

*City of Hart, Michigan*  
CITY COUNCIL AGENDA  
**January 13, 2026, 7:30 PM**  
**407 State St. – Council Chamber**  
NOTICE OF PUBLIC MEETING  
REGULAR COUNCIL MEETING

1. Call to Order
2. Roll Call – Burillo, Cunningham, Hodges, Mullen, Root, Thomson, Klotz
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Comments – **Public comment on any matter other than a scheduled public hearing. We ask that you please limit your comments to 3 minutes.**
  - a. Correspondence, Events, Presentations
    - i. *FY 24-25 Audit Report - Jordan Smith, Maner Costerisan*
6. Consent Agenda:
  - a. Approval of Minutes from December 9, 2025 and December 18, 2025
  - b. Bills, Claims, Payroll
  - c. Reports of Boards, Commissions, and Committees
  - d. Department Reports – Police/BioPure/Public Works/Energy/♥C&E Dvlp./Parks & Rec
7. Action Items
  - a. Permit Requests
    - i. *Winterfest Special Event Permit Request*
    - ii. *Resolution 2026-01 Authorize Right of Way Work at 3 E Main St*
  - b. Contracts, Purchases, Appointments
    - i. *Resolution 2026-02 Award Downtown Plaza (Hart Plaza) Construction Contract to Wadel Stabilization, Inc*
    - ii. *Resolution 2026-03 Authorize a Temporary Grading Easement at Hart Cemetery for Safe Routes to School Project*
8. Discussion Items
  - a. Annual Council Retreat Date
  - b. Asset Management, Capital Improvement Plan, Water Rate Study
9. City Manager Report
10. Communications from the Mayor and Council (Including board and committee updates)
11. Adjournment –

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Suite 1, Lansing, MI 48912

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Grand Rapids, MI 49546

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January 7, 2026

To the Honorable Mayor and  
Members of the City Council  
City of Hart, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the City of Hart (the City), for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 1, 2025. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 13 to the financial statements, the City adopted Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*, and Statement No. 102, *Certain Risk Disclosures*, during the year ended June 30, 2025. Accordingly, the cumulative effect of the accounting changes are reported in the applicable financial statements and note disclosures. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's calculation of the accrued compensated absences is based on current hourly rates, historical usage, and policies regarding payment of sick and vacation banks while the current and noncurrent portions of compensated absences were based on an estimate of the percentage of employees' use of compensated absences.

Management's calculation of depreciation/amortization expense for the current period is based on an estimate of the useful lives of the capital assets.

Management's calculation of the allowance for uncollectible receivables for the current period is based on the past experience of collections.

Management's calculation of the net other post-employment benefit liability and related deferrals are estimated based upon actuarial studies which utilized actuarial assumptions.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We did not identify any sensitive disclosures.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements were detected as result of audit procedures and were corrected by management: investments, due from other governmental units, capital assets, deferred inflows of resources, long-term debt, intergovernmental revenue, and other post-employment benefits trust activity.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 31, 2025.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. Management did engage an outside expert to review the financial statements on their behalf and to provide the skills, knowledge, and experience to ensure our independence under relevant professional standards. To our knowledge, this was the only such consultation with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, and OPEB schedules, which are required supplementary information (RSI) that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the other supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### Restriction on Use

This information is intended solely for the use of the City Council and management of the City of Hart and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Maney Costeiran PC*



**CITY OF HART**  
**407 S. STATE ST.**  
**HART, MI 49420**  
**REGULAR MEETING OF CITY COUNCIL - COUNCIL PROCEEDINGS**  
**DECEMBER 9<sup>th</sup>, 2025**  
**MINUTES – Draft**

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

**ABSENT:** None

**OTHERS PRESENT:** City Manager – Nichole Kleiner, City Clerk/Treasurer – Karla Swihart, BioPure Superintendent – Paul Cutter, DPW Superintendent – Brad Whitney, Hart Police Officer – Jack Hoekstra, Ethan Castro, Christine Juska, and Derk Williams

**APPROVAL OF AGENDA:**

- A. Mullen motioned to approve the Agenda and was supported by K. Thomson
  - Ayes: 7 Nays: 0 Absent: 0

**PUBLIC COMMENTS:**

- None

**CORRESPONDENCE, EVENTS, PRESENTATIONS:**

- None

**CONSENT AGENDA:**

- Approval of minutes from November 25<sup>th</sup>, 2025
- Bills, Claims, Payroll
- Reports of Boards, Commissions, and Committees
- Department Reports – Police/BioPure/Public Works/Energy/C&E Dvlp
  - B. Root motioned to approve the Consent Agenda, and was supported by K. Thomson
    - Ayes: 7 Nays: 0 Absent: 0

**ACTION ITEMS:**

- Mayoral Appointments
  1. Confirm the Mayor’s appointment of Jim Evans to the Planning Commission as recommended by the Planning Commission Board
  2. Confirm the Mayor’s appointment of Jim Evans to the Power Board as recommended by the Power Board.
- Resolution 2025-59 Approval of Right of Way Permit

WHEREAS, Frontier Communications has requested permission to place a fiber service drop within the public right-of-way to serve the premises at 408 S State Street, Hart, Michigan; and

WHEREAS, the proposed work includes approximately 265 feet of underground boring within the right-of-way of Johnson Street and State Street at a depth of 48 inches below grade; and

WHEREAS, the City Charter provides clear authority and requirements for the use of public right-of-way by utilities, including

  - Section 14.5, which authorizes the City Council to grant temporary, revocable permits for public utilities by resolution, provided that such permits are not construed as franchises; and
  - Section 14.6, which affirms the City’s authority to regulate the use of its streets and public places, requires utilities to indemnify and hold the City harmless from damages arising from such use, and requires non-exclusive rights and joint use where reasonably practicable; and

WHEREAS, the City Council must ensure that all right-of-way approvals comply with these Charter provisions and include, at a minimum, the following conditions:

- Approval by resolution,
- Revocability at the will of the Council,
- Non-exclusive use of the right-of-way, and
- Full indemnification and hold-harmless protection for the City: and

WHEREAS, Frontier's request has been reviewed and is consistent with typical right-of-way utility use, subject to the conditions outlined herein.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL

Hereby approves a revocable, non-exclusive right-of-way permit for Frontier Communications to install approximately 265 feet of fiber service drop within the Johnson Street and State Street public rights-of-way by boring to a depth of 48 inches to serve 408 S State Street, Hart, Michigan

BE IT FURTHER RESOLVED that this permit is expressly conditioned upon:

1. The permit being revocable at any time at the will of the City Council
2. The permit does not constitute a franchise or amendment to a franchise;
3. Frontier Communications indemnifying, protecting, and holding the City harmless from all damages arising from its use of the right-of-way;
4. The permit is non-exclusive, with the City retaining full authority to require joint use where practicable;
5. Compliance with all City engineering, restoration, inspection, and safety requirements; and
6. Compliance with all applicable state laws governing the utility.

- J. Cunningham motioned to approve Resolution 2025-59 and was supported by K. Thomson

• Ayes: 7 Nays: 0 Absent: 0

▪ Resolution 2025-60 Adoption of Food Truck Fee Schedule

WHEREAS, the City of Hart enacted an ordinance regulating Transitory Food Service Units, requiring operators to obtain a permit prior to preparing, serving, selling, or distributing food within the City; and  
WHEREAS, Sections 3 and 5 of the Ordinance expressly require that application and permit fees be set from time to time by resolution of the City Council, and that all fees be paid at the time an application is submitted; and  
WHEREAS, City staff prepared a recommended fee structure establishing short-term, monthly, seasonal, and annual permits, together with associated administrative fees, consistent with the requirements of the Ordinance; and

WHEREAS, the Planning Commission reviewed and supported the proposed fee schedule during its regular meeting held on November 6, 2025, and forwarded its recommendation to the City Council; and

WHEREAS, the City Council finds the proposed fee schedule to be reasonable, consistent with the administrative needs of the ordinance, and necessary for proper implementation of the permitting process.

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Hereby adopts the Food Truck/Transitory Food Service Unit Fee Schedule attached as Exhibit A, in compliance with the authority granted to the Council under Sections 3 and 5 of the Ordinance. The fee schedule shall take effect December 10<sup>th</sup>, 2026, and shall remain in effect unless amended by future resolution.

- B. Root motioned to approve Resolution 2025-60 and was supported by A. Mullen

• Ayes: 7 Nays: 0 Absent: 0

▪ Resolution 2025-61 Approval of MMPA Power Purchase Commitment Authorization for Planning Year 26/27 (Capacity Sale of up to 3,000 kw. At a minimum \$7.50/kw-month)

WHEREAS, the city of Hart owns and operates its municipal electric utility, and participates in the Michigan Public Agency (MPPA) for purposes of power supply and energy market services; and

WHEREAS, MPPA has provided a Power Purchase Commitment Authorization for the sale of surplus capacity from the City of Hart Hydro Electric system for MISO Planning Year 2026/2027; and

WHEREAS, the authorization identifies the City’s ability to sell up to 3,000 kw of capacity per month at a minimum authorized sale price of \$7.50 per kw-month, resulting in an estimated revenue of \$270,000for the planning year; and

WHEREAS, participation in this capacity sale represents a financial benefit to the City and does not compromise the City’s required capacity obligations within MISO Zone 7; and

WHEREAS the Council finds it in the best interest of the City to authorize MPPA to execute the capacity sale transaction on behalf of the City of Hart:

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Hereby authorizes the City Manager, as the Member Authorized Representative, to execute the Power Purchase Commitment Authorization with MPPA for the FY 26/27 capacity sale as described in the attached documentation.

BE IT FURTHER RESOLVED that the City Manager is authorized to complete any additional documents necessary to facilitate this transaction in accordance with the terms provided by MPPA.

- A. Mullen motioned to approve Resolution 2025-61 and was supported by K. Thomson
  - Ayes: 7 Nays: 0 Absent: 0

- Resolution 2025-62 Designate 2026 Council Meeting Dates
 


WHEREAS, the City is required to review and designate any changes to the regular schedule of City Council meetings prior to the beginning of the calendar year; and

WHEREAS, the Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month unless there is a holiday, or the Council cancels a meeting; and

WHEREAS, in 2025, there are no conflicts with City Council meetings and designated City holidays;

NOW THEREFORE BE IT RESOLVED BY THE HART CITY COUNCIL:

The City Council meeting dates for the City of Hart for 2026 will be at 7:30pm on the Second and Fourth Tuesday of each month as follows:



2026

Hart City Council  
Regular Meeting Schedule

January							February							March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	11	12	13	14	15	16	17	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	29	30	31	26	27	28	29	30							
25	26	27	28	29	30	31								29	30	31												

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4											1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3											1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12
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20	21	22	23	24	25	26	18	19	20	21	22	23	24	15	16	17	18	19	20	21	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	22	23	24	25	26	27	28	27	28	29	30	31		
														29	30												

- C. Burillo motioned to approve Resolution 2025-62 and was supported by B. Root
  - Ayes: 7 Nays: 0 Absent: 0
- Resolution 2025-63 Cancel City Council Meeting on December 23, 2025
 

WHEREAS, the second December Regular City Council Meeting is scheduled for December 23<sup>rd</sup>,2025; and

WHEREAS, the City Council has historically cancelled this meeting due to its close proximity to the holiday, allowing council members and staff the opportunity to spend time with family and friends; and  
WHEREAS, the City Charter provides that a special meeting may be called at any time at the request of the mayor or any two council members, should urgent business or emergencies arise; and  
WHEREAS, in order to secure the benefits of efficient self-government and to promote and protect our common interest and welfare, the City Council hereby declares:

NOW THEREFORE BE IT RESOLVED THAT THE HART CITY COUNCIL:

Cancels the regularly scheduled City Council meeting of December 23<sup>rd</sup>, 2025, unless reinstated by request of two council members or the mayor, or if a special meeting is required to conduct City business.

- C. Burillo motioned to approve Resolution 2025-63 and was supported by J. Cunningham
  - Ayes: 7 Nays: 0 Absent: 0

## **DISCUSSION ITEMS:**

- **Water Supply and Pressure Concerns for Seneca Foods Fire Suppression System**  
City's ongoing discussions with Seneca Foods regarding the insufficient water pressure and volume needed to operate the fire suppression system in their new warehouse. Despite several attempts to improve service to this location, the system continues to fall short of the required 1,000 gpm at 20 psi, leaving the facility without compliant fire protection.  
Engineering reviews completed by Prein & Newhof and shared with both parties identified several potential solutions. Two options involved extending the high-pressure system from the west side of the City, but were determined to be cost-prohibitive. Additional options included:
  - A dedicated high-pressure service from the east tower serving only Seneca, or
  - Installation of a large surge tank on Seneca's property, functioning as a private reservoir to meet pressure and flow requirements.A central point of discussion remains cost responsibility. The City's position is that a dedicated system benefiting only Seneca would be its financial responsibility to construct and maintain. Seneca maintains that the City is responsible for providing adequate pressure at the point of connection, with Seneca responsible only for internal improvements.  
The City Manager and Public Works Superintendent met with Dirk Williams and Rachel, Seneca's internal engineer, on 11/21/25. The City shared its long-standing capital improvement priority – the "North Oceana Loop", approximately 4,300 feet of 8-inch water main along Oceana Drive. This project would improve system reliability, strengthen the east side, and directly benefit the area near Seneca's connection. While the City continues seeking funding for this project, it cannot presently proceed due to other critical system obligations, including lead service line replacements.  
Seneca has expressed interest in contributing to the construction of the portion of the loop necessary to meet their fire suppression needs, contingent upon the City establishing a reimbursement mechanism for any portion that supports the City's broader system rather than dedicated Seneca service. The City could determine the appropriate cost-recovery structure in compliance with Michigan law and continue pursuing grant opportunities to offset future obligations.  
Seneca continues to work with Prein & Newhof to evaluate viable options. Any design, construction, or reimbursement structure will require mutual agreement, clarity on ownership, and defined long-term responsibilities.  
Staff will continue exploring reimbursement pathways and funding opportunities and will return to Council as cost estimates, engineering details, and feasible solutions become more defined.
- **Flock Camera Safety Discussion**  
With the 90-day trial coming up, there has been some concern over the Flock Camera and how they are recording data, saving data, and security standards.  
Attached in the packets are Security Claims & Facts for everyone to look over regarding the Flock Camera System.



