing the end of their useful lives, removal of stormwater infiltration and inflow to reduce the load on the wastewater treatment facilities, reconstruction of roads where sewers are replaced, and related appurtenances, which improvements will replace aging infrastructure, and increase reliability and efficiency (the "Project").

**ESTIMATED PROJECT COST**

The total estimated cost of the proposed Project is \$2,761,000. The cost of the Project shall be paid from the proposed bond issue. The City anticipates financing the Project using funding assistance from the State of Michigan's Clean Water State Revolving Loan Program (the "CWSRF Loan Program") by means of a long-term low interest loan to be evidenced by the proposed revenue bonds under Act 94 of the Public Acts of Michigan of 1933, as amended, in a not to exceed amount of \$5,000,000.

**MAXIMUM AMOUNT AND TERMS OF REPAYMENT**

The Bonds to be issued in one or more series in a maximum aggregate amount not to exceed \$5,000,000, shall mature serially with interest on the unpaid balance at a rate which shall not exceed the maximum rate of interest allowed by law, which is currently expected to be 1.875% per annum, and shall be repaid over a term not to exceed the maximum term permitted by law. The Bonds shall be issued pursuant to Act 94

**SOURCE OF PAYMENT OF BONDS**

The Principal of and interest on the Bonds shall be payable from the revenues by the City from the operation of the City's Sewer System and from other legally available funds. The revenues will be derived from rates and charges billed to the users of the Sewer System, a schedule of which is presently on file in the office of the City Clerk. Said rates and charges may be revised from time to time to provide sufficient revenues to provide for the expenses of operating and maintaining the Sewer System, to pay the principal of and interest on the proposed bonds and to pay other obligations of the Sewer System.

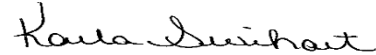
In addition, the Bonds may be additionally secured by the City's full faith and credit and limited tax pledge, within applicable charter, statutory and constitutional tax limitations applicable to the City. THE CITY WILL NOT HAVE THE AUTHORITY TO LEVY ADDITIONAL TAXES TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS OVER PRESENTLY EXISTING CITY MILLAGE LIMITS WITHOUT A FURTHER VOTE OF CITY ELECTORS.

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This notice is published pursuant to the requirements of Section 33 of Act 94 of the Public Acts of Michigan of 1933, as amended, and was approved by the City Council of the City of Hart on March 14<sup>th</sup>, 2023.



Karla Swihart, City Clerk  
City of Hart

**DISCUSSION ITEMS:**

- Review of agreement for police services City of Hart – Hart Public Schools

**ARTICLE I.  
AGREEMENT**

This Agreement for Police Services (the "Agreement") is entered into by the City of Hart (the "City"), a Michigan Municipal Corporation, located at 407 S. State Street, Hart Mi 49420, on behalf of the City of Hart Police Department (the "Department"), and the Hart Public Schools District (the "School"), 300 W Johnson Street, Hart Mi 49420, (collectivity, the "Parties")

**ARTICLE II.  
PURPOSE AND INTENT**

The Parties enter into this Agreement with the purpose and intent that the Department will provide a police officer, on campus location(s), to the School to facilitate the safe operation of the School.

**ARTICLE III.  
SERVICES PROVIDED**

The Department will provide a sworn police officer to the School to perform the duties of a School Resource Officer (the "SRO"). (See "**Exhibit A**" attached). The SRO's duties shall include those normal duties of a police officer in the State of Michigan. The SRO will execute these duties in accordance with the Department's rules, standard operating procedures, and community policing practices. The day-to-day services provided will be documented using Department daily activity reports and annual performance appraisals.

The SRO will not perform hall monitor functions or participate in general school disciplinary matters unrelated to criminal violations or safety concerns.

The Parties understand and agree that, at times, public safety issues and circumstances may cause the Department's inability to provide services to the School. Should such circumstances occur, the Department shall notify the school as soon as practicable.

