



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda
Monday, November 24, 2025 at 5:30 PM

CALL TO ORDER

1. Swearing in of Newley Elected Officials: Mayor Danger, Commissioners Morsaw, Spoula & Weeden
2. Discuss & Consider - Elect Mayor Pro-Tem

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT - "Please introduce yourself and any organization you represent. Please limit your comments to three (3) minutes. City Council & Staff will listen to your comments and not respond to any requests for information at this time. For those public comments that require a response or follow up, please fill out a comment card so the City Manager can respond within 7 business days of this meeting."

COMMUNICATIONS

3. November 27-28 City Hall Closed in Observance of Thanksgiving
4. December 6 - Christmas in Hartford at the Library, Lighted Parade & Convoy
5. December 15 - Council Meeting
6. December 24-26 - City Hall Closed in Observance of Christmas
7. December 31-January 2, 2026 - City Hall Closed in Observance of New Year

REPORT OF OFFICERS BOARDS & COMMITTEES

- [8.](#) Van Buren Conservation District - October 2025

Police & Ordinance

- [9.](#) HPD - October 2025

Fire Department

- [10.](#) HFB - November 2025

Ambulance

- [11.](#) AMB - October 2025

Van Buren County

Public Works

[12.](#) DPW - October 2025

Public Works

[13.](#) Drinking Water - October 2025

Wastewater Treatment Plant

[14.](#) WWTP - October 2025

Treasurers, Investment & List of Bills

City Manager

[15.](#) CM - November 2025

[16.](#) CM - Goals 2025

[17.](#) Project Updates

APPROVAL OF COMMISSION MINUTES

[18.](#) Discuss & Consider - October 27, 2025 Minutes

[19.](#) Discuss & Consider - November 3, 2025 Special Meeting

[20.](#) Discuss & Consider - November 19, 2025 Special Meeting

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[21.](#) Discuss & Consider - Ely Park Decorations

[22.](#) Discuss & Consider - City Hall Decorations

NEW BUSINESS

[23.](#) Discuss & Consider - Filling of Commission Seat Vacancy

[24.](#) Discuss & Consider - Sampling Plan & Mahl Study Analysis

[25.](#) Discuss & Consider - 2026 Council Meeting Schedule

[26.](#) Discuss & Consider - Spark Grant Ely Park Improvement Award Construction Bid

[27.](#) Discuss & Consider - Sick & Vacation Payout for Pamela Shultz

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [28.](#) Discuss & Consider - Resolution 2025-066 - Decorating Ely Park
- [29.](#) Discuss & Consider - Resolution 2025-072 Decorating City Hall
- [30.](#) Discuss & Consider - Resolution 2025-073 Sampling Plan & MAHL Study Analysis
- 31. Discuss & Consider - Resolution 2025-074 Signatory's on Financial Accounts
- [32.](#) Discuss & Consider - Resolution 2025 - 075 Ely Park Improvements Award Construction Bid

ADJOURNMENT



Van Buren Conservation District

October 2025 Program Update

Submitted by Emily Hickmott, Executive Director

The VBCD staff continues to work exclusively from home and the field until our office at the USDA Service Center reopens. We are not available in our office, but we will continue to work and be available to meet. We are grateful to be able to continue working on soil and water conservation in Van Buren County thanks to local funding sources like the Van Buren Conservation District Programs Millage; support from Van Buren County and our local townships, villages, and cities; and other local funding sources. Contact information is available at VanBurenCD.org/about to find out how our team can best help you.

Since last month's report, we have completed this season's road right-of-way treatment of high priority invasive species – Japanese knotweed and phragmites. We enjoyed being a part of the Van Buren County Road Commission's Employee Appreciation Day where we were able to do some invasive species trivia with their excellent staff! Check out the staff's updates below to see what else we've been up to this fall.

Did you know? Michigan's Conservation Districts are governmental subdivisions of the State of Michigan. We are public organizations created under the provisions of Soil Conservation District Law, Public Act 297 of 1937. We are overseen by the Michigan Department of Agriculture and Rural Development.

Our work is administered by a publicly elected board of directors (as defined by the Natural Resources and Environmental Protection Act Public Act 451 of 1994, as amended). Board Directors serve four year terms that are typically staggered, so we tend to have an election at our annual meeting each year. Curious about what conservation districts are or how we work? Reach out anytime!

Upcoming Events (Details available on our website):

- Veteran's Day Holiday | Tuesday, November 11, 2025
- Van Buren Conservation District Board Meeting | Wednesday, November 19, 2025 | 10:00 AM | VBCD Office / USDA Service Center | 1035 E Michigan Ave., Paw Paw, MI 49079
 - *Meeting relocation will be posted on our website and on the USDA doorfront if the USDA Center is not open on November 19.*
- Thanksgiving Holiday | Thursday, November 27, 2025
- Van Buren Conservation District Board Meeting | Wednesday, December 17, 2025 | 10:00 AM | VBCD Office / USDA Service Center | 1035 E Michigan Ave., Paw Paw, MI 49079
 - *Meeting relocation will be posted on our website and on the USDA doorfront if the USDA Center is not open on November 19.*

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller and Colleen Forestieri*) – In September, the Ag and Water Quality team coordinated our annual aerial fly-on cover crop co-op. Over 2,200 acres of cover crops were planted with this method. Additionally, Erin Fuller led a "Discover with the District" event at the Phillips Family Memorial Nature Sanctuary in Decatur.



Van Buren Conservation District

October 2025 Program Update

Submitted by Emily Hickmott, Executive Director

- SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) – The field season is slowly winding down, but the CISMA team is still working diligently to finalize projects, address high priority invasive species, and prepare for the upcoming year. The Strike Team was hard at work spraying and identifying all the Phragmites and Japanese knotweed in Van Buren County Road Rights of Way. Multiple presentations were given to a variety of audiences, including the Van Buren County Road Commission, garden clubs, and coastal communities. The team was available for impromptu surveys of spotted lanternfly (SLF) when reports were suddenly made (no SLF were found, but connections with property owners were made). The team identified the CISMA's needs and began writing grants for competitive projects to fund work in 2026 and beyond.
- Michigan Agriculture Environmental Assurance Program (MAEAP) and Regen Ag Program** (*Kyle Mead*) – The Fiscal year has come to an end, and the tech has been able to meet or exceed all of his goals except for the Reverification Goal and missed by not much. This past year has been great for meeting new landowners and filling the pipeline with more folks who will sooner or later become MAEAP Verified.
- National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) – This month was our annual Grazing Field Day and it was held at Conservation Technician Gabriel Francisco's farm Thunderfoot Farms in Paw Paw Michigan. Attendees heard from Gabe about how his farm has been working this multi-generational farm and some of the interesting grazing practices he has been doing on his small diversified livestock farm. Keynote speaker was Nathan Drumhiller of Drumhiller Farms located in Parma Michigan.
- Outreach** (*Jacob Diljak*) – September saw two field day events supporting two groups within our communities: coastal residents and farmers. The VBCD's first Dune Day and Grazing Field Day strengthened our community support and shared stewardship of our natural resources. We also unveiled our new trail signage along the Van Buren State Trail!
- Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) – September was a busy month as we engaged with Municipal Leaders at Lunch and Learns, held our last Passenger & Semi Tire and Electronics Collection of the year and prepped for the end of the fiscal year. We were able to upgrade our pesticide container with a new sign and paint. We are wrapping up the 2023 Recycling Infrastructure Grant and share the exciting end results.

Hartford Police Department Monthly Report

Item 9.

Month: November 2025

DEPARTMENT SUMMARY:

Still working on cleaning and organizing the evidence room.

Officers have been attending trainings and having numerous interactions with city residents

Officers are working on various outreach activities.

Officers dismantled the homeless encampment and have not seen any more organization at this time.

The ordinance appears to be working.

STATISTICS:

- *Call for Service (CFS)* 109 for the month of October, 104 by our agency
- *Arrest Count Report* 9
- *Traffic Stops* 20
- *Citations* 3

BUDGET UPDATE:

We are continuing to keep a tight budget. We have not received any information for additional funds from the federal government.

STILL AWAITING ANY CONFIRMATION.... Still.....on any COPS grant.

PERSONNEL:

Not seeking any new candidates at this time until budget is confirmed.

TRAINING:

Officer Orvis attended training in October.

Officer Hamre attended training in October

Sergeant Poole will be working on requirements for audits in December and January.

Chief Matthews is attending FBI National Academy Command School.

PUBLIC OUTREACH:

We are working with various groups for holiday events over the next 2 months

FLEET STATUS:

Vehicle is on hold until we can confirm funding for other projects.

EQUIPMENT:

New department firearms should be arriving in late November. It was originally supposed to be September but they are on back order. Once they arrive, I will schedule training with neighboring agencies. All of the other gear for the items have arrived and have been recorded for reference purposes.

GRANTS & INITIATIVES:

I am working on 2027 COPS grant program. I am hoping we are awarded the funding as we have not heard of anything for 2026 as of yet.

Update Manual/Policies/Procedures/Rules:

I am working on the new Hartford Police Policy Manual. It is very labor intensive and is taking time to complete. I am devoting about 4 to 5 hours per week on them.

END OF REPORT

Respectfully Submitted by: Chief Brian Matthews

Date: November 10th 2025

**Hartford Fire Board Meeting
November 12th, 2025
October Business**

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Hartford Fire Board
Agenda
 Wednesday November 12th, 2025, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. **Approval of the Agenda as Presented.** Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ____ Nays: ____.
- VII. **Approval of previous meeting minutes from October 14th, 2025:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ____ Nays: ____
- VIII. Review: **Review Revenue & Expenditure Report & Invoice Register**
- IX. **Approval of October Treasurer's report:** Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____

 - a. **Accounts Payable:** Amount \$176,719.87 Motion by _____ Second _____ by
 roll call vote Motion _____ Yeas: _____ Nays: _____
- X. **Review October 2025 Incident Summary and Breakdown of Fire Calls per zone.**
- XI. **Review Cost Recovery USA 10/25/2025-11/24/2025 Payment Reconciliation Report**
- XII. **Unfinished Business:**
- XIII. **New Business:**
 1. Discuss and consider removing Nate Tietsma from Probationary Status and moving him to full Membership Status.
 Motion by _____ Seconded by _____ to approve/deny removing Nate Tietsma from Probationary Status and moving him to full membership status.
 2. Discuss and consider approving Elliot Spangler membership into the Hartford Fire Department Cadet program.
 Motion by _____ Seconded by _____ to approve/deny Elliot Spangler for membership into the Hartford Fire Department Cadet program.

3. Discuss and consider the purchase of radios.

Motion by _____ Seconded by _____ to approve/deny the Quote from Roe Comm for the purchase of _____ Radios in the amount of \$ _____ with the monies to come from the _____ account.

4. Discussion on upcoming Apparatus & Equipment Millage Renewal.

5. Discussion on Medical Truck 1810.

Reports:

- a. Fire Chief
- b. Assistant Fire Chief
- c. Board

Motion by _____ second by _____ to adjourn at _____ pm.

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting October 14th, 2025**

Members Present upon roll call: Ron Sefcik; Eric Germinder; Carlos Ledesma; Jerry Birmele

Absent: Chad Hunt

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:00 p.m.

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of October 14th, 2025, was presented and amended. Motion by Ledesma Second by Germinder to approve the agenda as amended.

****New Business # 3 was added; AFG Grant Discussion and Proposal.**

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the September 9th, 2025 Fire Board meeting were presented.

Motion by Ledesma; Seconded by Germinder to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the September 15th, 2025 Special Fire Board meeting were presented.

Motion by Ledesma; Seconded by Germinder to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The September Treasures report was presented: Motion by Sefcik; Seconded by Birmele to approve the Treasures report as presented.

Yeas:4 Nays:0

Bills were presented for approval in the amount of \$42,672.77 Motion by Birmele; seconded by Ledesma to pay bills in the amount of \$42,672.77.

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Ledesma, Germinder, Birmele, Nays:0

Absent: Hunt

Members reviewed the September 2025 Incident Summary and Breakdown of Fire Calls per zone.

Unfinished Business: none

New Business:

1. Discussion on Ladder Truck 1841 was held, Assistant Chief McGrew presented the board with the appraisal and information from "Garage," a fire truck broker that was presented at last month's meeting. Motion by Sefcik; Seconded by Germinder to authorize Assistant Chief McGrew to execute the agreement with "Garage" and post the truck for sale with the initial sale price to be \$400,000.00.

Yeas: 4 Nays: 0 **APPROVED**

2. Discussion on the Fire Department's EIN and Name with the IRS, Members discussed that it might be beneficial to have the attorney investigate our current number and name with the IRS and see if we are still being held up by the original organization under Dr. Meachum's name from 1973. Motion by Sefcik; Seconded by Germinder to have the attorney investigate this.

Yeas: 4 Nays: 0 **APPROVED**

3. Assistance to Firefighters Grant information was presented by Assistant Chief McGrew. This grant, provided by the federal government, can be used for larger-scale purchases. AC McGrew noted that our next large purchase will be for radios, with a budget of between \$150,000 and \$200,000. AC McGrew presented a proposal from LEXIPOL for grant writing services for \$4,500. If the grant is approved \$1,500 of the \$4,500 will be reimbursed within the grant. Motion by Sefcik; Seconded by Germinder to authorize Assistant Chief McGrew to sign the agreement with LEXIPOL for grant writing services in the amount of \$4,500.00.

Yeas: 4 Nays: 0 **APPROVED**

Fire Chiefs Report:

1. Meetings Attended:

- Township
- City
- VBC Medical Control

2. Information

- Received the 2025 DNR Grant reimbursement
- Went to Axes & Irons to go over the upfitting of the mini pumper.
- Fire Prevention done at Redwood
- Walkthrough @ Lineage Cold Storage Building.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

- Hose Tester Delivered
- Hose Testing Conducted, tested over 5700 feet of Hose, Labor was \$800 to conduct this, as opposed to paying a company over \$3,400.
- Pancake Breakfast
- NERIS Update Webinar, we are fully compliant and ready to go live on January 1st, 2026
- Honor Credit Union will be sponsoring the Halloween Spooktacular

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

Peter advised the board that he will be completing the necessary paperwork to transition us from a reimbursing unemployment employer to a contributing unemployment employer. This will protect the board from a potentially significant reimbursement if an eligible employee collects unemployment benefits.

Motion by Sefcik; Second by Germinder to adjourn the meeting at 7:52p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting November 12th, 2025**

Members Present upon roll call: Ron Sefcik; Eric Germinder; Carlos Ledesma; Chad Hunt

Absent: Jerry Birmele

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:00 p.m.

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of November 12th, 2025, was presented and approved. Motion by Sefcik Second by Ledesma to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the October 14th, 2025 Fire Board meeting were presented.

Motion by Hunt; Seconded by Ledesma to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The October Treasures report was presented: Motion by Ledesma; Seconded by Germinder to approve the Treasures report as presented.

Yeas: 4 Nays: 0

Bills were presented for approval in the amount of \$176,719.87 Motion by Germinder; seconded by Sefcik to pay bills in the amount of \$176,719.87.

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Ledesma, Germinder, Hunt, Nays:0

Absent: Birmele

Members reviewed the October 2025 Incident Summary and Breakdown of Fire Calls per zone.

Unfinished Business: none

New Business:

1. Discussion on removing Nate Tietsma from Probationary Status and moving him to full Membership Status, Assistant Chief McGrew noted that Nate has completed all the required training that has been presented to him.

Motion by Sefcik, seconded by Hunt, to approve removing Nate Tietsma from Probationary status and moving him to full membership status.

Yeas: 4 Nays: 0 **APPROVED**

2. Discussion on Elliot Spangler for membership into the Hartford Fire Department Cadet program. Assistant Chief McGrew fielded questions from the board about how the Cadet program works and what duties the Cadets can and can't perform.

Motion by Hunt, seconded by Ledesma, to approve Elliot Spangler for membership into the Hartford Fire Department Cadet Program.

Minutes of Fire Board Meeting November 12th, 2025

Yeas: 4 Nays: 0 **APPROVED**

3. A quote was presented from Roe Comm for the purchase of five radios. Board members inquired whether this purchase would have impact on the upcoming grant we are preparing for radios. Asst. Chief McGrew informed the board that it would not affect the grant and that, within the grant, we can only apply for 15 radios per the guidelines of how many members we currently have on the roster. Due to this, we will still need at least five additional radios even if we are awarded the grant.

Motion by Sefcik, seconded by Ledesma, to approve the presented Quote from Roe Comm for the purchase of five radios in the amount of \$12,402.00, with the monies to be split between the millage account and the donations account.

Yeas: 4 Nays: 0 **APPROVED**

4. Discussion on the upcoming Apparatus & Equipment Millage Renewal, Documents with the tax info from both the city and township were presented, Chairman Sefcik noted the board would need to approve the ballot language via resolution at either the December or January Meeting.
5. Discussion on Medical Truck 1810, Assistant Chief McGrew noted we need to officially decide if we are keeping the truck or going to post for sale. Members agreed that we presented to the city and township that we would sell the truck to recoup the costs associated with buying the mini-pumper, and we will abide by that.

Motion by Hunt, seconded by Ledesma to set the Asking Price for the truck at \$8,500.00.

Yeas: 4 Nays: 0 **APPROVED**

Fire Chiefs Report:

1. Meetings Attended:

- Township
- City
- VBC Medical Control

2. Information

- Insurance on mini pumper
- Annual Pump testing completed
- Working on activating SAM number for AFG grant

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

- Working on Radio Grant
- Uniforms Delivered
- Finalized Contract for Mini-Pumper Financing
- Halloween Event.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

Motion by Ledesma; Second by Hunt to adjourn the meeting at 7:52p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		06/30/2025	NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)	11/30/2025	NORM (ABNORM)	MONTH 11/30/25	INCR (DECR)	BALANCE	NORM (ABNORM)	
Fund 206 - FIRE FUND												
Revenues												
Dept 000												
206-000-401.000	HARTFORD TOWNSHIP	163,569.96		163,570.00		54,523.36		0.00		109,046.64		33.33
206-000-402.000	HARTFORD CITY	133,830.00		133,830.00		44,610.00		0.00		89,220.00		33.33
206-000-411.000	HARTFORD TWP MILLAGE	63,548.10		72,000.00		110.33		110.33		71,889.67		0.15
206-000-412.000	HARTFORD CITY MILLAGE	54,271.96		68,000.00		442.83		0.00		67,557.17		0.65
206-000-420.000	BANGOR TWP COST RECOVERY	5,317.05		5,000.00		1,308.93		0.00		3,691.07		26.18
206-000-421.000	COST RECOVERY	3,822.29		2,000.00		1,402.79		1,207.79		597.21		70.14
206-000-422.000	FIRE REPORTS/ FOIA	1,244.41		50.00		10.00		0.00		40.00		20.00
206-000-450.000	DONATIONS	74,182.28		9,600.00		500.00		0.00		9,100.00		5.21
206-000-539.000	GRANTS	0.00		2,500.00		4,627.00		0.00		(2,127.00)		185.08
206-000-582.000	TOWNSHIP GRANTS	9,600.00		0.00		0.00		0.00		0.00		0.00
206-000-584.000	VBEMS	13,820.00		11,000.00		4,710.00		0.00		6,290.00		42.82
206-000-660.000	CELL PHONE REIMBURSEMENT	0.00		650.00		0.00		0.00		650.00		0.00
206-000-665.000	INTEREST	28,214.11		10,000.00		10,459.98		0.00		(459.98)		104.60
206-000-673.000	SALE OF FIXED ASSETS	0.00		0.00		3,359.20		0.00		(3,359.20)		100.00
206-000-686.000	FUND BALANCE TRANSFER IN	0.00		32,650.00		0.00		0.00		32,650.00		0.00
206-000-696.000	BOND OR INSURANCE RECOVERIES	6,632.00		0.00		0.00		0.00		0.00		0.00
Total Dept 000		558,052.16		510,850.00		126,064.42		1,318.12		384,785.58		24.68
TOTAL REVENUES		558,052.16		510,850.00		126,064.42		1,318.12		384,785.58		24.68
Expenditures												
Dept 336 - FIRE OPERATING												
206-336-702.000	BOARD SALARY	3,780.00		4,200.00		1,560.00		0.00		2,640.00		37.14
206-336-704.000	CHIEF SALARY	58,950.00		61,050.00		20,350.00		0.00		40,700.00		33.33
206-336-705.000	ASST CHIEF SALARY	24,000.00		32,000.00		10,664.00		0.00		21,336.00		33.33
206-336-710.000	FIREFIGHTER/ MFR	49,917.52		52,000.00		14,979.24		0.00		37,020.76		28.81
206-336-712.000	SHIFT COVERAGE	13,360.65		14,400.00		3,510.00		0.00		10,890.00		24.38
206-336-720.000	PAYROLL TAXES	11,475.62		12,000.00		3,906.33		0.00		8,093.67		32.55
206-336-721.000	HEALTH INSURANCE	0.00		18,000.00		0.00		0.00		18,000.00		0.00
206-336-724.000	RETIREMENT	3,558.14		3,800.00		1,221.04		0.00		2,578.96		32.13
206-336-730.000	GASOLINE & DIESEL	6,420.27		8,500.00		1,472.25		271.76		7,027.75		17.32
206-336-731.000	VEHICLE MAINTENANCE	79,480.23		10,000.00		7,733.62		918.86		2,266.38		77.34
206-336-733.000	EQUIPMENT MAINTENANCE	44,157.27		9,000.00		1,814.95		0.00		7,185.05		20.17
206-336-740.000	OPERATING SUPPLIES	352.51		500.00		7.96		7.96		492.04		1.59
206-336-741.000	MEDICAL SUPPLIES	3,690.07		2,500.00		115.78		0.00		2,384.22		4.63
206-336-742.000	ANNUAL TESTING	7,151.77		9,000.00		2,921.30		680.00		6,078.70		32.46
206-336-746.000	FIRE FIGHTER TOOLS & EQUIPMENT	0.00		2,500.00		160,497.97		143,055.70		(157,997.97)		6,419.92
206-336-751.000	PHONES	6,534.37		6,600.00		2,405.62		522.18		4,194.38		36.45
206-336-753.000	UTILITIES	8,965.79		9,500.00		1,904.40		382.80		7,595.60		20.05
206-336-763.000	BUILDING MAINTENANCE	19,748.80		9,500.00		1,074.52		741.45		8,425.48		11.31
206-336-767.000	DUES/ SUBSCRIPTIONS	4,336.28		6,200.00		2,429.00		0.00		3,771.00		39.18
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,359.75		15,000.00		9,380.22		8,920.22		5,619.78		62.53
206-336-785.000	EDUCATION/ TRAINING	7,604.42		8,500.00		2,290.78		0.00		6,209.22		26.95
206-336-796.000	PHYSICALS	6,503.52		10,000.00		372.00		0.00		9,628.00		3.72
206-336-799.000	OFFICE/ COMPUTER	3,618.06		4,500.00		719.87		73.27		3,780.13		16.00
206-336-801.000	PROFESSIONAL SERVICES	12,760.00		16,500.00		8,000.00		675.00		8,500.00		48.48
206-336-810.000	GRANT MATCH	2,500.00		2,500.00		0.00		0.00		2,500.00		0.00
206-336-815.000	GENERAL INSURANCE	24,248.46		33,000.00		14,280.00		5,423.00		18,720.00		43.27
206-336-964.000	TRANSFER TO DONATION FUND	0.00		9,600.00		0.00		0.00		9,600.00		0
206-336-965.000	TRANSFER TO MILLAGE FUND	0.00		140,000.00		0.00		0.00		140,000.00		0

Item 10.

PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025		ACTIVITY FOR MONTH 11/30/25		AVAILABLE BALANCE		% BDGT USED
		NORM (ABNORM)			NORM (ABNORM)		INCR (DECR)		NORM (ABNORM)		
Fund 206 - FIRE FUND											
Expenditures											
TOTAL EXPENDITURES											
		418,473.50		510,850.00	273,610.85		161,672.20		237,239.15		53.56
Fund 206 - FIRE FUND:											
TOTAL REVENUES											
		558,052.16		510,850.00	126,064.42		1,318.12		384,785.58		24.68
TOTAL EXPENDITURES											
		418,473.50		510,850.00	273,610.85		161,672.20		237,239.15		53.56
NET OF REVENUES & EXPENDITURES											
		139,578.66		0.00	(147,546.43)		(160,354.08)		147,546.43		100.00

11/06/2025 10:17 AM
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INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
EXP CHECK RUN DATES 10/15/2025 - 11/11/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: Item 10.

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	522.18
2. AXES & IRONS		
	NEW TRUCK	138,000.00
3. CONSUMERS ENERGY		
	NATURAL GAS	22.33
4. FIRST NATIONAL BANK OMAHA		
	SUPPLIES MAINTENANCE	1,219.98
5. INDIANA MICHIGAN POWER		
	ELECTRIC	360.47
6. KELLOGG HARDWARE INC		
	SUPPLIES	113.44
7. LIBERTY MUTUAL INSURANCE		
	WORKER COMP INSURANCE	5,423.00
8. MFE INC		
	VALVES DONATION	4,544.96
9. NORTH BREATHING AIR LLC		
	ANNUAL MAINTENANCE	680.00
10. NYE UNIFORM CO		
	UNIFORMS	8,920.22
11. PETER STANISLAWSKI		
	FINANCE SERVICES	675.00
12. S&A AUTOMOTIVE INC		
	MAINTENANCE	918.86
13. SHELL FLEET PLUS		
	DIESEL & GASOLINE	271.76
TOTAL - ALL VENDORS		161,672.20

HARTFORD FIRE

CASH BALANCES

NOVEMBER 11, 2025

General Checking	\$	17,976.04
Operating Account	\$	223,023.96
Millage Account	\$	299,715.68
Maintenance Account	\$	14,687.38
Donation Account	\$	47,270.38

All Cash Accounts	\$	602,673.44
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11/06/2025 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 10/15/2025 - 11/11/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
10/15/2025	DD721(A)	HARTING, ROBBIE	PAYROLL	1,952.00
10/15/2025	DD722(A)	MC GREW, KEVIN	PAYROLL	1,319.64
10/31/2025	DD723(A)	HARTING, ROBBIE	PAYROLL	1,904.01
10/31/2025	DD724(A)	MC GREW, KEVIN	PAYROLL	846.10
10/31/2025	DD725(A)	BIRMELE, GERALD	PAYROLL	52.86
10/31/2025	DD726(A)	EASTMAN, SCOTT	PAYROLL	173.51
10/31/2025	DD727(A)	FRY, STEVEN	PAYROLL	83.97
10/31/2025	DD728(A)	GERMINDER, ERIC	PAYROLL	52.86
10/31/2025	DD729(A)	HARTING, BRANDI	PAYROLL	235.80
10/31/2025	DD730(A)	LEDESMA, CARLOS	PAYROLL	52.86
10/31/2025	DD731(A)	LOWE, STEVEN	PAYROLL	368.56
10/31/2025	DD732(A)	MC CLELLAN, TROY	PAYROLL	3.48
10/31/2025	DD733(A)	MC GREW, KEVIN	PAYROLL	1,180.55
10/31/2025	DD734(A)	ROBERTS, KHELUN	PAYROLL	752.29
10/31/2025	DD735(A)	SEFCIK, RONALD	PAYROLL	52.86
10/31/2025	DD736(A)	SHARPE, IAN	PAYROLL	320.04
10/31/2025	DD737(A)	TEITSMA, NATHAN	PAYROLL	212.84
10/31/2025	EFT147(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	480.00
10/31/2025	EFT148(E)	CITY OF HARTFORD	PAYROLL	305.25
10/31/2025	EFT149(E)	INTERNAL REVENUE SERVICE	PAYROLL	3,902.87
10/31/2025	EFT150(E)	INTERNAL REVENUE SERVICE	PAYROLL	795.32
10/31/2025	STUB69(A)	FISHER, ISABELLA	PAYROLL	0.00
10/31/2025	STUB70(A)	FLEMMING, LISA	PAYROLL	0.00
10/31/2025	STUB71(A)	FLEMMING, RYAN	PAYROLL	0.00
10/31/2025	STUB72(A)	WEBERG, SCOTT	PAYROLL	0.00
11/10/2025	394(A)	AXES & IRONS	NEW TRUCK	138,000.00
11/10/2025	395(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	5,423.00
11/10/2025	396(A)	NYE UNIFORM CO	UNIFORMS	8,920.22
11/10/2025	397(A)	PETER STANISLAWSKI	FINANCE SERVICES	675.00
11/11/2025	388(E)	INDIANA MICHIGAN POWER	ELECTRIC	360.47
11/11/2025	389(E)	AT&T MOBILITY	CELL PHONES	522.18
11/11/2025	390(E)	CONSUMERS ENERGY	NATURAL GAS	22.33
11/11/2025	391(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES MAINTENANCE	1,219.98
11/11/2025	392(E)	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	680.00
11/11/2025	393(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	271.76
11/11/2025	15159	KELLOGG HARDWARE INC	SUPPLIES	113.44
11/11/2025	15161	S&A AUTOMOTIVE INC	MAINTENANCE	918.86
11/11/2025	15162	MFE INC	VALVES DONATION	4,544.96
Total of 38 Disbursements:				176,719.87



Chief Robbie Harting

Hartford Fire Department

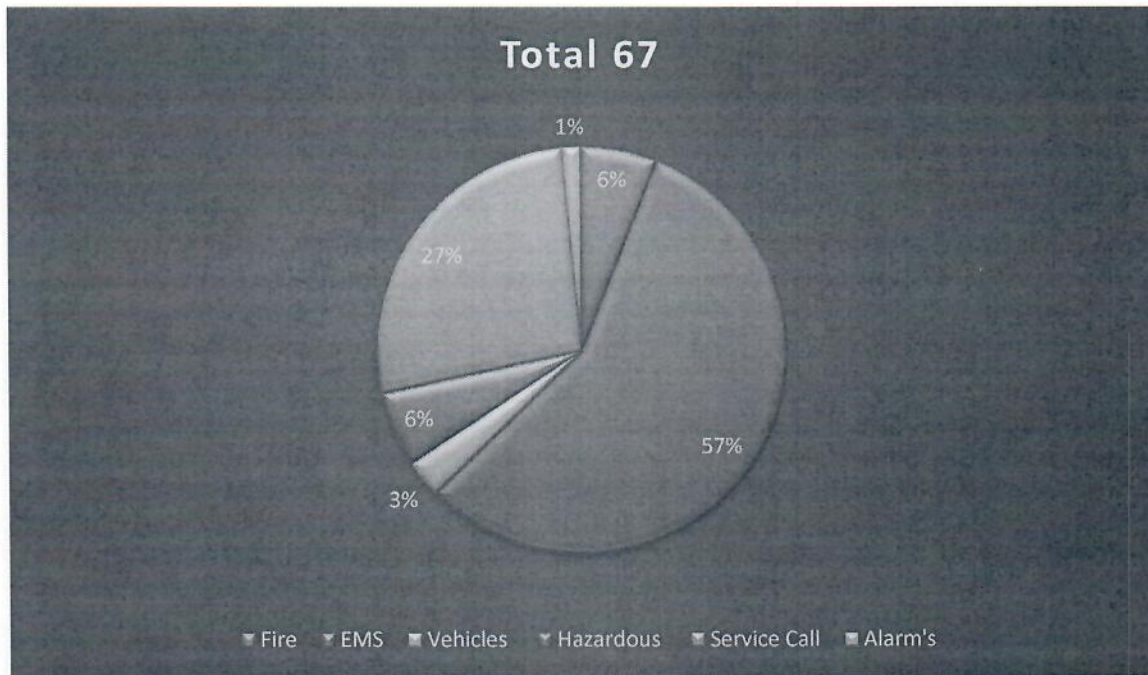
436 East Main St.
Hartford, MI 49057
(269)-621-4707



Item 10.

