



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, June 26, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [1.](#) Comcast Communication 2023 June - Price Change
- [2.](#) VBC Friend of the Court - New Location
- [3.](#) VBC Road Commission 2022 Annual Report

REPORT OF OFFICERS BOARDS & COMMITTEES

- [4.](#) Hartford Public Library - 2023 March & April
- [5.](#) HPS - Meeting Minutes & 2023-2024 Academic Calendar
- [6.](#) Planning Commission - 2023 June
- [7.](#) VB Conservation District - 2023 May
- [8.](#) VBC Senior Services - 2023 May

Police & Ordinance

Fire Department

- [9.](#) HFD - Chief - 2023 May
- [10.](#) HFD - Board - 2023 May

Ambulance

- [11.](#) AMB - 2023 May

Van Buren County

- [12.](#) VBC - 2023 May

Public Works

[13.](#) DPW - 2023 May

[14.](#) 2022 Water Quality Report

Wastewater Treatment Plant

[15.](#) WWTP - 2023 May

Treasurers, Investment & List of Bills

[16.](#) List of Bills 2023 June 26

[17.](#) List of Bills - 2023 July

City Manager

[18.](#) CM Update - 2023 June 19

APPROVAL OF COMMISSION MINUTES

[19.](#) Special Business - 2023 May 18

[20.](#) Business - 2023 May 22

[21.](#) Special - 2023 June 7

22. Special Closed Session - 2023 June 7

[23.](#) Special - 2023 June 13

24. Special - Closed Session 2023 June 19

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

25. Discuss & Consider - Closed Session to Discuss & Review Pending Legal Litigation

[26.](#) Discuss & Consider - EPS Access Control Equipment Proposal \$2,137.81 + Monthly Service

[27.](#) Discuss & Consider RFP Demolition 106 South Center Street

[28.](#) Discuss & Consider Ely Park Rules

[29.](#) Discuss & Consider 2022 Fire Board Audit

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[30.](#) Resolution 2023-017 Amending Sewer Rates

- [31.](#) Resolution 2023 - 018 Amending Water Rates
- [32.](#) Resolution 2023-019 4th Quarter Budget Adjustments
- [33.](#) Discuss & Consider Regulation of Garage, Yard, Basement & Private Sales Ordinance

ADJOURNMENT



June 13, 2023

RECEIVED
JUN 15 2023
CITY OF HARTFORD

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

RE: Price Change to Starz Channel

Dear Mr. Akinwale:

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

- Starz will be increasing its per month price from \$8.99 to \$9.99 effective with a customer's July 2023 billing statement.

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

Roxann Isbrecht

From: Veronica Stillson <stillsonv@vanburencountymi.gov>
Sent: Wednesday, June 7, 2023 4:41 PM
To: Antwerp Township; Arlington Townshp; Bangor Township; Bloomingdale Twp; City of Bangor; Roxann Isbrecht; City of South Haven; Covert Township; Geneva Township; Hamilton Township; Hartford Township; Keeler Township; Lawrence Township; Pine Grove Township; Porter Township; South Haven Charter Township; Village of Bloomingdale; Village of Breedsville; Village of Decatur; Village of Lawton; Village of Mattawan; Village of Paw Paw; Waverly Township
Subject: VBC FOC new location

Good afternoon, Townships, Cities, and Villages –

I am writing to let you know that the Van Buren County Friend of the Court Office has a new location. Our address is now 203 S Niles Street, Paw Paw MI 49079. If you send bond checks, please note our new address for this purpose.

Thank you!



Veronica Stillson

Family Division Administrator / Friend of the Court

Van Buren County Juvenile Court / Friend of the Court

a: 212 E. Paw Paw St (Juvenile Court)
203 S. Niles St (Friend of the Court)
Paw Paw, MI 49079

t: 269-657-8200 ext. 1517

f: 269-657-8275

w: <https://www.vanburencountymi.gov> e: stillsonv@vanburencountymi.gov

Vision Statement: We will lead, and deliver the highest measure of justice, with integrity and innovative thought.

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required, please request a hard-copy version. Van Buren County, 219 E. Paw Paw St., Paw Paw, MI, www.vanburencountymi.gov

NEWS RELEASE

BETTER HIGHWAYS: SAVE LIVES, SAVE TIME, SAVE MONEY

Lawrence, Michigan 2023-08

DATE: June 15, 2023 CONTACT: Bret Witkowski, Managing Director
Van Buren County Road Commission
325 W. James St., Post Office Box 156
Lawrence, Michigan 49064
PHONE: (269) 674-8011

ROAD COMMISSION RELEASES ITS ANNUAL REPORT FY2022

THE ROAD COMMISSION WANTS YOU TO KNOW . . .

Recently the Van Buren County Road Commission released its FY2022 Annual Report which details the work accomplished by the Road Commission over the past fiscal year (January 1 2022-December 31, 2022).

Highlighted in the Annual Report are important successes of 2022 which include the Board’s adoption of the 2023-27 Road Plan, and the agency’s employee training programs, which focus on assisting new employees as well as senior staff members.

The Annual Report also outlines Road Commission Heavy Maintenance and Special Maintenance expenditures, which totaled over \$21 Million, as well as highlights revenues generated through the Michigan Transportation Funds, state/federal grants, and the county-wide road millage.

Also featured is a “Township Summaries” section, which outlines work performed in each of the 18 townships in Van Buren County. As a whole, the Townships contributed over \$6 million towards road projects in 2022.

The 2022 Annual Report, Act 51 Report, and Audit Report can all be located on the Road Commission’s website www.vbcrc.org under the “Board and Compliance” tab. Any questions regarding the Reports should be directed to the Road Commission’s Finance and Human Resources Director, Linnea Rader, at LinneaRader@vbcrc.org.

VAN BUREN COUNTY ROAD COMMISSION

BW/jb

Hartford Public Library Board Meeting Minutes

April 11, 2023 7pm

Meeting called to order by President Jonatzke
 Present- Hadley, Friday, Jonatzke, Dowd, Daniels, and Blocker
 Absent- Hall

Motion to approve the Minutes of March 14, 2023, as presented, and place on file.
 Friday and Dowd motion carried

Motion to approve the Financial Report as presented, and place on file.
 Dowd and Blocker motion carried

Motion to approve and pay bills in the amount of \$20,759.72. See Cash Disbursals for a listing of checks written.
 Dowd and Blocker motion carried

Director's Report- see written report submitted at meeting.

Old Business

- A. Basketball hoop, liability insurance, and property signage- see written report submitted at meeting.
- B. Discussion regarding pavilion and native garden- Michigan Spark Grant- see written report submitted at meeting.

New Business

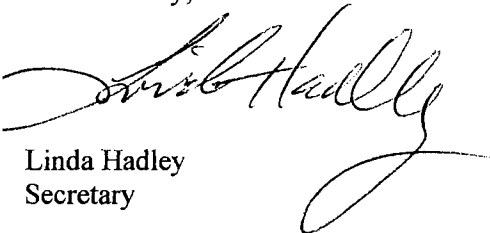
- A. Guest, Diane Rigozzi of Senior Services.
- B. Board permission for Pokagon Summer Program Grant.
 Motion to give Board permission to Stephanie Daniels, Library Director, to apply to the Pokagon Fund for a Summer Program grant for children and summer reading.
 Dowd and Friday motion carried
- C. Misc. items for discussion.
 Motion to give Stephanie Daniels, Library Director, Board permission to apply for any available grant that would benefit the operation of the Hartford Public Library and its community.
 Friday and Dowd motion carried

No Committee Reports

No Public Comment

Motion to adjourn
 Dowd and Hadley motion carried

Submitted by;


 Linda Hadley
 Secretary

Hartford Public Library Board Meeting Minutes

March 14, 2023 7pm

Meeting called to order by President Jonatzke

Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Blocker, and Hall

Motion to approve the Minutes of February 14, 2023, as presented, and place on file.

Friday and Hadley motion carried

Motion to approve the Financial Report as presented, and place on file.

Dowd and Hall motion carried

Motion to approve and pay bills in the amount of \$24,467.75. See Cash Disbursals for a listing of checks written.

Dowd and Hall motion carried

Director's Report- see written report submitted at meeting.

Old Business

A. Discussion on pavilion and exterior projects- see written report submitted at meeting.

B. Special use of meeting room by A&E network- see written report submitted at meeting.

Motion to allow special use of meeting room by A&E Networks at charge of \$600.00/day.

Friday and Hadley motion carried

New Business

A. Guest Diane Rigozzi of Senior Services

B. Misc items for discussion- see written copy submitted at meeting.

Genealogy Report- see written report submitted at meeting.

Motion to approve the New Electronic Funds Transfer Policy- see policy submitted at meeting.

Friday and Dowd motion carried

Motion to transfer \$50,000.00 from Honor Credit Union checking account to Honor Credit Union Money Market account.

Dowd and Blocker motion carried

No Committee Reports

No Public Comment

Motion to adjourn

Dowd and Blocker motion carried

Submitted by



Linda Hadley
Secretary

Roxann Isbrecht

From: Bradley Geesaman <geesamanb@hpsmi.org>
Sent: Thursday, May 18, 2023 7:22 PM
Subject: Unofficial Board Meeting Minutes

**Unofficial Board Meeting Minutes
2022-2023**

Special Meeting
Central Office
05/17/2023
7:00pm

Mission Statement: Hartford Public Schools is dedicated to fostering a love of learning in an innovative, cooperative, and safe climate which empowers students to be productive, caring, and respectful citizens that are prepared for their future endeavors.

Vision Statement: Create an appealing school district that produces measurable gains in student achievement and helps make a more prideful and pleasant community to live and work.

V. PUBLIC WISHING TO ADDRESS THE BOARD OF EDUCATION

None

VI. DISCUSSION TOPIC

1. Facilities Assessment Priorities

- Kingscott provided feedback from the community engagement opportunities and the identified priorities for the district from the facilities assessment project. The Board discussed recommendations from the priority list for Redwood, MS, HS, transportation, and recreation building.

The information above does not represent official minutes from the Hartford Board of Education.

--
Brad Geesaman
Superintendent of Schools
115 School Street
Hartford, MI 49057
geesamanb@[hpsmi.org](mailto:geesamanb@hpsmi.org)
Office # (269) 621-7001

"Every Student Matters, Every Moment Counts"

Roxann Isbrecht

From: Bradley Geesaman <geesamanb@hpsmi.org>
Sent: Tuesday, June 20, 2023 9:20 PM
Subject: Unofficial Board Meeting Minutes

**Unofficial Board Meeting Minutes
2022-2023**

Budget Hearing
Central Office
05/22/2023
6:45pm

II. Public Review for the 2022-2023 Budgets for:

- **A. Reviewed the 2023-2024 General Fund Budget**
- **B. Reviewed the 2023-2024 Food Service Fund Budget**
- **C. Reviewed the 2023-2024 Bond Debt Fund**
- **D. Reviewed the 2023-2024 Capital Projects Fund**
- **E. Reviewed the 2023-2024 Student/School Activity**

Business Meeting
Central Office
06/19/2023
7:00pm

Mission Statement: Hartford Public Schools is dedicated to fostering a love of learning in an innovative, cooperative, and safe climate which empowers students to be productive, caring, and respectful citizens that are prepared for their future endeavors.

Vision Statement: Create an appealing school district that produces measurable gains in student achievement and helps make a more prideful and pleasant community to live and work.

VI. PUBLIC WISHING TO ADDRESS THE BOARD OF EDUCATION

None

VIII. READING OF COMMUNICATIONS

None

IX. PERSONNEL

1. Staff Resignation

- Announced the resignation of Lance Bentley, Middle School Special Education Teacher, effective June 12, 2023. We would like to thank Lance for his dedication to Hartford Public Schools and wish him the very best!

2. Food Service New Hire

- Announced the hire of Lynn Snedded as the new Food Service Employee for the 2023/2024 school year. Lynn will also continue to drive a bus for HPS during the 23/24 school year.

3. Secondary Art Teacher New Hire

- Approved the hire of Amberly Wendell for the Secondary Art Teacher position at Level 2, Year 7 for the 2023-2024 school year.

4. Middle School ESL Teacher New Hire

- Approved the hire of Kimberly Ross for the Middle School ESL Teacher position at Level 4, Year 22 for the 2023-2024 school year.

5. Elementary Title I Teacher Hire

- Announced that Melissa Vagts has been selected as the new Title I Teacher at Redwood Elementary. She will transfer from her current 2nd Grade Teacher position at the start of the 2023/2024 school year.

X. OLD BUSINESS

1. Final Budget Amendment Resolution 22-23

- Approved to adopt the General Fund Final Budget Amendment Resolution for the 2022-2023 budget year as presented.

2. Senior Trip update

- Senior Class Advisor, Araya Stillson, shared a wonderful video of the 2023 Senior Trip to Orlando, Florida.

XI. NEW BUSINESS

1. 2023-2024 Senior Trip Preliminary Approval

- Approved to grant preliminary approval for the Senior Class educational trip to Orlando, Florida for the 23/24 school year.

2. Banking Financial Institution Recommendation

- Approved to accept Hartford Public Schools changing financial institutions from Huntington Bank to Honor Credit Union as presented.

3. Set School of Choice Openings

- Approved to set numbers for 105 and 105C Schools of Choice student vacancies as recommended for the 2023-2024 school year. (2023-2024 School of Choice vacancies to be part of the official minutes.)

4. 1st Reading of the 23/24 Handbook Changes

- Handbooks for the 2023-2024 school year were shared with the board to review changes. This was the first viewing of the requested changes.

5. MASB Association Membership Renewal

- Approved to retain membership in the Michigan Association of School Boards for the 2023-2024 school year.

6. Budget Proposed Resolution 23-24

- Approved to adopt the Budget Proposed Resolution for the 2023-2024 school year as presented.

XIII. BOARD MEMBER'S REPORTS

- R. Vawter announced that at the Township meeting the Township approved \$175,000 from Midwest for internet services if the specific grant is approved.
- L. Johnson announced that the grounds are looking very nice at HPS.
- L. Mireles announced that the recreation council softball/baseball all-star leagues and tournaments are going great.

XV. SUPERINTENDENT REPORT

- Mr. Geesaman had everyone share out a good thing.
- Reminder of Special Board meeting scheduled for July 10th at 7pm in the Central Office.
- Mr. Geesaman thanked the Chamber of Commerce and volunteers for a successful Strawberry Festival, it was a great event for the community.

The information above does not represent official minutes from the Hartford Board of Education.

--

Brad Geesaman
Superintendent of Schools
115 School Street
Hartford, MI 49057
geesamanb@[hpsmi.org](mailto:geesamanb@hpsmi.org)
Office # (269) 621-7001

"Every Student Matters, Every Moment Counts"

Student Days

Half Days

Vacation Days

PD/Work Day

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Winter Break
 17 ½ Day Students
 ½ Staff PD
 Staff=18
 Students=18

18 New Teacher Orientation
 21 Teacher ½ Work Day
 22 Full Day Staff PD
 23 Full Day Staff PD - BTSB
 24 Full Day Staff PD
 28 First Student Day

Staff=8
 Students=4

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

7 Count Day
 14 No School – Staff PD Day
 27 PTC 4:30-7:30p.m
 29 PTC 4:30-7:30p.m
 Staff=21
 Students= 20

1 No School
 4 No School- Labor Day
 13 ½ Students
 ½ Day-Staff PD

Staff=19
 Students=19

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 ½ Day Students & Staff
 6 ½ Day Students
 ½ Day Staff PD
 15 End of 3rd Marking Period
 29 No School
 Staff=20
 Students=20

3 PTC 4:30-7:30p.m.
 4 Count Day
 5 PTC 4:30-7:30p.m.
 6 ½ Day- Students & Staff
 18 ½ Students
 ½ Day-Staff PD
 20 End of 1st Marking Period

Staff=22
 Students=22

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Vacation
 17 ½ Day Students
 ½ Day Staff PD
 Staff=17
 Students=17

8 ½ Day Students
 ½ Day Staff PD
 22 No School
 23 No School-Thanksgiving
 24 No School

Staff=19
 Students=19

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 ½ Day Students
 ½ Day Staff PD
 27 No School- Memorial Day
 31 Last day of School ½ Day Students
 Staff=22
 Students=22

13 ½ Day Students
 ½ Day Staff PD
 22 End of 1st Semester
 25-29 Winter Break

Staff=16
 Students=16

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

City of Hartford Planning Commission
Regular Meeting, Hartford City Hall
June 12th, 2023 Minutes

Called to Order: 7:29p.m. by T. Kling

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

Also Present: Sanya Vitale, City Manager, and Public Attendee, Rick Stevens

Approval of the Agenda: Motion made by J. Fuller, seconded by A. Morales, to approve the June 12th, 2023 agenda as written. All present in favor, motion carried.

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

Public Comments Not on the Agenda: Sanya Vitale, City Manager, Updates –

*Downtown projects are under way.

*S. Parking Lot behind Kellog's is finished, with the exception of one area that has to be reworked.

*Street Scape – The new planter/benches are coming. All of the old will be removed.

*Clark & Linden streets project – under way. Big job.

*Sewer line expansion is under way. Getting materials is still an issue.

* Water Iron Removal Treatment plant – upgrading chlorinator.

*City applied for 12.1 mil grant. This is our last chance to get maximum grants from the State. Using aprox. 6.5 mil to swap out old lead pipes to copper, the remaining grant \$ will be used to overhaul the water tower & water infrastructure including new meters for every property. Currently some meters are inside and some are outside. Two lead & copper letters going out, one about the surveying of property and one regarding investigation.

Public Hearing: None

Old Business:

*T. Kling asked about the City Hall roof repair. It has been finished, membrane seal only. Should last 20 years. Good warranty.

New Business: Site Plan Review – At 60165 CR 687/80-52-822-009-20:

*Rick Stevens would like to put in 24 storage pods and a new 6' chain link fence, which will match the existing fence. This property is zoned as General Business, making it allowable. Has ½ an acre which is well under limitations. These units will be separate from the storage units that are currently there. The fence will run along the property line. A bigger entrance will be made and will also be adding another gate at NE corner, because they plow & will need it for winter. T. Kling mentioned that this will make good use of the parking lot. J. Fuller had a question regarding security, barbed wire not allowed now. The existing fence does have barbed wire and Rick would like to have it on the new fence as well. It has proven to be a good deterrent. There will also be solar powered lights to brighten up the area. A. Morales wanted to know if there will be enough room for the cars pulling around from the car wash. Rick said there is plenty of room, should not cause a problem for the car wash traffic. After reviewing and discussing the plan, and making sure it met all requirements, all agreed that it was a good use of the property. T. Kling asked for a motion to be made to approve the site plan as presented.

*J. Fuller made a motion to approve the Site Plan as proposed for 60165 CR 687/80-52-822-009-20, seconded by A. Morales. All present in favor, per roll call, motion carried.

*T. Kling signed the application for the Site Plan & Review.

New Business continued: Proposed Amendment to Ordinance no.134 Section 151.290 Transfer of Zoning Powers

Sanya shared suggested amendments to be made to our existing ordinance based on the current planning laws issued by the State of Michigan's Planning & Zoning. The City has hired a new attorney who is working with Sanya to help with getting our ordinances compliant. There are questions the City Council has about them not being allowed to have the final say on items presented to the Planning Commission. There is nothing in the current ordinance that states the City Council has final approval, even though that's how we have been doing things for the past several years. Upon going over the suggested amendments/additions to the ordinance, J. Fuller expressed many concerns, the main one being that the verbiage in one section gives the power to the stakeholders, it's a Globalist push. Why outside participants? not registered voters. Very concerned that the changes being presented will take away individual rights. A. Morales agreed to an extent, along with other members, that some of the verbiage could be eliminated or reworded. After a lengthy discussion, Sanya noted the suggested updates we came to agreement on and will present those changes to the City Council. Once the City Council approves, we will need to create new bi-laws and then rewrite our standards.

Other business: None

Adjournment:

Motion made by N. Spoula, seconded by J. Fuller, to adjourn the meeting. All present in favor, motion carried.
Meeting adjourned by T. Kling at 9:00 P.M.

Respectfully submitted by: Jenine Kling, Secretary



Van Buren Conservation District May 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

April was a whirlwind for District staff! With our annual tree sale, prescribed burn of one of our properties, Earth Day, and all of our normal activities, we sure kept busy. On the horizon early this summer, we have recycling collections, farm equipment rental, a grazing workshop, and more. Be sure to sign up for our e-newsletter at the bottom of our website (www.VanBurenCD.org) to keep up to date on all that is available to you through the District.

Program Updates:

- Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) – As part of a collaboration with University of Notre Dame and the MI Department of Environment, Great Lakes and Energy (EGLE) VBCD staff are collecting water samples during rainstorms. This will help us track how much nutrient and sediment runoff happens during big storms. When these big storms occur before crops are planted, farm fields are especially vulnerable to soil loss. This type of water sampling will also help us determine what types of storms drive the most runoff, so we can develop strategies to prevent erosion and polluted runoff from entering our waterways.
- SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian*) – In April the CISMA finished our final preparations for the start of the field season. The CISMA also gave two presentations, and helped with the VBCD's prescribed burn at Butterfield drain. Two Grants were awarded for CISMA work during April, a GLRI grant from the US Forest service, and a grant from MDARD to survey for spotted lanternfly.
- Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – April was a great month with many outdoor activities and (mostly) outdoor-worthy weather. The Senior MAEAP Specialist attended the Van Buren Farm Bureau Meeting, did a presentation for the Van Buren County Democrats and Paw Paw Middle School's Salmon Release, and picked up and then helped to wrap trees for the Annual VBCD Tree Sale Week. He also completed work with a new farmer and a long-term MAEAP farmer resulting in their Re Verification and a New Verification. The Specialist was asked to help train new MAEAP Technicians on Irrigation Uniformity and sit on a committee hoping to bring back Envirothon ending with a presentation at MACD Summer Conference.
- National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) – VBCD staff, USDA partners, and volunteers successfully completed a controlled burn on ~30 acres of district owned native grassland in Waverly Township. Invasive species present throughout the native area are continuing to subside with this method of control.
- Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) – This month was the VBCD annual tree sale, lots of trees were sold helping to make Van Buren County green and beautiful for years to come! VBCD was asked to help build a forestry display in conjunction with our Annual Tree Sale for the Lawrence Public Library. Using old teaching material we had in our storage lockers that the technician revamped, we were able to provide a fun, interactive display on forestry succession and identification for virtually no-cost to the VBCD or Lawrence Public Library.
- Outreach** (*Jacob Diljak*) – April was a busy month for outreach with Tree Sale wrapping and pickup; Food, Farm, & Fun Guides arriving; recycling collections starting, a prescribed burn, and other



Van Buren Conservation District May 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

outreach events. 16,950 seedlings were sold or donated, over 3,000 Food, Farm, & Fun Guides were delivered, and 3 recycling collections were held!

- **Resource Recovery Recycling** (*Kalli Marshall*) - April kicked off the collection season for the resource recovery program. The beginning of the month began with tree sale, squeezed in work on the 2023 EGLE Recycling Infrastructure Grant, and finished with three fantastic collection events. In those first three days of collections, we have already collected over 3,600 passenger tire equivalents!

Senior Services

of Van Buren County



2023 Monthly Board Report

	Revenue	April	YTD	Budget	Budget Detail	YTD Budget	YTD Over/(Under)
1	Activity Fees		\$0.00	\$0.00	\$0.00		
2	Meals			\$110,000.00			
	SH	\$10,626.00	\$46,695.64		\$85,000.00	\$28,333.33	\$ 18,362.31
	Remote	\$307.00	\$1,111.00		\$25,000.00	\$8,333.33	\$ (7,222.33)
3	Membership Fees		\$9,000.00	\$20,000.00	\$20,000.00	\$6,666.67	\$ 2,333.33
4	Program Fundraising / Donations			\$25,000.00			
	Annual Event		\$25,253.00		\$15,000.00	\$30,000.00	\$ (4,747.00)
	Ramps		\$0.00		\$1,000.00	\$333.33	\$ (333.33)
	Other	\$3,050.50	\$6,792.50		\$9,000.00	\$3,000.00	\$ 3,792.50
5	Grants			\$121,838.00			
	AAA Ride Easy		\$9,120.00		\$15,000.00	\$5,000.00	\$ 4,120.00
	AAA Respite	\$545.68	\$4,139.11		\$10,000.00	\$3,333.33	\$ 805.78
	RSVP		\$15,000.00		\$81,838.00	\$27,279.33	\$ (12,279.33)
6	United Way Care Coordination	\$1,299.46	\$5,111.74		\$15,000.00	\$5,000.00	\$ 111.74
7	In Home Care		\$0.00				
8	Newsletter Ads		\$0.00	\$1,000.00	\$1,000.00	\$333.33	\$ (333.33)

	Revenue	April	YTD	Budget	Budget Detail	YTD Budget	Over/(Under)
9	Trips			\$5,000.00	\$5,000.00	\$1,666.67	\$ (707.67)
	Casino	\$314.00	\$959.00				
	Day Trips		\$0.00				
	Extended		\$0.00				
10	Millage Funding		\$0.00	\$1,866,684.34			
	Arlington		\$55,074.45		\$68,656.08	\$45,770.72	\$ 9,303.73
	Bangor City		\$22,257.86		\$36,468.74	\$24,312.49	\$ (2,054.63)
	Bangor Twp	\$19,323.98	\$68,640.57		\$68,656.08	\$45,770.72	\$ 22,869.85
	Bloomingsdale Twp	\$7,132.86	\$103,372.40		\$101,021.06	\$67,347.37	\$ 36,025.03
	Columbia Twp		\$93,864.22		\$99,542.64	\$66,361.76	\$ 27,502.46
	Covert Twp		\$394,940.81		\$444,480.60	\$296,320.40	\$ 98,620.41
	Decatur Twp	\$16,923.73	\$93,639.46		\$104,045.02	\$69,363.35	\$ 24,276.11
	Geneva Twp	\$20,160.92	\$101,952.19		\$107,754.78	\$71,836.52	\$ 30,115.67
	Gobles City	\$53.24	\$13,184.56		\$13,479.18	\$8,986.12	\$ 4,198.44
	Hartford City		\$32,975.02		\$37,299.36	\$24,866.24	\$ 8,108.78
	Porter Twp		\$152,899.87		\$152,995.66	\$101,997.11	\$ 50,902.76
	South Haven City	\$11,881.17	\$431,855.86		\$458,692.46	\$305,794.97	\$ 126,060.89
	South Haven Twp	\$50,613.19	\$152,619.48		\$173,592.68	\$115,728.45	\$ 36,891.03
	Other		\$19.55				
11	Total Millage Funding	\$126,089.09	\$1,717,296.30				
12	Rental Income			\$75,000.00			
	Monthly Rentals	\$4,028.90	\$21,815.60		\$65,000.00	\$21,666.67	\$ 148.93
	Day Rentals		\$2,500.00		\$10,000.00	\$3,333.33	\$ (833.33)
13	Interest	\$222.58	\$511.16				
14	Equity Line		\$0.00				

15	Total Revenue	\$147,433.21	\$1,865,305.05	\$2,224,522.34	\$2,224,522.34	\$741,507.45	\$	1,123,797.60
	Expenses	April	YTD	Budget	Budget Detail	YTD Budget	Over/(Under)	
16	Activities			\$35,000.00				
	South Haven	\$285.66	\$1,079.25		\$10,000.00	\$3,333.33	\$	(2,254.08)
	Other Sites	\$72.45	\$866.03		\$20,000.00	\$6,666.67	\$	(5,800.64)
	Special Events / Picnic				\$5,000.00	\$1,666.67	\$	(1,666.67)
17	Meals			\$240,000.00			\$	-
	South Haven	\$16,214.59	\$81,002.49		\$135,000.00	\$45,000.00	\$	36,002.49
	Other Sites	\$547.01	\$4,478.54		\$100,000.00	\$33,333.33	\$	(28,854.79)
	Volunteer Luncheon		\$0.00		\$5,000.00	\$1,666.67	\$	(1,666.67)
19	Capital Equipment			\$30,000.00				
	Equipment	\$445.06	\$5,445.06		\$23,000.00	\$7,666.67	\$	(2,221.61)
	Copy Machine	\$445.06	\$1,772.02		\$7,000.00	\$2,333.33	\$	(561.31)
20	Capital Improvments			\$250,000.00			\$	(59,232.33)
		\$18,392.50	\$24,101.00		\$250,000.00	\$83,333.33		
21	Communications			\$55,500.00				
	Postage	\$378.00	\$619.74		\$5,000.00	\$1,666.67	\$	(1,046.93)
	Telephone	\$604.28	\$2,432.64		\$6,500.00	\$2,166.67	\$	265.97
	Cell Phone	\$500.00	\$2,200.00		\$4,000.00	\$1,333.33	\$	866.67
	Newsletter		\$6,075.89		\$40,000.00	\$13,333.33	\$	(7,257.44)
22	Advertising / Marketing			\$11,000.00				
	Advertising	\$5,272.40	\$6,186.35		\$5,000.00	\$1,666.67	\$	4,519.68
	Other Marketing		\$0.00		\$2,000.00	\$666.67	\$	(666.67)
	Signage		\$0.00		\$4,000.00	\$1,333.33	\$	(1,333.33)

