



**CITY OF HART
407 S. STATE ST.
HART, MI 49420
COUNCIL PROCEEDINGS
MARCH 24, 2020, 7:30 P.M.
MINUTES - APPROVED**

PRESENT: Mayor Ron LaPorte, Councilors: Joe Frontiera, Jason La Fever, Rob Splane, Catalina Burillo, and Steve Hegedus

ABSENT: Vicki Platt

OTHERS PRESENT: Energy Department Superintendent – Mike Schiller, BioPure Superintendent – Paul Cutter, Police Chief – Juan Salazar, DPW Superintendent – Brad Whitney, City Manager – Lynne Ladner, and Deputy City Clerk - Cheri Eisenlohr.

Mayor LaPorte called the meeting to order at 7:30 pm, following the roll call, the Mayor lead the Council in the pledge of allegiance.

AGENDA:

- Mr. Splane made a motion to approve the agenda along with its verbally mentioned amendments to remove item 6a and 10a, supported by Ms. Burillo, the motion carried.
 - Ayes: 6 Nays: 0 Absent: 1

MINUTES:

- Mr. Hegedus made a motion to approve the minutes of March 10, 2020, meeting, supported by Mr. Frontiera, the motion carried.
 - Ayes: 6 Nays: 0 Absent: 1

PUBLIC COMMENTS, CORRESPONDENCE, EVENTS, PRESENTATIONS:

- No public

DEPARTMENT REPORTS:

Police Chief, Juan Salazar:

- Written report provided in the packet.

Energy Dept. Superintendent, Mike Schiller:

- Recently we have been preparing for COVID-19 concerns making sure we have an adequate amount of material on hand. We have recently ordered transformers being that we are not sure of availability in the near future. We have been told new transformers are 40 weeks out at this point. We have been buying rebuilt transformers. The Energy Dept is focusing on doing smaller maintenance jobs at this time to try and maintain the material in stock in case of an emergency. We are told there is some uncertainty on the material getting delivered at a regular schedule.
- On a different topic, the Dam's hydro output, on average, is 1,350,000 kWh per year since 2009.
- Last year the output was 1,756,800 Kwh. This is enough energy to supply 146 homes at 1000 kwh a month for one year.
- We are going to reduced staff as of 3-24-2020. The Energy Dept. will have a rotating two-person crew until April 14. During the time away period for the other two-person crew, they are on Active Call-In. I will be working regular hours.

BioPure Superintendent, Paul Cutter:

- A written report was provided in the packet.

DPW Superintendent, Brad Whitney:

- Booster Pump Motor/Pump Reinstalled
- Check Wells/Towers/Booster Pump By-Weekly
- Tree Trimming sidewalks
- 14 Miss Digs

- Grade Gravel Roads
- Cold Patch Paved Roads
- Read Water & Electric Meters
- Monthly Water Reports
- Quarterly voe Sampled, Results Very Good
- Playgrounds Closed
- Skate Park Closed
- Pickle Ball Nets Removed
- Street Sweeping Daily
- We will be going to a reduced staffing schedule starting today. One man will be at work every day, rotating weekly, all others will be on "ACTIVE CALL IN."
- Superintendent will also be at work every day.

HEART Director, Nichole Steel:

- I would like to extend my thanks to the hiring committee and the HEART Board of Directors for the opportunity to be a part of the Heart Economic and Redevelopment Team as your Director! My first day was March 16, 2020, the same day Governor Whitmer issued the 6-foot distancing order making it an interesting time to start a position in economic development. Nonetheless, it's a time for us to come together as a community, and having the HEART organization in place is vital to coming out stronger on the other side of this.
- Christine Rickard, the Interim Manager, has been a wonderful resource. I am grateful for the effort she and the board put into preparing the downtown office. Christine gave me a tour of the community and introduced me to as many people possible before the distancing order.
- My focus has been to familiarize myself with the current community and economic development projects, events, businesses, affiliates, and the history of Hart. I had the opportunity to meet with Scott Beal, who was a wonderful resource and brought me up to speed with what's happening with our Chamber & Tourism Organizations.
- The Rich Tompkins Memorial SK scheduled for 05.25.20 (Memorial Day) has been canceled.
- The City of Hart Redevelopment Ready Community Certification Event originally scheduled for 05.08.20 has been postponed to an unknown date.
- I will be converting the Hart Main Street website to the new HEART website (www.takemetohart.com) with updated information in the upcoming weeks.
- Rescheduling or cancelation of additional community events or projects will be evaluated as needed and properly communicated.