Asst. Chief Kevin McGrew

October 2025 Incident Summary



City- 39	Township- 18	Other-10
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Incident Type	Count
Fire Related Incidents	4
EMS Related Incidents	38
Motor Vehicle Related Incidents	2
Hazardous Incidents	4
Service Calls	13
Cancelled En Route	5
Alarm Activations	1
Total	67

October Monthly Call Totals Prior Years

2022 - 61	2023 - 59	2024 - 56
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Chief Robbie Harting

Hartford Fire Department

436 East Main St.
Hartford, MI 49057
(269)-621-4707



Asst. Chief Kevin McGrew

Item 10.

October 2025

Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	39	\$1,289.72
Township of Hartford	18	\$758.02
Bangor Township	4	\$158.77
I-94 & Red Arrow Hwy	3	\$126.18
Mutual Aid	3	\$201.59
Total	67	
Average Cost Per Call		\$37.82
Training	5 hours	\$86.20
Hose Testing	43 hours	\$798.70
Shift Coverage	69 Shifts	\$1,035.00



Chief Robbie Harting

Hartford Fire Department

436 East Main St.
Hartford, MI 49057
(269)-621-4707



Asst. Chief Kevin McGrew

Item 10.

October 2025

67 Calls for Service

Personal Name	Total Calls	%
Eastman, Scott	7	10%
Fisher, Izzy	2	3%
Fry, Steven	8	12%
Flemming, Lisa	1	1%
Flemming, Ryan	1	1%
McGrew, Kevin	63	94%
McClellan, Troy	1	1%
Harting, Robbie	22	33%
Harting, Brandi	2	3%
Lowe, Steve	19	28%
Roberts, Khelun	30	44%
Sharpe, Ian	16	24%
Teitsma, Nate	9	13%
Weberg, Scott	2	3%

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: November 12th ,2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Nate Teitsma Probationary Period

RECOMMENDED ACTION:

Chief Harting and I have spoken, and both recommended removing Nate Teitsma from Probationary Status and recommended him for full Membership. Since joining the Hartford Fire Department in November of 2024 Nate has proven to be an asset to the department and has completed the training required of a Probationary Member.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: November 12th, 2025
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Elliot Spangler Cadet Program Membership

RECOMMENDED ACTION:

I recommend to the Fire Board that we approve Elliot Spangler for the Hartford Fire Department Cadet Program. Elliot is currently a Junior at Hartford High School and is enrolled in the Fire Science Program at the Van Buren Tech Center. Elliot meets all the requirements for membership within the Hartford Fire Department Cadet Program.

Kevin McGrew
Assistant Fire Chief

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: November 12th 2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Purchase of 5 radios

RECOMMENDED ACTION:

As per the board's request from last month's meeting, I have requested a quote for the purchase of five radios.

Two of the five radios would be dual-band, meaning they have both the 800MHz frequency and VHF frequency; the other three radios are VHF frequency only.

Only one quote was obtained from ROE-COMM of Portage, Michigan, as they are our preferred vendor for radios and radio accessories; they have access to all our records, templates, data, etc.

Two Dual-Band Radios -\$7,428.00

Three VHF Radios- \$4,974.00

Total- \$12,402.00

ROE-COMM

OUR CLEAREST CHOICE IN WIRELESS COMMUNICATION!
100 RAMONA AVENUE / PORTAGE, MI 49002-3638

Phone#: 269-327-1045
Fax#: 269-327-8784

Bill To:

HARTFORD FIRE DEPARTMENT
436 EAST MAIN STREET
HARTFORD MI 49057

Item 10.

Date 10/28/25
Account# 24316
Order# 277117
Salesman MMS
PO#

Ship To:

HARTFORD FIRE DEPARTMENT
436 EAST MAIN STREET
HARTFORD MI 49057

Quantity	Item / Description	Discount	Unit Price	Amount
	***** QUOTATION *****			
3	AAH06JDN9WA1AN MOTOTRBO R7 VHF FKP GPS BT WIFI CAPABLE 136-174MHZ		1250.00	3,750.00
3	PMMN4128 RM780 IMPRES RSM 3.5MM EARPIECE, RADIO CONTROLS, IP68, HAZLOC		158.00	474.00
3	QA08405AA TIA4950 3200T BATTERY; SPECIAL PRICE FOR UPGRADE AT TIME OF PURCHASE WITH RADIO		95.00	285.00
3	PMNN4810 TIA4950 IP68 3200T UL RATED IMPRESS BATTERY FOR R7 *SPARE BATTERY*		155.00	465.00
	Subtotal			4,974.00
	Quote Total			4,974.00

THANK YOU - We Appreciate Your Business!

ROE-COMM

OUR CLEAREST CHOICE IN WIRELESS COMMUNICATION!
100 RAMONA AVENUE / PORTAGE, MI 49002-3638

Phone#: 269-327-1045
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436 EAST MAIN STREET
HARTFORD MI 49057

Ship To:

HARTFORD FIRE DEPARTMENT
436 EAST MAIN STREET
HARTFORD MI 49057

Quantity	Item / Description	Discount	Unit Price	Amount
	***** QUOTATION *****			
2	TP9855N0FC-T TAIT VHF/UHF/7-8-900MHZ 4KY FULL HVGRN BODYONLY		1516.00	3,032.00
2	TPAS151 TAIT P25 TRUNKING PHASE 1 & COMMON AIR INTERFACE		907.00	1,814.00
2	TPAS133 TAIT SFE KEY - DUAL BAND RADIO		485.00	970.00
2	TPA-AN-050 TP97/98 DUAL ANTENNA 136-174 700-800 WHIP ANTENNA		91.00	182.00
4	T03-00011-EAAA TAIT 3400 MAH LITHIUM ION BATTERY *INCLUDES SPARE*		107.00	428.00
2	T03-00012-AEAA TAIT TP PORTABLE DESKTOP CHRG LI-ION W/PLUG PACK		87.00	174.00
2	TPA-CA-201 TAIT TP8/9 BELT CLIP 55MM		12.00	24.00
2	T03-00045-PCAA TSM-4 REMOTE SPEAKER MIC		162.00	324.00
2	SRVADVP25TWW3 TAIT WARRANTY, EXT, 3YR TAIT PC25 RADIO CONSULTING		115.00	230.00
	PROGRAMMING & TEMPLATE SUBMISSION SERVICE FEE TO MPSCS (2) TAIT PORT @ \$75 EACH CONSULTING			150.00
	PROGRAMMING WITH SPECIFIC VOICE FILES **OPTIONAL**			100.00

(Continued on Page 2)

Hartford Township (11)

			2025 Ad Valorem Taxes				
Taxing Entity	Name	Purpose of Tax	Amount of Tax Mills	2025 Taxable Valuation	Estimate of Tax Dollars	Total Tax Mills	Total Est. Tax Dollars
County	Van Buren	Operating	4.4267	\$110,197,997	\$487,813	7.3080	\$816,347
		Ambulance	0.9353		\$103,068		
		Roads	0.9703		\$106,925		
		Public Safety	0.5322		\$58,647		
		Public Transit	0.2453		\$27,032		
		Conservation District	0.0989		\$10,899		
		Veterans Relief Fund	0.0993		\$10,943		
		Parks	0.1000		\$11,020		
Township	Hartford	Operating	0.8170	\$110,197,997	\$90,032	2.9237	\$322,186
		Roads	1.4061		\$154,949		
		Fire Apparatus	0.7006		\$77,205		
Township Special Assessments	Hartford					0.0000	\$0
School District	Watervliet	Total Non-PRE	23.3000	\$376,538	\$8,773		\$22,243
		Total PRE	5.3000	\$2,541,397	\$13,469		
		Total Com Personal	11.3000	\$0	\$0		
		Total Ind Personal	5.3000	\$0	\$0		
		TOTAL COMBINED		\$2,917,935			
School District	Hartford	Total Non-PRE	25.7500	\$32,211,212	\$829,439		\$1,415,164
		Total PRE	7.7500	\$66,795,850	\$517,668		
		Total Com Personal	13.7500	\$656,900	\$9,032		
		Total Ind Personal	7.7500	\$7,616,100	\$59,025		
		TOTAL COMBINED		\$107,280,062			
Interm. School	BRESA	Operating	0.1743	\$2,917,935	\$509	2.3677	\$6,909
		Extra Voted	2.1934		\$6,400		
Interm. School	Van Buren ISD	Operating	0.1390	\$107,280,062	\$14,912	6.7717	\$726,468
		Extra Voted	6.6327		\$711,556		
State Education	Michigan	State Education Tax	6.0000	\$102,581,897			\$615,491
Library	Hartford	Operating & Ex Voted	1.5179	\$110,197,997			\$167,270

Totals for Taxable Status by School District		Summer	Winter	Total
Watervliet School District [Non-PRE]		27.7267	15.6906	43.4173
Watervliet School District [PRE]		9.7267	15.6906	25.4173
Watervliet School District [Com. Personal]		15.7267	15.6906	31.4173
Watervliet School District [Ind. Personal]		9.7267	9.6906	19.4173
Hartford School District [Non-PRE]		4.4267	45.8446	50.2713
Hartford School District [PRE]		4.4267	27.8446	32.2713
Hartford School District [Com. Personal]		4.4267	33.8446	38.2713
Hartford School District [Ind. Personal]		4.4267	21.8446	26.2713

Hartford City (52)

2025 Ad Valorem Taxes

Taxing Entity	Name	Purpose of Tax	Amount of Tax Mills	2025 Taxable Valuation	Estimate of Tax Dollars	Total Tax Mills	Total Est. Tax Dollars
County	Van Buren	Operating	4.4267	\$49,316,458	\$218,309	7.3080	\$365,336
		Ambulance	0.9353		\$46,126		
		Roads	0.9703		\$47,852		
		Public Safety	0.5322		\$26,246		
		Public Transit	0.2453		\$12,097		
		Conservation District	0.0989		\$4,877		
		Veterans Relief Fund	0.0993		\$4,897		
		Parks	0.1000		\$4,932		
City	Hartford	Operating	12.1410	\$49,316,458	\$598,751	16.3014	\$803,927
		Fire Apparatus	1.4185		\$69,955		
		Seniors	1.0000		\$49,316		
		Waste Water Imp.	1.7419		\$85,904		
City Special Assessments	Hartford					0.0000	\$0
School District	Hartford	Total Non-PRE	25.7500	\$23,458,659	\$604,060		\$817,905
		Total PRE	7.7500	\$23,495,699	\$182,092		
		Total Com Personal	13.7500	\$2,241,100	\$30,815		
		Total Ind Personal	7.7500	\$121,000	\$938		
		TOTAL COMBINED		<u>\$49,316,458</u>			
Interm. School	Van Buren	Operating	0.1390	\$49,316,458	\$6,855	6.7717	\$333,956
		Extra Voted	6.6327		\$327,101		
State Education	Michigan	State Education Tax	6.0000	\$49,195,458			\$295,173
Library	Hartford	Operating & Ex Voted	1.5179	\$49,316,458			\$74,857
Totals for Taxable Status by School District			Summer	Winter	Total		
Hartford School District [Non-PRE]			18.3096	45.3394	63.6490		
Hartford School District [PRE]			18.3096	27.3394	45.6490		
Hartford School District [Com. Personal]			18.3096	33.3394	51.6490		
Hartford School District [Ind. Personal]			18.3096	21.3394	39.6490		

Fire Chiefs Report November 2025

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC Medical Control

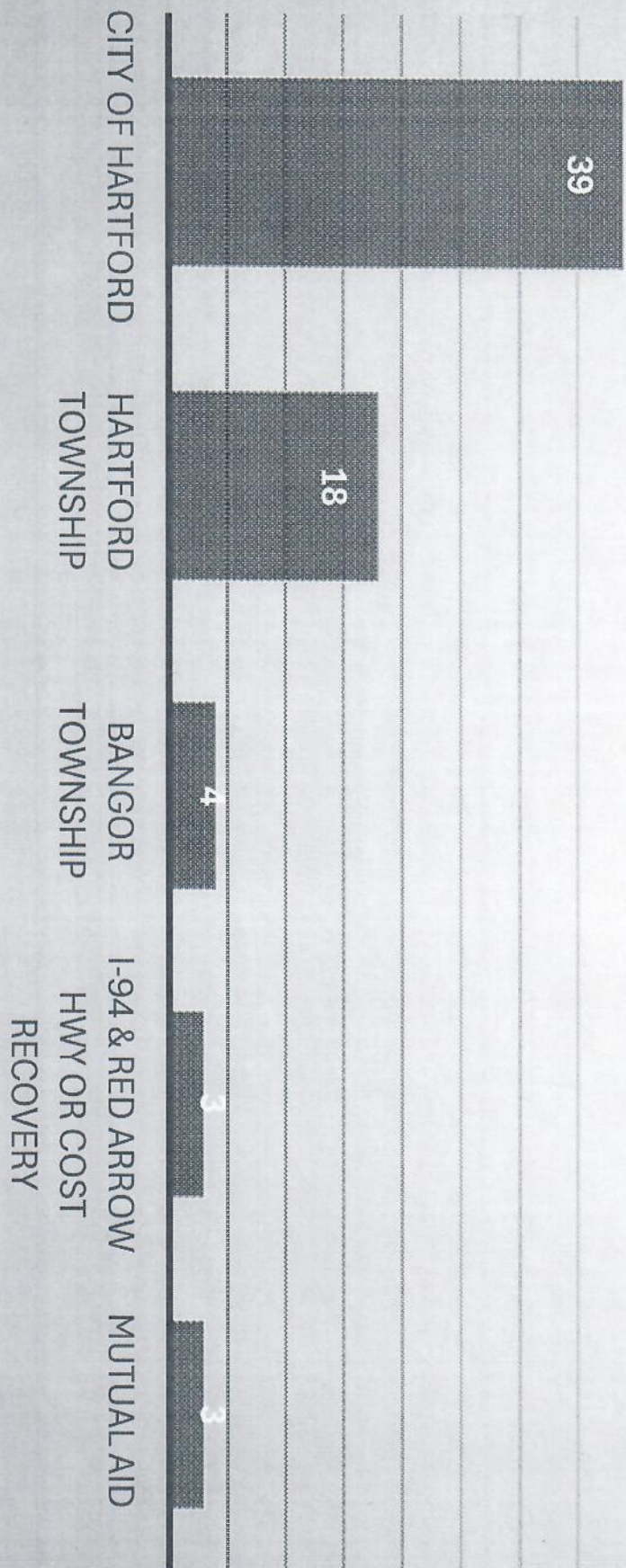
2. Information:

