



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, October 23, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [1.](#) Comcast Notice of Price Changes
- [2.](#) Hartford High School 2nd Annual Fall Fest Community Service Project October 27, 2023
- [3.](#) MPSC - Filing a Video/Cable Complaint Consumer Tips
4. MIDHHS - MiChEM Mobile Unit October 24-28
5. United Way of Southwest Michigan Rake a Difference Day November 9, 2023

REPORT OF OFFICERS BOARDS & COMMITTEES

- [6.](#) VBC - Senior Services
- [7.](#) VBCD - 2023September
- [8.](#) Planning Commission 2023 October 9
- [9.](#) Local Revenue Sharing Board Pokagon-Hartford Area 2023/2024 Meeting Schedule

Police & Ordinance

- [10.](#) HPD - 2023 September

Fire Department

- [11.](#) HFB - 2023October

Ambulance

Van Buren County

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

Public Works

[13.](#) DPW - 2023 September

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

[14.](#) List of Bills 2023 October 23

[15.](#) Investment - 2023 September 30

City Manager

[16.](#) CM - 2023 October

[17.](#) Project Updates

[18.](#) City Manager Search Update

APPROVAL OF COMMISSION MINUTES

[19.](#) 2023 September 25

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

[20.](#) Discuss & Consider Commissioner Beltran Resignation

[21.](#) Discuss & Consider - Library Board - Susan Hall Resignation

[22.](#) Discuss & Consider - Med Leaf LLC - 301 W Main St - Medical Marihuana Facility Provisioning Center - License Renewal

23. Discuss & Consider Water Meter Reading Software Upgrade

[24.](#) Discuss & Consider - Fee Schedule Attachment B Building Permits

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[25.](#) Discuss & Consider Resolution 2023-026 Establish Police Reserve Program

[26.](#) Discuss & Consider Proposed Ordinance No. 337 - 2023 Amending Sections 93.01 & 93.02 Fire Code

[27.](#) Discuss & Consider Proposed Ordinance No. 338-2023 Amendment to Ordinances Sections 51.36 & 52.29 to Provide Discounts for Water/Sewer Usage

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

- [29.](#) Discuss & Consider - Proposed Ordinance Amendment No. 336-2023 Designate Zoning Board of Appeals

ADJOURNMENT



September 27, 2023

RECEIVED

OCT 02 2023

CITY OF HARTFORD

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

RE: Price Changes to Curiosity Stream, Viaplay, Midnight Pulp, and Screambox

Dear Mr. Akinwale:

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

- Curiosity Stream will be increasing its per month price from \$2.99 to \$4.99 effective October 31, 2023.
- Viaplay will be increasing its per month price from \$4.99 to \$5.99 effective October 31, 2023.
- Midnight Pulp (formerly ConTV) will be increasing its per month price from \$4.99 to \$5.99 and \$49.99 to \$59.99 annually effective October 31, 2023.
- Screambox will be increasing its per month price from \$4.99 to \$6.99 and \$49.99 to \$59.99 annually effective October 31, 2023.

Additionally, effective November 1, 2023, the reactivation fee for TV, Internet, Voice and/or Home Security will change from \$6.00 per service to a flat fee of \$12.00 regardless of the number of services being reactivated.

Please feel free to contact me at 517-930-5299, if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Brian Sapita".

Brian Sapita
Manager, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Hartford High School

2nd Annual Fall Fest Community Service Project

- **Friday, October 27th, 2023** with a back up rain date of Monday, Oct 30th.
- Fall Fest is a day designed to get our student body out of the building and into the community to complete service projects that will help those in need as well as beautify our city. Students will be completing projects with local businesses and churches, as well as cleaning up litter and debris around the city. **We will also be raking leaves for community members that are unable to. Leaves will be raked to the roadside and picked up by the city. Houses need to be within walking distance of the school.**
- **Need Help?** If you are interested or are aware of someone who could benefit from our leaf removal, please contact us as soon as possible so we can add you to our list. You can complete the online application using the following link <https://forms.gle/djpfFXBKK8iggSLc6> or call the school to give them your information.
 - School contacts are Desteni Mireles(269-621-7103) or Javier Avina (269-621-7114).
 - Email any questions to Amanda Lemieux, lemieuxa@hpsmi.org

We look forward to getting out and giving back to the wonderful Hartford Community. See you on the 27th!!



Filing a Video/Cable Complaint

The MPSC's role in handling video/cable television complaints

On December 21, 2006, Governor Granholm signed legislation to promote competition for video services in the state of Michigan. Public Act 480 of 2006, or as it is more commonly known, the "Uniform Video Services Local Franchise Act" charges the Michigan Public Service Commission (MPSC) with implementing the Act. The MPSC now has the responsibility to handle cable inquiries and complaints.

Are you having a problem with your video/cable television provider?

If you are experiencing problems with your provider, you should first contact your provider and attempt to resolve your dispute with them.

Not satisfied? File an informal complaint with the MPSC.

If you are dissatisfied with the provider's response, or the dispute is not resolved to your satisfaction, you may file an informal complaint with the MPSC.

How does the informal complaint process work?

- A customer contacts the MPSC with a video/ cable television complaint.
- MPSC Staff forwards the complaint to the provider & informally mediates (if necessary) between the provider and the customer.
- The provider is allowed up to 10 business days (under normal circumstances) to respond and provide a detailed resolution to both the customer and the MPSC.

Still not satisfied? File a formal complaint and request a hearing

If you remain dissatisfied even after the Staff has completed the informal complaint process, you may file a Formal Complaint.

A customer will be permitted to file a formal complaint **only after:**

- the informal complaint process has been completed; and
- a satisfactory resolution has not been reached between the provider and the customer.

To request a formal hearing, prepare a letter of complaint explaining the problem. Send the original and seven (7) copies of the letter/ complaint to the MPSC at the following address:

**Executive Secretary
MPSC
P.O. Box 30221
Lansing, MI 48909**

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;
- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;

- a description of exactly what happened –include all details, the names and addresses of any persons involved, disputed charges and costs.
- Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation(s). Specify the relief requested.

Next Action

An MPSC Staff attorney will review the formal complaint, and if the disputed amount is under \$5,000 and all required information is included, the Commission shall appoint a mediator within seven (7) business days of the date the complaint is filed. Mediation may include a review of the complaint and discussions with the customer and company. If through this process the customer and company are still unable to agree, the mediator will issue a recommended solution within 30 days from the date of appointment. The customer and company have 10 days to either accept or reject the recommendation. If the customer or company rejects the solution, the complaint proceeds to a formal hearing. If the dispute involves an amount over \$5,000, it proceeds directly to a contested case hearing with no prior mediation.

Formal Complaint Hearing Process

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company. Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses to prove or justify his/her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC

order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

Required Costs

If the customer or company rejects the mediator's decision and is found by MPSC order to be at fault, that party will be responsible for the legal costs of the other party. If both the customer and the company reject the mediator's decision, each party pays their own legal costs.



For more information:

For more information about filing a complaint, PA 480, or the dispute resolution process, go to the MPSC website at: michigan.gov/mpsc. Click on the Telecommunications and then the Video/Cable button.

You may also contact the MPSC at:

Telecommunications Division
 Attn: Video Franchising
 P.O. Box 30221
 Lansing, MI 48909
 Phone: (800) 292-9555
 Fax: (517) 284-8200

Filing Satellite Complaints

The Federal Trade Commission (FTC) at: (877) 382-4357 or ftc.gov handles satellite complaints/inquiries.

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CITY OF HARTFORD



August 2023 Monthly Board Report

	Revenue	August	YTD	Budget	Budget Detail
1	Activity Fees		\$0.00	\$0.00	\$0.00
2	Meals			\$110,000.00	
	SH	\$12,351.97	\$98,199.85		\$85,000.00
	Remote	\$1,230.00	\$4,803.00		\$25,000.00
3	Membership Fees	\$350.00	\$10,705.00	\$20,000.00	\$20,000.00
4	Program Fundraising / Donations			\$25,000.00	
	Annual Event		\$25,253.00		\$15,000.00
	Ramps		\$0.00		\$1,000.00
	Other	\$457.00	\$18,927.52		\$9,000.00
5	Grants			\$121,838.00	
	AAA Ride Easy		\$9,120.00		\$15,000.00
	AAA Respite	\$845.25	\$6,864.61		\$10,000.00
	RSVP		\$33,000.00		\$81,838.00
6	United Way Care Coordination	\$1,250.00	\$8,861.74		\$15,000.00
7	In Home Care		\$0.00		
8	Newsletter Ads	\$75.00	\$75.00	\$1,000.00	\$1,000.00

	Revenue	August	YTD	Budget	Budget Detail
9	Trips			\$5,000.00	\$5,000.00
	Casino	\$255.00	\$1,684.00		
	Day Trips	\$1,849.00	\$3,224.00		
	Extended	\$6,248.00	\$14,433.00		
10	Millage Funding		\$0.00	\$1,866,684.34	
	Arlington		\$61,239.96		\$68,656.08
	Bangor City		\$28,445.14		\$36,468.74
	Bangor Twp		\$73,086.72		\$68,656.08
	Bloomington Twp		\$103,372.40		\$101,021.06
	Columbia Twp		\$93,864.22		\$99,542.64
	Covert Twp		\$427,434.72		\$444,480.60
	Decatur Twp		\$104,088.93		\$104,045.02
	Geneva Twp	\$5.88	\$102,082.75		\$107,754.78
	Gobles City	\$1,432.33	\$15,240.09		\$13,479.18
	Hartford City		\$37,022.28		\$37,299.36
	Porter Twp		\$160,419.16		\$152,995.66
	South Haven City	\$21,355.58	\$454,188.81		\$458,692.46
	South Haven Twp		\$152,619.48		\$173,592.68
	Other		\$9,483.35		
11	Total Millage Funding	\$22,793.79	\$1,822,588.01		
12	Rental Income			\$75,000.00	
	Monthly Rentals	\$3,928.90	\$44,131.20		\$65,000.00
	Day Rentals	\$700.00	\$5,150.00		\$10,000.00
13	Interest	\$265.49	\$1,387.45		
14	Equity Line		\$0.00		
15	Total Revenue	\$52,599.40	\$2,108,407.38	\$2,224,522.34	\$2,224,522.34

	Expenses	August	YTD	Budget	Budget Detail
16	Activities			\$35,000.00	
	South Haven	\$845.08	\$3,676.84		\$10,000.00
	Other Sites	\$1,684.30	\$6,055.69		\$20,000.00
	Special Events / Picnic				\$5,000.00
17	Meals			\$240,000.00	
	South Haven	\$18,341.60	\$169,973.93		\$135,000.00
	Other Sites	\$7,567.09	\$27,066.86		\$100,000.00
	Volunteer Luncheon		\$0.00		\$5,000.00
19	Capital Equipment			\$30,000.00	
	Equipment		\$41,852.90		\$23,000.00
	Copy Machine	\$445.06	\$3,107.20		\$7,000.00
20	Capital Improvments	\$23,022.00	\$51,984.06	\$250,000.00	\$250,000.00
21	Communications			\$55,500.00	
	Postage	\$318.00	\$970.45		\$5,000.00
	Telephone	\$613.85	\$4,922.64		\$6,500.00
	Cell Phone	\$500.00	\$4,170.00		\$4,000.00
	Newsletter		\$19,200.36		\$40,000.00
22	Advertising / Marketing			\$11,000.00	
	Advertising		\$9,184.32		\$5,000.00
	Other Marketing		\$0.00		\$2,000.00
	Signage		\$0.00		\$4,000.00
23	Dues and Subscriptions		\$0.00	\$8,500.00	
	My Senior Center		\$4,371.99		\$1,500.00
	Point of Sale	\$391.82	\$2,898.47		\$500.00

	Expenses	August	YTD	Budget	Budget Detail
	Bank Fees		\$29.51		
	Internet	\$225.40	\$3,349.42		\$3,500.00
	Other	\$703.08	\$5,209.42		\$2,000.00
	Membership Fees		\$2,464.28		\$1,000.00
24	Emergency Fund	\$226.86	\$3,749.05	\$3,000.00	\$3,000.00
25	Insurance			\$20,000.00	
	Liability	\$887.93	\$4,203.53		\$3,500.00
	Directors and Officers	\$373.84	\$1,859.10		\$2,000.00
	Workers Comp		\$0.00		\$4,500.00
	Theft, Building	\$732.19	\$4,667.27		\$10,000.00
26	Maintenance & Repair	\$815.31	\$13,213.01	\$10,000.00	\$10,000.00
27	Food Trucks		\$0.00	\$4,000.00	\$4,000.00
28	Grant Expenses			\$30,000.00	
	AAA Ride Easy	\$1,282.00	\$12,538.52		\$10,000.00
	AAA Respite	\$2,210.00	\$7,061.32		\$10,000.00
	SSVB / RSVP Ride Easy		\$2,052.00		\$10,000.00
29	Ramps	\$3,413.45	\$15,660.41	\$20,000.00	\$20,000.00
30	Professional Fees	\$9,775.00	\$16,651.95	\$5,000.00	\$5,000.00
31	Rent and Utilities			\$110,000.00	
	Other Sites	\$950.00	\$3,750.00		\$30,000.00
	Utilities	\$5,102.98	\$56,488.16		\$60,000.00
	Facility Supplies	\$3,822.32	\$21,852.40		\$20,000.00
32	Supplies			\$20,000.00	
	Office	\$2,119.24	\$18,097.93		\$18,000.00

	Expenses	August	YTD	Budget	Budget Detail
	Other		\$2,378.62		\$2,000.00
33	Development			\$7,650.00	
	Staff - Inservice		\$857.17		\$1,000.00
	Staff - Retreat	\$1,052.37	\$2,652.07		\$3,500.00
	RSVP - Retreat		\$0.00		\$1,000.00
	RSVP - LD	\$125.00	\$4,752.80		\$2,000.00
	Board		\$0.00		\$150.00
35	Mileage			\$25,000.00	
	SSVBC - Direct Service	\$1,695.00	\$12,052.80		\$10,000.00
	SSVBC		\$0.00		\$8,000.00
	RSVP - Direct Service		\$335.88		\$5,000.00
	RSVP		\$0.00		\$2,000.00
36	Wages and Benefits			\$899,651.00	
	SSVBC	\$11,403.07	\$73,072.01		\$85,000.00
	RSVP	\$1,730.69	\$14,307.38		\$15,000.00
	FICA		\$0.00		\$7,650.00
	SSVBC -Direct	\$62,310.77	\$421,074.14		\$630,000.00
	RSVP -Direct	\$6,657.07	\$54,380.63		\$98,250.00
	FICA - Direct	\$6,172.55	\$43,262.26		\$63,751.00
37	IRA Benefit	\$4,120.37	\$29,630.63	\$60,000.00	\$60,000.00
38	Insurance Benefit	\$2,069.36	\$14,512.62	\$90,000.00	\$90,000.00
39	Fundraiser Expenses	\$646.48	\$13,794.16	\$5,000.00	\$5,000.00
40	Trips	\$8,556.50	\$21,059.48	\$5,000.00	\$5,000.00
41	Depreciation		\$0.00		
42	Savings Reserves		\$0.00		

2023 Monthly Capital Campaign Report				
		August	YTD	Budget Detail
1	Other		\$0.00	\$100,000.00
2	Capital Campaign	\$58,300.00	\$138,486.58	\$500,000.00
	Total Revenue	\$58,300.00	\$138,486.58	\$600,000.00
1	Building Payment	\$23,000.00	\$172,454.82	\$240,000.00
	Total Expenses	\$23,000.00	\$172,454.82	\$240,000.00
	Net Income	\$35,300.00	-\$33,968.24	\$360,000.00
<i>Alignment to Approved Budget</i>				
	Total Revenue	\$110,899.40		\$2,824,522.34
	Total Expenses	\$215,907.63		\$2,184,301.00
	Net Income	-\$105,008.23		\$640,221.34

Senior Services of Van Buren County
Board of Director's Meeting, August 16, 2023
South Haven Senior Center

1. Call to Order & Introductions: Chair Olney called the meeting to order at 4:07 pm.
Members present: Abshagen, Paul, Olney, Muenzer, Bitely, Rendell, Curtis, Tibbs, Brown and Kiry
Members Absent: Hoover (excused)
Also Present: Director Diane Rigozzi

2. Public Comments: None

3. Approval of Agenda/Additions/Deletions: Paul asked for an addition to agenda, of a closed session for personnel which was added to 8b. Moved by Tibbs and seconded by Muenzer.

4. Chair Comments: None

5. Monthly Reports

- a. Acceptance of Finance Report:** The July 2023 budget numbers were studied with assistance from Treasurer Abshagen. It was noted that the Hawaii trip was bringing in extra money, the report was moved by Paul and seconded by Curtis. All in favor.
- b. Acceptance of Minutes:** Bitely moved with support from Abshagen that the minutes from the July meeting be approved as submitted. All in unanimous agreement.

6. Old Business

- a. Building Report:** Roofing is still on track to be started in August. The re-pavement of the parking lot was completed, and all agreed it looked good and that the additional handicap spots were a good idea.
- b. 2023 Revised Budget:** Rigozzi questioned whether there should be a revised budget since it would be closer to the end of the year before approved. All agreed that there should be a revised budget and Rigozzi would send it to the board to be approved at the next meeting.

7. New Business

- a. Strategic Plan:** Rigozzi stated that a grant was being submitted to pay for a professional strategic plan to begin in 2024. The question was raised if we do not receive funding for the strategic plan should we attempt it on our own or should we just pay for it ourselves? The cost was between \$16,000 – \$20,000. It was decided that we should use a professional either way.

8. Committee Reports

- a. Director's Report:** Reported that we received \$300 from a New Holland Distillery fundraiser. Upcoming activities include a dance fundraiser, several trips, the annual staff retreat will be the week of September 25-29, the RSVP volunteer appreciation luncheon will be held on Oct. 6, 23. Personnel changes include 2 Cooks gone, one for surgery and the other left for a different position. One new cook was hired as well as a new Care Coordinator. Covert should be opening by the end of September.
- b. Executive Committee:** The meeting went into closed session.
- c. Finance Committee:** Budget discussion earlier, nothing additional.
- d. Fundraising Committee:** No report
- e. Personnel Committee:** No report.

f. Program/Services Committee: No report.

g. Nominating Committee: No report.

h. Transportation Committee: Curtis reported that transit would possibly be looking into a larger coach type bus.

9. Township Reports: The last luncheon held in **Columbia Township** had approximately 30 in attendance. **Decatur Township** served 25-30 at their last luncheon. **Geneva Township**, all good with our services. **Covert Township's** senior activity building was moving along with possible opening in September or October. The merging of the current parking lot with the museum and the library is also being done. There will be a pancake breakfast at the fire hall and Senior Services are invited to attend. **Porter Township** luncheon attendance was good but there was not much participation after lunch. **Bangor City's** luncheons are held steady at 15-20 per time. **Bangor Township** no report. **Hartford** is going well, and they are starting to do some crafts.

10. Adjournment: Motion to adjourn made by Abshagen and supported by Muenzer. All voted in the affirmative. Meeting adjourned at 5:34 pm.

Respectfully Submitted,

Karen Kiry, Acting Secretary

Clare Olney, Chair



Executive Directors Report - September 2023

Fundraisers and Capital Campaign:

Up-coming Dance – Next one is on December 9, 2023

December 20th will be our Free Holiday dinner in South Haven sponsored by the local Moose Lodge. Dates of a free meal for the remote sites will be decided shortly.

Retreat:

All sites closed from Sept. 25-29 for the Staff Retreat in Holland. Each day different departments will meet at the rental to look at the “good, bad and ugly” and work on solutions. We will meet back as a whole on Thursday for a day of team building and fun, then back to SSVBC on Friday for a recap of the week.

During the times that staff is not at the Holland House, they will report to SH SSVBC to do a major cleanup of the two back rooms. They will do this along with some volunteers.

Upcoming Trips:

2023

October 11/12 – Frankenmuth \$300 and up

December 14 - Cornwell’s Turkeyville \$75

2024

October 12-19 Hawaiian Island Cruise \$2,870 and up + airfare

Dates to note:

September 25-29 Staff Retreat-all sites closed

October 5th-RSVP Volunteer Appreciation Luncheon (all sites closed to the public)

December 9 – Saturday Dance

December 21-January 2 Closed for the Holidays

Site locations and days of operation:

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

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



Van Buren Conservation District September 2023 Program Update

Submitted by *Emily Hickmott, Deputy Administrator*

Our outdoor events are wrapping up for the year soon, and we continue to plan for next year's programs and events, complete grant reports, and apply for new grants. With our fiscal year transition in October, we have an additional announcement. As the VBCD team has grown, the Board of Directors has seen the need to add an Executive Director position, and I have been promoted to fill this position. Administrator, Kim Sinclair, will continue on in this capacity with a strong focus on financial management and growing and diversifying the funding sources of the VBCD. You can read the whole press release on our website. <https://vanburencd.org/news/> If there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas.

