



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, January 22, 2024 at 5:30 PM

CALL TO ORDER

1. Discuss & Consider - Mayor Pro-Tem Nominations

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

2. Ryan Marschke, Hungerford Nichols CPAs + Advisors

PUBLIC COMMENT

COMMUNICATIONS

- [3.](#) Southwest Michigan CAA Weatherization Assistance Program
- [4.](#) Hartford Area Chamber of Commerce Annual Banquet
- [5.](#) Public Notice - EGLE - AEP/Indiana Michigan Transmission Company
- [6.](#) Market Van Buren Communication
- [7.](#) Notice Public Accuracy Test Early Voting Site
- [8.](#) Early Voting Presidential Primary February 27, 2024
- [9.](#) Van Buren County Voter Information Guide

REPORT OF OFFICERS BOARDS & COMMITTEES

- [10.](#) VB Conservation District Program Update

Police & Ordinance

- [11.](#) HPD - December 2023

Fire Department

- [12.](#) HFD - 2023 Annual Report

- [13.](#) HFB - 2024 January

Ambulance

Van Buren County

Public Works

[14.](#) DPW - December 2023

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

[15.](#) January 2024 - List of Bills \$396,411.29

[16.](#) Investment Report - December 2023

City Manager

APPROVAL OF COMMISSION MINUTES

[17.](#) December 11, 2023

[18.](#) December 13, 2023

[19.](#) December 18, 2023

[20.](#) January 3, 2024

APPROVAL OF REPORTS

GOALS/OBJECTIVES

21. Discuss & Consider - Expectations Workshop

OLD BUSINESS

[22.](#) Discuss & Consider - Spark Grant Update

[23.](#) Discuss & Consider - Voluntary Well Metering

24. Discuss & Consider - City Manager Position

NEW BUSINESS

25. Discuss & Consider - Hungerford Nichols Engagement Letter for Single Audit

[26.](#) Discuss & Consider - Freedom of Information Act Procedures & Guidelines & Fee Schedule

[27.](#) Discuss & Consider - HPD Recruit Policy

[28.](#) Discuss & Consider - MML Training

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[29.](#) Discuss & Consider - Proposed Ordinance Amendment No. 335-2023 Establish Planning Commission

- [30.](#) Discuss & Consider - Proposed Ordinance Amendment No. 336 - 2023 Designate Zoning Board of Appeals
- [31.](#) Discuss & Consider - Proposed Ordinance Amendment to Zoning 151.291, 151.309, 151.310, 151.311
- [32.](#) Discuss & Consider - Resolution 2024 - 001 Appoint Members of the City of Hartford Planning Commission
- [33.](#) Discuss & Consider - Resolution 2024 - 003 Fiscal Year 2023/2024 Budget Adjustments no. One

ADJOURNMENT



Southwest Michigan CAA

Weatherization Assistance Program

Lower your Energy Bills
Increase Home Comfort
Get it all for FREE

Counties served:
Berrien, Cass,
Van Buren

What is Weatherization?

Fueled by the 1973 energy crisis, weatherization was created in 1976 to decrease energy needs in each household. Today, people across the U.S. benefit from this program by lower energy bills, and a more comfortable home.

Services MAY include:

- Insulation
- LED Lights
- Furnace evaluation
- Smoke / CO detectors
- And MORE!!



Do you qualify for Weatherization?

2023 Income Poverty Guideline Chart (200%)

Family Size	<u>Max Gross Annual Income Limit</u>
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5+	\$70,280 + (\$10,280 per person)

How do I apply?

Best option: Call us at (269) 925-9077 Option 2

You may **email** us at weatherizationteam@smcaa.com



Who are we?

Southwest Michigan Community Action Agency (SMCAA) utilizes grant funds to provide support to those in need. Find out more by going to our website at SMCAA.COM Or calling (269) 925-9077

Some of our programs:

- Community Services
- Food assistance
- Temporary shelter
- Home Development/Support
- **Weatherization Assistance**

FAQ on back

Weatherization Department

Phone: (269) 925-9077 Option 2

Office: 185 E. Main St.

Benton Harbor, MI, 49022



U.S. DEPARTMENT OF
ENERGY



Weatherization Works



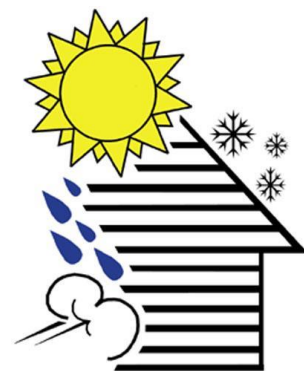
Southwest Michigan CAA Weatherization Assistance Program

Frequently Asked Questions

- **What does the Weatherization Program do?**
 - Weatherization focuses on energy efficiency improvements that are aimed at reducing your monthly energy bill. This commonly includes insulation and air-sealing the home, along with furnace and water heater check-ups to verify they are performing safely.
- **Can Weatherization repair my home?**
 - Major repairs involving roof, foundation, plumbing, electric, etc., are **NOT** addressed by Weatherization. The program is designed to improve energy efficiency in a home, not restore it to 'like-new'.
 - Minor damage may be evaluated, as part of the program, but there is no guarantee it will be addressed. Weatherization has limited funds to dedicate to each eligible household for energy efficiency improvements.
- **What does it cost?**
 - Homeowners do not pay a penny. There is no loan or lien placed on the house or property. We just ask that homeowners and their residents take the time to learn and practice more energy saving habits. Even if you know a lot of energy saving habits, there might be more that we could share with you!
- **What is expected from me in Weatherization?**
 - Weatherization is a partnership between the agency and the homeowner. We ask that you participate in the process of the program, including interacting with the energy auditor during the energy audit of your home, learn and practice some new energy savings tips and tricks to help reduce your energy bill further, and work with us on implementing the solutions prescribed to your home.
- **Do I need to find contractors?**
 - No. Weatherization uses contractors with specific training and licensing. Our agency has an agreement with various contractors that we would assign to your dwelling. You do not need to reach out to the contractors or find any, they will call you to schedule a time to conduct the work when you are next in the process.



U.S. DEPARTMENT OF
ENERGY



Weatherization Works

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JAN 12 2024
CITY OF HARTFORD

The Greater
HARTFORD AREA
Chamber of Commerce



Item 4.

You are invited to attend:

The Hartford Area Chamber of Commerce Annual Banquet

Monday, February 12, 2024 @ 6pm

At Taqueria y Mariscos El Primo 27 W. Main St. Hartford, MI 49057

Guest Speakers:

VBC Prosecuting Attorney Susan Zuiderveen &

Todd Gustafson, President & Chief Executive Officer of Kinexus

Tickets are \$25 and can be purchased at the

Hartford Public Library or Hartford City Hall.

If you have questions call Patty @ 269-588-5103 ex. 2 or email: hartfordmichamber@gmail.com

**State of Michigan
Department of Environment, Great Lakes, and Energy**

Water Resources Division
Kalamazoo District Office
7953 Adobe Road, Kalamazoo, MI, 49009-5025
269-567-3500

Site Name: 11-Riverside 138-kV Transmission Line Project-Hartford
Submission Number: HPM-C8YR-CCC5G
Date: January 4, 2024

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PUBLIC NOTICE

Jennifer Walker, AEP-Indiana Michigan Transmission Company, Inc., 8600 Smiths Mill Rd, New Albany, OH 43054, has applied to this office for a permit under authority of Part 31, Water Resources Protection; Part 301, Inland Lakes and Streams; and Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). The applicant proposes to rebuild an existing transmission line along 14.7 miles of existing right-of-way (ROW) between AEP's Hartford and Riverside Substations. The proposed project involves the following impacts:

- Cut existing wooden monopoles to be removed from wetland flush with the ground surface.
- Temporarily place timber matting within 0.216 acres of scrub-shrub wetland and 1.628 acres of emergent wetland to access new and existing poles.
- Install 11 new poles with steel direct embed structures within 0.011 acres of wetland. Install one new pole with concrete foundations within 0.001 acres of wetland.
- Permanently convert 0.063 acres of forested wetland to scrub-shrub or emergent wetland within ROW.
- Temporarily span three streams with timber matting.
- Remove all timber matting from streams and wetlands upon completion of the project.

The project is located within the following Townships, Ranges, and Sections: T03S, R16W, Section 16; T03S, R16W, Section 17; T03S, R16W, Section 20; T03S, R16W, Section 19; T03S, R16W, Section 30; T03S, R17W, Section 25; T03S, R17W, Section 36; T03S, R17W, Section 35; T03S, R17W, Section 34; T03S, R17W, Section 33; T03S, R17W, Section 32; T03S, R17W, Section 31; T03S, R18W, Section 36; T03S, R18W, Section 35; T03S, R18W, Section 34; T03S, R18W, Section 33; T03S, R18W, Section 32; T04S, R18W, Section 05; T04S, R18W, Section 08.

The project is also located within the City of Hartford, Watervliet Township, Hartford Township, Coloma Township, Hagar Township, Benton Township, Van Buren County, and Berrien County, Michigan, in accordance with plans attached to this notice.

THIS NOTICE IS NOT A PERMIT

The proposed project may also be regulated by one or more additional parts of the NREPA that are administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD). The requirements of all applicable parts are considered in determining if a permit can be issued. When a permit application is received requesting authorization to work in or over the inland waters of the State of Michigan, pursuant to Part 31, Part 301, and Part 303 of the NREPA, the NREPA provides that EGLE submit copies for review to the department of public health; the city, village, or township and county where the

project is to be located; the local soil conservation district; and any local watershed council organized under Part 311, Local River Management, of the NREPA. Additional notification is provided to certain persons as required by statute or determined by EGLE.

Those persons wanting to make comments on the proposed project shall furnish comments through no later than 20 days from the date of this notice. Comments will be made part of the record and should reference the above application number. Objections must be factual, specific, and fully describe the reasons upon which any objection is founded. Unless a written request is filed with EGLE within the 20-day public comment period, EGLE may make a decision on the application without a public hearing. The determination as to whether a permit will be issued or a public hearing held will be based on an evaluation of all relevant factors, including the public comments received and the effect of the proposed work on the public trust or interest, including navigation, fish, wildlife, and pollution. The specific permit decision criteria can be found in the parts of the NREPA applicable to this application and listed above. Copies of these parts of the NREPA are available on the public notice Web site. Public comments received will also be considered.

The entire copy of the public notice package may be viewed at the WRD's district office listed on the top of this public notice or online at:

<https://mienviro.michigan.gov/ncore/external/publicnotice/search>. To access the public notice page online, search for the public notice by location or applicant name, and view by clicking on the "Documents" tab. Comments should be sent electronically by clicking on the "Add Comment" tab. When inputting your comment please do not add any personal identification information (PII) concerning yourself or any other individual, into the comment box, including but not limited to email or telephone number. A hard copy of the public notice may be requested by calling the above number.

cc:

City of Hartford Clerk
 Watervliet Township Clerk
 Hartford Township Clerk
 Coloma Township Clerk
 Hagar Township Clerk
 Benton Township Clerk
 Berrien County Clerk
 Van Buren County Clerk
 Berrien County Drain Commissioner
 Van Buren County Drain Commissioner
 Berrien County Health Department
 Van Buren County Health Department
 Berrien County Conservation District
 Van Buren County Conservation District
 Jeannine Totzke, Berrien CEA
 Van Buren County CEA
 Local Postmaster
 USACE Michiana
 Jennifer Walker, AEP-Indiana Michigan Transmission Company, Inc., Applicant
 Patrick Evans, AEP-Indiana Michigan Transmission Company, Inc., Agent
 Nathan Ehlinger, POWER Engineers, Consultant
 Adjacent Property Owners
 MDNR, Wildlife Division
 Matt Diana, MDNR, Fisheries Division
 John Bayha, EGLE

Dear Business and Community Partners ~

2023 was an impactful year! We helped retain and create 531 jobs and supported \$26 million of new investment. To help close the digital divide in Cass and Van Buren Counties, we helped secure over \$5 million of matching dollars to strengthen Midwest Energy Communication's (MEC) successful ROBIN grant application.

Looking ahead to 2024, we will be addressing the need for workforce housing. The State's Rural Prosperity Department awarded us a grant to conduct a housing study and gain necessary information to attract more developers. We were also awarded \$2.5 million from the MEPC to support key community revitalization projects in our communities.

Thanks to our financial investors, our team will continue to support the growth of strong businesses, who employ talented people in vibrant communities!

Julia

Katli

Sincerely ~ Z

THE TEAM AT



Courtney

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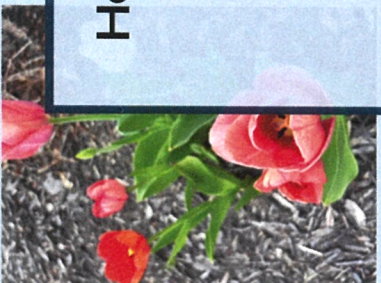
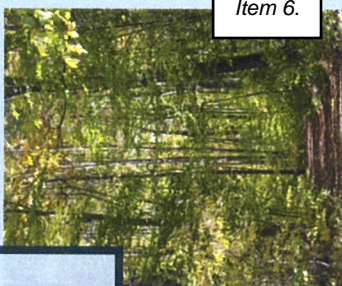
JAN 03 2024

CITY OF HARTFORD

Item 6.

All photos on the front are of Cass and Van Buren Counties.

Here's to feeling thankful
for the year behind
and enthusiastic for
the year ahead!
Happy New Year!



PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Public Accuracy Test for Early Voting for the February 27, 2024, Presidential Primary Election has been scheduled for **Thursday, February 1, 2024, at 1:00 p.m.**, at the Early Voting Site located at the Human Services West Bldg., 57418 C.R. 681, Hartford, MI 49057.

The Public Accuracy Test is conducted to demonstrate that the computer programming used to tabulate the votes cast at the election meets the requirements of Michigan election law.

Suzie Roehm, Van Buren County Clerk

Van Buren County Early Voting

Human Services West Building
57418 C.R. 681
Hartford, MI 49057

Early Voting begins the second Saturday before each State and Federal election and ends the Sunday before the election.

PRESIDENTIAL PRIMARY EARLY VOTING

DATES & HOURS:

Saturday, February 17, 2024	9 am to 5 pm
Sunday, February 18, 2024	9 am to 5 pm
Monday, February 19, 2024	9 am to 5 pm
Tuesday, February 20, 2024	9 am to 5 pm
Wednesday, February 21, 2024	12 pm to 8 pm
Thursday, February 22, 2024	9 am to 5 pm
Friday, February 23, 2024	9 am to 5 pm
Saturday, February 24, 2024	9 am to 5 pm
Sunday, February 25, 2024	9 am to 5 pm

Options for Voter Registration (or Updating Address):

You can register by one of the following methods:

- Online at Michigan.gov/VoterRegistration
- At a Secretary of State branch office
- At your city or township clerk’s office or your county clerk’s office
- At any state agency that provides public assistance or services to people with disabilities
- By mailing in a completed [voter registration application](#) postmarked at least 15 days before the election; or,
- Through a voter registration drive

Within 14 days before the election, all applications must be submitted to your local city or township clerk’s office in person.

Early Voting Starts
11 days before election day

Early Voting Ends
2 days before election day (Sunday before election day)

Absentee Applications available
75 days before election

Absentee ballots available
45 days before election

**ABSENTEE BALLOTS DUE
BY 8:00 PM ON ELECTION DAY**

What is on the ballot?

Beginning a month before election day, voters can preview their ballot at Michigan.gov/Vote or pick up a sample ballot at your local Clerk’s office.

Van Buren County Voter Information Guide



2024 Elections:

Presidential Primary:
February 27th

Primary Election:
August 6th

General Election:
November 5th

Voting Method #1

ABSENTEE

Any registered voter can vote with an absentee ballot. There is no requirement for an excuse.

There are 2 steps to this process:

- 1) Submit a ballot application to your local clerk (unless you have previously submitted a permanent ballot application)
- 2) Return your voted ballot by mail, in person or absentee ballot drop box (Located at Township/City Hall)

BALLOTS MUST ARRIVE AT CLERK'S OFFICE BEFORE 8:00 PM ON ELECTION DAY

Absentee Application Options:

- Online at MI.gov/Vote
- Request from local Clerk
- Visit your local Clerk's office


THE OUTSIDE OF THE BALLOT ENVELOPE MUST BE SIGNED BY THE VOTER!

Voting Method #2

IN PERSON – EARLY VOTING

Any registered voter can vote during the 9 day early voting period for all State & Federal elections. Early Voting begins eleven days before the election.

Van Buren County
Early Voting Center is located at
57418 CR 681
Hartford, MI 49057
(Human Services West Building)

S	M	T	W	TH	F	S
						✓
✓	✓	✓	✓	✓	✓	✓
✓						

Early Voting Hours:

Wednesday: noon – 8 pm
All other days: 9 am – 5 pm

Permanent Absentee Ballot Info:

Voters who want to automatically be mailed a **ballot** for all future elections may sign up for the Permanent Ballot List anytime at MI.gov/Vote or when submitting an Absent Voter Ballot Application.

Voting Method #3

IN PERSON ON ELECTION DAY 

Polls are open
7 a.m. to 8 p.m.
on Election Day

Almena Twp	27625 CR 375, Paw Paw
Antwerp Twp Precinct 1	646 N. Nursery St., Lawton
Antwerp Twp Precinct 2, 3 & 5	Activity Center 24821 Front Ave., Mattawan
Antwerp Twp Precinct 4	Township Hall 24821 Front Ave., Mattawan
Arlington Twp	52022 34 th Ave., Bangor
Bangor Twp	32550 CR 687, Bangor
Bloomington Twp	109 E. Kalamazoo St., Bloomington
Columbia Twp	53053 CR 388, Grand Junction
Covert Twp	73943 Lake St., Covert
Decatur Twp	103 E. Delaware St., Decatur
Geneva Twp	62127 CR 380, Bangor
Hamilton Twp	52333 W. Territorial Rd., Decatur
Hartford Twp	61310 CR 687, Hartford
Keeler Twp	64121 Territorial Rd. W., Hartford
Lawrence Twp	411 N. Paw Paw St., Lawrence
Paw Paw Twp	114 N. Gremps St., Paw Paw
Pine Grove Twp	26520 CR 388, Gobles
Porter Twp	88040 M-40, Lawton
South Haven Twp	09761 Blue Star Hwy., South Haven
Waverly Twp	42114 M-43, Paw Paw
Bangor City	257 W. Monroe St., Bangor
Gobles City	105 E. Main St., Gobles
Hartford City	12 Church St., Hartford
South Haven City	539 Phoenix St., South Haven



Van Buren Conservation District December 2023 Program Update

Submitted by *Emilly Hickmott, Executive Director*

As 2023 winds down, District staff is grateful for another great year serving Van Buren County and Southwest Michigan, and we are looking forward to an impactful 2024. We anticipate distributing our 2023 annual report in early February so that you can celebrate with us all that we've accomplished with your support and partnership. Thank you for continuing to work with us as we all seek to make Van Buren County an ever-better place to live, work, and play.

In the meantime, our annual Tree Seedling Sale starts next week; pre-orders will be accepted January 1st through March 31st with early April pick up. Find more details on our website: www.VanBurenCD.org/Shop Below, we've linked a litter reduction grant opportunity and floodplain webinars that may be of interest to you. If there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas and questions. **Happy New Year!**

Local government grants to reduce cigarette litter:

Organization: Keep America Beautiful

Grant: Cigarette Litter Prevention Program (CLPP) Grant

Monetary range: \$5,000 – \$20,000

Application period: December 15, 2023 – February 15, 2024

Grants announced and executed: March 2024

Description: The Keep America Beautiful Cigarette Litter Prevention Program helps reduce pollution in American communities by collecting cigarette waste from public spaces and waterways and recycling it. Since its inception in 2003, the program has been implemented in more than 1,800 communities across the nation, achieving an average of 50% reduction in cigarette waste. Expenses eligible for grant support include purchasing public receptacles for cigarette litter collection, marketing costs, and costs associated with administering the program, including salaries.

Applicants will be required to provide a budget and an accompanying rationale in their applications.

Learn more here: <https://kab.org/beautification/community-grants/>

[The Local Leaders Webinar Series](#) is dedicated to helping Michigan's local officials and community leaders gain a better understanding of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the environmental regulations that affect their communities. Two new floodplain webinars (January 23 and January 30) will be added to the series and recordings will be posted online.

Save the Date, You're Invited: The SWxSW Corner Cooperative Invasive Species Management Area (CISMA) Annual Meeting will be held on Friday, February 16 at 1:00 PM at the Pokagon Band Community Center in Dowagiac.

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In November, the Ag and Water Quality Team completed a grant application that, if funded, will provide cost share for agricultural conservation practices, provide technical assistance, and fund research

1035 E. Michigan Avenue, Paw Paw, Michigan 49079

269.657.4030 x5 ♦ www.VanBurenCD.org ♦ info@vanburencd.org



Van Buren Conservation District December 2023 Program Update

Submitted by *Emilly Hickmott, Executive Director*

that supports the effectiveness of conservation practices on farm fields. Funding would support local farmers by helping them adopt practices new to their farms, like cover crops, no-till, filter strips and nutrient management. These practices can benefit the farm by improving soil health, improving yields, and reducing erosion. The practices also help improve water quality in our local lakes and streams by reducing polluted runoff.

- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson*) - In November, the CISMA team presented on Knotweed to the Berrien County Road department, Parks department, and buildings and ground departments. The season has officially ended and time was spent organizing and reviewing data and systems. Winter work was organized and scheduled for Dr. T.K. Lawless Park (Great Lakes Restoration Initiative - GLRI) and Nokmes Preserve (Chikaming Open Lands).
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - FY24 has MAEAP administrators challenging the techs to get all lapsed farmers contacted for re-verification, to re-verify as many farms as we can to keep our retention percentage up, as well as for every tech to get 12 new verifications. With 12 new and 59 reverifications from 5 years ago, Van Buren's verification goal is 71. With the help of Gabe and Lucas, the new verification goal should go smoothly. To hit the ground running, the specialist completed 8 Verifications (5 new and 3 Re) at the start of November.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - Application deadline for the first round of funding in 2024 for EQIP has closed. More than 40 new applications were submitted by producers and landowners.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) -With planning for the "Farming for the Future" conference well under way and our designated topic focuses being set, we are happy to let you know that we will be featuring a livestock/grazing tract once again which will highlight ongoing conservation methods and whole farm thinking approaches when it comes to livestock and soil health.
- **Outreach** (*Jacob Diljak*) - November was a busy month working on calendars, the annual report, Tree Sale, and Backyard Symposium. Keep an eye out for these publications and webinar!
- **Resource Recovery Recycling** (*Kalli Marshall, Jacob Diljak*) - November was fun and exciting for youth education. Kalli attended Bangor High School for a full day of presentations to all science classes (pictured below). Then, she ended the month with a visit to the Lawrence Elementary third grade classes for recycling education and a game.



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

Police Report for Month of DECEMBER 2023

Total Duty Hours	780	Foot Patrol Hours	4
Arrests	10	Felony	2
B&E's	0	Misdemeanor	8
Arrest Warrants Issued	6	Traffic Citations Issued	15
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	4
Assaults	4	UDAA (stolen auto)	1
Burglary	0	Larceny	3
Frauds	5	Property Destruction/Vandalism	2
NFS Checks	2	Juvenile Del	3
OUIL	1	Drug Investigations	2
Civils	4	Public Peace	4
Lost Property	0	Found Property	2
Suspicious Person(s)/Vehicle(s)	7	Alarms	4
Health/Safety	8	Traffic Crash	6
Assist to other Agencies	5	Michigan State Police	4
Van Buren Co Sheriff	6	FIRE/EMS	10
Other Local Agencies	5	Persons	15

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



Police Department Update
Council Meeting January 22, 2024

Crossing Guard-

As of 1/10 our Crossing Guard resigned. Until filled the position will be filled by Chief and LT. Job Posting for position was posted on 1/11.

Radios-

As previously discussed our radios are dilapidated and will be outdated, and not able to be programmable after Dec of 2024. We are currently working with several state agencies to find a grant to cover the \$40000 Quote to replace our portables.

Recruitment and Hiring-

We have recently interviewed a candidate to hire as a recruit and send through the police academy. We have reserved a place in the Spring Academy @ GVSU. The candidate's tuition and wages will be paid by a MCOLES Grant (\$24,000). We have interviewed this candidate 2 and are ready to offer a job pending the approval of the recruit policy and other pre-employment steps.

2024 Training Schedule-

Chief and the Lieutenant are in the final stages of finalizing the training schedule for the Department for the year 2024.

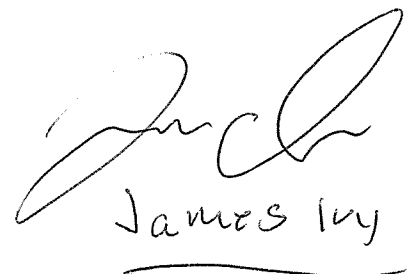
Finishing up Annual Reporting to MCOLES/MITN

BIKE Rodeo-

The Department has collected a number of bicycles and are raffling them off in the spring. We like to incorporate some bicycle safety seminars and a helmet give away. With some other activities and booths. We would like to move forward with this event as a yearly thing once it is solidified.

SOM Grant to combat/reduce gun violence-

The state of Michigan has opened a grant on 1/8/2024 to fund programs up to \$400,000, dealing with gun violence. Grant has a month to be submitted and the event or project must be concluded between Apr 1 and Dec 31 2024. We are in the early stages of creating a project but will be working hard to get it submitted in time.



James Ivy

HARTFORD FIRE DEPARTMENT



2023 Annual Report



On behalf of the men and women of the Hartford Fire Department, it is my pleasure to submit our 2023 Annual Report. As you can imagine, an enormous amount of dedication is necessary to answer calls for service at all times of the day and night. Our community is well served by the Hartford Fire Department members. This report cannot possibly capture their individual efforts but does represent an overview of their collective accomplishments.

Over the past year, our department achieved the following:

- Received a \$3,000.00 grant from CSX Railroad to purchase a SCBA Pak-Tracker
- Received a \$2,500.00 grant from TC Energy to purchase accessories for our MULE.
- Received a \$1,400.00 grant from Wolverine Pipeline to purchase every FF a Cancer reducing Nomex Hood.
- Hired 5 New Department Members
- Installed 65 Smoke Detectors and 7 Carbon Monoxide Detectors
- Conducted Community CPR training

- Participated in many Community events, which include:

Strawberry Festival, Pancake Breakfast, Fire Prevention, back to school event, Trick-r-treating, Spooktacular Event and provided chairs for concerts in the park, Safe Kids coalition car seat check.

We are proud to be your Fire Department and look forward to hearing from you. If you have ideas about how we can serve you better, please contact me at (269) 621-4707 ext.3 or hartfordfirechief@gmail.com

R. Harting

Robbie Harting, Fire Chief

Joint Fire Board Members

Chairman/ Ron Sefcik – Hartford Township

Co-Chairman/ Chad Hunt – Hartford Township

Treasurer/ Carlos Ledesma – Hartford City

Trustee/ Helen Sullivan – Hartford City

Secretary/ Jerry Birmele – At Large

Hartford Fire Department Officers

Fire Chief / Robbie Harting, Paramedic

S.O. / Scott Weberg, EMT

Asst. Chief / Kevin McGrew, EMT

Lt. / Ryan Flemming, MFR

Captain / Mike Chappell, EMT

Hartford Fire Dept. Firefighters

Cadets

- Kevin Reed

- Brianna Hoy

- Scott Eastman

- Fantasia Eastman

- Steven Fry, E.O.

- Lisa Flemming, Paramedic

- Ian Sharpe, EMT

- Khelun Roberts

- Brandon Bodary, MFR, E.O.

- Troy McClellan, Paramedic

- Cole Hunt, EMT

- Kirkland Love, EMT

- Tyler High

- Steve Lowe / MFR

- Noah Emerick

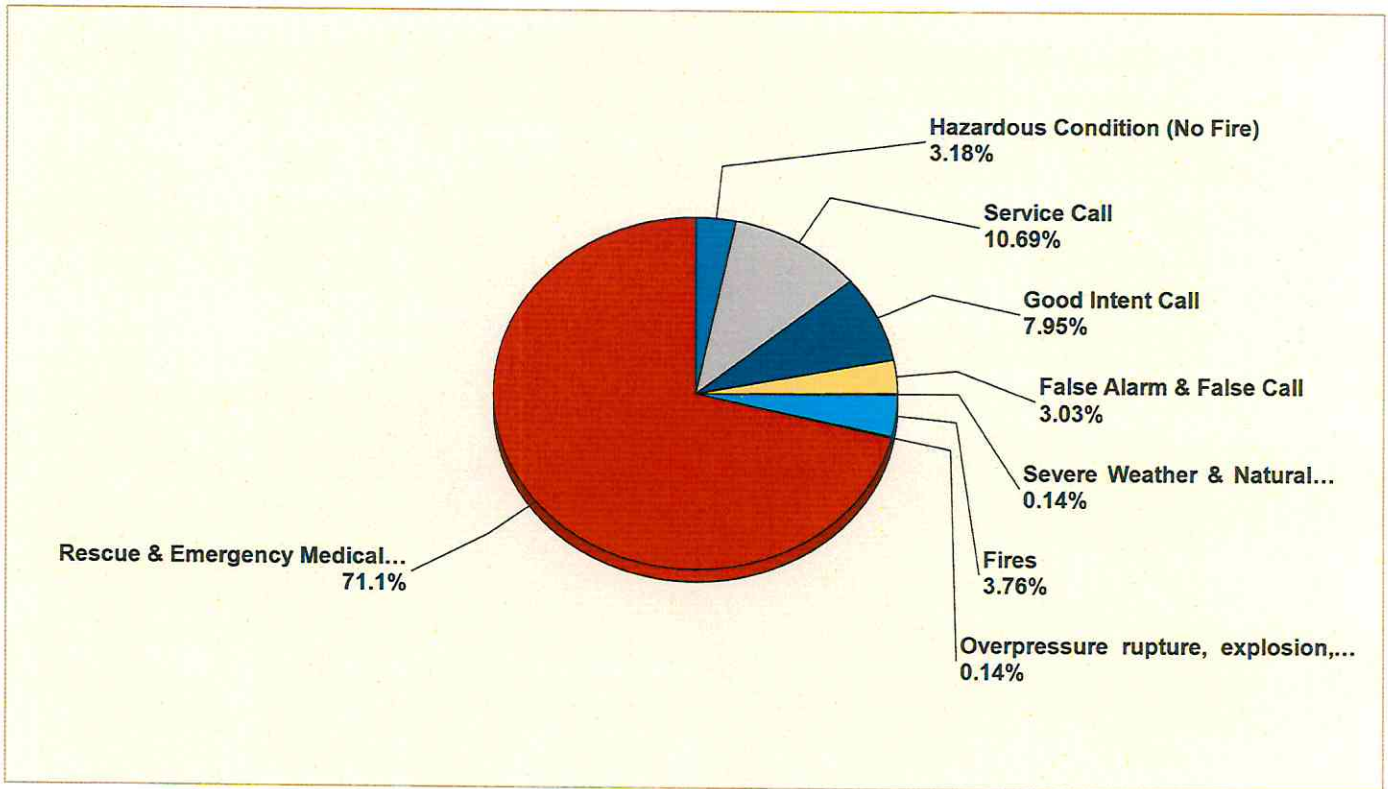
Hartford Fire Dept. Medical Personnel

Auxiliary Members

- Brandiwyne Harting / MFR, - Sara High / EMT

- Mark Rennie

BREAKDOWN OF MAJOR INCIDENTS 2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	26	3.76%
Overpressure rupture, explosion, overheating - no fire	1	0.14%
Rescue & Emergency Medical Service	492	71.1%
Hazardous Condition (No Fire)	22	3.18%
Service Call	74	10.69%
Good Intent Call	55	7.95%
False Alarm & False Call	21	3.03%
Severe Weather & Natural Disaster	1	0.14%
TOTAL	692	100%