BILLS, CLAIMS, & PAYROLL:

- Bills: \$96,681.23 Payroll: \$58,079.35 Grand Total: \$156,760.58
 - Mr. Splane made a motion to approve, supported by Mr. La Fever, the motion carried.
 - Ayes: 6 Nays: 0 Absent: 1
 - Mr. Hegedus asked if the budget amount was available for legal services; Ms. Ladner did not have that information available at this time.

ACTION ITEMS:

Ms. Ladner addressed the following Action Items:

To: Mayor and Council

From: Lynne Ladner

Date: 03/21/2020

Re: Res. 2020-23

Resolution 2020-23 is an expenditure that I have been discussing with staff and Gracon our IT contractor since I arrived and as recently as the end of last year accepted that this was something that would need to wait until FY21 due to the requirement that a new physical server box would be required to make this happen.

Currently, the City of Hart does not have the ability to work remotely. That generally sounds like a nice to have an issue, not a must-have when you are prioritizing the work that the City does. But from a general operation standpoint, that is not actually the case. By not having the infrastructure in place to allow for remote work, what the City currently has is city operations taking place in five separate locations. Because of this and because of records retention needs and requirements, we have five separate sets of back up information, any of which can be compromised, or protocols missed, and a daily back up missed potentially losing critical data. Additionally, the downtown office formally Main Street, now Economic and Community Development and HEART, is not connected to City Hall computers, and it really needs to be so that access to historical files and future files are maintained. Large files cannot be shared from location to location without loading them to an external drive and hand carrying them as email has size limitations. If we were to have an employee or department head that requested an accommodation to work remotely, we do not currently have the ability to allow that accommodation, not short term or long-term. Department heads do not currently have access other than through phone apps to view SCADA systems and then are not able to make adjustments but must return to work to make those adjustments.

So here we are, March 2020, and we are seeing an urgent need to put in place the infrastructure and technology to permit department heads and even some other essential employees to work remotely in order to ensure the continuity of our city government. This project solves not just a short-term potential need for allowing department heads and essential clerk/treasurer office employees to continue their work remotely, but it connects all of our locations throughout the City long-term.

In an effort to mitigate an expense that was not planned or budgeted for this year, I had our contractor explore options and verified with the City Attorney that this is legal, but we can make the purchase using a 60-month installment purchase agreement. This will not be the only major technology purchase that is necessary to bring city operations on to standardized platforms (Windows 10 operating system and Office 365, to name a few), but this will be a major step forward.

Lynne

RESOLUTION 2020-23
City Council
City of Hart, Michigan
Oceana County

Authorizing the purchase and installation of server and required software to update IT infrastructure to ensure continuity of City operations

WHEREAS, the ongoing threat of disease caused by the national CORVID 19 pandemic has increased the need for City employees and officials to have the ability to use computers and technology as they work from remote locations, and

WHEREAS, the City's IT provider, Gracon, has, in response to this emergency need, recommended more immediate upgrades to the City's computer server and associated software and the addition of remote access, and

WHEREAS, Gracon has obtained competitive bids on hardware, software and other equipment for the purchase of the necessary server, server operating licenses and remote operating licenses for essential personnel (the five department heads, three clerk/treasurer and billing staff and the city manager), and

WHEREAS, the Council further has concluded that this is an emergency situation that warrants immediate action so as to ensure that City services are continued with a minimum level of disruption and a minimum level of health risk to City staff, employees and residents

WHEREAS, under Act 99 the City has the authority to enter into installment purchase agreements which do not exceed 1.25% of the City's total taxable value for real and personal property less any outstanding agreements which allows the City to spread this unplanned and unbudgeted expense over five years

THEREFORE, BE IT RESOLVED,

1. *The City of Hart authorizes the City Manager to execute the contracts necessary to proceed with the Gracon recommendation issued on 3/12/2020 for HPE Server, 35 Windows User CALS, and 9 Remote Desktop Server Licenses. This authorization includes the authority to proceed even if 3/24/2020 pricing changes the prior bid amounts, in light of emergency issues and unknown contingencies in market, provided the current amount of _____ does not increase by more than ___%.*
2. *The City of Hart authorizes the City Manager to enter into an installment purchase contract for up to 60 months for the purchase.*

Moved by Mr. Splane, supported by Mr. Hegedus, and thereafter adopted at the regular City of Hart City Council meeting on March 24, 2020.

Ayes: 6 Nays: 0 Absent: 1

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.