Upcoming District Events:

- Recycling Collection - please encourage signing up for tires by October 12
 - Recycle Roundup Collections | October 14 Lawrence
 - <https://vanburencd.org/van-buren-county-recycling-collections/>
- Volunteer Opportunities
 - Trail Cleanup in Covert | September 29 | 12:30 PM - 2:30 PM | 269-633-9052
 - Stream Health Monitoring | October 1 | 1:00 PM - 5:00 PM | 269-633-9044

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - The Van Buren Conservation District staff held an on-farm field Day on August 17 with over 60 attendees. Staff presented information on the MAEAP program, drainage water management and antimicrobial resistance. Attendees toured the farm to see and learn about benefits of cover crops and other conservation practices installed by the host, Stochierro Farms.
- **SWxSW Corner Cisma (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson, Caleigh Dahn*) - August was a busy month for the Cisma team. After receiving the contract for the US Forest Service GLRI grant, treatments and surveys for that grant were able to begin. The team also held hikes and paddles to help folks learn about invasive species on the land and in the water. Work has also begun on treatments for the Van Buren County Road Commission. Conversations with the Van Buren Drain Commissioner are underway regarding surveys and treatment options for Japanese knotweed and invasive Phragmites within county drains.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - August was a bit slower for farm appointments, assessments, and verifications but this is because the specialist was putting the final touches on and preparing for the MAEAP Field Day at Stochierro Farms. The Field Day was a success with many new farmers attending and filling out Phase 1 contact forms so that they can begin their work on a MAEAP Verification. The specialist has worked hard this year trying to get as close to 100% of the Re-Verifications done as possible while also looking for new Verifications. The MAEAP Tech Consistency training was a good day of networking with the other SW Technicians and training on how technicians can assess and report our work to the same standard.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - Conservation Stewardship Program Enrolment completed for FY2023. 771 new acres engaging in enhanced conservation practices until 2027.



Van Buren Conservation District September 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) - An additional applicant was selected for funding bringing approximately another \$20,000 into the county for area farmers, bringing the yearly total that NRCS was able to help cost-share for area farmers well past the \$1.5 Million.
- **Outreach** (*Jacob Diljak*) - Many well-attended and impactful events happened in August: South Haven Farmers Market, MAEAP Field Day, Hike and Paddle with a Naturalist. Planning for upcoming publications and events saw significant progress in Tree Sale, annual report, and 2024 calendar.
- **Resource Recovery Recycling** (*Kalli Marshall, Jacob Diljak*) - In August, the team had a great time holding the 2023 Recycle Roundup Collection Event in South Haven. Tons of materials were collected at the event where 200 households were serviced. The quarterly report was presented to the Van Buren County Commissioners. Also presented was an opportunity to work with Southwest Michigan Planning Commission for the Materials Management Planning process for a multi-county materials management plan.

**City of Hartford Planning Commission
Regular Meeting, Hartford City Hall
October 9th, 2023 Minutes**

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

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

Members Absent: S. Ackerman

Also Present: Linnea Rader, Interim City Manager

Approval of the Agenda: Motion made by N. Spoula, seconded by A. Morales, to approve the October 9th, 2023 agenda as written. All present in favor, motion carried.

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

Public Hearing: on Proposed Amendment to Ordinance #134 Sections 151.290; 151.291; 151.292; and 151.293 Planning Commission and add New Zoning sections 151.294; 151.295; 151.296; 151.297; 151.298; 151.299; and 151.300 Compliance with the Michigan Planning Enabling Act, 2008 PA 33. & Proposed Amendment to Ordinance no.134 Section 151.305; and 151.306; Authorize the City Commission to Serve as the Zoning Board of Appeals
Note: No public attendees present.

T. Kling addressed the members, asking if anyone had questions or concerns regarding the proposed amendments. J. Fuller had questions regarding verbiage in a couple of areas, and once reviewed, all agreed that there should be slight updates made. Linnea confirmed by checking how stated in the Michigan Planning Enabling Act. and made notes she will forward to Roxanne. T. Kling read through each Ordinance one final time, and all agreed the updates are good as proposed with the slight adjustments we agreed on.

*Motion made by J. Kling, seconded by J. Fuller, to close the Public Hearing and reopen the regular meeting. All present in favor, motion carried.

Approval of the Minutes: Motion made by N. Spoula, seconded by A. Morales, to approve the September 11th, 2023 meeting minutes as written. All present in favor, motion carried.

Public Comments Not on the Agenda: Linnea Rader, Interim City Manager, Updates:

*Linnea commented that it's been a very busy couple of weeks.

*Advertising for a new City Manager has been posted, by radio, in newspaper, and on website. Have had 20 applicants so far.

*Things are going well in the city; projects are moving along re: Pfas project going very well; along river-sewer line in the works.

*Clark & Linden streets project almost done. Looks great.

*Deputy City Clerk & Administrative Assistant has been hired and will start on Oct. 23rd.

*New full-time police officer almost ready to start pending completion of background check.

*Ordinance Officer - The Police Department will be enforcing any blight issues now. Quadrants will be set up, along with frequency of monitoring to balance it out.

*7 West Main – Center of building (hair salon fire) to be demolished soon, owner's choice.

*106 Center St. property demolition due to fire - re: Blight Elimination grant, bid came in over but the City Council approved payment.

*215 Shepherd – demolition has been approved. J. Fuller mentioned that there's an old cistern on the property.

*Public Works – still pending

*No new businesses – have been discussing on how to entice people to come in – working with Market Van Buren as of May.

*Safe Built – all building officials (inspectors, electrical, plumbing) will be under this now. There’s an admin fee and they do the rest. Payments & applications will still be handled by the City. The fee scale will be changing. There hasn’t been any increase in building permit fees in 23 years.

Old Business:

Discuss & Consider Recommendation to Council on Proposed Amendment to Ordinance #134 Sections 151.290; 151.291; 151.292; and 151.293 Planning Commission and add New Zoning sections 151.294; 151.295; 151.296; 151.297; 151.298; 151.299; and 151.300 Compliance with the Michigan Planning Enabling Act, 2008 PA 33.

*Motion made N. Spoula, seconded by J. Fuller, to recommend the Proposed Amendment to Ordinance #134 as stated above, along with the updates we added, to the Council for review and final approval. All present in favor, motion carried.

Discuss & Consider Recommendation to Council on Proposed Amendment to Ordinance no.134 Section 151.305; and 151.306; Authorize the City Commission to Serve as the Zoning Board of Appeals.

*Motion made by J. Kling, seconded by A. Morales, to recommend the Proposed Amendment as stated above to the Council for review and final approval. All present in favor, motion carried.

New Business:

***Discuss & Consider Amendments to Marihuana Ordinances**

We looked over & thoroughly discussed the current ordinance and print outs Linnea had provided. Per attorney, under “Freedom of Speech” we must amend the ordinance verbiage. We aren’t allowed to tell these businesses they can’t have “cannabis” on their signs. T. Kling went over the charts and we discussed the types of businesses and the current zoning. We made some adjustments which Linnea noted & will forward the information. Further discussion to follow as needed.

Other business: None

Adjournment:

Motion made by J. Kling, seconded by A. Morales, to adjourn the meeting. All present in favor, motion carried.
Meeting adjourned by T. Kling at 9:08 P.M.

Respectfully submitted by: Jenine Kling, Secretary

**Pokagon-Hartford Area LRSB
2022-23 Meeting Dates**

RECEIVED

OCT 11 2023

CITY OF HARTFORD

Meeting Time: 4:00 pm
Meeting Location: Hartford Township Hall

Dates:

Wednesday, October 11, 2023

Wednesday, January 17, 2024

Wednesday, May 22, 2024

Wednesday August 21, 2024

Wednesday Septmber 18, 2024



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

Police Report for Month of SEPTEMBER 2023

Total Duty Hours	800	Foot Patrol Hours	5
Arrests	8	Felony	3
B&E's	0	Misdemeanor	7
Arrest Warrants Issued	7	Traffic Citations Issued	16
Homicide	0	Robbery	0
Sex Crimes	1	Trespassing	2
Assaults	6	UDAA (stolen auto)	0
Burglary	0	Larceny	
Frauds	2	Property Destruction/Vandalism	2
NFS Checks	0	Juvenile Del	7
OUIL	0	Drug Investigations	3
Civils	9	Public Peace	6
Lost Property	1	Found Property	4
Suspicious Person(s)/Vehicle(s)	6	Alarms	4
Health/Safety	6	Traffic Crash	5
Assist to other Agencies	6	Michigan State Police	5
Van Buren Co Sheriff	14	FIRE/EMS	13
Other Local Agencies	6	Persons	10

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

**Hartford Fire Board Meeting
October 9th, 2023
September Business**

Contents

Page 1-2	Meeting Agenda
Page 3-7	Proposed Meeting Minutes of September 11, 2023 Board Meeting
Page 8	Treasurer Report
Page 9-11	Income & Expense and Expenses by Vendor Summary
Page 12	Revenue & Expenditure Report
Page 13-14	Call Report
Page 15-18	Ethics Policy
Page 19-20	VBCCA Funeral Ramp
Page 21-22	Policy 901 Reporting of Illness or Injury
Page 23-25	Policy 113 Extrications and Policy 1108 Loading Supply
Page 26-35	Michigan Class Information Packet
Page 36-37	Resolution 231009
Page 38	New Hire
Page 39-47	Chief Harting's Reports
Page 48	Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday, October 9th, 2023, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Guests: Steven Bryer Sigfried Crandall- Audit Presentation
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by _____ Second by _____
Motion _____ Yeas: ___ Nays: _____
- VII. Approval of previous meeting minutes from September 11, 2023: Motion by _____ Second _____
Motion _____ Yeas: ___ Nays: _____
- VIII. Approval of September Treasurer's report: Motion By _____ Second by _____ to approve
Treasurer's report as presented. Motion _____ Yeas: _____ Nays:

 - a. Accounts Payable: Amount \$27,274.41 Motion by _____ Second _____ by roll call
vote Motion _____ Yeas: _____ Nays: _____
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
 - 1. Discussion and Approval of updated Hartford Fire Board Ethics Policy:
Motion by _____ Second by _____ To Approve Hartford Fire Board
Ethics Policy as presented:
Roll Call Vote: Yeas: _____ Nays: _____
- XII. New Business:
 - 1. Discuss and consider payment to the Van Buren County Chiefs Association
funeral ramp Enclosed trailer in the amount of \$500.00.
Motion by _____ Second by _____ Roll Call Vote

Motion _____ Yeas: _____ Nays: _____
 - 2. Discussion and approval of updates to Policy 901 Reporting of Illness or Injury.
Motion by _____ Second by _____ to approve updates to Policy
901 Reporting of Illness or Injury as presented. Yeas: _____ Nays: _____
 - 3. Discussion and approval of Policy 113 Extractions.
Motion by _____ Second by _____ to approve Policy 113 Extractions as
presented. Yeas: _____ Nays: _____

4. Discussion and approval of Policy 1108 Loading Supply Hose onto apparatus.
Motion by _____ Second by _____ to approve Policy 1108 Loading
supply hose onto apparatus as presented. Yeas: _____ Nays: _____

5. Review Michigan Class Information Packet

6. Discussion and approval of Hartford Fire Board Resolution 231009 Motion
by _____ Second by _____ to approve Hartford Fire Board
Resolution 231009 as presented; Roll Call Vote

Motion: _____ Yeas: _____ Nays: _____

7. Approve the Hire of Steven Lowe as a Probationary Firefighter.
Motion by _____ Second by _____ to approve the hiring of
Steven Lowe as a Probationary Firefighter.

Reports:

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

Motion by _____ second by _____ to adjourn at _____pm.

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting October 9, 2023

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

Others Present: Assistant Chief McGrew, Peter Stanislawski

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

Guest: No Guest

Public comment opened at 7:02 NO public comment.

Public comment closed at 7:02

The proposed agenda for the Fire Board meeting of October 9, 2023, was presented and approved. Motion by Ledesma Second by Sullivan to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the September 11th, 2023, Fire Board Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

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

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$27,274.41 Motion by Hunt; second by Birmele to pay bills in the amount of \$27,274.41.

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business:

1. Hartford Fire Board/Hartford Fire Department Ethics Policy was presented: Motion by Sefcik; Second by Hunt to approve updated Ethics Policy as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan Yes; Birmele Yes.
Policy Approved

New Business:

1. Discussion took place on the proposed payment to the Van Buren County Chiefs Association for the funeral ramp Enclosed Trailer, consensus among the board was that we may not need to utilize this ramp, but we should support the other departments within our county that may need to utilize it. Motion by Hunt; Second by Birmele to pay the proposed invoice in the amount of \$500.00 to the Van Buren County Fire Chiefs Association. Roll Call Vote; Sefik Yes; Hunt Yes; Sullivan Yes; Birmele Yes; Ledesma Yes; **Motion Approved**
2. Discussion took place on updates to Policy 901 Reporting of Illness or Injury; Motion by Birmele Second by Ledesma to approve updates to Policy 901 Reporting of Illness or Injury as presented. Yeas: 5 Nays: 0 **Policy Approved**
3. Discussion took place on Policy 113 Extrications. Motion by Sefcik; Second by Hunt to approve Policy 113 Extrications as presented. Yeas: 5 Nays: 0 **Policy Approved**
4. Discussion took place on Policy 1108 Loading Supply Hose onto apparatus. Motion by Sefcik; Second by Birmele to approve Policy 1108 Loading Supply Hose onto apparatus as presented. Yeas: 5 Nays: 0 **Policy Approved**

5. Finance Administrator Peter Stanislowski discussed the Michigan Class Information packet.
6. Discussion took place on Hartford Fire Board Resolution 231009 and Motion was made by Hunt; seconded by Ledesma to approve Hartford Fire Board Resolution 231009 as presented. Vote was cast via Roll Call

Birmele Yes; Sullivan Yes; Sefcik Yes; Hunt Yes; Ledesma Yes.

Chariman Ron Sefcik declared the resolution adopted this 9th day of October, 2023

7. Steven Lowe was presented to the board for approval to Hire; Motion by Sullivan; Second by Ledesma to approve the hiring of Steven Lowe as a Probationary Firefighter.
Yeas: 5 Nays: 0 **Motion Approved**

Fire Chiefs Report:

Chief Harting announced to the Board the Firefighter/Paramedic Cary VanDeWiele passed away unexpectedly at home on October 1st 2023, visitation will be held on Wednesday October 11th from 4pm-6pm, with service to follow.

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Attended Emerging Issues in Emergency Services conference in Frankenmuth.
3. Worked on paperwork needed by Attorney for the 501C3.
4. Bio Care physicals will be Monday October 23rd.
5. Thanks to Peter for his work on the Audit.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - City council Meeting
2. New Polices for the Fire Department
3. Interviewed/Test for New Candidate
4. Parade & Pancake Breakfast both successful
5. Fire Prevention Week is Oct. 8th-14th
6. Car Seat Check Friday Oct 13th from 3-5pm at station
7. High School is having fall cleanup day on Oct 27th

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Chairman Sefcik spoke on few topics that included:
 - How many total people should be on the upcoming non-profit committee that will need to be formed when the 501c3 takes effect.
 - Had Meeting with Insurance agent last week- discussion on background checks for Board members by the respective municipalities, and discussion on the Cadet Program.
 - Next Tuesday meeting with architect firm on Ambulance building.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:41p.m.
Yeas:5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting September 11, 2023

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

Others Present: Assistant Chief McGrew, Peter Stanislawski, Attorney Phillip Reed

Chairman Sefcik called the meeting to order at 7:00 p.m. Chairman Sefcik asked that the board Hold a Moment of Silence to remember those who passed on September 11th, 2001.

Guest: Attorney Phillip Reed introduced himself and gave the board an overview of his credentials and experience, he recently worked with Mattawan Fire Department securing 501c3 status for their department.

Public comment opened at 7:28 NO public comment.

Public comment closed at 7:28

The proposed agenda for the Fire Board meeting of September 11, 2023, was presented and amended Motion by Sefcik; Second by Ledesma to approve the agenda as amended.

Added to the agenda under New Business #6 Discussion and possible vote on retaining Attorney Philip Reed to represent the Fire Department and begin to work on securing 501c3 status for the Department.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the August 30th, 2023, Special Joint Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented.

Yeas: 4 Nays: 0 Approved

The proposed minutes of the August 14th, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Sullivan to accept the minutes as presented.

Yeas: 4 Nays: 0 Approved

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

Yeas: 4 Nays: 0 Approved

Bills were presented for approval in the amount of \$30,732.15 Motion by Hunt; second by Ledesma to pay bills in the amount of \$30,732.15 Motion approved upon roll call vote of members present.

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

Discussion of Last months Fire calls

Unfished Business:

Discussion took place on increasing the Bond for Treasurer Carlos Ledesma: Motion by Sefcik; Seconded by Hunt to increase the Bond for Treasurer Carlos Ledesma from \$100,000 to \$250,000 for an additional increase of \$100.00 a year on our insurance policy. Yeas: 4 Nays: 0 Approved

Discussion on Joint Agreement was Tabled due to lengthy agenda for tonight.

New Business:

1. Hartford Fire Board/Hartford Fire Department **Investment Policy** was presented: Motion by Sefcik; Seconded by Hunt to approve **Investment Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.
Policy Approved
2. Hartford Fire Board/Hartford Fire Department **Ethics Policy** was presented: Motion by Hunt; Seconded by Sefcik to Table the **Ethics Policy** until next month to get further clarification on language within the Policy. Yeas: 4 Nays: 0

3. Hartford Fire Board/Hartford Fire Department **Credit Card Policy** was presented: Motion by Hunt; Seconded by Ledesma to approve **Credit Card Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

4. Hartford Fire Board/Hartford Fire Department **Purchasing Policy** was presented: Motion by Hunt; Seconded by Ledesma to approve **Purchasing Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

5. Hartford Fire Board/Hartford Fire Department **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** was presented: Motion by Ledesma; Seconded by Hunt to approve **Automated Clearing House (ACH) & Electronic Transfer of Funds Policy** as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan.

Policy Approved

6. Discussion was held by the board on the presentation from Attorney Reed; Motion was made by Sefcik; Seconded by Ledesma to retain Attorney Phillip Reed and have him move forward with work on the 501c3. Yeas: 4 Nays: 0

Fire Chiefs Report:

Assistant Chief McGrew reported on behalf of Chief Harting, Chief Harting is out of town for the day for training.

1. Meetings Attended:
 - Township
 - City
2. Worked with the Auditor Getting info. Documents that he needed.
3. Ordered Fire Prevention Material- Fire Truck
4. Applied for Medical Continuing Education

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - Township Meeting
2. Polices from auditor ready for board meeting.
3. All Gear has been delivered.
4. Smoke Detector Installs
5. Department Provided Fire Coverage at Flywheelers in South Haven
6. Trucks were in both Lawrence Labor Day Parades
7. Flu Clinic @ Station on September 22nd 9am-2:00pm
8. Car Seat Check @ Station on September 12th 5pm-7pm
9. Awarded the Mi Equipment Grant from the State of Michigan I will be working with Peter to get all paperwork necessary to complete.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Chairman Sefcik gave board update about ambulance barn, area as been marked out. Charging stations have been installed at the school for the new electric school buses.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:58
Yeas:4 Nays:0 Approved

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE

CASH BALANCES

OCTOBER 9 2023

General Checking	\$ 133,261.50
Millage Account	\$ 202,145.49
Maintenance Account	\$ 13,308.74
Donation Account	\$ 8,143.92

Investment Account

Total Spendable Accounts **\$ 356,859.65**

10/05/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 09/12/2023 - 10/09/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
09/12/2023	131(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
09/12/2023	132(E)	AT&T MOBILITY	CELL PHONES	405.51
09/12/2023	133(E)	BESTWAY	TRASH	83.25
09/12/2023	134(E)	COMCAST	TELEPHONES & INTERNET	231.50
09/12/2023	135(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	331.92
09/15/2023	DD244(A)	HARTING, ROBBIE	PAYROLL	1,780.86
09/15/2023	DD245(A)	MC GREW, KEVIN	PAYROLL	853.76
09/30/2023	EFT58(E)	CITY OF HARTFORD	PAYROLL	280.71
09/30/2023	EFT59(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,310.73
09/30/2023	EFT60(E)	STATE OF MICHIGAN	PAYROLL	1,015.82
10/01/2023	DD246(A)	HARTING, ROBBIE	PAYROLL	1,750.87
10/03/2023	DD247(A)	BODARY, BRANDON	PAYROLL	401.90
10/03/2023	DD248(A)	CHAPPELL, MICHAEL	PAYROLL	74.84
10/03/2023	DD249(A)	EASTMAN, SCOTT	PAYROLL	65.59
10/03/2023	DD250(A)	FLEMMING, LISA	PAYROLL	75.84
10/03/2023	DD251(A)	FLEMMING, RYAN	PAYROLL	32.22
10/03/2023	DD252(A)	FRY, STEVEN	PAYROLL	86.07
10/03/2023	DD253(A)	HARTING, BRANDI	PAYROLL	361.50
10/03/2023	STUB25(A)	HIGH, SARA	PAYROLL	0.00
10/03/2023	STUB26(A)	HUNT, COLE	PAYROLL	0.00
10/03/2023	DD254(A)	LEDESMA, CARLOS	PAYROLL	52.86
10/03/2023	STUB27(A)	LOVE, KIRKLAND	PAYROLL	0.00
10/03/2023	DD255(A)	MC CLELLAN, TROY	PAYROLL	13.61
10/03/2023	DD256(A)	MC GREW, KEVIN	PAYROLL	1,240.43
10/03/2023	DD257(A)	REED, KEVIN	PAYROLL	33.88
10/03/2023	DD258(A)	ROBERTS, KHELUN	PAYROLL	236.77
10/03/2023	DD259(A)	SEFCIK, RONALD	PAYROLL	52.86
10/03/2023	DD260(A)	SHARPE, IAN	PAYROLL	39.49
10/03/2023	DD261(A)	SULLIVAN, HELEN	PAYROLL	52.86
10/03/2023	DD262(A)	VAN DEWIELE, CARY	PAYROLL	101.82
10/03/2023	DD263(A)	WEBERG, SCOTT	PAYROLL	362.04
10/03/2023	EFT61(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	491.62
10/03/2023	EFT62(E)	CITY OF HARTFORD	PAYROLL	138.40
10/09/2023	14998	CRYSTAL FLASH	DIESEL	528.60
10/09/2023	14999	MFE INC	GAS DETECTOR SERVICE	412.92
10/09/2023	15000	PETER STANISLAWSKI	FINANCE SERVICES	900.00
10/09/2023	15001	REED LAW PLC	LEGAL FEES	2,495.00
10/09/2023	15002	S&A AUTOMOTIVE INC	MAINTENANCE	108.04
10/09/2023	15003	US BUSINESS SYSTEMS INC	COPIER	93.60
10/09/2023	136(E)	INDIANA MICHIGAN POWER	ELECTRIC	393.00
10/09/2023	137(E)	AT&T MOBILITY	CELL PHONES	405.51
10/09/2023	138(E)	COMCAST	TELEPHONES & INTERNET	254.38
10/09/2023	139(E)	FIRST NATIONAL BANK OMAHA	COMPUTER, TRAINING & SUPPLIES	1,222.03
10/09/2023	140(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	422.80

10/05/2023		CHECK REGISTER FOR HARTFORD FIRE DEPTMENT		
CHECK DATE FROM 09/12/2023 - 10/09/2023				
Check Date	Check	Vendor Name	Description	Amount
10/09/2023	141(A)	BRONSON HELP NET	INSURANCE	186.00
10/09/2023	142(A)	SIEGFRIED CRANDALL PC	AUDIT	6,500.00
Total of 46 Checks:				27,274.41
Less 0 Void Checks:				0.00
Total of 46 Disbursements:				27,274.41

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	405.51
2. BRONSON HELP NET		
	INSURANCE	186.00
3. COMCAST		
	TELEPHONES & INTERNET	254.38
4. CRYSTAL FLASH		
	DIESEL	528.60
5. FIRST NATIONAL BANK OMAHA		
	COMPUTER, TRAINING & SUPPLIES	1,222.03
6. INDIANA MICHIGAN POWER		
	ELECTRIC	393.00
7. MFE INC		
	GAS DETECTOR SERVICE	412.92
8. PETER STANISLAWSKI		
	FINANCE SERVICES	900.00
9. REED LAW PLC		
	LEGAL FEES	2,495.00
10. S&A AUTOMOTIVE INC		
	MAINTENANCE	48.14
	MAINTENANCE	59.90
	TOTAL	108.04
11. SHELL FLEET PLUS		
	DIESEL & GASOLINE	422.80
12. SIEGFRIED CRANDALL PC		
	AUDIT	6,500.00
13. US BUSINESS SYSTEMS INC		
	COPIER	93.60
TOTAL - ALL VENDORS		13,921.88

User: BSA
DB: Hfd

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	NORMAL (ABNORMAL)	MONTH 10/31/2023	INCREASE (DECREASE)	BALANCE	% BDDT USED
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		42,903.57		0.00		114,402.28	27.27
206-000-402.000	HARTFORD CITY	128,704.78		42,358.22		10,589.57		86,346.56	32.91
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		1,781.75		0.00		2,360.72	43.01
206-000-421.000	COST RECOVERY	6,743.10		591.00		0.00		6,152.10	8.76
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		1,600.00		0.00		8,000.00	16.67
206-000-584.000	VBEMS	2,198.33		3,060.00		0.00		(861.67)	139.20
206-000-665.000	INTEREST	0.00		230.65		0.00		(230.65)	100.00
Total Dept 000		311,241.19		93,925.19		10,589.57		217,316.00	30.18
TOTAL REVENUES									
		311,241.19		93,925.19		10,589.57		217,316.00	30.18
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-702.000	BOARD SALARY	4,200.00		600.00		180.00		3,600.00	14.29
206-336-704.000	CHIEF SALARY	56,141.00		14,035.26		2,339.21		42,105.74	25.00
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		14,311.51		3,455.76		40,688.49	26.02
206-336-712.000	SHIFT COVERAGE	14,400.00		3,135.00		1,050.00		11,265.00	21.77
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		2,460.37		537.38		11,539.63	17.57
206-336-724.000	RETIREMENT	4,000.00		701.75		140.35		3,298.25	17.54
206-336-730.000	GASOLINE & DIESEL	9,400.00		1,707.98		951.40		7,692.02	18.17
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		3,543.47		120.83		5,956.53	37.30
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		1,384.88		633.48		11,515.12	10.74
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		0.00		320.00	8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		220.50		25.65		2,279.50	8.82
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		0.00		6,686.90	17.95
206-336-751.000	PHONES	6,615.20		2,045.50		627.19		4,569.70	30.92
206-336-753.000	UTILITIES	10,000.00		1,262.25		393.00		8,737.75	12.62
206-336-763.000	BUILDING MAINTENANCE	11,550.00		758.69		212.73		10,791.31	6.57
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		1,968.34		0.00		2,156.66	47.72
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		12,660.38		0.00		3,339.62	79.13
206-336-785.000	EDUCATION/ TRAINING	8,700.00		4,251.02		347.45		4,448.98	48.86
206-336-796.000	PHYSICALS	8,300.00		372.00		186.00		7,928.00	4.48
206-336-799.000	OFFICE/ COMPUTER	5,910.00		751.47		496.45		5,158.53	12.72
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		12,295.00		9,895.00		(2,295.00)	122.95
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00		2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	28,000.00		9,021.00		0.00		18,979.00	32.22
Total Dept 336 - FIRE OPERATING		311,241.20		89,059.47		21,591.88		222,181.73	28.61
TOTAL EXPENDITURES									
		311,241.20		89,059.47		21,591.88		222,181.73	28.61
Fund 206 - FIRE FUND:									
TOTAL REVENUES		311,241.19		93,925.19		10,589.57		217,316.00	30.18
TOTAL EXPENDITURES		311,241.20		89,059.47		21,591.88		222,181.73	28.61
NET REVENUES & EXPENDITURES		(0.01)		4,865.72		(11,002.31)		(4,865.73)	17.20

Hartford Fire Department

Hartford, MI

This report was generated on 10/1/2023 5:40:21 PM



Item 11.

Personnel Count per Incident for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-458	9/1/2023 10:18:00	322 - Motor vehicle accident with injuries	08006	3	2	5
2023-459	9/1/2023 11:12:46	500 - Service Call, other	08006	3	1	4
2023-460	9/1/2023 18:59:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-461	9/1/2023 22:30:00	554 - Assist invalid	08006	1	0	1
2023-462	9/2/2023 03:26:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-463	9/2/2023 15:40:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-464	9/2/2023 21:49:00	131 - Passenger vehicle fire	08006	3	2	5
2023-465	9/2/2023 22:14:00	324 - Motor vehicle accident with no injuries.	08006	4	0	4
2023-466	9/3/2023 11:15:00	412 - Gas leak (natural gas or LPG)	08006	2	2	4
2023-467	9/3/2023 16:45:00	500 - Service Call, other	08006	1	1	2
2023-468	9/3/2023 17:42:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-469	9/4/2023 22:49:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-470	9/4/2023 23:38:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-471	9/5/2023 05:25:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-472	9/5/2023 19:14:00	551 - Assist police or other governmental agency	08006	3	0	3
2023-473	9/5/2023 20:42:00	554 - Assist invalid	08006	1	1	2
2023-474	9/6/2023 17:41:00	444 - Power line down	08006	2	1	3
2023-475	9/6/2023 17:43:00	311 - Medical assist, assist EMS crew	08006	1	2	3
2023-476	9/7/2023 10:17:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-477	9/7/2023 13:54:00	321 - EMS call, excluding vehicle accident with injury	08006	1	1	2
2023-478	9/7/2023 15:25:00	651 - Smoke scare, odor of smoke	08006	1	1	2
2023-479	9/7/2023 18:48:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-480	9/8/2023 04:19:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-481	9/8/2023 07:14:00	324 - Motor vehicle accident with no injuries.	08006	1	1	2
2023-482	9/8/2023 12:42:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-483	9/8/2023 21:53:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-484	9/8/2023 22:11:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-485	9/9/2023 08:31:00	353 - Removal of victim(s) from stalled elevator	08006	3	0	3
2023-486	9/9/2023 11:51:00	353 - Removal of victim(s) from stalled elevator	08006	1	1	2
2023-487	9/9/2023 19:06:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-488	9/11/2023 00:17:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-489	9/11/2023 06:30:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-490	9/11/2023 21:28:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-491	9/16/2023 21:47:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-492	9/17/2023 23:07:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-493	9/18/2023 12:05:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-494	9/18/2023 18:27:00	311 - Medical assist, assist EMS crew	08006	2	1	3

Only REVIEWED incidents included

Item 11.

INCIDENT				NUMBER OF PEOPLE				
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL		
2023-495	9/19/2023 14:04:00	311 - Medical assist, assist EMS crew	08006	2	1	3		
2023-496	9/20/2023 10:15:00	311 - Medical assist, assist EMS crew	08006	2	3	5		
2023-497	9/22/2023 04:02:00	554 - Assist invalid	08006	2	0	2		
2023-498	9/22/2023 05:33:00	611 - Dispatched & cancelled en route	08006	2	0	2		
2023-499	9/22/2023 18:18:00	311 - Medical assist, assist EMS crew	08006	2	0	2		
2023-500	9/22/2023 21:51:00	311 - Medical assist, assist EMS crew	08006	1	2	3		
2023-501	9/22/2023 21:54:00	311 - Medical assist, assist EMS crew	08006	1	2	3		
2023-502	9/23/2023 02:38:00	554 - Assist invalid	08006	2	0	2		
2023-503	9/24/2023 11:57:00	311 - Medical assist, assist EMS crew	08006	2	0	2		
2023-504	9/25/2023 05:20:00	311 - Medical assist, assist EMS crew	08006	1	0	1		
2023-505	9/25/2023 05:44:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1		
2023-506	9/25/2023 14:44:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2		
2023-507	9/26/2023 08:17:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1		
2023-508	9/26/2023 15:35:00	611 - Dispatched & cancelled en route	08006	1	1	2		
2023-509	9/26/2023 16:00:00	746 - Carbon monoxide detector activation, no CO	08006	2	0	2		
2023-510	9/26/2023 16:53:00	324 - Motor vehicle accident with no injuries.	08006	1	2	3		
2023-511	9/27/2023 18:38:00	311 - Medical assist, assist EMS crew	08006	2	1	3		
2023-512	9/29/2023 17:35:00	311 - Medical assist, assist EMS crew	08006	2	1	3		
2023-513	9/30/2023 06:06:00	743 - Smoke detector activation, no fire - unintentional	08006	2	0	2		
TOTAL # OF INCIDENTS: 56				AVERAGES:		1.8	0.7	2.5

Only REVIEWED incidents included

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: October 9th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Approval of Hartford Fire Department Ethics Policy

RECOMMENDED ACTION:

After last month's meeting we looked further into the Ethics Policy document and reached out to our Auditor, he agreed that the document did not need to be notarized and that part could be removed from the document. Furthermore, we compared the document to our Employee Handbook and feel the document is in line with our Employee Handbook. At this time we feel the document is ready for Board Approval and recommend the Board Approve the updated Ethics Policy as presented.

Kevin McGrew
Assistant Fire Chief

Hartford Fire Department, Hartford Michigan

Ethics Policy

Scope

This policy applies to all public officials, employees, boards, committees, appointed positions, consultants, vendors, contractors, or outside agencies doing business with employees and /or other parties with a business relationship with the Hartford Fire Department/Hartford Fire Board.

Purpose

The purpose of this policy is to ensure that all public officials, employees, boards, committees, appointed positions, consultants, vendors, contractors, or outside agencies are conducting themselves in a manner which upholds the public trust. This policy will outline the minimal levels of integrity expected of all affected individuals. This policy is not intended to replace any other policy governing employee behavior or rights and/or remedies guaranteed under a collective bargaining agreement.

Policy

1. Employees are required to report any potential conflict of interest. If an employee is part of a decision-making process in any financial transaction and there is conflict of interest, that employee should report it as a conflict and reclude themselves from the decision.
2. Employees will not engage in fraudulent behavior.
3. Employees will be honest, fair and respectful of all persons and property with which they have contact. Employees will treat individuals in an equitable manner free of any partisanship. Above all, employees should avoid conduct which may undermine respect for organizational officials, employees, and the organization as a whole.
4. Employees shall not divulge to any unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for the authorized release to the public.
5. Employees shall not use their position to secure, request, or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for themselves or others, beyond that which is available to every other citizen.

Reporting

Employees are required to report violations of the ethics policy to the Hartford Fire Board Chairman using the prescribed form found at The Hartford Fire Department Radio Room Mailbox. Names of individuals reporting violations will be kept confidential.

Violations

An employee found to be in violation of this policy will be disciplined from a verbal warning up to and including termination in accordance with Hartford Fire Department/Hartford Fire Board policy and contracts.

Definitions

Conflict of Interest – A conflict of interest exists if an employee has a direct or indirect financial interest (money, property, or thing of value or benefit) in a matter in which the employee has some influence either directly or indirectly. Indirect financial interest includes members of his immediate family (spouse, parents, or children).

Fraudulent Behavior – Fraudulent behavior includes, but is not limited to: a) any dishonest or fraudulent act; b) forgery or alteration of any document or account belonging to the Hartford Fire Department; c) forgery or alteration of a check, bank draft, or any other financial document; d) misappropriation of funds, securities, supplies or other assets; impropriety in the handling or reporting of money or financial transactions; e) Profiteering as a result of insider knowledge as a result of employment with Hartford Fire Department; f) disclosing confidential and proprietary information for gain to outside parties; g) accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to Hartford Fire Department contrary to federal, state, or local law or Hartford Fire Department policy; h) destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; i) any similar inappropriate conduct as determined by Hartford Fire Department.

Hartford Fire Department/Hartford Fire Board ETHICS COMPLAINT FORM

(This Complaint form should be filed with the Hartford Fire Board Chairman)

Any person may file a Complaint if he or she has information that a public officer or employee has violated the Ethics Policy. It is not enough to merely allege that a public officer or employee has acted improperly. A Complaint must contain credible information supporting the allegation(s) that one or more of the Standards of Conduct contained in the Ethics Policy have been violated.

This Form is not required, but its use is encouraged as a Complaint must be in writing and verified by oath or affirmation. A Complaint must be filed with the Hartford Fire Board Chairman within 1 years of the date the offense is alleged to have occurred. A Complaint is deemed filed upon receipt by the Hartford Fire Board Chairman.

Complainant: _____

Address: _____

Telephone: _____ Email: _____

Public officer/employee subject to complaint (i.e. Respondent): _____

Public position held by Respondent: _____

Approximate date of alleged violation(s): _____

Description of conduct by Respondent and section of Ethics Policy alleged to have been violated:

Signature of Complainant

Print name of Complainant

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 11.

Meeting Date: October 9th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Discuss and consider payment to the Van Buren County Chiefs Association funeral ramp Enclosed trailer.

RECOMMENDED ACTION:

During the August Meeting of the Van Buren County Chiefs Association meeting a motion was made and supported to send an invoice to all the fire departments in Van Buren County for \$500.00 to offset the cost of an Enclosed Trailer and Lettering for the recently built Funeral Ramp that is to be utilized for loading caskets onto fire trucks during funeral operations. We were one of the only departments in Van Buren County that did not financially support the Funeral Ramp being built because we will not be able to utilize it because of the design of our current fire trucks.

Kevin McGrew
Assistant Fire Chief



VAN BUREN COUNTY FIRE CHIEF ASSOCIATION

417 W. Arlington St. Bangor, MI 49013



/// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS ///

September 14, 2023

Enclosed trailer and decals for VBC Fire Chiefs funeral ramp.

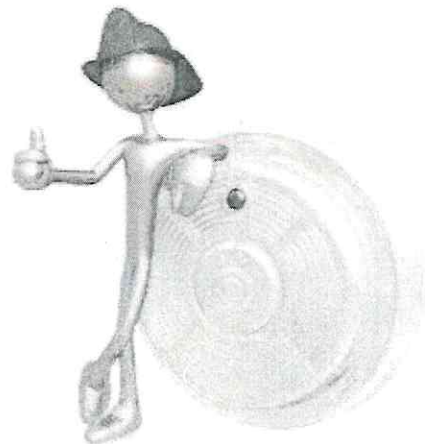
\$500.00

Please Remit to:

Van Buren County Fire Chief's Association
417 W Arlington St.
Bangor, MI 49013
Attention: Chief Babcock

Thank you.

Chief Derek Babcock, Secretary



HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 11.

Meeting Date: October 9th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Approve updates to Policy 901 Reporting of Illness or Injury

RECOMMENDED ACTION:

I am recommending to the Fire Board that we approve the updates to Policy 901 Reporting of Illness or Injury, these updates arose from Chief Hartings recent attendance at the Emerging Issues in Emergency Services Conference.

Kevin McGrew
Assistant Fire Chief

HARTFORD FIRE DEPARTMENT

Policy Order

901

REPORTING OF ILLNESS OR INJURY

I. PURPOSE:

To ensure that all personnel are physically and mentally capable of performing their job duties without risk to themselves, fellow employees, or the employer, thereby providing a safe working and training environment.

II. PROCEDURE:

A. The procedure for reporting illness and injuries.

1. If a medical condition occurs or is discovered while the employee is performing their duties while on station, training or on scene of an incident the notification shall be made immediately to the employee's supervisor.
2. If the injury is minor and licensed medical personnel are on scene, treatment may be rendered on scene.
3. If the Incident Commander, or medical personnel, believes emergency care beyond the capabilities of on-site care providers is needed, HFD personnel will be transported to a medical facility that is appropriate for the injury sustained.
4. Generally, transportation will be via ambulance unless such a unit is unavailable or the injures are minor.
5. An officer will make every effort to accompany injured HFD personnel to the medical facility unless the emergency scene operations still require his/her presence.
6. If the medical condition or injury occurs or is discovered while the employee is off-duty, the employee shall notify his/her supervisor, as soon as possible.

B. Return to work conditions

1. An employee who has received medical attention for a reported illness or injury will not be allowed to return to work until released by an approved physician or designee without restrictions in accordance with job descriptions of the Hartford Fire Department.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 11.

Meeting Date: October 9th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Approve Policy 113 Extrications & 1108 Loading Supply Hose onto an Apparatus

RECOMMENDED ACTION:

I am recommending to the Fire Board that we approve the Policy 113 Extrications & 1108 Loading Supply Hose onto an Apparatus, both of these Polices arouse from Chief Hartings recent attendance at the Emerging Issues in Emergency Services Conference, both of these topics were spoken about during an update from MIOSHA.

Kevin McGrew
Assistant Fire Chief

HARTFORD FIRE DEPARTMENT

Policy Order

113

Response to Extrication Incidents

I. PURPOSE:

To establish a policy for responding to Extrication Incidents.

II. POLICY:

Standard response will be 1871 with 2-3 firefighters, firefighters will wear full PPE, Other equipment and personnel as needed.

III. OPERATIONS:

3.1 Rescue operations will vary extensively depending on the type, number of victims, and situation. The rescue vehicle, 1871, shall continue past the accident where possible keeping the safety of the victims and firefighters in mind. Whenever possible, the IC will place a truck prior to arrival. Firefighters responding with 1871 will begin the Extrication Process after the IC has established the need for extrication.

3.2 The Incident Commander has the responsibility for command of the extrication scene. The IC will make immediate contact with police and emergency medical personnel to coordinate total rescue efforts and facilitate cooperative assignments for the incident.

3.3 Extrications decision's which affect the care and handling of the patient (s) must coordinated with, and approved by the emergency medical personnel who is managing patient care.

3.4 Upon successful completion of the extrication, HFD personnel shall assist emergency medical personnel with patient care and or assist police with further operations until the Incident Commander makes the decision for units to clear the scene.

HARTFORD FIRE DEPARTMENT

Policy Order

1108

Loading Supply Hose onto Apparatus

I. PURPOSE:

To establish a policy for loading supply hose back on apparatus in a safe manner and the apparatus is ready to respond after an incident.

II. Scope: All Personnel.

III. Policy:

3.1 All members shall wear at least helmets, gloves and bunker pants with boots while loading large diameter hose. (NFPA 1500)

3.2 When re-loading hose onto a moving apparatus from the ground, one member shall be assigned as a safety observer for the hose loading operation. The safety observer shall not physically assist with loading the hose.

3.3 The safety observer shall have an unobstructed view of the hose loading operation and be in visual and voice contact with the driver.

3.4 Non-fire department vehicular traffic shall be excluded from the area or shall be under the control of police or fire personnel.

3.5 The apparatus shall be driven only at a speed of 5 mph or less.

3.6 Firefighters are permitted in the hose bed but shall not stand while the apparatus is in motion.

Michigan CLASS[®]



Information Statement

March 2023

Michigan CLASS Rated S&P 'AAAm'

Table of Contents

PART 1: PROGRAM OVERVIEW	3
A. General Information	3
B. Board of Trustees	3
C. Board Member Guiding Values	4
D. Mission Statement	4
E. Vision Statement	4
F. Participation Eligibility	4
PART 2: PROGRAM OBJECTIVES	4
A. Safety	5
B. Liquidity	5
C. Convenience	6
D. Market Returns	6
PART 3: INVESTING THROUGH MICHIGAN CLASS	6
A. Permitted Investments	6
B. Investment Risks	7
C. Program Vendors	8
D. Program Fees	9
E. Additional Information	9

Section 28 of Article 7 of the Michigan Constitution of 1963 provides, among other things, that the legislature may authorize two or more local governmental entities to enter into contractual agreements to provide for the joint administration of functions which each entity would have the power to perform independently and to share the related costs and responsibilities with each other.

In accordance with this constitutional provision and certain statutory provisions incorporated in the Urban Cooperation Act of 1967 of the state of Michigan, the Agreement constitutes an interlocal trust agreement creating a legal entity established for the purpose of facilitating the joint investment of public sector surplus funds. Authority for the investment of public funds is included in Public Act 20 of 1943, Public Act 451 of 1976, Public Act 331 of 1966 and Public Act 94 of 1933, each as amended.

PART 1: PROGRAM OVERVIEW

A. General Information

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is a product trade name used to designate a Michigan public sector joint investment program. It was established pursuant to a Participation Agreement (the Agreement) dated October 1, 1991, as most recently

amended November 1, 2021, and as may be amended from time-to-time, by and among certain public sector entities having joined as Participants.

The program's Investment Advisor and Administrator is Public Trust Advisors, LLC (Public Trust), and the program's Custodian is Fifth Third Bank.

Upon execution of the appropriate governmental resolution authorizing a public entity to enter into the Agreement, Participants shall have the right to open, at no initial cost, as many Michigan CLASS accounts as they wish. They shall also have the right to deposit eligible surplus funds into any of their accounts on any business day without limitation as to the dollar amount or number of such transactions. Participants may also withdraw funds from their respective accounts on any business day up to an amount equal to the account balance and any accrued interest and/or realized capital gains thereon.

B. Board of Trustees

Investments made on behalf of the Participants are subject to the overall direction of the program's Board of Trustees that consists of up to 13 Trustees serving staggered terms on behalf of the Participants. The Board of Trustees approves the program's investment parameters that must also fall within the investment stipulations mandated under

Michigan statutes for the investment of surplus funds of the Participants. The Board of Trustees (the Board) has entered into an investment advisory administrative services agreement with Public Trust, who is responsible to the Board for all of the program's investments, administrative activities, and marketing services provided on behalf of the Participants.

C. Board Member Guiding Values

- Represent and serve the interests of all Participants
- Maintain the standard of safety
- Operate in a professional and ethical manner
- Work in unison with the Administrator to grow and improve the pool
- Ensure that Michigan CLASS is safe, liquid, and offers a competitive return
- Demand openness and accountability

D. Mission Statement

Michigan CLASS strives to offer public agencies in Michigan a safe, liquid, and competitive investment option. Michigan CLASS welcomes all legal public entities without favor to one type. The Board membership represents the diversity of such agencies and works to maintain a product that services the needs of all Michigan public agencies.

E. Vision Statement

Michigan CLASS strives to be the leading local government investment pool in the

state offering investment services that serve the needs of all public entities.

F. Participation Eligibility

Participation in Michigan CLASS is available to any county, city, village, township, school district, authority, or any other political subdivision organized under the laws of the state of Michigan. To join, such public agencies need only to become party to the Participation Agreement by adopting the necessary authorizing resolution and by providing a certified copy of such resolution to the Administrator. The Administrator will then notify the Custodian and the other Participants in writing and commence the procedures necessary for the new Participant to begin using the program. Pursuant to applicable state law, Public Trust will review each entity's investment policy and return the appropriate acknowledgment.

PART 2: PROGRAM OBJECTIVES

The objectives of the Michigan CLASS program are to provide Participants with an investment alternative that emphasizes safety, liquidity, convenience, and competitive rates of return. The program is designed specifically to accommodate the needs of Michigan public sector investors. In addition, periodic meetings with and surveys of the Participants assure user input in the design and administration of program features.

A. Safety

The objective of safety in the deployment of Michigan CLASS funds is sought through the direct purchase (or through repurchase agreements) of short-term, high-quality investments permissible as investments for surplus public funds in the state of Michigan. An overall program objective is to manage investment quality and maturity to maintain a stable portfolio net asset value. Investments are also managed conservatively to accommodate cash flow expectations and to mitigate market timing risk.

Administrative elements of the Michigan CLASS program are designed to prevent incidence of fraud or error. Many safeguards further protect Michigan CLASS funds under management including daily verification of transactions; assignment of credentials for online transactions; and the use of only pre-designated bank accounts, listed in the name of respective Participants, to which Michigan CLASS funds withdrawals may be done via wire or ACH.

Besides investing Michigan CLASS funds only in securities legally permitted by Michigan Law, Michigan CLASS has achieved a 'AAAm' rating by S&P Global Ratings and offers the benefit of an annual audit by an independent auditing firm.

B. Liquidity

Liquidity is a key element of the program. Portfolio maturity and duration parameters are established to provide for the liquidity needs of the Participants since they may deposit or withdraw funds on any business day up to the amount of their balances on deposit (including accrued interest and/or capital gains realized thereon).

All funds are fully invested each night, and securities that constitute the program's investments and/or securities that are subject to repurchase agreement are fully delivered to the Custodian to be held for the exclusive benefit of the Participants until maturity or sale. In the case of repurchase agreement transactions, securities subject to repurchase must equal in current market value at least 102% of the amount of the investment. Such collateral is marked-to-market daily with a deficiency make-up provision enforced if necessary.

In addition, the use of only the highest quality investments with a maximum maturity of two years or less assures the added benefit of underlying asset marketability. The net result of these liquidity features is that Participant cash is available in the amount necessary when needed.

C. Convenience

Many program features ensure convenient account access and ease of recordkeeping. For example, Participants may make account transactions on any business day via the Michigan CLASS online transaction system. All contribution and withdrawal forms are designed for ease of use and are also available via the online transaction system.

Any number of Participant accounts may be established to track and parallel internal fund accounting practices. Monthly statements are comprehensive and provide daily account activity and transaction numbers. Michigan CLASS statements establish a clear accounting and audit trail for Participant investment records. Monthly statements and investment holdings are available within the first three business days of the month via the online transaction system.

Account information or assistance is available every business day from Michigan CLASS Client Services. Transactions can be prepared in advance in anticipation of important dates, avoiding unfortunate timing problems or cash access emergencies.

Optional features include direct deposit of school state aid payments, state revenue sharing warrant lock box, and ACH service. All program features have been designed in

cooperation with professionals who have public sector financial experience to facilitate the maximum level of cash management efficiency and simplicity.

D. Market Returns

Competitive portfolio yield is sought by utilizing the services of the investment advisor's seasoned professional investment managers and credit researchers for the Michigan CLASS program.

Michigan CLASS seeks to promote maximization of account performance in a dynamic market environment while avoiding unnecessary risk or portfolio timing problems. By investing together, Participants can take advantage of possible economies of scale relative to transaction and clearance costs, custody arrangements, and valuation costs.

In addition, overall portfolio performance should be enhanced as a result of the effect of differences in cash flow cycles from one Participant to another; this allows for slightly longer average investment maturities than would be the case if Participants invested alone, thereby increasing aggregate portfolio yields.

PART 3: INVESTING THROUGH MICHIGAN CLASS

A. Permitted Investments

Pursuant to direction by the Board and in conformance with applicable Michigan Laws

governing investment options for Participants, funds of the Participants are invested in high-quality, short-term fixed-income instruments selected to provide for program safety, liquidity, and competitive rates of return. Eligible instruments include:

- U.S. Treasury obligations,
- Federal agency obligations of the U.S.-government,
- High-grade commercial paper (at least A1/P1 rated),
- Bankers' acceptances issued by FDIC-member U.S. banks,
- Repurchase agreement transactions executed with highly rated counterparties (collateralized at 102% of the face amount of the agreement),
- Certificates of deposit issued in accordance with all applicable Michigan Statutes, and
- Approved money market mutual funds for eligible Participants

B. Investment Risks

Participants should specifically consider the following risks before deciding to invest in the Michigan CLASS fund. The following summary does not purport to be comprehensive or definitive of all risk factors.

Investing involves risks including the possible loss of principal.

Interest Rate Risks

The prices of the fixed-income securities in Michigan CLASS will rise and fall in response to changes in the interest rates paid by similar securities. Generally, when interest rates rise, prices of fixed-income securities fall. However, market factors, such as demand for particular fixed-income securities, may cause the price of certain fixed-income securities to fall while the price of other securities rise or remain unchanged. Interest rate changes have a greater effect on the price of fixed-income securities with longer maturities. The Investment Advisor will seek to manage this risk by purchasing short-term securities.

Credit Risks

Credit risk is the possibility that an issuer of a fixed-income security held in Michigan CLASS will default on the security by failing to pay interest or principal when due. If an issuer defaults, Participants in Michigan CLASS may incur losses. The Investment Advisor will seek to manage this risk by purchasing high quality securities as determined by one or more Nationally Recognized Statistical Ratings Organizations and/or the Investment Advisor's credit research team.

Stable Net Asset Value Risks

Although Michigan CLASS is managed to maintain a stable NAV of \$1.00 per Share,



there is no guarantee that it will be able to do so.

Investment Not Insured or Guaranteed

An investment in Michigan CLASS is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

Liquidity Risk

Michigan CLASS is subject to certain liquidity risks in which the size of a bond's market, the frequency of trades, the ease of valuation, and/or issue size may impact the Investment Advisor's ability to sell investments in a timely fashion or at or near fair value in order to fulfill a Participant's redemption request.

Market Risk

Market risk is the risk that the value of securities owned goes up or down, sometimes rapidly and/or unpredictably, due to factors affecting securities markets generally or within particular industries.

Issuer Risk

The risk that the value of a security declines for a reason directly related to the issuer such as management performance, financial leverage, and reduced demand for the issuer's goods or services.

Default Risk

The risk that a bond issuer (or counterparty) will default by failing to

repay principal and interest in a timely manner.

C. Program Vendors

Public Trust Advisors, LLC, an SEC registered investment advisor, serves as the Michigan CLASS program Investment Advisor and Administrator. In addition to rendering investment and advisory services on a discretionary basis to the Participants, Public Trust also provides a full range of administrative services in conjunction with the program. All Michigan CLASS recordkeeping, portfolio accounting, Participant account reporting, securities valuation services, and general organizational and marketing activities are coordinated and managed on behalf of the Participants by Public Trust.

Public Trust Advisors, LLC is headquartered at 717 17th Street, Suite 1850, Denver, CO 80202. Its phone number is (855) 395-3954. Public Trust provides investment advisory and/or administrative services for similar public sector cooperative investment programs in a number of states across the country including Colorado, Florida, New York, Texas, and Michigan.

The Michigan CLASS Custodian is Fifth Third Bank. All investment securities and securities transacted on behalf of the participants are maintained in a segregated account with the Custodian and held for the exclusive benefit of the Participants. No



other Michigan CLASS vendor has access to the assets managed under the program. Participants maintaining separate Fifth Third Bank depository accounts in their own names are eligible to transfer funds between such accounts and their Michigan CLASS accounts without incurring wire charges, subject to advance notification to Public Trust.

Barnes & Thornburg, LLP serves as legal counsel to Michigan CLASS. The firm is located at 11 South Meridian Street, Indianapolis, IN 46204, and its phone number is (317) 231-6425.

An independent certified public accounting firm, Cohen & Co., has been engaged to audit the annual financial statements of Michigan CLASS. The audit contains statements of assets and liabilities, of operations, and of changes in net assets. The opinion of the independent certified public accountant on such financial statements is based on an examination of the books and records of Michigan CLASS made in accordance with generally accepted accounting principles (GAAP).

D. Program Fees

Pursuant to its agreement with the Board of Trustees, Public Trust charges a management fee for its services that covers all costs related to Michigan CLASS. This management fee is a charge from the Investment Property Value (the daily fee). This daily fee accrues on a daily basis and is paid monthly in arrears and prorated for

any portion of the month in which the agreement is in effect. The daily fee shall be calculated as follows: The Investment Property Value is multiplied by the Applicable Fee Rate and is divided by 365, or 366 days in the event of a leap year, to equal the daily fee accrual. The Investment Property Value shall be based on the prior day's net assets. For weekend days and holidays, the net assets for the previous business day will be utilized for the calculation of fees. The Applicable Fee Rate shall be determined monthly on the first business day of each month and shall be based on the following sliding scale:

\$0 - \$3 billion	0.13% (13 bps)
> \$3 billion	0.12% (12 bps)

E. Additional Information

This Information Statement is designed to provide a general overview of the Michigan CLASS program. Reference should be made to the Participation Agreement for a complete description of the rights and obligations of the Participants. To obtain further information and a copy of the Participation Agreement, please visit www.michiganclass.org/document-center.

Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial

developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Michigan CLASS seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove market risk. Registration with the SEC does not imply a certain level of skill or training. External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.

03/23 Managed by Public Trust Advisors, LLC

CONTACT INFORMATION

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clientservices@michiganclass.org

www.michiganclass.org



HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 11.

Meeting Date: October 9th 2023
Submitted By: Kevin McGrew-Assistant Fire Chief
Prepared By: Peter Stanslawski-Financial Administrator
Agenda Title: Approval of Resolution 231009

RECOMMENDED ACTION:

Peter prepared Resolution 231009 for the Board to approve the addition of Michigan Cooperative Liquid Assets Securities System (Michigan Class) as an approved Investment Option for the Hartford Fire Board, also attached is an information packet about Michigan Class. Chief Harting and myself have reviewed the packet and recommend that the Fire Board Approve this Resolution.

Kevin McGrew
Assistant Fire Chief

Hartford Fire Board

RESOLUTION NO. 231009

RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM AS AN APPROVED INVESTMENT OPTION

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

WHEREAS, Michigan CLASS has over 700 funded participants ranging from the very large to the very small, with nearly \$4.5 billion in shares outstanding, and;

WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording the fire board the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that the Hartford Fire Board approves the Michigan Class Investment Pool as an authorized Investment institution, authorizes the Finance Director to complete the necessary paperwork to enroll in the pool, and approves the addition of Michigan Class to the Investment Policy.

The Foregoing resolution offered by Fire Board Member, Chad Hunt and supported by Fire Board Member Carlos Ledesma.

Upon roll call vote the following voted:

Ayes: Sefcik, Sullivan, Birmele, Hunt, Ledesma

Nays: 0

Chairman Ron Sefcik declared the resolution adopted this 9th day of October, 2023



Ron Sefcik, Hartford Fire Board Chairman

APPROVED

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 11.

Meeting Date: October 9th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Approve the Hire of Steven Lowe as a Probationary Firefighter

RECOMMENDED ACTION:

I am recommending to the Fire Board that we hire Steven Lowe as a Probationary Firefighter; Steve has completed all the required pre-employment task that have been presented to him, Steve holds all the necessary certifications including FF1&2 and Medical First Responder License.

Kevin McGrew
Assistant Fire Chief

Fire Chiefs Report

October 2023

INFORMATION:

1. Meetings Attended:

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

2. Attended Emerging Issues in Emergency Services conference in Frankenmuth.

3. Worked on paperwork needed by the Attorney for the 510C3

4. Bio Care physicals will be Monday October 23rd

Robbie Harting – Fire Chief

Hartford Fire Department

Hartford, MI

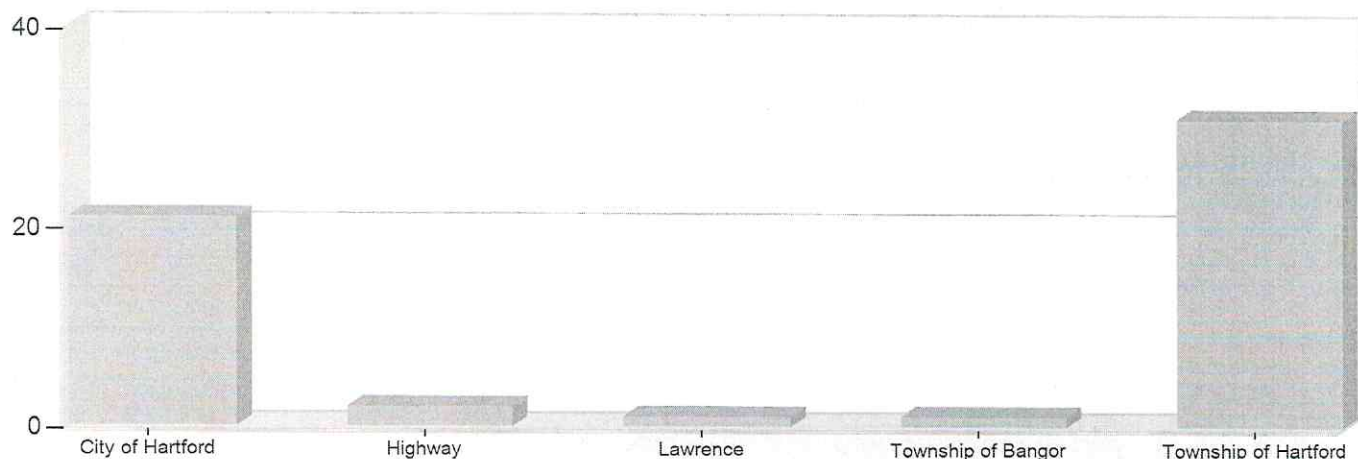
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Item 11.

Incident Type Count per Zone for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023



ZONES	INCIDENT TYPE	COUNT
City of Hartford - Hartford		
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	2
	353 - Removal of victim(s) from stalled elevator	2
	500 - Service Call, other	1
	551 - Assist police or other governmental agency	1
	554 - Assist invalid	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	21
Highway - I 94		
	131 - Passenger vehicle fire	1
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Highway - I 94:</i>	2
Lawrence - Township		
	500 - Service Call, other	1
	<i>Total Incidents for Lawrence - Township:</i>	1
Township of Bangor - Bangor		
	311 - Medical assist, assist EMS crew	1
	<i>Total Incidents for Township of Bangor - Bangor:</i>	1
Township of Hartford - Hartford		
	311 - Medical assist, assist EMS crew	12

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



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Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	321 - EMS call, excluding vehicle accident with injury	7
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	2
	412 - Gas leak (natural gas or LPG)	1
	444 - Power line down	1
	554 - Assist invalid	2
	611 - Dispatched & cancelled en route	2
	651 - Smoke scare, odor of smoke	1
	743 - Smoke detector activation, no fire - unintentional	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for Township of Hartford - Hartford:</i>	31
	Total Count for all Zone:	56

Item 11.

