



**CITY OF HART
407 S. STATE ST.
HART, MI 49420**

**REGULAR MEETING OF CITY COUNCIL - COUNCIL PROCEEDINGS
NOVEMBER 25th, 2025
MINUTES – Approved**

PRESENT: Mayor Amanda Klotz, Councilors, Catalina Burillo, Jim Cunningham, Andrew Mullen, Betty Root, and Karen Thomson

ABSENT: Dean Hodges

OTHERS PRESENT: City Manager – Nichole Kleiner, City Clerk/Treasurer – Karla Swihart, BioPure Superintendent – Paul Cutter, Energy Superintendent – Mike Schiller, Hart Police Chief – Juan Salazar, Christine Juska, Chris Klotz, Claire Marshall, and Scott Ward

APPROVAL OF AGENDA:

- J. Cunningham motioned to approve the Agenda and was supported by B. Root
 - Ayes: 6 Nays: 0 Absent: 1

PUBLIC COMMENTS:

- None

CORRESPONDENCE, EVENTS, PRESENTATIONS:

- West Shore Community College Hart Facility Presentation, By Scott Ward.

Back in 2019, a similar project was done in Manistee, which met all expectations, and West Shore has been looking to open a similar one in Oceana County. With help from many entities, and with the help of Nichole reaching out about a State grant opportunity for a community center, it was unanimous board approval to apply for the grant. There was \$60 million from the State of Michigan available for community center grants, with \$1 billion in requests from across the State, we received \$1 million for the project. To add the Collage was able to raise \$3.5 million of the \$6.5 million needed to complete the Hart community project, and WSCC will pay \$3 million. The College purchased the Gale's IGA property located at 710 S. State St.

The Community center will have a food service area, a food store & coffee shop along with a drive-thru.

Meeting spaces and 2 classrooms, and Michigan Works. Renovations are underway now and will be open fall of 2026.

CONSENT AGENDA:

- Approval of minutes from November 12th, 2025
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
 - A. Mullen motioned to approve the Consent Agenda, and was supported by K. Thomson
 - Ayes: 6 Nays: 0 Absent: 1

ACTION ITEMS:

- Resolution 2025-53 Approve Expanded Duties, Title Change, & Compensation Adjustment for the Deputy Clerk & HR Coordinator

WHEREAS, the City Manager has submitted a memorandum dated November 21, 2025 outlining the recommendation for Deputy City Clerk Laci McAuliffe to formally assume Human Resources coordination duties in addition to her existing responsibilities; and

WHEREAS, Deputy Clerk Laci McAuliffe currently manages payroll, accounts payable, and deputy clerk duties with a demonstrated record of accuracy, professionalism, and discretion in handling confidential information; and

WHEREAS, the Personnel and Finance Committee has reviewed the recommendation and supports expanding her responsibilities to include Human Resources coordination to strengthen organizational consistency, compliance, employee support, and recordkeeping; and

WHEREAS, the City Manager has provided a job description identifying the duties of the Deputy Clerk & HR Coordinator position, which includes personnel administration, onboarding, benefits support, training and certification tracking, policy implementation, and ongoing HR processes; and

WHEREAS, expanding the Deputy Clerk's role to include HR coordination is expected to enhance internal processes, support recruitment and retention, improve compliance with federal and state labor laws, and ensure accurate and consistent personnel documentation; and

WHEREAS, to align compensation with the expanded responsibilities and with comparable dual-role positions in Michigan municipalities, the City Manager recommends adjusting the hourly rate for the Deputy Clerk & HR Coordinator from \$24.19 to \$27.00 per hour, contingent upon assuming HR Coordination duties; and

WHEREAS, the City Manager further recommends authorizing a professional development course (approximately \$395) to support the transition into the HR function, along with a one-time \$2,500 bonus upon successful completion; and

WHEREAS, the Personnel and Finance Committee recommends approval of the expanded duties, title change to Deputy Clerk & HR Coordinator, and compensation adjustment as outlined.