- Insurance on mini pumper
- Annual pump testing completed
- Working on activating SAM number for AFG Grant

Sincerely,

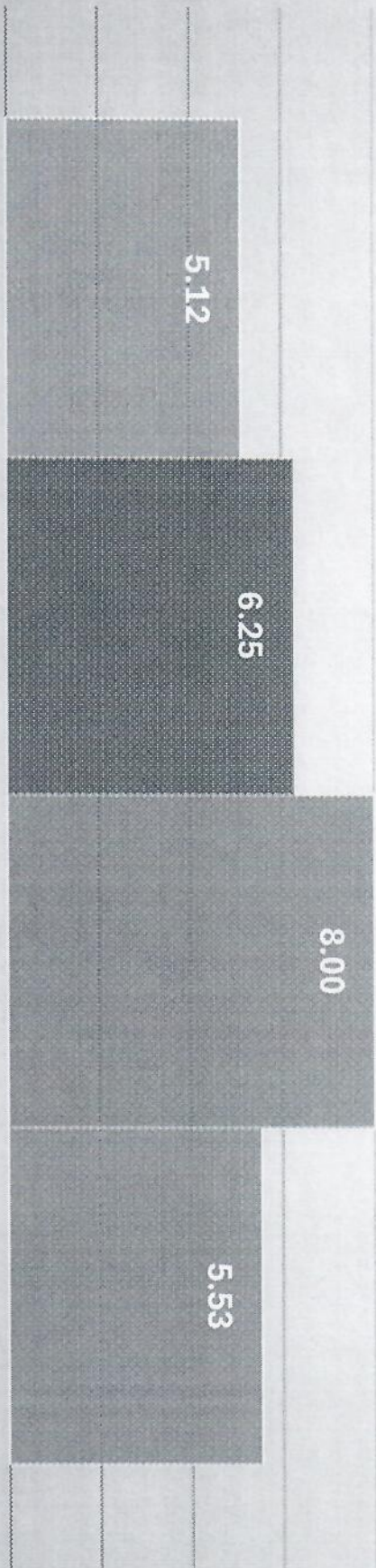
Robbie Harting – Fire Chief

Breakdown of Totals Calls Per Zone October 2025

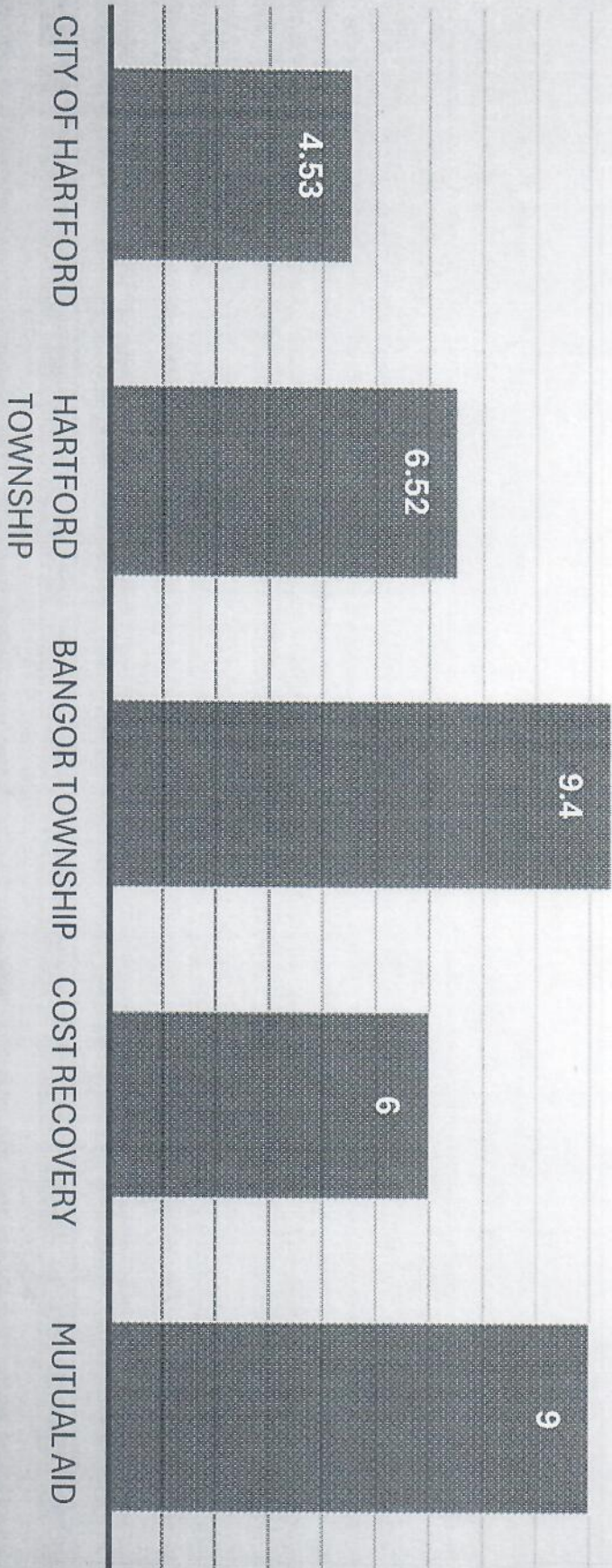


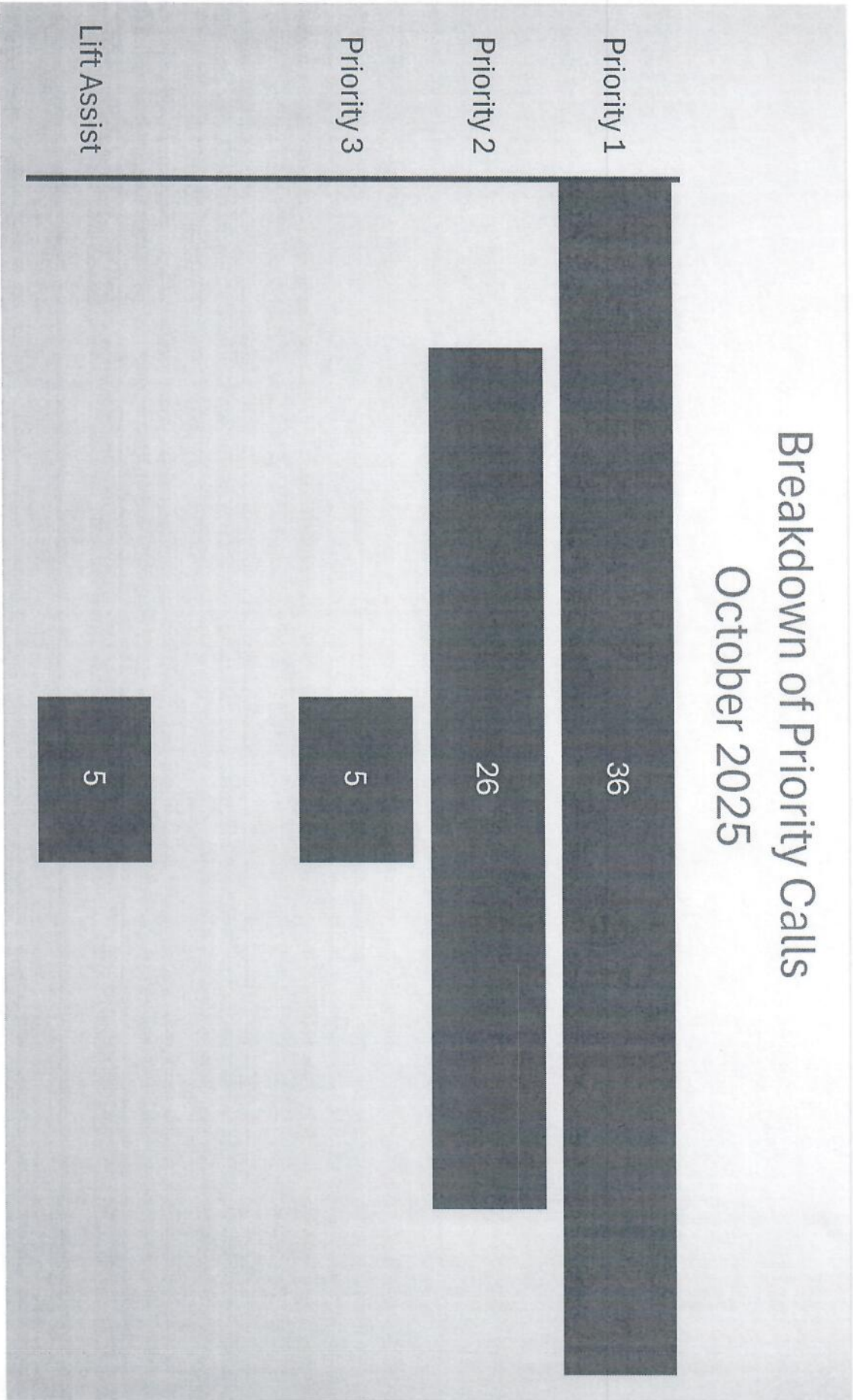
Response Times Breakdown by Priority October 2025