AVERAGE RESPONSE TIME: 7:29 MINUTES

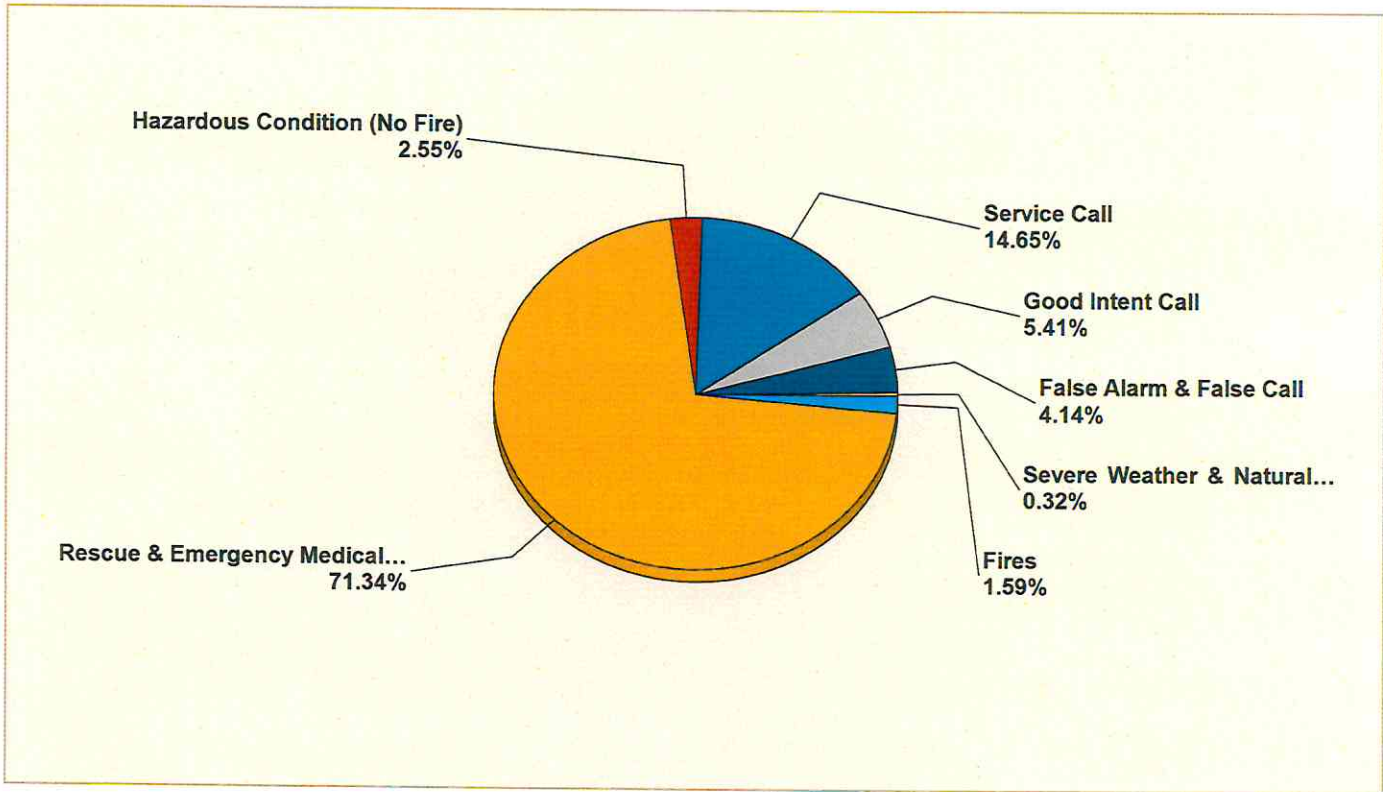
Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	16	2.31%
114 - Chimney or flue fire, confined to chimney or flue	2	0.29%
131 - Passenger vehicle fire	2	0.29%
143 - Grass fire	2	0.29%
151 - Outside rubbish, trash or waste fire	2	0.29%
161 - Outside storage fire	1	0.14%
162 - Outside equipment fire	1	0.14%
251 - Excessive heat, scorch burns with no ignition	1	0.14%
311 - Medical assist, assist EMS crew	290	41.91%
321 - EMS call, excluding vehicle accident with injury	154	22.25%
322 - Motor vehicle accident with injuries	12	1.73%
324 - Motor vehicle accident with no injuries.	30	4.34%
341 - Search for person on land	2	0.29%
342 - Search for person in water	1	0.14%
353 - Removal of victim(s) from stalled elevator	3	0.43%
411 - Gasoline or other flammable liquid spill	1	0.14%
412 - Gas leak (natural gas or LPG)	7	1.01%
424 - Carbon monoxide incident	3	0.43%
441 - Heat from short circuit (wiring), defective/worn	1	0.14%
442 - Overheated motor	1	0.14%
444 - Power line down	8	1.16%
462 - Aircraft standby	1	0.14%
500 - Service Call, other	22	3.18%
531 - Smoke or odor removal	1	0.14%
551 - Assist police or other governmental agency	2	0.29%
554 - Assist invalid	43	6.21%
561 - Unauthorized burning	3	0.43%
571 - Cover assignment, standby, moveup	3	0.43%
611 - Dispatched & cancelled en route	43	6.21%
622 - No incident found on arrival at dispatch address	1	0.14%
631 - Authorized controlled burning	1	0.14%
651 - Smoke scare, odor of smoke	10	1.45%
733 - Smoke detector activation due to malfunction	9	
735 - Alarm system sounded due to malfunction	3	0.43%
736 - CO detector activation due to malfunction	5	0.72%
743 - Smoke detector activation, no fire - unintentional	1	0.14%
746 - Carbon monoxide detector activation, no CO	3	0.43%
815 - Severe weather or natural disaster standby	1	0.14%
TOTAL INCIDENTS:	692	100%



2022: 685 CALLS FOR SERVICE. AVERAGE RESPONSE TIME: 7:24 MINUTES

CITY OF HARTFORD

Calls for Service 2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	1.59%
Rescue & Emergency Medical Service	224	71.34%
Hazardous Condition (No Fire)	8	2.55%
Service Call	46	14.65%
Good Intent Call	17	5.41%
False Alarm & False Call	13	4.14%
Severe Weather & Natural Disaster	1	0.32%
TOTAL	314	100%

AVERAGE RESPONSE TIME: 6:10 MINUTES

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	1.27%
131 - Passenger vehicle fire	1	0.32%
311 - Medical assist, assist EMS crew	135	42.99%
321 - EMS call, excluding vehicle accident with injury	81	25.8%
322 - Motor vehicle accident with injuries	1	0.32%
324 - Motor vehicle accident with no injuries.	3	0.96%
341 - Search for person on land	1	0.32%
353 - Removal of victim(s) from stalled elevator	3	0.96%
412 - Gas leak (natural gas or LPG)	4	1.27%
424 - Carbon monoxide incident	3	0.96%
444 - Power line down	1	0.32%
500 - Service Call, other	12	3.82%
531 - Smoke or odor removal	1	0.32%
551 - Assist police or other governmental agency	1	0.32%
554 - Assist invalid	28	8.92%
561 - Unauthorized burning	2	0.64%
571 - Cover assignment, standby, moveup	2	0.64%
611 - Dispatched & cancelled en route	15	4.78%
651 - Smoke scare, odor of smoke	2	0.64%
733 - Smoke detector activation due to malfunction	6	1.91%
735 - Alarm system sounded due to malfunction	3	0.96%
736 - CO detector activation due to malfunction	3	0.96%
746 - Carbon monoxide detector activation, no CO	1	0.32%
815 - Severe weather or natural disaster standby	1	0.32%
TOTAL INCIDENTS:	314	100%

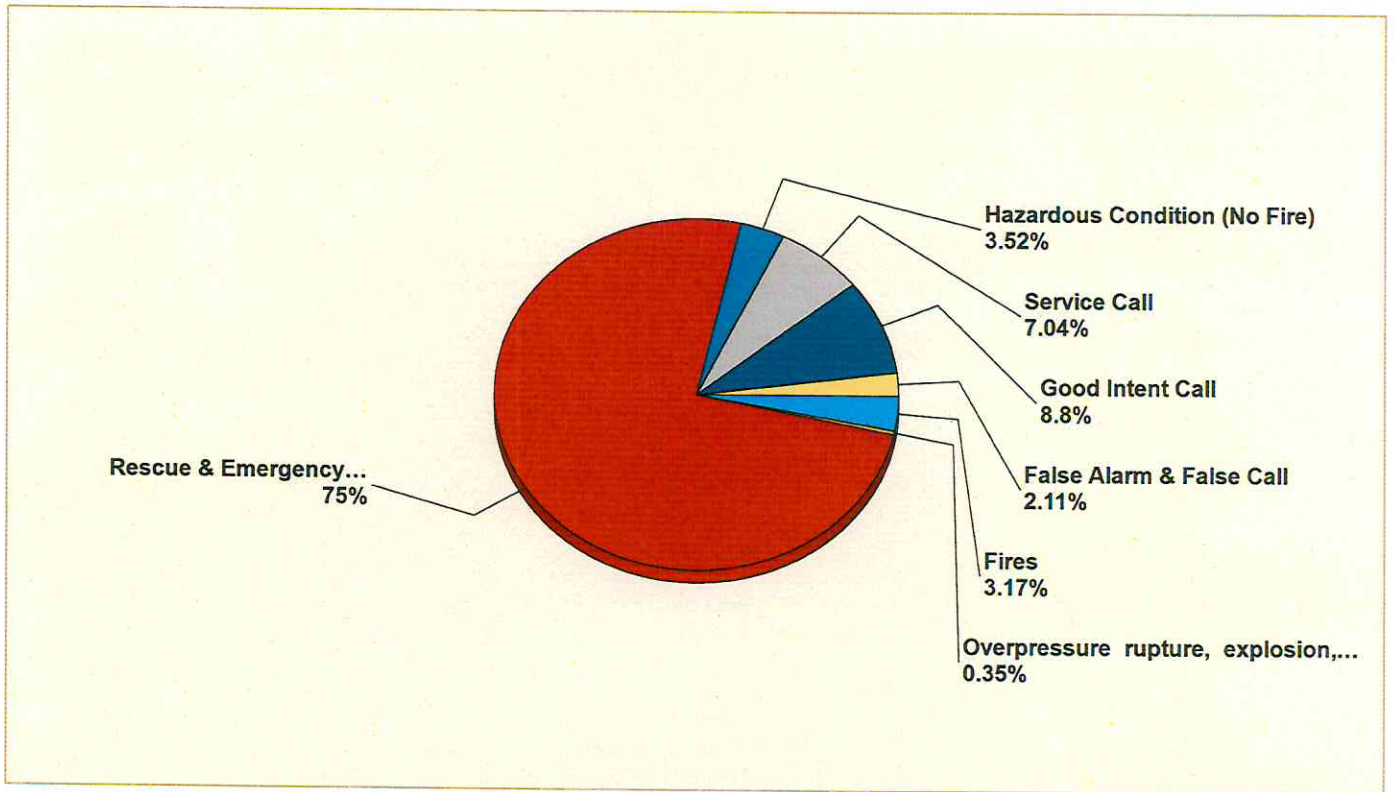


READY TO SERVE PANCAKES

CITY OF HARTFORD
2022 Calls for Service 307. AVERAGE RESPONSE TIME: 5.96 MINUTES

HARTFORD TOWNSHIP

2023 Calls for Service



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	3.17%
Overpressure rupture, explosion, overheating - no fire	1	0.35%
Rescue & Emergency Medical Service	213	75%
Hazardous Condition (No Fire)	10	3.52%
Service Call	20	7.04%
Good Intent Call	25	8.8%
False Alarm & False Call	6	2.11%
TOTAL	284	100%

AVERAGE RESPONSE TIME: 8:58 MINUTES

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	1.06%
114 - Chimney or flue fire, confined to chimney or flue	1	0.35%
143 - Grass fire	1	0.35%
151 - Outside rubbish, trash or waste fire	2	0.7%
161 - Outside storage fire	1	0.35%
162 - Outside equipment fire	1	0.35%
251 - Excessive heat, scorch burns with no ignition	1	0.35%
311 - Medical assist, assist EMS crew	130	45.77%
321 - EMS call, excluding vehicle accident with injury	68	23.94%
322 - Motor vehicle accident with injuries	4	1.41%
324 - Motor vehicle accident with no injuries.	11	3.87%
412 - Gas leak (natural gas or LPG)	3	1.06%
442 - Overheated motor	1	0.35%
444 - Power line down	6	2.11%
500 - Service Call, other	6	2.11%
554 - Assist invalid	13	4.58%
561 - Unauthorized burning	1	0.35%
611 - Dispatched & cancelled en route	16	5.63%
622 - No incident found on arrival at dispatch address	1	0.35%
631 - Authorized controlled burning	1	0.35%
651 - Smoke scare, odor of smoke	7	2.46%
733 - Smoke detector activation due to malfunction	1	0.35%
736 - CO detector activation due to malfunction	2	0.7%
743 - Smoke detector activation, no fire - unintentional	1	0.35%
746 - Carbon monoxide detector activation, no CO	2	0.7%
TOTAL INCIDENTS:	284	100%

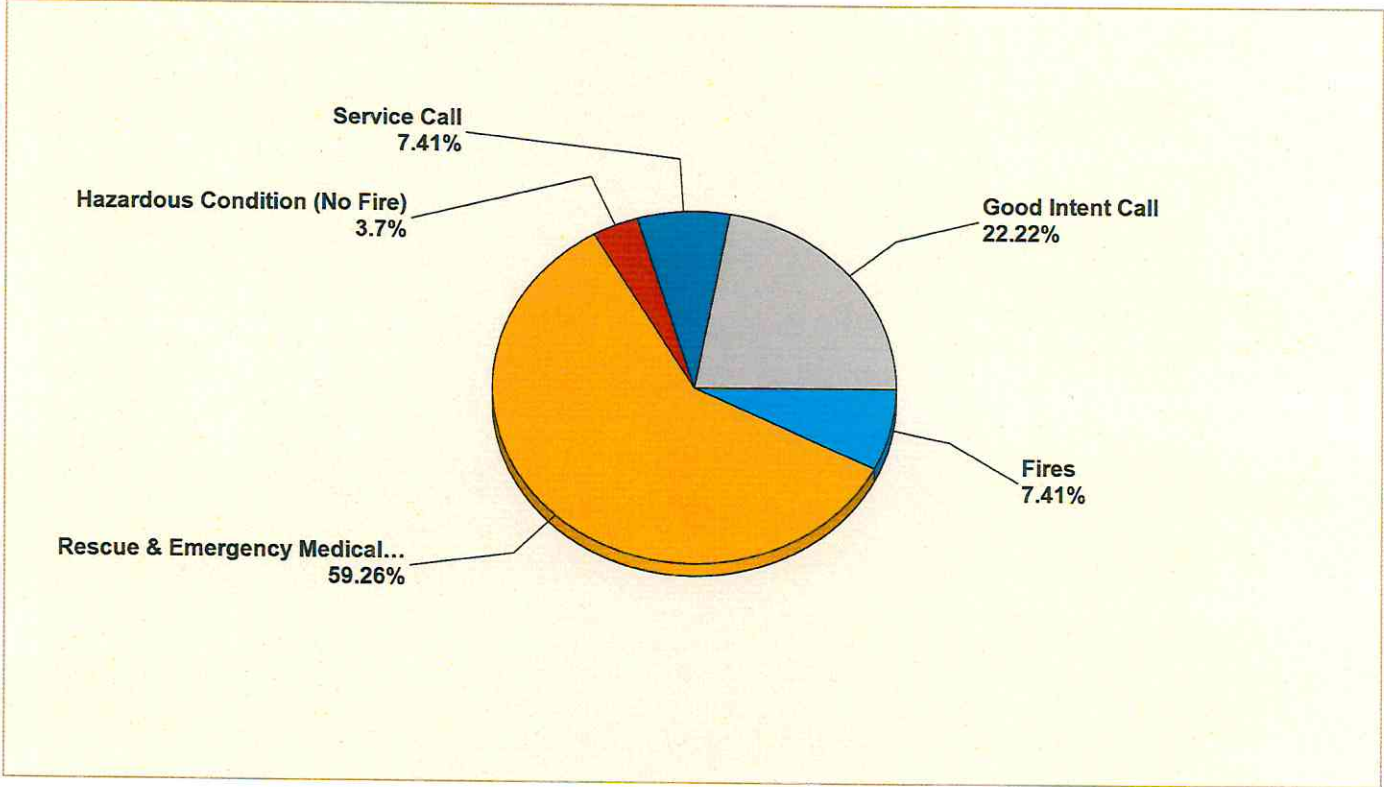


FIRE PREVENTION

HARTFORD TOWNSHIP
2022 Calls for Service 236. AVERAGE RESPONSE TIME: 8:30 MINUTES

I - 94

2023 Calls for Service



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	7.41%
Rescue & Emergency Medical Service	16	59.26%
Hazardous Condition (No Fire)	1	3.7%
Service Call	2	7.41%
Good Intent Call	6	22.22%
TOTAL	27	100%

AVERAGE RESPONSE TIME: 7:09 MINUTES

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	3.7%
143 - Grass fire	1	3.7%
322 - Motor vehicle accident with injuries	2	7.41%
324 - Motor vehicle accident with no injuries.	14	51.85%
411 - Gasoline or other flammable liquid spill	1	3.7%
500 - Service Call, other	2	7.41%
611 - Dispatched & cancelled en route	6	22.22%
TOTAL INCIDENTS:	27	100%

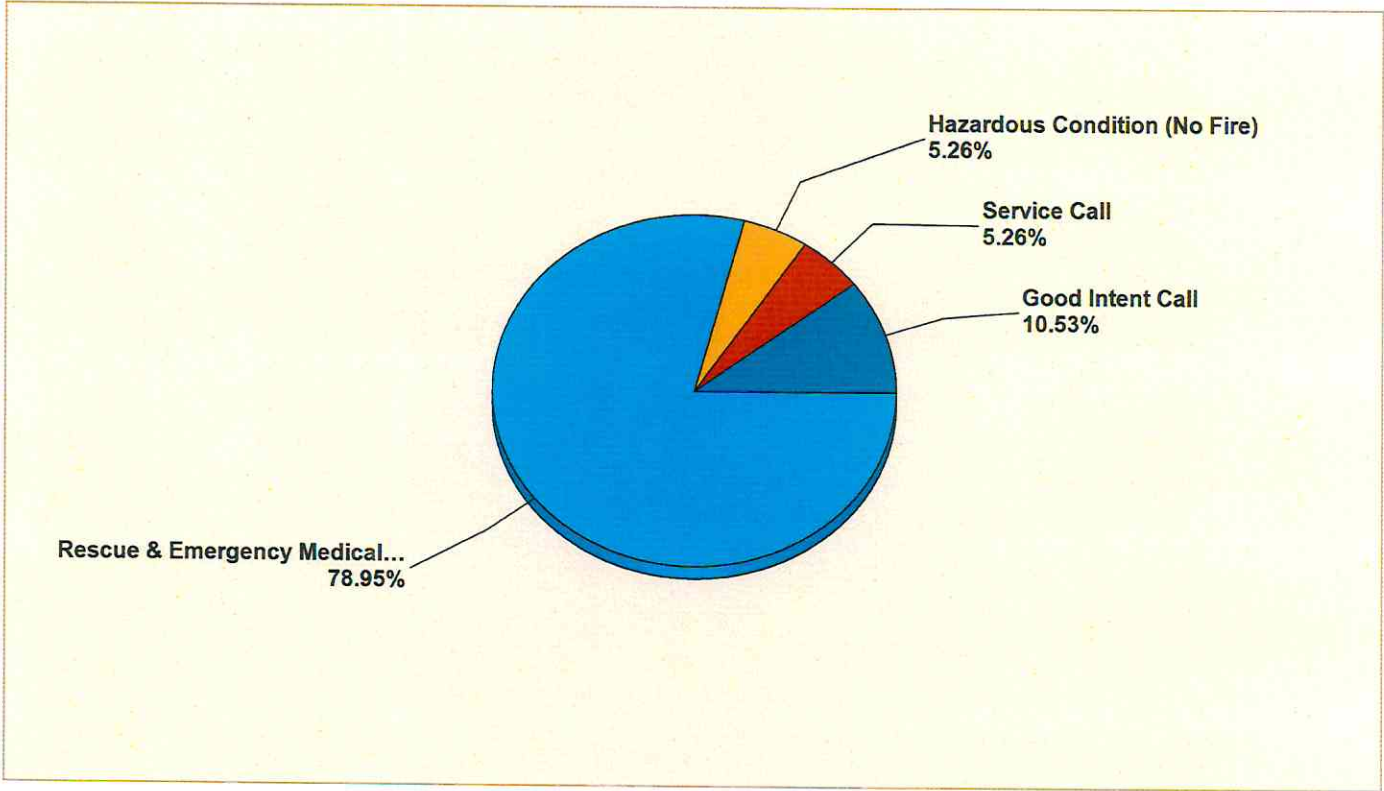


EXTRICATION TRAINING

2022 Calls for Service 34. AVERAGE RESPONSE TIME: 8:31 MINUTES

RED ARROW HIGHWAY

2023 Calls for Service



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	15	78.95%
Hazardous Condition (No Fire)	1	5.26%
Service Call	1	5.26%
Good Intent Call	2	10.53%
TOTAL	19	100%

AVERAGE RESPONSE TIME: 6.32 MINUTES

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	7	36.84%
321 - EMS call, excluding vehicle accident with injury	3	15.79%
322 - Motor vehicle accident with injuries	3	15.79%
324 - Motor vehicle accident with no injuries.	2	10.53%
441 - Heat from short circuit (wiring), defective/worn	1	5.26%
551 - Assist police or other governmental agency	1	5.26%
611 - Dispatched & cancelled en route	1	5.26%
651 - Smoke scare, odor of smoke	1	5.26%
TOTAL INCIDENTS:	19	100%

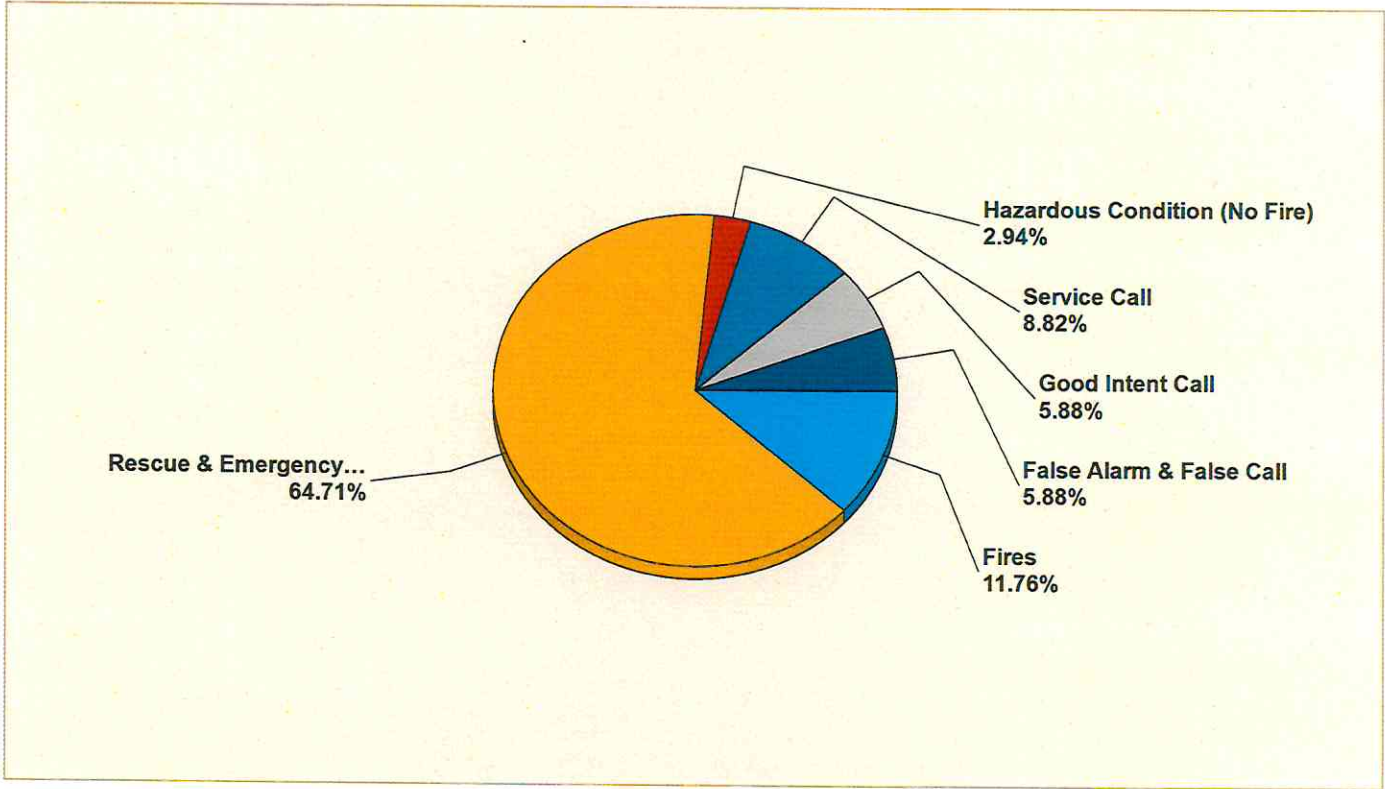


Happy Halloween

2022 Calls for Service: 57. AVERAGE RESPONSE TIME: 7:32 MINUTES

BANGOR TOWNSHIP

2023 Calls for Service



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	11.76%
Rescue & Emergency Medical Service	22	64.71%
Hazardous Condition (No Fire)	1	2.94%
Service Call	3	8.82%
Good Intent Call	2	5.88%
False Alarm & False Call	2	5.88%
TOTAL	34	100%

AVERAGE RESPONSE TIME: 9.67 MINUTES

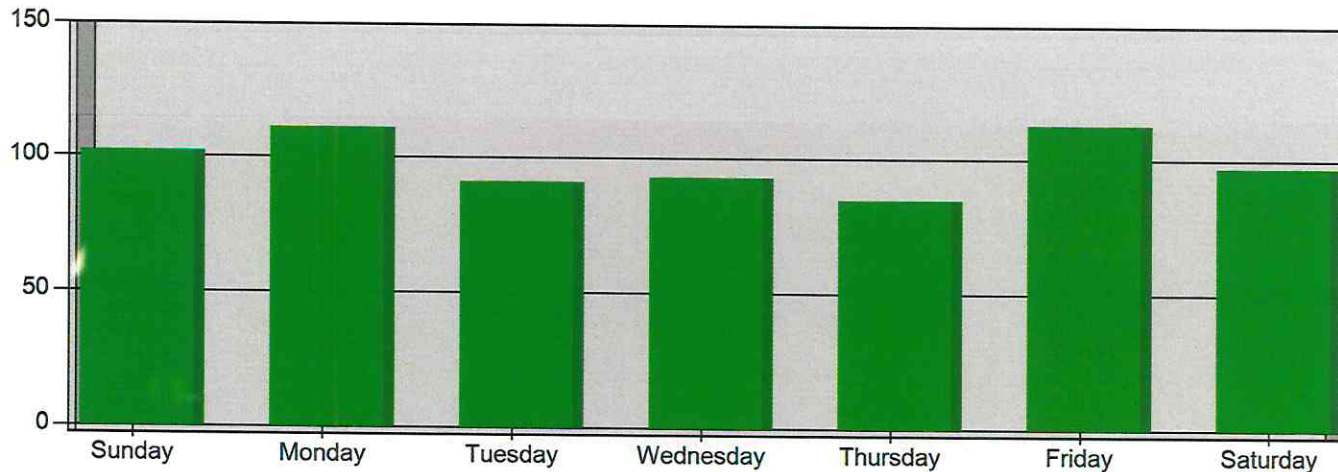
Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	11.76%
311 - Medical assist, assist EMS crew	18	52.94%
321 - EMS call, excluding vehicle accident with injury	2	5.88%
322 - Motor vehicle accident with injuries	1	2.94%
342 - Search for person in water	1	2.94%
444 - Power line down	1	2.94%
500 - Service Call, other	1	2.94%
554 - Assist invalid	2	5.88%
611 - Dispatched & cancelled en route	2	5.88%
733 - Smoke detector activation due to malfunction	2	5.88%
TOTAL INCIDENTS:	34	100%



COMMUNITY CPR TRAINING

2022 CALLS FOR SERVICE: 31, AVERAGE RESPONSE TIME: 9.7 MINUTES

CALLS FOR SERVICE BY THE DAY OF THE WEEK 2023



DAY OF THE WEEK	# INCIDENTS
Sunday	102
Monday	111
Tuesday	91
Wednesday	93
Thursday	85
Friday	113
Saturday	97

TOTAL

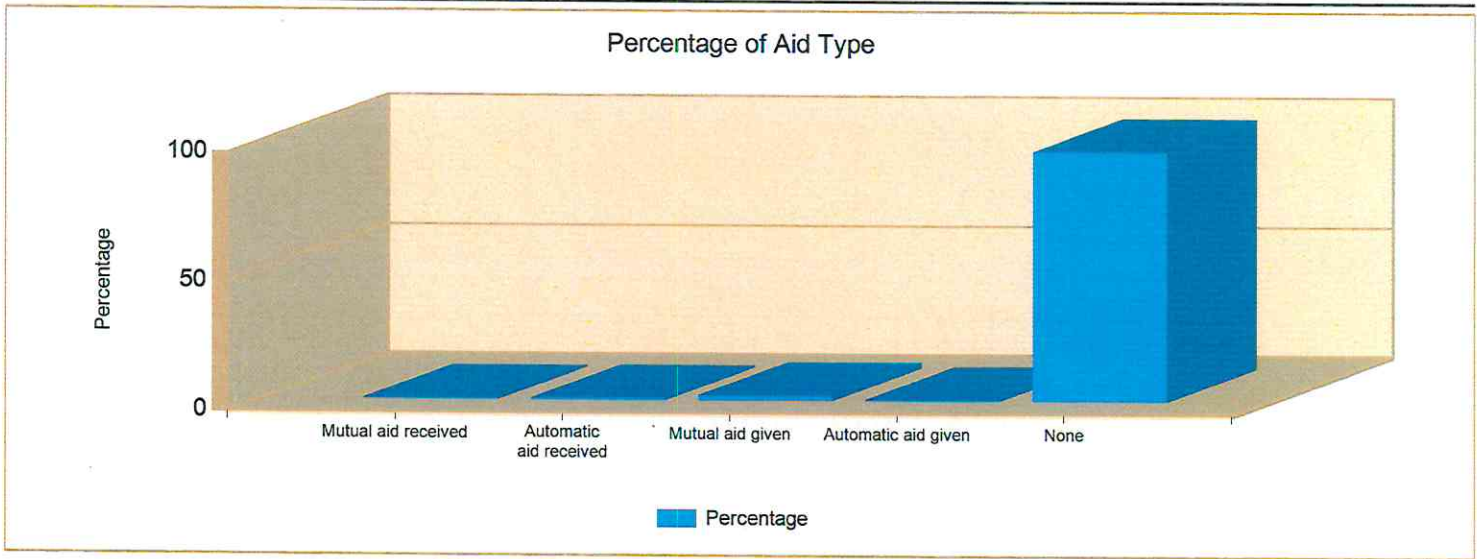
692



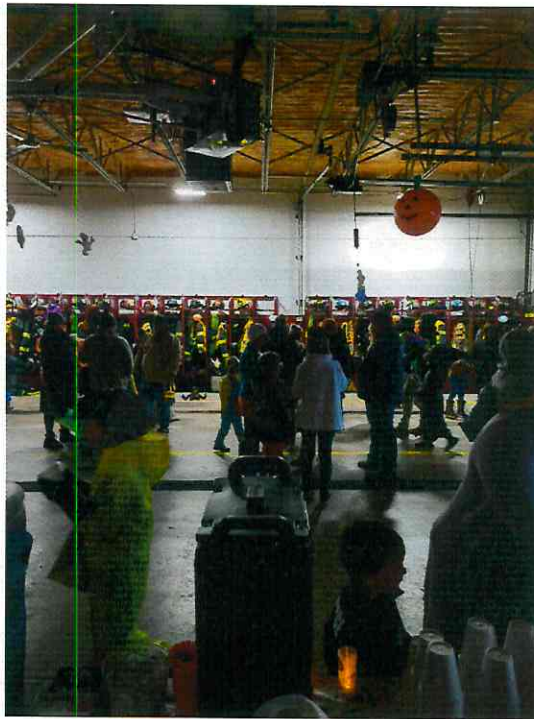
Fire Prevention

MUTUAL AID GIVEN AND RECEIVED

2023



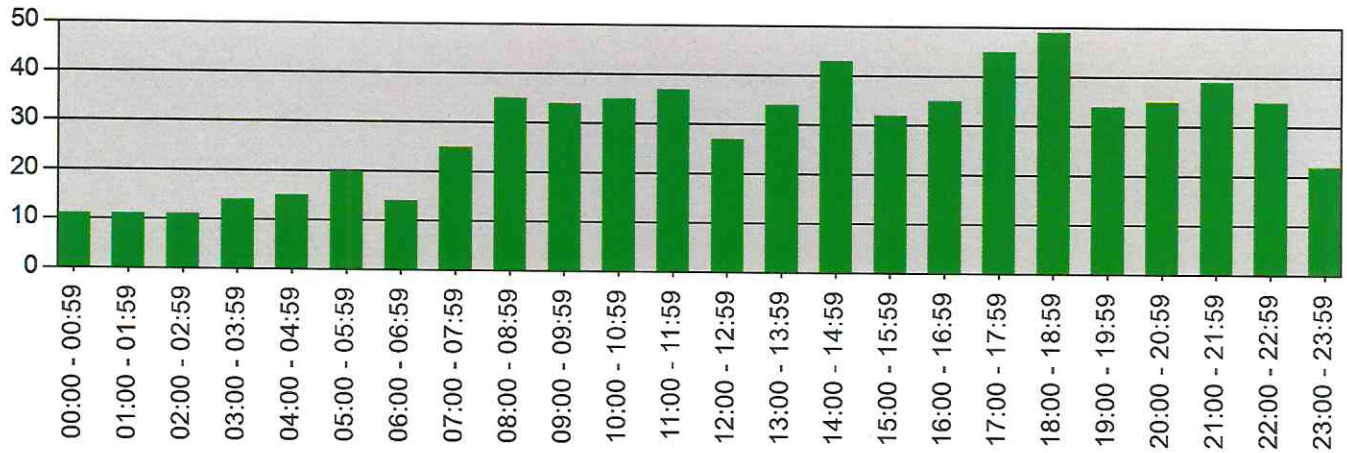
AID TYPE	TOTAL	% of TOTAL
Mutual aid received	3	0.4%
Automatic aid received	4	0.6%
Mutual aid given	13	1.9%
Automatic aid given	3	0.4%
None	669	96.7%