NOW THEREFOR BE IT RESOLVED THAT THE HART CITY COUNCIL HEREBY APPROVES:

1. Expanding the duties of the Deputy Clerk to formally include Human Resources coordination;
2. Update the position title to Deputy Clerk & HR Coordinator;
3. Adjusting the hourly rate to \$27.00 per hour contingent upon assuming the expanded duties;
4. Authorizing payment for a professional development course at an estimated cost of \$395; and
5. Approving a one-time \$2,500 bonus upon successful completion of the course.

BE IT FURTHER RESOLVED THAT the City Manager is authorized to implement this change effective immediately

- B. Root motioned to approve Resolution 2025-53, and was supported by K. Thomson
 - Ayes: 6 Nays: 0 Absent: 1

▪ Resolution 2025-54 Prein & Newhoff State Street Turn Back Preliminary Engineering Agreement

WHEREAS, the City of Hart entered into a Memorandum of Understanding (MOU) with the Michigan Department of Transportation (MDOT), identified as MDOT No. 2025-0473, transferring jurisdictional control of US-31BR/State from Polk Road to Johnson Street to the City; and

WHEREAS, Section III(A)(2) of the MOU provides a lump-sum payment of Two Million Four Hundred Fifty Thousand Two Hundred Fifty Seven Dollars and Twelve Cents (\$2,450,257.12) to the City for the design and construction of improvements to the transferred roadway segment, representing the estimated cost of the required renovation, repair, and/or reconstruction; and

WHEREAS, pursuant to Section III(B)(4) of the MOU, the City is obligated to complete the State Street improvement project within five (5) years of the MOU's effective date, and failure to do so requires repayment of the full \$2,450,257.12 to MDOT; and

WHEREAS, allowable uses of MDOT Turn Back Funding include preliminary engineering, topographic survey, design development, public input, construction engineering, inspection, and testing, consistent with the scope proposed by Prein & Newhof (page 3, Section III (B)(4)); and

WHEREAS, Prein & Newhof submitted a proposal dated November 17, 2025, for State Street Turn Back Preliminary Engineering, including topographic survey, concept plan alternatives, public engagement, cost estimates, and early design coordination, all necessary for compliance with MDOT's required project standards and timeline; and

WHEREAS, Prein & Newhof has provided a Professional Service Agreement dated November 18, 2025 with a not-to-exceed amount of \$65,600 for these preliminary engineering services, funded entirely by the City's MDOT Turn Back allocation; and

WHEREAS, the proposed engineering work directly supports the City's obligation under the MDOT MOU to complete the project using the Turn Back funds, and is allowable and necessary for compliance with State requirements; and

WHEREAS, the City Manager recommends approval of this agreement so that the required preliminary engineering work may begin immediately, ensuring the project remains on schedule for MDOT's mandated completion by May 2030.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL HEREBY APPROVES:

Professional Services Agreement with Prein & Newhof for State Street Turn Back Preliminary Engineering in an amount not to exceed \$65,600, to be funded through the City's MDOT Turn Back allocation of \$2,450,257.12

BE IT FURTHER RESOLVED THAT the City Manager is authorized to execute the agreement on behalf of the City and initiate the preliminary engineering work necessary to meet the requirements of the MDOT MOU

- J. Cunningham motioned to approve Resolution 2025-54, and was supported by B. Root
 - Ayes: 6 Nays: 0 Absent: 1

▪ Resolution 2025-55 Snowblower Quotes

WHEREAS, the BioPure Department is responsible for maintaining clear and safe access to wastewater treatment facilities, lagoons, and operational areas throughout the winter season; and

WHEREAS, current snow-removal operations rely on a plow, which has become increasingly inefficient due to the lack of adequate space on-site to push and store accumulated snow; and

WHEREAS, upgrading to a pull-type snowblower will allow staff to cast snow away from operating areas, improve maneuverability in confined spaces, and reduce labor and equipment strain during winter operations; and

WHEREAS, funds for equipment purchases are budgeted within the Sewer Fund – Motor Operations for FY 2025-2026; and

WHEREAS, the City obtained the following quotes for a 78" pull-type MK Martin Meteor snowblower:

- Gillison's Variety Fabrication - \$6,700
- R.H Wiles Sales Inc. - \$9,014; and

WHEREAS, Gillison's Variety Fabrication submitted the lowest responsible quote; and

WHEREAS, the proposed purchase is consistent with budgeted expenditures and will improve winter operations at the BioPure facility.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL HEREBY AUTHORIZES:

the purchase of a 78" pull-type MK Martin Meteor snowblower from Gillison's Variety Fabrication in the amount of \$6,700, to be paid from the Sewer Fund – Motor Operations.

- A. Mullen motioned to approve Resolution 2025-55 and was supported by K. Thomson
 - Ayes: 6 Nays: 0 Absent: 1

▪ Resolution 2025-56 Authorize Sale of Dryden Street to Highest Bidder

WHEREAS, the City of Hart published a Public Notice of Sale by Sealed Bid for City-owned vacant land located on Dryden Street, legally described as CITY OF HART STANDARD MAP PLAT D E 148.5 FT OF S 66 FT OF BLK 144 (parcel #020-344-005-00), with bids to be opened November 20, 2025, at 1 P.M. at Hart City Hall; and

WHEREAS, the City received one sealed bid submitted by Jazmin & Saulo Hernandez, of 1024 S State Street, Hart Mi 49420, in the amount of \$12,000, as documented on the required bid form; and

WHEREAS, the bid received exceeds the minimum acceptable bid established by the City; and

WHEREAS, the City reserved the right to accept the highest bid meeting or exceeding the minimum and to convey the property by Quitclaim Deed; and

WHEREAS, the City Manager recommends awarding the sale to the highest – and only – bidder in accordance with the published bid specifications.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL HEREBY ACCEPTS:

Sealed bid in the amount of \$12,000 from Jazmin and Saulo Hernandez for the sale of City-owned Dryden Street Parcel.

BE IT FURTHER RESOLVED THAT the City Council authorizes the City Manager to complete the sale, receive payment, and execute a Quitclaim Deed on behalf of the City to convey the property to the purchaser.

- C. Burillo motioned to approve Resolution 2025-56 and was supported by A. Mullen
 - Ayes: 6 Nays: 0 Absent: 1

▪ Resolution 2025-57 Award 3-yr Tree Service Contract

WHEREAS, the City of Hart issued a Request for Proposals for Tree Services for a three-year term (December 1, 2025 – November 30, 2028), seeking pricing for Standard Tree Removal, Stump Grinding, Emergency Storm Response, and Power Line Clearing/Trimming in accordance with ANSI A92 requirements for work near energized lines; and

WHEREAS, proposals were received and reviewed in accordance with RFP criteria; and

WHEREAS, for Standard Tree Removal, Custom Tree Service submitted the lowest responsible bid at an hourly rate of \$275 per hour for standard tree removal, hauling, and disposal, and \$2.50 per inch for stump grinding, compared to Dubois Tree & Land Management's rates of \$440 per hour and \$3.50 per inch, respectively; and WHEREAS, for Power Line Clearing/ Trimming requiring ANSI A92 compliance, Dubois Tree & Land Management submitted the lowest responsive and responsible bid meeting ANSI A92 certification requirements, with an hourly rate of \$485 per hour; and

WHEREAS, City staff recommends awarding Standard Tree Removal to Custom Tree Service as the lowest responsible bidder and awarding Power Line Clearing/Trimming to Dubois Tree & Land Management as the lowest responsive and responsible bidder meeting ANSI A92 certification requirements.

NOW THEREFORE BE IT RESOLVED BY THE HART CITY COUNCIL HEREBY:

1. The 3-year Standard Tree Removal contract to Custom Tree Service at a rate of \$275 per hour for standard tree removal, hauling, and disposal, and \$2.50 per inch for stump grinding; and
2. The 3-year Power Line Clearing/Trimming contract to Dubois Tree & Land Management at a rate of \$485 per hour as the lowest responsive and responsible ANSI A92 certified bidder.

BE IT FURTHER RESOLVED THAT the City Manager is authorized to execute the necessary agreements on behalf of the City.

- B. Root motioned to approve Resolution 2025-57 and was supported by K. Thomson
 - Ayes: 6 Nays: 0 Absent: 1

▪ Resolution 2025-58 Award 3-yr Directional Boring Contract to Wadel Stabilization

WHEREAS, the City of Hart issued a Request for Proposal dated October 21, 2025, seeking qualified contractors to provide directional boring services for the Hart Energy Department for the term December 1, 2025, through November 30, 2028; and

WHEREAS, two proposals were received by the November 11, 2025, deadline, one from Hallack Contracting Inc. and one from Wadel Stabilization Inc.; and

WHEREAS, the Hart Energy Department has reviewed all submitted pricing in accordance with the RFP requirements; and

WHEREAS, the bid comparison demonstrates that Wadel Stabilization Inc. is the lowest responsible bidder for the majority of bore types and footage categories included in the RFP; and

WHEREAS, the City of Hart finds it in the best interest of the City and its utility operations to award the three-year directional boring contract to the lowest responsible bidder.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL HEREBY:

Awards the 2025-2028 Directional Boring Contract to Wadel Stabilization Inc. and authorizes the City Manager to execute all necessary documents on behalf of the City.

- K. Thomson motioned to approve Resolution 2025-58 and was supported by B. Root
 - Ayes: 6 Nays: 0 Absent: 1

DISCUSSION ITEMS:

- Bid Solicitation for Plum Street Road and Right-of-Way Correction
- Temporary Patrol Officer Job Posting
- Starting Block Utilities
- Christmas Parade November 28th

CITY MANAGER'S REPORT:

Status of ongoing projects:

- Hart Plaza Streetscape Project – RFP open to qualified contractors, Prebid meeting Dec. 5th, bids due Dec. 16th
- Ceres Solution – TIFA bids open with revised submission criteria and scoring outline, due by the end of February 2026, with expanded marketing efforts.
- Budget training kickoff meeting yesterday with the City manager, Treasurer, and consultant

Staffing changes, policy updates, internal improvements

- New policies are being introduced to staff next week regarding comp-time, tracking City assets, and time off requests. Beginning discussions with Clerk/Treasurer & department heads regarding FY26-27 Budgets.
- Officer is moving to light duty in December for medical reasons. Officer getting deployed in 2026 for 12 months.

What's New:

- I'm a Grandma again!
- Act 425 Agreement set to expire at the end of this year. 26 parcels will come into the City limits and onto the City's tax roll.
- Scott VanAgmeal case dismissed
- Chief Salazar sold HPD's sedan on MIbid for \$4050
- Getting quotes for mini-splits in HPD office and City manager's office (currently no heat or air
- May need to develop a permit/application for right-of-way permits. Four requests received in the last week, with no ordinance or policy on how to process.
- City phone menus have been improved for quicker access to City hall staff.

Events:

- Christmas Parade November 28th at 6:30pm
- Small business Saturday, November 29th – support your local businesses

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

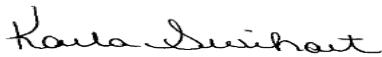
- C. Burillo – November 17th was the Hart Cemetery Board Meeting and approved the budget. Also, A. Mullen is now a voting member of the Hart Cemetery Board.
- Mayo Klotz – Happy Birthday to Betty Root on Tuesday, 90 years old. We'd like to thank you for all your dedicated years of service and your wealth of knowledge that you bring to the City.
- A. Mullen – HEART Board allocated funds towards marketing the Ceres Property. Lots of interesting things are coming down the road, which will be fun.

Flock cameras, the more and more I read about them the less and less I like them and I Know we approved as a board to have them installed in our town, throughout the summer and even today there are more and more issues with them and maybe we can have a discussion regarding having them installed in our City and maybe have that resolution rescinded and not move forward.

ADJOURN:

- There being no further business to come before the Council, Mayor Klotz adjourned the meeting at 8:43 pm. The next regularly scheduled meeting will be on December 9th, 2025 7:30 pm.

Respectfully Submitted



Karla Swihart, City Clerk