



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, December 18, 2023 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

1. Van Buren County Legal Self-Help Center Network

REPORT OF OFFICERS BOARDS & COMMITTEES

2. Hartford Public Library - 2023 November
3. Van Buren Conservation District - 2023 November
4. Van Buren Senior Services

Police & Ordinance

5. HPD - 2023 November

Fire Department

6. HFD - 2023 November
7. Fire Board Representative 2023 November

Ambulance

Van Buren County

Public Works

8. DPW - 2023 November

Wastewater Treatment Plant

9. WWTP - 2023 November

Treasurers, Investment & List of Bills

[10.](#) List of Bills - 2023 December 18 \$411,693.32

City Manager

[11.](#) CM - Update

[12.](#) Ely Park Improvement Survey

[13.](#) Ely Park Improvement Flyer

[14.](#) Ely Park Survey

[15.](#) Ely Park Dedication

APPROVAL OF COMMISSION MINUTES

[16.](#) November 27, 2023 Meeting Minutes

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[17.](#) Discuss & Consider - 2024 Commission Meeting Schedule

[18.](#) Discuss & Consider City Manager Candidate Selection

[19.](#) Discuss & Consider - City Manager Performance Appraisal

NEW BUSINESS

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

21. Discuss & Consider -Clark & Linden Streets Contract Modification

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

[23.](#) Discuss & Consider - Van Buren County 2024 Citizen Planner Program

[24.](#) Discuss & Consider - Section 3 Policy

[25.](#) Discuss & Consider Fire Board Appointment

[26.](#) Discuss & Consider Planning Commission Board Appointments

[27.](#) Discuss & Consider - Waste Water Treatment Plant Operator Contract

[28.](#) Discuss & Consider - Accept Vehicle Asset for HPD Use

[29.](#) Discuss & Consider - Lift Station Alarm System

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[30.](#) Discuss & Consider - Resolution 2023 - 026 Board of Review Alternate Starting Dates

- [31.](#) Discuss & Consider - Resolution 2023 - 027 Board of Review Accepting Letters of Protest
- [32.](#) Discuss & Consider - Resolution 2023 - 02 Board of Review Poverty & Asset Test Guidelines
- [33.](#) Discuss & Consider - Proposed Ordinance Amendment No. 335-2023 Establish Planning Commission
- [34.](#) Discuss & Consider - Proposed Ordinance Amendment No. 336 - 2023 Designate Zoning Board of Appeals
- [35.](#) Discuss & Consider - Proposed Ordinance 340-2023 Amendment to Code of Ordinance Chapter 30, 30.01-30.99

ADJOURNMENT



MICHIGAN LEGAL HELP

**For Immediate Release:
December 1, 2023**

**Contact: Charlie Campbell
(734) 714-3243 ext. 662**

NEW VAN BUREN COUNTY LEGAL SELF-HELP CENTER NETWORK NOW OPEN

(Paw Paw, MI) Residents of Van Buren County can now get legal help from their local library. Every library in Van Buren County has partnered with the Van Buren County courts to form the **Van Buren County Legal Self-Help Center Network**.

The **Van Buren County Legal Self-Help Center Network** is located in 11 local libraries across Van Buren County. The center is a partnership between the Van Buren District Library, the Paw Paw District Library, the Hartford Public Library, the South Haven Public Library, and the Lawton Public Library, Van Buren County Courts, Michigan Legal Help, and other community partners. The network is the largest county wide network in Michigan. Residents will be able to access whichever center is most convenient for them.

Visitors to the center can access high-speed internet, computers, and printers to use the Michigan Legal Help website in English (MichiganLegalHelp.org) or Spanish (AyudaLegaldeMichigan.org). The Michigan Legal Help website contains free, easy-to-understand information on common legal issues. This includes know-your-rights articles, self-led interviews that help visitors fill out court forms, and step-by-step instructions that help walk visitors through how they need to file and serve their forms, and the steps that follow. The website can also help visitors look for a lawyer in their area and connect with local community services if they need more assistance.

Visitors also have access to navigators who are trained to help visitors find the resources they need. While Navigators cannot give legal advice, they can answer questions about court practices and processes, help visitors locate and complete the court-approved forms available on the website, and find referrals to lawyers and community service providers.

The launch of the **Van Buren County Legal Self Help Center Network** marks the biggest expansion in legal self-help services with more than 50 centers across the state now offering free, high quality legal self-help services to the citizens of Michigan.

The Michigan Legal Help Program is funded by the Michigan State Bar Foundation, the Michigan Supreme Court, and through grants from the Legal Services Corporation.

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, December 12, 2023

Regular Meeting

- I. Call to order and attendance
- II. Approval of minutes
- III. Financial Report
- IV. Approval of Bills
- V. Director's Report
- VI. Old Business
 - A. Up-date on storage shed permit
 - B. Quote for automatic door openers for grant.
- VII. New Business
 - A. Amended budget approval.
 - B. Securalarm cameras.
 - C. Misc items for discussion.
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

November 14, 2023 7pm

Meeting called to order by President Jonatzke

Present- Hadley, Friday, Jonatzke, Dowd, Daniels, and Blocker

Motion to approve the Minutes of October 10, 2023, as presented, and place on file.

Friday and Dowd motion carried

Motion to approve the Financial Report, as presented, and place on file.

Dowd and Blocker motion carried

Motion to approve and pay bills in the amount of \$21,426.27. See Cash Disbursals for a listing of checks written.

Dowd and Hadley motion carried

Director's Report- see written report submitted at meeting.

Old Business

A. Snow removal quotes for Winter 2023-2024- see written report submitted at meeting.

Motion to accept quote from LawnBoys inc. for plowing of snow, salting lot, and shoveling of walks at seasonal rate of \$5,400.00, with 3 year price guarantee.

Friday and Hadley motion carried

B. Update on storage shed- see written report submitted at meeting.

New Business

A. Lawn meter- see written report submitted at meeting.

B. Misc. items for discussion- see written report submitted at meeting.

Genealogy Report

2024 Election voting schedule

Native garden

Electronic door openers

Securalarm

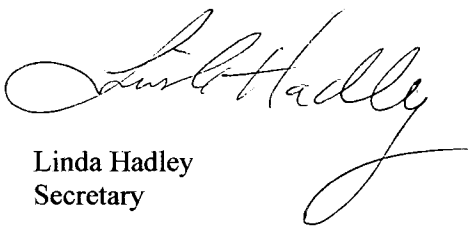
Committee Reports- none

Public Comment- none

Motion to adjourn

Friday and Blocker motion carried

Submitted by;


Linda Hadley
Secretary



Van Buren Conservation District November 2023 Program Update

Submitted by Emily Hickmott, Executive Director

Our Team has been hard at work in October and November submitting grant applications and filing grant reports! In eight weeks, we submitted seven grant applications to bring funds into Van Buren County to address scrap tire disposal, best grazing practices, upstream water quality, invasive species treatment and education, and on-the-field nutrient management. We're excited to hear back from the grantors in the next several months on these grants.

In the meantime, staff is continuing their usual work and planning the CISMA Annual Meeting, Backyard Symposium virtual speaker series, and the Farming for the Future conference. Additionally, our annual spring Tree Seedling Sale will be live on our website as of January 1, 2024 - more details to come on that. If there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas and questions. Have a great December!

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In September, Van Buren Conservation District staff completed a three-year grant project with Xylem Inc. and the University of Notre Dame. The project explored innovative approaches to managing farm runoff from tile lines. The team installed sensors in water control structures at the edge of a farm field to track nutrient loss and soil moisture levels. The research provides support for a real-time control system that will enable farmers to monitor and control their tile runoff which would ultimately reduce nutrient loss and provide optimal soil moisture for crops. This project was funded by the Great Lakes Protection Fund.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson*) - This month, the CISMA team wrote applications for three grants, one to the Forest Service's Great Lakes Restoration Initiative (GLRI) Cooperative Weed Management Area grant program, and two to the Michigan Invasive Species Grant Program (MISGP). Management of Phragmites and Japanese knotweed along Van Buren County rights-of-way concluded for 2023. Spotted lanternfly traps were checked and removed from survey locations. No spotted lanternfly were detected in our service area.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - The specialist started reaching out to farmers that were due for Re-verification towards the end of last fiscal year, which allowed him to start with Re-Assessments at the start of FY24. The specialist has some of those farms already scheduled for Re-Verification in November along with some new Verifications. The state is setting a base goal of 12 New MAEAP Verifications for each technician. This would get MAEAP to its statewide goal of 500 new Verifications for the FY.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - New application processing protocol for the Environmental Quality Incentives Program (EQIP) will allow conservation district staff to drastically reduce wait time for Farm Bill conservation program applicants. The EQIP application deadline was November 17.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) - The technician and the MAEAP specialist worked together to verify Tending Tilth LLC, a prescribed grazing business. Tending Tilth is now one of the very first contracted grazing businesses in the state to be



Van Buren Conservation District November 2023 Program Update

Submitted by Emily Hickmott, Executive Director

environmentally verified through the MAEAP program. This partnership with Tending Tilth started at our yearly grazing day at Windshadow farm this past summer. Since then, Lauren and her Tending Tilth interns have become a common face at many of our field days and community events. One of the most important sites that we were able to get MAEAP verification for Tending Tilth was at the Mill at Vicksburg. This former paper mill located along Portage Creek is a designated brownfield site by the state of Michigan. Through amazingly hard work and dedication by everyone involved, it has risen and grown past that damaging moniker and is now a model of sustainability and environmental success.

- **Outreach** (*Jacob Diljak*) - Publications and projects are underway for public outreach: the annual report; calendar; Food, Farm, & Fun Guide; Tree Sale; and Backyard Symposium. Stay tuned for more updates on these fun, impactful projects!
- **Resource Recovery Recycling** (*Kalli Marshall, Jacob Diljak*) - We wrapped the recycling event season in October with the Lawrence Recycle Roundup on Saturday October 14. It was a cold and rainy day, but we served 185 households to collect household hazardous waste, tires, electronics, paper for shredding, and foam. Kalli ended the month with a presentation to the South Haven Rotary Club titled "Beyond the Bin".

Roxann Isbrecht

From: Diane Rigozzi <drigozzi@ss-vbc.org>
Sent: Tuesday, November 28, 2023 9:09 AM
To: Roxann Isbrecht
Cc: clare olney; Regina Hoover; Roger Paul; Jim Apshagan; Terry Tibbs
Subject: Fwd: What do you think of this as a reply???
Attachments: Board Report.pdf; ED Report -October.docx; Minutes-October.docx

Hello Roxann,
I've attached the reports from November's SSVBC Board meeting.

Terry told us he would not be running for Hartford City's board again this year. Since SSVBC is a self-nominating board, and being a member of our board does not require the representative to be on the "city/township" board that they represent, we asked if he was planning to continue on the SSVBC board. He agreed. If there is a significant reason for you to request him to be removed from our board, please let me know. Otherwise, he has always been a strong advocate for your community and for Senior Services of Van Buren County, two things we require of our board members, and there would be no reason to replace him.
Let me know if you have any questions about this process.

Happy Holidays,

Diane Rigozzi
Executive Director
Senior Services of Van Buren County
269-214-1317
seniorservices-vbc.org



Senior Services of Van Buren County
Board of Director's Meeting, October 18, 2023
South Haven Senior Center

1. Call to Order & Introductions: Chair Olney called the meeting to order at 4:02 pm.
Members present: Olney, Abshagen, Paul, Hoover, Muenzer, Bitely, Curtis, Brown, Rendell, and Kiry
Members Absent: Tibbs (excused)
Also Present: Director Diane Rigozzi, Care Coordinator Pearlie Jackson, and daughter Sincerity

2. Public Comments-Public Comment

a. Introduction of Staff of the Month-Pearlie Jackson

Pearlie Jackson was introduced to the board. She is employed as a Care Coordinator. She expressed her love of the job and the sense of purpose it provides. She has helped distribute the commodities, and when the Covert center is finished, she and a second person will work with the seniors there. Her daughter, Sincerity, accompanied her and enjoyed the pumpkin pie immensely.

3. Approval of Agenda/Additions/Deletions: Bitely moved that the agenda be approved as presented, and Muenzer supported the motion. All were in unanimous agreement that the agenda be approved.

4. Monthly Reports

a. **Acceptance of Finance Report from September 2023:** Abshagen led the review of the finance report. Paul made a motion to accept the report. Bitely provided the second. All voted in the affirmative.

b. **Acceptance of Minutes:** Bitely moved that the minutes from the September meeting be approved as presented. Kiry supported. There was unanimous approval. August minutes will be complete and presented at the November meeting.

5. Old Business

a. **Building Report:** The roof should be finished within the next two weeks. Parking lot planter islands are finished. Back storage room have been cleaned and cleared out.

b. **Property Update:** The purchase of the property located by South Haven center has been finalized. It needs to be cleaned up and the building on it removed. It will be put on the market in the spring for development. Market Van Buren reached out to the director and an activity center in the village of Decatur was discussed. A Zoom meeting between the Decatur village president and a Market Van Buren representative will be scheduled.

6. New Business

a. **2024 Budget Proposal:** The proposed 2024 Budget was provided to all and reviewed. The board members will have until next month to study it further and then be ready to vote on it at the November meeting.

7. Committee Reports

a. **Director's Report:** The Volunteer luncheon turned out very well with 120 present. Two awards were presented to board members who weren't able to attend. Rigozzi presented Exceptional Board Member to Hoover and Site Award to Bitely. Upcoming fundraisers were discussed and ideas for 2024 fundraisers. Our Town Players and the Readers Theater will be performing prior to the end of the year. There will be a dance in December. Also, a holiday dinner sponsored by the local Moose lodge

will be in December. Trips are doing well. There will be some closures for the holidays. Three new hires have been made. A dishwasher, an additional Covert staff person for when the center is completed and a remote activity person. Does any board member have suggestions for a commercial snowplowing? Only one bid has been received and it is rather high.

b. Executive Committee and Chair Comments: Nothing further regarding the executive committee. Chair Olney asked for details about the annual holiday party for the board members. Restaurant possibilities and times were discussed. December 20 would be the date. Big T's would be a good option with 5:30 pm-6:00 pm being a good arrival time. Director Rigozzi will check to see if a room for the group will be available. Olney also wondered if we could get a monthly status report on the grant writer's progress. Rigozzi explained that the grant writer is busy compiling information that is commonly required when applying for grants to streamline the procedure. Once that is accomplished, updates can be given.

c. Finance Committee: Budget discussion earlier in the meeting; nothing additional.

d. Fundraising Committee: No report.

e. Personnel Committee: No report.

f. Program/Services Committee: Need to meet. Olney will reach out to members to set up.

g. Nominating Committee: Potential representatives should be directed to Rigozzi who can give application packets to them. When those are completed and returned, they will be forwarded to the Nominating Committee, who will set up the interview. Several board members have prospects and will approach them to see if they are interested.

h. Building and Transportation Committee: Rigozzi asked Curtis if public transit is planning on purchasing any large buses in the future. She would like to utilize them for trips. Curtis stated this has been discussed at their meetings and that the buses are very expensive. Writing a grant has also been talked about. Five new regular-size transit buses are on order. These should be smoother riding.

9. Township Reports: At the last **Columbia Township** gathering, 17 attended, and the group painted pumpkins. **Decatur Township** had between 20-30. Those numbers remain steady. Bingo numbers are up. **Geneva Township** wants a report with the number of residents attending the various offerings. Rigozzi will be compiling a report at the end of the year. The **Covert Township** center is still undergoing renovations and is coming along slower than expected but still progressing nicely. Rigozzi asked if the sign could say Senior Services of Van Buren County. It's believed that this is acceptable. **Porter Township** averages 10-15 attendees, although last time 40 were there. Tai Chi classes are coming soon. **Bangor City** accommodated around 17. This is two more than usual. Some were first-timers. Still passing the word about the South Haven center. **Bangor Township** treasurer is given a copy of the financial report every month to share with the rest of the board. It's been explained that any questions can be asked if there are any concerns. An offer to forward any names of residents who aren't receiving the newsletter was given. No complaints to date.

10. Adjournment: With no further business to discuss, Chair Olney adjourned the meeting at 5:34 pm.

Respectfully Submitted,

Regina Hoover, Secretary

Clare Olney, Chair



Executive Directors Report - November 2023

Personnel Changes:

None!

Fundraisers and Capital Campaign:

December 1, 2, and 3 is the Readers Theater performance of “The Gathering”

Fundraiser Dance – The next one is on December 9, 2023

December 20 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.

2024 – Capital Campaign Reboot focusing on new committee members and donors

Building and Maintenance:

Property in Porter with construction of a site with pickleball courts and a commercial kitchen.

Decatur, Bergen school building, site visit, and meeting with Decatur Village Manager about revitalization.

South Property met with Kate Hosier from South Haven City about the committee

Upcoming Trips:

2023

December 14 - Cornwell’s Turkeyville \$75

2024

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

Considerations: Domestic River Cruise, The Ark, Frankenmuth, Traverse City, Branson/Ozarks, Soaring Eagle (Show and Casino), San Fransico, Oregon, Columbia River, Colorado, Mountain Train,

2025- European River Cruise

Dates to note:

November 23-24 closed for Thanksgiving

No November In-Services so we will be open on November 17

December 9 – Saturday Dance *Staring* Santa and Friends

December 21- serving breakfast from 8-10 am and closing to the public at 11 for the staff Christmas Pty.

December 22-January 2 Closed for the Holidays.

Site locations and days of operation:

| | |
|---------------|------------------------------------------------------------------------------|
| 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 |
| Bloomingsdale | Every Friday except for the 3 rd Friday at the Municipal Building |
| Covert | M-Thurs 9 am to 12 pm Old Bank on Main Street- should be in by October |
| Columbia | 2 nd Tuesday of the Month at the Congregational Church |



October 2023 Monthly Board Report

| | Revenue | October | YTD | Budget | Budget Detail |
|----------|----------------------------------------|-------------|--------------|--------------|---------------|
| 1 | Activity Fees | | \$0.00 | \$0.00 | \$0.00 |
| 2 | Meals | | | \$145,000.00 | |
| | SH | \$11,827.20 | \$119,121.05 | | \$130,000.00 |
| | Remote | \$655.00 | \$5,838.00 | | \$15,000.00 |
| 3 | Membership Fees | \$350.00 | \$11,705.00 | \$15,000.00 | \$15,000.00 |
| 4 | Program Fundraising / Donations | | | \$75,500.00 | |
| | Annual Event | | \$25,253.00 | | \$55,000.00 |
| | Ramps | | \$0.00 | | \$500.00 |
| | Other | \$1,771.00 | \$21,601.52 | | \$20,000.00 |
| 5 | Grants | | | \$121,838.00 | |
| | AAA Ride Easy | | \$9,420.00 | | \$15,000.00 |
| | AAA Respite | \$399.05 | \$9,506.16 | | \$10,000.00 |
| | RSVP | \$26,215.00 | \$59,215.00 | | \$81,838.00 |
| 6 | United Way Care Coordination | \$1,684.31 | \$13,046.05 | | \$15,000.00 |
| 7 | In Home Care | | \$0.00 | | |
| 8 | Newsletter Ads | | \$75.00 | \$500.00 | \$500.00 |

| | Revenue | October | YTD | Budget | Budget Detail |
|-----------|------------------------------|-------------|----------------|-----------------------|-----------------------|
| 9 | Trips | | | \$20,000.00 | \$20,000.00 |
| | Casino | \$145.00 | \$2,134.00 | | |
| | Day Trips | | \$6,239.00 | | |
| | Extended | \$3,525.00 | \$19,088.00 | | |
| | | | | | |
| 10 | Millage Funding | | \$0.00 | \$1,876,167.69 | |
| | Arlington | | \$61,239.96 | | \$68,656.08 |
| | Bangor City | | \$28,445.14 | | \$36,468.74 |
| | Bangor Twp | | \$73,086.72 | | \$68,656.08 |
| | Bloomingtondale Twp | | \$103,372.40 | | \$101,021.06 |
| | Columbia Twp | | \$93,864.22 | | \$99,542.64 |
| | Covert Twp | | \$427,621.12 | | \$444,480.60 |
| | Decatur Twp | | \$104,088.93 | | \$104,045.02 |
| | Geneva Twp | | \$102,085.51 | | \$107,754.78 |
| | Gobles City | | \$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 | | \$454,196.95 | | \$458,692.46 |
| | South Haven Twp | | \$152,619.48 | | \$173,592.68 |
| | | | | | |
| | Other | \$25.34 | \$9,656.17 | | \$9,483.35 |
| 11 | Total Millage Funding | \$25.34 | \$1,822,958.13 | | |
| | | | | | |
| 12 | Rental Income | | | \$73,500.00 | |
| | Monthly Rentals | \$8,128.90 | \$58,389.00 | | \$65,000.00 |
| | Day Rentals | \$1,050.00 | \$6,500.00 | | \$8,500.00 |
| | | | | | |
| 13 | Interest | \$243.02 | \$1,898.09 | \$1,600.00 | \$1,600.00 |
| | | | | | |
| 14 | Equity Line | | \$0.00 | | |
| | | | | | |
| 15 | Total Revenue | \$56,018.82 | \$2,191,987.00 | \$2,329,105.69 | \$2,329,105.69 |

| | Expenses | October | YTD | Budget | Budget Detail |
|-----------|--------------------------------|-------------|--------------|---------------------|---------------------|
| | | | | | |
| 16 | Activities | | | \$10,000.00 | |
| | South Haven | \$245.00 | \$4,341.84 | | \$5,000.00 |
| | Other Sites | \$861.19 | \$7,637.94 | | \$5,000.00 |
| | Special Events / Picnic | | | | |
| | | | | | |
| 17 | Meals | | | \$313,000.00 | |
| | South Haven | \$17,376.89 | \$204,542.08 | | \$260,000.00 |
| | Other Sites | \$7,343.83 | \$41,600.66 | | \$50,000.00 |
| | Volunteer Luncheon | \$1,292.33 | \$1,292.33 | | \$3,000.00 |
| | | | | | |
| | | | | | |
| 19 | Capital Equipment | | | \$27,000.00 | |
| | Equipment | | \$41,852.90 | | \$22,000.00 |
| | Copy Machine | \$479.51 | \$4,476.83 | | \$5,000.00 |
| | | | | | |
| 20 | Capital Improvments | \$18,177.50 | \$90,161.56 | \$285,000.00 | \$285,000.00 |
| | | | | | |
| 21 | Communications | | | \$42,000.00 | |
| | Postage | | \$1,656.65 | | \$2,000.00 |
| | Telephone | \$643.01 | \$6,203.39 | | \$7,500.00 |
| | Cell Phone | \$530.00 | \$5,230.00 | | \$6,500.00 |
| | Newsletter | \$7,254.72 | \$27,674.36 | | \$26,000.00 |
| | | | | | |
| | | | | | |
| 22 | Advertising / Marketing | | | \$10,500.00 | |
| | Advertising | \$400.00 | \$12,243.82 | | \$7,500.00 |
| | Other Marketing | | \$0.00 | | \$1,000.00 |
| | Signage | | \$0.00 | | \$2,000.00 |
| 23 | Dues and Subscriptions | | \$0.00 | \$18,771.99 | |
| | My Senior Center | | \$4,371.99 | | \$4,371.99 |
| | Point of Sale | \$311.63 | \$3,591.42 | | \$2,600.00 |

| | Expenses | October | YTD | Budget | Budget Detail |
|-----------|---------------------------------|------------|-------------|---------------------|--------------------|
| | Bank Fees | | \$29.51 | | \$300.00 |
| | Internet | \$225.40 | \$3,800.22 | | \$6,500.00 |
| | Other | \$476.98 | \$6,715.38 | | \$3,000.00 |
| | Membership Fees | | \$2,464.28 | | \$2,000.00 |
| | | | | | |
| 24 | Emergency Fund | \$350.41 | \$5,553.60 | \$6,000.00 | \$6,000.00 |
| | | | | | |
| 25 | Insurance | | | \$20,000.00 | |
| | Liability | \$887.94 | \$5,979.50 | | \$3,500.00 |
| | Directors and Officers | \$373.83 | \$2,606.81 | | \$2,000.00 |
| | Workers Comp | | \$0.00 | | \$4,500.00 |
| | Theft, Building | \$732.20 | \$6,131.82 | | \$10,000.00 |
| | | | | | |
| 26 | Maintenance & Repair | \$59.66 | \$14,820.13 | \$20,000.00 | \$20,000.00 |
| | | | | | |
| 27 | Food Trucks | | \$0.00 | \$4,000.00 | \$4,000.00 |
| | | | | | |
| 28 | Grant Expenses | | | \$30,000.00 | |
| | AAA Ride Easy | | \$10,000.00 | | \$10,000.00 |
| | AAA Respite | \$1,503.77 | \$10,924.09 | | \$10,000.00 |
| | SSVB / RSVP Ride Easy | \$1,458.00 | \$7,751.12 | | \$10,000.00 |
| | | | | | |
| 29 | Ramps | \$192.01 | \$16,219.18 | \$20,000.00 | \$20,000.00 |
| | | | | | |
| 30 | Professional Fees | \$6,222.50 | \$22,874.45 | \$6,000.00 | \$6,000.00 |
| | | | | | |
| 31 | Rent and Utilities | | | \$140,000.00 | |
| | Other Sites | \$400.00 | \$4,650.00 | | \$10,000.00 |
| | Utilities | \$5,938.71 | \$70,283.99 | | \$100,000.00 |
| | Facility Supplies | \$3,878.57 | \$29,548.69 | | \$30,000.00 |
| 32 | Supplies | | | \$28,000.00 | |
| | Office | \$1,357.18 | \$21,153.78 | | \$25,000.00 |

| | Expenses | October | YTD | Budget | Budget Detail |
|-----------|----------------------------|-------------|--------------|---------------------|--------------------|
| | Other | | \$3,048.87 | | \$3,000.00 |
| 33 | Development | | | \$12,150.00 | |
| | Staff - Inservice | | \$857.17 | | \$2,000.00 |
| | Staff - Retreat | \$12.00 | \$6,172.70 | | \$4,000.00 |
| | RSVP - Retreat | | \$1,000.00 | | \$500.00 |
| | RSVP - LD | \$437.68 | \$5,190.48 | | \$5,500.00 |
| | Board | | \$0.00 | | \$150.00 |
| 35 | Mileage | | | \$19,500.00 | |
| | SSVBC - Direct Service | \$2,595.72 | \$15,898.62 | | \$15,500.00 |
| | SSVBC | | \$0.00 | | \$1,500.00 |
| | RSVP - Direct Service | \$407.41 | \$758.36 | | \$1,500.00 |
| | RSVP | | \$0.00 | | \$1,000.00 |
| | | | | | |
| 36 | Wages and Benefits | | | \$890,000.00 | |
| | SSVBC | \$4,274.86 | \$91,077.73 | | \$105,000.00 |
| | RSVP | \$1,307.02 | \$18,165.93 | | \$25,000.00 |
| | FICA | | \$0.00 | | \$10,000.00 |
| | | | | | |
| | SSVBC -Direct | \$58,051.96 | \$556,056.47 | | \$610,000.00 |
| | RSVP -Direct | \$6,801.82 | \$71,029.56 | | \$85,000.00 |
| | FICA - Direct | \$5,763.30 | \$56,879.85 | | \$55,000.00 |
| | | | | | |
| 37 | IRA Benefit | \$4,509.52 | \$40,185.08 | \$45,000.00 | \$45,000.00 |
| 38 | Insurance Benefit | \$1,731.40 | \$18,841.12 | \$45,000.00 | \$45,000.00 |
| | | | | | |
| 39 | Fundraiser Expenses | \$1,250.00 | \$19,330.86 | \$13,000.00 | \$13,000.00 |
| | | | | | |
| 40 | Trips | \$4,862.93 | \$31,575.36 | \$15,000.00 | \$15,000.00 |
| | | | | | |
| 41 | Depreciation | | \$0.00 | | |
| | | | | | |
| 42 | Savings Reserves | | \$0.00 | | |

| | Expenses | October | YTD | Budget | Budget Detail |
|----|-----------------------|---------------|----------------|-----------------------|-----------------------|
| 43 | Line of Credit | | \$0.00 | | |
| 44 | Total Expenses | \$170,978.38 | \$1,634,452.47 | \$2,019,921.99 | \$2,019,921.99 |
| 45 | Total Revenue | \$56,018.82 | \$2,191,987.00 | \$2,329,105.69 | \$2,329,105.69 |
| 46 | Net Income | -\$114,959.56 | \$557,534.53 | \$309,183.70 | \$309,183.70 |
| | | | | | |
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| 2023 Monthly Capital Campaign Report | | | | |
|--------------------------------------|-------------------------------------|---------------|--------------|----------------|
| | | October | YTD | Budget Detail |
| 1 | Other | | \$0.00 | |
| 2 | Capital Campaign | \$1,130.00 | \$140,767.58 | \$550,000.00 |
| | Total Revenue | \$1,130.00 | \$140,767.58 | \$550,000.00 |
| 1 | Building Payment | \$23,000.00 | \$218,454.82 | \$280,000.00 |
| | Total Expenses | \$23,000.00 | \$218,454.82 | \$280,000.00 |
| | Net Income | -\$21,870.00 | -\$77,687.24 | \$270,000.00 |
| | | | | |
| | | | | |
| | <i>Alignment to Approved Budget</i> | | | |
| | | | | |
| | Total Revenue | \$57,148.82 | | \$2,879,105.69 |
| | Total Expenses | \$193,978.38 | | \$2,299,921.99 |
| | Net Income | -\$136,829.56 | | \$579,183.70 |



Hartford Police Department

19 West Main Street - Hartford, Michigan. 49057

Police Report for Month of NOVEMBER 2023

| | | | |
|----------------------------------------|------------|---------------------------------------|-----------|
| Total Duty Hours | 800 | Foot Patrol Hours | 4 |
| Arrests | 7 | Felony | 2 |
| B&E's | 1 | Misdemeanor | 5 |
| Arrest Warrants Issued | 6 | Traffic Citations Issued | 15 |
| Homicide | 0 | Robbery | 0 |
| Sex Crimes | 0 | Trespassing | 2 |
| Assaults | 4 | UDAA (stolen auto) | 0 |
| Burglary | 1 | Larceny | 3 |
| Frauds | 2 | Property Destruction/Vandalism | 2 |
| NFS Checks | 0 | Juvenile Del | 5 |
| OUIL | 0 | Drug Investigations | 2 |
| Civils | 13 | Public Peace | 5 |
| Lost Property | 0 | Found Property | 2 |
| Suspicious Person(s)/Vehicle(s) | 10 | Alarms | 3 |
| Health/Safety | 8 | Traffic Crash | 4 |
| Assist to other Agencies | 36 | Michigan State Police | 2 |
| Van Buren Co Sheriff | 12 | FIRE/EMS | 14 |
| Other Local Agencies | 8 | Persons | 7 |

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

**Hartford Fire Board Meeting
December 11th, 2023
November Business**

Contents

| | |
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Hartford Fire Board

Agenda

Monday, December 11th, 2023, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ___ Nays: _____
- VII. Approval of previous meeting minutes from November 13th, 2023: Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- VIII. Approval of November Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____ Yeas: _____ Nays: _____

 - a. Accounts Payable: Amount \$27,422.61 Motion by _____ Second _____ by roll call vote Motion _____ Yeas: _____ Nays: _____

- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
 - 1. Continued Discussion on 501c3
- XII. New Business:
 - 1. Discussion and Approval of 2024/2025 Operating Budget. Motion by; _____ Seconded by; _____ to approve the 2024/2025 Operating Budget as presented.
 - 2. Discussion and Approval of the hiring of Noah Emerick as a Probationary Firefighter. Motion by; _____ Second by; _____ to approve the hiring of Noah Emerick as a Probationary Firefighter.
 - 3. Discussion and Approval of attached Quote # Q128 for the purchase of **In-Flow Fire Hose Washer** and authorize the transfer of \$1,400 from the Donations Account into budget line item # 206-336-733-000 Equipment Maintenance. Motion by; _____ Second by; _____ to approve Quote # Q128 and Approval of the budget transfer.

Reports:

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

Motion by _____ second by _____ to adjourn at _____pm.

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting December 11, 2023**

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

Others Present: Assistant Chief McGrew

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

Guest: No Guest

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

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

Yeas: 3 Nays: 0 **Approved**

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

Yeas: 3 Nays: 0 **Approved**

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

Yeas: 3 Nays: 0 **Approved**

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

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Ledesma, Hunt Nays:0

Absent: Birmele

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business:

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

New Business:

1. Discussion of the 2024/2025 Operating Budget, all agreed that it was a good budget, and we should move forward. Motion by Sefcik; Seconded by Hunt; to approve the 2024/2025 Operating Budget as presented.
Yeas: 3 Nays: 0 **Approved**
2. Noah Emerick was presented to the board for approval, the hiring committee has recommended that we move forward with the hiring of Noah Emerick as a Probationary Firefighter. Motion by Sefcik; Seconded by Hunt; to approve the hiring of Noah Emerick as a Probationary Firefighter.
Yeas: 3 Nays: 0 **Approved**
3. A quote and literature were presented to the board for the purchase of IN-Flow Fire Hose Washer. Discussion took place on the benefits and amount of time that this piece of equipment would save us. Motion by Hunt; Seconded by Ledesma to approve Quote # Q128 and approval of transfer form the Donations Account into budget line item # 206-336-733-000.
Yeas: 3 Nays: 0 **Approved**

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City

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

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

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

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

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

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

Yeas:3 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting November 13, 2023

Members Present upon roll call: Ron Sefcik; Chad Hunt;(7:13pm) Helen Sullivan; Carlos Ledesma; Chief Harting **Absent:**

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

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

Guest: No Guest

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

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

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the October 9th, 2023, Fire Board Meeting were presented. One Correction was presented. Motion by Biremele; Second by Ledesma to accept the minutes as amended.

Yeas: 4 Nays: 0 **Approved**

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

Yeas: 4 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$40,650.68 Motion by Sefcik; second by Sullivan to pays bills in the amount of \$40,650.68.

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business: none

New Business:

1. Attorney Phillip Reed was present and discussed his continued work on the 501c3 update. Further discussion to take place at the December Fire Board Meeting.
2. Discussion took place on the Compensation Committee Recommendations from their committee meeting, New PayScale for Paid on Call firefighters was reviewed by the board- no action was taken at this time.
3. Discussion took place on the Preliminary Budget for the 2024/2025 Budget Year. No action was taken at this time- Fire Board set to approve the Budget at the December Fire Board meeting and present it to the Mayor and Township Supervisor as per the Interlocal Agreement in Late December.
4. Firefighter Kevin Reed Requested a 6-month Medical Leave effective 11-13-2023. Motion by Hunt; seconded by Sefcik to approve the 6-month Medical Leave. Yeas: 5 Nays: 0 Motion Approved

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Thank you, Compensation committee and Budget Committee, for your hard work.
3. Spooktacular went great.
4. Fire prevention at Redwood Elementary School.
5. Working the Budget Committee on the Budget.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - Budget Committee
 - Compensation Committee
2. Updated SOG/SOP Board Book
3. FOIA Request Forms Created and Digitized
4. Steve Lowe onboarded- (made 19 calls in October already)
5. Fall Cleanup with Students from school
6. 6 Smoke Alarms installed
7. Job Fair at High School.
8. New Screens installed at station for edispatch app
9. Meeting with ISO

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Further Discussion on the 501c3

Motion by Sefcik; Second by Sullivan to adjourn the meeting at 8:13p.m. Yeas:5

Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE

CASH BALANCES

DECEMBER 11 2023

| | |
|---------------------|---------------|
| General Checking | \$ 116,361.18 |
| Millage Account | \$ 207,211.56 |
| Maintenance Account | \$ 13,388.51 |
| Donation Account | \$ 8,193.10 |

Investment Account

Total Spendable Accounts **\$ 345,154.35**

| 12/08/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT | | | | |
|------------------------------------------------------|-----------|---------------------------|------------------------------------------|-----------|
| CHECK DATE FROM 11/14/2023 - 12/11/2023 | | | | |
| Check Date | Check | Vendor Name | Description | Amount |
| Bank HNB CHECKING ACCOUNT | | | | |
| 11/15/2023 | DD282(A) | HARTING, ROBBIE | PAYROLL | 1,780.86 |
| 11/15/2023 | DD283(A) | MC GREW, KEVIN | PAYROLL | 844.46 |
| 11/15/2023 | EFT66(E) | CITY OF HARTFORD | PAYROLL | 280.70 |
| 11/15/2023 | EFT67(E) | INTERNAL REVENUE SERVICE | PAYROLL | 2,516.05 |
| 11/30/2023 | 153(E) | NORTH BREATHING AIR LLC | ANNUAL MAINTENANCE | 550.00 |
| 11/30/2023 | 154(E) | SHELL FLEET PLUS | DIESEL & GASOLINE | 619.51 |
| 12/01/2023 | DD284(A) | HARTING, ROBBIE | PAYROLL | 1,750.85 |
| 12/05/2023 | DD285(A) | BODARY, BRANDON | PAYROLL | 422.39 |
| 12/05/2023 | DD286(A) | CHAPPELL, MICHAEL | PAYROLL | 37.40 |
| 12/05/2023 | DD287(A) | EASTMAN, SCOTT | PAYROLL | 38.27 |
| 12/05/2023 | STUB31(A) | FLEMMING, LISA | PAYROLL | 0.00 |
| 12/05/2023 | DD288(A) | FRY, STEVEN | PAYROLL | 133.87 |
| 12/05/2023 | DD289(A) | HARTING, BRANDI | PAYROLL | 266.02 |
| 12/05/2023 | DD290(A) | HUNT, CHAD | PAYROLL | 51.86 |
| 12/05/2023 | DD291(A) | HUNT, COLE | PAYROLL | 100.82 |
| 12/05/2023 | DD292(A) | LEDESMA, CARLOS | PAYROLL | 52.86 |
| 12/05/2023 | DD293(A) | LOWE, STEVEN | PAYROLL | 318.87 |
| 12/05/2023 | STUB32(A) | MC CLELLAN, TROY | PAYROLL | 0.00 |
| 12/05/2023 | DD294(A) | MC GREW, KEVIN | PAYROLL | 1,330.04 |
| 12/05/2023 | DD295(A) | REED, KEVIN | PAYROLL | 14.70 |
| 12/05/2023 | DD296(A) | ROBERTS, KHELUN | PAYROLL | 18.29 |
| 12/05/2023 | DD297(A) | SEFCIK, RONALD | PAYROLL | 52.86 |
| 12/05/2023 | DD298(A) | SHARPE, IAN | PAYROLL | 97.64 |
| 12/05/2023 | DD299(A) | SULLIVAN, HELEN | PAYROLL | 52.86 |
| 12/05/2023 | DD300(A) | WEBERG, SCOTT | PAYROLL | 387.47 |
| 12/05/2023 | EFT68(E) | ASSN DUES TO MEMBERSHIP | PAYROLL | 435.24 |
| 12/11/2023 | 15013 | AUTO WARES | PAYROLL | 23.96 |
| 12/11/2023 | 15014 | KELLOGG HARDWARE INC | SUPPLIES | 90.48 |
| 12/11/2023 | 15015 | MILLER CONSTRUCTION | POLE BARN | 12,550.00 |
| 12/11/2023 | 15016 | S&A AUTOMOTIVE INC | MAINTENANCE 2010 FORD EXPLORER | 399.77 |
| 12/11/2023 | 155(E) | AT&T MOBILITY | CELL PHONES | 406.48 |
| 12/11/2023 | 156(E) | FIRST NATIONAL BANK OMAHA | TURN OUT GEAR, COMPUTER, DUES & SUPPLIES | 1,017.49 |
| 12/11/2023 | 157(E) | INTERNAL REVENUE SERVICE | PAYROLL TAXES | 605.54 |
| 12/11/2023 | 158(A) | BIO-CARE INC | PHYSICALS | 175.00 |
| Total of 34 Checks: | | | | 27,422.61 |
| Less 0 Void Checks: | | | | 0.00 |
| Total of 34 Disbursements: | | | | 27,422.61 |

User: BSA
 DB: Hartford

| Vendor Name | Description | Amount |
|------------------------------|------------------------------------------|-----------|
| 1. AT&T MOBILITY | | |
| | CELL PHONES | 406.48 |
| 2. AUTO WARES | | |
| | MAINTENANCE | 23.96 |
| 3. BIO-CARE INC | | |
| | PHYSICALS | 175.00 |
| 4. FIRST NATIONAL BANK OMAHA | | |
| | TURN OUT GEAR, COMPUTER, DUES & SUPPLIES | 1,017.49 |
| 5. INTERNAL REVENUE SERVICE | | |
| | PAYROLL TAXES | 605.54 |
| 6. KELLOGG HARDWARE INC | | |
| | SUPPLIES | 90.48 |
| 7. MILLER CONSTRUCTION | | |
| | POLE BARN | 12,550.00 |
| 8. NORTH BREATHING AIR LLC | | |
| | ANNUAL MAINTENANCE | 550.00 |
| 9. S&A AUTOMOTIVE INC | | |
| | MAINTENANCE 2010 FORD EXPLORER | 399.77 |
| 10. SHELL FLEET PLUS | | |
| | DIESEL & GASOLINE | 273.76 |
| | DIESEL & GASOLINE | 345.75 |
| | TOTAL | 619.51 |
| TOTAL - ALL VENDORS | | 16,438.23 |

12/08/2023 10:00 AM
 User: BSA
 DB: Hfd

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT
 PERIOD ENDING 12/31/2023

Page: 1/2

| GL NUMBER | DESCRIPTION | 2023-24 | | YTD BALANCE | | ACTIVITY FOR | | AVAILABLE | | % BDTG USED |
|---------------------------------|--------------------------|----------------|--------|-------------|------------|------------------|---------------------|-------------|------------|-------------|
| | | AMENDED BUDGET | NORMAL | 12/31/2023 | (ABNORMAL) | MONTH 12/31/2023 | INCREASE (DECREASE) | NORMAL | (ABNORMAL) | |
| Fund 206 - FIRE FUND | | | | | | | | | | |
| Revenues | | | | | | | | | | |
| Dept 000 | | | | | | | | | | |
| 206-000-401.000 | HARTFORD TOWNSHIP | 157,305.85 | | 71,505.95 | | 0.00 | | 85,799.90 | | 45.46 |
| 206-000-402.000 | HARTFORD CITY | 128,704.78 | | 63,537.36 | | 10,589.57 | | 65,167.42 | | 49.37 |
| 206-000-411.000 | HARTFORD TWP MILLAGE | 0.00 | | 3,848.12 | | 3,848.12 | | (3,848.12) | | 100.00 |
| 206-000-420.000 | BANGOR TWP COST RECOVERY | 4,142.47 | | 2,419.50 | | 0.00 | | 1,722.97 | | 58.41 |
| 206-000-421.000 | COST RECOVERY | 6,743.10 | | 1,110.00 | | 519.00 | | 5,633.10 | | 16.46 |
| 206-000-422.000 | FIRE REPORTS/ FOIA | 46.66 | | 10.00 | | 10.00 | | 36.66 | | 21.43 |
| 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 | | 3,200.00 | | 0.00 | | 6,400.00 | | 33.33 |
| 206-000-584.000 | VBEMS | 2,198.33 | | 5,610.00 | | 0.00 | | (3,411.67) | | 255.19 |
| 206-000-665.000 | INTEREST | 0.00 | | 1,337.87 | | 0.00 | | (1,337.87) | | 100.00 |
| Total Dept 000 | | 311,241.19 | | 153,978.80 | | 14,966.69 | | 157,262.39 | | 49.47 |
| TOTAL REVENUES | | 311,241.19 | | 153,978.80 | | 14,966.69 | | 157,262.39 | | 49.47 |
| Expenditures | | | | | | | | | | |
| Dept 336 - FIRE OPERATING | | | | | | | | | | |
| 206-336-702.000 | BOARD SALARY | 4,200.00 | | 1,260.00 | | 240.00 | | 2,940.00 | | 30.00 |
| 206-336-704.000 | CHIEF SALARY | 56,141.00 | | 23,392.10 | | 2,339.21 | | 32,748.90 | | 41.67 |
| 206-336-710.000 | FIREFIGHTER/ MFR | 55,000.00 | | 23,309.01 | | 3,431.75 | | 31,690.99 | | 42.38 |
| 206-336-712.000 | SHIFT COVERAGE | 14,400.00 | | 5,235.00 | | 1,110.00 | | 9,165.00 | | 36.35 |
| 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 | | 5,385.14 | | 1,150.32 | | 8,614.86 | | 38.47 |
| 206-336-724.000 | RETIREMENT | 4,000.00 | | 1,263.15 | | 140.35 | | 2,736.85 | | 31.58 |
| 206-336-730.000 | GASOLINE & DIESEL | 9,400.00 | | 2,327.49 | | 0.00 | | 7,072.51 | | 24.76 |
| 206-336-731.000 | VEHICLE MAINTENANCE | 9,500.00 | | 4,070.90 | | 423.73 | | 5,429.10 | | 42.85 |
| 206-336-733.000 | EQUIPMENT MAINTENANCE | 12,900.00 | | 1,384.88 | | 0.00 | | 11,515.12 | | 10.74 |
| 206-336-740.000 | OPERATING SUPPLIES | 350.00 | | 43.00 | | 0.00 | | 307.00 | | 12.29 |
| 206-336-741.000 | MEDICAL SUPPLIES | 2,500.00 | | 453.89 | | 98.96 | | 2,046.11 | | 18.16 |
| 206-336-742.000 | ANNUAL TESTING | 8,150.00 | | 2,013.10 | | 0.00 | | 6,136.90 | | 24.70 |
| 206-336-751.000 | PHONES | 6,615.20 | | 3,005.24 | | 364.48 | | 3,609.96 | | 45.43 |
| 206-336-753.000 | UTILITIES | 10,000.00 | | 2,197.83 | | 0.00 | | 7,802.17 | | 21.98 |
| 206-336-763.000 | BUILDING MAINTENANCE | 11,550.00 | | 25,979.15 | | 12,640.48 | | (14,429.15) | | 224.93 |
| 206-336-767.000 | DUES/ SUBSCRIPTIONS | 4,125.00 | | 2,222.34 | | 179.00 | | 1,902.66 | | 53.87 |
| 206-336-781.000 | TURN OUT GEAR/ UNIFORMS | 16,000.00 | | 13,374.52 | | 387.80 | | 2,625.48 | | 83.59 |
| 206-336-785.000 | EDUCATION/ TRAINING | 8,700.00 | | 4,445.81 | | 0.00 | | 4,254.19 | | 51.10 |
| 206-336-796.000 | PHYSICALS | 8,300.00 | | 7,470.25 | | 175.00 | | 829.75 | | 90.00 |
| 206-336-799.000 | OFFICE/ COMPUTER | 5,910.00 | | 1,363.11 | | 251.73 | | 4,546.89 | | 23.06 |
| 206-336-801.000 | PROFESSIONAL SERVICES | 10,000.00 | | 14,895.00 | | 0.00 | | (4,895.00) | | 148.95 |
| 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 | | 12,914.00 | | 0.00 | | 15,086.00 | | 46.12 |
| Total Dept 336 - FIRE OPERATING | | 311,241.20 | | 158,084.91 | | 23,032.81 | | 153,156.29 | | 50.79 |
| TOTAL EXPENDITURES | | 311,241.20 | | 158,084.91 | | 23,032.81 | | 153,156.29 | | 50.79 |
| Fund 206 - FIRE FUND: | | | | | | | | | | |
| TOTAL REVENUES | | 311,241.19 | | 153,978.80 | | 14,966.69 | | 157,262.39 | | 49.47 |
| TOTAL EXPENDITURES | | 311,241.20 | | 158,084.91 | | 23,032.81 | | 153,156.29 | | 50.79 |
| NET OF REVENUES & EXPENDITURES | | (0.01) | | (4,106.11) | | (8,066.12) | | 4,106.10 | | 1,100.00 |

Hartford Fire Department

Hartford, MI

This report was generated on 12/5/2023 8:58:11 AM



Item 6.

