



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, May 20, 2024 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

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

COMMUNICATIONS

- [1.](#) COMM - MAMC Statement
- [2.](#) COMM - Application for Special Use Engagement - Farmers Market
- [3.](#) COMM - Comcast Programming Advisory
- [4.](#) COMM - Van Buren Sportsmen's Club Thank You to the HPD

REPORT OF OFFICERS BOARDS & COMMITTEES

- [5.](#) VBCD - April 2024 Program Updates

Police & Ordinance

- [6.](#) HPD - 2024 April

Fire Department

- [7.](#) HFB - May 2024

Ambulance

Van Buren County

Public Works

- [8.](#) DPW - 2024 April

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

- [9.](#) List of Bills - \$219,600.18

City Manager

- [10.](#) CM - May 20, 2024

APPROVAL OF COMMISSION MINUTES

- [11.](#) Proposed Minutes - April 22, 2024

- [12.](#) Proposed Minutes - April 29, 2024

- [13.](#) Proposed Minutes - May 14, 2024

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

- [14.](#) Discuss & Consider - Van Buren County Proposed ORV Ordinance

- [15.](#) Discuss & Consider - FOIA Policy Procedures & Guidelines

16. Discuss & Consider - Public Hearing Date to Close the Clark/Linden Street Project

17. Discuss & Consider - Hartford Township Water Main Extension Contract Modification No. 2

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [18.](#) Resolution 2024 - 012 - Establishing the City of Hartford Fee Schedule

- [19.](#) Resolution 2024-013 Establishing Property Tax Millage for the Fiscal Year 2024-2025

- [20.](#) Resolution 2024-014 Adopting Fiscal Year 2024/2025 Budget

- [21.](#) Resolution 2024-015 - Amending Water Rates

- [22.](#) Resolution 2024 - 016 - Amending Sewer Rates

- [23.](#) Resolution 2024-017 - Award Streetscape Downtown Improvements - Project A

- [24.](#) Resolution 2024-018 Streetscape Downtown Improvements Project B

- [25.](#) Resolution 2024-019 Streetscape Downtown Improvements Project C

- [26.](#) Resolution 2024-020 Streetscape Downtown Improvements Project D

ADJOURNMENT



Michigan Association of Municipal Clerks

MAMC Statement on SBs 401-404

The Michigan Association of Municipal Clerks (MAMC) represents 1,200 local elections officials who are dedicated public servants working tirelessly to serve and stand up for voter rights and ballot access. Our members range from the state's largest municipalities to the smallest, communities with full-time clerks and part-time clerks, some with limited staff or no staff at all, and all with responsibilities outside of elections. Our clerks are the front line of elections ensuring that our voters have access to the ballot and can be assured that when they cast their ballots their vote will be counted.

Because of the unique nature of Michigan's decentralized elections, MAMC must consider the burdens we place on our election officials, regardless of size, resources, or staffing levels. Our election responsibilities are increasingly more complex with the fundamental changes to our processes because of Proposal 3 of 2018, Proposal 2 of 2022, and new implementation legislation. Elections administration is in the public spotlight more than ever, resulting in more criticism and scrutiny of the work we do. We are under tremendous pressure to be transparent and execute our responsibilities to perfection.

MAMC wholeheartedly supports the federal Voting Rights Act. Every clerk takes the oath of office, swearing to uphold the Constitution and laws of our country, state, and local jurisdiction. Ensuring access to the ballot box is a fundamental right of every citizen and is ingrained into each clerk's role.

In that same vein, we support codifying a Voting Rights Act in Michigan to enshrine the protections that minority voters have, to not only cast a ballot, but also elect candidates of their choosing. Minority voters must not face discrimination and racially motivated decisions that dilute their influence in the voting process.

In addition to enshrining a federal VRA law in Michigan, we support expansion of ballot access for language minorities. With Michigan's ethnic diversity, we must recognize that some populations and some communities should do more to ensure every citizen has access to the tools needed to cast an informed ballot.



Michigan Association of Municipal Clerks

Although the current drafts of the proposed Michigan Voting Rights Act have come a long way to address some of the concerns that clerks across the state share, we need more time to refine these bills and narrow the immense scope. These bills will have a sweeping impact on both clerks and our local units of government. Clerks need flexibility to address shifts in voting patterns and make decisions that best serve their voters and their communities without fear that they will face lawsuits for making these ministerial decisions. We also support enhanced access and transparency to voting data and information to enable academic research in the public's interest.

Our voters have more protections and options to cast a ballot than ever before: 40 days of no-reason and permanent absentee ballot mail, 9 days of early voting, and election day in-person voting. Article II Section 4 of the Michigan Constitution guarantees every citizen has the fundamental right to vote. Additionally, Sec 4 stipulates that no person shall enact or use any law, rule, regulation, qualification, prerequisite, standard, practice, or procedure; engage in any harassing, threatening, or intimidating conduct; or use any means which has the intent or effect of denying, abridging, interfering with, or unreasonably burdening the fundamental right to vote. Furthermore, it is enshrined that any Michigan citizen has standing to bring an action for declaratory, injunctive, and monetary relief to enforce the rights created under our Constitution.

MAMC appreciates the efforts of the bill sponsors and other stakeholders and stands ready to work with decision makers to identify gaps in protections while balancing the burdens placed on our local clerks. Because of this, we respectfully ask that we narrow SB 401 to better mirror the federal VRA and fine-tune SBs 402-404 to address remaining implementational issues. Although these bills are well intentioned, they have the potential of paralyzing clerks from making necessary ministerial decisions in the best interests of their voters, in fear of soliciting costly lawsuits further damaging public trust in our electoral process.

MAMC is not attempting to obstruct this legislation, but please recognize that we are focused on the upcoming elections and the significant scrutiny that clerks across the state and country face. This year alone, we have three federal/state elections: a May special election in many communities, and a few of our members had two additional special elections (a primary and a general) to fill state House vacancies all while navigating the rollout of early voting. We are focused on ensuring that we continue to conduct our elections with the utmost integrity, amid all our new statutory responsibilities ensuring our voters' confidence that their votes will be counted.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: May 20, 2024
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Application for Special Use Engagement

RECOMMENDED ACTION:

An application for Special Use Engagement at 301 Bowie was received by Josh Musinski/Water & Wheat to operate a Wednesday Night Farmers Market.

Days & Times: Every Wednesday from May 29 – September 25 (excluding July 3 & 10). 4:30pm – 8pm

Offering Food Vendors, Music, and Crafts; Artisans selling local produce, food & crafts.



May 1, 2024

RECEIVED
MAY 03 2024
CITY OF HARTFORD

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

RE: Programming Advisory

Dear Mr. Akinwale:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying Bally Sports channels expired on April 30, 2024. As a result, absent a renewal of the agreement, we are not currently authorized to carry Bally Sports channels as part of our lineup. In your area, the change will impact the following channels:

- 26, 201, 707, 901, 1250, and 1256

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry Bally Sports content.

Since we are not currently authorized to carry Bally Sports programming, we have implemented a channel slate (advising of unavailability) on the channel and activated www.xfinity.com/programmingchanges to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Sincerely,

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

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

*Thank,
You!*

**THE VAN BUREN SPORTSMEN'S CLUB
WOULD LIKE TO THANK THE
CITY OF HARTFORD
HARTFORD POLICE DEPARTMENT
AND RESERVES FOR THEIR ATTENDANCE
AND ASSISTANCE DURING THE
2024 EASTER EGG HUNT
A COMMUNITY PROJECT WAS
ANOTHER GREAT SUCCESS**

*Van Buren
Sportsmen's
Club*

RECEIVED
MAY 07 2024
CITY OF HARTFORD



Van Buren Conservation District April 2024 Program Update

Submitted by Emily Hickmott, Executive Director

On April 8-13, Van Buren Conservation District staff were out of the office to have our annual **Tree Seedling Sale**. This year, we sold and donated over 19,000 tree seedlings! Thank-you to everyone who came out and supported this year's event!

Mark your calendars for our Volunteer Appreciation & Work Opportunity event at Thunderfoot Farm (32323 M-43 Paw Paw MI 49079)! Come join us on May 15, from 11:00 AM-1:00 PM, for a fun event on the farm. We will have food, information on volunteer opportunities for the year, and fun farm activities.

Recycling collections have begun and details for all events have been posted at <https://vanburencd.org/van-buren-county-recycling-collections/>. Please encourage folks to sign up their tires ahead of time! In May and June you can find us...

-Passenger & Semi Tire and Electronics Collection | May 21, 2024 | 3:00 PM - 7:00 PM | Arlington Township Transfer Station | 51998 26th Ave., Bangor, MI 49013

-Recycle Roundup Collection | June 15, 2024 | 9:00 AM - 2:00 PM | Van Buren Community Mental Health | 801 Hazen Street, Paw Paw, MI 49079

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In February, the Ag & Water Quality Team helped coordinate our annual farm conference, "Farming for the Future." More than 120 people came together on March 13 to learn about understanding your soil, improving soil health, cost share opportunities, and more. Keynote speakers included soil researcher Dr. Alan Franzluebbbers from North Carolina and soil health consultant Barry Fisher of Indiana. VBCD staff also shared new research and cost-share programs that can offer funding to farmers to try conservation practices. Additional speakers presented during breakout sessions targeting grain, grazing, and forestry topics.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - The SWxSW Corner CISMA Team has taken advantage of important meetings and training opportunities to best engage with our community and prepare for the field season. Both attending and leading events, the CISMA Team is spreading the word and building knowledge of the ever-changing world of invasive species.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - March was the month that saw payoff for a lot of work being done throughout the year. 26 verifications were scheduled over 3 verification days with MDARD employee Josh Appleby. 3 Verifications needed to be rescheduled and 2 didn't quite meet standards and will be reassessed and hopefully verified soon. On top of all the verifications, the MAEAP Specialist helped with Farming for the Future and also organized and led the Region 4/6 Envirothon Competition at Kalamazoo Nature Center which had 42 competitors and several volunteers from VBCD, Kent CD, and private companies like Four Elements Energy and True North Consulting Forestry.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) -The VBCD's annual Farming for the Future conference on March 13 was a major

1035 E. Michigan Avenue, Paw Paw, Michigan 49079

269.657.4030 x5 ♦ www.VanBurenCD.org ♦ info@vanburencd.org



Van Buren Conservation District April 2024 Program Update

Submitted by Emily Hickmott, Executive Director

success for targeted resource concern outreach by our conservation technicians. Gabriel and Lucas organized separate tracks related to conservation in grazing and forestry respectively. 124 people in total attended the event with the majority of landowners seeking additional information on incorporating livestock, and improving grazing systems.

- **Outreach** (*Jacob Diljak*) - The 2024 Food, Farm, & Fun Guides are here, so be sure to stop by the VBCD or municipality offices or one of many advertising businesses to get your copy! Keep an eye out for our upcoming events.
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) - Spring is quickly approaching and we will be starting the collection season soon. Most of the month was filled with preparations for collections, infrastructure grant work, and materials management planning. With part 115 updates, transfer stations are now going through a new site registration and review process. Kalli assisted communities with these challenges and helped them get started on the process.



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

Police Report for Month of APRIL 2024

Total Duty Hours	1020	Foot Patrol Hours	4
Arrests	8	Felony	2
B&E's	2	Misdemeanor	6
Arrest Warrants Issued	6	Traffic Citations Issued	22
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	4
Assaults	1	UDAA (stolen auto)	0
Burglary	2	Larceny	5
Frauds	1	Property Destruction/Vandalism	1
NFS Checks	0	Juvenile Del	3
OUIL	0	Drug Investigations	2
Civils	2	Public Peace	10
Lost Property	1	Found Property	4
Suspicious Person(s)/Vehicle(s)	5	Alarms	4
Health/Safety	5	Traffic Crash	1
Assist to other Agencies	21	Michigan State Police	4
Van Buren Co Sheriff	4	FIRE/EMS	10
Other Local Agencies	3	Persons	14

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

Duty Hours includes Cadet Academy hours.

**Hartford Fire Board Meeting
May 13th, 2024
April Business**

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Hartford Fire Board
 Agenda
 Monday May 13th, 2024, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ___ Nays: _____
- VII. Approval of previous meeting minutes from April 8th, 2024: Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- VIII. Approval of April Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. Accounts Payable: Amount \$22,603.99 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. Honor Credit Union (Bank Accounts)
- XII. New Business:
 1. Retirement- Approve the Retirement of FF Kevin Reed after 40 years of service.
 2. Approve the Appointment of Kevin Reed as a member of the Hartford Fire Department Auxiliary unit.
 3. Discuss and consider the request from Probationary Member Steve Lowe to have his Probationary Period reduced.
 4. Discuss and consider ending the relationship with Comcast/Xfinity for Phone & Internet service's and entering into a relationship with First Net/At&t for the same services.
 5. Discuss and Consider the Purchase of New AED's.
 6. Discuss and Consider the Purchase of a New Grassfire Skid Unit.
 7. Review the Capital Improvement plan and begin the process of prioritizing future purchases.

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 April 8th, 2024**

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

Others Present: Assistant Chief McGrew

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

Guest: None

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of April 8th, 2024, was presented and approved. Motion by Germinder Second by Birmele to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the April 3rd, 2024 Special Joint Budget Meeting were presented. Motion by Sefcik; Second by Ledesma to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the March 12th, 2024, Fire Board Meeting were presented. Motion by Hunt; Second by Birmele to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

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

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$22,235.78 Motion by Ledesma; second by Sefcik to pays bills in the amount of \$22,235.78

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfinished Business:

1. Honor Credit Union (Bank Accounts) Tabled until further information is available.

New Business:

1. Discussion and Reading of Resolution # 24-01, Chairman Sefcik Read the Resolution. Motion by Sefcik; Seconded by Germinder to approve Resolution #24-01

Resolution approved upon roll call vote of members present.

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

2. Budget Adjustment # 2 was presented, after brief discussion Motion by Sefcik; Seconded by Ledesma to approve Budget Adjustment # 2 as presented.

Yeas: 5 Nays: 0 **Approved**

3. A updated version of the 2024/2025 Proposed Budget was presented, Discussion took place on the need for the updated version, there was some confusion on the Township ARPA Allocation money, it was thought to have expired this year, but after further review it does not expire until October 2025, additional revenue line item for Cell Phone reimbursement was

internally left off of the budget revenue. Both items were resolved, and the updated budget was presented. Motion by Birmele; Seconded by Geminder to approve the updated 2024/2025 Proposed Budget as presented.

Yeas: 5 Nays: 0 **Approved**

Discussion continued about the budget in reference to the Joint Meeting, with a Updated Budget being presented another Joint Meeting must be called, It was agreed that we send notice to the City & Township to hold a Second Joint Budget Meeting to be held on Wednesday May 1st at 7:00pm at the Fire Station.

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Aero Med Helicopter Service will be assisting Van Buren County with the closure of AIRCARE.
3. Ian Sharpe Passed his Fire Instructor 1 class, he's moving on to taking Officer 1 classes later this month.
4. New AED's will be needed soon.
5. Service completed on electric extrication tools.
6. Participated in community First Responder Event.
7. Budget meeting with City/Township.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. We had a meeting with the Fair Board Chairman to discuss the upcoming Van Buren County Fair.
2. Fire Stand-by coverage schedule for the fair completed.
3. Worked on Budget.
4. New Garage Door openers will be installed soon on two the front bay doors.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Ledesma inquired about how the new fire report software is working, McGrew updated the board on the software, it has gotten better.
- Sefcik asked the board to start thinking about the 10-year plan, it was agreed that at the next meeting we should have a workshop to go over the 10 year plan and put a priority list together for future purchasing.

Motion by Ledesma; Second by Sefcik to adjourn the meeting at 7:43p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting May 13th, 2024

Members Present upon roll call: Ron Sefcik; Chad Hunt;(Called into work at 7:05)

Eric Germinder; Carlos Ledesma; Jerry Birmele; Chief Harting **Absent:**

Others Present: Assistant Chief McGrew

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

Guest: None

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of May 13th, 2024, was presented and approved. Motion by Ledesma Second by Sefcik to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the April 8th, 2024, Fire Board Meeting were presented. Motion by Germinder; Second by Ledesma to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

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

Yeas: 4 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$22,603.99 Motion by Germinder; second by Sefcik to pays bills in the amount of \$22,603.99

Motion approved upon roll call vote of members present.

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

Absent: Hunt

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfinished Business:

1. Honor Credit Union (Bank Accounts) Tabled until further information is available.

New Business:

1. FF Kevin Reed submitted his intent to retire; Motion by Birmele; Seconded by Sefcik to Approve the Retirement of FF Kevin Reed after 40 years of service.

Yeas: 4 Nays: 0 **Approved**

2. Approve the appointment of Kevin Reed as a member of the Hartford Fire Dept. Auxiliary unit; Motion by Sefcik; Seconded by Germinder to approve Kevin Reed as a member of the Auxiliary unit.

Yeas: 4 Nays: 0 **Approved**

3. Probationary member Steve Lowe submitted a request to have his probationary period reduced; Motion by Birmele; Seconded by Germinder to approve the request and make Steve Lowe a full member of the Hartford Fire Department.

Yeas: 4 Nays: 0 **Approved**

4. Discussion took place on our current relationship with Comcast/Xfinity for phone and internet services, Recommendation from the Chief and Asst. Chief is to end the relationship with Comcast/Xfinity and enter into a agreement with First Net/At&t for the same services. Motion by Ledesma; Seconded by Germinder to end the relationship with Comcast/Xfinity and

authorize First Net representatives to retrieve our Land Line Phone number from Comcast/Xfinity.

Yeas: 4 Nays: 0 **Approved**

5. Information was presented on the need for new AED's for the department vehicles; Motion by Sefcik; Seconded by Germinder to purchase 4 new AED's for the department vehicles not to exceed \$9,500; this purchase will come from the donations account.

Yeas: 4 Nays: 0 **Approved**

6. Information was presented on the need for a New Grass Fire Skid unit for truck 1869; Motion by Ledesma; Seconded by Germinder to purchase a New Grass Fire Skid unit from MTECH inc. not to exceed \$9,800; this purchase will come form the Equipment milage account.

Yeas: 4 Nays: 0 **Approved**

7. The Capital Improvement plan was presented and reviewed by the Board; The Board recommended to the Chief & Asst. Chief that we come up with a detailed presentation for the City & Township to Review in the near future.

Fire Chiefs Report:

1. Meetings Attended:

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

2. Annual Service completed on all Apparatus.

3. Overhead Doors serviced and repaired; 2 new door openers installed.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Webinars on new Proposed OSHA rule
2. Attended Leadership & Resiliency Class
3. Tune-up on Dept. Lawn Mower
4. Lawn Maintenance Started
5. Pancake Breakfast

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Chief Harting and Asst. Chief McGrew updated the board on a New OSHA rule that is currently in the comment phase and will be enacted into law in the near future. The Chiefs will have a presentation for the board in the near future as to the effect this new rule will have on the fire department.

Motion by Ledesma; Second by Sefcik to adjourn the meeting at 8:32p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE
CASH BALANCES
MAY 13 2024

General Checking	\$ 35,355.69
Operating Account	\$ 131,067.24
Millage Account	\$ 309,589.43
Maintenance Account	\$ 13,681.69
Donation Account	\$ 16,202.74
Investment Account Huntington	\$ 100,640.08
Total Spendable Accounts	\$ 606,536.87

05/10/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 04/09/2024 - 05/13/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
04/15/2024	DD381(A)	HARTING, ROBBIE	PAYROLL	1,798.34
04/15/2024	DD382(A)	MC GREW, KEVIN	PAYROLL	847.88
04/30/2024	EFT84(E)	CITY OF HARTFORD	PAYROLL	280.71
04/30/2024	EFT85(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,596.61
05/01/2024	DD383(A)	HARTING, ROBBIE	PAYROLL	1,768.34
05/02/2024	DD384(A)	BODARY, BRANDON	PAYROLL	190.47
05/02/2024	DD385(A)	CHAPPELL, MICHAEL	PAYROLL	29.92
05/02/2024	DD386(A)	EASTMAN, SCOTT	PAYROLL	51.94
05/02/2024	DD387(A)	FLEMMING, LISA	PAYROLL	75.83
05/02/2024	DD388(A)	FRY, STEVEN	PAYROLL	51.95
05/02/2024	DD389(A)	GERMINDER, ERIC	PAYROLL	52.86
05/02/2024	DD390(A)	HARTING, BRANDI	PAYROLL	467.20
05/02/2024	DD391(A)	HUNT, CHAD	PAYROLL	51.86
05/02/2024	DD392(A)	LEDESMAN, CARLOS	PAYROLL	52.86
05/02/2024	DD393(A)	LOWE, STEVEN	PAYROLL	173.51
05/02/2024	DD394(A)	MC CLELLAN, TROY	PAYROLL	86.30
05/02/2024	DD395(A)	MC GREW, KEVIN	PAYROLL	1,168.77
05/02/2024	DD396(A)	ROBERTS, KHELUN	PAYROLL	250.42
05/02/2024	DD397(A)	SEFCIK, RONALD	PAYROLL	52.86
05/02/2024	DD398(A)	SHARPE, IAN	PAYROLL	155.78
05/02/2024	DD399(A)	WEBERG, SCOTT	PAYROLL	318.77
05/02/2024	STUB39(A)	FLEMMING, RYAN	PAYROLL	0.00
05/02/2024	STUB40(A)	HUNT, COLE	PAYROLL	0.00
05/03/2024	EFT86(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	435.24
05/13/2024	202(E)	INDIANA MICHIGAN POWER	ELECTRIC	344.75
05/13/2024	203(E)	AT&T MOBILITY	CELL PHONES	406.20
05/13/2024	204(E)	COMCAST	TELEPHONES & INTERNET	295.76
05/13/2024	205(E)	CONSUMERS ENERGY	NATURAL GAS	166.86
05/13/2024	206(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES, DUES & TRAINING	779.19
05/13/2024	207(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	456.84
05/13/2024	208(A)	NFPA	ANNUAL DUES	175.00
05/13/2024	15041	BACKROADS SERVICES	TRUCK MAINTENANCE	4,147.52
05/13/2024	15042	KELLOGG HARDWARE INC	SUPPLIES	112.58
05/13/2024	15043	BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLY	408.17
05/13/2024	15044	MILLER THERMOMETER CO INC	US FLAGS	139.99
05/13/2024	15045	PETER STANISLAWSKI	FINANCE SERVICES	600.00
05/13/2024	15046	QUALITY DOOR OF SOUTH HAVEN INC	DOOR MAINTENANCE	2,633.34
05/13/2024	15047	REED LAW PLC	LEGAL FEES	645.00
05/13/2024	15048	S&A AUTOMOTIVE INC	MAINTENANCE	108.07
05/13/2024	15049	WEST SHORE FIRE	MAINTENANCE	226.30
Total of 40 Checks:				22,603.99

05/10/2024		CHECK REGISTER FOR HARTFORD FIRE DEPTMENT		
CHECK DATE FROM 04/09/2024 - 05/13/2024				
Check Date	Check	Vendor Name	Description	Amount
Less 0 Void Checks:				0.00
Total of 40 Disbursements:				22,603.99

05/10/2024 09:11 AM
User: BSA
DB: Hartford

INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
EXP CHECK RUN DATES 04/09/2024 - 05/13/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Name	Description	Amount
1. AT&T MOBILITY	CELL PHONES	406.20
2. BACKROADS SERVICES	TRUCK MAINTENANCE	4,147.52
3. BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLY	408.17
4. COMCAST	TELEPHONES & INTERNET	295.76
5. CONSUMERS ENERGY	NATURAL GAS	166.86
6. FIRST NATIONAL BANK OMAHA	SUPPLIES, DUES & TRAINING	779.19
7. INDIANA MICHIGAN POWER	ELECTRIC	344.75
8. KELLOGG HARDWARE INC	SUPPLIES	112.58
9. MILLER THERMOMETER CO INC	US FLAGS	139.99
10. NFPA	ANNUAL DUES	175.00
11. PETER STANISLAWSKI	FINANCE SERVICES	600.00
12. QUALITY DOOR OF SOUTH HAVEN INC	DOOR MAINTENANCE	2,633.34
13. REED LAW PLC	LEGAL FEES	645.00
14. S&A AUTOMOTIVE INC	MAINTENANCE	108.07
15. SHELL FLEET PLUS	DIESEL & GASOLINE	456.84
16. WEST SHORE FIRE	MAINTENANCE	226.30
TOTAL - ALL VENDORS		11,645.57

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT
 PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	05/31/2024	05/31/2024	MONTH 05/31/2024	INCREASE (DECREASE)	BALANCE	% BDGT USED
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		143,011.90		0.00		14,293.95	90.91
206-000-402.000	HARTFORD CITY	127,074.78		116,485.21		10,589.57		10,589.57	91.67
206-000-411.000	HARTFORD TWP MILLAGE	65,529.00		61,824.74		0.00		3,704.26	94.35
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00		39,141.83		0.00		6,858.17	85.09
206-000-420.000	BANGOR TWP COST RECOVERY	5,642.47		6,454.00		0.00		(811.53)	114.38
206-000-421.000	COST RECOVERY	1,743.10		1,110.00		0.00		633.10	63.68
206-000-422.000	FIRE REPORTS/ FOIA	46.66		20.00		0.00		26.66	42.86
206-000-450.000	DONATIONS	8,917.00		8,917.23		0.00		(0.23)	100.00
206-000-539.000	GRANTS	2,500.00		21,400.00		0.00		(18,900.00)	856.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		8,000.00		0.00		1,600.00	83.33
206-000-584.000	VBEMS	12,198.33		13,080.00		0.00		(881.67)	107.23
206-000-665.000	INTEREST	11,500.00		8,381.13		0.00		3,118.87	72.88
Total Dept 000		448,057.19		427,826.04		10,589.57		20,231.15	95.48
TOTAL REVENUES									
Total Dept 000		448,057.19		427,826.04		10,589.57		20,231.15	95.48
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-702.000	BOARD SALARY	4,200.00		2,400.00		240.00		1,800.00	57.14
206-336-704.000	CHIEF SALARY	56,141.00		46,784.20		2,339.21		9,356.80	83.33
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		49,849.78		3,306.13		5,150.22	90.64
206-336-712.000	SHIFT COVERAGE	14,400.00		10,800.00		1,065.00		3,600.00	75.00
206-336-714.000	SUPPORT STAFF	80.00		80.00		0.00		0.00	100.00
206-336-720.000	PAYROLL TAXES	14,000.00		9,438.12		531.67		4,561.88	67.42
206-336-724.000	RETIREMENT	4,000.00		2,666.71		140.35		1,333.29	66.67
206-336-730.000	GASOLINE & DIESEL	9,400.00		5,207.13		456.84		4,192.87	55.40
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		10,523.83		4,310.08		(1,023.83)	110.78
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		5,682.27		258.75		7,217.73	44.05
206-336-740.000	OPERATING SUPPLIES	350.00		125.62		29.00		224.38	35.89
206-336-741.000	MEDICAL SUPPLIES	2,500.00		1,073.31		408.17		1,426.69	42.93
206-336-742.000	ANNUAL TESTING	8,150.00		2,593.10		0.00		5,556.90	31.82
206-336-751.000	PHONES	6,615.20		6,394.35		659.96		220.85	96.66
206-336-753.000	UTILITIES	10,000.00		6,905.07		511.61		3,094.93	69.05
206-336-763.000	BUILDING MAINTENANCE	36,550.00		31,862.33		3,151.82		4,687.67	87.17
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		3,152.34		175.00		972.66	76.42
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		13,474.51		60.30		2,525.49	84.22
206-336-785.000	EDUCATION/ TRAINING	8,700.00		6,613.61		267.05		2,086.39	76.02
206-336-796.000	PHYSICALS	8,300.00		7,842.25		0.00		457.75	94.48
206-336-799.000	OFFICE/ COMPUTER	5,910.00		3,203.06		69.99		2,706.94	54.20
206-336-801.000	PROFESSIONAL SERVICES	20,000.00		18,540.00		1,245.00		1,460.00	92.70
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		25,331.97		0.00		2,668.03	90.47
Total Dept 336 - FIRE OPERATING		337,321.20		270,543.56		19,225.93		66,777.64	80.20
TOTAL EXPENDITURES									
Total Dept 336 - FIRE OPERATING		337,321.20		270,543.56		19,225.93		66,777.64	80.20

Item 7.

Fund 206 - FIRE FUND:
 TOTAL REVENUES 20,231.15 95.48

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 05/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND		337,321.20	270,543.56	19,225.93	66,777.64	80.20
TOTAL EXPENDITURES		110,735.99	157,282.48	(8,636.36)	(46,546.49)	142.03
NET OF REVENUES & EXPENDITURES						

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
4/1/2024	Medical Call-311	1802&1810	6	49.5	2024-216
4/1/2024	Medical Call-311	1810	3	15.5	2024-217
4/3/2024	Medical Call-311	1810	2	34	2024-218
4/5/2024	Medical Call-311	1810	4	32	2024-220
4/6/2024	Medical Call-321	1802&1810	3	49.5	2024-223
4/6/2024	Medical Call-321	1802&1810	3	50.5	2024-224
4/7/2024	Medical Call-311	1802&1810	4	63.75	2024-225
4/8/2024	Medical Call-311	1802	2	34	2024-226
4/9/2024	Medical Call-321	1802&1810	2	17	2024-228
4/10/2024	Medical Call-311	1802&1810	3	48.25	2024-233
4/11/2024	Smoke Scare	1801/02/71/69	7	95.75	2024-234
4/12/2024	Medical Call-311	1802&1810	3	50.5	2024-236
4/13/2024	Lift Assist-554	1802&1810	3	50.5	2024-237
4/15/2024	Medical Call-321	1810	3	15.5	2024-238
4/16/2024	Medical Call-321	1802	3	49.5	2024-240
4/18/2024	Medical Call-311	1810	2	0	2024-244
4/22/2024	Medical Call-321	1802	1	17.5	2024-248
4/22/2024	Medical Call-311	1802&1810	4	63.75	2024-249
4/22/2024	Medical Call-311	1802&1810	3	48.25	2024-250
4/26/2024	Medical Call-311	1810	1	0	2024-255
4/27/2024	Medical Call-311	1810	2	33	2024-257
4/27/2024	Burning-561	1802&1831&1869	5	82.5	2024-258
4/28/2024	Medical Call-311	1802	3	50.5	2024-259
4/28/2024	Cancelled-611	1802	1	8.75	2024-260
4/28/2024	Medical Call-321	1802&1810	2	31.75	2024-263

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
4/1/2024	Vehicle Fire	1802&1871	5	81.5	2024-214
4/1/2024	Medical Call-311	1810	5	40.75	2024-215
4/5/2024	Medical Call-321	1802&1810	3	50.5	2024-221
4/5/2024	Medical Call-311	1802&1810	3	101	2024-222
4/9/2024	Gas Leak	1802&1871	4	66	2024-230
4/10/2024	Medical Call-311	1801	1	0	2024-231
4/12/2024	Medical Call-311	1810	1	16.5	2024-235
4/15/2024	Medical Call-311	1802&1810	2	31.75	2024-239
4/16/2024	CO Alarm-746	1802	1	17.5	2024-241
4/17/2024	Cancelled-611	1802&1810	3	48.25	2024-242
4/17/2024	Medical Call-311	1810	3	48.25	2024-243
4/20/2024	Medical Call-311	1802	2	34	2024-245
4/21/2024	Medical Call-311	1802	1	17.5	2024-246
4/22/2024	Cancelled-611	1802	2	31.75	2024-247
4/23/2024	Gas Leak	1801&1841	4	32	2024-251
4/24/2024	Grass Fire	1801&1869&1831	5	69.38	2024-252
4/25/2024	Burn Complaint	1802	2	33	2024-254
4/26/2024	Brush Fire-142	1802&1831	4	99	2024-256
4/28/2024	P.I. Accident	1802&1871&1810	5	82.5	2024-261
4/28/2024	Medical Assist-311	1802	2	31.75	2024-262
4/29/2024	Medical Call-321	1802&1810	2	0	2024-264
4/30/2024	Medical Call-311	1810	1	17.5	2024-265

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
4/3/2024	Cancelled-611	1810	3	14.25	2024-219
4/9/2024	Medical Call-311	1810	2	17	2024-229
4/10/2024	Medical Call-311	1810	3	15.5	2024-232
4/25/2024	Power Line-444	1802	4	66	2024-253

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Area
4/9/2024	Structure Fire-111	1801/1802/1831/1866	7	81.5	2024-227	Lawrence TWP

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: May 13th 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Kevin Reed Retirement

RECOMMENDED ACTION:

Firefighter/Engineer Kevin Reed has submitted his intent to Retire effective May 1st 2024 after 40 years of service to the Hartford Fire Department, FF Reed would like to stay on as a member of the Auxiliary unit and continue to support the Department and Community.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: May 13th 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Steve Lowe Probationary Period

RECOMMENDED ACTION:

Per Article 5 Section C of the Employee Handbook- If a Probationary Paid on Call Employee has already obtained the required certifications, he/she may request to the Fire Chief that their Probationary Period be reduced. Steve Lowe has asked that his Probationary Period be reduced.

Chief Harting and myself have spoken and both agree that there is not an issue with reducing Steve's Probationary period, Since returning to the Hartford Fire Department in October of 2023 Steve has proven to be an asset to the department and has completed the training required of a Probationary Member.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: May 13th 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Discontinue Service with Comcast/Xfinity

RECOMMENDED ACTION:

We have been looking at ways to save money for some time with Comcast/Xfinity, after several attempts to get our bill lowered, we have come to the point where they will no longer work with us on lowering our bill and their increase in pricing has led us to the decision that its time to seek other services. We are currently paying **\$296.00** a month for services.

I met this week with representatives from First Net/At&t to seek information and quotes on obtaining Phone & Internet services for the station through them.

Phone Line will be \$40.00 per month
Internet Hotspots will be \$40.00 per month

Office at Hand System will range between \$10 & \$50 per month, depending on the level that we choose.
(Office as hand is a automated system similar to the system we are currently running through comcast for phone answering and call redirecting service's)

Depending on which Office at Hand System we go with and whether we will require 1 or 2 hotspots, we are confident that we will save upwards of **\$100** a month switching over to First Net/At&t service.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: May 13th 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Purchase of two New Lifepak CR2 AED's

RECOMMENDED ACTION:

We are requesting to purchase two Lifepak AED's from AED Market in the amount of \$4,252.00.

These AED's would be placed in service on unit's 1810 & 1802, the current AED's would be placed on unit 1841 & 1831, both of these units currently do not have an AED's aboard them.

Our Current AED's require a separate set of pads for pediatric use, the pads required for this have been on a national shortage for over two years now, we have tried several different companies to try and acquire these, it seems this may be an issue for an extended period of time.

The Model AED we are requesting to purchase only requires one set of pads that can be used on both Adults and Pediatric patients, additionally this AED is currently the only AED on the market that allows responders to continue to do CPR during the analyzation period.

This purchase would be the start of converting our entire AED fleet to this new Model AED.

We are requesting to use funds from the Donations account not to exceed \$4,600 for the purchase of these new AED's.



AED MARKET

Search...

Close

Chat Now

Contact Us



Hello Kevin

2



My account ▾

Cart

You are eligible for free shipping!

Checkout

Product



Physio-Control LIFEPAK CR2 AED

- Choose AED Options: Semi-Automatic, WiFi, English Only, with Handle - No ext
- Tax Exempt Organization?: Yes, Tax Exempt Organization

\$2,126.00 ~~\$2,326.00~~

SPRING200 (-\$400.00)

Remove

Total

\$4,252.00

You saved \$400.00!

Order instructions



HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: May 13th 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Purchase of New Grass Fire Skid unit

RECOMMENDED ACTION:

Attached are two quotes for review for the purchase of a New Grass Fire Skid unit.

The current skid unit on unit 1869 is approaching 20 years old and is approaching its end of life, as it is no longer producing the amount of pressure or volume needed to effectively extinguish grassfires in a safe manner. Additionally, the hose reel requires 2 people to effectively reel the hose back in.

The new unit that we are proposing to purchase is similar to the unit that the township purchased for the mule, the unit has a 125-gallon water tank, pump capable of producing 120psi and 105 GPM and an electric hose reel.

Additional information is available on the attached quote sheets.

Item 7.

MTECH Inc.
 1072 MARAUDER STREET
 SUITE 210
 CHICO, CA 95973
 Phone: 530-894-5091
 Fax: 530-894-5092

Quotation

Quote HARTFORD FIRE DEPARTMENT MICHIGAN

To: 436 E. MAIN ST
 Hartford, MI 49057
 United States

Quote Number:	13930	Contact:	KEVIN MCGREW
Quote Date:	04/17/2024	Expires:	05/17/2024
Customer:	HARTFORDMIFD	Inquiry:	
Salesman:	DAVID HINES	Terms:	Check
Ship Via:	LTL	Phone:	2695472730
FOB:	CHICO, CA	FAX:	

1. This is an estimate only. Modification to line items may affect final pricing.
2. Price does not include sales tax (if applicable), crating or freight charges.
3. Commercial address with a forklift or loading dock is required to qualify for QTAC UTV skid flat rate shipping.

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	FR500 QTAC flat rate shipping fee to a commercial address within the Contiguous U.S. Additional services such as lift gate, appointment requests, school, secure location, military base, or farm delivery will require additional fees.		1	\$500.0000 /EA
5	2300.010-02 QTAC 125HP, Electric Hose Reel, includes: - Welded, 125-gallon PolyTough internally baffled tank - Honda GX200 5.5HP engine - Waterax Versax 6 2-stage pump (Max 105 GPM, 120 PSI) - Hannay electric hose reel - Black Commercial Grade Rubber Reel Hose, 3/4" X 75' - Brass Bullseye Nozzle w/ 1/4" turn shut off, 3/4" - 1-1/2" drain - 4" fill tower - 1" gated auxiliary discharge - 2" auxiliary draft suction (draft kit sold separately) - Red with white decals		1	\$7,745.0000 /EA
6	2250.007-01 Around-the-Pump Foam, for 85HP, 2.5-Gallon, Includes: - PolyTough 2.5-gallon foam cell - Scotty 4072 foam proportioner - Scotty 15 GPM air aspirating nozzle - All plumbing and hardware, factory installed and tested		1	\$995.0000 /EA
Total:				\$9,240.00

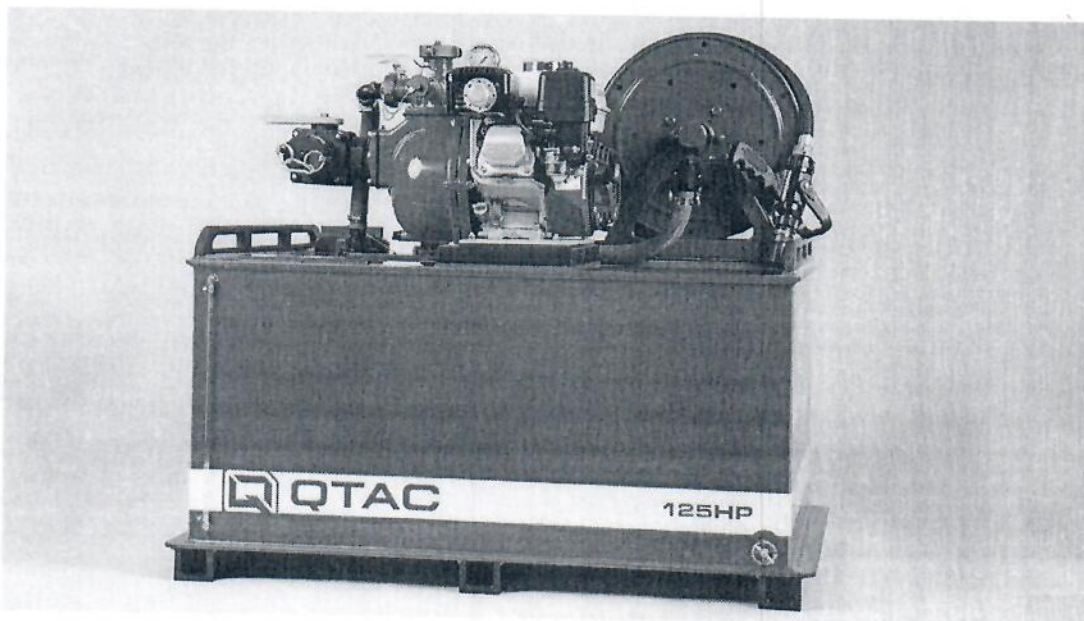
Contact: David Hines
 Email: dhines@qtacfire.com
 Contact Phone Number: (888)797-5100 ext. 157

Report Generated: 04/22/2024 9:41:56 AM

Pag 37



Model 125HP UTV Fire Skid Specification



A Division of MTECH, Inc.
1072 Marauder, Suite 210
Chico, CA 95973
1.888.797.5100
www.qtacfire.com
www.mtechincorporated.com



TANK

The tank shall have the following characteristics:

- MTECH PolyTough™ extrusion-welded Copolymer Polypropylene construction
- Capacity of 125 gallons of water
 - OPTION: Capacity restrictors down to 60 gallons
- 3/8" internal baffles with interlocking design to meet NFPA standards
- Pump suction plumbed to the center of the tank with anti-cavitation device
- 1-1/2" tank drain
- 4" vented fill tower
- Site tube to gauge water level
- Flange-mounted anchor points to secure the skid unit to the bed
- Mounting pad for hose reel
- OPTION: Forklift runners

PUMP & ENGINE

The pump system shall have the following characteristics:

- Honda GX200 5.5 hp engine with recoil start and low oil sensor with Waterax Versax 2-stage, self-priming centrifugal pump (120 PSI Max; 105 GPM Max)
- 2" auxiliary suction
 - OPTION: Draft hose kit
 - OPTION: 2" NST Suction
- 1" discharge
 - OPTION: 1-1/2" NST Discharge
- 1" gated discharge to hose reel
- 2" gated tank to pump
- 1" gated pump to tank return / fill
- All plumbing to be of either composite polypropylene, brass, or stainless steel



FOAM

The foam system shall have the following characteristics:

- OPTION: End-of-line foam system, includes:
 - Aerating nozzle
 - ¼ turn end-of-line shut-off
- With Honda GX200 5.5hp equipped QTAC
 - OPTION: Around-the-pump foam system, includes:
 - MTECH PolyTough™ extrusion-welded Copolymer Polypropylene construction 2.5-gallon external foam reservoir
 - Threaded 6" fill well, flush mounted at top of tank with vented cap
 - Adjustable through-the-pump foam proportioner
 - Aerating nozzle
 - OPTION: 5-gallon foam reservoir

HOSE & ASSOCIATED COMPONENTS

The hose and associated hardware shall have the following characteristics:

- ¾" X 50' of rubber booster hose
 - OPTION: ¾" X 75' of rubber booster hose
 - OPTION: ¾" X 100' of rubber booster hose
 - OPTION: ¾" X 50' Red rubber booster hose kit
- Hannay manual rewind hose reel
 - OPTION: Hannay electric rewind hose reel
- Nozzle Options:
 - Max 8 GPM brass bulls-eye with 1/4-turn shut off
 - Max 15 GPM D-ring fire-style nozzle
 - Max 18 GPM Vari-Nozzle
 - 10-23 GPM Viper Nozzle
 - OPTION: Pistol grip bale shut off



WEIGHTS*

Dry weight, Waterax Versax 6 and manual hose reel: 297 lbs.

Wet weight, Waterax Versax 6 and manual hose reel: 1340 lbs.

Additional weight per component:

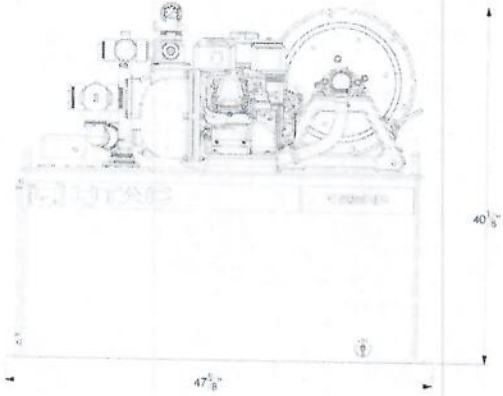
- Electric hose reel: 30 lbs.
- Around-the-Pump Foam
 - 2.5-gallon
 - Dry Weight: 7 lbs.
 - Wet Weight: 28 lbs.
 - 5-gallon
 - Dry Weight: 11 lbs.
 - Wet Weight: 53 lbs.

**All weights are approximate*

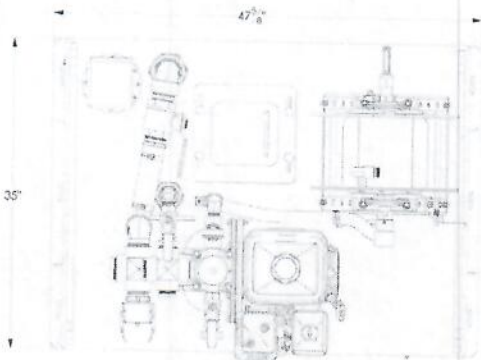


DIMENSIONS

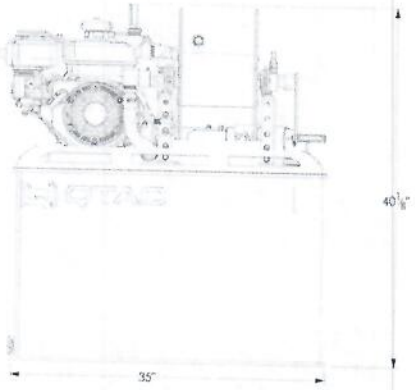
END VIEW



TOP VIEW



SIDE VIEW





Pumps - Heiman UTV Ultra High Pressure Skid Unit

HEIMAN UTV ULTRA HIGH PRESSURE SKID UNIT

3266-UTVSKID

\$9,999.00

Item

Select Item

Quantity 1

CALL TO ORDER

Price Match

PLEASE CALL 605.543.5510 TO PURCHASE OR RECEIVE A FREIGHT QUOTE

Slide this unit effortlessly into your UTV to transform it into an agile wildland firefighting machine. The unit is built with a 60 gallon, rectangular, NFPA compliant G3 Fire® copolymer polypropylene tank with built-in 5-gallon foam cell. Dry weight approx. 380 lbs.

FEATURES:

- 13HP Power Pro engine with electric start and recoil start
- Relief valve
- Ultra high-pressure foam system capable of 10 GPM at 1400 PSI
- Foam proportioner control module
- Dual-action foam spray gun
- 100 ft. of 1/2"
- high-pressure hose, and manual reel & rollers

Optional Honda 13 HP in lieu of Power Pro engine upgrade.
Optional electric rewind upgrade.

Hartford Fire Department Capital Equipment Plan 2024-2034

Type of Equipment	Date Purchased	Purchased Price	Condition at Time of Purchase	Purchased Category	Replacement Date	Projected Replacement Price
Nozzle's	2009	Unknown	New	General Fund	<u>2025</u>	\$20,000
Radio's	2010	\$80,000	New	Grant	2030	\$180,000
Pager's	2022	\$9,600	New	General Fund	2032	\$14,000
Air Pak's	2019	\$112,701	New	Millage Acct.	2034	\$185,000
2010 Ford Explorer-1810 Medical First Response Vehicle	2013	\$9,999	Used	General Fund	<u>2025</u>	\$60,000** \$400,000****
2010 Ford Pickup-1802 Command/Medical First Response Vehicle	2020	\$2,500	Used	General Fund	<u>2026</u>	\$52,000
2016 Ford Pickup-1801 Command/Medical First Response Vehicle	2016	\$34,772	New	General Fund	2030	\$56,000
2005 Ford Pickup-1869 Grass Rig	2005	\$38,750	New	General Fund	2035	\$75,000
1980 Jon Boat Water Rescue	2022	\$5,000	Used	Grant	2035	\$15,000

** Cost to replace with a similar type vehicle

*** Cost to replace with a multi purpose Attack Capable Mini Pumper

^^^ Mini Pumper could also serve as the second grass rig or other option below.

Hartford Fire Department Capital Equipment Plan 2024-2033

Type of Equipment	Date Purchased	Purchased Price	Condition at Time of Purchase	Purchased Category	Replacement Date	Projected Replacement Price
2008 Spencer-1841 Ladder Truck	2008	\$591,865	New	Millage	2033- 25 years 2038- 30 years 2043- 35 years 2048- 40 years	\$2.2 Million \$2.7 Million \$3.1 Million \$3.5 Million <i>2024 Pricing is currently around \$2.2 Million and rising everyday.</i>
2013 Spencer-1831 Pumper Tanker	2013	\$252,000	New	Millage	2038- 25 years 2043- 30 years 2048- 35 years	\$700,000 \$ 900,000 \$ 1.2 Million <i>These numbers are based on repurposing our existing body/tank onto a new chassis.</i>
2021 Spencer-1871 Rescue Engine	2021	\$699,523	New	Millage	2046- 25 years 2051- 30 years 2056- 35 years	\$1.7 Million \$2.2 Million \$2.5 Million <i>2024 Pricing is currently around \$875,000 for the same truck and rising everyday.</i>
Jaws of Life- Battery Operated Jaws Tools- (3 Tools)	2021	\$45,000	New	Included in truck price	2041-20 years 2046-25 years	\$60,000 \$75,000
Jaws of Life- Battery Operated Combi Tool (1 Tool)	2018	\$12,000	New	General Fund	2038- 20 years 2043- 25 years	\$18,000 \$22,000
Jaws of Life- Hydraulic Operated Jaws Tools (5 Tools and Pump)	1999	\$30,000	New	Unknown	2029- 30 years 2034- 35 years	\$52,000 \$58,000

Fire Chiefs Report May 2024

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC Medical Control
- Van Buren County Firefighter Training Committee

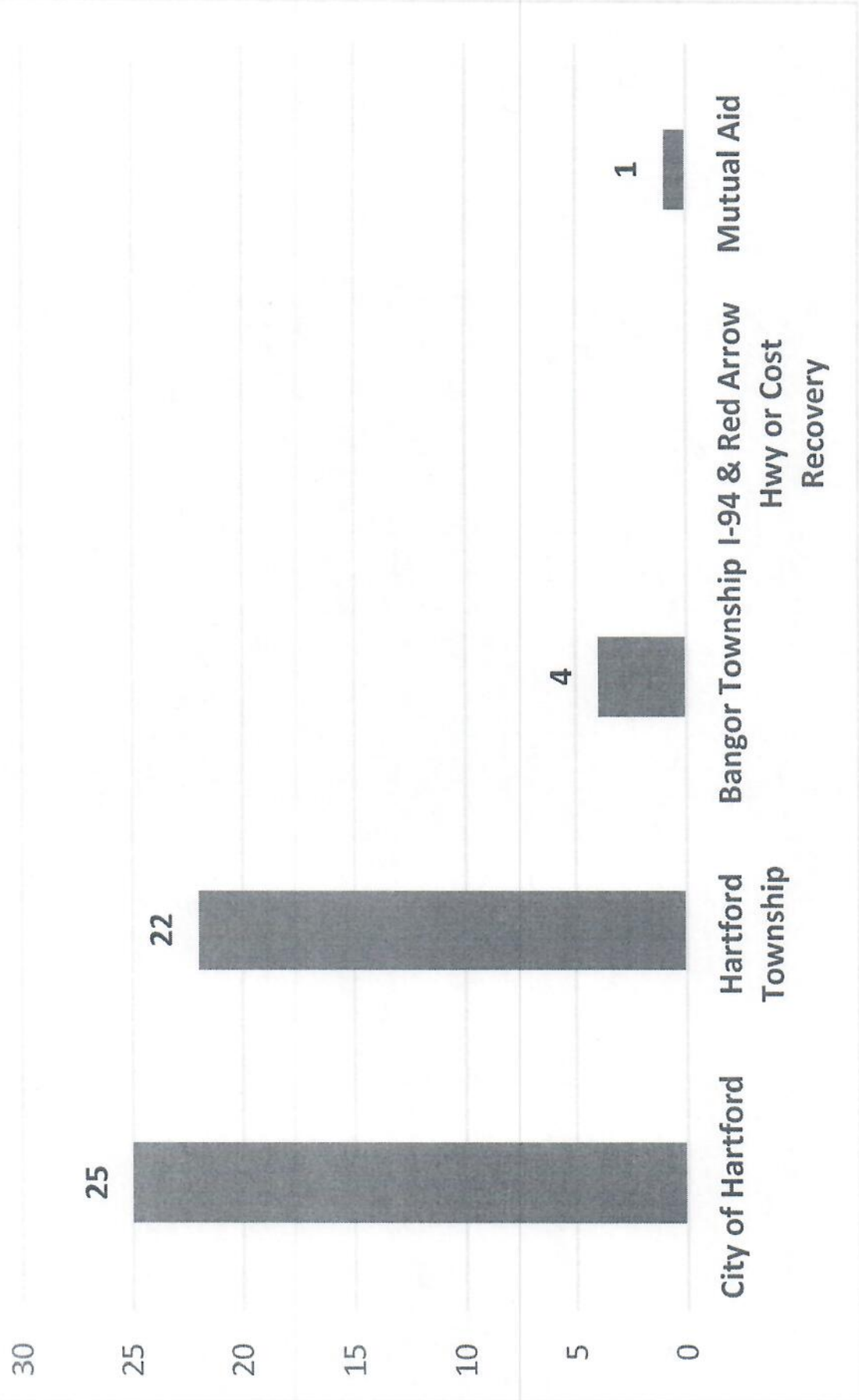
2. Information:

- Annual service completed on all the Apparatus.
- Overhead doors serviced and repaired; 2 new door openers installed.

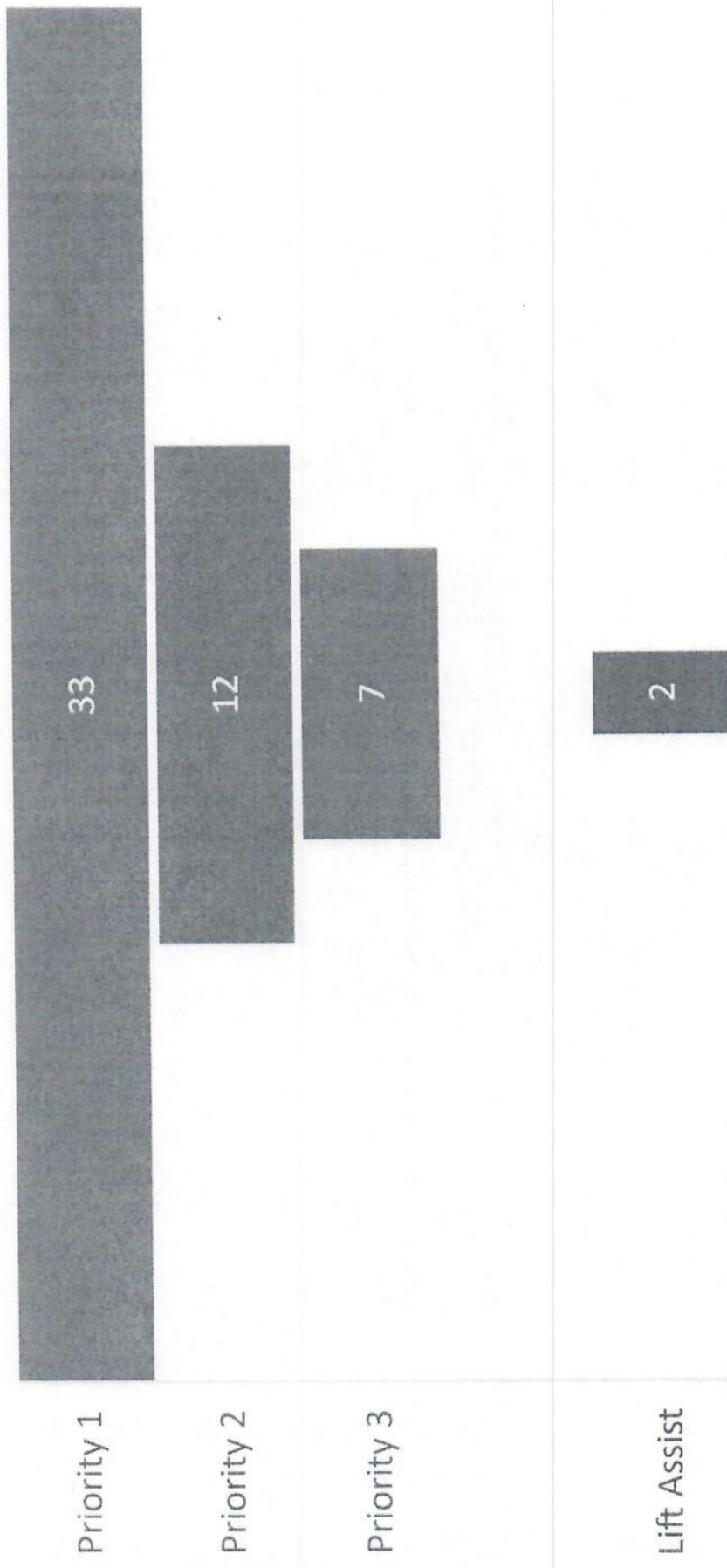
Sincerely,

Robbie Harting – Fire Chief

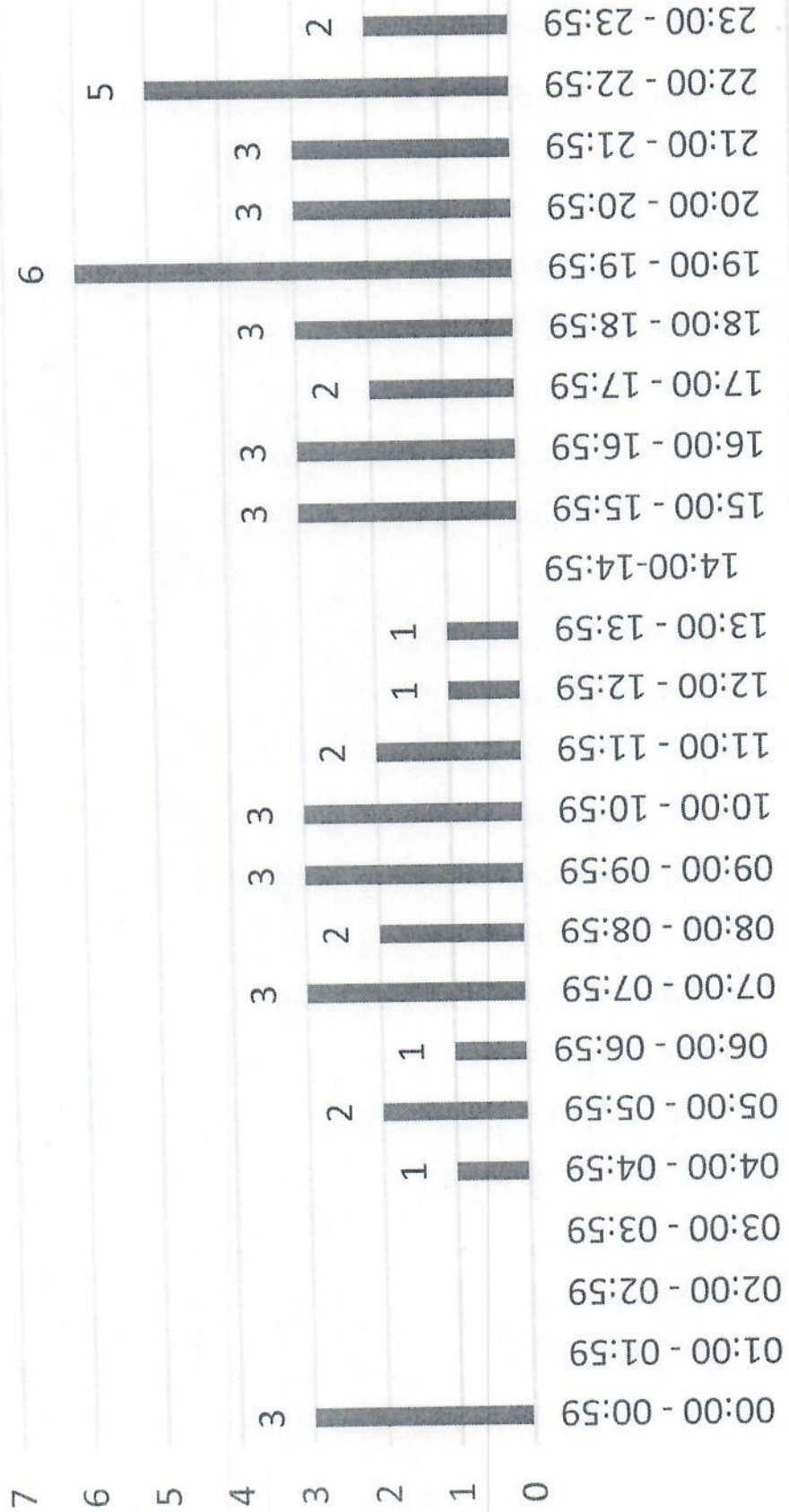
Hartford Fire Department April 2024 Calls Breakdown Per Zone



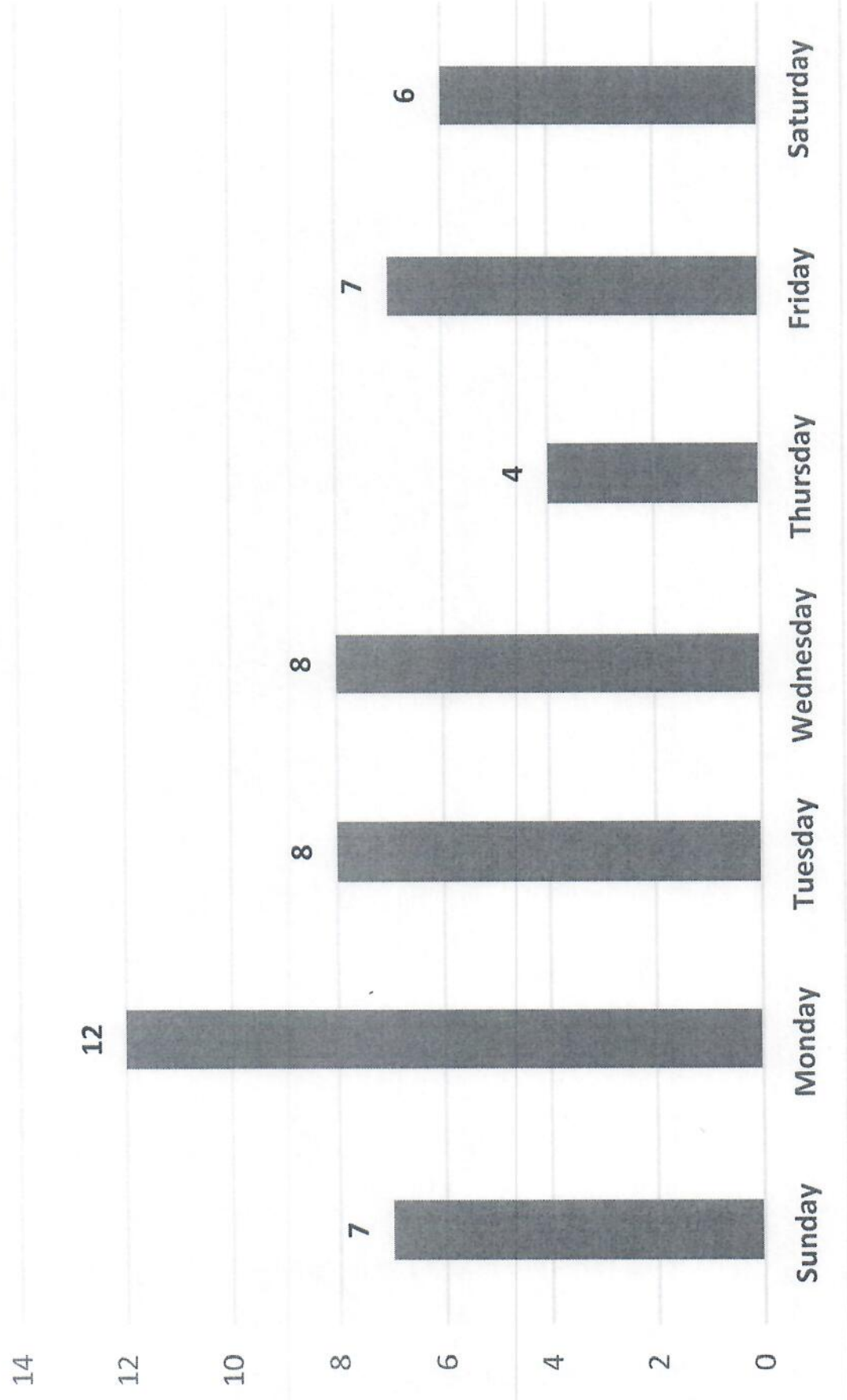
Breakdown of Priority Calls April 2024



Call Breakdown by Hour April 2024



Calls by Day of Week April 2024



Personal	Number of Calls	% of Calls
Rob Harting	14	27%
Kevin McGrew	48	92%
Ryan Flemming	1	1%
Brandon Bodary	13	25%
Steven Fry	2	1%
Scott Weberg	18	35%
Scott Eastman	1	1%
Brandi Harting	13	25%
Ian Sharpe	10	19%
Troy McClellan	2	1%
Khelun Roberts	21	40%
Cole Hunt	2	1%
Steve Lowe	10	19%

Assistant Chief Report

May

Information

1. Webinar's on new proposed OSHA rule
2. Attended Leadership & Resiliency Class
3. Tune-up on Dept Lawn Mower
4. Lawn Maintenance Started
5. Pancake Breakfast

Meetings Attended: Chiefs Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

HARTFORD FIRE BOARD MEETING 05-13-24

Reported by City Fire Board Representative Eric Germinder (**NOT** official meeting minutes)

Approved Accounts Payable in the amount of \$22,603.99.

Tabled moving the accounts from Huntington Bank to Honor Credit Union until Peter Stanslawski is present to provide detail.

Approved the retirement of FF Kevin Reed after 40 years of service. Also approved the appointment of Kevin as a member of the HFD Auxilliary Unit.

Approved the request from Probationary Member Steve Lowe to have his probationary period reduced. This was after discussion from Assistant Chief Kevin McGrew, who advised the board of Steve's firefighting history with both HFD and Lawrence FD, and his experience and commitment to HFD.

Discussed and approved discontinuing the fire department's relationship with Comcast/Xfinity and entering into a relationship with FirstNet/AT&T for phone and internet services. This move is expected to save the department approximately \$100/month. The department plans to port the current phone number (621-4707) from Comcast.

Discussed and approved the purchase of 4 new Lifepak CR2 AEDs to begin phasing out the old ones. The old ones require special pads for youths which have been impossible to obtain since the pandemic. Also, at least 2 of the older models batteries are not made anymore and cannot be charged. The newer model's pads can be used on both adults and children. Purchase price not to exceed \$9,200. Funds to come from the Donations Account.

Discussed and approved the purchase of a new Grassfire Skid Unit from QTAC (model 125HP UTV Fire Skid). Unit will be placed on Unit 1869 and replace a skid that has been in use for 20 years and can no longer produce sufficient pressure or volume. The new skid will have a 125 gallon water tank, pump capable of producing 120 psi and 105 gpm. It also will have an electric hose reel. Not to exceed \$9,800. Funds to come from Millage Account.

Reviewed the HFD Capital Equipment Plan 2024-2034 to begin the process of prioritizing the needs of the department. Top of the priority list is new nozzles, the 2010 Ford Explorer (1810 Medical First Response Vehicle), and the 2010 Ford Pickup (1802 Command/Medical Response Vehicle). Although several different options were discussed, from mini-pumper, to multi-use vehicle, to a

Class A snorkel truck (which could replace one or two current big units, possibly 1841 & 1831). Google Charlotte Fire Department to see what a snorkel truck is like. If that route is chosen, it would allow the department to sell the aforementioned truck (as prices go up, it's possible to get more for them than what was paid). These ideas are only in their infancy and no concrete plans are yet made. Further discussion will take place.

Lastly, Assistant Chief McGrew spoke on the upcoming changes to the OSHA regulations covering fire departments. Some of the could be very time-consuming and/or expensive. For example, pre-plans updated every year, two sets of turnout gear for each firefighter, mass decontamination of personnel on scene, and the removal and transportation of gear used at any scene. Assistant Chief McGrew is to provide a more detailed report either in June or July. The adoption of the new OSHA regulations could also impact the priority of spending.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



May, 2024

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
 Repaired all the equipment that required repairing
 Picked up leaves.
 Picked up brush.
 Cleaned park
 Put out trash cans
 Opened rest rooms in park.

WATER DEPARTMENT

Water turn off	<u>2</u>
Water turn on	<u>1</u>
Water meter repairs	<u>9</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>10</u>
Water services replaced to water main	<u>0</u>

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

MAJOR AND LOCAL STREETS

Cold patching as needed.
 Cleaned storm drains.

SEWER SYSTEM

Sewer mains rodded	<u>4</u>
Sewer services dug up and repaired	<u>0</u>

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



May, 2024

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.41</u> ppm
Manganese	<u>0.139</u> ppm
pH	<u>7.1</u>

Finished Water

Iron	<u>0.001</u> ppm
Manganese	<u>0.002</u> ppm
Chlorine	<u>1</u> ppm
Phosphates	<u>1.1</u> ppm
Flouride	<u>0.8</u> ppm
pH	<u>7.2</u>

Chemicals used

	<u>Total Lbs</u>
Chlorine	<u>107</u>
Phosphates	<u>198</u>
Flouride	<u>171</u>

Average Daily Use

<u>3.5</u>
<u>6.6</u>
<u>5.7</u>

WATER PUMPED FOR THE MONTH

Backwash water

<u>5.210</u>	Million Gallons
<u>225,000</u>	Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

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



**MAY 20, 2024
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38728 AMERIGAS - HARTFORD 5254	PROPANE FOR LAB AT WWTP		850.76
38729 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 3/12-4/11/24+MGR IPHONE		703.11
38730 BADGE & WALLET	BADGES FOR POLICE RESERVES (PAID WITH RESERVES FUNDS)		662.00
38731 MICHAEL BANIC	OCCUPANCY INSPECTION 3/18/24	150.00	
	OCCUPANCY INSPECTIONS 3/29/2024	30.00	180.00
38732 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION 4/26/24 (3.5 HOURS)		87.50
38733 CONSUMERS ENERGY	CITY HALL GAS BILL 3/21-4/19/2024	167.32	
	DPW GAS BILL 3/21-4/19/2024	188.33	
	IRP GAS BILL 3/21-4/19/2024	149.46	505.11
38734 CURCIO LAW FIRM PLC	LEGAL FEES 4/1/2024 THROUGH 4/15/2024		414.00
38735 FRONTIER	WWTP PHONE, INTERNET & ALARM 4/13-5/12/2024	317.49	
	IRP INTERNET 4/16-5/15/2024	67.98	
	CASINO LIFT STATION PHONE 4/17-5/16/2024	118.57	
	IRP LOCAL PHONE 4/19-5/18/2024	88.62	
	DPW LOCAL PHONE 4/25-5/24/2024	84.03	676.69
38736 MUTUAL OF OMAHA	MAY 2024 LIFE & DISABILITY INSURANCE		560.05
38737 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION 4/26/2024 (3.5 HOURS)		87.50
38738 TOM NEWNUM	CLEAN CITY HALL 4/24/2024	50.00	
	CLEAN CITY HALL 5/1/2024	50.00	100.00
38789 TRACE ANALYTICAL LABORATORIES	WWTP BULGITE TESTING	48.00	
	IRP WATER SAMPLE TESTING (ANIONS & ALKALINITY)	119.75	
	WWTP LLHg TESTING - 4/1/2024	283.75	
	IRP WATER SAMPLE TESTING (ANIONS & ALKALINITY)	129.25	
	WWTP MERCURY TESTING	331.00	
	IRP WATER SAMPLE TESTING (ANIONS & ALKALINITY)	129.25	1,041.00
38740 VANBUREN CONSERVATION DISTRICT	2024 HOUSEHOLD HAZARDOUS WASTE/RECYCLING PROGRAM		500.00
38741 VILLAGE OF PAW PAW	LAB ANALYSIS FOR MARCH 2024		120.00
38742 VISION SERVICE PLAN	MAY 2024 VISION INSURANCE		144.53
38743 ANDREW WARNER	27.33 HOURS AS OPERATOR AT WWTP (3/1-3/31/2024)		2,050.00
2186 MICHAEL BANIC	OCCUPANCY INSPECTIONS 5/8/2024		75.00
2187 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR MAY 2024		378.22
2188 HARRIS CON AG, INC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #6		17,534.06
TOTAL OF CHECKS ALREADY WRITTEN			26,669.53
BEST WAY DISPOSAL	CITY HALL TRASH SERVICE FOR APRIL 2024	113.04	
	DPW TRASH SERVICE FOR APRIL 2024	153.92	
	WWTP TRASH SERVICE FOR APRIL 2024	126.09	393.05
BLUE CARE NETWORK	JUNE 2024 HEALTH INSURANCE		15,636.23
BS&A SOFTWARE	TAX SYSTEM ANNUAL SERVICE & SUPPORT CONTRACT 5/1/2024-4/30/2025		808.00
CINTAS	FIRST AID SUPPLIES - CITY HALL	81.52	
	FIRST AID SUPPLIES - POLICE STATION	90.99	
	FIRST AID SUPPLIES - DPW	85.02	257.53
CORE & MAIN	HARMONY SOFTWARE SYSTEM (GEN 4 METER UPGRADE PROJECT)	6,219.00	
	MASTERLINK TO HARMONY MO ANNUAL HOSTING & SUPPORT	4,725.00	10,944.00
DOUBLEDAY OFFICE PRODUCTS	COPY PAPER		190.00
ENTERPRISE ENVELOPE	10,000 WINDOW ENVELOPES	602.50	
	2500 BLANK RECEIPTS	362.00	964.50
FLEMING BROTHERS OIL CO	GASOLINE 4/12/2024		867.83
FRONTIER	LIFT STATION PHONE 5/7-6/6/2024		56.37
GAGE MOTORS	OIL CHANGE - 2020 EXPLORER - 4/4/2024	59.99	
	OIL CHANGE - 2022 EXPLORER - 4/24/2024	59.99	
	RIGHT FRONT DOOR HANDLE PLUS LABOR - 2022 EXPLORER - 4/26/2024	201.49	321.47
HARDING'S MARKET	PUNCH FOR RETIREMENT OPEN HOUSE		9.48
HARTFORD BUILDING AUTHORITY	MAY 2024 CITY HALL LEASE		4,166.67
HARTFORD FIREBOARD	MAY 2024 CONTRACTUAL PAYMENT		10,589.57
INDIANA MICHIGAN POWER	APRIL 2024 ELECTRIC BILLS		6,598.21
KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR APRIL 2024		535.23
KENDALL'S SEPTIC & SEWER SERVICE	ROD SEWER AT 15 S MAPLE ST		150.00
MASTER METER	MLINK VEHICLE READING SOFTWARE - UPGRADE TO HARMONY		1,283.36
MILLER THERMOMETER	SHIPPED KEY TO CITY TO CROWN TROPHY FOR ENGRAVING	13.89	
	FLAGS	804.60	
	FLAGS	84.00	902.49
TOM NEWNUM	CLEAN CITY HALL 5/8/2024	50.00	
	CLEAN CITY HALL 5/15/2024	50.00	100.00
NYE UNIFORM CO	UNIFORMS FOR CADET SHELBY SOBESKI		362.34
PC SERVICES	WEBCAM, MONITOR WITH SPEAKERS, HDMI ADAPTER PLUS LABOR -CITY MGF		485.97
SAFEBUILT, LLC	BUILDING PERMIT #24-HAR-BC0010 - 215 WENDELL-COMMERCIAL EXTERIOR	8,426.00	

BUILDING PERMIT #24-HAR-BR00006 - 310 OLDS AVE - ROOF	300.00	
BUILDING PERMIT #24-HAR-BR00007 - 311 S MAPLE - ROOF	300.00	
BUILDING PERMIT #24-HAR-00008 - 102 MARY - EXTERIOR ALTERATIONS/REI	200.00	9,226.00



**MAY 20, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
SPECTRUM PRINTERS, INC	NOMINATING PETITION FORMS FOR ELECTIONS		39.40
ANGELA STORY	ASSESSING SERVICES FOR MAY 2024		1,283.33
THE TRI-CITY RECORD	STREETSCAPE - REQUEST FOR PROPOSALS	50.00	
	NOXIOUS WEEDS NOTICE	75.00	
	ORDINANCE AMENDMENT NOTICES (MARIJUANA & ZONING)	75.00	
	TRUTH IN TAXATION & BUDGET HEARING NOTICE	212.50	412.50
USA BLUEBOOK	TNT 832 AMMONIA REAGENT FOR WWTP	86.79	
	LAB SUPPLIES FOR WWTP	914.22	
	CHLORINE SCALES FOR IRP	3,499.90	4,500.91
VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 1/24-2/23/2024	88.54	
	VERIZON MODEMS 2/24-3/23/2024	88.54	
	VERIZON MODEMS 3/24-4/23/2024	88.06	265.14
VAN BUREN COUNTY ROAD COMMISSION	COLD PATCH FOR STREETS		984.49
ANDREW WAMNER	16.583 HOURS AS OPERATION AT WWTP (4/1-4/30/2024)		1,243.73
WATER SOLUTIONS UNLIMITED	240 GAL SODIUM BISULFITE & SEVEN 52 GAL DRUMS HYPOCHLORITE - WWTP		2,107.42
WEST MI CRIMINAL JUSTICE TRAINING	SPRING 2024 PA302 PAYMENT (35%) FOR MEMBERSHIP		290.67
WIGHTMAN & ASSOCIATES	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	27,835.83	
	PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	4,583.46	32,419.29
TOTAL OF CHECKS TO BE WRITTEN ON MAY 21, 2024			108,395.18
DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS			
4/19/2024 CHEAPERHANDIRT.COM	AMMO FOR NEW PART TIME OFFICER SHOOTING RANGE CERTIFICATION		177.07
4/24/2024 UNITED STATES POSTAL SERVICE	MAILED 3 LARGE ENVELOPES		4.65
4/30/2024 CENTER FOR TECHNOLOGY TRAINING	PAVEMENT ASSESSMENT MANAGEMENT TRAINING FOR NICOL BROWN		30.00
5/1/2024 USDA	BUILDING AUTHORITY LOAN 97-03 INTEREST AUTOMATIC PAYMENT		11,732.50
5/1/2024 USDA	BUILDING AUTHORITY LOAN 97-05 INTEREST AUTOMATIC PAYMENT		855.00
5/3/2024 UNITED STATES POSTAL SERVICE	POSTAGE FOR UTILITY BILLING PLUS POSTAGE FOR CENTRAL SUPPLY		870.00
5/6/2024 INDEED	JOB OPENINGS ADVERTISING FOR APRIL 2024		258.01
5/8/2024 UNITED STATES POSTAL SERVICE	MAIL PLANNING COMMISSION PACKETS		11.70
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS			13,938.93
TOTAL GROSS PAYROLL APR 13, 2024 THROUGH MAY 10, 2024 (4 WEEKS)			70,596.54
GRAND TOTAL FOR MAY 20, 2024			219,600.18



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

City Manager's Update May 20, 2024

106 South Center Demolition:

The utilities have been removed from the property. The County Land Bank Authority (CLBA) have executed a Hazardous Materials Inspections contract with Fishbeck. When the report comes back, the CLBA will provide a copy of the report to the State Land Bank Authority for approval. Once approval is given, CLBA will bid the project. We have awarded the contract to Cross Excavation; we would need an updated bid if the scope of work has changed. I do not have a timeline from the county on when the inspections will be complete.

5 W. Main Street:

Van Buren County Community Service Director, Lisa Ransler contacted me regarding 5 W. Main Street. The County Land Bank applied for funding to renovate 5 W. Main. The funding offered to the County Land Bank was not enough to renovate the entire property. The total cost estimate to renovate and stabilize the property so it could be a white box is \$1.2M. The county is considering demolishing the property, there is not a Developer interested in the property.

Evidence Room Audit:

The Michigan State Police Paw Paw post will complete the evidence audit for the police department. The audit will start on June 14th – 24th. The city will have a cost saving of \$10k, it will not cost the city for the MSP completing the evidence audit.

Hiring at the DPW and WWTP:

The city hired Adan Rodriguez and Robert Hadlow to work for the Department of Public Works. Robert and Adan first day working is May 15th and James McCallion at the Waste Water Treatment plant first day will be May 20th.

WWTP Update:

The Department of Environment, Great Lakes, and Energy (EGLE), water resource division inspected the WWTP on March 21st. The inspection was to determine compliance with Part 31 and the administrative rules promulgated, and National Pollutant Discharge Elimination System. Myself, Scott Stair, and Jeremy

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

www.cityofhartfordmi.org

Rubio of EGLE was present for the inspection. The inspections included Ultraviolet Disinfection, Effluent Exceedances, Total Mercury, and Schedules of Compliance. We received violations on the effluent monitoring exceedances for Mercury and biosolids removal.

The biosolids removal was completed prior to receiving the inspection letter from EGLE. I've attached a copy of Andy's corrective response to the violations.

The reports due to EGLE for compliance have been submitted late by our previous plant operator and Andy. I spoke to Andy regarding this problem and was assured that our mandatory reports will be submitted on time. Andy stated the Facility Monitoring program was submitted late because it was the first time he experienced the NPDES permit and the second report Pollutant Minimization Program annual report for total mercury was during the time Andy welcomed a new baby to the family. Both reports were submitted but were late submissions.

Andy and Scott are currently re-testing to see where the mercury could be coming from. We have a local dentist office that may pose a mercury discharge risk. Staff are working closely with Jeremy Rubio to find the source of the problem.

Construction at the WWTP have not begun yet. Nicol will be meeting with Wightman to find out the schedule.

Insurance Update:

Staff met with the Rose Street Advisors regarding the health insurance medical plans, COBRA, benefit termination and new hire benefits packet. I noticed that it was limited providers excepting new patients in the area that are within the network area therefore, I asked the advisors was their other plans available. The advisors offered 2 other medical plans that the city could offer city employees. Currently, we have only 1 plan to choose from. Also, we discussed changing our renewal date to match our fiscal year date.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 22, 2024

Item 11.

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

Commissions Absent:

Staff Present: Brown; Ivy; Prince; Ricks; Rodney-Isbrecht; Shultz;

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

Pledge of Allegiance was said.

Council did not make a motion to approve the agenda.

Guests:

- Pete Kalb – Mayor Hall presented a key to the City and acknowledged his 21 years of service and retirement from Department of Public Works.
- Van Buren County Sheriff Dan Abbott, provided information on the Sheriff Department providing police coverage to the City.

Public Comment:

- Ron Ward, 123 Bennett Ave – Expressed Concerns of an On-going Noise Complaint
- Terry Tibbs, 128 Paras Hill Dr – Van Buren Senior Services update, handicap ramp program, lunches served at 501 West Main on Tuesday & Wednesday. Lest we forget re-enactments will be June 22, 2024 at Tiscornia Park, 9am Normandy re-enactment & 1pm Saipan Beach Landing.re-enactment.
- John Spoula, 112 Bennett Ave– Expressed Support of the Hartford Police Department
- Mike Menck, 38 Marion Ave – Expressed Support of the Police Department
- Jim Morris, Surf Internet – Working with City Staff to bring fiber internet into the community this summer

Communications:

- Van Buren Conservation 2024 Recycling Events.
- Notice of Hearing Indiana Michigan Power at MPSC on May 8, 2024.
- Leaf & Brush Pick-up the last two weeks of April through May 3, 2024
- Large Garbage/Junk Pick – Up will be Wednesday April 24, 2024 6am.
- Annual Notice to Cut Weeds, please make provisions to mow your grass every week.
- Petitions available for City Council Seats and are due July 23, 2024 to be on the November 5, 2024 Election

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

- February 2024 Hartford Council Recreation Minutes
 - March 2024 Hartford Council Recreation Minutes
 - Van Buren Conservation District March 2024 Program Update.
 - Hartford Public Library April 2024 & Fiscal Year Audit
- A. **Police & Ordinance** – Chief Prince & Lt. Ivy – Report on file. Federal mandate to encrypt radios by the end of the year, cost estimated at \$1,200 per/radio to encrypt. Recruit to start the academy on April 29, tuition is covered by State grant through MCOLES; Hired a part-time officer, Trent DeGroff; Lt. Ivy donated his time & collected donations to get the Humvee out-fitted; Working on four grants for equipment; Working on updating gun inventory. Spring Break event went well, making plans to hold next year. Chief Prince expressed support of the Department.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 22, 2024

Item 11.

- B. **Fire Department** – Ron Sefcik, Fire Board Chair, calling a special joint meeting for May 14, 2024 at 7pm to approve the fire department 2024/2025 budget; Made some updates to the budget, made separate accounts for millage & donations; AED's are outdated & need to be updated; looking into replacing grass rig; Millage Request; Fire Chief Robbie Harting – Report on File; Pancake Breakfast May 11, 7am; Smoke Detectors available.
- C. **Ambulance** – Report on File,
- D. **Van Buren County** – Mike Chappel, Commissioner Van Buren County; Hired new public defender; Van Buren County millage renewals on august ballot; therapy garden to continue for a year; replaced computer equipment; Spring Veteran's Social
- E. **Public Works** –Report on File – Water -line replacement; started interviewing for both DPW & WWTP; brush pick-up has started.
- F. **Wastewater Treatment Plant** –Report on File –
- G. **Treasurers, Investment & List of Bills** –List of Bills \$788,979.58
- H. **City Manager** –Report on file – 106 South Center Demolition; Former Police Officer Collection Update; Hispanic Heritage City Sponsorships; Expectations Workshops, SWOT Analysis, Colors Training and Strategic Planning; Brush Disposal; Hiring at the DPW and WWTP; Home Based Business Ordinance; Fire Department 2024/2025 Budget; March 25, 2024 Citizens' Complaint against HPD Staff; Budget, Fiscal Year July 1, 2024 – June 30, 2025.

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Spoula, to approve the minutes of the March 25, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Morsaw, to approve the minutes of the April 3, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Spoula, supported by Commissioner Danger, to approve the April 22, 2024 list of bills in the amount of \$788,979.58.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Spoula, to accept the March 2024 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives:

- City of Hartford/Beltran lawsuit – No comment's on pending litigation.

Old Business:

- Discuss & Consider – Sponsorships

Motion by Commissioner Dockter, supported by Commissioner Spoula, to continue to support the organizations as the City has done in the past as follows: \$1,000 Lions Club, Concerts in the Park; \$500.00 Hispanic Heritage Organization and \$500 Hartford Chamber of Commerce, Strawberry Festival as recommended.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 22, 2024

Item 11.

- Discuss & Consider –City Manager Review –
Discussion: Council set a special meeting for June 25, 2024 5:30pm

New Business:

- Discuss & Consider – Van Buren County Resource Recovery & Recycling Program

Motion by Commissioner Spoula, supported by Commissioner Danager, to approve contribution of \$500 to the 2024 Van Buren County Resource Recovery Recycling Program. .

Motion carried 6 – 1 (Weeden)

- Discuss & Consider – Water/Sewer Rates
Discussion: Proposed rates recommended for the 2024/2025 Fiscal Year.
- Discuss & Consider – 2024/2025 Fiscal Year Preliminary Budget
Discussion: Proposing using \$250,000 in saving to balance the budget. Council expressed their concerns about continuing to use savings to balance the budget.
- Discuss & Consider – Set Millage Rate, Truth in Taxation Hearing & 2024/2025 Budget Hearing Dates
Discussion: Council Set a Special Meeting for April 29, 2024 at 3:30pm.
- Discuss & Consider – Source Water Protection Plan Update Proposal from Peerless Midwest Inc.
Discussion: Needed to meet State Requirements

Motion by Commissioner Miller, supported by Commissioner Spoula, to accept the Source Water Protection Plan Update Proposal from Peerless Midwest Inc. in the amount not to exceed \$21, 250.

Motion carried 7 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Proclamation 2024-001 Van Buren County Road Commission – Interim Manager Rader

Motion by Commissioner Dockter supported by Commissioner Spoula, to adopt Proclamation 2024 – 001 Thanking Van Buren County Road Commission in assisting the City by allowing Linnea Rader to be the City's Part-Time Interim City Manager.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-008 Appoint Planning Commission Members

Motion by Commissioner Morsaw supported by Commissioner Miller to adopt Resolution 2024 – 008 appointing Planning Commission Members, Peter Aranda & Joe Deckard.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-009 2023/2024 Budget Adjustments no. Three

Motion by Commissioner Dockter, supported by Commissioner Danger, to adopt Resolution 2024 – 009 amending the 2023/2024 Budget amendment no. three.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-010 Fire Millage Renewal Ballot Language

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 22, 2024

Item 11.

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 010 authorizing Fire Millage Renewal Ballot Language to fund the purchase of Fire apparatus & equipment by the Hartford Fire Department for the August 2024 Ballot.

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance 341-2023 Marijuana Business – 2nd Reading
Discussion: None

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt Ordinance no 341-2023 Marijuana Business to Title XI of the Hartford City Code

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance 342-2023 Marijuana Business Zoning – 2nd Reading
Discussion: None

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt Ordinance no 342-2023 amending the zoning code to regulate marijuana business.

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance 343-2024 Zoning Amendment – 2nd Reading
Discussion: None

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt Ordinance no 334-2024 to amend zoning to provide standards & procedures for the review of special use applications & variance requests.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Docker, supported by Commissioner Spoula, to adjourn the meeting at 7:59pm.

Motion carried 6 – 1 (Miller)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
APRIL 29, 2024

Item 12.

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

Commissioners Absent:

Staff Present: Brown, Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 3:30pm.

Public Comment:

- John Spoula, 112 Bennett – Complaint regarding Commission Actions
- Mike Menck, 38 Marion - Complaint regarding Commission Actions
- Discuss & Consider – 2024 Truth in Taxation and Set Millage Rate

Discussion: The City will lose approximately \$27,211 in revenue due to Headlee unless Council chooses to go through the Truth in Taxation process. Council will need to set the millage rate and publish a notice of hearing on the proposed increase of 0.5902 mills in operating tax for 2024. This will establish keeping the millage rate the same as last year.

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider - Resolution 2024 – 011 to Establish Property Tax Millage for the Fiscal Year 2024-2025

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 011 Establishing Property Tax Millage for the Fiscal Year 2024-2025.

Motion carried 7– 0

- Public Hearing for 2024 Truth in Taxation & 2024/2025 Fiscal Year Budget
May 20, 2024 5:00pm Truth in Taxation &
May 20, 2024 5:15pm 2024/2025 Fiscal Year Budget Hearing

Adjournment:

Motion by Commissioner Spoula, supported by Commissioner Danger, to adjourn the meeting at 3:45pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
CITY OF HARTFORD/FIRE BOARD/HARTFORD TOWNSHIP @ 436 W MAIN ST FIRE STATION
MAY 14, 2024

Commissioners Present: Jane Danger; Frank Dockter; Nancy Spoula; Charlie Weeden;
Commissioners Absent: John Miller; Lindsay Morsaw; Mayor Richard A. Hall;
Staff Present: Brown, Rodney-Isbrecht;

Pledge of Allegiance was said

Clerk RoxAnn Rodney-Isbrecht called the special meeting to order at 7:00pm.

Motion by Commissioner Spoula, supported by Commissioner Weeden to elect Commissioner Dockter as temporary Chair.

Motion carried 4 - 0

Public Comment – None

- Discuss & Consider Proposed 2024/2025 Fire Department Operating Budget.

Motion by Commissioner Spoula, supported by Commissioner Danger to approve the 2024/2025 Fire Department Budget and City’s contribution in the amount of \$133,830.00.

Motion carried 4 - 0

- Discuss & Consider Other Items of Mutual Interest – Capital outlay budget will be presented at a future date.

Adjournment:

Motion by Commissioner Spoula, supported by Commissioner Dockter to adjourn the meeting at 7:32pm.

Motion carried 4 - 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

Roxann Isbrecht

From: John Faul <FaulJ@vanburencountymi.gov>
Sent: Thursday, May 2, 2024 9:33 AM
To: Clerks - Township/City Clerks; VBC- Municipalities
Cc: Elected - Board of Commissioners; Suzie Roehm; Bret Witkowski
Subject: Off Road Vehicle (ORV) Ordinance
Attachments: Van Buren County ORV Ordinance_05-02-24_DRAFT.docx

Good morning,

I think you are aware that the County Board of Commissioners is considering the adoption of an Off-Road Vehicle (ORV) Ordinance.

Attached is a copy of the draft for your review, comments, etc. **If you wish to opt out entirely or list specific roads, please advise by May 31st.** The timetable for the Board to adopt the Ordinance is as follows:

- May 2nd: Send out draft for comment.
- May 14th: The County Board of Commissioners will review, discuss, and receive Public Comment at the 1 pm, May 14th, Committee of the Whole meeting.
- May 28th: The County Board of Commissioners will review any draft changes and receive Public Comment at the 1pm, May 28th, Committee of the Whole meeting.
- May 31st: Local unit requests to opt out entirely or partially are due.**
- June 11th, The County Board of Commissioners will consider and vote to approve or not approve the Ordinance with the requested opt outs listed and included as an Attachment to the Ordinance.

Thank you for your consideration and please do not hesitate to contact me if you have any questions.

Regards,
John



John Faul
County Administrator
Van Buren County Administration
a: 219 E. Paw Paw St
Suite 302
Paw Paw, MI 49079
t: 269-657-8253
f: N/A
w: <https://www.vanburencountymi.gov> e: faulj@vanburencountymi.gov

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Roxann Isbrecht

From: John Faul <FaulJ@vanburencountymi.gov>
Sent: Friday, May 17, 2024 11:15 AM
To: Clerks - Township/City Clerks; VBC- Municipalities
Cc: Elected - Board of Commissioners; Suzie Roehm; Bret Witkowski; Lisa (Imus) Ransler
Subject: RE: Off Road Vehicle (ORV) Ordinance
Attachments: Van Buren County ORV Ordinance_05-17-24_DRAFT.pdf

Good morning,
Attached is a revised draft of the ORV Ordinance. There are some modifications from the earlier draft: removal of the flag requirement and some clarifying modifications that the Road Commission and Parks Commission recommended.
Please note that local units requests to include CR Roads partially or entirely are due by May 31st.
Thank you for your consideration,
John



John Faul
County Administrator
Van Buren County Administration
a: 219 E. Paw Paw St
Suite 302
Paw Paw, MI 49079
t: 269-657-8253
f: N/A
w: <https://www.vanburencountymi.gov> e: faulj@vanburencountymi.gov

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From: John Faul <FaulJ@vanburencountymi.gov>
Sent: Thursday, May 2, 2024 9:33 AM
To: Clerks - Township/City Clerks <localclerks@vanburencountymi.gov>; VBC- Municipalities <municipalities@VanBurenCo.onmicrosoft.com>
Cc: Elected - Board of Commissioners <boc@vanburencountymi.gov>; Suzie Roehm <RoehmS@vanburencountymi.gov>; Bret Witkowski <BretWitkowski@vbcrc.org>
Subject: Off Road Vehicle (ORV) Ordinance

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Thank you for your consideration and please do not hesitate to contact me if you have any questions.

Regards,
John



John Faul

County Administrator

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a: 219 E. Paw Paw St

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Paw Paw, MI 49079

t: 269-657-8253

f: N/A

w: <https://www.vanburencountymi.gov> e: faulj@vanburencountymi.gov

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DRAFT**05-10 17-24****COUNTY OF VAN BUREN****STATE OF MICHIGAN****ORV ORDINANCE**

AN ORDINANCE adopted for the purpose of authorizing and regulating the operation of Off-Road Vehicles (ORV's) on the designated roads in Van Buren County, for the purpose of providing penalties for the violation thereof, and for the distribution of public funds resulting from those penalties pursuant to 2008 PA 240, MCL 324.81131.

THE COUNTY OF VAN BUREN ORDAINS:**SECTION 1 – Definitions**

As used in this Ordinance, the following definitions shall apply:

- A. **“County”** means the County of Van Buren
- B. **“Driver License”** means an operator’s or chauffeur’s license, or permit issued to an individual by the Secretary of State under Chapter III of the Michigan Vehicle Code, 1949 P.A. 300, MCL 257.301 to 257.329, for the individual to operate a vehicle, whether or not conditions are attached to the license or permit.
- C. **“Operate”** means to ride on or in and be in actual physical control of the operation of an ORV.
- D. **“Operator”** means a person who operates or is in actual physical control of the ORV.
- E. **“Off-Road Vehicles” or “ORV”** means a motor driven off road recreation vehicle capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. ORV or vehicle includes, but is not limited to, a multi-track or multi-wheel drive vehicle, an ATV, a motorcycle or related 2-wheel, 3-wheel, or 4-wheel vehicle, an amphibious machine or other means of transportation deriving motive power from a source other than muscle or wind. **A golf cart, snowmobile, or farm equipment shall not be considered an ORV under this ordinance.**
- F. **“Road”** means a County Road as described in Section 5 of 1951 PA 51, MCL 247.655
- G. **“Road Commission”** means the Board of County Road Commissioners for the County of Van Buren.
- H. **“Township”** means an individual township within the County of Van Buren.
- I. **“Township Board”** means a Board of Trustees of any township within the County of Van Buren.

Section 2- ~~County Maintained~~ Roads for ORV Operation; Exceptions

An ORV may be operated on the far right of the County-maintained portion of the road. Exceptions are: (Also, see Appendix A)

- A. Roads designated closed by townships, cities and villages.
- ~~B.~~ Roads designated closed by the Van Buren County Road Commission.
- ~~B.C.~~ ~~_____~~ This includes Red Arrow Highway and Blue Star Highway~~s~~.
- ~~C.D.~~ ~~_____~~ All CR (County Primary) roads are closed to ORV traffic unless they are approved by resolution of the township board and approved by the County Road Commission and the County Board of Commissioners.
- ~~D.E.~~ ~~_____~~ An ORV may not be operated on the road surface, roadway, shoulder, or right-of-way of any State or Federal highway in the County.
- ~~E.F.~~ Roads closed by order of law enforcement officers.
- ~~F.G.~~ Notwithstanding the above, a person may operate an ORV on a closed road for the purpose of accessing the nearest open road from a residence which cannot be more than ½ mile from said open road. This does not include any roads of townships that have opted out of this ordinance.

Section 3-Township Opt-Out

A Township Board of a Township in the County may adopt an ordinance to completely opt out of this ordinance or to close any roads within the boundaries of the Township to the operation of ORV’s permitted by the County. Following the adoption of this ordinance, a Township Board of a Township in the County may adopt an ordinance authorizing the operation of ORV’s on the maintained portion of one or more roads located within the Township pursuant to MCL 324.81131(3)

Section 4- Closed Roads

The County Road Commission may close a County Road to the operation of ORV’s otherwise authorized pursuant to this Ordinance and operation of an ORV on said roads is prohibited under this Ordinance. The County Road Commission may not close more than (30%) percent of the total linear miles of roads in the County to the operation of ORV’s otherwise authorized pursuant to this Ordinance except for when the County Road Commission does so to protect the environment or if the operation of ORV’s poses a particular and demonstrable threat to public safety.

Section 5- ORV Operator’s Responsibility to Know if Road is Closed to ORV Operation

It is the responsibility of the ORV operator to verify with specific townships, cities, villages and the Van Buren County Road Commission which roads or townships are closed for ORV traffic according to this ordinance.

Section 6- Operating Conditions

Except as set forth herein or otherwise provided by law, an ORV meeting all the following conditions may be operated on a road or street in the County:

- A. A person must be no less than 16 years of age and have a valid driver's license to operate an ORV on a road in the County.
- B. At a speed of not more than 25 miles per hour or a lower posted ORV speed limit.
- C. With the flow of traffic.
- D. In a manner which does not interfere with traffic on the road or street.
- E. With a current ORV sticker issued from the DNR and permanently affixed to the ORV.
- F. ~~With a 12" X 12" safety flag affixed to the ORV that extends 10' from the surface of the ground.~~
- G. With a working headlight and taillight that must be illuminated at all times.
- H. With a working brake light, brighter than the taillight, visible from behind the vehicle when the brake is activated.
- I. Can be used only after sunrise and before sunset.
- J. Cannot be used during times of extreme weather conditions where visibility is substantially reduced.
- K. Traveling single file except when overtaking and passing another ORV.
- L. While the operator and each passenger are wearing a crash helmet approved by the United States Department of Transportation, unless the vehicle is equipped with a roof or roll bar that meets or exceeds government standards and the driver, and each passenger is wearing a properly adjusted and fastened seat belt.
- M. With the number of passengers that the ORV was originally designed for and with a seated position for each passenger.
- N. While the operator and each passenger are wearing protective eyewear approved by the United States Department of Transportation unless the vehicle is equipped with an approved windshield.
- O. With a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle.
- P. With the ORV equipped with a spark arrestor type, United States Forest Service approved muffler in good working order and in constant operation.
- Q. Pursuant to noise emission standards detailed by law.
- R. Complying with all requirements in 2008 PA 240, MCL 324.81131.

Section 7-Penalties

Any person who violates this Ordinance is guilty of a municipal civil infraction and may be ordered to pay a civil fine of not more than \$500.00 and be subject to revocation of their ORV registration. This revenue shall be split with 50% going to the Sheriff or Police Department responsible for law enforcement and the other 50% to the Van Buren County Road Commission, or in the case of a city or village, to the department responsible for street

maintenance in that jurisdiction to help pay for damage to streets, roads or highways and the environment, or for posting signs indicating speed limits or whether roads are open or closed to the operation of ORVs..

Section 8-Resitution for Damage to Private or Public Property

An operator of an ORV may be required – pursuant to court order - to pay restitution to a property owner for any damage to the owner’s property caused by the operator’s operation of the ORV above and beyond the penalties found in Section 7 of this ordinance.

Section 9-Validity and Severability

If any part of this ordinance shall be determined to be unenforceable by a court of competent jurisdiction, that part shall be deemed to be severed and removed from the body of this ordinance, and the rest shall remain in full force and effect.

Section 10-Immunity Clause

Subject to section 5 of 1964 PA 170, MCL 691.1405, the Road Commission, the County Board of Commissioners, the County of Van Buren and any township or municipality are all immune from tort liability for injuries or damages sustained by any person arising out of the operation or use of an ORV on maintained or unmaintained roads, streets, shoulders, and rights of way over which they have jurisdiction.

Section 11-Board Review and Revision

The Board of Commissioners may review or revise this ordinance as may be necessary.

**CITY OF HARTFORD
FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES**

Section 1: General Administration

1.1. Purpose. These Procedures and Guidelines provide for the administration of the Michigan Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231 *et seq.* (the "FOIA"), within the City of Hartford.

1.2. FOIA Coordinator and Designees. The City Clerk is the FOIA Coordinator for the City. The FOIA Coordinator may designate other City staff to respond to FOIA requests from time to time. When used in the remainder of these Procedures and Guidelines, the term "FOIA Coordinator," includes all authorized designees. Further, the City's Police Chief shall be deemed a designee of the FOIA Coordinator for purposes of responding to FOIA requests relating to police department records.

1.3. Administrative Rules and Forms. The FOIA Coordinator may implement additional administrative rules and promulgate forms to be used by the City in processing FOIA requests, provided those rules and forms are consistent with the FOIA and these Procedures and Guidelines. In accordance with the FOIA, the FOIA Coordinator shall promulgate: (1) a Detailed Itemization of Costs Form to be used whenever the City charges FOIA fees, and (2) a Public Summary of these Procedures and Guidelines.

1.4. Public Inspection. Reasonable facilities and opportunities will be provided for examination and inspection of public records during normal business hours. The FOIA Coordinator may promulgate rules regulating the inspection of records so as to protect against loss, alteration, mutilation, or destruction and to avoid excessive interference with City operations.

1.5. Records Retention. The FOIA Coordinator shall ensure that City staff follow appropriate records retention policies, in compliance with applicable state requirements. Further, the FOIA Coordinator shall keep a copy of all written requests for public records received by the City for a period of at least one year.

1.6. Availability of Policies and Forms. The following documents are posted on the City's website and available in all City offices: (1) these Procedures and Guidelines; (2) the Detailed Itemization of Costs Form; and (3) the Public Summary of these Procedures and Guidelines.

Section 2: Requests for Public Records

2.1. Requests in Writing. A person making a request pursuant to the FOIA to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the City must do so in writing. The request must sufficiently describe a public record so as to enable City personnel to identify and find the requested public record. There is no required form for submitting requests.

2.2. Method of Submission. To ensure proper receipt, the City prefers that FOIA requests be made by one of the following methods:

Type of Record	Mail / Hand Delivery	Email
General City Record	Hartford City Offices Attn: FOIA Request 19 West Main Street Hartford, MI 49057	cityclerk@cityofhartfordmi.org
Police Department Record	Hartford City Offices Attn: Police FOIA Request 19 West Main Street Hartford, MI 49057	princem@cityofhartfordmi.org

However, requests may be submitted in person or by mail to any City office, and shall be forwarded to the FOIA Coordinator or appropriate designee.

2.3. Receipt of Emails and Facsimiles. If the City receives a request for a public record by facsimile or email, the request is deemed to have been received on the following business day. If a request is sent by

email and delivered to a City spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request. The FOIA Coordinator shall review his or her spam and junk-mail folders on a regular basis, no less than once a week.

2.4. Requesting Non-Paper Disclosure. A person may request that public records be provided by email or on non-paper physical media. The City will comply with the requests for the use of non-paper physical media only if it has the technological capacity to do so, without acquiring additional hardware.

2.5. Subscriptions to Public Records. A person may request to subscribe to future public records that are created, issued, or disseminated by the City on a regular basis (e.g. agendas, minutes, and other periodic reports). A subscription is valid for up to 6 months and may be renewed by the subscriber.

2.6. Incarcerated Persons. The City is not obligated under the FOIA to respond to records requests from persons serving a sentence of imprisonment in a local, state or federal correctional facility. However, in the interest of transparency, the City may choose to respond to requests from incarcerated persons if there are compelling reasons to do so. An incarcerated person who receives a response from the City is not entitled to the appeal rights or legal causes of action provided in the FOIA.

Section 3: Responding to a Request

3.1. No Obligation to Create New Records. The FOIA does not require the City to create a new public record, make a compilation or summary of information which does not already exist, or answer questions contained in requests for public records. The City's response obligations are as described in this Section.

3.2. Time Period for Responding. Unless otherwise agreed to in writing by the person making the request, the FOIA Coordinator will either: (1) issue a response to a FOIA request within 5 business days of receipt, or (2) issue a notice indicating that, due to the nature of the request, the City needs an additional 10 business days to respond. The City's normal procedure is to respond within 5 days, and to issue a 10-day extension only in unusual circumstances such as when the FOIA Coordinator is unavailable, when legal counsel is required to determine whether requested information is exempt from disclosure, or when the nature of the request makes it unusually difficult or time-consuming to respond to.

3.3. Form of Response. A response granting a FOIA request may be delivered in any form acceptable to or specified by the requester. A response denying a FOIA request shall be delivered in writing and signed by the FOIA Coordinator. The FOIA Coordinator shall deliver a copy of these Procedures and Guidelines and the City's Public Summary thereof simultaneously with all responses or, if responding by email, shall include a link to those documents on the City's website.

- 3.4. Options for Disposition. The City will respond to a request by:
- A. Granting the request;
 - B. Issuing a written notice denying the request;
 - C. Granting the request in part and issuing a written notice denying the request in part; or
 - D. Issuing a written notice indicating that the public record requested is available at no charge on the City's website.

3.5. Delivery or Inspection of Records After Grant. A response granting a request in whole or in part shall do one of the following: (1) provide the requested records; (2) provide information as to when and how the requester can inspect the requested record in a City facility, if the requestor asked for an opportunity for inspection; (3) inform the requester that payment of applicable fees is required before the City will provide the requested records; or (4) inform the requester that the City is requiring a fee deposit before searching for the requested records and separating exempt material. Certified copies of public records shall be provided at no additional cost upon request.

3.6. Contents of Denial Notice. If a request is denied or denied in part, the FOIA Coordinator will issue a denial notice which shall provide, as applicable:

- A. An explanation as to why the record (or material redacted from the record) is exempt from disclosure;
- B. A certification stating that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the City;
- C. A description of any material redacted from the record;
- D. An explanation of the person's right to submit an appeal of the denial to the City Manager, or to seek judicial review in the Van Buren County Circuit Court;
- E. An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.

3.7. Denial of Deficient Requests. If a request does not sufficiently describe a public record, the FOIA Coordinator may issue a denial notice seeking clarification. The requester's clarification will be considered a new request subject to the timelines described in this Section.

3.8. Receipt of Requests by Non-Designated Employees. Any employee receiving a written communication that conveys a request for information shall forward the communication to the FOIA Coordinator. City employees are not generally obligated to respond to verbal requests for information, but if the employee knows that requested information is available on the City's website, the employee shall inform a verbal requester of that fact.

Section 4: Fee Calculations

4.1. Fee Categories. Subject to the terms and conditions in this Section, the City may charge for the following costs associated with processing a FOIA request:

- A. Labor costs directly associated with searching for, locating and examining a requested public record (only when failure to charge a fee would result in unreasonably high costs).
- B. Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed (only when failure to charge a fee would result in unreasonably high costs).
- C. The actual cost of computer discs, computer tapes or other similar non-paper media.
- D. The cost of the duplication, not including labor, of paper copies of public records.
- E. The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the Internet or other electronic means.
- F. The actual cost of mailing or sending a public record.

4.2. Labor Fees. Fees for labor costs will be calculated in accordance with the following:

- A. All labor costs will be estimated and charged in 15-minute increments with all partial time increments rounded down.
- B. Labor costs for employees will be charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs the work.
- C. If using contract or outside labor to separate and delete exempt material from non-exempt material, the public body must clearly note the name of person or firm who does the work and total labor fee for the work may not exceed an amount 6 times the state minimum hourly wage. No fee shall be charged for contract or outside laborers performing any function other than those specified in this paragraph.
- D. Labor costs may be charged to cover or partially cover the cost of fringe benefits for employees. The City may add up to 50% to the applicable labor charge to cover or partially cover the cost of

fringe benefits, but the charge shall not exceed the actual cost of fringe benefits.

- E. Overtime wages may not be included in labor costs unless agreed to by the requestor. Overtime costs will not be used to calculate the fringe benefit cost.

4.3. “Unreasonably High Cost” Requirement. When charging a fee for the categories of labor described in 4.1.A and 4.1.B above, the FOIA Coordinator shall specifically identify why the failure to charge a fee would result in unreasonably high costs to the City, which are costs greater than those incurred in the typical or usual request received by the City. The following factors may be relevant:

- A. The volume of the public record requested.
- B. The amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- C. Whether public records from more than one City department or various City offices are necessary to respond to the request.
- D. The available staffing to respond to the request.
- E. Other similar factors identified by the FOIA Coordinator.

4.4. Non-Paper Media Fees. Fees for providing records on non-paper physical media are calculated based on the actual cost of procuring the non-paper physical media used. In order to ensure the integrity and security of the City’s technology infrastructure, the City will procure the requested non-paper media and will not accept non-paper media from the requestor. The City will procure the needed non-paper media at the most reasonably economical cost.

4.5. Copying Fees. The fee for paper copies made on standard letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper is \$.10 per sheet. Copies for nonstandard sized sheets of paper will reflect the actual cost of reproduction. The City may provide records using double-sided printing, if cost-saving and available.

4.6. Mailing Fees. Fees for mailing records to the requestor are based on the actual cost of mailing, using a reasonably economical and justified means. The City may charge for the least expensive form of postal delivery confirmation, but shall not charge for expedited shipping or insurance unless requested.

4.7. Fee Reductions. The FOIA Coordinator shall reduce the amount of the applicable fee for labor costs by 5% for each day the City exceeds the applicable deadline for responding to a FOIA request, up to a maximum reduction of 50% of such fee, if any of the following applies:

- A. The late response was willful and intentional;
- B. The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information; or
- C. The written request included the words, characters, or abbreviations for “freedom of information,” “information” “FOIA,” “copy,” or a recognizable misspelling of such, or legal code reference to MCL 15. 231 *et seq.* or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.

The FOIA Coordinator shall fully note any fee reduction in the Detailed Itemization of Costs Form.

Section 5: Fee Deposits

5.1. Good Faith Deposit. If, based on a good faith calculation by the City, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the City will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the City to process the request and also provide a best efforts estimate of a time frame it will take the City to provide the records to the requestor. The best-efforts estimate shall be nonbinding on the City, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

5.2. Deposits Due to High Estimated Fees. If a deposit is charged because the fee estimate is expected to exceed \$50.00, the deposit shall not exceed one half of the total estimated fee.

5.3. Deposits Due to Prior Non-Payment. If a deposit is charged because the requestor has not fully paid the City for copies of public records made in fulfillment of a request, a deposit of 100% of the estimated processing fee may be charged if:

- A. The prior request was made within the last 365 days;
- B. The final fee for the prior request is not more than 105% of the estimated fee;
- C. The public records made available contained the information sought in the prior request and remain in the City's possession;
- D. The public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
- E. 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- F. The individual is unable to show proof of prior payment to the City; and
- G. The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

Section 6: Fee Waivers

6.1. Public Interest Waiver. The FOIA Coordinator may, in his or her sole discretion, waive or reduce FOIA fees upon determining that the request is in the public interest.

6.2. Indigency Waiver. The FOIA Coordinator shall generally waive the first \$20.00 of a FOIA fee if the requestor submits a sworn affidavit stating that the requestor is indigent and receiving specific public assistance, or otherwise demonstrating an inability to pay because of indigence. However, fees shall not be waived if:

- A. The requestor has previously received discounted copies of public records from the City two times during the calendar year; or
- B. The requestor requests information in connection with other persons who are offering or providing payment to make the request.

6.3. Waiver for Certain Nonprofit Organizations. The FOIA Coordinator shall waive the first \$20.00 of a FOIA fee if the requestor is a nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request is:

- A. Made directly on behalf of the organization or its clients;
- B. Made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and

C. Accompanied by documentation of its designation by the State.

Section 7: Appeals

7.1. Appeals to City Manager. A requester may appeal a decision of the FOIA Coordinator on the grounds that: (1) all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure; or (2) the fee charged to process a FOIA request exceeds the amount permitted by state law. Appeals shall be heard by the City Manager. The appeal must be in writing, specifically state the word “appeal” and identify the reason or reasons the requestor is seeking a reversal of the denial. If no appeal is taken within the applicable timeframe, the decision of the FOIA Coordinator shall be deemed to be the final decision of the City.

7.2. Decision on Nondisclosure Appeals. Within 10 business days of receiving an appeal asserting that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, the City Manager will respond in writing by:

- A. Reversing the disclosure denial;
- B. Upholding the disclosure denial; or
- C. Reversing the disclosure denial in part and upholding the disclosure denial in part.

7.3. Decision on Fee Appeals. Within 10 business days after receiving an appeal asserting that the fee charged to process a FOIA request exceeds the amount permitted by state law, the City Manager will respond in writing and shall do one of the following:

- A. Waive the fee;
- B. Reduce the fee and issue a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the City Manager that the statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;
- C. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the City Manager that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- D. Issue a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the City Manager will respond to the written appeal.

7.4. Extension of Time for Board to Consider Appeal. Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the City may issue not more than 1 notice of extension, extending the City Manager’s consideration of the appeal by not more than 10 business days.

7.5. Deadline for Circuit Court Actions. The requestor may file a civil action in Van Buren County Circuit Court to challenge the City’s response to a FOIA request within: (1) 180 days after the City’s final decision, if challenging nondisclosure; or (2) 45 days after the City’s final decision, if challenging a requested fee. Notably, a requestor may challenge a determination of the FOIA coordinator in civil action in without first appealing to the City Manager, if the challenge is based on nondisclosure.

7.6. Circuit Court Remedies in Nondisclosure Cases. If a court determines that a public record is not exempt from disclosure, it will award the appellant reasonable attorneys’ fees, costs, and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys’ fees, costs and disbursements. If the court determines that the City arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it will award the appellant punitive damages in the amount of \$1,000.

7.7. Circuit Court Remedies in Fee Cases. If the court determines that the City required a fee that exceeds the amount permitted, it shall reduce the fee to a permissible amount. If the appellant in the civil action

prevails by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that City has acted arbitrarily and capriciously by charging an excessive fee, the court will also award the appellant punitive damages in the amount of \$500.

Section 8: Miscellaneous

- 8.1. Effective Date. These Procedures and Guidelines shall take effect on _____, 2024.
- 8.2. Repealer. As of their effective date, these Procedures and Guidelines repeal and supersede all previous FOIA policies promulgated by City Commission or City staff.
- 8.3. Modifications by FOIA Coordinator. If any provision of these Procedures and Guidelines is found to be in conflict with any State statute, or if the FOIA is amended in a manner that creates a conflict, the FOIA Coordinator is authorized to modify the affected provisions of these Procedures and Guidelines. The FOIA Coordinator shall inform the City Commission of any change.

DRAFT

**City of Hartford
Public Summary of FOIA Procedures and Guidelines**

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is a Written Public Summary of the City’s FOIA Procedures and Guidelines relevant to the general public. For more details and information, copies of the City’s FOIA Procedures and Guidelines are available at no charge at any City office and on the City’s website: <https://www.cityofhartfordmi.org/forms>

1. How do I submit a FOIA request to the City?

- A. FOIA requests must be made in writing and must sufficiently describe a public record so as to enable the City to find it. There is no required form for submitting FOIA requests. Any letter, email, fax, or other writing will suffice.
- B. Please include the words “FOIA” or “FOIA Request” in the request to assist the City in providing a prompt response.
- C. The City Clerk is in charge of responding to all FOIA requests for general City records while the Police Chief is in charge of responding to FOIA requests for police department records.
- D. To ensure proper receipt, the City prefers that FOIA requests be submitted by one of the following methods:

Type of Record	Mail / Hand Delivery	Email
General City Record	Hartford City Offices Attn: FOIA Request 19 West Main Street Hartford, MI 49057	cityclerk@cityofhartfordmi.org
Police Department Record	Hartford City Offices Attn: Police FOIA Request 19 West Main Street Hartford, MI 49057	princem@cityofhartfordmi.org

2. What kind of response can I expect to my request?

- A. Within 5 business days after receiving a FOIA request, or after 15 business days if a notice of extension is issued, the City will respond to the request. If a request is received by fax or email, the request is deemed to have been received on the following business day. The City will respond to your request in one of the following ways:
 - o Grant the request,
 - o Issue a written notice denying the request,
 - o Grant the request in part and issue a written notice denying in part the request, or
 - o Issue a written notice indicating that the public record requested is available at no charge on the City’s website
- B. If the request is granted, or granted in part, the City may ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- C. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City may require a deposit before processing the request.

3. How does the City calculate FOIA processing fees?

The FOIA statute permits the City to charge for the following costs associated with processing a request:

- A. Labor costs associated with copying or duplication, including making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- B. Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the City.
- C. Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the City.
- D. The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- E. The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the City's website if you ask for the City to make copies.
- F. The cost to mail or send a public record to a requestor.

3.1 Labor Costs

- A. Labor costs are estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- B. Labor costs are charged at the hourly wage of the lowest-paid City employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- C. Labor costs may include a charge to cover or partially cover the cost of fringe benefits.
- D. Overtime wages are not included in labor costs unless agreed to by the requestor. Further, overtime costs are not be used to calculate the fringe benefit costs.
- E. Contracted labor costs will be charged at a hourly rate not exceeding 6 times the state minimum hourly wage.

3.2 Copying and Duplication

The City will use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

3.3 Non-paper Copies on Physical Media

- A. The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual to the City. The City will procure any needed non-paper media at the most reasonably economical cost.
- B. The City is not obligated to disclose public records on a requested non-paper physical media if it lacks the technological capability to do so.

3.4 Paper Copies

- A. The charge for paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- B. The charge for copies on non-standard sized sheets of paper will reflect the actual cost of reproduction.

3.5 Mailing Costs

- A. The cost to mail public records will reflect a reasonably economical and justified means.
- B. The City may charge for the least expensive form of postal delivery confirmation.
- C. No cost will be made for expedited shipping or insurance unless you request it.

3.6 Waiver of Fees

The charge searching for and copying a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest.

4. How do I qualify for an indigence discount on the fee?

The City will discount the first \$20.00 of fees for a request from: (1) certain qualifying nonprofit organizations advocating for the developmentally disabled or mentally ill; or (2) persons who submit a sworn affidavit stating that they are:

- A. Indigent and receiving specific public assistance; or
- B. If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

However, a person is **not** eligible to receive the \$20.00 discount if he or she:

- C. Has previously received discounted copies of public records from the City two times during the calendar year; or
- D. Is requesting information on behalf of other persons who are offering or providing payment for making the request.

6. How may I challenge the denial of a public record or an excessive fee?

6.1 Appeal of a Denial of a Public Record

- A. If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the City Manager by filing a written appeal with the City Manager’s Office or Clerk’s Office.
- B. The appeal must be in writing, specifically state the word “appeal,” and identify the reason or reasons you are seeking a reversal of the denial.
- C. After the filing of the written appeal, the City Manager will consider the appeal within 10 business days or, in unusual circumstances, after taking a 10-business-day extension. The decision on the appeal may:
 - o Reverse the disclosure denial;
 - o Uphold the disclosure denial; or
 - o Reverse the disclosure denial in part and upholding the disclosure denial in part.
- D. Whether or not you submitted an appeal of a denial to the City Manager, you may file a civil action in Van Buren County Circuit Court within 180 days after the City’s final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys’ fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

6.2 Appeal of an Excess FOIA Processing Fee

- A. If you believe that the fee charged by the City to process your FOIA request exceeds the amount permitted by state law, you may appeal to the City Manager by filing a written appeal with the City Manager's Office or Clerk's Office.
- B. The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.
- C. After the filing of the written appeal, the City Manager will consider the appeal within 10 business days or, in unusual circumstances, after taking a 10-business-day extension. The decision on the appeal may:
 - o Waive the fee;
 - o Reduce the fee and include a written determination indicating the specific basis that supports the remaining fee; or
 - o Uphold the fee and include a written determination indicating the specific basis that supports the required fee.
- D. Within 45 days after receiving notice of the City Manager's determination of the processing fee appeal, you may commence a civil action in Allegan County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the City acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

DRAFT

City of Hartford

Requestor's Name

Address

City State Zip Code

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ FOIA Request #: _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the City's FOIA Policies and Guidelines.

1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the City's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be charged in **exact time** of City's lowest paid employee as stated above.

Hourly Wage Charged: \$27.45

OR

Hourly Wage with Fringe Benefit Cost: \$0

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

Exact Time of Copying or duplicating

_____ x
See page 9 for multiplier

\$14.50
Hourly Wage =

1. Labor Cost
\$ _____

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** _____

The City will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ Charge per increment: \$ _____
OR

Hourly Wage with Fringe Benefit Cost: \$ _____
 Multiply the hourly wage by the percentage multiplier: **50% of hrly wage**
 (*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments x _____ = 2. Labor Cost \$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a City employee. If contracted, use No. 3b instead).

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **City employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **City's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments** (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ Charge per increment: \$ _____
OR

Hourly Wage with Fringe Benefit Cost: \$ _____ **OR** _____%
 Multiply the hourly wage by the percentage multiplier: _____% (*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate. Charge per increment: \$ _____

Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the *number of minutes*: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments x _____ = 3a. Labor Cost \$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the City that are excessive and beyond the normal or usual amount for those services compared to the City's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this City does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____

Name of contracted person or firm: _____

These costs will be estimated and charged in _____-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____ **Charge per increment:** \$ _____

To figure the number of increments, take the *number of minutes*:
 _____, divide by
 _____ -minute increments, and round down to:
 _____ increments.
 Enter below:

Number of increments x _____ = **3b. Labor Cost** \$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8 1/2 x 11-inch, single and double-sided sheets): **\$.06 per single; \$.10 cents per double**
- **Legal** (8 1/2 x 14-inch, single and double-sided): **\$.06 per single; \$.10 cents per double**

No more than the actual cost of a sheet of paper for other paper sizes:

- **Other paper sizes** (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium **Cost per Item:** _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A City **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:
 x _____ = \$ _____
 x _____ = \$ _____

x _____ = \$ _____

No. of Items:
 x 5 _____ = \$ _____

4. Total Copy Cost
 \$ _____

5. Mailing Cost:

The City will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The City *may* charge for the least expensive form of postal delivery confirmation.
- The City *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
 \$ _____ per pound
 \$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____

Costs:

5. Total Mailing Cost
 \$ _____

6a. Copying/Duplicating Cost for Records Already on City's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the City will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8 1/2 x 11-inch, single and double-sided sheets): **\$.06 per single; \$.10 cents per double**
- **Legal** (8 1/2 x 14-inch, single and double-sided): **\$.06 per single; \$.10 cents per double**

No more than the actual cost of a sheet of paper for other paper sizes:

- **Other paper sizes** (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium **Cost per Item:** _____

Requestor has stipulated that some / all of the requested records that are already available on the City's website be provided in a paper or non-paper physical digital medium.

Number of Sheets:

x _____ = \$ _____
 x _____ = \$ _____
 x _____ = \$ _____

Costs:

No. of Items:

x _____ = \$ _____

6a. Web Copy Cost
 \$ _____

6b. Labor Cost for Copying/Duplicating Records Already on City's Website:

This shall not be more than the hourly wage of the City's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in **actual time** (i.e.: 15-minutes or more); *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____ times the **Number of min/hr:** _____
OR

Hourly Wage with Fringe Benefit Cost: \$ _____
 Multiply the hourly wage by the percentage multiplier: _____%
 and add to the hourly wage for a total per hour rate.

The City may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

To figure the hrly wage charged: take the number of minutes: _____, times per minute multiplier
 Enter below:

Number of mins/hrs

x _____ =

6b. Web Labor Cost
 \$ _____

6c. Mailing Cost for Records Already on City's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____
 *Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number:

x _____ =

Costs:

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

6c. Web Mailing Cost
 \$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

Cost estimate
 Bill

Estimated Time Frame to Provide Records:

60 _____ (days or date)

The time frame estimate is nonbinding upon the City, but the City is providing the estimate in good faith. Providing an estimated time frame does not relieve the City from any of the other requirements of this act.

- 1. Labor Cost for Copying: \$ _____
- 2. Labor Cost to Locate: \$ _____
- 3a. Labor Cost to Redact: \$ _____
- 3b. Contract Labor Cost to Redact: \$ _____
- 4. Copying/Duplication Cost: \$ _____
- 5. Mailing Cost: \$ _____
- 6a. Copying/Duplication of Records on Website: \$ _____
- 6b. Labor Cost for Copying Records on Website: \$ _____
- 6c. Mailing Costs for Records on Website: \$ _____

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the City determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

All fees are waived **OR** All fees are reduced by: _____%

Subtotal Fees After Waiver: \$ _____

<p>Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the City.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Deposit: Good Faith The City may require a good-faith deposit <u>before providing the public records to the requestor</u> if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%</p>	<p>Date Paid: _____</p>	<p>Deposit Amount Required: \$ _____</p>

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full

After a City has granted and fulfilled a written request from an individual under this act, if the City has not been paid in full the total amount of fees for the copies of public records that the City made available to the individual as a result of that written request, **the City may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the City's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the City notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the City.
- (f) The City calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

A City **can no longer require an increased estimated fee deposit** from an individual if **ANY** of the following apply:

- (a) The individual is able to show proof of prior payment in full to the City, **OR**
- (b) The City is subsequently paid in full for the applicable prior written request, **OR**
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the City.

Percent Deposit Required:
_____ %

Date Paid:

Deposit Required:
\$ _____

Late Response Labor Costs Reduction

If the City does not respond to a written request in a timely manner as required under MCL 15.235(2), the City **must** do the following:

(a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the City exceeds the time permitted for a response to the request, **with a maximum 50% reduction**, if **EITHER** of the following applies:

- (i) The late response was willful and intentional, **OR**
- (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

Number of Days Over Required Response Time:

Total Labor Costs

\$ _____

Minus Reduction

\$ _____

Multiply by 5%

= Reduced Total Labor Costs

= Total Percent Reduction:

\$ _____

(Form created by Michigan MTA Association, April 2015)

MINUTES TO HOURS CONVERSION

Minutes	60.000
under 15	no charge
15	0.250
16	0.267
17	0.283
18	0.300
19	0.317
20	0.333
21	0.350
22	0.367
23	0.383
24	0.400
25	0.417
26	0.433
27	0.450
28	0.47
29	0.483
30	0.5
31	0.517
32	0.533
33	0.550
34	0.567

35	0.583
36	0.600
37	0.617
38	0.633
39	0.650
40	0.667
41	0.683
42	0.700
43	0.717
44	0.733
45	0.750
46	0.767
47	0.783
48	0.800
49	0.817
50	0.833
51	0.850
52	0.867
53	0.883
54	0.900
55	0.917
56	0.933
57	0.950
58	0.967
59	0.983

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 012**



RESOLUTION ESTABLISHING THE CITY OF HARTFORD FEE SCHEDULE

At a meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 20, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford Council is committed to delivering local government services for public purpose as efficiently as possible while being responsible with City resources, and

WHEREAS, the City of Hartford provides certain services for which the City must charge a fee to recoup its costs, and

WHEREAS, the City Commission of the City of Hartford has reviewed the current fee schedule and has determined that the schedule of fees should be revised to reflect current costs, and

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford adopts and establish the attached schedule and directs and City Clerk to post and display the fee schedule as attached and made part of this resolution as **Attachment A**. Said new fee schedule shall become effective/go into effect on July 1, 2024.

YEAS: Commissioners
NAYS: ABSENT: Commissioner
RESOLUTION DECLARED ADOPTED
DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended. DATE: May 20, 2024

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

CITY OF HARTFORD FEE SCHEDULE RESOLUTION 2024 - 012 ATTACHMENT A

<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>NOTE</u>	<u>RECEIPT'S CODE</u>
RUMMAGE PERMIT	\$5.00		RUMMG
COPY FEE	\$0.50	PER/COPY	COPY
PROPERTY CARD COPY NON OWNER	\$5.00	PER/FILE	COPY
TX BILL COPIES - NON RESIDENT	\$5.00	PER/PARCEL	TXBILL
TX BILL COPIES - RESIDENT	FREE		TXBILL
NOTARY FEE	\$10.00	PER/PAGE	NOTAR
NSF CHECK FEE	\$45.00		NSFFE
DELIQUENT ADMINISTRATION FEE	\$30.00		
BUILDING PERMITS	CHART		BUILD
ELECTRIC PERMIT	CHART		ELECT
MECHANICAL PERMIT	CHART		MECHA
RIGHT OF WAY PERMIT - ATTACHED	PER/JOB		INVOICE
Medical Marijuana Application & Permit	\$5,000.00	Non-Refundable	INVOICE
Recreational Marijuana Application & Permit	\$5,000.00	Non-Refundable	INVOICE
ANNUAL RENEWAL	\$2,500.00	Non-Refundable	INVOICE
LATE APPLICATION	\$250.00	Per/Day	INVOICE
ANNUAL INSPECTION	\$1,000.00	Non-Refundable	INVOICE
SPECIAL EVENT APPLICATION	\$2,500.00	Non-Refundable	INVOICE
FINGERPRINTING	\$35.00		FINGE
POLICE REPORT	\$10.00		REPRT
BREATHALIZER TEST	\$20.00	non-City resident	
PEDDLER'S PERMIT	\$100.00	PER/DAY	PEDDL
PEDDLER'S PERMIT	\$400.00	PER/MONTH	
PEDDLERS PERMIT - ANNUAL	\$1,500.00	ANNUAL	
MOBILE FOOD TRUCK - ON CITY PROPERTY	\$300.00	ANNUAL	
MOBILE FOOD TRUCK - ON PRIVATE PROPERTY	\$150.00	ANNUAL	
MOBILE FOOD TRUCK - ON PRIVATE PROPERTY	\$25.00	PER/DAY	
FARM FLOWERS, BAKED GOODS & PRODUCE	\$100.00	ANNUAL	
FARM FLOWERS, BAKED GOODS & PRODUCE	\$25.00	PER/DAY	
ZONING ORDINANCE	\$50.00		
ZONING MAP	\$10.00		
COMPLETE SET OF ORDINANCE	\$150.00		
BOARD OF APPEALS	\$250.00		

<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>NOTE</u>	<u>RECEIPT'S CODE</u>
SITE PLAN REVIEW - COMMERICAL	\$1,000.00		
SITE PLAN REVIEW -SINGLE FAMILY	\$500.00		
SITE PLAN REIEW - MULTI FAMILY	\$1,000.00		
SITE PLAN REIEW - INDUSTRIAL	\$2,500.00		
SPLIT/COMBINE PARCEL REQUEST	\$50.00		
ZONING COMPLIANCE PERMIT	\$50.00	FENCE/SIDEWALK/DRIVEWAY/POOL	
SPECIAL LAND USE PERMIT	\$750.00		
VARIANCE APPLICATION	\$850.00		
REZONING APPLICATION	\$1,500.00		
SIGN PERMIT	\$25.00	UP TO 5 SIGNS	
Temporary Storage/Garbage Commercial	\$50.00		INVOICE
Temporary Storage/Garbage Residential	\$20.00		INVOICE
<hr/>			
NON HOMESTEAD RENTAL REGISTRATION	\$5.00	PER/UNIT	INVOICE
OCCUPANCY INSPECTION	\$45.00	PER/INSPECTION	INVOICE
VIOLATION OF NON COMPLIANCE	\$75.00	PER/INSPECTION	INVOICE
MISSED INSPECTION APPOINTMENT	\$25.00	PER/APPOINTMENT	INVOICE
OCCUPANCY OWNER OCCUPIED INSPECTION	\$45.00	Waived if inspection done by	INVOICE
<hr/>			
FOIA		PER REQUEST CALCULATION	INVOICE
<hr/>			
SPECIAL EVENT ELY PARK		FREE	
<hr/>			
LAWN METERS		COST	UB
UTILITY TURN ON FEE	\$25.00		UB
UTILITY TURN OFF FEE	\$25.00		UB
UTILITY TURN ON/OFF AFTER HOURS	\$125.00	4PM-7AM	UB
WATER CONNECTION (City)	\$500.00		UB
SEWER CONNECTION (City)	\$400.00		UB
WATER CONNECTION OUT OF DISTRICT	\$750.00		UB
SEWER CONNECTION OUT OF DISTRICT	\$600.00		UB
LAWN METER REPAIRS	\$50.00	PER/HR	UB
WATER LINE REPLACEMENT/INSTALLATION	\$50.00		INVOICE
SEWER LINE REPLACEMNET/INSTALLATION	\$50.00		INVOICE
METER CALIBRATION TESTS	\$100.00		UB
BULK WATER SALES--CONNECTION	\$100.00		INVOICE
BULK WATER SALES-WATER PER/1000GALLON	\$10.00	PER/1000 GALLONS	INVOICE
BULK WATER SALES - STAFF PER/HR	\$50.00	PER/HR	INVOICE
METERS WA/SW (residential)		COST	UB
METERS WA/SW (Commercial)		COST	UB

<u>BOARD</u>	<u>RATE</u>	<u>RATE</u>
	<u>CHAIR</u>	<u>MEMBER</u>
Board of Review/HOUR	\$ 16.00	\$ 14.00
Planning Commission/MEETING	\$ 50.00	\$ 40.00
Election Inspectors/HOUR	\$ 16.00	\$ 14.00

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 – 013**



RESOLUTION ESTABLISHING PROPERTY TAX MILLAGE FOR THE FISCAL YEAR 2024-2025

At a meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 20, 2024, 5:30pm

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has been notified of the increase in the City’s property valuation for the Fiscal Year 2024-2025, and

WHEREAS, this increase in property valuation would also lead to an increase in operating revenues from ad valorem property taxes, if adopted, at a rate of 3.76% over such revenues generated by levies permitted without holding a hearing, and

WHEREAS, the City Commission of the City of Hartford held a Public Hearing on May 20, 2024 notifying the public that it intends to take the additional millage of 0.5902 mills, which would yield a sum of \$27,207.00 in additional revenue to support the general operation of the City during the 2024-2025 Fiscal Budget year.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Hartford has decided to take the 16.3014 mills that would be generated by the increase in property valuation.

BE IT FURTHER RESOLVED, that the City Commission of the City of Hartford has established that it would continue to collect the mills allowed by law to support the general operations of the City.

The total mills to be levied for ad valorem property taxes are as follows:

<u>AUTHORITY-PURPOSE</u>	<u>FUND</u>	<u>MILLS</u>	<u>LEVY DATE</u>
City Charter Section 9.1			
General Purposes	General	12.1410	July 1, 2024
Extra Voted	Fire	1.4185	December 1, 2024
Extra Voted Debt Retirement-2016			
Sanitary Sewer Revenue Bond			
Wastewater Treatment Plant	Sewer	1.7419	July 1, 2024
Extra Voted	Seniors	1.0000	December 1, 2024

YEAS: Commissioners

NAYS: ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended. DATE: May 20, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 014**



RESOLUTION ADOPTING FISCAL YEAR 2024/2025 BUDGET

At a Business meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 20, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has met all requirements for Public Hearing on the Budget-Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 2, 202, and a public hearing on the proposed budget was held on May 20, 2024, and participation regarding the adoption of a budget and property tax levy for the City’s fiscal year commencing July 1, 2024 and ending June 30, 2025, and whereas, the City Commission has carefully considered same,

WHEREAS, the City of Hartford shall cause to be levied and collected the general property tax on all real and personal property within the City upon the current tax roll an allocated millage of 16.3014 mills.

The total mills to be levied for ad valorem property taxes are as follows:

<u>AUTHORITY-PURPOSE</u>	<u>FUND</u>	<u>MILLS</u>	<u>LEVY DATE</u>
City Charter Section 9.1			
General Purposes	General	12.1410	July 1, 2024
Extra Voted	Fire	1.4185	December 1, 2024
Extra Voted Debt Retirement-2016			
Sanitary Sewer Revenue Bond			
Wastewater Treatment Plant	Sewer	1.7419	July 1, 2024
Extra Voted	Seniors	1.0000	December 1, 2024

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford hereby adopts its budget by Activity/Department for fiscal year commencing July 1, 2024, and ending June 30, 2025, in accordance with the City Charter

The estimated revenues by source and the amounts appropriated to defray the expenditures and meet the liabilities of various funds of the fiscal year are set forth therein.

FUND	INCOME BY SOURCES	AMOUNT
101	Property Tax - Current	\$ 396,062.00
101	Van Buren Road Millage	\$ 24,000.00
101	Municipal Services Agreements	\$ 44,000.00
101	Personal Property Tax - Current	\$ 149,441.00
101	Local Community Stabilization	\$ 7,000.00
101	Trailer Court Fees	\$ 400.00
101	Penalties & Interest on Taxes	\$ 1,000.00
101	Administration Fee – Property Tax	\$ 26,000.00
101	Administration Fee - Delinquent Tax	\$ 1,000.00

101	Business License & Permits	\$ 500.00
101	Franchise Fees	\$ 15,000.00
101	Non-Business License & Permits	\$ 240.00
101	Temporary Dumpster Fees	\$ 45.00
101	Medical Marijuana Fees	\$ 2,500.00
101	Recreational Marijuana Fees	\$ 116,000.00
101	State Shared Revenue	\$ 276,835.00
101	CVTRS State Shared Revenue	\$ 117,172.00
101	Split/Combine Fee	\$ 300.00
101	NSF Check Fee	\$ 90.00
101	Fingerprint Service	\$ 50.00
101	Copy Fees	\$ 200.00
101	LABOR – Crossing Guards	\$ 2,500.00
101	Notary Fees	\$ 500.00
101	Mowing & MISC Services	\$ 200.00
101	Sale of Insurance Reports	\$ 300.00
101	Restitution	\$ 2,000.00
101	Ordinance Fines District Court	\$ 300.00
101	Bank Interest on Accounts	\$ 8,500.00
101	Administration Fee – Major Streets	\$ 12,000.00
101	DDA – Administration Fee	\$ 2,400.00
101	Administration Fee – Building Fund	\$ 5,000.00
101	Fee For Tax Bill Request	\$ 150.00
101	Administration Fee - Sewer	\$ 47,500.00
101	Administration Fee – Sewer Treatment Plant	\$ 43,000.00
101	Administration Fee – Iron Removal Plant Operations	\$ 16,000.00
101	Administration Fee - Water	\$ 47,000.00
101	Zoning Board/Planning Commission Fees	\$ 1,000.00
101	Reimbursements – MISC	\$ 1,000.00
101	Insurance Refunds	\$ 5,000.00
101	Unrealized (Gain)/Loss on Investment	\$ 10,000.00
101	Equipment Use - DPW	\$ 110,000.00
101	Miscellaneous Revenue	\$ 1,000.00
101 Total	– General Fund	\$ 1,493,185.00
202	Right of Way Permit	\$ 200.00
202	State Revenue	\$ 260,000.00
202	Stabilization Authority	\$ 3,000.00
202	Transfer from General Fund	\$ 40,000.00
202 Total	– Major Street Fund	\$ 303,200.00
203	Right of Way Permit	\$ 600.00
203	State Revenue	\$ 100,000.00
203	Stabilization Authority	\$ 3,000.00
203 Total	– Local Street Fund	\$ 103,600.00
245	Contribution From Local Unit	\$ 90,000.00
245	Transfer from Major Streets	\$ 50,000.00
245	Transfer from Water Fund	\$ 10,000.00

245	Transfer from Sewer Fund	\$ 10,000.00
245	Transfer from General Fund	\$ 29,405.00
245 Total – Comprehensive Fund		\$ 189,405.00
248	DDA Captured Tax	\$ 20,920.00
248	Bank Interest on Accounts	\$ 25.00
248 Total – Downtown Development Authority		\$ 20,945.00
251	Building Permits	\$ 40,000.00
251	Rental Ordinances Fees	\$ 5,000.00
251	Transfer From General Fund	\$ 45,000.00
251 Total – Building Department Fund		\$ 90,000.00
255	Bank Interest on Accounts	\$ 350.00
255	Rent – City of Hartford	\$ 50,000.00
255 Total – Building Authority Fund		\$ 50,350.00
590	Real Property Tax-Current	\$ 61,806.00
590	Personal Property Tax-Current	\$ 21,440.00
590	Penalties & Interest on Tax	\$ 90.00
590	Services - Sales	\$ 538,821.00
590	Capital Reserve Escrow Sales	\$ 145,800.00
590	Penalties on Delinquent Bills	\$ 25,000.00
590	Bank Interest on Accounts	\$ 60.00
590	Miscellaneous Revenue	\$ 26,232.00
590	Unrealized (Gain)/Loss on Investments	\$ 4,000.00
590 Total – Sewer Fund		\$ 823,249.00
591	Services - Sales	\$ 289,000.00
591	Capital Reserve Escrow Sales	\$ 88,573.00
591	Shut-Off & Turn-On Fees	\$ 400.00
591	Penalties on Delinquent Bills	\$ 13,000.00
591	Interest on Receivables	\$ 90.00
591	Rental of Water Tower -AT&T	\$ 28,566.00
591	Miscellaneous Revenue	\$ 50.00
591	Unrealized (Gain)/Loss on Investment	\$ 3,000.00
591 Total – Water Fund		\$ 422,679.00
Total Revenues		\$ 3,496,613.00
Fund	Expenses	Requested 24-25 Budget
101	Assessor	\$ 19,500.00
101	Board of Review	\$ 2,900.00
101	Central Supply	\$ 17,500.00
101	City Commission	\$ 17,850.00
101	City Hall & Grounds	\$ 101,100.00
101	City Manager	\$ 124,400.00
101	Clerk	\$ 169,594.00

101	Cultural Programs	\$ 11,300.00
101	Elections	\$ 25,800.00
101	Fire Board	\$ 133,830.00
101	Independent Audit	\$ 24,000.00
101	Legal Services	\$ 30,000.00
101	Mayor	\$ 2,740.00
101	Parks & Recreation	\$ 2,500.00
101	Police Department	\$ 611,800.00
101	Public Works Department	\$ 207,280.00
101	Treasurer	\$ 91,200.00
101	Planning Commission	\$ 5,750.00
101	Transfer Comprehensive Improvement	\$ 47,605.00
101	Transfer to Building Fund	\$ 45,000.00
101	-General Fund Total	\$ 1,731,649.00
265	Debt Service - Principal	\$ 20,000.00
265	Debt Service - Interest	\$ 24,701.00
265	-City Hall & Grounds Total	\$ 44,701.00
202/203	Routine Maintenance	\$ 79,508.00
202/203	DPW Administration	\$ 15,400.00
202/203	Traffic Services	\$ 60,375.00
202/203	Winter Maintenance	\$ 44,060.00
202/203	Non-Motorized Transportation	\$ 3,000.00
202/203	Transfer Out-Comprehensive Improvement Major Streets	\$ 50,000.00
202/203	-Major & Local Street Funds Total	\$ 252,343.00
729	DDA Authority	\$ 17,400.00
729	-Downtown Development Authority Total	\$ 17,400.00
371	Building Inspector	\$ 73,000.00
371	-Building Inspector Total	\$ 73,000.00
722	Zoning Commission/Appeals	\$ 15,000.00
722	Zoning Commission/Appeals Total	\$ 15,000.00
590	Sewer Lift Stations	\$ 57,200.00
590	Sewer System – General Operations	\$ 126,268.00
590	Sewer Treatment Plant	\$ 689,078.00
590	Transfer to Comprehensive Improvement	\$ 10,000.00
590	-Sewer Fund Total	\$ 882,546.00
591	Iron Removal Plant Operations	\$ 190,400.00
591	Water Distribution System	\$ 204,500.00

591	-Water Total	\$ 394,900.00
	Capital Outlay – Various Funds	\$ 207,605.00
	-Capital Outlay Total	\$ 207,605.00
	GRAND TOTAL	\$ 3,619,144.00

Once adopted a copy of the full, line item, budget is available in the Clerk’s office and available at the City’s website.

Periodic Financial Reports: The officers of the City are directed to take such action and give such certifications as required by law and the City Charter Chapter VII Section 7.5 to affect the property tax levy and to implement and manage this budget.

Budget Monitoring: In accordance with the City Charter Chapter VII Section 7.8 & 7.9 and this shall continue the **General Appropriations Act under Section 16, of the Michigan Uniform Budgeting and Accounting Act (MCL 141.436)**.

YEAS: Commissioners
NAYS: Commissioner ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED
DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 22, 2023 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended. Date: May 20, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 – 015**



AMENDING WATER RATES.

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 20, 2024

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 35 of Ordinance No. 51 of the Hartford City Code of Ordinances authorizes Hartford City Commission to establish Water rates by resolution; and

WHEREAS, the City Commission has reviewed the current rates and proposed increases through the bakertilly Municipal Advisors Rate Study and has determined a need to amend the rates accordingly; and

WHEREAS, the current rates are not keeping up with both short- and long-term maintenance requirements of the system; and

WHEREAS, the proposed rates will help to cover the cost of repayment of bonds, inflation, capital improvement and increased cost of operation;

NOW THEREFORE, BE IT RESOLVED, that the City Council for the City of Hartford establish the following rates for Water usage;

1. The City of Hartford shall charge the following to its customers located within the City limits for water usage per month:

a. Minimum Service Ready	\$ 7.92
b. Commodity Charge per/1000 gallons	\$ 3.35
c. Water Improvement	\$ 6.00

2. The City of Hartford shall charge the following to its customers located outside the City limits for water usage per month:

a. Minimum Service Ready	\$11.88
b. Commodity per/1000 gallons	\$ 5.03
c. Water Improvement	\$ 6.00

3. The rates shall be effective July 1, 2024

YEAS: Commissioners’

NAYS: Commissioner ABSENT: Commissioners’

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024, and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE:

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 – 016**



AMENDING SEWER RATES.

At a Regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 20, 2024

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 26 of Ordinance No. 52 of the Hartford City Code of Ordinances authorizes Hartford City Commission to establish Sewer rates by resolution; and

WHEREAS, the City Commission has reviewed the current rates and proposed increases through the bakertilly Municipal Advisors Rate Study and has determined a need to amend the rates accordingly; and

WHEREAS, the current rates are not keeping up with both short- and long-term maintenance requirements of the system; and

WHEREAS, the proposed rates will help to cover the cost of repayment of bonds, inflation, capital improvement and increased cost of operation;

NOW THEREFORE, BE IT RESOLVED, that the City Council for the City of Hartford establish the following rates for Sewer usage;

1. The City of Hartford shall charge the following to its customers located within the City limits for sewer usage per month:

a. Minimum Service Ready	\$ 2.73
b. Commodity per/1000 gallons	\$ 7.70
c. Capital Reserve	\$10.00
d. Non-Metered	
	\$37.03 Single Family Residential
	\$55.37 Business 0-5 Employees
	\$73.71 Business 6-10 Employees
	\$92.05 Business 11+ Employees

2. The City of Hartford shall charge the following to its customers located outside the City limits for Sewer usage per month:

a. Minimum Service Ready	\$4.10
b. Commodity per/1000 gallons	\$11.55
c. Capital Reserve	\$10.00
d. Non-Metered	
	\$ 55.55 for Single Family Residential
	\$ 83.06 Business 0-5 Employees

\$110.27 Business 6-10 Employees
\$138.08 Business 11+ Employees

3. The rates shall be effective July 1, 2024

YEAS: Commissioners'

NAYS: Commissioner ABSENT: Commissioners'

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024, and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE:

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

Request for Proposals (RFP)
Main Street Streetscape Project

2nd RFP Issued: Friday, May 10, 2024

**Proposals Due: 4:00 PM on
Wednesday, May 15, 2024**

Request for Proposals (RFP) for Main Street Streetscape Project

Proposals Due:

All proposals are due by **4:00 PM on Wednesday, May 15, 2024**. Interested bidders should submit proposals to Roxann via email or mail:

City of Hartford
Attn: Roxann Isbrecht, City Clerk
Main Street Streetscape Project
19 West Main Street, Hartford, MI 49057
cityclerk@cityofhartfordmi.org

Rights:

The City of Hartford reserves the right to waive any informalities, to reject any or all proposals, and to accept that proposal or proposals which appear to be in the City's best interest. The City reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the City may include originally submitted proposals for consideration in future RFP processes without requiring resubmittal.

Scope of Work:

Project A:

- Remove 8 existing landscape stone planters that are 4'x10' each. Grind the tree stumps. Remove excessive dirt to level off the green space with sidewalk. Planters are located at 4 W. Main Street, 7 W. Main Street, 11 W. Main Street, 12 W. Main Street, 20 W. Main Street, 32 W. Main Street, and 38 W. Main Street.

Project 1B:

- A total of 21 flower pots arrangements
 - 7 – Large size diameter 36" and height of 29"
 - 7 – Medium size diameter 24.5" height 19"
 - 7 - Small size diameter 20" height 16"

Color: Terra Cotta

Project 2B:

- Fill the flower pots with Miracle-Gro potting mix that controls the moisture. Fill the flower pots with annual flowers. Fill 21 pots with annual flowers such as Begonia, Geraniums, petunia waves, or similar. We would like the pots full and estimating 400 individuals to be planted.

- Place filled flower pot arrangements at 7 designated areas in groupings of 3 throughout downtown.

Project C:

- Fill the 8 green space areas with perennials flowers. The perennials flowers in groupings similar to:

Group 1:

- 4 – Winterberry Holly ‘Red Sprite’
- 5 – Calamagrostis ‘Karl Foester’
- 10 – Alium ‘Millenium’

Group 2:

- 8 – Daylily Dwarf
- 3 – Little Quick Fire Hydrangea

Group 3:

- 4 – Weigela ‘Fine Wine’
- 9 – Panicum ‘Shenandoah’

Project D:

- Replace sidewalks
Replace cracked, broken, or uneven sidewalks that are next to the 8 existing green space. Remove the existing cracked, broken or uneven sidewalks. Replace sidewalk with concrete, plain 4” in thickness.

The City of Hartford desires to have project A, 1B, & 2B completed by June 6, 2024. The city would like these tasks completed before the annual Strawberry Festival. The city understands if all 21 flower pots are not completed by Strawberry festival. Please specify in the bid how many flower pots can be completed by June 6th. Project C & D completed by Mid-September 2024.

Terms and Conditions:

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The City of Hartford reserves the right to reject any and all bids, waive informalities and minor irregularities in proposals received and to select proposals which appear to be in the best interest of the City of Hartford.
- Invoices for work performed must be issued on a Net 30 (30 day) payment window and provided to the City of Hartford in a timely manner.
- The firm must comply with all local, state, and federal requirements in all stages and aspects of the project.
- All inquiries and requests for additional information must be made in writing by email to

citymanager@cityofhartfordmi.org.

Proposal Information & Requirements:

Proposals may be mailed or emailed to Roxann Isbrecht at 19 W. Main Street, Hartford, MI 49057 or cityclerk@cityofhartfordmi.org.

- Firm information: Provide firm contact information.
- Project list: Provide a list of similar projects, either completed by or currently being undertaken by your firm, and include the client, negotiated fee, and final fee paid. Please include at least three (3) references.
- Project understanding and approach: Provide a description of your understanding of project needs and how your firm will approach these needs, including how you or your firm foresee the role of City of Hartford staff in your approach.
- Statement of qualifications: Provide a clear and concise response stating why your firm is qualified to perform this work, and any other information which may be helpful to the City of Hartford's evaluation of your proposal.

Scope of work:

- Provide details of the proposed scope of work, including the specific methodologies, approaches, tasks, and schedule being proposed and indicate any work or resources that are to be subcontracted or assumed to be provided by local government staff or agencies. This shall include a basic schedule outlining preliminary deadlines.
- Availability: Provide a statement of the availability of key personnel of the firm to undertake this project. Preference will be given to firms that are able to meet our deadlines.
- **Cost Proposal – firms should provide a total cost not to exceed amount. The projects A, 1B, 2B, C, & D can be priced out separately. It's Not a requirement to bid on all areas.**

Disclaimers

City of Hartford Obligation: There is no expressed or implied obligation for the City of Hartford to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the City of Hartford and the designated firm.

Withdrawal of Request for Proposal: The City of Hartford retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent and to modify

or amend any portion of this RFP. Notification will be provided to all firms involved in RFP process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of Michigan, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Equal Opportunity: The City of Hartford seeks to ensure that all segments of the business community have access to supply the services needed. The City of Hartford provides equal opportunity for all businesses and does not discriminate against any provider regardless of race, color, religion, age, sex, notional origin, or disability. The City of Hartford encourages minority and women owned business participation in the contracting process.

Confidentiality: RFP responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.

Contract: The contract for services will begin once contracts have been signed. This RFP and the firm's response to the RFP will be incorporated into the contract for the project.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 017**



RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR STREETScape DOWNTOWN IMPROVEMENTS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on May 20, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford wishes to improve its downtown streetscape; and

WHEREAS, the City was awarded a Rural Business Development Grant in the amount of \$99,000.00 to improve its South Municipal Parking Lot, remove trees and improve sidewalks and planter boxes, benches and trash receptacles; and

WHEREAS, the City of Hartford has sought and received construction bids for the proposed improvements identified in Project A of the proposed project and has received a low bid in the amount of \$3,000 from Total Tree Care; and

WHEREAS, the City Manager is recommending the award to the low bidder.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford awards Project A for construction of the Main Street Streetscape Project, removal of 8 flower boxes & grind stumps to Total Tree Care.

YEAS: Commissioner’s

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 018**



RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR STREETScape DOWNTOWN IMPROVEMENTS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on May 20, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford wishes to improve its downtown streetscape; and

WHEREAS, the City was awarded a Rural Business Development Grant in the amount of \$99,000.00 to improve its South Municipal Parking Lot, remove trees and improve sidewalks and planter boxes, benches and trash receptacles; and

WHEREAS, the City of Hartford has sought and received construction bids for the proposed improvements identified in Project B of the proposed project and has received a low bid in the amount of \$14,000.00 from County Line Nursery; and

WHEREAS, the City Manager is recommending the award to the low bidder.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford awards Project B for construction of the Main Street Streetscape Project Flower Pots & Flowers to County Line Nursery.

YEAS: Commissioner’s

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 019**



RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR STREETScape DOWNTOWN IMPROVEMENTS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on May 20, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford wishes to improve its downtown streetscape; and

WHEREAS, the City was awarded a Rural Business Development Grant in the amount of \$99,000.00 to improve its South Municipal Parking Lot, remove trees and improve sidewalks and planter boxes, benches and trash receptacles; and

WHEREAS, the City of Hartford has sought and received construction bids for the proposed improvements identified in Project C of the proposed project and has received a low bid in the amount of \$8,800.00 from County Line Nursery; and

WHEREAS, the City Manager is recommending the award to the low bidder.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford awards Project C for construction of the Main Street Streetscape Project, 8 greenspace perennial filled area's to County Line Nursery.

YEAS: Commissioner's

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 020**



RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR STREETScape DOWNTOWN IMPROVEMENTS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on May 20, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford wishes to improve its downtown streetscape; and

WHEREAS, the City was awarded a Rural Business Development Grant in the amount of \$99,000.00 to improve its South Municipal Parking Lot, remove trees and improve sidewalks and planter boxes, benches and trash receptacles; and

WHEREAS, the City of Hartford has sought and received construction bids for the proposed improvements identified in Project D of the proposed project and has received a low bid in the amount of \$2,200.00 from Charlie Weeden Inc Concrete Construction; and

WHEREAS, the City Manager is recommending the award to the low bidder.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford awards Project D for construction of the Main Street Streetscape Project, replace sidewalks to Charlie Weeden Inc. .

YEAS: Commissioner’s

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 20, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 20, 2024

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