



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, October 27, 2025 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [1.](#) MPSC -Filing a Video/Cable Complaint
2. Trick or Treating - October 31 6pm-8pm
3. Clerk's Office Open November 1, 2025 8:30am-4:30pm
4. ZBA - Public Hearing Variance Application November 3, 2025 5pm
5. General Election - November 4, Polls Open 7am-8pm @ 12 Church Street Vanderlyn Community Center
6. City Hall Closed in Observance of Veterans Day November 11

REPORT OF OFFICERS BOARDS & COMMITTEES

- [7.](#) HPL - October 2025
- [8.](#) VBCD - September 2025 Programs

Police & Ordinance

- [9.](#) HPD - September 2025

Fire Department

- [10.](#) HFB - October 14, 2025

Ambulance

- [11.](#) AMB - September 2025

Van Buren County

Public Works

- [12.](#) DPW - September 2025

Public Works

- [13.](#) IRP - September/October 2025

Wastewater Treatment Plant

- [14.](#) WWTP - September/October 2025

Treasurers, Investment & List of Bills

- [15.](#) List of Bills - \$1,504,206.79

- [16.](#) Investment - September 30, 2025

City Manager

- [17.](#) CM - September 2025

- [18.](#) CM - Goals

- [19.](#) Project Updates - September 2025

APPROVAL OF COMMISSION MINUTES

- [20.](#) Discuss & Consider - MIN-September 22, 2025

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

- [21.](#) Discuss & Consider - Support the Red Arrow Convoy Special Event

- [22.](#) Discuss & Consider - Employee Flexible Benefits Plan

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [23.](#) Discuss & Consider - Resolution 2025 - 067 Red Arrow Convoy Special Event

- [24.](#) Discuss & Consider - Resolution 2025 - 068 FSA Employee Benefit Plan

ADJOURNMENT

Filing a Video/Cable Complaint

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

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

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

Not satisfied? File an informal complaint with the MPSC.

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

How does the informal complaint process work?

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

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

If you remain dissatisfied even after the Staff has

completed the informal complaint process, you may file a Formal Complaint.

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

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

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

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

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;

RECEIVED
OCT 20 2025
CITY OF HARTFORD

- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;
- a description of exactly what happened –include all details, the names and addresses of any persons involved, disputed charges and costs.
- Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation(s). Specify the relief requested.

Next Action

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

Formal Complaint Hearing Process

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company. Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses to prove or justify his/

her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

Required Costs

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

For more information:

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

You may also contact the MPSC at:

Telecommunications Division

Attn: Video Franchise

P.O. Box 30221

Lansing, MI 48909

Phone: (800) 292-9555

Fax: (517) 284-8200

Filing Satellite Complaints

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

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, October 14, 2025

Amended Agenda

Regular Meeting

- I. Call to order and attendance
- II. Approval of minutes
- III. Financial Report
- IV. Approval of Bills
- V. Director's Report
- VI. Old Business
 - A. Genealogy Report
- VII. New Business
 - A. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

September 9, 2025 7pm

Meeting called to order by President Jonatzke

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

Motion to approve the Minutes of August 12, 2025, as presented, and place on file.

Friday and Dowd motion carried

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

Dowd and Bench motion carried

Motion to approve and pay bills in the amount of \$22,158.16. See Cash Disbursals for a listing of checks written.

Bench and Dowd motion carried

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

Old Business

A. American Legion- see written report submitted at meeting.

On Sept. 4, 2025 the Hartford American Legion voted to place the memorial flag burning vessel on the library property.

Motion to approve the placement of the memorial flag burning vessel near the flag pole area.

Friday and Bench motion carried

B. New employees- see written report submitted at meeting.

C. Genealogy report- see written report submitted at meeting.

VBRGS has gifted the library the full cost of purchasing and installing the new whole building surge protector.

New Business

A. Misc. items for discussion

1. Exterior landscaping

2. Hartford Strawberry Festival- June 12 and 13, 2026.

Motion to approve the use of Hartford library grounds for the use of the Hartford

Strawberry

Festival June 12 and 13, 2026.

Hadley and Blocker motion carried

3. Costume Give-away on Saturday October 11, 2025

Committee Reports- none

Public Comment- none

Motion to adjourn

Friday and Hadley motion carried

Submitted by;



Linda Hadley
Secretary

Balance Sheet

As of October 14, 2025

Hartford Public Library Balance Sheet 10/14/2025 Oct 14, 25

ASSETS

Current Assets

Checking/Savings

Advia Money Market	152,523.87
GL cash out (Honor Credit Union Checking account)	192,983.72
Honor MM#3 (Money Market at Honor Credit Union)	222,187.27
Petty Cash-Misc. (Petty Cash)	50.00

Total Checking/Savings 567,744.86

TOTAL ASSETS 567,744.86

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2100 - Payroll Liabilities 1,264.15

Total Liabilities 1,264.15

Equity

3900 - Retained Earnings 486,276.16

Net Income 80,204.55

Total Equity 566,480.71

TOTAL LIABILITIES & EQUITY 567,744.86

**Submitted to the Hartford Public Library
Board of Trustees for approval
October 14, 2025**

Checks written after Sept.9, 2025 meeting

Honor	\$ 14,593.69(Salary)
	1,449.42(Capitalone)
	56.58(ConsumersEnergy)
	198.56(Frontier)
	648.19(IndianaMich)
	159.21(CityofHart)
	183.00(Cigna)
	310.12(InternalRev)
	680.97(OmahaSup)

Total \$18,279.74

Checks written before October 14,2025 meeting

Expenses	\$ 7,420.55
----------	-------------

Total	\$ 25,700.29
-------	--------------

To Be Paid	<u>\$ 25,700.29</u>
------------	---------------------

Total Disbursals	\$ 25,700.29
------------------	--------------

Total to be Approved	<u>\$ 25,700.29</u>
----------------------	---------------------

Balance Sept.9, 2025	\$192,998.85
----------------------	--------------

Transfers from account	\$ 0
Receipts	\$ 25,685.16
Total	\$218,684.01

To Be Approved	\$ 25,700.29
Balance Oct.14, 2025	\$192,983.72

Hartford Public Library
Cash Disbursals
As of October 14, 2025

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
09/12/2025	14125	Charity Arkauskas		-SPL...	-263.88
09/12/2025	14126	Teresa Babb		-SPL...	-153.92
09/12/2025	14127	Bethany Bivens		-SPL...	-281.13
09/12/2025	14128	Stephanie Daniels		-SPL...	-1,543.61
09/12/2025	14129	Stacy Cannon-Flory		-SPL...	-205.53
09/12/2025	14130	Sarah J James		-SPL...	-464.24
09/12/2025	14131	Patricia A Schroed...		-SPL...	-1,171.37
09/12/2025	14132	Laura D Smith		-SPL...	-476.44
09/12/2025	14133	Emma G Lavender		-SPL...	-169.66
09/12/2025	14135	Omaha Suppleme...	employee ...	703 ...	-680.97
09/12/2025	14136	Ciara Sheffey		-SPL...	-35.83
09/29/2025	14137	Teresa Babb		-SPL...	-197.91
09/29/2025	14138	Bethany Bivens		-SPL...	-249.07
09/29/2025	14139	Stacy Cannon-Flory		-SPL...	-684.15
09/29/2025	14140	Stephanie Daniels		-SPL...	-1,543.60
09/29/2025	14141	Sarah J James		-SPL...	-415.50
09/29/2025	14142	Patricia A Schroed...		-SPL...	-1,171.38
09/29/2025	14143	Laura D Smith		-SPL...	-454.92
09/29/2025	14144	Emma G Lavender		-SPL...	-169.68
09/29/2025	14145	Ciara Sheffey		-SPL...	-18.70
09/29/2025	14146	Capital One	see below	-SPL...	-1,449.42
09/29/2025	14147	Consumers Energy	gas	923 ...	-56.58
09/29/2025	14148	Frontier	fax line	853 ...	-198.56
09/29/2025	14149	Indiana Michigan ...	electric	921 ...	-648.19
10/10/2025	14150	Teresa Babb		-SPL...	-153.92
10/10/2025	14151	Bethany Bivens		-SPL...	-271.70
10/10/2025	14152	Stacy Cannon-Flory		-SPL...	-655.16
10/10/2025	14153	Stephanie Daniels		-SPL...	-1,543.61
10/10/2025	14154	Sarah J James		-SPL...	-446.47
10/10/2025	14155	Patricia A Schroed...		-SPL...	-1,171.37
10/10/2025	14156	Laura D Smith		-SPL...	-466.11
10/10/2025	14157	Emma G Lavender		-SPL...	-169.66
10/10/2025	14158	Ciara Sheffey		-SPL...	-45.17
10/10/2025	14159	City of Hartford	water & s...	927 ...	-159.21
10/10/2025	14160	Cigna	employee ...	703 ...	-183.00
10/10/2025	14161	Internal Revenue ...	refund in ...	956 ...	-310.12
10/14/2025	1416...	United States Tre...	38-2073164	-SPL...	-2,470.70
10/14/2025	1416...	State of Michigan	38-2073164	-SPL...	-1,609.70
10/14/2025	14162	Baker & Taylor	books	978 ...	-67.09
10/14/2025	14163	Best Way Disposal	trash rem...	819 ...	-83.19
10/14/2025	14164	Bloomingtondale Co...	internet	855 ...	-199.99
10/14/2025	14165	Culligan	supplies	740 ...	-70.75
10/14/2025	14166	Kalamazoo Public ...	978 book	978 ...	-32.00
10/14/2025	14167	The Library Network	software	959 ...	-98.00
10/14/2025	14168	Midwest Dialtone	telephone	853 ...	-150.50
10/14/2025	14169	OverDrive	ebooks	959 ...	-2,000.00
10/14/2025	14170	S&S Worldwide Inc.	805 childr...	805 ...	-82.48
10/14/2025	14171	US Business Syst...	printer ma...	827 ...	-556.15
Total GL cash out (Honor Credit Union Checking account)					-25,700.29
TOTAL					-25,700.29

Hartford Public Library
Income/Expense
 January 1 through October 14, 2025

	<u>Jan 1 - Oct 14, ...</u>
Ordinary Income/Expense	
Income	
102 · Hartford-Pokagon LARSB (Casino Local revenue sharin...	19,500.82✓
402 · Tax Levy (Van Buren District Library)	12,460.75
539 · Direct State Aid	6,723.28
582 · City of Hartford	63,890.94
583 · Township of Hartford	156,740.06
600 · Peggy Barber Grant (Grant for senior bingo and senoir p...	2,363.69
601 · Digital Literacy Grant (Grant for Digital programs and el...	5,000.00
657 · Penal Fines	21,754.32
665 · Interest	2,317.53
673 · Donations	10,169.00
680 · Misc. Receipts	11,400.33
Total Income	<u>312,320.72</u>
Gross Profit	312,320.72
Expense	
6560 · Payroll Expenses	112,793.34
6570- · Payroll tax	8,903.21
703 · Employee Insurance	2,610.07
728 · Supplies	1,835.05
730 · Postage	965.22
740 · Operating Supplies	2,176.79
799 · Security Contractual (Securalarm maintenance of alarm ...	3,777.60
800 · Digital Literacy (Grant expenses)	3,000.00
801 · Professional Services (Membership Fees)	245.00
804 · Senior Programs	1,214.97
805 · Children's Program	6,150.89
806 · Children's Summer Programs (2009 Children's summer ...	3,955.32
807 · Audit	5,500.00
818 · Services (Snow/Lawn)	864.50
819 · Refuse Removal	327.12
827 · Contractual Services	3,473.04
853 · Telephone (Phone & FAX)	3,200.08
855 · Internet	1,999.90
864 · Conferences & Workshops	71.10
901 · Advertising	1,083.69
910 · Insurance (Building)	12,165.00
911 · Workmen's Comp (Disability Insurance)	1,501.80
921 · Electricity	5,876.32
923 · Gas	2,504.48
927 · Public Utilities	602.33
930 · Repairs & Maintenance	8,168.40
956 · Misc.	444.04
957 · Magazines & Periodicals	465.04
959 · Electronic Materials	11,003.54
978 · Books	8,988.72
983 · Equipment	14,049.61
984 · Biblionix-Apollo (Electronic circulation system)	2,200.00
Total Expense	<u>232,116.17</u>
Net Ordinary Income	<u>80,204.55</u>

3:36 PM
10/14/25
Cash Basis

Hartford Public Library
Profit & Loss Budget vs. Actual
January through December 2025

Hartford Public Library- Adjusted Budget as of October 14, 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casino Local revenue sharing fund)	19,500.82	22,819.26	-3,318.44	85.46%
402 · Tax Levy (Van Buren District Library)	12,460.75	7,896.78	4,563.97	157.8%
539 · Direct State Aid	6,723.28	6,202.04	521.24	108.4%
582 · City of Hartford	63,890.94	60,000.00	3,890.94	106.49%
583 · Township of Hartford	156,740.06	144,000.00	12,740.06	108.85%
600 · Peggy Barber Grant (Grant for senior bingo and senoir programs)	2,363.69	2,500.00	-136.31	94.55%
601 · Digital Literacy Grant (Grant for Digital programs and electronics)	5,000.00	5,000.00	0.00	100.0%
657 · Penal Fines	21,754.32	26,965.53	-5,211.21	80.68%
665 · Interest	2,317.53	2,479.11	-161.58	93.48%
673 · Donations	10,169.00	14,802.95	-4,633.95	68.7%
680 · Misc. Receipts	11,400.33	17,625.76	-6,225.43	64.68%
Total Income	312,320.72	310,291.43	2,029.29	100.65%
Gross Profit	312,320.72	310,291.43	2,029.29	100.65%
Expense				
6560 · Payroll Expenses	112,793.34	149,580.00	-36,786.66	75.41%
6570 · Payroll tax	8,903.21	13,596.00	-4,692.79	65.48%
703 · Employee Insurance	2,610.07	3,600.00	-989.93	72.5%
728 · Supplies	1,835.05	2,400.00	-564.95	76.46%
730 · Postage	965.22	1,080.00	-114.78	89.37%
740 · Operating Supplies	2,176.79	3,240.00	-1,063.21	67.19%
799 · Security Contractual (Securalarm maintenance of alarm system ar	3,777.60	6,000.00	-2,222.40	62.96%
800 · Digital Literacy (Grant expenses)	3,000.00	5,000.00	-2,000.00	60.0%
801 · Professional Services (Membership Fees)	245.00	412.50	-167.50	59.39%
804 · Senior Programs	1,214.97	2,400.00	-1,185.03	50.62%
805 · Children's Program	6,150.89	6,600.00	-449.11	93.2%
806 · Children's Summer Programs (2009 Children's summer programs)	3,955.32	3,996.00	-40.68	98.98%
807 · Audit	5,500.00	5,580.00	-80.00	98.57%
818 · Services (Snow/Lawn)	864.50	6,360.00	-5,495.50	13.59%
819 · Refuse Removal	327.12	456.00	-128.88	71.74%
827 · Contractual Services	3,473.04	4,053.09	-580.05	85.69%
853 · Telephone (Phone & FAX)	3,200.08	3,329.49	-129.41	96.11%
855 · Internet	1,999.90	3,000.00	-1,000.10	66.66%
864 · Conferences & Workshops	71.10	240.00	-168.90	29.63%
901 · Advertising	1,083.69	1,500.00	-416.31	72.25%
910 · Insurance (Building)	12,165.00	12,168.00	-3.00	99.98%
911 · Workmen's Comp (Disability Insurance)	1,501.80	1,501.80	0.00	100.0%
921 · Electricity	5,876.32	6,900.00	-1,023.68	85.16%
923 · Gas	2,504.48	4,200.00	-1,695.52	59.63%
927 · Public Utilities	602.33	840.00	-237.67	71.71%
930 · Repairs & Maintenance	8,168.40	8,400.00	-231.60	97.24%
956 · Misc.	444.04	451.84	-7.80	98.27%
957 · Magazines & Periodicals	465.04	590.10	-125.06	78.81%
958 · Vicki Shoemaker	0.00	0.00	0.00	0.0%
959 · Electronic Materials	13,203.54	14,040.00	-836.46	94.04%
978 · Books	8,988.72	11,400.00	-2,411.28	78.85%
983 · Equipment	14,049.61	15,600.00	-1,550.39	90.06%
984 · Biblionix-Apollo (Electronic circulation system)	0.00	1,900.00	-1,900.00	0.0%
991 · Architectural Services	0.00	0.00	0.00	0.0%
Total Expense	232,116.17	300,414.82	-68,298.65	77.27%
Net Ordinary income	80,204.55	9,876.61	70,327.94	812.07%

Hartford Public Library
Director's Report – October 14, 2025

The Stats for Sept., 2025 Adults 1217 Children 542
 Computer usage for Sept.– adults(180) children (242)
 Website: Sept, 1,521
 Hoopla Digital for Sept.2025 \$227.52
 Hoopla balance \$550.38
 Cardio Drumming Sept 120 Bingo 84 Air print 68

The Hartford Fall Festival was a positive event for Hartford. I believe it will grow even better next year. The library made \$564 on books and rummage. We were selling used books for 25 cents each and lots of new and slightly used holiday items. The children enjoyed the Family activity tent where they made Fall crafts.

Securalarm made its annual inspection visit to check all our fire and smoke alarms and install a system upgrade.

Our fire extinguishes are scheduled for inspection and refiling on Thursday, October 16th. We have contracted with Summit Fire Extinguisher in PawPaw for service.

We have had problem with the inside automatic door opener and had servicemen come put to check the system. We finally had the problem solved by the owner of the company. There was an error in the installation of the interior door opener.

The annual Walk to School was Wednesday, October 8th. Children, parents and teachers gathered at the library at 7am and walked to Redwood at 8am. The library was open for anyone to come in and use the facility. There is also another walk to school in the Spring.

Sarah's last day was Friday, October 10th. We are sad to see her leave. She was very good with the MEL interlibrary loan system and cataloging. Her replacement is Stacy Cannon-Flory. We have had her in training and she is working well so far.

Our Costume Giveaway was Saturday, October 11th from 10am to 2pm. We had over two hundred costumes donated by Kathy Goss, myself and the library. We had 59 adults and 93 children looking for their Halloween costume.

Respectfully Submitted,
 Stephanie Daniels

VI. Old Business

A. Genealogy Report

VII. New Business

A. Miscellaneous items for discussion

1. Baker & Taylor, the largest books supplier to libraries is ceasing operations at the end of 2025. Actually, the employees have be let go as of Monday. They were in business for 200 years. There was a potential merger with Reader's Link, the book supplier for the large box stores such as Costco, Walmart, etc. The merger did not happen. Apparently, Baker & Taylor suffered a cyberattack and other financial circumstances which caused their closure.

I have opened an account with Brodart Books, Ingram Books as well as Amazon Books for Libraries. We will look for the best prices.

2. We are having the windows washed outside and inside on Friday, October 24.
3. The set up for the election for the City of Hartford is Friday, October 31st. The election will be Tuesday, November 4th from 7am to 8pm. There will be no Bingo or Cardio Drumming on Monday, November 3rd.
4. The Hartford Chamber of Commerce held a meeting regarding the planning of the 2026 Strawberry Festival which will take place at the library on Friday, Saturday-June 12 and 13, 2026. In the past the Strawberry Festival has been a financial drain on the chamber. We are brainstorming ideas to make the festival financially viable. We are exploring the idea of a beer and wine tent with the Van Buren Sportsmen's club as sponsor. It requires a designated roped area with security. I spoke with our insurance contact and she said that as long as we are provided with liability insurance from the chamber and the Van Buren Sportsmen's club, we would be covered.
I have some articles and responses from libraries in Michigan that have had fundraising events with alcohol that proved to be successful.

**VBRGS
GENEALOGY ROOM REPORT
SEPTEMBER 2025**

This month the genealogy room welcomed 87 visitors of those 58 of them attended our Saturday program event. We assisted 12 people with special research requests and had ten volunteers on staff.

The society has gifted the library the annual cost of the subscriptions to Ancestry.com, Newspapers.com and Fold3. These websites are the most requested by our patrons as well as used most frequently by our volunteers to assist patrons with family history research requests. Stephanie has already received our check for \$479.00.

I am planning programs for next year and am looking forward to having a few return guest speakers and a genealogy “how to class”.

Joyce Beedie



Van Buren Conservation District September 2025 Program Update

Submitted by Emily Hickmott, Executive Director

It's hard to believe it's Fall already! We're still in the field quite a bit this time of year, so please invite us to your events, properties, and meetings if we can provide support for your water, land, farming, recycling, and invasive species concerns. We're staying active treating high priority invasive species in the road right-of-ways in conjunction with the Van Buren County Road Commission, organizing free native tree plantings for residents on six inland lakes, offering recycling opportunities, and more! See below for some other updates on each of our programs.

Additionally, if the federal budget is not passed tonight, we will be working exclusively from home and the field until otherwise notified because our office is in the USDA Service Center. We won't be available in our office, but we will continue to work and be available to meet you and residents. Contact information is available at VanBurenCD.org/about to find out how our team can best help you.