**ARTICLE IV.  
FINANCIAL AGREEMENT**

The City will receive reimbursement for the School on an annual basis for police services provided upon supplying an invoice. The invoice shall be sent to the School's Administrative Office at the beginning of the school year. For the purposes of this Agreement, the school year is defined as the time period when school returns to session in the fall until conclusion of the school for summer recess.

The rate of reimbursement is that rate that is agreed upon by the School and the Department as set forth on the attached cost summaries (See "**Exhibit B**" attached).

Should it be necessary for either Party to terminate this Agreement prior to the completion of the school year, the School shall remunerate the City at the rates agreed to for the time value of the services provided prior to the conclusion of the Agreement.

**ARTICLE V.  
ASSIGNED PERSONNEL**

The Department, acting in accordance with the departmental policies and existing labor agreements, will select a police officer of the highest quality from the ranks of the police department. The SRO will be a fully licensed police officer employed by the Hart Police Department. The Department shall maintain control over the SRO assigned to the School.

Such control includes:

1. Assignment of SRO after consultation with School Administrators;
2. The assurance that all employment rights of personnel assigned under contract for police services are not abridged; and
3. The requirements to follow all Department rules, regulations, and procedures.

At all times and for all purposes, the Department is and will remain the exclusive employer of all SRO's who perform police services pursuant to this Agreement. The Department maintains full control over the SRO it employs and is solely responsible for all employment and administrative functions related to its employees. This includes, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.

During the summer break, the SRO will be assigned to duties directed by the City of Hart Police Department.

**ARTICLE VI.**

**USE OF EQUIPMENT AND FACILITIES**

The SRO shall use Department equipment and facilities, as well as School equipment and facilities, including but not limited to private office space and office equipment, as necessary to properly carry out the duties and functions of the School Resource Officer. As such, the Chief of Police and the Superintendent of Schools may attach operational addenda to this document after review and signature.

**ARTICLE VII.**

**HOLD HARMLESS**

To the extent allowed by law, the parties shall defend, indemnify and hold each other, their agents, officers, officials, and employees harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, omissions of the Party, its agents, officers, officials, or employees, in the performance of the Agreement. This section shall not be construed as a waiver of any governmental immunity afforded to the City or School District, their agents, officers, officials, or employees as provided by common law, statute, or by court decision.

**ARTICLE VIII.**

**DURATION, MODIFICATION AND TERMINATION OF THE CONTRACT**

The Agreement between the Parties shall continue as set forth on the cover sheet unless either Party requests termination of the Agreement. The request for termination shall be supplied, in writing, to the effected Party, at least ninety (90) days prior to termination.

The School and the Department agree to meet in January and July of each year to discuss the overall effectiveness and any concerns of the School Resource Officer Program.

Modification to the contract may be made by mutual agreement between the Parties at any time, provided that the Parties signed an addendum indicating such change or provision.

**IN WITNESS WHEREOF**, the Parties have entered into this Agreement on the dates recorded by their signature. By signing below, each Party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of this Agreement.

**HART PUBLIC SCHOOLS DISTRICT**

By: \_\_\_\_\_

Its: Hart Public Schools, Superintendent

Date: \_\_\_\_\_

**CITY OF HART**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**HART POLICE DEPARTMENT**

By: \_\_\_\_\_

Its: Hart Police Department, Chief of Police

Date: \_\_\_\_\_

**EXHIBIT – A**  
**REGULAR DUTY HOURS/ASSIGNMENT OF SRO**



The SRO will be assigned to his/her school on a full-time basis for approximately forty-two (42) hours per week, (five days per week), when school is in session. The SRO may be temporarily reassigned only during the period of a law enforcement emergency as such circumstance may be determined to exist by the Chief of Police of the Hart Police Department. In the event of school days not in session (e.g, spring break, election day, teacher prep days), the SRO may be assigned to Department duties.

The SRO will make every attempt to take vacations as requested during periods when students are not attending school (e.g. spring break, summer break, school holidays, etc.) with the knowledge and consent of the Hart Public Schools Superintendent shall be given reasonable notice. Such make-up hours could be performed by the SRO at other school activities occurring outside the normal school day (e.g. football games, basketball games, etc.) Training related to the officers' school resource function or required for the officer to maintain his/her police certification or required departmental training, shall not require such adjustment.

### **DUTIES OF THE SRO**

While on duty, the SRO shall perform the following duties:

1. Speak to classes on the law, including search and seizure, criminal law, motor vehicle law, and other topics when assigned to speak by the Superintendent.
2. Act as resource person in the area of law enforcement education at the request of the Superintendent.
3. Conduct criminal investigations of violations of law on School property. Criminal investigations may be initiated by either the SRO in its discretion or following a report by school personnel per interagency agreement.
4. Provide school-based security and maintain the peace of School property.
5. Make arrests and referrals of criminal law violators.
6. Appear at City or County Prosecutor Office investigations, depositions, trials and sentencing.
7. Provide transport to the County Jail or Juvenile Detention Center, when necessary.
8. Coordinate emergency medical services at the request of the Superintendent or his/her designee.
9. Provide counseling, to the extent they can, to students on request of the Superintendent or his/her designee.
10. Secure, handle, and preserve evidence.
11. Recover school property through working with other police agencies.
12. Make referrals to social agencies.
13. Relay messages in emergencies (such as tornadoes, et.)
14. Wear official police uniform, which shall be provided at the expense of the Department; however, civilian attire may be worn on such occasions as may be mutually agreed upon by the Superintendent and the Chief of Police. Such agreement is not required to be in writing.
15. Perform such other duties as mutually agreed upon by the Superintendent and SRO, so long as the performance of such duties are legitimately and reasonably related to the SRO program, as described by the Department, and so long as such duties are consistent with local, state, and federal law and policies and procedures of the Department.
16. Follow and conform to all School policies and procedures that do not conflict with the policies and procedures of the Department.
17. In addition to maintaining day-to-day Department daily activity reports and annual performance appraisals, maintain a "semester activities report" or such other report regarding SRO activities, as may be required by the School and/or the Department.
18. Investigate cases involving students occurring off-campus, and any other duties assigned by the Chief of Police and his/her designee.
19. The SRO will utilize a Department vehicle, preferably a marked patrol vehicle when applicable, for transportation between school buildings and events.

### **THE DEPARTMENT OR THE SRO WILL PROVIDE THE FOLLOWING SUPPORT SERVICES**

1. Maintain and deliver evidence to laboratories and court.
2. Maintain and file uniform crime reporting records according to law.

3. Maintain and dispatch log with respect to calls for service. The dispatch log shall reflect the time of call received, the time a call dispatched, the officers’ arrival time, the time the assignment is completed, and the geographic location of the incident.
4. Process all police reports.
5. Provide copies of all offense reports taken by SRO, to the Superintendent upon request, as the law allows.
6. Maintain a file on property reported lost and/or stolen. Provide each SRO with a patrol vehicle and all other necessary or appropriate police equipment. The cost of purchasing, maintaining, and repairing police equipment provided under this agreement shall be borne by the Department.
7. Receive and dispatch complaints via telephone, walk-in and radios.
8. Maintain copies of reports generated by officers in compliance with state and federal law.
9. Maintain fingerprints and photographs of arrestees, in compliance with state and local laws.
10. Assist in the development, implementation, and evaluation of security programs in the School campus(es) assigned. Coordinate with School administrators, staff , law enforcement agencies, and courts to promote order on the School campus(es).
11. Coordinate, at the direction of the Superintendent, the scheduling of the Department personnel extracurricular activities, including such after-school activities.

**EXHIBIT – B**  
**SCHOOL RESOURCE OFFICER AGREEMENT FOR 2023-2024**  
**COST SUMMARY**

Salary (including affiliated benefits costs for one (1) School Resource Officer:	
Police Officer (Base Annual Salary)	\$65,894.40
Social Security Tax	\$3,968.08
Benefit Package (Medical, Dental, Vision, Pension, Life. LTD, and Worker’s Comp. Ins, etc.)	\$11,058.66
<b>Total Yearly Wage and Benefits</b>	<b>\$80,921.14</b>
<b>School share based on 50%</b>	<b>\$40,460.57</b>
<b>MSP Office of School Safety Grant 50%</b>	<b>\$40,460.57</b>

**Notes:**

**\*\* The amount owed to the City by the School under this Agreement shall be invoiced every three (3) months, with the invoice being payable ten (10) days from the School’s receipt of invoice \*\***

- **Based on the Hart Police Department FY 2023-2024 budget year (July-June)**
  - **This estimate is based on a three-year wage officer and benefits. Expenses may be slightly more/less based on the officer selected. The actual cost of the officer selected will be billed.**
  - **The cost summary may change from year to year, refer to collective bargaining agreement.**
- Hilltop Drive City owned lakefront property – current/future state.  
The City owns 4-4.5 acres on Hart Lake, Discussion on what should be done with this property should the City look into selling, or at one point in time there was discussion on Point Park being constructed.
  - Special Events Permit – Free Concert at Hart Commons
  - Special Events Permit – Sunrise Service – Easter

**CITY MANAGER’S REPORT:**

**UPDATES:**

- New Griswold force main construction and installation is mostly complete with a few commissioning tasks outstanding.
- The Michigan Municipal Risk Management Agency winter workshop focused highly on cyber security. They have grants available to cover most risk management costs. Options available will be researched and recommended for a course of action.
- The City was able to close last week on a third duplex site in the Creeks Subdivision with construction likely beginning in March. Interest continues to come in on the other available lots, many are seeking private single family lots with no interest in a condo.

- Michigan Asparagus Day in New Era seeking support of the 50<sup>th</sup> anniversary National Asparagus Festival was received positively.
- The meeting on Michigan Coordinated Transportation Plan – Region 14 was full of good conversation. The State has funded some new programs that, in coming months may present new opportunities in rural transportation.
- The City’s engagement in the Oceana County Economic Alliance continues to give our municipality a seat at the table as new opportunities become available.
- The Board of Review meets this Wednesday and Thursday for public walk-in and appointments seeking tax corrections and exemptions.
- County Land Bank Authority meets Tuesday the 21<sup>st</sup>, the City will plan to attend seeking new State Funding opportunities as presented by Fishbeck Consulting.

**Legacy Topics:**

- Grant Funded 227 East Main property demolition completed. Site reconstruction planning is in progress.
- The Charter review committee has finished its assessment for phase one City Charter amendments. The proposed changes have been reviewed by our City Attorney who is now preparing our timeline to seek governor approval and the next general election cycle.

**Upcoming Topics:**

- Adoption of 2022-2026 Park and Rec Master Plan
- Veteran’s Memorial Park final design approval
- Water, Wastewater, and Energy rate studies = 2024 Utility Rate recommendations.
- Council adoption of code enforcement policies, procedures, and implementation
- Hart Energy System Study presentation set for April 11<sup>th</sup> City Council meeting.

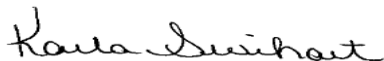
**COMMUNICATIONS FROM THE MAYOR AND COUNCIL:**

- C. Burillo would like to sit on the committee for the Creeks Subdivision. Also I will be missing the two council meetings in April.
- J. Evans would like to sit on the committee for the Creeks Subdivision.

**ADJOURN:**

- There being no further business to come before the Council, the meeting adjourned at upon a motion by C. Burillo and supported by J. Evans. The next regularly scheduled meeting will be on March 28<sup>th</sup>, 2023, at 7:30 pm.

Respectfully Submitted



Karla Swihart, City Clerk