



**CITY OF HART**  
**407 S. STATE ST.**  
**HART, MI 49420**  
**REGULAR MEETING OF CITY COUNCIL - COUNCIL PROCEEDINGS**  
**June 25<sup>th</sup>, 2024**  
**MINUTES – Draft**

**PRESENT:** Mayor Vicki Platt, Councilors Justin Adams, Catalina Burillo, and Amanda Klotz

**ABSENT:** Jim Evans, Dean Hodges and Kris Trygstad

**OTHERS PRESENT:** City Manager – Rob Splane, BioPure Superintendent – Paul Cutter, Joni Harjes, Anna Rapa and

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

**APPROVAL OF AGENDA:**

- J. Adams motioned to approve the agenda and was supported by A. Klotz
  - Ayes: 4 Nays: 0 Absent: 3

**PUBLIC COMMENTS:**

- Anna Rapa – Running for Probate Judge, already works and is involved at the courthouse, Attorneys talk a lot, but judges listen, and I like the job I do now but would love to listen to you as your next probate judge. Oceana County is my home, and we love it here.
- Joni Harjes, 207 Peach Street Hart, Concerns over areas around the City, Like why are there poles around the City who’s paying for the signs, Are the tax payers paying for the mulch that is going on the walking trail at JGP, is the DPW in charge of spraying for weeds that grow in the sidewalks? Also why is there not a girl/woman that works for the DPW, would the City of Hart hire a woman to do that job? When will I get a follow up answer from the City? (CM Splane will follow up)

**CORRESPONDENCE, EVENTS, PRESENTATIONS:**

- i. CLANCI award presentation – Leigh Furgason, Hart Hertiage Preservation Group.  
 CLANCI award was brought up over a year ago and to date no one has nominated anyone, to kick off the process the City would like to present to Leigh Furgason whom has volunteered at the Historic District for over 25years and we are saddened to say he is moving to be closer to family. Leigh will leave behind a lasting legacy.

**CONSENT AGENDA:**

- Approval of minutes from June 11<sup>th</sup>, 2024
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
  - J. Adams motioned to approve Consent Agenda and supported by C. Burillo
    - Ayes: 4 Nays: 0 Absent: 3

**ACTION ITEMS:**

- Resolution 2024-16 Street Repair and Improvement Millage Renewal  
 WHEREAS, there is a great and continuing need in the City of Hart for street repairs and improvements; and  
 WHEREAS, a voter-approved four-year millage for street repairs and improvements adopted in 2020 and will expire in 2024; and  
 WHEREAS, the Hart City Council declares their intent to seek voter approval in the amount of two mills for street repairs and improvements at the November 5, 2024 general election; and  
 WHEREAS, the City Council desires to secure the benefits of efficient self-governance and to promote and protect our common interests and welfare; and  
 NOW THEREFORE BE IT RESOLVED that the following proposal be placed on November 5, 2024, general election ballot:

Shall the previously voted increase in the City of Hart’s tax rate limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes, currently 2 mills (\$2.00 per \$1,000 of taxable value), be renewed and levied in the years 2025-2029, both inclusive, subject to reduction as provided by law, on taxable property in the City?

The purpose of this levy is to provide for the repair and improvement of City streets. It is estimated that a levy of 2 mills would provide revenue of \$122,400 in the first calendar year. The revenue from this millage levy will be disbursed to the City of Hart [ and a portion of the revenue from the millage is subject to capture by the City’s Tax Increment Finance Authority pursuant to State Law].

- A. Klotz motioned to approve Resolution 2024-16 and supported by J. Adams
  - Ayes: 4 Nays: 0 Absent: 3

▪ Resolution 2024-17 Appointed Officials Wage Rate

WHEREAS, the City recognizes that highly trained, dedicated staff is necessary to conduct City operations with minimal staff; and

WHEREAS, per the City Charter, City Council sets appointed officials pay rates; and

WHEREAS, to secure the benefits of efficient self-government and to promote and protect our common interests and welfare, the City Council hereby declares;

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL:

*Authorizes and approves the following appointed officials pay rates to be effective as of July 1, 2024:*

City Clerk/Treasurer: \$66,033 (\$62,296 current – last increase July 2023)

City Of Hart Police Chief: \$81,513 (\$78,378 current – last increase July 2023)

City of Hart City Manager: \$94,051 (\$90,434 current – last increase July 2022)

*Further authorizes and approves a one-time 6 month retroactive payment using the July 2024 [ay rates due to increased workload due to absent central office staff member for the City Clerk/Treasurer and Deputy City Clerk/Treasurer.*

After discussion Resolution 2024-17 is tabled due to lack of members to vote on and will be presented again on July 9<sup>th</sup> council meeting

- C. Burillo motioned to table Resolution 2024-17 and supported by J. Adams
  - Ayes: 4 Nays: 0 Absent: 3

▪ Resolution 2024-18 Fiscal Year 2024 Budget Amendments

WHEREAS, the City Council may amend the annual budget to reflect changes in purchasing patterns or revised objectives; and

WHEREAS, the City Council desires to secure the benefits of efficient self-governance and to promote and protect our common interests and welfare; and

