



*City of Hart, Michigan*

H.E.A.R.T. BOARD

**March 1, 2023, 2:00 PM**

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

### **AGENDA**

1. Call to Order
  - a. Roll Call (Scott Beal, Fred Rybarz, Catalina Burillo, Sue Payne, Maria Rosas, Hannah Juhl)
2. Approval of Agenda
3. Public Comment
4. Approval of Consent Agenda
  - a. 01.04.22 Regular Meeting Minutes
  - b. January Financial Statements & Budget Update
5. Action Items
  - a. Elise Musumeci Marketing Opportunity
6. Updates/Discussion Items
  - a. Match on Main Grant Update
  - b. Hart Main Street CD Update
  - c. Pop-up shop applications, terms, shed colors, etc
  - d. Project Updates
    - i. The Creeks
    - ii. Ceres Co-op
    - iii. Wayfinding
    - iv. Streetscape
    - v. Hart Project Update
7. Next Regular Meeting Wednesday, April 5, 2023 @ 2 PM
8. Adjournment



## CITY OF HART

407 S. STATE ST.

HART, MI 49420

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

January 4, 2023

#### MINUTES DRAFT

##### 1) Call to Order

Rybarz called the meeting to order at 2:04 pm.

##### a) Roll Call

- **Members present:** Scott Beal, Sue Payne, Maria Rosas, Catalina Burillo, Fred Rybarz, Hannah Juhl
- **Members absent:**

**Others present:** Nichole Kleiner

##### 2) Public Comments – None

##### 3) Approval of the Consent Agenda - Motion by Juhl, supported by Rosas to approve the consent agenda. Motion carried.

##### 4) Action Items

- a) **Sponsor Review Package** – motion by Juhl, supported by Burillo to start distributing Sponsorship Package as presented.
- b) **Winterfest** – motion by Juhl, supported by Burillo to proceed with winterfest promotions as presented.
- c) **HEART Financial Summary & Projections** – after review of hart financials, motion by Beal, supported by Juhl to allocate up to \$25,000 in additional funding to support the wayfinding project, if needed. Roll call, ayes (5) nays (0).

##### 5) Updates/Discussion Items

- a) **Music on the Commons** – Kleiner reported that over 40 performers applied to perform at the 2023 series and the events coordinator is working with musicians to secure contracts.
- b) **Project Updates**
  - **The Creeks** – first duplex is completed and on the market, HEART board was able to tour the duplex prior to this meeting
  - **Ceres Co-op** – waiting to resolve two gap parcels not found in title search
  - **Walkers Demo** – building demolished, lot leveled, working on next step. Voted on position and placement of tin man – first choice of location being hart commons parking lot #1, second choice, lot 2 – position, first choice sitting on both knees. Vote for pop up shop location was unanimously the west side of lot #1 hart commons parking lot.
  - **Wayfinding** – on pace for spring installation, finalizing details
  - **Streetscape Design** – working with Prien & Newhoff and TIFA board, preparing for a spring public input meeting.

##### 6) Board Member Comments – None

##### 7) Adjournment – Motion to adjourn made by Catalina, supported by Juhl. Meeting adjourned at 3:00 pm.

Respectfully Submitted,

Economic & Community Development Director

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



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

Have a Question or Concern?

Stop by your nearest  
 Huntington office or  
 contact us at:

1-800-480-2001

www.huntington.com/  
 businessresources

**Huntington Public Funds Hybrid Checking**

**Account: -----1437**

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

Days in Statement Period 31

Average Ledger Balance\* 111,340.26  
 Average Collected Balance\* 111,320.91

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

<b>Beginning Balance</b>	<b>\$104,430.59</b>
<b>Credits (+)</b>	<b>9,400.00</b>
Regular Deposits	400.00
Electronic Deposits	9,000.00
<b>Ending Balance</b>	<b>\$113,830.59</b>

Interest paid last year \$33.56

**Deposits (+)**

**Account:-----1437**

Date	Amount	Serial #	Type	Date	Amount	Serial #	Type
01/12	300.00		Remote	01/20	100.00		Remote

**Other Credits (+)**

**Account:-----1437**

Date	Amount	Description
01/09	9,000.00	BUS ONL TFR FRM CHECKING 010923 XXXXXX9172

**Balance Activity**

**Account:-----1437**

Date	Balance	Date	Balance	Date	Balance
12/31	104,430.59	01/12	113,730.59		
01/09	113,430.59	01/20	113,830.59		

Investments are offered through the Huntington Investment Company, Registered Investment Advisor, member FINRA/SIPC, a wholly-owned subsidiary of Huntington Bancshares Inc.