Cheri Eisenlohr,
Deputy City Clerk

Discussion:

- Mr. Frontiera asked what the interest rate would be on the finance option and was informed by Ms. Ladner stated that she provided the rate at this time, finance charges would be approximately \$4,000.00, Mr. Splane calculated that this would be at a 25% interest rate.
- If the governing body does not budget for this purchase in the next year, the equipment will go back with no penalty. Ms. Ladner does not see any reason that this would be sent back as a server will always be needed.
- Mr. Frontiera asked if this could go out to bid, Ms. Ladner explained that the quote consistent with what other vendors would be selling the equipment for.
- Mr. La Fever asked if there were funds available at this time to purchase the server outright and was advised that the City does. He feels that this would be the best option at this time.
- Mr. Splane brought up the SAW grant and how it is cheaper to plan in advance for possible expenditures rather than having to pay for them on an emergency need basis. He wonders if this is a "knee jerk" reaction as it has to be ordered, installed, and implemented, and by the time this is in place, the immediate need may have passed. He realizes that it is needed at this time, but need to look at the big picture and that we spend \$15,000 now vs. \$45,000 that might be needed in a year or two that accomplishes future needs as well. Ms. Ladner said that this is the foundation; the end game would be to bid it out.
- Mr. Frontiera asked for confirmation if this was only needed because of the COVID-19 virus, Ms. Ladner advised that this upgrade was to be in the next budget.
- Gracon is our IT provider, Ms. Ladner did look at other IT providers last fall and struggled to find local companies.
- Mr. Splane asked why the IT company hasn't provided an outline of purchases that might need to be made in the future.
- Ms. Ladner has talked to Mike Grady regarding just that and was told that the prior City Manager was not comfortable making decisions regarding this issue and would leave it for his replacement to accomplish.
- The Mayor feels that if it isn't done tonight, it may be harder down the road to establishing being able to work from home.
- Ms. Ladner stated that this is a critical infrastructure upgrade and would be moved to the top of the list to be put in place.
- Mr. Splane asked about the Union Contracts and HR issues allowing employees to work off-site? The only ones to have access are Department Heads, office staff, and the Director of HEART, so there would not be

- any issues.
- Ms. Burillo asked is there a projection of possible cost for the next few years for this system. Ms. Ladner stated that the City has an annual LAN hour contract with Gracon so that they can service our systems. The blocks are \$1600.00 a block, and the City usually goes through 4 blocks a year, the long term goal is to get all systems on a standardized system, software, and platform. This would allow all department systems to be upgraded at the same time.

RESOLUTION 2020-24
City Council
City of Hart, Michigan
Oceana County

AUTHORIZE CITY MANAGER TO TAKE NECESSARY ACTIONS TO COMPLY WITH STATE OF EMERGENCY AND EXECUTIVE ORDERS RELATED TO COVID 19

WHEREAS, the Governor of the State of Michigan and the President of the United States have declared a State of Emergency related to the COVID-19 virus; and

WHEREAS, the City is required to maintain essential operations while still complying with all Federal and State orders and directives during this time of emergency; and

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

WHEREAS, the City Manager needs to be able to take action to protect the health and welfare of the residents and employees of the City;

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Authorizes the City Manager to put in place such temporary internal policies as needed to continue day-to-day operations while complying with Federal and State orders and directives and;
Requires that the City Manager inform the Council of any such policies enacted in a timely fashion if not before the action is taken but in such a manner as not to jeopardize the health and safety of the residents and employees.

Moved by Mr. La Fever, and supported by Ms. Burillo, and thereafter adopted by the City of Hart, Michigan City Council at a regularly scheduled meeting held on Tuesday, March 24, 2020.

Ayes: 6 Nays: 0 Absent: 1

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.



 Cheri Eisenlohr, Deputy Clerk

SPECIAL EVENTS PERMITS:

- None

DISCUSSION ITEMS:

- None

CITY ATTORNEY'S REPORT:

- No report was given/provided.

CITY MANAGER'S REPORT:

- Future meetings will be conducted via ZOOM. Ms. Ladner will obtain a month-to-month subscription to use the service.
- Employees are on rotation and are on Active Call-in Status. The employee must answer their phone within 5 minutes of the call and report to work within 20 minutes if needed. If they don't answer or show, the call-in pay is forfeit, and ETO would have to be used.
- One person per vehicle policy is in effect.
- Self-quarantining, if deemed necessary, Shelby and Pentwater are doing similar procedures.
- The Mayor asked for notices to go out on what is acceptable to be flushed. Ms. Ladner had posted this information on the website and Facebook already.

COMMUNICATIONS FROM THE MAYOR AND COUNCIL:

- Mr. La Fever suggested that the City-wide cleanup be held in the fall. Council agreed with this suggestion.

There being no further business to come before the Council, the meeting adjourned at 8:10 pm, upon motion by Mr. Hegedus and supported by Mr. Frontiera. The next regularly scheduled meeting will be on March 24, 2020, at 7:30 pm.

Respectfully Submitted



Deputy City Clerk