



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, December 21, 2020 at 7:30 PM

CALL TO ORDER

1. Swearing in Commissioners Burleson, Dockter, Miller

PLEDGE OF ALLEGIANCE

ROLL CALL

Burleson____; Dockter____; Goss____; Miller____; Sullivan____; Tibbs____; and Hall____

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [2.](#) VB Conservation October 2020 Newsletter
3. City Hall will be Closed December 24 & 25 in observance of Christmas
4. City Hall will be closed December 31, 2020 & January 1, 2021 in Observance of New Year
- [5.](#) Fire Board Joint Meeting Notice February 10, 2021
- [6.](#) Designated Assessor Addendum

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

- [7.](#) Police - October
- [8.](#) Police - November
- [9.](#) Ordinance - October
- [10.](#) Ordinance - November

Fire Department

- [11.](#) Chief - October
- [12.](#) Board - October
- [13.](#) CHIEF - November

Ambulance

- [14.](#) AMB - October
- [15.](#) AMB-November

Van Buren County

Public Works

- [16.](#) DPW - November

Wastewater Treatment Plant

- [17.](#) WWTP - October
- [18.](#) WWTP - November

Treasurers, Investment & List of Bills

- [19.](#) TREAS - October
- [20.](#) TREAS November

City Manager

- [21.](#) October City Manager
- [22.](#) CM November

APPROVAL OF COMMISSION MINUTES

- [23.](#) MINUTES - OCTOBER 2020

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

- 24. 2020-2025 Police Union Contract
- [25.](#) Policy - City Issued Electronic Devices

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [26.](#) Ordinance no. 175 Consumers Energy Franchise
- [27.](#) Resolution 2020-016 Accepting Letters of Protest for BOR 2021
- [28.](#) Resolution 2020-017 Poverty Guidelines BOR 2021
- [29.](#) Resolution 2020-018 Alternate Starting Dates for BOR 2021
- [30.](#) Resolution 2020-019 Electronic Meetings

ADJOURNMENT



Van Buren Conservation District Monthly Update

Respectfully submitted by Kim Sinclair, Administrator

October 2020

- ❖ Van Buren County is working to update its parks and recreation plan. Having an approved parks and recreation plan is especially important as it establishes eligibility for certain state and federal grants. As part of the planning process, public input about parks and recreation opportunities in Van Buren County is being sought. You can take an on line survey by visiting <https://www.surveymonkey.com/r/VanBurenCounty>. The survey takes less than 10 minutes to complete and will be open through November 13, 2020.
- ❖ **Watershed Coordinator** (*Erin Fuller*) and **Conservation Technician** (*Colleen Forestieri*) - Staff continues to provide technical assistance and cost share to farmers to install best management practices on farm fields.
- ❖ **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Coordinator** (*Nor Serocki*) - The CISMA is assisting EGLE with monitoring a patch of invasive parrot feather, a new species in our area. Parrot feather is an invasive milfoil, which is an aquatic plant once popular in the aquaculture trade. If you see this species, please report it to the CISMA.
- ❖ **SWxSW Corner CISMA Strike Team Coordinator** (*Abbie Bristol*) - Stream monitoring was a success with 14 out of 15 signed-up volunteers turning out for the event. The Paddle with a Naturalist event in New Buffalo allowed a connection with a HOA board member interested in invasive species management/native species planting. The seed mix for Hartford Library native planting project was designed and conversations about a variance for an ordinance on grass height is ongoing.
- ❖ **MAEAP Technician** (*Kyle Mead*) – Booking Fall dates for Verifications and Assessments for MAEAP. Also working on leads for some larger new growers. Equipment Rental has stopped, and billing info has been completed. 2 Re-Verifications were complete early this month, several more coming later this month. Rental Equipment brought in \$13,791 and billed for nearly 930 acres. 6 renters used the Truax, while 23 used the JD Drill.
- ❖ **National Association of Conservation Districts Technician** (*Lucas Hartman*) - September and the end of Q3 for 2020, marked a deadline for NRCS, to obligate funds for FY2020 EQIP and CSP contracts. In total, 6 CSP contracts and 13 EQIP contracts have been obligated, and more EQIP's may follow in early October.
- ❖ **Resource Recovery Coordinator** (*Emily Hickmott*) – With the help of our vendors, the Van Buren County Sheriff's Department, and a volunteer, we pulled off a well-attended Recycle Roundup event in South Haven. We offered electronics recycling, passenger tire recycling, paper shredding and recycling, and household hazardous waste disposal (including paint). In addition, we launched a three-month pilot project in partnership with Pratt Industries and Broken Arrow Recycling, with support from RRS. This pilot project is aimed at increasing mixed paper and cardboard recycling in Southwest Michigan, so we have set up a location for folk to drop-off material in Hartford, MI.
- ❖ In accordance with recommendations from the [Centers for Disease Control and Prevention](#), [World Health Organization](#) and the [Michigan Department of Health & Human Services](#), modifying or cancelling events is the most responsible course of action to mitigate any potential risks to all involved and the friends and family with whom our staff come in contact. The VBCD staff will intermittently be working at the office and will be working from home the rest of the time. You can find staff emails on our website <https://vanburencd.org/about/meet-our-staff> or email me at kimberly.sinclair@mi.nacdnet.net for any Van Buren Conservation District needs.

**A Joint Board Meeting
of the Hartford Fire Board, Hartford City
Commission and Township of Hartford Board
for the purpose of discussing
the 2021-22 budget**

will be held on

Wednesday, February 10, 2021

at 7 p.m.

at the Hartford Fire Department

**436 E. Main St.
Hartford, MI 49057**

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

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

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following: Chair Steve Starner, 66561 CR 372, Hartford, MI 49057 or call 269-208-5896.

Posted on: 12/17/2021

Signature of Board Chairman _____



OFFICE OF COUNTY ADMINISTRATOR

219 EAST PAW PAW STREET, SUITE 201, PAW PAW, MICHIGAN 49079-1492
 Phone: (269) 657-8253; FAX: (269) 657-2547; EMAIL: faulj@vbco.org

John M. Faul
 County Administrator

TO: Local Assessing Units

FROM: John Faul, County Administrator

CC: Tony Meyaard, Equalization Director

DATE: December 16, 2020

SUBJECT: Designated Assessor – Addendum of Clarification to the Interlocal Agreement

Please see the attached Addendum of Clarification to the Van Buren County Interlocal Agreement for the County Designated Assessor. There is no action required on your part other than attaching it to the Agreement that you have previously approved.

The Addendum is needed because the Designated Assessor is also the current Equalization Director for Van Buren County. The State Tax Commission has advised that if an employee of the County Equalization Department is assigned as the Designated Assessor, it needs to be clear that the Interlocal Agreement is between the Assessing Units and the County not the Designated Assessor.

The Addendum clarifies that the Interlocal Agreement and any future contracts for assessing services arising from the Agreement are between the County and the Assessing Unit. There is no change in fees or costs as outlined in the Interlocal Agreement.

Please let me know if you have any questions and thank you for your consideration.

RECEIVED

DEC 18 2020

CITY OF HARTFORD

**ADDENDUM OF CLARIFICATION TO THE
VAN BUREN COUNTY INTERLOCAL AGREEMENT
FOR COUNTY DESIGNATED ASSESSOR**

This addendum of clarification provides clarification to the Van Buren County interlocal agreement for county designated assessor which was executed by the County Board of Commissioners on September 8, 2020.

This addendum of clarification does not change any fees or costs as outlined in section 5 of the interlocal agreement as signed by all parties involved.

IDENTIFIED CLARIFICATIONS RELATED TO SECTION 5 OF THE INTERLOCAL AGREEMENT

- This interlocal agreement and any future contracts for assessing services arising from this interlocal agreement shall be between the County Board of Commissioners and the Assessing District desiring to appoint the Designated Assessor as their Assessor of record.
- All payments for services will be paid directly to the County.



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

Police Report for Month of October 2020

Total Duty Hours	740	Foot Patrol Hours	20
Arrests	10	Felony	4
		Misdemeanor	6
Arrest Warrants Issued	10	Traffic Citations Issued	7
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	2
Assaults	4	UDAA (stolen auto)	0
Burglary	0	Larceny	1
Frauds	1	Property Destruction/Vandalism	2
NFS Checks	0	Juvenile Del	4
OUIL	1	Drug Investigations	0
Civils	8	Public Peace	4
Lost Property	1	Found Property	3
Suspicious Person(s)/Vehicle(s)	12	Alarms	4
Health/Safety	5	Traffic Crash	3
Assist to other Agencies	42	Michigan State Police	4
Van Buren Co Sheriff	9	FIRE/EMS	16
Other Local Agencies	4	Persons	9

Officers of the department handled 114 incidents during the month of October 2020.

As usual, if you have any questions, concerns, or suggestions, please contact me by calling or by stopping by our office!

Chief Tressa Beltran



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

Police Report for Month of November 2020

Total Duty Hours	720	Foot Patrol Hours	12
Arrests	18	Felony	10
		Misdemeanor	8
Arrest Warrants Issued	10	Traffic Citations Issued	8
Homicide	0	Robbery	0
Sex Crimes	1	Trespassing	0
Assaults	9	UDAA (stolen auto)	0
Burglary	1	Larceny	5
Frauds	2	Property Destruction/Vandalism	1
NFS Checks	0	Juvenile Del	0
OUIL	1	Drug Investigations	2
Civils	3	Public Peace	1
Lost Property	0	Found Property	2
Suspicious Person(s)/Vehicle(s)	6	Alarms	1
Health/Safety	1	Traffic Crash	2
Assist to other Agencies	39	Michigan State Police	4
Van Buren Co Sheriff	12	FIRE/EMS	11
Other Local Agencies	3	Persons	9

Officers of the department handled 103 incidents during the month of November 2020.

Due to Covid-19, we are not going to be doing the annual Shop with a Cop program. However, we are still going to be doing the Toy Box program. Please feel free to donate money, toys (new or gently used) or any item that you think a teen ager would appreciate for Christmas. The toys and items for the teenagers can be placed in boxes located at the City Hall, Family Dollar, Dollar General and Harding's.

If you would prefer to donate money, you can drop it off to me or write a check to the "HARTFORD POLICE RESERVES". Anything that you can do would be deeply appreciated!

As usual, if you have any questions, concerns, or suggestions, please contact me by calling or by stopping by our office!

Chief Tressa Beltran



Hartford Police Department

19 West Main Street - Hartford, Michigan. 49057

Ordinance Officer Report for Month of October 2020

Property Inspections:

	ADDRESS	VIOLATION	RESOLUTION
1	215 Bernard	House previously condemned	Work nearing completion.
2	115 E. Main St.	House being remodeled.	Work nearing completion.
3	50 Marion St.	Lightning Strike. Fire.	Work has started on interior.
4	110 Marion St.	Junk in yard.	Monitored.

Grass Violation Notices:

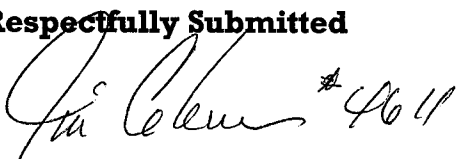
	ADDRESS	VIOLATION	RESOLUTION
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Blight Violation Postings:

	ADDRESS	VIOLATION	RESOLUTION
1	110 Michigan	Discarded clothes.	Removed.
2	110 Michigan	Scrap Metal in yard. Junk.	To be removed, stored.
3	501 Woodside	Branches blocking drive.	Trimmed.
4	28 South St.	Discarded cabinet.	Removed.
5	19 Elmwood St.	Junk in yard.	Eviction in process. Hearing in Nov.
6	525 Oak St.	Discarded trash.	Owner notified.
7	206 Oak St.	Discarded chest of drawers.	Removed.
8	123 Hart St.	Discarded building materials.	Owner notified.
9	8 S. Maple St	Discarded cabinet.	Removed.
10	112 Bennett St.	Discarded air conditioners.	Compliant.
11	200 Heywood St	Property overgrown.	Van Buren Co. property owner. Maintaining.
12	103 Paras Hill	Discarded wood.	Removed.
13	226 Edwin St.	Gray GMC, White Ford Expired	Will get current registrations.
14	23 Hilliard St.	Discarded items.	Removed.
15	38 W. Main St.	Siding falling off.	Owner contacted.
16	116 Bernard St	Yellow T-Bird. Expired.	Will get current registration.
17	109 Pleasant St	Junk in yard.	Owner contacted.
18	112 Edwin St.	Tarp on roof.	Owner contacted. Will repair.
19	MHV Lot 59	Mobile Home being removed.	In progress.
20	420 E. Main St.	Discarded sink.	Removed.
21	120 Linden St.	Discarded furniture.	Removed.
22	311 Oak St.	Discarded gaming table.	Removed.
23	525 Clark St.	Mobile Home being removed.	In progress.
24	106 South St.	Discarded toilet.	Removed.
25	11 W. Main St.	Hedges over sidewalk.	Owner notified.
26	Rice Sports Main	Roof felt coming off.	Owner will replace.
27	518 Oak St.	Metal shelving.	Removed.

Property Inspections	4
Grass Violations Postings	0
Grass Violation Follow-up	0
Blight Violation Posting	27
Blight Violation Follow-up	27
Total:	58

Respectfully Submitted



Officer Jim Coleman #4611
Ordinance Officer
City of Hartford



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

Ordinance Officer Report for Month of November 2020

Property Inspections:

	ADDRESS	VIOLATION	RESOLUTION
1	215 Bernard	House previously condemned	Work nearing completion.
2	115 E. Main St.	House being remodeled.	Work nearing completion.
3	50 Marion St.	Lightning Strike. Fire.	Work has started on interior.
4	110 Marion St.	Junk in yard.	Monitored.
5	525 Clark St.	Carport installed.	Owner will get permit.

Grass Violation Notices:

	ADDRESS	VIOLATION	RESOLUTION
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Blight Violation Postings:

	ADDRESS	VIOLATION	RESOLUTION
1	116 Hillsboro	Discarded recliner.	Removed.
2	110 Michigan	Scrap Metal in yard. Junk.	To be removed, stored.
3	116 South St.	Trailer loaded with trash.	Removed.
4	103 Bernard St.	Junk in backyard.	House empty. Being repaired.
5	19 Elmwood St.	Junk in yard.	Eviction in process. Hearing in Dec.
6	525 Oak St.	Discarded trash.	Removed.
7	28 South St.	Discarded recliner.	Removed.
8	123 Hart St.	Discarded building materials.	Removed.
9	106 Washington	Discarded shelving.	Removed.
10	112 Bennett St.	Discarded air conditioners.	Compliant.
11	200 Heywood St	Property overgrown.	Van Buren Co. property owner. Maintaining.
12	106 Paras Hill	Discarded bed.	Removed.
13	226 Edwin St.	Gray GMC, White Ford Expired	Will get current registrations.
14	108 N. Center St.	Discarded items.	Removed.
15	38 W. Main St.	Siding falling off.	Owner contacted.
16	116 Bernard St	Yellow T-Bird. Expired.	Removed.
17	109 Pleasant St	Junk in yard.	Owner contacted.
18	112 Edwin St.	Tarp on roof.	Owner contacted. Will repair.
19	MHV Lot 59	Mobile Home being removed.	Removed.
20	102 Mary St.	Discarded mattresses.	Owner contacted.
21	206 Pleasant St.	Discarded dryer.	Removed.
22	105 N. Center St.	Discarded refrigerator.	Removed.
23	525 Clark St.	Mobile Home being removed.	Removed.
24	514 Oak St.	Discarded sofa, etc.	Owner deceased. Family handling.
25	11 W. Main St.	Hedges over sidewalk.	Removed.
26	Rice Sports Main	Roof felt coming off.	Process of being replaced.

27	502 W. Main St.	Discarded furniture.	Removed.
28	125 Olds St.	Discarded sofa.	Owner notified.
29	456 S. Maple St.	Discarded chest of drawers.	Removed.
30	215 Shepard St.	Junk, expired vehicles.	Owner notified.
31	208 N. Maple St.	Discarded chest of drawers.	Removed.
32	116 Hillsboro	Discarded mattress.	Removed.
33	101 S. Center St.	Discarded mattress.	Removed.
34	MHV Lot 76	Discarded carpeting.	Owner notified.
35	201 Reynolds St.	Discarded metal bars.	Removed.
36	522 Clark St.	Discarded refrigerator.	Removed.
37	102 N. Haver St.	Discarded cabinet.	Owner to be notified.
38	109 N. Center St.	Discarded cabinet.	Owner to be notified.
39	21 Spaulding St.	Discarded toilet.	Owner notified.
40	110 VanDelyn	Discarded chair.	Owner to be notified.

Property Inspections 5

Grass Violations Postings 0

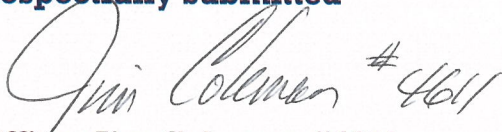
Grass Violation Follow-up 0

Blight Violation Posting 40

Blight Violation Follow-up 40

Total: 85

Respectfully Submitted



Officer Jim Coleman #4611
Ordinance Officer
City of Hartford

Hartford Fire Department

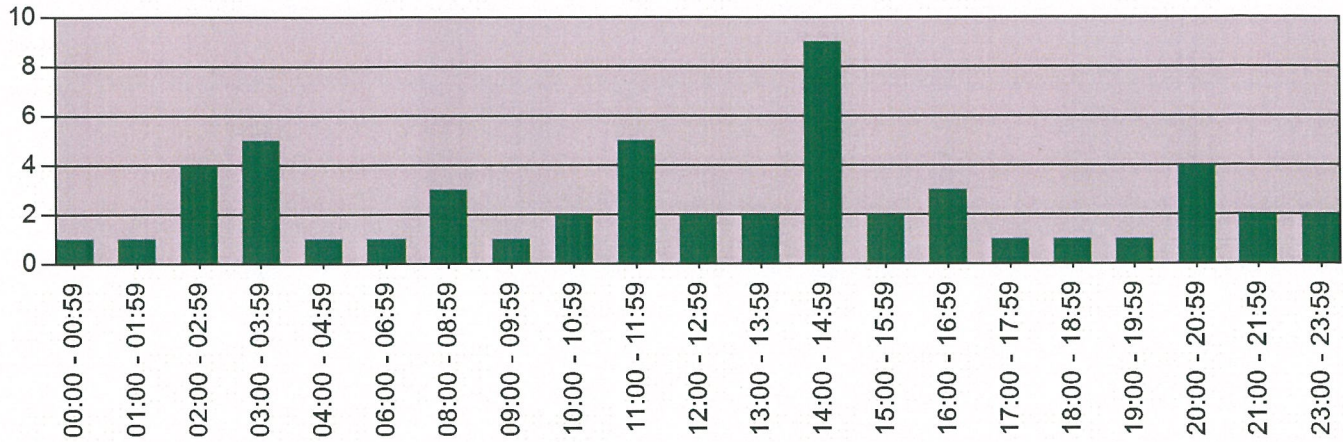
Hartford, MI

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Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 10/01/2020 | End Date: 10/31/2020



HOUR	# of CALLS
00:00 - 00:59	1
01:00 - 01:59	1
02:00 - 02:59	4
03:00 - 03:59	5
04:00 - 04:59	1
06:00 - 06:59	1
08:00 - 08:59	3
09:00 - 09:59	1
10:00 - 10:59	2
11:00 - 11:59	5
12:00 - 12:59	2
13:00 - 13:59	2
14:00 - 14:59	9
15:00 - 15:59	2
16:00 - 16:59	3
17:00 - 17:59	1
18:00 - 18:59	1
19:00 - 19:59	1
20:00 - 20:59	4
21:00 - 21:59	2
23:00 - 23:59	2
TOTAL:	53

Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 898

Page # 1 of 1

Hartford Fire Department

Hartford, MI

This report was generated on 11/2/2020 11:28:33 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 10/01/2020 | End Date: 10/31/2020

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	27
2	17
3	9

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

Hartford Fire Department

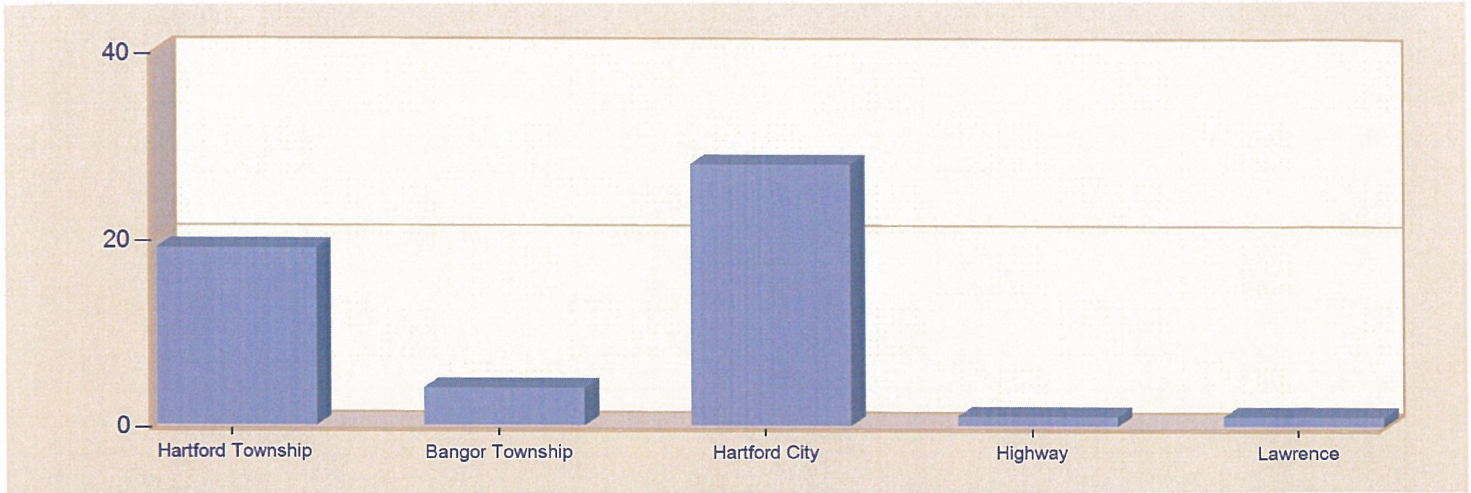
Hartford, MI

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Incident Type Count per Zone for Date Range

Start Date: 10/01/2020 | End Date: 10/31/2020



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	131 - Passenger vehicle fire	2
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	12
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	445 - Arcing, shorted electrical equipment	1
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	19
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Bangor Township - Bangor:</i>	4
Hartford City - Hartford		
	111 - Building fire	1
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	22
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Hartford City - Hartford:</i>	28
Highway - I 94		

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

ZONES	INCIDENT TYPE	COUNT
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Highway - I 94:</i>	<i>1</i>
Lawrence - Township		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Lawrence - Township:</i>	<i>1</i>
Total Count for all Zone:		53

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



Hartford Fire Department

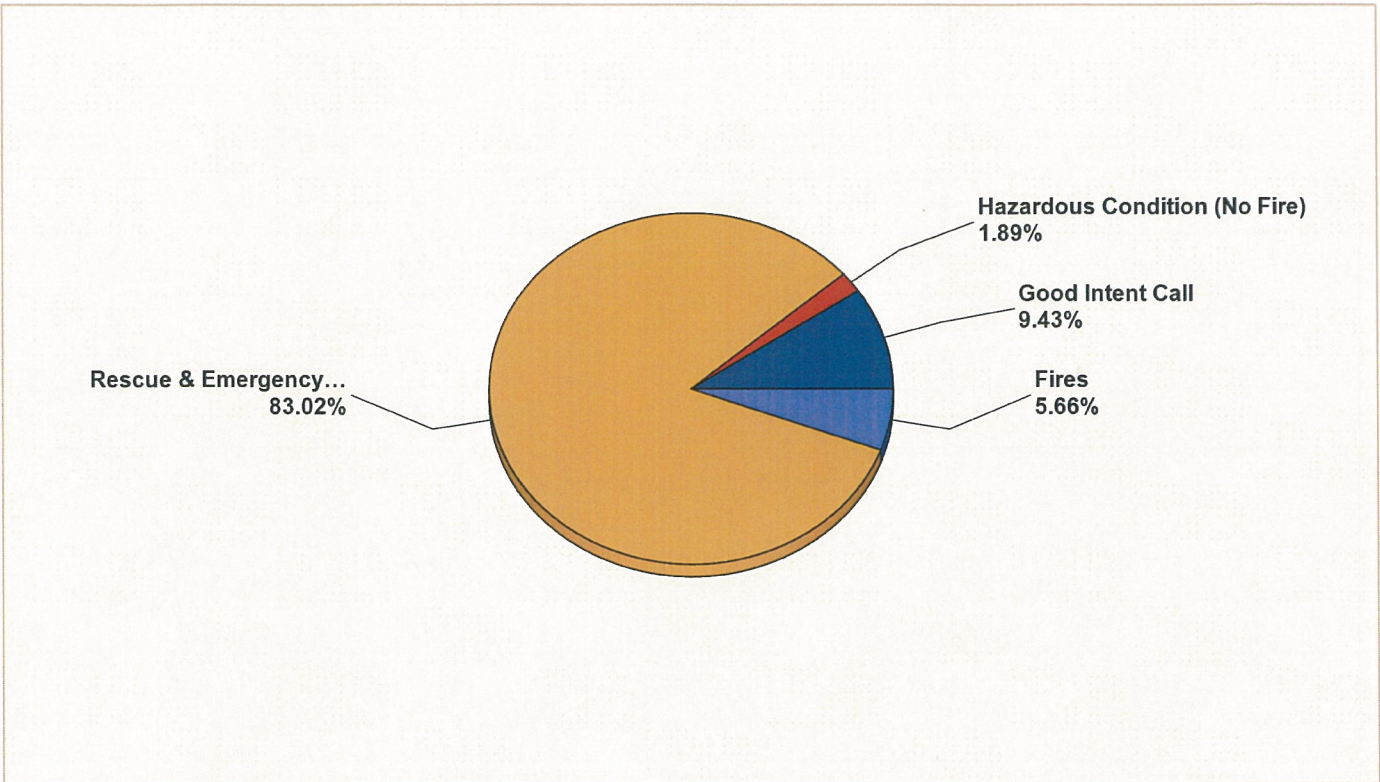
Hartford, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2020 | End Date: 10/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	5.66%
Rescue & Emergency Medical Service	44	83.02%
Hazardous Condition (No Fire)	1	1.89%
Good Intent Call	5	9.43%
TOTAL	53	100%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.89%
131 - Passenger vehicle fire	2	3.77%
311 - Medical assist, assist EMS crew	5	9.43%
321 - EMS call, excluding vehicle accident with injury	36	67.92%
322 - Motor vehicle accident with injuries	1	1.89%
324 - Motor vehicle accident with no injuries.	2	3.77%
445 - Arcing, shorted electrical equipment	1	1.89%
611 - Dispatched & cancelled en route	4	7.55%
651 - Smoke scare, odor of smoke	1	1.89%
TOTAL INCIDENTS:	53	100%

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

**Hartford Fire Board Meeting
November 9, 2020
October Business**

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Hartford Fire Board
Agenda
Monday, November 9, 2020, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Steve Starner, Chad Hunt, Helen Sullivan, Chris Postello
- III. Public Comment: Limited to three minutes per person
- IV. Approval of the Agenda. Motion by _____ Second by _____ Motion _____
- V. Approval of previous meeting minutes from October 12, 2020: Motion by _____ Second _____ Motion _____
- VI. Approval of October Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____
 - a. Accounts Payable: Amount **\$22,036.01** Motion by _____ Second _____ by roll call vote _____
- VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- VIII. Fire calls
- IX. Unfinished Business:
 - NONE
- X. New Business:
 - a. Approve the raising of the Assistant Chief pay to \$400.00 per month in addition to Call Pay. Motion by _____ Second _____ to raise the Assistant Chief’s pay to \$400.00 per month. Motion _____ upon roll call vote of members present
 - b. Approve the correction of the 2020/2021 budget to reflect the hazard pay grant received in the amount of 19,000.00. Motion to correct the budget in the amount of 19,000.00 by _____; Second by _____ Motion _____ upon roll call vote of members present.
 - c. Committee to review policies. Motion by _____ Second _____ to form a committee to review all policies. Motion _____
- XI. Reports:
 - a. Fire Chief
 - b. Assistant Fire Chief
 - c. Board

Motion by _____ second by _____ to adjourn at _____ pm.

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting October 12, 2020

Members Present upon roll call: Steve Starner; Jerry Birmele; Chad Hunt; Helen Sullivan; Chief Harting
 Absent: Chris Postello

Others Present: Carole Kiernan, Kevin McGrew

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

Public comment opened at 7:01. No public comments, closed at 7:01.

The proposed agenda for the October 12, 2020 Fire Board meeting was presented. Motion Hunt, Second by Birmele; to approve the agenda as presented. Motion: Approved

The proposed minutes of the September 14, 2020 Fire Board meeting were presented. Motion Birmele; Second by Sullivan to accept the minutes as presented Motion: Approved.

The September Treasurer's report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer's report as presented. Motion: Approved.

Bills were presented for approval in the amount of **\$48,644.43** Motion by Birmele; Second by Sullivan; to pay bills in amount of **\$48,644.43**. Motion Approved upon unanimous roll call vote of members present.

Unfinished Business:

None

New Business:

Approve the hiring of Cole Hunt as a probationary FF/EMT as recommended by the hiring committee. Motion by Sullivan Second Starner to hire probationary FF/EMT as recommended. Motion: Approved with Hunt abstaining. FF 1 & II

Fire Chief's Report:

Meetings Attended:

None

Information:

- Received Hazard Pay through the CARES Act, \$1,000 per employee
- Inspected Med Leaf for license renewal
- Initial plan review for addition to the Catholic Church on 60th AVE. (2,200 sq. ft.)
- Annual service/inspection completed on all fire extinguisher's

Respectfully Submitted,

Minutes of Fire Board Meeting October 12, 2020

R. Harting

Robbie Harting – Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

NONE

Information:

- Fire Drills at all the schools.
- Pancake Breakfast preparation
- Pancake Breakfast was a huge success !
- 8 am cleanup/Reo out to the Township Building
- Flags picked up at the cemetery
- Fire Prevention at schools-sent videos for kids to watch and sent our normal packets to hand out to each student
- Working with website guy to learn how to manage the site.
- Interview and test potential new hire.

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Board members suggested the need to form a committee to review policies.

Motion by Birmele; second by Hunt; to close meeting at 7:30 p.m. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting November 9, 2020

Members Present upon roll call: Steve Starner; Chad Hunt; Helen Sullivan; Chief Harting Absent: Jerry Birmele; Chris Postello

Others Present: Carole Kiernan, Kevin McGrew

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

Public comment opened at 7:01. No public comments, closed at 7:01.

The proposed agenda for the November 9, 2020 Fire Board meeting was presented. Motion Hunt, Second by Sullivan; to approve the agenda as presented. Motion: Approved

The proposed minutes of the October 12, 2020 Fire Board meeting were presented. Motion Starner; Second by Sullivan to accept the minutes as presented Motion: Approved.

The October Treasurer's report was presented. Motion by Hunt; Second by Sullivan; to accept Treasurer's report as presented. Motion: Approved.

Bills were presented for approval in the amount of **\$22,036.01** Motion by Hunt; Second by Starner; to pay bills in amount of **\$22,036.01**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

Approve the raising of the Assistant Chief pay to \$400.00 per month in addition to Call Pay. Motion by Hunt; Second by Sullivan to raise the Assistant Chief's pay to \$400.00 per month. Motion: Approved.

Approve the correction of the 2020/2021 budget to reflect the hazard pay grant received in the amount of 19,000.00. Motion to correct the budget in the amount of 19,000.00 by Starner; Second by Hunt; Motion Approved.

Committee of officers and Board Chairman to review policies. Motion by Hunt Second Sullivan to form said committee to review all policies. Motion Approved

Fire Chief's Report:

Meetings Attended:

None

Information:

- Walkthrough/pre-plan Hanson's Cold Storage
- Fire Prevention-Kid Builders
- New Tires on 1831
- Renewed CLIA license – Blood glucose checks
- Working on 2020-2021 Budget
- Copy machine/printer needs to be replaced, looking at options

Respectfully Submitted,

R. Harting

Robbie Harting – Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

NONE

Information:

- Website update Need to meet in person to go over details of making updates to site.
- Halloween Trick or treating was successful
- Outside Cleanup- Leaf cleanup
- Tires from 1831 sold to Meachum's Farms
- Fire Truck update
- Upcoming projects

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Board members suggested budgeting for an E-Tool & personal CO2 monitors for firefighters

Minutes of Fire Board Meeting November 9, 2020

Motion by Hunt; second by Starner; to close meeting at 7:35 p.m. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

SE

TO

Hartford Fire Board
Profit & Loss Budget Performance
October 2020

	<u>Oct 20</u>	<u>Jul - Oct 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense				
Income				
303 Investment Market Changes	-22.00	7,944.04		
401 Hartford Township	13,427.79	53,711.16	53,711.12	161,133.36
402 Hartford City	8,951.85	35,807.40	35,807.44	107,422.31
404 Interest	1.26	5.16		
405 Miscellaneous	0.00	630.00		
409 Fire Report Request	0.00	10.00	15.48	46.44
412 Hartford Township Millage	0.00	7,123.92		
420 Bangor 1st Resp Reimburse	1,108.00	4,666.87	1,787.64	5,362.92
521 Cost Recovery Reimbursement	345.38	6,261.94	4,011.04	12,033.12
Accounts Receivable	0.00	0.00	896.24	2,688.72
Donation	0.00	8.13		
Federal Grant Receivable	0.00	20,192.00		
Other Revenues	0.00	5,475.00		
Total Income	<u>23,812.28</u>	<u>141,835.62</u>	<u>96,228.96</u>	<u>288,686.87</u>
Gross Profit	23,812.28	141,835.62	96,228.96	288,686.87
Expense				
500 Payroll				
500.1 Fire Chief	4,179.38	16,717.52	16,717.52	50,152.60
500.10 Chief Health Benefits	0.00	6,754.36	5,878.92	17,636.76
500.2 Firefighters/Medics	3,872.94	17,811.58	20,666.64	62,000.00
500.3 Support Staff	637.50	2,700.00	2,333.32	7,000.00
500.4 Chief Retirement	0.00	1,003.08	1,000.04	3,000.16
500.5 Shift Coverage	0.00	0.00	4,800.00	14,400.00
500 Payroll - Other	1,110.00	4,470.00	0.00	0.00
Total 500 Payroll	<u>9,799.82</u>	<u>49,456.54</u>	<u>51,396.44</u>	<u>154,189.52</u>
501 Professional, Insur.& Legal				
501.1 Legal Expenses	0.00	0.00	1,000.00	3,000.00
501.2 Professional - Audit	1,500.00	1,500.00	2,666.65	8,000.00
Total 501 Professional, Insur.& Legal	<u>1,500.00</u>	<u>1,500.00</u>	<u>3,666.65</u>	<u>11,000.00</u>
502 Utilities				
502.1 Internet-Telephone	186.89	1,096.28	750.00	2,250.00
502.2 Electric	353.00	1,765.00	1,800.00	5,400.00
502.3 Natural Gas	106.00	424.00	666.64	2,000.00
502.4 First Net-AT&T	350.96	1,051.55	1,440.00	4,320.00
502.5 EPS Door Security	0.00	290.46	200.00	600.00
Total 502 Utilities	<u>996.85</u>	<u>4,627.29</u>	<u>4,856.64</u>	<u>14,570.00</u>
503 Mileage				
503.1 Mileage - other	0.00	0.00	33.32	100.00
Total 503 Mileage	<u>0.00</u>	<u>0.00</u>	<u>33.32</u>	<u>100.00</u>
505 Building Maintenance				
505.1 Bldg Supplies/Maintenanc	87.96	135.95	1,166.64	3,500.00
505.2 Building Maintenance	0.00	29.22	333.32	1,000.00

Hartford Fire Board
Profit & Loss Budget Performance
October 2020

Item 12.

	Oct 20	Jul - Oct 20	YTD Budget	Annual Budget
505.3 Grounds Maintenance	0.00	1,190.42	480.00	1,440.00
505.5-Trash	0.00	0.00	100.00	300.00
505 Building Maintenance - Other	0.00	74.25	0.00	0.00
Total 505 Building Maintenance	87.96	1,429.84	2,079.96	6,240.00
506 Fuel				
506.1 Unleaded Gas	210.97	587.05	1,066.64	3,200.00
506.2 Diesel	270.11	656.66	666.64	2,000.00
Total 506 Fuel	481.08	1,243.71	1,733.28	5,200.00
508 Vehicle Maintenance				
508.1 Ladder #1841	0.00	415.36	700.00	2,100.00
508.2 Tanker #1831	0.00	562.73	2,366.64	7,100.00
508.3 Heavy Rescue #1871	0.00	1,734.50	833.32	2,500.00
508.4 Rescue Pickup #1869	20.00	332.12	133.32	400.00
508.5 Jeep #1860	0.00	0.00	133.32	400.00
508.6 Explorer #1810	0.00	0.00	233.32	700.00
508.7 Pick-Up #1801	0.00	0.00	133.32	400.00
Total 508 Vehicle Maintenance	20.00	3,044.71	4,533.24	13,600.00
511 Office				
511.1 Office Equipment	0.00	0.00	100.00	300.00
511.2 Equipment Repairs	0.00	0.00	100.00	300.00
511.3 Office Supplies	430.05	610.24	500.00	1,500.00
511.4 Printing	0.00	0.00	66.64	200.00
511.5 Software/Upgrades	0.00	79.49	333.32	1,000.00
511.6 Copy Lease	0.00	112.17	120.00	360.00
Total 511 Office	430.05	801.90	1,219.96	3,660.00
512 Insurance				
512.1 Worker's Comp	1,444.00	2,789.75	1,633.32	4,900.00
512.10 Accident & Sickness Ins	0.00	0.00	6,898.32	20,695.00
512 Insurance - Other	0.00	7,711.00		
Total 512 Insurance	1,444.00	10,500.75	8,531.64	25,595.00
513 Payroll Taxes	2,273.72	13,834.33		
514 Banking Fees	0.00	0.00	0.00	0.00
515 Equipment & Equip Maint				
515.1 Ladder #1841	0.00	0.00	233.32	700.00
515.10 Firefighting Foam	0.00	0.00	333.32	1,000.00
515.11 Ford Truck	0.00	44.12	33.32	100.00
515.2 Tanker #1831	0.00	0.00	233.32	700.00
515.3 Heavy Rescue #1871	0.00	0.00	533.32	1,600.00
515.4 Rescue Pickup #1869	0.00	0.00	66.68	200.00
515.5 Jeep #1860	0.00	0.00	66.68	200.00
515.6 Explorer #1810	0.00	0.00	33.32	100.00
515.7 Eq't Maintenance Other	0.00	0.00	66.68	200.00
515.8 Small Equipment Maintenanc	240.29	346.45	66.68	200.00
515.9 Medical Supplies	681.90	800.16	500.00	1,500.00

Hartford Fire Board
Profit & Loss Budget Performance
October 2020

Item 12.

	Oct 20	Jul - Oct 20	YTD Budget	Annual Budget
Total 515 Equipment & Equip Maint	922.19	1,190.73	2,166.64	6,500.00
516 Training				
516.1 Fire Chief Training	0.00	0.00	500.00	1,500.00
516.2 Firefighter I & II	0.00	0.00	333.32	1,000.00
516.3 Medic	50.00	50.00	333.32	1,000.00
516.4 Fire Officer Classes	0.00	0.00	333.32	1,000.00
516.5 Drivers Training	0.00	0.00	66.68	200.00
516.6 Training - Other	0.00	0.00	0.00	0.00
Total 516 Training	50.00	50.00	1,566.64	4,700.00
518 Physicals				
518.1 Annual Physicals	0.00	0.00	2,466.68	7,400.00
518.2 New Employee Physicals	0.00	0.00	100.00	300.00
Total 518 Physicals	0.00	0.00	2,566.68	7,700.00
519 Subscriptions & Dues				
519.1 HelpNet	0.00	372.00	266.68	800.00
519.11 West MI Assn of Fire Chi	0.00	0.00	50.00	150.00
519.13 S MEMSIC	0.00	0.00	25.00	75.00
519.14 Van Buren Co. FF Assn	0.00	0.00	0.00	0.00
519.2 Magazine Subscriptions	0.00	0.00	66.68	200.00
519.3 FirePrograms	0.00	1,711.69	570.52	1,711.60
519.4 IAFC	0.00	0.00	83.32	250.00
519.5 MI State Firefighters Asn	75.00	75.00	33.32	100.00
519.6 NFPA	0.00	0.00	100.00	300.00
519.9 MPSCS	0.00	0.00	33.32	100.00
Total 519 Subscriptions & Dues	75.00	2,158.69	1,228.84	3,686.60
525 Personal Equipment				
525.1 Duty Gear	0.00	1,185.04	2,333.32	7,000.00
525.2 Personal Equipment	0.00	12.66	933.32	2,800.00
525.3 Small Equipment	55.05	375.05	533.32	1,600.00
Total 525 Personal Equipment	55.05	1,572.75	3,799.96	11,400.00
527 Bank Fees	44.30	126.50	83.32	250.00
528 Bd Members Compensation	120.00	360.00	750.00	2,250.00
529 Mandatory Annual Testing				
529.1 Personal Veh Inspections	0.00	0.00	166.68	500.00
529.2 Fire Extinguishers	300.00	370.00	100.00	300.00
529.3 Hoses	18.50	2,468.10	900.00	2,700.00
529.4 Ladders	0.00	1,236.45	400.00	1,200.00
529.6 Bottles	0.00	0.00	166.68	500.00
529.8 Air Compressor	0.00	165.00	333.32	1,000.00
529.9 Flow Testing Air Packs	0.00	0.00	333.32	1,000.00
Total 529 Mandatory Annual Testing	318.50	4,239.55	2,400.00	7,200.00
530 Generator				
530.1 Maintenance	0.00	0.00	83.32	250.00
530.2 Maintenance Contract	0.00	0.00	233.32	700.00

Hartford Fire Board
Profit & Loss Budget Performance
 October 2020

Item 12.

	Oct 20	Jul - Oct 20	YTD Budget	Annual Budget
Total 530 Generator	0.00	0.00	316.64	950.00
531 Auxiliary				
531.1 Auxiliary Supplies	0.00	0.00	83.32	250.00
Total 531 Auxiliary	0.00	0.00	83.32	250.00
Capital Expense	0.00	0.00	164,898.75	164,898.75
Investment Fees	0.00	3.00		
Payroll Tax Expense	3,417.49	26,987.83	4,666.68	14,000.00
Uncategorized Expenses	0.00	1,519.97		
Total Expense	22,036.01	124,648.09	262,578.60	457,939.87
Net Ordinary Income	1,776.27	17,187.53	-166,349.64	-169,253.00
Net Income	1,776.27	17,187.53	-166,349.64	-169,253.00

Treasurer's Report for meeting on November 9, 2020 For the month ending October 31, 2020

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended Sept. 30, 2020 – tcf bank **\$ 152,800.18**

XXX September Deposits

City of Hartford – Contribution (October)	\$ 8,951.85
Township of Hartford – Contribution (October)	\$ 13,427.79
Bangor Township Cost Recovery	\$ 1,108.00
Cost Recovery	\$ 625.62
Pride Care	\$ 0.00
Interest	\$ 1.04

Total Deposits **\$ 24,114.30**

Total Balance of General Fund \$ 176,914.48

XXX Expenditures for approval:

Vendors payable	\$ 11,226.89
Payroll released October 2020 (9,999.82 - 1,979.53)	\$ 8,020.29
Bank Fees	\$ 44.30
MI & Fed Tax Withholdings	\$ 2,744.53

Total Expenditure \$ 22,036.01

General Fund Balance October 31, 2020 \$ 154,878.47

Capital Equipment

Reconciled Cash Balance as of October 31, 2020 – Millage Fund **\$ 9,698.10**

Reconciled Cash Balance as October 31, 2020 – Maintenance Fund **\$ 16,320.66**

Cash Balances for month October 31, 2020 **\$ 26,018.76**

Renewal CD Balance as of month ended October 31, 2020 **\$ 0.00**

Invested Capital Equipment

Et Cetera Investment Services, LLC – Millage Fund Investment Sept. 30, 2020 **\$ 80,346.45**

Et Cetera Investment Services, LLC—TCF Beginning balance **\$ 100,344.12**

**Hartford Fire Board
November 9, 2020 Meeting
Income & Expense and Expenses by Vendor Summary
October Business**

Expense by Vendor

	<u>Oct 20</u>
A T & T	-350.96
Chad Hunt	-30.00
Comcast	-186.89
Consumers Energy	-106.00
Crystal Flash Energy	-270.11
First Bankcard	-1,524.34
Hartford Firefighters Association	-50.00
Helen Sullivan	-30.00
Hungerford Nichols CPA	-1,500.00
Indiana Mich Power	-353.00
IRS Online Payment	-2,273.72
Jerry Birmele	-30.00
KSS Enterprises	-78.43
Liberty Mutual	-1,444.00
Michigan State Firemen's Assoc.	-75.00
ShellFleet Plus Card	-103.45
State of MI WH Online Payment	-2,452.49
Steven Starner	-30.00
Summit Companies	-318.50
Tom Smith Tractor Parts	-20.00
TOTAL	11,226.89

Income & Expense

	<u>Oct 20</u>
Income	
303 Investment Market Changes	-22.00
401 Hartford Township	13,427.79
402 Hartford City	8,951.85
404 Interest	1.26
420 Bangor 1st Resp Reimburse	1,108.00
521 Cost Recovery Reimbursement	345.38
Total Income	23,812.28
	23,812.28
Expense	
500 Payroll	

500.1 Fire Chief	4,179.38
500.2 Firefighters/Medics	3,872.94
500.3 Support Staff	637.50
500.4 Chief Retirement	0.00
500 Payroll - Other	1,110.00
Total 500 Payroll	9,799.82
501 Professional, Insur.& Legal	
501.2 Professional - Audit	1,500.00
Total 501 Professional, Insur.& Legal	1,500.00
502 Utilities	
502.1 Internet-Telephone	186.89
502.2 Electric	353.00
502.3 Natural Gas	106.00
502.4 First Net-AT&T	350.96
Total 502 Utilities	996.85
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	87.96
Total 505 Building Maintenance	87.96
506 Fuel	
506.1 Unleaded Gas	210.97
506.2 Diesel	270.11
Total 506 Fuel	481.08
508 Vehicle Maintenance	
508.4 Rescue Pickup #1869	20.00
Total 508 Vehicle Maintenance	20.00
511 Office	
511.3 Office Supplies	430.05
Total 511 Office	430.05
512 Insurance	
512.1 Worker's Comp	1,444.00
Total 512 Insurance	1,444.00
513 Payroll Taxes	2,273.72
515 Equipment & Equip Maint	
515.8 Small Equipment Maintenanc	240.29
515.9 Medical Supplies	681.90
Total 515 Equipment & Equip Maint	922.19
516 Training	
516.3 Medic	50.00
Total 516 Training	50.00
519 Subscriptions & Dues	
519.5 MI State Firefighters Asn	75.00

**Hartford Fire Board
November 9, 2020 Meeting
Income & Expense and Expenses by Vendor Summary
October Business**

Total 519 Subscriptions & Dues	75.00	Total 529 Mandatory Annual Testing	318.50
525 Personal Equipment		Payroll Tax Expense	3,417.49
525.3 Small Equipment	<u>55.05</u>	Total Expense	<u>22,036.01</u>
Total 525 Personal Equipment	55.05		1,776.27
527 Bank Fees	44.30	Net Income	<u>1,776.27</u>
528 Bd Members Compensation	120.00		
529 Mandatory Annual Testing			
529.2 Fire Extinguishers	300.00		
529.3 Hoses	<u>18.50</u>		

Hartford Fire Board November 9, 2020 Meeting Payroll Summary October Business

	TOTAL		
	Hours	Rate	Oct 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	2.00		4,179.38
Assistant Fire Chief	1.00		200.00
Fire Board Office	42.50		637.50
Fire Call	14.00		199.00
Med Assist	147.50		2,175.69
Mutual Aid	4.00		59.00
Other	15.00		220.00
PI Accident	19.00		277.00
Shift Coverage	74.00		1,110.00
Training	25.00		369.75
Vehicle Fire	15.00		220.00
Vehicle Inspection	24.00		352.50
Total Gross Pay	383.00		9,999.82
Deductions from Gross Pay			
Dental-Vision			-26.86
Firefighters Assn Dues			-577.89
Health Insurance			-336.74
Total Deductions from Gross Pay			-941.49
Adjusted Gross Pay	383.00		9,058.33
Taxes Withheld			
Federal Withholding			-727.00
Medicare Employee			-145.01
Social Security Employee			-619.99
MI - Withholding			-487.53
Medicare Employee Addl Tax			0.00
MI - Cities Res Tax			0.00
MI - Cities Work Tax			0.00
Total Taxes Withheld			1,979.53
Net Pay	383.00		7,078.80
Employer Taxes and Contributions			
Company FICA			619.99
Company Med			145.01
Retirement Fund			236.34
MI - Obligation Assessment			0.00
Total Employer Taxes and Contributions			1,001.34

**Hartford Fire Board Meeting
November 9, 2020
Balance Sheet & Deposit Detail
October Business**

BALANCE SHEET

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
102 Regular Check Chem Bk...847	85,816.78
105 CD Fund Equity..C...288	-336.62
106 Millage Fund Chem Bank .167	9,698.10
108 Maintenance Chem Bk ...183	16,320.66
Chemical Financial Advisors	80,346.45
TCF Investment Services #2	100,344.12
Total Checking/Savings	292,189.49
Total Current Assets	292,189.49
TOTAL ASSETS	292,189.49

Deposit Detail

	Type	Num	Date	Name	Account	Amount
	Deposit		10/02/2020		102 Regular Check Chem Bk...847	50,344.12
					105 CD Fund Equity..C...288	-50,344.12
TOTAL						-50,344.12
	Deposit		10/02/2020		TCF Investment Services #2	100,344.12
					102 Regular Check Chem Bk...847	-
						100,344.12
TOTAL						-
	Deposit		10/15/2020		102 Regular Check Chem Bk...847	22,379.64
					401 Hartford Township	-13,427.79
					402 Hartford City	-8,951.85
TOTAL						-22,379.64
	Deposit		10/21/2020		102 Regular Check Chem Bk...847	1,108.00
					420 Bangor 1st Resp Reimburse	-1,108.00
TOTAL						-1,108.00
	Deposit		10/28/2020		102 Regular Check Chem Bk...847	625.62
					521 Cost Recovery Reimbursement	-625.62
TOTAL						-625.62
	Deposit		10/31/2020		108 Maintenance Chem Bk ...183	0.14
					404 Interest	-0.14
TOTAL						-0.14
	Deposit		10/31/2020		106 Millage Fund Chem Bank .167	0.08
					404 Interest	-0.08
TOTAL						-0.08
	Deposit		10/31/2020		102 Regular Check Chem Bk...847	1.04
					404 Interest	-1.04
TOTAL						-1.04
	Paycheck	ACH	10/31/2020	Alonso, Luz R	102 Regular Check Chem Bk...847	0.00
					500.2 Firefighters/Medics	28.00
					410 Firefighters Assn Dues	-24.68
					Payroll Tax Expense	1.73

**Hartford Fire Board Meeting
November 9, 2020
Balance Sheet & Deposit Detail
October Business**

				Payroll Liabilities	-1.73
				Payroll Liabilities	-1.73
				Payroll Tax Expense	0.40
				Payroll Liabilities	-0.40
				Payroll Liabilities	-0.40
				Payroll Liabilities	-1.19
TOTAL					0.00
	Paycheck	ACH	10/31/2020	Mason, David S	
				102 Regular Check Chem Bk...847	0.00
				500.2 Firefighters/Medics	15.00
				410 Firefighters Assn Dues	-13.21
				Payroll Tax Expense	0.93
				Payroll Liabilities	-0.93
				Payroll Liabilities	-0.93
				Payroll Tax Expense	0.22
				Payroll Liabilities	-0.22
				Payroll Liabilities	-0.22
				Payroll Liabilities	-0.64
TOTAL					0.00

Fire Chief's Report

November

Information:

- Walkthrough/pre-plan Hanson's Cold Storage
- Fire Prevention-Kid Builders
- New Tires on 1831
- Renewed CLIA license – Blood glucose checks
- Working on 2020-2021 Budget
- Copy machine/printer needs to be replaced, looking at options

Respectfully Submitted,

R. Harting

Robbie Harting – Fire Chief

Assistant Chief Report

November

Information

- Website update
- Halloween Trick or treating
- Outside Cleanup- Leaf cleanup
- Tires from 1831 sold to Meachum's Farms
- Fire Truck update

- Upcoming projects

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

October 2020 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
1-Oct	506-City	23:27	Center	2	\$ 26.75	Med Assist-Abdomina
3-Oct	506-Twp	0:57	CR 687	2	\$ 26.75	Med Assist-Sick Pers
3-Oct	507-Twp	14:35	Red Arrow	4	\$ 45.00	Other-Wires Down
4-Oct	508-Twp	10:22	62nd & 61st	14	\$ 86.00	PI Accident
4-Oct	509-City	11:30	Main	14	\$ 98.75	Med Assist-Rib Pain
4-Oct	510-City	11:58	Marion	14	\$ 44.00	Med Assist-Fall
4-Oct	511-City	20:25	Main	5	\$ 74.50	Med Assist-ETOH
5-Oct	512	3:29	Lawrence Village	4	\$ 59.00	Mutual Aid-Structure I
6-Oct	513-City	11:23	Maple	3	\$ 30.50	Med Assist-Sick Pers
6-Oct	514-Twp	14:28	Red Arrow	1	\$ -	Med Assist-Chest Pai
6-Oct	515	16:41	Bangor Twp	2	\$ 27.75	Med Assist-Difficulty I
6-Oct	516	20:25	Bangor Twp	6	\$ 73.25	Med Assist-Suicidal
7-Oct	517	3:09	I-94	5	\$ 72.00	Vehicle Fire
7-Oct	518-Twp	14:46	67 1/2	3	\$ 31.50	Med Assist-Fall
8-Oct	519-City	13:16	Elmwood	8	\$ 199.00	Structure Fire
10-Oct	520-Twp	3:53	Red Arrow	2	\$ 33.12	Med Assist-Sick Pers
10-Oct	521-City	13:03	Oak	6	\$ 90.00	Med Assist-Chest Pai
10-Oct	522-City	14:15	Linden	5	\$ 74.00	Med Assist-Bleeding
11-Oct	523-Twp	14:26	CR 687	10	\$ -	Med Assist-Assault
11-Oct	524-City	20:59	Main	6	\$ 89.00	Med Assist-Man Dow
13-Oct	525-Twp	1:25	Red Arrow	12	\$ 159.00	Other-Smoke Investig
14-Oct	526-City	16:50	Hart	2	\$ 31.00	Med Assist-Difficulty I
15-Oct	527-City	3:04	Maple Hill	3	\$ 42.75	Med Assist-Difficulty I
16-Oct	528-City	9:58	Wendall	3	\$ 28.25	Med Assist-Difficulty I
16-Oct	529-City	14:14	Maple Hill	2	\$ 15.00	Med Assist-Seizure
18-Oct	530-City	2:11	Linden	2	\$ 30.00	Med Assist-Medical A
18-Oct	531-City	19:05	Main	6	\$ 91.50	Med Assist-Fall
19-Oct	532-City	6:52	School St.	3	\$ 46.50	Med Assist-Difficulty I
19-Oct	533-Twp	14:45	CR 687	5	\$ 60.50	Med Assist-Unconsci
21-Oct	534-Twp	12:40	CR 687	4	\$ 59.50	Med Assist-Fall
21-Oct	535-City	14:01	East	3	\$ 44.00	Med Assist-Choking
22-Oct	536-City	18:58	School St.	2	\$ 16.00	Other-Fire Alarm
23-Oct	537-Twp	3:45	66th Ave	3	\$ 43.75	Med Assist-Sick Pers
23-Oct	538-City	15:43	Main	3	\$ 45.50	Med Assist-Fall
24-Oct	539-City	11:50	Shepard	4	\$ 59.50	Med Assist-Chest Pai
24-Oct	540	14:21	I-94	6	\$ 90.00	PI Accident
24-Oct	541	23:48	Bangor Twp	3	\$ 43.00	Med Assist-Childbirth
25-Oct	542-Twp	15:06	CR 376	5	\$ 76.50	Med Assist-Fall
25-Oct	543-City	16:46	Haver	6	\$ 88.75	Med Assist-Fall
27-Oct	544-Twp	17:19	70th St.	8	\$ 101.00	PI Accident
28-Oct	545-Twp	2:43	59 1/2 St.	4	\$ 57.75	Med Assist-Hyperven
28-Oct	546-City	8:34	Paras Hill Dr.	1	\$ -	Med Assist-Sick Pers
28-Oct	547-City	11:48	Center	3	\$ 30.50	Med Assist-Abdomina
28-Oct	548	21:17	Bangor Twp	5	\$ 148.00	Vehicle Fire

29-Oct	549	2:57	Bangor Twp	2	\$	28.75	Med Assist-Contractic
29-Oct	550-City	10:41	Olds	4	\$	45.50	Med Assist-Fall
29-Oct	551-Twp	12:58	59 1/2 St.	5	\$	58.25	Med Assist-Emotiona
29-Oct	552-Twp	20:26	CR 687	7	\$	102.25	Med Assist-Fall
29-Oct	556-City	21:00	Main	6	\$	89.50	Med Assist-Fall
30-Oct	554-City	4:20	Center	3	\$	43.75	Med Assist-Fall
30-Oct	555-City	8:35	Olds	4	\$	46.00	Med Assist-Fall
31-Oct	556-City	2:50	Main	5	\$	71.75	Med Assist-Cancellec
31-Oct	557-Twp	8:38	67 1/2 St	5	\$	75.50	Med Assist-Difficulty f

Total Costs for Fire Calls					\$ 3,150.37
Chief's Salary					\$ 4,179.38
Administrative Cost (Support Staff)					\$ 637.50
Trainings/Inspection Costs					\$ 722.25
Total Costs for Fire Calls					\$ 8,689.50
Total Calls this mont	53	Total October Calls	Fiscal Year Totals	Grass Fire	0
Total Calls for 2019	673	City Calls	28	City Calls	102
Total Calls for 2018	552	Twp Calls	17	Twp Calls	101
Total Calls for 2017	345	I-94 Calls	2	I-94 Calls	7
Total Calls for 2016	303	Other	6	Other	26
Total Calls for 2015	333			Gas Leak	0
Total Calls for 2014	312			Fire	1
Total Calls for 2013	292			Vehicle Fire	2
Total Calls for 2012	281				
Total Calls for 2011	300				
Respectfully submittec					
Priority 3 Calls SHADED					

Hartford Fire Department

Hartford, MI

This report was generated on 12/2/2020 9:05:50 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 11/01/2020 | End Date: 11/30/2020

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	39
2	22
3	18

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

Hartford Fire Department

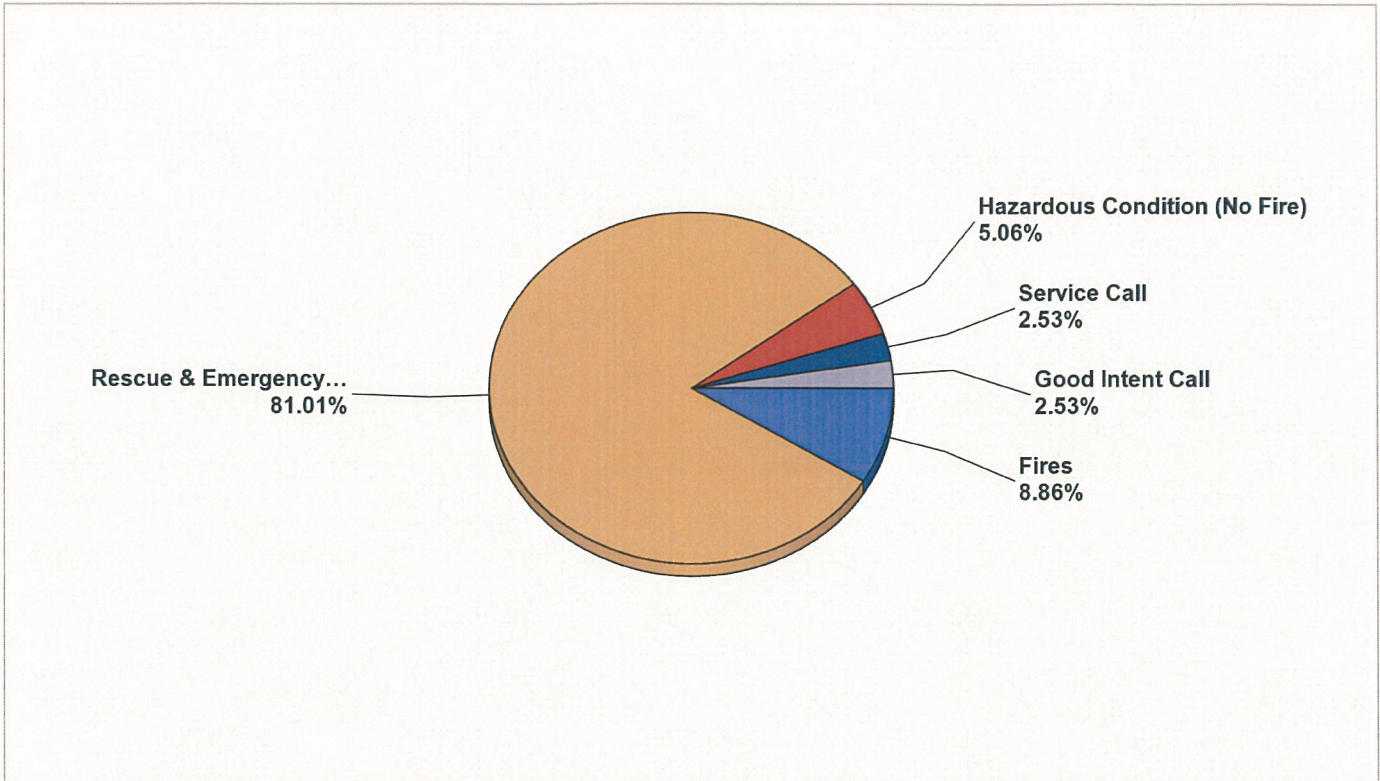
Hartford, MI

This report was generated on 12/2/2020 8:54:00 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2020 | End Date: 11/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	8.86%
Rescue & Emergency Medical Service	64	81.01%
Hazardous Condition (No Fire)	4	5.06%
Service Call	2	2.53%
Good Intent Call	2	2.53%
TOTAL	79	100%

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	2.53%
118 - Trash or rubbish fire, contained	1	1.27%
131 - Passenger vehicle fire	1	1.27%
141 - Forest, woods or wildland fire	1	1.27%
142 - Brush or brush-and-grass mixture fire	2	2.53%
311 - Medical assist, assist EMS crew	9	11.39%
321 - EMS call, excluding vehicle accident with injury	51	64.56%
322 - Motor vehicle accident with injuries	2	2.53%
324 - Motor vehicle accident with no injuries.	2	2.53%
444 - Power line down	3	3.8%
445 - Arcing, shorted electrical equipment	1	1.27%
551 - Assist police or other governmental agency	1	1.27%
571 - Cover assignment, standby, moveup	1	1.27%
611 - Dispatched & cancelled en route	2	2.53%
TOTAL INCIDENTS:	79	100%

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

Hartford Fire Department

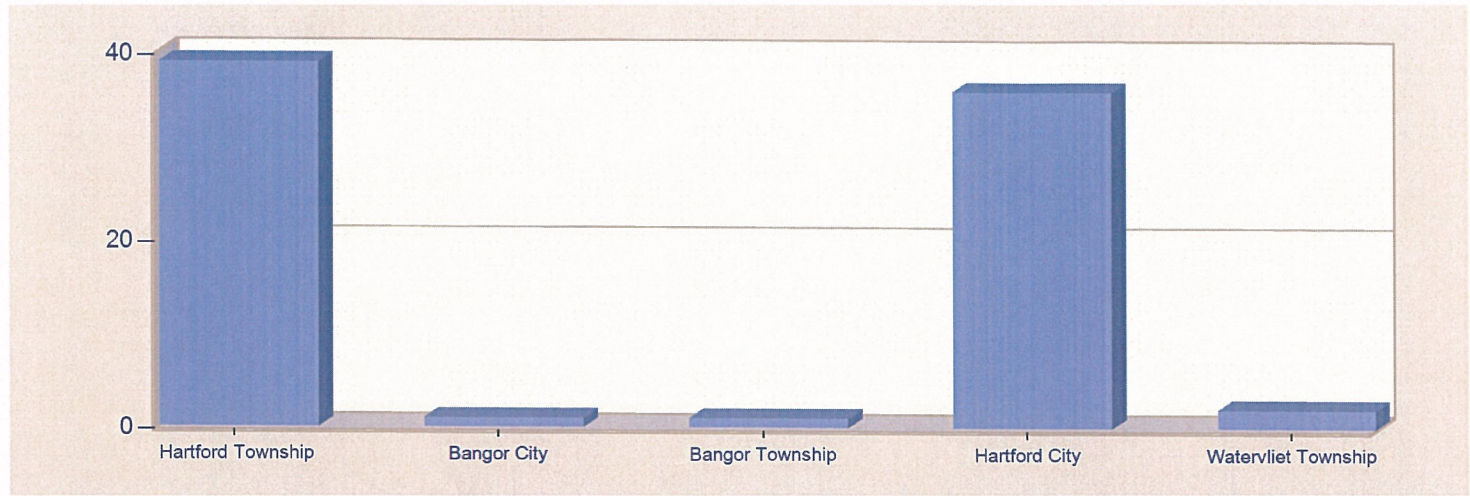
Hartford, MI

This report was generated on 12/2/2020 9:02:52 AM



Incident Type Count per Zone for Date Range

Start Date: 11/01/2020 | End Date: 11/30/2020



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	118 - Trash or rubbish fire, contained	1
	131 - Passenger vehicle fire	1
	141 - Forest, woods or wildland fire	1
	142 - Brush or brush-and-grass mixture fire	1
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	23
	322 - Motor vehicle accident with injuries	2
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	3
	445 - Arcing, shorted electrical equipment	1
	551 - Assist police or other governmental agency	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Hartford Township - Hartford.</i>	39
Bangor City - Bangor		
	111 - Building fire	1
	<i>Total Incidents for Bangor City - Bangor.</i>	1
Bangor Township - Bangor		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Bangor Township - Bangor.</i>	1
Hartford City - Hartford		

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



ZONES	INCIDENT TYPE	COUNT
	311 - Medical assist, assist EMS crew	6
	321 - EMS call, excluding vehicle accident with injury	28
	571 - Cover assignment, standby, moveup	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Hartford City - Hartford:</i>	36
Watervliet Township - Watervliet		
	111 - Building fire	1
	142 - Brush or brush-and-grass mixture fire	1
	<i>Total Incidents for Watervliet Township - Watervliet</i>	2
Total Count for all Zone:		79

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



Hartford Fire Department

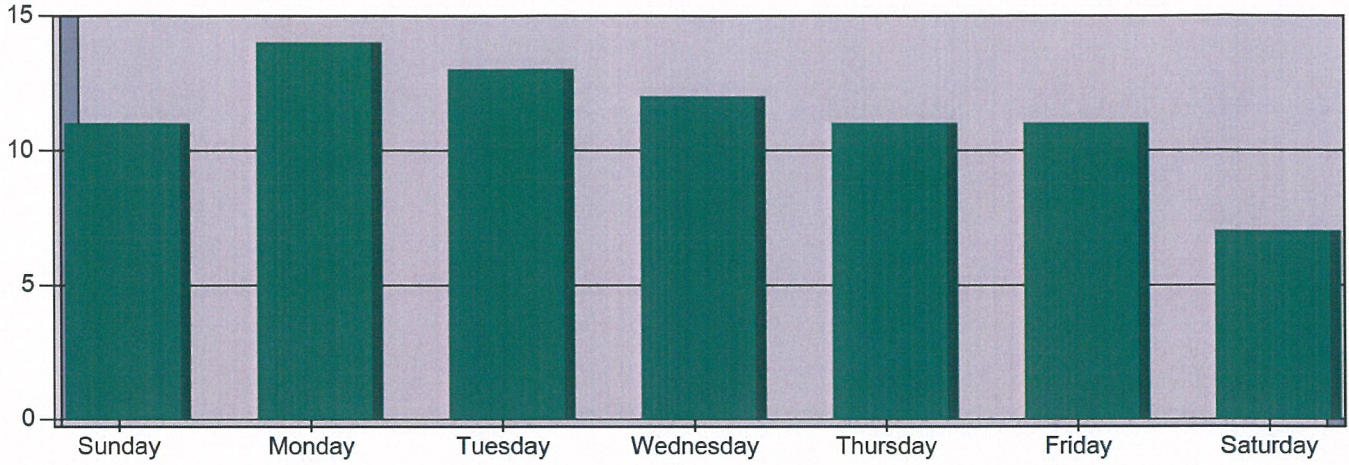
Hartford, MI

This report was generated on 12/2/2020 9:04:10 AM



Incidents by Day of the Week for Date Range

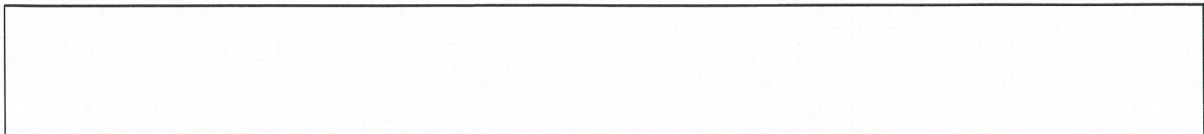
Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2020 | End Date: 11/30/2020



DAY OF THE WEEK	# INCIDENTS
Sunday	11
Monday	14
Tuesday	13
Wednesday	12
Thursday	11
Friday	11
Saturday	7

TOTAL

79



Hartford Fire Department

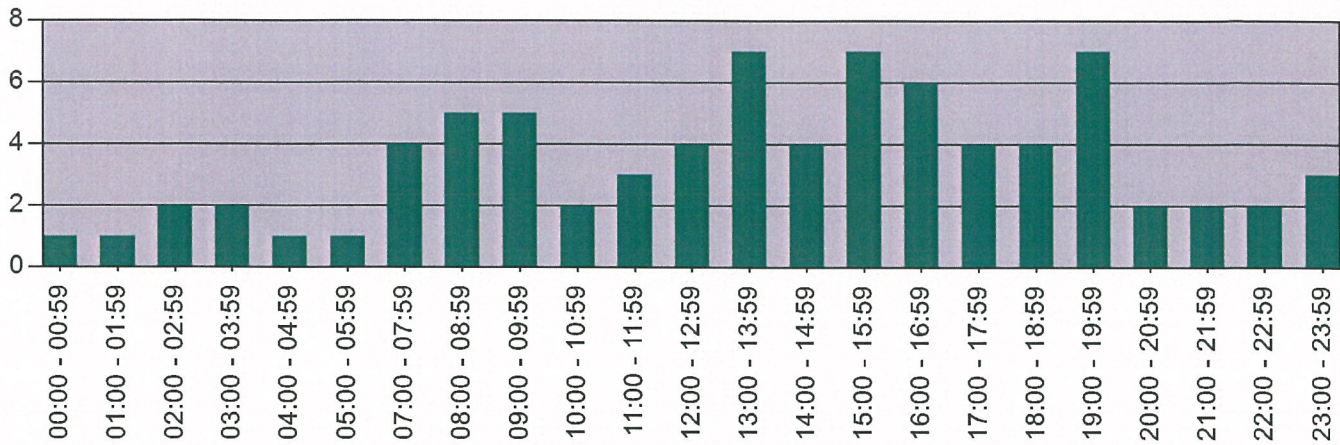


Hartford, MI

This report was generated on 12/2/2020 9:04:54 AM

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2020 | End Date: 11/30/2020



Hour	# of CALLS
00:00 - 00:59	1
01:00 - 01:59	1
02:00 - 02:59	2
03:00 - 03:59	2
04:00 - 04:59	1
05:00 - 05:59	1
07:00 - 07:59	4
08:00 - 08:59	5
09:00 - 09:59	5
10:00 - 10:59	2
11:00 - 11:59	3
12:00 - 12:59	4
13:00 - 13:59	7
14:00 - 14:59	4
15:00 - 15:59	7
16:00 - 16:59	6
17:00 - 17:59	4
18:00 - 18:59	4
19:00 - 19:59	7
20:00 - 20:59	2
21:00 - 21:59	2
22:00 - 22:59	2
23:00 - 23:59	3
TOTAL:	79

Only REVIEWED incidents included.



November 3, 2020

Mr. Yemi Akinwale, City Manager
Hartford City
19 West Main Street
Hartford, MI 49057

Dear Mr. Akinwale,

I am pleased to provide you with our average response times for the month of October 2020. There were eight (08) priority one calls in October with the average response time of 08:25 minutes.

There were sixteen (16) priority two calls in October with the average response time of 09:32 minutes.

There were two (02) priority three calls in October with an average response time of 11:50 minutes.

A total of twenty-six (26) calls were run in October with an average response of 09:22.

There were extended response times for run numbers 27967 and 29210 due to distance. The crew took the correct route and did not report any further incidents.

If you have any questions, comments, and/or concerns, please feel free to contact me at the office.

Sincerely,

Jessica Sutter
Director of Communication
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503
C: 269.313.2626

Proudly Serving Southwest Michigan – Berrien, Cass, Kalamazoo, Van Buren Counties
5088 Meredith
Kalamazoo, MI 49002
Business Office (269) 343.2224 Fax (269) 343.6503
www.pridecare.com

Response Times By Priority

Report Date: 11/03/2020 09:58:26

Filters: Date Range (Leg Date): 10/01/2020 to 10/31/2020 (Last Month); Last Status Timestamp: At Scene; Selecte

Response Priority: P1

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
26967	Advanced	4111	10/4/2020 11:31	10/4/2020 11:39	7:07
27603	Advanced	Medic 2	10/10/2020 13:04	10/10/2020 13:13	8:43
27967	Advanced	Medic 4	10/14/2020 16:54	10/14/2020 17:05	11:20
27985	Advanced	4119	10/15/2020 3:07	10/15/2020 3:15	7:43
28354	Advanced	Medic 4	10/19/2020 6:54	10/19/2020 7:02	7:58
28640	Advanced	Medic 2	10/21/2020 14:06	10/21/2020 14:12	5:46
29210	Advanced	Medic 6	10/28/2020 11:53	10/28/2020 12:04	10:32
29475	Advanced	4113	10/30/2020 8:37	10/30/2020 8:46	8:18

Totals: Avg: 08:25

Response Priority: P2

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
26792	Advanced	4113	10/1/2020 23:30	10/1/2020 23:39	9:13
26969	Advanced	Medic 6	10/4/2020 12:04	10/4/2020 12:12	8:03
26998	Advanced	4113	10/4/2020 20:26	10/4/2020 20:41	14:54
27610	Advanced	Medic 6	10/10/2020 14:16	10/10/2020 14:23	6:57
27699	Advanced	4119	10/11/2020 20:58	10/11/2020 21:00	2:25
28159	Advanced	Medic 4	10/16/2020 10:01	10/16/2020 10:12	10:53
28203	Advanced	Medic 4	10/16/2020 14:16	10/16/2020 14:28	12:06
28292	Advanced	Medic 2	10/18/2020 2:15	10/18/2020 2:24	9:49
28337	Advanced	Medic 2	10/18/2020 19:06	10/18/2020 19:16	9:38
28854	Advanced	4119	10/23/2020 15:51	10/23/2020 16:03	12:50
28901	Advanced	4113	10/24/2020 11:54	10/24/2020 11:59	5:48
28981	Advanced	4119	10/25/2020 16:47	10/25/2020 16:52	5:34
29183	Advanced	4119	10/28/2020 8:36	10/28/2020 8:43	6:17
29352	Advanced	4119	10/29/2020 10:43	10/29/2020 10:54	11:44
29449	Advanced	4113	10/29/2020 21:02	10/29/2020 21:15	13:20
29464	Advanced	4119	10/30/2020 4:21	10/30/2020 4:34	13:01

Totals: Avg: 09:32

Response Priority: P3

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
27211	Advanced	4113	10/6/2020 11:25	10/6/2020 11:35	10:09
27411	Advanced	Medic 4	10/8/2020 13:29	10/8/2020 13:43	13:31

Totals: Avg: 11:50

Overall Totals

Trips	Average Response Time
26	9:22



December 3, 2020

Mr. Yemi Akinwale, City Manager
Hartford City
19 West Main Street
Hartford, MI 49057

Dear Mr. Akinwale,

I am pleased to provide you with our average response times for the month of November 2020. There were eleven (11) priority one calls in November with the average response time of 08:54 minutes.

There were twenty-one (21) priority two calls in November with the average response time of 10:24 minutes.

There were two (02) priority three calls in November with and average response time of 09:28 minutes.

A total of thirty-four (34) calls were run in November with an average response of 09:51.

There were extended response times for run numbers 29651, 30823, and 31781 due to distance. The crew took the correct route and did not report any further incidents.

If you have any questions, comments, and/or concerns, please feel free to contact me at the office.

Sincerely,

Jessica Sutter
Director of Communication
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503
C: 269.313.2626

Response Times By Priority

Report Date: 12/03/2020 10:15:51

Filters: Date Range (Leg Date): 11/01/2020 to 11/30/2020 (Last Month); Last Status Timest

Response Priority: P1

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response T
29649	Advanced	Medic 6	11/1/2020 9:19	11/1/2020 9:27	8:24
29651	Advanced	Medic 9	11/1/2020 10:00	11/1/2020 10:13	12:17
30043	Advanced	Medic 6	11/3/2020 17:18	11/3/2020 17:26	7:34
30478	Advanced	4113	11/8/2020 11:20	11/8/2020 11:29	8:15
30661	Advanced	Medic 9	11/10/2020 13:03	11/10/2020 13:06	2:58
30763	Advanced	4113	11/11/2020 15:30	11/11/2020 15:39	8:59
30823	Advanced	Medic 2	11/12/2020 9:53	11/12/2020 10:06	13:01
30911	Advanced	4113	11/13/2020 7:01	11/13/2020 7:07	5:58
31011	Advanced	4111	11/14/2020 8:36	11/14/2020 8:44	7:56
31781	Advanced	Medic 9	11/23/2020 17:48	11/23/2020 18:01	13:01
32038	Advanced	4111	11/27/2020 14:32	11/27/2020 14:42	9:30

Totals: Avg: 08:54

Response Priority: P2

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response T
29950	Advanced	Medic 9	11/2/2020 19:19	11/2/2020 19:25	6:07
30682	Advanced	Medic 9	11/10/2020 15:24	11/10/2020 15:38	13:41
30776	Advanced	4113	11/11/2020 18:12	11/11/2020 18:22	10:36
30801	Advanced	4113	11/11/2020 23:29	11/11/2020 23:38	8:15
30803	Advanced	Medic 9	11/12/2020 0:12	11/12/2020 0:23	10:54
30858	Advanced	Medic 2	11/12/2020 13:48	11/12/2020 13:56	8:07
31223	Advanced	4111	11/16/2020 19:35	11/16/2020 19:48	12:53
31236	Advanced	4111	11/16/2020 23:52	11/17/2020 0:00	8:17
31394	Advanced	Medic 9	11/18/2020 15:15	11/18/2020 15:25	10:30
31531	Advanced	4111	11/20/2020 5:25	11/20/2020 5:35	9:28
31563	Advanced	4113	11/20/2020 13:19	11/20/2020 13:28	9:49
31699	Advanced	Medic 9	11/22/2020 21:04	11/22/2020 21:14	9:51
31779	Advanced	Medic 9	11/23/2020 16:08	11/23/2020 16:16	8:21
31843	Advanced	Medic 9	11/24/2020 19:23	11/24/2020 19:41	18:18
31978	Advanced	Medic 9	11/26/2020 18:48	11/26/2020 18:55	6:36
32031	Advanced	Medic 9	11/27/2020 13:42	11/27/2020 13:53	11:08
32057	Advanced	4113	11/27/2020 19:20	11/27/2020 19:29	9:34
32101	Advanced	4113	11/28/2020 18:35	11/28/2020 18:48	12:52
32112	Advanced	4111	11/28/2020 22:20	11/28/2020 22:31	10:55
32169	Advanced	Medic 9	11/29/2020 20:33	11/29/2020 20:46	12:31
32198	Advanced	4113	11/30/2020 9:43	11/30/2020 9:53	9:49

Totals: Avg: 10:24

Response Priority: P3

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response T
30070	Advanced	Medic 6	11/4/2020 7:03	11/4/2020 7:12	9:38
31591	Advanced	4113	11/20/2020 19:37	11/20/2020 19:46	9:18

Totals: Avg: 09:28

Overall Totals

Trips Average Re 34 9:51

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



12/21/2020

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Finished picking up leaves.
Picked up brush.
Getting all the equipment ready for winter.
Burning brush piles.
Winterize restrooms in park.
Put up christmas decorations.

WATER DEPARTMENT

Water turn off	<u>2</u>
Water turn on	<u>1</u>
Water meter repairs	<u>6</u>
Water leaks repaired	<u>2</u>
Water meters read by request	<u>12</u>
Water services replaced to water main	<u>2</u>
Collected monthly water samples and delivered to Paw Paw Lab	
Sent monthly reports to the Michigan Department of Health	
Ran auxiliary well generator once a week	

MAJOR AND LOCAL STREETS

Cold patching as needed.

SEWER SYSTEM

Sewer mains rodded	<u>4</u>
Sewer services dug up and repaired	<u>1</u>

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



12/21/2020

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron 1.59 ppm
Manganese 0.161 ppm
pH 7.8

Finished Water

Iron 0.001 ppm
Manganese 0.002 ppm
Chlorine 1 ppm
Phosphates 1.8 ppm
Flouride 0.8 ppm
pH 7.8

Chemicals used

Chlorine 98.5
Phosphates 104.5
Flouride 177.2

Total Lbs

Average Daily Use

3.3
3.4
5.9

WATER PUMPED FOR THE MONTH

Backwash water 4.326 Million Gallons

207,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

HARTFORD WASTEWATER TREATMENT PLANT

66460 56th Ave * Hartford MI 49057 * 269-621-2289* cohwwtp@frontier.com
Tom Strand, HWWTP Operator

HWWTP Report for the Month of: October, 2020

- State report has been submitted for the month of October.
- Average flow 0.121 MGD (million gallons per day).
- Sent Mercury samples to Trace Laboratories, results 2.23ng/L.
- Sent PFOS samples to Trace Laboratories.
- Performed routine maintenance and daily duties.

Operation Report for October, 2020

1) Flow in Million Gallons Per Day	
A. Monthly Total	3.745
B. Average	0.121
2) Sodium Hypochlorite gallons Per Day	
A. Total	704
B. Average	22.7
3) Ferric in Gallons Per Day	
A. Total	639
B. Average	21
4) Polymer Powder in Pounds Per Day	
A. Total	15.5
B. Average	0.5
5) Sodium Bisulfite in Gallons Per Day	
A. Total	155
B. Average	5
6) Electric usage KWH	
A. Total	48
B. Average	1.5
7) Final BOD in Pounds	
A. Total	189
B. Average (177 LBS. Allowed)	9
C. % Removal (85%)	97
8) Final Suspended Solids in Pounds	
A. Total	209
B. Average (131 LBS. Allowed)	10
C. Average mg/l	9.9
D. % Removal (85%)	96
9) Total Phosphorus in mg/l	
A. 30 Day Average (1 mg/l Allowed)	0.7
B. % Removal	92
10) Fecal Coliform Bacteria in Count/100ml	
A. Average (200/100ml Allowed)	39.2

HARTFORD WASTEWATER TREATMENT PLANT

66460 56th Ave * Hartford MI 49057 * 269-621-2289* cohwwtp@frontier.com
Tom Strand, HWWTP Operator

HWWTP Report for the Month of: November, 2020

- State report has been submitted for the month of November.
- Average flow 0.111 MGD (million gallons per day).
- Michigan Agribusiness Solutions hauled 187,000 gals. of Biosolids.
- Performed routine maintenance and daily duties.

Operation Report for November, 2020

1) Flow in Million Gallons Per Day	
A. Monthly Total	3.323
B. Average	0.111
2) Sodium Hypochlorite gallons Per Day	
A. Total	580
B. Average	19.3
3) Ferric in Gallons Per Day	
A. Total	275
B. Average	9
4) Polymer Powder in Pounds Per Day	
A. Total	15.0
B. Average	0.5
5) Sodium Bisulfite in Gallons Per Day	
A. Total	150
B. Average	5
6) Electric usage KWH	
A. Total	54
B. Average	1.8
7) Final BOD in Pounds	
A. Total	214
B. Average (177 LBS. Allowed)	10
C. % Removal (85%)	96
8) Final Suspended Solids in Pounds	
A. Total	238
B. Average (131 LBS. Allowed)	11
C. Average mg/l	11.8
D. % Removal (85%)	95
9) Total Phosphorus in mg/l	
A. 30 Day Average (1 mg/l Allowed)	1.0
B. % Removal	88
10) Fecal Coliform Bacteria in Count/100ml	
A. Average (200/100ml Allowed)	39.6



OCTOBER 2020
LIST OF BILLS
CK #35846 TO CK # 35934

NUMBER	WRITTEN TO	DESCRIPTION	TOTAL
35846	AIRGAS USA, LLC	1 TANK OF ACETYLENE FOR DPW	57.78
35847	ALEXANDER CHEMICAL CORP.	CHLORINE & FLOURIDE FOR IRP	1,098.00
35848	AUTO-WARES GROUP	LUBES, FILTERS, ETC FOR DPW EQUIPMENT	197.63
35849	MICHAEL BANIC	OCCUPANCY INSPECTIONS 9/22, 9/25, 9/29 & 9/30/2020	185.00
35850	CINTAS CORPORATION	FIRST AID SUPPLIES - CITY HALL & DPW	193.21
35851	CORE & MAIN LP	24 - 5/8 INCH METERS & ONE 2" WATER METER PLUS MISC PARTS	7,068.82
35852	FRONTIER	IRP PHONE 9/19-10/18/2020	73.64
35853	GEMPLER'S	JEANS FOR DPW	224.95
35854	KENDALL'S SEPTIC & SEWER	ROD SEWER AT 205 BEECHWOOD	150.00
35855	LOUNSBURY EXCAVATING INC	ROAD REPAIRS (BERNARD ST, RED ARROW, FRANKLIN, SHEPARD & LOT PLUS HILLIARD ST PATCHING	10,400.00
35856	MI MUNICIPAL TREASURERS ASSOCIATION	TREASURER MEMBERSHIP RENEWAL FOR 2021	75.00
35857	TOM NEWNUM	CLEAN CITY HALL 9/30/20	50.00
35858	PITSCH COMPANIES	DEMOLITION OF 32 & 34 W MAIN	46,800.00
35859	SLC METER, LLC	WATER REPAIR PARTS	382.28
35860	SMITH LUMBER OF HARTFORD	TWELVE 2X4 TO PUT TARP ON ROOF AT 30 W MAIN ST	93.20
35861	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 9/27/2020	52.00
35862	USA BLUE BOOK	MARKING FLAGS FOR DPW	99.76
35863	VISION SERVICE PLAN	OCTOBER 2020 VISION INSURANCE	135.96
35864	BEST WAY DISPOSAL INC	CITY HALL, WWTP & DPW TRASH SERVICE FOR SEPTEMBER 2020	276.66
35865	COMCAST CABLE	INTERNET & LOCAL PHONES FOR OCTOBER 2020 (10/6-11/5/2020)	343.39
35866	CONSUMERS ENERGY	CITY HALL, DPW & IRP GAS BILLS 8/27-9/25/2020	56.99
35867	CUMMINS SALES & SERVICE	GENERATOR ANNUAL MAINTENANCE FOR LIFT STATIONS, IRP & WWTP	3,178.88
35868	FERGUSON WATERWORKS	DIAMOND BLADES FOR DPW	330.00
35869	FRONTIER	DPW PHONE 9/25-10/24/2020	68.83
35870	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR OCTOBER 2020	4,166.67
35871	HARTFORD FIRE BOARD	OCTOBER 2020 CONTRACTUAL PAYMENT	8,951.85
35872	INDIANA MICHIGAN POWER	SEPTEMBER 2020 ELECTRIC BILLS	5,520.38
35873	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR SEPTEMBER 2020	627.68
35874	MICHIGAN ELECTION RESOURCES	SUPPLIES FOR MAILING ABSENT VOTER BALLOTS	93.15
35875	TOM NEWNUM	CLEAN CITY HALL 10/8/2020	50.00
35876	RUDELL REPAIR	REPAIRS TO LEAF VAC	740.00
35877	SINCLAIR GRAPHICS	LOGO SIGN FOR BALLOT BOX	106.00
35878	DANIEL N. STAUNTON	REIMBURSEMENT FOR PURCHASE OF INK FOR DPW FAX MACHINE	26.50
35879	THE TRI-CITY RECORD	NOTICE OF REGISTRATION FOR NOVEMBER 3, 2020 ELECTION	141.00
35880	USA BLUE BOOK	BEAKERS FOR WWTP	65.22
35881	VAN BUREN COUNTY	VERIZON MODEMS 8/24-9/23/2020	80.02
35882	WIGHTMAN & ASSOCIATES, INC.	PROJECT #200360 WATER RELIABILITY STUDY	7,507.50
35883	AUTO-WARES GROUP	WASHER SOLVENT & OIL DRY FOR DPW	43.92
35884	BEAVER RESEARCH COMPANY	METER CLEANER	194.35
35885	CORE & MAIN LP	2 INCH WATER METER AND PARTS FOR MANN METAL	1,644.44
35886	FLEMING BROTHERS OIL CO	GASOLINE FOR SEPTEMBER 2020	774.27
35887	GASVODA & ASSOCIATES, INC.	CHLORINE SCALE FOR WELL #6	1,183.02
35888	JOHNSON CONTROLS	ANNUAL ALARM TEST AND INSPECTION AGREEMENT	2,248.31
35889	MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES FOR 12/1/2020 THROUGH 11/30/2021	2,364.00
35890	MIDWAY ELECTRIC, INC.	SQD TRANSFORMER & SERVICE CALL AT WWTP	2,107.01
35891	TOM NEWNUM	CLEAN CITY HALL 10/14/2020	50.00
35892	R.A. MORT SUPPLY CO.	PVC CAPS FOR SEWER DEPT	42.33
35893	RUDELL REPAIR	REPAIR INTERNATIONAL DUMP TRUCK	135.00
35894	THOMAS STRAND	REIMBURSEMENT FOR WORK BOOTS	105.99
35895	THE SAFETY COMPANY, LLC	REPAIR PARTS FOR LEAF MACHINE	175.10
35896	TOTAL TREE CARE LLC	TREE REMOVALS (516 OAK, OLDS AVE, OLDS ST & TRIM 425 OAK)	1,500.00
35897	UNUM LIFE INSURANCE CO OF AMERICA	NOVEMBER 2020 LIFE & DISABILITY INSURANCE	543.35
35898	VAN BUREN COUNTY	VOTER REGISTRATION CARDS-QTR ENDING 9/30/20 (NEW PRECINCT)	616.70
35899	VILLAGE OF PAW PAW	LAB ANALYSIS FOR AUGUST 2020	100.00
35900	WIGHTMAN & ASSOCIATES, INC.	PROJECT 202198 - WENDELL AVE IMPROVEMENTS/PROJECT 202043 PROSPECT ST	12,371.84
35901	ALEXANDER CHEMICAL CORP.	CHEMICALS FOR IRP AND WWTP	2,208.86
35902	AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES & I PADS 9/12-10/11/2020	453.27
35903	MICHAEL BANIC	OCCUPANCY INSPECTIONS 10/20/2020	60.00
35904	BLUE CARE NETWORK OF MI	NOVEMBER 2020 HEALTH INSURANCE	18,938.00
35905	CINTAS CORPORATION	FIRST AID SUPPLIES - DPW, CITY HALL & POLICE	158.36
35906	DELTA DENTAL	NOVEMBER 2020 DENTAL INSURANCE	878.42
35907	FRONTIER	WWTP PHONE, INTERNET & ALARM 10/13-11/12/2020 & LIFT STATION PHONE 10/7-11/6	272.55
35908	INTERNATIONAL CODE COUNCIL	ANNUAL MEMBERSHIP FOR 2021	145.00
35909	KUSTERS ZIMA CORPORATION	REPLACE SHEARED BOLTS ON DRIVE PLATE OF CLARIFIER - WWTP	4,700.00
35910	MICHIGAN OFFICE SOLUTIONS INC	CITY HALL COPIER MAINT AGREEMENT 10/18/20-11/7/21 & POLICE COPIER MAINTENANCE AGREEMENT 10/24/20-1/23/21	896.53
35911	RONALD BRUCE MOFFIT	SIDEWALK WORK - FRANKLIN ST, RED ARROW & EAST ST	6,280.00
35912	TOM NEWNUM	CLEAN CITY HALL 10/21/2020	50.00
35913	RUDELL REPAIR	REPAIR HYDRAULICS ON INTERNATIONAL DUMP TRUCK	672.50
35914	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING (ALKALINITY) - 10/15/2020	142.00
35915	THE TRI-CITY RECORD	NOTICE OF PUBLIC ACCURACY TEST FOR NOV 3, 2020 ELECTION	152.75
35916	VISION SERVICE PLAN	NOVEMBER 2020 VISION INSURANCE	135.96
35917	MICHAEL BANIC	OCCUPANCY INSPECTIONS 10/28/20	105.00
35918	BS&A SOFTWARE	ASSESSING ANNUAL SERVICE/SUPPORT 11/1/2020 THROUGH 11/1/2021	802.00
35919	ELECTIONSOURCE	PLASTIC SLEEVES FOR NOVEMBER 3, 2020 ELECTION	42.03
35920	FRONTIER	CASINO LIFT STATION PHONE + IRP INTERNET & PHONE 10/19-11/18/2020	194.19
35921	HARTFORD LIONS CLUB	2020 CHRISTMAS DECORATIONS - \$500 FROM DDA & \$1000 FROM CITY	1,500.00
35922	LANGUAGES INTERNATIONAL	NOV 3, 2020 ELECTION NOTICES IN SPANISH	119.00
35923	JUDY LOOMIS	HALF DOWN FOR 2020 CHRISTMAS DECORATIONS	500.00
35924	BLAIR MCMEEKEN	BALANCE OF WATER DEPOSIT REFUND FOR 202 N HAVER ST	149.73
35925	MICHIGAN MUNICIPAL LEAGUE	CDL DRIVERS FEES FOR 2021	225.00
35926	TOM NEWNUM	CLEAN CITY HALL 10/29/2020	50.00
35927	PC SERVICES	HALF DOWN ON 2 LAPTOPS & SOFTWARE	1,210.00
35928	DORA PORTILLO	REPLACE CHECK #35745 FOR AUGUST ELECTION HOURS	33.00
35929	SCHUITMAKER, COOPER & CYPHER	LEGAL FEES FOR JULY, AUG, SEPT & OCT 2020	1,830.50
35930	STAPLES CREDIT PLAN	DYMO ADDRESS LABELS, YELLOW TONER FOLDERS & COPY PAPER	596.40
35931	THAYER, INC.	TRI FOLD PAPER TOWELS, HAND SANITIZER, GLOVES & KLEENEX	347.54
35932	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 10/27/2020 + WWTP SAMPLE TESTING - 10/27/2020	259.00
35933	WALTER L. DE VISSER, SR.	MECHANICAL PERMIT CH20005 - 114 MICHIGAN AVE	200.00
35934	WINPRO LLC	CLEAN WINDOWS - CITY HALL & POLICE STATION	260.00

89 TOTAL CHECKS

\$ 170,435.15



**NOVEMBER 2020
LIST OF BILLS
CK #35935 TO CK # 36005**

NUMBER	WRITTEN TO	DESCRIPTION	TOTAL
35935	PAMELA BENCH	NOV 3, 2020 ELECTION PAY - 38.5 HOURS	500.50
35936	BEST WAY DISPOSAL INC	DPW, CITY HALL & WWTP TRASH SERVICE FOR OCTOBER 2020	279.84
35937	ANNE BLOCKER	NOV 3, 2020 ELECTION PAY - 19.5 HOURS	214.50
35938	COMCAST CABLE	INTERNET & LOCAL PHONES FOR NOVEMBER 2020	343.63
35939	CONSUMERS ENERGY	IRP, CITY HALL & DPW GAS BILLS 9/26-10/27/2020	131.40
35940	DAN'S AUTOMOTIVE	MOUNT & BALANCE TIRES ON DODGE CHARGER	72.00
35941	TERRY DIXON	NOV 3, 2020 ELECTION PAY - 10.75 HOURS	118.25
35942	ENTERPRISE ENVELOPE INC.	BUSINESS CARDS FOR PRINCE AND BELTRAN	173.00
35943	FRONTIER	DPW PHONE 10/25-11/24/2020	69.20
35944	JEFFERY FULLER	2020 PLANNING COMMISSION - 1 MEETING	20.00
35945	GOVERNMENT FORMS & SUPPLIES	I VOTED STICKERS FOR NOV 3, 2020 ELECTION	24.64
35946	CHARLES GRESS	NOV 3, 2020 ELECTION PAY - 17 HOURS	221.00
35947	SUSAN HALL	NOV 3, 2020 ELECTION PAY - 17 HOURS	187.00
35948	HUNGERFORD NICHOLS	FISCAL 2019-2020 AUDIT - PROGRESS BILL #1	10,000.00
35949	JAMES KELLY TRUCK TIRE SERVICE	TIRES FOR DODGE CHARGER	480.00
35950	JENINE KLING	2020 PLANNING COMMISSION - 2 MEETINGS	60.00
35951	TIM KLING	2020 PLANNING COMMISSION - 2 MEETINGS	60.00
35952	DONNA LANGSTON	2020 PLANNING COMMISSION - 1 MEETING	20.00
35953	MICHELLE MATTIMORE	NOV 3, 2020 ELECTION PAY - 14.75 HOURS	162.25
35954	MODERN MARKETING	COMMUNITY POLICING ITEMS	1,404.13
35955	ADOLFO MORALES	2020 PLANNING COMMISSION - 2 MEETINGS	40.00
35956	NAYLOR LANDSCAPE MANAGEMENT	HALF DOWN ON CHRISTMAS DECORATIONS	1,531.53
35957	JOANN NEWNUM	NOV 3, 2020 ELECTION PAY - 27 HOURS	351.00
35958	TOM NEWNUM	CLEAN CITY HALL 11/4/2020	50.00
35959	DORA PORTILLO	NOV 3, 2020 ELECTION PAY - 15.25 HOURS	167.75
35960	ANNE ROCKEY	NOV 3, 2020 ELECTION PAY - 3 HOURS	33.00
35961	RUDELL REPAIR	OIL CHANGE ON 2020 FORD INTERCEPTOR	101.00
35962	NANCY SPOULA	NOV 3, 2020 ELECTION PAY - 17 HOURS + 2020 PLANNING COMMISSION - 1 MEETING	227.00
35963	THE TRI-CITY RECORD	GENERAL ELECTION PUBLISHING FOR 11/3/20 ELECTION	152.75
35964	VAN BUREN COUNTY	VERIZON MODEMS 9/24-10/23/2020	80.02
35965	LAURA WEEDEN	REIMBURSEMENT FOR CONTACT PAPER + NOV 3, 2020 ELECTION PAY - 35 HOURS	498.20
35966	MICHAEL BANIC	OCCUPANCY INSPECTIONS 11/10/20	100.00
35967	COMPASS MINERALS AMERICA	LAST LOAD OF SALT FROM 2019/2020 SEASON	4,356.18
35968	DUBOIS CHEMICALS, INC	P-508 CHEMICAL FOR WWTP	241.19
35969	FERGUSON WATERWORKS	WATER PARTS	53.72
35970	FLEMING BROTHERS OIL CO	GASOLINE FOR OCTOBER 2020	1,181.27
35971	GASVODA & ASSOCIATES, INC.	ADJUST LIFT STATION 372 AND REPLACE TRANSFORMER AT CASINO LIFT STATION	2,304.68
35972	GOODYEAR TIRE & RUBBER CO	TIRES FOR INTERNATIONAL	956.84
35973	HARDING'S MARKET	MISC FOOD, COFFEE, UTENCILS, WATER FOR ELECTION WORKERS	98.52
35974	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR NOVEMBER 2020	4,166.67
35975	HARTFORD FIRE BOARD	NOVEMBER 2020 CONTRACTUAL PAYMENT	8,951.85
35976	INDIANA MICHIGAN POWER	OCTOBER 2020 ELECTRIC BILLS	5,700.80
35977	J.S. BUXTON LLC	BULK LIME SLURRY FOR WWTP	1,505.00
35978	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR OCTOBER 2020	214.07
35979	MICHIGAN AGRIBUSINESS SOLUTION	CHARGES FOR METALS AND NUTRIENT TESTING	380.00
35980	MISS DIG SYSTEM, INC.	2021 ANNUAL MEMBERSHIP FEES	1,862.69
35981	MUNICODE	DOWNPAYMENT ON UPGRADES TO WEBSITE	2,300.00
35982	TOM NEWNUM	CLEAN CITY HALL 11/11/2020	50.00
35983	PUHRMAN HAULING & EXCAVING	PUSH UP BRUSH & LEAVES AT WWTP	125.00
35984	SEVERANCE ELECTRIC CO..INC	REPAIR CROSS WALK IN FRONT OF OLD PNC BANK (MAIN & CENTER)	777.00
35985	SLC METER, LLC	WATER PARTS	298.93
35986	SMITH'S TIRE	MOUNT TIRES ON INTERNATIONAL	125.00
35987	STATE OF MICHIGAN	COMMUNITY PUBLIC WATER SUPPLY ANNUAL FEE	1,300.05
35988	THE SAFETY COMPANY, LLC	PART FOR LEAF VAC MACHINE	173.48
35989	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 11/7/2020	52.00
35990	UIS SCADA	ROUTINE CALIBRATIONS ON WWTP METERS	1,176.00
35991	VILLAGE OF PAW PAW	SEPTEMBER 2020 LAB ANALYSIS	100.00
35992	WIGHTMAN & ASSOCIATES, INC.	PROJECT 202198 WENDELL AVE, PROJECT 202043 PROSPECT ST & PROJECT 200350 WATER RELIABILITY STUDY	11,464.26
35993	ACCURATE STRIPING	PAINT STREET LINES, CROSSWALKS, BIKE PATHS, ETC	11,072.56
35994	AMERICAN WATER WORKS ASSOC.	ANNUAL MEMBERSHIP RENEWAL - 12/1/2020-11/30/2021	83.00
35995	AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES & I PADS 10/12-11/11/2020	492.78
35996	BLUE CARE NETWORK OF MI	DECEMBER 2020 HEALTH INSURANCE	19,952.21
35997	CINTAS CORPORATION	FIRST AID SUPPLIES - POLICE, WWTP & DPW	201.97
35998	ENTERPRISE ENVELOPE INC.	CITY LETTERHEAD	189.00
35999	FRONTIER	LIFT STATION PHONE + WWTP HONE, ALARM & INTERNET 11/13-12/12/2020	272.64
36000	GALLS, LLC	BADGES & STATE SEALS FOR PRINCE (HE PAID \$412.80)	566.41
36001	TOM NEWNUM	CLEAN CITY HALL 11/18/2020	50.00
36002	CASEY O'NEILL	REFUND FOR PROPERTY INSPECTION - PROVIDED HOME INSPECTION REPORT	45.00
36003	TRACE ANALYTICAL LABORATORIES	PFAS TESTING AT WWTP-11/11/20	407.00
36004	UNUM LIFE INSURANCE CO OF AMERICA	DECEMBER 2020 LIFE & DISABILITY INSURANCE	702.50
36005	WEST MICHIGAN RAILROAD CO.	WM-7 STORM SEWER & WM-8 SEWER MAIN ANNUAL FEE	161.43

71 TOTAL CHECKS \$ 101,985.29



**CITY MANAGER'S REPORT
OCTOBER 26, 2020**

POKAGON HARTFORD AREA REVENUE SHARING BOARD:

The Pokagon Hartford Area Revenue Sharing Board had their regular meeting on Wednesday, October 7, 2020 for the distribution of the Casino Revenue for the year 2019. The amount of revenue distributed was \$689,646.27, which was \$196,134.99 or about twenty- eight (28%) percent lower than the 2018 fiscal year. The City's share of the distribution is \$72,412.86 which was down from \$93,007.03 from the 2018 distribution. This decrease was due the closure of the Casino because of Covid-19 pandemic. I hope we can look forward to a better future. The funding has been fiscally helpful to the City.

DEMOLITION OF BLIGHTED TAX REVERTED PROPERTIES:

It has been customary for the County to share the cost of demolition of the blighted Tax Reverted properties with the City until very recently. The County has indicated that it will not share the cost of demolition of these buildings with City anymore because of the Supreme Court decision *Rafaeli v Oakland*. I have requested the City's Legal Counsel to look into the possible options we need to pursue. The demolition of these buildings are very expensive undertakings for our budget. In the meantime, I will be exploring potential grants to address issues like this in the future. I have already contacted the County Brownfield Redevelopment Authority for some assistance, I hope to have some additional information available very soon.

CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF):

The City's Grant Application for the Corona Virus Supplemental Funding has been approved by the Michigan State Police in the amount of \$4,488.00. We've just received a Grant Agreement to be signed for accepting the Grant and its conditions. This fund will be used to reimburse the City for the money spent towards the prevention of the Corona virus in all of the City's facilities.

2019/2020 AUDIT:

Hungerford Nichols, the City Auditors are currently here to audit the City's 2019/2020 financial records. They started on Monday, October 19, 2020 and will be here for the next few weeks.

CITY PROPERTY SALE:

The closing on the Shindeldecker Property off Marion Avenue has been tentatively set for Thursday, October 29, 2020, at the Schuitmaker Law Office. The sale gives the opportunity to have the property developed and put on the tax roll.



**CITY MANAGER'S REPORT
NOVEMBER 23, 2020**

PAYMENT IN LIEU OF HEALTH INSURANCE BENEFIT:

There is a need to update the City's Health Insurance Benefit. The City has always covered the dependents of the employee under the benefit coverage. Now we do have an employee covered under the spouse's employer coverage. This employee is still entitled to the Health Insurance Benefit; therefore, I am proposing a Payment in Lieu Health Insurance Coverage in the amount of \$300.00 a month to the employee and also this payment should be incorporated into the City's Benefit Policy. The proposed payment still saves the City some money when compared to offering the employee the full medical Health Insurance Benefit that offered to everyone.

5 WEST MAIN STREET, UPDATE:

As previously discussed, the Van Buren County Land Bank has decided to take the ownership of 5 West Main Street for Redevelopment purposes. Once the title is formally transferred, the County Land Bank would contact the State Land Bank for assistance in developing a Request for Qualification from developers towards the redevelopment of this property. The Brownfield Redevelopment Authority would utilize all available development incentives to attract capable developers for the potential project. In the meantime, I have informed the County Treasurer of the necessary work to be done to preserve the building and its current delicate nature and the immediate attention that would be required to save it.

RED ARROW HIGHWAY WATER EXTENSION PROJECT

The Water Line extension project along Red Arrow Highway and Heywood Street is now completed. The owners' wells have also been plugged to prevent cross contamination. The City is now looking at applying for water extension grant opportunity to assist Hartford Township residents that have been impacted by PFAS contamination. The Department of Energy, Great Lakes and Environment is offering a Consolidation, Contamination Risk Reduction (C2R2) Grant program to communities impacted by PFAS contamination. This grant is one hundred percent with no match requirement. The maximum grant amount is \$5million dollars. The Township has expressed interest with an adopted resolution of support for the project to the City. A copy of the resolution is attached for your record.

POLICE UNION CONTACT

We finally reached agreement on the Police Contract for your final approval. This is a five (5) year contract that also recognizes the seniority of the officers. The officers can now claim twelve hours for the holidays since they are on a twelve-hour shift rotation. They are also allowed a two (2%) percent increase annually over the life of the contract. Life Insurance coverage was increased from \$15,000.00 to \$30,000.00.

NEW LIEUTENANT:

Officer Mike Prince has been appointed the new Lieutenant to fill the vacancy in the department since the appointment of Chief Beltran. Mike brings a wealth of knowledge and experience to the position. His appointment is effective January 1, 2021.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
OCTOBER 26, 2020

Commissioners Present: Ron Burleson; Frank Dockter; Dennis Goss; Richard A. Hall; John Miller; Helen Sullivan; Terry Tibbs;
Members Absent: None
Staff Present: Akinwale; Rodney-Isbrecht;

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to approve the agenda as presented.

Motion carried 7 – 0

Guests:

- Abby Bristol, Van Buren Conservation District, gave a presentation on the proposed Native Prairie Garden at the Hartford Public Library. A lawn is different than a managed prairie garden. James Jonatzke, Library Board President is visioning the garden will be an educational piece and is seeking a variance in order to be in compliance with the City’s noxious weed ordinance.

Public Comment:

- Judy Loomis, proposal on decorating City Hall and downtown planters for the Holiday Season.

Communications:

- Leaf pick up will begin October 26 through bad weather
- November 3 General Election, Polls Open 7am-8pm at the Vanderlyn Community Center
- The Clerk’s Office will be open October 31, 8:30am-4:30pm to issue/receive absent voter ballots & voter registrations.
- Mayor & Commissioners expressed that residents who choose to participate in Trick or Treating use caution and should follow CDC & Health Department guidelines on COVID-19 safeguards.
- Van Buren/Cass District Health Department announced Drive –Thru Flu Clinics on October 27 in Paw Paw & October 30 in Lawrence.

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

- Police & Ordinance** – Ordinance enforcement - on Marion Ave, more junk is piling up.
- Fire Dept** – No representative, Firefighters received \$1,000 first responder’s stipend for working through COVID. Commissioner Tibbs feels City Police Officers receive something for working during the pandemic.
- Ambulance** – No representative, Commissioner Sullivan is not happy with the response times of priority one calls. Mayor Hall suggested she call Bill Mears for an explanation.
- Van Buren County** – Commissioner Chappell, approved equalization service contract, master plan approved.
- Public Works** – After paving of Hilliard Street it is ponding worse in several areas.
- Wastewater Treatment Plant** – next meeting with Wightman’s has not been set.
- Treasurers, Investment & List of Bills** – complaint on railroad crossing maintenance payments.
- City Manager** – Pokagon Hartford Area Revenue Sharing Board; Demolition of Blighted Tax Reverted Properties; Coronavirus Emergency Supplemental Funding (CFSF): 2019/2020 Audit; City Property Sale.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
OCTOBER 26, 2020

Approval of Commission Minutes:

Motion by Commissioner Sullivan, supported by Commissioner Miller, to approve the minutes of the September 28, 2020 business meeting of the Hartford City Commission as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to accept the September 2020 departmental reports as presented and place them on file.

Motion carried 7 – 0

Goals/Objectives:

- Upgrading the City's Website with Municode
- Complete the contracted water connections along Red Arrow Hwy

Old Business:

New Business:

Motion by Commissioner Miller, supported by Commissioner Burleson, to acknowledge the Hartford Public Library plan to landscape a native prairie garden.

Motion carried 7 – 0

Motion by Commissioner Burleson, supported by Commissioner Tibbs, to accept grant funds from Center for Tech & Civic Life for the purpose of planning and operationalizing safe & secure election administration in the amount of \$5,000.00

Motion carried 6 – 1(Sullivan)

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to accept grant funds for Corona Virus Supplemental Funding by Michigan State Police in the amount of \$4,488.00

Motion carried 7 – 0

Motion by Commissioner Sullivan, supported by Commissioner Miller, to renew Med Leaf, LLC Commercial Medical Marijuana Facility License at 301 West Main St.

Motion carried 6 – 1(Tibbs)

Resolutions, Ordinance, Proclamation's:

Motion by Commissioner Miller, supported by Commissioner Burleson, to adopt Resolution 2020- 015, Sale of City Property Hillsborough St, Parcel #80-52-816-045-00 in the amount of \$75,000.00.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to adjourn the meeting at 8:47pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

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

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EMAIL

The email system is the property of the City of Hartford. All emails are subject to review by the City. You may make limited use of our email system for matters involving your own personal business, so long as such use is kept to a minimum and does not interfere with your work.

The City of Hartford email system is City property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using the City's hardware and software.

Electronic mail is like any other form of the City's communication, and may not be used for harassment or other unlawful purposes. Your email account is a City provided privilege, and is the City's property. Remember that when you send email from the City domain, you represent the City whether your message is business related or personal.

CONFIDENTIALITY OF ELECTRONIC MAIL.

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable laws and the City rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

SOCIAL MEDIA.

The term “social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication. The same principles and guidelines found in the City’s rules, policies and procedures apply to an employee’s social media activities online.

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

ORDINANCE # 175-2021 AMENDED

AN ORDINANCE GRANTING TO CONSUMERS POWER COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, POWER AND AUTHORITY TO LAY, MAINTAIN AND COMMERCIALY OPERATE GAS LINES AND FACILITIES INCLUDING BUT NOT LIMITED TO MAINS, PIPES, SERVICES AND ON, UNDER, ALONG, AND ACROSS PUBLIC PLACES INCLUDING BUT NOT LIMITED TO HIGHWAYS, STREETS, ALLEYS, BRIDGES, AND WATERWAYS, AND TO CONDUCT A LOCAL GAS BUSINESS IN THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, FOR A PERIOD OF THIRTY YEARS. AMENDING ORDINANCE NO. 175 OF 1990.

THE CITY OF HARTFORD ORDAINS:

SECTION 1 GRANT & TERM

The CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Grantee," the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, for a period of thirty years

SECTION 2 CONDITIONS

No public place used by said Grantee shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Grantee's gas lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Grantee shall have the right to trim or remove trees if necessary, in compliance with the City's Tree Ordinance no. 305--2008, in the conducting of such business.

SECTION 3. HOLD HARMLESS

Said Grantee shall, at all times, keep and save the City free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the City on account of the permission herein given, the Grantee shall, upon notice, defend the City and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance.

SECTION 4. EXTENSIONS

Said Grantee shall construct and extend its gas distribution system within said City, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE

The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES & CONDITIONS

Said Grantee shall be entitled to provide gas service to the inhabitants of the City at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. RESTORATION OF PROPERTY

Grantee shall immediately (subject to seasonal work restrictions) restore, at its sole expense, in a manner approved by the City, any portion of the public Right – of – Way that is in any way disturbed, damaged, or injured by the

construction, installation, operation, maintenance or removal of the facilities to an equivalent or better condition as that which existed prior to the disturbance.

SECTION 8. PUBLIC RIGHT – OF – WAY PERMIT

Grantee shall obtain a Right – of – Way permit for each proposed new facility or other project’s and maintenance within the Right – of Way.

SECTION 9. REVOCATION

The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 10. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION

Said Grantee shall remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in the City and those rules and regulations preempt any term of any ordinance of the City to the contrary.

SECTION 11. REPEALER

This amended ordinance, when enacted, shall repeal and supersede the provisions of any previous Consumers’ gas franchise ordinance adopted by the City including any amendments.

SECTION 12. EFFECTIVE DATE

This ordinance shall take effect upon publication: _____.

Yeas:

Nays: Absent:

MADE, PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, ON THE _____DAY OF _____, 2020.

AND PUBLISHED IN THE TRI-CITY RECORD ON _____.

CERTIFICATION

I hereby certify that the above is a true and complete copy of the ordinance adopted by the City Commission of the City of Hartford, County of Van Buren, State of Michigan, at a regular meeting held on the ____day, of ____, 2020, and that said meeting was conducted pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as required by said act.

RoxAnn Rodney-Isbrecht, City Clerk

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2020 - 016**



**ACCEPTING LETTERS OF PROTEST FROM CITY RESIDENT PROPERTY OWNERS FOR
MARCH 2021 BOARD OF REVIEW**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 21, 2020 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Michigan Compiled Law (MCL) 41.181 gives the City Board of Review the authority to accept letters of protest for the March 2021 Board of Review from non-residents.

WHEREAS, the City of Hartford wishes to provide for the acceptance of City Residents to appeal by letter at the March 2021 Board of Review.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 21, 2020

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 21, 2020

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 2020 - 017**



Poverty Exemption, Income Guidelines & Asset Test.

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 21, 2020 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council by Section 7u of the General Property Tax Act 206 of 1893 (MCL 211.7u); and

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

NOW THEREFORE, BE IT RESOLVED, pursuant to PA 390 of 1994, the City of Hartford adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

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

1. Be an owner of and occupy as their principal residence the property for which an exemption is requested.
2. File a claim with the **City of Hartford's** board of review, accompanied by federal and state income tax returns for all persons residing in their principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Claimant may not own more than one (1) vehicle per licensed driver in household.
5. Claimant may not exceed \$3,000.00 of value of assets, excluding homestead and vehicles.
6. Produce a valid drivers' license or other form of identification, if requested.
7. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
8. Meet the *federal poverty income guidelines* as defined and determined annually by the United States Office of Management & Budget.
9. The application for an exemption shall be filed after January 1, 2021 but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

BE IT FURTHER RESOLVED THAT, that the board of review shall follow the above stated policy and federal poverty guidelines, which are updated annually by the United States Department of Management & Budget, in granting or denying an exemption, unless the board of review determined there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant. The annual allowable income includes income for all persons residing in the principal residence. Claimants amount of tax liability to be determined by the Board of Review.

FEDERAL POVERTY INCOME GUIDELINES FOR 2021 ASSESSMENTS

The following are the federal poverty income standards for use in setting poverty exemption guidelines for 2020 assessments:

# of persons residing in home	Annual allowable income
1 person	\$ 12,760
2 persons	17,240
3 persons	21,720
4 persons	26,200
5 persons	30,680
6 persons	35,160
7 persons	39,640
8 persons	44,120
For each additional person, add	4,480

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 21, 2020

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 21, 2020

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 2020 - 018**



PROVIDE FOR ALTERNATE STARTING DATES FOR MARCH 2021 BOARD OF REVIEW

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 21, 2020 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

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

WHEREAS, the City of Hartford wishes to provide for alternate starting dates for the March 2021 Board of Review meetings.

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 21, 2020

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 21, 2020

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 2020 - 019**



**ALLOWING FOR ELECTRONIC MEETINGS OF ALL CITY OF HARTFORD PUBLIC BODIES
AND/OR THE ATTENDANCE AT MEETINGS BY MEMBERS OF THOSE PUBLIC BODIES
REMOTELY**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 21, 2020 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford holds Board of public meetings to conduct business in accordance with the PA 267 1976 Open Meetings Act.

WHEREAS, Effective October 16, 2020 Act 228 amending 1976 PA 267 Section 3a to the Open Meetings Act to permit in certain circumstances public bodies to meet electronically and to permit members of those public bodies to participate in, and vote on, business before the public body remotely.

WHEREAS, the City of Hartford, therefore, desires to comply with this statutory requirement by establishing of the procedures contained in this Resolution.

NOW THEREFORE BE IT RESOLVED, that the City of Hartford hereby establish the following procedures to permit the City of Hartford Commission and all other public bodies to meet electronically and to permit members of the Commission and boards to participate in, and vote on business before the public body remotely.

1. Electronic meetings of City of Hartford public bodies, in whole or in part, and/or attendance by members of those public bodies remotely may be permitted under any of the following circumstances:
 - a. On and after January 1, 2021 through December 31, 2021, only for one of the following.
 1. Military Service
 2. A Medical Condition
 3. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety or members of the public or the public body if the meeting were held in person, but only to permit the following:
 - 1a. To permit the electronic attendance of a member of the public body who resides in the affected area.
 - 2b. to permit the electronic meeting of a public body that usually holds its meetings in the affected area.
 - b. After December 31, 2021 only in the circumstances requiring accommodation of members absent due to military duty.
2. City of Hartford shall utilize electronic video and/or audio services or equipment that ensures 2-way communication so that during the electronic meeting members of the public body can hear and be heard by other members of the public body and so that participants in the electronic meeting can hear members

of the public body and can be heard by members of the public body and other participants during the public comment period. To accommodate individuals with a disability, City of Hartford may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants.

- 3. Any meeting to be held electronically shall be preceded by a notice posted at least 18 hours before the meeting on the City’s website that is fully accessible to the public and at City Hall. The notice shall state why the public body is meeting electronically, include telephone number, and internet address to allow the public to participate in the electronic meeting.

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 21, 2020

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 21, 2020

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