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# Main Street Market 2023 Vendor Application

## General Information

This program is designed to attract small businesses and create retail shopping in downtown Hart. This program offers an opportunity to sell and showcase products and services of interest to area residents and tourists. Vendors located in the chalets will be exposed to traffic from Music on the Commons and all other events held downtown.

This program is NOT for existing brick-and-mortar businesses located in downtown Hart. This program is not designed for businesses that primarily offer a service (we are focused on retail establishments). Vendors with a brick-and-mortar business outside of the downtown area will be considered after all other applications are considered first.

There will be down times with little pedestrian traffic as we work to build retail traffic in downtown Hart. Your application **WILL NOT** be considered unless it is complete and submitted **with a \$15 application fee**. The committee will strive to provide a variety of products to the public and applications will be reviewed with this in mind. An agreement will be provided, and a location assignment will be made by staff. All vendors must participate in marketing and events.

**All accepted applicants will be expected to complete a business plan within 60-days of being accepted. A non-refundable application fee of \$15 is required. *Deadline to apply is Monday, March 20, 2023 at 5 pm.***

Items will be judged by a committee. Applicants will be notified no later April 7, 2023 if their application has been accepted. Please note full payment of the chalet is required by April 30, 2023 to secure your chalet.

## Cancellation Policy

No refunds for vendor cancellations will be given. Vendors may not sub-let their location to another vendor. Vendors who do so will forfeit their lease and will not receive a refund. Only vendors listed and approved on the original agreement will be allowed.

## Electricity/Lighting

Electricity is available at each unit. Please let us know specifically what your power needs are. Generators are not allowed. Running water is not available.

Electricity is limited. Tenant may plug in a lamp, air conditioner/heater, cell phone, or music. Any other items such as a cooler, refrigerator, appliance, etc. will pay an additional \$50 for the season, per appliance. **Rob suggests a meter on each unit**

**Application/Payment Process**

Payment may be made to:

H.E.A.R.T.  
407 S State St  
Hart, MI 49420

Cash, check, and credit card are accepted. There will be a 2.8% fee added to credit card transactions.

Please include:

- Vendor Application
- Photos of Items to be sold or website link

**Applications will not be considered without a complete list of items to be sold and four photos.**

**Vendor Information**

_____	_____
Business Name	Primary Contact
_____	_____
Address	Telephone Number
_____	_____
City            State            Zip	Email Address
_____	_____
Website (if one)	Onsite Contact (If different)

Description of items to be sold (please attach photos):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note. Other applications may be approved that sell similar items. **This does not mean you will be the only vendor to sell this product but if approved, you may not add additional products without approval of the committee first.**

### Booth Type & Price

All booths are 144 square feet 12x12. The 2023 introductory seasonal rental fee is \$500. This rate will increase to at least \$900 in 2024

Do you currently have a retail business, incubator business, or shared space? If so, what is the name and location? \_\_\_\_\_

~~Does applicant consent to a background check and credit check? Y or N~~

**Minimum Required Hours** Please note the dates and times are the minimum requirements. Vendors may stay open longer than the dates and times listed.

### Hours

- Thursdays July 6 – August 31 from 11 am – 7 pm
- Fridays June 30 – Sept 1 from 11 am – 5 pm
- Saturdays July 1 - Sept 2 - 9am – 3pm (*should we go thru Oct 28<sup>th</sup>*)?
- Open October 7 for Art Walk 9am – 3pm
- Open Small Business Saturday, November 25 from 9 am to 3pm
- *Open Saturdays, December 2, 9, and 16 from 9 am to 3 pm*

**\*These dates and times are subject to change**

These days and hours are *MANDATED and will be followed for all chalets*. Please consider who can cover your chalet if you cannot be there. Vendors will be given five days they can close throughout the season for emergencies, illness, vacation, etc. Any days after this, the vendor will be fined \$50 per day and could be subjected to eviction.

**Optional Information**

Check Box for each that applies

- Male
- Female
- Caucasian (white)
- African American (black)
- Asian/Pacific Islander
- American Indian/Alaska Native
- Hispanic
- Other \_\_\_\_\_

**Contact Info**

Vendors having additional questions or needing additional information, may contact:  
 Nichole Kleiner  
 Economic & Community Development Director  
 City of Hart  
 407 S State Street  
 Hart, MI 49420  
 231-923-0920  
 Email: nkleiner@cityofhart.org

**Submissions**

For your application to be considered, please submit the following:

- Completed Application
- Payment of \$25
- Six photos of items to be sold
- Business Plan**
- Resume**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Approval: \_\_\_\_\_

Deposit received : \_\_\_\_\_

Photos/Sketches received: \_\_\_\_\_