- Safe Routes to School Cemetery Temporary Easement Signature Request

**Purpose**

To provide background and request Council discussion on the execution of a Temporary Grading Easement required for the Safe Routes to School (SRTS) Pathway Project.

**Background**

The grading work for the SRTS pathway impacts a portion of the cemetery property located on W. Main St. A draft Temporary Grading Easement is included in the packet. Metro Consulting has advised that both the City of Hart and Hart Township should sign the easement, rather than the Cemetery Commission.

This recommendation is based on the historical framework established in the 1978 Cemetery Contract between the City and Township. Under the agreement, the municipalities jointly acquired ownership of the cemetery property and created a five-member Cemetery Commission to administer operations. While the Commission manages the cemetery, it does not hold ownership of the real property and does not have authority to execute property interests such as easements. The signature page from the 1978 agreement confirms that the City and Township – not the Commission – are the governing authorities over cemetery real estate.

**Easement Summary**

The easement grants a temporary 4,918 sq ft grading area to support construction of the SRTS pathway. Restoration of the area, protection of existing trees and landscaping, and expiration terms (project completion or December 31, 2030) are included as standard conditions.

**Discussion Summary**

Staff seeks Council direction on whether the City wishes to proceed with executing the easement as drafted and determining who should sign the document, recognizing that:

- The City and Township are the legal property owners;
- The Cemetery Commission does not hold authority to grant easements; and
- The consultant has formatted the document in recordable form, requiring signatures from both municipalities.

Based on Council discussion, staff will coordinate with Hart Township and Metro Consulting on next steps.

**CITY MANAGER'S REPORT:**

**Status of ongoing projects:**

- Hart Plaza Streetscape Project – great turnout for “required” pre-bid meeting on December 5<sup>th</sup>.
  - Hart Rotary wants to fundraise - \$20k towards a fireplace in exchange for recognition of their organization on or near the fireplace.
  - Estimated cost to run gas is \$3500 per year – TIFA discussing how to fund (they may commit), how to manage gas controls
- SRTS committee meeting Friday 12/12/2025
- Water Tower ATT antenna project – ATT has agreed to an easement instead of land ownership – attorney requiring a survey before preparing easement ppwk. Survey to be completed this week.

**Staffing changes, policy updates, internal improvements**

- HR coordinators are starting to work on updates to the 2014 personnel handbook. Union negotiations are happening in 2026. Job posting for a temporary patrol officer is going to live this week.
- Economic & Community Development Director job description being reviewed by HEART and TIFA with the goal to post the job in January (HEART & TIFA) voted to partially support funding of this position Jan – June 30<sup>th</sup> with TIFA offering ongoing support for the HEART Director to provide admin services to them.
- Planning Commission will be attending individual virtual training on Environmental Planning, Housing Supply & Affordability, and live training for “Planning and Zoning Essentials” – if council or other board members are interested, please let me know

**What's New:**

- Attending MPPA (Michigan Public Power Agency) monthly board meeting tomorrow (12/10/2025) in Lansing, will be out of the office until 3 pm.

- Cleaning out storage room, Paul Cutter removed empty file cabinets, old computers, printers, servers, etc and is following guidelines to properly dispose of.
- Hole in the wall connecting the isolated community center office to city hall.

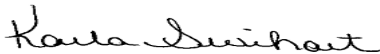
**COMMUNICATIONS FROM THE MAYOR AND COUNCIL:**

- A. Mullen – HEART Board meeting is tomorrow, 12/10/2025, at 2 pm, and following that is the Heritage Preservation Group meeting.
- J. Cunningham – today was the BOR meeting held here at City Hall. No appeals, but did find out that an empty lot by St. Gregory's church, shows owned by Hart Public Schools, is actually an error and is owned by the church, so that got corrected.

**ADJOURN:**

- There being no further business to come before the Council, Mayor Klotz adjourned the meeting at 8:31 pm. The next regularly scheduled meeting will be on January 13<sup>th</sup>, 2025, at 7:30 pm.

Respectfully Submitted



Karla Swihart, City Clerk



**CITY OF HART**  
**407 S. STATE ST.**  
**HART, MI 49420**  
**SPECIAL MEETING OF CITY COUNCIL - COUNCIL PROCEEDINGS**  
**DECEMBER 18<sup>th</sup>, 2025**  
**MINUTES – Draft**

**PRESENT:** Mayor Amanda Klotz, Councilors, Catalina Burillo, Jim Cunningham, Dean Hodges, and Andrew Mullen,

**ABSENT:** Betty Root and Karen Thomson

**OTHERS PRESENT:** City Manager – Nichole Kleiner, City Clerk/Treasurer – Karla Swihart, Energy Superintendent – Mike Schiller, and Christine Juska

**APPROVAL OF AGENDA:**

- A. Mullen motioned to approve the Agenda and was supported by J. Cunningham
  - Ayes: 5 Nays: 0 Absent: 2

**ACTION ITEMS:**

- Resolution 2025-64 Authorize Emissions Compliance, Engine Automation, and Inspection contract with Farabee Mechanical  
WHEREAS, the City of Hart owns and operates municipal diesel generation units that support electric system reliability, operational flexibility, and participation in regional power markets; and  
WHEREAS, the Michigan Public Power Agency (MPPA) has advised the City that its diesel generation units may be registered for participation in the Midcontinent Independent System Operator (MISO) capacity market beginning Planning Year 2026/2027, provided certain regulatory, emissions, testing, and equipment requirements are met; and  
WHEREAS, participation in the MPPA/MISO capacity market will reduce the City's allocated capacity costs and is projected to result in significant long-term savings and revenue under conservative assumptions; and  
WHEREAS, compliance with EPA RICE NESHAP emissions standards is required for capacity registration, and additional engine automation and inspection services are included to ensure compliance certifications, operational reliability, and future market participation readiness; and  
WHEREAS, the City's Power Board has reviewed the proposed generator upgrade project, including emissions control, engine automation, and inspections, and recommends proceeding with the improvements to secure capacity credits for Planning Year 2026/2027; and  
WHEREAS, Farabee Mechanical, Inc. is a qualified and experienced contractor specializing in municipal generation facilities and RICE NESHAP emissions compliance, and has submitted a Terms and Acceptance Agreement dated December 18, 2025, and  
WHEREAS, pursuant to City of Hart Charter 8.3(b)(10) and 15.1-15.2, competitive bidding is not required for this specialized and time-sensitive generation compliance, inspection, and automation work, and the City Council may authorize contracting based on qualifications, experience, and operational necessity; and  
WHEREAS, Terms and Acceptance Agreement, Total contract \$685,398.00, exclusive of applicable taxes, consisting of:
  - \$359,991.00 for emissions controls;
  - \$297,950.00 for engine automation;
  - \$16,000.00 for engine inspections; and
  - \$11,457.00 for performance bond required by Michigan Law; andWHEREAS, the contract provides for phased invoicing for emissions-related and a lease-purchase agreement for engine automation, to be invoiced as follows:
  - \$75,000 upon receipt of the agreement;

- \$75,000 upon installation of the first silencer/catalyst unit;
- \$75,000 upon installation of the second silencer/catalyst unit;
- \$75,000 upon submission of compliance test results and certification;

And further provides for a lease-purchase agreement for the engine automation system consisting of:

- 59 equal monthly payments of \$6,423.00; and
- One final payment of \$6,441.00;

With no penalty for early payoff, and with monthly payments to begin April 1, 2026; and

WHEREAS, the City Council finds that this investment is in the best interest of the City's electric utility and ratepayers by enabling capacity market participation, supporting regulatory compliance, and generation long-term financial benefit;

NOW, THEREFORE BE IT RESOLVED BY THE HART CITY COUNCIL, hereby approves

*A generator upgrade project with Farabee Mechanical, Inc. in a total contract amount not to exceed \$685,398.00, exclusive of applicable taxes, for emissions controls, engine automation, engine inspections, and required performance bonding; and*

BE IT FURTHER RESOLVED THAT THE HART CITY COUNCIL;

*Authorizes the City Manager to execute the Terms and Acceptance Agreement dated December 18, 202, including the lease-purchase agreement for engine automation, with Farabee Mechanical, Inc. for the said emissions compliance work and generator updates; and*

BE IT FURTHER RESOLVED:

*That the City Manager is authorized to take all actions necessary to implement this Resolution, including coordination with MPPA and MISO to complete capacity registration requirements and approval of invoices in accordance with the contract terms.*

- A. Mullen motioned to approve Resolution 2025-64 and was supported by D. Hodges
  - Ayes: 5 Nays: 0 Absent: 2

- Special Permit application – Stella's Coffee House use of Walker's Parking Lot
  - Ayes: 5 Nays: 0 Absent: 2

#### **DISCUSSION ITEMS:**

- None

#### **CITY MANAGER'S REPORT:**

- None

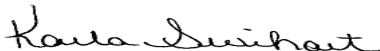
#### **COMMUNICATIONS FROM THE MAYOR AND COUNCIL:**

- None

#### **ADJOURN:**

- There being no further business to come before the Council, Mayor Klotz adjourned the meeting at 8:31 pm. The next regularly scheduled meeting will be held on January 13, 2026, at 7:30 p.m.

Respectfully Submitted



Karla Swihart, City Clerk

Payables Date 12.23.2025	Description	Total	General +	DPW	Energy	BPTF	Water
Blue Water Management Solutions	Training Courses - J. Riggs/M. Eisenlohr	\$ 360.00					\$ 360.00
Cannon Technologies	Electric Meters	\$ 2,957.76			\$ 2,957.76		
Charter	Credit Memo	\$ (14.34)	\$ (14.34)				
Charter	Phone/Internet - Starting Block	\$ 175.00			\$ 175.00		
Charter	Internet - Hart Commons	\$ 125.00	\$ 125.00				
Cintas	Bathroom Supplies - Hart Commons	\$ 63.17	\$ 63.17				
Consumers Energy	Utilities	\$ 304.90			\$ 304.90		
Cunningham, James	Board of Review July/Dec 2025	\$ 50.00	\$ 50.00				
Dave's Party Store	Fuel - JGP/Historic	\$ 26.90	\$ 26.90				
Dave's Party Store	Fuel - DPW	\$ 1,728.84		\$ 1,728.84			
Dubois Tree & Land Management	Tree Removal/Trimming Services	\$ 3,880.00			\$ 3,880.00		
EJ USA, Inc	Part/Supplies	\$ 306.32				\$ 306.32	
FirstNet	Dept. Hotspots	\$ 306.18	\$ 43.74		\$ 174.96	\$ 43.74	\$ 43.74
Frontier	Phone - DAM	\$ 143.29			\$ 143.29		
Frontier	Internet - JGP	\$ 99.99	\$ 99.99				
Great Lakes Energy	Utilities	\$ 56.06				\$ 56.06	
GRP Engineering Inc	Misc Engineering	\$ 407.50			\$ 407.50		
GRP Engineering Inc	Misc Engineering	\$ 1,409.60			\$ 1,409.60		
GRP Engineering Inc	GIS Mapping Implementation	\$ 2,960.00			\$ 2,960.00		
Hach Company	Lab Supplies	\$ 226.00				\$ 226.00	
Hodges, Dean	Board of Review July/Dec 2025	\$ 50.00	\$ 50.00				
Huntington National Bank	Nov 2025 CC Purchases	\$ 10,861.00	\$ 3,311.58	\$ 437.07	\$ 673.48	\$ 3,171.70	\$ 3,267.17
Hutson, Inc	Window/Seal for John Deere	\$ 893.80		\$ 893.80			
Hutson, Inc	Windshield	\$ 899.97		\$ 899.97			
Keystone Cooperative	Fuel - BioPure	\$ 770.69				\$ 770.69	
Kushner & Company	COBRA Administrative Services	\$ 84.00	\$ 42.00		\$ 14.00	\$ 14.00	\$ 14.00
Larson, Travis	Board of Review July/Dec 2025	\$ 50.00	\$ 50.00				
Lawson-Fisher Associates	2025 DAM Licensing	\$ 6,219.69			\$ 6,219.69		
Mika Meyers	Legal Services	\$ 276.00	\$ 276.00				
Mika Meyers	Legal Services	\$ 2,035.50	\$ 2,035.50				
Mika Meyers	Legal Services	\$ 862.50	\$ 862.50				
Mika Meyers	Legal Services	\$ 909.00	\$ 909.00				
Mika Meyers	Legal Services	\$ 690.00	\$ 690.00				
MMRMA	Policy Payment	\$ 4,735.00	\$ 1,562.55		\$ 2,036.05	\$ 757.60	\$ 378.80
MMTA	2026 Conference - K. Swihart	\$ 199.00	\$ 199.00				
MMTA	Training/Conference 2026 - K. Swihart	\$ 99.00	\$ 99.00				
MPPA	Purchased Power - 12/9	\$ 76,896.08			\$ 76,896.08		
MPPA	Purchased Power - 12/16	\$ 28,854.41			\$ 28,854.41		
MPPA	Dec 2025 Summary	\$ 105,312.59			\$ 105,312.59		
MRWA	Training Course - M. Adams	\$ 185.00					\$ 185.00
Pixel Grafix Studio	Tax Envelopes	\$ 325.00	\$ 325.00				
Power Line Supply	Parts/Supplies	\$ 4,669.00			\$ 4,669.00		
Power Line Supply	Parts/Supplies	\$ 65.32			\$ 65.32		
Power Line Supply	Parts/Supplies	\$ 140.72			\$ 140.72		
Power Line Supply	Parts/Supplies	\$ 170.00			\$ 170.00		
Prein & Newhof	2250631 Downtown Streetscape/Placemaking	\$ 24,397.25	\$ 24,397.25				
Prein & Newhof	2200777 Drinking Water Asset Mgmnt	\$ 606.00					\$ 606.00
Prein & Newhof	2200777 Drinking Water Asset Mgmnt	\$ 4,971.25					\$ 4,971.25
Prein & Newhof	2221059 BioPure Facility Construction	\$ 9,512.89				\$ 9,512.89	
Pro-Tech Sales	Parts/Supplies - PD	\$ 521.00	\$ 521.00				
Ruggles & Son Masonry	Cut Door to City Managers Office	\$ 1,200.00	\$ 1,200.00				
State of Michigan Police	Records Management Annual Fees	\$ 1,300.00	\$ 1,300.00				
SyLo Heating and Cooling LLC	Service Call - Boiler	\$ 99.00	\$ 99.00				

USA BlueBook	Lab Parts/Supplies	\$	3,174.28				\$	3,174.28					
Verizon	Department Phones	\$	444.44	\$	82.24	\$	104.23	\$	82.24				
Verizon	Office Phones	\$	482.85	\$	394.47	\$	29.46	\$	29.46				
Vital Shred/Vital Records Control	Shredding/Recycling	\$	119.83	\$	119.83								
Wadel Stabilization	Snow Plowing/Hauling	\$	2,050.00			\$	2,050.00						
Wadel Stabilization	Repairs Pump/Air Compressor	\$	2,969.88			\$	1,160.00	\$	1,809.88				
Wells Fargo Vendor - RICOH	Copier Lease Payment - CH	\$	143.20	\$	143.20								
	Sub-total	\$	313,817.31	\$	39,063.58	\$	7,303.37	\$	237,669.54				
								\$	19,954.86				
									\$	9,825.96			
<b><u>HAND CHECKS/ACH/EFT</u></b>													
<b>Sub-Total Regular Bills/Hand Checks</b>		\$	313,817.31	\$	39,063.58	\$	7,303.37	\$	237,669.54	\$	19,954.86	\$	9,825.96
Gross Payroll	PR251	\$	84,869.07										
Gross Payroll													
Gross Payroll													
	Sub-Total	\$	84,869.07										
<b>GRAND TOTAL</b>		\$	398,686.38	\$	39,063.58	\$	7,303.37	\$	237,669.54	\$	19,954.86	\$	9,825.96

Payables Date 01.14.2026	Description	Total	General +	DPW	Energy	BPTF	Water
ACE 1 Port-A-Potties	Portable Restroom - JGP Boat Launch	\$ 100.00	\$ 100.00				
ACE 1 Port-A-Potties	Portable Restroom - Vets Park	\$ 175.00			\$ 175.00		
Alta Industrial Equipment Michigan	Repairs/Maintenance Caterpillar	\$ 290.41			\$ 290.41		
Blue Cross Blue Shield of Michigan	Retirees Medical	\$ 3,709.98	\$ 2,061.10		\$ 1,648.88		
Carlson, Aleshia	Utility Deposit Refund	\$ 67.76			\$ 67.76		
Charter	Internet	\$ 80.00			\$ 80.00		
Cintas	Bathroom Supplies - Hart Commons	\$ 63.17	\$ 63.17				
Cintas	Bathroom Supplies - Hart Commons 1/6	\$ 27.98	\$ 27.98				
City of Hart	Utilities	\$ 47,029.62	\$ 874.29	\$ 1,111.19	\$ 1,690.32	\$ 37,787.18	\$ 5,566.64
Command Communications	Parts/Supplies	\$ 2,499.95	\$ 2,499.95				
Custom Tree Service	JGP Tree Removal/Cleanup	\$ 4,950.00	\$ 4,950.00				
Dacott	Power Purchase Report	\$ 650.00			\$ 650.00		
Daniels, Quimika	Utility Deposit Refund	\$ 185.58			\$ 185.58		
DTE Energy	Utilities	\$ 4,226.04	\$ 956.39	\$ 798.43	\$ 1,430.92	\$ 963.77	\$ 76.53
Eden Lakes, LLC	Biosolids Removal Test Nov 2025	\$ 24,888.00				\$ 24,888.00	
Eden Lakes, LLC	Biosolids Removal Test Dec 2025	\$ 24,888.00				\$ 24,888.00	
ETNA Supply Co	Parts/Supplies	\$ 2,056.00					\$ 2,056.00
ETNA Supply Co	Parts/Supplies	\$ 1,265.70					\$ 1,265.70
Evident, Inc	Supplies - PD	\$ 180.88	\$ 180.88				
Farabee Mechanical, Inc.	Diesel Plant Contract 1st Payment	\$ 75,000.00			\$ 75,000.00		
First Net	Police Modems	\$ 89.46	\$ 89.46				
Fischer LP Gas	Propane	\$ 802.46			\$ 802.46		
Frontier	Phone Service - DAM	\$ 123.33			\$ 123.33		
Galindo, Melissa	Utility Deposit Refund	\$ 117.20			\$ 117.20		
Gracon	GSI Mgmnt - 1 YR	\$ 252.00	\$ 84.00	\$ 42.00	\$ 42.00	\$ 42.00	\$ 42.00
Gracon	APC: Smart UPS Online	\$ 2,383.86	\$ 794.62	\$ 397.31	\$ 397.31	\$ 397.31	\$ 397.31
Gracon	SOPHOS: Endpoint Server 5 MOS Renewal	\$ 42.42	\$ 14.14	\$ 7.07	\$ 7.07	\$ 7.07	\$ 7.07
Great Lakes Cleaning Services	Dec 2025 Cleaning Services - CH/CC	\$ 1,650.00	\$ 1,650.00				
Great Lakes Pet Fencing	Repair Fencing Johnson St	\$ 773.42		\$ 773.42			
Hart Cemetery Commission	2025 Tax Disbursement Batch 12/Disp 11	\$ 360.45	\$ 360.45				
Huntington National Bank	Dec 2025 Credit Card Statement	\$ 4,732.26	\$ 2,269.62	\$ 994.23	\$ 1,375.50	\$ 92.91	
Hutson, Inc	Parts/Supplies	\$ 185.07				\$ 185.07	
Hydrocorp LLC	Cross Connection Program	\$ 764.00					\$ 764.00
IDEXX	Lab Supplies	\$ 10,559.57				\$ 10,559.57	
Klotz Auto Parts	Auto Parts/Supplies/Repairs	\$ 536.82		\$ 448.53	\$ 73.98	\$ 14.31	
Lara	LIEAF Payment	\$ 1,342.50			\$ 1,342.50		
Larson's ACE Hardware	Parts/Supplies	\$ 2,410.25	\$ 508.50	\$ 382.31	\$ 322.28	\$ 1,197.16	
LEAF	Police Copier	\$ 49.61	\$ 49.61				
Linde Gas & Equipment	Cylinder Rental - DPW	\$ 88.45		\$ 88.45			
Maner Costerisan	Audit YR End 2025	\$ 7,500.00	\$ 3,000.00		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Mc Kenna	Planning Services	\$ 616.25	\$ 616.25				
Michigan Municipal Executives	2026 MME Winter Conference - N. Kleiner	\$ 330.00	\$ 330.00				
Model Coverall Service	Uniforms/Rags/Rugs	\$ 122.85				\$ 122.85	
MPPA	Purchased Power - 12/23	\$ 17,814.28			\$ 17,814.28		
MPPA	Purchased Power - 12/30	\$ 18,622.89			\$ 18,622.89		
MPPA	Purchased Power - 1/6	\$ 16,847.39			\$ 16,847.39		
MWEA	2026 Annual Conference - P. Cutter	\$ 450.00				\$ 450.00	
Napa Auto Parts	Auto Parts/Supplies/Repairs	\$ 191.65		\$ 36.68		\$ 154.97	
Office Machines Co	Copier Lease Payment/Overages - PD	\$ 48.60	\$ 48.60				
Palmer, Michelle	Utility Deposit Refund	\$ 81.69			\$ 81.69		
Pitney Bowes	Postage	\$ 502.25	\$ 125.57		\$ 125.56	\$ 125.56	\$ 125.56
Power Line Supply	Parts/Supplies	\$ 107.92			\$ 107.92		
Power Line Supply	Parts/Supplies	\$ 198.00			\$ 198.00		

Power Line Supply	Parts/Supplies	\$	42.84			\$	42.84				
Power Line Supply	Parts/Supplies	\$	385.23			\$	385.23				
Power Line Supply	Parts/Supplies	\$	881.11			\$	881.11				
Raspotnik, Kate	Utility Deposit Refund	\$	158.20			\$	158.20				
Republic Services	Garbage Services - Bike Trail	\$	64.96	\$	64.96						
Republic Services	Garbage Services - Washington Lot Dumpster	\$	246.42			\$	246.42				
Rick Gann Defensive Options/Aerko	Parts/Supplies	\$	140.65	\$	140.65						
Ricoh	Copier Overage Fees	\$	102.38	\$	102.38						
Ryan Hennessy WasteWater Micro LLC	Microscopic Evaluation	\$	365.00					\$	365.00		
State of Michigan	2026 WRD Biosolids Pounds/Base Fees	\$	6,858.06					\$	6,858.06		
Steve's Auto & Truck	Repairs/Maintenance Police 2019 Ford	\$	248.66	\$	248.66						
Syncwave	Internet	\$	301.71			\$	91.75	\$	209.96		
Trace Analytical	Water Testing	\$	2,856.45					\$	2,856.45		
Trails End Pest Control Inc	Pest Treatment	\$	75.00	\$	75.00						
Tri-Berry, Inc.	Repairs- Snow Plow	\$	723.00			\$	723.00				
Tri-Berry, Inc.	Aluminum Floor Cover	\$	27.00	\$	27.00						
Watkins Ross	Retirees Benefits Report Fiscal YR 2025	\$	4,600.00	\$	1,840.00	\$	920.00	\$	920.00		
West Michigan Carpet Center	Flooring - City Hall/PD	\$	4,936.67	\$	4,936.67						
West Michigan Carpet Center	Flooring - Entry/Foyer	\$	7,672.17	\$	7,672.17						
	Sub-total	\$	313,716.48	\$	36,762.07	\$	7,060.79	\$	143,507.61		
								\$	114,585.20		
									\$	11,800.81	
<b>HAND CHECKS/ACH/EFT</b>											
<b>Sub-Total Regular Bills/Hand Checks</b>			\$	313,716.48	\$	36,762.07	\$	7,060.79	\$	143,507.61	
								\$	114,585.20	\$	11,800.81
Gross Payroll	PR252	\$	98,002.95								
Gross Payroll	Includes A. VanZoeren Final ETO/OPT OUT Pay										
Gross Payroll											
	Sub-Total	\$	98,002.95								
GRAND TOTAL		\$	411,719.43	\$	36,762.07	\$	7,060.79	\$	143,507.61	\$	114,585.20
										\$	11,800.81



## **REPORTS OF BOARDS, COMMISSIONS, AND COMMITTEES**

# Hart Cemetery Commission

## Budget meeting

November 17, 2025

Not Official

Meeting was called to order by Vice Chair Cal Moul.

Roll Call : Cal Moul, Karen Urick, Catalina Burillo, Andrew Mullen present. Absent Sally Veurink, Jay McGhan. 4 in the audience.

Motion by Catalina and supported by Andrew to approve the October 20, 2025 minutes. All ayes, motion carried.

Financial report was given for October 31, 2025:

checking account \$55,505.55

Savings account: \$72,566.14

Cd#9778 \$50,544.66; cd# 8989 \$53,004.39

Motion by Karen and supported by Catalina to accept the financial report as given. All ayes, motion carried.

Steve reported on the cemetery data base, burial dates, list of unknown burials. Sexton Andrew Bosse' has reached almost 400 burials in his career. There are 7156 occupants of the Hart Cemetery, 2335 of them no burial dates. We need to up date our lap tops this year to meet BS&A software requirements. We will get quotes for new laptops.

Andrew reported 38 burials \$14,75.00, 9 grave plots \$3750.00, 27 foundations \$3,017. Toro makes a front end blower, John Deere was updating pricing on lawn mower. We found out the Boys Scouts had removed all the flags from the Cemetery, after Labor Day, we want the flags to remain out in the cemetery until Veterans Day. No columbarium's were sold this year. Discussion on the burial sheets in the black book. We need additional bids on the drywall project at the cemetery building. Decision on the mower purchase will be decided at the January meeting.

New division markers, were discussed, no decision was made. It was also brought up of hiring a new sexton when Andrew retires.

Gail Morton from Metro Consulting Associates from Kalamazoo gave a review on the safe Routes to School 5' temporary grading easement extension. A review of the language specifying the protection of the trees along Tyler Rd. and the end date for this project. who actually is responsible to sign the extension approval the City or Township Board. This 5' temporary easement contract should be legally registered.

After review of the proposed 2026 budget and adjusted proposed numbers the Budget was approved. Motion by Catalina and supported by Karen to approve the budget after adjustments. Roll call vote; Mou, Urick, Burillo, Mullen ,All ayes, motion carried

Motion by Catalina and supported by Andrew to adjourn the meeting. All ayes, motion carried.

Meeting adjourned at 9 PM.

Respectfully Submitted

Carol Tariske  
Secretary/ Treasurer

## **HART AREA FIRE**

### **ADMINISTRATIVE BOARD**

#### **Meeting Minutes - January 5, 2026**

The Hart Area Fire Administrative Board Meeting was called to order by Chairman Gary Beggs at 7:00PM. Others present for the meeting were, Jerry Schaner, Mike Potter, Larry Doran, Bill Kolenda, Mike Powers, Chief Fuehring and Undersigned.

Also present for the meeting was Assistant Chief Tim Tubbs.

Absent from the meeting was Vice Chairman Jay McGhan, Jake Whelpley and John Williams.

Motion was made by Potter and supported by Schaner to approve the agenda as presented. Voice Vote, all yes. Motion carried.

Motion was made by Doran and supported by Kolenda to approve the minutes of the December 2, 2025 meeting as presented. Voice Vote, All Yes. Motion Carried.

Treasurer advised the we had total bills of \$4,005.20 for the month including the audit bill of \$2,175.00. A total of fund balance of \$721,103.42. Motion was made by Powers and supported by Kolenda to pay the bills and accept the Treasurers report. Roll call vote, All yes. Motion carried.

Treasurer advised Quickbooks will start this year charging a per check fee for payroll of \$3.00 for the first 9 checks and then \$2.50 for checks 10 threw 21, then \$2.00 for the next few checks down to a \$1.00 per check.

Treasurer advised one of the firefighters is using the Provident Insurance that the board had gotten, hopefully he will be back on his feet soon.

Chief reported that the fire department has responded to 566 runs in 2025. Rescue calls account for 299 and fire calls are at 267.

Chief advised he had taken 181 in for service in Kalamazoo and that dealer had to order two new doors for the unit which will not be in for awhile. Chief advised he had tried to find out if the DNR at Silver Lake would assist with reimbursement on the costs and he has not had much luck as of yet.

Under new business Chief asked if the board would be interested in purchasing a trailer that he has for transporting 181 around if it is needed somewhere else in our area. He is not ready to sell it yet but it is a year old trailer which would be good for use with 181.