■ Priority 1 ■ Priority 2 ■ Priority 3 ■ Overall Times

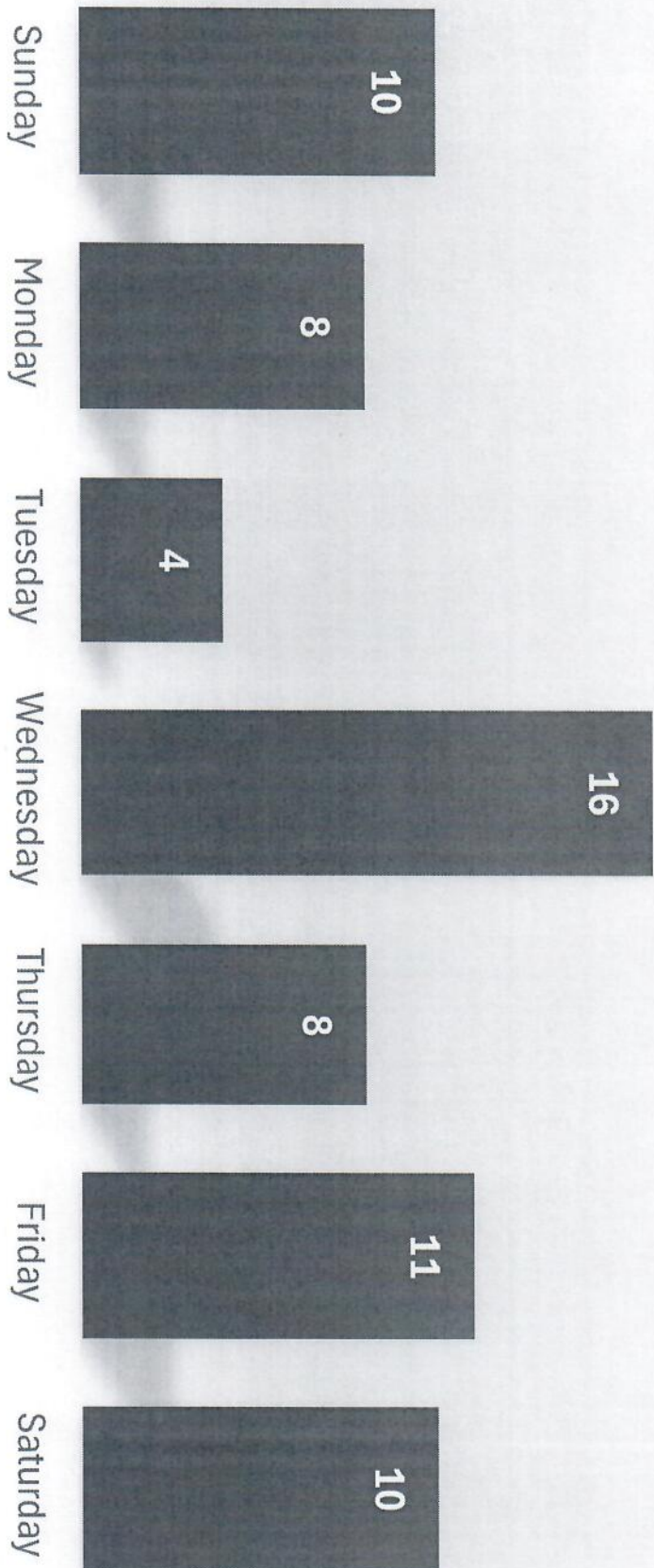


Response Times Breakdown Per Zone October 2025

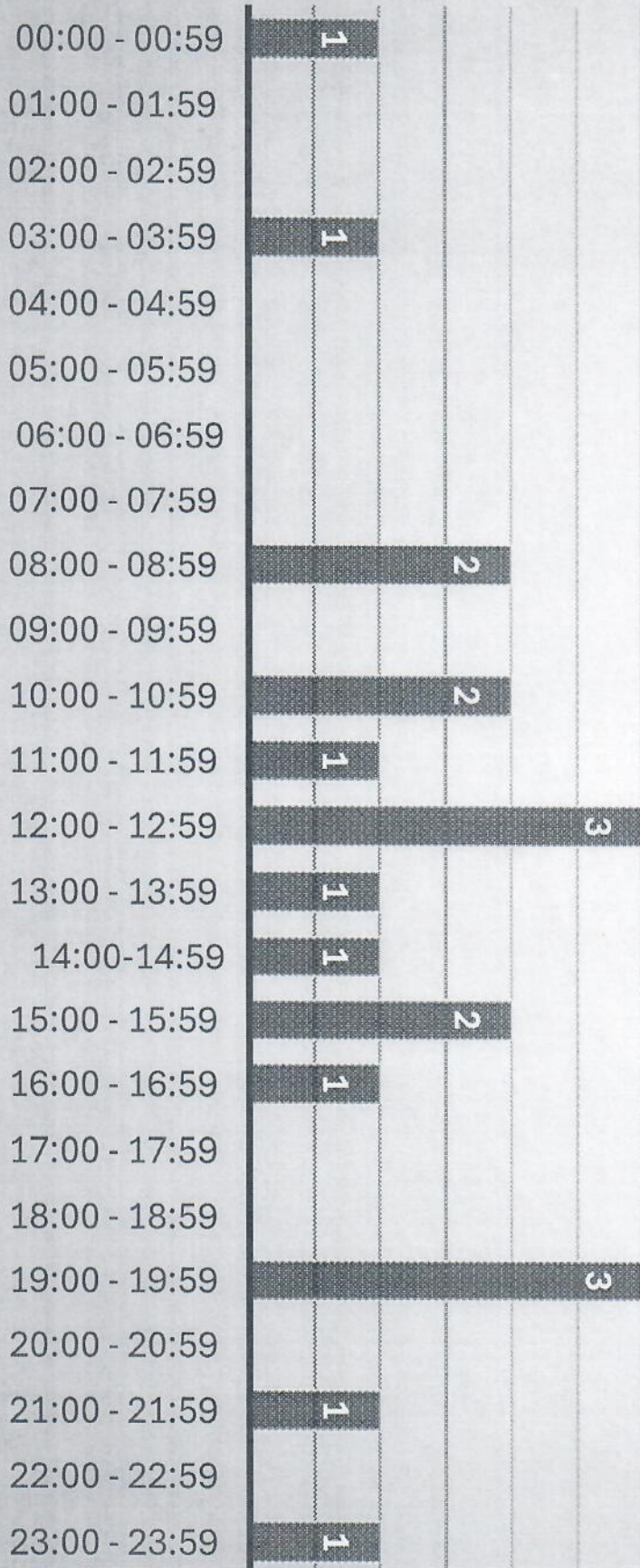




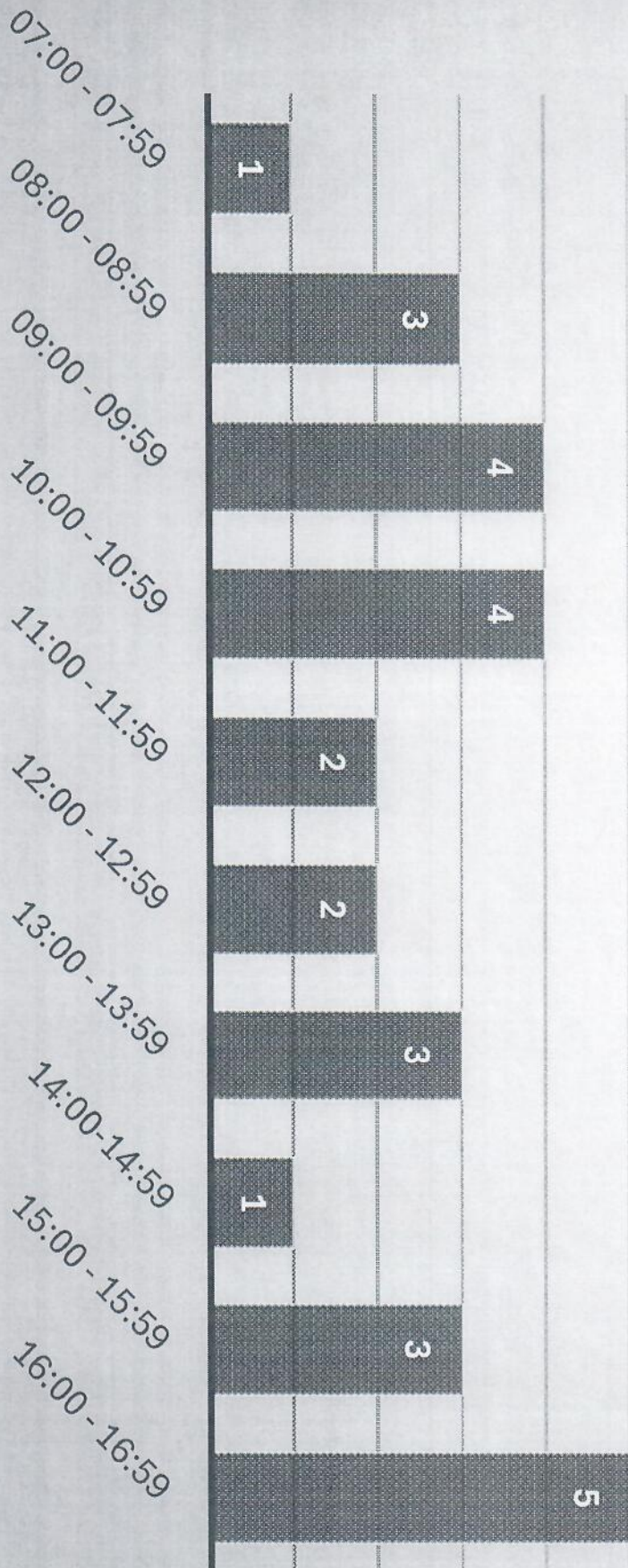
Calls by Day of Week October 2025



Calls Per Hour Breakdown Weekends October 2025

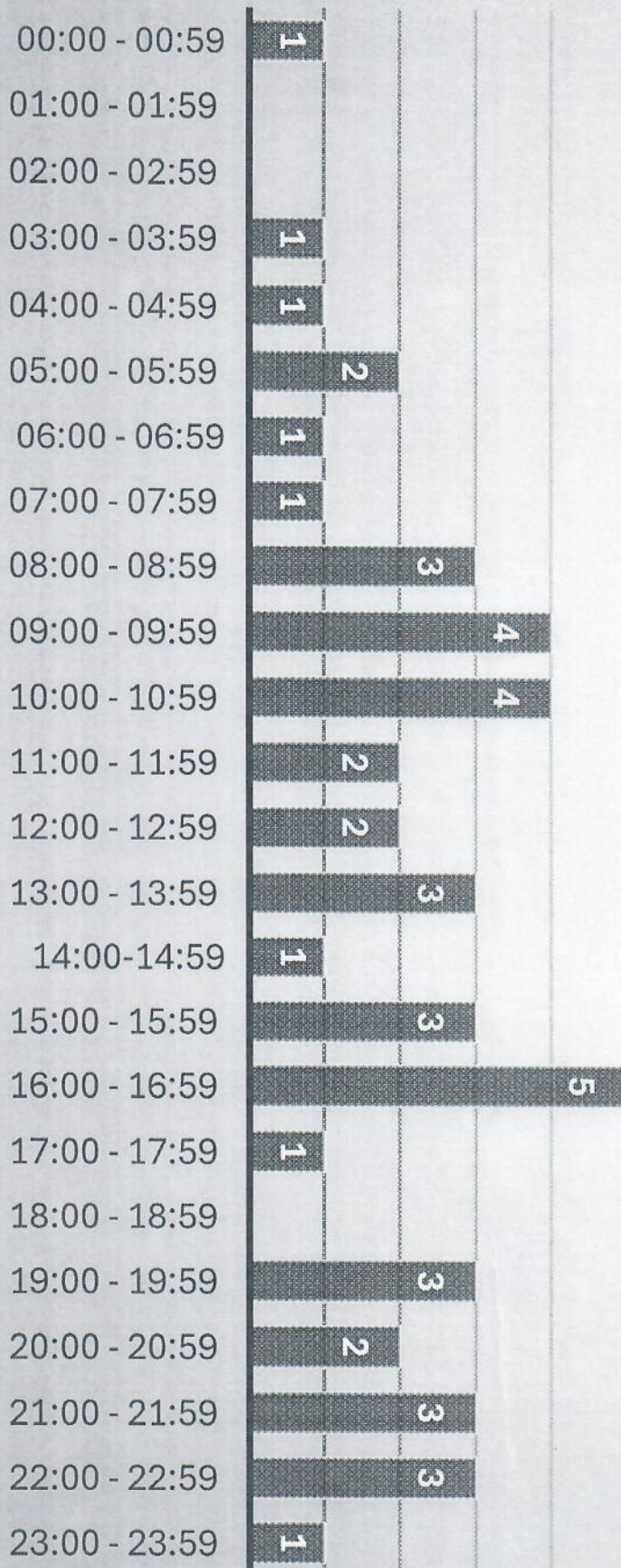


Call Per Hour Monday-Friday 7am-5pm October 2025



Call Breakdown by Hour

Weekdays October 2025



Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
10/2/2025	Medical Assist-311	1802&1810	2	0	2025-576	350	1	5
10/4/2025	Power Line-444	1802&1871	5	131.32	2025-581	350	2	7
10/12/2025	Medical Assist-311	1810	6	37.2	2025-593	175	1	8
10/15/2025	Cancelled En Route-611	1802	3	29.74	2025-597	175	1	
10/15/2025	Good Intent	1801	2	0	2025-598	125	2	7
10/16/2025	Medical Assist-311	1810	3	53.05	2025-601	175	1	8
10/18/2025	Hay Bale Fire	1802&1871&1831	5	95.7	2025-604	625	1	10
10/19/2025	Power Line-444	1802	3	58	2025-607	125	2	8
10/20/2025	Medical Assist-311	1810	5	92.05	2025-611	175	1	6
10/21/2025	Medical Call-321	1810	3	59.95	2025-613	175	1	5
10/24/2025	Medical Assist-311	1810	3	9.18	2025-619	175	2	5
10/24/2025	Medical Call-321	1810	3	9.18	2025-620	175	1	3
10/25/2025	Chimney Fire	1802&1871&1841	3	58.95	2025-625	650	1	4
10/26/2025	Medical Assist-311	1802&1810	2	40.1	2025-627	350	3	14
10/26/2025	Medical Assist-311	1802	1	21.75	2025-628	175	3	9
10/28/2025	Medical Call-321	1802	1	21.75	2025-632	175	3	7
10/30/2025	Medical Call-321	1802&1810	3	18.35	2025-638	175	2	4
10/31/2025	Service Call-500	1801&1802	2	21.75	2025-639	250	2	7

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personnel	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
10/1/2025	Medical Assist-311	1810	2	0	2025-574	175	3	3
10/1/2025	Lift Assist-554	1802	2	41.1	2025-575	175	2	5
10/3/2025	Lift Assist-554	1802	3	59.45	2025-577	175	2	5
10/3/2025	Medical Call-321	1810	2	34.1	2025-579	175	1	4
10/4/2025	Medical Assist-311	1810	1	18.35	2025-582	175	2	8
10/5/2025	Lift Assist-554	1810	6	56.98	2025-583	175	2	6
10/5/2025	Lift Assist-554	1802	5	93.05	2025-584	175	2	8
10/5/2025	Medical Call-321	1802	2	40.1	2025-585	175	1	3
10/6/2025	Medical Call-321	1810	2	0	2025-586	175	1	2
10/8/2025	Medical Call-321	1810	2	0	2025-587	175	1	4
10/8/2025	Fire Alarm Activation	1802	2	0	2025-588	125	2	3
10/9/2025	Medical Call-321	1802&1810	2	37.6	2025-590	350	1	4
10/11/2025	Medical Call-321	1802&1810	2	40.1	2025-592	350	1	5
10/12/2025	Medical Call-321	1810	6	37.7	2025-594	175	1	2
10/14/2025	Medical Assist-311	1810	3	18.35	2025-596	175	1	2
10/15/2025	Illegal Burn	1802	2	40.6	2025-599	125	2	3
10/16/2025	Cancelled En Route-611	1802	2	18.76	2025-600	125	2	
10/16/2025	Medical Assist-311	1802	1	10.88	2025-602	175	2	6
10/18/2025	Medical Assist-311	1810&1802	2	40.6	2025-605	350	1	5
10/18/2025	Cancelled En Route-611	1810	1	18.35	2025-606	175	2	7
10/19/2025	Medical Call-321	1802&1810	3	60.45	2025-608	350	1	2
10/20/2025	Medical Assist-311	1810	2	0	2025-609	175	1	3
10/20/2025	Medical Call-321	1810	4	73.6	2025-610	175	1	3
10/21/2025	Medical Assist-311	1810&1801	2	0	2025-612	350	2	6
10/22/2025	Medical Assist-311	1802	1	21.75	2025-614	175	1	9
10/22/2025	Medical Call-321	1802	1	21.75	2025-615	175	1	9
10/22/2025	Medical Assist-311	1802	1	21.75	2025-616	175	1	5
10/22/2025	Power Line-444	1801&1802	2	0	2025-617	250	2	6
10/22/2025	Medical Call-321	1810	2	0	2025-618	175	1	4
10/24/2025	Medical Call-321	1810	2	40.1	2025-621	175	1	6
10/24/2025	Smoke Scare-651	1802	4	77.95	2025-622	125	1	3
10/24/2025	Lift Assist-554	1802	3	58.95	2025-623	175	2	7
10/26/2025	Medical Assist-311	1802&1810	3	58.95	2025-626	350	1	7
10/27/2025	Medical Assist-311	1802&1810	2	0	2025-630	350	3	7
10/29/2025	Medical Assist-311	1802	1	21.75	2025-633	175	2	7
10/29/2025	Medical Assist-311	1810	2	42.25	2025-635	175	2	6
10/29/2025	Medical Assist-311	1802&1801&1869	7	115.2	2025-636	375	1	4
10/30/2025	Service Call-500	1801&1802	2	0	2025-637	250	2	3
10/31/2025	Gas Leak	1802&1871	6	69.2	2025-640	350	1	4

Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Recovered YES/NO	Amount	Priority	Response Time
TWP	MVA-No Injuries-324	1802&1810	2	40.1	2025-589	350	NO		2	7
TWP	MVA-No Injuries-324	1802	4	75.2	2025-591	175	NO		1	5
I-94	Cancelled En Route-611	1802	1	10.88	2025-603	175	NO		1	

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time	Area
10/13/2025	Smoke Scare	1801&1831&1841	3	19.35	2025-595	700	1	8	Keeler Township
10/25/2025	Smoke Scare	n/a	5	94.7	2025-624	n/a	1	5	Lawrence Township
10/29/2025	Structure Fire-111	1802&1801&1831	4	87.54	2025-634	525	1	14	Watervliet Township

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
10/3/2025	Medical Assist-311	1802&1810	3	88.44	2025-578	350	2	6
10/4/2025	Good Intent	1802&1831	3	59.45	2025-580	400	2	17
10/27/2025	Medical Assist-311	1802&1810	2	0	2025-629	350	1	6
10/27/2025	Cancelled En Route-611	1802	1	10.88	2025-631	175	2	

**Assistant Chief Report
November 2025**

Information:

- Working on Radio Grant
- Uniforms Delivered
- Finalized Contract for Mini-Pumper Financing
- Halloween Event

Meetings Attended:

Monthly Maintenance update:

- Grass Rigs Winterized
- The Charging System on 1831 had to be replaced

Pre-plans Completed:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	of Runs
Incident Dispatch Priority Patient Acuity: Critical (Priority 1)							
Response Time Avg: 4:28							
VBEMS2507510	10/01/2025	Hartford City	No Transport		Weakness (Unable to Diagnosis Specific Cause)	3	1
VBEMS2507641	10/05/2025	Hartford City	COREWELL WATERVLIET		Hemorrhage, not elsewhere classified	2	1
VBEMS2507672	10/06/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		Seizures: without Status Epilepticus	3	1
VBEMS2507723	10/08/2025	Hartford City	BRONSON METHODIST HOSPITAL		Pain: Headache or Migraine	10	1
VBEMS2507768	10/09/2025	Hartford City	No Transport		Seizures: without Status Epilepticus	2	1
VBEMS2507809	10/11/2025	Hartford City	BRONSON METHODIST HOSPITAL		Nausea	3	1
VBEMS2507823	10/12/2025	Hartford City	COREWELL SAINT JOSEPH		Nausea/Vomiting (Unknown Etiology)	4	1
VBEMS2507866	10/14/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		Allergic Reaction	2	1
VBEMS2507982	10/19/2025	Hartford City	COREWELL SAINT JOSEPH		Trauma/Injury: Head/Scalp	3	1
VBEMS2508027	10/21/2025	Hartford City	No Transport		No Apparent Illness or Injury	9	1
VBEMS2508060	10/22/2025	Hartford City	COREWELL SAINT JOSEPH		Chest Pain, Non-Cardiac	4	1
VBEMS2508065	10/22/2025	Hartford City	COREWELL SAINT JOSEPH		Chest pain, unspecified	2	1
VBEMS2508130	10/24/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		GU: UTI/Urinary Tract Infection	6	1
VBEMS2508168	10/25/2025	Hartford City	No Transport		Unknown Problem	11	1
VBEMS2508169	10/25/2025	Hartford City	COREWELL WATERVLIET		Syncope / Fainting	4	1
VBEMS2508173	10/25/2025	Hartford City	COREWELL SAINT JOSEPH		Trauma/Injury: Hip	5	1
VBEMS2508185	10/26/2025	Hartford City	COREWELL WATERVLIET		Abdominal Pain/Problems	4	1
							Total: 17
							Total: 17
Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)							
Response Time Avg: 4:35							
VBEMS2507583	10/03/2025	Hartford City	BRONSON METHODIST HOSPITAL		Abdominal Pain/Problems	2	1
VBEMS2507637	10/05/2025	Hartford City	No Transport		No Apparent Illness or Injury	5	1
VBEMS2507919	10/16/2025	Hartford City	No Transport			4	1
VBEMS2507959	10/18/2025	Hartford City	COREWELL WATERVLIET		Altered Mental Status, Unspecified	3	1
VBEMS2507968	10/18/2025	Hartford City	No Transport				1
VBEMS2508043	10/21/2025	Hartford City	COREWELL WATERVLIET		Chest Pain, Non-Cardiac	4	1
VBEMS2508061	10/22/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		Nausea/Vomiting (Unknown Etiology)	12	1
VBEMS2508251	10/29/2025	Hartford City	No Transport			4	1
VBEMS2508254	10/29/2025	Hartford City	COREWELL WATERVLIET		Pain: Chronic Pain, Unspecified	2	1
VBEMS2508272	10/29/2025	Hartford City	COREWELL SAINT JOSEPH		Psychiatric/Behavioral Problem	5	1
							Total:

