



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, December 19, 2022 at 7:30 PM

CALL TO ORDER

1. NEWLY ELECTED OFFICIALS OATH OF OFFICE

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

2. MICKEY BITTNER, WIGHTMAN'S

PUBLIC COMMENT

COMMUNICATIONS

3. EGLE RECONGNITION
4. LETTER FROM COMMISSIONER SULLIVAN
5. ELECTED OFFICIALS ACADEMY WEEKENDER TRAININGS FEBRUARY 10 - 11

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

6. HPD - ORDINANCE 2022 NOVEMBER

Fire Department

7. HFD - CHIEF - 2022 NOVEMBER
8. HFD - BOARD - 2022 NOVEMBER
9. HFD - City REPRESENTATIVE - 2022 NOVEMBER

Ambulance

10. AMB - 2022 NOVEMBER

Van Buren County

11. VBCO - 2022 NOVEMBER

Public Works

[12.](#) DPW - 2022 NOVEMBER

Wastewater Treatment Plant

[13.](#) WWTP - 2022 NOVEMBER

Treasurers, Investment & List of Bills

[14.](#) LIST OF BILLS - 2022 NOVEMBER

City Manager

[15.](#) 2022 DECEMBER

APPROVAL OF COMMISSION MINUTES

[16.](#) BUSINESS MEETING - 2022 NOVEMBER 21

[17.](#) SPECIAL MEETING - 2022 NOVEMBER 8

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

18. LINDEN & CLARK STREET PROJECT - PAY ESTIMATE NO. ONE \$12,015.00

19. LINDEN & CLARK STREET PROJECT PAY ESTIMATE NO. TWO \$38,196.00

20. HPD BODY CAMERA PURCHASE PROPOSAL

[21.](#) 2023 CITY COUNCIL MEETING SCHEDULE

22. LEAD SERVICE LINE REPLACEMENT PROJECT - ENGINEERING SERVICES PROPOSAL - \$45,500

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[23.](#) RESOLUTION 2022 - 022 POKAGON-HARTFORD AREA LOCAL REVENUE SHARING BOARD APPOINTMENT

[24.](#) RESOLUTION 2022 - 023 - 2021-2022 FISCAL YEAR AUDIT

ADJOURNMENT

Elected Officials Academy Weekender Trainings Feb. 10-11

The **Elected Officials Academy (EOA)** is a voluntary continuing education program encouraging and recognizing the efforts of local elected officials to become effective leaders. Here are some upcoming EOA trainings:

Core Weekender (Virtual) — This weekend seminar offers the most critical information in four short courses: Legal Framework, Leadership Roles & Responsibilities, Financial Management, and Planning & Zoning. The compact format facilitates achievement of Level One of the Michigan Municipal League's Elected Officials Academy. Attendees earn 8 EOA credits.

Advanced Weekender (Virtual) — This weekender will include formal presentations on municipal budgeting, understanding financial statements and audits, priority-based budgeting, utility rate settings, ServeMICity, and funding community projects, as well as discussions in a relaxed environment. Attendees earn 9 EOA credits.

[REGISTER FOR CORE WEEKENDER](#)

[REGISTER FOR ADVANCED WEEKENDER](#)



Grant Funding Available to Add Fitness Courts to Your Community

An exciting grant opportunity could enhance existing recreation areas in your community by adding a fitness court. More than two dozen Michigan communities have already added these fitness courts, and your community could be next. Priority Health has continued their statewide partnership with National Fitness Campaign (NFC) to launch \$500,000 in grant funding for future-ready cities and



Grant Readiness Webinar Part 2 Change

The Grant Readiness Webinar Part 2 has been cancelled in favor of individual consultations with League staff or with partners at Sequoia Consulting to discuss your community's needs regarding grant prospecting. This will give you more tailored input on next steps based on your grant readiness assessment.

If you are interested in a 30- to 60-minute individual consultation in early January,



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

Ordinance Officer Report for Month of November 2022

Property Inspections:

1	104 Marion	Blight	Unresolved as of 11-26-22
2	184 Marion	Blight/Temporary structure	Resolved
3	108 Paras Hill	Permit/Roof	Home owner produced a current permit
4	414 N. Center	Inoperable Vehicle	Unresolved as of 11-26-22
5	115 Franklin	Blight	Unresolved as of 11-26-22 Citation was issued.
6	124 Vanderlyn	Blight/Furniture in the driveway	Resolved
7	402 Elmwood	Inoperable Vehicle	Resolved
8	28 Franklin	Inoperable Vehicle	Resolved
9	24 W. Shepard	Blight	Resolved
10	102 Vanderlyn	Blight	Resolved
11	110 S. Maple	Blight/Inoperable vehicle/vehicle obstructing the side walk	Resolved
12	112 W. South	Vehicle obstructing the sidewalk	Resolved
13	102 Paras Hill	Trailer obstructing the sidewalk	Resolved
14	112 Paras Hill	Vehicle obstructing the sidewalk	Resolved
15	25 Beechwood	Inoperable vehicles (4) No plates and /or expired plates past 90 days	Resolved
16	113 Vanderlyn	Blight/Trash in the yard	Unresolved as of 11-26-22. Tenant is being evicted per Rebecca the property manager.
17	115 Franklin	Blight	Follow up. Unresolved. The resident will not respond to any contact by the P.D.
18	215 Shepard	Blight	Follow up. Letter was sent informing the resident that a 2 nd citation will issued in December if no progress was made.
19	15 Elmwood	Vehicle blocking sidewalk	Resolved
20	102 Mary	Brush on the sidewalk	Resolved
21	215 Edwin	Blight/ Inoperable vehicle	Unresolved as 11-26-22

- Blight Violation Posting** **11**
- Blight Violation Follow-up** **11**
- Citations Issued** **1**

Respectfully Submitted

Brandon Crossman #4618
Ordinance Officer
City of Hartford

Hartford Fire Department

Hartford, MI

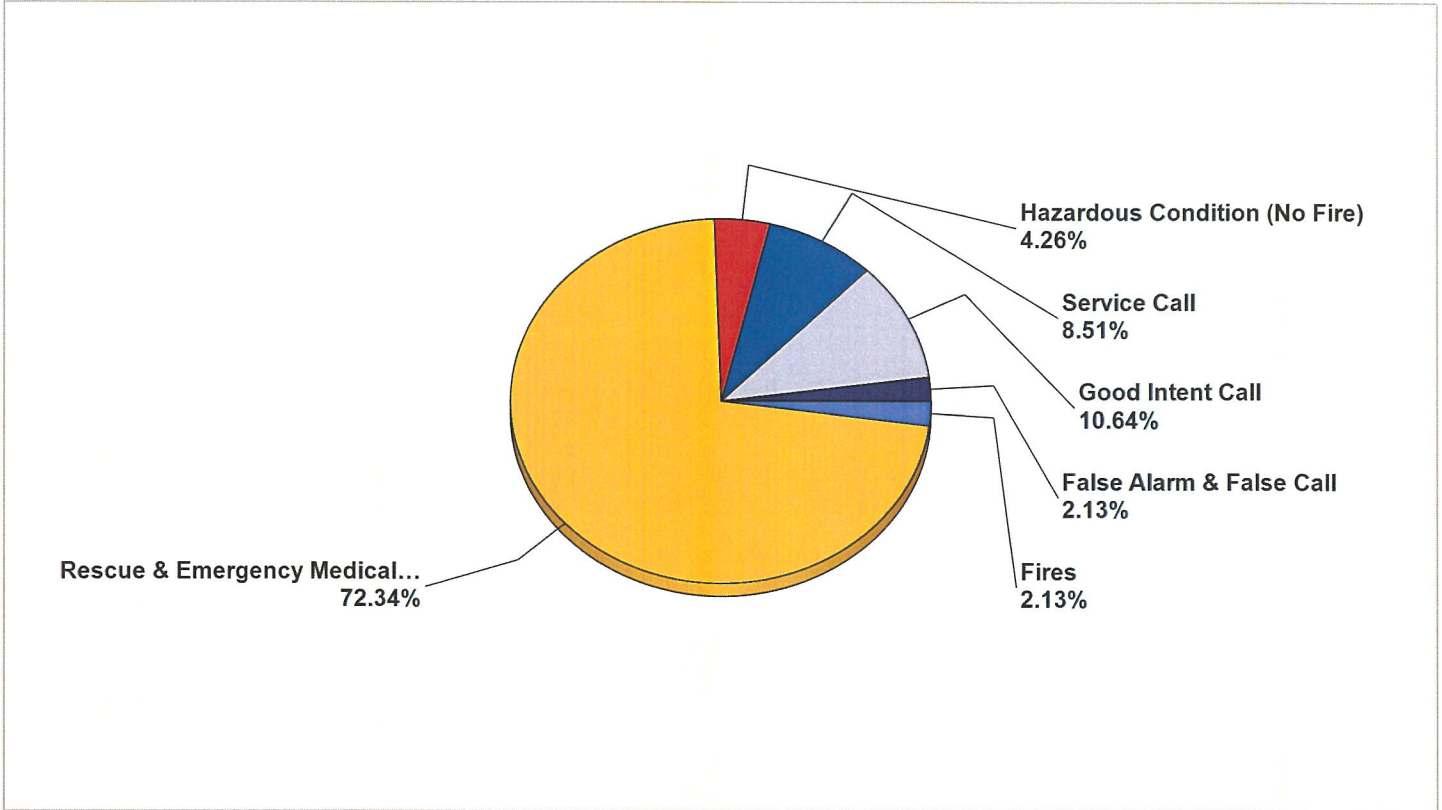
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Item 7.

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 11/01/2022 | End Date: 11/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	2.13%
Rescue & Emergency Medical Service	34	72.34%
Hazardous Condition (No Fire)	2	4.26%
Service Call	4	8.51%
Good Intent Call	5	10.64%
False Alarm & False Call	1	2.13%
TOTAL	47	100%

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



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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
143 - Grass fire	1	2.13%
311 - Medical assist, assist EMS crew	12	25.53%
321 - EMS call, excluding vehicle accident with injury	19	40.43%
322 - Motor vehicle accident with injuries	1	2.13%
324 - Motor vehicle accident with no injuries.	2	4.26%
444 - Power line down	2	4.26%
500 - Service Call, other	1	2.13%
554 - Assist invalid	3	6.38%
611 - Dispatched & cancelled en route	5	10.64%
733 - Smoke detector activation due to malfunction	1	2.13%
TOTAL INCIDENTS:	47	100%

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



Hartford Fire Department

Hartford, MI

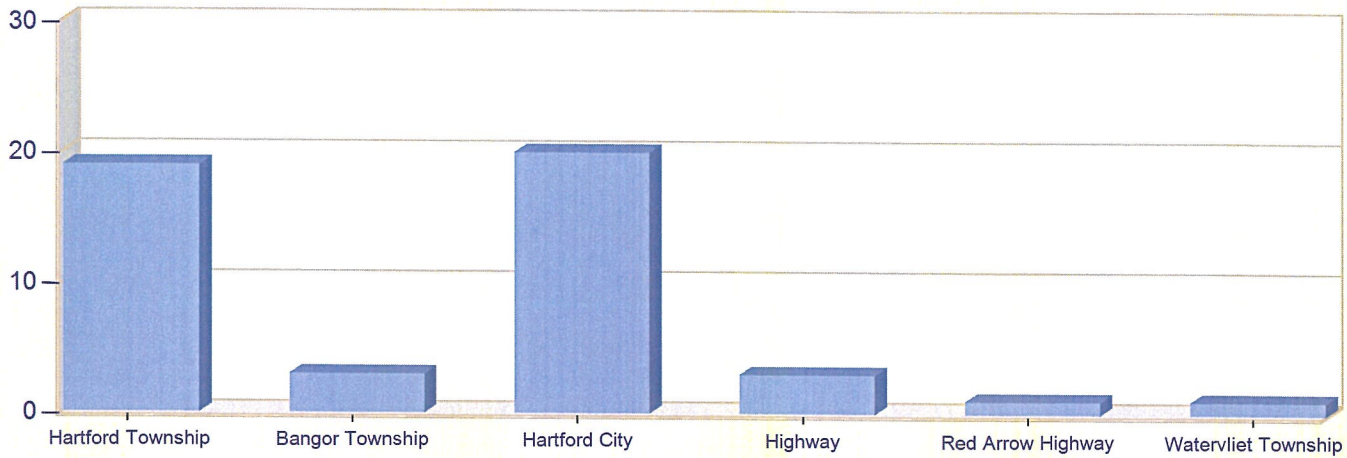
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Item 7.

Incident Type Count per Zone for Date Range

Start Date: 11/01/2022 | End Date: 11/30/2022



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	143 - Grass fire	1
	311 - Medical assist, assist EMS crew	7
	321 - EMS call, excluding vehicle accident with injury	7
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Hartford Township - Hartford.</i>	19
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Bangor Township - Bangor.</i>	3
Hartford City - Hartford		
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	12
	444 - Power line down	1
	500 - Service Call, other	1
	554 - Assist invalid	2
	733 - Smoke detector activation due to malfunction	1
	<i>Total Incidents for Hartford City - Hartford:</i>	20

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



ZONES	INCIDENT TYPE	COUNT
Highway - I 94		
	322 - Motor vehicle accident with injuries	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Highway - I 94:</i>	3
Red Arrow Highway - Red Arrow Highway		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway.</i>	1
Watervliet Township - Watervliet		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Watervliet Township - Watervliet</i>	1
		Total Count for all Zone: 47

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



Hartford Fire Department

Hartford, MI

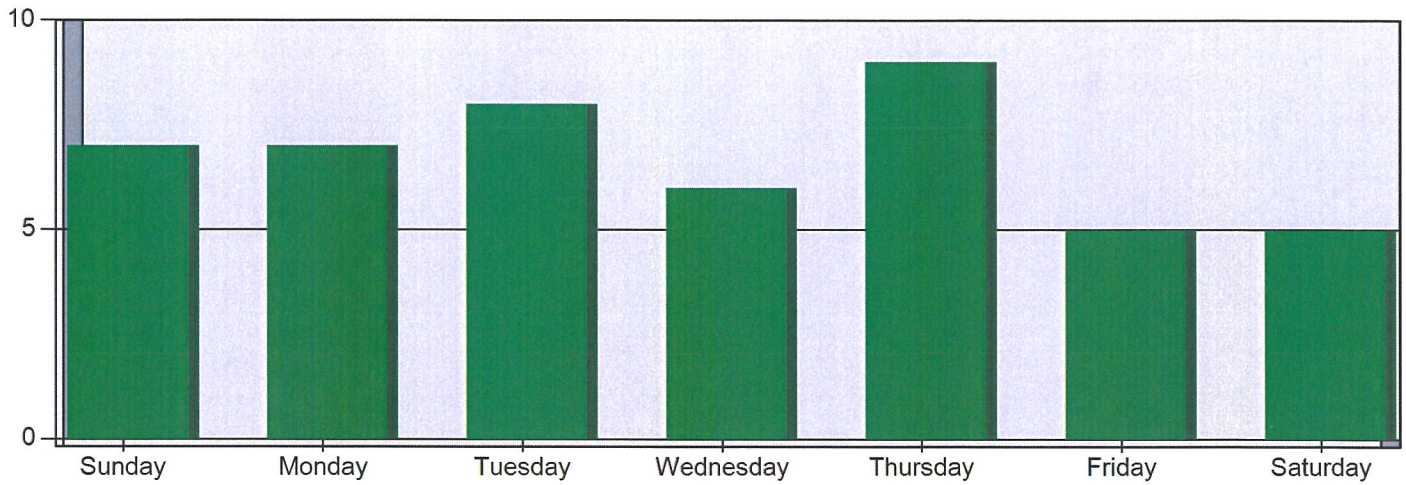
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Item 7.

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2022 | End Date: 11/30/2022



DAY OF THE WEEK	# INCIDENTS
Sunday	7
Monday	7
Tuesday	8
Wednesday	6
Thursday	9
Friday	5
Saturday	5

TOTAL

47

Only Reviewed incidents included.



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Hartford Fire Department

Hartford, MI

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Item 7.

Incident Count per User-Defined Fields for Date Range

Start Date: 11/01/2022 | End Date: 11/30/2022

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	29
2	15
3	3

USER-DEFINED FIELD: Lift Assist (Required)	
No	44
Yes	3

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



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Hartford Fire Department

Hartford, MI

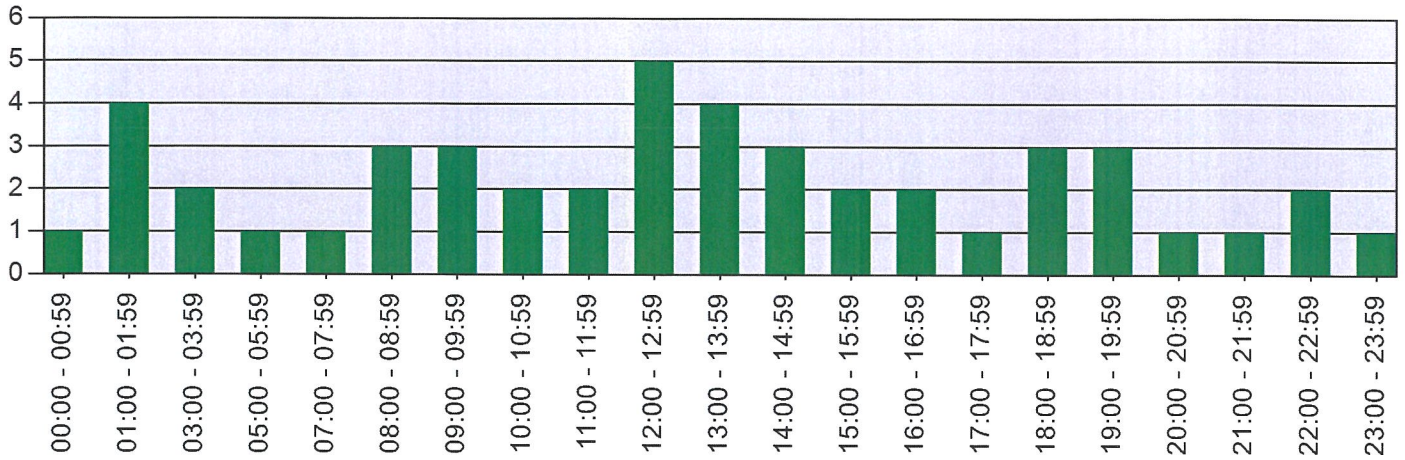
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Item 7.

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 11/01/2022 | End Date: 11/30/2022



HOUR	# of CALLS
00:00 - 00:59	1
01:00 - 01:59	4
03:00 - 03:59	2
05:00 - 05:59	1
07:00 - 07:59	1
08:00 - 08:59	3
09:00 - 09:59	3
10:00 - 10:59	2
11:00 - 11:59	2
12:00 - 12:59	5
13:00 - 13:59	4
14:00 - 14:59	3
15:00 - 15:59	2
16:00 - 16:59	2
17:00 - 17:59	1
18:00 - 18:59	3
19:00 - 19:59	3
20:00 - 20:59	1
21:00 - 21:59	1
22:00 - 22:59	2
23:00 - 23:59	1
TOTAL:	47

Only REVIEWED incidents included.



**Hartford Fire Board Meeting
November 14, 2022
October Business**

Contents

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Hartford Fire Board

Agenda

Monday, November 14, 2022 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Steve Starner, Chad Hunt, Helen Sullivan, Carlos Ledesma
- III. Public Comment: Limited to three minutes per person
- IV. Approval of the Agenda. Motion by _____ Second by _____ Motion _____
- V. Approval of previous meeting minutes from October 10, 2022: Motion by _____ Second _____ Motion _____
- VI. Approval of September Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____
 - a. Accounts Payable: Amount **\$ 32,737.38** Motion by _____ Second _____ by roll call vote Motion _____
- VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- VIII. Fire calls
- IX. Unfinished Business:
 - NONE
- X. New Business:

1. Kurt Tiesman with Honor Credit Union.

Reports:

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

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

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting October 10, 2022

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

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

The proposed agenda for the Fire Board meeting of October 10, 2022, was presented. Motion by Hunt; Second by Sullivan; to approve the agenda as presented. Motion: Approved

The proposed minutes of the September 12, 2022 Fire Board meeting were presented. Motion by Starner; Second by Hunt to accept the minutes as presented Motion: Approved

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

Bills were presented for approval in the amount of **\$26,027.65** Motion by Hunt; Second by Sullivan; to pay bills in amount of **\$26,027.65**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

NONE

Fire Chief's Report:

Meetings Attended:

- Township
- City
- VBC FF Training Committee
- VBC Medical Control
- **Information:**

1. Completed Final Fire Safety Inspection at New Doctors Office/Dental Clinic in Old PNC Building
2. Participated in Healthy Walk at Redwood Elementary

Minutes of Fire Board Meeting September 12, 2022

- 3. Fire Prevention at Redwood Elementary about 600 children
- 4. Department physicals will be Monday October 24

Respectfully Submitted,
Robbie Harting

Robbie Harting-Fire Chief

Assistant Fire Chief’s Report:

Meetings Attended:

- Township

Information:

- New Flagpole Installed in memory of Bob Walker
- Floor drains project
- Submitted Grant to WPLCo
- Attended Drills at Schools
- New outside lights
- Training outline for 2023
- Pancake Breakfast & Parade

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Hunt; second by Starner to close meeting at 7:21 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

**Treasurer's Report for meeting on November 14, 2022
For the month ending October 31, 2022**

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended September 30, 2022–Huntington **\$ 112,491.13**

XXX Deposits

City of Hartford – Contribution	\$ 10,208.68
Township of Hartford – Contribution	\$ 15,313.02
Pride Care	\$ 0.00
Township Ass't Chief Grant	\$ 0.00
Bangor Township Cost Recovery	\$ 0.00
Interest	\$ 28.22

Total Deposits \$ 25,549.92

Total Balance of General Fund \$ 138,041.05

XXX Expenditures for approval:

Vendors payable	\$ 20,933.56
Grant Expense	\$ 0.00
Payroll released October 2022 (10,841.25 – 2,097.97)	\$ 8,743.28
Bank Fees	\$ 133.25
MI & Fed Tax Withholdings	\$ 2,927.32

Total Expenditure \$ 32,737.38

General Fund Balance October 31, 2022 \$ 105,303.67

Capital Equipment

Reconciled Cash Balance as of October 31, 2022–Millage Fund **\$ 102,658.65**

Reconciled Cash Balance as October 31, 2022–Maintenance Fund **\$ 13,332.15**

Cash Balances for month October 31, 2022 **\$ 221,294.47**

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment September 30, 2022 **\$ 9,481.74**

Huntington Investment #TCL6901 Investment August 31, 2022 **\$ 87,024.33**

Item 8.

**Hartford Fire Board
November 14, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
October Business**

Expense by Vendor

	<u>Oct 22</u>
Appolo Fire Equipment	-1,000.00
At & T	-368.15
Bangor Community Fire Department	-800.00
Bio Care, Inc.	-6,693.75
Bronson Lakeview Hospital	-533.12
Chad Hunt	-60.00
City of Hartford (Dental/Vision)	-153.06
City of Hartford {2}	-269.91
City of Hartford Health Ins.	-1,947.89
Comcast	-230.47
Consumers Energy	-324.00
Crystal Flash Energy	-1,207.13
EPS	-149.58
First Bankcard	-1,943.54
Helen Sullivan	-60.00
IRS Online Payment	-2,508.40
Kellogg Hardware	-172.13
Macqueen Equipment	-793.97
Michigan State Firemen's Assoc.	-75.00
North Breathing Air, LLC	-550.00
ShellFleet Plus Card	-390.46
Steve Lowder	-150.00
Steven Starner	-60.00
Summit Companies	-493.00
TOTAL	20,933.56

Grant Expense None

Income & Expense

	<u>Oct 22</u>
Ordinary Income/Expense	
Income	
401 Hartford Township	15,313.02
402 Hartford City	10,208.68
404 Interest	55.54
Total Income	25,577.24
Gross Profit	25,577.24
Expense	
500 Payroll	
500.1 Fire Chief	4,498.50

500.10 Chief Health Benefits	2,100.95
500.2 Firefighters/Medics	3,445.75
500.3 Support Staff	532.00
500.4 Chief Retirement	269.91
500 Payroll - Other	1,065.00
Total 500 Payroll	11,912.11
502 Utilities	
502.1 Internet-Telephone	230.47
502.3 Natural Gas	324.00
502.4 First Net-AT&T	368.15
502.5 EPS Door Security	149.58
Total 502 Utilities	1,072.20
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	1,614.74
505.3 Grounds Maintenance	63.49
Total 505 Building Maintenance	1,678.23
506 Fuel	
506.1 Unleaded Gas	390.46
506.2 Diesel	1,207.13
Total 506 Fuel	1,597.59
511 Office	
511.3 Office Supplies	21.76
511.5 Software/Upgrades	689.00
Total 511 Office	710.76
513 Payroll Taxes	2,508.40
515 Equipment & Equip Maint	
515.1 Ladder #1841	51.85
515.3 Heavy Rescue #1871	840.07
515.7 Eqt Maintenance Other	54.99
515.9 Medical Supplies	533.12
Total 515 Equipment & Equip Maint	1,480.03
516 Training	
516.2 Firefighter I & II	210.88
Total 516 Training	210.88
518 Physicals	
518.1 Annual Physicals	6,693.75
Total 518 Physicals	6,693.75
519 Subscriptions & Dues	
519.5 MI State Firefighters Asn	75.00
Total 519 Subscriptions & Dues	75.00
525 Personal Equipment	
525.1 Duty Gear	1,000.00

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**Hartford Fire Board
November 14, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
October Business**

525.2 Personal Equipment	309.38
Total 525 Personal Equipment	1,309.38
527 Bank Fees	133.25
528 Bd Members Compensation	180.00
529 Mandatory Annual Testing	
529.2 Fire Extinguishers	493.00
529.8 Air Compressor	550.00
Total 529 Mandatory Annual Testing	1,043.00
Payroll Tax Expense	2,129.35
Uncategorized Expenses	3.48
Total Expense	32,737.41
Net Ordinary Income	-7,160.17
Net Income	-7,160.17

**Hartford Fire Board
November 14, 2022 Meeting
Payroll Summary
October Business**

	TOTAL	
	Hours	Oct 22
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	2.00	4,498.50
Assistant Fire Chief	2.00	500.00
Fire Board Office	33.25	532.00
Fire Call	24.00	367.00
Gas Leaks/CO	6.00	96.00
Grant Pay	1.00	800.00
Lift Assist	6.00	94.75
Med Assist	94.00	1,511.75
Mutual Aid	13.00	202.50
Other	22.00	348.50
PI Accident	4.00	64.00
Shift Coverage	71.00	1,065.00
Training	24.00	375.00
Vehicle Fire	4.00	59.75
Vehicle Inspection	21.00	326.50
Total Gross Pay	327.25	10,841.25
Deductions from Gross Pay		
Dental-Vision		-29.08
Firefighters Assn Dues		-382.41
First Net AT&T		-40.00
Health Insurance		-371.90
Total Deductions from Gross Pay		-823.39
Adjusted Gross Pay	327.25	10,017.86
Taxes Withheld		
Federal Withholding		-761.00
Medicare Employee		-157.19
Social Security Employee		-672.16
MI - Withholding		-507.62
Medicare Employee Addl Tax		0.00
MI - Cities Res Tax		0.00
MI - Cities Work Tax		0.00
Total Taxes Withheld		-2,097.97
Net Pay	<u>327.25</u>	<u>7,919.89</u>
Employer Taxes and Contributions		
Company FICA		672.16
Company Med		157.19
Retirement Fund		269.90
MI - Obligation Assessment		0.00
Total Employer Taxes and Contributions		<u>1,099.25</u>

**Hartford Fire Board Meeting
November 14, 2022
Balance Sheet & Deposit Detail
October Business**

BALANCE SHEET

		<u>Oct 31, 22</u>
ASSETS		
Current Assets		
Checking/Savings		
102 Regular Check Hunt..3427	84,141.98	
105 CD Fund Equity..C...288	0.38	
106 Millage Fund Hunt..3456	102,658.65	
108 Maintenance Hunt....3469	13,328.75	
Chemical Financial Advisors	69,932.47	
Huntington Advisors #901	87,024.33	
Huntington TLC006358	9,481.74	
Total Checking/Savings	<u>366,568.30</u>	
Total Current Assets	<u>366,568.30</u>	
TOTAL ASSETS	<u>366,568.30</u>	
LIABILITIES & EQUITY	0.00	

Deposit Detail

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		10/13/2022		102 Regular Check Hunt..3427	10,208.68
				402 Hartford City	10,208.68
TOTAL					10,208.68
Deposit		10/14/2022		102 Regular Check Hunt..3427	15,313.02
				401 Hartford Township	15,313.02
TOTAL					15,313.02
Deposit		10/31/2022		108 Maintenance Hunt....3469	1.17
				404 Interest	-1.17
TOTAL					-1.17
Deposit		10/31/2022		106 Millage Fund Hunt..3456	26.15
				404 Interest	-26.15
TOTAL					-26.15
Deposit		10/31/2022		102 Regular Check Hunt..3427	28.22
				404 Interest	-28.22
TOTAL					-28.22
Paycheck	ACH	10/31/2022	Flemming, Lisa M.	102 Regular Check Hunt..3427	0.00
				500.2 Firefighters/Medics	16.00
				500.2 Firefighters/Medics	16.00
				410 Firefighters Assn Dues	-28.19

**Hartford Fire Board Meeting
November 14, 2022
Balance Sheet & Deposit Detail
October Business**

				Payroll Tax Expense	1.98
				Payroll Liabilities	-1.98
				Payroll Liabilities	-1.98
				Payroll Tax Expense	0.47
				Payroll Liabilities	-0.47
				Payroll Liabilities	-0.47
				Payroll Liabilities	-1.36
TOTAL					0.00
	Paycheck	ACH	10/31/2022	VanDeWiele, Cary L	102 Regular Check Hunt..3427
					0.00
				500.2 Firefighters/Medics	27.50
				410 Firefighters Assn Dues	-24.22
				Payroll Tax Expense	1.71
				Payroll Liabilities	-1.71
				Payroll Liabilities	-1.71
				Payroll Tax Expense	0.40
				Payroll Liabilities	-0.40
				Payroll Liabilities	-0.40
				Payroll Liabilities	-1.17
TOTAL					0.00

Hartford Fire Board
Profit & Loss Budget Performance
 October 2022

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 Investment Market Changes	0.00		-7,046.66		
401 Hartford Township	15,313.02	15,313.02	61,252.08	61,252.08	183,756.24
402 Hartford City	10,208.68	10,208.68	40,834.72	40,834.72	122,504.16
404 Interest	55.54		114.37		
409 Fire Report Request	0.00	4.18	10.00	16.72	50.00
420 Bangor 1st Resp Reimburse	0.00	718.15	4,855.25	2,872.67	8,617.87
521 Cost Recovery Reimbursement	0.00	756.89	346.80	3,027.56	9,082.68
DNR Grant	0.00		1,044.85		
Hartford Township Grants	0.00	800.00	2,400.00	3,200.00	9,600.00
Investment Income	0.00		595.65		
Other Revenues	0.00		1,335.00		
Total Income	25,577.24	27,800.92	105,742.06	111,203.75	333,610.95
Gross Profit	25,577.24	27,800.92	105,742.06	111,203.75	333,610.95
Expense					
500 Payroll					
500.1 Fire Chief	4,498.50	4,498.50	17,897.13	17,994.00	53,982.00
500.10 Chief Health Benefits	2,100.95	1,916.66	7,850.75	7,666.72	23,000.00
500.2 Firefighters/Medics	3,445.75	5,833.33	11,731.38	23,333.36	70,000.00
500.3 Support Staff	532.00	750.00	2,468.00	3,000.00	9,000.00
500.4 Chief Retirement	269.91	333.33	1,079.64	1,333.36	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	4,800.00	14,400.00
500 Payroll - Other	1,065.00		4,395.00		
Total 500 Payroll	11,912.11	14,531.82	45,421.90	58,127.44	174,382.00
501 Professional, Insur.& Legal					
501.1 Legal Expenses	0.00	250.00	0.00	1,000.00	3,000.00
501.2 Professional - Audit	0.00	583.33	0.00	2,333.36	7,000.00
Total 501 Professional, Insur.& Legal	0.00	833.33	0.00	3,333.36	10,000.00
502 Utilities					
502.1 Internet-Telephone	230.47	241.66	919.92	966.72	2,900.00
502.2 Electric	0.00	450.00	1,150.00	1,800.00	5,400.00
502.3 Natural Gas	324.00	125.00	1,066.00	500.00	1,500.00
502.4 First Net-AT&T	368.15	375.00	1,470.31	1,500.00	4,500.00
502.5 EPS Door Security	149.58	50.00	299.16	200.00	600.00
Total 502 Utilities	1,072.20	1,241.66	4,905.39	4,966.72	14,900.00
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	33.36	100.00
Total 503 Mileage	0.00	8.33	0.00	33.36	100.00
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	1,614.74	250.00	2,264.64	1,000.00	3,000.00
505.3 Grounds Maintenance	63.49	41.66	67.48	166.64	499.92
505.4 Capital Bldg Improvement	0.00	333.33	0.00	1,333.36	4,000.00
505.5-Trash	0.00	27.08	80.25	108.36	325.00

Hartford Fire Board
Profit & Loss Budget Performance
 October 2022

	<u>Oct 22</u>	<u>Budget</u>	<u>Jul - Oct 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 505 Building Maintenance	1,678.23	652.07	2,412.37	2,608.36	7,824.92
506 Fuel					
506.1 Unleaded Gas	390.46	366.66	2,006.59	1,466.72	4,400.00
506.2 Diesel	1,207.13	250.00	1,916.28	1,000.00	3,000.00
Total 506 Fuel	1,597.59	616.66	3,922.87	2,466.72	7,400.00
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	258.33	18,692.19	1,033.36	3,100.00
508.2 Tanker #1831	0.00	175.00	1,443.72	700.00	2,100.00
508.3 Heavy Rescue #1871	0.00	175.00	455.00	700.00	2,100.00
508.4 Rescue Pickup #1869	0.00	33.33	0.00	133.36	400.00
508.5 Jeep #1860	0.00	33.33	0.00	133.36	400.00
508.6 Explorer #1810	0.00	33.33	0.00	133.36	400.00
508.7 Pick-Up #1801	0.00	33.33	305.58	133.36	400.00
508.8 #1802	0.00	33.33	0.00	133.36	400.00
Total 508 Vehicle Maintenance	0.00	774.98	20,896.49	3,100.16	9,300.00
511 Office					
511.1 Office Equipment	0.00	0.00	0.00	166.66	166.66
511.2 Equipment Repairs	0.00	12.50	0.00	50.00	150.00
511.3 Office Supplies	21.76	125.00	240.43	500.00	1,500.00
511.4 Printing	0.00	16.66	0.00	66.72	200.00
511.5 Software/Upgrades	689.00	0.00	689.00	100.00	100.00
511.6 Copy Lease	0.00	30.00	92.70	120.00	360.00
Total 511 Office	710.76	184.16	1,022.13	1,003.38	2,476.66
512 Insurance					
512.1 Worker's Comp	0.00	500.00	1,261.25	2,000.00	6,000.00
512.10 Accident & Sickness Ins	0.00	1,833.33	0.00	7,333.36	22,000.00
512 Insurance - Other	0.00		7,573.00		
Total 512 Insurance	0.00	2,333.33	8,834.25	9,333.36	28,000.00
513 Payroll Taxes	2,508.40		10,966.75		
515 Equipment & Equip Maint					
515.1 Ladder #1841	51.85	58.33	68.83	233.36	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	333.36	1,000.00
515.11 Ford Truck	0.00	8.33	0.00	33.36	100.00
515.12 Air Tanks	0.00	237.50	0.00	950.00	2,850.00
515.2 Tanker #1831	0.00	58.33	16.98	233.36	700.00
515.3 Heavy Rescue #1871	840.07	475.00	3,392.75	1,900.00	5,700.00
515.4 Rescue Pickup #1869	0.00	16.66	0.00	66.72	200.00
515.5 Jeep #1860	0.00	0.00	0.00	0.00	0.00
515.6 Explorer #1810	0.00	45.83	404.00	183.36	550.00
515.7 Eqt Maintenance Other	54.99	116.66	1,063.96	466.72	1,400.00
515.8 Small Equipment Maintenan	0.00	33.33	170.74	133.36	400.00
515.9 Medical Supplies	533.12	208.33	533.12	833.36	2,500.00
Total 515 Equipment & Equip Maint	1,480.03	1,341.63	5,650.38	5,366.96	16,100.00
515.13 Ford Truck 1802	0.00	8.33	0.00	33.36	100.00

Hartford Fire Board Profit & Loss Budget Performance October 2022

Item 8.

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
516 Training					
516.1 Fire Chief Training	0.00	166.66	128.00	666.72	2,000.00
516.2 Firefighter I & II	210.88	283.33	1,661.55	1,133.36	3,400.00
516.3 Medic	0.00	83.33	0.00	333.36	1,000.00
516.4 Fire Officer Classes	0.00	166.66	950.00	666.72	2,000.00
516.5 Drivers Training	0.00	16.66	0.00	66.72	200.00
Total 516 Training	210.88	716.64	2,739.55	2,866.88	8,600.00
518 Physicals					
518.1 Annual Physicals	6,693.75	666.66	6,693.75	2,666.72	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	100.00	300.00
Total 518 Physicals	6,693.75	691.66	6,693.75	2,766.72	8,300.00
519 Subscriptions & Dues					
519.1 HelpNet	0.00	66.66	372.00	266.72	800.00
519.11 West MI Assn of Fire Chi	0.00	8.33	0.00	33.36	100.00
519.13 S MEMSIC	0.00	6.25	0.00	25.00	75.00
519.3 FirePrograms	0.00	166.66	1,968.34	666.72	2,000.00
519.4 IAFC	0.00	20.83	0.00	83.36	250.00
519.5 MI State Firefighters Asn	75.00	8.33	75.00	33.36	100.00
519.6 NFPA	0.00	25.00	0.00	100.00	300.00
519.9 MPSCS	0.00	8.33	0.00	33.36	100.00
Total 519 Subscriptions & Dues	75.00	310.39	2,415.34	1,241.88	3,725.00
525 Personal Equipment					
525.1 Duty Gear	1,000.00	583.33	2,730.46	2,333.36	7,000.00
525.2 Personal Equipment	309.38	233.33	1,857.08	933.36	2,800.00
525.3 Small Equipment	0.00	133.33	136.60	533.36	1,600.00
Total 525 Personal Equipment	1,309.38	949.99	4,724.14	3,800.08	11,400.00
526 FEMA Grant	0.00	208.33	0.00	833.36	2,500.00
527 Bank Fees	133.25	30.00	354.25	120.00	360.00
528 Bd Members Compensation	180.00	350.00	840.00	1,400.00	4,200.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	166.72	500.00
529.2 Fire Extinguishers	493.00	41.66	493.00	166.72	500.00
529.3 Hoses	0.00	250.00	2,791.60	1,000.00	3,000.00
529.4 Ladders	0.00	116.66	1,306.50	466.72	1,400.00
529.8 Air Compressor	550.00	83.33	715.00	333.36	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	0.00	366.72	1,100.00
Total 529 Mandatory Annual Testing	1,043.00	624.97	5,306.10	2,500.24	7,500.00
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	83.36	250.00
530.2 Maintenance Contract	0.00	58.33	0.00	233.36	700.00
Total 530 Generator	0.00	79.16	0.00	316.72	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	83.36	250.00
Total 531 Auxiliary	0.00	20.83	0.00	83.36	250.00

Hartford Fire Board
Profit & Loss Budget Performance
 October 2022

Item 8.

	Oct 22	Budget	Jul - Oct 22	YTD Budget	Annual Budget
Payroll Tax Expense	2,129.35		8,389.39		
Uncategorized Expenses	3.48		10.51		
Total Expense	32,737.41	26,508.27	135,505.56	106,302.42	318,368.58
Net Ordinary Income	-7,160.17	1,292.65	-29,763.50	4,901.33	15,242.37
Other Income/Expense					
Other Expense					
Grant Expenditures	0.00		42.20		
Total Other Expense	0.00		42.20		
Net Other Income	0.00	0.00	-42.20	0.00	0.00
Net Income	-7,160.17	1,292.65	-29,805.70	4,901.33	15,242.37

Fire Chiefs Report

November 2022

INFORMATION:

1. Meetings Attended:

- Township
- VBC FF Training Committee
- VBC Medical Control

2. Annual service completed on Hydraulic rescue tools

3. Completed paperwork for upcoming ISO inspection

4. Annual physicals completed

Robbie Harting – Fire Chief

Assistant Chief Report

November

Information

- Inspector Class
- Fundraiser with school
- Spooktacular
- Cleanup Day with High School
- Drills at School
- Gear Extractor installed
- New Storage Cabinets above sink in bay installed
- MSDS Sheets updated
- Eye-Wash Station installed

Meetings Attended: City

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

October 2022 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
1-Oct	517-City	16:40	Nendell St	7	\$ 77.75	Lift Assist
3-Oct	518	6:50	Arrow Higl	2	\$ 32.00	Other-Medical Alarm
3-Oct	519-City	11:18	Woodsid E	4	\$ 48.50	Med Assist-Altered
3-Oct	520-City	13:42	Olds Ave.	3	\$ 32.50	Med Assist-Difficulty Breathing
3-Oct	521-Twp	17:34	ihar Sue D	4	\$ 64.00	Med Assist-Mental Eval.
4-Oct	522-City	5:39	Main St.	2	\$ 32.00	Med Assist-Sick Person
4-Oct	523	13:26	I-94	3	\$ 31.00	Other-Cancelled Enroute
4-Oct	524-Twp	17:06	CR 687	2	\$ 33.00	Med Assist-Fall
5-Oct	525-Twp	3:18	d Ave & CF	4	\$ 64.00	PI Accident
6-Oct	526-City	8:49	Center St.	2	\$ 16.00	Med Assist-Sick Person
6-Oct	527-Twp	18:42	59 1/2 St.	3	\$ 17.00	Med Assist-Heart Issues
7-Oct	528-City	6:22	Center St.	1	\$ 16.00	Med Assist-Fall
7-Oct	529-City	7:17	Prospect S	2	\$ 16.00	Med Assist-Possible Stroke
7-Oct	530-City	11:01	Engle Way	2	\$ 16.00	Med Assist-Broken Hand
7-Oct	531-Twp	23:38	68th Ave	1	\$ 16.00	Med Assist-Difficulty Breathing
8-Oct	532-Twp	0:21	CR 376	1	\$ 16.00	Med Assist-Traumatic Injury
8-Oct	533-City	4:28	Varion Ave	1	\$ 16.00	Med Assist-Chest Pain
8-Oct	534-City	18:15	Hart St.	3	\$ 48.50	Med Assist-Seizure
9-Oct	535-Twp	10:56	CR 687	2	\$ 33.50	Med Assist-Nose Bleed
9-Oct	536-Twp	12:02	CR 687	3	\$ 48.00	Med Assist-Nose Bleed
9-Oct	537-City	14:54	Mary St.	13	\$ -	Med Assist-OD
9-Oct	538-City	21:11	Bennett Av	3	\$ 48.00	Med Assist-Not Alert
10-Oct	539-Twp	5:57	48th Ave	6	\$ 79.00	Other-Unknown Accident
10-Oct	540-Twp	10:31	62nd St.	3	\$ 32.50	Med Assist-Not Conscious
10-Oct	541	15:11	I-94	6	\$ 59.75	Vehicle Fire
11-Oct	542-City	15:26	Olds Ave.	2	\$ 48.00	CO 2
11-Oct	543-City	16:45	Center St.	2	\$ 48.00	Med Assist-Altered
11-Oct	544-City	16:46	Olds Ave.	2	\$ -	Med Assist-Loading Assist
11-Oct	545-Twp	18:24	61st Ave	2	\$ 32.00	Med Assist-Difficulty Breathing
12-Oct	546-City	8:00	Main St.	4	\$ 48.50	Med Assist-Difficulty Breathing
12-Oct	547	18:03	Langor Tw	2	\$ 33.00	Med Assist-Seizure
12-Oct	548-Twp	21:28	68th Ave	2	\$ 33.00	Med Assist-Fall
13-Oct	549-City	13:36	Engle Way	2	\$ 16.50	Med Assist-Fall
14-Oct	550-Twp	11:31	CR 687	2	\$ 16.00	Med Assist-Sick Person
14-Oct	551-Twp	16:15	CR 687	1	\$ 17.00	Med Assist-Fall
15-Oct	552-Twp	19:25	CR 372	3	\$ 48.00	Gas Leak
16-Oct	553-City	20:08	Oak St.	2	\$ 32.00	Med Assist-Seizure
18-Oct	554-Twp	11:02	CR 687	2	\$ 16.00	Med Assist-Disregarded
19-Oct	555-City	10:33	Maple Hill	3	\$ 16.50	Med Assist-Chest Pain
19-Oct	556-Twp	15:32	CR 681	8	\$ 367.00	Structure Fire
19-Oct	557	17:54	Langor Tw	7	\$ -	Other-Camper Fire
20-Oct	558-City	8:48	School St.	2	\$ -	Med Assist-Seizure
21-Oct	559	19:47	Arrow Higl	4	\$ 64.00	Med Assist-Difficulty Breathing
22-Oct	560-Twp	0:17	61st Ave	1	\$ 17.00	Lift Assist

22-Oct	561-Twp	1:57	70th	2	\$	31.00	Med Assist-Pain
22-Oct	562-City	15:27	Maple	3	\$	48.00	Med Assist-Groin Issues
23-Oct	563-Twp	9:09	Ave & CR	3	\$	48.50	Other-Line Down
23-Oct	564-Twp	20:55	66th Ave	2	\$	32.00	Med Assist-Knee Issue
24-Oct	565-City	13:48	ain & Cent	5	\$	46.25	Med Assist-Mental Eval.
24-Oct	566-Twp	18:42	62nd Ave.	1	\$	17.00	Med Assist-Unconscious
25-Oct	567	20:28	3angor Twj	2	\$	32.00	Med Assist-Diabetic Issue
27-Oct	568-City	18:42	Edwin St.	1	\$	17.00	Med Assist-Abdominal Pain
27-Oct	569-Twp	19:41	68th Ave	1	\$	17.00	Med Assist-Difficulty Breathing
28-Oct	570-Twp	7:44	Olds Ave.	4	\$	64.00	Other-Unknown Accident
28-Oct	571-Twp	8:19	CR 687	3	\$	24.50	Med Assist-Difficulty Breathing
28-Oct	572-City	13:17	School St.	3	\$	32.50	Med Assist-Seizure
28-Oct	573-Twp	23:42	68th Ave	4	\$	64.00	Med Assist-Possible Stroke
29-Oct	574-City	11:58	Main St.	7	\$	110.00	Med Assist-Difficulty Breathing
29-Oct	575	15:45	3angor Twj	6	\$	94.00	Other-Smoke Investigation
29-Oct	576	19:47	oloma Tw	8	\$	202.50	Mutual Aid
29-Oct	577-Twp	21:51	54th Ave	5	\$	118.50	Med Assist-Assault

Total Costs for Fire Calls	\$ 2,744.25
Chief's Salary	\$ 4,498.50
Administrative Cost (Support Staff)	\$ 532.00
Trainings/Inspection Costs	\$ 701.50
Total Costs for Fire Calls	\$ 8,476.25

Total Calls this month	61	Total Oct. Calls	Fiscal Year Totals		Grass Fire	0
Total Calls for 2021	794	City Calls	97		Med Assist	46
Total Calls for 2020	698	Twp Calls	88		PI Accident	1
Total Calls for 2019	673	I-94 Calls	8		Mutual Aid	1
Total Calls for 2018	552	Other	19		Other	7
Total Calls for 2017	345	Red Arrow	16		Gas Leak/CO2	2
Total Calls for 2016	303	Total f/y	228		Fire	1
Total Calls for 2015	333				Vehicle Fire	1
Total Calls for 2014	312				Lift Assist	2
Total Calls for 2013	292					
Total Calls for 2012	281					
Respectfully submitted		Priority 3	SHADED			

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting November 14, 2022

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

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

The proposed agenda for the Fire Board meeting of November 14, 2022, was presented. Motion by Hunt; Second by Ledesma; to approve the agenda as amended. Motion: Approved

The proposed minutes of the October 10, 2022 Fire Board meeting were presented. Motion by Sullivan; Second by Birmele to accept the minutes as presented Motion: Approved

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

Bills were presented for approval in the amount of **\$32,737.38** Motion by Birmele; Second by Ledesma; to pay bills in amount of **\$32,737.38**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Kurt Tiesman with Honor Credit Union.

Fire Chief's Report:

Meetings Attended:

- Township
- VBC FF Training Committee
- VBC Medical Control
- **Information:**

1. Annual service completed on Hydraulic rescue tools
2. Completed paperwork for upcoming ISO inspection
3. Annual physicals completed

Respectfully Submitted,
Robbie Harting

Robbie Harting-Fire Chief

Assistant Fire Chief's Report:

Meetings Attended:

- City

Information:

- Inspector Class
- Fundraiser with school-for tactical gear
- Spooktacular
- Cleanup Day with High School-leaves at station & neighbor house
- Drills at School
- Gear Extractor installed
- New Storage Cabinets above sink in bay installed
- MSDS Sheets updated
- Eye-Wash Station installed
- Explanation of new NFPA guidelines for particulate blocking hoods. Expected by end of 2023 will be mandated. Costs are significantly higher than hoods we use now.

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

- Discussion of insurance letter-attorney sent letter

Motion _____; second by _____ to close meeting at _____ pm. Motion: _____

Respectfully submitted,

Gerald Birmele, Secretary

The Hartford Fire Board met on the above date at 7:00 with all Board members present with exception of Mr. Ledesma.

Bills were presented in the amount of \$21,603.31. These included bills for oil changes to the Chiefs truck, Asst. Chiefs truck and the Medical Response Vehicle.

The FCC also requires a license for the base radio at a cost of \$110 that is good for 5 years. There was also a charge of \$40 for new CPR cards for those members needing them.

It also needs to be noted that Pride Care seems to still be somewhat sporadic in their payments to the department. They were recently 3 months in arrears in payments. There was a check received and posted in December for the total amount. In the past, the issue was billing, but that has long since been rectified. They have been emailed repeatedly by both the secretary and the Chief. This issue needs to be included in our considerations at the end of their contract.

You will also see a charge of \$3350.0 to Hungerford-Nichols for the departments audit. I don't believe the board has ever received a copy of the audit in previous years. I will be seeing if I can obtain a copy and have it hopefully for our next meeting.

Work has started on the 2023-2024 budget. It was noted by Chief Harrtig that there will be increases to several areas due to increased costs in general.

Fire calls are down to 47 calls for the month for a yearly total to date of 642, with a projected year end total of 675. This would be a significant decrease from the 794 and 698 of the last 2 years. There were 20 calls in the City and 19 in the Township.. The fiscal year totals to date are 117 City and 107 Township. These are fiscal year numbers, so they will increase up until June of next year.

- It is to be noted that 4 additional calls for this month and ;28 calls for the fiscal year were noted as I-94 and Red Arrow calls. I still feel that these should be counted as Township calls.

Operations of the department and training are ongoing and continue to improve the over all running of the department. Asst. Chief McGrew is to be commended for his ongoing efforts to make the department run efficiently and be an active part of the community.

The meeting was adjourned at 7:23.

Respectfully submitted by
Helen Sullivan
Fire Board representative



December 1, 2022

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

Dear Mr. Akinwale,

I am pleased to provide you with our average response times for the month of November 2022. There were twelve (12) priority one calls in November with the average response time of 08:58 minutes.

There were six (06) priority two calls in November with the average response time of 10:50 minutes.

There was one (01) priority three call in November with an average response time of 07:57 minutes.

A total of nineteen (19) calls were run in November with an average response of 09:30.

There were extended response times for run numbers 65446, 67028, 68495, 68539, and 68687 due to distance from another county. All local ambulances were committed to calls. The crews took the correct routes and did not report any further incidents.

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

Sincerely,

Jessica Sutter
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503

Response Times By Priority

Report Date: 11/30/2022 08:07:39

Filters: Date Range (Pickup Time): 11/01/2022 to 11/29/2022; Last Status Timestamp: At Scene; Selected Fiel

Response Priority: P1

Run #	Call Type	Vehicle	Pickup Time	At Scene	Response Time (MM:SS)
65183-22	Advanced l	4115	11/1/2022 12:09	11/1/2022 12:17	6:52
65446-22	Advanced l	4114	11/3/2022 3:34	11/3/2022 3:46	12:12
65548-22	Advanced l	4114	11/3/2022 14:08	11/3/2022 14:16	7:09
66072-22	Advanced l	4114	11/7/2022 15:29	11/7/2022 15:39	8:41
67028-22	Advanced l	4114	11/14/2022 18:23	11/14/2022 18:35	11:06
67274-22	Advanced l	4114	11/16/2022 12:59	11/16/2022 13:04	4:56
67283-22	Advanced l	4115	11/16/2022 14:08	11/16/2022 14:13	4:46
67285-22	Advanced l	4115	11/16/2022 14:08	11/16/2022 14:13	4:46
67904-22	Advanced l	4114	11/21/2022 12:12	11/21/2022 12:22	9:37
68495-22	Advanced l	4114	11/25/2022 22:59	11/25/2022 23:11	11:40
68539-22	Advanced l	4114	11/26/2022 8:54	11/26/2022 9:08	13:45
68687-22	Advanced l	4114	11/28/2022 1:20	11/28/2022 1:36	12:15
Totals:					Avg: 08:58

Response Priority: P2

Run #	Call Type	Vehicle	Pickup Time	At Scene	Response Time (MM:SS)
65381-22	Advanced l	4114	11/2/2022 17:36	11/2/2022 17:47	10:23
65622-22	Advanced l	4114	11/4/2022 5:10	11/4/2022 5:27	12:41
66026-22	Advanced l	4115	11/7/2022 12:30	11/7/2022 12:38	7:30
66738-22	Advanced l	4115	11/12/2022 9:44	11/12/2022 9:50	6:22
67113-22	Advanced l	4114	11/15/2022 12:42	11/15/2022 12:54	11:44
67767-22	Advanced l	4115	11/20/2022 10:21	11/20/2022 10:38	16:23
Totals:					Avg: 10:50

Response Priority: P3

Run #	Call Type	Vehicle	Pickup Time	At Scene	Response Time (MM:SS)
66582-22	Advanced l	4114	11/10/2022 20:11	11/10/2022 20:19	7:57
Totals:					Avg: 7:57

Overall Totals

Trips	19	Average Response Time	9:30
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NOVEMBER 2022
VAN BUREN COUNTY BOARD OF COMMISSION MONTHLY ACTIVITY

Administration Address
 219 E Paw Paw Street - Suite 201, Paw Paw, MI 49079
 Website: www.vanburencountymi.gov

Telephone No.
 (269) 657-8253
 Email: Admin@vanburencountymi.gov

HIGHLIGHTS

1. **Broadband** – Chris Scharrer from DCE Technology updated there are now 33 PFSA's (*Proposed Funded Service Areas*) and was tasked to review all ARPA Broadband Funding Requests submitted to the County for further consideration by the Board of Commissioners. The DCS Technology Broadband Mapping Report can be found on the County website: <https://www.vanburencountymi.gov/749/Broadband-Expansion-Efforts>.
2. **Purchase of Kelly Page Building** – The County signed an agreement with Kelly and Linda Page to purchase their building, 203 S. Niles Street; Paw Paw, MI 49079. This building will be used for the Friend of the Court office, getting them out of the basement and providing a more open and secure work environment. This is expected to close mid-January.
3. **Land Management (GIS) Relocation** – The Land Management department has been rebranded to GIS to expand their services. They are also seeking a GIS Director. GIS is relocating to the old Administration office, located on the second floor of the administration building, suite 201.
4. **Administration Office Relocation** – The County Administrator and Administrative Services Coordinator has relocated to the old Veterans Services suite on the third floor of the administration building. Additionally, Finance and Human Resources have relocated to the old Land Management suite, also on the third floor.
5. **Revised Apportionment Report** – The 2022 Revised Apportionment Report was reviewed and approved.
6. **Claims** – Claims in the amount of \$11,408,874.98 were approved for the month of October 2022.
7. **State Court Administrative Office (SCAO) grant awards for the Drug Treatment Court, Family Treatment Court, Swift and Sure Sanctions Probation Program, Adult Recovery Court, and Sobriety Court.** – The Specialty Courts Administrator requested the board's approval and signature for the FY23 grant contracts awarded to the Specialty Court Program. This was approved.

Re-Appointments/Appointments

1. **Re-Appointment to the VBC Road Commission: Reginald Boze** – Request for the re-appointment of Reginald Boze to the Van Buren County Road Commission, with a term expiration date of 12/31/2028, was approved.

2. **Re-Appointment to Kinexus Workforce Development: George Saleeby** – Request for the re-appointment of George Saleeby to the Kinexus Workforce Development Board, with a term expiration of 12/31/2025, was approved.

3. **Appointment to the EDC Board: Stephanie Timmer** - Request to appoint Stephanie Timmer to the Van Buren County Economic Development Corporation Board, with an expiration date of 02-13-2029, was approved.

ADDITIONAL DETAILS

1. Establishing a county wide PACE program in accordance with Public Act 270 of 2010 will have the effect of economic development and enhanced environmental sustainability by allowing the use of PACE for private and not for profit owners of commercial, industrial, and certain multi-unit residential property to install energy efficient/renewable energy improvements. The PACE mechanism allows the owner to access funding that is secured by a special assessment on the property benefiting from the defined energy efficient improvements. The special assessment runs with the property, not the owner, making it a low-risk investment for the commercial lender.
2. The Board authorized the County Treasurer to Invest County Funds in GovMIC, an investment pool allowable under Public Act 20.
3. The following grants / funds were approved:
 - Brownfield Redevelopment Authority were granted approval to apply for the Federal EPA Grant.
 - Land Bank Authority were granted approval to apply for the Michigan State Land Bank Authority's RFP 2023-001.
 - The 2022 Emergency Management Performance Grant was signed.
 - The Fiscal Year 2023 OCC Budget.
 - County Child Care Fund Budget Summary FY 23.
4. The Snow Removal Bids for the 22-23 snow season were approved.
5. The MSU Extension Annual Agreement was signed.
6. The FY23 Net Cost Agreement for Substance Abuse Disorder Services with SWMBH was signed.
7. A Letter of Understanding for a wage exception was signed for a promoted FOC employee.
8. The Board approved the purchase of a Traffic Radar Sign for the Sheriff's Office.

Facebook: <https://www.facebook.com/VanBurenCountyMI/> 

LinkedIn: <https://www.linkedin.com/company/van-buren-county-government> 

Twitter: <https://twitter.com/VanBurenCoMI> 

Watch us on our [YouTube page](#). 

Board meeting agendas and minutes: <https://www.vanburencountymi.gov/129/Agendas-Minutes>

HARTFORD PUBLIC WORKS DEPARTMENT

City of Hartford 621-3022
Justin Ryan Supt.



12/19/2022

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Put new batterys in International dump truck.
Helping at WWTP.
Snow removal as needed.
Put up christmas decorations.
Put up snowman in park.
Winterize restrooms in park.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>1</u>
Water meter repairs	<u>3</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>8</u>
Water services replaced to water main	<u>1</u>

Collected monthly water samples and delivered to Paw Paw Lab
Sent monthly reports to the Michigan Department of Health
Ran auxiliary well generator once a week
Water meters read for the month

MAJOR AND LOCAL STREETS

Finished picking up leaves.
Snow removal as needed.

SEWER SYSTEM

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

Mowed all lift stations

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.
Back wash twice a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



12/19/2022

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.54</u> ppm
Manganese	<u>0.147</u> ppm
pH	<u>7.3</u>

Finished Water

Iron	<u>0.002</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1.1</u> ppm
Phosphates	<u>1.3</u> ppm
Flouride	<u>0.9</u> ppm
pH	<u>7.2</u>

Chemicals used

	Total Lbs
Chlorine	<u>100.3</u>
Phosphates	<u>195</u>
Flouride	<u>203</u>

Average Daily Use

	<u>3.3</u>
	<u>6.5</u>
	<u>6.7</u>

WATER PUMPED FOR THE MONTH

Backwash water	<u>4.949</u> Million Gallons
	<u>151,000</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>
Well#6	<u>ND</u>

HARTFORD WASTEWATER TREATMENT PLANT

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

HWWTP Report for the Month of: November, 2022

- State report has been submitted for the month of November.
- Average flow 0.125 MGD (million gallons per day)
- Performed routine maintenance and daily duties.

Operation Report for November, 2022

1) Flow in Million Gallons Per Day	
A. Monthly Total	3.873
B. Average	0.125
2) Sodium Hypochlorite gallons Per Day	
A. Total	558
B. Average	18.0
3) Ferric in Gallons Per Day	
A. Total	1020
B. Average	32.9
4) Polymer Powder in Pounds Per Day	
A. Total	31.00
B. Average	1.00
5) Sodium Bisulfite in Gallons Per Day	
A. Total	108.5
B. Average	3.5
6) Electric usage KWH	
A. Total	53
B. Average	1.7
7) Final BOD in Pounds	
A. Total	267
B. Average (177 LBS. Allowed)	12
C. % Removal (85%)	96
8) Final Suspended Solids in Pounds	
A. Total	324
B. Average (131 LBS. Allowed)	15
C. Average mg/l	14.2
D. % Removal (85%)	94
9) Total Phosphorus in mg/l	
A. 30 Day Average (1 mg/l Allowed)	0.7
B. % Removal	91
10) Fecal Coliform Bacteria in Count/100ml	
A. Average (200/100ml Allowed)	39.3



**NOVEMBER 2022
LIST OF BILLS
CK #37530 TO CK # 37598**

NUMBER	WRITTEN TO	DESCRIPTION	TOTAL
37530	7 WEST HAIR DESIGN	FALL 2022 SCARECROW CONTEST - FIRST PLACE (PAID BY DDA)	100.00
37531	MICHAEL BANIC	OCCUPANCY INSPECTIONS - 11/2/2022	315.00
37532	PAMELA BENCH	CLEANING AT CITY HALL - 4.75 HOURS ON 11/2/2022	118.75
37533	BEST WAY DISPOSAL INC	CITY HALL, WWTP & DPW TRASH SERVICE FOR OCTOBER 2022	361.62
37534	CINTAS CORPORATION	FIRST AID SUPPLIES - CITY HALL, POLICE & DPW	122.10
37535	WEDA CLAY	FALL 2022 SCARECROW CONTEST - SECOND PLACE (PAID BY DDA)	50.00
37536	EPS SECURITY	SERVICE/MAINTENANCE AGREEMENT FOR 10/27/22 THROUGH 1/31/2023	395.16
37537	FRONTIER	DPW LOCAL PHONE 10/25-11/24/22	70.60
37538	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR NOVEMBER 2022	4,166.67
37539	HARTFORD FIRE BOARD	NOVEMBER 2022 CONTRACTUAL PAYMENT	10,208.68
37540	HUNGERFORD NICHOLS	FISCAL 2021-2022 ANNUAL AUDIT- PROGRESS BILL #2	10,000.00
37541	INDIANA MICHIGAN POWER	OCTOBER 2022 ELECTRIC BILLS	5,234.44
37542	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR OCTOBER 2022	180.64
37543	MML	CDL DRIVERS FEES FOR 2023	240.00
37544	MML WORKER'S COMP FUND	BALANCE DUE ON WORKER'S COMP FOR FISCAL 2021-2022	1,111.00
37545	MUNICIPAL SUPPLY COMPANY	3/4 INCH DUAL PURPOSE METER GASKETS X 12	5.76
37546	JOANN NEWNUM	CLEANING AT CITY HALL - 4.75 HOURS ON 11/2/2022	118.75
37547	TOM NEWNUM	CLEAN CITY HALL 11/2/2022	50.00
37548	SPECTRUM PRINTERS, INC	VOTE TEST - TEST DECK FOR NOV 8, 2022 ELECTION	95.00
37549	TRACE ANALYTICAL LABORATORIES	LOCAL LIMITS TESTING AT WWTP	422.75
37550	UNUM LIFE INSURANCE CO OF AMERICA	NOVEMBER 2022 LIFE & DISABILITY INSURANCE	2,112.93
37551	VAN BUREN CNTY DRAIN COMM.	AT LARGE DRAIN ASSESSMENT - 818 HEALTH & CEMETERY	6,418.42
37552	WALTER L. DE VISSER, SR.	MECHANICAL PERMIT CH22010 - 501 HILLSBOROUGH	215.00
37553	ZIELKE TOWING	4 NEW ALL SEASON TIRES FOR POLICE FORD INTERCEPTOR	694.00
37554	MICHAEL BANIC	OCCUPANCY INSPECTIONS - 11/9/2022	270.00
37555	PAMELA BENCH	CLEANING AT CITY HALL - 3.5 HOURS ON 11/10/2022 + NOV 2022 ELECTION - 20.5 HOURS	380.00
37556	ANNE BLOCKER	NOVEMBER 2022 ELECTION - 17.5 HOURS	192.50
37557	BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR NOVEMBER 2022	356.37
37558	CYNTHIA GRESS	NOVEMBER 2022 ELECTION - 6.5 HOURS	71.50
37559	SUSAN HALL	NOVEMBER 2022 ELECTION - 17.5 HOURS	192.50
37560	HARDING'S MARKET	BAGS OF ICE, COFFEE & COFFEE CREAMER FOR ELECTION WORKERS	16.12
37561	ROXANN ISBRECHT	REIMBURSEMENT FOR FRUIT TRAY FOR ELECTION WORKERS + ELECTION MILEAGE	81.36
37562	MICHELLE MATTIMORE	NOVEMBER 2022 ELECTION - 17.5 HOURS	192.50
37563	MILLER THERMOMETER CO.	12 FLAG BRACKETS - SPECIAL ORDERED IN JUNE 2022	119.88
37564	CHARLES G MOORE	BUILDING PERMITS 22-H-14 THROUGH 22-H-41	3,266.60
37565	JOANN NEWNUM	CLEANING AT CITY HALL - 3.5 HOURS ON 11/10/2022 + NOV 2022 ELECTION - 22.5 HOURS	354.00
37566	TOM NEWNUM	CLEAN CITY HALL 11/9/2022	50.00
37567	ANNE ROCKEY	NOVEMBER 2022 ELECTION - 11.5 HOURS	126.50
37568	SCHUITMAKER, COOPER & CYPHER	LEGAL SERVICES - AUG 26, 2022 THROUGH NOV 3, 2022 (FIRE DEPT ARBITRATION) PLUS AUG 29 THROUGH OCT 28, 2022 (S CENTER PARKING LOT)	3,850.00
37569	NANCY SPOULA	NOVEMBER 2022 ELECTION - 17.5 HOURS	192.50
37570	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 10/31/22 (ALKALINITY & ANIONS)	109.89
37571	THE TRI-CITY RECORD	CITY MANAGER JOB POSTING AND PUBLISH RESOLUTION FOR 2022 B SERIES BOND	1,974.00
37572	VARNUM ATTORNEYS AT LAW	LEGAL SERVICES 10/6/22 THROUGH 10/27/22 FOR F.D. ARBITRATION	405.00
37573	VILLAGE OF PAW PAW	SEPTEMBER 2022 LAB ANALYSIS	120.00
37574	LAURA WEEDEN	NOVEMBER 2022 ELECTION - 17.5 HOURS	227.50
37575	WINPRO LLC	CLEAN CITY HALL & POLICE WINDOWS INSIDE & OUT	275.00
37576	STATE OF MICHIGAN	FILING FEE FOR CWSRF SERIES B BOND	100.00
37577	STEVEN ACKERMAN	2022 PLANNING COMMISSION - 1 MEETING	20.00
37578	ALEXANDER CHEMICAL CORP.	CHEMICALS FOR WWTP PLUS RENTAL INVOICE	2,618.17
37579	AUTO-WARES GROUP	WIPER BLADES, GREASE AND SNOW BRUSH FOR WWTP TRUCK	111.07
37580	BLUE CARE NETWORK OF MI	DECEMBER 2022 HEALTH INSURANCE	15,854.01
37581	DICKINSON WRIGHT PLLC	COUNCIL FEES & EXPENSES FOR SANITARY SEWER JR LIEN-2 BOND	23,500.00
37582	FIRST ADVANTAGE LNS	DPW DRUG TESTING - DAN STAUNTON	280.72
37583	FLEMING BROTHERS OIL CO	DIESEL AND GASOLINE FOR OCTOBER 2022	2,170.60
37584	FRONTIER	LIFT STATION PHONE 11/7-12/6/2022	49.75
37585	JEFFERY FULLER	2022 PLANNING COMMISSION - 1 MEETING	20.00
37586	HARDING'S MARKET	2022 EMPLOYEE CHRISTMAS GIFT CARDS (18 X \$50 = \$900)	900.00
37587	JENINE KLING	2022 PLANNING COMMISSION - 3 MEETINGS	90.00
37588	TIM KLING	2022 PLANNING COMMISSION - 3 MEETINGS	90.00
37589	DONNA LANGSTON	2022 PLANNING COMMISSION - 2 MEETINGS	40.00
37590	MCGLOTHLIN, TAMARA	2022 PLANNING COMMISSION - 1 MEETING	20.00
37591	MITCHELL PUMP & SERVICE LLC	EJECTOR FOR IRP	1,463.10
37592	ADOLFO MORALES	2022 PLANNING COMMISSION - 2 MEETINGS	40.00
37593	TOM NEWNUM	CLEAN CITY HALL 11/16/2022	50.00
37594	RICKS, RICHARD	MILEAGE TO KALAMAZOO - 11/2/22 WATER LICENSE CLASS (76 MILES)	47.50
37595	NANCY SPOULA	2022 PLANNING COMMISSION - 3 MEETINGS	60.00
37596	TRACE ANALYTICAL LABORATORIES	MERCURY ANALYSIS TESTING AT WWTP	247.00
37597	UNUM LIFE INSURANCE CO OF AMER	DECEMBER 2022 LIFE & DISABILITY INSURANCE	741.57
37598	HARTFORD LIONS CLUB	2022 CHRISTMAS DECORATIONS - (\$500 FROM DDA + \$1000 FROM CITY)	1,500.00
		69 TOTAL CHECKS	\$ 105,644.48
	UNITED STATES POSTAL SERVICE	UTILITY BILLING POSTAGE PLUS CERTIFIED MAIL FOR FOIA OF MISTRETTA FILE	369.00
	LUMEN	LONG DISTANCE PHONE BILL FOR DPW & WWTP	0.40
	UNITED STATES POSTAL SERVICE	MAIL MONTHLY WATER REPORTS	3.12
	ARROWHEAD BAR AND GRILL	MEALS FOR ELECTION WORKERS	66.30
	UNITED STATES POSTAL SERVICE	UTILITY BILLING POSTAGE	500.00
	UNITED STATES POSTAL SERVICE	OVERNIGHT MAILING OF CWSRF SERIES B BOND PAPERWORK	28.65
	UNITED STATES POSTAL SERVICE	WINTER TAX BILLING POSTAGE	480.00
	UNITED STATES POSTAL SERVICE	OVERNIGHT MAILING OF SIGNED DOCUMENTS FOR BOND	28.15
		TOTAL OF DEBIT CARD TRANSACTIONS	\$ 1,475.62
	GROSS PAYROLL FOR MONTH		65,045.85
	ANNUAL COUNCIL GROSS PAYROLL		10,380.00
		TOTAL OF GROSS PAYROLL FOR MONTH	\$ 75,425.85
		GRAND TOTAL	\$ 182,545.95



**CITY MANAGER'S REPORT
DECEMBER 19, 2022**

STATE REVOLVING FUND SERIES 2022B SEWER BOND UPDATE:

The second of the Sewer Bond issue for \$745,000.0 has been approved by the Department of EGLE. The bond was approved for \$372,500.00 and the Principal reduction grant was approved for the same amount. It looks like the City saved additional \$372,500.00 on the project. The official closing took place on December 9, 2022.

CITY/TOWNSHIP FIRE BOARD ARBITRATION HEARING:

The Arbitration hearing took place on December 1, 2022. Both sides presented witnesses and the hearing ended without any final determination made. The two legal counsels will provide closing statements to the panel by December 7, 2022, for necessary deliberation.

WASTEWATER TREATMENT PLANT OPERATION

We are still looking for a Full –Time Operator for the Waste water Treatment Plant in the absence of our retired operator Tom Strand. At present, we have two people operating alternately, because neither has enough time to spend at the plant but would keep us in compliance with the Department of EGLE. They will continue to review, analyze and report on site or remotely until we are able to find and hire a full-time operator.

1 & 5 WEST MAIN STREET UPDATE:

Per my latest conversation with the County Treasurer, the work to stabilize 5 West Main Street structure is scheduled for the end of January 2023. We look forward to having the work completed as soon as possible.

RURAL BUSINESS DEVELOPMENT GRANT

The Streetscape took another step forward by the completion of the design work for South Parking Lot. The design work and specification has been forwarded to the Rural Development office for approval. The plan is to advertise the project for bids by the end of the year and award the contract to the successful contractor by the end of January.

HARTFORD POLICE DEPARTMENT BODY-CAM REQUEST

We have been working with Axon Enterprise, Inc. to purchase six (6) Body Cameras for the officers of the Hartford Police Department. The proposal submitted by Axon would save the City \$3,103.80 over a five-year purchasing period at a price of \$6,408.58 per year, is only good until December 31, 2022. The yearly discount and the five-year installment payment make it affordable for the City. We may even be able to receive a grant to support it, but there is no guarantee. I have discussed the camera purchase with the Interim Chief and he is very comfortable with the arrangement.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 21, 2022

Item 16.

Commissioners Present: Ramon Beltran; Frank Dockter; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall;
Members Absent: Ron Bureson; John Miller;
Staff Present: Akinwale; Prince; Rodney-Isbrecht; Ryan; Shultz;

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

Pledge of Allegiance was said.

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to approve the agenda with date of meeting corrected.

Motion carried 5 – 0

Guests:

- Marion Ave Residents were present with a written noise & operating a business in a residential area complaint against 517 W Main Street. The owner of 517 W Main Street has cleaned up the property, done everything the ordinance officer has asked and has taken a permit to install a fence. Council did not take any action.

Public Comment:

Communications:

- VBCD – 2022 October Report
- 21st Annual Christmas in Hartford & Lighted Parade at 6:00pm
- City Hall will be closed on November 24, & 25 in observance of Thanksgiving.
- City Manager Interviews December 8, 1pm & 2:30pm; December 9, 4pm; Council Members are encouraged to submit questions to the clerk by December 2
- December 19; 5pm – 7pm open house to Honor City Manager, DPW Superintendent & WWTP Operator
- Commissioner Beltran attended the Holy Family Health Care Open House at 2 East Main Street on November 12, 2022. He learned a lot about their services.

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

- Police & Ordinance** – LT Prince, Interim Chief, Ordinance Officer has been working hard to clean up some properties, the Manager wants DPW to clean up the properties as hiring outside company is very expensive. Commissioner Tibbs is concerned about several properties that have been on the list all summer. Re-Hired James Ivy as a full-time officer. Still seeking part-time officers, to fill the gaps. Seeking funding for body camera program. Total Cost will be \$32,042.90, spread over 5 years, at \$6400 per/year
- Fire Dept** – No Representative Present
- Ambulance** – No Representative Present –
- Van Buren County** – Mike Chappell – Ryan Post was named County Administrator, Wayne Nelson appointed to the VBC Road Commission, Establishing a County Wide PAC program,
- Public Works** – Justin Ryan, Superintendent, plowing snow, will go back to picking up leaves when the snow melts.
- Wastewater Treatment Plant** – Working with Rural Waters & exploring options to replace the Class C Operator and keep the plant in compliance.
- Treasurers, Investment & List of Bills** – Budget Resolution no. one, making corrections to the adopted budget.
- City Manager** – Proposed Led Service Line Replacement Project, this is the same process/program that we have gone through for sewer projects but for water projects; 1 & 5 West Main Street Update, a grant

County of Van Buren, State of Michigan, 19 West Main St, Hartford, MI 49057

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 21, 2022

Item 16.

has been secured to stabilize the building; PFAS Project Update, tentative bid date in December; Rural Business Development Project Update, paving of the South Parking Lot has been deferred to next year; Wastewater Treatment Plant Operator, seeking qualified candidates; Pokagon-Hartford Area Local Revenue Sharing Board Representative, the Council will need to appoint a representative to the board.

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to approve the minutes of the October 24, 2022 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Sullivan, supported by Commissioner Dockter, to approve the minutes of the November 2, 2022 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Beltran, to accept the October, 2022 departmental reports as presented and place them on file.

Motion carried 5 – 0

Goals/Objectives:

- WWTP Operator

Old Business:

- Commissioner Tibbs would like a copy of the Emergency Preparedness & Response Plan the City has in place.
- Commissioner Tibbs is also asking for the status of acquiring mass casualty packs for the police vehicles.
- Commissioner Dockter inquired when the Christmas decorations would be installed.

New Business:

- MDOT Invoice – Prospect Street Construction Project \$36,819.66 –

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the payment to MDOT for the Prospect St Project in the amount of \$36,819.66

Motion carried 5 – 0

- DDA Resignation – Judy Kieffer-Phillips, Vibrant Healing
- DDA Appointment – Sandra Banda Tamarez, Taqueria Y Mariscos El Primo

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to accept Judy Kieffer-Phillips, Vibrant Healing resignation from the DDA Board and appoint Sandra Banda Tavarez, Taqueria Y Mariscos El Primo to the DDA Board.

Motion carried 5 – 0

- Title Work – City South Parking Lot Warranty Deed

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to accept and approve the title work and Warranty Deed for the South City Parking Lot.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 21, 2022

Motion carried 5 – 0

Resolutions, Ordinance, Proclamation's:

- Resolution 2022 – 020 Adopting Fiscal Year 2022/2023 Budget Adjustment no. One

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to adopt resolution 2022 – . 020 adopting the fiscal year 2022/2023 budget adjustment no. one.

Motion carried 5 – 0

- Resolution 2022 – 021 Revoke City's Micro Grow Marihuana Permit from PGHC, LLC 801 Prospect Street

Motion by Commissioner Sullivan, supported by Commissioner Beltran, to adopt resolution 2022 – 021 revoking the City's Micro Grow Marihuana Permit from PGHC, LLC, 801 Prospect Street.

Motion carried 5 – 0

Adjournment:

Motion by Commissioner Sullivan, supported by Commissioner Beltran, to adjourn the meeting at 8:53pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
DECEMBER 8, 2022

Item 17.

Commissioners Present: Jane M. Danger (Elect) Frank Dockter; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall;

Members Absent: Ramon Beltran; Ron Burleson; John Miller;

Staff Present: Akinwale, Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 2:30pm.

Noted:

- Interview of City Manager Candidate Arturo Puckerin withdrew his application for consideration. December 8, 2022, 1:00pm Special Meeting was canceled.

New Business:

- Interview of City Manager Candidate Troy Rolling

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Sullivan, to adjourn the meeting at 3:17pm.

Motion carried 4 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



Hartford City Commission 2023 Meeting Schedule

January 23,	Council Business Meeting
February 27,	Council Business Meeting
March 27,	Council Business Meeting
April 24,	Council Business Meeting
May 22,	Council Business Meeting
June 26,	Council Business Meeting
July 24,	Council Business Meeting
August 28,	Council Business Meeting
September 25,	Council Business Meeting
October 23,	Council Business Meeting
November 20,	Council Business Meeting 3 rd Monday
December 18,	Council Business Meeting 3 rd Monday

All meetings are held at 7:30pm in the City Commission Room of Hartford City Hall unless otherwise stated. Notice subject to change and in compliance with the open meetings act.

Hartford City 2023 Holiday Schedule

April 7,	Friday, City Hall Closed – Good Friday
May 29,	Monday, City Hall Closed - Memorial Day
July 4,	Tuesday, City Hall Closed - Independence Day
September 4,	Monday, City Hall Closed - Labor Day
October 31,	Tuesday – Trick or Treat 6pm-8pm
November 23-24,	Thursday & Friday, City Hall Closed - Thanksgiving Holiday
December 22-26,	Monday & Tuesday, City Hall Closed - Christmas Holiday

Council approved: December 19, 2022

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2022 – 023**



ACCEPTING THE 2021/2022 FISCAL YEAR AUDIT.

At a Business meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on December 19, 2022

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City Commission of the City of Hartford engaged the services of Hungerford Nichols, CPAs to conduct a fiscal audit of its finances for the year ending June 30, 2022; and

WHEREAS, Hungerford Nichols has conducted and completed the audit as required by law; and

WHEREAS, Hungerford Nichols has presented the results of its findings of the audit to the City Commission of the City of Hartford; and

WHEREAS, the City Commission of the City of Hartford hereby accepts the audit report as presented by Hungerford Nichols.

NOW THEREFORE, BE IT RESOLVED, that the acceptance of the report officially marks the conclusion of the 2021/2022 fiscal year.

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 19, 2022

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 19, 2022, and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

DATE: December 19, 2022

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