Do to the board authorizing the department responding to Priority II calls if the department should start to pay twice a year. After discussion the board voted to begin to pay after 6 months and that all would be the same schedule of payments. Motion was made by Doran and supported by Kolenda to pay the firefighters and board members twice a year. Roll call vote. All yes. Motion carried.

There being no further business the meeting was adjourned at 7:20PM.

Respectfully Submitted,

Daniel Leimback, Sec/Treasurer



City of Hart

2025 December Board of Review

Tuesday, December 9, 2025

Chairman Larson called the meeting to order at 3:03 p.m.

Members present were Chairman Travis Larson, Vice-Chairman Dean Hodges and Jim Cunningham; also present was Deputy Assessor Vickie Warner.

The minutes of the July Board of Review meeting held on July 22, 2025, were presented to the Board members by Ms. Warner. Motion by Mr. Hodges, supported by Mr. Cunningham, to approve the minutes as presented. Motion carried by voice vote.

Chairman Larson opened the meeting for public comments at 3:07 p.m. There were no public comments and meeting resumed at 3:11 p.m.

Paperwork from Suburban Propane was submitted to the Board members by Ms. Warner showing that they had filed Form 5076, along with their 2025 Personal Property Statement on time; however, it was never received and the values had gone back on the roll. Motion by Chairman Larson, supported by Mr. Hodges, to accept the paperwork and remove the values from the roll. Motion carried by voice vote.

With no other business on the agenda, motion by Chairman Larson, supported by Mr. Hodges, to adjourn the meeting. Motion carried by voice vote.

Meeting adjourned at 3:21 p.m.

Submitted by: 

Vickie Warner, Deputy Assessor



## **CITY OF HART**

407 S. STATE ST.

HART, MI 49420

### **Hart Heritage Preservation Group**

December 10, 2025

#### **1) Call to Order**

Andrew called the meeting to order at 2:54 pm.

##### **a) Roll Call**

- **Members present:** Andrew Mullen, Dean Hodges, Scott Beal, Maria Rosas, Sue Payne, Hannah Juhl
- **Members Absent:** Catalina Burillo, Noble Graham-Lattin
- **Also Present:** Lindsay Brown, Lloyd Miller

#### **2) Approval of Agenda** – Motion by Scott, supported by Hannah to approve the agenda. Motion carried.

#### **3) Public Comments** – Lloyd Miller introduced himself and spoke about being interested in volunteering for the Historic District. He is working on a presentation with his ideas for the future of the Historic District that he will share at the next meeting.

#### **4) November Minutes** – Per Andrew file as presented.

#### **5) November Financials** – N/A

#### **6) Action Items** –

i.) Renaming the Historic District to “Hart Museum District” is the suggestion of the board. Bring information to City attorney to see if anything is required for the name change. Research park names vs district names as far as grant opportunities.

ii.) No work has been done yet to find inspectors for buildings. Lindsay will reach out to inspectors to get bids to move forward. All plans depend on discovery of inspections. Bids will be presented to board for review.

#### **Updates/Discussion Items**

##### **A) Major Topics) –**

i.) LARA 2024 & 2025 have been accepted. West Shore Bank will be reaching out to Scott and Maria to get their signatures for the bank account now that we are back in compliance.

iii.) Work on finding volunteers to form committees. Have Lindsay research to see if committees can be made up of volunteers or only board members.

iv.) no new updates

v.) no new updates

vi.) no new updates pending inspections

#### **8) Events**

i) None until next year

**Member comments** – None

#### **9) Next Meeting- Wednesday, January 14th, 2PM**

#### **10) Adjournment** –Meeting adjourned 3:21 PM by Andrew.

Respectfully Submitted,  
Lindsay Brown

**HART AREA PUBLIC LIBRARY**  
**REGULAR BOARD MEETING MINUTES**  
**December 8, 2025**

Minutes taken by Susie Gray, Assistant Director

CALL TO ORDER: 6:04 p.m.

ROLL CALL: Nancy Sterk, Todd Metzler, Penny Burillo, Amanda Klotz, Mary Sloan, Juan Cortes, Director Kathleen Rash, Assistant Director Susie Gray.

APPROVAL OF AGENDA: Motion by Metzler to approve the agenda as presented. Support by Klotz. Motion carried.

PUBLIC COMMENT: No public present.

APPROVAL OF MINUTES: Motion by Burillo to approve the minutes of November 20, 2025. Support by Metzler. Motion carried.

SECRETARY'S REPORT: No report.

TREASURER'S REPORT: Nothing other than the Director's printed materials.

APPROVAL OF BILLS AND PAYMENTS: Motion by Klotz to approve the bills and payments for November, 2025. Support by Cortes. Motion Carried.

ACCEPT FINANCIAL REPORTS: Motion by Metzler to accept financial reports for November, 2025. Support by Burillo. Motion carried.

DIRECTOR'S REPORT: Written report presented. Director Rash added that per the advice of Anne Seurnyck, the library lawyer, the FOIA request estimate of \$5000 was sent to 404 Media.

CITY REPORT: Klotz reports that she is enjoying working with the new city manager.

TOWNSHIP REPORT: No report.



UNFINISHED BUSINESS:

1. Golden Township Contract: Klotz reports that she sent the board's contract proposal letter by email to Bill Kolenda. She has not heard anything back from him. Golden Township's meeting will be tomorrow night, Tuesday, December 9.

NEW BUSINESS:

1. Employee pay scales: Motion by Burillo to accept the proposed employee wage scale Option C, raising the hiring rate to \$16/hr and adjusting other staff wage rates accordingly, with the new rate to go into effect April 1, 2026. Support by Sloan. Roll call vote: Sloan-yes, Cortes-yes, Metzler-yes, Klotz-yes, Burillo-yes, Sterk-yes. Motion carried.
2. CLOSED Session Director Evaluation: Motion by Klotz to go into closed session. Second by Burillo. Motion carried.

Return to open session at 7:25 p.m.

Motion by Metzler to adjourn. Support by Klotz. Motion carried. The meeting was adjourned at 7:29 p.m.

NEXT MEETING: January 12, 2026 at 6:00 p.m.

Approved at meeting on: \_\_\_\_\_

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

# City Of Hart

407 S. State St

Hart, Mi 49420

Planning Commission

Thursday, December 4<sup>th</sup>, 2025

Minutes

**MEMBERS PRESENT:** Lisa Clark, Jim Cunningham, Diane LaPorte, Andrew Mullen, and Betty Root

**ABSENT:** Cynitha Fout

**OTHERS PRESENT:** City Manager Nichole Kleiner, City Clerk – Karla Swihart, Dave Hansen, and Jessica Molengraff

- D. LaPorte called the meeting to order at 4:00 pm.

## **APPROVAL OF AGENDA:**

- A. Mullen motioned to approve the agenda and was supported by B. Root
  - Ayes: 5 Nays: 0 Absent: 1

## **APPROVAL OF MINUTES:**

- L. Clark motioned to approve the minutes from November 6<sup>th</sup>, 2025 and was supported by J. Cunningham
  - Ayes: 5 Nays: 0 Absent: 1

## **PUBLIC COMMENTS ON AGENDA ITEMS:**

- NONE

## **PUBLIC HEARING:**

- None

## **ACTION ITEMS:**

- Consider Board Member Application – Jim Evans
  - A. Mullen motioned to recommend the appointment of Jim Evans to City Council for approval, and was supported by L. Clark
    - Ayes: 5 Nays: 0 Absent: 1
- Request for Interpretation – Dog Boarding/Grooming Use in the B-2 District (3730 W Polk Rd)

The City has received an inquiry from property owner Dave Hansen regarding the proposed conversion of 3730 W Polk Rd (formerly a laundromat/car wash) to dog grooming and potential dog boarding use. Before advising the applicant on next steps, request from the Planning Commission an interpretation of the Zoning Ordinance as it applies to this request.

Section 1250.02 (Permitted Uses in the B-2 General Business District) also does not list animal boarding, kennels, dog daycare, or similar animal-related uses among allowable uses.

Section 1250.03 (Special Land Uses in the B-2 District) also does not include dog boarding, kennels, or pet-related service establishments.

Because the ordinance allows only those uses explicitly listed, and “dog boarding” or “kennels” are not identified as either permitted or special land uses in the B-2 district, staff’s preliminary interpretation is that dog boarding is not currently allowed in this district.

There are two possible paths for the application:

  1. Zoning Board of Appeals Interpretation

The ZBA could be asked to interpret Section 1249.02(b), which permits “personal service establishments” within a completely enclosed building, such as repair shops, tailor shops, beauty parlors, decorators, photographers, and permanent cosmetic services.

Dog grooming may be considered similar in nature to other personal services. If the ZBA determines that grooming fits within this category, the use could potentially be permitted subject to conditions comparable to those placed on similar personal service uses.

This interpretation process would apply to grooming only. It is less likely that dog boarding would fit under this section.

## 2. Zoning Text Amendment

The Planning Commission could consider a zoning text amendment to add “dog boarding,” “animal kennels,” or similar uses as a special land use in the B-2 district. This would require a public hearing, Planning Commission recommendation, and City Council approval.

### **Guidance Requested**

I am requesting the Planning Commission’s directions on how to proceed so staff may advise the applicant appropriately.

Please advise on:

- Whether the Commission believes dog grooming could reasonably fit under the “personal service establishment” category with conditions;
- Whether dog boarding should be considered through a zoning text amendment process; and
- Any additional standards or concerns the Commission would like addressed.

### **DISCUSSION ITEMS:**

- Reschedule January Planning Commission Meeting (City hall is closed on Jan 1<sup>st</sup>, 2026.)  
The new scheduled date is January 8<sup>th</sup>, 2026
- Planning Commission Training Opportunities  
CM Kleiner- based upon the responses received, will sign up for - environmental planning, Housing Supply, and the last basic planning and zoning essentials. Will open the training to all boards and commissions to join.
- Act 425 Agreement – Status of Transferred Parcels Upon Agreement Expiration and Recommended Zoning Actions  
The Act 425 Agreement, executed March 15, 1996, conditionally transferred certain territory from Hart Township to the City for a term of 30 years for the purpose of providing water, sewer, and other governmental services. Under Article IV, Section 4.1, the term of the Agreement is 30 years. Under Section 4.3, the Agreement provides that upon termination after the initial 30-year term, the Transferred Area will automatically, unconditionally, and for all purposes be within the sole, complete, and permanent jurisdiction of the City.

Upon expiration of the Agreement:

- All parcels identified in the Transferred Area become fully and permanently part of the City’s jurisdiction.
- The temporary governance structure created under the Agreement ends.
- Zoning and land use authority transitions entirely to the City, under the City’s zoning ordinance, Planning Commission, and Zoning Board of Appeals.

### **Recommendation for Updating Zoning and the Zoning Map**

Once the parcels are fully incorporated into the City, the Planning Commission will need to ensure they are assigned an appropriate City zoning classification and shown correctly on the official zoning map. To accomplish this, I recommend the following process:

1. Review Existing Township Zoning Classifications  
Compile the current Hart Township zoning designations for all parcels in the Transferred Area so the Commission understands how the properties are presently regulated.
2. Evaluate Appropriate City Zoning Districts  
Compare the existing uses, parcel configurations, utilities, and surrounding development patterns with the City’s zoning districts to determine which City classifications best align with the Master Plan and land use goals.
3. Prepare a Zoning Map Amendment (Rezoning) Proposal  
Because these parcels are not currently assigned to a City zoning district, a rezoning is required. This should take the form of a comprehensive zoning map amendment affecting all parcels in the Transferred Area.
4. Conduct a Public Hearing

As required by the Michigan Zoning Enabling Act, the Planning Commission will hold a public hearing on the proposed zoning map amendment, followed by a recommendation to City Council

5. City Council Adoption

City Council will consider and act on the Planning Commission's recommendation to formally amend the zoning map and assign zoning districts to the parcels.

6. Update the Official Zoning Map

Once adopted, update the City's official zoning map and make it available on the City's website and in print.

These steps will ensure a smooth transition from Township zoning to City zoning and will provide clarity to property owners, developers, and the public regarding future land use regulation in the area.

Please let me know if the Commission would like staff to prepare a draft zoning map amendment or provide parcel-by-parcel zoning information for preliminary review.

**OTHER BUSINESS and COMMUNICATION FROM COMMISSION MEMBERS:**


- Hope everyone enjoyed the parade last week, It was cold but a lot of fun.

**PUBLIC COMMENTS GENERAL:**

- NONE

**ADJOURN:**

- There being no further business to come before the Planning Commission, the meeting adjourned upon a motion by D. LaPorte and supported by L. Clark. The next meeting scheduled will be held on January 8<sup>th</sup>, 2026.



Karla Swihart  
City Clerk



## **CITY OF HART**

407 STATE ST., HART, MI 49420

**FINANCE & PERSONNEL COMMITTEE**

November 17<sup>th</sup>, 2025 – 3:00 PM

MINUTES

**PRESENT:** Mayor Amanda Klotz, Betty Root, and Karen Thomson

**ABSENT:** None

**OTHERS PRESENT:** City Manager – Nichole Kleiner, Clerk/Treasurer – Karla Swihart, Deputy Clerk Laci McAuliffe. Hart PD Chief – Juan Salazar

**CALL TO ORDER:** The meeting was called to order by Mayor Klotz at 3:10 pm

**APPROVAL OF AGENDA:** K. Thomson motioned to approve the agenda

**PUBLIC COMMENTS:** None

### **AGENDA ITEMS:**

- Handbook Amendment for salaried employees and comp time use  
Section 3.2 Salaried (exempt Employees)  
For hiring purposes, as well as designating the method of compensation, the following positions are considered "salaried" and, as such, are not eligible for overtime pay and are paid at the biweekly rate of their annual salary:
  - City Manager
  - City Clerk-Treasurer
  - Deputy Clerk-Treasurer
  - Human Resource Coordinator
  - Administrative Assistant
  - Police Chief
  - Department of Public Works Superintendent
  - Wastewater Treatment Plant Superintendent
  - Hydro Department Superintendent/Assistant Hydro Department Superintendent
  - Parks & Recreation Superintendent
  - Economic Development Director
- 3.2a Compensatory Time  
Exempt employees not eligible for overtime pay are eligible for compensatory time for any hours worked over eight in one day or 40 hours in one week. ETO, excused time, and other absences with pay shall be counted as time worked for calculating compensatory time.  
Compensatory time can be accrued, but only 80 hours may be taken during the fiscal year. This time must be used before July 1, and there are no buyouts for compensatory time. Any remaining hours are not eligible for carryover. The payroll clerk will have access to reports available to track compensatory time earned and taken.
- Paid parental leave policy

#### **Purpose**

City of Hart will provide up to 12 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable an employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable

#### **Eligibility**

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).

- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time regular employee (part-time, temporary employees, contractors, and interns are not eligible for this benefit). This policy applies to biological parents, adoptive parents, foster parents, and intended parents through surrogacy arrangements.
- The adoption of a new spouse's child is excluded from this policy.

### **Amount, Time Frame, and Duration of Paid Parental Leave**

Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth, adoption, or placement of a child/children.

Multiple births (such as twins or triplets) or placements are treated as a single event for leave entitlement. Employees are not eligible for a separate 12 weeks per child.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular; straight-time pay. Paid parental leave will be paid on a biweekly basis, according to regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this six-month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 6-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
- Upon termination of the individual's employment at the company, they will not be paid for any unused paid parental leave for which they were eligible.

### **Coordination with Other Policies**

Paid parental leave under this policy will run concurrently with FMLA leave. Therefore, any leave taken for the birth, adoption, or foster placement of a child will count toward the 12 weeks of FMLA entitlement within a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the City of Hart's Family and Medical Leave Policy for further guidance on the FMLA.

- In no case will the total amount of leave-whether, paid or unpaid, granted to the employee exceed 12 weeks. Available earned time off (ETO) cannot be used to extend leave. Employees are not required to exhaust ETO before taking paid leave.
- This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.
- The City of Hart will maintain all benefits for employees during the paid parental leave period, just as if they were taking any other company-paid leave with the expectation of ETO. ETO will not accrue during paid leave.
- If a company holiday occurs during an employee's paid parental leave, the day may be designated as holiday pay at the employer's discretion. However, holiday pay will not extend the total duration of the paid parental leave entitlement.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

### **Request for Paid Parental Leave**

The employee will provide their supervisor and the HR Coordinator with notice of the request for leave at least 60 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as practicable). The employee must complete the necessary HR forms and provide all documentation as required by the HR Coordinator to substantiate the request.

The approval of the request for leave will be provided in writing by the employee's superintendent within 15 days of the request.

As with all company policies, the organization has the exclusive right to interpret this policy.

- Earned sick time act policy  
Effective: February 21, 2025

In compliance with Michigan's Earned Sick Time Act, all employees, including full-time, part-time, seasonal, and temporary workers not already covered, are eligible to accrue paid sick time. Employees will accrue one (1) hour of paid sick time for every 30 hours worked. Sick time will begin accruing on an employee's first day of employment, but cannot be accessed until after 120 days of employment. Employees can use earned sick time for any of the following reasons:

- The employee's mental or physical illness, injury, or health conditions, medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition, or preventative medical care for the employee.
- For the employee or the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury, or health condition; or preventive medical care for a family member of the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care of psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For a meeting at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault.
- For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member presence in the community would jeopardize the health of others because of the employee's or family members' exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For the purposes of this policy, "family member" includes all the following:

- Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- Biological parent, foster parent, stepparent, adoptive parent, or a legal guardian of an employee, or an employee's spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A person to whom the employee is legally married under the laws of any state or a domestic partner.
- A grandparent
- A grandchild
- A biological, foster, or adopted sibling
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

For the purposes of this policy, a year is defined as the employee's 12-month anniversary date of hire unless otherwise approved.

Employees can accrue a maximum of 72 hours of paid sick time per year. Unused paid sick time will not carry over from year to year. However, the unused hours will be paid out at the employee's 12-month anniversary date of hire for active employees. Upon an employee's termination, resignation, or retirement, all unused hours will be forfeited at the time of separation. Only a maximum of 72 hours can be accrued and used in a year.

Accrued sick time can be used in one-hour increments with as much notice as is practicable, given the circumstances of the absence.

- Employees are asked to provide notice no more than 7 days in advance if they are aware of the need to use sick time or as soon as reasonably practicable.
- Employees will not be penalized or retaliated against in any way for requesting or using accrued paid sick time for the purposes designated above.

## **ECONOMIC DEVELOPMENT DIRECTOR JOB POSITION REVIEW AND POSTING**

- Salary Range \$50,000-\$55,000
- Status: Full-time, exempt
- Reports To: City Manager
- Supports: Hart Economic & Redevelopment Team (HEART) Board and Hart Tax Increment Finance Authority (TIFA) Board.

### **Position Summary**

Under the general direction of the City Manager, and working closely with the Hart Economic & Redevelopment Team (HEART) Board and the Hart Tax Increment Finance Authority (TIFA) Board, the Economic & Community Development Director leads the City's economic development efforts, community development initiatives, and strategic placemaking projects, business retention and expansion activities, and key economic programs.

This position manages and administers the City's economic development strategies, related grant activity, business and developer relations, community events portfolio, marketing and branding efforts, and the full administrative responsibilities of the Hart TIFA.

### **Essential Functions**

#### **Economic Development & Business Support**

- Lead and implement business retention and expansion (BRE) programs, including outreach, needs assessments, and follow-up services.
- Assist with business attraction efforts, including responding to RFPs/RFIs, coordinating site visits, facilitating permitting, and supporting redevelopment.
- Maintain up-to-date inventories of available commercial and industrial properties.
- Serve as primary liaison to developers, property owners, and regional/state economic development partners.
- Assist businesses in navigating incentives, grants, permitting, zoning, and workforce programs.
- Prepare Hart Economic & Redevelopment Team (HEART) agendas, packets, minutes, calendars, and required notices.

#### **Community Development, Events & Engagement**

- Plan and coordinate the annual community events portfolio for HEART.
- Recruit and support volunteers, sponsors, vendors, and community partners.
- Lead sponsorship development for HEART events.
- Conduct research, prepare grant proposals, manage awarded funds, and track outcomes.
- Maintain communication across web, print, and social media platforms.

#### **Marketing, Branding & Communication**

- Support the City's economic development branding and marketing efforts.
- Create and distribute content for websites, newsletters, brochures, and social media.
- Promote Hart's community assets, redevelopment opportunities, and events.

### **Administration of the Hart Tax Increment Finance Authority (TIFA)**

- Serve as primary staff liaison to the TIFA Board.
- Prepare TIFA agendas, packets, minutes, calendars, and required notices.
- Coordinate implementation of the TIFA Development Plan.



- Develop and monitor TIFA budgets and manage TIFA-funded projects.
- Ensure compliance with PA 57 reporting and transparency requirements.
- Maintain communication with district stakeholders and support capital planning.

#### Planning & Special Projects

- Collaborate with City departments on infrastructure, redevelopment, placemaking, and planning initiatives.
- Supporting Planning Commission activities as assigned.
- Prepare reports, presentations, grant applications, and policy recommendations.
- Conduct research and data analysis to support strategic initiatives.

#### Reporting & Accountability

- Prepare monthly, quarterly, and annual reports for the City Manager, HEART, and TIFA.
- Maintain accurate records, contracts, budgets, and documentation.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

#### Knowledge & Competencies

- Strong understanding of economic development, community development, placemaking, and TIFA operations.
- Experience developing goals, timelines, and project plans
- Skilled in grant writing, stakeholder relations, project management, and marketing
- Familiarity with permitting, zoning, budgeting, and municipal operations preferred.

#### Professional & Interpersonal Skills

- Excellent writing and verbal communication
- Highly organized and able to manage multiple priorities
- Strong partnership and relationship-building skills
- Creative, adaptive problem solver with professional demeanor

#### Technology Skills

- Proficiency in Microsoft Office and presentation tools
- Ability to maintain digital content and update websites

#### Education & Experience

- Bachelor's degree in Business Administration, Public Administration
- Economics, Planning, Management, or related field required
- Relevant professional experience may be considered in lieu of a degree
- Experience with TIFAs, DDAs, BRA administration, or PA 57 compliance preferred

#### Other Requirements

- Valid Michigan driver's license
- Ability to work evenings and weekends for events or meetings

#### Work Environment & Physical Requirements

- Primarily office-based with frequent local travel
- Occasional lifting, carrying, and event setup
- Ability to attend external meetings and conferences

### **FULL TIME TEMPORARY PATROL OFFICER BENEFITS DISCUSSION AND JOB POSTING**

The City of Hart Police Department is seeking a Temporary Full-Time Police Officer to fill an 18-month limited term. This position is temporary and non-renewable, established to meet short-term operational needs. The assignment will automatically conclude on November 30<sup>th</sup>, 2027, with no expectation or guarantee of continued employment.

This position involves maintaining public safety, preserving peace, and enforcing law while patrolling City streets, parks, commercial and residential areas within the City of Hart in conformance with Federal, State, City, and Departmental policies, procedures, and ordinances.

#### **Employment Details:**

- Duration: 18 Months

- Term Dates: ASAP – November 30<sup>th</sup>, 2027
- Pay Rate: \$29.85
- Uniforms and Equipment provided

Employment Benefits:

- Earned Sick Time 1 hour for every 30 hours worked. May use up to 72 hours of paid leave annually.
- Paid Holidays after a 6-month probation period.
- One Time \$5,000 bonus upon term completion

Key Responsibilities:

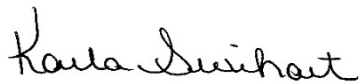
- Patrolling City streets
- Issuing citations and enforcing traffic laws
- Responding to emergency and non-emergency calls
- Apprehending and arresting suspects
- Detain, search, and question suspects
- Preparing cases and reports
- Court testimonies
- Prevent, detect, and investigate misconduct involving misdemeanors, felonies, and other law violations
- Conduct and follow-up investigations regarding traffic crashes
- Participate in training sessions when applicable
- Display a positive, professional attitude and demeanor
- Engage in community events to promote safety and trust

Minimum/Required Qualifications:

- Associate's degree in law enforcement, criminal justice, or a related field
- MCOLES licensed or licensable in Michigan
- Must be a U.S. citizen and be 21 years or older at the time of employment
- Valid driver's license with a good driving record
- No felonies and/or disqualifying criminal history

With no other business to discuss, the meeting adjourned at 4:00pm

Respectfully submitted,



Karla Swihart, City Clerk



## City of Hart

407 St. Street  
Hart, MI 49420

### Zoning Board of Appeals – Public Hearings

November 12<sup>th</sup> 2025, @ 7:00 pm

Minutes – Draft

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

**ABSENT:** None

**OTHERS PRESENT:** City Manager – Nichole Kleiner, Deputy City Clerk – Lindsay Brown, and Mike Stevens

#### **APPROVAL OF AGENDA:**

- B. Root motioned to approve the agenda, and was supported by A. Mullen
  - Ayes: 7 Nays: 0 Absent: 0

#### **APPROVAL OF MINUTES:**

- J. Cunningham motioned to approve the minutes from the ZBA meeting on June 10<sup>th</sup>, 2025, and was supported by A. Mullen
  - Ayes: 7 Nays: 0 Absent: 0

**PUBLIC COMMENTS:** – Topics not covered by the current agenda:

- None

**PUBLIC HEARING** – Variance Request – Projecting Sign Minimum Height Reduction – 49 S. State St

- C. Burillo motioned to open the Public Hearing at 7:04 pm, and was supported by J. Cunningham
  - Ayes: 7 Nays: 0 Absent: 0

- Zoning Administrator Report

#### **BACKGROUND**

Oceana Soap Company, located at 49 S. State Street in the City's downtown commercial district, has applied for a variance from Section 1259.05(f) of the Hart Zoning Ordinance. This section establishes a minimum 10-foot clearance from the sidewalk or grade level to the bottom edge of any projection sign.

The applicant proposes to install a two-sided projection sign mounted perpendicular to the building's front (east) elevation near the primary entrance. The proposed clearance is 7.5 feet, which is 2.5 feet lower than the ordinance standard.

#### **APPLICANT'S REQUEST**

The applicant is requesting a variance to reduce the required sign clearance from 10 feet to 7.5 feet.

The reason for this request is to improve visibility for the business's projecting sign. Adjacent storefronts to the north and south have awnings installed below 10 feet, which would partially obstruct a sign placed at the standard height. Lowering the sign to 7.5 feet would ensure it remains visible to pedestrians and motorists traveling along State Street while maintaining sufficient clearance above the sidewalk for safety.

#### **APPLICABLE ORDINANCE**

Section 1259.05(f) – Projection Signs

Projection signs shall have a minimum clearance of ten (10) feet from the sidewalk or ground level to the bottom edge of the sign.

#### **STANDARDS FOR VARIANCE APPROVAL (SECTION 1247.05)**

When considering a variance request, the Zoning Board of Appeals must determine whether the request meets all applicable criteria under Section 1247.05, including;

- Practical Difficulty or Unnecessary Hardship: The applicant must demonstrate that strict compliance with the ordinance would create a practical difficulty unique to the property, not self-created.
- Preservation of Property Rights: The variance should allow the property owner rights similar to those enjoyed by other properties in the same district.
- No adverse Effect: The variance must not be detrimental to adjacent properties or the public interest.
- Spirit of the Ordinance: The variance must observe the spirit and intent of the Zoning Ordinance.

#### **STAFF ANALYSIS**

Practical Difficulty: Due to the lower awning heights of neighboring buildings, compliance with the 10-foot clearance would result in the sign being visually blocked from street-level view, limiting its effectiveness as a business identifier. This constitutes a practical difficulty unique to this property's location within the block.

Public Safety: The proposed 7.5-foot clearance still provides safe pedestrian passage beneath the sign, consistent with common standards for projecting signs in downtown environments.

Impact on Adjacent Properties: The sign reduction would have minimal impact on neighboring properties and is consistent with the scale and appearance of other downtown signage.

Intent of the Ordinance: The intent of the 10-foot requirement is to ensure pedestrian safety and maintain clear visual lines along the streetscape. The proposed modification maintains these objectives while adapting to site-specific conditions.

#### **STAFF RECOMMENDATIONS**

Based on the findings above, the staff recommends approval of the variance request to reduce the minimum height requirement for the projection sign from 10 feet to 7.5 feet for Oceana Soap Company, subject to the following conditions:

- The sign must comply with all other applicable sign standards in Section 1259.05.
- The sign must maintain a minimum of 7.5-foot clearance above the sidewalk surface.
- A sign permit must be obtained prior to installation.