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	Item 11.
							10
							Total: 10
Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)							
Response Time Avg: 4:48							
VBEMS2507507	10/01/2025	Hartford City	BRONSON METHODIST HOSPITAL		Back Pain (Non- Traumatic)	3	1
VBEMS2507566	10/03/2025	Hartford City	No Transport		No Apparent Illness or Injury	5	1
VBEMS2507617	10/04/2025	Hartford City	No Transport			4	1
VBEMS2507653	10/06/2025	Hartford City	No Transport		Weakness (Unable to Diagnosis Specific Cause)	6	1
VBEMS2508147	10/24/2025	Hartford City	No Transport		No Apparent Illness or Injury	4	1
VBEMS2508219	10/27/2025	Hartford City	COREWELL WATERVLIET		No Apparent Illness or Injury	8	1
							Total: 6
							Total: 6
							Total: 33

Report Criteria

Response Type of Service Requested (Eresponse.05): Is Equal To 911 Response (Scene)

Incident Date: Is Equal To Last Month

Scene Incident Zone/District Number (Itscene.025): Is Equal To Hartford City

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Ricky Ricks Supt.



October, 2025

MAINTENANCE DEPARTMENT

currently picking up leaves
picked up brush
placed new signage
hung school banners
marked miss digs
winterized park bathrooms
put away flower pot, benches, & trash cans for winter
replaced street light bulbs as needed
repaired plow on bob cat
mulched leaves all city properties as needed

WATER DEPARTMENT

Water turn off	5
Water turn on	5
Water meter repairs	10
Water leaks repaired	2
Water meters read by request	15
Water services replaced to water main	0
Collected monthly water samples and delivered to Paw Paw Lab	
Sent monthly reports to the Michigan Department of Health	
Ran auxiliary well generator once a week	
Read water meters for the month	

MAJOR AND LOCAL STREETS

cleaned storm drains as needed
cold patched
had all cuts in roads from repairs repaved

SEWER SYSTEM

Sewer mains rodded	6
Sewer services dug up and repaired	0
checked sewers every Friday	
rodded sewer laterials	4

LIFT STATIONS

replaced sump pump in 687 lift station
Generators are run once a week for testing
Bar screens are cleaned three a week
serviced lift stations 372 & 687

Iron Removal Plant

Run back up generator once a week.

October 2025 Monthly Operations Summary City of Hartford – Drinking Water System

SUMMARY:

Routine O&M, monitoring, and compliance activities continued.

Water Quality Improvements

- Working with the engineers to switch oxidations methods in order to address taste/odor and better manage iron and manganese

Maintenance and Operations

- **Back Up Power** – Back generator is now being exercised twice a month, and one of those times the plant and wells are switched to back up power to ensure reliability
- **Training** – We have been training some of the DPW staff on routine operations and even hosted staff at our operator training classes held in Cassopolis

Looking Ahead – Nov 2025

- **Respond to EGLE Sanitary Survey** – Response submitted
- **Continue distribution system monitoring** – Collect data to evaluate and maintain recent water quality improvements.
- **Schedule cathodic protection inspection** – We've been in touch with CorrPro and anticipate to firm date soon.

FLOWS:

- October 2025
 - Total – 7.482 MG
 - Max Daily – 0.294 MGD
 - Avg Daily – 0.241 MGD
- September 2025
 - Total – 6.276 MG
 - Max Daily – 0.313 MGD
 - Avg Daily – 0.209 MGD
- October 2024
 - Total – 5.702 MG
 - Max Daily - 0.219 MGD
 - Avg Daily - 0.184 MGD

October 2025 Monthly Operations Summary City of Hartford WWTP

SUMMARY:

Routine O&M, monitoring, and compliance activities continued.

- **88 Hours Recorded**
- **Lab Updates:**
 - Ongoing updating and organizing efforts.
- **IPP and Mercury:**
 - Met with Amhawk regarding Notice of Violation (NOV), required response date of 11/21/2025.
 - Inspection of dental office scheduled for 11/21/2025.
- **Operation and Maintenance:**
 - The new airlines for the EQ Tank have been installed and are in operation.

Looking Ahead to November:

- Staff WWTP Certification Exam
- Lab Practices Training
- Confined Space Training
- Amhawk Response to NOV
- Transitioning to colder weather operations

FLOW DATA

- October 20205
 - Total – 3.380 MG
 - Max Daily – 0.141 MGD
 - Daily Average – 0.109 MGD
- Sept 2025
 - Total – 3.473 MGD
 - Max Daily – 0.145 MGD
 - Daily Avg – 0.116 MGD
- Oct 2024
 - Total – 3.403 MDG
 - Max Daily – 0.132 MGD
 - Daily Avg – 0.110 MGD



City of Hartford * County of Van Buren * State of Michigan

City Manager's Monthly Update Staff Update

November 24, 2025

Audit:

The auditors reported that we do not need a single audit for the last fiscal year. The Financial statement audit is going well. L&A is on schedule to complete the audit. Hungerford is assisting with the audit.

Spark Grant/DNR/Council Michigan Foundations:

Reviewed and scored the bids with the city clerk and DPW superintendent. The construction bids are on the agenda for approval.

Master Plan:

Please see the attached presentation from McKenna to the Planning Commission.

BS&A:

Staff are going through another training on the community development module along with our electrical inspector.

Surf Internet:

Surf is working with the Chambers to plan a ribbon-cutting ceremony. I have several dates to share with the commission to see which date works for the mayor and commission support in attendance. One of the city's three sections is fully fiber-enabled, and residents can sign up for service. The second section will be complete by Thanksgiving, and the final section will be complete by mid-December.

Treasurer's Department:

Met with the city's financial institutions to remove the prior city treasurer's information. Worked with Ryan from Hungerford to process payroll and print accounts payable checks. Working with Honors Bank to become more familiar with the bank accounts and learning to process payroll. Met with Sturgis Bank staff to discuss the city's accounts and how we can improve our banking experience. Learning the Accounts Payable in BS&A.

Van Buren County City Managers:

Several townships, villages, and cities in Van Buren County will start meeting monthly. We had our first meeting. The communities that attended the meeting were South Haven, the Village of Paw Paw, and Decatur. The items discussed were:

Strategic Collaboration & Leadership
Intergovernmental & Township Relations

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 Fax
www.cityofhartfordmi.org

Planning, Zoning & Housing
Utilities, Infrastructure & Regionalization

Board & Staff Development
Community Engagement & Events

Staff Meetings:

I started meeting with the WWTP and DPW staff every Monday to discuss the week's priorities and address staff concerns. I will begin meeting with the Police Department in January.

Mayor and City Commissioners Retreat/Workshop:

I want to schedule a retreat/workshop for a Saturday morning in January to discuss the city manager's goals, the mayor's/city commissioners' goals for the city manager, and 2026 priorities. After the mayor/city commission retreat, I will schedule a retreat/workshop for all staff on a Saturday morning to discuss 2026 priorities and to include departmental goals.

WWTP:

Quentin and I met with Amhawk staff regarding the company's being out of compliance with the city, according to EGLE's specifications. Working with Amhawk regarding the non-response to the violation letter. Staff gave them an extension to respond to the violations by November 21st. We have received Amhawk's response; therefore, the staff will review it next week.

60th Street Sidewalk Extension:

See Wightman's project update

Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update:

See Wightman's update

Drinking Water Asset Management (DWAM):

See Wightman's update

West Main Street Improvements – W. City Limits to Center Street:

See Wightman's Report

Respectfully Submitted,

Nicol Pulluam
City Manager

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

GOALS		STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER	UPDATE NOVEMBER		
1	Downtown Buildings	Investigate ownership of downtown business owners	Market One, VBC - Land Bank & Community Office, State Land Bank, MEDC, MSHDA Business Owners McKenna	Have not started Signed contract with McKenna	Have not started	Have not started	Will start next month for a winter project	mayor/city commission retreat.		
	Update DDA Plan	Send letter, call, or meet with building owners to discuss plans		Have not started	Have not started	Have not started	Planning for Spring 2026	Planning for Spring 2026		
		Setup a meeting with local and state agencies to talk about funding		Have not started	Have not started	Have not started	Planning for Spring 2026	Planning for Spring 2026		
		Hired McKenna to complete the plan			Meeting was canceled	Board approved an amendment to McKenna's contract	Did not have a quorum	McKenna presented on items to go into the DDA Plan. Presented a new DDA TIF district.		
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Community meeting	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing the proposed zoning ordinance, land use, and zoning map	Hillary from McKenna is working with the Planning Commission. The planning commission reviewed the existing zoning map and the future land use map. The Planning Commissioners expressed their concerns about the future land-use map.		
3	DPW Safety Training for Staff	Look for safety videos	DPW Supervisor MML	Have not started	Meet MML insurance Liability representative. He showed me where to find the safety videos that MML has online.	I have safety videos to share with DPW superintendant	I have safety videos to share with DPW superintendant	Safety videos will be one of the topics at the weekly Monday meetings with DPW. We will set up a schedule for staff to watch safety videos.		
		Watch safety videos - current employees				CM and DPW Super. meet to discuss a plan.	CM and DPW Superintendent will meet next month to discuss a plan.			
		New Employees watch safety videos				Start Jan. 2026	Start Jan. 2026		Start Jan. 2026	
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor	Brian Matthews	Brain met with prosecutor. Meeting with an attorney to review proposal	Traning on CD module with BS&A	Traning on CD module with BS&A	Learning CD module of BS&A	Learning CD module of BS&A		
		Find an attorney that help with enforcment	RoxAann		Chief has implemented a violation template for his staff			I plan to meet with the city of Decatur city manager to discuss how they enforce their ordinances in regards to blight.		
		Compare City forms with other communities								

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER	UPDATE NOVEMBER
5	<p>WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab.</p> <p>Update IPP, Update Sewer Ordinance, and update local limits</p>	<p>Purchase new lab equipment</p> <p>Staff clean out old files and create new filing system</p> <p>Hire cleaning company for a deep Clean</p>	<p>Quentin Clark WWTP staff</p> <p>F&V</p> <p>Wightman - Mary James J.</p>	<p>Engineering company recommendaton for IPP is gong before the commisson on July</p> <p>New Operator becoming familiar with plant</p>	<p>Ordering lab equipment</p> <p>Scheduled meeting with F&V</p> <p>Have not started</p>	<p>Ordering lab equipment</p> <p>Staff meet with F&V to kick-off IPP</p> <p>IPP violation letter was mailed out</p> <p>Have not started</p>	<p>EQ Tank and Clarifiers are running. Lab equipment is being ordered.</p> <p>Follow-up via email on IPP violation letter.</p> <p>Staff is starting to clean the lab and order liners for shelves and disposing old supplies and chemicals.</p> <p>Met with Mary, Abonmarche, and Quentin to discuss the EQ tank and UV Light. We are working together to be able to give the commission a recommendation in regards to the UV light vs Chlorine storage tank</p> <p>Staff went to a WWTP Lab training. Staff is cleaning and reorganizing the lab.</p>
6	<p>Police Dept - Millage vs Special Assessment</p> <p>DPW - Millage vs Special Assessments</p>	<p>Survey the community regarding millage vs Special Assessment</p> <p>Increase Millage - Headlee Amendment</p>	<p>Roger Swet Brian Matthews</p> <p>Ricky Ricks Marketing ompany Deputy Clerk</p>	<p>Talking to commissioners regarding various options</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>
7	Update Employee Handbook	<p>Update</p> <p>Staff Review Changes @ Dept Head Meeting</p> <p>Send changes to Attorney</p> <p>Recommendation to City Commission</p> <p>Implement</p>	<p>Nick Curio</p> <p>Dept Head Staff</p>	Have not started	Have not started	Have not started	Have not started
8	Provide staff support in the Treasurers' Dept.	Training for the Treasurer on posting adjustments before audit.	<p>Hungerford Pam Schultz</p>	<p>Signed contract with Hungerford staff</p> <p>Staff started meeting wth Hungerford staff</p>	Submitted June anaylsis and discussed	Kick-off meeting with auditors & Hungerford for the audit	<p>Hungerford is working with L&A to assist Pam with the information that is needed for the audit</p> <p>Joe with L&A is working in the treasurer's dept.</p>

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

GOALS		STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER	UPDATE NOVEMBER
		Review and update policies and processes in the Treasury Dept. Setup a process for year end	Deputy Clerk					His focus will be on printing and mailing tax bills. Looking at several banks and bank accounts to simplify banking for staff.



City of Hartford
Project Updates
November 21, 2025

Project: Drinking Water Asset Management (DWAM)
Project Budget: \$375,000
Funding: EGLE DWAM grant - \$375,000
Contractor: Plummer's Environmental Services
Award Amount: \$210,200.00; modified to \$290,100
Scope: Investigate approximately 20% of the "unknown" (lead, galvanized, copper, plastic, other) water services. Investigation locations include in the building and two potholes on either side of the curb stop. Use the findings to estimate the number of needed water service replacements due to lead and update the Capital Improvements Plan (CIP) within the City's Water Asset Management Plan (AMP). Then update the rate analysis to account for the needed lead service line replacements.

Schedule: The original 20% of service inspections has been completed. Plummers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to August 15, 2025 to allow for additional service inspections – approximately 150 (89 are completed) interior inspections (Point 1) and 150 (150 are completed) street side inspections (Point 3). We are awaiting close-out documents from EGLE.

Wightman Project Manager: Brian Holleman, P.E., bholleman@gowightman.com, 616-890-4011

Project: 60th Avenue Sidewalk Extension
Project Budget: \$224,000
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: Krohn Excavating, LLC
Award Amount: \$170,512.00
Scope: Construct approximately 1,800' of concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive. The City received confirmation that the grant will cover both design and construction engineering services so the cost to the City should be about \$24,000.

Schedule: The contractor began July 21. A final inspection was held on August 28, 2025. The final completion date was August 29, 2025. The contractor completed the punch list and final payment is now due and then the project will be closed out.

Wightman Project Manager: Kyle Owen, P.E., kowen@gowightman.com, 269-312-4859

November 21, 2025

Page 2

Project: Lead Service Line Replacements (LSLR) & Water System Improvements

Project Budget: Estimated \$11.76M

Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant

Contractors: Contract A (LSLR): Compton, Inc.
 Contract B (Water Main Replacement): Kalin Construction Co., Inc.
 Contract C (Water Main Replacement): Krohn Excavating, LLC
 Contract D (Controls & Instrumentation): L.D. Docsa Associates, Inc.

Award Amount: Contract A – \$4,540,787.50
 Contract B – \$2,979,063.00
 Contract C – \$2,507,461.50
 Contract D – \$509,150.00

Scope: The goal of this project is to replace all of the lead service lines within the City's system, replace select water main, and minor water plant improvements. As part of the project, the City approved roadway improvements at a maximum cost \$1.5M at the February 2025 Commission meeting. This includes the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the sanitary sewer laterals will be replaced due to the pipe materials and their age.

Schedule: Preconstruction meetings have been held for Contracts A, C, and D. The preconstruction meeting for Contract B will be scheduled for 2026 as Kalin doesn't plan to start work until next year.

Krohn has completed work from Mary Street through the S. Maple Street intersection. They plan to move to the Dunbar water main extension and then to the force main at the Iron Removal Plant. These two locations will not impact traffic. On-site progress meetings occur every two weeks.

Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082; Mary Nykamp, P.E. for the IRP work, mnykamp@gowightman.com, 269-209-6406

November 21, 2025

Page 3

Project: W. Main Street Improvements – West City Limits to Center Street

Project Budget: Estimated \$2.755M

Funding: MEDC CDBG \$2,491,110; City \$307,890

Contractors: TBD

Award Amount: TBD

Scope: The City submitted an application and received an invitation to continue with the application process for funding through the CDBG program. This is the same program that funded the Linden Street and Clark Street improvements (the City has used this resource for 10+ projects in the past 25 years). The water main between Marion Avenue and Center Street will be replaced with a new 12" ductile iron water main, including approximately 200' in each direction at Center Street (north, east, and south). All water services will also be replaced. As part of the project, the water main will be installed beneath the CSX crossing. Most of the existing curb and gutter will remain, but the entire roadway will be reconstructed. The project would be constructed during the 2026 construction season.

Schedule: The City has awarded service contracts for engineering, Environmental Review, Section 106, and Certified Grant Administrator, all with MEDC approval.

The Environmental Review should be completed in the next week and the public notice period will commence.

The pavement borings have been completed and the topographic survey has been completed. The survey has been completed and design is underway. Design review meetings with City staff were held on October 29 and November 13. We met with the DDA on November 19 to present the impacts to the downtown area and coordination between the W. Main Street project, the water system improvements, and the N. Center Street railroad grade crossing improvements.

CITY OF HARTFORD
BUSINESS MEETING MINUTES
PROPOSED OCTOBER 27, 2025

Item 18.

Commissioners Present: Peter Aranda (5:31); Jane Danger; Lindsay Morsaw; Nancy Spoula; Charles Weeden; Mayor Richard A. Hall
Commissions Absent: John Miller;
Staff Present: Clark; Pulluam; Poole; Ricks; Rodney-Isbrecht; Shultz

Mayor Hall called the meeting to order at 5:30pm.

Pledge of Allegiance was said.

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to approve the agenda as presented.

Motion carried 5 – 0

Guests: None

Public Comment: None

Communications:

- MPSC – information on Filing a Video/Cable Complaint
- Trick or Treating October 31, 2025 6pm-8pm
- HPS Fall Fest – October 31, 2025 will be performing several service projects in the community
- Clerk's Office will be open November 1, 2025 8:30am-4:30pm for issuance & collection of absent voter ballots & voter registration.
- Zoning Board of Appeals – Notice of Public Hearing – Variance Application November 3, 2025, 5pm
- General Election – November 4, Polls Open 7am-8pm @ 12 Church Street Vanderlyn Community Center
- City Hall Closed in Observance of Veteran's Day, November 11, 2025

Reports of Officers, Boards & Committees; Routine Monthly Reports from Departments:

- Hartford Public Library – October 2025 Meeting Information, 2026 Strawberry Festival will be held at the library.
- Van Buren Conservation District – September 2025 Program Information
- A. **Police & Ordinance** – Sargent Poole, report on file; with more staff, complaints are up triple over what was logged this time last year; fire arms training completed; Reserves are scheduled during trick or treating; new body armor has been received.
- B. **Fire Department** – Robbie Harting, Chief, report on file; pancake breakfast went well even though attendance was less than in past years; spooktacular is being sponsored by Honor Credit Union this year; applying for grant to replace department radios; fire hose testing has been completed; the ladder truck has been posted for sale; January of 2026 is the expected delivery of the mini pumper.
- C. **Ambulance** – report on file
- D. **Van Buren County** – no representative
- E. **Public Works** – Ricky Ricks Supervisor, report on file, picking up brush and leaves until bad weather.
- F. **Iron Removal Plant** – Quinten Clark, report on file; worked with DPW on Hydrant Flushing; installed & programed auto flusher at the casino; working on chlorine residual numbers; scheduling water tower inspection.
- G. **Wastewater Treatment Plant** – Quinton Clark, report on file; equipment replaced; continuing to work on the IPP, SOP's and quality control; had a sludge haul; drafting a response to EGLE survey results.
- H. **Treasurers, Investment & List of Bills** – List of Bills \$1,504,206.79; Quarterly Investment Report;

CITY OF HARTFORD
BUSINESS MEETING MINUTES
PROPOSED OCTOBER 27, 2025

Item 18.

- I. **City Manager** –report on file – Audit; Spark Grant Bid Opening; Master Plan Update; BS&A Software Update; Surf Internet Update; Casey’s ZBA Variance Application; Sanitary Sewer Survey; RRC Certification; Special Meeting needed, Closed Session for attorney legal opinion on Ivy vs City of Hartford, meeting set for November 19 at 3:30pm; Speaking at the November 11th Veterans Service at the Fire Department; Joint Fire Agreement; Wightman’s Construction Updates; City Manager Goals Update;

Approval of Commission Minutes:

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to approve the minutes of the September 22, 2025 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 - 0

Approval of Reports:

Motion by Commissioner Danger, supported by Commissioner Spoula to accept the October 27, 2025 list of bills paid in the amount of \$1,054,600.19.

Motion carried 6 – 0

Motion by Commissioner Danger, supported by Commissioner Aranda, to approve the October 27, 2025 list of bills to be paid in the amount of \$449,606.60.

Motion carried 6 – 0

Motion by Commissioner Morsaw, supported by Commissioner Danger, to accept the September 2025 reports of Officers, Boards & Committees and place them on file.

Motion carried 6 – 0

Goals/Objectives: None Discussed

Old Business: None Discussed

New Business:

- Discuss & Consider – Support the Red Arrow Convoy Special Event
Discussion: Convoy grows every year; this is the first year they have requested support for the event.
- Discuss & Consider – Employee Flexible Benefits Plan
Discussion: has not been presented to the employees so do not know how many will be interested in participating, this is pre-tax spending & dependent care, cost is \$75.00 per/month + \$400 enrollment.

Resolutions, Ordinance, Proclamation’s:

- Discuss & Consider – Resolution 2025 – 067 Supporting the Red Arrow Convoy Special Event

Motion by Commissioner Danger, supported by Commissioner Morsaw, to adopt Resolution 2025 – 067 supporting the Red Arrow Convoy Special Event application submitted to Van Buren County Road Commission, acknowledging the possible disruption of traffic with-in the City limits and authorizing the Clerk to submit a copy of the resolution to VBRC in support of the event.

Motion carried 6 – 0

CITY OF HARTFORD
BUSINESS MEETING MINUTES
PROPOSED OCTOBER 27, 2025

Item 18.

- Discuss & Consider – Resolution 2025 – 068 Employee Flexible Benefits Plan

Motion by Commissioner Spoula, supported by Commissioner Aranda, to adopt Resolution 2025 – 068 offering an employee flexible benefit plan managed by Kushner & Company in the amount of \$1,300.00.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adjourn the meeting at 6:22pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
NOVEMBER 3, 2025

Item 19.

Commissioners Present: Peter Aranda; John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden and Mayor Richard A. Hall;
Commissioners Absent: Jane Danger;
Staff Present: Pulluam (formally Brown); Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 5:30pm.

New Business:

- Discuss & Consider – Treasurer and Financial Department Proposal
Discussion: City Treasurer Pamela Shultz has been terminated due to insubordination. The City Manager contacted Hungerford for assistance in performing the Treasurer's duties on an interim basis, as the firm has prior experience working with the Treasurer's office. The City Manager estimates needing 60 to 90 days to review the current structure, post the position and hire a replacement at the beginning of 2026. During this time, the City Manager is also considering a restructuring of the main office, including a possible shift of certain duties and the creation of a utility billing clerk. As an interim measure, the City Manager recommends contracting an accounting firm to: Assess the Treasurer position, review standard operating procedures, and oversee day-to-day financial operations until the position is filled. Additionally, payroll will transition to a bi-weekly schedule effective January 2026. The City Manager will also evaluate whether the Treasurer position should remain full-time or become part-time prior to posting the vacancy.

Introduction of Resolutions or Amendments:

- Discuss & Consider – Resolution 2025 – 069 Financial Accounts Signatories
Discussion: authorized bank signatories need to be updated to remove Pamela Shultz's name from the City's accounts.

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 069 Removing Pamela Shultz's name and designate Mayor, Manager and Clerk as authorized financial account signatories.

Motion carried 6 – 0

Motion by Commissioner Morsaw supported by Commissioner Aranda, to amend the agenda to discuss & consider the proposal from Lauterbach & Amen for accounting assessment & accounting services, Resolution 2025 - 071

Motion carried 6 – 0

- Discuss & Consider – Resolution 2025 – 070 Accounting Assessment & Accounting Services, Hungerford Proposal.
Discussion: The City Manager realized Hungerford staff does not have the knowledge or experience of the City's current financial software package so would need to take the time to learn how to use it.

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 070 approving Hungerford's Accounting Assessment at a cost of \$6,500 & Treasurer's accounting Services at a cost of \$1,250 per/week not to exceed \$24,500.

Motion carried 0 – 6 (failed)

- Discuss & Consider – Resolution 2025 – 071 Accounting Assessment & Accounting Services Lauterbach & Amen Proposal.

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
NOVEMBER 3, 2025

Item 19.

Discussion: the proposal from Lauterbach & Amen was received at 5pm on November 3. L & A are the City's current auditor for the 2024/2025 fiscal year; there will not be a conflict of interest for work they would complete in the current budget year but would have to remove themselves from auditing next fiscal year. The City will need to send out an RFP for audit year 2025/2026 if the Council approves their proposal. The pros to L & A's proposal over Hungerford's proposal is their staff has the knowledge & experience working with the City's current financial software, Hungerford's proposal is approximately \$4,000 less but do not have experience working with the City's software.

Motion by Commissioner Spoula, supported by Commissioner Miller, to adopt Resolution 2025 – 071 approves Lauterbach & Amen accounting assessment at a cost of \$28, 875 not to exceed 175 hours and \$200 per/hour any additional hours for accounting services for the Treasurer's department and authorizes the City Manager to execute the agreement.

Motion carried 6 – 0

Motion by Commissioner Morsaw supported by Commissioner Spoula, to amend the agenda to discuss & consider the appointment of interim City Treasurer.

Motion carried 6 – 0

- Discuss & Consider – Interim Treasurer Appointment.

Discussion: City Charter allows for the Manager to hold two positions or may appointment other staff to hold one or more offices but would need a legal opinion as to the administration of those offices.

Motion by Commissioner Spoula, supported by Commissioner Aranda to appoint the City Manager as interim treasurer effective immediately pending attorney opinion.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adjourn the meeting at 6:17pm.

Motion carried 5 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
NOVEMBER 19, 2025

Item 20.

Commissioners Present: Jane Danger; Lindsay Morsaw; Nancy Spoula; Charles Weeden and Mayor Richard A. Hall;

Commissioners Absent: Peter Aranda; John Miller;

Staff Present: Pulluam (formally Brown); Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 3:30pm.

New Business:

- Closed Session to Discuss & Consider – Pending Litigation Pursuant to MCL 15.268(e) Ivy vs City of Hartford.

Motion by Commissioner Morsaw, supported by Commissioner Danger, to recess the special business meeting to go into closed session at 3:30pm for pending litigation pursuant to MCL 15.268(e).

Motion carried 5 – 0

Motion by Commissioner Morsaw supported by Commissioner Danger, to resume the special business meeting at 3:41pm.

Motion carried 5 – 0

Motion by Commissioner Weeden, supported by Commissioner Danger, to settle the case of Ivy vs City of Hartford in the amount of \$53,344 with full, final and complete release of claims.

Motion carried 5 – 0

Adjournment:

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adjourn the meeting at 3:43pm.

Motion carried 5 – 0


Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Danger and the Hartford City Commission

FROM: Nicol Pulluam, City Manager 

DATE: November 24, 2025

RE: APPROVAL OF CHRISTMAS DECORATION @ ELY PARK

ITEM BEFORE THE COMMISSION:

The item before the Commission is to authorize Christmas Décor by Naylor Landscape Management to decorate Ely Park for the Christmas and New Year's holiday season.

DISCUSSION:

Christmas Décor by Naylor Landscape Management has submitted proposals for decorating Ely Park. This company has handled the decorations at Ely Park for several consecutive years. The Department of Public Works (DPW) currently lacks the necessary equipment to decorate the tree due to its height. Furthermore, DPW is facing staffing challenges as it manages a new team while maintaining its usual daily workload. The quote from Naylor includes decorating both the pavilion and the tree. The Downtown Development Authority (DDA) will share the cost by contributing \$1,500, which is 50% of the total cost. Christmas decorations have been included in the approved city budget.

If the commission approves the resolution, we will aim to schedule the installation with Naylor before December 5th, the Red Arrow Convoy lighted truck parade, and Christmas in Hartford, a sponsored event by the Hartford Public Library.


RECOMMENDATION:

The Hartford City Commission approves the quote from Christmas Décor by Naylor Landscape Management to decorate Ely Park, and spend no more than \$1,500.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Danger and the Hartford City Commission

FROM: Nicol Pulluam, City Manager 

DATE: November 24, 2025

RE: APPROVAL OF CHRISTMAS DECORATION @ CITY HALL

ITEM BEFORE THE COMMISSION:

The item before the Commission is to authorize Christmas Décor by Naylor Landscape Management to decorate City Hall for the Christmas and New Year's holiday season.

DISCUSSION:

Christmas Décor by Naylor Landscape Management has submitted proposals for decorating City Hall. The company has provided decorations for both City Hall and Ely Park for several consecutive years. The Department of Public Works (DPW) is currently facing staffing challenges as it manages a new team and maintains its usual daily workload.

The proposals include decorating the two willow trees around the windows, as well as the small bushes on the side of City Hall and the front and back entrances. If the commission approves the resolution, we will aim to schedule the installation with Naylor before December 5th, the Red Arrow Convoy lighted truck parade, and Christmas in Hartford, a sponsored event by the Hartford Public Library.

RECOMMENDATION:

The Hartford City Commission approves the \$3,318 quote from Christmas Décor by Naylor Landscape Management to decorate City Hall, which is within the approved budget.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Danger and City Commissioners

FROM: RoxAnn Rodney-Isbrecht, City Clerk

DATE: November 24, 2025

RE: **Open Council Seat**

ITEM BEFORE THE COMMISSION:

Appointment of an interested City resident to fill the remainder of Jane Danger's vacated seat through the November 2026 election.

DISCUSSION:

Charter Provision - Filling of Vacancies (Section 3.12):

If a vacancy occurs, as set forth in Section 3.11, the vacancy shall be filled as follows:

A. The remainder of that term of office shall be filled by the City Commission by majority vote within sixty (60) days.

Historically, the City Commission has publicly announced the vacant seat, accepted letters of interest through a specified deadline, and then conducted reviews and interviews of qualified applicants before making an appointment.

RECOMMENDATION:

1. Set a deadline for the submission of letters of interest to fill the vacant Commission seat; and
2. Authorize the City Clerk to publish notice of the vacancy.

The City Commission may hold interviews and discussion at a special meeting or during the regularly scheduled meeting on December 15, 2025.

I, Jane Danger, hereby resign my seat as a Hartford City Commissioner effective November 23, 2025.

RECEIVED
NOV 17 2025
CITY OF HARTFORD

- Jane Danger
11-17-2025



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Danger and Hartford City Commission

FROM: Quentin Clark, President of Certified Operator Services

CC: Nicol Pulluam, City Manager

DATE: November 24, 2025

RE: **APPROVAL OF SAMPLING PLAN AND MAHL STUDY ANALYSIS**

ITEM BEFORE THE COMMISSION:

The item before the Commission to approve the Sampling Plan – MAHL Study (Revision 3) as authorized, and the acceptance of the proposal from Trace Analytical Laboratories, Inc., for \$17,697 to perform the sampling and analytical services in accordance with the approved plan.

BACKGROUND:

In July 2025, the City Commission approved a proposal from Fleis & VandenBrink (F&V) to complete an update to the City's Industrial Pretreatment Program (IPP) and Local Limits in accordance with 40 CFR 403.5(c). A key component of this work is the collection and analysis of representative wastewater samples throughout the City's collection system and wastewater treatment plant (WWTP) to determine pollutant loadings and establish technically defensible local discharge limits.

F&V has since finalized the **MAHL Sampling Plan – Revision 3** (attached), incorporating EGLE feedback and identifying six (6) sampling locations necessary to complete the Maximum Allowable Headworks Loading (MAHL) study. These locations are as follows:

1. WWTP Influent
2. WWTP Primary Effluent
3. WWTP Final Effluent
4. Background/Domestic (MH1188 – Spaulding Street)
5. AM Hawk Industrial Discharge
6. Mann Metal (MH1003 – potential SIU)

DISCUSSION:

Sampling will be conducted by Trace Analytical Laboratories, Inc. (Trace) in accordance with the attached quotation and methods summary. The scope of work includes:

- Setup and operation of automatic composite samplers;

- Collection of 24-hour flow-proportional composite samples at influent and effluent locations, and time-proportional samples at other locations;
- Analysis for pollutants of concern (POCs) including total metals (Ag, As, Cd, Cr, Cu, Mo, Ni, Pb, Se, Zn), mercury, cyanide, phosphorus, cBOD₅, TSS, and fats/oils/grease; and
- QA/QC and reporting per EPA and EGLE-approved methods (40 CFR Part 136).

Sampling will occur over four weeks, following the schedule outlined in the F&V Sampling Plan, Rev. 3, and will avoid rainfall events to prevent dilution effects. Once analytical results are received from Trace, F&V will review, summarize, and incorporate the data into the EPA/EGLE MAHL spreadsheet model to evaluate headworks loadings and determine appropriate local limits for pollutants of concern. The total cost for sampling and analysis is \$17,697, as detailed in the attached quote from Trace Analytical Laboratories.

RECOMMENDATION:

The item before the Commission to approve the Sampling Plan – MAHL Study (Revision 3) as authorized, and the acceptance of the proposal from Trace Analytical Laboratories, Inc., for \$17,697 to perform the sampling and analytical services in accordance with the approved plan.

Attachments

1. Fleis & VandenBrink – *Hartford WWTP MAHL Sampling Plan Rev. 3* (dated November 11, 2025)
2. Trace Analytical Laboratories – *MAHL Study 2025 Breakdown and Summary with Methods*
3. Fleis & VandenBrink – *IPP/Local Limits Update Proposal* (Approved July 2025)



Hartford City Commission 2026 Meeting Schedule

January 26,	Council Business Meeting
February 23,	Council Business Meeting
March 23,	Council Business Meeting
March 24	Special Council Meeting
April 27,	Council Business Meeting
May 18,	Council Business Meeting - 3rd Monday
June 22,	Council Business Meeting
July 27,	Council Business Meeting
August 24,	Council Business Meeting
September 28,	Council Business Meeting
October 26,	Council Business Meeting
November 23,	Council Business Meeting
December 21,	Council Business Meeting - 3rd Monday

All meeting are held at 5:30pm in the City Commission Room of Hartford City Hall unless otherwise stated. Notice subject to change and in compliance with the open meetings act.

Hartford City 2026 Holiday Schedule

January 1-2,	City Hall Closed –	New Years
January 19,	City Hall Closed	MLK Jr Birthday
February 16,	City Hall Closed –	Presidents Day
April 3,	City Hall Closed –	Good Friday
May 25,	City Hall Closed –	Memorial Day
June 19,	City Hall Closed	Juneteenth Day
July 3,	City Hall Closed –	Independence Day
September 7,	City Hall Closed –	Labor Day
October 12,	City Hall Closed-	Columbus Indigenous Peoples Day
October 31,	Trick or Treat Hours	6pm-8pm
November 11,	City Hall Closed -	Veterans Day
November 26-27,	City Hall Closed -	Thanksgiving Holiday
December 24-25,	City Hall Closed -	Christmas Holiday
December 31,	City Hall Closed –	New Years Eve
January 1, 2027	City Hall Closed -	New Year Holiday

Council approved:



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Danger and the Hartford City Commission

FROM: Nicol Pulluam, City Manager 

DATE: November 24, 2025

RE: APPROVAL OF ELY PARK CONSTRUCTION BIDS

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the construction bids for Ely Park Improvements to Play Environment Design for playground equipment and BG Construction and Engineering.

DISCUSSION:

The city issued a request for proposals (RFP) but received only one bid, which was higher than both the estimated budget and the available grant amount. Engineers and CMF recommended that the city rebid the project by separating the playground equipment from the construction work in the park and parking lot. Additionally, six alternates were bid separately to provide the city with options in case the base construction bids came in under budget.

The scored bids consist of the following:

Base Construction:

- Kalleward 40 pts
- Brussee/Brady 75 pts
- E&L 100 pts
- BG Construction 60 pts

Items that will be completed in the construction, electrical, walkways, parking lot, fence/screening, some landscape (Christmas tree), and the wellhouse improvements.

Playground Companies:

- Kinetic Recreation 50 pts
- Penchura, LLC 65 pts

- Play Environment Design 100 pts
- Sinclair Recreation 80 pts
- BG Construction & Eng 60 pts

Items to be completed include playground equipment and park furnishings.

The engineers, Abonmarche, recommended the qualified scoring, bid tabs, and lowest bids to Play Environment for \$168,042 and BG Construction & Engineering for \$455,169.

The shelter and restroom improvements will exceed the project budget; therefore, they're not part of the scope of work.


RECOMMENDATION:

The City of Hartford City Commission approves the construction bids for Ely Park Improvements: Play Environment Design (\$168,042) for playground equipment and BG Construction & Engineering (\$455,169). Also, give the city manager authority to execute the contracts.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hartford City Commissioners

FROM: Nicol Pulluam, City Manager 

DATE: November 24, 2025

RE: **SICK AND VACATION PAYOUT FOR PAMELA SHULTZ**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to discuss whether Pamela Shultz should be paid out of vacation at 100% and sick time at 60%.

DISCUSSION:

The City Commission approved the amended employee handbook in November 2023. According to the handbook, “employees who are terminated or who quit without the prescribed notice are not eligible for sick time payout for any reason.”

This issue was previously brought before the Commission concerning the termination of another employee and the payment of 60% for their sick time. However, the city manager has not updated the employee handbook since then.

The city treasurer was terminated on October 28, 2025. Mayor Danger approached me about paying Ms. Shultz for her outstanding sick and vacation hours. Although I did not intend to present this matter to the Commission, as it is clearly addressed in the employee handbook, the Mayor requested that it be discussed. The employee has a balance of 184.75 sick hours and 240 vacation hours, totaling sick time payouts of \$3,466.28 and vacation payouts of \$7,504.80. The city manager did not budget for a combined \$10,971.08 payout for sick and vacation time, and the city cannot afford this expense.

The city manager plans to update the employee handbook next year; in the meantime, the Commission has adopted the current handbook. I consulted with the city attorney regarding whether other municipalities have similar policies regarding sick and vacation leave for terminated employees. It’s not uncommon for terminated employees not to receive payouts for sick and vacation leave. Additionally, the city has contracted with L&A to handle the treasurer's duties.

I recommend that the city pay out 50% of the sick and vacation time, totaling \$5,486.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 066**



RESOLUTION TO APPROVE DECORATING ELY PARK FOR CHRISTMAS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Jane M. Danger on November 24, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, Christmas Décor by Naylor Landscape Management submitted quotes to decorate Ely Park for the 2025 Christmas Season, and

WHEREAS, the City lacks staff capacity, equipment and experience to decorate Ely Park and the item is currently budgeted for this contracted service, and

WHEREAS, Christmas Décor by Naylor Landscape Management has decorated the Park for many years, and the City has received many compliments on their professional work, and

NOW, THEREFORE BE IT RESOLVED, the City Commission approve the quote from Christmas Décor by Naylor Landscape Management to decorate Ely Park for the 2025 Christmas Season in the amount not to exceed \$3,000 and authorizes the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk
City of Hartford
19 West Main Street,
Hartford MI 49057

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 072**



RESOLUTION TO APPROVE DECORATING CITY HALL FOR CHRISTMAS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Jane M. Danger on November 24, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, Christmas Décor by Naylor Landscape Management submitted quotes to decorate City Hall for the 2025 Christmas Season, and

WHEREAS, the City lacks the staff capacity, equipment and experience to decorate City Hall and has budgeted for this contracted service, and

WHEREAS, Christmas Décor by Naylor Landscape Management has decorated City Hall for many years, and the City has received many compliments on their professional work, and

NOW, THEREFORE BE IT RESOLVED, the City Commission approves the quote from Christmas Décor by Naylor Landscape Management to decorate City Hall for the 2025 Christmas Season in the amount of \$3,318 and authorizes the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk
City of Hartford
19 West Main Street
Hartford MI 49057

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025– 073**



Item 30.

SAMPLING PLAN AND MAHL STUDY ANALYSIS

At a regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Jane M. Danger on November 24, 2025

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, in July 2025, the City Commission approved a proposal from Fleis & VandenBrink (F&V) to complete an update to the City's Industrial Pretreatment Program (IPP) and Local Limits in accordance with 40 CFR 403.5(c); and

WHEREAS, a key component of this work is the collection and analysis of representative wastewater samples throughout the City's collection system and wastewater treatment plant (WWTP) to determine pollutant loadings and establish technically defensible local discharge limits; and

WHEREAS, F&V has since finalized the **MAHL Sampling Plan – Revision 3** (attached), incorporating EGLE feedback and identifying six (6) sampling locations necessary to complete the Maximum Allowable Headworks Loading (MAHL) study. These locations are as follows:

1. WWTP Influent
2. WWTP Primary Effluent
3. WWTP Final Effluent
4. Background/Domestic (MH1188 – Spaulding Street)
5. AM Hawk Industrial Discharge
6. Mann Metal (MH1003 – potential SIU); and

WHEREAS, sampling will be conducted by Trace Analytical Laboratories, Inc. (Trace) in accordance with the attached quotation and methods summary. The scope of work includes:

- Setup and operation of automatic composite samplers;
- Collection of 24-hour flow-proportional composite samples at influent and effluent locations, and time-proportional samples at other locations;
- Analysis for pollutants of concern (POCs) including total metals (Ag, As, Cd, Cr, Cu, Mo, Ni, Pb, Se, Zn), mercury, cyanide, phosphorus, cBODs, TSS, and fats/oils/grease; and
- QA/QC and reporting per EPA and EGLE-approved methods (40 CFR Part 136); and

WHEREAS, sampling will occur over four weeks, following the schedule outlined in the F&V Sampling Plan, Rev. 3, and will avoid rainfall events to prevent dilution effects; and

WHEREAS, once analytical results are received from Trace, F&V will review, summarize, and incorporate the data into the EPA/EGLE MAHL spreadsheet model to evaluate headworks loadings and determine appropriate local limits for pollutants of concern; and

WHEREAS, the total cost for sampling and analysis is \$17,697, as detailed in the attached quote from Trace Analytical Laboratories; and

NOW THEREFORE, BE IT RESOLVED, the Commission approves the Sampling Plan – MAHL Study (Revision 3) as authorized, and approves the proposal from Trace Analytical Laboratories, Inc., in the amount of \$17,697 to perform the sampling and analytical services in accordance with the approved plan.

YEAS: Commissioners'

NAYS: ABSENT: Commissioners'

RESOLUTION DECLARED ADOPTED

DATE: November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on November 24, 2025 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE: November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk
City of Hartford
19 West Main Street
Hartford MI 49057

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025– 075**



AWARD ELY PARK IMPROVEMENT CONSTRUCTION BIDS

At a regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Jane M. Danger on November 24, 2025

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, on July 22, 2024, the City Commission entered into a Subrecipient Grant Agreement as received from the Council of Michigan Foundations (CMF), for the sum of \$869,000 toward construction and related costs to complete the project in accordance with the Agreement, and

WHEREAS, a project request for proposal was issued in September and resulted in one bid, which exceeded the estimated budget and available grant funding; and

WHEREAS, upon recommendation by CMF and Abonmarche Engineers the City rebid the project in October, separating several construction components into six alternative project packages to attract additional bidders and more competitive pricing; and

WHEREAS, the City received four base bids – including parking lot, sidewalk, electrical upgrades and lighting for Ely Park Construction portion of the project, and five bids for the playground equipment portion, all of which were reviewed and scored by Abonmarche; and

WHEREAS, BG Construction & Engineering submitted the complete and qualified low bid in the amount of \$455,168.80 and Play Environment Design submitted the complete and qualified low bid of \$168,042.00; and

WHEREAS, the pavilion and restroom upgrades of the project were determined to be overbudget and will be removed from the project scope while alternatives of site furnishings, ornamental fence, landscaping and pumphouse building improvements may be considered as change orders if budget permits; and

WHEREAS, Abonmarche Engineers have recommended the complete and qualified scored low bidders - BG Construction & Engineering in the amount of \$455,169.00 and Play Environment Design in the amount of \$168,042.00; and

WHEREAS, the CMF team has reviewed the bid responses and confirmed that all requirements outlined in the Subrecipient Agreement have been met and has authorized the City to proceed with BG Construction & Engineering as the General Contractor of the Ely Park Improvements and Play Environment Design as the General Contractor for the playground equipment; and

NOW THEREFORE, BE IT RESOLVED, the City Commission awards the Ely Park Improvements contract to BG Construction & Engineering in the amount of \$455,169.00 and the play equipment contract to Play Environment Design in the amount of \$168,042.00 and further authorizes the City Manager to execute the contracts.

YEAS: Commissioners'

NAYS: ABSENT: Commissioners'

RESOLUTION DECLARED ADOPTED

DATE: November 24, 2025

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on November 24, 2025 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

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