



City of Hartford  
County of Van Buren, State of Michigan

## Commission Business Meeting Agenda

Monday, March 25, 2024 at 5:30 PM

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF AGENDA

### GUESTS

### PUBLIC COMMENT

### COMMUNICATIONS

1. COMM - Comcast Notice of Programming Changes

### REPORT OF OFFICERS BOARDS & COMMITTEES

- [2.](#) PZ - 2024 February 26

- [3.](#) VBCD - 2024 February Program Updates

- [4.](#) HRC - 2024 January

#### Police & Ordinance

- [5.](#) HPD - 2024 February

#### Fire Department

- [6.](#) HFB - 2024 March

- [7.](#) HFB - 2024 March - Board Representative Germinder

#### Ambulance

- [8.](#) VBEMS - 2024 February

#### Van Buren County

#### Public Works

- [9.](#) DPW Superintendent Award Acknowledgement

- [10.](#) DPW - 2024 February

#### Wastewater Treatment Plant

## Treasurers, Investment & List of Bills

[11.](#) 2024 March List of Bills

## City Manager

[12.](#) CM - Rader 2024 March 25

[13.](#) CM - Brown 2024 March 25

## **APPROVAL OF COMMISSION MINUTES**

[14.](#) 2024 February 20

[15.](#) 2024 March 11

## **APPROVAL OF REPORTS**

## **GOALS/OBJECTIVES**

[16.](#) Discuss & Consider - SWOT Analysis

## **OLD BUSINESS**

[17.](#) Discuss & Consider - Request Hartford Pageant Organization Float Donation

[18.](#) Discuss & Consider - Public Comment Script

[19.](#) City Manager Evaluation - Review Forms & Set Dates

[20.](#) Discuss & Consider - Dangerous Structure Cost Recovery Policy

## **NEW BUSINESS**

[21.](#) Discuss & Consider - WWTP Improvement Project Change Order No. Two

[22.](#) Discuss & Consider - Transportation Asset Management Plan

[23.](#) Discuss & Consider - Planning Commission Board Seat

[24.](#) Discuss & Consider - City Sponsorships

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

[26.](#) Discuss & Consider - DPW Superintendent Compensation

## **INTRODUCTION OF RESOLUTIONS OR AMENDMENTS**

[27.](#) Discuss & Consider - Resolution 2024-004 Street Administrator

[28.](#) Discuss & Consider - Resolution 2024-005 Financial Signatory

[29.](#) Discuss & Consider - Resolution 2024-006 SAM Designation

[30.](#) Discuss & Consider - Resolution 2024-007 2023/2024 Budget Adjustment no. Two

- [31.](#) Discuss & Consider - Proposed Ordinance 341-2023 Marijuana Business - 1st Reading
- [32.](#) Discuss & Consider - Proposed Ordinance 342-2024 Marijuana Business Zoning - 1st Reading
- [33.](#) Discuss & Consider - Proposed Ordinance 343-2024 Zoning Amendment - 1st Reading

**ADJOURNMENT**

**City of Hartford Planning Commission  
Special Meeting, Hartford City Hall  
February 26th, 2024, Minutes**

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

**Members Present:** S. Ackerman, G. Gardner, J. Kling, T. Kling, & A. Morales

**Members Absent:** J. Fuller

**Also Present:** Linnea Rader, Interim City Manager

**Approval of the Agenda:** Motion made by G. Gardner, seconded by S. Ackerman, to approve the February 26<sup>th</sup>, 2024, agenda as written. All present in favor, motion carried.

**Approval of the Minutes:** N/A

\*Motion made by G. Gardner, seconded by A. Morales, to close the regular meeting and open the Public Hearing. All present in favor, motion carried.

**Public Hearing:** No Public Attendees present.

**\*Discuss & Consider Proposed Amendments to Marijuana Ordinance no's. 341-2023 & 342-2023:**

T. Kling re-capped our previous discussions. Linnea pointed out that our suggested modifications had been updated. Re: Sec.110.12 number of temporary marihuana events and licenses & licenses required for Microbusinesses. Update to verbiage to allow the use of the word Cannabis in signage. The ordinances are regulated by the State of Michigan, in compliance with the current laws. Discussed that fenced in outdoor areas are allowed for recreational use, or inside separated areas that are well ventilated. G. Gardner had a question about violations, do police have the right to step in. There would have to be a public disturbance or law-breaking issue occurring outside of the facility.

**\*Discuss & Consider Proposed Amendments to Zoning Ordinance no. 343-2024 for sections 151.291, 151.309, 151.310, and 151.311:**

T. Kling re-capped our previous discussions. Amendment would allow the City Commission to act as the Zoning Board of Appeals and remain having final approval over Special Use Permits & Site Plans. After a brief discussion, all were in favor of moving forward with approving the above proposed amendments and recommendation to City Commission for final approval.

\*Motion made by G. Gardner, seconded by S. Ackerman, to close the Public Hearing and reopen the regular meeting. All present in favor, motion carried.

\*Motion made by J. Kling, seconded by G. Gardner, to approve the Proposed Amendment to Marijuana Ordinance no's. 341-2023 & 342-2023 and recommend to the City Commission for final approval. All present in favor, per roll call, motion carried.

\*Motion made by G. Gardner, seconded by A. Morales, to approve the Proposed Amendment to Zoning Ordinance no. 343-2024 and recommend to the City Commission for final approval. All present in favor, per roll call, motion carried.

Linnea informed us that there would be a Special Council meeting on March 11<sup>th</sup> where they would have a first reading of the proposed amendments to the above ordinances. A second reading will take place at the regular March meeting at the end of month.

**Public Comments Not on the Agenda:** Linnea Rader Brief Updates: N/A

**Old Business:** N/A

**New Business:** N/A

**Other business:** N/A

**Adjournment:**

Motion made by G. Gardner, seconded by A. Morales, to adjourn the meeting. All present in favor, motion carried.  
Meeting adjourned by T. Kling at 7:49 P.M.

Respectfully submitted by: Jenine Kling, Secretary



## Van Buren Conservation District February 2024 Program Update

*Submitted by Emily Hickmott, Executive Director*

Spring seems to be upon us early this year, which is as disorienting as the date on my calendar! District staff is hard at work planning this year's events and outreach, so keep an eye on our calendar and news posts at [www.VanBurenCD.org](http://www.VanBurenCD.org) as we're updating nearly weekly now. Our annual reports have arrived and should be delivered to you soon, if they haven't been already. Please share these with your community members and clients! Recycling collections kick off **April 22** and details have been posted at <https://vanburencd.org/van-buren-county-recycling-collections/>.

Our annual Tree Seedling Sale is open for one more month; 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](http://www.VanBurenCD.org/Shop)

If you missed it, the Michigan Department of Natural Resources posted their recent Recreation Grant webinar. Applications are due **April 1**, so you still have some time if your community has a project in mind. [2024 DNR Recreation Grant Application Workshop \(youtube.com\)](https://www.youtube.com/watch?v=2024DNRRecreationGrantApplicationWorkshop) If you have any questions, please reach out to the appropriate grants management staff: [Recreation Grant Coordinator – Regional Map \(michigan.gov\)](https://www.michigan.gov/recreation-grant-coordinator)

As always, 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. Have a great final month of official winter!

### **Program Updates:**

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) – January is a great time to reflect on successes and challenges of the previous year. In 2023, with grant support, the Ag & Water Quality Team helped local farmers install over 3,300 acres of cover crops. These cover crops prevented 333 tons of sediment runoff to our lakes and streams. We provided \$105,000 in cost-share dollars to help farmers try conservation practices.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) – The CISMA started off the New Year by reconnecting with new and old partners and establishing our foundation for the field season. At the annual Michigan Invasive Species Coalition (MISC) meeting, we shared space and ideas with fellow CISMA coordinators – grounding ourselves for the year. The field season has already begun to take shape as we complete the required permitting and begin scheduling events!
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – Winter is the meeting and tradeshow season. The specialist is gearing up for speaking engagements at various meetings, webinars and trade shows in SW Michigan. He is also setting up farmers for Verifications as far out as March when some return from warmer climates. In addition, the specialist is working with two other technicians to finalize an Envirothon competition for this year, the first since 2018. There is a lot of interest in Envirothon from teachers and youth leaders that have had teams in the past.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) – Kicking off 2024 has been a whirlwind for Lucas and Gabe. A large number of EQIP, ACT-Now, and High-Tunnel applications have been submitted by area residents and now we

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269.657.4030 x5 ◊ [www.VanBurenCD.org](http://www.VanBurenCD.org) ◊ [info@vanburencd.org](mailto:info@vanburencd.org)



## Van Buren Conservation District February 2024 Program Update

*Submitted by Emily Hickmott, Executive Director*

face the task of getting them properly documented and into the system! Can't wait to start seeing all these fantastic ideas surrounding conservation happening in our community!

- **Outreach** (*Jacob Diljak*) - The VBCD Tree Sale kicked off! Our largest fundraiser started with a bang with over 60 orders in under a month. Be sure to register for our free webinar, the Backyard Symposium, to hear our speakers talk about farming and gardening resources, backyard poultry, and community gardens.
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) - The New Year started strong with the initiation of Materials Management Planning as a part of the new amendment to Part 115 Legislation. Van Buren County is excited to work together on a regional plan with Southwest Michigan Planning Commission helping lead the way. This Kalli also educated our residents at a presentation at Liberty Hyde Bailey Museum and Gobles Middle School.



**HARTFORD COUNCIL FOR RECREATION**  
**PO BOX 332, HARTFORD, MI 49057**  
**[www.hartfordrecreation.org](http://www.hartfordrecreation.org)**

**HARTFORD COUNCIL FOR RECREATION SPORTS LEAGUE**

**Thursday, January 18, 2024**

**7:30 PM**

**Hartford High School Library**

7:38 Meeting called to order

Present: Jason May, America May, Megan Mireles, Joe Morsaw, Bianca Deckard, Angela Glover

Absent: Andy Bachman, Rick Hall, Lee Mireles, Neil Friday

Public Present: None

Review and approve December meeting minutes- Joe Morsaw Motion, Second- Bianca Deckard. Vote 4-0

Board Positions-

Angela Glover to hold a board seat. Nominated by Joe Morsaw, second by Megan. 4-0

President- Jason May

Vice President- Joe Morsaw

Secretary- Megan Mireles

Treasurer- Bianca Deckard

Concessions- Angela Glover

Director of Operations- America May

Park director- Jeff C.

Head Umpire-

Baseball Director- Neil Friday

Softball Director- Megan Mireles

Football Director- Bianca and Taylor Deckard

Basketball Director- Lee Mireles

Tball Director-

Financial Updates-

General- 2172.17

Concession- 15322.04



League of Miracles- 1326.11

Baseball/softball- 764.04

Sponsorship Letter- remove wording for League of Miracles.

Baseball/Softball- out of season.

Keep same fees as last season.

-Tball \$50

-BB/SB \$90,140,170

Online open for January and February

In-Person sign ups at boys home games on 2/10 and 2/17 and conferences 2/27 and 2/29

Gym practices if available

Ordered baseballs. Need 11inch softballs.

Need sand brought in.

Set clinic dates. End of February.

Football/Cheer- Season is over.

All fall sport skating party 2/18/24 at Ramona's skating. 100.00 deposit and pizza and drinks.

Basketball-

First games January 20th.

Hosting two dates. 2/10 and 2/17

Angela Glover to do Concessions

Varsity boys to help at games.

New Organization-

501(c)3 paperwork filed 10/17 and then amended.

Old Business-

Continued discussion on Soccer-meetings ongoing to gather help and interest

Accounting- appointment set for Monday January 22.

New Business-

Contract workers for 2024- Angie and Jeff on board for 2024.

Team pictures for Sponsorship

Public Wishing to address the board- None

Open Discussion-

League of Miracles owe 96 dollars for concessions during baseball.

Leanna Lietzau gave us the 275 cash for sign up fees she had collected while coaching 14u softball.

Next meeting: 2/19/24 7:00 HHS Library

Meeting closed 8:23

Motion Joe Morsaw

Second Bianca Deckard

5-0



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

**Police Report for Month of February 2024**

<b>Total Duty Hours</b>	<b>764</b>	<b>Foot Patrol Hours</b>	<b>5</b>
<b>Arrests</b>	<b>16</b>	<b>Felony</b>	<b>2</b>
<b>B&amp;E's</b>	<b>0</b>	<b>Misdemeanor</b>	<b>14</b>
<b>Arrest Warrants Issued</b>	<b>7</b>	<b>Traffic Citations Issued</b>	<b>27</b>
<b>Homicide</b>	<b>0</b>	<b>Robbery</b>	<b>0</b>
<b>Sex Crimes</b>	<b>0</b>	<b>Trespassing</b>	<b>3</b>
<b>Assaults</b>	<b>3</b>	<b>UDAA (stolen auto)</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>Larceny</b>	
<b>Frauds</b>	<b>2</b>	<b>Property Destruction/Vandalism</b>	<b>2</b>
<b>NFS Checks</b>		<b>Juvenile Del</b>	<b>3</b>
<b>OUIL</b>	<b>1</b>	<b>Drug Investigations</b>	<b>2</b>
<b>Civils</b>	<b>9</b>	<b>Public Peace</b>	<b>7</b>
<b>Lost Property</b>	<b>1</b>	<b>Found Property</b>	<b>2</b>
<b>Suspicious Person(s)/Vehicle(s)</b>	<b>8</b>	<b>Alarms</b>	<b>4</b>
<b>Health/Safety</b>	<b>8</b>	<b>Traffic Crash</b>	<b>8</b>
<b>Assist to other Agencies</b>	<b>12</b>	<b>Michigan State Police</b>	<b>3</b>
<b>Van Buren Co Sheriff</b>	<b>7</b>	<b>FIRE/EMS</b>	<b>13</b>
<b>Other Local Agencies</b>	<b>2</b>	<b>Persons</b>	<b>8</b>

**HARTFORD POLICE DEPARTMENT MONTH OF FEBRUARY 2024  
STATS. AS ALWAYS IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE  
TO CONTACT ME. CHIEF MICHAEL W. PRINCE.**

**Hartford Fire Board Meeting  
March 12th, 2024  
February Business**

Contents

Page 1	Meeting Agenda
Page 2-5	Proposed Meeting Minutes of February 12th, 2024 Board Meeting
Page 6	Treasurer Report
Page 7-8	Income & Expense and Expenses by Vendor Summary
Page 9	Invoices
Page 10-11	Revenue & Expenditure Report
Page 12-15	Call Report
Page 16	Addition of Peter Stanslawski on Investment Account
Page 17	Discussion of Bank Accounts
Page 18	Millage Language
Page 19	Employee Resignation
Page 20	Discussion of Grass Rig 1860
Page 21-24	Chief Harting's Reports
Page 25	Assistant Chief McGrew Report

Hartford Fire Board  
Agenda  
Tuesday March 12th, 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 February 12th, 2024: Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve previous meeting minutes as presented. Motion \_\_\_\_\_ Yeas: \_\_\_ Nays: \_\_\_\_\_
- VIII. Approval of February Treasurer's report: Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer's report as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  - a. Accounts Payable: Amount \$ 18,201.41 Motion by \_\_\_\_\_ Second \_\_\_\_\_ by roll call vote Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
- XII. New Business:
  - 1. Discussion and addition of Peter Stanslawski as an authorized user to the Huntington Investment accounts.
  - 2. Discussion and consideration of closing our Huntington accounts and moving all accounts to Honor Credit Union.
  - 3. Discussion of the upcoming Millage Request.
  - 4. Accept the Resignation of Probationary Firefighter Noah Emery effective February 24<sup>th</sup>.
  - 5. Discussion of the future of Grass Rig 1860.

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 February 12th, 2024**

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

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

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

Guest:

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of February 12th, 2024, was presented and approved. Motion by Sefcik Second by Germinder to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the January 8<sup>th</sup>, 2024, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

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

Yeas: 4 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$19,960.00 Motion by Hunt; second by Germinder to pays bills in the amount of \$19,960.00.

Motion approved upon roll call vote of members present.

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

**Absent: Birmele**

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

**Unfinished Business:** N/A

**New Business:**

1. Discussion took place on the March Fire Board Meeting Date, Due to a conflict at the Township Hall the Meeting Date needs to be changed to the following day. Motion by Sefcik; Seconded by Germinder to Cancel the March 11<sup>th</sup> Fire Board Meeting and Reschedule for Tuesday March 12<sup>th</sup> at 7:00pm at the Township Hall.

Yeas: 4      Nays: 0      **Approved**

2. Discussion took place on the Joint Meeting between the City/Township/Fire Board and that a date needs to be set. Motion by Sefcik; Seconded by Ledesma to set the Annual Joint Budget Meeting with the City/Township/Fire Board for Wednesday April 3<sup>rd</sup> 7:00pm at the Fire Station.

Yeas: 4      Nays: 0      **Approved**

3. Peter Stanslawski presented Budget Adjustments for the Boards review, Motion by Sefcik; Seconded by Hunt to approve 2023/2024 Budget Adjustment #1 as presented.

Yeas: 4      Nays: 0      **Approved**

**Fire Chiefs Report:**

1. Meetings Attended:
  - Township
  - City
  - VBC FF Training Committee
  - VBC Medical Control
2. Annual service completed on hydraulic tools.
3. Annual service completed on station generator.
4. Attended a recruitment and retention training at the TECH center.
5. Some of us will be attending a Construction & Response training class for Electric
6. Vehicles at the end of the month, at Bangor FD. Class Sponsored by the VBC FF
7. Training committee.
8. Worked on the Mileage renewal with Ron and Kevin
9. 501C3 is completed, we received the new Tax ID number in the mail.

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

Meetings Attended: VBC Fire Chiefs

1. Applied for TC Energy Grant for \$10,000 Ice Rescue Program Startup
2. Attended Attributes of Leading Class
3. Annual Fit Testing Completed
4. SCBA Bottles Hydro Tested
5. Smoke Alarm Installs

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief



**Other board Business:**

- Sefcik brought the board up to speed on the upcoming milage renewal.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:30p.m.

Yeas:4 Nays:0      **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

**HARTFORD FIRE BOARD MEETING**

**Minutes of Fire Board Meeting March 12th, 2024**

**Members Present upon roll call:** Ron Sefcik; Chad Hunt(7:04) Eric Germinder; Carlos Ledesma; Jerry Birmele; Chief Harting **Absent:**

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

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

Guest: None

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of March 12th, 2024, was presented and approved. Motion by Germinder Second by Ledesma to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the February 12<sup>th</sup>, 2024, Fire Board Meeting were presented. Motion by Sefcik; Second by Germinder to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

The February Treasurer’s Report was presented: Motion by Birmele; Second by Sefcik to approve Treasurer’s Report as presented.

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$18,201.41 Motion by Ledesma; second by Sefcik to pays bills in the amount of \$18,201.41

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

**Unfinished Business:** N/A

**New Business:**

1. Discussion took place on the need to add Peter Stanslawski as an authorized user to the Huntington Investment Accounts. Motion by Sefcik; Seconded by Germinder to approve the addition of Peter Stanslawski as an authorized user on the Huntington Investment Accounts.

Yeas: 5      Nays: 0      **Approved**

2. Discussion took place on the possibility of closing our Huntington accounts and moving all accounts over to Honor Credit Union. Peter is going to have a conversation with Honor and see if this is feasible for us.

Tabled until April Meeting.

3. Discussion on the upcoming Millage Request, Sefcik updated the board on the process that we must take to submit the request for approval with the city and township. A resolution will be presented at the April Meeting for approval by the fire board.

4. Probationary Firefighter Noah Emerick submitted a written letter of resignation on February 24<sup>th</sup>, 2024, Motion by Sefcik; Seconded by Hunt to accept the resignation of Noah Emerick effective February 24<sup>th</sup>.

Yeas: 5      Nays: 0      **Approved**

5. Discussion on the future of Grass Rig 1860 took place, Chief Harting and Asst. Chief McGrew presented facts about the jeep and the need for repairs. Currently the unit is not safe to be in service and we do not technically own

it as it belongs to the Michigan DNR. After continued discussion a Motion was made by Sefcik; Seconded by Hunt to contact the Michigan DNR for them to come pick it up.

Yeas: 5

Nays: 0

**Approved**

### **Fire Chiefs Report:**

1. Meetings Attended:

- Township
- VBC FF Training Committee
- VBC Medical Control

2. Air Care is closing in April- Medical Control is looking at alternatives.

3. 3 Members attended an electric vehicle class in Bangor.

Respectfully Submitted

Robbie Harting- Fire Chief

### **Assistant Fire Chief Report:**

Meetings Attended:

1. All equipment has been brought back to the station from the township hall storage barn.
2. Oil Change & Service completed on the mule.
3. Smoke & CO alarms restocked from the State.
4. Applied for a Grant from Wolverine Pipeline for \$1,100.00 for a Emergency Plug for Electric Vehicles.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Sefcik mentioned to the board about the Capital Improvement Plan and the importance of the millage renewal to continue to support Equipment purchases in the future.

Motion by Ledesma; Second by Sefcik to adjourn the meeting at 7:47p.m.

Yeas: 5    Nays:0    **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

**HARTFORD FIRE**

**CASH BALANCES**

**MARCH 11 2024**

General Checking	\$ 42,459.85
Operating Account	\$ 100,104.93
Millage Account	\$ 233,939.45
Maintenance Account	\$ 13,559.03
Donation Account	\$ 7,203.20

Investment Account

Total Spendable Accounts **\$ 397,266.46**

03/07/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 02/13/2024 - 03/11/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
02/15/2024	DD343(A)	HARTING, ROBBIE	PAYROLL	1,798.34
02/15/2024	DD344(A)	MC GREW, KEVIN	PAYROLL	847.88
02/29/2024	180(E)	AT&T MOBILITY	CELL PHONES	406.60
02/29/2024	181(E)	COMCAST	TELEPHONES & INTERNET	296.13
02/29/2024	182(E)	EPS SECURITY	SECURITY SERVICES	154.08
02/29/2024	183(E)	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	180.00
02/29/2024	EFT77(E)	CITY OF HARTFORD	PAYROLL	280.72
02/29/2024	EFT78(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,792.32
03/01/2024	DD345(A)	HARTING, ROBBIE	PAYROLL	1,768.35
03/01/2024	DD346(A)	BODARY, BRANDON	PAYROLL	308.08
03/01/2024	DD347(A)	CHAPPELL, MICHAEL	PAYROLL	14.92
03/01/2024	DD348(A)	EASTMAN, SCOTT	PAYROLL	10.97
03/01/2024	DD349(A)	EMERICK, NOAH	PAYROLL	37.85
03/01/2024	DD350(A)	FLEMMING, RYAN	PAYROLL	3.14
03/01/2024	DD351(A)	FRY, STEVEN	PAYROLL	174.84
03/01/2024	DD352(A)	GERMINDER, ERIC	PAYROLL	52.86
03/01/2024	DD353(A)	HARTING, BRANDI	PAYROLL	460.95
03/01/2024	DD354(A)	HUNT, CHAD	PAYROLL	51.86
03/01/2024	DD355(A)	HUNT, COLE	PAYROLL	49.94
03/01/2024	DD356(A)	LEDESMA, CARLOS	PAYROLL	52.86
03/01/2024	DD357(A)	LOWE, STEVEN	PAYROLL	275.26
03/01/2024	DD358(A)	MC CLELLAN, TROY	PAYROLL	100.84
03/01/2024	DD359(A)	MC GREW, KEVIN	PAYROLL	1,086.96
03/01/2024	DD360(A)	ROBERTS, KHELUN	PAYROLL	243.60
03/01/2024	DD361(A)	SEFCIK, RONALD	PAYROLL	52.86
03/01/2024	DD362(A)	SHARPE, IAN	PAYROLL	381.09
03/01/2024	DD363(A)	WEBERG, SCOTT	PAYROLL	185.28
03/01/2024	STUB34(A)	FLEMMING, LISA	PAYROLL	0.00
03/01/2024	STUB35(A)	LOVE, KIRKLAND	PAYROLL	0.00
03/05/2024	EFT79(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	510.00
03/11/2024	184(E)	INDIANA MICHIGAN POWER	ELECTRIC	572.05
03/11/2024	185(E)	AT&T MOBILITY	CELL PHONES	406.60
03/11/2024	186(E)	COMCAST	TELEPHONES & INTERNET	296.13
03/11/2024	187(E)	CONSUMERS ENERGY	NATURAL GAS	294.07
03/11/2024	188(E)	CUMMINS SALES & SERVICES	MAINTENANCE	841.21
03/11/2024	189(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES & MAINTENANCE	224.99
03/11/2024	190(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	345.63
03/11/2024	191(A)	SUMMIT FIRE PROTECTION	EXTINGUISHER REFILL	1,320.00

03/07/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 02/13/2024 - 03/11/2024				
Check Date	Check	Vendor Name	Description	Amount
03/11/2024	15030	KELLOGG HARDWARE INC	SUPPLIES	144.64
03/11/2024	15031	VANDERZEE MOTORPLEX	MULE REPAIR	94.55
03/11/2024	15032	BERRIEN COUNTY FFTC	TRAINING	350.00
03/11/2024	15033	PETER STANISLAWSKI	FINANCE SERVICES	600.00
03/11/2024	15034	US BUSINESS SYSTEMS INC	COPIER	102.96
03/11/2024	15035	VAN BUREN COUNTY	TRAINING	30.00
Total of 44 Checks:				18,201.41
Less 0 Void Checks:				0.00
Total of 44 Disbursements:				18,201.41



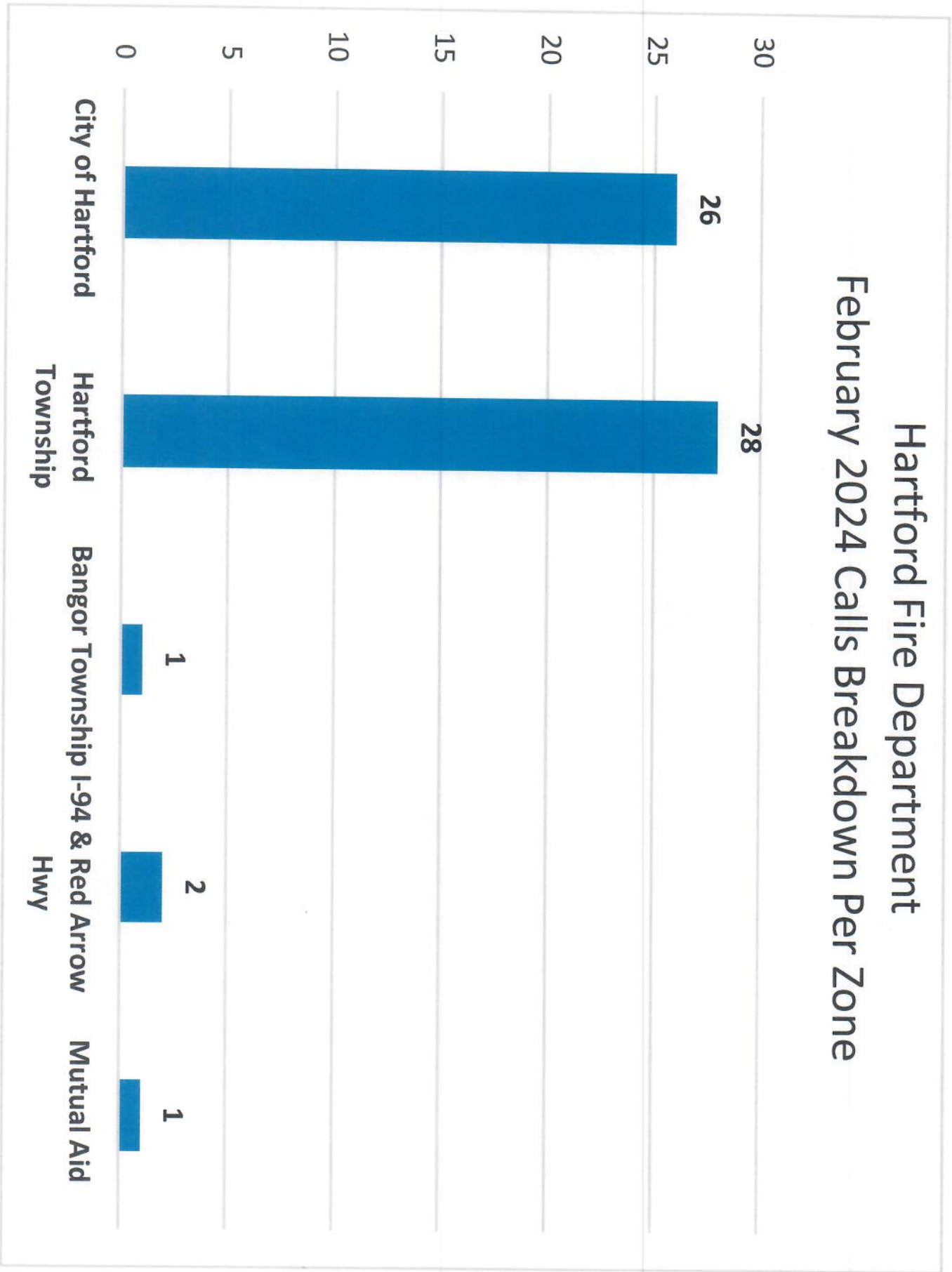
Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	406.60
	CELL PHONES	406.60
	TOTAL	813.20
2. BERRIEN COUNTY FFTC		
	TRAINING	350.00
3. COMCAST		
	TELEPHONES & INTERNET	296.13
	TELEPHONES & INTERNET	296.13
	TOTAL	592.26
4. CONSUMERS ENERGY		
	NATURAL GAS	294.07
5. CUMMINS SALES & SERVICES		
	MAINTENANCE	841.21
6. EPS SECURITY		
	SECURITY SERVICES	154.08
7. FIRST NATIONAL BANK OMAHA		
	SUPPLIES & MAINTENANCE	224.99
8. INDIANA MICHIGAN POWER		
	ELECTRIC	572.05
9. KELLOGG HARDWARE INC		
	SUPPLIES	144.64
10. NORTH BREATHING AIR LLC		
	ANNUAL MAINTENANCE	180.00
11. PETER STANISLAWSKI		
	FINANCE SERVICES	600.00
12. SHELL FLEET PLUS		
	DIESEL & GASOLINE	345.63
13. SUMMIT FIRE PROTECTION		
	EXTINGUISHER REFILL	1,320.00
14. US BUSINESS SYSTEMS INC		
	COPIER	102.96
15. VAN BUREN COUNTY		
	TRAINING	30.00
16. VANDERZEE MOTORPLEX		
	MULE REPAIR	94.55
TOTAL - ALL VENDORS		6,659.64

GL NUMBER	DESCRIPTION	AMENDED BUDGET	2023-24	YTD BALANCE 03/31/2024	NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024	INCREASE (DECREASE)	AVAILABLE BALANCE	NORMAL (ABNORMAL)	% BUDGET USED
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85	114,409.52	0.00	42,896.33	72.73				
206-000-402.000	HARTFORD CITY	128,704.78	95,306.07	10,589.57	33,398.71	74.05				
206-000-411.000	HARTFORD TWP MILLAGE	65,529.00	39,023.83	0.00	26,505.17	59.55				
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00	31,950.19	7,954.26	14,049.81	69.46				
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47	5,070.50	1,067.75	(928.03)	122.40				
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	6,400.00	0.00	3,200.00	66.67				
206-000-584.000	VBEMS	12,198.33	10,110.00	0.00	2,088.33	82.88				
206-000-665.000	INTEREST	6,000.00	4,685.49	0.00	1,314.51	78.09				
Total Dept 000		438,770.19	309,485.60	19,611.58	129,284.59	70.53				
TOTAL REVENUES										
438,770.19			309,485.60	19,611.58	129,284.59	70.53				
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00	1,920.00	240.00	2,280.00	45.71				
206-336-704.000	CHIEF SALARY	56,141.00	37,427.36	2,339.21	18,713.64	66.67				
206-336-710.000	FIREFIGHTER/ MFR	55,000.00	40,536.90	3,814.50	14,463.10	73.70				
206-336-712.000	SHIFT COVERAGE	14,400.00	8,580.00	990.00	5,820.00	59.58				
206-336-714.000	SUPPORT STAFF	80.00	80.00	0.00	0.00	100.00				
206-336-720.000	PAYROLL TAXES	14,000.00	7,803.35	564.84	6,196.65	55.74				
206-336-724.000	RETIREMENT	4,000.00	2,105.30	140.35	1,894.70	52.63				
206-336-730.000	GASOLINE & DIESEL	9,400.00	3,697.07	345.63	5,702.93	39.33				
206-336-731.000	VEHICLE MAINTENANCE	9,500.00	6,061.06	0.00	3,438.94	63.80				
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00	5,382.59	1,414.55	7,517.41	41.73				
206-336-740.000	OPERATING SUPPLIES	350.00	96.62	40.62	253.38	27.61				
206-336-741.000	MEDICAL SUPPLIES	2,500.00	599.57	102.51	1,900.43	23.98				
206-336-742.000	ANNUAL TESTING	8,150.00	2,593.10	0.00	5,556.90	31.82				
206-336-751.000	PHONES	6,615.20	5,157.66	660.73	1,457.54	77.97				
206-336-753.000	UTILITIES	10,000.00	5,633.41	866.12	4,366.59	56.33				
206-336-763.000	BUILDING MAINTENANCE	36,550.00	28,201.55	1,067.71	8,348.45	77.16				
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00	2,897.34	0.00	1,227.66	70.24				
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00	13,414.21	0.00	2,585.79	83.84				
206-336-785.000	EDUCATION/ TRAINING	8,700.00	5,525.81	380.00	3,174.19	63.52				
206-336-796.000	PHYSICALS	8,300.00	7,656.25	0.00	643.75	92.24				
206-336-799.000	OFFICE/ COMPUTER	5,910.00	3,088.12	102.96	2,821.88	52.25				
206-336-801.000	PROFESSIONAL SERVICES	20,000.00	16,695.00	600.00	3,305.00	83.48				
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	21,133.97	(324.00)	6,866.03	75.48				
Total Dept 336 - FIRE OPERATING		337,321.20	226,286.24	13,345.73	111,034.96	67.08				
TOTAL EXPENDITURES										
337,321.20			226,286.24	13,345.73	111,034.96	67.08				
Fund 206 - FIRE FUND:										
TOTAL REVENUES										
438,770.19			309,485.60	19,611.58	129,284.59	70.53				
TOTAL EXPENDITURES										
337,321.20			226,286.24	13,345.73	111,034.96	67.08				

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT  
PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDDT USED
Fund 206 - FIRE FUND						
NET OF REVENUES & EXPENDITURES		101,448.99	83,199.36	6,265.85	18,249.63	82.01

## Hartford Fire Department February 2024 Calls Breakdown Per Zone



City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
2/1/2024	Fuel Spill-411	1802&1871	2	34	2024-84
2/3/2024	LIFT ASSIST-554	1810	6	49	2024-86
2/4/2024	Medical Call-311	1802&1810	5	74.75	2024-88
2/6/2024	Medical Call-311	1810	2	0	2024-91
2/6/2024	Medical Call-321	1802	2	31.75	2024-93
2/7/2024	Medical Call-311	1810	5	74.25	2024-94
2/8/2024	CO Alarm	1810	3	16.5	2024-97
2/10/2024	Fire Alarm	1802	5	81.25	2024-101
2/11/2024	Medical Call-321	1810	4	61.5	2024-102
2/12/2024	Medical Call-321	1802&1810	2	0	2024-104
2/13/2024	Medical Call-311	1810	4	27.5	2024-107
2/14/2024	Liquid Spill	1802&1871	3	49.5	2024-109
2/15/2024	Medical Call-311	1810	2	33	2024-112
2/18/2024	Medical Call-311	1810	8	0	2024-114
2/19/2024	Medical Call-311	1810	2	0	2024-117
2/20/2024	P.I. Accident-324	1801	2	0	2024-119
2/20/2024	Medical Call-311	1810	3	49.5	2024-121
2/21/2024	Medical Call-311	1810	3	16.5	2024-123
2/21/2024	Medical Call-321	1802&1810	2	66	2024-124
2/21/2024	Lift Assist-554	1802	5	81.5	2024-125
2/23/2024	Medical Call-311	1802	1	17.5	2024-127
2/24/2024	Medical Call-311	1802	2	34	2024-128
2/24/2024	CO Alarm	1810	1	8.75	2024-130
2/27/2024	Medical Call-311	1810	1	0	2024-133
2/27/2024	Weather Standby		6	95.75	2024-135
2/28/2024	Medical Call-311	1802	1	17.5	2024-138

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
2/1/2024	Medical Call-321	1802&1810	3	16.5	2024-83
2/3/2024	Pl-No Injuries	1810&1871	6	98	2024-85
2/4/2024	Medical Call-321	1810	3	50.5	2024-87
2/5/2024	Good Intent-600	1871	4	61.5	2024-89
2/6/2024	Medical Call-311	1810	2	0	2024-90
2/6/2024	Good Intent-600	1802	4	66	2024-92
2/7/2024	Medical Call-311	1810	2	0	2024-95
2/8/2024	Power Line-444	1802&1871	8	125.5	2024-98
2/9/2024	Medical Call-311	1810	3	48.25	2024-99
2/9/2024	Medical Call-311	1810	2	0	2024-100
2/12/2024	Lift Assist-554	1810	1	0	2024-103
2/12/2024	Medical Call-311	1810	2	0	2024-105
2/13/2024	Fire Alarm	1841&1801	4	27.5	2024-106
2/14/2024	Medical Call-311	1802	1	17.5	2024-108
2/15/2024	Medical Call-311	1810	1	0	2024-110
2/16/2024	Medical Call-311	1810	1	16.5	2024-113
2/19/2024	Medical call-311	1810	1	16.5	2024-115
2/19/2024	Medical Call-311	1810	1	16.5	2024-116
2/19/2024	Medical Call-311	1802&1810	3	63.75	2024-118
2/20/2024	Medical Call-321	1802&1810	4	107.25	2024-120
2/21/2024	Lift Assist-554	1810	3	16.5	2024-122
2/23/2024	Medical Call-311	1810	3	32	2024-126
2/24/2024	Medical Call-311	1810	1	17.5	2024-129
2/26/2024	Medical Call-311	1802	2	31.75	2024-132
2/27/2024	Brush Fire-142	1801&1869&1831&1871	9	267.25	2024-134
2/28/2024	Service Call	1802	2	14.25	2024-137
2/29/2024	Medical Call-311	1810	1	7.13	2024-139
2/29/2024	Medical Call-321	1802&1810	2	31.75	2024-140

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Area
2/25/2024	Structure Fire-111	1831	6	367.75	2024-131	Cass County

I-94 & Red Arrow Hwy or

Cost Recovery	Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
2/15/2024	I-94	Brake Fire	1871 & 1801	4	27.5	2024-111
2/28/2024	TWP	Vehicle Fire	1871&1802	4	66	2024-136

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
2/7/2024	P.I. Accident-322	1871&1802	6	82.5	2024-96

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** March 12<sup>th</sup> 2024  
**Submitted By:** Ron Sefcik- Board Chairman  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Approval of Peter Stanslawski as authorized user.

RECOMMENDED ACTION:

The Board Needs to Approve Peter Stanslawski as a authorized user for the Huntington Investment accounts.



# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** March 12<sup>th</sup> 2024  
**Submitted By:** Ron Sefcik- Board Chairman  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Discussion of Bank Accounts

RECOMMENDED ACTION:

With the recent issues Peter has had of trying to get into the accounts with Huntington, should the board consider moving our accounts over to Honor Credit Union.

## FIRE APPARATUS AND EQUIPMENT RENEWAL

### Hartford Township

Shall the limitation on the amount of taxes which may be assessed against all **real and personal** taxable property in the Township of Hartford, Van Buren County, Michigan, remain **0.7019** mill (**\$0.7019** for each \$1,000.00) on taxable valuation of real property for the years 2025 through **2026** to provide funds for purchasing fire apparatus and equipment for the use by the Hartford Fire Department; (the estimate of the revenue the Township will collect if the millage is renewed and levied for the first year is approximately **\$65,529.00**); this is a renewal of a tax that will expire in 2024 and such renewal tax levy to be contingent upon approval by the City of Hartford of a similar renewal?

### Hartford City

Shall the limitation on the amount of taxes which may be assessed against all **real and personal** taxable property in the City of Hartford, Van Buren County, Michigan remain **1.4185** (**1.4185** for each \$1000.00) on taxable valuation of real property for the years 2025 through **2026** to provide funds for purchasing fire apparatus and equipment for the use by the Hartford Fire Department: (the estimate of the revenue the City will collect if the millage is renewed and levied for the first year is approximately **\$59,979.00**): this is a renewal of a tax that expires in 2024 and such renewal tax levy to be contingent upon approval by the Hartford Township of a similar renewal?

January 31, 2024

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** March 12<sup>th</sup> 2024  
**Submitted By:** Kevin McGrew- Asst. Fire Chief  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Noah Emery Resignation

RECOMMENDED ACTION:

Noah reached out on February 24<sup>th</sup> to Assistant Chief McGrew and stated he would like to resign for personal reasons and He would like to thank the Board and the Fire Department for the opportunity.

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** March 12<sup>th</sup> 2024  
**Submitted By:** Rob & Kevin  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Future of Grass Rig 1860 (Jeep)

### RECOMMENDED ACTION:

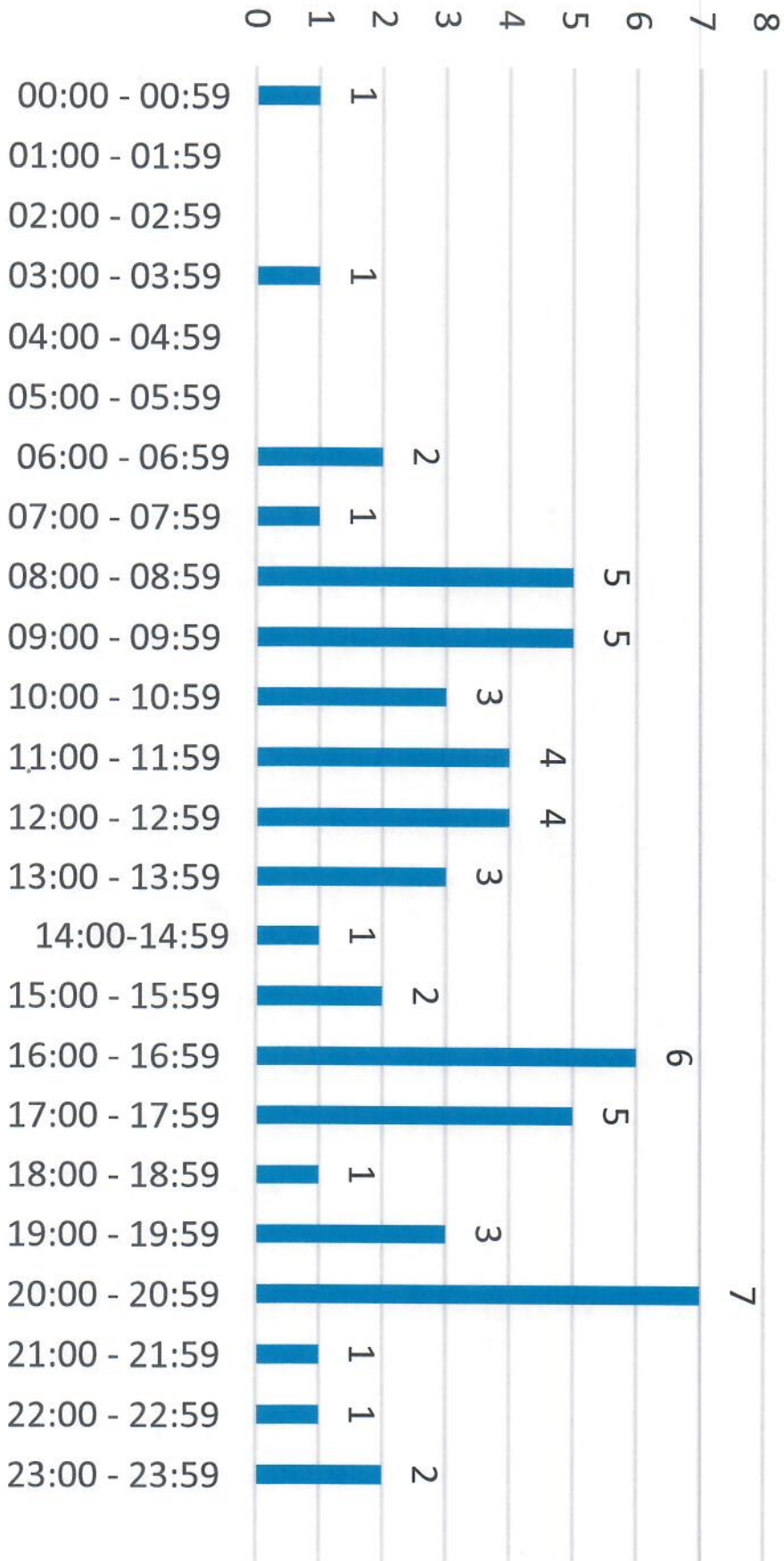
We need to make a decision on the future of the Jeep, It is our opinion that it should not be placed back into service until work is done to the unit. From what we can gather it needs brakes, steering work and has a significant oil leak. We need to decide on whether to put money into the vehicle or return it to the DNR.

### List of Facts about the Jeep-

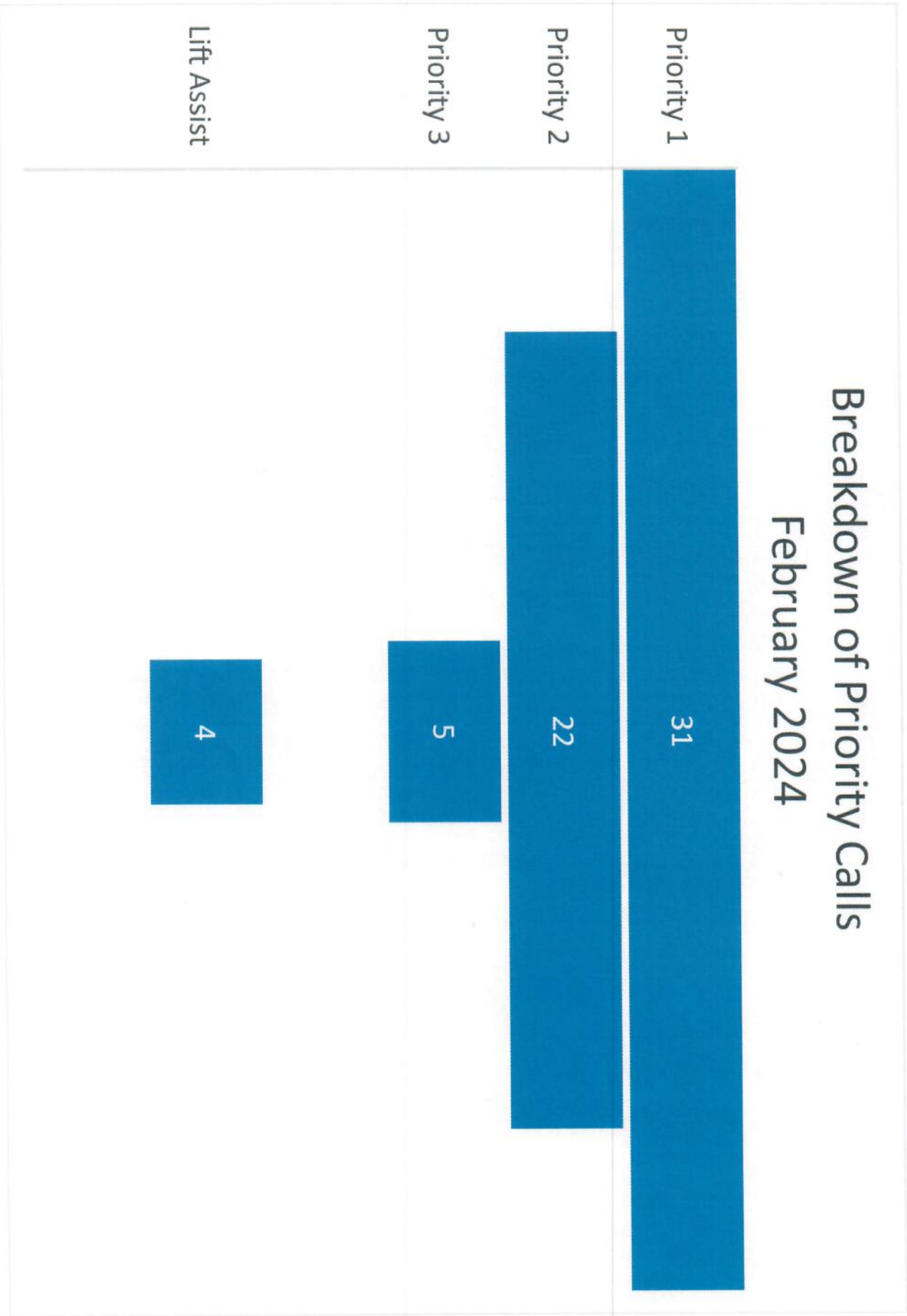
- Owned by the Michigan DNR
- 1953 Willys Jeep
- Manual Transmission
- No Turn Signals
- No Brake Lights
- Only has lap seat belts

From January 2017-December 2023 1860 responded to 15 incidents.

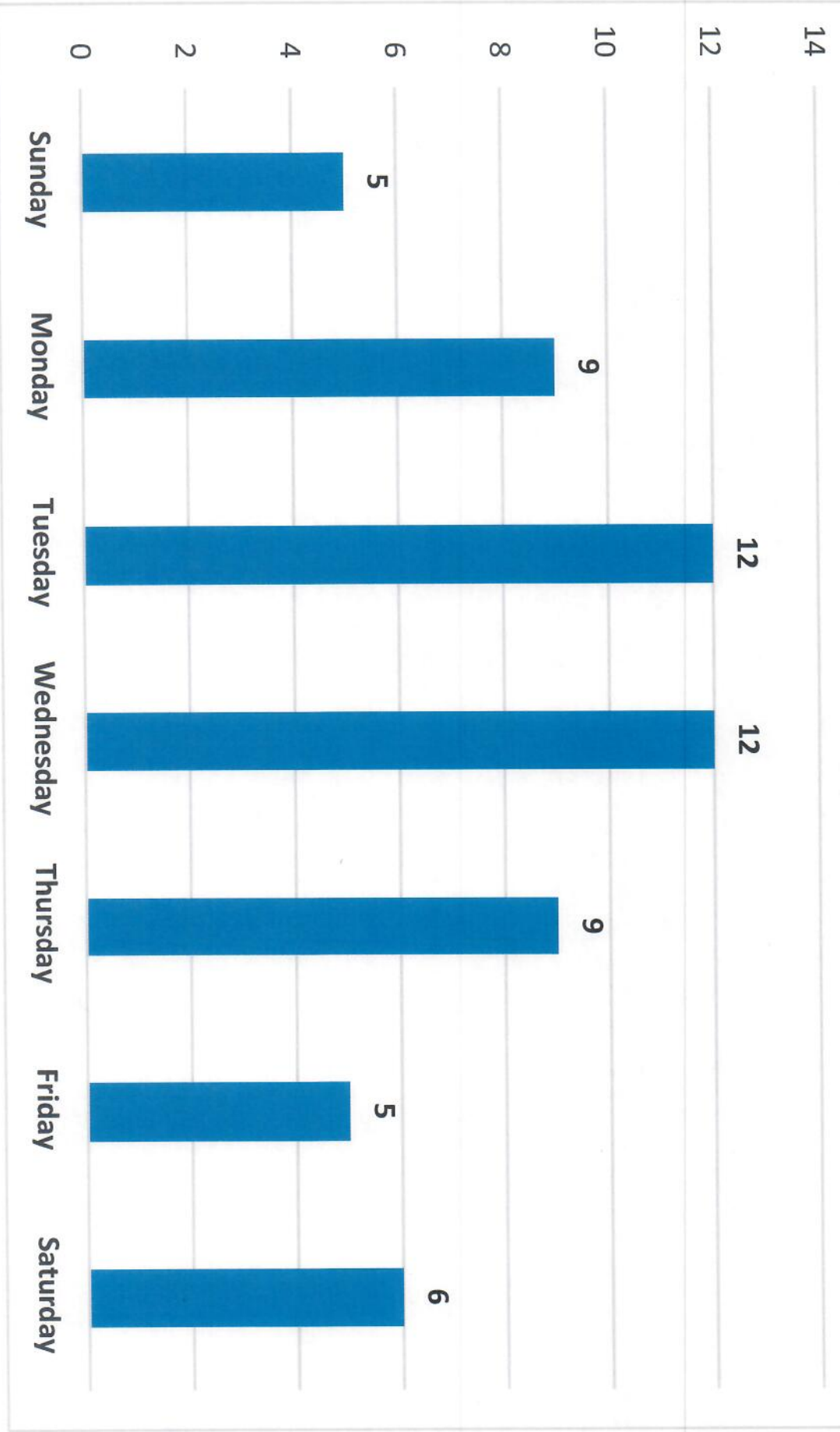
## Call Breakdown by Hour February 2024



## Breakdown of Priority Calls February 2024



### Calls by Day of Week February 2024



## February 2024 Calls

Personal	Number of Calls	% of Calls
Rob Harting	23	39%
Kevin McGrew	50	86%
Mike Chappell	1	1%
Ryan Flemming	2	1%
Brandon Bodary	20	34%
Steven Fry	11	19%
Scott Weberg	7	12%
Scott Eastman	1	1%
Brandi Harting	12	20%
Ian Sharpe	17	29%
Troy McClellan	3	1%
Khelun Roberts	12	20%
Cole Hunt	4	1%
Kirkland Love	3	1%
Steve Lowe	15	26%
Noah Emerick	8	13%
<b>Total Calls</b>	<b>58</b>	



## Assistant Chief Report

March

### Information

1. All equipment from Township Hall moved back to the station.
2. Maintenance Service completed on the Mule.
3. Smoke & C.O. alarms restocked from the State.

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

## Hartford Fire Board Meeting of 03/12/24

Reported by City representative Eric Germinder (**NOT** official meeting minutes).

Meeting called to order at 1900, following the Pledge of Allegiance roll call was taken, Sefcik, Ledesma, Birmele, and Germinder were present (representative Hunt was running late). No guests were present, and there was no public comment.

No additions or deletions to the agenda were made. Motion by Germinder, seconded by Ledesma to approve agenda as presented. Motion carried 4 yeas to 0 nays.

Motion by Sefcik, seconded by Germinder to approve the previous meeting minutes from February 12th, 2024. Motion carried 4 yeas to 0 nays.

Motion by Birmele, seconded by Sefcik, to approve February Treasurer's report. Motion carried 4 yeas to 0 nays.

Motion by Ledesma, seconded by Sefcik, to approve Accounts Payable in the amount of \$18,201.41. Motion carried 5 yeas (representative Hunt has arrived) to 0 nays.

Reviewed Revenue & Expenditure Report; Invoice Register.

Reviewed Fire calls for February: Total calls were 58, with 26 in the city, 28 in the township, 1 in Bangor Township, 2 on I-94 & Red Arrow combined, and 1 mutual aid.

No unfinished business.

### New Business:

Discussion of the need to have Peter Stanslawski added as authorized user to the Huntington Bank Investment Account. The bank had Stanslawski as authorized user on the other accounts, but not on the Investment Account. A motion was made by Sefcik and seconded by Germinder to add Peter Stanslawski as an authorized user to the Huntington Bank Investment Account. Motion carried 5 yeas to 0 nays.

Discussion was held on consideration of closing our Huntington Bank accounts and moving all accounts to Honor Credit Union. The discussion was tabled until further information can be obtained by Stanslawski on the legality of government body holding accounts in a credit union, feasibility of doing direct deposits, ACH, etc.

Discussion of the upcoming Millage Request and review of wording that will be voted on at the April 8th, 2024, Fire Board Meeting. With each proposed millage wording then going to the Township and City Councils, respectively. City millage proposal to be assessed on all real and personal taxable property to remain at 1.4185 (1.4185 for each \$1000.00) for the years 2025 and 2026. It was changed from 4 years to 2 years because it was felt that, financially, it was difficult to ascertain the needs that far out.

Motion by Sefcik, seconded by Birmele, to accept the resignation of Probationary Firefighter Noah Emerick. Motion carried 5 yeas to 0 nays.

Discussion held on what to do with the old Jeep grass rig 1860. From what the Fire Department can gather it needs brakes, steering work, and has a significant oil leak. It is a 1953 Jeep Willys, owned by the Michigan DNR, has manual transmission (which very few can

drive ), no turn signals, no brake lights, and only lap belts. From January 2017 through December 2023 has responded to only 15 incidents. We need to decide if it is worth putting money into or returning it to the DNR. The department would need to remove their lights and equipment from it beforehand. Motion by Sefcik, seconded by Hunt to return Jeep grass rig 1860 to the DNR. Motion carried 5 yeas to 0 nays.

Fire Chief Harting's Report: Discussed the calls from February, discussed the news that West Michigan Air Care is going out of business. Possibly AeroMed could be used in that type of situation in the future. He was going to look into this possibility. Also discussed the Electric Vehicle Safety Class that he and Assistant Chief McGrew attended. They both felt it was very informative. Reminded all that they have smoke detectors and carbon monoxide detectors that they will give away and install for free (legally the fire department has to install). Call the station and make an appointment. Lastly, Chief Harting stated that they plan to have a pancake breakfast at the station on the Saturday before Mother's Day (May 11th, 2024).

Assistant Fire Chief McGrew's Report: All equipment from Township Hall has been moved back to the station. Maintenance Service (first oil change, etc.) completed on the Mule. Smoke & CO detectors have been restocked by the State, just call and make an appointment for installation. Following the Electric Vehicle class that was attended, a grant was applied for to purchase a plug-in device that tells the vehicle to go into park.

Chairman Sefcik asked the Board to start thinking about what the future plans should be for the ladder truck. Currently, the ladder truck sits idle at least 90% of the time. If the desire is to replace it in 10 years, that could be incredibly expensive. It is estimated that a new ladder truck in today's market would be approximately 2.2 million dollars. In 10 years there's no telling how expensive it would be to replace it. One possibility would be to eventually sell it and replace it with a new rescue truck or engine. No action taken at this , it's just something to start thinking about.

Having no further business, a motion was made by Ledesma, seconded by Sefcik, to adjourn the meeting. Motion carried 5 yeas and 0 nays. Meeting adjourned at 1947.

Pickup Zone Report - Hartford City

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	Number of Runs
<b>Incident Dispatch Priority Patient Acuity: Critical (Priority 1)</b>							
Response Time Avg: 0:05 ← <i>minutes</i>							
23-98	02/06/2024	Hartford City	No Transport	Canceled on Scene (No Patient Contact)		4	1
3-123	02/06/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Unspecified Injury	9	1
3-145	02/11/2024	Hartford City	No Transport	Patient Evaluated, No Treatment/Transport Required	Respiratory: COPD (Emphysema/Chronic Bronchitis)	14	1
4-126	02/07/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Inhalation, Carbon Monoxide Poisoning	14	1
5-138	02/07/2024	Hartford City	No Transport	Patient Dead at Scene-Resuscitation Attempted (without Transport)	Cardiac: Cardiac Arrest	3	1
5-159	02/13/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Chest Pain, Non-Cardiac	1	1
5-166	02/15/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Drug Overdose/Use: Sedative, Hypnotic or Anxiolytic	2	1
5-181	02/19/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Weakness (Unable to Diagnosis Specific Cause)	2	1
5-186	02/20/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)			1
5-191	02/20/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Seizures: without Status Epilepticus	2	1
5-194	02/21/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Respiratory: COPD (Emphysema/Chronic Bronchitis)	2	1
5-197	02/21/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	No Apparent Illness or Injury	6	1
5-209	02/23/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Nausea/Vomiting (Unknown Etiology)	7	1
5-221	02/28/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Seizures: without Status Epilepticus	2	1
							<b>Total: 14</b>
							<b>Total: 14</b>
<b>Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)</b>							
Response Time Avg: 0:03							
5-128	02/03/2024	Hartford City	No Transport	Patient Refused Evaluation/Care (without Transport)	No Apparent Illness or Injury	1	1
5-179	02/19/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Anxiety Attack / Acute Stress Reaction	7	1
5-208	02/23/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	General Malaise (Unknown Cause)	3	1
5-217	02/27/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Back Pain (Non-Traumatic)	2	1
							<b>Total: 4</b>
							<b>Total: 4</b>
<b>Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)</b>							
Response Time Avg: 0:08							
3-118	02/04/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	No Apparent Illness or Injury	15	1

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	Num of Runs
				Unit			
5-176	02/18/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	GU: Other Urinary Problem, Unspecified	3	1
5-200	02/21/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Obesity Related Disorders	10	1
5-223	02/29/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	GU: Other Urinary Problem, Unspecified	5	1
							Total: 4
							Total: 4
							Total: 22

**Report Criteria**

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

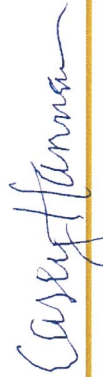
Incident Date: Is Equal To Last Month

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

# Water Fluoridation Quality Award

## HARTFORD Michigan

*The Centers for Disease Control and Prevention (CDC)'s support for community water fluoridation is based on more than 75 years of experience and research to show that water fluoridation is safe and effective for promoting good oral health. CDC commends this water system for providing high-quality water fluoridation for 12 consecutive months in 2022 representing a high level of operator care and accomplishment.*



Casey Hannan, MPH  
Director, Division of Oral Health  
National Center for Chronic Disease  
Prevention and Health Promotion  
Centers for Disease Control and Prevention



Theresa "Tracy" J. Boehmer, P.E.  
National Fluoridation Engineer, Division of Oral Health  
Prevention and Health Promotion  
Centers for Disease Control and Prevention



# 2022



STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ELIZABETH HERTEL  
DIRECTOR

March 5, 2024

Hartford  
Mr. Daniel Staunton  
DPW Superintendent  
19 West Main Stret  
Hartford, MI 49057

Dear Mr. Staunton:

The Michigan Department of Health and Human Services, Oral Health Program would like to congratulate your water system for achieving the CDC's Optimal Fluoridation Award for 2022. This is a great honor for your city and for our state. This award recognizes those public water systems that adjust the fluoride concentration in drinking water and achieve a monthly average fluoride level that is in the optimal range for 11- 12 consecutive months in a year, as documented in the Water Fluoridation Reporting System (WFRS).

WFRS is a national health surveillance tool that assists states in managing their water fluoridation program. Over the past four years, 36 states have had at least one public water system in their state receive the award. In calendar year 2022, there were 1,209 adjusted systems in 27 states recognized by CDC. 75 public water systems were awarded here in Michigan.

Water utilities and their customers value the ability to demonstrate quality service. There are several award programs related to drinking water, including those conducted by the U.S. Environmental Protection Agency, the American Water Works Association, and state drinking water programs. CDC's Quality Awards can be a good opportunity to promote community water fluoridation. We hope you display your awards proudly!

Once again, congratulations on this outstanding award and for your continuing commitment to public health of all Michigan residents.

Christine Farrell, RDH, BSDH, MPA  
MDHHS Oral Health Program Director

Sandy Sutton, RDH, BS  
Community Water Fluoridation Coordinator

*Christine Farrell*

*Sandra K. Sutton*

# HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.  
621-3022  
Dan Staunton Supt.



March, 2024

## MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing  
Repaired all the equipment that required repairing  
Cleaned off storm drains.  
Picked up brush.  
Cleaned park.  
Replaced starters on both pickups.

## WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>2</u>
Water meter repairs	<u>5</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>5</u>
Water services replaced to water main	<u>0</u>

Collected monthly water samples and delivered to Paw Paw Lab  
Sent monthly reports to the Michigan Department of Health  
Ran auxiliary well generator once a week

## MAJOR AND LOCAL STREETS

Cold patching as needed.  
Snow and ice removal.

## SEWER SYSTEM

Sewer mains rodded	<u>3</u>
Sewer services dug up and repaired	<u>0</u>

## LIFT STATIONS

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

## Iron Removal Plant

Run back up generator once a week.  
Doing some painting in IRP



# HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.  
621-3022  
Dan Staunton Supt.



March, 2024

## WATER QUALITY AVERAGE FOR THE MONTH

### Raw Water

Iron 1.4 ppm  
Manganese 0.139 ppm  
pH 7.1

### Finished Water

Iron 0 ppm  
Manganese 0 ppm  
Chlorine 1 ppm  
Phosphates 1.1 ppm  
Flouride 0.8 ppm  
pH \_\_\_\_\_

### Chemicals used

Chlorine 99.3  
Phosphates 179  
Flouride 156

### Total Lbs

### Average Daily Use

3.4  
6.1  
5.3

## WATER PUMPED FOR THE MONTH

Backwash water

4.688 Million Gallons  
133,000 Gallons

## WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St.  
525 E. Main St.  
200 Beachwood St.

ND  
ND  
ND



**MARCH 25, 2024  
LIST OF BILLS  
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38579 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 1/12-2/11/2024		452.48
38580 MICHAEL BANIC	OCCUPANCY INSPECTIONS 2/21/24		150.00
38581 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION 2/22/2024 (2.5 HRS)		62.50
38582 CINTAS CORPORATION	FIRST AID SUPPLIES - DPW	125.77	
	FIRST AID SUPPLIES - CITY HALL	69.72	195.49
38583 CONSUMERS ENERGY	DPW GAS BILL 1/23-2/20/2024	468.12	
	IRP GAS BILL 1/23-2/20/2024	181.52	
	CITY HALL GAS BILL 1/23-2/20/2024	230.40	880.04
38584 DELTA DENTAL	MARCH 2024 DENTAL INSURANCE		855.54
38585 FRONTIER	CASINO LIFT STATION PHONE 2/17-3/16/2024	85.58	
	WWTP PHONE, INTERNET & ALARM 2/13-3/12/2024	297.57	
	IRP INTERNET 2/19-3/15/2024	67.98	
	IRP LOCAL PHONE 2/19-3/18/2024	75.70	526.83
38586 MICHIGAN STATE UNIVERSITY	CITIZEN PLANNER TRAINING FOR ROXANN RODNEY-ISBRECHT, NICOL BROWN, STEVE ACKERMAN & GAGE GARDNER		900.00
38587 MUTUAL OF OMAHA	MARCH 2024 LIFE & DISABILITY INSURANCE		408.67
38588 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION 2/22/24 (2.5 HRS)		62.50
38589 TOM NEWNUM	CLEAN CITY HALL 2/21/2024	50.00	
	CLEAN CITY HALL 2/28/2024	50.00	100.00
38590 STATE OF MICHIGAN	APPLICATION FOR LIMITED TREATMENT CERTIFICATION (RICKY RICKS)	70.00	
	APPLICATION FOR DISTRIBUTION CERTIFICATION (RICKY RICKS)	70.00	140.00
38591 VISION SERVICE PLAN	MARCH 2024 VISION INSURANCE		119.13
38592 MICHAEL BANIC	OCCUPANCY INSPECTIONS 3/6/2024		195.00
38593 BEST WAY DISPOSAL INC	WWTP TRASH SERVICE FOR FEBRUARY 2024	118.17	
	DPW TRASH SERVICE FOR FEBRUARY 2024	154.34	
	CITY HALL TRASH SERVICE FOR FEBRUARY 2024	113.35	385.86
38594 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR MARCH 2024		378.22
38595 CIVICPLUS LLC	MUNICODE MEETINGS PREMIUM ANNUAL RENEWAL 2/1/24-1/31/25		3,400.00
38596 FRONTIER	LIFT STATION PHONE 3/7-4/6/24	56.37	
	DPW LOCAL PHONE 2/25-3/24/2024	71.20	127.57
38597 INDIANA MICHIGAN POWER	FEBRUARY 2024 ELECTRIC BILLS		6,748.47
38598 TRACE ANALYTICAL LABORATORIES	WWTP PHOSPHORUS ANALYSIS - 2/15/2024	68.50	
	WWTP PFAS BIOSOLIDS TESTING - 1/30/2024	487.00	
	IRP WATER SAMPLE TESTING - 2/20/2024 (ANIONS & ALKALINITY)	98.50	
	IRP WATER SANOKE TESTING - 3/4/2024 (ANIONS & ALKALINITY)	129.25	
	WWTP SULFATE TESTING - 3/5/2024	53.75	837.00
38599 ANDREW WARNER	11.75 HOURS AS OPERATOR AT WWTP (2/1-2/29/2024)		881.25
<b>TOTAL OF CHECKS ALREADY WRITTEN</b>			<b>\$ 17,806.55</b>
410 S CENTER LLC	WATER/SEWER OVERPAYMENT FOR 410 S CENTER ST		268.49
ABONMARCHE	PROFESSIONAL SERVICES FOR CDBG - CLARK & LINDEN		536.25
STEVE ACKERMAN	JULY & DEC 2023 + MAR 2024 BOR (13 HRS)	169.00	
	BOR TRAINING IN BENTON HARBOR (4 HRS + 28 MILES)	70.76	239.76
VIVIANA ALCIVAR	BALANCE OF WATER DEPOSIT REFUND FOR 9 N MAPLE ST		74.31
AMERIGAS	PROPANE FOR WWTP		
AUTO-WARES GROUP	STARTER FOR 2012 FORD SERVICE PICKUP	115.99	
	OIL FILTERS & FUEL FILTERS FOR DPW EQUIPMENT	36.27	152.26
PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION 3/19/2024 (4.5 HRS)		112.50
BLUE CARE NETWORK	APRIL 2024 HEALTH INSURANCE		14,450.37
COREWELL HEALTH	NEW HIRE DRUG TESTING FOR CADET SHELBY SOBESKI		52.00
CORE & MAIN	REPLACEMENT 2 INCH METER FOR 202 W MAIN (LAUNDROMAT)	1,125.00	
	50 METERS (GEN 4 METER UPGRADE PROJECT)	16,000.00	
	LICENSE FREQUENCY FROM FCC (GEN 4 METER UPGRADE PROJECT)	1,200.00	18,325.00
CROWN TROPHY	NAME PLATE & BADGE FOR CITY MANAGER NICOL BROWN		38.87
CUMMINS SALES & SERVICE	REPAIR GENERATOR AT POKAGON HOUSING LIFT STATION		4,341.87
CURCIO LAW FIRM	LEGAL FEES 2/624 THROUGH 2/27/24		216.00
DELTA DENTAL	APRIL 2024 DENTAL INSURANCE		855.54
ENTERPRISE ENVELOPE	BUSINESS CARDS FOR CITY MANAGER NICOL BROWN & CHAPLIN DOUG TIPKEN		187.00
FBI-LEEDA	ANNUAL MEMBERSHIP DUES FOR POLICE DEPARTMENT		50.00
FERGUSON WATERWORKS	BLADES FOR CUT OFF SAW - DPW		646.58
FLEMING BROTHERS OIL CO	GASOLINE 2/9/2024		740.21
FRONTIER	WWTP INTERNET, PHONE & ALARM 3/13-4/12/2024		297.57
SELENA GALLEGOS	BALANCE OF WATER DEPOSIT REFUND FOR 19 S HAVER ST		52.68
GEMPLERS	BOOTS FOR NOAH EMERICK - DPW	180.00	
	5 PAIR OF JEANS FOR SCOTT STAIR - WWTP	224.95	
	BOOTS FOR SCOTT STAIR - WWTP	159.95	
	COAT FOR SCOTT STAIR - WWTP	118.99	683.89
GRAINGER	KECKLEY STAINER & SLOW CLOSING SOLENOID VALVE FOR WWTP		1,205.63
CHUCK GRESS	JULY & DEC 2023 + MAR 2024 ORGANIZATIONAL MEETING & BOR (13.5 HRS)	202.50	
	BOR TRAINING IN BENTON HARBOR (4 HRS)	60.00	262.50



**MARCH 25, 2024**  
**LIST OF BILLS CONTINUED**  
**FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
HARDING'S FRIENDLY MARKET	MEALS & BEVERAGES FOR ELECTION WORKERS	122.93	
	COOKIES & PUNCH FOR CITY MANAGER "MEET & GREET"	62.91	185.84
HARTFORD BUILDING AUTHORITY	MARCH 2024 CITY HALL LEASE		4,166.67
HARTFORD FIREBOARD	MARCH 2024 CONTRACTUAL PAYMENT		10,589.57
SEAN HASTY	BALANCE OF WATER DEPOSIT REFUND FOR 124 HILLSBOUROUGH		120.40
J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
JOHNSON'S HEATING & AIR	CHANGE PADS/CLEAN FILTERS IN CITY HALL HUMIDIFIER PLUS REPLACE THERMOSTAT ON POLICE GARAGE HEATER		425.00
KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR FEBRUARY 2024		1,341.31
CATHERINE KROPP	WATER/SEWER OVERPAYMENT FOR 125 WASHINGTON		18.57
KSS ENTERPRISES	PAPER TOWEL, TOILET TISSUE & KLEENEX		197.87
MI MUNICIPAL TREASURER'S ASSOC	ADVANCED INSTITUTE TRAINING FOR TREASURER PAM SHULTZ		379.00
MICHIGAN AGRIBUSINESS SOLUTIONS	80,000 BIOSOLID LIQUID LAND APPLICATION PLUS FUEL SURCHARGE		5,080.80
MICHIGAN ASSOC OF CHIEFS OF POLICE	ANNUAL MEMBERSHIP FOR PRINCE, IVY & LUCAS		315.00
MML LIABILITY & PROPERTY POOL	LIABILITY & PROPERTY POOL PREMIUM RENEWAL 2024-2025		48,945.00
MML WORKER'S COMP	BALANCE DUE ON WORKER'S COMP FOR FISCAL 2022-2023		578.00
MISS DIG	2024 ANNUAL MEMBERSHIP FEES		2,153.51
JOANNE NEWNUM	CLEANING AT CITY HALL & POLICE STATION 3/19/2024 (4.5 HRS)		112.50
KATHRYN NEWTON	WATER/SEWER OVERPAYMENT FOR 125 11 S CENTER ST		28.72
CHASILYNN O'NEILL	BALANCE OF WATER DEPOSIT REFUND FOR 101 N MAPLE APT 1		101.87
PC SERVICES	CITY MANAGER LAPTOP & ACCESSORIES		1,697.98
STEVEN PARIS	BALANCE OF WATER DEPOSIT REFUND FOR 151 PARAS HILL		36.84
PEERLESS MIDWEST	REPAIR VFD IN WELL #6		660.00
PSYCHOLOGY SERVICES	PSYCHOLOGY EVALUATION FOR CADET SHELBY SOBESKI		300.00
SCOTT RICE	BALANCE OF WATER DEPOSIT REFUND FOR 321 MARION AVE		123.73
SAFEBUILT, LLC	BUILDING PERMIT #24-HAR-BC00002 - 60401 CR 687 - ROOF	100.00	
	BUILDING PERMIT #24-HAR-BC00003 - 60401 CR 687 - ROOF	100.00	
	BUILDING PERMIT #24-HAR-BC00004 - 60401 CR 687 - ROOF	100.00	
	BUILDING PERMIT #24-HAR-BC00005 - 60401 CR 687 - ROOF	100.00	
	BUILDING PERMIT #24-HAR-BC00006 - 60401 CR 687 - ROOF	100.00	
	BUILDING PERMIT #24-HAR-BC00007 - 60401 CR 687 - ROOF	100.00	
	ELECTRICAL PERMIT #24-HAR-EC00001 - 61828 CR 687	160.00	
	ELECTRICAL PERMIT #24-HAR-ER00001 - 133 OLDS ST	176.00	
	ELECTRICAL PERMIT #24-HAR-ER00002 - 421 OAK ST	160.00	
	MECHANICAL PERMIT #24-HAR-MR00002 - 421 OAK ST	220.00	
	MECHANICAL PERMIT #24-HAR-MR00003 - 302 SPAULDING	210.00	
	SIGN PERMIT #24-HAR-SIGN00001 - 61828 CR 687	200.00	1,726.00
ANGELA STORY	ASSESSING SERVICES FOR MARCH 2024		1,283.33
TICHENOR INC	EMERGENCY ROOF REPAIR 1/9/2023 - PRIOR TO BID REPAIR		589.21
TNT BODY & FRAME, INC	TIRES AND ALIGNMENT FOR 2022 FORD EXPLORER		
THE TRI-CITY RECORD	PLANNING COMMISSION PUBLIC HEARING ON 2/26/2024	62.50	
	2024 BOARD OF REVIEW X 3 PUBLICATIONS	1,012.50	
	ORDINANCE AMMENDMENTS - ZONING/PLANNING & MARIJUANA	62.50	1,137.50
TYLER TECHNOLOGIES, INC	ANNUAL MAINTENANCE & SUPPORT 4/1/2024-3/31/2025		6,867.73
ULINE	SUPPLY CABINET & NYLON CLOTHES RACK FOR POLICE DEPARTMENT		757.38
USA BLUEBOOK	HONEYWELL CHARTS FOR WWTP	220.04	
	MARKING PAINT & FLAGS FOR DPW	1,310.70	
	INJECTOR NOZZLES FOR DPW	1,140.92	2,671.66
VAN BUREN CO ASSOC OF CHIEFS OF POLIC	2024 ANNUAL MEMBERSHIP FEES		45.00
VAN BUREN COUNTY ROAD COMMISSION	COLD PATCH		930.22
VILLAGE OF PAW PAW LABORATORY	LAB ANALYSIS FOR JANUARY 2024		120.00
WATER SOLUTIONS UNLIMITED	FOUR 52 GAL DRUMS OF SODIUM HYPOCHLORITE FOR WWTP	776.74	
	FOUR 15 GAL DRUMS OF FLORIDE FOR IRP	327.50	1,104.24
WIGHTMAN & ASSOCIATES	PROJECT 202307 - DWAM GRANT APPLICATION	315.00	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	437.50	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	732.50	
	PROJECT 230631 - CITY HALL ROOF REPORT	771.44	2,256.44
DANIEL ZEBERT	BALANCE OF WATER DEPOSIT REFUND FOR 11 N HAVER ST		122.68
ZIMA CORPORATION	3 REPLACEMENT WEAR BARS FOR GRIT CLASSIFIER AT WWTP		740.00

**TOTAL OF CHECKS TO BE WRITTEN ON MAR 26, 2024**

**\$ 143,323.85**



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

PAY TO DESCRIPTION SUBTOTAL CHECK TOTAL

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

2/15/2024	BLUE WATER MANAGEMENT SOLUTIONS	DISINFECTIONS BASICS TRAINING FOR RICKY RICKS		165.00
2/15/2024	MICHIGAN RURAL WATER ASSOC	2 DAY MATH TRAINING FOR RICKY RICKS		360.00
2/15/2024	MICHIGAN RURAL WATER ASSOC	1 DAY MATH TRAINING FOR RICKY RICKS		195.00
3/1/2024	UNITED STATES POSTAL SERVICE	BOOK OF 2 OUNCE STAMPS + MAIL LARGE ENVELOPE		20.27
3/4/2024	J.P. COOKE	NOTARY STAMP FOR ROXANN		52.45
3/6/2024	LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW		0.16
3/4/2024	STAPLES.COM	OFFICE SUPPLIES, DESK CHAIR, PRINTER, MONITOR, KEYBOARD & MOBILE FILE CART FOR NEW CITY MANAGER		867.84
3/11/2024	THE FRIENDLY TAVERN	BOARD OF REVIEW DINNERS		42.02
3/12/2024	ARROWHEAD BAR & GRILL	BOARD OF REVIEW LUNCHESES		37.03
3/13/2024	UNITED STATES POSTAL SERVICE	POSTAGE FOR UTILITY BILLING + MAIL LARGE ENVELOPE FOR POLICE DEPT		425.87

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS \$ 2,165.64

TOTAL GROSS PAYROLL FEB 10, 2024 THROUGH MAR 15, 2024 (5 WEEKS) \$ 83,246.24

GRAND TOTAL FOR MARCH 25, 2024 \$ 246,542.28

## Interim City Manager Update

March 25, 2024

It's been another great and interesting month at the City! We've welcomed Nicol as the new City Manager and she's doing a great job getting acclimated to all of the different projects going on and all of the duties that go along with the position. She's hit the ground running!

A resident with a concern about personal safety and how the situation was addressed by the Police Department and I spoke multiple times over the last month. The Police Department handled the situation properly and was waiting on information from the resident in order to file a complaint. Unfortunately, there was some misunderstanding between the resident and the Police Department in the receiving of the information. I verified that the emails the resident reported sending were not received by the Police Department. After multiple conversations, we were able to obtain the necessary information, file the complaint, and address the situation appropriately. While the misunderstanding was being sorted out, the Police Department ensured that the resident was assisted as much as possible with increased patrols around the residence, which the resident noticed and appreciated.

MML Renewal – Our insurance renewal through MML has come in. The 2023/2024 insurance rate was \$45,944 and 2024/2025 renewal is \$48,945. The increase is due to increased property values, payroll and vehicles. The good news is the annual dividend is \$3,945, which brings the renewal cost down to \$45,000. This is a wonderful renewal in the world of insurance right now.

Surf Internet has submitted a METRO Act permit to the City to install fiber internet through a majority of the City. The necessary information, insurance and payment has been submitted by Surf Internet. City staff has had multiple meetings with Surf Internet on how the installation will progress. Our current concerns are how our Department of Public Works employees will be able to keep up with normal duties as well as marking utilities ahead of construction. Surf Internet has been very understanding of these concerns and will work with our DPW to plan accordingly. We have 45 days from the submission of the permit to approve it and are working within that time frame to accomplish what we need to do.

106 South Center building demo. We were notified at the beginning of March that an additional preliminary environmental study will be necessary prior to beginning the demolition of 106 S. Center or we will not be reimbursed through the land bank grant. We were able to piggy back on the County's bid through Fishbeck to get the study completed ASAP. We are hoping to have an update on the time line prior to the March 25 meeting, but do not have it at the time of preparing this update. We've also received communication from Consumers Energy that they have the information they need to remove the utilities from the building and property. While we haven't gotten a solid date from them, we are encouraged that there is positive movement forward.

Spring Break Event. The Spring Break event being planned with the Police Department and other community partners is going well. The event is currently planned for Friday, April 5 beginning at 10am. We have a GREAT amount of interest from our community partners and are working to have a "touch a truck" type event with police cars, public works equipment, Sheriff's Posse horses, fire trucks and more. In addition, we will be organizing a 3 on 3 basketball tournament and free throw contest in which our public servants participate, coach, and referee the games. The event should be a great time for all.

Additional details are coming soon. Advertising and a news release will hopefully be prepared and moving along before the March 25 meeting.

We've received communications about the SPARK grant submission. As usual with any grant submission the requested funds from ALL of the communities total more than the available grant funds. We were asked to break down the estimated work into priority and individual project costs and submitted them as requested, within a VERY tight time frame. A huge thank you to Mickey Bitner at Wightman, Nicol, and RoxAnn for pulling all of that together to keep us in the running! We should be hearing back on grant award very soon, hopefully by the March 25 meeting.

City Attorney, Nick Curcio submitted a request for summary judgement in the case against a prior police officer whom the City paid to go through the police academy. The judge judged in our favor and has awarded the City the entire \$7,140. We are now in the process of getting judgement on proposed payment plans with the former employee.

The Streetscape grant that the City received is required to be completed by May 31, 2024. City staff has been working to get plans together to complete the work necessary to finalize the grant. An overall plan has been submitted and we are now gathering quotes to complete the work. The work will include installing new landscaping in eight areas throughout the City. We will remove the existing planters and grind the stumps in the prior locations. Then 21 planters of varying heights will replace the planters in groups of three. The new plan is beautiful and will satisfy the grant requirements. The final part will be ensuring that the estimates fit within the City's budget. We hope to have additional details to share at the April meeting.



## CITY MANAGER'S REPORT

March 25, 2024

It's been a very busy and informative first week as the City Manager for Hartford. I have been busy receiving updates from staff and meeting stakeholders. Its so many exciting items that we are doing in Hartford that it's not enough time Therefore, I'm taking it day by day to get caught up.

### **STAFF MEETING:**

My first day on the job, I met all the staff. It was a great meeting because staff stated their work goals. Also, staff that is planning to retire announced their proposed timeframe.

### **CITY MANAGER'S MEET AND GREET:**

The City Manager's meet and greet was a good turnout. I met several stakeholders from our County. Mostly I appreciate the Mayor and City Commissioners that were able to attend.

### **MICHIGAN STATE EXTENSION WEBINAR**

I attended the Fiscally Ready Communities webinar regarding budgeting for fiscal sustainability. The webinar was very informative and gave multiple resources to preparing for the budget process. I would like to work with staff on a timeline to complete the budget for your review.

### **PROJECTS UPDATE:**

Staff and I met with Mickey Bittner from Wrightman and Surf Internet staff. I was updated on all the construction projects that are either in close out phase or in the construction process.

### **4<sup>TH</sup> ANNUAL MUNICIPAL SUMMIT**

I attended the Municipal Summit that was hosted by Market Van Buren. The Summit focused on Housing Development. The first presenter was Sharon Woods, LandUse USA. The County hired Sharon to complete a county wide Target Market Analysis. Jeff Hawkins, Fishbeck presented on the new Brownfield Redevelopment Authority Act 381 that was amended to include housing development. Alan Smaka from ACS PE PLLC presented on intergovernmental utility sharing. Patrick Britton from New Growth Group presented on Rural communities seeking grant opportunities and how his company can assist.

### **CITIZEN PLANNER**

I'm attending the Michigan State Extension's Citizen Planner program. It's a six-week program that covers the following topics, Understanding the Planning and Zoning Context, Planning for the Future of your Community, Implementing the Plan with Zoning, Making Zoning Decisions, Using Innovative Planning and Zoning, and Successfully Fulfilling Your Role.

### **DEPARTMENT HEAD MEETINGS:**

This week, I will start meeting with department head staff weekly. Also, I will start meeting with staff individually to begin fostering a working relationship.

**Interim City Manager Contract:**

It has been such a pleasure to work with Linnea on the transition into the City Manager's position. Unfortunately, we do not have the funding in the City Manager's budget for both Linnea and I. Therefore, I would like to propose that Linnea complete the projects that she is currently wrapping up that includes posting the open interviews for the DPW and Wastewater vacancies. Complete the two grant applications for the police department, and continue working with the police department to plan the spring break event. I'm proposing that Linnea's contract end date is April 2<sup>nd</sup>.

**SWOT ANALYSIS, COLORS TRAINING, AND STRATEGIC PLANNING:**

I'm proposing that we postpone the SWOT analysis, Colors training and strategic planning until after the City's budget process. Currently, it's not in our budget to pay Linnea for the services. During the budget planning, I would like to see if we can budget for those services in our upcoming fiscal year and offer a contract to Linnea to complete those services.



CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
FEBRUARY 20, 2024

Item 14.

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

Commissions Absent:

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 Miller, supported by Commissioner Morsaw, to approve the agenda as amended to include the Miss Hartford Court.

Motion carried 7 – 0

**Guests:**

- Chief Prince & Lt. Ivy Presented a Life Saving Award to Sargent Phil Lucas, Hartford Police Department in reorganization for his heroic efforts on February 7, 2024.
- Miss & Mr. Hartford and Court – Presented the Mayor with the 2024 Hartford Miss & Mr. Hartford picture. Also requesting a donation to build the Community float that will be entered into the Blossomtime Parade.

**Public Comment:** None

**Communications:**

- Planning Commission will hold a public hearing on proposed planning, & marijuana ordinances amendments on February 26, 2024 at 7:30pm
- Planning Commission has one seat open, anyone interested submit a letter to the Clerk.
- March Board of Review Organizational Meeting March 5, Protests will be heard March 11, & 12, call for an appointment
- McDowell Apartments sent notice of available housing.
- Raising a Grieving Child Workshop February 28, 2024 11am in St. Joseph.
- Kinship Care Workshop Series – Raising a Family Member’s Child March 26 in Dowagiac & April 3 in Cassopolis.
- Easter Egg Hunt at Ely Park Sponsored by the Van Buren County Sportsman’s Club on March 30, 2024 1pm; Rain date of April 6, 2024.
- City Hall will be closed on February 28, 2024 from 1pm-4pm for Employees to attend training.
- Early Voting is February 17-February 27, 2024, Van Buren County Early Voting location is 57418 CR 681 Hartford.
- Clerks’ office will be open to register voters & issue absent voter ballots on February 24, 2024 8:30am-4:30pm.
- Presidential Primary is February 27, 2024, City registered voters polling location is 12 Church Street, Vanderlyn Community Center/Hartford Library Polls open 7am-8pm

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

- Planning Commission – Minutes, February 12, 2024
- Van Buren Conservation District January 2024 Program Update.
- A. **Police & Ordinance** – Chief Prince & LT Ivy – Report on file. Crossing Guard has been hired. Working with Motorola to secure support & update the Department radios. Working to update department firearms; New Red Flag Law Compliance.

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
FEBRUARY 20, 2024

- B. **Fire Department** – Ron Sefcik, Fire Board Chair – Report on File; renewing the fire millage for fire equipment, questioned on why the City’s millage was only collected on real property which created a disparity in the amount collected between the City & Township. The Joint meeting has been set for April 3<sup>rd</sup> 7pm to go through the budget; Fire Board meeting was moved to March 12 at 7pm.
- C. **Ambulance** – Report on File
- D. **Van Buren County** – Mike Chappel, Commissioner Van Buren County, Judge Stefano has retired, Approved Treasurer to borrow 7.5 million dollars for revolving tax fund; and Friend of the Court renewed contracts; Health Care contract for jail inmates;
- E. **Public Works** –Dan Staunton, Report on File – cold patching; 50 new 4g meters have been delivered, 3g meters are no longer available; Training for new meter read system will be April 9 & 10. Council will need to have a discussion on how to fund the purchase of the rest of the meters that will be needed.
- F. **Wastewater Treatment Plant** – Report on File –
- G. **Treasurers, Investment & List of Bills** –List of Bills \$257,246.03
- H. **City Manager** –Report on file – City Manager Brown’s first day is March 6, 2024 and was present at the meeting; DPW Superintendent will stay on to teach Ricky Ricks as he works towards his water operator license, Staunton would like to retire after 40 years by the end of May 2024; Food vendors permits have been issued to two pop up bakeries; Several companies have expressed interest in installing internet lines in the City limits; A conditional offer of employment has been offered to a Police Recruit pending pre-employment testing; Hartford Township water extension will restart soon, residents in the area will have a final opportunity to sign up for connections as part of the project; 106 South Center, continuing to work towards getting the gas line retired; Working on grants for police department equipment funding; Planning Commission will have a public hearing on February 26 for proposed marijuana & zoning ordinance amendments.

**Approval of Commission Minutes:**

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the January 22, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the January 29, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Spoula, supported by Commissioner Dockter, to approve the minutes of the February 5, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Morsaw, to approve the minutes of the February 12, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

**Approval of Reports:**

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the February 20, 2024 list of bills in the amount of \$257,246.03

Motion carried 7 – 0

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
FEBRUARY 20, 2024

Item 14.

Motion by Commissioner Morsaw, supported by Commissioner Miller, to accept the January 2024 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

**Goals/Objectives:** None Discussed

**Old Business:**

- Commissioner Dockter has requested an update on Planters & Flowers Downtown

**New Business:**

- Discuss & Consider – HFD – 2024/2025 Proposed Budget  
Discussion: Joint Meeting April 3, 2024 7pm at the Fire Department.
- Discuss & Consider – Humvee Policy

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the Hartford Police Department Humvee Use Policy as presented.

Motion carried 7 – 0

- Discuss & Consider – Extreme Risk Protection Order Policy

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the Hartford Police Department Extreme Risk Protection Order Policy as presented.

Motion carried 6 – 1 (Weeden)

- Discuss & Consider – Lien & Delinquent Tax Policy  
Discussion: The City is incurring penalty & loss of revenue when putting lien's on taxes. Staff will prepare a policy for dangerous structure cost recovery.
- Discuss & Consider – Police Department Garage Maintenance

Motion by Commissioner Dockter, supported by Commissioner Morsaw to accept the quote from Quality Door in the amount of \$3,902 to replace the garage doors & openers on the Police Garage. .

Motion carried 7 – 0

- Discuss & Consider – SWOT Analysis & Expectations Workshop Results Set for March 11, 2024 4:30pm
- Discuss & Consider – Set Meeting for Colors Workshop Set meeting date at the March 25, 2024 Council Meeting

**Resolutions, Ordinance, Proclamation's:**

**Adjournment:**

Motion by Commissioner Dockter, supported by Commissioner Danger, to adjourn the meeting at 6:58pm.

Motion carried 7 – 0

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
FEBRUARY 20, 2024

Item 14.

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD  
SPECIAL BUSINESS MEETING MINUTES  
MARCH 11, 2024

Item 15.

Commissioners Present: Jane Danger; Frank Dockter; John Miller (4:38pm); Lindsay Morsaw; Nancy Spoula; Charles Weeden and Mayor Richard A. Hall;

Commissioners Absent:

Staff Present: Brown; Rader; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 4:35pm.

- Discuss & Consider – Expectations SWOT Analysis & Goals

Discussion: Strengths, Weakness's, Opportunities and Threats

**Adjournment:**

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adjourn the meeting at 5:36pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** SWOT Analysis

### RECOMMENDED ACTION:

I think we had a really productive SWOT Analysis meeting on March 11, 2024. Notes from the analysis are attached. The proposed next steps are as follows:

- With Council's approval, I would like to have a similar workshop with staff to gather any additional strengths, weaknesses, opportunities and threats that they may be able to add.
- Then, work with City Manager, Clerk, Treasurer, Police Chief, Police Lieutenant, DPW Superintendent and Council to determine answers to the following questions:
  - How can our strengths take advantages of opportunities?
  - Consider how opportunities can be used to compensate for or overcome weaknesses
  - Create strategies that will use strengths to avoid or mitigate threats
  - Develop policies that will minimize weaknesses and avoid threats
- Utilize this information to develop the City's Strategic Plan.

As stated, I believe the most productive next step is to work with staff to ensure there are no additional items that need to be added to the analysis. If there are no objections from Council, I will proceed down that path upon my return from vacation.

## **SWOT Analysis Notes from 3/11/2024 Special Meeting**

### **Strengths – (Internal things that we have some control over and can change)**

- The City has a dedicated and adaptable work force.
- Staff and Council members look outside the box
  - Example – Police Department finding grants
- Water and sewer infrastructure is in place out to I-94
- DPW Services are extensive for the number of staff
- Staff and Council are open to change and improvement
- The Hartford Police Department Reserve program
- Ely Park
- Fire Department
- The City Newsletter is well put together and reaches all of our residents.

### **Weaknesses – (Internal things that we have some control over and can change)**

- Finding volunteers to sit on City Boards and help with elections
- Communications with other groups
- Promoting the positives within the City
- Addressing blight situations within the City
- Outdated and obsolete equipment. Lack of equipment to create safer situations for employees.
- Difficulty recruiting staff
- Pending retirement of long term staff members
- Low employee wages
- Clearing sidewalks of snow and ice (residents vs DPW)
- Reputation of Hartford Police Department
- Outdated policies, procedures, and ordinances
- Transparency – budget, efficiencies, etc
- Code Enforcement

### **Opportunities – (Things that affect our organization that are outside City's direct control)**

- Promotion of the City. Services provided. Opportunities within the City.
- Market Van Buren
- I-94 and the railroad around the City
- Speedway, Casino, Fairgrounds, Sportsman's Club, Library within and around the City
- Hartford Public Schools and school events that draw people to the City.
- Vacant land and open store fronts
- Engaged Citizens; Rec Council, Lions Club, Churches
- Concerts in the Park, Strawberry Festival, Other Festivals
- Restaurants
- Van Buren Trail head in the City.
- Kayak launch being built just north of the City limits
- Alignment of policies, ordinances, and procedures to meet citizen and organizational needs.

- Youth Programs and Community Service Opportunities
- Leverage of Technology and installation of fiber optic throughout the City.
- Employment opportunities within and surrounding the City – Lineage, Mann Metal, School, Casino
- Housing rehabilitation
- Options for outsourcing

**Threats – (Things that affect our organization that are outside the City’s direct control)**

- Lack of acceptable housing
- Changing citizen expectations
- The City is landlocked which limits the opportunity for expansion.
- Unfunded mandates
- Drug problem or perception thereof
- Shrinking state shared revenues
- Lack of available services for residents
- Cost of infrastructure improvements
- Lack of economic development
- Tax base of the City
- Declining population
- Business Infrastructure deteriorating and services leaving

**What’s next?**

- With Council’s approval, I would like to have a similar workshop with staff to gather any additional strengths, weaknesses, opportunities and threats that they may be able to add.
- Then, work with City Manager, Clerk, Treasurer, Police Chief, Police Lieutenant, DPW Superintendent and Council to determine answers to the following questions:
  - How can our strengths take advantages of opportunities?
  - Consider how opportunities can be used to compensate for or overcome weaknesses
  - Create strategies that will use strengths to avoid or mitigate threats
  - Develop policies that will minimize weaknesses and avoid threats
- Utilize this information to develop the City’s Strategic Plan.





# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** Public Comment Script

### RECOMMENDED ACTION:

During the expectations workshops we discussed the need for clarification of what our residents can expect during public comment as well as how each public comment should be handled. I attempted to take all of the ideas and have come up with the following statements.

To be read by the Mayor prior to each public comment section on the agenda:

At this time, we will open the floor to public comment. Please introduce yourself including your address, any organization you represent, and your contact information. Limit your comments to three minutes. City Council and City staff will listen to your comments and not respond to any requests for information at this time. For those public comments that require response or follow up, our City Manager will reach out to update or respond within 7 business days of this meeting.

To be added to the agenda so the public is aware ahead of time:

For public comment you'll be asked to introduce yourself and keep comments to three minutes. Council will listen to your comments and if a response is needed, the City Manager will reach out to update or respond within 7 business days of the meeting.

If anyone has any recommended changes, please let us know.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** City Manager Evaluation

### RECOMMENDED ACTION:

Even though Nicol just started, it's time for us to ensure we have a proper plan for evaluations to help her succeed. During the planning process for hiring the City Manager we discussed a 90-day, 6 month and annual review thereafter. The process we discussed is as follows (with timeline recommendations in **RED**):

- The City Manager will perform a self-assessment utilizing the same criteria as the Board. A copy of the self-assessment will be provided to Board members in the Council packets for the meeting in which the City Manager's evaluation will be discussed. The City Manager will also provide a listing of goals for the organization and their career. **Nicol will complete in May.**
- Board members will review the self-assessment and complete their assessment of the City Manager's performance prior to the Council meeting in which the City Manager's evaluation will be discussed. **The completed self-assessment and Council evaluation forms will be sent out in the May agenda packet.**
- At the Council meeting at which the City Manager's performance appraisal will be discussed, the Mayor shall facilitate the discussion about the various performance topics and compile the comments and evaluations from Council members for the City Manager's performance appraisal. **This will take place at the May meeting.**
- Following the Council meeting in which City Manager's performance is discussed, the Mayor will finalize the points of the evaluation and sit down to discuss the various points with the City Manager. **This will take place between the May and June Council meetings.**
- The Mayor will summarize the conversation and provide Council with the final evaluation at the next Council meeting. **The final evaluation will be distributed and discussed at the June Council meeting.**

A copy of the self-evaluation and Council member evaluations is attached for your review.

If Council is agreeable to the timeframe, format, and process, we will work with Nicol to move this ahead.

## City of Hartford Performance Appraisal for City Manager

### Council member completing the assessment

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#### Summary

1. The rating should be made with great care and fairness in the interests of the employee and the City of Hartford
2. This evaluation of the employee's performance should reflect the entire rating period.
3. As a part of the evaluation process, an interview should occur between Council and the City Manager. At a minimum, the Council should offer constructive criticisms and accolades. Council shall offer positive assistance in remedying any weaknesses in performance and give the employee the opportunities to express their thoughts in all job related areas.
4. Each Council member shall utilize sound judgment in making their ratings.

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on at least an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

#### Reviews for the City Manager will occur as follows:

90 day review after hire  
6 month review after hire  
Annual reviews thereafter

#### The process for reviews of the City Manager will be as follows:

1. The City Manager will perform a self-assessment utilizing the same criteria as the Board. A copy of the self-assessment will be provided to Board members in the Council packets for the meeting in which the City Manager's evaluation will be discussed. The City Manager will also provide a listing of goals for the organization and their career.
2. Board members will review the self-assessment and complete their assessment of the City Manager's performance prior to the Council meeting in which the City Manager's evaluation will be discussed.
3. At the Council meeting at which the City Manager's performance appraisal will be discussed, the Mayor shall facilitate the discussion about the various performance topics and compile the comments and evaluations from Council members for the City Manager's performance appraisal.
4. Following the Council meeting in which City Manager's performance is discussed, the Mayor will finalize the points of the evaluation and sit down to discuss the various points with the City Manager.
5. The Mayor will summarize the conversation and provide Council with the final evaluation at the next Council meeting.

**Decision Making and Problem Solving**

An evaluation of "Meets Expectations" indicates that the City Manager uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate courses of action and takes the same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties, is capable of changing their way of thinking and performing in conjunction with the needs of the City and community; Recognizes when circumstances dictate a change is necessary.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

[Empty box for examples and comments]

**Interactions and Communications**

An evaluation of "Meets Expectations" indicates that the City Manager interacts professionally and courteously with the public, Council members, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with subordinates and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

[Empty box for examples and comments]

**Personal Behavior**

An evaluation of "Meets Expectations" indicates that the City Manager's behavior is a positive example for other staff; is present at work and meetings in an consistent and timely manner; dress, grooming and language is appropriate to the position; is fair and impartial in working with others; responds appropriately to adverse and stressful situations; shows good judgement in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
----------------------------	------------------------	------------------------	--------------------------	------------------------------

Examples and comments:

**Quality and Quantity of Work**

An evaluation of "Meets Expectations" indicates that the City Manager meets expectations for quantity and quality of work; completes daily, weekly, and monthly work as required; consistently is accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operations to improve work outcomes with limited risks and greater potential benefits.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

**Planning and Organization**

An evaluation of "Meets Expectations" indicates that the City Manager uses their time effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for work assignments; completes work and follows through; understands relationships between their position and other tasks, departments, agencies, and the public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

**Attendance and Punctuality**

An evaluation of "Meets Expectations" indicates that the City Manager arrives promptly and is ready to work upon arrival. Takes appropriate breaks and sets a positive example for others. Absences are for acceptable reasons.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

**Education and Job Knowledge**

An evaluation of "Meets Expectations" indicates that the City Manager shows initiative through continuing education including workshops, conferences and on the job training; demonstrates pride in enhancing expertise in all aspects of job duties; recognizes the need for and takes action to update skills and knowledge pertinent to the position; recognizes the need for and takes action to ensure employees receive opportunities for education and job knowledge.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
----------------------------	------------------------	------------------------	--------------------------	------------------------------

Examples and comments:

**Leadership**

An evaluation of "Meets Expectations" indicates that the City Manager's behavior is a positive example for other staff; is present at work for meetings in a consistent and timely manner; is fair and impartial in working with others; responds appropriately to situations; shows good judgement in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas; provides general leadership for the entire City.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

**Evaluation and Objectivity**

An evaluation of "Meets Expectations" indicates that the City Manager provides timely and objective employee performance evaluations including constructive criticism and acknowledgement of a job well done; suggests opportunities for employees to enhance performance; sets standards of improvement and consequences for employees who are not meeting expectations.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

**Council Relationships**

An evaluation of "Meets Expectations" indicates that the City Manager effectively implements policies and programs approved by Council; carries out directives of Council as a whole, rather than those of any one member; reporting to Council is timely, clear, concise, thorough, and disseminated equally; accepts instruction and direction in a positive manner; keeps Council informed of current plans and activities; provides Council with clear report of anticipated issues that could come before the Council with suggestions and ideas for solutions.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

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**Fiscal Management**

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An evaluation of "Meets Expectations" indicates that the City Manager prepares a realistic and balanced annual budget; controls expenditures in accordance with the approved budget; provides accurate reports and information in a timely manner; makes the best possible use of available funds; conscious of the need to operate the City efficiently and effectively; the prepared, recommended budget is in a format that is accessible and understandable; possesses awareness of the importance of financial planning and accounting controls.

1 - Far Below Expectations	2 - Below Expectations	3 - Meets Expectations	4 - Exceeds Expectations	5 - Far Exceeds Expectations
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Examples and comments:

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**Summary and Overall Evaluation**

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Overall Feedback, Suggestions for Improvement, and Assessment of Goals

**Total Points:** \_\_\_\_\_



## City of Hartford

### Performance Appraisal for City Manager Self Evaluation

#### Summary

1. The rating should be made with great care and fairness in the interests of the employee and the City of Hartford
2. This evaluation of the employee's performance should reflect the entire rating period.
3. As a part of the evaluation process, an interview should occur between Council and the City Manager. At a minimum, the Council should offer constructive criticisms and accolades. Council shall offer positive assistance in remedying any weaknesses in performance and give the employee the opportunities to express their thoughts in all job related areas.
4. Each Council member shall utilize sound judgment in making their ratings.

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on at least an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

#### Reviews for the City Manager will occur as follows:

90 day review after hire  
6 month review after hire  
Annual reviews thereafter

#### The process for reviews of the City Manager will be as follows:

1. The City Manager will perform a self-assessment utilizing the same criteria as the Board. A copy of the self-assessment will be provided to Board members in the Council packets for the meeting in which the City Manager's evaluation will be discussed. The City Manager will also provide a listing of goals for the organization and their career.
2. Board members will review the self-assessment and complete their assessment of the City Manager's performance prior to the Council meeting in which the City Manager's evaluation will be discussed.
3. At the Council meeting at which the City Manager's performance appraisal will be discussed, the Mayor shall facilitate the discussion about the various performance topics and compile the comments and evaluations from Council members for the City Manager's performance appraisal.
4. Following the Council meeting in which City Manager's performance is discussed, the Mayor will finalize the points of the evaluation and sit down to discuss the various points with the City Manager.
5. The Mayor will summarize the conversation and provide Council with the final evaluation at the next Council meeting.

**Decision Making and Problem Solving**

An evaluation of "Meets Expectations" indicates that the City Manager uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate courses of action and takes the same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties, is capable of changing their way of thinking and performing in conjunction with the needs of the City and community; Recognizes when circumstances dictate a change is necessary.

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Examples and comments:

[Empty box for examples and comments]

**Interactions and Communications**

An evaluation of "Meets Expectations" indicates that the City Manager interacts professionally and courteously with the public, Council members, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with subordinates and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures.

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An evaluation of "Meets Expectations" indicates that the City Manager meets expectations for quantity and quality of work; completes daily, weekly, and monthly work as required; consistently is accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operations to improve work outcomes with limited risks and greater potential benefits.

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Examples and comments:

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An evaluation of "Meets Expectations" indicates that the City Manager uses their time effectively; completes assignments on time discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for work assignments; completes work and follows through; understands relationships between their position and other tasks, departments, agencies, and the public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources.

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An evaluation of "Meets Expectations" indicates that the City Manager provides timely and objective employee performance evaluations including constructive criticism and acknowledgement of a job well done; suggests opportunities for employees to enhance performance; sets standards of improvement and consequences for employees who are not meeting expectations.

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Examples and comments:

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**Fiscal Management**

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An evaluation of "Meets Expectations" indicates that the City Manager prepares a realistic and balanced annual budget; controls expenditures in accordance with the approved budget; provides accurate reports and information in a timely manner; makes the best possible use of available funds; conscious of the need to operate the City efficiently and effectively; the prepared, recommended budget is in a format that is accessible and understandable; possesses awareness of the importance of financial planning and accounting controls.

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Examples and comments:

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**Summary and Overall Evaluation**

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Overall Comments

**Total Points:** \_\_\_\_\_

# City of Hartford

## Performance Appraisal for City Manager

### Final Performance Appraisal

#### Summary

1. The rating should be made with great care and fairness in the interests of the employee and the City of Hartford
2. This evaluation of the employee's performance should reflect the entire rating period.
3. As a part of the evaluation process, an interview should occur between Council and the City Manager. At a minimum, the Council should offer constructive criticisms and accolades. Council shall offer positive assistance in remedying any weaknesses in performance and give the employee the opportunities to express their thoughts in all job related areas.
4. Each Council member shall utilize sound judgment in making their ratings.

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on at least an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

#### Reviews for the City Manager will occur as follows:

90 day review after hire  
6 month review after hire  
Annual reviews thereafter

#### The process for reviews of the City Manager will be as follows:

1. The City Manager will perform a self-assessment utilizing the same criteria as the Board. A copy of the self-assessment will be provided to Board members in the Council packets for the meeting in which the City Manager's evaluation will be discussed. The City Manager will also provide a listing of goals for the organization and their career.
2. Board members will review the self-assessment and complete their assessment of the City Manager's performance prior to the Council meeting in which the City Manager's evaluation will be discussed.
3. At the Council meeting at which the City Manager's performance appraisal will be discussed, the Mayor shall facilitate the discussion about the various performance topics and compile the comments and evaluations from Council members for the City Manager's performance appraisal.
4. Following the Council meeting in which City Manager's performance is discussed, the Mayor will finalize the points of the evaluation and sit down to discuss the various points with the City Manager.
5. The Mayor will summarize the conversation and provide Council with the final evaluation at the next Council meeting.

**Decision Making and Problem Solving**

An evaluation of "Meets Expectations" indicates that the City Manager uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate courses of action and takes the same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties, is capable of changing their way of thinking and performing in conjunction with the needs of the City and community; Recognizes when circumstances dictate a change is necessary.

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Examples and comments:

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**Summary and Overall Evaluation**

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Overall Feedback, Suggestions for Improvement, and Assessment of Goals

Total Points from all Council Members: \_\_\_\_\_

Divide this number by 11

Final Performance Evaluation Points: \_\_\_\_\_

**Evaluation Point Meaning:**

- Far Exceeds Expectations      50-55
- Exceeds Expectations         39-49
- Meets Expectations            28-38
- Below Expectations            17-27
- Far Below Expectations        11-16

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

**Blight Building Property Removal Policy**

**Background:** From time to time, the City of Hartford is faced with the need to remove blighted building(s) from property that is considered a dangerous structure in the best interest of the City. The City intends to treat each situation individually to assure the best outcome, while ensuring that each situation is handled equitably and fairly.

**Policy:**

Blighted building property is considered a dangerous building as defined by City ordinance 304-07, in accordance with State law, as follows:

**Dangerous buildings.** The existence of any structure which has one or more of the following characteristics:

- (1) The building is damaged such that the structural strength or stability is appreciably less than before damage and does not meet minimum requirements of the International Property Maintenance Code.
- (2) The building or Part of the building is likely to fall, become detached, dislodged or collapse and injure persons or damage property.
- (3) Part of the building has settled to the extent that the walls have materially less resistance to wind than new construction.
- (4) The building is manifestly unsafe for the purpose for which it is intended to be used.
- (5) The building is damaged and deteriorated and it has become an attractive nuisance for children, vagrants, or a place for committing nuisance or unlawful activity.
- (6) The building is in a condition that is unsanitary or unfit for human habitation and is in a condition that is likely to cause sickness or injure the safety, health or general welfare of people living or doing business in the structure.
- (7) Any building which is defined as a "dangerous building" under the State Construction Code or the International Property Maintenance Code.

Upon executing the requirements of ordinance 304-07, and in accordance with State law, if it is determined that the City must demolish the dangerous structure, the City will work with Van Buren County Land Bank to apply for available funding for the demolition. If the grant funding is unavailable or does not fully fund the demolition costs, the City will attempt to recover costs as follows:

1. The City will file a lien on the property.
2. If the property is foreclosed on and the lien is not satisfied, the City will consider the balance of the lien, and if the balance exceeds the projected legal costs, will file a notice of intent to claim excess proceeds.
3. The City may roll uncollected costs to the property tax bill if it is in the best interest of the City to recover unreimbursed costs.

Adopted: \_\_\_\_\_



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** WWTP Improvement Project Change Order no. 2

### RECOMMENDED ACTION:

We have a change order for the Wastewater System Improvement Project that needs approval by City Council. The change order nets out to a reduction in anticipated costs of \$45,364.85.

Additions to the project were:

Addition of 2,100 SYDs of slope restoration, one (1) 10-inch 45-degree fitting, bypass pumping cost required during the connection of the new 10-inch force main to the existing lift station along CR 372, and a gravel drive required maintaining access to air release valves south of CR 372.

There were multiple reductions in costs which are completely outlined in the attached change order, but to summarize, we had multiple reductions in needed work for the project.

We recommend Council approve the Wastewater System Improvement Project Change Order #2.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** Transportation Asset Management Plan

### RECOMMENDED ACTION:

A Transportation Asset Management Plan (TAMP) is a document that outlines the City's assets (road related), management strategies, long-term expenditure forecasts, and a business management process.

The City has a Water Asset Management Plan that is updated as needed to account for the needs of the water system. I believe it would also be advantageous to the City to have a TAMP. This will ensure that the City has a full view of the road related assets within the City and will assist in putting together a plan to maintain and improve those assets.

How do we develop a TAMP?

- First, we need to get a storage center for our data. There is a FREE program through the Center for Technology and Training (CTT). This program has the infrastructure to store all of the data we collect on our roads, signs, sidewalks, culverts, etc throughout the City. The attached brochure outlines all of what RoadSoft can offer. To get RoadSoft, all we have to do is submit the attached letter to CTT and work with our vendor, PC Services, to get it downloaded on our server.
- Next, we need to begin collecting data to house in RoadSoft. I believe the first vital piece of information is the condition of our roads. The Van Buren County Road Commission provides PASER (Pavement Surface Evaluation and Rating) data collection to Cities and Villages within Van Buren County at cost, which would be approximately \$500 for the City of Hartford. Additionally, we can submit a request to the Southwest Michigan Planning Commission for reimbursement of this data collection.
- We can then take this data and determine the needs of the road system within the City. This will give us an overall cost of maintaining our road system. We have few roads within the City that are eligible for State and Federal Aid grant programs. We can focus on those roads first. Once we are able to develop a plan to get as many grants as possible through that, we can look to other grant programs that could potentially replace road surfaces at the same time that water or sewer services are replaced. Additionally we can then explain to our citizens the options for improving road surfaces throughout the City.
- We can take this data and develop a plan and outline criteria for road improvements. I can work with City Council and the City's DPW staff to develop criteria that is specific to the City. To give an example of the type of criteria we could set, I'll outline the Road Commission's TAMP criteria:
  - PASER road ratings. Meaning we do the correct fix for the road surface at the correct time. We prioritize road improvements based on what the road "needs."
  - Connectivity. What roads are most important to move people, goods, and services within our service area. While we would like to improve everything, this provides focus to what could provide the most positive impact.

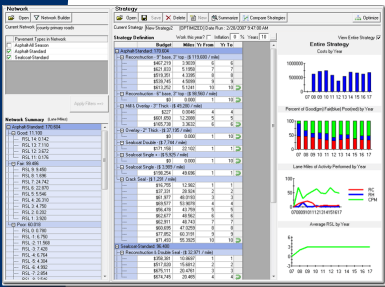
- Traffic Counts. We put the money where the vehicles are. Those roads that receive the most use, receive the most focus of maintenance and improvements. Again, providing focus to ensure that funds spent provide the most positive impact.
- Funding. If there are grant or other funding sources for improvement, we use them!
- Collecting road data and focusing on those assets is the first step. Once the City has the road data and is comfortable using that data, we can move on to collecting data on signs, drainage structures, curb and gutter, etc.
- I am willing to put together this plan for the City. If the City would like this project to take place, I would just continue working on that at my current hourly rate for the City as the project progresses. I can also train our DPW staff on how to work with the data and they can assist in the collection of other data points as time and resources allow.

If the City would like to proceed with this process, we just need authorization to send the attached letter to CTT and authorization to enter into contract with the Road Commission to complete the PASER road rating data collection this summer.

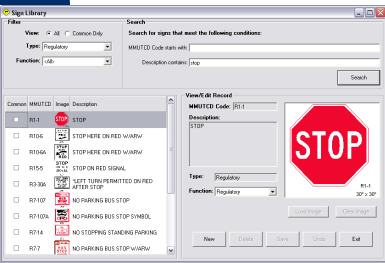




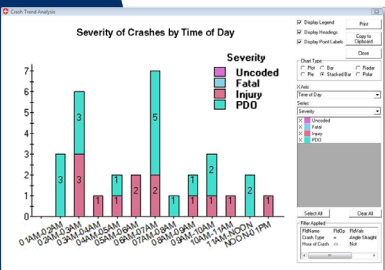
GIS-based Asset Management System



Optimize Maintenance



Manage Signs



Analyze Safety

Roadsoft is a software suite designed for collecting, storing, and analyzing data associated with transportation assets. Built on an optimum combination of database engine and GIS mapping tools, Roadsoft provides a quick, smooth user experience and almost unlimited data-handling capabilities.

Roadsoft was developed and is supported by the Center for Technology & Training, which is part of the Department of Civil & Environmental Engineering at Michigan Technological University.

### Types of Data

Roadsoft manages a variety of data associated with transportation systems. Specific types of data include:

- ◆ Roads
- ◆ Signs
- ◆ Bridges
- ◆ Culverts
- ◆ Driveways
- ◆ Guardrails
- ◆ Drainage Structures
- ◆ Intersections
- ◆ Pavement Markings
- ◆ Sidewalks
- ◆ Traffic Counts
- ◆ Traffic Signals
- ◆ Crash Data

### Features

**GIS-Based Map Interface** provides a clear visual representation of the roadway assets in the database. Using map layers, you can easily display or hide specific types of data and you can adjust colors, sizes, and shapes to customize the view.

**Laptop Data Collection** uses a GPS connected to a laptop with the Laptop Data Collector utility to provide a convenient way to collect and maintain accurate data for your Roadsoft database while outside of the office.

**Mobile Data Collection Application** is an application for mobile devices available for Android and iOS devices. Mobile allows you to manage inventory information and activities such as work orders, maintenance, and inspections while on-site or on the go.

**Inventory of Assets** includes detailed data for pavements, signs, and other roadway assets in your jurisdiction.

**Asset Management Analysis Tools** enable you to create and implement efficient and effective construction and maintenance strategies to maximize the return on your transportation investment.

**Data Mining and Report Generation Capabilities** provide summaries of specific data in the database, and enhance understanding for you and between you and the other transportation stakeholders in your jurisdiction.

**Safety Analysis Tools** enable you to filter, sort, and analyze crash data patterns. Potential network screening can help identify problem areas at road segments, intersections, and on curves. Roadsoft includes NCHRP documentation to help find countermeasures that will reduce the frequency and severity of crashes.

### Getting Started

Roadsoft software, technical support, and training is available to Michigan public transportation agencies at no cost. For more information, visit our website at [www.roadsoft.org](http://www.roadsoft.org), or call 906-487-2102.

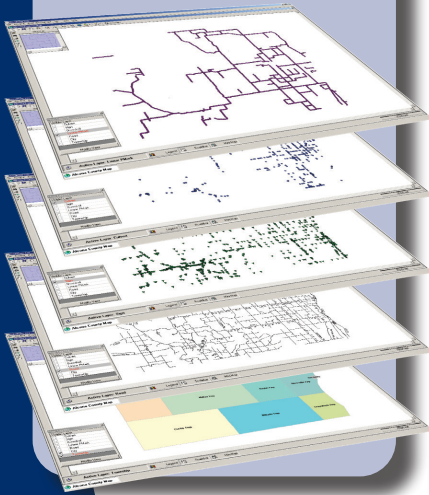
**Center for Technology & Training**  
 Michigan Technological University  
 Dept. of Civil, Environmental, and Geospatial Engineering  
 Houghton, Michigan

906.487.2102  
[roadsoft@mtu.edu](mailto:roadsoft@mtu.edu)  
[www.roadsoft.org](http://www.roadsoft.org)

# GIS-Based Map Interface

## Data Layers

When you make a data layer visible in Roadsoft, items associated with that layer appear on the GIS map. Making multiple layers visible simultaneously provides a clear view of the physical relationship between different types of data on the map.



A *Geographic Information System* (GIS) is the technology used to organize, analyze, and view data from a spatial perspective. A GIS map organizes information into layers that allow you to display different types of data simultaneously. In Roadsoft, each layer of the map is connected to data in the database. When you select an item on a layer, the system makes available the database records associated with that item.

Roadsoft uses an integrated database, which means the data for all of the layers are interconnected between multiple tables. This integration of data establishes relationships between different types of data and aids in complex data analysis.

The screenshot displays the Roadsoft (6.8.6) GIS interface. The main map area shows an aerial view of a residential area with a stadium (Spartan Stadium) and a road network. A red line highlights a specific road segment. Below the map, there are several data tables and panels:

- Roads with Selected Segments:** A table listing road segments with columns for PR No, Road Name, and Length.
- Segments on E River Dr:** A table listing segments with columns for Select, BMP, E/M/P, From, To, and Length.
- Identification Panel:** A panel showing details for the selected segment, including Segment Name, From, To, BMP, E/M/P, City/Twp, and Lantse.
- Surface Panel:** A panel showing surface details, including Surface Sub-Type, MIRE Surface Type, Correct PADER Rating, RSL, Confidence/Curve FR, and Inventory Based Rating (IBR) History.
- Physical/Design Panel:** A panel showing physical and design details, including # of Lanes, Surface Width (ft), Right of Way (ft), Restriction, and Traffic Volume.
- Restriction Details Panel:** A panel showing restriction details, including Traffic Volume, Road Design, % Commercial, and Miscellaneous.
- Custom Fields Panel:** A panel for defining custom fields.



Center for  
Technology & Training

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# Laptop and Mobile Data Collection

## Collecting Data

With the Laptop Data Collector (LDC) and a low-cost GPS, you can collect data from the passenger seat of a moving vehicle. As you travel along a road, the GPS communicates your position to the LDC, which grabs the asset nearest you, and then opens all associated database records. You enter the data you need and then move on. It all happens real-time at the pace you set for yourself.



The time required to collect and enter data is often the highest hurdle standing between you and a useful information management system. How can you get over this hurdle? The Roadsoft Laptop Data Collector (LDC) will give you a boost.

The LDC, a mobile data collection utility designed specifically for entering data into Roadsoft, enables you to enter pavement, signs and other asset information from the passenger seat of a moving vehicle. To get started, simply install it into a laptop, load the appropriate map and data files, attach a low-cost GPS, and you're ready to go. It's easy to use, convenient and proven.



## Easy to Use

The passenger seat of a moving vehicle is a difficult place to use software. The Roadsoft development team understood this fact, which is why they designed the LDC unlike other pieces of software. "Plug-and-play" communication with the GPS, fields that fill in automatically, and extensive use of keyboard shortcuts make the LDC amazingly easy to use in the office or on the road.

## Convenient

The LDC uses the same map files as Roadsoft, but requires only a small piece of the main database, which makes data transfer and synchronization simple, quick, and convenient. The LDC connects easily to any GPS that meets NMEA 0183 requirements. In fact, the less expensive GPS units work best because they don't include proprietary security features like many of the more expensive units.

## Proven

Since 2003, almost 300 local and regional agencies in Michigan and the Michigan Department of Transportation have used the LDC to collect Pavement Surface Evaluation Ratings (PASER) on the State's federal aid and local road networks, logging over 250,000 miles of data collection travel.

*"The Laptop Data Collector is efficient and easy to use; rating roads is a breeze. It's obviously designed with the end-user in mind."*

Vince – GIS Coordinator and Transportation Planner



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# Mobile Data Collection

### On Site or On the Go

With Roadsoft Mobile and a smartphone or tablet, you can take Roadsoft with you anywhere. Roadsoft Mobile allows your work crews to look up asset conditions and scheduled work plans wherever they are, even when they're at the work site or traveling to or from the office.

Roadsoft and Roadsoft Mobile exchange data through the Cloud, allowing everyone to keep up to date with the latest changes to the database.

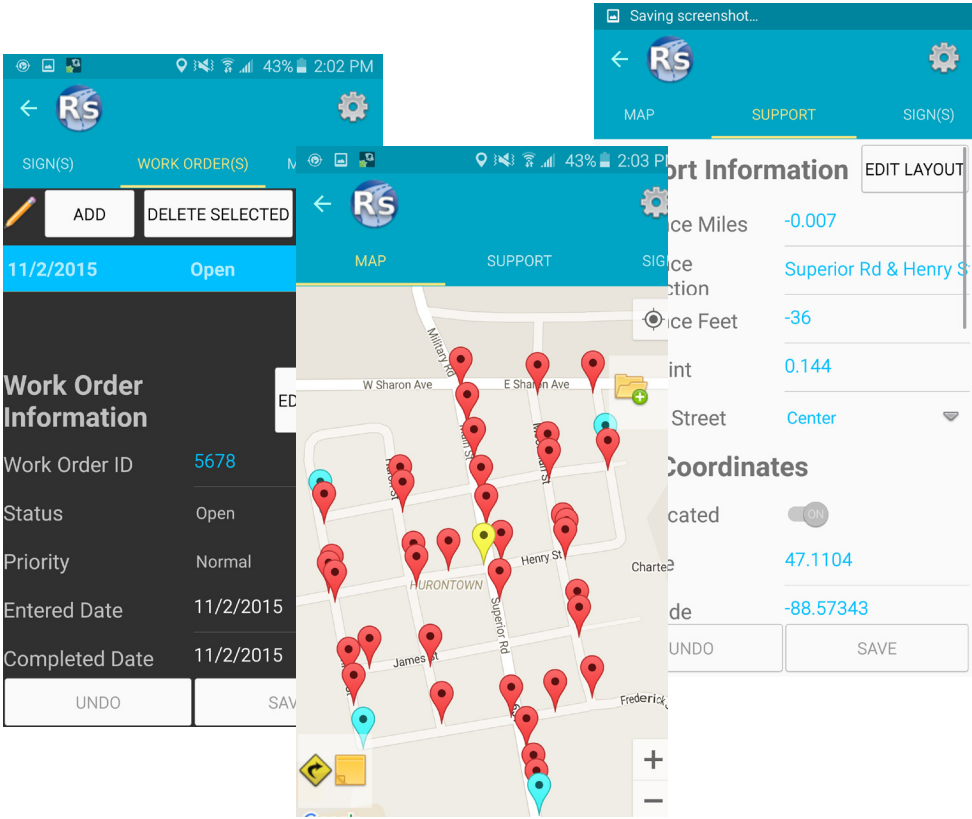


Agency work crews need to be able to plan ahead when preparing for the day. Being able to check the latest condition of their assets is an important part of planning, because it allows crews to see what assets require work, what kind of work those assets need, and to gather the necessary materials for that work. The Roadsoft Mobile application is a useful tool that allows users to view and update asset information wherever they may be.

Roadsoft Mobile is an app available for both Android and iOS devices. It can be used on any mobile device with a functioning GPS. Mobile allows users to create and manage assets and asset activities such as work orders, inspections, and maintenance.

Upload data from the desktop Roadsoft software to the Cloud, and then it can be downloaded into Mobile while out at a work site, worked with, and the updated data can be downloaded back to desktop Roadsoft.

Currently Mobile is available for the Culvert, Drainage Structure, Guardrail, Road, Sidewalk, and Sign Modules, though more modules may be added over time. Combined with Roadsoft desktop software, Mobile provides maintenance personnel with a powerful set of tools to enable asset management on the go.



**Center for Technology & Training**  
Michigan Technological University  
Dept. of Civil, Environmental, and Geospatial Engineering  
Houghton, Michigan

906.487.2102  
roadsoft@mtu.edu  
www.roadsoft.org

# Inventory of Assets

## Foundations

Establishing an inventory of assets for an asset management system is like pouring footings and laying block before building a house. It requires a significant investment of time, money, and effort, and most if it is buried and out of sight when you're finished.

Like a foundation for a beautiful house, an inventory of assets for an asset management system provides a solid base on which to build more visible, exciting, and valuable structures.



You're probably responsible for several different types of roads, thousands of signs, miles of guardrails, and many other valuable assets within your jurisdiction. Wouldn't it be nice to know that you're doing everything you can to manage and maintain these assets at an optimum level of effectiveness? Millions of dollars worth of transportation assets are wasted every year within roadway systems across the U.S. simply because people are overwhelmed by all the information.

How can you manage it all so it makes sense? Roadsoft can help.

Roadsoft enables you to build and maintain a complete, detailed inventory of transportation assets for your jurisdiction. With Roadsoft you never have to wonder or guess; you'll know exactly what you have, where it is, and what to do to keep it working well. The bottom line: you'll enjoy a clearer view of your bottom line.

The Roadsoft database enables you to build and maintain an inventory of roads, signs, culverts, guardrails, pavement markings and other assets. For each type of asset in the database, Roadsoft stores the following basic information:

- ◆ Location along a road using a linear reference or GPS coordinates
- ◆ Physical description
- ◆ Construction, maintenance, inspection, and rating information

In addition to the basic information, Roadsoft stores the following additional information for specific types of assets:

- ◆ Curb and gutter, shoulders, and traffic counts for roads
- ◆ Sign retroreflectivity
- ◆ Approaching and departing terminals for guardrails, along with individual records for beams, blocks, and posts
- ◆ Culvert entrance and exit structures, depth of cover, and skew angle.
- ◆ Application date for pavement markings
- ◆ Much more – contact the Center for Technology & Training at (906) 487-2102 for more information.

*“The more information I add, the more powerful and useful Roadsoft gets!”*

Matt – Engineer Technician



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# Pavement Management and Analysis Tools

## A Mix of Fixes

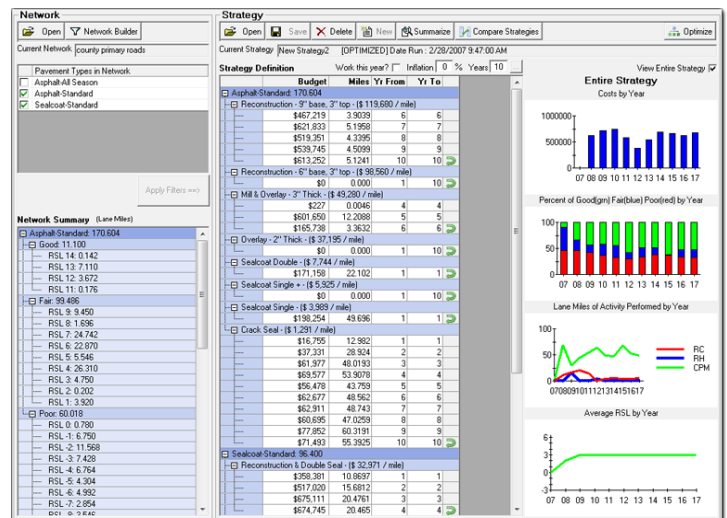
Historically, our roads have been managed with a “worst first” strategy, and reconstruction has been the preferred maintenance activity. But experience has taught us that carefully administered preventive maintenance activities go a long way toward extending the life of our roads.

The Strategy Evaluation and Strategy Optimization features of Roadsoft use pavement deterioration curves, statistical analysis functions, and other mathematical optimization tools to determine specific combinations of maintenance activities that provide the greatest return on your investment.

Different types of pavement deteriorate at different rates, and different maintenance activities affect the service life of the pavement differently. Everything costs money and everyone is being forced to do more with less. Plus, political pressures associated with managing roads are steadily increasing. The process of finding the perfect combination of maintenance activities is mind boggling in its complexity.

How can you figure it all out; and how can you possibly explain it to anyone?

Roadsoft’s Strategy features cut through the confusion. The *Strategy Evaluation* and *Strategy Optimization* tools. To begin, you enter current pavement condition values using the Pavement Surface and Evaluation Rating (PASER) system and define the performance of different types of construction and maintenance activities. Then you enter the amount of money you have available in your budget and the construction and maintenance activities that you want to consider. With a few mouse clicks you can generate a plan that combines construction and maintenance activities to maximize service life across the network of roads being analyzed. The evaluation and optimization features help you to make the most of all your resources. Not only that, but the software creates a plan that is clear enough to explain to whomever else needs to know.



Then you use can the *Project Planning and Strategy Tool* to compare road segments in the selected network and identify ideal candidates for the construction and maintenance activities proscribed by the Strategy Evaluation and Strategy Optimization tools to. First, you select a group of roads from an existing Roadsoft strategy or filter. Next, you assign road segments to activities, and as you assign roads in recent years the Project Planning Tool will update the estimated PASER ratings of those roads later on in the plan, helping you to manage your road conditions long-term. Then you can export a plan into the Project Builder to finish creating a road maintenance plan.

*“The strategy evaluation and optimization tools help us generate pavement management plans that our decision-makers understand. We’re able to apply the right fix in the right place at the right time.”*

Brian – County Highway Engineer



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# Detailed Reports, Data Mining and Exports

## Real-Time Results

It has been raining hard for hours and snow is melting fast this Spring day. Two major rivers in your jurisdiction are near flood stage. You know from experience that any bit of debris that restricts the flow of water under the roads that cross these rivers can cause serious flooding.

You open the Roadsoft report and filter tool. Within minutes you print a detailed report that lists every culvert along the two swollen rivers. With the report in hand, your maintenance crew heads out to inspect the river crossings. They clean two culverts that are nearly clogged with branches and debris. Together you avoid a minor disaster.



Roadsoft reports provide a simple, clear summary of the status of specific information in the database. Roadsoft includes over 50 default reports, and allows an almost unlimited number of custom reports using the extensive data mining capabilities. You can also export the data from generated reports for use in other database programs and export the entire GIS file for use in other GIS applications.

**Culvert Inventory Report**

Culvert ID	Distance from Int.	Date Built	Type	Shape	Waterway	Entrance Structure	Exit Structure	Size (Diam. Width)	Length	Span	Rise	Depth of Cover	# of culverts	Inland Lakes and Streams Protection Act	Wetland Protection Act	
PR No: 1724922 Road Name: DeCot Rd																
Intersection: Saumil Rd & DeCot Rd																
	0.259	1/1/1900	Corrugated Steel Pipe	Circular	Walpole Creek	Down:	None	36.0 in	36ft		18.0 in		2	0	False	
Description: Memo:																
Intersection:																
	0.409	1/1/1900	Corrugated Steel Pipe	Circular	Walpole Creek	Down:	None	36.0 in	36ft		24.0 ft		2	0	False	
Description: Memo:																
Intersection:																
	0.529	1/1/1900	Corrugated Steel Pipe	Pipe Arch	Walpole Creek	Down:	None	30.0 in	36ft		24.0 in		2	0	False	
Description: Memo:																
PR No: 1720201 Road Name: E Black River Rd																
Intersection: Alger Smith Rd & E Black River Rd																
	-0.114	1/1/1900	Corrugated Steel Pipe	Circular	Undefined	Down:	None	30" / 30.0 in	46' / 48ft		36"	36.0 in	2	0	False	
Description: Memo:																
PR No: 1727207 Road Name: E Dewar Rd																
Intersection: F 41 & E Dewar Rd																
	-0.007	1/1/1900	Corrugated Steel Pipe	Pipe Arch	Undefined	Pipe End Section	Pipe End Section	22" x 34" / 22.0 in / 34.0 in	54' / 54ft		36.0 in		3	2	90	False
Description: Memo:																



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# Sign Management Tools

## Streamline Sign Maintenance

Does your sign maintenance process involve a lot of paper? How are you assured that work orders done on the fly are accurately documented in the system?

Roadsoft Mobile combined with Roadsoft desktop software allows for streamlined paperless workflow for adding and completing sign work orders, maintenance, and inspections. You set up your crews with the data they need for the day, they access the data on their phones or tablets, and they submit the completed work before you see them back at the shop. An urgent repair comes up after the crews are out? No problem. Work orders can be added on the fly in Roadsoft Mobile so the data is captured immediately.



The Roadsoft sign module includes tools and features that help you to create a location-based sign management system for your agency.

In addition to features for creating and maintaining a detailed inventory of signs and supports, the module includes features for inspecting and recording sign and support condition information, including retroreflectivity.

## Key Features

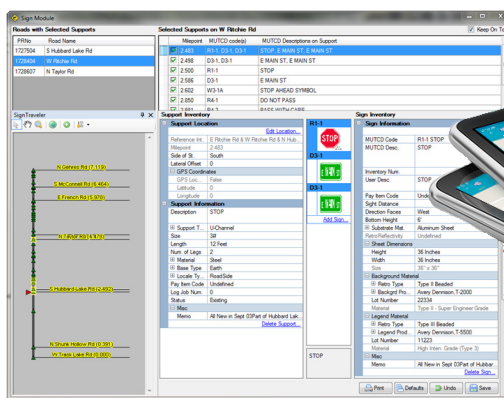
**Laptop and Mobile Data Collection** with the Roadsoft Laptop Data Collector (LDC) provides a practical, time-efficient way to establish an inventory of your signs and collect physical condition and retroreflectivity data.

Roadsoft Mobile for Android and iOS enables the completion of sign work orders, maintenance, and inspections on the go right from a tablet or smartphone.

**Sign Inspection and Management** features provide a convenient way to create and track condition, maintenance and retroreflectivity records. Work orders provide a means for clearly communicating with your maintenance crew, and also establish a solid audit trail to help resolve future data or legal problems.

**User-Defined Priorities** allow you to adjust the level of urgency for specific types of signs and maintenance tasks to ensure that the most important work is completed first.

**The Sign Library** is pre-loaded with a complete set of signs, based on the Federal MUTCD. The Sign Viewer/Loader utility allows you to customize the default library with any unique signs your agency uses.



*“Working for a rural county with limited resources, I appreciate the power and simplicity of the Roadsoft sign module. Without it, I would not be able to keep up with the inspection and maintenance of our 3,200 road signs.”*

Harold - Road Commission Superintendent

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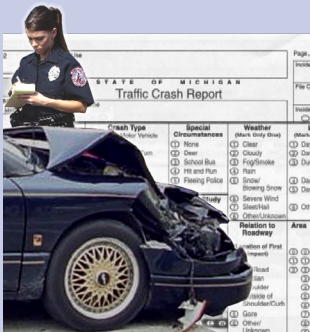


# Safety Analysis Tools

## From Information to Understanding

Data becomes useful when you understand it. Data becomes valuable when you do something based on that understanding. Organizations that transform data into useful information make decisions quickly, manage assets effectively and improve continuously.

The safety analysis tools in Roadsoft organize and present your jurisdiction's crash data so you can make decisions that improve the safety of your roads. Is there anything more valuable?



Every crash in your jurisdiction is connected to a wealth of information that you can use to make your roads safer. All of that information is useless if you don't understand it. The safety analysis features in Roadsoft organize your crash data in ways that are easy to understand.

## Key Features

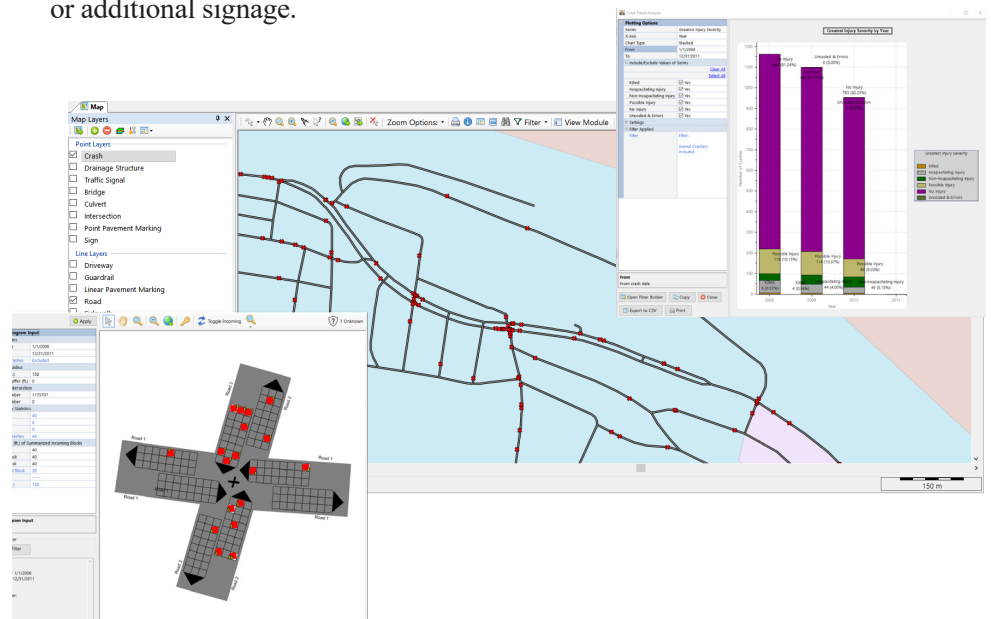
**Detailed Safety Analysis** tools enable you to analyze intersections, segments and curves, generate graphs to provide visual representations of trends, identify roads eligible for federal safety funding, and more.

**Network Diagnostics** tools enable you to examine individual crashes to establish patterns and relationships, which can help identify areas where engineering changes could reduce the frequency and severity of crashes. Once you've identified problem areas, built-in links to NCHRP documentation can help you implement countermeasures.

**Integrated Crash Data** allows you to visually compare crash data to roadway layers such as signs and signals. You can also overlay aerial photos and navigate through all levels of detail, including a public copy of the actual crash form.

**Powerful Reporting** features include detailed standard crash reports and advanced filtering options, which allow unlimited reporting capabilities.

**Collision Diagrams** provide visual representations of crash distributions at specific intersections. Collision diagrams also provide a means for measuring improvements, such as signal timing changes or additional signage.



*"The Roadsoft safety analysis tools provide a concise way of looking at complicated crash information."*

Dean – Traffic Engineer



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# New Features

## Building a Better Toolbox

The Center for Technology & Training is committed to providing agencies with the right tools for the job of maintaining roads on a tight budget. That can mean creating new features in Roadsoft to build off of what is already there, like the Project Planning & Selection tool. The PPST provides the next step in pavement management after the Strategy Evaluation and optimization tool. Providing the right tools can also include updating and upgrading existing features, such as the Sidewalk module. It could also mean creating new tools, like the Drainage Structure Module.



## Project Planning & Selection Tool

The Project Planning & Selection Tool (PPST) provides a way to estimate and view road conditions years into the future and to make plans for implementing a strategy. The PPST can:

- ◆ Calculate future road conditions based on road segments' pavement Surface Evaluation and Rating (PASER) history
- ◆ Identify road segments that are ideal candidates for treatment
- ◆ Visually display calculated future road conditions
- ◆ Allow users to build plans using a saved strategy or filter

## Sidewalk Module

The Sidewalk module has been updated to match the look and feel of other asset modules in Roadsoft. This update also adds new fields and tabs to the module. The Sidewalk module now:

- ◆ Attaches to the tabs bar under the Main Menu options
- ◆ Includes new location, inventory, and user-defined fields
- ◆ Has new tabs for managing work orders, inspections, and documents

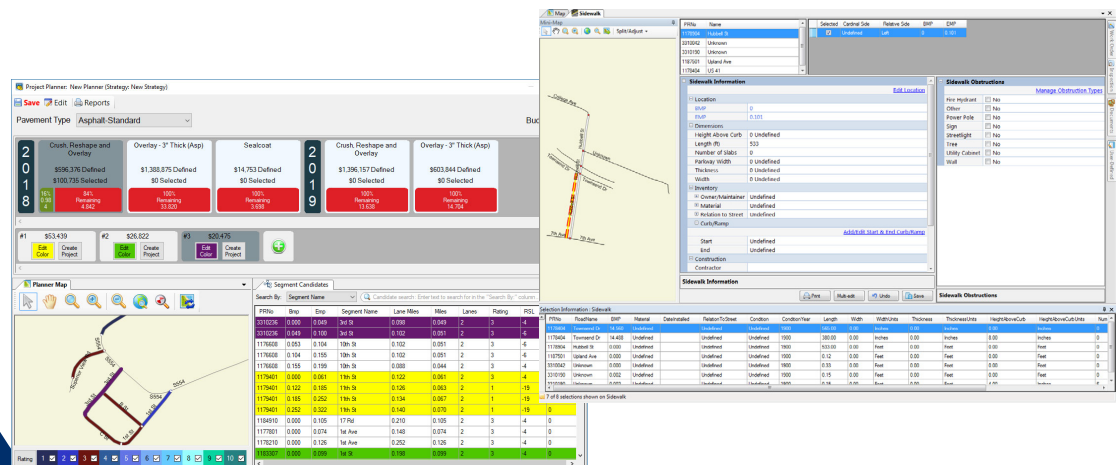
## Drainage Structure Module

The new Drainage Structure Module provides agencies with the ability to identify, locate, and manage drainage structure assets. The module includes architecture improvements to allow for more rapid development and deployment of additional functionality and utility modules in the future. The Drainage Structure Module will provide the ability to:

- ◆ Locate manholes, catch basins, inlets, headwalls, etc. both on and off a roadway
- ◆ Track work history, inspection data, and perform reporting through a customizable reporting system
- ◆ Import data from shapefiles

  
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Segment No.	Strip	End	Segment Name	Lane Miles	Miles	Lanes	Rating	PAS
1170256	0.000	0.040	3rd St	0.040	0.040	2	3	4
1170256	0.040	0.100	3rd St	0.060	0.060	2	3	6
1170688	0.083	0.104	10th St	0.102	0.021	2	3	6
1170688	0.104	0.155	10th St	0.102	0.051	2	3	4
1170688	0.155	0.199	10th St	0.080	0.044	2	3	4
1170688	0.000	0.061	14th St	0.122	0.061	2	3	4
1170688	0.122	0.165	14th St	0.126	0.063	2	3	10
1170688	0.165	0.262	14th St	0.188	0.097	2	3	10
1170688	0.262	0.322	14th St	0.140	0.072	2	3	10
1184910	0.000	0.105	17th St	0.210	0.105	2	3	4
1177701	0.000	0.074	1st Ave	0.140	0.074	2	3	4
1170210	0.000	0.135	1st Ave	0.262	0.135	2	3	4
1180001	0.000	0.000	1st Ave	0.190	0.000	2	3	14

Segment No.	Strip	End	Segment Name	Lane Miles	Miles	Lanes	Rating	PAS
1170688	0.000	0.061	14th St	0.122	0.061	2	3	4
1170688	0.061	0.122	14th St	0.126	0.063	2	3	10
1170688	0.122	0.165	14th St	0.188	0.097	2	3	10
1170688	0.165	0.262	14th St	0.140	0.072	2	3	10



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

---

March 25, 2024

Center for Technology and Training  
309 Dillman Hall  
1400 Townsend Drive  
Houghton, MI 49931

Sent via fax (906) 487-3409

RE: RoadSoft Software

To Whom it May Concern:

The City of Hartford is requesting RoadSoft software from the Center for Technology and Training. The City would like to begin using the program to begin collecting asset information within the City of Hartford.

The City of Hartford's contact person is the City Manager, Nicol Brown. Email for Nicol is [CityManager@CityofHartfordmi.org](mailto:CityManager@CityofHartfordmi.org) and her phone number is (269) 621-2477. The address for the City is 19 West Main Street, Hartford, MI 49057.

We look forward to working with the Center for Technology and Training to obtain the RoadSoft program. Thank you.

Sincerely,

CITY OF HARTFORD

Nicol Brown  
City Manager



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** RoxAnn Rodney-Isbrecht, Clerk  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** Planning Commission Appointments

### RECOMMENDED ACTION:

There is one open seat on the Planning Commission. Two residents have applied for the position, Peter Aranda South Center Street and Joe Deckard, Clark Street.

After discussion with Interim City Manager Rader & City Manager Brown it is recommended the Mayor appoint a committee to interview both candidates and make a recommendation to Council for appointment.



CITY OF HARTFORD  
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269-621-2477 Phone \* 269-621-2054 Fax  
[www.cityofhartfordmi.org](http://www.cityofhartfordmi.org)  
cityclerk@cityofhartfordmi.org

RECEIVED  
MAR 18 2024  
CITY OF HARTFORD

Appointment Questionnaire for Members of City Boards or Committees

In order for the City Council to evaluate Board/Committee appointments & re-appointments for the coming year, we are asking for your current information and response to the questions listed below. When complete, please return this questionnaire to City Hall.

APPLICANT INFORMATION:

NAME: PETER L. ARANDA  
ADDRESS: 401 S. Center St  
PHONE# 269 743 8670 E-MAIL: Peteraranda@hotmail.com

PLEASE CHECK THE FOLLOWING:

- I am seeking appointment or re-appointment to the Planning Commission
- I no longer wish to serve on the \_\_\_\_\_
- I no longer wish to serve on the \_\_\_\_\_; however, should another qualified candidate not be available, I would be willing to serve.

I HAVE SERVED ON THE \_\_\_\_\_ SINCE \_\_\_\_\_.

1. Why are you interested in a term on this Board? If not, why not?

I am interested in having a voice & hand in the decision making for the City of Hartford.

2. What specific skills would you bring to the Board?

I am a skilled negotiator and have extensive training in consensus building

3. List Memberships on other Boards you have served. (Governmental, Committees, Community Organizations, etc...)

National Education Association delegate, Advancement chair  
Pathfinder district BSA

4. Do you have any concerns for our Community that have not yet been addressed?

None at this time

Signature [Handwritten Signature]

Date 3/16/24



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Appointment Questionnaire for Members of City Boards or Committees

In order for the City Council to evaluate Board/Committee appointments & re-appointments for the coming year, we are asking for your current information and response to the questions listed below. When complete, please return this questionnaire to City Hall.

APPLICANT INFORMATION:

NAME: Joe Deckard  
ADDRESS: 540 CLARK ST  
PHONE# 269-500-8212 E-MAIL: deckardjoe@yahoo.com

PLEASE CHECK THE FOLLOWING:

- I am seeking appointment or re-appointment to the PLANNING COMMISSION
- I no longer wish to serve on the \_\_\_\_\_
- I no longer wish to serve on the \_\_\_\_\_; however, should another qualified candidate not be available, I would be willing to serve.

I HAVE SERVED ON THE \_\_\_\_\_ SINCE \_\_\_\_\_.

1. Why are you interested in a term on this Board? If not, why not?

would LIKE TO BE A PART OF DEVELOPMENT AND GROWTH IN THE CITY

2. What specific skills would you bring to the Board?

LIFE LONG RESIDENT KNOW THE CITY STREETS AND AVENUES WELL  
NO PLOT OF THE CITY ORDINANCES

3. List Memberships on other Boards you have served. (Governmental, Committees, Community Organizations, etc...)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED

MAR 14 2024

4. Do you have any concerns for our Community that have not yet been addressed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF HARTFORD

Signature Joe Deckard Date 3/13/24



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** City Sponsorships

### RECOMMENDED ACTION:

City funds are highly restrictive on the ways they can be spent. The attached documents from MML and the State's Treasury Department explain these restrictions in detail.

It's come to my attention that the City expends funds for sponsorships as follows, with comments in red from the City's Attorney, and options we have determined to work with the restrictions in green:

- City sponsorship of Concerts in the Park to the Lions Club in the amount of \$1,000 with an additional \$500 from the DDA.
  - Impermissible. While the City could arguably host community concerts like this on its own (and expend funds to do so), it cannot make a straight donation to a non-profit that is serving as the host of the concert.
  - The City can host the event two times per year and DDA once per year, paying the entertainers directly.
- City cost share with the Lions Club to decorate the park for Christmas each year. The City contributes \$1,000 and the DDA typically contributes \$500.
  - This is possibly permissible if reframed as a service contract, rather than a donation. Is \$1,000 roughly proportionate to the cost of decorating the park (e.g., labor, acquiring or renting all the ornaments, etc.)? If so, then I would recommend doing a simple written contract for this arrangement or at least referring to the arrangement as a "contracted service."
  - We will re-work our agreement with the Lions Club as a contracted service to continue participating in decorating the park for Christmas.
- City sponsorship of \$500 for the Hispanic Heritage Organization.
  - Impermissible.
  - The City will not be able to generally sponsor the organization. A meeting can be held to determine if there's a different way the City could support the organization.
- City sponsorship of \$500 annually through the Hartford Area Chamber of Commerce for the Strawberry Festival.
  - Impermissible. Again, the City could arguably run an event like this on its own, but it can't donate to a non-profit that's doing so.
  - The City will host the entertainment one day during Strawberry fest paying the entertainment directly.
- City sponsorship of \$500 annually to the Hartford Pageant Organization to fund their float.
  - Impermissible.

- The Pageant Organization offered the option of considering the sponsorship compensation for advertising. The attorney's response: This is still pretty questionable. I would say that this is only legal if the amount to be given is proportionate to the benefit the City will receive from the advertisement. That's a bit of a squishy test, but try to think about it like this: Assume that the City has no desire to help out the pageant organization, but is making this expenditure solely for its own benefit. How much would the City pay for an advertising opportunity like this? The answer to this may depend on what exactly the advertisement looks like. Do you have any specific needs that you're trying to meet at the moment? Hiring police officers? Attracting tourists? Etc.? If you get enough space on the float to meaningfully post an ad about a specific need that opportunity might be worth more than just a generic "City of Hartford" Logo. I would think that the benefit from the latter would be almost nothing, but the benefit from the former could potentially be a few hundred dollars depending on the need.
- This is difficult. I don't see how this can work, but I'm open to suggestions.
- City advertising in the local paper for a Veteran's Day support advertisement (\$44), Miss Hartford community advertisement (\$46), and a Memorial Day advertisement (\$30).
  - The Veteran's Day and Memorial Day items are likely permissible because of MCL 123.851. The language of that statute isn't limited to supporting physical events, but instead authorizes the spending of funds for the "proper observance" of certain holidays. In my opinion, one can reasonably argue that a newspaper ad that expresses appreciation for military personnel fall within that grant of spending authority. The pageant ad, however, does not. I think a reviewing court would likely conclude that it's impermissible.
  - The City will ensure that the language of the Veteran's Day and Memorial Day advertisements follows the law moving forward, but will be forced to discontinue the Pageant advertising.

The City's sponsorship of these organizations and functions is important to each of them. Because they are not permissible, Council cannot bypass the legalities to pass a resolution or authorization to continue these sponsorships.

To attempt to mitigate the City's sudden exit from sponsoring the above referenced organizations, I've had individual meetings with each organization, except the Hispanic Heritage Organization to explain the change and reasons. The way I understood the donation to the Hispanic Heritage Organization was that they were part of the Lions Club, but since meeting with the Lions Club I have learned they are separate, so that meeting still needs to be held. In these meetings I've expressed the City's displeasure with the requirement that we stop sponsoring these events and have expressed the City's continued support; however it can be done, legally.

The two sponsorships we have not yet been able to figure out are the Pageant Organization and Hispanic Heritage Organization. Since these contributions are currently budgeted and each organization is counting on these sponsorships to continue their programs, it is up to City Council on whether to grant the Pageant Organization's request from last meeting and a potential future request from the Hispanic Heritage Organization in this fiscal year. HOWEVER, beyond this fiscal year, these contributions cannot continue as they are not permissible expenditures of City funds. While not ideal, this plan of action can assist in the mitigation of negative feelings with the organizations and the City residents.



# Municipal Expenditures

## Introduction

Municipalities are frequently requested to make donations to various worthy private organizations. Such organizations include chambers of commerce; hospitals; museums; veterans' organizations; community funds; Boy Scouts, Red Cross; and other educational, promotional, or benevolent associations. Frequently, it is difficult for the legislative body of a municipality to refuse such requests. However, it appears clear from Michigan law that such donations are questionable expenditures of public funds.

## **May a Michigan city/village spend funds on flowers for an employee's funeral, for birthday cakes, for employee gifts, or retirement parties?**

Generally, a municipality's power to spend money is derived from the state through the Michigan Constitution and state laws. In addition to specific grants of power, cities and villages with home rule authority are also able to rely on the applicable provisions in the Constitution and statutes for the power to spend on municipal concerns. Regardless of the authority, it is generally held, however, that municipalities have the power to expend funds only for a public purpose. One test for determining a public purpose is whether the expenditure confers a direct benefit of reasonably general character to a significant part of the public. It should be noted that the public purpose test has also been limited to the provision of services for which municipalities exist and the powers they have authority to exercise.

With respect to the question raised, neither the Michigan Constitution nor state law grants to municipalities the power to spend public money on employee parties, gifts, etc. Nor can a good argument be made that the expenditures are for a public purpose. Absent a grant of spending authority, and no clear public purpose defined, the expenditure is most likely illegal. Simply put, a municipality cannot give public funds away.

## **May the city/village purchase and distribute candy for children and fruit baskets for senior citizens at holiday time?**

First of all, there is no authority granted by the Michigan Constitution or by statute to make the gifts in question. Nor can a public purpose be identified by virtue of the gifts under Michigan law.

## **May a Michigan city/village make a charitable donation, gift or contribution to service clubs, charities or public or private social service agencies?**

Generally, no. Such expenditures have been held not to be used for a public purpose. Even if the expenditure benefits the public incidentally, the expenditure may be nonetheless invalid if the appropriation is not under control of the city/village. However, MCL 117.3 indicates that the charters of home rule cities shall provide for the public peace, health and safety of persons and property. Specifically, a home rule city may contract with a private organization or another governmental unit for services considered necessary by the legislative body. Operation of child guidance and community mental health clinics; prevention, counseling and treatment of developmental disabilities; and drug abuse prevention, counseling and treatment are indicated to be services for public peace, health and safety. MML has prepared a reference packet on the issue which includes Department of Treasury materials.

## **May a Michigan city/village fund a fireworks display or pay for holiday celebrations?**

A Michigan statute specifically grants municipalities the power to spend money on these celebrations. If the local celebration is for armistice, independence, memorial days, diamond jubilee or centennial the city may appropriate money for the purpose of defraying the expense of the celebration (see MCL 123.851).

## APPENDIX H

### PLANNING THE COMPLIANCE PORTION OF AN AUDIT

#### Restrictions on Local Government Expenditures

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether an expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.
2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).
3. Public Celebrations and Events: MCL 123.851 specifically allows cities, villages and townships to expend money for observances of Armistice (Veterans), Independence and Memorial Days and Diamond Jubilee or Centennial celebrations. MCL 46.11a specifically allows counties to appropriate money for the celebration of Armistice (Veterans) Day.

It is improper for a unit of government to expend public money for an annual picnic or other celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in *Wayne County v Hathcock*, 471 Mich 445, 462; 684 NW2d 765 (2004), defined "public purpose" as having "for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose."

4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose.

Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of "public purpose" in item 3 above.

## APPENDIX H

### PLANNING THE COMPLIANCE PORTION OF AN AUDIT

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of "public purpose" in item 3 above.
6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.
7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.
8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.
9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.
10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.
11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).
12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

## **APPENDIX H**

### **PLANNING THE COMPLIANCE PORTION OF AN AUDIT**

13. **Mileage Reimbursements:** Local units should follow the IRS guidelines for determining which travel is considered a “business purpose.” Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.) This means that commuting from home to work and back is not to be reimbursed.
14. **Private Roads:** Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)
15. **Per Diem Payments to Township Supervisor, Clerk or Treasurer:** When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.
16. **Flowers to the Sick or Departed:** Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

### **Other Provisions (Supplementary Information)**

This section contains excerpts and descriptions of many of the provisions of the State Constitution, State Statues, Court Cases and Attorney General Opinions that specify what local governments can and cannot do. This section should be used as a more detailed supplement to the compliance requirements presented earlier in this manual.

### **Authority for the Primary Governments**

#### **Constitutional Provisions, Michigan Constitution of 1963**

(Article 7, Section 1) Each organized county shall be a body corporate with powers and immunities provided by law.

(Article 7, Section 17) Each organized township shall be a body corporate with powers and immunities provided by law.

(Article 7, Section 21) The legislature shall provide by general laws for the incorporation of cities and villages.

**Roxann Isbrecht**

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**From:** Zip Cannabis <zipcannabis@yahoo.com>  
**Sent:** Wednesday, March 13, 2024 2:08 PM  
**To:** Roxann Isbrecht; City Manager  
**Subject:** Zip Cannabis Hours of Operation

Hi hope all is well.

This is a Brad From Zip Cannabis. The current ordinance allows us to stay open until 9pm and during race nights at Hartford Speedway we're requesting to extend that time from 9pm until 11pm. We'd love to start this on June 1<sup>st</sup> 2024 and end on September 28<sup>th</sup> 2024. There're eleven days this would affect, and those dates are below.

- June 1st, 7th, 14th, 22nd, 28th
- July 3rd, 10th, 27th
- August 9th
- September 21st, 28th

Thanks,

Brad Bishop  
General Manager Zip Cannabis  
[ZipCannabis@yahoo.com](mailto:ZipCannabis@yahoo.com)  
1(269)757-1709



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** March 25, 2024  
**Department:** Administration  
**Submitted By:** Nicol Brown, City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** DPW Superintendent

### RECOMMENDED ACTION:

As many of you are aware, Danny Staunton has been working for the City in his “retirement”. He was working part time as the City’s water license operator.

In the absence of a City Manager, Danny stepped up to make sure all of the Cities’ construction projects were moving forward; therefore he worked over 20 hours a week. He did it without question because Danny knew the job had to be performed. In that time frame, Danny has not received appropriate compensation.

We are proposing a one-time stipend of \$10,000 to compensate Danny for the time period he committed to the City from July 2023 to January 31, 2024. In addition to the stipend, we propose crediting him 120 hours of vacation time he would have otherwise accrued.

As of the beginning of February 2024, we have brought Danny back to “full-time” as the Department of Public Works Superintendent.



**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 - 004  
DESIGNATING STREET ADMINISTRATOR**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 25, 2024 at 5:30pm.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**WHEREAS**, Interim City Manager Linnea Rader is no longer employed by the City of Hartford, and

**WHEREAS**, the City Commission of the City of Hartford under chapter 4.2 of the City Charter has appointed Nicol Brown as its City Manager effective March 6, 2024, and

**WHEREAS**, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

**NOW, THEREFORE BE IT RESOLVED**, that Linnea Rader’s name be removed from all accounts held by the City, including but not limited to all transaction with the State Transportation Department as provided in Section 13 of the Act, and

**BE IT FURTHER RESOLVED**, that Nicol Brown as its City Manager and chief administrative officer of the City is designated as the single Street Administrator for the City of Hartford in all transactions with the State Transportation Department as provided in Section 13 of the Act.

YEAS: Commissioners

NAYS: Commissioner            ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: March 25, 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 March 25, 2024

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 - 005**



**DESIGNATING SIGNATORY’S ON CITY OF HARTFORDS FINANCIAL ACCOUNTS**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 25, 2024 at 5:30pm.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**WHEREAS**, the City Commission of the City of Hartford under chapter 4.2 of the City Charter has appointed Nicol Brown as City Manager effective March 6, 2024.

**NOW, THEREFORE BE IT RESOLVED**, that Richard A. Hall, Mayor, RoxAnn Rodney-Isbrecht, Clerk & Pamela Shultz, Treasurer remain as designated signatory on all accounts held by the City, including but not limited to financial and investment accounts currently held at Honor Credit Union, Consumers Credit Union, Oakleaf Financial Services and Sturgis Bank & Trust.

**BE IT FURTHER RESOLVED**, that Nicol Brown as City Manager and chief administrative officer of the City is also designated as a signatory on all accounts held by the City, including but not limited to financial and investment accounts currently held at Honor Credit Union and Sturgis Bank & Trust.

YEAS:

NAYS:        ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: March 25, 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 March 25, 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 - 006  
DESIGNATING SAM ADMINISTRATOR**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 25, 2024 at 5:30pm.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**WHEREAS**, the City of Hartford has registered for the U.S. Federal Governments System for Award Management (SAM.gov) as required by Federal statutes or regulations in accordance with the uniform guidance under Title 2 of the Code of Federal Regulations, and

**WHEREAS**, the City of Hartford desires to do business with the U.S. Government and apply for a Federal financial assistance project or programs in the future & is currently the recipient of federal funding, and

**WHEREAS**, the City Commission of the City of Hartford under chapter 4.2 of the City Charter has appointed Nicol Brown as City Manager effective March 6, 2024, and

**NOW, THEREFORE BE IT RESOLVED**, that Nicol Brown as City Manager and chief administrative officer of the City is designated as the Entity Administrator for the City of Hartford to manage registration records, its associated users, and their roles, in all transactions and reports required with the U.S. Federal Governments System for Award Management (SAM).

YEAS: Commissioners

NAYS:            ABSENT:

RESOLUTION DECLARED ADOPTED  
DATE: March 25, 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 March 25, 2024  
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 - 007**



**RESOLUTION ADOPTING FISCAL YEAR 2023/2024 BUDGET ADJUSTMENTS NO. TWO**

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 March 25, 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. two 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 \$99,933.00 and expenditures by \$83,558.00

YEAS: Commissioners’

NAYS: ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: March 23, 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 March 25, 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 2024-007



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

EXHIBIT A

FISCAL 2023-2024 BUDGET ADJUSTMENTS NO. TWO GENERAL FUND				
<b>GENERAL FUND</b>	<b>REVENUE</b>			
	<b>CURRENT BUDGET</b>			<b>\$1,368,581</b>
	CURRENT (February 29, 2024)	1,130,255		
	ADDITIONAL PROJECTED	289,648		
	PROJECTED REVENUE	1,419,903		
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TAXES – REAL PROPERTY	2,060		
	MUNICIPAL SERVICES		1,245	
	TAXES – PERSONAL PROPERTY	25		
	OTHER TAX REVENUE		<b>5,349</b>	
	FRANCHISE FEES	2,993		
	RECREATIONAL MARIJUANA	18,414		
	MEDICAL MARIJUANA		257	
	STATE SHARED REVENUE	12,258		
	INTEREST ON IVENSTMENTS		37,123	
	BANK INTEREST ON ACCOUNTS		9,028	
	EQUIPMENT RENTAL		34,070	
	<b>TOTAL REVENUE ADJUSTMENTS:</b>		<b>51,322</b>	
	<b>ADJUSTED REVENUE</b>			<b>\$1,419,903</b>
<b>GENERAL FUND</b>	<b>EXPENDITURES</b>			
	<b>CURRENT BUDGET</b>			<b>\$1,634,424</b>
	CURRENT (FEBRUARY 29, 2024)	1,069,627		
	ADDITIONAL PROJECTED	583,448		
	PROJECTED EXPENDITURES		1,653,075	

ADJUSTMENTS:				
		SUBTRACT	ADD	
CITY COMMISSION		4,377		
MAYOR		1,091		
CITY MANAGER			22,946	
LEGAL SERVICES			5,125	
AUDIT FEES			5,396	
CENTRAL SUPPLIES – OFFICE SUPPLIES			1,000	
CENTRAL SUPPLIES – POSTAGE		2,752		
CENTRAL SUPPLIES-OPERATING		41		
BOARD OF REVIEW		1,900		
TREASURER			3,500	
ZONING COMMISSION		10,800		
CULTURAL PROGRAMS			1,645	
	<b>TOTAL EXPENDITURES ADJUSTMENTS</b>		<b>18,651</b>	
	<b>ADJUSTED TOTAL EXPENDITURES</b>			<b>\$1,653,075</b>
<b>PROJECTED ADJUSTMENT TO GENERAL FUND BALANCE:</b>				

FISCAL 2023-2024 BUDGET ADJUSTMENTS NO. TWO STREET FUNDS				
<b>MAJOR STREETS</b>	<b>REVENUE</b>			
	<b>CURRENT BUDGET</b>			<b>\$300,000</b>
	CURRENT (February 29, 2024)	211,938		
	ADDITIONAL PROJECTED	88,062		
	PROJECTED REVENUE		300,000	
	ADJUSTMENTS:			
	<b>TOTAL REVENUE ADJUSTMENT</b>		<b>0</b>	
	<b>ADJUSTED REVENUE</b>			<b>\$300,000</b>
<b>MAJOR STREETS</b>	<b>EXPENDITURES</b>			
	<b>CURRENT BUDGET</b>			<b>\$208,057</b>
	CURRENT (February 29, 2024)	105,520		
	ADDITIONAL PROJECTED	102,537		
	PROJECTED EXPENDITURES		208,057	

	ADJUSTMENTS:	SUBTRACT	ADD	
	TRAFFIC SERVICES		5,968	
	WINTER MAINTENANCE	5,968		
	<b>TOTAL EXPENDITURE ADJUSTMENTS</b>		<b>0</b>	
	<b>ADJUSTED EXPENDITURES</b>			<b>\$208,057</b>
<b>PROJECTED ADJUSTMENT TO MAJOR STREET FUND BALANCE:</b>				
<b>LOCAL STREETS</b>	<b>REVENUE</b>			
	<b>CURRENT BUDGET</b>			<b>\$103,000</b>
	CURRENT REVENUE (February 29, 2024)	67,320		
	ADDITIONAL PROJECTED	33,235		
	<b>PROJECTED REVENUE</b>		<b>100,555</b>	
	BUDGET ADJUSTMENTS	SUBTRACT	ADD	
	RIGHT OF WAY PERMITS	2,445		
	<b>TOTAL REVENUE ADJUSTMENTS</b>		<b>(2,445)</b>	
	<b>ADJUSTED REVENUE</b>			<b>\$97,230</b>
<b>LOCAL STREETS</b>	<b>EXPENDITURES</b>			
	<b>CURRENT BUDGET</b>			<b>\$99,675</b>
	CURRENT (February 29, 2024)	49,056		
	ADDITIONAL PROJECTED	48,174		
	<b>PROJECTED EXPENDITURES</b>		<b>97,230</b>	
	ADJUSTMENT	SUBTRACT	ADD	
	WINTER MAINTENANCE	2,445		
	<b>TOTAL EXPENDITURE ADJUSTMENTS</b>		<b>(2,445)</b>	
	<b>ADJUSTED EXPENDITURES</b>			<b>\$97,230</b>
<b>PROJECTED ADJUSTMENT TO LOCAL STREET FUND BALANCE:</b>				

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

<b>SEWER FUND</b>	<b>REVENUE</b>			
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	<b>CURRENT BUDGET</b>			<b>\$671,610</b>
	CURRENT REVENUE (February 29, 2024)	615,161		
	ADDITIONAL PROJECTED	161,278		
	PROJECTED REVENUE		776,439	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	REAL PROPERTY TAX	933		
	PERSONAL PROPERTY TAX	99		
	PENALTIES & INTEREST ON TAXES		93	
	SERVICE & SALES		92,065	
	PENALTY ON DELQ BILLS		4,292	
	INTEREST ON INVESTMENT		9,411	
	<b>TOTAL REVENUE ADJUSTMENT</b>		<b>104,829</b>	
	<b>ADJUSTED REVENUE</b>			<b>\$776,439</b>
<b>SEWER FUND</b>	<b>EXPENDITURES</b>			
	<b>CURRENT BUDGET</b>			<b>\$1,085,646</b>
	CURRENT (February 29, 2024)	389,548		
	ADDITIONAL PROJECTED	706,098		
	PROJECTED EXPENDITURES		1,095,646	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	SEWER LIFT STATIONS		10,000	
	*			
	<b>TOTAL EXPENDITURE ADJUSTMENTS</b>		<b>10,000</b>	
	<b>ADJUSTED EXPENDITURES</b>			<b>\$1,095,646</b>
	<b>PROJECTED ADJUSTMENT TO SEWER FUND BALANCE:</b>			
	*Depreciation should be around \$			

<b>FISCAL 2023-2024</b>				
<b>BUDGET ADJUSTMENTS – NO. TWO</b>				
<b>WATER FUND</b>				
<b>WATER FUND</b>	<b>REVENUE</b>			
	<b>CURRENT BUDGET</b>			<b>\$478,758</b>

	CURRENT (February 29, 2024)	326,424		
	ADDITIONAL PROJECTED	185,064		
	PROJECTED REVENUE		511,488	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	SERVICE & SALES	4,916		
	CAPITAL RESERVE		7,998	
	SHUT-OFFS & ONS		350	
	PENALTY ON DELQ BILL	2,464		
	INTEREST ON INVESTMENT		4,677	
	WATER TOWER RENTAL	199		
	INSURANCE REFUNDS		27,284	
	<b>TOTAL REVENUE ADJUSTMENT</b>		<b>32,730</b>	
	<b>ADJUSTED REVENUE</b>			<b>\$511,488</b>
<b>WATER FUND</b>	<b>EXPENDITURES</b>			
	<b>CURRENT BUDGET</b>			<b>\$637,427</b>
	CURRENT (SEPTEMBER 30, 2023)	283,070		
	ADDITIONAL PROJECTED	354,357		
	PROJECTED EXPENDITURES		637,427	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TRANSFER TO CDBG FUND			
	WATER DISTRIBUTION SYSTEM			
	*			
	<b>TOTAL EXPENDITURE ADJUSTMENT</b>		<b>0</b>	
	<b>ADJUSTED EXPENDITURES</b>			<b>\$637,427</b>
<b>PROJECTED ADJUSTMENT TO WATER FUND BALANCE:</b>				<b>\$</b>
*Depreciation should be around \$				

FISCAL 2023-2024 BUDGET ADJUSTMENTS – NO. TWO MISCELLANEOUS FUNDS				
<b>COMPREHENSIVE IMPROVEMENT</b>	<b>REVENUE</b>			
	<b>CURRENT BUDGET</b>			<b>\$210,000</b>

		CURRENT (February 29, 2024)	122,553		
		ADDITIONAL PROJECTED	20,000		
		PROJECTED REVENUE		142,553	
		ADJUSTMENTS:	SUBTRACT	ADD	
		CONTRIBUTION – CASINO	17,447		
		TRANSFER FROM WATER FUND	50,000		
		<b>TOTAL REVENUE ADJUSTMENT</b>		<b>(67,447)</b>	
		ADJUSTED REVENUE			<b>\$142,553</b>
<b>COMPREHENSIVE IMPROVEMENT</b>		<b>EXPENDITURES</b>			
		<b>CURRENT BUDGET</b>			<b>\$32,517</b>
		CURRENT (February 29, 2024)	38,925		
		ADDITIONAL PROJECTED	70,000		
		PROJECTED EXPENDITURES		108,925	
		ADJUSTMENTS:	SUBTRACT	ADD	
		POLICE EQUIPMENT		6,408	
		WATER PROJECTS		35,000	
		SEWER PROJECTS		35,000	
		<b>TOTAL EXPENDITURE ADJUSTMENT</b>		<b>76,408</b>	
		ADJUSTED EXPENDITURES			<b>\$108,925</b>
<b>PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:</b>					

<b>BUILDING DEPARTMENT</b>		<b>REVENUE</b>			
		<b>CURRENT BUDGET</b>			<b>\$63,500</b>
		CURRENT (February 29, 2024)	30,944		
		ADDITIONAL PROJECTED	13,500		
		PROJECTED REVENUE		44,444	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPART	19,056		
		<b>TOTAL REVENUE ADJUSTMENT</b>		<b>(19,056)</b>	
		ADJUSTED REVENUE			<b>\$44,444</b>



BUILDING DEPARTMENT		EXPENDITURES		
		<b>CURRENT BUDGET</b>		<b>\$51,948</b>
		CURRENT (February 29, 2024)	13,254	
		ADDITIONAL PROJECTED	19,638	
		PROJECTED EXPENDITURES		32,892
		ADJUSTMENTS:	SUBTRACT	ADD
		BUILDING DEPARTMENT	19,056	
		<b>TOTAL EXPENDITURE ADJUSTMENT</b>		<b>(19,056)</b>
		<b>ADJUSTED EXPENDITURES</b>		<b>\$32,892</b>
<b>PROJECTED ADJUSTMENT TO BUILDING DEPARTMENT FUND BALANCE:</b>				

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
PROPOSED AMENDMENT OF ORDINANCE 307-10 & 320-2020**

**ORDINANCE NO. 341 - 2023**

**AN ORDINANCE TO ADD A NEW SUBCHAPTER ENTITLED “MARIJUANA BUSINESSES” TO TITLE XI OF THE HARTFORD CITY CODE TO PROVIDE FOR THE AUTHORIZATION OF MARIJUANA BUSINESSES OPERATED IN ACCORDANCE WITH STATE LAW AND THE CITY’S ZONING ORDINANCE**

The City of Hartford ordains:

Section 1. Amendment. A new subchapter entitled “Marijuana Businesses” is hereby added to Title XI of the Hartford City Code to read in its entirety as follows:

***Marijuana Businesses***

**Sec. 110.11. Definitions.**

The following words and phrases have the meanings ascribed to them when used in this subchapter:

- (a) *Co-located business* means a marijuana business with 2 or more types of state operating licenses operating within a single location.
- (b) *Designated consumption establishment* means a business licensed as a designated consumption facility under the MRTMA.
- (c) *Excess marijuana grower* means a business licensed as an excess marijuana grower under the MRTMA.
- (d) *Grower* means a business licensed as a grower under either the MMMFLA, the MRTMA, or both.
- (e) *LARA* means the department of licensing and regulatory affairs and any successor agency to the department.
- (f) *Location-specific step* means the portion of the application for a state operating license under the MMMFLA and the MRTMA that follows the prequalification step and pertains to the details of the proposed location.
- (g) *Marijuana* means, depending on the context, the same thing as “marihuana” as defined in the MMMFLA, the MRTMA, or both.
- (h) *Marijuana business* or *business* is a business involving one or more licenses issued under the MMMFLA, the MRTMA, or both.
- (i) *Microbusiness* means a business a business licensed as a marijuana microbusiness under the MRTMA.
- (j) *MMMA* means the Michigan medical marihuana act, 2008 IL 1, as amended MCL 333.26424 *et seq.*
- (k) *MMMFLA* means the Michigan medical marihuana facilities licensing act, 2016 PA 281, as amended, MCL 333.27102 *et seq.*
- (l) *MRTMA* means the Michigan regulation and taxation of marihuana act, 2018 IL 1, as amended MCL 333.27951 *et seq.*

- (m) *Prequalification step* means the portion of the application for a state operating license under the MMMFLA or MRTMA pertaining to the applicant's financial background and the criminal history of the applicant and other associated persons.
- (n) *Processor* means a business licensed as a processor under either the MMMFLA, the MRTMA, or both.
- (o) *Provisioning center* means a business licensed as a provisioning center under the MMMFLA. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through LARA's marijuana registration process in accordance with the MMMA is not a provisioning center for purposes of this section.
- (p) *Retailer* means a person licensed under the MRTMA to obtain marijuana from marijuana establishments and to sell or otherwise transfer marijuana to marijuana establishments and to individuals who are 21 years of age or older.
- (q) *Safety compliance business* means a person licensed as a safety compliance facility under the MMMFLA, the MRTMA, or both.
- (r) *Secure transporter* means a person licensed as a secured transporter under the MMMFLA, the MRTMA, or both.
- (s) *Stacked grower licenses* means two or more grower licenses issued to a single person to *under the MMMFLA or MRTMA*.
- (t) *State operating license or license* means a license that is issued under the MMMFLA or MRTMA to operate as a grower, processor, secure transporter, provisioning center, retailer, safety compliance facility, or microbusiness.
- (u) *Temporary marijuana event* means an event where the onsite sale or consumption of marijuana products, or both, are authorized at the location indicated on a state operating license issued under the MRTMA during the specified dates.

**Sec. 110.12. Authorization Required; Numerical Limitations.**

- (a) Marijuana businesses may be authorized to operate in the City of Hartford pursuant to this division and the City's zoning ordinance.
- (b) No business listed in subsection (a) may operate in the City of Hartford without a final authorization granted by the City Clerk pursuant to Section 110.13(d). A proposed business is not eligible for a state operating license until the clerk grants final authorization.
- (c) The number of state operating licenses for marijuana businesses shall be limited as follows:
  - (1) Designated consumption establishments (adult-use) – 2 licenses
  - (2) Growers (medical and adult-use) and excess marijuana growers (adult-use) – 13 licenses
  - (3) Microbusinesses (adult-use) – 3 license
  - (4) Processors (medical and adult-use) – 5 licenses
  - (5) Provisioning centers (medical) and retailers (adult-use) – 4 licenses
  - (6) Safety compliance (medical and adult-use) – 2 licenses
  - (7) Secure transporters (medical and adult-use) – 2 licenses
  - (8) Temporary marijuana events (adult-use) – 4 licenses

These limitations reflect the total number of available licenses in each category. The City anticipates that licenses will be co-located on various parcels, meaning that the total number of parcels containing marijuana businesses will be lower than the total number of licenses in use in the City.

**Sec. 110.13. Application Process.**

- (a) *Submission.* A person may apply for authorization to operate a marijuana business within the City by submitting the following items to the City on a standardized application form prepared by the City Clerk. These items may be submitted to the Clerk before applying for requisite zoning approvals:
- (1) A copy of official paperwork issued by LARA indicating that the applicant has successfully completed the prequalification step of the application for a state operating license.
  - (2) A signed statement from the applicant indicating:
    - (A) The current property owner of record for the proposed business location;
    - (B) If the current property owner is different than the applicant (e.g. where the applicant has a lease, option, land contract, or other future interest in the property), the property owner's signature is required in addition to the applicant's. Only one application shall be submitted per property. Co-located businesses may be requested on a single application;
    - (C) The address, tax identification number, and zoning designation of the proposed business location;
    - (D) The type or types of state operating licenses that the applicant is seeking at the proposed business location (e.g., medical grower, adult-use grower, provisioning center, etc.); and
    - (E) If the proposed business involves stacked grower licenses, the number of licenses sought.
  - (3) An advance of the annual administrative fee established in Section 110.15(d).
- (b) *Clerk action upon receipt.* The city clerk will accept and receive any application that includes the required items listed above and will date-stamp such application upon receipt.
- (c) *Conditional authorization.* The city clerk will conditionally authorize applications as follows:
- (1) The day after an application is received, the city clerk will conditionally authorize the application upon determining that if such application, if granted, could not cause the total number of licenses for any business type to exceed the numerical limitations listed in section 110.12(c) above. In making this determination, the city clerk shall assume that: (A) all marijuana businesses that are currently in operation will remain in operation; and (B) all conditionally authorized applications will result in the issuance of the number of state operating licenses that have been requested. If the city clerk determines that the application would cause the total number licenses for one or more business types to exceed the numerical limitations listed in section 110.12(c), the city clerk shall deny the application.
  - (2) If a situation arises in which the city clerk receives two or more applications in a single day, such that:
    - (A) one or more of the applications could be granted without exceeding the numerical limitations in section 110.12(c); but
    - (2) granting all of such applications would cause one or more numerical limitations to be exceeded;

The City Clerk shall refer the applications to City Commission. The City Commission will then determine which of the applications will be conditionally authorized pursuant to a competitive process established by resolution of the City Commission.
- (d) *Final authorization.* The city clerk will grant final authorization for the business if the conditionally authorized applicant:

- (1) Obtains all required zoning approvals for the business within 12 months of receiving conditional authorization; and
  - (2) Obtains the requisite state operating license within 18 months of receiving conditional authorization.
- (e) *Expiration of conditional authorization.* If the applicant for a conditionally authorized business fails to satisfy any of the deadlines established above, the conditional authorization will expire.

**Sec. 110.14. Relocation of Businesses, Transfers of Licenses, and Expansion of Grow Operations.**

- (a) An existing business may be moved to a new location in the City, subject to applicable zoning regulations and required approvals by LARA.
- (b) A license for an existing business may be transferred to a new licensee that intends to continue operating at the same location, subject to approval by LARA.
- (c) No further City approvals are required for the relocations and license transfers described in this section.
- (d) A licensee may expand growing operations by upgrading the class of the license (e.g., from class A to class B, or from class B to Class C), or by obtaining a stacked license. To do so, the licensee must submit a new application to the City satisfying the requirements in Section 31-3(a), which shall include payment of any additional annual administrative fee that will be owed due to the addition of stacked licenses. The application shall be conditionally approved upon receipt of all required materials.

**Sec. 110.15. General Regulations**

- (a) *Submission of supplementary information to the City.* Applicants who have received conditional authorization and licensees operating in the City must provide the Clerk with copies of all documents submitted to LARA in connection with the license application, subsequent renewal applications, or investigations conducted by LARA. The documents must be provided to the Clerk within 7 days of submission to LARA, and may be submitted by electronic media unless otherwise requested by the Clerk.
- (b) *Compliance with applicable laws and regulations.* Marijuana businesses must be operated in compliance with the MMMFLA and/or MRTMA, as applicable, all applicable rules promulgated by LARA, all conditions of the business's state operating licenses, and all applicable ordinances and codes, including the City's zoning ordinance. Compliance with the foregoing does not create immunity from prosecution by federal authorities or other authorities of competent jurisdiction.
- (c) *No consumption on premises.* No smoking, inhalation, or other consumption of marijuana shall take place on or within the premises of any marijuana business approved under this division, except for designated marijuana consumption establishments. It shall be a violation of this subchapter to engage in such behavior, or for a person to knowingly allow such behavior to occur. Evidence of all of the following gives rise to a rebuttable presumption that a person allowed the consumption of marijuana on or within a premises in violation of this section:
  - (1) The person had control over the premises or the portion of the premises where the marijuana was consumed;
  - (2) The person knew or reasonably should have known that the marijuana was consumed; and
  - (3) The person failed to take corrective action.
- (d) *Annual fee.* A licensee must pay a fee an annual fee, set by resolution of the City Commission, for each license used within the City in order to help defray administrative and enforcement costs. The initial annual fee(s) must be paid to the Clerk when the application for approval is submitted.

In each subsequent year, fees are due on the date on which the licensee submits an application to LARA for renewal of the state operating license.

**Sec. 110.16. Violations and penalties.**

- (a) *Request for revocation of state operating license.* If at any time an authorized business violates this subchapter or any other applicable ordinance, the City may request that LARA revoke or refrain from renewing the business’s state operating license.
- (b) *Civil infraction.* It is unlawful to disobey, neglect, or refuse to comply with any provision of this subchapter. A violation of this subchapter is a municipal civil infraction and a nuisance per se. Each day the violation continues shall be a separate offense. Notwithstanding any other provision of this ordinance to the contrary, violators shall be subject to a fine of up to \$500.
- (c) *Other remedies.* The foregoing sanctions are in addition to the City’s right to seek other appropriate and proper remedies, including actions in law or equity.

Section 2. Repealer; Effect on Existing Businesses. Ordinance 320-2020 is hereby repealed. All marijuana business that were granted state operating licenses to operate pursuant to Ordinance 320-2020 or its predecessor ordinance that remain in operation as of the effective date of this ordinance are deemed to have been granted final authorization under this ordinance. All applications that were submitted pursuant to Ordinance 320-2020 that remain pending as of the effective date of this ordinance shall be deemed to be conditionally authorized hereunder as of the date the application was received. The regulations provided in this ordinance apply to all marijuana businesses in the City from its effective date onward.

Section 3. Publication and Effective Date. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in the City, and the ordinance shall be effective 20 days after enactment or upon publication, whichever is later.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**CERTIFICATION**

This true and complete copy of Ordinance No. 341-2023 was declared adopted at a regular meeting of the Hartford City Commission held on \_\_\_\_\_, 2024.

\_\_\_\_\_  
 , Mayor

\_\_\_\_\_  
 , City Clerk

PC Hearing: February 26, 2024  
 Introduced: First Reading March 25, 2024  
 Adopted: \_\_\_\_\_, 2023  
 Published: \_\_\_\_\_, 2023  
 Effective: \_\_\_\_\_, 2023

**CITY OF HARTFORD  
COUNTY VAN BUREN COUNTY  
STATE OF MICHIGAN  
PROPOSED AMENDMENT OF ORDINANCE 307-10 & 320-2020**

**ORDINANCE NO. 342 -2023**

**AN ORDINANCE TO AMEND ZONING SECTIONS 151.091, 151.106, 151.122, AND 151.136 TO THE HARTFORD CITY CODE, AND TO ADD A NEW SECTION 151.217, TO REGULATE MARIJUANA BUSINESSES AS PERMITTED LAND USES IN VARIOUS ZONING DISTRICTS**

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.091, 151.106, 151.122, and 151.136, of the Hartford City Code are hereby amended as follows:

**Sec. 151.091. PERMITTED USES IN THE B-1 DISTRICT.**

- (A) Churches, funeral homes, and mortuaries;
- (B) All generally recognized retail businesses which supply commodities on the premises such as, but not limited to, groceries, meats, dairy products, dry goods, other foods, drugs, clothing, notions, hardware, or pharmaceuticals;
- (C) Personal service establishments which perform services on the premises within a completely enclosed building, such as, but not limited to: repair shops for items such as watches, radios, televisions; shoes; tailor shops; beauty parlors; barber shops; interior decorators; photographers; and dry cleaners;
- (D) Restaurants and taverns where the general public are served while seated within a building occupied by the establishment, except drive-in restaurants and open-front stores;
- (E) Theaters, private clubs, lodge halls, and other like places of entertainment when completely enclosed;
- (F) Office and office buildings of an executive, administrative, or professional function;
- (G) Banks, including drive-in facilities incidental to the principal banking function;
- (H) Municipal buildings and post offices;
- (I) Offices and showrooms for tradespeople, such as plumbers, electricians, decorators, and similar trades, except that:
  - (1) Not more than 25% of the floor area in the building is used for the purpose of making, assembling, remodeling, repairing, altering, finishing, or refinishing the products;
  - (2) Ground floor premises facing upon and visible from any abutting street shall be used only for entrances, offices, or display; and
  - (3) All storage or materials shall be within the confines of the building situated thereon.
- (J) Business schools, private schools, and other places of instruction for profit;
- (K) Newspaper offices and printing plants;
- (L) Warehouse and storage facilities incidental to and physically connected with any of the foregoing uses;

- (M) Veterinary offices, hospitals, and clinics;
- (N) Dwelling connected with the foregoing uses, provided they do not occupy the ground floor;
- (O) Parking lots and parking structures;
- (P) Accessory structures customarily incident to the above permitted uses;
- (Q) Parks, playgrounds, walking paths, and trails;
- (R) The following marijuana businesses:
  - (1) Designated consumption establishments (adult-use);
  - (2) Microbusinesses (adult-use);
  - (3) Provisioning centers (medical);
  - (4) Retailers (adult-use);
  - (5) Safety compliance (medical and adult-use);
  - (6) Secure transporters (medical and adult-use);
- (S) Signs in accordance with the provisions of Section 151.235.

**Sec. 151.106. PERMITTED USES IN THE B-2 DISTRICT.**

- (A) All permitted uses in the B-1 Central Business District, except marijuana secure transporters;
- (B) Automobile sales and showroom facilities, and farm equipment and implement dealers;
- (C) Bus passenger stations;
- (D) Automobile car wash facilities within closed structures;
- (E) Public utility offices, transformer stations, telephone exchanges, exchange stations, pump stations, service yards, exclusive, however, of outdoor storage facility;
- (F) Retail cold storage facilities;
- (G) Self-service laundry and dry cleaning establishments;
- (H) Bowling alleys;
- (I) Pool halls, billiard parlors, clubs, and similar indoor recreational facilities;
- (J) Closed storage facilities for the storage of materials which are to be sold at retail;
- (K) Other uses which are similar to the above uses;
- (L) Outdoor sales space and facilities for new and used automobiles, farm equipment, mobile homes, house trailers, travel trailers, and like merchandise, provided that:
  - (1) Ingress and egress shall be at least 60 feet from the intersection of any 2 streets; and
  - (2) No major repair or major refinishing shall be done on the site.
- (M) Motels, hotels, and inns, except that:
  - (1) Ingress and egress shall not interfere with adjacent business uses;
  - (2) No kitchen or cooking facilities shall be provided except in a single full-time residential unit of manager or caretaker, unless approval of a special use permit is granted as provided in Section 151.290 et seq.; and
  - (3) Each unit shall contain not less than 200 square feet of floor area.



- (N) Drive-in restaurants, open front stores, and similar facilities, except that:
- (1) Facilities shall be set back at least 60 feet from the street right-of-way of any existing or proposed major thoroughfare; and
  - (2) Ingress and egress shall be located at least 60 feet from the intersection of any 2 streets.
- (O) Commercially used, outdoor recreational space for children's amusement parks, miniature golf course, and similar facilities, except that:
- (1) A children's amusement park shall be fenced on all sides by a fence or wall at least 4 feet in height; and
  - (2) Adequate parking shall be provided for, located off of the road right-of-way, and shall be fenced with a 4-foot by 6-inch wall or fence.
- (P) Parks, playgrounds, walking paths, and trails;
- (Q) The following marijuana businesses:
- (1) Designated consumption establishments (adult-use);
  - (2) Microbusinesses (adult-use);
  - (3) Provisioning centers (medical);
  - (4) Retailers (adult-use);
  - (5) Safety compliance (medical and adult-use);
- (R) Signs in accordance with the provisions of Section 151.235.
- Sec. 151.122. PERMITTED USES IN THE LI DISTRICT.**
- (A) The manufacturing, compounding, processing, packaging, or treatment of the products as candy, cosmetics, drugs, perfumes, pharmaceuticals, and food products, except the rendering or refining of fats and/or oils;
- (B) The manufacturing, compounding, assembly, or treatment of articles from previously prepared materials, including, but not by way of limitation of, cellophane, canvas, clay, cloth, cork, feathers, felt, fibers, fur, glass, hair, leather, paint, paper, plastics, precious or semi-precious metals and/or stones, shell, rubber, tin, iron, steel, tobacco, wood, and/or yam;
- (C) Petroleum storage facilities, provided that the facility shall not exceed the capacity of 2,500 gallons in any one tank and the facility shall not be within 500 feet from any residentially zoned property. Any petroleum storage tank or facility shall be wholly underground and conform to the requirements of the Michigan Department of Environmental Quality and the State Fire Marshall's Office;
- (D) Machine shops, and printing and book binding facilities;
- (E) Warehousing and wholesale storage and distribution facilities;
- (F) Other similar limited industrial enterprises, provided, however, that the similarity of use shall be determined upon proper application by the City of Hartford Planning Commission;
- (G) Any use customarily incidental to the permitted principal use;
- (H) The foregoing specific and general descriptions shall not be construed to permit the establishment of junkyards, automobile graveyards, automobile dismantling operations or facilities, and like operations;
- (I) Parks, playgrounds, walking paths, and trails;

(J) The following marijuana businesses:

- (1) Designated consumption establishments (adult-use);
- (2) Growers (medical and adult-use) and excess marijuana growers (adult-use);
- (3) Microbusinesses (adult-use);
- (4) Processors (medical and adult-use);
- (5) Provisioning centers (medical);
- (6) Retailers (adult-use);
- (7) Safety compliance (medical and adult-use);
- (8) Secure transporters (medical and adult-use);

(K) Signs in accordance with Section 151.235.

**Sec. 151.136. PERMITTED USES IN THE I DISTRICT.**

- (A) Facilities and the principal function of which is basic research, design, and pilot experimental product development when conducted within a completely enclosed facility;
- (B) A facility for the manufacturing, compounding, or processing of materials into a finished product within an enclosed building;
- (C) Warehouse and wholesale establishments and trucking facilities;
- (D) Public utilities, including buildings, necessary structures, storage yards, transformer plants, and like uses;
- (E) Water supply and sewage disposal plants, water and gas tank holders, railroad transfer and storage tracks, railroad rights-of-way, freight terminals, telephone exchanges, transformer stations, and substation of similar utility-oriented activities. Municipal uses, such as water treatment plants and reservoirs, and municipal buildings, including outdoor storage therefor;
- (F) Commercial kennels;
- (G) Greenhouses;
- (H) Trade or industrial schools;
- (I) Lumber and planning plants;
- (J) Freestanding non-accessory signs;
- (K) Outdoor storage facilities for things such as building materials, sand, gravel, stone, lumber, contractor equipment, and supplies, provided that same is contained within an obstructing wall or fence on the sides abutting residential or business districts of not less than 5 feet in height. The fence may be a chain linked fence with a heavy green shrubbery with masonry or other suitable material to obstruct the view. Other uses similar to and no more objectionable in character in the above uses;
- (L) Auto engine, body repair, and undercoating shops when completely enclosed;
- (M) Metal plating, buffing, and polishing, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances;
- (N) Metal casting foundries, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances to adjacent business or residential areas;
- (O) Printing plants including its ancillary uses, such as the casting of type smelting or typing material;

- (P) Accessory buildings and uses customarily incident to the above permitted uses;
- (Q) Outdoor automotive permanent race tracks are permitted only after a special use has been granted by the Planning Commission. The Planning Commission shall place restrictions on the use and operation of the facility so as to minimize the effects of the surrounding area and the community. The developers must first submit a detailed site plan to the Planning Commission prior to the Planning Commission holding a required public hearing;
- (R) The following marijuana businesses:
- (1) Designated consumption establishments (adult-use);
  - (2) Growers (medical and adult-use) and excess marijuana growers (adult-use);
  - (3) Microbusinesses (adult-use);
  - (4) Processors (medical and adult-use);
  - (5) Provisioning centers (medical);
  - (6) Retailers (adult-use);
  - (7) Safety compliance (medical and adult-use);
  - (8) Secure transporters (medical and adult-use);
- (S) Signs in accordance with Section 151.235.

Section 2. Addition. A new zoning section 151.217 is added to the Hartford City Code to read as follows:

**Sec. 151.217. Marijuana businesses.**

- (A) *Definitions*. All terms defined in Title XI of the City Code have the same meaning when used in this section or sections 151.091, 151.106, 151.122, and 151.136.
- (B) *Regulations and Conditions*. Marijuana businesses are permitted in the City's commercial and industrial zoning districts as indicated in Sections 151.091, 151.106, 151.122, and 151.136, subject to site-plan review by the Planning Commission and compliance with the following regulations and conditions:
- (1) Marijuana businesses must comply with the MMMFLA, the MRTMA, and any applicable rules promulgated under either statute.
  - (2) Marijuana businesses shall not be located within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12 or within 500 feet of a house of worship. These spacing limitations shall be computed by measuring a straight line from the nearest property line on the lot used a school or house of worship to the nearest property line of the lot used as a marijuana business. This subsection modifies requirement modifies and supersedes the default spacing limitations provided in Section 9 of the MRTMA.
  - (3) Co-located marijuana businesses and stacked grower licenses may be permitted, subject to the regulations in this section and any applicable rules promulgated by LARA.
  - (4) No marijuana business may operate without first obtaining final authorization for each state operating license from the city clerk pursuant to Title XI of the City Code. Marijuana businesses in existence in the City as of the date of this ordinance shall be deemed to have received final authorization.

- (5) Marijuana businesses (including both the building and surrounding site) shall be sufficiently designed in a manner to minimize light spillage, odor, and noise (including noise associated with truck traffic or other machinery), affecting adjacent properties.
- (6) Applicants must provide a plan for the storage and disposal of marijuana or chemicals associated with marijuana cultivation, so as to minimize the risk of theft or harm resulting from chemical exposure. At no time should byproducts be deposited into the ground.
- (7) No marijuana may be stored overnight outside of an enclosed building. By way of example and without limitation, it is unlawful to store marijuana overnight in an outdoor waste bin.
- (8) The outdoor storage of trash or rubbish shall be appropriately screened.
- (9) Signage for marijuana businesses is subject to approval pursuant to the generally applicable procedures and standards provided in this ordinance, with the additional restriction that signs shall not contain images or text designed to appeal to persons under legal age to consume marijuana. By way of example but not of limitation, signs shall not include cartoon characters, images of youthful persons, or slang terminology for marijuana that may be designed to appeal to minors (e.g., “weed” or “kush”).
- (10) The cultivation and processing of marijuana must be conducted in a manner that minimizes adverse impacts on the public sanitary sewer and natural environment.
- (11) Marijuana businesses must control and eliminate odor as follows:
  - (a) The building must be equipped with an activated air scrubbing and carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter and air scrubbing system.
  - (b) The filtration system must consist of one or more fans, activated carbon filters and be capable of scrubbing the air prior to leaving any building. At a minimum, the fan(s) must be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
  - (c) The air scrubbing and filtration system must be maintained in working order and must be in use at all times. The filters must be changed per manufacturers’ recommendation to ensure optimal performance.
  - (d) Negative air pressure must be maintained inside the building.
  - (e) Doors and windows must remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
  - (f) An alternative odor control system is permitted if the special use applicant submits a report by a mechanical engineer licensed in the state of Michigan sufficiently demonstrating that the alternative system will eliminate odor as well or better than the air scrubbing and carbon filtration system otherwise required.
- (12) For growers and excess marijuana growers:
  - (a) Cultivation must occur within an enclosed building with exterior facades (not including windows) consisting of opaque materials typical of an industrial or commercial building. Windows shall be arranged in such a way that marijuana plants are not visible from the exterior of the building.
  - (b) The roof of the building may be constructed of a rigid transparent or translucent material designed to let in light, such as glass or rigid polycarbonate or fiberglass panels. Films or

other non-rigid materials cannot be used to construct any component of the building’s exterior structure.

- (13) For provisioning centers, retailers, microbusinesses, and designated consumption establishments:
  - (a) Provisioning centers, retailers, microbusinesses, and designated consumption establishments may not be open to customers between the hours of 9:00 p.m. and 9:00 a.m.
  - (b) Provisioning centers, retailers, microbusinesses, and designated consumption establishments may not receive deliveries between the hours of 8:00 p.m. and 7:00 a.m.
  - (c) The exterior appearance of a provisioning center, retailer, microbusiness or designated consumption establishment must be compatible with surrounding businesses with respect to façade type, ground floor opacity, size and placement of signage, site layout, etc.
  - (d) The interior of the building must be arranged in a way such that neither marijuana, marijuana-infused products, nor paraphernalia are visible from the exterior of the building.
  - (e) Marijuana retailers and provisioning centers may offer curbside service or remote delivery service to the extent permitted under state law. Any marijuana retailer offering curbside service must indicate on its proposed site plan where curbside customers will park and must adequately mark such parking spaces as being reserved for curbside customers. Drive-through window service is prohibited.
  - (f) Temporary marijuana events must meet the requirements of state law and have a special use event license issued by the Clerk.

Section 3. 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
, Mayor

\_\_\_\_\_  
, City Clerk

PC Hearing: February 26, 2024  
 Introduced First Reading: March 25, 2024  
 Adopted: \_\_\_\_\_, 2023  
 Published: \_\_\_\_\_, 2023  
 Effective: \_\_\_\_\_, 2023

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
PROPOSED AMENDMENT OF ZONING ORDINANCE**

**ORDINANCE NO. 343 - 2024**

**AN ORDINANCE TO AMEND ZONING SECTIONS 151.291, 151.309, 151.310, 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. 343-2024 was declared adopted at a regular meeting of the Hartford City Commission held on \_\_\_\_\_, 2024.

\_\_\_\_\_  
, Mayor

\_\_\_\_\_  
, City Clerk

PC Hearing: February 26, 2024  
 Introduced First Reading: March 25, 2024  
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