- B. Root motioned to close the Public Hearing at 7:15 pm, and was supported by C. Burillo

#### **Board Decision:**

*To approve the variance request submitted by Oceana Soap Company for property located at 49 S. State Street to allow a reduction in the minimum height of a two-sided projection sign on the front(east) elevation from 10 feet to 7.5 feet, based on findings that the request meets the standards of Section 1247.05 and does not impair safety or the intent of the ordinance.*

- B. Root motioned to approve the Variance Request, and was supported by C. Burillo
  - Ayes: 7 Nays: 0 Absent: 0

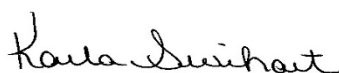
#### **COMMUNICATIONS FROM THE MAYOR AND COUNCIL:**

- None

#### **ADJOURN:**

Being that all business has been conducted, A. Klotz adjourned the meeting at 7:19 pm.

Respectfully Submitted,



Karla Swihart, City Clerk  
City of Hart

## **DEPARTMENT REPORTS**



# City of Hart Police Department

407 State Street

Ph. (231)873-2488 Fax (231)873-0100

Hart, MI 49420-1259

*Juan Salazar, Chief*

**TO:** City of Hart Mayor, City Council, and City Manager  
**FROM:** Juan Salazar, Chief of Police  
**DATE:** January 13<sup>th</sup>, 2026

## RECENT EVENTS

From Thursday, November 20<sup>th</sup>, 2025, through Wednesday, January 7<sup>th</sup>, 2026, the Hart Police Department received 207 complaints ranging from Animal Complaints, Suspicious Situations, Medical Assists, Motorist Assists, Alarms, Harassment Complaints, Property Damage Crashes, and Larcenies.

On Friday, November 21<sup>st</sup>, 2025, the Hart Police Department was dispatched to Johnson Street near Orchard Street, regarding a Medical Assist. A 29-year-old Hart man was located on the shoulder of the roadway after a bicycle crash. The man was traveling on Johnson Street, striking the curb, causing him to fall off his bicycle. The man did not complain of any injuries to the responding officer. The man was evaluated by LIFE EMS at the scene and later transported to Trinity Health Lakeshore Hospital for further evaluation.

On Saturday, November 22<sup>nd</sup>, 2025, Officer Schoedel represented the Hart Police Department at the funeral of Gary W. Wilson of Pentwater. Mr. Wilson was a Police Officer in Oceana County, working at both the Hart Police Department and Pentwater Police Department. I would like to thank Officer Schoedel for attending the funeral on the department's behalf.

On Monday, November 24<sup>th</sup>, 2025, Sgt. Skipski conducted public relations activities at the Hart Middle School boys' basketball game. D/Sgt. Skipski greeted patrons, spoke with players and guests, and reassured a safe and enjoyable environment for all in attendance.

On Wednesday, November 26<sup>th</sup>, 2025, the Hart Police Department was dispatched to the 2000 block of Comfort Drive, regarding a 2-year-old child who was swimming, had gone under the water, and was not breathing. Officers arrived on scene and began life-saving efforts with the child. Before LIFE EMS and Hart Fire First Responders' arrival, the child began shallow breathing, and a pulse was located on the child. The mother, a 29-year-old Muskegon woman, was interviewed regarding this complaint. After the completion of an investigation, the Oceana County Prosecutor's Office authorized a warrant for the woman, Child Neglect 3<sup>rd</sup> Degree.

On Sunday, November 30<sup>th</sup>, 2025, the Hart Police Department was dispatched to a Property Damage Crash on Polk Road near Industrial Park Drive. The officer located a vehicle positioned partially in the roadway and partially in the ditch, unoccupied. The officer later located the operator of the vehicle, a 39-year-old Hart woman, in a parking lot directly to the north of the vehicle location. The woman was subsequently arrested and lodged at the Oceana County Jail for Operating a Motor Vehicle While Intoxicated (Alcohol).



On Tuesday, December 2<sup>nd</sup>, 2025, the officer on duty ran a Michigan Registration of a vehicle in the 200 block of State Street. The registered owner, a 36-year-old Shelby woman, returned with an active/valid bench warrant for her arrest. The woman was located and lodged at the Oceana County Jail on the outstanding warrant for her arrest out of the Michigan State Police, Hart Post.

On Tuesday, December 2<sup>nd</sup>, 2025, the Hart Police Department was dispatched to the 500 block of Johnson Street, referencing a Criminal Sexual Conduct. A 29-year-old Hart man alleges to have been sexually assaulted. An investigation is ongoing.

On Tuesday, December 2<sup>nd</sup>, 2025, the Hart Police Department was advised of a 35-year-old Hart man who had an active/valid warrant for his arrest out of SSCENT (State, Sheriff, Chief's Enforcement Narcotics Team). The man was located and taken into custody without incident. The man was turned over to the Michigan State Police without incident, being lodged in Mason County.

On Wednesday, December 3<sup>rd</sup>, 2025, the Hart Police Department initiated a traffic stop on Lincoln Street near Courtland Street, regarding a vehicle violation. The operator, a 55-year-old Hart man, was run in LEIN (Law Enforcement Information Network) and showed to have a suspended license, and the vehicle he was operating was listed as EIV - N (Electronic Insurance Verification) as not having insurance on the vehicle. The man was cited for Driving While License Suspended and Operating a Motor Vehicle without Insurance.

On Saturday, December 13<sup>th</sup>, 2025, Chief Salazar and Santa Claus distributed presents and food to families in Hart and Hart Township thanks to the Roy's Kids program. The Roy's Kids program is a charitable program launched in 1994 by Roy Strait, retired Chief of Police of the New Era Police Department and Deputy with the Oceana County Sheriff's Office. Law enforcement assists Santa throughout Oceana County to deliver food and presents to children. I would like to thank Roy for allowing me to be part of such a great program year after year.



On Friday, December 12<sup>th</sup>, 2025, the Hart Police Department was dispatched to the 20 block of State Street, regarding a Retail Fraud (Shoplifting). Before the officer's arrival, it was reported 40-year-old Hesperia man had taken/stolen several items from the store. The man was located by officers in the 100 block of West Main Street. The man initially advised the officers not taking/stealing any items from the store. The officer later located, in plain sight, the items that had been stolen. Also, in plain sight, there was a syringe filled with an unknown liquid. The man was taken into custody for Retail Fraud 3<sup>rd</sup> Degree. As the officers conducted their investigation, a 28-year-old White Cloud woman was with the man at the time of the contact. The woman, upset with the man, pushed past an officer on scene attempt to go towards the man. The woman was also taken into custody for Resisting/Opposing a Police Officer. The man and woman were lodged at the Oceana County Jail. The syringe and its contents will be submitted to the Michigan State Police Crime Lab for further analysis. An investigation is ongoing.

On Saturday, December 13<sup>th</sup>, 2025, the Hart Police Department was dispatched to the 300 block of Lincoln Street, referencing a Domestic Assault. A 40-year-old Hart woman alleges to have been shoved and choked by a 40-year-old Hart man after an argument. The man was arrested and lodged at the Oceana County Jail for Domestic Assault.

On Monday, January 5<sup>th</sup>, 2026, the Hart Police Department was dispatched to the 300 block of Hart Street, referencing an Illegal Entry. A 56-year-old Hart man reported that a 33-year-old Hart man, who was intoxicated, entered the 56-year-old man's home without permission, requesting that the man give him a beer. The 33-year-old man eventually left the home, having a difficult time walking, stumbling, and falling in the front yard of the home and in the middle of the street. As the officer arrived on scene, the officer noted the 33-year-old man falling directly in front of the home. The 33-year-old man was arrested and lodged at the Oceana County Jail for Disorderly Conduct – Drunk and Breaking & Entering – Entering without Permission.

On Monday, January 5<sup>th</sup>, 2026, the Hart Police Department was dispatched to the area of Griswold Street near Polk Road for a 46-year-old Chicago, Illinois woman who was walking, wearing pajamas, and possibly bleeding from her legs. As the officer was en route to the scene, the woman's mother, a 70-year-old Hart man, reported the woman as missing and suffering from a mental health crisis. The woman's mother reported the woman was paranoid, believing listening devices were in the air vents of the home and within the woman's cell phone. The woman was located and reported no injuries to her person. As the officer was speaking with the woman, the woman began removing all her clothing while stating, "You want to pat me down." The woman eventually placed her clothing back on and was taken into protective custody. The woman was turned over to LIFE EMS, who later transported the woman to Trinity Health Mercy Hospital in Muskegon for a mental health evaluation.

Respectfully,

J. Salazar,  
Chief of Police







**CITY OF HART – ENERGY DEPARTMENT**  
**POWERBOARD** At CITY HALL  
407 STATE STREET, HART, MICHIGAN  
MONDAY DECEMBER 1<sup>st</sup>, 2025  
8:30 am – MINUTES – Approved



**Present:** Members: Gayle Forner, Dean Hodges, Mike Powers, and Karen Thomson,

**Absent:** Bill Volpp and Nick Wadel

**Others present:** Energy Superintendent – Mike Schiller, City Manager – Nichole Kleiner, City Clerk – Karla Swihart

**Call to Order:** Mr. Powers called the meeting to order at 8:30 am.

**Agenda/Minutes:**

- Mr. Forner motioned to accept the current agenda, and was supported by Mrs. Thomson
- Mr. Forner motioned to accept the minutes of October 6<sup>th</sup> 2025, and was supported by Mrs. Thomson

**Public Comment, Events, Correspondence:**

- None

**Superintendent Mike Schiller's Report:**

- Happy to report that only two minor outages happened with the last storm
- City of Hart helped with mutual aid with Great Lakes Energy all day on Thursday (Thanksgiving). Myself, Stephen Kelley, and Kevin Schmieding. Great Lakes Energy does reimburse the City for all time and equipment used.
- The Powers substation wireless router has been done, but a new one is on order and will be installed soon.
- City Council last week approved 3-year contracts for City Tree removal and Boring. Happy to report that we have the same company servicing the City, which is great as they all already know the system and what needs to be done.
- Continuing to progress on diesel generation, hopefully will have more information to come
- The Energy Department just finished a three-day training course on the GIS system.

**Action Items:**

- Board Member Application – Jim Evans
  - Mr. Forner motioned to approve Jim Evans application, and was supported by Mrs. Thomson
  - Ayes: 4 Nays: 0 Absent: 2

**City Manager Report:**

- Still looking into the Budget –
- Rate Study should be available here soon

**Discussion Items:**

- **MPPA MISO Credit of \$270,000**

City of Hart Hydro Electric ("Hart"), through its Member Authorized Representative, hereby authorizes a Capacity Sale, as described below, by the Michigan Public Power Agency ("MPPA") on behalf of Hart at the following Quantity, Term, and minimum price levels, the capacity sold through this Authorization will be delivered into the Midcontinent Independent System Operator ("MISO") Local Resource Zone 7

Planning Year	Up To Capacity Per Month (kw)	Minimum Authorized Sale Price (per kw Month)	Estimated Total \$ Revenue for Planning Year
PY 26/27	3,000	\$7.50	\$270,000

The Capacity Sale outlined above is for the amount forecasted to be above Hart's MISO capacity requirements in the applicable forward planning year and represents an estimated transaction value of \$270,000

- **Transformer Ownership Memo**

This memo provides an update on the legal review related to the potential transfer of transformer ownership for Lineage Logistics and Michigan Freeze Pack. As discussed previously, the City currently owns the transformers located on each company's private industrial property. These transformers serve only their respective facilities and are not interconnected with, or necessary for, the operation of the broader municipal electric system. Because the

City retained ownership as part of the original utility infrastructure, it currently bears the full responsibility and liability for responding to outages, diagnosing issues, and funding maintenance or replacement – despite the equipment benefiting only a single private customer. At the October meeting, the Power Board unanimously recommended transferring ownership to the businesses, without compensation, to eliminate this exposure and clarify that dedicated private equipment should be privately maintained.

City Attorney Mark Nettleton reviewed this recommendation and noted the need to consider Section 13.7 of the City Charter, which restricts the sale, lease, or disposal of utility property unless approved by voters. However, the Charter also includes important exceptions for equipment that is “not necessary” for continued utility operation or is considered “useless” from the utility’s standpoint. Based on the facts provided, specifically that the transformers do not serve the municipal system and are needed solely by the private businesses, Attorney Nettleton indicated they may fall under these exemptions.

Attorney Nettleton also noted the practical consideration of whether Lineage and Michigan Freeze Pack are willing to assume ownership and responsibility for their transformers. If both the legal and practical components align, the City would proceed by bringing a resolution to City Council authorizing the transfer and executing a bill of sale to formally convey the equipment. He has offered to prepare these documents once we are ready to proceed.

- **Starting Block Utility Payments**

At the City Council meeting held on November 25, 2025, Council reviewed the Starting Block utility cost-sharing proposal and discussed the recommendations contained in the attached memo.

Based on that discussion, the City Council provided the following directions for implementation:

1. **FY 2025-2026:**

The City will cover **50% of the Starting Block’s utilities**, with the Starting Block responsible for the remaining 50%. This aligns with the fact that December 31 marks the midpoint of the fiscal year, and all utilities billed to date have already been paid by the City.

2. **FY 2026-2027:**

The Starting Block will assume **100% of its utility costs** for the full fiscal year.

To implement Council’s direction, I will be notifying the Starting Block – through a revised landlord/tenant agreement – that **all utility accounts must be transferred into their name beginning January 2026**. This transition ensures that billing responsibilities are aligned with the new cost-sharing structure.

This action also satisfies the Power Board’s request from its September meeting, in which the Board asked that the Starting Block begin paying its utilities in **January 2026**

**Comments from the Power Board:**

- Schiller is going to be out of town for our next scheduled meeting on January 5<sup>th</sup>, so there is a request to move the meeting to January 12<sup>th</sup>.

**Adjournment:**

- Mr. Forner has motioned to adjourn the meeting at 9:10 am. All Ayes

**Next Meeting:**

- January 12th, 2026, at 8:30 am.

Respectfully Submitted,



Karla Swihart, City Clerk



## CITY OF HART

407 S. STATE ST.

HART, MI 49420

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

December 10th, 2025

#### 1) Call to Order

Andrew called the meeting to order at 2:00 pm.

