



City of Hartford  
County of Van Buren, State of Michigan

## Commission Business Meeting Agenda

Monday, July 28, 2025 at 5:30 PM

---

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF AGENDA

### GUESTS

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

### COMMUNICATIONS

- [1.](#) Ely Park Design Viewing - July 29, 2025 5:30pm-6pm Vanderlyn Community Center

### REPORT OF OFFICERS BOARDS & COMMITTEES

2. Fire Apparatus Committee Update

#### Police & Ordinance

- [3.](#) 2025 June - HPD

#### Fire Department

- [4.](#) HFD - July 8, 2025

#### Ambulance

#### Van Buren County

#### Public Works

- [5.](#) 2025 June - DPW & IRP

#### Wastewater Treatment Plant

- [6.](#) 2025 June - WWRP

#### Treasurers, Investment & List of Bills

[7.](#) July 28, 2025 - List of Bills

[8.](#) June 30, 2025 - Investment

**City Manager**

[9.](#) CM Update

[10.](#) CM - Goals

[11.](#) July 2025 - Project Updates

[12.](#) Master Plan - Bus Tour Summary

[13.](#) Master Plan - Open House Summary

**APPROVAL OF COMMISSION MINUTES**

[14.](#) 2025 July 14, 2025 - Special - DWSRF Contract Awards

[15.](#) 2025 June 23 - Business

[16.](#) 2025 June 9 - Special - Master Plan

[17.](#) 2025 June 9 - Special - Water and Wastewater Operator

**APPROVAL OF REPORTS**

**GOALS/OBJECTIVES**

**OLD BUSINESS**

[18.](#) Discuss & Consider - Audit Engagement Contract

**NEW BUSINESS**

[19.](#) Discuss & Consider - IPP Proposal

[20.](#) Discuss & Consider - Appoint Building Official

[21.](#) Discuss & Consider - Camping Ordinance

**INTRODUCTION OF RESOLUTIONS OR AMENDMENTS**

[22.](#) Discuss & Consider - First Reading - Amendment to General Provision Chapter 130 Prohibit Camping on Public Property Ordinance 345-2025

[23.](#) Discuss & Consider - Resolution 2025 - 055 - Industrial Pretreatment Engineering Agreement

[24.](#) Discuss & Consider - Resolution 2025 - 056 - Audit Engagement

[25.](#) Discuss & Consider - Resolution 2025 - 057 - Building Official Appointment

[26.](#) Discuss & Consider - Resolution - 2025 - 058 - Authorize Issuance of Michigan Transportation Fund Bonds, Series 2025

## ADJOURNMENT

# Ely Park Design Viewing

07 | 29 | 2025

**Location: Vanderlyn Community  
Center Hartford Public Library**

**Time: 5:30 pm - 6:30 pm**

You've been waiting and now it's finally here!  
Come see us at the library on July 29<sup>th</sup> for the first public  
viewing of the Ely Park design for the Spark grant!  
Everyone is welcome!



# Hartford Police Department Monthly Report

Item 3.

Month: July 2025

## DEPARTMENT SUMMARY:

We have completed the COPS grant to apply for funding for a new position.  
We have interviewed a solid candidate for a part time position.  
Conducted background on a potential applicant, and started a second background.  
Marcus Hamre has been serving on his own and working on numerous calls for service.  
New Ordinances suggestions: Camping ordinance is being sent for vote  
New Equipment and uniforms have come in. Just waiting for additional equipment.  
Still working on cleaning and organizing the evidence room.

Our friends at the Pokagon Tribal Police were very kind to donate some equipment items we desperately needed. I truly thank them for their assistance.

## STATISTICS:

- *Call for Service (CFS)* 131 for the month of May, 108 by our agency (Double from last month)
- *Arrest Count Report* 4
- *Citations* 7

## BUDGET UPDATE:

We have had to make cuts on items due budgeting.

I am hopeful that we can get a COPS grant for additional staff.

I am working on acquiring a newer police vehicle as ours are starting to show concerns.

## PERSONNEL:

Working on two backgrounds for part time personnel.

## TRAINING:

Officer Orvis will be attending a training class in October.

Officer Hamre has completing his field training process.

All officers will be doing on-line training classes to reduce costs of travel and time

## PUBLIC OUTREACH:

We are continuing blight enforcement and completing property checks.

We have begun completing news releases for the department.

**FLEET STATUS:**

I am still looking at new patrol vehicle options that other agencies use.

**EQUIPMENT:**

New department firearms should be arriving in late September or October.

**GRANTS & INITIATIVES:**

I have completed 2026 COPS grant program. I am hoping we are awarded the funding.

Amount	Grant	Grantor	Purpose	Status

**Update Manual/Policies/Procedures/Rules:**

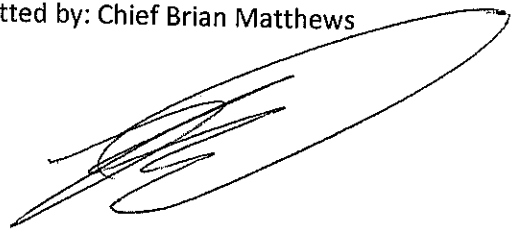
Name of Policy	Date Started Update	Status of Update	Est. Completion Date
Citizen complaint Form			
Blight Handling Policy			
Evidence Policy			
Use of Force Form			
Vehicle Agreement			

\*END OF REPORT\*

---

Respectfully Submitted by: Chief Brian Matthews

Date: July 2025

A handwritten signature in black ink, consisting of several overlapping loops and strokes, enclosed within a large, elongated oval shape.

**Hartford Fire Board Meeting  
July 8th, 2025  
June Business**

Contents

Page 1	Meeting Agenda
Page 2-4	Proposed Meeting Minutes of June 9th, 2025 Board Meeting
Page 5-6	Revenue and Expenditure Report
Page 7-8	Expenses by Vendor Summary & Invoices
Page 9	Invoices
Page 10	Treasures Report (Cash Balances)
Page 11-12	List of Disbursements
Page 13-15	June 2025 Incident Summary & Breakdowns
Page 16	Chief Report
Page 17-27	Monthly Call Data
Page 28	Asst. Chief's Report
Page 29-31	Yearly Data

**Hartford Fire Board**  
 Agenda  
 Tuesday July 8th, 2025, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. **Approval of the Agenda as Presented.** Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to approve agenda as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_ Nays: \_\_\_\_.
- VII. **Approval of previous meeting minutes from June 9th, 2025:** Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve previous meeting minutes as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_ Nays: \_\_\_\_
- VIII. Review: **Review Revenue & Expenditure Report & Invoice Register**
- IX. **Approval of June Treasurer's report:** Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer's report as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
  - a. **Accounts Payable:** Amount \$55,586.66 Motion by \_\_\_\_\_ Second \_\_\_\_\_ by \_\_\_\_\_  
 roll call vote Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_
- X. Review June 2025 Incident Summary and Breakdown of Fire Calls per zone.
- XI. Review Cost Recovery USA 5/25/2025-6/24/2025 Payment Reconciliation Report
- XII. Unfinished Business:
- XIII. New Business:

Reports:

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

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to adjourn at \_\_\_\_\_ pm.



**HARTFORD FIRE BOARD MEETING****Minutes of Fire Board Meeting June 9th, 2025**

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

**Absent:** Jerry Birmele

**Others Present:** Asst. Chief McGrew,

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

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of June 9th, 2025, was presented Motion by Sefcik; Second by Ledesma to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the May 12th, 2025, Fire Board meeting was presented.

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

Yeas: 4 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The May Treasures report was presented: Motion by Hunt; Seconded by Sefcik to approve Treasures report as presented.

Yeas: 4 Nays: 0

Bills were presented for approval in the amount of \$26,528.78 Motion by Hunt; seconded by Ledesma to pay bills in the amount of \$26,528.78.

Motion approved upon roll call vote of members present.

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

Absent: Birmele

Members Reviewed the May 2025 Incident Summary and Breakdown of Fire Calls per zone.

Members Reviewed the 4/25/2025-5/24/2025 Cost Recovery USA Payment Reconciliation Report.

### Unfinished Business

### New Business:

1. Budget Adjustment # 2 for the 2024/2025 fiscal year was presented, Motion by Hunt; Seconded by Sefcik to approve the Budget Adjustment as presented.

Yeas: 4      Nays: 0

2. Discussion was held on upcoming EMS IC Class being offered by the Van Buren Tech Center, Motion by Sefcik; Seconded by Germinder to approve the amount not to exceed \$2,600 to send up to 3 members to the proposed class.

Yeas: 4      Nays: 0

3. Discussion on the upcoming meeting schedule for fiscal year 2025/2026, members discussed the possibility of changing the day from 2nd Monday of the month to the 2nd Tuesday of the month, Asst. Chief McGrew noted that he spoke with Peter today and he advised that this would also work better for him to be able to attend additional meetings eliminating a conflict with another municipality's scheduled meeting. Motion by Ledesma; Seconded by Hunt to adopt proposed 2025/2026 meeting schedule with meetings to be held on the 2<sup>nd</sup> Tuesday of every month still @ 7:00pm, one exception is



## Minutes of Fire Board Meeting June 9th, 2025

the November 2025 meeting will be held on the 2<sup>nd</sup> Wednesday due to the 2<sup>nd</sup> Tuesday falling on a federal holiday.

Yeas: 4      Nays: 0

**Fire Chiefs Report:**

1. Chief on Vacation

**Assistant Fire Chief Report:**

1. Report Attached in the packet

**Other board Business:**

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:26 p.m.

Yeas: 4      Nays: 0      **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

Hartford Fire Board  
Minutes of Organizational Meeting  
July 8th, 2025

**Members Present upon roll call:** Ron Sefcik, Jerry Birmele, Eric Germinder

Members absent: Chad Hunt, Carlos Ledesma

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

Sefcik called the meeting to order at 7:01p.m. with the Pledge of Allegiance

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

The proposed agenda for the Organizational meeting of July 8<sup>th</sup>, 2025, was presented and approved.

Motion by Sefcik; Second by Germinder; to approve the agenda as presented. Yeas: 3 Nays: 0

Motion Approved

Organization of Fire Board Offices:

1. Motion by Germinder; Second by Birmele to nominate Sefcik as Fire Board Chairperson for the 2025-26 fiscal year. Motion carried 3-0
2. Motion by Germinder; Second by Sefcik to nominate Hunt as Fire Board Vice-Chairperson for the 2025-26 fiscal year. Motion carried 3-0
3. Motion by Sefcik; Second by Germinder to nominate Birmele as Fire Board Secretary for 2025-26 fiscal year. Motion carried 3-0
4. Motion by Birmele; Second by Germinder to nominate Ledesma as Fire Board Treasurer for 2025-26 fiscal year. Motion carried 3-0

Organization of Fire Board Committees:

1. Motion by Sefcik; Seconded by Germinder to keep the committee's positions the same as the 2025-26 Fiscal Year. Motion carried 3-0

Personal Committee- Hunt & Sefcik  
Membership Review Committee- Sefcik  
Compensation Committee- Ledesma & Sefcik  
Budget Committee- Hunt & Ledesma  
Policy Review Committee- Hunt & Germinder

Motion by Sefcik; Second by Germinder to adjourn the 2025-2026 organizational meeting  
at 7:05 pm. Motion carried 3-0

## Minutes of Fire Board Meeting July 8th, 2025

**HARTFORD FIRE BOARD MEETING****Minutes of Fire Board Meeting July 8th, 2025**

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

**Absent:** Chad Hunt

**Others Present:** Chief Harting, Assistant Chief McGrew, Peter Stanslawski, Chairman Sefcik called the meeting to order at 7:05 p.m.

Public comment opened at 7:05 NO public comment.

Public comment closed at 7:05

The proposed agenda for the Fire Board meeting of July 8th, 2025, was presented and approved. Motion by Sefcik Second by Ledesma to approve the agenda as presented.

Yeas: 4 Nays: 0      **Approved**

The proposed minutes of the June 9<sup>th</sup>, 2025 Fire Board meeting were presented.

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

Yeas: 4 Nays: 0      **Approved**

Review of Revenue & Expenditure Report

The June Treasures report was presented: Motion by Sefcik; Seconded by Germinder to approve Treasures report as presented.

Yeas: 4 Nays: 0

Bills were presented for approval in the amount of \$55,586.66 Motion by Birmele; seconded by Germinder to pay bills in the amount of \$55,586.66.

Motion approved upon roll call vote of members present.

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

Absent: Hunt



## Minutes of Fire Board Meeting July 8th, 2025

Members Reviewed the June 2025 Incident Summary and Breakdown of Fire Calls per zone.

**Unfinished Business:** none

**New Business:** none

**Fire Chiefs Report:**

1. Meetings Attended:

- Township
- VBC Medical Control

2. Information

- Held 2 water days for the community
- Fair Starts next week, We will be doing medical coverage during the day
- Annual Ladder testing is later this month

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

Report attached in the packet.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

Sefick advised that both the city and township have selected members to sit on the committee to discuss future apparatus purchase's and also the city has selected members to sit on committee for Interlocal Agreement discussions, township will be selecting members this month.

Motion by Sefcik; Second by Germinder to adjourn the meeting at 7:26p.m.

Yeas: 4    Nays:0    **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

7/07/2025 09:27 AM  
 ser: BSA  
 B: Hfd

## REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

Page: 1/2

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 06/30/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDST USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	HARTFORD TOWNSHIP	171,614.28	163,570.00	163,569.96	27,261.66	0.04	100.00
206-000-402.000	HARTFORD CITY	127,074.78	133,830.00	133,830.00	11,152.50	0.00	100.00
206-000-411.000	HARTFORD TWP MILLAGE	68,778.70	67,000.00	63,548.10	0.00	3,451.90	94.85
206-000-412.000	HARTFORD CITY MILLAGE	45,254.37	46,000.00	48,323.45	6,493.83	(2,323.45)	105.05
206-000-420.000	BANGOR TWP COST RECOVERY	7,253.00	5,200.00	5,317.05	913.29	(117.05)	102.25
206-000-421.000	COST RECOVERY	1,110.00	4,000.00	3,822.29	367.29	177.71	95.56
206-000-422.000	FIRE REPORTS/ FOIA	20.00	622.00	1,244.41	10.00	(622.41)	200.07
206-000-450.000	DONATIONS	8,917.23	74,182.28	74,182.28	0.00	0.00	100.00
206-000-539.000	GRANTS	21,400.00	2,500.00	0.00	0.00	2,500.00	0.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	9,600.00	9,600.00	1,600.00	0.00	100.00
206-000-584.000	VBEMS	16,710.00	13,000.00	12,470.00	1,075.00	530.00	95.92
206-000-665.000	INTEREST	14,743.25	28,000.00	28,214.11	2,476.47	(214.11)	100.76
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00	6,632.00	6,632.00	0.00	0.00	100.00
Total Dept 000		492,475.61	554,136.28	550,753.65	51,350.04	3,382.63	99.39
TOTAL REVENUES							
		492,475.61	554,136.28	550,753.65	51,350.04	3,382.63	99.39
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-702.000	BOARD SALARY	3,780.00	4,200.00	3,780.00	720.00	420.00	90.00
206-336-704.000	CHIEF SALARY	56,141.04	58,950.00	58,950.00	4,912.50	0.00	100.00
206-336-705.000	ASST CHIEF SALARY	0.00	24,000.00	24,000.00	2,000.00	0.00	100.00
206-336-710.000	FIREFIGHTER/ MFR	57,840.53	50,000.00	49,917.52	8,805.15	82.48	99.84
206-336-712.000	SHIFT COVERAGE	12,930.00	14,400.00	13,360.65	2,025.00	1,039.35	92.78
206-336-714.000	SUPPORT STAFF	80.00	0.00	0.00	0.00	0.00	0.00
206-336-720.000	PAYROLL TAXES	11,033.73	11,100.00	11,475.62	1,412.37	(375.62)	103.38
206-336-724.000	RETIREMENT	3,228.14	3,800.00	3,558.14	294.76	241.86	93.64
206-336-730.000	GASOLINE & DIESEL	6,453.90	9,400.00	6,116.02	1,077.28	3,283.98	65.06
206-336-731.000	VEHICLE MAINTENANCE	13,828.75	74,500.00	79,304.79	13,105.05	(4,804.79)	106.45
206-336-733.000	EQUIPMENT MAINTENANCE	15,596.75	43,700.00	43,762.59	2,233.70	(62.59)	100.14
206-336-740.000	OPERATING SUPPLIES	240.28	400.00	337.57	201.70	62.43	84.39
206-336-741.000	MEDICAL SUPPLIES	12,456.80	4,000.00	3,640.09	321.26	359.91	91.00
206-336-742.000	ANNUAL TESTING	5,507.80	9,500.00	7,151.77	0.00	2,348.23	75.28
206-336-751.000	PHONES	7,334.51	7,500.00	6,534.37	470.92	965.63	87.12
206-336-753.000	UTILITIES	8,025.19	10,000.00	8,755.79	1,002.03	1,244.21	87.56
206-336-763.000	BUILDING MAINTENANCE	33,191.02	19,632.00	19,702.67	1,532.54	(70.67)	100.36
206-336-767.000	DUES/ SUBSCRIPTIONS	3,152.34	4,200.00	3,266.28	0.00	933.72	77.77
206-336-781.000	TURN OUT GEAR/ UNIFORMS	13,506.44	15,000.00	14,554.75	12,073.92	445.25	97.03
206-336-785.000	EDUCATION/ TRAINING	6,643.61	8,500.00	7,604.42	1,248.18	895.58	89.46
206-336-796.000	PHYSICALS	7,842.25	10,000.00	6,503.52	422.00	3,496.48	65.04
206-336-799.000	OFFICE/ COMPUTER	5,570.68	4,700.00	3,597.64	478.53	1,102.36	76.55
206-336-801.000	PROFESSIONAL SERVICES	19,740.00	16,500.00	12,760.00	1,260.00	3,740.00	77.33
206-336-810.000	GRANT MATCH	0.00	2,500.00	2,500.00	2,500.00	0.00	100.00
206-336-815.000	GENERAL INSURANCE	25,331.97	24,300.00	24,248.46	0.00	51.54	99.79
206-336-965.000	TRANSFER TO MILLAGE FUND	0.00	113,000.00	0.00	0.00	113,000.00	0.00



7/07/2025 09:27 AM  
ser: BSA  
FB: Hfd

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		2024-25	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		NORM	(ABNORM)		NORM	(ABNORM)	MONTH 06/30/25	INCR (DECR)	NORM	(ABNORM)	
Fund 206 - FIRE FUND											
Fund 206 - FIRE FUND:											
TOTAL REVENUES		492,475.61		554,136.28		550,753.65		51,350.04		3,382.63	99.39
TOTAL EXPENDITURES		329,455.73		543,782.00		415,382.66		58,096.89		128,399.34	76.39
NET OF REVENUES & EXPENDITURES		163,019.88		10,354.28		135,370.99		(6,746.85)		(125,016.71)	1,307.39

07/07/2025 09:26 AM  
User: BSA  
DB: Hfd

INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE  
POST DATES 06/10/2025 - 07/08/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 171

Item 4.

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	521.92
2. BACKROADS SERVICES		
	TRUCK MAINTENANCE 1869	475.50
3. BESTWAY		
	TRASH	75.00
4. BRONSON HELP NET		
	PROFESSIONAL SERVICES	186.00
5. CONSUMERS ENERGY		
	NATURAL GAS	27.90
6. COREWELL		
	PHYSICALS	422.00
7. CRYSTAL FLASH		
	DIESEL	598.98
8. DINGES FIRE COMPANY		
	TURN OUT GEAR	720.00
	TURN OUT GEAR	9,100.00
	TOTAL	9,820.00
9. FIRST NATIONAL BANK OMAHA		
	TRAINING SUPPLIES OFFICE	1,480.46
10. INDIANA MICHIGAN POWER		
	ELECTRIC	428.33
11. KELLOGG HARDWARE INC		
	SUPPLIES	41.49
12. MFE INC		
	FOAM	912.00
	GLOVES	1,938.72
	HOSE GRANT DONATION	9,254.00
	HOSE DONATION	1,112.00
	HOSES DONATION	3,344.80
	TOTAL	16,561.52
13. PETER STANISLAWSKI		
	FINANCE SERVICES	630.00
14. QUALITY DOOR OF SOUTH HAVEN INC		
	DOOR MAINTENANCE	1,188.40
15. S&A AUTOMOTIVE INC		
	MAINTENANCE 2010 F-150	120.00
16. SHELL FLEET PLUS		
	DIESEL & GASOLINE	242.10
17. TURNOUT MANAGEMENT		
	WORK ORDER 28442	119.50
18. US BUSINESS SYSTEMS INC		
	COPIER	113.26
19. VECTOR SOLUTIONS LLC		
	ANNUAL SOFTWARE & TRAINING	3,710.80
20. VFIS		
	INSURANCE	4,429.00
TOTAL - ALL VENDORS		41,192.16



**HARTFORD FIRE****CASH BALANCES****JULY 8, 2025**

General Checking	\$	44,420.13
Operating Account	\$	194,401.76
Millage Account	\$	415,642.06
Maintenance Account	\$	14,476.03
Donation Account	\$	66,094.65

All Cash Accounts	\$	735,034.63
-------------------	----	------------

07/07/2025 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 06/10/2025 - 07/08/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
06/13/2025	DD643(A)	HARTING, ROBBIE	PAYROLL	1,864.18
06/13/2025	DD644(A)	MC GREW, KEVIN	PAYROLL	998.14
06/30/2025	346(E)	BESTWAY	TRASH	75.00
06/30/2025	347(E)	CRYSTAL FLASH	DIESEL	598.98
06/30/2025	EFT132(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	450.00
06/30/2025	EFT133(E)	CITY OF HARTFORD	PAYROLL	294.80
06/30/2025	EFT134(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,090.85
06/30/2025	EFT135(E)	STATE OF MICHIGAN	PAYROLL	1,854.12
07/01/2025	DD645(A)	HARTING, ROBBIE	PAYROLL	1,846.16
07/01/2025	DD646(A)	MC GREW, KEVIN	PAYROLL	624.30
07/02/2025	DD647(A)	BODARY, BRANDON	PAYROLL	198.17
07/02/2025	DD648(A)	EASTMAN, SCOTT	PAYROLL	86.30
07/02/2025	DD649(A)	FLEMMING, RYAN	PAYROLL	21.32
07/02/2025	DD650(A)	FRY, STEVEN	PAYROLL	287.27
07/02/2025	DD651(A)	GERMINDER, ERIC	PAYROLL	52.86
07/02/2025	DD652(A)	HUNT, CHAD	PAYROLL	51.86
07/02/2025	DD653(A)	LEDESMA, CARLOS	PAYROLL	52.86
07/02/2025	DD654(A)	LOWE, STEVEN	PAYROLL	179.03
07/02/2025	DD655(A)	MC CLELLAN, TROY	PAYROLL	2.15
07/02/2025	DD656(A)	MC GREW, KEVIN	PAYROLL	1,523.16
07/02/2025	DD657(A)	ROBERTS, KHELUN	PAYROLL	659.65
07/02/2025	DD658(A)	SEFCIK, RONALD	PAYROLL	52.86
07/02/2025	DD659(A)	SHARPE, IAN	PAYROLL	387.15
07/02/2025	DD660(A)	TAIT, JOSHUA	PAYROLL	24.61
07/02/2025	DD661(A)	TEITSMA, NATHAN	PAYROLL	67.14
07/02/2025	DD662(A)	WEBERG, SCOTT	PAYROLL	420.08
07/02/2025	STUB65(A)	FLEMMING, LISA	PAYROLL	0.00
07/03/2025	DD663(A)	LOWE, STEVEN	PAYROLL	305.48
07/08/2025	348(E)	INDIANA MICHIGAN POWER	ELECTRIC	428.33
07/08/2025	349(E)	AT&T MOBILITY	CELL PHONES	521.92
07/08/2025	350(E)	CONSUMERS ENERGY	NATURAL GAS	27.90
07/08/2025	351(E)	FIRST NATIONAL BANK OMAHA	TRAINING SUPPLIES OFFICE	1,480.46
07/08/2025	352(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	242.10
07/08/2025	353(E)	VFIS	INSURANCE	4,429.00
07/08/2025	354(A)	BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
07/08/2025	355(A)	COREWELL	PHYSICALS	422.00
07/08/2025	356(A)	PETER STANISLAWSKI	FINANCE SERVICES	630.00
07/08/2025	357(A)	QUALITY DOOR OF SOUTH HAVEN INC	DOOR MAINTENANCE	1,188.40



07/07/2025		CHECK REGISTER FOR HARTFORD FIRE DEPTMENT		
CHECK DATE FROM 06/10/2025 - 07/08/2025				
Check Date	Check	Vendor Name	Description	Amount
07/08/2025	358(A)	US BUSINESS SYSTEMS INC	COPIER	113.26
07/08/2025	359(A)	VECTOR SOLUTIONS LLC	ANNUAL SOFTWARE & TRAINING	3,710.80
07/08/2025	15138	BACKROADS SERVICES	TRUCK MAINTENANCE 1869	475.50
07/08/2025	15139	DINGES FIRE COMPANY	TURN OUT GEAR	9,820.00
07/08/2025	15140	KELLOGG HARDWARE INC	SUPPLIES	41.49
07/08/2025	15141	MFE INC	HOSES DONATION	7,307.52
07/08/2025	15142	MFE INC	HOSE GRANT DONATION	9,254.00
07/08/2025	15143	TURNOUT MANAGEMENT	WORK ORDER 28442	119.50
07/08/2025	15144	S&A AUTOMOTIVE INC	MAINTENANCE 2010 F-150	120.00
Total of 47 Checks:				55,586.66
Less 0 Void Checks:				0.00
Total of 47 Disbursements:				55,586.66



Chief Robbie Harting

# Hartford Fire Department

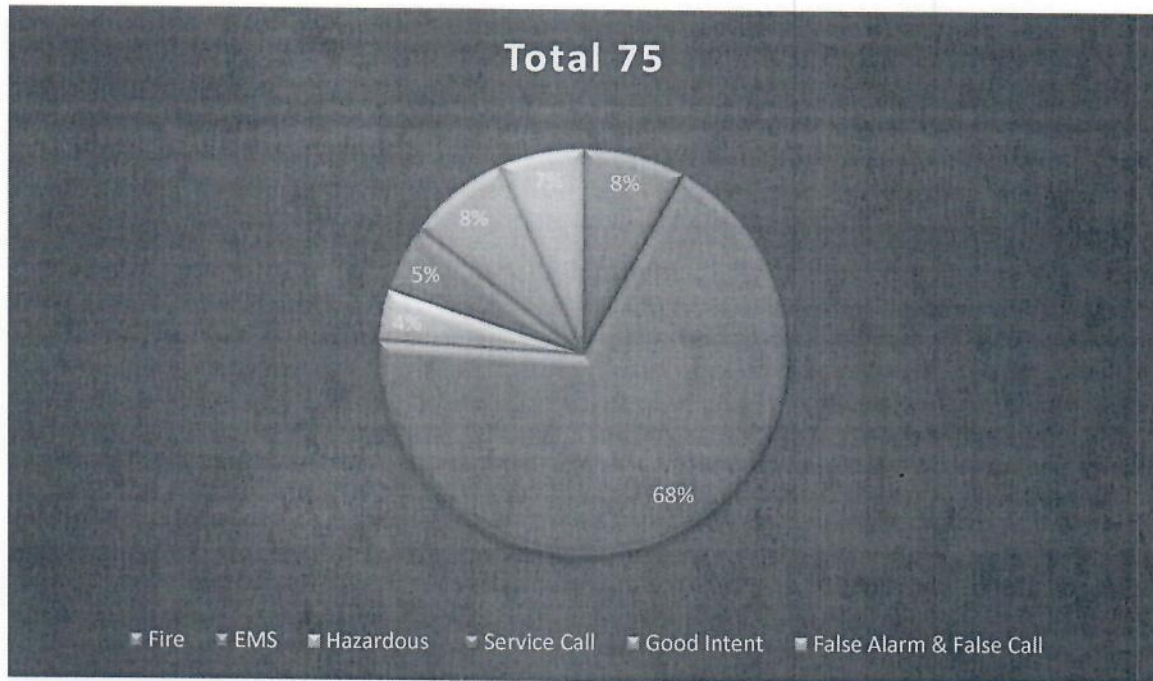
436 East Main St.  
Hartford, MI 49057  
(269)-621-4707



Item 4.

Asst. Chief Kevin McGrew

## June 2025 Incident Summary



City- 41	Township- 26	Other-8
----------	--------------	---------

Incident Type	Count
111- Structure Fire	3
138-Off Road Vehicle Fire	1
140-Hay Bale Fire	1
142- Grass Fire	1
311- Medical assist, assist EMS Crew	26
321- EMS call, excluding vehicle accident	22
322- MVA with Injuries	2
324- MVA with no Injuries	1
400-Hazardous	3
500-Service Calls	4
611-Cancelled En Route	6
700-Alarm Activations	5
Total	75

June Monthly Call Totals Prior Years

2022 - 81	2023 - 65	2024 - 52
-----------	-----------	-----------



Chief Robbie Harting

# Hartford Fire Department

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



Item 4.

Asst. Chief Kevin McGrew

June 2025

## Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	41	\$1,591.08
Township of Hartford	26	\$1,624.22
Bangor Township	2	\$75.75
I-94 & Red Arrow Hwy	3	\$317.64
Mutual Aid	3	\$207.39
Total	75	\$3,816.08
Average Cost Per Call		\$50.88
Training	27 hours	\$446.00
Truck Inspections	16 hours	\$244.00
Shift Coverage	62 Shifts	\$930.00





Chief Robbie Harting

# Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 4.

June 2025

## 75 Calls for Service

Personal Name	Total Calls	%
Eastman, Scott	1	1%
Fry, Steven	16	21%
McGrew, Kevin	73	97%
McClellan, Troy	2	2%
Bodary, Brandon	15	20%
Flemming, Ryan	5	6%
Flemming, Lisa	3	4%
Harting, Robbie	15	20%
Lowe, Steve	18	24%
Roberts, Khelun	41	55%
Sharpe, Ian	25	33%
Teitsma, Nate	3	4%
Weberg, Scott	21	28%



## **Fire Chiefs Report July 2025**

### **INFORMATION:**

#### **1. Meetings Attended:**

- Township
- VBC Medical Control

#### **2. Information:**

- Held 2 water days for the community
- The fair starts next week. We will be doing medical coverage during the day
- The annual ladder testing is scheduled for June 27, 2025

Sincerely,

**Robbie Harting – Fire Chief**

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
6/2/2025	Medical Call-321	1810	2	40	2025-303	175	1	5
6/2/2025	CO Alarm	1802&1871	4	73.75	2025-305	350	2	14
6/3/2025	Alarm Activation	1802&1871	2	17.75	2025-306	350	2	5
6/3/2025	Lawn Mower Fire	1802&1871	6	55.52	2025-310	350	1	5
6/6/2025	Grass Fire-142	1802&1869	4	52.75	2025-318	250	1	5
6/6/2025	Medical Call-321	1802	5	72	2025-319	175	1	6
6/7/2025	Medical Call-321	1802	3	39.63	2025-322	175	1	4
6/8/2025	Medical Assist-311	1802&1810	3	28.88	2025-326	350	3	9
6/10/2025	Medical Assist-311	1802&1810	3	58	2025-328	350	1	10
6/11/2025	Cancelled En Route-611	1802&1810	2	0	2025-332	350	2	
6/12/2025	Medical Assist-311	1810	3	17.75	2025-334	175	3	12
6/13/2025	Structure Fire-111	1802&1801&1871&1831	8	494.38	2025-335	750	1	6
6/13/2025	Power Line-444	1802&1871	6	90.01	2025-336	350	2	5
6/13/2025	Medical Call-321	1802&1801	4	57	2025-337	350	1	4
6/15/2025	Medical Assist-311	1802&1810	3	58	2025-342	350	1	8
6/16/2025	Medical Assist-311	1802	1	21	2025-344	175	1	9
6/16/2025	Medical Call-321	1810	2	0	2025-345	175	3	8
6/16/2025	Medical Assist-311	1802&1810	2	39.25	2025-347	350	1	7
6/20/2025	Medical Assist-311	1810&1801	4	18.01	2025-349	350	1	9
6/21/2025	Medical Assist-311	1802&1810	2	38.75	2025-353	350	3	15
6/22/2025	Illegal Burn-561	1802&1871&1831&1869	6	166.52	2025-355	750	1	5
6/25/2025	Lift Assist-554	1802	1	21	2025-362	175	3	7
6/27/2025	Medical Assist-311	1802	2	19.63	2025-370	175	1	9
6/27/2025	Medical Assist-311	1802&1810	4	56.88	2025-371	350	1	5
6/28/2025	Medical Call-321	1810	3	58.5	2025-372	175	2	13
6/29/2025	Medical Call-321	1802	3	29.26	2025-376	175	2	7



City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
6/1/2025	Cancelled En Route-611	1802	1	10.5	2025-302	175	2	
6/2/2025	Medical Call-321	1802&1810	2	39.25	2025-304	350	1	4
6/3/2025	Medical Assist-311	1810	4	38.01	2025-308	175	1	4
6/3/2025	Medical Assist-311	1810	2	36.75	2025-309	175	1	7
6/3/2025	Medical Call-321	1810	6	55.52	2025-311	175	1	1
6/3/2025	Wrong Location	1802&1810	4	76	2025-312	350	2	
6/4/2025	Medical Call-321	1810	1	0	2025-313	175	1	2
6/5/2025	Medical Call-321	1802&1810	2	38.75	2025-315	350	1	3
6/6/2025	Gas Leak	1802&1871	4	52.75	2025-316	350	2	3
6/6/2025	Medical Call-321	1802&1810	3	59.25	2025-320	350	3	7
6/7/2025	Medical Call-321	1810	2	38.25	2025-321	175	2	13
6/8/2025	Medical Assist-311	1802&1810	4	74.5	2025-325	350	2	5
6/9/2025	Medical Call-321	1802	2	39.25	2025-327	175	2	2
6/10/2025	Cancelled En Route-611	1802	2	38.75	2025-329	175	2	2
6/10/2025	Medical Assist-311	1810&1802	2	38.75	2025-330	350	2	8
6/10/2025	Medical Assist-311	1802&1810	2	38.75	2025-331	350	1	4
6/11/2025	Medical Assist-311	1802&1810	2	0	2025-333	350	1	4
6/13/2025	Fire Alarm Activation	1802&1871	5	92	2025-339	350	2	2
6/13/2025	Medical Call-321	1802	3	59.75	2025-340	175	1	1
6/14/2025	Fire Alarm Activation	1802	2	40.25	2025-341	125	2	5
6/15/2025	Fire Alarm Activation	1802	3	28.51	2025-343	125	2	3
6/16/2025	Medical Assist-311	1802	1	21	2025-346	175	3	8
6/18/2025	Smoke Alarm-743	1802&1871	5	91	2025-348	350	2	6
6/20/2025	Medical Call-321	1802	4	18.01	2025-350	175	3	3
6/21/2025	Medical Assist-311	1802&1810	3	59.25	2025-351	350	1	7
6/21/2025	Medical Assist-311	1802	1	21	2025-352	175	3	7
6/22/2025	Cancelled En Route-611	1802&1810	1	58.5	2025-354	350	1	
6/23/2025	Medical Assist-311	1810	2	0	2025-356	175	3	5
6/23/2025	Medical Call-321	1810	2	9.81	2025-357	175	1	3
6/23/2025	Medical Call-321	1810	2	9.81	2025-358	175	2	1
6/23/2025	Medical Assist-311	1802	2	19.63	2025-359	175	2	2
6/24/2025	Medical Call-321	1810	6	92	2025-360	175	1	3
6/24/2025	Medical Assist-311	1802	1	21	2025-361	175	1	5
6/25/2025	Medical Assist-311	1810	2	0	2025-363	175	2	6
6/26/2025	Lift Assist-554	1810	2	0	2025-364	175	2	6
6/26/2025	Medical Call-321	1802&1810	4	38.51	2025-365	350	3	7
6/26/2025	Medical Call-321	1802&1810	4	38.51	2025-366	350	1	3
6/27/2025	Service Call-500	1802&1869	4	73.75	2025-368	250	2	2
6/27/2025	Cancelled En Route-611	1871&1801	5	54.25	2025-369	350	1	
6/28/2025	Medical Assist-311	1802	2	40.25	2025-374	175	2	5
6/29/2025	Medical Assist-311	1810	3	29.26	2025-375	175	1	10



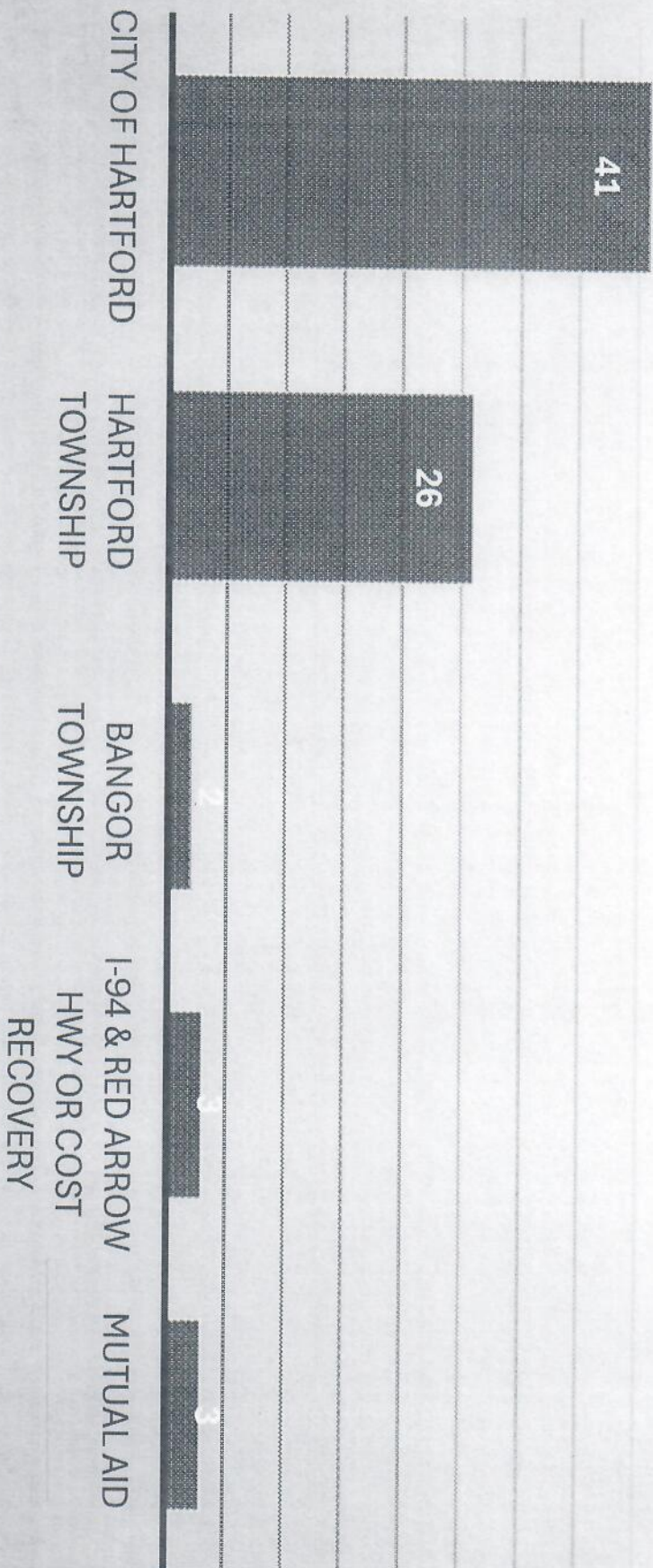
Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time	Area
6/3/2025	Hay Bale Fire	1802&1831&1869	4	76	2025-307	525	1	6	Lawrence Township
6/7/2025	Structure Fire-111	1802&1831	5	94.5	2025-323	400	1	12	Watervliet Township
6/27/2025	Structure Fire-111	1802	4	36.89	2025-367	125	1	Cancelled	Watervliet City

I-94 & Red Arrow Hwy or Cost Recovery	Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Recovered YES/NO	Amount	Priority	Response Time
6/4/2025	I-94	MVA-No Injuries-324	1802	5	91	2025-314	175	NO		1	9
6/6/2025	Red Arrow Hwy	MVA-with Injuries-322	1802&1871	4	114.39	2025-324	400	In progress		1	4
6/13/2025	TWP	MVA-with Injuries-322	1802&1801&1871	7	112.25	2025-338	450	NO		1	7

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
6/6/2025	Medical Assist-311	1802	2	17.75	2025-317	175	2	7
6/28/2025	Medical Call-321	1802&1810	3	58	2025-373	350	1	8

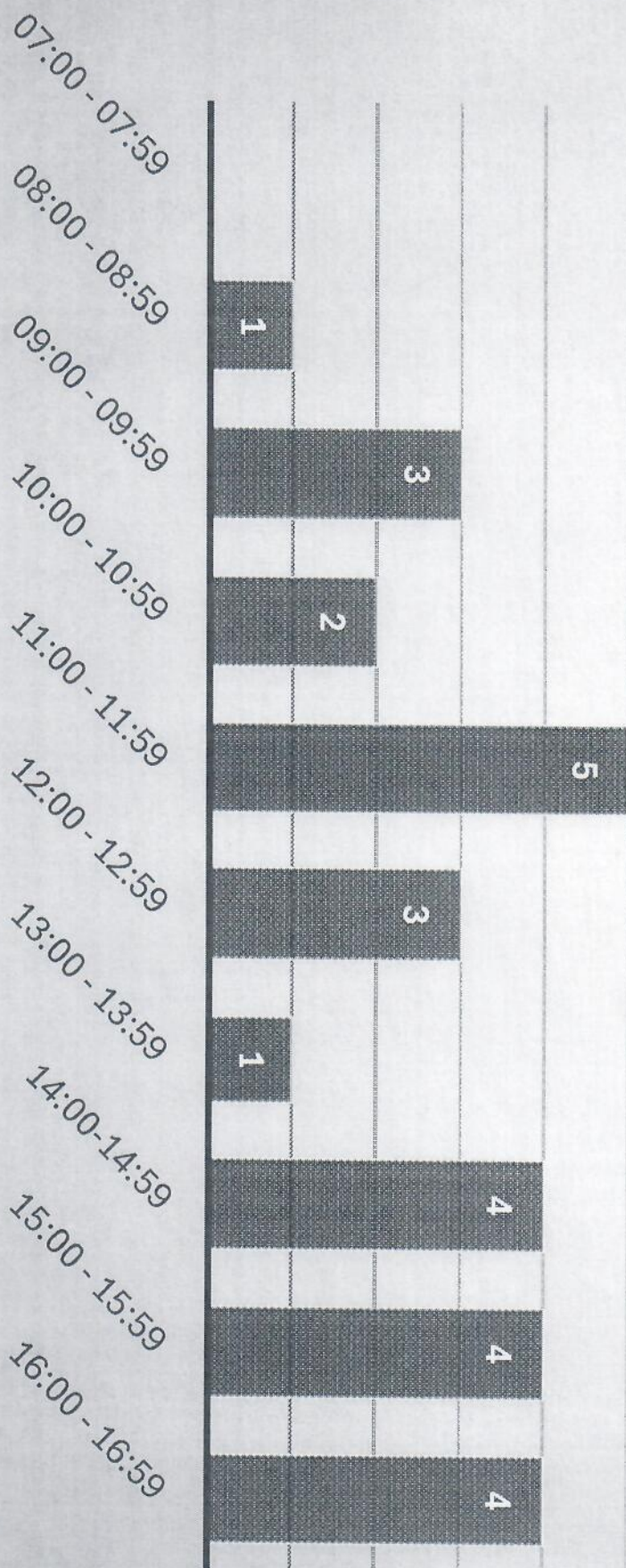
# Breakdown of Totals Calls Per Zone

## June 2025

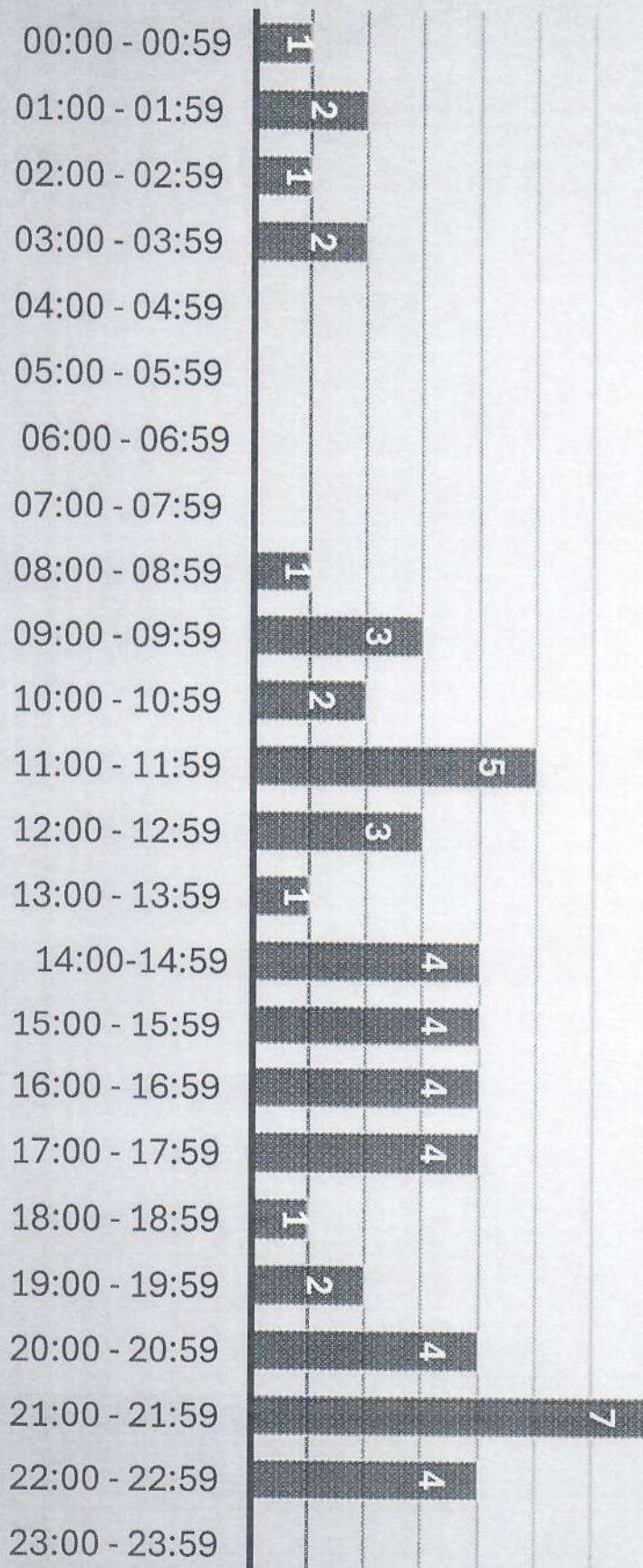




# Call Per Hour Monday-Friday 7am-5pm June 2025

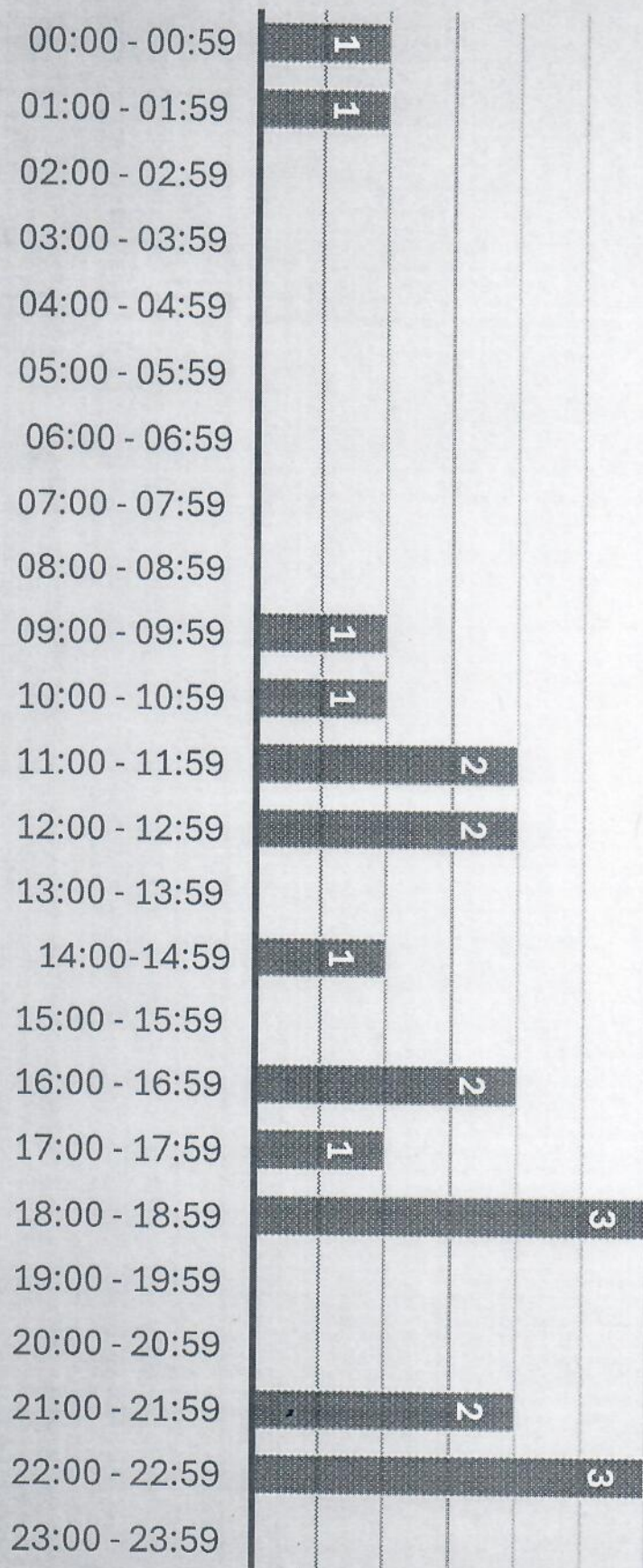


## Call Breakdown by Hour Weekdays June 2025

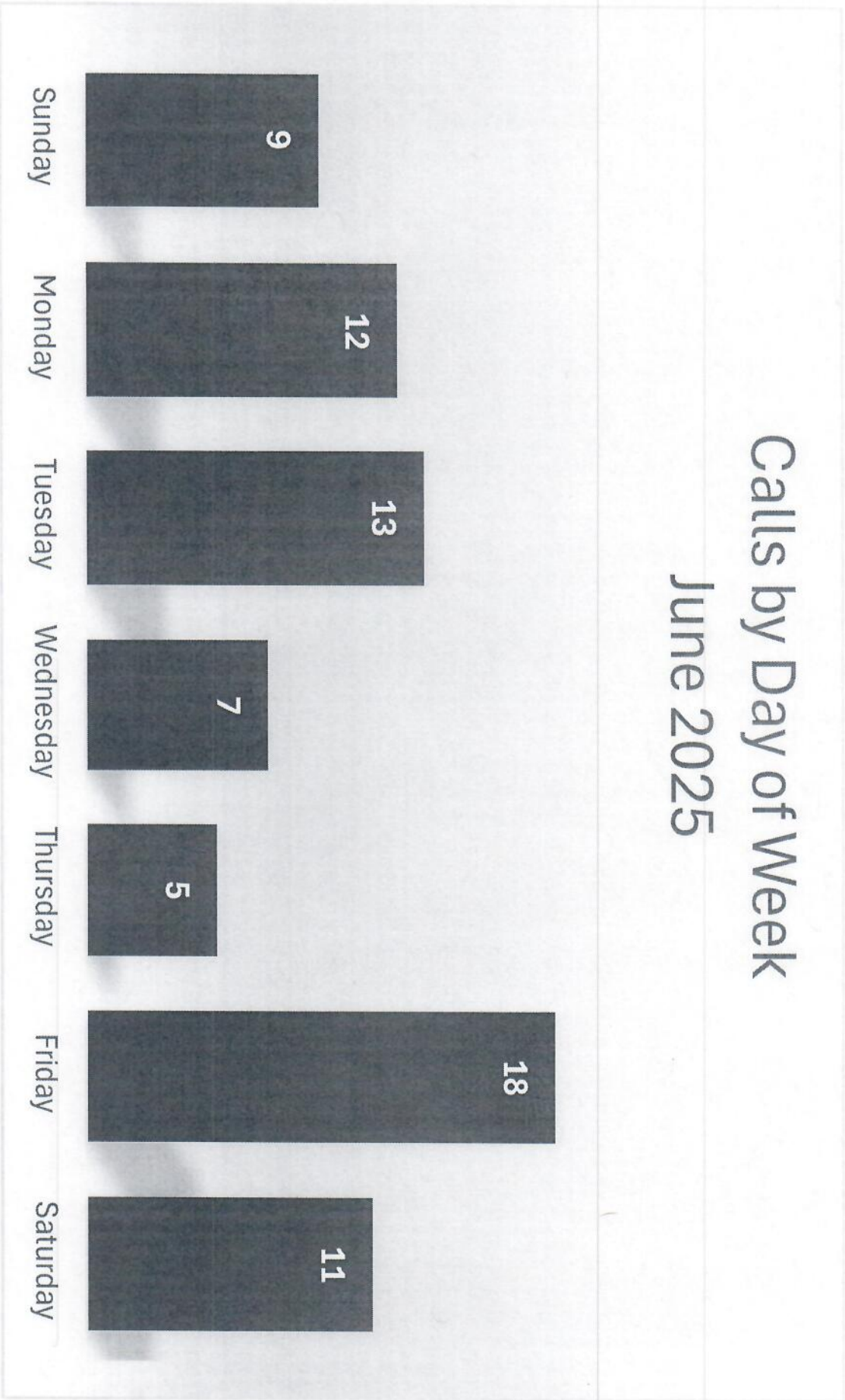




## Calls Per Hour Breakdown Weekends June 2025

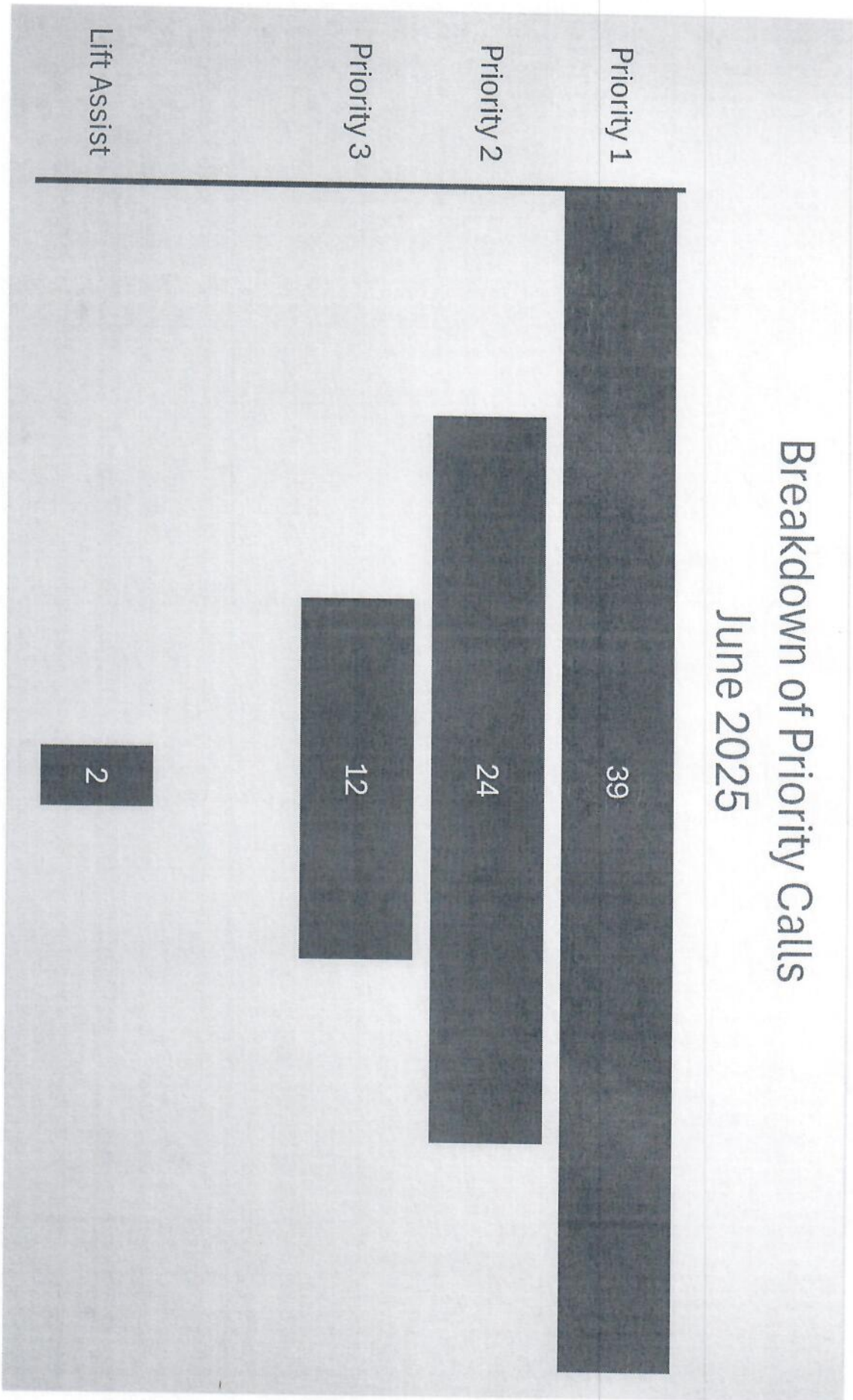


# Calls by Day of Week June 2025

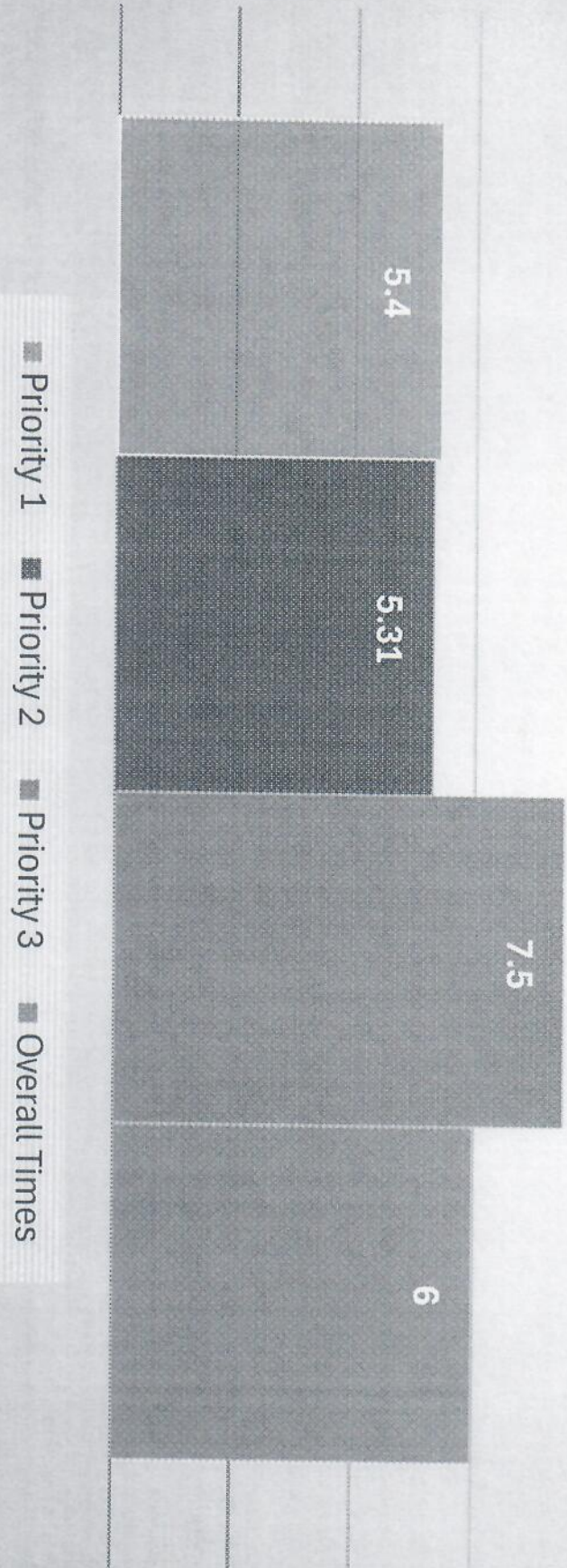




# Breakdown of Priority Calls June 2025



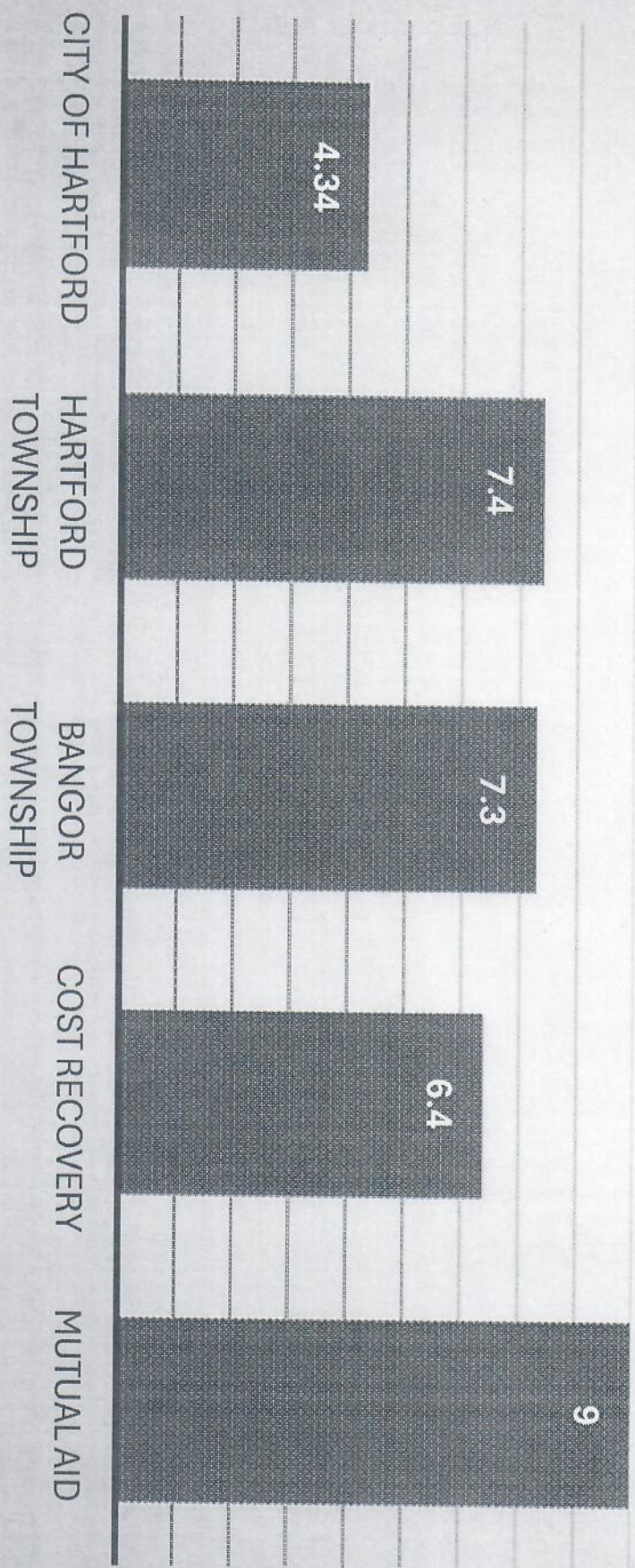
# Response Times Breakdown by Priority June 2025





# Response Times Breakdown Per Zone

## June 2025



**Assistant Chief Report**  
**July 2025**

**Information:**

- Fiscal Year-End Organizing
- Documents Ready to send to auditor
- 2010 F-150 Sold biddergy auction
- Two Sets of Turnout Gear Arrived
- Training in June was River Boat Operations

**Meetings Attended:**

**Monthly Maintenance update:**

- Scene lighting upgraded on 1869
- Grill lights replaced on 1801

**Pre-plans Completed:**

Honor Credit Union

Respectfully submitted

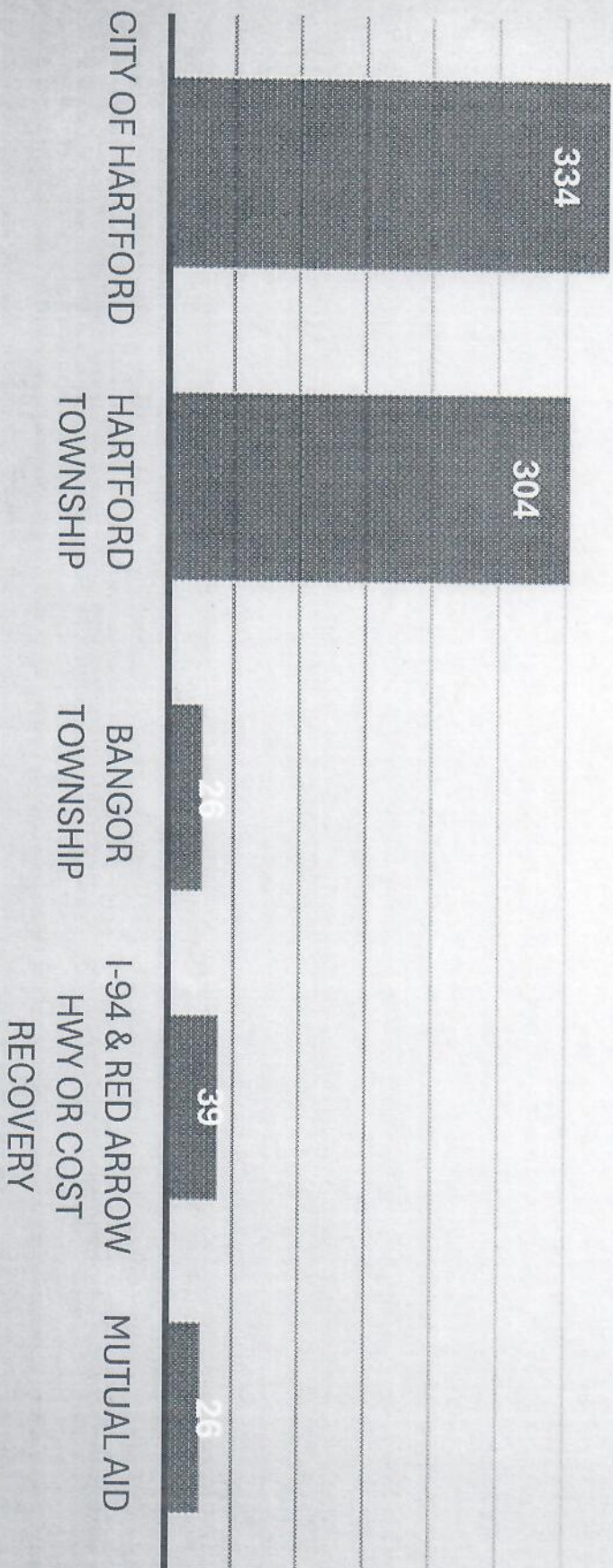
K.McGrew

Kevin McGrew-Asst. Fire Chief

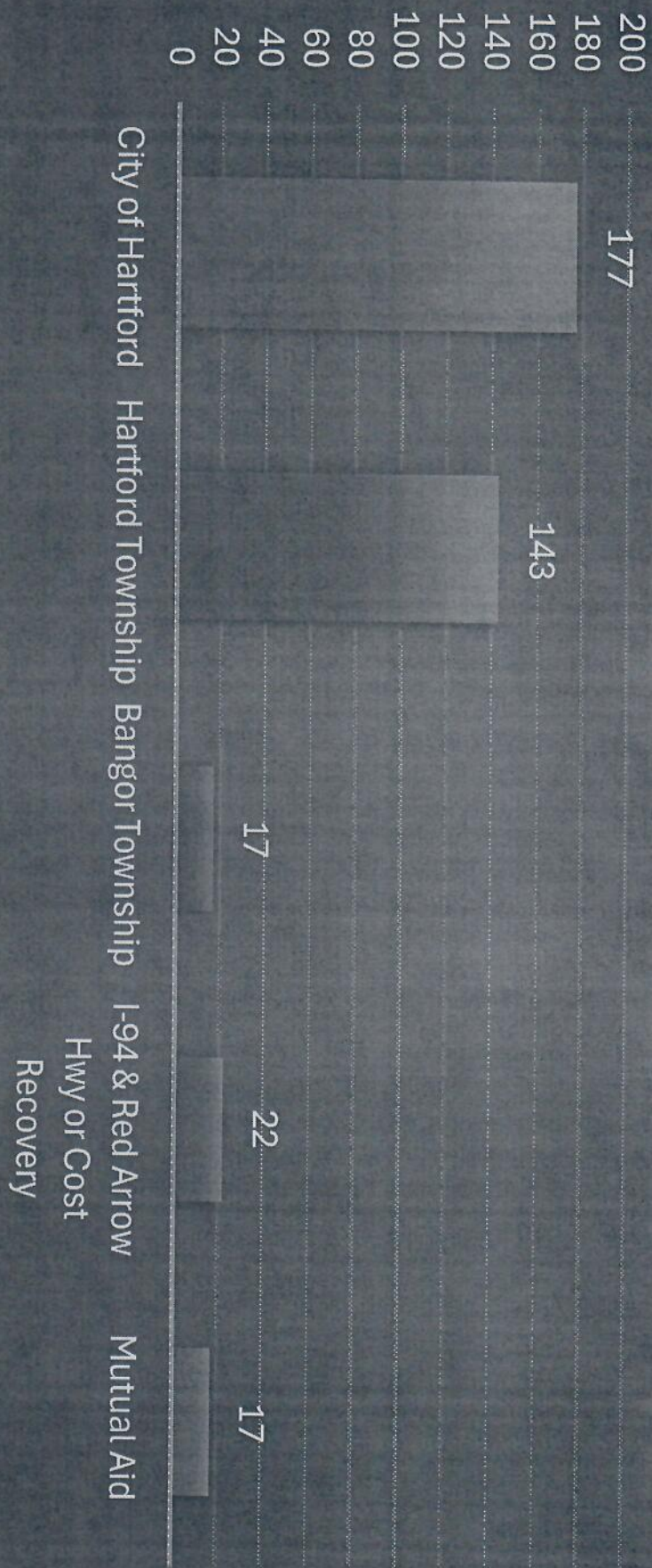


# Breakdown of Totals Calls Per Zone

## Fiscal Year 2024-2025



# Breakdown of Total Calls Per Zone 2025 Jan-June







# Hartford Fire Department

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



Item 4.

Chief Robbie Harting

Asst. Chief Kevin McGrew

January-June  
2025

## 376 Calls for Service

Personal Name	Total Calls	%
Eastman, Scott	12	3%
Fry, Steven	79	21%
McGrew, Kevin	362	96%
McClellan, Troy	3	1%
Bodary, Brandon	78	21%
Flemming, Ryan	32	8%
Flemming, Lisa	9	2%
Harting, Robbie	114	30%
Harting, Brandi	26	7%
Lowe, Steve	84	22%
Roberts, Khelun	175	47%
Sharpe, Ian	100	27%
Teitsma, Nate	19	5%
Weberg, Scott	103	27%

# HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.  
621-3022  
Ricky Ricks Supt.



June, 2025

## MAINTENANCE DEPARTMENT

Serviced all equipment  
Put up banners  
Put out flower pots  
Water flowers 3 times a week  
Mowed all city property  
Helped with Strawberry Festival  
Empty trash cans

## WATER DEPARTMENT

Water turn off	2
Water turn on	1
Water meter repairs	10
Water leaks repaired	1
Water meters read by request	11
Water services replaced to water main	0
Collected monthly water samples and delivered to Paw Paw Lab	
Sent monthly reports to the Michigan Department of Health	
Ran auxiliary well generator once a week	

## MAJOR AND LOCAL STREETS

Picked up brush  
Cold patching

## SEWER SYSTEM

Sewer mains rodded	2
Sewer services dug up and repaired	0

## 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.

# IRON REMOVAL PLANT

62822 Red Arrow Hwy  
621- 6505 IRP  
Quentin Clark



6/23/2025

## WATER QUALITY AVERAGE FOR THE MONTH

### Raw Water

Iron	<u>1.32</u> ppm
Manganese	<u>0.141</u> ppm
pH	<u>7.4</u>

### Finished Water

Iron	<u>0.003</u> ppm
Manganese	<u>0.002</u> ppm
Chlorine	<u>1.1</u> ppm
Phosphates	<u>1.2</u> ppm
Flouride	<u>0.8</u> ppm
pH	<u>7.4</u>

### Chemicals used

	<b>Total Lbs</b>
Chlorine	<u>91.8</u>
Phosphates	<u>175</u>
Flouride	<u>121</u>

### Average Daily Use

	<u>3</u>
	<u>5.8</u>
	<u>4</u>

## WATER PUMPED FOR THE MONTH

Backwash water

<u>5.207</u>	Million Gallons
<u>184,000</u>	Gallons

## WATER BACTI SAMPLES FOR THE MONTH

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

<u>ND</u>
<u>ND</u>
<u>ND</u>



## June 2025 Monthly Operations Summary City of Hartford WWTP

Certified Operator Services began operations under the new contract on June 9th, so June was a shorter operational month. While routine monitoring and compliance activities have continued, much of this first month has been focused on learning, assessment, and transition into the facility's operations. Below is a summary of key activities:

- **Hours Worked:** Certified Operator Services LLC staff spent about 54 hours onsite at the WWTP during the month of June
- **Onboarding and Review:** June was largely spent learning the facility's systems and history. We've been reviewing plant operations, flow data, organic and hydraulic loading, past Monthly Operating Reports (MORs), and becoming familiar with the current Industrial Pretreatment Program (IPP) and Sewer Use Ordinance (SUO).
- **IPP Inspection:** We conducted an on-site inspection of Amhawk as part of their IPP permit renewal process. A recommendation for a six-month extension has been submitted to allow for further permit review.
- **Lab Procedure Review:** Our team, including the Operator in Charge, has begun reviewing and standardizing internal lab procedures. This process is still ongoing and will help ensure consistent and reliable in-house testing.
- **Operational Changes:** We made updates to the sludge wasting procedures from the clarifiers to improve process control and solids management. This change was based on an early assessment of facility needs and is part of our effort to optimize performance over time.

### Looking Ahead to July:

While we will continue to prioritize learning and assessment, July will also see the gradual integration of more routine operations and maintenance practices. We are:

- Meeting with equipment manufacturers and vendors to better understand process and lab systems;
- Engaging with consulting engineers who were involved in the design and upgrades of the facility;
- Beginning operations at the Iron Removal Plant (IRP), where we are also learning the system and implementing procedural and compliance improvements.

It's important to note that optimizing a treatment plant is a careful and deliberate process. Changes must be introduced slowly to avoid disrupting the system. We appreciate the opportunity to support the City in this transition and look forward to continued progress.



JULY 28, 2025  
LIST OF BILLS  
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39707 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 5/12-6/11/2025		452.70
39708 CONSUMERS ENERGY	CITY HALL GAS BILL	52.25	
	DPW GAS BILL 5/22-6/23/2025	24.59	
	IRP GAS BILL 5/22-6/23/2025	53.56	130.40
39709 FLEMING BROTHERS OIL CO	DIESEL 5/18/2025	654.07	
	GASOLINE 5/13/2025	927.96	1,582.03
39710 MML LIABILITY & PROPERTY POOL	CSX RAILROAD LIABILITY INS FOR DWSRF PROJECT		710.00
39711 PEERLESS-MIDWEST, INC	WELL #5 OVERHAUL OF PUMP AND MOTOR		33,992.00
39712 WOLF KUBOTA	NEW KUBOTA TRACTOR FOR DPW		54,403.60
39721 L.D. DOCSA ASSOCIATES, INC	DRAW #10 (FINAL) FOR WW COLLECTION IMPROVEMENTS		152,581.40
39722 PAJAY, INC	DRAW #8 (FINAL) FROM WW COLLECTION IMPROVEMENTS		109,277.33
39723 BEST WAY DISPOSAL INC	CITY HALL TRASH SERVICE FOR JUNE 2025	118.67	
	DPW TRASH SERVICE FOR JUNE 2025	160.97	
	WWTP TRASH SERVICE FOR JUNE 2025	123.21	402.85
39724 INDIANA MICHIGAN POWER	JUNE 2025 ELECTRIC BILLS		7,567.12
39725 TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 6/23/25 (ANIONS & ALKALINITY)		134.25
39737 CERTIFIED OPERATOR SERVICE LLC	JUNE 2025 OPERATOR WORK AT WWTP	4,175.49	
	JUNE 2025 OPERATOR WORK AT IRP	407.84	4,583.33
39738 CURCIO LAW FIRM PLC	LEGAL SERVICES FOR JUNE 2025		738.00
39739 FRONTIER	WWTP PHONE, INTERNET & ALARM 5/13-6/12/2025		1,812.43
39740 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR JUNE 2025		203.94
39741 VILLAGE OF PAW PAW	MAY 2025 LAB ANALYSIS		120.00
TOTAL OF CHECKS ALREADY WRITTEN			\$ 368,691.38



JULY 28, 2025  
LIST OF BILLS  
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39742 ABONMARCHE	PROFESSIONAL SERVICES FOR ELY PARK IMPROVEMENTS-SPARK GRANT		17,000.00
39743 MCKENNA	RESPOND TO ZONING COMPLIANCE EMAILS	330.00	
	SIGN PERMIT REVIEW FOR 30 W MAIN	60.00	
	FENCE PERMIT REVIEW FOR 11 ELMWOOD	60.00	
	WORK ON MASTER PLAN - JUNE 2025	6,900.00	
	WORK ON ZONING ORDINANCE UPDATES - JUNE 2025	525.00	7,875.00
39744 MICHIGAN OFFICE SOLUTIONS	CITY HALL COPIER OVERAGES 4/18-7/17/2025	1249.68	
	POLICE COPIER OVERAGES 7/24/2024-7/23/2025	856.02	2,105.70
39745 SWEEPING CORPORATION OF AMERICA	STREET SWEEPING - MAIN, CENTER, MARION & S MAPLE		1,435.68
39746 TAPPER FORD	EXHAUST REPAIR ON 2020 POLICE FORD EXPLORER		164.71
39747 USA BLUEBOOK	LAB SUPPLIES FOR WWTP LAB		185.90
39748 VAN BUREN COUNTY	DEED & LEGAL VERIFICATION, PICTOMETRY, SPLIT & MAP UPDATES		1,907.00
39749 VAN BUREN COUNTY CLERK	VOTER'S CARD PRINTING FOR QTR ENDING 6/30/2025		31.85
39750 VILLAGE OF PAW PAW LABORATORY	JUNE 2025 LAB ANALYSIS		120.00
39751 WIGHTMAN	PROJECT 240994 - 60TH AVE SIDEWALK EXTENSION	4,396.25	
	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT	40,939.77	
	PROJECT 202307 - DWAM GRANT APPLICATION	931.25	
	PROJECT 202307 - DWAM GRANT APPLICATION	1398.75	47,666.02
TOTAL OF CHECKS TO BE WRITTEN ON JULY 29, 2025			\$ 78,491.86
GRAND TOTAL FOR JULY 2025 - FISCAL 2024-2025			\$ 447,183.24



**JULY 28, 2025  
LIST OF BILLS  
FOR FISCAL 2025-2026**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39726 MICHAEL BANIC	OCCUPANCY INSPECTIONS 7/2/25		60.00
39727 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 7/10/2025 (4 HOURS)		120.00
39728 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR JULY 2025		378.22
39729 BLUE CARE NETWORK OF MI	AUGUST 2025 HEALTH INSURANCE		12,139.51
39730 DELTA DENTAL	JULY 2025 DENTAL INSURANCE		752.02
39731 FRONTIER	DPW LOCAL PHONE 6/25-7/24/2025	124.34	
	IRP INTERNET 6/16-7/15/2025	102.98	
	IRP LOCAL PHONE 6/19-7/18/2025	129.56	356.88
39732 MUTUAL OF OMAHA	JULY 2025 LIFE & DISABILITY INSURANCE		501.73
39733 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 7/10/2025 (4 HOURS)		120.00
39734 TOM NEWNUM	CLEAN CITY HALL 7/2/2025	50.00	
	CLEAN CITY HALL 7/9/2025	50.00	100.00
39735 TRACE ANALYTICAL LABORATORIES	LEAD & COPPER TESTING FOR IRP - 7/2/2025	672.00	
	SULFATE TESTING AT WWTP - 7/2/2025	58.75	730.75
39736 VISION SERVICE PLAN	JULY 2025 VISION INSURANCE		125.92
<b>TOTAL OF CHECKS ALREADY WRITTEN</b>		<b>\$</b>	<b>15,385.03</b>



**JULY 28, 2025  
LIST OF BILLS CONTINUED  
FOR FISCAL 2025-2026**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39752 AT & T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 6/12-7/11/2025		452.68
39753 BS&A SOFTWARE	S700 TERMINAL FOR CREDIT CARD PAYMENTS		350.00
39754 BLUE CROSS BLUE SHIELD	AUGUST 2025 HEALTH INSURANCE FOR NICOL PULLUIAM		1,121.28
39755 DELTA DENTAL	AUGUST 2025 DENTAL INSURANCE		914.70
39756 DOUBLEDAY OFFICE PRODUCTS	FILE FOLDERS, DRY ERASE MARKERS, PAPER, PENCIL SHARPENER		214.31
39757 DR LAB SERVICES, LLC	CALIBRATION AT WWTP		400.00
39758 ENTERPRISE ENVELOPE INC	BUSINESS CARDS FOR OFFICER MARCUS HAMRE		81.00
39759 EPS SECURITY	ALARM SYSTEM MONITORING SERVICE AGREEMENT 8/1-10/31/2025		472.77
39760 FLEMING BROTHERS OIL CO	DIESEL - 6/27/2025	552.78	
	GASOLINE - 6/27/2025	1,042.88	1,595.66
39761 FRONTIER	IRP INTERNET 7/16-8/15/2025		111.98
39762 HARDING'S MARKET	CALCULATOR & DISTILLED WATER FOR WWTP	11.33	
	DISTILLED WATER FOR IRP	8.34	
	DISTILLED WATER FOR WWTP	11.12	30.79
39763 HARTFORD BUILDING AUTHORITY	AUGUST 2025 CITY HALL LEASE		4,166.67
39764 HARTFORD FIRE BOARD	AUGUST 2025 CONTRACTUAL PAYMENT		11,152.50
39765 J.P. COOKE COMPANY	NEW SIGNATURE STAMP & INITIAL STAMP FOR CITY MANAGER (NAME CHANGE)		48.85
39766 J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
39767 JOHNSON'S HEATING & AIR	REPLACE COMPRESSOR STARTING COMPONENTS ON SAMPLING MACHINE AT WWTP		375.00
39768 MICHIGAN ASSOC OF CHIEFS OF POLICE	2025 FALL POLICE EXECUTIVES & NEW CHIEFS SCHOOL		1,195.00
39769 MICHIGAN MUNICIPAL LEAGUE	MML CONVENTION 2025 FOR NICOL PULLUIAM		730.00
39770 MICHIGAN OFFICE SOLUTIONS	CITY HALL COPIER MAINTENANCE AGREEMENT 7/18-10/17/2025	585.91	
	POLICE COPIER MAINTENANCE AGREEMENT 7/24-10/23/2025	336.36	922.27
39771 MICHIGAN RURAL WATER ASSOC	ANNUAL MEMBERSHIP - JULY 2025 THROUGH JUNE 2026		850.00
39772 TOM NEWNUM	CLEAN CITY HALL 7/16/2025	50.00	
	CLEAN CITY HALL 7/23/2025	50.00	100.00
39773 ANGELA STORY	JULY 2025 ASSESSING SERVICES		1,383.33
39774 TOTAL TREE CARE	REMOVE MAPLE TREE & STUMP AT 202 OAK ST	1,800.00	
	REMOVE 2 STUMPS & TRIM 4 TREES IN PARK	1,650.00	3,450.00
39775 TRACE ANALYTICAL LABORATORIES, INC	LLHg ANALYSIS AT WWTP FOR JULY 2025		262.50
39776 TRI CITY RECORD	DWSRF BOND RESOLUTION PUBLICATION		3,512.50
39777 USA BLUEBOOK	WWTP LAB SUPPLIES	3,003.47	
	WWTP LAB SUPPLIES	108.65	3,112.12
39778 WATER SOLUTIONS UNLIMITED	10 BAGS OF PHOSPHATES FOR IRP	1,385.00	
	300 GAL SODIUM BISULFITE & 8 DRUMS SODIUM HYPO FOR WWTP	2,852.31	4,237.31
<b>TOTAL OF CHECKS TO BE WRITTEN ON JULY 31, 2025</b>		<b>\$</b>	<b>42,868.22</b>

**DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS**

7/1/2025	UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL 2025 SUMMER TAX BILLS TO BERKSHIRE HATHAWAY & AMERICAN ELECTRIC POWER	4.08
7/1/2025	UNITED STATES POSTAL SERVICE	ADDITIONAL ROLLS OF STAMPS TO EXPEND ENTIRE CHECK WRITTEN	57.00
7/5/2025	GRAMMARLY	MONTHLY SUBSCRIPTION FEE AUTO DEDUCTION	30.00
7/3/2025	CROWN TROPHY	NAME PLATES FOR PLANNING COMMISSION PLUS NEW (NAME CHANGE) FOR CITY MANAGER	94.29
7/8/2025	UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL PACKAGE FOR POLICE DEPARTMENT	6.10
7/16/2025	LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW PHONE	1.93
7/17/2025	AMAZON.COM	DRY ERASE "WHITEBOARD" FOR WWTP	72.76
7/18/2025	AMAZON.COM	1.5 INCH PLASTIC FILE FOLDERS (CENTRAL SUPPLY)	59.03

**TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS** **\$ 325.19**

**TOTAL GROSS PAYROLL JUNE 14, 2025 THROUGH JULY 18, 2025  
(5 WEEKS PLUS A SPECIAL VACATION BUYOUT)** **\$ 101,742.40**

**GRAND TOTAL FOR JULY 2025 - FISCAL 2025-2026** **\$ 160,320.84**



CITY OF HARTFORD  
INVESTMENT REPORT AS OF JUNE 30, 2025

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
CD'S								
\$ 250,000.00	CD	STURGIS BANK	12/3/2024	7 MONTHS	4.05%	6/27/2025	-	-
		STURGIS BANK	6/30/2025	7 MONTHS	4.05%	1/27/2026		\$ 250,000
\$ 200,000.00	CD	CONSUMERS CU	6/23/2023	12 MONTHS	5.00%	6/23/2024	-	-
		CONSUMERS CU	6/24/2024	12 MONTHS	5.25%	6/24/2025	-	-
		CONSUMERS CU	6/25/2025	18 MONTHS	3.85%	12/25/2026		\$ 200,000
\$ 250,000.00	CD	HONOR CU	10/28/2024	12 MONTHS	4.40%	10/28/2025		\$ 257,264
FUND								
MUTUAL								
\$ 250,000.00	MF	TCF FA	8/11/12	L-T	VARIABLE			
\$ 103,000.00	MF	TCF FA	2/15/11	L-T	VARIABLE			
\$ 50,000.00	MF	TCF FA	6/15/11	L-T	VARIABLE			
\$ 105,000.00	MF	TCF FA	10/28/11	L-T	VARIABLE			
\$ 53,896.00	MF	TCF FA	2/27/11	L-T	VARIABLE			
\$ 74,154.00	MP	TCF FA	5/26/12	L-T	VARIABLE			
\$ 76,493.11	MF	TCF FA	11/6/12	S-T	VARIABLE			
\$ 114,476.00	MF	TCF FA	12/21/13	S-T	VARIABLE			
\$ 100,000.00	MF	TCF FA	2/20/13	S-T	VARIABLE			
AT MARKET								
		TCF SHORT-TERM MUTUAL FUND				TRANSFER OUT	\$ 333,528.43	-
		TCF LONG-TERM MUTUAL FUND				TRANSFER OUT	\$ 1,062,200.17	-
\$ 1,397,648.70		TRANSFER IN	12/14/2021	L-T	VARIABLE			
\$ (775,000.00)		TRANSFER OUT	6/23/2023	L-T	VARIABLE			
		STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)						\$ 530,762
		TOTAL INVESTMENT AT MARKET VALUE AS OF JUNE 30, 2025						\$ 1,238,026

\*THIS IS A DECREASE OF \$14,152.00 FROM LAST QUARTER  
(\$5,792.89) INTEREST FROM STURGIS BANK RENEWAL DEPOSITED TO GENERAL, SEWER & WATER FUNDS  
(\$21,026.76) DIVIDEND FROM CONSUMERS CU RENEWAL DEPOSITED TO STREET FUNDS  
HONOR CU EARNED \$2,776.55 FROM LAST QUARTER  
OAKLEAF MUTUAL FUNDS EARNED \$1,265.17 FROM LAST QUARTER



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

---

## City Manager's Monthly Update Staff Update

July 28, 2025

### Center & Main Street:

The MEDC has notified the city regarding the Letter of Intent to apply for the Water-Related Infrastructure Grant. The city is looking at a potential award of \$2,491,110 from the MEDC Michigan Strategic Fund (MSF). Mickey and I have met with MEDC several times to discuss the LOI and now the engineering services. City staff is preparing an RFQ for design and construction engineering.

### Recreation Council Board Request:

The item will be presented to the city commission once funding has been identified to support the request.

### Eric Blocker Project:

Proposed flag burning pit for Ely Park as part of his Eagle Scout project. Met with Eric, Ricky, Bob, and Commissioner Weeden to assist Eric with the installation of the flag-burning pit. The installation is expected to be completed by August 8<sup>th</sup>. Waiting on Abonmarche's input on the location.

### Audit:

Reviewed the second request for proposals for audit proposals. Three proposals were received for performing the city's audit over the next three years. I have a recommendation for the city commissioners to review and consider for approval.

### Spark Grant/DNR/Council Michigan Foundations:

A public viewing of the architectural drawings will be held on July 29<sup>th</sup> from 5:30 PM to 6:30 PM at Hartford's public library. The plans have been submitted to CMF along with the budget amendment.

### Master Plan:

Please see the attached summaries from the bus tour and public meeting.

### Cozy Tea:

Cozy Tea owners have submitted a draft request for assistance to the City and DDA. Working with Manu for clarification of the request.

### BS&A:

Working with staff, McKenna, and our building official, Randall, to complete the discovery process with the community development modular for BS&A.

19 West Main St \* Hartford \* MI \* 49057 \* 269-621-2477 \* 269-621-2054 Fax

[www.cityofhartfordmi.org](http://www.cityofhartfordmi.org)

**60<sup>th</sup> Street Sidewalk Extension:**

The project is scheduled to begin on Monday, July 7<sup>th</sup>, with an estimated completion date of August 9<sup>th</sup>.

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

EGLE is reviewing the awarded bids.

Respectfully Submitted,



Nicol Pulluam  
City Manager



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

GOALS		STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY
1	Downtown Buildings  Update DDA Plan	Investigate ownership of downtown business owners  Send letter, call, or meet with building owners to discuss plans  Setup a meeting with local and state agencies to talk about funding  Hired McKenna to complete the plan	Market One, VBC - Land Bank & Community Office, State Land Bank, MEDC, MSHDA  Business Owners  McKenna	Have not started  Signed contract with McKenna
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Commuity meeting
3	DPW Safety Training for Staff	Look for safety videos  Watch safety videos - current employees  New Employees watch safety videos	DPW Supervisor MML	Have not started
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor  Find an attorney that help with enforcment  Compare City forms with other communities	Brian Matthews RoxAann	Brain met with prosecutor. Meeting with an attorney to review proposal

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

GOALS		STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY
5	WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab.  Update IPP, Update Sewer Ordinance, and update local limits	Purchase new lab equipment  Staff clean out old files and create new filing system  Hire cleaning company for a deep Clean	Quentin Clark WWTP staff  F&V Wightman - Mary James J.	Engineering company recommendaton for IPP is gong before the commisson on July New Operator becoming familiar with plant
6	Police Dept - Millage vs Special Assessment  DPW - Millage vs Special Assessments	Survey the community regarding millage vs Special Assessment  Increase Millage - Headlee Amendment	Roger Swet Brian Matthews Ricky Ricks Marketing ompany Deputy Clerk	Talking to commissioners regarding various options
7	Update Employee Handbook	Update  Staff Review Changes @ Dept Head Meeting  Send changes to Attorney  Recommendation to City Commission  Implement	Nick Curio  Dept Head Staff	Have not started

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

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY
8	Provide staff support in the Treasurers' Dept.	Training for the Treasurer on posting adjustments before audit.  Review and update policies and processes in the Treasury Dept.  Setup a process for year end	Hungerford Pam Schultz  Deputy Clerk	Signed contract with Hungerford staff Staff started meeting wth Hungerford staff





**City of Hartford**  
**Project Updates**  
**July 22, 2025**

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

**Schedule:** The original 20% of service inspections has been completed. Plummers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to August 15, 2025 to allow for additional service inspections – approximately 150 (89 are completed) interior inspections (Point 1) and 150 (150 are completed) street side inspections (Point 3). Once this is completed, the update to the Water AMP must be completed prior to 08/15/25.

**Wightman Project Manager:** Brian Holleman, P.E., [bholleman@gowightman.com](mailto:bholleman@gowightman.com), 616-890-4011

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

**Schedule:** The preconstruction meeting was held on June 13, 2025. The contractor began July 21. The final completion date is August 9, 2025.

**Wightman Project Manager:** Kyle Owen, P.E., [kowen@gowightman.com](mailto:kowen@gowightman.com), 269-312-4859

July 22, 2025

Page 2

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

**Project Budget:** Estimated \$11.76M

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

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

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

**Schedule:** The goal of this project is to replace all of the lead service lines within the City's system, replace select water main, and minor water plant improvements. The bid opening date was held on June 24 and June 27, 2025. A special meeting was held on July 14 and tentative awards were made.

<u>Milestone</u>	<u>Approximate Date</u>
Open Construction Bids	06/24/25 & 06/27/25
City Award Contract(s)	07/14/25
Pre-closing call with MFA	07/28/25
MFA Closing	08/28/25
Construct the Project	09/15-25 – 06/04/27

As part of the project, the City approved roadway improvements at a maximum cost \$1.5M at the February Commission meeting. This includes the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the storm sewer improvements will be included as a water main expense due to separation requirements. This ultimately decreases the City cost for roadway improvements if the water main improvements are bid under budget. Some of the sanitary sewer laterals will be replaced due to the pipe materials and their age.

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

**Project:** W. Main Street Improvements – West City Limits to Center Street  
**Project Budget:** Estimated \$2.755M  
**Funding:** MEDC CDBG \$2,491,110; City \$307,890  
**Contractors:** TBD  
**Award Amount:** TBD  
**Schedule:** The City submitted an application and recently received an invitation to continue with the application process for funding through the CDBG program. This is the same program that funded the Linden Street and Clark Street improvements (the City has used this resource for 10+ projects in the past 25 years). The water main between Marion Avenue and Center Street will be replaced with a new 12" ductile iron water main, including approximately 200' in each direction at Center Street (north, east, and south). All water services will also be replaced. As part of the project, the water main would be installed beneath the CSX crossing. Most of the existing curb and gutter will remain, but the entire roadway will be reconstructed. The project would be constructed during the 2026 construction season.

The City's application included both local and federal funds to cover the engineering. The City will issue a Request for Qualifications for engineering services to comply with the funding requirements and should expect to award those at the August meeting. Additionally, the City will be issuing Requests for Proposals for Environmental Review services, historical (SHPO) clearance services, and Certified Grant Administrator (CGA) services. The MEDC will pay for 100% of those services.





# Memorandum

**TO:** City Council Members, Planning Commission Members and Nicol Pulluam, City Manager  
City of Hartford

**FROM:** Donovan Smith, AICP Principal Planner  
Hillary Taylor, Senior Planner

**SUBJECT:** **Summary of Bus Tour Notes**

**DATE:** July 18, 2025

**A summary of the bus tour that took place on July 16, 2025** Thank you to everyone for their participation during the bus tour on July 16<sup>th</sup>. The tour took place between 10:00am and noon and was narrated by the Mayor and Pete Sinclair of the DDA. Below you will find a summary of the bus tour notes.

## BUS TOUR NOTES

### Library/Community Center

- Built for 2.7 million 5-8 years ago
- Used to be Red Arrow elementary
- Also houses the Genealogical Center
- The Library Board is separate from the City
- The Library Board owns the block to the south and maintains native plants
- There was some discussion about a park for children in this area
- Van Buren County may have some funding for parks
- Neighborhood parks were also discussed
- Staff should reach out to the Library Board to engage them in discussions about the Master Plan update.

### Redwood Elementary School

- The School Board is also a separate entity from the City. Staff should reach out to the School Board to engage them in discussions about the Master Plan update.
- The school has a gym and a stage.
- The property was vacant land, part of Thomas Farm, before it became the school.
- They serve a Senior lunch every other month.



### **Recreational Fields**

- There are four (4) fields by the Redwood Elementary School
- Concession stands built with Tribe support.
- There is a tournament held in the summer.
- The elementary school provides a lot of the parking for the ball fields.

### **Olds Avenue**

- 25 years ago this property was annexed to the city
- The land runs to the highway

### **Woodside Apartments**

- Recently re-done by Superior Builders
- Income based
- Elevator
- ~65 units

### **Cemetery/Agricultural lands**

- The cemetery is in the Township.
- The agricultural land to the east of Center is owned by Mr. Faulkner who spends time in Florida.
- The property was re-zoned to mixed-use sometime around Covid.
- The re-zoning does not show up on the current zoning map.
- The current zoning shows the property as split zoned between commercial and agricultural.
- Staff should have a conversation with Mr. Faulker about his future plans for the property.

### **McDonald's and Future Casey's**

- Subway is in the Township
- Behind McDonald's is a Sand and Gravel operation Puhрман Excavation
- Staff should have a conversation with Puhрман Excavation about the future plans for the property.
- Casey's gas station is planned to provide diesel fuel as well.
- Across from Faulkner property is the EMS Base – is this owned by the City?
- The City ends at the I-94 ramps

### **Center Street Apartments/ MHP behind/ DPW**

- Rent subsidized housing



- ~100 units
- There is a MHP park that is currently zoned Single-Family Residential behind the Center Street Apartments
- The units were built during a time when the units were ~12-14 ft wide and 30-40 ft long – consider creating a zoning district that would facilitate the replacement of older units to conform with new State laws.
- Is there funding from the CDBG to upgrade trailers?
- DPW is also on this road.

#### **Small lots as platted throughout the community**

- Many lots are 40' x 60' making them difficult to re-build, or build new housing. Staff should evaluate the existing lots and identify appropriate setbacks and minimum lot sizes to work with the existing platted lots.
- A discussion with the Fire Marshal is necessary to determine the sizes allowed for small lots and the minimum building separation requirements.

#### **Planned utility improvements/Road Improvements**

- A 14 million dollar grant has been secured to replace the existing lead lines in the city.
- Part of this this work on the lead line replacement will include road repairs.
- There is an additional 1.5 million dollar bond to repair the roads.
- Sidewalks and walkability are important to the community, grant funding has been secured for improvements on Center Street and 60<sup>th</sup> Street.

#### **Ely Park and Downtown**

- There is an existing \$700,000 grant to improve Ely Park.
- The park is home to the Strawberry Festival in June.
- There is interest in working with the DPW to created downtown design guidelines for the Downtown to regulate street furniture, sidewalk cafes etc. Staff should set up a meeting with the DDA and the DPW leadership.

#### **Doranne Greene/Vanderlyn**

- Rent Controlled housing
- Has a PILOT on the property
- Ohio maintenance company

#### **Industrial property/Speedway**

- Factory in town that does powder coating, visible from Marion Street
- Vacant land north of Hamhock owned by the Michigan Department of Treasury





- The Speedway does two (2) nights a month, night of destruction is most popular.
- Staff should have a conversation with the owner of the Speedway about the future plans for the property.
- There is rail service in the community that is operated by West MI Rail Service. The rail hauls dairy feed, fertilizer, and cooking oil on the line typically. This generates a lot of truck traffic on the main roads and a need for support services for truck traffic.
- The owner of the rail line is Mike Hnatiuk staff should reach out and ask what future plans he has for the area.
- Ameri-Gas is located off of Prospect.
- There is a buffing and polishing facility for furniture on Prospect. The company has one (1) shift. Staff should have a conversation with the property owner about future plans for the property.

#### **Van Buren State Park Trail head**

- Located on Prospect street the Trail head is a great asset.
- The signage is old and the trail head could use some improvements.
- Staff should work with Van Buren County to get information about any planned improvements for the trail head.
- The trail head connects all the way to South Haven.

#### **High School/Middle School**

- The high school and middle school sit on the same property.
- There are ball fields for soccer and football. Soccer has been gaining popularity and is very successful.
- The school has a “school of choice” option and many children attend using this option. The population for K-12 is about 1,400.

#### **County Fair and Township Businesses outside of the City**

- The Van Buren Youth Fair is located just outside of the City and is active during the week of July 14-18<sup>th</sup>.
- There is a Lineage regional warehousing truck facility for the movement of goods in the Township.
- Paw Paw Produce is in the Township.
- A metal rolling plant for pole buildings is in the Township out by the County Fair.
- Bachman Welding and Red Arrow Automotive are also in the Township.

#### **Summary of tasks for City Staff and McKenna Staff**

1. Staff should reach out to the Library Board to engage them in discussions about the Master Plan update.



2. Staff should reach out to the School Board to engage them in discussions about the Master Plan update.
3. Staff should have a conversation with Mr. Faulker about his future plans for the agriculture property south on Center Street.
4. Staff should have a conversation with Puhрман Excavation about the future plans for the property.
5. Staff should consider creating a zoning district that would facilitate the replacement of older units in the existing MHP to conform with new State laws.
6. Staff should investigate if there is funding from the CDBG to upgrade mobile trailers.
7. Staff should evaluate the existing residential lots in the city and identify appropriate setbacks and minimum lot sizes to work with the existing platted lots.
8. A discussion with the Fire Marshal is necessary to determine the sizes allowed for small lots and the minimum building separation requirements.
9. There is interest in working with the DPW to created downtown design guidelines for the Downtown to regulate street furniture, sidewalk cafes etc. Staff should set up a meeting with the DDA and the DPW leadership.
10. The owner of the rail line is Mike Hnatiuk staff should reach out and ask what future plans he has for the area.
11. Staff should have a conversation with the owner of the Speedway about the future plans for the property.
12. There is a buffing and polishing facility for furniture on Prospect. The company has one (1) shift. Staff should have a conversation with the property owner about future plans for the property.
13. Staff should work with Van Buren County to get information about any planned improvements for the trail head.

MCKENNA

# Memorandum

**TO:** City Council Members, Planning Commission Members and Nicol Pulluam, City Manager  
City of Hartford

**FROM:** Donovan Smith, AICP Principal Planner  
Hillary Taylor, Senior Planner

**SUBJECT:** **Summary of Public Open House**

**DATE:** July 18, 2025

**A summary of the public open house that took place on July 16, 2025** Thank you to everyone for their participation during the public open house on July 16<sup>th</sup>. The open house took place between 6:00pm and 8:00pm and was attended by eight- ten (8-10) community members. Below you will find a summary of the open house comments made by community members.

## BIG IDEA BOARD

1. Fire Demolition insurance.
2. Lower taxes or tax incentives
3. Jobs industry
4. Redevelop underutilized lots and buildings.
5. Council term limits
6. Tax free zone
7. Art
8. For 250-year anniversary of America have a big 4<sup>th</sup> of July celebration
9. Improve welcome signs
10. Mixed-use downtown Housing on 2/3<sup>rd</sup> level commercial retail on street level
11. Set up something to celebrate America's 250th anniversary
12. Develop empty lots within the city for housing
13. Redevelopment sites
14. Single family duplex housing infill

## ASSETS AND OPPORTUNITIES

### Strengths

- Long-time homeowners and residents
- Railroad and I-94

KALAMAZOO  
151 South Rose Street  
Suite 920  
Kalamazoo, Michigan 49007

O 269.382.4443  
F 248.596.0930  
MCKA.COM

Communities for real life.





- Schools
- Small Niche Community
- Red Arrow Highway and I-94
- Fire Department
- Close to bigger cities and lakes
- Affordable
- Close tight knit community

### **Weaknesses**

- Demolishing developable property
- Noisy refrigerated rail cars
- Public involvement – lack community input communication
- Blight
- High taxes
- Too many roads in disrepair

### **Opportunities**

- Grant/loan opportunities for Downtown – MEDC
- Police enforce the ordinance
- Open building for new business opportunities
- Train control ordinance
- Downtown
- Park south of Red Arrow
- Historical area homes
- Street improvements
- Speedway race track
- Support Home based businesses
- Development
- Updating Law and Ordinance – New Master Plan
- Parks and Recreation Plan
- Redevelop County Land Bank properties

### **Threats**

- City fund demolitions
- Speed controls on South Center
- Decreasing home values



- Homeless
- Budget \$ funding
- Need more money

## **GOALS AND OBJECTIVES**

### **Housing and Neighborhoods – opportunities for improvement**

- Rehabilitation of some buildings and properties
- Consistent ordinance enforcement – blight elimination
- Remove blight in residential and downtown
- Grants housing rehabilitation affordability MEDC MSHDA

### **Transportation and mobility - opportunities for improvement**

- Water tower signage needs to be updated
- Signage for Entry to Hartford and Downtown
- Consistent signage
- Signage
- Walking
- Sidewalk to South Center
- More safe sidewalks and good roads
- Sidewalk repairs
- Road Improvements

### **Parks, Natural Systems, and Resiliency – opportunities for improvement**

- Improve down by the river like Watervilet did with a canoe rental
- Add more parks
- Add more trees
- Need playground in the same area as the library
- Art in the park

### **Economic Development and Business Support - opportunities for improvement**

- Job creation
- If there was a nursing home/senior center create jobs
- City and Township plan together for bigger and better
- MEDC downtown revitalization
- Be nice
- Economic incentives and Brownfields
- Capacity for economic development and business attraction



### **Community Character - opportunities for improvement**

- A large mural with the Paw Paw river and fruit on it on the corner building
- Add more festivals
- Façade grants

### **Environmental Sustainability and Resilience - opportunities for improvement**

- Grant to remove old pipes water
- Trees on Main and Center

### **Community Engagement and Equity - opportunities for improvement**

- A number of churches in our area – youth grants
- Talk to locals at the school
- Community calendar with all the activities
- Art

## **HOUSING AND NEIGHBORHOODS**

### **Large-sized single-family housing (more than 2,500 square feet)**

More	2
Less	3
Right Amount	0

### **Medium-sized single-family housing (1,500 – 2,500 square feet)**

More	1
Less	2
Right Amount	0

### **Small-sized single-family housing (less than 1,500 square feet)**

More	4
Less	1
Right Amount	0

### **Duplexes**

More	3
Less	1
Right Amount	0

### **Triplexes**

More	2
Less	2
Right Amount	0

### **Quadplexes**

More	1
Less	3
Right Amount	0



### **Attached Townhouses or Row Houses**

More 2  
 Less 1  
 Right Amount 0

### **Apartments**

More 1  
 Less 3  
 Right Amount 0

### **Senior Living facilities**

More 3  
 Less 0  
 Right Amount 0

### **Downtown apartments/flats**

More 4  
 Less 2  
 Right Amount 0

### **Accessory Dwelling (grandparent flat, etc)**

More 5  
 Less 2  
 Right Amount 0

### **Short Term Rentals/Seasonal Housing**

More 4  
 Less 1  
 Right Amount 0



CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
JULY 14, 2025

Item 14.

Commissioners Present: John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden (12:03) and Mayor Richard A. Hall;  
Commissioners Absent: Peter Aranda; Jane Danger;  
Staff Present: Pulluam (formally Brown); Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 12:00pm.

**New Business:**

- Discuss & Consider - Permanent Easements, Authorization & Compensation for the Water System  
Discussion: Micky Bittner & Paul Harvey, Wightman's, gave an overview of what is needed for the DWSRF Water Improvement Project which includes looping of the water system at the end of Dunbar Street. Metro Consulting is a sub-contractor of Wightman's and will be compensated through the project funds. There are two properties effected by the project where permanent easements are needed.
- Discuss & Consider – Water & Sewer Rate Study Update  
Discussion: Andy Campbell, Bendzinski & Co. gave an update on the water & sewer rate study that reflect the new rates adopted by Council to begin July 1, 2025.
- Discuss & Consider – Road Bonds Estimated Debt Schedule  
Discussion: Andy Campbell, Bendzinski & Co. gave an update on the estimated debt the City could afford with payments approximately at \$125,000 per/year post project. Next phase is to sell the bonds at a favorable rate estimated at 4.5% for 15 years. It is not recommended to extend the debt past 15 years as this is about the life cycle of the roads.
- Discuss & Consider – Water System Improvements Project DWSRF 777-01 Bid Tabulation & Recommendation for Awards  
Discussion: Micky Bittner & Paul Harvey, Wightman's gave an overview of the bids tabulated and made their recommendation. The awards are contingent upon successful financial arrangements with the Drinking Water State Revolving Fund (DWSRF). The project was broken up into four separate contracts & bid on different days to allow more contractors to bid on the separate projects. The bids were reflective of expected costs with the exception of the cost of copper, causing variations in the bids received. Contract A is the Lead Service line replacements; Contract B & C water main replacement & roads and Contract D is the Iron Removal Plant upgrade.
- Discuss & Consider – Resolution 2025 – 050 Authorization & Compensation Authorization for Public Utility Permanent Easements

Motion by Miller, supported by Morsaw, to adopt Resolution 2025 – 050 to authorize & compensation authorization for public utility permanent easements in the amount of \$9,045.00

Motion carried 5 – 0

- Discuss & Consider – Resolution 2025 – 051 Tentatively Award A Construction Contract for Water System Improvements – Contract A

Motion by Spoula, supported by Miller, to adopt Resolution 2025 – 051 to tentatively award a construction contract for water system improvements Contract A in the amount of \$4,540,787.50 to Compton Inc.

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
JULY 14, 2025

Item 14.

Motion carried 5 – 0

- Discuss & Consider – Resolution 2025 – 052 Tentatively Award A Construction Contract for Water System Improvements – Contract B

Motion by Miller, supported by Spoula, to adopt Resolution 2025 – 052 to tentatively award a construction contract for water system improvements Contract B in the amount of \$2,979,063.00 to Kalin Construction.

Motion carried 5 – 0

- Discuss & Consider – Resolution 2025 – 053 Tentatively Award A Construction Contract for Water System Improvements – Contract C

Motion by Morsaw, supported by Spoula, to adopt Resolution 2025 – 053 to tentatively award a construction contract for water system improvements Contract C in the amount of \$2,507,461.50 to Krohn Excavating, LLC.

Motion carried 5 – 0

- Discuss & Consider – Resolution 2025 – 054 Tentatively Award A Construction Contract for Water System Improvements – Contract D

Motion by Miller, supported by Morsaw, to adopt Resolution 2025 – 054 to tentatively award a construction contract for water system improvements Contract D in the amount of \$509,150.00 to L.D. Docsa Associates Inc.

Motion carried 5 – 0

**Adjournment:**

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adjourn the meeting at 12:37pm.

Motion carried 4 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JUNE 23, 2025

Item 15.

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

Commissions Absent:

Staff Present: Matthews; Ricks; Pulluam (formerly Brown); Rodney-Isbrecht; Shultz

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

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Aranda, to approve the agenda as amended.

Motion carried 7 – 0

**Guests:**

- Stephanie Daniels, Hartford Public Library – 100<sup>th</sup> Year Anniversary of the Library, July 26, 2025 Noon – 2pm with many events to celebrate.
- Megan Knittel, Project Compass Update, report complete, grants available to help meet funding goals.
- Steven Ruby, Abonmarche Spark Grant Ely Park Project, provided concept drawing, getting ready to submit the plan & cost estimates to the grant administrators for review.

**Public Comment:**

- Alex Vonkoenig, Med Leaf, comments regarding the proposed increase to marijuana license renewal fees and reduce or give a variance on the fees to medical license fees.
- Joe Morsaw, Hartford Recreation Council, over 200 participants for baseball/softball and 60-80 participants for basketball, cheerleading & rocket football. Seeking financial support, funding, donations, purchasing advertising banners. The audit costs have been a sticking point in moving forward with an interlocal agreement.

**Communications:**

- Hartford Pharmacy, 30 West Main Street Grand Opening on June 30, 1pm.
- Mayor & Commissioner Seat Petitions are due July 22, 2025 at 4pm
- Thank you & Certificate received from the Hartford Strawberry Festival Committee
- Annual Water Quality Report 2024 Consumer Confidence Report (CCR) available July 1
- Notice, Comcast has made a change to customers available channel lineup
- City Hall will be closed on July 4 in observance of Independence Day
- Clerk Rodney-Isbrecht, report on the Michigan Association of Municipal Clerks Summer Conference

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

- A. Van Buren Conservation District – May 2025 Update
- B. **Police & Ordinance** – Brian Matthews, Chief, Camping Ordinance under review; working on blight enforcement; seeking grant funding for hiring an additional officer; revised the mission statement for the police department. Commissioner Weeden complemented the HPD on the officer's professionalism.
- C. **Fire Department** – No Representative, Reports submitted, Commissioner Weeden asked why the City was not charging for plowing and should be part of the discussion on the Interlocal Agreement, also water/sewer service is not charged to the fire department.
- D. **Ambulance** – Report on file, Mayor Hall complimented them on their services.
- E. **Van Buren County** – Commissioner Mike Chappell, approved parks bylaws & working on millage funding for municipalities for projects; funding/grants available for opioid related projects, applications

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JUNE 23, 2025

Item 15.

due in July; canoe launch on CR 687 work to begin in the fall, waiting on EGLE permits; approved Van Buren County Youth Fair use of County property for parking overflow.

- F. **Public Works** – Ricky Ricks Supervisor, completing brush pick-up; cleaning up around the shop; mechanical issues with the backhoe; assisted the Chamber on the Strawberry Festival; working to get the new service truck in operation; working with the VBRC to supply hot asphalt, hired a new employee that is working out well so far.
- G. **Wastewater Treatment Plant** –Report on file.
- H. **Treasurers, Investment & List of Bills** – June 23, 2025 2024/2025 List of Bills \$280,729.33; 2025/2026 List of Bills \$57,034.45
- I. **City Manager** –Report on file – Audit, reviewed proposals but after consulting with the City Attorney, the lowest bidder did not meet all the requirements and one was lost in the mail, recommending rebidding instead of awarding the contract at tonight’s meeting; Spark Grant/DNR/Council Michigan Foundations; Master Plan; Department of Public Works; Police Negotiations; Cozy Tea; BS&A Software Conversion; 60<sup>th</sup> Street Sidewalk Extension; Certified Operators, Dan Staunton’s last day is July 3rd; Ordinance Codification; Drinking Water State Revolving Fund Project Lead Service Line Replacement & Water System Improvements Update; Special Meeting needed to award DWSRF contracts set for July 14, 2025 Noon; Wightman Project Updates; Master Plan Summary of Visioning kick-off meeting.

**Approval of Commission Minutes:**

Motion by Commissioner Spoula, supported by Commissioner Aranda, to approve the minutes of the May 19, 2025 special business meeting, Millage Truth in Taxation Public Hearing, of the Hartford City Commission, as presented and place them on file.

Motion carried 7 - 0

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the May 19, 2025 special business meeting, 2025/2026 Budget Public Hearing, of the Hartford City Commission, as presented and place them on file.

Motion carried 7 - 0

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to approve the minutes of the May 19, 2025 business meeting, of the Hartford City Commission, as amended to change Mayor Aranda to Commissioner Aranda and place them on file.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Morsaw, to approve the minutes of the May 28, 2025 special business meeting, Public Hearing – CDBG Grant Application, of the Hartford City Commission, as presented and place them on file.

Motion carried 7 - 0

**Approval of Reports:**

Motion by Commissioner Aranda, supported by Commissioner Spoula, to approve the June 23, 2025 list of bills in the amount of \$280,729.33.

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the June 23, 2025 2025/2026 list of bills in the amount of \$57,034.45.

Motion carried 7 – 0



CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JUNE 23, 2025

Item 15.

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

Motion carried 7 – 0

**Goals/Objectives:**

- City Manager is updating them for the new fiscal year and will have them ready for the July meeting.

**Old Business:**

- Discuss & Consider – Hartford Fire Department Committee Appointment & Interlocal Agreement  
Discussion: Mayor Hall proposed appointing himself & Commissioner Miller, Commission agreed.

**New Business:**

- Discuss & Consider – 2024/2025 Audit Proposals  
Discussion: City Manager recommended Council reject all proposals & rebid.
- Discuss & Consider – HPD Union Contract  
Discussion: Changes to Union Security, Grievance & Arbitration, Combined sick time and vacation time to PTO time, Wages, Schedules, Holiday wording.
- Discuss & Consider – DPW & WWTP Employee Uniform Contract  
Discussion: WWTP will be required to launder their uniforms due to budget constraints at this time.
- Discuss & Consider – Public Safety Assessment Representative Engagement Contract  
Discussion: Cost to go through the special assessment process will be approximately \$12,000.  
Commissioner Weeden would rather support a millage or assessment for Department of Public Works, equipment. Council would like to explore a millage that would have language for public safety & equipment also the cost was not included in this year's budget.

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

- Discuss & Consider – Resolution 2025 – 043 Public Safety Assessment Representative Engagement Contract

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 043 Public Safety assessment Representative Engagement with Dickinson Wright PLLC in the amount of \$420.00 per/hr.

Motion carried 2 – 5 (Danger, Morsaw, Spoula, Weeden, Hall)

- Discuss & Consider – Resolution 2025 – 044 DPW & WWTP Employee Uniform Contract

Motion by Commissioner Miller, supported by Commissioner Morsaw, to adopt Resolution 2025 – 044 authorizing DPW & WWTP Employee Uniform Contract with Cintas not to exceed \$6,800 per/year.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 045 HPD 2025-2027 Union Contract

Motion by Commissioner Spoula, supported by Commissioner Danger, to adopt Resolution 2025 – 045 approving the 7/1/2025-6/30/2027 contract between the City of Hartford & International Brotherhood of Teamsters.

Motion carried 7 – 0

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JUNE 23, 2025

Item 15.

- Discuss & Consider – Resolution 2025 – 046 2024/2024 Audit Engagement Award

Motion by Commissioner Spoula, supported by Commissioner Danger, to adopt Resolution 2025-046 approving a three-year audit engagement contract with Kruggel Lawton CPA in the amount of \$105,750.00

Motion carried 0 – 7 (Aranda, Danger, Miller, Morsaw, Spoula, Weeden, Hall)

- Discuss & Consider – Resolution 2025 – 047 Issuance of Water Supply System Revenue Bonds

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2025 – 047 authorizing the issuance of water supply system revenue bonds.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 048 2025/2026 Fee Schedule

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 048 establishing the City of Hartford 2025/2026 fee schedule as amended to add to special events fees the wording “plus cost of City services”, and marihuana annual renewal \$2,500.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 049 2024/2025 Budget Adjustment no. Four.

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2025 – 049 Fiscal year 2024/2025 budget adjustment no. four.

Motion carried 7 – 0

**Adjournment:**

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adjourn the meeting at 7:58pm.

Motion carried 6 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
JUNE 9, 2025

Item 16.

Commissioners Present: Peter Aranda; Jane Danger; John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden (6:07) and Mayor Richard A. Hall;  
Commissioners Absent: None  
Staff Present: Pulluam (formally Brown); Rodney-Isbrecht

Mayor Richard A. Hall called the special joint meeting with the Planning Commission to order at 6pm.

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

Motion Carried 6 – 0

**Public Comment:** None

**New Business:**

- New Master Plan & Zoning Ordinance – Presented by Mckenna,

Hillary Taylor & Donovan Smith of Mckenna presented an outline and time table of the process which will take about 13 months to complete the Master Plan and the Zoning Ordinance. This will include a Future Land Use Map and Zoning Map. This document will be the vision for the community for the next five years and created using data collected from a survey, walking tour, and workshops.

Council, Planning Commission & Staff participated in a goal setting activity.

Commissioner Miller left at 6:17pm and returned at 6:30pm.

**Adjournment:**

Motion by Commissioner Aranda, supported by Commissioner Danger, to adjourn the meeting at 7:21pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
JUNE 9, 2025

Item 17.

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

Commissioners Absent: None

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

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

**New Business:**

- Discuss & Consider -Water & WWTP Operators Proposal/Contract

Discussion: WWTP Operator, Andrew Warner's contract had expired and was not interested in extending his contract to July 1, 2025. Water Operator, Dan Staunton will be fully retiring on July 3, 2025.

Quinton Clark, President of Certified Operator Services was available to answer any questions. He has experience in DPW, Water & Wastewater for the past 10 years and has recently started his own business. Mr. Clark holds a water operator license and has hired James Jonatzke who holds a wastewater operator license to assist with the wastewater plant operations.

Motion by Morsaw, supported by Spoula, to adopt Resolution 2025 – 042 entering into a contract for certified drinking water & wastewater operator services in the amount of \$150,000 per/year.

Motion carried 7 – 0

**Adjournment:**

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adjourn the meeting at 5:45pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk





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

---

**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol S. Pulluam, City Manager 

**DATE:** July 28, 2025

**RE: APPROVAL OF 3-YEAR AUDIT ENGAGEMENT CONTRACT**

---

**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve a three-year contract with Lauterbach Amen, LLP to conduct the city's audit, effective June 30, 2025.

**DISCUSSION:**

The audit plays a crucial role in ensuring the financial health and transparency of our city. Hungerford has been completing the city's year-end audit for several years. The audit consists of financial statements, a single audit of the governmental activities for the major fund, and aggregate information for the remaining funds. The objective of the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor's report that includes their opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles and report on the fairness of the supplementary information.

The city issued a second Request for Proposal (RFP) to several auditing firms, and we received three proposals from Kruggel Lawton, Maner Costerisan, and Lauterbach & Amen, LLP. The city manager evaluated each firm, and the scoring and cost details are provided below.

AUDIT CO.	BID SCORE	YEAR 1	YEAR 2	YEAR 3
Lauterbach & Amen	85	\$27,500	\$28,500	\$29,600
Kruggel Lawton	72	\$34,000	\$35,250	\$36,500
Maner Costerisan	76	\$44,000	\$46,500	\$49,000

**RECOMMENDATION:**

The Hartford City Commission approves a three-year contract for \$85,600 for Lauterback & Amen LLC to conduct the city's audit, as well as grants the city manager the authority to execute the contract.




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

---

**TO:** Mayor Hall and the Hartford Commission

**FROM:** Quentin Clark, President of Certified Operator Services

**CC:** Nicol Pulluam, City Manager 

**DATE:** July 28, 2025

**RE:** **AUTHORIZATION TO ACCEPT F&V ENGINEERING AGREEMENT**

---

### **ITEM BEFORE THE COMMISSION:**

The City Commission approves the proposal from Fleis and Vanderbrink Engineering to update the City's Industrial Pretreatment Program (IPP), Sewer Use Ordinance (SUO), and Schedule of Local Limits.

### **BACKGROUND:**

The City of Hartford is required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to maintain and periodically update its Industrial Pretreatment Program (IPP) and Local Limits. The last update to the City's Local Limits was completed in 2001, and EGLE requires these limits be technically reviewed or updated at least every ten years, or when significant changes occur to the industrial users within the system.

Recent violations issued by EGLE in June 2024 for AM Hawk, the City's sole Significant Industrial User (SIU), further necessitate the update. These violations include exceedances for total suspended solids (TSS), phosphorus, and zinc, as well as missed reporting requirements. Although these have not caused pass-through or interference at the Wastewater Treatment Plant (WWTP), a revised Maximum Allowable Headworks Loading (MAHL) and Local Limits evaluation is necessary to determine appropriate load allocations that protect the WWTP and the environment.

### **Summary of Proposals Received**

The City solicited proposals from three qualified consulting firms. The proposals and pricing are summarized below:

<b>Firm</b>	<b>Fee Type</b>	<b>Total Fee</b>
<b>Fleis &amp; VandenBrink (Recommended)</b>	Lump Sum	\$19,500
Wightman & Associates	Not to Exceed	\$25,000
Jones & Henry Engineers	Not to Exceed	\$51,750

### **Lump Sum vs. Not to Exceed Contracts**

- **Lump Sum (F&V):** A lump sum contract guarantees a fixed price for the defined scope of work. This provides the City with cost certainty.
- **Not to Exceed (Wightman, Jones & Henry):** These agreements cap the project cost but are billed based on time and materials. The final cost may be less than the cap required, but there is no price guarantee until the project is complete.

### **F&V Proposal Highlights**

Fleis & VandenBrink's proposal includes:

- Development of a new sampling plan.
- MAHL and Local Limits Evaluation.
- Technical assistance with Sewer Use Ordinance (SUO) updates.
- Updated Industrial Discharge Permit for AM Hawk.
- A project kickoff meeting and coordination with EGLE for approvals.

*Exclusions:* Sampling and lab analytical costs (estimated at \$12,000–\$18,000) and legal review of the SUO are not included in the lump sum.

F&V offers the most cost-effective proposal and has extensive experience in IPP development, including recent and ongoing work for municipalities across Michigan. Their fixed-fee structure limits financial risk and allows for better budgeting and planning.

### **RECOMMENDATION:**


Staff recommends that the City of Hartford's commission approve awarding the Industrial Pretreatment Program and Local Limits update project to **Fleis & VandenBrink** for a **lump sum fee of \$19,500**, and authorize the city manager to execute the agreement.



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

---

**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager 

**DATE:** July 28, 2025

**RE:** **APPOINTMENT OF A TEMPORARY BUILDING OFFICIAL**

---

### **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve the appointment of Municipal Inspection Authority, LLC, Troy Gano, as the city of Hartford's building official.

### **DISCUSSION:**

The city manager was notified that Randall Aldering does not possess the proper license to serve as a building official. He is licensed as a plan reviewer and site inspector. The state's website, LARA, can be confusing when looking up an individual's license. Randall has signed up to take the Building Official's exam on August 5<sup>th</sup>.

I reached out to Troy Gano, founder/owner of Municipal Inspection Authority, LLC (MIA). Troy has agreed to step in temporarily as the city's building official. I will extend the conversation with MIA if Randall is unable to receive his building official license. I have negotiated that Troy will receive 80% of the fees invoiced, with the city retaining 20% to maintain building department records and provide administrative and management support.

The city shall receive fees directly from applicants or residents for the building department's activities.

### **RECOMMENDATION:**

The City of Hartford City Commission approves the appointment of Troy Gano of Municipal Inspection Authority, LLC, as the city's building official temporarily.



# City of Hartford


# Police Department



Chief Brian W Matthews  
 19 West Main St ~ Hartford, MI 49057  
 Telephone: (269) 621-3225 ~ Fax: (259) 621-6053  
[HartfordPC@cityofhartfordmi.org](mailto:HartfordPC@cityofhartfordmi.org)  
[www.cityofhartfordmi.org](http://www.cityofhartfordmi.org)

**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Chief Brian Matthews

**CC:** Nicol Pulluam, City Manager 

**DATE:** July 28, 2025

**REF:** **AN ORDINANCE TO AMEND THE “GENERAL PROVISIONS” DIVISION OF CHAPTER 130 OF THE HARTFORD CITY CODE TO ADD A NEW SECTION 130.5 TO PROHIBIT CAMPING ON PUBLIC PROPERTY**

## ITEM BEFORE THE COMMISSION:

An ordinance to amend the “general provisions” division of chapter 130 of the Hartford city code to add a new section 130.5 to prohibit camping on public property

## DISCUSSION:

The city attorney, Nick Curio, drafted an amendment to the city code's “Camping” ordinance.

The summary of the ordinance:

Prohibited Activities: In any city property, state property, county property, City Park, county trail, or any other public property, it shall be unlawful for any person(s) to:

Camp: defined as using camping equipment including but not limited to tents, lean-tos, sleeping bags, bedding, tarps, or similar materials for the purpose of establishing a temporary or permanent place to live, or sleeping outdoors on public property during park closure hours as established by separate ordinance.

Store personal property: defined as leaving personal belongings unattended on public property for more than 24 consecutive hours.

Start or maintain fires except in designated fire rings or grills provided by the jurisdiction.

Erect structures - set up any tent, shelter, lean-to, shack, or temporary housing structure.

## RECOMMENDATION:

The Hartford City Commission approves the first reading of the Ordinance “General Provisions” of Chapter 130 of the Hartford City Code to provide Regulations and Penalties regarding camping or squatting on public property.

**To Protect and Serve**

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
FIRST READING - AMENDMENT TO GENERAL PROVISIONS CHAPTER 130**

**PROPOSED ORDINANCE NO. 345 - 2025**

**AN ORDINANCE TO AMEND THE “GENERAL PROVISIONS” DIVISION OF CHAPTER 130  
OF THE HARTFORD CITY CODE TO ADD SECTION 130.5 TO PROHIBIT CAMPING ON  
PUBLIC PROPERTY**

The City of Hartford Ordains:

**Section 1. Amendment.** The “General Provisions” Division of Chapter 130 of the Hartford City Code is hereby amended to add the following Section 130.5:

**Sec. 130.5. Prohibition of Camping on Public Property.**

(A) Prohibited Activities: In any city property, state property, county property, city park, county trail, or any other public property, it shall be unlawful for any person(s) to:

- (1) Camp: defined as using camping equipment including but not limited to tents, lean-tos, sleeping bags, bedding, tarps, or similar materials for the purpose of establishing a temporary or permanent place to live, or sleeping outdoors on public property during park closure hours as established by separate ordinance.
- (2) Store personal property: defined as leaving personal belongings unattended on public property for more than 24 consecutive hours.
- (3) Start or maintain fires except in designated fire rings or grills provided by the jurisdiction.
- (4) Erect structures - set up any tent, shelter, lean-to, shack, or temporary housing structure.

(B) Enforcement Procedures:

- (1) First contact shall include verbal warning and information about available services when circumstances permit.
- (2) 24-hour notice must be provided before citations are issued, except in emergency situations.
- (3) Personal property removed during enforcement shall be stored for 30 days with reasonable retrieval procedures.

(C) Exceptions: This section does not apply to:

- (1) Designated camping areas with proper permits.
- (2) Emergency shelter during severe weather as determined by city officials.
- (3) Activities authorized by special event permits.
- (4) Sleeping during daylight hours without camping equipment or materials intended for establishing a place to live.

(D) Penalties:

- (1) First violation: Warning or municipal civil infraction citation with a fine not exceeding \$100.
- (2) Subsequent violations: Municipal civil infraction citation with a fine not exceeding \$200.

(E) Equal Application: This ordinance applies to all persons regardless of housing status and regulates conduct, not status.

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

YEAS: Commissioners,

NAYS:

ABSTAIN:

ABSENT:

### CERTIFICATION

This true and complete copy of Ordinance No. 345-2025 was declared adopted at a regular meeting of the Hartford City Commission held on \_\_\_\_\_, 2025.

\_\_\_\_\_  
Richard A. Hall, Mayor

\_\_\_\_\_  
RoxAnn Rodney-Isbrecht, City Clerk

Introduced First Reading: July 28, 2025  
Second Reading: \_\_\_\_\_, 2025  
Published: \_\_\_\_\_, 2025

Adopted: \_\_\_\_\_, 2025  
Effective: \_\_\_\_\_, 2025

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2025 - 055**



**TO AUTHORIZE INDUSTRIAL PRETREATMENT ENGINEERING AGREEMENT**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on July 28, 2025 at 5:30p.m.

The following resolution was offered:

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

**WHEREAS**, the City of Hartford is required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to maintain and periodically update its Industrial Pretreatment Program (IPP) and Local Limits; and

**WHEREAS**, the last update to the City's Local Limits was completed in 2001, and EGLE requires these limits be technically reviewed or updated at least every ten years, or when significant changes occur to the industrial users within the system; and

**WHEREAS**, recent violations issued by EGLE in June 2024 for AM Hawk, the City's sole Significant Industrial User (SIU), further necessitate the update. These violations include exceedances for total suspended solids (TSS), phosphorus, and zinc, as well as missed reporting requirements; and

**WHEREAS**, these violations have not caused pass-through or interference at the Wastewater Treatment Plant (WWTP), a revised Maximum Allowable Headworks Loading (MAHL) and Local Limits evaluation is necessary to determine appropriate load allocations that protect the WWTP and the environment; and

**WHEREAS**, The City solicited proposals from three qualified consulting firms. The proposals and pricing are summarized below:

Firm	Fee Type	Total Fee
<b>Fleis &amp; VandenBrink</b> (Recommended)	Lump Sum	\$19,500
Wightman & Associates	Not to Exceed	\$25,000
Jones & Henry Engineers	Not to Exceed	\$51,750

- **Lump Sum (F&V):** A lump sum contract guarantees a fixed price for the defined scope of work. This provides the City with cost certainty.
- **Not to Exceed (Wightman, Jones & Henry):** These agreements cap the project cost but are billed based on time and materials. The final cost may be less than the cap required, but there is no price guarantee until the project is complete; and

**WHEREAS**, Fleis & VandenBrink's proposal includes:

- Development of a new sampling plan.

- MAHL and Local Limits Evaluation.
- Technical assistance with Sewer Use Ordinance (SUO) updates.
- Updated Industrial Discharge Permit for AM Hawk.
- A project kickoff meeting and coordination with EGLE for approvals.

*Exclusions:* Sampling and lab analytical costs (estimated at \$12,000–\$18,000) and legal review of the SUO are not included in the lump sum.

**WHEREAS**, F&V offers the most cost-effective proposal and has extensive experience in IPP development, including recent and ongoing work for municipalities across Michigan. Their fixed-fee structure limits financial risk and allows for better budgeting and planning; and

**NOW, THEREFORE BE IT RESOLVED**; that Staff recommends the City of Hartford Commission approve awarding the Industrial Pretreatment Program and Local Limits update to **Fleis & VandenBrink** for a **lump sum fee of \$19,500**, and authorize the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: July 28, 2025

---

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on July 28, 2025.

---

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



**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2025– 056**



**APPROVAL OF AUDIT ENGAGEMENT CONTRACT WITH LAUTERBACH AMEN, LLP**

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on July 28, 2025

The following resolution was offered:

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

**WHEREAS**, the audit plays a crucial role in ensuring the financial health and transparency of the city. Hungerford has been completing the city's year-end audit for several years. The audit consists of financial statements, a single audit of the governmental activities for the major fund, and the aggregate remaining fund information; and

**WHEREAS**, the objective of the audit is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and issue an auditor's report that includes their opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles and report on the fairness of the supplementary information; and

**WHEREAS**, the city sent out a second request for proposal (RFP) to several auditing firms, and received three proposals that met the deadline, Kruggel Lawton, Maner Costerisan, and Lauterbach & Amen, LLP. The City Manager scored each firm, and the scoring and cost are below:

AUDIT CO.	BID SCORE	YEAR 1	YEAR 2	YEAR 3
Lauterbach & Amen	85	\$27,500	\$28,500	\$29,600
Kruggel Lawton	72	\$34,000	\$35,250	\$36,500
Maner Costerisan	76	\$44,000	\$46,500	\$49,000

**NOW THEREFORE, BE IT RESOLVED**, the City Commission awards a three-year contract, 2025-2027, in the amount of \$85,600 to Lauterbach & Amen, LLP to conduct the City's audit and authorizes the City Manager to execute the contract.

YEAS: Commissioners'

NAYS: ABSENT:

**RESOLUTION DECLARED ADOPTED**

DATE: July 28, 2025

\_\_\_\_\_  
RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on July 28, 2025 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE: July , 2025

---

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2025– 057**



**APPROVAL OF BUILDING OFFICIAL APPOINTMENT**

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on July 28, 2025

The following resolution was offered:

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

**WHEREAS**, the City Manager was notified Randall Aldering does not possess the proper license to serve as a State of Michigan building official. Mr. Aldering holds a license as a State of Michigan plan reviewer and site inspector; and

**WHEREAS**, State of Michigan, LARA website can be confusing when verifying an individual's license. Mr. Aldering is scheduled to take the Building Official's exam on August 5, 2025; and

**WHEREAS**, the City Manager contacted Troy Gano, founder/owner of Municipal Inspection Authority, LLC (MIA). Mr. Gano has agreed to preform the duties as the City's Building Official temporarily, until Mr. Aldering can obtain his building official license; and

**WHEREAS**, the City Manager contacted Troy Gano, founder/owner of Municipal Inspection Authority, LLC (MIA). Mr. Gano has agreed to perform the duties as the City's Building Official temporarily, until Mr. Aldering can obtain his building official license; and

**WHEREAS**, the City Manager negotiated Municipal Inspection Authority, LLC will receive 80% of building permit fees and the City will retain 20% to accept, manage and maintain building department records and provide administrative support; and

**NOW THEREFORE, BE IT RESOLVED**, the City Commission appoints Troy Gano of Municipal Inspection Authority, LLC, as the City's Building Official as long as needed and authorizes the City Manager to execute the contract.

YEAS: Commissioners'

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: July 28, 2025

\_\_\_\_\_  
RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on July 28, 2025 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended. DATE: July , 2025

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2025– 058**



**AUTHORIZE ISSUANCE OF MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2025  
(GENERAL OBLIGATION LIMITED TAX)**

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on July 28, 2025

The following resolution was offered:

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

**WHEREAS**, the City Commission of the City of Hartford (the “City”) hereby determines that it is necessary and in the public interest to undertake certain street improvement projects in the City, which projects are tentatively described as follows subject to such revisions as are approved by the City Commission:

Street Name	System	Termini	Proposed Construction
Marion Avenue	Major Collector	W. Main Street to Prospect Street	Reconstruction
Washinton Street	Local	N. Haver Street to N. Edwin Street	Reconstruction
Hart Street	Local	N. Center Street to N. Edwin Street	Reconstruction
Bernard Street	Local	Mary Street to S. Center Street	Reconstruction
Michigan Street	Local	Railroad Street to N. Maple Street	Reconstruction

together with such other improvements for the preservation, construction, acquisition, and extension the major or local street system of the City, work incidental to such systems and such other improvements as is authorized pursuant to Section 13 of Act 51, Public Acts of Michigan, 1951, as amended (the “Improvements”); and

**WHEREAS**, the cost of the Improvements to the street system, including the payment of legal, engineering, financial, and other costs of issuance is estimated not to exceed \$1,413,000; and

**WHEREAS**, to finance the cost of making the Improvements, the City Commission deems it necessary to borrow the sum of not to exceed \$1,413,000 and issue its bonds therefor as authorized by the provisions of Act 175, Public Acts of Michigan, 1952, as amended (“Act 175”); and

**WHEREAS**, the street Improvement Projects are in accordance with the purposes enumerated in Section 13 of Act 51, Public Acts of Michigan, 1951, as amended (“Act 51”); and

**WHEREAS**, revenues received by the City from the Michigan Transportation Fund pursuant to Act 51 during the fiscal year next preceding this contemplated borrowing are more than sufficient to comply with all requirements specified in Section 4 of Act 175 and by the issuance of these bonds, the City does not

pledge for annual debt service an amount, together with any other borrowing for which Michigan Transportation Fund monies are pledged, in excess of 50% of the revenues received during the fiscal year next preceding.

**NOW THEREFORE, BE IT RESOLVED as follows:**

1. NECESSITY. It is necessary for the public health, safety, and welfare of the City to make the Improvements and issue bonds of the City, pursuant to Act 175, to finance the costs of acquiring the Improvements.
2. ESTIMATED COST - PERIOD OF USEFULNESS. The estimate of the total cost of the Improvements to be financed, including the payment of engineering fees, legal, and financial expenses, and other expenses incident to the financing of the Improvements, which is estimated to be approximately \$1,413,000, is hereby approved and confirmed, and the estimated period of usefulness of the Improvements is determined to be in excess of fifteen (15) years.
3. ISSUANCE OF BONDS. To defray a portion of the cost of acquiring the Improvements, including legal, engineering, financial and other expenses, the City shall issue its bonds known as "Michigan Transportation Fund Bonds, Series 2025 (General Obligation Limited Tax)" (the "Bonds") in the aggregate principal sum of not to exceed \$1,413,000 as finally determined by the Authorized Officer (defined below) in an order signed by the Authorized Officer (the "Sale Order") at the time of sale. The balance of the cost of acquiring the Improvements, if any, shall be paid by grants or funds appropriated by the City.
4. BOND TERMS. The Bonds shall be issued in fully registered form as to both principal and interest in denominations of \$1,000 each, or any multiple of \$1,000 thereof, or such other denominations determined by the Authorized Officer in the Sale Order ("Authorized Denominations"). The Bonds shall be numbered consecutively in the order of their registration, shall be dated the date of delivery or such other date approved by the Authorized Officer in the Sale Order, and shall be payable serially or as term bonds with mandatory sinking fund redemptions on such dates, in such years, and in such amounts as determined by the Authorized Officer at the time of sale in the Sale Order. The Bonds shall bear interest as determined by the Authorized Officer, payable semiannually on such dates as are determined by the Authorized Officer at the time of sale. The Authorized Officer may determine or alter the bond terms within the parameters of this resolution as hereafter provided.
5. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America to the person appearing on the Bond registration books as the registered owner thereof. Payment of interest on the Bonds shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially, the determination date



shall be the date as of the fifteenth (15th) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the City to conform to market practice.

6. APPROPRIATION OF TRANSPORTATION FUNDS. For the purpose of providing monies to pay the principal of and interest on the Bonds, and in accordance with the provisions of Act 175, the City hereby makes an irrevocable appropriation of an amount sufficient to pay the principal of and interest on the Bonds from the monies to be derived from State-collected taxes returned to the City for highway purposes, pursuant to law. The Treasurer of the City is directed, during each year that any of the principal or interest on the Bonds herein authorized remains outstanding and unpaid to set aside in a fund, to be designated MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2025, BOND PAYMENT FUND (the “Bond Payment Fund”), sufficient monies from revenues received during each such year from the Michigan Transportation Fund, pursuant to law, to pay the principal of and interest on the Bonds next maturing.

7. LIMITED TAX PLEDGE. Pursuant to the authorization of Act 175 and as additional security for the prompt payment of the principal of and interest on the Bonds, the City irrevocably pledges the limited tax, full faith, credit and resources of the City, as limited herein. Each year, the City shall be obligated, as a first budget obligation, to advance money from its general funds to pay the principal of and interest on the Bonds as they become due. In the event there are insufficient moneys for the payment of principal of and interest on the Bonds, the City shall levy a tax on all taxable property in the City for the prompt payment of principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the City.

8. PRIOR REDEMPTION.

(a) Mandatory Redemption. Principal designated as a term bond maturity shall be subject to mandatory redemption, in whole or in part, by lot, at par plus accrued interest, on the redemption dates and in the amounts determined by the Authorized Officer.

(b) Optional Redemption. The Bonds shall be subject to optional redemption prior to maturity as determined by the Authorized Officer at the time of sale.

(c) Notice of Redemption. Notice of redemption of Bonds shall be given by mail to the Registered Owners of the Bonds to be redeemed not less than thirty (30) days prior to the date fixed for redemption, addressed to the Registered Owner at the registered address shown on the registration books of the City maintained by the Paying Agent (defined below). Bonds so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem the same. So long as the book-entry-only system of registration is in effect, the Paying Agent will give notice to

Cede & Co., as nominee of the Depository Trust Company, New York, New York (“DTC”), and only Cede & Co. will be deemed to be a holder of the Bonds.

9. PAYING AGENT AND REGISTRATION.

(a) Appointment of Paying Agent. From time to time the Authorized Officer shall designate and appoint a paying agent, transfer agent and bond registrar (the “Paying Agent”) and is authorized to remove the Paying Agent and appoint a successor Paying Agent. The initial Paying Agent shall be appointed by the Authorized Officer. In the event of a change in the Paying Agent, notice shall be given in writing, by certified mail, to each Registered Owner not less than sixty (60) days prior to the next interest payment date. The Paying Agent shall keep the official books for the recordation of the Registered Owners of the Bonds.

(b) Book-Entry-Only. At the option of the Purchaser of the Bond, the Bonds may be issued initially in book-entry-only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for DTC. If this option is selected, DTC will act as securities depository for the Bonds, purchase of the Bonds will be made in book-entry-only form, in Authorized Denominations or any integral multiple thereof, and purchasers will not receive certificates representing their interest in Bonds purchased. Payment of principal and interest will be made by the Paying Agent to DTC. While the Bonds are held in book-entry-only form, then the Bonds shall be transferred in accordance with the procedures established by DTC. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent or bond registrar shall have no responsibility with respect to such transfers. The Authorized Officer shall have the authority from time to time to appoint a successor depository trustee to serve in the place of DTC. While the Bonds are issued in book-entry-only form the Paying Agent shall serve as paying agent only.

(c) Registration and Transfer Outside of Book-Entry-Only. In the event the book-entry-only system is not selected or is discontinued, the following provisions would apply to the Bonds. Bonds may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or his legal representative duly authorized in writing, after which a new Bond or Bonds shall be issued by the Paying Agent to the transferee (new registered owner) in the amount of the aggregate principal amount of the Bonds transferred. No transfer of Bonds shall be valid unless and until recorded on the bond registration books in accordance with the foregoing. The person in whose name any bond is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the City and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on any Bond to the Registered Owner thereof shall constitute a valid discharge of the City’s liability upon such Bond to the extent of such payment. No Bond shall be transferred less than fifteen (15) days prior to an

interest payment date nor after the Bond has been called for redemption. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent, acting as bond registrar, shall have no responsibility with respect to such transfers.

10. BOND FORM. The Bonds shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such changes as are recommended by the City's Bond Counsel and approved by the officers of the City signing the Bonds whose signature thereon shall be conclusive evidence of such approval.

11. EXECUTION OF BONDS. The Mayor or the Mayor Pro Tem and the Clerk or the Deputy Clerk of the City are hereby authorized and directed to sign the Bonds, either manually or by facsimile signature, on behalf of the City. Upon execution, the Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price in accordance with the accepted bid therefor, plus accrued interest, if any, to the date of delivery.

12. BONDS MUTILATED, LOST OR DESTROYED. If any Bond shall become mutilated, the City, at the expense of the holder of the Bond, shall execute, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this Resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the City and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the City, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

13. BOND PAYMENT FUND. For payment of principal of and interest on the Bonds, there shall be established and maintained a debt service fund for the Bonds (the "Bond Payment Fund"). The accrued interest, if any, and capitalized interest, if any, received at the time of delivery of the Bonds and such amount of any premium determined by the Authorized officer shall be placed into the Bond Payment Fund. The City shall budget annually a sufficient amount to pay the annual principal of and interest on the Bonds and deposit such amount in the Bond Payment Fund as needed to make payments of principal and interest as they become due. Moneys in the Bond Payment Fund shall be expended solely for payment of principal and interest on the Bonds that first come due. Any monies remaining in the Bond Payment Fund after the annual payments of principal of and interest on the Bonds shall be transferred to the appropriate fund and shall no longer be pledged hereunder.

14. CONSTRUCTION FUND. Prior to delivery and sale of the Bonds, there shall be established a construction fund (the "Construction Fund"). After deducting the sums that are required to be deposited in the Bond Payment Fund, the balance of the proceeds of the Bonds shall be deposited into the Construction Fund.

The moneys on deposit in the Construction Fund from time to time shall be used solely for the purpose for which the Bonds were issued. Any unexpended balance shall be used for such purposes as allowed by law. Any monies remaining in the Construction Fund after payment of all such costs shall be transferred to the Bond Payment Fund. After completion of the Improvements and disposition of any remaining Bond proceeds, pursuant to the provisions of this Section, the Construction Fund shall be closed.

15. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the City as allowed by law, subject to the limitations imposed by arbitrage regulations and Section 148 of the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder (collectively, the "Code").

16. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Resolution may be kept in one or more accounts at financial institutions designated by resolution of the City, and if kept in one account, the monies shall be allocated on the books and records of the City in the manner and at the times provided in this Resolution.

17. ADDITIONAL BONDS. In accordance with the provisions of Act 175, the City reserves the right to issue additional bonds, which shall be of equal standing and priority with the Bonds.

18. SALE OF BONDS. The Authorized Officer is hereby authorized to negotiate the sale of the Bonds to a purchaser selected by the Authorized Officer or to circulate or to cause to be circulated a request for proposals to purchase the Bonds and to negotiate the sale of the Bonds to such purchaser as the Authorized Officer shall determine (the "Purchaser"). The City determines that a negotiated sale is the most efficient and expeditious process to sell the Bonds, and will result in the lowest interest cost to the City.

Notwithstanding the foregoing, if the Authorized Officer determines that a negotiated sale is not in the best interest of the City, the Authorized Officer is authorized to sell the Bonds at a public sale. In that event, the Authorized Officer shall set a date and time for the sale of the bonds, which shall be at least seven (7) days after the publication of an official notice of sale. The official notice of sale shall be in such form determined and approved by the Authorized Officer and shall be published in *The Bond Buyer*.

19. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the Mayor, City Manager, Clerk and Treasurer of the City, or any of them acting alone or any number of them acting together (the "Authorized Officer"), are authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Bonds shall not exceed \$1,413,000.
- (b) The Bonds shall not be sold at an interest rate that exceeds eight percent (8%) per annum.
- (c) The final maturity date of the Bonds shall not be later than May 1, 2041.
- (d) The Bonds shall not be sold at a price of less than 98.00% of the par value of the Bonds.
- (e) In addition, the Authorized Officer is authorized to agree to such fees as may be included in the proposal of the Purchaser.

The Authorized Officer is hereby authorized for and on behalf of the City, without further City Commission approval, to: (a) approve the circulation of a preliminary and a final Official Statement describing the Bonds, if necessary; (b) negotiate the sale of the Bonds and enter into a bond purchase agreement or otherwise award the bid for the sale of the Bonds; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds; (e) enter into a continuing disclosure certificate, if considered necessary, (f) engage a placement agent, (g) make any elections of designations under the Code, and (h) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

Approval by the City of the matters delegated in this section or any other sections may be evidenced by execution or approval of a Sale Order or such documents by the Authorized Officer. The Authorized Officer, together with the Clerk, or any one or more of them, are authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications, including applications to the Michigan Department of Treasury (including an application for State Treasurer's Approval to Issue Long-Term Securities, applications for any waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations and to pay any fees required by the State of Michigan.

20. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the Bonds, shall be deposited in trust, this Resolution shall be defeased and the owners of the Bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Bonds as provided herein.



21. TAX COVENANT. The City covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the City are authorized to do all things necessary (including the making of such covenants of the City as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes. Notwithstanding the above, the Authorized Manager may determine to sell the Bonds as Bonds the interest on which will be included in gross income for federal income tax purposes, in which case this covenant shall not apply.

22. BOND COUNSEL. The firm of Dickinson Wright PLLC is hereby employed as bond counsel to the City for the issuance of the Bonds and the Authorized Officer is authorized to sign an engagement letter with bond counsel for such a fee as is provided in the financial report of the Bonds. The City acknowledges that Dickinson Wright PLLC represents a number of financial institutions, including financial institutions that may potentially purchase the Bonds, and consents to Dickinson Wright PLLC's representation of the City as bond counsel and, and waives any conflict of interest arising from such representation of a financial institution or underwriter that may purchase the Bonds in other matters not involving the City.

23. REGISTERED MUNICIPAL ADVISOR. The firm of Bendzinski & Co., Municipal Financial Advisors, is hereby employed as registered municipal advisor to the City for the issuance of the Bonds.

24. PUBLICATION. This Resolution shall be published once in full in a daily or weekly newspaper of general circulation in the City.

25. RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

26. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

27. SEVERABILITY. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

28. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.

29. EFFECTIVE DATE OF RESOLUTION. This Resolution is determined by the City Commission to be immediately necessary for the preservation of the peace, health and safety of the City and shall be in full force and effect from and after its passage.

YEAS: Commissioners'

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: July 28, 2025

---

RoxAnn Rodney-Isbrecht, City Clerk

I, RoxAnn Rodney-Isbrecht, the duly qualified and acting Clerk of the City of Hartford, Van Buren County, Michigan (the “City”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission at a meeting held on July 28, 2025, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: July 28, 2025

---

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

**EXHIBIT A**

No. \_\_\_\_

**UNITED STATES OF AMERICA**  
**STATE OF MICHIGAN**  
**COUNTY OF VAN BUREN**  
**CITY OF HARTFORD**  
**MICHIGAN TRANSPORTATION FUND BONDS, SERIES 2025**  
**(GENERAL OBLIGATION LIMITED TAX)**

Interest Rate	Date of Maturity	Date of Original Issue	CUSIP No.
\$			

---

Registered Owner:

Principal Amount:     \$

---

The City of Hartford, Van Buren County, Michigan (the “City”), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, payable on the first day of May and June of each year, beginning on May 1, 2026, until the Principal Amount hereof and interest thereon is paid, except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto.

This Bond is one of a total authorized issue of bonds of even date and like tenor except as to date of maturity, amount and rate of interest, numbered in order of registration, aggregating the principal sum of \$\_\_\_\_\_ issued in accordance with the provisions of Act 175, Public Acts of Michigan, 1952, as amended (“Act 175”) and a resolution adopted by the City Commission on July 28, 2025, for the purpose of paying a portion of the cost of certain capital street improvement projects in the City (the “Improvements”).

This Bond and the interest thereon are payable primarily from the proceeds of the State-collected taxes returned to the City for road purposes pursuant to law, and the resolution authorizing the issuance and sale of this Bond contains an irrevocable appropriation of the amount necessary to pay the principal of and interest on this Bonds, and the series of bonds of which this is one, from monies derived from such State-collected taxes so returned to the City for street purposes that have not been heretofore specifically allocated and pledged for the payment of indebtedness. As additional security, the City has pledged its limited tax, full faith and credit for the payment of the principal and interest on the Bonds, which tax shall be limited as to rate and amount by applicable constitutional, statutory, and charter limitations on the taxing power of the City. The City reserves the right to issue additional bonds in accordance with the provisions of Act 175 that shall be of equal standing and priority with the Bonds.

This Bond is not a general obligation or evidence of indebtedness of the State of Michigan.

Principal of this Bond is payable at the principal office of [PAYING AGENT], or such other Paying Agent as the City may hereafter designate (the "Paying Agent") by notice mailed to the Registered Owner not less than sixty (60) days prior to the next interest payment date. Interest on this Bond is payable to the Registered Owner of record as of the fifteenth (15<sup>th</sup>) day of the month preceding the payment date as shown on the registration books of the City maintained by the Paying Agent. Payments of principal and interest shall be made to the Registered Owner, by check, draft, electronic transfer, or such other manner of payment acceptable to the Registered Owner.

Bonds or portions of Bonds maturing on \_\_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity in part, by lot, on each \_\_\_\_\_ 1, commencing \_\_\_\_\_ 1, \_\_\_\_\_, and will be redeemed at the par value thereof plus accrued interest to the redemption date on \_\_\_\_\_ 1 of each of the following years in the amounts as follows:

Redemption Date

Principal Amount

Term Bonds maturing on \_\_\_\_\_, \_\_\_\_\_ purchased by the City and delivered to the Paying Agent for cancellation or that are redeemed in a manner other than by mandatory redemption, shall reduce the principal amount of the Term Bonds subject to mandatory redemption by the amount of the Bonds so redeemed, in the order determined by the City.

Bonds maturing on or before \_\_\_\_\_, \_\_\_\_\_, shall not be subject to redemption prior to maturity. Bonds maturing on or after \_\_\_\_\_, \_\_\_\_\_, are subject to redemption prior to maturity as a whole or in part, at the option of the City, in such order as the City shall determine, on any dates, on or after \_\_\_\_\_, \_\_\_\_\_. Bonds called for redemption shall be redeemed at the par value thereof and accrued interest to the date of redemption, without a premium.

Notice of the call of any Bonds for redemption shall be given by first class mail not less than thirty (30) days prior to the date fixed for redemption, to the Registered Owner at the registered address. Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem such Bonds. Bonds shall be called for redemption in multiples of \$1,000, and Bonds of denominations of more than \$1,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the Bond by \$1,000, and such Bonds may be redeemed in part. The notice of redemption of Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed, a new Bond or Bonds in aggregate principal amount equal to the unredeemed portion of the Bond surrendered



shall be issued to the Registered Owner thereof. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of The Depository Trust Company, a New York corporation, only, and only Cede & Co. will be deemed to be a holder of the Bonds.

This Bond shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Bond is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the limitations and at his sole expense, for other bonds of an equal aggregate amount, upon surrender of this Bond to the Paying Agent. Upon such transfer, a new registered bond or bonds of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the City including this Bond, does not exceed any applicable constitutional, statutory or charter limitation.

*[Signature page follows.]*

IN WITNESS WHEREOF, the City of Hartford, Van Buren County, Michigan, by its City Commission, has caused this Bond to be signed, by the manual or facsimile signatures of its Mayor and the Clerk, all as of the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Richard A. Hall, Mayor

\_\_\_\_\_  
RoxAnn Rodney-Isbrecht, Clerk

### **ASSIGNMENT**

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_

**(please print or type social security number or taxpayer identification number and name and address of transferee)**

the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_, 20\_\_

**Notice:** The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his/her authority to act must accompany the bond.

In the presence of: \_\_\_\_\_

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

Signature Guaranteed: \_\_\_\_\_

Signature Guaranteed: \_\_\_\_\_