Spooktacular

CALLS FOR SERVICE TIME OF DAY

2023



HOUR	# of CALLS
00:00 - 00:59	11
01:00 - 01:59	11
02:00 - 02:59	11
03:00 - 03:59	14
04:00 - 04:59	15
05:00 - 05:59	20
06:00 - 06:59	14
07:00 - 07:59	25
08:00 - 08:59	35
09:00 - 09:59	34
10:00 - 10:59	35
11:00 - 11:59	37
12:00 - 12:59	27
13:00 - 13:59	34
14:00 - 14:59	43
15:00 - 15:59	32
16:00 - 16:59	35
17:00 - 17:59	45
18:00 - 18:59	49
19:00 - 19:59	34
20:00 - 20:59	35
21:00 - 21:59	39
22:00 - 22:59	35
23:00 - 23:59	22
TOTAL:	692

PRIORITY CALLS AND LIFT ASSIST

2023

ANSWERS		# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)		
1		379
2		229
3		84
USER-DEFINED FIELD: Lift Assist (Required)		
No		640
Yes		52



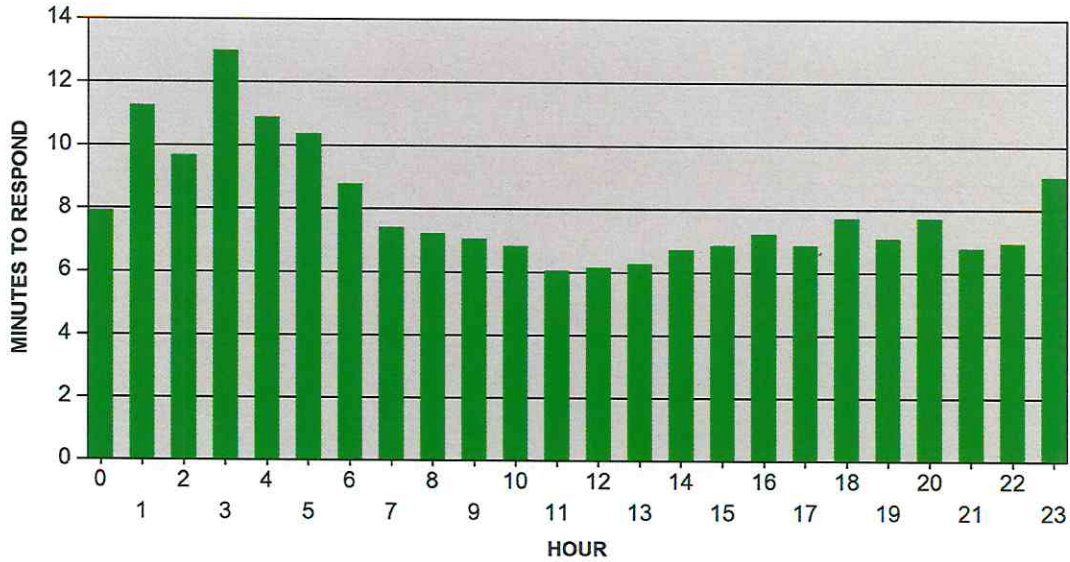
AVERAGE NUMBER OF PERSONNEL FOR TIME OF DAY

2023

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	2	3	1	2	0	1	2
01:00	4	0	2	1	1	1	2
02:00	2	0	2	4	2	0	1
03:00	3	1	1	1	2	4	2
04:00	2	3	4	2	1	2	1
05:00	1	5	1	5	2	2	4
06:00	0	4	1	2	1	3	3
07:00	1	3	8	2	3	5	3
08:00	2	4	7	4	9	6	3
09:00	10	7	5	3	3	3	3
10:00	3	3	6	9	2	7	5
11:00	8	10	4	5	3	4	3
12:00	6	5	2	3	7	2	2
13:00	4	6	1	3	7	8	5
14:00	9	9	7	3	8	2	5
15:00	5	5	3	4	5	3	7
16:00	8	4	8	1	3	5	6
17:00	6	9	3	9	3	11	4
18:00	8	6	6	9	6	7	7
19:00	5	6	4	4	4	6	5
20:00	3	4	7	5	5	6	5
21:00	2	6	3	4	5	10	9
22:00	4	7	2	7	2	9	4
23:00	4	1	3	1	1	6	6
Total Responses for Day	102	111	91	93	85	113	97
% of Responses for Day	9.80%	9.01%	8.79%	9.68%	10.59%	9.73%	9.28%
% of Responses for Week	14.74%	16.04%	13.15%	13.44%	12.28%	16.33%	14.02%

Hour	Total per Hour	Percent
00:00	11	1.59%
01:00	11	1.59%
02:00	11	1.59%
03:00	14	2.02%
04:00	15	2.17%
05:00	20	2.89%
06:00	14	2.02%
07:00	25	3.61%
08:00	35	5.06%
09:00	34	4.91%
10:00	35	5.06%
11:00	37	5.35%
12:00	27	3.90%
13:00	34	4.91%
14:00	43	6.21%
15:00	32	4.62%
16:00	35	5.06%
17:00	45	6.50%
18:00	49	7.08%
19:00	34	4.91%
20:00	35	5.06%
21:00	39	5.64%
22:00	35	5.06%
23:00	22	3.18%
Total	692	100.00%

AVERAGE RESPONSE TIME FOR TIME OF DAY 2023



HOUR	TIMES	AVG. RESPONSE, minutes (Dispatch to Arrived)
0	0:00 - 0:59	7.93
1	1:00 - 1:59	11.25
2	2:00 - 2:59	9.69
3	3:00 - 3:59	13.00
4	4:00 - 4:59	10.89
5	5:00 - 5:59	10.37
6	6:00 - 6:59	8.79
7	7:00 - 7:59	7.42
8	8:00 - 8:59	7.25
9	9:00 - 9:59	7.07
10	10:00 - 10:59	6.84
11	11:00 - 11:59	6.06
12	12:00 - 12:59	6.16
13	13:00 - 13:59	6.26
14	14:00 - 14:59	6.74
15	15:00 - 15:59	6.88
16	16:00 - 16:59	7.24
17	17:00 - 17:59	6.87
18	18:00 - 18:59	7.73
19	19:00 - 19:59	7.08
20	20:00 - 20:59	7.74
21	21:00 - 21:59	6.80
22	22:00 - 22:59	6.96
23	23:00 - 23:59	9.04

TOTAL AVERAGE RESPONSE TIME: 8.00 minutes

AVERAGE NUMBER OF RESPONDER'S PER INCIDENT TYPE

2023

INCIDENT TYPE	AVG. # PERSONNEL
111 - Building fire	6
114 - Chimney or flue fire, confined to chimney or flue	5
131 - Passenger vehicle fire	5
143 - Grass fire	5
151 - Outside rubbish, trash or waste fire	4
161 - Outside storage fire	7
162 - Outside equipment fire	9
251 - Excessive heat, scorch burns with no ignition	7
311 - Medical assist, assist EMS crew	2
321 - EMS call, excluding vehicle accident with injury	3
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	4
341 - Search for person on land	5
342 - Search for person in water	5
353 - Removal of victim(s) from stalled elevator	2
411 - Gasoline or other flammable liquid spill	1
412 - Gas leak (natural gas or LPG)	3
424 - Carbon monoxide incident	1
441 - Heat from short circuit (wiring), defective/worn	5
442 - Overheated motor	6
444 - Power line down	3
462 - Aircraft standby	4
500 - Service Call, other	2
531 - Smoke or odor removal	4
551 - Assist police or other governmental agency	3
554 - Assist invalid	2
561 - Unauthorized burning	2
571 - Cover assignment, standby, moveup	4
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	2
631 - Authorized controlled burning	2
651 - Smoke scare, odor of smoke	3
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	5
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	3
815 - Severe weather or natural disaster standby	6

Apparatus Response to Incidents

1841-(Ladder Truck) – 636.1 miles -14 incidents

1871-(Rescue Engine) – 612.5 miles - 55 incidents

1831-(Tanker) – 815.1 miles- 22 incidents

1869-(Grass Rig) - 671 miles- 34 incidents

1810-(Medical Vehicle) –2,063.5 miles - 434 incidents



HARTFORD FIRE DEPARTMENT



THANK YOU

**Hartford Fire Board Meeting
January 8th, 2024
December Business**

Contents

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Page 10	Revenue & Expenditure Report
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Page 20	Assistant Chief McGrew Report

Hartford Fire Board
Agenda
(Amended 1/8/2024)*
Monday, January 8th, 2024, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests: **Attorney Phillip Reed***
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ____ Nays: _____
- VII. Approval of previous meeting minutes from December 11th, 2023: Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ____ Nays: _____
- VIII. Approval of December Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____ Yeas: _____ Nays: _____

- a. Accounts Payable: Amount \$ 30,074.73 Motion by _____ Second _____ by roll call
vote Motion _____ Yeas: _____ Nays: _____
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
 - 1. Continued Discussion on 501c3 **Discussion took place during the guest portion with Attorney Phillip Reed present to answer any questions*.**
 - 2. ****Approval of 501c3 as amended by Attorney Phillp Reed and give Attorney Reed permission to file the final paperwork with the IRS.**
Motion by _____ Second _____ by to approve the 501c3 as amended and give attorney Reed permission to file the final paperwork with the IRS.
Motion: _____ Yeas: _____ Nays: _____

XII. New Business:

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 December 11, 2023

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

Others Present: Assistant Chief McGrew

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

Guest: No Guest

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of November 13, 2023, was presented and amended. Motion by Sefcik Second by Ledesma to approve the agenda as amended.

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the November 13th, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented.

Yeas: 3 Nays: 0 **Approved**

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

Yeas: 3 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$27,422.61 Motion by Hunt; second by Sefcik to pays bills in the amount of \$27,422.61.

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Ledesma, Hunt Nays:0

Absent: Birmele

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business:

1. Discussion took place on 501c3 and it was agreed to continue to review the document for a month and table any official business until the January meeting.

New Business:

1. Discussion of the 2024/2025 Operating Budget, all agreed that it was a good budget, and we should move forward. Motion by Sefcik; Seconded by Hunt; to approve the 2024/2025 Operating Budget as presented.

Yeas: 3 Nays: 0 **Approved**

2. Noah Emerick was presented to the board for approval, the hiring committee has recommended that we move forward with the hiring of Noah Emerick as a Probationary Firefighter. Motion by Sefcik; Seconded by Hunt; to approve the hiring of Noah Emerick as a Probationary Firefighter.

Yeas: 3 Nays: 0 **Approved**

3. A quote and literature were presented to the board for the purchase of IN-Flow Fire Hose Washer. Discussion took place on the benefits and amount of time that this piece of equipment would save us. Motion by Hunt; Seconded by Ledesma to approve Quote # Q128 and approval of transfer form the Donations Account into budget line item # 206-336-733-000.

Yeas: 3 Nays: 0 **Approved**

(Original quote that was approved was for \$1,400, this was unknowingly in Canadian Dollars, updated approved amount is now \$1,031.40.)

Fire Chiefs Report:

1. Meetings Attended:

- Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Firefighter Class with be starting up in January and will run on Sundays and will be a hybrid class format.
 3. Training Committee has classes that will be presented to the county firefighters coming up around the new year.
 4. Barn is completed except for the garage doors; doors will be here in January.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. New Report Software Training, the existing company that we used was bought out by another company.
2. Interview and testing were done for new hire.
3. Budget presentation created for Joint Meeting.
4. New Milwaukee Tools from donation were put in service.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Sefcik inquired about if we had received any new information on the Jordan estate; Chief Harting going to investigate this.
- Hunt & Ledesma commented on how nice the Christmas parade was this last Saturday.

Motion by Sefcik; Second by Hunt to adjourn the meeting at 7:51p.m.

Yeas:3

Nays:0

Approved

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

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

Members Present upon roll call: Ron Sefcik; Chad Hunt; Eric Germinder; Carlos Ledesma; Chief Harting **Absent:**

Others Present: Assistant Chief McGrew, Attorney Phillip Reed

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

Guest: Phillip Reed was present and answered questions and gave an update on the final draft of the 501c3 and the filing process.

Public comment opened at 7:13 NO public comment.

Public comment closed at 7:13

The proposed agenda for the Fire Board meeting of January 8th, 2024, was presented and amended. Motion by Hunt Second by Ledesma to approve the agenda as amended.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the December 11th, 2023, Fire Board Meeting were presented. One Correction was presented and noted. Motion by Birmele; Second by Sefcik to accept the minutes as amended.

Yeas: 5 Nays: 0 **Approved**

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

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$30,074.73 Motion by Sefcik; second by Germinder to pay bills in the amount of \$30,074.73.

Motion approved upon roll call vote of members present.

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

Absent:

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business:

1. Phillip Reed was present and answered questions and gave an update on the final draft of the 501c3 and the filing process.
2. Discussion took place on the 501c3 and a Motion was made by Sefcik and seconded by Hunt to Approve and Adopt the Hartford Fire Association by-laws as amended by Attorney Reed and give final approval to attorney reed to file the final paperwork with the IRS.

Yeas:5 Nays:0 **Approved**

New Business:

No New Business was presented.

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Pole Barn Project, Doors completed.
3. Final Inspection of Marijuana Facility off Marion Ave.
4. 2023 Annual Report
5. Welcome Board Member Eric Germinder- look forward to working with.
6. Everything with VBEMS continues to go smoothly.
7. Gearing up for upcoming storms this week.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. New Employee Noah Emerick On-Boarded- he started class yesterday.
2. New Report system launched- overall experience with the new program is negative and we will be seeking a replacement soon.
3. Applied for CSX Grant \$10,000 for new Nozzles.
4. Additional Large Grant opportunity possible will be reaching out to Bangor to see if they would like to go in together, this type of grant would require a professional grant writer, more info to follow.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Sefcik announced meeting with the Mayor and Chiefs to discuss upcoming budget. Also, the Township will have a special meeting on January 18th- topic Ambulance Barn. Mileage for equipment is up this year, discussion will need to take place soon on our long-term plans and possible need for increase.
- Hunt would like to see new fire department members brought to a board meeting to introduce them to the board.

Motion by Sefcik; Second by Ledesma to adjourn the meeting at 7:50p.m.

Yeas:5 Nays:0

Approved

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE

CASH BALANCES

JANUARY 8 2024

General Checking	\$ 117,834.56
Millage Account	\$ 212,369.47
Maintenance Account	\$ 13,445.60
Donation Account	\$ 8,228.05

Investment Account

Total Spendable Accounts \$ 351,877.68

01/04/2024 CHECK REGISTER FOR HARTFORD FIRE DEPARTMENT				
CHECK DATE FROM 12/12/2023 -01/08/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
12/14/2023	15017	OTEX MANUFACTURING	FIRE HOSE WASHER	1,031.40
12/15/2023	DD301(A)	HARTING, ROBBIE	PAYROLL	1,780.86
12/15/2023	DD302(A)	MC GREW, KEVIN	PAYROLL	844.47
12/29/2023	159(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	4,980.00
12/29/2023	DD303(A)	HARTING, ROBBIE	PAYROLL	1,750.86
12/29/2023	EFT69(E)	CITY OF HARTFORD	PAYROLL	280.73
12/29/2023	EFT70(E)	INTERNAL REVENUE SERVICE	PAYROLL	3,151.40
12/29/2023	EFT71(E)	STATE OF MICHIGAN	PAYROLL	1,512.78
12/31/2023	160(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
12/31/2023	161(E)	BESTWAY	TRASH	83.25
12/31/2023	162(E)	COMCAST	TELEPHONES & INTERNET	296.18
12/31/2023	163(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES	556.29
12/31/2023	164(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	296.40
01/04/2024	165(E)	INDIANA MICHIGAN POWER	ELECTRIC	816.47
01/04/2024	166(E)	CONSUMERS ENERGY	NATURAL GAS	287.40
01/04/2024	167(E)	EPS SECURITY	SECURITY SERVICES	695.13
01/04/2024	168(A)	SUMMIT FIRE PROTECTION	EXTINGUISHER REFILL	400.00
01/04/2024	15018	BACKROADS SERVICES	TRUCK MAINTENANCE 1831	538.61
01/04/2024	15019	PETER STANISLAWSKI	FINANCE SERVICES	600.00
01/04/2024	15020	TWIN CITY AWARDS & TROPHIES INC	LOCKER TAG	13.00
01/04/2024	15021	US BUSINESS SYSTEMS INC	COPIER	102.96
01/04/2024	15022	VAN BUREN COUNTY	FIRE ACADEMY	150.00
01/04/2024	15023	VFIS	INSURANCE	4,209.00
01/04/2024	DD304(A)	BODARY, BRANDON	PAYROLL	212.27
01/04/2024	DD305(A)	CHAPPELL, MICHAEL	PAYROLL	29.90
01/04/2024	DD306(A)	EASTMAN, SCOTT	PAYROLL	277.25
01/04/2024	DD307(A)	EMERICK, NOAH	PAYROLL	37.84
01/04/2024	DD308(A)	FLEMMING, LISA	PAYROLL	177.58
01/04/2024	DD309(A)	FRY, STEVEN	PAYROLL	331.86
01/04/2024	DD310(A)	HARTING, BRANDI	PAYROLL	553.11
01/04/2024	DD311(A)	HIGH, SARA	PAYROLL	39.05
01/04/2024	DD312(A)	HIGH, TYLER	PAYROLL	45.10
01/04/2024	DD313(A)	HUNT, CHAD	PAYROLL	51.86
01/04/2024	DD314(A)	HUNT, COLE	PAYROLL	20.88
01/04/2024	DD315(A)	LEDESMA, CARLOS	PAYROLL	52.86
01/04/2024	DD316(A)	LOWE, STEVEN	PAYROLL	362.49
01/04/2024	DD317(A)	MC CLELLAN, TROY	PAYROLL	151.70
01/04/2024	DD318(A)	MC GREW, KEVIN	PAYROLL	1,351.41
01/04/2024	DD319(A)	ROBERTS, KHELUN	PAYROLL	243.60
01/04/2024	DD320(A)	SEFCIK, RONALD	PAYROLL	52.86
01/04/2024	DD321(A)	SHARPE, IAN	PAYROLL	279.34

01/04/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 12/12/2023 - 01/08/2024				
Check Date	Check	Vendor Name	Description	Amount
01/04/2024	DD322(A)	WEBERG, SCOTT	PAYROLL	523.58
01/05/2024	EFT72(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	510.00
Total of 43 Checks:				30,074.73
Less 0 Void Checks:				0.00
Total of 43 Disbursements:				30,074.73

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INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
 EXP CHECK RUN DATES 12/12/2023 - 01/08/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Page:

Item 13.

Vendor Name	Description	Amount
1. BACKROADS SERVICES		
	TRUCK MAINTENANCE 1831	538.61
2. BESTWAY		
	TRASH	83.25
3. CONSUMERS ENERGY		
	NATURAL GAS	143.70
	NATURAL GAS	143.70
	TOTAL	287.40
4. EPS SECURITY		
	SECURITY SERVICES	695.13
5. FIRST NATIONAL BANK OMAHA		
	SUPPLIES	556.29
6. INDIANA MICHIGAN POWER		
	ELECTRIC	816.47
	ELECTRIC	393.00
	TOTAL	1,209.47
7. OTEX MANUFACTURING		
	FIRE HOSE WASHER	1,031.40
8. PETER STANISLAWSKI		
	FINANCE SERVICES	600.00
9. SHELL FLEET PLUS		
	DIESEL & GASOLINE	296.40
10. SUMMIT FIRE PROTECTION		
	EXTINGUISHER REFILL	400.00
11. TWIN CITY AWARDS & TROPHIES INC		
	LOCKER TAG	13.00
12. US BUSINESS SYSTEMS INC		
	COPIER	102.96
13. VAN BUREN COUNTY		
	FIRE ACADEMY	150.00
14. VFIS		
	INSURANCE	4,209.00
TOTAL - ALL VENDORS		10,172.91

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REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPTMENT
 PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-401.000	HARTFORD TOWNSHIP	157,305.85	85,807.14	0.00	71,498.71	54.55
206-000-402.000	HARTFORD CITY	128,704.78	74,126.93	0.00	54,577.85	57.59
206-000-411.000	HARTFORD TWP MILLAGE	0.00	3,848.12	0.00	(3,848.12)	100.00
206-000-412.000	HARTFORD CITY MILLAGE	0.00	4,273.43	0.00	(4,273.43)	100.00
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47	2,677.00	0.00	1,465.47	64.62
206-000-421.000	COST RECOVERY	6,743.10	1,110.00	0.00	5,633.10	16.46
206-000-422.000	FIRE REPORTS/ FOIA	46.66	20.00	0.00	26.66	42.86
206-000-539.000	GRANTS	2,500.00	1,400.00	0.00	1,100.00	56.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	4,800.00	0.00	4,800.00	50.00
206-000-584.000	VEEMS	2,198.33	6,930.00	0.00	(4,731.67)	315.24
206-000-665.000	INTEREST	0.00	2,413.71	0.00	(2,413.71)	100.00
Total Dept 000		311,241.19	187,406.33	0.00	123,834.86	60.21
TOTAL REVENUES		311,241.19	187,406.33	0.00	123,834.86	60.21
Expenditures						
Dept 336 - FIRE OPERATING						
206-336-702.000	BOARD SALARY	4,200.00	1,440.00	180.00	2,760.00	34.29
206-336-704.000	CHIEF SALARY	56,141.00	28,070.52	0.00	28,070.48	50.00
206-336-710.000	FIREFIGHTER/ MFR	55,000.00	29,484.02	5,125.01	25,515.98	53.61
206-336-712.000	SHIFT COVERAGE	14,400.00	6,435.00	1,200.00	7,965.00	44.69
206-336-714.000	SUPPORT STAFF	9,000.00	80.00	0.00	8,920.00	0.89
206-336-720.000	PAYROLL TAXES	14,000.00	6,321.04	497.68	7,678.96	45.15
206-336-724.000	RETIREMENT	4,000.00	1,543.88	0.00	2,456.12	38.60
206-336-730.000	GASOLINE & DIESEL	9,400.00	2,623.89	0.00	6,776.11	27.91
206-336-731.000	VEHICLE MAINTENANCE	9,500.00	4,635.34	0.00	4,864.66	48.79
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00	2,461.28	0.00	10,438.72	19.08
206-336-740.000	OPERATING SUPPLIES	350.00	56.00	0.00	294.00	16.00
206-336-741.000	MEDICAL SUPPLIES	2,500.00	453.89	0.00	2,046.11	18.16
206-336-742.000	ANNUAL TESTING	8,150.00	2,413.10	0.00	5,736.90	29.61
206-336-751.000	PHONES	6,615.20	3,217.42	(33.00)	3,397.78	48.64
206-336-753.000	UTILITIES	10,000.00	3,777.95	960.17	6,222.05	37.78
206-336-763.000	BUILDING MAINTENANCE	11,550.00	27,008.77	0.00	(15,458.77)	233.84
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00	2,297.34	0.00	1,827.66	55.69
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00	13,374.52	0.00	2,625.48	83.59
206-336-785.000	EDUCATION/ TRAINING	8,700.00	4,595.81	150.00	4,104.19	52.83
206-336-796.000	PHYSICALS	8,300.00	7,470.25	0.00	829.75	90.00
206-336-799.000	OFFICE/ COMPUTER	5,910.00	2,974.65	0.00	2,935.35	50.33
206-336-801.000	PROFESSIONAL SERVICES	10,000.00	15,495.00	0.00	(5,495.00)	154.95
206-336-810.000	GRANT MATCH	2,500.00	0.00	0.00	2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	28,000.00	21,473.97	4,209.00	6,526.03	76.69
Total Dept 336 - FIRE OPERATING		311,241.20	187,703.64	12,288.86	123,537.56	60.31
TOTAL EXPENDITURES		311,241.20	187,703.64	12,288.86	123,537.56	60.31
Fund 206 - FIRE FUND:						
TOTAL REVENUES		311,241.19	187,406.33	0.00	123,834.86	60.21
TOTAL EXPENDITURES		311,241.20	187,703.64	12,288.86	123,537.56	60.31

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REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPTMENT
 PERIOD ENDING 01/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 01/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
NET OF REVENUES & EXPENDITURES		(0.01)	(297.31)	(12,288.86)	297.30	3,100.00

Hartford Fire Department

Hartford, MI

This report was generated on 1/5/2024 1:31:02 PM



Item 13.

Personnel Count per Incident for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-633	12/1/2023 22:09:00	554 - Assist invalid	08006	2	0	2
2023-634	12/1/2023 23:57:00	561 - Unauthorized burning	08006	2	0	2
2023-635	12/2/2023 18:36:00	114 - Chimney or flue fire, confined to chimney or flue	08006	7	0	7
2023-636	12/2/2023 21:05:00	324 - Motor vehicle accident with no injuries.	08006	6	2	8
2023-637	12/3/2023 01:09:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-638	12/3/2023 19:21:00	111 - Building fire	08006	12	1	13
2023-639	12/4/2023 03:18:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1
2023-640	12/4/2023 11:53:00	554 - Assist invalid	08006	2	0	2
2023-641	12/5/2023 10:36:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-642	12/6/2023 18:03:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-643	12/7/2023 13:27:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-644	12/8/2023 03:56:00	611 - Dispatched & cancelled en route	08006	1	1	2
2023-645	12/8/2023 07:22:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-646	12/8/2023 10:30:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-647	12/8/2023 17:32:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-648	12/9/2023 09:36:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-649	12/9/2023 15:57:00	321 - EMS call, excluding vehicle accident with injury	08006	2	2	4
2023-650	12/9/2023 17:39:38	311 - Medical assist, assist EMS crew	08006	1	4	5
2023-651	12/9/2023 19:23:00	324 - Motor vehicle accident with no injuries.	08006	4	0	4
2023-652	12/9/2023 19:41:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-653	12/11/2023 04:13:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1
2023-654	12/11/2023 11:56:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-655	12/11/2023 16:17:00	111 - Building fire	08006	10	0	10
2023-656	12/12/2023 16:51:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-657	12/12/2023 18:41:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-658	12/13/2023 11:22:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-659	12/13/2023 17:01:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-660	12/14/2023 13:09:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-661	12/15/2023 13:59:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1
2023-662	12/15/2023 18:59:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-663	12/15/2023 20:30:00	111 - Building fire	08006	4	2	6
2023-664	12/16/2023 12:42:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-665	12/16/2023 18:52:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-666	12/16/2023 23:37:00	746 - Carbon monoxide detector activation, no CO	08006	3	0	3
2023-667	12/17/2023 08:36:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-668	12/18/2023 10:29:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-669	12/18/2023 10:40:00	324 - Motor vehicle accident with no injuries.	08006	2	0	2

Only REVIEWED incidents included



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

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-670	12/18/2023 15:59:54	111 - Building fire	08006	3	1	4
2023-671	12/18/2023 17:19:00	324 - Motor vehicle accident with no injuries.	08006	1	4	5
2023-672	12/18/2023 17:23:00	611 - Dispatched & cancelled en route	08006	1	4	5
2023-673	12/18/2023 17:27:00	321 - EMS call, excluding vehicle accident with injury	08006	2	3	5
2023-674	12/18/2023 17:47:05	324 - Motor vehicle accident with no injuries.	08006	1	4	5
2023-675	12/18/2023 19:19:00	111 - Building fire	08006	6	2	8
2023-676	12/19/2023 08:59:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-677	12/19/2023 12:52:00	311 - Medical assist, assist EMS crew	08006	3	1	4
2023-678	12/19/2023 16:42:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-679	12/19/2023 18:47:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-680	12/21/2023 07:04:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-681	12/22/2023 01:03:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-682	12/24/2023 02:03:00	611 - Dispatched & cancelled en route	08006	2	1	3
2023-683	12/24/2023 04:25:00	554 - Assist invalid	08006	1	1	2
2023-684	12/24/2023 09:24:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-685	12/24/2023 13:46:00	311 - Medical assist, assist EMS crew	08006	3	2	5
2023-686	12/24/2023 15:16:00	321 - EMS call, excluding vehicle accident with injury	08006	4	0	4
2023-687	12/26/2023 09:08:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-688	12/26/2023 09:33:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-689	12/27/2023 05:26:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-690	12/29/2023 15:14:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-691	12/30/2023 10:02:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-692	12/31/2023 21:11:00	311 - Medical assist, assist EMS crew	08006	1	3	4
TOTAL # OF INCIDENTS: 60			AVERAGES:	2.3	1.0	3.3

Only REVIEWED incidents included

Fire Chiefs Report

January 2024

INFORMATION:

1. Meetings Attended:

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

2. Pole Barn project, doors completed.

3. Final inspection of Marijuana facility off Marian Street

4. 2023 Annual Report

Sincerely,

Robbie Harting – Fire Chief

Hartford Fire Department

Hartford, MI

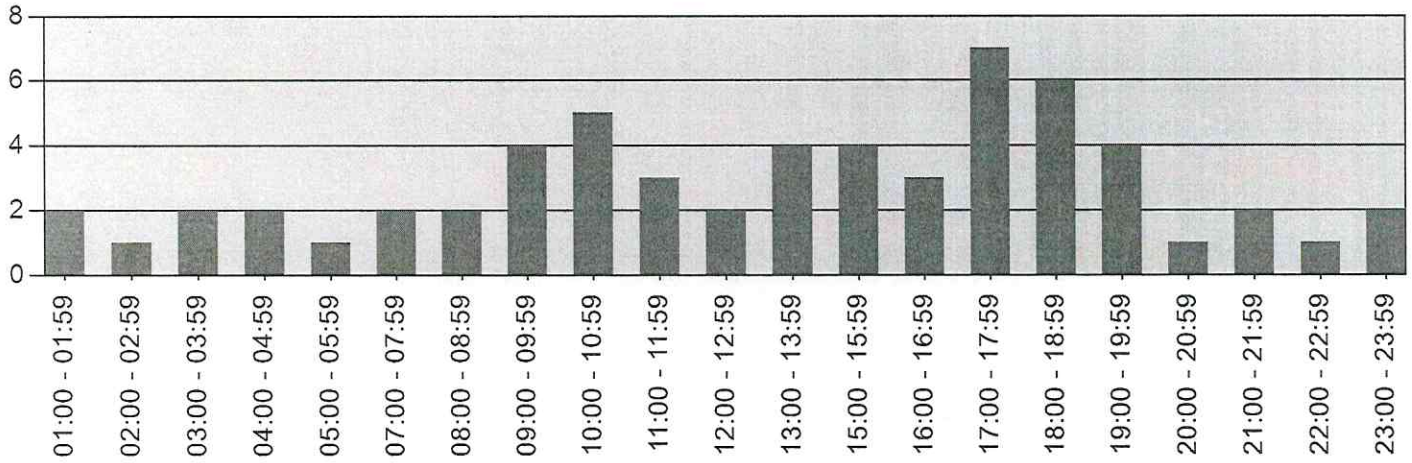
This report was generated on 1/2/2024 10:02:01 AM



Item 13.

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 12/01/2023 | End Date: 12/31/2023



HOUR	# of CALLS
01:00 - 01:59	2
02:00 - 02:59	1
03:00 - 03:59	2
04:00 - 04:59	2
05:00 - 05:59	1
07:00 - 07:59	2
08:00 - 08:59	2
09:00 - 09:59	4
10:00 - 10:59	5
11:00 - 11:59	3
12:00 - 12:59	2
13:00 - 13:59	4
15:00 - 15:59	4
16:00 - 16:59	3
17:00 - 17:59	7
18:00 - 18:59	6
19:00 - 19:59	4
20:00 - 20:59	1
21:00 - 21:59	2
22:00 - 22:59	1
23:00 - 23:59	2
TOTAL:	60

Only REVIEWED incidents included.



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Doc Id: 898

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Hartford Fire Department

Hartford, MI

This report was generated on 1/2/2024 10:02:49 AM



Item 13.

Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	39
2	15
3	6

USER-DEFINED FIELD: Lift Assist (Required)	
No	57
Yes	3

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



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Hartford Fire Department

Hartford, MI

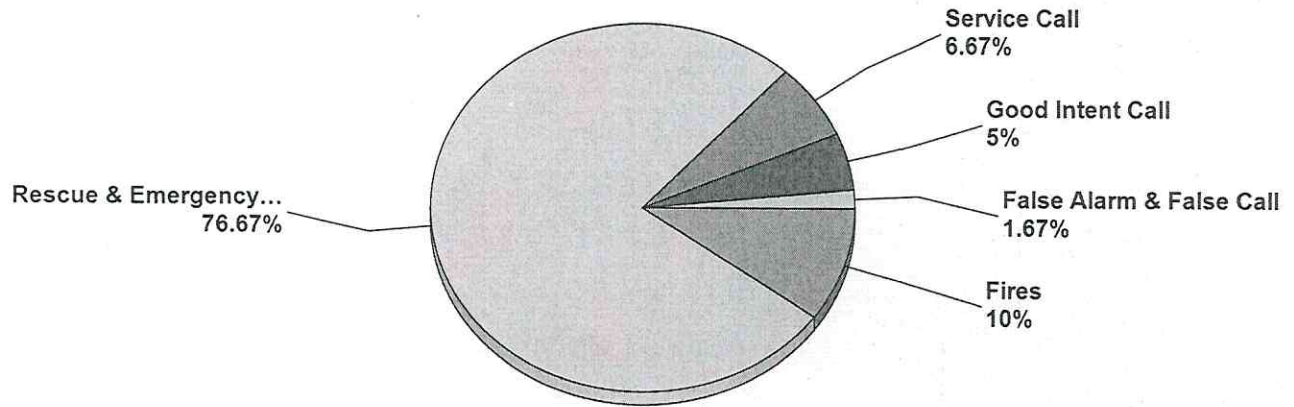
This report was generated on 1/2/2024 9:59:25 AM



Item 13.

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	10%
Rescue & Emergency Medical Service	46	76.67%
Service Call	4	6.67%
Good Intent Call	3	5%
False Alarm & False Call	1	1.67%
TOTAL	60	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

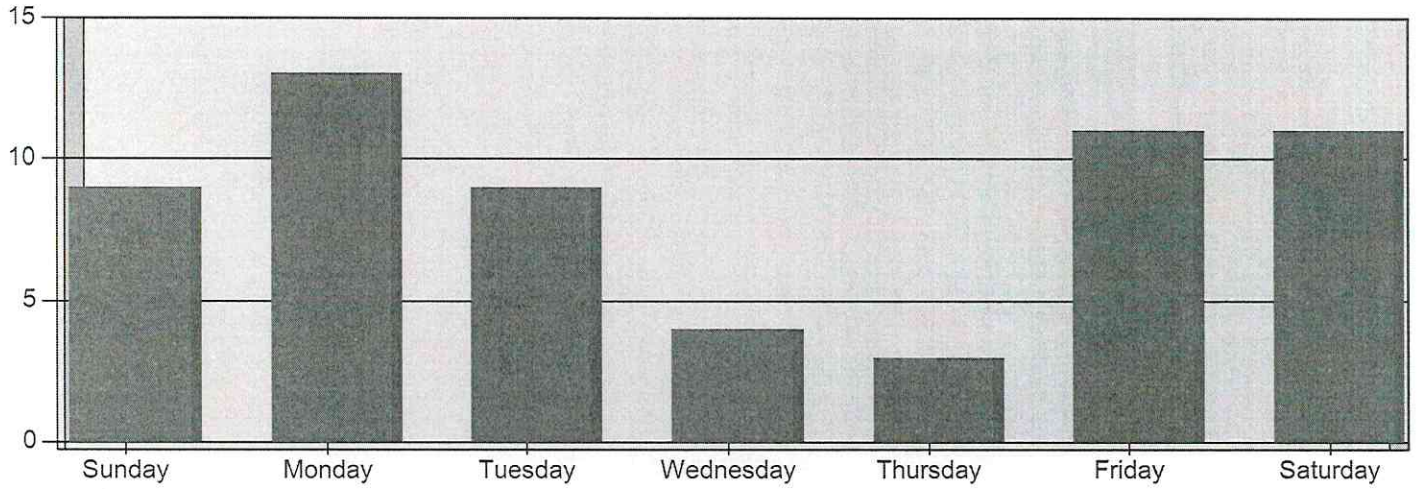
This report was generated on 1/2/2024 10:01:16 AM



Item 13.

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 12/01/2023 | End Date: 12/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	13
Tuesday	9
Wednesday	4
Thursday	3
Friday	11
Saturday	11
TOTAL	60

Only Reviewed incidents included.



Hartford Fire Department

Hartford, MI

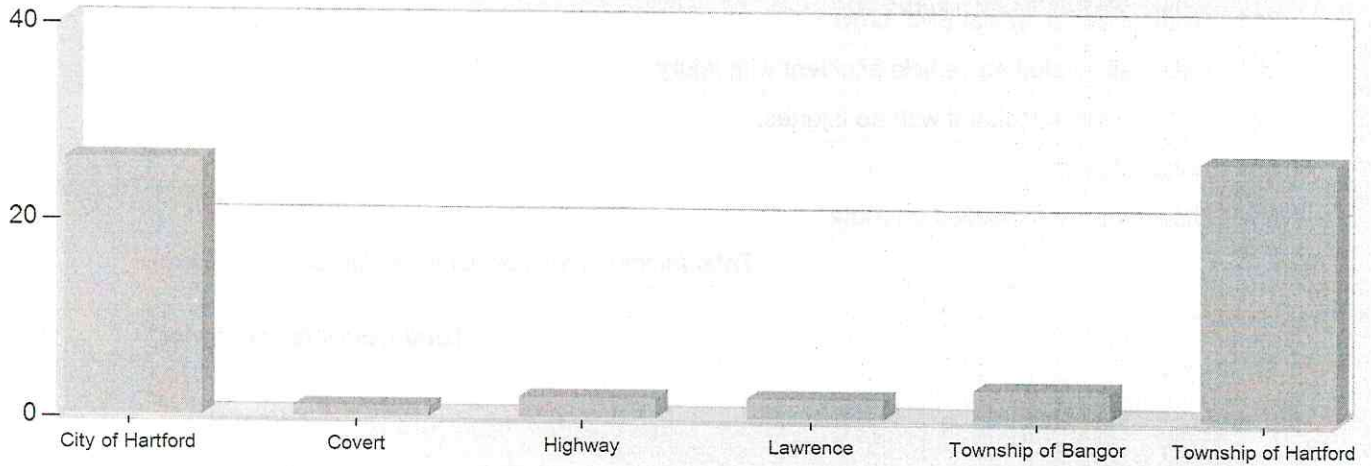
This report was generated on 1/2/2024 10:00:12 AM



Item 13.

Incident Type Count per Zone for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023



ZONES	INCIDENT TYPE	COUNT
City of Hartford - Hartford		
	311 - Medical assist, assist EMS crew	17
	321 - EMS call, excluding vehicle accident with injury	3
	324 - Motor vehicle accident with no injuries.	2
	554 - Assist invalid	2
	561 - Unauthorized burning	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	26
Covert - Covert		
	111 - Building fire	1
	<i>Total Incidents for Covert - Covert:</i>	1
Highway - I 94		
	324 - Motor vehicle accident with no injuries.	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Highway - I 94:</i>	2
Lawrence - Township		
	111 - Building fire	2
	<i>Total Incidents for Lawrence - Township:</i>	2
Township of Bangor - Bangor		

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



INCIDENT TYPE	COUNT
111 - Building fire	2
311 - Medical assist, assist EMS crew	1
<i>Total Incidents for Township of Bangor - Bangor:</i>	3
Township of Hartford - Hartford	
114 - Chimney or flue fire, confined to chimney or flue	1
311 - Medical assist, assist EMS crew	15
321 - EMS call, excluding vehicle accident with injury	5
324 - Motor vehicle accident with no injuries.	2
554 - Assist invalid	1
611 - Dispatched & cancelled en route	2
<i>Total Incidents for Township of Hartford - Hartford:</i>	26
<i>Total Count for all Zone:</i>	60

Item 13.

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

Hartford Fire Department



Item 13.

Hartford, MI

This report was generated on 1/2/2024 9:58:23 AM

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 12/01/2023 | End Date: 12/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Hartford Fire Department		
Fry, Steven	18	30.0%
Harting, Brandiwyne	14	23.3%
McGrew, Kevin	49	81.7%
Bodary, Brandon	10	16.7%
Eastman , Scott	6	10.0%
Emerick, Noah	7	11.7%
Flemming, Lisa	7	11.7%
Harting, Robbie	17	28.3%
High, Sara	1	1.7%
High, Tyler	1	1.7%
Hunt, Cole	2	3.3%
Lowe, Steve	15	25.0%
McClellan, Troy	2	3.3%
Roberts, Khelun	19	31.7%
Sharpe, Ian	9	15.0%
Weberg , Scott	22	36.7%
Total Incidents for Station Hartford Fire Department	60	
Total Incidents for all Stations	60	

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



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Doc Id: 1620

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Assistant Chief Report

January

Information

- New Employee On-Boarded
- New Report Software Launched
- Applied for CSX Grant \$10,000 for new Nozzles

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



January, 2024

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Haul snow as needed.
Plow snow as needed,
Cleaned off all storm drains
Put up and take down christmas decorations.

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

Plow sidewalks
Plow snow as needed.

SEWER SYSTEM

Sewer mains rodded	<u>3</u>
Sewer services dug up and repaired	<u>1</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 Beachwood St.
621-3022
Dan Staunton Supt.



January, 2024

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>1.2</u> ppm
Phosphates	<u>1.3</u> ppm
Flouride	<u>0.8</u> ppm
pH	<u>7.3</u>

Chemicals used

	Total Lbs
Chlorine	<u>107</u>
Phosphates	<u>185</u>
Flouride	<u>195</u>

Average Daily Use

	Average Daily Use
	<u>3.4</u>
	<u>5.9</u>
	<u>6.2</u>

WATER PUMPED FOR THE MONTH

Backwash water

<u>5.077</u> Million Gallons
<u>166,000</u> 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>



**JANUARY 22, 2024
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38459	PAMELA BENCH		
	CLEANING AT CITY HALL & POLICE STATION ON 1/4/24 (4.5 HRS)		112.50
38460	BEST WAY DISPOSAL INC		
	WWTP TRASH SERVICE FOR DECEMBER 2023	110.4	
	DPW TRASH SERVICE FOR DECEMBER 2023	153.6	
	CITY HALL TRASH SERVICE FOR DECEMBER 2023	112.8	376.80
38461	CINTAS CORPORATION		
	FIRST AID SUPPLIES - CITY HALL	91.43	
	FIRST AID SUPPLIES - DPW	29.9	
	FIRST AID SUPPLIES - POLICE	105.54	226.87
38462	CONSUMERS ENERGY		
	DPW GAS BILL 11/21-12/20/2023	190.09	
	IRP GAS BILL 11/21-12/20/2023	203.23	
	CITY HALL GAS BILL 11/21-12/20/2023	187.91	581.23
38463	FRONTIER		
	CASINO LIFT STATION PHONE 12/17/23-1/16/24	100.82	
	DPW LOCAL PHONE 12/25/23-1/24/24	71.18	
	IRP INTERNET 12/16/23-1/15/24	68.98	
	IRP LOCAL PHONE 12/19/23-1/18/24	90.82	331.80
38464	MUTUAL OF OMAHA		
	JAN 2024 LIFE & DISIBILITY INSURANCE		408.67
38465	JOANN NEWNUM		
	CLEANING AT CITY HALL & POLICE STATION ON 1/4/24 (4.5 HRS)		112.50
38466	TOM NEWNUM		
	CLEAN CITY HALL 12/29/2023		50.00
38467	GARRETT REITENOUR		
	BUILDING PERMITS LISTED ON INVOICE FROM 7/28/23-12/21/23		2,625.00
38468	TRACE ANALYTICAL LABORATORIES		
	WWTP HgT TESTING		267.00
38469	VISION SERVICE PLAN		
	JAN 2024 VISION INSURANCE		119.13
38470	ANDREW WARNER		
	22.75 HOURS AS OPERATOR AT WWTP (11/18-12/31/2023)		1,137.50
TOTAL OF CHECKS ALREADY WRITTEN			\$ 6,349.00
1	AMERIGAS		1,725.14
	PROPANE FOR WWTP		
2	AUTO-WARES GROUP		566.11
	FILTERS, ETC FOR DPW EQUIPMENT		
3	BEAVER RESEARCH COMPANY		311.73
	PENETRANT OIL AND GLASS CLEANER FOR DPW		
4	BLOOMINGDALE COMMUNICATIONS		378.22
	PHONE & INTERNET SERVICES FOR JANUARY 2024		
5	CARLETON EQUIPMENT COMPANY		682.68
	TIRES FOR BOBCAT		
6	COREWELL HEALTH		
	NEW HIRE DRUG TESTING FOR NOAH EMERICK (DPW)	158.00	
	DRUG TESTING FOR STEVEN PENA FOR CDL SCHOOL	122.00	280.00
7	CROSS EXCAVATING & DEMOLITION		29,701.00
	215 SHEPARD DEMOLITION		
8	CUMMINS SALES & SERVICE		
	ANNUAL GENERATOR INSPECTION - POKAGON HOUSING LIFT STATION	420.69	
	ANNUAL GENERATOR INSPECTION - WWTP	920.41	
	ANNUAL GENERATOR INSPECTION - IRP	821.24	
	ANNUAL GENERATOR INSPECTION - CR 687 LIFT STATION	651.72	
	ANNUAL GENERATOR INSPECTION - CR 372 LIFT STATION	674.52	
	ANNUAL GENERATOR INSPECTION - CASINO LIFT STATION	823.23	4,311.81
9	ELECTIONSOURCE		615.00
	ICP & ICX ANNUAL MAINTENANCE CONTRACT PER STATE OF MI CONTRACT		
10	EPS SECURITY		472.77
	ALARM SYSTEM MONITORING SERVICE AGREEMENT - 2/1-4/30/2024		
11	FERGUSON WATERWORKS		
	WATER REPAIR PARTS	248.34	
	WATER REPAIR PARTS	824.28	1,072.62
12	FIRST ADVANTAGE CORP		44.91
	NEW HIRE DRUG TESTING FOR NOAH EMERICK		
13	GALLS, INC		
	HOLSTER (OFFICER POOLE) & HANDCUFF STRAP (OFFICER VANDEVOREN)	190.87	
	UNIFORMS & ACCESSORIES FOR OFFICER MEDRANO	833.56	1,024.43
14	HARDING'S MARKETPLACE		20.97
	COOKIES, JUICE & NAPKINS FOR COUNCIL		
15	HARRIS CONAG, LLC		47,451.20
	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #5		
16	HARTFORD AREA CHAMBER OF COMMERCE		50.00
	2024 ANNUAL MEMBERSHIP RENEWAL		
17	HARTFORD BUILDING AUTHORITY		4,166.67
	FEBRUARY 2024 CITY HALL LEASE		
18	HARTFORD FIREBOARD		10,589.57
	FEBRUARY 2024 CONTRACTUAL PAYMENT		
19	HUNGERFORD NICHOLS		12,700.00
	FISCAL 2022-2023 ANNUAL AUDIT PROGRESS BILL #3		
20	INDIANA MICHIGAN POWER		6,232.12
	DECEMBER 2023 ELECTRIC BILLS		
21	JAMES IVY		130.00
	REIMBURSEMENT FOR AMMUNITION SOLD TO POLICE RESERVES (RESERVES ACCT)		
22	J.S. BUXTON		1,625.00
	2600 GALLONS OF BULK LIME SLURRY FOR WWTP		
23	KELLOGG HARDWARE		201.36
	MISC HARDWARE SUPPLIES FOR DECEMBER 2023		
24	KROHN EXCAVATING, LLC		
	REMAINDER OWED ON PAY ESTIMATE #3 FOR CDBG - CLARK & LINDEN	9,830.49	
	REMAINDER OWED ON PAY ESTIMATE #8 FOR CDBG - CLARK & LINDEN	64,999.50	
	PAY ESTIMATE #9 FOR CDBG - CLARK & LINDEN (FINAL PAYMENT)	56,532.36	131,362.35
25	MICHIGAN AGRIBUSINESS SOLUTIONS		750.00
	FECAL COLIFORM AND METALS & NUTRIENTS TESTING - WWTP		
26	MILLER THERMOMETER		13.07
	SHIPPING COST TO SHIP KEYS TO THE CITY TO CROWN TROPHY FOR ENGRAVING		
27	TOM NEWNUM		50.00
	CLEAN CITY HALL 1/10/2024		
28	PC SERVICES		245.00
	I.T. HOURS FOR DECEMBER 2023		
29	PLUMMER'S ENVIRONMENTAL		10,710.00
	DSMI PROJECT (DWAM/LEAD & COPPER GRANT) DRAW #6		
30	PRAIRIE FARMS DAIRY		237.14
	43 CASES OF DISTILLED WATER FOR WWTP		
31	PROTECTION TACTICS, LLC		918.00
	AMMUNITION FOR QUALIFICATION FOR POLICE RESERVES (RESERVES ACCT)		
32	RUDELL REPAIR, INC		140.00
	CHANGE TIRES ON BOBCAT		
33	SAFEBUILT, LLC		
	BUILDING PERMIT #23-HAR-BC00001 - 12 CHURCH ST (ACCESSORY STRUCTURE)	325.00	
	MECHANICAL PERMIT #23-HAR-MR00001 - 127 PARAS HILL	180.00	505.00
34	SPECTRUM PRINTERS, INC		
	PRECINCT KT/BID FOR ELECTIONS	53.99	
	EARLY VOTING INFO POSTCARDS PLUS POSTAGE FOR ELECTIONS	560.31	614.30

CITY OF HARTFORD
 INVESTMENT REPORT AS OF DECEMBER 31, 2023

BONDS

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		
		STURGIS BANK	1/25/2023	9 MONTHS	4.00%	10/25/2023		\$ 173,239
\$ 200,000.00	CD	CONSUMERS CU	6/23/2023	12 MONTHS	5.00%	6/23/2024		\$ 204,953
\$ 200,000.00	CD	HONOR CU	9/21/2023	13 MONTHS	5.00%	10/21/2024		\$ 202,700

CD'S

MUTUAL FUNDS

\$ 250,000.00	MF	TCF FA	8/11/12	L-T	VARIABLE			
\$ 103,000.00	MF	TCF FA	2/15/11	L-T	VARIABLE			
\$ 50,000.00	MF	TCF FA	6/15/11	L-T	VARIABLE			
\$ 105,000.00	MF	TCF FA	10/28/11	L-T	VARIABLE			
\$ 53,896.00	MF	TCF FA	2/27/11	L-T	VARIABLE			
\$ 74,154.00	MP	TCF FA	5/26/12	L-T	VARIABLE			
\$ 76,493.11	MF	TCF FA	11/6/12	S-T	VARIABLE			
\$ 114,476.00	MF	TCF FA	12/21/13	S-T	VARIABLE			
\$ 100,000.00	MF	TCF FA	2/20/13	S-T	VARIABLE			

AT MARKET

	TCF SHORT-TERM MUTUAL FUND	TRANSFER OUT	\$ 333,528.43	\$ -
	TCF LONG-TERM MUTUAL FUND	TRANSFER OUT	\$ 1,062,200.17	\$ -

\$ 1,397,648.70	TRANSFER IN	12/14/2021	L-T	VARIABLE
\$ (775,000.00)	TRANSFER OUT	6/23/2023	L-T	VARIABLE

STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)

\$ 517,627

TOTAL INVESTMENT AT MARKET VALUE
 AS OF DECEMBER 31, 2023

\$ 1,098,519

*THIS IS AN INCREASE OF \$43,771.00 FROM LAST QUARTER

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
DECEMBER 11, 2023

Item 17.

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Lyndsy Morsaw; Nancy Spoula; Charlie Weeden; Mayor Richard A. Hall;
Commissioners Absent:
Staff Present: Rader; Rodney-Isbrecht;

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

- Discuss & Consider – City Manager Candidate Interviews

- A. Interview Candidate U – Brooke Bollwahn
- B. Interview Candidate E – No Show

Council recessed the meeting at 6:41pm
Motion carried 7 – 0

Council resumed the meeting at 7:11pm
Motion carried 7 – 0

- C. Interview Candidate Y – Benjamin Eldridge

Discussion: Commissioner Danger would like to add interviewing candidate P & Commissioner Weeden would like to interview V.

Motion by Commissioner Dockter and supported by Commissioner Spoula to interview the candidates previously recommended by Interim Manager and selected by Council.
Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Spoula, to adjourn the meeting at 8:29pm.
Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
DECEMBER 13, 2023

Item 18.

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Lindsay Morsaw, Nancy Spoula, Charles Weeden, and Mayor Richard A. Hall;

Commissioners Absent:

Staff Present: Rader; Rodney-Isbrecht;

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

- Discuss & Consider – City Manager Candidate Interviews

A. Interview Candidate A - Nicol Brown

Discussion: Interim Manager will compile the candidate evaluations filled out by Council during the interviews and Council will discuss & consider the Candidates at the December 18, 2023 meeting.

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Danager, to adjourn the meeting at 8:09pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 18, 2023

Item 19.

Commissioners Present: Frank Dockter; John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden;
Mayor Richard A. Hall
Commissions Absent: Jane Danger;
Staff Present: Rader; Rodney-Isbrecht; Ivy; Prince; Shultz; Staunton

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Miller, to approve the agenda as amended to move discussion of the Planning Commission Ordinances to the beginning of the meeting.

Motion carried 6 – 0

Guests:

- City Attorney Nick Curcio Spoke to the Commissioners & answered questions on the Planning Commission & Zoning Ordinance Amendments.

Public Comment:

- Rod Austin, 209 South Center St, Comments on Buildings in need to be demolished.
- John Spoula, 112 Bennett Ave, Welcome to new Council Members
- Dan Danger, 209 North Maple St, Open Meetings Act Violation on Discussion of Christmas Lights and Decorating City Hall. Expressed concerns regarding time change of Council meetings.
- Mike Menick, 38 Marion Ave, wants attorney opinion on Council Members contacting the City attorney.
- Juan Garcia, from Paw Paw, in process of buying a business in town and wanted to introduce himself.

Communications:

- Van Buren County Legal Self – Help Center Network
- City Hall will be closed in observance of Christmas & New Year Holiday. December 25-26, 2023 & January 1-2, 2024

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

- Hartford Public Library – 2023 November
- Van Buren Conservation District November 2023 Program Update.
- Van Buren Senior Services, Terry Tibbs is interested in staying on Senior Services Board.
- A. **Police & Ordinance** – Chief Prince – Report on file. Lieutenant Ivy presented information on the report. Department Radios will expire in December 2024, cost to replace \$40,000; Enrolled in 1033 program allows for acquisition of military surplus, have received rifles & pistols, ammunition, & a Humvee at no cost to the City. Working on evidence audit, &
- B. **Fire Department** – Robbie Harting, Fire Chief – Report on File; working on next year’s budget and 501c3 status. Donated to Shop with a Cop. Pole Barn addition is complete except for the doors, waiting on delivery.
- C. **Ambulance** – Report on File
- D. **Van Buren County** – No Representative
- E. **Public Works** – Report on File;
- F. **Wastewater Treatment Plant** – Report on File – Operator Contract expires in December.
- G. **Treasurers, Investment & List of Bills** – List of Bills \$411,693.32

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 18, 2023

Item 19.

H. City Manager –Report on file – Spark Grant – Ely Park Improvement Survey, Public Input Session on January 11. 5pm-7pm at the Library, SWMI Planning Commission is assisting with the grant application; Police Union Grievance is moving to arbitration; City Attorney is seeking summary judgement on behalf of the City for reimbursement of academy costs from former employee; Worked with AMHawk to get water meter installed; Conditional offer has been made to fill an DPW position; Police Department Vacancy, Lt. Ivy found a grant to cover academy costs which also covers wages while at the academy, this grant will expire when grant funds are exhausted; Surf Fiber applied for right of way permit, working with the City attorney to be in compliance with the Metro Act. More research needs to be done to make sure the City Assets are protected.

Motion by Commissioner Miller, supported by Commissioner Dockter, to authorize the interim Manager to issue a right – of – way permit moratorium and to seek legal guidance to be in compliance with State law.

Motion carried 6 – 0

Approval of Commission Minutes:

Motion by Commissioner Spoula, supported by Commissioner Dockter, to approve the minutes of the November 27, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the November 27, 2023 list of bills in the amount of \$411,693.32

Motion carried 6 – 0

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

Motion carried 6 – 0

Goals/Objectives:

- Interim City Manager Reviewed Charter, Commission Rules, & Ethics Policy with Council

Old Business:

- Discuss & Consider 2024 Commission Meeting Schedule –

Motion by Commissioner Spoula, supported by Commissioner Dockter to set the 2024 Commission Meeting Schedule.

Motion carried 6 – 0

- Discuss & Consider City Manager Candidate Selection – How does Council want to proceed?

Discussion: Council reviewed the compilation of candidate’s evaluations they completed during the interview process.

Motion by Commissioner Dockter, supported by Commissioner Weeden to authorize the Mayor & Interim Manager to offer employment to Candidate Eldridge and begin contract negotiations.

Motion carried 6 – 0

- Discuss & Consider – City Manager Performance Appraisal –

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 18, 2023

Discussion: Interim Manager presented a sample performance review process.

New Business:

- Discuss & Consider – Distribution System Materials Inventory Verification - Change Order no. 3

Motion by Commissioner Miller, supported by Commissioner Morsaw to accept Wightman's recommendation to approve the change order no. 3 to Distribution System Material Inventory Verification.

Motion carried 6 – 0

- Discuss & Consider – Clark & Linden Streets Contract Modification

Motion by Commissioner Miller, supported by Commissioner Dockter, to accept Wightman's recommendation to approve the contract modification no. 5 to Clark & Linden Street Contract reduction.

Motion carried 6 – 0

- Discuss & Consider – Water Main Extension – Contract Modification no. 1

Motion by Commissioner Miller, supported by Commissioner Dockter to accept Wightman's recommendation to approve the contract modification no. 1 to the Hartford Township water extension project.

Motion carried 6 – 0

- Discuss & Consider – Van Buren County 2024 Citizen Planner Program

Discussion: Training will be at the VBISD in Lawrence and a good opportunity for those who are interested.

- Discuss & Consider – Section 3 Policy

Motion by Commissioner Miller, supported by Commissioner Dockter to approve the City's Section 3 Policy.

Motion carried 6 – 0

Discussion: Requirement of the CDBG Clark & Linden Street project. This is a policy that needs to be reviewed and updated often.

- Discuss & Consider – Fire Board Appointment

Motion by Commissioner Miller, supported by Commissioner Morsaw, to appoint Eric Germinder to the Fire Board.

Motion carried 6 – 0

- Discuss & Consider – Planning Commission Board Appointments

Motion by Commissioner Spoula supported by Commissioner Dockter, to appoint Eric Germinder to the Planning Commission.

Motion carried 6 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 18, 2023

Motion by Commissioner Miller supported by Commissioner Dockter, to appoint Gage Gardner to the Planning Commission.

Motion carried 6 – 0

- Discuss & Consider – Waste Water Treatment Plant Operator Contract

Motion by Commissioner Miller supported by Commissioner Dockter, to approve the Waste Water Treatment Plant Operator Contract with Andrew Warner as presented.

Motion carried 6 – 0

- Discuss & Consider – Accept Vehicle Asset for HPD Use

Motion by Commissioner Dockter, supported by Commissioner Miller, to accept the Vehicle Asset (Humvee) for HPD use.

Motion carried 6 – 0

- Discuss & Consider – List Station Alarm System

Discussion: Current alarm systems are dedicated phone lines underground and are not maintained and is difficult to get someone out for repair in a timely manner. It is recommended to upgrade to wireless for more reliable alarm service.

Motion by Commissioner Dockter, supported by Commissioner Miller, to accept the proposal from Gasvoda in the amount of \$6,720.00 to upgrade the lift station alarm system.

Motion carried 6 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2023 – 026 Board of Review Alternate Starting Dates

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2023-026 Board of Review Alternate Starting Dates.

Motion carried 6 – 0

- Discuss & Consider –Resolution 2023-027 Board of Review Accepting Letters of Protest

Motion by Commissioner Miller supported by Commissioner Morsaw, to adopt Resolution 2023-027 Board of Review Accepting Letters of Protest.

Motion carried 6 – 0

- Discuss & Consider –Resolution 2023 -028 Board of Review Poverty & Asset Test Guidelines

Motion by Commissioner Miller supported by Commissioner Dockter, to adopt Resolution 2023-028 Board of Review Poverty & Asset Test Guidelines.

Motion carried 6 – 0

- Discuss & Consider –Proposed Zoning Ordinance Amendment No. 335-2023 Establish Planning Commission – Second Reading

Discussion: Council will need to reappoint the planning commission members at Councils next meeting.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 18, 2023

Item 19.

- Discuss & Consider –Proposed Zoning Ordinance Amendment No. 336-2023 Designate Zoning Board of Appeals – Second Reading

Discussion: The Interim Manager will reach out to the City Attorney for clarification on Councils authority with additional ordinance amendments as discussed by the Attorney and bring those findings back to the next Council meeting.

- Discuss & Consider –Proposed Amendment to Code of Ordinance Chapter 30, 30.01-30.99 No. 340-2023 – Second Reading

Motion by Commissioner Miller supported by Commissioner Spoula, to adopt Ordinance 340-2023 Amendment to Code of Ordinance Chapter 30, 30.01-30.99 Ordinance Officer.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Miller, to adjourn the meeting at 8:08pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
JANUARY 3, 2024

Commissioners Present: Jane Danger; Frank Dockter; Lindsay Morsaw; Nancy Spoula; Charles Weeden and Mayor Richard A. Hall;
Commissioners Absent: John Miller
Staff Present: Rader; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 4:00pm.

- Discuss & Consider – City Manager Candidates

Discussion: Candidate Ben Eldridge declined the offer of employment. Commissioner Danger is in favor of interviewing additional candidates who had applied.

Motion by Commissioner Dockter, supported by Commissioner Morsaw, to authorize the Mayor & Interim City Manager to offer employment and enter into contract negotiations with City Manager Candidate Nicol Brown.

Motion carried 5 – 1 (Danger)

Adjournment:

Motion by Commissioner Morsaw, supported by Commissioner Weeden, to adjourn the meeting at 4:06pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: January 22, 2024
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Spark Grant – Ely Park Improvements

RECOMMENDED ACTION:

Attached are results of the Ely Park Improvement Survey's & the input from the Community meeting held on January 11th at the Library.

I am meeting with the tech assistant weekly in order to have the grant ready for submission on January 31st.

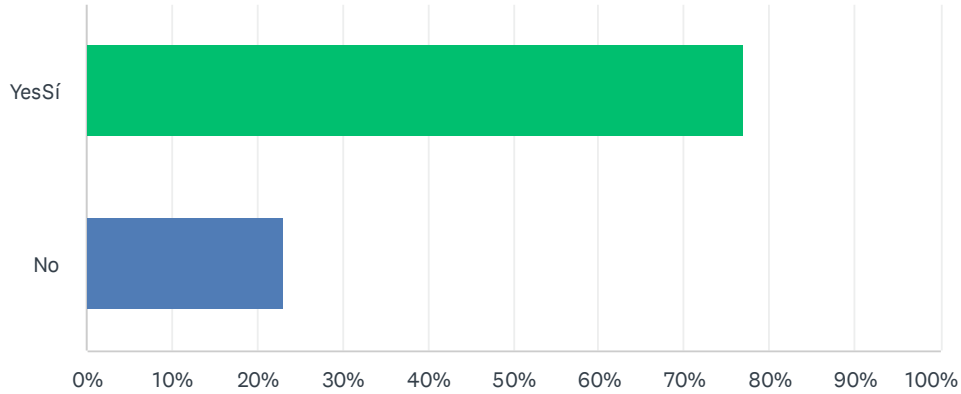
The City will need to narrow the focus and budget for improvements. Council will need to decide how much the grant application should be for, name of the project, contract person who will sign the application and name a project manager.

The drawing that is attached is if all of the improvements that were mentioned on the survey were implemented and where they might be placed in the park, this is not the final drawing that will be submitted with the grant application but is a starting point for Council to discuss what improvements they want to move forward with as part of the application.

I will submit the direction of focus to the engineer who is preparing the drawings and budget after this meeting along with collected letters of support to the tech assistant who is compiling the grant application.

Q1 Do you live in the City of Hartford? ¿Vive usted en la ciudad de Hartford?

Answered: 292 Skipped: 2



ANSWER CHOICES	RESPONSES	
YesSí	77.05%	225
No	22.95%	67
TOTAL		292

#	IF NO, WHAT MUNICIPALITY DO YOU LIVE IN? SI NO, ¿EN QUÉ CIUDAD VIVE?	DATE
1	Hartford Township	1/17/2024 5:27 PM
2	Watervliet	1/16/2024 5:23 PM
3	Township	1/14/2024 11:16 AM
4	Hartford township	1/13/2024 12:15 PM
5	Hartford Township	1/13/2024 9:48 AM
6	Bangor Township	1/11/2024 10:34 PM
7	Hartford City	1/11/2024 6:19 PM
8	Paw Paw	1/11/2024 5:04 PM
9	Township	1/10/2024 6:40 PM
10	Hartford Township	1/10/2024 6:26 PM
11	Watervliet	1/10/2024 9:18 AM
12	City	1/10/2024 7:08 AM
13	Hartford township	1/9/2024 9:09 PM
14	Hartford Township	1/9/2024 8:56 PM
15	Hartford	1/9/2024 7:51 PM
16	Township of Hartford	1/9/2024 7:42 PM
17	Hartford township	1/9/2024 5:39 PM

Ely Park Improvements - Hartford City, MI

Item 22.

18	Lawrence Michigan	1/9/2024 4:37 PM
19	Hartford Township	1/9/2024 4:21 PM
20	Hartford township	1/9/2024 4:04 PM
21	Hartford Township	1/9/2024 3:52 PM
22	City	1/9/2024 3:49 PM
23	Hartford township	1/9/2024 3:35 PM
24	Hartford	1/9/2024 3:18 PM
25	Unincorporated Bangor township	1/9/2024 3:03 PM
26	Township	1/8/2024 9:02 PM
27	Hartford Township	1/5/2024 8:13 PM
28	Coloma	12/27/2023 6:25 PM
29	Bainbridge Township	12/27/2023 6:18 PM
30	Hartford Township	12/27/2023 8:05 AM
31	Hartford township	12/26/2023 10:47 AM
32	I own a business next to the park	12/26/2023 10:21 AM
33	Hartford Township	12/25/2023 9:41 PM
34	Hartford Township	12/25/2023 9:28 PM
35	Township	12/25/2023 8:57 PM
36	Hartford Township	12/25/2023 8:47 PM
37	Detroit	12/23/2023 10:00 PM
38	Hartford Township	12/22/2023 10:18 PM
39	Hartford township	12/21/2023 4:07 PM
40	Hartford Township	12/20/2023 5:45 PM
41	Hartford Township	12/19/2023 6:40 PM
42	Keeler township. Kids attend Hartford.	12/19/2023 5:43 PM
43	Lawrence	12/19/2023 2:34 PM
44	Hartford Township	12/19/2023 1:39 PM
45	Hartford township	12/19/2023 10:59 AM
46	Hartford township	12/19/2023 7:41 AM
47	Watervliet	12/18/2023 8:00 PM
48	Hartford Township	12/18/2023 7:26 PM
49	Millburg	12/18/2023 2:07 PM
50	Hartford township	12/17/2023 6:19 PM
51	Hartford Township	12/17/2023 3:26 PM
52	Township	12/17/2023 6:55 AM
53	Hartford Two	12/16/2023 4:30 PM
54	Hartford Township	12/16/2023 4:17 PM
55	Hartford Township	12/16/2023 2:44 PM

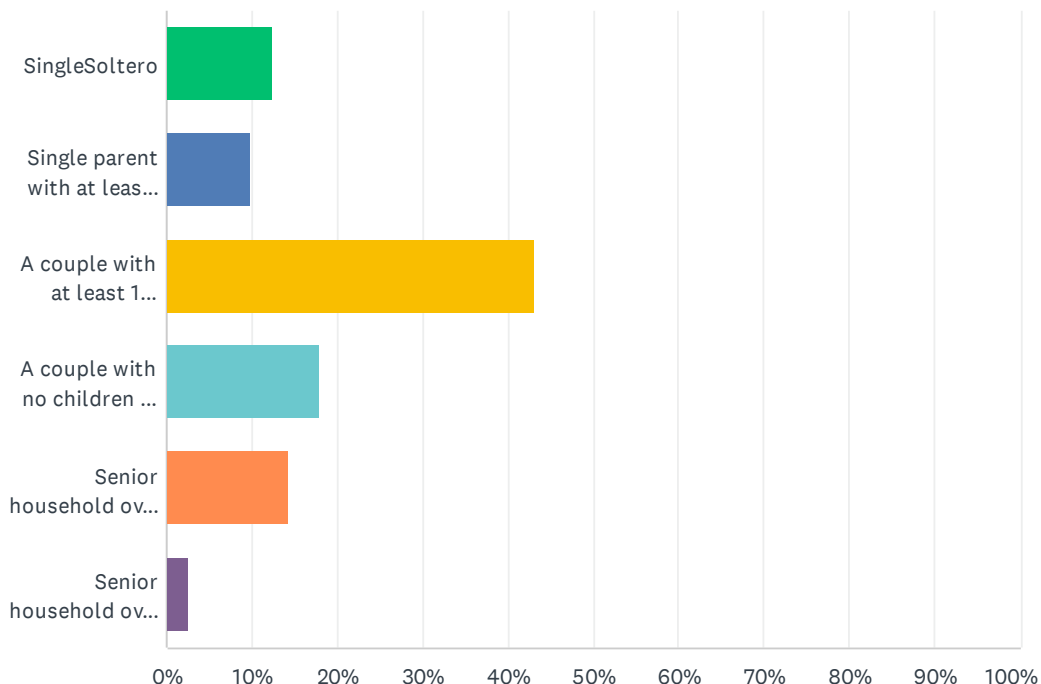
Ely Park Improvements - Hartford City, MI

Item 22.

56	Hartford Township	12/16/2023 1:55 PM
57	Keeler Township	12/14/2023 9:26 PM
58	Lawerance	12/14/2023 2:52 PM
59	Keeler	12/13/2023 12:29 PM
60	Hartford Township	12/13/2023 7:16 AM
61	Own and work in city of Hartford	12/13/2023 6:20 AM
62	Keeler	12/12/2023 10:53 PM
63	Hartford township	12/12/2023 8:32 PM
64	Hartford Township	12/12/2023 8:18 PM
65	Hartford township	12/12/2023 8:01 PM
66	Keeler Township	12/12/2023 11:24 AM
67	Lawrence Township	12/12/2023 10:38 AM
68	Hartford Township	12/12/2023 10:38 AM
69	Bangor twp	12/11/2023 4:09 PM

Q2 Which option best describes your household? ¿Qué opción describe mejor su hogar?

Answered: 267 Skipped: 27



ANSWER CHOICES	RESPONSES
SingleSoltero	12.36% 33
Single parent with at least 1 child under 18 Padre soltero con al menos 1 hijo menor de 18 años	9.74% 26
A couple with at least 1 child under 18 Una pareja con al menos 1 hijo menor de 18 años.	43.07% 115
A couple with no children in the home Una pareja sin hijos en el hogar	17.98% 48
Senior household over the age of 62 with no children living at home Hogar de personas mayores de 62 años sin hijos viviendo en casa	14.23% 38
Senior household over the age of 62 with at least 1 child under 18 Hogar de personas mayores de 62 años con al menos 1 hijo menor de 18 años	2.62% 7
TOTAL	267

#	OTHER (PLEASE SPECIFY) OTROS (ESPECIFICAR)	DATE
1	Have grandchildren we watch during week	1/13/2024 9:48 AM
2	Single with college level children	1/12/2024 6:40 PM
3	Single with college level children	1/12/2024 6:40 PM
4	Grandparent who's grandchildren are here all summer long	1/10/2024 1:07 PM
5	Three adults, 2 children under 18	1/10/2024 11:59 AM

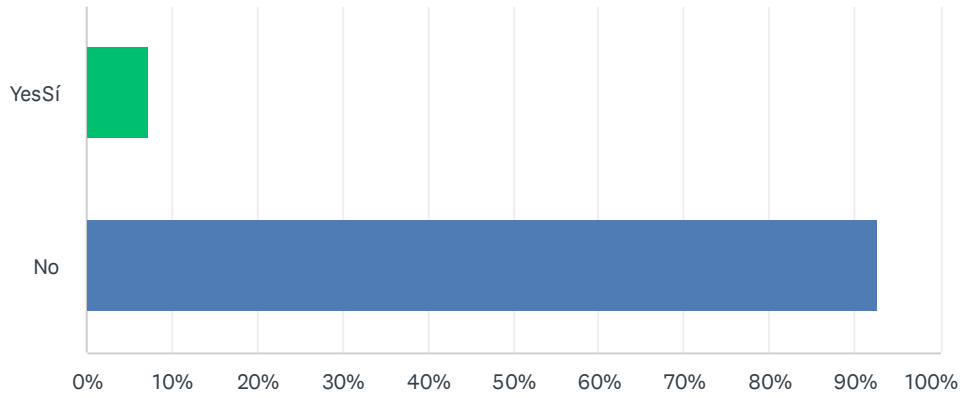
Ely Park Improvements - Hartford City, MI

Item 22.

6	constant flow of houseguests	1/10/2024 11:11 AM
7	constant flow of houseguests	1/10/2024 11:09 AM
8	constant flow of houseguests	1/10/2024 11:04 AM
9	Married 3 kids	1/9/2024 8:49 PM
10	Una pareja con 3 hijos menores	1/9/2024 8:04 PM
11	Dating with 4 children	1/9/2024 7:51 PM
12	Dos adultos y dos niñas	1/9/2024 5:46 PM
13	1parent 5kids	1/9/2024 4:37 PM
14	Widowed mom of 19 yr old	1/9/2024 4:28 PM
15	Una familia	1/9/2024 3:32 PM
16	Una pareja con dos hijos.	1/9/2024 3:29 PM
17	Family with 5 kids	1/9/2024 3:20 PM
18	2parents 5kids	1/9/2024 3:18 PM
19	Kid	1/9/2024 1:23 PM
20	Two parents and two children one is 18 years old and the other is 17	12/25/2023 4:33 PM
21	3 kids at home	12/21/2023 7:14 AM
22	Family with 3 boys under 18	12/19/2023 9:06 AM
23	Single parent with 4 children under 10	12/19/2023 5:59 AM
24	Multi family home	12/18/2023 12:37 AM
25	Two parents over 60 with adult child	12/16/2023 4:17 PM
26	Couple with 4 children	12/16/2023 3:32 PM
27	Couple with often visiting grandchildren	12/16/2023 1:55 PM
28	A couple with 2 children under 18	12/14/2023 10:58 AM
29	-18 living with parents	12/12/2023 2:56 PM
30	Adult couple with adult child at home	12/11/2023 5:25 PM

Q3 Are you a student? ¿Usted es un estudiante?

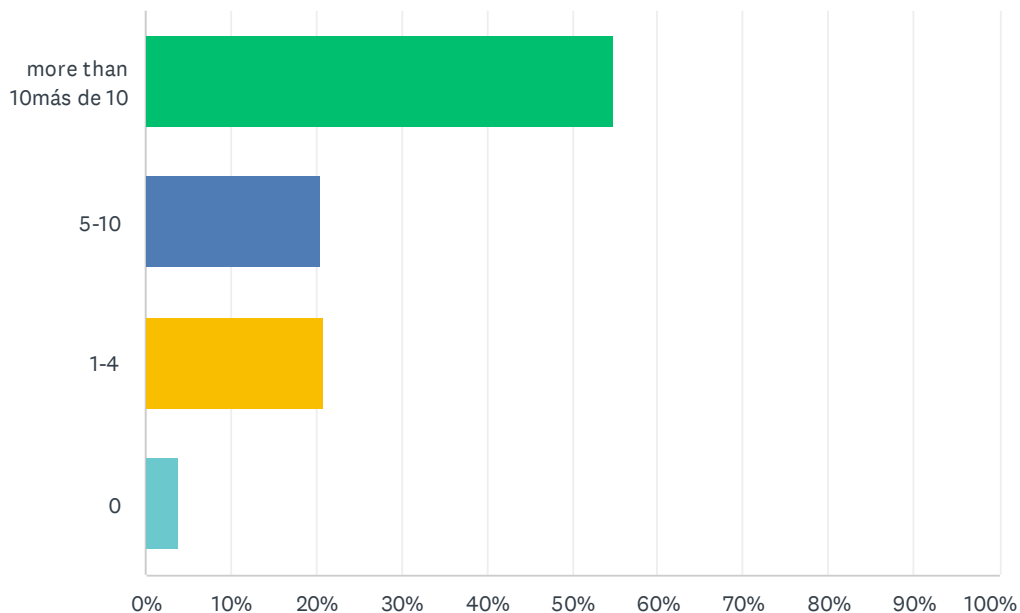
Answered: 291 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes/Sí	7.22%	21
No	92.78%	270
TOTAL		291

Q4 How many times have you been to Ely Park? ¿Cuántas veces has visitado en Ely Park?

Answered: 292 Skipped: 2



ANSWER CHOICES	RESPONSES	
more than 10	54.79%	160
5-10	20.55%	60
1-4	20.89%	61
0	3.77%	11
TOTAL		292

#	IF YOU HAVE NOT VISITED ELY PARK, PLEASE LIST THE REASON(S) WHY. SI NO HA VISITADO ELY PARK, INDIQUE LOS MOTIVOS.	DATE
1	It boring	1/15/2024 4:55 PM
2	Nothing to do. The benches have people who look like druggies or homeless.	1/15/2024 4:45 PM
3	There's nothing to do there, no playground or exercise equipment. Too open to sit and relax, nowhere feels cozy or shielded from the street.	1/13/2024 10:44 PM
4	Haven't been able to attend music in park and not sure of anything to do but sit	1/13/2024 9:48 AM
5	I didn't know about it.	1/12/2024 8:18 PM
6	No playground	1/12/2024 1:09 PM
7	Nothing for young adults to do or for family to do	1/11/2024 7:00 PM
8	Nothing to do. The benches have people who look like druggies or homeless.	1/10/2024 8:08 PM
9	Doesn't look welcoming, homeless people sleep on benches	1/10/2024 6:26 PM

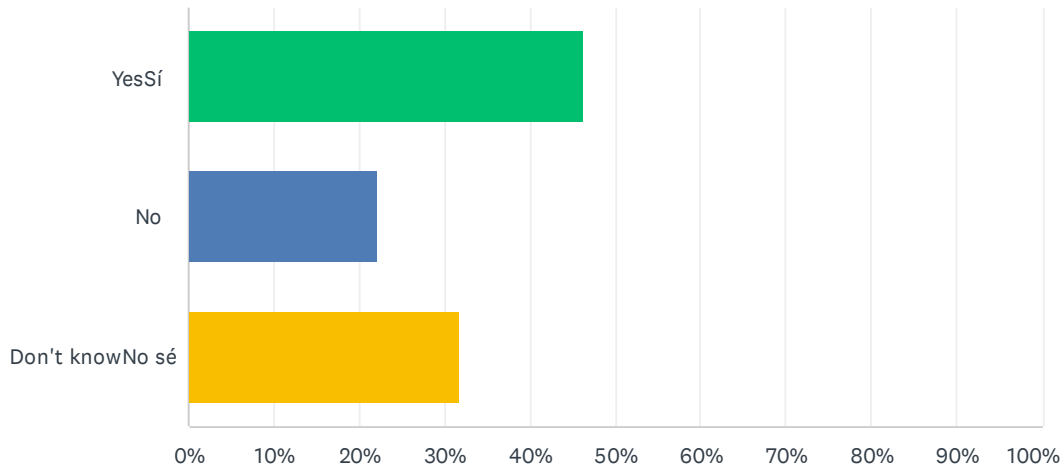
Ely Park Improvements - Hartford City, MI

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10	Nothing for toddlers todo	1/10/2024 8:47 AM
11	There is no play equipment to take my clients to go play from centria.	1/10/2024 12:30 AM
12	There is no toys/play ground for my children to play	1/9/2024 6:06 PM
13	There is no play equipment to take my clients to go play from centria.	1/9/2024 4:14 PM
14	Día de picnic	1/9/2024 3:32 PM
15	No se ha dado el tiempo	1/9/2024 3:29 PM
16	No children items	1/9/2024 2:51 PM
17	Strawberry Festival	1/8/2024 9:02 PM
18	Playground equipment new/updates; need sidewalks connecting parks to community	12/26/2023 7:05 PM
19	Not much to do. There is no playground for kids. There is only a few tables. Usually go for picnics in the summer.	12/26/2023 9:14 AM
20	Nothing there and always sketchy people hanging around there	12/25/2023 11:11 PM
21	Strawberry festival	12/25/2023 10:36 PM
22	strawberry fest, veterans day, etc	12/19/2023 5:43 PM
23	Reputation for loiters who hangs out in Elly Patk	12/16/2023 7:58 AM
24	There's nothing there	12/14/2023 7:12 PM
25	No playground for the kids.	12/14/2023 10:58 AM
26	Concerts in the park	12/13/2023 12:29 PM
27	Many more than 100	12/13/2023 6:20 AM
28	I am the Chairman of the Hartford Strawberry Festival and I also attend events in the park	12/12/2023 10:38 AM
29	There's nothing for my kids to play on or to keep them interested	12/12/2023 10:08 AM
30	Christmas lights	12/11/2023 4:09 PM

Q5 Do the bathrooms need to be upgraded so that they can be used year round? ¿Es necesario mejorar los baños para que puedan usarse todo el año?

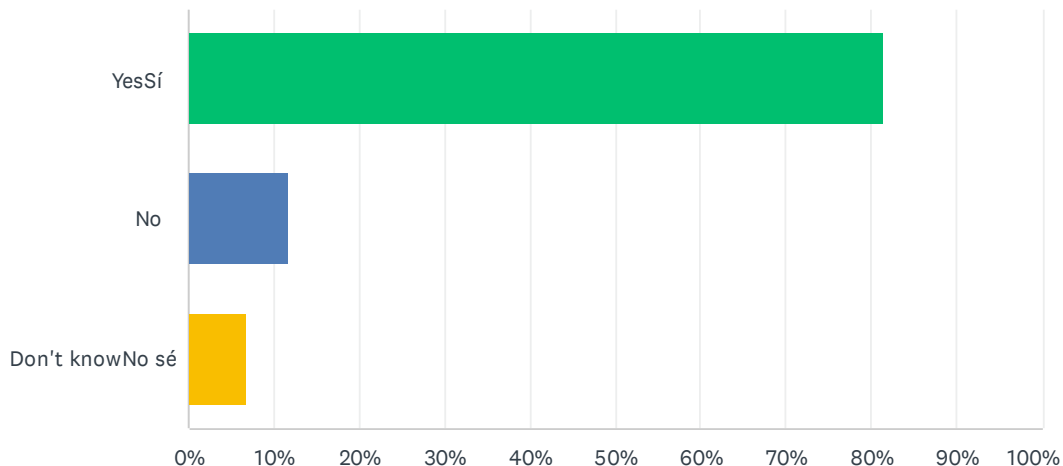
Answered: 290 Skipped: 4



ANSWER CHOICES	RESPONSES	
YesSí	46.21%	134
No	22.07%	64
Don't knowNo sé	31.72%	92
TOTAL		290

Q6 Would you want a playground structure on the west side of the park?
 ¿Le gustaría una estructura de juegos infantiles en el lado oeste del
 parque?

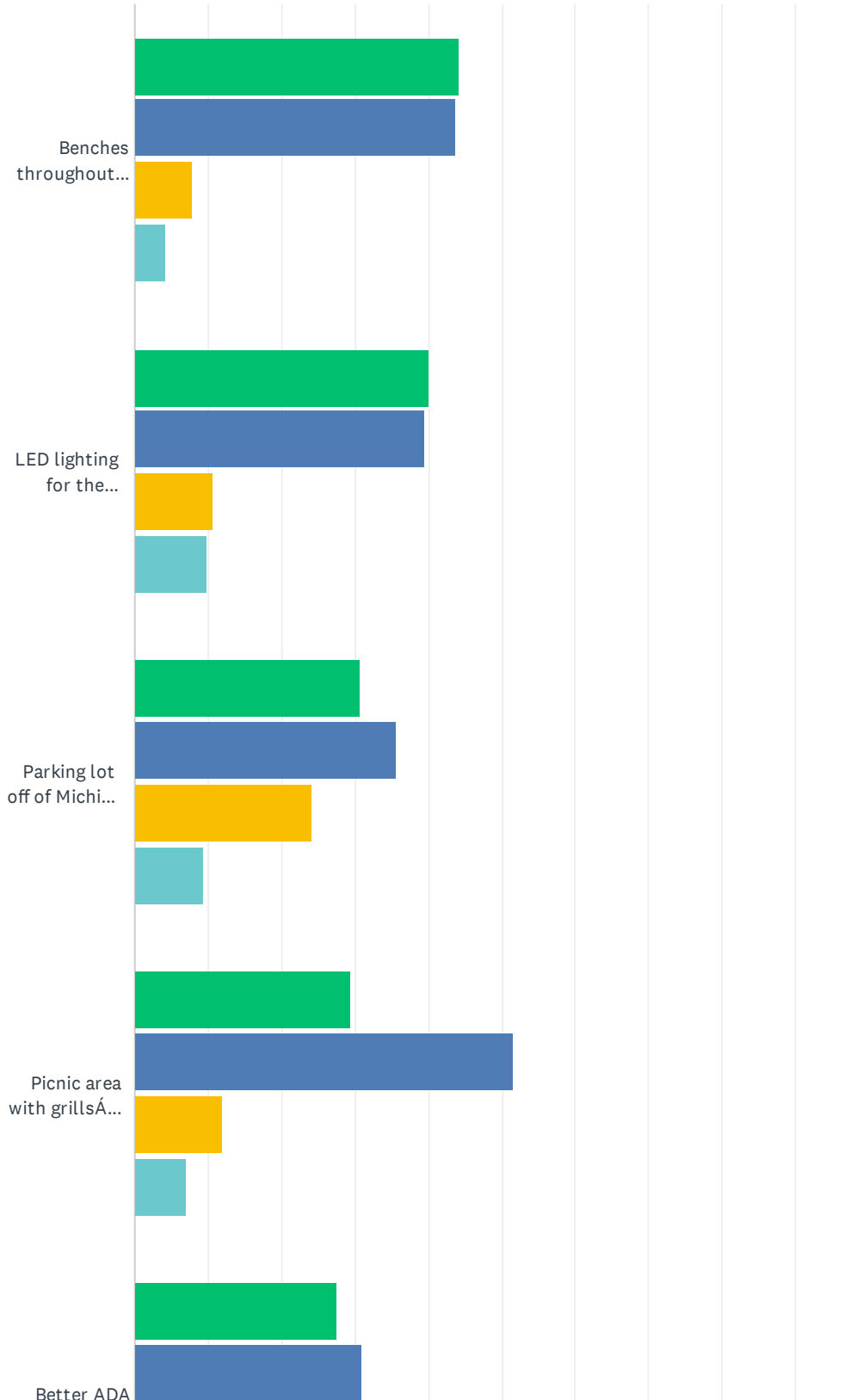
Answered: 291 Skipped: 3



ANSWER CHOICES	RESPONSES	
YesSí	81.44%	237
No	11.68%	34
Don't knowNo sé	6.87%	20
TOTAL		291

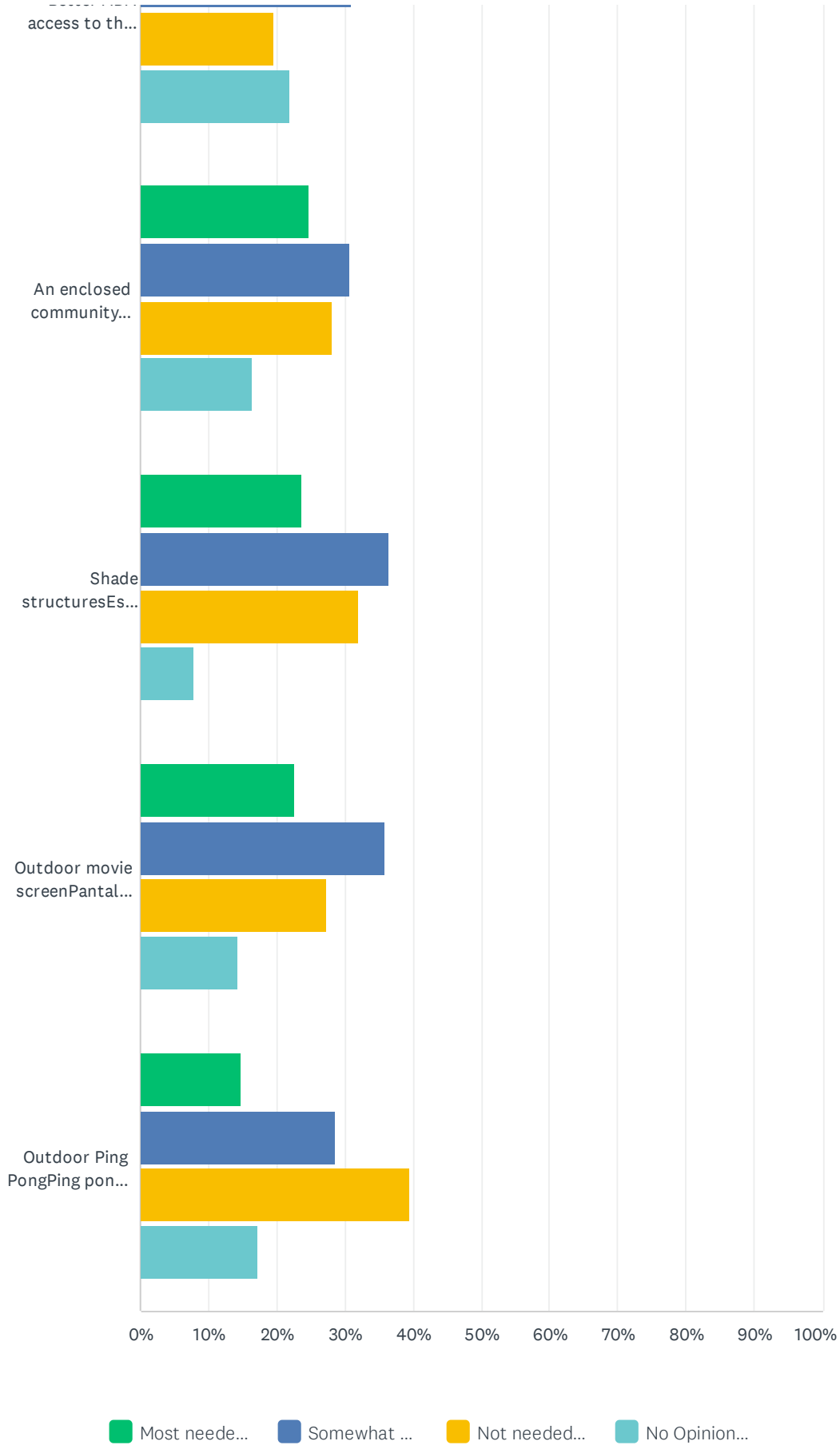
Q7 What improvements are needed at Ely Park? ¿Qué mejoras se necesitan en Ely Park?

Answered: 293 Skipped: 1



Ely Park Improvements - Hartford City, MI

Item 22.



	MOST NEEDED MÁS NECESARIO	SOMEWHAT NEEDED ALGO NECESARIO	NOT NEEDED NO NECESARIO	NO OPINIONS SIN OPINIÓN	TOTAL
Benches throughout park Bancos del parque en todo el parque	44.10% 127	43.75% 126	7.99% 23	4.17% 12	288
LED lighting for the pavilion Iluminación LED para el pabellón	40.14% 114	39.44% 112	10.56% 30	9.86% 28	284
Parking lot off of Michigan Avenue Estacionamiento junto a Michigan Avenue	30.77% 88	35.66% 102	24.13% 69	9.44% 27	286
Picnic area with grills Área de picnic con parrillas	29.47% 84	51.58% 147	11.93% 34	7.02% 20	285
Better ADA access to the pavilion Mejor acceso ADA al pabellón	27.53% 79	31.01% 89	19.51% 56	21.95% 63	287
An enclosed community center with glass roll up doors attached to pavilion Un centro comunitario cubierto con puertas enrollables de vidrio adjuntas al pabellón	24.74% 71	30.66% 88	28.22% 81	16.38% 47	287
Shade structures Estructuras de sombra	23.76% 67	36.52% 103	31.91% 90	7.80% 22	282
Outdoor movie screen Pantalla de cine al aire libre	22.70% 64	35.82% 101	27.30% 77	14.18% 40	282
Outdoor Ping Pong Ping pong al aire libre	14.70% 41	28.67% 80	39.43% 110	17.20% 48	279

Q8 Are there other improvements or amenities you would like to see at Ely Park? ¿Hay otras mejoras o comodidades que le gustaría ver en Ely Park?

Answered: 125 Skipped: 169

#	RESPONSES	DATE
1	A splash pad would be cool	1/15/2024 4:55 PM
2	I think that it's a pretty park with lots of space for the special events scheduled each year. I have seen nearby towns haphazardly fill up their parks with too many pavilions and neglected beautiful play palaces. These parks have very little functionality for their annual events. Possibly a play unit could be nice, as Lawrence has plans to tear their's down. Change should only be considered IF plans for supervision AND upkeep are set into place.	1/15/2024 4:45 PM
3	I would like people to be driving through town and see families grilling playing with their kids really showing what this community is about.	1/14/2024 6:21 PM
4	Visit a lot with my kids just to sit a playground would be great I live closer to the park then I do the school would be better for more activities to be put not just for children but also seniors especially during the summer people love to spend time their should be more entertainment.	1/14/2024 12:08 AM
5	Play structures and splash pad	1/13/2024 12:16 PM
6	Structure for children playing such as the one in Coloma. We go there more often so our child can play with other kids.	1/13/2024 12:15 PM
7	More lights	1/12/2024 6:41 PM
8	Good Luck"	1/12/2024 6:40 PM
9	Good Luck"	1/12/2024 6:40 PM
10	Not only more benches; but more picnic tables!! Not enough places to sit and eat during events like strawberry festival!	1/12/2024 12:53 AM
11	Botes de basura mas mesas y adornalo en navidad mejor	1/11/2024 9:36 PM
12	More night time lighting and additional paved paths. As well as some landscaping to make the park feel more inviting and not just a big open yard of grass. A splash pad for kids in the summer would be a nice addition as well. It would help bring people from neighboring towns to Hartford.	1/11/2024 7:00 PM
13	A dog park. Doesn't need to be enclosed.	1/11/2024 6:19 PM
14	Kid friendly activities!	1/11/2024 12:16 PM
15	If you did a community center it could be rented for birthday parties or family reunions and provide an income for the city.	1/11/2024 11:47 AM
16	I think that it's a pretty park with lots of space for the special events scheduled each year. I have seen nearby towns haphazardly fill up their parks with too many pavilions and neglected beautiful play palaces. These parks have very little functionality for their annual events. Possibly a play unit could be nice, as Lawrence has plans to tear their's down. Change should only be considered IF plans for supervision AND upkeep are set into place.	1/10/2024 8:08 PM
17	Small water park for kids. For the hot summers	1/10/2024 7:44 PM
18	Small water park for kids. For the hot summers	1/10/2024 7:44 PM
19	New picnic tables with more tables added throughout the park.	1/10/2024 7:07 PM
20	Basketball court, decorative fountain.	1/10/2024 6:26 PM
21	Small splash pad area for summer time would be nice! Handicap playground equipment for children. More events for the community (especially during non school months for our	1/10/2024 2:35 PM

children). Clean drinking station (to fill up water bottles).

22	A splash pad and a basketball court or a skate park. Ice skating rink like South haven has in the winter .	1/10/2024 1:07 PM
23	Well for the Holidayds i would love and so many other Hartford citizens have said that we would all like to see more of the BIG inflatable statues like the Frosty the Snowman one!	1/10/2024 12:53 PM
24	i'm all for additional responsible lighting. What that means, is that lights are not on 24 hours a day, Or all night. Party lights could be activated, when there is a festival.I live close enough, that that would be intrusive. We already have shade structures, they are called trees. At this point in time, the pavilion does not need any type of handy-accessible accoutrement, as it is ground level. permanent grills are a nice idea! How many do we need more than four? Probably not. two might be sufficient. as for parking, Eli Park is surrounded on three sides by parking lot across the street at Dollar General, across Maple Street on the north side of City Hall and across Maple Street on the south of main. most of the people who use the park on a regular basis, walk or ride their bike. I have not seen anyone circling the block due to lack of parking at any Eli park events although my child-caring days are over, it is obvious that this town needs another playground. finally, the survey was difficult to find within the hartford website. Thank you for your interest in my opinion	1/10/2024 11:11 AM
25	i'm all for additional responsible lighting. What that means, is that lights are not on 24 hours a day, Or all night. Party lights could be activated, when there is a festival.I live close enough, that that would be intrusive. We already have shade structures, they are called trees. At this point in time, the pavilion does not need any type of handy-accessible accoutrement, as it is ground level. permanent grills are a nice idea! How many do we need more than four? Probably not. two might be sufficient. as for parking, Eli Park is surrounded on three sides by parking lot across the street at Dollar General, across Maple Street on the north side of City Hall and across Maple Street on the south of main. most of the people who use the park on a regular basis, walk or ride their bike. I have not seen anyone circling the block due to lack of parking at any Eli park events although my child-caring days are over, it is obvious that this town needs another playground.	1/10/2024 11:09 AM
26	i'm all for additional responsible lighting. What that means, is that lights are not on 24 hours a day, Or even all night. Party lights could be activated, when there is a festival.I live close enough, that that would be intrusive. We already have shade structures, they are called trees. At this point in time, the pavilion does not need any type of handy-accessible accoutrement, as it is ground level. permanent grills are a nice idea! How many do we need more than four? Probably not. two might be sufficient.	1/10/2024 11:04 AM
27	I would like to see a family friendly environment with a place for children to play.	1/10/2024 9:53 AM
28	A actual park with picnic tables and grills.	1/10/2024 8:47 AM
29	I'd love to see more Yoga classes in the park	1/10/2024 5:29 AM
30	I wish there was play equipment for the kids around here to go play on. I would also like to be able to have fun with my clients on a swing or playground. It gives them a chance for a community outing and to also socialize them to the other kids in town.	1/10/2024 12:30 AM
31	Would like a splash pad for kids.	1/9/2024 9:09 PM
32	Volleyball nets and maybe a basket ball court	1/9/2024 8:57 PM
33	Quality play ground and climbing area	1/9/2024 8:56 PM
34	A fence around the park would help avoid accidents with children running to the street	1/9/2024 8:49 PM
35	No, I think it's perfect just the way it is ❤️	1/9/2024 7:51 PM
36	Skating park	1/9/2024 7:04 PM
37	Play structure at the park or on lot adjacent to the new library along with parking	1/9/2024 6:15 PM
38	Que pongan los juegos para los niños porfavor	1/9/2024 5:46 PM
39	Kids park, exercise equipment, water park for kids	1/9/2024 5:06 PM
40	Park for kids with seating for parents to watch their children.	1/9/2024 4:37 PM
41	Splash pad	1/9/2024 4:28 PM

Ely Park Improvements - Hartford City, MI

Item 22.

42	A water feature. Pond or fountain with flowers. Pool comets.	1/9/2024 4:21 PM
43	I wish there was play equipment for the kids around here to go play on. I would also like to be able to have fun with my clients on a swing or playground. It gives them a chance for a community outing and to also socialize them to the other kids in town.	1/9/2024 4:14 PM
44	Maybe horseshoe pits or shuffleboard maybe a concert venue.	1/9/2024 3:49 PM
45	Chips juice water free	1/9/2024 3:32 PM
46	Splash pad	1/9/2024 3:20 PM
47	A nice play ground and benches are o each the kids play in front of the park	1/9/2024 3:18 PM
48	More concerts	1/9/2024 3:03 PM
49	It should be more child friendly and have plenty of places to sit in the shade, and cook out!	1/9/2024 2:49 PM
50	walking track	1/9/2024 2:25 PM
51	outlets, zipline	1/9/2024 12:59 PM
52	Juegos de agua para los tiempos de verano para que jueguen los niños para que ayga más diversión para los niños muchas gracias	1/9/2024 12:35 PM
53	A potted plant structure. A splash pad in the summer.	1/9/2024 12:23 PM
54	Drinking fountains	1/9/2024 12:11 PM
55	Splash Pad	1/9/2024 12:04 PM
56	Something for kids to do during the summer, Hartford doesn't offer much for kids	1/9/2024 11:52 AM
57	I would love to see an upgrade to the benches/ better lighting during the night time.	1/9/2024 11:30 AM
58	Skate park	1/9/2024 11:28 AM
59	A public trampoling	1/9/2024 11:04 AM
60	More stuff for children under 18 to do.	1/5/2024 4:29 PM
61	make it a park. not a lot with trees and space.	1/3/2024 4:04 PM
62	Trees for shade structures	12/30/2023 2:07 PM
63	Pickle Ball Court	12/27/2023 6:26 PM
64	Splash Pad	12/27/2023 6:18 PM
65	Ice skating rink. Adult weather tolerant stationary fitness equipment stations. Perennial gardens.	12/27/2023 1:45 PM
66	Water/sprinklers for the summer	12/27/2023 1:35 AM
67	Sidewalks; playground equipment	12/26/2023 7:05 PM
68	Maybe a small gated area for dogs to play	12/26/2023 1:18 PM
69	Community garden	12/26/2023 10:21 AM
70	Playground	12/26/2023 9:14 AM
71	More perennials and flowering trees.	12/26/2023 9:12 AM
72	Keep the meth heads out of there n let's have a nice park and maybe we could have a nice community again	12/26/2023 3:31 AM
73	Basketball court, wether it's an outdoor court or an indoor community center	12/25/2023 11:11 PM
74	They need play ground for kids instead of having to go to different towns to let grandkids to play on.	12/25/2023 10:24 PM
75	Basketball court.	12/25/2023 9:30 PM

Ely Park Improvements - Hartford City, MI

Item 22.

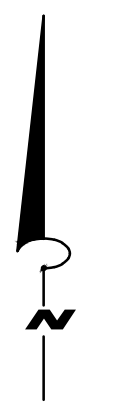
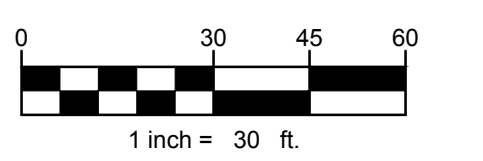
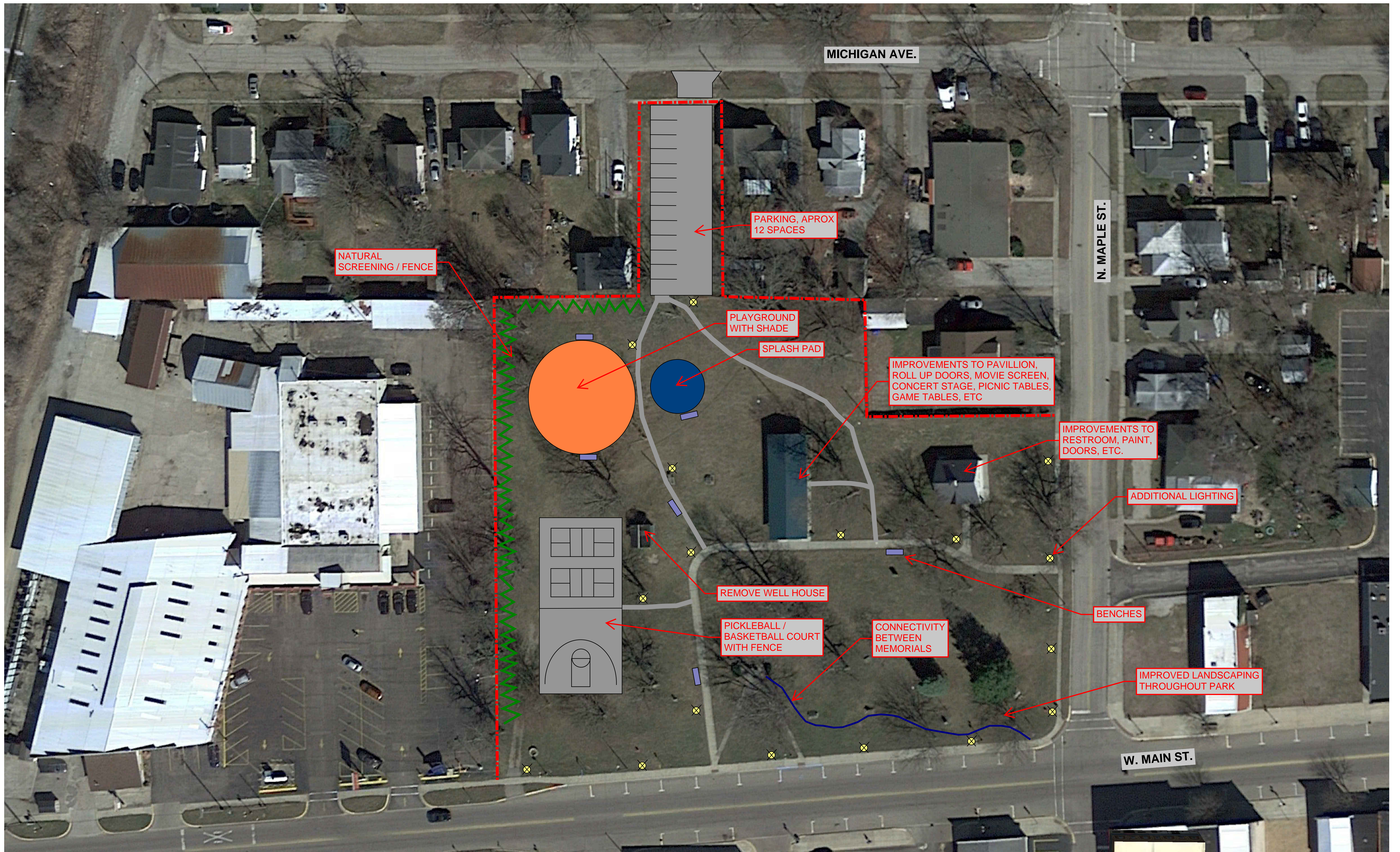
76	None that I can think of. What an amazing opportunity to bring in some amazing opportunities for the residents. I'm excited to see the plans!	12/25/2023 9:28 PM
77	Splash pad and other accommodations that would make this park family friendly. Concerts in the park are great in the summertime, but there's nothing to entertain the kids. Also The park needs to be well lit throughout not just at the pavilion. CAMERAS!	12/25/2023 8:47 PM
78	the East side of the park would be safer or kids not next to a busy parking lot. A splash pad for kids would be a nice touch.	12/25/2023 7:06 PM
79	skate park	12/25/2023 5:46 PM
80	A small food truck lot would be nice. Activities for families like splash fountains, play structures, outdoor chess and games	12/23/2023 10:00 PM
81	A summer fresh market weekly	12/22/2023 10:18 PM
82	Dog Park, Better lighting throughout the park, Basketball/Multi-Use Court, FREE CITYWIDE WI-FI	12/21/2023 11:16 PM
83	Ely Park is too small for a growing community, the town should look for a larger area to use or open a second park. Tax dollars should be working smarter not harder.	12/21/2023 7:43 AM
84	Just a park for kids	12/21/2023 7:14 AM
85	Please add a dog park! Many communities have these parks. It would be a welcome addition. Thank you!	12/21/2023 6:13 AM
86	Area with volleyball, basketball court. Family oriented place where kids can go play.	12/20/2023 11:04 PM
87	Splash pad for summer would be nice	12/20/2023 5:49 PM
88	Dog park!	12/20/2023 5:45 PM
89	Signs for people to throw their trash (needles) on the proper containers	12/20/2023 11:05 AM
90	Playground with easy parking	12/19/2023 2:34 PM
91	No	12/19/2023 11:48 AM
92	Dedicated spots for food vendors with power drops.	12/19/2023 11:39 AM
93	Maybe a small water park for the kids in the summer. There isn't anything to do in Hartford for the kids in the summer except go to the school and play. Maybe a skate park ? Or a volleyball net ? Just a idea. We need to have stuff for the kids because our kids is the future!!! Our kids need to be able to say I like living in Hartford instead of being ashamed of it.	12/19/2023 9:06 AM
94	The biggest concern is safety. If we can cut back on people just sitting on benches and make it more family friendly.	12/19/2023 7:41 AM
95	Trash containers throughout the park	12/18/2023 8:00 PM
96	Manger Display at Christmas time. One on order of Paw Paw's	12/18/2023 7:26 PM
97	More tables to set at, Hartford township and city should get together for a playground / park for all the kids . There is nothing for our joint community to use. Schools can't provide this all the time .	12/17/2023 6:19 PM
98	Play structure would be great for the kids!	12/17/2023 3:26 PM
99	Needs to be family oriented	12/17/2023 6:55 AM
100	Splash Pad, volleyball pit, bike rack	12/16/2023 4:30 PM
101	A playground would be great in that area. A lot of homes and the closest is the elementary school. Plenty of shade, need more benches. Don't make it too cluttered...	12/16/2023 4:17 PM
102	Children's play area!	12/16/2023 1:55 PM
103	I would just suggest making it more family friendly. There's not really a reason for families to utilize the park other than when a festival or event is happening. A nice play structure would be nice as well as a picnic area and updated pavilion, however it would need to be policed	12/16/2023 12:50 PM

frequently so those areas aren't trashed. It would be nice to see the park being used for birthday parties and special events more.

104	Keep people from loitering in the park. Make people feel safe for them and their kids .	12/16/2023 7:58 AM
105	Playground for kids ...with splash pad for summer!	12/15/2023 4:54 AM
106	A play ground so it's a proper park and not just a useless patch of grass.	12/14/2023 7:12 PM
107	Somehow to keep it from being vandalized if it gets fixed up	12/14/2023 3:28 PM
108	Maybe a splash pad, but definitely a play structure and picnic tables.	12/13/2023 10:55 AM
109	Small, universal concession building for use by any organization using the park.	12/12/2023 8:18 PM
110	More than one pavilion. Keep the open air one and add another, maybe smaller, one with the ability to close to the weather	12/12/2023 8:01 PM
111	Really want to see a park put there	12/12/2023 6:51 PM
112	Permanent chess table	12/12/2023 6:28 PM
113	better lighting on the sidewalks if possible.	12/12/2023 5:58 PM
114	The bathrooms are in need of improvements but I don't think they need to be open during winter. Doing such would be unnecessary overhead.	12/12/2023 3:19 PM
115	Honestly the outdoor ping pong, movie screen, and the playground sounds the best. I have many children and no playground. I am always driving out of town to go to a playground.	12/12/2023 2:48 PM
116	Need more picnic tables	12/12/2023 1:16 PM
117	Improve the pavilion, better /more electric hookups. Better lighting throughout the park	12/12/2023 1:15 PM
118	Not just more benches but definitely more picnic tables	12/12/2023 1:10 PM
119	Easier electrical access in pavilion. We already have a community center. Better look at the deed restrictions. Important things first...lighting, pavilion electrical access, bathrooms, tables, benches.	12/12/2023 12:58 PM
120	Electric updates in the pavilion.	12/12/2023 12:52 PM
121	Upgraded electrical connections, more sound speakers at the pavilion and better seating options under the pavilion.	12/12/2023 11:24 AM
122	Dog park in the far back by the weed store	12/12/2023 11:22 AM
123	Upgraded electricity on the restroom building for festivals. A sound system throughout the park for announcements, festivals and concerts. Seating for the pavilion.	12/12/2023 10:38 AM
124	If there's a chance of getting a spot where you can put a water thing for the kids that would help a lot	12/12/2023 10:08 AM
125	More lighting	12/11/2023 5:20 PM

Ely Park Top Improvements - Jan. 11 meeting

# votes	Element
21	playground/structure
17	benches
15	update pavillion
15	lighting/landscaping
15	picnic area
15	bathroom update
14	movie screen
13	games
10	water feature for kids
9	parking off Michigan
8	fenced in dog area
6	community center with roll up doors to be open/closed for weather
6	community garden
4	shade structures
1	small skate park (effort of Lion's Club)





CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: January 22, 2024
Department: Administration/DPW
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Voluntary Well Metering

RECOMMENDED ACTION:

The City has been approached by a City & Township flat rate sewer customer about metering their well under the assumption that usage would reduce the amount they are billed per/month. I have attached a memo from the former City Manager presented to Council July 11, 2023 for your reference.

Each customer has a different situation:

The City resident does not have access to water lines in front of the property.

The cost to extend/ install water lines in that area has been estimated at a cost of \$200,000 - \$350,000.

This extension was included in the DWAM Grant/Loan application the City applied for but was not funded. At this time the City does not have the resources to take on this project but will continue to prioritize the project based on opportunities & resources in the future.

The Township resident has access to tap into the city's water system; a line is available in front of the property.

There are about 75 flat rate sewer customers in the City & Township. The City's water/sewer ordinances do not specifically address the metering of wells. Administration is seeking direction from Council.

If Council chooses to offer flat rate customers voluntary well metering it is recommended you adopt an ordinance and policies and procedures that would require customers who choose to enroll in the program, purchase a meter from the City. Installation must meet City specification & costs of installation are at the customer's expense. A City lawn meter would need to be purchased in order to receive credit for outside water usage.

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: July 11, 2023

Re: Voluntary Well Metering

A City of Hartford resident has requested information several times about connecting to the City's water system.

This resident lives on Church St. where the nearest available connection is over 350' away as seen below. The blue line represents the City's current water main infrastructure.



In seeking guidance from Wightman on the cost to extend a line to the resident's property. Due to the location of the resident's property, which is at the southwest corner of Church St. there would have to be a full loop. Wightman has provided the following guidance:

A quick (cost estimate) would be \$200k - \$250k. If we can keep the water main in the tree lawn, we will be closer to the \$200k figure, and possibly a little lower. If we need to remove a lane of pavement (due to separation from sanitary or storm sewer or other utility

conflicts (electric, gas or telephone)), then we would likely be near the \$250k or possibly more. Of course, the time of year that the project is bid can keep us in the lower range or put us at \$350k+.

While Wightman is seeking to include Church St. as part of our capital improvement plans, I also sought input from other municipalities about whether they had encountered similar situations.

Paw Paw, Milford, and Sandusky all responded that they allow for City metering of private wells to provide an invoice for the cost of sewer discharge just like they were on City's system.

The City may want to offer City of Hartford meters for private wells for customers dissatisfied with the flat rate sewer rates as a means of providing continuous quality customer service while seeking affordable alternatives. The rates would mirror rates currently approved by Council for metered customers (including 1.5x for Township residents that may want to apply for voluntary metering).

City of Hartford Public Summary of FOIA Procedures and Guidelines

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is a Written Public Summary of the City’s FOIA Procedures and Guidelines relevant to the general public. For more details and information, copies of the City’s FOIA Procedures and Guidelines are available at no charge at any City office and on the City’s website: <https://www.cityofhartfordmi.org/forms>

1. How do I submit a FOIA request to the City?

- A. FOIA requests must be made in writing and must sufficiently describe a public record so as to enable the City to find it. There is no required form for submitting FOIA requests. Any letter, email, fax, or other writing will suffice.
- B. Please include the words “FOIA” or “FOIA Request” in the request to assist the City in providing a prompt response.
- C. The City Clerk is in charge of responding to all FOIA requests for general City records while the Police Chief is in charge of responding to FOIA requests for police department records.
- D. To ensure proper receipt, the City prefers that FOIA requests be submitted by one of the following methods:

Type of Record	Mail / Hand Delivery	Email
General City Record	Hartford City Offices Attn: FOIA Request 19 West Main Street Hartford, MI 49057	cityclerk@cityofhartfordmi.org
Police Department Record	Hartford City Offices Attn: Police FOIA Request 19 West Main Street Hartford, MI 49057	princem@cityofhartfordmi.org

2. What kind of response can I expect to my request?

- A. Within 5 business days after receiving a FOIA request, or after 15 business days if a notice of extension is issued, the City will respond to the request. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - o Grant the request,
 - o Issue a written notice denying the request,
 - o Grant the request in part and issue a written notice denying in part the request, or
 - o Issue a written notice indicating that the public record requested is available at no charge on the City’s website
- B. If the request is granted, or granted in part, the City may ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- C. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City may require a deposit before processing the request.

3. How does the City calculate FOIA processing fees?

The FOIA statute permits the City to charge for the following costs associated with processing a request:

- A. Labor costs associated with copying or duplication, including making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- B. Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- C. Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- D. The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City’s website if you ask for the City to make copies.
- E. The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City’s website if you ask for the City to make copies.
- F. The cost to mail or send a public record to a requestor.

3.1 Labor Costs

- A. Labor costs are estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- B. Labor costs are charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- C. Labor costs may include a charge to cover or partially cover the cost of fringe benefits.
- D. Overtime wages are not included in labor costs unless agreed to by the requestor. Further, overtime costs are not be used to calculate the fringe benefit costs.
- E. Contracted labor costs will be charged at a hourly rate not exceeding 6 times the state minimum hourly wage.

3.2 Copying and Duplication

The City will use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

3.3 Non-paper Copies on Physical Media

- A. The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual to the City. The City will procure any needed non-paper media at the most reasonably economical cost.
- B. The City is not obligated to disclose public records on a requested non-paper physical media if it lacks the technological capability to do so.

3.4 Paper Copies

- A. The charge for paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- B. The charge for copies on non-standard sized sheets of paper will reflect the actual cost of reproduction.

3.5 Mailing Costs

- A. The cost to mail public records will reflect a reasonably economical and justified means.
- B. The City may charge for the least expensive form of postal delivery confirmation.
- C. No cost will be made for expedited shipping or insurance unless you request it.

3.6 Waiver of Fees

The charge searching for and copying a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest.

4. How do I qualify for an indigence discount on the fee?

The City will discount the first \$20.00 of fees for a request from: (1) certain qualifying nonprofit organizations advocating for the developmentally disabled or mentally ill; or (2) persons who submit a sworn affidavit stating that they are:

- A. Indigent and receiving specific public assistance; or
- B. If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

However, a person is **not** eligible to receive the \$20.00 discount if he or she:

- C. Has previously received discounted copies of public records from the City two times during the calendar year; or
- D. Is requesting information on behalf of other persons who are offering or providing payment for making the request.

6. How may I challenge the denial of a public record or an excessive fee?

6.1 Appeal of a Denial of a Public Record

- A. If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the City Manager by filing a written appeal with the City Manager’s Office or Clerk’s Office.
- B. The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial.
- C. After the filing of the written appeal, the City Manager will consider the appeal within 10 business days or, in unusual circumstances, after taking a 10-business-day extension. The decision on the appeal may:
 - o Reverse the disclosure denial;
 - o Uphold the disclosure denial; or
 - o Reverse the disclosure denial in part and upholding the disclosure denial in part.
- D. Whether or not you submitted an appeal of a denial to the City Manager, you may file a civil action in Van Buren County Circuit Court within 180 days after the City’s final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

6.2 Appeal of an Excess FOIA Processing Fee

- A. If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you may appeal to the City Manager by filing a written appeal with the City Manager's Office or Clerk's Office.
- B. The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.
- C. After the filing of the written appeal, the City Manager will consider the appeal within 10 business days or, in unusual circumstances, after taking a 10-business-day extension. The decision on the appeal may:
- o Waive the fee;
 - o Reduce the fee and include a written determination indicating the specific basis that supports the remaining fee; or
 - o Uphold the fee and include a written determination indicating the specific basis that supports the required fee.
- D. Within 45 days after receiving notice of the City Manager's determination of the processing fee appeal, you may commence a civil action in Allegan County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

**CITY OF HARTFORD
FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES**

Section 1: General Administration

1.1. Purpose. These Procedures and Guidelines provide for the administration of the Michigan Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.* (the "FOIA"), within the City of Hartford.

1.2. FOIA Coordinator and Designees. The City Clerk is the FOIA Coordinator for the City. The FOIA Coordinator may designate other City staff to respond to FOIA requests from time to time. When used in the remainder of these Procedures and Guidelines, the term "FOIA Coordinator," includes all authorized designees. Further, the City's Police Chief shall be deemed a designee of the FOIA Coordinator for purposes of responding to FOIA requests relating to police department records.

1.3. Administrative Rules and Forms. The FOIA Coordinator may implement additional administrative rules and promulgate forms to be used by the City in processing FOIA requests, provided those rules and forms are consistent with the FOIA and these Procedures and Guidelines. In accordance with the FOIA, the FOIA Coordinator shall promulgate: (1) a Detailed Itemization of Costs Form to be used whenever the City charges FOIA fees, and (2) a Public Summary of these Procedures and Guidelines.

1.4. Public Inspection. Reasonable facilities and opportunities will be provided for examination and inspection of public records during normal business hours. The FOIA Coordinator may promulgate rules regulating the inspection of records so as to protect against loss, alteration, mutilation, or destruction and to avoid excessive interference with City operations.

1.5. Records Retention. The FOIA Coordinator shall ensure that City staff follow appropriate records retention policies, in compliance with applicable state requirements. Further, the FOIA Coordinator shall keep a copy of all written requests for public records received by the City for a period of at least one year.

1.6. Availability of Policies and Forms. The following documents are posted on the City's website and available in all City offices: (1) these Procedures and Guidelines; (2) the Detailed Itemization of Costs Form; and (3) the Public Summary of these Procedures and Guidelines.

Section 2: Requests for Public Records

2.1. Requests in Writing. A person making a request pursuant to the FOIA to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City must do so in writing. The request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record. There is no required form for submitting requests.

2.2. Method of Submission. To ensure proper receipt, the City prefers that FOIA requests be made by one of the following methods:

Type of Record	Mail / Hand Delivery	Email
General City Record	Hartford City Offices Attn: FOIA Request 19 West Main Street Hartford, MI 49057	cityclerk@cityofhartfordmi.org
Police Department Record	Hartford City Offices Attn: Police FOIA Request 19 West Main Street Hartford, MI 49057	princem@cityofhartfordmi.org

However, requests may be submitted in person or by mail to any City office, and shall be forwarded to the FOIA Coordinator or appropriate designee.

2.3. Receipt of Emails and Facsimiles. If the City receives a request for a public record by facsimile or email, the request is deemed to have been received on the following business day. If a request is sent by

email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request. The FOIA Coordinator shall review his or her spam and junk-mail folders on a regular basis, no less than once a week.

2.4. Requesting Non-Paper Disclosure. A person may request that public records be provided by email or on non-paper physical media. The City will comply with the requests for the use of non-paper physical media only if it has the technological capacity to do so, without acquiring additional hardware.

2.5. Subscriptions to Public Records. A person may request to subscribe to future public records that are created, issued, or disseminated by the City on a regular basis (e.g. agendas, minutes, and other periodic reports). A subscription is valid for up to 6 months and may be renewed by the subscriber.

2.6. Incarcerated Persons. The City is not obligated under the FOIA to respond to records requests from persons serving a sentence of imprisonment in a local, state or federal correctional facility. However, in the interest of transparency, the City may choose to respond to requests from incarcerated persons if there are compelling reasons to do so. An incarcerated person who receives a response from the City is not entitled to the appeal rights or legal causes of action provided in the FOIA.

Section 3: Responding to a Request

3.1. No Obligation to Create New Records. The FOIA does not require the City to create a new public record, make a compilation or summary of information which does not already exist, or answer questions contained in requests for public records. The City's response obligations are as described in this Section.

3.2. Time Period for Responding. Unless otherwise agreed to in writing by the person making the request, the FOIA Coordinator will either: (1) issue a response to a FOIA request within 5 business days of receipt, or (2) issue a notice indicating that, due to the nature of the request, the City needs an additional 10 business days to respond. The City's normal procedure is to respond within 5 days, and to issue a 10-day extension only in unusual circumstances such as when the FOIA Coordinator is unavailable, when legal counsel is required to determine whether requested information is exempt from disclosure, or when the nature of the request makes it unusually difficult or time-consuming to respond to.

3.3. Form of Response. A response granting a FOIA request may be delivered in any form acceptable to or specified by the requester. A response denying a FOIA request shall be delivered in writing and signed by the FOIA Coordinator. The FOIA Coordinator shall deliver a copy of these Procedures and Guidelines and the City's Public Summary thereof simultaneously with all responses or, if responding by email, shall include a link to those documents on the City's website.

- 3.4. Options for Disposition. The City will respond to a request by:
- A. Granting the request;
 - B. Issuing a written notice denying the request;
 - C. Granting the request in part and issuing a written notice denying the request in part; or
 - D. Issuing a written notice indicating that the public record requested is available at no charge on the City's website.

3.5. Delivery or Inspection of Records After Grant. A response granting a request in whole or in part shall do one of the following: (1) provide the requested records; (2) provide information as to when and how the requester can inspect the requested record in a City facility, if the requestor asked for an opportunity for inspection; (3) inform the requester that payment of applicable fees is required before the City will provide the requested records; or (4) inform the requester that the City is requiring a fee deposit before searching for the requested records and separating exempt material. Certified copies of public records shall be provided at no additional cost upon request.

3.6. Contents of Denial Notice. If a request is denied or denied in part, the FOIA Coordinator will issue a denial notice which shall provide, as applicable:

- A. An explanation as to why the record (or material redacted from the record) is exempt from disclosure;
- B. A certification stating that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City;
- C. A description of any material redacted from the record;
- D. An explanation of the person's right to submit an appeal of the denial to the City Manager, or to seek judicial review in the Van Buren County Circuit Court;
- E. An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.

3.7. Denial of Deficient Requests. If a request does not sufficiently describe a public record, the FOIA Coordinator may issue a denial notice seeking clarification. The requestor's clarification will be considered a new request subject to the timelines described in this Section.

3.8. Receipt of Requests by Non-Designated Employees. Any employee receiving a written communication that conveys a request for information shall forward the communication to the FOIA Coordinator. City employees are not generally obligated to respond to verbal requests for information, but if the employee knows that requested information is available on the City's website, the employee shall inform a verbal requester of that fact.

Section 4: Fee Calculations

4.1. Fee Categories. Subject to the terms and conditions in this Section, the City may charge for the following costs associated with processing a FOIA request:

- A. Labor costs directly associated with searching for, locating and examining a requested public record (only when failure to charge a fee would result in unreasonably high costs).
- B. Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed (only when failure to charge a fee would result in unreasonably high costs).
- C. The actual cost of computer discs, computer tapes or other similar non-paper media.
- D. The cost of the duplication, not including labor, of paper copies of public records.
- E. The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means.
- F. The actual cost of mailing or sending a public record.

4.2. Labor Fees. Fees for labor costs will be calculated in accordance with the following:

- A. All labor costs will be estimated and charged in 15-minute increments with all partial time increments rounded down.
- B. Labor costs for employees will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- C. If using contract or outside labor to separate and delete exempt material from non-exempt material, the public body must clearly note the name of person or firm who does the work and total labor fee for the work may not exceed an amount 6 times the state minimum hourly wage. No fee shall be charged for contract or outside laborers performing any function other than those specified in this paragraph.
- D. Labor costs may be charged to cover or partially cover the cost of fringe benefits for employees. The City may add up to 50% to the applicable labor charge to cover or partially cover the cost of

fringe benefits, but the charge shall not exceed the actual cost of fringe benefits.

- E. Overtime wages may not be included in labor costs unless agreed to by the requestor. Overtime costs will not be used to calculate the fringe benefit cost.

4.3. “Unreasonably High Cost” Requirement. When charging a fee for the categories of labor described in 4.1.A and 4.1.B above, the FOIA Coordinator shall specifically identify why the failure to charge a fee would result in unreasonably high costs to the City, which are costs greater than those incurred in the typical or usual request received by the City. The following factors may be relevant:

- A. The volume of the public record requested.
- B. The amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- C. Whether public records from more than one City department or various City offices are necessary to respond to the request.
- D. The available staffing to respond to the request.
- E. Other similar factors identified by the FOIA Coordinator.

4.4. Non-Paper Media Fees. Fees for providing records on non-paper physical media are calculated based on the actual cost of procuring the non-paper physical media used. In order to ensure the integrity and security of the City’s technology infrastructure, the City will procure the requested non-paper media and will not accept non-paper media from the requestor. The City will procure the needed non-paper media at the most reasonably economical cost.

4.5. Copying Fees. The fee for paper copies made on standard letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper is \$.10 per sheet. Copies for nonstandard sized sheets of paper will reflect the actual cost of reproduction. The City may provide records using double-sided printing, if cost-saving and available.

4.6. Mailing Fees. Fees for mailing records to the requestor are based on the actual cost of mailing, using a reasonably economical and justified means. The City may charge for the least expensive form of postal delivery confirmation, but shall not charge for expedited shipping or insurance unless requested.

4.7. Fee Reductions. The FOIA Coordinator shall reduce the amount of the applicable fee for labor costs by 5% for each day the City exceeds the applicable deadline for responding to a FOIA request, up to a maximum reduction of 50% of such fee, if any of the following applies:

- A. The late response was willful and intentional;
- B. The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information; or
- C. The written request included the words, characters, or abbreviations for “freedom of information,” “information” “FOIA,” “copy,” or a recognizable misspelling of such, or legal code reference to MCL 15. 231 *et seq.* or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.

The FOIA Coordinator shall fully note any fee reduction in the Detailed Itemization of Costs Form.

Section 5: Fee Deposits

5.1. Good Faith Deposit. If, based on a good faith calculation by the City, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the City will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best-efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

5.2. Deposits Due to High Estimated Fees. If a deposit is charged because the fee estimate is expected to exceed \$50.00, the deposit shall not exceed one half of the total estimated fee.

5.3. Deposits Due to Prior Non-Payment. If a deposit is charged because the requestor has not fully paid the City for copies of public records made in fulfillment of a request, a deposit of 100% of the estimated processing fee may be charged if:

- A. The prior request was made within the last 365 days;
- B. The final fee for the prior request is not more than 105% of the estimated fee;
- C. The public records made available contained the information sought in the prior request and remain in the City's possession;
- D. The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- E. 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- F. The individual is unable to show proof of prior payment to the City; and
- G. The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

Section 6: Fee Waivers

6.1. Public Interest Waiver. The FOIA Coordinator may, in his or her sole discretion, waive or reduce FOIA fees upon determining that the request is in the public interest.

6.2. Indigency Waiver. The FOIA Coordinator shall generally waive the first \$20.00 of a FOIA fee if the requestor submits a sworn affidavit stating that the requestor is indigent and receiving specific public assistance, or otherwise demonstrating an inability to pay because of indigence. However, fees shall not be waived if:

- A. The requestor has previously received discounted copies of public records from the City two times during the calendar year; or
- B. The requestor requests information in connection with other persons who are offering or providing payment to make the request.

6.3. Waiver for Certain Nonprofit Organizations. The FOIA Coordinator shall waive the first \$20.00 of a FOIA fee if the requestor is a nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request is:

- A. Made directly on behalf of the organization or its clients;
- B. Made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and

C. Accompanied by documentation of its designation by the State.

Section 7: Appeals

7.1. Appeals to City Manager. A requester may appeal a decision of the FOIA Coordinator on the grounds that: (1) all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure; or (2) the fee charged to process a FOIA request exceeds the amount permitted by state law. Appeals shall be heard by the City Manager. The appeal must be in writing, specifically state the word “appeal” and identify the reason or reasons the requestor is seeking a reversal of the denial. If no appeal is taken within the applicable timeframe, the decision of the FOIA Coordinator shall be deemed to be the final decision of the City.

7.2. Decision on Nondisclosure Appeals. Within 10 business days of receiving an appeal asserting that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, the City Manager will respond in writing by:

- A. Reversing the disclosure denial;
- B. Upholding the disclosure denial; or
- C. Reversing the disclosure denial in part and upholding the disclosure denial in part.

7.3. Decision on Fee Appeals. Within 10 business days after receiving an appeal asserting that the fee charged to process a FOIA request exceeds the amount permitted by state law, the City Manager will respond in writing and shall do one of the following:

- A. Waive the fee;
- B. Reduce the fee and issue a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the City Manager that the statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;
- C. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the City Manager that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- D. Issue a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Manager will respond to the written appeal.

7.4. Extension of Time for Board to Consider Appeal. Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the City may issue not more than 1 notice of extension, extending the City Manager’s consideration of the appeal by not more than 10 business days.

7.5. Deadline for Circuit Court Actions. The requestor may file a civil action in Van Buren County Circuit Court to challenge the City’s response to a FOIA request within: (1) 180 days after the City’s final decision, if challenging nondisclosure; or (2) 45 days after the City’s final decision, if challenging a requested fee. Notably, a requestor may challenge a determination of the FOIA coordinator in civil action in without first appealing to the City Manager, if the challenge is based on nondisclosure.

7.6. Circuit Court Remedies in Nondisclosure Cases. If a court determines that a public record is not exempt from disclosure, it will award the appellant reasonable attorneys’ fees, costs, and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys’ fees, costs and disbursements. If the court determines that the City arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it will award the appellant punitive damages in the amount of \$1,000.

7.7. Circuit Court Remedies in Fee Cases. If the court determines that the City required a fee that exceeds the amount permitted, it shall reduce the fee to a permissible amount. If the appellant in the civil action

prevails by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that City has acted arbitrarily and capriciously by charging an excessive fee, the court will also award the appellant punitive damages in the amount of \$500.

Section 8: Miscellaneous

- 8.1. Effective Date. These Procedures and Guidelines shall take effect on _____, 2024.
- 8.2. Repealer. As of their effective date, these Procedures and Guidelines repeal and supersede all previous FOIA policies promulgated by City Commission or City staff.
- 8.3. Modifications by FOIA Coordinator. If any provision of these Procedures and Guidelines is found to be in conflict with any State statute, or if the FOIA is amended in a manner that creates a conflict, the FOIA Coordinator is authorized to modify the affected provisions of these Procedures and Guidelines. The FOIA Coordinator shall inform the City Commission of any change.

DRAFT

City of Hartford

Requestor's Name

Address

City State Zip Code

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ FOIA Request #: _____ Date Request Received: _____

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the City's FOIA Policies and Guidelines.</p>				
<p>1. Labor Cost for Copying / Duplication</p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of the City's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be charged in exact time of City's lowest paid employee as stated above.</p> <p>Hourly Wage Charged: \$27.45 OR Hourly Wage with Fringe Benefit Cost: \$0</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>			<p>Exact Time of Copying or duplicating</p> <p>_____ x</p> <p>See page 9 for multiplier</p> <p>\$14.50 Hourly Wage =</p>	<p>1. Labor Cost</p> <p>\$ _____</p>

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** _____

The City will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ Charge per increment: \$ _____
OR

Hourly Wage with Fringe Benefit Cost: \$ _____
Multiply the hourly wage by the percentage multiplier: **50% of hrly wage**
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments x _____ = 2. Labor Cost \$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(*Fill this out if using a City employee. If contracted, use No. 3b instead.*)

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **City employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **City's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ Charge per increment: \$ _____
OR

Hourly Wage with Fringe Benefit Cost: \$ _____ **OR**
Multiply the hourly wage by the percentage multiplier: _____%
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments x _____ = 3a. Labor Cost \$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this City does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____

Name of contracted person or firm: _____

These costs will be estimated and charged in _____-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____ **Charge per increment:** \$ _____

To figure the number of increments, take the *number of minutes*:
 _____, divide by _____ -minute increments, and round down to: _____ increments.
 Enter below:

Number of increments	3b. Labor Cost
x _____ =	\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8 1/2 x 11-inch, single and double-sided sheets): **\$.06 per single; \$.10 cents per double**
- **Legal** (8 1/2 x 14-inch, single and double-sided): **\$.06 per single; \$.10 cents per double**

No more than the actual cost of a sheet of paper for other paper sizes:

- **Other paper sizes** (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium **Cost per Item:** _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A City **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:	Costs:
x _____ =	\$ _____
x _____ =	\$ _____
x _____ =	\$ _____
No. of Items:	
x 5 _____ =	\$ _____
	4. Total Copy Cost
	\$ _____

5. Mailing Cost:

The City will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The City *may* charge for the least expensive form of postal delivery confirmation.
- The City *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
 \$ _____ per pound
 \$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____

Costs:

5. Total Mailing Cost
 \$ _____

6a. Copying/Duplicating Cost for Records Already on City's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the City will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided sheets): **\$.06 per single; \$.10 cents per double**
- Legal (8 1/2 x 14-inch, single and double-sided): **\$.06 per single; \$.10 cents per double**

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

Requestor has stipulated that some / all of the requested records that are already available on the City's website be provided in a paper or non-paper physical digital medium.

Number of Sheets:

x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____

Costs:

No. of Items:

6a. Web Copy Cost
 \$ _____

6b. Labor Cost for Copying/Duplicating Records Already on City's Website:

This shall not be more than the hourly wage of the City's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in **actual time** (i.e.: 15-minutes or more); *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ times the _____ Number of min/hr: _____
OR

Hourly Wage with Fringe Benefit Cost: \$ _____
 Multiply the hourly wage by the percentage multiplier: _____%
 and add to the hourly wage for a total per hour rate.
 The City may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

To figure the hrly wage charged: take the number of minutes: _____, times per minute multiplier
 Enter below:

Number of mins/hrs

x _____ =

6b. Web Labor Cost
 \$ _____

6c. Mailing Cost for Records Already on City's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____
 *Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number:

x _____ =

Costs:
 \$ _____

x _____ =

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

6c. Web Mailing Cost
 \$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

Cost estimate
 Bill

Estimated Time Frame to Provide Records:

60 _____ (days or date)

The time frame estimate is nonbinding upon the City, but the City is providing the estimate in good faith. Providing an estimated time frame does not relieve the City from any of the other requirements of this act.

- 1. Labor Cost for Copying: \$ _____
- 2. Labor Cost to Locate: \$ _____
- 3a. Labor Cost to Redact: \$ _____
- 3b. Contract Labor Cost to Redact: \$ _____
- 4. Copying/Duplication Cost: \$ _____
- 5. Mailing Cost: \$ _____
- 6a. Copying/Duplication of Records on Website: \$ _____
- 6b. Labor Cost for Copying Records on Website: \$ _____
- 6c. Mailing Costs for Records on Website: \$ _____

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the City determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

All fees are waived **OR** All fees are reduced by: _____%

Subtotal Fees After Waiver: \$ _____

<p>Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the City.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Deposit: Good Faith The City may require a good-faith deposit <u>before providing the public records to the requestor</u> if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%</p>	<p>Date Paid: _____</p>	<p>Deposit Amount Required: \$ _____</p>

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full

After a City has granted and fulfilled a written request from an individual under this act, if the City has not been paid in full the total amount of fees for the copies of public records that the City made available to the individual as a result of that written request, **the City may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the City's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the City.
- (f) The City calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

A City **can no longer require an increased estimated fee deposit** from an individual if **ANY** of the following apply:

- (a) The individual is able to show proof of prior payment in full to the City, **OR**
- (b) The City is subsequently paid in full for the applicable prior written request, **OR**
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the City.

Percent Deposit Required:
_____ %

Date Paid:

Deposit Required:
\$ _____

Late Response Labor Costs Reduction

If the City does not respond to a written request in a timely manner as required under MCL 15.235(2), the City **must** do the following:

(a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the City exceeds the time permitted for a response to the request, **with a maximum 50% reduction**, if **EITHER** of the following applies:

- (i) The late response was willful and intentional, **OR**
- (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

Number of Days Over Required Response Time:

Total Labor Costs

\$ _____

Minus Reduction

\$ _____

Multiply by 5%

= Reduced Total Labor Costs

= Total Percent Reduction:

\$ _____

(Form created by Michigan MTA Association, April 2015)

MINUTES TO HOURS CONVERSION

Minutes	60.000
under 15	no charge
15	0.250
16	0.267
17	0.283
18	0.300
19	0.317
20	0.333
21	0.350
22	0.367
23	0.383
24	0.400
25	0.417
26	0.433
27	0.450
28	0.47
29	0.483
30	0.5
31	0.517
32	0.533
33	0.550
34	0.567

35	0.583
36	0.600
37	0.617
38	0.633
39	0.650
40	0.667
41	0.683
42	0.700
43	0.717
44	0.733
45	0.750
46	0.767
47	0.783
48	0.800
49	0.817
50	0.833
51	0.850
52	0.867
53	0.883
54	0.900
55	0.917
56	0.933
57	0.950
58	0.967
59	0.983



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: January 22, 2024
Department: Administration/HPD
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: HPD Recruit Policy

RECOMMENDED ACTION:

Police Departments around the Nation are currently struggling to recruit and retain qualified police officers. Add to the nationwide shortage of officers, the Hartford Police Department is also a small department with limited resources.

Lieutenant Ivy found a grant resource that municipalities, such as us, can use that will pay for police academy and wage expenses for police recruits.

Currently a majority, if not all, recruits in the various police academies are sponsored by a community. In order to attract new officers, the City will be required to follow suit. The grant opportunity that Ivy located will help make this financially feasible for the City.

Prior to moving forward with the hiring of our first recruit, we need the attached policy adopted by Council.

We have found a recruit that is interested, and if this policy passes, HPD has located a police academy program that has an opening.

RECRUIT POLICY

PURPOSE AND SCOPE

This policy establishes the guidelines for Hartford Police Department Recruit Program.

Definitions:

Recruit- is a non-sworn employee of a police department. In this position, their duties involve undergoing training to gain the necessary knowledge and experience to complete the police academy and become an entry-level police officer

POLICY

It is the policy of the Hartford Police Department to offer a Recruit Program for Recruits to train and prepare qualified individuals for a career in law enforcement. The Department shall ensure that individuals participating in the program are properly appointed, trained, and supervised.

RECRUITMENT, SELECTION AND APPOINTMENT

The Hartford Police Department shall recruit and appoint only those applicants who meet the high ethical, moral, and professional standards needed to become a law enforcement officer. Applicants shall be required to meet and pass certain pre-appointment procedures as designated by the Chief of Police and/or the City.

REQUIREMENTS

Individuals in the Recruit program shall:

- (a) Have a High School Diploma or equivalent.
- (b) Be at least the age of 18 years old.
- (c) Must have a valid Michigan driver's license and good driving record.
- (d) Have a high level of discipline, morals, and ethics.

IDENTIFICATION

Recruits shall conform to all the uniform regulations and appearance standards of the department. The identification worn by uniformed Recruits shall be different and distinct from that worn by regular department personnel; it will include the designation "Recruit" on the uniform.

RECRUIT COORDINATOR

The Chief of Police shall delegate certain responsibilities to the Lieutenant or an authorized designee the Recruit Coordinator.

The responsibilities of the Recruit coordinator include, but are not limited to:

- Overseeing the Recruit program and maintaining associated documentation.
- Making individual assignments.
- Ensuring performance evaluations are completed.
- Monitoring individual educational and job performance.
- Maintaining a liaison with other agency Intern/Recruit program coordinators.

ORIENTATION AND TRAINING

Newly hired Recruits will receive an orientation of the Department and its facilities before reporting to their first assignments. On-the-job training will be conducted in compliance with Department Field Training guidelines. Training sessions will be scheduled as needed to train Recruits for as many assignments as possible. This job specific training is offered to prepare Recruits to successfully complete an academy training and enter the police force as an entry level officer. These sessions will offer an opportunity for Recruits to receive continuous feedback regarding their progress towards becoming a law enforcement officer.

RECRUIT TRAINING MATERIALS

Each Recruit will be issued Recruit training materials. The Recruit training materials are an outline of the subject matter and/or skills necessary to properly function not only as a Recruit with the Department, but as an officer. The responsibility of retaining and utilizing this subject matter falls on the Recruit. The training material for this program will mirror, the materials in the Departments Field Training Program.

ROTATION OF ASSIGNMENTS

Job assignments should rotate on a regular basis to enhance the career development of each Recruit. Department needs and concerns will take precedence over individual considerations, with the final decision resting with the Recruit Coordinator and/or the Chief.

In general, the more experienced the Recruit becomes the more they will be assigned to positions requiring advanced technical skill or responsibility.

Job assignments include but are not limited to:

- Ride-Alongs
- Administrative
- Office
- Trainings

RIDE-ALONGS

All Recruits are required to participate in department ride-alongs as approved by the Recruit Coordinator or Chief. Applicable waivers must be signed in advance of the ride-along. Recruits shall wear their issued uniforms while on a ride-along. A Recruit shall never operate a Department vehicle, unless directed to do so in a training environment only.

FIREARMS

Recruits shall not carry personal firearms on duty. Recruits shall not carry a department firearm at any time while in uniform unless;

- In a situation where they need to defend themselves or another from death or great bodily harm.
- They are involved in a Department sanctioned training.

SUPERVISION

All Recruits shall be under the direct supervision of a Certified member of the Department or an authorized designee as approved by the Recruit Coordinator or Chief.

PERFORMANCE EVALUATIONS

Performance evaluations for Recruits shall be completed and turned into the Recruit Coordinator or the Chief at the end of each session.

DISCIPLINE AND TERMINATION

Hartford Police Recruits are bound by all Hartford Police Department and Hartford City, Rules, Regulations, Directives, Policies and Procedures. Any and all violations of afore mentioned items, will be addressed pursuant to the Policy Manual.

A police recruit will be terminated if they fail the police academy.

PROMOTION

A Hartford Police Department Recruit may be offered employment as a Probationary Officer for the Hartford Police Department after successful completion of the police academy.

MICHIGAN MUNICIPAL LEAGUE (MML)

The Essentials of Local Government Onsite Training is a customizable mix of core topics that inform and educate elected and appointed officials on the basic functions of their roles as public leaders.



Fee

Per Person: **\$50**

You Will Learn :

- Intro to League Services
- Overview of Basic Local Government
- Roles and Responsibilities
- Open Meetings Act
- Freedom of Information Act

TRAINING WILL BE HELD ON :



21 February 2024

1 PM - 4 PM



City of Bangor

257 W Monroe St, Bangor



269.427.5831



clerk@bangormi.org

RSVP BY FRIDAY, 2/19

TO RSVP OR MORE INFORMATION

269.427.5831

(Shelly Umbanhowar, Clerk)

www.cityofbangormi.org



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: January 22, 2024
Department: Administration
Submitted By: Linnea Rader, Interim City Manager /City Attorney
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Planning Commission Ordinances

RECOMMENDED ACTION:

After the December meeting I was able to receive clarification from the Attorney regarding the planning commission ordinances. He recommends:

1. Council adopt the two ordinances that have been through the planning commission, public hearing and two readings.
2. Council considers the resolution appointing members of the Planning Commission to staggered terms.
3. The new Ordinance amendment for 151.291, 151.309, 151.310, and 151.311, which is attached, will go to the Planning Commission to begin the recommendation process (public hearing, etc). This is attached so Council can see the changes that will be recommended. You have both the red line and proposed final ordinance attached.

Also included in your packet an email dated 1/2/24 from our Attorney explaining the specifics of the new ordinance amendments.

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

ORDINANCE No. 335 – 2023

AN ORDINANCE TO AMEND ZONING SECTIONS 151.290, 151.291, 151.292, AND 151.293 AND ADD NEW ZONING SECTIONS 151.294, 151.295, 151.296, 151.297, 151.298, 151.299, AND 151.300 TO CHAPTER 151 OF THE HARTFORD CITY CODE TO PROVIDE FOR A PLANNING COMMISSION IN COMPLIANCE WITH THE MICHIGAN PLANNING ENABLING ACT, 2008 PA 33

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

Section 1. Amendment. Zoning sections 151.290, 151.291, 151.292, and 151.293 of the Hartford City Code are amended to provide in their entirety as follows:

Sec. 151.290. PLANNING COMMISSION ESTABLISHED

There shall be a City of Hartford Planning Commission pursuant to 2008 PA 33, as amended, being the Michigan Planning Enabling Act, MCL 125.3801 et. seq., with the powers and duties as therein set forth and as otherwise provided in this chapter. The Planning Commission shall be staffed by the City Planning Department.

Sec. 151.291. MEMBERSHIP

- A. The Planning Commission shall consist of 7 members appointed by the Mayor, subject to approval by a majority of the City Commission. Up to 2 of such members may be ex officio members, as provided in subsection (D) below, and the remainder shall be regular members appointed to 3-year terms.
- B. As of the effective date of this ordinance, all 7 seats on the Planning Commission shall be deemed vacant by virtue of the members serving more than 3 years without reappointment. Notwithstanding subsection (A), for the first appointments made after the effective date of this ordinance:
- (1) Approximately $\frac{1}{2}$ of the individuals appointed as regular members shall be appointed for terms ending on December 31 of the year of appointment;
 - (2) Approximately $\frac{1}{2}$ of the individuals appointed as regular members shall be appointed to terms ending on December 31 of the second year after their appointment; and
 - (3) Approximately $\frac{1}{2}$ of the individuals appointed as regular members shall be appointed to terms ending on December 31 of the third year of their appointment.
- C. At the time of appointment, each individual appointed or reappointed to the Planning Commission as regular member shall:
- (1) Be a qualified elector of the City of Hartford;
 - (2) Not be an employee or elected official of the City; and
 - (3) Not be a declared candidate for any political office.
- D. In lieu of appointing a Planning Commission consisting entirely of regular members, one or more the following individuals may be appointed as ex officio members with terms running as follows:
- (1) The Mayor for a term corresponding to his or her current term as Mayor;
 - (2) The City Manager or a City employee designated by the City Manager for a term corresponding with the Mayor's current term as Mayor;

- (3) Another member of the City Commission (other than the Mayor) for a term corresponding with his or her current term on the City Commission.

E. The membership of the Planning Commission shall be representative of the entire geography of the City of Hartford to the extent reasonably practicable.

SEC. 151.29 2. LIASONS.

The Planning Commission, in its bylaws, may name liaisons from the City administration or other City boards and commissions who are invited to attend and participate in Planning Commission meetings as representatives of those entities. The liaisons may include: (1) planning department staff, and their agents and consultants; (2) the City Manager; and (3) the City Attorney.

SEC. 151.293. TRAINING.

Each member of the Planning Commission shall attend at least one educational program designed for Michigan planning commission members each year, to the extent the adopted City of Hartford budget for that year includes funds to pay for tuition, registration, and travel expenses for the training. The Planning Commission shall include in its bylaws a list of training programs that qualify to meet this requirement.

Section 2. Addition. Zoning sections 151.294, 151.295, 151.296, 151.297, 151.298, 151.299, and 151.300 are added to the Hartford City Code to provide in their entirety as follows

SEC. 151.294. PROCEDURE FOR APPOINTMENT

- A. In September of each year, the City Clerk shall determine which members' terms of office are set to expire and shall contact those members to determine if they are interested in being reappointed to the Planning Commission for an additional term.
- B. In addition, the City Clerk shall issue a notice informing members of the general public that they may apply for appointment to the Planning Commission by filing an application in the City Clerk's office on or before October 31. Such notice shall be posted at City Hall and on the City's website, and may be published in a newspaper in general circulation in the City.
- C. In December of each year the City Commission shall consider the applications and requests for reappointment and shall appoint or reappoint members to the Planning Commission. The terms of ex officio members shall commence immediately upon appointment and the terms of regular members shall commence on January 1 of the immediately following year.

SEC. 151.295. REMOVAL FROM OFFICE.

- A. The City Commission may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office.
- B. The secretary of the Planning Commission shall report any member who has missed three regular meetings in a row to the City Commission.

SEC. 151.296. VACANCIES.

The City Commission shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.

SEC.151.297. MEETINGS.

- A. Regular meetings of the Planning Commission shall be scheduled once per month, but may be cancelled as provided in the Planning Commission's bylaws if there are no pending business items to consider.
- B. Four members of the Planning Commission shall constitute a quorum for the transaction of the ordinary business of said Commission.
- C. Except as otherwise provided by law, all questions which shall arise at a meeting of the Planning Commission shall be determined by a vote of the majority of the members present. The approval of the master plan and master plan amendments may require a supermajority vote as provided by state law.

SEC. 151.298. POWERS AND DUTIES.

The Planning Commission shall have the powers and duties as set forth by state statute and applicable City ordinances.

SEC. 151.299. BYLAWS AND RECORDS.

The Planning Commission shall adopt bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

SEC. 151.300. APPROVAL, RATIFICATION, AND RECONFIRMATION.

All official actions taken by all City of Hartford Planning Commissions prior to the effective date of this ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this ordinance shall continue, with the newly appointed Commission members hearing such matter.

Section 3. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published.

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

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

Ayes: Commissioners’
 Nays: Commissioners’
 Absent:

Ordinance declared adopted upon publication.

The City of Hartford

 Richard A. Hall, Mayor

 RoxAnn Rodney-Isbrecht, Clerk

PC Public Hearing: October 9, 2023,
 First Reading: October 23, 2023, November 27, 2023
 Second Reading: December 18, 2023
 Adopted:
 Published:

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

ORDINANCE No. 336 – 2023

AN ORDINANCE TO AMEND ZONING SECTIONS 151.305 AND 151.306 TO CHAPTER 151 OF THE HARTFORD CITY CODE TO AUTHORIZE THE CITY COMMISSION TO SERVE AS THE ZONING BOARD OF APPEALS

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

Section 1. Amendment. Zoning Sections 151.305 and 151.306 of the Hartford City Code are amended to read in their entirety as follows:

Section. 151.305. DESIGNATION OF CITY COMMISSION

The City Commission is hereby designated to serve as the Zoning Board of Appeals (sometimes, the "Board") and to carry out all duties assigned to such boards in the Michigan zoning enabling act, Public Act No. 110 of 2006 (MCL 125.3101 et seq.). The Mayor shall serve as the chairperson of the board.

Section 151.306. MEETINGS

A. Meetings. Meetings of the Zoning Board of Appeals shall be held at the call of the chairperson and at such other times as the Board in its rules of procedure may specify. All hearings conducted by such Board shall be open to the public. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact; and shall also keep records of its hearings and other official actions. The record of the proceedings of the Zoning Board of Appeals shall be filed in the office of the City Clerk and shall be a public record.

B. Rules of Procedure. The City Commission may adopt rules to govern its procedures when acting as the Zoning Board of Appeals. In the absence of such rules, it shall follow the same rules and procedures as it does when conducting its ordinary business as a City Commission.

C. Quorum. The Zoning Board of Appeals shall not conduct business unless a majority of the members of the Board are present.

D. Public Hearing. The Zoning Board of Appeals shall make no decision regarding any application except after a public hearing is conducted by the Zoning Board of Appeals.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This Ordinance shall become effective upon publication as required by law.

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

Ayes: Commissioners’

Nays: Commissioners’

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: October 23, 2023, November 27

Second Reading: December 18, 2023

Adopted:

Published:

**CITY OF HARTFORD
VAN BUREN COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND ZONING SECTIONS 151.291, 15.309, 15.310, AND 151.311, AND ZONING SUBSECTIONS 151.136(Q), 151.181(B), THE DEFINITION OF “SPECIAL USE” WITHIN SECTION 151.4, AND THE OPENING PARAGRAPH OF SECTION 151.340 OF THE HARTFORD CITY CODE, AND TO ADD NEW ZONING SECTIONS 151.337, 151.338, AND 151.339, TO PROVIDE STANDARDS AND PROCEDURES FOR THE FOR REVIEW OF SPECIAL USE APPLICATIONS AND VARIANCE REQUESTS

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.291, 151.309, 151.310, and 151.311 of the Hartford City Code are hereby amended as follows:

Sec. 151.291. Approval of Special Uses and Site Plans.

- (A) Special uses shall be reviewed and approved by the City Commission, after recommendation by the Planning Commission, as provided in the “Provisions for Special Establishments and Operations” division of this chapter. (Zoning Ordinance § 151.338 et seq.).
- (B) Site plans shall be reviewed and approved by the Zoning Administrator or Planning Commission as provided “Site Plan Review” division of this chapter (Zoning Ordinance § 151.250 et seq.), or shall be City Commission as part of the special-use approval process, as applicable.

Sec. 151.309. Jurisdiction.

- (A) The Zoning Board of Appeals shall not have the power to alter or change the zoning district classification of any property, nor to make any change in the terms of this Ordinance, but does have the power to act on those matters where this ordinance provides for an administrative review, interpretation, appeal, or variance approval process, and on any such other matters as are within the jurisdiction of the Zoning Board of Appeals pursuant to the Michigan Zoning Enabling Act, as amended.
- (B) The powers of the Zoning Board of Appeals include the following:
 - (1) *Administrative appeals*. To hear and decide appeals by an aggrieved party involving an alleged error in any order, requirement, permit, decision, or refusal made by the Zoning Administrator or any other administrative official in carrying out or enforcing any provisions of this ordinance.
 - (2) *Variance*. To consider a dimensional variance from the strict application of the provisions of this ordinance in accordance with the standards, requirements, and procedures of this Article. The Zoning Board of Appeals shall not have the authority to consider use variances.
 - (3) *Zoning ordinance interpretation*. To interpret the provisions of this ordinance to carry out the intent and purposes of this ordinance where the meaning of the provisions is uncertain.
 - (4) *Temporary use permits*. To issue temporary use permits pursuant to the standards and procedures in section 151.311.
 - (5) *Miscellaneous matters*. To hear and decide other matters referred to it or upon which the Zoning Board of Appeals is expressly required to decide under the terms of this ordinance.

- (C) In deciding administrative appeals, the Zoning Board of Board Appeals may reverse or affirm wholly or partly, or may modify the orders, requirements, decision, or determination appealed from and may make the order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer or board from whom/which the appeal is taken.
- (D) In deciding a request for ordinance interpretation, the Zoning Board of Appeals shall ensure that its interpretation is consistent with the intent and purpose of the ordinance, the section in which the language in question is contained, and all other relevant provisions of the ordinance.
- (E) Notwithstanding any other provision of this ordinance, the Zoning Board of Appeals shall have no authority to hear appeals for special land uses, planned developments, zoning amendments, or any other decision of the Planning Commission or City Commission unless such authority is specifically granted by this ordinance.

Sec. 151.310. Variances.

- (A) *Dimensional (non-use) variances.* The Zoning Board of Appeals shall have the power to grant requests for variances from the provisions of this ordinance where it is demonstrated by the applicant that there exist practical difficulties in the way of carrying out the strict letter of this ordinance. To grant a dimensional (non-use) variance, the Zoning Board of Appeals must find that all of the following factors exist:
 - (1) There are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions include:
 - (a) Exceptional narrowness, shallowness, or shape of a specific property; or
 - (b) Exceptional topographic conditions or other extraordinary situation on the land, building, or structure; or
 - (c) A circumstance arising due to the use or development of the property immediately adjoining the property in question, whereby the literal enforcement of the requirements of this ordinance would involve practical difficulties.
 - (2) The condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.
 - (3) The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity.
 - (4) Strict compliance with the requirements of this ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity unnecessarily burdensome or impractical.
 - (5) The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.
 - (6) The variance will not impair the intent and purpose of this ordinance.
 - (7) The variance requested is the minimum amount necessary to overcome or mitigate the difficulty.
 - (8) The immediate practical difficulty causing the need for the variance request was not created

by any affirmative action of the applicant or the applicant's predecessors in title.

- (B) *Use Variances.* The Zoning Board Appeals shall have no authority to grant requests to establish a use not otherwise permitted within a zoning district.
- (C) *Period of Validity.* A variance shall be valid for one year from the date of approval by the Zoning Board of Appeals. If the terms of the variance have not been exercised within that period, or if construction associated with the variance has not been commenced with completion being diligently pursued, then the variance shall be considered null and void.
- (D) *Extensions.* The applicant may request in writing an extension of the variance for up to six months. The Zoning Administrator may grant the extension if the original circumstances authorizing the variance have not changed and if the circumstances creating the need for the extension were beyond the control of the applicant. The Zoning Administrator may refer any request for an extension to the Zoning Board of Appeals for a decision.

Sec. 151.311. Temporary Use Permits.

Temporary uses of any size and temporary buildings and structures less than three hundred (300) square feet in area may be placed on a lot or parcel of record and occupied under the following conditions as authorized by a temporary zoning permit issued by the Zoning Board of Appeals, upon a finding that such uses, buildings, or structures will not unduly interfere with the use and enjoyment of abutting properties. Written notice shall be mailed to the owners of abutting properties at least 7 days before the meeting at which a temporary use permit is to be considered:

- (A) A temporary building or structure may be erected during the renovation of a permanent building. The temporary building or structure must be removed when repair of damage is complete, but in no case shall it be located on the lot or parcel for more than twelve months, except that the Zoning Board Appeals may extend the duration of the temporary use due to extenuating circumstances provided that work on the permanent building is proceeding diligently toward completion.
- (B) Temporary buildings and structures incidental to construction work may be permitted so long as such building or structure is not intended to be occupied as a dwelling. Said temporary buildings or structures shall be removed within fifteen (15) days after construction is complete, but in no case shall the building or structure be allowed more than twelve (12) months.
- (C) Temporary buildings incidental to a religious institution or school may be permitted for up to 12 months, provided that all wiring, plumbing, fire protection and exits are approved by the Fire Chief and Building Inspector, and by applicable state agencies.
- (D) Temporary sales uses:
 - (1) Upon application, the Zoning Board of Appeals may issue a zoning permit for the temporary sale of merchandise related to a temporary or periodic event. Such merchandise shall be limited to small seasonal items and merchandise including but not limited to Christmas trees, fireworks, and similar items. Temporary sale events of large items such as automobiles, boats, RVs, construction equipment items are prohibited, unless specifically authorized as a permanent principal land use.
 - (2) The display and sale of Christmas trees may also be permitted at a church or campground, provided it is incidental and accessory to the principal use.
 - (3) A zoning permit for the display and sale of merchandise shall be valid for a period not to exceed forty-five (45) days.

(4) All unsold trees must be removed from the property by December 31 of each calendar year.

(5) No temporary land use permit is necessary for Christmas tree sales where a nursery is permitted by right or as a special land use.

(E) Temporary recreational uses such as archery ranges, golf driving ranges, ropes courses, etc. may be permitted for up to 12 months. Any temporary buildings or structures shall be removed within fifteen (15) days after the use ceases.

Section 2. Amendment of Subsections. Zoning subsections 151.136 (Q), 151.181(B), the definition of “Special Use” in section 151.4, and the opening paragraph of section 151.340 of the Hartford City Code are hereby amended as follows:

151.136(Q).

Outdoor automotive permanent race tracks are permitted only after a special use has been granted. The special use authorization may include restrictions on the use and operation of the facility so as to minimize the effects of the surrounding area and the community; and

151.181(B).

However, the City Commission may specify a height limit for the structure when the structure requires authorization as a special use.

Definition of “Special Use” in Section 151.4

A use that can be permitted by the City Commission only after a public hearing and recommendation by the Planning Commission and only upon compliance with the standards specified in this chapter to provide adequate protection to the neighborhood and to abutting properties.

Opening Paragraph of Section 151.340

In the district in which mobile home parks are permitted as a special use, the following minimum requirements shall apply:

Section 3. Addition. New zoning sections 151.337, 151.338 and 15.339 are added to the “Provisions for Special Establishments and Operations” division of chapter 151 of the Hartford City Code to read as follows:

Sec. 151.337. Purpose.

This ordinance contemplates the development of a variety of land uses within the City’s zoning districts. It is recognized that there are some land uses which, because of their unique characteristics, may only be appropriate in particular locations and under certain circumstances, which are deemed special land uses. Therefore, this division provides a set of procedures and standards for these special land uses that require special consideration in relation to the welfare of adjacent properties and the community as a whole. The regulations and standards in this division are designed to allow reasonable use of land while maintaining adequate protection of the health, safety, convenience, and general welfare of the City of Hartford. For purposes of this ordinance, all land uses or situations that are referred to as special land uses or are deemed to require special land use approval are subject to the standards of this division.

Sec. 151.338. Application Procedure.

A special land use permit is required prior to the commencement of any special land use in the City of Hartford. The application for a permit shall be processed under the following procedures:

(A) *Application.* An application for a special land use permit shall be submitted to the Zoning Administrator not less than 45 days prior to the next scheduled Planning Commission meeting.

Upon receipt of an application, the Zoning Administrator shall review the application for completeness, and when complete, transmit it to the Planning Commission.

- (B) *Required Information.* An application for special land use approval shall be accompanied by the following documents and information:
- (1) An application form that has been completed in full by the applicant.
 - (2) The payment of any applicable application and escrow fees as established by resolution of the City Commission.
 - (3) A site plan meeting the requirements of this ordinance.
 - (4) A written narrative outlining compliance with Section 151.339 and any other requirements of this ordinance relating to the proposed special land use.
 - (5) Any additional information deemed necessary by the Zoning Administrator, Planning Commission, or City Commission that will enable the Planning Commission and City Commission to determine the impact of the proposed special land use on the adjacent properties, public infrastructure, and community as a whole. Such information may include, but is not limited to, traffic impact analysis or reports and/or testimony by officials representing state, county, or local departments of public safety (police and fire), health, highways or roads, and/or environment.
- (C) *Public Hearing Required.* Upon receipt of the materials required above, the Planning Commission shall hold a public hearing on the application, providing notice of such hearing in accordance with state law.
- (D) *Planning Commission Review.* After the public hearing, the Planning Commission shall review the application for special land use, comments received at the public hearing, the site plan, and any other materials submitted in relation to the application. Within a reasonable time following the receipt of all materials, the Planning Commission shall make a recommendation to the City Commission for the approval, approval with conditions, or denial of the special land use application. In arriving at its recommendation, the Planning Commission shall refer to and be guided by those standards set forth in this division and any other standards in this ordinance applicable to the proposed special land use.
- (E) *City Commission Review.* As soon as reasonably possible following the recommendation by the Planning Commission, the City Commission shall consider the recommendation and render a decision on the application. The City Commission shall not be bound to follow the recommendation of the Planning Commission. A special land use shall be approved if it meets all applicable requirements of this ordinance.
- (F) *Issuance of a Special Land Use Permit.* A special land use permit shall be issued by the Zoning Administrator upon the approval of the special land use by the City Commission and upon the fulfillment of any required conditions of approval. The special land use permit shall list all the conditions of approval stipulated by the City Commission. The Zoning Administrator shall forward copies of the special land use permit to the applicant and the City Clerk.
- (G) *Performance Guarantee.* In authorizing a special land use permit, the City Commission may require a performance guarantee.
- (H) *Appeals.* Appeals from any decision or condition related to a special land use application shall only be taken to Circuit Court; no decision related to a special land use application shall be appealed to the Zoning Board of Appeals.
- (I) *Amendments.* Amendments to special land use permits shall be handled in the same manner as the initial special land use application. Minor non-substantive changes to a special land use, as

determined by the Zoning Administrator, may be made to an existing special land use permit with the approval of the Zoning Administrator.

- (J) *Transfers.* Unless specifically provided for in this Ordinance or by a condition of special land use approval, a special land use shall run with the land, and any and all associated benefits, conditions, and required security, shall transfer to a new owner upon the sale or transfer of the property in question, unless otherwise voluntarily withdrawn or abandoned by the new owner. Upon transfer, a special land use permit may continue to be exercised, provided that the new owner complies with the terms of the original permit, including all associated conditions of approval and applicable provisions of this ordinance.
- (K) *Re-Submission.* No petition for special land use approval which has been disapproved may be resubmitted for a period of one year from the date of disapproval, except as may be permitted by the Zoning Administrator after learning of new and significant facts or conditions that may result in favorable action upon resubmission.
- (L) *Construction.* A special land use approved pursuant to this division shall either be under substantial construction, or operations exercising the permit shall have commenced, within one year after the date of approval.
- (M) *Expiration.* A special land use permit shall run with the land and shall be valid for as long as the approved use continues in accordance with all terms and conditions of the permit. The special land use permit will expire on the occurrence of one or more of the following conditions:
- (1) If replaced or superseded by a subsequent permitted use or special land use.
 - (2) If the applicant or current owner of the property requests that the special land use permit be rescinded.
 - (3) If the special use is considered abandoned pursuant to subsection (M) below.
 - (4) If a building permit has not been obtained or if on-site development has not commenced within one year of approval of the special land use.
- (N) *Abandonment.* Any permitted special land use shall be considered abandoned, and such use shall not be resumed thereafter, if the use has ceased for at least 6 months and one or more of the following conditions exist. Such conditions are deemed to constitute an intent on the part of the property owner to abandon the use:
- (1) Utilities such as water, gas, or electricity to the property have been disconnected;
 - (2) The property, buildings, or grounds have fallen into disrepair or otherwise clearly indicate that the property is vacant; Signs or other indications of the existence of the nonconforming use have been removed;
 - (3) Removal of buildings, structures, equipment, or fixtures that are necessary for the continuation or operation of the use;
 - (4) Other actions that constitute an intention on the part of the property owner or lessee to abandon the use.
- (O) *Violations.* A violation of the terms, conditions, or limitations of a special land use permit shall be a violation of this ordinance and shall be cause for revocation or suspension of the permit.
- (1) Upon identifying a violation of the special land use permit, the Zoning Administrator shall inform the property owner and/or permit holder in writing of such violation. The permit holder shall be given a reasonable opportunity to correct the violation.

- (2) If, after a reasonable time, the violation has not been cured, the Zoning Administrator shall refer the matter in writing to the Planning Commission.
 - (3) Upon referral, the Planning Commission shall review the matter and if it determines that a violation exists, it shall provide notice to the permit holder and all alleged violations shall be specified in such notice. Before recommending suspension or revocation of the permit, the Planning Commission shall hold a public hearing on the matter.
 - (4) Following a public hearing, and after providing a reasonable opportunity for the permit holder to cure the violation(s), the Planning Commission may recommend that the City Commission revoke or suspend, pending correction of the violation, any special land use permit. In revoking or suspending the permit, the City Commission shall make a finding that a material violation of the special land use permit exists.
 - (5) A special land use permit that has been revoked may not be reinstated until a new special land use permit is granted pursuant to this chapter. A special land use permit that has been suspended may be reinstated by the City Commission, after recommendation of the Planning Commission, upon finding that all violations have been cured.
- (P) *Previously Approved Special Land Uses.* Land uses that were granted zoning approval by the City prior to the adoption of this ordinance may continue and shall be considered permitted uses, provided that the requirements and conditions of the original permit are met. If changes are proposed to a previously-approved use that is considered to be a special land use by this Ordinance, the application shall be processed according to the procedures and standards of this Chapter.

Sec. 151.339. Special Land Use Review Standards.

- (A) In addition to standards for specific special land uses contained in the sections that follow, the City Commission must find that the following general standards are met in order to approve a special land use:
- (1) The proposed special land use shall be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the use will not change the essential character of the area in which it is proposed.
 - (2) The proposed special land use shall not involve uses, activities, processes, materials, equipment, or conditions of operation that will be detrimental or hazardous to existing or future uses, or to any persons, property, or the general welfare by reason of excessive production of traffic, lighting, noise, smoke, vibration, water runoff, fumes, glare, or odors.
 - (3) The proposed special land use shall be consistent with the policies of the City's master plan.
 - (4) The proposed special land use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water, and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.
 - (5) The proposed special land use shall ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and minimizing topographic modifications.
 - (6) The proposed special land use shall comply with all applicable local, state, and federal

regulations and requirements.

(B) In approving a special land use, the City Commission may require additional conditions and safeguards. Failure to comply with such conditions may result in the revocation of the special land use approval. Conditions imposed on a special land use shall be designed to:

- (1) Meet the intent and purpose of this ordinance;
- (2) Relate to the standards established in the ordinance for the land use or activity under consideration with the subject application;
- (3) Ensure compliance with those standards;
- (4) Protect the general welfare; and
- (5) Protect individual property rights.

Section 4. Effective Date. This ordinance shall become effective 20 days after its adoption or upon its publication, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2024.

 , Mayor

 , City Clerk

PC Hearing: _____, 2024

Introduced: _____, 2024

Adopted: _____, 2024

Published: _____, 2024

Effective: _____, 2024

Roxann Isbrecht

From: Nick Curcio <ncurcio@curciofirm.com>
Sent: Tuesday, January 2, 2024 2:56 PM
To: City of Hartford Manager
Subject: Zoning Ordinance Amendment to give City Commission Review Authority Over Special Use Decisions
Attachments: Hartford - ZO - Expansion of City Powers.doc; Redline.docx

Linnea,

I am attaching a clean copy and redline draft of the proposed ordinance to give the City Commission increased authority to review Planning Commission standards. As you’ll see, this involves amending quite a few sections of the zoning ordinance. This is in part because the current ordinance does not include appropriate standards for special use approval or ZBA review of certain matters, so I had to add those in order to write this ordinance in a way that makes sense. To make room for these new provisions, I completely replaced some sections of the code (e.g. Section 151.310 “Orders” and 151.311 “Notice”) that are either duplicative of other sections or are otherwise unnecessary because the topic is already covered by state law.

Here are some more specific notes on the ordinance:

- It provides that the City does not have the authority to grant use variances. The current ordinance is not clear on this topic, as it doesn’t provide any variance standards. Eliminating use variances is consistent with the general recommendation of most professional planners.
- The current ordinance allows the ZBA to grant temporary use permits, but it did not provide appropriate standards for doing so. The new draft provides standards for some typical types of special use permits in the newly revised 151.311.
- The ordinance provides comprehensive provisions for special use applications (151.338) and approval standards (151.339) to be applied by the City Commission as the final decisionmaker on special uses.

I know this is pretty dense, but hopefully it makes sense. Please let me know if you have any questions or if there’s anything else I can do to help move this forward.



Nick Curcio, Attorney
616.430.2201
www.curciofirm.com

Sec. 151.291. Approval of Special Uses and Site Plans.

- (A) Special uses shall be reviewed and approved by the City Commission, after recommendation by the Planning Commission, as provided in the “Provisions for Special Establishments and Operations” division of this chapter. (Zoning Ordinance § 151.338 et seq.).
- (B) Site plans shall be reviewed and approved by the Zoning Administrator or Planning Commission as provided “Site Plan Review” division of this chapter (Zoning Ordinance § 151.250 et seq.), or shall be City Commission as part of the special-use approval process, as applicable.

Sec. 151.309. Jurisdiction.

- (A) The Zoning Board of Appeals shall not have the power to alter or change the zoning district classification of any property, nor to make any change in the terms of this Ordinance, but does have the power to act on those matters where this ordinance provides for an administrative review, interpretation, appeal, or variance approval process, and on any such other matters as are within the jurisdiction of the Zoning Board of Appeals pursuant to the Michigan Zoning Enabling Act, as amended.
- (B) The powers of the Zoning Board of Appeals include the following:
 - (1) *Administrative appeals.* To hear and decide appeals by an aggrieved party involving an alleged error in any order, requirement, permit, decision, or refusal made by the Zoning Administrator or any other administrative official in carrying out or enforcing any provisions of this ordinance.
 - (2) *Variance.* To consider a dimensional variance from the strict application of the provisions of this ordinance in accordance with the standards, requirements, and procedures of this Article. The Zoning Board of Appeals shall not have the authority to consider use variances.
 - (3) *Zoning ordinance interpretation.* To interpret the provisions of this ordinance to carry out the intent and purposes of this ordinance where the meaning of the provisions is uncertain.
 - (4) *Temporary use permits.* To issue temporary use permits pursuant to the standards and procedures in section 151.311.
 - (5) *Miscellaneous matters.* To hear and decide other matters referred to it or upon which the Zoning Board of Appeals is expressly required to decide under the terms of this ordinance.
- (C) In deciding administrative appeals, the Zoning Board of Board Appeals may reverse or affirm wholly or partly, or may modify the orders, requirements, decision, or determination appealed from and may make the order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer or board from whom/which the appeal is taken.
- (D) In deciding a request for ordinance interpretation, the Zoning Board of Appeals shall ensure that its interpretation is consistent with the intent and purpose of the ordinance, the section in which the language in question is contained, and all other relevant provisions of the ordinance.
- (E) Notwithstanding any other provision of this ordinance, the Zoning Board of Appeals shall have no authority to hear appeals for special land uses, planned developments, zoning amendments, or any other decision of the Planning Commission or City Commission unless such authority is specifically granted by this ordinance.

Sec. 151.310. Variances.

- (A) *Dimensional (non-use) variances.* The Zoning Board of Appeals shall have the power to grant requests for variances from the provisions of this ordinance where it is demonstrated by the applicant that there exist practical difficulties in the way of carrying out the strict letter of this

ordinance. To grant a dimensional (non-use) variance, the Zoning Board of Appeals must find that all of the following factors exist:

- (1) There are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions include:
 - (a) Exceptional narrowness, shallowness, or shape of a specific property; or
 - (b) Exceptional topographic conditions or other extraordinary situation on the land, building, or structure; or
 - (c) A circumstance arising due to the use or development of the property immediately adjoining the property in question, whereby the literal enforcement of the requirements of this ordinance would involve practical difficulties.
 - (2) The condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.
 - (3) The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity.
 - (4) Strict compliance with the requirements of this ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity unnecessarily burdensome or impractical.
 - (5) The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.
 - (6) The variance will not impair the intent and purpose of this ordinance.
 - (7) The variance requested is the minimum amount necessary to overcome or mitigate the difficulty.
 - (8) The immediate practical difficulty causing the need for the variance request was not created by any affirmative action of the applicant or the applicant's predecessors in title.
- (B) *Use Variances.* The Zoning Board Appeals shall have no authority to grant requests to establish a use not otherwise permitted within a zoning district.
- (C) *Period of Validity.* A variance shall be valid for one year from the date of approval by the Zoning Board of Appeals. If the terms of the variance have not been exercised within that period, or if construction associated with the variance has not been commenced with completion being diligently pursued, then the variance shall be considered null and void.
- (D) *Extensions.* The applicant may request in writing an extension of the variance for up to six months. The Zoning Administrator may grant the extension if the original circumstances authorizing the variance have not changed and if the circumstances creating the need for the extension were beyond the control of the applicant. The Zoning Administrator may refer any request for an extension to the Zoning Board of Appeals for a decision.

Sec. 151.311. Temporary Use Permits.

Temporary uses of any size and temporary buildings and structures less than three hundred (300) square feet in area may be placed on a lot or parcel of record and occupied under the following conditions as authorized by a temporary zoning permit issued by the Zoning Board of Appeals, upon a finding that such uses, buildings, or structures will not unduly interfere with the use and enjoyment of abutting properties. Written notice shall be mailed to the owners of abutting properties at least 7 days before the meeting at which a temporary use permit is to be considered:

- (A) A temporary building or structure may be erected during the renovation of a permanent building. The temporary building or structure must be removed when repair of damage is complete, but in no case shall it be located on the lot or parcel for more than twelve months, except that the Zoning Board Appeals may extend the duration of the temporary use due to extenuating circumstances provided that work on the permanent building is proceeding diligently toward completion.
- (B) Temporary buildings and structures incidental to construction work may be permitted so long as such building or structure is not intended to be occupied as a dwelling. Said temporary buildings or structures shall be removed within fifteen (15) days after construction is complete, but in no case shall the building or structure be allowed more than twelve (12) months.
- (C) Temporary buildings incidental to a religious institution or school may be permitted for up to 12 months, provided that all wiring, plumbing, fire protection and exits are approved by the Fire Chief and Building Inspector, and by applicable state agencies.
- (D) Temporary sales uses:
 - (1) Upon application, the Zoning Board of Appeals may issue a zoning permit for the temporary sale of merchandise related to a temporary or periodic event. Such merchandise shall be limited to small seasonal items and merchandise including but not limited to Christmas trees, fireworks, and similar items. Temporary sale events of large items such as automobiles, boats, RVs, construction equipment items are prohibited, unless specifically authorized as a permanent principal land use.
 - (2) The display and sale of Christmas trees may also be permitted at a church or campground, provided it is incidental and accessory to the principal use.
 - (3) A zoning permit for the display and sale of merchandise shall be valid for a period not to exceed forty-five (45) days.
 - (4) All unsold trees must be removed from the property by December 31 of each calendar year.
 - (5) No temporary land use permit is necessary for Christmas tree sales where a nursery is permitted by right or as a special land use.
- (E) Temporary recreational uses such as archery ranges, golf driving ranges, ropes courses, etc. may be permitted for up to 12 months. Any temporary buildings or structures shall be removed within fifteen (15) days after the use ceases.

Section 2. Amendment of Subsections. Zoning subsections 151.136 (Q), 151.181(B), the definition of “Special Use” in section 151.4, and the opening paragraph of section 151.340 of the Hartford City Code are hereby amended as follows:

151.136(Q).

Outdoor automotive permanent race tracks are permitted only after a special use has been granted. The special use authorization may include restrictions on the use and operation of the facility so as to minimize the effects of the surrounding area and the community; and

151.181(B).

However, the City Commission may specify a height limit for the structure when the structure requires authorization as a special use.

Definition of “Special Use” in Section 151.4

A use that can be permitted by the City Commission only after a public hearing and recommendation by the Planning Commission and only upon compliance with the standards specified in this chapter to provide adequate protection to the neighborhood and to abutting properties.

Opening Paragraph of Section 151.340

In the district in which mobile home parks are permitted as a special use, the following minimum requirements shall apply:

Section 3. Addition. New zoning sections 151.337, 151.338 and 15.339 are added to the “Provisions for Special Establishments and Operations” division of chapter 151 of the Hartford City Code to read as follows:

Sec. 151.337. Purpose.

This ordinance contemplates the development of a variety of land uses within the City’s zoning districts. It is recognized that there are some land uses which, because of their unique characteristics, may only be appropriate in particular locations and under certain circumstances, which are deemed special land uses. Therefore, this division provides a set of procedures and standards for these special land uses that require special consideration in relation to the welfare of adjacent properties and the community as a whole. The regulations and standards in this division are designed to allow reasonable use of land while maintaining adequate protection of the health, safety, convenience, and general welfare of the City of Hartford. For purposes of this ordinance, all land uses or situations that are referred to as special land uses or are deemed to require special land use approval are subject to the standards of this division.

Sec. 151.338. Application Procedure.

A special land use permit is required prior to the commencement of any special land use in the City of Hartford. The application for a permit shall be processed under the following procedures:

- (A) *Application*. An application for a special land use permit shall be submitted to the Zoning Administrator not less than 45 days prior to the next scheduled Planning Commission meeting. Upon receipt of an application, the Zoning Administrator shall review the application for completeness, and when complete, transmit it to the Planning Commission.
- (B) *Required Information*. An application for special land use approval shall be accompanied by the following documents and information:
 - (1) An application form that has been completed in full by the applicant.
 - (2) The payment of any applicable application and escrow fees as established by resolution of the City Commission.
 - (3) A site plan meeting the requirements of this ordinance.
 - (4) A written narrative outlining compliance with Section 151.339 and any other requirements of this ordinance relating to the proposed special land use.
 - (5) Any additional information deemed necessary by the Zoning Administrator, Planning Commission, or City Commission that will enable the Planning Commission and City Commission to determine the impact of the proposed special land use on the adjacent properties, public infrastructure, and community as a whole. Such information may include, but is not limited to, traffic impact analysis or reports and/or testimony by officials representing

state, county, or local departments of public safety (police and fire), health, highways or roads, and/or environment.

- (C) *Public Hearing Required.* Upon receipt of the materials required above, the Planning Commission shall hold a public hearing on the application, providing notice of such hearing in accordance with state law.
- (D) *Planning Commission Review.* After the public hearing, the Planning Commission shall review the application for special land use, comments received at the public hearing, the site plan, and any other materials submitted in relation to the application. Within a reasonable time following the receipt of all materials, the Planning Commission shall make a recommendation to the City Commission for the approval, approval with conditions, or denial of the special land use application. In arriving at its recommendation, the Planning Commission shall refer to and be guided by those standards set forth in this division and any other standards in this ordinance applicable to the proposed special land use.
- (E) *City Commission Review.* As soon as reasonably possible following the recommendation by the Planning Commission, the City Commission shall consider the recommendation and render a decision on the application. The City Commission shall not be bound to follow the recommendation of the Planning Commission. A special land use shall be approved if it meets all applicable requirements of this ordinance.
- (F) *Issuance of a Special Land Use Permit.* A special land use permit shall be issued by the Zoning Administrator upon the approval of the special land use by the City Commission and upon the fulfillment of any required conditions of approval. The special land use permit shall list all the conditions of approval stipulated by the City Commission. The Zoning Administrator shall forward copies of the special land use permit to the applicant and the City Clerk.
- (G) *Performance Guarantee.* In authorizing a special land use permit, the City Commission may require a performance guarantee.
- (H) *Appeals.* Appeals from any decision or condition related to a special land use application shall only be taken to Circuit Court; no decision related to a special land use application shall be appealed to the Zoning Board of Appeals.
- (I) *Amendments.* Amendments to special land use permits shall be handled in the same manner as the initial special land use application. Minor non-substantive changes to a special land use, as determined by the Zoning Administrator, may be made to an existing special land use permit with the approval of the Zoning Administrator.
- (J) *Transfers.* Unless specifically provided for in this Ordinance or by a condition of special land use approval, a special land use shall run with the land, and any and all associated benefits, conditions, and required security, shall transfer to a new owner upon the sale or transfer of the property in question, unless otherwise voluntarily withdrawn or abandoned by the new owner. Upon transfer, a special land use permit may continue to be exercised, provided that the new owner complies with the terms of the original permit, including all associated conditions of approval and applicable provisions of this ordinance.
- (K) *Re-Submission.* No petition for special land use approval which has been disapproved may be resubmitted for a period of one year from the date of disapproval, except as may be permitted by the Zoning Administrator after learning of new and significant facts or conditions that may result in favorable action upon resubmission.
- (L) *Construction.* A special land use approved pursuant to this division shall either be under substantial construction, or operations exercising the permit shall have commenced, within one year after the date of approval.

- (M) *Expiration.* A special land use permit shall run with the land and shall be valid for as long as the approved use continues in accordance with all terms and conditions of the permit. The special land use permit will expire on the occurrence of one or more of the following conditions:
- (1) If replaced or superseded by a subsequent permitted use or special land use.
 - (2) If the applicant or current owner of the property requests that the special land use permit be rescinded.
 - (3) If the special use is considered abandoned pursuant to subsection (M) below.
 - (4) If a building permit has not been obtained or if on-site development has not commenced within one year of approval of the special land use.
- (N) *Abandonment.* Any permitted special land use shall be considered abandoned, and such use shall not be resumed thereafter, if the use has ceased for at least 6 months and one or more of the following conditions exist. Such conditions are deemed to constitute an intent on the part of the property owner to abandon the use:
- (1) Utilities such as water, gas, or electricity to the property have been disconnected;
 - (2) The property, buildings, or grounds have fallen into disrepair or otherwise clearly indicate that the property is vacant; Signs or other indications of the existence of the nonconforming use have been removed;
 - (3) Removal of buildings, structures, equipment, or fixtures that are necessary for the continuation or operation of the use;
 - (4) Other actions that constitute an intention on the part of the property owner or lessee to abandon the use.
- (O) *Violations.* A violation of the terms, conditions, or limitations of a special land use permit shall be a violation of this ordinance and shall be cause for revocation or suspension of the permit.
- (1) Upon identifying a violation of the special land use permit, the Zoning Administrator shall inform the property owner and/or permit holder in writing of such violation. The permit holder shall be given a reasonable opportunity to correct the violation.
 - (2) If, after a reasonable time, the violation has not been cured, the Zoning Administrator shall refer the matter in writing to the Planning Commission.
 - (3) Upon referral, the Planning Commission shall review the matter and if it determines that a violation exists, it shall provide notice to the permit holder and all alleged violations shall be specified in such notice. Before recommending suspension or revocation of the permit, the Planning Commission shall hold a public hearing on the matter.
 - (4) Following a public hearing, and after providing a reasonable opportunity for the permit holder to cure the violation(s), the Planning Commission may recommend that the City Commission revoke or suspend, pending correction of the violation, any special land use permit. In revoking or suspending the permit, the City Commission shall make a finding that a material violation of the special land use permit exists.
 - (5) A special land use permit that has been revoked may not be reinstated until a new special land use permit is granted pursuant to this chapter. A special land use permit that has been suspended may be reinstated by the City Commission, after recommendation of the Planning Commission, upon finding that all violations have been cured.
- (P) *Previously Approved Special Land Uses.* Land uses that were granted zoning approval by the City prior to the adoption of this ordinance may continue and shall be considered permitted uses,

provided that the requirements and conditions of the original permit are met. If changes are proposed to a previously-approved use that is considered to be a special land use by this Ordinance, the application shall be processed according to the procedures and standards of this Chapter.

Sec. 151.339. Special Land Use Review Standards.

- (A) In addition to standards for specific special land uses contained in the sections that follow, the City Commission must find that the following general standards are met in order to approve a special land use:
- (1) The proposed special land use shall be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the use will not change the essential character of the area in which it is proposed.
 - (2) The proposed special land use shall not involve uses, activities, processes, materials, equipment, or conditions of operation that will be detrimental or hazardous to existing or future uses, or to any persons, property, or the general welfare by reason of excessive production of traffic, lighting, noise, smoke, vibration, water runoff, fumes, glare, or odors.
 - (3) The proposed special land use shall be consistent with the policies of the City's master plan.
 - (4) The proposed special land use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water, and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.
 - (5) The proposed special land use shall ensure that the environment shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal and minimizing topographic modifications.
 - (6) The proposed special land use shall comply with all applicable local, state, and federal regulations and requirements.
- (B) In approving a special land use, the City Commission may require additional conditions and safeguards. Failure to comply with such conditions may result in the revocation of the special land use approval. Conditions imposed on a special land use shall be designed to:
- (1) Meet the intent and purpose of this ordinance;
 - (2) Relate to the standards established in the ordinance for the land use or activity under consideration with the subject application;
 - (3) Ensure compliance with those standards;
 - (4) Protect the general welfare; and
 - (5) Protect individual property rights.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN**



**RESOLUTION 2024 - 001
APPOINT MEMBERS OF THE CITY OF HARTFORD PLANNING COMMISSION**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on January 22, 2024 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 151.231(A) of the City Code provides for a 7-member Planning Commission appointed by the City Council; and

WHEREAS, Section 151.231(B) further provides that, as of the effective date of Ordinance No.335-2023, all 7 seats on the Planning Commission shall be deemed vacant by virtue of the members serving more than 3 years without reappointment, and that, for the first appointments made thereafter, two members shall be appointed to one-year terms, two members shall be appointed two-year terms, and three members shall be appointed to three-year terms such that, as nearly as possible, the terms of 1/3 of all members will expire each year thereafter.

WHEREAS, the City Commission wishes to appoint members to the Planning Commission pursuant to Section 151.231(B).

NOW, THEREFORE BE IT RESOLVED,

A. The following individuals are appointed to serve on the City of Hartford Planning Commission for the terms specified below:

- 1. Vacant - 1 year (ending December 31, 2024)
- 2. Gage Gardner - 1 year (ending December 31, 2024)
- 3. Steven Ackerman - 2 years (ending December 31, 2025)
- 4. Adolfo Morales Jr. - 2 years (ending December 31, 2025)
- 5. Jeff Fuller - 3 years (ending December 31, 2026)
- 6. Jenine Kling - 3 years (ending December 31, 2026)
- 7. Timothy Kling - 3 years (ending December 31, 2026)

B. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: January 22, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on January 22, 2024
Date:, 2024

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 2024 - 003**



RESOLUTION ADOPTING FISCAL YEAR 2023/2024 BUDGET ADJUSTMENTS NO. ONE

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 January 22, 2024 at 5:30p.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 11, 2023, and a public hearing on the proposed budget was held on May 22, 2023, and participation regarding the adoption of a budget and property tax levy for the City’s fiscal year commencing July 1, 2023 and ending June 30, 2024, 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. one by Activity/Department for fiscal year commencing July 1, 2023, and ending June 30, 2024, in accordance with the City Charter.

BE IT FURTHER RESOLVED, that the adjustments change the overall fiscal 2023/2024 budget of revenue by \$2,559.00 and expenditures by \$51,617.00

YEAS: Commissioners’

NAYS: ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: January 22, 2024

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 January 22, 2024 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 2024-003**



RESOLUTION ADOPTING FISCAL YEAR 2023/2024 BUDGET ADJUSTMENTS NO. ONE

EXHIBIT A

FISCAL 2023-2024 BUDGET ADJUSTMENTS NO. ONE GENERAL FUND				
GENERAL FUND	REVENUE			
	CURRENT BUDGET			\$1,366,325
	CURRENT (September 30, 2023)	487,782		
	ADDITIONAL PROJECTED	880,799		
	PROJECTED REVENUE	1,368,581		
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	SHARED REVENUE-LIQUOR LICENSE	1,800		
	BANK INTEREST ON ACCOUNTS		4,056	
	TOTAL REVENUE ADJUSTMENTS:		2,256	
	ADJUSTED REVENUE			\$1,368,581
GENERAL FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,626,124
	CURRENT (SEPTEMBER 30, 2023)	418,032		
	ADDITIONAL PROJECTED	1,216,392		
	PROJECTED EXPENDITURES		1,634,424	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	CITY MANAGER		10,000	
	CLERK		7,000	
	AUDIT FEES		5,650	
	OFFICE SUPPLIES	4,000		
	POSTAGE	3,000		
	BOARD OF REVIEW	2,350		
	PLANNING COMMISSION		3,000	

	ZONING COMMISSION	3,000		
	WELL HEAD PROTECTION	5,000		
	TOTAL EXPENDITURES ADJUSTMENTS		8,300	
	ADJUSTED TOTAL EXPENDITURES			\$1,634,424
	PROJECTED ADJUSTMENT TO GENERAL FUND BALANCE:			

FISCAL 2023-2024 BUDGET ADJUSTMENTS NO. ONE STREET FUNDS				
MAJOR STREETS	REVENUE			
	CURRENT BUDGET			\$300,000
	CURRENT (SEPTEMBER 30, 2023)	81,910		
	ADDITIONAL PROJECTED	218,090		
	PROJECTED REVENUE		300,000	
	ADJUSTMENTS:	SUBTRACT	ADD	
	COMMUNITY STABILIZATION			
	TOTAL REVENUE ADJUSTMENT			0
	ADJUSTED REVENUE			\$300,000
MAJOR STREETS	EXPENDITURES			
	CURRENT BUDGET			\$197,257
	CURRENT (SEPTEMBER 30, 2023)	26,597		
	ADDITIONAL PROJECTED	181,460		
	PROJECTED EXPENDITURES		208,057	
	ADJUSTMENTS:	SUBTRACT	ADD	
	TRAFFIC SERVICES		10,000	
	NON-MOTORIZED		800	
	TOTAL EXPENDITURE ADJUSTMENTS		10,800	
	ADJUSTED EXPENDITURES			\$208,057

PROJECTED ADJUSTMENT TO MAJOR STREET FUND BALANCE:			
LOCAL STREETS	REVENUE		
	CURRENT BUDGET		\$103,000
	CURRENT REVENUE (SEPTEMBER 30, 2023)	26,114	
	ADDITIONAL PROJECTED	76,886	
	PROJECTED REVENUE		103,000
	BUDGET ADJUSTMENTS	SUBTRACT	ADD
	RIGHT OF WAY PERMITS		
	ACT 51		
	COMMUNITY STABILIZATION		
	STATE GRANT - WENDELL AVE		
	TOTAL REVENUE ADJUSTMENTS		0
	ADJUSTED REVENUE		\$103,000
LOCAL STREETS	EXPENDITURES		
	CURRENT BUDGET		\$99,675
	CURRENT (SEPTEMBER 30, 2023)	12,550	
	ADDITIONAL PROJECTED	87,125	
	PROJECTED EXPENDITURES		99,675
	ADJUSTMENT	SUBTRACT	ADD
	ADMINISTRATION		
	TRANSFER TO CDBG FUND		
	TRAFFIC SERVICES		
	NON MOTORIZED		
	TRANSFER TO COMP IMPROVEMENT		
	TOTAL EXPENDITURE ADJUSTMENTS		0
	ADJUSTED EXPENDITURES		\$99,675
PROJECTED ADJUSTMENT TO LOCAL STREET FUND BALANCE:			

**FISCAL 2023-2024
BUDGET ADJUSTMENTS – NO. ONE
SEWER FUND**

SEWER FUND	REVENUE		
	CURRENT BUDGET		\$671,550

	CURRENT REVENUE (SEPT 30, 2023)	248,568		
	ADDITIONAL PROJECTED	423,042		
	PROJECTED REVENUE		671,610	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	INTEREST ON ACCTS RECEIVABLE		60	
	TOTAL REVENUE ADJUSTMENT		60	
	ADJUSTED REVENUE			\$671,610
SEWER FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,085,646
	CURRENT (SEPTEMBER 30, 2023)	115,284		
	ADDITIONAL PROJECTED	970,362		
	PROJECTED EXPENDITURES		1,085,646	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	*			
	TOTAL EXPENDITURE ADJUSTMENTS		0	
	ADJUSTED EXPENDITURES			\$1,085,646

PROJECTED ADJUSTMENT TO SEWER FUND BALANCE:

*Depreciation should be around \$

**FISCAL 2023-2024
BUDGET ADJUSTMENTS – NO. ONE
WATER FUND**

WATER FUND	REVENUE			
	CURRENT BUDGET			\$478,515
	CURRENT (SEPTEMBER 30, 2023)	110,664		
	ADDITIONAL PROJECTED	368,094		
	PROJECTED REVENUE		478,758	

	ADJUSTMENTS:			
		SUBTRACT	ADD	
	MISC REVENUE		243	
	TOTAL REVENUE ADJUSTMENT		243	
	ADJUSTED REVENUE			\$478,758
WATER FUND	EXPENDITURES			
	CURRENT BUDGET			\$637,427
	CURRENT (SEPTEMBER 30, 2023)	112,226		
	ADDITIONAL PROJECTED	525,201		
	PROJECTED EXPENDITURES		637,427	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TRANSFER TO CDBG FUND			
	WATER DISTRIBUTION SYSTEM			
	*			
	TOTAL EXPENDITURE ADJUSTMENT		0	
	ADJUSTED EXPENDITURES			\$637,427
PROJECTED ADJUSTMENT TO WATER FUND BALANCE:				\$
*Depreciation should be around \$				

FISCAL 2023-2024 BUDGET ADJUSTMENTS – NO. ONE MISCELLANEOUS FUNDS					
COMPREHENSIVE IMPROVEMENT	REVENUE				
	CURRENT BUDGET				\$210,000
	CURRENT (SEPTEMBER 30, 2023)	15,000			
	ADDITIONAL PROJECTED	195,000			
	PROJECTED REVENUE			210,000	
	ADJUSTMENTS:		SUBTRACT	ADD	
	CONTRIBUTION – CASINO				
	TRANSFER FROM SEWER FUND				

		TOTAL REVENUE ADJUSTMENT			0
		ADJUSTED REVENUE			\$210,000
COMPREHENSIVE IMPROVEMENT		EXPENDITURES			
		CURRENT BUDGET			\$
		CURRENT (SEPTEMBER 30, 2023)	26,595		
		ADDITIONAL PROJECTED	5,922		
		PROJECTED EXPENDITURES			32,517
		ADJUSTMENTS:	SUBTRACT	ADD	
		CITY HALL EQUIPMENT		4,134	
		POLICE DEPT EQUIPMENT		10,193	
		WATER PROJECTS		18,190	
		TOTAL EXPENDITURE ADJUSTMENT			32,517
		ADJUSTED EXPENDITURES			\$32,517
PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:					

BUILDING DEPARTMENT		REVENUE			
		CURRENT BUDGET			\$63,500
		CURRENT (SEPTEMBER 30, 2023)	10,464		
		ADDITIONAL PROJECTED	53,036		
		PROJECTED REVENUE			63,500
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPART			
		TOTAL REVENUE ADJUSTMENT			0
		ADJUSTED REVENUE			\$63,500
BUILDING DEPARTMENT		EXPENDITURES			
		CURRENT BUDGET			\$51,948

		CURRENT (SEPTEMBER 30, 2023)	3,579		
		ADDITIONAL PROJECTED	48,369		
		PROJECTED EXPENDITURES		51,948	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPARTMENT			
		TOTAL EXPENDITURE ADJUSTMENT		0	
		ADJUSTED EXPENDITURES			\$51,948
PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:					