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



Hartford Fire Department

Hartford, MI

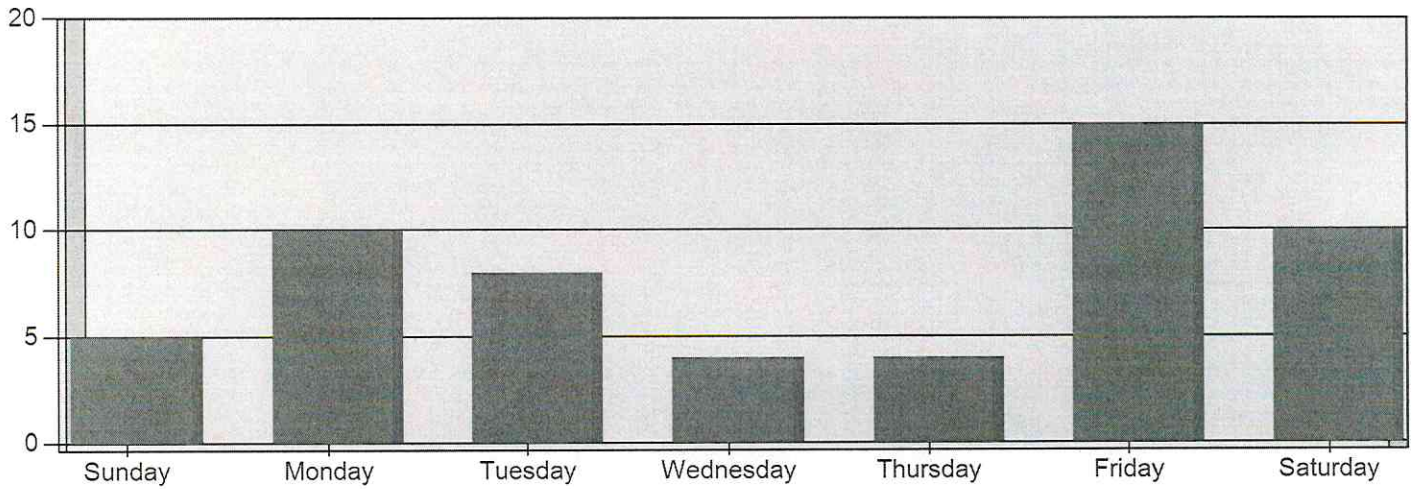
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Item 11.

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 09/01/2023 | End Date: 09/30/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	5
Monday	10
Tuesday	8
Wednesday	4
Thursday	4
Friday	15
Saturday	10

TOTAL

56

Only Reviewed incidents included.

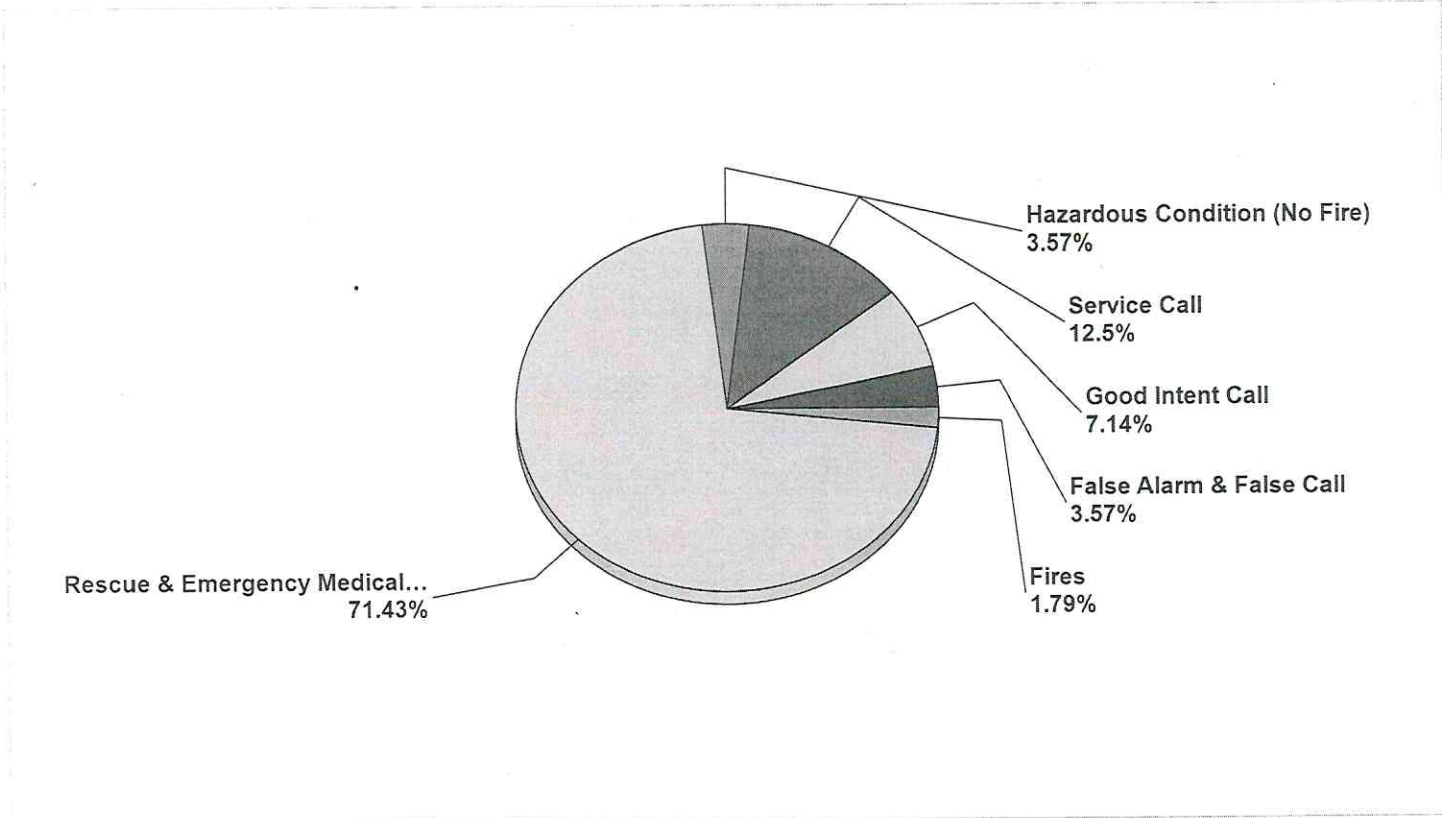


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Page # 1 of 1



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.79%
Rescue & Emergency Medical Service	40	71.43%
Hazardous Condition (No Fire)	2	3.57%
Service Call	7	12.5%
Good Intent Call	4	7.14%
False Alarm & False Call	2	3.57%
TOTAL	56	100%

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

Detailed Breakdown by Incident Type

Item 11.

INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	1.79%
311 - Medical assist, assist EMS crew	25	44.64%
321 - EMS call, excluding vehicle accident with injury	9	16.07%
322 - Motor vehicle accident with injuries	1	1.79%
324 - Motor vehicle accident with no injuries.	3	5.36%
353 - Removal of victim(s) from stalled elevator	2	3.57%
412 - Gas leak (natural gas or LPG)	1	1.79%
444 - Power line down	1	1.79%
500 - Service Call, other	2	3.57%
551 - Assist police or other governmental agency	1	1.79%
554 - Assist invalid	4	7.14%
611 - Dispatched & cancelled en route	3	5.36%
651 - Smoke scare, odor of smoke	1	1.79%
743 - Smoke detector activation, no fire - unintentional	1	1.79%
746 - Carbon monoxide detector activation, no CO	1	1.79%
TOTAL INCIDENTS:	56	100%

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



Incident Count per User-Defined Fields for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	26
2	21
3	9

USER-DEFINED FIELD: Lift Assist (Required)	
No	53
Yes	3

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



Hartford Fire Department

Hartford, MI

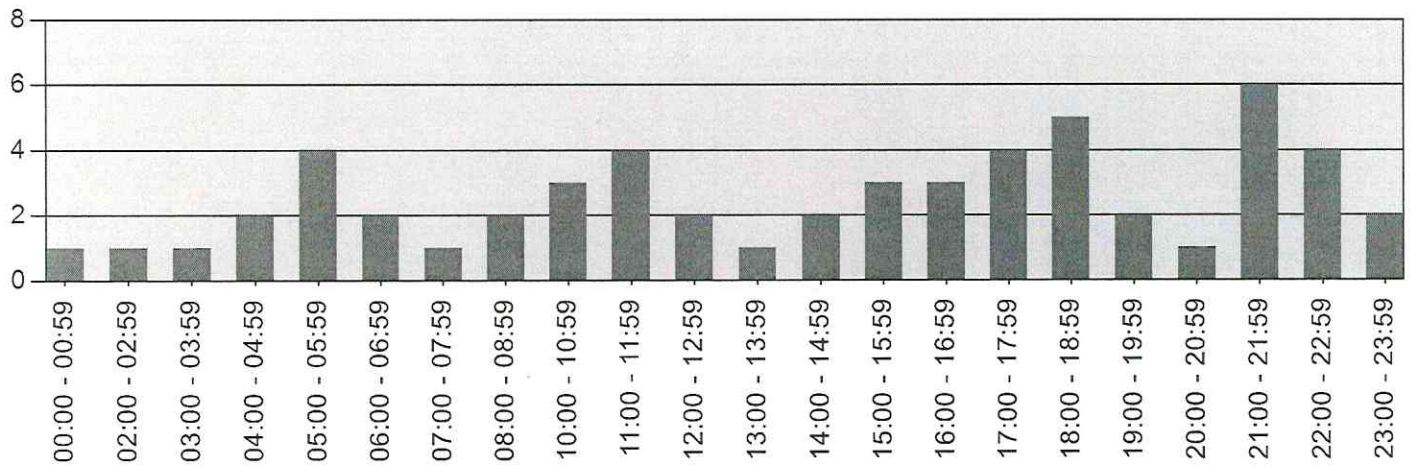
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Item 11.

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 09/01/2023 | End Date: 09/30/2023



HOUR	# of CALLS
00:00 - 00:59	1
02:00 - 02:59	1
03:00 - 03:59	1
04:00 - 04:59	2
05:00 - 05:59	4
06:00 - 06:59	2
07:00 - 07:59	1
08:00 - 08:59	2
10:00 - 10:59	3
11:00 - 11:59	4
12:00 - 12:59	2
13:00 - 13:59	1
14:00 - 14:59	2
15:00 - 15:59	3
16:00 - 16:59	3
17:00 - 17:59	4
18:00 - 18:59	5
19:00 - 19:59	2
20:00 - 20:59	1
21:00 - 21:59	6
22:00 - 22:59	4
23:00 - 23:59	2
TOTAL:	56

Only REVIEWED incidents included.



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Page # 1 of 1



Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 09/01/2023 | End Date: 09/30/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Hartford Fire Department		
Fry, Steven	4	7.1%
Harting, Brandiwyne	10	17.9%
McGrew, Kevin	45	80.4%
VanDeWiele, Cary	8	14.3%
Bodary, Brandon	23	41.1%
Chappell, Mike	3	5.4%
Eastman, Scott	1	1.8%
Flemming, Ryan	1	1.8%
Harting, Robbie	9	16.1%
Hunt, Cole	1	1.8%
Love, Kirkland	1	1.8%
Roberts, Khelun	14	25.0%
Sharpe, Ian	5	8.9%
Weberg, Scott	14	25.0%
Total Incidents for Station Hartford Fire Department	56	
Total Incidents for all Stations	56	

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

Assistant Chief Report

October

Information

- New Policies for Fire Department
- Interviewed/Test for New Candidate
- Submitted documentation to finish out grant
- Parade & Pancake Breakfast
- Fire Prevention Week is Oct. 8-14th
- Car Seat Check Friday Oct 13th
- High School is having a Fall Cleanup Day on Oct 27th-
Fire station will be one of their destinations.

Meetings Attended: City Council Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief



September 2023 Board of Commissioners Activity Report

Administration Address
 219 E Paw Paw Street - Suite 302, Paw Paw, MI 49079
 Website: www.vanburencountymi.gov

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

** Please note: We will no longer be sending the Board of Commissioners Activity Reports via email. Stay up to date with the Board's activity on our [Website](#) or on our [Facebook page](#)!

HIGHLIGHTS

1. **Sheriff Body Scanner** - There was a request from the Sheriff's department to approve the purchase of a body scanner to prevent the introduction of illegal substances into the jail. There has been a significant increase in attempts to smuggle illegal substances into the jail. This poses a high degree of risk to not just inmates but also correctional staff. Full body searches are not allowed unless there is a probable cause or a judicial order, which makes it difficult to find these substances. We believe this machine will help protect the health and safety of all of those in jail as well as reduce our risk of liability. The cost is \$184,500, which includes a highly recommended 5-year warranty. We can utilize \$132,162 from unallocated Marijuana Tax/Fee money. The remaining will come from the Jail Commissary Fund that has received more revenue than expected. The Jail Commissary Fund can be utilized because the scanner will also be used to inspect commissary packages. Note that this is a single quote as they are the only company that sells this brand specific to correctional facilities. All the facilities in the State that have a body scanner use this brand. The Board approved this purchase during the September 12th, 2023, meeting.
2. **2023 – 2024 County Budget** – Public Act 621 of 1978, an amendment to Public Act 2 of 1968, otherwise known as the Uniform Budgeting and Accounting Act, provides a system of unified procedures for the preparation and execution of budgets for units of local government. The County Administrator/Controller received revenue projections and expenditure requests for all County departments. The County Administrator/Controller has reviewed in detail those requests and has recommended a 2023-2024 General Fund Budget, as well as supporting documentation required by Public Act 621. It is the intent of the Board of Commissioners to provide the solvency of County fiscal operations by adopting a General Appropriations Act as required by law. It is the intent of the Board of Commissioners to articulate policy relative to monitoring, maintenance accounting and implementation of the General Appropriations Act as required by law. It is the intent of the Board of Commissioners to continue its allocation for substance abuse services of 40% of the convention facility/liquor tax revenue as required by Public Act 106 of 1985, as amended by Public Act 276 of 2022. A public hearing for the Proposed 2023-2024 Budget was held on August 8, 2023, after due notice was published in a newspaper of general circulation. The 2023-2024 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.4347, Ambulance 0.9324, Roads 0.9721, Public Safety 0.5332, Public Transit 0.2458, Conservation District 0.0991, and Veterans Relief 0.0995. The 2023-2024 General Fund and Non-General Fund Budgets have been apportioned to the various County departments. The Board of Commissioners adopted the General Appropriations Act for all Funds including anticipated fund balances, revenues, expenditures, and budget policies as attached and made a part hereof.

- 3. MDOT Contract 2022-0144/P4** - The Michigan Department of Transportation (MDOT) has provided Agreement NO. 2022- 0144/P4. This contract needs to be digitally signed for MDOT before September 13, 2023. This contract is FY 2023 Section 5339. These funds will be used for up to one bus that has met MDOT's requirements to replace. The cost would consist of \$138,718 from Federal funding and \$34,679 State funding. The Board approved this request at the September 12th, 2023, meeting.
- 4. MDOT Contract 2022-0144/P5** – There has been a request for approval, a resolution, and signatures for MDOT Contract 2022-0144/P5 which provides Federal Section 5311 Capital funding for replacement buses. MDOT has issued this contract for buses to replace aging vehicles in Transit's fleet. The Board approved the request for the approval, a resolution, and signatures for the MDOT Contract 2022-0144/P5 which provides Federal Section 5311 Capital funding replacement buses at the September 26th, 2023, meeting.
- 5. Judge Baillargeon - Regional Veteran's Treatment Court** - Judge Baillargeon spoke regarding the Regional Veteran's Treatment Court. To view his presentation, visit our [Youtube](#) page to watch the livestream!
- 6. September 2023 Claims** – Claims in the amount of \$2,159,344.00 for September 2023 were submitted, reviewed, and approved by the Board of Commissioners during the September 26th Board meeting.
- 7. ARPA VBISD Youth Center** - There was a request for the Board to approve authorization of the use of \$950,000 in ARPA funds for a Van Buren County Youth Center in conjunction with the Van Buren Intermediate School District. There have been numerous discussions on the use of ARPA funds to address youth mental health issues because of COVID. VBISD has worked with Commissioners and other stakeholders to develop a conceptual program. The Board of Commissioners approved the authorization to use \$950,000.00 in ARPA funds for a Van Buren County Youth Center in conjunction with the Van Buren Intermediate School District during the September 26th meeting.
- 8. Local Emergency Planning Committee Member List** - There was a request to approve the updated LEPC/LPT member list. The LEPC/LPT Member List has been updated, removing inactive members, removing members that no longer wish to participate, adding new community members that wish to participate, and establishing alternate voting positions for several members/positions. This was done due to low attendance preventing quorums at LEPC meetings. The Board approved the updated member list for the LEPC/LPT.
- 9. Keeler Township Ambulance Interlocal Agreement** – There was a request to terminate the Ambulance Services Inter-Local Agreement with Keeler Township and amend the VBEMS Ambulance Services Contract to include Keeler Township effective August 21, 2023. Keeler Township has belonged to the Cass/Van Buren Emergency Services Authority who contracted with Pride Care for ambulance services in Keeler Township. Pride Care effective August 21, 2023, discontinued operations in Keeler Township. Keeler Township desires to separate from the Authority and discontinue the inter-local agreement that allows us to distribute millage money to them directly. In its place, Keeler Township has asked us to add Keeler Township to our existing VBEMS contract. Consequently, our millage money for the third quarter will be: July 1, 2023 – August 20, 2023: Pride Care August 21, 2023 – September 30, 2023: VBEMS. The Board approved the termination of the Ambulance Services Inter-Local Agreement with Keeler Township and amend the VBEMS Ambulance Services Contract to include Keeler Township effective August 21, 2023.

- 10. Keeler Township Ambulance VBEMS Service Contract** - There has been a request to amend the VBEMS Ambulance Services contract to expand the geographical service effective August 21, 2023, to include Keeler Township and to terminate the Ambulance Services Inter-Local Agreement with Keeler Township. The local unit of government (Keeler Township) has requested VBEMS to assume ambulance services paid through the Ambulance millage effective August 21, 2023. There will be no gap in ambulance service coverage. The Board approved the amending of the VBEMS Ambulance Services contract to expand the geographical service effective August 21, 2023, to include Keeler Township and to terminate the Ambulance Services Inter-Local Agreement with Keeler Township.
- 11. Budget Adjustments** - The Van Buren County Board of Commissioners recognizes its duty to appropriate funds for County operations. The Michigan Uniform Budgeting and Accounting Act (Public Act 2 of 1968, as amended) provides a system of unified procedures for the preparation, execution, and amendment of budgets for local units of government. Instances of budgetary non-compliance are reported in the County's annual financial statements, and, by extension, to the State of Michigan. The last scheduled Board of Commissioners meeting in September is September 26, 2023. budget amendments for the 2022-2023 fiscal year must be performed by September 30, 2023, which is the last day of the fiscal year. The need for, and the amount of, budget amendments may not be known until the last days of the fiscal year. The Board approved the authorization of the County Administrator and/or the Finance Director to amend the fiscal year 2022-2023 budget as necessary to maintain compliance with Public Act 2 of 1968, as amended.
- 12. Blight Elimination Grant - Round 2** - There has been a request for the Board to accept the Blight Elimination Grant in the amount of \$115,316.00. the Blight Elimination Grant Program through the State Land Bank Authority, awarded \$250,000 to all counties in the first round. In the first round, the Van Buren County Land Bank Authority (VBCLBA) did not utilize all available funding. For round 2, we solicited additional projects for both the remaining guaranteed funding and competitive funding. The following projects were approved for guaranteed funding: 106 South Center Street, Hartford – demolition (fire) 1014 Third Street, Bangor – demolition (fire). The following project was approved for competitive funding: 606 East Washington, Lawton – demolition. The Board approved the Blight Elimination Grant in the amount of \$115,316.00.
- 13. Blight Elimination - Round 3** - There has been a request for the Board to authorize the Treasurer to sign the grant agreement with the Michigan State Land Bank Authority. There have been numerous discussions on the use of ARPA funds to address youth mental health issues because of COVID. VBISD has worked with Commissioners and other stakeholders to develop a conceptual program. All land banks were awarded \$500,000 in round 3 of the state's blight elimination grant program. The VBCLBA would like to proceed with a grant agreement for the funds to be used for eligible projects in the county. The State Land Bank Authority (SLBA) has not yet finalized the criteria for this round of funding. Once that is made available, the VBCLBA will solicit projects and then submit qualifying projects to the SLBA for their approval. Once approved by the SLBA, the projects may proceed. The Board approved the authorization of the Treasurer to sign the grant agreement with the Michigan State Land Bank Authority.
- 14. Sale of Old Ambulance** - There was a request to sell a 1995 Ford Ambulance for one dollar to the Van Buren County Intermediate School District. We would like to sell an old ambulance that we utilized for our dive team. We are requesting that we are allowed to sell this 1995 Ford Ambulance to the Van Buren Intermediate School District for their first responder program. This vehicle is not in a condition to be used by the Sheriff's Office for emergency situations like

water rescue or body recovery efforts. We ask the sale price of this vehicle to be \$1.00. The Board approved the sale of the 1995 Ford Ambulance for one dollar to the Van Buren County Intermediate School District.