Upcoming Events (Details available on our website or by calling our office):

- [Sustainable Samplers](#) | Wednesday, October 1, 2025 | 5:00 PM – 7:30 PM | Three Blondes Brewing | 1875 Phoenix St., South Haven, MI 49090
- Indigenous Peoples Day | Monday, October 13, 2025 | office closed
- [Lawrence Recycle Roundup](#) | Saturday, October 18, 2025 | 9:00 AM – 2:00 PM | Van Buren ISD Tech Center | 250 South St., Lawrence, MI 49064
 - Tires (pre-register required, [click here](#) or call 269-633-9314)
 - Electronics
 - Foam
 - Household Hazardous Waste (HHW): oil-based paint, batteries, lightbulbs, and more
- Van Buren Conservation District Board Meeting | Wednesday, October 22, 2025 | 9:00 AM | VBCD Office / USDA Service Center | 1035 E Michigan Ave., Paw Paw, MI 49079
- [Van Buren Together: Resource Sharing Event](#) | Wednesday, October 22, 2025 | 10:30 AM – 12:00 PM | virtual – on Zoom

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller and Colleen Forestieri*) – Erin Fuller presented about lake and river conservation at a session of the Michigan Naturalist Program on August 16. This program teaches attendees about Michigan's natural ecosystems, as well as skills to share what they have learned with others.
- **SWxSW Corner Cisma (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) – We got to get in front of and talk to ornamental pond installation contractors from across the state. We were joined by EGLE to pull yellow floating heart from Sarett Nature Center and discovered a new site with a yellow floating heart. The Strike Team wrapped up the Hydrilla survey season and shifted to spraying Japanese knotweed and Phragmites along Van Buren County Road Rights of Way.
- **Michigan Agriculture Environmental Assurance Program (MAEAP) and Regen Ag Program** (*Kyle Mead*) – The specialist has been trying to sprint to the fiscal year (FY) finish with more assessments

1035 E. Michigan Avenue, Paw Paw, Michigan 49079
269.657.4030 x5 ♦ www.VanBurenCD.org ♦ info@vanburencd.org



Van Buren Conservation District September 2025 Program Update

Submitted by Emily Hickmott, Executive Director

and verifications. September assessments will largely see verifications in early fall of FY 26.

Envirothon held 3 webinars on different days of the week at different times of the day and evening in the hopes new teachers, parents, youth leaders would login to see what Envirothon was about. The hope is to gather up a team for next year's competitions. The District's rental equipment saw a small spike in usage for cover crops and late pasture seedings, but it is predicted to quickly drop off so that techs can get equipment set for winter storage.

- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) – The District held their annual field day as a Grazing Field Day at Thunderfoot Farms on September 10, and August was spent preparing for this alongside working on routine Farm Bill conservation programs for landowners.
- **Outreach** (*Jacob Diljak*) – August was filled with events and projects – Recycle Roundup, Maple Lake Cleanup, paddling Fish Lake, farmers' market, and more! The VBCD continues to support our community through events, services, education, and projects. From community cleanups to educational events, the VBCD is a must-watch for incredible work. Keep up by following our social media, website, or email or call to chat!
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) – August started off with a bang! We held the South Haven Recycle Roundup on Saturday August 2 and were able to serve about 200 households in Van Buren County for Hazardous Waste, Foam, Tires, and Electronics. Later in the month, we hosted the first Sustainable Samplers at Paw Paw Brewing Company for folks to drop in for free appetizers, check out informational displays, and chat with our team about what Van Buren County needs for recycling and landfill diversion. In between, we have been focused on finishing up the 2023 EGLE Recycling Infrastructure Grant and our Nextcycle Project.

Hartford Police Department Monthly Report

Item 9.

Month: October 2025

DEPARTMENT SUMMARY:

Still working on cleaning and organizing the evidence room.

Officers have been attending trainings and having numerous interactions with city residents

Officers dismantled the homeless encampment as authorized by the new ordinance.

STATISTICS:

- *Call for Service (CFS)* 124 for the month of September, 87 by our agency
- *Arrest Count Report* 4
- *Traffic Stops* 34
- *Citations* 6

BUDGET UPDATE:

We are continuing to keep a tight budget. We have not received any information for additional funds from the federal government.

STILL AWAITING ANY CONFIRMATION.... on any COPS grant.

PERSONNEL:

Working on 1 background for part time personnel.

TRAINING:

Officer Orvis will be attending a training class in October.

Officer Hamre is signed up for a training course in October

Sergeant Poole just attended police executive school in September

PUBLIC OUTREACH:

We are continuing blight enforcement and completing property checks. Some cases have been resolved but we have one not getting compliance. We will force the issue with the court. (UPDATES IN BS&A)

We will be working with various holiday events over the next 3 months

FLEET STATUS:

I am still looking at new patrol vehicle and financing options that other agencies use.

EQUIPMENT:

New department firearms should be arriving in late October. It was originally supposed to be September but they are on back order. Once they arrive, I will schedule training with neighboring agencies.

GRANTS & INITIATIVES:

I have completed 2026 COPS grant program. I am hoping we are awarded the funding.

Update Manual/Policies/Procedures/Rules:

I am working on the new Hartford Police Policy Manual. It is very labor intensive and is taking time to complete.

END OF REPORT

Respectfully Submitted by: Chief Brian Matthews

Date: October 13th 2025

**Hartford Fire Board Meeting
October 14th, 2025
September Business**

Contents

Pages 1-2	Meeting Agenda
Pages 3-7	Proposed Meeting Minutes of September 9th, 2025 Board Meeting
Pages 8-9	Proposed Meeting Minutes of September 15th, 2025 Special Board Meeting
Pages 10-11	Revenue and Expenditure Report
Page 12	Expenses by Vendor Summary
Page 13	Treasures Report (Cash Balances)
Page 14-15	Invoices/List of Disbursements (Bills)
Pages 16-19	September 2025 Incident Summary & Breakdowns
Page 20	Fire Chief's Report
Pages 21-31	Monthly Call Data
Page 32	Asst. Chief's Report

Hartford Fire Board
 Agenda (Amended 10-14-24)
 Tuesday October 14th, 2025, 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 Amended.** Motion by _____ Second by _____ to approve agenda as Amended. Motion _____ Yeas: ____ Nays: ____.
- VII. **Approval of previous meeting minutes from September 9th, 2025:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ____ Nays: ____
- VIII. **Approval of Special meeting minutes from September 15th, 2025:** Motion by _____ Second _____ to approve special meeting minutes as presented. Motion _____ Yeas: ____ Nays: ____
- IX.
- X. Review: **Review Revenue & Expenditure Report & Invoice Register**
- XI. **Approval of September Treasurer's report:** Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____

 - a. **Accounts Payable:** Amount \$42,672.77 Motion by _____ Second _____ by _____
 roll call vote Motion _____ Yeas: _____ Nays: _____
- XII. **Review September 2025 Incident Summary and Breakdown of Fire Calls per zone.**
- XIII. **Review Cost Recovery USA 9/25/2025-10/24/2025 Payment Reconciliation Report**
- XIV. **Unfinished Business:**
- XV. **New Business:**
 1. Discussion on Ladder Truck 1841
 2. Discussion on the Fire Department's EIN and Name with the IRS.
 3. **AFG Grant Discussion and Proposal.

Reports:

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

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

Minutes of Fire Board Meeting September 9th, 2025

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting September 9th, 2025**

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

Absent:

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski, Ian Sharpe, Representatives from Axe's & Irons.

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, 2025, was presented and approved. Motion by Hunt Second by Ledesma to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the August 12th, 2025 Fire Board meeting were presented.

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

Yeas: 5 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

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

Yeas: 5 Nays: 0

Bills were presented for approval in the amount of \$33,849.40 Motion by Germinder; seconded by Birmele to pay bills in the amount of \$33,849.40.

Motion approved upon roll call vote of members present.

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

Absent:

Members reviewed the August 2025 Incident Summary and Breakdown of Fire Calls per zone.

Members reviewed the 7/25/25-8/24/25 Cost Recovery USA Payment Reconciliation Report.

Unfinished Business: none

New Business:

1. Discussion on a mini pumper was tabled until further into the meeting while representatives prepared their presentation.
2. Members of the board reviewed the 2024/2025 Fiscal Year Audit.
3. Brief Discussion was held on the ladder truck, no action was taken at this time.
4. New Hire Isabella Fisher was presented to the board for consideration for hire as a Probationary Medical First Responder. Motion by Sefcik; Seconded by Germinder to approve the hiring of Isabella Fisher.

Yeas: 5 Nays:0 **Approved**

Minutes of Fire Board Meeting September 9th, 2025

5. Quotes were presented for new adapters & valves, Asst. Chief McGrew noted that several of the adapters and valves that we currently use are pushing 40 years old. Motion by Sefcik; Seconded by Germinder to approve the quote from Moses Fire Equipment in the amount of \$5,200.50, monies to come from the donation account.

Yeas: 5 Nays:0 **Approved**

6. Quote was presented from Inserv, Inc. for drain maintenance, Asst. Chief McGrew noted that whenever it rained recently, the back parking lot flooded, and it had never done that before; most likely, the drain running to the street is clogged.

Motion by Birmele; Seconded by Ledesma to approve the proposal from Inserv, Inc in the amount of \$1,980.00 for drain maintenance.

Yeas: 5 Nays: 0 **Approved**

Fire Chiefs Report:

1. Meetings Attended:

2. Information

- Closed out the 2025 DNR Grant
- Applied for the 2026 DNR Grant
- Applied for Medical CE credit's

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

- Submitted grant request to Casey's
- Overhauled the shed
- Donated outdated equipment to the Tech Center
- Members fitted for New Uniforms
- New Hose Arrived, labeled & put into service.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

Representatives from Axe's & Irons gave a presentation on the mini pumper that they brought for viewing. They also provided a price on the stock model, which is \$388,000. The additional upfitting that was requested to be quoted by the Chief & Asst. Chief brought the total to \$417,225. They also noted that financing options are available if the board would like to pursue that route for the purchase. Chairman Sefcik advised the representatives to submit additional information, and the board would convene a Special Meeting next week for a final decision.

Motion by Sefcik; Second by Hunt to adjourn the meeting at 8:04p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

Hartford Fire Board
Special Meeting Minutes
Monday, September 15th, 2025, 7:00 PM

Call to Order, Pledge

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

Others present: Chief Harting, Assistant Chief McGrew, Representatives from Axe's & Irons

Chairman Sefcik called the meeting to order at 7:00 pm

Public Comment Opened at 7:00 pm No Public Comment

Motion by Ledesma; Seconded by Germinder to approve the agenda as presented.

Yays: 4 Nays: 0 **APPROVED**

Information on 2025 Fouts Four Mini Pumper was presented, Motion by Hunt; Seconded by Germinder to approve the purchase of the 2025 Mini Pumper from Axe's & Irons in the amount of \$388,000.

Motion approved upon roll call vote of members present.

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

APPROVED

Payment Options were presented from Community Leasing Partners; after discussion, all board members agreed that option 3 was our best option. Motion by Sefcik; Seconded by Hunt to select payment option # 3, which includes a down payment in the amount of \$138,000 and terms for 2 years from Community Leasing Partners. Monies to come from the millage account.

Yeas: 4 Nays: 0 **APPROVED**

Quotes for upfitting the truck from Axe's and Irons were presented. Motion by Ledesma; Seconded by Germinder to approve the attached quote in the amount of \$37,359.57 for upfitting of the truck, monies to come from the millage account.

Yeas: 4 Nays: 0 **APPROVED**

A quote was presented from Michigan Rescue Resources for the purchase of a Combination Extrication Tool, Assistant Chief McGrew noted that there is only one quote due to Michigan Rescue Resources being the exclusive dealer in Michigan for the type and brand of tool we are requesting. Motion by Sefcik; Seconded by Germinder to approve the quote from Michigan Rescue Resources in the amount of \$19,920.00 for the purchase of a Combination Extrication Tool. Monies to come from the donation account.

Yeas: 4 Nays: 0 **APPROVED**

A quote was presented from Moses Fire Equipment for the purchase of a 3-Gas Meter, Assistant Chief McGrew noted that this Gas meter would go on the mini pumper and would expand our capabilities overall. Motion by Sefcik; Seconded by Ledesma to approve the Quote From Moses Fire Equipment in the amount of \$2,163.00 for the purchase of a 3-Gas Meter, Monies to come from the millage account.

Yeas: 4 Nays: 0 **APPROVED**

Motion by Sefcik, seconded by Hunt, to adjourn at 7:35 pm.

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting October 14th, 2025**

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

Absent: Chad Hunt

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski

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, 2025, was presented and amended. Motion by Ledesma Second by Germinder to approve the agenda as amended.

****New Business # 3 was added; AFG Grant Discussion and Proposal.**

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the September 9th, 2025 Fire Board meeting were presented.

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

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the September 15th, 2025 Special Fire Board meeting were presented.

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

Yeas: 4 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

Minutes of Fire Board Meeting October 14th, 2025

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

Yeas:4 Nays:0

Bills were presented for approval in the amount of \$42,672.77 Motion by Birmele; seconded by Ledesma to pay bills in the amount of \$42,672.77.

Motion approved upon roll call vote of members present.

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

Absent: Hunt

Members reviewed the September 2025 Incident Summary and Breakdown of Fire Calls per zone.

Unfinished Business: none

New Business:

1. Discussion on Ladder Truck 1841 was held, Assistant Chief McGrew presented the board with the appraisal and information from "Garage," a fire truck broker that was presented at last month's meeting. Motion by Sefcik; Seconded by Germinder to authorize Assistant Chief McGrew to execute the agreement with "Garage" and post the truck for sale with the initial sale price to be \$400,000.00.

Yeas: 4 Nays: 0 **APPROVED**

2. Discussion on the Fire Department's EIN and Name with the IRS, Members discussed that it might be beneficial to have the attorney investigate our current number and name with the IRS and see if we are still being held up by the original organization under Dr. Meachum's name from 1973. Motion by Sefcik; Seconded by Germinder to have the attorney investigate this.

Yeas: 4 Nays: 0 **APPROVED**

3. Assistance to Firefighters Grant information was presented by Assistant Chief McGrew. This grant, provided by the federal government, can be used for larger-scale purchases. AC McGrew noted that our next large purchase will be for radios, with a budget of between \$150,000 and \$200,000. AC McGrew presented a proposal from LEXIPOL for grant writing services for \$4,500. If the grant is approved \$1,500 of the \$4,500 will be reimbursed within the grant. Motion by Sefcik; Seconded by Germinder to authorize Assistant Chief McGrew to sign the agreement with LEXIPOL for grant writing services in the amount of \$4,500.00.

Yeas: 4 Nays: 0 **APPROVED**

Fire Chiefs Report:

1. Meetings Attended:

- Township
- City
- VBC Medical Control

2. Information

- Received the 2025 DNR Grant reimbursement
- Went to Axes & Irons to go over the upfitting of the mini pumper.
- Fire Prevention done at Redwood
- Walkthrough @ Lineage Cold Storage Building.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

- Hose Tester Delivered
- Hose Testing Conducted, tested over 5700 feet of Hose, Labor was \$800 to conduct this, as opposed to paying a company over \$3,400.
- Pancake Breakfast
- NERIS Update Webinar, we are fully compliant and ready to go live on January 1st, 2026
- Honor Credit Union will be sponsoring the Halloween Spooktacular

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

Peter advised the board that he will be completing the necessary paperwork to transition us from a reimbursing unemployment employer to a contributing unemployment employer. This will protect the board from a potentially significant reimbursement if an eligible employee collects unemployment benefits.

Motion by Sefcik; Second by Germinder to adjourn the meeting at 7:52p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPTMENT

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORM (ABNORM)	2025-26 AMENDED BUDGET	YTD BALANCE 10/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	HARTFORD TOWNSHIP	163,569.96	163,570.00	40,892.53	0.00	122,677.47	25.00
206-000-402.000	HARTFORD CITY	133,830.00	133,830.00	44,610.00	11,152.50	89,220.00	33.33
206-000-411.000	HARTFORD TWP MILLAGE	63,548.10	72,000.00	0.00	0.00	72,000.00	0.00
206-000-412.000	HARTFORD CITY MILLAGE	54,271.96	68,000.00	442.83	0.00	67,557.17	0.65
206-000-420.000	BANGOR TWP COST RECOVERY	5,317.05	5,000.00	1,308.93	0.00	3,691.07	26.18
206-000-421.000	COST RECOVERY	3,822.29	2,000.00	195.00	0.00	1,805.00	9.75
206-000-422.000	FIRE REPORTS/ FOIA	1,244.41	50.00	10.00	0.00	40.00	20.00
206-000-450.000	DONATIONS	74,182.28	9,600.00	500.00	500.00	9,100.00	5.21
206-000-539.000	GRANTS	0.00	2,500.00	4,627.00	0.00	(2,127.00)	185.08
206-000-582.000	TOWNSHIP GRANTS	9,600.00	0.00	0.00	0.00	0.00	0.00
206-000-584.000	VBEMS	13,820.00	11,000.00	3,330.00	0.00	7,670.00	30.27
206-000-660.000	CELL PHONE REIMBURSEMENT	0.00	650.00	0.00	0.00	650.00	0.00
206-000-665.000	INTEREST	28,214.11	10,000.00	7,846.02	0.00	2,153.98	78.46
206-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	3,359.20	0.00	(3,359.20)	100.00
206-000-686.000	FUND BALANCE TRANSFER IN	0.00	32,650.00	0.00	0.00	32,650.00	0.00
206-000-696.000	BOND OR INSURANCE RECOVERIES	6,632.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000		558,052.16	510,850.00	107,121.51	11,652.50	403,728.49	20.97
TOTAL REVENUES							
		558,052.16	510,850.00	107,121.51	11,652.50	403,728.49	20.97
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-702.000	BOARD SALARY	3,780.00	4,200.00	1,320.00	540.00	2,880.00	31.43
206-336-704.000	CHIEF SALARY	58,950.00	61,050.00	17,806.25	5,087.50	43,243.75	29.17
206-336-705.000	ASST CHIEF SALARY	24,000.00	32,000.00	9,564.00	2,666.00	22,436.00	29.89
206-336-710.000	FIREFIGHTER/ MFR	49,917.52	52,000.00	11,547.37	4,491.46	40,452.63	22.21
206-336-712.000	SHIFT COVERAGE	13,360.55	14,400.00	2,670.00	765.00	11,730.00	18.54
206-336-720.000	PAYROLL TAXES	11,475.62	12,000.00	3,282.43	1,036.54	8,717.57	27.35
206-336-721.000	HEALTH INSURANCE	0.00	18,000.00	0.00	0.00	18,000.00	0.00
206-336-724.000	RETIREMENT	3,558.14	3,800.00	1,068.41	305.26	2,731.59	28.12
206-336-730.000	GASOLINE & DIESEL	6,420.27	8,500.00	1,200.49	267.33	7,299.51	14.12
206-336-731.000	VEHICLE MAINTENANCE	79,480.23	10,000.00	6,814.76	1,606.07	3,185.24	68.15
206-336-733.000	EQUIPMENT MAINTENANCE	44,157.27	9,000.00	1,814.95	63.46	7,185.05	20.17
206-336-740.000	OPERATING SUPPLIES	352.51	500.00	0.00	0.00	500.00	0.00
206-336-741.000	MEDICAL SUPPLIES	3,690.07	2,500.00	115.78	47.08	2,384.22	4.63
206-336-742.000	ANNUAL TESTING	7,151.77	9,000.00	2,241.30	0.00	6,758.70	24.90
206-336-746.000	FIRE FIGHTER TOOLS & EQUIPMENT	0.00	2,500.00	17,442.27	13,868.46	(14,942.27)	697.69
206-336-751.000	PHONES	6,534.37	6,600.00	1,934.44	470.84	4,665.56	29.31
206-336-753.000	UTILITIES	8,965.79	9,500.00	1,521.60	24.03	7,978.40	16.02
206-336-763.000	BUILDING MAINTENANCE	19,748.80	9,500.00	333.07	102.03	9,166.93	3.51
206-336-767.000	DUES/ SUBSCRIPTIONS	4,336.28	6,200.00	2,429.00	0.00	3,771.00	39.18
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,359.75	15,000.00	460.00	135.00	14,540.00	3.07
206-336-785.000	EDUCATION/ TRAINING	7,604.42	8,500.00	2,290.78	20.00	6,209.22	26.95
206-336-796.000	PHYSICALS	6,503.52	10,000.00	372.00	186.00	9,628.00	3.72
206-336-799.000	OFFICE/ COMPUTER	3,618.06	4,500.00	646.60	545.18	3,853.40	14.37
206-336-801.000	PROFESSIONAL SERVICES	12,760.00	16,500.00	7,325.00	675.00	9,175.00	44.39
206-336-810.000	GRANT MATCH	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	24,248.46	33,000.00	8,857.00	0.00	24,143.00	26.84
206-336-964.000	TRANSFER TO DONATION FUND	0.00	9,600.00	0.00	0.00	9,600.00	0.00
206-336-965.000	TRANSFER TO MILLAGE FUND	0.00	140,000.00	0.00	0.00	140,000.00	0.00
Total Dept 336 - FIRE OPERATING		418,473.50	510,850.00	103,057.50	32,902.24	407,792.50	20

Item 10.

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE		2025-26		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		06/30/2025		AMENDED BUDGET		10/31/2025		MONTH 10/31/25		BALANCE		
		NORM (ABNORM)				NORM (ABNORM)		INCR (DECR)	NORM (ABNORM)			

Fund 206 - FIRE FUND
Expenditures

TOTAL EXPENDITURES		418,473.50		510,850.00		103,057.50		32,902.24		407,792.50		20.17
--------------------	--	------------	--	------------	--	------------	--	-----------	--	------------	--	-------

Fund 206 - FIRE FUND:

TOTAL REVENUES		558,052.16		510,850.00		107,121.51		11,652.50		403,728.49		20.97
TOTAL EXPENDITURES		418,473.50		510,850.00		103,057.50		32,902.24		407,792.50		20.17
NET OF REVENUES & EXPENDITURES		139,578.66		0.00		4,064.01		(21,249.74)		(4,064.01)		100.00

10/10/2025 10:31 AM
User: BSA
DB: Hfd

INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
EXP CHECK RUN DATES 09/10/2025 - 10/14/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: Item 10.

