



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, September 25, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Lori Antkoviak, Safe Harbor Children's Advocacy Center
2. Brad Geesaman, Hartford Public Schools

PUBLIC COMMENT

COMMUNICATIONS

3. Notice of Public Hearing - Planning Commission October 9, 7:30pm
- [4.](#) VBC Road Commission - Hiring
5. Knights of Columbus Tootsie Roll Drive October 6 - 8, 2023
- [6.](#) Comcast Notice of Program Changes
- [7.](#) Hartford Chamber After Hours Event

REPORT OF OFFICERS BOARDS & COMMITTEES

- [8.](#) VB Conservation District - August 2023
- [9.](#) PZ - September 11, 2023

Police & Ordinance

- [10.](#) HPD - August 2023

Fire Department

- [11.](#) HFD -

12. Discuss & Consider - MIFEG Grant Award

Ambulance

Van Buren County

[13.](#) VBCO - AUGUST 2023

Public Works

[14.](#) DPW - August 2023

Wastewater Treatment Plant

[15.](#) WWTP - August 2023

Treasurers, Investment & List of Bills

[16.](#) List of Bills' - September 25, 2023

City Manager

[17.](#) CM - September 25, 2023

18. Administrative Salary Employee Pay Structure

APPROVAL OF COMMISSION MINUTES

[19.](#) August 28, 2023 Meeting

[20.](#) August 30, 2023 Meeting

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[21.](#) Discuss & Consider - City Manager Search

[22.](#) Discuss & Consider - 106 South Center Street Demolition Proposals

NEW BUSINESS

[23.](#) Discuss & Consider - Crossing Guard Program

[24.](#) Discuss & Consider - City of Hartford Employee Handbook Amendment

[25.](#) Discuss & Consider - Building Code Official

[26.](#) Discuss & Consider - Clark & Linden Streets Contract Modifications 2 & 3

[27.](#) Discuss & Consider - Striping Parking Lots, Streets & Crosswalks

[28.](#) Discuss & Consider - Request from Zip Cannabis

[29.](#) Discuss & Consider - Early Voting Agreement

[30.](#) Discuss & Consider - Lions Club Request

[31.](#) Discuss & Consider - MML Pool Director Election

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [32.](#) Discuss & Consider - Resolution 2023 - 024 - Excessive Force Policy
- [33.](#) Discuss & Consider - Resolution 2023-025 Early Voting Agreement
- [34.](#) Discuss & Consider - Ordinance 332 - 2023 Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement & Private Sale
- [35.](#) Discuss & Consider - Amendment to Ordinance Chapter 110.03 Regulating Private Places Peddlers Solicitors
- [36.](#) Proposed Ordinance no. 334 - 2023 Title XVI Prohibit Housing Discrimination
- [37.](#) Discuss & Consider - Amendment to Ordinance 51 & 52 Water/Sewer Discounts
- [38.](#) Discuss & Consider - Ordinance no. 337 - 2023 Amendment to Chapter 93.01 & 93.02 Fire Code

ADJOURNMENT

NEWS RELEASE

BETTER HIGHWAYS: SAVE LIVES, SAVE TIME, SAVE MONEY

Lawrence, Michigan		2023-15	
DATE:	September 18, 2023	CONTACT:	Bret Witkowski, Managing Director Van Buren County Road Commission Post Office Box 156 Lawrence, Michigan 49064 PHONE: (269) 674-8011, Extension 222
RELEASE:	Immediately		

ROAD COMMISSION TO HOLD OPEN INTERVIEWS***The County Road Commission Wants You to Know . . .***

The Van Buren County Road Commission is now hiring several **Road Maintenance Employees** and a **Right-of-Way Superintendent**. Consider joining our team of diverse individuals with a wide range of talent, experience and education! The Van Buren County Road Commission offers a competitive compensation package that includes base wages, overtime eligibility, and a comprehensive benefit package. Applications, job descriptions, and job summaries can be found on our website at vbcrc.org/jobs.

Open interviews will be held on September 26th from 5PM to 7PM for those interested in an evening walk-in employment opportunity. Potential applicants are encouraged to complete an application prior to arrival or allow 30 minutes to complete onsite.

Applications will continue to be accepted through September 29th with traditional interviews planned for October 3rd and 4th.

The Van Buren County Road Commission is an Equal Opportunity Employer.

VAN BUREN COUNTY ROAD COMMISSION

BW/jb



RECEIVED
SEP 08 2023
CITY OF HARTFORD

September 6, 2023

Mr. Yemi Akinwale, Manager
City of Hartford
19 W Main St
Hartford, MI 49057

Dear Mr. Akinwale:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that:

- The INSP channel will be relocated to the More Sports and Entertainment pack. The change will occur on or after September 26, 2023.

Please feel free to contact me at 517-930-5299, if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Brian Sapita".

Brian Sapita
Manager, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Please Join Us For

Chamber After Hours

A Business, Social & Networking Event

Presented by: *Safe Harbor &*

The Hartford Area Chamber of Commerce

Wednesday, Sept. 27, 2023 at 6pm

Safe Harbor Children's Advocacy Center

57150 C~~R~~ 681

Hartford, MI 49057

Light refreshments provided

Guest Speakers: Lori Antkoviak—JD Executive

Director of Safe Harbor & Stephanie Daniels—

Co-Chairman of the Hartford Public Schools Bond

Campaign

Please RSVP by Sept. 20, 2023

Call (269)588-5103 ex. 2 or email hartfordmichamber@gmail.com

This is an open event for everyone in the business community to join us for an evening of socializing and networking.

Item 7.





Van Buren Conservation District August 2023 Program Update

Submitted by *Emilly Hickmott, Deputy Administrator*

District staff continue to host events through the end of summer, all while preparing for the end of our fiscal year in September. With the year transition, we are planning events and programs for 2024. If there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas.

Our annual meeting in July was excellent, despite the stormy weather. The Van Buren Conservation District named Tim Kling as our Conservationist of the Year for 2022 in recognition of his commitment to keeping materials in the circular economy and his contributions to making recycling accessible for Van Buren County. The Van Buren Conservation District named Mike & Casey Bozung our Farmer of the Year for 2022 in recognition of their commitment to sustainable agriculture at home and in their community. Be sure to congratulate these well-deserving community members when you see them!

Upcoming District Events:

- Recycling Collections
 - Passenger/Semi Tire & Electronics Collection | September 21 Porter
 - Recycle Roundup Collections | October 14 Lawrence
 - <https://vanburencd.org/van-buren-county-recycling-collections/>
- Cleanup Events - Volunteer Opportunities
 - River Cleanup in Paw Paw | September 16 | 11:00 AM - 1:00 PM | 269-633-9052
 - Trail Cleanup in Covert | September 29 | 12:30 PM - 2:30 PM | 269-633-9052

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In July, the District partnered with the Van Buren County Farm Bureau to host a tent for "Kid's Day" at the Van Buren Youth Fair. Ag and Water Quality staff assisted with this event where kids rode tractors around a farm setup collecting produce then selling it to a market for a prize. Kids were then able to look at real life bugs and pick out a magnifying glass and fake bug to take home.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson, Caleigh Dahn*) - July is the month when invasive species fear the CISMA Team. We hit the ground hard with treatments throughout the service area, targeting our highest priority species. Our education efforts spanned from water to land as we tabled at boat launches and visited private landowner properties. We joined our sister CISMA Teams from throughout the state to combine our skills and knowledge.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - July was busy with VBCD events, two days at the fair and the annual meeting kept the specialist occupied between farm visits. On July 27, the specialist showed a professor from Boston two of the farms that would be part of the Conservation Innovation Grant that will utilize drones to map soil moisture. This professor is the lead for the grant and wanted to see soil structure, rooting characteristics, and canopy of the plants. This grant process has been going on for close to two years now with a payoff within the next year that will give the growers data on their fields.



Van Buren Conservation District August 2023 Program Update

Submitted by Emilyly Hickmott, Deputy Administrator

- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) – VBCD outreach efforts have resulted in 12 applicants already interested in enrolling in programs provided by the new Farm Bill.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) – This year the technician was able to return to his roots and help volunteer with the Van Buren County 4-H and this July was their annual Youth fair. It was great to be able to assist in all the capacity I could, and see so many familiar faces of friends I grew up with and showed against who are now there with children of their own!
- **Outreach** (*Jacob Diljak*) – Public outreach for VBCD programs saw great strides with invasive species events, recycling events, and other VBCD programs. Planning for the 2023 Annual Report, 2024 VBCD Calendar, and 2024 Food, Farm, & Fun Guide has begun.
- **Resource Recovery Recycling** (*Kalli Marshall*) – The Resource Recovery program joyfully held our Paw Paw Large Tire Event. We collected a lot of tractor tires in the two day period, completely filling two semi trailers to the max. The latter half of the month focused on helping with the VBCD annual meeting, assisting residents with questions, and prepping for 2024 collection planning.

**City of Hartford Planning Commission
Regular Meeting, Hartford City Hall
September 11th, 2023 Minutes**

Called to Order: 7:30p.m. by T. Kling

Members Present: S. Ackerman, J. Kling, T. Kling, A. Morales, & N. Spoula

Members Absent: J. Fuller

Also Present: Linnea Rader, Interim City Manager, & Public Attendees

Approval of the Agenda: Motion made by N. Spoula, seconded by A. Morales, to approve the September 11th, 2023 agenda as written. All present in favor, motion carried.

Approval of the Minutes: Motion made by J. Kling, seconded by N. Spoula, to approve the July 10th, 2023 meeting minutes as written. All present in favor, motion carried.

Public Comments Not on the Agenda: Linnea Rader, Interim City Manager, Updates:

- *Linnea introduced herself and we all welcomed her to our planning meeting.
- *Advertising for a new City Manager is going out, hoping to have someone in place before the end of year.
- *Things are going well in the city; projects are moving along.
- *T. Kling mentioned the Clark & Linden streets progress – it’s going very well & should be completed soon as long as the weather remains good. It will be very nice when done. With school starting, buses have been rerouted, and it’s been working fine.
- *Deputy City Clerk interviews are taking place. Have had several great candidates apply, multiple are bilingual which is a plus. Hiring is also taking place in the Police Dept. One young candidate looks very hopeful.
- *T. Kling brought up the need for an Ordinance Officer. Linnea said yes and stated this person can’t be a resident. There’s still discussion on how this position will be filled, maybe divided out to meet the needs as they arise.
- *Beauty salon fire update - now need structural engineer to evaluate the damage to see what needs to be done.
- *Update – A re-bid is needed for the destruction of 106 Center St. property, re: Blight Elimination grant.
- *Public Works update – Dan has been filling in 20/hrs. per week, Ricky will hopefully be taking over.
- *Wastewater update – contracting with the City of Buchanan.
- *J. Kling inquired about the new planters/benches up town, Linnea said that it’s been delayed, kind of fell through.

Public Hearing: None

Old Business:

- *Linnea shared that Rick Stevens has all the new storage pods in place & the fence is completed. Looks great.

New Business:

***Discuss & Consider Request for Site Plan Review 332 West Main Street – Irish Design & Build.**

Pat & Adam Bryant, with Irish Design & Build, were present to answer any questions and gave a brief overview of the Site Plan presented. The application had been submitted & a copy was provided. The new building will be a gas station/convenience store, with the addition of adding a Little Ceasar’s. They will have a block wall in the back as added protection. A kitchen will be in the back. There will be a retention pond on the back property as required. Dumpster area will be concealed. The old building will remain up until the new has been completed to keep business going and will be taken down in the Spring. A new canopy will be put up later as well. Plans are to shingle the roof, but final decisions have not been made yet. Signage still needs to be approved. After further review & discussion of the plan, making sure it met all requirements, and all questions were answered, it was agreed to move forward with approval.

Motion made by A. Morales, to approve the Site Plan as presented for 332 West Main Street – Irish Design & Build, seconded by S. Ackerman. Per roll call, all present in favor, motion carried.

***Discuss & Consider Public Hearing Date on Proposed Amendment to Ordinance #134 Sections 151.290; 151.291; 151.292; and 151.293 Planning Commission and add New Zoning sections 151.294; 151.295; 151.296; 151.297; 151.298; 151.299; and 151.300 Compliance with the Michigan Planning Enabling Act, 2008 PA 33.**

Linnea provided a new copy of the amended ordinance, modified & simplified by our city's attorney, Nick Cursio. The updated draft presented was reviewed and T. Kling read through each section to make sure everyone understood, answering any questions if needed. A couple typos were found, and Linnea noted them for correction. All updates looked good, and all agreed to move forward with setting the Public Hearing date.

A. Morales made a motion to Approve a Public Hearing for the Proposed Amendment to Ordinance as stated above for October 9th, 2023, seconded by N. Spoula. All present in favor, motion carried.

***Discuss & Consider Public Hearing Date for Proposed Amendment to Ordinance no.134 Section 151.305; and 151.306; Authorize the City Commission to Serve as the Zoning Board of Appeals**

The updated copy provided of the above proposed amended ordinance was discussed and reviewed. T. Kling read through each section again to make sure there were no further questions. All updates looked good, and all agreed to move forward with setting the Public Hearing date.

N. Spoula made a motion to Approve a Public Hearing for the Proposed Amendment to Ordinance as stated above for October 9th, 2023, seconded by S. Ackerman. All present in favor, motion carried.

Other business: None

Adjournment:

Motion made by N. Spoula, seconded by J. Kling, to adjourn the meeting. All present in favor, motion carried.

Meeting adjourned by T. Kling at 8:24 P.M.

Respectfully submitted by: Jenine Kling, Secretary



Hartford Police Department
19 West Main Street - Hartford, Michigan. 49057

Police Report for Month of AUGUST 2023

Total Duty Hours	800	Foot Patrol Hours	6
Arrests	7	Felony	2
B&E's	1	Misdemeanor	5
Arrest Warrants Issued	8	Traffic Citations Issued	18
Homicide	0	Robbery	0
Sex Crimes	1	Trespassing	3
Assaults	7	UDAA (stolen auto)	1
Burglary	1	Larceny	4
Frauds	5	Property Destruction/Vandalism	2
NFS Checks	0	Juvenile Del	7
OUIL	2	Drug Investigations	3
Civils	9	Public Peace	7
Lost Property	1	Found Property	1
Suspicious Person(s)/Vehicle(s)	6	Alarms	5
Health/Safety	7	Traffic Crash	4
Assist to other Agencies	2	Michigan State Police	2
Van Buren Co Sheriff	4	FIRE/EMS	8
Other Local Agencies	3	Persons	5

**HARTFORD POLICE DEPARTMENT MONTH OF AUGUST 2023
STATS. AS ALWAYS IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE
TO CONTACT ME. CHIEF MICHAEL W. PRINCE.**

**Hartford Fire Board Meeting
September 11, 2023
August Business**

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Hartford Fire Board
Agenda
Monday, September 11, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Guests: Attorney Phillip Reed
- 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 _____
Motion _____ Yeas:___ Nays:_____
- VII. Approval of Special Joint Meeting minutes from the August 30, 2023:
Motion by _____ Second by _____ Motion _____ Yeas:_____ Nays:_____
- VIII. Approval of previous meeting minutes from August 14, 2023: Motion by _____ Second _____
Motion _____ Yeas:___ Nays:_____
- IX. Approval of August Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____ Yeas:_____ Nays:_____
 - a. Accounts Payable: Amount \$30,732.15 Motion by _____ Second _____ by roll call vote Motion _____ Yeas:_____ Nays:_____
- X. Review: Review Revenue & Expenditure Report; Invoice Register
- XI. Fire calls
- XII. Unfinished Business:
 - 1. Bond for Carlos Ledesma increase: Motion by _____ Second _____ to increase the Bond for Carlos Ledesma from \$100,000 to \$250,000 for an additional increase of \$100.00 a year on our insurance policy.
Motion _____ Yeas:_____ Nays:_____
 - 2. Continued Discussion on Joint Agreement (Tabled)
- XIII. New Business:
 - 1. Approval of Hartford Fire Board/Hartford Fire Department **Investment Policy** as presented: Discussion: Motion by _____ Second _____ to approve **Investment Policy**; Roll Call Vote
Motion _____ Yeas:_____ Nays:_____
 - 2. Approval of Hartford Fire Board/Hartford Fire Department **Ethics Policy** as presented: Discussion: Motion by _____ Second _____ to approve **Ethics Policy**; Roll Call Vote
Motion _____ Yeas:_____ Nays:_____
 - 3. Approval of Hartford Fire Board/Hartford Fire Department **Credit Card Policy** as presented: Discussion Motion by _____ Second _____ to approve **Credit**

Card Policy; Roll Call Vote

Motion _____ Yeas: _____ Nays: _____

- 4. Approval of Hartford Fire Board/Hartford Fire Department **Purchasing Policy** as presented: Discussion: Motion by _____ Second _____ to approve **Purchasing Policy; Roll Call Vote**

Motion _____ Yeas: _____ Nays: _____

- 5. Approval of Hartford Fire Board/Hartford Fire Department **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** as presented: Discussion: Motion by _____ Second _____ to approve; **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy**

Roll Call Vote Motion _____ Yeas: _____ Nays: _____

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 September 11, 2023

Members Present upon roll call: Ron Sefcik; Chad Hunt; Helen Sullivan; Carlos Ledesma **Absent:** Jerry Birmele; Chief Harting

Others Present: Assistant Chief McGrew, Peter Stanislawski, Attorney Phillip Reed

Chairman Sefcik called the meeting to order at 7:00 p.m. Chairman Sefcik asked that the board Hold a Moment of Silence to remember those who passed on September 11th, 2001.

Guest: Attorney Phillip Reed introduced himself and gave the board an overview of his credentials and experience, he recently worked with Mattawan Fire Department securing 501c3 status for their department.

Public comment opened at 7:28 NO public comment.

Public comment closed at 7:28

The proposed agenda for the Fire Board meeting of September 11, 2023, was presented and amended Motion by Sefcik; Second by Ledesma to approve the agenda as amended.

Added to the agenda under New Business #6 Discussion and possible vote on retaining Attorney Philip Reed to represent the Fire Department and begin to work on securing 501c3 status for the Department.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the August 30th, 2023, Special Joint Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the August 14th, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Sullivan to accept the minutes as presented.

Yeas: 4 Nays: 0 Approved

The August Treasurer's Report was presented: Motion by Ledesma; Second by Sefcik to approve Treasurer's Report as presented.

Yeas: 4 Nays: 0 Approved

Bills were presented for approval in the amount of \$30,732.15 Motion by Hunt; second by Ledesma to pay bills in the amount of \$30,732.15 Motion approved upon roll call vote of members present.

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

Discussion of Last month's Fire calls

Unfished Business:

Discussion took place on increasing the Bond for Treasurer Carlos Ledesma: Motion by Sefcik; Seconded by Hunt to increase the Bond for Treasurer Carlos Ledesma from \$100,000 to \$250,000 for an additional increase of \$100.00 a year on our insurance policy. Yeas: 4 Nays: 0 Approved

Discussion on Joint Agreement was Tabled due to lengthy agenda for tonight.

New Business:

1. Hartford Fire Board/Hartford Fire Department **Investment Policy** was presented: Motion by Sefcik; Seconded by Hunt to approve **Investment Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.
Policy Approved
2. Hartford Fire Board/Hartford Fire Department **Ethics Policy** was presented: Motion by Hunt; Seconded by Sefcik to Table the **Ethics Policy** until next month to get further clarification on language within the Policy. Yeas: 4 Nays: 0

3. Hartford Fire Board/Hartford Fire Department **Credit Card Policy** was presented: Motion by Hunt; Seconded by Ledesma to approve **Credit Card Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

4. Hartford Fire Board/Hartford Fire Department **Purchasing Policy** was presented: Motion by Hunt; Seconded by Ledesma to approve **Purchasing Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

5. Hartford Fire Board/Hartford Fire Department **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** was presented: Motion by Ledesma; Seconded by Hunt to approve **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

6. Discussion was held by the board on the presentation from Attorney Reed; Motion was made by Sefcik; Seconded by Ledesma to retain Attorney Phillip Reed and have him move forward with work on the 501c3. Yeas: 4 Nays: 0

Fire Chiefs Report:

Assistant Chief McGrew reported on behalf of Chief Harting, Chief Harting is out of town for the day for training.

1. Meetings Attended:
 - Township
 - City
2. Worked with the Auditor Getting info. Documents that he needed.
3. Ordered Fire Prevention Material- Fire Truck
4. Applied for Medical Continuing Education

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - Township Meeting
2. Polices from auditor ready for board meeting.
3. All Gear has been delivered.
4. Smoke Detector Installs
5. Department Provided Fire Coverage at Flywheelers in South Haven
6. Trucks were in both Lawrence Labor Day Parades
7. Flu Clinic @ Station on September 22nd 9am-2:00pm
8. Car Seat Check @ Station on September 12th 5pm-7pm
9. Awarded the Mi Equipment Grant from the State of Michigan I will be working with Peter to get all paperwork necessary to complete.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Chairman Sefcik gave board update about ambulance barn, area as been marked out. Charging stations have been installed at the school for the new electric school buses.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:58
Yeas:4 Nays:0 Approved

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting August 14, 2023

Members Present upon roll call: Ron Sefcik; Chad Hunt; Helen Sullivan; Jerry Birmele **Absent:** Carlos Ledesma; Chief Harting

Others Present: Assistant Chief McGrew, Cole Hunt, 2 Members of Public

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

Public comment opened at 7:01. Laura Kirk asked the board to consider her position on a cost recovery bill, Motion by Sefcik; Second by Hunt to dismiss the cost recovery bill and send it to the responsible party.

Yeas: 4 Nays: 0 Approved

Public comment closed at 7:05

The proposed agenda for the Fire Board meeting of August 14, 2023 was presented and amended Motion by Sefcik; Second by Birmele to approve the agenda as amended.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the July 10th, 2023, 2023/2024 Organizational Meeting were presented. Motion by Birmele; Second by Sullivan to accept the minutes as presented.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the July 10th, 2023 Fire Board Meeting were presented. Motion by Hunt; Second by Sefcik to accept the minutes as presented.

Yeas: 4 Nays: 0 Approved

The July Treasurer's Report was presented: Motion by Hunt; Second by Sullivan to approve Treasurer's Report as presented.

Yeas: 4 Nays: 0 Approved

Bills were presented for approval in the amount of \$22,883.11 Motion by Hunt; second by Birmele to pay bills in the amount of \$22,883.11 Motion approved upon roll call vote of members present.

Yeas: Hunt, Sefcik, Birmele, Sullivan Nays:0

Discussion of Last months Fire calls

Unfished Business: NONE

New Business:

1. Discussion took place on the Corrective action letter that was sent to the State of Michigan.
2. Discussion took place on the Letters from New Auditing Firm Siegfried Crandall.
3. Discussion took place on Letter sent to Hungerford Nicols.
4. Discussion took place on Cost Recovery and Each municipality Ordinances and the need for the two municipalities to get each of their ordinances in line with each other.
5. Discussion took place on an addition to the existing fire department storage barn, Assistant Chief McGrew presented a quote from Miller Construction in the amount of \$21,800.00, due to the amount being over \$10,000 the board is going to call a Special Joint Meeting with the City and Township to discuss the addition. Special Meeting was set for August 30th 2023 at 7:00pm at the Fire Station. Assistant Chief McGrew will take care of notifying each municipality.
6. Discussion on increasing the Bond for Treasurer Carlos Ledesma was tabled until next month.
7. Discussion took place on the need for the Fire Department to have its own attorney, Chairman Sefcik is going to reach out to the attorney for Mattawan Fire Department and see about

their interest and if they would be able to attend next months meeting to discuss further with the board.

8. Discussion took place on Future Meeting Venues for the monthly Fire Board meeting. Assistant Chief McGrew recommended that we change the venue of the meeting due to safety concerns and other issues with holding the meeting out in the bay at the station, Assistant Chief McGrew recommended that we change the meeting venue to the Township Hall until VBEMS moves out of the fire station, all members were in agreement, Assistant Chief McGrew will take care of proper paperwork and notifying each Municipality of the change in venue.

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC Medical Control
 - VBC FF Training Committee

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - Van Buren County Chief's Meeting
2. Information gathered for auditor, previous year's meeting minutes.
3. Update on Fair
4. Smoke Detector Installs, 5 installs
5. New Door Locks installed on Office Door's, Shed and Closet
6. New SCBA Mask Bags for all members, previous bags from 2001
7. New Hoods ordered for all members- Paid for with Grant Money
8. Yearly PPE ordered- 2 sets of turnout gear, 3 pairs of boots and 3 Helmets.

9. Issue with Credit Card resolved- Steve Starner name no longer on card, card update with Carlos Ledesma's name.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Further Discussion on the need for Fire Department Attorney and first priority for attorney would be to work towards getting the fire department set up as a 501c3
- Question raised on the Interlocal agreement and where the municipalities are currently at on finalizing a new copy.

Motion by Sefcik; Second by Sullivan to adjourn the meeting at 7:47
Yeas:4 Nays:0 Approved

Respectfully Submitted

Gerald Birmele, Secretary

Hartford Fire Board

Minutes of Special Joint Meeting with City & Township

August 30, 2023

Members Present upon roll call: Ron Sefcik, Carlos Ledesma, Helen Sullivan, Jerry Birmele,

Members absent: Chad Hunt

Others Present: Chief Harting, Assistant Chief McGrew, Brandon Bodary, City Council Members, Township Board members

Chairman Sefcik called the meeting to order at 7:00p.m. with the Pledge of Allegiance

Public Comment opened at 7:01. No Public comments, closed at 7:01

The proposed agenda for the Fire Board meeting of August 30th, 2023, was presented.

1. Chairman Sefcik spoke about the need for an expansion of the existing pole barn and stated several fire department equipment items are currently being stored at the township storage building and that building could be torn down as soon as November.
2. The Township Board made motion to approve the fire board to move forward with the expansion of pole barn up to the current bid amount of \$21,800.
Yays: 3 Nays 0 Motion carried.
3. The City Council made a motion to approve the fire board to move forward with expansion of pole barn up to the current bid amount of \$21,800 contingent on fire board obtain a second bid.
Yays: 6 Nays 0 Motion carried.
4. Both boards agreed to allow fire board to move forward with re-siding existing barn to match new edition as long as bid comes in under the \$10,000 cap.

Motion by Sefcik; Second by Birmele to adjourn the meeting at 7:12pm. Motion carried 4-0

HARTFORD FIRE

CASH BALANCES

SEPTEMBER 11 2023

General Checking	\$ 132,311.44
Millage Account	\$ 202,095.96
Maintenance Account	\$ 13,305.46
Donation Account	\$ 8,141.92

Investment Account

Total Spendable Accounts \$ 355,854.78

09/07/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 08/15/2023 - 09/11/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
08/15/2023	DD226(A)	HARTING, ROBBIE	PAYROLL	1,780.86
08/15/2023	DD227(A)	MC GREW, KEVIN	PAYROLL	853.76
08/28/2023	127(A)	CITY OF HARTFORD	RETIREMENT	280.71
08/31/2023	129(E)	FIRST NATIONAL BANK OMAHA	MAINTENANCE,SUPPLIES & REPAIRS	1,685.80
08/31/2023	EFT56(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,634.95
09/01/2023	128(E)	ASSN DUES TO MEMBERSHIP	DUES TO MEMBERSHIP	505.11
09/01/2023	DD228(A)	HARTING, ROBBIE	PAYROLL	1,750.86
09/01/2023	DD229(A)	BODARY, BRANDON	PAYROLL	319.30
09/01/2023	DD230(A)	CHAPPELL, MICHAEL	PAYROLL	89.82
09/01/2023	DD231(A)	EASTMAN, SCOTT	PAYROLL	106.56
09/01/2023	STUB23(A)	FLEMMING, LISA	PAYROLL	0.00
09/01/2023	DD232(A)	FRY, STEVEN	PAYROLL	92.89
09/01/2023	STUB24(A)	HARTING, BRANDI	PAYROLL	0.00
09/01/2023	DD233(A)	HUNT, COLE	PAYROLL	42.67
09/01/2023	DD234(A)	LEDESMA, CARLOS	PAYROLL	52.86
09/01/2023	DD235(A)	MC CLELLAN, TROY	PAYROLL	28.15
09/01/2023	DD236(A)	MC GREW, KEVIN	PAYROLL	1,150.04
09/01/2023	DD237(A)	REED, KEVIN	PAYROLL	46.64
09/01/2023	DD238(A)	ROBERTS, KHELUN	PAYROLL	277.73
09/01/2023	DD239(A)	SEFCIK, RONALD	PAYROLL	105.72
09/01/2023	DD240(A)	SHARPE, IAN	PAYROLL	104.91
09/01/2023	DD241(A)	SULLIVAN, HELEN	PAYROLL	105.72
09/01/2023	DD242(A)	VAN DEWIELE, CARY	PAYROLL	96.86
09/01/2023	DD243(A)	WEBERG, SCOTT	PAYROLL	438.02
09/01/2023	EFT57(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	411.63
09/11/2023	14991	BACKROADS SERVICES	TRUCK MAINTENANCE 1871	432.47
09/11/2023	14992	DINGES FIRE COMPANY	TURNOUT GEAR	10,759.00
09/11/2023	14993	KELLOGG HARDWARE INC	SUPPLIES	29.77
09/11/2023	14994	KSS ENTERPRISES	SUPPLIES	129.34
09/11/2023	14995	BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLIES	10.59
09/11/2023	14996	PETER STANISLAWSKI	FINANCE SERVICES	1,200.00
09/11/2023	14997	VFIS	INSURANCE	3,881.00
09/11/2023	130(A)	MAC QUEEN EMERGENCY	TURNOUT GEAR	1,328.41
Total of 33 Checks:				30,732.15
Less 0 Void Checks:				0.00
Total of 33 Disbursements:				30,732.15

Vendor Name	Description	Amount
1. ASSN DUES TO MEMBERSHIP		
	DUES TO MEMBERSHIP	505.11
2. AT&T MOBILITY		
	CELL PHONES	405.51
3. BACKROADS SERVICES		
	TRUCK MAINTENANCE 1841	330.48
	TRUCK MAINTENANCE 1871	101.99
	TOTAL	432.47
4. BESTWAY		
	TRASH	83.25
5. BRONSON LAKEVIEW HOSPITAL		
	MEDICAL SUPPLIES	10.59
6. CITY OF HARTFORD		
	RETIREMENT	280.71
7. COMCAST		
	TELEPHONES & INTERNET	231.50
8. DINGES FIRE COMPANY		
	TURNOUT GEAR	959.00
	GRANT BLOCKING HOOD	1,400.00
	BLOCKING HOOD	600.00
	TURNOUT GEAR	7,800.00
	TOTAL	10,759.00
9. FIRST NATIONAL BANK OMAHA		
	MAINTENANCE, SUPPLIES & REPAIRS	1,685.80
10. INDIANA MICHIGAN POWER		
	ELECTRIC	393.00
11. KELLOGG HARDWARE INC		
	SUPPLIES	29.77
12. KSS ENTERPRISES		
	SUPPLIES	129.34
13. MAC QUEEN EMERGENCY		
	TURNOUT GEAR	876.94
	TURNOUT GEAR	451.47
	TOTAL	1,328.41
14. PETER STANISLAWSKI		
	FINANCE SERVICES	1,200.00
15. SHELL FLEET PLUS		
	DIESEL & GASOLINE	331.92
16. VFIS		
	INSURANCE	3,881.00
TOTAL - ALL VENDORS		21,687.38

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		28,602.38		0.00		128,703.47		18.18
206-000-402.000	HARTFORD CITY	128,704.78		31,768.65		10,589.57		96,936.13		24.68
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		1,781.75		0.00		2,360.72		43.01
206-000-421.000	COST RECOVERY	6,743.10		0.00		0.00		6,743.10		0.00
206-000-422.000	FIRE REPORTS/ FOIA	46.66		0.00		0.00		46.66		0.00
206-000-539.000	GRANTS	2,500.00		1,400.00		0.00		1,100.00		56.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		1,600.00		0.00		8,000.00		16.67
206-000-584.000	VBEMS	2,198.33		1,350.00		1,350.00		848.33		61.41
206-000-665.000	INTEREST	0.00		175.84		0.00		(175.84)		100.00
Total Dept 000		311,241.19		66,678.62		11,939.57		244,562.57		21.42
TOTAL REVENUES		311,241.19		66,678.62		11,939.57		244,562.57		21.42
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00		420.00		300.00		3,780.00		10.00
206-336-704.000	CHIEF SALARY	56,141.00		9,356.84		2,339.21		46,784.16		16.67
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		9,805.75		2,966.75		45,194.25		17.83
206-336-712.000	SHIFT COVERAGE	14,400.00		2,085.00		1,020.00		12,315.00		14.48
206-336-714.000	SUPPORT STAFF	9,000.00		80.00		0.00		8,920.00		0.89
206-336-720.000	PAYROLL TAXES	14,000.00		1,663.71		506.92		12,336.29		11.88
206-336-724.000	RETIREMENT	4,000.00		421.05		140.35		3,578.95		10.53
206-336-730.000	GASOLINE & DIESEL	9,400.00		756.58		331.92		8,643.42		8.05
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		3,422.64		432.47		6,077.36		36.03
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		751.40		0.00		12,148.60		5.82
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		0.00		320.00		8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		194.85		10.59		2,305.15		7.79
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		0.00		6,686.90		17.95
206-336-751.000	PHONES	6,615.20		1,451.01		604.31		5,164.19		21.93
206-336-753.000	UTILITIES	10,000.00		869.25		476.25		9,130.75		8.69
206-336-763.000	BUILDING MAINTENANCE	11,550.00		545.96		159.11		11,004.04		4.73
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		1,968.34		1,968.34		2,156.66		47.72
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		12,660.38		12,087.41		3,339.62		79.13
206-336-785.000	EDUCATION/ TRAINING	8,700.00		3,903.57		(1,968.34)		4,796.43		44.87
206-336-796.000	PHYSICALS	8,300.00		186.00		0.00		8,114.00		2.24
206-336-799.000	OFFICE/ COMPUTER	5,910.00		255.02		0.00		5,654.98		4.32
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		2,400.00		1,200.00		7,600.00		24.00
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00		2,500.00		0.00
206-336-815.000	GENERAL INSURANCE	28,000.00		9,021.00		3,881.00		18,979.00		32.22
Total Dept 336 - FIRE OPERATING		311,241.20		63,711.45		26,456.29		247,529.75		20.47
TOTAL EXPENDITURES		311,241.20		63,711.45		26,456.29		247,529.75		20.47
Fund 206 - FIRE FUND:										
TOTAL REVENUES		311,241.19		66,678.62		11,939.57		244,562.57		21.42
TOTAL EXPENDITURES		311,241.20		63,711.45		26,456.29		247,529.75		20.47
NET REVENUES & EXPENDITURES		(0.01)		2,967.17		(14,516.72)		(2,967.18)		1.70

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Hartford Fire Department

Hartford, MI

This report was generated on 9/5/2023 8:49:11 AM



Item 11.

Personnel Count per Incident for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

INCIDENT NUMBER	DATE	INCIDENT TYPE	FDID	NUMBER OF PEOPLE		
				ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-404	8/1/2023 20:07:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-405	8/1/2023 23:25:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-406	8/3/2023 09:53:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-407	8/3/2023 14:11:00	554 - Assist invalid	08006	2	1	3
2023-408	8/4/2023 18:56:00	500 - Service Call, other	08006	1	1	2
2023-409	8/5/2023 01:26:00	554 - Assist invalid	08006	1	1	2
2023-410	8/5/2023 05:54:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-411	8/5/2023 16:10:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-412	8/6/2023 09:50:00	554 - Assist invalid	08006	1	0	1
2023-413	8/7/2023 12:48:00	733 - Smoke detector activation due to malfunction	08006	1	1	2
2023-414	8/7/2023 15:34:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-415	8/7/2023 20:37:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-416	8/7/2023 22:51:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-417	8/8/2023 13:18:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-418	8/8/2023 20:28:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-419	8/8/2023 23:39:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-420	8/10/2023 08:43:00	500 - Service Call, other	08006	2	0	2
2023-421	8/11/2023 13:21:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-422	8/12/2023 05:38:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-423	8/12/2023 13:18:00	311 - Medical assist, assist EMS crew	08006	4	1	5
2023-424	8/12/2023 23:31:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-425	8/13/2023 13:40:00	311 - Medical assist, assist EMS crew	08006	1	6	7
2023-426	8/13/2023 14:29:00	321 - EMS call, excluding vehicle accident with injury	08006	3	6	9
2023-427	8/14/2023 16:41:00	324 - Motor vehicle accident with no injuries.	08006	3	0	3
2023-428	8/14/2023 21:33:00	733 - Smoke detector activation due to malfunction	08006	1	1	2
2023-429	8/15/2023 07:55:00	324 - Motor vehicle accident with no injuries.	08006	1	1	2
2023-430	8/15/2023 08:10:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-431	8/16/2023 14:03:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-432	8/17/2023 12:51:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-433	8/17/2023 20:04:00	736 - CO detector activation due to malfunction	08006	1	2	3
2023-434	8/19/2023 18:14:00	111 - Building fire	08006	5	0	5
2023-435	8/20/2023 20:02:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-436	8/20/2023 22:33:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-437	8/21/2023 18:39:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-438	8/21/2023 19:29:00	554 - Assist invalid	08006	3	0	3
2023-439	8/22/2023 09:20:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-440	8/22/2023 16:56:09	733 - Smoke detector activation due to malfunction	08006	1	0	1

Only REVIEWED incidents included



emergencyreporting.com
Doc Id: 358
Page # 1 of 2

Hartford Fire Board
Hartford Fire Department, Hartford Michigan
Investment Policy

APPROVED

HARTFORD FIRE BOARD

Investment Policy

Overview

The Hartford Fire Board is a community board operating under Urban Cooperation Act of 1967. The fire department functions under the direction of a Fire Chief who is appointed by a five-member board from the two entities which includes Hartford Township and the City of Hartford. The purpose of this Investment Policy is to establish the investment scope, objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the investment of the funds of the Hartford Fire Board.

This Investment Policy has been adopted by resolution of the Hartford Fire Board Hartford, Michigan and replaces all previous investment policies or resolutions concerning the cash management or investment of the fire department funds.

Policy

It is the policy of the Hartford Fire Board to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the fire department and conforming to Michigan Public Act 20 of 1943.

Scope

This Investment Policy applies to the financial assets of the fire operating fund.

Investment Objectives

The fire department funds shall be invested in accordance with all applicable department policies, State statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

- Safety: Preservation of capital and protection of investment principal
- Liquidity: Maintenance of sufficient liquidity to meet anticipated disbursements and cash flows
- Yield: Attainment of a market rate of return equal to or higher than the performance measure recommended by the Treasurer and approved by the Chief Financial Officer.

Prudence and Indemnification

The standard of prudence to be used in managing the fire department's assets is the "prudent investor" rule which states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income

to be derived. The fire department's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The fire department shall recognize that investment is without risk and that the investment activities of the fire department are a matter of public record. Accordingly, the fire department recognizes that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security before maturity can be in the best long-term interest of the fire department.

Personnel acting in accordance with this Investment Policy and written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change, or other loss in accordance with the fire department's Indemnification Policy in effect at the time.

Delegation of Authority

The ultimate responsibility and authority for the investment of all fire department funds resides with the Fire Chief. The fire chief may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio to other specifically authorized persons. The Treasurer of the Hartford Fire Board or fire department's finance officer are authorized to transact investment business on behalf of the department.

The fire department may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the fire department's resources. Such services may include engagement of financial advisors in conjunction with debt issuance, portfolio management, third party custodial services, and appraisals by independent rating services.

Ethics and Conflicts of Interest

All fire department employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair, or create the appearance of an impairment of, their ability to make impartial investment decisions. Employees shall comply with all applicable laws, regulations, professional codes of responsibilities and fire department policies.

Selection of Banks

The fire chief shall maintain a list of banks and savings banks authorized to provide depository and other banking services and from which the department may purchase Time Certificates of Deposit. To be authorized, a bank must be eligible to be a depository of funds belonging to the State of Michigan and maintain a principal office or branch office in Michigan. Banks that fail to meet this criteria, or in the judgment of the fire chief no longer offer adequate safety to the department, will be removed from the list.

Authorized Investments and Transactions

All investments for the fire department shall be made in accordance with Michigan State statutes: Act 20 of 1943 as amended, M.C.L. 129.91-129.96, Investment of Surplus Funds of Political Subdivisions, and Act 40 of 1932 as amended, M.C.L. 129.12, Depositories for Public Moneys.

The department has further delineated the types of securities and transactions eligible for use by the fire department as follows:

1. U.S. Treasury Obligations: United States Treasury Bills, Treasury Notes, Treasury Bonds, and Treasury Strips with maturities not exceeding fifteen years from the date of trade settlement. There is no limit on the percentage of the portfolio that may be invested in these obligations.
2. Federal Agency Securities: Debentures and mortgage-backed securities with a stated final maturity not exceeding ten years from the date of trade settlement. Federal Instrumentality Securities: Debentures, discount notes, step-up and callable securities with a final maturity not exceeding ten years from the date of trade settlement.
3. Time Certificates of Deposit with a maturity not exceeding five years, and issued by state or federally chartered banks or savings banks as defined in M.C.L. 129.16, "Depositories for Public Money", that are eligible to be a depository of funds for the State of Michigan, and Certificates of Deposit that are purchased in accordance with M.C.L. 129.91 guidelines.
4. Obligations of the State of Michigan or any of its political subdivisions with a final maturity not exceeding ten years from the date of trade settlement, that are rated at least A- or the equivalent with a stable or positive rating outlook by at least one nationally recognized statistical rating organization (NRSRO).
5. Prime Commercial Paper with an original maturity of 270 days or less which is rated A-1 or the equivalent at the time of purchase by not less than two NRSROs. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated A or the equivalent by not less than two of those rating services.
6. Repurchase Agreements with a termination date of 90 days or less collateralized by U.S. Treasury Obligations or Federal Instrumentality Securities listed in 1 and 3 above with maturities not exceeding ten years.
7. Money Market Mutual Funds registered under the Investment Company Act of 1940 that are "no-load" (i.e., no commission or fee shall be charged on purchases or sales of shares); have a constant daily net asset value per share of \$1.00; limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation; have a maximum stated maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940; and are rated either AAAm or the equivalent.

8. Investment Pools organized under Act 367 of 1982, MCL 129.111 to MCL 129.118, Surplus Funds Investment Pool Act, that are "no-load"; have a constant daily net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for a public corporation.
9. Joint Interlocal Investment Ventures organized under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, M.C.L. 124.501 to 124.512 that are "no-load"; have a constant net asset value per share of \$1.00; and limit assets of the fund to securities authorized in M.C.L. 129.91 as legal investments for municipalities; and are rated either AAAM by Standard and Poor's, Aaa by Moody's or AAAN1+ by Fitch.
10. Local Government Investment Pools were organized under Section 4 of Public Act 121 of 1985, the Local Government Investment Pool Act.

Portfolio Maturities and Liquidity

To the extent possible, the fire department's investments shall be matched with anticipated cash flow requirements. The fire department shall not have investments maturing more than five years from the date of trade.

Safekeeping and Custody

The fire chief shall approve one or more investment institutions to provide safekeeping and custodial services for the fire department. A fire department approved safekeeping agreement shall be executed with each custodial bank. To be eligible, a bank must be eligible to be a depository of funds belonging to the State of Michigan.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the fire department. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investments shall be evidenced by a safekeeping receipt or a customer confirmation issued to the fire department by the custodian institution stating that the securities are held in the Federal Reserve System in a customer account for the custodian bank which will name the fire department as the customer.

Performance Benchmarks

The fire department investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the US Treasury security that most closely corresponds to the portfolio's weighted average effective maturity.

Reporting

The fire chief shall prepare a quarterly investment report summarizing the investments held by the department and the current market value of those investments.

INVESTMENT POLICY ADOPTION RESOLUTION

On September 11, 2023, the Hartford Fire Board meeting the following was resolved.

WHEREAS , the board of the Hartford Fire Board, in exercising its fiduciary responsibilities , desires to safeguard the funds of the Hartford Fire Board that may be invested from time to time, and

WHEREAS, Public Act 196 of 1997, MCL 129.91, as amended, requires boards, in consultation with the fire board secretary-treasurer and finance officer, to adopt and investment policy, now

THEREFORE, BE IT RESOLVED, that this adopted investment policy is applicable to all public funds belonging to the Hartford Fire Board and in the custody of the fire chief;

BE IT RESOLVED, that the fire chief is authorized to manage fire department funds and may invest them according to the Hartford Fire Board Policy and that a prudent fiduciary standard shall be applied in the context of managing the overall portfolio.

On September 11, 2023 a motion was made by Chairman Ron Sefcik and supported by Vice Chairman Chad Hunt to adopt the Hartford Fire Board Investment Policy.

Roll Call:

- Ron Sefcik Yes
- Chad Hunt Yes
- Hellen Sullivan Yes
- Carlos Ledesma Yes

Resolution and Policy declared and adopted on September 11, 2023

APPROVED

HARTFORD FIRE DEPARTMENT CREDIT CARD USE POLICY

The Hartford Fire Board established this Credit Card Use Policy permitting the use of Fire Board-issued credit cards to authorized Fire Department employees.

Cardholder Responsibilities, Requirements, and Procedures:

- a. Ensure that the credit card is used in compliance with spending limits established in the Fire Board's Purchasing Policy.
- b. Only authorized employees of the Hartford Fire Department may use the Fire Board credit card.
- c. A Fire Board credit card may be used for the purchase of goods and services for official business of the Hartford Fire Department only.
- d. The employee using the credit card must submit receipts and related documentation detailing the goods or services purchased, cost, date of the purchase and the official business explanation thereof.
- e. Above said receipts and documentation must be submitted to the Financial Administrator in a timely manner to reconcile against the monthly credit card statement. Failure to do so may result in de-authorization of the credit card.
- f. The employee issued the card is responsible for its protection and custody and shall immediately notify the Fire Board Treasurer if the card is lost or stolen.
- g. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (IRS Tax Identification #38-6368410) if it is used for the purchase of goods or services in the State of Michigan.
- h. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the Fire Board's Purchasing Policy.

APPROVED

Issuance: The Fire Board Credit Card is issued from the First National Bank of Omaha and shall have the name of the Fire Board Treasurer. The Treasurer shall be responsible for periodically determining which institution the Fire Board shall select for obtaining Fire Board issued credit cards.

Credit Card use is authorized to the individuals holding the following positions with the referenced credit limit of \$5,000.

- Fire Board Treasurer
- Fire Board Financial Administrator
- Fire Chief
- Asst. Fire Chief

Internal Control Procedures:

The Fire Board Treasurer is the administrator of this policy and shall be generally responsible for overseeing compliance with this policy.

The Fire Board Treasurer shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of Fire Board credit cards and overseeing compliance with this policy.
- b. Accounting and payment of expenses.
- c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- d. The balance including interest due on an extension of credit under the credit card arrangement shall be paid by the due date each month.
- e. Compliance with State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The Fire Board Treasurer, or designee, shall be responsible for retrieval of assigned Fire Board credit cards upon the retirement, resignation, termination, or leave of absence of employees.

Any employee found guilty of illegal or unauthorized use of a Fire Board credit card is subject to penalties allowed by law and/or disciplinary action(s) under the Fire Board's Personnel Policy, standard operating procedures, and policies, up to and including termination.

Attachment A

HARTFORD FIRE DEPARTMENT Credit Cardholder Agreement

Requirements for use of a Fire Board Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, Hartford Fire Department/Hartford Fire Board, Hartford Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by Hartford Fire Board, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse Hartford Fire Department/Hartford Fire Board for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Township's Personnel Policy, and other applicable rules, procedures, and policies up to and including termination. Hartford Fire Board will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Use Policy and agree to abide by this Policy.

Signature: _____

Date: _____

(Below, For Treasurer Use Only)

Authorized Signature: _____ Date: _____

Hartford Fire Department, Hartford Michigan Purchasing Policy

Purpose: To define the proper procedure for purchasing goods and services on behalf of the Hartford Fire Department.

Procedure:

1. Authorized Purchasing Agents of the Hartford Fire Department shall be the following-
 - Fire Chief
 - Assistant Fire Chief
 - Fire Board Financial Administrator
 - Fire Board Treasurer
 - a. The Purchasing Agents shall have the ability to authorize expenditures up to \$5,000.00 per purchase in acquiring goods and services on behalf of the Hartford Fire Department in its day-to-day operations.

2. When making purchases of \$5,000.00 or less:
 - a. These purchases may be made in the open market without acquiring 2 or more bids for the good or service.
 - b. Purchases are encouraged to be made from existing goods or service vendors to the Hartford Fire Department.
 - c. Invoices shall be submitted to the financial administrator for approval by the Fire Board and payment made in accordance with "Policy for paying Bills in Advance".
 - d. Purchases may be made with Hartford Fire Board Credit Card in accordance with the Hartford Fire Department Credit Card Use Policy.

3. When making purchases over \$5,000.00:
 - a. These purchases may be made in the open market by first acquiring 2 bids.
 - i) The acting purchasing agent shall acquire these bids in writing. The acting purchasing agent shall keep a written record of the bids received.
 - ii) The acting purchasing agent shall present these bids in writing at the next available Fire Board Meeting for consideration and approval.

4. When making purchases in excess of \$10,000.00:
 - a. Joint approval will be required from the City of Hartford & Hartford Township in accordance with the Joint Agreement established by the respective municipalities.
 - b. Purchases of goods and services costing more than \$10,000.00 will require a minimum of 2, sealed competitive bids.

APPROVED

Hartford Fire Department, Hartford Michigan Automated Clearing House (ACH) and Electronic Transfer of Funds Policy

Purpose: This policy shall govern the use of electronic transfer of funds and ACH arrangements for the Hartford Fire Department and Hartford Fire Board:

Definitions:

“Automated Clearing House”, or “ACH”, means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An “ACH Agreement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH Transaction” means an electronic payment, debit or credit transfer, processed through an automated clearinghouse.

An “ACH Policy” means the procedures and internal controls as determined under this written policy developed and adopted by the Hartford Fire Board.

Authority:

The Fire Board Treasurer and or Fire Board Financial Administrator may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, *et seq*), or to provisions of law or charter concerning the issuance of debt by a local unit.

Responsibility:

The Fire Board Treasurer and or Fire Board Financial Administrator is responsible for the Hartford Fire Board ACH agreements. Including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy.

APPROVED

Fire Chiefs Report

September 2023

INFORMATION:

1. Meetings Attended:
 - Township
 - City
2. Worked with the Auditor-getting info. Documents that he needed.
3. Ordered Fire Prevention Material – Fire Truck
4. Applied for Medical Continuing Education

Robbie Harting – Fire Chief

Hartford Fire Department

Hartford, MI

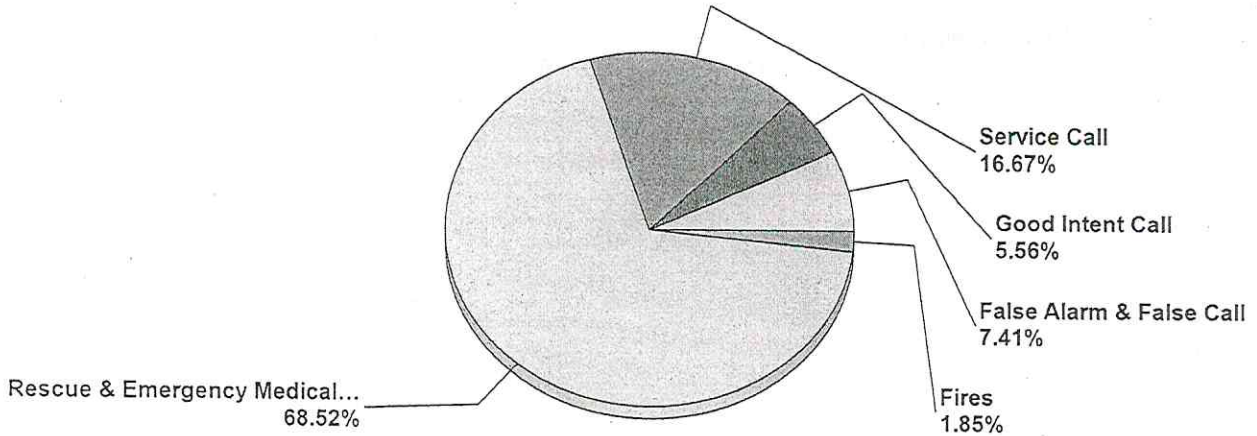
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Item 11.

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.85%
Rescue & Emergency Medical Service	37	68.52%
Service Call	9	16.67%
Good Intent Call	3	5.56%
False Alarm & False Call	4	7.41%
TOTAL	54	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Hartford Fire Department

Hartford, MI

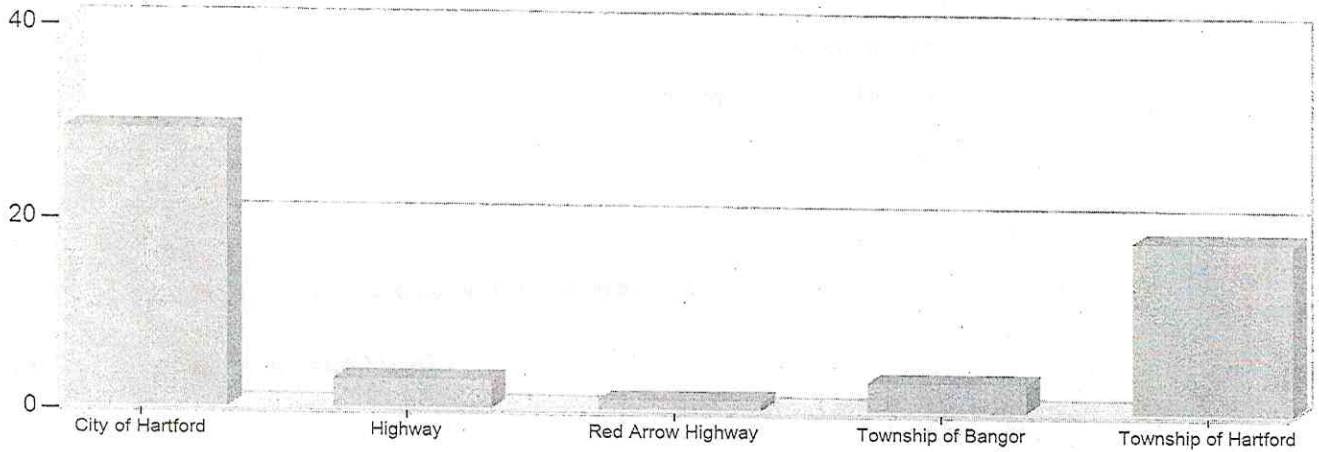
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Item 11.

Incident Type Count per Zone for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023



ZONES	INCIDENT TYPE	COUNT
City of Hartford - Hartford		
	311 - Medical assist, assist EMS crew	13
	321 - EMS call, excluding vehicle accident with injury	4
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	500 - Service Call, other	3
	554 - Assist invalid	3
	611 - Dispatched & cancelled en route	1
	733 - Smoke detector activation due to malfunction	2
	736 - CO detector activation due to malfunction	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	29
Highway - I 94		
	324 - Motor vehicle accident with no injuries.	2
	500 - Service Call, other	1
	<i>Total Incidents for Highway - I 94:</i>	3
Red Arrow Highway - Red Arrow Highway		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway:</i>	1
Township of Bangor - Bangor		
	311 - Medical assist, assist EMS crew	1

Zone information is defined on the Basic Info 3 screen of an incident.
Only REVIEWED incidents included.



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Hartford Fire Department

Hartford, MI

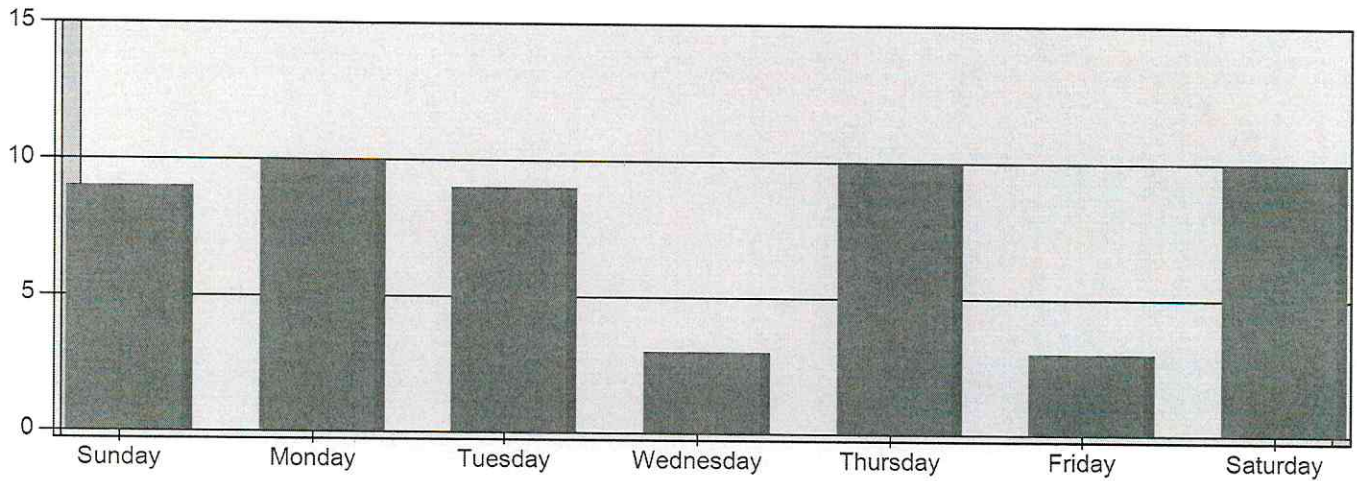
This report was generated on 9/5/2023 8:51:53 AM



Item 11.

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 08/01/2023 | End Date: 08/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	10
Tuesday	9
Wednesday	3
Thursday	10
Friday	3
Saturday	10
TOTAL	54

Only Reviewed incidents included.



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Hartford Fire Department

Hartford, MI

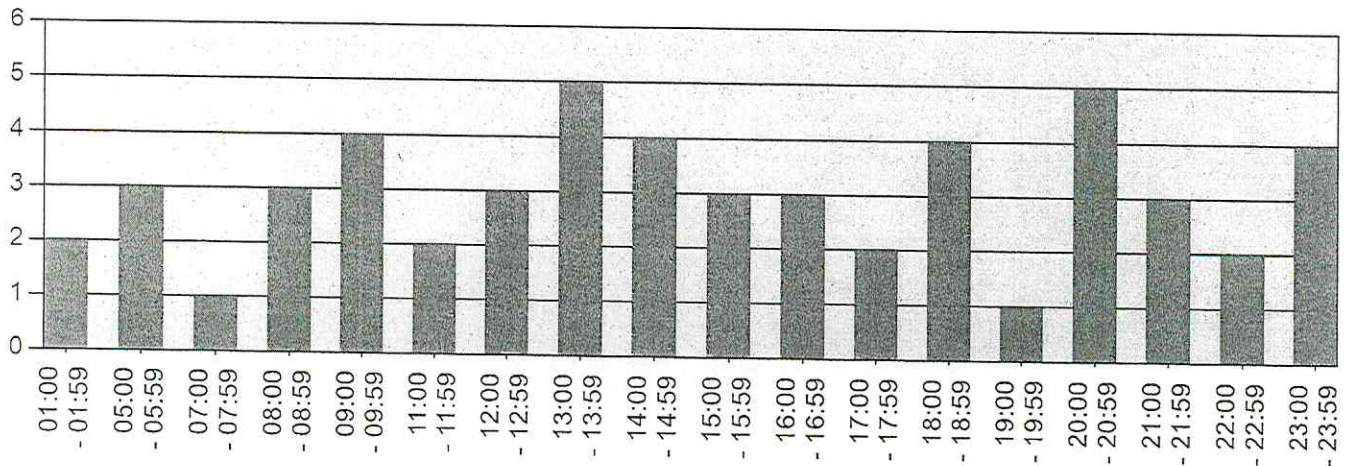
This report was generated on 9/5/2023 8:52:22 AM



Item 11.

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 08/01/2023 | End Date: 08/31/2023



HOURL	# of CALLS
01:00 - 01:59	2
05:00 - 05:59	3
07:00 - 07:59	1
08:00 - 08:59	3
09:00 - 09:59	4
11:00 - 11:59	2
12:00 - 12:59	3
13:00 - 13:59	5
14:00 - 14:59	4
15:00 - 15:59	3
16:00 - 16:59	3
17:00 - 17:59	2
18:00 - 18:59	4
19:00 - 19:59	1
20:00 - 20:59	5
21:00 - 21:59	3
22:00 - 22:59	2
23:00 - 23:59	4
TOTAL:	54

Only REVIEWED incidents included.



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Hartford Fire Department

Hartford, MI

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Item 11.

Incident Count per User-Defined Fields for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

ANSWERS		# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)		
1		28
2		21
3		5
USER-DEFINED FIELD: Lift Assist (Required)		
No		49
Yes		5

Only User-Defined values selected in the CUSTOM field of an incident Included. Only REVIEWED incidents included in count.



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Hartford Fire Department

Hartford, MI

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Item 11.

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 08/01/2023 | End Date: 08/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Hartford Fire Department		
Fry, Steven	7	13.0%
McGrew, Kevin	50	92.6%
VanDeWiele, Cary	6	11.1%
Bodary, Brandon	23	42.6%
Chappell, Mike	5	9.3%
Eastman, Scott	4	7.4%
Flemming, Ryan	1	1.9%
Harting, Robbie	9	16.7%
High, Sara	1	1.9%
Hunt, Cole	5	9.3%
McClellan, Troy	2	3.7%
Reed, Kevin	1	1.9%
Roberts, Khelun	20	37.0%
Sharpe, Ian	8	14.8%
Weberg, Scott	19	35.2%
Total Incidents for Station Hartford Fire Department	54	

Total Incidents for all Stations

54

Displays the number and percentage of Incidents attended by each Personnel for each Station in the agency over the selected Date Range. Only Reviewed incidents are included.



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Assistant Chief Report

September

Information

- Policies for auditor
- All Gear has been delivered
- Provided Fire Coverage at Flywheelers in South Haven
- Trucks in Both Lawrence Labor Day Parades
- Smoke Alarm Installs
- Flu Clinic @ Station on September 22nd 9am-2:00
- Car Seat Check @ Station on September 12th 5-7pm

Meetings Attended: Township Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief



August 2023 Board of Commissioners Activity Report

Administration Address
 219 E Paw Paw Street - Suite 302, Paw Paw, MI 49079
 Website: www.vanburencountymi.gov

Telephone No.
 (269) 657-8253
 Email: Admin@vanburencountymi.gov

HIGHLIGHTS

1. **Materials Management Planning Update** - There has been a request to hear a presentation from the Van Buren Conservation District and Southwest Michigan Planning Commission regarding Materials Management Planning opportunities and requirements. To consider how Van Buren County may or may not engage neighboring counties in the planning process and how the County will complete the attached Notice of Intent. Michigan's Solid Waste Program has recently been updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection, 1994 PA 451, as amended (Part 115). These changes were signed into law in December 2022 and became effective on March 29, 2023. The EGLE Director will initiate the MMP development process in September 2023, as required by Part 115. Once the process is initiated, the law establishes deadlines for plan development and local approvals. The Van Buren County Board of Commissioners approved the joining in a multi-county plan with Berrien and Cass Counties with the Southwest Michigan Planning Commission as the Designated Planning Agency. Visit the Agenda's and Minutes page to view their full report!
2. **Road Commission Monthly Update** - Managing Director for Van Buren County Road Commission, Bret Witkowski gave the monthly update on projects being completed around the County. Visit their website for the full report! <https://www.vbcrc.org/weeklyupdates2023>
3. **VBCD Quarterly Update** – Kalli Marshall presented the Van Buren Conservation District Quarterly Update. To view their full report, visit the Agenda's and Minutes page!
4. **Van Buren/Cass Health Department Monthly Update** – See attached for their full monthly report!
5. **Early Voting Grant Application** – There was a request to authorize, at the August 22, 2023, Board of Commissioners meeting, the Clerk to submit the Early Voting Grant Application and for the Board Chair to sign the appropriate documents on the Board's behalf. The application was just released with a due date of September 8, 2023, the request for the item is to be expedited during the August 22, 2023, Board Meeting. There is no impact to the General Fund. The grant is to subsidize costs necessary to accommodate early voting requirements such as the renovations we are doing to create county-wide polling site. The Board approved the Clerk's authorization to submit the Early Voting Grant Application and the Board Chair is authorized to sign the appropriate documents on the Board's behalf.
6. **Use of County Property - Paw Paw Vineyard Classic Bicycle Tour** - There was a request for the use of county property by Kalamazoo Experiential Learning Center to use the parking lot for registration on September 10th from 7 am-1 pm. Tents will be used (10 by 10) for registration – KELC will bring our own tables and chairs. They would like to place a porta john in the corner of the lot as well. Dropped off on Saturday, September 8th, and picked up on September 11th. The Paw Paw Vineyard Classic Bike Tour has been a tradition (with the best

oatmeal cookies) in Paw Paw for a long time. The Paw Paw Women’s Service League decided not to continue to host this event as part of their Wine and Harvest Festival event footprint. When no one stepped forward to take over the event, we decided to offer our management portfolio to host the event and continue the tradition and spirit of the community event that celebrates the “wine and harvest” country surrounding Paw Paw, Lawton, and beyond. KEC Events is an experiential learning center that teaches and coaches college interns in marketing, public relations, and event management. The college students (primarily from WMU) work at the center learning how to host both community and sporting events. This event is a great opportunity for the students to learn how to host a biking tour. We host nearly 50 events a year here in Southwest Michigan. A similar event that we manage is the KalHaven Ultra Trail Run (April) where over 600 runners participate in either the ultra or relay events from Kalamazoo to South Haven. It’s a great event. We are honored to bring our WMU students to Paw Paw to have them learn about events and bicycling. The fact that this will remain part of the Paw Paw Wine and Harvest Festival’s calendar of events is also a tribute to the work that the Paw Paw Service League has done to make it a great tradition. The Van Buren County Board of Commissioners approved the request for use of the parking lot on 801 Hazen Street, Paw Paw, for the 2023 Vineyard Classic Bike Tour on September 10th, 2023, from 7:00AM – 1:00PM and continues this bike tour tradition of the Paw Paw Wine and Harvest Festival.

7. **Use of County Property - Courtside Ministries** – There was a request to consider granting permission to Courtside Ministries to use space on County property for religious purposes, starting August 30, 2023, through November 30, 2023. Courtside Ministries is a prayer ministry in various States that sets up a table outside of courthouses to offer prayers for those who wish to utilize their services. They have asked for permission to set up a table on County property outside of the Courthouse on Wednesday mornings 8:30 am to 12 noon. Typically, requests from non-profit entities are placed in the County Park. The Van Buren County Board of Commissioners approved the request to use County property to Courtside Ministries starting August 30, 2023, through November 30, 2023.
8. **Use of County Property - Grape Lake 5K Race** - There was a request for the use of the Human Services East parking lot located at 801 Hazen Street, Paw Paw, during the Wine and Harvest Festival for the annual Grape Lake 5K Run/Walk on September 9th, 2023, from approximately 6:00AM - 4:00PM. This annual event is sponsored by Freshwater Church. They will hold the registration for the event in the parking lot of the 801 Hazen Street parking lot. They estimated that they should be done with the area at 4:00 PM. They have event insurance coverage. Race registration will be set up in front of the Community Mental Health building. The request was expedited because they just submitted it on August 19th, 2023, and the August 22nd, 2023, meeting is the last meeting before the festival. The Van Buren County Board of Commissioners approved the use of the Human Services East parking lot located at 801 Hazen Street, Paw Paw, during the Wine and Harvest Festival for the annual Grape Lake 5K Run/Walk on September 9th, 2023, from approximately 6:00AM - 4:00PM.
9. **August 2023 Claims** – Claims in the amount of \$4,966,193.48 for August 2023 were submitted, reviewed, and approved by the Board of Commissioners during the August 22nd Board meeting.
10. **Auction of County Property - Liquidation of County Vehicles** - There was a request for the Board to approve the disposal of a 2013 Dodge Caravan, a 2013 Ford Van, and two 2008 Ford Pickup Trucks through the Biddergy Auction site. The sheriff’s office purchased a 2013 Dodge Caravan (VIN: 2c4rdgb8dr659423) for use within our undercover narcotics division. This vehicle is now past the life expectancy of the vehicle, and it is not cost effective to repair. The three remaining vehicles were in the possession of the Buildings and Grounds department.

The 2013 Ford Van (Vin: 1FTNE2EW6DDA29940), and both 2008 Ford Pickup Trucks (VIN: 1FTFP14V88FB61584 and VIN: 1FTRX14W38FA84685) are in very bad condition. The Board of Commissioners approved the sale of the 2013 Dodge Caravan (VIN: 2c4rdgb8dr659423), the 2013 Ford Van (VIN: FTNE2EW6DDA29940), and both 2008 Ford Pickup Trucks (VIN: 1FTFP14V88FB61584 and VIN: 1FTRX14W38FA84685) to Biddergy.

11. **Amended DHS-2091** – There was a request for the Board to approve the amendment to the Child Care Fund Annual Plan & Budget to cover juvenile detention costs. Detention costs have returned to pre-covid levels and have continued to increase due to lengthy placements while waiting for residential treatment beds (statewide shortage). Expenditures for juvenile detention have exceeded the budgeted amount. Signature of the amended DHS-2091 will allow us to continue to bill the State for 50% reimbursement from the childcare fund. Amendments MUST be submitted by 8/30/2023. The Board of Commissioners approved the amendment to the Child Case Fund Annual Plan and Budget to cover Juvenile detention costs and authorized the Board Chair to sign the appropriate documents.
12. **Purchase of Patrol Vehicles for the 2023-2024 Fiscal year** - There was a request for the Board to approve the purchase of 8 patrol vehicles for the 2023-2024 fiscal year not to exceed \$500,000.00. With the supply chain issues that face our nation, the four vehicles we ordered for this fiscal year will not be delivered. To stay current with our vehicle replacement plan we must order 8 vehicles this year. Unspent funds from 2022-2023 for 4 vehicles will be rolled over into 2023-2024 and funds for additional 4 vehicles will be budgeted in 2023-2024. The Board approved the request to purchase 8 patrol vehicles for the 2023-2024 fiscal year, not exceeding \$500,000.00.
13. **District Court Deputy Clerk - Salary Exception** – There was a request for the Board to approve the starting salary exception for the District Court Deputy Clerk position at the R20 C step (\$18.50 per hour). The chosen candidate has several years of experience working in a District Court Criminal Department. She brings considerable experience and skills that would be beneficial to the District Court. Over the last month, District Court East has had two long-term employees leave, so the knowledge this new candidate brings will be very helpful. The Board approved the starting salary exception for the District Court Deputy Clerk at the R20 C step.

Appointment/Reappointment Requests

- 1. Opioid Committee – Cande Rutherford** – There was a request to approve the appointment of Cande Rutherford to the Opioid Committee. due to the retirement of Becky Fatzinger, there is a vacancy on the Opioid Committee. Deb Hess, Director at Van Buren County Community Mental Health, recommended Ms. Cande Rutherford to fill the vacancy. Ms. Rutherford is employed at VBCCMH as the Division Manager of Community Services. The Board of Commissioners approved of Cande Rutherford's appointment to the Opioid Committee.
- 2. Remonumentation Committee – Jerry Happel** – There was a request to approve the appointment of Jerry Happel to the Remonumentation Committee. There are no term expirations for this committee that meets on an as-needed basis. The Director of GIS (formerly Land Services) typically sits on this Committee because the work involves the mapping of section corners and maintaining the files that support the program, which are stored in that Department. The Board of Commissioners approved the appointment of Jerry Happel to the Remonumentation Committee.

Facebook: <https://www.facebook.com/VanBurenCountyMI/> 

LinkedIn: <https://www.linkedin.com/company/van-buren-county-government> 

Twitter: <https://twitter.com/VanBurenCoMI> 

Watch us on our [YouTube page](#). 

All board meeting agendas and minutes can be found on the county website:

<https://www.vanburencountymi.gov/129/Agendas-Minutes>



Hours of Operation

Monday - Thursday 8am - 5pm
Friday 8am - 2pm

Cass County

Immunizations
1st & 3rd Wednesdays

STD testing & treatment
Thursdays

Dental
Monday - Friday

Van Buren County

Immunizations
Thursdays

STD testing & treatment
Wednesdays

Dental
Monday - Friday

Newsworthy

We continue to see increases in individuals diagnosed with Lyme Disease in our District and throughout the state. Visit our website for graphs and more information.

The 2022 Medical Examiner's Annual Report, an overview of death statistics for each county, is now available. Visit mimedicaalexaminer.com to view.

Administration

- Accreditation Cycle 8 begins; on-site visits will occur the week of September 25. Local Public Health Accreditation assures and enhances the quality of public health in MI, evaluating and accrediting local health departments' ability to meet standards.
- Public Health in Michigan is celebrating our Sesquicentennial (150 years!) this year. Learn more about all the great accomplishments over the past 150 years: <https://www.michigan.gov/mdhhs/inside-mdhhs/sesquicentennial>
- New and improved website is now live: www.vbcassdhd.org

Medical Director/Nursing

- Staff hosted booths for the week at the Van Buren County Youth Fair and Cass County Youth Fair
- Hearing & Vision Tech's provided screening & outreach at Project Nomad
- Facilitated a 4-hour TB Skin Testing Workshop for area providers to become certified in TB Skin Testing at no cost
- HIV Testing and Immunizations provided at the Cass County Jail
- HIV/STI Nurse attended NACCHO 360 Conference in Denver, CO

Community Health

- Distributed 200 health promotion bags and over 100 "MyPlates" at the county youth fairs
- Participated in the Migrant Farmworker Appreciation Event, connecting with 137 families
- Attended the Van Buren Conservation District's Annual Meeting
- 2 staff attended the NACCHO 360 conference and presented on our latest vaccine hesitancy project
- Wrapped up the NACCHO COVID-19 Vaccine Hesitancy Grant (\$100,000) received in 2022.
- Applied for and awarded a 2023-24 \$150,000 grant from NACCHO to develop strong partnerships with at-risk communities and stakeholders to improve vaccine confidence.

Environmental Health

- Raw sewage from a Municipal Lift Station caused by a mechanical failure discharged and flowed into Dewey Lake in the Sister Lakes area on 8/4/2023. The Health Department cannot take further action. EGLE can close public access but has not chosen to do so at this time. Public notice has been posted on our website and sent to the local newspaper.
- In the month of July, the department reports:
 - 51 septic permits
 - 41 septic final inspections
 - 49 well permits
 - 31 final well inspections
 - 13 campground inspections
 - 12 pool inspections
 - 50 routine restaurant inspections
 - 37 restaurant follow-up inspections
 - 21 temporary food license inspections

Dental Clinic & Dental Outreach

- Dowagiac Dental Clinic saw 579 patients in the month of July
- Lawrence Dental Clinic saw 458 patients in the month of July
- Dowagiac Dental Clinic is booked through March 2024 for treatment
- Lawrence Dental Clinic is booked through February 2024 for treatment
- Both Clinics are booked through August 2024 for regular hygiene (cleanings)
- Our Dowagiac Dental Clinic currently employees 1 full-time and 1 part-time dentist. Beginning mid-September, we will be down to 1 part-time dentist. We are working diligently to find a replacement but the clinic schedule could be impacted if we do not find one in time.
- Dental outreach screenings were provided at Bangor Migrant School: 37 kids were screened; 136 sealants were placed to prevent decay; 1 child needed urgent care; 25 kids were uninsured ~ approximately \$4,000 worth of dental services provided at no cost
- Dental outreach screenings were provided in Covert at Project Nomad: 139 kids were screeng; 491 sealants were placed to prevent decay; 5 kids needed urgent care; 70 kids were uninsured ~ approximately \$12,500 worth of dental services provided at no cost



HARTFORD PUBLIC WORKS DEPARTMENT

Dan Staunton Supt.
Public Works



9/25/2023

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Picked up brush.
Cut brush.
Do all the mowing that needed to be done.
Remove tree that fell on S. Center St.

WATER DEPARTMENT

Water turn off	1
Water turn on	<u>1</u>
Water meter repairs	<u>2</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>4</u>
Water services replaced to water main	<u>6</u>

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
Working with contractors

MAJOR AND LOCAL STREETS

Cold patching as needed.

SEWER SYSTEM

Sewer mains rodded	2
Sewer services dug up and repaired	<u>0</u>

LIFT STATIONS

Lift stations are running very well at this time
Generators are run once a week for testing
Bar screens are cleaned twice a week

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

Dan Staunton Supt.
Public Works



9/25/2023

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.52</u> ppm
Manganese	<u>0.149</u> ppm
pH	<u>7.4</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1.1</u> ppm
Phosphates	<u>1.4</u> ppm
Flouride	<u>0.7</u> ppm
pH	<u>7.4</u>

Chemicals used

Chlorine	<u>118.1</u>
Phosphates	<u>206</u>
Flouride	<u>189.4</u>

Total Lbs

Average Daily Use

<u>3.8</u>
<u>6.6</u>
<u>6.1</u>

WATER PUMPED FOR THE MONTH

Backwash water 5.780 Million Gallons

152,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St.	<u>ND</u>
525 E. Main St.	<u>ND</u>
200 Beachwood St.	<u>ND</u>
Well#6	<u>ND</u>

City of Hartford WWTP
Activities Report
August 2023

The July DMR was completed and submitted to the state

The concrete walls of the primary clarifiers are being repaired

New piping is being installed in the collection system

The new flow equalization tank has been filled with water to check for leaks. It is not leaking

Oil was ordered for the clarifier oil changes

The WWTP is operating well. Lots of cleaning and yardwork has happened. The lab is being operated well. Things are going smoothly.



SEPTEMBER 25, 2023
LIST OF BILLS
FOR FISCAL 2023-2024

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38226	AXON ENTERPRISE, INC		6,408.58
38227	PAMELA BENCH		100.00
38228	BEST WAY DISPOSAL INC		
	FIRST INSTALLMENT PMT ON BODY CAMERA BUNDLE PACK (FISCAL 2023)		
	CLEANING AT CITY HALL AND POLICE STATION ON 9/7/2023		
	WWTP TRASH SERVICE FOR AUGUST 2023	112.24	
	DPW TRASH SERVICE FOR AUGUST 2023	146.40	
	CITY HALL TRASH SERVICE FOR AUGUST 2023	107.36	366.00
38229	MICHAEL & PEGGY CARLISLE		398.40
38230	CINTAS CORPORATION		
	PROPERTY DAMAGE FROM CLARK & LINDEN PROJECT		
	FIRST AID SUPPLIES - DPW	46.02	
	FIRST AID SUPPLIES - POLICE	100.73	146.75
38231	CONSUMERS ENERGY		
	IRP GAS BILL 7/26-8/22/2023	4.58	
	DPW GAS BILL 7/26-8/22/2023	1.40	
	CITY HALL GAS BILL 7/26-8/22/2023	19.48	25.46
38232	FRONTIER		
	DPW LOCAL PHONE 8/25-9/24/2023	70.71	
	IRP LOCAL PHONE 8/19-9/18/2023	75.39	146.10
38233	INDIANA MICHIGAN POWER		5,760.71
38234	KELLOGG HARDWARE		1,002.90
38235	JOANN NEWNUM		100.00
38236	TOM NEWNUM		
	AUGUST 2023 ELECTRIC BILLS		
	MISC HARDWARE SUPPLIES FOR AUGUST 2023		
	CLEANING AT CITY HALL AND POLICE STATION ON 9/7/2023		
	CLEAN CITY HALL 8/23/2023	50.00	
	CLEAN CITY HALL 8/30/2023	50.00	
	CLEAN CITY HALL 9/6/2023	50.00	150.00
38237	TRACE ANALYTICAL LABORATORIES		
	LEAD & COPPER SAMPLE TESTING AT IRP	632.00	
	IRP WATER SAMPLE TESTING - 8/22/2023 (ANIONS & ALKALINITY)	119.75	751.75
38238	VISION SERVICE PLAN		142.53
38239	WILLIAM (ARTIE) WILCOX		
	SEPTEMBER 2023 VISION INSURANCE		
	ELECTRICAL PERMIT 23HE011 - 116 MARY (FINAL)	164.70	
	ELECTRICAL PERMIT 23HE012 - 105 ENGLE WAY	135.00	
	ELECTRICAL PERMIT 23HE017 - 63559 60TH AVE (FINAL)	439.20	
	ELECTRICAL PERMIT 23HE020 - 63559 60TH AVE (FINAL)	180.00	918.90
38240	BLOOMINGDALE COMMUNICATIONS		377.34
38241	BLUE WATER MNGMT SOLUTIONS		165.00
38242	FRONTIER		56.37
38243	HARRIS CON AG, INC		511,549.92
38244	HONOR CREDIT UNION		200,000.00
38245	MIDWEST FAMILY		2,368.00
38246	PLUMMER'S ENVIRONMENTAL		18,387.00
38247	TRACE ANALYTICAL LABORATORIES		119.75
38248	VILLAGE OF PAW PAW		120.00
	IRP WATER SAMPLE TESTING - 9/8/2023 (ANIONS & ALKALINITY)		
	LAB ANALYSIS FOR JULY 2023		
TOTAL OF CHECKS ALREADY WRITTEN			\$ 749,561.46
38249	ABONMARCHE		
	CLARK & LINDEN STREETS PROJECT ADMINISTRATION	1,700.00	
	CLARK & LINDEN STREETS PROJECT ADMINISTRATION	510.00	2,210.00
38250	APEX SOFTWARE		260.00
38251	AUTO-WARES GROUP		1,752.56
38252	BEAVER RESEARCH COMPANY		603.30
38253	BLUE CARE NETWORK		16,063.58
38254	CHARLIE WEEDEN, INC		800.00
38255	CURCIO LAW FIRM PLC		2,034.00
38256	DELTA DENTAL		946.85
38257	FERGUSON WATERWORKS		
	OCTOBER 2023 HEALTH INSURANCE		
	100 SQ FEET OF SIDEWALK REPLACEMENT SE CORNER OF MAIN ST		
	LEGAL SERVICES THROUGH 8/25/2023		
	OCTOBER 2023 DENTAL INSURANCE		
	COPPER TUBING - WATER REPAIR PARTS	2,611.86	
	CDBG-CLARK & LINDEN WATER METER INSTALLATION PARTS	3,401.38	
	CDBG-CLARK & LINDEN WATER METERS	1,224.41	7,237.65
38258	FLEMING BROS OIL CO		
	DIESEL 8/4/2023	549.21	
	GASOLINE 8/4/2023	1,017.44	1,566.65
38259	GEMPLERS		1,059.79
38260	GOODYEAR TIRE & RUBBER CO		3,614.73
38261	HARTFORD BUILDING AUTHORITY		4,166.67
38262	HARTFORD FIRE BOARD		10,589.57
38263	HUNGERFORD NICHOLS		8,700.00
38264	PRINTING SYSTEMS, INC		207.34
38265	LINNEA RADER		695.00
38266	SHARE CORPORATION		485.98
38267	SPECTRUM PRINTERS, INC		61.92
38268	ANGELA STORY		1,283.33
38269	TRI CITY RECORD		
	ASSESSING SERVICES FOR SEPTEMBER 2023		
	DEMO RFP FOR 106 S CENTER	85.75	
	PLANNING COMMISSION HEARING ON PROPOSED ORDINANCE 151 AMEND	61.25	147.00



SEPTEMBER 25, 2023
LIST OF BILLS CONTINUED
FOR FISCAL 2023-2024

	PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38270	USA BLUEBOOK	BOX OF 100 - 47MM FILTERS FOR WWTP	131.85	
		EYE WASH STATION FOR DPW GARAGE	1,021.97	
		50 PK - M FC BROTH FOR WWTP	732.90	1,886.72
38271	WATER SOLUTIONS UNLIMITED	SODIUM HYPO (CHEMICALS) FOR WWTP		1,510.98
38272	WIGHTMAN & ASSOCIATES	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	4,835.15	
		PROJECT 212081 - E LINDEN & CLARK	37,506.71	
		PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	57,086.85	99,428.71
38273	YOUR MEMBERSHIP.COM, INC	MML CLASSIFIED AD FOR CITY MANAGER POSITION		150.00
TOTAL OF CHECKS TO BE WRITTEN ON SEPT 29, 2023			\$	167,462.33
DEBIT CARD TRANSACTIONS				
9/1/2023	UNITED STATES POSTAL SERVICE	MAIL BOX FOR POLICE DEPARTMENT		5.50
9/5/2023	LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT - DPW & IRP		0.95
9/6/2023	VILLAGE AUTO WASH	CAR WASH FOR POLICE VEHICLE		12.00
9/14/2023	UNITED STATES POSTAL SERVICE	2 MONTHS POSTAGE FOR UTILITY BILLING PLUS POSTAGE FOR ELECTION MAILINGS		1,350.00
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS				1,368.45
TOTAL GROSS PAYROLL AUG 16 THROUGH SEPT 12, 2023 (4 WEEKS)				63,772.77
GRAND TOTAL FOR SEPTEMBER 25, 2023				982,165.01

9/25/23 Council Report
Linnea Rader, Interim City Manager

Another month has gone by. We've had an eventful and productive month. I have the following updates for Council:

- Following the August meeting I composed a letter of support for Hartford Township's building project.
- A check is included in the payables for the Carlisle's for reimbursement of damages occurring as a result of the Clark and Linden project. A full release of claims will be signed with receipt of the payment.
- We have made conditional offer of employment for a full-time Police Officer. We are still looking for a part-time police officer as well. Filling both vacancies would bring us back to full staffing levels in the Police Department.
- The City of Hartford was NOT offered any portion of grant or loan forgiveness for the water project discussed at the last Council meeting. We will evaluate the needs of the City following the coring project going on now and apply again when funding becomes available in the future.
- We have completed interviews for the Deputy City Clerk and Administrative Assistant position. We had a great number of applicants for the position. We are in the process of contacting references to be able to move forward with hiring.
- I have been approached about being a moderator for a "meet the candidates" forum. It was explained that I am what everyone feels is a non-biased party. I'm open to the idea as long as Council is accepting of it.
- I've been ill with COVID, which unfortunately has caused delays in some of the projects I have been working on. I was careful to not be present in the office once I felt there was a possibility that I was contagious.
- I met with Union representatives for the Police Department's union. We are working to understand concerns and make any adjustments needed to best serve the City.



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

September 9, 2023

Mr. Ron Sefcik, Supervisor
Hartford Township
61310 CR 687
Hartford, MI 49057

RE: Hartford Township Building Project

Dear Mr. Sefcik,

Thank you for attending the City of Hartford's City Council meeting on August 28, 2023. Sharing information about the Township's plans to build a garage and living quarters for a remote VBEMS and Van Buren County Sheriff's Department was very informative.

After you left the meeting, the Council again discussed the Township's building plan. It was reiterated that the building will be housed on the Township's 13-acre parcel south of town that current houses the Township Hall. The fact that Hartford Township is fully funding this project with no requests for funds from neither the Joint Fire Department nor the City of Hartford was also discussed. Additionally, Council discussed waiving permit fees for hooking up to the City's water and sewer system. It was further clarified that there is no request to bypass any usage fees, just the permit fee for connection.

City Council was supportive of Hartford Township's investment in the entire Hartford community. Building such a facility will be a wonderful addition to the community and further assist the community in receiving emergency services as soon as possible when needed. The City Council is in full support of this project. Additionally, the City Council is open to discussing the waiver of any permit fees for connection with the City's water and sewer system relating to this project. As the project is still in its infancy and no formal plans have been created, Council cannot take action at this time. However, the Council wanted the entire Township Board to be aware that when the time comes to take action, they are fully in support of the project.

Again, thank you very much for attending the August 28, 2023, meeting and discussing the project with the City Council. We look forward to working together into the future. Thank you.

Sincerely,

City of Hartford

Linnea Rader
Interim City Manager

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
AUGUST 28, 2023

Item 19.

Commissioners Present: Jane Danger; Frank Dockter; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall
Commissions Absent: Ramon Beltran; John Miller;
Staff Present: Rader; Rodney-Isbrecht; Prince; Shultz; Staunton

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Tibbs to approve the agenda as presented

Motion carried 5 – 0

Guests:

- Ron Sefcik, Hartford Township Supervisor, Signed an agreement with Abonmarch to design an Ambulance Station & Sheriffs garage at the Township Hall. He is asking Council to consider waiving the tap fees for water/sewer connection when the time comes. Also as the Fire Board Chair gave an update on the Fire Board hiring of an accountant so there will be changes in accounting & reporting.
- Angelica Mireles, Hartford Hispanic Heritage Committee, Parade & Festival on September 16, 2023

Public Comment:

- Mike Menck, 38 Mairon Ave, Complaint about Commissioner's contacting the Attorney without authority and former City Manager dismissal.

Communications:

- Thank you received from the Ron Burluson family for the donation of flowers.
- Notice of Hearing – Indiana Michigan Power Company September 12, 2023
- Hartford Fire Department – Notice of Special Meeting August 30, 2023 7:00pm
- Comcast – Notice of Program Changes Fox Deportes will be relocated to a new service level at no additional charge.
- Notice – Hartford Public Schools Proposal for November 2023 Election
- City Hall Hours – Will Temporally Change beginning September 6, 2023 10am-Noon & 3pm – 5pm
- Follow-up from Mayor Hall, West Michigan Railroad on North Center Street

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

- Police & Ordinance** – Chief Prince – Report on file. Hoping to fill the Ordinance Officer Position & interviewing four candidates for police officer position on Friday September 1. Working to update policies and become accredited. Department has been short staffed. If there are open shifts they are being covered by surrounding departments.
- Fire Department** – Chief Harting – Report on file - \$1,400 grant from Wolverine Pipeline to purchase hoods. Because VBMS is using the fire station the Fire Board will be meeting at the Township Hall for the rest of the year. Smoke alarms are still available for those who need them.
- Ambulance** – Pride Care out of business as of August 18. VBEMS, working on getting specific Township/City reports. Chief Harting has been pleased with the response.
- Van Buren County** – Mike Chappell – Two Proclamations given, approved PC refresh upgrades; authorized K-9 unit; approved Target Housing Study with \$50,000 match; reappointments; Land Bank meeting was attended by Mayor Hall & Commissioner Miller regarding 5 West Main Street Project with positive outcomes.
- Public Works** – Dan Staunton, Report on file, Construction Clark & Linden, Sewer on Spaulding from Linden to Oak Street crumbling, Contractor could not find good integrity pipe for connection so went

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
AUGUST 28, 2023

Item 19.

from man hole to man hole which was outside the scope of the contract but should not affect the cost or go over budget, completion of contract anticipated by the end of September.

- F. **Wastewater Treatment Plant** – No report filed. NPDES Draft Permit has been posted & will take effect in 30 days after posting.
- G. **Treasurers, Investment & List of Bills** – \$877,295.96; Investment - June 20, 2023 Report on File
- H. **City Manager** – Report filed – Ron Sefcik, Fire Board Chairman Update on changes in Fire Department; Temporary Changes to City Hall Hours; Police Department – Reserve Program, spoken with MML Risk Management and considering their recommended updates to the City’s Reserve Program and updated training schedule, the ordinance officer cannot be uniformed or carry a weapon; Continuing the work to hire a deputy clerk, the position was posted on Saturday, will be posted for two weeks. Recommending providing benefits for the position, of sick, vacation & holiday pay could interest potential candidates; building officials/inspectors agreements need to be updated; drafted procedure to standardize the hiring process for all departments; Chief Prince & Lieutenant Ivy, bullet proof vest grants; City Hall Roof, still leaking after the installation; Reviewing wage study & job assessment for employees; Interviewing Police Officer Candidates; DPW Staff need CDL Certification ad will be taking classes to obtain their certification; Proposed Ordinance to update fire code, Fire Chief has signed off on the ordinance; Street scrape, grant has been extended; SPARK grant need to apply in the next two months for upgrades to ELY Park, working with Wightmans’ for concept drawings, and developing a plan to move forward.

Approval of Commission Minutes:

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the minutes of the July 24, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to approve the minutes of the August 8, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Approval of Reports:

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to accept the July 2023 reports of Officers, Boards & Committees and place them on file.

Motion carried 5 – 0

Motion by Commissioner Tibbs, supported by Commissioner Danger, to approve the August 28, 2023 list of bills in the amount of \$877,295.96

Motion carried 5 – 0

Goals/Objectives: None Discussed

Old Business:

- RFP 106 South Center Demolition

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the re-issuance of request for demolition proposal for 106 South Center St as presented.

Motion carried 5 – 0

- Discuss & Consider – City Manager Position – Job Description, Benefit Summary, Advertising Options through the MLive, MML, Radio Station Please provide Interim Manager with feedback & edits by

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
AUGUST 28, 2023

Item 19.

September 12, once those are complete the job will be posted on September 15 through October 13.
Recommendation: budget advertising up to \$4,000 dollars for City Manager Search

Motion by Dockter, Supported by Tibbs to budget \$4,000 for the City Manager Search
Motion carried 5 – 0

New Business:

- Discuss & Consider – Real Estate Conveyance Agreement – 27 West Main Street

Motion by Commissioner Sullivan, supported by Commissioner Danger to approve the conveyance agreement for City Property to 27 West Main Street in the amount of \$500 as presented.
Motion carried 4 – 1 (Tibbs)

- Police Academy Reimbursement

Motion by Commissioner Tibbs, supported by Commissioner Danger to authorize the City Attorney to pursue Police Academy Reimbursement in the amount of \$7,055.00.
Motion carried 5 – 0

- Lead Service Line Replacements (LSLR) & Water System Improvements
Discussion: DWSRF Grant to inventory & identify lead service lines; Offer by EGLE expected in the next couple of months, short time to make some decisions to develop a plan, funds have to awarded September 2024;
- Hartford Township Building Project – Ambulance Building & Sheriff's Building, requesting tap fees be waived. Council is in favor of working together and support the project.
- Discuss & Consider General Fund Account – Sturgis Bank

Motion by Commissioner Tibbs, supported by Commissioner Docker, to approve opening a new general fund account at Sturgis Bank & Transferring the balance of funds and closing the current general fund at Sturgis due to continued attempts of fraud.
Motion carried 5 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2023 – 022 Accounts Payable Routine Bill Policy

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adopt resolution 2023 – 022 Accounts Payable Routine Bill Policy.
Motion carried 5 – 0

- Discuss & Consider – Resolution 2023 – 023 Designating Street Administrator

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to adopt resolution 2023 – 023 designating Interim City Manager Linnea Rader as Street Administrator.
Motion carried 5 – 0

- Proposed Amendment to Code of Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1
Discussion: First Reading

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
AUGUST 28, 2023

Item 19.

- Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement & Private Sale Regulations
Discussion: First Reading
- Discuss & Consider – Amendment to Marijuana Ordinance
Discussion: Attorney & Manager are recommending an amendment to the marijuana ordinance to shift the burden of review from the City Manager and use the States process. And move from the numerical limits to spacing space requirements. Council was in favor of reviewing the ordinance.
- Discuss & Consider – Proposed Ordinance no. 334 – 2023 Title XVI Housing Discrimination Against Protected Classes
Discussion: First Reading, adoption is a requirement of the CDBG grant.
- Discuss & Consider – Policy – Non Discrimination on Basis of Handicap
Discussion: Policy is a requirement of the CDBG grant and future federal funding.

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adopt Non Discrimination on Basis of Handicap Policy as presented.

Motion carried 5 – 0

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Danger, to adjourn the meeting at 9:10pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
AUGUST 30, 2023

Item 20.

JOINT MEETING WITH HARTFORD TOWNSHIP, HARTFORD FIRE BOARD AT THE FIRE STATION
436 EAST MAIN STREET HARTFORD

Commissioners Present: Jane Danger; Frank Dockter John Miller; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall;

Members Absent: Ramon Beltran;

Staff Present: Rodney-Isbrecht

Mayor Richard A. Hall called the special meeting to order at 7:00pm.

Pledge of Allegiance was said.

Fire Board Chair Sefcik opened & closed public comment.

- Discuss & Consider Request to Expand the Size of the Pole Barn for Storage

Discussion: Fire Board Chair is proposing doubling the size of the current pole barn at the fire station for storage.. The addition would cost approximately \$21,800.00 based on one estimate received. This estimate does not include installing electric or concrete, the plan is to go over the current black top. Commissioner Miller requested additional quotes or a bid process. The Fire Board does not currently have a purchasing policy but is working on one. The Fire Department is expending current fund balance and is not asking the City or Township for the additional investment of funds to move forward with the project. Also discussed was residing the front of the current pole building to match the new addition. Current joint agreement requires both municipalities approval of expending the funds as the project is over the \$10,000 limit the Fire Board can spend.

Motion by Commissioner Tibbs, supported by Commissioner Dockter to allow the Fire Board to spend up to \$21,800 to expand the current poll building provided the board seeks additional bids.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Dockter to adjourn the meeting at 7:10pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Elections
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Hiring

RECOMMENDED ACTION:

Job Advertisement Status:

Mid-West Family - \$2,305	Zoom on 9/14/23
MML - \$150	Posted 9/16/23
MTA - \$78 –	Emailed 9/14/23
MLive - \$695 -	Set up 9/14/23
Tri-City Record - \$100	Emailed 9/16/23
APWA – Michigan Chapter	Emailed 9/16/23
City of Hartford Website -	9/14/23
City of Hartford’s Facebook page	9/16/23
City of Hartford News Release	9/19/23
City Hall posting	9/16/23
Van Buren County Clerk	Emailed 9/16/23

Candidate screening process

Candidates for the City Manager position have been instructed to apply through the MLive job portal or to the Interim City Manager at citymanager@cityofhartfordmi.org. Resumes will be accepted until October 13, 2023.

I recommend that Council review the attached Candidate Screening Process and propose any changes.

Option 1: The Interim City Manager reviews each candidate and evaluate them utilizing the candidate screening process approved by Council. At the October 23 Council meeting, Council will receive a packet of information listing the candidates who have applied as well as the candidate screening form with a recommendation from the Interim City Manager on which candidates to interview.

Option 2: Council may set up a Candidate review committee to evaluate the candidates. I recommend that this committee be made up of not more than 3 Council members and the Interim City Manager.

Option 3: The entire Council review all candidate applications at the October 23 Council meeting.

I recommend option one or two.

Interview Process and Questions

I recommend that Council review the attached interview questions and determine the appropriate questions and number of questions that should be asked of applicants. I recommend that the Interim City Manager ask all interview questions to applicants so Council members can focus on the applicants answers and actions.

Council members should review interview questions and notify the Interim City Manager of any edits, additions or modifications to the list of questions no later than October 13, 2023, so the “finalized” list may be presented to Council at the October 23 meeting.

Interview Evaluation Process

Throughout the interviews, Council members, the City Clerk, City Treasurer, and Interim City Manager will make notes and evaluate candidates based upon Council's pre-determined criteria. Evaluation forms will be provided to each Council member and will be completed following each interview. Completed evaluation forms will be submitted to the Interim City Manager to compile an overall list and evaluation of candidates.

Reference Check process

I recommend that Council designate one Council member, likely the Mayor, to perform reference checks with the Interim City Manager.

City Manager Contract

The attached contract is a combination of the prior City Manager contract and a contract utilized for the Managing Director at the Road Commission. The new contract has been reviewed and approved by legal counsel. I recommend Council members review the attached draft and be ready to approve it as a draft at the October Council meeting. This contract will be utilized to begin negotiations with the next City Manager and will not be finalized until after negotiations with the next City Manager.

Actions for the September Council meeting:

- Approve the Candidate Screening process and form
- Review the interview process, questions, and evaluation process as well as the reference check process and City Manager contract, all to be finalized at the October Council meeting.

City of Hartford City Manager Search



“The City of Hartford, Michigan is seeking a qualified leader who will serve our community with leadership, grace, and professionalism. We offer the next City Manager the opportunity to move our beautiful community forward. Considered the “Heart of Red Arrow Country” the City of Hartford is situated in Van Buren County, adjacent to Interstate 94 at exit 46, which is the State of Michigan’s major east-west transportation route, providing Hartford with an excellent connection to major Midwestern population centers.”

Richard Hall, Mayor
City of Hartford

City of Hartford



- **Population**
2,515
- **Full-Time Staff**
14
- **Part-Time Staff**
2
- **Total Annual Budget**
\$2.8 million
- **City Operations**
Police, Water, Sewer, DPW, and DDA
- **Salary Range**
\$80,000 to \$90,000



Welcome to the City of Hartford

“The Heart of Red Arrow County”

The City of Hartford, Michigan (population 2,515) is seeking a talented leader to serve as our next City Manager. The city employs a dedicated and impressive team of 14 full-time and 2 part-time staff members. The seven-member City Council has an excellent professional relationship and fully supports and recognizes the council-manager form of government.

Hartford is situated in beautiful southwest Michigan. Located approximately 100 miles east of Chicago, Illinois, and 160 miles west of Detroit, Michigan, the community lives right along the Interstate 94 corridor at exit 46. Regional urban centers are close by, the City of Benton Harbor, Michigan just 15 miles west, and the City of Kalamazoo, Michigan just 35 miles east.



The City of Hartford’s community supports wonderful events and activities for our community to enjoy such as concerts in the park, the

Miss and Mr. Hartford pageant, the Strawberry Festival, an active youth sports program, a Christmas parade and Christmas in the park, Holiday food baskets, bi-weekly meals to seniors, and so much more.



In addition to and in support of these wonderful events are organizations that serve the community such as the American Legion, Chamber of Commerce, Downtown Development Authority, the Fire Department (a joint venture between the City and the Township), Hartford Hispanic Heritage organization, Hartford

Recreational Council, Lions Club, Senior Services of Van Buren County, Van Buren County Sportsman’s Club, and several church groups.

Hartford Public Schools are housed within the boundaries of the City of Hartford. The school system educates approximately 1,330 students and offers an abundance of educational and recreational opportunities. The school’s mission statement speaks volumes about their impact on the students and community “Hartford Public Schools is dedicated to fostering a love of learning in an innovative, cooperative, and safe climate which empowers students to be proactive, caring and respectful citizens that are prepared for their future endeavors.”



Within the City limits is the Hartford Motor Speedway, which has a 3/8 mile clay track. The speedway hosts events most Friday or Saturday nights from May through September. Hartford Motor Speedway offers support for the community and special events for the kids in the community throughout the year.

Just outside the City limits is the Four Winds Casino Hartford. This casino is managed by the Pokagon Band of Potawatomi Indians. The casino boasts a design inspired by the traditions of the Potawatomi people. The Pokagon Band and Casino provide funding for various programs and equipment for the community including the library, school district, concerts in the park and the City itself.



Our next City Manager will inherit a well-run city with quality schools, a beautiful park, engaging community, and a city team that understands the meaning of public service.

City of Hartford City Manager

Ready to join our team?

To join the City of Hartford as the next City Manager, please submit a cover letter, resume, and five professional references to:

City of Hartford
19 West Main Street
Hartford, MI 49057

Or apply via email at:

CityManager@cityofhartfordmi.org

The deadline to apply for this position is **October 13, 2023**.

Please indicate in your cover letter whether you are requesting confidentiality as allowed under the Michigan Open Meetings Act.

The City of Hartford is an Equal Opportunity Employer.





CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Proposals – Demo 106 S Center St - Update

RECOMMENDED ACTION:

Two Proposals were received by the close of the RFP.

1. Cross Excavating & Demolition, LLC \$49,070.50
2. Kalamazoo Excavation \$59,749.00

Both of these proposals are more than the blight elimination grant award from VBC. Interim Manager Rader is working with Van Buren County Treasurer Nesbitt to reduce costs for the demolition.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Police Department
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Crossing Guard Agreement with Hartford Public Schools

RECOMMENDED ACTION:

The City of Hartford and Hartford Public Schools have a cost sharing agreement to split the costs of two crossing guards 50-50. The prior agreement in the file was from 1988.

I've drafted an updated agreement including a wage increase to \$13 per hour as well as an increase in hours to 2 hours per day (1 hour in the morning and 1 when school gets out).

These adjustments are necessary to provide the level of service needed within our community. The draft program is attached for your review and consideration.

The draft agreement was sent to Hartford Public Schools to be considered by their Board at their September 18, 2023, meeting.

I recommend the City Council approve the agreement at their September 25, 2023, meeting, considering any modifications requested by the School Board.

City of Hartford
And the
Hartford Public School District

Crossing Guard Program

Article 1:

It shall be the purpose of the crossing guard program to place a person at each of two designated locations to assist school children crossing City streets while enroute to and from school.

Article 2 – Location:

One crossing guard shall be stationed at the intersection of East and Main Streets and a second crossing guard shall be stationed on South Center Street and Oak Street or at whichever intersection is designed by mutual consent of the Hartford Police Chief and Hartford School Administration.

Article 3 – Cost:

The following cost of this program shall be shared on a 50-50 basis between the two parties of this agreement.

1. Crossing guard wages - \$13.00 per hour
2. Employer portion of FICA taxes – wages times current percentage in effect.
3. Physical Examination – Annual physical examination of each crossing guard
4. Worker’s Compensation – total wages times current percentage in effect.
5. Liability Insurance – total wages times current percentage in effect.
6. Background Check – Initial background check upon employment of each crossing guard.
7. Unemployment Compensation – Unlikely but in the event of an award by the State of Michigan.

Article 4 – Supervision

All crossing guards shall be employees of the City of Hartford and shall be subject to all rules and regulations of employment as established by the City Council and Administration. All crossing guards shall derive their authority and be under the supervision of the Chief of Police.

Article 5 – Method of Reimbursement

The City of Hartford shall provide a copy of payroll and other shared costs as indicated in Article 3 of this agreement, periodically to the Hartford School District. Upon receipt of said statements of cost, the Board of Education shall pay 50% and remit their voucher payable to the City of Hartford upon action taken at a regular board meeting.

Article 6 – Duties

Crossing guards shall be at their designated locations as directed by the Chief of Police. The current duty times are from 7:30 -8:30 am and from 2:30-3:30 pm each day school is in session. Any adjustments to

this schedule will be determined by mutual consent of the Hartford Police Chief and the Hartford School Administration.


Article 7 – Duration of Agreement

This agreement shall be in force after ratification by the City of Hartford and Hartford Public School District and shall be terminated upon notice by either party with 90 days written notice.

Signed on this _____ day of _____, 2023

Mayor – City of Hartford

Signed on this 18th day of September, 2023



President – Board of Education
Hartford Public Schools



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City of Hartford Employee Handbook

RECOMMENDED ACTION:

The attached Employee Handbook has been edited to include leave time benefits for regular part-time employees not covered by a CBA.

The edits provide for a prorated number of sick, vacations, personal, and holiday hours for regular part-time employees prorated by their normal work scheduled hours compared to a normal 40-hour work week.

We believe these are minor changes that will assist us in recruiting and retaining part-time employees.

It is recommended Council amends the City of Hartford Employee Handbook as presented.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Building Code Official

RECOMMENDED ACTION:

The City needs to make a final determination on how to proceed with Building Official services for our residents. We have three options for Council's consideration.

Option 1: Back in July, Council approved Garrett Reitneour as the Interim Building Official. Garrett has proposed the following:

- 50/50 split of the base permit fees between the Building Official and the City.
- All inspectors, (electrical, mechanical, building and eventually plumbing) would be paid \$75 per/inspection by the City.
- Building Official would do application review and issuance of all permits including electrical, mechanical & eventually plumbing, scheduling trade inspections, oversight of inspections and inspection records.
- Garrett is proposing to bring back Plumbing inspections to the local level.
- Garrett does NOT provide any planning or zoning compliance inspections.

Option 2: SafeBuilt has provided a quote to provide all Building Official and inspection fees for the City.

- 100% of building permit fees.
- Building Official and ALL inspections covered by SafeBuilt being paid by 100% permit fees.
- The City would need to add a 10% administrative fee to each permit to cover the City's costs.
- SafeBuilt would provide planning and zoning compliance inspections for an additional fee.

Option 3: We can issue a RFQ (Request for Qualifications) to see what other options exist for Building official and inspection services.

Considerations for Council's review:

- The City MUST raise building permit fees to cover the cost. Last adjustment was 23 years ago
- The City CANNOT subsidize the permitting process with other budgeted funds.
- The City CANNOT make money off of the permitting process.
- All trades must go through the building official and not individual permitting
- SafeBuilt proposal ensures the City is in compliance with statues, as long as fees are raised to cover costs.
- Garrett's proposal has an unknown factor of # of required inspections, would need to ensure fess are raised cover costs.

YEAR	COST OF IMPROVEMENT	# OF PERMITS	PERMIT \$
2019	\$2,720,526.00	63	\$19,879.92
2020	\$723,706.00	52	\$10,211.55
2021	\$899,308.00	53	\$12,017.15
2022	\$396,240.00	49	\$13,450.14
2023	\$374,275.00	35	\$6,618.65

Roxann Isbrecht

From: Paul Harvey <pharvey@gowightman.com>
Sent: Wednesday, September 20, 2023 7:34 AM
To: City of Hartford Manager
Cc: Mickey Bittner; Roxann Isbrecht
Subject: Linden and Clark Street - Contract Modifications 2 & 3
Attachments: CM 2_Signed.pdf; CM 3_Signed.pdf

Good morning Linnea,

Please see the attached Contract Modifications to the Linden and Clark Street Improvements Project. The work includes addressing sanitary sewer issues, an extension of time for the Contractor to complete the project, the emergency sanitary sewer repair on Spaulding Street.

MEDC is aware and approved the attached changes. Please note, the additional cost is well within the grant amount (contingency budget).

At your earliest convenience, please execute and return copies to me via email. We understand this is late notice, but we are hoping this could be included on the agenda for the upcoming City Commission meeting. Therefore, the work included in the Contract Modifications could be included in the next pay estimate to the Contractor.

Please feel free to reach out with any questions. Thank you very much,

Paul Harvey PE

OFFICE 269.605.4103 MOBILE 269.760.5082
433 E RANSOM STREET, KALAMAZOO, MI 49007
GOWIGHTMAN.COM



Contract Modification

City of Hartford

9/14/2023 8:55 AM

FieldManager 5.3c

Contract: .212081, Full road reconstruction with sidewalk replacement on both s

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
2		9/14/2023	No	\$40,837.25	\$1,697,980.20
Route		Managing Office		District	Entered By
		Wightman		05005	Patrick T Schwyn
Contract Location					
Clark Street and E Linden Street					

Short Description

Add additional quantity for sewer replacement and EOT.

Description of Changes

Additional Sewer Work: The existing sewer at the intersection of E. Linden Street and Spaulding street was found to be in poor condition upon excavation and was not suitable to leave in place or connect the proposed sewer to. The existing sewer collapsed upon exposure and the contractor was required to chase it for approximately 55 feet. The 10" sewer along Spaulding street also required replacement due to condition, for a total of 244 ft of additional sewer replacement. Associated roadway work was also performed.

Sewer Adjustments: Adjust grade of proposed sewer to tie in an unexpected existing sanitary sewer service from a property on Olds Avenue. The property is not within the project limits, though the sanitary sewer service runs through the back yard of 520 Olds Avenue to tie into the sanitary sewer on E. Linden Street. Requires additional depth on one sanitary structure

EOT: The completion date is being extended to 10/13/2023 to account for work which was specified to occur in the fall/winter of 2022 but was later required to be postponed to 2023 due to concerns with winter maintenance. In addition extra time was required due to the sewer collapse on Spaulding Street as a result of poor condition which also impacted the roadway and was outside the original scope, justifying an extension.

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Machine Grading, Modified	2057002	0060	0060	212081	0000	Original	2.550	Sta	2,500.00000	\$6,375.00
Reason: See description for additional sewer work.										
_ Sanitary Sewer, PVC, 10 inch, Tr Det B2, Modified	8257001	0365	0365	212081	0000	Original	244.000	Ft	47.00000	\$11,468.00
Reason: See description for additional sewer work.										
Aggregate Base, 8 inch	3020020	0070	0070	212081	0000	Original	605.000	Syd	6.75000	\$4,083.75
Reason: See description for additional sewer work.										

Contract Modification

City of Hartford

9/14/2023 8:55 AM

FieldManager 5.3c

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
HMA Surface, Rem	5010005	0130	0130	212081	0000	Original	605.000	Syd	2.50000	\$1,512.50
Reason: See description for additional sewer work.										
HMA, 4EL	5012024	0140	0140	212081	0000	Original	140.000	Ton	85.00000	\$11,900.00
Reason: See description for additional sewer work.										
Sewer, Rem, Less than 24 inch	2030015	0035	0035	212081	0000	Original	244.000	Ft	7.00000	\$1,708.00
Reason: See description for additional sewer work.										

Total Dollar Value: \$37,047.25

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Adjusting Grade of Sewer	8257001	0385	0385	212081	0000	Extra	140.000	Ft	13.50000	\$1,890.00
Reason: Adjust grade of proposed sewer to tie in an unexpected existing sanitary sewer service from a property on Olds Avenue. The property is not within the project limits, though the sanitary sewer service runs through the back yard of 520 Olds Avenue to tie into the sanitary sewer on E. Linden Street.										
_ Sanitary Sewer Additional Depth	8257050	0395	0395	212081	0000	Extra	1.000	Ea	1,900.00000	\$1,900.00
Reason: Additional depth required on sanitary sewer structure due to adjustments in sewer grade.										

Total Dollar Value: \$3,790.00

Time Extensions

Site	Site Description	Site Type	Original Compl. Date/Days	Additional No. of Days	New Compl. Date/Days
00	SITE NUMBERS SHOULD BE CODED 00	Completion Date	8/25/2023		10/13/2023
Reason: The completion date is being extended to 10/13/2023 to account for work which was specified to occur in the fall/winter of 2022 but was later required to be postponed to 2023 due to concerns with winter maintenance. In addition, extra time was required due to the sewer collapse on Spaulding Street as a result of poor condition which also impacted the roadway. This work was not in the original scope and justifies an extension.					

Contract Modification

City of Hartford

9/14/2023 8:55 AM

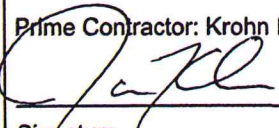
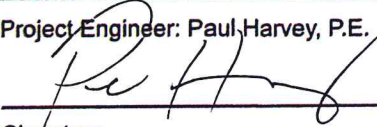
FieldManager 5.3c

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
212081	Full road reconstruction with sidewalk replacement on both s		XMPT	STUL		
0000						\$40,837.25
Total:						\$40,837.25

Total Net Change Amount: \$40,837.25

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Prime Contractor: Krohn Excavating, LLC  Signature		Local Agency: Linnea Rader, Interim City Manager _____ Signature	
9/20/23 Date		_____ Date	
Project Engineer: Paul Harvey, P.E.  Signature		_____ Signature	
9/20/2023 Date		_____ Date	

Contract Modification

City of Hartford

9/19/2023 1:12 PM

FieldManager 5.3c

Contract: .212081, Full road reconstruction with sidewalk replacement on both s

Cont. Mod. Number 3	Revision Number	Cont. Mod. Date 9/19/2023	Electronic File Created No	Net Change \$10,491.00	Awarded Contract Amount \$1,697,980.20
Route		Managing Office Wightman		District 05005	Entered By Patrick T Schwyn
Contract Location Clark Street and E Linden Street					

Short Description

Add additional machine grading and sewer installation costs

Description of Changes

The existng sewer at the intersection of E. Linden Street and Spaulding Street was found to be in poor condiditon upon excavation and was not suitable to leave in place or connect the proposed sewer to. The existing sewer collapsed upon exposure and the contractor was required to chase it for approximately 55 feet. The 10" sewer along Spaulding street also required replacement due to condition, for a total of 244 ft of additional sewer replacement. Associated roadway work was also performed, requiring additional grading. Due to the unplanned and emergency nature of performing the sewer replacement the contractor incurred additional, unforeseeable, costs when compared to the original bid price.

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Machine Grading, Modified	2057002	0060	0060	212081	0000	Original	1.000	Sta	2,500.00000	\$2,500.00

Reason: The existng sewer at the intersection of E. Linden Street and Spaulding Street was found to be in poor condiditon upon excavation and was not suitable to leave in place or connect the proposed sewer to. The existing sewer collapsed upon exposure and the contractor was required to chase it for approximately 55 feet. The 10" sewer along Spaulding street also required replacement due to condition, for a total of 244 ft of additional sewer replacement. Associated roadway work was also performed, requiring additional grading.

Total Dollar Value: \$2,500.00

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Sanitary Sewer, PVC, 10 inch, Cost Adj	4027001	0400	0400	212081	0000	Extra	244.000	Ft	32.75000	\$7,991.00

Reason: The existng sewer at the intersection of E. Linden Street and Spaulding Street was found to be in poor condiditon upon excavation and was not suitable to leave in place or connect the proposed sewer to. The existing sewer collapsed upon exposure and the contractor was required to chase it for approximately 55 feet. The 10" sewer along Spaulding street also required replacement due to condition, for a total of 244 ft of additional sewer replacement. Due to the unplanned and emergency nature of performing this work the contractor incurred additional, unforeseeable, costs for when compared to the original bid price.

Total Dollar Value: \$7,991.00

Contract Modification

City of Hartford

9/19/2023 1:12 PM

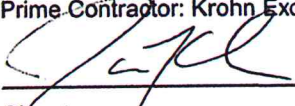
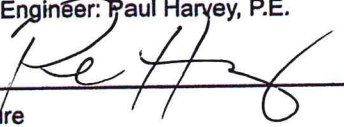
FieldManager 5.3c

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
212081	Full road reconstruction with sidewalk replacement on both sides		XMPT	STUL		
0000						\$10,491.00
Total:						\$10,491.00

Total Net Change Amount: \$10,491.00

If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Prime Contractor: Krohn Excavating, LLC		Local Agency: Linnea Rader, Interim City Manager	
	9/20/23	_____	_____
Signature	Date	Signature	Date
Project Engineer: Paul Harvey, P.E.			
	9/20/2023	_____	_____
Signature	Date	Signature	Date



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Dan Staunton
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Striping

RECOMMENDED ACTION:

The Superintendent received Two proposals for Striping Parking Lots, and Streets in the City of Hartford.

1. Proposal from Accurate Striping should not be considered because they are booked for the year.
2. Proposal from Ace Parking Lot Striping \$17,547.50 – They striped the City’s South Parking Lot

If Council wants the striping done yet this year they would need to approve the proposal from Ace Parking Lot Striping for \$17, 547.50

**ZIP Cannabis LLC
Class A Microbusiness
801 Prospect Street**

RECEIVED
SEP 19 2023
CITY OF HARTFORD

Dear Council Members:

Thank you for giving us the opportunity to start up our Class A Microbusiness. We are working diligently towards a late summer opening timeline and are excited to contribute to the community. During our initial phases of start up, we've been encouraged about the prospects of offering additional services for our customers. To distinguish ourselves from the many competitors in the space, the opportunity to pursue a Designated Consumption Establishment (DCE) area permitted at the property would be greatly appreciated. Additionally, if there's a possibility of removing some of the restrictive ordinance language regarding signage, our company's name is ZIP Cannabis and we would really appreciate the ability to have our name as our sign. The ordinance currently prohibits the use of the word Cannabis.

The Designated Consumption Establishment license Class is available from the Cannabis Regulatory Agency and have a rule set covering all the different requirements to engage in that licensed activity. A Designated Consumption Establishment (DCE) is a permitted license for an area to allow on site responsible adult use of cannabis. It requires active monitoring from a smoke free area by employees and that only those over 21 are allowed on premise. Rule 22 covers in detail the site requirements for egress and security.

Our plan would be to accommodate a screened off fenced area roughly 15 foot by 40 feet along the right side of the building's retail floor space outdoors for permitting the area. Ideally constructing some type of pergola covered structure with seating available. This area would be out of public view and provide something of a courtyard space for our customers. There are many competing retail stores in the State and few DCE's around, this could be our opportunity to be a locally cultivated craft cannabis company that offers seed to smoke experience unique to what a Microbusiness can provide. Any consideration in amending your community ordinance to allow us to apply for a DCE license would be greatly appreciated. Thank you.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Elections
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Early Voting Update

RECOMMENDED ACTION:

I have been participating in Early Voting discussions with other Municipalities and the County Clerk to develop a plan & agreement to provide this new requirement to voters. On the agenda for Councils consideration is Resolution 2023 – 025 entering into an agreement with Van Buren County to provide an Early Voting site to all Van Buren County Voters and authorizing the Clerk to sign the agreement on behalf of the City. Early Voting agreements & plans are due to the State by October 25.

The Van Buren County Clerk had budgeted \$35,000 to begin preparing for Early Voting not knowing what all may be needed or required. She has also applied for an Early Voting grant on behalf of the County from the State that hopefully should cover the cost of required equipment, five e-pollbook laptops, five tabulators and one voter assist terminal. The County will pay the up-front purchase cost of five on-demand ballot printing systems that will be charged back to each municipality based on their number of precincts.

After the purchase of the voting equipment this still leaves all of the other items that will need to be purchased to equip the Early Voting precinct site. For example: tables, chairs, voting booths, ballot bags, transfer bags, test deck bags, secrecy sleeves, date stampers, extension cords, election signage, etc... These items need to be purchased soon to ensure they are delivered in time and before stock is depleted in order to be prepared for the 2024 Presidential Primary.

The Early Voting Committee has determined that each jurisdiction needs to remit \$1,500 per precinct to Van Buren County before the end of October to fund the purchase of items for the Early Voting Precinct.

Hartford Lions Club
P.O. Box 633
Hartford, MI 49057

Item 30.

September 19, 2023

City of Hartford
19 W. Main Street
Hartford, Michigan 49057

RECEIVED
SEP 19 2023
CITY OF HARTFORD

Dear City Commissioners:

For the eighth straight year, the Hartford Lions Club is making plans with Naylor Landscape Management to add Christmas cheer for the holiday season. But we can't do it without your support.

Back in early summer we contracted with Naylor to provide decorations. They guarantee their work and come fully licensed and insured. The City of Hartford has previously helped defray the costs with a generous contribution.

Naylor provides the labor, materials, and equipment to decorate and maintain the pavilion and a large tree in the park. If there is any problem with the decorations they come and repair them. This is their promise. We continue to do the following:

- Fascia lighting on the sides and front peak of the pavilion.
- Swagged garland hung from trusses with attached bows.
- A 48" lighted wreath hung on the bathroom gable.
- Lighting on the large Christmas tree.

Thank you for your continued support in previous years. We ask for your support once again so that our community will continue to enjoy the decorations.



Lion Judy Sinclair
Hartford Lions Club

 michigan municipal league
Liability & Property Pool

1675 Green Road
Ann Arbor, MI 48105-2530

T 734.662.3246
800.653.2483
F 734.662.8083
mml.org

To: Members of the MML Liability & Property Pool
From: Michael J. Forster, Fund Administrator
Date: September 11, 2023
Subject: Pool Director Election

RECEIVED
SEP 13 2023
CITY OF HARTFORD

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Three (3) incumbent Directors have agreed to seek re-election. You may also write in one or more candidates if you wish.

A brief biographical sketch of each candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 10th. Alternately, you may complete your ballot online:

Go to www.mml.org. At the top of the page, hover over *Programs & Services* and select *Risk Management* from the drop-down list. Next, look for the *Jump To* panel and select *Liability & Property Pool*. The ballot link is on the next page, in the *Jump To* panel, under *Online Forms*.

The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,



Michael J. Forster
Pool Administrator
mforster@mml.org

We love where you live.



THE CANDIDATES

Three-year terms beginning January 1, 2024



George Bosanic, City Manager, City of Greenville

George has nearly 35 years of experience as a municipal official with over 30 years serving as the city manager of the City of Greenville. George has served in leadership roles on numerous local boards and commissions over the years and is a past board member of the MML Workers' Compensation Fund Board. He is a member of the Michigan Local Government Management Association and International City Management Association. George is seeking re-election to his second term.



Sue Osborn, Mayor, City of Fenton

Sue has over thirty-eight years of experience as a municipal official, serving as mayor of the City of Fenton for the last twenty-five. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Previously, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors, a member of the National League of Cities and serves as Vice-Chair of the FAIR (Finance, Administration and Intergovernmental Affairs) for the National League of Cities. She is also active in several local and regional civic organizations. Sue is seeking re-election to her fourth term.



David Post, Village Manager, Village of Hillman

Dave has more than twenty-eight years' experience as a municipal official, serving as the manager in the Village of Hillman. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the Northeast Michigan Council of Governments board and is active in several local and regional civic organizations, including the Communities First Fund (chair), the Hillman Community Radio board and the Wheels Car Club. Dave is seeking re-election to his fourth term.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 024**



ADOPTING A POLICY PROHIBITING THE USE OF EXCESSIVE FORCE AGAINST NON-VIOLENT CIVIL RIGHTS DEMONSTRATORS

At a regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on September 25, 2023 at 7:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the Congress of the United States has passed the Armstrong/Walker “Excessive Force” Amendment (Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended) prohibiting the use of excessive force by a local law enforcement agency against any individual engaged in nonviolent civil rights demonstration within its jurisdiction, and

WHEREAS, the City of Hartford has received a Michigan Community Development Block Grant and is required to comply with the Armstrong/Walker “Excessive Force” Amendment, and

WHEREAS, the use of excessive force against demonstrators may cause the City to lose its grant or eligibility for future federal grants;

NOW, THEREFORE BE IT RESOLVED,

It is Policy of the City that the use of excessive force is prohibited by local law enforcement agencies against individuals engaged in nonviolent civil rights demonstrations within the City.

The City will adopt and enforce a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

The City Council directs the Police Chief to implement this Resolution by amending applicable police department procedures.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: September 25, 2023

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 September 25, 2023.

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 2023 - 025
EARLY VOTING AGREEMENT**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on September 25, 2023 at 7:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, on November 8, 2022, Michigan voters overwhelming approved a Constitutional Amendment, which in part entitles voters, once registered, to vote early and in-person at an early voting site for all statewide and federal elections; and

WHEREAS, the Michigan Legislature has codified early voting requirements in PA 81 of 2023; and

WHEREAS, such early voting site, according to PA 81 of 2023 must be open for nine (9) consecutive days for at least eight hours each day, beginning on the second Saturday before the election and ending on the Sunday before the election, and

WHEREAS, PA 81 of 2023 provides local municipal entities with options for early voting, including the ability of local units to combine with other municipal entities to establish a single precinct or precincts for early voting; and

WHEREAS, PA 81 of 2023 requires the City to notify the County Clerk 150 days before federal or statewide election whether the City will conduct early voting on its own or via a County municipal agreement. For the 2024 presidential primary election, this information is due to the County Clerk on or before September 25, 2023; and

WHEREAS, the City of Hartford finds it impractical to establish its own early voting location, as it cannot provide the necessary equipment, staffing and hours for an early voting site; and

WHEREAS, the City of Hartford wishes to join with other Van Buren County municipalities to establish its early voting location at the Van Buren County Building, 57418 CR 681, Hartford Michigan, 49057; and

WHEREAS, the City of Hartford has determined that the designation of the Van Buren County Building as its early voting location is appropriate because it meets all standards required for an early voting location.

NOW, THEREFORE BE IT RESOLVED, The Early Voting Precinct for all City of Hartford registered voters will be located at and is designated at Van Buren County Building located at 57418 CR 681, Hartford MI 49057; and

1. City of Hartford approves the early voting/precinct County agreement with other Van Buren County municipal entities and Van Buren County and authorizes the Clerk to sign it on behalf of the City; and

- 2. The City Clerk shall have the authority to determine and to separately address whether and where an early voting site will be established for elections that are not federal or state-wide elections (IE school board, millage questions). If an early voting site is different than that established in this Resolution, the Clerk must make notifications as required by PA 81 of 2023.
- 3. The City Clerk shall submit a copy of this Resolution or other designation of its early voting location to the Van Buren County Clerk no later than September 25, 2023.

YEAS: Commissioners

NAYS: Commissioner ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: September 25, 2023

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 September 25, 2023
Date: , 2023

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
PROPOSED AMENDMENT
SECOND READING

THE CITY OF HARTFORD ORDAINS:

Ordinance 332 – 2023 Amendment to Code of Ordinance **110.01 REGULATING GARAGE, YARD, BASEMENT, AND PRIVATE SALE REGULATIONS**

Section 3.54 Conditions and Limitations

Garage, yard, basement, or other similar or private sales shall be subject to the following conditions and limitations:

- ~~A.~~ Such sales may be held on a Thursday, Friday, Saturday ~~and Sunday~~ during the hours of 8:00 a.m. through 7:00 p.m. A permit must be obtained on the Wednesday ~~the week~~ prior to the sale date. The fee for said permit shall be ~~set by Council from time to time~~ five (\$5.00) for a three ~~four~~ day sale. ~~The City shall provide two (2) free City-wide sales each year during the Memorial Day & Labor Day weekends. These two sales may continue for a period of not more than five (5) days and must follow all other provisions herein. These sales require a permit, but the fee will be waived.~~
- ~~B.~~ No sale shall be commenced if the proposed sale would in any manner constitute an unreasonable nuisance to the neighborhood from noise, traffic, lighting, hours of operation, or the nature of the merchandise offered for sale. The garage and or yard where the sale is taking place shall be kept in a neat and orderly manner. ~~Sales other than those outlined in subsection A above may be held on Thursday, Friday, Saturday and Sunday. A permit must be obtained prior to the sale date. The fee for said permit shall be set by Council from time to time for a four-day sale. Fees are non-refundable for any reason, including rain outs.~~
- ~~C.~~ No sale shall continue for a period of more than three (3) ~~five (5) days, including Memorial Day and/or Labor Day.~~ All sales are limited to the hours of 8:00am through 7:00pm.
- ~~D.~~ No more than three (3) ~~five (5)~~ such sales per calendar year shall be conducted on the same premises, ~~including the two (2) one (1) free City-wide sale each year during the Memorial Day weekend and Labor Day weekend.~~ No sale shall be commenced if the proposed sale would in any manner constitute an unreasonable nuisance to the neighborhood from noise, traffic, lighting, hours of operation or the nature of the merchandise offered for sale. The garage and or yard where the sale is taking place shall be kept in a neat and orderly manner.
- ~~E.~~ Advertising signs concerning such sale shall be self-supporting only and shall be set up only during the hours the sale is being conducted. Such signs shall be removed immediately after the sale is finished. ~~No more than five (5) such sales per calendar year shall be conducted on the same premises, including the two (2) free City-wide sales each year during the Memorial Day and Labor Day weekend.~~
- ~~F.~~ Advertising signs concerning such a sale shall be self-supporting only and shall be set up only during the hours the sale is being conducted. Such signs shall meet the requirements outlined in section 3.55 below and shall be removed immediately after the sale is finished.

Section 3.55 Advertising Sign Requirements

~~A. In any area, signs for advertising on site home occupations, sale of products derived from the land or premises upon which the sign is located, or sale of the premises shall be permitted without permit provided it meets the following criteria:~~

- ~~1. It does not exceed nine (9) square feet.~~
- ~~2. It shall be no closer to the street right of way than ten (10) feet.~~
- ~~3. It does not interfere with public safety.~~
- ~~4. Signs must be fifteen (15) feet from side lot lines.~~
- ~~5. No sign shall be more than ten (10) feet high.~~
- ~~6. No illuminated signs.~~

~~B. A.~~ All advertising signs located on other than the sale premises will indicate that permission has been received from the owner of the sign site property.

~~C. B.~~ All advertising signs will indicate the hours and dates of the sale.

~~D.~~ No advertising signs will be posted in the city for sales on premises located in another governmental unit.

Section 3.56 Storage of Merchandise

All merchandise offered for sale shall be stored inside the buildings located upon the premises except during the period of the sale.

Section 3.57 Penalty for Violation

A violation of the provisions of Section 3.54 through 3.56 is a municipal civil infraction violation.

Ordinance 332 – 2023 amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: ~~July 11~~, August 28, 2023
 Second Reading: ~~July 24~~, September 25, 2023
 Adopted:
 Published:

CITY OF HARTFORD
 COUNTY OF VAN BUREN
 STATE OF MICHIGAN
PROPOSED AMENDMENT
SECOND READING

THE CITY OF HARTFORD ORDAINS:

**Ordinance 333 – 2023 Amendment to Code of Ordinance 110.03 REGULATING PRIVATE PLACES;
 ACTIVITIES AND CONDUCT COMMERCIAL AREAS ARTICLE 1 PEDDLERS; SOLICITORS;
 TRANSIENT MERCHANTS AND PHOTOGRAPHERS DIVISION 1: PEDDLERS; SOLICITORS**

Section 4.1 General Provisions Relating to Licenses Required By Article.

- A. Application of Section: The provisions of this section shall apply to licenses required by and issued under this chapter; provided; however, that, if any provision of this section is in conflict with any provision of this chapter relating to a specific license, the latter provision shall govern.
- B. License: Any person, firm or corporation that sells items from a **walking**, movable or stationary location in a public place, upon commercial property, **or door to door**, shall be required to obtain a license from the City of Hartford for each location or vehicle from which such sales takes place. The license fee shall be as follows:
1. Annual License: An annual license **fee hundred** in an amount as set by Council from time to time shall be charged. A year is defined as being one (1) year from issuance of said license.
 2. Special Event License: ~~A special event license fee of twenty (\$20.00) dollars per twenty four (24) hour day shall be charged.~~
- C. Exceptions: Excluded from this Article are service organizations and civic organizations, churches, as commercial/retail stores selling on their own property.

Section 4.2 Use of Specific Portions of Streets by Peddlers and Special License Therefor.

- ~~A. It shall be unlawful for any person, either directly or by his agents or employees, to sell, keep for sale or offer for sale any **merchandise, goods, or services whatsoever, except newspapers, in any manner, including door to door sales, on any public street, alley, sidewalk, curb or curb lawn in the City without a license. The City will review applications for licenses provided they are submitted to the City on the City's form. The City will only approve such applications for licenses if the City can determine that such sale will not cause congestion or interference with traffic, cause a public nuisance, and will not be detrimental to public welfare.** ~~foodstuffs, fruits, vegetables, nuts, candies, rent to own furniture and equipment, computers, cellphones, internet service, utility service or utility carrier services or any other merchandise or goods whatsoever, except newspapers, from any stand, stall, cart, wagon, pack, basket, box from the hand or in any other manner, including door to door sales, on any public street, alley, sidewalk, curb or curb lawn in the city, provided that if application therefore, stating the goods or merchandise to be sold and the place and manner of selling the same, shall be made by any person, the city commission may, if it shall determine that such selling of goods and merchandise at the place and in the manner specified in the application will not cause congestion and interference with traffic, and will not cause accidents or be a nuisance and annoyance to the public, and will not be dangerous to the public or a detriment to the public welfare, set apart, permit and authorize the issuance of a license for the use and occupation of any part or portion of any public street, alley, sidewalk, curb or curb lawn in the city for any of the purposes herein before in this section prohibited.~~~~
- B. No license shall be granted or issued under this section, except upon payment to the city of a license fee to be fixed by the city commission from time-to-time. Such license, when granted and issued, shall not be transferable and shall contain a definite description, by metes and bounds, of the part or portion of any public street, alley, sidewalk, curb or curb lawn therein and thereby permitted and licensed to be used and occupied.

- C. This section shall not prevent a peddler regularly licensed under section 4.2A of this article from selling his goods, wares or merchandise, from house to house or for asking sales from his cart or other vehicle to householders along the route such peddler or huckster is traveling, provided he complies with all applicable provisions of this article and other ordinances and, provided further, that he shall not stop or make any sales in any public area not set aside under a license issued pursuant to this section.
- D. This section is intended to prevent congestion and interference with traffic by persons soliciting, offering for sale and selling, ~~peanuts, popcorn, and other~~ merchandise in and from stands, carts, and other containers located on the curbs, streets, and sidewalks, and to prevent accidents and the nuisance, annoyance, and danger to the public resulting from such practices.

Section 4.20 Penalty for Violation

A person, firm or corporation convicted of violating this section is guilty of a misdemeanor punishable as set forth in ~~Chapter 1 Section 1.4 (C)~~. **Chapter 10.99 of this Code of Ordinances.**

Ordinance 333 – 2023 amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: ~~July 11~~, August 28, 2023
 Second Reading: ~~July 24~~, September 25, 2023
 Adopted:
 Published:

CITY OF HARTFORD
 COUNTY OF VAN BUREN
 STATE OF MICHIGAN
**PROPOSED
 SECOND READING**

ORDINANCE No. 334 – 2023

**AN ORDINANCE TO ADD A NEW TITLE XVI, ENTITLED “HOUSING DISCRIMINATION,”
 TO HARTFORD CITY CODE TO PROHIBIT DISCRIMINATION AGAINST
 PROTECTED CLASSES IN THE PROVISION OF HOUSING**

THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 1. Amendment. A new Title XVI, entitled “Housing” is added to the Hartford City Code to read in its entirety as follows:

**Title XVI
 Housing**

**Chapter 161
 Housing Discrimination**

Sec. 161.1. Purpose and Interpretation.

- (a) It is the intent of the City of Hartford that no person shall be denied the equal protection of the laws, nor shall any person be denied the enjoyment of his or her civil rights or be discriminated against because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or disability.
- (b) The prohibitions against discrimination in this chapter are intended to supplement federal and state civil rights law prohibiting discrimination in the area of housing accommodation.
- (c) This chapter shall, to the fullest extent possible given the language used herein, be construed and applied in a manner consistent with applicable jurisprudence regarding freedom of speech, freedom of association, and free exercise of religion under the First Amendment to the United States Constitution.

Sec. 161.2. Definitions.

As used in this chapter, the following words and phrases shall have the following meanings:

Age means chronological age except as otherwise provided by law.

Authorized City Official means a police officer, code enforcement personnel or any other city personnel designated and authorized by the City Manager, by any provision of the City of Hartford City Code, or by state law to investigate or issue municipal civil infraction citations or municipal civil infraction violation notices.

City Manager means the individual appointed by the city council as the City Manager, acting City Manager or Interim City Manager and that individual’s designee(s).

Complaint means a verified, written statement alleging a violation of this chapter that is in a form and contains the information required in this chapter.

Controlled substance means that term as defined in section 7104 of the Michigan public health code, 1978 PA 368, MCL 333.7104 or any statutory provision that replaces it.

Disability means:

- (a) One or more of the following:
 - (1) A determinable physical or mental characteristic of an individual, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic substantially limits one or more of that individual's major life activities and is unrelated to the individual's ability to acquire, rent, or maintain property.
 - (2) A history of a determinable physical or mental characteristic described in subparagraph (1).
 - (3) Being regarded as having a determinable physical or mental characteristic described in subparagraph (1).
 - (4) Genetic information about an individual.
- (b) For purposes of subsection (a) of this definition, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
- (c) Disability does not include a determinable physical or mental characteristic caused by the current illegal use of a controlled substance by that individual. It also does not include a determinable physical or mental characteristic caused by the current use of alcoholic liquor by that individual, if that physical or mental characteristic negatively impacts that individual's ability to perform the duties of that individual's job.

Discrimination or discriminate means to make a decision, offer to make a decision, or refrain from making a decision, based in whole or in part on the actual or perceived race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or disability of another person that results in the unequal treatment or separation of any person, or denies, prevents, limits or adversely affect the benefit or enjoyment of any person in regards to housing accommodations.

Discrimination based on sex includes sexual harassment.

Gender identity means a person's actual or perceived gender, including a person's gender identity, self-image, appearance, expression, or behavior, whether or not that gender identity, self- image, appearance, expression, or behavior is different from that traditionally associated with the person's biological sex assigned at birth.

Marital status means the state of being married, unmarried, divorced, or widowed.

National origin means the nation of origin of an individual or that individual's ancestor.

Perceived means the perception of the person who acts, and not the perception of the person for or against whom the action is taken.

Person means an individual, agent, association, organization, corporation, limited liability company, partnership or other unincorporated or incorporated public or private entity of any kind.

Religious organization means a religious corporation, association, educational institution or society owned, supported, controlled or managed by a particular religion a purpose of which is the propagation of that particular religion and the inculcation of religious values or the provision of charity; that primarily employs persons who share its religious tenets; and that primarily serves persons who share its religious tenets or, on a charitable basis, the broader community. Religious organization or institution includes, for illustration and not limitation:

churches, mosques, synagogues and other houses of worship; and educational institutions affiliated with, controlled, or managed by those houses of worship or with articles of incorporation, bylaws and other documents stating an intention to inculcate its religious tenets in students.

Sex includes, but is not limited to, marital status, pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature under any of the following conditions:

- (a) Submission to the conduct or communication is made a term or condition either explicitly or implicitly to obtain housing accommodations.
- (b) Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting the individual's housing accommodations.
- (c) The conduct or communication has the purpose or effect of substantially interfering with an individual's housing accommodations, or creating an intimidating, hostile, or offensive housing accommodations environment.

Sexual orientation means real or perceived male or female homosexuality, heterosexuality, bisexuality, or asexuality.

Sec. 161.3. Housing.

(a) It shall be considered an unfair housing practice when:

(1) An owner, a real estate broker, or any other person:

- (A) Refuses to negotiate for a real estate transaction with a person because of race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (B) Refuses to engage in a real estate transaction with a person because of race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (D) Discriminates against a person in the terms, conditions or privileges of a real estate transaction or in the furnishing of facilities or services in connection therewith because of race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (E) Refuses to receive from, or to fail to transmit to, a person, a bona fide offer to engage in a real estate transaction because of race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (F) Represents to a person that real property is not available for inspection, sale, rental or lease when in fact it is so available, or to fail to bring a property listing to the person's attention, or to refuse to permit that person to inspect real property, under reasonable conditions, because of race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (G) Publishes or advertises, directly or indirectly, an intent to make a limitation, specification or discrimination based on race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (H) Uses a form of application for a real estate transaction for the purpose of making a limitation, specification or discrimination based on race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.

- (I) Makes a record or inquiry in connection with a prospective real estate transaction which indicates the race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity of a person.
 - (J) Offers, solicits, accepts, uses or retains a listing of real property with the understanding that a person may be discriminated against in a real estate transaction or in the furnishing of facilities or services in connection therewith with respect to race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (2) A person to whom application is made for financial assistance in connection with a real estate transaction or for the construction, rehabilitation, repair, maintenance or improvement of real property, or a representative of such a person:
- (A) Discriminates against the applicant because of race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
 - (B) Uses a form of application for financial assistance or to make or keep a record of inquiry in connection with applications for financial assistance which indicated, directly or indirectly, the applicant's race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity.
- (3) A person, for the purpose of inducing a real estate transaction from which the person may benefit financially:
- (A) Initiates, instigates or participates in a series of representations, advertisements or contacts within a block, neighborhood or area designed to promote real estate transactions in the block, neighborhood or area based on the implication, directly or indirectly, that changes have occurred or will or may occur in the composition with respect to race, religion, color, national origin, gender, sex, age, height, weight, marital status, disability, sexual orientation, or gender identity of the owners or occupants in the block, neighborhood or area in which the real property is located.
 - (B) Solicits the sale or listing for sale of real property, by telephone, mail or personally, after the property owner has expressly requested the solicitor or the company the person represents to cease such solicitation.
- (4) A person:
- (A) Retaliates or discriminates against a person because that person has opposed an unfair housing practice, or because that person has made a charge, filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under this chapter.
 - (B) Coerces a person to engage in an unfair housing practice.
 - (C) Interferes willfully with the performance of a duty or the exercise of a power by the any person investigating or taking action regarding an alleged violation of this chapter.
 - (D) Obstructs or prevents willfully a person from complying with the provisions of this chapter or an order issued hereunder.
- (b) A person shall not:
- (1) Discriminate in leasing, selling, or otherwise making available any housing accommodation.
 - (2) Discriminate in the terms, conditions, or privileges of a real estate transaction or in the furnishing of facilities or services in connection with any housing accommodation.
 - (3) Discriminate in providing financing for the purchase, repair, or remodeling of any housing accommodations.

- (4) Discriminate in making referrals, listings or otherwise providing information regarding housing accommodations.
 - (5) Engage in, participate in, or, with respect to any real property the person owns or has an interest in, and allow others to engage in or participate in an unfair housing practice.
- (c) Notwithstanding any other provision that may suggest otherwise, the following activities shall not, in and of themselves, be deemed a violation of this article:
- (1) The rental of a room or rooms in a single family dwelling by a person if the lessor or a member of the lessor's immediate family resides in the dwelling.
 - (2) The rental of a housing accommodation for not more than 12 months by the owner or lessor if it was occupied by him or her and maintained as his or her home for at least three months immediately preceding occupancy by the tenant and is maintained as the owner's or lessor's legal residence.
 - (3) With respect to the age provision and the familial status provision only, the sale, rental, or lease of housing accommodations meeting the requirements of federal, state, or local housing programs for senior citizens, or accommodations otherwise intended, advertised, designed or operated, bona fide, for the purpose of providing housing accommodations for persons 50 years of age or older.
 - (4) Arrangements for the shared ownership, lease or occupancy of a housing accommodation.
 - (5) The owner of a housing accommodation devoted entirely to the housing of individuals of one gender may restrict the occupancy of that housing accommodation on the basis of gender.
 - (6) Actions by a religious organization to restrict the occupancy of any of its housing accommodations or place of public accommodations operated as a part of its religious activities to persons of its denomination or those who conform to the religious tenets of that religious organization or institution.
 - (7) Refusal to enter a contract with an un-emancipated minor.
 - (8) Good faith actions to comply with the terms and conditions of any state or federal grant or loan agreement.
 - (9) Good faith actions to comply with any affirmative action laws, rules or regulations of any level of government.
- (d) Information relative to the marital status of an individual may be obtained when necessary for the preparation of a deed or other instrument of conveyance.
- (e) This section does not preclude the use by a landlord of reasonable accommodations as required by section 102(2) of the Michigan Handicappers' Civil Rights Act, 1976 PA 220 MCL 37.1102.

Sec. 161.4. Complaints, investigation and enforcement.

- (a) A person believing a violation of this chapter has occurred may file a complaint with the City Manager within 180 days of the date the alleged violation occurred. A complaint shall include at least the following:
- (1) The complainant's name, address, telephone (cell) number, e-mail address and any other contact information.
 - (2) If the complainant is not the victim of the alleged violation, the victim's name, address, telephone (cell) number, e-mail address and any other contact information.
 - (3) To the extent known, the name, address, telephone (cell) number, e-mail address and any other contact information about the person alleged to have committed or participated in the violation of this chapter.
 - (4) The place(s) at which the alleged violation of this chapter occurred.

- (5) To the extent known, the name, address, telephone (cell) number, e-mail address and any other contact information about any persons believed to have witnessed or to have information about the violation of this chapter.
- (6) What provisions of this chapter were violated.
- (7) Details about the incident(s), violation(s), person involved, and other information that may be needed or helpful in investigating the complaint.
- (b) If the complaint alleges violations of state or federal laws, rules or regulations that are within the purview of any state or federal agency, the city Manager shall transmit and refer the complaint to that state or federal agency. Such referral shall fully satisfy the City Manager's duties under this chapter.
- (c) If the complaint does not allege a violation of state or federal laws, rules or regulations or, in the City Manager's opinion, referral to a state or federal agency is otherwise inappropriate, the City Manager, in consultation with or direction of City personnel and the City Attorney, shall:
- (1) Investigate the complaint to determine whether or not a violation of this chapter occurred. Any investigation shall include communications with the respondent for an opportunity to provide any information the respondent deems appropriate and, if the respondent desires to do so, to file a written response to the complaint. A respondent shall have a right to a copy of the complaint before responding to the complaint.
 - (2) If the City Manager determines a violation of this chapter did not occur, cannot be reasonably proved, or likely cannot be successfully prosecuted due to a viable defense arising under the First Amendment to the U.S. Constitution, the City Manager shall notify the complainant in writing of that determination and that no action will be taken on the complaint. The complainant may pursue any other remedies for violation of this chapter. For purposes of determining whether a viable First Amendment defense exists, the City Manager shall consult with the City Attorney regarding current interpretations of the First Amendment as memorialized in opinions of the U.S. Supreme Court, federal appellate courts, and Michigan appellate courts.
 - (3) If the City Manager determines that a violation of this chapter occurred, the City Manager may do one or more of the following:
 - (A) Enter into agreements whereby persons agree to methods of terminating discrimination or to reverse the effects of past discrimination. A violation of such an agreement shall be a violation of this chapter. The City Attorney may commence a civil action to enforce a conciliation agreement.
 - (B) Refer the matter to an authorized City official to issue one or more municipal civil infraction citations and prosecute the matter as municipal civil infraction(s).
 - (C) Implement another remedy consistent with the purposes of this chapter.
- (d) The City Manager shall at regular periods report to the City Council about the numbers and resolutions of any complaints filed under this chapter.

Sec. 161.5. Violations and penalties.

- (a) A violation of any provision of this chapter is a civil infraction, punishable by a fine of not more than \$500.00, plus the costs of investigation and prosecution. Upon a finding or an admission of responsibility, the court may issue and enforce any judgment, writ, or order, including injunctive relief, necessary to enforce this chapter.
- (b) Each day upon which a violation occurs shall constitute a separate violation.
- (c) Nothing contained in this chapter shall be construed to limit in any way the remedies, legal or equitable,

which are available to the City or any other person for the prevention or correction of discrimination. Private actions and remedies shall be in addition to any actions for a violation which the city may take.

Section 2. Publication and Effective Date. The City Clerk shall cause a notice of adoption of this ordinance to be published. This ordinance shall take effect 10 days after its adoption or upon publication of the notice of adoption, whichever occurs later.

This Ordinance shall become effective upon publication as required by law.

Motion by Commissioner _____ supported by Commissioner _____, to adopt the resolution.

Ayes: Commissioners’

Nays: Commissioners’

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: August 28, 2023

Second Reading: September 25, 2023

Adopted:

Published:



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Amendment to Ordinance 51 & 52 Water/Sewer Discounts

RECOMMENDED ACTION:

This is the first reading of the amendments to this ordinance. The ordinance will allow the City to appropriately address concerns relating to charges for water and sewer.

There are several outstanding concerns relating to this ordinance, so we would like to propose these changes to ensure these concerns are addressed consistently.

CITY OF HARTFORD
 COUNTY OF VAN BUREN
 STATE OF MICHIGAN
PROPOSED AMENDMENT
FIRST READING

THE CITY OF HARTFORD ORDAINS:

Ordinance 338 – 2023 Amendment to Code of Ordinance

TO ADD NEW SECTIONS 51.36 AND 52.29 TO THE HARTFORD CITY CODE TO PROVIDE DISCOUNTS FOR WATER/SEWER USAGE CHARGES IN THE EVENT OF METER READ DISPUTES, LEAKS, VOLUNTARY DRIPPAGE, POOL FILLS AND THE INSTALLATION OF LAWN METERS

Section 1. Additions. Sections 51.36 and 52.29 of the Hartford City Code are amended to provide in entirety as follows:

SEC. 51.36. DISCOUNTS FOR LEAKS, METER READ DISPUTES AND VOLUNTARILY WATER DRIPPING.

- (A) *Definitions*. For purposes of this section, the following words and phrases shall have the meanings ascribed to them below:
- (1) *Water leak* means an unintended and uncontrolled release of water from the plumbing on the premises.
 - (2) *Voluntary Water Dripping* means the intentional and controlled release of water from a faucet or plumbing fixture on the premises to prevent or reduce the likelihood of freezing during cold (October – April) weather conditions.
 - (3) *Failure of Meter, Inaccurate Meter, Defective Meter*, means not advancing when public water passes through it or when tested, registers in excess of two percent more or in excess of two percent less than the actual quantity of public water passing through it. If a meter registers in excess of two percent more than the actual quantity of public water passing through it, it shall be considered “fast”. If a meter registers in excess of two percent less than the actual quality of public water passing through it, it shall be considered “slow”.
- (B) *Application for water-leak discount*. A property owner who has experienced a water leak resulting in excess water usage shall be eligible for a one-time water usage fee discount upon meeting the following conditions:
- (1) The property owner must promptly repair the water leak once detected.
 - (2) The property owner must promptly report the leak in writing to the city Clerk and provide evidence of the water leak repair and the estimated amount of excess water used. Such evidence may include invoices from licensed plumbers or contractors, past utility bills, etc.
- (C) *Application for voluntary dripping discount*. A property owner who voluntarily drips water from a faucet to prevent freezing during freezing weather conditions shall be eligible for a seasonal water/sewer usage fee discount upon meeting the following conditions:
- (1) The property owner must apply to the city Clerk for the discount as set by Council from time to time, in advance of commencing voluntary dripping and demonstrate that the dripping of water is necessary for the purpose of preventing freezing.

- (2) Such application must indicate the proposed duration and dates during which the voluntary water dripping occurred.
- (3) The city Clerk may approve such applications at his or her discretion only upon determining that there is a substantial likelihood that the pipes in the premises will freeze if voluntary dripping measures are not undertaken. The amount of the discount shall be determined by the city-Clerk based on the estimated amount of dripage necessary.
- (D) *Application for inaccurate meter or failure of meter.* A request in writing must be made by the property owner. A work order to test the meter will be sent to the Department of Public Works if any meter shall fail to register properly the City Clerk shall estimate the consumption of public water and bill accordingly. A customer may require the meter under this section be tested. If the meter is found defective, it shall be repaired or another meter will be installed at the City's expense. If a meter has been tested and it is determined to register "fast" the City shall credit the customer with a sum equal to the percentage "fast" multiplied by the amount of the commodity fee incurred by said customer with the six months prior to the test. If a meter so tested is determined to register "slow" the City may collect from the customer a sum equal to the percentage found "slow" multiplied by the amount of the commodity fee incurred by the customer within the six months prior to the test. If a meter registered within the two percent of public water flow allowed, the customer may be charged a meter testing fee as set by Council from time to time.
- (E) *Dispute Resolution.* If a customer has a complaint or dispute that cannot be resolved with the City Clerk and/or City Manager, the City Council will take all facts into consideration and make the final dispute resolution.

SEC. 52.29. LAWN METER CREDITS FROM SEWER USAGE FEES.

- (A) Any customer of the City's water and sewer service desiring to receive a deduction on monthly sewer bills for the months of May, June, July, August, or September (spring/summer months) must purchase and properly install an approved lawn meter adjacent to the outside spigot at the premises. If the lawn meter is permanently affixed to the interior plumbing it must be inspected by Department of Public Works before a discount can be given. No credit will be given for outside usage or pool fills without a separate meter installed for this purpose.
- (B) On or before the 14th day of each spring/summer month, any customer with a lawn meter desiring to obtain a credit under this section must report the recorded meter read of the lawn meter to the city Clerk on a form created and provided for that purpose. The amount of water reported as consumed through the spigot for each spring/summer month will be deducted from the consumption portion of that month's sewer bill, unless such amount is determined to be inaccurate pursuant to subsection (C) below. Lawn meter credits shall be forfeited if not turned in during the current calendar year.
- (C) The city Clerk or the city Clerk designee is authorized to conduct on-site inspections of the lawn meter to determine the veracity of any report made pursuant to subsection (B).

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This ordinance shall take effect upon such publication.

Ordinance 338 – 2023 amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: September 25, 2023
Second Reading:
Adopted:
Published:

CERTIFICATION

This true and complete copy of Ordinance No. 338-2023 was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

CITY OF HARTFORD
 COUNTY OF VAN BUREN
 STATE OF MICHIGAN

**PROPOSED
 FIRST READING**

ORDINANCE No. 337 – 2023

AN ORDINANCE TO AMEND SECTIONS 93.01 AND 93.02 OF THE HARTFORD CITY CODE TO REMOVE OUTDATED REFERENCES TO STATE FIRE CODE AND TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL FIRE CODE AS OFFICIAL FIRE CODE OF THE CITY

THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 1. Amendment. Sections 93.01 and 93.02 of the Hartford City Code are amended to provide in their entirety as follows:

Sec. 93.01. International Fire Code Adopted.

The International Fire Code, 2018 edition, as published by the International Code Council, including all appendices except Appendix A, is hereby adopted as the fire code of the City of Hartford, subject to the modifications in this chapter.

Sec. 93.02. Modifications to International Fire Code.

The city's adoption of the 2018 edition of the International Fire Code is subject to the following additions, insertions, and deletions. To the extent any such modifications are inconsistent with any provision of the International Fire Code not specifically referenced below, the modification will control:

Section 101.1. Insert: City of Hartford

Section 110.4. Insert: Misdemeanor, \$500, 90 days.

Section 108.2 Amend to read:

The City's construction board of appeals shall act as a *fire board of appeals* for purposes of hearing appeals under this code.

Section 112.4. Insert: \$100, \$500.

Section 1103.5.3. Delete

Section 5704.2.9.6.1. Insert:

as follows: Not more than 999 gallons nor within 500 feet of a residential dwelling or as permitted by the fire code official.

Section 5806.2. Insert:

as follows: Not more than 999 gallons nor within 500 feet of a residential dwelling or as permitted by the fire code official.

Section 6104.2. Insert: in any residential or commercial zoning district.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published.

This Ordinance shall become effective upon publication as required by law.

Motion by Commissioner _____ supported by Commissioner _____, to adopt the resolution.

Ayes: Commissioners'

Nays: Commissioners'

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: September 25, 2023

Second Reading:

Adopted:

Published: