



City of Hartford  
County of Van Buren, State of Michigan

## Commission Business Meeting Agenda

Monday, October 28, 2024 at 5:30 PM

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### APPROVAL OF AGENDA

### GUESTS

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

### COMMUNICATIONS

- [1.](#) Indiana Michigan Power Company - Notice of Public Hearing - November 14, 9am @ MPSC

### REPORT OF OFFICERS BOARDS & COMMITTEES

- [2.](#) PZ - 2024 October 14

#### Police & Ordinance

- [3.](#) HPD - 2024 October

#### Fire Department

- [4.](#) HFB - 2024 October 14

- [5.](#) HFB - 2024 October City Representative

#### Ambulance

- [6.](#) AMB - 2024 September

#### Van Buren County

#### Public Works

- [7.](#) DPW - 2024 September

#### Wastewater Treatment Plant

- [8.](#) WWTP - 2024 October

## Treasurers, Investment & List of Bills

[9.](#) List of Bills - October 28, 2024 \$669,707.64

[10.](#) Investment - 2024 September 30

## City Manager

[11.](#) CM - 2024 October

## **APPROVAL OF COMMISSION MINUTES**

[12.](#) Discuss & Consider - 2024, September 23

[13.](#) Discuss & Consider - 2024 September 24

14. Discuss & Consider - 2024 September 24 Closed Session

## **APPROVAL OF REPORTS**

## **GOALS/OBJECTIVES**

## **OLD BUSINESS**

[15.](#) Discuss & Consider - Vacate the Right of Way at the end of Reynolds Street

## **NEW BUSINESS**

[16.](#) Discuss & Consider - Ordinance to Amend the Zoning Map

[17.](#) Discuss & Consider - Ordinance to Amend the Anti-Blight Division in Chapter 91 of the Hartford City Code to Provide Updated Regulations and Penalties Pertaining to Property Maintenance

[18.](#) Discuss & Consider - Bendzinski & Co to serve as the Registered Municipal Advisor for the Drinking Water State Revolving Fund (DWSRF) Water Revenue Bonds & Bond Anticipation Note (BAN)

[19.](#) Discuss & Consider - Bendzinski & Co. as the City's Municipal Finance Advisors for the Michigan Transportation Fund Bond

[20.](#) Discuss & Consider - Dickinson Wright PLLC to Serve as Bond Counsel for the Drinking Water State Revolving Fund (DWSRF) Water Revenue Bonds & Bond Anticipation Note (BAN)

[21.](#) Discuss & Consider - Dickinson Wright PLC to serve as Bond Counsel for the Drinking Water State Revolving Fund (DWSRF Project Michigan Transportation Fund Bond

[22.](#) Discuss & Consider - Purchase, Acquire, and Construct Improvements to the Water System and to Publish Notice of Intent to Issue Revenue Bonds

[23.](#) Discuss & Consider - Sewer Rate Study

[24.](#) Discuss & Consider - Shared Streets & Spaces Grant, 60th Ave Sidewalk & Proposal for Engineering Services

[25.](#) Discuss & Consider - Michigan CLASS (Michigan Cooperative Liquid Assets Securities Systems)

[26.](#) Discuss & Consider - Painting City Hall

[27.](#) Discuss & Consider - Amendment to the City of Hartford Employee Handbook

## **INTRODUCTION OF RESOLUTIONS OR AMENDMENTS**

[28.](#) Discuss & Consider - Proposed Ordinance 344-2024 First Reading - Amending the Zoning Map

[29.](#) Discuss & Consider - Proposed Ordinance 345-2024 First Reading - Amending Anti-Blight Chapter 91

[30.](#) Discuss & Consider - Resolution 2024 - 041 - Approve Bendzinski & Co as the City's Municipal Finance Advisors for the Michigan Transportation Fund Bond

[31.](#) Discuss & Consider - Resolution 2024-042 - Approve Bendzinski & Co to serve as the Registered Municipal Advisor for the Drinking Water State Revolving Fund (DWSRF) Water Revenue Bonds & Bond Anticipation Note (BAN)

[32.](#) Discuss & Consider - Resolution 2024-043 - Purchase, Acquire, and Construct Improvements to the Water System and to Publish Notice of Intent to Issue Revenue Bonds

[33.](#) Discuss & Consider - Resolution 2024-044 - Approve Dickinson Wright PLLC to serve as Bond Counsel for the Drinking Water State Revolving Fund (DWSRF) Water Revenue Bonds & Bond Anticipation Note (BAN)

[34.](#) Discuss & Consider - Resolution 2024-045 - Amend Employee Handbook

[35.](#) Discuss & Consider - Resolution 2024-046 Approve Sewer Rate Study

[36.](#) Discuss & Consider - Resolution 2024-047 Painting City Hall

[37.](#) Discuss & Consider - Resolution 2024-048 Addition of Michigan Cooperative Liquid Assets Securities System

[38.](#) Discuss & Consider - Resolution 2024-049 to Vacate the Right of Way at the End of Reynolds Street

[39.](#) Discuss & Consider - Resolution 2024-050 Engineering Services for 60th Avenue Sidewalk Extension Project

[40.](#) Discuss & Consider - Resolution 2024-051 Approve Dickinson Wright PPLC to serve as Bond Counsel for the Drinking Water State Revolving Fund (DWSRF) Project Michigan Transportation Fund Bond

## **ADJOURNMENT**

STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
INDIANA MICHIGAN POWER COMPANY  
CASE NO. U-21596

RECEIVED  
OCT 21 2024  
CITY OF HARTFORD

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval of the application of Indiana Michigan Power Company for approval of a Power Supply Cost Recovery Plan and factors (2025).
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company Benton Harbor Service Center, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, (800) 311-6424, for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission’s website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

**DATE/TIME:** Thursday, November 14, 2024 at 9:00 AM

**BEFORE:** Administrative Law Judge Christopher S. Saunders

**LOCATION:** Video/Teleconference

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate or who are seeking access to the video/teleconference should contact the Administrative Law Judge’s secretary at (517) 284-8130 or by email at [LARA-MOHR-PSC@michigan.gov](mailto:LARA-MOHR-PSC@michigan.gov) in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Indiana Michigan Power Company’s (I&M) September 30, 2024 application requesting the Commission to: 1) approve its 2025 Power Supply Cost Recovery (PSCR) Plan and PSCR factors; 2) authorize I&M to continue the roll-in methodology in connection with its PSCR clause; 3) approve I&M's 2025 PSCR Plan as reasonable and prudent and a PSCR factor of 3.74 mills per kWh for each billing month from January 2025 through December 2025; and 4) grant I&M such other additional relief as it may deem appropriate.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by November 7, 2024. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Indiana Michigan Power Company's attorney, Jason T. Hanselman, 201 Townsend St., Ste. 900, Lansing, MI 48933.

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

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21596**. Statements may be emailed to: [mpscdockets@michigan.gov](mailto:mpscdockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

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

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

U-21596

**City of Hartford**  
**Planning Commission Meeting**  
**October 14th, 2024, Proposed Minutes**

**Called to Order:** 6:00pm by T. Kling

**Members Present:** Steve Ackerman, Peter Aranda, Gage Gardner, Jenine Kling, & Tim Kling

**Members Absent:** Adolfo Morales

**Also Present:** Nicol Brown, City Manager; Public Attendees: Andrew Fleming (Fleming Brother's Oil), & Rick Hall, Mayor

**Approval of the Agenda:**

Motion by Ackerman, seconded by Gardner, to approve the October 14<sup>th</sup>, 2024, agenda as presented.

Motion carried, 5 - 0

**Approval of the Minutes:**

Motion by Aranda, seconded by Gardner, to approve the minutes of the September 9<sup>th</sup>, 2024, meeting.

Motion carried, 5 - 0

**Public Comments Not on the Agenda:**

\*City Manager Comments:

- Drinking Water State Revolving Fund, through Egle, re: replacing old lines with copper. Draft proposal created, putting in 11 mil. (7 mil low interest loan along with 4 mil. grant) Whiteman's completed surveys last month. Still need bonding and study's done, working with City attorney to get paperwork prepared. Will need sewer study as well, may have to increase sewer rates. T. Kling mentioned that our house line was one of the 20% that had been checked. There is still a fair amount of funds left over. They will be replacing lines from the road all the way to the houses.
- Project Compass, internet/broadband for our area. Still ongoing. Working on meeting dates. MSU Extension is going to help.
- PFAS project – R.R. still holding up projects
- R.R. crossing on N. Center St. – grant will be used to fix the crossing
- Danny Staunton, Water Operator, going part-time. He'll be available to help with special projects.

**Public Hearing:**

Motion by Gardner, seconded by Ackerman, to close the regular meeting & begin public hearing.

Motion carried, 5-0

**Public Hearing – Consider an Ordinance to Rezone Land Commonly Known as 61827 CR 687 from Commercial to Light Industrial District**

Discussed proposal presented by Casey's at last meeting, looked over existing zoning maps to have a better understanding, and discussed Spot Zoning. Rick Hall, City Mayor & public attendee, said he supports the rezoning for Casey's to come in. It will be a great addition to our community, bringing jobs and possibly enticing more businesses to the area in the future. Public attendee Andrew Fleming, representing Shell Gas Station across from the proposed Casey's building site, also supports and agrees that it will be a great addition to our community. They have no issues with them

coming in. Andrew added that Fleming Brother's Oil has always been a supporter of the Hartford community and shared that .2c per every gallon at Shell goes to the Hartford Schools. After reviewing and answering all zoning questions, T. Kling asked for a motion to be made to close the public hearing.

Motion by Gardner, seconded by Aranda, to close the public hearing and resume our regular meeting.

Motion carried, 5-0

At this time, T. Kling called for a motion to be made to recommend the rezoning to the City Commission as stated above.

Motion by Ackerman, seconded by Gardner, to recommend Considering an Ordinance to Rezone Land Commonly Known as 61827 CR 687 from Commercial to Light Industrial District to the City Commission for final approval.

Motion carried, per roll call, 5-0

**Unfinished Business:**

\*Discuss & Consider - By-Laws Review – tabled until next meeting – Nicol & Pete still need to get together, re: to take a closer look at the other community's by-laws, red line and discuss, and then decide if we want to make any changes/additions to ours.

**New Business:**

\*T. Kling asked if Nicol could have Roxanne print up a new contact sheet for us, with all the names and contact numbers of the City Commissioner's, Planning Commissioner's, etc. The information is available online but it's nice to have the handout with the updated information.

**Other business:**

\*Aranda – wanted to share, per his wife and himself, that the area tree removal workers were very nice, efficient, and respectful of their property and said they deserve a shout out for work well done.

**Adjournment:**

Motion by Gardner, supported by Aranda, to adjourn the meeting at 6:34 pm.

Meeting adjourned by T. Kling

Respectfully submitted by: Jenine Kling, Secretary

# Hartford Police Department

## Monthly Report

**DATE**

10-17-24

Item 3.

### DEPARTMENT SUMMARY:

I have been working a list of items / equipment that is need of being replaced within the next budget year or sooner if possible. Some of the (high) priority items are as follows :

#1 - MDC'S -in car computers, theses are roughly 10 years old, I'm not sure on the exact age due to no records of them being in the police department

#2 - Radar Units (in car) these are 20 years old and out dated

#3 - Radios, both portable and moble.

I'm seeking quotes for the all the items and hopefully I'll have them by the November meeting.

In all the department is running well, Myself and Officer Poole have been working with other department to get the word out on hiring officers.

Deputy Thompson has pulled his application due to personal reasons.

We have had one applications turned for a full time position.

Myself and Officer Poole have been working on the yearly mandated on-line training for MCOLES and will be doing on firearms qualifications on October 17, 2024 with the Pokagon tribal Police. I am working with the Hpd reserve unit on getting their annual firearms qualifications completed.

We also attended a legal update on September 20, 2024 which was sponsored by the MML in Lansing

I have moved the Humvee to the waste water treatment plant. I know there has been an interest in returning it, but with what I have found is that we have to retain it for 1 year and then we can re-post it on the 1033 government program.

Officer Poole recently became a LEIN Tac. He will will replace myself as the departments lein tac. For those of you that don't what this is. The lein tac is responsible for all of the lein access, warrant entries (validating) and the department's lein audit which is completed every 3-4 years. I will retain my status to assist him, this will be extremely beneficial when the department is selected for the audit.

I feel one of the reasons we are not getting qualified applicants is due to the department being the lowest paid in the county / surrounding area. The average wage is over \$30 an hour to start. For example Lawton just approved a price raise for starting a full-time officer to \$32 an hour to start.



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**STATISTICS:**

- *The department handled 46 calls for service in the month of September*
  
- *Offense Report / September Stats*
  
- 1 Assault
- 4 larceny
- 1 Counterfeit bil
- 2 health / Safety
- 1 Trespass
- 1 Lost / found property
- 5 traffic crashes
- 4 Civil issues
- 2 Suspicious situations
- 1 false alarm
- 1 Juvenile issue
- 1 Suicidal person
- 22 - Assist to other agencies
  - Van Buren County SD - 8
  - Michigan State Police – 3
  - Hartford Fire / VBEMS - 3
  - VB Health Dept – 1
  - Kalamazoo Twp PD – 1
  - Barry County SD – 1
  - Indiana State Police – 1
  - Individuals - 4

**BUDGET UPDATE:**

N/A

**PERSONNEL:****TRAINING:**

Myself and Officer Poole attended a legal update training in Lansing on September 20, 2024 Sponsored by MML

**PUBLIC OUTREACH:**

I had several citizens contact me about the police department. They expressed their appreciation with the work that myself and Officer Poole are doing, being that we are short staffed. I have have also expressed my feeling towards the community on how much it means to us for having their support

I also have been in contact with the staff at Redwood Elementary and have been asked to come and talk / talk to the students during the day. I have offered to talk to them in October about safety issues in regards to Halloween. The second grade teachers have asked that I also speak wirth their classes about my position as an Officer and my connections with the community outside of my job, many know that I'm active in the community beyond "the job". I will be doing this on October 16, 2024.

This is one of my favorite things to do with the elementary students, it provides them a chance to know the officers beyond what they see on the streets

**FLEET STATUS:**

**There are no current issues with the patrol cars**

**EQUIPMENT:**

**GRANTS & INITIATIVES:**

Amount	Grant	Grantor	Purpose	Status

**Update Manual/Policies/Procedures/Rules:**

Name of Policy	Date Started Update	Status of Update	Est. Completion Date

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\*END OF REPORT\*

Respectfully Submitted by: Interim Police Chief Phil Lucas



Date: 10/22/24

**Hartford Fire Board Meeting  
October 14th, 2024  
September Business**

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Hartford Fire Board  
Agenda  
Monday October 14th, 2024, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. **Approval of the Agenda as presented.** Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to approve agenda as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_ Nays: \_\_\_\_\_.
- VII. **Approval of previous meeting minutes from September 9th, 2024:** Motion by \_\_\_\_\_ Second \_\_\_\_\_ to approve previous meeting minutes as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_ Nays: \_\_\_\_\_
- VIII. **Review: Review Revenue & Expenditure Report & Invoice Register**
- IX. **Approval of September Treasurer’s report:** Motion By \_\_\_\_\_ Second by \_\_\_\_\_ to approve Treasurer’s report as presented. Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_  
\_\_\_\_\_

a. **Accounts Payable:** Amount \$26,437.67 Motion by \_\_\_\_\_ Second \_\_\_\_\_ by roll call  
vote Motion \_\_\_\_\_ Yeas: \_\_\_\_\_ Nays: \_\_\_\_\_

- X. **Review September 2024 Incident Summary and Breakdown of Fire Calls per zone.**
- XI. **Review Cost Recovery USA 8/25/2024-9/24/2024 Payment Reconciliation Report**
- XII. **Unfinished Business:**
- XIII. **New Business:**

1. **Discuss and consider rescheduling the November 11<sup>th</sup>, 2024, Fire Board meeting due to that day being a Federal Holiday.**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve moving the November 11<sup>th</sup>, 2024, Fire Board meeting to Tuesday November 12<sup>th</sup> at 7:00pm still at the Township Hall.

Yays \_\_\_\_\_ Nays \_\_\_\_\_

2. **Discuss and consider Quotes for New Fire Hose.**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve Quote from \_\_\_\_\_ in the amount of \_\_\_\_\_ to purchase new fire hose.

Yays \_\_\_\_\_ Nays \_\_\_\_\_

**3. Discuss and consider purchasing a New Command Vehicle.**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to approve the purchase of a new command vehicle and additional items needed to outfit the command vehicle for the not to exceed price of \$53,000.

Roll Call Vote

Yays \_\_\_\_\_ Nays \_\_\_\_\_

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 September 9th, 2024**

**Members Present upon roll call:** Ron Sefcik; Eric Germinder; Carlos Ledesma; Jerry Birmele;

**Absent:** Chad Hunt

**Others Present:** Peter Stanslawski, Ian Sharpe, Asst. Chief McGrew

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

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of September 9th, 2024, was presented and approved as presented. Motion by Ledesma Second by Germinder to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the August 12<sup>th</sup>, 2024 Fire Board meeting were presented.

Motion by Sefcik; Seconded by Ledesma to accept the minutes as presented.

Yeas: 4 Nays:0 **Approved**

Review of Revenue & Expenditure Report

The August Treasures report was presented: Motion by Birmele; Seconded by Ledesma to approve Treasures report as presented.

Yeas: 4 Nays:0

Bills were presented for approval in the amount of \$38,916.32 Motion by Germinder; seconded by Sefcik to pay bills in the amount of \$38,916.32

Motion approved upon roll call vote of members present.

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

Absent: Hunt

Members Reviewed the August 2024 Incident Summary and Breakdown of Fire Calls per zone and additionally reviewed the Cost Recovery USA payment reconciliation report. Asst. Chief McGrew advised the board that this will a new item in the board packet moving forward.

**Unfinished Business** N/A

**New Business:**

1. The 2023/2024 audit was presented to the board, correspondence back from the state, stated that we have received a clean audit. Copies will be presented to the City and Township.
2. Captain Mike Chappell submitted his letter of intent to retire effective September 1<sup>st</sup> 2024 after 27 years of service. Motion by Germinder; Seconded by Birmele to accept the retirement of Mike Chappell.

Yeas: 4      Nays: 0      APPROVED

3. Mike Chappell stated his intention to still be apart of the department in some capacity, Chief Harting and Asst. Chief McGrew recommend that we appoint Mike Chappell as a member of the Hartford Fire Department Auxiliary unit. Motion by Sefcik; Seconded by Ledesma to approve the appointment of Mike Chappell as a member of the Hartford Fire Department Auxiliary Unit.

Yeas: 4      Nays: 0      APPROVED



- 4. Discussion took place on the need for an IPAD, Asst. Chief McGrew advised the board that this IPAD will be used in conjunction with our new pre-plan software, additionally will be used for our smoke alarm installs and can be used for our fire reporting system also. Motion by Sefcik; Seconded by Germinder to approve the purchase of the IPAD and additional accessories not to exceed \$600.

Yeas: 4      Nays: 0      APPROVED

- 5. Quotes were reviewed from Ford, GMC and Toyota for the purpose of purchasing a New Command Pickup Truck. After further questions and discussion, Motion by Ledesma; Seconded by Germinder to Recommend the purchase of a 2024 Toyota Tacoma.

Yeas: 4      Nays: 0      APPROVED

**Fire Chiefs Report:**

- 1. Chief out of Town for a seminar, report is attached in the packet.

**Assistant Fire Chief Report:**

- 1. Report Attached in the packet
- 2. Additionally, Asst. Chief McGrew reported that he spoke to the Senior Citizen lunch today about Carbon Monoxide and Gas Leaks.

**Other board Business:**

Chairman Sefcik updated the board about additional information he was able to gather from the township as it pertains to the interlocal agreement, he has requested any additionally information from the city also.

Assistant Chief McGrew and the board talked about the future of unit 1841, consensus of the discussion was to have a plan in place in the next few weeks to present to the city and township.

Motion by Sefcik; Second by Ledesma to adjourn the meeting at 20:04p.m.

Yeas: 4    Nays:0        **Approved**

Respectfully Submitted  
Gerald Birmele, Secretary

APPROVED

**HARTFORD FIRE BOARD MEETING**

**Minutes of Fire Board Meeting October 14th, 2024**

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

**Absent:**

**Others Present:** Ian Sharpe, Asst. Chief McGrew

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

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of October 14th, 2024, was presented and approved as presented. Motion by Ledesma Second by Germinder to approve the agenda as presented.

Yeas: 5 Nays: 0     **Approved**

The proposed minutes of the September 9<sup>th</sup>, 2024, Fire Board meeting were presented.

Motion by Hunt; Seconded by Birmele to accept the minutes as presented.

Yeas: 5 Nays:0     **Approved**

Review of Revenue & Expenditure Report

The September Treasures report was presented: Motion by Birmele; Seconded by Ledesma to approve Treasures report as presented.

Yeas: 5 Nays:0

Bills were presented for approval in the amount of \$26,437.67 Motion by Germinder; seconded by Sefcik to pay bills in the amount of \$26,437.67

Motion approved upon roll call vote of members present.

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

Members Reviewed the September 2024 Incident Summary and Breakdown of Fire Calls per zone and additionally reviewed the Cost Recovery USA payment reconciliation report. Asst. Chief McGrew noted that we have four outstanding cost recovery incidents that the company is currently processing.

**Unfinished Business N/A**

**New Business:**

1. Discussion on the need to reschedule the November 11<sup>th</sup>, 2024, meeting due to conflict with Veterans Day, Motion by Germinder, seconded by Ledesma to approve moving the November 11<sup>th</sup>, 2024, Fire Board Meeting to Tuesday November 12<sup>th</sup> at 7:00pm still at the township hall.

Yeas: 5      Nays: 0

**APPROVED**

2. Discussion took place on the need for new fire hose, Assistant Chief McGrew highlighted the results from a Demo that was conducted with representatives from Key Hose Company on October 3<sup>rd</sup>. Motion by Sefcik; Seconded by Germinder to approve the attached Quote from Moses Fire Equipment in the amount of \$9,624 to purchase new fire hose.

Yeas: 5      Nays: 0

**APPROVED**

- Continued Discussion from last month's meeting was held on the need to purchase a new command vehicle. It was agreed last month that we would purchase from Toyota, the board agreed that it was within the authority of the fire board to approve this purchase. Motion by Sefcik; Seconded by Ledesma to approve the purchase of a new command vehicle and additional items needed to outfit the command vehicle for the not to exceed price of \$53,000.

Motion approved upon roll call vote of members present.

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

**Fire Chiefs Report:**

- Report Attached in the packet

**Assistant Fire Chief Report:**

- 1. Report Attached in the packet
- 2. Additionally, Asst. Chief McGrew reported that the new grass fire skid unit on 1869 performed wonderfully at a grass fire this past weekend.

**Other board Business:**

Assistant Chief McGrew brought up that a member of the department is willing to donate some workout equipment to be housed the in the barn, discussion about liability and having members sign a waiver before using the equipment was discussed.

Chairman Sefcik updated the board about additional information he was able to gather from the city as it pertains to the interlocal agreement, most recent agreement were passed out for board members to read and its additionally available on the city's website.

Motion by Ledesma; Second by Sefcik to adjourn the meeting at 7:49p.m.

Yeas: 5    Nays:0    **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 10/31/2024	ACTIVITY FOR MONTH 10/31/2024		AVAILABLE BALANCE	% BDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		INCREASE (DECREASE)	NORMAL (ABNORMAL)		

Fund 206 - FIRE FUND								
Revenues								
Dept 000								
206-000-401.000	HARTFORD TOWNSHIP	163,570.00	40,892.49	122,677.51	0.00	89,220.00	25.00	
206-000-402.000	HARTFORD CITY	133,830.00	44,610.00	89,220.00	11,152.50	67,000.00	33.33	
206-000-411.000	HARTFORD TWP MILLAGE	67,000.00	0.00	67,000.00	0.00	46,000.00	0.00	
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00	0.00	46,000.00	0.00	4,181.00	19.60	
206-000-420.000	BANGOR TWP COST RECOVERY	5,200.00	1,019.00	4,181.00	0.00	95.22	90.48	
206-000-421.000	COST RECOVERY	1,000.00	904.78	95.22	0.00	50.00	0.00	
206-000-422.000	FIRE REPORTS/ FOIA	50.00	0.00	50.00	0.00	(55,525.54)	100.00	
206-000-450.000	DONATIONS	0.00	55,525.54	0.00	0.00	2,500.00	25.00	
206-000-539.000	GRANTS	2,500.00	0.00	2,500.00	0.00	7,200.00	27.60	
206-000-582.000	TOWNSHIP GRANTS	9,600.00	2,400.00	7,200.00	0.00	800.00	0.00	
206-000-584.000	VEHMS	10,000.00	2,760.00	7,240.00	0.00	(5,603.49)	660.35	
206-000-660.000	CELL PHONE REIMBURSEMENT	800.00	0.00	800.00	0.00	(6,632.00)	100.00	
206-000-665.000	INTEREST	1,000.00	6,603.49	(5,603.49)	0.00			
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00	6,632.00		0.00			
Total Dept 000		440,550.00	161,347.30	279,202.70	11,152.50		36.62	
TOTAL REVENUES		440,550.00	161,347.30	279,202.70	11,152.50		36.62	

Expenditures								
Dept 336 - FIRE OPERATING								
206-336-702.000	BOARD SALARY	4,200.00	1,080.00	3,120.00	240.00	41,756.25	25.71	
206-336-704.000	CHIEF SALARY	58,950.00	17,193.75	41,756.25	4,912.50	16,800.00	30.00	
206-336-705.000	ASST CHIEF SALARY	24,000.00	7,200.00	16,800.00	2,000.00	38,888.11	22.22	
206-336-710.000	FIREFIGHTER/ MFR	50,000.00	11,111.89	38,888.11	4,186.51	11,019.90	23.47	
206-336-712.000	SHIFT COVERAGE	14,400.00	3,380.10	11,019.90	1,155.00	6,942.63	30.57	
206-336-720.000	PAYROLL TAXES	10,000.00	3,057.37	6,942.63	955.78	2,754.29	27.52	
206-336-724.000	RETIREMENT	3,800.00	1,045.71	2,754.29	294.76	7,617.38	18.96	
206-336-730.000	GASOLINE & DIESEL	9,400.00	1,782.62	7,617.38	394.30	65.21	65.21	
206-336-733.000	VEHICLE MAINTENANCE	9,500.00	6,195.06	3,304.94	2,103.30	(457.50)	103.52	
206-336-740.000	EQUIPMENT MAINTENANCE	13,000.00	13,000.00		214.96	358.60	10.35	
206-336-741.000	OPERATING SUPPLIES	400.00	41.40	358.60	0.00	30.71	30.71	
206-336-741.000	MEDICAL SUPPLIES	2,500.00	767.71	1,732.29	449.47	3,169.30	62.71	
206-336-742.000	ANNUAL TESTING	8,500.00	5,330.70	3,169.30	0.00	5,394.93	28.07	
206-336-751.000	PHONES	7,500.00	2,105.07	5,394.93	618.37	8,422.39	15.78	
206-336-753.000	UTILITIES	10,000.00	1,577.61	8,422.39	432.22	1,666.32	83.34	
206-336-763.000	BUILDING MAINTENANCE	10,000.00	8,333.68	1,666.32	1,229.92	1,231.66	70.67	
206-336-767.000	DUES/ SUBSCRIPTIONS	4,200.00	2,968.34	1,231.66	0.00	15,000.00	0.00	
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,000.00	0.00	15,000.00	0.00	5,584.67	34.30	
206-336-785.000	EDUCATION/ TRAINING	8,500.00	2,915.33	5,584.67	160.00	9,628.00	3.72	
206-336-796.000	PHYSICALS	10,000.00	372.00	9,628.00	186.00	2,735.63	41.80	
206-336-799.000	OFFICE/ COMPUTER	4,700.00	1,964.37	2,735.63	241.12	9,410.00	42.97	
206-336-801.000	PROFESSIONAL SERVICES	16,500.00	7,090.00	9,410.00	5,830.00	2,500.00	0.00	
206-336-810.000	GRANT MATCH	2,500.00	0.00	2,500.00	0.00	22,069.77	26.43	
206-336-815.000	GENERAL INSURANCE	30,000.00	7,930.23	22,069.77	0.00	113,000.00	0.00	
206-336-965.000	TRANSFER TO MILLAGE FUND	113,000.00	0.00	113,000.00	0.00			
Total Dept 336 - FIRE OPERATING		440,550.00	106,900.44	333,649.56	25,604.21		24.27	
TOTAL EXPENDITURES		440,550.00	106,900.44	333,649.56	25,604.21		24.27	

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDC USED
		AMENDED BUDGET	NORMAL	10/31/2024	(ABNORMAL)	MONTH 10/31/2024	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 206 - FIRE FUND										
Fund 206 - FIRE FUND:										
	TOTAL REVENUES	440,550.00		161,347.30		11,152.50		279,202.70		36.62
	TOTAL EXPENDITURES	440,550.00		106,900.44		25,604.21		333,649.56		24.27
	NET OF REVENUES & EXPENDITURES	0.00		54,446.86		(14,451.71)		(54,446.86)		100.00



10/10/2024 08:52 AM  
 User: BSA  
 DB: Hartford

INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE  
 POST DATES 09/10/2024 - 10/14/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Page: 1/1

Vendor Name	Description	Amount
1. AT&T MOBILITY	CELL PHONES	410.88
2. BACKROADS SERVICES	TRUCK MAINTENANCE	245.95
3. BENTON HARBOR PUBLIC SAFETY	TRAINING	100.00
4. BESTWAY	TRASH	87.75
5. BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
6. BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLY	449.47
7. COMCAST	TELEPHONES & INTERNET	296.49
	TELEPHONES & INTERNET	296.49
	TOTAL	592.98
8. CONSUMERS ENERGY	NATURAL GAS	16.78
9. FIRST NATIONAL BANK OMAHA	MAINTENANCE SUPPLIES TRAINING	861.43
10. INDIANA MICHIGAN POWER	ELECTRIC	415.44
11. JOHN TAPPER AUTOMOTIVE	2005 FORD	1,857.35
12. KELLOGG HARDWARE INC	SUPPLIES	388.37
	SUPPLIES	118.28
	TOTAL	506.65
13. MFE INC	ROCKER LUG	181.35
14. PETER STANISLAWSKI	FINANCE SERVICES	630.00
15. SHELL FLEET PLUS	DIESEL & GASOLINE	394.30
16. SIEGFRIED CRANDALL PC	AUDIT	5,200.00
17. SPENCER MANUFACTURING	1871 WATER LEAK	33.61
18. US BUSINESS SYSTEMS INC	COPIER	102.96
19. VAN BUREN COUNTY	TRAINING	60.00
TOTAL - ALL VENDORS		12,332.90

**HARTFORD FIRE**  
**CASH BALANCES**  
**OCTOBER 14 2024**

General Checking	\$	40,899.32
Operating Account	\$	134,035.62
Millage Account	\$	304,686.30
Maintenance Account	\$	13,991.55
Donation Account	\$	62,863.72
Investment Account Huntington	\$	105,367.74
All Cash Accounts	\$	661,844.25

10/10/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 09/10/2024 - 10/14/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
09/15/2024	DD473(A)	HARTING, ROBBIE	PAYROLL	1,836.71
09/15/2024	DD474(A)	MC GREW, KEVIN	PAYROLL	995.87
09/30/2024	255(E)	BESTWAY	TRASH	87.75
09/30/2024	256(E)	COMCAST	TELEPHONES & INTERNET	296.49
09/30/2024	EFT100(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	371.10
09/30/2024	EFT101(E)	CITY OF HARTFORD	PAYROLL	294.76
09/30/2024	EFT102(E)	INTERNAL REVENUE SERVICE	PAYROLL	1,941.01
09/30/2024	EFT103(E)	STATE OF MICHIGAN	PAYROLL	1,668.59
10/01/2024	DD475(A)	HARTING, ROBBIE	PAYROLL	1,836.70
10/01/2024	DD476(A)	MC GREW, KEVIN	PAYROLL	584.63
10/02/2024	DD477(A)	BIRMELE, GERALD	PAYROLL	52.86
10/02/2024	DD478(A)	BODARY, BRANDON	PAYROLL	458.06
10/02/2024	DD479(A)	EASTMAN, SCOTT	PAYROLL	57.22
10/02/2024	DD480(A)	FLEMMING, RYAN	PAYROLL	182.44
10/02/2024	DD481(A)	FRY, STEVEN	PAYROLL	191.35
10/02/2024	DD482(A)	GERMINDER, ERIC	PAYROLL	52.86
10/02/2024	DD483(A)	HARTING, BRANDI	PAYROLL	340.24
10/02/2024	DD484(A)	LEDESMA, CARLOS	PAYROLL	52.86
10/02/2024	DD485(A)	LOWE, STEVEN	PAYROLL	318.87
10/02/2024	DD486(A)	MC GREW, KEVIN	PAYROLL	1,280.11
10/02/2024	DD487(A)	ROBERTS, KHELUN	PAYROLL	556.56
10/02/2024	DD488(A)	SEFCIK, RONALD	PAYROLL	52.86
10/02/2024	DD489(A)	SHARPE, IAN	PAYROLL	290.68
10/02/2024	DD490(A)	WEBERG, SCOTT	PAYROLL	317.33
10/02/2024	STUB51(A)	FLEMMING, LISA	PAYROLL	0.00
10/02/2024	STUB52(A)	MC CLELLAN, TROY	PAYROLL	0.00
10/03/2024	EFT104(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	371.10
10/14/2024	257(E)	INDIANA MICHIGAN POWER	ELECTRIC	415.44
10/14/2024	258(E)	AT&T MOBILITY	CELL PHONES	410.88
10/14/2024	259(E)	COMCAST	TELEPHONES & INTERNET	296.49
10/14/2024	260(E)	CONSUMERS ENERGY	NATURAL GAS	16.78
10/14/2024	261(E)	FIRST NATIONAL BANK OMAHA	MAINTENANCE SUPPLIES TRAINING	861.43
10/14/2024	262(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	394.30
10/14/2024	263(A)	BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
10/14/2024	264(A)	PETER STANISLAWSKI	FINANCE SERVICES	630.00
10/14/2024	265(A)	SIEGFRIED CRANDALL PC	AUDIT	5,200.00
10/14/2024	266(A)	SPENCER MANUFACTURING	1871 WATER LEAK	33.61
10/14/2024	267(A)	US BUSINESS SYSTEMS INC	COPIER	102.96

10/10/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 09/10/2024 - 10/14/2024				
Check Date	Check	Vendor Name	Description	Amount
10/14/2024	15072	BACKROADS SERVICES	TRUCK MAINTENANCE	245.95
10/14/2024	15073	BENTON HARBOR PUBLIC SAFETY	TRAINING	100.00
10/14/2024	15074	KELLOGG HARDWARE INC	SUPPLIES	506.65
10/14/2024	15075	BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLY	449.47
10/14/2024	15076	MFE INC	ROCKER LUG	181.35
10/14/2024	15077	JOHN TAPPER AUTOMOTIVE	2005 FORD	1,857.35
10/14/2024	15078	VAN BUREN COUNTY	TRAINING	60.00
Total of 45 Checks:				26,437.67
Less 0 Void Checks:				0.00
Total of 45 Disbursements:				26,437.67



# Hartford Fire Department

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

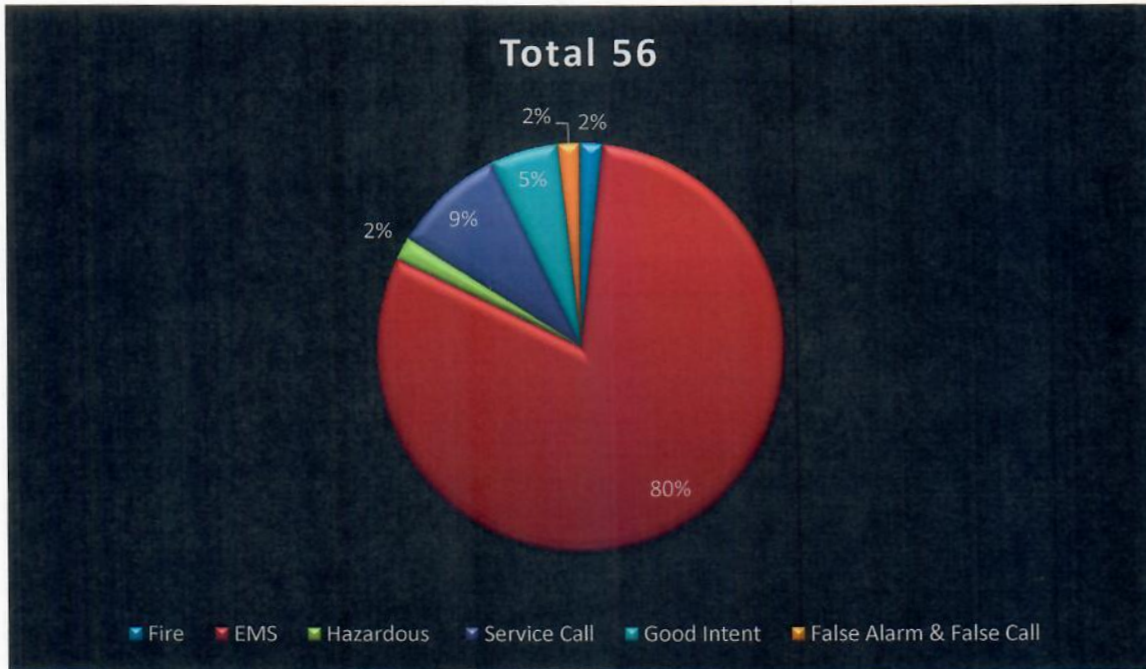


Item 4.

Chief Robbie Harting

Asst. Chief Kevin McGrew

## September 2024 Incident Summary



<b>City- 27</b>	<b>Township- 26</b>	<b>Other-3</b>
-----------------	---------------------	----------------

Incident Type	Count
141- Woods Fire	1
311- Medical assist, assist EMS Crew	31
321- EMS call, excluding vehicle accident	11
322-MVA with Injuries	1
324-MVA No Injuries	2
444- Power Lines Down	1
554- Lift Assist	2
561- Illegal Burning	3
600- Good Intent	3
743- Smoke Detector Activation	1
<b>Total</b>	<b>56</b>



Chief Robbie Harting

# Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 4.

## September 2024

### 56 Calls for Service

Area	Total Calls	Payroll
City of Hartford	27	\$1,292.26
Township of Hartford	26	\$1,375.25
Bangor Township	1	\$113.26
I-94 & Red Arrow Hwy	1	\$424.51
Mutual Aid	1	\$178.50
<b>Total</b>	<b>56</b>	<b>\$3,383.78</b>
<b>Average Cost Per Call</b>		<b>\$60.42</b>
<b>Training</b>	<b>22 hours</b>	<b>\$394.25</b>
<b>Truck Inspections</b>	<b>18 hours</b>	<b>\$322.50</b>
<b>Shift Coverage</b>	<b>70 Shifts</b>	<b>\$1,050.00</b>



Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
9/2/2024	Lift Assist-554	1802	1	31.5	2024-492
9/3/2024	Medical Assist-311	1802&1810	5	109.75	2024-496
9/4/2024	Medical Assist-311	1802	1	21	2024-497
9/4/2024	Medical Assist-311	1802&1810	5	94.25	2024-499
9/4/2024	Burning	1802	6	112.5	2024-500
9/5/2024	Medical Call-321	1810	4	36	2024-501
9/6/2024	Medical Call-321	1810	3	17	2024-503
9/8/2024	Medical Assist-311	1802&1810	5	93.5	2024-504
9/11/2024	Medical Assist-311	1810	1	0	2024-507
9/11/2024	Medical Assist-311	1810	2	32.5	2024-508
9/13/2024	Medical Assist-311	1810	4	36.25	2024-509
9/14/2024	Medical Assist-311	1810&1802	3	59.25	2024-510
9/16/2024	Medical Assist-311	1810	3	57.25	2024-514
9/16/2024	MVA-No Injuries-324	1802&1871&1810	7	125.75	2024-515
9/17/2024	Medical Assist-311	1802&1810	2	40.25	2024-516
9/22/2024	Good Intent-600	1802&1871	6	110.25	2024-525
9/22/2024	Medical Assist-311	1810	5	90.5	2024-526
9/23/2024	Medical Call-321	1802	2	20	2024-528
9/23/2024	Medical Call-321	1810	2	20	2024-529
9/24/2024	Medical Assist-311	1810	4	36	2024-530
9/25/2024	Good Intent-600	1802	2	0	2024-532
9/25/2024	Medical Assist-311	1810	2	40.25	2024-534
9/25/2024	Medical Assist-311	1810	1	21	2024-535
9/27/2024	Medical Assist-311	1810	5	53	2024-540
9/27/2024	Medical Assist-311	1810	4	77.5	2024-541
9/29/2024	Medical Assist-311	1810	2	40	2024-544

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
9/2/2024	Good Intent	1802&1871	5	136.51	2024-493
9/3/2024	Lift Assist-554	1802	1	21	2024-494
9/3/2024	Medical Call-321	1810	3	17	2024-495
9/4/2024	Medical Assist-311	1810	3	17	2024-498
9/6/2024	Medical Assist-311	1810	3	17	2024-502
9/8/2024	Medical Assist-311	1810	5	92	2024-505
9/8/2024	Medical Call-321	1802&1810	4	75.25	2024-506
9/16/2024	Medical Assist-311	1802	2	36.5	2024-511
9/16/2024	Burning-561	1802	4	35.25	2024-512
9/16/2024	Medical Assist-311	1801	4	32.5	2024-513
9/18/2024	Medical Call-321	1810	4	36	2024-517
9/19/2024	Medical Assist-311	1802&1810	2	40	2024-520
9/20/2024	Medical Call-321	1810	3	57.25	2024-521
9/21/2024	Medical Assist-311	1810	3	57.25	2024-523
9/22/2024	MVA-No Injuries-324	1802	6	109	2024-524
9/23/2024	Medical Call-321	1802	1	21	2024-527
9/24/2024	Medical Call-321	1810	1	21	2024-531
9/25/2024	Medical Assist-311	1810	2	0	2024-533
9/25/2024	Medical Assist-311	1802&1810	3	54.5	2024-536
9/26/2024	Medical Assist-311	1810	3	17	2024-537
9/26/2024	Medical Assist-311	1810	3	54.75	2024-538
9/27/2024	Medical Assist-311	1810	3	17	2024-539
9/27/2024	Medical Call-321	1810&1802	3	59.25	2024-542
9/28/2024	Smoke Alarm-743	1802&1841	4	77.25	2024-543
9/29/2024	Burning-561	1802&1869	5	96.5	2024-545
9/30/2024	Medical Assist-311	1802&1810	3	54.5	2024-546
9/30/2024	Medical Assist-311	1802&1810	2	40	2024-547



Mutual Aid/Date  
 9/18/2024

Call Type  
 Woods Fire

Vehicle's Involved  
 1801&1802&1831

# of Personal  
 6

Personal Cost  
 178.5

Report# Area  
 2024-518 Bangor TWP

I-94 & Red Arrow Hwy or  
 Cost Recovery

9/18/2024

Location  
 Red Arrow

Call Type  
 Pl-with injuries

Vehicle's Involved  
 1802&1871&1810&1:

# of Personal  
 11

Personal Cost  
 424.51

Report#  
 2024-519

Township of Bangor/Date  
 9/20/2024

Call Type  
 Power Line-444

Vehicle's Involved  
 1802&1871

# of Personal  
 4

Personal Cost  
 113.26

Report#  
 2024-522



Chief Robbie Harting

# Hartford Fire Department

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



Item 4.

Asst. Chief Kevin McGrew

## Cost Recovery USA Payment Reconciliation Report 8/25/2024-9/24/2024

Fire Dept.	Run Date	Run Number	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
HFD	7/17/2024	2024-408-HFDMIB	322 Car Crash	8/28/2024	Auto Club Family Ins	\$343.50	\$343.50	\$267.93

Chief Harting-hartfordfirechief@gmail.com  
Asst. Chief McGrew-hartfordasstfirechief@gmail.com



# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** October 14<sup>th</sup> 2024  
**Submitted By:** Ron Sefcik- Fire Board Chairman  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Approval of Meeting Change for November 11<sup>th</sup> 2024

RECOMMENDED ACTION:

Change meeting date from November 11<sup>th</sup>, 2024, to November 12<sup>th</sup>, 2024, at the same time due to conflict with Veterans Day.

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** October 14<sup>th</sup> 2024  
**Submitted By:** Kevin McGrew- Asst. Fire Chief  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Purchase of New Hose

RECOMMENDED ACTION:

We are requesting to purchase new fire hose; we have been researching and talking with experts for the last few months trying to put the best hose package together that fits our new nozzles that we purchased. This research culminated with a hands on demo on Thursday October 3<sup>rd</sup> with representatives from Key Hose Company, West Shore Fire, Moses Fire Equipment and members from the Bangor Fire Department.

We flowed several different types of hose with side-by-side comparisons calculating nozzle pressure, nozzle reaction, kink resistance and gallons per minute.

During our comparisons it was noted that it takes upwards of 40-45 psi more using our current hose and nozzle package to generate the same number of gallons per minute with our new nozzles with the proposed new hose.

Just like with nozzles, technology has drastically changed over the last several years and our current hose is inadequate for what we are trying to accomplish with using lower pressure nozzles and making it safer and easier for our members.

We are proposing to purchase 31 sections of Key Combat Sniper 1 3/4 Hose and 6 Sections of Key Tru Id 2 1/4 Hose.

This purchase would outfit unit 1871 & 1831 with all new attack hose to pair with the new nozzles that we purchased.

Attached are 3 quotes from local vendors for purchase-

Moses Fire Equipment- \$9,624.00 (this order qualifies for free freight)

All Hands Fire- \$13,093.63

West Shore Fire- \$10,167.00

\*\*\*\*\*1850 feet x.43 cents for hose testing that wouldn't need to be completed until next year= recoup \$795.50

\*\*\*\*\*1850 feet of hose, we can sell old hose at \$50-\$75 per 50 feet

37 sections x \$50      \$1850 recouped

**QUOTE**

Quote Number:  
**Q24113**

Quote Date:  
07/03/24



**MFE, Inc.** (Moses Fire Equipment, Inc.)

P.O. BOX 690  
LAWRENCE, MI 49064-0690

Voice: (269) 674-8655

Fax: (269) 674-8633

Quote for: **KEVIN McGREW**  
HARTFORD FIRE DEPT.

Quote Valid: **30 DAYS**

Freight - See Note Below

Email: [hartfordasstfirechief@gmail.com](mailto:hartfordasstfirechief@gmail.com)

Quoted by: Sheryl Moses, Office Mgr.

Stat: (269) 621-4707

Cell: (269) 547-2730

Salesperson: House

Quantity	Description	Price Each	Total Cost
31 SEC	KEY COMBAT SNIPER POLYESTER THRU-THE-WEAVE HOSE, 1.75" X 50 FT. SECTION WITH 1.50" NST ALUMINUM COUPLINGS (9 sec - Clear Coated White, 11 sec - Red & 11 sec - Orange)	\$ 252.00	\$ 7,812.00
6 SEC	KEY TRU ID DOUBLE JACKET HOSE, 2.25" X 50 FT. SECTION WITH 2.50" NST COUPLINGS (Bright Green)	\$ 302.00	\$ 1,812.00
<u>(HOSE SECTIONS STENCILLED WITH "HARTFORD FD" - NO CHARGE)</u>			
<b><u>NOTE: IF ALL OF THE ABOVE HOSE IS ORDERED IN A SINGLE ORDER, IT CURRENTLY QUALIFIES FOR "FREE FREIGHT". IF QUANTITIES CHANGE, FREIGHT CHARGE STATUS MAY CHANGE ALSO.</u></b>			

Please review the above information, cross out any items that you do not want, verify quantities and sign below for acceptance of this order as listed above. Please RETURN the signed copy to us so your order can be processed.

Authorized by: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Customer PO # \_\_\_\_\_

quantity=9&color=24&length=47&source=cart&internalid=item1428105c

Save for Later | Remove

Order Summary

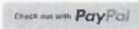
Subtotal **37 ITEMS**

**\$13,093.63**

Subtotal Does Not Include Shipping Or Tax

ESTIMATE TAX & SHIPPING

HAVE A PROMO CODE?



RECENTLY VIEWED



(/Key-Fire-Hose-Tru-ID-Double-Jacket-Rubber-Lined-Attack-Hose)  
Key Fire Tru-ID Double Jacket Rubber Lined Attack Hose - 50' (/Key-Fire-Hose-Tru-ID-Double-Jacket-Rubber-Lined-Attack-Hose)



(/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-The-Weave-Attack-Hose-With-Aluminum-Couplings)  
Key Fire Hose COMBAT SNIPER Double-Jacket Through-The-Weave Attack Hose With Aluminum Couplings (/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-The-Weave-Attack-Hose-With-Aluminum-

Quick Add

PROCEED TO CHECKOUT



**KEY FIRE TRU-ID DOUBLE JACKET RUBBER LINED ATTACK HOSE - 50' (/KEY-FIRE-HOSE-TRU-ID-DOUBLE-JACKET-RUBBER-LINED-ATTACK-HOSE?COLOR=9&HOSE-DIAMETER=13)**

\$404.99

SKU KFH-DP22-TRU-Green-2.25

Hose Diameter 2.25"

(/Key-Fire-Hose-Tru-ID-Double-Jacket-Rubber-Lined-Attack-Hose?color=9&hose-diameter=13)

Color Green

Amount

**\$2,429.94**

Edit | (/Key-Fire-Hose-Tru-ID-Double-Jacket-Rubber-Lined-Attack-Hose?quantity=6&color=9&hose-diameter=13&source=cart&internalid=item106127set582209) Save for Later | Remove



**KEY FIRE HOSE COMBAT SNIPER DOUBLE-JACKET THROUGH-THE-WEAVE ATTACK HOSE WITH ALUMINUM COUPLINGS (/KEY-FIRE-HOSE-COMBAT-SNIPER-DOUBLE-JACKET-THROUGH-THE-WEAVE-ATTACK-HOSE-WITH-ALUMINUM-COUPLINGS?COLOR=10&LENGTH=47)**

\$343.99

SKU KFH-DP17-100S-Orange-50ft

Length 50 Foot

Color Orange

(/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-the-Weave-Attack-Hose-with-Aluminum-Couplings?color=10&length=47)

Amount

**\$3,783.89**

Edit | (/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-the-Weave-Attack-Hose-with-Aluminum-Couplings?

quantity=11&color=10&length=47&source=cart&internalid=item130

Save for Later | Remove



**KEY FIRE HOSE COMBAT SNIPER DOUBLE-JACKET THROUGH-THE-WEAVE ATTACK HOSE WITH ALUMINUM COUPLINGS (/KEY-FIRE-HOSE-COMBAT-SNIPER-DOUBLE-JACKET-THROUGH-THE-WEAVE-ATTACK-HOSE-WITH-ALUMINUM-COUPLINGS? COLOR=1&LENGTH=47)**

\$343.99

(/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-the-Weave-Attack-Hose-with-Aluminum-Couplings? color=1&length=47)

SKU KFH-DP17-100S-Red-50ft

Length 50 Foot

Color Red

Amount

**\$3,783.89**

Edit | (/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-the-Weave-Attack-Hose-with-Aluminum-Couplings?

quantity=11&color=1&length=47&source=cart&internalid=item130644se

Save for Later | Remove



**KEY FIRE HOSE COMBAT SNIPER DOUBLE-JACKET THROUGH-THE-WEAVE ATTACK HOSE WITH ALUMINUM COUPLINGS (/KEY-FIRE-HOSE-COMBAT-SNIPER-DOUBLE-JACKET-THROUGH-THE-WEAVE-ATTACK-HOSE-WITH-ALUMINUM-COUPLINGS? COLOR=24&LENGTH=47)**

\$343.99

(/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-the-Weave-Attack-Hose-with-Aluminum-Couplings? color=24&length=47)

SKU KFH-DP17-100S-White-50ft

Length 50 Foot

Color White

Amount

**\$3,095.91**

Edit | (/Key-Fire-Hose-COMBAT-SNIPER-Double-Jacket-Through-the-Weave-Attack-Hose-with-Aluminum-Couplings?





6620 Lake Michigan Drive  
 P.O. Box 188  
 Allendale, MI 49401  
 (616)895-4347



WHERE SALES & SERVICE COME TOGETHER

**West Shore Fire Inc.**  
 6620 Lake Michigan Dr.  
 PO Box 188  
 Allendale MI 49401  
 Phone: 616-895-4347  
 Watts: 800-632-6184  
 Fax: 616-895-7158



**Office of:**  
 Eric Johnson  
[ejohnson@westshorefire.com](mailto:ejohnson@westshorefire.com)

**Home Office of:**  
 Joe Conway  
[jconway@westshorefire.com](mailto:jconway@westshorefire.com)  
 Cell: 616-953-9070

**QUOTATION**

<b>Bill to Address</b>		Hartford FD 436 E. Main Street Hartford, MI 49057	PO #	10
<b>Ship to Address</b>		Hartford FD 436 E. Main Street Hartford, MI 49057	Ship Via	Best Way
<b>Name</b>	Asst. Chief Kevin McGrew		<b>Date:</b>	10/10/2024
<b>Phone #</b>	269-547-2730		<b>County:</b>	Van Buren
<b>Fax #</b>			<b>QUOTE VALID FOR 30 DAYS</b>	
<b>E-mail</b>	hartfordasstchief@gmail.com			
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	
6	DP22-TRU-50-G-ARN: Key Hose TRU-ID - Double Jacket Fire Hose All-Polyester Rubber Lined 2-1/4in X 50ft CPLD 2-1/2 NHT GREEN	315.00	\$1,890.00	
9	DP17-100S-50-W-ARN: Key Hose COMBAT SNIPER ? Attack Hose Double Jacket Through-the-Weave 1-3/4in Hose, CPLD 1-1/2in NHT WHITE	267.00	\$2,403.00	
11	DP17-100S-50-R-ARN: Key Hose COMBAT SNIPER ? Attack Hose Double Jacket Through-the-Weave 1-3/4in Hose, CPLD 1-1/2in NHT RED	267.00	\$2,937.00	
11	DP17-100S-50-O-ARN: Key Hose COMBAT SNIPER ? Attack Hose Double Jacket Through-the-Weave 1-3/4in Hose, CPLD 1-1/2in NHT ORANGE	267.00	\$2,937.00	
Due To Market Volatility, Pricing is Subject to Change Without Notice. Pricing Will Be Based on Market Value at Time of Shipping. Also Please Note Raw Material Shortages are Causing Longer Than Normal Lead Times on Most Items		<b>FREIGHT NOT INCLUDED IN QUOTE</b>		Subtotal \$10,167.00
		15% RESTOCKING FEE		Tax (If Applicable)
		NO RETURNS ON SPECIAL ORDERS		<b>TOTAL QUOTE \$10,167.00</b>

# HARTFORD FIRE BOARD

## FIRE BOARD AGENDA REPORT

**Meeting Date:** October 14<sup>th</sup> 2024  
**Submitted By:** Kevin McGrew- Asst. Fire Chief  
**Prepared By:** Kevin McGrew- Asst. Fire Chief  
**Agenda Title:** Purchase of Command Vehicle

### RECOMMENDED ACTION:

At last month's board meeting it was decided to go with the 2024 Toyota Tacoma, here is an estimated cost to cover the purchase of the vehicle and to outfit it with the necessary equipment.

2024 Toyota Tacoma- \$39,000

Cap- \$3,000

Decked System for bed- \$3,400

Decals- \$2,000

Lights, Siren & Radio- \$4,100

Miscellaneous-\$1,500

Total- \$53,000\*\*

\*\* I believe this total to be an overestimate, but exact numbers can't not be produced until we know all the size details of the truck for purposes of decals and lights.

**Fire Chiefs Report  
October 2024**

**INFORMATION:**

**1. Meetings Attended:**

- Township
- VBC Medical Control
- VBC FF Training Committee
- VBC Fire Chief's

**2. Information:**

- Annual Pump testing completed
- Working with Corewell Health on possible doing our Annual Physicals
- Applied for Medical Continuing Education Credit's
- Fire Prevention

Sincerely,

**Robbie Harting – Fire Chief**



Chief Robbie Harting

# Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 4.

## September 2024

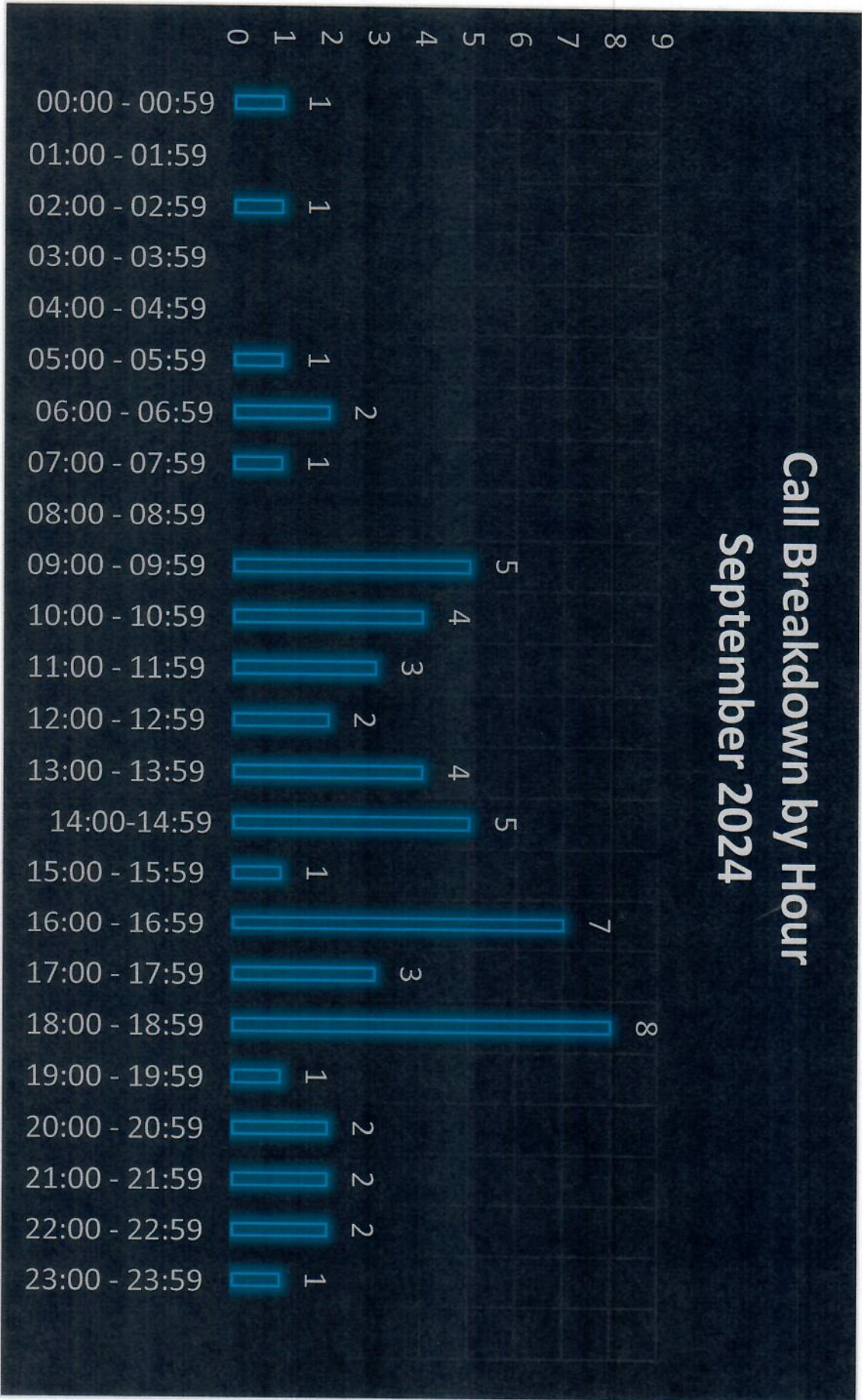
### 56 Calls for Service

Personell Name	Total Calls	%
Fry, Steven	9	16%
Harting, Brandiwyne	9	16%
McGrew, Kevin	54	96%
Bodary, Brandon	17	30%
Eastman, Scott	1	1%
Flemming, Ryan	9	16%
Harting, Robbie	17	30%
Flemming, Lisa	1	1%
Lowe, Steve	16	29%
Roberts, Khelun	30	54%
McClellan, Troy	1	1%
Sharpe, Ian	11	19%
Weberg, Scott	18	32%

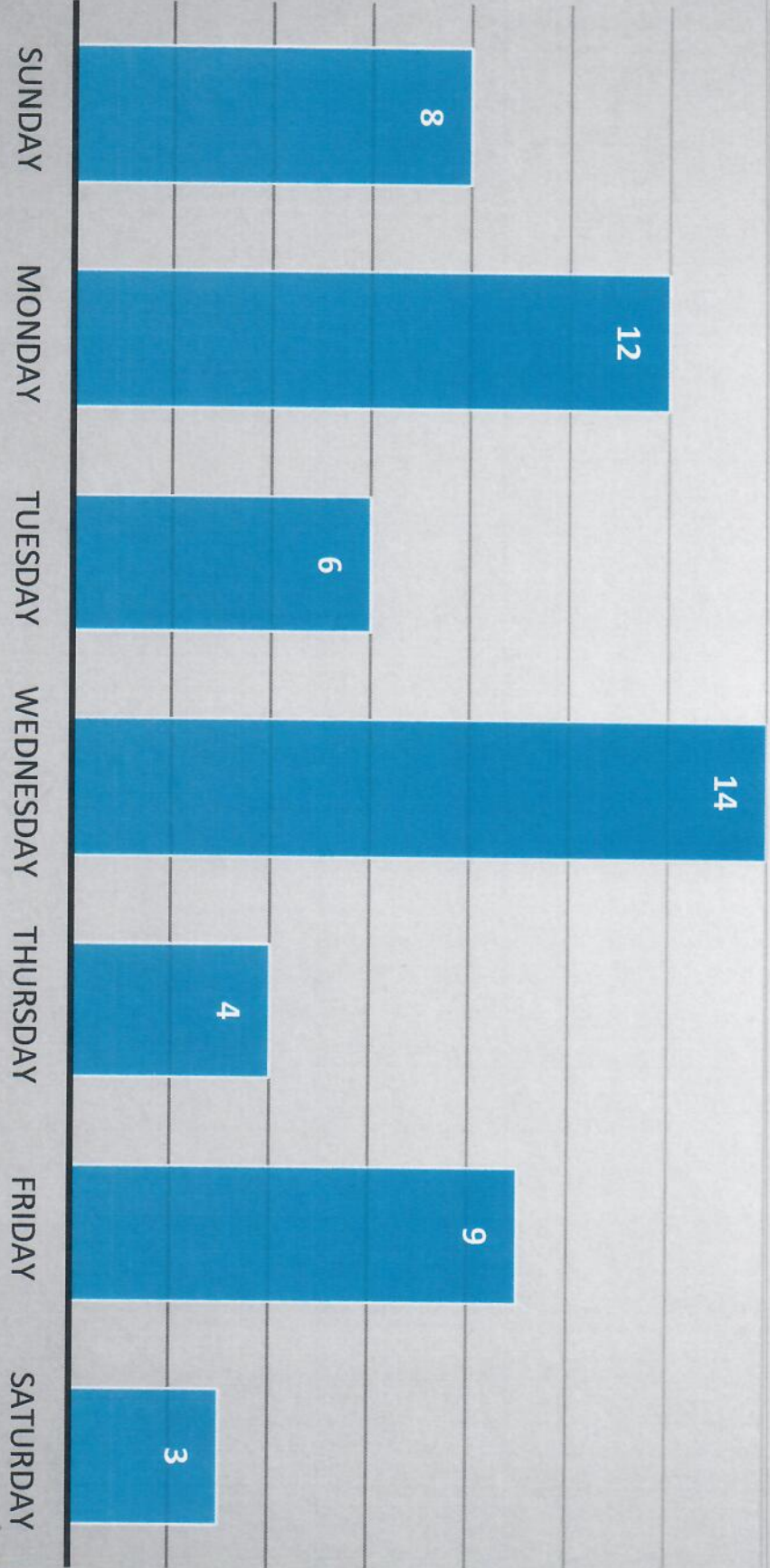


# Hartford Fire Department September 2024 Calls Breakdown Per Zone

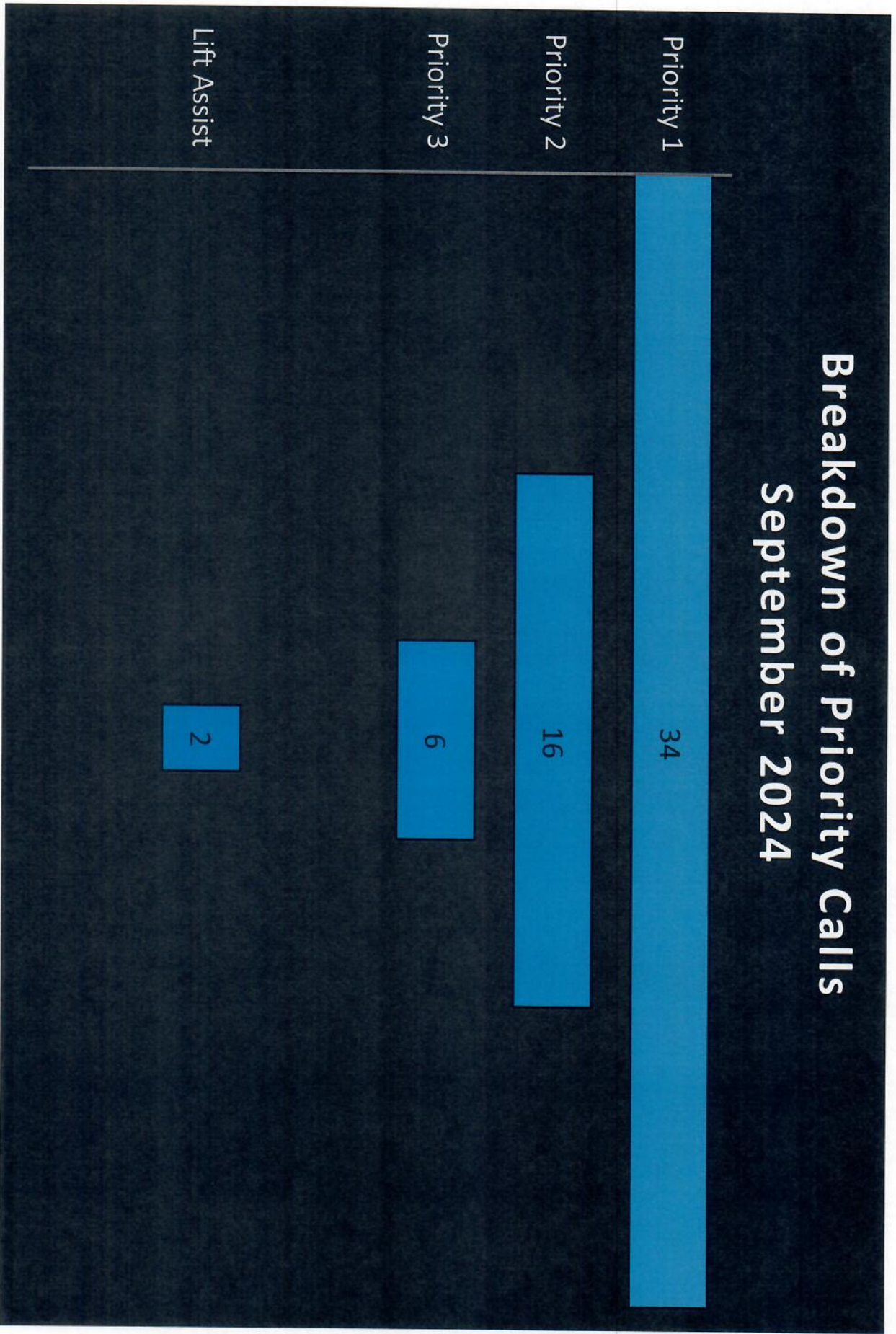




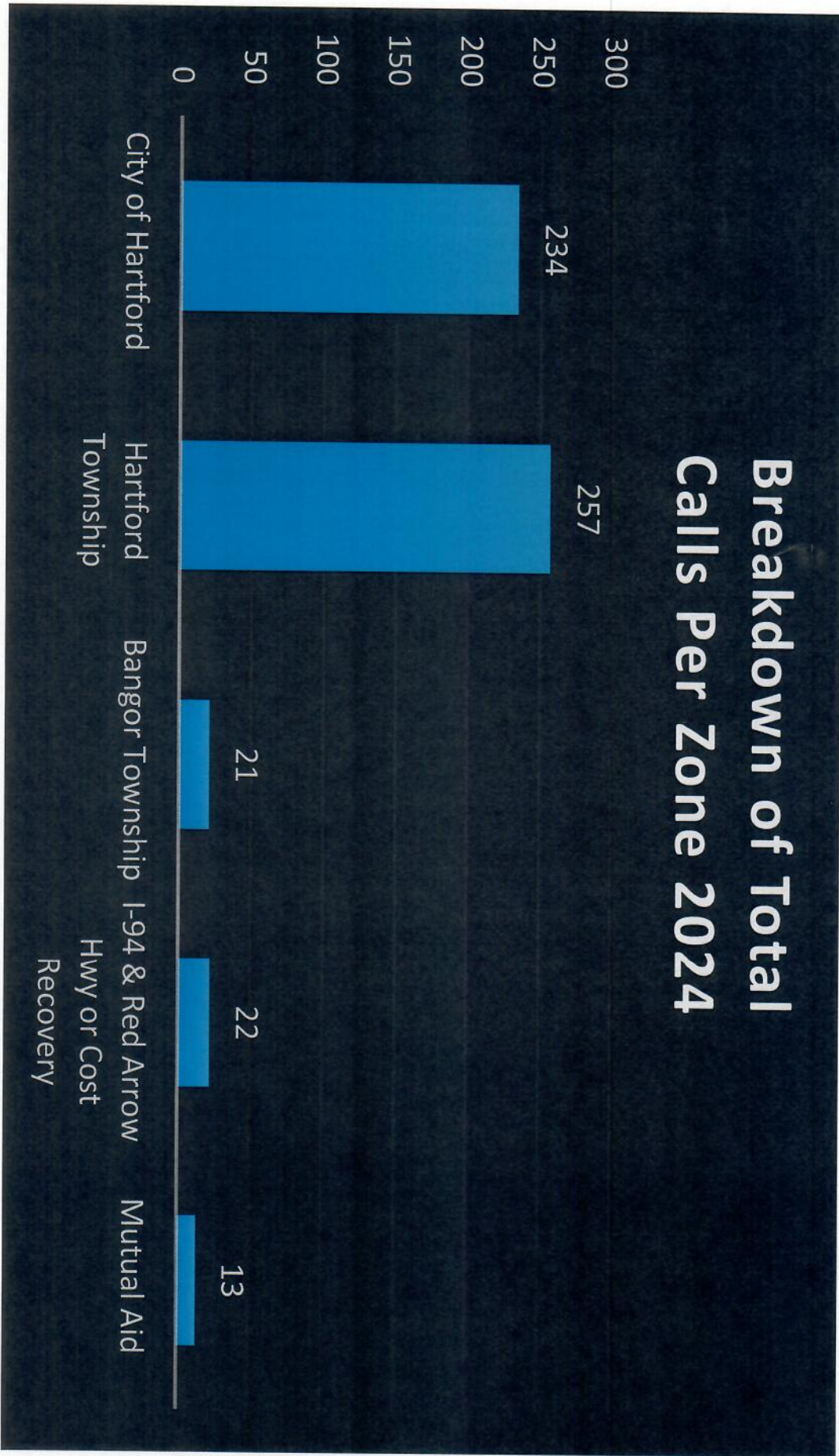
# Calls by Day of Week September 2024



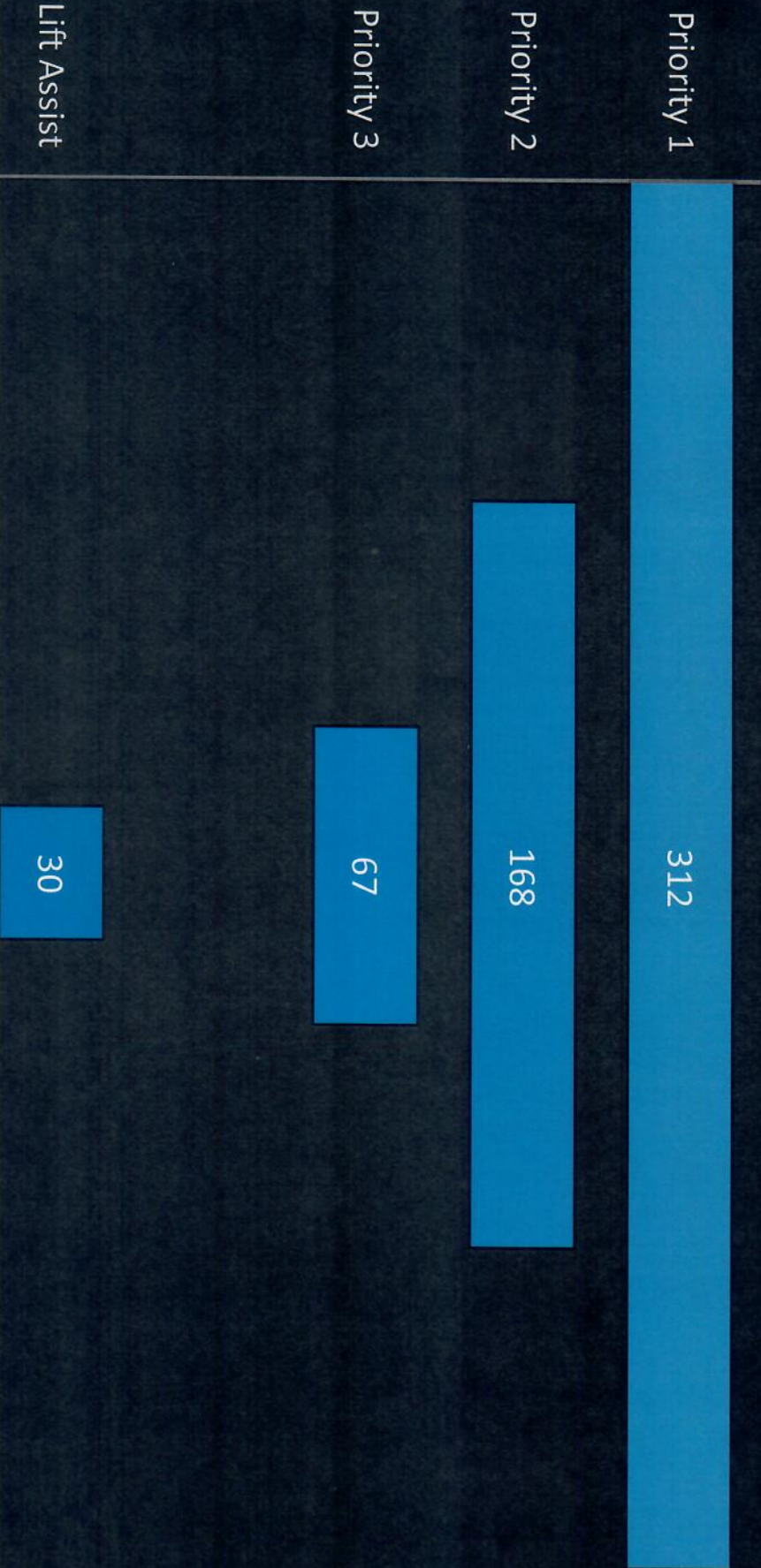
# Breakdown of Priority Calls September 2024



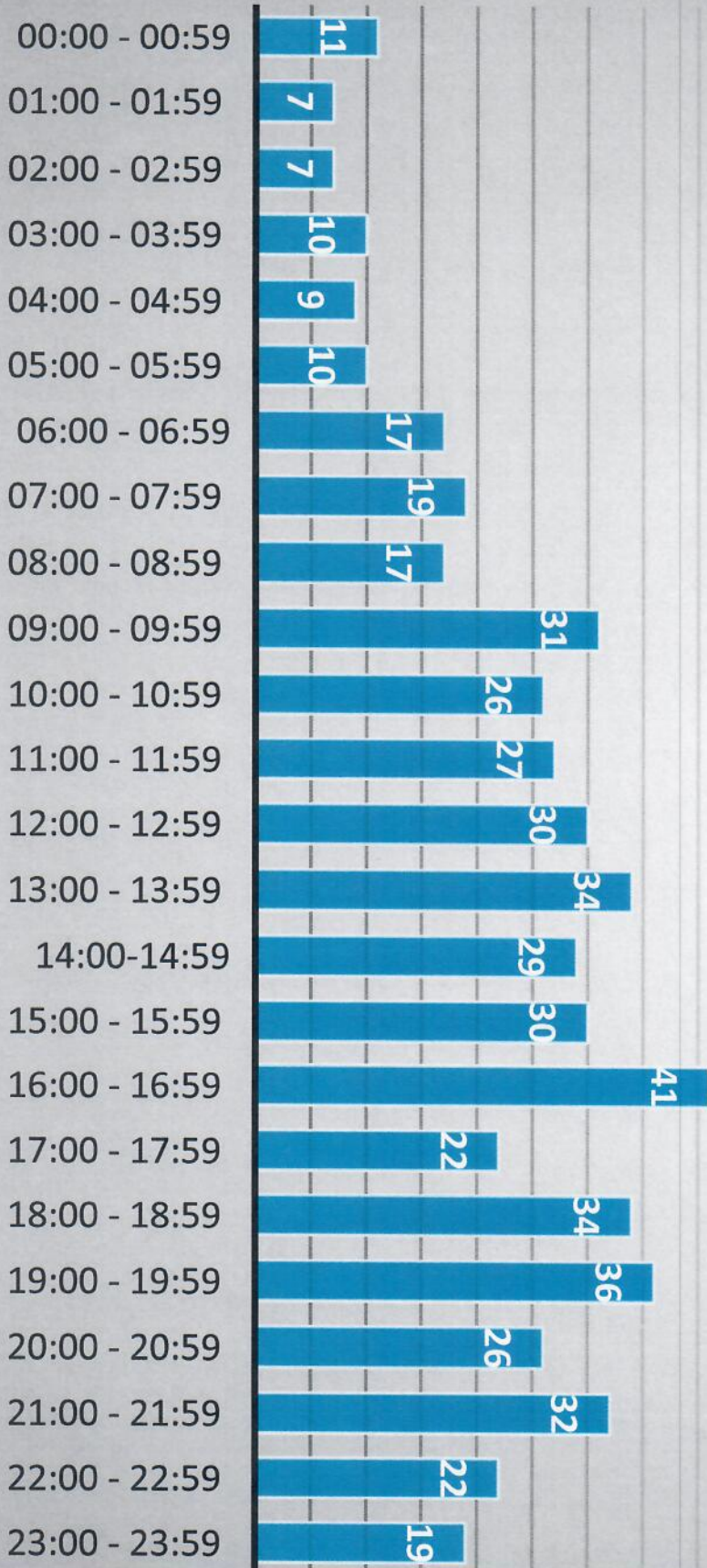




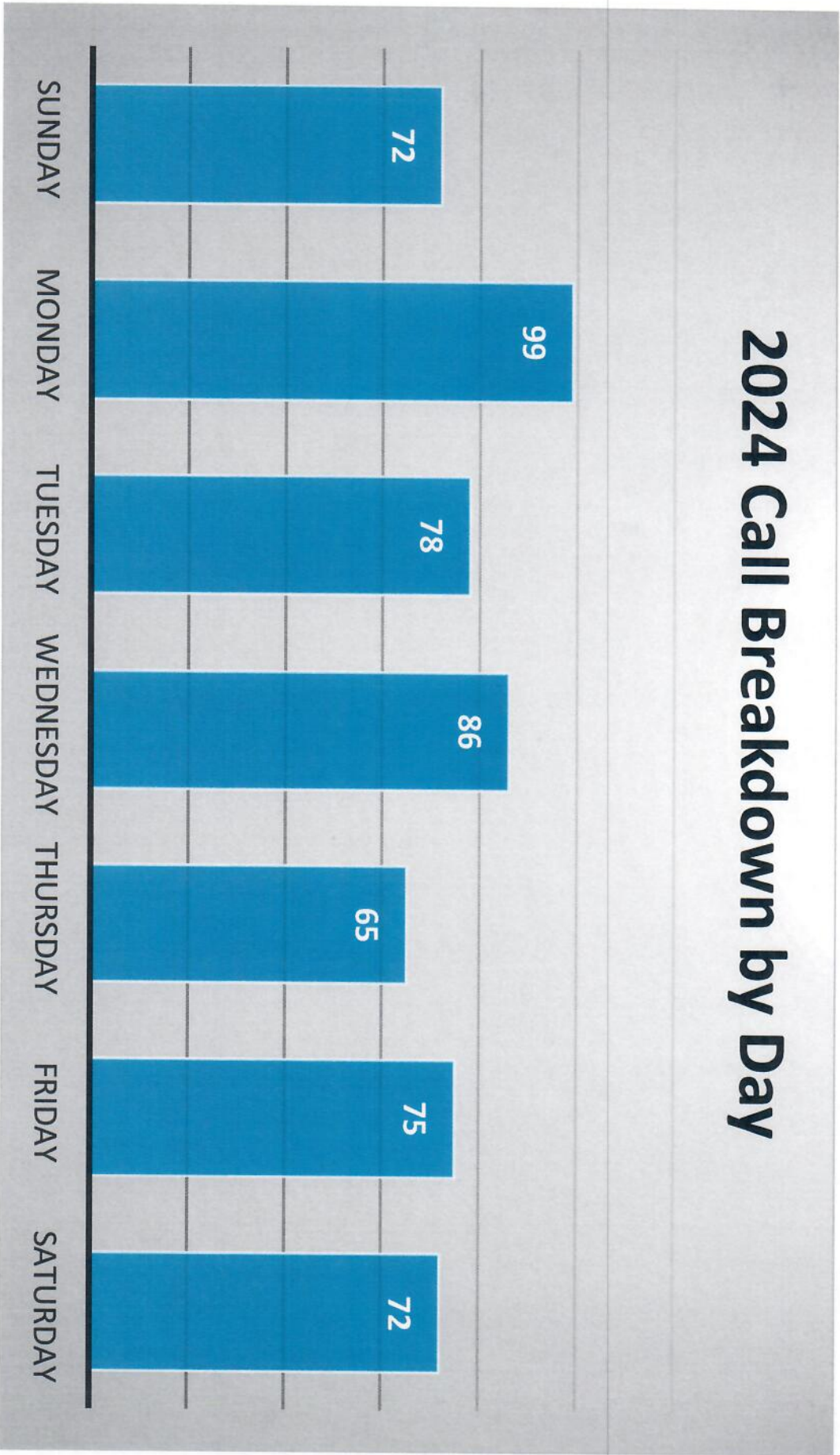
# Breakdown of Priority Calls 2024



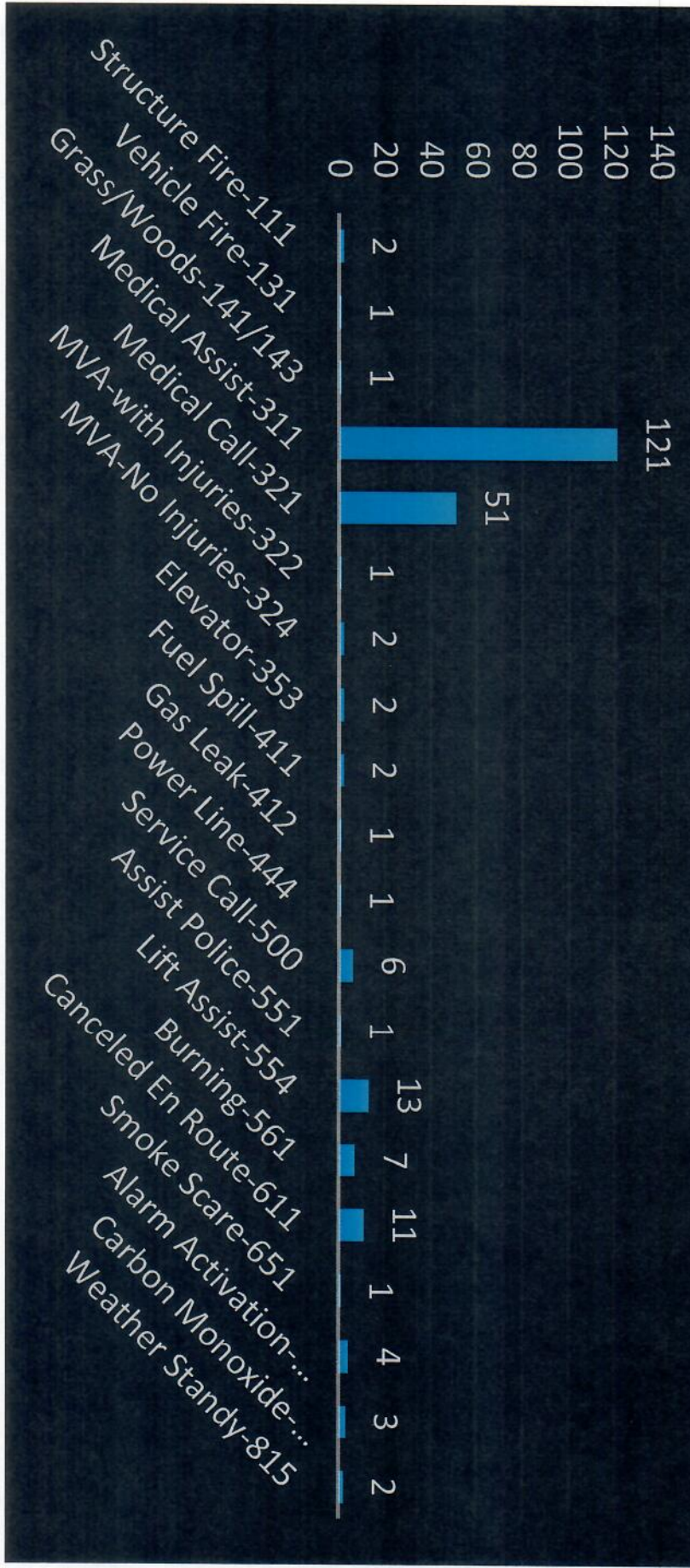
# 2024 Breakdown of Calls by Hour



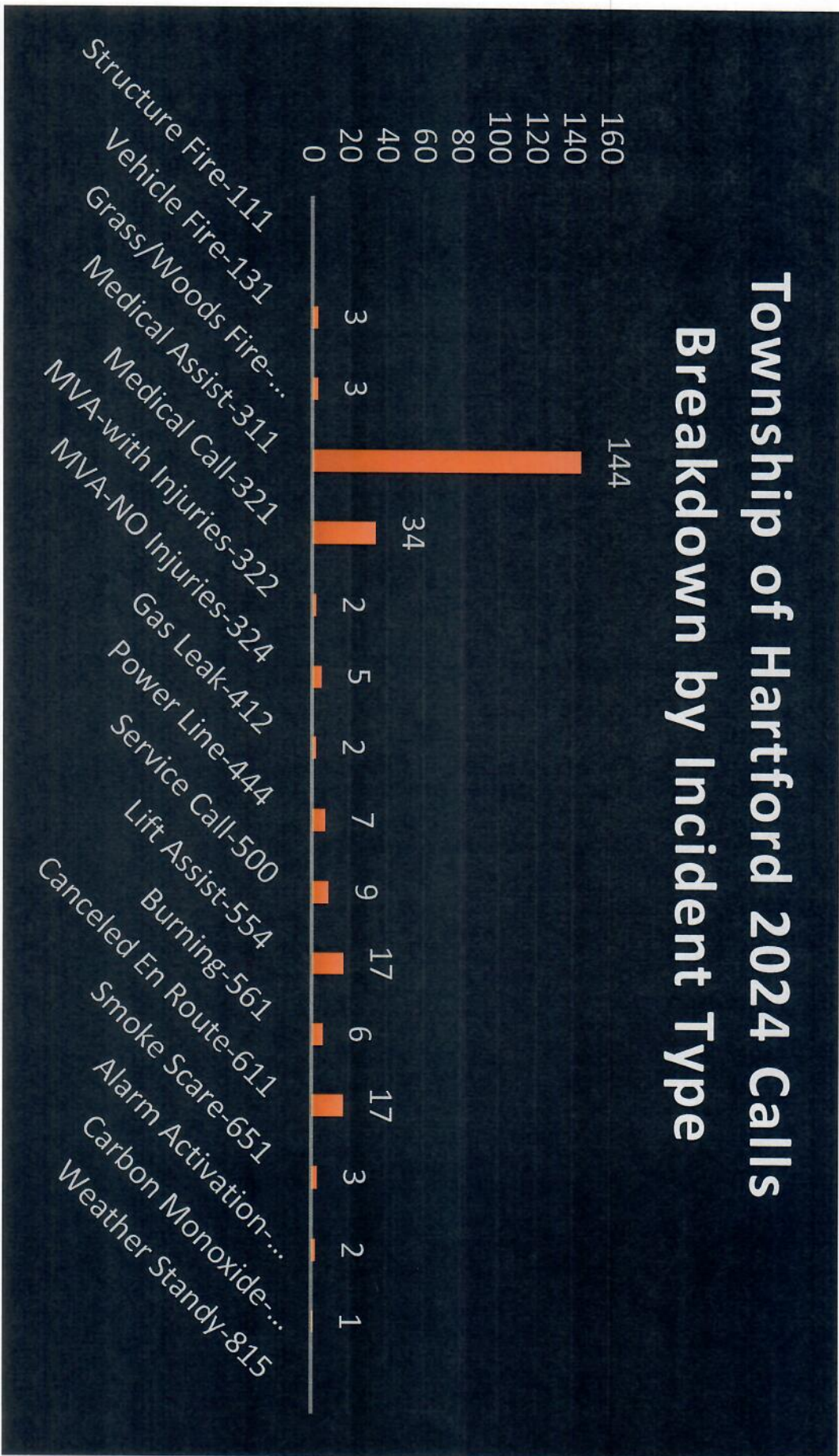
# 2024 Call Breakdown by Day



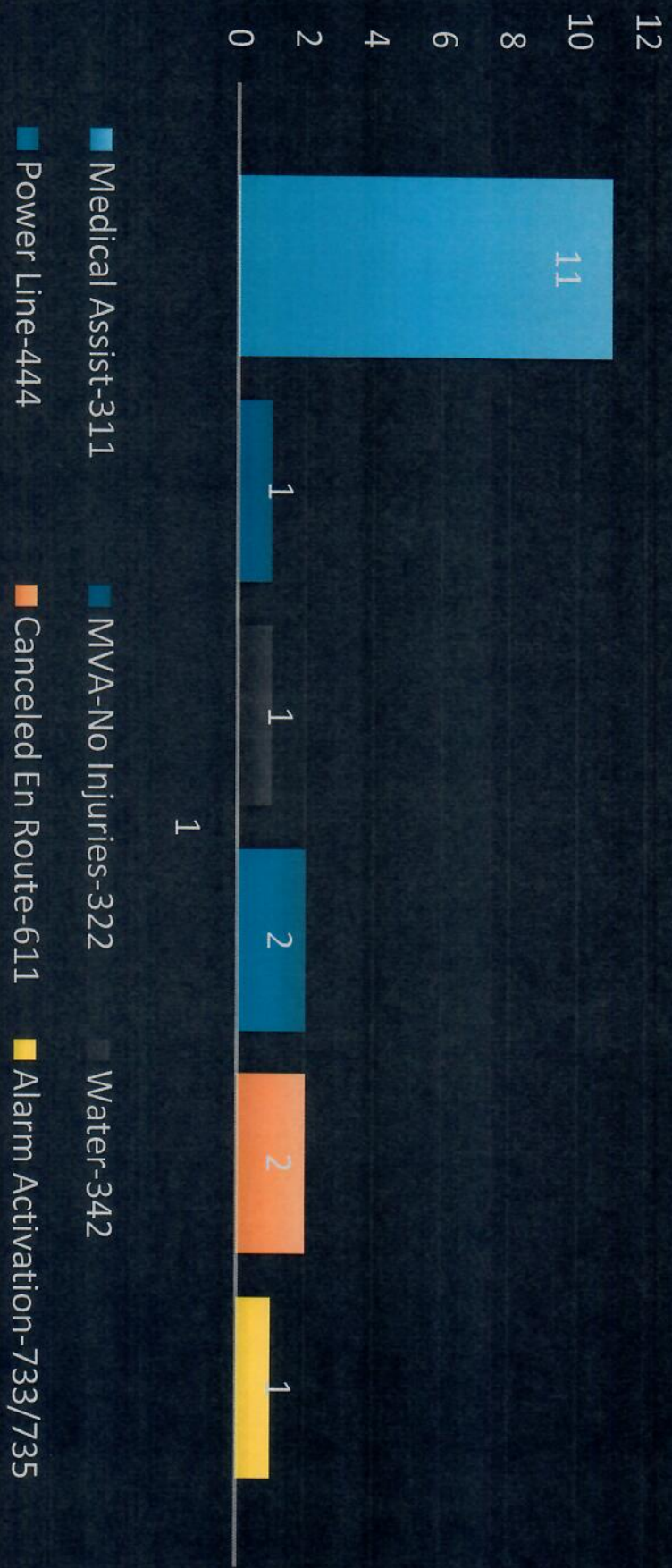
# City of Hartford 2024 Calls Breakdown by Incident Type



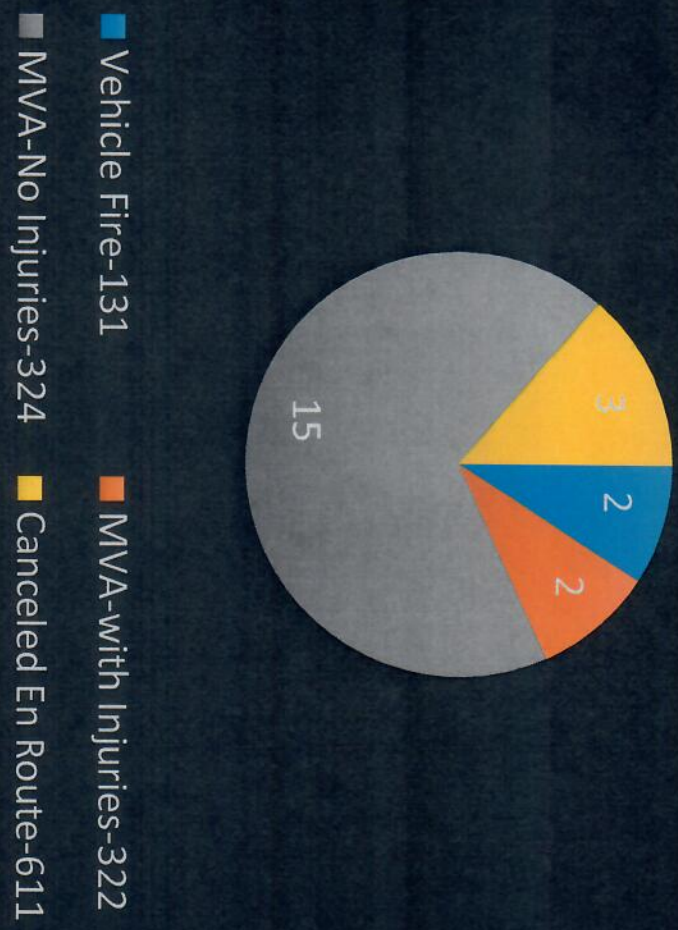
# Township of Hartford 2024 Calls Breakdown by Incident Type



# Township of Bangor 2024 Breakdown of Incident Type

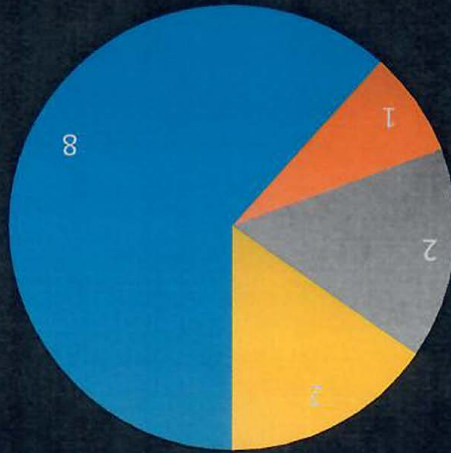


# Cost Recovery 2024 Breakdown of Incident Type





■ Lawrence Twp ■ Watervliet ■ Cass County ■ Bangor Twp



Mutual Aid Calls for Service 2024



Chief Robbie Harting

# Hartford Fire Department

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



Item 4.

Asst. Chief Kevin McGrew

## January 2024-September 2024

### 547 Calls for Service

Personell Name	Total Calls	%
Fry, Steven	93	17%
Harting, Brandiwyne	100	18%
McGrew, Kevin	499	91%
Bodary, Brandon	169	31%
Eastman, Scott	17	3%
Flemming, Ryan	24	4%
Harting, Robbie	155	28%
Hunt, Cole	13	1%
Flemming, Lisa	7	1%
Lowe, Steve	136	25%
Roberts, Khelun	229	42%
McClellan, Troy	12	2%
Sharpe, Ian	133	24%
Weberg, Scott	153	28%



**Assistant Chief Report**

**October 2024**

Information:

- Trauma MCI bags
- Fire Hose Demonstration
- Pancake Breakfast
- Drills @ Schools
- DNR has been contacted and the Jeep should be gone soon.

Meetings Attended:

- VBC Fire Chief's

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

RECEIVED

OCT 21 2024

CITY OF HARTFORD

**Hartford Fire Board Meeting of 10/14/24**

Reported by City representative Eric Germinder (**NOT** official meeting minutes).

Approved Accounts Payable in the amount of \$26,437.67 by roll call vote. All members present and unanimous vote.

Reviewed September 2024 Incident Summary and Breakdown of Fire Calls per zone: City - 27 calls; Township - 26 calls; Other - 3 calls.

Reviewed Cost Recovery USA 8/25/2024-9/24/2024 Payment Reconciliation Report. Recovered \$343.50 for a car crash response on 7/17/2024, of which Fire Department's share is \$267.93.

Discussed and approved moving the November meeting from Monday, November 11th, 2024, to Tuesday November 12th, 2024, due to the 11th being a Federal Holiday (Veterans Day). Meeting time remains 7:00 p.m. at the Township Hall.

Discussed and approved the purchase of new fire hose for units 1871 and 1831 to pair with the new nozzles recently purchased. The newer hose has less resistance than the old hose. Approved the lower of the quotes from Moses Fire Equipment for \$9624. It is believed \$795.50 will be saved due to the new hose not needing to be hydro tested in 2025. It is also believed that we will recoup approximately \$1850 (37 sections x \$50) by reselling the old hose.

Discussed and approved, by roll call vote (unanimous), the purchase of a new 2024 Toyota Tacoma command vehicle plus cap, deck system for bed, decals, lights, siren, radio, and miscellaneous for a total not to exceed \$53,000.

Fire Chief Harting reports that the annual pump testing is complete. He also stated that they are working with Corewell Health on possibly doing the department's annual physicals. Discussed the ongoing Fire Prevention activities at the schools.

Assistant Chief McGrew reported on the serious car crash recently at Red Arrow and C.R. 681 with multiple serious injuries. The need was apparent for more Trauma MCI bags, as everyone was trying to get the same equipment during triage. Discussed the success of the pancake breakfast. Discussed ongoing fire drills at the schools.

Assistant Chief McGrew also discussed that the DNR has been contacted and the old Jeep should be gone soon. He discussed turning the area into a workout/gym area, so the firefighters can get and stay in shape. He was advised by the board to look into requiring a waiver signature to use the equipment.

Pickup Zone Report - Hartford City

Item 6.

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	of Runs
<b>Incident Dispatch Priority Patient Acuity: Critical (Priority 1)</b>							
Response Time Avg: 5:27							
3-763	09/03/2024	Hartford City	BRONSON METHODIST HOSPITAL		Cardiac: Chest Pain, Acute Coronary Syndrome	9	1
3-784	09/08/2024	Hartford City	BORGESS MEDICAL CENTER		Sepsis	10	1
3-815	09/16/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET		Anxiety Attack / Acute Stress Reaction	2	1
3-833	09/20/2024	Hartford City	BRONSON METHODIST HOSPITAL		Stroke / CVA	8	1
3-855	09/27/2024	Hartford City	BRONSON METHODIST HOSPITAL		Altered Mental Status, Unspecified	10	1
5-848	09/16/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL		Respiratory: Respiratory Distress Unknown Cause	2	1
5-858	09/18/2024	Hartford City	No Transport		Trauma/Injury: Head/Scalp	2	1
5-876	09/23/2024	Hartford City	BRONSON METHODIST HOSPITAL		Unconscious/Coma	16	1
5-883	09/25/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH		Abdominal Pain/Problems	3	1
5-884	09/26/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH		Unknown Problem	5	1
5-886	09/27/2024	Hartford City	BRONSON METHODIST HOSPITAL		Altered Mental Status, Unspecified	2	1
5-896	09/30/2024	Hartford City	No Transport		No Apparent Illness or Injury	6	1
9-480	09/04/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL		Pain: Headache or Migraine	1	1
9-490	09/06/2024	Hartford City	BRONSON METHODIST HOSPITAL		Seizures: without Status Epilepticus	1	1
							<b>Total: 14</b>
							<b>Total: 14</b>
<b>Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)</b>							
Response Time Avg: 3:29							
5-870	09/21/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET		Diabetic: Hyperglycemia	5	1
5-873	09/22/2024	Hartford City	No Transport		No Apparent Illness or Injury	1	1
5-897	09/30/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH		Altered Mental Status, Unspecified	2	1
9-473	09/03/2024	Hartford City	No Transport			4	1
9-497	09/08/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH		Drug Overdose/Use: Unknown Medication/Drug	3	1
9-503	09/25/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET		No Apparent Illness or Injury - Transport Requested/Required	6	1
							<b>Total: 6</b>
							<b>Total: 6</b>
<b>Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)</b>							
Response Time Avg: 8:00							
3-847	09/24/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH		General Malaise (Unknown Cause)	19	1
5-862	09/19/2024	Hartford City	No Transport		Syncope / Fainting	2	1
5-887	09/27/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH		No Apparent Illness or Injury - Transport Requested/Required	3	1

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	Item 6.
							Total: 3
							Total: 3
							Total: 23

**Report Criteria**

Response Type of Service Requested (Eresponse.05): Is Equal To 911 Response (Scene)

Incident Date: Is Equal To Last Month

Scene Incident Zone/District Number (Itscene.025): Is Equal To Hartford City

# HARTFORD PUBLIC WORKS DEPARTMENT

200 Beechwood St.Public  
Works Dept. Ricky Ricks



October, 2024

## MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing  
Repaired all the equipment that required repairing  
Picking up leafs  
Picked up brush.  
Clean restrooms daily  
Mowing as needed.  
Had kabota tractor repaired.

## WATER DEPARTMENT

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

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  
Read water meters for the month

## MAJOR AND LOCAL STREETS

Cold patching as needed.  
Picking up brush

## SEWER SYSTEM

Sewer mains rodded	1
Sewer services dug up and repaired	0

## 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.





WWTP Activities Report  
10/19/24

Remove and rebuild shelf in lean-too

Biomass on final RBC

Paint steps and clarifier

Start learning new Flow Equalization tank operation and controls

Reinstall insulation on water pipe to grit classifier

Truck maintenance for fall and winter

October DMR

Annual Biosolids DMR

Routine maintenance

Mercury sampling

Sampling industrial user



**OCTOBER 28, 2024  
LIST OF BILLS CONTINUED  
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39103	AMERICAN WATER WORKS ASSOCIATION		86.00
39104	AT&T MOBILITY		452.68
39105	AUTO WARES GROUP		
	MEMBERSHIP RENEWAL FOR DAN STAUNTON 12/1/2024-11/30/2025		
	FIRST NET SERVICE FOR CELL PHONES 9/12-10/11/2024		
	OIL FILTER FOR DPW	30.19	
	BULBS/LIGHTS FOR WWTP TRUCK	38.55	
	FLASHERS FOR WWTP TRUCK	20.49	
	FILTERS FOR CLARIFIERS AT WWTP	63.96	153.19
39106	BERKSHIRE HATHAWAY HOMESERVICE MI		
	REFUND UTILITY BILL OVERPAYMENT FOR 24 BERNARD	52.62	
	REFUND UTILITY BILL OVERPAYMENT FOR 58568 65TH ST	63.55	116.17
39107	BERRIEN COUNTY CLERK		10.00
	FEE TO OBTAIN NOTARY FOR CITY MANAGER NICOL BROWN		
39108	BS&A SOFTWARE		952.00
	ASSESSING SYSTEM ANNUAL SERVICE & SUPPORT 11/1/2024-10/31/2025		
39109	CORE & MAIN		
	2 ROLLS OF 100 FT 1 INCH COPPER - BILLED TO RESIDENT FOR NEW SERVICE	1,620.00	
	THREE METER PITS	569.13	
	BEEHIVE GRATE	391.93	2,581.06
39110	COREWELL HEALTH		89.00
	PRE EMPLOYMENT TESTING FOR JEREMIAH WHITE (WAS NOT HIRED)		
39111	CROSS EXCAVATING & DEMOLITION		49,070.50
	DEMOLITION OF 106 S CENTER ST		
39112	DELTA DENTAL OF MICHIGAN		471.43
	NOVEMBER 2024 DENTAL INSURANCE		
39113	DOUBLEDAY OFFICE PRODUCTS		
	SIX 4 INCH 3 RING BINDERS	59.94	
	SIX CALCULATOR RIBBONS	18.00	77.94
39114	FLEMING BROTHERS OIL CO		
	DIESEL 9/26/2024	337.37	
	GASOLINE 9/19/2024	592.22	929.59
39115	FRONTIER COMMUNICATIONS		
	WWTP PHONE, INTERNET & ALARM 10/13-11/12/2024	784.60	
	IRP INTERNET 10/16-11/15/2024	77.98	862.58
39116	GEMPLERS		572.94
	JACKET, BOOTS & 3 PAIR PANTS FOR ARTURO RIVERA - DPW		
39117	DENNIS GREEN		175.68
	REFUND WATER DEPOSIT & OVERPAYMENT FOR 112 S HAVER		
39118	HARDING'S MARKET		
	5 CASES OF DRINKING WATER FOR DPW	19.95	
	6 CASES OF DRINKING WATER FOR WWTP	17.94	37.89
39119	HARTFORD BUILDING AUTHORITY		4,166.67
	NOVEMBER 2024 CITY HALL LEASE		
39120	HARTFORD FIRE BOARD		11,152.50
	NOVEMBER 2024 CONTRACTUAL PAYMENT		
39121	HUNGERFORD NICHOLS CPA'S		5,000.00
	2023-2024 ANNUAL AUDIT PROGRESS BILL #2		
39122	INTERSTATE BILLING SERVICES, INC		3,258.40
	ONE MONTH RENTAL FEES FOR BACK HOE & BUCKET FROM CONTRACTORS		
39123	KELLOGG HARDWARE		590.74
	MISC HARDWARE SUPPLIES FOR SEPTEMBER 2024		
39124	LAUTERBACH & AMEN, LLP		450.00
	AUGUST 2024 ACCOUNTING SERVICES (3 HOURS)		
39125	LOOK SHARP MARKETING		1,014.42
	30 SHIRTS FOR DPW & WWTP		
39126	PHILLIP LUCAS		15.00
	REIMBURSEMENT FOR PARKING WHILE AT TRAINING IN LANSING		
39127	MICHIGAN LAN TECHNOLOGIES		
	REPOSITION CAMERAS IN NORTH PARKING LOT TO VIEW BALLOT BOX		
	PLUS ACCESS VIEW BY COMPUTER FOR POLICE CHIEF & CLERK		218.75
39128	MICHIGAN MUNICIPAL TREASURER'S ASSOC		99.00
	ANNUAL MEMBERSHIP DUES FOR TREASURER PAM SHULTZ 1/1-12/31/2025		
39129	MICHIGAN OFFICE SOLUTIONS		
	CITY HALL COPIER MAINTENANCE AGREEMENT 10/18/2024-1/17/2025	510.40	
	CITY HALL COPIER OVERAGE 7/18-10/17/2024	713.75	
	POLICE STATION COPIER MAINTENANCE AGREEMENT 10/24/24-1/24/2025	281.72	1,505.87
39130	MICHIGAN PAVEMENT MARKINGS, LLC		4,274.16
	STREET STRIPING		
39131	NAYLOR LANDSCAPE MANAGEMENT, INC		1,478.72
	DEPOSIT ON ELY PARK CHRISTMAS DECORATIONS FOR 2024		
39132	JOANN NEWNUM		75.00
	CLEANING AT CITY HALL & POLICE STATION ON 10/17/2024 (3 HOURS)		
39133	TOM NEWNUM		
	CLEAN CITY HALL 10/9/2024	50.00	
	CLEAN CITY HALL 10/16/2024	50.00	
	CLEAN CITY HALL 10/23/2024	50.00	150.00
39134	PEERLESS MIDWEST, INC		650.00
	ANNUAL TEST & SERVICE TWO WELLS & PUMPS		
39135	RUDELL REPAIR, INC		
	REPAIR BRAKES ON INTERNATIONAL DUMP TRUCK - DPW	240.00	
	LABOR TO REBUILD LEAF MACHINE WITH PARTS PURCHASED ELSEWHERE	1,712.00	1,952.00
39136	SAFEBUILT		
	BLDG PERMIT #24-HAR-BC00019 - 30 W MAIN ST - INTERIOR REMODEL/ALTERATIC	398.70	
	BLDG PERMIT #24-HAR-BR00016 - 11 OAK ST - ROOF/RESHINGLE	180.00	
	BLDG PERMIT #24-HAR-BR00020 - 115 PARAS HILL - ROOF/RESHINGLE	180.00	
	BLDG PERMIT #24-HAR-BR00021 - 38 MARION APT A - SIDING	90.00	
	ELECTRICAL PERMIT #24-HAR-EC00002 - 30 W MAIN ST	235.00	
	ELECTRICAL PERMIT #24-HAR-ER00011 - 38 MARION APT A	90.00	
	ELECTRICAL PERMIT #24-HAR-ER00012 - 128 WASHINGTON	251.00	
	MECHANICAL PERMIT #24-HAR-MR00011 - 502 E MAIN ST	210.00	
	MECHANICAL PERMIT #24-HAR-MR00012 - 118 PARAS HILL	210.00	1,844.70
39137	PAM SHULTZ		294.80
	MILEAGE TO & FROM TREASURER'S CONFERENCE IN BOYNE MOUNTAIN (440 MI)		
39138	STATE OF MICHIGAN		10.00
	FEES TO OBTAIN NOTARY FOR CITY MANAGER NICOL BROWN		
39139	ANGELA STORY		1,333.33
	OCTOBER 2024 ASSESSING SERVICES		
39140	TOTAL TREE CARE		
	GROUND STUMP CORNER OF OAK & EAST	450.00	
	TRIMMED TWO TREES IN PARK - STORM DAMAGE/LIMBS HANGING	800.00	
	ELM ST- REMOVED ELM, TRIMMED MAPLE & GROUND 2 STUMPS	2,350.00	
	18 SPAULDING - REMOVED MAPLE TREE & GROUND STUMP	800.00	
	22 SHEPARD - REMOVED 2 MAPLE TREES & GROUND STUMPS	1,100.00	5,500.00
39141	TRACE ANALYTICAL LABORATORIES		53.75
	WWTP SULFATE TESTING - 10/7/2024 (ANIONS)		



**OCTOBER 28, 2024  
LIST OF BILLS  
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39070 AMERIGAS - HARTFORD 5254	PROPANE FOR CONTROL BUILDING AT WWTP		1,718.99
39071 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 8/12-9/11/2024		452.32
39072 MICHAEL BANIC	OCCUPANCY INSPECTIONS 10/2/2024		90.00
39073 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 9/27/24 (4 HOURS)	100.00	
	CLEAN CITY HALL WHILE TOM & JO ON VACATION 9/11/24 (1 HOUR)	25.00	
	CLEAN CITY HALL WHILE TOM & JO ON VACATION 9/18/24 (1 HOUR)	25.00	150.00
39074 CONSUMERS ENERGY	CITY HALL GAS BILL 8/20-9/18/2024	35.80	
	DPW GAS BILL 8/20-9/18/2024	22.02	
	IRP GAS BILL 8/20-9/18/2024	16.32	74.14
39075 DELTA DENTAL	OCTOBER 2024 DENTAL INSURANCE PLUS AUG & SEPT RETRO		1,295.26
39076 FRONTIER	DPW LOCAL PHONE 9/25-10/24/2024	92.14	
	CASINO LIFT STATION PHONE 9/17-10/16/2024	134.57	
	WWTP PHONE, INTERNET & ALARM 9/13-10/12/2024	416.79	
	IRP LOCAL PHONE 9/19-10/18/2024	96.64	
	IRP INTERNET 9/16-10/15/2024	86.98	827.12
39077 KALAMAZOO COUNTY CLERK	NOTARY RENEWAL FEE FOR TREASURER PAM SHULTZ		10.00
39078 MML WORKER'S COMP FUND	WORKERS COMPENSATION FOR FISCAL 2024-2025		18,611.00
39079 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 9/27/2024 (4 HOURS)		100.00
39080 TOM NEWNUM	CLEAN CITY HALL 9/25/2024	50.00	
	CLEAN CITY HALL 10/2/2024	50.00	100.00
39081 STATE OF MICHIGAN DEPT OF STATE	NOTARY FILING FEE FOR DEPUTY CLERK REBECCA SENARD	10.00	
	NOTARY FILING FEE FOR TREASURER PAM SHULTZ	10.00	20.00
39082 TRACE ANALYTICAL LABORATORIES	WWTP SULFATE ANALYSIS - 9/17/2024 (ANIONS)	53.75	
	IRP WATER SAMPLE TESTING - 9/16/2024 (ANIONS & ALKALINITY)	129.25	183.00
39083 VAN BUREN COUNTY	NOTARY FILING FEE FOR DEPUTY CITY CLERK REBECCA SENARD		10.00
39084 VISION SERVICE PLAN	OCTOBER 2024 VISION INSURANCE PLUS SEPTEMBER RETRO (WINKLER)		135.62
39085 WEST BEND INSURANCE COMPANY	NOTARY BOND FOR DEPUTY CITY CLERK REBECCA SENARD(#2627261)	55.00	
	NOTARY BONND FOR TREASURER PAM SHULTZ (BOND # 2627270)	55.00	110.00
39086 BEST WAY DISPOSAL INC	CITY HALL TRASH SERVICE FOR SEPTEMBER 2024	110.45	
	DPW TRASH SERVICE FOR SEPTEMBER 2024	150.40	
	WWTP TRASH SERVICE FOR SEPTEMBER 2024	123.21	384.06
39087 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR OCTOBER 2024		378.22
39088 EPS SECURITY	ALARM SYSTEM MONITORING SERV AGREEMENT 11/1/24-1/31/25		472.77
39089 INDIANA MICHIGAN POWER	SEPTEMBER 2024 ELECTIRC BILLS		6,580.83
39090 L.D. DOCSA ASSOCIATES, INC	DRAW #8 FROM WASTEWATER COLLECTION IMPROVEMENT PROJECT		68,186.02
39091 MIDWAY ELECTRIC, INC.	NEW LED SECURITY FLOOD LIGHT AT WWTP		3,380.00
39092 PAJAY, INC	DRAW #7 FROM WASTEWATER COLLECTION IMPROVEMENT PROJECT		91,820.27
39093 TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 9/30/24 (ANIONS & ALKALINITY)	160.00	
	WWTP MERCURY TESTING - 9/24/2024 (HgT)	283.75	443.75
39094 VILLAGE OF PAW PAW	LAB ANALYSIS FOR AUGUST 2024		150.00
39095 MICHAEL BANIC	OCCUPANCY INSPECTIONS 10/16/24	75.00	75.00
39096 BEAVER RESEARCH COMPANY	WEED KILLER FOR DPW	1,181.60	1,181.60
39097 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 10/17/24 (3 HOURS)	75.00	75.00
39098 BLUE CARE NETWORK OF MI	NOVEMBER 2024 HEALTH INSURANCE	17,675.67	17,675.67
39099 BLUE CROSS BLUE SHIELD OF MI	NOVEMBER 2024 HEALTH INSURANCE FOR NICOL BROWN	900.37	900.37
39100 FRONTIER	LIFT STATION PHONE 10/7-11/6/2024	171.11	171.11
39101 HARRIS CON AG, INC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #12	168,136.53	168,136.53
39102 ANDREW WARNER	15.417 HOURS AS OPERATOR AT WWTP (9/1-9/30/2024)	1,156.28	1,156.28

**TOTAL OF CHECKS ALREADY WRITTEN \$ 385,054.93**

\*\*\*ITEMS WITH BLUE LETTERING WERE APPROVED AT THE SEPT 23, 2024 REGULAR MEETING\*\*\*



CITY OF HARTFORD  
 INVESTMENT REPORT AS OF SEPT 30, 2024

BONDS

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
		CD'S						
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		
		STURGIS BANK	1/25/2023	9 MONTHS	4.00%	10/25/2023		
		STURGIS BANK	10/27/2023	13 MONTHS	5.00%	11/27/2024		\$ 179,823
\$ 200,000.00	CD	CONSUMERS CU	6/23/2023	12 MONTHS	5.00%	6/23/2024		
		CONSUMERS CU	6/24/2024	12 MONTHS	5.25%	6/24/2025		\$ 212,734
\$ 200,000.00	CD	HONOR CU	9/21/2023	13 MONTHS	5.00%	10/21/2024		\$ 210,450

FUNDS

AMT OF INVESTMENT	INVEST TYPE	FUND NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
		MUTUAL						
\$ 250,000.00	MF	TCF FA	8/11/12	L-T	VARIABLE			
\$ 103,000.00	MF	TCF FA	2/15/11	L-T	VARIABLE			
\$ 50,000.00	MF	TCF FA	6/15/11	L-T	VARIABLE			
\$ 105,000.00	MF	TCF FA	10/28/11	L-T	VARIABLE			
\$ 53,896.00	MF	TCF FA	2/27/11	L-T	VARIABLE			
\$ 74,154.00	MP	TCF FA	5/26/12	L-T	VARIABLE			
\$ 76,493.11	MF	TCF FA	11/6/12	S-T	VARIABLE			
\$ 114,476.00	MF	TCF FA	12/21/13	S-T	VARIABLE			
\$ 100,000.00	MF	TCF FA	2/20/13	S-T	VARIABLE			
		AT MARKET						
		TCF SHORT-TERM MUTUAL FUND				TRANSFER OUT	\$ 333,528.43	\$ -
		TCF LONG-TERM MUTUAL FUND				TRANSFER OUT	\$ 1,062,200.17	\$ -

\$ 1,397,648.70		TRANSFER IN	12/14/2021	L-T	VARIABLE			
\$ (775,000.00)		TRANSFER OUT	6/23/2023	L-T	VARIABLE			
		STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)						
								\$ 534,853
		TOTAL INVESTMENT AT MARKET VALUE AS OF SEPT 30, 2024						
								\$ 1,137,860

\*THIS IS AN INCREASE OF \$28,451 FROM LAST QUARTER



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

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## City Manager's Monthly Update October 28, 2024

### Staff Update:

The city clerk will be moved into an enclosed office space, and the deputy city clerk will move into the space where the city clerk is currently located. This will allow the city clerk to have privacy and work without disturbance. The city clerk's office is currently open to the public, who can start communicating with the clerk if she is available or not. She will have additional privacy to take telephone calls without being disturbed. The small conference room will be turned into the city clerk's office.

Danny Stauton will return to work next week as a part-time employee of the City's water operator. He will work 2 hours a day, 7 days a week. I will need Danny for a few days for the Surf Internet project. I aim to call Danny for an emergency on the Public Works side. Whenever we use Danny, he will be paid an hourly rate.

A new Department of Public Works laborer will start on October 23, 2024.

### Shared Streets and Spaces Program:

The first exciting news is that Governor Whitmer announced yesterday that Hartford was awarded the Shared Streets and Spaces program grant for \$200,000. There is no local match for this grant. The grant will construct approximately 1,800' of ADA-complaint concrete sidewalk from Center Street Apartments on S. Center Street south to 60<sup>th</sup> Avenue and then east along 60<sup>th</sup> Avenue to connect to the existing sidewalk at Woodside Drive. This would provide a safe, continuous sidewalk route from the mobile home park and Center Street Apartments to Red Wood Elementary School.

### DWSRF Project:

I have been working with the DWSRF team to create a resolution to bring to you at the November city commission meeting. The team consists of the same team the city had for the WWTP bond of Dickinson Wright: Roger Swets as bond counsel and Andy Campbell with Bendzinski & Co. as Municipal Finance Advisors. Several resolutions will come before you for the Drinking Water State Revolving Fund (DWSRF) project, which consists of the following: Attached are both proposals from Dickinson Wright and Bendzinski. Please read both carefully.

- Dickinson Wright PLLC to serve as Bond Counsel for DWSRF Water Revenue Bonds & Bond Anticipation Note (BAN)
- Dickinson Wright PLLC To Serve as Bond Counsel for The Drinking Water State Revolving Fund (DWSRF) Project Michigan Transportation Fund Bond
- Bendzinski & Co. to Serve as The Registered Municipal Advisor for The Drinking Water State Revolving Fund (DWSRF) Water Revenue Bonds & Bond Anticipation Note (Ban)

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- Bendzinski & Co. As The City’s Municipal Finance Advisor for The Michigan Transportation Fund Bond
- Purchase, Acquire, And Construct Improvements to The Water System and Publish Notice of Intent To Issue Revenue Bonds

We have not received a formal offer from EGLE; therefore, all the resolutions will be contingent upon an offer from EGLE.

#### **AT&T Update:**

Nick Curio is communicating with MasTec communications group, which AT&T is contracting to improve the cellular tower. Nick is trying to get a contact person from AT&T to talk to regarding a claim; they stated we are in a holdover tenancy.

The original lease is from 1995. It stated that the term would be five years. The lessee would have three options to renew the lease for additional five-year periods.

A ten-year lease renewal was completed in 1999. The term may be extended for two additional five-year periods.

AT&T has a different understanding and believes it is in an automatically renewed extension term, with the right to continued extensions through 2043. However, AT&T has not produced any documentation supporting that understanding. Instead, AT&T stated a document entitled “Second Amendment” that is not fully signed, which differs from the fully signed “Second Amendment” the City has on file.

#### **Spark Grant/DNR/Council Michigan Foundations:**

This past Friday, the Southwestern Michigan Planning Commission (SWMPC) published the request for proposals on engineering services. The proposals are due on Tuesday, November 12<sup>th</sup>. I know the Strawberry Festival Committee and the Lions Club, which hold weekly concerts in the park, are worried about the construction in the park. I will update the preliminary schedule as I receive additional information.

Engineering Services Acceptance – November City Commission Meeting  
 Community Meetings and Update Conceptual Drawings – December – January 2025  
 Request for Proposals for Contractors – January – February 2025  
 Acceptance of Contractors – February or March 2025 City Commission Meeting  
 Meet with contractors regarding construction schedule – April 2025

I spoke to Pete with the Lions Club regarding the concerts in the park. I encouraged Pete to look for another location for the concerts in the summer of 2025. I suggested the High school stadium. Also, Stephanie from the Strawberry Committee stopped by the office to meet with me. I told Stephanie that the City would work around the Strawberry Festival, scheduled for June 13<sup>th</sup>—14<sup>th</sup>, 2025. Stephanie mentioned that she would suggest the Library as an alternate concert location.

#### **Planning Commission Meeting:**

The Planning Commission met on November 14<sup>th</sup> to hold a public hearing on rezoning the property at 61827 CR 687, adjacent to Shell’s gas station and I-94. The property is currently zoned for General Business, but Casey’s Retail Company submitted a rezoning application to the planning commission. According to the

zoning ordinance, the planning commission has recommended that this item be brought before the city commission for review and consideration of approval at the city commission meeting this month.

## 9 S. Center Street

A building permit was never requested or issued for 9 S. Center Street. We have received several complaints regarding this building (the complaint was from Mayor Pro-Tem Miller), a garage that may be turned into an apartment. The original complaint was sent to Safebuilt **on April 23<sup>rd</sup>**. My staff called the Building Official, Rich McGrew, regarding the status of the property because we are still receiving complaints about the property.

Staff followed up on a recent complaint and asked the building official, Rich McGrew if he had been to 9 South Center St to follow up on the complaints we had received. The original complaint was sent to Safebuilt on **April 23, 2024**. I wanted to know the status because we are still receiving complaints. Rich stated he had been to the property in **July and August**. **In July**, Rich's report noted that the building, without a permit, looks like a sewer line coming out of the side of the building, 4 feet off of the ground. Rich said he was tagging the unit. **In August**, Rich stated a failed code violation. (Attached are the pictures and reports).

Rich said he had tagged the property, and they had 24 hours to comply by either getting a permit and making corrections or dismantling everything and turning it back into a garage. It is now October, and nothing has been done. The owners have a sewer line from the house into the garage but still haven't obtained a building permit.

I met with Glenn Lindsey, Safebuilt Midwest's Director of Operations, over the telephone last week. Glenn stated that the city has been reporting that we have people building without a building permit, but Safebuilt never told city staff that they do not have a code enforcement contract with us, which is part of code enforcement. Therefore, city staff thought Safebuilt would handle the 9 S. Center Street owners regarding building without a permit. After hearing that information, I contacted Nick Curio to draft a letter to the property owners regarding the code violations.

I have contacted a couple of Building Officials about working for the City, but I have had no luck so far. I'm working with McKenna on a proposal for a building official and code enforcement. I have two other contacts that I will be contacting.

I was checking emails and responding to emails. I processed payment requests to Wightman for our outstanding construction projects.

### **Streetscape Downtown Improvement:**

I'm working with USDA to closeout the grant.

### **Projects Compass:**

Hartford Task Force Meeting 3 Summary - September 26, 2024

#### **ACTION ITEMS**

- Task Force Meetings are still tentatively scheduled for the third Thursday of the month. However, the Compass team will be reaching out to identify if evening times work better for the task force.
- Review the notes from September's meeting (below) and let me know about additional needs or observations we should include



- Think ahead to our next meeting topic for Meeting 4 on Governance and Contexts. What policies are in place and/or what programs around digital access are on offer in and around Hartford? What community conditions and characteristics should be considered to make sure any future solutions are meeting residents where they are?
- Invite others to join the task force (or try out the next meeting for size). Tech savvy is not required!

## KEY POINTS

### Upcoming Listening Session

- The task force members expressed the need for Spanish interpretive services and Spanish-translated materials for the event.
- The task force discussed the different means of getting the word out about the event.
- The Compass team is working to identify the best place and time for the event.
- Discussed providing flyers to the schools; will just need clearance from the school district and principals.
- Task force attendees requested resources in Spanish to distribute among the community.

### Community Partners and Organizations

- Recommended participation from the Southwest Michigan Migrant Resource Council, which can help spread materials among the migrant worker communities.

### Digital Skills Service Delivery

- Families use mobile apps for school communication and access to grades.
- IT training is provided in middle school; high school students often seek help from IT staff.
- Internet safety is paramount among students and parents.
- The task force Highlighted dual enrollment through KVCC and a shift towards tech education, with a preference for hands-on learning.
- Awareness of local programs or initiatives for digital skills training.
- Uncertain about resources for people with disabilities or supportive technology.
- Different use cases for digital skills, such as finding job resources through Michigan Works!, hospital check-in and health records access, and churches streaming services online.
- Facebook and websites are of great value to local businesses.

The first listening session will be at Hartford's Public Library, which will host Hartford's first listening session on **November 14, 2024, from 6-8 pm** at the library.

## Meetings:

I had the following meetings this week:

- Andy Campbell, Bendzinski & Co.
- James Hanna, Municipal Water Contract Operations Business
- Project Compass Task Force Meeting
- Nick Blackmer, Superintendent Hartford Public Schools
- Planning Commission Meeting
- Local Revenue Sharing Board – Pokagon Hartford Area Meeting

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- Attorney Curcio, Attorney
- Mickey Bittner, Wightman & Assoc.
- Interviewed two applicants for the Public Works position
- Met with painting contractors
- Mike Chappell, Van Buren County Commissioner
- Jackie Morgan, USDA

Respectfully Submitted,



Nicol Brown  
City Manager

**CITY MANAGER'S GOALS  
JULY 1, 2024 - JUNE 30, 2025  
NICOL BROWN**

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024
1	<b>RITE AID REDEVELOPMENT</b>	Rite Aid Building - Investigate the ownership Seek a business Check to see if there is a deed restriction	Market One Van Buren County		Have not started
2	<b>WATER/SEWER STUDY</b>	Contact Baker Tilly Receive a quote Recommendation to City Commissioners	Baker Tilly		In the process of working with Bendzenski. Going before commission the water and sewer study
3	<b>COMMISSIONERS WEEKLY REPORTS</b>	Include invitations and informational flyers Include time sensitive information	Staff		Currently sending weekly reports.
4	<b>ZONING</b>	Research lot size to build Amend Zoning Ordinance Amend Rental Registration Ordinance	Wrightman & Assoc Safebuilt		Rental Registration Ordinance need to go before commission. Would like to apply for a MEDC grant for updating master plan and zoning ordinance.
5	<b>INFRASTRUCTURE</b>	Capital Improvement Plan/Schedule of Maintenance Pavement and Surface Revaluation Rating/ Condition of Local & Major Roads Curve Painting Discussion Mileage on Roadways	Wrightman & Assoc & DPW Wrightman & Assoc & DPW	Road assest management/VBCRC	Have not started.
6	<b>DEPARTMENT RESTRUCTURING</b>				

**CITY MANAGER'S GOALS  
JULY 1, 2024 - JUNE 30, 2025  
NICOL BROWN**

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024
Iron Removal Plant (IRP)	Contract Danny Staunton contract Recommendation to City Commission	Nick Curio		Working Part-time
DPW	Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote Implement	Nick Curio		Complete
Code Enforcement Officer	Post Code Enforcement position Interviews Background check/physical Job Offer Hire	Nick Curio		In Progress
WWTP	Write Job Description for WWTP Supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Make Job Offer Promote Implement	Nick Curio		Complete
Police Dept.	Request assistance from VBC Sheriff's Dept Review contract w/VBC Sheriff's & City of Hartford Recommendation to City Commissioners Implement the contract Create Police Dept Committee Recommendation to City Commissioners	Sheriff's Dept Michigan State Police		In Progress
7 EMPLOYEE HANDBOOK	Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission	Nick Curio Dept Head Staff		In Progress

**CITY MANAGER'S GOALS  
JULY 1, 2024 - JUNE 30, 2025  
NICOL BROWN**

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024
8	TREASURER & UTILITY SOFTWARE	Implement  Request for quotes Review quotes with Joe Mangan (Lauterbach & Amen, LLP) & Pam Recommendation to City Commission	Pam Schultz		In Progress. I will bring before commission in November.

**Grant Type:** Shared Streets and Spaces Grant

**Grant Number:** 6624

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Total Amount	Grant %	Status	Grant Year
01	City of Hartford	60th Avenue Sidewalk Extension	\$200,000.00	\$0.00	\$200,000.00	100.00%	Approved	2025
<b>Total:</b>			<b>\$200,000.00</b>	<b>\$0.00</b>	<b>\$200,000.00</b>	<b>100.00%</b>		

**Section Grant Section Description**

01 Construct approximately 1,800' of ADA-compliant concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive. This would provide a safe, continuous sidewalk route from the mobile home park and Center Street Apartments to Red Wood Elementary School.

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
SEPTEMBER 23, 2024

Item 12.

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

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

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the agenda as presented.

Motion carried 6 – 0

**Guests:**

- Pete Sinclair, Hartford Lions Club, Concerts in the Park – The Mayor presented Proclamation 2024 – 002 & Key to the City for his dedicated service to the community and his leadership to organize Concerts in the Park.
- Stephanie Daniels, Hartford Public Library Director – Newsletter only sent in Summer due to cost, October 26, 2-4pm Halloween Event, Christmas in Hartford December 14 6pm Lighted Parade, Santa, and Christmas tree lighting, event sponsored by Hartford Chamber & Hartford Public Library, other events offered, cardio drumming on Monday & Wednesday, tai-chi class twice a month, coffee & canvas \$10 per/person, blood pressure cuffs to be lent out.
- Micky Bittner, Wightman’s – project updates, Drinking Water Asset Management, identifying lead/galvanized services to begin October; WWTP, coming to a close, waiting on equipment, drainage improvements on South Haver; PFAS, Township Waterline Extension, 100% Grant, coming to a close, restoration & bore/jack October to be completed; DWSRF water asset improvements, 4.7mill in principle loan forgiveness and 7 million loan at 1% interest to replace lead service lines, water main replacement, iron removal plant upgrades, and replacement of residential water meters. This project has an aggressive time line, plan design due by February, permitting submitted by May and close on bonds/loan September 2025, construction in 2026. Water project loan/grant dollars only cover paving over water lane replacement, Council could consider reconstruction of streets & repaving the other lane at the time of the project with a separate contract, this will save some money if done during construction. Council will need to make this decision by the November meeting to include the addition of full street reconstruction.

**Public Comment:** None

**Communications:**

- Domestic Violence Support Group Information
- Notice Van Buren County Early Voting begins October 26 for the November 5, 2024 General Election
- Early Voting Canvas Notice at Hartford Township 8pm for the November 5, 2024 General Election
- Contact the Clerk’s office for an application to vote absentee
- Special Meeting September 24, 2024 5:30pm for City Manager Review – Closed Session
- Write-in Candidates Declaration of Intent due 4pm October 25, 2024 for a Council Seat in the November 5, 2024

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

A. **Hartford Public Library** – September 2024 minutes & Newsletter

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
SEPTEMBER 23, 2024

Item 12.

- B. **Planning Commission** – September 2024 Minutes, Joe Deckard resigned from the Planning Commission.
- C. **Van Buren Conservation District** – August & September Program Updates
- D. **Police & Ordinance** – Interim Chief Lucas, Report on File, working on recruitment of staff, training, public outreach, fleet status, and equipment status.
- E. **Fire Department** – Ron Sefcik, Fire Board Chair – Report on File, Pancake Breakfast 1<sup>st</sup> Saturday in October, Audit is complete & met all requirements, replacing a truck with millage monies, investigating selling ladder truck, seeking information on Interlocal agreement and the Fire Board will discuss at their November meeting.
- F. **Ambulance** – Report on File
- G. **Van Buren County** – Mike Chappell, Commissioner, not in attendance.
- H. **Public Works** – Dan Staunton - Report on File – Bachman Welding donated banner brackets for the decorative lamp posts to install the Hartford Public Schools Senior Athletic Banners, the City is appreciative of this donation. Renting a back-hoe, while the department’s is being repaired. Leaf machine has been rebuilt and is ready for the season.
- I. **Wastewater Treatment Plant** – Report on File –
- J. **Treasurers, Investment & List of Bills** – September 23, 2024 List of Bills \$582,643.17 + extend liability insurance to the end of October on the PFAS project in the amount of \$256.25.
- K. **City Manager** – Report on file – Drinking Water State Revolving Fund DWSRF Project; NEC CR 687, rezoning request for a Casey’s Building Project; 106 South Center Demolition, submitting reimbursement to Van Buren County; 5 West Main Street, Commissioner Miller has some concerns about a proposed 1<sup>st</sup> floor apartment as it is not allowed under current ordinance in the downtown area; WWTP Update, construction delayed due to waiting on supplies; Water Main Extension (PFAS) Hartford Township; Streetscape Downtown Improvement, closing out the project; Spark Grant/DNR Council Michigan Foundation, 1<sup>st</sup> quarterly report has been submitted, working with Southwest Planning Commission to submit Engineering Services RFP; Project Compass, moving forward; Police Department, two applicants for part time position; Zoning Administrator, still looking to fill the position; Commission Rules Amendment, recommend appointing committee to review; Ordinance Officer, will be posting the position.

**Approval of Commission Minutes:**

Motion by Commissioner Dockter, supported by Commissioner Miller to approve the minutes of the August 26, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

**Approval of Reports:**

Motion by Commissioner Miller, supported by Commissioner Morsaw, to approve the September 23, 2024 list of bills in the amount of \$582,893.42.

Motion carried 6 – 0

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

Motion carried 6 – 0

**Goals/Objectives:** Discussion: City Manager will include updates in the Council packets.

**Old Business:** Discussion: Trick or Treating is October 31<sup>st</sup> 6pm-8pm

**New Business:**



CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
SEPTEMBER 23, 2024

Item 12.

- Discuss & Consider – Engineering Services for the DWSRF Project  
Discussion: Needed to move forward with project and meet the deadlines.

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

- Discuss & Consider – Resolution 2024 – 040 – DWSRF Project

Motion by Commissioner Dockter, supported by Commissioner Spoula, to adopt Resolution 2024 – 040  
Approve Engineering Services for the SWSRF Project.

Motion carried 6 – 0

**Adjournment:**

Motion by Commissioner Dockter, supported by Commissioner Miller, to adjourn the meeting at  
6:42pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD  
SPECIAL BUSINESS MEETING MINUTES  
SEPTEMBER 24, 2024

Item 13.

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

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

- Closed Session – Employee City Manager Review

Motion by Commissioner Spoula, supported by Commissioner Miller, to suspend the special meeting to go into closed session for the purpose of discussing the City Manager Review at 5:31pm.

Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Morsaw, to return to open session and resume the special meeting at 6:19pm.

Motion carried 6 – 0

Council will set a committee to review and make a recommendation on the City Manager evaluation forms.

The Mayor will compile the individual Council members review forms into the final review document for the Mayor & City Manager to sign.

Council set meeting for the City Manager’s One Year Evaluation for March 25, 2025 at 5:30pm

**Adjournment:**

Motion by Commissioner Spoula, supported by Commissioner Miller, to adjourn the meeting at 6:27pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



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

**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** VACATE THE RIGHT OF WAY AT THE END OF REYNOLDS STREET

**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to vacate the right of way at the end of Reynolds Street.

**DISCUSSION:**

One of the plat maps that lays out the streets in the City of Hartford shows Reynolds Street extending east past Church Street, to north of baseball and softball fields owned by Hartford Public Schools. This portion of the platted right-of-way is shown in green hatching below:



The City has not maintained this portion of the right-of-way for many years and staff has no intention of improving or maintaining it in the future. The owner the parcel known as 211 Church Street (which roughly corresponds to Lot 2 of Block 12 on the plat map) has been using and maintaining the portion of the right-of-way in front of his home as a private driveway. He and other owners in the area have asked City staff to vacate the right-of-way, and City staff is amenable to this request.

If the City Commission agrees to this request and approves the enclosed vacation resolution, the City will relinquish any claim to ownership of the right of way. Ownership would then pass by operation of state law, with half going to the abutting land owners on each side.

**RECOMMENDATION:**

The Hartford City Commission approves the enclosed resolution to vacate the unused portion of the Reynolds Street right-of-way.



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **APPROVE AN ORDINANCE TO AMEND THE ZONING MAP PROVIDED BY SECTION 151.05 OF THE CITY OF HARTFORD ZONING ORDINANCE TO CONDITIONALLY REZONE TAX I.D. NO. 80-52-822-003-00 AND A PORTION OF 80-52-822-001-05 FROM THE GENERAL BUSINESS DISTRICT TO THE LIGHT INDUSTRIAL DISTRICT**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve an ordinance to amend the zoning map provided by section 151.05 of the city of Hartford zoning ordinance. To conditionally rezone Tax ID No. 80-52-822-003-00 and a portion of 80-52-822-001-05 from the general business district to the light industrial district.

**DISCUSSION:**

The city received a rezoning application from Casey's Retail Company to rezone the property at 61827 CR 687, adjacent to Shell's gas station and I-94. The applicant proposes a new C-store/fuel station, Casey's gas station. The property is currently zoned General Business, but the proposal is for Light Industrial per our zoning ordinance. The request to rezone the two parcels went before the planning commission on September 9<sup>th</sup>. The Planning Commission approved a public hearing on the rezoning for October's Planning Commission meeting. The rezoning will include amending the zoning map. (see drawings)

The planning commission held a public hearing on Monday, October 14<sup>th</sup>, at 6:00 p.m. Two citizens were present; neither citizen was against the rezoning of the parcels but had questions regarding the new development. Per the zoning ordinance, the planning commission has recommended that this item be brought before the city commission for review and consideration of approval.

**RECOMMENDATION:**

The Hartford City Commission approves an ordinance to amend the zoning map provided by section 151.05 of the city of Hartford zoning ordinance. To conditionally rezone Tax ID No. 80-52-822-003-00 and a portion of 80-52-822-001-05 from the general business district to the light industrial district.



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **APPROVE AN ORDINANCE TO AMEND THE “ANTI-BLIGHT” DIVISION IN CHAPTER 91 OF THE HARTFORD CITY CODE TO PROVIDE UPDATED REGULATIONS AND PENALTIES PERTAINING TO PROPERTY MAINTENANCE**

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## **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve an Ordinance amending the “Anti-Blight” Division in Chapter 91 of the Hartford City Code to provide updated Regulations and Penalties Pertaining to Property Maintenance.

## **DISCUSSION:**

The City Attorney, Nick Curio, drafted an amendment to the city code's “Anti-Blight” ordinance.

The summary of the changes:

- More comprehensively define blight violations than the current ordinance, giving the code enforcement officer more specific provisions to point to.
- Change violations from misdemeanors to civil infractions. This is consistent with a general move toward decriminalizing property-related ordinances across the country. It also provides for a more streamlined prosecution process if violators are taken to court.
- Creates an administrative process for enforcement that satisfies due-process requirements and thus allows the City to avoid going to court altogether. In particular, it allows the City itself to abate violations if the owner fails to correct them or file an appeal (to the City Manager) within 10 days of issuing the correction notice. The City can then bill the owner for the cost of abatement.
- If the owner fails to pay the bill, the ordinance says that the City could specially assess it and place the special assessment on the tax rolls. However, the City would need to adopt a separate single-lot special assessment ordinance to do this. (More on this below).

The City Manager will work with the City Attorney to draft a special assessment ordinance for your review and approval at the November city commission meeting.

## **RECOMMENDATION:**

The Hartford City Commission approves an Ordinance to Amend The “Anti-Blight” Division in Chapter 91 of the Hartford City Code to provide updated Regulations and Penalties regarding Property Maintenance.



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **APPROVE BENDZINSKI & CO TO SERVE AS THE REGISTERED MUNICIPAL ADVISOR FOR THE DRINKING WATER STATE REVOLVING FUND (DWSRF) WATER REVENUE BONDS & BOND ANTICIPATION NOTE (BAN)**

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## **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve Bendzinski & Co., the city's municipal finance advisors, to serve as the Registered Municipal Advisor for the Drinking Water State Revolving Fund (DWSRF) project and prepare the scope of services one and two.

## **DISCUSSION:**

The city was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP). Due to the nature of the DWSRF program, an aggressive schedule will be required to meet funding deadlines.

Bendzinski & Co. has proposed to act on behalf of the City with a fiduciary duty, which shall include a duty of loyalty and a duty of care under the rules and regulations set forth by the Municipal Securities Rulemaking Board and the Securities and Exchange Commission.

Bendzinski will complete the first scope of services, the Bond Anticipation Note, with a proposed fee of \$9,500, as follows. This fee is payable upon closing the Bond Anticipation Note (BAN).

- If necessary, prepare the forms required by the Municipal Finance Division of the Michigan Department of Treasury with Issuer officials.
- Prepare complete financial information in cooperation with officials to arrive at the amount of the issue to be sold.
- Prepare a schedule illustrating the steps necessary to issue the bonds for the project.
- If necessary, assist with selecting the registrar/transfer/paying agent.
- Assist the Issuer in preparing a Request for Proposals ("RFP"), outlining all the details of the proposed financing.
- Bendzinski & Co. shall review the proposals for compliance with the terms set forth by the Issuer in the RFP.

- After the proposals are received, Bendzinski & Co. will calculate and verify the True Interest Cost on the proposals submitted. This representative will be prepared to submit detailed information on the current status of the general market and provide a list of comparable issues recently sold. This information will aid in determining the action to be taken to the proposals submitted.
- Prepare the settlement statement and final principal and interest requirements schedule based on the selected purchaser and the closing memo.
- Plan and arrange for the closing and settlement of the delivery of the Bonds.
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer.

Bendzinski will complete the second scope of services, the DWSRF Water Revenue Bonds, with a proposed fee of \$26,850, as follows:

- Prepare financial information and projections in cooperation with Issuer officials and engineers to arrive at the amount of the issue to be sold and determine the methodology for the timely repayment of the bond issue;
- Attend meetings with Issuer's staff, its engineers, bond counsel, and Michigan Department of Environment, Great Lakes & Energy ("EGLE") staff to plan the proposed SRF project;
- Assist when requested to the Issuer, Issuer Attorney, and Bond Counsel to ensure that all possible provisions are made towards the most advantageous sale of bonds;
- Prepare, with the Issuer's cooperation, the application required by the Municipal Finance Division of the Michigan Department of Treasury for their approval and expedite this approval;
- Prepare, with the Issuer's cooperation, the application required by the Michigan Department of Environment, Great Lakes & Energy Assistance Division, Municipal Facilities Section to obtain their approval;
- Prepare bond specifications for bond counsel, including interest rate limitations, redemption provisions, bidding, and good faith details;
- Preparation of the required water rate study
- Advise and assist the Issuer to enable them to deliver funds from the Michigan Municipal Bond Authority successfully.

**RECOMMENDATION:**

The Hartford City Commission approves Bendzinski & Co., the city's municipal finance advisor, to serve as the Registered Municipal Advisor for the Drinking Water State Revolving Fund (DWSRF) project and prepare the scope of services one and two. The City Commission also approves the proposed total fees for both services at \$36,350. This total can be included in the DWSRF project costs and reimbursed through the loan/principal forgiveness funds. This fee includes all travel, out-of-pocket expenses, and meeting attendance.



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager *NB*

**DATE:** October 28, 2024

**RE: APPROVES BENDZINSKI & CO. AS THE CITY'S MUNICIPAL FINANCE ADVISORS FOR THE MICHIGAN TRANSPORTATION FUND BOND**

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## **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve Bendzinski & Co., the city's municipal finance advisors, to serve as the Registered Municipal Advisor for the Michigan Transportation Fund Bond. The MTF Bond is a part of the Drinking Water State Revolving Fund (DWSRF) project.

## **DISCUSSION:**

The city was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP). Due to the nature of the DWSRF program, an aggressive schedule will be required to meet funding deadlines.

One roadway lane will be reconstructed as part of the water main replacements. City staff is recommending other infrastructure improvements (sanitary sewer, storm sewer, etc.) and reconstruction of the other lane. Improving the roadways concurrently with the water main projects would leverage the water, wastewater, and roadway funds to achieve an economy of scale and maximize the use of funds while fully restoring roadways instead of partial replacement.

The City Manager and DPW staff drove the roads and gave Wightman's the following roads to receive a quote for Hart Street, Washington Street, Marion Street, and Bernard Street. Mickey will bring the quotes before the staff and commission at November's council meeting to decide if we want to fund both sides of the road. The City will determine if we will move forward with a Michigan Transportation Fund Bond.

Bendzinski & Co. has proposed to act on behalf of the City with a fiduciary duty, which shall include a duty of loyalty and a duty of care under the rules and regulations set forth by the Municipal Securities Rulemaking Board and the Securities and Exchange Commission.

Bendzinski will complete the Michigan Transportation Fund (MTF) Bond with a proposed fee of \$18,850, which includes all out-of-pocket expenses and time incurred.

- If necessary, prepare the forms required by the Municipal Finance Division of the Michigan Department of Treasury with officials.



- Prepare complete financial information in cooperation with officials and engineers to arrive at the amount of the issue to be sold.
- Development of cash flow analysis and revenue sources to meet the principal and interest obligations on the proposed bonds.
- Prepare a schedule illustrating the steps necessary to issue the bonds for the project.
- With input from the Issuer, determine whether a private placement, competitive or negotiated sale is the most beneficial to the issuance of the bonds depending on the selected bond issue type and current market conditions, and then develop a plan of finance.
- Prepare bond specifications for bond counsel, including interest rate limitations, redemption provisions, bidding, and good faith details.
- Assist with selecting the registrar/transfer/paying agent, if necessary.
- Assist the Issuer with selecting an underwriter or placement agent, if necessary.
- Prepare Preliminary and Official Statements or any other form of disclosure that may be required based on information provided by the Issuer under the provisions of S.E.C. Rule 15c2-12.
- If the Bonds are to be rated, advise and assist with selecting rating agencies. Prepare materials to be provided to rating agencies and develop strategies with officials for meetings with rating agencies.
- A representative of Bendzinski & Co. shall review the bids to ensure compliance with the terms set forth by the Issuer.
- After receiving the bids, Bendzinski & Co. will calculate and verify the True Interest Cost of the submitted bids.
- Prepare an easy-to-read comparison of all the bids received.
- Prepare final closing memo and pricing numbers, including the final debt service schedule, pricing summary, and sources and uses of funds based on the lowest bid.
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer.

**RECOMMENDATION:**

The Hartford City Commission approves Bendzinski & Co., the city's municipal finance advisors, to serve as the Registered Municipal Advisor for the Michigan Transportation Fund Bond. The MTF Bond is a part of the Drinking Water State Revolving Fund (DWSRF) project. Bendzinski will complete the Michigan Transportation Fund (MTF) Bond with a proposed fee of \$18,850, which includes all out-of-pocket expenses and time incurred; contingent upon City Commission approval of the additional construction work. The proposed fee will come from the MTF Bond and/or major/local street fund.



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

**TO:** Mayor Hall and the Hartford City Commissioners  
**FROM:** Nicol Brown, City Manager  
**DATE:** October 28, 2024  
**RE:** **APPROVE DICKINSON WRIGHT PLLC TO SERVE AS BOND COUNSEL FOR THE DRINKING WATER STATE REVOLVING FUND (DWSRF) WATER REVENUE BONDS & BOND ANTICIPATION NOTE (BAN)**

---

**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve Dickinson Wright PLLC to serve as bond counsel for the Drinking Water State Revolving Fund (DWSRF) project.

**DISCUSSION:**

The city was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP).

Dickinson Wright is proposing the following services to become the bond counsel for the DWSRF project.

- Meet with the Issuer's representatives and the Issuer's consultants regarding the proposed financing.
- Provide legal advice on the best method for authorizing, issuing, and delivering the Bonds.
- Analyze the bonds and the project to ensure compliance with the requirements of the Internal Revenue Code and applicable Michigan law.
- Prepare and review documents necessary or appropriate to the authorization, issuance, and delivery of the Bonds (including, without limitation, the resolution of the governing body of the Issuer declaring the Issuer's intent to issue bonds, the resolution of the governing body of the Issuer authorizing the issuance of the Bonds and the order of the Issuer approving the sale

of the Bonds and all necessary closing documents, and coordinating the authorization and execution of such documents.

- Assist the Issuer in seeking from other governmental authorities (including, without limitation, the Michigan Department of Treasury) such approvals, permissions, and exemptions as we determine are necessary or appropriate in connection with the authorization, issuance, and delivery of the Bonds, except that we will not be responsible for any blue-sky filings.
- Attend such meetings, conferences, and bond closings as required.
- Subject to the completion of proceedings to our satisfaction, deliver our legal opinion (the “Bond Opinion”) regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of the interest on the Bonds from gross income for federal and Michigan income tax purposes. Our Bond Opinion will be addressed to the Issuer and delivered by us on the date the Bonds are exchanged for their purchase price (the “Closing”).
- Prepare the closing transcripts for the Bonds.
- Our bond opinion will be based on facts and laws existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Issuer with applicable laws relating to the Bonds. During this engagement, we will rely on you to provide complete and timely information on all developments on any aspect of the Bonds and their security. We understand that you will direct Issuer officials and employees of the Issuer to cooperate with us in this regard.
- Our duties in this engagement are limited to those legal services expressly set forth above, which are services traditionally provided by bond counsel. As attorneys, we do not represent ourselves as financial advisors or experts and do not provide advice that is primarily financial, such as advice concerning the financial feasibility of the Project or the financing, recommending a particular structure for the Bonds as being financially advantageous, advice estimating or comparing the relative cost to maturity of the Bonds depending on various interest rate assumptions, or advice regarding the financial aspects of pursuing a competitive sale versus a negotiated sale. Prior to our becoming involved with this project, the Issuer has decided to issue the bonds through the DWSRF program.
- Specifically, among other things, our duties under this letter do not include: (a) handling litigation that may arise concerning the Bonds; (b) services relating to any grant funds for the Project or to any contracts or agreements related thereto; (c) preparing requests for tax rulings from the Internal Revenue Service or no-action letters from the Securities and Exchange Commission; (d) preparing blue sky or investment surveys for the Bonds; (e) making an investigation or expressing any view as to the creditworthiness of the Issuer or



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

**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **APPROVE DICKINSON WRIGHT PLLC TO SERVE AS BOND COUNSEL FOR THE DRINKING WATER STATE REVOLVING FUND (DWSRF) PROJECT MICHIGAN TRANSPORTATION FUND BOND**

---

**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve Dickinson Wright PLLC to serve as bond counsel for the Michigan Transportation Fund Bond (DWSRF) project.

**DISCUSSION:**

The city was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP).

City staff recommends infrastructure improvements such as sanitary and storm sewers and the reconstruction of other lanes on Hart Street, Washington Street, Marion Street, and Bernard Street. Improving the roadways concurrently with the water main projects would leverage the water, wastewater, and roadway funds to achieve an economy of scale and maximize the use of funds while fully restoring roadways instead of partial replacement.

The DWSRF Bond would not cover the abovementioned items; therefore, we would borrow from our Michigan Transportation Fund.

Mickey will present the quotes to the staff and commission at November’s council meeting to decide whether we want to fund both sides of the road. The City will then determine whether to proceed with a Michigan Transportation Fund Bond.

Dickinson Wright will perform the following services.

- Meet with the Issuer's representatives and the Issuer’s consultants regarding the proposed financing.
- Provide legal advice on the best method for authorizing, issuing, and delivering the Bonds.
- Analyze the bonds and the project to ensure compliance with the requirements of the Internal Revenue Code and applicable Michigan law.
- Prepare and review documents necessary or appropriate to the authorization, issuance, and delivery of the Bonds.

- Assist the Issuer in seeking from other governmental authorities (including, without limitation, the Michigan Department of Treasury) such approvals, permissions, and exemptions as we determine are necessary or appropriate in connection with the authorization, issuance, and delivery of the Bonds, except that we will not be responsible for any blue-sky filings.
- Attend such meetings, conferences, and bond closings as required.
- Review those portions of the Official Statement for the Bonds, if any, or other disclosure document for the Bonds that describe the legal aspects of the Bonds as identified under a section entitled “Bond Counsel’s Responsibility.”
- Subject to the completion of proceedings to our satisfaction, deliver our legal opinion (the “Bond Opinion”) regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of the interest on the Bonds from gross income for federal and Michigan income tax purposes. Our Bond Opinion will be addressed to the Issuer and delivered by us on the date the Bonds are exchanged for their purchase price (the “Closing”).
- Prepare the closing transcripts for the Bonds.

Dickinson Wright proposes that the bond issue fee be payable upon delivery. The fee shall be \$20,500 for a Bond with bond proceeds of up to \$2,000,000, which includes out-of-pocket disbursements for expenses incurred in performing the foregoing services. If the Bond proceeds exceed \$2,000,000, the fee will increase by 0.25% of the Bond proceeds above that amount. Dickinson Wright reserves the right to modify the fee if such facts or expectations significantly change or if the financing experiences any significant delays.

**RECOMMENDATION:**

The Hartford City Commission approves Dickinson Wright PLLC as bond counsel for the Michigan Transportation Fund Bond (DWSRF) project and the proposed fee structure. Contingent on the City pursuing the Michigan Transportation Fund Bond.



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **PURCHASE, ACQUIRE, AND CONSTRUCT IMPROVEMENTS TO THE WATER SYSTEM AND TO PUBLISH NOTICE OF INTENT TO ISSUE REVENUE BONDS**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve the publication of A Notice of Intent to issue the Bonds under Section 33 of Act 94. The Clerk of the City is authorized and directed to publish the Notice of Intent to Issue Bonds in a newspaper of general circulation in the City.

**DISCUSSION:**

The City considers it in Hartford's best interests to design, purchase, acquire, and construct the City's Water System. Including the replacement of service lines and the identification and replacement of lead, galvanized, and other water service lines throughout the City. This will allow the City to comply with EGLES's Lead and Copper Rules. In addition to the installation of new meters; improving and looping water mains, replacing existing water mains and installing new water mains, and other water main work; improvements at the iron removal plant and site; updating the controls; the restoration of streets, sidewalks, rights-of-way and easements affected by the improvements and related facilities. As well as all work, equipment, and appurtenances necessary or incidental to the upgrades and other improvements to the Water System.

The City may acquire and construct the improvements using its available funds from the Water Fund, a fund for the City's Water Supply System, and other funds. When the City issues Bonds for the long-term financing of the Improvements, it shall be reimbursed for its expenditures on the improvements out of the proceeds of the Bonds.

The City will hire Dickinson Wright PLLC as bond counsel to the City to prepare the documents for the issuance of Bonds to finance the acquisition of the Improvements, and the City's officers are authorized to enter into an engagement letter with bond counsel.

**RECOMMENDATION:**

The Hartford City Commission approves publishing A Notice of Intent to issue the Bonds under Section 33 of Act 94. The Clerk of the City is authorized and directed to publish the Notice of Intent to Issue Bonds in a newspaper of general circulation in the City.



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **Sewer Rate Study**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve Bendzinski & Co. to complete a sewer rate study.

**DISCUSSION:**

Bendzinski & Co. will draft a sewer rate study for the city to ensure it offers our customers the best rate to cover the current sewer bond payments. Bendzinski will complete the following tasks for a fee of \$7,500, including all out-of-pocket expenses and meeting attendance.

- Review and analyze historical operating expenses using audit and budget information.
- A “Test Year” is developed that reflects a “normalized” operating budget.
- Existing debt is analyzed.
- The customer base is analyzed, including the number of meter equivalents, billable flow, treated/pumped flow, and other methods.
- Capital improvement plans are analyzed and discussed.
- Cash reserve analysis.
- User rate management is considered, along with various options and scenarios.
- Meetings and Reports
- Usual and customary rate consultant services as may be requested by the Client.

**RECOMMENDATION:**

The Hartford City Commission approves Bendzinski & Co. to complete a sewer rate study with a fee of \$7,500, including all out-of-pocket expenses and meeting attendance,



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

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**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager

**DATE:** October 23, 2024

**RE: ENGINEERING SERVICES FOR 60TH AVENUE SIDEWALK EXTENSION PROJECT**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve the Wrightman & Associates' engineering services for the 60th Avenue sidewalk extension project for the Michigan Shared Streets and Space Grant.

**DISCUSSION:**

The City of Hartford was awarded the one-time appropriation of Shared Streets and Spaces Grant (SSSG) funding through the Michigan Department of Transportation. The city strives for a more walkable, bikeable, and transit-friendly community and is applying for funding. The project will construct approximately 1,800' of ADA-compliant concrete sidewalk from Center Street Apartments on S. Center Street south to 60<sup>th</sup> Avenue and then east along 60<sup>th</sup> Avenue to connect to the existing sidewalk at Woodside Drive.

This project will provide a safe pedestrian route to Red Wood Elementary School from the mobile home park and Center Street Apartments. The new sidewalk along the north side of 60th Avenue will improve connectivity and provide a safe, direct route to the elementary school. This will benefit children, parents who walk their children to school, and those with disabilities. Instead of walking on the roadway, pedestrians will have a safe, ADA-compliant route to the elementary school.

Design Engineering

- Topographic Survey along the project route for plan preparation. A copy of the project location map submitted with the application is attached for reference.
- Prepare plans including typical sections, plan views, and grading details for ADA ramps or other locations as necessary.
- Coordinate with utility companies.
- Prepare Contract Documents and Specifications for the proposed improvements.
- Review plans and specifications with the City and Authorities having jurisdiction and revise, as necessary.



Bidding

- Advertise for construction bids (publication fee to be paid directly by the City)
- Respond to bidders' questions
- Conduct bid opening(s)
- Tabulate bids and provide recommendations for award to the City

Construction Engineering

- Conduct pre-construction meeting
- Review contractor submittals
- Supply full-time, on-site construction observation to document progress for an assumed duration of three weeks.
- Provide engineering support to address conflicts or questions that arise
- Provide construction staking and material testing
- Prepare pay applications and assist City personnel with reimbursement requests.
- Prepare change orders, as necessary.

The Fees for the engineering services:

Design Engineering	\$19,000
Construction Engineering	25,300
<b>Total Project Fees:</b>	<b>\$44,300</b>

**RECOMMENDATION:**

The City of Hartford approves Wrightman & Associates' engineering services in the amount of \$44,300 for the 60th Avenue sidewalk extension project, part of the Michigan Shared Streets and Space Grant. Contingent upon an executed grant agreement with the City of Hartford and MDOT.

**Roxann Isbrecht**

**From:** Michigan Executive Office of the Governor <mieog@govsubscriptions.michigan.gov>  
**Sent:** Monday, October 21, 2024 3:12 PM  
**To:** Elections Clerk  
**Subject:** RELEASE: Gov. Whitmer Announces \$6.5 Million for Shared Streets and Spaces Grant Program to Improve Infrastructure



**FOR PLANNING PURPOSES**  
October 21, 2024  
Contact: [press@michigan.gov](mailto:press@michigan.gov)

**Gov. Whitmer Announces \$6.5 Million for Shared Streets and Spaces Grant Program to Improve Infrastructure**

**LANSING, Mich.** -- Today, Governor Gretchen Whitmer announced a \$6.5 million award in funding to 27 municipalities and eight transit agencies as part of the Shared Streets and Spaces Grant (SSSG) program. The program supports quick-build projects led by incorporated cities and transit agencies that improve plazas, sidewalks, curbs, streets, bus stops, parking areas and other public spaces in support of public health, safe mobility and strengthened commerce.

"Today's infrastructure investments will help dozens of communities across Michigan become more walkable, bike-friendly, and accessible to transit," said **Governor Whitmer**. "Since I took office, we have been fixing the damn roads, and we are now up to 23,000 lane miles of road and 1,600 bridges, supporting more than 89,000 jobs. But our work to upgrade infrastructure is also about making our cities and towns more livable and accessible to everyone with projects to promote road safety and connect neighborhoods together. Together, we will keep building up our infrastructure—of all kinds—and making our communities better places to live, work, and invest."

This program is administered by the Michigan Department of Transportation (MDOT), in partnership with the Michigan Office of Future Mobility and Electrification (OFME).

Grant awards range from \$35,000 to \$200,000, funding projects that will reconceive streets for a variety of mobility options, including streetscape improvements, transit facilities, sidewalk infill programs, nonmotorized pathways, safety improvements and public spaces that provide improved access and a range of uses for all of us, no matter our age, ability or preferred ways of getting around.

**SSSG Fiscal Year 2024 and 2025 awards:**

County	Applicant	Project/Route	Grant Amount
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Berrien	City of Benton Harbor	Empire Avenue Sidewalk Improvements	\$ 200,000
Berrien	City of Bridgman	Bridgman Sideyard	\$ 158,000
Calhoun	City of Springfield	Springfield Public Space Connector Project	\$ 160,850
Calhoun	City of Battle Creek / Battle Creek Transit	Solar-Powered Bus Stops	\$ 195,500
Delta	City of Escanaba	Ludington Complete Street Project	\$ 200,000
Genesee	Mass Transportation Authority	Perry Road Trail	\$ 200,000
Genesee	City of Flushing	Pedestrian Crossing Signs and Signals	\$ 44,356
Gratiot	City of Alma	Alma Multi-Use Path SRTS, Heartland Trail, Community Connector	\$ 168,800
Houghton	City of Hancock	Elevation Street Sidewalk Connector	\$ 200,000
Houghton	City of Houghton	Bridgeview Park Improvements	\$ 200,000
Ingham	Capital Area Transportation Authority	Transit to Trails	\$ 163,400
Iron	City of Caspian	Apple Blossom Trail Improvements Project	\$ 200,000
Iron	City of Iron River	Apple Blossom Trail Boardwalk Replacement	\$ 200,000
Isabella	City of Mt. Pleasant	Mid-Michigan/GKB Pathway North Connection	\$ 200,000
Jackson	City of Jackson	MLK Jr. Equality Trail Extension	\$ 200,000
Kalamazoo	Metro	Campus Loading Zone Bus Stop Upgrade	\$ 200,000
Kalamazoo	City of Kalamazoo	Kilgore Connector: Kalamazoo Streets for All	\$ 200,000
Livingston	City of Brighton	7th Street Sidewalk Improvement Project	\$ 200,000
Marquette	Marquette County Transit Authority	School, Park, and Transit Connection at KI Sawyer	\$ 196,753
Marquette	City of Negaunee	Negaunee Downtown Enhancement Project - Phase 2	\$ 200,000
Mecosta	City of Big Rapids	Sidewalk Infill Program	\$ 200,000
Monroe	City of Monroe	City of Monroe Sidewalk Development - E. First Street and Jerome Street	\$ 125,632
Oakland	City of Southfield	Southfield Bus Stop Improvement Program	\$ 200,000
Ottawa	City of Zeeland	Main Avenue Rapid Flashing Beacons	\$ 35,000
Presque Isle	City of Onaway	City of Onaway Shared-Use Path Project	\$ 200,000
Roscommon	Roscommon County Transportation Authority	St. Helen Safe Passage	\$ 200,000
Saginaw	Saginaw Transit Authority Regional Services	Bus Stop Amenities Improvements	\$ 200,000

Van Buren	City of Hartford	60th Avenue Sidewalk Extension	\$ 200,000
Washtenaw	Ann Arbor Area Transportation Authority	Fourth Avenue Street and Transit (FAST) Improvements	\$ 200,000
Washtenaw	City of Ann Arbor	Fourth Avenue Street and Transit Improvements	\$ 200,000
Washtenaw	City of Ypsilanti	Ypsilanti Safe Neighborhood Connections	\$ 200,000
Wayne	City of Dearborn	Dearborn MoGo Expansion Project (West Warren Avenue and Salina Neighborhood)	\$ 200,000
Wayne	City of Northville	Pedestrian Midblock Crossings Adjacent to the Proposed Downs Development	\$ 200,000
Wayne	City of Detroit	Next Stop Detroit	\$ 200,000
Wexford	City of Cadillac	Lakeside District Improvements	\$ 200,000

“Enhancing a city’s walkability enhances the community itself, enabling residents to better connect with neighbors, nature, and local businesses,” said **state Senator Rosemary Bayer** (D-West Bloomfield). “I am thrilled that MDOT has chosen the City of Northville as an award recipient. Whether walking, running or biking, adding these pedestrian midblock crossings around the proposed Downs Development will be critical for residents to navigate their community with ease and safety.”

"The Shared Streets and Spaces grant is a crucial investment in making communities like Jackson more accessible and connected," said **state Senator Sue Shink** (D-Northfield Twp.). "The funding awarded to extend the MLK Jr. Equality Trail — Jackson’s most used non-motorized pathway — will help residents walk or bike more safely and easily to work, school, and other key destinations like the MLK Rec Center and downtown. This project is a great example of how state support can improve Michiganders' quality of life by creating vibrant, inclusive public spaces that everyone can enjoy."

"Improving public transit makes communities safer and more attractive for workers, shoppers, and visitors," said **state Senator Kristen McDonald Rivet** (D-Bay City). "Investing in Saginaw’s transit amenities is key to our future population growth, and will provide a better experience for current residents as they travel to work, school, or anywhere else."

"I’m thrilled to see this investment being made in our Southwest Michigan community to make our streets safer for bikers and pedestrians," said **state Representative Joey Andrews** (D-St. Joseph). “This funding will allow us to enhance public transportation, improve accessibility and promote environmentally sustainable practices in Benton Harbor and Bridgman. This is a fantastic step in the right direction to achieving stronger community relations where everyone has access to safe, efficient transportation.”

“This is great news for residents of Battle Creek and Springfield and will improve our mass transit systems,” said **state Representative Jim Haadsma** (D-Battle Creek). “In Springfield, riders will see major improvements at Upton and 26th Street with the Public Space Connector Project. Additionally, Battle Creek riders will soon have solar powered, interactive displays at major stops that will provide real-time schedules and route information.”

"I am ecstatic the city of Northville was chosen to receive these investments," said **state Representative Matt Koleszar** (D-Plymouth). “Securing this grant not only implements three needed pedestrian walks near the Downs Development, but it also ensures our community is connected and better accessible through these walkways. One of the pedestrian crosswalks will connect Hines Park Trail with the River Park Trail; this will get more people outdoors and linked to our city’s local amenities.”

"The League of Michigan Bicyclists is proud to have helped secure funding for the Shared Streets and Spaces Grant program," said **John Lindenmayer, executive director of the League of Michigan Bicyclists**. "We appreciate MDOT's leadership with this exciting new program and are honored to have been involved with the inaugural round of grants. The SSSG program is a unique, new opportunity for the state to provide much needed funding to improve the bike ability of communities across the state. These projects will improve bike safety and encourage more people to ride for transportation and recreation."

MDOT Fiscal Year 2024 and 2025 budgets include a total of \$6.5 million intended to make communities more walkable, bikeable and transit- and micromobility-friendly. The SSSG program was highly competitive, with the program receiving 69 complete (and all outstanding) applications requesting \$12.8 million in funds.

Application reviewers consisted of representatives from MDOT, the Michigan Economic Development Corp. (MEDC) regional prosperity team, OFME, Michigan Main Street, the Michigan Infrastructure Office, the Michigan Department of Health and Human Services (MDHHS), the League of Michigan Bicyclists, the Michigan Association of Planning, and the Michigan Municipal League. The following elements were considered in scoring the applications: project innovation; level of coordination; equity target areas and populations; ease and readiness of projects; consistency with local, regional, and state plans; public engagement efforts; diversity of project type; and geographic distribution across the state.

Any questions about the SSSG program should be submitted to [MDOT-SSSG-Program@Michigan.gov](mailto:MDOT-SSSG-Program@Michigan.gov).

###

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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Pam Shultz, City Treasurer

**DATE:** October 28, 2024

**RE:** Michigan CLASS (Michigan Cooperative Liquid Assets Securities Systems)

---

**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve moving funds into Michigan CLASS for investment.

**DISCUSSION:**

Michigan CLASS representatives will be able to assist with investments free of cost.

- The City should not keep all their money in one financial institution, therefore some should be moved from Honor Credit Union as it is getting up there in funds.
- Honor Credit Union could only offer 1.49% to renew the current CD that matured on October 21, 2024..
- Michigan Class is currently offering 4.95% on funds invested
- The funds are completely liquid, therefore the City can get to them at any time if needed.

**RECOMMENDATION:**

The Hartford City Commission approves the City Treasurer to move funds from Honor Credit Union into Michigan CLASS



Michigan Cooperative Liquid Assets Securities System

RECEIVED

OCT 23 2024

CITY OF HARTFORD

October 22, 2024

Ms. Pam Shultz, MiCPT  
City of Hartford Treasurer  
19 W Main Street  
Hartford, MI 49057

Re: Acknowledgement of Receipt of Investment Policy and Agreement to Comply

Dear Ms. Shultz:

Thank you for your interest in the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) program. As is required by law, this letter is to acknowledge that the Michigan CLASS staff has received, read and fully understands Act 20 of PA 1943, Section 129.91, as amended, and the Investment Policy for the City of Hartford.

Any investment advice or recommendation given by the program investment advisor (Public Trust Advisors, LLC) to the Michigan CLASS program and its Participants shall comply with the requirements of Act 20 of PA 1943, Section 129.91, as amended, and the Investment Policy of the above-named entity.

Any existing investment not conforming to the statute or the policy will be disclosed promptly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen J Dixon", with a large, stylized flourish at the end.

Stephen J Dixon  
Director, Business Operations



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

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**TO:** Mayor Hall and the Hartford City Commissioners

**FROM:** Nicol Brown, City Manager ~~1/6~~

**DATE:** October 28, 2024

**RE:** **PAINTING CITY HALL**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve the city hall painting and replacing the cove base.

**DISCUSSION:**

City Hall was built over twenty years ago, and the interior still has its original paint on the walls. Staff is proposing that the administrative offices, foyer, kitchen, and chambers be painted. We are also proposing to replace the cove base throughout the building.

As part of the painting project, the city clerk will be moved into an enclosed office space, and the deputy city clerk will move into the space where the city clerk is currently located. This will allow the city clerk to have privacy and work without disturbance. The city clerk's office is currently open to the public, who can start communicating with the clerk if she is available or not. She will have additional privacy to take telephone calls without being disturbed. The small conference room will be turned into the city clerk's office.

The city manager will budget for the police department's wall repair and paint, flooring, cove base replacement, ceiling tile replacement in the next fiscal year, and the replacement of the front counter in the administrative office area.

The city manager is currently receiving quotes and wants to start the project after the November election.

**RECOMMENDATION:**

The Hartford City Commission approves city hall painting and replacing the cove base not to exceed \$10,000. The painting of the city hall was budgeted.





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

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**TO:** Mayor Hall and the Hartford Commission

**FROM:** Nicol Brown, City Manager

**DATE:** October 28, 2024

**RE:** **AMENDMENT TO THE CITY OF HARTFORD EMPLOYEE HANDBOOK**

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**ITEM BEFORE THE COMMISSION:**

The item before the Commission is to consider amending the City’s employee handbook on the section “Holidays” and adding a section on “Personal Days.”

**DISCUSSION:**

The current City of Hartford employee handbook does not allow all federal paid holidays off. The city cannot conduct all city business because Van Buren County offices and financial institutions are closed for the federal holidays. The second change includes removing floating holidays because staff will receive all federal holidays off with pay. The last change is to add a section called Personal Days for full-time salaried employees.

**Vacation:**

The City of Hartford knows how important it is to spend time with family and friends during the holidays. The City of Hartford offers paid holidays throughout the year. Part-time non-exempt employees receive a prorated number of holiday hours based upon their normally scheduled hours compared to a 40-hour week schedule, rounded to the nearest half hour. Temporary employees are not eligible for holiday pay. Eligible employees will be paid at their normal rate. Full-time salaried and full-time non-exempt staff will receive eight (8) hours of holiday pay. The following are City observed paid holidays:

New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples’ Day, Veterans Day, Thanksgiving and Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve.

Employees must work the full scheduled day before and after the holiday to be paid for these holidays unless the absence has been pre-approved. Excused absences for significant, unusual circumstances may be accepted for the day before or after the holiday. These exceptions must be reviewed and approved by the City Manager.

**Personal leave:**

Full-time salaried non-union employees shall be given (40) hours of personal leave per year. The city encourages employees to use it on the day of their choice in each calendar year.

New full-time employees will be given a prorated number of hours at the start of employment based on the hire date in the year. On January 1st, following the date of hire, the new employee will be given (40) hours of personal leave per year each year thereafter. Any unused personal leave hours will be forfeited at the end of the calendar year.

**RECOMMENDATION:**

The Hartford City Commission approves the proposed amendment to the city's employee handbook in the section "Holidays" and is adding a section on "Personal Days." The amendment will take effect immediately.

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
FIRST READING AMENDMENT TO ZONING MAP**

**PROPOSED ORDINANCE NO. 344 - 2024**

**AN ORDINANCE TO AMEND THE ZONING MAP PROVIDED BY SECTION 151.05 OF THE CITY OF HARTFORD ZONING ORDINANCE TO CONDITIONALLY REZONE TAX I.D. NO. 80-52-822-003-00 AND A PORTION OF 80-52-822-001-05 FROM THE GENERAL BUSINESS DISTRICT TO THE LIGHT INDUSTRIAL DISTRICT**

The City of Hartford Ordains:

Section 1. Amendment. The zoning map provided pursuant to section 151.05 of the City of Hartford Zoning Ordinance is amended to show that the following property is rezoned to be in the Light Industrial District and no longer in the General Business District.

Legal Description of Land to be Rezoned:

Parcel 1:

Part of the Northwest 1/4 of Section 22, Town 3 South, Range 16 West, described as beginning at a point on the West line of said Section 22 which is North 00 degrees 27 minutes 50 seconds West 342.30 feet from the West 1/4 post of said Section; thence North 89 degrees 32 minutes 10 seconds East 333.00 feet; thence South 00 degrees 27 minutes 50 seconds East parallel with said West line, 294.40 feet to the Northerly line of Highway I-94 right of way; thence North 77 degrees 30 minutes 19 seconds West along same, 341.70 feet to said West Section line; thence North 00 degrees 27 minutes 50 seconds West along same, 217.77 feet to the point of beginning.

Parcel 2:

Commencing at the North 1/4 post of Section 22, Town 3 South, Range 16 West and running thence South 00 degrees 26 minutes 08 seconds East along the North and South 1/4 line of said Section, a distance of 1319.50 feet to the East and West 1/8 line in the Northwest 1/4 of said Section; thence North 89 degrees 51 minutes 25 seconds West along said line, 300.00 feet for the Place of Beginning of the land herein described; thence continuing North 89 degrees 51 minutes 25 seconds West along said 1/8 line, 150.00 feet; thence South 00 degrees 26 minutes 08 seconds East, parallel with the North and South 1/4 line in said Section, 450.00 feet; thence South 89 degrees 51 minutes 25 seconds East, parallel with said 1/8 line, 200.00 feet; thence North 00 degrees 26 minutes 08 seconds West, parallel with said 1/4 line, 175.00 feet; thence North 89 degrees 51 minutes 25 seconds West, parallel with said 1/8 line, 50.00 feet; thence North 00 degrees 26 minutes 08 seconds West, parallel with said 1/4 line, 275.00 feet to beginning.

AND

Commencing at the Northwest corner of Section 22, Town 3 South, Range 16 West; thence South 89 degrees 50 minutes East along the North Section line 417.53 feet to beginning; thence South 00 degrees 27 minutes 50 seconds East parallel with the West Section line 600 feet; thence North 89 degrees 50 minutes West parallel with the North Section line 417.50 feet to the West Section line; thence South 00 degrees 27 minutes 50 seconds East along the West Section line to the Northerly line of 1-94 Highway; thence Easterly along said Northerly line to the North and South 1/4 line; thence North 00 degrees 26 minutes 08 seconds West along said 1/4 line 768.66 feet; thence North 89 degrees 51 minutes 25 seconds West parallel with the South line of the Northeast 1/4 of the Northwest 1/4 of Section 450.00 feet; thence North 00 degrees 26 minutes 08 seconds East parallel with said 1/4 line 450.0 feet to the South line of the Northeast 1/4 of the Northwest 1/4; thence South 89 degrees 51 minutes 25 seconds East on same 450.0 feet to the North and South 1/4 line; thence North 00 degrees 26 minutes 08 seconds West along said 1/4 line 659.75 feet to the South line of the North 1/2 of the Northeast 1/4 of the Northwest 1/4; thence North 89 degrees 50 minutes 35 seconds West along said South line 1826.80 feet; thence North 00 degrees 10 minutes East 445.87 feet to the Southerly line of 60th Avenue; thence North 89 degrees 50 minutes West along said Southerly line 8.44 feet; thence North 61 degrees 12 minutes West along said Southerly line 447.64 feet to the North Section line; thence North 89 degrees 50 minutes West along the North Section line 1.67 feet to beginning.

EXCEPT beginning on the West Section line North 00 degrees 27 minutes 50 seconds West 342.3 feet from the West 1/4 post of Section; thence North 89 degrees 32 minutes 10 seconds East 333 feet; thence South 00 degrees 27 minutes 50 seconds East 294.40 feet to the Northerly line of 1-94 Highway; thence North 77 degrees 30 minutes 19 seconds West along said Northerly line 341.70 feet to the West Section line; thence North 00 degrees 27 minutes 50 seconds West on same 217.77 feet to beginning.

ALSO EXCEPT commencing at the North 1/4 post of Section 22, Town 3 South, Range 16 West; thence South 00 degrees 26 minutes 08 seconds East on the North and South 1/4 line 659.75 feet to the North line of the South 1/2 of the Northeast 1/4 of the Northwest 1/4 of Section and beginning; thence North 89 degrees 50 minutes 35 seconds West on same 395.69 feet; thence South 00 degrees 26 minutes 59 seconds East 659.84 feet to the East and West 1/8 line; thence South 89 degrees 51 minutes 25 seconds East on same to the North and South 1/4 line; thence North 00 degrees 26 minutes 08 seconds West on said 1/4 line to beginning.

Tax I.D. No. 80-52-822-003-00 and Portion of Tax I.D. No. 80-52-822-001-05

Section 2. Effective Date. This ordinance shall take effect seven days after its publication, or on the date on which a lot split is granted for Tax I.D. No. 80-52-822-001-05 that creates the child parcel described above, whichever comes later.

YEAS: Commissioners,

NAYS:

ABSTAIN:

ABSENT:



**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
FIRST READING AMENDMENT TO ANTI-BLIGHT CHAPTER 91**

**PROPOSED ORDINANCE NO. 345 - 2024**

**AN ORDINANCE TO AMEND THE “ANTI-BLIGHT” DIVISION IN CHAPTER 91 OF THE HARTFORD CITY CODE TO PROVIDE UPDATED REGULATIONS AND PENALTIES PERTAINING TO PROPERTY MAINTENANCE**

The City of Hartford Ordains:

Section 1. Amendment. The “Anti-Blight” Division of Chapter 91 of the Hartford City Code is hereby amended to read in its entirety as follows:

**Sec. 91-15. Short title.**

This division shall be known and may be designated as “The Blight Ordinance of the City of Hartford.”

**Sec. 91-16. Definitions.**

As used in this division, the following terms are defined below:

- a) Blighted structure or building. Any dwelling, garage, accessory or outbuilding, or any factory, shop, store, office building, warehouse, fence, or any other structure or part of a structure that:
  - (1) Because of fire, wind, other natural disaster, or physical deterioration, is no longer habitable as a dwelling or useful for the purpose for which it was originally intended;
  - (2) Is partially completed and which is not presently being constructed under an existing, valid building permit issued by or under the authority of the city;
  - (3) Is not structurally sound, weather-tight, waterproof or vermin-proof;
  - (4) Is not covered by a water-resistant paint or other waterproof covering so as to protect said structure from the adverse effects of the elements or from physical deterioration;
  - (5) Causes or tends to cause devaluation of the subject property or other properties in the area;
  - (6) Has veneer, cornices, belt courses, corbels, trim, wall facings or other similar decorative features not properly anchored or that are anchored with connections not capable of supporting nominal loads and resisting all load effects; or
  - (7) Has any of the following conditions:
    - a. Peeling paint.
    - b. Sagging and deteriorating roof.
    - c. Missing and/or damaged siding.
    - d. Broken or deteriorating windows or doors.
    - e. Unfinished exterior.
    - f. Collapsing porch or deck.
    - g. Cracked and broken foundation/chimney.
    - h. Graffiti.
- (b) Building material. Any lumber, bricks, concrete, cinder blocks, plumbing materials, electrical wiring or equipment, heating ducts or equipment, shingles, mortar, cement, nails, screws, or other materials commonly used in the construction or repair of any buildings or structures.
- (c) Enforcement officer. The city manager, city building inspectors, community development coordinator, and any other individual that has been given enforcement duties by the city manager.

- (d) Graffiti. Any mark or marks on any surface or structure made without the prior permission of the property owner and made in any manner, including but not limited to, writing, inscribing, drawing, tagging, sketching, spray-painting, painting, etching, scratching, carving, engraving, scraping, or attaching. Chalk marks on sidewalks are not graffiti.
- (e) Inoperable Vehicle. Any motor vehicle which is inoperative for any reason such as being in a state of disassembly, disrepair, stripped, dismantled or which cannot be operated under its own power or cannot function as it was intended and designed to function legally on the roadway, but shall exclude vehicles in process at auto sales and dealership service facilities and auto engine and body repair shops which are to be repaired and made operable within ninety (90) days.
- (f) Issuance of the notice. Any of the following events:
  - (1) Mailing the notice to the responsible party's last known address by first class mail;
  - (2) Personal delivery of the notice to the responsible party;
  - (3) The responsible party's receipt of the notice by email, as indicated in a notification of receipt; or
  - (4) The reading of the notice to the responsible party over the phone.
- (g) Junk. Any abandoned, discarded, unusable objects or equipment, any object or equipment unused for its originally intended purpose, including, but not limited to, furniture, furniture intended for indoor use which is placed outdoors, stoves, refrigerators, freezers, cans, barrels, farm implements, parts of motor vehicles, machinery, cloth, rubber, bottles, any metals, boxes, cartons or crates.
- (h) Responsible party. A person who violates any of the provisions of this division, whether as owner, occupant, lessee, agent, operator, servant, or employee, except as herein otherwise provided.
- (i) Trash and rubbish. Any and all forms of debris not herein otherwise identified, except domestic refuse stored in appropriate containers prior to periodic collection for proper disposal and domestic refuse stored in appropriate containers for composting purposes. The term "trash, rubbish or refuse" shall also include any combustible and noncombustible waste material, including, but not limited to, animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food, leaves, brush, tree limbs, wood, lumber, grass or other yard waste.

#### **Sec. 91-17. Blighted structures or buildings prohibited.**

It shall be unlawful for any person to keep or maintain any blighted or vacant structure, building, dwelling, garage, outbuilding, factory, shop, store or warehouse in the city.

#### **Sec. 91-18. Blighted exterior and maintenance requirement of property.**

It shall be unlawful for any person to fail to improve and maintain all property under the person's control so as to comply with the following minimum requirements:

- (a) All exterior property areas shall be properly maintained in a clean and sanitary condition, free from debris, brush, severed tree limbs, junk, rubbish, physical hazards, rodent harborage and infestation.
- (b) All stored firewood shall be in neat, orderly stacks, unless shielded from the ground level view from all adjoining properties,
- (c) The storage and accumulation of any building material in a visible exterior area shall only be for a period that is reasonably necessary for the future use of such materials, which shall in no event be longer than 90 days. Building materials must be piled off the ground so as not to become a suitable environment for rats, rodents or similar vermin.
- (d) In no case shall usable or unusable machinery, building materials, or other items be stored on a permanent basis in a truck trailer or other type of trailer, with or without its wheels, unless the trailer is enclosed.
- (e) Scaffolding may remain on a building only for a period that is reasonably necessary for the completion of the construction or maintenance activities for which it is erected, which shall in no event be longer than 90 days or the length of the related building permit, whichever is longer.

- (f) Conditions or activities that produce disagreeable or obnoxious odors or stenches or dense smoke, noxious fumes, gas, soot, or cinders in unreasonable qualities are prohibited.
- (g) Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.
- (h) It shall be unlawful to allow any inoperable vehicle to remain on the exterior of a property, outside of an enclosed building, unless the property in question is the site of a lawful zoning use that requires the repair or long-term storage of such vehicles (e.g., a car dealership, vehicle repair shop, or junkyard).

**Sec. 91-19. Enforcement and penalties.**

- (a) Any person that violates this division shall be responsible for a municipal civil infraction. Each day that a violation continues shall be deemed to be a separate violation.
- (b) Before commencing enforcement under this division, the enforcement officer shall issue notice to the responsible party charged with the violation, setting forth the violation specifics. The notice shall state the name of the person that the city considers to be the responsible party, and shall specify that failure to remedy the violation within no fewer than 10 days of the issuance of the notice may result in the issuance of a municipal civil infraction citation. The notice shall also state that the recipient has the right to appeal the notice to the City Manager.
- (c) If the responsible party fails to abate the blight within the required time frame, the city may take action to abate the blight and may charge the cost of such abatement to the responsible party. The city treasurer shall bill the cost, plus an administration fee of 25 percent, to the responsible party. Such bills shall become due within 30 days of issuance, and it shall be a violation of this division to fail to pay a bill when due. To the extent authorized by City ordinances, the city may levy a single-lot special assessment as a means of recovering the full cost of abatement.
- (d) Abating the nuisance is not in lieu of, or an alternative to, pursuing the civil infraction in district court. Both civil infraction and abatement of the nuisance may be pursued by the city.

**Sec. 91-20. Appeal of notification of violation.**

- (a) A person receiving a notice of violation under section 91-19 may appeal to the City Manager or his/her designee by filing an appeal form with the city clerk no later than ten days after the issuance of the notice. The appeal must be submitted on a standard appeal application form available in on the city's website or in the office of the city clerk. The appeal application must include a thorough description of the reason for appealing and shall be accompanied by any fee that may be required by the city council from time to time.
- (b) The City Manager or his/her designee shall set a reasonable time for hearing of the appeal within 30 days from the date on which the application form is received. The construction board of appeals shall provide the appellant, by first class mail, one notice of the public hearing date, time, and location.
- (c) The City Manager or his/her designee shall hear and decide appeals, and review on appeal any order, requirement, decision or determination, made by the enforcement officer in applying the requirements of this division. Upon such appeal, the City Manager or his/her designee may reverse or affirm the enforcement officer's determination in whole or in part.

**Sec. 91-21. Interpretation.**

Nothing in this division shall be interpreted to prohibit conduct or conditions expressly permitted under the city's zoning ordinance.

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



YEAS: Commissioners,

NAYS:

ABSTAIN:

ABSENT:

**CERTIFICATION**

This true and complete copy of Ordinance No. 345-2024 was declared adopted at a regular meeting of the Hartford City Commission held on \_\_\_\_\_, 2024.

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

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

PC Hearing: \_\_\_\_\_, 2024  
Second Reading: \_\_\_\_\_, 2024  
Published: \_\_\_\_\_, 2024

Introduced First Reading: October 28, 2024  
Adopted: \_\_\_\_\_, 2024  
Effective: \_\_\_\_\_, 2024

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 041**



**RESOLUTION TO APPROVE BENDZINSKI & CO AS THE CITY’S MUNICIPAL FINANCE ADVISORS FOR THE MICHIGAN TRANSPORTATION FUND BOND**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the city was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP). Due to the nature of the DWSRF program, an aggressive schedule will be required to meet funding deadlines; and

**WHEREAS**, one roadway lane will be reconstructed as part of the water main replacements. City staff is recommending other infrastructure improvements (sanitary sewer, storm sewer, etc.) and reconstruction of the other lane. Improving the roadways concurrently with the water main projects would leverage the water, wastewater, and roadway funds to achieve an economy of scale and maximize the use of funds while fully restoring roadways instead of partial replacement; and

**WHEREAS**, the City Manager and DPW staff drove the roads and gave Wightman’s the following roads to receive a quote for Hart Street, Washington Street, Marion Street, and Bernard Street. Wightman’s will bring the quotes before the staff and commission at November’s council meeting to decide if we want to fund both sides of the road. The City will determine if we will move forward with a Michigan Transportation Fund Bond; and

**WHEREAS**, Bendzinski & Co. has proposed to act on behalf of the City with a fiduciary duty, which shall include a duty of loyalty and a duty of care under the rules and regulations set forth by the Municipal Securities Rulemaking Board and the Securities and Exchange Commission; and

**WHEREAS**, Bendzinski will complete the Michigan Transportation Fund (MTF) Bond with a proposed fee of \$18,850, which includes all out-of-pocket expenses and time incurred; and

**WHEREAS**, If necessary, prepare the forms required by the Municipal Finance Division of the Michigan Department of Treasury with officials.

- Prepare complete financial information in cooperation with officials and engineers to arrive at the amount of the issue to be sold.
- Development of cash flow analysis and revenue sources to meet the principal and interest obligations on the proposed bonds.
- Prepare a schedule illustrating the steps necessary to issue the bonds for the project.

- With input from the Issuer, determine whether a private placement, competitive or negotiated sale is the most beneficial to the issuance of the bonds depending on the selected bond issue type and current market conditions, and then develop a plan of finance.
- Prepare bond specifications for bond counsel, including interest rate limitations, redemption provisions, bidding, and good faith details.
- Assist with selecting the registrar/transfer/paying agent, if necessary.
- Assist the Issuer with selecting an underwriter or placement agent, if necessary.
- Prepare Preliminary and Official Statements or any other form of disclosure that may be required based on information provided by the Issuer under the provisions of S.E.C. Rule 15c2-12.
- If the Bonds are to be rated, advise and assist with selecting rating agencies. Prepare materials to be provided to rating agencies and develop strategies with officials for meetings with rating agencies.
- A representative of Bendzinski & Co. shall review the bids to ensure compliance with the terms set forth by the Issuer.
- After receiving the bids, Bendzinski & Co. will calculate and verify the True Interest Cost of the submitted bids.
- Prepare an easy-to-read comparison of all the bids received.
- Prepare final closing memo and pricing numbers, including the final debt service schedule, pricing summary, and sources and uses of funds based on the lowest bid.
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer; and

**NOW, THEREFORE BE IT RESOLVED**, The Hartford City Commission approves Bendzinski & Co., the city’s municipal finance advisors, to serve as the Registered Municipal Advisor for the Michigan Transportation Fund Bond. The MTF Bond is a part of the Drinking Water State Revolving Fund (DWSRF) project.

**BE IT FURTHER RESOLVED THAT**, Bendzinski will complete the Michigan Transportation Fund (MTF) Bond with a proposed fee of \$18,850, which includes all out-of-pocket expenses and time incurred; contingent upon City Commission approval of the additional construction work. The proposed fee will come from the MTF Bond and/or major/local street fund.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 042**



**RESOLUTION TO APPROVE BENDZINSKI & CO TO SERVE AS THE REGISTERED MUNICIPAL ADVISOR FOR THE DRINKING WATER STATE REVOLVING FUND (DWSRF) WATER REVENUE BONDS & BOND ANTICIPATION NOTE (BAN)**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, The City was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP). Due to the nature of the DWSRF program, an aggressive schedule will be required to meet funding deadlines; and

**WHEREAS**, Bendzinski & Co. has proposed to act on behalf of the City with a fiduciary duty, which shall include a duty of loyalty and a duty of care under the rules and regulations set forth by the Municipal Securities Rulemaking Board and the Securities and Exchange Commission; and

**WHEREAS**, Bendzinski will complete the first scope of services, the Bond Anticipation Note, with a proposed fee of \$9,500, as follows. This fee is payable upon closing the Bond Anticipation Note (BAN); and

**WHEREAS**, if necessary, prepare the forms required by the Municipal Finance Division of the Michigan Department of Treasury with Issuer officials.

- Prepare complete financial information in cooperation with officials to arrive at the amount of the issue to be sold.
- Prepare a schedule illustrating the steps necessary to issue the bonds for the project.
- If necessary, assist with selecting the registrar/transfer/paying agent.
- Assist the Issuer in preparing a Request for Proposals (“RFP”), outlining all the details of the proposed financing.
- Bendzinski & Co. shall review the proposals for compliance with the terms set forth by the Issuer in the RFP.
- After the proposals are received, Bendzinski & Co. will calculate and verify the True Interest Cost on the proposals submitted. This representative will be prepared to submit detailed information on the current status of the general market and provide a list of comparable issues recently sold. This information will aid in determining the action to be taken to the proposals submitted.
- Prepare the settlement statement and final principal and interest requirements schedule based on the selected purchaser and the closing memo.
- Plan and arrange for the closing and settlement of the delivery of the Bonds.
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer; and

**WHEREAS**, Bendzinski will complete the second scope of services, the DWSRF Water Revenue Bonds, with a proposed fee of \$26,850, as follows: and

**WHEREAS**, prepare financial information and projections in cooperation with Issuer officials and engineers to arrive at the amount of the issue to be sold and determine the methodology for the timely repayment of the bond issue;

- Attend meetings with Issuer's staff, its engineers, bond counsel, and Michigan Department of Environment, Great Lakes & Energy (“EGLE”) staff to plan the proposed SRF project;
- Assist when requested to the Issuer, Issuer Attorney, and Bond Counsel to ensure that all possible provisions are made towards the most advantageous sale of bonds;
- Prepare, with the Issuer's cooperation, the application required by the Municipal Finance Division of the Michigan Department of Treasury for their approval and expedite this approval;
- Prepare, with the Issuer's cooperation, the application required by the Michigan Department of Environment, Great Lakes & Energy Assistance Division, Municipal Facilities Section to obtain their approval;
- Prepare bond specifications for bond counsel, including interest rate limitations, redemption provisions, bidding, and good faith details;
- Preparation of the required water rate study
- Advise and assist the Issuer to enable them to deliver funds from the Michigan Municipal Bond Authority successfully; and

**NOW, THEREFORE BE IT RESOLVED**, the Hartford City Commission approves Bendzinski & Co., the City’s municipal finance advisor, to serve as the Registered Municipal Advisor for the Drinking Water State Revolving Fund (DWSRF) project and prepare the scope of services one and two.

**BE IT FURTHER RESOLVED THAT**, the City Commission also approves the proposed total fees for both services at \$36,350. This total can be included in the DWSRF project costs and reimbursed through the loan/principal forgiveness funds. This fee includes all travel, out-of-pocket expenses, and meeting attendance. This is contingent upon the offer letter from EGLE.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 043**



**RESOLUTION TO PURCHASE, ACQUIRE, AND CONSTRUCT IMPROVEMENTS TO THE WATER SYSTEM AND TO PUBLISH NOTICE OF INTENT TO ISSUE REVENUE BONDS**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the City Commission deems it to be in the best interests of the City of Hartford (the “City”) to design, purchase, acquire and construct certain improvements to the City’s Water System, including without limitation, replacement of service lines, including without limitation, the identification and replacement of lead, galvanized, and other water service lines throughout the City to comply with the Michigan Department of Environment, Great Lakes, and Energy’s Lead and Copper Rules; installation of new meters; improving and looping water mains, replacing existing water mains and installing new water mains, and other water main work; improvements at the iron removal plant and site; updating the controls; the restoration of streets, sidewalks, rights-of-way and easements affected by the improvements and related facilities, as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Water System as the City may determine to make (the “Improvements”), and to finance the Improvements by the issuance of bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended (“Act 94”); and

**WHEREAS**, pursuant to Section 33 of Act 94, it is necessary to publish a Notice of Intent to Issue Bonds for the Improvements; and

**WHEREAS**, the City may proceed with the Improvements prior to the issuance of the bonds; and

**WHEREAS**, the City may incur substantial capital expenditures for the Improvements prior to the issuance of the bonds, and desires to be reimbursed for such expenditures from the proceeds of the bonds.

**NOW, THEREFORE BE IT RESOLVED,**

1. The City Commission determines to design, purchase, acquire, and construct the Improvements and to pay the cost through the issuance of one or more series of revenue bonds pursuant to Act 94 for the Improvements in an amount not to exceed \$14,000,000 (the “Bonds”).
2. A Notice of Intent to issue the Bonds be published in accordance with Section 33 of Act 94, and the Clerk of the City is authorized and directed to publish the Notice of Intent to Issue Bonds in a newspaper of general circulation in the City, which Notice shall be substantially in the form on the attached Exhibit A, with such changes as may be approved by the City Manager of the City.
3. The City may proceed to acquire and construct the Improvements using available funds of the City from the Water Fund, which is a fund for the Water Supply System of the City, and other funds of the City.

- 4. At such time as the City issues the Bonds for the long-term financing of the Improvements, the City shall be reimbursed for its expenditures for the Improvements out of the proceeds of the Bonds.
- 5. This Resolution and the expression of intent to seek reimbursement from future proceeds of the Bonds is intended to satisfy the requirements of Section 150 of the Internal Revenue Code of 1986, as amended.
- 6. The firm of Dickinson Wright PLLC is hereby employed as bond counsel to the City to prepare the documents for the issuance of the Bonds for financing acquisition of the Improvements and the officers of the City are authorized to enter into an engagement letter with bond counsel.
- 7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Commissioner's

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

---

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

---

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

EXHIBIT A  
NOTICE OF INTENT TO ISSUE  
WATER SYSTEM REVENUE BONDS  
TO THE ELECTORS OF THE CITY OF HARTFORD

PLEASE TAKE NOTICE that the City Commission of the City of Hartford (the “City”) intends to issue bonds, in one or more series, in an amount of not to exceed \$14,000,000 (the “Bonds”).

The Bonds shall be issued to pay the cost to design, purchase, acquire and construct improvements to the City’s Water System, including without limitation, replacement of service lines, including without limitation, the identification and replacement of lead, galvanized, and other water service lines throughout the City to comply with the Michigan Department of Environment, Great Lakes, and Energy’s Lead and Copper Rules; installation of new meters; improving and looping water mains, replacing existing water mains and installing new water mains, and other water main work; improvements at the iron removal plant and site; updating the controls; the restoration of streets, sidewalks, rights-of-way and easements affected by the improvements and related facilities, as well as all work, equipment, and appurtenances necessary or incidental to these improvements and such other improvements to the Water System as the City may determine to make, and to pay the costs of issuing the Bonds and capitalized interest, if any.

The Bonds of this issue shall mature within the maximum terms permitted by law with interest on the unpaid balance at a rate not to exceed the maximum rate permitted by law payable over not more than forty (40) years from the date of issuance of the Bonds. The Bonds shall be issued pursuant to Act 94, Public Acts of Michigan, 1933, as amended.

SOURCE OF PAYMENT

The principal of and interest on the Bonds shall be payable from the net revenues derived from the operation of the Water System. In addition, the Bonds may be secured by the full faith and credit of the City as limited by applicable constitutional, statutory and charter limitations on the taxing power of the City. In addition, the Bonds may be secured by a pledge of the state revenue sharing payments that the City is eligible to receive from the State of Michigan.

RIGHT OF REFERENDUM

The Bonds will be issued without a vote of the electors approving such Bonds, unless, within 45 days from the date of publication of this Notice of Intent, a petition requesting a referendum, signed by not less than 10% or 15,000 of the registered electors residing within the limits of the City, whichever is lesser, shall have been filed with the Clerk of the City or other recording officer of the City requesting a referendum upon the question of the issuance of the Bonds. If such a petition is filed, the Bonds shall not be issued until approved by the vote of a majority of the electors residing within the City qualified to vote and voting thereon at a general or special election.

This Notice is published pursuant to the requirements of Section 33 of Act 94  
RoxAnn Rodney-Isbrecht, Clerk



**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 044**



**RESOLUTION TO APPROVE DICKINSON WRIGHT PLLC TO SERVE AS BOND COUNSEL FOR THE DRINKING WATER STATE REVOLVING FUND (DWSRF) WATER REVENUE BONDS & BOND ANTICIPATION NOTE (BAN)**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the city was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP); and

**WHEREAS**, Dickinson Wright is proposing the following services to become the bond counsel for the DWSRF project.

- Meet with the Issuer's representatives and the Issuer’s consultants regarding the proposed financing.
- Provide legal advice on the best method for authorizing, issuing, and delivering the Bonds.
- Analyze the bonds and the project to ensure compliance with the requirements of the Internal Revenue Code and applicable Michigan law.
- Prepare and review documents necessary or appropriate to the authorization, issuance, and delivery of the Bonds (including, without limitation, the resolution of the governing body of the Issuer declaring the Issuer’s intent to issue bonds, the resolution of the governing body of the Issuer authorizing the issuance of the Bonds and the order of the Issuer approving the sale of the Bonds and all necessary closing documents, and coordinating the authorization and execution of such documents.
- Assist the Issuer in seeking from other governmental authorities (including, without limitation, the Michigan Department of Treasury) such approvals, permissions, and exemptions as we determine are necessary or appropriate in connection with the authorization, issuance, and delivery of the Bonds, except that we will not be responsible for any blue sky filings.
- Attend such meetings, conferences, and bond closings as required.
- Subject to the completion of proceedings to our satisfaction, deliver our legal opinion (the “Bond Opinion”) regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of the interest on the Bonds from gross income for federal and Michigan income tax purposes. Our Bond Opinion will be addressed to the Issuer and delivered by us on the date the Bonds are exchanged for their purchase price (the “Closing”).
- Prepare the closing transcripts for the Bonds.
- Our bond opinion will be based on facts and laws existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Issuer with applicable laws relating to the Bonds. During this engagement, we will rely on you to provide complete and timely information on all developments on any aspect of

the Bonds and their security. We understand that you will direct Issuer officials and employees of the Issuer to cooperate with us in this regard.

- Our duties in this engagement are limited to those legal services expressly set forth above, which are services traditionally provided by bond counsel. As attorneys, we do not represent ourselves as financial advisors or experts and do not provide advice that is primarily financial, such as advice concerning the financial feasibility of the Project or the financing, recommending a particular structure for the Bonds as being financially advantageous, advice estimating or comparing the relative cost to maturity of the Bonds depending on various interest rate assumptions, or advice regarding the financial aspects of pursuing a competitive sale versus a negotiated sale. Prior to our becoming involved with this project, the Issuer has decided to issue the bonds through the DWSRF program.
- Specifically, among other things, our duties under this letter do not include: (a) handling litigation that may arise concerning the Bonds; (b) services relating to any grant funds for the Project or to any contracts or agreements related thereto; (c) preparing requests for tax rulings from the Internal Revenue Service or no-action letters from the Securities and Exchange Commission; (d) preparing blue sky or investment surveys for the Bonds; (e) making an investigation or expressing any view as to the creditworthiness of the Issuer or the Bonds; (f) assisting in the preparation or review of any other disclosure document for the Bonds or performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document; (g) advice on post-closing tax issues (e.g., our engagement does not include rebate calculations for the Bonds); and (h) addressing any other matter not specifically set forth above that is not required to render our Bond Opinion; and

**WHEREAS**, Dickinson Wright’s fee for the bond issue shall be payable upon delivery. The fee for the Bond shall be in the amount of \$39,500 for a Bond with bond proceeds of up to \$11,760,000, including out-of-pocket disbursements for expenses incurred in performing the foregoing services. If the bond proceeds exceed \$11,760,000, this fee would increase by 0.15% of the bond proceeds above that amount. Dickinson Wright’s fee of \$10,500 for serving as the City’s counsel for issuing a Bond Anticipated Note (BAN); and

**WHEREAS**, Dickinson Wright will not invoice the City for their fees but will expect to be reimbursed for any client charges and out-of-pocket expenses they have incurred if, for any reason, the financing represented by the Bond is not completed; and

**NOW, THEREFORE BE IT RESOLVED**, The Hartford City Commission approves Dickinson Wright PLLC to serve as bond counsel for the Drinking Water State Revolving Fund (DWSRF) and the proposed fee structure, contingent on the City receiving and accepting the formal offer from EGLE.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 045**



**RESOLUTION TO APPROVE AN AMENDMENT TO THE CITY OF HARTFORD’S EMPLOYEE HANDBOOK**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the current City of Hartford employee handbook does not allow all federal paid holidays off. The City cannot conduct all City business because Van Buren County offices and financial institutions are closed for the federal holidays. The second change includes removing floating holidays because staff will receive all federal holidays off with pay. The last change is to add a section called Personal Days for full-time salaried employees; and

**WHEREAS**, Vacation: The City of Hartford knows how important it is to spend time with family and friends during the holidays. The City of Hartford offers paid holidays throughout the year. Part-time non-exempt employees receive a prorated number of holiday hours based upon their normally scheduled hours compared to a 40-hour week schedule, rounded to the nearest half hour. Temporary employees are not eligible for holiday pay. Eligible employees will be paid at their normal rate. Full-time salaried and full-time non-exempt staff will receive eight (8) hours of holiday pay. The following are City observed paid holidays; and

**WHEREAS**, New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples’ Day, Veterans Day, Thanksgiving and Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Eve; and

**WHEREAS**, employees must work the full scheduled day before and after the holiday to be paid for these holidays unless the absence has been pre-approved. Excused absences for significant, unusual circumstances may be accepted for the day before or after the holiday. These exceptions must be reviewed and approved by the City Manager; and

**WHEREAS**, personal leave: Full-time salaried non-union employees shall be given (40) hours of personal leave per year. The city encourages employees to use it on the day of their choice in each calendar year; and

**WHEREAS**, new full-time employees will be given a prorated number of hours at the start of employment based on the hire date in the year. On January 1st, following the date of hire, the new employee will be given (40) hours of personal leave per year each year thereafter. Any unused personal leave hours will be forfeited at the end of the calendar years; and

**NOW, THEREFORE BE IT RESOLVED**, The Hartford City Commission approves the proposed amendment to the City’s employee handbook in the section “Holidays” and is adding a section on

“Personal Days.” The amendment will take effect immediately.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 046**



**RESOLUTION TO APPROVE SEWER RATE STUDY**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, Bendzinski & Co. will draft a sewer rate study for the city to ensure it offers our customers the best rate to cover the current sewer bond payments; and

**WHEREAS**, Bendzinski will complete the following tasks for a fee of \$7,500, including all out-of-pocket expenses and meeting attendance.

- Review and analyze historical operating expenses using audit and budget information.
- A “Test Year” is developed that reflects a “normalized” operating budget.
- Existing debt is analyzed.
- The customer base is analyzed, including the number of meter equivalents, billable flow, treated/pumped flow, and other methods.
- Capital improvement plans are analyzed and discussed.
- Cash reserve analysis.
- User rate management is considered, along with various options and scenarios.
- Meetings and Reports
- Usual and customary rate consultant services as may be requested by the Client; and

**NOW, THEREFORE BE IT RESOLVED**, the Hartford City Commission approves Bendzinski & Co. to complete a sewer rate study with a fee of \$7,500, including all out-of-pocket expenses and meeting attendance.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

**RESOLUTION DECLARED ADOPTED**

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 047**



**RESOLUTION TO APPROVE PAINTING CITY HALL**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, City Hall was built over twenty years ago, and the interior walls are the original paint. It is being proposed the administrative offices, foyer, kitchen, and Council room be painted and the cove base be replaced throughout the building; and

**WHEREAS**, the City Manager will budget for the police department’s wall repair, paint, flooring, cove base replacement, and ceiling tile replacement in the next fiscal year, and the replacement of the front counter in the administrative office area; and

**WHEREAS**, the City Manager is currently receiving quotes and wants to start the project after the November election; and

**NOW, THEREFORE BE IT RESOLVED**, the Hartford City Commission approves City Hall painting and cove base replacement at a cost not to exceed \$12,000.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

**RESOLUTION DECLARED ADOPTED**

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 048**



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

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

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

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

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

**WHEREAS**, Michigan CLASS has over 850 funded participants ranging from the very large to the very small, with nearly \$5.5 billion in shares outstanding, and;

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

**NOW, THEREFORE BE IT RESOLVED**, that the City of Hartford approves the Michigan Class Investment Pool as an authorized Investment institution, authorizes the Treasurer to complete the necessary paperwork to enroll in the pool, and approves the addition of Michigan Class to the Investment Policy.

**BE IT FURTHER RESOLVED**, the City Commission of the City of Harford has authorized the City Treasurer to move funds, from Honor Credit Union to Michigan Class Investment Pool,

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 049**



**RESOLUTION TO VACATE THE RIGHT OF WAY AT THE END OF REYNOLDS STREET**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the plat map laying out the streets in the City of Harford shows Reynolds Street extending east past Church street, north of baseball and softball fields owned by Hartford Public Schools.; and

**WHEREAS**, the City has not maintained this portion of the right-of-way for many years and there are no plans to develop, improve, or maintain it in the near future.

**WHEREAS**, the owner of 80-52-512-002-00 parcel known as 211 Church Street (which roughly corresponds to Lot 2 of Block 12 on the plat map) has been using and maintaining the portion of the right-of-way in front of his home as a private driveway. He and other owners in the area have asked the City Commission to vacate the right-of-way; and

**WHEREAS**, if the City Commission is amenable to this request the City will relinquish any claim of ownership of the right of way; and

**WHEREAS**, ownership would then pass by operation of State law, with half going to the abutting land owners on each side; and

**NOW, THEREFORE BE IT RESOLVED**, the Hartford City Commission approves vacating the unused portion of the Reynolds Street right-of-way.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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



**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 050**



**RESOLUTION TO APPROVE ENGINEERING SERVICES FOR 60<sup>TH</sup> AVENUE SIDEWALK  
EXTENSION PROJECT**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the City of Hartford was awarded the one-time appropriation of Shared Streets and Spaces Grant (SSSG) funding through the Michigan Department of Transportation. The city strives for a more walkable, bikeable, and transit-friendly community and is applying for funding. The project will construct approximately 1,800’ of ADA-compliant concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive; and

**WHEREAS**, this project will provide a safe pedestrian route to Red Wood Elementary School from the mobile home park and Center Street Apartments. The new sidewalk along the north side of 60th Avenue will improve connectivity and provide a safe, direct route to the elementary school. This will benefit children, parents who walk their children to school, and those with disabilities. Instead of walking on the roadway, pedestrians will have a safe, ADA-compliant route to the elementary school; and

**WHEREAS**, Design Engineering includes,

- Topographic Survey along the project route for plan preparation. A copy of the project location map submitted with the application is attached for reference.
- Prepare plans including typical sections, plan views, and grading details for ADA ramps or other locations as necessary.
- Coordinate with utility companies.
- Prepare Contract Documents and Specifications for the proposed improvements.
- Review plans and specifications with the City and Authorities having jurisdiction and revise, as necessary; and

**WHEREAS**, Bidding includes,

- Advertise for construction bids (publication fee to be paid directly by the City)
- Respond to bidders’ questions
- Conduct bid opening(s)
- Tabulate bids and provide recommendations for award to the City; and

**WHEREAS**, Construction Engineering includes,

- Conduct pre-construction meeting
- Review contractor submittals
- Supply full-time, on-site construction observation to document progress for an assumed duration of three weeks.
- Provide engineering support to address conflicts or questions that arise
- Provide construction staking and material testing
- Prepare pay applications and assist City personnel with reimbursement requests.
- Prepare change orders, as necessary; and

**WHEREAS**, the fees for the engineering services:

Design Engineering	\$19,000
<u>Construction Engineering</u>	<u>\$25,300</u>
<b>Total Project Fees:</b>	<b>\$44,300</b>

**WHEREAS**, the total project cost is \$276,000; no match is required, and the grant could cover up to \$200,000. The city will cover the \$76,000 in the next fiscal year; the fee may be lower depending on the bids; and

**NOW, THEREFORE BE IT RESOLVED**, contingent upon an executed grant agreement with the City of Hartford and MDOT, the City of Hartford approves Wrightman & Associates' engineering services for the \$44,300 60th Avenue sidewalk extension project, part of the Michigan Shared Streets and Space Grant.

YEAS: Commissioner's

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2024 – 051**



**RESOLUTION TO APPROVE DICKINSON WRIGHT PLLC TO SERVE AS BOND COUNSEL FOR THE DRINKING WATER STATE REVOLVING FUND (DWSRF) PROJECT MICHIGAN TRANSPORTATION FUND BOND**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on October 28, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_,

**WHEREAS**, the City was identified to receive a total of \$11,760,000, including \$4,704,00 in grant funding and \$7,056,00 in a 1.00% loan through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Drinking Water State Revolving Fund (DWSRF) Draft Intended Use Plan (IUP); and

**WHEREAS**, study’s recommend infrastructure improvements such as sanitary and storm sewers and the reconstruction of other lanes on Hart Street, Washington Street, Marion Street, and Bernard Street. Improving the roadways concurrently with the water main projects would leverage the water, wastewater, and roadway funds to achieve an economy of scale and maximize the use of funds while fully restoring roadways instead of partial replacement; and

**WHEREAS**, the DWSRF Bond would not cover the abovementioned items; therefore, the City would borrow from our Michigan Transportation Fund; and

**WHEREAS**, Wightman’s will present the quotes to the Commission at November’s Council meeting to decide whether it wants to fund constructing both sides of the road. The City will then determine whether to proceed with a Michigan Transportation Fund Bond; and

**WHEREAS**, Dickinson Wright will perform the following services:

- Meet with the Issuer's representatives and the Issuer’s consultants regarding the proposed financing.
- Provide legal advice on the best method for authorizing, issuing, and delivering the Bonds.
- Analyze the bonds and the project to ensure compliance with the requirements of the Internal •
- Prepare and review documents necessary or appropriate to the authorization, issuance, and delivery of the Bonds.
- Assist the Issuer in seeking from other governmental authorities (including, without limitation, the Michigan Department of Treasury) such approvals, permissions, and exemptions as we determine are necessary or appropriate in connection with the authorization, issuance, and delivery of the Bonds, except that we will not be responsible for any blue sky filings.
- Attend such meetings, conferences, and bond closings as required.

- Review those portions of the Official Statement for the Bonds, if any, or other disclosure document for the Bonds that describe the legal aspects of the Bonds as identified under a section entitled “Bond Counsel’s Responsibility.”
- Subject to the completion of proceedings to our satisfaction, deliver our legal opinion (the “Bond Opinion”) regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of the interest on the Bonds from gross income for federal and Michigan income tax purposes. Our Bond Opinion will be addressed to the Issuer and delivered by us on the date the Bonds are exchanged for their purchase price (the “Closing”).
- Prepare the closing transcripts for the Bonds; and Revenue Code and applicable Michigan law.

**WHEREAS**, Dickinson Wright proposes the bond issue fee be payable upon delivery. The fee shall be \$20,500 for a Bond with bond proceeds of up to \$2,000,000, which includes out-of-pocket disbursements for expenses incurred in performing the foregoing services. If the Bond proceeds exceed \$2,000,000, the fee will increase by 0.25% of the Bond proceeds above that amount. Dickinson Wright reserves the right to modify the fee if such facts or expectations significantly change or if the financing experiences any significant delays; and

**NOW, THEREFORE BE IT RESOLVED**, contingent on the City pursuing the Michigan Transportation Fund Bond. The Hartford City Commission approves Dickinson Wright PLLC as bond counsel for the Michigan Transportation Fund Bond (DWSRF) project and the proposed fee structure.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: October 28, 2024

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RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on October 28, 2024

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