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

*Amends the FY2024 Annual Budget as follows:*

Fund	GL Number	DESCRIPTION	Activity	Original Adopted Budget	Amended Budget
General	101-000.000-540.000	STATE GRANT		300,000.00	\$0
General	101-301.000-702.900	OVERTIME	81,707.00	30,000.00	\$84,000
Major Streets	202-463.000-818.000	East Main Emergency Repair	96,248.00	45,000.00	\$96,248
Street	fund 202 to fund 203	Transfer \$82,000			
Park Fund	208-000.000-667.250	Park Site Rents	148,813.00	132000	\$154,800
Park Fund	208-751.000-740.000	Operating Supplies	19,785.00	5800	\$21,500
TIFA	215-000.000-402.000	New realized capture	285,718.00	109000	\$285,718
TIFA	215-000.000-818.000	Contractural Service	0.00	24035	\$24,035
TIFA	215-000.000-880.000	COMMUNITY PROMOTIONS	2,500.00	52116	\$52,116
TIFA	215-000.000-999.545	Downtown Streetscape and parking lot	3,000.00	28568	\$28,568
HEART	244-728.000-818.000	COMMUNITY PROMOTIONS	39,284.00	7500	\$39,284
Energy	580-537.300-740.000	Operating Supplies	211,782.00	156000	\$219,000
Energy	580-537.300-801.000	Professional Services	55,807.00	10920	\$55,807
Sewer	590-527.100-801.000	Professional Services	1,318,399.00	83200	\$1,340,000
Sewer	590-527.100-983.200	Sludge Removal	380,000.00	618037	\$660,000
Water	591-970.000-970.591	Water System Improvements	72,900.00	0.00	\$72,900
Water	591-970.000-970.595	Meter Reading Technology	222,229.00	121,125.00	\$230,000

- J. Adams motioned to approve Resolution 2024-18 and supported by A. Klotz
  - Ayes: 4 Nays: 0 Absent: 3

**DISCUSSION ITEMS:**

- Review Operations efficiency efforts from July 2021 to present

<b><u>NAME</u></b>	<b><u>Description</u></b>	<b><u>Cost to City to implement</u></b>	<b><u>Fully Implemented/In Progress Planning</u></b>	<b><u>Savings/Benefits to City</u></b>	<b><u>Estimated Annual Savings</u></b>
Invoice approval process automation	Implement BS&A workflow	\$	IP	Employee time savings, travel expense savings, est=2hr per month (\$40/hr avg.)	\$960.00
Turn off boiler April/November	City Hall Boiler	\$	Fully	\$250/month for 8+ month	\$6,000
Time off Calander	City Employees shared calendar	\$	IP	Employee time savings, increase communication,	
Shared City Room Calander	Book City Hall spaces	\$	IP	Employee time savings, better communication	
Purchase of City Hall Rugs	City Hall always used a cleaning services	\$1289.00	Fully	City Hall Cleaning Service, services rugs	\$1600
City Internet Service Provider	Negotiated additional discount by offering to extend agreement	\$	Fully	Lower monthly billing and ability to budget further into the future due to fixed cost	\$2400
Bulk Mailing done in house	Overdue, tax bill, resident notices	\$	IP	Savings in employee labor cost, citizens time	\$1200
City Communications Enhancements	Reprogram City auto attendant advertise website in City Hall	\$	IP	Savings in employee labor cost and citizens time	\$600
Streamline meter reading process	Use tablets to record meter readings, allowing for reduce paperwork time	\$	Cancelled due to AMI	Readings will go into a spreadsheet for importing	\$
Integrate Water and Electric Meters for wireless read	Electric meters allow for wireless reading, water meters should connect for wireless readings	\$226,000	Fully	Will require technical work on all city water meters to be converted	\$48,000
Cease in had delivering shut-off notices	Utility shut-off notices eliminated	\$	Fully	Savings in utility staff labor time reduce door hanger printing expense	\$7688
Paper Efficiency	Eliminate printing and mailing where possible	\$	IP	Default to B&W, 2-sided printing, paperless when poss.	\$5172
City Hall	Integrate timesheets program into payroll	\$2750	Fully	Employee time savings, printing savings, reduce environmental	\$3250
City Hall	Streamline AP & Payroll process	\$2500	IP	Increased efficiency and stronger date for reporting/budget tracking	\$950

**CITY MANAGER'S REPORT:**

**Updates:**

- The 2024 Car Show at the Hart Historic District was a great success with 20% more registrations than last year.
- Infrastructure construction projects are currently on schedule and within budget.
- John Gurney Park improvements continue, cleaned up beach area is getting lots of use and new sand is coming.
- Another Match on Main grant is pending the official award announcement bringing another \$25k to a Hart business.
- Pending litigation: Council has been assigned by the MMRMA and a response to the complaint has been filed denying the allegations. More information will be coming in the near future, City policy is to not comment on pending litigation.
- Creeks Subdivision – meeting with the HOA on 6/24 was successful with the second amendment document signing in progress.
- Tacos and Trek 5k fundraiser for the Pentwater-Hart trail is this Saturday beginning at the Pentwater Village Green at 11am.
- Hart Sparks is July 2 with festivities starting at 6, music at 7, and fireworks at dusk.

**Legacy Topics:**

- Safe Routes to School trail project – pending State Approval projected bid spring 2024.

**Upcoming Topics:**

- Adoption of 5-year Park and Rec Master Plan (Currently back and forth negotiation with MDOT)
- Council review of rental inspection policies, procedures, and implementation. Chief Salazar is delayed due to 2 employee resignations and 2 employees parental leave)

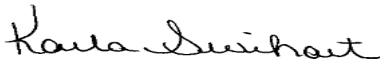
**COMMUNICATIONS FROM THE MAYOR AND COUNCIL:**

- City wide yard/garage sales will take place this Friday and Saturday maps are available online or at City Hall

**ADJOURN:**

- There being no further business to come before the Council, the meeting adjourned upon a motion by A. Klotz and supported by J. Adams. The next regularly scheduled meeting will be on July 9<sup>th</sup>, 2024, at 7:30 pm.

Respectfully Submitted



Karla Swihart, City Clerk