



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, May 22, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

- [1.](#) Public Hearing 6:45pm - DWSRF Project
2. Public Hearing 7:00pm - Truth in Taxation
3. Public Hearing 7:15pm - 2023/2024 Budget

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

4. No Rummage Permit Needed Weekend - May 25 - 27, 2023
5. City Hall Closed May 29, 2023 - Memorial Day
6. Council Special Meeting June 7, 2023 2pm - City Manager Review
- [7.](#) Job Fair @ Hartford Public Library - July 8, 2023 10am - 3pm

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

- [8.](#) HPD - 2023 April

Fire Department

- [9.](#) HFD - Board 2023 April
- [10.](#) HFD - Chief - 2023 April

Ambulance

- [11.](#) AMB - 2023 April

Van Buren County

Public Works

Wastewater Treatment Plant

[12.](#) WWTP - 2023 April

Treasurers, Investment & List of Bills

[13.](#) List of Bills - 2023 May 22 - \$114,842.54

City Manager

[14.](#) CM - Weekly Update 5/5/2023

[15.](#) CM - Weekly Update 5/12/2023

APPROVAL OF COMMISSION MINUTES

[16.](#) 2023 April 24 Business

[17.](#) 2023 May 5 Special

[18.](#) 2023 May 9 Special

[19.](#) 2023 May 16 Special

APPROVAL OF REPORTS

GOALS/OBJECTIVES

[20.](#) SWOT Analysis - Strengths - Weaknesses - Opportunities

OLD BUSINESS

[21.](#) Discussion & Consider Committee Recommendation for Legal Representation

22. Consider Additional Special Council Business Meetings

[23.](#) Discussion and Consideration - Spark Grant

NEW BUSINESS

[24.](#) Move City Funds Recommendation

[25.](#) Discussion City Commission Rules of Order

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[26.](#) Resolution 2023 - 012 Establishing the City of Hartford 2023/2024 Fee Schedule

[27.](#) Resolution 2023 - 013 Property Tax Millage for the Fiscal Year 2023/2024

[28.](#) Resolution 2023 - 014 2023/2024 Budget

[29.](#) Resolution 2023 - 015 Final Project Plan for Water System Improvements & Designating An Authorized Project Representative

- [30.](#) 2nd Reading & Consider - Proposed Amendment Chapter 151.290 Planning Commission Transfer of Zoning Power

ADJOURNMENT



CITY OF HARTFORD
19 W MAIN STREET
HARTFORD, MI 49057

STATE OF MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

DRINKING WATER STATE REVOLVING FUND

Project Plan For The City of Hartford Water System Improvements Project

5/22/2023

Existing System Needs

Water Treatment Plant

- The Iron Removal Plant (IRP) was constructed in 1995 with four vertical pressure filters. The City installed an additional pressure filter in 2004 and all pressure filter media was replaced in 2016. In order to continue to provide safe, reliable drinking water to the service area, these recommended improvements are necessary:
 - Update the controls and digital interfaces for more remote monitoring and control versus just receiving alarms and static data at a local level, replace the force main for the underground backwash storage tank, and install an isolation valve on the water main in the driveway to the Iron Removal Plant to allow shutdown of the main without requiring shutdown of the whole plant.

Water Storage

- The City of Hartford water system has a single 250,000-gallon double ellipse elevated storage tank built in 1957 with high and low water alarms. Based on the most recent tank inspection prepared by Dixon Engineering in 2016, the wet interior coating had signs of deterioration around the lap seams and sidewall stiffener and should be replaced. The exterior coating is nearing the end of its useful life and should be repainted in order to extend the useful life of the tower. It was also recommended to remove the unused antenna mount from the roof, install screened flap gate on the overflow pipe discharge, and install fall protection device on the wet interior ladder to ensure compliance with EGLE requirements.

Water Supply

- Water is supplied to the City system by three groundwater wells; the wells (#4, #5, and #6) are located near the Iron Removal Plant. Well #4 was drilled in 1986, well #5 in 1995 and well #6 in 2011. Well #4 was last overhauled in 2006, well #5 in 2005, and well #6 has not been overhauled yet. To ensure conformance with EGLE requirements and continued operation of the City's water source, the wells should be overhauled so that deficiencies can be addressed.

Water Distribution

- The existing distribution network is made up of nearly 18.5 miles of water main with portions that were constructed 80-100 years ago. 14,620 feet of this network is 4-inch water main and 27,389 feet is 6-inch water main, much of which is undersized causing bottlenecks in the system and is impacting available fire flow.

Water Service Lines and Meters

- It is estimated that approximately 80% of the water services in the project area will either contain lead or be galvanized previously connected to lead (GPCL) for a portion of the service based on previous replacement projects. To comply with the *Michigan Lead and Copper Rule*, lead service line replacement (LSLR) is required. Communities must complete LSLR at an average rate of 7% per year, not to exceed 20 years. All service lines must be replaced by 2041.
- Water meters were last replaced in 2014 and are approaching the end of their useful life. To maintain accurate billing these meters should be replaced.

Alternatives Considered

No Action

- The No Action alternative would mean none of the proposed water system improvements would be constructed. The IRP and supply wells would continue to age with increased likelihood of failure, resulting in costly and unplanned emergency repairs. Storage continues to operate as-is, but not maintaining the exterior and interior coating could lead to structural damage and much more costly future repairs. Undersized water mains at the end of their life would remain leading to increased water main breaks, inadequate fire flows, disruption of service and potential sources of contamination. The existing lead and galvanized steel (previously connected to lead) service lines remain in use with the risks they cause to public health. The City would also not be in compliance with the Lead and Copper Rule. Existing water meters would also continue to function with worse accuracy for billing over the years past their useful life.

Optimum Performance of Existing Facilities

- **Iron Removal Plant Improvements Include:**
 - Update the control operation and digital interfaces
 - Replace the underground backwash storage tank force main
 - Install an isolation valve on the 10" main to the IRP
- **Water Tower Renovations Include:**
 - Exterior Cleaning and Polyurethane Coating System
 - Wet Interior Cleaning and Three Coat Epoxy System
 - Fall Protection on Wet Interior Ladder
 - Screened Flap Gate on Discharge Pipe

• **Water Distribution System Improvements Include:**

- Lead Service Line Replacement
- Water Meter Replacement
- Marion Avenue – W Main Street to Prospect Street
- Railroad Street – Michigan Avenue to Hillsborough Street
- Michigan Avenue – Railroad Street to N Maple Street
- Tower Drive – N Maple Street to N Center Street
- Olds Street – N Center Street to N Haver Street
- Hilliard and Hart Street – N Maple Street to Edwin Street
- Washington Street – N Haver Street to Edwin Street
- Bernard Street – Mary Street to S Center Street

Regionalization

- The system is already a regional system serving parts of Hartford Township. Extending regionalization to the nearby systems of Watervliet or Lawrence is not feasible because it would require the construction of miles of water main and significant modification to each of the three distribution systems and at least one of the treatment and supply facilities in order to provide the required capacity that each of the systems demand.



Recommended Alternative

Description of Recommended Alternative

- The recommended alternative for this project is the *Optimum Performance of the Existing Facilities*.
- The proposed improvements can be described in four distinct parts: water supply, water storage, water distribution, and water service improvements.
- Implementation of the improvements for each of these components would address all of the project needs identified in the project plan.

Water Supply Improvements

- Overhaul existing water supply wells, add an isolation valve to the IRP, and relocate the backwash force main. The improvements would ensure the plant continues to operate such that water quality parameters are met and the City is able to provide safe, reliable, potable water to its customers.

Water Storage Improvements

- Recoat exterior and interior of the water storage tank. Without recoating the exterior and interior, consequences include structural damage to the steel of the storage tank resulting in much more costly repairs in the future. Installing a screened flap gate on the overflow pipe would do more to prevent rodents or birds from entering the pipe. The ladder in the wet interior from the roof to the bowl is not equipped with a fall prevention device, and the installation of a cable type fall prevention device would increase the safety for City employees.

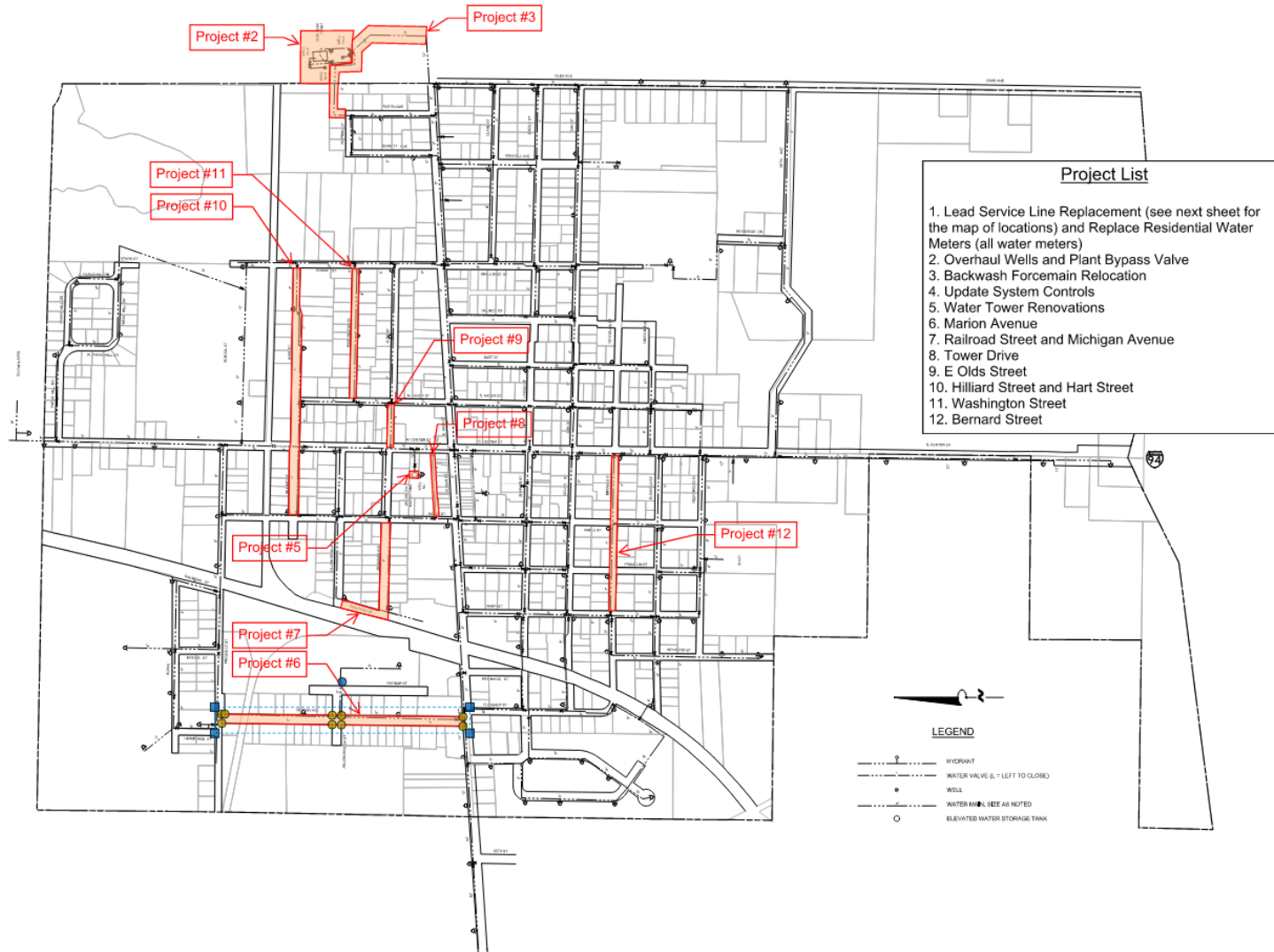
Water Distribution Improvements

- Undersized and aged water mains at key locations within the existing water distribution system will be replaced with proper pipe sizes selected based on fire flow recommendations set forth by the 10 State Standards 8.2.2 and by AWWA M31 Hydraulic Performance.

Water Service Improvements

- Replace any lead or galvanized previously connected to lead (GPCL) services that are encountered during replacement of the undersized water mains and others identified during DSMI initiatives. It is estimated that approximately 80% of the water services in the project area will either contain lead or be GPCL based on previous replacement projects in the Hartford water system. This will comply with the Michigan Lead and Copper Rule (LCR) and Act 399. Replacing the water meters will also ensure accurate billing for water usage.

Project Location Map



Project Financing

CITY OF HARTFORD DWSRF PROJECT PLAN

MONETARY EVALUATION

SUMMARY OF SELECTED ALTERNATIVE ESTIMATE

Alternative 2 - Optimum Performance of Existing Facilities

2023 Fiscal Year Interest Rates	
20-year loan	1.875%
30-year loan	2.125%
30-year loan Disadvantaged Applicant	1.875%
40-year loan Disadvantaged Applicant	1.875%

Description	Amount
Lead Service Line Replacement	\$ 4,488,000.00
Residential Water Meter Replacement	520,500
Overhaul Wells	105,000
Plant Bypass Valve	12,500
Backwash Forcemain Relocation	93,500
Update System Controls	50,000
Water Tower Renovations	298,000
Marion Avenue Water Main Replacement	720,750
Railroad Street and Michigan Avenue Water Main Replacement	406,650
Tower Drive Water Main Replacement	268,800
E Olds Water Main Replacement	100,600
Hilliard and Hart Streets Water Main Replacement	621,650
Washington Street Water Main Replacement	391,450
Bernard Street Water Main Replacement	500,300

Estimated Loan Rate, Terms & Annual Debt Payment	
Estimated 2024 Interest Rate	2.500%
Length of Loan (Years)	30
Total Estimated Project Cost to be Funded	\$12,100,000
Estimated Annual Debt Payments	\$578,110

Subtotal (Construction Cost)	\$ 8,577,700.00
Construction Contingencies (20%)	\$ 1,716,800.00
DWSRF Funding Application	45,500
Design Engineering	687,000
Construction Engineering	772,000
Bond Counsel, Local Counsel, Rate Consultant	258,000
Administrative Costs	43,000
Total Project Cost: \$ 12,100,000.00	

Project Financing

Water Rates	2023 Ex. Rate Structure	Proposed 2024 Rate Structure
% RTS Increase Required		+256%
City Metered		
Service Fee	\$5.92	\$21.10
Water (per 1000 gal)	\$2.45	\$8.80
Water Improvement Project	\$6.00	\$6.00
Non-City Metered		
Service Fee	\$8.88	\$31.70
Water (per 1000 gal)	\$3.68	\$13.20
Water Improvement Project	\$6.00	\$6.00
City Non-Metered		
Service Fee	\$5.92	\$21.10
Residence	\$35.98	\$128.20
Bus (0-5)	\$53.97	\$192.30
Bus (6-10)	\$71.96	\$256.30
Bus (11+)	\$89.95	\$320.40
Water Improvement Project	\$6.00	\$6.00
Non-City Non-Metered		
Service Fee	\$8.88	\$31.70
Residence	\$53.97	\$192.30
Bus (0-5)	\$80.96	\$288.40
Bus (6-10)	\$107.94	\$384.50
Bus (11+)	\$134.93	\$480.60
Water Improvement Project	\$6.00	\$6.00



Project Schedule

The schedule for this project plan through the end of construction is as follows:

Public Meeting	05/22/2023
Plan Adoption	05/22/2023
Submittal of Final Project Plan	06/01/2023
Final Project Priority List	08/15/2023
Begin Design Engineering	08/21/2023
EGLE Approval of Plans & Specifications	05/24/2024
Obtain all Construction Permits	05/24/2024
Advertise for Bids	05/24/2024
Open Bids	06/25/2024
Tentative Contract Award	07/01/2024
Close SRF Loan	08/28/2024
Begin Construction	09/30/2024
End Construction	06/05/2026

Social and Environmental Impacts of Selected Alternative

Beneficial and Adverse Impacts

- The principle long-term beneficial impacts of the project on the environment include improvements to drinking water quality, improvements to supply and distribution system reliability, and elimination of lead service lines in the system.
- Adverse environmental impacts are limited to short-term construction impacts such as temporary noise, dust, and exhaust and noise from construction vehicles, temporary water service outages during construction, and traffic disruption.

Water Treatment Plant Improvements

- All proposed improvements at the water treatment plant will occur within or on the existing water treatment plant building or previously disturbed areas. No impacts to traffic are expected. Temporary noise will likely result during construction. This will be mitigated by the use of mufflers and limiting construction hours.

Water Storage Improvements

- Recoat exterior and interior of the water storage tank. Impacts to traffic will be temporary and local traffic will be maintained at all times during work. Temporary noise and dust will likely result during work. This will be mitigated through the use of dust controlling measures and limiting construction hours.

Water Distribution Improvements

- Various water mains will be upgraded at key locations within the water system. Water mains will be installed within the existing road right-of-way in previously disturbed areas. Impacts to traffic will be temporary and local traffic will be maintained at all times during construction. Temporary noise and dust will likely result during construction. This will be mitigated through the use of dust controlling measures and limiting of construction hours.

Water Service Improvements

- All lead or galvanized previously connected to lead (GPCL) services will be replaced. Water services will be replaced in existing service trenches. Impacts to traffic will be temporary and local traffic will be maintained at all times during construction. Temporary noise and dust will likely result during construction. This will be mitigated through the use of dust controlling measures and limiting of construction hours.
- Customers will also be without water for a few hours while services are installed or transferred. This will be mitigated by communication and coordination with property owners.

Questions and Comments

HARTFORD JOB FAIR

JULY 8, 2023 10AM-3PM
AT HARTFORD PUBLIC LIBRARY
12 CHURCH ST. HARTFORD, MI

HOSTED BY THE HARTFORD PUBLIC LIBRARY &
HARTFORD AREA CHAMBER OF COMMERCE

Are you looking for a job or a career change?
Companies will be looking for full-time,
part-time and apprentice positions.
Meet with career opportunities for your future.
We can assist with resumes and job applications.
Open to Teens and Adults,
no registration required.
Free refreshments.



JOB
FAIR



Employment Application





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

Police Report for Month of APRIL 2023

Total Duty Hours	832	Foot Patrol Hours	5
Arrests	7	Felony	2
B&E's	0	Misdemeanor	6
Arrest Warrants Issued	5	Traffic Citations Issued	16
Homicide	0	Robbery	0
Sex Crimes	2	Trespassing	3
Assaults	10	UDAA (stolen auto)	0
Burglary	0	Larceny	3
Frauds	3	Property Destruction/Vandalism	0
NFS Checks	0	Juvenile Del	3
OUIL	0	Drug Investigations	0
Civils	7	Public Peace	5
Lost Property	0	Found Property	3
Suspicious Person(s)/Vehicle(s)	9	Alarms	12
Health/Safety	13	Traffic Crash	3
Assist to other Agencies	6	Michigan State Police	4
Van Buren Co Sheriff	11	FIRE/EMS	13
Other Local Agencies	6	Persons	9

**HARTFORD POLICE DEPARTMENT MONTH OF APRIL 2023
STATS. AS ALWAYS IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE
TO CONTACT ME. CHIEF MICHAEL W. PRINCE.**

**Hartford Fire Board Meeting
May 8, 2023
April Business**

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Hartford Fire Board
 Agenda
 Monday, May 8, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Public Comment: Limited to three minutes per person
- IV. Approval of the Agenda as amended. Motion by _____ Second by _____ Motion _____ Yeas:___ Nays:_____
- V. Approval of previous meeting minutes from April 10, 2023: Motion by _____ Second _____ Motion _____ Yeas:___ Nays:_____
- VI. Approval of April Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yea:_____ Nay:_____
 - a. Accounts Payable: Amount **\$36,014.13** Motion by _____ Second _____ by roll call vote Motion _____ Yea:_____ Nay:_____
- VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- VIII. Fire calls
- IX. Unfinished Business:
 - I. Continued discussion of Employee Hand Book updates
- X. New Business:
 - i. Discussion concerning MasterCard.

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 May 8, 2023

Members Present upon roll call: Ron Sefcik; Chad Hunt; Jerry Birmele; Carlos Ledesma; Chief Harting. Late: Helen Sullivan Absent:

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Sefcik 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 May 8, 2023 was presented and amended. Motion by Sefcik; Second by Birmele; to approve the agenda as amended. Yeas: 4; Nays 0; Motion: Approved

The proposed minutes of the April 10, 2023 Fire Board meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented. Yeas: 4, Nays 0 Motion: Approved

The April Treasurer's report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer's report as presented. Yeas: 4, Nays 0 Motion: Approved

Bills were presented for approval in the amount of \$36,014.13 Motion by Birmele; Second by Sefcik; to pay bills in amount of \$36,014.13. Motion Approved upon roll call vote of members present. Yeah: Birmele, Hunt, Ledesma, Sefcik Nays: 0

Unfinished Business:

- I. Continued Discussion of Employee HandBook updates

New Business:

- i. Discussion concerning MasterCard. Carlos Ledesma name will be on the card for security.
- ii. Approval of American Legion using Station Memorial Day Services as a back-up plan Motion by Sefcik Second by Hunt for American Legion using the station as a back-up. Yeahs: 5 Nays: 0 Motion: Approved

Fire Chief's Report:

Meetings Attended:

- Township
- VBC Medical Control
- VBC FF Training Committee

Information:

1. Scheduled UTV/ATV training for new Mule operations

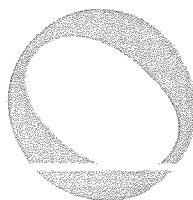
Minutes of Fire Board Meeting May 8, 2023

2. SOP/SOG to come on operation/use of the Mule.
3. 2022 Van Buren County Annual Report
4. Smoke Alarms are still available
5. ATV training (certified by state) will take place in July
6. HFD earned an ISO rating of 4

Respectfully Submitted,
Robbie Harting
Robbie Harting-Fire Chief

Assistant Fire Chief's Report:**Meetings Attended:**

- City Council
- Township

**Information:**

- Awarded \$2,500 from TC ENERGY grant—rit pack & pack tracker
- Awarded \$1,400 from Wolverine Pipeline Grant—carcinogen blocking hoods
- Key Project
- Mule Project
- Fire Lane Signs—Bangor Twp paid half, we paid half.
- Probationary Members On-boarded

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

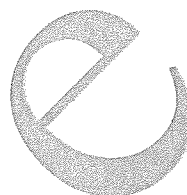
Minutes of Fire Board Meeting May 8, 2023**Other Board Business:**

Burned out houses in the City were discussed. They are in the hands of the City. Both buildings are condemned.

Motion by Sullivan; second by Ledesma to close meeting at 7:59 pm. Yeas: 5, Nays:0 Motion:
Approved

Respectfully submitted,

Gerald Birmele, Secretary



HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting April 10, 2023

Members Present upon roll call: Ron Sefcik; Chad Hunt; Helen Sullivan; Jerry Birmele; Carlos Ledesma; Chief Harting. Absent:

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Sefcik 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 April 10, 2023 was amended and presented. Motion by Birmele; Second by Ledesma; to approve the agenda as amended. Yeas: 5, Nays 0; Motion: Approved

The proposed minutes of the Special meeting of April 5, 2023 were presented. Motion by Hunt Second Sefcik Motion Approved Yeas: 5 Nays: 0

The proposed minutes of the Joint meeting minutes from April 5, 2023 were presented. Motion by Ledesma Second Hunt Motion Approved Yeas:5 Nays: 0

The proposed minutes of the March 13, 2023 Fire Board meeting were presented. Motion by Birmele; Second by Sefcik to accept the minutes as presented. Yeas: 5, Nays 0 Motion: Approved

The March Treasurer's report was presented. Motion by Sefcik; Second by Ledesma; to accept Treasurer's report as presented. Yeas: 5, Nays 0 Motion: Approved

Bills were presented for approval in the amount of **\$24,247.13** Motion by Sefcik; Second by Hunt; to pay bills in amount of **\$24,247.13**. Motion Approved upon roll call vote of members present. Yeah: Sefcik, Hunt, Birmele, Sullivan, Ledesma Nays: 0 Motion: Approved

Unfinished Business:

None

New Business:

- i. Approve the hiring of Kirkland Love as a probationary member as recommended by the membership review committee. Motion by Hunt Second Sefcik to hire Kirkland Love as a probationary member contingent on successful completion and passing of pre-employment medical physical and drug screen. Motion Approved Yea: 5 Nay: 0
- ii. Approve the hiring of Tyler High as a probationary member as recommended by the membership review committee. Motion by Sefcik Second Ledesma to hire Tyler High as a probationary member contingent on successful completion and passing of pre-employment medical physical and drug screen. Motion Approved Yea:5 Nay: 0

Minutes of Fire Board Meeting April 10, 2023

- Approve the hiring of Sara High as a probationary member as recommended by the membership review committee. Motion by Hunt Second Birmele to hire Sara High as a probationary member contingent on successful completion and passing of pre-employment medical physical and drug screen. Motion Approved Yea: 5 Nay: 0
- iii.
- iv. Approval to sponsor Chaplin Doug Tipkin to attend CISM training being offered by Van Buren County Sheriff's Department in the amount of \$175.00. Motion by Birmele Second Hunt to sponsor Chaplin Doug Tipkin for CISM training. Motion Approved Yea: 5 Nay: 0
- v. Approve Hartford Fire Department New Policy Order 134 Elevator Operations and Procedures (Woodside Apartments). Motion by Birmele Second Ledesma to approve Policy Order 134. Motion Approved Yea: 5 Nay: 0
- vi. Update Hartford Fire Department Policy Order 123 Tanker Operations. Motion by Hunt Second Sefcik to approve Policy Order 123. Motion Approved Yea: 5 Nay: 0
- vii. Motion to change status of Former Firefighter Ken Briley from resignation status to retired status effective April 10th 2023 Motion Sefcik by Second Hunt Yea: 5 Nay: 0
- viii. Motion to re-appoint Jerry Birmele as the at-Large Representative to the Hartford Fire Board for a term of 6 years. Motion by Hunt Second Sefcik Motion: Approved Yea: 5 Nay: 0
- ix. Discussion of Employee HandBook updates presentation by Assistant Chief McGrew

Fire Chief's Report:

Meetings Attended:

- Township
- VBC Medical Control
- VBC FF Training Committee

Information:

- Completed State Application for EMS license renewal.
- Completed Fire Safety Inspection at Catholic Church
- Apparatus annual maintenance completed.
- Attended Senior Citizen Luncheon at Federated Methodist Church- Tornado Safety Talk

Respectfully Submitted,
Robbie Harting
 Robbie Harting-Fire Chief

Treasurer's Report for meeting on May 8, 2023 For the month ending April 30, 2023

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended March 31, 2023—Huntington	\$ 142,919.92
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XXX Deposits

City of Hartford – Contribution	\$ 11,484.76
Township of Hartford – Contribution	\$ 14,036.94
Pride Care	\$ 0.00
Township Ass't Chief Grant	\$ 0.00
Bangor Township Cost Recovery	\$ 208.00
Interest	\$ 32.64
IRS repayment	\$ 722.36
Incident Reports	\$ 10.00
Lawrence FD	\$ 1000.00
VFIS & Work Comp refund of over charge	\$ 121.00
Total Deposits	\$ 27,615.70

Total Balance of General Fund	\$ 170,535.62
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XXX Expenditures for approval:

Vendors payable	\$ 24,415.25
Grant Expense	\$ 517.94
Payroll released April 2023 (10,223.38 – 1,964.48)	\$ 8,258.90
Bank Fees	\$ 75.50
MI & Fed Tax Withholdings	\$ 2,746.54

Total Expenditure	\$ 36,014.13
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General Fund Balance April 30, 2023	\$ 134,521.49
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Capital Equipment

Reconciled Cash Balance as of April 30, 2023—Millage Fund	\$ 184,536.08
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Reconciled Cash Balance as April 30, 2023—Maintenance Fund	\$ 13,352.00
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Reconciled Cash Balance as of April 30, 2023—Donations & Contributions	\$ 8078.71
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Cash Balances for month April 30, 2023	\$ 340,491.29
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Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment March 31, 2023	\$ 9,921.28
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Huntington Investment #TCL6901 Investment March 31, 2023	\$ 91,088.62
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Hartford Fire Board May 8, 2023 Meeting Payroll Summary April Business

	TOTAL		
	Hours	Rate	Apr 23
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	2.00		4,498.50
Assistant Fire Chief	2.00		500.00
Fire Board Office	41.00		656.00
Fire Call	12.00		185.50
Good Intent	2.00		33.00
Grant Pay	1.00		800.00
Lift Assist	5.00		81.00
Med Assist	94.50		1,502.50
Mutual Aid	29.00		453.63
Other	9.00		138.50
PI Accident	4.00		60.75
Shift Coverage	58.00		870.00
Training	14.00		215.50
Vehicle Inspection	15.00		228.50
Total Gross Pay	288.50		10,223.38
Deductions from Gross Pay			
Dental-Vision			0.00
Firefighters Assn Dues			-354.23
First Net AT&T			-65.40
Health Insurance			0.00
Total Deductions from Gross Pay			-419.63
Adjusted Gross Pay	288.50		9,803.75
Taxes Withheld			
Federal Withholding			-682.00
Medicare Employee			-148.23
Social Security Employee			-633.83
MI - Withholding			-500.42
Medicare Employee Addl Tax			0.00
MI - Cities Res Tax			0.00
MI - Cities Work Tax			0.00
Total Taxes Withheld			-1,964.48
Net Pay	288.50		7,839.27
Employer Taxes and Contributions			
Company FICA			633.83
Company Med			148.23
Retirement Fund			269.90
MI - Obligation Assessment			0.00
Total Employer Taxes and Contributions			1,051.96

**Hartford Fire Board Meeting
May 8, 2023
Balance Sheet & Deposit Detail
April Business**

BALANCE SHEET

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102 Regular Check Hunt..3427	117,744.01
105 CD Fund Equity..C...288	0.38
106 Millage Fund Hunt..3456	184,536.08
108 Maintenance Hunt....3469	13,348.70
Chemical Financial Advisors Donation &c Huntington #4992	69,932.47
Huntington Advisors #901	8,081.72
Huntington TLC006358	91,088.52
	<u>9,921.28</u>
Total Checking/Savings	<u>494,653.16</u>
Total Current Assets	<u>494,653.16</u>
TOTAL ASSETS	<u><u>494,653.16</u></u>
LIABILITIES & EQUITY	0.00

Deposit Detail

Type	Num	Date	Name	Account	Amount
Deposit		04/07/2023		102 Regular Check Hunt..3427	87.80
				Payroll Tax Expense	-87.80
TOTAL					-87.80
Deposit		04/07/2023		106 Millage Fund Hunt..3456	16,890.00
TOTAL					0.00
Deposit		04/14/2023	Bangor Community Fire Department	102 Regular Check Hunt..3427	15,036.94
				525.1 Duty Gear	-1,000.00
				401 Hartford Township	-14,036.94
TOTAL					-15,036.94
Deposit		04/14/2023		102 Regular Check Hunt..3427	670.56
				Payroll Liabilities	-634.56
				Insurance	-36.00
TOTAL					-670.56
Deposit		04/21/2023		102 Regular Check Hunt..3427	11,692.76
				420 Bangor 1st Resp Reimburse	-208.00
				402 Hartford City	-11,484.76
TOTAL					-11,692.76
Deposit		04/26/2023		102 Regular Check Hunt..3427	95.00
				407 Insurance Reimbursement	-85.00
				409 Fire Report Request	-10.00

**Hartford Fire Board Meeting
May 8, 2023
Balance Sheet & Deposit Detail
April Business**

TOTAL						-95.00
Deposit	04/30/2023			108 Maintenance Hunt....3469		3.40
				404 Interest		-3.40
TOTAL						-3.40
Deposit	04/30/2023			106 Millage Fund Hunt..3456		44.66
				404 Interest		-44.66
TOTAL						-44.66
Deposit	04/30/2023			102 Regular Check Hunt..3427		32.64
				404 Interest		-32.64
TOTAL						-32.64
Paycheck	ACH	04/30/2023	Flemming, Ryan C.	102 Regular Check Hunt..3427		0.00
				500.2 Firefighters/Medics		16.00
				Payroll Tax Expense		0.99
				Payroll Liabilities		-0.99
				Payroll Liabilities		-0.99
				Payroll Tax Expense		0.23
				Payroll Liabilities		-0.23
				Payroll Liabilities		-0.23
				Payroll Liabilities		-14.78
TOTAL						0.00
Paycheck	ACH	04/30/2023	Harting, Brandiwyne A	102 Regular Check Hunt..3427		0.00
				500.2 Firefighters/Medics		27.50
				410 Firefighters Assn Dues		-24.23
				Payroll Tax Expense		1.70
				Payroll Liabilities		-1.70
				Payroll Liabilities		-1.70
				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

April 2023

Item 9.

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 Investment Market Changes	0.00		-3,315.80		
401 Hartford Township	14,036.94	15,313.02	148,478.61	153,130.20	183,756.24
402 Hartford City	11,484.76	10,208.68	106,738.17	102,086.80	122,504.16
404 Interest	80.70		513.61		
407 Insurance Reimbursement	85.00		85.00		
409 Fire Report Request	10.00	4.16	70.00	41.68	50.00
411 Hartford City Millage	0.00		35,921.36		
412 Hartford Township Millage	16,890.00		45,762.30		
420 Bangor 1st Resp Reimburse	208.00	718.15	8,466.00	7,181.57	8,617.87
521 Cost Recovery Reimbursement	0.00	756.89	1,277.17	7,568.90	9,082.68
DNR Grant	0.00		1,044.85		
Donation	0.00		8,094.73		
Grant Receivables	0.00		3,000.00		
Hartford Township Grants	0.00	800.00	7,200.00	8,000.00	9,600.00
Investment Income	0.00		1,368.52		
Other Revenues	0.00		2,715.00		
Total Income	42,795.40	27,800.90	367,419.52	278,009.15	333,610.95
Gross Profit	42,795.40	27,800.90	367,419.52	278,009.15	333,610.95
Expense					
500 Payroll					
500.1 Fire Chief	4,498.50	4,498.50	44,888.13	44,985.00	53,982.00
500.10 Chief Health Benefits	0.00	1,916.66	7,850.75	19,166.68	23,000.00
500.2 Firefighters/Medics	2,898.88	5,833.33	31,778.90	58,333.34	70,000.00
500.3 Support Staff	656.00	750.00	6,952.00	7,500.00	9,000.00
500.4 Chief Retirement	269.91	333.33	2,699.10	3,333.34	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	12,000.00	14,400.00
500 Payroll - Other	870.00		10,530.00		
Total 500 Payroll	9,193.29	14,531.82	104,698.88	145,318.36	174,382.00
501 Professional, Insur.& Legal					
501.1 Legal Expenses	0.00	250.00	0.00	2,500.00	3,000.00
501.2 Professional - Audit	0.00	583.33	3,350.00	5,833.34	7,000.00
Total 501 Professional, Insur.& Legal	0.00	833.33	3,350.00	8,333.34	10,000.00
502 Utilities					
502.1 Internet-Telephone	230.27	241.66	2,300.43	2,416.68	2,900.00
502.2 Electric	388.00	450.00	4,015.48	4,500.00	5,400.00
502.3 Natural Gas	0.00	125.00	2,686.00	1,250.00	1,500.00
502.4 First Net-AT&T	406.12	375.00	3,816.09	3,750.00	4,500.00
502.5 EPS Door Security	793.33	50.00	1,242.07	500.00	600.00
Total 502 Utilities	1,817.72	1,241.66	14,060.07	12,416.68	14,900.00
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	83.34	100.00
Total 503 Mileage	0.00	8.33	0.00	83.34	100.00

Hartford Fire Board
Profit & Loss Budget Performance
April 2023

Item 9.

	<u>Apr 23</u>	<u>Budget</u>	<u>Jul '22 - Apr 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	92.90	250.00	4,320.94	2,500.00	3,000.00
505.3 Grounds Maintenance	0.00	41.66	67.48	416.60	499.92
505.4 Capital Bldg Improvement	5,950.00	333.33	5,950.00	3,333.34	4,000.00
505.5-Trash	0.00	27.08	243.75	270.84	325.00
Total 505 Building Maintenance	<u>6,042.90</u>	<u>652.07</u>	<u>10,582.17</u>	<u>6,520.78</u>	<u>7,824.92</u>
506 Fuel					
506.1 Unleaded Gas	453.91	366.66	4,618.51	3,666.68	4,400.00
506.2 Diesel	0.00	250.00	3,322.59	2,500.00	3,000.00
Total 506 Fuel	<u>453.91</u>	<u>616.66</u>	<u>7,941.10</u>	<u>6,166.68</u>	<u>7,400.00</u>
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	258.33	19,961.59	2,583.34	3,100.00
508.2 Tanker #1831	0.00	175.00	5,649.79	1,750.00	2,100.00
508.3 Heavy Rescue #1871	253.50	175.00	1,786.01	1,750.00	2,100.00
508.4 Rescue Pickup #1869	0.00	33.33	476.95	333.34	400.00
508.5 Jeep #1860	283.08	33.33	501.07	333.34	400.00
508.6 Explorer #1810	549.38	33.33	594.50	333.34	400.00
508.7 Pick-Up #1801	8,850.03	33.33	9,222.63	333.34	400.00
508.8 #1802	55.83	33.33	3,050.73	333.34	400.00
Total 508 Vehicle Maintenance	<u>9,991.82</u>	<u>774.98</u>	<u>41,243.27</u>	<u>7,750.04</u>	<u>9,300.00</u>
511 Office					
511.1 Office Equipment	257.54	166.66	496.38	1,666.68	2,000.00
511.2 Equipment Repairs	0.00	12.50	0.00	125.00	150.00
511.3 Office Supplies	12.97	125.00	521.17	1,250.00	1,500.00
511.4 Printing	0.00	16.66	0.00	166.68	200.00
511.5 Software/Upgrades	130.00		1,530.94	1,200.00	1,200.00
511.6 Copy Maintenance	0.00	30.00	279.00	300.00	360.00
Total 511 Office	<u>400.51</u>	<u>350.82</u>	<u>2,827.49</u>	<u>4,708.36</u>	<u>5,410.00</u>
512 Insurance					
512.1 Worker's Comp	0.00	500.00	5,038.25	5,000.00	6,000.00
512.10 Accident & Sickness Ins	0.00	1,833.33	2,684.00	18,333.34	22,000.00
512.6 Automobile	0.00		-7,119.86		
512 Insurance - Other	0.00		11,466.00		
Total 512 Insurance	<u>0.00</u>	<u>2,333.33</u>	<u>12,068.39</u>	<u>23,333.34</u>	<u>28,000.00</u>
513 Payroll Taxes	2,993.08		27,939.14		
515 Equipment & Equip Maint					
515.1 Ladder #1841	118.52	58.33	187.35	583.34	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	833.34	1,000.00
515.11 Ford Truck	0.00	8.33	0.00	83.34	100.00
515.12 Air Tanks	0.00	237.50	3,066.28	2,375.00	2,850.00
515.2 Tanker #1831	118.52	58.33	187.40	583.34	700.00
515.3 Heavy Rescue #1871	118.52	475.00	3,721.20	4,750.00	5,700.00
515.4 Rescue Pickup #1869	0.00	16.66	35.94	166.68	200.00
515.5 Jeep #1860	0.00		0.00	0.00	0.00

Hartford Fire Board
Profit & Loss Budget Performance
April 2023

Item 9.

	<u>Apr 23</u>	<u>Budget</u>	<u>Jul '22 - Apr 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
515.6 Explorer #1810	0.00	45.83	404.00	458.34	550.00
515.7 Eqt Maintenance Other	0.00	116.66	1,184.72	1,166.68	1,400.00
515.8 Small Equipment Maintenan	20.57	33.33	191.31	333.34	400.00
515.9 Medical Supplies	64.84	208.33	856.62	2,083.34	2,500.00
Total 515 Equipment & Equip Maint	440.97	1,341.63	9,834.82	13,416.74	16,100.00
515.13 Ford Truck 1802	0.00	8.33	76.08	83.34	100.00
516 Training					
516.1 Fire Chief Training	122.96	166.66	709.96	1,666.68	2,000.00
516.2 Firefighter I & II	88.28	283.33	1,673.26	2,833.34	3,400.00
516.3 Medic	176.00	83.33	216.00	833.34	1,000.00
516.4 Fire Officer Classes	0.00	166.66	1,035.00	1,666.68	2,000.00
516.5 Drivers Training	0.00	16.66	0.00	166.68	200.00
Total 516 Training	387.24	716.64	3,634.22	7,166.72	8,600.00
518 Physicals					
518.1 Annual Physicals	0.00	666.66	6,693.75	6,666.68	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	250.00	300.00
Total 518 Physicals	0.00	691.66	6,693.75	6,916.68	8,300.00
519 Subscriptions & Dues					
519.1 HelpNet	0.00	66.66	744.00	666.68	800.00
519.11 West MI Assn of Fire Chi	0.00	8.33	100.00	83.34	100.00
519.13 S MEMSIC	0.00	6.25	75.00	62.50	75.00
519.3 FirePrograms	0.00	166.66	1,968.34	1,666.68	2,000.00
519.4 IAFC	0.00	20.83	0.00	208.34	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	83.34	100.00
519.6 NFPA	175.00	25.00	175.00	250.00	300.00
519.9 MPSCS	0.00	8.33	0.00	83.34	100.00
519 Subscriptions & Dues - Other	0.00		230.00		
Total 519 Subscriptions & Dues	175.00	310.39	3,367.34	3,104.22	3,725.00
521 Interest Payments	20.00		20.00		
525 Personal Equipment					
525.1 Duty Gear	-390.00	583.33	3,840.46	5,833.34	7,000.00
525.2 Personal Equipment	11.35	233.33	1,868.43	2,333.34	2,800.00
525.3 Small Equipment	475.67	133.33	612.27	1,333.34	1,600.00
Total 525 Personal Equipment	97.02	949.99	6,321.16	9,500.02	11,400.00
526 FEMA Grant	0.00	208.33	0.00	2,083.34	2,500.00
527 Bank Fees	75.50	30.00	902.00	300.00	360.00
528 Bd Members Compensation	900.00	350.00	3,120.00	3,500.00	4,200.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	416.68	500.00
529.2 Fire Extinguishers	0.00	41.66	493.00	416.68	500.00
529.3 Hoses	0.00	250.00	2,791.60	2,500.00	3,000.00
529.4 Ladders	0.00	116.66	1,306.50	1,166.68	1,400.00
529.8 Air Compressor	0.00	83.33	920.00	833.34	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	916.68	1,100.00

Hartford Fire Board
Profit & Loss Budget Performance
April 2023

Item 9.

	<u>Apr 23</u>	<u>Budget</u>	<u>Jul '22 - Apr 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total 529 Mandatory Annual Testing	0.00	624.97	6,531.10	6,250.06	7,500.00
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	208.34	250.00
530.2 Maintenance Contract	0.00	58.33	494.55	583.34	700.00
Total 530 Generator	0.00	79.16	494.55	791.68	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	208.34	250.00
Total 531 Auxiliary	0.00	20.83	0.00	208.34	250.00
Insurance	-36.00		3,846.00		
Payroll Tax Expense	1,994.26		21,109.06		
Reconciliation Discrepancies	0.00		-10.03		
Uncategorized Expenses	425.17		541.68		
Total Expense	<u>35,372.39</u>	<u>26,674.93</u>	<u>291,192.24</u>	<u>267,952.06</u>	<u>321,301.92</u>
Net Ordinary Income	7,423.01	1,125.97	76,227.28	10,057.09	12,309.03
Other Income/Expense					
Other Expense					
Grant Expenditures	517.94		560.14		
Total Other Expense	<u>517.94</u>		<u>560.14</u>		
Net Other Income	-517.94	0.00	-560.14	0.00	0.00
Net Income	<u>6,905.07</u>	<u>1,125.97</u>	<u>75,667.14</u>	<u>10,057.09</u>	<u>12,309.03</u>

Minutes of Fire Board Meeting April 10, 2023

Assistant Fire Chief's Report:**Meetings Attended:**

- City
- Township

Information:

- Attended Health & Safety Seminar
- Tool Project
- Van Buren County Fair Schedule
- Handbook and Policy Updates
- Conducted Interviews & testing for potential new hires
- Presentation to Senior Citizens on Weather incidents
- Smoke Alarm Program re-started after receiving shipment

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion by Hunt; second by Sefcik to close meeting at 7:48 pm. Yeas: 5, Nays:0 Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

Fire Chiefs Report

May2023

INFORMATION:

1. Meetings Attended:
 - Township
 - VBC Medical Control
 - VBC FF Training Committee
2. Scheduled UTV/ATV training for new Mule operations
3. SOP/SOG to come on operation/use of the Mule.
4. 2022 Van Buren County Annual Report
5. Smoke Alarms are still available

Robbie Harting – Fire Chief

Assistant Chief Report

May

Information

- Awarded \$2,500 from TC ENERGY grant
- Awarded \$1,400 from Wolverine Pipeline Grant
- Key Project
- Mule Project
- Fire Lane Signs
- Probationary Members On-boarded

Meetings Attended: City Council Meeting
Township Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

April 2023 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
1-Apr	153-Twp	8:55	Ellenborough Ave	2	\$ 33.00	Good Intent
2-Apr	154-Twp	11:46	61st Ave.	1	\$ 17.00	Med-Difficulty Breathing
3-Apr	155-City	20:44	Vanderlyn Dr.	2	\$ 32.00	Med-Mental Eval.
4-Apr	156-City	1:01	Haver St.	1	\$ 17.00	Med-Pain
4-Apr	157-Twp	8:44	CR 687	1	\$ -	Med-Chest Pain
4-Apr	158-Twp	12:32	68th St.	3	\$ 16.00	Med-Sick Person
4-Apr	159-City	15:22	Paras Hill Dr.	2	\$ 33.00	Med-Unresponsive
4-Apr	160-City	15:36	Center St.	3	\$ 15.00	Other-Good Intent
5-Apr	161-City	11:09	Maple Hill	2	\$ -	Med-Labor
6-Apr	162-Twp	18:28	62nd St.	1	\$ 13.75	Med-Assault
7-Apr	163-Twp	8:07	56 1/2	2	\$ 16.00	Med-Weakness
7-Apr	164-City	13:01	Linden & Spaulding	3	\$ 28.75	Med-Mental Eval.
7-Apr	165	16:18	Laurence Twp	4	\$ 99.50	Mutual Aid
7-Apr	166-Twp	17:13	60th Ave	4	\$ 61.75	Med-Altered
7-Apr	167-City	18:01	Hopkins Ct.	4	\$ 61.75	Med-Difficulty Breathing
7-Apr	168-Twp	19:32	62nd St.	4	\$ 62.75	Med-Chest Pain
8-Apr	169-City	17:19	Wendell	4	\$ 61.75	Med-Shoulder Pain
9-Apr	170-City	3:34	Center St.	3	\$ 49.00	Med-Difficulty Breathing
9-Apr	171-Twp	15:02	CR 687	2	\$ 32.00	Med-Mental Eval.
9-Apr	172-Twp	23:44	CR 687	3	\$ 48.00	Med-Medical Alarm
10-Apr	173-Twp	19:28	70th St.	3	\$ 30.75	Med-Weakness
12-Apr	174-Twp	1:41	Gridley Rd.	2	\$ 30.75	Med-Sick Person
13-Apr	175-Twp	16:47	Kenyon Ave.	1	\$ 13.75	Med-Difficulty Breathing
14-Apr	176-Twp	20:47	CR 687	6	\$ 185.50	Structure Fire
14-Apr	177-City	9:16	Center St.	2	\$ -	Good Intent
18-Apr	178-Twp	2:35	70th St.	1	\$ 17.00	Med-Chest Pain
18-Apr	179-City	7:59	Main St.	2	\$ 17.00	Med-Unresponsive
18-Apr	180-Twp	9:06	66th Ave	2	\$ -	Lift Assist
19-Apr	181-City	5:16	Olds St.	1	\$ 17.00	Med-Altered
19-Apr	182-City	10:29	Center St.	2	\$ -	Med-Difficulty Breathing
19-Apr	183-Twp	18:11	Ellenborough Ave	3	\$ 45.75	Other-Illegal Burn
19-Apr	184-Twp	18:51	68th Ave.	3	\$ 45.75	Med-Sucidal
20-Apr	185-City	2:32	Lincoln St.	1	\$ 17.00	Med-Fall
20-Apr	186	12:33	I-94	6	\$ 60.75	PI Accident
20-Apr	187	19:49	Watervliet Twp	3	\$ 47.00	Mutual Aid
20-Apr	188-City	20:14	Michigan Ave.	3	\$ -	Med-Full Arrest
20-Apr	189-Twp	21:02	66th Ave & 62nd St.	5	\$ 78.00	Med-Lacerations
21-Apr	190-City	0:43	Lawrence Twp	5	\$ 156.00	Mutual Aid
22-Apr	191-Twp	3:31	65th St.	1	\$ 17.00	Med-Allergic Reaction
22-Apr	192-City	11:55	Wendell	2	\$ 33.00	Lift Assist
23-Apr	193	15:16	Bangor Twp	2	\$ 32.00	Med-Altered
24-Apr	194-Twp	4:12	60th St.	1	\$ 17.00	Med-Fall
24-Apr	195	5:35	Bangor Twp	5	\$ 158.00	Mutual Aid
24-Apr	196-Twp	11:14	68th Ave.	3	\$ 49.50	Med-Difficulty Breathing
24-Apr	197-Twp	21:59	CR 687	2	\$ 32.00	Med-Diabetic Issues
26-Apr	198-City	21:40	Wendell	3	\$ 48.00	Med-Altered
26-Apr	199-City	22:05	Wendell	3	\$ 24.00	Med-Altered

26-Apr	200-Twp	20:27	66th Ave	3	\$	48.00	Med-Possible TIA
27-Apr	201-City	1:13	Main St.	1	\$	16.00	Med-Bleeding
27-Apr	202-Twp	12:27	CR 687	4	\$	29.75	Med-Fall
27-Apr	203	14:53	Bangor Twp	4	\$	49.00	Med-Diabetic issues
27-Apr	204-Twp	17:38	Jerridean Dr.	6	\$	77.75	Other-Heavy Smoke
27-Apr	205-City	20:22	Bernard St.	4	\$	65.00	Med-Burn
27-Apr	206-City	21:21	Olds St.	3	\$	49.00	Med-Chest Pain
28-Apr	207-City	13:13	Olds St.	5	\$	46.25	Med-Sick Person
29-Apr	208-City	14:15	Haver St.	4	\$	64.50	Med-Medication Issues
30-Apr	209-City	8:17	Paras Hill Dr.	2	\$	33.00	Med-High Heart Rate
30-Apr	210-City	9:33	Vanderlyn Dr.	2	\$	33.00	Med-Difficulty Breathing
30-Apr	211-Twp	17:23	CR 687	3	\$	48.00	Lift Assist
30-Apr	212-Twp	19:45	CR 372	2	\$	32.00	Med-Chest Pain

Total Costs for Fire Calls	\$ 2,461.75
Chief's Salary	\$ 4,498.50
Administrative Cost (Support Staff)	\$ 656.00
Trainings/Inspection Costs	\$ 431.00
Total Costs for Fire Calls	\$ 8,047.25

Total Calls this month	60	Total April Calls		Fiscal Year Totals		Grass Fire	0
Total Calls for 2022	685	City Calls	26	City Calls	234	Med Assist	46
Total Calls for 2021	794	Twp Calls	28	Twp Calls	214	PI Accident	1
Total Calls for 2020	698	I-94 Calls	1	I-94 Calls	20	Mutual Aid	4
Total Calls for 2019	673	Other	5	Other	45	Other	3
Total Calls for 2018	552	Red Arrow Calls	0	Red Arrow	35	Gas Leak/CO2	0
Total Calls for 2017	345			Total f/y	548	Fire	1
Total Calls for 2016	303					Vehicle Fire	0
Total Calls for 2015	333					Lift Assist	3
Total Calls for 2014	312					Good Intent	2
Total Calls for 2013	292						
Respectfully submitted,		Priority 3 Calls	SHADED				

Hartford Fire Department

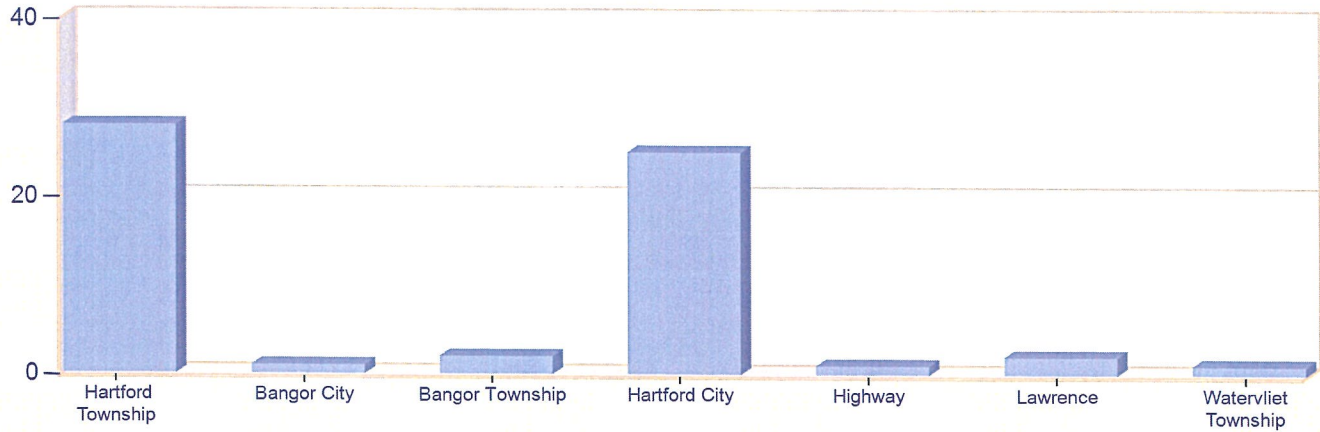
Hartford, MI

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Incident Type Count per Zone for Date Range

Start Date: 04/01/2023 | End Date: 04/30/2023



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	11
	500 - Service Call, other	1
	554 - Assist invalid	1
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	1
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	28
Bangor City - Bangor		
	111 - Building fire	1
	<i>Total Incidents for Bangor City - Bangor:</i>	1
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	2
	<i>Total Incidents for Bangor Township - Bangor:</i>	2
Hartford City - Hartford		

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



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ZONES	INCIDENT TYPE	COUNT
	311 - Medical assist, assist EMS crew	10
	321 - EMS call, excluding vehicle accident with injury	12
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	1
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for Hartford City - Hartford:</i>	25
Highway - I 94		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Highway - I 94:</i>	1
Lawrence - Township		
	341 - Search for person on land	1
	462 - Aircraft standby	1
	<i>Total Incidents for Lawrence - Township:</i>	2
Watervliet Township - Watervliet		
	111 - Building fire	1
	<i>Total Incidents for Watervliet Township - Watervliet:</i>	1
Total Count for all Zone:		60

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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Incident Count per User-Defined Fields for Date Range

Start Date: 04/01/2023 | End Date: 04/30/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	41
2	15
3	4

USER-DEFINED FIELD: Lift Assist (Required)	
No	57
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

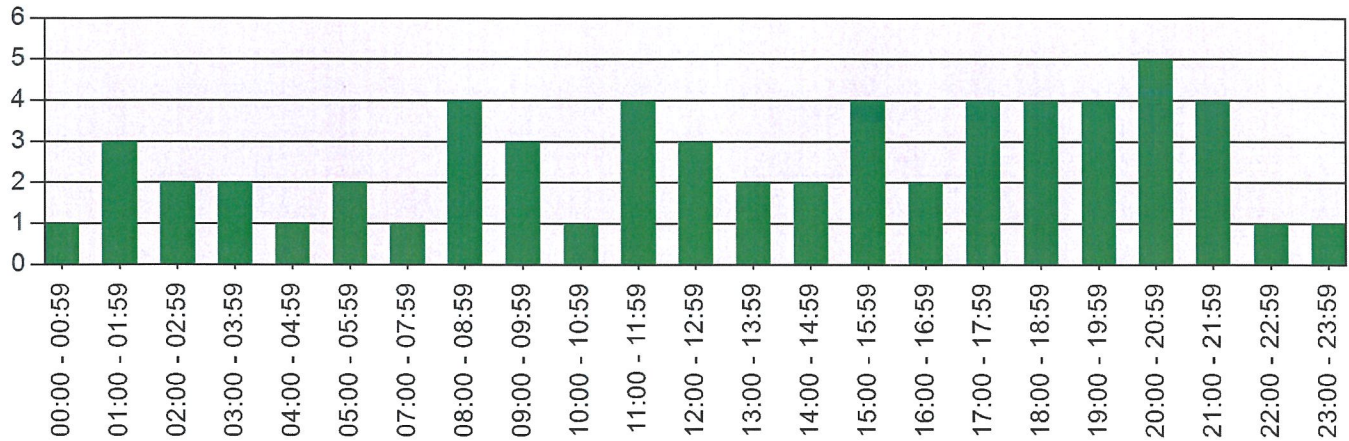
Hartford, MI

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Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 04/01/2023 | End Date: 04/30/2023



Hour	# of CALLS
00:00 - 00:59	1
01:00 - 01:59	3
02:00 - 02:59	2
03:00 - 03:59	2
04:00 - 04:59	1
05:00 - 05:59	2
07:00 - 07:59	1
08:00 - 08:59	4
09:00 - 09:59	3
10:00 - 10:59	1
11:00 - 11:59	4
12:00 - 12:59	3
13:00 - 13:59	2
14:00 - 14:59	2
15:00 - 15:59	4
16:00 - 16:59	2
17:00 - 17:59	4
18:00 - 18:59	4
19:00 - 19:59	4
20:00 - 20:59	5
21:00 - 21:59	4
22:00 - 22:59	1
23:00 - 23:59	1
TOTAL:	60

Only REVIEWED incidents included.



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Hartford Fire Department

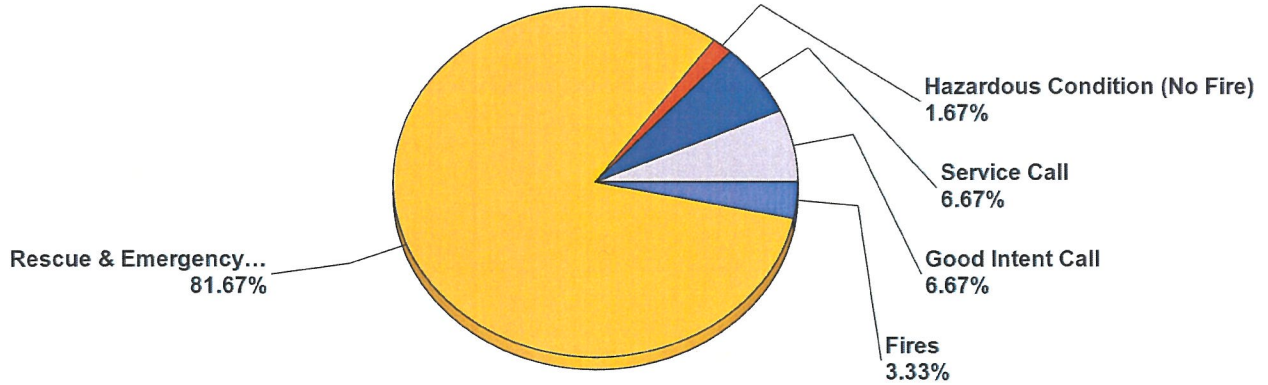
Hartford, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2023 | End Date: 04/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	3.33%
Rescue & Emergency Medical Service	49	81.67%
Hazardous Condition (No Fire)	1	1.67%
Service Call	4	6.67%
Good Intent Call	4	6.67%
TOTAL	60	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
111 - Building fire	2	3.33%
311 - Medical assist, assist EMS crew	24	40%
321 - EMS call, excluding vehicle accident with injury	23	38.33%
324 - Motor vehicle accident with no injuries.	1	1.67%
341 - Search for person on land	1	1.67%
462 - Aircraft standby	1	1.67%
500 - Service Call, other	1	1.67%
554 - Assist invalid	2	3.33%
561 - Unauthorized burning	1	1.67%
611 - Dispatched & cancelled en route	2	3.33%
651 - Smoke scare, odor of smoke	2	3.33%
TOTAL INCIDENTS:	60	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

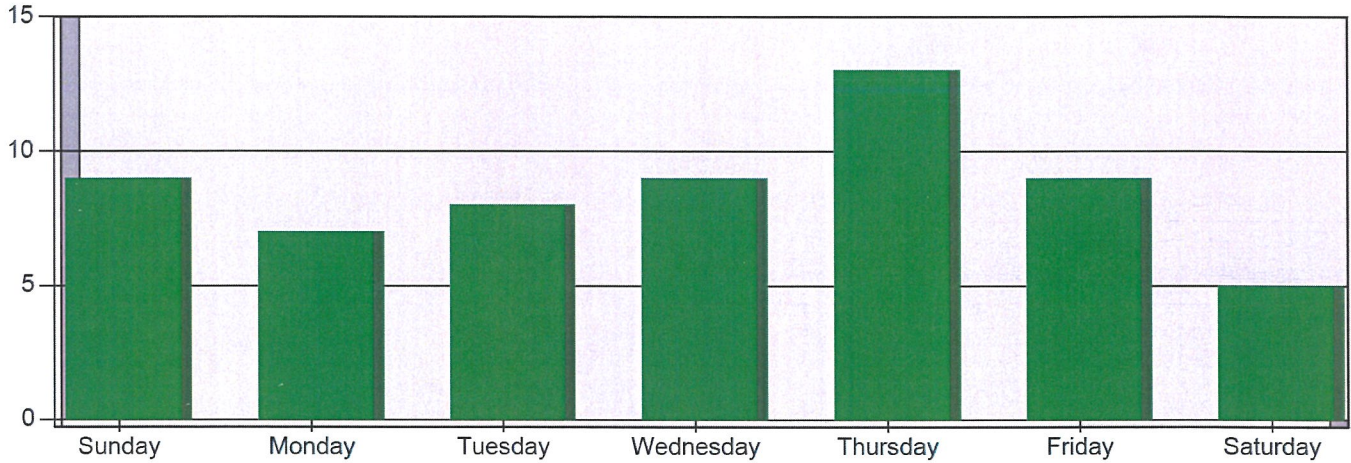
Hartford, MI

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 04/01/2023 | End Date: 04/30/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	7
Tuesday	8
Wednesday	9
Thursday	13
Friday	9
Saturday	5

TOTAL

60

Only Reviewed incidents included.



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May 3, 2023

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 April 2023. There were sixteen (16) priority one calls in April with an average response time of 09:24 minutes.

There were two (2) priority two calls run in April with an average response time of 08:49 minutes.

There were four (4) priority three calls in April with the average response time of 07:02 minutes.

There was a total of twenty-two (22) calls run in the month of April with an average response time of 08:50 minutes.

There was an extended response time for run number 11535 due to the crew having trouble finding the correct lot number when in the area.

There was an extended response time for run number 11555 due to flooding. The road was blocked, and the crew had to reroute to the call. No other incidents were reported.

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

Sincerely,

Jimmy Wills
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503

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City of Hartford WWTP
Activities Report
April 2023

Second quarter sampling was conducted on the AMHawk wet well. Phosphorus concentrations in the wet well were found to be 41.4 mg/L. We are having a meter ordered for AMHawk to install on their well as required by the Sewer and Sewer Use Ordinance. From there we will begin to assess surcharges associated with the ongoing violations from the high levels of Phosphorus.

The second sludge transfer pump was rebuilt, returned to the plant, and put back in operation.

Second quarter mercury sampling was conducted. The samples were analyzed by Trace labs.

Additional mercury sampling was conducted. The samples are being analyzed by Trace labs.

Sludge PFAS testing was completed.

A Notice and Necessary Information form was completed and supplied to the company that land applies sludge produced at the City of Hartford WWTP.

A Biosolids PFAS Monitoring report was completed and submitted to the state.

Ferric Chloride has been transferred from our double walled storage tank into 250-gallon totes so the construction crew can complete improvements. The totes are much easier to use – a huge improvement. The construction crew is going to install a day tank which will be similar to the totes in terms of ease of use.

Flows entering the wastewater treatment plant have exceeded the capacity of the wastewater treatment, sometimes by above 100%, for the entire month of April. Hopefully the construction projects on the collection system that are scheduled to begin this year will help with the infiltration problem.

I continue to hear nothing from the state about trying the new chemical for treating phosphorus. I am about ready to move forward on those UV lights. I would like the crew to attempt cleaning the bulbs, but I suspect that we will need to replace the sleeves. The bulbs themselves may still be good. Hopefully only the sleeves are stained and not the bulbs. The bulbs have a life expectancy measured in hours, but they may still be good. The crew will start cleaning up the UV room and we will move forward from there.



**MAY 22, 2023
LIST OF BILLS**

	PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
1	PAM BENCH	CLEANING AT CITY HALL FOR 4 HOURS ON 5/4/2023	100.00	
		CLEANING AT CITY HALL FOR 4 HOURS ON 5/18/2023	100.00	200.00
2	BEAVER RESEARCH COMPANY	TEN GALLONS OF CONCENTRATED WEED KILLER FOR WWTP + SHIPPING		603.50
3	BEST WAY DISPOSAL, INC	WWTP TRASH SERVICE FOR APRIL 2023	109.25	
		CITY HALL TRASH SERVICE FOR APRIL 2023	104.50	
		DPW TRASH SERVICE FOR APRIL 2023	142.50	
		2023 LARGE ITEM PICKUP - 14.57 TONS/18.5 HOURS	3,271.35	3,627.60
4	BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR MAY 2023		377.34
5	CANNABIS CENTER FOR MUNICIPALITIES	MEMBERSHIP FOR CITY MANAGER SANYA VITALE		180.00
6	MA ELENA CHAVEZ-ALBURTO	WATER DEPOSIT REFUND FOR 20 N MAPLE ST		18.29
7	CAPP USA	CHART PENS FOR WWTP + SHIPPING		73.22
8	CENTER FOR TECHNOLOGY & TRAINING	MICROSOFT WORD TRAINING FOR CHIEF PRINCE		20.00
9	DETROIT PUMP & MFG CO	2ND BORGER PUMP REBUILT AT WWTP		4,468.25
10	FIRST ADVANTAGE CORPORATION	DRUG TESTING FOR NEW HIRES (SHAUN SWEET, STEVEN PENA AND ALORA GATTIES)		133.00
11	FLEMING BROTHERS OIL CO	GASOLINE FOR APRIL 2023		1,004.02
12	GAGE MOTORS	NEW BATTERY AND INSTALLATION FOR POLICE DODGE CHARGER	319.50	
		OIL CHANGE FOR POLICE 2022 FORD EXPLORER	39.99	359.49
13	HARTFORD FIRE BOARD	JUNE 2023 CONTRACTUAL PAYMENT		11,484.76
14	HARTFORD BUILDING AUTHORITY	CITY HALL RENT FOR JUNE 2023		4,166.67
15	INDIANA MICHIGAN POWER CO	APRIL 2023 ELECTRIC BILLS		6,477.31
16	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR APRIL 2023		412.44
17	MATTHEW KUZMA	REIMBURSEMENT FOR GAS PUT IN CHARGER WHILE AT TRAINING		52.78
18	MARKET VAN BUREN	ECONOMIC DEVELOPMENT SERVICES AGREEMENT (3 YEAR TERM) (APPROVED AT 5/9/23 MEETING)		3,201.38
31	MICHIGAN STATE UNIVERSITY	MI PLANNING GUIDEBOOK AND MI ZONING GUIDEBOOK		50.00
19	JOANN NEWNUM	CLEANING AT CITY HALL FOR 4 HOURS ON 5/4/2023	100.00	
		CLEANING AT CITY HALL FOR 4 HOURS ON 5/18/2023	100.00	200.00
20	TOM NEWNUM	CLEAN CITY HALL 5/3/2023	50.00	
		CLEAN CITY HALL 5/10/2023	50.00	
		CLEAN CITY HALL 5/17/2023	50.00	
		CLEAN CITY HALL 5/24/2023	50.00	100.00
21	PC SERVICES	I.T. LABOR HOURS 4/13/23 THROUGH 4/25/2023		490.00
22	PROFESSIONAL POLICE TRAINING	POLICE SUPERVISOR LEGAL LIABILITY TRAINING FOR CHIEF PRINCE	250.00	
		POLICE LEGAL UPDATE & REVIEW FOR CHIEF PRINCE	199.00	449.00
23	RED ARROW SMALL ENGINE	REPAIR PARTS FOR SMALL EQUIPMENT AT WWTP		23.97
24	SPECTRUM HEALTH LAKELAND	DRUG TESTING FOR DAN STAUNTON (DPW) AND NEW HIRES		
		ALORA GATTIES (CITY HALL) & STEVEN PENA (DPW)		105.00
25	ANGELA STORY	ASSESSING SERVICES FOR MAY 2023		1,233.33
26	TOTAL TREE CARE	REMOVED FLOWER BOX AND GROUND STUMP		300.00
27	TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING - 5/1/2023 (ANIONS & ALKALINITY)		295.25
28	TREETOP PRODUCTS, INC	REMAINDER OF TRASH CANS FOR DOWNTOWN (12 OF 20)		5,946.22
29	TRI CITY RECORD	LIQUOR + CODE OF CONDUCT & ETHICS ORDINANCE PUBLICATIONS	61.25	
		ORDINANCE AMENDMENT PUBLICATION (RATES & FEES)	73.50	
		RFP FOR RECREATIONAL MARIHUANA	42.87	
		PUBLIC HEARING NOTIFICATIONS FOR PROPOSED WATER PROJECTS	134.75	312.37
30	USA BLUEBOOK	FIRE HYDRANT GAUGE & TESTING DIFFUSER FOR DPW	747.34	
		NITRIFICATION INHIBITOR FOR WWTP	35.50	782.84
33	VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 2/24-3/23/2023	87.98	
		VERIZON MODEMS 3/24-4/23/2023	87.00	174.98
32	VILLAGE OF PAW PAW LABORATORY	LAB ANALYSIS FOR MARCH 2023		120.00
34	ANDREW WARNER	13.083 HOURS AS OPERATOR AT WWTP		654.15
35	WATER SOLUTIONS UNLIMITED, INC	52 GALLON DRUM OF SODIUM HYPOCHLORITE FOR WWTP		1,553.48
36	WIGHTMAN & ASSOCIATES, INC	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	8,835.96	
		PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	11,320.08	20,156.04
TOTAL OF CHECKS TO BE WRITTEN FOR MAY 22, 2023			\$	69,806.68
	USDA - BUILDING AUTHORITY ACCOUNT	LOAN 97-03 BUILDING AUTHORITY AUTO DEDUCTION INTEREST PAYMENT		12,136.25
	USDA - BUILDING AUTHORITY ACCOUNT	LOAN 97-05 BUILDING AUTHORITY AUTO DEDUCTION INTEREST PAYMENT		902.50
	AMAZON.COM	CELL PHONE CASE, SCREEN PROTECTOR & CHARGER FOR WWTP PHONE		79.35
	AMAZON.COM	DESK PAD, CALL LOG, LETTER TRAY ORGANIZER FOR CITY MANAGER		55.76
	LUMEN	LONG DISTANCE PHONE AUTO PAYMENT FOR DPW & WWTP		1.62
	LANDERS HARDWARE, INC	PUSH LAWN MOWER FOR WWTP		399.99
	DOLLAR GENERAL	PICTURE FRAMES FOR PROCLAMATIONS		11.66
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS			\$	13,587.13
TOTAL GROSS PAYROLL APR 26, 2023 THROUGH APR MAY 10, 2023 (2 WEEKS)			\$	31,448.73
GRAND TOTAL FOR MAY 22, 2023			\$	114,842.54



CITY MANAGER'S WEEKLY UPDATE
April 28, 2023

HUMAN RESOURCES UPDATES

HPD: There have been no applicants for either open position this week.

WWTP: We interviewed 2 candidates for the WWTP laborer position this week. Neither candidate was selected to move forward with the application process. I reached out to the VBC ISD to discuss the WWTP as a career opportunity for a graduating senior. I spoke with the advanced manufacturing administrator who agreed to pass along the information to the seniors.

NEW STAFF Below is a photo of our newest hires: DPW FT Steven Pena (left), Deputy Clerk PT Alora Gatties (center) & DPW PT Shaun Sweet (right)



GENERAL UPDATES

CINCO de MAYO FESTIVAL The Cinco de Mayo Festival is this weekend. The event will kickoff with a concert at Ely Park Friday evening at 7pm. Beginning Saturday there will be food and drink vendors, street vendors, folkloric dancing, jalapeno eating contest, and much, much more. Here is link to the article published in the

Tri-City Record: <https://www.tricityrecord.com/post/cinco-de-mayo-festival-happening-in-hartford-the-story-behind-the-celebration>

BUDGET & FEE SCHEDULE: The Fee Schedule Committee is meeting today after the Council Meeting. The Memo outlining costs to the City was provided in the Council packet along with the City Manager and City Clerk's recommendations for the Fee Schedule. An update will be provided prior to the Council meeting to ensure that everyone has the most up to date documents.

DDA: I spoke with Roger Swets, the City's Bond Attorney, at the recommendation of the MML about working with the DDA to understand the Tax Increment Financing Act, the Tax Increment Financing Plan and the Downtown Development Plan. He is reviewing the currently approved Plans from 2000 now. There are a number of compliance points that the DDA has not been meeting with regards to actionable items required per the Act and/or associated rules issued by the SOM Department of Treasury.

PLANNING COMMISSION: As a reminder, there will be a 2nd reading and consideration to approve the updated Planning Commission Ordinance at the May 22, 2023 Council Meeting, as mentioned in the detailed Memo I provided at the last Council Meeting.

I am recommending this occur so that the Planning Commission can recommend Bylaws and then the Council can appoint a new member of the Planning Commission as outlined in the Michigan Planning (2008) and Zoning (2006) Enabling Acts. Again, while guidance received states that this likely does not affect the day-to-day work of the Planning Commission, the City should take proactive steps to bring their Ordinances into compliance.

There has been a preliminary request for information on how to receive a variance. The City's currently adopted Ordinance does not comply with State standards and court mandated review requirements; nor has there been a Board of Review appointed per the Ordinance and/or appropriate legislation in quite some time. As such, the Council should take proactive steps to bring their Ordinances into compliance.

SOUTH PARKING LOT: Excellent progress is being made on the South Parking lot upgrades. There is some damage noted that will need to be taken care of by the contractors, prior to final payment. We have made notes and will work out those details appropriately.

CITY HALL ROOF The work on the City Hall roof has begun this week. They started on Monday; it takes 5 days to conduct the work, provided good weather and then 2-5 days with no one on it to seal correctly. After it has sealed, they will return to finish the metal work which is expected to take 2-3 days. Finally, the product manufacturer will inspect the roof for quality control and provide final approval.

BRUSH PILE: Estimates to clear the piles from the WWTP are coming in much higher than expected ranging from \$75,000 to over \$325,000. Meanwhile, I have also reviewed many laws, rules and ordinances to determine *why* we cannot burn the materials. After careful review, I did not see anything expressly prohibiting a burn, so I reached back out to EGLE who provided the attached response indicating that right now, they are requesting that we do not burn the pile due to the new combined air quality- waste management rules.

All communities received a notice to participate in upcoming mandated surveys and requests for information about waste management due to the updates to Part 115 of NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT (EXCERPT) Act 451 of 1994 so changes are coming to all communities.

BORING PROJECT WWTP The boring project at the WWTP to install monitoring wells has begun this week. Scott and I met with members of the drilling team to discuss their timeline and construction management. Scott will be their on-site contact. They are expected to be on-site for at least 2 months constructing and installing the monitoring well.

DEMOS- 215 Shepard Cross Excavating cannot start the demolition at 215 Shepard for 4-6 weeks. Meanwhile the grant for Blight Elimination has been issued. The Council will have to pass a Resolution in order to apply for this grant at the May 22, 2023 meeting. The property owners would have to sign an agreement with the City stating that they agree to the demolition and associated lien restriction. The grant states: *applicants will require that a lien in favor of the State Landbank Authority (SLBA) be placed on the privately-owned Eligible Property. A release of lien may be provided conditioned upon demonstration of future development plans satisfactory to SLBA and the local unit of government.* I have reached out to both property owners to come in and sign an agreement in case the Council decides that the City should apply for these funds.

1 & 5 W MAIN In communicating with the Chairwoman of the VBC Landbank this week, I have learned that the Landbank is now considering selling the properties. They will vote on this at their next meeting.

Last week when I emailed, I asked about the staircase and when it would be stabilized and the Chairwoman included the contractor and asked that he weigh in. As he did not and she did not follow up, I reached back out this week and asked him to weigh in again. The Chairwoman responded instead saying there was a miscommunication and now the Landbank is seeking contractors to do the staircase stabilization work. She went on to say that she has had no communication with the proposed developers but that she had met with a group out of Paw Paw that had some success developing a building there to see if they had some insight and contacts. She then emailed back asking if the City wanted to purchase the properties as the Landbank was going to consider selling the.

I have asked our VBC Trustee, Mike Chappell to advocate on our behalf or to provide advice on how I can better advocate on the City's behalf given the ongoing lack of support by the VBC Landbank to uphold their agreement with the City. See attached email communication.

DWSRF APPLICATION Wightman has issued a draft of the City's Drinking Water State Revolving Fund application. It is attached for your review. Please note that it is over 300 pages. The pages that discuss the projects we are applying for are highlighted on the following pages:

Page 273 Appendix F: Report 1 Water System Improvements Project Map

Page 274 Appendix F: Report 2 Water System Improvements Project Map

Page 275 Capital Improvement Plan: Summary of Water Capital Improvement Projects

Pages 278- 305 Capital Improvement Plan: Project Listings

The remaining pages discuss the current condition of the City's water infrastructure, the need for funding, a review of current and projected water rates, the water reliability study and the capital improvement plan, an assessment of the water town and an in-depth environmental overview.

As a reminder, the ultimate goal is to garner enough funding to minimally comply with the mandated Lead and Copper Rule. Should the City be eligible for a greater grant due to the Significantly Overburdened Status, then the Council would want to consider additional

BULLET PROOF VEST GRANT The Patrick Leahy Bullet Proof Vest Grant is open right now. I am working with Chief Prince and Lt. Ivy to prepare the application for 5 new vests.

CLARK AND LINDEN The work on Clark and Linden is expected to start Monday and last through the beginning of September. They are starting on Clark. We issued a notice on Facebook this week and delivered notices door to door via DPW.

DWAM The discovery of lead service lines has been delayed for the last few weeks due to an equipment failure on the contractor's end. This project was slated to complete last year, however, through a gentleman's handshake between the engineer, the contractor and the former City Manager. This is the note I received from Mickey when I requested information about the extension:

As for the extension – you are correct that it was never formally extended. We discovered how challenging it was to get affirmative responses back from property owners and we (Yemi, contractor, and us) all agreed that we didn't know how long it would take. Instead of executing a Contract Modification to extend the completion date and likely doing that multiple times, we just agreed to try and get the permissions and then formally extend the completion date when they were completed. If you want to do one now, we can prepare one and likely set the date for August or September to make sure we are covered and hopefully don't have to do another one.

I am advising Mickey that there should be a contract extension as there should be a projected close out date and obligation by the contractor and engineer to complete the agreement in a timely manner.



CITY MANAGER'S WEEKLY UPDATE May 12, 2023

HUMAN RESOURCES UPDATES

HPD: There have been no applicants for either open position this week.

WWTP: We had one interview this week for the WWTP. We are going to move to the next step in the interview process with this candidate.

GENERAL UPDATES

BUDGET & FEE SCHEDULE: As a reminder, the budget is in its draft form as proposed. If you want to recommend changes, please let me know so that we can include those for the upcoming Public Hearing and resolution consideration to approve the budget at the May 22 meeting.

Please do not hesitate to contact me, I am more than happy to sit down and go over the budget together.

SOUTH PARKING LOT: Paving was delayed today due to rain. They expect to be back next week. The project is on schedule.

CITY HALL ROOF The roofers have made good progress this week. I believe it is currently sealing. Once this process is finished, they will return to finish the metal work which is expected to take 2-3 days. Finally, the product manufacturer will inspect the roof for quality control and provide final approval.

BRUSH PILE: When I reached out to EGLE to ask about possible ramifications if the City opted to burn the pile, Rex Lane, Division Supervisor in Kalamazoo with the Air Quality Division at EGLE shared that the concern about burning the pile stems from the new Standard's definitions of wood. With the updated regulations, wood has been defined into 4 classes: Source Separated Materials, Recycled Materials, Class 1 Composting Materials and Rubbish. The reason they have asked the City to wait to burn the pile is because there is concern that the pile fits into the definition of rubbish. Air Quality standards do not allow for the burning of rubbish and per Mr. Lane the City could, if the City's decides to burn the pile, be subject to a fine of \$10,000/per day that the pile burns. Per Part 115 Section 324.11505(9), *"Rubbish" means nonputrescible solid waste, excluding ashes, consisting of both combustible and noncombustible waste, including paper, cardboard, metal containers, yard waste, wood, glass, bedding, crockery, demolished building materials, or litter of any kind that may be a detriment to the environment, natural resources, or the public health, safety, or welfare*

Vince Smith with Smith Tree Service provided an estimate to support the cost of a controlled burn. Mr. Smith would bring in an excavator and a dozer to spread out the piles into smaller piles. From there, the HFD would come in to conduct a controlled burn. Mr. Smith estimates it would take 10 days to burn. Mr. Smith noted that there was at least one couch and additional blight in the pile. You can note

trash bags in the photos provided last week. This cost is roughly \$25k less than the lowest quote for having everything hauled off and starting fresh.

Per Chief Harting, Hartford Fire would be willing to conduct a controlled burn, but they cannot burn rubbish so the City would need to remove all of the actual rubbish from the pile before they could participate.

SPARK GRANT COMMUNITY INPUT SESSION The Clerk suggested that I host a community input session with those members of the community with a history of involvement and investment in Ely Park prior to the next Council meeting. As such, we have invited members of the Strawberry Festival, Lions Club, Hartford Public Library, Veteran's Group, DDA, UMC Church, Hartford Schools and Hartford Learn and Grow.

The meeting will be at 6:00pm this coming Tuesday in Council Chambers.

Members of the Council have asked to join, so the Clerk is posting it as a Special Meeting and will attend to take minutes should others want to join as well.

1 & 5 W MAIN The Landbank meeting is actually May 24th. If anyone would like to go, the meeting is scheduled for 10 AM in the Van Buren County Administration Conference Room, 219 E. Paw Paw St. Third Floor, Paw Paw, MI 49079.

Mike Chappell stopped by when I was not available and mentioned to Roxann that the Landbank has been getting a lot of complaints about the building which may be why they want to sell the building.

BULLET PROOF VEST GRANT The Patrick Leahy Bullet Proof Vest Grant has been submitted.

AMBULANCE SERVICES The municipalities interested in working with VBEMS met with County Administrator John Faul today. Admin. Faul stated that Pride did not re-sign their contract with the County for the VBC Ambulance millage this year. He arranged for Pride to get paid for the 1st Quarter as they did provide the service, but wanted to make sure that all of the municipalities were ok with extending payment for the 2nd Quarter. City of Hartford expressed concerns that our contract expires at the end of May and there are no contractual provisions to extend for anything other than (2) 5-year periods. Admin. Faul states that Pride will have to provide the service until VBEMS contracts with us July 1 otherwise the County will carve out our portion of the millage and not pay them that amount. VBEMS feels this is a good move and will back up the City should Pride decide not to cover us due to contract termination. Admin. Faul will be sending Pride a letter letting them know these conditions. As soon as he does that I will follow up with Pride. Please note, regardless of what Pride decides, VBEMS and Covert will cover the City through mutual aid.

NEWSLETTER We are going to prepare a summer newsletter. We expect to send it out with tax statements. If you have anything you want to see included or recommendations please let me know before the end of the month.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 24, 2023

Item 16.

Commissioners Present: Frank Dockter; Ramon Beltran; Jane Danger; John Miller; Helen Sullivan; Mayor Richard A. Hall

Commission Members Absent: Terry Tibbs (excused);

Staff Present: Prince, Rodney-Isbrecht; Shultz; Staunton, Vitale

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

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the agenda as amended to include a repair proposal under New Business.

Motion carried 4 – 2 (Beltran, Danger)

Guests:

- Devin Locker, Zip Cannabis spoke to the Commission on applying for a Class A Micro Business license.

Public Comment: None

Communications:

- I & M – Notice of Hearing April 27, 2023 @ 9am
- I & M – Notice of Haring May 10, 2023 @ 9:30am
- Michigan State Police – News Release HazMat Teams
- Van Buren County Road Commission – News Release Work Zone Safety
- Area Agency on Aging Kinship Care Event May 24, 2023 at 10am at AAA, St Joseph, MI
- Hartford Council For Recreation Meeting Minutes – 2023 March, Mayor Hall commented the season has started well.
- The City Commission will hold a public hearing before the regular Council meeting on May 22 at 7pm on Truth & Taxation & 7:15pm on the 2023/2024 Budget.
- Special Council Meeting on May 5, 2023 at 2pm to set the millage rate & public hearing dates for Truth in Taxation.
- Construction has begun in the South City Parking Lot, please find alternative parking beginning April 24 through June 2, 2023.
- Petitions are available & due by July 25 @ 4pm to file for Mayor seat or Commission seat to be elected in the November 7, 2023 General Election.

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

- Police & Ordinance** – Chief Prince – Working on Body Camera policy to present to Council at the May 9th meeting. Reserve Officer Training coming up soon.
- Fire Department** – Assistant Chief McGrew – Chief Prince thanked McGrew for the CPR training officers recently completed. Recently completed ISO rating documentation. Thanks to DPW Superintendent as 40% of application is Public Works. Fire Department needs to address how they are keeping records/documents for this process. Continuing to install smoke alarms. Car wash was postponed to August. Pancake Breakfast fundraiser will be Mother's Day weekend. Hired 3 new fire fighters/EMT with current training.
- Ambulance** – Report on file

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES

Item 16.

APRIL 24, 2023

- D. Van Buren County** – Mike Chappell – Applied for DNR Grant for Kayak Launch in Hartford Township. Hired an interim Administrator, seeking to fill many open vacancies. 2022 Winter Storm Report Available.
- E. Public Works** – Dan Staunton, Superintendent – Hydrant Flushing delayed due to staff shortage will need to re-schedule. New employee started today. IRP needs new chlorination system, have been repairing but can no longer put it off.
- F. Wastewater Treatment Plant** – Report on file
- G. Treasurers, Investment & List of Bills** – \$121,428.75
- H. City Manager** – Human Resource update; Code Enforcement position; Budget; USDA Streetscape Grant; South Parking Lot; Red Med Box; Ambulance Services Update; DEMO -215 Shepard; RFP Legal Services; Strawberry Festival; Keys; Rudell's; Maple Hill Village Leak; Fire Board; Body Worn Camera Policy; WWTP large sludge haul; Planning Commission April 10, 2023 meeting minutes.

Approval of Commission Minutes:

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the minutes of the March 27, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the minutes of the April 4, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 1 (Beltran)

Motion by Commissioner Miller, supported by Commissioner Sullivan, to approve the minutes of the, April 5, 2023 special joint business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 4 – 2 (Beltran, Dockter)

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the minutes of the, April 11, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Beltran, to accept the March 2023 reports of Officers, Boards & Committees and place them on file.

Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the April 24, 2023 list of bills in the amount of \$121,428.75.

Motion carried 6 – 0

Goals/Objectives:

- The City Manager asked Council to fill out the SWOT Analysis Strength's at the March meeting and bring back for discussion. This will be used to define the goals for the next fiscal year. Council did not submit any strength's. Council was asked to bring back to May meeting strengths & weakness.

Old Business:

- Streetscape – USDA RDBG – Request to Amend

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 24, 2023

Item 16.

Discussion: Request Extension, Revise Scope & Budget.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the request to amend the USDA RDBG Streetscape project including additional planters as presented and authorize the City Manager to sign the required documents. .

Motion carried 5 – 1 (Danger)

- Employee Handbook - Update

Discussion: Changes are at the request of the union and have been included in the amendment.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the updated City of Hartford Employee Handbook as presented.

Motion carried 4 – 2 (Beltran; Danger)

- Application for Special Use Engagement at 301 Bowie Street

Discussion: Applicant has requested to change their licensee.

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve a special use engagement application at 301 Bowie Street to Todd Schafer, Growth Industries, LLC July 21 – July 23, 2023.

Motion carried 6 – 0

- Request for Proposals – Recreation Marihuana Licenses

Discussion: When there are a limited number of licenses Council must provide a fair & equitable bid process. It is recommended to appoint a committee to review & interview applicants before approving a permit.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the issuance of request for Recreational Marihuana License proposal as presented.

Motion carried 6 – 0

- Procurement Policy

Discussion: Required when receiving dollars from federal programs.

Motion by Commissioner Miller, supported by Commissioner Hall, to approve the City of Hartford Procurement Policy as presented. .

Motion carried 6 – 0

- Fee Schedule – Committee Report – Committee (Beltran, Danger, and Tibbs) met without the City Manager. They were to meet with the Manager on Monday April 24 but cancelled due to illness, will need to reschedule.

New Business:

- Set Public Hearing Date June 13, 2023 - Sewer Rates

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 24, 2023

Item 16.

Motion by Commissioner Miller, supported by Commissioner Beltran, to set a public hearing for June 13, 2023 at 7:00pm to review the City's Sewer Rates.

Motion carried 6 – 0

- Set Public Hearing Date June 13, 2023 Water Rates

Motion by Commissioner Miller, supported by Commissioner Beltran, to set a public hearing for June 13, 2023 at 7:15pm to review the City's Water Rates.

Motion carried 6 – 0

- Ely Park Request Special Event – Picnic in The Park with Police & Fire June 2, 2023

Motion by Commissioner Miller, supported by Commissioner Beltran to approve the Dangers Ely Park special event request to use City Resources for a picnic in the park with police & fire June 2, noon-2pm.

Motion carried 6 – 0

- Consider – Med Leaf , 301 W Main Street, Commercial Adult Use Recreation Marihuana Facility Provisioning/Retail Center Renewal Application.

Discussion: Council Thanked Med Leaf for being a part of the Community.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve renewal application from Med Leaf, LLC for an adult use recreational marihuana facility provisioning/retail center at 301 West Main Street.

Motion carried 6 – 0

- 2023/2024 Preliminary Budget –

Discussion:

- Recommend Council adopt a policy to have agreements with community event partners for cultural programs.
- Move the Ordinance Officer/Code Enforcement Officer to the building Department Fund.
- Major Streets, transfer \$60,000 to the Comprehensive Improvement Fund
- Comprehensive Improvement Fund current projects are CDBG Linden/Clark; USDA RDBG – South Parking Lot & Downtown Streetscape; City Hall Roof; Drinking Water Asset Management; SRF Wastewater Project;
- Capital Improvements 2024/2025 budget depending on available funding; the SRF application is due June 1, 2023 and requires a public hearing we hope the engineer will be ready for Council to set at 6:45pm at the May 22nd meeting. These projects are the Lead Service Line Replacement estimated costs \$6.5M, Water system upgrades estimated costs \$3.5M, and the Water Tower Upgrades estimated costs \$350,000;
- DDA has not met so have not approved their budget;
- Sewer Fund depreciation expense;
- Water Fund Capital Improvements, well #5 and IRP chlorination system upgrades;
- Water Fund depreciation expense; CDBG required match. .

- Planning Commission Compliance -

Discussion: The City will need to begin coming into compliance with the Michigan Planning Enabling Act 33 of 2008 & the Michigan Zoning Enabling Act 110 of 2006.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 24, 2023

Item 16.

- Phase 1 includes adopting an ordinance, update planning commission bylaws, update City's Master Plan, and update land rules.
- Phase 2 includes review & amend zoning ordinances.

- City Manager Review/Goals

Discussion – Mayor has two evaluation forms for Council to review at the May 9th meeting. Once Council chooses a format a meeting date will be set for the Manager's 90 day review.

- IRP Chemical Feed Improvements

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the proposal from Gasvoda & Associates for the IRP Chemical Feed Improvements in the amount of \$18,190.00

Motion carried 6 – 0

Resolutions, Ordinance, Proclamation's:

- 2nd Reading & Consider Adoption – Amendment to Code of Ordinances Section 94 Soil, Waste & Fill Material Section 94.05 Permit Fee

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the City of Hartford Code of Ordinance Section 94 Soil, Waste & fill Material Section 94.05 Permit Fee amendment.

Motion carried 5 – 1 (Beltran)

- 2nd Reading & Consider Adoption – Amendment to Code of Ordinances Section 150 Buildings & Building Regulations Section 150.52 Fees.

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt the City of Hartford Code of Ordinance Section 150 Buildings & Building Regulations Section 150.52 Fees.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Amendment to Chapter 52 Sewer Use Ordinance.

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance Chapter 52 Sewer Use Ordinance amendment.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Amendment to Code of Ordinances Anti Blight Ordinance 304-07

Discussion – Commissioners had concern about closing the WWTP to citizens for 90 days for brush disposal without an alternative service or plan.

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance Anti Blight 304-07 Ordinance amendment.

Motion failed 3 – 3 (Beltran, Danger, Sullivan)

- 2nd Reading & Consider Adoption- Amendment to Chapter 52 Sewer Section 52.08 Rates & Charges

Motion by Commissioner Beltran, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance Chapter 52 Sewer Section 52.08 Rates & Charges amendment.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 24, 2023

Item 16.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Amendment to Ordinance no. 314-17 Permit & Regulate Mobile Food Vehicle Vendors.

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the City of Hartford Code of Ordinance 314-17 Permit & Regulate Mobile Food Vehicle Vendors Ordinance amendment.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Proposed Ordinance no. 323-2023 To Establish A Code of Conduct & Ethics.

Motion by Commissioner Beltran, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance 323-2023 to establish a code of conduct & ethics.

Motion carried 5 – 1 (Danger)

- 2nd Reading & Consider Adoption- Proposed Ordinance no. 322-2023 to Require Liquor Licenses & Permits.

Motion by Commissioner Miller, supported by Commissioner Beltran, to adopt the City of Hartford Code of Ordinance 322-2023 to require liquor licenses & permits.

Motion carried 6 – 0

- 1st Reading – Proposed Ordinance Amendment Chapter 151.290 Planning Commission Transfer of Zoning Power

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Danger, to adjourn the meeting at 9:39pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 5, 2023

Item 17.

Commissioners Present: Ramon Beltran; Jane Danger; Frank Dockter Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall;
Members Absent: John Miller;
Staff Present: Vitale, Rodney-Isbrecht

Mayor Richard A. Hall called the special meeting to order at 2:00pm.

- Discuss & Consider Truth in Taxation: Millage Rate
Discussion: The City will have an increase in the property valuation for the Fiscal Year 2023/2024. If the Council does not hold a public hearing it would be a fiscal loss of \$30,754.00 in operating revenue and the millage would roll back due to Headlee rollback.

Motion by Commissioner Beltran, supported by Commissioner Tibbs to adopt Resolution 2023 – 009 to establish property tax millage for the fiscal year 2023 - 2024.

Motion carried 6 – 0

- Council set the Public Hearing for 2023 Truth in Taxation & 2023/2024 Fiscal Year Budget for May 22, 2023 at 7:00pm for Truth in Taxation & 7:15pm for the 2023/2024 Fiscal Year Budget Hearing.

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Beltran to adjourn the meeting at 2:06pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 9, 2023

Item 18.

Commissioners Present: Ramon Beltran; Jane Danger; Frank Dockter; John Miller; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall
Commission Members Absent: None

Staff Present: Prince, Rodney-Isbrecht; Shultz; Vitale

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Miller, as amended to include discussion on the American Legion, Memorial Day at Ely Park under new business.

Motion carried 7 – 0

Guests:

- Mayoral Proclamation – Mayor presented Niomi Perez for her outstanding accomplishments.
- Katie & Julia of Market Van Buren – Information on Services & Proposal to the City for a 3-year commitment at \$3,201.38 annually.
- Andy Campbell, bakertilly Municipal Advisors – DWSRF, Water Fund is not in good shape and will need to increase water rates to bring it in line to cover operating costs to maintain the water system currently without any capital improvement projects or account for a full time Superintendent. Compared Statewide the City is extremely low in their water rates. The City must comply with Lead & Copper Rules requiring substantial capital improvement which can only be funded through water rates. Any loan package offered by the State would be required to be paid back through rates. This Lead & Copper project is projected to cost approximately \$6.5+million. All suggested capital improvement projects are projected to cost \$12.1 million. bakertilly recommends increasing rates incrementally over time to pay for these capital improvements but will need to be adjusted based on the number of projects the City moves forward with. If State offers a loan/grant package the City will need to commit to number of projects and associated costs by October.
- Mickey Bittner, Wightman's – DWSRF, some of the items in the \$12.1 projects such as water meter replacement and water tower painting may not be considered a capital project by the State but a maintenance item and removed from the total project list. May 22, 2023 6:45pm is the Public Hearing and Grant is due June 1, 2023. Project Updates: WWTP/SRF received 15% principal forgiveness, projects to be completed by October 15; PFAS – 100% Grant, bid tabulation correction on the agenda, depending on material availability will affect a 2023 start date and to be complete by August 2024; Linden/Clark is set to begin construction this week, completion date by August 25, 2023; South Municipal Parking Lot set to begin paving next week and striping to be at least a week after paving; DW is to begin next week.

Public Comment:

- John Spoula, 112 Bennett Ave – apologized to Council for his past behavior, he had some concerns about items on the agenda but the City Manager has already answered all of his concerns.
- Devin Locker, Spoke to the proposed Cannabis Ordinance Amendment - Class A Micro-grow.

Communications:

- Van Buren Conservation District – 2023 April Program Updates
- SMCAA – Weatherization Assistance Program
- Wightman's Communication, Staff Leadership Changes

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 9, 2023

Item 18.

- Memo from the City Clerk – 2024 Elections changes that will impact the budget to provide the new service requirements.

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

- Fee Schedule Committee Update (Beltran, Danger, Tibbs) Met last Friday some changes were made to the proposed 2023 schedule and feel comfortable with the proposed changes. No charge to use the Ely Park for events and brush permits fees did not change marihuana fees were in line with costs.
- A. **Police & Ordinance** – Chief Prince, no action
- B. **Fire Department** – No action
- C. **Ambulance** – No action, the City Manager is working with VBEMS, they & Covert will provide Mutual Aid during the transition as Pride Care contract with the City will end May 31st if Pride refuses service. VBEMS is asking for additional time to prepare a contract and be able to provide service.
- D. **Van Buren County** – None Filed
- E. **Public Works** – None Filed
- F. **Wastewater Treatment Plant** – None Filed
- G. **Treasurers, Investment & List of Bills** – Third Quarter Investment Report; List of Bills in the amount of \$86,674.76; investigating an promotional CD rate of 4.85% from Consumers Credit Union.
- H. **City Manager** – Weekly Updates: The Deputy Clerk resigned for health reasons. 2023/2024 Budget; Reserve Officers Insurance; DDA Plan, consulted with Bond Attorney; Planning Commission & Zoning Board of Appeals update, preliminary request for a zoning variance; Van Buren County Active Shooter document & prepared ready gear; Lightening damages at the WWTP, insurance claim has been filed; PFAS testing wells at WWTP are under construction; Roof Project ongoing; Cinco de Mayo went well; Large Garbage Pickup was light this year; Ely Park Restrooms Open Daily; Brush Pile; 5 West Main Street Update, Attending the Land Bank meeting later this month; Grants for Demolitions Due by the end of the month, needs agreements with both property owners; SMCAA offers many services to the community. Several Council members had complaints about blight in certain areas of the City. A complaint about the patio service area at Big Twin & Arrowhead downtown, they have agreed to provide a walkway through their patio's for handicap accessibility.

Approval of Commission Minutes: No Action

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Beltran, to accept the current list of reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the May 9, 2023 list of bills in the amount of \$86,674.76.

Motion carried 7 – 0

Goals/Objectives:

- SWOT – Strengths/Weakness – No Action

Old Business:

- Hartford Township Water Main Extension Project – PFAS \$2,137,854.00

Motion by Commissioner Dockter, supported by Commissioner Miller, to amend the award for the Hartford Water Main Extension Project to Harris ConAg LLC as recommended by Wightman's in the

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 9, 2023

Item 18.

amount of \$2,137,854.00 and authorize the City Manager to execute the contract and required documents.

Motion carried 7 – 0

- 2023/2024 Budget Update – No Action

- Consider HPD – Reserve Officer Policy

Discussion: Commission had concerns about appearance of Officers. The HPD & Reserve Officers Policies have not been updated in some time, they will be reviewed and brought before the Council for approval.

Motion by Commissioner Miller, supported by Commissioner Hall, to approve the HPD Reserve Officer Policy as presented.

Motion carried 7 – 0

- Appoint Committee – Review Legal Services Proposals, Commissioner's Miller & Sullivan

New Business:

- Consider Market Van Buren – Proposal for Services

Motion by Commissioner Miller, supported by Commissioner Tibbs, to approve the proposal for services form Market Van Buren, at \$3,201.38 per/year for a three year agreement.

Motion carried 7 – 0

- City Manager contract calls for a 90 day evaluation. Council must choose forms & set a review date; Review forms are due to the Clerk on June 5 at 4:00pm and set a special meeting of June 7 at 2pm for discussion & consideration. The City Manager has requested a closed session.
- Set Public Hearing – May 22, 2023 @ 6:45pm Proposed Waster Improvement Project

Motion by Commissioner Tibbs, supported by Commissioner Danger to set the public hearing date for proposed water improvement project for May 22, 2023 at 6:45pm.

Motion carried 7 – 0

- Consider MDNR Spark Grant

Discussion: The City has been selected as one of 39 communities selected in the State. The grant is from \$100,000 to \$1 million. Some ideas where a fountain, pavilion improvements, additional seating, lighting and picnic tables, maintenance of improvements must be considered. June 26, 2023 is the deadline to submit the grant application.

Motion by Commissioner Miller, supported by Commissioner Beltran, to accept the MDNR Spark Grant & authorize the City Manager to execute the required documents.

Motion carried 7 – 0

- Consider HPD – Body Worn Cameras Policy

Discussion: Chief Prince has reviewed the policy. Training will be in the next couple of weeks.

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to approve the HPD Body Worn Camera Policy as presented.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 9, 2023

Item 18.

- Discussion: Commissioner Beltran had received some calls regarding charging the American Legion Post 533 Veterans to reserve & use Ely Park for Memorial Day, the rumor was untrue, there is no charge for the Memorial Day Service however the Legion Post 533 has not yet submitted a request/reservation for the Memorial Day Service or Parade. Any Veteran's events Council would be able to donate to support those events.

Resolutions, Ordinance, Proclamation's:

- Second Reading – Amendment to Ordinance 315 – 17 Establishment of Medical Marihuana Facilities

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the proposed amendment to Ordinance 315-17 Establishment of Medical Marihuana Facilities.

Motion carried 7 – 0

- Second Reading – Amendment to Ordinance 320 – 20 Recreational Marihuana Licensing (MARTMA) Licensing of Marihuana Establishments

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt the proposed amendment to Ordinance 320-20 Recreational Marihuana Licensing.

Motion carried 4 – 3 (Beltran, Danger, Tibbs)

- Resolution 2023-010- Fiscal Year 2022/2023 Budget Adjustments no. Three

Motion by Commissioner Miller, supported by Commissioner Sullivan, to adopt Resolution 2023 – 010 approving the 2022/2023 Budget Adjustments no. three as presented.

Motion carried 7 – 0

- Resolution 2023-011- System for Award Management (SAM.gov) – Appoint City Manager

Motion by Commissioner Miller, supported by Commissioner Beltran, to adopt Resolution 2023 – 011 appointing the City Manager to the System for Award Management (SAM.gov).

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Miller, to adjourn the meeting at 10:13pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
MAY 16, 2023 @ 6:00pm

Item 19.

Commissioners Present: Jane Danger; Frank Dockter Helen Sullivan; Terry Tibbs;
Members Absent: Ramon Beltran; Mayor Richard A. Hall; John Miller;
Staff Present: Vitale, Rodney-Isbrecht

The City Manager Opened the Spark Grant Input Session Meeting at 6:00pm

- The Spark Grant is due June 26, 2023. The project awards will be \$100,000 - \$1million. Some conditions of the grant are the City must control the property and must be outdoor space.
- The City Manager invited several community members and organizations that utilize Ely Park every year for Special Events, Lions Club, Hartford Chamber, Hispanic Heritage, Hartford Public Schools Student Representative, Learn & Grow Preschool, Hartford Public Library and several community members were in attendance.
- There were several examples and pictures of different options for park improvement. Examples included interactive sculptures, playground equipment, water features, and ice skating rink. The Manager had those in attendance select their favorites or add their own ideas to the list.
- Additional ideas were some covered family picnic and grilling areas, band shell, and larger pavilion. Other considerations: fencing and costs to insure and maintain specific improvements.
- Lions Club representative Pete Sinclair, who organizes, the Concerts in the Park requested more seating, additional lighting, upgrades to the electric, improved paved parking, sidewalk for ADA compliance, restroom floor improvements and heated restrooms to better utilize the park in early spring and fall seasons.

The City Manager Closed the Meeting at 6:36pm

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

STRENGTHS

WEAKNESSES

SWOT
Analysis

OPPORTUNITIES

THREATS

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: May 22, 2023
Re: Legal Representation

As you know, the City issued a Request for Proposals (RFP) for Legal Services.

The City received 3 responses from well qualified law firms/attorneys.

The appointed Committee met and reviewed the applications for Qualifications, Experience and Price.

All three scoring sheets from the City Manager's review are included.

The Committee determined that the Council would likely be best served by appointing Attorney Nick Curcio of Nunica, MI at a rate of \$180/hour as outlined in the proposal should Attorney Curcio's references return favorably.

I am in the process of reviewing Attorney Curcio's references and will have those available at the meeting on 5/22/23.

City of Hartford
Legal Services RFP
Reviewed 5/15/23

Respondent: Nick Curcio

Address: 16905 Birchview Drive, Nunica, MI 49448

Email: ncurcio@curciofirm.com

45 Points Possible

Points Awarded: 38

FIRM QUALIFICATIONS

The proposer's demonstrated understanding of the City of Hartford's requirements; the appropriateness of the technical approach (including labor categories, estimated hours and skill mix) and the quality of the work plan; the proposer's technical capabilities (in terms of personnel, equipment and materials) and the management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.)

45 Points

Points Awarded: 38

FIRM EXPERIENCE

The proposer's demonstrated experience in performing similar work and the proposer's demonstrated successful past performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. Firms must demonstrate experience in the following areas: 1) municipal law, 2) court appearances for municipal law related matters, 3) legislative experience with municipal, election and tax law, 4) Home Rule City Charter and Ordinance review, development and enactment, 5) public sector legal matters involving labor relations and other issues, 6) real estate development.

10 Points

Points Awarded: 9

PRICE EVALUATION

The price proposal will be evaluated subjectively including an evaluation of how well it matches Proposer's understanding of the City of Hartford's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The City of Hartford reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the City.

The firm proposes an hourly billing rate of \$180 for Nick Curcio's general municipal services. In the event that an attorney subcontractor is retained to assist with a project, the subcontractor's time would be billed at an hourly rate not to exceed \$180 per hour or on a flat-fee basis approved in advance by the City Manager.

The City would not be charged for routine copying or printing, fees charged by legal, research providers, secretarial or administrative labor, phone or fax charges, or other typical overhead costs. The City would be charged for mileage reimbursement at the federal rate and for unusually large printing projects (e.g., the printing of largescale site plans, litigation administrative records, etc.).

Total Points: 85/100

Reviewer: Sanya Vitale, City Manager

Respondent: Scott Graham

Address: 1911 W Center Ave. Suite C Portage MI 49024

Email: sgraham@scottgrahampllc.com

45 Points Possible

Points Awarded: 35

FIRM QUALIFICATIONS

The proposer's demonstrated understanding of the City of Hartford's requirements; the appropriateness of the technical approach (including labor categories, estimated hours and skill mix) and the quality of the work plan; the proposer's technical capabilities (in terms of personnel, equipment and materials) and the management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.)

45 Points

Points Awarded: 38

FIRM EXPERIENCE

The proposer's demonstrated experience in performing similar work and the proposer's demonstrated successful past performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. Firms must demonstrate experience in the following areas: 1) municipal law, 2) court appearances for municipal law related matters, 3) legislative experience with municipal, election and tax law, 4) Home Rule City Charter and Ordinance review, development and enactment, 5) public sector legal matters involving labor relations and other issues, 6) real estate development.

10 Points

Points Awarded: 9

PRICE EVALUATION

The price proposal will be evaluated subjectively including an evaluation of how well it matches Proposer's understanding of the City of Hartford's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The City of Hartford reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the City.

Attorney time would be billed at the rate of \$195 per hour.

Paralegal time would be billed at the rate of \$75 per hour.

Mileage would be charged at the IRS rate.

Copies would be charged at the rate of 15 cents per page.

Flat fee and other billing arrangements would be used when agreed to by the parties.

There would be no charge for courier time. The firm has the capability to track all work hours to specific City accounts.

Total Points: 83/100

Reviewer: Sanya Vitale, City Manager

Respondent: Chris Patterson, Fahey Schultz Burzych Rhodes
Address: 4151 Okemos Rd, Okemos MI 48864
Email: cpatterson@fsbrlaw.com

45 Points Possible

Points Awarded: 38

FIRM QUALIFICATIONS

The proposer's demonstrated understanding of the City of Hartford's requirements; the appropriateness of the technical approach (including labor categories, estimated hours and skill mix) and the quality of the work plan; the proposer's technical capabilities (in terms of personnel, equipment and materials) and the management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.)

45 Points

Points Awarded: 38

FIRM EXPERIENCE

The proposer's demonstrated experience in performing similar work and the proposer's demonstrated successful past performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. Firms must demonstrate experience in the following areas: 1) municipal law, 2) court appearances for municipal law related matters, 3) legislative experience with municipal, election and tax law, 4) Home Rule City Charter and Ordinance review, development and enactment, 5) public sector legal matters involving labor relations and other issues, 6) real estate development.

10 Points

Points Awarded: 2

PRICE EVALUATION

The price proposal will be evaluated subjectively including an evaluation of how well it matches Proposer's understanding of the City of Hartford's needs described in this Solicitation, the Proposer's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process to determine the highest ranked Proposer. The City of Hartford reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the City.

My current hourly rate is \$280.

Hourly rates for lawyers handling municipal matters currently range from \$175 to \$350 per hour. Our rates are subject to periodic review and adjustment at least annually.

We also employ 14 associate attorneys at the firm who bill at rates between \$175 to \$240 per hour. Our paralegal/clerks bill at a rate of \$175 per hour. We leverage all the attorneys in our office to provide effective and economic representation to the City. If a matter requires the experience of an associate, we will assign an associate. When a partner is required, we will assign a partner. When a particular specialty is required, an attorney with that specialty would be assigned. Each of our attorneys bill in one-tenth hour increments.

Our rates are inclusive of all overhead costs. We will not charge you separate "cost" items for mileage, facsimiles, emails, telephone charges, overtime, photocopying within our office and other similar costs.

Total Points: 78/100

Reviewer: Sanya Vitale, City Manager

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 5/22/23
Re: SPARK Grant Community Input

On May 16, 2023 we sought out community input regarding the City's potential SPARK Grant application. Participants included:

- Patty Schroder with the Strawberry Festival, Hartford Public Library and Chamber of Commerce
- Pete Sinclair with the Lion's Club
- Stephanie Daniels with the Library
- Sandra Banda with the DDA and the Hispanic Heritage Festival
- Angelika Hernandez with the Hispanic Heritage Festival
- Nancy Spoula with the Lion's Club and the United Methodist Church
- Kamryn Kyles with the Hartford School Board
- Megan Sanborn and Victoria with Learn and Grow
- Mark Little and Guest, Community Members
- Joe Deckard with the Veteran's Organization was also consulted but unable to attend.

Council Members attending included Commissioners Danger, Sullivan, Tibbs and Dockter

It was noted that the community wants to ensure that the following are not compromised during design and construction:

Veteran's Memorials	Festival Space	Parking
Monument Memorials	Gathering Space	Access to utilities
Tree Memorials	Restrooms	Seating access

Based on input the following recommendations were relayed to Wightman for inclusion in a plan.

- Upgraded and additional utility connections
- Upgraded lighting
- Upgraded sound system
- A new, larger pavilion in place of the current one with picnic and general seating
- Smaller pavilions in several locations with picnic seating
- A parking area in the Michigan St. lot
- A fence around at least the west side of the park, with gates for access
- Roughly 50% want to see a seasonal ice-skating rink (the synthetic ice version)
- Roughly 70% want to see garden areas with seating
- Roughly 50 % want to see skate park features
- Roughly 50% want to see water features
- Everyone consulted wants to see a playscape with ADA features
- Mr. Deckard noted when we spoke that he would like to see an additional Veteran's Memorial for veterans of the recent wars in Iraq and Afghanistan

Roxann Isbrecht

From: Pam Shultz
Sent: Friday, May 12, 2023 4:00 PM
To: Roxann Isbrecht
Cc: Sanya Vitale
Subject: Consumers Credit Union

We are proposing to move \$500,000.00 to Consumers Credit Union. This will consist of the following:

\$200,000.00 in a 12 month Municipal CD earning 4.85%
\$299,995.00 in a Municipal checking account earning 2%
\$5.00 in a share account that is required to be a member.

These will continue to be "pooled" funds just like all the other General Fund checking accounts and CD's. (Not separating Street Funds)

Let me know if you need any other information from me. I will check my email periodically (as I have time) on Monday or we can finish up on Tuesday morning when I come in.

Thanks!

Pam Shultz, MiCPT
City of Hartford Treasurer
19 W Main Street
Hartford, MI 49057
269-621-2477
FAX 269-621-2054
citytreasurer@cityofhartfordmi.org
www.cityofhartfordmi.org

General company information

Consumers Credit Union

Headquarters: 7200 Elm Valley Drive, Kalamazoo, MI 49009 | Mailing: P.O. Box 525, Oshtemo, MI 49077-0525

269.345.7804 or 800.991.2221 (toll-free)

ConsumersCU.org

Online, in office, by phone, or @Work, Consumers Credit Union is ready to serve you. **Locally owned since 1951**, more than **132,000 members** across lower Michigan choose us to help them achieve their financial goals and dreams. By simplifying banking through exceptional service, education and convenient technology, we make it easy for our members to choose how they want to bank.

Consumers is a fast-growing organization and has accumulated more than \$2.0 billion in assets. This has allowed our team of over **400 staff members** to expand our foothold to **26 offices** across Kalamazoo, Battle Creek, Grand Rapids, the Lakeshore and Lansing with member access to 30,000+ free CO-OP Network ATMs nationwide.

But more than that, our members and employees really do like us! Yearly member satisfaction surveys result in 90 percent satisfied and highly satisfied ratings. In 2022, we were named both an Elite Best and Brightest Company to Work for in West Michigan and in Nation winner.



Consumers by the numbers



\$2.0 billion
in assets



132K+
business & personal
members



1,482
checking accounts
opened per month



\$419 million
in home mortgage loans
in 2022



\$440+ million
in auto and recreational
loans in 2022

Member Eligibility

If you live, work or attend post-secondary school in the lower peninsula of Michigan, you're within the charter service area of Consumers Credit Union.



Municipal services

Did you know Consumers can help with your municipal accounts like checking, money markets, savings accounts and CDs? With a large array of services, we can also assist your municipal needs through ACH, remote check deposits, the ability to set user permissions in Online Banking and more!



Municipal Checking

simple and easy to use, plus
earn interest on daily balances
exceeding \$10,000



Municipal Specialist

access to a municipal relations
specialist and direct contact
with other local services



eBanking

- Online Banking
- Mobile and Text Banking
- Voice Access
- Bill Pay
- Payroll
- ACH debit/credit services
- Positive Pay
- Remote check deposit
through your smartphone
or a computer scanner
- Budget management
software integration
- eStatements
- Mobile App
- User permissions



Consumers @Work

on-site financial wellness
education for your employees



Insured Fund Solutions

Learn how municipality deposit
accounts at Consumers may
be insured over \$250,000
through NCUA and Excess
Share Insurance

Your dedicated rep

The go-to person for all your questions

The Consumers business development team is the arm of our organization that partners with local businesses to provide banking and lending assistance.

Your main contact is Chris Rusche, a five-year Consumers employee and experienced business development/office manager who has recently moved into our dedicated municipality support role.



Christopher Rusche has had worked across the spectrum of the banking world over the last 15 years since graduating with a finance degree from Grand Valley State University. After finding his home at Consumers five years ago, he has focused on the importance of member satisfaction and providing positive banking relationships and experiences.

"I love finding unique banking solutions to pain points and bottlenecks," said Rusche. "I see helping meet financial objectives and making day-to-day banking better while saving them money as vital to serving our members and municipalities."

When not out enjoying his favorite seasonal sport, Rusche serves as acting treasurer for the Northeast Business Association. He is also a member of the associate memberships of both the Kent County and Kalamazoo County branch of the Michigan Municipal Treasurers Association.

Chris Rusche

Municipal Relationship Manager

e. christopher.rusche@consumerscu.org

c. 616.208.1166

Our other business team leaders at your disposal



Darci Robinson

Director of Cash Management



Josh Pompey

Lansing Regional Manager



Sandy Bloem

Business Services Sales Manager

Locations

26 offices and growing

Consumers locations feature free coffee, online banking stations, Wi-Fi, document shredding bins, and coin counters and safe deposit boxes (at select locations). Stop in and say hello!

Office amenities



Office hours

M-Th - 9 a.m. - 5:00 p.m.
Fri - 9 a.m. - 5:30 p.m.
Sat - 9 a.m. - 12 p.m.



Drive-thru and TellerPlus+ hours

M-F - 9 a.m. - 7 p.m.
Sat - 9 a.m. - 1 p.m.



Access

Wi-Fi and computers for Online Banking



Free

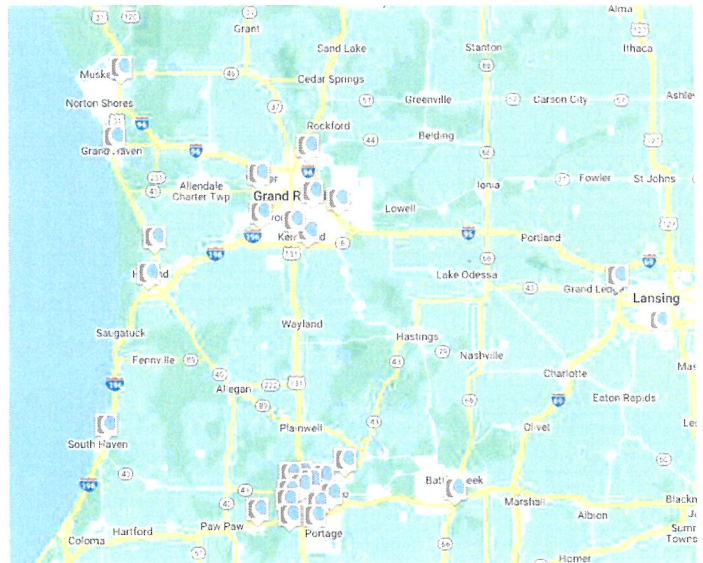
coffee and refreshments



Free

document shredding stations

Office	Address	City
9th Street	6699 West Main Street	Kalamazoo
Corner@Drake	1900 South Drake Road	Kalamazoo
Downtown	125 South Kalamazoo Mall, Suite #104	Kalamazoo
Gull Rd	5940 Gull Road	Kalamazoo
Milwood	4023 Portage Street	Kalamazoo
West Main	5018 West Main Street	Kalamazoo
The Groves Corporate Headquarters	7200 Elm Valley Drive	Kalamazoo
Centre	1511 West Centre Avenue	Portage
Milham Avenue	1065 West Milham Avenue	Portage
Battle Creek	6081 B Drive North	Battle Creek
Coldwater	829 East Chicago Street	Coldwater
Mattawan	56109 South Main Street	Mattawan
Lawton	104 North Main Street	Lawton
54th Street	220 54th Street Southwest	Grand Rapids
Breton Village	1835 Breton Road SE	Grand Rapids
Cascade	5575 28th Street SE	Grand Rapids
Gaines Township	6770 Kalamazoo Avenue SE	Grand Rapids
Plainfield	3869 Plainfield Avenue NE	Grand Rapids
Walker	272 Wilson Avenue NW	Walker
Grandville	4350 44th Street SW	Grandville
Grand Haven	901 South Beacon Boulevard	Grand Haven
South Haven	1579 Phoenix Road	South Haven
Riley	12705 Riley Street	Holland
Washington	1037 Washington Avenue	Holland
Muskegon	1818 East Sherman Boulevard	Muskegon
Cedar	6935 South Cedar Street	Lansing
Delta Crossing	809 North Marketplace Boulevard	Lansing



Search Locations





CITY OF HARTFORD
County of Van Buren
State of Michigan

CITY COMMISSION RULES OF ORDER

Adopted on: May 23, 2022
Review: March, April 2022
Adopted on: July 28, 1997

CITY OF HARTFORD
COMMISSION RULES OF ORDER

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CITY OF HARTFORD
COMMISSION RULES OF ORDER

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City of Hartford Commission Rules of Order, 1

1. AUTHORITY

- 1.1. CHARTER – The Hartford City Commission may determine its own rules and order of business for meetings pursuant to the authority of the City of Hartford City Charter (Section 3.13B). The Following set of rules shall be in effect upon their adoption by the Commission and until such time as they are amended or new rules adopted in the manner provided by these rules. None of the rules herein stated may supersede the City Charter, City Code, or Laws of the State of Michigan. (Effective January 1, 1992)

2. GENERAL RULES

- 2.1. MEETINGS TO BE PUBLIC – All official meetings of the Commission shall be open to the public. The journal of proceedings shall be open to public inspection as specified by the City Charter and State Law.
- 2.2. QUORUM – A majority of the members of the Commission, including the Mayor, shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to the next regular scheduled meeting date.
- 2.3. JOURNAL OF PROCEEDINGS – An account of all proceedings of the Commission shall be kept by the City Clerk and shall be entered in a book constituting the official record of the commission.
- 2.4. RIGHT OF FLOOR – Any Commissioner desiring to speak shall be recognized by the Chairman, and shall confine his/her remarks to one subject under consideration or to be considered. All discussion/questions must be directed at the presiding officer and council members will refrain from interrupting others except by point of order. Council members shall refrain from asking questions or topics that have already been addressed. No slanderous or intimidating language will be allowed toward fellow Council Members or City Staff.
- 2.5. CITY MANAGER – The City Manager shall attend all meetings of the Commission, unless excused, and entitled to attend meetings of all City Committees, Boards, or Commissions. The City Manager may make recommendations to the Commission and shall have the right to take part in all discussions of the Commission, but shall have no vote. The City Manager may purchase all supplies, including insurance for the City and approve all vouchers for payment of the same.
- 2.6. CITY ATTORNEY – The City Attorney may attend meetings of the Commission and shall, upon request of the Mayor or City Manager give an opinion either written or oral on questions of law.

City of Hartford Commission Rules of Order, 2

- 2.7. OFFICERS AND EMPLOYEES – Department Heads of the City, when there is pertinent business from their departments on the Commission agenda, shall attend such Commission meetings upon request of the City Manager.
- 2.8. INTERACTIONS WITH CITY STAFF – City Council Members shall direct all requests regarding City related activities to the City Manager. City Council Members shall not give directions privately or publicly to City Staff. All requests pertaining to the City Assessor, City Attorney and Auditor must be directed to the City Manager. Council must respect the supervisory nature of the City Manager of the City Staff and direct all requests of their time through the City Manager.

3. MEETINGS

- 3.1. PUBLIC NOTICE OF MEETINGS – The City Clerk shall be responsible for providing the proper notice of all meetings of the Commission as specified by the State Open Meetings Act.
- 3.2. REGULAR MEETINGS – All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended and with these rules. Regular meetings of the City Council will be held on the fourth Monday of each month beginning at 7:30pm at City Hall unless otherwise rescheduled by the Council. Changes in the regular meeting schedule may be made with the approval of a majority vote of the City Council and will be posted in accordance with the Michigan Open Meetings Act.
- 3.3. SPECIAL MEETINGS – Special meetings may be called by the mayor or by two members of the Commission. The call for a special meeting shall specify the day, hour, and location of the special meeting. The City Clerk shall give public notice as specified by the State Open Meetings Act and give each Commissioner notice as may be practical. (18 Hour notice required)
- 3.4. ANNUAL ORGANIZATIONAL MEETING – An organizational meeting shall be held in conjunction with or prior to the first regularly scheduled January Council meeting. In addition to any other business, such matters as: selection of a newspaper for public notices, selection of financial depository, review and selection of the City Attorney and review of Commission rules, policies and procedures shall be accomplished.
- 3.5. RECESSED MEETINGS – Any meeting of the Commission may be recessed to a later date and time, provided that no adjournment shall be for a longer period than until the next scheduled meeting. If the meeting is recessed for more than 36 hours then 18 hours' notice is required.
- 3.6. STUDY SESSIONS – The Council may meet informally in Study Sessions (open to the public) at the call of the Mayor or 2 Commissioners to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar

City of Hartford Commission Rules of Order, 3

information from the City Manager provided that all discussions and conclusions thereon shall be informal.

- 3.7. CLOSED MEETINGS – Executive Sessions or closed meetings shall be held in accordance with the provisions of the State Open Meetings Act.
- 3.8. EMERGENCY MEETINGS – Emergency Meetings shall be called as specified in the State Open Meetings Act without complying with the notice requirements in the event that it is necessary to hold a meeting to deal with a severe and imminent threat to the health, safety or welfare of the public when two thirds (2/3) of the Council decide that delay would be detrimental to the efforts to lessen or respond to the threat.
- 3.9. PUBLIC HEARINGS – Public hearings shall be called as directed by the Charter, State Law, or a decision of a majority of the Commission. The procedure for conducting the hearing shall be posted at the time of the hearing and available to the public.
- 3.10. NEW MEMBER ORIENTATION – After the official canvas of the vote and before their first meeting as an elected official the City Manager shall provide newly elected officials the information necessary to assume the responsibility of their office and update them on matters pending before the Commission. All Commissioners will receive copies of the following documents: City Charter, Ordinance Book, Zoning Ordinance, Rules of Order, MML Newly Elected Officials Handbook, US and Michigan Constitutions. These documents will be returned to the City offices one month prior to the expiration of the Commissioners term of office. New and existing council members are strongly encouraged to attend Newly Elected and Advanced training through Michigan Municipal League courses. It is in the best interest of the Council Members to stay updated on changing and on-going rules, regulations and standards that will allow them to make informed decisions for the citizens they serve.
- 3.11. ATTENDANCE OF MEDIA – All official meetings of the City Commission and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
- 3.12. VIRTUAL/ABSENTEE MEETING – The City of Hartford is not able to feasibly provide recorded, virtual or zoom meetings to the public. All reasonable accommodations will be considered per ADA rules and the Open Meetings Act to accommodate those with specific needs wanting to address the meetings.

4. CHAIRMAN AND DUTIES

- 4.1 CHAIRMAN – The Mayor, if present, shall preside as Chairman at all meetings of the Commission. In the absence of the Mayor, the Mayor-Pro-Tem shall preside. In the absence of both the Mayor and the Mayor Pro-Tem, the Commission shall elect a Chairman.

City of Hartford Commission Rules of Order, 4

- 4.2 CALL TO ORDER – The meetings of the Commission shall be called to order by the Mayor or in his/her absence by the Mayor-Pro-Tem. In the absence of both the Mayor and the Mayor-Pro-Tem the City Clerk shall call the meeting to order, call the roll and preside over the election of a temporary Chairman.
- 4.3 PRESERVATION OF ORDER –The Mayor or presiding officers shall endeavor to conduct the meeting in a fashion that strikes a balance between the informality and congeniality associated with the size of the City of Hartford and the decorum and formality necessary to conduct business in an orderly manner. Discussion of agenda items will be limited to the topic at hand. Council members may not carry-on sidebar discussions during council proceedings. At the Chairman's request a recess may be called in order to have the Hartford Police Department stand by to assist the Commission in maintaining order. (Reference 3.5 and 8.3)
- 4.4 RESTRICTIONS – The presiding officer of the Commission (Mayor, Mayor-Pro-Tem or temporary Chair) may debate from the Chair, subject only to such limitations of debate as are imposed on all members; however, the presiding officer shall not move or second a motion without first vacating the chair to the Mayor-Pro-Tem or temporary Chair.

5. ORDER OF BUSINESS AND AGENDA

- 5.1 ORDER OF BUSINESS – The order of business in the regular meeting shall be as follows:

A. The Order of business in the Regular Meeting, shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Public Hearings
6. Guests
7. Public Comment
8. Approval of Previous Meetings Minutes
9. Communications
10. Goals and Objectives
11. Reports of Officers, Boards and Committees, Routine Monthly Reports from Departments
12. Old Business
13. New Business
14. Instruction and/or Adoption of Ordinances and Resolutions;
15. Close Session
16. Adjournment

B. The Order of business at a Workshop Meeting, will be as follows:

1. Call to Order
2. Roll Call

City of Hartford Commission Rules of Order, 5

3. Approval of Agenda
4. Guests
5. Public Comment
6. Communications
7. Goals and Objectives
8. Reports of Officers, Boards and Committees, routine monthly reports from departments.
9. Old Business
10. New Business
11. Introduction of Ordinances and Resolutions; Public Hearings
12. Adjournment

C. The Order of business at a Special Meeting, will be as follows:

1. Call to Order
2. Roll Call
3. Action Item
4. Adjournment

5.2 AGENDA – The order of business of each meeting shall be as contained in the Agenda prepared by the Manager and Mayor: Agenda items may be submitted until the typing of the Agenda. The Agenda shall be a listing by topic of subjects to be considered by the Commission Meeting and when possible, preceding a Special Commission Meeting to which it pertains.

5.3 REPORTS AND WRITTEN INFORMATION – Reports and written information pertaining to items on the Agenda shall be included with the delivery of the Agenda.

6. **ORDINANCES, RESOLUTIONS, MOTIONS AND VOTING**

6.1. FORM – Ordinances and resolutions shall be presented to the Commission only in printed or typewritten form. Ordinances must include a title.

6.2. REVIEW – All proposed ordinances and resolutions shall be reviewed by the City Manager. All proposed ordinances shall be approved as to form and legality by the City Attorney.

6.3. DISTRIBUTION OF ORDINANCES AND RESOLUTIONS – The City Clerk shall prepare copies of all proposed ordinances for distribution to all members of the Commission at least 24 hours before the Commission meeting at which the ordinance is to be introduced. If the ordinance carries an emergency clause, copies of the ordinance must be distributed at least 12 hours prior to the meeting of the Commission at which said ordinance is to be considered.

6.4. INTRODUCTION OF ORDINANCES AND AMENDMENTS – A proposed ordinance shall be introduced by the reading of the title only. A full reading of a proposed ordinance

City of Hartford Commission Rules of Order, 6

or amendment shall be done at the request of any member. Amendments or modifications to ordinances must be referenced by ordinance number.

- 6.5. RECORDING OF VOTES – A voice vote shall be taken, unless required by policy or law, requested by a Commissioner, or when the Chairman cannot determine the results of a voice vote. Roll call votes shall be called in random order, with the Mayor always voting last. Responses are “Yes”, or “No”, or “Abstain”. The only acceptable reason for abstaining shall be “Conflict of Interest”, with stated conflict entered into the record. All votes shall be specifically entered into the record.
- 6.6. MAJORITY VOTE REQUIRED – A majority of membership (4 Votes) shall be required on the voting of ordinances and amendments, votes changing these Rules of Order, excusing a member’s absence, abolishment of a board or commission, removing a member of a board or commission, or calling a public hearing. A 2/3 majority (5 Votes) is required to call a closed meeting, as stated in the Open Meetings Act, call an emergency meeting, or to dismiss a Commissioner for misconduct as defined in the Charter (section 3.10F). (Reference: Open Meetings Act, Section 8). A unanimous vote is required to appoint a relative of a sitting Commissioner to a City Office (Defined in Section 4.1.C). All other votes require a majority of member attending. In the event of a tie vote, the motion shall be considered failed.
- 6.7. CONFLICT OF INTEREST – The procedure for determining a conflict of interest can be initiated by any Member. The steps shall be:
1. Presentation to the City Manager for an opinion.
 2. Notification of conflicted Member, if being brought to the Commission for a decision.
 3. Obtain an opinion from the City Attorney, if needed.
- If a conflict of interest is determined to exist that Member shall in no way enter discussion on the specific or related issue and shall abstain from voting if a vote is taken.
- 6.8. ORDINANCE AND RESOLUTION NUMBERING – Ordinances and Resolutions shall be numbered consecutively by the City Clerk.
- 6.9. ORDINANCE PASSAGE PROCEDURE – When passed by the City Commission, an ordinance shall be signed by the Mayor, attested by the City Clerk and shall immediately be filed and thereafter preserved in the office of the City Clerk. The Ordinance will be immediately published in the local newspaper and will take effect 15 days after passage or the day of publication whichever comes first unless passed as an emergency measure in which case it will have immediate effect.

7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

- 7.1. CREATION – The City Commission may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the City

City of Hartford Commission Rules of Order, 7

Commission may specify while remaining consistent with the City Charter. Currently there are the Board of Review, Planning Commission and Zoning Board of Appeals.

- 7.2. MEMBERSHIPS AND SELECTIONS – Membership requirement and selection of members shall be as provided by the City Commission, if not specified by the City Charter of State Law. Any committee, board or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by the majority vote of the City Commission. No committee so appointed shall have the powers other than advisory to the City Commission or to the City Manager, except as otherwise specified by the City Charter or State Law. Board members will be selected by the Mayor and approved by the City Commission.
- 7.3. INDEPENDENT BOARDS – A City Representative may be appointed by the City Commission to any board independent of the Commission at the independent boards request. These representatives should give an annual oral or written report to the Commission, which should include any actions, issues, or information of interest to the Commission or the City as a whole. Current independent boards with City Commission appointed representatives are the Fire Board, Library and Hartford Recreation Council Board of Directors.
- 7.4. REMOVAL OF MEMBERS OF BOARDS AND COMMISSIONS – The City Commission may remove any member of any board of commission which it has created or as created by the City Charter, or any City Representative appointed to an independent board, by a vote of a majority of the City Commission. Any board or commission may request removal of any appointee by stating in writing the reasons for removal.
- 7.5. TERMS FOR COMMITTEES AND BOARDS – Attached to these rules of order as addendum “A” is the current list of all Boards and Committees and the terms associated with each.

8. CITIZEN’S RIGHTS

- 8.1. ADDRESSING THE COUNCIL – Members of the public desiring to address the Commission by oral communication shall first secure the permission. Preference will be given to those persons who have notified the City Clerk in advance of the Regular Meeting of their desire to speak in order that their name may be place on the agenda and they will be recognized by the presiding officer without further notice.
- 8.2. MANNER OF ADDRESSING THE COMMISSION – Each person addressing the Commission shall give his/her name and address in an audible tone of voice for the record. Unless further time is granted by the Commission, their address shall be limited to three (3) minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than members of the Commission and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked the Commissioners except through the Chairman. If a group of citizens of the organization

City of Hartford Commission Rules of Order, 8

would like to address the Council, they will be asked to appoint one person to address the Council once they have been recognized by the presiding officer. The City Clerk shall advise the speaker of end of their allotted time. Questions and/or concerns will be directed to the presiding officer and not a single Council Member. Council Members will refrain from discussions with members of the public. Council Members will refrain from slanderous or detrimental language towards a member of the public. The presiding officer may ask for a recess of the meeting if order needs to be obtained. City of Hartford Police Officers may remove those who are being disruptive.

- 8.3. PERSONAL AND SLANDEROUS REMARKS – Any person making personal, impertinent slanderous remarks, or who shall become boisterous while addressing the Commission may be requested to leave the meeting. (Reference 3.5 and 4.3)
- 8.4. WRITTEN COMMUNICATIONS – Interested parties, or authorized representatives, may address the Commission by written communication in regard to any matter concerning the City's business or over which the Commission has control at anytime by direct mail or by addressing the City Clerk and copies will be distributed to Commissioners.

9. SUSPENSION AND AMENDMENT OF THESE RULES

- 9.1. SUSPENSION OF THESE RULES – Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Commission. The vote on any such suspension shall be taken by roll call and entered upon the record.
- 9.2. AMENDING OF THESE RULES – These rules may be amended, or new rules adopted, by a majority vote of all members of the Commission.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 012**



RESOLUTION ESTABLISHING THE CITY OF HARTFORD FEE SCHEDULE

At a meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 22, 2023 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford Council is committed to delivering local government services for public purpose as efficiently as possible while being responsible with City resources, and

WHEREAS, the City of Hartford provides certain services for which the City must charge a fee to recoup its costs, and

WHEREAS, the City Commission of the City of Hartford has reviewed the current fee schedule and has determined that the schedule of fees should be revised to reflect current costs, and

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford adopts and establish the attached schedule and directs and City Clerk to post and display the fee schedule as attached and made part of this resolution as **Attachment A**. Said new fee schedule shall become effective/go into effect on _____.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 22, 2023

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 May 22, 2023 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended. DATE:

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

CITY OF HARTFORD FEE SCHEDULE RESOLUTION 2023 - 012 ATTACHMENT A

<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>NOTE</u>	<u>RECEIPT'S CODE</u>
RUMMAGE PERMIT	\$5.00		RUMMG
BRUSH PERMIT	\$5.00	ONE TRIP	BRUSH
BRUSH PERMIT	\$15.00	ANNUAL	BRUSH
BRUSH PERMIT	\$50.00	PICK UP	BRUSH
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
DELINQUENT ADMINISTRATION FEE	\$30.00		
BUILDING PERMITS	CHART		BUILD
ELECTRIC PERMIT	CHART		ELECT
MECHANICAL PERMIT	CHART		MECHA
RIGHT OF WAY PERMIT - ATTACHED	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	\$100.00	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	

<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>NOTE</u>	<u>RECEIPT'S CODE</u>
ZONING ORDINANCE	\$50.00		
ZONING MAP	\$10.00		
COMPLETE SET OF ORDINANCE	\$150.00		
BOARD OF APPEALS	\$250.00		
SITE PLAN REVIEW - COMMERICAL	\$1,000.00		
SITE PLAN REVIEW -SINGLE FAMILY	\$500.00		
SITE PLAN REIEW - MULTI FAMILY	\$1,000.00		
SITE PLAN REIEW - INDUSTRIAL	\$2,500.00		
SPLIT/COMBINE PARCEL REQUEST	\$50.00		
ZONING COMPLIANCE PERMIT	\$45.00	FENCE/SIDEWALK/DRIVEWAY/POOL	
SPECIAL LAND USE PERMIT	\$750.00		
VARIANCE APPLICATION	\$850.00		
REZONING APPLICATION	\$1,500.00		
SIGN PERMIT	\$25.00	UP TO 5 SIGNS	
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 REQUESTS;RESEARCH	\$25.00	PER/HR	INVOICE
COPIES	\$5.00	1ST PAGE	INVOICE
	\$1.00	EACH ADDITIONAL PAG	INVOICE
SPECIAL EVENT ELY PARK	FREE		INVOICE
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

<u>BOARD</u>	<u>RATE</u>	<u>RATE</u>
	CHAIR	MEMBER
Board of Review/HOUR	\$ 15.00	\$ 13.00
Planning Commission/MEETING	\$ 50.00	\$ 40.00
Election Inspectors/HOUR	\$ 15.00	\$ 13.00

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 – 013**



RESOLUTION ESTABLISHING PROPERTY TAX MILLAGE FOR THE FISCAL YEAR 2023-2024

At a meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 22, 2023,

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has been notified of the increase in the City's property valuation for the Fiscal Year 2023-2024, and

WHEREAS, this increase in property valuation would also lead to an increase in operating revenues from ad valorem property taxes, if adopted, at a rate of 4.72% over such revenues generated by levies permitted without holding a hearing, and

WHEREAS, the City Commission of the City of Hartford held a Public Hearing on May 22, 2023 notifying the public that it intends to take the additional millage of 0.7353 mills, which would yield a sum of \$30,754.00 in additional revenue to support the general operation of the City during the 2023-2024 Fiscal Budget year.

NOW THEREFORE BE IT RESOLVED that the City Commission of the City of Hartford has decided to take the 16.3014 mills that would be generated by the increase in property valuation.

BE IT FURTHER RESOLVED, that the City Commission of the City of Hartford has established that it would continue to collect the mills allowed by law to support the general operations of the City.

The total mills to be levied for ad valorem property taxes are as follows:

<u>AUTHORITY-PURPOSE</u>	<u>FUND</u>	<u>MILLS</u>	<u>LEVY DATE</u>
City Charter Section 9.1			
General Purposes	General	12.1410	July 1, 2023
Extra Voted	Fire	1.4185	December 1, 2023
Extra Voted Debt Retirement-2016			
Sanitary Sewer Revenue Bond			
Wastewater Treatment Plant	Sewer	1.7419	July 1, 2023
Extra Voted	Seniors	1.0000	December 1, 2023

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 22, 2023

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 May 2, 2023 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended. DATE:

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 2023 - 014**



RESOLUTION ADOPTING FISCAL YEAR 2023/2024 BUDGET

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 May 22, 2023 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has met all requirements for Public Hearing on the Budget-Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 11, 2023, and a public hearing on the proposed budget was held on May 22, 2023, and participation regarding the adoption of a budget and property tax levy for the City's fiscal year commencing July 1, 2023 and ending June 30, 2024, and whereas, the City Commission has carefully considered same,

WHEREAS, the City of Hartford shall cause to be levied and collected the general property tax on all real and personal property within the City upon the current tax roll an allocated millage of 16.3014 mills.

The total mills to be levied for ad valorem property taxes are as follows:

<u>AUTHORITY-PURPOSE</u>	<u>FUND</u>	<u>MILLS</u>	<u>LEVY DATE</u>
City Charter Section 9.1			
General Purposes	General	12.1410	July 1, 2023
Extra Voted	Fire	1.4185	December 1, 2023
Extra Voted Debt Retirement-2016			
Sanitary Sewer Revenue Bond			
Wastewater Treatment Plant	Sewer	1.7419	July 1, 2023
Extra Voted	Seniors	1.0000	December 1, 2023

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford hereby adopts its budget by Activity/Department for fiscal year commencing July 1, 2023, and ending June 30, 2024, in accordance with the City Charter

The estimated revenues by source and the amounts appropriated to defray the expenditures and meet the liabilities of various funds of the fiscal year are set forth therein.

FUND	INCOME BY SOURCES	AMOUNT
101	402.000 Real Property Tax-Current	\$ 404,426.00
101	403.000 VAN BUREN ROAD MILLAGE	\$ 24,000.00
101	404.000 Municipal Services Agreements	\$ 46,000.00
101	410.000 Personal Property Tax-Current	\$ 126,532.00
101	411.000 LOCAL COMMUNITY STABILIZATION	\$ 7,000.00
101	444.000 TRAILER COURT FEES	\$ 400.00
101	445.000 PENALTIES AND INT ON TAXES	\$ 2,000.00
101	447.000 PROPERTY TAX ADMIN FEE	\$ 20,000.00
101	448.000 DELINQUENT ADMIN FEE ON TAX	\$ 2,500.00

101	451.000 BUSINESS LICENSE AND PERMITS	\$ 500.00
101	454.000 FRANCHISE FEE, CABLE TV	\$ 18,000.00
101	476.000 NON-BUSINESS LICENSE & PERMITS	\$ 200.00
101	477.000 TEMPORARY DUMPSTER PERMIT	\$ 50.00
101	478.000 MEDICAL MARIJUANA FEES	\$ 5,000.00
101	479.000 RECREATIONAL MARIJUANA FEES	\$ 85,000.00
101	574.000 STATE SHARED REVENUE	\$ 275,435.00
101	574.001 CVTRS STATE SHARED REVENUE	\$ 113,659.00
101	574.002 CVTRS STATE SHARED REVENUE PUBLIC SAFETY	\$ 7,233.00
101	575.301 ST SHARED REV-LIQUOR LICENSE	\$ 1,800.00
101	577.000 STATE REIMB FOR ELECTION	\$ 1,500.00
101	607.000 SPLIT/COMBINE FEE	\$ 150.00
101	610.000 NSF CHECK FEE	\$ 90.00
101	615.301 FINGERPRINT SERVICE	\$ 50.00
101	626.201 COPY FEES-FISCAL	\$ 50.00
101	627.301 LABOR-XING GUARDS/RESOURCE OFF	\$ 2,340.00
101	635.201 NOTARY FEES	\$ 350.00
101	641.440 MOWING & MISC. SERVICES	\$ 200.00
101	653.301 SALE OF INSURANCE REPORTS	\$ 150.00
101	655.301 RESTITUTION	\$ 1,000.00
101	662.301 ORDINANCE FINES-DISTRICT COURT	\$ 500.00
101	665.002 BANK INTEREST ON ACCOUNTS	\$ 3,500.00
101	671.202 ADMINISTRATION FEE - MAJOR	\$ 12,000.00
101	671.248 DDA - ADMINISTRATION FEE	\$ 2,400.00
101	671.251 ADMIN. FEE - BUILDING FUND	\$ 5,000.00
101	671.253 FEE FOR TAX BILL REQUEST	\$ 300.00
101	671.590 ADMINISTRATION FEE - SEWER	\$ 90,500.00
101	671.591 ADMIN. FEE - WATER	\$ 63,000.00
101	672.410 ZONING BOARD/PLANNING COMMISSION FEES	\$ 1,000.00
101	687.000 INSURANCE REFUNDS	\$ 5,000.00
101	695.001 UNREALIZED (GAIN)/LOSS ON INV.	\$ (21,600.00)
101	699.440 EQUIPMENT USE-DPW	\$ 85,300.00
101 Total		\$ 1,392,515.00
202	546.000 STATE REVENUE	\$ 255,000.00
202	546.001 STABILIZATION AUTHORITY	\$ 5,000.00
202	699.101 TRANSFER FROM GENERAL FUND	\$ 40,000.00
202 Total		\$ 300,000.00
203	455.000 RIGHT OF WAY PERMIT	\$ 3,000.00
203	546.000 STATE REVENUE	\$ 95,000.00
203	546.001 STABILIZATION AUTHORITY	\$ 5,000.00
203 Total		\$ 103,000.00
245	583.000 CONTR FROM LOCAL UNIT (POKAGON FUND)	\$ 100,000.00
245	699.202 TRANSFER FROM MAJOR STREETS FROM 972	\$ 60,000.00
245 Total		\$ 160,000.00
248	434.000 DDA CAPTURED TAX	\$ 13,764.00
248 Total		\$ 13,764.00
249	451.371 BUILDING PERMITS	\$ 13,000.00
249	452.371 ELECTRICAL PERMITS	\$ 5,500.00
249	453.371 MECHANICAL INSPECTION FEES	\$ 4,000.00

249	608.000 RENTAL ORDINANCE FEES	\$ 6,000.00
249	699.101 TRANSFER FROM GENERAL FUND	\$ 35,000.00
249 Total		\$ 63,500.00
255	665.002 BANK INTEREST ON ACCOUNTS	\$ 250.00
255	667.000 RENT - CITY OF HARTFORD	\$ 50,000.00
255 Total		\$ 50,250.00
590	402.000 Real Property Tax-Current	\$ 55,500.00
590	410.000 Personal Property Tax-Current	\$ 18,250.00
590	643.000 SERVICES-SALES	\$ 425,000.00
590	643.001 CAPITAL RESERVE ESCROW SALES	\$ 145,800.00
590	656.000 PENALITIES ON DELINQ BILLS	\$ 20,000.00
590	671.000 MISCELLANEOUS REVENUE	\$ 12,000.00
590	695.001 UNREALIZED (GAIN)/LOSS ON INV.	\$ (5,000.00)
590 Total		\$ 671,550.00
591	643.000 SERVICES-SALES	\$ 360,000.00
591	643.001 CAPITAL RESERVE ESCROW SALES	\$ 80,575.00
591	646.000 SHUT-OFF AND TURN-ON	\$ 350.00
591	656.000 PENALITIES ON DELINQ BILLS	\$ 15,500.00
591	667.001 RENTAL OF WATER TOWER-AT&T	\$ 24,840.00
591	671.000 MISCELLANEOUS REVENUE	\$ 250.00
591	695.001 UNREALIZED (GAIN)/LOSS ON INV.	\$ (3,000.00)
591 Total		\$ 478,515.00
Total Revenues		\$ 3,233,094.00

Fund	Expenses	Requested 23-24 Budget
101	Assessor	\$ 23,000.00
101	Board of Review	\$ 4,850.00
101	Central Supply	\$ 27,100.00
101	City Commission	\$ 20,763.69
101	City Hall & Grounds	\$ 124,500.00
101	City Manager	\$ 105,192.88
101	Clerk	\$ 128,881.44
101	Cultural Programs	\$ 4,199.00
101	Elections	\$ 20,800.00
101	Fire Board	\$ 140,411.70
101	Independent Audit	\$ 12,220.00
101	Legal Services	\$ 15,000.00
101	Mayor	\$ 3,437.70
101	PARKS & RECREATION	\$ 2,500.00
101	Police Department	\$ 508,670.38
101	Public Works Department	\$ 237,561.75
101	TRANSFER OUT BUILDING DEPT	\$ 35,000.00
101	Treasurer	\$ 81,466.95
101	Wellhead Protection Grant	\$ 5,000.00
101	Zoning Commission/Appeals	\$ 15,800.00

STREETS	Routine Maintenance	\$ 69,625.00
STREETS	Street Construction	\$ 90,000.00
STREETS	Traffic Services	\$ 21,155.00
STREETS	TRANSFER OUT- Cap Imp. Major Streets	\$ 60,000.00
STREETS	Winter Maintenance	\$ 45,920.00
STREETS TOTAL		\$ 286,700.00
248	Downtown Dev. Authority	\$ 15,764.00
249	Bldg Dept	\$ 51,948.00
255	Bldg Authority	\$ 45,000.00
590	Sewer Lift Stations	\$ 44,100.00
590	Sewer System-Genl Operations	\$ 92,150.00
590	Sewer Treatment Plant	\$ 880,795.71
SEWER TOTAL		\$ 1,017,045.71
591	Iron Removal Plant Operations	\$ 135,850.00
591	Water Distribution System	\$ 370,327.00
WATER TOTAL		\$ 506,177.00
MULTI	CDBG-Operating Transfer	\$ 319,850.00
GRAND TOTAL		\$ 3,758,840.20

Once adopted a copy of the full, line item, budget is available in the Clerk's office and available at the City's website.

Periodic Financial Reports: The officers of the City are directed to take such action and give such certifications as required by law and the City Charter Chapter VII Section 7.5 to affect the property tax levy and to implement and manage this budget.

Budget Monitoring: In accordance with the City Charter Chapter VII Section 7.8 & 7.9 and this shall continue the **General Appropriations Act under Section 16, of the Michigan Uniform Budgeting and Accounting Act (MCL 141.436)**.

YEAS: Commissioners

NAYS: ABSENT: Commissioners

RESOLUTION DECLARED ADOPTED

DATE: May 22, 2023

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 May 22, 2023 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:

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 2023 - 015**



**RESOLUTION ADOPTING A FINAL PROJECT PLAN FOR WATER SYSTEM IMPROVEMENTS
AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

At a regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on, May 22, 2023 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford recognizes the need to make improvements to its existing water system; and

WHEREAS, the City of Hartford authorized Wightman to prepare and submit the Clean Water State Revolving Fund Project Plan and application, which recommends the construction of improvements to its water system; and

WHEREAS, said Project Plan was presented at a Public Hearing held on May 22, 2023 and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of Hartford formally adopts said Project Plan and agrees to implement the selected alternatives (Principal Alternative) if faced with funding short falls.

BE IT FURTHER RESOLVED, that the City Manager, a position that is currently held by Sanya Vitale, is designated as the authorized representative for all activities associated with the project referenced above, including executing all documents related to the State of Michigan application for a revolving fund loans and/or grants to assist in the implementation of the selected alternative projects.

YEAS: Commissioner's

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 22, 2023

RoxAnn Rodney-Isbrecht, City Clerk

CERTIFICATION: 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 May 22, 2023 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended. DATE:

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

City of Hartford

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: 04/11/2023

Re: Planning Commission Compliance

Under the current set of Ordinances, the City's Planning Commission and associated zoning powers are authorized through Public Act 207 of 1921.

This Act was repealed and replaced by two new acts:

1. The Michigan Planning Enabling Act 33 of 2008
2. The Michigan Zoning Enabling Act 110 of 2006

Per our colleagues at MSU Extension, *the Michigan Planning Enabling Act changes how various planning procedures are done and provides new duties and power to planning commissions in the state. The purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaced the former authorizing legislation used by the City of Hartford (PA 207 of 1921 as well as two other Acts used by County and Townships).*

Communities were provided time to transition their ordinances and planning commissions to the new legislation and while most finalized the work prior to the July 1, 2011, deadline, there are still communities, like Hartford, that still need to transition. The good news is that while we have not transitioned to the new laws, our colleagues at the MSU Extension have shared that this should not undermine the planning commission's day-to-day decision-making. We can break this process of transitioning towards compliance into 2 phases as outlined below.

Phase 1: I have utilized best practice guidance provided by the MSU Extension in creating a draft Planning Commission ordinance for review and consideration, my comments are in blue. The attached draft Planning Commission ordinance was provided by MSU Extension with an algorithm on how to prepare the document dependent on if your municipality is a city, township or county.

1. The ordinance or resolution creating the local unit of government's planning commission, will need to be updated. This will need to be done by July 1, 2011, or sooner if the ordinance, or resolution, is updated/amended for any other reason at any point sooner than July 1, 2011. *(I am attaching a draft Planning Commission ordinance to comply with this provision. We will need to amend Section 151.290 of the current Code of Ordinances to comply with the MPEA.)*

2. The planning commission's bylaws, will need to be updated. This will need to be done by July 1, 2011, or sooner, if the bylaws are updated/amended for any other reason at any point sooner than July 1, 2011. (I have spoken to the Planning Commission and will take a draft of compliant Bylaws to the next meeting for review and consideration)
3. Any existing plan (like the City's Master Plan) adopted prior to the effective date of the Michigan Planning Enabling Act, continues to be the adopted plan(s) for a local unit of government. Any amendments to those plan(s) must be done in conformance with the new act. Once the plan(s) are five or more years old, the planning commission shall conduct a five-year review of the plan(s). (Because the City's Master Plan is more than 5-years old, we need to reconsider it for approval it under the MPEA or begin working on a new one as outlined in the MPEA- this is a function of the Planning Commission)
4. Any ordinance or rules which govern subdivisions of land (under authority of §105 of the Land Division Act (M.C.L. 560.105)) does not need to be readapted or amended. If a local unit of government does choose to amend or re-adopt an ordinance or rules, then it must do so following the new act. (The City's Ordinances do govern subdivisions of land but at this time, there is no recommendation to change the Zoning Ordinance. The Planning Commission will conduct a complete review of the Zoning Ordinance this year and make recommendations for changes based on the MPEA and MZEA)
5. If the planning commission has had zoning powers and duties transferred to it (which ours does), those powers and duties continue. Even if amendments or updates to ordinances, rules, or bylaws are not done, that authority continues. However, the updating of ordinances, rules, and bylaws still must be completed by July 1, 2011.
6. Since the ordinance or resolution creating the planning commission must comply with the Michigan Planning Enabling Act prior to any change to the adopted plan, including amendments to the amendments, it is recommended that local governments update the Planning Commission Ordinance sooner rather than later. (See attached recommended draft Planning Commission ordinance)

Phase 2: With regards to the City's Zoning Ordinance and compliance with the Michigan Zoning Enabling Act, the process for compliance is a bit different. The process for amending the Zoning Ordinance is outlined as follows with guidance from our colleagues at the MSU Extension:

Step 1: Propose to amend the Zoning Ordinance CHAPTER 151 of the CITY OF HARTFORD CODE OF ORDINANCES. I recommend that the City Council recommend that the Planning Commission start work on preparing changes to the Zoning Ordinance as outlined below:

Step 2: The Planning Commission should cause preparation of a draft of (1) the text of a zoning amendment

Step 3: The planning commission should review existing procedure, policy for the administration and enforcement of the zoning ordinance to determine if the proposed amendments require any modification to those procedures and policies

Generally, we must update certain sections of the City's current Zoning Ordinance which are built into the City's General Code of Ordinances to comply with the MZEA.

- a. Legal Basis for formation must be amended to comply with P.A. 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et seq.
- b. Zoning Commission duties must be transferred to the Planning Commission (our ordinance reads Zoning Commission 151.290)
- c. Public Notice requirements change as follows:
 - i. Zoning amendments by §306 (M.C.L. 125.3306) with cross reference to §202 (M.C.L. 125.3202), and by §401(2) (M.C.L. 125.3401(2) with cross reference to §202 (M.C.L. 125.3202) (currently outlined at 151.253, 151.291, 151.293);
 - ii. Special use permits by §502(2)-502(3) (M.C.L. 125.3502(2)-125.3502(3)) (currently outlined at 151.292);
 - iii. Planned unit developments by §503(5) (M.C.L. 125.3503(5));

- iv. Planned unit development as a zoning amendment by §306 (M.C.L. 125.3306) with cross reference to §202 (M.C.L. 125.3202);
- v. Purchase of a development rights by §508(4), (M.C.L. 125.3508(4)); and
- vi. Appeals board hearings by §604(4) (M.C.L. 125.3604(4) and §604(5) (M.C.L. 125.3604(5)) ([151.308.B.2.f](#))
- d. Removal of a Planning Commission Member or Zoning Board of Appeals member for conflict of interest, misfeasance, malfeasance or nonfeasance
 - i. The legislative body shall provide for the removal of a member of a zoning commission for misfeasance, malfeasance or nonfeasance in office upon written charges and after public hearing.” (§301(9) (M.C.L. 125.3301(9)))
 - ii. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.” (§601(9) (M.C.L. 125.3601(9)))
- e. Special Use Changes:
 - i. Review the zoning ordinance requirements for special uses with §502 (M.C.L. 125.3502) and §504 (M.C.L. 125.3504) ([151.292](#)). If there are any discrepancies between what your zoning ordinance reads and what the Michigan Zoning Enabling Act requires, then prepare an amendment to the zoning ordinance to comply with the statute. It is likely the discrepancy which will be found is the notice requirements for hearings or when a decision on a special use will be made.
 - ii. The new Act has incorporated the Michigan Appellate Court distinction that a use variance requires a showing of “unnecessary hardship” while a dimensional variance (non-use variance) requires a showing of “practical difficulty” (§604(7) (M.C.L. 125.3604(7))). If your ordinance requires a showing of either or both, an ordinance change will be needed.
 - iii. A written “statement of findings and conclusions relative to the special land use which specifies the basis for the decision and any conditions imposed” (§502(4) (M.C.L. 125.3502(4))) is now required with any special land use decision. The “findings” language is new. The zoning ordinance should be amended to include this requirement.
- f. Planned Unit Development (PUD) Review the zoning ordinance requirements for planned unit developments (PUD) with §503 (M.C.L. 125.3503) and §504 (M.C.L. 125.3504).
- g. Zoning Board of Appeals:
 - i. Review the zoning ordinance requirements for zoning board of appeals with §601-607 (M.C.L. 125.3601- 125.3607) ([151.313](#))
 - ii. [As our ZBA has not met in several years, we will have to reorganize it.](#) Reorganized appeals boards shall have a membership of: ([151.305](#))
 - 1. Three or more members if the local unit of government has a population of less than 5,000 (§601(3) (M.C.L. 125.3601(3))).
 - 2. The fixed number of members shall be specified in the zoning ordinance.
 - 3. One member shall be a member of the planning commission in counties and townships. It continues to be optional in cities and villages. (§601(4) (M.C.L. 125.3601(4))). (It was always required in counties and townships.)
 - 4. The remaining members shall be selected from the electors residing in the zoning jurisdiction. (For a county members shall not live in a city or village.)
 - 5. Membership shall be representative of the population distribution and of the various interests present in the local unit of government.
 - 6. Terms are for three years, staggered. (Unless they are the member from the planning commission or legislative body. In those cases the term of office on the appeals board is the same as their term of office on the planning commission or legislative body.)
 - 7. Appointments to vacancies must be made within one month after the preceding member’s term has expired. This is a new requirement for everyone. (§601(10) (M.C.L. 125.3601(10)))

8. Up to two alternate members may be selected from the electors residing in the zoning jurisdiction. (Having the same term as regular members. Alternates are called to serve for the duration of a case when a regular member is absent for one or more meetings (absent due to illness, vacation, conflict of interest, etc.)) (§601(7) (M.C.L. 125.3601(7)))
 9. One member may be a member of the legislative body (but cannot be chair of the appeals board).
 10. Any member, or alternate member can be removed from office by the legislative body for misfeasance, malfeasance, or nonfeasance upon written charges and a public hearing.
- iii. Requirements for appeals/variances hearings must comply as follows: (151.307)
1. The notices shall be given not less than 15 days before the date of the hearing on an appeal. Notice is considered to be given when personally delivered or when deposited during normal business hours for delivery with the U.S. Postal Service or other public or private delivery service.
 - a. Notices shall be sent to: (151.311)
 - i. The individual demanding the appeal.
 - ii. The owner (or other owners) of the property, if different.
 - iii. The owners of all real property within 300 feet of the boundary for the property for which the approval has been requested, as shown by the latest assessment roll, regardless of whether the owner and property is located in the zoning jurisdiction or not.
 - iv. One occupant of each structure, or each unit within multiple-unit structures, within 300 feet of the boundary for the property for which the approval has been requested, regardless of whether the owner and property is located in the zoning jurisdiction or not. (For multiple-unit structures containing more than four dwelling units, only the manager of the structure needs to be notified and post the information at the main entrance to the structure.)
 - v. The general public by publication in a newspaper which circulates in the City of Hartford.
 - vi. Members of the appeals board.
 - b. The notice shall include:
 - i. The nature of the appeal being requested.
 - ii. The property(ies) for which the appeal or variance has been made.
 - iii. A listing of all existing street addresses within the property(ies) which is(are) subject of the appeal. (Street addresses do not need to be created and listed if no such addresses currently exist. If there are no street addresses another means of identification may be used.)
 - iv. The location where the demand for appeal can be viewed and copied prior to the date of the hearing.
 - v. The date, time and location of when the hearing before the appeals board will take place.
 - vi. The address at which written comments should be directed prior to the hearing.
 - vii. For members of the appeals board only, a copy of the demand for appeal being requested.
- iv. Use Variances: Under no circumstances shall the Appeals Board grant a variance to allow a use not permissible under the terms of this Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this Ordinance in said district.

- v. If the demand for appeal is for a variance the appeals board shall either grant, grant with conditions, or deny the application. The appeals board may reverse or affirm, wholly or partly, or modify the order, requirement, decision or determination and may issue or direct the issuance of a permit. A majority vote of the membership of the appeals board is necessary to grant a dimensional variance and rule on an interpretation of the ordinance. The decision shall be in writing and reflect the reasons for the decision.
 - 1. At a minimum the record of the decision shall include:
 - a. Formal determination of the facts,
 - b. The conclusions derived from the facts (reasons for the decision)
 - c. The decision.
 - 2. Within eight days of the decision the record of the decision shall be certified and a copy delivered by first class mail to the person demanding the appeal, the administrator, and other parties.
- vi. Any person having an interest affected by such decision shall have a right to appeal to Circuit Court within 30 days of the certified decision of the appeals board, as provided by law.
- h. Zoning Amendments: Review the zoning ordinance requirements for zoning amendments (151.292) with §306 (M.C.L. 125.3306) with cross reference to §202 (M.C.L. 125.3202), and by §401(2) (M.C.L. 125.3401(2) with cross reference to §202 (M.C.L. 125.3202)
 - i. The notices shall be given not less than 15 days before the date of the hearing on a proposed zoning amendment. Notice is considered to be given when personally delivered or when deposited during normal business hours for delivery with the U.S. Postal Service or other public or private delivery service. Notices shall be sent to:
 - 1. The applicant
 - 2. The owner (or other owners) of the property, if different.
 - 3. If the zoning amendment is for less than 11 adjacent properties: the owners of all real property within 300 feet of the boundary for the property for which the approval has been requested, as shown by the latest assessment roll, regardless of whether the owner and property is located in the zoning jurisdiction or not.
 - 4. If the zoning amendment involves less than 11 adjacent properties: One occupant of each structure, or each unit within multiple-unit structures, within 300 feet of the boundary for the property for which the approval has been requested, regardless of whether the owner and property is located in the zoning jurisdiction or not. (For multiple-unit structures containing more than four dwelling units, only the manager of the structure needs to be notified and post the information at the main entrance to the structure.)
 - 5. The general public by publication in a newspaper which circulates in the [name of local government].
 - 6. Members of the planning commission.
 - ii. The notice shall include:
 - 1. The nature of the zoning amendment being requested.
 - 2. The property(ies) for which the zoning amendment has been made.
 - 3. If the zoning amendment is for less than 11 adjacent properties: a listing of all existing street addresses within the property(ies) which is(are) subject of the zoning amendment. (Street addresses do not need to be created and listed if no such addresses currently exist. If there are no street addresses another means of identification may be used.)
 - 4. The location where the application documents can be viewed and copied prior to the date the zoning amendment hearing.
 - 5. The date, time when and location where the hearing on the zoning amendment will take place.
 - 6. The address at which written comments should be directed prior to the hearing on the zoning amendment.

7. For members of the planning commission only, a copy of the request for the zoning amendment, the draft of the zoning amendment, and supporting documents in the record.
 - i. Nonconformities: Review the zoning ordinance requirements for nonconformities with §208 (M.C.L. 125.3208) (151.201)
 - j. Site Plans: Review the zoning ordinance requirements for site plans with §501 (M.C.L. 125.3501) (151.250-151.257)
 - k. Discretionary Decisions: Review the zoning ordinance requirements for discretionary decisions with §504 (M.C.L. 125.3504)
 - l. Performance Guarantees: Review the zoning ordinance requirements for performance guarantees with §505 (M.C.L. 125.3505)
 - m. Update Resolution/Ordinance Creating Planning Commission: See previous section
 - n. Update Rules of Procedure (Bylaws): Compare rules of procedure to MZEA.

Step 4 Submit the proposed ordinance for an informal review to a third party like MSU Extension **and review by an attorney is strongly recommended.**

Step 5. The planning commission shall hold at least one public hearing on the zoning ordinance (§306(1), M.C.L. 125.3306(1)). Notices for the public hearing are required.

Step 6. After the hearing, the planning commission should consider adoption of the zoning amendment. Action may be to recommend to the legislative body adoption, or not. The determination as to if the zoning amendment should be recommended for adoption, or not, is based mainly on if the amendment complies with, or furthers, the plan upon which the zoning ordinance is based.

Step 7: The planning commission should adopt a resolution recommending to the legislative body to adopt the zoning amendment, or to not adopt the zoning amendment, and file with the legislative body (§305, M.C.L. 125.3305).

Step 8: The legislative body shall review the proposed zoning amendment.

Step 9: (Optional, which may or may not happen) The legislative body may hold an additional hearing on the proposed ordinance/amendment if it considers it necessary (§401(1), M.C.L. 125.3401(1)). Notices for the public hearing are required (§401(2), M.C.L. 125.3401(2)). The notice shall include the following information

Step 10: If the legislative body considers changes, additions or amendments to the proposed zoning amendment; the changes, etc., may be referred back to the planning commission for consideration and comment within the legislative body's specified period of time. (§401(3), M.C.L. 125.3401(3))

Step 11: Protest petition (abutter's challenge) concerning the proposed zoning amendment may be filed with the city or village. The protest petition shall be signed by one or more of the following:

- Be signed by owners of at least 20% of the area of land included in the proposed zoning amendment.
- Be signed by owners of at least 20% of the area of land included within an area extending outward 100 feet from any point on the boundary of the land included in the proposed change (not including publicly owned land).
- (§202(4), M.C.L. 125.3202(4) and §403, M.C.L. 125.3403)

Step 12: The legislative body shall vote on the adoption of the proposed zoning amendment, with or without amendments. The vote to adopt is done with a majority vote of the members of the legislative body (unless subject to a protest petition in a village or city, see step 11b) (§401(5), M.C.L. 125.3401(5)). The zoning amendment shall take effect (§401(6), M.C.L. 125.3401(6)) seven days after a "notice of adoption" has been published.

Step 13: A copy of the zoning amendment, amendments, supplements, and maps shall be filed with the local unit of government's clerk (§401(7), M.C.L. 125.3401(7))

Step 14. One notice of "ordinance adoption", within 15 days of adoption (step 12), shall be published in a local newspaper (§401(7), M.C.L. 125.3401(7)). (Note: "General circulation" means a newspaper which has a paid subscription, and does not mean a free-distribution advertiser or similar type publication.) The notice shall include (§401(9), M.C.L. 125.3401(9)):

- Either:
 - A summary of the regulatory effect of the amendment, including the geographic area affected, or
 - The text of the amendment.
- The effective date of the ordinance or amendment.
- The place where and the time when a copy of the ordinance or amendment may be purchased or inspected.

CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
PROPOSED AMENDMENT
SECOND READING

THE CITY OF HARTFORD ORDAINS:

Amendment to Ordinance no. 134 SECTION 151.290 TRANSFER OF ZONING POWERS

AN ORDINANCE PLANNING COMMISSION

SECTION 151.290 TRANSFER OF ZONING POWERS.

~~The City Planning Commission is hereby designated as the Zoning Commission specified in Public Act 207 of 1921, M.C.L.A. 125.581 through 125.590, as amended, and shall perform the duties of the Commission as provided in the statute in connection with the amendment of this chapter. (Ord. 134, passed ; Am. Ord. 194, 2000, passed 2-24-1997)~~

Section 1. Creation

There shall be a City of Hartford Planning Commission pursuant to P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq., hereinafter referred to as the Commission with the powers and duties as therein set forth and as hereinafter provided and staffed Planning Department. This ordinance shall be officially known and described as the “City of Hartford Planning Commission Ordinance.”

Section 2. Membership

Members shall be appointed for three-year terms. However, when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of $\frac{1}{3}$ of all commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of $\frac{1}{3}$ of all commission members continue to expire each year.

A. The Commission shall consist of seven (7) members appointed by the City of Hartford, City Council. To be qualified to be a member and remain a member of the Commission, the individual shall meet the following qualifications:

1. Shall be a qualified elector of the City of Hartford except two (2) non-qualified elector(s) may be member(s) of the Commission;
2. Shall not hold employment with the local unit of government, unless an ex officio member;
3. Shall not be a declared candidate for any political office, except this condition shall not apply to the City Council representative to the Commission;
4. After an individual's first appointment and before reappointment shall have attended training for Commission members, pursuant to section 104 of this ordinance;

B. Shall meet the conditions provided for each individual member in sections 102.B, 102.D, 102.E, and 102.F of this Ordinance, except the geographical location of the individual's residency may be considered optional.

C. The membership shall be representative of the important geographic and interest segments of the of the City of Hartford as follows.

D. Members shall be appointed for three-year terms. However, when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of $\frac{1}{3}$ of all commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original appointment such that, as nearly as possible, the terms of $\frac{1}{3}$ of all commission members continue to expire each year.

E. Ex officio members shall include the chief administrative official, or a person designated by him or her; the chief elected official; and one (1) member(s) of the City Council.

F. The terms of office of ex officio members shall coincide with their elected terms of office on the legislative body or the term of office of the chief elected official who appointed him or her.

G. The membership shall be representative of the important segments of the of community, such as the economic, governmental, educational, and social development of the [local unit of government], in accordance with the major interests as they exist in the City of Hartford, as follows:

1. Natural Resources & Recreation;
2. Education;
3. Public Health;
4. Government;
5. Transportation;
6. Industry & Commerce;
7. Culture

H. The membership shall also be representative of the entire geography of the City of Hartford to the extent practicable, and as a secondary consideration to the representation of the major interests.

I. A member of the City Council, Chief Administrative Officer, person designated by the chief administrative officer, and chief elected official of the City of Hartford, shall not be chair of the Commission.

J. Not more than $\frac{1}{3}$ of the total membership of the Commission shall consist of, collectively, a member of the City Council, Chief Administrative Officer, person designated by the chief elected officer, or chief elected official of the City of Hartford.

1. Planning Department staff, and their agents and consultants.
2. City of Hartford Administrator.
3. City of Hartford Attorney

Section 3. Liaisons

The Commission, in its Bylaws, may name “liaisons” to the Commission. The purpose of liaisons is to provide certain City of Hartford and quasi-City of Hartford officials ability to participate in discussion with the Commission in addition to speaking in public participation, and nothing else. At a minimum, liaisons shall include:

Section 4. Training

Appointed members of the Commission shall attend educational programs designed for training members of Michigan planning commissions if the adopted City of Hartford budget for that fiscal year includes funds to pay for tuition, registration, and travel expenses for the training. Nothing in this paragraph shall deem a member who has not had training from finishing his term of office unless the member resigns or is removed by action of the City Council. The member shall be ineligible for reappointment at the conclusion of the term of office if

they did not attend training. The Commission shall include in its Bylaws what training programs qualify to meet this requirement.

Section 5. Members, Appointment and Terms

A. In October of each year the City of Hartford City Clerk shall determine which members' terms of office expire, shall determine what organizations qualify to nominate members and shall contact, by first class mail, those organizations to solicit nominations.

B. In November of each year if the City Clerk has not received at least two nominations for each office, then the Clerk shall discard those applications and shall place an advertisement(s) in a newspaper with paid circulation City of Hartford to seek different applications.

C. In December of each year the City Council shall consider the applications and nominations received, and appoint members to the Commission by a majority vote for a three-year term of office which shall end December 30, at 9:00 a.m. of the respective year.

Section 6. Removal from Office:

A. The City Council may remove a member of the Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office.

B. The secretary of the Planning Commission shall report any member who has missed three regular meetings in a row to the City Council.

Section 7. Membership; Vacancies

The City Council shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.

Section 8. Membership Transition

A. The transition from the previous City of Hartford Planning Commission and the Commission established in this ordinance shall be gradual and shall take place over the next three years. The City Council shall continue to make annual appointments, appointing approximately $\frac{1}{3}$ of the membership of the Commission as specified in this Ordinance, so that three years from the effective date of this ordinance the membership, membership representation, and number of members have completed the transition to fully comply with this Ordinance.

B. All other aspects of this ordinance shall have immediate effect.

Section 9. Membership; Compensation

All members of the Planning Commission shall serve as such with compensation equal to, or less than, the per diem as set by the City Council from time to time per meeting.

Section 10. Meetings

A. The Commission shall meet at least once every month and a majority of the Commission shall constitute a quorum for the transaction of the ordinary business of said Commission and all questions which shall arise at their meetings shall be determined by a vote of the majority of the members of the Planning Commission.

B. The affirmative vote of $\frac{2}{3}$ of the total number of seats for members of the Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

Section 11. Powers and Duties

The Commission shall have their powers and duties as set forth in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, M.C.L. 125.3801 et seq.; and P.A. 110 of the Public Acts of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 et seq.).

Section 12. Meetings; Records

The Commission shall adopt Bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

Section 13. Approval, Ratification, and Reconfirmation

All official actions taken by all City of Hartford Planning Commissions preceding the Commission created by this ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue with the Commission created by this ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous City of Hartford Planning Commission.

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: April 24, 2023

Second Reading: May 22, 2023

Adopted:

Published: