

City of Hart, Michigan
CITY COUNCIL AGENDA
May 10, 2022, 7:30 PM
407 State St. – Council Chamber
NOTICE OF PUBLIC MEETING
REGULAR COUNCIL MEETING

1. Call to Order
2. Roll Call – Burillo, Evans, Hodges, Klotz, Rybarz Jr., Trygstad, Platt
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comments – **Public comment on any matter that is not included on the agenda for a public hearing by the Council. We ask that you please limit your comments to 3 minutes**
 - a. Correspondence, Events, Presentations
 - i. Presentation – Mayoral Recognition Hart BioPure Employees
 - ii. Presentation – Paul Cutter, Review of BioPure
6. Consent Agenda:
 - a. Approval of Minutes from April 26, 2022 Council meeting.
 - b. Bills, Claims, Payroll
 - c. Reports of Boards, Commissions, and Committees
 - d. Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp.
7. Action Items
 - a. Ordinance 22-03 Amend Automatic Expiration of Marihuana Establishment Ordinance – Second Reading
 - b. Resolution 2022-17 Approval of Safe Routes to School grant participation and funding confirmation
8. Discussion Items
 - a. Approval of Recognition, Proclamation, and Honor Policy
 - b. Open review of Fiscal Year 2023 budget proposal and discuss key issues
9. City Manager Report
10. Communications from the Mayor and Council (Including board and committee updates.)
11. Adjournment –

Access is provided through the Michigan Relay Service for individuals with speech or hearing impairments. <https://hamiltonrelay.com/michigan/index.html>



TO: CITY COUNCIL
FROM: PAUL CUTTER, SUPERINTENDENT
DATE: MAY 6, 2022
RE: WASTEWATER TREATMENT PLANT OPERATIONS

Hello all, hope all is well and enjoying the spring/winter weather.

My apologies for the lack of reports over the last few months. Operations are currently good. Over the winter months we had a filamentous problem which causes poor settling in the clarifiers. We had no choice but to try to kill off the filamentous bacteria. With the addition of 18% Bleach for roughly 8 weeks we were able to kill off the filamentous. As mentioned, when the solids do not settle due to the filamentous, we must add another chemical called polymer. Adding polymer causes the solids to coagulate together and sink. It appears we have overcome the abundance of filamentous in the aeration basin currently.

You may recall in reports over the past few years I made mention that the BioPure Facility was built with growth in mind. The Facility started treating wastewater in November of 2001. Since that time, Gray & Co was purchased by Seneca Foods. Following Seneca Foods purchase of Gray & Co, they have acquired 4 competitors. Those purchases, of course, bring more flow and loading to the BioPure Facility. In addition to Seneca's growth, Michigan Freeze Pack was roughly an 8-month operation in 2001 and now runs 11 months of the year.

In the following charts, it is obvious how the industries growth has taken up the extra capacity (Growth) that was once available. I hope you take the time to study the attachments. I need you to understand the critical importance of the decisions you will be making in the future. Due to the amount of loading we will be facing from this point on operations will be very unforgiving and recovery will be difficult. At this point I feel very challenged, not to stay in compliance with E.G.L.E., but to keep control of our process. To better educate yourself on the upcoming decisions that you will be part of making I urge you to come and take a walk through the process.

Frank Lloyd will be retiring in September of this year after 23 years of service. The city has recently hired Thomas Stoneman as Franks replacement. In the department, we also employ Chris Kies who has been with the city a total of 10 years, 4 of those years as parttime. Between Frank and Chris, Thomas has been shadowing the operations, lab, irrigation and lift station processes. I feel both Chris and Frank know their jobs very well and Thomas will be ready to take over for Frank in September.

This effort is the start of the BioPure Facility let's say retooling. My goal is to make my departure a smooth transition to Chris or Thomas. As you are probably aware, the State of Michigan regulates us and determines the classification of the facility. Our classification is a 'B'. "A" is the highest Classification for any wastewater facility, which I believe someday we will be.

E.G.L.E does not take their licensing lightly and testing is only available twice per year at different areas in Michigan. To become able to test for your 'B' certification you must have tested and passed your D and C certification exams and have 5 years' experience working in a "B" level facility. Although I plan to stay a few years, I feel it's important that I begin a succession plan.

Another topic I feel is important to share with you is the amount of biosolids we currently have in storage. As you reference the attachment that trends out the loading understand that for every pound of loading we receive ½ pound becomes biosolids. For example, in 2008 we received 2,235,269 lbs. of influent loading. That ends up to 1,117,635 lbs. of biosolids to be hauled out at a cost. In 2021 we received 5,469,186 lbs. of loading. That ends up to 2,734,593 lbs. to be hauled out at a cost.

Not only is it important to remove the biosolids in inventory for operations reasons but it needs to be removed for scheduled infrastructure projects.

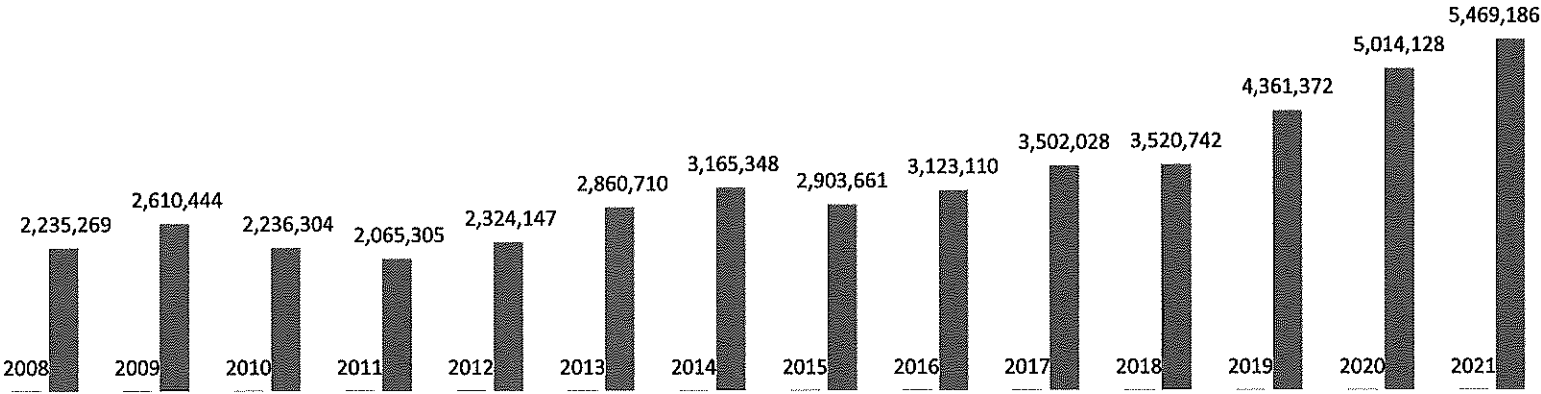
Bids for the installation of the force main from Griswold's lift station to the BioPure Facility should go out for bids within the next couple of weeks. The next project will start in early fall. This project will consist of reconstruction of some of the holding lagoons. That project will not be completed until early 2023.

Lastly, I want you to be aware. With the number of solids that are in the biosolids basin, and the time frame our biosolids hauler will be able to be onsite, we will have some odors this spring. I spoke with our biosolids hauler last week and he thinks he will be up to start hauling in the first week of June. The challenge with him coming so late is to find enough land (400 acres) that a farmer has not planted to a crop for the year.

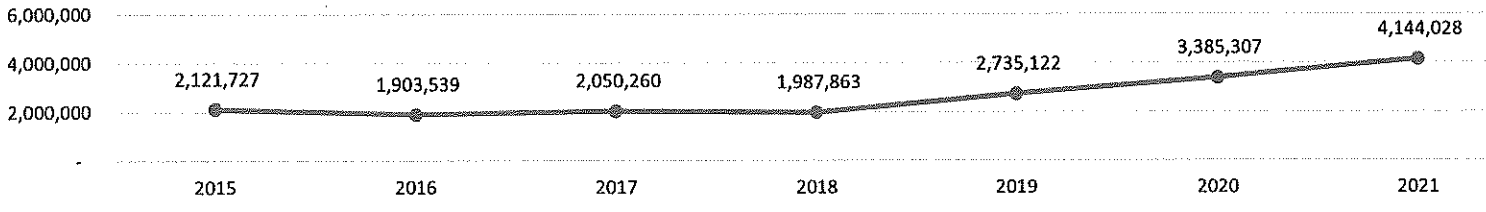
Have a great day.

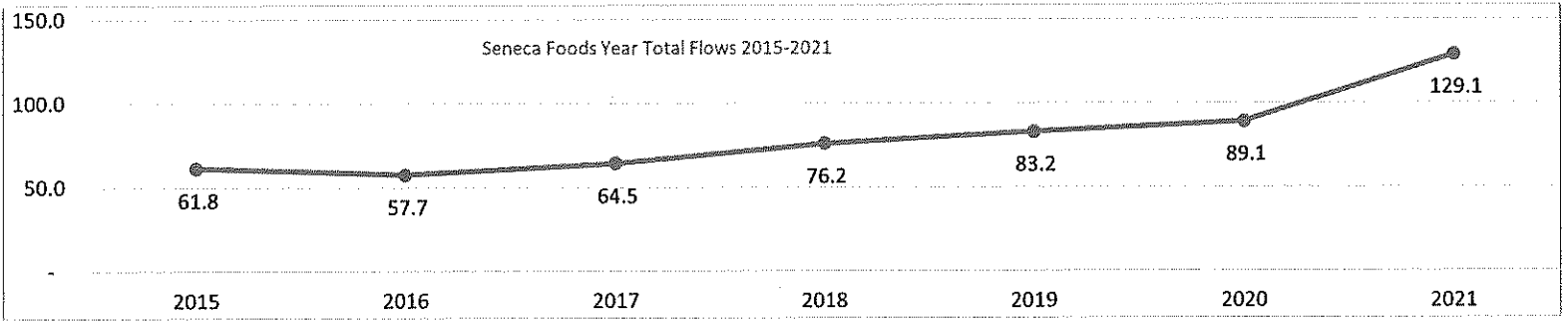
Paul

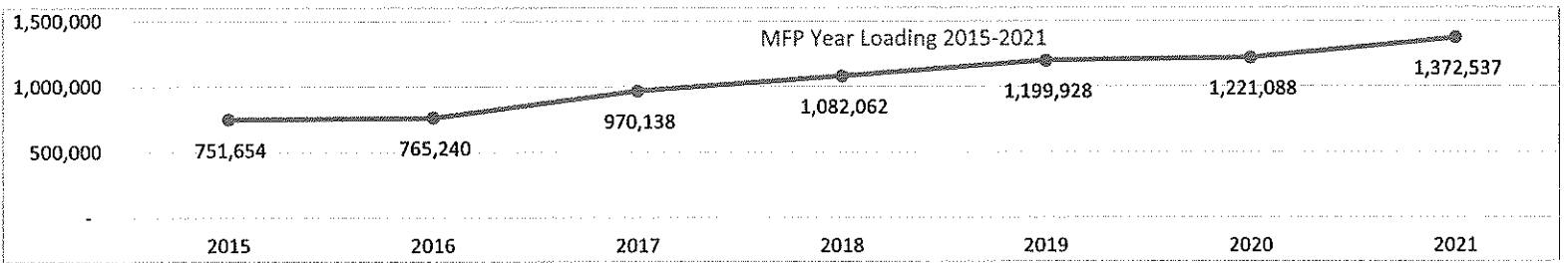
Influent Total LBS



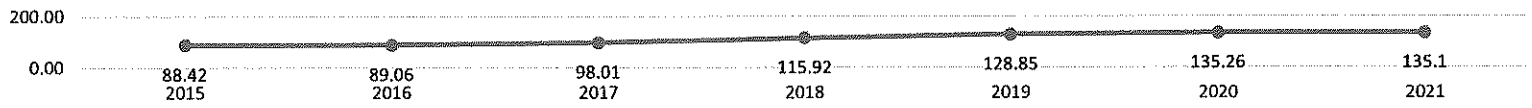
Seneca Foods Year Loading 2015-2021







MFP Year Total Flows 2015-2021





**CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
April 26th , 2022
MINUTES – Draft**

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

ABSENT: Fred Rybarz

OTHERS PRESENT: City Manager – Rob Splane, BioPure Superintendent – Paul Cutter, DPW Superintendent – Brad Whitney, Police Chief – Juan Salazar, Dick Huntington, and Laura St. Louis

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

APPROVAL OF AGENDA:

- F. Rybarz motioned to approve the agenda and was supported by C. Burillo
 - Ayes: 7 Nays: 0 Absent: 0

PUBLIC COMMENTS:

- Laura St. Louis works with Disability Network West Michigan located down by the Hart fair grounds. As a lot of people don't know we are there so I am making my rounds as we offer lots of services. I am leaving some information with services that we offer.
- Mr. Huntington wanted to know where the development is at with the Creeks. Just would like some commutation. CM Splane spoke on behalf of the City and right now paperwork is being reviewed by the City's legal team and once ok will begin next steps on moving forward.

CORRESPONDENCE, EVENTS, PRESENTATIONS:

- NONE.

CONSENT AGENDA:

- Approval of minutes from April 26th, 2022.
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
 - C. Burillo motioned to approve Consent Agenda and supported by J. Evans
 - Ayes: 7 Nays: 0 Absent: 0

ACTION ITEMS:

- Ordinance No: 22-03 Amend Automatic Expiration of Marihuana Establishment Ordinance – First Reading
At a regular meeting of the Hart City Council held at City Hall on the 26th day of April 2022, at 7:30pm.
Present: Burillo, Evans, Hodges, Klotz, Trygstad, and Mayor Platt
Absent: None

The following ordinance was offered by _____ and supported by _____:

THE CITY OF HART, OCEANA, STATE OF MICHIGAN ORDAINS:

**CITY OF HART CODE OF ORDINANCES, CHAPTER 818, PART 8, ZONING ORIDANCE, A TEXT AMENDMENT TO
EXTEND THE DATE OF AUTOMATIC EXPIRATION OF ORDINANCE**

Section 1 Text Amendment: 818.08 Automatic Expiration of Ordinance. Unless confirmed extended, or revised, on October 19, 2024, the provisions contained in Sections 818.01 through 818.07 shall expire and be of no further force and effect within the City, as if they had never been adopted. No action shall be required for this expiration to be effective.

Section 2 Effective Date: This Ordinance shall become effective ten (10) days after its publication or ten (10) days after publication of a summary of its provisions in a local newspaper of general circulation in the City of Hart

AYES: ____, NAYS: ____, ABSENT: ____.
First reading: April 26th, 2022
Second reading: May 11th, 2022
Ordinance becomes effective May 30th, 2022

DISCUSSION ITEMS:

- Land Swap proposal: Attached in packet is a drafted letter

Honorable Mayor Platt and Councilmembers,

Hart has owned the John Gurney Park Campground since 1912 when the land was donated to the city. In the 1920's it was established as the first auto tourist camps in the state sitting adjacent to the popular West Michigan Pike. The park is a popular destination for campers that want a spot with easy access to services and area recreational opportunities, without the noise and heavy activity associated with some of Oceana County's other campgrounds. Currently at 91 camping sites, the campground brings visitors to our city that frequent our local businesses to support their stays in Hart.

Recently Oceana County and The Sherrif's Department has identified significant problems with the aging nature of our current county jail. By the direction of the county commissioners, Sherrif Mast has begun discussions on potential locations and designs of what could be a future jail site. The idea of a land swap with the city was brought up in discussion. Council should carefully consider the potential risks and benefits to Hart residents and business owners. The details of the potential land swap have yet to be discussed pending council input on the concept.

High level points include the city surrendering a 14-acre parcel South of Seneca Foods off Oceana Drive (adjacent to the city water tower). The county would offer all or a portion of its 22-acre parcel off Oceana drive next to the District #10 Health Department and the Norman Kuhne Recreation Park soccer fields. This proposal may or may not include a 10,000 +/- sq. ft. pole building that currently exists to the north of the soccer fields.

There are a number of potential benefits to the city that include continuing to promote cooperation with our county, retaining the jail in city limits keeps the jail on city utilities, and the development of an underutilized city owned property. There also may be the opportunity to move the baseball diamonds at John Gurney Park next to the soccer fields off Oceana Drive. This would consolidate league sports to a single location potentially helping parents with multiple children playing sports and could potentially be used to grow Hart Rec and/or other area recreation authorities. Moving the ball fields from the campground could allow for the expansion of camping site offerings. This could easily double the size of John Gurney Park which currently operates at close to 100% capacity, bringing more visitors to Hart and Hart businesses.

I'm happy to discuss this concept with council prior to responding to the county further.

Respectfully,

~Rob Splane
City Manager

- Special Event Permit – National Asparagus Festival
 - A. Klotz motioned to approve and supported by F. Rybarz
 - Ayes: 7 Nays: 0 Absent: 0

CITY MANAGER'S REPORT:

- City Manager R. Splane gave copy of manager’s report to City Council
- Budget work is in progress, City Council will be given a full review on the proposed 2023 City budget with ample opportunity for discussion on May 10th, 2022. A Public hearing on the budget will take place on May 24th, 2022, with budget adoption by the Council on June 14th, 2022.
- City Utility Workers Union Contract Negotiations began on Wednesday, April 20th, 2022, Police union contract negotiations will be begin on May 4th, 2022.
- Wigton Street construction in full swing, water service lines are being installed daily.
- Saturday, Hart High School Prom brought no issues= Great group of kids.
- Also Saturday, Earth Day celebration at Fairgrounds was a large success over 150 attendees, thanks to Paul Cutter for putting together an amazing model of our BioPure process.
- Officer Anderson left the Hart Police Department after 17yrs (15 full time), Officer Moore, a part-time officer was offered the open position and has accepted.
- On April 19th City of Hart’s BioPure employees while inspecting the lift stations noticed ground water where there shouldn’t be ground water they took amidite action, they notified Paul and found there was a defective air relief valve which resulted in a significant amount of untreated raw sewage in a wooded area adjacent to Russell creek. Paul and his team where able to quickly fix the issue. Notified EGLE, State of Michigan, District Health Department and published in local paper, Paul has been working with a representative from EGLE. This is one of the forced mains that is getting reconstructed this fall as it was identified as an aging piece of equipment. J. Evans recommenced that these individuals be recognized for a job well done.

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Many thanks to City Manager Splane for helping with a great presentation on Saturday’s earth day
- C. Burillo as a City Council member, Last Monday April 18th I was approached by one of the City’s business owner the gentleman was concerned with the weekend the Hart Hills Bike race and how his business, Stella’s nor La Probadita where not notified of this event so they could prepare. He also voiced his concern with Nichole’s status with her position going down to part time with the City. City Manager Splane responded, Events that happen are advertised in a newsletter that is sent out monthly to all businesses, also posted on takemetohart.org website, The City’s Facebook page as well as in the local newspaper. There was also a special event permit approved at the last City Council meeting. Nichole going down to part time was a call on her stating that she can do her job at a part time bases and has proved to be just as efficient part time as she was full time.
- F. Rybarz asked if any City employees had an issue with the proposed land swap to the County. None do
- Mayor Platt wished Officer Anderson the best and thankful for his time at the City.

ADJOURN:

- There being no further business to come before the Council, the meeting adjourned at 8:21pm upon a motion by C. Burillo and supported by J. Evans. The next regularly scheduled meeting will be on May 10th, 2022, at 7:30 pm.

Respectfully Submitted



Karla Swihart, City Clerk

ACCOUNTS PAYABLE

5/6/2022, 1:04 PM

Payables Date: 05/10/2022	Description	Total	General +	DPW	Energy	BPTF	Water
Adams, Matt	Phone Reimbursement	\$ 35.00		\$ 35.00			
American Legal Publishing	Ordinance Supplement Editing Pages	\$ 738.00	\$ 738.00				
APX	Mirecs	\$ 75.26			\$ 75.26		
Bell Equipment	Street Sweeper Pmt	\$ 5,800.00		\$ 5,800.00			
BS&A	Community Dev. Module	\$ 4,095.00	\$ 4,095.00				
Charter	Hist Dist Phone	\$ 49.99	\$ 49.99				
City of Hart	Utilities	\$ 64,267.72	\$ 1,578.20	\$ 1,105.58	\$ 1,903.99	\$ 58,116.57	\$ 1,563.38
Crossroads Mobile Main.	1997 Ford Bucket Inspection	\$ 1,015.00			\$ 1,015.00		
Crossroads Mobile Main.	2018 Freightliner Digger Inspection	\$ 1,002.58			\$ 1,002.58		
Crossroads Mobile Main.	2019 Ford Bucket Inspection	\$ 1,015.00			\$ 1,015.00		
Cunningham, Timothy	Deposit Refund	\$ 134.45			\$ 134.45		
Dacott	Power Purchase Report	\$ 650.00			\$ 650.00		
Dave's Party Store	Fuel	\$ 3,826.90	\$ 1,312.14	\$ 1,327.14	\$ 1,118.07	\$ 69.55	
DuBois Tree & Land Mgmt	Tree Services	\$ 12,391.50			\$ 12,391.50		
Eisenlohr, Mike	Phone Reimbursement	\$ 35.00		\$ 35.00			
Facundo, Brandy	Deposit Refund	\$ 118.63			\$ 118.63		
Freed Mgmt	JGP Mgmt #2	\$ 3,570.00	\$ 3,570.00				
Frontier	Diesel Plant	\$ 95.14			\$ 95.14		
Green Projects Group	Light bulb program	\$ 3,100.00			\$ 3,100.00		
Gustafson HDD LLC	Directional Boring B. Lipps	\$ 4,350.00			\$ 4,350.00		
HACH	Lab Supplies	\$ 54.26				\$ 54.26	
HACH	Lab Supplies	\$ 423.38				\$ 423.38	
Hart Automotive	Auto Parts/Supplies	\$ 450.62		\$ 299.46		\$ 151.16	
Horizon Planning	Planning Services	\$ 369.00	\$ 369.00				
Horizon Planning	Planning Services	\$ 61.50	\$ 61.50				
Hutson, Inc.	Filter for Sweeper	\$ 39.09		\$ 39.09			
Ingalls, Joe	Phone Reimbursement	\$ 35.00	\$ 35.00				
JR Accounting	Accounting Assistance	\$ 495.00	\$ 495.00				
Kies, Chris	Phone Reimbursement	\$ 35.00				\$ 35.00	
Kleiner, Nichole	Phone Reimbursement	\$ 35.00	\$ 35.00				
Klotz	Auto Parts/Supplies	\$ 601.17		\$ 590.35		\$ 10.82	
LARA	LIEAF Program	\$ 980.98			\$ 980.98		
LARA	CH Annual Boiler Inspection	\$ 130.00	\$ 130.00				
Lighthouse Car Care	Oil Change/2 tires	\$ 426.00	\$ 426.00				
Ludington Daily News	Publication	\$ 160.00	\$ 160.00				
Mantyck, Liz	Phone Reimbursement	\$ 35.00	\$ 35.00				
Michigan Asso. Of Planning	Membership Dues	\$ 65.00	\$ 65.00				
Michigan Municipal League	Annual W/C renewal Installment #1	\$ 6,717.00	\$ 2,753.97		\$ 2,485.29	\$ 1,141.89	\$ 335.85
Mika Meyers	Legal Services	\$ 3.15	\$ 3.15				
Mika Meyers	Legal Services	\$ 518.50	\$ 518.50				
Mika Meyers	Legal Services	\$ 488.00	\$ 488.00				
Mike's Auto Body	Repairs Chevy Silverado	\$ 259.34				\$ 259.34	
Model	Uniforms/Rags	\$ 431.85		\$ 141.10	\$ 81.88	\$ 208.87	
Moore, Andrew	Phone Reimbursement	\$ 35.00	\$ 35.00				
MPPA	Purchased Power	\$ 11,833.12			\$ 11,833.12		
MWEA	Dues - C. Kies	\$ 80.00					\$ 80.00
Oceana County Admin.	Assessing Svc J-J-A 2022	\$ 8,160.00	\$ 8,160.00				
Power Line Supply	Parts/Supplies	\$ 20.09			\$ 20.09		
Power Line Supply	Parts/Supplies	\$ 73.51			\$ 73.51		
Power Line Supply	Parts/Supplies	\$ 81.63			\$ 81.63		
Power Line Supply	Parts/Supplies	\$ 21.38			\$ 21.38		
Pranger Property Mgmt	CH/CC Cleaning Services	\$ 168.00	\$ 168.00				
Pro-Master	Vent Cleaning @ City Hall	\$ 2,300.00	\$ 2,300.00				
Republic	Starting Block Garbage	\$ 208.88			\$ 208.88		
Richoh	Copier Overage Charges	\$ 66.31	\$ 66.31				
Riggs, Jason	Phone Reimbursement	\$ 35.00		\$ 35.00			
River's Ace	Parts/Supplies	\$ 56.64				\$ 56.64	
Salazar, Juan	Phone Reimbursement	\$ 35.00	\$ 35.00				
Schiller, Mike	Phone Reimbursement	\$ 35.00			\$ 35.00		
Schmieding, Kevin	Phone Reimbursement	\$ 35.00			\$ 35.00		
Skipski, Kevin	Phone Reimbursement	\$ 35.00	\$ 35.00				
Splane, Rob	Car Allowance/Phone Reimbursement	\$ 335.00	\$ 335.00				
Stoneman, Thomas	Phone Reimbursement	\$ 35.00				\$ 35.00	
Swihart, Karla	Mileage Reimbursement/Training	\$ 113.84	\$ 113.84				
SyncWave	Internet Hosting	\$ 468.14	\$ 107.66	\$ 84.27	\$ 84.27	\$ 191.94	
Tanner Plumbing	Plumbing Parts/Supplies	\$ 714.23		\$ 170.46		\$ 543.77	

--OVER--

**CITY OF HART
ORDINANCE NO. 22-03
ZONING ORDINANCE AMENDMENT**

At a regular meeting of the Hart City Council held at City Hall on the 10th day of May 2022, at 7:30 p.m.

PRESENT:

ABSENT:

The following ordinance was offered by _____ and supported by _____:

THE CITY OF HART, COUNTY OF OCEANA, STATE OF MICHIGAN ORDAINS:

**CITY OF HART CODE OF ORDINANCES, CHAPTER 818, PART 8, ZONING
ORDINANCE, A TEXT AMENDMENT TO EXTEND THE DATE OF AUTOMATIC
EXPIRATION OF ORDINANCE**

Section 1 Text Amendment. **818.08 Automatic Expiration of Ordinance.** Unless confirmed, extended, or revised, on October 19, 2024, the provisions contained in Sections 818.01 through 818.07 shall expire and be of no further force and effect within the City, as if they had never been adopted. No action shall be required for this expiration to be effective.

Section 2 Effective Date. This Ordinance shall become effective ten (10) days after its publication or ten (10) days after publication of a summary of its provisions in a local newspaper of general circulation in the City of Hart.

AYES: ___

NAYS: ___

First reading: April 26, 2022

Second reading: May 10, 2022

Ordinance becomes effective: May 30, 2022

RESOLUTION 2022 - 17
City Council
City of Hart, Michigan
Oceana County

Approval of potential Safe Routes to School grant participation and funding confirmation

WHEREAS, the Safe Routes to School program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the City of Hart in partnership with Hart Public Schools, the Pentwater-Hart Trail Committee and the Oceana County Road Commission, is applying for funds through MDOT from the Safe Routes to School program to construct certain infrastructure projects throughout the City, including multifunctional pedestrian/bicycling pathways and sidewalk, crossing, and signage to enable and encourage children to safely walk and bike to school; and

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL

Authorizes Robert Splane, City Manager and Act 51 Street Administrator, to act as agent on behalf of the City seeking Safe Routes to School funding, to act as the applicant's agent during project development, and to sign a project agreement upon receipt of a funding award; and

The City attests to the existence of, and commits to, providing in collaboration with the Pentwater-Hart Trail Committee and Oceana County the funds necessary to carry out the project (\$25,000 from the City of Hart, \$440,000 in proposed grant funding and \$280,000 from the Pentwater-Hart Trail Committee funds), including engineering design and construction, permit fees, administration costs, cost overruns; and

The City commits to owning, operating, funding, and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding.

Moved by _____, supported by _____, and thereafter adopted by the Hart City Council at a regularly scheduled meeting held on May 10, 2022.

Ayes: __ Nays: __ Absent: __

RESOLUTION 2021-03

RESOLUTION SUPPORTING A SAFE ROUTES TO SCHOOL GRANT APPLICATION

WHEREAS, the Safe Routes to School program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the City of Hart in partnership with Hart Public Schools, the Pentwater-Hart Trail Committee and the Oceana County Road Commission, is applying for funds through MDOT from the Safe Routes to School program to construct certain infrastructure projects throughout the City, including multifunctional pedestrian/bicycling pathways and sidewalk, crossing, and signage to enable and encourage children to safely walk and bike to school; and

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED, that the City has authorized Lynne Ladner, City Manager and Act 51 Street Administrator, to act as agent on behalf of the City to request Safe Routes to School funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award; and

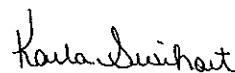
The City attests to the existence of, and commits to, providing in collaboration with the Pentwater-Hart Trail Committee the funds necessary to carry out the project (\$25,000 from the City of Hart, \$440,000 in grant funding and \$246,855 from the Pentwater-Hart Trail Committee funds), including engineering design and construction, permit fees, administration costs, and cost overruns; and

The City commits to owning, operating, funding, and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding.

Moved by Ms. Burillo, supported by Mr. B Platt, and thereafter adopted by the Hart City Council at a regular council meeting held on January 26, 2021.

Ayes: 7 Nays: 0 Absent: 0

I hereby certify this to be a true and correct copy of the document on file with the office of the City of Hart Clerk.



Karla Swihart, City Clerk

Recognition, Proclamation and Honor Policy

Purpose: To define parameters and qualifications on recipients of Certificates of Recognition, Mayoral Letters and Proclamations.

Section 1. Definitions

- A. Mayoral Recognitions: A recognition of a citizen or organization for outstanding achievement or service to the community. They are typically read at City Council Meetings.
- B. Certificates of Recognition: A certificate typically recognizing a sports team, band, or academic team. They will be made available for pick up in the City Clerk's Office.
- C. Mayoral Letter: Letters of welcome, recognition or congratulations/celebrations
- D. Proclamations: Document proclaiming a public or official announcement in honor of significant events, organizations and persons who have made a significant contribution to the community.

Section 2. Requirements

- A. Mayoral Recognition will be issued to commemorate events such as:
 - i. Retiring City employees or military service men and women with more than 20 years of service
 - ii. Outstanding meritorious achievement (e.g. heroic lifesaving actions.
 - iii. Service to the community (e.g. service across multiple boards and commissions over several years)
- B. Certificates of Recognition will be issued to teams from educational organizations (public and private schools) for athletic or academic achievement.
- C. Mayoral Letters will be issued to welcome conferences, conventions, seminars, etc.; significant birthdays (age 80 and above), wedding anniversaries (50th and above); organization anniversaries (25th and above).
- D. Proclamations will be issued for:
 - i. Significant events (e.g. local version of Federal or State Proclamations)
 - ii. Proclaiming named day for outstanding meritorious achievement (e.g. heroic lifesaving actions)
 - iii. Raising public awareness (e.g. alcohol awareness)

Section 3. Procedure

- A. Mayoral Recognitions, Certificates of Recognition and Proclamations are requested by written request and are subject to approval by the Mayor.
- B. Mayoral Letters should be requested through the City Manager's office and are subject to approval by the mayor.
- C. Requests must include sample draft information.
- D. Staff will review proclamation draft included in request and make any edits necessary to finalize the document.
- E. Recognition documents shall be signed by the mayor or the mayor pro tem.

Section 4. Exclusions

- A. The following events will not be recognized in any form:
 - i. Matters of political controversy, ideological or religious beliefs or individual conviction
 - ii. Recognitions contrary to City policy or ordinances
 - iii. Attempts to influence government policy
 - iv. Personal, political or business endorsement
 - v. Commercial purposes
 - vi. Common events (e.g. engagements, children's birthdays)