Vendor Name	Description	Amount
1. AT&T MOBILITY		
2. AUTO WARES	CELL PHONES	521.84
3. BACKROADS SERVICES	MAINTENANCE	485.97
	TRUCK 1831	94.00
	PUMP TESTS	990.00
	TOTAL	1,084.00
4. BESTWAY		
5. BRONSON HELP NET	TRASH	75.00
6. CONSUMERS ENERGY	PROFESSIONAL SERVICES	186.00
7. FIRST NATIONAL BANK OMAHA	NATURAL GAS	24.03
8. GALIEN FIRE DEPARTMENT	SUPPLIES, TRAINING & MAINTENANCE	597.42
9. INDIANA MICHIGAN POWER	TRAINING	20.00
10. KELLOGG HARDWARE INC	ELECTRIC	403.22
11. MFE INC	SUPPLIES	86.85
	SENSIT CARBON MONO	384.61
	HOSE TESTER DONATIONS	5,072.00
	BALL VALVE DONATIONS	818.85
	BADGES & COLLAR BRASS	7,593.00
	TOTAL	13,868.46
12. NYE UNIFORM CO		
13. PETER STANISLAWSKI	UNIFORMS	135.00
14. SHELL FLEET PLUS	FINANCE SERVICES	675.00
15. SIEGFRIED CRANDALL PC	DIESEL & GASOLINE	252.33
16. US BUSINESS SYSTEMS INC	AUDIT	5,300.00
	COPIER	124.58
TOTAL - ALL VENDORS		23,839.70

HARTFORD FIRE

CASH BALANCES

OCTOBER 14, 2025

General Checking	\$	31,184.67
Operating Account	\$	222,229.05
Millage Account	\$	436,155.53
Maintenance Account	\$	14,635.03
Donation Account	\$	52,974.48

All Cash Accounts	\$	757,178.76
-------------------	----	------------

10/10/2025 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 09/10/2025 - 10/14/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
09/11/2025	376(E)	CRYSTAL FLASH	DIESEL	609.75
09/11/2025	377(A)	SIEGFRIED CRANDALL PC	AUDIT	5,300.00
09/11/2025	15151	KELLOGG HARDWARE INC	SUPPLIES	35.97
09/11/2025	15152	FREIGHTLINER OF GRAND RAPIDS	MAINTENANCE	4,257.07
09/15/2025	DD700(A)	HARTING, ROBBIE	PAYROLL	1,952.01
09/15/2025	DD701(A)	MC GREW, KEVIN	PAYROLL	1,319.65
09/30/2025	378(E)	INDIANA MICHIGAN POWER	ELECTRIC	403.22
09/30/2025	379(E)	BESTWAY	TRASH	75.00
09/30/2025	EFT143(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	331.72
09/30/2025	EFT144(E)	CITY OF HARTFORD	PAYROLL	305.25
09/30/2025	EFT145(E)	INTERNAL REVENUE SERVICE	PAYROLL	977.80
09/30/2025	EFT146(E)	STATE OF MICHIGAN	PAYROLL	1,857.22
10/01/2025	DD702(A)	HARTING, ROBBIE	PAYROLL	1,904.00
10/01/2025	DD703(A)	MC GREW, KEVIN	PAYROLL	846.10
10/02/2025	DD704(A)	BIRMELE, GERALD	PAYROLL	52.86
10/02/2025	DD705(A)	EASTMAN, SCOTT	PAYROLL	108.10
10/02/2025	DD706(A)	FISHER, ISABELLA	PAYROLL	69.94
10/02/2025	DD707(A)	FLEMMING, RYAN	PAYROLL	65.26
10/02/2025	DD708(A)	FRY, STEVEN	PAYROLL	289.15
10/02/2025	DD709(A)	GERMINDER, ERIC	PAYROLL	105.72
10/02/2025	DD710(A)	HARTING, BRANDI	PAYROLL	81.72
10/02/2025	DD711(A)	HUNT, CHAD	PAYROLL	104.72
10/02/2025	DD712(A)	LEDESMA, CARLOS	PAYROLL	105.72
10/02/2025	DD713(A)	LOWE, STEVEN	PAYROLL	235.72
10/02/2025	DD714(A)	MC CLELLAN, TROY	PAYROLL	45.33
10/02/2025	DD715(A)	MC GREW, KEVIN	PAYROLL	1,266.78
10/02/2025	DD716(A)	ROBERTS, KHELUN	PAYROLL	862.49
10/02/2025	DD717(A)	SEFCIK, RONALD	PAYROLL	105.72
10/02/2025	DD718(A)	SHARPE, IAN	PAYROLL	337.10
10/02/2025	DD719(A)	TEITSMA, NATHAN	PAYROLL	115.70
10/02/2025	DD720(A)	WEBERG, SCOTT	PAYROLL	484.50
10/02/2025	STUB68(A)	FLEMMING, LISA	PAYROLL	0.00
10/14/2025	380(E)	AT&T MOBILITY	CELL PHONES	521.84
10/14/2025	381(E)	CONSUMERS ENERGY	NATURAL GAS	24.03
10/14/2025	382(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES, TRAINING & MAINTENANCE	597.42
10/14/2025	383(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	252.33
10/14/2025	384(A)	BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
10/14/2025	385(A)	NYE UNIFORM CO	UNIFORMS	135.00

10/10/2025		CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
		CHECK DATE FROM 09/10/2025 - 10/14/2025				
Check Date	Check	Vendor Name	Description			Amount
10/14/2025	386(A)	PETER STANISLAWSKI	FINANCE SERVICES			675.00
10/14/2025	387(A)	US BUSINESS SYSTEMS INC	COPIER			124.58
10/14/2025	15154	AUTO WARES	MAINTENANCE			485.97
10/14/2025	15155	BACKROADS SERVICES	TRUCK 1831			1,084.00
10/14/2025	15156	KELLOGG HARDWARE INC	SUPPLIES			86.85
10/14/2025	15157	MFE INC	HOSE TESTER DONATIONS			13,868.46
10/14/2025	15158	GALIEN FIRE DEPARTMENT	TRAINING			20.00
Total of 45 Checks:						42,672.77
Less 0 Void Checks:						0.00
Total of 45 Disbursements:						42,672.77



Chief Robbie Harting

Hartford Fire Department

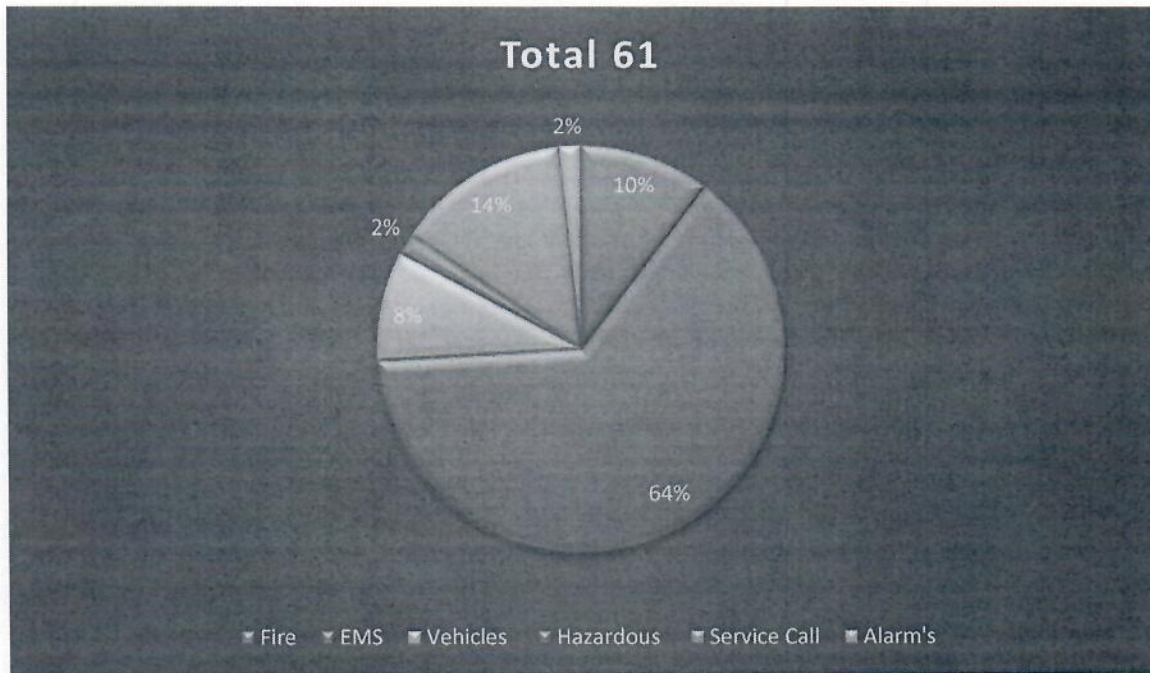
436 East Main St.
Hartford, MI 49057
(269)-621-4707



Item 10.

Asst. Chief Kevin McGrew

September 2025 Incident Summary



City- 31	Township- 17	Other-13
----------	--------------	----------

Incident Type	Count
Fire Related Incidents	6
EMS Related Incidents	37
Motor Vehicle Related Incidents	5
Hazardous Incidents	1
Service Calls	8
Cancelled En Route	3
Alarm Activations	1
Total	61

September Monthly Call Totals Prior Years

2022 - 49 2023 - 56 2024 - 56



Chief Robbie Harting

Hartford Fire Department

436 East Main St.

Hartford, MI 49057

(269)-621-4707



Asst. Chief Kevin McGrew

Item 10.

September 2025

Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	31	\$1,007.84
Township of Hartford	17	\$736.46
Bangor Township	3	\$138.15
I-94 & Red Arrow Hwy	8	\$646.25
Mutual Aid	2	\$434.84
Total	61	\$2,963.54
Average Cost Per Call		\$48.58
Training	39 hours	\$637.70
Truck Inspections	18 hours	\$293.30
Shift Coverage	63 Shifts	\$945.00





Chief Robbie Harting

Hartford Fire Department

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



Item 10.

Asst. Chief Kevin McGrew

September 2025

61 Calls for Service

Personal Name	Total Calls	%
Eastman, Scott	5	8%
Fry, Steven	15	24%
McGrew, Kevin	60	98%
McClellan, Troy	1	1%
Flemming, Ryan	7	11%
Flemming, Lisa	1	1%
Harting, Robbie	27	44%
Harting, Brandi	2	3%
Lowe, Steve	12	19%
Roberts, Khelun	32	52%
Sharpe, Ian	17	27%
Teitsma, Nate	7	11%
Weberg, Scott	16	26%





Chief Robbie Harting

Hartford Fire Department

436 East Main St.

Hartford, MI 49057

(269)-621-4707



Asst. Chief Kevin McGrew

Item 10.

January 2025 - September 2025

573 Calls for Service

Personal Name	Total Calls	%
Eastman, Scott	22	3%
Bodary, Brandon	90	15%
Fry, Steven	109	19%
McGrew, Kevin	552	96%
McClellan, Troy	6	1%
Flemming, Ryan	42	7%
Flemming, Lisa	10	1%
Harting, Robbie	173	30%
Harting, Brandi	54	9%
Lowe, Steve	128	22%
Roberts, Khelun	274	47%
Sharpe, Ian	147	25%
Teitsma, Nate	33	5%
Weberg, Scott	176	30%



Fire Chiefs Report October 2025

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC Medical Control

2. Information:

- Received the 2025 DNR Grant reimbursement
- Went to Axes & Irons to go over the upfitting of the mini pumper
- Fire prevention done at Redwood

Sincerely,

Robbie Harting – Fire Chief

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
9/1/2025	Smoke Scare	1802&1841	7	131.3	2025-514	425	1	4
9/1/2025	Medical Call-321	1802	8	84.03	2025-516	175	1	1
9/4/2025	Medical Assist-311	1810	3	9.75	2025-521	175	2	8
9/5/2025	Cancelled En Route-611	1802	3	59.95	2025-525	125	2	
9/6/2025	Medical Assist-311	1802&1810	3	29.44	2025-527	350	1	7
9/6/2025	Medical Call-321	1802&1810	4	58.01	2025-528	350	3	11
9/9/2025	Medical Assist-311	1802	1	21.75	2025-533	175	1	12
9/9/2025	Medical Assist-311	1810	4	0	2025-535	175	1	8
9/13/2025	Smoke Scare	1802	6	111.8	2025-547	125	2	6
9/14/2025	Cancelled En Route-611	1810	2	40.1	2025-548	175	2	
9/16/2025	Medical Assist-311	1802&1810	3	59.6	2025-550	350	1	7
9/26/2025	Medical Call-321	1810	4	17.81	2025-562	175	1	6
9/26/2025	Medical Assist-311	1810	4	17.81	2025-563	175	1	4
9/26/2025	Medical Assist-311	1810	2	0	2025-564	175	1	6
9/26/2025	Medical Assist-311	1810	2	20.06	2025-565	175	1	12
9/30/2025	Medical Assist-311	1810	3	18.35	2025-572	175	1	8
9/30/2025	Medical Call-321	1810	3	56.7	2025-573	175	1	11

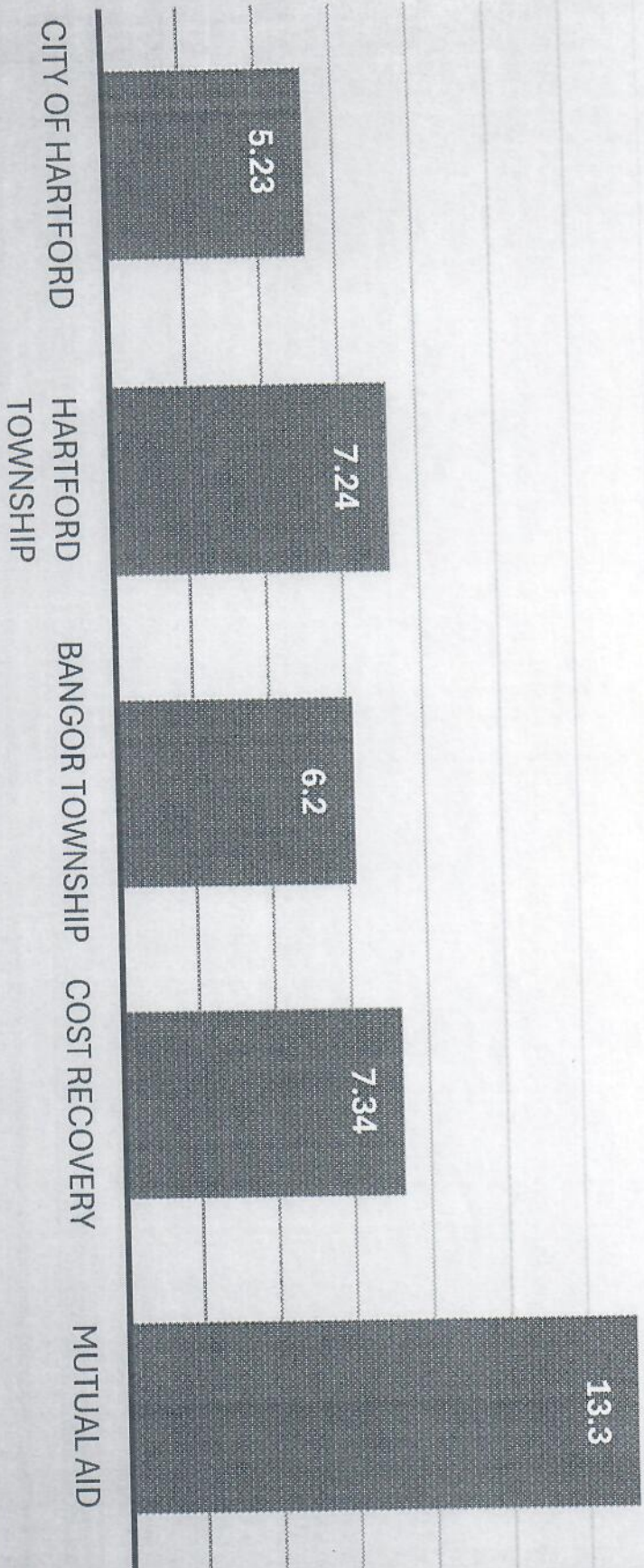
City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
9/1/2025	Lift Assist-554	1802	2	61.66	2025-513	175	2	9
9/2/2025	Lift Assist-554	1802&1810	2	0	2025-517	350	2	4
9/3/2025	Medical Call-321	1802	2	41.6	2025-518	175	1	2
9/4/2025	Medical Assist-311	1802&1810	2	41.6	2025-520	350	1	8
9/4/2025	Lift Assist-554	1810	4	29.1	2025-522	175	2	6
9/4/2025	Lift Assist-554	1810	5	57.2	2025-523	175	2	4
9/5/2025	Medical Call-321	1810&1802	3	18.35	2025-524	350	1	4
9/8/2025	Lift Assist-554	1802	2	41.1	2025-531	175	2	12
9/10/2025	Medical Assist-311	1801&1802	2	10.88	2025-536	350	1	3
9/10/2025	Lift Assist-554	1810	2	0	2025-539	175	2	5
9/10/2025	Medical Assist-311	1802	1	21.75	2025-540	175	1	6
9/10/2025	Medical Assist-311	1802	1	21.75	2025-541	175	1	6
9/11/2025	Medical Call-321	1802	1	21.75	2025-542	175	1	5
9/11/2025	Medical Call-321	1810	2	0	2025-543	175	1	2
9/12/2025	Medical Call-321	1810	1	0	2025-544	175	1	2
9/15/2025	Medical Call-321	1810&1802	2	10.88	2025-549	350	3	4
9/18/2025	Medical Call-321	1802&1810	2	0	2025-551	350	3	3
9/18/2025	Lift Assist-554	1810	4	37.7	2025-552	175	2	5
9/20/2025	CO Alarm	1810&1802	3	57.35	2025-553	250	2	12
9/20/2025	Medical Assist-311	1802	2	40.1	2025-554	175	2	6
9/21/2025	Medical Assist-311	1802&1810	3	59.45	2025-555	350	2	10
9/21/2025	Lift Assist-554	1802&1810	4	78.8	2025-556	350	2	9
9/22/2025	Medical Call-321	1810	2	0	2025-557	175	1	4
9/23/2025	Medical Assist-311	1810	3	18.35	2025-559	175	1	4
9/24/2025	Medical Call-321	1810	3	15.85	2025-561	175	1	2
9/26/2025	Medical Call-321	1810	2	20.06	2025-566	175	2	7
9/26/2025	Medical Assist-311	1810	3	58.95	2025-567	175	2	5
9/27/2025	Structure Fire-111	1802&187&184&1801	6	143.35	2025-568	775	1	3
9/27/2025	Medical Assist-311	1810	2	40.1	2025-569	175	2	6
9/28/2025	Medical Assist-311	1802&1810	2	20.06	2025-570	350	2	5
9/28/2025	Medical Call-321	1802&1810	2	40.1	2025-571	350	3	4

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time	Area
9/9/2025	Gas Leak	1869	4	75.4	2025-534	125	2	18	Lawrence Township
9/23/2025	Structure Fire-111	1801&1841&1869	11	359.44	2025-560	550	1	9	Lawrence Township

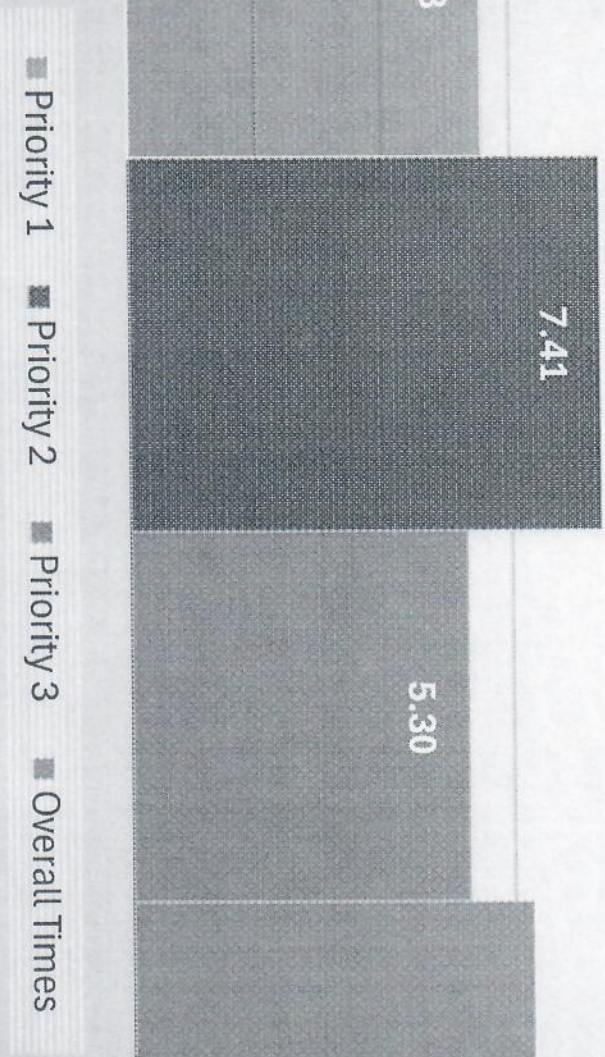
Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Recovered YES/NO	Amount	Priority	Response Time
Red Arrow Hwy	Vehicle Fire	1841&1831&1802	7	131.3	2025-515	700	NO		1	6
I-94	Canceled En Route-611	1802&1871	6	112.8	2025-519	400	NO		1	8
TWP	MVA-No Injuries-324	1802	4	77.2	2025-529	175	NO		1	6
I-94	MVA-No Injuries-324	1802&1871	5	95.7	2025-530	400	in progress		1	4
Red Arrow Hwy	MVA-No Injuries-324	1802&1801&1871	3	41.1	2025-532	525	NO		1	9
I-94	Smoke Investigation	1801	2	0	2025-538	125	NO		2	13
I-94	Medical Assist-311	1802&1871	4	75.7	2025-545	400	NO		1	7
TWP	MVA-No Injuries-324	1801&1802&1871	7	112.45	2025-558	475	NO		1	

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
9/6/2025	MVA-No Injuries-324	1802&1801	4	58.85	2025-526	250	1	7
9/10/2025	Medical Call-321	1810	2	0	2025-537	175	1	8
9/13/2025	Medical Call-321	1802	4	79.3	2025-546	175	1	4

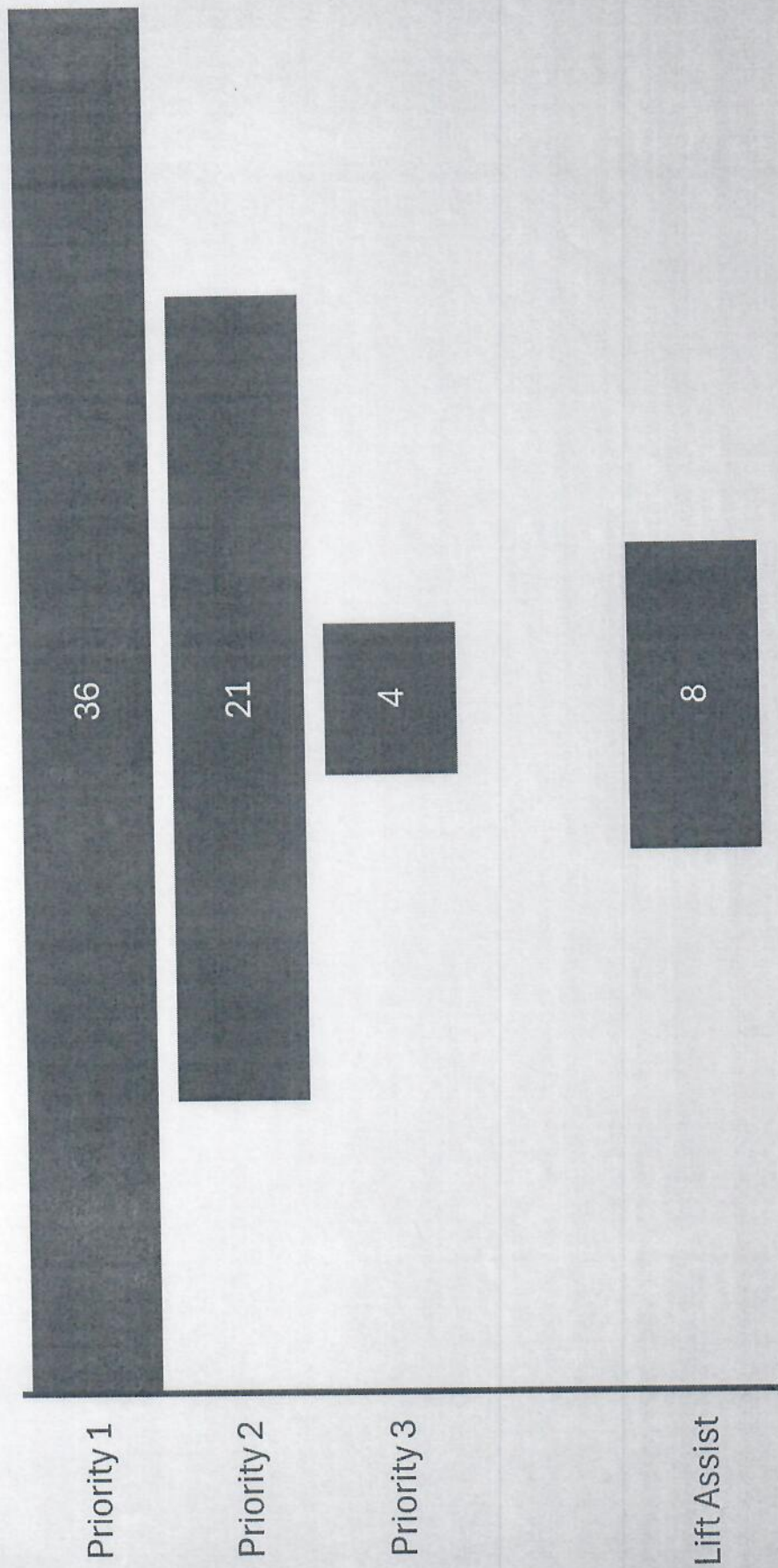
Response Times Breakdown Per Zone September 2025



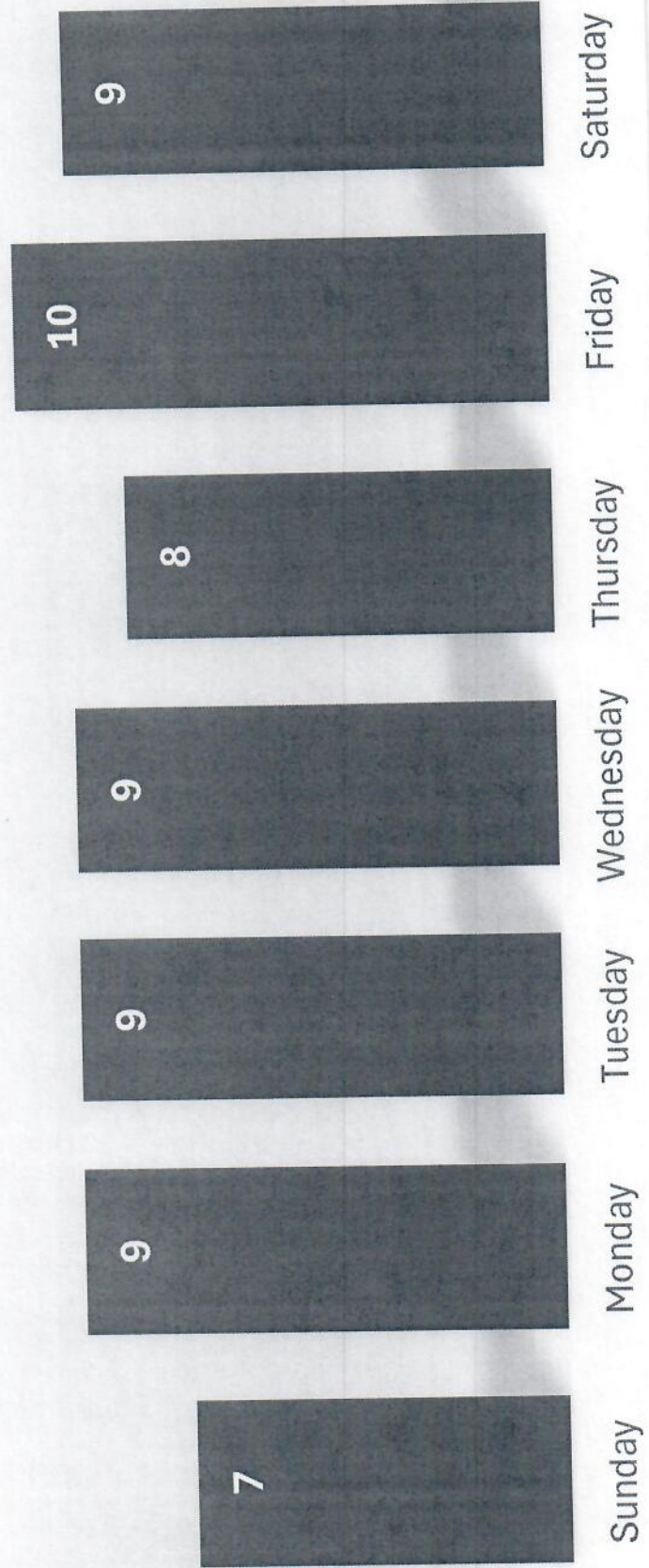
Response Times Breakdown by Priority September 2025



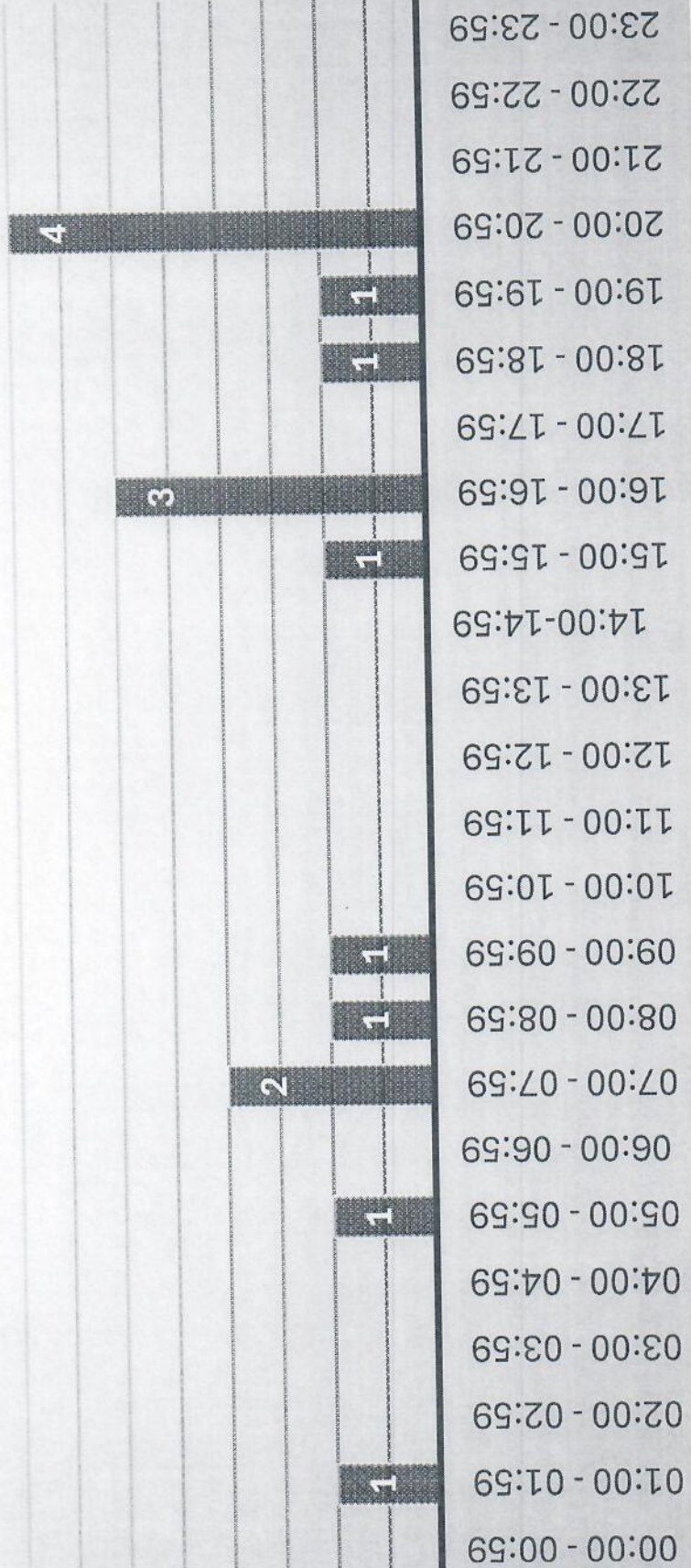
Breakdown of Priority Calls September 2025



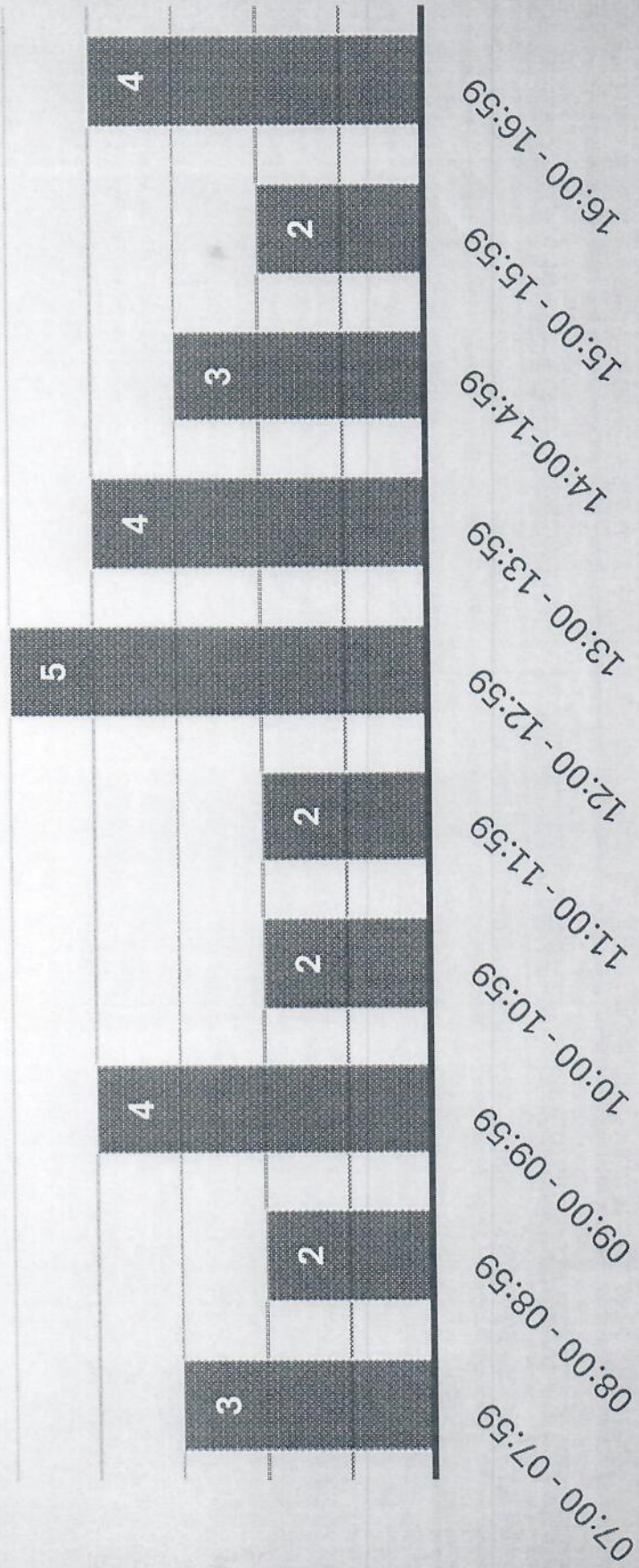
Calls by Day of Week September 2025



Calls Per Hour Breakdown Weekends September 2025

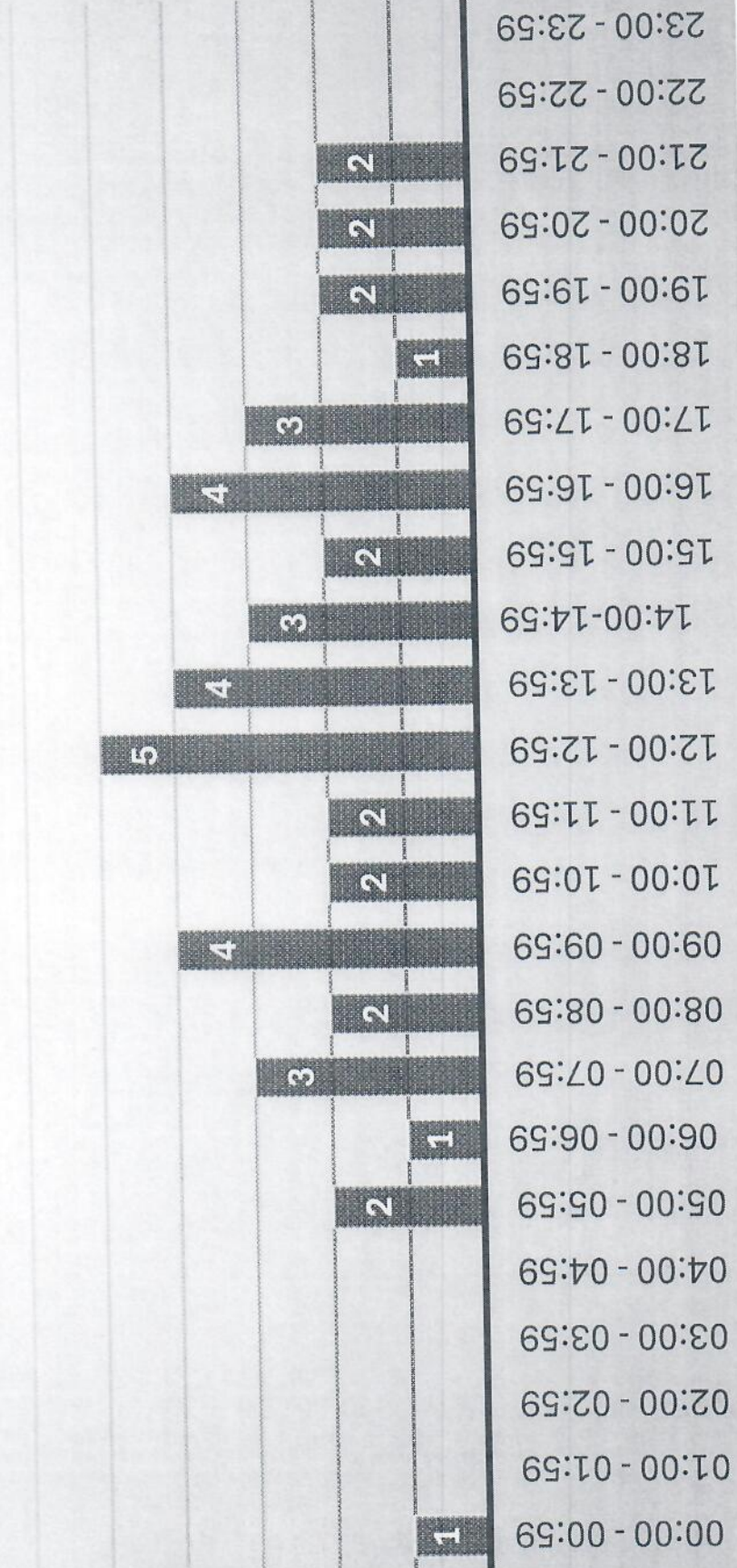


Call Per Hour Monday-Friday 7am-5pm September 2025

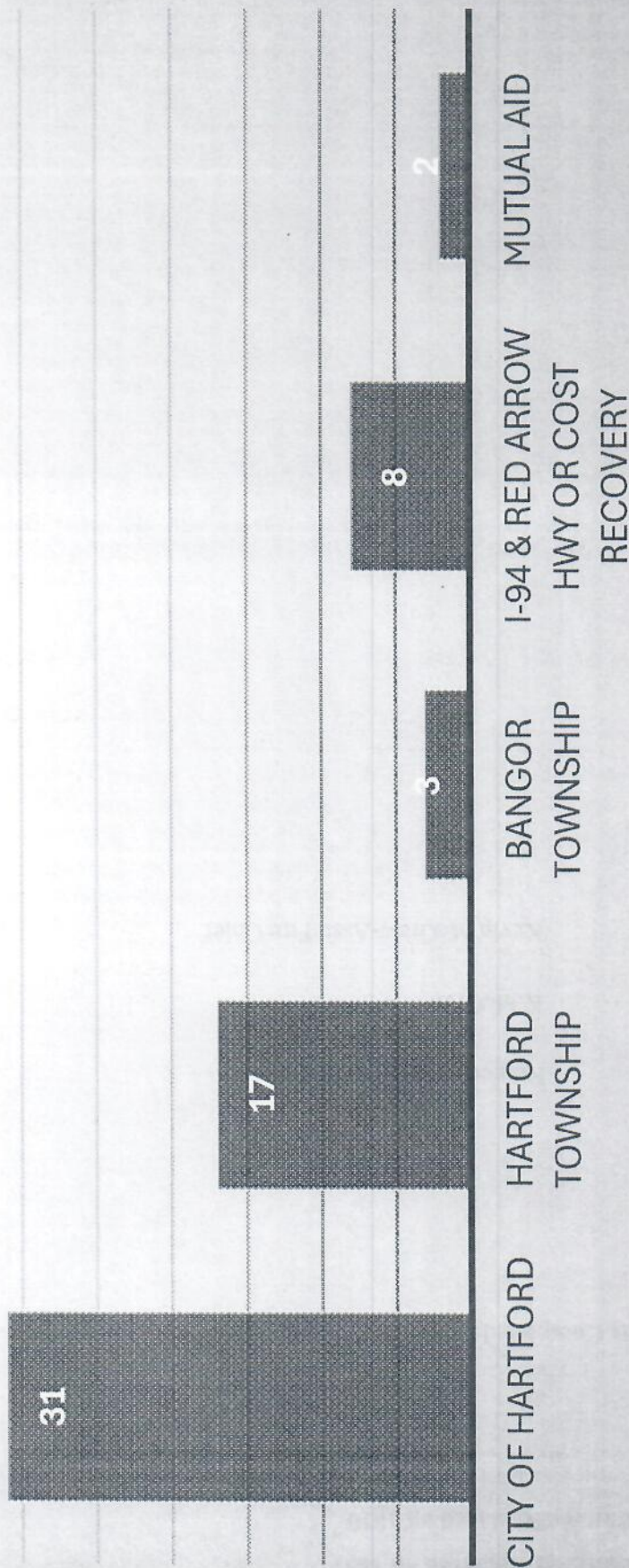


Call Breakdown by Hour

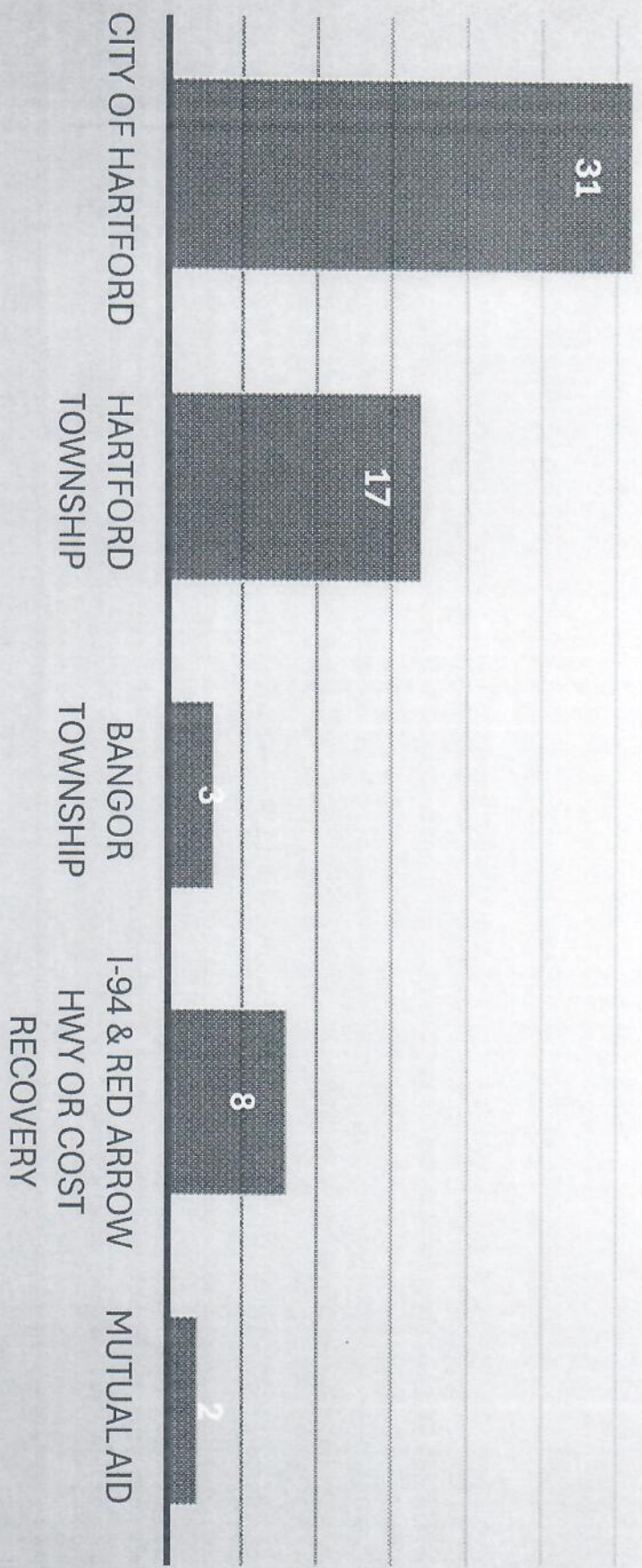
Weekdays September 2025



Breakdown of Totals Calls Per Zone September 2025



Breakdown of Totals Calls Per Zone September 2025



**Assistant Chief Report
October 2025**

Information:

- Hose Tester Delivered
- Hose Testing Conducted
- Pancake Breakfast
- Trip to Coopersville for Pre-Inspection on Mini-Pumper
- NERIS Update Webinar

Meetings Attended:

Monthly Maintenance update:

- Batteries Replaced on 1831
- Battery Replaced on 1810

Pre-plans Completed:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Elite vanburen		Pickup Zone Report - Hartford City						Item 11.
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	
Incident Dispatch Priority Patient Acuity: Critical (Priority 1)								
Response Time Avg: 5:38								
VBEMS2506757	09/03/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		Trauma/Injury: Wrist, Hand, or Fingers	4	1	
VBEMS2506764	09/04/2025	Hartford City	COREWELL WATERVLIET		Pain: Chronic Pain, Unspecified	3	1	
VBEMS2506809	09/05/2025	Hartford City	No Transport		No Apparent Illness or Injury	4	1	
VBEMS2506921	09/10/2025	Hartford City	No Transport		Chest pain, unspecified	3	1	
VBEMS2506939	09/10/2025	Hartford City	COREWELL WATERVLIET		Asthma	5	1	
VBEMS2506943	09/10/2025	Hartford City	No Transport			15	1	
VBEMS2506957	09/11/2025	Hartford City	COREWELL SAINT JOSEPH		Fever (Unknown Cause)	14	1	
VBEMS2506960	09/11/2025	Hartford City	COREWELL SAINT JOSEPH		Respiratory: COPD (Emphysema/Chronic Bronchitis)	3	1	
VBEMS2506982	09/12/2025	Hartford City	COREWELL SAINT JOSEPH		Syncope / Fainting	2	1	
VBEMS2507211	09/20/2025	Hartford City	BRONSON METHODIST HOSPITAL		Seizures: without Status Epilepticus	3	1	
VBEMS2507252	09/22/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		Nausea/Vomiting (Unknown Etiology)	2	1	
VBEMS2507289	09/23/2025	Hartford City	No Transport		Abdominal Pain/Problems	4	1	
VBEMS2507318	09/24/2025	Hartford City	No Transport		Respiratory: Asthma, Reactive Airway Disease	10	1	
VBEMS2507358	09/26/2025	Hartford City	COREWELL WATERVLIET		Abdominal Pain/Problems	2	1	
VBEMS2507426	09/28/2025	Hartford City	No Transport		Chest pain, unspecified	10	1	
							Total: 15	
							Total: 15	
Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)								
Response Time Avg: 4:50								
VBEMS2506716	09/02/2025	Hartford City	No Transport		No Apparent Illness or Injury	2	1	
VBEMS2506928	09/10/2025	Hartford City	No Transport			3	1	
VBEMS2507215	09/21/2025	Hartford City	No Transport		Weakness (Unable to Diagnosis Specific Cause)	6	1	
VBEMS2507227	09/21/2025	Hartford City	No Transport		Weakness (Unable to Diagnosis Specific Cause)	14	1	
VBEMS2507385	09/26/2025	Hartford City	COREWELL SAINT JOSEPH		Back Pain (Non-Traumatic)	3	1	
VBEMS2507387	09/27/2025	Hartford City	No Transport			2	1	
VBEMS2507428	09/28/2025	Hartford City	COREWELL SAINT JOSEPH		Drug Overdose/Use: Psychostimulant Drug (Meth, MDMA, XTC, etc.)	4	1	
							Total: 7	
							Total: 7	
Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)								
Response Time Avg: 7:15								
VBEMS2506770	09/04/2025	Hartford City	No Transport		No Apparent Illness or Injury	3	1	
VBEMS2506774	09/04/2025	Hartford City	No Transport		No Apparent Illness or Injury	2	1	
VBEMS2506862	09/08/2025	Hartford City	COREWELL WATERVLIET		Abdominal Pain/Problems	5	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 11.
VBEMS2506977	09/08/2025	Hartford City	No Transport		No Apparent Illness or Injury	7	1
VBEMS2507059	09/15/2025	Hartford City	BRONSON METHODIST HOSPITAL		Low back pain	12	1
VBEMS2507093	09/16/2025	Hartford City	BRONSON LAKEVIEW HOSPITAL		Pain: Location Not Otherwise Listed (Non-Traumatic)	5	1
VBEMS2507382	09/26/2025	Hartford City	BRONSON METHODIST HOSPITAL		Trauma/Injury: Dislocation of Hip	6	1
VBEMS2507429	09/28/2025	Hartford City	COREWELL SAINT JOSEPH		Back Pain (Non-Traumatic)	18	1
							Total: 8
							Total: 8
							Total: 30

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 Beachwood St.
621-3022
Ricky Ricks Supt.



September, 2025

MAINTENANCE DEPARTMENT

picked up brush
mowed all city properties as needed
brush chopped
prepared equip. for leaf season
weed eated along s. center st. as needed
marked miss digs for surf internet
placed new signs through out town
weed eated around all fire hydrants

WATER DEPARTMENT

Water turn off	0
Water turn on	0
Water meter repairs	0
Water leaks repaired	0
Water meters read by request	20
Water services replaced to water main	1

water meters replaced	15
Ran auxiliary well generator once a week	

MAJOR AND LOCAL STREETS

cold patched as needed
cleaned storm drains as needed

SEWER SYSTEM

Sewer mains rodded	8
Sewer services dug up and repaired	0
checked all sewers once a week, looking for back ups	

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Ricky Ricks Supt.



September, 2025

MAINTENANCE DEPARTMENT

picked up brush
mowed all city properties as needed
brush chopped
prepared equip. for leaf season
weed eaten along s. center st. as needed
marked miss digs for surf internet
placed new signs through out town
weed eaten around all fire hydrants

WATER DEPARTMENT

Water turn off	0
Water turn on	0
Water meter repairs	0
Water leaks repaired	0
Water meters read by request	20
Water services replaced to water main	1

water meters replaced	15
Ran auxiliary well generator once a week	

MAJOR AND LOCAL STREETS

cold patched as needed
cleaned storm drains as needed

SEWER SYSTEM

Sewer mains rodded	8
Sewer services dug up and repaired	0
checked all sewers once a week, looking for back ups	

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

September/October 2025 Monthly Operations Summary

City of Hartford – Drinking Water System

SUMMARY:

Certified Operator Services has completed routine monitoring, compliance, and operational activities at the City of Hartford IRP for September and October 2025, improving water quality leaving the plant and in the distribution system.

Water Quality Improvements

- **Increase chlorine dosage for oxidation to maintain a free chlorine residual after filtration and before post chlorination for disinfection** – Chlorine feed rates were adjusted to optimize iron oxidation and ensure a consistent disinfectant residual throughout the treatment process and distribution system. This change has resulted in improved chlorine stability and overall finished water quality.
- **Program and install auto-flusher controller at Four Winds Casino** – An automatic flushing controller was installed and programmed to improve turnover and maintain chlorine residuals at the distribution system's outer limits. This will support long-term distribution water quality consistency and reduce manual labor requirements.

Maintenance and Operations

- **System wide hydrant flushing and maintenance** – A full system flushing program was completed to remove accumulated sediments and ensure proper hydrant operation. The effort enhanced distribution flow, improved chlorine residuals, and verified hydrant functionality across the city.
- **Water tower inspection performed by Dixon Engineering** – Dixon Engineering conducted a detailed inspection of the water tower to assess coating conditions, structural integrity, and cathodic protection performance. Findings will guide future maintenance planning and help extend the tower's service life.
- **Increased distribution system water quality monitoring** – Additional sampling points were added to better track chlorine residuals, temperature, and aesthetic parameters throughout the distribution system. This increased data collection supports proactive water quality management and regulatory compliance.

Looking Ahead – November 2025

- **Respond to EGLE Sanitary Survey** – Draft and submit a formal response addressing identified items.
- **Continue distribution system monitoring** – Collect data to evaluate and maintain recent water quality improvements.
- **Schedule cathodic protection inspection** – Arrange testing of the water tower protection system to prevent interior corrosion



gclark@cerified-ops.com
616.916.3952

FLOWS:

- September 2025
 - Total – 6.276 MG
 - Max Daily – 0.313 MGD
 - Avg Daily – 0.209 MGD
- September 2024
 - Total – 6.17 MG
 - Max Daily - 0.243 MGD
 - Avg Daily - 0.206

September/October 2025 Monthly Operations Summary City of Hartford WWTP

SUMMARY:

Routine monitoring and compliance activities continued. The primary focus for September and October was completing maintenance of the WWTP process equipment, sludge hauling, and replacement of sludge valves. Staff is still in the process of developing an updated Lab Manual and SOP specific to the City of Hartford's WWTP.

- **Hours Worked:** Certified Operator Services staff worked 85.5 hours in September. This included time from three different staff members working on reporting, O&M tasks, and administrative duties.
- **Lab Updates:**
 - Continuing to improve lab equipment procedures and updating SOPs.
 - Cleaning the lab and disposing of expired chemicals in accordance with local, state, and federal requirements
- **IPP and Mercury:**
 - Continuing to work with F&V to update the IPP. This will be a long process due to a lot of red tape and regulatory reviews. Currently we are working on finalizing a sampling plan for the collection system.
 - Staff is working to set a meeting with AmHawk, the City, Certified Ops, and EGLE to discuss the Notice of Violation issued to AmHawk in August.
 - Mercury source identification efforts are still ongoing.
- **Operation and Maintenance:**
 - The EQ basin took more time than anticipated as we ran into some issues with supplies. The new air lines have been installed and are in operation.
 - Clarifiers have been cleaned, inspected and put back in service.
 - Sludge-wasting valves have been replaced. Once the contractors were able to get eyes on the existing valves, we were able to determine the condition of two of the four valves didn't warrant replacement at this time.
 - Sludge Hauling has been completed. BioTech pumped and land applied 0.212 MG of biosolids on one application site.

Looking Ahead to November:

This month, the focus will be on the following:

- Continuing IPP update study.
- Modernize plant and lab data storage
- Lab SOP, QA/QC, and Lab Equipment manual
- Continuing cleaning efforts



gclark@cerified-ops.com
616.916.3952

FLOW DATA

- Sept 2025
 - Total – 3.473 MGD
 - Max Daily – 0.145 MGD
 - Daily Avg – 0.116 MGD
- Sept 2024
 - Total – 5.160 MDG
 - Max Daily – 0.320 MGD
 - Daily Avg – 0.172 MGD



OCT 27, 2025
LIST OF BILLS CONTINUED
FOR FISCAL 2025-2026

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
2347 ABONMARCHE	PROFESSIONAL SERVICES FOR ELY PARK IMPROVEMENTS (SPARK)		5,700.00
2348 AMERICAN WATER WORKS	ANNUAL MEMBERSHIP DUES (12/1/2025 - 11/30/2026)		91.00
2349 ANGELA STORY	OCTOBER 2025 ASSESSING SERVICES		1,383.33
2350 AUTOWARES GROUP	OIL & AIR FILTERS FOR LEAF MACHINE		93.88
2351 BACHMAN'S WELDING	BUILDING PARTS FOR SWEEP ARMS (CLARIFIERS) AT WWTP		1,611.00
2352 BIOTECH AGRONOMICS	212,000 BIOSOLIDS LAND APPLICATION PLUS FUEL SURCHARGE (\$1136.85)		16,294.85
2353 CINTAS	FIRST AID SUPPLIES - CITY HALL	105.68	
	FIRST AID SUPPLIES - POLICE	81.67	
	FIRST AID SUPPLIES - DPW	218.02	
	UNIFORMS - DPW - 9/22/2025	66.66	
	UNIFORMS - DPW - 9/29/2025	43.89	
	UNIFORMS - DPW - 10/6/2025	65.01	
	UNIFORMS - DPW - 10/20/2025	65.01	
	UNIFORMS - WWTP - 9/22/2025	35.00	
	UNIFORMS - WWTP - 9/29/2025	35.00	
	UNIFORMS - WWTP - 10/6/2025	35.00	
	UNIFORMS - WWTP - 10/20/2025	35.00	785.94
2354 CLEVER CREATIONS DESIGNED BY K & D	EMBROIDER 14 SHIRTS PLUS REFLECTIVE POLICE ON BACK	815.00	
	EMBROIDER 8 SHIRTS PLUS REFLECTIVE POLICE ON BACK	468.00	1,283.00
2355 COMPTON	DWSRF PAY APP #1		60,120.00
2356 CORE & MAIN	TRUMBULL PENTAGON KEY (METER PIT KEY)	28.75	
	SHUT OFF WRENCH	86.69	
	BLUE & GREEN MARKING FLAGS FOR MISS DIG	125.89	241.33
2357 COREWELL HEALTH	PRE EMPLOYMENT TESTING FOR JUSTO LEDESMA - DPW		59.00
2358 DOUBLEDAY OFFICE PRODUCTS	2 WIRELESS MOUSE FOR DPW		62.70
2359 EPS SECURITY	ALARM SYSTEM MONITORING AGREEMENT 11/1/2025-1/31/2026		472.77
2360 GAGE MOTORS	OIL CHANGE FOR 2022 POLICE FORD EXPLORER		69.99
2361 HARDING'S MARKETING	CANDY FOR SCHOOL CLASS VISIT WITH POLICE DEPT		44.16
2362 HARTFORD BUILDING AUTHORITY	OCTOBER 2025 CITY HALL LEASE		4,166.67
2363 HARTFORD FIRE BOARD	OCTOBER 2025 CONTRACTUAL PAYMENT		11,152.50
2364 HUNGERFORD CPA'S	MONTHLY SERVICE FEE	1,500.00	
	SPECIAL PROJECTS (FIXED ASSETS, PREPAIDS & POLICIES	1,700.00	
	AUDIT PREP (REVIEW REQUEST LIST, ATTEND KICK OFF		
	MEETING & ASSIST L&A WITH POOLED CASH)	1,900.00	
	CONSULTING (CONSTRUCTION CODE VS ORDINANCE ENFORCEMENT	180.00	
	MEETINGS	550.00	5,830.00
2365 ICMA MEMBERSHIP RENEWALS	ANNUAL MEMBERSHIP DUES FOR CITY MANAGER (1/1 - 12/31/2026)		520.88
2366 INFRASTRUCTURE ALTERNATIVES, INC	VALVE REPLACEMENT AT WWTP		5,863.00
2367 J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
2368 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR SEPTEMBER 2025		350.05
2369 KENDALL'S SEPTIC & SEWER SERVICE	CLEAN GREASE FROM WODA LIFT STATION		375.00
2370 KUSHNER & COMPANY	MONTHLY FSA PLAN ADMINISTRATION FEE (JUNE 2025)	75.00	
	MONTHLY FSA PLAN ADMINISTRATION FEE (SEPT 2025)	75.00	150.00
2371 MATT ORVIS	MILEAGE FOR POLICE TRAINING IN GRAND RAPIDS, MI		112.70
2372 MCKENNA	EMAILS REGARDING 137 OLDS ST AND TRAILER ON 501 HILLSBOROUGH		
	PLUS BS&A TEAMS MEETING ON NEW SOFTWARE	240.00	
	RESPOND TO EMAILS AND SET UP MEETING TO DISCUSS MSHDA		
	GRANT REPORTING, PHONE CONVERSATION WITH CITY		
	MANAGER AND UPDATE PLAN REVIEW FOR 501 W MAIN	210.00	
	RESPONSE TO EMAILS REGARDING SHED AT 123 HART	120.00	
	EMAIL ZONING COMPLIANCE VERIFICATION REGARDING		
	MAPLE HILL MOBILE HOME PARK	120.00	
	FOLLOW UP EMAILS ON ADMINISTRATIVE TASKS, SETTING		
	UP APPOINTMENTS AND 302 W MAIN	60.00	
	INITIAL REVIEW OF 302 W MAIN SITE PLAN REVIEW	180.00	
	REVIEW & EMAIL RESPONSES TO CODE 151.305 USE VARIANCE		
	FOR A MOBILE HOME PARK, MOBILE HOME PARK REGULATIONS		
	151.340 & REVIEW VARIANCE VS SPECIAL LAND USE 151.201	240.00	
	CONTINUED PROGRESS ON MASTER PLAN	1,200.00	
	CONTINUED PROGRESS ON ZONING ORDINANCES	1,650.00	
	CONTINUED PROGRESS ON DDA AND TIF PLAN	1,580.00	5,600.00
2373 MI MUNICIPAL TREASURER'S ASSOCIATION	2026 ANNUAL MEMBERSHIP DUES		99.00
2374 MICHIGAN MUNICIPAL LEAGUE	ANNUAL MEMBERSHIP DUES (12/1/2025 THROUGH 11/30/2026)		2,815.00
2375 MICHIGAN OFFICE SOLUTIONS	CITY HALL COPIER MAINTENANCE AGREEMENT 10/18/2025-11/17/2026	585.91	
	CITY HALL COPIER OVERAGES 7/18-10/17/2025	673.79	
	POLICE COPIER MAINTENANCE AGREEMENT 10/24/2025-1/23/2025	336.36	1,596.06
2376 MIDWAY ELECTRIC	RELAY SWITCH - WWTP	373.40	
	NEW LIGHT FIXTURE - WWTP	414.95	788.35
2377 MILLER CONSTRUCTION	NEW ROOF ON LAB AT WWTP		6,300.00
2378 NICOL PULLUAM	MILEAGE TO & FROM MI PLANNING ASSOC CONFERENCE IN KAZOO	54.60	
	MILEAGE TO & FROM MML CONVENTION IN GRAND RAPIDS	102.20	156.80
2379 NYE UNIFORM CO	GOLD NAME PLATE FOR CHIEF WILLIAMS	24.86	
	SILVER NAME PLATE FOR OFFICER HAMRE	18.30	
	SILVER NAME PLATE FOR OFFICER ORVIS	18.30	61.46