Expenses	April	YTD	Budget	Budget Detail	YTD Budget	Over/(Under)
23 Dues and Subscriptions		\$0.00	\$8,500.00			\$ -
My Senior Center		\$4,011.99		\$1,500.00	\$500.00	\$ 3,511.99
Point of Sale	\$495.15	\$1,246.81		\$500.00	\$166.67	\$ 1,080.14
Bank Fees	\$4.50	\$29.51				\$ 29.51
Internet	\$225.40	\$2,447.82		\$3,500.00	\$1,166.67	\$ 1,281.15
Other	\$346.50	\$2,588.24		\$2,000.00	\$666.67	\$ 1,921.57
Membership Fees	\$870.59	\$1,436.54		\$1,000.00	\$333.33	\$ 1,103.21
24 Emergency Fund	\$558.41	\$1,480.03	\$3,000.00	\$3,000.00	\$1,000.00	\$ 480.03
25 Insurance			\$20,000.00		\$0.00	
Liability		\$0.00		\$3,500.00	\$1,166.67	\$ (1,166.67)
Directors and Officers		\$0.00		\$2,000.00	\$666.67	\$ (666.67)
Workers Comp		\$0.00		\$4,500.00	\$1,500.00	\$ (1,500.00)
Theft, Building		\$0.00		\$10,000.00	\$3,333.33	\$ (3,333.33)
26 Maintenance & Repair	\$5,274.08	\$7,968.84	\$10,000.00	\$10,000.00	\$3,333.33	\$ 4,635.51
27 Food Trucks		\$0.00	\$4,000.00	\$4,000.00	\$1,333.33	\$ (1,333.33)
28 Grant Expenses			\$30,000.00			
AAA Ride Easy	\$3,422.50	\$7,739.50		\$10,000.00	\$3,333.33	\$ 4,406.17
AAA Respite		\$3,687.32		\$10,000.00	\$3,333.33	\$ 353.99
SSVB / RSVP Ride Easy		\$0.00		\$10,000.00	\$3,333.33	\$ (3,333.33)
29 Ramps	\$5,734.76	\$5,734.76	\$20,000.00	\$20,000.00	\$6,666.67	\$ (931.91)
30 Professional Fees		\$3,687.95	\$5,000.00	\$5,000.00	\$1,666.67	\$ 2,021.28
31 Rent and Utilities			\$110,000.00			
Other Sites	\$800.00	\$1,550.00		\$30,000.00	\$10,000.00	\$ (8,450.00)

Expenses	April	YTD	Budget	Budget Detail	YTD Budget	Over/(Under)
Utilities	\$9,985.32	\$33,756.27		\$60,000.00	\$20,000.00	\$ 13,756.27
Facility Supplies	\$3,982.03	\$13,325.36		\$20,000.00	\$6,666.67	\$ 6,658.69
32 Supplies			\$20,000.00			
Office	\$647.59	\$11,147.12		\$18,000.00	\$6,000.00	\$ 5,147.12
Other	\$1,261.92	\$1,372.91		\$2,000.00	\$666.67	\$ 706.24
33 Development			\$7,650.00			
Staff - Inservice		\$599.99		\$1,000.00	\$333.33	\$ 266.66
Staff - Retreat	\$1,599.70	\$1,599.70		\$3,500.00	\$1,166.67	\$ 433.03
RSVP - Retreat	\$0.00	\$0.00		\$1,000.00	\$333.33	\$ (333.33)
RSVP - LD	\$0.00	\$0.00		\$2,000.00	\$666.67	\$ (666.67)
Board	\$0.00	\$0.00		\$150.00	\$50.00	\$ (50.00)
35 Mileage			\$25,000.00			
SSVBC - Direct Service	\$1,478.88	\$4,118.46		\$10,000.00	\$3,333.33	\$ 785.13
SSVBC		\$0.00		\$8,000.00	\$2,666.67	\$ (2,666.67)
RSVP - Direct Service		\$39.30		\$5,000.00	\$1,666.67	\$ (1,627.37)
RSVP		\$0.00		\$2,000.00	\$666.67	\$ (666.67)
36 Wages and Benefits			\$899,651.00			
SSVBC	\$7,633.66	\$36,651.42		\$85,000.00	\$28,333.33	\$ 8,318.09
RSVP	\$1,609.69	\$7,488.61		\$15,000.00	\$5,000.00	\$ 2,488.61
FICA		\$0.00		\$7,650.00	\$2,550.00	\$ (2,550.00)
						\$ -
SSVBC - Direct	\$43,898.41	\$205,008.67		\$630,000.00	\$210,000.00	\$ (4,991.33)
RSVP - Direct	\$6,103.08	\$27,742.33		\$98,250.00	\$32,750.00	\$ (5,007.67)
FICA - Direct	\$4,532.21	\$21,507.06		\$63,751.00	\$21,250.33	\$ 256.73
37 IRA Benefit	\$3,359.04	\$13,715.85	\$60,000.00	\$60,000.00	\$20,000.00	\$ (6,284.15)
38 Insurance Benefit	\$1,247.08	\$8,614.77	\$90,000.00	\$90,000.00	\$30,000.00	\$ (21,385.23)
39 Fundraiser Expenses	\$2,811.18	\$9,520.08	\$5,000.00	\$5,000.00	\$1,666.67	\$ 7,853.41

Expenses	April	YTD	Budget	Budget Detail	YTD Budget	Over/(Under)
40 Trips	\$600.00	\$678.00	\$5,000.00	\$5,000.00	\$1,666.67	\$ (988.67)
41 Depreciation		\$0.00			\$0.00	\$ -
42 Savings Reserves		\$0.00			\$0.00	\$ -
43 Line of Credit		\$0.00			\$0.00	\$ -
44 Total Expenses	\$151,638.69	\$576,754.22	\$1,944,301.00	\$1,944,301.00	\$648,100.33	\$ (71,346.11)
45 Total Revenue	\$147,433.21	\$1,865,305.05	\$2,224,522.34	\$2,224,522.34	\$741,507.45	\$ 1,123,797.60
46 Net Income	-\$4,205.48	\$1,288,550.83	\$280,221.34	\$280,221.34	\$93,407.11	\$ 1,195,143.72

2023 Monthly Capital Campaign Report

	April	YTD	Budget Detail	YTD Budget	Over/(Under)
1 Other		\$0.00	\$100,000.00	\$33,333.33	\$ (33,333.33)
2 Capital Campaign	\$3,805.00	\$74,996.58	\$500,000.00	\$166,666.67	\$ (162,861.67)
Total Revenue	\$3,805.00	\$74,996.58	\$600,000.00	\$200,000.00	\$ (196,195.00)
1 Building Payment	\$23,000.00	\$80,454.82	\$240,000.00	\$80,000.00	\$ (57,000.00)
Total Expenses	\$23,000.00	\$80,454.82	\$240,000.00	\$80,000.00	\$ (57,000.00)
Net Income	-\$19,195.00	-\$5,458.24	\$360,000.00	\$120,000.00	\$ (139,195.00)

Alignment to Approved Budget

Total Revenue	\$151,238.21		\$2,824,522.34	\$941,507.45	
Total Expenses	\$174,638.69		\$2,184,301.00	\$728,100.33	
Net Income	-\$23,400.48		\$640,221.34	\$213,407.11	

Senior Services of Van Buren County
Board of Director's Meeting, April 19, 2023
8337 Hwy, South Haven, Michigan

1.Call to Order & Introductions: Chair Olney called the meeting to order at 4:02 pm. Members present: Abshagen, Paul, Hoover, Tibbs, Brown, Olney, Muenzer, Curtis and Kiry
Members Absent: None
Also Present: Director Diane Rigozzi, Michelle Davis, Nate Bitely from Porter Township and Marilyn Rendell from Covert Township

2.Public Comments: None

3.Approval of Agenda/Additions/Deletions: Tibbs moved agenda be approved as presented and support was provided by Muenzer. The agreement was unanimous and the agenda was approved.

4. Chair Comments: None

5. Monthly Reports

- a. Acceptance of Finance Report:** Abshagen reviewed the financial report from March 2023 with the group. Curtis moved that the financial report be accepted. Brown provided the second. All in favor.
- b. Acceptance of Minutes:** Paul moved with support from Abshagen that the minutes from the March meeting be approved. All in unanimous agreement.

6. Old Business

a. Building Report: Roof is on schedule for being complete by the end of June or mid-July which is good since leaks keep developing. Lawn Boys is in the process of repairing the light they damaged in the parking lot. Rigozzi will check to see if a professional concrete business should assist them. Country House Furniture is gathering bids for the parking lot resurfacing as they will be sharing in the cost. The bid will be for a 5 year patching and sealing job that will last until there are enough funds to do a more extensive fix. Bids should be in by next month. Stripes are needed and it might be beneficial to do additional handicap spots. Spencer Hodgman (Lawn Boys owner) and his family are funding the parking lot island plants and providing upkeep for summer as a donation.

b. Porter and Gobles: Several possible locations to service the residents in these areas were discussed. Gobles Methodist church and the former Village Market building (owned by city) could be considered. A club house located in Porter township is still for sale. Asking price is \$490,000 and it sits on 8 acres. An inspection could be conducted in May with Bitely, a building inspector and contractors to gather more information. It has a sizable parking lot and is in a good location to serve Porter township and Decatur township residents.

c. Grant Writers: Grant writers still being sought. Dickerson-Baker are no longer being considered as they are cost prohibitive for now. Fund raising would also be something that whoever we acquire would need to pursue.

d. Property-South of Village-Update: Rigozzi reported meeting with South Haven City Manager Hosier and South Haven Mayor Smith regarding the property and the easement issue. South Haven township and South Haven City entered into a 425 Plan Agreement regarding the property in the past which is still in effect. It offers development incentives and the environmental study would be funded according to the terms of the agreement. Swapping easements with the business located at one end would result in giving access in a more beneficial manner to all interested parties. A map with dimensions will be provided in order to show how all is situated.

e. Scholarships: No vote by group is needed and scholarships may be given with discretion by Director.

7. New Business

a. Liquor License: On occasion it would be nice if alcohol could be served. Several dates were mentioned. Abshagen moved that the applications for these dates be sent in and Brown provided a second. A roll call vote was taken.

Ayes: Olney, Abshagen, Paul, Hoover, Curtis, Tibbs, Kiry and Brown

Nays: Muenzer

Abstain: None

Absent: None

Motion carried.

8. Committee Reports

a. Director's Report: A list of site locations and days of operations was discussed. Tibbs suggested Hartford site have a "Closed" sign to help make it clearer when it is not open to the seniors. Director stated Covert township site sign will match the library as they are side by side and share a parking lot. Decatur township was requiring \$100 per use so a different site has been found. The New Hope Fellowship church with a kitchen and accessible parking lot will be perfect. May 3 will be the start date. Several fundraisers have had great results. The first annual Auction/Dance event brought in \$25,398, Culvers \$479 (3 nights) and The Lodge \$365 (1 day). Upcoming fundraisers include New Holland Distillery bartending classes, a golf event at Beeches, the Readers Theater and dances.

b. Executive Committee: Committee worked on updating By-laws and all have had an opportunity to study. Tibbs moved they be accepted as presented. Muenzer supported the motion. A roll call vote was taken.

Ayes: Olney, Abshagen, Paul, Hoover, Curtis, Muenzer, Tibbs, Kiry and Brown

Nays: None

Abstain: None

Absent: None

Motion carried.

c. Finance Committee: Budget discussion earlier, nothing additional.

d. Fundraising Committee: Nice to see extra fundraising activities. Since there has been no Festival of Trees and Abshagen(committee chair) has leftover materials from that, he is thinking about decorating a tree to raffle or sell at the Christmas dance.

e. Personnel Committee: No report.

f. Program/Services Committee: Need to meet.

g. Nominating Committee: Interviews need to be scheduled and conducted with interested nominees. Bitely announced he is willing to be an official representative of Porter township eliciting cheers and clapping from board. Olney recapped all committees and proposed members. Hoover moved list of committees and members be approved as there has been no opposition to any of the suggestions. Curtis seconded the motion. All voted in the affirmative.

h. Transportation Committee: Curtis reported ridership increasing. Not too many from Covert township yet. Three to four new busses have been proposed with some being electric. A possible charging station at the South Haven Senior Service site was discussed.

9. Township Reports: There were twenty in attendance at the last luncheon in **Columbia Township**. This may increase as residents are returning to the area for the summer. **Decatur Township** discussed earlier in meeting. Nothing additional to add. No problems or concerns from **Geneva Township**. **Porter Township** has a new programmable sign that could be used for SSVBC announcements. **Bangor City** had 18 attend the last meal. **Bangor Township** was the site for the last food truck. **South Haven City** is pro SSVBC. **Porter Township** will be the site for the next meeting.

10. Adjournment: Motion to adjourn made by Paul and supported by Kiry. All agreed. Meeting adjourned at 5:59 pm.

Respectfully Submitted,

Regina Hoover, Secretary

Clare Olney, Chair

Executive Directors Report

April 2023

Site locations and days of operation:

We will be doing an informational meeting at each of the remote site in April with the days and times starting in May as follows:

South Haven	Mon-Fri 8:30-3
Hartford	Tues & Wed 11-2 New location
Bangor	Mon-2nd and 4th Simpson United Methodist
Gobles	TBD
Decatur	Every Wednesday TBD
Porter	Every Thursday at the Township Hall
Bloomington	Every Friday except for the 3rd Friday at the Municipal Building
Covert	M-Thurs 9am to 12pm Old Bank on Main Street
Columbia	2nd Tuesday of the Month at the Congregational Church

Fundraiser Updates:

- Culvers brought in \$479 for three nights.**
- The Lodge brought in \$365 for one day.**
- Auction / Dance Event brought in \$25,398.**

Upcoming fundraisers:

- New Holland Distillery bartending classes**
- Drink of the month (June) giveback.**

May 19 -Friday	Golf Fundraiser at Beeches
June 9 - Friday	Readers Theater
June 10 -Saturday	Readers Theater
June 24 – Saturday	Dance
September 16 – Saturday	Dance
December 9 – Saturday	Dance

Personnel:

- One remote activity coordinator needed**
- Pt Custodial**



Bangor: 2nd and 4th Monday of the month, 11:00-2:30

Contact person: Jamie, jmiddleton@ss-vbc.org, 269-468-9448

Location: Simpson United Methodist Church, 507 Joy St, Bangor

Bloomingtondale: Every Friday except the 3rd Friday of the month, 11-2:30

Contact person: Jamie, jmiddleton@ss-vbc.org, 269-468-9448

Location: Bloomingtondale Township Building, 109 E Kalamazoo St, Bloomingtondale

Decatur: Every Wednesday, 11-2:30

Contact person: Kolleen, kstewart@ss-vbc.org, 269-468-9556

Location: New Hope Church, 319 ½ W Delaware St, Decatur

Gobles: 1st Monday of the month, 11-2:30

Contact person: Jamie, jmiddleton@ss-vbc.org, 269-468-9448

Location: United Methodist Church, 210 Exchange St, Gobles

Grand Junction: 2nd Tuesday of the month, 11-2:30

Contact person: Becky, rhays@ss-vbc.org, 269-815-0085 Ext. 1011

Location: 1st Congregational Church, 54128 CR 388, Grand Junction

Hartford: Every Tuesday and Wednesday, 11-2:30

Contact person: Jamie, jmiddleton@ss-vbc.org, 269-468-9448

Location: 501 Main St, Hartford

Porter: Every Thursday 11-2:30

Contact person: Kolleen, kstewart@ss-vbc.org, 269-468-9556

Location: Porter Township Hall, 88040 M-40, Lawton

Covert: To Be Determined

Contact person: Pearlie, pjackson@ss-vbc.org, 269-468-9536

Location: To Be Determined

Various activities and lunch served at each location, \$5 per meal.

Hartford Fire Department

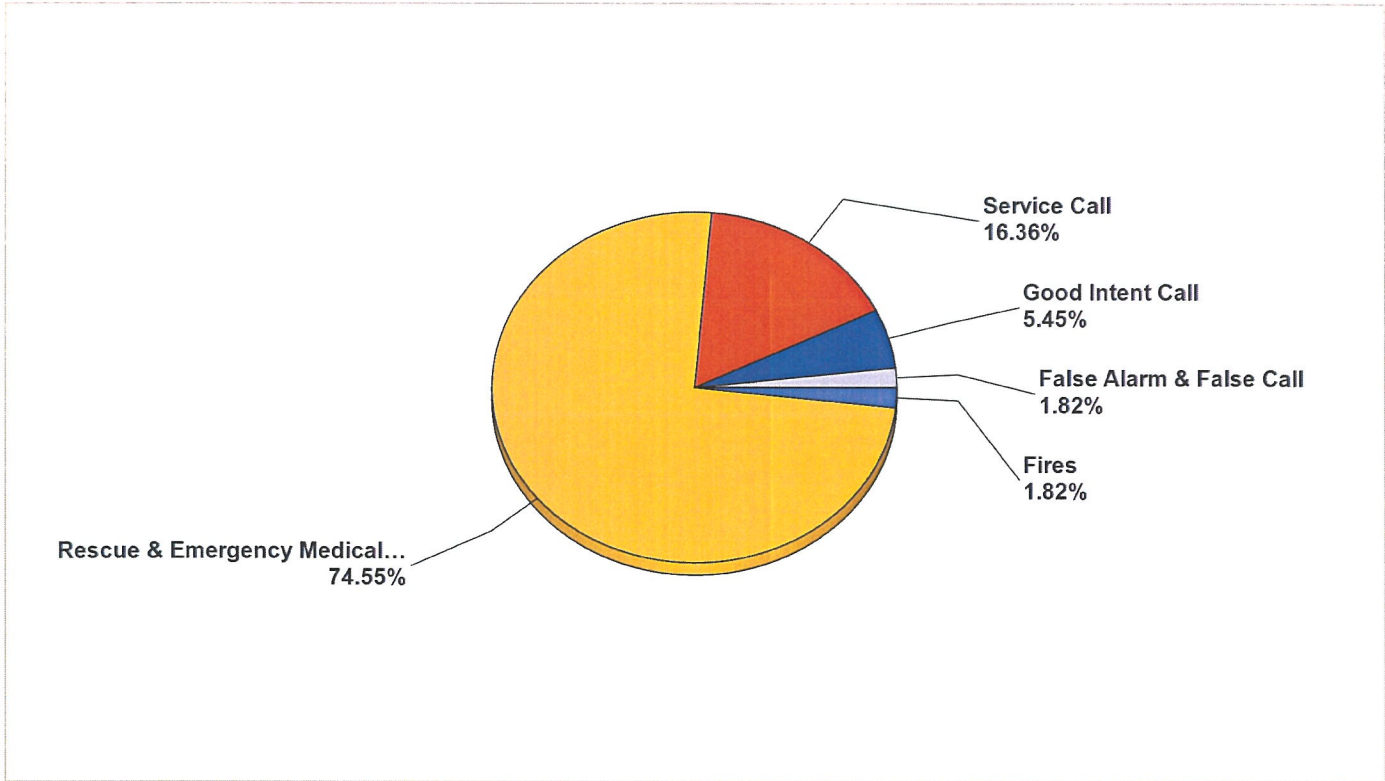
Hartford, MI

This report was generated on 6/1/2023 10:11:56 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2023 | End Date: 05/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.82%
Rescue & Emergency Medical Service	41	74.55%
Service Call	9	16.36%
Good Intent Call	3	5.45%
False Alarm & False Call	1	1.82%
TOTAL	55	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.



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.82%
311 - Medical assist, assist EMS crew	24	43.64%
321 - EMS call, excluding vehicle accident with injury	12	21.82%
322 - Motor vehicle accident with injuries	1	1.82%
324 - Motor vehicle accident with no injuries.	3	5.45%
341 - Search for person on land	1	1.82%
500 - Service Call, other	1	1.82%
554 - Assist invalid	8	14.55%
611 - Dispatched & cancelled en route	2	3.64%
651 - Smoke scare, odor of smoke	1	1.82%
733 - Smoke detector activation due to malfunction	1	1.82%
TOTAL INCIDENTS:	55	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.



Hartford Fire Department

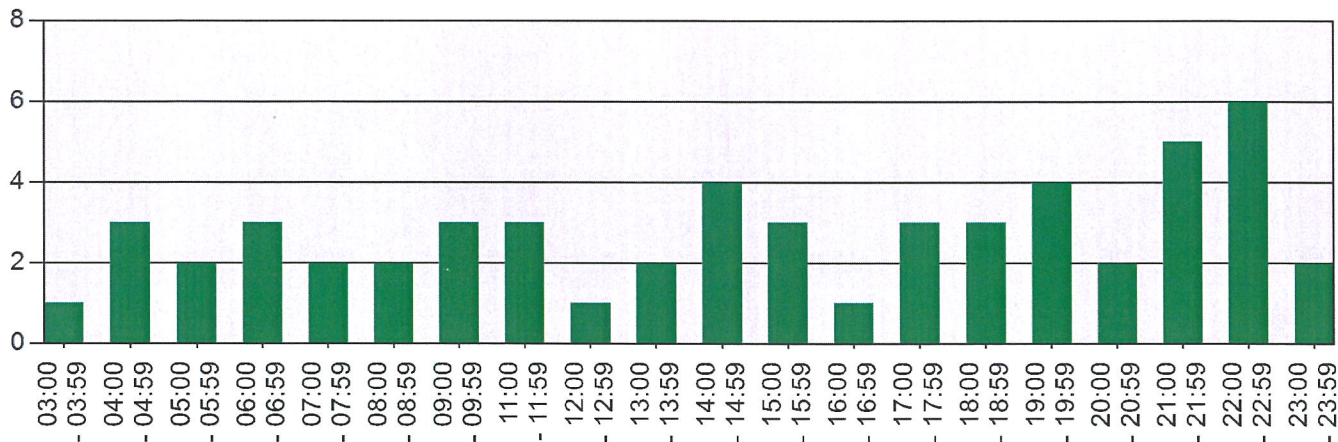


Hartford, MI

This report was generated on 6/1/2023 10:22:17 AM

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 05/01/2023 | End Date: 05/31/2023



HOURLY	# of CALLS
03:00 - 03:59	1
04:00 - 04:59	3
05:00 - 05:59	2
06:00 - 06:59	3
07:00 - 07:59	2
08:00 - 08:59	2
09:00 - 09:59	3
10:00 - 10:59	3
11:00 - 11:59	3
12:00 - 12:59	1
13:00 - 13:59	2
14:00 - 14:59	4
15:00 - 15:59	3
16:00 - 16:59	1
17:00 - 17:59	3
18:00 - 18:59	3
19:00 - 19:59	4
20:00 - 20:59	2
21:00 - 21:59	5
22:00 - 22:59	6
23:00 - 23:59	2
TOTAL:	55

Only REVIEWED incidents included.



Hartford Fire Department

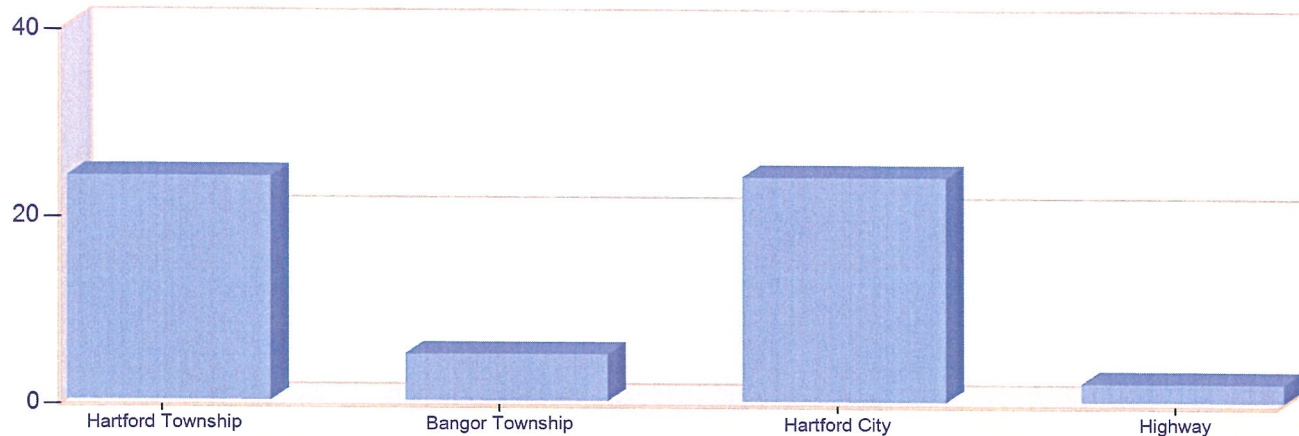


Hartford, MI

This report was generated on 6/1/2023 10:13:21 AM

Incident Type Count per Zone for Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	7
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	500 - Service Call, other	1
	611 - Dispatched & cancelled en route	1
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	24
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	2
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	1
	733 - Smoke detector activation due to malfunction	1
	<i>Total Incidents for Bangor Township - Bangor:</i>	5
Hartford City - Hartford		

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

ZONES	INCIDENT TYPE	COUNT
	111 - Building fire	1
	311 - Medical assist, assist EMS crew	10
	321 - EMS call, excluding vehicle accident with injury	5
	341 - Search for person on land	1
	554 - Assist invalid	7
	<i>Total Incidents for Hartford City - Hartford:</i>	24
Highway - I 94		
	324 - Motor vehicle accident with no injuries.	2
	<i>Total Incidents for Highway - I 94:</i>	2
Total Count for all Zone:		55

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



Hartford Fire Department



Hartford, MI

This report was generated on 6/1/2023 10:25:12 AM

Incident Count per User-Defined Fields for Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	27
2	21
3	7

USER-DEFINED FIELD: Lift Assist (Required)	
No	48
Yes	7

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



Hartford Fire Department

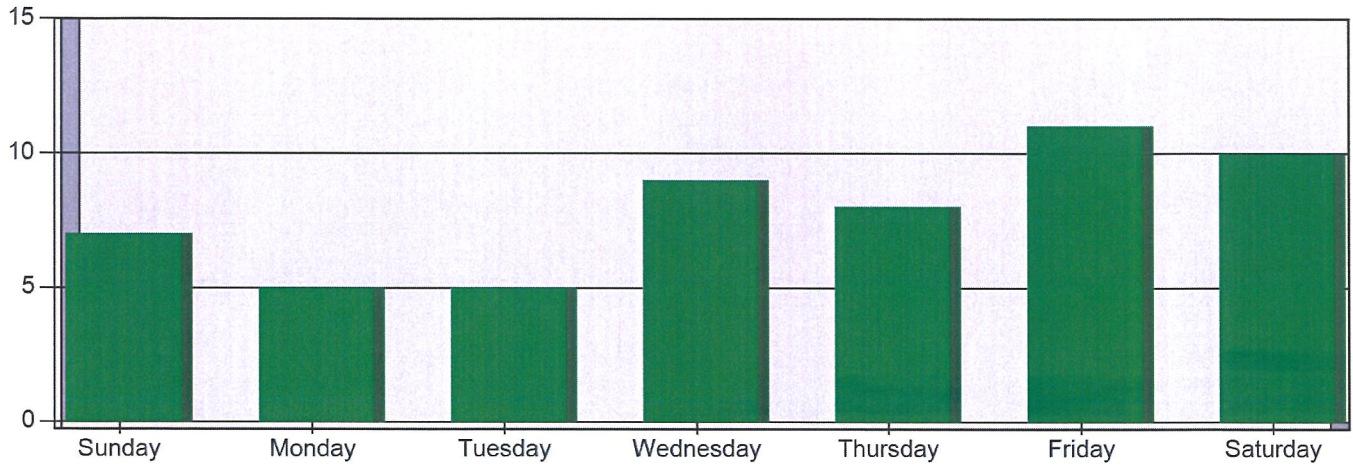


Hartford, MI

This report was generated on 6/1/2023 10:23:00 AM

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 05/01/2023 | End Date: 05/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	7
Monday	5
Tuesday	5
Wednesday	9
Thursday	8
Friday	11
Saturday	10

TOTAL

55

Only Reviewed incidents included.



**Hartford Fire Board Meeting
June 12, 2023
May Business**

Contents

Page 1	Meeting Agenda
Page 2	Proposed Meeting Minutes of May 8, 2023 Board Meeting
Page 3	Treasurer’s Report
Page 4	Income & Expense and Expenses by Vendor Summary
Page 5	Payroll Summary
Page 6	Balance Sheet and Deposit Detail
Page 7	Budget Performance Report
Page 8	Call Report
Page 9	Chief Harting’s Reports
Page 10	Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday, June 12, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Public Comment: Limited to three minutes per person
- IV. Additions or Deletions to the agenda
- V. Approval of the Agenda as presented. Motion by _____ Second by _____ Motion _____ Yeas:___ Nays:_____
- VI. Presentation from Ryan Marschke with Hungerford Nichols on the audit.
- VII. Approval of previous meeting minutes from ~~April 10~~ May 8, 2023: Motion by _____ Second _____ Motion _____ Yeas:___ Nays:_____
- VIII. Approval of May Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____ Yea:_____ Nay:_____
 - a. Accounts Payable: Amount **\$30,799.68** Motion by _____ Second _____ by roll call vote Motion _____ Yea:_____ Nay:_____
- IX. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- X. Fire calls
- XI. Unfinished Business:
 - i. Continued discussion of Employee Hand Book updates Motion by _____ to approve the updated Hartford Fire Department Handbook Second by _____ Motion _____
- XII. New Business:
 - 1. Discussion of Huntington accounts.

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 June 12, 2023

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Sefcik called the meeting to order at 7:00 p.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 June 12, 2023 was presented and amended. Motion by Hunt; Second by Birmele; to approve the agenda as amended. Yeas: 5; Nays 0; Motion: Approved

Presentation by Ryan Marschke of Hungerford Nichols—The Hartford Fire Board was given a “Clean Opinion” with a strong fund balance.

The proposed minutes of the May 8, 2023 Fire Board meeting were presented. Motion by Sullivan; Second by Sefcik to accept the minutes as presented. Yeas: 5, Nays 0 Motion: Approved

The May Treasurer’s report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer’s report as presented. Yeas: 5, Nays 0 Motion: Approved

Bills were presented for approval in the amount of **\$30,799.68** Motion by Birmele; Second by Ledesma; to pay bills in amount of **\$30,799.68**. Motion Approved upon roll call vote of members present. Yeah: Birmele, Hunt, Sullivan, Ledesma, Sefcik Nays: 0

Unfinished Business:

1. Continued Discussion of Employee HandBook updates Motion by Hunt to approve the updated Hartford Fire Department Handbook Second by Ledesma Motion Approved Yeas: 5, Nays 0

New Business:

1. Discussion of Huntington accounts. Ledesma is completing the paperwork for the 2 new investment accounts.
2. Meeting dates for 2023/2024 were discussed Sefcik made a motion to continue the meetings on the second Monday of each month. Second by Hunt Motion: Approved Yeas: 5, Nays 0

Fire Chief’s Report:

Meetings Attended:

- Township
- City

- VBC Medical Control
- VBC FF Training Committee

Information:

1. Participated in end of year water days for Redwood.
2. Annual hose testing completed. See Report in packet.
3. Strawberry Festival this past weekend
4. VBEMS may be providing service sooner than July 1st

Respectfully Submitted,
Robbie Harting
Robbie Harting-Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

Information:

- Pancake Breakfast
- Flags out at Cemetary
- Additional work on Mule
- Proctored FF 1 & 2 Practical Exam
- Elementary School Event
- Working on Grant from State of Michigan
- Initial mule training completed
- Investigating a company to re-couple hoses which did not pass—need to complete a cost anaylsis

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Sefcik; second by Ledesma to close meeting at 7:44 pm. Yeas: 5, Nays:0 Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting May 8, 2023

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Sefcik called the meeting to order at 7:00 p.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 May 8, 2023 was presented and amended. Motion by Sefcik; Second by Birmele; to approve the agenda as amended. Yeas: 4; Nays 0; Motion: Approved

The proposed minutes of the April 10, 2023 Fire Board meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented. Yeas: 4, Nays 0 Motion: Approved

The April Treasurer's report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer's report as presented. Yeas: 4, Nays 0 Motion: Approved

Bills were presented for approval in the amount of **\$36,014.13** Motion by Birmele; Second by Sefcik; to pay bills in amount of **\$36,014.13**. Motion Approved upon roll call vote of members present. Yeah: Birmele, Hunt, Ledesma, Sefcik Nays: 0

Unfinished Business:

- I. Continued Discussion of Employee HandBook updates

New Business:

- i. Discussion concerning MasterCard. Carlos Ledesma name will be on the card for security.
- ii. Approval of American Legion using Station Memorial Day Services as a back-up plan Motion by Sefcik Second by Hunt for American Legion using the station as a back-up. Yeahs: 5 Nays: 0 Motion: Approved

Fire Chief's Report:

Meetings Attended:

- Township
- VBC Medical Control
- VBC FF Training Committee

Information:

1. Scheduled UTV/ATV training for new Mule operations

2. SOP/SOG to come on operation/use of the Mule.
3. 2022 Van Buren County Annual Report
4. Smoke Alarms are still available
5. ATV training (certified by state) will take place in July
6. HFD earned an ISO rating of 4

Respectfully Submitted,
Robbie Harting
Robbie Harting-Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

- City Council
- Township

Information:

- Awarded \$2,500 from TC ENERGY grant—rit pack & pack tracker
- Awarded \$1,400 from Wolverine Pipeline Grant—carcinogen blocking hoods
- Key Project
- Mule Project
- Fire Lane Signs—Bangor Twp paid half, we paid half.
- Probationary Members On-boarded

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Burned out houses in the City were discussed. They are in the hands of the City. Both buildings are condemned.

Motion by Sullivan; second by Ledesma to close meeting at 7:59 pm. Yeas: 5, Nays:0 Motion:
Approved

Respectfully submitted,

Gerald Birmele, Secretary

Treasurer's Report for meeting on June 12, 2023 For the month ending May 31, 2023

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended April 30, 2023–Huntington **\$ 142,919.92**

XXX Deposits

City of Hartford – Contribution	\$ 11,484.76
Township of Hartford – Contribution	\$ 14,036.94
Pride Care	\$ 0.00
Township Ass't Chief Grant (April & May)	\$ 1600.00
Bangor Township Cost Recovery	\$ 656.00
Interest	\$ 33.82
TC Energy Grant	\$ 2,500.00

Total Deposits **\$ 30,311.52**

Total Balance of General Fund \$ 173,231.44

XXX Expenditures for approval:

Vendors payable	\$ 14,709.33
Grant Expense	\$ 3,694.33
Payroll released May 2023 (11,194.26 – 2,123.78)	\$ 9,070.48
Bank Fees	\$ 75.50
MI & Fed Tax Withholdings	\$ 3,250.04

Total Expenditure \$ 30,799.68

General Fund Balance May 31, 2023 \$ 142,431.76

Capital Equipment

Reconciled Cash Balance as of May 31, 2023–Millage Fund **\$ 184,583.10**

Reconciled Cash Balance as May 31, 2023–Maintenance Fund **\$ 13,355.40**

Reconciled Cash Balance as of May 31,2023—Donations & Contributions **\$ 8075.77**

Cash Balances for month May 31, 2023 **\$ 340,491.29**

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment April 30, 2023 **\$ 9,937.76**

Huntington Investment #TCL6901 Investment April 30, 2023 **\$ 91,243.79**

**Hartford Fire Board
June 12, 2023 Meeting
Income & Expense and Expenses by Vendor Summary
May Business**

Expense by Vendor

	<u>May 23</u>
A T & T	-405.70
Best Way Disposal	-83.25
Bio Care, Inc.	-900.00
Carlos Ledesma	-60.00
Chad Hunt	-60.00
City of Hartford {2}	-539.82
Comcast	-230.13
Dalmation Fire Equipment LLC	-2,774.03
Doug deBest	-480.00
First Bankcard	-889.37
Helen Sullivan	-60.00
IRS Online Payment	-2,615.68
Jerry Birmele	-60.00
Kellogg Hardware	-156.83
Macqueen Equipment	-2,615.95
Moses Fire Equip. Inc.	-358.20
North Breathing Air, LLC	-550.00
Ron Sefcik	-60.00
ShellFleet Plus Card	-370.77
Spencer Manufacturing, Inc.	-786.00
Tri-City Record	-560.00
U S Business Systems	-93.60
TOTAL	<u>14,709.33</u>

Grant Expense

	<u>May 23</u>
Other Income/Expense	
Other Expense	
Grant Expenditures	3,694.33
Total Other Expense	<u>3,694.33</u>
Net Other Income	-
Net Income	<u>3,694.33</u>

Income & Expense

	<u>May 23</u>
Ordinary Income/Expense	
Income	

401 Hartford Township	14,036.94
402 Hartford City	11,484.76
404 Interest	86.20
420 Bangor 1st Resp Reimburse	431.00
Grant Receivables	2,500.00
Hartford Township Grants	<u>1,600.00</u>
Total Income	<u>30,138.90</u>
Gross Profit	30,138.90
Expense	
500 Payroll	
500.1 Fire Chief	4,498.50
500.2 Firefighters/Medics	3,949.76
500.3 Support Staff	636.00
500.4 Chief Retirement	539.82
500 Payroll - Other	<u>810.00</u>
Total 500 Payroll	10,434.08
502 Utilities	
502.1 Internet-Telephone	230.13
502.4 First Net-AT&T	<u>405.70</u>
Total 502 Utilities	635.83
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	126.81
505.5-Trash	<u>83.25</u>
Total 505 Building Maintenance	210.06
506 Fuel	
506.1 Unleaded Gas	<u>370.77</u>
Total 506 Fuel	370.77
508 Vehicle Maintenance	
508.3 Heavy Rescue #1871	<u>786.00</u>
Total 508 Vehicle Maintenance	786.00
511 Office	
511.1 Office Equipment	119.99
511.3 Office Supplies	236.63
511.6 Copy Maintenance	<u>93.60</u>
Total 511 Office	450.22
513 Payroll Taxes	2,615.68
515 Equipment & Equip Maint	
515.10 Firefighting Foam	358.20
515.7 Eqpt Maintenance Other	<u>0.00</u>
Total 515 Equipment & Equip Maint	358.20
516 Training	
516.2 Firefighter I & II	1,040.00

**Hartford Fire Board
June 12, 2023 Meeting
Income & Expense and Expenses by Vendor Summary
May Business**

516.5 Drivers Training	28.58	Other Income/Expense	
Total 516 Training	1,068.58	Other Expense	
518 Physicals		Grant Expenditures	3,694.33
518.1 Annual Physicals	900.00	Total Other Expense	3,694.33
Total 518 Physicals	900.00	Net Other Income	-3,694.33
525 Personal Equipment		Net Income	-170.88
525.1 Duty Gear	2,980.73		
525.2 Personal Equipment	127.21		
525.3 Small Equipment	96.01		
Total 525 Personal Equipment	3,203.95		
526 FEMA Grant	2,500.00		
527 Bank Fees	80.50		
528 Bd Members Compensation	300.00		
529 Mandatory Annual Testing			
529.8 Air Compressor	550.00		
Total 529 Mandatory Annual Testing	550.00		
Payroll Tax Expense	2,156.36		
Uncategorized Expenses	-4.78		
Total Expense	26,615.45		
Net Ordinary Income	3,523.45		

Hartford Fire Board June 12, 2023 Meeting Payroll Summary May Business

	TOTAL	
	Hours	May 23
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	2.00	4,498.50
Assistant Fire Chief	2.00	500.00
Fire Board Office	39.75	636.00
Fire Call	14.00	220.00
Good Intent	2.00	32.00
Grant Pay	1.00	800.00
Lift Assist	9.00	145.25
Med Assist	100.00	1,582.50
Other	19.00	300.00
PI Accident	9.50	148.00
Shift Coverage	54.00	810.00
Training	94.00	1,416.26
Vehicle Inspection	7.00	105.75
Total Gross Pay	353.25	11,194.26
Deductions from Gross Pay		
Dental-Vision		0.00
Firefighters Assn Dues		-508.20
First Net AT&T		-65.40
Health Insurance		0.00
Total Deductions from Gross Pay		-573.60
Adjusted Gross Pay	353.25	10,620.66
Taxes Withheld		
Federal Withholding		-743.44
Medicare Employee		-162.32
Social Security Employee		-694.04
MI - Withholding		-523.98
Medicare Employee Addl Tax		0.00
MI - Cities Res Tax		0.00
MI - Cities Work Tax		0.00
Total Taxes Withheld		-2,123.78
Net Pay	353.25	8,496.88
Employer Taxes and Contributions		
Company FICA		694.04
Company Med		162.32
Retirement Fund		269.90
MI - Obligation Assessment		0.00
Total Employer Taxes and Contributions		1,126.26

**Hartford Fire Board Meeting
June 12, 2023
Balance Sheet & Deposit Detail
May Business**

BALANCE SHEET

		<u>May 31, 23</u>
ASSETS		
Current Assets		
Checking/Savings		
102 Regular Check Hunt..3427	120,217.06	
105 CD Fund Equity..C...288	0.38	
106 Millage Fund Hunt..3456	184,583.10	
108 Maintenance Hunt....3469	13,352.00	
Chemical Financial Advisors Donation &c Huntington #4992	69,932.47 8,075.77	
Huntington Advisors #901	91,243.79	
Huntington TLC006358	9,937.76	
Total Checking/Savings	<u>497,342.33</u>	
Total Current Assets	<u>497,342.33</u>	
TOTAL ASSETS	<u><u>497,342.33</u></u>	
LIABILITIES & EQUITY	0.00	

Deposit Detail

Type	Nu m	Date	Name	Account	Amount
Deposit		05/17/20 23		102 Regular Check Hunt..3427	12,140.76
				402 Hartford City 525.3 Small Equipment	-11,484.76 -225.00
				420 Bangor 1st Resp Reimburse	-431.00
TOTAL					-12,140.76
Deposit		05/17/20 23		102 Regular Check Hunt..3427	4,100.00
				Hartford Township Grants	-1,600.00
				Grant Receivables	-2,500.00
TOTAL					-4,100.00
Deposit		05/17/20 23		102 Regular Check Hunt..3427	14,036.94
				401 Hartford Township	-14,036.94
TOTAL					-14,036.94
Deposit		05/31/20 23		108 Maintenance Hunt....3469	3.30
				404 Interest	-3.30
TOTAL					-3.30
Deposit		05/31/20 23		Donation &c Huntington #4992	2.06
				404 Interest	-2.06
TOTAL					-2.06

**Hartford Fire Board Meeting
June 12, 2023
Balance Sheet & Deposit Detail
May Business**

Deposit	05/31/2023	106 Millage Fund Hunt..3456	47.02	
		404 Interest	-47.02	
TOTAL			-47.02	
Deposit	05/31/2023	102 Regular Check Hunt..3427	33.82	
		404 Interest	-33.82	
TOTAL			-33.82	
Payche ck	ACH	05/31/2023	102 Regular Check Hunt..3427	0.00
		Flemming, Ryan C. 500.2 Firefighters/Medics	32.00	
		500.2 Firefighters/Medics	40.00	
		Payroll Liabilities Payroll Tax Expense	-43.44	
		Payroll Liabilities	4.46	
		Payroll Liabilities	-4.46	
		Payroll Liabilities Payroll Tax Expense	-4.46	
		Payroll Liabilities	1.04	
		Payroll Liabilities	-1.04	
		Payroll Liabilities	-1.04	
		Payroll Liabilities	-23.06	
TOTAL			0.00	
Payche ck	ACH	05/31/2023	102 Regular Check Hunt..3427	0.00
		Love, Kirkland 500.2 Firefighters/Medics	16.00	
		410 Firefighters Assn Dues	-14.10	
		Payroll Tax Expense	0.99	
		Payroll Liabilities	-0.99	
		Payroll Liabilities	-0.99	
		Payroll Tax Expense	0.23	
		Payroll Liabilities	-0.23	
		Payroll Liabilities	-0.23	
		Payroll Liabilities	-0.68	
TOTAL			0.00	
Payche ck	ACH	05/31/2023	102 Regular Check Hunt..3427	0.00
		McClellan, Troy 500.2 Firefighters/Medics	16.00	
		410 Firefighters Assn Dues	-14.10	
		Payroll Tax Expense	0.99	
		Payroll Liabilities	-0.99	
		Payroll Liabilities	-0.99	

**Hartford Fire Board Meeting
June 12, 2023
Balance Sheet & Deposit Detail
May Business**

	Payroll Tax Expense	0.23
	Payroll Liabilities	-0.23
	Payroll Liabilities	-0.23
	Payroll Liabilities	<u>-0.68</u>
TOTAL		0.00

Hartford Fire Board Profit & Loss Budget Performance May 2023

Item 10.

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
303 Investment Market Changes	0.00		-3,364.58		
401 Hartford Township	14,036.94	15,313.02	162,515.55	168,443.22	183,756.24
402 Hartford City	11,484.76	10,208.68	118,222.93	112,295.48	122,504.16
404 Interest	86.20		601.80		
407 Insurance Reimbursement	0.00		85.00		
409 Fire Report Request	0.00	4.16	70.00	45.84	50.00
411 Hartford City Millage	0.00		35,921.36		
412 Hartford Township Millage	0.00		45,762.30		
420 Bangor 1st Resp Reimburse	431.00	718.15	8,897.00	7,899.72	8,617.87
521 Cost Recovery Reimbursement	0.00	756.89	1,277.17	8,325.79	9,082.68
DNR Grant	0.00		1,044.85		
Donation	0.00		8,094.73		
Grant Receivables	2,500.00		5,500.00		
Hartford Township Grants	1,600.00	800.00	8,800.00	8,800.00	9,600.00
Investment Income	0.00		1,589.05		
Other Revenues	0.00		2,715.00		
Total Income	<u>30,138.90</u>	<u>27,800.90</u>	<u>397,732.16</u>	<u>305,810.05</u>	<u>333,610.95</u>
Gross Profit	30,138.90	27,800.90	397,732.16	305,810.05	333,610.95
Expense					
500 Payroll					
500.1 Fire Chief	4,498.50	4,498.50	49,386.63	49,483.50	53,982.00
500.10 Chief Health Benefits	0.00	1,916.66	7,850.75	21,083.34	23,000.00
500.2 Firefighters/Medics	3,949.76	5,833.33	35,728.66	64,166.67	70,000.00
500.3 Support Staff	636.00	750.00	7,588.00	8,250.00	9,000.00
500.4 Chief Retirement	539.82	333.33	3,238.92	3,666.67	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	13,200.00	14,400.00
500 Payroll - Other	810.00		11,340.00		
Total 500 Payroll	<u>10,434.08</u>	<u>14,531.82</u>	<u>115,132.96</u>	<u>159,850.18</u>	<u>174,382.00</u>
501 Professional, Insur. & Legal					
501.1 Legal Expenses	0.00	250.00	0.00	2,750.00	3,000.00
501.2 Professional - Audit	0.00	583.33	3,350.00	6,416.67	7,000.00
Total 501 Professional, Insur. & Legal	<u>0.00</u>	<u>833.33</u>	<u>3,350.00</u>	<u>9,166.67</u>	<u>10,000.00</u>
502 Utilities					
502.1 Internet-Telephone	230.13	241.66	2,530.56	2,658.34	2,900.00
502.2 Electric	0.00	450.00	4,015.48	4,950.00	5,400.00
502.3 Natural Gas	0.00	125.00	2,686.00	1,375.00	1,500.00
502.4 First Net-AT&T	405.70	375.00	4,221.79	4,125.00	4,500.00
502.5 EPS Door Security	0.00	50.00	1,242.07	550.00	600.00
Total 502 Utilities	<u>635.83</u>	<u>1,241.66</u>	<u>14,695.90</u>	<u>13,658.34</u>	<u>14,900.00</u>
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	91.67	100.00
Total 503 Mileage	<u>0.00</u>	<u>8.33</u>	<u>0.00</u>	<u>91.67</u>	<u>100.00</u>

Hartford Fire Board Profit & Loss Budget Performance May 2023

Item 10.

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	126.81	250.00	4,447.75	2,750.00	3,000.00
505.3 Grounds Maintenance	0.00	41.66	67.48	458.26	499.92
505.4 Capital Bldg Improvement	0.00	333.33	5,950.00	3,666.67	4,000.00
505.5-Trash	83.25	27.08	327.00	297.92	325.00
Total 505 Building Maintenance	<u>210.06</u>	<u>652.07</u>	<u>10,792.23</u>	<u>7,172.85</u>	<u>7,824.92</u>
506 Fuel					
506.1 Unleaded Gas	370.77	366.66	4,989.28	4,033.34	4,400.00
506.2 Diesel	0.00	250.00	3,322.59	2,750.00	3,000.00
Total 506 Fuel	<u>370.77</u>	<u>616.66</u>	<u>8,311.87</u>	<u>6,783.34</u>	<u>7,400.00</u>
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	258.33	19,961.59	2,841.67	3,100.00
508.2 Tanker #1831	0.00	175.00	5,649.79	1,925.00	2,100.00
508.3 Heavy Rescue #1871	786.00	175.00	2,572.01	1,925.00	2,100.00
508.4 Rescue Pickup #1869	0.00	33.33	476.95	366.67	400.00
508.5 Jeep #1860	0.00	33.33	501.07	366.67	400.00
508.6 Explorer #1810	0.00	33.33	594.50	366.67	400.00
508.7 Pick-Up #1801	0.00	33.33	9,222.63	366.67	400.00
508.8 #1802	0.00	33.33	3,050.73	366.67	400.00
Total 508 Vehicle Maintenance	<u>786.00</u>	<u>774.98</u>	<u>42,029.27</u>	<u>8,525.02</u>	<u>9,300.00</u>
511 Office					
511.1 Office Equipment	119.99	166.66	616.37	1,833.34	2,000.00
511.2 Equipment Repairs	0.00	12.50	0.00	137.50	150.00
511.3 Office Supplies	236.63	125.00	757.80	1,375.00	1,500.00
511.4 Printing	0.00	16.66	0.00	183.34	200.00
511.5 Software/Upgrades	0.00		1,530.94	1,200.00	1,200.00
511.6 Copy Maintenance	93.60	30.00	372.60	330.00	360.00
Total 511 Office	<u>450.22</u>	<u>350.82</u>	<u>3,277.71</u>	<u>5,059.18</u>	<u>5,410.00</u>
512 Insurance					
512.1 Worker's Comp	0.00	500.00	5,038.25	5,500.00	6,000.00
512.10 Accident & Sickness Ins	0.00	1,833.33	2,684.00	20,166.67	22,000.00
512.6 Automobile	0.00		-7,119.86		
512 Insurance - Other	0.00		11,466.00		
Total 512 Insurance	<u>0.00</u>	<u>2,333.33</u>	<u>12,068.39</u>	<u>25,666.67</u>	<u>28,000.00</u>
513 Payroll Taxes	2,615.68		30,554.82		
515 Equipment & Equip Maint					
515.1 Ladder #1841	0.00	58.33	187.35	641.67	700.00
515.10 Firefighting Foam	358.20	83.33	358.20	916.67	1,000.00
515.11 Ford Truck	0.00	8.33	0.00	91.67	100.00
515.12 Air Tanks	0.00	237.50	3,066.28	2,612.50	2,850.00
515.2 Tanker #1831	0.00	58.33	187.40	641.67	700.00
515.3 Heavy Rescue #1871	0.00	475.00	3,721.20	5,225.00	5,700.00
515.4 Rescue Pickup #1869	0.00	16.66	35.94	183.34	200.00
515.5 Jeep #1860	0.00		0.00	0.00	0.00

Hartford Fire Board
Profit & Loss Budget Performance
May 2023

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
515.6 Explorer #1810	0.00	45.83	404.00	504.17	550.00
515.7 Eqt Maintenance Other	0.00	116.66	1,184.72	1,283.34	1,400.00
515.8 Small Equipment Maintenan	0.00	33.33	191.31	366.67	400.00
515.9 Medical Supplies	0.00	208.33	856.62	2,291.67	2,500.00
Total 515 Equipment & Equip Maint	358.20	1,341.63	10,193.02	14,758.37	16,100.00
515.13 Ford Truck 1802	0.00	8.33	76.08	91.67	100.00
516 Training					
516.1 Fire Chief Training	0.00	166.66	709.96	1,833.34	2,000.00
516.2 Firefighter I & II	1,040.00	283.33	2,713.26	3,116.67	3,400.00
516.3 Medic	0.00	83.33	216.00	916.67	1,000.00
516.4 Fire Officer Classes	0.00	166.66	1,035.00	1,833.34	2,000.00
516.5 Drivers Training	28.58	16.66	28.58	183.34	200.00
Total 516 Training	1,068.58	716.64	4,702.80	7,883.36	8,600.00
518 Physicals					
518.1 Annual Physicals	900.00	666.66	7,593.75	7,333.34	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	275.00	300.00
Total 518 Physicals	900.00	691.66	7,593.75	7,608.34	8,300.00
519 Subscriptions & Dues					
519.1 HelpNet	0.00	66.66	744.00	733.34	800.00
519.11 West MI Assn of Fire Chi	0.00	8.33	100.00	91.67	100.00
519.13 SMEMSIC	0.00	6.25	75.00	68.75	75.00
519.3 FirePrograms	0.00	166.66	1,968.34	1,833.34	2,000.00
519.4 IAFC	0.00	20.83	0.00	229.17	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	91.67	100.00
519.6 NFPA	0.00	25.00	175.00	275.00	300.00
519.9 MPSCS	0.00	8.33	0.00	91.67	100.00
519 Subscriptions & Dues - Other	0.00		230.00		
Total 519 Subscriptions & Dues	0.00	310.39	3,367.34	3,414.61	3,725.00
521 Interest Payments	0.00		20.00		
525 Personal Equipment					
525.1 Duty Gear	2,980.73	583.33	6,821.19	6,416.67	7,000.00
525.2 Personal Equipment	127.21	233.33	1,995.64	2,566.67	2,800.00
525.3 Small Equipment	96.01	133.33	708.28	1,466.67	1,600.00
Total 525 Personal Equipment	3,203.95	949.99	9,525.11	10,450.01	11,400.00
526 FEMA Grant	2,500.00	208.33	2,500.00	2,291.67	2,500.00
527 Bank Fees	80.50	30.00	987.50	330.00	360.00
528 Bd Members Compensation	300.00	350.00	3,420.00	3,850.00	4,200.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	458.34	500.00
529.2 Fire Extinguishers	0.00	41.66	493.00	458.34	500.00
529.3 Hoses	0.00	250.00	2,791.60	2,750.00	3,000.00
529.4 Ladders	0.00	116.66	1,306.50	1,283.34	1,400.00
529.8 Air Compressor	550.00	83.33	1,470.00	916.67	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	1,008.34	1,100.00

Hartford Fire Board
Profit & Loss Budget Performance
May 2023

Item 10.

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 529 Mandatory Annual Testing	550.00	624.97	7,081.10	6,875.03	7,500.00
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	229.17	250.00
530.2 Maintenance Contract	0.00	58.33	494.55	641.67	700.00
Total 530 Generator	0.00	79.16	494.55	870.84	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	229.17	250.00
Total 531 Auxiliary	0.00	20.83	0.00	229.17	250.00
Insurance	0.00		3,846.00		
Payroll Tax Expense	2,156.36		23,265.42		
Reconciliation Discrepancies	0.00		-10.03		
Uncategorized Expenses	-4.78		135.90		
Total Expense	<u>26,615.45</u>	<u>26,674.93</u>	<u>317,411.69</u>	<u>294,626.99</u>	<u>321,301.92</u>
Net Ordinary Income	3,523.45	1,125.97	80,320.47	11,183.06	12,309.03
Other Income/Expense					
Other Expense					
Grant Expenditures	3,694.33		4,655.47		
Total Other Expense	<u>3,694.33</u>		<u>4,655.47</u>		
Net Other Income	-3,694.33	0.00	-4,655.47	0.00	0.00
Net Income	<u><u>-170.88</u></u>	<u><u>1,125.97</u></u>	<u><u>75,665.00</u></u>	<u><u>11,183.06</u></u>	<u><u>12,309.03</u></u>

Fire Chiefs Report

June 2023

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC Medical Control
- VBC FF Training Committee

2. Participated in end of year water days for Redwood.

3. Annual hose testing completed. See Report in packet.

4. Strawberry Festival this past weekend

Robbie Harting – Fire Chief

Assistant Chief Report

June

Information

- Pancake Breakfast
- Flags out at Cemetary
- Additional work on Mule
- Proctored FF 1 & 2 Practical Exam
- Elementary School Event
- Working on Grant from State of Michigan

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Hartford Fire Board

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

Schedule of Regular Meetings 7 p.m. on dates listed below

- | | |
|-----------------------------------|----------------------------------|
| Monday, July 10, 2023 | Monday, January 8, 2024 |
| Monday, August 14, 2023 | Monday, February 12, 2024 |
| Monday, September 11, 2023 | Monday, March 11, 2024 |
| Monday, October 9, 2023 | Monday, April 8, 2024 |
| Monday, November 13, 2023 | Monday, May 13, 2024 |
| Monday, December 11, 2023 | Monday, June 10, 2024 |

at the Hartford Fire Department
436 E. Main St.
Hartford, MI 49057

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended (MCL 41.72a(2)(3)) and the Americans with Disabilities Act.