Personnel Count per Incident for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023

| INCIDENT | | | | NUMBER OF PEOPLE | | |
|----------|---------------------|---------------------------------------------------------|-------|------------------|------------------|-------|
| NUMBER | DATE | INCIDENT TYPE | FDID | ON APPARATUS | NOT ON APPARATUS | TOTAL |
| 2023-573 | 11/1/2023 08:40:00 | 114 - Chimney or flue fire, confined to chimney or flue | 08006 | 4 | 0 | 4 |
| 2023-574 | 11/2/2023 12:23:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-575 | 11/3/2023 15:44:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-576 | 11/3/2023 21:42:00 | 321 - EMS call, excluding vehicle accident with injury | 08006 | 1 | 1 | 2 |
| 2023-577 | 11/4/2023 21:57:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-578 | 11/4/2023 22:40:00 | 131 - Passenger vehicle fire | 08006 | 5 | 0 | 5 |
| 2023-579 | 11/6/2023 12:37:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-580 | 11/6/2023 21:41:00 | 161 - Outside storage fire | 08006 | 7 | 0 | 7 |
| 2023-581 | 11/7/2023 04:46:00 | 611 - Dispatched & cancelled en route | 08006 | 1 | 0 | 1 |
| 2023-582 | 11/7/2023 14:11:00 | 554 - Assist invalid | 08006 | 2 | 1 | 3 |
| 2023-583 | 11/7/2023 18:32:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 1 | 2 |
| 2023-584 | 11/8/2023 05:37:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-585 | 11/8/2023 17:14:00 | 321 - EMS call, excluding vehicle accident with injury | 08006 | 3 | 0 | 3 |
| 2023-586 | 11/9/2023 03:07:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-587 | 11/9/2023 16:18:00 | 554 - Assist invalid | 08006 | 1 | 0 | 1 |
| 2023-588 | 11/10/2023 13:17:00 | 500 - Service Call, other | 08006 | 1 | 1 | 2 |
| 2023-589 | 11/10/2023 21:03:00 | 321 - EMS call, excluding vehicle accident with injury | 08006 | 2 | 1 | 3 |
| 2023-590 | 11/10/2023 22:07:00 | 311 - Medical assist, assist EMS crew | 08006 | 3 | 0 | 3 |
| 2023-591 | 11/11/2023 10:47:00 | 311 - Medical assist, assist EMS crew | 08006 | 4 | 1 | 5 |
| 2023-592 | 11/13/2023 10:55:00 | 611 - Dispatched & cancelled en route | 08006 | 2 | 0 | 2 |
| 2023-593 | 11/13/2023 18:59:00 | 611 - Dispatched & cancelled en route | 08006 | 2 | 0 | 2 |
| 2023-594 | 11/13/2023 22:40:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-595 | 11/15/2023 05:52:00 | 111 - Building fire | 08006 | 6 | 0 | 6 |
| 2023-596 | 11/15/2023 10:05:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 0 | 1 |
| 2023-597 | 11/16/2023 16:00:00 | 571 - Cover assignment, standby, moveup | 08006 | 1 | 0 | 1 |
| 2023-598 | 11/17/2023 06:34:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 0 | 1 |
| 2023-599 | 11/17/2023 07:14:00 | 311 - Medical assist, assist EMS crew | 08006 | 4 | 0 | 4 |
| 2023-600 | 11/17/2023 08:39:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-601 | 11/17/2023 11:53:00 | 321 - EMS call, excluding vehicle accident with injury | 08006 | 3 | 1 | 4 |
| 2023-602 | 11/17/2023 13:06:00 | 311 - Medical assist, assist EMS crew | 08006 | 4 | 0 | 4 |
| 2023-603 | 11/18/2023 07:49:00 | 733 - Smoke detector activation due to malfunction | 08006 | 1 | 4 | 5 |
| 2023-604 | 11/18/2023 08:06:00 | 651 - Smoke scare, odor of smoke | 08006 | 1 | 4 | 5 |
| 2023-605 | 11/18/2023 09:51:00 | 324 - Motor vehicle accident with no injuries. | 08006 | 1 | 4 | 5 |
| 2023-606 | 11/18/2023 14:33:00 | 611 - Dispatched & cancelled en route | 08006 | 1 | 3 | 4 |
| 2023-607 | 11/18/2023 23:25:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-608 | 11/19/2023 14:34:00 | 162 - Outside equipment fire | 08006 | 6 | 3 | 9 |
| 2023-609 | 11/20/2023 07:56:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 0 | 1 |

Only REVIEWED incidents included



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Doc Id: 358
Page # 1 of 2

| INCIDENT | | | | NUMBER OF PEOPLE | | |
|--------------------------|---------------------|-------------------------------------------------|-----------|------------------|------------------|-------|
| NUMBER | DATE | INCIDENT TYPE | FDID | ON APPARATUS | NOT ON APPARATUS | TOTAL |
| 2023-610 | 11/20/2023 09:57:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 0 | 1 |
| 2023-611 | 11/20/2023 22:16:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-612 | 11/21/2023 03:59:00 | 736 - CO detector activation due to malfunction | 08006 | 1 | 1 | 2 |
| 2023-613 | 11/22/2023 00:16:00 | 611 - Dispatched & cancelled en route | 08006 | 1 | 0 | 1 |
| 2023-614 | 11/22/2023 00:43:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-615 | 11/22/2023 06:45:00 | 571 - Cover assignment, standby, moveup | 08006 | 3 | 0 | 3 |
| 2023-616 | 11/22/2023 09:59:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-617 | 11/22/2023 17:38:00 | 554 - Assist invalid | 08006 | 2 | 3 | 5 |
| 2023-618 | 11/23/2023 02:28:00 | 322 - Motor vehicle accident with injuries | 08006 | 2 | 0 | 2 |
| 2023-619 | 11/23/2023 18:52:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-620 | 11/24/2023 07:20:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 0 | 1 |
| 2023-621 | 11/25/2023 23:35:00 | 611 - Dispatched & cancelled en route | 08006 | 1 | 0 | 1 |
| 2023-622 | 11/26/2023 15:02:00 | 311 - Medical assist, assist EMS crew | 08006 | 3 | 1 | 4 |
| 2023-623 | 11/26/2023 17:16:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 2 | 4 |
| 2023-624 | 11/26/2023 18:00:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 1 | 2 |
| 2023-625 | 11/27/2023 15:09:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 1 | 2 |
| 2023-626 | 11/28/2023 20:30:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 0 | 2 |
| 2023-627 | 11/29/2023 04:24:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-628 | 11/29/2023 17:41:00 | 311 - Medical assist, assist EMS crew | 08006 | 1 | 0 | 1 |
| 2023-629 | 11/29/2023 20:01:00 | 311 - Medical assist, assist EMS crew | 08006 | 2 | 1 | 3 |
| 2023-630 | 11/30/2023 07:00:00 | 554 - Assist invalid | 08006 | 1 | 0 | 1 |
| 2023-631 | 11/30/2023 14:15:00 | 554 - Assist invalid | 08006 | 2 | 0 | 2 |
| 2023-632 | 11/30/2023 15:17:00 | 611 - Dispatched & cancelled en route | 08006 | 2 | 2 | 4 |
| TOTAL # OF INCIDENTS: 60 | | | AVERAGES: | 2.1 | 0.7 | 2.8 |

Only REVIEWED incidents included



By-Laws

Hartford Fire Department Association

A Non-Profit Corporation

Article One

Offices

Section 1.01 Principal Office

The nonprofit corporation's principal office in the State of Michigan is:

436 East Main Street

Hartford, Michigan 49057

The Hartford Fire Board may change the principal office in the State of Michigan from time to time.

Section 1.02 Other Offices

The Hartford Fire Board may establish branch offices where the nonprofit corporation is qualified to conduct its activities.

Article Two Name

Section 2.01 Name of Organization

The name of the non-profit organization is the Hartford Fire Department Association, a Michigan non-profit corporation.

Article Three

Members

The nonprofit corporation will not have stock or members. Approval by the Hartford Fire Board is sufficient for any action that would otherwise require approval by a majority or all members. All rights that would otherwise vest in the members will instead vest in the Board Members.

Article Four Board Members

Section 4.01 General Power

The Hartford Fire Board will manage the nonprofit corporation's property and business affairs. The Hartford Fire Board must act consistently with federal law, state law, these Articles of Incorporation, and the By-Laws and comply with the requirements set forth by the City of Hartford and the Township of Hartford.

Section 4.02 Number

The Hartford Fire Board will fix the number of directors; this number will comprise the entire Hartford Fire Board.

The Fire Board will govern the operations of the Hartford Fire Department Association. It will be governed, managed, and controlled by a Fire Board consisting of five (5) members, for terms of six (6) years each subsequent to the initial term, or until a successor is appointed. Said Members shall be appointed in the following manner and for the following terms.

Section 4.03 Selection of Board Members and Term of Office

Each Municipality (City of Hartford and Township of Hartford), by a majority vote of all members of its governing body shall appoint one member for a term expiring on June 30 of the even numbered years following the creation of the Fire Board, or until a successor is appointed.

Each Municipality (City of Hartford and Township of Hartford), by a majority vote of all members of its governing body shall appoint one member for a term expiring on June 30 of the even odd numbered years following the creation of the Fire Board, or until a successor is appointed.

The fifth member of the board shall be appointed by a majority vote of the other four members of the Fire Board appointed by the City and Township, to serve a term expiring June 30th of the fourth year following the terms of the first two members, or until a successor is appointed.

When initial terms have expired, the municipality responsible for the original appointment to the board shall appoint, for six-year terms in the manner above described successive members to the Fire Board. The result will be that the City and Township shall always have two members each on the Board at any one time with the fifth member always appointed by the Board itself.

The Fire Chief of the Hartford Fire Department shall be ex-officio, non-voting member of the Fire Board operating in an advisory capacity only. The Fire Chief Deputy Chief or Assistant Chief shall attend a City and Township meeting once a month.

Section 4.04 Filling of Vacancies

Subject to the provisions of Section 4.03, if any vacancy is caused by death, resignation, or removal of a Board Member, the remaining Board Members, by majority vote, will elect a successor to

By-Laws of Hartford Fire Department Association
A Michigan Non-Profit Corporation

Page 2

hold office for the remaining term of the Board Member whose place is vacant. The successor will serve as a Board Member until the next regular election of Board Members.

If the number of Board Members is increased as provided in the By-Laws, or by resolution of the City of Hartford and Township of Hartford, the current Board Members, by majority vote, will elect the appropriate number of additional Board Members to hold office until the next regular election of Board Members as outlined in Section 3.

No reduction in the authorized number of Board Members will have the effect of removing any Board Member before the expiration of his or her term.

Section 4.05 Resignation

Subject to the provisions of Michigan law, any Board Member may resign by giving written notice to the nonprofit corporation's Secretary. The resignation will be effective when the Secretary receives the notice unless the notice specifies that the resignation will be effective on a later date. If the resignation is effective at a later date, a successor may be elected before that date but he or she will not take office until the resignation becomes effective.

Section 4.06 Removal

A Board Member may be removed for cause by two-thirds vote of all Board Members then in office. The action will be taken at a regular meeting of the Hartford Fire Board or at a special meeting called for that purpose. The proposed removal must be announced in the notice and sent to the Board Members at least 10 days before the meeting. Fire Board must notify the City of Hartford and the Township of Hartford clerks of the removal of any Fire Board Member.

Section 4.07 Compensation of Board Members

The members of the Hartford Fire Board will be paid a salary of \$_____ per meeting. Members of the Fire Board may be paid at a rate determined by the City and Harfford and Township of Harfford at the annual joint meeting of the municipalities and shall be entitled to actual and necessary expenses approved by the City and Township, unless the contrary is approved by both the City and Township in joint session.

Nothing in this Section precludes any Board Member from serving the nonprofit corporation in any other capacity and receiving compensation for his or her service in that capacity.

Section 4.08 Limitations on Fire Board Members

No Member of the Board shall be a member of the fire department, nor shall members of the immediate family (i.e. parents, grandparents, siblings, spouse, and children biological or adopted) of a Fire Board member be appointed to the Fire Board.

Members of the Board will be residents of the municipality which appointed them with the exception of the member appointed by the Fire Board, who may be resident of either the City of Hartford or the Township of Hartford.

Members of the Fire Board shall serve at the pleasure of the Municipality that appointed him/her and may be removed by the appointing Municipality at will even if his/her term on the Fire Board has not yet expired.

Article Five Meetings

Section 5.01 Place of Meeting

The Hartford Fire Board will hold its meetings at the Hartford Township Hall or at any place the Hartford Fire Board may from time to time select by a majority vote or written consent of all the Board Members.

Section 5.02 Annual Meeting

The Hartford Fire Board will hold its annual meeting on the second Monday of July commencing in 2024 or at another date designated by the Hartford Fire Board (if that date is legal holiday then the next succeeding day if not a legal holiday, or at another date designated by the Hartford Fire Board) for setting the annual budget, and to transact other business that may be brought properly before the Hartford Fire Board.

Section 5.03 Regular Meetings

The Fire Board shall meet at least every month and shall establish a meeting schedule which shall be posted at the Fire Department's main office, City Hall of Hartford and the Township Hall of Hartford in a manner and time provided by law. All meetings will comply with the Michigan open Meetings Act. Regular scheduled meetings are set to occur on the 2nd Monday of each month.

Section 5.04 Special Meetings

Special meetings may be called by the Chairperson or in the absence of the Chairperson by any three (3) Fire Board Members. All Fire Board Members shall be notified in writing at least eighteen (18) hours prior to the special meeting. Meeting notices shall be posted at the Hartford Fire Department main office, City of Hartford City Hall and Hartford Township' township hall.

Section 5.05 Notice of Meetings

Except as may be otherwise specifically provided in these By-Laws, the Secretary must give at least 10 days written notice of each regular or special meeting to all Board Members at their post office address as shown on the nonprofit corporation's records. Any person entitled to notice of a meeting may waive notice in writing either before or after the time of the meeting.

The attendance of a Board Member at any meeting constitutes a waiver of notice, except if a Board Member attends a meeting for the express purpose of objecting to the transaction of business at the meeting because the meeting is not lawfully called or convened.

Section 5.06 Quorum

The presence of a majority of the Board Members then in office constitutes a quorum to transact business at all meetings of the Hartford Fire Board. But if at any meeting less than a quorum is present, a majority of those present may adjourn the meeting to a different place and time.

Section 5.07 Meetings by Telephone or Video Conference

Any annual, regular, or special meeting may be held by conference telephone or video communication equipment, if all Board Members participating in the meeting can hear one another. All participating Board Members will be considered present in person at the meeting for all purposes. Any virtual meetings must comply with the Michigan Open Meetings Act.

Section 5.08 Action without Meeting by Written Consents

If all of the Board Members severally or collectively consent in writing to any action taken by the nonprofit corporation, whether before or after the action is taken, those consents will have the same force and effect as the unanimous vote of the Hartford Fire Board at a duly called meeting. The Secretary shall file the consents with the minutes of the Hartford Fire Board.

Section 5.09 Required Vote

Except as may be provided otherwise in these By-Laws or the Articles of Incorporation, the action of a majority of the Board Members at a meeting at which a quorum is present is the action of the Hartford Fire Board.

Article Six Officers

Section 6.01 Election, Tenure, and Compensation

The officers of the nonprofit corporation are the Chairperson, the Secretary, the Treasurer, and one or more assistants to these officers as the Hartford Fire Board may consider necessary.

The Hartford Fire Board will elect the officers at each annual meeting of the Hartford Fire Board. If no election is held at the annual meeting, the election will be held as soon as conveniently possible after the scheduled meeting date. Each officer will serve until his or her successor has been elected or until his or her death, resignation or removal.

The Chairperson must be a Board Member and the other officers may, but need not be, Board Members. The same person may hold any two or more of the offices except the offices of

Chairperson and Secretary. But no officer may sign, acknowledge or verify any instrument in more than one capacity if the law or these By-Laws require the instrument be signed, acknowledged or verified by any two or more officers.

If any office (other than an office required by law) is not be filled by the Hartford Fire Board, or, once filled, later becomes vacant, the office and all references to the office in these By-Laws will be treated as inoperative until the office is filled as provided in these By-Laws.

All corporate officers and agents are subject to removal at any time by the majority vote of the Hartford Fire Board, except employees whose term is defined by written contract between the employee and the Hartford Fire Board, in which case the removal is governed by the employment contract.

Section 6.02 Powers and Duties of the Chairperson

The Chairperson is the nonprofit corporation's principal board member and shall execute all privileges and duties of a Board Member, including the right to vote on all matters. Chairperson will chair and oversee meetings of the Fire Board.

Section 6.03 Powers and Duties of the Secretary

The Secretary shall:

- give notice of all meetings of the Hartford Fire Board and all other notices required by law, the Articles of Incorporation or by these By-Laws;
- keep minutes of the meetings of the Hartford Fire Board in books provided for that purpose;
- perform all other duties that may be assigned to him or her from time to time by the Board Members or the President.

Unless otherwise specifically limited by the Articles of Incorporation or these By-Laws, the Secretary has all powers and authority otherwise permitted the secretary of a nonprofit corporation under Michigan law.

Section 6.04 Powers and Duties of the Treasurer

The Treasurer shall:

- have custody of all the funds and securities of the nonprofit corporation;
- keep full and accurate account of receipts and disbursements in books belonging to the nonprofit corporation;
- deposit all moneys and other valuables in the nonprofit corporation's name and credit in those depositories as the Hartford Fire Board may designate from time to time;

disburse the funds of the nonprofit corporation as ordered by the Hartford Fire Board after taking proper vouchers for such disbursements;

furnish copies of all reports to the Board, and all copies provided by the Treasurer to the Board shall be provided to the City and Township after each scheduled meeting.

furnish to the Hartford Fire Board and to the donors of the nonprofit corporation within 60 days from the date that the nonprofit corporation's 990-PF is filed a written report of the nonprofit corporation's activities, receipts and disbursements during the tax year for which the 990-PF was filed.

Unless otherwise specifically limited by the Articles of Incorporation and these By-Laws, the Treasurer has all powers and authority otherwise permitted the treasurer of a nonprofit corporation under Michigan law.

Section 6.05 Appointment of Fire Chief

The Fire Board shall appoint a Fire Chief who shall serve at the pleasure of the Fire Board. All employees, including the Fire Chief, shall be considered employees of the Board.

The Chief shall be accountable to the Fire Board for the efficient and effective operation of the Department and for the Department's compliance with all State laws, City and Township ordinances and policies.

The Chief shall recommend, subject to Board approval, the appointment and/or removal of assistant chief, captain(s), lieutenant(s), firefighters, and other position as may be deemed necessary.

The Chief shall develop written administrative rules to increase efficiency and effectiveness of the Department, including pre-planning and post incident critiques, regulations, assignment and scheduling of personnel and shall plan for the land range needs of the Department.

Section 6.06 Agents

The Hartford Fire Board may designate agents of the nonprofit corporation as it considers necessary or advisable to receive, deposit, and otherwise handle contributions to the nonprofit corporation.

Article Seven Committees

Section 7.01 Committees of the Hartford Fire Board

The Hartford Fire Board may, by majority vote, designate one or more committees. Each committee must consist of at least two Board Members and, to the extent provided in the majority resolution, may exercise the powers of the Hartford Fire Board.

The designation of committees and delegation of authority to the committees will not operate to relieve the Hartford Fire Board, or any individual Board Member of any responsibility imposed on the Hartford Fire Board or any individual members by law.

Section 7.02 Term of Office

Each committee member will serve until his or her successor is appointed unless the committee is terminated sooner by the Fire Board Members respective municipality, or the member is removed or resigns from the committee. Unless otherwise provided in the resolution of the Hartford Fire Board designating a committee, each committee member will serve at the pleasure of the Hartford Fire Board.

Section 7.03 Chair

Unless otherwise provided in the resolution of the Hartford Fire Board designating a committee, each committee shall appoint a chairperson by majority vote of the committee.

Section 7.04 Vacancies

Vacancies in the membership of any committee may be filled by appointments in the same manner as the original appointments were made.

Section 7.05 Quorum

Unless otherwise provided in the resolution of the Hartford Fire Board designating a committee, a majority of committee members constitutes a quorum to transact business at all committee meetings.

Section 7.06 Rules

Each committee may adopt rules for its own governance consistent with the Articles of Incorporation and these By-Laws.

Article Eight Liability and Indemnification

No Board Member or officer of the nonprofit corporation will be personally liable for the payment of the nonprofit corporation's debts and liabilities except as any Board Member or officer may be liable by reason of his or her own conduct or acts. However, relief from liability for the nonprofit corporation's debts will not apply in any instance where that relief is inconsistent with any provisions of the Internal Revenue Code applicable to organizations described in Section 501(c)(3).

Subject to the previous paragraph, the nonprofit corporation shall indemnify every Board Member or officer and his or her heirs, executors, and administrators, against expenses actually and reasonably incurred by him or her—as well as any amount paid upon judgment—in connection with any civil or criminal action, suit, or proceeding to which he or she may be made a party because of his or her role as a Board Member or officer of the nonprofit corporation.

This indemnification is being given since the Board Members will be requested to act by the nonprofit corporation for the nonprofit corporation's benefit.

This indemnification is exclusive of all other rights to which a Board Member may be entitled.

Article Nine Corporate Seal

The nonprofit corporation will not have a seal. If a seal is required for any corporate transactions, the words *Corporate Seal* followed by the signature of one or more officers on behalf of the nonprofit corporation shall constitute a proper affixing of the seal.

Article Ten Financial Matters

Section 10.01 Delegation by the Hartford Fire Board

The Hartford Fire Board may authorize any officer, employee or agent to enter into any contracts or to sign and deliver any instruments in the name of the nonprofit corporation. The authority granted by the Hartford Fire Board may be general or confined to specific instances.

Section 10.02 Fiscal Year

The Board's Fiscal year shall run from July 1 to June 30th of each year.

Section 10.03 Operating Costs and Capital Expenditures

The Fire Board will prepare a budget containing Operating Costs and Capital Expenditures. Operating Costs, by way of example, shall include such items as utilities, insurance costs, petroleum products, necessary and reasonable Fire Board expenses, maintenance costs, and whatever compensation the Board may provide the Fire Department. Fire Board may determine that its operating costs are separate from the funds received from the Township. As such, the budget would not need to be presented to the City and Township. This determination will be at the discretion of the board.

Section 10.04 Presentation of Budget to City and Township

The Fire board will prepare a recommended budget by the first day of May. The Board shall inform the City Clerk and Township Clerk, in writing, as to the time and place of joint session in which review of the budget shall be made. Such notice shall be at least thirty (30) days prior to the meeting date.

Copies of the recommended budget shall be given to the City Clerk and Township Clerk at least fifteen (15) days prior to the joint session

Approval of the budget shall be by majority vote of each municipality at the joint budget session.

Upon approval of the budget, the City and Township shall contribute the approved funding by the 20th day of each month.

Section 10.05 Budget Amendments and Adjustments

In the event the Fire Board encounters unforeseen expenditures during its fiscal year in excess of the budget approved by the City and Township, the Fire Board may be allowed to amend the budget by 20% from fund equity if available. If fund equity is not available, the Fire Board shall submit a written request with justification to the City and Township for the approval of the excess expenditure prior to the expenditures. (Neither municipality shall be required to pay its share until each municipality has approved the Fire Board's request by a majority vote of all members of its governing body).

Section 10.06 Funding Formula for Budget

The Fire Board will abide by the agreed upon Funding Formula and Funding Formula Review set forth by the City of Hartford and the Township of Hartford pursuant to Section (4)H of the City of Hartford - Hartford Township Interlocal Fire Department Agreement Effective November 1, 2013.

Section 10.07 Deposits

All nonprofit corporation funds will be deposited to the credit of the nonprofit corporation at those banks, trust companies or other depositories selected by the Hartford Fire Board. But the Hartford Fire Board may authorize any officer, employee or agent to select the banks, trust companies or other depositories into which the funds of the nonprofit corporation will be deposited.

Section 10.08 Checks and Drafts

All checks, drafts and other orders for payments of money, notes, or other evidences of indebtedness by the nonprofit corporation must be signed by those officers, agents or employees selected by the Hartford Fire Board, and in the manner determined by majority resolution of the Hartford Fire Board.

Section 10.09 Receipts and Expenditures

Receipts and expenditures (checks) shall require two (2) Fire Board Members signatures.

The Board shall be bonded by a bond sufficient in amount to cover any and all sums recieved from the City and Township during a single fiscal year. The cost of said Bond shall be deemed an operating expense of the Board.

No member of the Fire board shall exercise any authority on an individual basis. All authority shall rest with the Fire Board acting as a whole.

Section 10.10 Loans

The nonprofit corporation is prohibited from making any loans or borrowing any funds unless specifically authorized by a resolution of the Hartford Fire Board. The authority granted by the Hartford Fire Board may be general or confined to specific instances. The nonprofit corporation will not make any loans to its Board Members or officers.

Any loans must be approved as part of the approved budget. Any loans or borrowing of any funds, must be authorized by the City and Township municipality and only after a majority vote of all members of the municipalities governing body.

Section 10.11 Separate Account

The nonprofit corporation must segregate any funds received from a Charitable Trust into a separate account in the nonprofit corporation's books. The nonprofit corporation shall administer the separate account in such a manner as to allow tracing of the funds into and out of that account. The separate account must be administered and distributed by a separate fund committee, and the Board Member, the officer, or the substantial contributor who established the Charitable Trust from which the nonprofit corporation received the funds may not possess any power over this account or this separate fund committee.

Section 10.12 Insurance

The Fire Board shall have the express duty to purchase adequate insurance to protect the City and Township from loss by way of fire, property damage, personal liabilities and workmen's compensation.

Section 10.13 Audit

The Fire Board shall be subject to a complete audit at least one time per year by a Certified Public Accountant. Upon completion of audit, copies shall be given to the City Clerk and Township Clerk. The Fire Board shall be responsible for providing those reports.

Section 10.14 Expenses

The Hartford Fire Board will pay all expenses of the nonprofit corporation including, but not limited to, custodian, investment management fees, legal fees, and accounting fees and charges first from income and then from the principal assets of the nonprofit corporation.

Article Eleven Miscellaneous Provisions

Section 11.01 Fiscal Year

The fiscal year of the nonprofit corporation shall end on the last day of June.

Section 11.02 Singular and Plural; Gender

Unless the context requires otherwise, words denoting the singular may be construed as plural and words of the plural may be construed as denoting the singular. Words of one gender may be construed as denoting another gender as is appropriate within the context. The word *or* when used in a list of more than two items may function as both a conjunction and a disjunction as the context requires or permits.

Section 11.03 Headings of Articles, Sections, and Subsections

The headings of Articles, Sections, and Subsections used within these By-Laws are included solely for the reader's convenience and reference. They have no significance in the interpretation or construction of these By-Laws.

Section 11.04 Notices

Unless otherwise stated, whenever these By-Laws call for notice, the notice must be in writing and must be personally delivered with proof of delivery, or mailed postage prepaid by certified mail, return receipt requested, to the last known address of the party requiring notice. Notice is effective on the date personally delivered or on the date of the return receipt. If a party giving notice does not receive the return receipt but has proof that he or she mailed the notice, notice is effective on the date it would normally have been received via certified mail. If notice is required to be given to a minor or incapacitated individual, notice must be given to the parent or legal representative of the minor or incapacitated individual.

Section 11.05 Waiver of Notices

Whenever any notice is required to be given under federal law, state law, the Articles of Incorporation, or these By-Laws, a written waiver of the notice signed by the person or persons entitled to the notice before or after the time stated in the notice, will be treated as the equivalent to receipt of the required notice.

Section 11.06 Reference to Laws

All general or specific references to the Internal Revenue Code are to the Internal Revenue Code of 1986 as now in force or later amended, or the corresponding provision of any future United States revenue law. Similarly, any general or specific references to the laws of the State of Michigan are to the laws of the State of Michigan as now in force or later amended.

**Article Twelve
Amendments**

The Hartford Fire Board may amend, alter, or repeal the By-Laws or any specific provision of the By-Laws, and may from time to time make additional By-Laws.

CERTIFICATE OF SECRETARY

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned does hereby certify that the undersigned is the Secretary of Hartford Fire Department Association, a nonprofit corporation duly organized and existing under and by virtue of the laws of the State of Michigan; that the above and foregoing By-Laws of said nonprofit corporation were duly and regularly adopted as such by the Hartford Fire Board of said nonprofit corporation; and that the above and foregoing By-Laws are now in full force and effect.

DATED: December ____, 2023

_____, Secretary

FIRE BOARD AGENDA REPORT

Meeting Date: December 11th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Budget Committee
Agenda Title: Fire Board Approval of 2024/2025 Operating Budget

RECOMMENDED ACTION:

Budget Committee has prepared the attached proposed budget and is recommending to the fire board that we approve this budget as presented.

Hartford Fire Department 2024/2025 Proposed Budget

Item 6.

| GL NUMBER | DESCRIPTION | 2024/2025 Budget |
|-------------------------------------------|---------------------------|------------------|
| Fund 206 - FIRE | FUND | |
| Revenues | | |
| Dept 000 | | |
| 206-000-401.000 | HARTFORD TOWNSHIP | 169,840.00 |
| 206-000-402.000 | HARTFORD CITY | 138,960.00 |
| 206-000-411.000 | Hartford Township Millage | 67,000 |
| 206-000-412.000 | Hartford City Millage | 46,000 |
| 206-000-420.000 | BANGOR TWP COST RECOVERY | 5,200 |
| 206-000-421.000 | COST RECOVERY | 1,000 |
| 206-000-422.000 | FIRE REPORTS/ FOIA | 50 |
| 206-000-539.000 | GRANTS | 2,500 |
| 206-000-582.000 | TOWNSHIP GRANTS | 0 |
| 206-000-584.000 | VBEMS | 10,000 |
| 206-000-665.000 | Interest | 0 |
| Total Dept 000 | | 440,550.00 |
| TOTAL REVENUES | | |
| Expenditures | | |
| Dept 336 - FIRE | OPERATING | |
| 206-336-702.000 | BOARD SALARY | 4,200 |
| 206-336-704.000 | CHIEF SALARY | 58,950 |
| 206-336-705.000 | Asst. CHIEF SALARY | 24,000 |
| 206-336-710.000 | FIREFIGHTER/ MFR | 50,000 |
| 206-336-712.000 | SHIFT COVERAGE | 14,400 |
| 206-336-714.000 | SUPPORT STAFF | 0 |
| 206-336-720.000 | PAYROLL TAXES | 10,000 |
| 206-336-724.000 | RETIREMENT | 3,800 |
| 206-336-730.000 | GASOLINE & DIESEL | 9,400 |
| 206-336-731.000 | VEHICLE MAINTENANCE | 9,500 |
| 206-336-733.000 | EQUIPMENT MAINTENANCE | 13,000 |
| 206-336-740.000 | OPERATING SUPPLIES | 400 |
| 206-336-741.000 | MEDICAL SUPPLIES | 2,500 |
| 206-336-742.000 | ANNUAL TESTING | 8,500 |
| 206-336-751.000 | PHONES | 7,500 |
| 206-336-753.000 | UTILITIES | 10,000 |
| 206-336-763.000 | BUILDING MAINTENANCE | 10,000 |
| 206-336-767.000 | DUES/ SUBSCRIPTIONS | 4,200 |
| 206-336-781.000 | TURN OUT GEAR/ UNIFORMS | 15,000 |
| 206-336-785.000 | EDUCATION/ TRAINING | 8,500 |
| 206-336-796.000 | PHYSICALS | 10,000 |
| 206-336-799.000 | OFFICE/ COMPUTER | 4,700 |
| 206-336-801.000 | PROFESSIONAL SERVICES | 16,500 |
| 206-336-810.000 | GRANT MATCH | 2,500 |
| 206-336-815.000 | GENERAL INSURANCE | 30,000 |
| Total Dept 336 - FIRE OPERATING | | 327,550 |
| 206-336-965.000- Transfer to Millage Fund | | 113,000 |
| | Total Budget | 440,550 |

| GL NUMBER | DESCRIPTION | 2023-2024 Budget | 2024/2025 Budget | (+/-) | |
|-------------------------------------------|---------------------------|-------------------|-------------------|--------------------|--------------|
| Fund 206 - FIRE | FUND | | | | |
| Revenues | | | | | |
| Dept 000 | | | | | |
| 206-000-401.000 | HARTFORD TOWNSHIP | 157,305.85 | 169,840.00 | \$12,534.15 | 8% |
| 206-000-402.000 | HARTFORD CITY | 128,704.78 | 138,960.00 | \$10,255.22 | 8% |
| 206-000-411.000 | Hartford Township Millage | 67,000.00 | 67,000 | 0 | |
| 206-000-412.00 | Hartford City Millage | 46,000.00 | 46,000 | 0 | |
| 206-000-420.000 | BANGOR TWP COST RECOVERY | 4,142.47 | 5,200 | \$1,057.53 | |
| 206-000-421.000 | COST RECOVERY | 6,743.10 | 1,000 | (\$5,743.10) | |
| 206-000-422.000 | FIRE REPORTS/ FOIA | 46.66 | 50 | \$3.34 | |
| 206-000-539.000 | GRANTS | 2,500.00 | 2,500 | 0 | |
| 206-000-582.000 | TOWNSHIP GRANTS | 9,600.00 | 0 | (\$9,600) | |
| 206-000-584.000 | VBEMS | 2,198.33 | 10,000 | \$7,801.67 | |
| 206-000-665.000 | Interest | 0.00 | 0 | 0 | |
| Total Dept 000 | | 424,241.19 | 440,550.00 | \$16,308.81 | |
| TOTAL REVENUES | | | | | |
| Expenditures | | | | | |
| Dept 336 - FIRE | OPERATING | | | | |
| 206-336-702.000 | BOARD SALARY | 4,200.00 | 4,200 | 0 | |
| 206-336-704.000 | CHIEF SALARY | 56,141.00 | 58,950 | 2,809 | |
| 206-336-705.000 | Asst. CHIEF SALARY | 0.00 | 24,000 | 24,000 | |
| 206-336-710.000 | FIREFIGHTER/ MFR | 55,000.00 | 50,000 | -5,000 | |
| 206-336-712.000 | SHIFT COVERAGE | 14,400.00 | 14,400 | 0 | |
| 206-336-714.000 | SUPPORT STAFF | 9,000.00 | 0 | -9,000 | |
| 206-336-720.000 | PAYROLL TAXES | 14,000.00 | 10,000 | -4,000 | |
| 206-336-724.000 | RETIREMENT | 4,000.00 | 3,800 | -200 | |
| 206-336-730.000 | GASOLINE & DIESEL | 9,400.00 | 9,400 | 0 | |
| 206-336-731.000 | VEHICLE MAINTENANCE | 9,500.00 | 9,500 | 0 | |
| 206-336-733.000 | EQUIPMENT MAINTENANCE | 12,900.00 | 13,000 | 100 | |
| 206-336-740.000 | OPERATING SUPPLIES | 350.00 | 400 | 50 | |
| 206-336-741.000 | MEDICAL SUPPLIES | 2,500.00 | 2,500 | 0 | |
| 206-336-742.000 | ANNUAL TESTING | 8,150.00 | 8,500 | 350 | |
| 206-336-751.000 | PHONES | 6,615.20 | 7,500 | 884.8 | |
| 206-336-753.000 | UTILITIES | 10,000.00 | 10,000 | 0 | |
| 206-336-763.000 | BUILDING MAINTENANCE | 11,550.00 | 10,000 | -1,550 | |
| 206-336-767.000 | DUES/ SUBSCRIPTIONS | 4,125.00 | 4,200 | 75 | |
| 206-336-781.000 | TURN OUT GEAR/ UNIFORMS | 16,000.00 | 15,000 | -1,000 | |
| 206-336-785.000 | EDUCATION/ TRAINING | 8,700.00 | 8,500 | -200 | |
| 206-336-796.000 | PHYSICALS | 8,300.00 | 10,000 | 1,700 | |
| 206-336-799.000 | OFFICE/ COMPUTER | 5,910.00 | 4,700 | -1,210 | |
| 206-336-801.000 | PROFESSIONAL SERVICES | 10,000.00 | 16,500 | 6,500 | |
| 206-336-810.000 | GRANT MATCH | 2,500.00 | 2,500 | 0 | |
| 206-336-815.000 | GENERAL INSURANCE | 28,000.00 | 30,000 | 2,000 | |
| Total Dept 336 - FIRE OPERATING | | 311,241.20 | 327,550 | 16308.8 | 5.00% |
| 206-336-965.000- Transfer to Millage Fund | | 113,000 | 113,000 | | |
| Total Budget | | 424,241.20 | 440,550 | | |

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 6.

Meeting Date: December 11th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: Approve the Hire of Noah Emerick as a Probationary Firefighter

RECOMMENDED ACTION:

I am recommending to the Fire Board that we hire Noah Emerick as a Probationary Firefighter; Noah has completed all the required pre-employment tasks that have been presented to him, Noah currently does not have any certifications, but is very excited about the opportunity to attend the fire academy.

Kevin McGrew
Assistant Fire Chief

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 6.

Meeting Date: December 11th 2023
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Kevin McGrew- Assistant Fire Chief
Agenda Title: In-Flow Fire Hose Washer
Account: Donations

RECOMMENDED ACTION:

I am requesting authorization to purchase a Hose Washer; this washer utilizes our existing pressure washer and would decrease the amount of time needed to clean our hoses after a fire.

I have attached literature and quote for your review.

We are requesting to use funds from the Donations Account.

Kevin McGrew
Assistant Fire Chief

OTEX Manufacturing
 RR1 Box 17
 Delisle SK S0L0P0
 1(306) 493-7607
 sales@otexmfg.ca
 www.otexmfg.ca
 GST/HST Registration No.: 820845212



Quote

ADDRESS

Hartford Fire Department
 436 East Main St.
 Hartford Mi 49057

SHIP TO

Hartford Fire Department
 436 East Main St.
 Hartford Mi 49057

QUOTE # Q128

DATE 12/06/2023

EXPIRATION DATE 12/31/2023

SHIP VIA

FedEx

| QTY | PART NO. | DESCRIPTION | UNIT PRICE | TOTAL |
|-----|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|
| 1 | FHWSHER | IN-FLOW Fire Hose Washer - Accommodates 3/4" - 2.5" fire hose - Works with 1" booster hose - Compact & light weight - 4 high pressure nozzles - Internal brushes for extra cleaning - Works with 3 - 4 gpm pressure washers | 1,250.00 | 1,250.00 |

Thanks for the inquiry. We look forward to working with you. Have a great day!

| | |
|--------------|---------------------|
| SUBTOTAL | 1,250.00 |
| SHIPPING | 150.00 |
| TOTAL | CAD 1,400.00 |

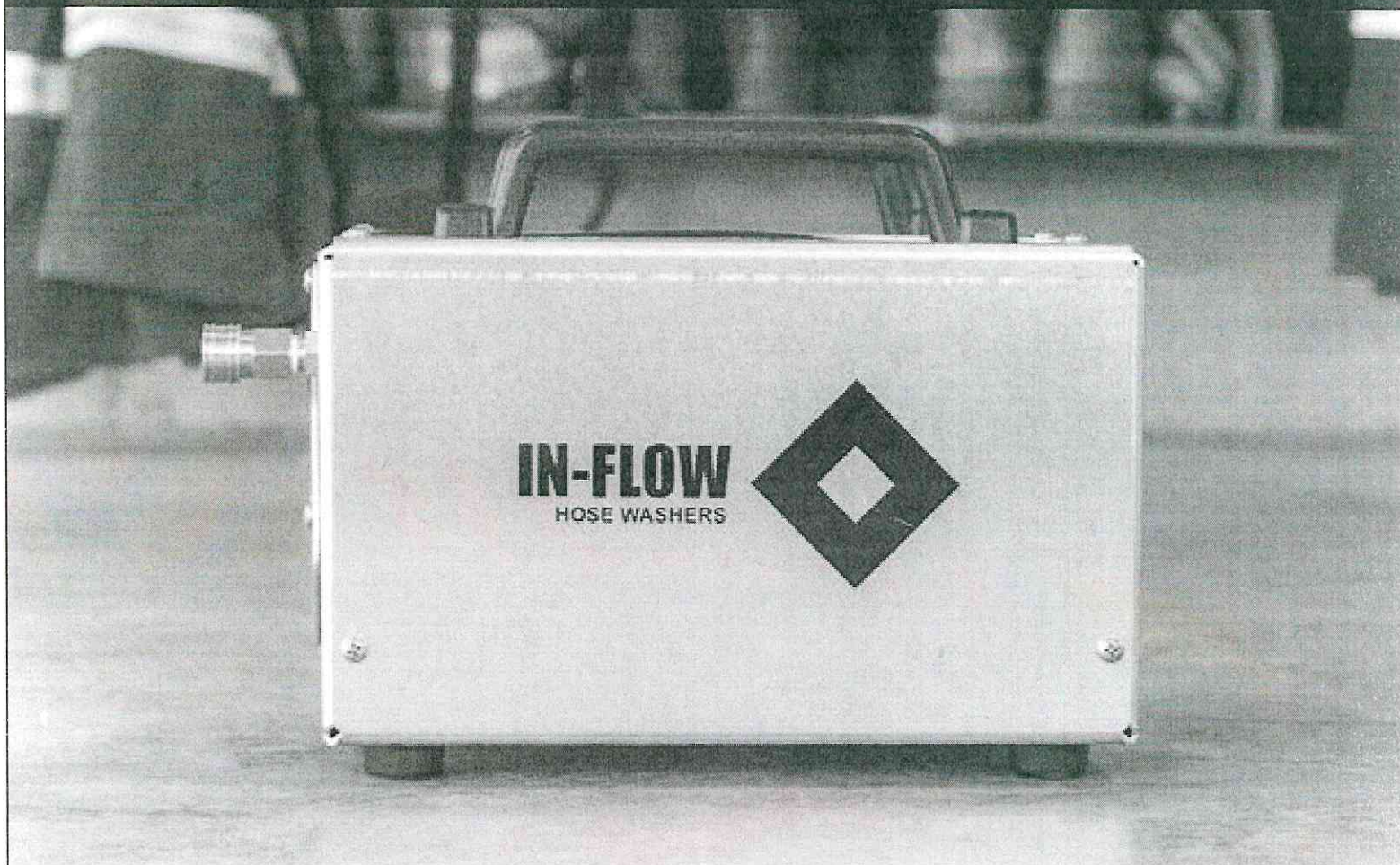
Accepted By

Accepted Date

IN-FLOW Hose Washer

Eliminate time-consuming, ineffective, manual washing

The IN-FLOW Hose Washer from OTEX Manufacturing eliminates the time-consuming hassle of washing your fire hoses by hand. Replace your garden hoses, hand brushes, and high-flow washers with the tested and proven hose washer that's in use right now in fire departments from the Pacific to the Atlantic to the Arctic Circle.



WASH YOUR HOSES FASTER



Designed by
firefighters
for firefighters



Eliminates the
time-consuming
hassle of scrubbing
hoses by hand



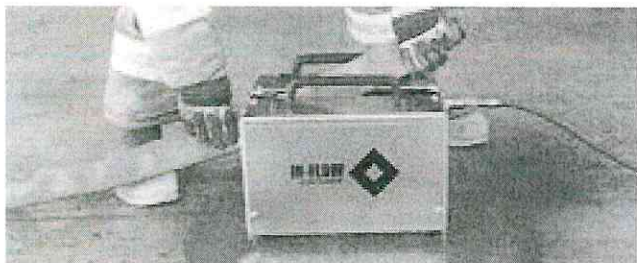
Lightweight,
compact, easy to
store and carry



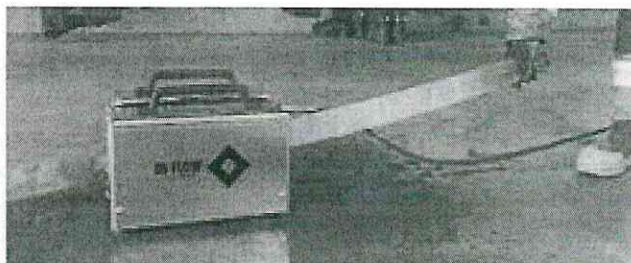
Operates with
standard 3-4 gpm
pressure washer or
UHP fire pump



Wash, Scrub and Rinse in One Pass



Turn the water on and press the hose past the two rubber gaskets.



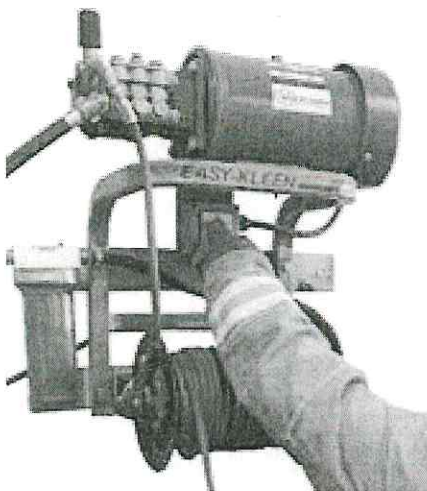
Pull the hose slowly through the washer.

Fast. Effective. Safe.

Say goodbye to ineffective, cumbersome, time-consuming garden hoses and hand brushes

Lightweight, sturdy, rustproof

The housing is built from aluminum that is lightweight, sturdy, and rustproof.



Operates with standard pressure washers

Operates with the standard 3-4 gpm pressure washer or UHP fire pump common in fire halls across North America.

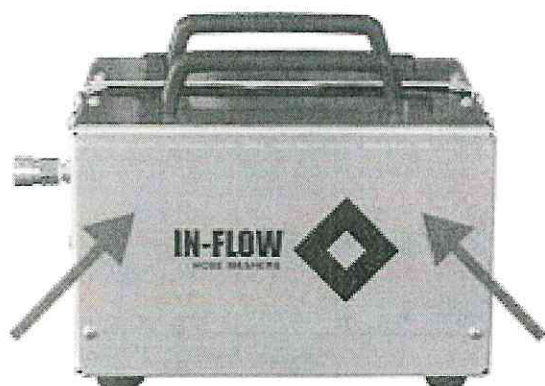


Easy to set up

High-pressure water is delivered to the unit through a hose attached to the 3/8" female pressure washer coupling on the end of the unit.



IN-FLOW
HOSE WASHERS

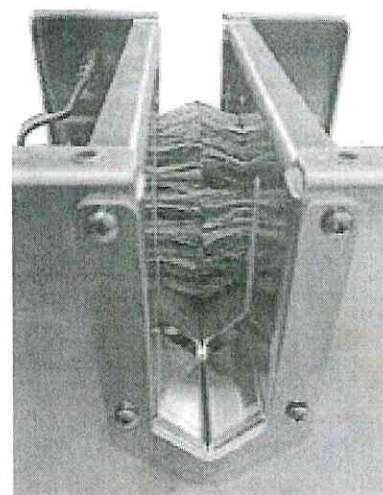


Blasts away soot and debris

Inside the unit are two sets of twin high-pressure nozzles. Two nozzles at the entrance, one on each side, blast away loose and encrusted soot, debris, and contaminants as the hose enters the unit. Two nozzles at the exit, one on each side, rinse away debris that's been loosened by the brushes.

Scrapes away encrusted debris

Between the pairs of high-pressure nozzles are two heavy-duty brushes, one on each side of the channel. These brushes dislodge and scrape away encrusted soot, debris and contaminants as you pull the hose through the unit.

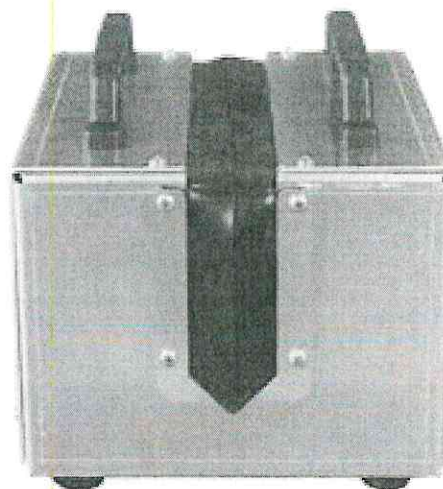


Easy to carry

Two heavy-duty handles make the IN-FLOW Hose Washer easy to carry, maneuver and lift up to a storage shelf.

Protects your work area

A pair of heavy-duty rubber gaskets contain the debris, soot, and spray, keeping the local environment safe.



Designed for Today's Firefighters

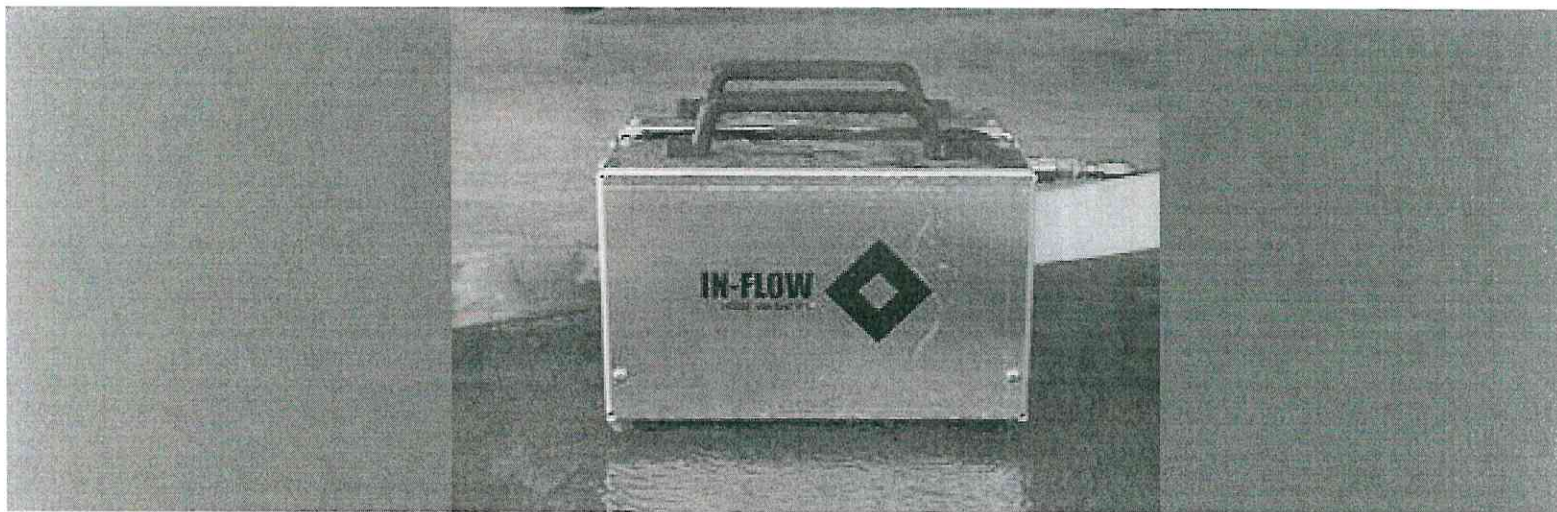
You don't have to be a firefighter for very long before you discover that washing fire hoses by hand is time consuming, tedious, cumbersome—and ineffective. Garden hoses and hand brushes simply can't remove the soot, debris, and contaminants that you encounter at today's fires.

That's why the team at OTEX manufacturing designed, engineered and built the IN-FLOW Hose Washer. Each member of the design team is a firefighter with decades of experience. They understand the frustrations and limitations of manual washing methods, and the limitations of the solutions currently on the market.

So, they invented a better way, the IN-FLOW Hose Washer.

Engineered for ultra-low water use and reduced area contamination

Engineered for ultra-low water use and reduced area contamination



Unlike traditional hose washers, the IN-FLOW Hose Washer is designed to both conserve water and limit area contamination. Traditional hose washers operate from a fire hydrant or apparatus and consume up to 60 gallons per minute. That's a lot of runoff. The IN-FLOW Hose Washer uses just three gallons per minute. It generates little area contamination, and makes your job of containing runoff much easier.



See it in action. Then buy today.
otexmfg.ca/inflow-hose-washers



OTEX

Fire Chiefs Report

December 2023

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC FF Training Committee - class starting January
- VBC Medical Control classes coming up

2. Pole Barn project almost completed, waiting on overhead doors. January delivery date

Sincerely,

Robbie Harting – Fire Chief

Hartford Fire Department

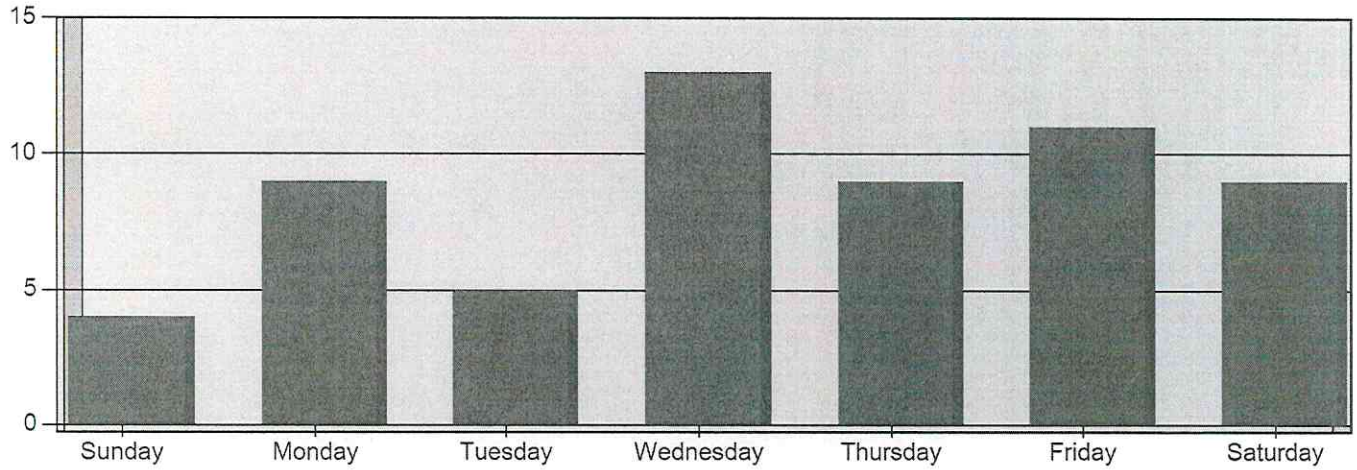
Hartford, MI

This report was generated on 12/1/2023 8:49:44 AM



Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2023 | End Date: 11/30/2023



| DAY OF THE WEEK | # INCIDENTS |
|-----------------|-------------|
| Sunday | 4 |
| Monday | 9 |
| Tuesday | 5 |
| Wednesday | 13 |
| Thursday | 9 |
| Friday | 11 |
| Saturday | 9 |
| TOTAL | 60 |

Only Reviewed incidents included.



Hartford Fire Department

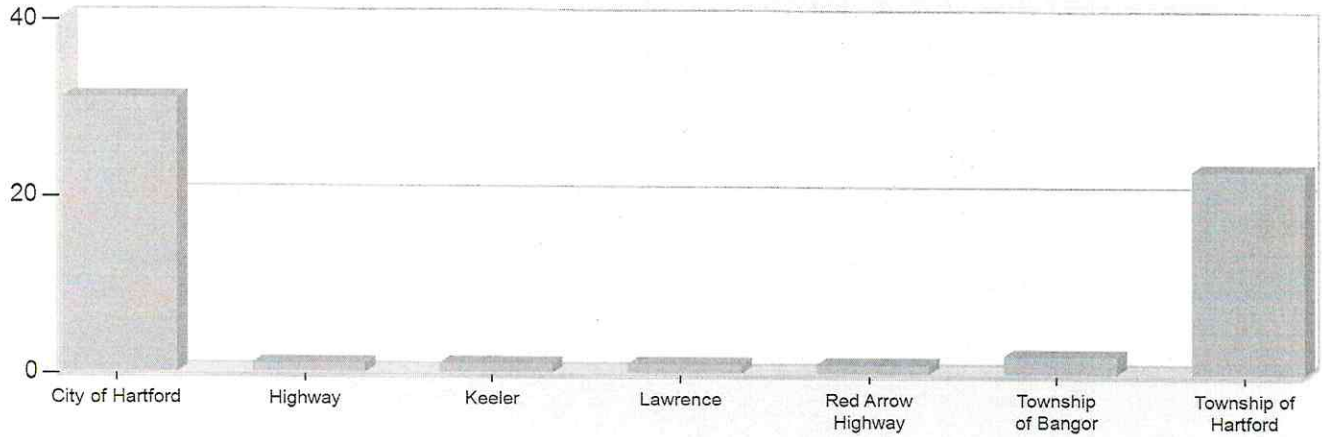
Hartford, MI

This report was generated on 12/1/2023 8:48:55 AM



Incident Type Count per Zone for Date Range

Start Date: 11/01/2023 | End Date: 11/30/2023



| ZONES | INCIDENT TYPE | COUNT |
|----------------------------------------------|---------------------------------------------------------|-------|
| City of Hartford - Hartford | | |
| | 131 - Passenger vehicle fire | 1 |
| | 311 - Medical assist, assist EMS crew | 18 |
| | 321 - EMS call, excluding vehicle accident with injury | 3 |
| | 500 - Service Call, other | 1 |
| | 554 - Assist invalid | 2 |
| | 571 - Cover assignment, standby, moveup | 1 |
| | 611 - Dispatched & cancelled en route | 4 |
| | 733 - Smoke detector activation due to malfunction | 1 |
| | <i>Total Incidents for City of Hartford - Hartford:</i> | 31 |
| Highway - I 94 | | |
| | 324 - Motor vehicle accident with no injuries. | 1 |
| | <i>Total Incidents for Highway - I 94:</i> | 1 |
| Keeler - Township | | |
| | 571 - Cover assignment, standby, moveup | 1 |
| | <i>Total Incidents for Keeler - Township:</i> | 1 |
| Lawrence - Township | | |
| | 114 - Chimney or flue fire, confined to chimney or flue | 1 |
| | <i>Total Incidents for Lawrence - Township:</i> | 1 |
| Red Arrow Highway - Red Arrow Highway | | |

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

| ZONES | INCIDENT TYPE | COUNT |
|----------------------------------------|-------------------------------------------------------------------|-----------|
| | 611 - Dispatched & cancelled en route | 1 |
| | <i>Total Incidents for Red Arrow Highway - Red Arrow Highway:</i> | 1 |
| Township of Bangor - Bangor | | |
| | 111 - Building fire | 1 |
| | 311 - Medical assist, assist EMS crew | 1 |
| | <i>Total Incidents for Township of Bangor - Bangor:</i> | 2 |
| Township of Hartford - Hartford | | |
| | 161 - Outside storage fire | 1 |
| | 162 - Outside equipment fire | 1 |
| | 311 - Medical assist, assist EMS crew | 12 |
| | 321 - EMS call, excluding vehicle accident with injury | 1 |
| | 322 - Motor vehicle accident with injuries | 1 |
| | 554 - Assist invalid | 3 |
| | 611 - Dispatched & cancelled en route | 2 |
| | 651 - Smoke scare, odor of smoke | 1 |
| | 736 - CO detector activation due to malfunction | 1 |
| | <i>Total Incidents for Township of Hartford - Hartford:</i> | 23 |
| Total Count for all Zone: | | 60 |

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



Hartford Fire Department

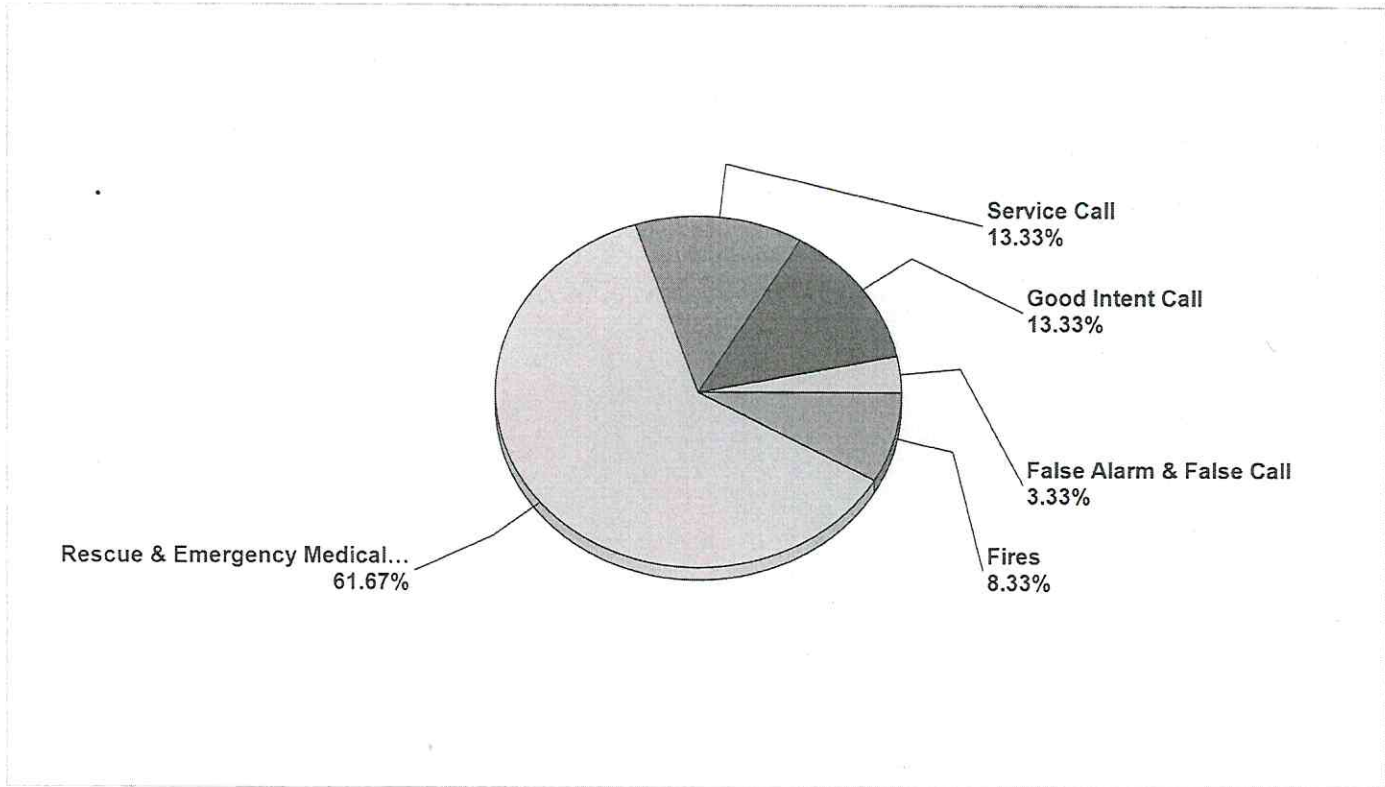


Hartford, MI

This report was generated on 12/1/2023 8:40:06 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2023 | End Date: 11/30/2023



| MAJOR INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|------------------------------------|-------------|-------------|
| Fires | 5 | 8.33% |
| Rescue & Emergency Medical Service | 37 | 61.67% |
| Service Call | 8 | 13.33% |
| Good Intent Call | 8 | 13.33% |
| False Alarm & False Call | 2 | 3.33% |
| TOTAL | 60 | 100% |

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



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type

| INCIDENT TYPE | # INCIDENTS | % of TOTAL |
|---------------------------------------------------------|-------------|-------------|
| 111 - Building fire | 1 | 1.67% |
| 114 - Chimney or flue fire, confined to chimney or flue | 1 | 1.67% |
| 131 - Passenger vehicle fire | 1 | 1.67% |
| 161 - Outside storage fire | 1 | 1.67% |
| 162 - Outside equipment fire | 1 | 1.67% |
| 311 - Medical assist, assist EMS crew | 31 | 51.67% |
| 321 - EMS call, excluding vehicle accident with injury | 4 | 6.67% |
| 322 - Motor vehicle accident with injuries | 1 | 1.67% |
| 324 - Motor vehicle accident with no injuries. | 1 | 1.67% |
| 500 - Service Call, other | 1 | 1.67% |
| 554 - Assist invalid | 5 | 8.33% |
| 571 - Cover assignment, standby, moveup | 2 | 3.33% |
| 611 - Dispatched & cancelled en route | 7 | 11.67% |
| 651 - Smoke scare, odor of smoke | 1 | 1.67% |
| 733 - Smoke detector activation due to malfunction | 1 | 1.67% |
| 736 - CO detector activation due to malfunction | 1 | 1.67% |
| TOTAL INCIDENTS: | 60 | 100% |

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



Hartford Fire Department

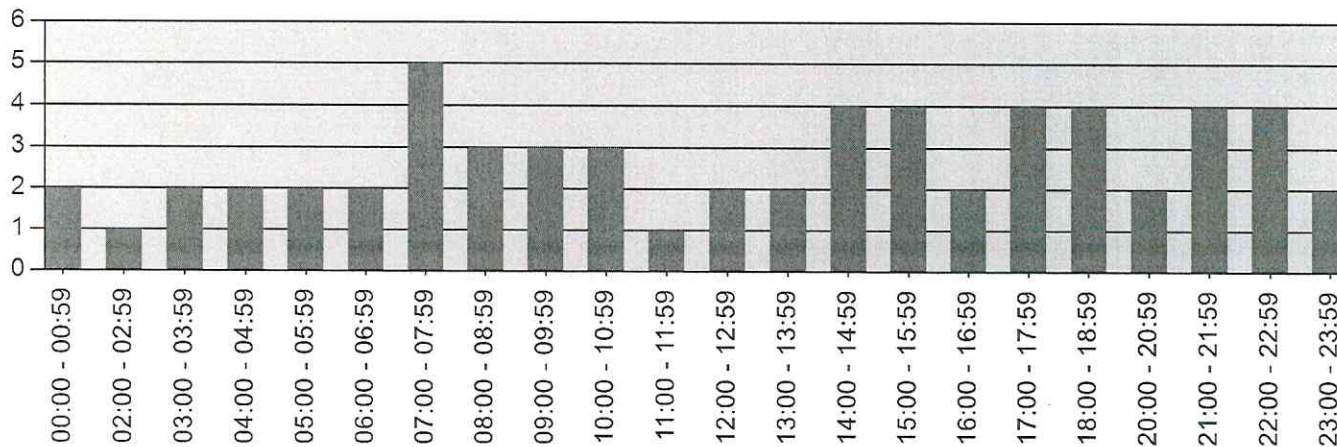
Hartford, MI

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Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2023 | End Date: 11/30/2023



| HOUR | # of CALLS |
|---------------|------------|
| 00:00 - 00:59 | 2 |
| 02:00 - 02:59 | 1 |
| 03:00 - 03:59 | 2 |
| 04:00 - 04:59 | 2 |
| 05:00 - 05:59 | 2 |
| 06:00 - 06:59 | 2 |
| 07:00 - 07:59 | 5 |
| 08:00 - 08:59 | 3 |
| 09:00 - 09:59 | 3 |
| 10:00 - 10:59 | 3 |
| 11:00 - 11:59 | 1 |
| 12:00 - 12:59 | 2 |
| 13:00 - 13:59 | 2 |
| 14:00 - 14:59 | 4 |
| 15:00 - 15:59 | 4 |
| 16:00 - 16:59 | 2 |
| 17:00 - 17:59 | 4 |
| 18:00 - 18:59 | 4 |
| 20:00 - 20:59 | 2 |
| 21:00 - 21:59 | 4 |
| 22:00 - 22:59 | 4 |
| 23:00 - 23:59 | 2 |
| TOTAL: | 60 |

Only REVIEWED incidents included.



Hartford Fire Department

Hartford, MI

This report was generated on 12/1/2023 8:46:59 AM



Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 11/01/2023 | End Date: 11/30/2023

| Personnel | Calls Attended | % of Calls for Selected Incident Types |
|-------------------------------------------------------------|----------------|----------------------------------------|
| Station: Hartford Fire Department | | |
| Fry, Steven | 11 | 18.3% |
| Harting, Brandiwyne | 8 | 13.3% |
| McGrew, Kevin | 51 | 85.0% |
| Bodary, Brandon | 22 | 36.7% |
| Eastman , Scott | 1 | 1.7% |
| Flemming, Lisa | 1 | 1.7% |
| Harting, Robbie | 16 | 26.7% |
| Hoy, Brianna | 1 | 1.7% |
| Hunt, Cole | 5 | 8.3% |
| Lowe, Steve | 19 | 31.7% |
| McClellan, Troy | 1 | 1.7% |
| Roberts, Khelun | 6 | 10.0% |
| Sharpe, Ian | 8 | 13.3% |
| Weberg , Scott | 20 | 33.3% |
| Total Incidents for Station Hartford Fire Department | 60 | |

Total Incidents for all Stations 60

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



Assistant Chief Report

December

Information

- New Report Software training
- Interview & Testing for new hire
- Budget Presentation Created for Joint Meeting
- New Equipment put in service from donation.

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

November 28, 2023

City Clerk

City of Hartford

19 W Main

Hartford, Mi. 49057

RoxAnn Rodney-Isbrecht,

Please except this letter as show of interest in the position of City Representative for the City on the Fire Board

I have served as the City's representative for the past 6 years during my time as City Commissioner. I understand that this position is being opened to the public.

During my 6 years as the City's representative, I was able to point out weaknesses in the budget and other board procedures and make the City Manager and Commission aware.

The Fire Board has made many recent improvements for the better. However, the Interlocal Agreement has not been presented to the board since the arbitration

Therefore, I would like to again represent the City of Hartford on the Fire Board so that I may continue to keep the best interest of the City in mind and support the continued operations of the board.

Respectfully submitted,

Helen C Sullivan

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Justin Ryan Supt.



12/18/2023

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Finished picking up leaves.
Replaced tires on bobcat
Getting all the equipment ready for winter.
Put salt spreader on dump truck.
Winterize restrooms in park.
Put up christmas decorations.

WATER DEPARTMENT

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

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

MAJOR AND LOCAL STREETS

Cold patching as needed.

SEWER SYSTEM

| | |
|------------------------------------|----------|
| Sewer mains rodded | <u>3</u> |
| Sewer services dug up and repaired | <u>1</u> |

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Justin Ryan Supt.



12/18/2023

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron 1.52 ppm
Manganese 0.151 ppm
pH 7.2

Finished Water

Iron 0 ppm
Manganese 0 ppm
Chlorine 1.1 ppm
Phosphates 1.3 ppm
Flouride 0.8 ppm
pH 7.1

Chemicals used

| | Total Lbs |
|------------|--------------|
| Chlorine | <u>105.6</u> |
| Phosphates | <u>186</u> |
| Flouride | <u>162</u> |

Average Daily Use

| |
|------------|
| <u>3.5</u> |
| <u>6.2</u> |
| <u>5.4</u> |

WATER PUMPED FOR THE MONTH

Backwash water 4.956 Million Gallons
148,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

Activities Report
City of Hartford Wastewater Treatment Plant
12/8/2023

1. The wastewater treatment plant is running well. The plant is stable and in compliance.
2. PFAS monitoring of influent and effluent was completed
3. A PFAS monitoring report was submitted to EGLE
4. The October DMR was submitted to EGLE
5. The AM Hawk wet well was sampled and tested
6. Sludge was sampled and submitted for PFAS testing
7. A Notice and Necessary Information (NANI) was signed and submitted for sludge land application
8. Effluent was sampled and submitted to Trace for sulfate testing



**DECEMBER 18, 2023
LIST OF BILLS
FOR FISCAL 2023-2024**

| PAY TO | DESCRIPTION | SUBTOTAL | CHECK TOTAL |
|----------------------------------------|---------------------------------------------------------------------|----------|----------------------|
| 38391 STEVEN ACKERMAN | 2023 PLANNING COMMISSION - 3 MEETINGS | | 120.00 |
| 38392 AT&T MOBILITY | FIRST NET SERVICE FOR CELL PHONES 10/12-11/11/2023 | | 452.32 |
| 38393 AXON ENTERPRISE, INC | SECOND INSTALLMENT PMT ON TASER 7 BUNDLE PACKAGE | | 3,783.65 |
| 38394 MICHAEL BANIC | OCCUPANCY INSPECTIONS 12/6/2023 | | 300.00 |
| 38395 PAMELA BENCH | CLEANING AT CITY HALL & POLICE STATION ON 12/1 & 12/6/23 | | 100.00 |
| 38396 BEST WAY DISPOSAL INC | DPW TRASH SERVICE FOR NOVEMBER 2023 | 156.16 | |
| | WWTP TRASH SERVICE FOR NOVEMBER 2023 | 112.24 | |
| | CITY HALL TRASH SERVICE FOR NOVEMBER 2023 | 114.68 | 383.08 |
| 38397 CONSUMERS ENERGY | CITY HALL GAS BILL 10/25-11/20/2023 | 99.90 | |
| | IRP GAS BILL 10/25-11/20/2023 | 131.65 | |
| | DPW GAS BILL 10/24-11/20/2023 | 22.81 | 254.36 |
| 38398 FRONTIER | DPW LOCAL PHONE 11/25-12/24/23 | 71.18 | |
| | CASINO LIFT STATION PHONE 11/17-12/16/2023 | 85.54 | |
| | WWTP PHONE, INTERNET & ALARM 11/13-12/12/2023 | 297.55 | |
| | IRP INTERNET 11/16-12/15/2023 | 59.98 | |
| | IRP LOCAL PHONE 11/19-12/18/2023 | 75.86 | 590.11 |
| 38399 JEFFERY FULLER | 2023 PLANNING COMMISSION - 4 MEETINGS | | 160.00 |
| 38400 HARDING'S MARKET | 2023 EMPLOYEE CHRISTMAS GIFT CARDS (17 X \$50 = \$850) | | 850.00 |
| 38401 INDIANA MICHIGAN POWER | NOVEMBER 2023 ELECTRIC BILLS | | 6,377.62 |
| 38402 INSITUFORM TECHNOLOGIES USA | DRAW #6 FROM WASTEWATER COLLECTION PROJECT BOND | | 17,048.19 |
| 38403 JENINE KLING | 2023 PLANNING COMMISSION - 6 MEETINGS | | 300.00 |
| 38404 TIM KLING | 2023 PLANNING COMMISSION - 6 MEETINGS | | 300.00 |
| 38405 MML WORKER'S COMP FUND | WORKERS COMPENSATION FOR FISCAL 2023-2024 | | 19,890.00 |
| 38406 ADOLFO MORALES | 2023 PLANNING COMMISSION - 4 MEETINGS | | 160.00 |
| 38407 MUTUAL OF OMAHA | DEC 2023 LIFE & DISABILITY INSURANCE | | 408.67 |
| 38408 JOANN NEWNUM | CLEANING AT CITY HALL & POLICE STATION ON 12/1 & 12/6/23 | | 100.00 |
| 38409 TOM NEWNUM | CLEAN CITY HALL 11/15/2023 | 50.00 | |
| | CLEAN CITY HALL 11/25/2023 | 50.00 | |
| | CLEAN CITY HALL 12/6/2023 | 50.00 | 150.00 |
| 38410 PAJAY, INC | DRAW #5 FOR WASTEWATER COLLECTION IMPROVEMENTS BOND | | 76,367.96 |
| 38411 SAFEBUILT, LLC | PERMIT #23-HAR-BR00001 - 113 OAK ST (ROOF) | 200.00 | |
| | PERMIT #23-HAR-BR00002 - 215 W SHEPARD (DEMO) | 300.00 | |
| | PERMIT #23-HAR-BR00003 - 106 S CENTER ST (DEMO) | 300.00 | 800.00 |
| 38412 SEMI ACADEMY | PROFESSIONAL TRUCK DRIVER TRAINING FOR STEVEN PENA | | 2,650.00 |
| 38413 NANCY SPOULA | 2023 PLANNING COMMISSION - 5 MEETINGS | | 200.00 |
| 38414 VISION SERVICE PLAN | DECEMBER 2023 VISION INSURANCE | | 108.43 |
| 38415 ANDREW WARNER | 28.5 HOURS AS OPERATOR AT WWTP (9/18-10/17/2023) | | 1,425.00 |
| 38416 WILLIAM (ARTIE) WILCOX | ELECTRICAL PERMIT 22HE012 - 215 W BERNARD (FINAL) | 202.50 | |
| | ELECTRICAL PERMIT 23HE013 - 502 E LINDEN (FINAL) | 161.10 | |
| | ELECTRICAL PERMIT 23HE014 - 7 WENDELL AVE (FINAL) | 145.80 | |
| | ELECTRICAL PERMIT 23HE015 - 440 E MAIN ST (FINAL) | 225.00 | |
| | ELECTRICAL PERMIT 23HE018 - 411 S HAVER | 156.60 | 891.00 |
| TOTAL OF CHECKS ALREADY WRITTEN | | | \$ 134,170.39 |
| 38417 ABONMARCHE | PROFESSIONAL SERVICES - CDBG CLARK & LINDEN | | 935.00 |
| 38418 AUTO-WARES GROUP | ANTIFREEZE, DRY GAS, ETC FOR DPW EQUIPMENT | | 223.76 |
| 38419 MIKE BANIC | OCCUPANCY INSPECTION 12/11/2023 | | 30.00 |
| 38420 BLOOMINGDALE COMMUNICATIONS | PHONE & INTERNET SERVICES FOR DECEMBER 2023 | | 378.22 |
| 38421 CAN SURETY | BOND FOR CLERK'S NOTARY RENEWAL | | 55.00 |
| 38422 CORE & MAIN | 4 WATER METERS | | 1,950.00 |
| 38423 COREWELL HEALTH | PRE HIRE BLOODWORK REQUIRED BY MCOLES FOR GUSTAVO MEDRANO | | 393.24 |
| 38424 CURCIO LAW FIRM | LEGAL SERVICES THROUGH 12/1/2023 | | 907.50 |
| 38425 DELTA DENTAL | DECEMBER 2023 DENTAL INSURANCE | | 764.23 |
| 38426 HARRIS CONAG, LLC | PAY ESTIMATE #4 FOR PFAS PROJECT | | 38,770.33 |
| 38427 HARTFORD BUILDING AUTHORITY | JANUARY 2024 CITY HALL LEASE PAYMENT | | 4,166.67 |
| 38428 HARTFORD FIREBOARD | JANUARY 2024 CONTRACTUAL PAYMENT | | 10,589.57 |
| 38429 ROXANN ISBRECHT | MILEAGE FOR ELECTION TRAININGS - NOV 7, 2023 ELECTION (269.4 MILES) | 176.45 | |
| | MILEAGE TO CLERK'S CONFERENCE IN MT PLEASANT, MI (313 MILES) | 205.02 | |
| | REIMBURSEMENT FOR 4 MEALS WHILE AT TRAINING IN MT PLEASANT, MI | 49.73 | 431.20 |
| 38430 KELLOGG HARDWARE | MISC HARDWARE SUPPLIES FOR NOVEMBER 2023 | | 920.72 |
| 38431 KROHN EXCAVATING, LLC | PAY ESTIMATE #8 FOR CDBG - CLARK & LINDEN PROJECT | | 126,471.21 |
| 38432 NAYLOR LANDSCAPE | 2023 CITY HALL CHRISTMAS DECORATIONS | | 2,844.32 |
| 38433 PC SERVICES | I.T. HOURS 9/29/2023 | 140.00 | |
| | I.T. HOURS THROUGH NOV 20, 2023 | 245.00 | 385.00 |
| 38434 SMITH LUMBER | 8 X 12 SHED FOR POLICE DEPARTMENT STORAGE | | 1,600.00 |
| 38435 STATE OF MICHIGAN | NPDES ANNUAL PERMIT FEE FOR WWTP | | 1,950.00 |
| 38436 STATE OF MICHIGAN | CLERK'S NOTARY RENEWAL FEE | | 10.00 |



**DECEMBER 18, 2023
LIST OF BILLS CONTINUED
FOR FISCAL 2023-2024**

| | | | | |
|------------------------------------------------------|------------------------------------|---------------------------------------------------------------|-----------|-------------------|
| 38437 | ANGELA STORY | ASSESSING SERVICES FOR DECEMBER 2023 | | 1,283.33 |
| 38438 | TRACE ANALYTICAL LABORATORIES, INC | IRP WATER SAMPLE TESTING - 11/13/2023 (ANIONS & ALKALINITY) | 90.50 | |
| | | IRP WATER SAMPLE TESTING - 11/27/2023 (ANIONS & ALKALINITY) | 90.50 | |
| | | WWTP EFFLUENT SULFATE TESTING - 11/21/2023 | 48.00 | |
| | | WWTP PFAS TESTING - 10/24/2023 | 1,232.00 | 1,461.00 |
| 38439 | TRI-CITY RECORD | ORDINANCE PUBLICATION - FIRE CODE AND WATER/SEWER DISCOUNTS | 13.25 | |
| | | VETERAN'S DAY AD | 44.00 | |
| | | MISS HARTFORD COMMUNITY AD | 46.00 | |
| | | OPEN FIREBOARD & PLANNING COMMISSION SEATS | 50.00 | 153.25 |
| 38440 | USA BLUEBOOK | HACH NITRIFICATION INHIBITOR FOR WWTP | | 88.86 |
| 38441 | VAN BUREN COUNTY CENTRAL DISPATCH | VERIZON MODEMS 10/24-11/23/2023 | | 88.42 |
| 38442 | VAN BUREN COUNTY CLERK | NOV 7, 2023 ELECTION PROGRAMMING, BALLOTS, TEST DECK & CANVAS | | 576.55 |
| | | CLERK'S NOTARY RENEWAL FEE | | 10.00 |
| 38443 | VILLAGE OF PAW PAW LABORATORY | SEPTEMBER 2023 LAB ANALYSIS | 120.00 | |
| | | OCTOBER 2023 LAB ANALYSIS | 120.00 | 240.00 |
| 38444 | WATER SOLUTIONS UNLIMITED | 4-150 LB CHLORINE AND 4-15 GALLON FLOURIDE FOR IRP | 1,510.00 | |
| | | SODIUM BISULFITE AND SODUM HYPOCHLORITE FOR WWTP | 2,447.26 | 3,957.26 |
| 38445 | WEST MICHIGAN RAILROAD | WM-7 STORM SEWER & WM-8 SEWER MAIN ANNUAL FEES | | 192.05 |
| 38446 | WIGHTMAN & ASSOCIATES | PROJECT 212081 - E LINDEN & CLARK | 600.00 | |
| | | PROJECT 190496 - HARTFORD TWOP PFAS WATER MAIN EXTENSION | 6,056.59 | 6,656.59 |
| 38447 | WIN PRO LLC | WINDOW CLEANING IN CITY HALL & POLICE STATION | | 275.00 |
| TOTAL OF CHECKS TO BE WRITTEN ON DEC 19, 2023 | | | \$ | 208,758.28 |

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

| | | | | |
|------------|-------------------------------|--------------------------------------------------------------------------|--|--------|
| 11/9/2023 | CROWN TROPHY | NAME PLATES FOR NEWLY ELECTED COMMISSIONERS | | 76.65 |
| 11/20/2023 | AMAZON.COM | TABLE FOR IRP LAB | | 51.66 |
| 11/28/2023 | UNITED STATES POSTAL SERVICE | POSTAGE FOR WINTER TAX BILLS | | 528.00 |
| 11/29/2023 | UNITED STATES POSTAL SERVICE | POSTAGE FOR LARGE ENVELOPE TO BERKSHIRE HATHAWAY - WINTER TAX BILLS | | 1.83 |
| 11/30/2023 | COMFORT INN - MT PLEASANT, MI | HOTEL ACCOMODATIONS FOR CLERK'S CONFERENCE | | 201.60 |
| 12/4/2023 | LUMEN | LONG DISTANCE TELEPHONE AUTOMATIC PAYMENT - IRP | | 0.06 |
| 12/5/2023 | STAPLES.COM | NOTARY SEAL LABELS, INK CARTRIDGES & THREE RING BINDERS | | 178.51 |
| 12/6/2023 | UNITED STATES POSTAL SERVICE | POSTAGE FOR UTILITY BILLING, ACCTS PAYABLE & PLANNING COMMISSION PACKETS | | 846.60 |
| 12/6/2023 | CROWN TROPHY | ENGRAVING PLUS SHIPPING FOR 2 KEYS TO THE CITY | | 18.97 |
| 12/7/2023 | STATE OF MICHIGAN | DRINKING WATER OPERATOR CERTIFICATION RENEWAL FOR DAN STAUNTON | | 95.00 |

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS **\$** **1,998.88**

TOTAL GROSS PAYROLL NOV 18 THROUGH DEC 8, 2023 (3 WEEKS) **\$** **66,765.77**
***INCLUDES ELECTION WORKERS AND COMMISSION PAY**

GRAND TOTAL FOR DECEMBER 18, 2023 **\$** **411,693.32**

City Manager Council Update December 2023 -

- The City will be applying for a SPARK Grant to fund improvements to Ely Park. A public survey is being sent to the homes of residents and posted online. Additionally, we will be holding a community meeting to discuss options on January 11 from 5-7pm in the Library Community Room. The Southwest Michigan Planning Commission has been a huge help with the public engagement portion of this grant.
- The Union has informed us that they will be proceeding to arbitration for the Union Grievance on scheduling and shift posting.
- The City's Attorney is filing for summary judgement in the case against the former Hartford police officer who has not repaid their contractual obligation for police academy expenses.
- We have worked with AM Hawk to get the necessary water meter installed.
- Danny has performed interviews and we have offered a conditional offer of employment to a new member of the Department of Public Works.
- We are looking at options for hiring and recruitment for the police department.
- The police department was able to secure a retired sheriff's department hummer for the City for FREE. While there isn't a large need for such a big vehicle, during storm events it will ensure that we can continue serving our City. For example, during last year's blizzard, our police department was unable to respond.
- We have met with Surf Fiber whom has submitted a permit to install fiber internet throughout the City. I'm awaiting guidance from the City Attorney about the next steps necessary under the Metro Act.

SCAN ME!

Ely Park Improvement Survey



Take this *quick* survey about improvements you would like to see at Ely Park in Hartford, MI

” Your opinion matters!

The City of Hartford wants to hear from YOU!



Public Input Open House

What?
**Ely Park
Improvements**

JOIN US!

11 January, 2024
5:00p.m. – 7:00p.m.

Hartford Public Library
12 Church Street
Hartford, MI 49057

Food will be provided



Ely Park Improvements - Hartford City, MI

1. Do you live in the City of Hartford?

- Yes
- No

If no, what municipality do you live in?

2. Which option best describes your household?

- Single
- Single parent with at least 1 child under 18
- A couple with at least 1 child under 18
- A couple with no children in the home
- Senior household over the age of 62 with no children living at home
- Senior household over the age of 62 with at least 1 child under 18

Other (please specify)

3. Are you a student?

- Yes
- No

4. How many times have you been to Ely Park?

- more than 10
- 5-10
- 1-4
- 0

If you have not visited Ely Park, please list the reason(s) why.

5. Do the bathrooms need to be upgraded so that they can be used year round?

- Yes
- No
- Don't know

6. Would you want a playground structure on the west side of the park?

- Yes
- No
- Don't know

7. What improvements are needed at Ely Park?

| | Most needed | Somewhat needed | Not needed | No Opinion |
|----------------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Picnic area with grills | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Benches throughout park | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Shade structures | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Parking lot off of Michigan Avenue | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Outdoor Ping Pong | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Outdoor movie screen | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| An enclosed community center with glass roll up doors attached to pavilion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Better ADA access to the pavilion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| LED lighting for the pavilion | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

8. Are there other improvements or amenities you would like to see at Ely Park?

DEDICATION

— OF THE —

Ely Park
Memorial Fountain

HARTFORD, MICHIGAN

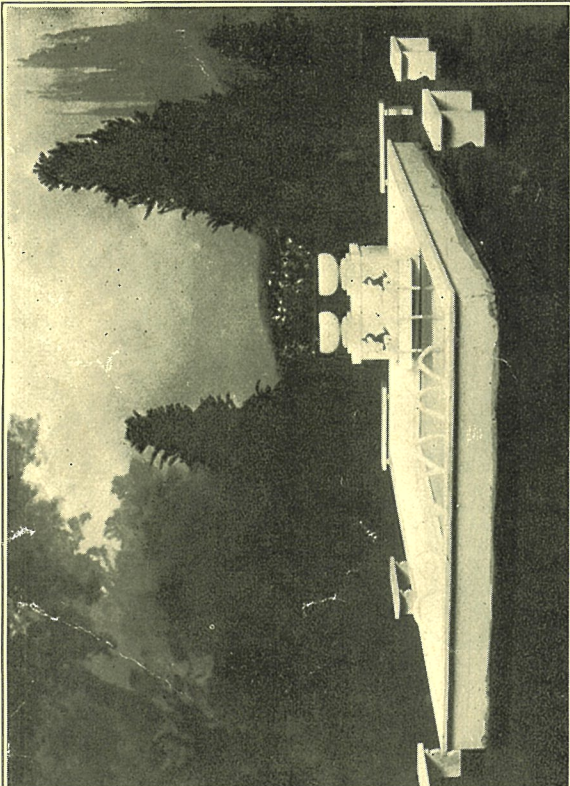
Thursday, August 28, 1930

IN MEMORY OF MR. AND MRS. HORACE M. OLNEY
DONORS OF ELY PARK

Program

DONALD F. COCHRANE, CHAIRMAN

- Concert (7:00 P. M.)-----Lawrence-Hartford Band
F. J. Perrin, Lawrence, Director
- Selections-----House of David Trio, and Male Quartet
Benton Harbor, Michigan
- Community Singing (8:00 P. M.)-----"America"
Miss Mammie Howes, Leader
- Invocation-----Rev. John W. Broxholm
Pastor First Methodist Episcopal Church of Hartford
- Opening Address-----Donald F. Cochrane
Editor, The Hartford Day Spring
- Selection-----House of David Trio
- Presentation of the Fountain-----Dr. Fred A. Van Riper
Chairman of Fountain Committee
- Key Bearers: Miss Margaret Martin, representing the Village
of Hartford, and Miss Marian Reissig, representing
the Surrounding Country
- Illumination of the Fountain
----- by -----
Edward Finley, Sr.
Former Business Associate and Friend of Horace M. Olney
- Acceptance of the Fountain In Behalf of Hartford-----Robert F. Brown
President of the Village of Hartford
- Symbolism of Memorial Fountains-----Capt. John K. Shawvan, Chicago
Designer of the Ely Park Fountain
- Selection-----Male Quartet
- Three-Minute Talks-----By Homecomers
Former Residents of Hartford
- Community Achievements-----Rev. Father T. F. Murphy, Watervliet
Pastor of St. Joseph's Catholic Church, Watervliet, and Immaculate
Conception Catholic Church, Hartford
- Dedication Address-----Hon. David Anderson
Attorney at Paw Paw, Michigan, and Former Judge
of Probate of Van Buren County
- Selections-----House of David Trio, and Male Quartet
- Concluding Concert-----Lawrence-Hartford Band



Miniature Model prepared by the Muldoon Monument Company, of Chicago, Illinois. Builders of the Ely Park Memorial Fountain.

Captain John K. Shawvan, Designer

SPONSORING ORGANIZATION

The Hartford Commercial-Farmer Club
Anthony Miller, President; E. A. Kirby, Secretary

FOUNTAIN COMMITTEE

Dr. Fred A. Van Riper, Edward Finley, Sr., R. D. McLean

COMMITTEE ON PLATFORM AND SEATS

Robert F. Brown, F. J. Rauth, Wm. Muelleder, E. R. Smith, A. M. Manning,
Moses Cullom, Paul F. Richter, Kern Diggins

DIRECTOR OF LIGHTING

Marion J. Anderson

COMMITTEE ON DECORATIONS

Mrs. J. H. Heuser, Mrs. George T. Chamberlin, Mrs. V. W. Olds,
Mrs. Frank L. Eagan

RECEPTION COMMITTEE

and Mrs. R. F. Brown, Dr. and Mrs. F. A. Van Riper, Mr. and Mrs. R. D. McLean, Mr. and Mrs. J. L. Calvin, Mr. and Mrs. Carl Olds, Mr. and Mrs. F. W. Hubbard, Mr. and Mrs. M. C. Mortimer, Mr. and Mrs. Charles A. Spaulding, Mr. and Mrs. Jas. Ingalls, Rev. and Mrs. John W. Broxholm, Mrs. Emma C. Ocobock, Mrs. Esther Landon, Miss Mary Ward, Mr. and Mrs. A. M. Manning, Mr. and Mrs. Jas. W. Walker, Mr. and Mrs. Geo. T. Chamberlin, Mr. and Mrs. Warren J. Clark, Mr. and Mrs. W. G. Grahl, all of Hartford; Mr. and Mrs. Millard J. Olds, of Cheboygan, Michigan

ELY PARK

AND ITS

MEMORIAL FOUNTAIN

It was in 1896 that the late Horace M. Olney purchased what is now the west half of Ely Park, removed the buildings thereon and presented the land to the Village of Hartford.

The grant stipulated that the plat should be forever maintained as a public park to be known as Ely Park, in memory of his mother whose maiden name was Elvira Ely. There were few restrictions in the deed, other than that the Village should set trees and expend not less than one hundred dollars per year in improving the site and maintaining it as a park.

In 1908 Mr. Olney purchased the east half of the park, removed a lumber yard that had occupied the site for years, together with three pioneer frame store buildings on Main street, just west of Maple street, and presented the land to the Village as an addition to Ely Park.

Other Hartford citizens have evidenced fine civic pride in developing the park. After the gift of the land by Mr. Olney in 1893, the citizens of that period set the trees which today spread their branches over Ely Park. A number of Hartford business men and citizens of the community voluntarily went to the woodlands, selected the trees and transplanted them in the park. For two years these citizens carried water from a pump at the lumber yard and watered and cared for the trees they transplanted until they were firmly rooted. The original intent was to place in Ely Park a specimen of each tree native to the local forests. They were set too thickly, however, and since that time many of them have been cut down to give others an opportunity to develop.

Mr. Olney was a lifelong resident of Hartford, having been born on the old Olney homestead south of the village. He was active in business, served as president of the village and in other positions of trust, and was the founder of the Olney National Bank. He died at his home on Shepard street in this village on January 10, 1924. At his death he left a trust fund of \$10,000, the income from which is to be used for the perpetual care of Ely Park.

From year to year the park was improved until it became a beauty spot. In the spring of 1929 the installation of a suitable memorial fountain was proposed, and Anthony Miller, president of the Hartford Commercial-Farmer club, appointed a committee to investigate the proposal. The fountain project was formally launched at a festival, sponsored by the club, at the park on August 1, 1929. The nucleus of a fountain fund was raised, and it has since grown by voluntary subscriptions until the fountain, dedicated August 28, 1930, has been financed by present and former residents of Hartford and their friends. The fountain has been erected at a cost of \$3,050. There are approximately 400 individual contributions to the fund, ranging from \$1.00 to \$500.00 each—an impressive testimonial of the appreciation of the contributors of the gift of Ely Park to Hartford. Acknowledgment is also made of the contributions of less than one dollar, which have gone to make up the collections made by organizations and others for the fountain fund, as well as of the volunteer labor and truck work so generously extended in erecting and equipping the fountain and grading the site.

The fountain bears a bronze plate stating that it has been erected "In Memory of Mr. and Mrs. Horace M. Olney, donors of Ely Park, named in memory of his mother, whose maiden name was Elvira Ely." Mrs. Olney was Miss Chloe A. Landon, daughter of Mr. and Mrs. Daniel Landon, pioneers of Hartford.

A permanent receptacle is to be formed at the base of the fountain in which will be placed a list of the contributors, the history of Ely Park and the memorial fountain project, together with a record of these dedication ceremonies, for the information of a future generation of Hartford people, should they replace the fountain and open the receptacle.

The committee, appointed by the Commercial-Farmer club, which has supervised the raising of the fund and the erection of the fountain is composed by Dr. Fred A. Van Riper, chairman, Edward Finley, Sr., and R. D. McLean.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 27, 2023

Item 16.

Commissioners Present: Jane Danger; Frank Dockter; John Miller (5:14pm); Lindsay Morsaw; Nancy Spoula; Charles Weeden; Mayor Richard A. Hall
Commissions Absent:
Staff Present: Rader; Rodney-Isbrecht; Prince; Shultz

Mayor Hall called the meeting to order at 5:00pm.

Newly Elected Officials, Hall, Morsaw, Spoula & Weeden, were sworn in by the Clerk.

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the agenda as amended to include the discussion & consideration of opening a City bank account for the Hartford Police Department Reserve Program.

Motion carried 6 – 0

Guests: None

Public Comment:

- Commissioner Dockter requested some updates on water meters & railroad crossing improvements.

Communications:

- Hartford Lions Club, Hartford Public Library & Hartford Chamber of Commerce Christmas in Hartford & Lighted Parade December 9, 2023.
- Notice of Hearing – AEP December 5, 2023 Michigan Public Service Commission
- Comcast Notice of Programming Advisory & Changes to
- MDHHS – MiChem sent Thank you for the use of the Parking Lot
- Long term City Attorney Harold Schitmaker passed away on November 26, 2023. The City expressed their condolences to his family.
- Commissioner Danger presented an Activities Report from the VBC Prosecutors office.

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

- Van Buren Conservation District October 2023 Program Update.
- Hartford Council for Recreation October 2023 Minutes – Basketball Programs have started.
- A. **Police & Ordinance** – Chief Prince – Report on file. New Recruit has resigned his position. The position will be reposted.
- B. **Fire Department** – Ron Sefcik, Chairman of the Fire Board, & Robbie Harting, Fire Chief – Report on File; Received a second quote for the pole barn addition, construction progress will be weather dependent; Continuing to work on 501c3 status; fire board to discuss budget at the December 11 meeting; Spooktacular was a success; Smoke Detectors are available for free and the Department will install them.
- C. **Ambulance** – Report on File
- D. **Van Buren County** – Mike Chappell – Domestic Violence Coalition & Conservation District Agreements; Pre-trial Supervision Grant; Snow Plow Contracts Awarded; Spent APARA Funds on proposal to digitize & preserve County Records.
- E. **Public Works** – Report on File; finishing up leaf pick-up, began putting up Christmas lights.
- F. **Wastewater Treatment Plant** – Report on File
- G. **Treasurers, Investment & List of Bills** – List of Bills \$520,342.30

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 27, 2023

H. City Manager –Report on file – Recommendation for the December meeting agenda, a review Rules of Conduct, Ethics policy, and the City Charter. At the January meeting preform an expectations workshop and then at the February meeting begin the strategic planning process. Good things that are going on in the City needs to be promoted. The street striping has been completed. Walk through & final punch list for the Clark & Linden Street project has been completed. Contractor for the 106 South Center Street & 215 Shepard Street Demolitions is working on acquiring permits. Employee performance appraisal process is being developed. Job Descriptions are being updated and standardized. Wightmans provided an assessment of the City Hall roof project. Commissioner Dockter would like an acknowledgement of private businesses that are doing improvements and striving to make the City look nice.

Approval of Commission Minutes:

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the minutes of the October 23, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Dockter, to approve the minutes of the November 10, 2023 special meeting & closed meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the November 27, 2023 list of bills in the amount of \$520,342.30

Motion carried 7 – 0

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

Motion carried 7 – 0

Goals/Objectives:

- Interim City Manager had listed several goals for the New Year in her report.

Old Business:

- Discuss & Consider City Manager Candidate Selection – Commissioner Miller would like Interim Manager to prescreen & bring forth five or six candidates for Council to interview in December. Council will submit their top five candidate choices and the Interim will set up interviews with the top five or six qualified candidates.
- Discuss & Consider – Evidence Audit – Interim Manager Rader would like direction from the Council as to moving forward with a police department evidence audit. The City’s liability carrier is requesting the City do a full evidence audit.

Motion by Commissioner Spoula, supported by Commissioner Weeden to send out an RFQ for an evidence audit proposal.

Motion carried 7 – 0

New Business:

- Discuss & Consider – Wastewater System Improvements Change Orders

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 27, 2023

Motion by Commissioner Weeden, supported by Commissioner Spoula to accept Wightman's recommendation to approve the change orders & extension of WWTP Improvements Contract A, Contract B & Contract C as presented.

Motion carried 7 – 0

- Discuss & Consider – Appoint Library Board Representative

Motion by Commissioner Miller, supported by Commissioner Spoula to appoint Pam Bench to the Library Board.

Motion carried 7 – 0

Motion by Commissioner Spoula, supported by Commissioner Danger, to accept letters of interest to serve on the Planning Commission until December 12, 2023 at 4pm.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Spoula, to accept letters of interest to serve on the fire board until December 12, 2023 at 4pm.

Motion carried 6 – 1 (Dockter)

Motion by Commissioner Danger, supported by Commissioner Spoula, to accept letters of interest to serve on the Senior Services board until December 12, 2023 at 4pm.

Motion carried 7 – 0

- Discuss & Consider – 2024 City Council Meeting Schedule

Discussion: Council would like to move meeting times to 5:30pm beginning with the December 18 meeting. February 2024 meeting will be moved to the 20th due to the Presidential Primary on the 27th. November 2024 meeting will be the 4th Monday of the month.

- Discuss & Consider – City Clerk & City Treasurer Job Descriptions – Job Analysis has been done, while no action needs to be taken it gives the Council information on what the Clerk & Treasurer job duties are. The Clerk's job description now also includes the added duties of Deputy City Manager to reflect Council's appointment.

- Discuss & Consider – Personnel Manual Holiday Amendment

Motion by Commissioner Miller, supported by Commissioner Morsaw to approve the recommended Holiday amendment to the Personnel Manual.

Motion carried 7 – 0

Discussion: Staff requested consideration to exchange Martin Luther King observed January holiday for Presidents Day in February.

- Discuss & Consider – Travel Policy

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

Motion carried 7 – 0

- Discuss & Consider – Workplace Injuries Policy

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 27, 2023

Motion by Commissioner Miller supported by Commissioner Spoula, to approve Workplace Injuries Policy as presented.

Motion carried 7 – 0

- Discuss & Consider – Vehicle Lockouts Policy for HPD

Motion by Commissioner Miller supported by Commissioner Danger, to approve the Hartford Police Department Vehicle Lockouts Policy as presented

Motion carried 7 – 0

- Discuss & Consider – Field Training Program for HPD

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the Hartford Police Department Field Training Program Policy as presented

Motion carried 7 – 0

- Discuss & Consider –HPD Reserve Program

Motion by Commissioner Miller, supported by Commissioner Morsaw, to approve the Hartford Police Reserve Program Policy as presented

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to authorize the City Treasurer to open an account at Honor Credit Union for authorized purchases & to accept donations to the Hartford Police Department Reserve Program.

Motion carried 7 – 0

Discussion: This is a City bank account with the Mayor, Manager, Clerk and Treasurer as signers on the account.

Resolutions, Ordinance, Proclamation's:

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

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to table the 2nd reading & adoption until the December Council Meeting.

Motion carried 7 – 0

Discussion: Commissioner Miller would like to discuss this ordinance with the City Attorney at the December Council Meeting. He has some concerns with the Council not having final authority after a decision of the Planning Commission. Zoning Board of Appeals would then go to Circuit Court. This would also allow more time for the new Council Members to review the law regarding the Planning Commission.

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

Motion by Commissioner Dockter, supported by Commissioner Danger, to table the 2nd reading & adoption until the December Council Meeting.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 27, 2023

Motion carried 7 – 0

Discussion: Commissioner Miller would like to discuss this ordinance with the City Attorney at the December Council Meeting. This would also allow more time for the new Council Members to review the law regarding the Planning Commission.

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

Discussion: The proposed ordinance and amendment will be discussed & considered at the Planning Commission's next meeting. A public hearing will be required before they make their recommendation to Council. The ordinance will shift the burden to the State to review applications and remove the review process from the City Manager duties who may not have the expertise to review a business. Also Change temporary licenses to one and consumption license to reflect what the State law allows.

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Weeden, to adjourn the meeting at 6:46pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



Draft: Hartford City Commission 2024 Meeting Schedule

| | |
|---------------------|---------------------------------------------------------|
| January 22, | Council Business Meeting |
| February 20, | Council Business Meeting - Tuesday |
| March 25, | Council Business Meeting |
| April 22, | Council Business Meeting |
| May 20, | Council Business Meeting -3rd Monday |
| June 24, | Council Business Meeting |
| July 22, | Council Business Meeting |
| August 26, | Council Business Meeting |
| September 23, | Council Business Meeting |
| October 28, | Council Business Meeting |
| November 25, | Council Business Meeting - 4th Monday |
| December 16, | Council Business Meeting -3rd Monday |

All meeting are held at 5:30pm in the City Commission Room of Hartford City Hall unless otherwise stated. Notice subject to change and in compliance with the open meetings act.

Hartford City 2023 Holiday Schedule

| | |
|-----------------|------------------------------------------------------------|
| January 1-2 | Monday & Tuesday, City Hall Closed – New Years |
| February 19 | Monday, City Hall Closed – Presidents Day |
| March 29, | Monday, City Hall Closed – Good Friday |
| May 27, | Monday, City Hall Closed – Memorial Day |
| July 4, | Thursday, City Hall Closed - Independence Day |
| September 2, | Monday, City Hall Closed - Labor Day |
| October 31, | Thursday – Trick or Treat 6pm-8pm |
| November 28-29, | Thursday & Friday, City Hall Closed - Thanksgiving Holiday |
| December 24-25 | Tuesday & Wednesday, City Hall Closed - Christmas Holiday |

Council approved:



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: December 18, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Selection

RECOMMENDED ACTION:

Following the interview on Wednesday I will compile the interview evaluations for distribution to Council at the meeting on Monday.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: December 18, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Evaluation

RECOMMENDED ACTION:

The enclosed evaluation form is proposed for use with the next City Manager. Please review it and let me know if you'd like any changes made.

City of Hartford Performance Appraisal for City Manager Self Evaluation

Summary

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

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

Reviews for the City Manager will occur as follows:

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

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

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

Decision Making and Problem Solving

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

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

Examples and comments:

[Empty box for examples and comments]

Interactions and Communications

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

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

Examples and comments:

[Empty box for examples and comments]

Personal Behavior

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

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

Examples and comments:

Quality and Quantity of Work

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

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

Examples and comments:

Planning and Organization

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

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

Examples and comments:

Attendance and Punctuality

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

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

Examples and comments:

Education and Job Knowledge

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

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

Examples and comments:

Leadership

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

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

Examples and comments:

Evaluation and Objectivity

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

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

Examples and comments:

Council Relationships

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

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

Examples and comments:

Fiscal Management

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

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

Examples and comments:

Summary and Overall Evaluation

Overall Comments

Total Points: _____



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: December 18, 2023
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Van Buren County 2024 Citizen Planner Program

RECOMMENDED ACTION:

This is a great opportunity, close to home. Discount rates for 4 or more participants from the same organization is \$225.00 per/person. There are also some scholarships available that can be applied for.

There is room in the planning commission budget for those who would be interested in the class, if a scholarship is not awarded. I will also be sharing this information with the planning commission. I would like to participate as well if my schedule allows.

Please let me know if you would like to participate, the deadline for sign-ups are in February.



Van Buren County 2024 Citizen Planner Program

A Land Use Training and Certificate Course for
Community Land Use Decision-Makers

Van Buren County Citizen Planner

Begins Tuesday

March 12, 2024

6:00—9:00 PM

Classes held in person at:

Van Buren ISD Conference Center
490 South Paw Paw St.
Lawrence, MI 49064

Dates: March 12, 19, 26, April 9,
16, and 23.

Program will NOT meet on April 2nd

Citizen Planner is a time-tested educational program proven to be comprehensive without being overwhelming. The program is delivered "locally" to provide a convenient way for busy community leaders to obtain the latest technical knowledge and the proficiency they need to perform their duties more effectively and responsibly.



Citizen Planner Classroom Sessions

Citizen Planner instructors include MSU Faculty, MSU Extension educators, planners and attorneys. The core classroom program consists of six sessions:

- **Understanding the Planning and Zoning Context** – Learn the legal sources and limitations of planning and zoning authority, and explore your understanding of ethical decision-making.
- **Planning for the Future of Your Community** – Recognize the function and importance of a master plan, know the process for developing one and its relationship to zoning.
- **Implementing the Plan with Zoning** – Discover the importance of zoning, learn how zoning is administered and gain confidence in your zoning reviews, including site plans.
- **Making Zoning Decisions** – Learn how to adopt and amend a zoning ordinance, understand the role of the zoning board of appeals and obtain skills in basic property development methods.
- **Using Innovative Planning and Zoning** – Strategize with placemaking and design-based solutions for local and regional success in the New Economy.
- **Successfully Fulfilling Your Role** – Strengthen your ethical decision-making skills, apply standards to your decision-making and know when to ask for help.



**The Van Buren County Citizen
Planner Program is a partnership
with Van Buren County**

Contact

Kara Kelly: cplanner@msu.edu
Visit <http://citizenplanner.msu.edu>.

Van Buren County Citizen Planner



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Classes: Tuesdays, March 12 - April 23

Understanding the Planning and Zoning Context

Tuesday, March 12, 2024
6:00 pm—9:00 pm

Planning for the Future or Your Community

Tuesday, March 19, 2024
6:00 pm—9:00 pm

Implementing the Plan with Zoning

Tuesday, March 26, 2024
6:00 pm—9:00 pm

Making Zoning Decisions

Tuesday, April 9, 2024
6:00 pm—9:00 pm

Using Innovative Planning and Zoning

Tuesday, April 16, 2024
6:00 pm—9:00 pm

Successfully Fulfilling Your Role

Tuesday, April 23, 2024
6:00 pm—9:00 pm

Course Location

Van Buren ISD Conference Center
490 South Paw Paw St.,
Lawrence, MI

Local Contact

Tyler Augst: augsttyl@msu.edu or
269-436-0520

Course Fee

The course fee is \$250 per participant for the complete core program. The fee covers registration and course materials. A group (4 or more) discount is available. Participants that complete all six sessions will receive a certificate of completion.

How to Register

Online registration is available at <https://events.anr.msu.edu/CPVanBurenCounty24/>. Payment can be made by credit card, check; an invoice is created with registration. Group registration is also available online. A \$45 cancellation fee is assessed if registration is canceled after **February 27, 2024, the registration deadline.**

Grants/Scholarships

A grant program, Risk Reduction Grant Program (RRGP), may be available from your community's liability insurance provider. Michigan Township Participating Plan offers to its municipal members one per community, which covers the complete registration cost reimbursement for completion of the Citizen Planner Program. For more information, please visit us on the web at www.theparplan.com. For member governments of the Michigan Municipal Risk Management Authority (MMRMA), contact **Cara Ceci** at 800-243-1324 for more information regarding grants for education and training through the Risk Avoidance Program (RAP). For municipalities obtaining insurance through Nickel & Saph, Inc. Insurance Agency contact **Stephen R. Saph, Jr.** at 586-463-4573 or stephenjr@nickelsaph.com. Contact your local community liability risk insurance carrier to see if similar grants or similar grants or scholarships are available.

Persons with Disabilities

Persons with disabilities may request accommodations by emailing Kara Kelly (cplanner@msu.edu) two weeks prior to the event to ensure sufficient time to make arrangements. Requests made less than two weeks prior to the event will be met if possible.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: December 18, 2023
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Clark & Linden Street Improvements

RECOMMENDED ACTION:

Section 3 is the final policy that needs to be adopted before the close out of the Clark & Linden Street Improvements Project. I have included the agenda statement from August for the new commissioner's review.

This is a policy that has a lot to do with a municipality's housing, community & economic development programs. A good example of this policy would be the City of Grand Rapids Section 3 Handbook.

I would advise Council to review this policy again once the Master Plan is updated so that it accurately reflects the City's goals and aligns with the rest of the City's programs and policy's.

August 28, 2023 Agenda Statement:

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

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

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

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

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

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

SECTION 3 POLICY

PURPOSE

Section 3 of the Housing and Urban Development Act of 1968, as amended, (12 U.S.C. 1701u) ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) financial assistance for housing and community development programs be directed to low- and very low-income persons. The priority of assistance should be to those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low- and very low-income persons.

The Section 3 program was created to ensure that persons living in communities where HUD-assisted programs were being funded could economically benefit from the resources being spent. This would improve the overall socioeconomic condition of not only the community, but also the low- and very low-income residents that reside within the neighborhoods. The implementing regulation for Section 3 can be found at [24 CFR Part 75](#).

GENERAL POLICY STATEMENT

The City of Hartford shall comply with Section 3 requirements set forth at 24 CFR 75 of the federal regulation which states that, to the greatest extent possible, businesses and employers working on HUD-funded projects must make a good faith effort to train and employ low-income individuals living in the local area and also to contract with businesses owned by or that employ Section 3 workers.

The City of Hartford shall make good faith efforts to provide "to the greatest extent feasible" opportunities to Section 3 area workers and Section 3 business concerns.

Failure to comply with the requirements of Section 3 may result in a monitoring finding or sanctions that may include, debarment, suspension of funds or limited denial of participation in the MEDC CDBG programs.

24 CFR PART 75.19 REQUIREMENTS

(a) *Employment and training.*

(1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, UGLGs (grantees, recipients) covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for opportunities and training described in paragraph (a)(1) of this section should be given to:

- (i) Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) Participants in YouthBuild programs.

(b) *Contracting.*

(1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) To include the Section 3 Contractors Packet (Form 4-T) and required Section 3 language in all construction contracts.

(3) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:

- (i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and
- (ii) YouthBuild programs.

APPLICABILITY OF SECTION 3 REQUIREMENTS TO INDIVIDUAL PROJECTS

Whenever any portion of CDBG funding is invested into projects involving housing construction, demolition or rehabilitation, commercial/private improvements for economic development, or other public construction (e.g., roads, sewers, community centers, and public facilities), the requirements of Section 3 may apply, based on the guidance provided below.

Section 3 requirements that apply to CDBG funded Projects

In conjunction with construction activity, Section 3 applies to projects that receive \$200,000 or more in CDBG assistance, including projects that are financed in conjunction with state, local, or private matching or leveraged funds, provided that the Section 3 monetary threshold requirements are met. In particular:

- Section 3 applies to recipients of CDBG funding, as well as its sub-recipients, contractors and subcontractors; and
- Professional service contract labor hours (construction contract oversight, engineering, architectural, environmental and property evaluation, construction progress and construction draw inspection, and prevailing wage labor compliance) are not required to be reported. If a contract covers both professional services and other work and the recipient, contractor, or sub-contractor chooses not to report labor hours from professional services, the labor hours under the contract that are not from professional services must still be reported.
- Section 3 requirements do not apply to material supply contracts. The regulations should not be construed to mean that recipients are required to hire Section 3 Workers or award contracts to Section 3 Business Concerns other than what is needed to complete covered projects and activities. If the expenditure of funding for an otherwise covered project and activity does not result in new employment, contracting, or training opportunities, reporting is still required.

Section 3 Goals

Contractors and sub-contractors will be required, to the greatest extent feasible, meet the Section 3 HUD benchmarks.

1. 25% or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers;

Section 3 Worker Labor Hours divided by Total Labor Hours = 25%

AND

2. 5% or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers;

Targeted Section 3 Labor Hours divided by Total Labor Hours = 5%

Additional Reporting if Section 3 Benchmarks are **not met**:

If the Recipient’s reporting indicates the Section 3 benchmarks have not been met, the Recipient must report on the nature of activities pursued in the absence of not meeting Section 3 benchmarks.

Section 3 Worker

A Section 3 worker is any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:

1. The worker’s income for the previous or annualized calendar year is below the income limit established by HUD
2. The worker is employed by a Section 3 business concern
3. The worker is a YouthBuild participant.

Targeted Section 3 Worker

A Targeted Section 3 worker: any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented

1. A worker employed by a Section 3 business concern; or
2. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - (i) Low- or very low-income workers residing within a one-mile radius of the Section 3 project. If fewer than 5,000 people live within that one-mile radius, the circle may be expanded outward until that population is reached or the neighborhood of the project, as defined; or
 - (ii) A YouthBuild participant.



The status of workers on the Section 3 project will be determined by one of the following methods:

1. **Worker income self-certification.** The use of certification forms provided to contractors and subcontractors working on the project. Each worker on the project must complete the provided certification form to be kept in the grant record for reference when tracking and aggregating labor hours worked.
 - a. Section 3 Worker and Targeted Section 3 Worker Certification (Form 9-L)

- 2. **Worker is employed by a Section 3 Business Concern.** The contractor or subcontractor is able to provide documentation that it qualifies as a Section 3 Business Concern. All employees of a qualifying business will be considered Section 3 workers.
- 3. **Worker is a Youthbuild participant.** Verifiable documentation must be provided by the worker or the employer showing the worker is participating in a Youthbuild program.
- 4. **Employer wage record.** The employer is able to provide certified documentation that the worker's income from that employer is below the income limit for the corresponding family size when based on an employer's calculation of what the worker's wage rate would translate to if annualized on a full-time basis.

NOTE: Documentation submitted by employers should only contain employee names, state and county of residence, annual income, and a certifying signature and date. Do not include any information such as social security numbers or bank account information.

Nothing in this part shall be construed to require the employment of someone who meets this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

Section 3 Business

A Section 3 business concern is a business that meets at least one of the following criteria, documented within the last 6-month period:

- 1. It is at least 51% owned and controlled by low- or very low-income persons;
- 2. Over 75% of the labor hours performed by the business are performed by low or very low-income persons; or
- 3. It is a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Contractors or subcontractors who wish to be identified as a Section 3 Business must complete the Section 3 Business Concern Certification (Form 9-A1) and provide requested backup documentation.

While contracting and subcontracting with Section 3 Business Concerns is encouraged, nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 Business Concern. Additionally, Section 3 Business Concerns are not exempt from meeting the specifications of the contract, including required licensures and certifications.

Businesses concerns seeking Section 3 preference shall certify, or submit evidence to the recipient, contractor, subcontractor or subrecipient (if requested) verifying that they meet the definitions provided above. Subrecipients are allowed discretion to determine the required documentation to verify a Section 3 Business Concern. At monitoring, the MEDC will check that documentation has been received and is in the file, not for a specific type of documentation.

SECTION 3 REPORTING REQUIREMENTS

Reporting of Labor Hours

- (a) Reporting Labor Hours. (1) recipients must report in a manner prescribed by HUD:
 - (i) The total number of labor hours worked;
 - (ii) The total number of labor hours worked by Section 3 workers; and

(iii)The total number of labor hours worked by Targeted Section 3 workers.

- 1) Section 3 workers' and Targeted Section 3 workers' labor hours may be counted for five years from when their status as a Section 3 worker or Targeted Section 3 worker is established.
- 2) The labor hours reported under paragraph (a)(1) of this section must include the total number of labor hours worked on a Section 3 project, including labor hours worked by any subrecipients, contractors and subcontractors that the recipient is required, or elects pursuant to paragraph (a)(4) of this section, to report.
- 3) Recipients reporting under this section, as well as subrecipients, contractors and subcontractors who report to recipients, may report labor hours by Section 3 workers, under paragraph (a)(1)(ii) of this section, and labor hours by Targeted Section 3 workers, under paragraph (a)(1)(iii) of this section, from professional services without including labor hours from professional services in the total number of labor hours worked under paragraph (a)(1)(i) of this section. If a contract covers both professional services and other work and the recipient or contractor or subcontractor chooses not to report labor hours from professional services, the labor hours under the contract that are not from professional services must still be reported.
- 4) Recipients may report their own labor hours or that of a subrecipient, contractor, or subcontractor based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance-based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting.

(b) Safe Harbor Compliance. Additional reporting if Section 3 benchmarks are not met. If the recipient's reporting under paragraph (a) of this section indicates that the recipient has not met the Section 3 benchmarks described in § 75.23, the recipient must report in a form prescribed by HUD on the qualitative nature of its activities and those its contractors and subcontractors pursued. Such qualitative efforts may, for example, include but are not limited to the following:

Consequences for noncompliance. Any recipient with outstanding findings of noncompliance with Section 3 may be barred from receiving additional competitively awarded financial assistance.

Assistance to Achieve the Goals

The UGLG that receives CDBG funding has the responsibility to comply with Section 3 requirements. They are also required to “ensure compliance” of their contractors and sub- contractors.

This responsibility includes:

1. Notifying Section 3 Workers and business concerns about jobs and contracts generated by Section 3 covered assistance so that they may submit bids/proposals for available contracts and job openings with the grantee;
2. Notify potential contractors of their responsibilities under Section 3;
3. Include Section 3 language in all applicable contracts;
4. Require sub-recipients, contractors, and sub-contractors to meet the requirements of §75.19, regardless of whether Section 3 language is included in recipient or sub-recipient agreements, program regulatory agreements, or contracts;
5. Document action(s) taken to meet the HUD benchmarks;
6. Respond to Section 3 complaints; and

7. Complete and submit the required Section 3 Forms to MEDC.

Outreach Best Practices

Grantees must develop a Section 3 plan, including outreach to Section 3 Workers and Businesses within the municipality. Best practices include:

1. Publication of opportunities in newsletters or other local newspapers, including those targeted to Limited English Proficient populations.
2. Use of signage at the project site and flyers posted in the project area.
3. Notification of potential training or employment opportunities to neighborhood and non-profit groups, including Public Housing Authorities, servicing low- and very low-income persons.
4. Communicate opportunities to employment agencies and career centers.
5. Complete copy of a “Notice to Citizens Opportunity for Work” (Form 9-P), which can be used for development of Section 3 employment opportunities. Send completed form to the local [Michigan Works!](https://www.michiganworks.org/) service center (<https://www.michiganworks.org/>).

Section 3 Business and Resident Resources

The following are potential resources where UGLGs/contractors might find Section 3 businesses and residents (workers):

1. [HUD Section 3 Registry/Portal](#) (Businesses)
2. [MSHDA MBE/WBE list](#) (Businesses)
3. [MDOT DBE list](#) (Businesses)
4. [MDOT Michigan Unified Certification Program \(MUCP\)](#) (Businesses)
5. [Michigan Works!](#) (Businesses & Workers)
6. [PHAs](#) (Workers)

Orders of Priority Consideration for Employment and Contracting Opportunities

(a) General.

- 1) CDBG Grantees and their contractors shall provide priority consideration to Section 3 residents and Section 3 businesses for new training, employment, and contracting opportunities generated because of the expenditure of Section 3 covered financial assistance.
- 2) Priority consideration should not be construed to be a quota or set-aside program, or as an entitlement to economic opportunities such as a particular job or contract.
- 3) Section 3 residents must possess the same job qualifications, skills, eligibility criteria, and capacity as other applicants for employment and training opportunities being sought.
- 4) Section 3 businesses must be selected in accordance with the procurement standards of 24 CFR 85.36 or 24 CFR 84.40, as appropriate, including price, ability, and willingness to comply with this part, and other factor, to be considered lowest responsible bidders on contracting opportunities being sought.
- 5) CDBG Grantees and contractors may give priority consideration to a Section 3 resident or business if such resident or business is qualified for the respective employment or contracting opportunities.

6) CDBG Grantees and contractors must give priority consideration to a Section 3 resident or business when that Section 3 resident or business is equally qualified with other individuals or businesses that would be offered employment or contracting opportunities.

(b) Orders of priority consideration for employment and training opportunities.

1) CDBG Grantees that meet the funding thresholds shall direct their efforts to provide training and employment opportunities generated from the expenditure of Section 3 housing and community development financial assistance to Section 3 residents in the following order of priority consideration:

- (i) Section 3 Workers residing in the service area where the CDBG funded project is located;
- (ii) Section 3 Workers participating in the Department of Labor (DOL) YouthBuild program;
- (iii) Other Section 3 Workers.

| | | |
|--------------|-------------------------|------|
| UGLG Name | CITY OF HARTFORD | |
| Signature | | Date |
| Printed Name | | |
| Title | | |

| | |
|--------------|--|
| Date Adopted | |
|--------------|--|

MAYOR PRO-TEM

Section 3.8

The Mayor Pro-Tem shall act in the place and stead of the Mayor then the Mayor is absent and may perform any and all such other duties as allowed by Law, this Charter, City Ordinance or Resolution.

RESTRICTION UPON COMMISSION

Section 3.9

- A. Except where authorized by law, no Commissioner shall hold any other City Office or City Employment, except as a noncompensated volunteer, during the Commissioner’s term of office. No former Commissioner shall hold any compensated or appointed City Office or City employment until one (1) year after the expiration of the Commissioner’s term of office.
- B. The Commission and its members shall deal with City Officers, employees and volunteers, who are subject to the direction and supervision of the City Manager, solely through the City Manager and neither the Commission nor its members shall give orders to a City Officer, employee or volunteer publicly or privately.
- C. Neither the Commission nor its members shall in any manner dictate the appointment or removal of any City Officer, employee or volunteer whom the City Manager is empowered to appoint or remove, but the commission may express its views and fully and freely discuss with the City Manager the appointment or removal of City Officers, employees or volunteers.
- D. No city Commissioner shall vote on any matter in which a relative of the Commissioner, by blood or marriage within the second degree of consanguinity or affinity, has a financial interest, directly or indirectly.
- E. The City Commission shall not abolish the following departments or utilities without a majority vote of the electors:
 - 1. Police Department
 - 2. Fire Department
 - 3. Public Works Department
 - 4. Office of City Manager

SALARIES

Section 3.10

The salary of each Commissioner, including the City Manager, Mayor, and Mayor Pro-Tem shall be set by the City Commission.

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.

November 28, 2023

City Clerk
City of Hartford
19 W Main
Hartford, Mi. 49057

RoxAnn Rodney-Isbrecht,

Please except this letter as show of interest in the position of City Representative for the City on the Fire Board

I have served as the City’s representative for the past 6 years during my time as City Commissioner. I understand that this position is being opened to the public.

During my 6 years as the City’s representative, I was able to point out weaknesses in the budget and other board procedures and make the City Manager and Commission aware.

The Fire Board has made many recent improvements for the better. However, the Interlocal Agreement has not been presented to the board since the arbitration

Therefore, I would like to again represent the City of Hartford on the Fire Board so that I may continue to keep the best interest of the City in mind and support the continued operations of the board.

Respectfully submitted,

Helen C Sullivan

November 11, 2023

RECEIVED
NOV 13 2023
CITY OF HARTFORD

Hartford City Commission,

This letter is to express my interest in serving on the Hartford Fire Board. Having spent 10 years on the Hartford Fire Department, I believe that I would be a unique and valuable addition to the board. Please give my desire to serve on this board your thoughtful consideration. Thank you.

Sincerely,
Eric Germinder
202 Oak Street
Hartford, MI 49057
Email: mupgerms@yahoo.com
Home: 269-621-4965
Cell: 616-928-5588

December, 2023

Hartford City Commission,

This letter is to express my interest in serving on the Hartford Planning Commission. As a recent retiree from the Cook Nuclear Plant, I have the time and interest to devote to this pursuit. Please give my desire to serve the city on this Commission your thoughtful consideration. Thank you.

Sincerely,
Eric Germinder
202 Oak Street
Hartford, MI 49057
Email: mupgerms@yahoo.com
Home: 269-621-4965
Cell: 616-928-5588

RECEIVED
DEC 12 2023
CITY OF HARTFORD



CITY OF HARTFORD
19 West Main Street * Hartford MI 49057
269-621-2477 Phone * 269-621-2054 Fax
www.cityofhartfordmi.org
cityclerk@cityofhartfordmi.org

RECEIVED
NOV 09 2023
CITY OF HARTFORD

Appointment Questionnaire for Members of City Boards or Committees

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

APPLICANT INFORMATION:

NAME: Gage Lewis Gardner
ADDRESS: 17th ~~South~~ South Maple Hartford MI 49057
PHONE# 269-552-8241 E-MAIL: gagegardner10@gmail.com

PLEASE CHECK THE FOLLOWING:

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

I HAVE SERVED ON THE _____ SINCE _____.

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

I am always ~~in~~ interest in government and help ^{the} local people.
I feel I can bring ~~me~~ a new outlook to community planning

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

Leaderships, Hardwork, ~~dedication~~ Reliable, devoted, straightforward

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

I have not served any Boards.

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

nope

Signature Gage Gardner Date 11/9/23



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: December 18, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: WWTP Operator Contract Renewal

RECOMMENDED ACTION:

Andrew Warner has agreed to continue offering Wastewater Treatment License Operator services to the City.

His proposed contract is attached increasing his hourly rate from \$50 to \$75 per hour.

He is working an average of 28 hours per/month. Current cost is \$1,388 per/month for services. This will be a \$712.00 increase in costs to operate the WWTP.





CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: December 18, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Lift Station Alarm System

RECOMMENDED ACTION:

Per Danny Staunton, the alarm system at the lift stations sites are a dedicated phone line that the City pays monthly.

The alarms are not currently working and trying to get service or repair is impossible to get in a timely fashion. This could also be a major liability problem for the City.

The attached quotes are what Danny has received for the service. We would recommend moving forward with the Gasvoda & Associates in the amount of \$6,720.00

There will be some cost saving in service plan rates if Council moves forward with a new system. The annual service cost for Gasvoda is \$290.00 per/year as opposed to the \$100 per/month the City is currently paying for service that we cannot get repaired.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 026**



**PROVIDE FOR ALTERNATE STARTING DATES FOR MARCH, JULY AND DECEMBER 2024
BOARD OF REVIEW**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Hall on December 18, 2023 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford holds Board of Review Protest meetings beginning the second Monday of March, following the Tuesday following the third Monday in July, and the Tuesday following the second Monday in December as provided by MCL211.28 – 221.33 and may pass a resolution to allow for alternate starting dates for said meetings, and

WHEREAS, the City of Hartford wishes to provide for alternate starting dates for the March, July and December 2024 Board of Review meetings.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford Council hereby resolve to provide for the setting of alternate March, July and December 2024 Board of Review dates.

YEAS: Commissioner’s

NAYS: ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: December 18, 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 December 18, 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
RESOLUTION 2023 – 027**



**ACCEPTING LETTERS OF PROTEST FROM CITY RESIDENT PROPERTY OWNERS FOR
MARCH 2024 BOARD OF REVIEW**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 18, 2023 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the law only provides for letters of protest for March Board of Review for non-resident property owners, passing this resolution allows residents to protest by letter, and

WHEREAS, Michigan Compiled Law (MCL) 211.30(8) gives the City Board of Review the authority to accept letters of protest for the March 2024 Board of Review.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford shall approve the acceptance of letter of protest from City Residents for the March 2024 Board of Review.

YEAS: Commissioners

NAYS: None ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: December 18, 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 December 18, 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
RESOLUTION 2023 - 028**



**UPDATING STATE REQUIRED POVERTY LEVEL INCOME STANDARDS FOR PROPERTY TAX
POVERTY EXEMPTION GUIDELINES FOR TAX YEAR 2024.**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 18, 2023 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____..

WHEREAS, the homestead of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, the adoption of guidelines include State required Poverty Level Income Standards and Asset Level Test for poverty exemptions is required of the City Council by Section 7u of the General Property Tax Act 206 of 1893 (MCL 211.7u); and

WHEREAS, the Hartford City Board of Commissioners has given due consideration to the requirement for updating the City’s Poverty Level Income Standards and Asset Level Test:

NOW THEREFORE, BE IT RESOLVED, pursuant to PA 390 of 1994, the City of Hartford adopts the following Poverty Level Income Standards and Asset Level Test for Property Tax Exemption guidelines for the Tax Year 2024 for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as their principal residence the property for which an exemption is requested.
2. File a claim with the **City of Hartford’s** board of review, accompanied by federal and state income tax returns for all persons residing in their principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Claimant may not own more than one (1) vehicle per licensed driver in household.
5. Claimant may not exceed \$6,000.00 of value of assets, excluding homestead and vehicles.
6. Produce a valid drivers’ license or other form of identification, if requested.
7. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
8. Meet the *federal poverty income guidelines* as defined and determined annually by the United States Office of Management & Budget.

- 9. The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

FEDERAL POVERTY INCOME GUIDELINES FOR 2024 ASSESSMENTS

The following are the federal poverty income standards for use in setting poverty exemption guidelines for 2024 assessments:

| Size of Family Unit | Poverty Guidelines |
|--------------------------------|--------------------|
| 1 | \$14,580 |
| 2 | \$19,720 |
| 3 | \$24,860 |
| 4 | \$30,000 |
| 5 | \$35,140 |
| 6 | \$40,280 |
| 7 | \$45,420 |
| 8 | \$50,560 |
| For each additional person add | \$ 5,140 |

BE IT FURTHER RESOLVED THAT, that the board of review shall follow the above stated policy and federal poverty guidelines, which are updated annually by the United States Department of Management & Budget, in granting or denying an exemption. The annual allowable income includes income for all persons residing in the principal residence. The claimant’s amount of tax liability is to be determined by the Board of Review.

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption by the City of Hartford Board of Commissioners.

YEAS: Commissioners

NAYS: ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: December 18, 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 December 18, 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. 335 – 2023

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

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

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

Sec. 151.290. PLANNING COMMISSION ESTABLISHED

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

Sec. 151.291. MEMBERSHIP

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

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

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

SEC. 151.29 2. LIASONS.

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

SEC. 151.293. TRAINING.

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

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

SEC. 151.294. PROCEDURE FOR APPOINTMENT

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

SEC. 151.295. REMOVAL FROM OFFICE.

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

SEC. 151.296. VACANCIES.

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

SEC.151.297. MEETINGS.

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

SEC. 151.298. POWERS AND DUTIES.

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

SEC. 151.299. BYLAWS AND RECORDS.

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

SEC. 151.300. APPROVAL, RATIFICATION, AND RECONFIRMATION.

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

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

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

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

Ayes: Commissioners'
Nays: Commissioners'
Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

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

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

ORDINANCE No. 336 – 2023

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

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

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

Section. 151.305. DESIGNATION OF CITY COMMISSION

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

Section 151.306. MEETINGS

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

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

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

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

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

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

Ayes: Commissioners’

Nays: Commissioners’

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: October 23, 2023, November 27

Second Reading: December 18, 2023

Adopted:

Published:

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

THE CITY OF HARTFORD ORDAINS:

Ordinance 340 – 2023 Amendment to Code of Ordinance

CHAPTER 30: CITY OFFICERS & EMPLOYEES
 Section

30.01 Ordinance Enforcement Officer(s)

30.99 Penalty

30.01 ORDINANCE ENFORCEMENT OFFICER(S).

- (A) Establishment. The office of the City of Hartford Ordinance Enforcement Officer(s) is hereby established.
- (B) Effective date. This section shall take effect immediately upon publication as required by law following adoption by the City Commission.
- (C) Appointment. The City Commission is hereby authorized, by motion or resolution, to appoint any person or persons to the office of Ordinance Enforcement Officer for the term or terms as may be designated in the motion or resolution and for the compensation as the City Commission may determine. The City Commission may further, by motion or resolution, remove any person from the office, in the discretion of the City Commission.
- (D) Authority. The Ordinance Enforcement Officer(s) is/are hereby authorized to enforce all ordinances of the city, whether heretofore or hereafter enacted, and whether the ordinances specifically designate a different enforcing official or do not designate any particular enforcing officer. Where a particular officer is so designated in any ordinance, that officer's authority shall continue in full force and effect and shall not be diminished or impaired by the terms of this section, and the authority of the Ordinance Enforcement Officer shall be in addition and supplementary to the authority granted to the other specific officer. An Ordinance Enforcement Officer shall, in the performance of the officer's duties, be subordinate and responsible to the City Manager and/or Police Chief.
- (E) Duties. The Ordinance Enforcement Officer's duties shall include the following: investigation of ordinance violations; issuing and serving ordinance violations; issuing and serving appearance tickets as authorized under Public Act 147 of 1968, M.C.L.A. ' 764.9c; issuing and serving municipal ordinance violation notices and municipal civil infraction citations as authorized under Public Act 12 of 1994, M.C.L.A. .600.8701; appearance in court other ordinance enforcing duties as maybe delegated by the City Commission, Manager, or assigned by the City Attorney.
- (F) Supplementary effect. All ordinances of the city heretofore or hereafter adopted shall be considered to be supplemented by the terms of this section. (1993 Code, ' 1.8) Penalty, see ' 30.99

30.99 PENALTY.

Any person or other entity who violates any of the provisions of • 30.01 is responsible for a municipal civil infraction, as defined by Michigan law, and subject to a civil fine of not more than \$500 plus costs, which may include all direct or indirect expenses to which the city has been put in collection with the violation. In

no case, however, shall costs of less than \$50 or more than \$500 be ordered. A violator of • 30.01 shall also be subject to the additional sanctions, remedies, and judicial orders as are authorized under Michigan law. Each day a violation of ' 30.01 continues to exist constitutes a separate violation. (1993 Code, ' 1.8)

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 340 – 2023 amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: November 27, 2023

Second Reading: December 18, 2023

Adopted:

Published:

CERTIFICATION

This true and complete copy of Ordinance No. 340-2023 was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk