



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Wednesday, April 30, 2025 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Mayor Key to the City Presentation - Frank Dockter
2. Mayor Proclamation Presentation

PUBLIC COMMENT

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

COMMUNICATIONS

- [4.](#) COMM - Indiana Michigan Power Electric Customers MPSC Notice of Hearing
- [5.](#) COMM - Electric Customers of Indiana Michigan Power MPSC Notice of Hearing
- [6.](#) COMM - Open Position for School Crossing Guard
7. May 1, 2025 5:30pm - Zoning Board of Appeals Meeting & Public Hearing
8. May 1, 2025 6:30pm - Special Council Meeting - Truth in Taxation
9. May 1, 2025 7:00pm - Joint City, Township, Fire Board Meeting
10. May 19, 2025 5:00pm - Public Hearing Truth in Taxation
11. May 19, 2025 5:15pm - Public Hearing Proposed 2025/2026 Budget
12. Van Buren Conservation District Tire/Electronic Recycling May 22, 2025 3pm-7pm City Hall North Parking Lot
13. May 26, 2025 - City Hall Closed in Observance of Memorial Day
- [14.](#) Notice to City of Hartford Property Owners - 2025 Mowing Season

REPORT OF OFFICERS BOARDS & COMMITTEES

[15.](#) DDA - 2025 March

[16.](#) HPL - 2025 April

Police & Ordinance

[17.](#) HPD - 2025 March

Fire Department

[18.](#) HFB - 2025 April

Ambulance

Van Buren County

Public Works

[19.](#) DPW - 2025 March

Wastewater Treatment Plant

[20.](#) WWTP - 2025 March

Treasurers, Investment & List of Bills

[21.](#) Investment - 2025 March

[22.](#) List of Bills - 2025 April \$425,628.05

City Manager

[23.](#) CM - 2025 April

APPROVAL OF COMMISSION MINUTES

[24.](#) 2025 March 24

[25.](#) 2025 March 25 - Special Meeting

[26.](#) 2025 April 14 - Special Meeting

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

[27.](#) Discuss & Consider - 2025 Van Buren County Resource Recovery & Recycling Program Contract

[28.](#) Discuss & Consider -Hartford Chamber of Commerce - Strawberry Festival Partnership Request

[29.](#) Discuss & Consider - Hartford Lions Club 2025 Concerts in the Park Partnership Request

- [30.](#) Discuss & Consider - Accounting Services Proposal
- [31.](#) Discuss & Consider - Assessing Services Agreement
- [32.](#) Discuss & Consider - Accounting & Consultant Proposal
- [33.](#) Discuss & Consider - HPD Firearm Purchase
- [34.](#) Discuss - Proposed 2025/2026 Budget
- [35.](#) Discuss - Proposed 2025 Fee Schedule
- [36.](#) Discuss & Consider - Procurement Policy Amendment
- 37. Discussion - Water & Sewer Rates
- 38. Discussion - Special Assessment for Public Safety
- [39.](#) Discuss - Proposed 2025-2026 Fire Department Budget
- 40. Discuss & Consider - Results of City Manager Review on March 25, 2025

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [41.](#) Discuss & Consider - Resolution 2025-026 Routine Bill Policy
- [42.](#) Discuss & Consider - Resolution 2025-027 Award 2025 Flower Planting
- [43.](#) Discuss & Consider - Resolution 2025-028 Award Accounting Consulting Services
- [44.](#) Discuss & Consider - Resolution 2025 -029 Amending the City of Hartford Procurement Policy
- [45.](#) Discuss & Consider - Resolution 2025-030 Assessing Services Agreement
- [46.](#) Discuss & Consider-Resolution 2025-031 HPD Duty Weapons Purchase
- [47.](#) Discuss & Consider - Resolution 2025 - 032 Accounting Service Proposal from Lauterback & Amen

ADJOURNMENT

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-21841**

**RECEIVED
APR 21 2025
CITY OF HARTFORD**

- Indiana Michigan Power Company requests Michigan Public Service Commission's approval for reconciliation of its 2023 and 2024 demand response program costs.
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company, Benton Harbor Service Center, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, (800) 311-6424, for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

DATE/TIME: **Wednesday, May 14, 2025 at 9:30 AM**

BEFORE: **Administrative Law Judge Lesley C. Fairrow**

LOCATION: Video/Teleconference

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

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Indiana Michigan Power Company's (I&M) April 8, 2025 application requesting the Commission to: 1) approve I&M to commence a Demand Response (DR) Reconciliation proceeding for the calendar year period beginning January 1, 2023, and ended December 31, 2024; 2) approve the costs, as presented in I&M's DR reconciliation filing, as reasonably and prudently incurred; 3) approve deferred regulatory accounting treatment of the actual revenue requirement for DR Program Operation & Maintenance expenses incurred in 2023 and 2024 compared to authorized DR budgets, plus proposed earned financial incentives, resulting in the creation of a regulatory liability of \$1,157,037, plus carrying costs, which will be reflected in I&M's next general rate case as a regulatory asset; 4) approve the Residential Home AC DLC Program (focusing on Income Qualified and certain other disadvantaged customer); 5) approve changes to the Small Business DLC Thermostat Program and Residential Smart Thermostat Program; 6) approve modifications to the demand response tariffs, Rider Home Energy Management Rider (HEM) and Rider Work Energy Management Rider (WEM); and 7) grant I&M such other and additional relief as the Commission may deem reasonable and appropriate.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 7, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Indiana Michigan Power Company's attorney, Theresa A.G. Staley, 201 Townsend St., Ste. 900, Lansing, MI 48933.

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

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

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21841**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

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

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Administrative Hearing Rules of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106(2), (3), (4), (5), (6), and (7); R 792.10121; and R 792.10401 through R 792.10448.

U-21841

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-21428**

**RECEIVED
APR 21 2025
CITY OF HARTFORD**

- Indiana Michigan Power Company requests Michigan Public Service Commission's approval for reconciliation of its power supply cost recovery plan (Case No. U-21427) for the 12 months ended December 31, 2024.
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company, Benton Harbor Service Center, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, (800) 311-6424, for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission's website at: <https://mi-psc.my.site.com/s/>.
- A pre-hearing will be held:

DATE/TIME: Thursday, May 15, 2025 at 10:00 AM

BEFORE: Administrative Law Judge Sally L. Wallace

LOCATION: Video/Teleconference

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

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Indiana Michigan Power Company's March 31, 2025 application requesting the Commission to: 1) approve the reconciliation of I&M's Power Supply Cost Recovery (PSCR) plan for the twelve-month period ending December 31, 2024; 2) authorize I&M to roll-in the net actual power supply cost under-recovery from customers consisting of principal and interest of \$11,431,687; 3) find I&M's power supply costs, revenues, and interest for January through December 2024, to be reasonable and prudently incurred.; and 4) grant I&M such other and additional relief as the Commission may deem necessary, suitable, or appropriate.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 8, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Indiana Michigan Power Company's attorney, Jason T. Hanselman, 201 Townsend St., Ste. 900, Lansing, MI 48933.

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

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

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21428**. Statements may be emailed to: mpscdockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

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

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

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

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

U-21428



City of Hartford School Crossing Guard

Job Summary:

The City of Hartford Police Department is recruiting applicants for the School Crossing Guard seasonal position for the Hartford Public Schools. The Crossing Guard position is available during the school year, August through June. This position assists school-age children walking across busy intersections on their way to and from school.

Compensation:

The pay rate is \$13.00 per hour, 2 hours daily, Monday through Friday, including mornings and afternoons. This seasonal position is not eligible for benefits or paid time off. The work schedule will be based on the school year calendar.

Essential Duties and Job Functions:

- Directs actions of children and traffic at street intersections to ensure safe crossing.
- Trains children to cross intersections in an orderly manner.
- Maintain the flow of children at intersections so as not to have children loitering.
- Signals and gestures traffic in a distinct, decisive, and understandable manner for a stoppage to allow children to cross the intersections.
- Identify vehicles disregarding traffic signals and report infractions to police.
- Reports suspicious vehicles or people to the Police Department.
- Escorts children across the street.
- Place caution signs at designated points before going on duty and remove signs at the end of the shift.
- Performs other related tasks as required.

Required Minimum Qualifications:

- Must be at least 18 years of age and have earned a High School diploma or equivalent.
- High school diploma or equivalent.
- Reliable transportation to post with the ability to move posts if necessary.
- Ability to pass a criminal background check, drug screen, annual physical examination.
- Excellent customer service skills, including responding diplomatically to customer questions and complaints.
- Ability to communicate effectively and present ideas and concepts orally.
- Ability to problem-solve and work effectively under stress when faced with changes in work priorities.



City of Hartford School Crossing Guard

- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varying distances under various light conditions.
- Physically capable of walking and standing for periods of time.

Environmental Conditions:

- Exposure to outdoor weather conditions with no adequate protection from the weather
- Uses tools and equipment that are relative to the position, including crossing guard vest, handheld stop sign, emergency card with numbers of local Police Department and Traffic Bureau, etc.

The City of Hartford is an Equal Opportunity Employer.



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

**PUBLIC NOTICE
CITY OF HARTFORD
COUNTY OF VAN BUREN**

WEED CONTROL

Pursuant to Section 1 and 3 of the City of Hartford Weed Control Ordinance # 174 of the City Code of Ordinances.

NOTICE: “TO ANY OWNER OF LAND SITUATED IN THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN.”

Notice is hereby given that all noxious weeds and grasses growing on any land within the limits of the City of Hartford must be cut down, removed or cut down at least once every two (2) weeks between June 1, 2025 and October 15, 2025 to prevent such weeds and grasses from growing or become a community nuisance.

Failure to comply with this notice on or before the above-mentioned date shall make any land owner so failing liable for the costs of cutting or destroying said noxious weeds and grasses by the City of Hartford, said cost billed against land owner as follows:

FOR RESIDENTIAL PARCELS:

FIRST OFFENSE:	\$100.00
SECOND OFFENSE:	\$125.00
THIRD OFFENSE	\$150.00

FOR COMMERCIAL PROPERTIES:

FIRST OFFENSE:	\$300.00
SECOND OFFENSE	\$350.00
THIRD OFFENSE	\$400.00

“If payment is not made by March 1st of the following year, such costs together with interest at (9%) NINE PERCENT SHALL BE LEVEIED AGAINST THE PROPERTY AND COLLECTED IN THE SAME MANNER AS CITY TAXES. All such charges for weed cutting and cleaning shall be and remain a lien against the land upon which weeds were cut and cleaned until paid”

RoxAnn Rodney –Isbrecht, City Clerk



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING

Wednesday, March 26, 2025 10:00am
PROPOSED MINUTES

Members Present: Shayne Darling, Brian Garland, Mark Kellogg (arrived 10:16am) Gurnamaskar Singh, Rick Stevens, Sandra Tavaréz

Members Absent: Manuela Blaylock-Villota, Pete Sinclair

Staff Present: Nicol Brown, City Manager, RoxAnn Rodney-Isbrecht, Clerk Rebecca Senard, Deputy Clerk

RoxAnn Rodney-Isbrecht, City Clerk called the DDA meeting to order at 10:00am.

The Clerk administrated the oath of office to the newly appointed board members.

Election of Officers:

Darling nominated Garland for President, seconded by Singh.

Motion carried 3-2

Stevens nominated Stevens for President, seconded by Garland.

Motion failed 2-3

Darling nominated Stevens for Vice President, seconded by Singh.

Motion carried 5-0

Singh nominated Darling for Secretary, seconded by Garland.

Motion carried 5-0

Approval of the Agenda:

Motion by Garland, Second by Darling, to approve the agenda.

Motion Carries 5 – 0

Public Comment:

City Manager Brown invited Tim Dibble from Hartford Speedway to attend the meeting as he may be interested in sitting on the DDA board. Also invited Hillary Taylor from McKenna to answer questions about a proposal to update the By-laws DDA Plan & TIFF.

Approval of the Minutes:

Motion by Darling, seconded by Singh, to accept minutes of the April 26, 2023.

Motion carried 5 – 0

Acceptance of the Finance Report:

Discussion on administrative fees of \$200 per/month charged by the City. The fee is a reduction from \$250 per/month assessed a few years ago. City Treasurer Shultz gave a board overview of the required duties that staff performs such as bank reconciliations, state reporting, board packet preparation and minutes.

Motion by Kellogg, seconded by Singh, to accept 2022-2023 financial reports.
Motion carried 6 – 0

Motion by Kellogg, seconded by Tavarez, to accept the 2023-2024 financial reports.
Motion carried 6 – 0

Motion by Kellogg seconded by Singh, to accept 2024-2025 financial reports.
Motion carried 6 – 0

The Board requested information on the type of accounts DDA funds are held in. DDA funds are held at Honor Credit Union in a municipal account.

Motion by Stevens, seconded by Singh, requesting the City research a higher yield account for the DDA funds and bring back options for the board to consider.
Motion carried 6 – 0

Goals/Objectives:

Discuss & Consider – DDA Ordinance, Boundary Map and By-laws – City Manager Brown introduced Hilary Taylor of Mckenna to go over the proposal of their services to update the ordinance, boundary map and bylaws. It would be a five-step process and take about 8 months to complete. It would help create actionable goals for the next five years. The proposal is not to exceed \$20,000. City Manager Brown is recommending an outside organization to accomplish these goals as she does not have the time to dedicate to the update process. The Board tabled the discussion for a future meeting. The Board has the option to send out an RFP for additional proposals. The plan needs to be updated & assistance will be needed if the ordinance & boundary are to be expanded. Mckenna can negotiate fees based on what the board wants to accomplish.

Old Business:

Discuss & Consider – DDA 2015 Development Plan & Tax Increment Finance Plan (TIFF) are outdated and need to be updated. Board is requesting options to discuss. The DDA Board also wants to know why they are required to update the plan instead of continuing with the old plan. DDA talked about expanding the boundaries, which would require an update of the ordinance, boundary map & TIFF. The current plan and budget are not realistic based on the current boundary.

New Business:

Discuss & Consider – 2023/2024 Budget – the DDA has not had any meetings to adopt the previous budget years.

Motion by Darling, seconded by Singh, to accept the 2023/2024 budget.
Motion carried 6 – 0

Discuss & Consider – 2024/2025 Budget – not available yet, City Manager is currently working on a budget and will bring back to the next meeting.

Discuss & Consider – 2025 DDA Meeting Schedule – The board will be meeting on the 3rd Wednesday of every month at 10:00am.

Motion by Garland, seconded by Singh, to approve the 2025 DDA meeting schedule.

Motion carried 6 - 0

Discuss & Consider – Mckenna DDA & TIFF plan Proposal – the Board tabled the discuss for a future meeting.

Adjournment

Motion by Garland, seconded by Darling, to adjourn the meeting at 10:52am

Motion carried 6-0

Next meeting April 16, 2025 at 10:00am

Respectively submitted by,

Shayne Darling, DDA Secretary

rks/rri

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, April 8, 2025

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. Auto-Owners Insurance
 - B. Genealogy Report
- VII. New Business
 - A. Library 100th anniversary
 - B. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

March 11, 2025 7pm

Meeting called to order by President Jonatzke

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

Motion to approve the Minutes of February 11, 2025, as presented, and place on file.
Dowd and Friday motion carried

Motion to approve the Financial Report, as presented, and place on file.
Bench and Dowd motion carried

Motion to approve and pay bills in the amount of \$18,058.58. See Cash Disbursals for a listing of checks written.
Dowd and Hadley motion carried

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

Old Business

A. Auto-Owners Insurance- see written report submitted at meeting. The library received a bill from Auto-Owners insurance for retroactive charges from September 2023 to September 2024. Stephanie is checking with attorney from Foster Smith agency to see if these retroactive charges are legal. In November 2024, the Board approved motion to cancel Auto- Owners workers compensation policy and accept quote from Decker Agency for \$424.00/year.

B. Genealogy Report- see written report submitted at meeting.

New Business

A. New Policies- see written report submitted at meeting.

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

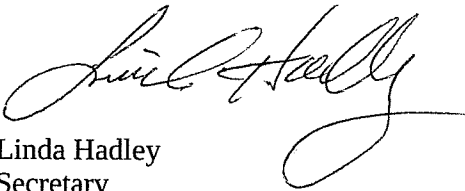
Committee Reports- none

Public Comment- none

Motion to adjourn

Friday and Dowd motion carried

Submitted by;



Linda Hadley
Secretary

04/08/25
Accrual Basis

Hartford Public Library
Balance Sheet
As of April 8, 2025

	<u>Apr 8, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	152,066.61
GL cash out (Honor Credit Union Checking account)	257,751.74
Honor MM#3 (Money Market at Honor Credit Union)	220,317.00
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>630,185.35</u>
Total Current Assets	<u>630,185.35</u>
TOTAL ASSETS	<u><u>630,185.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>-250.62</u>
Total Other Current Liabilities	<u>-250.62</u>
Total Current Liabilities	<u>-250.62</u>
Total Liabilities	-250.62
Equity	
3900 · Retained Earnings	492,382.72
Net Income	<u>138,053.25</u>
Total Equity	<u>630,435.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>630,185.35</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
March 11, 2025**

Checks written after Feb.11, 2025 meeting

Honor	\$	9,156.72(Salary)
		1,065.60(Securalam)
		944.26(Capitolone)
		185.17(Frontier)
		408.72(IndianaMich)
		585.00(ConsumersEnerfy)
		1,200.00(Hartford Computer)

Total \$ 13,545.47

Checks written before Mar.11,2025 meeting

Expenses	\$ 4,513.11
Total	\$ 18,058.58
To Be Paid	<u>\$ 18,058.58</u>

Total Disbursals	\$ 18,058.58
Total to be Approved	<u>\$ 18,058.58</u>

Balance Feb.11, 2025	\$174,606.93
PLA Grant	5,000.00
USF ACH dep	\$ 899.06
Transfers from account	\$ 0
Receipts	\$ 35,976.58
Total	\$ 216,483.47
To Be Approved	\$ 18,058.58
Balance Mar. 11,2025	\$198,424.89

**Submitted to the Hartford Public Library
Board of Trustees for approval
April 8, 2025**

Checks written after Mar.11, 2025 meeting

Honor	\$	9,316.59(Salary)
		1,284.80(Autoowners)
		586.55(OmahaSup)
		138.00(Securalarm)

Total \$11,325.94

Checks written before Apr. 8,2025 meeting

Expenses	\$	10,435.87
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Total	\$	21,761.81
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To Be Paid	\$	<u>21,761.81</u>
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Total Disbursals	\$	21,761.81
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Total to be Approved	\$	<u>21,761.81</u>
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Balance Mar.11, 2025	\$198,424.89
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	\$	0
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Transfers from account	\$	0
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Receipts	\$	81,088.66
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Total	\$	279,513.55
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To Be Approved	\$	^{21,761.81} 18,058.58
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Balance Apr. 8,2025	\$257,751.74
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Hartford Public Library
Cash Disbursals
 As of April 8, 2025

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
03/14/2025	13909	Teresa Babb		-SPL...	-153.92
03/14/2025	13910	Bethany Bivens		-SPL...	-249.07
03/14/2025	13911	Stephanie Daniels		-SPL...	-1,543.61
03/14/2025	13912	Sarah J James		-SPL...	-414.62
03/14/2025	13913	Patricia A Schroed...		-SPL...	-1,171.37
03/14/2025	13914	Kyah N Sexton		-SPL...	-469.77
03/14/2025	13915	Laura D Smith		-SPL...	-455.80
03/14/2025	13916	Emma G Lavender		-SPL...	-169.67
03/28/2025	13917	Teresa Babb		-SPL...	-153.92
03/28/2025	13918	Bethany Bivens		-SPL...	-260.38
03/28/2025	13919	Stephanie Daniels		-SPL...	-1,543.60
03/28/2025	13920	Sarah J James		-SPL...	-464.23
03/28/2025	13921	Patricia A Schroed...		-SPL...	-1,171.38
03/28/2025	13922	Kyah N Sexton		-SPL...	-469.78
03/28/2025	13923	Laura D Smith		-SPL...	-455.80
03/28/2025	13924	Emma G Lavender		-SPL...	-169.67
03/28/2025	13925	Auto-Owners Insu...	workman ...	911 ...	-1,284.80
03/28/2025	13926	Omaha Suppleme...	employ ins	703 ...	-586.55
03/28/2025	13927	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
04/08/2025	1392...	United States Tre...	38-2073164	-SPL...	-2,396.14
04/08/2025	1392...	State of Michigan	38-2073164	-SPL...	-1,637.35
04/08/2025	13928	Baker & Taylor	978 books	978 ...	-205.49
04/08/2025	13929	Best Way Disposal	819 trash ...	819 ...	-82.47
04/08/2025	13930	Bloomingtondale Co...	855 internet	855 ...	-199.99
04/08/2025	13931	Capital One	see below	-SPL...	-1,782.81
04/08/2025	13932	Cigna	3 mon ins	703 ...	-183.00
04/08/2025	13933	City of Hartford	water & s...	927 ...	-50.62
04/08/2025	13934	Consumers Energy	gas	923 ...	-481.45
04/08/2025	13935	Culligan	operating ...	740 ...	-25.54
04/08/2025	13936	Doubleday Office ...	740 opera...	740 ...	-90.00
04/08/2025	13937	Frontier	fax line	853 ...	-185.17
04/08/2025	13938	Indiana Michigan ...	electric	921 ...	-394.26
04/08/2025	13939	Indusco Supply	728 suppli...	728 ...	-265.28
04/08/2025	13940	Lawn Boys	lawn main...	818 ...	-864.50
04/08/2025	13941	Midwest Dialtone	telephone	853 ...	-151.00
04/08/2025	13942	US Business Syst...	printer ma...	827 ...	-590.80
04/08/2025	13943	Jason Spears	WMLUGr...	805 ...	-850.00
Total GL cash out (Honor Credit Union Checking account)					-21,761.81
TOTAL					-21,761.81

Hartford Public Library
Director's Report – April 8, 2025

The Stats for March, 2025 Adults 1353 Children 692
Computer usage for Mar– adults(161, children (197)
Website: Mar. 1,695
Hoopla Digital for Mar 2025 \$340.56
Hoopla balance \$1,098.99
Cardio Drumming March, 154 Bingo 93 Air print 38

On Thursday, March 13 from 4pm to 6:30pm, there was a Project Compass meeting here at the library. Nicol, City Manager, myself, a local minister and members of the Project Compass group attended. We went over some of the internet objectives for the community of Hartford.

The Tai Chi program has not been very successful. The presenter comes here from Hastings, Michigan and ideally, she would like at least 10 participants. We barely get 5 to attend. We will be stopping the program this month. Those who did participate enjoyed the program.

On Thursday, March 20, we had our "Coffee & Canvas" painting class. There were 22 participants. They created a mountain and flower valley scene. We had some very interesting interpretations of the scene. Everyone was different.

On Friday, March 21 was the Redwood Elementary Family Engagement night from 5pm to 7pm. Not as many families came as expected. They served tacos and had a literacy talk to the children and parents. Most of the families were Hispanic.

There was a Bridal Shower in the meeting room on Saturday, March 29th and a Birthday party on Saturday, April 5th.

The American Legion members met here at the library on Thursday, April 3rd from 6:30pm to 7:45pm. They will be not be meeting here in May.

The Lego display was set-up by the West Michigan Lego Users group on Sunday, April 6 from 1pm to 4:30pm. The display will be here for viewing until Saturday at 2pm. They will be removing the display on Sunday, April 13th.

On Thursday, April 17th, Brian Lightner will be presenting "The Story of Ben Hur" by the author Lewis Wallace of Indiana. He is a very interesting figure in history. We had this presentation several years ago and it is very interesting. The program is at 5pm and we hope to encourage attendance by serving pizza.

Respectfully Submitted,
Stephanie Daniels

**VBRGS
GENEALOGY ROOM REPORT
MARCH 2025**

This month the genealogy room welcomed 62 visitors, 31 attended our Saturday event. We assisted with 10 research requests and had 7 volunteers on staff.

One of our research requests came from Norway. This long-distance patron was seeking assistance regarding their John Ryden family of Lawrence and Paw Paw. I sent them information obtained from our newspaper sources and plat maps. I also provided them with contact information for the other collections in our area that might give them further assistance.

In February I accepted an invitation from Marty Maytnier of the Paw Paw District Library to meet with her along with Sandy Merchant from the Museum and Amy Druskovich from the Decatur Library. It brought representatives of our local genealogy and history collections together to discuss our resources and other topics of interest. We are planning to meet three more times this year with each taking a turn at hosting. They will be visiting Hartford in December.

The Genealogy Room will be fully staffed as of April 1st and we are happy to all be together again.

Joyce Beedie

VI. Old Business

A. Auto-Owners Adjusted invoice

After many phone calls and talking to several employees of Auto-Owners in Lansing. I finally reached the correct department. The only discount I was able to get on the adjusted invoice for 2023-2024 Workmen's Comp insurance was a 20% discount. I consulted with Nick Curcio, attorney from Grand Rapids. He suggested we try to settle on an amount.

B. Genealogy Report

See enclosed

VII. New Business

A. Library 100th Anniversary Celebration

We have changed the date of the 100th Anniversary of the Hartford Public Library to Saturday, August 16 from 12th to 2nd pm. We are going to also invite local authors to showcase their books. Also, as a community picnic we will serve hot dogs, chips and beverage. Plans are still in the works. A lot depends on cost.

B. Miscellaneous items for discussion

Kyah Sexton will be leaving our employment on Saturday, June 14th. She was accepted at Michigan State Vet school. At this time, I do not plan to replace her immediately. We will be alternating Saturday dates within the remaining staff.

Hartford Police Department Monthly Report

Item 17.

Month: April 2025

DEPARTMENT SUMMARY:

New Officer and promotion presentation at Council Meeting

Matthew Orvis is currently in training

New Ordinances suggestions

New Equipment and uniforms

STATISTICS:

- *Call for Service (CFS)* 25 for the month of March
- *CFS Activity Analysis*
- *Offense Report*
- *Arrest Count Report* 0
- *Arrest Report* 0
- *Citations* 0

BUDGET UPDATE:

A budget request has been made for the purchase of new police department firearms. The standard for firearms is approximately a 10 year service life. Our agency firearms are over 23 years old. One officer is using his own firearm. All officers will have the same equipment if approved.

PERSONNEL:

I am doing a background on a potential applicant. We have 2 more applications that have come in that we are reviewing.

TRAINING:

Sergeant Poole is scheduled for first line leadership training the last week of April

PUBLIC OUTREACH:

We are donating our old/outdated uniforms to a non-profit outreach that trains police officers in other countries.

FLEET STATUS:

Patrol vehicle #1 has been brought to the body repair shop for body work that was done two years ago.

EQUIPMENT:

New department firearms

New uniforms

GRANTS & INITIATIVES:


Amount	Grant	Grantor	Purpose	Status

Update Manual/Policies/Procedures/Rules:

Name of Policy	Date Started Update	Status of Update	Est. Completion Date
Citizen complaint Form			
Blight Handling Policy			
Evidence Policy			

END OF REPORT

Respectfully Submitted by: Chief Brian Matthews



Date: April 2025

**Hartford Fire Board Meeting
April 14th, 2025
March Business**

Contents

Page 1-2	Meeting Agenda
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Page 10	Treasures Report & Cash Balances
Page 11-12	List of Disbursements
Page 13-14	March 2025 Incident Summary and Breakdown of Fire Calls
Page 15	Cost Recovery USA Payment Reconciliation Report
Page 16-29	Chief Harting's Report & Monthly Statistics
Page 30	Asst. Chief McGrew Report

Hartford Fire Board
Agenda
Monday April 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 presented.** Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ____ Nays: ____.
- VII. **Approval of previous meeting minutes from March 11th, 2025:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ____ Nays: ____
- VIII. Review: **Review Revenue & Expenditure Report & Invoice Register**
- IX. **Approval of March Treasurer's report:** Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. **Accounts Payable:** Amount \$22,020.23 Motion by _____ Second by _____
 - Roll Call Vote Motion _____ Yeas: _____ Nays: _____
- X. Review March 2025 Incident Summary and Breakdown of Fire Calls per zone.
- XI. Review Cost Recovery USA 2/25/2024-3/24/2025 Payment Reconciliation Report
- XII. Unfinished Business:
- XIII. New Business:

1. Discussion on Hose Testing and Options for the future.

Reports:

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

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

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

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

Absent: Jerry Birmele

Others Present: Chief Harting, Asst. Chief McGrew, Peter Stanslawski,

Chairman Sefcik called the meeting to order at 7:14 p.m.

Public comment opened at 7:14 NO public comment.

Public comment closed at 7:14

The proposed agenda for the Fire Board meeting of April 14th, 2025, was presented and amended. Motion by Ledesma; Second by Sefick to approve the agenda as amended. (**accounts payable total was amended)

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the March 11th, 2025, Fire Board meeting was presented.

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

Yeas: 4 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The March Treasures report was presented: Motion by Sefcik; Seconded by Hunt to approve Treasures report as presented.

Yeas: 4 Nays: 0

Minutes of Fire Board Meeting April 14th, 2025

Bills were presented for approval in the amount of ~~\$22,020.23~~ **25,050.23
Motion by Ledesma; seconded by Germinder to pay bills in the amount of \$25,050.23.

Motion approved upon roll call vote of members present.

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

Absent: Birmele

Members Reviewed the March 2025 Incident Summary and Breakdown of Fire Calls per zone.

Members Reviewed the 2/25/2025-3/24/2025 Cost Recovery USA Payment Reconciliation Report.

Unfinished Business

New Business:

1. Discussion on Hose Testing, Assistant Chief McGrew advised the board on the process that goes into hose testing and how unhappy we have been the last few years with the outside company that we have hired to perform hose testing. Assistant Chief McGrew advised the board that we can purchase our own hose tester and conduct the testing in house, question arose as to if we would need to be certified to conduct this testing, Asst. Chief McGrew advised the board that no certifications are required to conduct hose testing and as long as we follow the NFPA guideline for hose testing we can do it in house. The Board advised Asst. Chief McGrew to have some quotes for the necessary equipment for the May Fire Board Meeting.

Fire Chiefs Report:

1. Report Attached in the packet

Assistant Fire Chief Report:

1. Report Attached in the packet

Other board Business:

-Board member Hunt explained to the board what went into the presentation to the kids before the board meeting and the details surrounding it.

-Board member Sefcik would like to see continued discussion on future equipment needs, Windows 10 no longer supported in October, Issues with Illegal Burns in the area.

Motion by Sefick; Second by Germinder to adjourn the meeting at 8:06 p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting March 11th, 2025**

Members Present upon roll call: Carlos Ledesma; Eric Germinder; Chad Hunt

Absent: Ron Sefcik, Jerry Birmele

Others Present: Chief Harting, Asst. Chief McGrew, Peter Stanslawski, Charlie Weeden

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

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of March 11th, 2025, was presented and approved as presented. Motion by Hunt; Second by Germinder to approve the agenda as presented

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the February 10th, 2025, Fire Board meeting were presented.

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

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the February 18th, 2025, Special Fire Board meeting were presented.

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

Yeas: 3 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The February Treasures report was presented: Motion by Hunt; Seconded by Ledesma to approve Treasures report as presented.

Yeas: 3 Nays:0

Bills were presented for approval in the amount of \$30,472.69 Motion by Ledesma; seconded by Germinder to pay bills in the amount of \$30,472.69.

Motion approved upon roll call vote of members present.

Yeas: Hunt, Germinder, Ledesma Nays:0

Absent: Sefcik, Birmele

Members Reviewed the February 2025 Incident Summary and Breakdown of Fire Calls per zone.

Members Reviewed the 1/25/2025-2/24/2025 Cost Recovery USA Payment Reconciliation Report.

Unfinished Business

New Business:

1. Discussion on the acceptance of the 2025 Michigan DNR Grant and attached quotes to purchase fire hose. Assistant Chief McGrew noted that we had to choose between buying hose or wildland turnout gear, the current lead time on wildland turnout gear is almost two years, was not feasible to purchase any wildland gear. Also noted that our outstanding cost for this purchase will only come to \$2,127.00.

Motion by Germinder; Seconded by Hunt to accept the attached Quote from Moses Fire Equipment in the amount of \$9,254.00 for the purchase of firefighting hose and to pay our outstanding associated cost from the donations account in the amount of \$2,127.00.

Yeas: 3 Nays: 0 **APPROVED**

2. Discussion on the attached quote from Moses Fire Equipment for the purchase of two Elkhart XD Nozzles. Assistant Chief McGrew noted that when we originally purchased nozzles last fall that we had not yet planned on purchasing 2 ¼ inch hose, these two nozzles are specially designed to operate with the 2 ¼ inch hose that we purchased. Motion by Ledesma; Seconded by Germinder to accept the Quote from Moses Fire Equipment in the amount not to exceed \$3,225.00 for the purchase of two Elkhart XD Nozzles.

Yeas: 3 Nays: 0

APPROVED

3. Discussion was held on the Quote from Thomas Fire Equipment for the purchase of 3 truck mounted hose rollers. Assistant Chief McGrew explained to the board about the equipment, both Hunt & Germinder commented on how nice these would have been to have 20 years ago. Asst. Chief McGrew also noted that the Give back night that was held by Gala T Inn raised \$600.00 and this would be a great purchase to highlight that donation made from Gala T Inn.

Motion by Hunt Seconded by Ledesma to accept the Quote from Thomas Fire Equipment in the amount of \$630.00 to purchase (3) truck mounted hose rollers. Monies to come from the donation account.

Yeas: 3 Nays: 0

APPROVED

Fire Chiefs Report:

1. Report Attached in the packet

Assistant Fire Chief Report:

1. Report Attached in the packet

Other board Business:

None

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:24 p.m.

Yeas: 3 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

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REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

Page: 1/2

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	BUDGET USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	HARTFORD TOWNSHIP	171,614.28	163,570.00	122,677.47	0.00	40,892.53	75.00
206-000-402.000	HARTFORD CITY	127,074.78	133,830.00	111,525.00	11,152.50	22,305.00	83.33
206-000-411.000	HARTFORD TWP MILLAGE	68,778.70	67,000.00	41,545.60	0.00	25,454.40	62.01
206-000-412.000	HARTFORD CITY MILLAGE	45,254.37	46,000.00	41,829.62	4,170.38	4,170.38	90.93
206-000-420.000	BANGOR TWP COST RECOVERY	7,255.00	5,200.00	3,432.76	0.00	1,707.24	67.17
206-000-421.000	COST RECOVERY	1,110.00	2,000.00	3,510.00	872.82	(1,510.00)	175.50
206-000-422.000	FIRE REPORTS/ FOIA	20.00	50.00	611.55	0.00	(561.55)	1,223.10
206-000-450.000	DONATIONS	8,917.23	56,500.00	59,192.28	0.00	(12,682.28)	122.45
206-000-539.000	GRANTS	21,400.00	2,500.00	0.00	0.00	2,500.00	0.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	9,600.00	7,200.00	0.00	2,400.00	75.00
206-000-584.000	VBHMS	16,710.00	10,000.00	10,395.00	0.00	(395.00)	103.95
206-000-660.000	CELL PHONE REIMBURSEMENT	0.00	800.00	0.00	0.00	800.00	0.00
206-000-665.000	INTEREST	14,743.25	16,000.00	20,713.29	0.00	(4,773.29)	129.83
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00	6,632.00	6,632.00	0.00	0.00	100.00
Total Dept 000		492,475.61	519,682.00	439,374.57	19,106.23	80,307.43	84.55
TOTAL REVENUES							
		492,475.61	519,682.00	439,374.57	19,106.23	80,307.43	84.55
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-702.000	BOARD SALARY	3,780.00	4,200.00	2,820.00	240.00	1,380.00	67.14
206-336-704.000	CHIEF SALARY	56,141.04	58,550.00	46,668.75	4,912.50	12,281.25	79.17
206-336-705.000	ASST CHIEF SALARY	0.00	24,000.00	19,200.00	2,000.00	4,800.00	80.00
206-336-710.000	FIREFIGHTER/ MFR	57,840.53	50,000.00	36,876.61	5,093.76	13,123.39	73.75
206-336-712.000	SHIFT COVERAGE	12,930.00	14,400.00	10,255.65	945.00	4,144.35	71.22
206-336-714.000	SUPPORT STAFF	80.00	0.00	0.00	0.00	0.00	0.00
206-336-720.000	PAYROLL TAXES	11,033.73	10,000.00	8,860.31	1,000.15	1,139.69	88.60
206-336-730.000	RETIREMENT	3,228.14	3,800.00	2,821.24	294.76	978.76	74.24
206-336-731.000	GASOLINE & DIESEL	6,453.90	9,400.00	4,709.22	224.19	4,680.78	50.10
206-336-733.000	VEHICLE MAINTENANCE	13,828.75	66,500.00	65,413.97	19.99	1,086.03	98.37
206-336-740.000	EQUIPMENT MAINTENANCE	15,596.75	21,700.00	18,010.15	966.26	(16,310.15)	175.16
206-336-741.000	OPERATING SUPPLIES	240.28	400.00	117.45	40.80	282.55	29.36
206-336-742.000	MEDICAL SUPPLIES	12,456.80	2,500.00	3,233.37	40.64	(733.37)	129.33
206-336-751.000	ANNUAL TESTING	5,507.80	8,500.00	5,663.53	470.92	1,856.47	95.25
206-336-753.000	PHONES	7,334.51	7,500.00	8,096.47	808.47	3,072.31	69.28
206-336-753.000	UTILITIES	8,025.19	10,000.00	6,927.69	558.27	1,834.23	105.02
206-336-763.000	BUILDING MAINTENANCE	33,191.02	16,632.00	17,466.23	0.00	952.66	15.32
206-336-767.000	DUES/ SUBSCRIPTIONS	3,152.34	4,200.00	3,247.34	0.00	1,150.39	77.32
206-336-781.000	TORN OUT GEAR/ UNIFORMS	13,506.44	15,000.00	2,370.81	169.40	2,143.76	74.78
206-336-785.000	EDUCATION/ TRAINING	6,643.61	8,500.00	6,356.24	186.00	3,918.48	60.82
206-336-796.000	PHYSICALS	7,842.25	10,000.00	3,097.27	0.00	1,602.73	65.90
206-336-799.000	OFFICE/ COMPUTER	5,570.68	4,700.00	10,870.00	630.00	5,630.00	65.88
206-336-801.000	PROFESSIONAL SERVICES	19,740.00	16,500.00	2,500.00	0.00	2,500.00	0.00
206-336-810.000	GRANT MATCH	0.00	30,000.00	24,248.46	0.00	5,751.54	80.83
206-336-815.000	GENERAL INSURANCE	25,331.97	113,000.00	0.00	0.00	113,000.00	0.00
206-336-965.000	TRANSFER TO MILLAGE FUND	0.00					
Total Dept 336 - FIRE OPERATING		329,455.73	512,882.00	333,392.28	21,585.01	179,489.72	65.00
TOTAL EXPENDITURES		329,455.73	512,882.00	333,392.28	21,585.01	179,489.72	65.00

04/11/2025 09:59 AM
User: BSA
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REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

Page: 2/2

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 04/30/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BUDGET USED
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Fund 206 - FIRE FUND:							
TOTAL REVENUES		492,475.61	519,682.00	439,374.57	19,106.23	80,307.43	84.55
TOTAL EXPENDITURES		329,455.73	512,882.00	332,392.28	21,585.01	179,489.72	65.00
NET OF REVENUES & EXPENDITURES		163,019.88	6,800.00	105,982.29	(2,478.78)	(99,182.29)	1,558.56

04/11/2025 09:39 AM INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
 User: BSA POST DATES 03/11/2025 - 04/14/2025
 DB: Hfd BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Page: 1/1

Vendor Name	Description	Amount
1. AT&T MOBILITY	CELL PHONES	521.92
2. BESTWAY	TRASH	75.00
3. BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
4. CASS COUNTY FIREMEN'S	TRAINING	50.00
5. CONSUMERS ENERGY	NATURAL GAS	281.28
6. DINGES FIRE COMPANY	HELMET	791.38
7. DIVE RIGHT IN SCUBA	ICE RESCUE SUIT DONATION	3,030.00
8. FIRST NATIONAL BANK OMAHA	SUPPLIES	357.75
	MAINTENANCE, SUPPLIES & TRAINING	902.25
	TOTAL	1,260.00
9. INDIANA MICHIGAN POWER	ELECTRIC	527.19
10. KELLOGG HARDWARE INC	SUPPLIES	126.27
11. MES SERVICE COMPANY LLC	SCBA ANNUALS	1,824.52
12. MFE INC	ICE RESCUE SLING	220.90
	LOCKER	405.13
	GLOVES	359.01
	TOTAL	985.04
13. MILLER THERMOMETER CO INC	US FLAG	40.80
14. PETER STANISLAWSKI	FINANCE SERVICES	630.00
15. SHELL FLEET PLUS	DIESEL & GASOLINE	224.19
16. US BUSINESS SYSTEMS INC	COPIER	113.26
17. VAN BUREN COUNTY	TRAINING	50.00
TOTAL - ALL VENDORS		10,716.85

HARTFORD FIRE
CASH BALANCES

APRIL 14, 2025

General Checking	\$ 66,642.49
Operating Account	\$ 192,279.05
Millage Account	\$ 373,518.23
Maintenance Account	\$ 14,318.87
Donation Account	\$ 64,764.28

All Cash Accounts	\$ 711,522.92
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04/11/2025 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 03/11/2025 - 04/14/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
03/14/2025	DD584(A)	HARTING, ROBBIE	PAYROLL	1,894.16
03/14/2025	DD585(A)	MC GREW, KEVIN	PAYROLL	998.14
03/31/2025	319(E)	BESTWAY	TRASH	75.00
03/31/2025	320(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES	357.75
03/31/2025	EFT122(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	383.09
03/31/2025	EFT123(E)	CITY OF HARTFORD	PAYROLL	301.73
03/31/2025	EFT124(E)	INTERNAL REVENUE SERVICE	PAYROLL	1,953.63
03/31/2025	EFT125(E)	STATE OF MICHIGAN	PAYROLL	1,710.07
04/01/2025	DD586(A)	HARTING, ROBBIE	PAYROLL	1,846.17
04/01/2025	DD587(A)	MC GREW, KEVIN	PAYROLL	624.30
04/02/2025	DD588(A)	BIRMELE, GERALD	PAYROLL	52.86
04/02/2025	DD589(A)	BODARY, BRANDON	PAYROLL	425.46
04/02/2025	DD590(A)	EASTMAN, SCOTT	PAYROLL	115.37
04/02/2025	DD591(A)	FLEMMING, RYAN	PAYROLL	29.79
04/02/2025	DD592(A)	FRY, STEVEN	PAYROLL	346.31
04/02/2025	DD593(A)	GERMINDER, ERIC	PAYROLL	52.86
04/02/2025	DD594(A)	HARTING, BRANDI	PAYROLL	65.59
04/02/2025	DD595(A)	HUNT, CHAD	PAYROLL	51.86
04/02/2025	DD596(A)	LEDESMA, CARLOS	PAYROLL	52.86
04/02/2025	DD597(A)	LOWE, STEVEN	PAYROLL	524.70
04/02/2025	DD598(A)	MC GREW, KEVIN	PAYROLL	1,530.08
04/02/2025	DD599(A)	ROBERTS, KHELUN	PAYROLL	644.00
04/02/2025	DD600(A)	SHARPE, IAN	PAYROLL	459.50
04/02/2025	DD601(A)	TEITSMA, NATHAN	PAYROLL	47.08
04/02/2025	DD602(A)	WEBERG, SCOTT	PAYROLL	337.03
04/02/2025	STUB60(A)	FLEMMING, LISA	PAYROLL	0.00
04/02/2025	STUB61(A)	TAIT, JOSHUA	PAYROLL	0.00
04/14/2025	321(E)	INDIANA MICHIGAN POWER	ELECTRIC	527.19
04/14/2025	322(E)	AT&T MOBILITY	CELL PHONES	521.92
04/14/2025	323(E)	CONSUMERS ENERGY	NATURAL GAS	281.28
04/14/2025	324(E)	FIRST NATIONAL BANK OMAHA	MAINTENANCE, SUPPLIES & TRAINING	902.25
04/14/2025	325(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	224.19
04/14/2025	326(A)	BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
04/14/2025	327(A)	MES SERVICE COMPANY LLC	SCBA ANNUALS	1,824.52
04/14/2025	328(A)	PETER STANISLAWSKI	FINANCE SERVICES	630.00
04/14/2025	329(A)	VAN BUREN COUNTY	TRAINING	50.00
04/14/2025	15123	DINGES FIRE COMPANY	HELMET	791.38
04/14/2025	15124	KELLOGG HARDWARE INC	SUPPLIES	126.27

04/11/2025		CHECK REGISTER FOR HARTFORD FIRE DEPTMENT		
CHECK DATE FROM 03/11/2025 - 04/14/2025				
Check Date	Check	Vendor Name	Description	Amount
04/14/2025	15125	MFE INC	LOCKER	985.04
04/14/2025	15126	MILLER THERMOMETER CO INC	US FLAG	40.80
04/14/2025	15127	CASS COUNTY FIREMEN'S	TRAINING	50.00
Total of 41 Checks:				22,020.23
Less 0 Void Checks:				0.00
Total of 41 Disbursements:				22,020.23



Hartford Fire Department

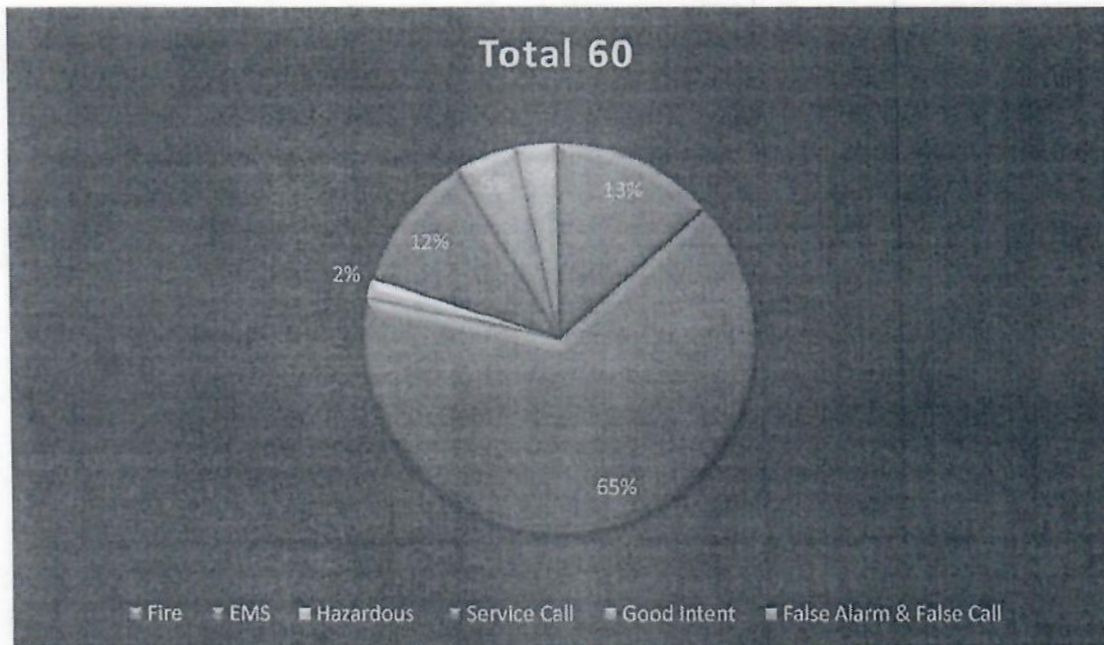
439 East Main St.
Hartford, MI 49057
(269) 621-4707



Item 18.

Asst. Chief Kevin McGrew

March 2025 Incident Summary



City- 26	Township- 24	Other-10
----------	--------------	----------

Incident Type	Count
111- Structure Fire	5
140-Outside Fire	1
142-Grass Fire	2
311- Medical assist, assist EMS Crew	17
321- EMS call, excluding vehicle accident	20
322- MVA with Injuries	2
444-Power Line Down	1
500-Service Call	2
554- Lift Assist	2
561-Burning	3
600-Good Intent	2
611-Cancelled En Route	1
736- CO Detector Activation	1
815-Severe Weather Stand-by	1
Total	60

March Monthly Call Totals Prior Years

2022 - 56 2023 - 55¹³ 2024 - 73



Hartford Fire Department

436 East Main St.
Hartford, Ct. 06107
(860)-621-4707



Item 18.

March 2025

Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	26	\$1,405.16
Township of Hartford	24	\$1,994.82
Bangor Township	4	\$211.00
I-94 & Red Arrow Hwy	3	\$261.28
Mutual Aid	3	\$194.13
Total	60	\$4,066.39
Average Cost Per Call		\$67.77
Training	59 hours	\$639.15
Truck Inspections	20 hours	\$316.50
Shift Coverage	63 Shifts	\$945.00



Hartford Fire Department

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



Item 18.

Asst. Chief Kevin McGrew

Cost Recovery USA Payment Reconciliation Report 2/25/2024-3/24/2024

Fire Dept.	Run Date	Run Number	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
HFD	1/28/2025	2025-058-HFDMI	322 Car Crash	3/14/2025	Billed Direct	\$775.50	\$775.50	\$604.89
HFD	3/2/2025	2025-127-HFDMI	322 Car Crash	3/19/2025	Farm Bureau	\$343.50	\$343.50	\$267.93

\$872.82

Fire Chiefs Report
April 2025

INFORMATION:

1. Meetings Attended:

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

2. Information:

- Received a \$612.00 donation from the Masonic Lodge of Coloma
- Annual air pack flow testing completed

Sincerely,

Robbie Harting – Fire Chief



15 John Harting

Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 18.

March 2025

60 Calls for Service

Personell Name	Total Calls	%
Fry, Steven	22	37%
Harting, Brandiwyne	4	7%
McGrew, Kevin	57	95%
Bodary, Brandon	14	23%
Flemming, Lisa	1	1.6%
Flemming, Ryan	4	7%
Harting, Robbie	10	17%
Lowe, Steve	20	33%
Roberts, Khelun	29	48%
Sharpe, Ian	20	33%
Teitsma, Nate	2	3%
Weberg, Scott	14	23%

hcartfordfirechief@gmail.com
kmcgrew-hartfordfirechief@gmail.com





Chief Robbie Harting

Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 18.

January-March
2025

182 Calls for Service

Personell Name	Total Calls	%
Fry, Steven	41	23%
Harting, Brandiwyne	11	6%
McGrew, Kevin	174	96%
Bodary, Brandon	50	27%
Flemming, Lisa	2	1%
Flemming, Ryan	10	5%
Harting, Robbie	54	30%
Lowe, Steve	37	20%
Roberts, Khelun	79	43%
Sharpe, Ian	43	24%
Teltsma, Nate	8	4%
Weberg, Scott	49	27%



Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
3/1/2025	Structure Fire-111	1802&1871&1831	6	567.5	2025-123	625	1	9
3/1/2025	Medical Call-321	1802&1810	5	94.5	2025-124	350	1	9
3/2/2025	Medical Assist-311	1802&1810	3	56.75	2025-128	350	1	7
3/2/2025	Medical Call-321	1810&1802	5	36	2025-129	350	1	5
3/3/2025	Medical Assist-311	1810&1802	2	40	2025-130	350	1	11
3/5/2025	Medical Call-321	1802&1810	2	40	2025-135	350	1	4
3/9/2025	Medical Assist-311	1810	1	18.25	2025-137	175	1	11
3/9/2025	Good Intent	1802	3	50.25	2025-139	125	2	5
3/12/2025	Medical Assist-311	1810	2	0	2025-142	175	2	10
3/12/2025	Medical Call-321	1802	1	21	2025-143	175	1	11
3/13/2025	Grass Fire-142	1802&1869&1831&181	7	238	2025-146	650	1	4
3/13/2025	Medical Assist-311	1810	3	27.64	2025-147	175	1	5
3/13/2025	Grass Fire-142	1801&1802&1859&1831&1810	8	190.15	2025-148	775	1	8
3/14/2025	Structure Fire-111	1801&1869&1831	6	111.39	2025-149	475	1	5
3/17/2025	Medical Assist-311	1810	4	36	2025-154	175	3	11
3/18/2025	Medical Call-321	1802	1	21	2025-161	175	3	5
3/19/2025	Power Line-444	1802&1869	4	73.75	2025-162	250	2	16
3/21/2025	Service Call-500	1802	5	93	2025-165	125	2	4
3/22/2025	Medical Call-321	1810	2	39.25	2025-167	175	2	6
3/25/2025	Cancelled En Route-611	1802	1	10.5	2025-172	175	2	n/a
3/26/2025	Burning-561	1869	1	21	2025-175	125	2	10
3/29/2025	Medical Call-321	1802&1810	4	38.14	2025-177	350	1	5
3/29/2025	Medical Assist-311	1802&1810	4	76.25	2025-178	350	1	4
3/30/2025	Good Intent	1802&1869	5	94.5	2025-181	250	2	10

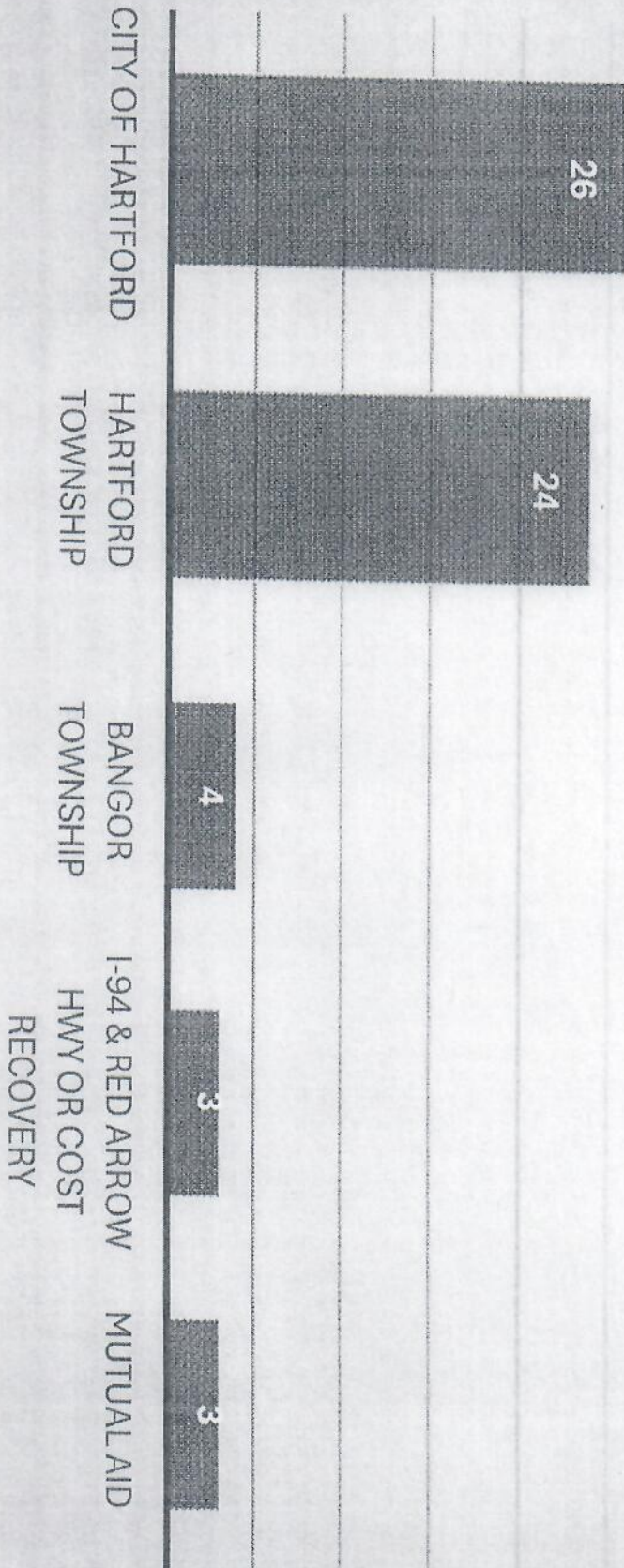
City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
3/2/2025	Medical Assist-311	1802	1	21	2025-125	175	2	10
3/2/2025	Medical Call-321	1802	1	21	2025-126	175	3	4
3/4/2025	Medical Call-321	1810	3	17.75	2025-132	175	3	2
3/6/2025	Medical Assist-311	1802&1810	4	76	2025-136	350	3	4
3/10/2025	Medical Call-321	1802	1	21	2025-140	175	1	6
3/10/2025	Medical Assist-311	1802	1	21	2025-141	175	1	10
3/13/2025	Medical Call-321	1802&1810	5	89.25	2025-144	350	1	8
3/13/2025	Outside Fire-140	1802&1869&1810	7	53.77	2025-145	425	1	4
3/15/2025	Structure Fire-111	1802&1871&1841	7	378	2025-151	650	1	2
3/16/2025	Medical Assist-311	1802&1810	2	40	2025-152	350	1	9
3/17/2025	Lift Assist-554	1810	4	36	2025-155	175	2	10
3/17/2025	Medical Assist-311	1802&1810	3	84.01	2025-157	350	1	6
3/18/2025	Medical Call-321	1802&1810	3	57	2025-158	350	1	3
3/18/2025	Burning-561	1802&1869	4	73.75	2025-159	250	2	3
3/20/2025	Burning-561	1802&1869	2	38.75	2025-160	250	2	7
3/22/2025	Service Call-500	1802	1	21	2025-164	125	2	5
3/24/2025	Medical Assist-311	1802	1	21	2025-168	175	2	9
3/24/2025	Lift Assist-554	1802	1	10.5	2025-169	175	2	8
3/24/2025	Medical Assist-311	1802&1810	3	55.5	2025-170	350	1	4
3/25/2025	Medical Call-321	1810	3	16.75	2025-171	175	3	5
3/26/2025	Medical Call-321	1810	3	55	2025-173	175	1	9
3/27/2025	Medical Assist-311	1802&1810	3	59.25	2025-174	350	2	10
3/30/2025	Medical Assist-311	1810	2	0	2025-176	175	1	3
3/31/2025	Weather Standby By CO Alarm	1802&1869 1802&1801	6 3	101.88 18.25	2025-180 2025-182	250 250	2 2	4 1

Township of Bangor/Date		Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
3/15/2025	Medical Call-321	1802&1810	3	57	2025-150	350	1	11	
3/17/2025	Medical Call-321	1802	1	21	2025-156	175	1	8	
3/19/2025	Medical Call-321	1802&1810	4	73.75	2025-163	350	1	7	
3/30/2025	Medical Call-321	1802&1810	3	59.25	2025-179	350	1	8	

Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Recovered YES/NO Amount	Priority	Response Time
Red Arrow Hwy	MVA-with injuries-322	1802&1871&1810	5	136.02	2025-127	525	YES	1	6
I-94	Medical Call-321	1802&1810	2	40	2025-134	350	NO	1	8
TWP	MVA-with injuries-322	1802&1871	3	63.26	2025-138	400	in progress	1	6

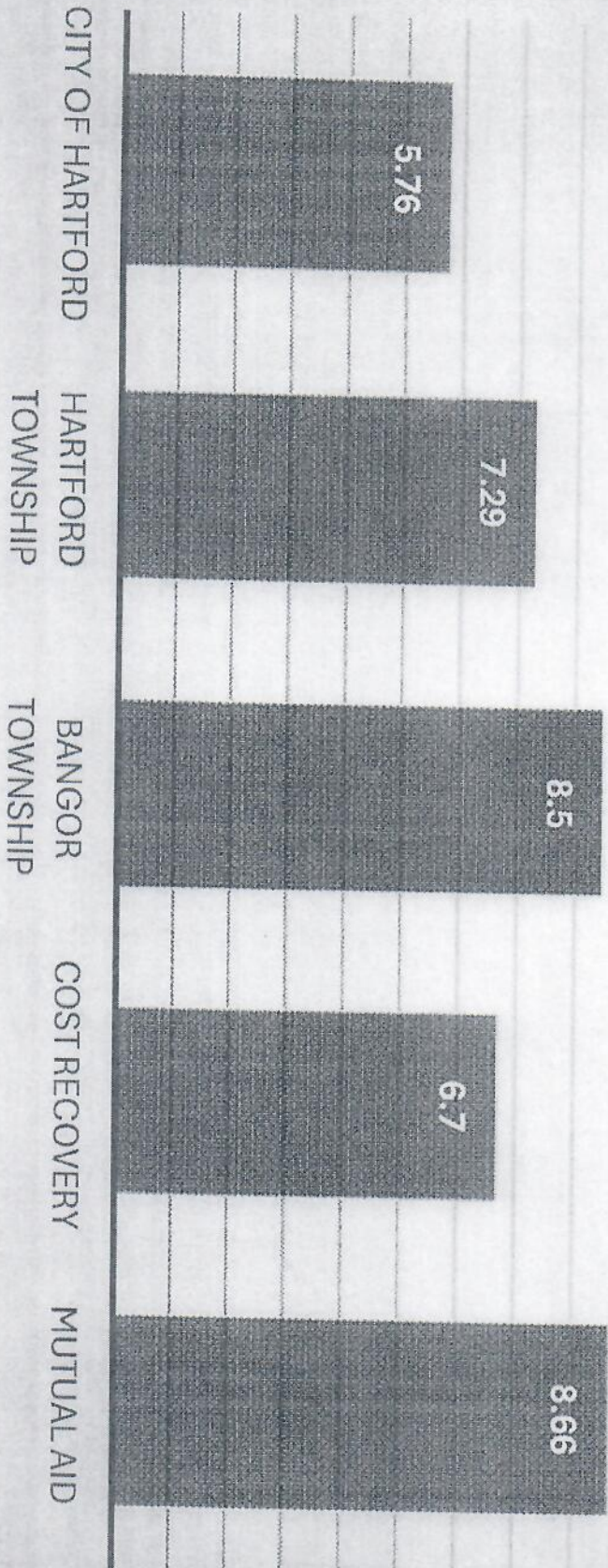
Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time	Area
3/3/2025	Medical Assist-311	1810	3	16.75	2025-131	175	1	8	Berrien County
3/17/2025	Structure Fire-111	1831&1869	4	45.63	2025-153	350	1	12	Bangor Township
3/21/2025	Structure Fire-111	1802&1841&1869	7	131.75	2025-166	550	1	6	Lawrence Township

Breakdown of Totals Calls Per Zone March 2025



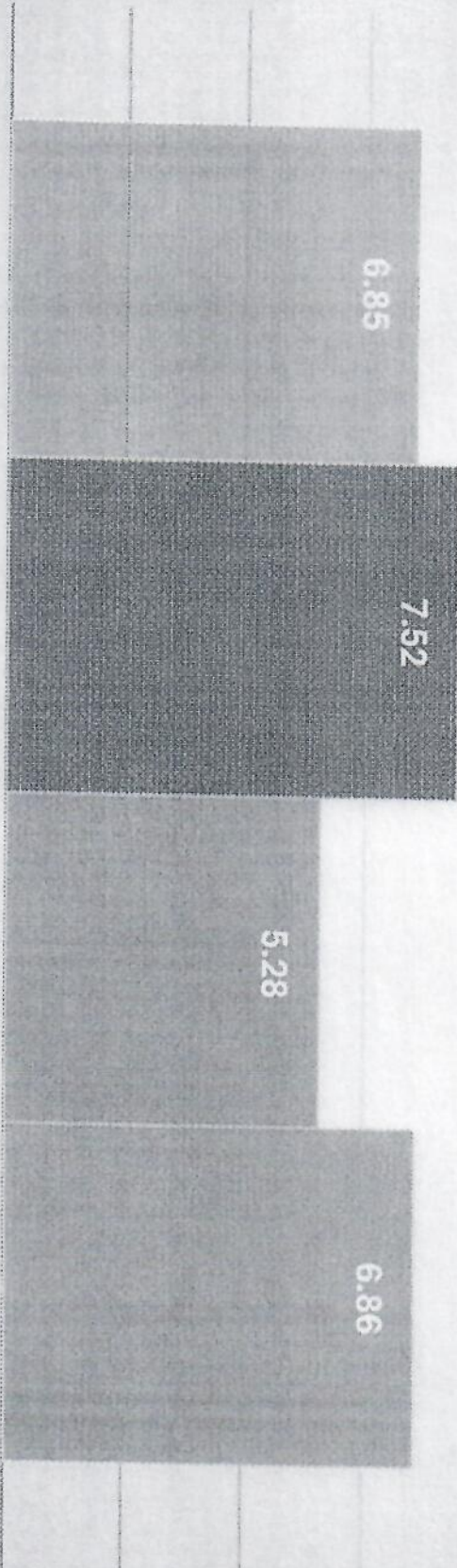
Response Times Breakdown Per Zone

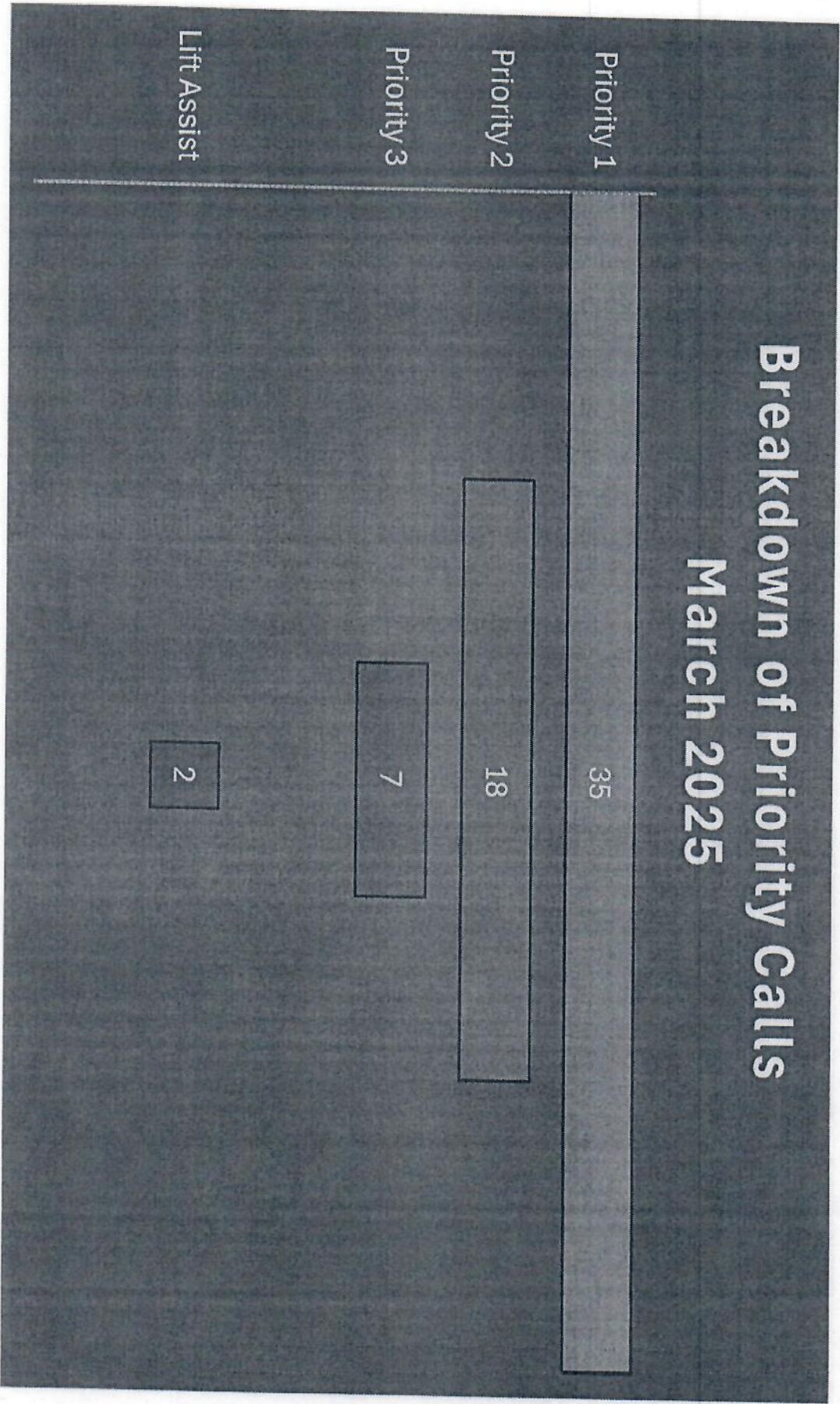
March 2025



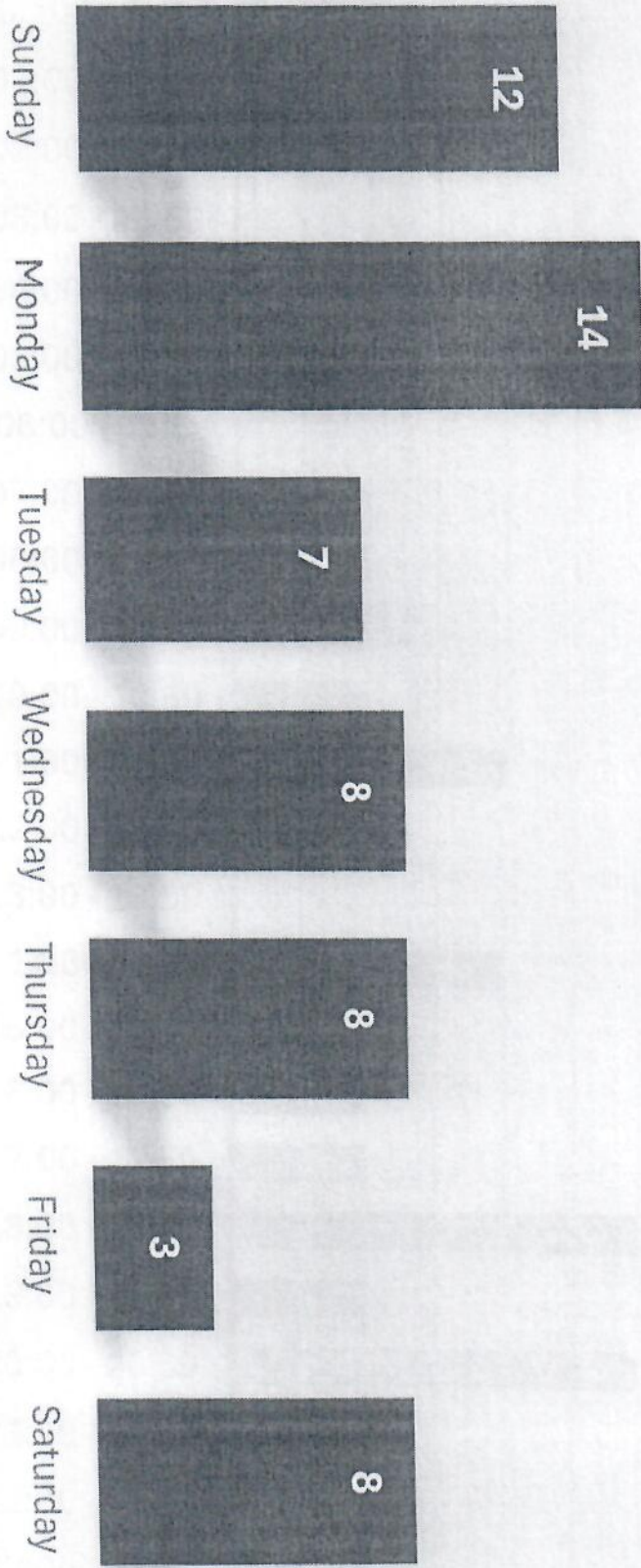
Response Times Breakdown by Priority March 2025

■ Priority 1 ■ Priority 2 ■ Priority 3 ■ Overall Times

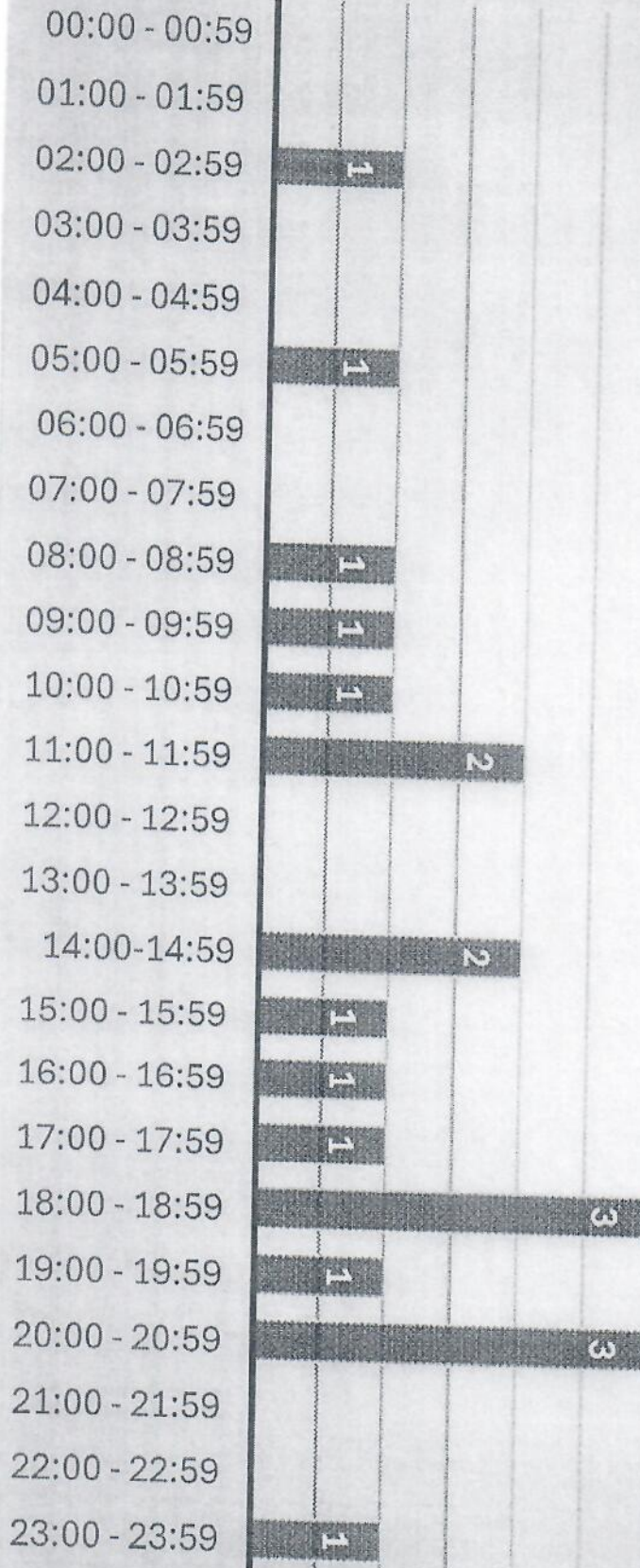




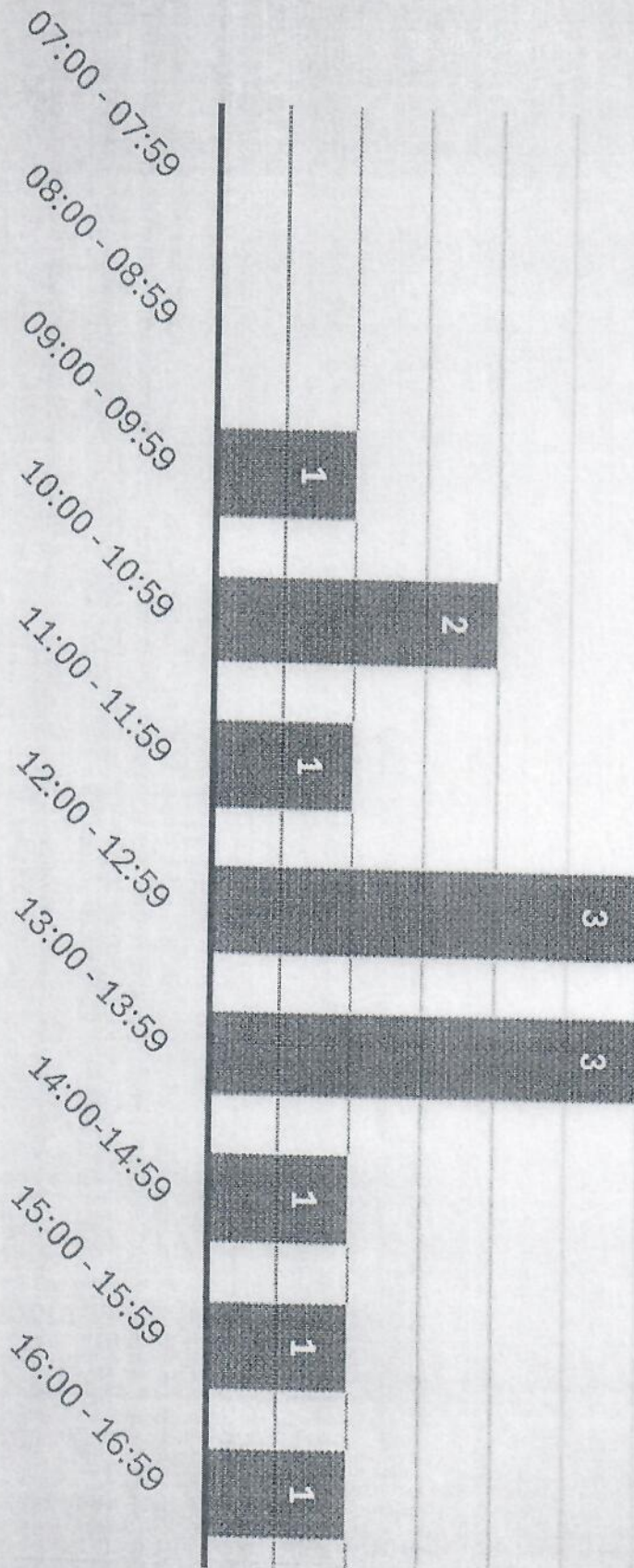
Calls by Day of Week March 2025



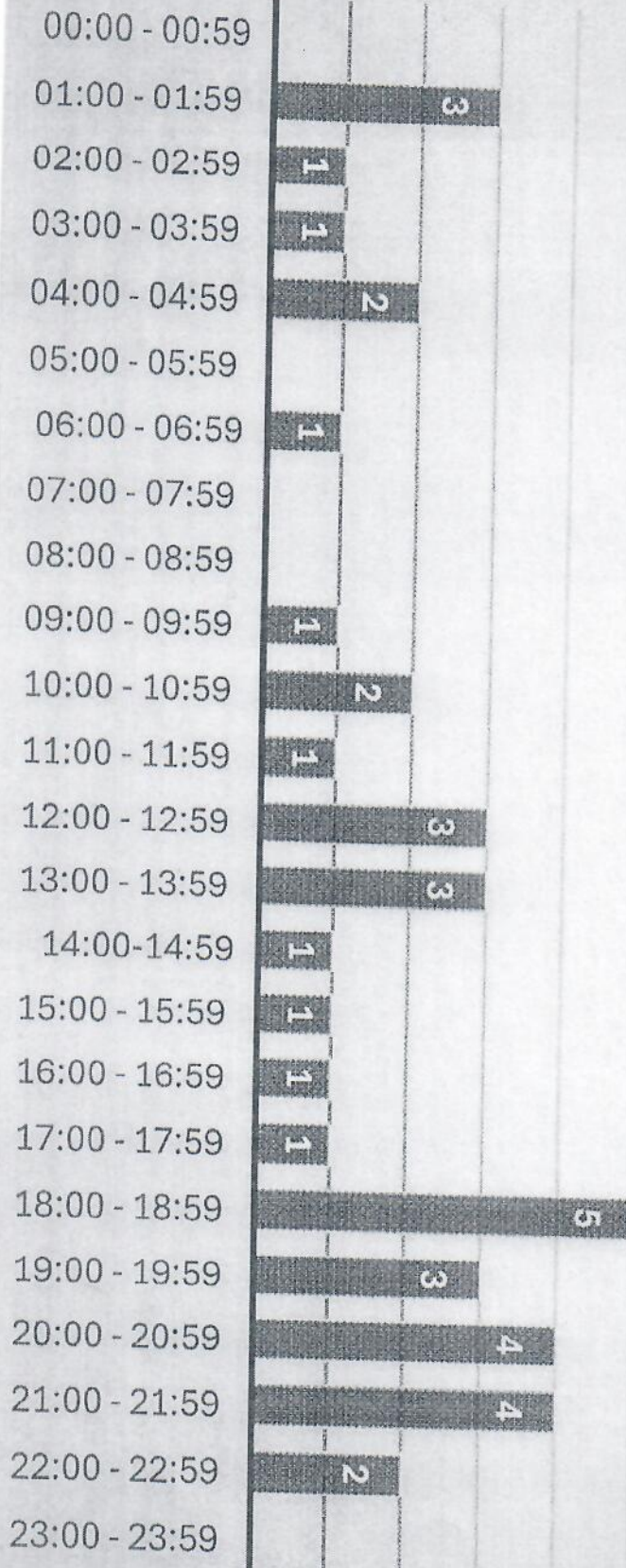
Calls Per Hour Breakdown Weekends March 2025



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



Call Breakdown by Hour **Weekdays March 2025**



**Assistant Chief Report
April 2025**

Information:

- Attended Size up & Command Class
- New Fire Hose Inventoried
- New Fire Hose Flow tested and put into service
- Account set up on New Federal Reporting System
- F-150 update

Meetings Attended:

- Chiefs Meeting

Monthly Maintenance update:

- Headlights replaced on 1869
- Air Paks Flow Tested, 5 Battery Boards Replaced
- Vent Fan from 1841- Carburetor rebuilt
- Relay Installed on 1802 for Lights,Siren,Radio

Pre-plans Completed:

- Hartford Public Library
- Hartford United Methodist Church
- Bereza's Garage

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Ricky Ricks Supt.



April, 2025

MAINTENANCE DEPARTMENT

Serviced all equipment that needed service.
Put out trash cans.
Cleaned park up after winter.
Clean sidewalks off in main block.

WATER DEPARTMENT

Water turn off	1
Water turn on	2
Water meter repairs and replacment	30
Water leaks repaired	2
Water meters read by request	25
Water services replaced to water main	1
Collected monthly water samples and delivered to Paw Paw Lab	
Sent monthly reports to the Michigan Department of Health	
Ran auxiliary well generator once a week	
Water turn off and turn back non payment.	20

MAJOR AND LOCAL STREETS

Cold patching
Cleaned storm drains.
Salt streets as needed.

SEWER SYSTEM

Sewer mains rodded	8
Sewer services dug up and repaired	0
Ha Clean Earth root cut sewer main on Paris Hill Dr.	

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

IRON REMOVAL PLANT

62822 Red Arrow Hwy
621-6505
Dan Staunton



April, 2025

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.52</u> ppm
Manganese	<u>0.149</u> ppm
pH	<u>7.4</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1</u> ppm
Phosphates	<u>1.1</u> ppm
Flouride	<u>0.8</u> ppm
pH	<u> </u>

Chemicals used

	Total Lbs
Chlorine	<u>93.3</u>
Phosphates	<u>163</u>
Flouride	<u>145</u>

Average Daily Use

	<u> </u>
	<u>3</u>
	<u>5.2</u>
	<u>4.6</u>

WATER PUMPED FOR THE MONTH

Backwash water	<u>5.706</u> Million Gallons
	<u>181,000</u> Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

Task Completed by Wastewater Crew
4/17/2025

3/1-3/7

4-Mar EQ TANK LOWERED AND CLEANED

5-Mar CLEANED PRIMARY CLARIFIERS
SULFATE SENT OUT FOR TESTING
DECANTING FINAL SLUDGE TO PRIMARY CLARIFIERS

3/8-3/14

10-Mar GREASED GRIT REMOVER AND BARSCREEN

11-Mar GREASED PRIMARY CLARIFIER

12-Mar GREASED FINAL CLARIFIER

13-Mar GREASED LIME MIXER AND BLOWERS, CHANGED HOSES IN SAMPLER EFF. SENT
OUT PFAS TEST

14-Mar GREASED RBCS, CLEANED AND ADJUSTED FLIGHT ARM ON FINAL CLARIFIERS

3/15-3/21

16-Mar STARTED BIOMASS ON RBS 2

17-Mar DECANTING FINAL SLUDGE THROUGH PRIMARY CLARIFIERS

3/22-3/28

24-Mar DECANT FINAL SLUDGE

25-Mar WENT WITH PWD TO CHECK FLOW RATE IN MANHOLES
STARTED DECANT SOUTH STORAGE

MOUNTED CABLE SYSTEM FOR FINAL DECANT PUMP

26-Mar FINISH CHECKING FLOW RATE OF MANHOLES

27-Mar CHECK INSIDE MANHOLE BY RIVER FOR LEAKS/INFILTRATION

3/28-3/31

31-Mar CLEANED AND REMOVED DOWNED TREES IN ENTRANCE
FINISHED DECANT ON SLUDGE FOR FINAL CLARIFIERS

4/1-4/8

1-Apr Decant south storage tank

2-Apr Decant final to south storage tank

8-Apr ferric load delivered

4/9-4/15

10-Apr Mike shadowed lab at Paw Paw lake wastewater

15-Apr Mike had wastewater class

16-Apr Mike change hose in hypo pump / to stop a leak

18-Apr Mike repair and rebuilt pumps in control room

CITY OF HARTFORD
INVESTMENT REPORT AS OF MARCH 31, 2025

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
CD'S								
\$	166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022	-
			STURGIS BANK	1/25/2023	9 MONTHS	4.00%	10/25/2023	-
			STURGIS BANK	10/27/2023	13 MONTHS	5.00%	11/27/2024	-
\$	250,000.00	CD	STURGIS BANK	12/3/2024	7 MONTHS	4.05%	6/27/2025	\$ 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	\$ 218,193
\$	200,000.00	CD	HONOR CU	9/21/2023	13 MONTHS	5.00%	10/21/2024	-
\$	250,000.00	CD	HONOR CU	10/28/2024	12 MONTHS	4.40%	10/28/2025	\$ 254,487
MUTUAL 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)								
								\$ 529,497
TOTAL INVESTMENT AT MARKET VALUE AS OF MARCH 31, 2025								
								\$ 1,252,178

*THIS IS AN INCREASE OF \$10,619 FROM LAST QUARTER



**APRIL 30, 2025
LIST OF BILLS
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39501 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 2/12-3/11/2025		452.70
39502 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 4/10/25 (4 HOURS)		120.00
39503 BEST WAY DISPOSAL INC	CITY HALL TRASH SERVICE FOR MARCH 2025	118.67	
	DPW TRASH SERVICE FOR MARCH 2025	160.97	
	WWTP TRASH SERVICE FOR MARCH 2025	123.21	402.85
39504 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR APRIL 2025		378.22
39505 CONSUMERS ENERGY	CITY HALL GAS BILL 2/20-3/20/2025	293.34	
	DPW GAS BILL 2/20-3/20/2025	538.09	
	IRP GAS BILL 2/20-3/20/2025	209.53	1,040.96
39506 CURCIO LAW FIRM PLC	LEGAL SERVICES FOR FEBRUARY 2025	642.00	
	INCLUDING DICKINSON WRIGHT INVOICE FOR HR MATTERS (IVY)	1,711.00	
	LEGAL SERVICES FOR MARCH 2025	342.00	2,737.00
39507 DELTA DENTAL	APRIL 2025 DENTAL INSURANCE		578.41
39508 FRONTIER	IRP INTERNET 3/16-4/15/2025	102.98	
	CASINO LIFT STATION PHONE 3/17-4/16/2025	132.46	
	DPW LOCAL PHONE 3/25-4/24/2025	104.31	
	IRP LOCAL PHONE 3/19-4/18/2025	124.14	463.89
39509 H & G SERVICES	REPLACE GENERATOR BATTERIES AT WWTP (RE-ISSUED CHECK)		1,479.55
39510 MICHAEL MENCK	RELEASE OF PROGRESSIVE INS FIRE ESCROW FOR 38 MARION - B		15,520.00
39511 MUTUAL OF OMAHA	APRIL 2025 LIFE & DISABILITY INSURANCE		432.00
39512 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 4/10/25 (4 HOURS)		120.00
39513 TOM NEWNUM	CLEAN CITY HALL 3/20/2025	50.00	
	CLEAN CITY HALL 3/26/2025	50.00	
	CLEAN CITY HALL 4/2/2025	50.00	
	CLEAN CITY HALL 4/9/2025	50.00	200.00
39514 TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 3/31/25 (ANIONS & ALKALINITY)		118.89
39515 VISION SERVICE PLAN	APRIL 2025 VISION INSURANCE		75.11
39516 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 3/12-4/11/2025		481.39
39517 BLUE CARE NETWORK OF MI	MAY 2025 HEALTH INSURANCE		13,254.74
39518 BLUE CROSS BLUE SHIELD OF MI	MAY 2025 HEALTH INSURANCE FOR NICOL BROWN		900.37
39519 DELTA DENTAL	MAY 2025 DENTAL INSURANCE		672.82
39520 FLEMING BROTHERS OIL CO	DIESEL 3/19/2025		212.18
39521 INDIANA MICHIGAN POWER	MARCH 2025 ELECTRIC BILLS		8,254.05
39522 PROFESSIONAL HORTICULTURE SERV	ANNUAL SPRING CLEANUP & MULCH FOR 8 BEDS DOWNTOWN	1,000.00	
	ANNUAL SPRING CLEANUP & MULCH AROUND CITY HALL	1,000.00	2,000.00
39523 TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 3/3/25 (ANIONS & ALKALINITY)	134.25	
	IRP WATER SAMPLE TESTNG - 3/3/25 (RADIUM)	365.00	
	WWTP SULFATE TESTING	58.75	
	WWTP HgT LOW LEVEL TESTING	262.50	
	WWTP PFAS BIOSOLIDS TESTING - 3/27/2025	492.00	1,312.50
39524 ANDREW WARNER	10.917 HOURS AS OPERATOR AT WWTP (3/1-3/31/2025)		818.78
TOTAL OF CHECKS ALREADY WRITTEN		\$	52,026.41
39525 ABONMARCHE	PROFESSIONAL SERVICES FOR ELY PARK IMPROVEMENTS - SPARK GRANT		8,255.00
39526 AUTOMATIC DOOR SERVICE	REPAIR HANDICAP DOOR OPENER ON FRONT DOOR OF CITY HALL		475.85
39527 BS&A SOFTWARE	TAX SYSTEM ANNUAL SERVICE & SUPPORT 5/1/2025-4/30/2026		833.00
39528 CLEAN EARTH ENVIRONMENTAL SERV	VACTOR SERVICES TO ROOT CUT SEWER MAIN ON PARAS HILL		1,664.75
39529 CORE & MAIN	WATER REPAIR PARTS (CLAMPS & SADDLE TAP)	697.37	
	COPPER SETTERS FOR METER PITS	692.19	1,389.56
39530 COREWELL HEALTH	PRE EMPLOYMENT TESTING FOR OFFICER MATT ORVIS		52.00
39531 DETROIT SALT COMPANY	FINAL SHIPMENT OF ROAD SALT (51.9 TONS)		3,551.52
39532 DOUBLEDAY OFFICE PRODUCTS	COPY PAPER AND PENS	225.04	
	2 MONITOR STANDS FOR CLERK'S OFFICE	72.30	297.34
39533 ELECTIONSOURCE	ICP & ICX ANNUAL MAINTENANCE PER STATE OF MICHIGAN CONTRACT		615.00
39534 EPS SECURITY	ALARM SYSTEM MONITORING SERVICE AGREEMENT 5/1-7/31/2025		472.77
39535 GAGE MOTORS	REPAIRED AXLES ON 2020 FORD INTERCEPTOR		703.39
39536 GASVODA	REPAIRS TO OMNI SITE ON 687 LIFT STATION ALARM	549.70	
	FILTERS FOR IRP	69.40	619.10
39537 RICHARD HALL	MILEAGE - MUNICIPAL SUMMIT IN DOWAGIAC (42 ROUND TRIP)		29.40
39538 HARDING'S MARKET	FRUIT PUNCH FOR PHIL LUCAS RETIREMENT		3.49
39539 HARTFORD BUILDING AUTHORITY	MAY 2025 CITY HALL LEASE		4,166.67
39540 HARTFORD FIRE BOARD	MAY 2025 CONTRACTUAL PAYMENT		11,152.50
39541 HEAVEN SCENT	CARPET CLEANING - CITY HALL & POLICE STATION		1,168.00
39542 IACP/INTERNATIONAL ASSOC CHIEFS	MEMBERSHIP FOR CHIEF BRIAN MATTHEWS		220.00
39543 ROXANN ISBRECHT	REIMBURSEMENT FOR RECEIPT TO FRAME CITY LOGO (MICHAEL'S)		152.96
39544 J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
39545 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR MARCH 2025		508.85
39546 KUSHNER & COMPANY	MONTHLY FSA PLAN ADMINISTRATION FEE		75.00
39547 LAUTERBACH & AMEN, LLP	MARCH 2025 ACCOUNTING SERVICES		3,000.00
39548 LUNGHAMER FORD OF OWOSSO	2024 FORD F250 SERVICE TRUCK FOR DPW		45,373.00
39549 MATERIAL RESOURCES	2 CASES OF 99.9% ALCOHOL		226.52
39550 MCKENNA	PREPARED FOR & ATTENDED 3/10 PLANNING COMMISSION MEETING	480.00	
	SIGN PERMIT FOR 108 E MAIN (RESIDENT PAID \$50)	125.00	
	FENCE PERMIT FOR 502 CLARK ST (RESIDENT PAID \$50)	150.00	755.00
39551 MI ASSOC OF CHIEFS OF POLICE	2025 ANNUAL MEMBERSHIP		115.00
39552 MICHIGAN OFFICE SOLUTIONS	CITY HALL COPIER MAINTENANCE AGREEMENT 4/18-7/17/2025	510.40	
	CITY HALL OVERAGE & COLOR COPIES 1/18-4/17/2025	562.12	
	POLICE COPIER MAINTENANCE AGREEMENT 4/24-7/23/2025	281.72	1,354.24
39553 MILLER THERMOMETER	SHIPPING TO SHIP KEY TO CITY TO CROWN TROPHY FOR ENGRAVING	14.96	
	FLAGS	888.60	903.56



**APRIL 30, 2025
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39554 MML LIABILITY & PROPERTY POOL	POOL RENEWAL PREMIUM 4/1/2025 THROUGH 3/31/2026	51,027.00	
	POOL ENDORSEMENT PREMIUM 4/1/25-3/31/26 (BUILDING OFFICIALS)	246.00	51,273.00
39555 MML WORKERS COMPENSATION	ADDITIONAL AMOUNT FOR FISCAL 2023-2024		625.00
39556 TOM NEWNUM	CLEAN CITY HALL 4/16/2025	50.00	
	CLEAN CITY HALL 4/23/2025	50.00	100.00
39557 NYE UNIFORM COMPANY	BULLET PROOF VEST FOR SHELBY SOBESKI (INV NEVER SENT TO US)	1,000.00	
	UNIFORMS FOR OFFICER MATT ORVIS	385.50	
	2 PAIR PANTS FOR SERGEANT POOLE	170.11	
	RECHARGEABLE STRION FLASHLIGHT FOR SERGEANT POOLE	171.09	1,726.70
39558 LINDA OLDS	BALANCE OF WATER DEPOSIT REFUND FOR 123 BENNETT		144.23
39559 MATTHEW ORVIS	REIMBURSEMENT FOR MCOLES TESTING	84.00	
	REIMBURSEMENT FOR CLASSES IN ROSEVILLE, MI	600.00	684.00
39560 PC SERVICES	I.T. HOURS 2/24-4/2/2025		325.00
39561 PVS	FERRIC ACID FOR WWTP		7,769.39
39562 QUARTZ LAMPS, INC	UV BULBS & SLEEVES FOR WWTP (FREIGHT = \$410.00)		1,690.00
39563 RATHCO SAFETY SUPPLY, INC	PROSPECT ST SIGN		55.00
39564 ROYAL TRUCK & UTILITY TRAILER	8' UTILITY BOX FOR NEW DPW TRUCK	12,969.00	
	PAINTING AND BED LINER SPRAYING	5,475.00	18,444.00
39565 RUDELL REPAIR, INC	REPLACE HYDROLIC LINE ON INTERNATIONAL TRUCK		355.00
39566 SAFEUILT	ELECTRICAL PERMIT #24-HAR-ER00013 - 38 MARION APT A	67.50	
	ELECTRICAL PERMIT #25-HAR-ER00003 - 107 PARAS HILL	160.00	
	ELECTRICAL PERMIT #25-HAR-ER00004 - 11 S CENTER ST	173.00	
	MECHANICAL PERMIT #25-HAR-MC00001 - 12 W MAIN ST	270.00	670.50
39567 SOUTHWEST MI PLANNING COMM	CONTRACT TO PROMOTE PAW PAW RIVER WATER TRAIL		3,470.00
39568 STAPLES	COPY PAPER, TAX FORMS & COMET BATHROOM CLEANER		139.38
39569 STATE OF MICHIGAN	MIDEAL ANNUAL MEMBERSHIP		180.00
39570 ANGELA STORY	APRIL 2025 ASSESSING SERVICES		1,333.33
39571 TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 4/14/25 (ANIONS & ALKALINITY)		318.75
39572 THE TRI CITY RECORD	NOTICE OF SPECIAL MEETING TO VACATE REYNOLDS ST	50.00	
	RENEW ANNUAL SUBSCRIPTION	48.00	
	ZONING BOARD OF APPEALS AD	62.50	160.50
39573 U-LINE SHIPPING SUPPLY SPECIALISTS	SECURITY CARTS/CAGES (2 FOR ELECTIONS & 1 FOR POLICE)		2,410.05
39574 USA BLUEBOOK	FLEX PRO PUMP FOR WWTP		1,165.23
39575 VB CO ASSOC OF CHIEFS OF POLICE	2025 ANNUAL MEMBERSHIP		45.00
39576 VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 9/24-10/23/2024	88.90	
	VERIZON MODEMS 10/24-11/23/2024	88.90	
	VERIZON MODEMS 11/24-12/23/2024	88.90	266.70
39577 VAN BUREN COUNTY CLERK	VOTER'S CARD PRINTING FOR QUARTER ENDING 3/31/2025		31.15
39578 VILLAGE OF PAW PAW LABORATORY	FEBRUARY 2025 LAB ANALYSIS - WATER		120.00
39579 WATER SOLUTIONS UNLIMITED	8 DRUMS OF SODIUM HYPO FOR WWTP		1,540.38
39580 WEST MI CRIMINAL JUSTICE CONSORTIUM	SPRING 2025 PA 302 PAYMENT (35%) FOR MEMBERSHIP		182.44
39581 WIGHTMAN & ASSOCIATES	PROJECT 240994 - 60TH AVENUE SIDEWALK EXTENSION	1,019.85	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	6,552.76	
	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	62,575.75	
	PROJECT 202307 - DWAM GRANT APPLICATION	2,362.50	
	PROJECT 202307 - DWAM GRANT APPLICATION	1,413.75	
	PROJECT 150147 - GENERAL ENGINEERING - REVIEW REVISED		
	FIBER PLANS PLUS COLOR COPIES MADE	145.00	74,069.61
TOTAL OF CHECKS TO BE WRITTEN ON MAY 2, 2025			\$ 259,052.81

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

3/19/2025 CROWN TROPHY	KEY TO CITY ENGRAVING & SHIPPING FOR PHIL LUCAS		19.52
3/18/2025 LONGHORN STEAKHOUSE	MEAL AT CAP CON CONFERENCE FOR CITY MANAGER NICOL BROWN		30.99
3/19/2025 BIG BURRITO	MEAL AT CAP CON CONFERENCE FOR CITY MANAGER NICOL BROWN		17.66
3/19/2025 COURTYARD BY MARRIOTT	HOTEL ACCOMODATIONS FOR CITY MANAGER - CAP CON CONF		361.66
3/21/2025 AMERICAN PUBLIC WORKS ASSOC	MEMBERSHIPS FOR RICKY RICKS AND IVAN WINKLER - DPW		434.00
3/21/2025 UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL DDA PACKETS		22.05
3/24/2025 QUALITY INN & SUITES	HOTEL ACCOMODATIONS FOR OFFICER ORVIS - ROSEVILLE, MI		252.35
3/23/2025 MOBIL	GAS FOR OFFICER ORVIS - ROSEVILLE, MI		41.68
3/24/2025 JERSEY MIKE'S	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		11.87
3/24/2025 KROGER	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		19.98
3/25/2025 PANERA BREAD	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		13.76
3/25/2025 TEXAS ROADHOUSE	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		22.77
3/26/2025 PANERA BREAD	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		13.76
3/27/2025 PANERA BREAD	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		15.83
3/27/2025 PANERA BREAD	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		19.70
3/26/2025 PANERA BREAD	MEAL IN ROSEVILLE, MI FOR OFFICER ORVIS		18.79
3/28/2025 PILOT	GAS FOR OFFICER ORVIS - BATTLE CREEK, MI		28.00
4/1/2025 USDA	SEWER BOND 92-11 INTEREST PAYMENT		15,743.75
4/1/2025 USDA	SEWER BOND 92-13 INTEREST PAYMENT		12,220.00
4/3/2025 LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW PHONE		1.37
4/5/2025 GRAMMARLY	MONTHLY SUBSCRIPTION FEE AUTO DEDUCTION		30.00
4/10/2025 UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL DDA PACKETS		16.32

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS **\$ 29,355.81**

TOTAL GROSS PAYROLL MAR 15, 2025 THROUGH APR 18, 2025 **\$ 85,193.02**
(5 WEEKS)

GRAND TOTAL FOR APRIL 2025 - FISCAL 2024-2025 **\$ 425,628.05**



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

City Manager's Monthly Update April 30, 2025

Staff Update:

Spark Grant/DNR/Council Michigan Foundations:

The preliminary estimates suggest that there will not be enough grant funding to accomplish all the tasks proposed in the application. The city is having ongoing discussions with the design team and CMF to determine what can be done with available funding. Staff is deciding what can be constructed with available funding with Abonmarche regarding the final estimates. Staff will update the commissioners before requesting a grant amendment with CMF.

Budget:

I have been meeting with staff to start drafting the budget. Working on the city's budget for city commission packets.

Drinking Water Asset Management (DWAM) Update:

Attached are Wightman's project updates.

Hartford Township Water Main Extension (PFAS):

The item on the agenda. Attached are Wightman's project updates

60th Avenue Sidewalk Extension/Shared Streets and Spaces Project Update:

Attached are Wightman's project updates

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

The city commissioners need to discuss and decide which water/sewer rate increase the commission would like added to the draft proposed budget.

Respectfully Submitted,

Nicol Brown
City Manager



City of Hartford
Project Updates
April 16, 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). Once this is completed, the update to the Water AMP must be completed prior to 08/15/25.

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

Project: Hartford Township Water Main Extension (PFAS)
Project Budget: \$2,970,800
Funding: EGLE C2R2 Grant - \$2,970,800
Contractor: Harris ConAg, LLC
Award Amount: \$2,137,854.00; Final Value with Change Orders: \$2,015,845.48
Schedule: The project is now complete. The final Contract Modification and Pay Estimate have been approved by the City. The final reimbursement request to EGLE has been prepared and once submitted to EGLE, will close out the project. The grant agreement has been extended to May 15, 2025.

Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159

April 16, 2025

Page 2

Project: SRF Wastewater Project
Project Budget: \$4,695,500
Funding: EGLE CWSRF – Loan: \$3.3755M + \$372,500 = \$3.748M at 2.125% for 30 years;
 Grant: \$575,000 + \$372,500 = \$947,500

Contractors:

- A. WWTP – LD Dosca Associates: Construction of an equalization tank, installation of a ferric chloride day tank and piping, replacement of a polymer mixer, effluent launder covers, leveling equipment, lift station rehabilitation, pavement replacement.
- B. Force Main & Gravity Sewer – Pajay, Inc.: 8" and 10" force main replacement, 8" sewer siphon replacement, 8" and 10" gravity sewer replacement
- C. Sewer Lining – Insituform Technologies USA, LLC: Lining 8", 15", 16", and 18" sewers.

Award Amounts:

- A. \$1,267,799.60; contract amendment to \$1,310,725.62 for WWTP additions
- B. \$1,749,790.00; contract amendment to \$1,611,176.85 for balancing items
- C. \$701,935.80; contract amendment to \$703,335.00 for additional manhole linings

Schedule:

- A. Complete. Final reimbursement request is being reviewed by EGLE.
- B. Complete. Final reimbursement request is being reviewed by EGLE.
- C. Complete. Final reimbursement request is being reviewed by EGLE.

Wightman Project Manager: Andrew Rudd, P.E., arudd@gowightman.com, 269-364-1664; Mary Nykamp, P.E. for the WWTP work, mnykamp@gowightman.com, 269-209-6406

Project: 60th Avenue Sidewalk Extension
Project Budget: \$276,800
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. An alternative was added to include Rectangular Rapid Flashing Beacons (RRFBs) at the S. Center Street crossing.

Schedule: The project was bid ahead of schedule on February 14, 2025 and favorable bids were received. The City made a tentative award at the February Commission meeting. The City is awaiting the contract from MDOT for the grant agreement.

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

April 16, 2025
Page 3

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: TBD
Award Amount: TBD
Schedule: 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. The City is currently shown as receiving \$4,704,000 of grant/principal forgiveness and \$7,056,000 of loan at 1.00%, or 40% grant. Final plans and specifications for the water main work were submitted to EGLE by April 9, 2025. Final design continues on the roadway improvements and will be completed by mid-May.

<u>Milestone</u>	<u>Approximate Date</u>
Authorized Design	09/23/24
Authorize Bond Counsel & Financial	10/28/24
Decide on Street Improvements	12/16/24
Authorize Bond Anticipation Note (BAN)	11/25/24
Submit Draft Plans & Specs to EGLE	02/10/25
Close on BAN	02/19/25
Submit Final Plans & Specs to EGLE	04/09/25
Advertise for Construction Bids	05/23/25
Open Construction Bids	06/25/25
City Award Contract(s)	07/07/25
MFA Closing	08/28/25
Construct the Project	09/15-25 – 06/04/27

The water main replacement will essentially reconstruct one lane of roadway in most street segments. A preliminary cost estimate of approximately \$1.9M was prepared for 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 storm sewer improvements may be included as a water main expense due to separation requirements and we are awaiting feedback from EGLE on that. This could ultimately decrease the City cost for roadway improvements if the water main improvements are bid under budget. The City approved roadway improvements at a maximum cost \$1.5M at the February Commission meeting.

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

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 24, 2025

Item 24.

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

Commissions Absent:

Staff Present: Brown; Matthews; Ricks; Rodney-Isbrecht; Shultz

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

Pledge of Allegiance was said.

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

Motion carried 7 – 0

Guests:

- Phil Lucas Retirement – Mayor Hall presented a Key to the City and thanked Phil for his 30 years of service to the City at the Hartford Police Department.
- Mr. & Miss Hartford 2025 & Court – Presented the official portrait of the 2025 Royalty to the City for display. Also made a request for donation to build the 2025 community float for the parade season. For many years the Hartford Community float has won many awards.
- Jacob Diljak, Van Buren Conservation District – May 22, 2025 Tire & Electronic collection in the City's North Parking Lot 3pm-7pm, update on Recycling Programs, Tree Sale & Service Area Survey open until May 31, 2025.
- Andy Campbell, Bendzinski & Co – presentation on Water, Sewer & Street Funds Financial Update, giving Council several options to pay for current upcoming projects. In the near future Council will need to make some decisions and take action on rates to pay for the capital improvement project bonds & future maintenance projects to the systems to stay in compliance with the State and Federal requirements.

Public Comment:

- Mark Little, North Maple Street resident – Seeking information.
- Margo & Darwin Mason, 60th Ave – Concerns about Sidewalk project & parking along 60th Ave at Catholic Church.

Communications:

- Ely Park Reservation Request – Van Buren Sportsmen's Club Annual Easter Egg Hunt – April 12, 2025.
- Ely Park Reservation Request – Hartford Chamber of Commerce Strawberry Festival June 13-14, 2025.
- EGLE – Violation Notice to AEP – After the fact application Notice 80-69 – kV Transmission Line Project – South Haven – Hartford.
- HFB – Notice of Special Meeting – May 1, 2025 @ 7pm – 2025/2026 Fire Department Operating Budget.
- City Council Special Meeting March 25, 2025 at 5:30pm – for City Manager Review – Closed Session.
- Senior Veteran Expo, May 5, 2025 9am – Noon.
- Hartford Chamber After Hours April 10, 6pm at VB Sportsman's Club, Speaker will be Nicol Brown, City Manager.

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

- A. Hartford Public Library – March 2025 meeting information
- B. Planning Commission – 2024 December 9 Meeting Minutes

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 24, 2025

Item 24.

- C. **Van Buren Conservation District** – February 2025, informational update.
- D. **Police & Ordinance** – Brian Matthews, Chief, working to fill full and part time positions. Working with the VBC Prosecuting Attorney to discard evidence.
- E. **Fire Department** – Ron Sefcik, HFB Chair, Rob Harting, Chief, not in attendance, Reports submitted
- F. **Ambulance** – Report not submitted
- G. **Van Buren County** – Commissioner Mike Chappell, received a grant for at risk youth; animal control building did not pass state inspection requiring flooring replacement; kayak launch received property from Meachem's, beginning construction mid-summer and ribbon cutting next year; approved two capital improvement projects, siding/windows on admin building & carpet in south haven building.
- H. **Public Works** – Ricky Ricks Supervisor, cold patching; repairs to equipment; read & replaced water meters; leaf & brush pick-up to begin as soon as they can schedule it.
- I. **Wastewater Treatment Plant** –Report on file.
- J. **Treasurers, Investment & List of Bills** – March 24, 2025 List of Bills \$511,486.23 –
- K. **City Manager** –Report on file – Spark Grant/DNR/ Council Michigan Foundation; Chambers concern about electrical repairs in the Park for Strawberry Festival; Audit; Project Compass Task Force; WWTP Update; 2025/2026 Budget; Rose Street Advisors Employee Navigator; CAPCON Conference; Drinking Water Asset Management (DWAM) Update; Hartford Township Water Main Extension (PFAS); 60th Avenue Sidewalk Extension/Shared Streets and Spaces Project Update; Drinking Water Sewer Revolving Fund Project, Lead Service Line Replacement & Water System Improvements Update; Chief Matthews recommended promoting Officer Poole to Sergeant.

Approval of Commission Minutes:

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to approve the minutes of the February 24, 2025 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Aranda, supported by Commissioner Spoula, to approve the March 24, 2025 list of bills in the amount of \$511,486.23.

Motion carried 7 – 0

Motion by Commissioner Spoula, supported by Commissioner Danger to accept the February 2025 reports of Officers, Boards & Committees and place them on file.

Motion carried 7– 0

Goals/Objectives:

- There have been zoning inquiries on the old Rite-Aid building to be used as a grocery store.

Old Business: None Discussed

New Business:

- Discuss & Consider – Appointment of Mechanical & Electrical Inspectors
Discussion: Commissioner Miller wants to make sure there is a process where the inspectors are doing those final inspections, liability coverage and they provide some office hours.
- Discuss & Consider – Award Contract for Master Plan
Discussion: about a 13-month project to complete.
- Discuss & Consider – Redevelopment Ready Communities (RRC) Facilitated by VBC

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 24, 2025

Item 24.

Discussion: Former City Manager Akinwale started the project and the City is designated RRC engaged, participating would provide a dedicated person to help communities complete the necessary steps to complete the process to be RRC certified.

- Discuss & Consider – PFAS Change Order #4

Discussion: project is complete, the railroad delayed the project and in order to close out the project

- Discuss & Consider – Letter of Support for Senator Peters' Congressional Directed Spending Application

Discussion: The City has been invited to apply. No match required but very competitive.

- Discuss & Consider – Special Meeting & Public Hearing Dates

Discussion: Set Public Hearing required to vacate right of way at end of Reynolds April 14, 2025 4:00pm; Set Special Meeting for Zoning Board of Appeals April 14, 2025 3:30pm; Set Special Meeting for Truth in Taxation May 1, 2025 6:30pm; Set Special Meeting for Public Hearing on Truth in Taxation May 19, 2025 5pm & Public Hearing on Budget May 19, 2025 5:15pm.

- Discuss & Consider – Letter of Support VBCD

Discussion: Council had no objection to sending a letter of support for this project.

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2025 – 018 Appointing DDA Member Appointment

Motion by Commissioner Spoula, supported by Commissioner Danger, to adopt Resolution 2025 – 018 appointing Manuela S. Blaylock to the Downtown Development Authority for a one-year term.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 019 Appointing Deputy Building, Mechanical & Electrical Inspectors

Motion by Commissioner Miller, supported by Commissioner Morsaw, to adopt Resolution 2025 – 019 appointing Deputy Building Inspector Scott Saunders, Walt Devisser Jr as Mechanical Inspector and David Gongwer as Electrical Inspector.

Motion carried 7 - 0

- Discuss & Consider – Resolution 2025 – 020 PFAS Water Main Extension Project Amendment #4

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2025 – 020 approving PFAS Water Main Extension Project Amendment #4.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 021 Redevelopment Ready Communities (RRC) Facilitated by Van Buren County.

Motion by Commissioner Danger, supported by Commissioner Miller, to adopt Resolution 2025-021 approving Redevelopment Ready Communities (RRC) Facilitated by Van Buren County.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 24, 2025

Item 24.

- Discuss & Consider – Resolution 2025 – 022 Letter of Support for Senator Peters’ Congressionally Directed Spending Application

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2025 – 022 approving a letter of support for Senator Peters Congressionally Directed Spending Application.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 023 2024/2025 Professional Service Contract with Mckenna for Master Plan.

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2025 – 023 approving professional service contract with Mckenna for the completion of the City’s Master Plan.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 024 authorizing reimbursement of expenses from Michigan Transportation Fund bond proceeds.

Motion by Commissioner Danger, supported by Commissioner Miller, to adopt Resolution 2025 – 024 authorizing reimbursement of expenses from Michigan Transportation Fund bond proceeds.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Aranda, supported by Commissioner Danger, to adjourn the meeting at 7:42pm.

Motion carried 4 – 2 (Miller, Weeden)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MARCH 25, 2025

Item 25.

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

Commissioners Absent:

Staff Present: Brown; Rodney-Isbrecht;

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

Pledge of Allegiance was said.

- Closed Session – Employee City Manager Review

Motion by Commissioner Miller, supported by Commissioner Morsaw, to suspend the special meeting to go into closed session for the purpose of discussing the City Manager's Review at 5:30pm.

Motion carried 7 – 0

Motion by Commissioner Aranda, supported by Commissioner Spoula, to return to open session and resume the special meeting at 6:14pm.

Motion carried 7 – 0

The Committee did a good job putting together the evaluation forms used, there was a misprint, definition of crisis and needs a revision in the % column, Commissioner Morsaw will make the changes before the next review.

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

Council set a special meeting for the City Manager's Two-Year Evaluation for March 24, 2026 at 5:30pm.

Adjournment:

Motion by Commissioner Morsaw, supported by Commissioner Aranda, to adjourn the meeting at 6:15pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
APRIL 14, 2025

Item 26.

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

Commissioners Absent:

Staff Present: Brown; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 4:00pm.

Pledge of Allegiance was said.

New Business:

- Public Hearing - Discuss & Consider – Vacate a Portion of Platted Reynolds Street, to East of Church Street

Motion by Commissioner Aranda, supported by Commissioner Danger, to suspend the special meeting & hold a public hearing to discuss & consider vacating a portion of platted Reynolds Street, to East of Church Street at 4:01pm.

Discussion: the platted property would be split between the property owners to the North & South. Resident at 211 Church Street has been using the property as his private drive. Hartford Public Schools owns the property to the south and a small portion to the north.

Public Comment: Property Owner to the East wanted to purchase part of the property but the requirement is to split evenly between the property owners to the north & south.

Motion by Commissioner Miller, supported by Commissioner Danger, to close the public hearing & resume the special meeting at 4:06pm.

Introduction of Resolutions or Amendments:

- Discuss & Consider – Resolution 2025 – 025 Vacate a Portion of Platted Reynolds Street, to East of Church Street.

Motion by Commissioner Miller, supported by Commissioner Morsaw, to adopt Resolution 2025 – 025 Vacating a portion of platted Reynolds Street to East of Church Street.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Aranda, supported by Commissioner Spoula, to adjourn the meeting at 4:10pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



1035 E. Michigan Ave.
Paw Paw, MI 49079



(269) 657-4030 x 5



info@vanburencd.org

April 1, 2025

Dear City of Hartford,

The Van Buren Conservation District's Resource Recovery & Recycling Program is growing, and we invite you to partner with us on all that is happening. This year includes the following services – all of which are FREE to Van Buren County residents and landowners because of millage funding and municipality contributions! Businesses are excluded from all collections.

Recycle Roundup (Household Hazardous Waste, Electronics, Oil Paint, Passenger & Semi Tires)

- June 7, 2025 | 9 AM–2 PM | Van Buren Community Mental Health | 801 Hazen St., Paw Paw
- August 2, 2025 | 9 AM–2 PM | South Haven Public Works | 1199 8th Ave., South Haven
- October 18, 2025 | 9 AM–2 PM | Van Buren ISD Tech Center | 250 South St., Lawrence

Passenger & Semi Tires & Electronics

- May 22, 2025 | 3 PM – 7 PM | City of Hartford
- September 18, 2025 | 3 PM – 7 PM | Almena Township

Year-Round Electronics Sites

- Community Thrift Shop | 1000 E Michigan Ave, Paw Paw
- South Haven Senior Services | 8337 M-140 Hwy, South Haven

Year-Round Passenger & Semi Tires

- Covert Township Transfer Station
- Columbia Township Transfer Station
- Decatur Transfer Station

We invite you to financially partner with us to continue to provide services and programs for residents and landowners. Please fill out the enclosed Partnership Contract. Your contribution will help fund the above-listed events and services. In addition, pledging funding for your residents indicates to us that you also have interest in doing one or more of the following:

- help fund your residents' household hazardous waste, paint, and electronics recycling/disposal





1035 E. Michigan Ave.
Paw Paw, MI 49079



(269) 657-4030 x 5



info@vanburencd.org

- host a tire, household hazardous waste, and/or electronics collection
- host a year-round electronics collection program
- host a year-round agricultural -icide container program
- host public space and/or roadside cleanup days

Last year, the Van Buren County community responsibly recycled and disposed of 23,725 pounds of household hazardous waste. Over 17,166 passenger tire equivalents were removed from Van Buren County, and 92,327 pounds of electronics were recycled.

Last year, it cost \$222,634.87 to run the Resource Recovery & Recycling Program. County contributions accounted for \$100,000.00 of those funds, and municipal contributions accounted for \$12,000.00 of those funds. With your support, we can continue these expanded services.

Please find enclosed the *2025 Recycling Program Contract* for your review and response. **Please fill out and return the contract whether you wish to pledge funding or not.** We want to learn what would benefit your residents and be a more attractive partnership to your municipality. Please sign the contract and email a scanned copy to: resourcerecovery@vanburencd.org or mail to:

Van Buren Conservation District
c/o Kalli Marshall
1035 E. Michigan Ave.
Paw Paw, MI 49079

Once received, the Van Buren Conservation District will issue an invoice (if applicable). Please mention these collections at your board meetings throughout the year and promote them in other ways throughout your community, as you see fit. If you have any questions regarding the Resource Recovery & Recycling Program, please feel free to contact me.

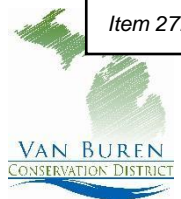
Thank you for your support,

Kalli Marshall

Kalli Marshall
Recycling & Materials Management Coordinator, Van Buren Conservation District



**2025 Van Buren County Resource Recovery & Recycling Program
Contract with the Van Buren Conservation District**



The _____ (municipality name) will financially support the Van Buren County Resource Recovery & Recycling Program in 2025 and therefore pledges funding to help support the residents and landowners in our municipality to properly dispose of their confidential documents, household hazardous waste, electronics, tires, and more.

The funding you pledge will be used to help support folks in your municipality to properly dispose of the previously listed materials. In addition, by filling out this contract and pledging funding for your residents, you indicate to us that you also have interest in doing one or more of the following with the help of the Van Buren Conservation District (VBCD) Please check all that you are currently interested in.:

- ☐ help fund your residents' household hazardous waste, tires, and electronics recycling/disposal
- ☐ host a tire, household hazardous waste, and/or electronics collection
- ☐ host a year-round electronics collection program
- ☐ host a year-round agricultural -icide container program
- ☐ host public space and/or roadside cleanup days
- ☐ other: _____

Please mark "X" alongside one of the options below to indicate the support your municipality pledges to provide the residents in your municipality.

☐ Our municipality agrees to contribute \$250.00

☐ Our municipality agrees to contribute \$500.00

☐ Our municipality agrees to contribute \$750.00

☐ Our municipality agrees to contribute \$1,000.00

☐ Our municipality agrees to contribute \$1,500.00

☐ Our municipality agrees to contribute other amount : \$ _____

☐ Our municipality is not interested in funding our residents' special recycling and disposal options at this time. We decline the option to be prioritized for hosting other programs at this time.

Regardless of municipality funding support, Van Buren County residents and landowners are welcome to utilize all collections to properly dispose of and recycle their materials.

Billing and Invoices: After the signed contract is received from your municipality, the Van Buren Conservation District will submit an invoice to the municipality based on your support selection. The municipality shall pay the invoice amount to the Van Buren Conservation District within 45 days of the date of invoice.

Municipality Contact Information: _____ Township/Village/City (*circle one*)

Supervisor's Email

Clerk's Email

Treasurer Email

Other Email

Other Email

Municipality Signature

Printed or typed name

Title

Signature

Date

If the municipality is not interested in partnering with the Van Buren Conservation District and the resource recovery & recycling program in this way, please indicate why below. If there are other programs you would be more interested in partnering with in the future, please let us know what those programs are.

Van Buren Conservation District Signature

Kalli Marshall

Recycling & Materials Management Coordinator

Printed or typed name

Title

Signature

Date

Contract Signature Page can be sent back to the Van Buren Conservation District the following ways:

Email scanned copy to:

resourcerecovery@vanburencd.org

Mail hard copy to:

Van Buren Conservation District
% Kalli Marshall
1035 E. Michigan Ave.
Paw Paw, MI 49079





Dear Potential Sponsor,

The Strawberry Festival is a long-standing tradition in Hartford, Michigan dating back to 1989. One of the first festivals of the season, this festival offers our community a family friendly event to bring our community together and promote Hartford. The Strawberry Festival provides entertainment, food, rides, parades and more for Hartford and surrounding communities to enjoy. This year's the festival will be a two-day event on June 13 & 14, 2025. As our festival grows, we hope you will consider being a part of this community event.

The Hartford Strawberry Festival is hosted by the Greater Hartford Area Chamber of Commerce which promotes the general welfare and prosperity of the Hartford area businesses and community.

The Greater Hartford Area Chamber of Commerce is now a 501(c)3. This designation allows your company to label your sponsorship as a charitable contribution on your taxes.

Areas Covered by sponsorship:

- Main Stage entertainment for Friday and Saturday
- General expenses (advertising, brochures and poster printing, portable restrooms, security personnel, trash pickup and disposal, after the festival cleanup and other festival expenses.)
- Rides

Each year companies choose to sponsor the Hartford Strawberry Festival to help promote our community and businesses. Please consider being a sponsor:

What you get!	Diamond	Platinum	Gold	Silver	Bronze	Patron
	\$1,000+	\$750	\$500	\$250	\$100	\$50
Recognition on promotional poster during festival	•	•	•	•	•	•
Recognition on website	•	•	•	•	•	•
Recognition in festival brochure	•	•	•	•	•	
Recognition in HACOC E-Newsletter in July	•	•	•	•	•	
Logo on promotional poster during festival	•	•	•	•		
Logo on website and festival brochure	•	•	•	•		
Public announcement recognition during the festival	•	•	•	•	•	
Business name on festival shirt				•	•	
Business logo on festival shirt	•	•	•			
18" x 24" Sign with Business name and Logo displayed in Ely Park during Festival	•	•	•			
Four two-day all you can ride wristbands	•	•				
12' x 12' Display space at festival – Sponsor supplies tent and tables	•					

Please turn page over for more information



2025 Hartford Strawberry Festival Sponsorship Form

Yes, I would like to sponsor the Hartford Strawberry Festival to promote local businesses and community.

Company Name: _____

Contact Name: _____

Company Address: _____

Phone #: _____ Email: _____

Choose a level:

___ Patron Level \$50

___ Bronze Level \$100

___ Silver Level \$250

___ Gold Level \$500

___ Platinum Level \$750

___ Diamond Level \$1,000+

___ Please send me information about being a member of the Hartford Area Chamber of Commerce

Deadline for sponsorship is May 1st.

Please make checks payable to: Greater Hartford Area Chamber of Commerce

Mail to:

Greater Hartford Area Chamber of Commerce

P.O. Box 283

Hartford, MI 49057

Or to pay by Credit Card:

Credit Card #: _____

Name on Card: _____

Exp. Date: _____ Total: _____ CVV: _____ Zip Code: _____

Signature: _____

If you have any question, please contact Patty Schroeder at (269)588-5103 ex. 2

Thank you for helping make Hartford a better community!

Roxann Isbrecht

From: The Greater Hartford Area Chamber Of Commerce <hartfordmichamber@gmail.com>
Sent: Monday, April 21, 2025 12:11 PM
To: Roxann Isbrecht
Subject: City Partnership

Hi RoxAnn,

The Hartford Strawberry Festival Committee would like to ask the City of Hartford to partner with the Strawberry Festival. We have two opportunities for the City. One is to pay for the Band "Harbor Town" for \$800.00 and the other is to pay for the Petting Zoo at \$800.00. Please consider being a part of our great event. We look forward to hearing from you.

Best Regards,

Patty Schroeder
Hartford Strawberry Festival Chairperson
Business Secretary/ Treasurer
Greater Hartford Area Chamber Of Commerce
P.O. Box 283
Hartford, MI 49057
269-588-5103 ex. 2
269-621-5303
www.hartfordmichamber.org



Hartford Lions Club

P.O. Box 633
Hartford, MI 49057
269-208-4345

April 29, 2025

City of Hartford
19 West Main St.
Hartford, MI 49057

As the warm weather approaches, it is time to think about the upcoming Concerts in the Park. Because of the uncertainty in the park we are running a smaller season this year. There will be six concerts but all will be high quality.

We hope the City will continue to assist in the funding of these concerts by sponsoring two of the performances. This would amount to \$1,000 which is the same as in past years.

Attached is a copy of the 2025 concert schedule.

PETE SINCLAIR
Concert Manager

HARTFORD LIONS CLUB
CONCERTS IN THE PARK
2025

All concerts start at 7 p.m. in Ely Park

June 19 – Black River Band

(A little bit of everything)

June 26 – Lake Effect Jazz Big Band

(A mix of traditional and modern jazz)

July 24 – The Tim Dudley Show

(All your Elvis favorites)

July 31 – Otsego Jazz Ensemble

(The ultimate big band sound)

August 7 – Stranded Hobos

(Rock favorites)

August 14 – Blue Shoes

(Big band style)



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: April 30, 2025

RE: APPROVAL OF LAUTERBACK & AMEN PROPOSAL

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the Lauterback & Amen proposal for accounting services.

DISCUSSION:

The city staff met with Lauterback & Amen (L&A) after receiving a letter from the Department of the Treasury requesting a deficiency plan. Joe with L&A has been working off and on with the treasury department for a year. I contacted Joe for his immediate assistance in assisting the treasurer with reconciling the city's unbalanced accounts. The treasurer has been trying to balance the account for over a year. Joe's support in balancing the accounts will free up time for the treasurer to continue with day-to-day duties. Joe started working on reconciling the accounts several weeks ago so that we could address the findings from the audit.

RECOMMENDATION:

The City of Hartford approves Lauterback & Amen's proposal for \$3,000 in accounting services not to exceed 16 hours and gives the city manager approval to execute the agreement.



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: April 30, 2025

RE: **APPROVAL OF ASSESSING SERVICES AGREEMENT**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve Angela Story's Assessing Services agreement for three years.

DISCUSSION:

Angela Story has been in contract with the City of Hartford for several years, playing a crucial role in performing the city's assessing duties according to the State of Michigan. Angela's contract will expire in May 2025. Staff recommends extending our agreement with Angela for three years, with a \$50 increase yearly, recognizing the importance of her work.

The City shall pay a monthly fee for the assessing services as follows:

- a. For June 1, 2025, through May 31, 2026 @ \$ 1383.33 per month.
- b. For June 1, 2026 through May 31, 2027 @ \$ 1433.33 per month.
- c. For June 1, 2027 through May 31, 2028 @ \$ 1483.33 per month.

RECOMMENDATION:

The City of Hartford approves Angela Story's Assessing Services agreement for three years and authorizes the City Manager to execute the agreement.



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: April 30, 2025

RE: **APPROVAL OF HUNGERFORD PROPOSAL**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the Hungerford proposal for accounting and consultant support in the treasury department.

DISCUSSION:

The city staff met with Hungerford after the audit was completed. Hungerford said they would like to assist the city treasurer with accounting support to prepare the city for future audits. Hungerford would rather support the city in audit preparation rather than perform the audit. The city received a Finding for two years on material weakness in Internal Controls over Financial Reporting. The account reconciliations were not performed or were otherwise ineffective in correcting necessary misstatements in the financial records of the City during the fiscal year, and as part of the year-end closing. This led to a significant number of auditor-proposed adjustments during the audit.

The proposal will consist of the following:

- Monthly financial analysis, including oversight of balance sheet reconciliations and accrual-based adjustments.
- Training of personnel on accounting processes
- Accounting support at the fiscal year end to prepare for the financial statement audit.

RECOMMENDATION:

The city commission approves the Hungerford proposal for accounting and consultant support not exceeding \$25,000 for a year and authorizes the city manager to execute the agreement.



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

TO: Mayor Hall and the Hartford Commission

FROM: Brian Matthews, Police Chief

CC: Nicol Brown, City Manager

DATE: April 8th 2025

RE: Purchase Order Request

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the purchase of Police Department Firearms for use by the Police Officers during the commission of their duties. This request is submitted for 6 units of Glock 45 handguns, holsters and accessories. The total amount of the request is \$4249.87

DISCUSSION:

The current department firearms were manufactured in 2003. The professional standard for police agencies to purchase firearms is around 1 decade or every 10 years. These firearms are now over 20 years old and shoot a .40 caliber round. Most agencies have now gone to a smaller ammunition round which are more economical being that of a 9mm round. This switch to 9mm ammunition from .40 caliber will save our agency approximately 50 percent of our training costs. In addition, the technology with newer firearms requires less maintenance and inspections. With this purchase, we will be able to utilize our law enforcement partners to complete inspections and repairs to save additional funds. It will be in the best interest of the department and the City of Hartford to purchase these new firearms to save costs not only now, but in the future.

RECOMMENDATION:

The City of Hartford will authorize the purchase of Police Department Firearms for use by the Police Officers during the commission of their duties. This request is submitted for 6 Glock 45 handguns, holsters and accessories. The total amount of the request is \$4249.87



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: April 30, 2025

RE: **DRAFT ANNUAL BUDGET FYE JUNE 30, 2026**

ITEM BEFORE THE COMMISSION:

The item before the Commission is a draft proposal for the June 30, 2026 Fiscal Year.

DISCUSSION:

The city manager started the budget process in February by meeting with department heads. The city treasurer and I met one-on-one with department heads to accept their proposed department budgets.

Included is a rough draft of the proposed fiscal year-end budget. I have not received all the quotes needed for the comprehensive improvement budget. Other items within the budget are highlighted in yellow; the highlight means that I'm working on the budget number. Below are the significant changes being proposed.

Items needed to complete the budget:

- Audit Request for Proposal
- WWTP Operator proposal
- The commission must decide which water/sewer rate to increase in the budget.
- Comprehensive Improvement Projects

Proposed changes:

- Police Officers' work duties include Code Enforcement.
- Utility Operators \$150K.
- Hungerford assistance in the Treasurers' department.
- Deputy city clerk from full-time to part-time.
- Create a part-time position as an administrative assistant for the city manager, and assist with the front window.
- Research clothing allowances into different options for DPW and WWTP staff.
- Police Chief's salary increases to \$85,000
- Decrease the police department staff from 5 full-time and 1 part-time officer to 4 full-time (including the chief) and 1 part-time officer.

- Staff salary increases by 5%.
- 13% increase in health insurance

Staff is not asking the city commission to approve the budget. This is a rough draft. The commission will receive an updated budget for the May city commission meeting.

CITY OF HARTFORD

2025 - 26 BUDGET SUMMARY GENERAL FUND

		Actual as of 03312025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund 101 - GENERAL FUND					COMMENTS
REVENUES					
402.000	REAL PROPERTY TAX - CURRENT	365,722	396,062	485,000	
403.000	VAN BUREN ROAD MILLAGE	201	24,000	31,678	increase
404.000	MUNICIPAL SERVICES AGREEMENTS	10,885	44,000	50,000	
410.000	PERSONAL PROPERTY TAX - CURRENT	148,386	149,441	182,000	
411.000	LOCAL COMMUNITY STABILIZATION	7,560	7,000	9,300	
420.000	PERSONAL PROPERTY TAX - DELQ	69	0	85	
432.000	PAYMENT IN LIEU OF TAXES	-1,824	0	0	
444.000	TRAILER COURT FEES	343	400	460	
445.000	PENALTIES AND INT ON TAXES	612	1,000	1,150	
447.000	PROPERTY TAX ADMIN FEE	23,039	26,000	29,900	

CITY OF HARTFORD

2025 - 26 BUDGET SUMMARY GENERAL FUND

			FYE 06302024	FYE 06302025
		Actual as of 03312025	ORIGINAL BUDGET	PROPOSED BUDGET
448.000	DELINQUENT ADMIN FEE ON TAX	520	1,000	1,150
451.000	BUSINESS LICENSE AND PERMITS	0	500	225
454.000	FRANCHISE FEE, CABLE TV	10,143	15,000	15,550
476.000	NON-BUSINESS LICENSE & PERMITS	225	240	340
477.000	TEMPORARY DUMPSTER PERMIT	60	45	100
478.000	MEDICAL MARIJUANA FEES	2,723	2,500	3,000
479.000	RECREATIONAL MARIJUANA FEES	126,457	116,000	136,000
574.000	STATE SHARED REVENUE	183,540	276,835	275,066
574.001	EVIP STATE SHARED REVENUE	54,766	117,172	114,981
574.002	STATE SHARED REVENUE - CVTRS - CLFRF	173	0	200
577.000	STATE REIMB FOR ELECTION	2,837	0	500
601.000	GARNISHMENT CHARGES	70	0	210

CITY OF HARTFORD

2025 - 26 BUDGET SUMMARY GENERAL FUND

			FYE 06302024	FYE 06302025
		Actual as of 03312025	ORIGINAL BUDGET	PROPOSED BUDGET
607.000	SPLIT/COMBINE FEE	50	300	100
610.000	NSF CHECK FEE	60	90	90
626.201	COPY FEES-FISCAL	98	200	200
627.301	LABOR-XING GUARDS/RESOURCE OFF	2,106	2,500	3,000
635.201	NOTARY FEES	491	500	750
641.440	MOWING & MISC. SERVICES	300	200	400
643.440	SCRAP & SALVAGE SALES	1,588		2,500
653.301	SALE OF INSURANCE REPORTS	73	300	300
655.301	RESTITUTION	900	2,000	2,000
662.301	ORDINANCE FINES-DISTRICT COURT	44	300	300
665.000	INTEREST ON INVESTMENTS	2		10

CITY OF HARTFORD

2025 - 26 BUDGET SUMMARY GENERAL FUND

		Actual as of 03312025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
665.002	BANK INTEREST ON ACCOUNTS	17,814	8,500	24,000
671.000	MISC. REVENUE	25		100
671.202	ADMINISTRATION FEE - MAJOR	9,000	12,000	12,000
671.248	DDA - ADMINISTRATION FEE	1,800	2,400	2,400
671.251	ADMIN. FEE - BUILDING FUND	3,750	5,000	5,000
671.253	FEE FOR TAX BILL REQUEST	249	150	500
671.301	MISC REVENUE	1,727	0	2,500
671.590	ADMINISTRATION FEE – SEWER TREATMENT PLANT	67,875	43,000	43,000
671.591	ADMINISTRATION FEE – IRON REMOVAL PLANT	47,250	16,000	16,000
	ADMINISTRATION FEE- SEWER SYSTEM GENL OPERATIONS	0	47,500	47,500
	ADMINISTRATION FEE –WATER DISTRIBUTION SYSTEM	0	47,000	47,000
672.410	ZONING BOARD FEES	7,600	1,000	15,000

CITY OF HARTFORD

2025 - 26 BUDGET SUMMARY GENERAL FUND

		Actual as of 03312025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
677.000	REIMBURSEMENTS - MISC	0	1,000	1,000
687.000	INSURANCE REFUNDS	0	5,000	2,500
694.000	CASH OVER (SHORT)	3	0	50
695.001	UNREALIZED (GAIN)/LOSS ON INV.	20,219	10,000	30,000
699.440	LABOR/EQUIPMENT-DPW	121,498	110,000	140,000
TOTAL Fund 101 - GENERAL FUND		1,241,029	1,492,135	1,735,095

CITY OF HARTFORD

DRAFT

2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund 101 - GENERAL FUND				COMMENTS
REVENUES				
DEPT. 101 - CITY COMMISSION				
SALARY	8,640	8,700	8,700	
EMPLOYER'S FICA	0	550	666	
WORKERS COMPENSATION	75	100	125	
MISCELLANEOUS	1,202	1,500	2,000	
TRAINING FUND	40	1,000	1,000	
MEMBERSHIP FEES	2,730	3,000	3,000	
INSURANCE AND BONDS	0	3,000	2,900	
TOTAL DEPT. 101 - CITY COMMISSION	12,687	17,850	18,391	
DEPT. 171 - MAYOR				
SALARY	1,740	1,800	1,800	
EMPLOYER'S FICA	0	140	138	
MISCELLANEOUS	56	500	250	
TRAINING FUND	20	300	300	
TOTAL DEPT 171 - MAYOR	1,816	2,740	2,488	
DEPT 172 - CITY MANAGER				

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
SALARY	67,500	92,000	124,423
DEFERRED COMP	3312		5,400
FRINGE BENEFITS	7,456	9,000	13,276
EMPLOYER'S FICA	5,200	6,900	8,423
WORKERS COMPENSATION	181	300	325
CONTRACTUAL SERVICES	1,650	3,000	500
TRAVEL EXPENSE	842	3,000	5,000
			CAPCON, ICMA, MAP, MI BUILDING HOUSING CONF
MISCELLANEOUS	365	2,000	1,000
TRAINING FUND	1930	5,000	5,000
MEMBERSHIP FEES	808	1,500	1,500
INSURANCE AND BONDS	0	1,200	1,250
OFFICE EQUIPMENT	4,048	500	500
TOTAL 172 - CITY MANAGER	4,048	124,400	166,597
DEPT 215 - CLERK			
SALARY	73,395	104,250	86,483
SALARIES - OVERTIME	344	500	540
DEFERRED COMP	3,071	4,100	4,095
FRINGE BENEFITS	18,371	29,244	25,744
EMPLOYER'S FICA	5,740	8,000	6,616

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
WORKERS COMPENSATION	362	600	1,738
TELEPHONE	0	800	650
TRAVEL EXPENSE	0	2,000	2,000
PUBLISHING	69	12,500	6,000
EQUIPMENT REPAIR	0		500 Laptop repair
MISCELLANEOUS	206	0	500
TRAINING FUND	50	3,000	3,000
MEMBERSHIP FEES	295	1,000	500
INSURANCE AND BONDS	0		1,250
OFFICE EQUIPMENT	2000	2,000	2,000
TOTAL DEPT 215 - CLERK	103,903	167,994	141,616
DEPT 223 - INDEPENDENT AUDIT			
AUDIT FEES	31,950	24,000	32,400
TOTAL DEPT 223 - INDEPENDENT AUDIT	31,950	24,000	32,400
DEPT 233 - CENTRAL SUPPLY			
OFFICE SUPPLIES	4,678	9,500	8,000
POSTAGE	2632	2,000	3,050
OPERATING SUPPLIES	1,679	1,800	2,500 Internet

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
CONTRACTUAL SERVICES	2,827	4,000	14,000 BS&A
REPAIR /MAINTENANCE	1,650	0	0
OFFICE EQUIPMENT	2632	200	0
TOTAL DEPT 233 - CENTRAL SUPPLY	16,098	17,500	27,550

DEPT 247 - BOARD OF REVIEW

CONTRACTUAL SERVICES	580	800	800
PUBLISHING	788	1,500	1,000
MISCELLANEOUS	114	250	150
TRAINING FUND	144	350	200
TOTAL DEPT 247 - BOARD OF REVIEW	1,626	2,900	2,150

DEPT 253 - TREASURER

SALARY	46,463	62,000	65,048
DEFERRED COMP	2,788	3,700	3,717
FRINGE BENEFITS	10,013	12,500	15,976
EMPLOYER'S FICA	3,517	5,000	4,976
WORKERS COMPENSATION	181	300	300
CONTRACTUAL SERVICES	996	3,500	Prepare for the audit and 25,000 training on reconciliation
TELEPHONE	0	0	600 Cellular

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
BANK SERVICE CHARGES	0	100	100
TRAVEL EXPENSE	878	1,000	1,500
EQUIPMENT REPAIR	0	0	0
MISCELLANEOUS	206	100	0
TRAINING FUND	778	1,200	900
MEMBERSHIP FEES	99	100	100
INSURANCE AND BONDS	0	1,200	1,250
OFFICE EQUIPMENT	0	500	3,000
TOTAL DEPT 253 - TREASURER	65,919	91,200	122,467

DEPT 257 - ASSESSOR

POSTAGE	702	1,000	1,000
CONTRACTUAL SERVICES	13,212	18,000	17,000 Renew Contract
MISCELLANEOUS	0	500	0
TOTAL DEPT 257 - ASSESSOR	13,914	19,500	18,000

DEPT 262 - ELECTIONS

SALARY	4,281	8,250	2,500
FICA	42		100
POSTAGE	828	1,300	400
OPERATING SUPPLIES	25	3,300	1000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
CONTRACTUAL SERVICES	1,723	10,600	7,000	Texting system
TRAVEL EXPENSE	106	300	200	
PUBLISHING	1125	1,500	750	
MISCELLANEOUS	165	550	200	
TOTAL DEPT 262 - ELECTIONS	8,295	25,800	12,150	

DEPT 266 - LEGAL SERVICES

LEGAL SERVICES	12,350	30,000	30,000	
TOTAL DEPT 266 - LEGAL SERVICES	12,350	30,000	30,000	

DEPT 265 - CITY HALL & GROUNDS

OPERATING SUPPLIES	309	200	500	
CONTRACTUAL SERVICES	23,609	26,000	30,000	
TELEPHONE	2,970	4,100	3,000	
ELECTRIC	5,311	5,500	8,000	
HEAT	1,457	1,300	2,000	
REPAIRS/MAINTENANCE	1,475	8,500	8,500	
RENTAL/USE FEE	41,667	50,000	50,000	
INSURANCE AND BONDS	0	3,000	3,600	
BUILDING IMPROVEMENTS	2175	0	5,000	

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
OFFICE EQUIPMENT	0	2,500	2,500
TOTAL DEPT 265 - CITY HALL & GROUNDS	78,973	101,100	113,100
DEPT 301 - POLICE DEPARTMENT			
SALARY	130,097	380,000	327,506
CROSSING GUARD SALARY	6,416	6,000	10,000
SALARIES - OVERTIME	7,102	15,000	9,360
DEFERRED COMP	5,857	18,000	4,774
LONGEVITY	475	1,500	275
FRINGE BENEFITS	37,629	83,000	40,104
EMPLOYER'S FICA	10,935	29,100	25,054
UNEMPLOYMENT	1,600		3,000
WORKERS COMPENSATION	8,310	10,000	13,000
OFFICE SUPPLIES	0		0
POSTAGE	0		0
OPERATING SUPPLIES	1,208	3,500	2,000
CLOTHING ALLOWANCE	903	7,000	5,000
GASOLINE AND OIL	3,911	9,000	9,000
CONTRACTUAL SERVICES	8,150	7,000	7,000
LEGAL SERVICES	5000	10,000	10,000
TELEPHONE	1,204	2,000	2,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
TRAVEL EXPENSE	404	3,000	3,000
PUBLISHING	0	0	0
REPAIRS/MAINTENANCE	6,120	7,500	7,500
EQUIPMENT REPAIR	415	0	500
TRAINING FUND	192	3,000	3,000
MEMBERSHIP FEES	0	700	700
INSURANCE AND BONDS	0	12,000	7,551
OFFICE EQUIPMENT	0	4,500	3,000
DEPT. 301 - POLICE DEPARTMENT	235,928	611,800	493,324
DEPT 336 - FIRE BOARD			
FIRE DEPT CONTRACT PAYMENT	111,525	133,830	
DEPT 336 - FIRE BOARD	111,525	133,830	0
Dept 441 - DEPARTMENT OF PUBLIC WORKS			
SALARY	11,252	93,380	114,874
GROUND & BUILDING MAINT	38,092		40,000
PARKS	4,837	0	5,000
GARAGE	9,478	0	10,000
STREET MAINTENANCE	2,609	0	3,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
SIDEWALK MAINTENANCE	990	0	1,200
SALARIES OVER TIME	5,312	0	3,000
DEFERRED COMP	3,178	2,000	9,739
FRINGE BENEFITS	35,255	40,000	53,366
FICA	5,696		8,787
WORKERS COMPENSATION	5,114	6,000	8,000
OPERATING SUPPLIES	4,624	7,000	7,100
CLOTHING ALLOWANCE	2,521	3,000	
GASOLINE AND OIL	9,585	16,000	17,000
CONTRACTURAL SERVICES	5,207	5,000	13,500
TELEPHONE	2,133	3,000	3,400
ELECTRIC	1,742	1,300	3,000
HEAT	2,306	2,000	4,000
REPAIRS/MAINTENANCE	48,498	10,000	25,000
EQUIPMENT/REPAIR	5,962	5,000	6,000
EQUIPMENT RENTAL	3,258	0	5,000
MISCELLANEOUS	0	0	0
TRAINING FUND	2,711	5,300	7,000 DPW & Leadership
MEMBERSHIP FEES	614	300	200
INSURANCE & BONDS	0	8,000	9,767
CAPITAL OUTLAY	1,136	0	3,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
TOTAL DEPT 441 - DEPARTMENT OF PUBLIC WORKS	212,110	207,280	360,933
DEPT 701 - PLANNING COMMISSION			
WORKERS COMPENSATION	0	150	200
POSTAGE	36	100	200
CONTRACTUAL SERVICES	2,219	4,000	4,000 what is this for
PUBLISHING	150	0	500
MISCELLANEOUS	20		200
TRAINING FUND	60	1,000	1,000
MEMBERSHIP FEES	65	500	250
TOTAL DEPT 701 - PLANNING COMMISSION	2,550	5,750	6,350
DEPT 751 - PARKS & RECREATION			
OPERATING SUPPLIES	0		
MISC CONTRACT PAYMENT	4,565		5,000
REPAIRS/MAINTENANCE	0	2,500	2,500
TOTAL DEPT 751 - PARKS & RECREATION	0	2,500	7,500
DEPT 760 - CULTURAL PROGRAMS			
MISCELLANEOUS CONTRACT PAYMENT	4,565	11,000	Blossom time float, Strawberry festival, Concerts 15,000 in the park, christmas lights

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY GENERAL FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
INSURANCE AND BONDS	0	300	500
TOTAL DEPT 760 - CULTURAL PROGRAMS	4,565	11,300	15,500

Dept 966 - OPERATING TRANSFER

TRANSFER COMPREHENSIVE IMPROVEMENT (OPERATING TRANSFER)	0	47,605	35,704
TOTAL 966 - OPERATING TRANSFER	0	47,605	35,704

Dept 446 - STREETS

OPERATING TRANSFER		40,000	
TOTAL 966 - OPERATING TRANSFER	0	40,000	0

Dept 966 - OPERATING TRANSFER

TRANSFER TO BUILDING FUND		45,000	33,750
TOTAL 966 - OPERATING TRANSFER	0	45,000	33,750

Fund 101 - GENERAL FUND

TOTAL REVENUES	1,735,095
TOTAL EXPENDITURES	1,639,970
NET OF REVENUES & EXPENDITURES	95,125

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY MAJOR STREETS FUND

		FYE 06302024	FYE 06302025	
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET	
Fund 202 - MAJOR STREET FUND				COMMENTS
Revenues				
RIGHT OF WAY PERMIT	728	200	1,115	
STATE REVENUE	234,056	260,000	275,650	
STABILIZATION AUTHORITY	0	3,000		
INTEREST ON INVESTMENTS	8,178		12,000	
TRANSFER FROM GENERAL FUND	30,000	40,000		
TOTAL REVENUES	272,962	303,200	288,765	
EXPENDITURES				
Dept 442 - DPW Administration				
AUDIT FEES	2,000	2,000	2,500	
ADMINISTRATION FEE	9,000	12,000	12,000	
INSURANCE AND BONDS	0	700	725	
TOTAL 442 - DPW ADMINISTRATION	11,000	14,700	15,225	
Dept 463 - ROUTINE MAINTENANCE				

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY MAJOR STREETS FUND

	FYE 06302024		FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
SALARIES	8,901	6,258	14,000
SALARIES OVER TIME	114	0	200
DEFERRED COMP	0	300	300
FRINGE BENEFITS	0	900	1200
FICA	635	0	1,071
WORKERS COMPENSATION	815	1,000	1,250
SUPPLIES	596	3,000	4,500 cold patching
CONTRACTURAL SERVICES	19,406	7,500	16,000
EQUIPMENT RENTAL	15,356	17,000	17,500
TOTAL 463 - ROUTINE MAINTENANCE	45,823	35,958	56,021

Dept 474 - TRAFFIC SIGNALS

SALARIES	367	400	600
SALARIES OVER TIME	0		100
FICA	25	50	46
SUPPLIES	1,569	5,000	4,000 Street Signs
CONTRACTURAL SERVICES	2,278	40,000	10,000
ELECTRIC	11,933	12,000	19,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY MAJOR STREETS FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
REPAIRS/MAINTENANCE	435	0	1,000
EQUIPMENT RENTAL	0	100	100
TOTAL 474 - TRAFFIC SIGNALS	16,607.00	57,550	34,846

Dept 476 - NON MOTORIZED TRANSPORTATION

CONTRACTURAL SERVICES	3,000	3,000	30,000 60th Ave. Talk to Mickey
TOTAL 476 - NON MOTORIZED TRANSPORTATION	3,000	3,000	30,000

Dept 478 - WINTER MAINTENANCE

SALARIES	6,249	5,610	10,000
SALARIES OVER TIME	27		2,500
FICA	450	350	765
SUPPLIES	3,389	2,500	4,500
CONTRACTURAL SERVICES	0	3,000	0
EQUIPMENT RENTAL	18,161	11,500	20,000
TOTAL 478 - WINTER MAINTENANCE	28,276	22,960	37,765

Dept 966 - OPERATING TRANSFER

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY MAJOR STREETS FUND

	FYE 06302024		FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
TRANSFER CAPITAL IMPROVEMENT (COMPREHENSIVE IMPROVEMENT)	33,333	50,000	
Fund 245			
TOTAL 966 - OPERATING TRANSFER	33,333	50,000	0

Fund 202 - MAJOR STREET FUND:		
TOTAL REVENUES		288,765
TOTAL EXPENDITURES		173,857
NET OF REVENUES & EXPENDITURES		114,908

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY LOCAL STREETS FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund 203 - LOCAL STREET FUND				COMMENTS
Revenues				
RIGHT OF WAY PERMITS	1,340	600	2,000	
STATE REVENUE	85,010	100,000	108,000	
STABILIZATION AUTHORITY	0	3,000	0	
TOTAL REVENUES	86,350	103,600	110,000	
EXPENDITURES				
Dept. 442 - DPW ADMINISTRATION				
SALARY	0		0	
OPERATING SUPPLIES	0		0	
AUDIT FEES	0		0	
ADMINISTRATION FEE	0		0	
INSURANCE BOND AND BONDS	0	700	725	
TOTAL DEPT 442 - DPW ADMINISTRATION	0	700	725	
Dept 463 - ROUTINE MAINTENANCE				
SALARY	3,304	9,000	5,000	
SALARIES OVERTIME	0	0	500	
DEFERRED COMP	0	300	500	

CITY OF HARTFORD

DRAFT**2025 - 26 BUDGET SUMMARY LOCAL STREETS FUND**

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
FRINGE BENEFITS	0	1,500	2,000
FICA	236		383
WORKERS COMPENSATION	815	1,000	1,000
SUPPLIES	1,584	6,000	6,000 Cold Patching
CONTRACTURAL SERVICES	9,652	10,000	Tree Stumps
REPAIRS/MAINTENANCE	1,034	750	750 Do it need to increase?
EQUIPMENT RENTAL	6,859	15,000	15,000
TOTAL DEPT 463 - ROUTINE MAINTENANCE	23,484	43,550	31,133
Dept 474 - TRAFFIC SERVICES			
SALARY	361	475	600
SALARIES OVERTIME	0	0	0
FICA	25	50	46
SUPPLIES	0	0	0
CONTRACTURAL SERVICES	1,978	2,000	3,500
ELECTRIC	0	0	0
REPAIR/MAINTENANCE	0	0	0
EQUIPMENT RENTAL	0	300	300
TOTAL 474 - TRAFFIC SERVICES	2,364	2,825	4,446

CITY OF HARTFORD

DRAFT**2025 - 26 BUDGET SUMMARY LOCAL STREETS FUND**

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
Dept 478 - WINTER MAINTENANCE			
SALARY	5,377	6,250	9,000
SALARIES OVER TIME	432		1,500
FICA	424	350	689
SUPPLIES	6,778	5,000	7,500
CONTRACTURAL SERVICES	0	500	0
REPAIRS/MAINTENANCE	0	1,000	0
EQUIPMENT RENTAL	13,174	8,000	15,000
TOTAL 478 - WINTER MAINTENANCE	26,185	21,100	33,689

Fund 203 - LOCAL STREET FUND

TOTAL REVENUES	110,000
TOTAL EXPENDITURES	69,992
NET OF REVENUES & EXPENDITURES	40,008

CITY OF HARTFORD

DRAFT2025 - 26 BUDGET SUMMARY DOWNTOWN DEVELOPMENT
AUTHORITY

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY			
REVENUES			
DDA CAPTURED TAX	21,028	20,920	22,562
BANK INTEREST ON ACCOUNTS	61	25	75
Total FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY	21,089	20,945	22,637

EXPENDITURES			
DEPT 729 DOWNTOWN DEVELOPMENT AUTHORITY			
POSTAGE	36	0	250
OPERATING SUPPLIES	0	0	0
ADMINISTRATION FEE	1800	2,400	2,400
CONTRACTURAL SERVICES	0	10,000	13,500
LEGAL SERVICES	0	5,000	0
FACADE IMPROVEMENTS	0	0	
MISCELLANEOUS	0	0	0
Total DEPT 729 DOWNTOWN DEVELOPMENT AUTHORITY	1,800	17,400	15,900

Contractural Services:			
McKenna for 10 10-year strategic plan	\$10,000	FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY	
Flowers in Downtown	\$2,500	TOTAL REVENUES	22,637
Concerts in the park	\$500	TOTAL EXPENDITURES	15,900
Lions Club - Christmas Décor	\$500	NET OF REVENUES & EXPENDITURES	6,737
	\$13,500		

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY BUILDING DEPARTMENT FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund: 251 - BUILDING DEPARTMENT FUND				COMMENTS
REVENUES				
BUILDING PERMITS	4,371	40,000	25,000	
ELECTRICAL PERMITS	11,445	0	10,000	
MECHANICAL INSPECTION FEES	5,993	0	10,000	
RENTAL ORDINANCE FEES	1,275	5,000	5,000	
MISCELLANEOUS REVENUES	0	0	0	
TRANSFER FROM GENERAL FUND	33,750	45,000	45,000	
Total Fund: 251 - BUILDING DEPARTMENT FUND	56,834	90,000	95,000	
EXPENDITURES				
DEPT 371 - BUILDING INSPECTOR				
SALARY	0	25,000	0	Code Enforcement Officer
EMPLOYER'S FICA	0	2,000	0	
WORKERS COMPENSATION	0	300	0	
OPERATING SUPPLIES	0	250	0	

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY BUILDING DEPARTMENT FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
AUDIT FEES	450	450	
CONTRACTURAL SERVICES - BUILDING	3340	35,000	17,500
ADMINISTRATION FEE	3,750	5,000	5,000
CONTRACTURAL SERVICES - MECHANICAL	2,595	0	7,000
ENGINEERING	3,113	0	5,000 Engineering plan review
RENTAL INSPECTIONS	1,620	5,000	3,500
ELECTRICAL INSPECTION - CONTRACT SERVICES	10,226	0	7,000
TOTAL DEPT 371 - BUILDING INSPECTOR	25,094	73,000	45,000
DEPT 722 - ZONING COMMISSION/APPEALS			
WORKERS COMPENSATION	78		0
PUBLISHING	0		500
CONTRACTURAL SERVICES	125		McKenna Associates zoning 5,000 administration
LAND USAGE/DEMOLITIONS	49,071	15,000	0
TOTAL DEPT 722 - ZONING COMMISSION/APPEALS	49,274	15,000	5,500
Fund: 251 - BUILDING DEPARTMENT FUND			
TOTAL REVENUES			95,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY BUILDING DEPARTMENT FUND

	FYE 06302024	FYE 06302025
Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
TOTAL EXPENDITURES		50,500
NET OF REVENUES & EXPENDITURES		44,500

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY BUILDING AUTHORITY FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund: 255 - BUILDING AUTHORITY FUND				COMMENTS
Revenues				
INTEREST ON INVESTMENTS	0	0	0	
BANK INTEREST ON ACCOUNTS	413	350	500	
RENT - CITY HALL	41,667	50,000	50,000	
Total Fund: 255 - BUILDING AUTHORITY FUND	42,080	50,350	50,500	
EXPENDITURES				
DEPT 265 - CITY HALL & GROUNDS				
BANK SERVICE CHARGES	0	0	0	
DEBT SERVICE - PRINCIPAL	20,000	20,000	21,000	Bond
DEBT SERVICE - INTEREST	12,588	24,701	23,727	Bond
Total DEPT 265 - CITY HALL & GROUNDS	32,588	44,701	44,727	
Fund: 255 - BUILDING AUTHORITY				
TOTAL REVENUES			50,500	
TOTAL EXPENDITURES			44,727	
NET OF REVENUES & EXPENDITURES			95,227	

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY SEWER FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund 590 - SEWER FUND				COMMENTS
REVENUES				
REAL PROPERTY TAX - CURRENT	54,359	61,806		Assessing
PERSONAL PROPERTY TAX - CURRENT	21,289	21,440		Assessing
PERSONAL PROPERTY TAX - DELQ	9		100	
PENALTIES AND INT ON TAXES	68	90	100	
SERVICE -SALES	449,554	538,821		Per Andy C.
CAPITAL RESERVE ESCROW SALES	95,948	145,800		Per Andy C.
CONNECTIONS	100		200	
PENALTIES ON DELINQ BILLS	18,827	25,000	20,000	
BANK INTEREST ON ACCOUNTS	82	60	100	
MISCELLANEOUS REVENUE	31,574	26,232		Per Andy C.
GAIN (LOSS) ON DEPRECIABLE ASSET	0		0	
INSURANCE REFUNDS	3,600		3,500	
UNREALIZED (GAIN/LOSS) ON INV.	6,639	4,000	6,000	
TRANSFER FROM GENERAL FUND	0			
TOTAL REVENUES	682,049	823,249	30,000	
EXPENDITURES				

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY SEWER FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
DEPT 537 - SEWER SYSTEM GENL OPERATIONS			
SALARY	5,374	7,500	8,600
SALARIES OVERTIME	643		1,500
DEFERRED COMP	0	718	1,200
FRINGE BENEFITS	0	4,000	4,500
FICA	429	0	658
WORKERS COMPENSATION	525	650	1,000
OFFICE SUPPLIES	0	400	400
POSTAGE	3,588	3,000	4,000
OPERATING SUPPLIES	135	0	250
ADMINISTRATION FEE	35,625	47,500	47,500
CONTRACTURAL SERVICES	5,917	5,000	5,500
PUBLISHING	0	0	0
REPAIRS/MAINTENANCE	0	2,000	2,000
EQUIPMENT REPAIR	0	15,000	15,000
EQUIPMENTAL RENTAL	7,752	0	10,000
CAPITAL IMPROVEMENTS	35,500	35,500	38,000
CAPITAL OUTLAY	5,000	5,000	5,000

Pam need to write
justification for the fee and
add to the budget packet

CITY OF HARTFORD

DRAFT

2025 - 26 BUDGET SUMMARY SEWER FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
TOTAL 537 - SEWER SYSTEM GENL OPERATIONS	100,488	126,268	126,268

Dept. 570 SEWER TREATMENT PLANT

SALARY	89,805	116,730	118,348
SALARIES OVERTIME	4,933		2,964
DEFERRED COMP	2,081	2,870	2,870
FRINGE BENEFITS	23,115	48,223	35,645
FICA	7,236		9,054
WORKERS COMPENSATION	1,051	1,400	2,500
OFFICE SUPPLIES	0		1,000
SUPPLIES	0		0
POSTAGE	0		200
OPERATING SUPPLIES	36,822	60,000	60,000
LAB SUPPLIES AND EQUIP	3,082	5,000	12,000
CLOTHING ALLOWANCE	1,522	1,500	
GASOLINE AND OIL	3,214	7,500	5,000
AUDIT FEES	8,000	8,000	10,000
ADMINISTRATIVE FEE	32,250	43,000	43,000
CONTRACTURAL SERVICES	55,022	60,000	75,000 WWTP Operator
TELEPHONE	6,834	3,700	13,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY SEWER FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
TRAVEL	0	1,000	2,500
ELECTRIC	17,833	20,000	35,000
REPAIRS/MAINTENANCE	21,419	10,000	35,000
EQUIPMENT REPAIR	59	10,000	0
EQUIPMENT RENTAL	4,660	3,000	3,000
MISCELLANEOUS	25	500	100
TRAINING FUND	585	2,000	5,000
			M. Good training for the operator's licence
MEMBERSHIP FEES	0	750	750
INSURANCE AND BONDS	0	14,000	16,600
DEPRECIATION EXPENSE	0	210,000	
CAPITAL OUTLAY	154	0	
OFFICE EQUIPMEMT	307	0	750
TOTAL 570 SEWER TREATMENT PLANT W/O BOND PAYMENT	320,009	629,173	489,281
PRINCIPAL PAYMENT BOND - 2014 Series A & B	0	38,000	40,000
INTEREST EXPENSE - 2014 Series A & B	0	57,633	55,340
TOTAL P&I PAYMENT BOND	0	95,633	95,340
			Bond payment
PRINCIPAL PARTIAL BOND - 2022 SRF Series A & B	0	82,900	85,000
BOND INTEREST EXPENSE - 2022 SRF Series A & B	32,192	76,372	67,788
TOTAL P & I BOND	32,192	159,272	152,788
			Bond payment
PRINCIPAL PARTIAL BOND - 2026 DWSRF Series A			0
BOND INTEREST EXPENSE - 2026 DWSRF Series A			25,000

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY SEWER FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
TOTAL BOND INTEREST EXPENSE			25,000
TOTAL 570 SEWER TREATMENT PLANT BOND ONLY	64,384	254,905	273,128

DEPT 575 - SEWER LIFT STATIONS

SALARY	12,792	17,000	20,500
SALARIES OVERTIME	282		1,000
DEFERRED COMP	0	5,100	7,500
FRINGE BENEFIT	0	3,000	3,500
FICA	928		1,568
OPERATING SUPPLIES	264	600	800
CONTRACTURAL SERVICES	2,969	3,000	3,500
TELEPHONE	2,195	1,600	3,500
ELECTRIC	8,077	8,000	13,000
REPAIRS/MAINTENANCE	10,083	6,000	7,500
EQUIPMENT REPAIR	0	0	0
EQUIPMENT RENTAL	0	11,000	15,000
INSURANCE AND BONDS	0	1,900	2,400
CAPITAL OUTLAY	0	0	0
TOTAL 575 - SEWER LIFT STATIONS	37,590	57,200	79,768

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY SEWER FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
Dept 966 - OPERATING TRANSFER			
TRANSFER COMPREHENSIVE IMPROVEMENT	7,500		
TOTAL 966 - OPERATING TRANSFER	7,500	0	0
DEPRECIATION EXPENSE	0	210,000	

Fund 590 - SEWER FUND	
TOTAL REVENUES	30,000
TOTAL EXPENDITURES	968,445
NET OF REVENUES & EXPENDITURES	-938,445

CITY OF HARTFORD

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2025 - 26 BUDGET SUMMARY WATER FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET	
Fund 591 - WATER FUND				COMMENTS
REVENUES				
SERVICES - SALES	270,583	289,000	300,000	
CAPITAL RESERVE ESCROW SALES	56,759	88,573	60,000	
CONNECTIONS	50	0	100	
SHUT-OFF AND TURN-ON	625	400	650	
PENALITIES ON DELINQ BILLS	10,756	13,000	13,000	
INTEREST ON INVESTMENTS	0	90	50	
INTEREST ON RECEIVABLES	62		100	
BANK INTEREST ON ACCOUNTS	0	0	0	
RENTAL OF WATER TOWER METRONET	23,805	28,566	28,566	
MISC REVENUE	6,965	50	5,000	
INSURANCE REFUNDS	4,979	0	2,500	
UNREALIZED (GAIN) LOSS ON INV.	2,773	3,000	1,000	
TOTAL REVENUES	377,357	422,679	410,966	
EXPENDITURES				
Dept. 541 - IRON REMOVAL PLANT OPERATIONS				
SALARY	21,620	16,000	0	
SALARIES OVERTIME	0	0	0	

CITY OF HARTFORD

DRAFT

2025 - 26 BUDGET SUMMARY WATER FUND

	Actual as of 03302025	FYE 06302024 ORIGINAL BUDGET	FYE 06302025 PROPOSED BUDGET
DEFERRED COMP	0	600	0
FRINGE BENEFITS	0	6,000	0
FICA	1,621	0	0
OFFICE SUPPLIES	0	0	0
OPERATING SUPPLIES	16,410	11,000	20,000
ADMINISTRATION FEE	12,000	16,000	16,000
CONTRACTURAL SERVICES	7,779	13,000	75,000
TELEPHONE	1,775	1,600	2,700
ELECTRIC	8,341	10,000	12,800
HEAT	1,103	1,200	1,600
REPAIRS/MAINTENANCE	9,789	40,000	40,000
EQUIPMENT REPAIR	0	0	0
EQUIPMENT RENTAL	17,943	23,000	23,000
INSURANCE & BONDS	0	2,000	3,250
DEPRECIATION EXPENSE	0	50,000	50,000
TOTAL 541 - IRON REMOVAL PLANT OPERATIONS	98,381	190,400	244,350

Dept. 591 - WATER DISDRIBUTION SYSTEM

SALARY	2,629	25,000	4,500
SALARIES OVERTIME	0		500
FRINGE BENEFITS	0	2,000	500

CITY OF HARTFORD

DRAFT

2025 - 26 BUDGET SUMMARY WATER FUND

		FYE 06302024	FYE 06302025
	Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
FICA	1,232		344
WORKERS COMPENSATION	1,105	1,400	2,500
OFFICE SUPPLIES	0	0	0
POSTAGE	3,588	4,000	4,000
OPERATING SUPPLIES	761	5,000	5,000
AUDIT FEES	3,500	3,500	4,500
ADMINISTRATIVE FEE	35,250	47,000	47,000
CONTRACTURAL SERVICES	5,311	6,000	6,000
TRAVEL	0	0	2,500
ELECTRIC	5,817	6,500	9,500
REPAIRS/MAINTENANCE	4,945	20,000	20,000
EQUIPMENT REPAIR	1,092	0	5,000
EQUIPMENT RENTAL	23,999	38,000	38,000
MISCELLANEOUS	106	800	0
TRAINING FUND	360	800	5,000
			Kicky and Ivan training for the Operator's licence
MEMBERSHIP FEES	911	1,000	2,000
INSURANCE AND BONDS	0	3,000	4,400
CAPITAL OUTLAY	0	5,000	5,000
CAPITAL IMPROVEMENTS	0	35,500	
TOTAL 591 - WATER DISDRIBUTION SYSTEM	90,606	204,500	166,244

CITY OF HARTFORD

DRAFT

2025 - 26 BUDGET SUMMARY WATER FUND

	FYE 06302024	FYE 06302025
Actual as of 03302025	ORIGINAL BUDGET	PROPOSED BUDGET
Dept 966 - OPERATING TRANSFER		
TRANSFER COMPREHENSIVE IMPROVEMENT	7,500	10,000
		140,000
Fund 591 - WATER FUND		
TOTAL REVENUES		410,966
TOTAL EXPENDITURES		410,594
NET OF REVENUES & EXPENDITURES		372

**CITY OF HARTFORD
FEE SCHEDULE**

Item 35.

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

CITY OF HARTFORD

FEE SCHEDULE

DESCRIPTION	CURRENT	PROPOSED	NOTE	RECEIPT'S CODE
BOARD OF APPEALS	\$250.00			DBAPP
SITE PLAN REVIEW - COMMERICAL	1000	Change to \$1100+	\$75 per/acre	
SITE PLAN REVIEW -SINGLE FAMILY	500	Change to \$550+	\$10 per/unit	
SITE PLAN REIEW - MULTI FAMILY	1000	Change to \$1100+	\$10 per/unit	
SITE PLAN REIEW - INDUSTRIAL	2500	Change to \$2750+	\$75 per/acre	
SPLIT/COMBINE PARCEL REQUEST	50	change to \$330 +	\$75 per/new acre	
ZONING COMPLIANCE PERMIT	\$50	change to \$165	FENCE/SIDEWALK/DRIVEWAY/POOL	
SPECIAL LAND USE PERMIT	\$750.00			
Nonuse Dimensional VARIANCE APPLICATION	850	change to Commercial	\$550	
Nonuse Dimensional VARIANCE APPLICATION	\$220.00	Residential		
Use Variance	\$1,100.00			
REZONING APPLICATION	1500	Change to \$1650+	\$55 per/acre	
SIGN PERMIT	25	Change to \$140 +	\$40 each additional sign	
Soil, Waste & Fill Material	50	Change to \$1100 +	\$75 per/acre	
Temporary Storage/Garbage Commercial	\$50.00			INVOICE
Temporary Storage/Garbage Residential	\$20.00			INVOICE
NON HOMESTEAD RENTAL REGISTRATION	\$5.00	PER/UNIT		INVOICE
OCCUPANCY INSPECTION	\$45.00	PER/INSPECTION		INVOICE
VIOLATION OF NON COMPLIANCE	\$75.00	PER/INSPECTION		INVOICE
MISSED INSPECTION APPOINTMENT	\$25.00	PER/APPOINTMENT		INVOICE
OCCUPANCY OWNER OCCUPIED INSPECTION	\$45.00	Waived if inspection done by		INVOICE
FOIA	PER REQUALCULATION			INVOICE
SPECIAL EVENT ELY PARK	FREE			
LAWN METERS	COST			UB
UTILITY TURN ON FEE	\$25.00			UB
UTILITY TURN OFF FEE	\$25.00			UB
UTILITY TURN ON/OFF AFTER HOURS	\$125.00	4PM-7AM		UB
WATER CONNECTION (City)	\$500.00			UB
SEWER CONNECTION (City)	\$400.00			UB
WATER CONNECTION OUT OF DISTRICT	\$750.00			UB
SEWER CONNECTION OUT OF DISTRICT	\$600.00			UB
LAWN METER REPAIRS	\$50.00	PER/HR		UB
WATER LINE REPLACEMENT/INSTALLATION	\$50.00			INVOICE
SEWER LINE REPLACEMNET/INSTALLATION	\$50.00			INVOICE
METER CALIBRATION TESTS	\$100.00			UB
BULK WATER SALES--CONNECTION	\$100.00			INVOICE
BULK WATER SALES-WATER PER/1000GALLON	\$10.00	PER/1000 GALLONS		INVOICE
BULK WATER SALES - STAFF PER/HR	\$50.00	PER/HR		INVOICE
METERS WA/SW (residential)	COST			UB
METERS WA/SW (Commercial)	COST			UB
BOARDS	Current	Proposed	Current	Proposed
	CHAIR		MEMBER	
BOARD OF REVIEW/Per Hour	\$16.00			\$14.00
Planning Commission/Per Meeting	\$50.00			\$40.00
Election Inspectors/Per Hour	\$16.00			\$14.00



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: April 30, 2025

RE: **APPROVAL TO AMEND THE CITY'S PROCUREMENT POLICY**

ITEM BEFORE THE COMMISSION:

The item before the City Commission amends the City's procurement policy, approving the increase in the maximum amount the city manager is authorized to spend without sealed bids and prior city commission approval.

DISCUSSION:

The city's procurement policy currently authorizes the city manager to spend up to \$2,000 without city commission approval. Due to increased goods and services, the city manager requests to increase the limit to \$5,000. This increase will expedite city business operations and ensure timely procurement, enhancing efficiency. The items will be added to the monthly bill list for your approval at the next city commission meeting.

The MML's executive officer's listserv emails show that the administrative spending limit for a community of our size is between \$5,000 and \$7,500, which is in line with similar communities. This further validates our request for an increase to \$5,000.

RECOMMENDATION:

The City of Hartford amends the city's procurement policy, approving the increase in the maximum amount the city manager is authorized to spend without sealed bids and prior city commission approval.

City of Hartford Procurement Policy

This Procurement Policy complies with Federal Procurement Regulations at **2 CFR Part 200**, applicable Michigan Compiled Laws, and the procurement standards of the 2 CFR Part 200.317-200.326.

Adopted by the Board of Commissioner's 04/24/2023

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City of Hartford PROCUREMENT POLICY

GLOSSARY OF TERMS

Acceptance – The act of an authorized representative of the City of Hartford acknowledging that the supplies or services delivered to or received by the City of Hartford conform to contract requirements.

Amendment – A written revision made to a solicitation.

Architect/Engineer (A/E) – A licensed person (or company) usually responsible for developing the plans and specifications of a building or development and, in some cases, supervising the construction effort.

Bid – In the sealed bidding method of procurement, this is the price submitted by a bidder.

Bidder's List – General list of persons or firms who may be interested in submitting bids in response to an Invitation for bid and in contracting opportunities with the City of Hartford.

Bonding (Bid Bonds) – A bid bond or guarantee ensures that, if awarded the contract, the bidder will accept and perform the work under the contract; ensures the bidder will not attempt to withdraw or otherwise not fulfill the contract; and ensures the bidder will execute the contractual documents that are required within the time specified in the solicitation, or forfeit all or part of the guarantee.

Bonding (Performance Bonds) – A performance bond ensures the contract is successfully completed. The performance bond also ensures that if a contractor is unable to complete the contract, the surety company, which issues the bond, will step in to complete the work. In the case of a letter of credit or cash escrow, City of Hartford may use these funds to complete the contract work.

Bonding (Payment Bonds) – A payment bond ensures the contractor pays the subcontractors and suppliers. City of Hartford will allow the performance bond and the payment bond to be combined.

Change Order – Modification to the contract that is a unilateral action taken by the City of Hartford City Manager within the scope of the contract to modify the drawings, design, specifications, method of shipping

or packaging, place of inspection, delivery, acceptance, or other such contractual requirement.

Competitive Proposals – Method of procurement used when small purchases and sealed bidding methods are not appropriate. The City of Hartford solicits proposals which allows for the selection and award of contracts based on technical considerations and the negotiation of price/cost by using either a Request for Proposal (RFP) or a Request for Qualifications (RFQ) *See definitions of each type of competitive proposal.*

Competitive Range – The range of scores of proposals submitted in response to a RFP that, after technical evaluation by the City of Hartford’s evaluation panel and considering price, have a reasonable chance of receiving the award.

Contract – A mutually binding legal relationship obligating the seller to furnish the supplies, services, or construction and the City of Hartford to pay for the supplies, services, or construction. Contracts include all types of commitments that obligate the City of Hartford to expend funds and, except as otherwise authorized, are in writing.

Contract Administration – All the actions taken with regard to a contract after its award. Administration includes monitoring the contractor’s performance to ensure compliance with the contract requirements, terms, and conditions.

Contract Modification – Any written alteration to the specifications, delivery point, date of delivery, contract period, price, quantity, or other clause, of an existing contract. All contract modifications must be signed and dated by the Executive Director in order to be effective.

City Manager – The official of City of Hartford, officially delegated in writing, to enter into and / or administer contracts and make related determinations and findings.

Cost Analysis – An evaluation of the separate elements (e.g., labor, materials, etc.) that make up a contractor’s total proposal to determine if they are reasonable, allowable and directly related to the requirement. Cost analysis is required whenever there is no price competition.

Cost Reimbursement Contract – Contract in which the City of Hartford and the contractor agree on an estimate of contract costs. Under this type of contract, the City of Hartford agrees to reimburse the contractor for reasonable, allowable, and allocable costs necessary to complete the work.

Cure Notice – A document originating by the City of Hartford City Manager sent to the contractor stating the contract may be terminated for one or more events of default unless performance is corrected within a specified number of days.

Exigent Condition – An exigent condition is a situation or condition requiring immediate aid or action. Only the City Manager has the authority to declare an exigent condition.

Firm Fixed Price Contract – A contract pricing arrangement under which the price is not subject to change or adjustment based on the cost experience of the contractor in performance of the contract.

Independent Cost Estimate (ICE) – An estimate obtained or developed by the City of Hartford prior to

obtaining offers.

Inspection – The examination and/or testing of supplies and services to determine whether they conform to the contract requirements.

Intergovernmental Agreement – An agreement between the City of Hartford and a Federal, State, or local government agency for the provision of procuring supplies or services. For the purpose of this Policy, the terms Cooperative Agreement, Intergovernmental Agreement, Interagency Agreement, Consortium Agreement, or Memorandum of Agreement are interchangeable.

Invitation for bids (IFB) – Solicitation type used under the sealed bidding method of procurement.

Micro-Purchasing – A method of purchasing below ~~\$2,000~~ **\$5,000** for federal grants and below \$10,000 for all other funding sources. This type of purchasing requires one (1) quote.

Minority Owned Business - A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and Subcontinent Asian Americans.

Negotiation – Discussions with offerors in the competitive range regarding technical and/or price proposals to award a contract using the competitive proposals or noncompetitive proposals method of procurement or when issuing modifications to existing contracts.

Noncompetitive Proposals – The method of procurement in which proposals are solicited from only one source because award of a contract is not feasible under the small purchase procedure, sealed bids or competitive procedure as a result of: 1) the item or service is available only from a single source; 2) public exigency or emergency will not allow enough time for a competitive procurement; 3) inadequate response to a competitive solicitation; or 4) HUD approves the use of noncompetitive proposals. The method is also known as “sole source”.

Offer – A response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract.

Offeror – The general term for the entity that submits a response to a solicitation.

Price Analysis – The evaluation of a proposed price (bottom line) for reasonableness, without evaluating the separate elements of cost.

Procurement - The term “procurement,” includes the procuring, purchasing, leasing, or renting of: 1) goods, supplies, equipment, and materials; 2) construction and maintenance; 3) consultant services; 4) Architectural and Engineering (A/E) services; 5) Social Services; and 6) other services. The term Procurement also includes selling, including concessions and disposal of surplus material and equipment.

Proposal – The offer submitted by a potential contractor in the competitive or noncompetitive proposals type of procurement.

Qualifications Based Selection (QBS) – A form of procurement of Architect/Engineering (A/E) or development services by competitive proposals in which proposals in which price is not requested in the Request for Qualifications (RFQ) or used as an evaluation factor.

Quotation – The price or cost submitted by a vendor in the small purchase procedures method of procurement.

Request for Proposal (RFP) – Solicitation method used under both the competitive and noncompetitive methods of procurement. Proposal evaluation and contractor selection are based on the evaluation criteria and factors, including price, for award as stated in the RFP. Contract award is based on the best approach to the requirements of the statement of work resulting in the greatest benefit to the City of Hartford, price and other factors considered.

Request for Qualifications (RFQ) – Solicitation method used under the competitive and non-competitive methods of procurement. Evaluation and contractor selection are based on the evaluation criteria for award as stated in the RFQ. Price is not obtained until the highest-ranking firm(s) is selected based on qualifications and negotiations for a fair and reasonable price have started.

Responsible Bidder – A bidder who is able to comply with the required or proposed delivery or performance schedule; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them; has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and is otherwise qualified and eligible to receive an award under applicable laws and regulations, including the fact that the bidder is not suspended, debarred or under a HUD-imposed Limited Denial of Participation.

Responsive Bid – A bid that conforms to the requirements in the Invitation for bids (IFB).

Sanctions – Measures that may be invoked by the City of Hartford or HUD to exclude or disqualify contractors, City of Hartford staff or agents acting on behalf of the City of Hartford from participation in federal programs (such as limited denial of participation or debarment), or measures the City of Hartford may take regarding employees, officers, agents, or others who violate the ethical standards of the Procurement Policy (such as dismissal, reassignment, removal from position, etc.).

Sealed Bidding – A method of procurement inviting sealed bids. This method requires:

1) specifications that are clear, accurate, and complete; 2) a public bid opening; and 3) evaluation of bids and award of the contract based on the lowest price submitted by a responsive and responsible contractor. Sealed bidding is the preferred method for construction.

Section 3 Business - A “Section 3 business concern” is defined under 24 CFR Part 135.

Show Cause Letter – A document sent by the City Manager notifying a defaulting contractor that the contract may be terminated for default unless the contractor can provide adequate justification for not terminating

within a specified time period (usually 10 days).

Small Business - A small business is defined as a business that is: 1) independently owned; 2) not dominant in its field of operation; and 3) not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 should be used to determine business size.

Small Purchase Procedure – A simplified method for acquiring supplies, materials, and services (including construction) that do not exceed the City of Hartford threshold of \$100,000.

Solicitation – The general term for the City of Hartford’s request for offers from potential offerors.

Specifications or Scope – Description of the technical requirements of a solicitation or resulting contract.

Statement of Work (SOW) – Written description of work to be performed that establishes the standards sought for the supplies or services furnished under the contract; typically used for service contracts.

Termination for Cause – Termination of a contract by the City of Hartford on a unilateral basis when the contractor fails to perform, fails to make progress so as to endanger performance, or commits a default as specified in the contract.

Termination for Convenience – Termination of a contract by the City of Hartford on a unilateral basis when the product or service is no longer needed or when it is in the best interest of the City of Hartford.

Vendor List – List of persons interested in or qualified to do business with the City of Hartford.

Women Business Enterprise - Women’s business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

I. GENERAL PROVISIONS

A. General

The City of Hartford shall: provide for a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the City of Hartford; ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the City of Hartford; promote competition in contracting; and assure that the City of Hartford purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws. The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials; (2) construction and maintenance; consulting services; (3) architectural and engineering (A/E) services; (4) social services; and (5) other services.

B. Application

This Procurement Policy applies to all procurement actions of the Commission, regardless of the source of funds. However, nothing in this Policy shall prevent the City of Hartford from complying with the terms and conditions of any grant, contract, gift, or request that is otherwise consistent with the law. When both federal

grants and other funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, 2CFR 200.320 procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a separate contract, then regulations applicable to the source of funding may be followed.

C. Exclusions

The following shall not be governed by this Policy for all funding sources.

1. Real Estate Purchase and Sale Transactions (surveys, appraisals, environmental site assessments, and financing analyses are considered Consultant Services and are governed by this Policy).
2. Loan transactions and documents.
3. Sub-recipient or sub-grantee agreements and related change orders.
4. Employment contracts.
5. Financial institution agreements and contracts.
6. Direct Payments. (See Appendix A for a list of direct payment examples)

In addition, the following shall not be governed by this Policy for funding that is not a federal grant.

1. Legal services
2. Health and safety services (for example, HVAC inspections, emergency repairs or demolition, hazardous clean-up, boiler maintenance etc.)

D. Changes in Laws and Regulations

In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent consistent with this Policy, automatically supersede this Policy.

E. Public Access to Procurement Information

Most procurement information shall be available to the public to the extent provided in the Michigan Freedom of Information Act.

II. ETHICS IN PUBLIC CONTRACTING

A. General

The City of Hartford hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct is consistent with applicable Federal, State, or local law and the City of Hartford Ethics Policy.

B. Conflicts of Interest

No employee, officer, Board member, or agent of the City of Hartford shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would exist when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- 1) An employee, officer, Board member, or agent involved in making the award;

- 2) His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparents, or grandchildren);
- 3) His/her partner; or,
- 4) An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

C. Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall accept gratuities, favors, or items from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

D. Prohibition against Contingent Fees

Contractors wanting to do business with the City of Hartford must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee.

III. PROCUREMENT AUTHORITY & ADMINISTRATION

A. Procurement Planning

Planning is essential to managing the procurement function properly. Therefore, the City of Hartford will annually review its record of prior purchase, as well as future needs, to:

1. Find patterns of procurement actions that could be performed more efficiently or economically;
2. Maximize competition and competitive pricing among contracts and decrease the Commission's procurement costs;
3. Reduce the Commission's administrative costs;
4. Ensure that supplies and services are obtained without any need for re-procurement, e.g., resolving bid protests; and
5. Minimize errors that occur when there is inadequate lead time. Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

B. Independent Cost Estimate

For all purchases using federal grants, above the Micro Purchase (~~\$2,000~~ **\$5,000**) threshold, the City of Hartford shall prepare an independent cost estimate (ICE) prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

1. The ICE is the City of Hartford's estimate of the cost of the goods or services to be acquired under a contract or a modification for evaluating the reasonableness of the contractor's proposed costs or prices and can be used to determine the method of contracting to be used;
2. The City of Hartford may develop the ICE using its own employees, outside parties, or a combination of the two. The City of Hartford will take appropriate steps to ensure that the outside party does not obtain any competitive advantage from its advance knowledge of the City of Hartford's cost estimate.
3. The ICE must be prepared prior to the solicitation of offers. The requirements for ICE's are:

- a. For Micro Purchases (below ~~\$2,000~~ **\$5,000**), ICE is not required – price reasonableness will be based on a comparison with historical prices paid for the item, commercial catalog prices, or other offers.
- b. For purchases above ~~\$2,000~~ **\$5,000** but less than the City of Hartford small purchase threshold (\$100,000) – the ICE may be based on prior purchases, commercial catalogs, or detailed analysis.
- c. For purchases above the City of Hartford’s small purchase threshold – the level of detail shall be commensurate with the size, complexity, and commercial nature of the requirement and are broken out into major categories of cost including labor materials, travel, overhead, profit and etc.

4. The ICE is not relied upon to the exclusion of other sources of pricing information. The City Manager or assigned Engineer shall request that an updated ICE be prepared to use in evaluating offers.

C. Board Approval of Procurement Actions

The City of Hartford Board of Commissioners’ approval, by resolution, is required for all procurement actions above ~~\$2,000~~ **\$5,000.00**. In addition, it is the responsibility of the City Manager or assigned Engineer to submit for approval to the Board of Commissioners, during its next regularly scheduled meeting, all change orders, addendums and amendments require Board approval.

Although extending a contract after it has expired is discouraged as poor business practice, on the rare occasions on which this action is deemed in the best interest of City of Hartford, all such extensions shall be submitted to the Board of Commissioners for approval regardless of the length of such extensions. A written explanation of the reason the contract was not timely extended shall be submitted to the Board of Commissioners.

A contract terminated by City of Hartford for cause or convenience may only be renewed or extended with the approval of the Board of Commissioners.

D. Delegation of Contracting Authority

The City of Hartford Board of Commissioners designates the City of Hartford City Manager to have contracting authority for procurement activities, subject to the Board of Commissioners’ review/approval requirements of this Procurement Policy. The City Manager is responsible for ensuring that the City of Hartford’s procurement actions comply with this Policy. The City Manager may delegate all or some procurement authority as is necessary and appropriate to conduct the business of the Commission. The City Manager may appoint a delegate of Contract Authority in writing. The appointment shall state the scope and limitations of authority. Changes in the scope or limitations shall be made in writing by amendment to the existing delegation or by issuance of a new appointment approved by the Board of Commissioners.

Each Delegation of Authority shall clearly state the position’s limit of authority, e.g.:

1. Award, agree to, or execute any contract, contract modification, or notice of intent;
2. Obligate, in any way, the payment of grant funds by the government;
3. Make a final decision on any contract matter subject to disputes; or
4. Terminate, for any cause, the contractor’s right to proceed.

Further, and in accordance with this delegation of authority, the City Manager shall establish operational

procedures (such as a procedures manual or standard operating procedures) to implement this Policy. The City Manager shall also establish a system of sanctions for violations of the ethical standards described in this policy, consistent with Federal, State, or local law. Proposed procedures will be submitted to the Board for review and approval prior to implementation.

The City Manager shall ensure:

1. Contracts and modifications are in writing and clearly specify the desired supplies, services, or construction, and are supported by sufficient documentation.
2. Procurement requirements are subject to review to assure efficient and economical purchasing.
3. For contracts exceeding \$100,000, one (1) or more public advertisement(s) shall be made over a minimum of 10 business days. Contractor/vendor preparation and submission of bids or proposals shall be allowed a minimum of 10 business days.
4. Solicitation procedures are conducted in full compliance with the Federal standards set forth at 2 CFR Part 200.324; or State or local laws that are more stringent, provided they are consistent with the Uniform Guidance 2 CFR Part 200.
5. An independent cost estimate (ICE) shall be prepared before solicitation for all federal grant procurement actions that exceed ~~\$2,000~~ **\$5,000**.
6. A cost or price analysis is conducted on responses for all federal grant procurement actions that exceed ~~\$2,000~~ **\$5,000**.
7. Contract awards are made to the lowest responsive responsible bidder. In the case of Requests for Proposals or quotes, contract awards are to be made only to the offeror whose proposal or quote offers the greatest value to the City of Hartford, considering the evaluation criteria stated in the solicitation.
8. Notice of award is made available to the public if the procurement process was a publicly posted process (public IFB, RFP or RFQ).
9. Unsuccessful firms are notified.
10. Work, equipment, or service is inspected/reviewed and accepted/approved prior to payment.
11. The City of Hartford complies with applicable grant review requirements.

E. Documentation

The City of Hartford must maintain records so that the level of documentation is commensurate with the value of the procurement.

All Individual contract records are to be retained for a period of three (3) years after final payment and all matters pertaining to that contract are closed, including litigation. Procurement records related to federal grants are to be retained a minimum of three (3) years after audit and close out of each grant.

F. Funding Availability

Before initiating any contract, the City Manager or delegated entity shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

G. Policy Modifications

This Policy and any subsequent modifications shall be submitted to the Board of Commissioners for approval.

IV. PROCUREMENT METHODS

A. General

The City of Hartford will select one of the following methods of procurement for all procurement actions based on the nature and anticipated dollar value of the total requirement. As previously provided, procurement actions exceeding ~~\$2,000~~ **\$5,000.00** must have prior approval of the City of Hartford Board of Commissioners.

Procurement Method	Federal grants
Micro Purchase	Up to \$2,000 \$5,000
Small Purchase- Board Approval Required	\$2,001 \$5,001- \$100,000
Sealed Bids/Proposals- Board Approval Required	\$100,001 and above
Competitive Proposal- Board Approval Required	\$100,001 and above
Noncompetitive Purchases- Board Approval Required	\$100,001 and above

B. Micro Procurement Methods

1. For Micro Purchases, one (1) quote is required provided the quote is considered reasonable. Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one month).
2. The City Manager may authorize the purchase for Micro Purchases after obtaining one (1) quote and the price is considered reasonable. However, for amounts above the Micro Purchase level, the City Manager shall obtain three quotes before purchasing.

C. Small Purchase Procedures

Under small purchase procedures, the City of Hartford shall obtain at least **three (3) quotes**; however, to the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources.

Quotes may be obtained in writing or researched on public websites. Documentation, such as written notes, is required to support quotes. Award shall be made to the qualified vendor that provides the best value to the City of Hartford. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The City of Hartford shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to:

1. Permit use of the small purchase procedures or,
2. Avoid any requirements that apply to purchases exceeding the Micro Purchase threshold.

D. Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals, non-competitive proposals, or cooperative purchasing, as these terms are defined in this document. Under sealed bids, the City of Hartford publicly solicits bids and awards a firm fixed-price contract (lump sum) to the responsible bidder whose bid, conforming to all the material terms and conditions of the Invitation for bids, is the lowest in price. **Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000.**

1. **Conditions for Using Sealed Bids.** The City of Hartford shall use the sealed bid method if the following conditions are present:
 - a. Procurement actions exceed the small purchase threshold of \$100,000;
 - b. A complete, adequate, and realistic statement of work, specification, or purchase description is available;
 - c. Two or more responsible bidders are willing and able to compete effectively for the work;
 - d. The contract can be awarded based on a firm fixed price; and
 - e. The selection of the successful bidder can be made principally on the basis of price;
 - f. Sealed Bidding is the preferred method for Construction Contracts above the small purchase threshold.
 - g. Sealed bidding is not recommended for Professional Service Contracts.

2. **Solicitation and Receipt of Bids.** An invitation for bid (IFB) is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the IFB.

The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening. Bids, which, for any reason, are not timely delivered, will not be considered and will be returned unopened.

No responsibility will be attached to an officially delegated City of Hartford officer, employee, or agent of the City of Hartford for not recognizing or receiving a bid, which is not properly marked, addressed or delivered to the submission place, using the required submission method, by the submission date and time.

3. **Bid Opening and Award.** Bids shall be opened publicly. The City of Hartford City Clerk or designee shall conduct the bid opening and shall read aloud each bidder's name and bid price. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. Bids shall be evaluated and the award made in writing to the lowest responsive and responsible bidder. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method unless otherwise provided by Michigan State law. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis. The successful bidder and all unsuccessful bidders shall be notified in writing upon approval from the Board of Commissioners after review and approval and/or acceptance of Bids.
4. **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or email notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, no corrections will be permitted.

E. Competitive Proposals/Negotiated Procurement

Competitive proposals are used to solicit multiple offers and be awarded with a fixed price or cost-reimbursement type contract. Competitive Proposals are the primary alternative to the sealed bidding method of contracting for amounts over \$500,000 purchases and is generally used when conditions are not

appropriate for the use of sealed bids. Requests for proposals (RFPs) are typically used for competitive proposals. For competitive proposals where qualification of the vendor is more important than the price of the service, a request for a qualification (RFQ) maybe more appropriate. Unlike sealed bidding, the competitive proposal method permits:

1. Consideration of technical factors other than price;
2. Discussion with offerors concerning offers submitted;
3. Negotiation of contract price or estimated cost and other contract terms and conditions;
4. Revision of proposals before the final contractor selection;
5. The withdrawal of an offer at any time up until the point of award.

Award is normally made on the basis of the proposal that represents the best overall value to the City of Hartford, considering price and other factors (e.g. technical expertise, past experience, quality of proposed staffing, etc.) set forth in the solicitation and not solely the lowest price.

1. **Conditions for Use.** Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. **Competitive proposals are the preferred method for procuring professional services.** Generally, the competitive proposal method should be used whenever any of the following conditions exist.
 - a. The work is not definite enough to accurately estimate the total cost of the contract and the contract may require contingency cost;
 - b. The nature of the requirement is such that City of Hartford needs to evaluate more than just the price to ensure the prospective contractor understands City of Hartford's requirements and can successfully complete the contract; or
 - c. The requested work or a service lends itself to different approaches from prospective contractors in accomplishing the work.
2. **Form of Solicitation.** Federal grant-funded Competitive proposals, other than Architecture/Engineer services, shall be solicited through the issuance of a **Request for Proposals (RFP)**. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award, subject to the Michigan Freedom of Information Act. The City of Hartford may assign price as a specific weight in the evaluation criteria, or the City of Hartford may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

The RFP shall state the date and time the proposals are due. Proposals, which for any reason are not delivered timely, will not be considered and will be returned unopened. The City of Hartford staff designated to receive proposals will determine when the deadline for receipt of proposals has expired. No responsibility will be attached to an officially designated City of Hartford officer, employee, or agent of City of Hartford for not recognizing or receiving a proposal which is not properly marked, addressed, or delivered to the submission place, in the submission method, by the submission date and time.

3. **Evaluation.** The proposals shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the City of Hartford shall establish an Evaluation Plan for each

RFP. The City Manager shall be required to disclose any potential conflicts of interest and to sign a non-disclosure statement. **An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.**

4. **Negotiations.** Negotiations or discussions shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.
 - a. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the City of Hartford and offerors undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations or discussions are conducted, they generally take place after establishment of the competitive range and are called discussions. These negotiations/discussions are generally tailored to each offeror's proposal and shall be conducted by the City Manager with each offeror within the competitive range.
 - b. The primary object of discussions is to maximize the City of Hartford's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The City Manager may indicate to, or discuss with, each offeror still being considered for award, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performance, and terms and conditions) so that each offeror has a complete understanding of City of Hartford's position or concerns with its proposal.
 - c. The scope and extent of discussions are a matter of the City Manager's judgment. The City Manager may inform an offeror that its price is considered by the City of Hartford to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the government's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.
5. **Award.** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to the City of Hartford provided that the price is within the maximum total project budgeted amount established for the specific service. Award is normally made on the basis of the proposal that represents the best overall value to the City of Hartford, considering price and other factors (e.g., technical expertise, past experience, quality of proposed staffing, etc.) set forth in the solicitation and not solely the lowest price.

F. Noncompetitive Proposals

1. **Conditions for Use.** Procurement by noncompetitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and** if one of the following applies:
 - a. The item is available only from a single source, based on a good faith review of available sources.
 - b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the City of Hartford, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency; or
 - c. The awarding agency authorizes the use of noncompetitive proposals; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

A single response to a competitive procurement, either an RFP or RFQ, does not constitute sole source procurement. City of Hartford may award a contract based on a sole response and shall document the files to demonstrate that the procurement was appropriately advertised, and the procurement was determined to be fair and reasonable.

2. **Justification.** Each procurement action using federal grants, based on noncompetitive proposals, shall be supported by a written justification for the selection of this method.

The City Manager shall approve the justification in writing. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file.

3. **Price Reasonableness.** The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in this Policy.

4. Qualifications Based Solicitations & Other Specialized Services

- a. **A/E Services.** If the design warrants the use of an Architect or Engineer, under any federal grant funded program, the City of Hartford may solicit A/E services using qualifications-based selection (QBS) procedures, utilizing a Request for Qualifications (RFQ) or, as allowable per Michigan State law, City of Hartford may solicit A/E Services using the Request for Proposals method. Sealed bidding shall not be used for A/E solicitations.

Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. **Price is not used as a selection factor under this method.**

- b. **Legal Services.** City of Hartford shall obtain required outside legal services through procurement contracts when using federal grants. 2 CFR Part 200 permits City of Hartford to use any of the

following contracting methods, based on the facts surrounding the particular situation: 1) Small Purchase Procedures; 2) Sealed Bids (not recommended); 3) Competitive Proposals; or 4) Noncompetitive Proposals.

5. Emergencies

An exigent or emergency purchase may be made when an exigent or emergency situation exists. An exigent condition is a situation or condition requiring immediate aid or action. This could be the result of a pending natural disaster, an equipment failure such as fire safety or HVAC malfunction. An emergency condition is an immediate threat to the health and safety of the residents or employees of the City of Hartford.

Exigent and/or emergency procurement actions shall be limited to only those supplies, services, or major repairs to abate and or cure the exigent condition or emergency. When taking such actions the procurer must attempt to get the best product for the least cost while considering the time sensitive nature of the situation.

The exigent condition or the emergency should be completed as soon as possible. Within twenty-four (24) hours after the exigent condition or emergency condition is abated, the City Manager shall ensure the proper documentation for the supplies, services, or construction is submitted. Documentation of the exigent condition or emergency condition shall be maintained separately in the Procurement Division's files.

6. Cooperative Purchasing/Intergovernmental Agreements

The City of Hartford may enter into cooperative or intergovernmental agreements with State and/or local governmental agencies to purchase or use common supplies, equipment, or services. The decision to use an intergovernmental agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The City of Hartford may use State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs.

V. COST AND PRICE ANALYSIS

The City of Hartford shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions. The reasonableness determination shall be placed into the official procurement file.

- A. Micro Purchases.** No formal cost or price analysis is required. Rather, a review by the City Manager shall serve as determination that the price obtained is reasonable, which may be based on the City Manager's prior experience or other factors.
- B. Small Purchases.** A comparison with other offers shall be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the City Manager shall

document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the City Manager's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis. The Official Procurement File shall be documented with the appropriate rationale.

- C. Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is more than 10% greater than the ICE, the entity which submitted the ICE must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable. Comparison may indicate need for verification of Bid.
- D. Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, the City of Hartford must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the City of Hartford must conduct a cost or price analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.
- E. Contract Modifications.** A cost or price analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000. The only exception to this rule is a contract modification based on pricing terms already established in the contract document.

VI. SOLICITATION AND ADVERTISING

A. Method of Solicitation

- 1. Small Purchases.** Oral requests for quotes (documented in writing in the file) shall be the preferred method of solicitation; however, the City of Hartford may also use other means, including advertising, mailing lists, or e-procurement.
- 2. Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The City of Hartford must use one or more of the following solicitation methods, provided that the method employed provides for meaningful competition.
 - a. Advertising in newspapers or other print mediums of local or general circulations;
 - b. Advertising in various trade journals or publications, such as the Dodge Reports (for construction);
 - c. Mailing/Emailing to Vendor Lists; and/or E-Procurement. The City of Hartford may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR Part 200, State and local requirements, and this Procurement Policy. File documentation must be designed to be audited.

B. Time Frame

For purchases of more than \$100,000, the public notice/advertisement shall be run once, unless dictated otherwise by Michigan State law.

C. Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, a contact person who can provide a copy of, and information about, the solicitation, and a brief description of the needed supplies and services (including construction).

D. Time Period for Submission of Bids

A minimum of ten (10) business days shall generally be provided for preparation and submission of sealed bids and (10) business days for competitive proposals exceeding \$100,000. However, the City Manager may allow for a shorter period in response to emergencies or exigencies, as allowed for by State and local law.

E. Cancellation of Solicitations

1. An IFB, RFP, RFQ, or other solicitation may be cancelled before bids/offers are due if:
 - a. the supplies, services or construction is no longer required;
 - b. the funds are no longer available; and/or
 - c. proposed amendments to the solicitation are of such magnitude that a new solicitation would be best.
2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
 - a. the supplies or services (including construction) are no longer required;
 - b. ambiguous or otherwise inadequate specifications were part of the solicitation;
 - c. all factors of significance to the City of Hartford were not considered;
 - d. prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 - e. there is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 - f. for good cause of a similar nature when it is in the best interest of the City of Hartford.
3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
4. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
5. If all otherwise acceptable bids received in response to an IFB are unreasonable as to price, an analysis shall be conducted to review the adequacy and or appropriateness' of the specifications or the accuracy and appropriateness' of the City of Hartford's accuracy of cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the City Manager may cancel the solicitation and either:

- a. Re-solicit using an RFP;
- b. Complete the procurement by using the competitive proposal method. (The City Manager must determine, in writing, that such action is appropriate, must inform all bidders of the City of Hartford's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.); or
- c. If problems are found with the specifications, shall cancel the solicitation, revise the specifications and re-solicit using an IFB.

VII. BONDING & INSURANCE REQUIREMENTS

The standards under this section generally apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. The City of Hartford may require bonds and/or insurance for other services when deemed appropriate to protect the interest of City of Hartford; non-construction contracts should generally not require bid bonds.

A. Bonds

1. **Bid Bond.** For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee/bid bond from each bidder equivalent to 5% of the bid price. A bid guarantee/bid bond may be acceptable in the form of a cash equivalent.
2. **Payment Bonds.** For construction contracts exceeding \$100,000, and in addition to the bid guarantee/bid bond required, the successful bidder shall furnish an assurance of completion. This assurance may be met and provided below: A performance and payment bond in a penal sum of 100% of the contract price for contracts exceeding \$100,000; or
 - a. Separate performance and payment bonds, each for 50% or more of the contract price for contracts exceeding \$100,000; or
 - b. A 20% cash escrow; or
 - c. A 25% irrevocable letter of credit.
3. **Performance Bonds** are required for all construction or service contracts exceeding \$100,000.
 - a. These bonds must be obtained from guarantee companies acceptable to the U.S. Government and authorized to do business in the State of Michigan. Individual sureties shall not be considered.
 - b. U.S. Treasury Department Circular No. 570 lists companies approved to act as surety on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the State of Michigan.

B. Inadequate Surety.

If the low bidder fails to provide an acceptable assurance of completion (payment and performance bonds) after award of the contract, the City of Hartford should consider the bid guarantee forfeited and notify the surety company. The contract is then terminated for default. The amount to be recovered from the bid bond

or guarantee should equal at least the difference between the defaulted bid and the next high acceptable bid or the amount by which the bid accepted by resoliciting exceed the defaulted contract.

C. Insurance.

All contracts shall contain insurance provisions appropriate to the project or service and/or as may be required by Federal, State and or local laws and ordinances.

The successful contractor, before start of work, must submit a certificate of insurance, name the City of Hartford as an additional insured. The insurance requirement will be noted in each procurement method where bidder/offerors shall provide a copy of their current insurance certificate. In general, each successful contractor must carry:

1. **General Liability** - \$1,000,000 per occurrence for bodily injury, personal injury and property damage, and an aggregate limit of \$2,000,000;and/or
2. **Automobile Liability** - \$1,000,000 per accident for bodily injury and property damage (if necessary and applicable to the contract); and/or
3. **Workers Compensation or Employer's Liability** - \$500,000 per accident for bodily injury or disease; and/or
4. **Error and Omission Liability** (if necessary) - \$1,000,000 per occurrence and an aggregate limit of \$1,000,000;and/or
5. **Bodily Injury Liability** (if the contract involves motor vehicles or mechanized equipment) - \$1,000,000 per occurrence for bodily injury and/or personal injury and/or property damage.

VIII. CONTRACTOR QUALIFICATIONS AND DUTIES

A. Contractor Responsibility

The City of Hartford will not award any contract until the prospective contractor (i.e., low responsive bidder or successful offeror) has been determined to be responsible. A responsible bidder/offeror must:

1. Have adequate financial resources to perform the contract, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidder's/offeror's existing commercial and governmental business commitments;
3. Have a satisfactory performance record;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;and
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed Limited Denial of Participation.

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility

shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

B. Acceptable Evidence of Responsibility

It is incumbent upon bidders/offers to provide acceptable evidence of their ability to meet the requirements. Acceptable evidence normally consists of a commitment or explicit arrangement that will be in existence at the time of contract award to rent, purchase, or otherwise acquire the needed facilities, equipment, financing, personnel, or other resources.

C. Researching Responsibility

The City Manager will need to conduct research to determine that a prospective contractor is responsible. Only that information deemed necessary to determine the offeror's responsibility will be requested, obtained, and reviewed, some methods include:

1. **Financial Capability** such as credit bureau reports, lines of credit, account balances etc;
2. **Compliance with Delivery and Performance Schedules** such as information on all other active contracts the offeror is performing and verify their status with those buyers;
3. **Performance Record** such as information for recent contracts that the offeror has performed to ascertain the quality of performance, including timeliness of delivery/completion, quality of work, compliance with terms and conditions of the contract, and cost control, if applicable;
4. **Integrity and Business Ethics** such as information from recent and previous customers to verify their dealings with the offeror, verification from the BBB, local offices of Code Compliance and Business Licenses, or other regularly agencies, including but not limited to the compliance with payments, wages rates, and affirmative action requirements;
5. **Necessary Organization, Experience, Accounting and Operational Controls, and Technical Skills** such as verification of experience with other customer, copies of audit reports and availability of necessary personnel.
6. **Necessary Production, Construction, and Technical Equipment and Facilities** such as verification of all necessary equipment and facilitates needed or capability to obtain;
7. **Eligible to Receive a City of Hartford Contract** such as verification that the offeror has not been suspended or debarred as applicable

D. Responsible at Time of Award

Bidders/offers must be determined to be responsible at the time of award. For sealed bidding this means at the point where the low, responsive bidder has been determined. For the competitive proposal method, this means after the successful offeror has been selected for award. Bidder/offeror may be afforded the opportunity to provide acceptable evidence of their ability to meet the stated requirements after bid opening (sealed bidding) or contractor selection (competitive proposal method). The City Manager must clearly indicate to potential bidders/offers the time frame in which they are required to submit evidence that they meet the above requirements.

E. Determination of Non-Responsibility

A determination of non-responsibility will be a matter of judgment on the part of the City of Hartford, given the preponderance of the evidence. If the facts indicate that the bidder/offeror fails to meet the requirements for responsibility, the City Manager shall document the finding of fact that led him/her to make the determination.

F. Notifying Bidders/Offerors of Non-Responsibility

The City Manager should notify low bidders or otherwise successful offeror who are determined to be non-responsible. The City Manager shall document the results in the procurement file.

G. Suspension and Debarment

When using Federal Funds, the City of Hartford will determine whether contractors have been restricted from participation in Government Services Administration (GSA) contracts.

1. Suspension and Debarment – City of Hartford will not make award any contractor or individual who has been suspended or debarred and who name appears on the GSA list of Parties excluded from Procurement and Non-procurement programs.
2. City of Hartford Responsibility in Debarment, and Suspension – City of Hartford will determine if a contractor or individual has been debarred or suspended
3. City of Hartford will advise potential contractors of their responsibility to confirm in their proposals the acceptability of their subcontractors.

H. Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction), shall be kept current and include enough sources to ensure competition.

IX. CONTRACTS, TYPE, CLAUSES, PRICING ARRANGEMENTS AND CONTRACT ADMINISTRATION

Prior to the execution of any contracts, contract modifications, or options, the Board approval requirements of the Section III of this Procurement Policy must be met.

A. Contract Types

Any type of contract which is appropriate to the procurement, and which will promote the best interests of the City of Hartford may be used, **provided the cost-plus-a-percentage-of- cost and percentage-of-construction-cost methods are prohibited**. All procurements and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the City of Hartford. **A cost reimbursement contract shall not be used unless:**

1. it is likely to be less costly or it is impracticable to satisfy the City of Hartford's requirements otherwise;
2. the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (see OMB 2 CFR 200); and
3. the contractor is paid only reasonable allowable and allocable costs.

A **time and materials contract** may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk. A time and materials contract is a cost reimbursement contract. The contract must include a ceiling price which the contractor exceeds at its own risk; and includes reasonable, allowable, and allocable (labor and materials) costs necessary to complete the work. Time and materials contracts shall have fixed hourly rates. Fee or profit from materials is prohibited in a time and materials contract.

B. Options

Options for additional supplies or performance periods may be included in contracts, provided that:

1. the option is contained in the solicitation;
2. the option is a unilateral right of the City of Hartford;
3. the contract states a limit on the additional quantities and the overall term of the contract;
4. the options are evaluated as part of the initial competition;
5. the contract states the period within which the options may be exercised;
6. the options may be exercised only at the price specified in or reasonably determinable from the contract; and
7. the options may be exercised only if determined to be more advantageous to the City of Hartford than conducting a new procurement.

C. Contract Clauses

All contracts should identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the City of Hartford.

In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, such as the following:

1. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold);
2. Termination for cause and for convenience by the City of Hartford including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000);
3. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub grantees);
4. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and sub grants for construction or repair);
5. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2,000 awarded by City of Hartford when required by Federal grant program legislation);
6. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327A 330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by City of Hartford in excess of \$2,000, including other contracts which involve the employment of mechanics or laborers);
7. Notice of awarding agency requirements and regulations pertaining to reporting;
8. Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract;
9. Awarding agency requirements and regulations pertaining to copyrights and rights in data;
10. Access by the grantee, the sub grantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions;
11. Retention of all required records for three years after grantees or sub grantees make final payments and all other pending matters are closed;

12. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and sub grants of amounts in excess of \$100,000);
13. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871);
14. Bid protests and contract claims;
15. Value engineering; and
16. Payment of funds to influence certain Federal transactions.

D. Contract Administration

The City of Hartford shall maintain a system of contract administration designed to ensure that contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in OMB 2 CFR Part 200. Operational Procedures shall contain guidelines for inspection and acceptance of supplies, services and construction.

All contracts above specified value will be reviewed by the Board of Commissioners prior to the execution of any contracts.

X. SPECIFICATIONS, STATEMENT/SCOPE OF WORK

A. General

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the City of Hartford's needs. Specifications shall be reviewed by the City Manager or assigned Engineer prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible.

Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

B. Limitation

The following types of specifications shall be avoided:

1. **Geographic Restrictions** not mandated or encouraged by applicable Federal law (except for architect/engineer contracts, which may include geographic location as a selection factor if adequate competition is available);
2. **Brand Name Specifications** (unless the specification is a standardized material used throughout the City of Hartford properties).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed

to ensure that organizational conflicts of interest do not occur.

XI. CONTRACT TERMINATIONS

A. Termination of City of Hartford contracts

The City of Hartford shall terminate contracts for default or convenience, as prescribed in the termination clauses on 2 CFR Part 200.339.

B. Termination Notice

After review and approval, the Board of Commissioner's shall terminate contracts either for convenience or default only by a written notice to the contractor. The notice shall be sent by certified mail with a return receipt requested. The notice shall state, at a minimum, the following:

1. The contract is being terminated for the convenience of the City of Hartford or for default under the cited contract clause authorizing the termination;
2. Whether the contract is being terminated in whole or in part (for partial terminations, City of Hartford shall identify the specific items being terminated);
3. If terminated for default, the acts or omissions constituting the default, the City Manager or assigned Engineer's determination that failure to perform is not excusable, City of Hartford's rights to charge excess costs of re-procurement to the contractor, and the contractor's appeal rights;
4. The effective date of termination;
5. The contractor's right to proceed under the non-terminated portion of the contract;
6. Any special instructions; and
7. Copies of the notice shall be sent to the contractor's surety, if any, and any assignee.

C. Termination for Convenience

Contracts may be terminated for convenience when the City of Hartford no longer needs or desires the supplies or services under contract or can no longer fund the procurement.

1. **Settlement** – Following prior Board of Commissioners' review and approval, contracts terminated for convenience may be settled through negotiations or by unilateral determination by the Board. The contractor shall submit a settlement proposal promptly to the City Manager for any amounts claimed as a result of the termination. Whenever possible, the City Manager should negotiate a fair and prompt settlement with the contractor only upon approval from the Board of Commissioners and should settle by determination only when mutual agreement cannot be reached.

Compensation – A settlement should compensate the contractor fairly for work performed, for other cost incurred under the contract, and for preparations made for the terminated portions of the contract, including a reasonable allowance for profit. However, no profit shall be allowed for settlement expenses. In addition, the City Manager shall not allow profit if it appears that the

contractor would have incurred a loss had the entire contract been completed. Fair compensation is a matter of judgment and cannot be measured exactly. The City Manager shall use prudent business judgment in the settlement process, as opposed to strict accounting principles. The parties may agree to a total amount to be paid to the contractor without agreeing on individual cost items or profit.

D. Termination for Default

A contract may be terminated for default because of a contractor's actual or anticipated failure to perform its contractual obligations. Under a termination for default, the City of Hartford is not liable for the contractor's costs on undelivered work and may be entitled to the repayment of progress payments. If the contractor fails to make progress so as to endanger performance of the contract, the City Manager shall draft a written notice to the contractor (generally called a "Cure Notice") specifying the failure and providing a period of 10 days in which to cure the failure.

Cure Notice shall not be issued until presented to the Board of Commissioners for prior review and approval. Upon approval of the notice the City Manager may issue the written notice to the contractor. After the 10 days, the City Manager may issue a notice of termination for default, unless the failure to perform has been cured.

1. **Notice** – If the contractor has failed to perform within the required time and a termination for default appears appropriate, the City Manager shall notify the contractor in writing of the possibility of termination. This notice shall call the contractor's attention to the contractual liabilities if the contract is terminated for default and request the contractor to "show cause" why the contract should not be terminated. If the response to this "show cause" notice is inadequate or insufficient, the contract shall be terminated for default.
2. **Alternatives to Termination** – Alternatives to termination for default include the following (at City of Hartford's discretion):
 - a. Allow alternative dispute resolution (arbitration or mediation) as agreed to by both parties;
 - b. Allow the contractor or the surety to continue performance of the contract under a revised delivery schedule (in exchange for a reduced contract price or other consideration);
 - c. Permit the contractor to continue the performance of the contract by means of a subcontract or other business arrangement with an acceptable third party, provide the rights of the City of Hartford are adequately protected; or
 - d. If the contractor is not liable to the City of Hartford for damages, execute a co- cost termination settlement agreement.
3. **Repurchase** – When the supplies, services, or construction activities are still required after the termination, the City Manager shall seek to contract for the same or similar items as soon as possible. The City Manager may use any appropriate contracting method for the procurement, providing competition is solicited to the maximum extent practicable to secure the lowest price obtainable under the circumstances in order to mitigate damages.

XII. APPEALS AND REMEDIES

A. General

It is the City of Hartford's policy to resolve all contractual issues informally and without litigation. When deemed necessary by the Board of Commissioners, a mediator may be used to help resolve differences.

B. Informal Appeals Procedure

The City of Hartford shall adopt an informal bid protest/appeal procedure for contracts of less than \$100,000. Under these procedures, the bidder/contractor must request to meet with the City Manager within ten (10) days calendar days from receipt of the appeal.

The decision of the Board of Commissioners shall be the final determination. For solicitations/contracts over \$100,000, the Board of Commissioner's decision shall inform the contractor of its formal appeal rights to the Executive Director.

C. Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$100,000. Under these procedures, the bidder/contractor must request to meet with the City Manager. Decisions of the City Manager may be appealed to the Board of Commissioners for resolution. **The Board of Commissioners shall be the final authority of City of Hartford disputes and or claims.**

1. **Bid Protest.** Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Executive Director or Procurement Officer, who shall issue a written decision on the matter. The City Manager may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented sowarrant.
2. **Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the City Manager with in ten (10) calendar days of the date of the event(s) giving rise to the claim(s), for a written decision. The contractor may request a conference on the claim. The City Manager's decision shall inform the contractor of its appeal rights to the City Manager and or the City of Hartford Board of Commissioners.
3. **Filing Claims.** The City of Hartford should make every effort to resolve claims informally and expeditiously to avoid time losses or expensive delays. However, if the dispute cannot be resolved by mutual agreement, the following steps must be taken:
 - a. The contractor must submit the claim to the City of Hartford's City Manager in writing within the timeframe specified in the contract documents.
 - b. The claim must identify the nature and scope of the claim, including an itemized list of damages and the cost of each item and time sought by the contractor.
4. **Rendering Decisions on Claims.** The City Manager shall review the facts pertinent to the claim and

secure any necessary assistance from legal, technical, or other advisors and shall issue a final written decision promptly and within the timeframe stated in the contract documents. (If the City Manager does not issue a final decision within 60 days after written request by the contractor for a final decision, or longer period if mutually agreed upon by both parties, then the contractor may proceed as if an adverse decision has been received.) The written decision should include:

- a. A description of the claim;
- b. A reference to the pertinent contract clauses;
- c. A statement of the factual areas of agreement or disagreement;
- d. A statement of the City Manager's decision with support rationale; and
- e. A statement referencing appeal rights as provided in the City of Hartford's Procurement Policy.

5. **Records of Claims.** The City Manager shall immediately furnish a copy of the decision to the contractor by certified mail, with return receipt requested upon approval from the Board of Commissioners.

The City of Hartford shall maintain a complete written and dated record of any actions that may result in a dispute or claim for damages. An example would be records of weather conditions during the course of a contract, delays in receiving materials ordered by the City of Hartford, or other items that may result in requests for time delays that may be disputed. These records protect the City of Hartford's interests during any litigation that may arise later. At a minimum, the City of Hartford should maintain records of the following:

- a. A complete and detailed job record; and
- b. A disputes and claims file, including a cross-reference to other pertinent files (such as a separate file for a particular subcontractor), any correspondence related to a dispute, written minutes of meetings between the City of Hartford and architects, or job meetings where decisions or agreements were made regarding disputes.

XIII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. Required Efforts

Consistent with Presidential Executive Orders 11625, 12138, and 12432, all efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the City of Hartford's project are used when required by law. Such efforts can include, but shall not be limited to:

- 1. Including such firms, when qualified, on solicitation mailing lists;
- 2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
6. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority- owned businesses, women-owned business enterprises, and labor surplus area businesses, in the City of Hartford prime contracts and subcontracting opportunities.

XIV. DISPOSITION OF SURPLUS PROPERTY

Property no longer necessary for the City of Hartford's purposes (personal property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

APPENDIX A

List of Direct Payments

The following is a list of direct payments that are exempt from competitive procurement.

1. Utility bills (water, sewer, electricity, natural gas, and other regulated utility expenses),
2. Postage and other purchases from the U.S. Postal Service.
3. Licenses, permits, and fees from governmental or regulatory entities at the federal, state, or local level.
4. Purchases from other governmental entities where the City of Hartford provides goods or services not available from the private sector.
5. Service or user fees paid to governmental cooperative purchasing organizations.
6. Credit card charges for gasoline and emergencies while on travel status.
7. Legal services such as arbitration fees, litigation fees, expert witness fees, witness fees, court costs, and related expenses (but not the cost of outside counsel, investigations or related matters if funded by a federal grant).
8. Payments of litigation/administrative settlements and judgment and claims against the City of Hartford.
9. Renewal of existing annual proprietary maintenance or support agreements, and software license renewals for computer and telecommunication-related services.
10. Travel expenses for City of Hartford's employees, residents, program participants, volunteers, or members of the Board necessary to conduct City of Hartford's business.
11. Training registration fees and tuition for pre-established, non-City of Hartford specific, off- site classes, seminars, workshops, etc. for the City of Hartford employees, Board and Committee Members, program participants, and volunteers.
12. Testing and travel expenses of employment applicants (including moving expenses for eligible personnel). This includes travel expenses of certain out-of- state job applicants.
13. Conference and convention expenses and fees for City of Hartford employees, Board and Committee Members, program participants, or volunteers conducting City of Hartford business.
14. Advertisements for employment opportunities, purchasing and contracting solicitations, sale of surplus items, public announcements, and outreach, etc. This exception does not include printing, design, or graphics services.
15. Freight bills, express shipping, common carriers, and delivery services.
16. Honoraria and stipends.

- 17.** Insurance deductible and/or retained losses.
- 18.** Taxi, public transportation, and toll fares; mileage and incidental parking expenses.
- 19.** Publications and subscriptions.
- 20.** Mailing lists.
- 21.** Professional association membership dues, fees, licenses accreditation, and certifications.
- 22.** Financial Institutions

02/19/2025 BUDGET REPORT FOR HARTFORD FIRE DEPTMENT

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 02/19/2025	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000						
206-000-401.000	HARTFORD TOWNSHIP	171,614.28	163,570.00	109,046.64	163,570.00	163,570.00
206-000-402.000	HARTFORD CITY	127,074.78	133,830.00	89,220.00	133,830.00	133,830.00
206-000-411.000	HARTFORD TWP MILLAGE	68,778.70	67,000.00	32,960.31	67,000.00	72,000.00
206-000-412.000	HARTFORD CITY MILLAGE	45,254.37	46,000.00	27,223.96	46,000.00	68,000.00
206-000-420.000	BANGOR TWP COST RECOVERY	7,253.00	5,200.00	3,492.76	5,200.00	5,000.00
206-000-421.000	COST RECOVERY	1,110.00	2,000.00	2,402.40	2,500.00	2,000.00
206-000-422.000	FIRE REPORTS/ FOIA	20.00	50.00	10.00	50.00	50.00
206-000-450.000	DONATIONS	8,917.23	56,500.00	68,569.48	68,600.00	9,600.00
206-000-539.000	GRANTS	21,400.00	2,500.00		2,500.00	2,500.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	9,600.00	6,400.00	9,600.00	
206-000-584.000	VBEMS	16,710.00	10,000.00	9,170.00	10,000.00	11,000.00
206-000-660.000	CELL PHONE REIMBURSEMENT		800.00		800.00	650.00
206-000-665.000	INTEREST	14,743.25	16,000.00	16,074.00	18,000.00	10,000.00
206-000-686.000	FUND BALANCE TRANSFER IN					32,650.00
206-000-696.000	BOND OR INSURANCE RECOVERIES					
Totals for dept 000 -		492,475.61	519,682.00	371,201.55	534,282.00	510,850.00
TOTAL ESTIMATED REVENUES						
		492,475.61	519,682.00	371,201.55	534,282.00	510,850.00

APPROPRIATIONS					
Dept 336 - FIRE OPERATING					
206-336-702.000	BOARD SALARY	3,780.00	4,200.00	2,040.00	4,000.00
206-336-704.000	CHIEF SALARY	56,141.04	58,950.00	36,843.75	58,950.00
206-336-705.000	ASST CHIEF SALARY		24,000.00	15,200.00	32,000.00
206-336-710.000	FIREFIGHTER/ MFR	57,840.53	50,000.00	28,484.58	52,000.00
206-336-712.000	SHIFT COVERAGE	12,930.00	14,400.00	8,260.55	14,400.00
206-336-714.000	SUPPORT STAFF	80.00			
206-336-720.000	PAYROLL TAXES	11,033.73	10,000.00	6,948.44	12,000.00
206-336-721.000	HEALTH INSURANCE				18,000.00
206-336-724.000	RETIREMENT	3,228.14	3,800.00	2,224.75	3,800.00
206-336-730.000	GASOLINE & DIESEL	6,453.90	9,400.00	3,693.87	9,000.00
206-336-731.000	VEHICLE MAINTENANCE	13,828.75	66,500.00	64,842.54	10,000.00
206-336-733.000	EQUIPMENT MAINTENANCE	15,596.75	21,700.00	32,074.44	9,000.00
206-336-740.000	OPERATING SUPPLIES	240.28	400.00	56.65	500.00
206-336-741.000	MEDICAL SUPPLIES	12,456.80	2,500.00	2,336.06	2,500.00
206-336-742.000	ANNUAL TESTING	5,507.80	8,500.00	6,271.95	9,000.00
206-336-746.000	FIRE FIGHTER TOOLS & EQUIPMENT				2,500.00
206-336-751.000	PHONES	7,334.51	7,500.00	4,701.69	6,600.00
206-336-753.000	UTILITIES	8,025.19	10,000.00	5,068.87	9,500.00
206-336-763.000	BUILDING MAINTENANCE	33,191.02	16,632.00	16,806.69	9,500.00
206-336-767.000	DUES/ SUBSCRIPTIONS	3,152.34	4,200.00	3,247.34	6,200.00
206-336-781.000	TURN OUT GEAR/ UNIFORMS	13,506.44	15,000.00	1,220.42	15,000.00
206-336-785.000	EDUCATION/ TRAINING	6,643.61	8,500.00	5,147.61	8,500.00
206-336-796.000	PHYSICALS	7,842.25	10,000.00	558.00	10,000.00
206-336-799.000	OFFICE/ COMPUTER	5,570.68	4,700.00	2,958.11	4,500.00
206-336-801.000	PROFESSIONAL SERVICES	19,740.00	16,500.00	9,610.00	16,500.00
206-336-810.000	GRANT MATCH		2,500.00		2,500.00
206-336-815.000	GENERAL INSURANCE	25,331.97	30,000.00	19,819.46	33,000.00
206-336-964.000	TRANSFER TO DONATION FUND				9,600.00
206-336-965.000	TRANSFER TO MILLAGE FUND				140,000.00
Totals for dept 336 - FIRE OPERATING		329,455.73	512,882.00	278,415.87	510,850.00
TOTAL APPROPRIATIONS		329,455.73	512,882.00	278,415.87	510,850.00

NET OF REVENUES/APPROPRIATIONS - FUND 206	163,019.88	6,800.00	92,785.68	8,332.00	
BEGINNING FUND BALANCE	446,078.24	609,098.12	609,098.12	609,098.12	617,430.12
ENDING FUND BALANCE	609,098.12	615,898.12	701,883.80	617,430.12	617,430.12

RECEIVED

FEB 27 2025

CITY OF HARTFORD

Hartford Fire Department Capital Equipment Plan 2024-2034

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

** Cost to replace with a similar type vehicle

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

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

Hartford Fire Department Capital Equipment Plan 2024-2033

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 - 026
ACCOUNTS PAYABLE ROUTINE BILL POLICY**



At a regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 7:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford Council wishes to meet once a month for City business meetings, and

WHEREAS, due to the timing of the receipt of invoices and the due dates it is not always possible to receive Council approval before the due date on certain bills that are routine monthly bills, and

WHEREAS, the City Council wishes to have those routine monthly bills paid on time to avoid finance charges and late fees, and

WHEREAS, the City of Hartford as a Home Rule City may preapprove certain expenditures by establishing a formal policy to authorize limited payments prior to approval to avoid finance or late charges as well as pay appropriated amounts and payroll. These disbursements must be approved after payment is made,

NOW, THEREFORE BE IT RESOLVED, the City Council gives the City Treasurer authority to make payment of these invoices by electronic funds transfer or paper check. This is permissible to avoid finance charges, late fees and ensure services are not interrupted for the following:

- Payroll – Taxes – Withholding;
- Utilities – Electric - Gas – Phone – Internet – Trash;
- Contracts/Agreements – Inspectors – Assessing - Cleaning – First Aid – Fire Protection – Election – Legal – Water & WWTP Operators;
- Insurance – Health – Life/Disability – Liability;
- Bonds – City Hall Lease – MI Finance Authority - WWTP Debt;
- Supplies - Hardware — Lab Testing – Postage – Awards;

BE IT FURTHER RESOLVED, that the City Treasurer will document approval of the invoice by the City Manager and will include the paid invoice register on the list of bills at the Council's next meeting for review and approval of the monthly reports.

YEAS: Commissioners

NAYS: Commissioners

ABSENT: Commissioners

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 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 – 027**



RESOLUTION TO AWARD 2025 FLOWER PLANTING

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford wishes to improve its downtown streetscape for the 2025 season by planting flowers in the City's fifty planters; and

WHEREAS, an estimate was received by Paulette's Potting Shed to complete the plantings for the season; and

WHEREAS, Paulette's Potting Shed has been filling the planters for the City for a number of years, and

WHEREAS, the City of Hartford has been satisfied with their work and how beautiful the planters bloom throughout the season; and

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford awards filling the City's fifty planters to Paulette's Potting Shed for the flower planting 2025 season in the amount of \$5,275.00.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 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 – 028**



RESOLUTION TO AWARD ACCOUNTING CONSULTING SERVICES

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, City staff met with Hungerford after the audit was completed. Hungerford would rather support the City in audit preparation rather than perform the audit. Hungerford proposed they would like to assist the City Treasurer with accounting support to prepare the City for future audits; and

WHEREAS, the City has received a finding the past two years in material weakness on internal controls over financial reporting; and

WHEREAS, account reconciliations were not performed or were otherwise ineffective in correcting necessary misstatements in the financial records of the City during the fiscal year, and as part of the year-end closing. This led to a significant number of auditor-proposed adjustments during the audit; and

WHEREAS, Hungerford's proposal will consist of the following:

- Monthly financial analysis, including oversight of balance sheet reconciliations and accrual-based adjustments.
- Training of personnel on accounting processes
- Accounting support at the fiscal year end to prepare for the financial statement audit; and

NOW, THEREFORE BE IT RESOLVED, that the City Commission approves Hungerford's proposal for accounting consultant support not to exceed \$25,000 for a year and authorizes the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 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 – 029**



RESOLUTION TO AMEND THE CITY OF HARTFORD PROCUREMENT POLICY

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City's procurement policy currently authorizes the City Manager to spend up to \$2,000 without multiple quotes, sealed bids and City Commission approval; and

WHEREAS, due to increased goods and services, the City Manager requests an increased limit of \$5,000. This increase will expedite City business operations and ensure timely procurement, enhancing efficiency. Items purchased will be added to the monthly list of bills for Council's approval; and

WHEREAS, the Michigan Municipal League's executive officer listserv discussion show the administrative spending limit for a community our size is between \$5,000 and \$7,500, further validating the City Manger's request for an increase to the spending limit of \$5,000; and

WHEREAS, the amendment would change the amount from \$2,000 to \$5,000 on pg. 7- Micro-Purchasing; pg. 11, 12, 13 & 14-Independent Cost Estimate of the City's Procurement Policy;

NOW, THEREFORE BE IT RESOLVED, that the City Commission amends the City's procurement policy, approving an increase from \$2,000 to \$5,000, the maximum amount the City Manager is authorized to spend without sealed bids and prior City Commission approval.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 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 – 030**



RESOLUTION TO AWARD ASSESSING SERVICES AGREEMENT

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has contracted assessing services with Angela & Brian Story for several years, playing a crucial role in performing the City's assessing duties as required by the State of Michigan; and

WHEREAS, the Assessors contract will expire May 2025. Staff recognizes the importance of the assessors work and recommends extending the City's assessing agreement with Angela & Brian Story for three years with a yearly increase of \$600 at \$50 per/month; and

WHEREAS, the City shall compensate a monthly fee for the assessing services as follows:

- a. For June 1, 2025 through May 31, 2026 @ \$ 1383.33 per month.
- b. For June 1, 2026 through May 31, 2027 @ \$ 1433.33 per month.
- c. For June 1, 2027 through May 31, 2028 @ \$ 1483.33 per month; and

NOW, THEREFORE BE IT RESOLVED, that the City Commission approves Angela & Brian Story's Assessing Services agreement for three years and authorizes the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 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 – 031**



RESOLUTION TO AUTHORIZE DUTY WEAPONS PURCHASE

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford & International Brotherhood of Teamsters Municipal & County Workers Local #214 Agreement Article XVII – Miscellaneous Section 2. Weapons, the City shall also furnish at its sole cost duty leather, duty handgun and ammunition. The Hartford Police Department requires Firearms Equipment to perform the duties as a Police Officer; and

WHEREAS, the Hartford Police Department has six, Sig Sauer .40 caliber, handguns manufactured in 2003. The professional standard for Police Departments is to replace the duty firearms every ten years; and

WHEREAS, by replacing the duty firearms with newer technology weapons and a smaller 9mm round, it will potentially save the department funds in maintenance, inspections, training and ammunition costs; and

WHEREAS, Staff recommends replacing current duty weapons with the purchase of six, Glock 45 Handguns, holsters and accessories at a cost of \$4,249.87; and

NOW, THEREFORE BE IT RESOLVED, that the City Commission approves the purchase of six, Glock 45 Handguns, holsters & accessories in the amount of \$4,249.87 and authorizes the proper disposal, trade-in, or sale of the six, Sig Sauer .40 caliber handguns.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 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 – 032**



RESOLUTION TO APPROVE LAUTERBACK & AMEN ACCOUNTING SERVICE PROPOSAL

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City staff met with Lauterback & Amen (L&A) after receiving a letter from the Department of the Treasury requesting a deficiency plan. L&A has a working relationship with the treasury department; and

WHEREAS, the City Manager contracted L&A for immediate assistance to work with the City Treasurer to reconcile the City's unbalanced accounts. L&A's support in balancing the accounts will allow the City Treasurer more time to complete day-to-day duties; and

WHEREAS, L&A has begun work on reconciling the accounts and correct action plan from the findings of the audit; and

NOW, THEREFORE BE IT RESOLVED, that the City Commission approves Lauterback & Amen's proposal in accounting services for \$3,000, not to exceed 16 hours and authorizes the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 30, 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 April 30, 2025.

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