The Hartford Fire Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 7 days notice to the Hartford Fire Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following: Chairman Ron Sefcik at 59320 62nd Street, Hartford MI 49057 or 269-325-5144

Posted on: 6/12/2023

Signature of Board Chairman _____



Hartford Fire Department Fire Hose Testing Report June 01, 2023

Fire Hose Testing conducted by FireCATT follows all requirements dictated in the **1962 NFPA Standard 2018 Edition.**

Including the following for each length of hose:

- Annual Service Pressure Test per NFPA 1962 Standard, 2013 Edition using Patent Pending Computerized Technology designed for Safety, Accuracy, and Speed.
- Identification Number assigned using a Barcode on each coupling and redundant marking on the hose jacket at each end.
- Inspected-Outer Jacket, Inner Liner, Couplings, and Threads.
- Inspected-Gaskets and replaced as required.
- Lubrication of Couplings using fire hose manufacturer approved 100% silicone lubricant.
- Lubrication of all apparatus connection points using "Never Seize".
- All defective hose Tagged and removed from service. Location of defect(s) marked on hose.
- All Data Accurately recorded.

The results of this testing are included in this report.



Department	Hartford Fire Department
Address	436 East Main Street Hartford, MI 49057
Phone	(269) 757-4355
Date	June 01, 2023
Key Contact	Robbie Harting – Fire Chief
Feet Tested	Hose: 8,000'

FIRE HOSE TEST SUMMARY REPORT

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	1419	NA	NA	NA	NA	5.00	25	200	PASS	NA	NA	STORZ
49057	NA	Rack	2382	NA	Jafline	May-8	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2383	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2384	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2385	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2387	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2392	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	2395	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2399	NA	Jafline	Apr-98	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2401	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2402	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2406	NA	Jafrib	Dec-10	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2407	NA	Jafrib	Dec-10	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	Rack	2410	NA	Jafline	Apr-8	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2411	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2412	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2413	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	2416	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2420	NA	Angus	Jul-2	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2421	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2422	NA	Jafrib	Aug-8	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	2427	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2428	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2429	NA	Jafline	Jun-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2430	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2434	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2443	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	2444	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2445	NA	NA	NA	NA	1.75	25	300	PASS	NA	NA	NST
49057	NA	E-1871	2446	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2447	NA	NA	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2454	NA	Jafrib	NA	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	2457	NA	Jafline	Apr-8	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2458	NA	Angus	Sep-5	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2460	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2461	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2462	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	E-1871	2463	NA	Jafline	Apr-12	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2464	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2465	NA	Angus	Sep-5	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2466	NA	Jafrib	NA	NA	3.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2467	NA	Jafline	Apr-8	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2468	NA	Imperial	Jun-89	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2469	NA	Angus	Jan-0	NA	1.75	25	300	PASS	NA	NA	NST
49057	NA	Rack	2471	NA	Jafline	May-9	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	2479	NA	Jafline	Apr-12	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2483	NA	Jafline	Aug-9	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	2484	NA	NA	NA	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2485	NA	Angus	Sep-2	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2487	NA	Angus	Jun-99	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2488	NA	Jafline	Sep-10	NA	2.50	25	300	PASS	NA	NA	NST
49057	NA	T-1831	2489	NA	Jafline	Sep-10	NA	2.50	25	300	PASS	NA	NA	NST
49057	NA	T-1831	2490	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2491	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2493	NA	National	Apr-8	NA	1.75	25	300	PASS	NA	NA	NST
49057	NA	Rack	2495	NA	Jafline	Mar-8	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2496	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	2497	NA	Angus	Sep-2	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2498	NA	Angus	Aug-5	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2499	NA	Jafline	Mar-11	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2502	NA	Jafline	Apr-12	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	Rack	2506	NA	Jafline	Apr-8	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2507	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	2508	NA	Jafrib	May-12	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	L-1841	2511	NA	Jafline	Apr-12	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2514	NA	Key	Jun-13	NA	3.00	100	300	PASS	NA	NA	NST
49057	NA	Rack	2518	NA	Jafline	Apr-12	NA	2.50	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	L-1841	2521	NA	NA	NA	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	Rack	2522	NA	Jafline	Aug-9	NA	2.50	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2889	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	2890	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	2892	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2894	NA	FireQuip	Mar-15	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	2897	NA	FireQuip	Jun-6	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3286	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3287	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3288	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	3289	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3290	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3291	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3292	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3293	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3294	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3295	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3296	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3297	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3298	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	3299	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3300	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3301	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3302	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3303	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3304	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3305	NA	FireQuip	Aug-18	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	3306	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	3307	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3308	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	3309	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3310	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3311	NA	FireQuip	Aug-18	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3648	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3649	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3650	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3651	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3652	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	3653	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3655	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	3656	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	Rack	3657	NA	FireQuip	May-20	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	3659	NA	FireQuip	May-20	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	3660	NA	FireQuip	May-20	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	T-1831	4500	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	5865	NA	FireQuip	Jul-17	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	5866	NA	FireQuip	Nov-16	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	5867	NA	FireQuip	Nov-16	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	5869	NA	FireQuip	Nov-16	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	Rack	5870	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	Rack	5871	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	5872	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	5874	NA	FireQuip	NA	NA	5.00	100	200	PASS	NA	NA	STORZ
49057	NA	E-1871	8069	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8070	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8071	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8072	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8073	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8074	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8075	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	E-1871	8076	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8077	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8078	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8079	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	E-1871	8080	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8081	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8082	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8083	NA	FireQuip	Dec-22	NA	2.00	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8084	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	8085	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST

ZIP	Fire Department ID #	Station / Apparatus ID #	FIRE CATT Hose ID Number	Fire Department Hose ID Number	Manufacturer	Date of Manufacture	Date In Service	Size	Length	Pressure	Test Result	Reason for Failure	Reason for Removal from Service	Thread Type
49057	NA	T-1831	8086	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	T-1831	8087	NA	FireQuip	NA	NA	1.75	50	300	PASS	NA	NA	NST
49057	NA	L-1841	2388	NA	Jafrib	Aug-8	NA	5.00	100	200	FAIL	Bulge	Failed Test:	STORZ
49057	NA	T-1831	2391	NA	Jafrib	Dec-10	NA	5.00	50	200	FAIL	Tail Gasket Leak	Failed Test:	STORZ
49057	NA	E-1871	2415	NA	Jafrib	NA	NA	5.00	50	200	FAIL	Damaged Jacket	Failed Visual Inspection	STORZ
49057	NA	L-1841	2423	NA	NA	NA	NA	5.00	100	200	FAIL	Bulge	Failed Test	STORZ
49057	NA	Rack	2482	NA	Jafline	Mar-8	NA	1.75	50	300	FAIL	Leaking Jacket	Failed Test	NST
Total Feet Tested									8,000					

Hartford Fire Department



Handbook – Employee Manual

Hartford Fire Department Handbook

Table of Contents

Welcome	Page	3
Introductory statement and Mission statement		4
Section 1 General		5
Section 2 Conduct and work rules		6-9
Section 3 Command and Structure		10-11
Section 4 Administrative Rules and Regulations		12-15
Section 5 Meetings		15-17
Section 6 Department Equipment and Motor Vehicles		17-18
Section 7 Leave of Absence		19
Section 8 Separation		20
Section 9 Committees		21
Section 10 Amendments or additions and effective dates		22
Acknowledgment form		23
Training Agreement		24

*Hartford Fire Department Handbook***Welcome**

This handbook-manual has been developed to describe some expectations of our paid on-call employees and to outline our policies and procedures. Each paid on-call employee should familiarize themselves with the contents of these policies as soon as possible because it will answer many questions about your membership with the Fire Department.

We hope that your experience will be challenging, enjoyable and rewarding. Again, welcome.

Sincerely,

Members of the Hartford Fire Board
The governing body of the Hartford Fire Department

Hartford Fire Department Handbook

Introductory Statement

This handbook-manual is designed to acquaint you with, and provide you with, information about working conditions and some of the policies and procedures affecting your affiliation with the Hartford Fire Board/Hartford Fire Department, hereinafter referred to as “Fire Department”. It describes many of your responsibilities as a paid on-call employee and outlines the policies developed by the Hartford Fire Board. One of our objectives is to provide a work environment that is conducive to both personal and professional growth. For complete policies and procedures refer to policy manual.

No policy can anticipate every circumstance or question that may arise. As the Fire Department continues to grow, the need may arise and the Hartford Fire Board reserves the right to revise, supplement, or rescind any policies from time to time as it deems appropriate, in its sole and absolute discretion. Paid on-call employees will be notified of such changes as they occur.

Mission Statement

The Hartford Fire Department will, with all diligence, exercise the best discipline and training among its members, provide life safety services, protect property and educate the public.

Vision Statement

The vision of the Hartford Fire Department is to be a progressive organization that Leads the community in public safety. The service we provide will be of the highest quality afforded to the citizens of our community.

Core Values

We will hold true to the core values of honor, loyalty, pride and courage while pursuing the ideas of compassion, respect, efficiency, and innovation to accomplish our mission.

*Hartford Fire Department Handbook***SECTION 1****General****Article 1**

A) The Hartford Fire Department shall be responsible to the Hartford Fire Board through the Fire Chief.

Article 2

A) The Hartford Fire Department fire fighters shall be composed of paid on-call, at will employees and the number of paid on-call employees shall be determined by the Hartford Fire Board. Paid on-call employees may also be referred to as Firefighters, Members or Employees.

Article 3

A) Rates of compensation for meetings, drills and emergency calls shall be in accordance with the Compensation Policy as set forth by the Compensation Committee.

Article 4

A) All paid on-call employees shall always bear in mind that, when using their personal vehicles responding to calls, they are responsible for their own safety as any other person on the roadway, and are subject to the same criminal prosecution as the general public.

Article 5

A) The Hartford Fire Department Handbook / Manual, as well as the Hartford Fire Department Standard Operating Guidelines and policies will direct the operations of the department.

Article 6

A) Fund raising activities on the part of membership of the Hartford Fire Department must receive prior approval from the Hartford Fire Board.

SECTION 2

Paid On-Call Employees

Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the Fire Department expects paid on-call employees to follow rules of conduct that will protect the interests and safety of all paid on-call employees and the organization.

Personnel shall conduct themselves, at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming Department personnel shall include that which brings, or may bring, the Department into disrepute or reflects discredit upon the employee or the Department, which impairs the efficient operation of the Department.

Personnel shall obey all laws of the United States and of any State or local jurisdiction.

Personnel shall not solicit or accept from any person, business or organization any gift (money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for the benefit of personnel or the Department, if it may reasonably be inferred that the person, business or organization seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty.

Personnel shall not use their official position, official identification cards or badges for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs.
- Fraud
- Fighting or threatening violence in the workplace.
- Negligence or improper conduct leading to damage of employer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other unlawful or unwelcome harassment.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

Hartford Fire Department Handbook

Personnel shall furnish their name to any person requesting that information when they are on duty or while holding themselves out as having an official capacity.

Personnel shall never attempt to dissuade any citizen from lodging a complaint against any employee of the Department. Personnel shall follow established departmental guidelines for processing complaints.

Personnel shall be courteous to the public.

Personnel shall be tactful in the performance of their duties.

Personnel shall not use profane or insolent language or gestures in the performance of their duty.

Personnel shall not allow personal feelings to influence their professional conduct.

Personnel shall not publicly criticize or ridicule the Department, its guidelines or other personnel by speech, writing, or other expression, where such speech, writing or other expression undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard of the truth.

No personnel shall transmit or further the passing of rumors or innuendo detrimental to the effective operation of the Department.

Personnel shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the department while holding themselves out as representing the department in such matters without proper authority. Personnel may lecture on "Fire" or other related subjects only with prior approval of the Chief.

Personnel on duty shall wear uniforms or other clothing in accordance with established departmental guidelines.

Personnel on duty shall maintain a neat, well-groomed appearance in accordance with established departmental guidelines.

Use of tobacco products is prohibited in any form in the department buildings, property, in any department owned vehicles or places prohibited by law or regulations.

All personnel are responsible to take prompt and appropriate action toward aiding a fellow responder or citizen exposed to danger or possible impending danger. Department personnel shall further establish and maintain a high spirit of cooperation within the Department, the community, and with other agencies.

Hartford Fire Department Handbook

Membership with the Fire Department is at the mutual consent of the Hartford Fire Board and the paid on-call employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance noticed.

Article 1 –Membership

- A)** Membership shall be open to all persons over 18 years of age or out of high school (whichever comes last), upon passing prudent hiring practices and possible response time and desirable by their availability to respond to emergency calls.
- B)** New members must live within the fire district or no more than four miles from the station. (Exception can be made at the recommendation of the Chief)
- C)** Any person desiring membership shall complete an approved application and complete all testing as set forth by this document.

Article 2 – Membership Review Committee

A three-person membership review committee consisting of the fire chief or Asst. Fire Chief, one Fire Department Member and one Fire Board Member shall review all applications within thirty (30) days of receipt of the application.

- A)** Applications shall be placed on file for a period of two (2) years during which time the membership committee may bring the application up for review when a vacancy exists.
- B)** After the two (2) year period an applicant may repeat the entire application process.

Article 3 – Testing

- A)** Upon approval of the membership committee the applicant shall pass, with a minimum of 70%, a written pre-employment test.
- B)** Said test will be designed to demonstrate the applicant's general knowledge in such areas as reading, basic arithmetic and mechanical aptitude.
- C)** The Fire Chief or Officer In Charge (O.I.C.) shall conduct a search of the applicant's driving record and criminal history.
- D)** The applicant shall pass a general physical agility test designed to demonstrate the applicant's physical dexterity, endurance and strength.
- E)** If the applicant successfully completes the above testing, the membership committee shall submit the application to the Fire Board for

Hartford Fire Department Handbook

approval.

Article 4 – Prospective Membership Approval Process

- A)** After the membership committee’s approval, the applicant will be introduced to the Fire board for approval.
- B)** Upon hire by the Fire Board, the applicant will become a regular paid on-call employee contingent upon passage of a medical physical examination.
- C)** The medical physical examination will be conducted by a Fire Board approved medical physician and all physician reports shall be confidential to the Fire Chief.
- D)** All costs of medical examinations and tests will be the responsibility of the Fire Board.

Article 5 – Probationary Paid On- Call Employees

- A)** All new probationary paid on-call employees shall be on probation for an eighteen (18) month period.
- B)** In the probationary period it shall be mandatory they successfully complete mandatory Fire Fighter I & II State of Michigan training.
- C)** If any probationary paid on-call employee has already completed the State of Michigan mandatory training and /or testing said paid-on-call employee may make a request to the Fire Chief that their probationary period be lowered.
- D)** The Fire Chief (O.I.C.) may recommend to the Fire Board the approval of an extension of the probationary to comply with the training requirements.
- E)** Probationary paid on-call employees lacking proper training shall not be involved in suppression activities or hazardous duties until proper instruction has been received and documented.
- F)** The probationary paid on-call employees’ development and ability to work within the fire department organization shall be monitored and documented.
- G)** If, at any time within the probationary period, said monitoring recommends termination, the Fire Chief (O.I.C.) shall recommend to the Fire Board to terminate the probationary membership status.
- H)** Probationary paid on-call employees shall complete mandatory Michigan First Responder course and obtain their medical license within thirty-six (36)

Hartford Fire Department Handbook

months of hire date.

Article 6 – Regular Membership

- A)** It shall be the duty of all paid on-call employees to be prompt at all meetings or other Fire Department activities.
- B)** Upon alarms all members (other than designated paid on-call employees assigned by the Fire Chief (O.I.C.)) shall assemble at the fire station without delay and assist in getting the apparatus to the scene and into operation as soon as possible as set forth in the Department Standard Operating Guidelines.
- C)** It shall be the duty of all paid on-call employees of the department to obey all commands of their officer or the Incident Commander.
- D)** It shall be the responsibility of all paid on-call employees to know the department chain of command.
- E)** It shall be the duty of all paid on-call employees to follow the procedures as set forth in the Standard Operating Guidelines issued by the Fire Chief (O.I.C.).
- F)** It shall be the responsibility of all paid on-call employees to submit to, and successfully pass, a medical physical examination given by a Fire Board approved physician as required by the Fire Chief (O.I.C.) and/or Fire Board.

SECTION 3

Command and Structure

In order to successfully maintain communications between the Hartford Fire Board, The Hartford Fire Department, Fire Department Officers, and Firefighters', a chain of command must be implemented and recognized by all to ensure that all issues and directions are handled in an organized fashion through procedure.

Chain of Command Procedure

The Hartford Fire Board, the Fire Chief (O.I.C.) and Department paid on-call employees recognize that the flow of information, communications, and directions must follow a chain of command.

In this respect the City of Hartford, Hartford Township respective commission and board members may provide direction and make requests to the Hartford Fire Board. A paid on-call employee of the Hartford Fire Board will also make requests to the Fire Board for action by the Fire Chief (O.I.C.). In turn the Fire Board provides direction

12/06/2023

23

Hartford Fire Department Handbook

and makes requests of the Fire Chief who, in turn, provides direction to the paid on-call employee under their direction.

The chain of command works in both directions. For it to work well, all must respect the chain of command.

Breaches in the chain of command create tension, miscommunication or other problems in the work environment. Breaches in the chain of command may subject the person to disciplinary action.

Article 1 – Qualifications for Supervisory Staff Personnel

A) Supervisory staff of the department shall be comprised of two divisions; Command/Administrative and Line Officers Division

B) Personnel from command/administrative personnel divisions shall be appointed by the Fire Board.

C) Personal from the Line Officers Division shall be recommended by the Fire Chief in accordance with Promotional Policy 402 and approved by the Fire Board.

D) All command positions and requirements for holding all positions shall be defined in the Department Standard Operating Guideline’s.

Command Officers/Administrative Division

- Fire Chief (O)officers (i)n (c)harge
- Assistant Chief
- Chaplain
- Administrative Assistant

Line Officers Division Personnel consist of:

- Captain
- Lieutenant (s)
- Sergeant
- Equipment Operator (s)
- Safety Officer
- Medical Officer

E) No employee shall at one time hold more than one position in the command officer division.

F) The Fire Chief or (O.I.C.) shall recommend to the Fire Board a temporary replacement for any line officer unable to fulfill their duties, not to exceed one

Hartford Fire Department Handbook

hundred eighty (180) days.

G) It shall be the duty of all officers to maintain the morale, discipline, readiness and efficiency of the department to the best of their ability and to issue and carry out orders to support the afore mentioned duties.

SECTION 4

Administrative Rules and Regulations

Article 1 - Drug and Alcohol Use

A) It is the Fire Department's desire to provide a drug-free, healthful and safe workplace. To promote the goal, employees are required to report to work, whether for training, meeting or actual fire runs, in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

B) Any paid on-call employee shall not, on or off duty, unlawfully manufacture, distribute, dispense, possess or use a controlled substance and shall not possess for his/her personal use, use or have any bodily alcohol content while on Fire Department premises and while conducting Fire Department related activities on Fire Department premises. It is recommended that you notify the Fire Chief or (O.I.C.) if you are taking any prescription drugs.

C) Controlled substance means a controlled substance listed in Schedule 1 under Section 7212 of the Public Health Code, 1978 P.A. 368, MCL 333.7212, or a rule promulgated under that section, or a controlled substance described in Section 7214(a)(vi) of the Public Health Code, 1978 P.A. 368, MCL, 333.7214. Any bodily alcohol content means an alcohol content of 0.02 grams or more per 100 milliliters of blood, per 210 liters of breath or per 67 milliliters of urine.

D) The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the Fire Department effectively and in a safe manner that does not endanger other individuals in the workplace.

E) The Fire Department shall have the right to require an employee to submit to random and post-accident (requiring medical treatment) drug and alcohol testing and shall also have the right to require a paid on-call employee to mandatory drug/alcohol testing as the Fire Department has reasonable cause to believe that the employee is in violation of any of the above prohibitions.

F) Violations of this policy may lead to disciplinary action up to and including immediate termination of membership and/or required participation in a

Hartford Fire Department Handbook

substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

G) Paid on-call employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program at the employee’s expense. Leave may be granted if the employee agrees to abstain from use of the problem substance and abides by all policies, rules and prohibitions relating to conduct in the workplace.

H) Any paid on-call employee who performs work for a government contract or grant must notify the Fire Department of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

I) Paid on-call employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Fire Chief or (O.I.C.) without fear of reprisal.

Article 2 - Sexual and Other Unlawful Harassment

A) The Fire Department is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual’s sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

B) Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassments of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures
- Displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic degrading verbal commentaries
- Physical conduct including touching, assaulting, or impeding or blocking movements

C) Unwelcome sexual advances (either verbal or physical), requests for

Hartford Fire Department Handbook

sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- Submissions or rejection of the conduct is used as a basis of making employment decisions; or
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment

D) If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to the Fire Chief or (O.I.C.). If the Fire Chief or (O.I.C.) is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any paid on-call employee or the Hartford Fire Board. You can raise concerns and make reports without fear of reprisal or retaliation.

E) All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

F) The Fire Chief or (O.I.C.) or any officer who becomes aware of possible sexual or other unlawful harassment must immediately advise the Hartford Fire Board so it can be investigated in a timely confidential manner. Anyone engaged in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Article 3 - Open Door Policy

A) We have an open-door policy. You may feel free to contact The Fire Chief or (O.I.C.) to discuss any issue without fear of reprisal. We encourage open dialogue between paid on-call employees and the Fire Chief or (O.I.C.) and feel that it is very desirable to discuss and resolve issues in this manner. In addition, we do have a formal grievance procedure in the event any member feels the need to have a formal avenue to address his or her concerns.

Article 4 – Grievance Procedures **General**

A) Our grievance procedure allows any paid on-call employee to have any controversy, dispute, or misunderstanding that affects job status reviewed by the Fire Chief or (O.I.C.). It is recognized that it is desirable to resolve paid on-call employee complaints to the satisfaction of all parties prior to moving into the formal grievance procedure. If that is not possible, a paid-on-call employee will be able to use the formal grievance procedure with the assurance that no reprisal will result from the use of this procedure.

Hartford Fire Department Handbook

Grievance Procedure

A) Step One –The Fire Chief or (O.I.C.) will attempt to solve any departmental problems quickly and reasonably when they are brought to his/her attention. Timeliness is critical. You must bring the issue you wish to grieve to the Fire Chief or (O.I.C.) within three (3) days of the occurrence of the event that precipitated the grievance. This is the important first step in any problem resolution.

1. In the event that you feel uncomfortable discussing your grievance with the Fire Chief or (O.I.C.) you may ask another paid-on-call employee to assist you with that discussion.
2. If necessary, the Fire Chief or (O.I.C.) will investigate the situation further and meet again with you within three (3) working days.

B) Step Two –If you are not satisfied with the resolution, you may request that you and the Fire Chief or (O.I.C.) meet with the Fire Board Personnel Committee. This should occur within three (3) working days of receiving the response in step one. The Fire Board Personnel Committee will have three (3) working days in which to respond to your concerns.

C) Step Three -If the situation is unresolved at this point, the Fire Chief or (O.I.C.) (or a member of the Fire Board) will assist you as follows:

1. Answer any questions you might have and help you put the grievance into written form. You should submit, in writing, the concern(s) and why the solutions given by the Fire Chief or (O.I.C.) and/or the Fire Board Personnel Committee are not agreeable. The Fire Board will investigate the problem and will make a concerted effort to resolve the situation. The Fire Board will provide you a written response within three (3) working days. This determination will be final.

D) Eligible Issues -Issues eligible for consideration

- Application of Policies/Procedures
- Promotions
- Disciplinary Actions
- Job Award

E) Ineligible Issues -Issues not eligible for consideration

- Content of Policies
- Wages and Benefits
- Performance Review
- Discipline

F) Discipline Procedures will be followed as described by the Fire Board.

Hartford Fire Department Handbook

SECTION 5

Meetings

Article 1

- A)** Regular Training meetings of the Department shall be held on the 2nd Sunday of each month starting promptly at 2:30 P.M. with the senior officer present calling the meeting to order and shall follow the Open Meeting Act rules and regulations.
- B)** The meeting shall be for business, training and truck inspections.

Article 2

- A)** All paid on-call employees are expected to make a sincere effort to attend all meetings and to be on time.
- B)** Attendance shall be recorded and all unreported absences shall be an unexcused absence and disciplinary procedures will be followed in accordance with Standard Operating Guidelines.

Article 3

- A)** It is expected that all paid on-call employees attending regular meetings / drills will participate in all activities of the department, being excused only by a senior officer present. All paid on-call employees shall wear department issued or approved personal protective equipment at all alarms and drills in accordance with the Standard Operating Guidelines.

Article 4

- A)** At all drills and practice sessions the personnel operating the pumps will keep the water pressure within safe limits.
- B)** At no time shall any paid on-call employee deliberately direct a stream of water at any other person or persons or property as a stream of water is always destructive.
- C)** Consideration should always be given to the public so as not to cover their property with debris and or water.
- D)** At no time shall main highways be blocked during practice / drills. Upon returning from emergencies as well as all drills and practices sessions department equipment and personal vehicles are to be operated in keeping with

Hartford Fire Department Handbook

all traffic laws.

Article 5

- A) The department is in existence to protect life and property and that fact must always be of prime consideration.
- B) At no time shall all employees as a group, leave the city at one time without designating enough personnel for emergency duty.
- C) Likewise, care should be given not to commit all pieces of equipment at drills or practice session at one time.

Article 6

- A) Officer meetings shall be held a minimum of monthly.
- B) Starting time and date will be at the Fire Chief's or (O.I.C.) discretion.
- C) All command officers shall attend unless excused by the Fire Chief or (O.I.C.). Attendance will be recorded and minutes will be recorded and published with the exception of personnel matters that shall be excluded.

Article 7

- A) The Fire Chief or (O.I.C.) may call a special meeting or training session as deemed necessary.

SECTION 6**Departmental Equipment and Motor Vehicles****Article 1 - Return of Property**

- A) Paid on-call employees are responsible for all Fire Department property, materials, or written information issued to them or in their possession or control. All Fire Department property must be returned by paid on-call employees on or before the last day of work.

Article 2 – Equipment

- A) A paid on-call employee is responsible for the proper care of Fire Department property and shall promptly report to the Fire Chief or (O.I.C.) the loss, damage, or unserviceable condition of any property assigned to him/her.

Hartford Fire Department Handbook

A paid on-call employee shall not permit any other person to wear or in any manner make use of his/her badge, uniform, equipment, or any part thereof without permission of the Fire Chief or (O.I.C.). Loss of badge or equipment, as well as failure to report such loss or damage to the Fire Chief or (O.I.C.), shall be

deemed a neglect of duty and may result in disciplinary action.

Article 3 – Vehicles

A) A paid on-call employee shall be held accountable for the proper use and care of any vehicle used by him or her and of all accessories and equipment assigned to such vehicle. Issued equipment for vehicle shall not be changed, interchanged, altered or removed from vehicles unless directed by proper authority.

1) Proper use of motor vehicles.

a) A paid on-call employee shall not be permitted to drive a Fire Department vehicle and shall not respond to fires using a motor vehicle under the following circumstances:

- Currently suspended or revoked license
- Three at fault accidents in two (2) years
- Conviction of operating a motor vehicle while intoxicated or impaired driving within the last two (2) years
- Conviction of failure to report a personal injury or property damage accident within the last two (2) years
- Conviction of reckless driving within the last two (2) years
- Conviction of fleeing a police officer within the last two (2) years

b) A paid on-call employee shall not use any departmental vehicle without the permission of a commanding officer. Department vehicles shall never be used for personal business or pleasure.

2) Damage or loss of equipment

If any defect or damage to a motor vehicle is discovered, the member shall report it in writing to the Fire Chief or (O.I.C.) immediately. The Fire Chief or (O.I.C.) shall ascertain that the equipment assigned to that vehicle is complete and in working order. Any defect damage, or loss reported after the vehicles have been inspected shall be brought to the Fire Chief's or (O.I.C.) attention.