##### a) Roll Call

- **Members present:** Andrew Mullen, Dean Hodges, Sue Payne, Scott Beal, Maria Rosas, Hannah Juhl (late)
- **Members Absent:** Noble Graham-Lattin, Catalina Burillo
- **Also Present:** Lindsay Brown, Lloyd Miller

#### 2) Approval of Agenda – Motion by Scott, supported by Sue to approve the agenda. All in favor. Motion carried.

#### 3) Public Comments – None

#### 4) November Minutes – Per Andrew file as presented.

#### 5) November Financials – Per Andrew file as presented.

#### 6) Action Items –

i.) Veterans Coalition looking for financial support to cover half the cost of brick replacement at Veteran's Memorial Park as it is not in the City's budget to cover. Board discussed. Motion by Hannah to use HEART funds to cover 50% of brick replacement for bricks at Veteran's Memorial Park, 2<sup>nd</sup> by Scott. All in favor. Motion carries.

ii.) Board discussed last meeting providing funds from HEART to cover some of the cost of the salary for a new Economic Development Coordinator. City does not have funds in the budget for this year, and it would have to wait until new budget year in July. If a search results in finding someone to take the position before July 2026, possibly we will use funds from HEART and TIFA to cover the salary until July. Motion by Scott to support Nichole posting the position as soon as possible and helping cover the cost of the Economic Development Coordinator salary until July 2026, 2<sup>nd</sup> by Maria. All in favor, motion carries.

iii.) Started discussion for replacement of banners downtown as they will need to be replaced once the holiday ones come down per city manager. Board talked about checking to see if waiting until after streetscape to replace banners would be better. Discussed possibly offering sponsorship banners to businesses to create revenue for HEART board. Have Lindsay look up estimates for banners. Make sure snowflake banners come down before April.

iv.) Lindsay seeking approval of \$2500.00 budget for Winterfest. Motion by Hannah to approve \$2500.00 Winterfest budget, 2<sup>nd</sup> by Sue. All in favor. Motion carries

#### Updates/Discussion Items

##### A) Major Topics) –

i.) Went over survey results sent to all City board members regarding Christmas parade and Music on the Commons. HEART board feels the survey results reflect their answers. Discussed possibly approaching TIFA to help cover city employee overtime costs for parade since it is in the TIFA district.

ii.) Dark Water Coffee is working on obtaining brownfield funding and working on purchase agreement with Nichole.

iii.) Awarded to highest bidder which were the Hernandez's who originally expressed an interest.

iv.) No new updates

v.) Push discussion to a later date. Question was brought up do sub committees of the HEART board have to be made up of only HEART board members or can anyone join sub committees? Lindsay will find out answer for sure. Board would like to bring in volunteers for each committee to grow.

vi.) Hold off until Economic Development Coordinator position is filled.

vii.) Ceres property is open for bidding. Lindsay will find out how posting was advertised and get a mailing list of developers in the state. Lindsay will find out how much has been spent on press releases as the HEART board allocated \$2500.00 at the last meeting for advertising. Maria and Sue are going to spearhead the process of designing and sending out postcards to all the developers with the funds to get the property out there.

- B) **Christmas Décor Committee** – Big thank you to the decorating committee. The tree down at the Commons is not getting good feedback. Ask DPW to bring crate left by the courthouse inside.
- C) **Chalet Market Update** – Discussion on moving three chalets to the Walkers parking lot and selling two vs moving all 5 to the Historic District. Final decision will have to be made soon.
- D) **Art in Hart** – No new updates
- E) No new updates

## 8) Events

a) Next event will be Winterfest. Frozen tinman will be Jan 31<sup>st</sup>, and the rest of Winterfest will be Saturday February 7<sup>th</sup>, 2026. Events will include Soup Walk, Snowman building contest, cornhole, DJ at the Commons, possibly a 5k/1-mile fun run, scavenger hunt.

**Member comments -- None**

**9) Next Meeting-** Wednesday January 14th, 2PM

**10) Adjournment** –Meeting adjourned 2:54 PM by Andrew.

Respectfully Submitted,  
Lindsay Brown

## **PERMIT REQUEST**



**CITY OF HART**  
407 S. State St., Hart, MI 49420  
Ph: 231-873-2488 Fax: 231-873-0100  
**SPECIAL EVENTS PERMIT**



THE CITY IS NOT RESPONSIBLE FOR BY-STANDERS AT YOUR EVENT.

DATE OF APPLICATION: 12/16/2025

NAME OF EVENT: City of Hart Winterfest 2026

DATE OF EVENT: 02/07/2025 TIME: 09:00 AM TO 5:00 PM

RAIN DATE OF EVENT: **MUST PROVIDE** N/A

LOCATION AND/OR ROUTE OF EVENT: Downtown Hart including Commons and Parking lot 2

DESCRIPTION OF EVENT: Winterfest 2026 to include soup walk, corn hole tournament, 1 mile fun run/walk snowmobile show, scavenger hunt, dj at commons and firepits.

SPECIAL NEEDS: Parking lot 2 closed and cleared, State St clean & clear  
for fun run Polk intersection to Hart commons, police escort after final run/walker

NAME OF ORGANIZATION OR SPONSOR: City of Hart

ADDRESS: 407 S State St Hart, MI 49420

CONTACT PERSON: Lindsay Brown

PHONE: 231-923-3837

FAX:

EMAIL: lbrown@cityofhart.org

X *Lindsay Brown*

SIGNATURE OF EVENT COORDINATOR/SPONSOR

DATE 12/16/25

**ALL CURRENT COVID-19 STATE MANDATED RESTRICTIONS MUST BE ADHERED TO. IT IS YOUR RESPONSIBILITY TO SCHEDULE THE LOGISTICS MEETING WITH THE CITY DEPARTMENTS INDICATED IF YOUR APPROVED PERMIT INDICATES THAT A MEETING IS NEEDED. PLEASE NOTE THAT A 7 - 10 DAY ADVANCE NOTICE WILL BE NEEDED TO SCHEDULE THE MEETING.**

**POLICE: 873-2488, DPW: 873-3100, HYDRO: 873-5367, EMS: 873-8240**

**SECTIONS BELOW TO BE COMPLETED BY THE CITY**

PROOF OF LIABILITY INSURANCE FOR STREET SOLICITATION: YES OR NO

LOGISTICS MEETING NEEDED: YES OR NO

DEPT. ATTENDING: DPW POLICE EMS HYDRO

PERMIT NUMBER: APPROVED BY CITY COUNCIL/CITY MANAGER

DATE OF APPROVAL/DENIAL: YES OR NO

CONDITIONS:

CITY REPRESENTATIVE'S SIGNATURE:

**RESOLUTION 2026-**  
***City Council***  
***City of Hart, Michigan***  
***Oceana County***

**AUTHORIZE RIGHT-OF-WAY PERMIT FOR FRONTIER COMMUNICATIONS  
FOR WORK AT 3 E. MAIN STREET**

WHEREAS, Frontier Communications, through its contractor Pearce Services, has submitted a request for a right-of-way permit to install a fiber service drop to serve the property located at 3 E. Main Street, Hart, Michigan; and

WHEREAS, the proposed scope of work includes directional boring and placement of innerduct and fiber cable within the public right-of-way along W. Main Street and S. Courtland Street, at a minimum depth of forty-eight (48) inches below grade, as detailed in the submitted plans and application materials; and

WHEREAS, the work is proposed to occur entirely within the existing public right-of-way, with no permanent easements required, and with restoration of any disturbed areas upon completion of the work; and

WHEREAS, the City of Hart has reviewed the application, sidewalk permit, and construction plans and finds the proposed work to be consistent with City standards and practices for right-of-way occupancy and utility installation;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hart hereby approves a right-of-way permit for Frontier Communications for the installation of a fiber service drop serving **3 E. Main Street**, subject to the following conditions:

1. All work shall be performed in accordance with the submitted plans and permit application.
2. All boring, installation, and restoration activities shall comply with City standards and applicable local, state, and federal regulations.
3. Any damage to pavement, sidewalk, curb, landscaping, or other public infrastructure shall be restored to City standards at the applicant's expense.
4. Approval of this right-of-way permit does not grant ownership or exclusive rights within the public right-of-way.

BE IT FURTHER RESOLVED that the City Manager, or her designee, is authorized to execute and administer the right-of-way permit consistent with this resolution.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, and thereafter  
adopted by the Hart City Council at a regular meeting held on \_\_\_\_\_, 2026

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

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Karla Swihart, City Clerk





## CITY OF HART

407 S. STATE ST.  
HART, MI 49420  
231-873-2488

[www.cityofhart.org](http://www.cityofhart.org)

JOB ID: 123818482

Please send permit approvals to :  
[drops\\_ftr\\_permit@pearce-services.com](mailto:drops_ftr_permit@pearce-services.com)

### SIDEWALK APPLICATION

NAME: FRONTIER COMMUNICATION / CANDY TAPHOUSE

ADDRESS: 109 RANDOLPH ST, BROOKLYN, MI 49230 USA

PHONE: 517-266-5755 CELL PHONE: \_\_\_\_\_

ADDRESS OF SIDEWALK PROJECT: 3 E MAIN ST APT 2, HART, MI

ARE YOU THE OWNER? YES NO ☒ IF NO, COMPLETE OWNER SECTION

OWNER'S ADDRESS IF DIFFERENT FROM ABOVE: 3 E MAIN ST APT 2, HART, MI

CITY HART STATE MI ZIP 49420

DO YOU HAVE PERMISSION TO APPLY ON OWNER'S BEHALF: YES NO

APPLICANT'S SIGNATURE: *Candy Taphouse* 12/08/2025  
DATE

### PROJECT DESCRIPTION

HOUSE, GARAGE, DRIVEWAY, CURB OR EDGE OF ROAD, TREES, SHRUBS, UNDERGROUND SPRINKLING SYSTEMS, EXISTING SIDEWALK, AND/OR PROPOSED SIDEWALK. PLACE AN 'X' IN THE SIDEWALK SQUARES TO BE REMOVED AND REPLACED; OR INSTALLED.

PLEASE SEE ATTACHED PLANS







FEES:	CITY 40% - NO TAXES	\$ _____	X	_____	SQ FT.	(4" THICK SIDEWALK)
	RESIDENT 60%	\$ _____	X	_____	SQ FT.	(6" THICK SIDEWALK THROUGH DRIVEWAY)
	TOTAL CITY COST	\$ _____				
	TOTAL RESIDENT COST	\$ _____				
CITY APPROVAL	<u>YES</u>	<u>NO</u>	DATE	_____	PAID	_____ DATE _____

## 123818482 – 3 E MAIN ST 2 (SERVICE DROP)

**SCOPE OF WORK-** Crew to place a service drop of approx. total length 215'. 120' in the row of S Courtland St & 95' in the row of W Main St via boring at depth 48" below the ground to serve the customer at 3 E Main St 2, Hart, MI 49420, USA. Please call CHAD GALE @ 2317423373 prior to arrivals.



### Legend

-  Pedestal
-  Dig Pit
-  Terminal
-  Proposed Buried Drop
-  Customer Location
-  Work Boundary

PEARCE CONTACT PERSON  
Dylan Banning  
805.956.3211  
PLEASE SEND APPROVALS  
[@drops\\_ftr\\_permit@pearce-services.com](mailto:drops_ftr_permit@pearce-services.com)

#### NOTE-

1. Ducts will be proposed under the hardscape bores and road crossings only.

FRONTIER CONTACT PERSON-  
Candy Taphouse  
(517-266-5755)  
[candy.taphouse1@FTR.com](mailto:candy.taphouse1@FTR.com)



## **CONTRACTS, PURCHASES, APPOINTMENTS**

**RESOLUTION 2026-02**

***City Council  
City of Hart, Michigan  
Oceana County***

**AWARD DOWNTOWN PLAZA (HART PLAZA) CONSTRUCTION CONTRACT**

WHEREAS, the City of Hart solicited sealed bids for the Downtown Plaza (Hart Plaza) project in accordance with applicable law and City purchasing requirements; and

WHEREAS, bids for the project were received and publicly opened on December 16, 2025, and two (2) bids were submitted; and

WHEREAS, Wadel Stabilization, Inc., of Hart, Michigan, submitted the lowest responsible bid in the amount of \$2,092,242.00; and

WHEREAS, the City's consulting engineer, Prein&Newhof, has reviewed the bids, confirmed bidder qualifications, and recommended award of the contract to Wadel Stabilization, Inc., based on price, experience, and demonstrated ability to complete the project in accordance with the plans and specifications; and

WHEREAS, the City has issued a Notice of Award identifying Wadel Stabilization, Inc. as the successful bidder for the Downtown Plaza project, subject to execution of contract documents, bonds, and insurance;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hart hereby awards the Downtown Plaza (Hart Plaza) construction contract to Wadel Stabilization, Inc., in the amount of \$2,092,242.00, subject to the terms and conditions of the bid documents and contract.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the construction contract, Notice to Proceed, and related documents, upon receipt and approval of all required bonds, insurance certificates, and contract documents.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, and thereafter adopted by the Hart City Council at a regular meeting held on \_\_\_\_\_, 2026

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

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Karla Swihart, City Clerk

January 5, 2026  
2250631

Ms. Nichole Kleiner, City Manager  
City of Hart  
407 State Street  
Hart, MI 49420

RE: Downtown Plaza

Dear Ms. Kleiner:

On Tuesday, December 16, the City received two bids for the referenced project. The bids received were \$2,092,242.00 to \$2,449,952.50. Wadel Stabilization of Hart, MI submitted the lowest bid. A tabulation of the bids is enclosed for reference.

We discussed the project with Wadel. They indicated a good understanding of the project scope. Schedule is not determined at this time. They did not express any concerns with completing the project successfully and on time in accordance with the project's milestone schedule.

Wadel has successfully completed projects of similar size and scope related to utilities, roadway construction and concrete pavement with Prein&Newhof and the City of Hart in the past. They have also provided references and experience related to decorative concrete pavements.

If you have any questions, please do not hesitate to ask.

Sincerely,

**Prein&Newhof**



Matthew R. Hulst, P.E.

Enclosures: Bid Tabulation Sheets

**RESOLUTION 2026-03**

***City Council  
City of Hart, Michigan  
Oceana County***

**AUTHORIZE EXECUTION OF A TEMPORARY GRADING EASEMENT  
FOR CEMETERY PROPERTY RELATED TO THE SAFE ROUTES TO SCHOOL  
PATHWAY PROJECT**

WHEREAS, the City of Hart is undertaking the Safe Routes to School (SRTS) Pathway Project in cooperation with MDOT and Friends of the Pentwater Hart Trail; and

WHEREAS, the project requires a temporary grading easement affecting cemetery property located at 513 Water Street (Tax ID No. 020-350-002-00); and

WHEREAS, the cemetery property is jointly owned by the City of Hart and Hart Township, and the Cemetery Commission does not have authority to convey property interests; and

WHEREAS, a 4,918-square-foot (0.113-acre) Temporary Grading Easement has been prepared to allow grading and restoration work, with the easement expiring upon project completion or December 31, 2030, whichever occurs first;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hart hereby approves the Temporary Grading Easement for cemetery property located at 513 Water Street in support of the Safe Routes to School Pathway Project.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to execute the Temporary Grading Easement and related documents on behalf of the City of Hart, subject to coordination with Hart Township and compliance with the easement terms.

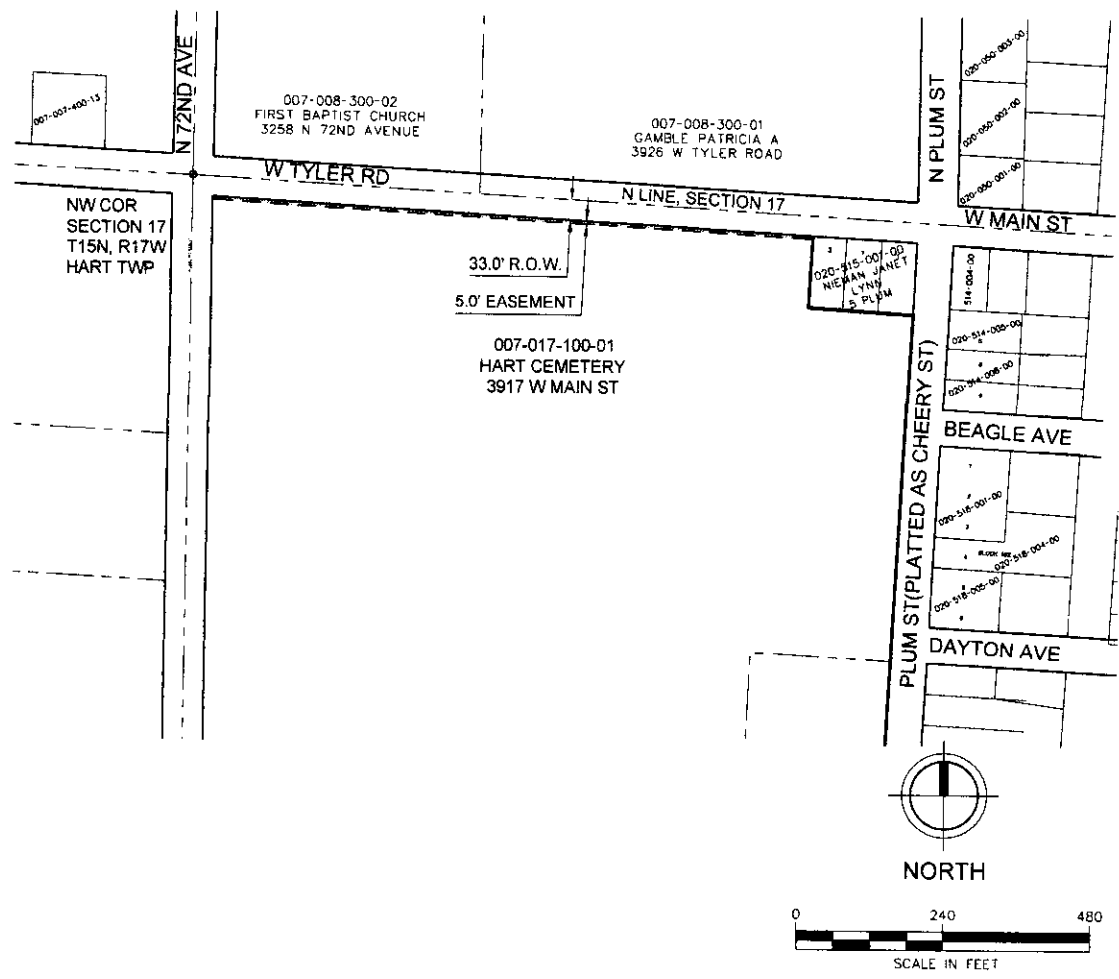
Moved by \_\_\_\_\_, supported by \_\_\_\_\_, and thereafter adopted by the Hart City Council at a regular meeting held on \_\_\_\_\_, 2026

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

---

Karla Swihart, City Clerk

**EXHIBIT A**  
**SKETCH OF PROPOSED GRADING EASEMENT**



**PARCEL TAX DESCRIPTION:**  
3917 W MAIN ST H17-11 QC786459 L161P- 535 & 537 SEC 17 T15N R17W--& VAR LOTS IN NORETS  
ADDN N 881 FT OF W 742.5 FT OF NW 1/4 & ALSO LOTS 4 THRU 10 OF BLK 175, BLK 176, BLK 177,  
BLK 182, BLK 186, LOTS 1, 2 & 3 BLK 187 & BLK 188. 15 A M/L

**EASEMENT DESCRIPTION:**  
PART OF THE ABOVE DESCRIBED PARCEL BEING PART OF SECTION 17, TOWN 15 NORTH, RANGE  
17 WEST, HART TOWNSHIP, OCEANA COUNTY, MICHIGAN MORE PARTICULARLY DESCRIBED AS:  
THE NORTH 5.00 FEET OF THE ABOVE DESCRIBED PARCEL LYING SOUTH OF AND ADJACENT TO  
THE SOUTH RIGHT OF WAY LINE OF TYLER ROAD  
SAID EASEMENT CONTAIN 4,918 SQ.FT WHICH IS 0.113 NET ACRES OF LAND MORE OR LESS

**FLEIS&VANDENBRINK**  
DESIGN. BUILD. OPERATE.

2960 Lucerne Drive SE  
Grand Rapids, MI 49546  
P: 616.977.1000  
F: 616.977.1005

DATE: 8/21/2024  
F&V PROJECT NO.  
853030

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**SKETCH OF EASEMENT**  
SECTION 17, T15N, R17W  
OCEANA CO, MICHIGAN

---

**HART CEMETERY**  
3917 W MAIN ST / P.P.#007-017-100-01

# VALUATION STATEMENT

#10

Property Owners: Hart Cemetery  
Mailing Address: P.O. Box 813, 407 State Street  
Hart, MI 49420

Hart Township  
3437 W. Polk Road  
Hart, MI 49420

Subject Property: ID# 007-017-100-01  
Hart Cemetery  
3917 W. Main Street  
Hart, MI 49420

Area to be acquired: 4,918 – total square feet Temporary Grading Easement

Price per square foot x10% \$1.15 (\$50,000 per Acre)  
= \$566.00 Temporary Grading Easement

Total Just Compensation Per Analysis \$566.00

Total Compensation Paid to Landowner Voluntary Donation

## ADDITIONAL INFORMATION:

City of Hart – Safe Routes to School Project:

The values above are based upon a Market Study dated August 14, 2024, for the parcel and rounded-up to the whole dollar or a minimum payment.

## CITY OF HART (Hart Cemetery):

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

## HART TOWNSHIP (Hart Cemetery):

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

JOB NUMBER: MCA #1039-23-11906	PARCEL ID NO: ID# 007-017-100-01	NAME: Hart Cemetery
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## WRITTEN OFFER LETTER

**Owners:** City of Hart (Hart Cemetery)  
**Re:** City of Hart  
Safe Routes to School Project  
**Subject Property:** ID# 007-017-100-01  
3917 W. Main Street  
Hart, MI 49420

Dear City of Hart (Hart Cemetery):

The City of Hart, (The City) has determined it necessary to obtain 4,918-total square feet Temporary Grading Easement on the subject property stated above for the Safe Routes to School Project, see the attached Easement Sketch for the location of the access limits.

In accordance with State laws and Federal regulations governing acquisition of any property by the City, this is the City's Written Offer to obtain the Temporary Grading Easement.

A Broker's Price Opinion was used to determine the value of the Temporary Grading Easement for a total amount of \$566.00. The City is willing to pay the full market value as outlined in state and federal guidelines and the *Uniform Condemnation Procedures Act (UPCA), MCL 13.51(i)*.

The City's Written Offer is based on the facts known at this time, along with the condition of the property as of the date of this offer. If we have missed anything, please let us know so we may review, to see if an adjustment is necessary.

The Written Offer for the property includes all individuals and entities that may have an interest in the subject property. If payment is to be made, the title holder as shown on the deed shall receive the payment, unless otherwise agreed upon.

Please note that as part of this offer, the City reserves the right to bring federal or state cost recovery actions against you (the present owners) and /or any other potentially responsible parties relating to any release of hazardous substances on the property.

If you agree and are willing to accept the City's offer, please sign all documents, and return them to your agent. If you have any questions, please contact me at: 269-350-1574.

Thank you for your consideration of our Written Offer, and for your cooperation with the Safe Routes to School Project.

Sincerely,

*Gail Morton*

Gail Morton, SR/WA  
Senior Right of Way Agent  
Project Manager  
269-250-1574  
gmorton@metroca.net

*Robb Breen*

Robb Breen  
Senior Right of Way Agent  
616-202-8974  
rbreen@metroca.net

**TEMPORARY GRADING EASEMENT  
CITY OF HART-SAFE ROUTES TO SCHOOL PATHWAY PROJECT**

**KNOW ALL PEOPLE** by these presents, that the **CITY OF HART**, whose mailing address is P.O. Box 813, 407 State Street, Hart, MI 49420, and the **HART TOWNSHIP**, whose address is 3437 W. Polk Road, Hart, MI 49420, **(Grantors) hereby agree,**

**FOR AND IN CONSIDERATION** of the sum of **Less Than Hundred Dollars (\$100.00)**, on the following parcel: Tax ID# 020-350-002-00, City of Hart, Oceana County, MI, commonly known as at 513 Water Street, Hart, MI 4942,

**DOES HEREBY GRANT** to the **CITY OF HART**, **(Grantee)** a 4,918-square feet (0.113 Acres) Temporary Grading Easement, ( Easement), see EXHIBIT A to the Grantee for the project known as CITY OF HART, SAFE ROUTE TO SCHOOL PROJECT, in cooperation with the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA), dated June 2024, JOB NO. 213283, CONTROL SECTION NO. TA 64000 (Project),

As part of Project, the Grantee shall:

1. The right to enter the property in the designated area to perform earthwork and grading activities as designed and to restore the impacted surfaces to similar conditions as designed on said Project Plans.
2. Protect the trees adjacent to the Temporary Grading Easement. Said trees are identified on the plans STA 122+00+/- through 131+70+/-.
3. Protect the steps and landscaping adjacent to the Easement and the building STA 124+00+/- through STA 125+00+/- . Note: said steps lie outside of the Temporary Grading Easement area.
4. Improvements and restoration are without cost to the landowners and intended to benefit the landowners to smoothly blend together the subject property with the new pathway.
5. Said Temporary Grading Easement shall expire upon completion of the project or upon December 31, 2030, whichever comes first.

**IN WITNESS WHEREOF**, the undersigned has hereunto affixed their signature this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**HART TOWNSHIP:**

\_\_\_\_\_  
By:

Title:

STATE OF MICHIGAN       )  
  ) ss  
COUNTY OF OCEANA       )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2065, before me, a Notary Public, in and for said County, personally appeared \_\_\_\_\_, on behalf of HART TOWNSHIP executed the within instrument and acknowledged the same to be his/her free act and deed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ County Notary Public

My Commission Expires: \_\_\_\_\_

Acting in \_\_\_\_\_ County

**IN WITNESS WHEREOF**, the undersigned has hereunto affixed their signature this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF HART:**

\_\_\_\_\_  
By:  
Title:

STATE OF MICHIGAN       )  
  ) ss  
COUNTY OF OCEANA       )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, before me, a Notary Public, in and for said County, personally appeared \_\_\_\_\_, on behalf of the CITY OF HART, who executed the within instrument and acknowledged the same to be his/her free act and deed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ County Notary Public

My Commission Expires: \_\_\_\_\_

Acting in \_\_\_\_\_ County

Prepared by, and after recording return to:  
Gail Morton  
Metro consulting Associates  
809 Drury Lane  
Portage, MI 49002-4324  
269-350-1574

# DONATION

to  
CITY OF HART, MI

PROPERTY OWNER: CITY OF HART, HART TOWNSHIP (HART CEMETERY),

MAILING ADDRESS: P.O. Box 813, 407 State Street, Hart, MI 49420

SUBJECT ADDRESS: 3917 W. Main Street, Hart, MI 49420

Just Compensation determined by: ☒ Waiver Valuation  
☐ Appraisal/Review Appraisal  
☐ Not determined (Participating Governmental Entity)

Rights to be acquired: \$ 566.00 Temporary Grading Permit

\$ 566.00 TOTAL Just Compensation

The undersigned owner(s) of the subject property identified above agrees with the following statements:

- I/We have been informed and fully understand that I/we have the right to receive just compensation for the subject property.
- I/We have been informed and fully understand that by signing this document, I/we are agreeing to donate the subject property in lieu of just compensation.
- I/We agree that the decision to donate the subject property was made without undue influences or coercive action of any nature.
- I/We will execute the necessary instrument of conveyance upon presentation by agents or representatives of the Agency.

<input checked="" type="checkbox"/> Participating Government Entity Donation	The authorized individual signing on behalf of the participating governmental entity understands in addition to the above statements, that the entity has the right to a valuation/appraisal and the right to accompany the appraiser if an appraisal is warranted. The entity is electing to: <input checked="" type="checkbox"/> Donate the property and waive the right to a valuation/appraisal. <input type="checkbox"/> Donate the property, however, requests a valuation/appraisal be completed by Agency.
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**CITY OF HART (HART CEMETERY) (Landowner):**

Date

By:

Its:

**CITY OF HART (AGENCY):**

By:

Its:

Date

DONATION

**HART TOWNSHIP (HART CEMETERY) (Landowner):**

\_\_\_\_\_ Date

By: \_\_\_\_\_ Its: \_\_\_\_\_

CITY OF HART (AGENCY): \_\_\_\_\_

By:	Its:	Date
Job Number MCA #1039-23-11906	Parcel ID NO: # 007-017-100-01	NAME: HART CEMETERY