- 15.911 Audio Recording Project** - There was a request to proceed with an upgrade of the 911 Audio Recording System. With the completion of the VHF Radio System upgrade project, we have discovered some challenges with our current audio logging system that have created potential liability concerns. These concerns include multiple instances of the recording system failing to record radio traffic on the MPSCS system. While troubleshooting and investigating source causes, it was determined that additional and upgraded equipment is needed to maintain a technologically forward-facing posture. The estimated cost of the project is \$185,000.00. The current 911 Fund Balance has sufficient funds to cover the cost of the project. (\$1,894,193.00). Equature proposal includes 5-year maintenance. If 100% paid up front, we would realize a savings of approx. \$57,000.00 over the course of the 5 years. Quotes from Motorola (radio) & Equature (recording vendor) have been obtained and are attached. The phone vendor, InDigital, has indicated that their cost would be no more than \$5000.00 but would need to verify current equipment prior to a purchase agreement. These are the vendors who are currently utilized by 911 for recording all audio files including phone & radio systems. The Board approved the request to proceed with an upgrade of the 911 Audio Recording System.
- 16. Access & Visitation Grant** - There was a request to approve the SCAO Access and Visitation Service Contract and to authorize the Board Chair to sign on the Board's behalf. For several years, Berrien, Cass, and Van Buren Friends of the Court have filed a joint Access & Visitation grant application to share funds between our counties. The FY24 application has been approved and the contract is available for the Board Chair's signature. This grant provides for supervised parenting time in complex cases. We are working to expand the use of this service in Van Buren County this year. The Board approved the SCAO Access and Visitation Service Contract and authorized the Board Chair to sign on the Board's behalf.
- 17. Opioid Steering Committee - Purchase of Naloxone Kits** - There was a request to purchase 94 Naloxone kits using Opioid Settlement Funds in the amount not to exceed \$10,200.00. The Opioid Settlement Committee has recommended the use of funds for the purchase of 94 Naloxone Safety Kits to be distributed as follows: Public Schools (48), Parochial Schools (6), Cities/Villages (11), Townships (17, Bloomindale Village & Twp Combined), County (12), totaling 94 kits. The kits are designed to be placed in public spaces that can be accessed quickly in the event of an emergency. The use of these monies for this purpose meets the criteria for harm reduction, which is an allowable expense. The Board approved this request.
- 18. Elected Officials Salaries** - There was a request to adopt new salaries for the County Clerk, Treasurer and Register of Deeds to be in alignment with the averages of our comparable counties for an effective date of October 1, 2023. In July, Administration conducted and provided results from a salary study of Elected Official's salaries of our comparable counties. In that survey, it concluded that our County Clerk, Treasurer, and Register of Deeds fell below that average. We are seeking to bring each of those Elected Officials' salaries to be the average and to increase our County Clerk's Election stipend as it hasn't been updated in several years. Clerk: \$85,047.96 and Election Stipend increased from \$2,000 to \$5,000, Treasurer: \$83,661.76, Register of Deeds: \$80,516.66. The Board approved the adoption of the new salaries for the County Clerk, Treasurer and Register of Deeds to be in alignment with the averages of our comparable counties for an effective date of October 1, 2023.

- 19. Juvenile Court RTA Grant** - There was a request for the renewal of the existing Raise the Age (RTA) grant contracts. Juvenile Court has been the recipient of a Raise the Age grant since the legislation changed in 2021. This grant allows reimbursement for any expense related to a youth who receives a new charge after age 17. These include wages / fringes for court staff, court appointed attorneys, driving classes, GED test costs, etc. With the start of the new fiscal year on 10/1/2023, it is being requesting an expedited grant contract signature, so we do not lose any days of grant reimbursement. Signature needs to be completed in the EGrAMS online system. Paper copies attached for reference only. The Board approved the renewal of the existing Raise the Age (RTA) grant contracts.
- 20. Juvenile Court FY23 QLR Grant Amendment** - There was a request for the amendment to the FY23 Quality Legal Representation (QLR) grant contract. this grant contract was previously signed. The amendment is to change Van Buren County from recipient to sub-recipient with no financial changes. Signature needs to be completed in the EGrAMS online system. Paper copies attached for reference only. The Board approved the FY23 Quality Legal Representation Amended grant contract.
- 21. Juvenile Court – QLR & CPLR Grant Contracts** - there has been a request to approve the renewal of the existing Quality Legal Representation (QLR) & Child & Parent Legal Representation (CPLR) grant contracts. Because of timing concerns. Juvenile Court has been the recipient of two MDHHS grants for several years - Quality Legal Representation and Child & Parent Legal Representation. These grants reimburse partial costs of attorneys and a social worker who provide ancillary services to families involved in child protective cases. In line with this court's philosophy of being a resource for Van Buren County families, these interventions have proven effective at preventing removal of children from their homes or an earlier return to their home. services may include establishing paternity or custody, filing for divorce, assisting with domestic violence or landlord tenant issues, helping restore a driver's license, finding housing, completing applications for disability or assistance, resolving contract disputes, and other barriers to permanency for children. Only Van Buren County and Wayne County are pilot counties for these innovative solutions and the State is pleased with our success. Due to many questions and program requirement changes, it has taken a long time to get to the point of contract signature. Signature needs to be completed in the EGrAMS online system. The Board approved the renewal of the existing Quality Legal Representation (QLR) & Child & Parent Legal Representation (CPLR) grant contracts.
- 22. Friend of the Court - CRP Grant Contract** - There was a request to approve the Friend of the Courts Cooperative Reimbursement Program Grant Contract and to authorize the Board Chair to sign the appropriate documents on behalf of the Board. The Friend of the Court is largely funded by the Cooperative Reimbursement Program at a rate of 66%. The previous contract ran from 2017 - 2024 and the current contract is from 2024 - 2028. This contract allows us to bill us for reimbursable expenses. Van Buren County is a combined county, which means our office handles establishment and enforcement. Establishment is a function of the prosecutor's office, so this contract has been signed by Chief Judge Brickley and Prosecutor Zuiderveen. The total grant award is \$10,357,445.06, FY23-24 \$1,881,388.06 FY24-25 \$1,971,804.86 FY25-26 \$2,066,739.28 FY26-27 \$2,166,423.44 FY27-28 \$2,271,088.82. The Board approved the Friend of the Court Cooperative Reimbursement Program Grant Contract and authorizes the Board Chair to sign the appropriate documents on behalf of the Board.

Appointment/Reappointment Requests

1. **Board of Canvasser Appointment** – There was a request to fill the expiring terms on the Board of Canvasser for a 4-year term expiring October 31, 2027. The county committee of each political party is required to submit to the County Clerk no later than September 1st of each odd-numbered year the names of three persons qualified to serve on the Board Canvassers. The County Clerk presents the submitted names to the members of the Board of County Commissioners who are then required to fill each vacant position with one of the three persons nominated for the position. This is a 4-year term expiring October 31st, 2027. Michigan election law stipulates that the Board of County Commissioners must elect the positions “by ballot.” As the Open Meetings Act prohibits voting procedures at a public meeting which prevents citizens from knowing how members of a public body voted, a “secret” balloting process cannot be employed by the Board of County Commissioners when filling the positions. The names submitted by each party are: Republican – Nancy Thomas, Tonya Schuitmaker, Douglas Nelson and for Democrat – Doug Cultra, Nancy Backas, David Goldenberg. After discussion, the Van Buren County Board of Commissioners voted to select Nancy Thomas (R) and Doug Cultra (D) to fill the expiring terms. The Board of Commissioners appoints Nancy Thomas (R) and Doug Cultra (D) to the Board of Canvassers for a 4-year term expiring October 31st, 2027.

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

Dan Staunton



10/23/2023

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
 Repaired all the equipment that required repairing
 Honor Bank painted fire hydrants on Main St.
 Picked up brush.
 Mowed all City property as needed.
 Cutting brush on some city lots.
 Clean restrooms and emty trash cans in park and Main St.

WATER DEPARTMENT

Water turn off	<u>2</u>
Water turn on	<u>1</u>
Water meter repairs	<u>2</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>3</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
 Disconnect water services to buildings being tore down.

MAJOR AND LOCAL STREETS

Cold patching as needed.

SEWER SYSTEM

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

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

Dan Staunton



10/23/2023

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.52</u> ppm
Manganese	<u>0.149</u> ppm
pH	<u>7.2</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1.1</u> ppm
Phosphates	<u>1.4</u> ppm
Flouride	<u>0.7</u> ppm
pH	<u>7.1</u>

Chemicals used

Chlorine	<u>117</u>
Phosphates	<u>203</u>
Flouride	<u>184</u>

Total Lbs

<u>117</u>
<u>203</u>
<u>184</u>

Average Daily Use

<u>3.9</u>
<u>6.7</u>
<u>6.1</u>

WATER PUMPED FOR THE MONTH

Backwash water

<u>5.431</u> Million Gallons
<u>164,000</u> Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

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



**OCTOBER 23, 2023
LIST OF BILLS
FOR FISCAL 2023-2024**

Item 14.

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38274 AMERIGAS	PROPANE FOR CONTROL BUILDING AT WWTP		531.50
38275 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 8/12-9/11/2023		451.40
38276 BEST WAY DISPOSAL INC	WWTP TRASH SERVICE FOR SEPTEMBER 2023	113.62	
	CITY HALL TRASH SERVICE FOR SEPTEMBER 2023	108.68	
	DPW TRASH SERVICE FOR SEPTEMBER 2023	158.08	380.38
38277 CONSUMERS ENERGY	CITY HALL GAS BILL 8/23-9/21/2023	35.14	
	IRP GAS BILL 8/23-9/21/2023	16.00	
	DPW GAS BILL 8/23-9/21/2023	20.25	71.39
38278 EPS SECURITY	ALARM SYSTEM MONITORING SERVICE AGREEMENT 11/1-1/31	459.00	
	IDR ACCESS CONTROL APPROVED AT 6/6/2023 MEETING	2,137.81	
	PRORATED MONTHLY SERVICE CHARGES FOR IDR ACCESS CONTROL	30.80	2,627.61
38279 FRONTIER	DPW LOCAL PHONE 9/25-10/24/23	70.71	
	CASINO LIFT STATION PHONE 9/17-10/16/2023	83.68	
	WWTP INTERNET, PHONE & ALARM 9/13-10/12/2023	297.08	
	IRP INTERNET 9/16-10/15/2023	59.98	
	IRP LOCAL PHONE 9/19-10/18/2023	75.21	586.66
38280 HARRIS CON AG, INC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #2		303,298.01
38281 INDIANA MICHIGAN POWER	SEPTEMBER 2023 ELECTRIC BILLS		5,879.47
38282 TOM NEWNUM	CLEAN CITY HALL 9/13/2023	50.00	
	CLEAN CITY HALL 9/22/2023	50.00	
	CLEAN CITY HALL 9/27/2023	50.00	
	CLEAN CITY HALL 10/4/2023	50.00	200.00
38283 PLUMMER'S ENVIRONMENTAL	DSMI PROJECT (DWAM/LEAD & COPPER GRANT) DRAW #5		4,626.00
38284 TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 9/18/23 (ANIONS & ALKALINITY)		90.50
38285 VISION SERVICE PLAN	OCTOBER 2023 VISION INSURANCE		129.83
38286 WALTER L. DE VISSER, SR.	MECHANICAL PERMIT CH23010 - 523 W MAIN ST		170.00
38287 ANDREW WARNER	18.5 HOURS AS OPERATOR AT WWTP (8/18-9/17/2023)		925.00
38288 WIGHTMAN & ASSOCIATES, INC.	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	25,587.47	
	PROJECT 212081 - E LINDEN & CLARK ST	9,116.20	34,703.67
TOTAL OF CHECKS ALREADY WRITTEN		\$	354,671.42
38289 ABONMARCHE	PROFESSIONAL SERVICES FOR CLARK & LINDEN PROJECT		552.50
38290 AMERIGAS	PROPANE FOR WWTP LAB		165.36
38291 AUTO WARES GROUP	COMPRESSOR OIL FOR WWTP		6.99
38292 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 9/25/2023 - 3 HOURS	75.00	
	CLEANING AT CITY HALL & POLICE STATION ON 10/13/2023 - 2.5 HOURS	62.50	137.50
38293 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR OCTOBER 2023		377.34
38294 COAST TO COAST SOLUTIONS	200 COPS & COMMUNITY NITE PENCILS FOR POLICE STATION MARKETING		225.70
38295 THE CURCIO LAW FIRM	LEGAL SERVICES 9/2/2023 THROUGH 9/29/2023		1,152.00
38296 DETROIT SALT COMPANY	EARLY ROAD SALT DELIVERY - 50.61 TONS		3,329.13
38297 FRONTIER	LIFT STATION PHONE 10/7-11/06/2023		56.37
38298 GAGE MOTORS	OIL CHANGE ON 2022 POLICE FORD EXPLORER		49.99
38299 HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR NOVEMBER 2023		4,166.67
38300 HARTFORD FIRE BOARD	NOVEMBER 2023 CONTRACTUAL PAYMENT		10,589.57
38301 HARTFORD LIONS CLUB	2023 CHRISTMAS DECORATIONS IN THE PARK - FROM CITY		1,000.00
38302 HUNGERFORD NICHOLS	FISCAL 2022-2023 ANNUAL AUDIT - PROGRESS BILL #2		8,600.00
38303 INSITUFORM TECHNOLOGIES USA, INC	PAY REQUEST DRAW #5 - WASTEWATER COLLECTION IMPROVEMENTS PROJECT		17,548.39
38304 JP COOKE	"RECEIVED" DATE STAMP FOR POLICE DEPT		54.75
38305 J.S. BUXTON	2600 GALLONS OF BULK LIME SLURRY FOR WWTP		1,625.00
38306 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR SEPTEMBER 2023		555.12
38307 KROHN EXCAVATING, INC	CONSTRUCTION PAY ESTIMATE #7 - CLARK & LINDEN ST PROJECT		657,988.38
38308 L.D. DOCSA ASSOCIATES, INC	PAY REQUEST DRAW #5 - WASTEWATER COLLECTION IMPROVEMENTS PROJECT		111,107.77
38309 MI MUNICIPAL TREASURER'S ASSOCIATION	ANNUAL MEMBERSHIP RENEWAL FOR TREASURER - PAM SHULTZ		99.00
38310 MICHIGAN AGRIBUSINESS SOLUTIONS	88,000 OF BIOSOLID LIQUID LAND APPLICATION FROM WWTP + FUEL SURCHARGE	5,494.72	
	112,000 OF BIOSOLID LIQUID LAND APPLICATION FROM WWTP + FUEL	7,181.44	12,676.16
38311 MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP 12/1/2023 THROUGH 11/30/2024		2,600.00
38312 JOANNE NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 9/25/2023 - 3 HOURS	75.00	
	CLEANING AT CITY HALL & POLICE STATION ON 10/13/2023 - 2.5 HOURS	62.50	137.50
38313 PAJAY, INC	PAY REQUEST DRAW #3 - WASTEWATER COLLECTION IMPROVEMENTS PROJECT	241,227.90	
	PAY REQUEST DRAW #4 - WASTEWATER COLLECTION IMPROVEMENTS	444,318.50	685,546.40
38314 JEFFREY PUTNIK	BALANCE OF WATER DEPOSIT REFUND FOR 103 N CENTER ST		91.48
38315 PVS TECHNOLOGIES, INC	3000 GALLONS FOR FERRIC CHLORIDE FOR WWTP		7,802.10
38316 PAM SHULTZ	MILEAGE AND MEAL REIMBURSEMENT FOR TREASURER'S FALL CONFERENCE		
	IN TRAVERSE CITY, MI - SEPT		279.10
38317 ANGELA STORY	ASSESSING SERVICES FOR OCTOBER 2023		1,283.33
38318 TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING - 10/2/2023 (ANIONS & ALKALINITY)		90.50

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

BONDS								
AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
CD'S								
\$ 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	\$	202,475
\$ 200,000.00	CD	HONOR CU	9/21/2023	13 MONTHS	5.00%	10/21/2024	\$	200,192
MUTUAL FUNDS								
\$ 250,000.00	MF	TCF FA	8/11/12	L-T	VARIABLE			
\$ 103,000.00	MF	TCF FA	2/15/11	L-T	VARIABLE			
\$ 50,000.00	MF	TCF FA	6/15/11	L-T	VARIABLE			
\$ 105,000.00	MF	TCF FA	10/28/11	L-T	VARIABLE			
\$ 53,896.00	MF	TCF FA	2/27/11	L-T	VARIABLE			
\$ 74,154.00	MP	TCF FA	5/26/12	L-T	VARIABLE			
\$ 76,493.11	MF	TCF FA	11/6/12	S-T	VARIABLE			
\$ 114,476.00	MF	TCF FA	12/21/13	S-T	VARIABLE			
\$ 100,000.00	MF	TCF FA	2/20/13	S-T	VARIABLE			
AT MARKET		TCF SHORT-TERM MUTUAL FUND				TRANSFER OUT	\$ 333,528.43	\$ -
		TCF LONG-TERM MUTUAL FUND				TRANSFER OUT	\$ 1,062,200.17	\$ -
\$ 1,397,648.70		TRANSFER IN	12/14/2021	L-T	VARIABLE			
\$ (775,000.00)		TRANSFER OUT	6/23/2023	L-T	VARIABLE			
		STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)					\$	483,881
		TOTAL INVESTMENT AT MARKET VALUE					\$	1,054,748
		AS OF SEPTEMBER 30, 2023					\$	1,054,748

*THIS IS AN INCREASE OF \$184,841.00 FROM LAST QUARTER
 ADDED \$200K CD AT HONOR CU SO ACTUALLY A DECREASE OF \$15,159.00 FROM LAST QUARTER

10/23/23 Council Report
Linnea Rader, Interim City Manager

Happy October! We have had another great month at the City. Here is my update for the month:

- Rebecca Senard will be starting as our Deputy City Clerk and Administrative Assistant on October 23, 2023. At this time, her normal working hours will be noon to 5pm, Monday through Friday. Please help us welcome her to the City!
- Gustavo Medrano will be starting as a full-time Police Officer on or around November 6, 2023. He will be training for several months before he's completely on his own. We believe he will be a wonderful asset to the City.
- The prior City Manager had concerns relating to the Reserve program within the City. I've worked with our insurance company to find out the concerns and get them addressed. At the time of this meeting, I will have met with the Reserve officers to go over the proposed program to get their insight and then should have the final draft ready for Council in November.
- As discussed in a prior Council meeting, in order for an Ordinance Officer to be armed and in uniform, they must be an MCOLES certified police officer. I'll be working with our police department over the next few months to see how we can best meet the City's needs.
- We had a public information meeting with Hartford Township and the County Health Department on October 16, 2023 regarding the water main extension into the Township for the areas affected by PFAS. Very few residents impacted by the project attended. Wightman and the Health Department and Township will continue attempting to provide information to residents about the project. At this time all residents have received three mailings regarding the project and had the opportunity to attend two meetings to ask questions. In addition, representatives from the Township, Health Department and Wightman have gone door to door to try to make contact with any impacted property owners who have not signed up for the program.
- At the time of typing this report, I've read and am ready to execute the City's agreement with SAFEbuilt. I will be signing and returning the contract prior to the October 23, 2023 meeting. By the time of the meeting, I hope to have an effective date as to when they will take over services for the City.
- I've requested an update from Cross Excavating and Demolition for the scheduled demolitions of two properties within the City. Hopefully by the time of the meeting I will have a proposed time frame to share with Council.