3) Responding to a fire call

When responding to a fire call, a paid on-call employee shall not operate his/her vehicle at a speed or in a manner that interferes with the complete control of it at all times. She/he will not proceed through intersections or

Hartford Fire Department Handbook

traffic signals until he/she is sure that all other traffic has yielded to his/her right-of-way. The basic rules of safety shall be adhered to at all times regardless of the nature of assignment. Specifically, all employees must comply with MCL 257.603 if authorized by the Fire Chief.

Article 4 - Duty to obey all traffic laws.

A) When a paid on-call employee is not on a fire run, all normal safe driving practices, rigid obedience to all traffic laws and basic rules of courtesy shall be observed.

Article 5 - Use of seat belts.

A) All paid on-call employees while operating or riding in any vehicle owned by the Fire Department or during the operation of any vehicle for departmental purposes will wear a seat belt.

B) A paid on-call employee that sustains an injury relating to a motor vehicle accident while not wearing a seat belt may be subject to disciplinary action by the Department.

Article 6 - Accidents.

A) A paid on-call employee involved in an accident with a Fire Department vehicle shall immediately notify the Fire Chief or O.I.C.). The driver of the Fire Department vehicle involved in the accident shall submit a written report stating the circumstances of the accident to the Fire Chief or (O.I.C.) and shall submit to a drug and alcohol test.

B) The Fire Department shall have the right to require any paid on-call employee to submit to a drug or alcohol test if there is an accident resulting in personal injury or property damage.

SECTION 7

Leave of Absence

Article 1 – General

A) Each request for leave shall be in writing and acted upon by the Fire Chief or (O.I.C.) individually. Leave of absence may be granted for a period of up to one hundred eighty (180) days without relinquishing the paid on-call employee’s privileges. After one hundred eighty (180) up to a maximum of twelve (12) months, all rank and membership privileges will be relinquished. The former paid on-call employee must reapply for

Hartford Fire Department Handbook

membership after an absence of more than twelve (12) months.

- B)** After completion of any leave of absence less than twelve (12) months employees shall complete ninety (90) days of satisfactory employment before another request will be considered.

Article 2 – Medical Leave

A) Persons requesting medical leave must present the Fire Chief or (O.I.C.) with documentation from the paid on-call employee’s physician of the need for medical leave. Documentation must be presented to the Fire Chief or (O.I.C.) before returning back to active duty. The Fire Chief or (O.I.C.) may request an up-date of documentation every (four) 4 months if needed. Medical leave shall be granted for a period up to twelve (12) months.

Article 3 – Military Leave

A) Paid on-call employees taking military leave shall be granted membership upon honorable discharge from the military service after initial enlistment and shall also be permitted to engage in all department activities while on military leave. The time spent in the military should be considered time in service at the fire department, unless they re-enlist in the military.

SECTION 8

Separation

Article 1 - Resignation and/or Retirement

A) A person who resigns or retires from membership may reapply within twelve (12) months without application process, but must consent to a medical physical and have Fire Board approval. After twelve (12) months the application process must be followed.

Article 2 – Termination

A) Any paid on-call employee terminated from the Hartford Fire Department for just cause shall be subject to full application process for membership.

Section 9

Committees

Article 1- Formation of Committees

- A)** All committees shall have not more than 2 fire board members per committee.
- B)** Committees shall be decided on at the annual organizational meeting in July.

Article 2- Committees

- A)** The Personal Committee shall be composed of two (2) Fire Board Members. The Personal Committee shall meet on an as needed basis.
- B)** The Membership Review Committee shall be composed of one (1) Fire Board Member, one (1) Member of the Fire Department and the Fire Chief or Asst. Fire Chief. The Membership Review Committee shall meet on an as needed basis.
- C)** The Compensation Committee shall be composed of two (2) Fire Board Members, the Fire Chief and the Asst. Fire Chief. The Compensation Committee shall meet annually prior to the annual budget review.
- D)** The Budget Committee shall be composed of two (2) Fire Board Members, the Fire Chief, Asst. Fire Chief and the Administrative Assistant. The Budget Committee Shall meet annually in November to develop and discuss the upcoming year's budget.
- E)** The Policy Review Committee shall be composed of two (2) Fire Board Members, the Fire Chief or Asst. Fire Chief, and two (2) Members of the Fire Department. The Policy Review Committee shall meet at least annually in February to Review and or make recommendations for policy changes. During times outside of this review changes may be recommended and approved by the Fire Board on an as needed basis.

SECTION 10

AMENDMENTS OR ADDITIONS AND EFFECTIVE DATES

Handbook – Membership Manual, amendments or any additions are not in effect until they have been approved by the Hartford Joint Fire Board.

APPROVED BY THE FIRE BOARD

Date:12 June 2023

Hartford Fire Board Chairperson

Vice Chairperson

Secretary

Treasurer

Trustee

Hartford Fire Department Handbook

Paid On-Call Employee Acknowledgment Form

These policies describe important information about the Fire Department, and I understand that I should consult the Fire Chief or (O.I.C.) regarding any questions not answered in these policies. I have entered into my employment relationship with the Fire Department voluntarily and acknowledge that there is no specified length of employment.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to these policies may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Hartford Fire Board has the ability to adopt any revisions to these policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

I understand that this manual will remain the property of the Fire Department and must be surrendered upon separation from employment. I further understand that the rules/policy/procedures are not public information and shall not be released without prior approval of the Fire Chief or (O.I.C.).

Member's Name (printed): _____

Member's Signature: _____

DATE:
____/____/____

Distribute in Duplicate (1) Employee
(1) File

Hartford Fire Department Handbook

Hartford Fire Department Training Agreement

In an effort to supply current training to department members, keep the community safe and prepare for the future of this department – the Hartford Fire Board and the member signed below enter into the following agreement.

HFD is interested in making an investment in every member of the Department but there must be a return on investment. Members of this Department are involved with other emergency service agencies, so the return on this investment is even more important. Therefore, those wishing to receive training that is paid for by the Hartford Fire Board agree to the following:

1. FF I and II:

New members interested in becoming certified firefighters in the State of Michigan must take the required training. HFD will pay for training as long as the member completes two years of employment after receiving a certificate from firefighting school.

2. Fire Officer I, II, III:

Everyone might be capable in taking fire officer or specialized training classes but not all have the leadership skills to take on such an endeavor. Each member wanting to take this type of training will be allowed on a case-by-case basis depending on attitude, current skills, and years of service and future goals of the department.

HFD will pay for training as long as the member completes one year of employment after graduation from each fire officer class. For example, firefighter completing fire officer III will be required to complete three years of employment. If the member does not fulfill this agreement and leaves prior to the years of service required the price of schooling will be deducted from the members last paycheck or repay the price of the schooling and materials at the prorated rate of 75% of the initial cost.

If the member fails to successfully complete the required training, the same re-payment applies.

Dated _____

Member Name _____, Signed _____

Hartford Fire Board Chairperson _____

Distribute in Duplicate (1) Employee (1) File



June 5, 2023

Mr. Yemi Akinwale, City Manager
Hartford City
19 West Main Street
Hartford, MI 49057

Dear Mr. Akinwale,

I am pleased to provide you with our average response times for the month of May 2023. There were twelve (12) priority one calls in May with an average response time of 08:55 minutes.

There were eight (8) priority two calls run in May with an average response time of 11:04 minutes.

There were six (6) priority three calls in May with the average response time of 09:39 minutes.

There was a total of twenty-six (26) calls run in the month of May with an average response time of 09:35 minutes.

If you have any questions, comments, and/or concerns, please feel free to contact myself or Glenn at the office.

Sincerely,

Jimmy Wills
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503

Proudly Serving Southwest Michigan – Berrien, Cass, Kalamazoo, Van Buren Counties
5088 Meredith
Kalamazoo, MI 49002
Business Office (269) 343.2224 Fax (269) 343.6503
www.pridecare.com



May 2023 Board of Commissioners Activity Report

Administration Address
 219 E Paw Paw Street - Suite 305, Paw Paw, MI 49079
 Website: www.vanburencountymi.gov

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

HIGHLIGHTS

1. **Proclamation Christmas Spirit Foundation - Wahmhoff Farms** – Betsy Perales, of Wahmhoff Farms Nursery, was presented a Proclamation at the May 9th, 2023, Committee of the Whole meeting, from the State of Michigan and the Van Buren County Board of Commissioners, for receiving the Christmas Spirit Award for the Trees for Troops program. The community thanks her for her many years of dedication to serving our military personnel!
2. **Hazen Street Road Extension and Village of Paw Paw Housing Development** – There was a request to provide an update on the discussions regarding the County-owned Hazen Street Road extension and the proposed Paw Paw housing development, and to conduct a survey of the site. This was first brought to the Board's attention at the March 28, 2023, Committee of the Whole. Future updates were to be given when they were available. In summary, the Village would like to obtain ownership of the County-owned Hazen Street extension, which is a service drive that connects Hazen Street west to the Paw Paw Public Schools Elementary School campus. Buildings served by this road include Human Services East and the Van Buren Intermediate School District (VBISD) to the north and Building & Grounds, Head Start, and the Sheriff's storage facility to the south. Paw Paw Public Schools retains an easement on the drive to allow for school traffic. There are sewers and water easements as well. The drive is part of a single county-owned parcel that contains the above county facilities. The other facilities (Head Start and VBISD) have their own parcels. A developer is working on a site plan for mixed housing units south of the drive. A requirement is that they have access to the drive in order to have an additional ingress/egress to the development. The drive would have to be rebuilt to meet Village Road standards. A request has been made to ascertain the County's interest in dedicating the existing service road to the Village through the Land Bank Authority along with a parcel that would connect the development site to the road. The Village would use Tax Increment Financing to build the roads to Village standards. The first step would be to survey the county property and establish at least four separate parcels: 1. The service drive 2. County land north of the service drive 3. County land south of the service drive 4. Connecting parcels to development. Once the parcels are established, the next step would be transfer of ownership. The roads to be developed would then be maintained by the Village. The Board of Commissioners approves the conduction of the survey and requests that the results be brought back to the Board at a future meeting to discuss further action that includes the Establishment of the parcels and the Dedication of the parcels to the Land Bank Authority/Village.
3. **Animal Control Building** – John Small reported that the State Inspection of the Animal Control Building revealed several deficiencies that need to be remedied. He will prepare a list of repairs needed and present it to DLZ for an estimate to complete the repairs and/or construct a new facility. There's an option to purchase replacement kennels from an animal clinic that is closing, and it is a better and less expensive option than repairing the existing kennels. These kennels would also be able to be utilized if a new facility was constructed.

Buildings and Grounds is requesting authorization to negotiate a price that fits within the \$75k total project budget. Further information to be provided at a later date.

4. **April 2023 Claims** – Claims in the amount of \$3,092,330.76 for April 2023 were submitted, reviewed, and approved by the Board during the May 23, 2023, Board of Commissioners meeting.
5. **Use of County Property - Van Buren Youth Fair** – The Van Buren County Youth Fair has requested to use the paved parking lot adjacent to the fair, serving the Health and Human Services Building and the former Health Department Building, from July 17th at 5:30 PM to July 22nd, 2023, at 11:00 PM. This request will only apply in the event of extremely wet ground conditions. The Board of Commissioners approved the use of the parking lot adjacent to the fairgrounds by the Van Buren Youth Fair, in the event of extremely wet ground conditions from 5:30p.m. July 17th, 2023, to 11:00p.m. July 22nd, 2023.
6. **FY2024 MVAA Grant Request** – There was a request for approval of the FY2024 MVAA grant submission and for the Board Chair to sign all related documents on the Board's behalf. Veterans Services has the requirement to submit the FY2024 MVAA grant request for funds. This request needs to be submitted to the MVAA no later than May 10, 2023. Veterans Services is requesting that the Board of Commissioners allow Chairman Randy Peat to sign all required documents to support the FY24 MVAA request for funds due to the submission deadline of May 10, 2023. We are also requesting that the board pre-approve the strategy for Veteran Services' initial request for funds. The scope of the request is the same as FY2023, which included: Dental Program \$50,000.00 Advertising and Promotion \$15,000 Emotional Support Program \$21,000 - \$25,000 Emergency Relief Program \$9,192.00 - \$12,000 WHEREAS, in FY2024 our request is to keep with the same format to solidify the programs already in place with more funding. Dental Program \$50,000.00 Advertising and Promotion \$15,000.00 Emotional Support Program \$21,000.00-\$25,000.00 Emergency Relief Program \$9,192.00-\$12,000.00. The Van Buren County Board of Commissioners approved the submission of the FY2024 MVAA Grant request and for the Board Chair to sign on the board's behalf.

Appointment/Reappointment Applications

- 1. Brownfield Redevelopment Authority - Reappointment of Zach Morris** – There was a request for the re-appointment of one board member, Zach Morris, to the Brownfield Redevelopment Authority. Zach Morris has a three-year term set to expire on June 1st, 2023. He is requesting reappointment to the Brownfield Redevelopment Authority with a new term date expiring as of June 1st, 2026. The Board of Commissioners approved the reappointment of Zach Morris to the Brownfield Redevelopment Authority for a three-year term set to expire on June 1st, 2026.
- 2. Brownfield Redevelopment Authority - Reappointment of Kate Strohauer** – There was a request for the re-appointment of one board member, Katie Strohauer, to the Brownfield Redevelopment Authority. Katie Strohauer has a three-year term set to expire on June 1st, 2023. She is requesting reappointment to the Brownfield Redevelopment Authority with a new term date expiring as of June 1st, 2026. The Board of Commissioners approved the reappointment of Katie Strohauer to the Brownfield Redevelopment Authority for a three-year term set to expire on June 1st, 2026.

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>

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beechwood St. Dan
Staunton Supt.



6/12/2023

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Clean park as needed.
Water flowers three times a wekk.
Empty trash cans as needed.
Working with contractors on Clark Linden St. projects.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>1</u>
Water meter repairs	<u>2</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>8</u>
Water services replaced to water main	<u>1</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	

MAJOR AND LOCAL STREETS

Cold patching as needed.
Cleaning and sweeping curbs

SEWER SYSTEM

Sewer mains rodded	<u>4</u>
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

200 Beechwood St. Dan
Staunton Supt.



6/12/2023

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.54</u> ppm
Manganese	<u>0.149</u> ppm
pH	<u>7.2</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1.1</u> ppm
Phosphates	<u>1.3</u> ppm
Flouride	<u>0.8</u> ppm
pH	<u>7.2</u>

Chemicals used

	Total Lbs
Chlorine	<u>118.1</u>
Phosphates	<u>222</u>
Flouride	<u>173.5</u>

Average Daily Use

	<u>3.8</u>
	<u>7.1</u>
	<u>5.5</u>

WATER PUMPED FOR THE MONTH

Backwash water 6.136 Million 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>

2022 Water Quality Report for City of Hartford

Water Supply Serial Number: 03070

This report covers the drinking water quality for the City of Hartford 2022 calendar year. This information is a snapshot of the quality of the water that we provided to you in 2022. Included are details about where your water comes from, what it contains, and how it compares to United States Environmental Protection Agency (U.S. EPA) and state standards.

Your water comes from 3 wells groundwater wells, each over 130 feet deep. The State performed an assessment of our source water to determine the susceptibility or the relative potential of contamination. The susceptibility rating is on a seven-tiered scale from "very-low" to "very-high" based on geologic sensitivity, well construction, water chemistry and contamination sources. The susceptibility of our source is. The susceptibility of wells 4, 5, and 6 are moderate. We also have and Iron Removal Plant that all three well pump into. At the Iron Plant we remove 98% of the iron and manganese giving the public much better quality of drinking water.

[There are no] significant sources of contamination include [ENTER SOURCES OF CONTAMINATION IF ANY] in our water supply. We are making efforts to protect our sources by [OUTLINE ANY EFFORTS INCLUDING PARTICIPATION IN THE WELLHEAD PROTECTION PROGRAM].

If you would like to know more about this report, please contact: please contact City Hall or Dan Staunton at 269-621-2477.

Contaminants and their presence in water: Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (800-426-4791).

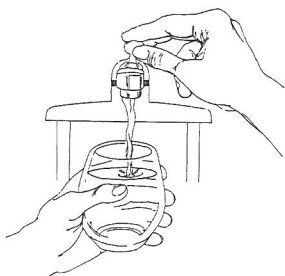
Vulnerability of sub-populations: Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised

persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune systems disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Center for Disease Control guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Sources of drinking water: The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. Our water comes from wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- **Inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture and residential uses.
- **Radioactive contaminants**, which can be naturally occurring or be the result of oil and gas production and mining activities.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.



In order to ensure that tap water is safe to drink, the U.S. EPA prescribes regulations that limit the levels of certain contaminants in water provided by public water systems. Federal Food and Drug Administration regulations establish limits for contaminants in bottled water which provide the same protection for public health.

Water Quality Data

The table below lists all the drinking water contaminants that we detected during the 2022 calendar year. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done January 1 through December 31, 2021. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All the data is representative of the water quality, but some are more than one year old.

Terms and abbreviations used below:

- Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.
- N/A: Not applicable
- ND: not detectable at testing limit
- ppm: parts per million or milligrams per liter
- ppb: parts per billion or micrograms per liter
- ppt: parts per trillion or nanograms per liter
- pCi/l: picocuries per liter (a measure of radioactivity)
- Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

1 Monitoring Data for Regulated Contaminants

Regulated Contaminant	MCL, TT, or MRDL	MCLG or MRDLG	Level Detected	Range	Year Sampled	Violation Yes/No	Typical Source of Contaminant
Arsenic (ppb)	10	0	0	ND-10	6-29-21	no	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
Barium (ppm)	2	2	0.13	0.11-0.19	6-29-21	no	Discharge of drilling wastes; Discharge of metal refineries; Erosion of natural deposits
Nitrate (ppm)	10	10	<0.050		3-7-22	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Fluoride (ppm)	4	4	0.95	0.2-1.0	3-7-22	no	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
Sodium ¹ (ppm)	N/A	N/A	19		3-7-22	no	Erosion of natural deposits
TTHM Total Trihalomethanes (ppb)	80	N/A	.00494	18.2-23.9	8-16-22	no	Byproduct of drinking water disinfection
HAA5 Haloacetic Acids (ppb)	60	N/A	.0133	N/A	8-16-22	no	Byproduct of drinking water disinfection
Chlorine ² (ppm)	4	4	1.0	0-2.5	2022	no	Water additive used to control microbes
Combined radium (pCi/L)	5	0	1.25	ND-3.3	11-19-19	no	Erosion of natural deposits
Total Coliform (total number or % of positive samples/month)	TT	N/A	N/A	N/A	2022	no	Naturally present in the environment
E. coli in the distribution system (positive samples)	See E. coli note ³	0	0	N/A	2022	no	Human and animal fecal waste
Fecal Indicator – E. coli at the source (positive samples)	TT	N/A	0	N/A	2022	no	Human and animal fecal waste

¹ Sodium is not a regulated contaminant.

² The chlorine "Level Detected" was calculated using a running annual average.

³ E. coli MCL violation occurs if: (1) routine and repeat samples are total coliform-positive and either is E. coli-positive, or (2) the supply fails to take all required repeat samples following E. coli-positive routine sample, or (3) the supply fails to analyze total coliform-positive repeat sample for E. coli.

Per- and polyfluoroalkyl substances (PFAS)									
Regulated Contaminant	MCL, TT, or MRDL	MCLG or MRDLG	Level Detected	Range	Year Sampled	Violation Yes/No	Typical Source of Contaminant		
Hexafluoropropylene oxide dimer acid (HFPO-DA) (ppt)	370	N/A	0	0	2021	No	Discharge and waste from industrial facilities utilizing the Gen X chemical process		
Perfluorobutane sulfonic acid (PFBS) (ppt)	420	N/A	0	0	2021	No	Discharge and waste from industrial facilities; stain-resistant treatments		
Perfluorohexane sulfonic acid (PFHxS) (ppt)	51	N/A	0	0	2021	No	Firefighting foam; discharge and waste from industrial facilities		
Perfluorohexanoic acid (PFHxA) (ppt)	400,000	N/A	0	0	2021	No	Firefighting foam; discharge and waste from industrial facilities		
Perfluorononanoic acid (PFNA) (ppt)	6	N/A	0	0	2021	No	Discharge and waste from industrial facilities; breakdown of precursor compounds		
Perfluorooctane sulfonic acid (PFOS) (ppt)	16	N/A	0	0	2021	No	Firefighting foam; discharge from electroplating facilities; discharge and waste from industrial facilities		
Perfluorooctanoic acid (PFOA) (ppt)	8	N/A	0	0	2021	no	Discharge and waste from industrial facilities; stain-resistant treatments		
Inorganic Contaminant Subject to Action Levels (AL)	Action Level	MCLG	Your Water ⁴	Range of Results	Year Sampled	Number of Samples Above AL	Typical Source of Contaminant		
Lead (ppb)	15	0	0 ppb	.000-.002	2022	0	Lead service lines, corrosion of household plumbing including fittings and fixtures; Erosion of natural deposits		
Copper (ppm)	1.3	1.3	0.1 ppm	0.09-0.30	2022	0	Corrosion of household plumbing systems; Erosion of natural deposits		

⁴ Ninety (90) percent of the samples collected were at or below the level reported for our water.

Information about lead: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Hartford is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you have a lead service line it is recommended that you run your water for at least 5 minutes to flush water from both your home plumbing and the lead service line. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Infants and children who drink water containing lead could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson’s Disease should consult their personal doctor.

Our water supply has 196 lead service lines and 654 service lines of unknown material out of a total of 850 service lines.

Monitoring and Reporting to the Department of Environment, Great Lakes, and Energy (EGLE) Requirements:

The State of Michigan and the U.S. EPA require us to test our water on a regular basis to ensure its safety. [IF YOU MET U.S. EPA AND STATE REQUIREMENTS USE THIS SENTENCE:] We met all the monitoring and reporting requirements for 2022.

We will update this report annually and will keep you informed of any problems that may occur throughout the year, as they happen. Copies are available at City Hall 19 W. Main St. [IF ALL CONSUMERS DO NOT RECEIVE A COPY BY MAIL OR DELIVERY, ADD THE FOLLOWING:] This report will not be sent to you.

We invite public participation in decisions that affect drinking water quality. THE CITY COUNCEL MEETINGS ARE HELD THE LAST MONDAY OF EVERY MONTH AT 7.30 PM. For more information about your water, or the contents of this report, contact Dan Staunton 269-621-3022. www.cityofhartfordmi.org. For more information about safe drinking water, visit the U.S. EPA at <http://www.epa.gov/safewater>.

Activities Report
City of Hartford Wastewater Treatment Plant
May 2023

The effluent meter was replaced after being hit by lightning

A meeting was held with Regi Kurien of AM Hawk. Further sampling will be performed at AM Hawk. A follow up meeting will occur

Bulbs and sleeves were changed on the UV unit

The UV unit was put into operation. Results were not satisfactory. We will give it another try when the flow EQ tank goes on line

Ferric was delivered, and the ferric tank is full.

The crew has a new weekly task. They pull the UV banks out of the channel and clean the glass with CLR.

One of the sludge transfer pumps was laser leveled.

Wiring going to the plant lift station was buried

The crew is continuing to work on landscaping

The crew is slowly going through the maintenance room getting rid of things and cleaning

All monthly maintenance was completed

The construction crew fixed the cracking concrete on the final clarifiers

DISCHARGE MONITORING REPORT (DMR) - DAILY

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

I **Limit Set Name:** 001A -
Set: 1 of 4

Parameter	Flow	Total Suspended Solids	Total Suspended Solids	Total Suspended Solids	Total Suspended Solids	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Carbonaceous Biochemical Oxygen Demand (CBOD5)
Mon. Loc.	Final Effluent (1)	Prior to Disinfection (B)	Prior to Disinfection (B)	Conventional Daily	Conventional Daily	Prior to Disinfection (B)	Prior to Disinfection (B)
Limit	(Report) MGD	45 mg/L	130 lbs/day	(Report) mg/L	(Report) lbs/day	40 mg/L	120 lbs/day
Stat. Base	Maximum Daily	Maximum 7-Day Average	Maximum 7-Day Average	Maximum Daily	Maximum Daily	Maximum 7-Day Average	Maximum 7-Day Average
5/1/2023	0.562			18	84.36744		
5/2/2023	0.432			17	61.24896		
5/3/2023	0.302			15	37.7802		
5/4/2023	0.422			18	63.35064		
5/5/2023	0.441						
5/6/2023	0.516						
5/7/2023	0.338	18	61.752696	22	62.01624	10.38	36.1962672
5/8/2023	0.418	18.4	58.823688	20	69.7224	9.54	30.3616032
5/9/2023	0.387	18.2	56.902152	16	51.64128	9.88	30.7158864
5/10/2023	0.385	18.8	60.905352	18	57.7962	10.06	32.5675332
5/11/2023	0.381	18.6	59.03886	17	54.01818	9.48	30.0338412
5/12/2023	0.395	18.6	59.03886			9.48	30.0338412
5/13/2023	0.488	18.6	59.03886			9.48	30.0338412
5/14/2023	0.29	18.4	56.793732	21	50.7906	9.45	29.1126048
5/15/2023	0.367	17.8	53.255904	17	52.03326	9.57	28.8078612
5/16/2023	0.353	17.8	52.348512	16	47.10432	9.63	28.3266432
5/17/2023	0.35	18.4	53.049072	21	61.299	9.19	26.4526452
5/18/2023	0.356	18.6	52.93398	18	53.44272	10.21	29.180826
5/19/2023	0.336	18.6	52.93398			10.21	29.180826
5/20/2023	0.417	18.6	52.93398			10.21	29.180826
5/21/2023	0.252	19	52.443588	23	48.33864	10.6	29.3381184

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner		TELEPHONE		DATE		
				2693625457				
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT		AREA CODE	NUMBER	YEAR	MO	DAY

DISCHARGE MONITORING REPORT (DMR) - DAILY

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

5/22/2023	0.318	19.8	53.17584	21	55.69452	11.2	30.2346684
5/23/2023	0.308	20.8	54.5436	21	53.94312	10.38	27.235104
5/24/2023	0.292	20.2	51.050808	18	43.83504	10.34	26.3734152
5/25/2023	0.285	20	48.443724	17	40.4073	10.2	24.5839848
5/26/2023	0.367	20	48.443724			10.2	24.5839848
5/27/2023	0.26	20	48.443724			10.2	24.5839848
5/28/2023	0.258	19	46.522188	18	38.73096	9.76	23.7613272
5/29/2023	0.263	18.4	43.279596	18	39.48156	10.52	24.3733164
5/30/2023	0.284	17.2	39.596652	15	35.5284	11.2	25.6716876
5/31/2023	0.289	16.6	38.060424	15	36.1539	12.04	27.6577752

Set: 2 of 4

Parameter	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Carbonaceous Biochemical Oxygen Demand (CBOD5)	Total Phosphorus (as P)	Total Phosphorus (as P)	Total Residual Chlorine	Total Mercury	Total Mercury
Mon. Loc.	Conventional Daily	Conventional Daily	Prior to Disinfection (B)	Prior to Disinfection (B)	Final Effluent (1)	Final Effluent (1)	Final Effluent (1)
Limit	(Report) mg/L	(Report) lbs/day	(Report) mg/L	(Report) lbs/day	38 ug/L	(Report) ng/L	(Report) lbs/day
Stat. Base	Maximum Daily	Maximum Daily	Maximum Daily	Maximum Daily	Maximum Daily	Maximum Daily	Maximum Daily
5/1/2023	12.1	56.713668	0.62	2.9059896	10		
5/2/2023	9.9	35.668512	0.78	2.8102464	20		
5/3/2023	9.2	23.171856	0.836	2.10561648	10		
5/4/2023	10.1	35.546748	0.908	3.19568784	30		
5/5/2023					10		
5/6/2023							
5/7/2023	10.6	29.880552	0.91	2.5652172			
5/8/2023	7.9	27.540348	0.913	3.18282756	10		
5/9/2023	11.6	37.439928	0.85	2.743443	20		
5/10/2023	10.1	32.43009	0.73	2.343957	10		
5/11/2023	7.2	22.878288	0.933	2.96464482	40		

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner	TELEPHONE		DATE		
			2693625457				
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO	DAY

DISCHARGE MONITORING REPORT (DMR) - DAILY

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

5/12/2023					10		
5/13/2023							
5/14/2023	10.45	25.27437	0.753	1.8212058			
5/15/2023	8.5	26.01663	0.594	1.81810332	10		
5/16/2023	11.9	35.033838	0.798	2.34932796	10		
5/17/2023	7.9	23.0601	0.986	2.878134	30		
5/18/2023	12.3	36.519192	0.871	2.58603384	10		
5/19/2023					10		
5/20/2023							
5/21/2023	12.4	26.060832	0.42	0.8827056			
5/22/2023	11.5	30.49938	0.583	1.54618596	20		
5/23/2023	7.8	20.036016	0.512	1.31518464	10		
5/24/2023	7.7	18.751656	0.606	1.47577968	10		
5/25/2023	11.6	27.57204	0.429	1.0196901	20		
5/26/2023					10		
5/27/2023							
5/28/2023	10.2	21.947544	1.03	2.2162716			
5/29/2023	15.3	33.559326	0.996	2.18464632			
5/30/2023	11.2	26.527872	1.1	2.605416			
5/31/2023	11.9	28.682094	1.3	3.133338			

Set: 3 of 4

Parameter	Total Mercury - uncorrected	Total Mercury - field duplicate	Total Mercury - field blank	Total Mercury - laboratory method blank	Fecal Coliform	Fecal Coliform	CBOD5 Minimum % Removal
Mon. Loc.	Mercury QA-Effluent	Mercury QA-Effluent	Mercury QA-Effluent	Mercury QA-Effluent	Final Effluent (1)	Fecal Daily	Percent Removal (K)
Limit	(Report) ng/L	(Report) ng/L	(Report) ng/L	(Report) ng/L	400 #/100mL	(Report) #/100mL	(Report) %
Stat. Base	Maximum Daily	Maximum Daily	Maximum Daily	Maximum Daily	Max 7-Day Geometric Mean	Maximum Daily	Minimum Daily % Removal
5/1/2023						62	0.906923077
5/2/2023						52	0.9208

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER TYPED OR PRINTED	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE 2693625457	DATE YEAR MO DAY
			AREA CODE NUMBER	

DISCHARGE MONITORING REPORT (DMR) - DAILY

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

5/3/2023						32	0.92
5/4/2023						41	0.930344828
5/5/2023						25	
5/6/2023							
5/7/2023					40.25814645		0.941111111
5/8/2023					37.58945013	44	0.944561404
5/9/2023					35.48773042	39	0.9072
5/10/2023					32.30384583	20	0.935873016
5/11/2023					31.47443608	36	0.954285714
5/12/2023					34.40193551	39	
5/13/2023					34.40193551		
5/14/2023					34.40193551		0.9346875
5/15/2023					32.27916841	32	0.943333333
5/16/2023					32.91570091	43	0.902857143
5/17/2023					35.20697522	28	0.940377358
5/18/2023					38.03850049	53	0.919344262
5/19/2023					32.21812419	17	
5/20/2023					32.21812419		
5/21/2023					32.21812419		0.932972973
5/22/2023					34.33687685	44	0.923333333
5/23/2023					32.16173273	31	0.945263158
5/24/2023					34.3653486	39	0.951875
5/25/2023					31.44570697	34	0.936438356
5/26/2023					34.99058299	29	
5/27/2023					34.99058299		
5/28/2023					34.99058299		0.960769231
5/29/2023					37.35309653	61	0.917297297
5/30/2023					44.92345935	78	0.921403509
5/31/2023					52.37404629	84	0.925625

Set: 4 of 4

Parameter	Total Suspended	pH	pH	Dissolved Oxygen			

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner	TELEPHONE		DATE		
		Andrew Warner	2693625457				
TYPED OR PRINTED		Andrew Warner	Andrew Warner	Andrew Warner	Andrew Warner	Andrew Warner	Andrew Warner
		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO	DAY

DISCHARGE MONITORING REPORT (DMR) - DAILY

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

	Solids Minimum % Removal					
Mon. Loc.	Percent Removal (K)	Final Effluent (1)	Final Effluent (1)	Final Effluent (1)		
Limit	(Report) %	6.5 SU	9.0 SU	3.0 mg/L		
Stat. Base	Minimum Daily % Removal	Minimum Daily	Maximum Daily	Minimum Daily		
5/1/2023	0.88	7.3	7.3	8.7		
5/2/2023	0.897590361	7.3	7.3	8.3		
5/3/2023	0.791666667	7.2	7.2	8.5		
5/4/2023	0.918918919	7.3	7.3	8.4		
5/5/2023		7.2	7.2	8.1		
5/6/2023						
5/7/2023	0.88172043					
5/8/2023	0.892473118	7.2	7.2	8.1		
5/9/2023	0.913043478	7.1	7.1	8.1		
5/10/2023	0.901098901	7.1	7.1	8.1		
5/11/2023	0.895061728	7	7	7.8		
5/12/2023		7.2	7.2	7.6		
5/13/2023						
5/14/2023	0.87037037					
5/15/2023	0.883561644	7.1	7.1	7.4		
5/16/2023	0.9	7	7	7.3		
5/17/2023	0.883333333	7.1	7.1	7.5		
5/18/2023	0.890243902	7.1	7.1	7.5		
5/19/2023		7.1	7.1	7		
5/20/2023						
5/21/2023	0.864705882					
5/22/2023	0.861842105	7.2	7.2	7.3		
5/23/2023	0.827868852	7.2	7.2	7.3		
5/24/2023	0.876712329	7.3	7.3	7.5		
5/25/2023	0.881944444	7.2	7.2	7.1		
5/26/2023		7.2	7.2	6.7		
5/27/2023						
5/28/2023	0.890243902					

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER TYPED OR PRINTED	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE 2693625457	DATE YEAR MO DAY
			AREA CODE NUMBER	

DISCHARGE MONITORING REPORT (DMR) - DAILY

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

5/29/2023	0.875	7.1	7.1	6.9		
5/30/2023	0.898648649	7.2	7.2	6.8		
5/31/2023	0.902597403	7.1	7.1	7		

DMR Instructions:

DMR Comments: (none)

- **Set 2 DMR Value Comments:**
- Date: 5/11/2023 12:00:00 AM, Column 5 Comment: Our flow equalization tank is nearly finished. When the flow evens out it will be much easier to get the dose right every day.

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner	TELEPHONE		DATE		
		2693625457					
TYPED OR PRINTED		SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO	DAY

DISCHARGE MONITORING REPORT (DMR)

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

Limit Set: 001A

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
Flow (50050) Final Effluent (1) Lab ID:	SAMPLE MEASUREMENT	0.36	0.562	MGD	*****	*****	*****	*****		Daily	Report Total Daily Flow
	PERMIT REQUIREMENT	REPORT Maximum Monthly Average	REPORT Maximum Daily		*****	*****	*****			Daily	Report Total Daily Flow
Total Suspended Solids (00530) Prior to Disinfection (B) Lab ID:	SAMPLE MEASUREMENT	52.1	52.6	lbs/day	*****	18.3	20.8	mg/L		5X Weekly	24-Hr Composite
	PERMIT REQUIREMENT	88 Maximum Monthly Average	130 Maximum 7-Day Average		*****	30 Maximum Monthly Average	45 Maximum 7-Day Average			5X Weekly	24-Hr Composite
Carbonaceous Biochemical Oxygen Demand (CBOD5) (80082) Prior to Disinfection (B) Lab ID:	SAMPLE MEASUREMENT	29.6	36.2	lbs/day	*****	10.4	12.0	mg/L		5X Weekly	24-Hr Composite
	PERMIT REQUIREMENT	73 Maximum Monthly Average	120 Maximum 7-Day Average		*****	25 Maximum Monthly Average	40 Maximum 7-Day Average			5X Weekly	24-Hr Composite
Total Phosphorus (as P) (00665) Prior to Disinfection (B) Lab ID:	SAMPLE MEASUREMENT	2.3	3.2	lbs/day	*****	0.803	1.3	mg/L		5X Weekly	24-Hr Composite
	PERMIT REQUIREMENT	2.9 Maximum Monthly Average	REPORT Maximum Daily		*****	1.0 Maximum Monthly Average	REPORT Maximum Daily			5X Weekly	24-Hr Composite

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner	TELEPHONE		DATE		
			2693625457				
TYPED OR PRINTED			SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO

DISCHARGE MONITORING REPORT (DMR)

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
Total Residual Chlorine (50060) Final Effluent (1) Lab ID:	SAMPLE MEASUREMENT	*****	*****	*****	*****	*****	40	ug/L		5X Weekly	Grab
	PERMIT REQUIREMENT	*****	*****		*****	*****	38 Maximum Daily			5X Weekly	Grab
Total Mercury (71900) Final Effluent (1) Lab ID:	SAMPLE MEASUREMENT	*G	*G	lbs/day	*****	*G	*G	ng/L		Quarterly	Calculation
	PERMIT REQUIREMENT	REPORT Maximum Monthly Average	REPORT Maximum Daily		*****	REPORT Maximum Monthly Average	REPORT Maximum Daily			Quarterly	Calculation
Total Mercury (71900) Hg Calculation (X) Lab ID:	SAMPLE MEASUREMENT	*G	*****	lbs/day	*****	*G	*****	ng/L		Quarterly	Calculation
	PERMIT REQUIREMENT	0.000012 12-Month Rolling Average	*****		*****	4.0 12-Month Rolling Average	*****			Quarterly	Calculation
Fecal Coliform (74055) Final Effluent (1) Lab ID:	SAMPLE MEASUREMENT	*****	*****	*****	*****	38.9	52.4	#/100mL		5X Weekly	Grab
	PERMIT REQUIREMENT	*****	*****		*****	200 Max Monthly Geometric Mean	400 Max 7-Day Geometric Mean			5X Weekly	Grab
CBOD5 Minimum % Removal (80091) Percent Removal (K) Lab ID:	SAMPLE MEASUREMENT	*****	*****	*****	96.1	*****	90.3	%		Monthly	Calculation
	PERMIT REQUIREMENT	*****	*****		Minimum Monthly % Removal	*****	REPORT Minimum Daily % Removal			Monthly	Calculation
Total Suspended Solids Minimum % Removal	SAMPLE MEASUREMENT	*****	*****	*****	91.9	*****	79.2	%		Monthly	Calculation

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER TYPED OR PRINTED	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	TELEPHONE 2693625457 AREA CODE NUMBER	DATE YEAR MO DAY
--	---	---	--	-------------------------------

DISCHARGE MONITORING REPORT (DMR)

Facility Name: Hartford WWTP
Permittee Name: City of Hartford

Permit Number: MI0023094 v6.0
DMR Period: 5/1/2023 - 5/31/2023
DMR Version: 1

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
(81011) Percent Removal (K) Lab ID:	PERMIT REQUIREMENT	*****	*****		85 Minimum Monthly % Removal	*****	REPORT Minimum Daily % Removal			Monthly	Calculation
pH (00400) Final Effluent (1) Lab ID:	SAMPLE MEASUREMENT	*****	*****	*****	7.0	*****	7.3	SU		5X Weekly	Grab
	PERMIT REQUIREMENT	*****	*****		6.5 Minimum Daily	*****	9.0 Maximum Daily			5X Weekly	Grab
Dissolved Oxygen (00300) Final Effluent (1) Lab ID:	SAMPLE MEASUREMENT	*****	*****	*****	6.7	*****	*****	mg/L		5X Weekly	Grab
	PERMIT REQUIREMENT	*****	*****		3.0 Minimum Daily	*****	*****			5X Weekly	Grab

DMR Instructions:

DMR Comments: (none)

NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Andrew Warner	TELEPHONE		DATE		
			2693625457				
TYPED OR PRINTED			SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR	MO

Submission Identifier: DMR-MI0023094-20230531-1
Submission Signature Hash: /7eWaSkDwajdRkWKiAY4p4FfgOWgUBQqXYeCBmoTZ1M=
Submitter Name: Andrew Warner
Submitter Email: warnerwastewater@gmail.com
Submitted Date/Time: 6/16/2023 6:40:07 AM



**JUNE 26, 2023
LIST OF BILLS**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
ABONMARCHE	PROFESSIONAL SERVICES THROUGH 3/31/2023 FOR CLARK & LINDEN		233.75
ALEXANDER CHEMICAL	IRP RENTAL INVOICE		192.00
AMERIGAS	PROPANE FOR LAB AT WWTP		846.84
AT & T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 5/12-6/11/2023		450.36
AUTO WARES GROUP	BRAKE CLEANER & FILTERS FOR DPW VEHICLES		118.35
BEAVER RESEARCH COMPANY	WEED KILLER FOR DPW		603.30
PAMELA BENCH	CLEANING AT CITY HALL ON 6/8/23 FOR 4 HOURS		100.00
BEST WAY DISPOSAL	CITY HALL TRASH SERVICE FOR MAY 2023	104.28	
	DPW TRASH SERVICE FOR MAY 2023	142.20	
	WWTP TRASH SERVICE FOR MAY 2023	109.02	355.50
BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR JUNE 2023		377.34
CAPP USA	HONEYWELL CHARTS FOR WWTP		247.35
CLEAN EARTH ENVIRONMENTAL	TELEWISE 300 FT OF 8 IN SANITARY SEWER LINE FOR CDBG - CLARK AND LINDEN PROJECT		1,216.00
COMPTON, INC	S PARKING LOT RESURFACING - USDA GRANT PAY ESTIMATE #1	28,255.23	
	S PARKING LOT RESURFACING - USDA GRANT PAY ESTIMATE #2	70,061.06	98,316.29
CORE & MAIN	1 1/2 INCH METER FOR AMHAWK	551.28	
	3 INCH METER FOR CASINO	2,636.00	
	METER SPUDS FOR AMHAWK METER	119.40	3,306.68
EDISON ELECTRIC	POWER FROM MCC TO LIFT STATION		1,870.00
FERGUSON WATERWORKS	WATER REPAIR PARTS	174.00	
	WATER REPAIR PARTS	512.39	686.39
FIELD PLUMBING & HEATING, INC	REPAIRS TO CITY HALL BASEMENT PLUMBING		1,661.50
FIRST ADVANTAGE CORP	DPW DRUG TESTING - PETE KALB		287.65
FRONTIER	LIFT STATION PHONE 6/7-7/6/2023		64.20
GAGE MOTORS	BRAKES & OIL CHANGE FOR 2020 FORD EXPLORER		1,328.61
GALLS, LLC	SHIPPING FOR PANTS THAT WERE ORDERED THEN RETURNED		10.95
INDIANA MICHIGAN POWER	MAY 2023 ELECTRIC BILLS		6,107.25
INSITUFORM TECHNOLOGIES USA, LLC	DRAW #3 FROM WASTEWATER COLLECTION PROJECT BOND		88,808.25
ROXANN ISBRECHT	REIMBURSEMENT FOR HOTEL, PARKING & MEALS - CLERK'S CONFERENCE		960.57
JOHNSON'S HEATING & COOLING	CLEAN OUTSIDE AIR CONDITIONER CONDENSERS		150.00
KELLOGG HARDWARE, INC	MISC HARDWARE SUPPLIES FOR MAY 2023		312.30
KROHN EXCAVATING, LLC	CONSTRUCTION PAY ESTIMATE #4 - LINDEN & CLARK PROJECT		330,572.77
KSS ENTERPRISES	PAPER TOWEL, TOILET PAPER, GLOVES, AIR FRESHNER, TRASH BAGS, TOILET BOWL CLEANER, SOAP, ETC	949.61	
	PAPER TOWEL & GLOVES BACKORDER	74.00	
	URINAL SCREENS & GLOVES BACKORDER	39.36	
	ELY PARK RESTROOM DISPENSER TOILET PAPER	43.71	1,106.68
L.D. DOCSA ASSOCIATES INC	DRAW #3 FROM WASTEWATER COLLECTION PROJECT BOND		312,810.02
LOOK SHARP MARKETING	DPW SHIRTS FOR NEW EMPLOYEES STEVEN & SHAUN		646.80
BLAKE MC FARLAND	BALANCE OF WATER DEPOSIT REFUND FOR 423 OAK ST		118.69
MICHIGAN STATE POLICE	REGISTRATION FEE FOR LIEUTENANT IVY (2 WEEKS FIREARMS TRAINING)		1,000.00
CHARLES MOORE	BUILDING PERMITS 23-H-1 THROUGH 23-H-21		1,698.00
JOANN NEWNUM	CLEANING AT CITY HALL ON 6/8/23 FOR 4 HOURS		100.00
TOM NEWNUM	CLEAN CITY HALL 5/31/2023	50.00	
	CLEAN CITY HALL 6/8/2023	50.00	
	CLEAN CITY HALL 6/15/2023	50.00	
	CLEAN CITY HALL 6/21/2023	50.00	200.00
PAULETTE'S POTTING SHED	DOWNTOWN & PARK FLOWER POTS-SUMMER 2023		3,884.62
PC SERVICES	SSL CERTIFICATE		639.00
PLUMMER'S ENVIRONMENTAL SERVICES	DSMI PROJECT (DWAM-LEAD & COPPER GRANT)		28,147.50
RUDELL REPAIR INC	BATTERY FOR DPW FORD 4X4		185.00
ANGELA STORY	ASSESSING SERVICES FOR JUNE 2023		1,283.33
TELE-RAD, INC	2 POLICE RADIO BATTERIES		376.54
TOM SMITH TRACTOR PARTS, INC	6 FT BRUSH CHOPPER		2,200.00
TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING 5/30/2023 (ANIONS & ALKALINITY)	119.75	
	WWTP HYDROCARBONS, PESTICIDES & BENZIDINES TESTING	537.00	656.75
UNITED WAY	EMPLOYEE CONTRIBUTIONS - 7/1/2022-6/30/2023		249.00
USA BLUEBOOK	HACH NITRIFICATION INHIBITOR FOR WWTP		88.59
VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 4/24-5/23/2023		87.00
VAN BUREN COUNTY TREASURER	COUNTY TRAILER COURT FEES - 7/1/2022-6/30/2023	444.00	
	STATE TRAILER COURT FEES - 7/1/2022-6/30/2023	1,776.00	2,220.00
VILLAGE OF PAW PAW LABORATORY	LAB ANALYSIS FOR APRIL 2023		120.00
ANDREW WARNER	13.667 HOURS AS OPERATOR AT WWTP (5/21-6/3/2023)		683.35



**JUNE 26, 2023
LIST OF BILLS CONTINUED**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
WIGHTMAN & ASSOCIATES, INC	PROJECT 190496 HARTFORD TWP PFAS WATER MAIN EXTENSION	1,520.00	
	PROJECT 212004 WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	11,002.72	
	PROJECT 222324 LEAD SERVICE LINE REPLACEMENT PROJECT	15,742.40	
	PROJECT 222250 S MUNICIPAL PARKING LOT RESURFACING	5,099.90	
	PROJECT 150147 GENERAL ENGINEERING (DDA BOUNDARY MAPPING)	687.50	
WILLIAM (ARTIE) WILCOX	PROJECT 202307 DWAM GRANT APPLICATION	491.25	34,543.77
	ELECTRICAL PERMIT 23HE004 - 426 E MAIN ST (FINAL)	144.90	
	ELECTRICAL PERMIT 23HE005 - 408 OAK ST (FINAL)	144.90	
	ELECTRICAL PERMIT 23HE006 - 109 AUSTIN (FINAL)	197.10	
	ELECTRICAL PERMIT 23HE008 - 303 ELMWOOD (FINAL)	154.80	
	ELECTRICAL PERMIT 23HE009 - 519 W MAIN (FINAL)	171.90	
ROY WIMBLEY	ELECTRICAL PERMIT 23HE010 - 106 AUSTIN (FINAL)	142.20	955.80
	BALANCE OF WATER DEPOSIT REFUND FOR 205 MARION		143.85
TOTAL OF CHECKS TO BE WRITTEN FOR JUNE 26, 2023			\$ 933,328.49

DEBIT CARD TRANSACTIONS

6/5/2023	LUMEN	LONG DISTANCE PHONE AUTO PAYMENT FOR IRP & WWTP	0.28
6/8/2023	UNITED STATES POSTAL SERVICE	MAIL PLANNING COMMISSION PACKETS	6.96
6/8/2023	UNITED STATES POSTAL SERVICE	POSTAGE FOR UTILITY BILLING	480.00
6/8/2023	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2023 PROPERTY TAXES MAILING	504.00
6/8/2023	STURGIS BANK & TRUST	WIRE-IN FEE FOR DRAW FROM WASTEWATER JR LEIN	10.00
6/8/2023	EMBASSY SUITES AUBURN HILLS	MEAL FOR LIEUTENANT IVY WHILE AT TRAINING IN AUBURN HILLS	16.84
6/8/2023	FIVE GUYS	MEAL FOR LIEUTENANT IVY WHILE AT TRAINING IN AUBURN HILLS	22.12
6/8/2023	SHELL OIL	GASOLINE FOR POLICE VEHICLE FOR LT IVY TO RETURN FROM TRAINING	60.01
6/8/2023	EMBASSY SUITES AUBURN HILLS	LODGING FOR LIEUTENANT IVY WHILE AT TRAINING IN AUBURN HILLS	300.58
6/9/2023	VILLAGE AUTO WASH	WASHED TWO POLICE VEHICLES (GETTING READY FOR PARADE)	24.00
6/15/2023	CROWN TROPHY	ENGRAVED NAME PLATE FOR POLICE DEPARTMENT	25.24
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS			\$ 1,450.03
TOTAL GROSS PAYROLL MAY 31, 2023 THROUGH JUNE 13, 2023 (2 WEEKS)			\$ 30,253.18
GRAND TOTAL FOR JUNE 26, 2023			\$ 965,031.70



**JUNE 26, 2023
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	CHECK TOTAL
BLUE CARE NETWORK	JULY 2023 HEALTH INSURANCE	13,724.87
DELTA DENTAL	JULY 2023 DENTAL INSURANCE	853.89
HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR JULY 2023	4,166.67
HARTFORD FIRE BOARD	JULY 2023 CONTRACTUAL PAYMENT	11,701.03
MICHIGAN ASSOCIATION OF PLANNING	ANNUAL INDIVIDUAL MEMBERSHIP FOR 3 MEMBERS 7/1/23 THROUGH 6/30/24	195.00
MICHIGAN RURAL WATER ASSOCIATION	ANNUAL DUES JULY 1, 2023 THROUGH JUNE 30, 2024	800.00
PC SERVICES	THREE YEAR FIREWALL SUBSCRIPTION	990.00
UNUM LIFE INSURANCE CO OF AMERICA	JULY 2023 LIFE & DISABILITY INSURANCE	615.22
VISION SERVICE PLAN	JULY 2023 VISION INSURANCE	123.48
	TOTAL OF CHECKS TO BE WRITTEN ON JULY 6, 2023	\$ 33,170.16



CITY MANAGER'S WEEKLY UPDATE
June 19, 2023

HUMAN RESOURCES UPDATES: We are checking references on a WWTP applicant. Due to ongoing emergencies in the PD, this has taken some time.

Shawn Poole will be returning to full time in mid-July and Matthew Kuzma has turned in his notice. We are low on staff right now due to emergencies and training and are relying on support from VBC Sherriff as well as Tribal Officers for support.

GENERAL UPDATES

ATTORNEY: I am actively working with the attorney on the Interlocal Fire Agreement, the PC and ZBA Ordinances, as well as on questions related to water/sewer use.

LEGAL: The City is being sued as part of the Mistretta civil case. The City is being represented by Plunkett and Cooney, as assigned by our insurance company. Discovery ends October 24th. We recently turned over a number of documents related to Mr. Mistretta's HR file, HPD policies and City policies.

VBEMS: I emailed with John Faul who assured me the County was in agreement with the amendment to include Hartford in the VBEMS contract. Dennis is out of town until the week of the Council meeting. As such, it is unlikely that we will have an agreement until he returns, so there will likely need to be a special meeting to approve the VBEMS agreement.

7 W MAIN: Due to a fire at 7 W Main, the owners are considering demolishing the property. The City's Building Inspector has requested the review of a structural engineer to make sure that demolition of the supporting walls will not compromise the connected buildings. He is working with Chief Harting and Asst. Chief McGrew on this matter.

215 SHEPARD ST.: Demolition is scheduled to begin July 17, 2023 at 8am. Danny will work with the contractor, Cross Excavating to make sure the project goes well. As a reminder they have to remove the structure as if it has asbestos.

PLANNING COMMISSION: The Planning Commission met and approved a site plan for Rick Stevens at 60401 CR687 for additional outdoor storage units, as allowed by right in the Business District. The PC also discussed the proposed PC Ordinance and change requests were sent to the attorney for review and consideration.

NEWSLETTER: A summer newsletter went out this last week along with the Water Quality Report.

WWTP UV RACKS In speaking to Wightman, it is best to wait for the upgrades at the WWTP to be finalized and all systems to be recalibrated before attempting to bring the UV rack back online. Once that is done, Mickey and Mary will come out, work with staff, including on the purchase of a winch and see what can be done to effectively bring the rack online or refund the City.

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 18, 2023

Item 19.

Commissioners Present: Ramon Beltran, Jane Danger, Frank Dockter, John Miller, Terry Tibbs, Mayor Richard A. Hall;
Members Absent: Commissioner Helen Sullivan;
Staff Present: Vitale, Rodney-Isbrecht

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

- Discuss & Consider Blight Elimination Program Round 2
Discussion: The Property Owner of 106 South Street, parcel # 80-52-005-001-50 provided the paperwork needed to move forward and apply for the grant.

Motion by Commissioner Miller, supported by Commissioner Tibbs to adopt Resolution 2023 – 016 authorizing engagement in the State Land Bank Blight Elimination Program Round 2 and Designate Authorized Signatory.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Miller to adjourn the meeting at 3:31pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 22, 2023

Item 20.

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

Commission Members Absent: Jane Danger

Staff Present: Prince, Rodney-Isbrecht, Vitale

Mayor Richard A. Hall called the business meeting to order at 6:45pm to hold a public hearing on the Drinking Water State Revolving Loan Fund Water System Improvement Project (6:45pm), Truth in Taxation (7:00pm) and 2023/2024 Budget (7:15pm).

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Miller to approve the agenda as amended to remove SWOT Goals proposed by Commissioner Tibbs.

Motion failed 3 – 3 (Dockter, Miller, Hall)

Motion by Commissioner Miller, supported by Commissioner Sullivan, to approve the agenda as presented.

Motion carried 4 – 2 (Beltran, Tibbs)

Motion by Commissioner Miller, supported by Commissioner Dockter, to recess the Council business meeting to open a public hearing on the Drinking Water State Revolving Loan Fund Water System Improvement Project.

Motion carried 6 – 0

Discussion: The City Manager presented information on the State of Michigan Department of Environment, Great Lakes, and Energy Drinking Water State Revolving Fund Project Plan for the City of Hartford Water System Improvements Project supplied by Wightman's. City Commissioners were concerned the water rate increase to do all the projects at once, instead of incremental over time would be an initial burden on customers. Council is aware that all of the upgrades to the water system need to happen and will be prioritized based on lead & cooper rules and funding. There were no written comments during the public notice period and no public comments from the person in attendance.

Motion by Commissioner Tibbs, supported by Commissioner Miller, to close the public hearing at 7:06pm and resume the Council business meeting.

Motion carried 6 – 0

Motion by Commissioner Dockter, supported by Commissioner Miller, to recess the Council business meeting to open the public hearing on Truth in Taxation and City Millage Rate.

Motion carried 6 – 0

Discussion: In order to keep the City's Millage Rate at current levels the Council has chosen to go through the truth in taxation process. The City would lose \$30,754 if it did not go through the process due to Heedlee.

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to close the public hearing at 7:15pm and resume the Council business meeting.

Motion carried 6 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 22, 2023

Item 20.

Motion by Commissioner Beltran, supported by Commissioner Dockter, to recess the Council business meeting to open the public hearing on the 2023/2024 Budget.

Motion carried 6 – 0

Discussion: Council did not make any changes to the proposed budget. The Manager recommends moving investments to general fund accounts to balance the budget. Some reasons for the out of balance budget: depreciation has not been funded in previous budgets and the CDBG Grant match was not budgeted for. There were no comments from the public.

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to close the public hearing at 7:27pm and resume the Council business meeting.

Motion carried 6 – 0

Guests: None

Public Comment:

- John Spoula, 112 Bennett, questions on Council/Manager chain of command.
- Dan Danger, 209 North Maple, several comments on Ely Park.

Communications:

- No Rummage Permit Needed Weekend Thursday – Saturday, May 25 – 27, 2023 8am-6pm
- City Hall Closed May 29, 2023 in observance of Memorial Day
- Council Special Meeting June 7, 2023 2pm – City Manager Review
- Job Fair @ Hartford Public Library July 8, 2023 10am – 3pm
- Van Buren Conservation District sent a Thank You for the City’s participation in the 2023 Resource Recovery Program.
- Children’s Advocacy Center is hosting a Cybersafety for Caregivers Wednesday, May 24, 2023
- CSX is closing roads at crossing for maintenance at Bernard Street & West Main Street, June 26 – July 6, 2023.