OCT 27, 2025
LIST OF BILLS CONTINUED
FOR FISCAL 2025-2026

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
23810 PAM SHULTZ	MILEAGE TO & FROM MMTA FALL CONFERENCE CONFERENCE AT SHANTY CREEK RESORT (BELLAIRE, MI)		285.60
2381 PC SERVICES	TP-LINK 4 PORT UNMANAGED SWITCH, 20 FOOT ETHERNET CABLE PLUS I.T. HOURS 8/26 THROUGH 10/6/2025		622.47
2382 PEERLESS MIDWEST	TEST & SERVICE 3 WELLS AND PUMPS	325.00	
	OVERHAUL WELL #4 (IRP) PLUS REPAIRS	29,950.00	30,275.00
2383 R.A. MORT SUPPLY CO	PARTS FOR WWTP (STRAPS, HANGERS & PVC 80 BALL VALVES)	955.80	
	MATERIALS FOR EQ TANK AERATION	3,220.84	4,176.64
2384 RATHCO SAFETY SUPPLY CO	ONE WAY SIGN		41.69
2385 RHONDA SMITH	BALANCE OF WATER DEPOSIT REFUND FOR 215 BERNARD		140.00
2386 THE TRI CITY RECORD	NOTICE OF REGISTRATION AD FOR ELECTION		225.00
2389 TOM NEWNUM	CLEAN CITY HALL 10/15/2025	50.00	
	CLEAN CITY HALL 10/22/2025	50.00	100.00
2390 USA BLUEBOOK	2 TNT CHLORIDE FOR WWTP LAB	244.70	
	HYDRANT BACKFLOW PREVENTER & SLOW CLOSING GATE VALVE	1,658.18	
	ALL NEW GLASS FOR WWTP LAB TESTING	1,226.76	3,129.64
2391 VAN BUREN COUNTY CLERK	VOTER'S CARD PRINTING FOR QUARTER ENDING 9/30/2025		33.25
2392 VILLAGE OF PAW PAW LABORATORY	SEPTEMBER 2025 LAB ANALYSIS		120.00
2393 WATER SOLUTIONS UNLIMITED	190 GAL SODIUM BISULFITE & 8 DRUMS SODIUM HYPO FOR WWTP	2,412.31	
	PHOSPHATES, CHLORNE & FLUORIDE FOR IRP	4,009.04	6,421.35
2394 WIGHTMAN & ASSOCIATES	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT	57,350.85	
	PROJECT 240994 60TH AVE SIDEWALK EXTENSION	500.00	
	PROJECT 202307 DWAM GRANT APPLICATION	393.75	
	PROJECT 251153 W MAIN ST IMPROVEMENTS	20,964.75	
	PROJECT 251153 W MAIN ST IMPROVEMENTS	30,770.20	109,979.55
TOTAL OF CHECKS TO BE WRITTEN ON OCT 28, 2025			\$ 291,425.61

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

9/17/2025 CHIPOTLE	MEAL FOR CITY MANAGER WHILE AT CONVENTION	17.76
9/18/2025 EMBASSY SUITES RESTAURANT	2 MEALS FOR CITY MANAGER WHILE AT CONVENTION	46.16
9/19/2025 AMWAY GRAND PLAZA	HOTEL ACCOMODATIONS FOR CITY MANAGER CONVENTION	419.76
9/24/2025 SHANTY CREEK RESORT HOTEL	HOTEL ACCOMODATIONS FOR TREASURER'S CONFERENCE	513.00
9/22/2025 LUCKY'S STEAKHOUSE	MEAL FOR SGT POOLE WHILE AT TRAINING	24.37
9/23/2025 LUCKY'S STEAKHOUSE	MEAL FOR SGT POOLE WHILE AT TRAINING	24.37
9/24/2025 LUCKY'S STEAKHOUSE	MEAL FOR SGT POOLE WHILE AT TRAINING	28.09
9/25/2025 OLIVE GARDEN	MEAL FOR SGT POOLE WHILE AT TRAINING	27.72
9/26/2025 COMFORT INN - OKEMOS	HOTEL ACCOMODATIONS FOR SGT POOLE TRAINING	363.80
9/26/2025 AMAZON.COM	LABELS FOR DYMO MAILER MACHINES	106.99
10/1/2025 USDA	SEWER BOND 92-11 PAYMENT AUTO DEDUCTION	40,743.75
10/1/2025 USDA	SEWER BOND 92-13 PAYMENT AUTO DEDUCTION	27,220.00
10/5/2025 GRAMMARLY	MONTHLY SUBSCRIPTION FEE AUTO DEDUCTION	30.00
10/10/2025 TRU BY HILTON	HOTEL ACCOMODATIONS FOR OFFICER ORVIS TRAINING IN GR	109.81
10/7/2025 UNITED STATES POSTAL SERVICE	CERTIFIED LETTER TO 10 W MAIN ST	6.08
10/9/2025 UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL PLANNING COMMISSION PACKETS	15.46
10/13/2025 MEXO	MEAL FOR OFFICER ORVIS WHILE AT TRAINING	13.78
10/13/2025 JETS PIZZ	MEALS FOR OFFICER ORVIS WHILE AT TRAINING	34.92
10/14/2025 JIMMY JOHNS	MEAL FOR OFFICER ORVIS WHILE AT TRAINING	13.03
10/15/2025 AMAZON.COM	CUFF HOLDERS AND PEPPER SPRAY HOLDERS FOR POLICE	225.69

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS \$ 69,984.54

TOTAL PAYROLL SEPT 13, 2025 THROUGH OCT 17, 2025
(5 WEEKS) \$ 88,196.45

TOTAL OF CHECKS TO BE WRITTEN 10/28/25,
DEBIT/AUTOMATIC PMT TRANSACTIONS & PAYROLL \$ 449,606.60

GRAND TOTAL FOR OCTOBER 2025 - FISCAL 2025-2026 \$ 1,504,206.79



OCT 27, 2025
LIST OF BILLS
FOR FISCAL 2025-2026

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
2317 AT & T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 7/12-8/11/2025		452.68
2318 BEST WAY DISPOSAL	CITY HALL TRASH SERVICE FOR SEPTEMBER 2025	119.68	
	DPW TRASH SERVICE FOR SEPTEMBER 2025	162.34	
	WWTP TRASH SERVICE FOR SEPTEMBER 2025	124.26	406.28
2319 BLUE CARE NETWORK	OCTOBER 2025 HEALTH INSURANCE		14,590.86
2320 CERTIFIED OPERATOR SERVICE, LLC	SEPTEMBER 2025 WWTP & IRP CONTRACTUAL SERVICES		12,500.00
2321 CONSUMERS ENERGY	CITY HALL GAS BILL 8/22-9/19/2025	36.70	
	DPW GAS BILL 8/22-9/19/2025	18.00	
	IRP GAS BILL 8/22-9/19/2025	30.46	85.16
2322 CURCIO LAW	JULY 2025 LEGAL SERVICES	144.00	
	AUGUST 2025 LEGAL SERVICES	558.00	
	SEPTEMBER 2025 LEGAL SERVICES	612.00	1,314.00
2323 DELTA DENTAL	OCTOBER 2025 DENTAL INSURANCE		833.36
2324 DICKINSON WRIGHT	DWSRF BOND ISSUANCE FEES		20,500.00
2325 ENTERPRISE ENVELOPE	NICOL BUSINESS CARDS WITH NEW LAST NAME		76.00
2326 FRONTIER	IRP INTERNET 9/16-10/15/2025	122.98	
	IRP LOCAL PHONE 9/19-10/18/2025	128.83	
	DPW LOCAL PHONE 9/25-10/24/2025	124.33	376.14
2327 INDIANA MICHIGAN POWER	AUGUST 2025 ELECTRIC BILLS		6,604.39
2328 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 9/30/2025 (1.5 HRS)	45.00	
	CLEANING AT CITY HALL & POLICE STATION ON 10/9/2025 (4 HRS)	120.00	165.00
2329 MIKE BANIC	OCCUPANCY INSPECTIONS 10/8/2025		120.00
2330 MUTUAL OF OMAHA	OCTOBER 2025 LIFE & DISABILITY INSURANCE		601.74
2331 NEXT STEP INSPECTIONS	ELECTRICAL PERMIT #PE25-0007 - CASEY'S		1,788.00
2332 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 9/30/2025 (1.5 HRS)	45.00	
	CLEANING AT CITY HALL & POLICE STATION ON 10/9/2025 (4 HRS PLUS HALF HOUR SHORTED IN JULY)	135.00	180.00
2333 TOM NEWNUM	CLEAN CITY HALL 9/24/2025	50.00	
	CLEAN CITY HALL 10/1/2025	50.00	
	CLEAN CITY HALL 10/8/2025	50.00	150.00
2334 TRACE ANALYTICAL LABORATORIES	WWTP SULFATE TESTING - 9/8/2025	58.75	
	IRP WATER SAMPLE TESTING - 9/12/25 (ANIONS & ALKALINITY)	103.40	
	COLLECTION SYSTEM MERCURY TESTING - 9/17/2025	409.50	
	AMHAWK HgT LOW LEVEL TESTING - 9/12/2025	232.50	
	IRP WATER SAMPLE TESTING - 9/17/25 (ANIONS & ALKALINITY)	103.50	
	IRP WATER SAMPLE TESTING -10/1/2025 (ANIONS & ALKALINITY)	226.50	1,134.15
2335 VAN BUREN COUNTY DISPATCH	VERIZON MODEMS 6/24-7/23/2025	88.80	
	VERIZON MODEMS 7/24-8/23/2025	88.80	
	VERIZON MODEMS 8/24-9/23/2025	88.80	266.40
2336 VILLAGE OF PAW PAW LABORATORY	AUGUST 2025 LAB ANALYSIS		120.00
2337 VISION SERVICE PLAN	OCTOBER 2025 VISION INSURANCE		106.08
2338 WALTER DE VISSER JR	MECHANICAL INSPECTION - 115 N CENTER		129.50
2339 BLOOMINGDALE COIMMUNICATIONS	PHONE & INTERNET SERVICE FOR SEPTEMBER 2025		378.34
2340 BLUE CARE NETWORK	NOVEMBER 2025 HEALTH INSURANCE		13,241.17
2341 BLUE CROSS BLUE SHIELD	NOVEMBER 2025 HEALTH INSURANCE FOR CITY MANAGER		1,018.77
2342 KROHN EXCAVATING	PAY APP #1 FOR DWSRF		250,405.12
2343 TRACE ANALYTICAL LABORATORIES	AMHAWK TESTING - 9/25/2025		472.00
2344 DELTA DENTAL	NOVEMBER 2025 DENTAL INSURANCE		568.55
2345 HUNTINGTON BANK	PAYOFF DWSRF BAN PLUS INTEREST		725,957.75
2346 TRACE ANALYTICAL LABORATORIES	WWTP SULFATE TESTING - 10/7/2025		58.75
TOTAL OF CHECKS ALREADY WRITTEN			\$ 1,054,600.19

CITY OF HARTFORD
INVESTMENT REPORT AS OF SEPTEMBER 30, 2025

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
CD'S								
\$ 250,000.00	CD	STURGIS BANK	12/3/2024	7 MONTHS	4.05%	6/27/2025	-	-
		STURGIS BANK	6/30/2025	7 MONTHS	4.05%	1/27/2026		\$ 250,000
\$ 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		
		CONSUMERS CU	6/25/2025	18 MONTHS	3.85%	12/25/2026		\$ 201,914
\$ 250,000.00	CD	HONOR CU	10/28/2024	12 MONTHS	4.40%	10/28/2025		\$ 260,070
FUNDS								
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)								
								\$ 543,198
TOTAL INVESTMENT AT MARKET VALUE AS OF SEPTEMBER 30, 2025								
								\$ 1,255,182

*THIS IS AN INCREASE OF \$17,156.00 FROM LAST QUARTER
CONSUMERS CU EARNED \$1914.00 FROM LAST QUARTER
HONOR CU EARNED \$2807.00 FROM LAST QUARTER
OAKLEAF MUTUAL FUNDS EARNED \$12,435.00 FROM LAST QUARTER



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

City Manager's Monthly Update Staff Update

October 27, 2025

West Main Street Improvements – W. City Limits to Center Street:

See Wightman's Report

Audit:

Staff is working with our auditor's L&A by providing them with the requested information. The auditors worked in the office for one week. Hungerford is assisting with the audit.

Spark Grant/DNR/Council Michigan Foundations:

Abonmarche has rewritten the request for proposal. City and CMF have approved the proposal. The bids are due next week. Staff sent local contractors a link to the RFP.

Master Plan:

Please see the attached presentation from McKenna to the Planning Commission.

BS&A:

All staff are learning the new system.

Surf Internet:

A groundbreaking ceremony was requested and completed this month. DPW staff stayed ahead of Surf with marking water lines. I want to give praise to the DPW staff,

Casey's Groundbreaking:

Staff working with Casey's contractors regarding the installation of a Casey's sign. It will go before the Zoning Board of Appeals for a variance request.

60th Street Sidewalk Extension:

See Wightman's project update

Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update:

See Wightman's update

Drinking Water Asset Management (DWAM):

See Wightman's update

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

www.cityofhartfordmi.org

Sanitary Sewer Survey:

The city had a sanitary sewer survey performed on September 2nd by EGLE, which means a survey of the city's water supply system. The report presented the final Findings, discuss areas of improvement, and identify timelines for corrective actions. Quentin and I were in attendance, and Ricky attended a portion of the meeting for experience. The results came back as follows: four deficiencies, eight items to follow up with EGLE on, and eight recommendations. The city has until November 20th to give EGLE a written response to the deficiencies. A copy of the report is available in the manager's office for your review.

- Met with WWTP and IRP staff for updates
- Signed contract modification for DWSRF
- Signed reimbursement #1 for DWSRF project
- Attended MML Annual Convention
- Attended MAP Conference
- Met with Dewpoint
- Met with Hungerford
- Met with L&R
- Met with staff – personnel issues
- Interviewed for DPW positions
- Completed the Onboarding process for new employees
- Spoken with several potential developers regarding properties on the auction in Downtown
- Met with McKenna and a potential developer regarding the property on Center Street

Respectfully Submitted,



Nicol Pulluam
City Manager

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

GOALS		STEPS TO REACH GOAL		WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER
1	Downtown Buildings	Investigate ownership of downtown business owners	Community Office, State Land Bank, MEDC, MSHDA Business Owners	McKenna	Have not started Signed contract with McKenna	Have not started	Have not started	Will start next month for a winter project
	Update DDA Plan	Send letter, call, or meet with building owners to discuss plans			Have not started	Have not started	Have not started	Planning for Spring 2026
	Setup a meeting with local and state agencies to talk about funding	Have not started			Have not started	Have not started	Planning for Spring 2026	
	Hired McKenna to complete the plan	Meeting was canceled			Board approved an amendment to McKenna's contract	Did not have a quorum		
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Community meeting	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing the proposed zoning ordinance, land use, and zoning map	
3	DPW Safety Training for Staff	Look for safety videos	DPW Supervisor MML	Have not started	Meet MML insurance Liability representative. He showed me where to find the safety videos that MML has online.	I have safety videos to share with DPW superintendant	I have safety videos to share with DPW superintendant	
		Watch safety videos - current employees						
		New Employees watch safety videos						CM and DPW Super. meet to discuss a plan.
		Start Jan. 2026	Start Jan. 2026					
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor	Brian Matthews RoxAann	Brain met with prosecutor. Meeting with an attorney to review proposal	Traning on CD module with BS&A	Traning on CD module with BS&A	Learning CD module of BS&A	
		Find an attorney that help with enforcment			Chief has implemented a violation template for his staff			
		Compare City forms with other communities						
5	WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab.	Purchase new lab equipment	Quentin Clark	Engineering company recommendaton for IPP is gong before the commisson on July	Ordering lab equipment	Ordering lab equipment	EQ Tank and Clarifiers are running. Lab equipment is being ordered.	

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER
	Update IPP, Update Sewer Ordinance, and update local limits	Staff clean out old files and create new fileing system Hire cleaning company for a deep Clean	WWTP staff F&V Wightman - Mary James J.	New Operator becoming familiar with plant	Scheduled meeting with F&V Have not started	Staff meet with F&V to kick-off IPP IPP violation letter was mailed out Have not started	Follow-up via email on IPP violation letter. Staff is starting to clean the lab and order liners for shelves and disposing old supplies and chemicals.
6	Police Dept - Millage vs Special Assessment DPW - Millage vs Special Assessments	Survey the community regarding millage vs Special Assessment Increase Millage - Headlee Amendment	Roger Swet Brian Matthews Ricky Ricks Marketing ompany Deputy Clerk	Talking to commissioners regarding various options	Holding until December to start planning Holding until December to start planning	Holding until December to start planning Holding until December to start planning	Holding until December to start planning Holding until December to start planning
7	Update Employee Handbook	Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	Nick Curio Dept Head Staff	Have not started	Have not started	Have not started	Have not started
8	Provide staff support in the Treasurers' Dept.	Training for the Treasurer on posting adjustments before audit. Review and update policies and processes in the Treasury Dept. Setup a process for year end	Hungerford Pam Schultz Deputy Clerk	Signed contract with Hungerford staff Staff started meeting wth Hungerford staff	Submitted June anaylsis and discussed	Kick-off meeting with auditors & Hungerford for the audit	Hungerford is working with L&A to assist Pam with the information that is needed for the audit



City of Hartford
Project Updates
September 19, 2025

Project: Drinking Water Asset Management (DWAM)
Project Budget: \$375,000
Funding: EGLE DWAM grant - \$375,000
Contractor: Plummer's Environmental Services
Award Amount: \$210,200.00; modified to \$290,100
Scope: Investigate approximately 20% of the "unknown" (lead, galvanized, copper, plastic, other) water services. Investigation locations include in the building and two potholes on either side of the curb stop. Use the findings to estimate the number of needed water service replacements due to lead and update the Capital Improvements Plan (CIP) within the City's Water Asset Management Plan (AMP). Then update the rate analysis to account for the needed lead service line replacements.

Schedule: The original 20% of service inspections has been completed. Plummers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to August 15, 2025 to allow for additional service inspections – approximately 150 (89 are completed) interior inspections (Point 1) and 150 (150 are completed) street side inspections (Point 3).

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

Project: 60th Avenue Sidewalk Extension
Project Budget: \$224,000
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: Krohn Excavating, LLC
Award Amount: \$170,512.00
Scope: Construct approximately 1,800' of 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. The City received confirmation that the grant will cover both design and construction engineering services so the cost to the City should be about \$24,000.

Schedule: The contractor began July 21. The project is expected to be completed next week and a final inspection is scheduled for August 28, 2025. The final completion date was August 29, 2025. The contractor has one remaining punch list item to complete and then the project will be closed out.

Wightman Project Manager: Kyle Owen, P.E., kowen@gowightman.com, 269-312-4859

September 19, 2025

Page 2

Project: Lead Service Line Replacements (LSLR) & Water System Improvements

Project Budget: Estimated \$11.76M

Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant

Contractors: Contract A (LSLR): Compton, Inc.
 Contract B (Water Main Replacement): Kalin Construction Co., Inc.
 Contract C (Water Main Replacement): Krohn Excavating, LLC
 Contract D (Controls & Instrumentation): L.D. Docsa Associates, Inc.

Award Amount: Contract A – \$4,540,787.50
 Contract B – \$2,979,063.00
 Contract C – \$2,507,461.50
 Contract D – \$509,150.00

Scope: The goal of this project is to replace all of the lead service lines within the City's system, replace select water main, and minor water plant improvements. As part of the project, the City approved roadway improvements at a maximum cost \$1.5M at the February 2025 Commission meeting. This includes the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the sanitary sewer laterals will be replaced due to the pipe materials and their age.

Schedule: Preconstruction meetings have been held for Contracts A, C, and D. The preconstruction meeting for Contract B will be scheduled for 2026 as Kalin doesn't plan to start work until next year.

Krohn has begun work on Bernard Street and plans to complete work from Mary Street through the S. Maple Street intersection through the HMA leveling course this construction season. Water main at the Mary Street intersection has been installed and passed pressure testing and Krohn plans to have the water main installed to Franklin Street by September 19 with testing to follow. Storm sewer and sanitary sewer lateral work are underway. On-site progress meetings occur every two weeks.

Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082; Mary Nykamp, P.E. for the IRP work, mnykamp@gowightman.com, 269-209-6406

September 19, 2025

Page 3

Project: W. Main Street Improvements – West City Limits to Center Street

Project Budget: Estimated \$2.755M

Funding: MEDC CDBG \$2,491,110; City \$307,890

Contractors: TBD

Award Amount: TBD

Scope: The City submitted an application and recently received an invitation to continue with the application process for funding through the CDBG program. This is the same program that funded the Linden Street and Clark Street improvements (the City has used this resource for 10+ projects in the past 25 years). The water main between Marion Avenue and Center Street will be replaced with a new 12" ductile iron water main, including approximately 200' in each direction at Center Street (north, east, and south). All water services will also be replaced. As part of the project, the water main would be installed beneath the CSX crossing. Most of the existing curb and gutter will remain, but the entire roadway will be reconstructed. The project would be constructed during the 2026 construction season.

Schedule: The City has awarded service contracts for engineering, Environmental Review, Section 106, and Certified Grant Administrator, all with MEDC approval.

The pavement borings have been completed and most of the topographic survey has been completed. The survey work should be completed by the end of September and design will commence.



City of Hartford
Project Updates
October 20, 2025

Project: Drinking Water Asset Management (DWAM)
Project Budget: \$375,000
Funding: EGLE DWAM grant - \$375,000
Contractor: Plummer's Environmental Services
Award Amount: \$210,200.00; modified to \$290,100
Scope: Investigate approximately 20% of the "unknown" (lead, galvanized, copper, plastic, other) water services. Investigation locations include in the building and two potholes on either side of the curb stop. Use the findings to estimate the number of needed water service replacements due to lead and update the Capital Improvements Plan (CIP) within the City's Water Asset Management Plan (AMP). Then update the rate analysis to account for the needed lead service line replacements.

Schedule: The original 20% of service inspections has been completed. Plummers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to August 15, 2025 to allow for additional service inspections – approximately 150 (89 are completed) interior inspections (Point 1) and 150 (150 are completed) street side inspections (Point 3). We are awaiting close-out documents from EGLE.

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

Project: 60th Avenue Sidewalk Extension
Project Budget: \$224,000
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: Krohn Excavating, LLC
Award Amount: \$170,512.00
Scope: Construct approximately 1,800' of 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. The City received confirmation that the grant will cover both design and construction engineering services so the cost to the City should be about \$24,000.

Schedule: The contractor began July 21. A final inspection was held on August 28, 2025. The final completion date was August 29, 2025. The contractor has one remaining punch list item to complete and then the project will be closed out.

Wightman Project Manager: Kyle Owen, P.E., kowen@gowightman.com, 269-312-4859

October 20, 2025

Page 2

Project: Lead Service Line Replacements (LSLR) & Water System Improvements

Project Budget: Estimated \$11.76M

Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant

Contractors: Contract A (LSLR): Compton, Inc.
 Contract B (Water Main Replacement): Kalin Construction Co., Inc.
 Contract C (Water Main Replacement): Krohn Excavating, LLC
 Contract D (Controls & Instrumentation): L.D. Docsa Associates, Inc.

Award Amount: Contract A – \$4,540,787.50
 Contract B – \$2,979,063.00
 Contract C – \$2,507,461.50
 Contract D – \$509,150.00

Scope: The goal of this project is to replace all of the lead service lines within the City's system, replace select water main, and minor water plant improvements. As part of the project, the City approved roadway improvements at a maximum cost \$1.5M at the February 2025 Commission meeting. This includes the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the sanitary sewer laterals will be replaced due to the pipe materials and their age.

Schedule: Preconstruction meetings have been held for Contracts A, C, and D. The preconstruction meeting for Contract B will be scheduled for 2026 as Kalin doesn't plan to start work until next year.

Krohn has begun work on Bernard Street and plans to complete work from Mary Street through the S. Maple Street intersection through the HMA leveling course this construction season. Water main from Mary to S. Maple has been installed, pressure tested, and bacti tested. Krohn is working on the remaining water services. All sanitary sewer services have been installed. Storm sewer is almost completed for this current section. Some curb has been poured and the contractor will continue with concrete work. On-site progress meetings occur every two weeks.

Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082; Mary Nykamp, P.E. for the IRP work, mnykamp@gowightman.com, 269-209-6406

October 20, 2025

Page 3

Project: W. Main Street Improvements – West City Limits to Center Street

Project Budget: Estimated \$2.755M

Funding: MEDC CDBG \$2,491,110; City \$307,890

Contractors: TBD

Award Amount: TBD

Scope: The City submitted an application and recently received an invitation to continue with the application process for funding through the CDBG program. This is the same program that funded the Linden Street and Clark Street improvements (the City has used this resource for 10+ projects in the past 25 years). The water main between Marion Avenue and Center Street will be replaced with a new 12" ductile iron water main, including approximately 200' in each direction at Center Street (north, east, and south). All water services will also be replaced. As part of the project, the water main will be installed beneath the CSX crossing. Most of the existing curb and gutter will remain, but the entire roadway will be reconstructed. The project would be constructed during the 2026 construction season.

Schedule: The City has awarded service contracts for engineering, Environmental Review, Section 106, and Certified Grant Administrator, all with MEDC approval.

The pavement borings have been completed and the topographic survey has been completed. The survey has been completed and design is underway. A design review meeting with City staff is scheduled for September 29.

CITY OF HARTFORD
BUSINESS MEETING MINUTES
PROPOSED SEPTEMBER 22, 2025

Item 20.

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

Commissions Absent:

Staff Present: Matthews; Ricks; Rodney-Isbrecht;

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

Pledge of Allegiance was said.

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

Motion carried 7 – 0

Guests:

Public Comment:

Communications:

- AEP Transmission Rebuild Project – EGLE Permit Request
- November 4, 2025 Election – Absent Voter Ballot Available; Write-in Candidate Deadline October 24, 4pm.
- City Hall Closed in Observance of Columbus Day October 13, 2025
- Planning Commission Meeting October 20, 2025 – Moved Due to Columbus Day
- Trick or Treating 10/31/2025 6pm-8pm
- Clerk Rodney-Isbrecht attended the First Bureau of Elections Clerk Conference on September 2-3 and gave an update to the Commission on some of the classes attend

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

- Planning Commission – August 11, 2025 Minutes
- A. **Police & Ordinance** – Chief Brian Matthews, report on file; training update; budget constraints, researching options for police vehicles; blight ordinance violations & compliance follow-up; waiting on new firearm deliver.
- B. **Fire Department** – Robbie Harting, Chief, report on file; flu-shot clinic & car seat check-up were successful; preparing for Fire Prevention Week. & Pancake Breakfast on October 5; Mini-Pumper purchase and borrowing for purchase; outfitting the mini-pumper; 2024/2025 Audit has been completed.
- C. **Ambulance** – report on file
- D. **Van Buren County** – no representative
- E. **Public Works** – Ricky Ricks Supervisor, report on file, preparing for brush & leave pick-up; many projects & contractors in the City.
- F. **Iron Removal Plant** – no representative, report not available
- G. **Wastewater Treatment Plant** – no representative, report not available
- H. **Treasurers, Investment & List of Bills** – List of Bills \$459,779.07; Commissioners would like to see two separate reports one for Checks already Written and one for checks to be written.
- I. **City Manager** –report on file – Center & Main Street; Met with Eric Blocker and the Hartford Legion on the placement of flag retirement project; Audit; BSA Conversion & Training; Spark Grant; Master Plan; Surf Internet; Casey's, Groundbreaking; Wightman's Project Updates;

Approval of Commission Minutes:

CITY OF HARTFORD
BUSINESS MEETING MINUTES
PROPOSED SEPTEMBER 22, 2025

Item 20.

Motion by Commissioner Aranda, supported by Commissioner Spoula, to approve the minutes of the August 25, 2025 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 - 0

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to approve the minutes of the September 8, 2025 3:30pm special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Morsaw, supported by Commissioner Miller, to approve the minutes of the September 8, 2025 4:00pm special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 - 0

Motion by Commissioner Aranda, supported by Commissioner Danger, to approve the minutes of the September 8, 2025 special closed session business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 - 0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the September 22, list of bills in the amount of \$459,779.07.

Motion carried 7 – 0

Motion by Commissioner Aranda, supported by Commissioner Miller, to accept the August 2025 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives: None Discussed

Old Business: None Discussed

New Business:

- Discuss & Consider – Christmas Decorations.
Discussion: Christmas Décor by Naylor Landscape proposal to decorate City Hall for \$3,318 and Ely Park in the amount of \$2,960. Council did not support the cost of decorating.

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider - Resolution 2025 – 066

Motion by Commissioner Miller, Failed.

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Danger, to adjourn the meeting at 6:12pm.

Motion carried 7 – 0

Respectfully Submitted,
RoxAnn Rodney-Isbrecht, City Clerk



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

TO: Mayor Hall and the Hartford City Commission

FROM: Nicol Pulluam, City Manager 

DATE: October 27, 2025

RE: **SUPPORT THE RED ARROW CONVOY SPECIAL EVENT**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to support the Red Arrow Convoy special event application.

DISCUSSION:

The City Manager has received a request from the Van Buren County Road Commission, which involves the cities of Hartford and Antwerp and the villages of Paw Paw and Lawrence, to support the Red Arrow Convoy. This event will feature a lighted semi-truck parade for community entertainment along Red Arrow Highway, from Oshtemo to I-96 in Coloma. The special event is scheduled for December 6, 2025, and will begin at 6:00 PM.

Additionally, the Hartford Public Library will host its annual Christmas in Hartford celebration on the same day, starting at 5:00 PM.

RECOMMENDATION:

The City of Hartford City Commission supports the Red Arrow Convoy special event application for the lighted semi-truck parade.



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Pulluiam, City Manager 

DATE: October 27, 2025

RE: **ADOPTION OF CITY OF HARTFORD'S FLEXIBLE BENEFITS PLAN**

ITEM BEFORE THE COMMISSION:

The City Commission approves the adoption of the City of Hartford Flexible Benefit Plan Agreement.

DISCUSSION:

The City of Hartford would like to offer our employees another year to sign up for the flexible spending account (FSA). The FSA will allow employees to save on medical costs and dependent care assistance with a tax benefit. The IRS allows employers to provide access to two money-saving, tax-favored tools to save money on things you already pay for. The two accounts are the Health FSA and the Dependent Care Reimbursement Account. The Health FSA allows employees to reimburse themselves for eligible, medically necessary expenses that are either not covered or are not reimbursed by any other source, up to the plan's annual maximum. The benefits consist of the following.

Health Care FSA

- Pre-tax account (set aside dollars pre-tax)
- Elect up to \$3,300 (set by the IRS each year). Balance available right away! Pay back through payroll.
- Use to pay for eligible medical, dental, and vision expenses you already pay for but save 25-30% in taxes!
 - Eligible expenses to “treat or prevent a physical or mental defect or illness”, including medical, prescription drugs, dental, vision, and over-the-counter drugs (without a prescription). See IRS Pub. 502 for more.
- Use-it-or-lose-it rule, but typically with either:
 - Carryover Rule that allows carryover of up to \$660 to next year
 - 2 ½ month Grace Period that allows claims through 2 ½ months after end of plan year

Dependent Care Assistance Plan

- Reimburse expenses incurred for the care of a qualifying dependent.
- Pre-tax account (set aside dollars pre-tax)
- Elect up to \$5,000 (set by the IRS each year).
- Eligible expenses generally include those that you incur to be gainfully employed and for the care of your dependent who is under age 13, or your spouse or dependent who lives

with you and who is physically or mentally incapable of caring for themselves. Expenses incurred for overnight camp are not eligible for reimbursement. A dependent is generally someone whom you may claim as a dependent on your federal tax return.

The city will continue to have the FSA administered by Kushner and Company. Kushner would like to offer the city a short-term plan to ensure it is on the fiscal year schedule. Therefore, the agreement will be as follows: a short-term plan from January 1, 2026, to June 30, 2026, with an annual fee of \$400 and an FSA of \$4.50 monthly processing fee per employee.

RECOMMENDATION:

The Hartford City Commission approves the adoption of the City of Hartford Flexible Benefits Plan Agreement and gives the city manager authority to execute it.

CITY OF HARTFORD FLEXIBLE BENEFIT PLAN ADOPTION AGREEMENT

TABLE OF CONTENTS

COMPANY INFORMATION	1
PLAN INFORMATION.....	1
A. GENERAL INFORMATION AND DEFINITIONS	1
B. ELIGIBILITY	2
Eligible Employees	2
Excluded Employees	3
Leave of Absence under FMLA	3
Non-FMLA	3
Termination of Participation	3
Reemployment	4
C. PARTICIPATION ELECTIONS.....	4
Failure to Elect (Default Elections).....	4
Change in Status.....	4
D. PREMIUM CONVERSION ACCOUNT	4
Contracts for Reimbursement.....	4
Enrollment.....	5
Contributions.....	5
E. FLEXIBLE SPENDING ACCOUNTS	5
Employer Contributions	5
Eligible Expenses.....	6
Expenses Not Eligible for Reimbursement	7
Reimbursement	7
Grace Period.....	7
Run Out Period.....	7
Automatic Payment of Claims	8
Carryover	8
Termination of Employment	8
Qualified Reservist Distributions	8
F. HEALTH SAVINGS ACCOUNT (HSA Account) (Article 9)	8
Employer Contributions	8
G. FLEXIBLE BENEFIT CREDITS (Flex Credits) (Section 11.01)	9
Health Flex Contribution.....	9
Cash Outs	9
H. PURCHASE AND SALE OF PAID TIME OFF (PTO) (Section 11.02)	10
Purchase of PTO	10
Sale of PTO	10
Carryover of PTO.....	10
I. MISCELLANEOUS.....	10
Plan Administrator Information	10
J. EXECUTION PAGE	12

ADOPTION AGREEMENT CAFETERIA PLAN

The undersigned adopting employer hereby adopts this Plan. The Plan is intended to qualify as a cafeteria plan under Code section 125. The Plan shall consist of this Adoption Agreement, its related Basic Plan Document and any related Appendix and Addendum to the Adoption Agreement. Unless otherwise indicated, all Section references are to Sections in the Basic Plan Document.

COMPANY INFORMATION

1. Name of adopting employer (Plan Sponsor): City of Hartford
2. Address: 19 W. Main Street
3. City: Hartford
4. State: MI
5. Zip: 49057
6. Phone number: 269-621-2477
7. Fax number: _____
8. Plan Sponsor EIN: 38-6004618
9. Plan Sponsor fiscal year end: 06/30
10. Entity Type:
 - a. Plan Sponsor entity type:
 - i. ☐ C Corporation
 - ii. ☐ S Corporation
 - iii. ☐ Non-Profit Organization
 - iv. ☐ Partnership
 - v. ☐ Limited Liability Company
 - vi. ☐ Limited Liability Partnership
 - vii. ☐ Sole Proprietorship
 - viii. ☐ Union
 - ix. ☒ Government Agency
 - x. ☐ Other: _____
 - xi. If "Union"(10a.viii) is selected, enter name of the representative of the parties who established or maintain the Plan: _____
11. State of organization of Plan Sponsor: Michigan
12. **Controlled Groups/Affiliated Service Groups**
 - a. ☐ The Plan Sponsor is a member of an affiliated service group. List all members of the group (other than the Plan Sponsor): _____
13. **Controlled Groups**
 - a. ☐ The Plan Sponsor is a member of a controlled group. List all members of the group (other than the Plan Sponsor): _____

NOTE: Affiliated service group members and controlled group members may adopt the Plan with the approval of the Plan Sponsor.

NOTE: Listing affiliated service group members and controlled group members is for information purposes only and is optional. Participating Employers in the Plan are listed in Addendum.

PLAN INFORMATION

A. GENERAL INFORMATION AND DEFINITIONS

1. **Plan Number:** 501
2. **Plan Name:**
 - a. City of Hartford Flexible Benefit Plan
 - b. _____
3. **Effective Date:** 01/01/2025

A. GENERAL INFORMATION AND DEFINITIONS

- a. ☒ Is this a restatement of a previously-adopted plan?
- b. Effective date of Plan restatement: 01/01/2026 ("Restatement Date")
- 4. **Plan Year:**
 - a. Plan Years mean each 12-consecutive month period ending on 06/30 (e.g. December 31). If the Plan Year changes, any special provisions regarding a short Plan Year shall be placed in the Addendum to the Adoption Agreement.
 - b. ☒ The Plan has a short Plan Year. The short Plan Year begins 01/01/2026 and ends on 06/30/2026.

Plan Features

- 5. The following Benefits are available under the Plan:
 - a. ☒ Premium Conversion Account
 - b. ☒ Health Flexible Spending Account
 - c. ☐ Limited Purpose HSA-Compatible Health Flexible Spending Account
 - d. ☐ Post-Deductible HSA-Compatible Health Flexible Spending Account
 - e. ☒ Dependent Care Assistance Plan Account
 - f. ☐ Adoption Assistance Flexible Spending Account
 - g. ☐ Health Savings Account
 - h. ☐ Flexible Benefits Credits
 - i. ☐ PTO Purchase/Sale
- 6. **Simple Cafeteria Plan**
 - a. ☐ The Plan is intended to qualify as a simple cafeteria plan under Code section 125(j).
 - b. The Employer shall make contributions to the Plan as follows:
 - i. ☐ _____% (no less than 2%) of an Eligible Employee's Compensation for the Plan Year.
 - ii. ☐ _____% (at least 200%) of an Eligible Employee's salary reduction contribution for the Plan Year, but no less than 6% of the Eligible Employee's Compensation for the Plan Year.

B. ELIGIBILITY

Eligible Employees - Employees must meet the following requirements:

- 1. Minimum age requirement for an Employee to become an Eligible Employee: 18.
NOTE: If the Plan is intended to be a simple cafeteria plan under Article 12, B.1 may not exceed "21."
- 2a. An Employee must complete the following service requirements to become an Eligible Employee on the date set forth in B.2b:
 - i. ☒ None
 - ii. ☐ Completion of _____ hours of service.
 - iii. ☐ Completion of _____ days of service.
 - iv. ☐ Completion of _____ months of service.
 - v. ☐ Completion of _____ years of service.*NOTE: If the Plan is a simple cafeteria plan under Article 12, B.2 may not exceed 1,000 hours of service or one year of service.*
- 2b. Effective Date of Eligibility. An Employee will become an Eligible Employee on the date below upon completing the age and service requirements in B.1 and B.2a:
 - i. ☒ An Employee shall become an Eligible Employee immediately upon completing the age and service requirements in B.1 and B.2a.
 - ii. ☐ first day of each calendar month.
 - iii. ☐ first day of each plan quarter.
 - iv. ☐ first day of the first month and seventh month of the Plan Year.
 - v. ☐ first day of the Plan Year.
- 2c. If eligibility is not immediate after meeting age and service requirements, an Employee shall become an Eligible Employee on the Eligibility Date in B.1 and B.2b that is:
 - i. ☐ coincident with or next following the period in B.2b
 - ii. ☐ following the completion of the period in B.2b.
- 3. Describe any other modifications to the eligibility rules specified in B.1 and B.2: _____

B. ELIGIBILITY**Excluded Employees**

4. The term "Eligible Employee" shall not include:
- a. ☐ **Union Employees.** Any Employee who is included in a unit of Employees covered by a collective bargaining agreement, if benefits were the subject of good faith bargaining between employee representatives and the Employer, and if the collective bargaining agreement does not provide for participation in this Plan.
 - b. ☒ **Leased Employees.**
 - c. ☒ **Non-Resident Aliens.** Any Employee who is a non-resident alien described in Code section 410(b)(3)(C).
 - d. ☒ **Part-time Employees.** Any Employee who is expected to work fewer than 30 hours per week.
 - e. ☒ **Other.** Season employees and Elected employees (any exclusion must satisfy Code section 125(g) and the requirements under Article 13).

NOTE: If the Plan is intended to be a simple cafeteria plan, B.4b, B.4d and B.4e may be selected only to the extent that the provisions do not violate the requirements on Code section 125(j).

5. ☐ Describe any modifications to the definition of the term "Eligible Employee" for the specified Plan Benefit: _____

Leave of Absence under FMLA

6. If a Participant takes an unpaid leave of absence under FMLA, the Participant may elect the following with respect to the health Benefits under the Plan (i.e., Premium Conversion Account, Health FSA, and Limited Purpose Health FSA) (**select at least one**):
- a. ☐ Revoke coverage, which will be reinstated under the same terms upon the Participant's return from the FMLA leave of absence.
 - b. ☐ Continue coverage but discontinue payment of his or her contribution for the period of the FMLA leave of absence.
7. ☐ If B.6b. is selected, the Employer may recover the Participant's suspended contributions when the Participant returns to work from the FMLA leave of absence.
8. A Participant on leave of absence under FMLA (select only one):
- a. ☐ may continue coverage for all Benefits for which he is eligible when on FMLA leave, including non-health Benefits.
 - b. ☐ may only continue coverage for Premium Conversion Accounts, Health FSA, and Limited Purpose Health FSA, as applicable.
9. A Participant who continues coverage for Benefits while on FMLA leave of absence may make contributions for such Benefits as follows (select at least one):
- a. ☐ pre-pay on a pre-tax (to the extent permissible under Code section 125) or after-tax basis, prior to commencement of the FMLA leave of absence period, the contributions due for the FMLA leave of absence period
 - b. ☐ pay on an after-tax basis the same schedule as payments would have been made if the Participant were not on a leave of absence or if contributions were being made under COBRA
 - c. ☐ to the extent agreed in advance, the Participant will repay amounts advanced by the Employer to the Plan on behalf of the Participant upon the Participant's return from the FMLA leave of absence

NOTE: B.9a may only be elected together with B.9.b or B.9c.

NOTE: B.9b must be elected if available for non-FMLA leaves of absence.

NOTE: B.9c may only be elected together with B.9a and/or B.9b unless it is the only option available to Participants on a non-FMLA leave of absence.

Non-FMLA

10. ☒ A Participant may elect to continue coverage of Benefits when on unpaid non-FMLA leave of absence.

Termination of Participation

11. If a Participant remains an Employee but is no longer an Eligible Employee, his or her participation in the Plan shall terminate:
- a. ☒ on the last day of employment during which the Participant ceases to be an Eligible Employee
 - b. ☐ on the last day of the payroll period during which the Participant ceases to be an Eligible Employee
 - c. ☐ on the last day of the month during which the Participant ceases to be an Eligible Employee
 - d. ☐ on the last day of the Plan Year during which the Participant ceases to be an Eligible Employee
 - e. ☐ Other _____

B. ELIGIBILITY**Reemployment**

12. If an Eligible Employee has a Termination of Employment and is subsequently reemployed by the Employer as an Eligible Employee within 30 days after Termination:
- ☒ the Plan Administrator shall automatically reinstate the Benefit elections in effect at the time of Termination
 - ☐ the Eligible Employee shall not resume or become a Participant until the first day of the subsequent Plan Year
13. If an Eligible Employee has a Termination of Employment and is subsequently reemployed by the Employer as an Eligible Employee more than 30 days after Termination:
- ☐ the Plan Administrator shall automatically reinstate the Benefit elections in effect at the time of Termination
 - ☐ the Eligible Employee shall not resume or become a Participant until the first day of the subsequent Plan Year
 - ☒ the Eligible Employee may elect to reinstate the Benefit election in effect at the time of Termination or make a new election under the Plan

C. PARTICIPATION ELECTIONS

Failure to Elect (Default Elections)

1. The election for the immediately preceding Plan Year relating to the following Benefits will apply to the applicable Plan Year:
- ☐ Premium Conversion Account (Non-Employer-sponsored Contracts)
 - ☐ Health Flexible Spending Account
 - ☐ Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSAs)
 - ☐ Dependent Care Assistance Plan Account
 - ☐ Health Savings Account
 - ☐ Adoption Assistance Flexible Spending Account
- NOTE: If a Benefit is not selected, an Eligible Employee who does not make an affirmative election under the Plan for a Plan Year will be deemed to have elected not to participate in that Benefit for the Plan Year.*

Change in Status

2. An Eligible Employee may change his or her election upon the following Change in Status events:
- ☐ None
 - ☒ Any event described in Treas. Reg. section 1.125-4 and other events permitted by IRS guidance
 - ☐ Pursuant to written Plan Administrative Procedures, which are incorporated herein by reference
 - ☐ Other: _____
3. Permit Participants to revoke an election of coverage under a group health plan:
- ☐ due to enrollment of a family member in a qualified health plan offered through a Marketplace established under section 1311 of the Patient Protection and Affordable Care Act (Section 4.03(s)).
- NOTE: The group health plan may not be a health FSA and must provide minimum essential coverage (as defined in Code section 5000A(f)(1)).*

D. PREMIUM CONVERSION ACCOUNT

Contracts for Reimbursement

NOTE: If Premium Conversion Account is not a selected Benefit under A.5a, Section D is disregarded.

1. If Premium Conversion Accounts are allowed under the Plan, select the types of Contracts with respect to which a Participant may contribute under Section 5.04:
- ☒ Employer Health
 - ☒ Employer Dental

D. PREMIUM CONVERSION ACCOUNT

- c. ☒ Employer Vision
- d. ☐ Employer Short-Term Disability
- e. ☐ Employer Long-Term Disability
- f. ☐ Employer Group Term Life
- g. ☐ Employer Accidental Death & Dismemberment
- h. ☐ Individually-Owned Dental
- i. ☐ Individually-Owned Vision
- j. ☐ Individually-Owned Disability
- k. ☐ COBRA continuation coverage under the Employer group health plan
- l. ☒ Other: Allowable pre-tax AFLAC benefits

Enrollment

2. ☐ All Employees will automatically be enrolled in the Premium Conversion Account upon their date of hire and will be deemed to have elected to contribute the entire amount of any premiums payable by the Employee during the Plan Year for participation in Employer-sponsored Contract(s).

NOTE: If D.2 is not selected, Eligible Employees may only elect to participate in the Premium Conversion Account pursuant to Section 4.02(b), 4.02(c) and Section 4.03 of the Plan.

Contributions

3. ☒ **Participant elections** will be automatically adjusted for changes in the cost of Employer-sponsored Contracts pursuant to the terms of Treas. Reg. 1.125-4(f)(2)(i).

E. FLEXIBLE SPENDING ACCOUNTS

NOTE: If Flexible Spending Accounts are not a permitted Benefit under A.5b, Section E is disregarded.

Employer Contributions

1. ☐ **Matching Contributions.** The Plan permits Employer matching contributions to the applicable Benefits as follows:
- a. **Health FSA:**
 - i. ☐ None
 - ii. ☐ Discretionary
 - iii. ☐ _____% of the Participant's Health FSA contribution up to _____% of the Participant's Compensation
 - iv. ☐ _____% of the Participant's Health FSA contribution up to \$_____
 - v. ☐ Other: _____
 - b. **Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA)**
 - i. ☐ None
 - ii. ☐ Discretionary
 - iii. ☐ _____% of the Participant's HSA-Compatible Health FSA contribution up to _____% of the Participant's Compensation
 - iv. ☐ _____% of the Participant's HSA-Compatible Health FSA contribution up to \$_____
 - v. ☐ Other: _____
 - c. **Dependent Care Assistance Plan Account:**
 - i. ☐ None
 - ii. ☐ Discretionary
 - iii. ☐ _____% of the Participant's DCAP Account contribution up to _____% of the Participant's Compensation
 - iv. ☐ _____% of the Participant's DCAP Account contribution up to \$_____
 - v. ☐ Other: _____
 - d. **Adoption Assistance Flexible Spending Account:**
 - i. ☐ None
 - ii. ☐ Discretionary

E. FLEXIBLE SPENDING ACCOUNTS

- iii. ☐ _____% of the Participant's Adoption Assistance FSA contribution up to _____% of the Participant's Compensation
- iv. ☐ _____% of the Participant's Adoption Assistance FSA contribution up to \$ _____
- v. ☐ Other: _____

NOTE: If there are no Employer matching contributions to the Plan, questions under E.1 are disregarded.

NOTE: Only one contribution formula is permitted for each applicable Benefit.

NOTE: If the Plan is intended to be a simple cafeteria plan, the matching contributions in this section will apply in addition to the contributions at A.6b.

2. ☐ **Non-Elective Employer Contributions.** The Plan permits Employer contributions to the applicable Benefits as follows:

a. **Health Flexible Spending Account:**

- i. ☐ None
- ii. ☐ Discretionary
- iii. ☐ _____% of the Participant's Compensation
- iv. ☐ \$_____ per Eligible Employee
- v. ☐ Other: _____

b. **Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA):**

- i. ☐ None
- ii. ☐ Discretionary
- iii. ☐ _____% of the Participant's Compensation
- iv. ☐ \$_____ per Eligible Employee
- v. ☐ Other: _____

c. **Dependent Care Assistance Plan Account:**

- i. ☐ None
- ii. ☐ Discretionary
- iii. ☐ _____% of the Participant's Compensation
- iv. ☐ \$_____ per Eligible Employee
- v. ☐ Other: _____

d. **Adoption Assistance Flexible Spending Account:**

- i. ☐ None
- ii. ☐ Discretionary
- iii. ☐ _____% of the Participant's Compensation
- iv. ☐ \$_____ per Eligible Employee
- v. ☐ Other: _____

NOTE: If there are no non-elective Employer contributions, questions under E.2 are disregarded.

NOTE: Employer matching and non-elective contributions shall not exceed the limits set forth in the BPD including: Health FSA, Section 6.04(b); HSA-Compatible FSA Section 7.04; Dependent Care Assistance Plan Account Section 8.04; and Adoption Assistance Flexible Spending Account, Section 10.04.

NOTE: If the Plan is intended to be a simple cafeteria plan, the Employer non-elective contributions in this section will apply in addition to the contributions at A.6b.

3. **Contribution Limits.** Select the maximum allowable Participant contribution to the applicable FSA in any Plan Year:

- a. ☐ The maximum amount permitted under Code section 125(i), 129(a)(2) and/or 137(b)(1)
- b. ☒ Other amounts
- i. Health Flexible Spending Account: \$2,000
- ii. Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA): _____
- iii. Dependent Care Assistance Plan Account: \$7,500
- iv. Adoption Assistance Flexible Spending Account: _____

NOTE: Other amounts for Health Flexible Spending Account in E.3bi and Limited Purpose/Post-Deductible Health Flexible Spending Account in E.3ii cannot exceed the Code section 125(i) maximum. Other amounts in E.3b.iii for Dependent Care Assistance Plan Account cannot exceed Code 129(a)(2) amounts and E.3b(iv) cannot exceed Code section 137(b)(1) maximum.

Eligible Expenses

4. **Individual Expenses Eligible for Reimbursement.** Participant may only be reimbursed from the applicable FSA for expenses that are incurred by:

- a. ☒ **Participant, spouse and Dependents.** The Participant, his or her spouse and all Dependents, and any child (as defined in section

E. FLEXIBLE SPENDING ACCOUNTS

152(f)(1)) of the Participant until his or her 26th birthday:

- b. ☐ **Persons covered under Employer-sponsored group health plan.** The Participant, his or her spouse and all Dependents, and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday, but only if such persons are also covered under an Employer-sponsored health plan:
- c. ☐ **Participants only.** No reimbursement for expenses incurred by the Participant's spouse or Dependents:
- d. ☐ **Other:** _____ (may not include anyone other than the Participant, his or her spouse and all Dependents, and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday)

Expenses Not Eligible for Reimbursement

- 5. **Expenses Not Eligible for Reimbursement.** In addition to those listed in the Basic Plan Document, the following expenses are not eligible for reimbursement from a Participant's FSA:
 - a. ☐ Health Flexible Spending Account: _____
 - b. ☐ Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA): _____
 - c. ☐ Dependent Care Assistance Plan Account: _____
 - d. ☐ Adoption Assistance Flexible Spending Account: _____
- 6. **Adult Children Coverage.** Reimbursement for adult children may be paid from the applicable FSA for claims incurred:
 - a. ☒ until the date the child attains age 26
 - b. ☐ until the last day of the calendar year in which the child attains age 26

Reimbursement

- 7. ☐ **Amounts Available for Reimbursement.** The Plan Administrator may direct reimbursement of FSAs up to the entire annual amount elected by the Eligible Employee on the Salary Reduction Agreement for the Plan Year for the applicable FSA, less any reimbursements already disbursed from the applicable FSA for the following Benefits:
 - a. ☐ Dependent Care Assistance Plan Account
 - b. ☐ Adoption Assistance Flexible Spending Account

NOTE: If 7.a or 7.b is not selected, the Plan Administrator may direct reimbursement only up to the amount in the applicable FSA at the time the reimbursement request is received by the Plan Administrator.

Grace Period

- 8. ☒ The Plan will reimburse claims incurred during a Grace Period immediately following the end of the Plan Year for the following Benefits.
 - a. ☒ Health Flexible Spending Account
 - b. ☐ Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA)
 - c. ☒ Dependent Care Assistance Plan Account
 - d. ☐ Adoption Assistance Flexible Spending Account

NOTE: The Plan cannot reimburse claims incurred during a Grace Period if carryovers are permitted in Part E.12.
- 9. **Last day of Grace Period:**
 - a. ☒ Fifteenth day of the 3rd month following end of the Plan Year
 - b. ☐ Other _____

Run Out Period

- 10. If **no Grace Period** applies for the Plan Year, an active Participant must submit claims for the Plan Year for reimbursement from the applicable FSA no later than:
 - a. ☐ _____ days after the end of the Plan Year
 - b. ☐ _____ (insert date, e.g., March 31) immediately following such Plan Year
- 11. If a **Grace Period** applies for the Plan Year, an active Participant must submit claims for the Plan Year for reimbursement from the applicable FSA no later than:
 - a. ☐ _____ days after the end of the Grace Period
 - b. ☒ 09/30 (insert date, e.g., March 31st) immediately following such Plan Year

E. FLEXIBLE SPENDING ACCOUNTS

NOTE: The date in E.11b should be later than the last day of the Grace Period.

Automatic Payment of Claims

12. Eligible expenses not covered under the Employer-sponsored health plan (e.g., co-payments, co-insurance, deductibles) automatically paid from the applicable FSA.
- a. ☐ Health Flexible Spending Account
 - b. ☐ Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA)

Carryover

13. The Plan will carry over unused Health FSA balances at the end of the Plan Year for the following Benefits:
- a. ☐ Health Flexible Spending Account
 - i. ☐ Maximum amount, as indexed
 - ii. ☐ Other: _____
 - b. ☐ Limited Purpose/Post-Deductible Health Flexible Spending Account (HSA-Compatible FSA)
 - i. ☐ Maximum amount, as indexed
 - ii. ☐ Other: _____

NOTE: If carryover is selected (E.13a or E.13b is selected for the applicable FSA), the Plan may not provide for a Grace Period for the applicable FSA and the Plan may not provide for a Grace Period for the applicable FSA in the Plan Year to which the carryover amount is applied.

Termination of Employment

14. In the event of a Termination of Employment the Participant may elect to continue to make contributions to FSAs under the Plan on an after-tax basis and reimbursements will be allowed for the remainder of the Plan Year.
- a. ☐ Yes
 - b. ☐ Yes - subject to the following limitations: _____
 - c. ☒ No

NOTE: If E.14c is selected, then contributions shall cease upon Termination and reimbursements will be allowed only for expenses incurred prior to Termination.

NOTE: If applicable, any COBRA elections shall supersede this section.

15. In the event of a Termination of Employment, a Participant may submit claims for reimbursement from the applicable FSA no later than:
- a. ☒ 30 days after a Termination of Employment.
 - b. ☐ _____ days following the Plan Year in which the Termination occurs.
- NOTE:** If E.14a or E.14b is selected, then E.15b must be selected.

Qualified Reservist Distributions

16. ☒ **Qualified Reservist Distributions are available for:**
- a. ☐ The entire amount elected for the applicable Health FSA for the Plan Year minus applicable Health FSA reimbursements received as of the date of the Qualified Reservist Distribution request.
 - b. ☒ The amount contributed to the applicable Health FSA as of the date of the Qualified Reservist Distribution request minus applicable FSA reimbursements received as of the date of the Qualified Reservist Distribution request.
 - c. ☐ Other amount (not to exceed the entire amount elected for the applicable Plan Year minus reimbursements): _____

F. HEALTH SAVINGS ACCOUNT (HSA Account) (Article 9)

NOTE: If HSA Account is not a permitted Benefit under A.5g, Section F is disregarded.

Employer Contributions

1. **Matching Contributions.** The Plan permits Employer matching contributions to the HSA Account as follows (not to exceed the limits in

F. HEALTH SAVINGS ACCOUNT (HSA Account) (Article 9)

Section 9.04):

- a. ☐ None
- b. ☐ Discretionary
- c. ☐ _____% of the Participant's elected HSA Account contribution up to _____% of the Participant's Compensation
- d. ☐ _____% of the Participant's elected HSA Account contribution up to \$ _____
- e. ☐ Other: _____

NOTE: If the Plan is intended to be a simple cafeteria plan, the matching contributions in this section will apply in addition to the contributions at A.6b.

2. **Employer Non-Elective Contributions.** The Plan permits Employer non-elective contributions to the HSA Account as follows (not to exceed the limits in Section 9.04):

- a. ☐ None
- b. ☐ Discretionary
- c. ☐ _____% of the Participant's Compensation
- d. ☐ \$ _____ per Eligible Employee
- e. ☐ Other: _____

NOTE: If the Plan is intended to be a simple cafeteria plan, the Employer non-elective contributions in this section will apply in addition to the contributions at A.6b.

3. **Contribution Limits.** Select the maximum allowable contribution to a Participant's HSA Account in any Plan Year:

- a. ☐ The maximum amount permitted under Code section 223(b), reduced by any Employer contributions.
- b. ☐ Other amount: _____ (not to exceed the Code section 223(b) maximum when combined with any Employer contributions).

G. FLEXIBLE BENEFIT CREDITS (Flex Credits) (Section 11.01)

Health Flex Contribution

NOTE: If Flexible Benefit Credits are not permitted Benefits in A.5h, Section G is disregarded.

- 1. ☐ **Health Flex Contribution.** The Flex Credit is intended to qualify as a "health flex contribution" under Treas. Reg. section 1.5000A-3(e)(3)(ii)(E): The Participant may not opt to receive the Flex Credit as a cash or taxable benefit and the Participant may only use the Flex Credit for the payment of premiums applicable to health care and toward the Health FSA or HSA-Compatible Health FSA Benefits.
- 2. **Eligible Benefits.** Participants may elect to contribute the Flex Credits to the following benefits:
 - a. ☐ All Benefits offered under the Plan
 - b. ☐ All Benefits offered under the Plan except the following: _____
 - c. ☐ Only the following Benefits: _____
 - d. ☐ Only the portion of the (i) Premium Conversion Account paid toward Employer-sponsored Health Contract premiums and/or (ii) Health FSA or HSA-Compatible Health FSA Benefits.

NOTE: If G.1 is selected, G.2d must be selected.

3. **Amount of Flex Credit.** The Employer will contribute a Flex Credit on behalf of each Eligible Employee as follows:

- a. ☐ \$ _____ per Eligible Employee
- b. ☐ A discretionary amount as determined by the Employer
- c. ☐ Other: _____
- d. ☐ The amount of the simple cafeteria plan contributions described in A.6b

4. ☐ **Contribution to 401(k) Plan.** An Eligible Employee may elect to contribute all or a portion of his or her Flex Credits to a Qualified Plan in accordance with the terms of the following Qualified Plan(s): _____

NOTE: If G.4 is selected, then G.5 (cash out) must also be elected.

Cash Outs

5. **Cash Out of Flex Credits.** A Participant may elect to receive all or a portion of his or Flex Credits in cash.

- a. ☐ Yes
- b. ☐ Yes, subject to the following limitations: _____
- c. ☐ No

FG. FLEXIBLE BENEFIT CREDITS (Flex Credits) (Section 11.01)

NOTE: If G.5a or G.5b is selected, then Flex Credits a Participant elects to contribute to a Health FSA will count toward the Code section 125(i) contribution limitation.

NOTE: If G.1 is selected, G.5c must be selected.

NOTE: If G.5.c is selected, the maximum value of Flex Credits a Participant can contribute to a Health FSA for a Plan Year is \$500.

6. **Amount of Cash Out.** For each Flex Credit dollar that a Participant elects to receive in cash from the Plan, the Participant will receive: \$_____ (insert dollar value of each Flex Credit; if no amount is provided, the cash out value of each Flex Credit is \$1.00)
7. **Maximum Flex Credit Cash Out.** The amount of cash a Participant may receive in exchange for Flex Credits in Plan Year shall not exceed:
 - a. ☐ No limit
 - b. ☐ \$_____ per calendar year
 - c. ☐ Other: _____
8. **Payment of Cash Out.** Amounts distributed in cash from the Plan pursuant to Section 11.03 shall be paid to the Participant in:
 - a. ☐ Equal payroll installments
 - b. ☐ A single lump sum at the beginning of the Plan Year
 - c. ☐ A single lump sum at the end of the Plan Year
 - d. ☐ Other: _____

H. PURCHASE AND SALE OF PAID TIME OFF (PTO) (Section 11.02)**Purchase of PTO**

1. **Maximum PTO Purchase.** A Participant can elect to purchase no more than the following periods of PTO in a Plan Year:
 - a. ☐ None
 - b. ☐ _____ hours
 - c. ☐ _____ days
 - d. ☐ _____ weeks
 - e. ☐ Other: _____

NOTE: If Purchase of PTO is not a permitted Benefit in A.5i, H.1 is disregarded.

Sale of PTO

2. **Maximum PTO Sale.** A Participant can elect to sell no more than the following periods of PTO in a Plan Year:
 - a. ☐ None
 - b. ☐ _____ hours
 - c. ☐ _____ days
 - d. ☐ _____ weeks
 - e. ☐ Other: _____

NOTE: If Sale of PTO is not a permitted Benefit in A.5i, H.2 is disregarded.

Carryover of PTO

3. ☐ **No Carryover of Elective PTO.** Unused elective PTO (determined as of the last day of the Plan Year) shall be paid in cash on or prior to the last day of the Plan Year.

NOTE: If Sale and/or Purchase of PTO are not permitted Benefits in A.5i, H.3 is disregarded.

NOTE: If H.3 is not selected, unused elective PTO will be forfeited as of the last day of the Plan Year.

I. MISCELLANEOUS**Plan Administrator Information**

1. **Plan Administrator.**
 - a. ☒ Plan Sponsor

I. MISCELLANEOUS

- b. ☐ Committee appointed by Plan Sponsor
 - c. ☐ Other: _____
2. **Indemnification.** Type of indemnification for the Plan Administrator:
- a. ☐ None - the Company will not indemnify the Plan Administrator.
 - b. ☒ Standard as provided in Section 14.02.
 - c. ☐ Custom. (If I.2.c. (Custom) is selected, indemnification for the Plan Administrator is provided pursuant to an Addendum to the Adoption Agreement.)
3. **Governing Law.** The following state's law shall govern the terms of the Plan to the extent not pre-empted by Federal law: Michigan
4. **Participating Employers.** Additional participating employers may be specified in an addendum to the Adoption Agreement.
5. **State of Organization.** State of organization of Plan Sponsor: Michigan
(If state law requires written document language regarding benefits herein, add language to Addendum.)

J. EXECUTION PAGE

Failure to properly fill out the Adoption Agreement may result in the failure of the Plan to achieve its intended tax consequences.

The Plan shall consist of this Adoption Agreement, its related Basic Plan Document #125 and any related Appendix and Addendum to the Adoption Agreement.

The undersigned agree to be bound by the terms of this Adoption Agreement and Basic Plan Document and acknowledge receipt of same. The Plan Sponsor caused this Plan to be executed this _____ day of _____, 2025.

CITY OF HARTFORD:

Signature: _____

Print Name: _____

Title/Position: _____

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 067**



TO SUPPORT THE RED ARROW CONVOY SPECIAL EVENT

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 27, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, the Van Buren County Road Commission received a Special Event application from Red Arrow Convoy, and

WHEREAS, the Red Arrow Convoy is a lighted semi-truck parade providing community entertainment and spreading holiday cheer along Red Arrow Highway from Oshtemo to I-96 in Coloma, and

WHEREAS, the Special Event will take place on December 6, 2025, leaving Oshtemo at 6pm and arriving in Coloma at approximately 8:00pm; and

WHEREAS, the Red Arrow Convoy lighted semi-truck parade has secured Van Buren County Sheriff's Department assistance for safety and road closures at intersections, and

WHEREAS, the City Commission has reviewed the special event application and acknowledges the parade along Red Arrow Highway may disrupt traffic in the City Limits along East Main Street, the intersection at Center Street and West Main Street; and

NOW, THEREFORE BE IT RESOLVED, the City Commission hereby supports Red Arrow Convoys application for a lighted semi-truck parade Special Event from Van Buren County Road Commission; and

BE IT FURTHER RESOLVED THAT, the City Commission hereby supports the continuation of the lighted parade, spreading holiday cheer, through Hartford City Limits from East Main Street to West Main Street and authorizes the Clerk to forward a copy of the resolution to VBCRC and the applicant.

YEAS: Commissioner's

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: October 27, 2025

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 27, 2025

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 2025 - 068**



TO AUTHORIZE AN EMPLOYEE FLEXIBLE BENEFIT PLAN

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 27, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford wishes to offer a flexible spending account (FSA) benefit to its employees; and

WHEREAS, the City Manager is authorized and directed to execute the plan on behalf of the City of Hartford; and

NOW, THEREFORE BE IT RESOLVED; the City Manager or their designee are authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions and including without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law, and

BE IT FURTHER RESOLVED; the plan be adopted in the form attached hereto.

YEAS: Commissioner's

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: October 27, 2025

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 27, 2025

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