City of Hartford
Project Updates
October 17, 2023

Project: E. Linden & Clark Street
Project Budget: \$2,180,250
Funding: MEDC WRI Grant - \$1,860,400
 City - \$319,850
Contractor: Krohn Excavating, LLC
Award Amount: \$1,697,980.20; current contract with Contract Modifications - \$1,753,538.45
Scope: Complete reconstruction of E. Linden Street and Clark Street from Spaulding Street to Olds Avenue including new water main, sanitary sewer, storm sewer, concrete curb and gutter, and sidewalks. The grant is intended to cover 100% of construction costs. The local match covers engineering and the replacement of lead or galvanized water services on private property (MEDC won't fund those). There were 11 services with lead goosenecks encountered and Dan is coordinating replacements.
Schedule: All work including the added sewer work on Spaulding Street has been substantially completed. The contractor is working on the punch list items. The original contract completion date was 08/25/23, but was extended to 10/13/23 to account for delayed sewer work and added sewer replacement on Spaulding Street.
Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082

Project: S. Municipal Parking Lot Resurfacing
Project Budget: \$120,000 for the parking lot (Yemi was doing some streetscape improvements as well so it may be higher than this)
Funding: USDA Rural Business Development Grant (not sure of the amount as Yemi managed this one) and City funds (\$99,000)
Contractor: Compton, Inc.
Award Amount: \$100,329.00; Final Construction Contract \$98,316.29
Scope: Extend storm sewer to one building, mill and resurface the parking lot, and stripe the parking lot.
Schedule: The parking lot resurfacing has been completed. Contract completion was 06/02/23. There are likely some close-out items to be completed with USDA but Wightman was not involved with the grant administration.
Wightman Project Manager: Brian Holleman, P.E., bholleman@gowightman.com, 616-890-4011

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

Schedule: We have obtained permission for inspections from 165 out of 170 properties. On approved addresses, Plummers has completed 155 interior inspections and 148 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 24 out of 101 so far). Contract completion was originally 09/30/22, but it has been challenging for the City to obtain permission from owners for the interior and private property investigations. Once this is completed, the update to the Water AMP must be completed by 05/01/24.

Wightman Project Manager: Brian Holleman, P.E., bholleman@gowightman.com, 616-890-4011

Project: Lead Service Line Replacements (LSLR) & Water System Improvements
Project Budget: Estimated \$12.1M
Funding: EGLE DWSRF
Contractors: TBD
Award Amount: TBD
Schedule: The goal of this project is to replace all of the lead service lines within the City’s system, replace select water main, paint the tower, and minor water plant improvements. The Project Plan was submitted on June 1, 2023. The City scored 80 out of 100 points but fell just outside the fundable range (85 was the cutoff). An Intent to Apply (ITA) for FY25 funding is due 11/01/23. The current scope includes all capital projects from the CIP through 2030 including distribution system replacement, work at the IRP, and painting of the tower, bringing the preliminary estimated cost to \$12.1M. The City’s status of Significantly Overburdened creates an optimistic opportunity for grant dollars toward this effort. We believe we may be able to get another 5 or 10 points.

Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159

Project: SRF Wastewater Project
Project Budget: \$4,695,500
Funding: EGLE CWSRF – Loan: \$3.3755M + \$372,500 = \$3.748M at 2.125% for 30 years;
Grant: \$575,000 + \$372,500 = \$947,500

Contractors:

- A. WWTP – LD Dosca Associates: Construction of an equalization tank, installation of a ferric chloride day tank and piping, replacement of a polymer mixer, effluent launder covers, leveling equipment, lift station rehabilitation, pavement replacement.
- B. Force Main & Gravity Sewer – Pajay, Inc.: 8” and 10” force main replacement, 8” sewer siphon replacement, 8” and 10” gravity sewer replacement
- C. Sewer Lining – Insituform Technologies USA, LLC: Lining 8”, 15”, 16”, and 18” sewers.

Award Amounts:

- A. \$1,267,799.60; pending contract amount of \$1,310,725.62 for WWTP additions
- B. \$1,749,790.00; pending contract amount of \$1,692,892.00 due to elimination of Spaulding
- C. \$701,935.80; pending contract amount of \$703,335.00 for additional manhole linings

Schedule:

- A. Waiting on equipment to be delivered (control panel, actuated gate, mixers, etc. for the EQ tank). Final completion was 10/15/23 but an extension of time is forthcoming.
- B. They are finishing up the force main along CR 372 and that should be completed by 10/20/23. After a theft, the directional drilling encountered obstructions and took longer than anticipated but is complete now. There was difficulty sourcing a supplier for the siphon manhole components. The bore and jack beneath the railroad was evaluated to determine if it could be converted to gravity but was deemed infeasible. Pajay is waiting for HDPE to PVC connectors to come in. Final completion was 10/15/23 but an extension is forthcoming.
- C. Pipelining and manhole lining are both completed. An additional four manholes are going to be lined. Final completion was 10/15/23 but an extension is forthcoming.

Wightman Project Manager: Andrew Rudd, P.E., arudd@gowightman.com, 269-364-1664; Mary Nykamp, P.E. for the WWTP work, mnykamp@gowightman.com, 269-209-6406

Project: Hartford Township Water Main Extension (PFAS)
Project Budget: \$2,970,800
Funding: EGLE C2R2 Grant - \$2,970,800
Contractors: Harris ConAg, LLC
Award Amount: \$2,137,854.00
Schedule: The preconstruction meeting was held on 08/30/23. Most of the water main north of Red Arrow Highway has been installed (Pinery, Prospect, and 56th Avenue) and testing of the mail is scheduled for the week of 10/23/23 with services to follow. We continue to communicate with residents (05/02/22, 07/13/22, 11/15/22, and 09/06/23) and hope to get more to sign up. An open house for the project was held on 09/16/23. Final construction completion is scheduled for August 30, 2024.

Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159

Serving the Great Lakes Region with offices in Michigan and Indiana



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: October 23, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Search

RECOMMENDED ACTION:

I am encouraged by the number of candidates that have applied for the City Manager position.

Due to the timing of the upcoming election and the potential meeting schedule, I request that City Council move their November meeting from November 20th to November 27, 2023.

This will allow City Manager candidates to meet and interview the Council members they will be working with.

Following the oath of office for new Council members on November 27, Council will move forward with the candidate selection for the City Manager. Interviews will potentially be scheduled for the first or second week of December.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Tibbs to approve the agenda as amended to include discussion about the railroad crossing on North Center Street.

Motion carried 6 – 0

Guests:

- Lori Antkoviak, Safe Harbor Children’s Advocacy Center – Provided information on the new Hartford Office on County Road 687 within in the Department of Health and Human Services, Social Services Building and provide court support children who have been victims of server physical or sexual abuse. The new office opened in February. Looking for Volunteers to work & speak up for children in Van Buren County. Non-profit organization, first two years funded by County Board of Commissioners.
- Brad Geesaman, Hartford Public Schools – Big Thank you to Mayor, Police Department & Fire Department for assistance in directing traffic & working the construction area getting kids in and out safely around Spaulding, Clark & Linden Streets. Provided information on the upcoming 3.3 million bond proposal to maintain the district, and the importance of voting yes for this funding to replace boilers, plumbing, windows and parking lots.
- Marcos Flores & Dora Cavasos, Community Hispanic Advocates, Thanks were expressed to Council for allowing the September 16th Hispanic Heritage Festival event in Ely Park. Angelica Mireles & Christina Mireles were presented a Certificate of Appreciation to acknowledge their hard work on the Hispanic Heritage Festival.

Public Comment:

- Mark Little, North Maple, Candidate for City Commissioner, comments regarding Employees, and Commissioners accountability.
- Charline Sikes, North Maple, comments regarding Candidates accountable for actions and character.
- Mike Menck, 38 Mairon Ave, working to make the meet the candidate night event and asking for the Interim Manager to mediate. Asking for Commissioner Beltran to reimburse the City for attorney fees he incurred on behalf of the City Commission
- Joe Truman, Zip Cannabis requesting the Council amend the marijuana ordinance to allow the word cannabis in their signage and also requesting a license to allow an outside consumption area at their establishment.

Communications:

- Notice of Public Hearing – Planning Commission October 9, 7:30pm review changes to Planning Commission & Zoning Board of Appeals Ordinance.
- Van Buren County Road Commission has a Hiring Event, September 26 open interviews.
- Knights of Columbus Tootsie Roll Drive October 6 – 8, 2023 in front of Harding’s.
- Comcast Notice of Program Changes
- Hartford Chamber After Hours Event at Safe Harbor Children’s Advocacy Center Wednesday. September 27
- Concisions Discipline Speaker Series Event October 18 in partnership with Tri-County Head Start at Area Agency on Aging in St Joseph

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

- Notice of Public Hearing – AEP, Michigan Public Service Commission October 12
- Absent Voter Ballots are available to Registered Voters for the November 7, 2023 General Election

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

- Van Buren Conservation District August 2023 Program Update –
- Planning & Zoning Public Hearing October 9, 2023 – Planning Commission & Zoning Board of Appeals Ordinance
- A. **Police & Ordinance** – Chief Prince – Report on file. Short staffed due to illness in the department, Traffic Control around the School & Construction on Clark, Linden & Spaulding; Chief is going to be out for training & vacation; Lt. Ivy has been working with evidence coordination, risk management ordinances & policies; working on a dog bite complaint, where the dog has bit several officers & a citizen; thanks to Lt Ivy on apprehending & assisting the Sheriff’s Department; new recruit will be starting before the end of October. Council was appreciative for their service to the community; Police Department will be taking over Ordinance Enforcement.
- B. **Fire Department** – Ron Sefcik, Chairman of the Fire Board, four new policies’ have been adopted; 2023 audit is complete will be reviewed by Fire Board at their October meeting; an Attorney has been hired to set up 501c 3 status; waiting on second quote for the addition to the storage barn. Assistant Chief McGrew – Report on file – averaging 5-minute response time; Annual Pancake Breakfast & Lighted Parade night before the Pancakes this weekend; Drive through flu clinic past Friday, had about 20 participants; car seat check October 13 partnering with Bronson; Assistant Chief McGrew applied for a Michigan Fire Equipment Grant that was awarded to the City

Motion by Commissioner Dockter, supported by Commissioner Tibbs to accept the \$20,000 MIFEG Grant that was awarded to the City for the Fire Department.

Motion carried 6 – 0

- C. **Ambulance** – Ambulance report has to figure out how to report for each municipality, current software reporting is for all of Van Buren County. New Ambulance Rig will be stationed in Hartford.
- D. **Van Buren County** – Mike Chappell – Early Voting Grant authorized & submitted to the State; Use of County Property by several organizations was approved; authorized 8 new patrol cars.
- E. **Public Works** – Staunton, not in attendance; Report on file; Water Tower communication controller is not working, Department Staff has had to monitor the water levels every three to four hours. Gasvoda has proposed that it may have been caused by a power surge, cost to replace estimated to be \$15,000; As the water extension project begins there will be a PFAS informational meeting on Monday October 16, at VBISD Conference Center to provide residents additional information on connecting to the system.
- F. **Wastewater Treatment Plant** – Report on file; Continuing property clean up and construction projects.
- G. **Treasurers, Investment & List of Bills** – Shultz not in attendance; \$982,165.01 List of Bills
- H. **City Manager** – Report on file – Out due to illness last week, Letter of Support sent to Hartford Township new Building Project; A customer experienced damage to property during the Clark & Linden project, the requested compensation has been issued; Hiring a full-time police officer also looking for part time officer; water grant/loan application to the State was not approved; interviews for the deputy clerk are complete and an offer of employment was made; request to be the moderator of meet the candidate forum, Council did not have any objection; working with union representatives over police departments & City concerns;

Administrative Salary employee Pay Structure Discussion: Pay structure for Clerk & Treasurer but not quite ready to present the information., Interim Manager opened up for Council discussion, Commissioner Dockter not happy with part time office hours and wants to work towards having staff to re-open to full time hours. MML salary survey available for Councils review, proposed salary

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

adjustments & stipend would cost about \$13,000 adjustment to budget. Clerk & Treasurer have been putting in additional hours per week beginning Januarys thru July since the beginning of the year.

Motion by Commissioner Miller, supported by Commissioner Danger to accept the salary amendment for the City Clerk & City Treasurer within the memorandum from the Interim Manager and provide the onetime stipend for the City Clerk & City Treasurer as recommended by the Interim Manager

Motion carried 6 – 0

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the August 28, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Motion by Commissioner Tibbs, supported by Commissioner Danger, to approve the minutes of the August 30, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Approval of Reports:

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

Motion carried 6 – 0

Motion by Commissioner Danger, supported by Commissioner Miller, to approve the September 25, 2023 list of bills in the amount of \$982,165.01

Motion carried 6 – 0

Goals/Objectives: None Discussed

Old Business:

- Discuss & Consider City Manager Search – Review Forms & Process
 - Adverting campaign has started on the radio, ad in newspaper, posted on various news outlets & job list serves, to Facebook & ad sent to surrounding local governments. Applications accepted through October 13.
 - Interim Manager recommends either a committee to pre-screen candidates or the manager pre-screen. Council preferred to have applications pre-screened and recommendations made by the Interim Manager.
 - The Interview process & questions to ask each candidate. It is recommended the Interim Manager asks all the questions so the Council can listen and focus on the answers.
 - Interview Evaluation Form for each candidate to be filled out after the interview.
 - Reference check and conditional offer of employment. Commissioner Tibbs would like to have a site visit from the candidate's area before they are hired along with the bank ground check.
 - The draft contract has been reviewed by the City Attorney if there are changes please have them to the Interim Manager before the interview process starts.
 - Working on an Evaluation Form & evaluation process after hire.
 - Interview Scheduling

- Discuss & Consider – 106 South Center Street Demolition Proposals –

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

Motion by Dockter, Supported by Tibbs to award the 106 South Center Street Demolition to Cross Excavating in the amount of \$49,070.50 as presented.

Motion carried 6 – 0

Discussion: Bids came in over the grant amount. The proposal assumes there is asbestos present. The County Treasurer gave a recommendation to seek additional asbestos studies to rule out asbestos which would save on disposal costs. The amount of the grant to cover costs of demolition is about \$39,000

- Discussion North Center Street Railroad Crossing: Commissioner Tibbs concerned about the condition of the North Center Street Railroad Crossing. Mayor Hall has been in contact with the owner. They are anticipating additional rail traffic. The Railroad has received grants to upgrade the crossing.

New Business:

- Discuss & Consider – Crossing Guard Program

Motion by Commissioner Miller, supported by Commissioner Dockter to approve the agreement with Hartford Public Schools to provide Crossing Guards as presented. .

Motion carried 6 – 0

Discussion: Updated agreement includes up to 2 hours a day to cover school crossings & raised the wage to \$13.00 per/hour.

- Discuss & Consider – City of Hartford Employee Handbook Amendment

Motion by Commissioner Dockter, supported by Commissioner Miller to amend the City of Hartford Employee Handbook to offer part time employees benefits as presented.

Motion carried 6 – 0

- Discuss & Consider Building Code Official

Discussion: Council has three options; 1. appointed interim building official Garrett Reitneour submitted a proposal at a cost of 50/50% permit fee split and City would be responsible for paying all inspections. 2. Safe Built submitted a proposal at a cost of 100 %. Permit fees. 3. Issue a RFQ to see what other options exist for building official and inspections services. The building department must be self-sufficient. Safe Built uses local inspectors, permit fees will need to be raised with an additional 10% for administration fees to the City to cover it's costs. .

Motion by Commissioner Miller, supported by Commissioner Docker, to accept the proposal from Safe Built and authorize the Interim Manager to work with the City Attorney to negotiate a one year contract that includes adding 10 % administration fees to the overall proposed building permit fees.

Motion carried 6 – 0

Motion by Commissioner Tibbs, supported by Commissioner Danger, to authorize the Interim Manager to negotiate with the Interim Building Inspector for services provided. .

Motion carried 6 – 0

- Discuss & Consider Clark & Linden Street Contract Modification 2 & 3

Motion by Commissioner Miller, supported by Commissioner Tibbs, to approve Contract Modifications 2 & 3 for the Clerk & Linden Streets Contract as presented.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

Motion carried 6 – 0

- Discuss & Consider Stripping Parking Lots, Streets & Crosswalks

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the proposal from Ace Parking Striping in the amount of \$17, 547.50.

Motion carried 6 – 0

Discussion: Mayor Hall would like to wait until spring; it is recommended by the Interim City Manager & Police Department that it be done before winter due to safety concerns.

- Discuss & Consider Request from Zip Cannabis

Motion by Commissioner Miller, supported by Commissioner Sullivan, to deny Zip Cannabis request to allow for name “Zip Cannabis” to be on the exterior signage. .

Motion carried 6 – 0

Discussion: Interim Manager & City Attorney has recommended amending the marihuana ordinance to remove this rule. Ordinance will need to go to the Planning Commission for their recommendations.

Motion by Commissioner Miller, supported by Commissioner Tibbs, to deny Zip Cannabis request to amend the City’s Marihuana Ordinance to issue a license for a designated consumption area.

Motion carried 6 – 0

Discussion: Council was not opposed to amending the ordinance to allow Cannabis on signage and options for licensing for a designated consumption establishments not currently allowed under the ordinance.

- Discuss & Consider Early Voting Agreement

Motion by Commissioner Tibbs supported by Commissioner Danger, to approve \$1,500 to Van Buren County for furnishing the Early Voting Site. .

Motion carried 6 – 0

- Discuss & Consider Lions Club Request

Motion by Commissioner Miller, supported by Commissioner Danger, to partner with the Hartford Lions Club to decorate with Christmas Lighting in Ely Park in the amount of \$1,000.00.

Motion carried 6 – 0

- Discuss & Consider MML Pool Director Election

Motion by Commissioner Miller, supported by Commissioner Tibbs, to not cast a vote for incumbent candidates for director elections of MML.

Motion carried 5 – 1 (Dockter)

Resolutions, Ordinance, Proclamation’s:

- Discuss & Consider – Resolution 2023 – 024 – Excessive Force Policy

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

Motion by Commissioner Miller, supported by Commissioner Hall, to adopt resolution 2023 – 024 Excessive Force Policy as presented.

Motion carried 6 – 0

- Discuss & Consider – Resolution 2023 – 025 Early Voting Agreement

Motion by Commissioner Miller, supported by Commissioner Tibbs, to adopt resolution 2023 – 025 Early Voting Agreement as presented.

Motion carried 6 – 0

Discussion: The Agreement spells out joining other jurisdictions in Van Buren County, providing the Early Voting Site and charge backs to community's to provide Early Voting to Van Buren County registered voters. Estimated cost for labor to the City would be about \$1,200 cost per/election. Charges for equipment & consumables are split evenly by the 22 participating jurisdictions. Labor will be split by 1st 50% of total cost per/22 jurisdictions and the other 50% by number of voters (City would be 3%).

- Discuss & Consider – Ordinance 332-2023 Amending Chapter 110.01 Regulating Garage Yard, Basement & Private Sales

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adopt Ordinance 332 – 2023 Amending Chapter 110.01 Regulating Garage Yard, Basement & Private Sales as presented.

Motion carried 6 – 0

- Discuss & Consider – Ordinance 333-2023 Amending Chapter 110.03 Regulating Private Places, Peddlers Solicitors

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Ordinance 333 – 2023 Amending Chapter 110.03 Regulating Private Places, Peddlers Solicitors as presented.

Motion carried 6 – 0

- Discuss & Consider – Ordinance 334 – 2023 Title XCI Prohibit Housing Discrimination

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to adopt Ordinance 334 – 2023 Title XCI Prohibit Housing Discrimination

Motion carried 6 – 0

- Discuss & Consider – Amendment to Ordinance 51 & 52 Water/Sewer Discounts – First Reading

Discussion: Current ordinance does not address customer disputes, leaks, and lawn meter discount program.

- Discuss & Consider – Ordinance no. 337 - 2023 Amendment to Chapter 93.01 & 93.02 Fire Code– First Reading

Discussion: Fire Department has reviewed the proposed ordinance.

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Sullivan, to adjourn the meeting at 10:15pm.

County of Van Buren, State of Michigan, 19 West Main St, Hartford, MI 49057

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CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
SEPTEMBER 25, 2023

Item 19.

Motion carried 4 – 2 (Dockter, Tibbs)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

Roxann Isbrecht

From: Ramon Beltran <rb38992@yahoo.com>
Sent: Tuesday, September 26, 2023 8:19 PM
To: Roxann Isbrecht; John Miller; City of Hartford Manager
Subject: Resignation of City Commission seat

RECEIVED
SEP 27 2023
CITY OF HARTFORD

Effective immediately I will be resigning from my position as City Commissioner. Due to my recent health issues I am not able to perform the duties of the position, at this time. I wish you and the city all the best for the future. If you have any questions feel free to give me a call. I will return any property belonging to the city at my earliest convenience.

With best regards,
Ramon Beltran

[Sent from Yahoo Mail on Android](#)



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: October 23, 2023
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Commissioner Beltran Resignation

RECOMMENDED ACTION:

Charter States:

VACANCIES IN OFFICE Section 3.11

The office of any Commissioner or Mayor shall become vacant if, before the expiration of the term of such office, any of the following events occur:

- A. A vacancy is created pursuant to law.
- B. Death.
- C. The effective date of a written resignation.
- D. Ceases to reside in the City of Hartford.
- E. Misses either four (4) consecutive regular meetings of the Commission or twenty-five percent (25) % of all meetings, regular or special, in any calendar year, unless said absences are excused by majority vote of the Commission and the reasons therefore entered in the proceedings of the Commission.
- F. After a finding of misconduct, misfeasance or malfeasance directly related to or connected with performance of official duties constituting willful or intentional neglect, gross negligence or failure to discharge the duties of the office. Such a finding shall be made by not less than 2/3 majority vote of the total membership of the Commission, after a due process hearing has been held with prior written notice of findings. The Mayor shall be presiding officer at the hearing.

FILLING OF VACANCIES Section 3.12

If a vacancy occurs, as set forth in Section 3.11, the vacancy shall be filled as follows:

- A. The remainder of that term of office shall be filled by the City Commission by majority vote within sixty (60) days.
- B. In the event three or more vacancies exist simultaneously, irrespective of when the next election is scheduled, a Special Election shall be held as soon as possible to fill all existing vacancies.

The November 7, 2023 Election is in less than 60 days at the time of vacancy, Council can choose not to fill the vacant seat.

9/20/2023

Mayor Hall and City Council
City of Hartford
19 W. Main # 1
Hartford, MI 49057

RECEIVED
SEP 21 2023
CITY OF HARTFORD

Dear members,

Please accept this letter as formal notification that I am resigning from my position as trustee for the Hartford Public Library, effective September 12, 2023.

It has been a pleasure working with the library board these past several years and I am grateful for having had the opportunity to contribute to the library's mission and proud to have served the community of Hartford.

I wish the library continued success and wish to stay in touch in the future.

Sincerely,
Susan Hall
Trustee
City of Hartford



CITY OF HARTFORD APPLICATION FOR COMMERCIAL MEDICAL MARIHUANA FACILITY

Submit seven (7) copies of completed application and all the required materials to the City Clerk.

Application for (Check One):

- New permit for Commercial Medical Marihuana Facility ('CMMF')
- Renewal permit for Commercial Medical Marihuana Facility (CMMF)

RECEIVED
SEP 20 2023
CITY OF HARTFORD

Type of Commercial Medical Marihuana Facility (CMMF) (Check One):

- Grower Facility, Class A,
- Grower Facility Class B,
- Grower Facility Class C,
- Safety Compliance Facility
- Processor Facility
- Secure Transporter Facility
- Provisioning Center

Proposed Commercial Medical Marihuana Facility (CMMF) will operate within (Check One)

- A structure or structures pre-existing on the real property
- A structure or structures to be built pending issuance of a permit
- A combination of structures pre-existing on the real property and structures to be built pending issuance of a permit.

Applicant(s) Information(In addition to the information required below, the names, home addresses, and personal phone numbers for all owners, directors, officers, and managers of the proposed CMMF are required and must be attached to this application)

Name Med Leaf LLC

Address 301 West Main St.

Phone (249) 308-3111 Email med.leaf11@gmail.com

Legal Interest in Premise Property to be Licensed tenant

Premise Property Owner Name Judy Smith (Estate)

Address 5453 Fairview, Stevensville, MI 49127

Phone (269) 208-9766 Email _____

Address of Real Property 301 West Main Street

Parcel Identification Number 80-52-900-245-00



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: October 23, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Fee Schedule Building Permits

RECOMMENDED ACTION:

The contract with Safebuilt Michigan, LLC was signed on October 18.

Even though Council has approved the proposed contract it is recommended Council approve the building permit fees as part of its fee schedule.

The Fee Schedule Attachment B is Safebuilt's fees and the City will add 10% to the cost of the permit for administrative fees.

CITY OF HARTFORD FEE SCHEDULE ATTACHMENT B BUILDING DEPARTMENT

A 10% administrative fee will be added in addition to the fees listed below.

BUILDING PERMIT FEE SCHEDULE

The total cost of improvement is based on the SAFEbuilt Square Foot Construction Cost Table. Plan review fees for use groups R-3 and R-4 only are included in this computation. Premanufactured unit fees are based upon 50% of the normal on- site construction permit fee. The first \$100.00 of the application fee is non-refundable.

to \$1,000 (includes one inspection only)	\$75.00
\$1,000 to \$10,000	\$75.00 plus \$10 per \$1,000 over \$1,000
\$10,001 to \$100,000	\$165.00 plus \$3 per \$1,000 over \$10,000
\$100,000 to \$500,000	\$435.00 plus \$2 per \$1,000 over \$100,000
\$500,000 plus.....	\$1,235.00 plus \$3 per \$1,000 over \$500,000

All work not involving a square foot computation:

Plan review and administration base fee	\$100.00
plus \$100.00 for each inspection	
Additional Inspection.....	\$100.00
Special Inspection (pertaining to sale of building)	\$100.00

Demolition:

Plan review and administration base fee	\$100.00
plus \$0.07 per square foot of demolition (per floor/story)	

Certificate of Occupancy	\$50.00
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PLAN REVIEW FEE

BUILDING VALUATION* FEE

\$0-\$500,000	0.0013 of building valuation but not less than \$125.00
Over \$500,000	\$650.00 plus 0.0003 of building valuation over \$500,000

*Based on SAFEBUILT’S square foot construction cost table. The first \$125.00 of an application is non-refundable.

Mechanical, Plumbing, Electrical (each code)	25% of Building Code Review Fee
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Review of Alterations, Remodeling & Submissions Where NO SQUARE FOOTAGE CALCULATIONS are available.....\$125.00 Per Hour - 1 Hour Minimum

Consulting Services

.....	\$125.00 Per Hour - 1 Hour Minimum
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Code Enforcement Services: \$85.00 per hour with a 1 hour minimum

SQUARE FOOT CONSTRUCTION COST TABLE

To be used with the SAFEbuilt Valuation-Based Building Permit and Plan Review Fee Schedules for computation of the "Total Cost of Improvement". The table below outlines the base cost per square foot for any given Use Group/Type of Construction combination. Unfinished basements must be computed separately at 20% of table cost. These figures are not intended to reflect the actual cost of construction but are only used as a basis for the determination of fees related to services rendered for projects.

Use Group	2015 Michigan Building Code	Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard, explosives	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H234	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95

I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential, multiple family including dormitories, convents, monasteries	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: October 23, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Establish Police Reserve Program

RECOMMENDED ACTION:

As we have been working with our insurance company to clarify the responsibilities and requirements of the Reserve Police unit we found that we need to pass a resolution formally establishing the program.

I'll be working with the Reserves and Police Department to further clarify their program documents and will hopefully present them to Council in November.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 026
ESTABLISH HARTFORD POLICE DEPARTMENT RESERVE UNIT PROGRAM**



At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 23, 2023 at 7:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City Council of the City of Hartford wishes to create within the City of Hartford Police Department a Police Reserve Unit Program: and

WHEREAS, the members of which shall be appointed by the Chief of Police or their designated agent and shall serve as long as the Chief of Police shall direct or until any such member submits their resignation. Such Police Reserve Unit, which serves without compensation, shall assist and aid the regular Police Force of the City; and

WHEREAS, within the Police Reserve unit there shall be a sergeant of the unit who, subject to the orders and control of the Chief of Police, shall supervise the reserve unit. The Sergeant shall be appointed by the Chief of Police. The Police Reserve unit shall have such subordinate ranks to the Sergeant as the Chief of Police may determine. A Police Reserve Coordinator and Training Officer may be appointed by the Chief of Police; and

WHEREAS, the Police Reserve unit shall be comprised of not more than twenty-two (22) qualified members. Such members shall be not less than twenty-one (21) years of age at the time of appointment, and shall have such other qualifications as the appointing authority may determine. At the discretion of the appointing authority, a screening board may be created to determine the qualifications herein mentioned. Such screening board shall consist of at least three (3) members including at least: (a) the Chief of Police; (b) the Police Reserve Coordinator; and upon their appointment, (c) the Sergeant of the Police Reserve Unit; and

WHEREAS, the Police Reserve Officers shall have limited Police powers while on duty and while under the control and direction of the Chief of Police or their designated agent. At the discretion of the Chief of Police, the Reserve Officers may be armed and shall perform such Police duties as may be assigned by the Chief of Police of their designated agent, and then only when dressed in the prescribed uniform. Police Reserves shall be available for any departmental duties as the Chief of Police may determine. Such duties shall be performed only within the City limits or on property outside the city limits which is owned by the City; and

WHEREAS, the Chief of Police shall prescribe rules and regulations for the conduct, control and administration of the Police Reserve unit. Each unit member’s record shall be subject to inspection and review at one-year intervals by the Chief of Police. Members of the Police Reserve unit shall obey all lawful orders of any member of the Police Department; and

WHEREAS, the Chief of Police shall prescribe the uniform to be worn by the Reserve Officers. Any uniform thus prescribed shall be clearly distinguishable from the uniform worn by the regular Police employees of the City Police Department. The Police Department shall provide such uniforms and equipment as the Chief of Police may deem necessary and proper; and

WHEREAS, the City shall provide coverage for each member of the police reserve unit under worker's compensation.

NOW, THEREFORE BE IT RESOLVED, The City of Hartford Police Department Reserve Unit Program is Established.

YEAS: Commissioners

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: October 23, 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 October 23, 2023
Date:, 2023

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

CITY OF HARTFORD
 COUNTY OF VAN BUREN
 STATE OF MICHIGAN

**PROPOSED
 SECOND READING**

ORDINANCE No. 337 – 2023

AN ORDINANCE TO AMEND SECTIONS 93.01 AND 93.02 OF THE HARTFORD CITY CODE TO REMOVE OUTDATED REFERENCES TO STATE FIRE CODE AND TO ADOPT THE 2018 EDITION OF THE INTERNATIONAL FIRE CODE AS OFFICIAL FIRE CODE OF THE CITY

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

Section 1. Amendment. Sections 93.01 and 93.02 of the Hartford City Code are amended to provide in their entirety as follows:

Sec. 93.01. International Fire Code Adopted.

The International Fire Code, 2018 edition, as published by the International Code Council, including all appendices except Appendix A, is hereby adopted as the fire code of the City of Hartford, subject to the modifications in this chapter.

Sec. 93.02. Modifications to International Fire Code.

The city's adoption of the 2018 edition of the International Fire Code is subject to the following additions, insertions, and deletions. To the extent any such modifications are inconsistent with any provision of the International Fire Code not specifically referenced below, the modification will control:

Section 101.1. Insert: City of Hartford

Section 110.4. Insert: Misdemeanor, \$500, 90 days.

Section 108.2 Amend to read:

The City's construction board of appeals shall act as a *fire board of appeals* for purposes of hearing appeals under this code.

Section 112.4. Insert: \$100, \$500.

Section 1103.5.3. Delete

Section 5704.2.9.6.1. Insert:

as follows: Not more than 999 gallons nor within 500 feet of a residential dwelling or as permitted by the fire code official.

Section 5806.2. Insert:

as follows: Not more than 999 gallons nor within 500 feet of a residential dwelling or as permitted by the fire code official.

Section 6104.2. Insert: in any residential or commercial zoning district.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published.

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

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

Ayes: Commissioners'

Nays: Commissioners'

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: September 25, 2023

Second Reading: October 23, 2023

Adopted:

Published:

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

THE CITY OF HARTFORD ORDAINS:

Ordinance 338 – 2023 Amendment to Code of Ordinance

TO ADD NEW SECTIONS 51.36 AND 52.29 TO THE HARTFORD CITY CODE TO PROVIDE DISCOUNTS FOR WATER/SEWER USAGE CHARGES IN THE EVENT OF METER READ DISPUTES, LEAKS, VOLUNTARY DRIPPAGE, POOL FILLS AND THE INSTALLATION OF LAWN METERS

Section 1. Additions. Sections 51.36 and 52.29 of the Hartford City Code are amended to provide in entirety as follows:

SEC. 51.36. DISCOUNTS FOR LEAKS, METER READ DISPUTES AND VOLUNTARILY WATER DRIPPING.

(A) *Definitions*. For purposes of this section, the following words and phrases shall have the meanings ascribed to them below:

- (1) *Water leak* means an unintended and uncontrolled release of water from the plumbing on the premises.
- (2) *Voluntary Water Dripping* means the intentional and controlled release of water from a faucet or plumbing fixture on the premises to prevent or reduce the likelihood of freezing during cold (October – April) weather conditions.
- (3) *Failure of Meter, Inaccurate Meter, Defective Meter*, means not advancing when public water passes through it or when tested, registers in excess of two percent more or in excess of two percent less than the actual quantity of public water passing through it. If a meter registers in excess of two percent more than the actual quantity of public water passing through it, it shall be considered “fast”. If a meter registers in excess of two percent less than the actual quality of public water passing through it, it shall be considered “slow”.

(B) *Application for water-leak discount*. A property owner who has experienced a water leak resulting in excess water usage shall be eligible for a one-time water usage fee discount upon meeting the following conditions:

- (1) The property owner must promptly repair the water leak once detected.
- (2) The property owner must promptly report the leak in writing to the city Clerk and provide evidence of the water leak repair and the estimated amount of excess water used. Such evidence may include invoices from licensed plumbers or contractors, past utility bills, etc.

(C) *Application for voluntary dripping discount*. A property owner who voluntarily drips water from a faucet to prevent freezing during freezing weather conditions shall be eligible for a seasonal water/sewer usage fee discount upon meeting the following conditions:

- (1) The property owner must apply to the city Clerk for the discount as set by Council from time to time, in advance of commencing voluntary dripping and demonstrate that the dripping of water is necessary for the purpose of preventing freezing.

- (2) Such application must indicate the proposed duration and dates during which the voluntary water dripping occurred.
- (3) The city Clerk may approve such applications at his or her discretion only upon determining that there is a substantial likelihood that the pipes in the premises will freeze if voluntary dripping measures are not undertaken. The amount of the discount shall be determined by the city-Clerk based on the estimated amount of drippage necessary.
- (D) *Application for inaccurate meter or failure of meter.* A request in writing must be made by the property owner. A work order to test the meter will be sent to the Department of Public Works if any meter shall fail to register properly the City Clerk shall estimate the consumption of public water and bill accordingly. A customer may require the meter under this section be tested. If the meter is found defective, it shall be repaired or another meter will be installed at the City's expense. If a meter has been tested and it is determined to register "fast" the City shall credit the customer with a sum equal to the percentage "fast" multiplied by the amount of the commodity fee incurred by said customer with the six months prior to the test. If a meter so tested is determined to register "slow" the City may collect from the customer a sum equal to the percentage found "slow" multiplied by the amount of the commodity fee incurred by the customer within the six months prior to the test. If a meter registered within the two percent of public water flow allowed, the customer may be charged a meter testing fee as set by Council from time to time.
- (E) *Dispute Resolution.* If a customer has a complaint or dispute that cannot be resolved with the City Clerk and/or City Manager, the City Council will take all facts into consideration and make the final dispute resolution.

SEC. 52.29. LAWN METER CREDITS FROM SEWER USAGE FEES.

- (A) Any customer of the City's water and sewer service desiring to receive a deduction on monthly sewer bills for the months of May, June, July, August, or September (spring/summer months) must purchase and properly install an approved lawn meter adjacent to the outside spigot at the premises. If the lawn meter is permanently affixed to the interior plumbing it must be inspected by Department of Public Works before a discount can be given. No credit will be given for outside usage or pool fills without a separate meter installed for this purpose.
- (B) On or before the 14th day of each spring/summer month, any customer with a lawn meter desiring to obtain a credit under this section must report the recorded meter read of the lawn meter to the city Clerk on a form created and provided for that purpose. The amount of water reported as consumed through the spigot for each spring/summer month will be deducted from the consumption portion of that month's sewer bill, unless such amount is determined to be inaccurate pursuant to subsection (C) below. Lawn meter credits shall be forfeited if not turned in during the current calendar year.
- (C) The city Clerk or the city Clerk designee is authorized to conduct on-site inspections of the lawn meter to determine the veracity of any report made pursuant to subsection (B).

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

Ordinance 338 – 2023 amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: September 25, 2023
Second Reading: October 23, 2023
Adopted:
Published:

CERTIFICATION

This true and complete copy of Ordinance No. 338-2023 was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: October 23, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Ordinances Recommended by Planning Commission

RECOMMENDED ACTION:

The following two ordinances have been recommended by the Planning Commission for approval by City Council. The Planning Commission held the public hearing required by the ordinances.

A question about the necessity of the ordinances has been raised. Attorney Curcio will be available via phone for the October 23, 2023 meeting if needed to assist in explaining the legality. I'll share the information from our attorney below for Council consideration in preparation for the meeting.

City Council has two options.

Option 1 – Approve the Ordinances as recommended by the Planning Commission. With this option;

- The Planning Commission would have the authority to make the decisions delegated to them as a Planning Commission.
- City Council would then act as the Zoning Board of Appeals (ZBA) and would be able to hear any appeals to Planning Commission decisions.
- If someone then disagreed with the ZBA decision, they would have the option to have their appeal heard by Circuit Court.

Option 2 – Modify the Ordinances recommended by the Planning Commission to allow City Council to have final approval authority over special uses and PUDS. With this option;

- The Planning Commission would have the authority to make the decisions delegated to them as a Planning Commission.
- For decisions regarding special uses and PUDs, their recommendation would then come to City Council for final approval.
- With this option, appeals would have to be heard by Circuit Court.

City Council CANNOT take away the authority of the Planning Commission with respect to site plans or other zoning decisions (anything other than special uses and PUDs).

As the Interim City Manager who has reviewed the ordinances, discussed and reviewed the ordinances with the City's Attorney, and met with the Planning Commission, I recommend Option 1 – Approving the Ordinances as recommended by the Planning Commission and move the ordinances to first and second readings at the November and December Council meetings respectively.

Points to note: The appointment of the Planning Commission is important. Council needs to ensure that appointed officials on the Planning Commission are qualified and knowledgeable about Planning Commission topics. Having been involved in two Planning Commission meetings, I believe the members of the City's Planning Commission care very deeply about the City of Hartford and do a good job reviewing the information that comes before them.

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

ORDINANCE No. 335 – 2023

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

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

Section 1. Amendment. Zoning sections 151.290, 151.291, 15 .292, and 151.293 of the Hartford City Code are amended to provide in their entirety as follows:

Sec. 151.290. PLANNING COMMISSION ESTABLISHED

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

Sec. 151.291. MEMBERSHIP

- A. The Planning Commission shall consist of 7 members appointed by the Mayor, subject to approval by a majority of the City Commission. Up to 2 of such members may be ex officio members, as provided in subsection (D) below, and the remainder shall be regular members appointed to 3-year terms.
- B. As of the effective date of this ordinance, all 7 seats on the Planning Commission shall be deemed vacant by virtue of the members serving more than 3 years without reappointment. Notwithstanding subsection (A), for the first appointments made after the effective date of this ordinance:
- (1) Approximately ½ of the individuals appointed as regular members shall be appointed for terms ending on December 31 of the year of appointment;
 - (2) Approximately ½ of the individuals appointed as regular members shall be appointed to terms ending on December 31 of the second year after their appointment; and
 - (3) Approximately ½ of the individuals appointed as regular members shall be appointed to terms ending on December 31 of the third year of their appointment.
- C. At the time of appointment, each individual appointed or reappointed to the Planning Commission as regular member shall:
- (1) Be a qualified elector of the City of Hartford;
 - (2) Not be an employee or elected official of the City; and
 - (3) Not be a declared candidate for any political office.
- D. In lieu of appointing a Planning Commission consisting entirely of regular members, one or more the following individuals may be appointed as ex officio members with terms running as follows:
- (1) The Mayor for a term corresponding to his or her current term as Mayor;
 - (2) The City Manager or a City employee designated by the City Manager for a term corresponding with the Mayor's current term as Mayor;

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

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

SEC. 151.29 2. LIASONS.

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

SEC. 151.293. TRAINING.

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

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

SEC. 151.294. PROCEDURE FOR APPOINTMENT

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

SEC. 151.295. REMOVAL FROM OFFICE.

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

SEC. 151.296. VACANCIES.

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

SEC.151.297. MEETINGS.

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

SEC. 151.298. POWERS AND DUTIES.

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

SEC. 151.299. BYLAWS AND RECORDS.

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

SEC.151.300. APPROVAL, RATIFICATION, AND RECONFIRMATION.

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

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

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

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

Ayes: Commissioners'

Nays: Commissioners'

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

PC Public Hearing: October 9, 2023

First Reading: October 23, 2023

Second Reading:

Adopted:

Published:

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

ORDINANCE No. 336 – 2023

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

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

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

Section. 151.305. DESIGNATION OF CITY COMMISSION

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

Section 151.306. MEETINGS

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

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

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

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

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

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

Ayes: Commissioners’

Nays: Commissioners’

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: October 23, 2023

Second Reading:

Adopted:

Published: