



City of Hartford  
County of Van Buren, State of Michigan

## Commission Business Meeting Agenda

Monday, August 28, 2023 at 7:30 PM

---

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF AGENDA

### GUESTS

### PUBLIC COMMENT

### COMMUNICATIONS

- [1.](#) Ron Burleson Family Thank You
- [2.](#) Notice of Hearing - Indiana Michigan Power Company
- [3.](#) HFD - Notice of Special Meeting August 30, 2023 7:00pm
4. Comcast - Notice of Program Changes
5. Notice - Hartford Public Schools Proposal for November Election

### REPORT OF OFFICERS BOARDS & COMMITTEES

#### Police & Ordinance

- [6.](#) HPD - 2023 July

#### Fire Department

- [7.](#) HFD - 2023 July

#### Ambulance

#### Van Buren County

- [8.](#) VBC - July 2023

#### Public Works

- [9.](#) DPW - 2023 July

#### Wastewater Treatment Plant

- [10.](#) NPDES Draft Permit

### Treasurers, Investment & List of Bills

- [11.](#) List of Bills - 2023 August 28
- [12.](#) Investment Report as of 2023 June 30

### City Manager

- [13.](#) CM - 2023 August

### **APPROVAL OF COMMISSION MINUTES**

- [14.](#) 2023 July 24 Business Meeting
- [15.](#) 2023 August 8 Business Meeting

### **APPROVAL OF REPORTS**

### **GOALS/OBJECTIVES**

### **OLD BUSINESS**

- [16.](#) Discuss & Consider - RFP - Demolition 106 South Center St
- [17.](#) Discuss & Consider - City Manager Position

### **NEW BUSINESS**

- [18.](#) Discuss & Consider - Real Estate Conveyance Agreement - 27 West Main St
- [19.](#) Police Academy Reimbursement
- [20.](#) Lead Service Line Replacements (LSLR) & Water System Improvements
- [21.](#) Hartford Township Building Project
- [22.](#) Discuss & Consider General Fund Account - Sturgis Bank

### **INTRODUCTION OF RESOLUTIONS OR AMENDMENTS**

- [23.](#) Discuss & Consider - Resolution 2023 - 022 Accounts Payable Routine Bill Policy
- [24.](#) Discuss & Consider - Resolution 2023 - 023 Designating Street Administrator
- [25.](#) Discuss & Consider Proposed Amendment to Code of Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1
- [26.](#) Discuss & Consider Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement and Private Sale Regulations
- [27.](#) Discuss - Amendment - Marijuana Ordinance
- [28.](#) Discuss - Proposed Ordinance no. 334-2023 Title XVI Housing Discrimination Against Protected Classes

[29.](#) Discuss & Consider - Policy - Non Discrimination on Basis of Handicap

[30.](#) Discuss & Consider - Policy - Grievance Procedure Under Section 504 of the Rehabilitation Act of 1973

**ADJOURNMENT**

✧  
YOUR  
KINDNESS  
IS A  
*Blessing* ✧

Thank-you for your  
thoughts, prayers and  
beautiful flowers for  
Aren

Thank, Doug & family  
Family

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
INDIANA MICHIGAN POWER COMPANY  
CASE NO. U-21323**

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval of its 2024 and 2025 Energy Waste Reduction Plan and related relief.
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company, Benton Harbor Service Center, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, (800) 311-6424, for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission’s website at: [michigan.gov/mpscdockets](http://michigan.gov/mpscdockets).
- A pre-hearing will be held:

**DATE/TIME:** Tuesday, September 12, 2023 at 9:30 AM

**BEFORE:** Administrative Law Judge Jonathan Thoits

**LOCATION:** Video/Teleconferencing

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov) in advance of the hearing.

**RECEIVED  
AUG 17 2023  
CITY OF HARTFORD**

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Indiana Michigan Power Company’s (I&M) August 1, 2023 application requesting the Commission to: 1) determine that I&M’s Energy Waste Reduction (EWR) plan, as proposed, fulfills all of the statutory requirements of 2008 PA 295, as amended by 2016 PA 342, and the Settlement Agreement in Case No. U-21189; 2) approve the surcharge, as proposed by I&M, to recover the costs of the EWR plan; and 3) grant I&M other and further relief as the Commission deems necessary.

All documents filed in this case shall be submitted electronically through the Commission’s E-Dockets website at: [michigan.gov/mpscdockets](http://michigan.gov/mpscdockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by September 5, 2023. (Interested persons may elect to

file using the traditional paper format.) The proof of service shall indicate service upon Indiana Michigan Power Company's attorney, Richard J. Aaron, 201 Townsend St., Ste. 900, Lansing, MI 48933.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21323**. Statements may be emailed to: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 2008 PA 295, MCL 460.1001 et seq., and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

U-21323



# Hartford Fire Department

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



Item 3.

Chief Robbie Harting

Asst. Chief Kevin McGrew

City of Hartford:

The Hartford Fire Board is requesting a Special Joint Meeting with the City of Hartford and Hartford Township on August 30<sup>th</sup> 2023 @ 7:00pm at the Fire Station to discuss constructing an addition to the existing Fire Department Storage Barn.





# Hartford Fire Board

436 East Main Street, Hartford, MI 49057

## Special Meeting Notice

Wednesday, August 30th, 2023, at 7:00 pm

**At the Hartford Fire Department**

**436 E. Main St.**

**49057**

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

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

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

**Posted on: 8/16/2023**

Signature of Board Chairman:





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

**Police Report for Month of JULY 2023**

<b>Total Duty Hours</b>	<b>740</b>	<b>Foot Patrol Hours</b>	<b>10</b>
<b>Arrests</b>	<b>11</b>	<b>Felony</b>	<b>2</b>
<b>B&amp;E's</b>	<b>1</b>	<b>Misdemeanor</b>	<b>9</b>
<b>Arrest Warrants Issued</b>	<b>7</b>	<b>Traffic Citations Issued</b>	<b>19</b>
<b>Homicide</b>	<b>0</b>	<b>Robbery</b>	<b>0</b>
<b>Sex Crimes</b>	<b>0</b>	<b>Trespassing</b>	<b>3</b>
<b>Assaults</b>	<b>4</b>	<b>UDAA (stolen auto)</b>	<b>1</b>
<b>Burglary</b>	<b>1</b>	<b>Larceny</b>	<b>4</b>
<b>Frauds</b>	<b>3</b>	<b>Property Destruction/Vandalism</b>	
<b>NFS Checks</b>	<b>0</b>	<b>Juvenile Del</b>	<b>4</b>
<b>OUIL</b>	<b>0</b>	<b>Drug Investigations</b>	<b>2</b>
<b>Civils</b>	<b>7</b>	<b>Public Peace</b>	<b>6</b>
<b>Lost Property</b>	<b>1</b>	<b>Found Property</b>	<b>5</b>
<b>Suspicious Person(s)/Vehicle(s)</b>	<b>15</b>	<b>Alarms</b>	<b>4</b>
<b>Health/Safety</b>	<b>10</b>	<b>Traffic Crash</b>	<b>6</b>
<b>Assist to other Agencies</b>	<b>37</b>	<b>Michigan State Police</b>	<b>4</b>
<b>Van Buren Co Sheriff</b>	<b>7</b>	<b>FIRE/EMS</b>	<b>13</b>
<b>Other Local Agencies</b>	<b>4</b>	<b>Persons</b>	<b>8</b>

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

**Hartford Fire Board Meeting  
August 14, 2023  
July Business**

Contents

Page 1	Meeting Agenda
Page 2	Proposed Meeting Minutes of July 10, 2023 Organizational Meeting
Page 3	Proposed Meeting Minutes of July 10, 2023 Board Meeting
Page 4	Treasurer Report
Page 5	Income & Expense and Expenses by Vendor Summary
Page 6	Revenue & Expenditure Report
Page 7	Call Report
Page 8	Corrective Action Letter to State of Michigan
Page 9	Siegfried Crandal Correspondence
Page 10	Chief Harting's Reports
Page 11	Assistant Chief McGrew Report

**HARTFORD FIRE BOARD MEETING**

**Minutes of Fire Board Meeting August 14, 2023**

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

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

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

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

Yeas: 4 Nays 0 Approved

Public comment closed at 7:05

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

Yeas: 4 Nays: 0 Approved

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

Yeas: 4 Nays: 0 Approved

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

Yeas: 4 Nays: 0 Approved

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

Yeas: 4 Nays: 0 Approved

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

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

Discussion of Last months Fire calls

**Unfished Business:** NONE

**New Business:**

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

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

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

**Fire Chiefs Report:**

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

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

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

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

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

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

Motion by Sefcik; Second by Sullivan to adjourn the meeting at 7:47

Yeas:4 Nays:0      Approved

Respectfully Submitted

Gerald Birmele, Secretary

Hartford Fire Board  
Agenda  
Monday, August 14, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Public Comment: Limited to three minutes per person
- IV. Additions or Deletions to the agenda
- V. Approval of the Agenda as presented. Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Motion \_\_\_\_\_  
Yeas:\_\_\_ Nays:\_\_\_\_\_
- VI. Approval of Organizational Meeting minutes from the July 10, 2023, 2023/2024 Organizational Meeting  
Motion by \_\_\_\_\_ Second by \_\_\_\_\_ Motion \_\_\_\_\_ Yeas:\_\_\_\_\_ Nays:\_\_\_\_\_
- VII. Approval of previous meeting minutes from July 10, 2023: Motion by \_\_\_\_\_ Second \_\_\_\_\_ Motion \_\_\_\_\_  
Yeas:\_\_\_ Nays:\_\_\_\_\_
- VIII. Approval of July Treasurer’s report: Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer’s  
report as presented. Motion \_\_\_\_\_ Yea:\_\_\_\_\_ Nay:\_\_\_\_\_
  - a. Accounts Payable: Amount \$22,883.11 Motion by \_\_\_\_\_ Second \_\_\_\_\_ by roll call  
vote Motion \_\_\_\_\_ Yea:\_\_\_\_\_ Nay:\_\_\_\_\_
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
- XII. New Business:
  - 1. Discussion of Corrective Action Letter to the State of Michigan
  - 2. Letters from New Auditing Firm Siegfried Crandall
  - 3. Letter to Hungerford Nicols
  - 4. Discussion of Cost Recovery and Each Municipality Respective Ordinance
  - 5. Discussion of Adding an addition to the existing fire department storage barn & calling a special meeting to discuss with City & Township.
  - 6. Bond for Carlos Ledesma increased.
  - 7. Discussion- Fire Department Attorney

Reports:

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

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



Hartford Fire Board  
Minutes of Organizational Meeting  
July 10, 2023

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

Members absent: Helen Sullivan, Jerry Birmele

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

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

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

The proposed agenda for the Fire Board meeting of July 10<sup>th</sup>, 2023, was presented and approved.

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

Motion Approved

Organization of Fire Board Offices:

1. Motion by Hunt; Second by Ledesma to nominate Sefcik as Fire Board Chairperson for the 2023-24 fiscal year. Motion carried 3-0
2. Motion by Sefcik; Second by Ledesma to nominate Hunt as Fire Board Vice-Chairperson for the 2023-24 fiscal year. Motion carried 3-0
3. Motion by Sefcik; Second by Hunt to nominate Birmele as Fire Board Secretary for 2023-24 fiscal year. Motion carried 3-0
4. Motion by Sefcik; Second by Hunt to nominate Ledesma as Fire Board Treasurer for 2023-24 fiscal year. Motion carried 3-0

Organization of Fire Board Committees:

1. Motion by Sefcik; Second by Ledesma to nominate Hunt & Sefcik as members of the Personal Committee for the 2023-24 fiscal year. Motion carried 3-0
2. Motion by Hunt; Second by Ledesma to nominate Sefcik as the Board Representative on the Membership Review committee for the 2023-24 Fiscal year. Motion carried 3-0
3. Motion by Hunt; Second by Ledesma to nominate Ledesma & Sefcik as members of the Compensation committee for the 2023-24 fiscal year. Motion carried 3-0
4. Motion by Sefcik; Second by Hunt to nominate Hunt & Ledesma as members of the Budget Committee for the 2023-24 Fiscal year. Motion carried 3-0
5. Motion by Sefcik; Second by Ledesma to nominate Hunt & Sullivan as members of the Policy Review committee for the 2023-24 fiscal year. Motion carried 3-0

Motion by Ledesma; Second by Sefcik to adjourn the 2023-2024 organizational meeting at 7:09 pm. Motion carried 3-0

## HARTFORD FIRE BOARD MEETING

### Minutes of Fire Board Meeting July 10, 2023

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

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

Chairman Sefcik called the meeting to order at 7:10 p.m.

Public comment opened at 7:10. No public comments, closed at 7:10

The proposed agenda for the Fire Board meeting of July 10, 2023 was presented, Motion by Sefcik; Second by Ledesma to approve the agenda as presented. Yeas: 3 Nays: 0 Approved

The proposed minutes of the June 12<sup>th</sup>, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented Yeas: 3 Nays:0 Approved

The proposed minutes of the June 29<sup>th</sup>, 2023 Special Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented Yeas: 3 Nays: 0 Approved

Bills were presented for approval in the amount of \$39,008.37 Motion by Sefcik; second by Ledesma to pays bills in the amount of \$39,008.37. Motion approved upon roll call vote of members present. Yeas: Hunt, Sefcik, Ledesma Nays:0

Discussion of Last months Fire calls

**Unfished Business:** NONE

**New Business:**

1. Approval of 1880 operating Procedure as presented. Motion by Sefcik; second by Hunt to approve 1880 Operating Procedure as presented. Yeas: 3 Nays: 0 Approved

2. Approval of updates to Policy 1002 as presented. Motion by Sefcik; Second by Ledesma to approve Policy 1002 as presented. Yeas: 3 Nays 0      Approved

**Fire Chiefs Report:**

1. Meetings Attended:
  - Township
  - City
  - VBC Medical Control
  - VBC FF Training Committee
2. Worked with new accountant.
3. Ladder testing is scheduled for July 12, 2023

Respectfully Submitted

Robbie Harting- Fire Chief

**Assistant Fire Chief Report:**

1. Meetings Attended
  - Township
2. Strawberry Fest Event
3. Station Rearranged for VBEMS
4. Event @ Daycare
5. Grant Submitted to State of Michigan
6. SOG wrote for MULE

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

**Other board Business:**

- Discussion on storage of fire department equipment at the current township barn.
- Township is planning to tear down current barn.

- Working with Abon Marche on Building for VBEMS
- Discussion on possible pole building addition at fire station for storage of fire department equipment.

Motion by Sefcik; Second by Hunt to adjourn the meeting at 7:32 Yeas:3  
Nays:0      Approved

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

**HARTFORD FIRE****CASH BALANCES****AUGUST 14 2023**

General Checking	\$ 134,374.51
Millage Account	\$ 195,972.09
Maintenance Account	\$ 13,302.07
Donation Account	\$ 8,139.84

Investment Account

Total Spendable Accounts	<b>\$ 351,788.51</b>
--------------------------	----------------------

08/11/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 07/11/2023 - 08/14/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
07/11/2023	70(E)	FIRST NATIONAL BANK OMAHA	VBEMS & SUPPLIES	1,363.85
07/13/2023	14976	BRONSON HELP NET	EMPLOYEE ASSISTANCE PROGRAM	186.00
07/13/2023	14977	KELLOGG HARDWARE INC	SUPPLIES	258.04
07/13/2023	14978	MFE INC	STORZ PRESSURE GASKETS	29.00
07/14/2023	14973	HARTING, ROBBIE	PAYROLL	1,780.86
07/14/2023	14974	KIERNAN, CAROLE	PAYROLL	70.48
07/14/2023	14975	MC GREW, KEVIN	PAYROLL	853.76
07/17/2023	14960	CITY OF HARTFORD	PAYROLL	269.91
07/24/2023	EFT2(E)	STATE OF MICHIGAN	PAYROLL	1,571.40
07/27/2023	14980	BACKROADS SERVICES	TRUCK MAINTENANCE 1841	1,003.04
07/27/2023	14981	CFS INSPECTIONS	ANNUAL INSPECTIONS	1,283.10
07/27/2023	14982	EPS SECURITY	SERVICE AGREEMENT	149.58
07/27/2023	14983	MC KESSON MEDICAL LLC	MEDICAL SUPPLIES	60.10
07/27/2023	14984	NORTHWIND CONSULTANTS	TRAINING	175.00
07/27/2023	64(E)	COMCAST	TELEPHONES & INTERNET	232.49
07/27/2023	65(E)	DELUXE	CHECKS & DEPOSIT TICKETS	181.95
07/27/2023	66(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	424.66
07/27/2023	14979	CITY OF HARTFORD	PAYROLL	10.74
07/31/2023	123(E)	INTERNAL REVENUE SERVICE	PAYROLL TAXES	849.36
08/01/2023	67(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	1,258.00
08/01/2023	DD207(A)	HARTING, ROBBIE	PAYROLL	1,750.86
08/03/2023	DD208(A)	BODARY, BRANDON	PAYROLL	702.11
08/03/2023	DD209(A)	CHAPPELL, MICHAEL	PAYROLL	14.93
08/03/2023	DD210(A)	EASTMAN, SCOTT	PAYROLL	127.03
08/03/2023	DD211(A)	FLEMING, RYAN	PAYROLL	90.36
08/03/2023	DD212(A)	FLEMMING, LISA	PAYROLL	61.30
08/03/2023	DD213(A)	FRY, STEVEN	PAYROLL	215.80
08/03/2023	DD214(A)	HARTING, BRANDI	PAYROLL	82.99
08/03/2023	STUB22(A)	HIGH, SARA	PAYROLL	0.00
08/03/2023	DD215(A)	HIGH, TYLER	PAYROLL	38.28
08/03/2023	DD216(A)	HUNT, COLE	PAYROLL	195.32
08/03/2023	DD217(A)	LEDESMA, CARLOS	PAYROLL	52.86
08/03/2023	DD218(A)	LOVE, KIRKLAND	PAYROLL	8.14
08/03/2023	DD219(A)	MC CLELLAN, TROY	PAYROLL	129.91
08/03/2023	DD220(A)	MC GREW, KEVIN	PAYROLL	1,458.26
08/03/2023	DD221(A)	ROBERTS, KHELUN	PAYROLL	134.35
08/03/2023	DD222(A)	SEFCIK, RONALD	PAYROLL	52.86
08/03/2023	DD223(A)	SHARPE, IAN	PAYROLL	75.82
08/03/2023	DD224(A)	VAN DEWIELE, CARY	PAYROLL	158.98
08/03/2023	DD225(A)	WEBERG, SCOTT	PAYROLL	828.32
08/14/2023	14985	AUTO WARES	MAINTENANCE	190.87

08/11/2023 CHECK REGISTER FOR HARTFORD FIRE DEPARTMENT				
CHECK DATE FROM 07/11/2023 - 08/14/2023				
Check Date	Check	Vendor Name	Description	Amount
08/14/2023	14986	BACKROADS SERVICES	TRUCK MAINTENANCE 1869	804.25
08/14/2023	14987	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	180.00
08/14/2023	14988	PETER STANISLAWSKI	FINANCE SERVICES	1,200.00
08/14/2023	14989	S&A AUTOMOTIVE INC	MAINTENANCE TIRES	1,182.88
08/14/2023	14990	TWIN CITY AWARDS & TROPHIES INC	LOCKER TAGS	30.00
08/14/2023	124(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
08/14/2023	125(E)	AT&T MOBILITY	CELL PHONES	480.51
08/14/2023	126(E)	COMCAST	TELEPHONES & INTERNET	231.80
Total of 49 Checks:				22,883.11
Total of 49 Disbursements:				22,883.11

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	480.51
2. AUTO WARES		
	MAINTENANCE	190.87
3. BACKROADS SERVICES		
	TRUCK MAINTENANCE	330.00
	TRUCK MAINTENANCE	330.00
	TRUCK MAINTENANCE 1841	343.04
	TRUCK MAINTENANCE 1869	804.25
	TOTAL	1,807.29
4. BRONSON HELP NET		
	EMPLOYEE ASSISTANCE PROGRAM	186.00
5. CFS INSPECTIONS		
	ANNUAL INSPECTIONS	1,283.10
6. COMCAST		
	TELEPHONES & INTERNET	232.49
	TELEPHONES & INTERNET	231.80
	TOTAL	464.29
7. DELUXE		
	CHECKS & DEPOSIT TICKETS	181.95
8. EPS SECURITY		
	SERVICE AGREEMENT	149.58
9. INDIANA MICHIGAN POWER		
	ELECTRIC	393.00
10. INTERNAL REVENUE SERVICE		
	PAYROLL TAXES	849.36
11. KELLOGG HARDWARE INC		
	SUPPLIES	258.04
12. LIBERTY MUTUAL INSURANCE		
	WORKER COMP INSURANCE	1,258.00
13. MC KESSON MEDICAL LLC		
	MEDICAL SUPPLIES	43.20
	MEDICAL SUPPLIES	16.90
	TOTAL	60.10
14. MFE INC		
	STORZ PRESSURE GASKETS	29.00
15. NORTH BREATHING AIR LLC		
	ANNUAL MAINTENANCE	180.00
16. NORTHWIND CONSULTANTS		
	TRAINING	175.00
17. PETER STANISLAWSKI		
	FINANCE SERVICES	1,200.00
18. S&A AUTOMOTIVE INC		
	MAINTENANCE TIRES	1,182.88
19. SHELL FLEET PLUS		
	DIESEL & GASOLINE	424.66
20. TWIN CITY AWARDS & TROPHIES INC		
	LOCKER TAGS	30.00
TOTAL - ALL VENDORS		10,783.63



GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2023	08/31/2023	MONTH 08/31/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		14,036.94			0.00		143,268.91	8.92
206-000-402.000	HARTFORD CITY	128,704.78		21,179.08		10,589.57			107,525.70	16.46
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		415.50		0.00			3,726.97	10.03
206-000-421.000	COST RECOVERY	6,743.10		0.00		0.00			6,743.10	0.00
206-000-422.000	FIRE REPORTS/ FOIA	46.66		0.00		0.00			46.66	0.00
206-000-539.000	GRANTS	2,500.00		1,400.00		0.00			1,100.00	56.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		800.00		0.00			8,800.00	8.33
206-000-584.000	VBEMS	2,198.33		0.00		0.00			2,198.33	0.00
206-000-665.000	INTEREST	0.00		85.84		0.00			(85.84)	100.00
Total Dept 000		311,241.19		37,917.36		10,589.57			273,323.83	12.18
TOTAL REVENUES										
		311,241.19		37,917.36		10,589.57			273,323.83	12.18
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00		120.00		120.00			4,080.00	2.86
206-336-704.000	CHIEF SALARY	56,141.00		4,678.42		2,339.21			51,462.58	8.33
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		5,789.00		4,739.00			49,211.00	10.53
206-336-712.000	SHIFT COVERAGE	14,400.00		1,065.00		1,065.00			13,335.00	7.40
206-336-714.000	SUPPORT STAFF	9,000.00		80.00		0.00			8,920.00	0.89
206-336-720.000	PAYROLL TAXES	14,000.00		897.51		632.11			13,102.49	6.41
206-336-724.000	RETIREMENT	4,000.00		140.35		140.35			3,859.65	3.51
206-336-730.000	GASOLINE & DIESEL	9,400.00		424.66		0.00			8,975.34	4.52
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		2,990.17		1,987.13			6,509.83	31.48
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		0.00		0.00			12,900.00	0.00
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		30.00			320.00	8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		60.10		0.00			2,439.90	2.40
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		180.00			6,686.90	17.95
206-336-751.000	PHONES	6,615.20		879.40		679.61			5,735.80	13.29
206-336-753.000	UTILITIES	10,000.00		393.00		393.00			9,607.00	3.93
206-336-763.000	BUILDING MAINTENANCE	11,550.00		149.58		0.00			11,400.42	1.30
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		0.00		0.00			4,125.00	0.00
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		0.00		0.00			16,000.00	0.00
206-336-785.000	EDUCATION/ TRAINING	8,700.00		5,871.91		0.00			2,828.09	67.49
206-336-796.000	PHYSICALS	8,300.00		186.00		0.00			8,114.00	2.24
206-336-799.000	OFFICE/ COMPUTER	5,910.00		218.20		0.00			5,691.80	3.69
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		1,200.00		1,200.00			8,800.00	12.00
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00			2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	28,000.00		5,140.00		1,258.00			22,860.00	18.36
Total Dept 336 - FIRE OPERATING		311,241.20		31,776.40		14,763.41			279,464.80	10.21
TOTAL EXPENDITURES										
		311,241.20		31,776.40		14,763.41			279,464.80	10.21
Fund 206 - FIRE FUND:										
TOTAL REVENUES										
EXPENDITURES										
F REVENUES & EXPENDITURES										
		311,241.19		37,917.36		10,589.57			273,323.83	12.18
		311,241.20		31,776.40		14,763.41			279,464.80	10.21
		(0.01)		6,140.96		(4,173.84)			(6,140.97)	61.40

Item 7.

# Hartford Fire Department

Hartford, MI

This report was generated on 8/8/2023 8:40:29 AM



Item 7.

## Personnel Count per Incident for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-333	7/1/2023 00:09:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-334	7/1/2023 06:08:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-335	7/1/2023 23:39:00	611 - Dispatched & cancelled en route	08006	2	1	3
2023-336	7/2/2023 09:56:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-337	7/2/2023 11:02:00	611 - Dispatched & cancelled en route	08006	1	3	4
2023-338	7/2/2023 18:20:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-339	7/2/2023 20:13:00	611 - Dispatched & cancelled en route	08006	1	1	2
2023-340	7/2/2023 20:34:00	554 - Assist invalid	08006	2	0	2
2023-341	7/3/2023 05:05:00	554 - Assist invalid	08006	2	0	2
2023-342	7/3/2023 13:30:00	311 - Medical assist, assist EMS crew	08006	2	3	5
2023-343	7/3/2023 21:13:00	321 - EMS call, excluding vehicle accident with injury	08006	3	1	4
2023-344	7/4/2023 08:16:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-345	7/4/2023 10:41:00	611 - Dispatched & cancelled en route	08006	1	1	2
2023-346	7/4/2023 14:11:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-347	7/4/2023 19:00:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-348	7/4/2023 22:34:00	322 - Motor vehicle accident with injuries	08006	1	2	3
2023-349	7/4/2023 22:40:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-350	7/5/2023 08:26:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-351	7/5/2023 10:20:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-352	7/5/2023 10:28:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-353	7/5/2023 12:52:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-354	7/6/2023 21:31:00	622 - No incident found on arrival at dispatch address	08006	2	0	2
2023-355	7/7/2023 03:16:00	412 - Gas leak (natural gas or LPG)	08006	2	2	4
2023-356	7/7/2023 10:52:00	611 - Dispatched & cancelled en route	08006	2	1	3
2023-357	7/7/2023 19:12:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-358	7/7/2023 20:06:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-359	7/8/2023 15:24:03	321 - EMS call, excluding vehicle accident with injury	08006	4	2	6
2023-360	7/8/2023 19:02:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-361	7/9/2023 11:05:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-362	7/9/2023 12:15:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-363	7/9/2023 14:02:00	611 - Dispatched & cancelled en route	08006	2	0	2
2023-364	7/10/2023 05:20:00	736 - CO detector activation due to malfunction	08006	1	0	1
2023-365	7/10/2023 06:55:00	500 - Service Call, other	08006	4	0	4
2023-366	7/10/2023 11:21:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-367	7/10/2023 12:06:00	554 - Assist invalid	08006	2	0	2
2023-368	7/10/2023 17:48:00	143 - Grass fire	08006	3	2	5
2023-369	7/11/2023 19:56:00	412 - Gas leak (natural gas or LPG)	08006	1	0	1

Only REVIEWED incidents included



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

INCIDENT NUMBER	DATE	INCIDENT TYPE	FDID	NUMBER OF PEOPLE			
				ON APPARATUS	NOT ON APPARATUS	TOTAL	
2023-370	7/12/2023 20:41:00	733 - Smoke detector activation due to malfunction	08006	1	0	1	
2023-371	7/12/2023 20:47:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-372	7/12/2023 21:40:00	815 - Severe weather or natural disaster standby	08006	6	0	6	
2023-373	7/12/2023 21:56:00	444 - Power line down	08006	4	2	6	
2023-374	7/12/2023 22:14:00	611 - Dispatched & cancelled en route	08006	3	3	6	
2023-375	7/13/2023 15:58:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-376	7/13/2023 22:26:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-377	7/14/2023 17:10:00	611 - Dispatched & cancelled en route	08006	2	2	4	
2023-378	7/14/2023 21:57:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-379	7/16/2023 10:02:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-380	7/16/2023 12:15:00	324 - Motor vehicle accident with no injuries.	08006	3	1	4	
2023-381	7/17/2023 09:18:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-382	7/17/2023 14:03:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-383	7/18/2023 07:03:00	736 - CO detector activation due to malfunction	08006	2	0	2	
2023-384	7/18/2023 16:12:00	311 - Medical assist, assist EMS crew	08006	1	0	1	
2023-385	7/19/2023 14:59:00	321 - EMS call, excluding vehicle accident with injury	08006	4	1	5	
2023-386	7/19/2023 16:05:00	571 - Cover assignment, standby, moveup	08006	8	0	8	
2023-387	7/20/2023 08:54:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-388	7/21/2023 10:35:00	554 - Assist invalid	08006	1	1	2	
2023-389	7/22/2023 13:40:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-390	7/23/2023 17:22:00	444 - Power line down	08006	2	2	4	
2023-391	7/25/2023 04:16:00	554 - Assist invalid	08006	1	0	1	
2023-392	7/25/2023 16:07:00	444 - Power line down	08006	2	1	3	
2023-393	7/25/2023 16:13:00	321 - EMS call, excluding vehicle accident with injury	08006	1	2	3	
2023-394	7/26/2023 08:49:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-395	7/27/2023 15:41:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2	
2023-396	7/27/2023 18:40:00	311 - Medical assist, assist EMS crew	08006	2	0	2	
2023-397	7/29/2023 16:01:00	321 - EMS call, excluding vehicle accident with injury	08006	2	2	4	
2023-398	7/30/2023 10:36:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-399	7/30/2023 12:57:00	611 - Dispatched & cancelled en route	08006	1	0	1	
2023-400	7/30/2023 16:34:00	311 - Medical assist, assist EMS crew	08006	2	1	3	
2023-401	7/30/2023 18:36:00	342 - Search for person in water	08006	5	0	5	
2023-402	7/31/2023 11:05:00	311 - Medical assist, assist EMS crew	08006	2	2	4	
2023-403	7/31/2023 20:33:00	311 - Medical assist, assist EMS crew	08006	2	2	4	
<b>TOTAL # OF INCIDENTS: 71</b>				<b>AVERAGES:</b>	<b>2.1</b>	<b>0.8</b>	<b>2.9</b>

Only REVIEWED incidents included



Hartford Fire Board 807517  
436 East Main Street  
Hartford Michigan 49057

Attention: Cary Jay Vaughn

Report Id# 142716

The corrective Action plan for the Hartford Fire Department (807517) is the following for fiscal years 2024.

The board has hired a new finance person effective July 1, 2023, Peter Stanislawski.

Also, under the new auditors for fiscal year 2023 will be Siegfried Crandall with lead CPA Steven Bryer.

Also, a complete uniform chart of accounts issued by the State of Michigan treasury has been completed.

The budget for fiscal year 2024 will have direct monitoring of the Hartford Fire Board monthly starting in July 2024.

While fiscal year 2023 is completed, I'm sure there will be issues, but the audit will be filed on a timely basis. Matters will be corrected in a timely manner.

Kindest regards

Ronald Sefcik

Hartford Fire Board Chair

  
Peter Stanislawski

Hartford Fire Board Finance



245 E. Kilgore Road  
Portage, MI 49002-5599  
www.siegfriedcrandall.com

Telephone: 269-381-4970  
800-876-0979  
Fax: 269-349-1344

June 27, 2023

Hartford Fire Board  
417 Arlington Street  
Bangor, MI 49013

We are engaged to audit the financial statements of the governmental activities and the major fund of the Hartford Fire Board for the year ended June 30, 2023. Professional standards require that we provide you with the following information related to our audit.

#### **Our Responsibilities under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated June 27, 2023, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

#### **Communication**

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Hartford Fire Board and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Fire Board's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Fire Board's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Hartford Fire Board  
Page 2  
June 27, 2023

### **Independence**

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Fire Board's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Form 5047 that we will submit to the State after your review

### **The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how your Fire Board functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Hartford Fire Board's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Fire Board and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Fire Board or to acts by management or employees acting on behalf of the Fire Board. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

Hartford Fire Board  
Page 3  
June 27, 2023

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

#### **The Concept of Materiality in Planning and Executing the Audit**

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

#### **Our Approach to Internal Control Relevant to the Audit**

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Timing of the Audit**

We will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Fire Board's fiscal year. The Fire Board's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

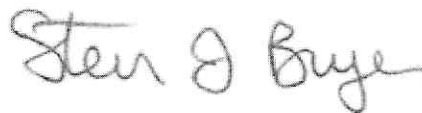
#### **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Hartford Fire Board.

This information is intended solely for the use of the Board members and management of the Hartford Fire Board and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J. Bryer, Shareholder

# SiegfriedCrandallPC

Certified Public Accountants & Advisors

245 E. Kilgore Road  
Portage, MI 49002-5599  
www.siegfriedcrandall.com

Telephone 269-331-4970  
500-876-0979  
Fax 269-349-1344

June 27, 2023

Hartford Fire Board  
436 E. Main St.  
Hartford, MI 49057

Dear Board Members:

Following is a list of items we will need to perform the Fire Board's audit as of and for the year ended June 30, 2023. Please share this list with the appropriate officials and staff.

***Items we need before the beginning of fieldwork:***

- Board minutes since July 2021 (please send in WORD format)
- Identification of attorneys consulted since June 2023 regarding litigation, claims, or assessments against the Fire Board
- Backup file of QuickBooks accounting files

***Items we need by the beginning of fieldwork:***

- Original and final amended budgets for the year ended June 30, 2023, and adopted budgets for the subsequent year
- Bank account statements for the year
- July 31, 2023 bank statements for all accounts
- Payroll tax returns (941s, etc.) and payroll journals for the year
- 2022 W-2, W-3, and 1099 forms issued
- Insurance coverage in effect during the fiscal years ended June 30, 2023 and beyond (have policies available)
- Remittance advices and paid invoices for the fiscal year ended June 30, 2023, and any since June 30, 2023
- Bank reconciliations for all accounts at June 30, 2023
- Information regarding all investments held as of June 30, 2023, including financial institution, account number, amount, interest rate, purchase date, and maturity date
- Receivables at June 30, 2023, including schedule of amounts due showing amount, source, date earned, date received, and accounting classification
- Calculation of contributions due from other governmental units for the year ended June 30, 2023
- Fixed asset additions and dispositions during the year (have support available)
- Accounts payable at June 30, 2023, including schedule of amounts due showing payee, amount, date services/products received, accounting classification, date paid
- Summary/breakdown of any material (at least \$1,000) unpaid invoices as of the date of fieldwork
- Schedule of accrued payroll, at June 30, 2023 (show dates worked, gross pay amounts, and date paid)
- Schedule of compensated absences, if any, at June 30, 2023 (show name, cumulative hours, and pay rate as of year end)



Hartford Fire Board  
Page 2  
June 27, 2023

- Schedule of long-term debt activity for the year ended June 30, 2023, including:
  - Beginning balance
  - Plus, any issuance of new debt
  - Minus any principal payments - show interest portion separate from principal (have support available)
  - Ending balance
- Approved rates for fire run pay and approved salaries for the year ended June 30, 2023
- Contract(s) in excess of \$10,000 for products or services entered into during the year ended June 30, 2023
- Information regarding any additional sources of revenue in excess of \$5,000, including federal or state grants, received or entered into during the year ended June 30, 2023
- Fire Board financial policies including investment policy, credit card policy, ACH policy, etc.

Please contact me if you need clarification or assistance in gathering the above information. My direct phone number is (269) 341-4182.

We plan to begin our audit fieldwork on August 30, 2023. We look forward to working with you this year.

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J Bryer, Shareholder



246 E. Kigore Road  
Portage, MI 49002-5599  
www.siegfriedcrandall.com

Telephone 269-381-4970  
800-876-0979  
Fax 269-349-1344

June 27, 2023

Hartford Fire Board  
436 E. Main St.  
Hartford, MI 49057

We are pleased to confirm our understanding of the services we are to provide the Hartford Fire Board for the year ended June 30, 2023.

#### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of the Hartford Fire Board as of and for the year ended June 30, 2023. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Hartford Fire Board's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Hartford Fire Board's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Members of the Fire Board  
Hartford Fire Board  
Page 2  
June 27, 2023

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

#### **Audit Procedures - Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Improper revenue recognition due to fraud
2. Management override of controls

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Hartford Fire Board's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Members of the Fire Board  
Hartford Fire Board  
Page 3  
June 27, 2023

### Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Fire Board's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Form 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Members of the Fire Board  
Hartford Fire Board  
Page 4  
June 27, 2023

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Steven J. Bryer is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Fire Board's audit requirements, our fee will not exceed \$7,900. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

#### **Reporting**

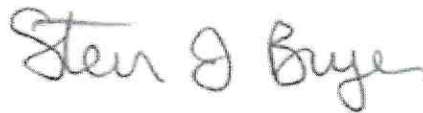
We will issue a written report upon completion of our audit of the Hartford Fire Board's financial statements. Our report will be addressed to the members of the Fire Board of the Hartford Fire Board. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Fire Board  
Hartford Fire Board  
Page 5  
June 27, 2023

We appreciate the opportunity to be of service to the Hartford Fire Board and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J. Bryer, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Hartford Fire Board.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

June 27, 2023

Brian Wisneski, Shareholder  
Hungerford Nichols, CPA's and Advisors  
830 Pleasant Street  
St. Joseph, MI 49085

Dear Brian,

The Hartford Fire Department has accepted the 2023 audit proposal by Siegfried Crandall P.C. By this letter, we are authorizing you to respond fully and completely to all inquiries by representatives of Siegfried Crandall P.C.

We have represented to Siegfried Crandall P.C. the following, with regard to Hungerford Nichols, CPA's and Advisors:

1. We have communicated the reason for the change in auditors.
2. We are not involved with Hungerford Nichols, CPA's and Advisors in any disputes about accounting matters, auditing procedures, or similarly significant matters.
3. We know of no information that would bear negatively on the integrity of the management of the Department's Board.

Steve Bryer from Siegfried Crandall P.C. will contact you to perform certain predecessor auditor communications and to arrange a visit to your office to review workpapers for your most recent audit of the Hartford Fire Department. Your cooperation during this transition is greatly appreciated.

Sincerely,

Hartford Fire Department

Ron Sefcik  
Board Chairman

# Fire Chiefs Report

August 2023

## INFORMATION:

### 1. Meetings Attended:

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

Robbie Harting – Fire Chief



# Hartford Fire Department

Hartford, MI

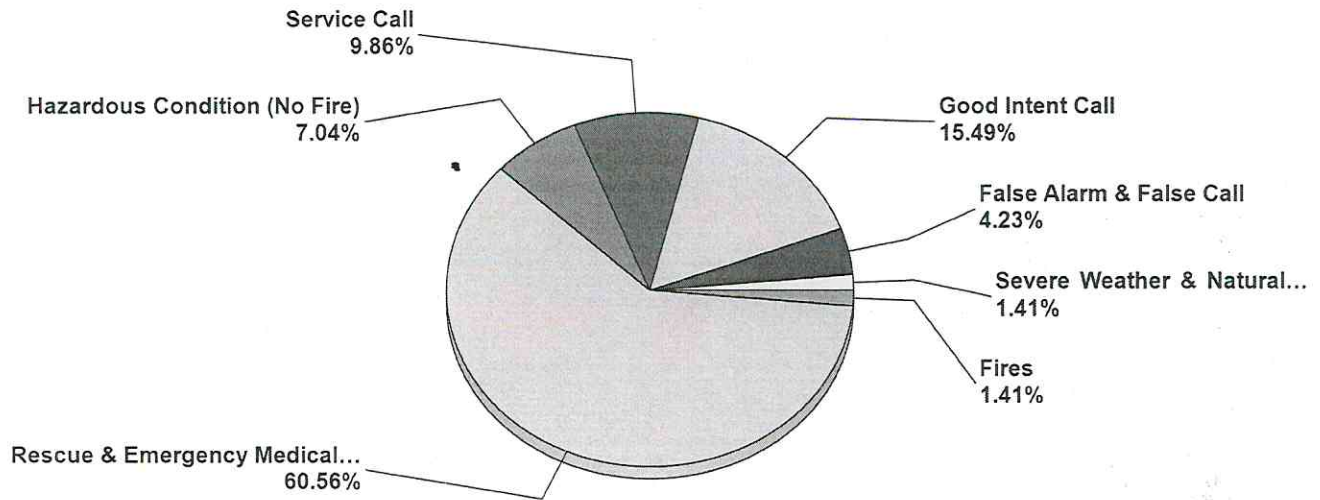
This report was generated on 8/1/2023 9:08:23 AM



Item 7.

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2023 | End Date: 07/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.41%
Rescue & Emergency Medical Service	43	60.56%
Hazardous Condition (No Fire)	5	7.04%
Service Call	7	9.86%
Good Intent Call	11	15.49%
False Alarm & False Call	3	4.23%
Severe Weather & Natural Disaster	1	1.41%
<b>TOTAL</b>	<b>71</b>	<b>100%</b>

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



emergencyreporting.com  
Doc Id: 553  
Page # 1 of 2

## Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
143 - Grass fire	1	1.41%
311 - Medical assist, assist EMS crew	33	46.48%
321 - EMS call, excluding vehicle accident with injury	7	9.86%
322 - Motor vehicle accident with injuries	1	1.41%
324 - Motor vehicle accident with no injuries.	1	1.41%
342 - Search for person in water	1	1.41%
412 - Gas leak (natural gas or LPG)	2	2.82%
444 - Power line down	3	4.23%
500 - Service Call, other	1	1.41%
554 - Assist invalid	5	7.04%
571 - Cover assignment, standby, moveup	1	1.41%
611 - Dispatched & cancelled en route	10	14.08%
622 - No incident found on arrival at dispatch address	1	1.41%
733 - Smoke detector activation due to malfunction	1	1.41%
736 - CO detector activation due to malfunction	2	2.82%
815 - Severe weather or natural disaster standby	1	1.41%
<b>TOTAL INCIDENTS:</b>	<b>71</b>	<b>100%</b>

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



# Hartford Fire Department

Hartford, MI

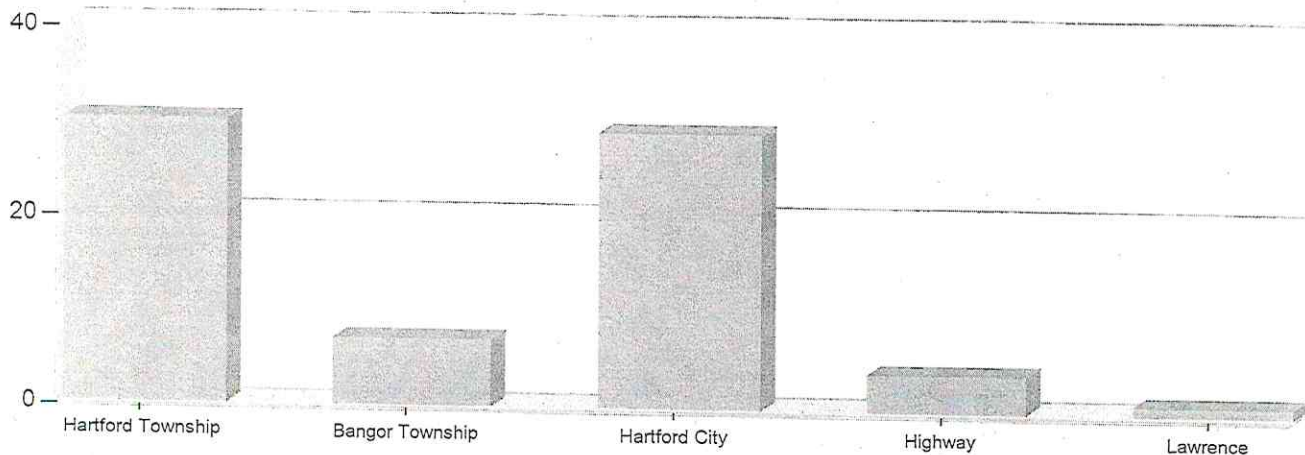
This report was generated on 8/1/2023 9:09:55 AM



Item 7.

## Incident Type Count per Zone for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023



ZONES	INCIDENT TYPE	COUNT
<b>Hartford Township - Hartford</b>		
	311 - Medical assist, assist EMS crew	14
	321 - EMS call, excluding vehicle accident with injury	5
	412 - Gas leak (natural gas or LPG)	2
	444 - Power line down	2
	500 - Service Call, other	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	4
	622 - No incident found on arrival at dispatch address	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	30
<b>Bangor Township - Bangor</b>		
	311 - Medical assist, assist EMS crew	2
	321 - EMS call, excluding vehicle accident with injury	1
	322 - Motor vehicle accident with injuries	1
	342 - Search for person in water	1
	444 - Power line down	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Bangor Township - Bangor:</i>	7
<b>Hartford City - Hartford</b>		
	311 - Medical assist, assist EMS crew	17
	321 - EMS call, excluding vehicle accident with injury	1

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



emergencyreporting.com  
Doc Id: 1404  
Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	554 - Assist invalid	4
	571 - Cover assignment, standby, moveup	1
	611 - Dispatched & cancelled en route	2
	733 - Smoke detector activation due to malfunction	1
	736 - CO detector activation due to malfunction	2
	815 - Severe weather or natural disaster standby	1
	<i>Total Incidents for Hartford City - Hartford:</i>	29
<b>Highway - I 94</b>		
	143 - Grass fire	1
	324 - Motor vehicle accident with no injuries.	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Highway - I 94:</i>	4
<b>Lawrence - Township</b>		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Lawrence - Township:</i>	1
	<b><i>Total Count for all Zone:</i></b>	<b>71</b>

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



# Hartford Fire Department

Hartford, MI

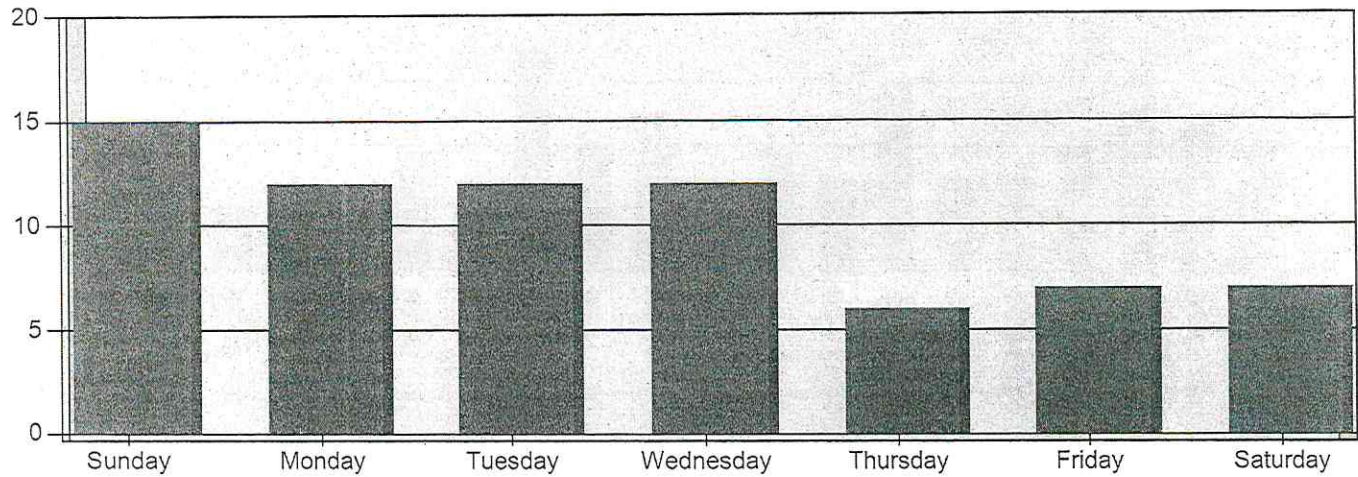
This report was generated on 8/1/2023 9:10:55 AM



Item 7.

## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 07/01/2023 | End Date: 07/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	15
Monday	12
Tuesday	12
Wednesday	12
Thursday	6
Friday	7
Saturday	7

TOTAL

71

Only Reviewed incidents included.



emergencyreporting.com  
Doc Id: 1284  
Page # 1 of 1

## Assistant Chief Report

August

### Information

- Information gathered for auditor
- Fair
- Smoke Detector installs
- New door locks installed
- New SCBA Mask Bags for all members
- New Hoods ordered for all members (Grant Money)
- Yearly PPE ordered

Meetings Attended: Chiefs Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

# Hartford Fire Board

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

## Schedule of Regular Meetings

7 p.m. on dates listed below

Monday, July 10, 2023

Monday, August 14, 2023

Monday, September 11, 2023

Monday, October 9, 2023

Monday, November 13, 2023

Monday, December 11, 2023

Monday, January 8, 2024

Monday, February 12, 2024

Monday, March 11, 2024

Monday, April 8, 2024

Monday, May 13, 2024

Monday, June 10, 2024

## at the Hartford Township Hall

61310 County Rd 687  
Hartford, Mi 49057

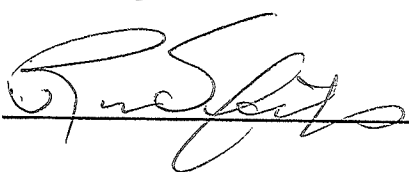
This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended (MCL 41.72a(2)(3)) and the Americans with Disabilities Act.

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

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following:  
Chairman Ron Sefcik at 51320 62nd Street, Hartford MI 49057 or 269-325-5144

Posted on: 8/16/2023

Signature of Board Chairman





## July 2023 Board of Commissioners Activity Report

Administration Address  
 219 E Paw Paw Street - Suite 302, Paw Paw, MI 49079  
 Website: [www.vanburencountymi.gov](http://www.vanburencountymi.gov)

Telephone No.  
 (269) 657-8253

Email: [Admin@vanburencountymi.gov](mailto:Admin@vanburencountymi.gov)

### HIGHLIGHTS

1. **Proclamation – Eleanor Dunlop 100<sup>th</sup> Birthday** – Longevity of life is a blessing for an individual and for a community which benefits from the knowledge, creativity, and experiences this individual brings to all. The County of Van Buren recognizes with respect and admiration the contribution of senior citizens to our community. Eleanor Elkins joined the Army after Pearl Harbor and became an Army Nurse in World War II. She was a Lieutenant stationed in Europe, where she met her late husband and the father of her children, Veteran PFC Army Corpsman David Dunlop. Eleanor Elkins and David Dunlop. Eleanor Dunlop raised five children while working full time as a Surgical Nurse at Lake View Community Hospital, in Paw Paw. Her career there spanned 31 years and Eleanor touched many lives. Eleanor continues to be a leader in Trinity Lutheran Church, where she participates in Bible studies and reads the Bible from the lectern. She also collects clothing for seminary students at Lutheran Church Fort Wayne Seminary, among many other charitable acts. Eleanor contributed many resources to Habitat for Humanity, not the least of which was helping to build a house in Southwestern Michigan alongside former President Jimmy Carter. She continues to give of herself at Eleanor's Pantry in and enjoys gardening, baking, spending time with loved ones and caring for the birds and cats that reside at her country home. Eleanor is a blessing to all she meets. The Board of Commissioners recognizes and thanks Ms. Eleanor Dunlop for her dedication to her community. The Board honors Ms. Eleanor Dunlop for her long life and prosperity and wish her many more!
2. **Proclamation – Carl Davis Retirement** – The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels. Municipal clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all. The municipal clerk serves as the information center on functions of local government and community. The Keeler township clerk, Carl Davis, has served as the Keeler Treasurer from 1972 to 1980. He then served as the Keeler Township Clerk from 1986 to present. Dedicating eight years as the township's Treasurer and thirty-seven years as the townships Clerk. It is most appropriate that we recognize that accomplishments and years of services from the Keeler Township Clerk, Carl Davis. The Board of Commissioners further extends their appreciation to Carl Davis for his many years of service to Keeler township and for the vital services that he performed, along with the exemplary dedication to the community he represented.
3. **June 2023 Claims** – Claims in the amount of \$13,645,050.09 for June 2023 were submitted, reviewed, and approved by the Board during the July 25<sup>th</sup> Board of Commissioners meeting.
4. **Computer Replacement Program** - The Board of Commissioners discussed the 2023 PC refresh purchase. Every year IT purchases ~50 end-user computers to replace aged and outdated devices deployed across the County. After soliciting prices from three sources, the IT department suggests that we use the quote that is the most cost effective. This is a planned, budgeted expense that occurs annually. Costs are within those budgeted and will be absorbed from the Technology Improvement Fund – 636.0- 228.00-752.005. Due to the overall cost, this purchase requires Board approval to comply with purchasing policies. The total amount is \$17,662.02. The Board approved the request of the 2023 PC Refresh purchase.



5. **Purchase of Sheriff's Office K9** – There was a request to approve the purchase of a new K9, equipment and a basic 6-week training course for a new handler from F.M K9 located in Berrien Center, Michigan for a total price of \$13,565.00 dollars. The Board approved of the purchase of the Sheriff's office K9.
  
6. **Target Market Analysis & Housing Strategic Plan** – There was a request to approve a \$50,000 match for a Michigan Department of Rural Readiness (MDARD) grant that will fund a residential Target Market Analysis (TMA), which will support our ongoing efforts to develop a County-wide Housing Strategic Plan. The TMA will identify the market potential for new and rehabbed housing units, migration patterns, target markets, and other data necessary to understand the gap between housing stock and demand. The purpose of the Strategic Plan is to effectively address the ongoing, county wide housing shortage. The Strategic Plan will build upon the TMA by reviewing existing planning, zoning, and housing tools and policies throughout the County to determine if current practices are aligned, consistent, contemporary, and substantiated by the results of the TMA. The Strategic Plan will also include an Action Plan that details key tasks, strategies, project champions, and estimated costs to address housing and developer recruitment, relationship building, and community marketing. The Board of Commissioners approved a \$50,000 match for a Michigan Department of Rural Readiness (MDARD) grant that will fund a residential Target Market Analysis, which will support our ongoing efforts to develop a County-wide Housing Strategic Plan. The match is subject to the awarding of the grant.
  
7. **Specialty Court Peer Recovery Specialist** – There was a request to approve the move of the current contractual position, Peer Recovery Specialist, away from contractual and into a full-time position with the Specialty Courts. Currently, the budget for this position is a little over \$50,000/year. As a fulltime county position, it would be classified as an R 25 position, starting at \$22.26 per hour, or \$43,409.73 per year. With fringes added, we estimate the full cost of the position to be around \$75,000 total cost for the first year. The Peer Recovery Specialist position, like all positions in Specialty Courts, would be grant-dependent. There is \$18,300 available in state grants and \$240,000 in federal grants which would fund this position. The Board approved the Peer Recovery Specialist position to become a full-time County position, funded through Specialty Court state and federal grants.

## Appointment/Reappointment Requests

1. **Land Preservation Board – Christopher Rickli** – There was a request to approve the appointment of Christopher Rickli to the Land Preservation Board for a term set to expire on March 1st, 2025. His appointment will fill the Farmer Representative vacancy. All Board terms are set to expire March 1<sup>st</sup>, 2025. The Board of Commissioners approved of Mr. Rickli’s appointment to the Land Preservation Board.
  
2. **Land Preservation Board – Michael Matheny** – There was a request to approve the appointment of Michael Matheny to the Land Preservation Board for a term set to expire on March 1st, 2025. His appointment will fill the Elected Official vacancy. All Board terms are set to expire March 1<sup>st</sup>, 2025. The Board of Commissioners approved of Mr. Matheny’s appointment to the Land Preservation Board.
  
3. **Kinexus Group Workforce Development Board – Tom Stanek** – The Board of Commissioners is responsible for making appointments to the Kinexus Board. Tom Stanek was seeking approval from the Board of Commissioners for reappointment. The recommendation was to appoint him for a three-year term which will expire on June 30, 2026. The Board approved the appointment of Tom Stanek to the Kinexus Group Workforce Development Board at the July 11<sup>th</sup> Board meeting.
  
4. **Palisades Community Advisory Panel – Bill Van Tassel** – There was a request to approve the appointment of Bill Van Tassel to the Palisades Community Advisory Panel. The Board of Commissioners previously selected Gary Stock to serve on the PCAP as the citizen representative of the county at large. The role of whoever holds this position is to represent the questions and concerns of residents from the east side of Van Buren County. Gary sadly passed away earlier this year, which created a vacancy on the PCAP. Bill Van Tassel has been identified as a suitable candidate to fill this position given his role as a leader in Almena Township and his involvement with local groups like the Van Buren Conservation District. While certain types of PCAP members do not need the approval of the Board of Commissioners to hold a seat on the panel, appointment of "citizen representatives from Covert Township, South Haven Township, the City of South Haven, Lake Michigan Homeowners Association, and the County-At-Large" must be approved by the Board of Commissioners. The Board of Commissioners approved the appointment of Bill Van Tassel to the Palisades Community Advisory Panel.

---

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

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

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

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

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

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

# HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.  
621-3022  
Justin Ryan Supt.



8/28/2023

## MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing  
 Repaired all the equipment that required repairing  
 Had new tires put on backhoe  
 Picked up brush.  
 Mowed WWTP  
 Mowed all facilities  
 Clean restrooms every day.

## WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>1</u>
Water meter repairs	<u>1</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>8</u>
Water services replaced to water main	<u>0</u>

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

## MAJOR AND LOCAL STREETS

Cold patching as needed.  
 Working with Krhon Construction.

## SEWER SYSTEM

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

## LIFT STATIONS

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

## Iron Removal Plant

Run back up generator once a week.

# HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.  
621-3022  
Justin Ryan Supt.



8/28/2023

## WATER QUALITY AVERAGE FOR THE MONTH

### Raw Water

Iron	<u>1.51</u> ppm
Manganese	<u>0.149</u> ppm
pH	<u>7.3</u>

### Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1</u> ppm
Phosphates	<u>1.3</u> ppm
Flouride	<u>0.7</u> ppm
pH	<u>7.4</u>

### Chemicals used

	<u>Total Lbs</u>
Chlorine	<u>137.8</u>
Phosphates	<u>227</u>
Flouride	<u>187</u>

### Average Daily Use

<u>4.4</u>
<u>7.3</u>
<u>6</u>

## WATER PUMPED FOR THE MONTH

Backwash water	<u>6.700</u> Million Gallons
	<u>172,000</u> Gallons

## WATER BACTI SAMPLES FOR THE MONTH

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



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** RoxAnn Rodney-Isbrecht, Clerk  
**Prepared By:** RoxAnn Rodney -Isbrecht, Clerk  
**Agenda Title:** WWTP NPDES Draft Permit

### RECOMMENDED ACTION:

The City's WWTP draft National Pollutant Discharge Elimination System permit has been received from Michigan Department of Environment Great Lakes and Energy.

The conditions of this draft permit have been considered on a case-specific basis, and the monitoring program is considered the minimum that will ensure environmental protection. Self-monitoring data is required to be reported via the Department of Environment, Great Lakes, and Energy (EGLE) MIEnviro Portal system in accordance with Part II C.2 of the draft permit.

Andy Warener, WWTP Operator has reviewed the Draft NPDES permit and it is acceptable. Once the Public Notice has been posed for 30 days the permit will be made official.

## BASIS FOR DECISION MEMO

Permit Processor: Thomas Miller  
 Date: March 16, 2023  
 Permit No. MI0023094  
 Designated Site Name: Hartford WWTP

**Monitoring Point 001A:** Authorization to discharge 0.35 MGD of treated municipal wastewater from Monitoring Point 001A through Outfall 001. Outfall 001 discharges to the Paw Paw River.

<u>Parameter</u>	<u>Maximum Limits for Quantity or Loading</u>				<u>Maximum Limits for Quality or Concentration</u>				<u>Monitoring Frequency</u>	<u>Sample Type</u>	<u>Basis for Limits</u>
	<u>Monthly</u>	<u>7-Day</u>	<u>Daily</u>	<u>Units</u>	<u>Monthly</u>	<u>7-Day</u>	<u>Daily</u>	<u>Units</u>			
Flow	(report)	---	(report)	MGD	---	---	---	---	Daily	Report Total Daily Flow	PWJ
Carbonaceous Biochemical Oxygen Demand (CBOD5)	73	120	(report)	lbs/day	25	40	(report)	mg/l	5x Weekly	24-Hr Composite	STS
Total Suspended Solids (TSS)	88	130	(report)	lbs/day	30	45	(report)	mg/l	5x Weekly	24-Hr Composite	STS
<b>Ammonia Nitrogen (as N)</b>	---	---	---	---	---	---	<b>(report)</b>	<b>mg/l</b>	<b>Weekly</b>	<b>24-Hr Composite</b>	<b>WQC</b>
Total Phosphorus (as P)	2.9	---	(report)	lbs/day	1.0	---	(report)	mg/l	5x Weekly	24-Hr Composite	WQS
<b>Chloride</b>	---	---	---	---	---	---	<b>(report)</b>	<b>mg/l</b>	<b>Monthly</b>	<b>24-Hr Composite</b>	<b>WQC</b>
<b>Sulfate</b>	---	---	---	---	---	---	<b>(report)</b>	<b>mg/l</b>	<b>Monthly</b>	<b>24-Hr Composite</b>	<b>WQC</b>
Fecal Coliform Bacteria	---	---	---	---	200	400	(report)	cts/ 100 ml	5x Weekly	Grab	WQS
Total Residual Chlorine	---	---	---	---	---	---	38	ug/l	5x Weekly	Grab	WQBEL
Total Mercury											
Corrected	(report)	---	(report)	lbs/day	(report)	---	(report)	ng/l	Quarterly	Calculation	WQC
Uncorrected	---	---	---	---	---	---	(report)	ng/l	Quarterly	Grab	WQC
Field Duplicate	---	---	---	---	---	---	(report)	ng/l	Quarterly	Grab	WQC
Field Blank	---	---	---	---	---	---	(report)	ng/l	Quarterly	Preparation	WQC
Laboratory Method Blank	---	---	---	---	---	---	(report)	ng/l	Quarterly	Preparation	WQC

Parameter	Maximum Limits for Quantity or Loading				Maximum Limits for Quality or Concentration				Monitoring Frequency	Sample Type	Basis for Limits
	12-Month Rolling Avg	7-Day	Daily	Units	12-Month Rolling Avg	7-Day	Daily	Units			
Total Mercury	0.000012 / 0.000008	---	---	lbs/day	4.0 / 3.0	---	---	ng/l	Quarterly	Calculation	WQV
					<u>Minimum % Monthly</u>		<u>Minimum % Daily</u>				
CBOD5 Minimum % Removal	---	---	---	---	85	---	(report)	%	Monthly	Calculation	STS
TSS Minimum % Removal	---	---	---	---	85	---	(report)	%	Monthly	Calculation	STS
					<u>Minimum Daily</u>		<u>Maximum Daily</u>				
pH	---	---	---	---	6.5	---	9.0	S.U.	5x Weekly	Grab	WQS
Dissolved Oxygen	---	---	---	---	3.0	---	---	mg/l	5x Weekly	Grab	WQBEL

PERMIT CONDITIONS:

- Final Effluent Limitations, Monitoring Point 001A
- Quantification Levels and Analytical Methods for Selected Parameters
- Additional Monitoring Requirements
- Pollutant Minimization Program for Total Mercury
- **Pollutant Minimization and Source Evaluation Program for Perfluorooctanesulfonic Acid (PFOS), Perfluorooctanoic Acid (PFOA), and Perfluorobutanesulfonic Acid (PFBS)**
- Untreated or Partially Treated Sewage Discharge Reporting and Testing Requirements
- Facility Contact
- Monthly Operating Reports
- **Continuous Monitoring**
- **PFAS Data Reporting Requirements**
- Storm Water Pollution Prevention (not required)
- Michigan Industrial Pretreatment Program
- Residuals Management Program for Land Application of Biosolids

NOTES:

For information pertaining to conventional pollutants and the establishment of certain permit conditions, see the Department's document named "ConvWQBEL\_HartfordWWTP\_23."

For information pertaining to the non-attainment status for certain designated uses of the receiving water and how it informed the establishment of certain permit conditions, see the Department's document named "WQBELBiologist Recommendations-MI0023094-02-15-2023."

Designated Site Name: Hartford WWTP  
Permit No. MI0023094  
Page 3 of 3

Monitoring requirements for chloride and sulfate have been included in the draft permit in accordance with the Department's [Chloride and Sulfate Water Quality Values Implementation Plan \(michigan.gov\)](#).

The facility is classified as a Bin 1 PFAS facility without reasonable potential to discharge PFOS, PFOA, or PFBS at levels exceeding Michigan Water Quality Standards. Monitoring and reporting requirements for PFOS, PFOA, and PFBS have been added to the permit in accordance with the [Municipal NPDES Permitting Strategy for PFOS and PFOA \(March 2023\)](#).

The biologist recommended DDT for inclusion in the effluent limitations based on an insufficiently sensitive lab test, however, this was not included in the permit limits due to no reasonable potential to discharge. If further samples are taken, please use an appropriately sensitive laboratory testing procedure to meet the QL given in Part I.A.2. of the permit.

Limit Change Key

Normal Type = existing requirement - carried over from previous version of permit

**Bold Type** = new requirement - not in previous version of permit

*Italic* = deleted requirement - not carried over from previous version of permit

Basis for Limits Key

WQBEL - Water Quality-Based Effluent Limit

STS - Secondary Treatment Standard

WQC - Water Quality Concern

WQS - Water Quality Standard

WQV - Water Quality Variance

PWJ - Permit Writer's Judgment



# PUBLIC NOTICE

Date: DRAFT  
 Permit No.: MI0023094  
 Designated Site Name: Hartford WWTP

The Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), proposes to reissue a permit to the City of Hartford for the Hartford Wastewater Treatment Plant located at 66460 56th Avenue, Hartford, Van Buren County, Michigan 49057. The applicant collects wastewater from the City of Hartford and Hartford Township. The applicant discharges treated municipal wastewater to the Paw Paw River.

**The draft permit includes the following modifications to the previously issued permit:** Permit language has been revised to incorporate updated references and terminology. The following new conditions have been added to the draft permit: Pollutant Minimization and Source Evaluation Program for Perfluorooctanesulfonic Acid (PFOS), Perfluorooctanoic Acid (PFOA), and Perfluorobutanesulfonic Acid (PFBS), Continuous Monitoring, and PFAS Data Reporting Requirements. Required weekly reporting for Ammonia Nitrogen (as N) is now specified. Monthly reporting requirements for Chloride and Sulfate have been added. The parameters PFOS, PFOA, and PFBS are included in the Additional Monitoring Requirements section. The final effluent limitation for Total Mercury has been revised.

The final effluent limitation for total mercury has been changed to 3.0 nanograms per liter (ng/l), which is the discharge-specific level currently achievable based on a multiple discharger variance (MDV) from the water quality-based effluent limit of 1.3 ng/l, pursuant to R 323.1103(9) of the Part 4 Rules, Water Quality Standards, promulgated under Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Copies of the permit application, Public Notice, Basis for Decision Memo, draft permit, and other relevant documents associated with this proposed permitting action may be obtained via the Internet at <https://mienviro.michigan.gov/ncore/> (select 'Public Notice Search,' enter the permit number into the search field, and then click 'Search'), or you may request copies be mailed to you by contacting Sherry Thelen at email: [ThelenS5@michigan.gov](mailto:ThelenS5@michigan.gov), or telephone: 517-290-9607.

**Persons wishing to submit comments on the draft permit should do so through MiEnviro Portal.** Go to <https://mienviro.michigan.gov/ncore/>, select 'Public Notice Search,' search for this public notice by entering the permit number into the search field, click 'Search,' click 'View,' click 'Add Comment,' enter information into the fields, and then click 'Submit.' Comments or objections to the draft permit received by PN END DATE, will be considered in the final decision to issue the permit, as will comments made at a public hearing should one be requested and held by the Department on the draft permit.

Any person may request the Department to hold a public hearing on the draft permit. The request should include specific reasons for the request, indicating which portions of the draft permit constitute the need for a hearing. If submitted comments indicate significant public interest in the draft permit or if useful information may be produced, the Department may, at its discretion, hold a public hearing on the draft permit. If a public hearing is scheduled, public notice of the hearing will be provided at least 30 days in advance. Inquiries should be directed to Thomas Miller, Permits Section, WRD, EGLE, P.O. Box 30458, Lansing, Michigan 48909-7958; telephone: 517-899-2960; or e-mail: [MillerT45@michigan.gov](mailto:MillerT45@michigan.gov).

The discharge-specific level currently achievable for total mercury was developed in accordance with the WRD's approved MDV. A copy of the MDV may be obtained via the Internet at <https://www.michigan.gov/egle/about/organization/water-resources/npdes> (under About NPDES, select Applicable Rules and Regulations), or you may request copies be mailed to you by contacting Sherry Thelen.



**AUGUST 28, 2023  
LIST OF BILLS  
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
AT & T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 7/12-8/11/2023		451.40
PAMELA BENCH	CLEANING AT CITY HALL ON 8/10/2023 FOR 4 HOURS		100.00
BEST WAY DISPOSAL	JULY 2023 CITY HALL TRASH SERVICE	104.28	
	JULY 2023 DPW TRASH SERVICE	142.20	
	JULY 2023 WWTP TRASH SERVICE	109.02	
			355.50
BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR AUGUST 2023		377.34
BLUE CARE NETWORK	SEPTEMBER 2023 HEALTH INSURANCE		15,660.71
CSX TRANSPORTATION	CROSSING SIGNAL MAINTENANCE - BERNARD ST	1,978.00	
	CROSSING SIGNAL MAINTENANCE - PROSPECT ST	1,978.00	
			3,956.00
DELTA DENTAL	SEPTEMBER 2023 DENTAL INSURANCE		964.47
DETROIT PUMP & MFG CO	FILTER ELEMENT & FILTER FOR WWTP		215.00
ENTERPRISE ENVELOPE	ARTWORK FEE MISSED ON INVOICE FOR BOND RECEIPTS		50.00
FLEMING BROTHERS OIL CO	GASOLINE FOR JULY 2023		1,009.30
FRONTIER COMMUNICATIONS	LIFT STATION PHONE 8/7-9/6/2023	56.37	
	IRP INTERNET 8/16-9/15/2023	68.98	
	WWTP PHONE, INTERNET & ALARM 8/13-9/12/2023	314.84	
	CASINO LIFT STATION PHONE 8/17-9/16/2023	83.68	
			523.87
GAGE MOTORS	FRONT LEFT WINDOW SWITCH & FRONT RIGHT WINDOW REGULATOR (2020 EXPLORER)		615.91
HARTFORD BUILDING AUTHORITY	SEPTEMBER 2023 CITY HALL LEASE		4,166.67
HARTFORD FIRE BOARD	SEPTEMBER 2023 CONTRACTUAL PAYMENT		10,589.57
INDIANA MICHIGAN POWER	JULY 2023 ELECTRIC BILLS		5,538.00
INSITUFORM TECHNOLOGIES USA, LLC	WET WELL CLEANING (ORDERED BY DAN STAUNTON)	550.00	
	DRAW #4 FROM WASTEWATER COLLECTION PROJECT BOND	31,770.71	
			32,320.71
KROHN EXCAVATING, LLC	CONSTRUCTION PAY ESTIMATE #5 - CLARK & LINDEN ST PROJECT	90,797.87	
	CONSTRUCTION PAY ESTIMATE #6 - CLARK & LINDEN ST PROJECT	200,096.19	
			290,894.06
LANDERS HARDWARE	YARD HYDRANT FOR WWTP		122.75
L.D. DOCSA ASSOCIATES, INC	DRAW #4 FROM WASTEWATER COLLECTION PROJECT BOND		190,855.71
LOOK SHARP MARKETING	WORK SHIRTS FOR SCOTT & TEE SHIRTS FOR MARK AT WWTP	335.64	
	TEE SHIRTS FOR ALL DPW WORKERS	989.65	
			1,325.29
MICHIGAN AGRIBUSINESS SOLUTIONS	FECAL COLIFORM & METALS TESTING AT WWTP		750.00
MICHIGAN OFFICE SOLUTIONS	CITY HALL COPIER MAINTENANCE AGREEMENT 7/18-10/17/2023	464.63	
	CITY HALL COPY OVERAGES 4/18-7/17/2023	1,161.43	
	POLICE COPIER MAINTENANCE AGREEMENT 7/24-10/23/2023	246.09	
	POLICE COPY OVERAGES 7/24/2022-7/23/2023	535.21	
			2,407.36
JOANN NEWNUM	CLEANING AT CITY HALL ON 8/10/2023 FOR 4 HOURS		100.00
TOM NEWNUM	CLEAN CITY HALL 7/12/2023	50.00	
	CLEAN CITY HALL 7/19/2023	50.00	
	CLEAN CITY HALL 7/26/2023	50.00	
	CLEAN CITY HALL 8/2/2023	50.00	
	CLEAN CITY HALL 8/9/2023	50.00	
	CLEAN CITY HALL 8/16/2023	50.00	
			300.00
PAYJAY, INC	DRAW #4 FROM WASTEWATER COLLECTION PROJECT BOND		166,978.40
PC SERVICES	I.T. HOURS 8/7-8/8/2023	280.00	
	DESK TOP COMPUTER WITH OFFICE 2021 LICENSE FOR MANAGER'S		
	OFFICE & 5 USER VPN LICENSE PLUS I.T. HOURS 8/14-8/22/2023	2,062.00	
			2,342.00
PEERLESS MIDWEST, INC	ANNUAL WELL & PUMP MAINTENANCE		975.00
STEVEN PENA	WORK BOOTS (DPW CLOTHING ALLOWANCE)		175.00
SPECTRUM PRINTERS, INC	ELECTION ENVELOPES AND VOTING INSTRUCTIONS		1,268.51
STATE OF MICHIGAN (EGLE)	APPLICATION FOR DISTRIBUTION CERTIFICATION FOR RICKY RICKS	70.00	
	APPLICATION FOR LIMITED TREATMENT CERTIFICATION FOR RICKY RICKS	70.00	
			140.00
ANGELA STORY	AUGUST 2023 ASSESSING SERVICES		1,283.33
TICHENOR INC	FINAL PAYMENT ON CITY HALL ROOF		23,030.70
TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING 7/1242023 (ALKALINITY & ANIONS)	119.75	
	WWTP QUARTERLY TESTING (HG T LOW LEVEL 1631E & HG T 245.1)	267.00	
	LOCAL LIMITS TESTING - WWTP (AM HAWK)	440.00	
	IRP WATER SAMPLE TESTING 8/7/2023 (ALKALINITY & ANIONS) PLUS		
	DISINFECTANT BY PRODUCTS	425.00	
			1,251.75
THE TRI CITY RECORD	BUILDING & CODIFICATON ORDINANCE AMENDMENT		49.00
UNUM LIFE INSURANCE CO OF AMERICA	SEPTEMBER 2023 LIFE & DISABILITY INSURANCE		703.00
ANDREW WARNER	13.833 HOURS AS OPERATOR AT WWTP (7/17-8/17/2023)		691.65
WATER SOLUTIONS UNLIMITED	SODIUM HYPO AND SODIUM BISULFITE FOR WWTP		2,528.48
WIGHTMAN & ASSOCIATES	PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	6,551.41	
	PROJECT 212081 - E LINDEN & CLARK ST PROJECT	42,819.23	
	PROJECT 222250 - S MUNICIPAL PARKING LOT RESURFACING	46.62	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	2,453.20	
	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	250.00	
			52,120.46

**TOTAL OF CHECKS TO BE WRITTEN ON AUGUST 29, 2023  
FOR FISCAL 2023-2024**      **\$ 817,186.90**



**AUGUST 28, 2023  
LIST OF BILLS CONTINUED  
FOR FISCAL 2023-2024**

**DEBIT CARD TRANSACTIONS**

8/3/2023	MICHIGAN RURAL WATER ASSOCIATION	TEMPORARY TRAFFIC CONTROL TRAINING FOR DAN STAUNTON	240.00
8/3/2023	LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW & IRP	2.89
8/7/2023	VILLAGE AUTO WASH	CAR WASH FOR POLICE VEHICLE	12.00
8/9/2023	AMAZON.COM	CHARGERS & CORDS FOR CELL PHONES AND I-PADS	42.87
8/14/2023	UNITES STATES POSTAL SERVICE	MAIL BOX FOR POLICE DEPT	5.50
8/16/2023	CROWN TROPHY	NAME PLATE FOR INTERIM CITY MANAGER	18.08
8/16/2023	MENARDS	YARD HYDRANT FOR DPW BUILDING	171.99
8/16/2023	TRACTOR SUPPLY CO	2 PAIR OF JEANS FOR DAN STAUNTON	95.38
8/16/2023	UNITES STATES POSTAL SERVICE	POSTAGE FOR UTILITY BILLING	510.00
8/22/2023	VILLAGE AUTO WASH	CAR WASH FOR POLICE VEHICLE	12.00
9/16/2023	US BANK TRUST COMPANY N.A.	MICHIGAN FINANCE AUTHORITY STATE REVOLVING FUND FOR WASTEWATER JUNIOR LIEN BONDS (INTEREST PAYMENTS BEING AUTOMATICALLY DEDUCTED ON 9/16/23)	11,772.42
		<b>TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS</b>	<b>\$ 12,883.13</b>
		<b>TOTAL GROSS PAYROLL JULY 26 THROUGH AUG 15, 2023 (3 WEEKS)</b>	<b>\$ 47,225.93</b>
		<b>GRAND TOTAL FOR AUGUST 28, 2023</b>	<b>\$ 877,295.96</b>

**CITY OF HARTFORD  
INVESTMENT REPORT AS OF JUNE 30, 2023**

Item 12.

**BONDS**

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
<b>CD'S</b>								
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		
		STURGIS BANK	1/25/2023	9 MONTHS	4.00%	10/25/2023		\$ 168,200
\$ 200,000.00	CD	CONSUMERS CU	6/23/2023	12 MONTHS	5.00%	6/23/2024		\$ 200,000
<b>MUTUAL FUNDS</b>								
\$ 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			
<b>AT MARKET</b>								
		<b>TCF SHORT-TERM MUTUAL FUND</b>				TRANSFER OUT	\$ 333,528.43	\$ -
		<b>TCF LONG-TERM MUTUAL FUND</b>				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			
		<b>STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)</b>						\$ 501,707
		<b>TOTAL INVESTMENT AT MARKET VALUE AS OF JUNE 30, 2023</b>						\$ 869,907

\*THIS IS A DECREASE OF \$577,711.00 FROM LAST QUARTER\*

\$300,000.00 WAS DEPOSITED INTO CONSUMERS CU MONEY MARKET ACCOUNT

AND THE OTHER \$277,711.00 WAS DEPOSITED TO HONOR CU TO ELIMINATE NEGATIVE CASH BALANCE IN SEWER FUND

8/28/23 Council Report  
Linnea Rader, Interim City Manager

What a great and busy few weeks it's been! I have the following updates for Council:

- I had a wonderful conversation with Ron Sefcik, Hartford Township Supervisor and Chairperson of our joint Fire Board. The Fire Board has been very busy recently with accomplishments and projects as follows:
  - The books for the Fire Board have been completely reformatted to meet the accounting standards set by the State of Michigan. They have also hired Peter Stanislawski to handle bookkeeping.
  - A new auditing firm has been hired, Siegfried Crandall PC, which will begin their audit at the end of August.
  - They are working with an attorney to become an official 501c3. This will help the Fire Department receive various grants for services.
  - A new Tax ID number has been received for the Fire Board.
- We will be adjusting City Hall's hours on a temporary basis next week. At the time of this report, we have one last piece of the puzzle to make sure the hours best suit the needs of the City, but by the time we have our meeting we will have the final plan to present to Council.
- I have been working to understand the requirements of the Police Department's Reserve program. We should have a resolution soon for the concerns that were raised by the previous City Manager. Again, at the time of writing this report, I do not have all of the necessary information, but I am meeting with our insurance company on 8/25/23 to ensure we have all of the facts and necessary information to formalize policy and ensure our compliance with State Statutes.
- We are continuing with the hiring process for the Deputy Clerk. After much discussion and research, I am proposing that ALL part-time City Employees (not temporary employees) receive sick, vacation, personal and holiday pay. We will not be offering retirement, disability, life insurance or health insurance at this time. Any changes to that process will fall to the full-time City Manager once they are employed. The City of Hartford will likely always have to employ part-time employees. To be clear, there is a distinction between temporary employees (those hired for a specific period of time or limited term purpose) and part-time employees (those hired to perform a job indefinitely). The City's need for part-time employees, it's important to provide a reasonable wage and benefit package to bring them in as a part of the team and not be treated as temporary employees. The benefits for the City are numerous and the cost is far less than repeatedly hiring, training, and re-hiring. For those employees covered by Union Agreements, this will have to be agreed upon with a Letter of Understanding. Revisions to the Employee Handbook will be brought to the September meeting for Council's final approval. I would appreciate a consensus opinion at this time to ensure we are heading down the correct path.
- We are working on determining the best avenue for the City in regards to a contract with a long term Building Official. Council approved an interim appointment already, but a full agreement is needed with the Building Official and all inspectors that work for the City. We are working with the City's attorney to prepare these agreements. We will work to have a proposal for a direction for the future at the next Board meeting.

- I've drafted a procedure for the City to use moving forward with any hiring that needs to be done as well as draft documents to be used in conjunction. This will assist in standardizing the hiring, advertising, interview, selection, and hiring process within the City.
- Danny and I met with Mickey from Wightman on 8/18/23 to go over the current and upcoming projects that Wightman is working on for the City. The meeting was very helpful for me to gain additional insight into the projects and what we need moving forward.
- We have been approved for a bullet proof vest grant. This will assist in the purchase of three vests for our police department to replace poorly fitting or expired vests.
- The City Hall roof is leaking AGAIN. Prior to the meeting I should have details as to the proposed next steps to repair the damages and ensure the project is appropriately completed.
- The wage study for City employees is still underway. MML's 2023/24 wage and salary survey results are now available. The City Clerk and Treasurer are completing job analysis to assist as well. It's important that we compensate our employees appropriately and ensure their work/life balance is maintained.
- We are actively interviewing police officer candidates.
- Following discussion with Danny it's come to my attention that Danny and one other employee have the necessary licensure to drive our plow trucks. We will be working to get two other employees trained and obtain their class B CDL prior to winter.
- The attorney has drafted an update to the City's Fire Code Ordinance using standardized nationally recognized language. The draft has been sent to the Fire Board chairperson for review so it can be presented to Council.
- The City received a streetscape grant that was utilized to re-pave the parking lot. In addition to the paving, the grant scope includes removal of overgrown trees, removal of planters, the purchase of park benches and planters, replacement of trash cans and replacement of broken sidewalks. The grant has been extended for completion by June of 2024. I will be working to gain better understanding of what portions are complete and what is needed still as well as the best fit for all departments within the City for maintenance of what is purchased.
- The City of Hartford is one of 40 communities that will have the opportunity to apply for a SPARK grant within the next two months. SPARK grants are meant to help communities create, renovate, and redevelop public recreation opportunities for residents and visitors. As we have one public park within the City, the grant will have to meet the needs and guidelines of that location. Please provide me with information about what you would like to see happen and how you'd like to proceed. The Village of Lawrence is also going for a SPARK grant and had several public meetings to discuss options. I think that was wise but would be very time consuming. If we want to do something similar, I'll need quite a bit of support from Council to make it work.

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JULY 24, 2023

Item 14.

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

Commissions Absent: None

Staff Present: Rodney-Isbrecht, Shultz;

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Dockter to approve the agenda as amended to talk about the language & music at the festival held over the weekend at 301 Bowie & discuss reinstating the ordinance officer.

Motion carried 7 – 0

**Guests:**

- Dennis from VBEMS, Director of Operations, VBEMS took over June 16, 2023 for Pride Care due to their staffing issues. VBEMS brought in 6 additional staff to cover the additional coverage areas. Currently staff is staying at the Fire Station. He is working to have reports at a future meeting.

**Public Comment:**

- Mark Little, 15 North Maple Street, several personal complaints regarding City administration.
- Tim Kling, 105 South Haver Street, Chairman of Planning & Zoning Commission Member questioned why the City Manager Vitale was removed.
- Bruce Plyer, 211 Church Street – Private Well Metering, Ordinance Complaints
- Michael Mink – 38 Marion Ave – Concerns about Commissioners actions in firing of City Manager Vitale.
- VBCD Callie Marshall, update on upcoming events, new recycle guide, and annual meeting information,

**Communications:**

- VBCD – June 2023 Program Updates
- Notice of Public Hearing – I & M August 16, 2023 10am
- Hartford Chamber Summer Newsletter Available
- HPS – 2023 July 10 Minutes
- HRC – 2023 June Minutes
- DDA Meeting July 26, 2023 has been Cancelled
- VB County, Market Van Buren seeking a letter of support of a Regional Housing Assessment Report Grant. Grant Application is due August 3, 2023

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

- Police & Ordinance** – Chief Prince – Report on file.
- Fire Department** – Chief Harting – Busy week at the Fair, annual ladder testing complete, September 12, 5 - 7 at the Fire Station for car seat safety check; Cooling Stations for those who need them are usually at Church's, City Hall & Library. Smoke Detectors are still available. Commissioner Sullivan submitted a Fire Board Representative Report
- Ambulance** – Pride Report on file – VBEMS took over providing service on June 16, 2023 from Pride Care, Mutual Aid Agreements are in place with Covert, South Haven & Medic 1
- Van Buren County** – Mike Chappell – Van Buren is seeking a Housing Grant Study which is very important when seeking grant dollars and partially funded by Van Buren County; Amended VBEMS

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JULY 24, 2023

Contract; USDA is interested in leasing the County building on CR 681 for a 10 Year Lease, Safe Harbor Advocacy center open; Re-appointments to various Boards.

- E. **Public Works** – Report on file, completing water/sewer tie-ins, finishing up on Clark & Linden Project. Council questioned when curbs will be painted in the City.
- F. **Wastewater Treatment Plant** – No report filed.
- G. **Treasurers, Investment & List of Bills** – \$157,250.84
- H. **City Manager** – No report filed

**Approval of Commission Minutes:**

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the June 19, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Tibbs, supported by Commissioner Miller, to approve the minutes of the June 26, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the June 26, 2023 closed meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Miller supported by Commissioner Beltran, to approve the minutes of the, July 11, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to approve the minutes of the, July 11, 2023 special closed business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the minutes of the, July 13, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Sullivan, supported by Commissioner Beltran, to approve the minutes of the, July 19, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

**Approval of Reports:**

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

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the July 24, 2023 list of bills in the amount of \$157,250.84

Motion carried 7 – 0



CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JULY 24, 2023

**Goals/Objectives:** None

**Old Business:** None

**New Business:**

- Commissioners had several complaints about the language in the music and noise of the event that was held at 301 Bowie over the weekend.
- Commission wants to reinstate the Ordinance Officer Position; the City Manager is the only one that can hire staff. The Clerk will discuss with the City Attorney. Council has concerns about the blight violations that are not getting handled.
- City Building Inspector Chuck Moore passed away last week. Council will need to appoint a Building Inspector within 30 days. Three names were submitted that were interested acting as Interim Building Inspector also interested in taking over full time if that is the direction that Council wants to go. Garret Reitenour was in attendance

Motion by Commissioner Miller, supported by Commissioner Tibbs to appoint Garret Reitenour as the Interim Building Inspector

Motion carried 7 – 0

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

- Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement & Private Sale Regulations  
Discussion: Council would like to see the hours 8am – 7pm; two free weekends Memorial Day & Labor Day. Changes will be made and brought back to Council on August 8 agenda.
- Proposed Amendment to Code of Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1  
Discussion: Council had no changes and will be brought back to Council on the August 8 agenda.
- Discuss & Consider – Codification Ordinance  
Discussion: Council had no changes and will be brought back to Council on the August 8 agenda.
- Discuss & Consider – Proposed Building Regulation Ordinance  
Discussion: Council had no changes and will be brought back to Council on the August 8 agenda.

**Adjournment:**

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to adjourn the meeting at 8:24pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
AUGUST 8, 2023

Item 15.

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

Commissions Absent: None

Staff Present: Rader; Rodney-Isbrecht; Shultz; Staunton

Mayor Richard A. Hall called the business meeting to order at 7:30pm.

Pledge of Allegiance was said.

A moment of silence was held for former Commissioner Ron Burluson

Motion by Commissioner Dockter, supported by Commissioner Danger, to amend the agenda to include Senior Services Information.

Motion carried 7 – 0

**Guests:**

- Angelica Mireles, Hispanic Heritage Festival, September 16, 2023 in Ely Park is requesting permission to hold a parade between 12:30pm – 1pm. Council does not have a problem with holding a parade on that day.

**Public Comment:**

- Mark Little, 15 North Maple – Several complaints regarding flyers in Harding’s.
- Michael Menck, 38 Marion Ave – FOIA request response. Requesting the City Attorney is at the City Council Meeting.

**Communications:**

- New Trash Can was stolen from the South and the Mayor is requesting the trash can be returned.
- Hartford Float took 1<sup>st</sup> place at the Coloma Glad Peach Festival
- Force Paving, CSX railroad crossing construction has been rescheduled for September 11; crossings will be closed for 2-5 days during construction.
- Hartford Recreation Council Notice of July meeting at the ball fields club house.
- Michigan Health & Human Services would like to use the City’s north parking lot for their MiChem Michigan Chemical Exposure Monitoring Program. The RV style mobile lab vehicle would be parked in the lot for a few days in October – December. Council is in favor of them using the parking lot for this purpose.
- With the passing of Proposal 2022 – 2 requires 9 days of early voting. The County will be providing one central location for early voting beginning in 2024. The Clerk is on the Early Voting committee to develop this process.
- The City Clerk & City Treasurer may have to be out of the office at the same time requiring City Hall to be closed on an occasion. Notice will be posted on the door when this happens.

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

- Police & Ordinance** – No Action
- Fire Department** –
- Ambulance** –
- Van Buren County** – No Action
- Public Works** – Clark & Linden, services to be replaced as part of the City’s match; WWTP: waiting on materials; One river boring crossing was completed today; PFAS water main construction to begin in October.

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
AUGUST 8, 2023

Item 15.

- F. **Wastewater Treatment Plant** – No Action
- G. **Treasurers, Investment & List of Bills** –List of Bills in the amount of \$67,656.21
- H. **City Manager** – Developing a hiring plan for the City Manager Position to be presented at the August 28, 2023 Council Agenda; Understanding the Clerk & Treasurer Roles and a Deputy Clerk Role, by completing a job analysis and offering a part-timer some kind of benefit package; Reviewing the budget, City Commission Rules or Order, Contracts, Meeting with Department Heads; Filling Building Inspector & Code Enforcement and Staff opening. Compensation adjustments. Council will accept the recommendation of the Interim Manager to present the job description & benefits package to get those positions filled with in budget. Blight Elimination Grant; Roof Project has been repaired & completed; USDA Streetscape Grant, planters have not been ordered and will be put on hold until winter or spring. Bullet Proof Vest Grant; Attorney does not recommend creating an Assistant Manager Position but to add it the Clerk’s job description with appropriate compensation.

**Approval of Commission Minutes:** No Action

**Approval of Reports:**

Motion by Commissioner Beltran, supported by Commissioner Sullivan, to approve the August 8, 2023 list of bills in the amount of \$67,656.21

Motion carried 7 – 0

**Goals/Objectives:** None Discussed

**Old Business:**

- Discuss & Consider City Manager Search – Discussed during the City Manager Report

**New Business:**

- Discuss & Consider – Recreational Marihuana Application from Renaissance Cultivators, LLC, Class B Grow at 501 Hillsborough St

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the recreational grow facility Class B marihuana application from Renaissance Cultivators, LLC @ 501 Hillsborough Street.

Motion carried 5 – 2 (Danger, Tibbs)

Discussion: Peter Ludeman, & Attorney Mohamed Ghaith presented information on application for 501 Hillsborough and answer any questions the Council may have. The prior City Manager had invited them to the July meeting for Council’s consideration. The Clerk had found the emails from the City Manager between Peter Ludeman & his Attorney where they had completed everything that they were asked by the prior City Manager and was ready for Council approval to move forward.

- Senior Services is having a meeting and the Board is asking for information, and suggestions to prepare goals.
- Discuss & Consider - Signatory for EGLE FSR Reports

Motion by Commissioner Beltran, supported by Commissioner Danger, to designate Interim City Manager Linnea Rader as the temporary signatory for EGLE FSR Reports.

Motion carried 7 – 0

Discussion: It is recommended to have the Interim City Manager cross out the current name & sign. Once a permanent manager is hired they will change the name with the state.

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
AUGUST 8, 2023

- Discuss & Consider – 2023 Seasonal Brush Permits Reimbursement

Motion by Commissioner Sullivan, supported by Commissioner Danger, to authorize the City Treasurer to refund the 2023 Seasonal Brush Permits purchase prior to the closing of the waste water treatment plant.

Motion carried 7 – 0

Discussion: Council is in favor of reimbursement because it was not

- Discuss & Consider – Routine Bill Policy

Discussion: Council is required to approve the bills prior to dispersing payment. Council would like to move forward with a policy to preauthorize routine bill payments.

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

- Discuss & Consider Proposed Amendment to Code of Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1 -

Discussion: Interim City Manager Rader is recommending some changes to the ordinance. The changes will be made and brought back to Council for consideration.

- Discuss & Consider Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard Basement and Private Sale Regulations

Discussion: Interim City Manager Rader is recommending some changes to the ordinance. The changes will be made and brought back to Council for consideration.

- Discuss & Consider Proposed Building Regulation Ordinance

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adopt the Building Regulation Ordinance amendment to the building regulation code as presented.

Motion carried 7 – 0

Discussion: Proposed by the City Attorney; The Interim Building Inspector had some comments regarding the Ordinance.

**Adjournment:**

Motion by Commissioner Dockter, supported by Commissioner Miller, to adjourn the meeting at 8:51pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** Request for Proposals – Demolition Contractors

### RECOMMENDED ACTION:

Memo from former City Manager on June 26, 2023 to City Council regarding the Demolition of 106 South Center Street informing Council on the grant received and the RFP ending July 14, 2023:

The City has received a grant for \$40,500 from the Van Buren County Land Bank Authority for the demolition of 106 South Center Street. Of this, 8% must be returned to the Land Bank for their administration of the grant, leaving the City \$37,260 in project funds.

One bid was received by the deadline of the RFP issued in June for more than the grant amount.

With Council's approval the RFP would be issued tomorrow, with a return date of September 15, 2023. Council would review and consider bids received on September 25.

It is recommended the RFP be re-issued with a deadline of September 15, 2023 in the hope that more bids would be received in line with the grant funds available.



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

# Request for Proposals

## DEMOLITION CONTRACTORS

Proposals are due at the address shown above no later than  
 September 15, 2023 at 3:00pm EST  
 City of Hartford Designated Contact: City Clerk  
 Email: [cityclerk@cityofhartfordmi.org](mailto:cityclerk@cityofhartfordmi.org)

### Introduction

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

### Submission Instructions

The anticipated schedule for this Request for Proposal is as follows:  
 RFP Issued: August 29, 2023  
 Proposal Due Date: September 15, 2023 - 3:00pm

**Applications marked “Demolition Proposal” will be received by the City of Hartford in the Office of the City Clerk at 19 W. Main St. Hartford, Michigan 49057 no later than September 15, 2023 at 3:00pm EST. Please submit one (1) original and one (1) copy of your response to this RFP.**

Late submissions will not be accepted for any reason.

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

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

**License and Insurance**

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

**DEMOLITION SPECIFICATIONS- 106 S Center St. Hartford MI**

Description

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

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

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

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

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

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

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

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

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

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

#### Permits

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

#### Asbestos

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

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

#### Demolition Requirements

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### General Cleanup Provisions

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

#### Backfill Requirements

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

#### General Repair: Adjacent Property, Structures, Utilities

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

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

- EGLE Permit for Asbestos Remediation
- NESHAP 10- Day Notices (Abatement & Demo)
- Signed Abatement Waste Manifests
- Demo Permit
- Open Hole Inspection and Picture
- Invoices from contractors
- Approved/Closed Demolition Permit
- Provide a Lien Waiver For Activities at the Project Location



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** Linnea Rader, Interim City Manager  
**Agenda Title:** City Manager Hiring

### RECOMMENDED ACTION:

The following packet has been put together for Council's review. The attachments are numbered following the summary below:

1. Proposed Timeline. The proposed timeline outlines the current details associated with the hiring of a new City Manager. Details about documents and processes to be reviewed as well as dates and requirements for potential special meetings are included.
2. City Manager Advertising Plan Options. The first two pages outline the various advertising options that were reviewed. The third page provides my recommendations for advertising and the proposed budget.
3. City Manager – Job Advertisement Abbreviated wording. This document shows the summary of what would be posted for MTA and the Tri-City record in accordance with their pricing. Other advertisements will include the job description, benefits summary and City of Hartford informational packet as space and formatting allows.
4. Job Description. The job description has been drafted in accordance with the City Charter. I recommend the format of the job description be utilized for all positions within the City.
5. Benefits Summary. The benefits summary has been drafted in accordance with the City of Hartford's employee handbook. The handbook references education assistance, but I'm still looking to see what this includes. If there are other benefits that are not included, please let me know. I do NOT agree with the waiting period for vacation time for any City employee. This was "normal" previously, but as times have changed, this has not been updated. Nor has the policy on retirement contributions. I recommend that these be changed for ALL new employees effective immediately.
6. City of Hartford City Manager Search. I've put this document together to share how amazing the City of Hartford is. Primarily this will be used to entice passive job seekers to review the City Manager position. This needs a LOT of work.

Everything included in this packet is in DRAFT format. The proposed timeline indicates that advertising will occur September 15, 2023. This provides Council members and employees time to assist in providing information and getting the documents in better condition prior to advertising. With that, please be sure to get your comments and insight to me ASAP so we can ensure we have the best presentation to potential City Managers.

During the August 28, 2023 Council meeting we will go through each of these documents to make sure everyone understands what is presented and how we can improve the overall presentation.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Nick Curcio, Attorney  
**Prepared By:** RoxAnn Rodney-Isbrecht, Clerk  
**Agenda Title:** Taqueria y Marscos Sidewalk Purchase

### RECOMMENDED ACTION:

A request was made by Taqueria y Marscos to purchase the City owned parcel (sidewalk) that currently splits the Taqueria y Maracos properties.

Pursuant to the agreement, the City would convey the property to the restaurant owner for \$500 (which is intended to reimburse legal fees and expenses) while retaining an easement to serve any existing water and sewer utilities that run under the parcel.

The owner's attorney has reviewed and approved the agreement.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** Linnea Rader, Interim City Manager  
**Agenda Title:** Police Academy Reimbursement

### RECOMMENDED ACTION:

The City had a signed agreement with a former police officer to repay the costs the City incurred for police academy related expenses should the employee not remain with the City for three years.

The police officer left employment with the City voluntarily and has not repaid costs as agreed upon. Our Attorney sent a letter to the former employee on August 8, 2023, to which we have had no response.

To date, the City has agreed to forgo a portion of the expenses outlined in the agreement totaling \$8,095.87 as well as other related expenses such as the cost of the physical exam, background check and academy uniform. The City is currently pursuing ONLY repayment for the academy itself which totals \$7,055.00.

The next step is to have the attorney move forward to put together and file a court complaint. The Attorney's position is that this may be the only way to indicate that the City is serious in pursuing the claim.

Given that the agreement signed by the former employee held him to repayment of \$15,150.87 and the City is only pursuing \$7,055.00, it is my recommendation that Council approve our Attorney putting together and filing a court complaint.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** Linnea Rader, Interim City Manager  
**Agenda Title:** Lead Service Line Replacements (LSLR) & Water System Improvements

### RECOMMENDED ACTION:

The City of Hartford is working with Wightman to address the needs of the water system. The goal of this project is to replace all of the lead service lines within the City's system, replace select water mains as needed, paint the water tower, and complete minor water plant improvements. The project plan was submitted on June 1, 2023.

Concurrently, the City has received an EGLE DWAM (Drinking Water Asset Management) grant to investigate the required 20% of the "unknown" (led, galvanized, copper, plastic, other) water services. Investigation locations include in the building, and two potholes on either side of the curb stop. These findings will be used to estimate the number of needed water service replacements due to lead and update the Capital Improvement Plan (CIP) within the City's Water Asset Management Plan (AMP). These inspections are taking more time than anticipated as they require our contractor to gain permission from property owners to perform these inspections on private property. The inspections are due to be completed by the end of the year.

The data gathered through the EGLE DWAM project will be an important data set for the Lead Service Line Replacements and Water System Improvement project. Currently the estimated cost for this project is \$12.1 million. Wightman and the City of Hartford anticipate an offer from EGLE regarding the LSLR project in September or October. The offer will likely include a portion of principal forgiveness as well as a loan amount. This program was selected due to the option for principal forgiveness rather than just a loan. The City's status of "Significantly Overburdened" creates an optimistic opportunity for significant grant dollars toward this effort.

Once the offer comes from EGLE, we will work with Wightman to determine the best plan for the City. While the City may not want to take on 100% of what is included in the offer, we will work to develop a plan that takes into account the financial obligations as well as the needs of the system. Any work not covered by principal forgiveness is required to be recovered with water rates over a defined period of time (20-25 years), which will involve the re-setting of water rates. The schedule does allow for that water rate adjustment to take place when the City would normally adjust rates to be effective July 1, 2024.

Unfortunately, the time frame required for the offer is very short. We will need to quickly develop the plan and present it to Council for approval. The plan will then have to be engineered by Wightman and prepared for bid no later than late next spring. The project will have to be awarded prior to September 30, 2024.

No action is required at this time, but we want Council to be aware of the potential need for a quick turn around on a decision. Having this information ahead of time will hopefully assist Council when the time comes to make that decision.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** Linnea Rader, Interim City Manager  
**Agenda Title:** Hartford Township Building Project

### RECOMMENDED ACTION:

I had the opportunity to have a very productive and informative conversation with Ron Sefcik, Hartford Township's Supervisor. Ron plans to attend our 8/28/23 Council meeting to share additional information, but I want to ensure that Council has background information ahead of time.

As the Council is aware, Van Buren Emergency Medical Services (VBEMS) now services our City and Hartford Township. To provide the quickest response to Hartford Township residents (as well as City residents), Hartford Township has hired Abonmarche to design a building partially for use as a living quarters and garage for the ambulance. Hartford Township's full plan also includes a bay for the Van Buren County Sheriff Deputies that service the Township.

Several months ago, Ron Sefcik approached the prior City Manager about utilizing the property immediately west of the current fire station to house this building project. The former City Manager denied the request. As such, the building will now be housed on the Township's 13-acre parcel south of town that currently houses the Township Hall.

Hartford Township is fully funding this project. There is no request for funds from neither the Joint Fire Department nor the City of Hartford. Hartford Township does have a request that the City waive the permit fees for hooking up to the City's system. To be clear, this is not a request to bypass any usage fees, just the permit fee for hook up.

The project is still in its infancy with no formal plans created at this time. There is no decision that must be made at the 8/28/23 meeting, however given the great advantage of response time for City residents,

I would recommend that Council review, and approve this request when the time arises.





# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Pam Shultz, Treasurer  
**Prepared By:** RoxAnn Rodney-Isbrecht  
**Agenda Title:** Sturgis Bank General Fund Account

### RECOMMENDED ACTION:

The City has had several attempts of fraud on the general fund account at Sturgis Bank; the attempts of fraud are approximately \$4,200.00 plus the altered Leaf Filter check of \$1,200.00.

The Bank has recommended, the City invest in positive pay or open a new account. Positive pay would cost the City about \$40.00 per month and would increase the time spent on writing checks and monitoring checks.

I recommend opening a new general fund account with Sturgis Bank and transfer the balance to close the current account. The cost to the City will be minimal, ordering new checks and notice to vendors of new account numbers for automatic payments and deposits. I do not feel we need positive pay at this time, but if fraud continues with a new account we may consider it.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** RoxAnn Rodney – Isbrecht, Clerk  
**Prepared By:** Pam Shultz  
**Agenda Title:** Routine Bill Policy

### RECOMMENDED ACTION:

As discussed at the August 8<sup>th</sup> Council meeting a resolution has been prepared for adoption to pay routine bills if they become due prior to a meeting of the Council where they can be approved.



CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 022
ACCOUNTS PAYABLE ROUTINE BILL POLICY

At a regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 28, 2023 at 7:30pm.

The following resolution was offered:

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

WHEREAS, the City of Hartford Council wishes to meet once a month for City business meetings, and
WHEREAS, due to the timing of the receipt of invoices and the due dates it is not always possible to receive Council approval before the due date on certain bills that are routine monthly bills, and
WHEREAS, the City Council wishes to have those routine monthly bills paid on time to avoid finance charges and late fees, and
WHEREAS, the City of Hartford as a Home Rule City may preapprove certain expenditures by establishing a formal policy to authorize limited payments prior to approval to avoid finance or late charges as well as pay appropriated amounts and payroll. These disbursements must be approved after payment is made,

NOW, THEREFORE BE IT RESOLVED, the City Council gives the City Treasurer permission to make payment of these invoices by electronic funds transfer or paper check. This is permissible to avoid finance charges, late fees and ensure services are not interrupted for the following:

- Payroll – Taxes – Withholding;
Utilities – Electric - Gas – Phone – Internet – Trash;
Contracts/Agreements – Inspectors – Assessing - Cleaning – First Aid – Fire Protection - Election;
Insurance – Health – Life/Disability – Liability;
Bonds – City Hall Lease – WWTP Debt;
Supplies - Hardware — Lab Testing – Postage;

BE IT FURTHER RESOLVED, that the City Treasurer will document approval of the invoice by the City Manager and will include the paid invoice register on the list of bills at the Council’s next meeting for review and approval of the monthly reports.

YEAS: Commissioners

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED
DATE: August 28, 2023

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on September 25, 2023

---

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



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** RoxAnn Rodney-Isbrecht, Clerk  
**Prepared By:** RoxAnn Rodney -Isbrecht, Clerk  
**Agenda Title:** Street Administration Designation

### RECOMMENDED ACTION:

State reports are due and the Council must designate a Street Administrator to complete & sign the reports.

A resolution has been prepared to Designate Interim City Manager Rader.



**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2023 - 023  
DESIGNATING STREET ADMINISTRATOR**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 28, 2023 at 7:30pm.

The following resolution was offered:

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

**WHEREAS**, City Manager Sanya Vitale is no longer employed by the City of Hartford, and

**WHEREAS**, the City Commission of the City of Hartford under chapter 4.2 of the City Charter has appointed Linnea Rader as its Interim City Manager effective July 26, 2023, and

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

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

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

YEAS: Commissioners

NAYS: Commissioner            ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED  
DATE: August 28, 2023

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on August 28, 2023  
Date: August 28, 2023

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

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

**THE CITY OF HARTFORD ORDAINS:**

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

**Section 4.1 General Provisions Relating to Licenses Required By Article.**

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

**Section 4. 2 Use of Specific Portions of Streets by Peddlers and Special License Therefor.**

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

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

**Section 4.20 Penalty for Violation**

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

Ordinance 333 – 2023 amendment declared adopted upon publication.

The City of Hartford

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

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



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

**THE CITY OF HARTFORD ORDAINS:**

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

**Section 3.54 Conditions and Limitations**

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

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

**Section 3.55 Advertising Sign Requirements**

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

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

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

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

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

**Section 3.56 Storage of Merchandise**

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

**Section 3.57 Penalty for Violation**

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

Ordinance 332 – 2023 amendment declared adopted upon publication.

The City of Hartford

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

First Reading: ~~July 11,~~ August 28, 2023

Second Reading: ~~July 24,~~ 2023

Adopted:

Published:



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** Linnea Rader, Interim City Manager  
**Prepared By:** Linnea Rader, Interim City Manager  
**Agenda Title:** Marijuana Ordinance Amendment

### RECOMMENDED ACTION:

After discussing the City's current Marijuana Ordinance with Attorney Curcio, it is our opinion that the City's ordinance should be updated. The current ordinance places several subjective review factors on the City Manager. The Attorney's suggestion is that the City's review be objective and utilizes the State of Michigan's process for evaluation rather than the City Manager's opinion.

Therefore, I have asked the Attorney to draft a revision for the Council's review. Attorney Curcio would like Council's insight as to whether the City would like to continue having numerical limits on the number of licenses. Doing so makes the process more complicated and several of his clients have moved away from numerical limits to spacing requirements. The spacing requirements effectively limit the number of licenses without providing hard caps.

I recommend following Attorney Curcio's recommendation in moving to spacing rather than numerical limits.



# CITY OF HARTFORD

## CITY COUNCIL AGENDA REPORT

**Meeting Date:** August 28, 2023  
**Department:** Administration  
**Submitted By:** RoxAnn Rodney – Isbrecht, Clerk  
**Prepared By:** RoxAnn Rodney – Isbrecht, Clerk  
**Agenda Title:** Clark & Linden Street Improvements/CDBG Compliance

### RECOMMENDED ACTION:

As part of the CDBG grant's compliance the City is required to have the following Ordinances & Policy's:

- Section 3 Policy
- Fair Housing Policy
- Grievance Procedures under Section 504
- Nondiscrimination on Basis of Handicap
- Excessive Force Policy

These ordinances & policies were not required at the time the City was awarded the grant but per federal compliance are now required and must be adopted prior to the close out of the project.

The City Attorney has reviewed the Fair Housing Ordinance and policies and his recommendations were included. The Section 3 Policy & Excessive Force Policy will be on the Council's September Agenda for discussion and consideration.

It is recommended the City adopt the ordinance and policy's to be in compliance with the Grant and to be eligible to apply for future funding from the MEDC.

CITY OF HARTFORD  
 COUNTY OF VAN BUREN  
 STATE OF MICHIGAN

**PROPOSED  
 FIRST READING**

**ORDINANCE No. 334 – 2023**

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

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

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

**Title XVI  
 Housing**

**Chapter 161  
 Housing Discrimination**

**Sec. 161.1. Purpose and Interpretation.**

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

**Sec. 161.2. Definitions.**

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

*Age* means chronological age except as otherwise provided by law.

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

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

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

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

*Disability* means:

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

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

*Discrimination based on sex* includes sexual harassment.

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

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

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

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

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

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

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

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

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

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

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

### **Sec. 161.3. Housing.**

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

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

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

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



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

**Sec. 161.4. Complaints, investigation and enforcement.**

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

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

#### **Sec. 161.5. Violations and penalties.**

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

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

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

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

Motion by Commissioner \_\_\_\_\_ supported by Commissioner \_\_\_\_\_, to adopt the resolution.

Ayes: Commissioners’

Nays: Commissioners’

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

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

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

First Reading: August 28, 2023

Second Reading: September 25, 2023

Adopted:

Published:

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

**NON-DISCRIMINATION ON BASIS OF HANDICAP**

The City of Hartford does not discriminate on the basis of disability in its hiring or employment practices. The City of Hartford will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. The City of Hartford will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City of Hartford's business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity. Employees' medical information is maintained separately from personnel files and protected by confidentiality.

The City of Hartford will provide appropriate auxiliary aids and services, including qualified sign language interpreters, assistive listening devices, and alternate formats, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impairments, unless to do so would result in a fundamental alteration of its programs or an undue administrative or financial burden.

A person who requires an accommodation or an auxiliary aid or service should contact the following officials; interpreter requests should be made as far in advance as possible but no later than 48 hours before the scheduled event:

City Manager  
City of Hartford  
19 W Main St  
Hartford, MI 49057  
269-621-2477  
269-621-2054 Fax  
[citymanager@cityofhartfordmi.org](mailto:citymanager@cityofhartfordmi.org)

Complaints that a City of Hartford program, service, or activity is not accessible to persons with disabilities should be directed to the City Manager. Complaints of disability-based discrimination against applicants for the City of Hartford employment or City of Hartford employees should be directed to the City Manager.

The City of Hartford will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Council Agenda: August 28, 2023

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

**GRIEVANCE PROCEDURE  
UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973**

This Grievance Procedure is established to meet the requirements of the Section 504. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Hartford. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

City Manager, Section 504 Coordinator,  
City of Hartford  
19 W Main Street  
Hartford, MI 49057

Within 15 calendar days after receipt of the complaint, the City Manager or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City Manager or their designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Hartford and offer options for substantive resolution of the complaint.

If the response by the City Manager or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of within 15 calendar days after receipt of the response to the City Manager or their designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints and appeals received by the City Manager or their designee, and responses from this office will be retained by the City of Hartford for at least three years.

Council Agenda: August 28, 2023