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

- A. **Police & Ordinance** – Chief Prince – Commended Officer Vandevoren for his work on a case involving a sixth grader. Commended Officer Kuzma for going above & beyond. Ordinance Officer Position is being considered to be filled temporarily by an officer to come in on a day off. Council would like to see drug count on report.
- B. **Fire Department** – Chief Harting – Pancake Breakfast was a huge success. Received two grants to purchase equipment. ISO rating stayed the same at a 4. Smoke Alarms are still available. Police Department participated in CPR training and are now all certified. Fire Department has received their Audit and will review at their next meeting.
- C. **Ambulance** – Report on file - If Pride Care cannot or does not respond, mutual aid is in place.
- D. **Van Buren County** – Mike Chappell – provided updates, K-9 Officer Retirement, County Clerk’s fees have increased, opioid steering committee to review how settlement funds should be spent, seeking County administrator, land bank has received complaints about 5 W Main and is considering selling the property.
- E. **Public Works** – Report not filed, No Action. Mayor Hall commented the Department has been very busy with construction projects, of South Parking Lot and Clark & Linden Streets.
- F. **Wastewater Treatment Plant** – Report on file, Commissioners requested reports be signed, and more information on what happens when the plant is at capacity due to all the rain. Working on a compliance plan for Amhawk. Also requested additional information on PFAS, and mercury sampling.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 22, 2023

G. Treasurers, Investment & List of Bills – \$114,842.54

H. City Manager – Weekly Update 5/5/2023; Weekly Update 5/12/2023; Continue to seek qualified candidates for the WWTP, the job has been reposted; Cinco de Mayo festival went great; searching for approved DDA development plan and TIF documents, working with Attorney Swets if the documents cannot be found funds collected for DDA may have to be returned. Planning commission ordinance amendment and seat a zoning board of appeals; roof project is in progress; brush pile update, too much blight in the pile to be burned, out of all the bids received the least expensive bid was \$75,000 to separate and remove the pile; Boring project at WWTP is under way; 215 Shepard, Cross Excavating to move forward with the demolition; 1 & 5 Main Street status emailed the County Treasurer and landbank; Bullet Proof Vest Grant submitted; Blight Elimination grant submitted for 106 S Center St; Clark & Linden Street is well under way; asking for an extension on DWAM Grant Contract; Input session on SPARK Grant, Wightman will provide preliminary plans; Summer newsletter nearly ready, additional input welcome.

Approval of Commission Minutes:

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the minutes of the April 24, 2023 business meeting of the Hartford City Commission, as presented and place them on file.
Motion carried 5 – 0 (Beltran out of the room)

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to approve the minutes of the May 5, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.
Motion carried 5 – 0 (Beltran out of the room)

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the minutes of the, May 9, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.
Motion carried 5 – 0 (Beltran out of the room)

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to approve the minutes of the, May 16, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.
Motion carried 6 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Miller, to accept the April 2023 reports of Officers, Boards & Committees and place them on file.
Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the May 22, 2023 list of bills in the amount of \$114,842.54.
Motion carried 6 – 0

Goals/Objectives:

- The City Manager asked Council to fill out the SWOT Analysis Strength's at the March meeting and bring back for discussion. This will be used to define the goals for the next fiscal year. Council did not submit any strengths. Council was asked to bring back to May meeting strengths & weakness.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 22, 2023

Item 20.

Discussion: Commissioner Miller – Goals & Planning is needed and should be done in a separate special meeting session; Commissioner Beltran – Not a high priority at this time. Commissioners Miller & Beltran will meet to bring back some information to the rest of the Council.

Old Business:

- Discussion & Consider Committee Recommendation for Legal Representation

Motion by Commissioner Tibbs, supported by Commissioner Miller, to open discussion on legal representation.

Motion carried 6 – 0

Discussion: Committee met with the City Manager & Clerk who opened the three proposals received. The Committee concluded Attorney Nick Curcio of Nunica, MI would best fit the needs of the City. Council would like to meet with Attorney Curcio at a future meeting.

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to engage Attorney Nick Curcio to represent the City as its legal representation.

Motion carried 6 – 0

- Consider Additional Special Council Business Meetings

Motion by Commissioner Dockter, supported by Commissioner Beltran, to set special business meetings for July 11 & August 8, 2023 at 7:30pm.

Motion carried 6 – 0

Discussion: Concerns about bills getting paid on time. Commission rules do not address a workshop meeting, or a separate agenda for a special meeting.

- Spark Grant

Discussion: Groups who utilize the park and community members were invited to provide input on improving Ely Park. Wightman will put together plans and concept drawing to include upgraded utility connections, larger pavilion, more seating, improved sound system, improved lighting, smaller pavilions with picnic areas, parking area off of Michigan Ave, and a fence or living fence along the West side of Ely Park. Those in attendance were in favor of seasonal ice skating rink, garden area with seating, a water feature, play scape with ADA features, additional veterans memorial to recognize those who served in Iraq & Afghanistan, skate park or biking feature. Once concept drawings are received another public input session will be scheduled.

New Business:

- Move City Funds Recommendation

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to move city funds in the amount of \$500,000 from Honor Credit Union to Consumers Credit Union.

Motion carried 6 – 0

Discussion: This will address the need to diversify and the comingling of funds.

- City Commission Rules of Order

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 22, 2023

Item 20.

Discussion: Commissioner Danger asked for the discussion item, because she is absent Council tabled to next meeting.

Resolutions, Ordinance, Proclamation's:

- Resolution 2023 – 012 Establishing the City of Hartford 2023/2024 Fee Schedule

Motion by Commissioner Beltran, supported by Commissioner Miller, to adopt Resolution 2023 – 012 establishing the City of Hartford 2023/2024 Fee Schedule as revised.

Motion carried 6 – 0

Discussion: Commissioner Beltran requested additional time to review the three new proposed fees for marihuana, the Annual Inspection, Special Event Application, Late Application were removed from the fee schedule.

- Resolution 2023 – 013 Property Tax Millage for the Fiscal Year 2023/2024

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to adopt Resolution 2023 – 013 approving the Tax Millage for the Fiscal Year 2023/2024.

Motion carried 6 – 0

- Resolution 2023 – 014 2023/2024 Budget

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to adopt Resolution 2023 – 014 approving the 2023/2024 Budget.

Motion carried 5 – 1 (Sullivan)

- Resolution 2023 – 015 Final Project Plan for Water System Improvements & Designating an Authorized Project Representative

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt Resolution 2023 – 015 approving the Final Project Plan for the Water System Improvements & Designating an Authorized Project Representative.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Proposed Amendment Chapter 151.290 Planning Commission Transfer of Zoning Power

Discussion: Council requested a revision to add Planning Commission must report monthly to Council. Requested changes will be made and brought back to Council for First Reading.

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to adjourn the meeting at 9:53pm.

Motion carried 5 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JUNE 7, 2023

Item 21.

Commissioners Present: Ramon Beltran; Jane Danger; Frank Dockter; John Miller; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall;
Members Absent:
Staff Present: Vitale, Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 2:00pm.

Discuss & Consider City Attorney Contract

Introduction of Nick Curcio, the committee's recommended selection from the RFP applications. Discussion of the attorney agreement, the Commission had no changes or comments.

Motion by Commissioner Tibbs, supported by Commissioner Dockter to approve the agreement for legal services with Curcio Law Firm.

Motion carried 7 – 0

Motion by Dockter, supported by Beltran, to suspend the special meeting & go into closed session for the purpose of discussing the City Managers review at 2:03pm.

Motion carried 7 – 0

Motion by Tibbs, supported by Dockter, to return to open session and resume the special meeting at 3:15pm.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adjourn the meeting at 3:15pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JUNE 13, 2023

Item 23.

Commissioners Present: Ramon Beltran; Jane Danger; Frank Dockter (7:25PM); John Miller; Helen Sullivan;
Terry Tibbs; Mayor Richard A. Hall
Commission Members Absent: None

Staff Present: Vitale

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

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the agenda as presented.

Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Beltran, to recess the Council business meeting to open a public hearing at 7:01pm on the proposed increases to the 2023/2024 sewer rates

Motion carried 6 – 0

Discussion: Council considered the need for the rate increase due to operational obligations. New rates will take effect on July 1, 2023. City residents Jeff Fuller and Mark Little had comments on the specific rate increases and the effect the last rate increase had.

Motion by Commissioner Miller, supported by Commissioner Beltran, to close the public hearing at 7:14pm and resume the Council business meeting.

Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Danger, to recess the Council business meeting to open a public hearing at 7:15pm on the proposed increases to the 2023/2024 water rates

Motion carried 6 – 0

Discussion: Council considered the recommendation by bakertilly municipal advisors and the need for the rate increase due to operational obligations. New rates will take effect on July 1, 2023. City residents Jeff Fuller and Mark Little had comments on the specific rate increases and the effect the last rate increase had.

Motion by Commissioner Miller, supported by Commissioner Beltran, to close the public hearing at 7:29pm and resume the Council business meeting.

Motion carried 7 – 0

Guests: None

Public Comment:

- Mark Little, North Maple Street, comments on Strawberry Festival, social media & Commissioner's comments.
- Zip Cannabis spoke regarding their application for an Adult Use Class A Microbusiness
- Kingh Farm spoke regarding their applications for Adult Use Class C Grow & Retail
- Jeff Fuller, Mary Street, comments on the Planning Commission Ordinance

Communications:

- Certificate of Appreciation for Diamond Sponsorship from the Hartford Strawberry Festival
County of Van Buren, State of Michigan, 19 West Main St, Hartford, MI 49057

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JUNE 13, 2023

Item 23.

- I & M sent notice of Public Hearing for June 14, 2023 @ 10:30am

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

- A. **Police & Ordinance** – Chief Prince, no action
- B. **Fire Department** – No action
- C. **Ambulance** – No action, the City Manager is working with VBEMS, they & Covert will provide Mutual Aid during the transition as Pride Care contract with the City will end May 31st if Pride refuses service. VBEMS is asking for additional time to prepare a contract and be able to provide service.
- D. **Van Buren County** – None Filed
- E. **Public Works** – None Filed
- F. **Wastewater Treatment Plant** – None Filed
- G. **Treasurers, Investment & List of Bills** –List of Bills in the amount of \$131,532.58;
- H. **City Manager** –
 - Award from Van Buren County Land Bank for demolition of 106 S Center St & update on 5 West Main Street, they are considering removal of the back staircase and selling the property;
 - Working with City’s Attorney for updates to the Planning Commission Ordinance, based on comments from Council & Planning Commission;
 - Moving forward with awarding VBEMS the local ambulance agreement, expects to bring agreement to Council by next meeting, if it is not received in time a special meeting will need to be called;
 - Shifting funds to Consumers Credit Union and moving funds from investments to the checking accounts for a net zero transfer;
 - Shawn Poole will be returning as a full time employee, possibly losing a current full time officer;
 - Candidate for WWTP, checking background, would be responsible for managing brush program at WWTP upon hire with specified hours for brush drop-off appointments;
 - City is named in a civil case regarding Mistretta case, currently in discovery;
 - New fee schedule and budget effective 7/1/2023;
 - South Parking lot has been damaged , council may want to consider pursuing remedies due to the repair costs;
 - City Hall roof is substantially complete, waiting on final inspection;
 - Issues with property rights claims at Clark & Linden, Council may want to consider how to respond to these requests/claims;
 - Concerns about ongoing noncompliance by AM Hawk, Council may want to consider how to respond to these ongoing issues.
 - Commissioner Tibbs recommending credit to water/sewer bill if asked to run water due to the lead/copper recommendations, Council may want to consider amending the water/sewer use ordinance as recommended by legal counsel;
 - WWTP, UV has been taken offline, working with Wightman’s to find a solution.
 - DPW is working incredibly hard with the six active projects as well as their normal duties.
 - Mayor comments: VBMS was housed at the Hartford Fire Station over the weekend as mutual-aid coverage in the area.

Approval of Commission Minutes: No Action

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the June 13, 2023 list of bills in the amount of \$131,532.58.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JUNE 13, 2023

Item 23.

Goals/Objectives: None

Old Business:

- Brush Pile at WWTP

Discussion: Council discussed the process for accepting brush at the WWTP upon reopening. Once a new staff member is hired at the WWTP, that person can accept appointments for brush only and drop-off during posted hours only. That staff member would be responsible for ensuring that all brush meet size limits. Council also discussed having DPW routinely pick-up brush once a month and eliminate drop-off at the WWTP. Council closed the WWTP to brush drop off for 90 days which ends July 31, 2023. Council will wait for a State mandate to remedy the current brush pile before taking action.

- Recreational Marihuana RFP Results – The City Manager reviewed the applications and gave an overview of the scoring for each application. Council discussed the scoring and applicants.
- Consider Recreational Retail Establishment Marihuana Application from Kingh Farms, LLC @ 325 West Main Street
Discussion:

Motion by Commissioner Miller, supported by Commissioner Sullivan, to approve the recreational retail establishment marihuana application from Kingh Farms, LLC @ 325 West Main Street.

Motion carried 5 – 2 (Danger, Tibbs)

- Consider Recreational Grow Facility Class C Marihuana Application from Kingh Farms, LLC @ 325 W Main

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the recreational marihuana Class C grow facility application from Kingh Farms, LLC @ 325 West Main Street.

Motion carried 5 – 2 (Danger, Tibbs)

- Consider Recreational Microbusiness Class A Marihuana Application from Zip Cannabis LLC @ 801 Prospect St

Motion by Commissioner Miller, supported by Commissioner Sullivan, to approve the recreational microbusiness Class A marihuana facility application from Zip Cannabis, LLC @ 801 Prospect Street.

Motion carried 5 – 2 (Danger, Tibbs)

- Discussion – City Commission Rules of Order
Commissioner Danger has concerns about time guests are allowed to speak prior to Public Comment. Discussion focused on possibility of moving public comment on the agenda to better accommodate the public. Commissioner Tibbs has concerns about the City’s Manager’s participation in Council subcommittee meetings and suggests changing Section 2.5 to eliminate the City Manager’s role from Council subcommittee, also general discussion on the past City’s Manager’s role in subcommittees. Commissioner Beltran suggests that Council be allowed to assign work to City staff and suggests changing Section 2.8. Council would like to revise the Council rules at a future meeting.

New Business:

- Consider – DPW Mowing Attachment Purchase \$2,200

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JUNE 13, 2023

Item 23.

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the DPW request to purchase a 72" Chopper Shear Pin attachment for the mowing system from Tom Smith Tractor in the amount of \$2,200. .

Motion carried 7 – 0

- Consider – WWTP Crane/Winch Equipment Purchase \$2,247.02.

Motion by Commissioner Dockter, supported by Commissioner Beltran, to table the request to purchase a Crane/Winch on wheels from USA Blue Book in the amount of \$2,247.02 until Wightman Engineering can present information on the practical application and use of UV System and whether Wightman will support the reimbursement of the Crane/Winch should the use of the UV System not be feasible. .

Motion carried 7 – 0

- DWAM Grant Change Order

Motion by Commissioner Miller, supported by Commissioner Tibbs to approve the DWAM Grant Change Order no. two extending the contract through September 30, 2023.

Motion carried 7 – 0

- Discussion – Proposed WA/SW Utility Rate Increases

Discussion: None

- Consider Proposed Workplace Injury Policy

Discussion: Most employers have a workplace policy.

Motion by Commissioner Miller, supported by Commissioner Tibbs, to approve the City's Workplace Injury Policy as presented.

Motion carried 7 – 0

- Discussion: Economic Incentives for Development.

Possibly offering free tap fees for sewer and water to attract businesses wishing to open in Hartford as an economic incentive. The City Manager will work with the City Attorney to determine the legality of this option.

Resolutions, Ordinance, Proclamation's: None

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to adjourn the meeting at 8:55pm.

Motion carried 6 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 26, 2023
Re: Limited Access Control- HPD Evidence Room

Lt. Ivy participated in an Evidence Manager training recently.

Upon return he reviewed the security capabilities of the HPD's evidence system and room and provided the following recommendations:

1. Install video surveillance of the evidence room and temporary evidence lockers
2. Install RFID locking system for evidence room
3. Purchase and install a locking drop box for received bail funds
4. Purchase and implement new evidence lockers and evidence room tracking and monitoring software system

The City works with EPS who provides onsite monitoring of the City's fire system. They have an access panel installed with the necessary controls. As such, we reached out to them for a quote to install the RFIP locking system in the evidence room.

Their quote came in at \$2,137.81 plus a monthly service fee of \$28.00

Lt. Ivy will be the only officer allowed in the evidence room moving forward.

He will be quoting the necessary equipment for officers to appropriately log and document collected evidence and bail receipts.

Roxann Isbrecht

From: Skyler J. LaPlante <slaplante@epssecurity.com>
Sent: Monday, June 12, 2023 9:48 AM
To: Roxann Isbrecht
Subject: Re: Quote
Attachments: City of Hartford 1 Door Access Control Solution (EPS Security).pdf

Good Morning Roxie,

As promised, attached is pricing for that 1 door you access control you requested.

Good news-because there is the existing DMP fire panel in place, we can expand on that because it is access control compatible. So there is no need to provide a separate panel for the integration (which cuts down on cost quite a bit). The system is managed and controlled by your staff utilizing an app called DMP Virtual Keypad, which can also be accessed on a web browser. So if you need to set a schedule, remove or add an employee, auto lock/unlock the door, it can be done remotely anywhere in the US.

Please review and let me know if you have any questions.

Thank you,
Skyler LaPlante
Security Consultant
EPS Security



Ph: 269-210-8809
slaplante@epssecurity.com

Visit our Web Site: www.EpsSecurity.com

From: Roxann Isbrecht <cityclerk@cityofhartfordmi.org>
Sent: Friday, June 9, 2023 3:28 PM
To: Skyler J. LaPlante <slaplante@epssecurity.com>
Subject: RE: Quote

Awesome,
Thanks so much!
Have a great weekend.

RoxAnn Rodney-Isbrecht, Clerk
City of Hartford
19 W Main St
Hartford MI 49057
269-621-2477
269-621-2054
cityclerk@cityofhartfordmi.org
www.cityofhartfordmi.org

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 06/26/23
Re: Request for Proposals- Demolition Contractors

The City has received a grant for \$40,500 from the Van Buren County Land Bank Authority for the demolition of 106 S Center St.

Of this, 8% must be returned to the Land Bank for their administration of the grant, leaving the City \$37,260 in project funds.

The attached Request for Proposals outlines the specifications to demolish the structure in the City of Hartford, while supporting compliance with EGLE and the Land Bank.

This RFP would be issued tomorrow, with a return date of July 14, 2023 and Council review and consideration on July 24th.

All work will have to be completed, approved and invoiced by September 8, 2023.



City of Hartford, Michigan
 19 West Main Street
 Hartford, MI 49057
 269-621-2477

Request for Proposals

DEMOLITION CONTRACTORS

Proposals are due at the address shown above no later than
 Monday July 3rd, 2023 at 11:00am EST
 City of Hartford Designated Contact: Sanya Vitale, City Manager
 Email: citymanager@cityofhartfordmi.org

Introduction

The City of Hartford, Michigan (hereafter referred to as “The City”), a duly organized municipality in the State of Michigan, is soliciting proposals from licensed and insured demolition contractors to demolish the structure at 106 S Center St. Hartford MI 49057.

Submission Instructions

The anticipated schedule for this Request for Proposal is as follows:

RFP Issued: June 27, 2023

Proposal Due Date: July 16, 2023

Applications marked “Demolition Proposal” will be received by the City of Hartford in the Office of the City Manager at 19 W. Main St. Hartford, Michigan 49057 no later than July 16, 2023 at 11:00am EST. Please submit one (1) original and one (1) copy of your response to this RFP.

Late submissions will not be accepted for any reason.

- Applications may be dropped off between 8:00am – 5:00 pm Monday through Thursday and 8:00am–4:00pm Friday. Please note that the City of Hartford is closed on most recognized holidays.
- All proposals received and date/time stamped by the City of Hartford prior to the proposal submittal deadline shall be accepted as timely submitted. No late proposals will be accepted or reviewed. Proposals will be opened promptly at the time and date specified.
- The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the contractor. Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The City of Hartford will in no way be responsible for the delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of proposals to the City of Hartford, or any work performed in connection therewith, shall be borne by the Contractor(s).
- The submittal of a proposal by a contractor will be considered by the City of Hartford as constituting

an offer by the Proposer to adhere to the marijuana Proposer services in the manner outlined in their proposal. A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date. The City of Hartford will consider only the latest version of the proposal.

License and Insurance

- Please submit a copy of your current license and proof of insurance in the following limits:
 1. **General Liability** - \$1,000,000 per occurrence for bodily injury, personal injury and property damage, and an aggregate limit of \$2,000,000;and/or
 2. **Automobile Liability** - \$1,000,000 per accident for bodily injury and property damage (if necessary and applicable to the contract); and/or
 3. **Workers Compensation or Employer’s Liability** - \$500,000 per accident for bodily injury or disease; and/or
 4. **Bodily Injury Liability** (if the contract involves motor vehicles or mechanized equipment) - \$1,000,000 per occurrence for bodily injury and/or personal injury and/or property damage.
- The policy shall name the City of Hartford, the Van Buren County Land Bank Authority and the State Land Bank Authority as additional insureds.

DEMOLITION SPECIFICATIONS- 106 S Center St. Hartford MI

Description

The home located at 106 S Center in the City of Hartford was posted condemned under Article 108.1 Section 108.0 of the Property Maintenance Code on 12-28-22 with an additional notice issued 2/23/23, due to a fire at the home. The home is beyond reasonable repair and needs to be demolished, all holes to be filled and graded to natural state and all debris removed from the property.

This property is currently owned by RUDOFFO SERRATOS however, the City of Hartford has received a grant from the Van Buren County Land Bank Authority for the demolition, including abatement and has an agreement with the owner to demolish the structure.

Per the State of Michigan, Department of Environment, Great Lakes, and Energy, due to the extent of damage the City must treat the structure as if it asbestos and demolish it as if it contains asbestos as it is fire destroyed and inaccessible to environment review experts.

Before starting demolition, it shall be the responsibility of the CONTRACTOR to disconnect or arrange for the disconnection of all utility service connections, such as water, gas, storm sewer, sanitary sewer, telephone, alarm systems, intercoms and other utility which may be connected at one or more places to the structure and appurtenances scheduled for demolition. It shall be further the responsibility of the CONTRACTOR to ascertain the location or locations of each of all the utilities servicing the building. The disconnection of each utility service connection shall be in accordance with the regulations of the utility concerned.

The CONTRACTOR shall contact the electric company and allow them enough time to disconnect this service. Item 27.

All storm sewer and sanitary sewer leads, laterals and connections shall be disconnected at point no greater than 2' behind the existing ROW line. The pipes shall be cut clean and capped with rubber and stainless-steel cap as manufactured by Fernco or approved equal. Each connection shall not be covered until approved by the OWNER. If applicable, all tanks associated with the septic fields shall be pumped and filled. All stone and pipe in the septic fields shall be removed from the site. The remaining topsoil and sand shall be used as needed on the site.

The CONTRACTOR shall disconnect all water service leads at the curb stop for public water supply or that the well head for private water supply.

The CONTRACTOR shall be responsible for ascertaining the locations of any active utilities traversing the project site and preserve and protect them in operating conditions. The CONTRACTOR shall protect all utility property including but not limited to, manholes, catch basins, valve boxes, line poles, end poles and guys, pedestals and other appurtenances. The CONTRACTOR shall be responsible for the repair of damage to any such utility.

At the completion of the project, the CONTRACTOR shall prepare a record drawing which delineates the locations of all utilities and how they were terminated. This must be completed prior to the CONTRACTOR leaving the work site and must be submitted to the OWNER for review and approval.

All utility services requiring excavation shall be backfilled and compacted to 95% modified proctor density. All sidewalk cuts, curb cuts and pavement cuts shall be clean, square and true, and shall be replaced with materials equal to those removed, or as approved by the OWNER.

Permits

A Demolition Permit shall be required to demolish or remove any structure with a foundation or slab. Permit applications are available at the City Hall, 19 West main Street, Hartford, Michigan 49057 or the City's website- www.cityofhartfordmi.org. A fee, which shall be established by the Hartford City Commission, will be charged to obtain a Demolition Permit.

Asbestos

This project will also require NESHAP 10- Day Notices (Abatement & Demo). The contractor must agree to accept the project as if it has asbestos and remediate it as part of the demolition, including all notices, permitting, haul routes and disposal.

Hazardous Materials: Lead based paint, asbestos and other contaminated building materials shall be properly abated and controlled during the demolition process and disposed of pursuant to state and federal regulations. Hazardous materials shall not be permitted to contaminate neighboring properties and structures.

Demolition Requirements

The contractor shall adequately secure the entire area with pedestrian fence throughout demolition as part of this pay item.

Demolition shall include the removal of the building designated on the plans including but not limited to all asbestos, concrete, masonry, wood, glass, plaster, metal, ceramic, roofing, mechanical equipment, insulation materials etc. as describe in the Contract Documents and as shown and noted on the plans. The items and

structures will include, but not limited to, the main building and any out building, retaining walls, chimneys, elevators, wells, cisterns, fuel storage tanks, signs, antennas, all concrete sidewalk removal etc.

Item 27.

All foundation walls, footings and pipes shall be demolished and removed to an elevation of at least 4' below the finished grade elevation. Any concrete slabs deeper than 4' shall be completely cracked and broken up so as not to trap any water. There is an existing sanitary sewer main located approximately 3' north of the north wall of the building and the CONTRACTOR shall make provision to protect it.

In addition to the above items, the CONTRACTOR shall remove and dispose of all items remaining in the building schedule for demolition.

All demolition and removal shall be performed by skilled laborers in this type of work, in an orderly neat and quiet manner so as to cause the least amount of inconvenience, noise, dust, and other objectionable feature. All construction materials, debris, rubbish, and waste generated as a result of the demolition work shall be properly removed from the site.

The CONTRACTOR shall conduct the work to insure the least obstruction to traffic in accordance with provision of the General Conditions and Special Conditions. Barricades, lights, warning sign, and other safety features as required for the protection of the public, adjacent buildings, adjacent property, and as may be required by the State and City shall be provided by the CONTRACTOR.

Securing Work Site: The demolition site must be secured with an orange barricade safety fence, and the site and right-of way(including sidewalk and road way) protected with traffic warning devices in accordance with the current MDOT Manual for Uniform Traffic Control Devices for short Term Street or Highway Work Zones. No work will be permitted without approved traffic control devices.

Debris Removal: All demolition debris shall be removed from the site within ten (10) calendar days from the beginning of the demolition of the structure.

Dust Control: Measures shall be taken to minimize dust and other particulates generated from the beginning of the demolition of a structure or related earthwork. Dust shall not cause an unreasonable nuisance upon the neighboring properties.

Time Restrictions: All demolition work shall be performed between the hours of 7am and 6pm. No work shall occur on Sundays.

Foundation Removal Requirements: The City of Hartford rules require that all concrete slabs, footings, and foundations must be removed.

Related Structures: All appurtenances related to the structure being removed shall also be removed (including, but not limited to porches, stairs, sheds, decks, signs, mail boxes, etc.) unless a waiver is received from the building inspector; noting however, that this project is attempting to salvage the garage. If this attempt to salvage the garage proves to be structurally unsound based on work occurring, the contractor should immediately alert the City and provide signed documentation to the City stating why salvaging the garage is not an option prior to demolishing the garage.

Underground Tanks: Underground storage tanks must be removed and contaminated soil (if any) shall be removed in accordance with storage and handling of flammable and combustible liquids (FL/CL) rules established by the Michigan Department of Environmental Quality and State of Michigan. Item 27.

Inspection Required: The demolition site, including the utility disconnections, must be inspected by City staff prior to covering any portion with soil. NO FILL may be placed until written approval is given by the City Building Inspector. Failure to comply with this requirement may necessitate re-excavation to confirm proper compliance with these polices. Note: All inspections are to be scheduled with the Building Inspector at least 24 hours in advance.

Clean Fill Required: Only clean fill may be used for restoring the site. Clean fill is described as soil which is free of large stones, clumps of clay, and other materials that would hinder turf development and mowing operations.

All area shall be compacted at one (1) foot intervals to appoint 3inches below the adjoining ground elevation.

Hauling Haul routes will be subject to local regulations. The disposal of all rubbish and waste materials will be made in legally designated disposal areas where such type of disposal is sanctioned. All material which falls under the rules of the Michigan Department of Natural Resources and Environmental shall be disposed of in a licensed landfill of the appropriate type. The CONTRACTOR shall obtain and pay for permits for hauling excavated materials, trash, rubbish, and waste material over streets and be responsible for keeping streets clean, free of dirt and debris caused by hauling.

The CONTRACTOR shall provide written approval of all material disposal sites from the local unit of government wherein such disposal is being performed. This written approval shall be provided to the OWNER prior to beginning of any such hauling or disposal.

General Cleanup Provisions

Before the work is accepted as being completed, the CONTRACTOR shall clean and remove from the project's adjacent property, adjacent buildings and surrounding streets and alleys, all surplus and discarded materials, debris of any kind, equipment, and temporary structure resulting from work of the Contract.

Backfill Requirements

After the demolition and excavation, of rubble from the site, the site shall be backfilled with clean granular class II material acceptable to the OWNER. The site shall be compacted to 95% modified proctor density and be graded generally level or as shown on the plans. The area shall be covered with 4" of top soil and seeded, fertilized, and mulched.

General Repair: Adjacent Property, Structures, Utilities

In addition to satisfying and complying with all other requirements, conditions, stipulations, and provisions as mentioned above, the CONTRACTOR shall, without extra compensation and as incidental to the cost of demolition, reconstruct all fills, backfills, sidewalks, curbs, utilities, adjacent property, adjacent buildings, streets alleys, etc., that are displaced damaged or modified by any reason or cause whatsoever during this contract to an "equal to" or "better than " condition prior to final acceptance by the OWNER.

CONTRACTOR shall provide the City of Hartford evidence of the following prior to final payment:

1. EGLE Permit for Asbestos Remediation
2. NESHAP 10- Day Notices (Abatement & Demo)
3. Signed Abatement Waste Manifests

4. Demo Permit
5. Open Hole Inspection and Picture
6. Invoices from contractors
7. Approved/Closed Demolition Permit

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 06/26/23
Re: Ely Park Rules

During the review of the City's Fee Schedule, the Council subcommittee asked to review the Ely Park Rules.

They are attached for review and comment.

The City Manager recommends a new form is created and a process outlined for larger special events that includes:

- Applicant & applicant type (nonprofit, for profit, individual)
- Sponsoring organization
- Event Coordinator and information including emergency contact information
- Detailed daily event information
- Event location requested & a map as appropriate
- the estimated number of event attendees
- if alcohol will be available
- if rides or inflatables will be used during the event
- if there will be animals at the event
- if food will be available
- what city services are being requested (utilities, restrooms, sound, seating, police, cleanup, etc)
- what streets are being requested to be closed
- insurance requirements
- requirements for attachments (insurance, licenses, permits, maps, etc)
- indemnification agreement
- Expanded guidelines and rules that include:
 - rules for consuming alcohol
 - rules/info for vendors
 - route markings for parades, runs, etc.
 - parking and vehicles in the park
 - street closures
 - barricades
 - insurance
 - use of tents or park shelters
 - use of public restrooms
 - clean up and trash expectations
 - damages and expectations
 - fees and charges
 - emergencies and afterhours issues

DIVISION 3: SPECIAL EVENTS**SECTION 4.43 LICENSE AREA; DESIGNATION**

When special events are planned for certain areas of the City, the City Commission may, by resolution, designate an area to be called a special events area. Said resolution shall describe the boundaries of the special events area, the purposes for its designation, and the length of time said area shall be a special events area. The City Clerk shall post a copy of said resolution in five (5) public places within the city, at least three (3) of which shall be in the special events license area, but posting or proof thereof is not a necessary element of proof of violation of this article, nor shall it affect any conviction obtained there under.

SECTION 4.44 LICENSE - REQUIRED

Any other provision of this Hartford Code notwithstanding, no person or entity shall sell any food, merchandise, goods, service, amusement, ride, or any other thing in any public street, alley, sidewalk, park, or any other public property, when said property is within a special events area as designated by the city commission, without first having obtained a special events license from the city and complying with the terms and conditions of said license.

SECTION 4.45 SAME - APPLICATION

Applications for special events licenses shall be submitted to the city clerk on such forms as the city clerk deems appropriate and shall be submitted not less than fifteen (15) days before the special event is to be held. The special event application shall be accompanied by a license fee as may from time to time be established by the City Commission. Said application shall also be accompanied by such certificates of insurance, bonds, or other items that the City Commission may from time to time require.

SECTION 4.46 SAME - ISSUANCE

The City Commission may approve the issuance of said special events license, which shall be valid only for the duration of the special events. The City Commission may limit the number of said licenses, limit the purpose of said licenses, regulate and control the location of said licenses, and attach such other terms and conditions to said licenses as may be necessary in the interest of the special event. The City Commission may appoint an advisory committee to make recommendations for special event licenses.

SECTION 4.47 SAME - DISPLAY

A person or entity having been issued a special events license and who is selling any food, merchandise, goods, service,

amusement, ride, or any other things pursuant to said license shall prominently display said license in full public view during the time period of said special event.

SECTION 4.48 VIOLATIONS

Any violation of this article may be enforced by an appearance ticket, summons and complaint, or arrest. 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).

SECTIONS 4.49 - 4.53 RESERVED

CITY OF HARTFORD

19 W. Main St
 Hartford, MI 49057
 Phone: 269-621-2477
 Fax: 269-621-2054
 cityclerk@cityofhartfordmi.org



ELY PARK RULES

PARK CLOSED HOURS – 10:00 P.M. – 6:00 A.M.

No person shall use or enter a park during hours when park is posted as being closed.

ASSEMBLIES – Clubs, organizations, associations or any specific groups

Any person, assembly or group expecting to attract more than 20 persons, desiring use of a park, shall make application with the City Manager.

All approvals shall require the user to clean up the area occupied after the event is over, and all applications for use must give the name, address and phone number of person responsible for the cleanup.

Approval for use of the parks shall be granted by the City Manager if all the following conditions are satisfied:

- a. The City Manager finds that the park is large enough for the anticipated crowd;
- b. The purpose and proposed activity of the applicant will not disturb the peace of the persons in the area surrounding the park; and
- c. Reasonable provisions have been made for cleanup after the gathering.

EXCLUSIVE USE PROHIBITED -

Under no circumstances shall any group be granted exclusive use of the park and no permit-fee shall exclude the public from using the park. The granting of a permit does give priority to the group in the use of the shelter and electric at Ely Park.

WILLFULLY ABUSING EQUIPMENT –

No person shall mark, deface, disfigure, injure, displace or remove any table, bench, fireplace, railing, pavement, or other public utility, appurtenance, structure or City property in the park.

JOSTLING OR CROWDING –

No person shall jostle or crowd another in any public park, nor shall any person throw any ball or other object in such manner as to unreasonably annoy or endanger other persons in or on such park, nor shall any person engage in any rough or violent play therein.

GARBAGE AND RUBBISH RECEPTACLES –

No person shall throw, place, deposit or leave any garbage, rubbish, glass, cans, containers, papers or other waste in any public park or playground, except in containers provided by the City for that purpose. Excess waste from a specific event needs to be removed by the persons responsible for the event. Waste material, other than those resulting from use of the park, may not be deposited in park receptacles. Large amounts of waste from the event must be removed and disposed of by those responsible for holding the event.

RESTROOM CLEANING & UPKEEP -

Any applicant using the Park for a Special Event or Function will be responsible for maintaining the restrooms in a clean and sanitary condition during and after the event. Should the applicant fail to clean and maintain the sanitary integrity of the restroom to the satisfaction of the City the same shall be cleaned by the City and the applicant shall be charged a minimum of \$300.00. The City reserves the right to take necessary legal action for cost recovery.

WATER POLLUTION –

No person shall throw, discharge, or otherwise place in the water of any fountain, stream storm sewer or other body of water in or adjacent to any park; any substance, liquid or solid, which may result in water pollution or a creation of hazard to the health and safety of other persons.

VEHICLES –

No person may drive, operate or park a vehicle within a park except upon a street, path, drive or parking area which is marked and designated for the use of vehicles. An exception is permitted for a single vehicle traveling at a slow rate of speed into the park for the purpose of unloading only items for use by a group that is using the park in accordance with the terms of this Ordinance.

CITY OF HARTFORD

Item 28.

19 W. Main St
Hartford, MI 49057
Phone: 269-621-2477
Fax: 269-621-2054
cityclerk@hartfordmi.com



Application - for SPECIAL EVENT use of ELY PARK

Date: _____

Name: _____

Address: _____

Date of Event: _____

Description of Event: _____

Contact Person during event: _____

Phone #: _____

I have read the attached Ely Park rules and agree to adhere to them.

(Signature of Responsible Party)

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 06/26/23
Re: Fire Board Audit

The City is in receipt of the Fire Board audit.

While the Fire Board ended the year in a positive position there were deficiencies in internal controls considered to be material weaknesses and other deficiencies that were considered to be compliance deficiencies that the Township Supervisor assured me are going to be addressed.

Concerns raised in the audit included:

- Material journal entries to bring payroll liabilities to actual fiscal year end
- Material journal entries to bring fund balance to actual fiscal year end
- Material adjustment to properly recognize final payment of fire truck
- Current system of internal controls did not prevent, detect or correct these misstatements
Expenditures exceeded the amounts appropriated in the General Fund
- Audit Report and Auditing Procedures Report not filed with State Treasurer within 6 months of fiscal year end.
- No amendments to the General Fund budget were made throughout the fiscal year

The Fire Board ended the fiscal year with a total net position of \$1,500,408 a change of (\$21,690) from last fiscal year.

The Fire Board's revenues totaled \$398,921 and expenses were \$420,611 an increase of \$28,368

The Fire Board's Capital assets are \$1,209,162 including land, buildings, equipment and emergency services vehicles.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 – 017**



AMENDING SEWER RATES.

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on June 26, 2023

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 26 of Ordinance No. 52 of the Hartford City Code of Ordinances authorizes Hartford City Commission to establish Sewer rates by resolution; and

WHEREAS, the City Commission has reviewed the current rates and proposed increases through the bakertilly Municipal Advisors Rate Study and has determined a need to amend the rates accordingly; and

WHEREAS, the current rates are not keeping up with both short- and long-term maintenance requirements of the system; and

WHEREAS, the proposed rates will help to cover the cost of repayment of bonds, inflation, capital improvement and increased cost of operation;

NOW THEREFORE, BE IT RESOLVED, that the City Council for the City of Hartford establish the following rates for Sewer usage;

- 1. The City of Hartford shall charge the following to its customers located within the City limits for sewer usage per month:
 - a. Minimum Service Ready \$ 2.48
 - b. Commodity per/1000 gallons \$ 7.60
 - c. Capital Reserve \$10.00
 - d. Non-Metered
 - \$36.68 Single Family Residential
 - \$55.02 Business 0-5 Employees
 - \$73.36 Business 6-10 Employees
 - \$91.70 Business 11+ Employees

- 2. The City of Hartford shall charge the following to its customers located outside the City limits for Sewer usage per month:
 - a. Minimum Service Ready \$3.72
 - b. Commodity per/1000 gallons \$11.40
 - c. Capital Reserve \$10.00
 - d. Non-Metered
 - \$ 55.02 for Single Family Residential
 - \$ 82.53 Business 0-5 Employees

\$110.04 Business 6-10 Employees
\$137.55 Business 11+ Employees

3. The rates shall be effective July 1, 2023

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: June 26, 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 and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on June 26, 2023, and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE:

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 – 018**



AMENDING WATER RATES.

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on June 26, 2023

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 35 of Ordinance No. 51 of the Hartford City Code of Ordinances authorizes Hartford City Commission to establish Water rates by resolution; and

WHEREAS, the City Commission has reviewed the current rates and proposed increases through the bakertilly Municipal Advisors Rate Study and has determined a need to amend the rates accordingly; and

WHEREAS, the current rates are not keeping up with both short- and long-term maintenance requirements of the system; and

WHEREAS, the proposed rates will help to cover the cost of repayment of bonds, inflation, capital improvement and increased cost of operation;

NOW THEREFORE, BE IT RESOLVED, that the City Council for the City of Hartford establish the following rates for Water usage;

1. The City of Hartford shall charge the following to its customers located within the City limits for water usage per month:

a. Minimum Service Ready	\$ 6.92
b. Commodity Charge per/1000 gallons	\$ 2.90
c. Water Improvement	\$ 6.00

2. The City of Hartford shall charge the following to its customers located outside the City limits for water usage per month:

a. Minimum Service Ready	\$10.38
b. Commodity per/1000 gallons	\$4.35
c. Water Improvement	\$6.00

3. The rates shall be effective July 1, 2023

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED
DATE: June 26, 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 and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on June 26, 2023, and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE:

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 - 019



RESOLUTION ADOPTING FISCAL YEAR 2022/2023 BUDGET ADJUSTMENTS NO. FOUR

At a Business meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on June 26, 2023 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has met all requirements for Public Hearing on the Budget-Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 12, 2022, and a public hearing on the proposed budget was held on May 19, 2022, and participation regarding the adoption of a budget and property tax levy for the City’s fiscal year commencing July 1, 2022 and ending June 30, 2023, and whereas, the City Commission has carefully considered same,

WHEREAS, the City of Hartford shall cause to be levied and collected the general property tax on all real and personal property within the City upon the current tax roll an allocated millage of 16.3014 mills.

WHEREAS, the City of Hartford shall cause to be levied and collected the general property tax on all real and personal property within the City upon the current tax roll an allocated millage of 16.3014 mills.

WHEREAS, the City of Hartford Commission understands the budget is a planning tool for the fiscal year, and

WHEREAS, the City of Hartford Commission understands the budget numbers are estimated making it necessary to make quarterly adjustments to distribute spending across the budget line items.

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford hereby adopts the following exhibit A budget adjustment no. four by Activity/Department for fiscal year commencing July 1, 2022, and ending June 30, 2023, in accordance with the City Charter.

BE IT FURTHER RESOLVED, that the adjustments change the overall fiscal 2022/2023 budget of revenue by (\$25,805) and expenditures by (\$321,817).

YEAS:
NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED
DATE: June 26, 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 and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on February 27, 2023 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended. DATE , 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 2023-019**



RESOLUTION ADOPTING FISCAL YEAR 2022/2023 BUDGET ADJUSTMENTS NO.FOUR

EXHIBIT A

FISCAL 2022-2023 BUDGET ADJUSTMENTS NO. FOUR GENERAL FUND				
GENERAL FUND	REVENUE			
	CURRENT BUDGET			\$1,528,331
	CURRENT (JUNE 16, 2023)	1,375,265		
	ACCRUAL – JUNE ADMIN FEES	14,292		
	REAL PROPERTY TAX	27,635		
	VB COUNTY ROAD MILLAGE	29,462		
	MUNICIPAL SERVICES AGREEMENTS	35,000		
	PROPERTY TAX CHARGEBACKS	(34,895)		
	INTEREST ON PROPERTY TAXES	2,825		
	PROPERTY TAX ADMIN FEES	1,725		
	STATE SHARED REVENUE	52,118		
	LABOR/EQUIPMENT RENTAL	9,000		
	PROJECTED REVENUE		1,512,427	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TAXES – REAL PROPERTY		570	
	VAN BUREN ROAD MILLAGE		4,400	
	CHARGEBACKS	34,900	7,224	
	MUNICIPAL SERVICE AGREEMENTS			
	TAXES – PERSONAL PROPERTY	800		
	LCSS COMMUNITY STABILIZATION		12,110	
	FRANCHISE FEE, CABLE TV			
	RECREATIONAL MARIJUANA		7,500	
	ARPA FUNDS			
	STATE SHARED REVENUE	19,000		
	ZONING BOARD FEES		816	
	INSURANCE REFUNDS		9,400	
	LABOR/EQUIPMENT RENTAL		4,000	

	TOTAL ADJUSTMENTS:		(15,904)	
	ADJUSTED REVENUE			\$1,512,427
GENERAL FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,450,952
	CURRENT (JUNE 16, 2023)	1,421,565		
	ADDITIONAL PROJECTED	88,387		
	PROJECTED EXPENDITURES		1,509,952	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	CITY COMMISSION	3,350		
	MAYOR	1,300		
	CITY MANAGER	1,800		
	CLERK		1,700	
	AUDIT FEES			
	CENTRAL SUPPLIES	5,500		
	BOARD OF REVIEW	300		
	TREASURER		1,400	
	ASSESSOR		200	
	ELECTIONS	3,300		
	CITY HALL & GROUNDS		8100	
	LEGAL FEES		1,800	
	POLICE DEPT		25,500	
	FIREBOARD			
	DEPT OF PUBLIC WORKS	34,000		
	ZONING COMMISSION/APPEALS	10,000		
	PARKS & RECREATION		1,000	
	CULTURAL PROGRAMS		1,950	
	TRANSFER TO PROJECTS		76,900	
	TOTAL ADJUSTMENTS		59,000	
	ADJUSTED TOTAL EXPENDITURES			\$1,509,952
	PROJECTED ADJUSTMENT TO GENERAL FUND BALANCE:			\$2,475

FISCAL 2022-2023 BUDGET ADJUSTMENTS NO. FOUR STREET FUNDS				
MAJOR STREETS	REVENUE			

	CURRENT BUDGET			\$301,150
	CURRENT (JUNE 16, 2023)	296,989		
	ACT 51 DUE	21,000		
	JUNE ADMIN FEES	3,333		
	PROJECTED REVENUE		321,322	
	ADJUSTMENTS:	SUBTRACT	ADD	
	ACT 51 REVENUE		23,172	
	COMMUNITY STABILIZATION	3,000		
	TOTAL ADJUSTMENT		20,172	
	ADJUSTED REVENUE			\$321,322
MAJOR STREETS	EXPENDITURES			
	CURRENT BUDGET			\$237,059
	CURRENT (JUNE 16, 2023)	163,503		
	ADDITIONAL PROJECTED	4,831		
	PROJECTED EXPENDITURES		168,334	
	ADJUSTMENTS:	SUBTRACT	ADD	
	ADMINISTRATION	1,725		
	DEBT SERVICE	6,900		
	STREET CONSTRUCTION	55,000		
	ROUTINE MAINTENANCE	3,500		
	TRAFFIC SERVICES		2,700	
	NON-MOTORIZED TRANS	1,300		
	WINTER MAINTENANCE	3,000		
	TOTAL ADJUSTMENTS		(68,725)	
	ADJUSTED EXPENDITURES			\$168,334
	PROJECTED ADJUSTMENT TO MAJOR STREET FUND BALANCE:			
LOCAL STREETS	REVENUE			
	CURRENT BUDGET			\$133,142
	CURRENT REVENUE (June 16, 2023)	106,566		
	PLUSACT 51 DUE	7,600		
	PROJECTED REVENUE		114,166	

	BUDGET ADJUSTMENTS	SUBTRACT	ADD	
	RIGHT OF WAY PERMIT		1,100	
	ACT 51	26,560		
	COMMUNITY STABILIZATION	3,000		
	TRANSFER FROM GENERAL FUND		9,484	
	TOTAL ADJUSTMENTS		(18,976)	
	ADJUSTED REVENUE			\$114,166
LOCAL STREETS	EXPENDITURES			
	CURRENT BUDGET			\$127,900
	CURRENT (JUNE 16, 2023)	105,566		
	ADDITIONAL PROJECTED	19,634		
	PROJECTED EXPENDITURES		125,200	
	ADJUSTMENT	SUBTRACT	ADD	
	ADMINISTRATION	200		
	ROUTINE MAINTENANCE	600		
	TRAFFIC SERVICES	800		
	NON-MOTORIZED	600		
	WINTER MAINTENANCE	3,000		
	TRANSFER TO PROJECTS		2,500	
	TOTAL ADJUSTMENTS		(2,700)	
	ADJUSTED EXPENDITURES			\$125,200
	PROJECTED ADJUSTMENT TO LOCAL STREET FUND BALANCE:			(\$11,034)

**FISCAL 2022-2023
BUDGET ADJUSTMENTS – NO. FOUR
SEWER FUND**

SEWER FUND	REVENUE			
	CURRENT BUDGET			\$647,124
	CURRENT REVENUE (June 16, 2023)	621,307		
	ADDITIONAL PROJECTED	71,465		
	PROJECTED REVENUE		692,772	
	ADJUSTMENTS:			
		SUBTRACT	ADD	

	SALES & SERVICE		41,423	
	CAPITAL RESERVE		8,945	
	INSURANCE REFUNDS	4,720		
	TOTAL ADJUSTMENT		45,648	
	ADJUSTED REVENUE			\$692,772
SEWER FUND	EXPENDITURES			
	CURRENT BUDGET			\$650,637
	CURRENT (JUNE 16, 2023)	560,599		
	ADDITIONAL PROJECTED	29,438		
	PROJECTED EXPENDITURES		590,037	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	GENERAL OPERATIONS	78,500		
	SEWER TREATMENT PLANT		235,500	
	SEWER LIFT STATIONS	3,000		
	TRANSFER TO PROJECTS		2,400	
	*	217,000		
	TOTAL ADJUSTMENTS		(60,600)	
	ADJUSTED EXPENDITURES			\$590,037
	PROJECTED ADJUSTMENT TO SEWER FUND BALANCE:			\$102,735

*Depreciation should be around \$217,000

**FISCAL 2022-2023
BUDGET ADJUSTMENTS – NO. FOUR
WATER FUND**

WATER FUND	REVENUE			
	CURRENT BUDGET			\$450,413
	CURRENT (JUNE 16, 2023)	355,557		
	ADDITIONAL PROJECTED	33,870		
	PROJECTED REVENUE		389,427	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	CHARGES FOR SERVICE	54,049		
	CAPITAL RESERVE ESCROW	7,663		

	PENALTIES ON DELINQ		173	
	MISC REVENUE		553	
	TOTAL ADJUSTMENT		(60,986)	
	ADJUSTED REVENUE			\$389,427
WATER FUND	EXPENDITURES			
	CURRENT BUDGET			\$517,077
	CURRENT (JUNE 16, 2023)	248,411		
	ADDITIONAL PROJECTED	31,066		
	PROJECTED EXPENDITURES		279,477	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	IRP OPERATIONS	79,800		
	WATER DISTRIBUTION SYSTEM	31,600		
	TRANSFER TO PROJECTS		13,800	
	*	140,000		
	TOTAL ADJUSTMENTS		(237,600)	
	ADJUSTED EXPENDITURES			\$279,477
	PROJECTED ADJUSTMENT TO WATER FUND BALANCE:			\$109,950

*Depreciation should be around \$140,000

**FISCAL 2022-2023
BUDGET ADJUSTMENTS – NO. FOUR
MISCELLANEOUS FUNDS**

COMPREHENSIVE IMPROVEMENT	REVENUE			
	CURRENT BUDGET			\$276,000
	CURRENT (JUNE 16, 2023)	261,506		
	ADDITIONAL PROJECTED	14,494		
	PROJECTED REVENUE		276,000	
	ADJUSTMENTS:	SUBTRACT	ADD	
	MISCELLANEOUS			
	CONTRIBUTION			
	TRANSFERS FROM OTHER FUNDS			

		TOTAL ADJUSTMENT			0
		ADJUSTED REVENUE			\$276,000
COMPREHENSIVE IMPROVEMENT		EXPENDITURES			
		CURRENT BUDGET			\$229,000
		CURRENT (JUNE 16, 2023)	194,375		
		ADDITIONAL PROJECTED	28,325		
		PROJECTED EXPENDITURES		222,700	
		ADJUSTMENTS:	SUBTRACT	ADD	
		CITY HALL		2,500	
		POLICE DEPARTMENT		900	
		PUBLIC WORKS			
		SIDEWALK IMPROVEMENTS			
		STREET IMPROVEMENTS			
		SEWER SYSTEM IMPROVEMENTS	10,900		
		WATER DISTRIBUTION IMPROVEMENTS		1,200	
		TOTAL ADJUSTMENTS		(6,300)	
		ADJUSTED EXPENDITURES			\$222,700
PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:					\$53,300

BUILDING DEPARTMENT		REVENUE			
		CURRENT BUDGET			\$26,622
		CURRENT (JUNE 16, 2023)	30,582		
		ADDITIONAL PROJECTED			
		PROJECTED REVENUE		30,582	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPART		3,960	
		TOTAL ADJUSTMENT		3,960	
		ADJUSTED REVENUE			\$30,582
BUILDING DEPARTMENT		EXPENDITURES			
		CURRENT BUDGET			\$21,098

	CURRENT (JUNE 16, 2023)	17,128		
	ADDITIONAL PROJECTED	2,573		
	PROJECTED EXPENDITURES		19,701	
	ADJUSTMENTS:	SUBTRACT	ADD	
	BUILDING DEPARTMENT	1,397		
	TOTAL ADJUSTMENTS		1,397	
	ADJUSTED EXPENDITURES			\$19,701
PROJECTED ADJUSTMENT TO BUILDING DEPARTMENT FUND BALANCE:				\$10,881
BUILDING AUTHORITY	REVENUE			
	CURRENT BUDGET			\$50,000
	CURRENT (JUNE 16, 2023)	50,281		
	ADDITIONAL PROJECTED			
	PROJECTED REVENUE		50,281	
	ADJUSTMENTS:	SUBTRACT	ADD	
	BUILDING AUTHORITY		281	
	TOTAL ADJUSTMENT		281	
	ADJUSTED REVENUE			\$50,281
BUILDING AUTHORITY	EXPENDITURES			
	CURRENT BUDGET			\$48,000
	CURRENT (JUNE 16, 2023)	44,505		
	ADDITIONAL PROJECTED			
	PROJECTED EXPENDITURES		44,505	
	ADJUSTMENTS:	SUBTRACT	ADD	
	BUILDING AUTHORITY	3,495		
	TOTAL ADJUSTMENTS		3,495	
	ADJUSTED EXPENDITURES			\$44,505
PROJECTED ADJUSTMENT TO BUILDING AUTHORITY FUND BALANCE:				\$5,776

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 26, 2023
Re: Regulation of Garage, Yard, Basement and Private Sales Ordinance

During the review of the City's Fee Schedule, the Council subcommittee asked to review and reconsider the Regulation of Garage, Yard, Basement and Private Sales Ordinance to include allowing sales on Sundays.

I would recommend the following changes as well:

Section 3.54 Conditions and Limitations

C. No sale shall continue for a period of more than four (4) consecutive days.

D. No more than four (4) such sales per calendar year shall be conducted on the same premises

Section 3.55 Advertising Sign Requirements

A. Eliminate all references to signs other than Garage, Yard, Basement and Private Sale signs

DIVISION 3: SPECIAL EVENTS**SECTION 4.43 LICENSE AREA; DESIGNATION**

When special events are planned for certain areas of the City, the City Commission may, by resolution, designate an area to be called a special events area. Said resolution shall describe the boundaries of the special events area, the purposes for its designation, and the length of time said area shall be a special events area. The City Clerk shall post a copy of said resolution in five (5) public places within the city, at least three (3) of which shall be in the special events license area, but posting or proof thereof is not a necessary element of proof of violation of this article, nor shall it affect any conviction obtained there under.

SECTION 4.44 LICENSE - REQUIRED

Any other provision of this Hartford Code notwithstanding, no person or entity shall sell any food, merchandise, goods, service, amusement, ride, or any other thing in any public street, alley, sidewalk, park, or any other public property, when said property is within a special events area as designated by the city commission, without first having obtained a special events license from the city and complying with the terms and conditions of said license.

SECTION 4.45 SAME - APPLICATION

Applications for special events licenses shall be submitted to the city clerk on such forms as the city clerk deems appropriate and shall be submitted not less than fifteen (15) days before the special event is to be held. The special event application shall be accompanied by a license fee as may from time to time be established by the City Commission. Said application shall also be accompanied by such certificates of insurance, bonds, or other items that the City Commission may from time to time require.

SECTION 4.46 SAME - ISSUANCE

The City Commission may approve the issuance of said special events license, which shall be valid only for the duration of the special events. The City Commission may limit the number of said licenses, limit the purpose of said licenses, regulate and control the location of said licenses, and attach such other terms and conditions to said licenses as may be necessary in the interest of the special event. The City Commission may appoint an advisory committee to make recommendations for special event licenses.

SECTION 4.47 SAME - DISPLAY

A person or entity having been issued a special events license and who is selling any food, merchandise, goods, service,

amusement, ride, or any other things pursuant to said license shall prominently display said license in full public view during the time period of said special event.

SECTION 4.48 VIOLATIONS

Any violation of this article may be enforced by an appearance ticket, summons and complaint, or arrest. 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).

SECTIONS 4.49 - 4.53 RESERVED