



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, December 16, 2024 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Eric Blocker - Eagle Project

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

COMMUNICATIONS

REPORT OF OFFICERS BOARDS & COMMITTEES

2. VBCD - 2024 NOVEMBER

Police & Ordinance

3. HPD - 2024 November

Fire Department

4. HFD - 2024 December

Ambulance

Van Buren County

Public Works

5. Iron Plant - 2024 November

Wastewater Treatment Plant

6. WWTP - 2024 November

Treasurers, Investment & List of Bills

7. List of Bills - \$260,158.41

City Manager

8. CM - 2024 December

9. CM - Performance Appraisal Goals

APPROVAL OF COMMISSION MINUTES

10. Discuss & Consider - November 25, 2024 Proposed Min

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

11. Discuss & Consider - City Commission 2025 Meeting Schedule & Closing City Hall during Christmas/New Year

12. Discuss & Consider - Authorize Issuance of General Obligation Limited Tax Note

NEW BUSINESS

13. Discuss & Consider - Mckenna Associations for Planning Services

14. Discuss & Consider - Board of Review 2025 Tax Year

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

15. Discuss & Consider - Resolution 2024 - 058 2025 Tax Year Poverty Exemption Guidelines

16. Discuss & Consider - Resolution 2024-059 Accept Letters of Protest from City Resident Property Owners for 2025 Board of Review

17. Discuss & Consider - Resolution 2024-060 Authorize Alternate Starting Dates for 2025 Board of Review

18. Discuss & Consider - Resolution 2024-061 Authorize Issuance of General Obligation Limited Tax Note

19. Discuss & Consider - Resolution 2024-062 Mckenna Associates Planning Services

20. Discuss & Consider - Resolution 2024-063 Support 2025 Strawberry Run

21. Discuss & Consider - Resolution 2024-064 City Commission 2025 Meeting Schedule

ADJOURNMENT



Van Buren Conservation District November 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Welcome to all of the newly elected and returning elected officials! We look forward to working with you to serve your community and conserve soil and water. Improvements to several transfer stations continue, and we are excited to see more folks using the additional recycling services. Please let us know if you have any questions about these changes. Even if you don't have a transfer station or yours was not updated through our grant, we have options for your residents to recycle. In other news, our field staff continues to do winter invasive species treatment work and conduct surveys so we can target treat species during the summer. On November 23, we had a Forestry Field Day with about 50 attendees. They learned ways to improve the health of their forests with and without federal funding. Our technicians are happy to chat with anyone curious about these options. We're in the office a bit more these days than in the summer, so please give us a call for any of your soil, water, plant, agriculture, wildlife, and energy concerns.

Year-round Recycling: These services are available at no direct cost to all Van Buren County residents and landowners. Services made available through EGLE grants, VBCD Operations millage, Van Buren County funds, and municipal contributions.

- **Electronic recycling** | Available year-round at:
 - Community Thrift Shop | 1000 E Michigan Ave., Paw Paw | Call 269-657-4186 for hours
 - Senior Services of Van Buren County | 8337 M-140, South Haven | Call 269-468-9476 for hours
- **Year-round tire recycling** | on hold until spring
- **Battery recycling** | Available year-round at:
 - Hartford Public Library
 - Paw Paw Public Library
 - South Haven Senior Services Center
 - Van Buren Conservation District Office
 - Van Buren District Library Branches: Antwerp Sunshine, Bangor, Covert, Lawrence, Webster Memorial (Decatur)

Food, Farm, Fun Guide Advertising Due January 15: We work with you but also our farms, food and drink producers, and plant nurseries and florists. The folks who work with and steward our shared natural resources every day. We promote these awesome folks with our Guide and marketing. Local conservation done by supporting our farmers, bolstering our local food system, and promoting business working with our land and water. The bonus is we're not push-y, the profits are for our advertisers and not in selling ads. The Guide also promotes our county's public green spaces, museums, festivals, and non-profits working in natural resources. How you can help:

- Share this information!
- Print and hang our flier (see attached)
- See or share the Food, Farm, & Fun Guide for yourself:
 - Food, Farm, & Fun Guide (webpage and digital booklet): VanBurenCD.org/food-farm-fun
 - Advertising information: VanBurenCD.org/2025-fffg-advertise



Van Buren Conservation District

November 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Could You Help Us Connect with Lake Associations?: We have some grant work coming up in the next year to help lake homeowners keep their lakes healthy. We want to make sure we have contact information for all of our inland lakes, so that we make sure to invite them to events and send them educational information. If you have lake associations in your township, would you please put us in touch with them? Just email me at director@vanburencd.org. Thank you!

Energy Saving Home Upgrades: The State has announced a statewide energy savings rebate program to rollout in 2025 to help homeowners and renters transition to energy saving upgrades to homes. More details can be found here: <https://content.govdelivery.com/accounts/MIDEQ/bulletins/3bebf23>

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In October, the Ag and Water Quality team kicked off a new grant project, "Connecting lake associations with their upstream watersheds in southwest Michigan." The project is funded by the Great Lakes Restoration Initiative through the US Forest Service and will fund the planting of 4,900 trees and shrubs near six lakes in southwest Michigan to reduce polluted runoff.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - The field season has officially come to a close, and the CISMA Team has pivoted to grant writing, reporting, and reflecting. We spent October cleaning up our data and equipment - making sure everything is complete and ready to be used in 2025. Our work has largely shifted to office tasks, as we're in the beginning stages of organizing plans and activities for the winter and the next field season.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - The specialist is trying to have another productive year. He has already reached out to several farmers about Re-Verifications that are due in FY25. The specialist also took initiative and mapped out dividing lines for Cass County as Van Buren, Berrien, and St. Joe counties will be sharing those duties. All techs agree with the lines drawn and agree to work with each other, communicate contacts, and share producers that may have personal relationships with another tech not assigned to the area.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) - October marks the beginning of a new fiscal year for USDA-NRCS conservation programs. The Paw Paw field office is off to a great start with over 50 new and deferred applications for a variety of natural resource concerns and projects.
- **Outreach** (*Jacob Diljak*) - Publications and event planning are underway. Watch out for what the VBCD has coming up!
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) - In October, we held the last Recycle Roundup event of 2024. Residents from all over the county came to our new site at the Lawrence ISD Tech Center. Kalli also had the opportunity to attend a national recycling summit in partnership with The Recycling Partnership to learn and hear updates from the entire recycling industry.

Hartford Police Department
Monthly Report
DATE
December 2024

Item 3.

DEPARTMENT SUMMARY:

Merry Christmas!

Officer Poole and I met with Lt Dale Hinz of the Michigan State Police in reference to firearms that we have in the evidence room. We are working on the next step to either return the weapons to the owners or have them destroyed. This will be a time consuming process, as we will be working with the Prosecutors office to ensure the cases involving the firearms have been adjudicated.

The South Havens Prosecutors Office is losing Prosecutor Emily Jipp at the end of the month. She was elected as a District Court Judge in Allegan County this past election. It is unsure if or when a new prosecutor will be assigned to the office

STATISTICS:

- *Call for Service (CFS) 31*
- *1 Assault*
- *3 Larcenies*
- *1 Damage to property*
- *1 Family Offense - Child Protective Services Investigation*
- *1 Warrant Arrest*
- *2 Health and Safety - Dog attack*
- *1 trespass*
- *1 false Alarm*
- *2 Civil - Family Arguments (No assaults)*
- *2 Found Property*
- *Assists*
 - *1 City Hall - Snow Parking reminders to local businesses*
 - *4 Van Buren County Sheriff Department*
 - *2 Michigan State Police*
 - *1 Pokagon Tribal Police*
 - *1 Lawrence Police Department*
 - *2 Hartford Fire department*
 - *1 Michigan State Probation (Michigan State department of Corrections)*
 - *2 Child Protective Services*
 - *1 Citizen (ticket sign off)*
 - *1 Mike's Towing (abandon vehicle)*

-
- *Arrest Report 1 Warrant Arrest*
- *Citations 1 Dog at Large*

TRAINING:

Officer Poole and I attended training on the new Karpel Report System the Prosecutors office has implemented. The new system will allow the police departments to file any police report electronically for review on requested charges. This system started on December 1, 2024.

PUBLIC OUTREACH:

I have been contacted by several elementary school teachers to come in and speak / read to their classes. I am working on setting up dates in January and February.

FLEET STATUS:

2022 Ford Explorer exhaust issue as been fixed.

EQUIPMENT:

We have received a quote for outer vest carriers. These would replace our current vest (which are out dated)

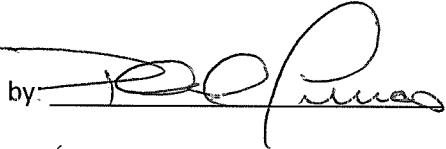
GRANTS & INITIATIVES:

Amount	Grant	Grantor	Purpose	Status

Update Manual/Policies/Procedures/Rules:

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

END OF REPORT

Respectfully Submitted by: 

Date: 12/10/24

**Hartford Fire Board Meeting
December 9th, 2024
November Business**

Contents

Page 1-2	Meeting Agenda
Page 3-6	Proposed Meeting Minutes of November 12th, 2024, Board Meeting
Page 7-8	Revenue and Expenditure Report
Page 9	Expenses by Vendor Summary & Invoices
Page 10-11	Treasures Report & Cash Balances
Page 12-16	November 2024 Incident Summary and Breakdown of Fire Calls
Page 17-20	New Business # 1
Page 21	New Business # 2
Page 22-27	Chief Harting's Reports
Page 28-29	Asst. Chief McGrew Report

Hartford Fire Board
Agenda (**Amended**)
Monday December 9th, 2024, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. **Approval of the Agenda as amended.** Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ___ Nays: _____.
- VII. **Approval of previous meeting minutes from November 12th, 2024:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- VIII. Review: **Review Revenue & Expenditure Report & Invoice Register**
- IX. **Approval of November Treasurer’s report:** Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____ Yeas: _____ Nays: _____

 - a. **Accounts Payable:** Amount \$64,449.56 Motion by _____ Second by _____
 Roll Call Vote Motion _____ Yeas: _____ Nays: _____
- X. **Review November 2024 Incident Summary and Breakdown of Fire Calls per zone.**
- XI. **Review Cost Recovery USA 10/25/2024-11/24/2024 Payment Reconciliation Report**
- XII. **Unfinished Business:**
 - 1. **Interlocal Agreement Discussion**
- XIII. **New Business:**
 - 1. **Discuss & Consider- Quote from Cummings Sales and Service in the amount of \$7,566.65 to repair the Station Generator.**

 Motion by _____ Seconded by _____ to approve/deny/table the Quote from Cummings Sales and Service in the amount of \$7,566.65.

2. **Discuss & Consider- Request from Hartford Firefighters Association to contribute \$1,200 from the Donations account to offset the Cost of the Annual Holiday Dinner.**

Motion by _____ Seconded by _____ to approve/deny/table the request from the Hartford Firefighters Association to contribute \$1,200 to the annual Holiday Dinner.

3. **Discussion- Ice Rescue Equipment & Training**

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 November 12th, 2024

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

Absent: Chad Hunt, Carlos Ledesma

Others Present: Nate Teitsma, Ian Sharpe, Chief Harting Asst. Chief McGrew

Chairman Sefcik called the meeting to order at 7:08 p.m.

Public comment opened at 7:08 NO public comment.

Public comment closed at 7:08

The proposed agenda for the Fire Board meeting of November 12th, 2024, was presented and approved as presented. Motion by Sefcik Second by Birmele to approve the agenda as presented.

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the October 14th, 2024, Fire Board meeting were presented.

Motion by Birmele, Seconded by Sefcik to accept the minutes as presented.

Yeas: 3 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The October Treasures report was presented: Motion by Germinder; Seconded by Sefcik to approve Treasures report as presented.

Yeas: 3 Nays: 0

Bills were presented for approval in the amount of \$26,262.24 Motion by Sefcik; seconded by Germinder to pay bills in the amount of \$26,262.24

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Germinder, Birmele, Nays: 0

Absent: Ledesma, Hunt

Members Reviewed the October 2024 Incident Summary and Breakdown of Fire Calls per zone and additionally reviewed the Cost Recovery USA payment reconciliation report. Asst. Chief McGrew noted that this was the first invoice that was unapproved due to citizens not having car insurance and being a citizen of our community.

Unfinished Business

Discussion on Interlocal agreement.

New Business:

1. Discussion on Revised Schedule of Regular Fire Board Meetings for the remainder of Fiscal Year 2024-2025, Motion by Germinder; Seconded by Sefcik to approve the revised Schedule of Regular Fire Board meetings as presented.

Yeas: 3 Nays: 0

APPROVED

2. Request was made by Scott Eastman to go on Medical Leave effective November 12th, 2024, Motion by Sefcik; Seconded by Birmele to approve the request from Scott Eastman to go on Medical Leave Effective November 12th 2024.

Yeas: 3 Nays: 0

APPROVED

- 3. Nathan Teitsma was presented to the Board for approval to hire as a Probationary Firefighter, Motion by Sefcik; Seconded by Germinder to approve the Hiring of Nathan Teitsma as a Probationary Firefighter.

Yeas: 3 Nays: 0

APPROVED

- 4. Joshua Tait was presented to the Board for approval to hire as a Probationary Firefighter, Assistant Chief McGrew added that Josh was unable to attend the final testing due to illness and is requesting we hire Josh contingent on successful completion of the remaining pre-employment requirements by November 30th 2024, Motion by Sefcik; Seconded by Germinder to approve the Hiring of Joshua Tait contingent on successful completion of the remaining pre-employment requirements by November 30th 2024.

Yeas: 3 Nays: 0

APPROVED

APPROVED

Fire Chiefs Report:

1. Report Attached in the packet
2. Additionally, Firefighter Class will be starting in December or January
3. Firefighter medical physicals are coming up soon.

Assistant Fire Chief Report:

1. Report Attached in the packet
2. Additionally, Cap and Decked System ordered for new command truck
3. Policy's will be coming before the board for Electric Vehicle incidents.

Other board Business: N/A

Motion by Germinder; Second by Sefcik to adjourn the meeting at 7:48p.m.

Yeas: 3 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting December 9th, 2024

Members Present upon roll call: Ron Sefcik; Eric Germinder; Jerry Birmele; Carlos Ledesma; Chad Hunt (7:06)

Absent:

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

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

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of December 9th, 2024, was presented and amended. Motion by Germinder Second by Birmele to approve the agenda as amended with the addition of Interlocal Discussion under old business.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the November 12th, 2024, Fire Board meeting were presented.

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

Yeas: 4 Nays:0 **Approved**

Review of Revenue & Expenditure Report

The November Treasures report was presented: Motion by Ledesma; Seconded by Germinder to approve Treasures report as presented.

Yeas: 4 Nays:0

Bills were presented for approval in the amount of \$64,449.56 Motion by Hunt; seconded by Ledesma to pay bills in the amount of \$64,449.56

Motion approved upon roll call vote of members present.

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

Absent:

Members Reviewed the November 2024 Incident Summary and Breakdown of Fire Calls per zone. Asst. Chief McGrew noted that we did not receive any payments for cost recovery during the timeframe, but did just get approved for another payment that we will see in next month's report.

Unfinished Business

1. Discussion on Interlocal Agreement, Sefcik asked board members if there was anything else that they would like to see in the agreement, with nobody having any additions, Sefcik advised the board he would put the document in Draft form and send it to the City & Township in January for them to begin to review.

New Business:

1. Discussion on Quote from Cummings Sales and Service in the amount of \$7,566.65, Members had questions on the work that needed to be done and the age of the current generator, it was agreed that we need to fix the current generator but start the process of looking at possible replacement in the future. Motion by Sefcik; Seconded by Hunt to approve the Quote from Cummings Sales and Service in the amount of \$7,566.65 and to schedule the work asap.

Yeas: 5 Nays: 0

APPROVED

2. Discussion on request from the Hartford Firefighters Association to contribute \$1,200 from the Donations Account to offset the cost of the Annual Holiday Dinner. Hunt offered to the board we should support this request as the Firefighters have paid for this on their own for as long as he can remember. Motion by Birmele; Seconded by Ledesma to approve the request from the Hartford Firefighters Association to contribute \$1,200 from the Donations account to the annual holiday dinner.

Yeas: 5 Nays: 0

APPROVED

3. Discussion on Ice Rescue Equipment & Training, Assistant Chief McGrew spoke to the board about enhancing our water rescue capabilities and gathering equipment and the proper training to perform Ice Rescue. The board is in favor of this and instructed Asst. Chief McGrew to come back to the board with some pricing for Equipment & Training. Sefcik noted he feels this falls right in line with intent of the monies received from the Vanderlyn trust, as Bonna always wanted the members to have the appropriate equipment and training they needed.

Fire Chiefs Report:

1. Report Attached in the packet
2. Additionally, Medical CE classes have begun for the medical personnel
3. Looking at restarting the community CPR classes soon after VBEMS moves out.
4. Bronson (VBEMS) is buying all first responder agencies a new Lucas CPR machine.

Assistant Fire Chief Report:

1. Report Attached in the packet
2. Additionally, Jeep was picked up last week by the DNR
3. Shelving Built in Barn for storage/Barn organized for Winter

Other board Business:

- Sefcik noted that the ambulance barn is approved for occupancy and sheriff's deputy will be moving back in this week, VBEMS should be moving in very soon.
- Assistant Chief McGrew updated the board on a backup plan that we have in case we do lose power before the generator is fixed, we would utilize the onboard generator on 1841 to power the garage doors.
- Discussion on recent snowstorms and upcoming storm this week.

Motion by Sefcik; Second by Ledesma to adjourn the meeting at 7:46p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

PERIOD ENDING 12/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 12/31/2024	ACTIVITY FOR MONTH 12/31/2024	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	HARTFORD TOWNSHIP	163,570.00		68,154.15	13,630.83	95,415.85	41.67
206-000-402.000	HARTFORD CITY	133,830.00		55,762.50	0.00	78,067.50	41.67
206-000-411.000	HARTFORD TWP MILLAGE	67,000.00		0.00	0.00	67,000.00	0.00
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00		0.00	0.00	46,000.00	0.00
206-000-420.000	BANGOR TWP COST RECOVERY	5,200.00		1,520.51	163.25	3,679.49	29.24
206-000-421.000	COST RECOVERY	1,000.00		1,172.71	0.00	(172.71)	117.27
206-000-422.000	FIRE REPORTS/ FOIA	50.00		0.00	0.00	50.00	0.00
206-000-450.000	DONATIONS	0.00		56,424.37	0.00	(56,424.37)	100.00
206-000-539.000	GRANTS	2,500.00		0.00	0.00	2,500.00	0.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		4,000.00	800.00	5,600.00	41.67
206-000-584.000	VBEMS	10,000.00		5,160.00	0.00	4,840.00	51.60
206-000-660.000	CELL PHONE REIMBURSEMENT	800.00		0.00	0.00	800.00	0.00
206-000-665.000	INTEREST	1,000.00		10,768.30	0.00	(9,768.30)	1,076.83
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00		6,632.00	0.00	(6,632.00)	100.00
Total Dept 000		440,550.00		209,594.54	14,594.08	230,955.46	47.58
TOTAL REVENUES							
		440,550.00		209,594.54	14,594.08	230,955.46	47.58
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-702.000	BOARD SALARY	4,200.00		1,560.00	180.00	2,640.00	37.14
206-336-704.000	CHIEF SALARY	58,950.00		24,562.50	0.00	34,387.50	41.67
206-336-705.000	ASST CHIEF SALARY	24,000.00		10,000.00	0.00	14,000.00	41.67
206-336-710.000	FIREFIGHTER/ MFR	50,000.00		18,732.29	3,754.77	31,267.71	37.46
206-336-712.000	SHIFT COVERAGE	14,400.00		5,875.20	1,325.10	8,524.80	40.80
206-336-720.000	PAYROLL TAXES	10,000.00		4,645.85	402.38	5,354.15	46.46
206-336-724.000	RETIREMENT	3,800.00		1,487.85	0.00	2,312.15	39.15
206-336-730.000	GASOLINE & DIESEL	9,400.00		3,058.61	301.64	6,341.39	32.54
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		57,137.10	1,400.00	(47,637.10)	601.44
206-336-740.000	EQUIPMENT MAINTENANCE	13,000.00		14,210.46	752.96	(1,210.46)	109.31
206-336-741.000	OPERATING SUPPLIES	400.00		56.65	0.00	343.35	14.16
206-336-742.000	MEDICAL SUPPLIES	2,500.00		1,561.84	296.86	938.16	62.47
206-336-751.000	ANNUAL TESTING	8,500.00		5,880.70	550.00	2,619.30	69.18
206-336-753.000	PHONES	7,500.00		3,563.71	1,191.59	3,936.29	47.52
206-336-763.000	UTILITIES	10,000.00		2,703.17	530.57	7,296.83	27.03
206-336-767.000	BUILDING MAINTENANCE	10,000.00		8,601.29	208.99	1,398.71	86.01
206-336-781.000	DUES/ SUBSCRIPTIONS	4,200.00		3,247.34	179.00	952.66	77.32
206-336-785.000	TURN OUT GEAR/ UNIFORMS	15,000.00		495.42	162.63	14,504.58	3.30
206-336-796.000	EDUCATION/ TRAINING	8,500.00		3,476.18	150.35	5,023.82	40.90
206-336-799.000	PHYSICALS	10,000.00		372.00	0.00	9,628.00	3.72
206-336-801.000	OFFICE/ COMPUTER	4,700.00		2,778.40	211.63	1,921.60	59.11
206-336-810.000	PROFESSIONAL SERVICES	16,500.00		8,350.00	630.00	8,150.00	50.61
206-336-815.000	GRANT MATCH	2,500.00		0.00	0.00	2,500.00	0.00
206-336-965.000	GENERAL INSURANCE	30,000.00		12,229.46	108.00	17,770.54	40.76
	TRANSFER TO MILLAGE FUND	113,000.00		0.00	0.00	113,000.00	0.00
Total Dept 336 - FIRE OPERATING		440,550.00		194,586.02	12,336.47	245,963.98	44.17
TOTAL EXPENDITURES							
		440,550.00		194,586.02	12,336.47	245,963.98	44

Item 4.

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

PERIOD ENDING 12/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	12/31/2024	(ABNORMAL)	MONTH 12/31/2024	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 206 - FIRE FUND										
Fund 206 - FIRE FUND:										
	TOTAL REVENUES	440,550.00		209,594.54		14,594.08		230,955.46		47.58
	TOTAL EXPENDITURES	440,550.00		194,586.02		12,336.47		245,963.98		44.17
	NET OF REVENUES & EXPENDITURES	0.00		15,008.52		2,257.61		(15,008.52)		100.00

12/06/2024 09:26 AM
User: BSA
DB: Hfd

INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
POST DATES 11/12/2024 - 12/09/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1

Item 4.

Vendor Name	Description	Amount
1. ANCHOR SIGNS	1802 NEW TRUCK	1,200.00
2. AT&T MOBILITY	CELL PHONES	445.05
3. BESTWAY	TRASH	94.32
4. COMCAST	TELEPHONES & INTERNET	746.54
5. CONSUMERS ENERGY	NATURAL GAS	79.25
6. CRYSTAL FLASH	DIESEL	576.70
7. EPS SECURITY	SECURITY SERVICES	154.08
8. FIRST NATIONAL BANK OMAHA	MAINTENANCE, SUPPLIES & TRAINING	1,982.42
9. INDIANA MICHIGAN POWER	ELECTRIC	357.00
10. NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	550.00
11. PETER STANISLAWSKI	FINANCE SERVICES	630.00
12. SHELL FLEET PLUS	DIESEL & GASOLINE	281.64
13. SIGNATURE DEALER GROUP	2024 TACOMA	38,309.00
14. STARLITE CUSTOMS TRUCK & AUTO	2024 TACOMA	5,994.99
	1802 NEW TRUCK	200.00
	TOTAL	6,194.99
15. VFIS	INSURANCE	108.00
TOTAL - ALL VENDORS		51,708.99

HARTFORD FIRE

CASH BALANCES

DECEMBER 9, 2024

General Checking	\$ 44,146.13
Operating Account	\$ 135,132.61
Millage Account	\$ 262,818.32
Maintenance Account	\$ 14,106.02
Donation Account	\$ 64,279.89
Investment Account Huntington	\$ 105,578.69
All Cash Accounts	\$ 626,061.66

12/06/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 11/12/2024 - 12/09/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
11/15/2024	DD510(A)	HARTING, ROBBIE	PAYROLL	1,884.71
11/15/2024	DD511(A)	MC GREW, KEVIN	PAYROLL	995.87
11/19/2024	15093	STARLITE CUSTOMS TRUCK & AUTO	2024 TACOMA	5,994.99
11/19/2024	15094	SIGNATURE DEALER GROUP	2024 TACOMA	38,309.00
11/29/2024	DD512(A)	HARTING, ROBBIE	PAYROLL	1,836.70
11/29/2024	DD513(A)	MC GREW, KEVIN	PAYROLL	584.63
11/30/2024	276(E)	CRYSTAL FLASH	DIESEL	576.70
11/30/2024	277(E)	EPS SECURITY	SECURITY SERVICES	154.08
11/30/2024	EFT108(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	363.01
11/30/2024	EFT109(E)	CITY OF HARTFORD	PAYROLL	294.76
11/30/2024	EFT110(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,826.99
12/03/2024	DD514(A)	BIRMELE, GERALD	PAYROLL	52.86
12/03/2024	DD515(A)	BODARY, BRANDON	PAYROLL	391.99
12/03/2024	DD516(A)	EASTMAN, SCOTT	PAYROLL	6.34
12/03/2024	DD517(A)	FLEMMING, RYAN	PAYROLL	123.08
12/03/2024	DD518(A)	FRY, STEVEN	PAYROLL	265.13
12/03/2024	DD519(A)	GERMINDER, ERIC	PAYROLL	52.86
12/03/2024	DD520(A)	HARTING, BRANDI	PAYROLL	257.86
12/03/2024	DD521(A)	LOWE, STEVEN	PAYROLL	299.61
12/03/2024	DD522(A)	MC CLELLAN, TROY	PAYROLL	10.20
12/03/2024	DD523(A)	MC GREW, KEVIN	PAYROLL	1,146.20
12/03/2024	DD524(A)	ROBERTS, KHELUN	PAYROLL	519.46
12/03/2024	DD525(A)	SEFCIK, RONALD	PAYROLL	52.86
12/03/2024	DD526(A)	SHARPE, IAN	PAYROLL	218.33
12/03/2024	DD527(A)	WEBERG, SCOTT	PAYROLL	557.12
12/09/2024	278(E)	INDIANA MICHIGAN POWER	ELECTRIC	357.00
12/09/2024	279(E)	AT&T MOBILITY	CELL PHONES	445.05
12/09/2024	280(E)	BESTWAY	TRASH	94.32
12/09/2024	281(E)	CONSUMERS ENERGY	NATURAL GAS	79.25
12/09/2024	282(E)	FIRST NATIONAL BANK OMAHA	MAINTENANCE, SUPPLIES & TRAINING	1,982.42
12/09/2024	283(E)	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	550.00
12/09/2024	284(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	281.64
12/09/2024	285(E)	VFIS	INSURANCE	108.00
12/09/2024	286(A)	PETER STANISLAWSKI	FINANCE SERVICES	630.00
12/09/2024	15102	ANCHOR SIGNS	1802 NEW TRUCK	1,200.00
12/09/2024	15103	COMCAST	TELEPHONES & INTERNET	746.54
12/09/2024	15104	STARLITE CUSTOMS TRUCK & AUTO	1802 NEW TRUCK	200.00
Total of 37 Checks:				64,449.56
Less 0 Void Checks:				0.00
Total of 37 Disbursements:				64,449.56



Hartford Fire Department

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

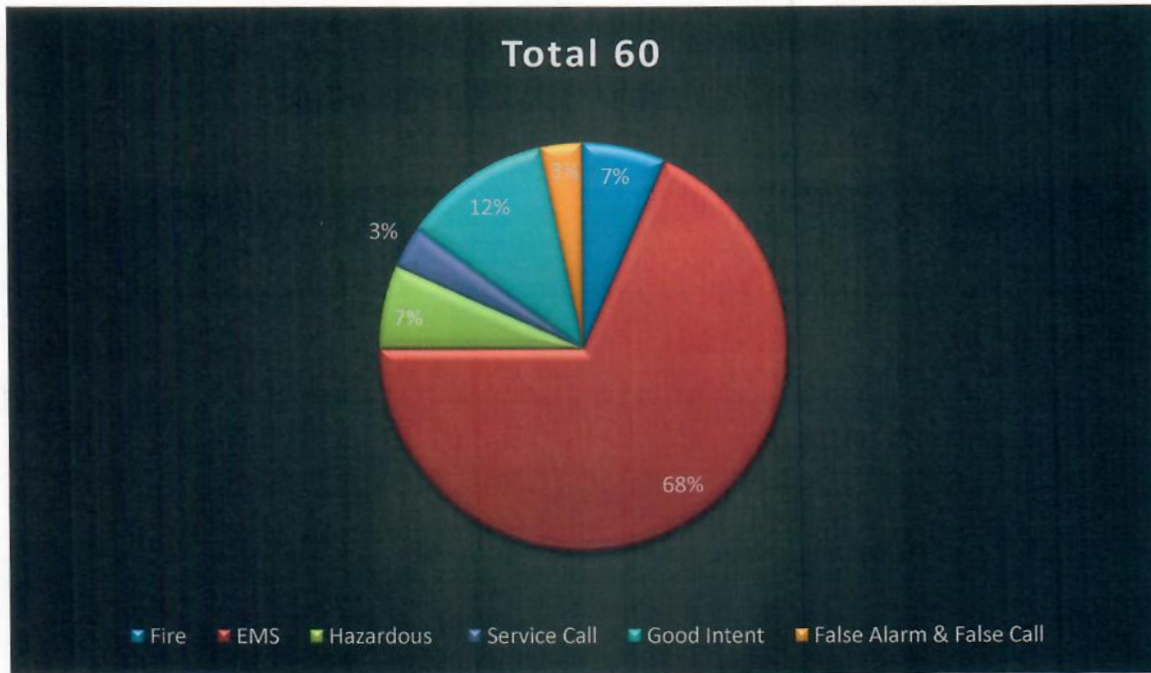


Item 4.

Chief Robbie Harting

Asst. Chief Kevin McGrew

November 2024 Incident Summary



City- 25	Township- 27	Other-8
-----------------	---------------------	----------------

Incident Type	Count
111- Structure Fire	1
122- Camper Fire	1
124- Vehicle Fire	1
154- Dumpster Fire	1
311- Medical assist, assist EMS Crew	32
321- EMS call, excluding vehicle accident	6
322- MVA with Injuries	1
324- MVA with no Injuries	2
412- Gas Leak	3
440- Electrical Problem	1
500- Service Call	1
554- Lift Assist	1
600- Good Intent	2
611-Cancelled En Route	5
743- Smoke Detector Activation	2
Total	60



Chief Robbie Harting

Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 4.

November 2024

Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	25	\$983.40
Township of Hartford	27	\$1,760.55
Bangor Township	1	\$76.25
I-94 & Red Arrow Hwy	4	\$401.53
Mutual Aid	3	\$527.40
Total	60	\$3,749.13
Average Cost Per Call		\$62.49
Training	51 hours	\$966.50
Truck Inspections	0 hours**	\$0.00
Shift Coverage	80 Shifts	\$1,220.00
** Truck inspections completed by Asst Chief due to high number of training hours for the month.		



City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
11/2/2024	Medical Assist-311	1802	1	21	2024-604
11/4/2024	Medical Assist-311	1810&1801	2	0	2024-610
11/7/2024	Medical Assist-311	1810	2	0	2024-613
11/10/2024	Medical Assist-311	1810	2	40	2024-616
11/11/2024	Medical Assist-311	1810	4	35.75	2024-618
11/12/2024	Gas Leak-412	1802&1871	3	57	2024-622
11/14/2024	Good Intent-600	1802	2	37.75	2024-626
11/17/2024	Medical Assist-311	1802	2	40.25	2024-630
11/17/2024	Medical Assist-311	1802&1810	6	112	2024-632
11/17/2024	Medical Assist-311	1802&1810	3	59.25	2024-633
11/19/2024	Cancelled-611	1810	4	36.75	2024-635
11/19/2024	Medical Call-321	1810&1802	2	38.75	2024-636
11/20/2024	Medical Assist-311	1810	3	19	2024-637
11/20/2024	Smoke Alarm-743	1801&1802	4	58.25	2024-638
11/21/2024	Good Intent-600	1810&1802	2	40	2024-640
11/21/2024	Cancelled-611	1802	1	10.5	2024-641
11/22/2024	Lift Assist-554	1810	1	19	2024-642
11/22/2024	Gas Leak-412	1802&1871	5	96.25	2024-644
11/23/2024	Electrical-440	1802&1871	4	37.39	2024-645
11/24/2024	Medical Assist-311	1810	2	38.25	2024-649
11/25/2024	Medical Assist-311	1802&1810	4	45.5	2024-650
11/25/2024	Medical Call-321	1810	3	19.25	2024-651
11/26/2024	Medical Assist-311	1810	4	37	2024-652
11/27/2024	Gas Leak-412	1802&1871&1810	5	28.76	2024-655
11/27/2024	Medical Assist-311	1802	3	55.75	2024-656

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
11/2/2024	Smoke Detector-743	1802&1871	6	111.25	2024-605
11/2/2024	Medical Assist-311	1810	5	93	2024-606
11/3/2024	Medical Assist-311	1802&1810	4	71.5	2024-608
11/4/2024	Medical Assist-311	1810	2	0	2024-609
11/5/2024	Medical Assist-311	1802	2	36.5	2024-611
11/5/2024	Cancelled-611	1801&1802	3	0	2024-612
11/7/2024	Medical Call-321	1802&1810	3	57	2024-614
11/8/2024	Medical Assist-311	1810	5	53.75	2024-615
11/11/2024	Medical Call-321	1810	4	35.75	2024-617
11/11/2024	Dumpster Fire-154	1831	5	94.25	2024-619
11/11/2024	Medical Assist-311	1810	5	93.5	2024-620
11/12/2024	Medical Assist-311	1810	3	17.75	2024-621
11/12/2024	Medical Assist-311	1810	3	54.25	2024-623
11/13/2024	Medical Assist-311	1810	3	54.75	2024-624
11/13/2024	Medical Assist-311	1810	4	71.5	2024-625
11/14/2024	Medical Assist-311	1810	2	37	2024-628
11/17/2024	Medical Assist-311	1810&1802	5	95.25	2024-631
11/19/2024	Medical Assist-311	1810	3	19	2024-634
11/22/2024	Service Call-500	1802&1869	4	74.13	2024-643
11/23/2024	Medical Assist-311	1810	4	37.39	2024-646
11/23/2024	Medical Assist-311	1802&1810	4	76.25	2024-647
11/26/2024	Medical Call-321	1802&1810	4	75.25	2024-653
11/27/2024	Cancelled-611	1810	5	28.76	2024-654
11/28/2024	Medical Assist-311	1802	2	60.38	2024-658
11/28/2024	Medical Assist-311	1802&1810	4	112.14	2024-659
11/28/2024	Medical Call-321	1802&1810	7	261	2024-660
11/29/2024	Medical Assist-311	1802&1810	2	39.25	2024-662

I-94 & Red Arrow Hwy or

Cost Recovery	Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
11/21/2024	I-94	PI-No Injuries	1871&1801&1802	4	47.25	2024-639
11/28/2024	TWP	Vehicle Fire	1801&1802	9	222.03	2024-657
11/29/2024	I-94	PI-No Injuries	1802	3	56	2024-661
11/30/2024	City	PI-with Injuries	1802&1871	4	76.25	2024-663

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
11/23/2024	Medical Assist-311	1810	4	76.25	2024-648

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Area
11/2/2024	Structure Fire-111	1802&1831&1841	7	323.15	2024-607	Lawrence TWP
11/14/2024	Cancelled En Route-611	1802	1	0	2024-627	Watervliet
11/15/2024	Camper Fire-122	1802&1831&1869	6	204.25	2024-629	Watervliet

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: December 9th 2024
Submitted By: Rob Harting- Fire Chief
Prepared By: Rob Harting- Fire Chief
Agenda Title: Station Generator Repair

RECOMMENDED ACTION:

The Generator that powers the station in case of a power outage is out of service and in need of repairs, attached is a quote from Cummins to repair the Generator.

Here is a breakdown of Cost from the Quote:

Parts: \$5,354.52

Labor: \$1,720.56

Travel: \$215.07

Mileage: \$276.50

Grand Total: \$ 7,566.65



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

Item 4.

GRAND RAPIDS MI BRANCH
 3715 CLAY S.W.
 GRAND RAPIDS, MI 49548-
 (616)538-2250

INVOICE NO
ESTIMATE
 TO PAY ONLINE LOGON TO
 customerpayment.cummins.com

BILL TO

HARTFORD FIRE DEPARTMENT
 436 E MAIN ST
 HARTFORD, MI 49057-1123

OWNER

HARTFORD FIRE DEPARTMEN
 436 E MAIN ST
 HARTFORD, MI 49057-1123
 ROBBIE HARTING - 269 757-4355

PAGE 1 OF 3

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
04-DEC-2024			GGHE-543701		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
220565		31-OCT-2024	E090001220		GEN SET
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
345861			337.5 / 337.5		60KW CUMMINS

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			E090001220	OSN/MSN/VIN			

COMPLAINT

>CUSTOMER STATES THAT THE GENERATOR WILL NOT START OR EVEN TURN OVER.

CAUSE

>2100 CONTROL BOARD NEEDS TO BE REPLACED. NOT COMMUNICATING ON PCC NETWORK.
 >LOW COOLANT TEMPERATUER FAULTS.BLOCK HEATER NEEDS TO BE REPLACED.
 >E-STOP FAULTS, NEED TO REPLACE THE EMERGENCY STOP.

CORRECTION

>NEED TO DIAGNOSE.
 >DROVE TO SITE AND GAINED ACCESS TO GENERATOR FOR DIAGNOSTICS.

THANK YOU FOR CHOOSING CUMMINS SALES AND SERVICE

>DROVE TO SITE AND GAINED ACCESS TO GENERATOR FOR DIAGNOSTICS.

ESTIMATE
 >THIS ESTIMATE INCLUDES OUR ORIGINAL TRIP OUT TO DIAGNOSE.
 >RETURN TO SITE AND GAIN ACCESS TO UNIT.
 >REPLACE THE 2100 CONTROL BOARD.
 >REPLACE THE BLOCK HEATER.
 >REPLACED THE EMERGENCY STOP.
 >TEST RUN UNIT AND CONFIRM THAT THE REPAIRS ARE COMPLETE.

THANK YOU FOR CHOOSING CUMMINS SALES AND SERVICE

COVERAGE

>CUSTOMER BILLABLE.

REMARK

Completion date : 01-Nov-2024 09:12AM. Estimate expires : 30-Nov-2024 09:12AM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name)

SIGNATURE

DATE



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

Item 4.

GRAND RAPIDS MI BRANCH
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 GRAND RAPIDS, MI 49548-
 (616)538-2250

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BILL TO

HARTFORD FIRE DEPARTMENT
 436 E MAIN ST
 HARTFORD, MI 49057-1123

OWNER

HARTFORD FIRE DEPARTMEN
 436 E MAIN ST
 HARTFORD, MI 49057-1123
 ROBBIE HARTING - 269 757-4355

PAGE 2 OF 3

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
04-DEC-2024			GGHE-543701		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
220565		31-OCT-2024	E090001220		GEN SET
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
345861			337.5 / 337.5		60KW CUMMINS

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN E090001220

>10-31-24, ROB CALLED YESTERDAY FOR A SERVICE VISIT.

DIAGNOSTIC CHARGE:		0.00
1	0 327-1379-01 PCB ASSY (BASEBOARD) ONAN	4,905.61 4,905.61
1	0 308-0999 SWITCH-EMERG STOP PB ONAN	299.01 299.01
1	0 TPS151GT10-000 HEATER, 120V/1500W C1-KIM-HOTSTART	149.90 149.90

TAX EXEMPT NUMBERS:

PARTS:	5,354.52
PARTS COVERAGE CREDIT:	0.00CR
TOTAL PARTS:	5,354.52
SURCHARGE TOTAL:	0.00
LABOR:	1,720.56
LABOR COVERAGE CREDIT:	0.00CR
TOTAL LABOR:	1,720.56
TRAVEL:	215.07
TRAVEL COVERAGE CREDIT:	0.00CR
TOTAL TRAVEL:	215.07
MISC.:	276.50
MISC. COVERAGE CREDIT:	0.00CR
TOTAL MISC.:	276.50
ROAD MILEAGE	276.50

SIGN UP FOR AUTO EMAIL OF INVOICES AND CREDITS AT [HTTP://CUSTOMERPAYMENT.CUMMINS.COM](http://CUSTOMERPAYMENT.CUMMINS.COM)

Completion date : 01-Nov-2024 09:12AM. Estimate expires : 30-Nov-2024 09:12AM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



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 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

Item 4.

GRAND RAPIDS MI BRANCH
 3715 CLAY S.W.
 GRAND RAPIDS, MI 49548-
 (616)538-2250

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OWNER

HARTFORD FIRE DEPARTMEN
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 ROBBIE HARTING - 269 757-4355

PAGE 3 OF 3

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE		
04-DEC-2024			GGHE-543701		ONAN		
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL		
220565		31-OCT-2024	E090001220		GEN SET		
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.		
345861			337.5 / 337.5		60KW CUMMINS		
QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
			OSN/MSN/VIN E090001220				
						LOCAL	0.00

Completion date : 01-Nov-2024 09:12AM. Estimate expires : 30-Nov-2024 09:12AM.

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL: 7,566.65
 TOTAL TAX: 0.00
TOTAL AMOUNT: US \$ 7,566.65

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: December 9th, 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Holiday/Annual Dinner Monetary Request

RECOMMENDED ACTION:

On behalf of the Hartford Firefighters Association I am requesting that the Fire Board contribute to the Holiday/Annual Dinner and Awards Ceremony in the amount of \$1,200 to offset the cost of food and awards, The Firefighter Association will contribute the remaining balance of the dinner. I am requesting these funds come from the Donations Account and ideally it would become a yearly contribution. To my knowledge the Firefighters Association has always funded this dinner without outside or board contributions. As with everything, the cost of providing this dinner for our members and their spouses has gone up considerably in the past few years, I believe this is a great tradition that we have, and I don't want to see it go away.

Thank you.

Kevin McGrew
Asst. Fire Chief
Secretary/Treasurer Hartford Firefighters Association

Fire Chiefs Report December 2024

INFORMATION:

1. Meetings Attended:

- Township
- VBC Medical Control
- VBC FF Training Committee

2. Information:

- Had meeting with representatives from Corewell Health – annual physicals in February
- The backup generator is not working, waiting on quote from Cummings for repairs
- Sat in on interviews at the TECH Center for the Fire Program, Captain's position's

Sincerely,

Robbie Harting – Fire Chief



Chief Robbie Harting

Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 4.

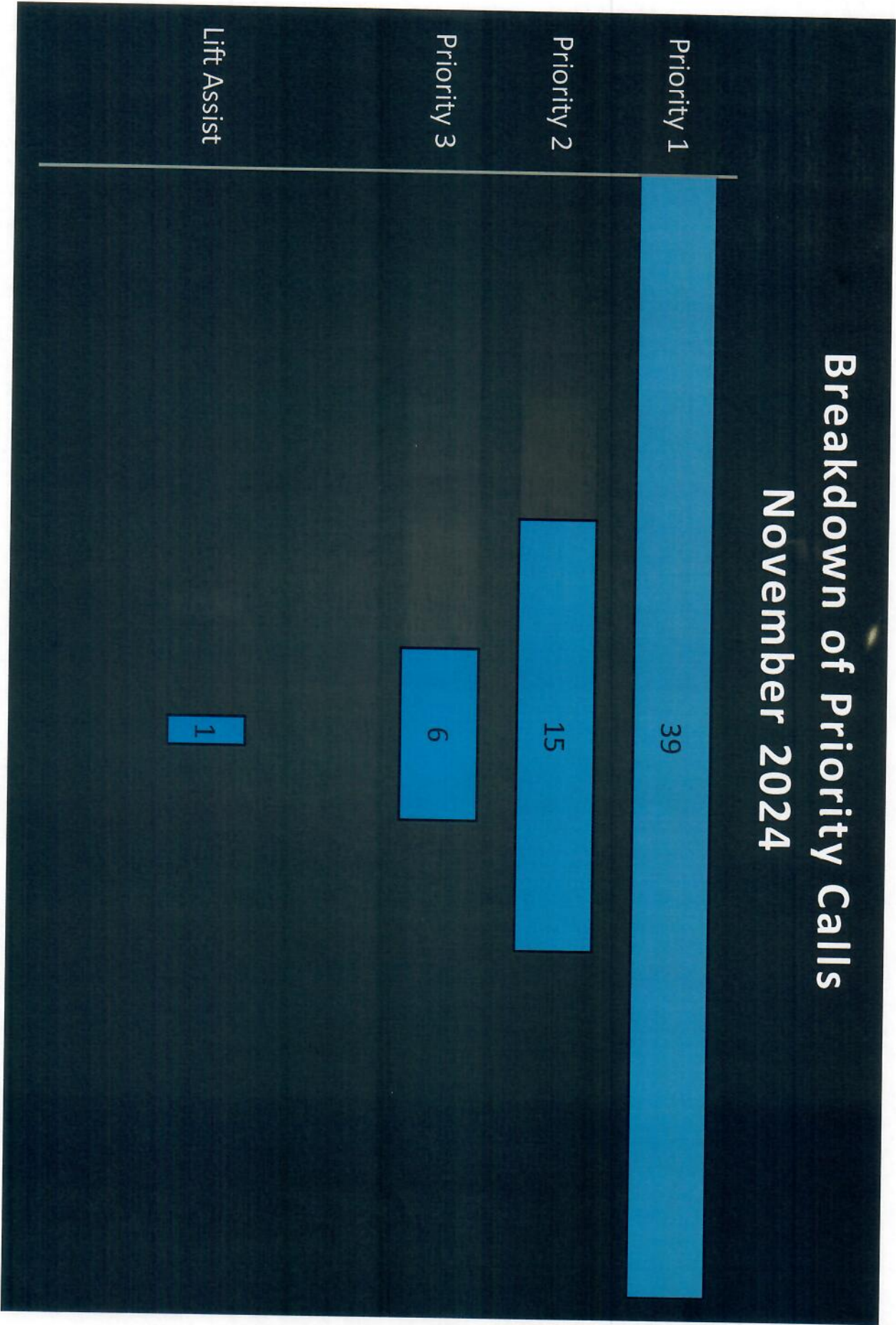
November 2024

60 Calls for Service

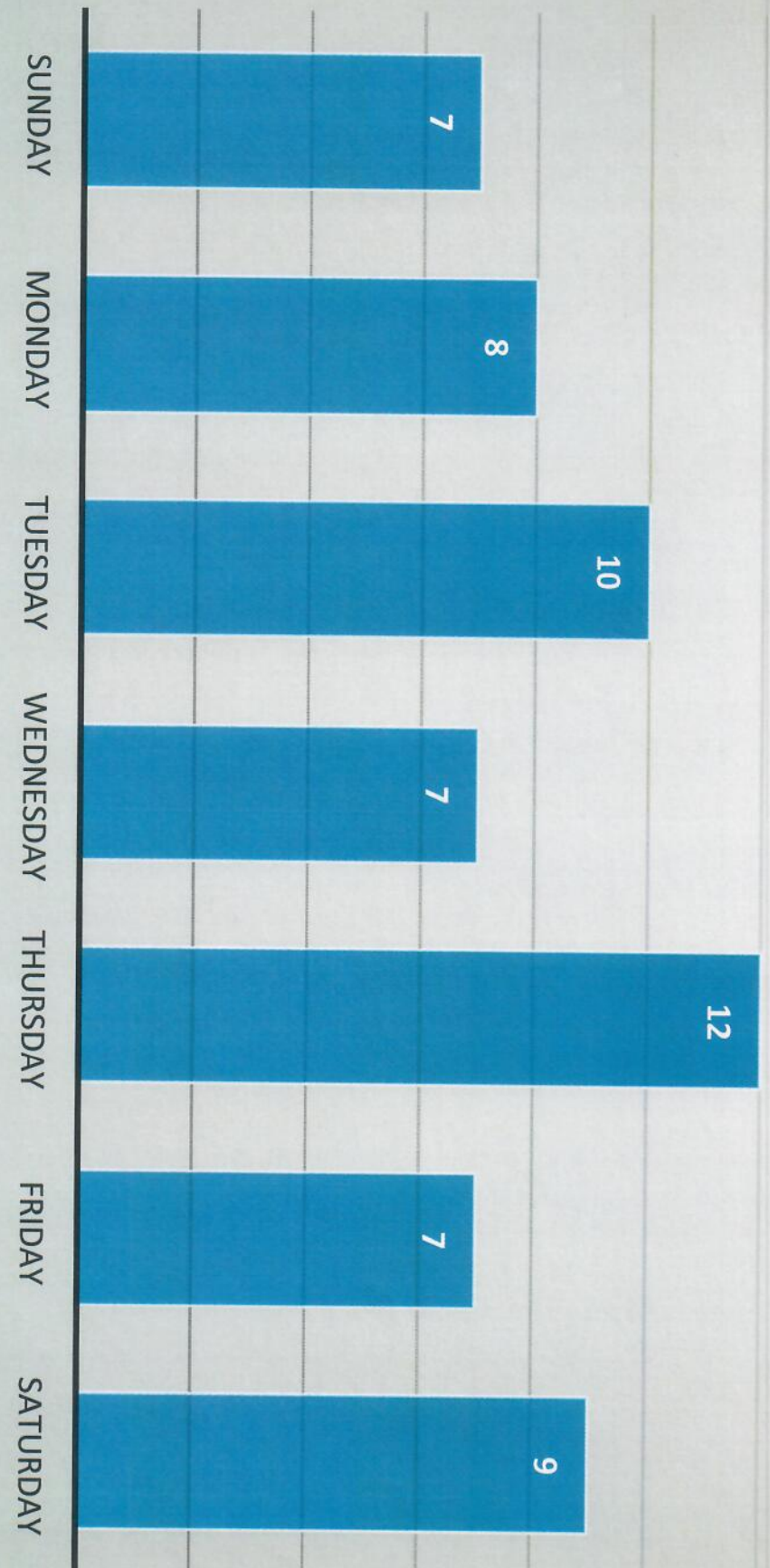
Personell Name	Total Calls	%
Fry, Steven	21	35%
Harting, Brandiwyne	5	8%
McGrew, Kevin	56	93%
Bodary, Brandon	19	32%
Eastman, Scott	1	1%
Flemming, Ryan	8	13%
Harting, Robbie	20	33%
Hunt, Cole	1	1%
Lowe, Steve	19	32%
McClellan, Troy	1	1%
Roberts, Khelun	26	43%
Sharpe, Ian	12	20%
Weberg, Scott	26	43%



Breakdown of Priority Calls November 2024



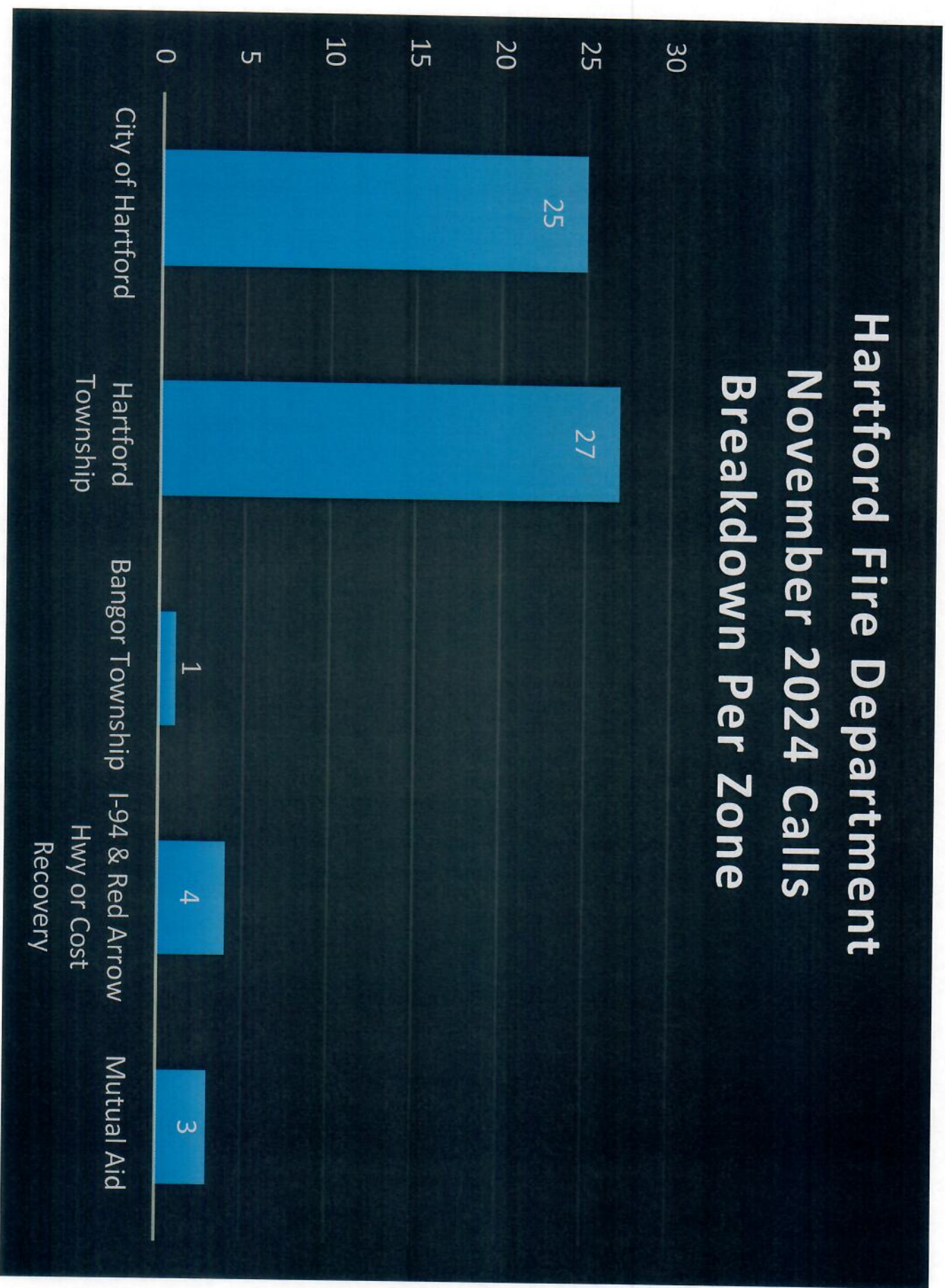
Calls by Day of Week November 2024



Call Breakdown by Hour November 2024



Hartford Fire Department November 2024 Calls Breakdown Per Zone



Assistant Chief Report

December 2024

Information:

- Finalized the transition away from Comcast
- New Member Nate Tietsma Onboarded
- Command Truck was picked up on November 20th
 - Truck has been lettered and decaled
 - Cap & Bed system Install scheduled for Thursday Dec.12th
 - Lights,Siren, and Radio still need to be completed, (ordered 12/6)
- Attached to my report is a breakdown of cost savings for the transition away from Comcast

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Comcast Bill in October was \$297.00
Comcast Bill in November went to \$369.00

New Service:

Internet: \$77.00
Phone: \$70.00

Total: \$147.00

\$369.00 a month	\$4,428 a year
<u>\$147.00</u> a month	<u>\$1,764</u> a year
\$222.00 savings per month	\$2,664 savings per year

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



December, 2024

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Picked up leafs.
Put trash cans away for winter
Getting all the equipment ready for winter.
Put salt spreader on dump truck.
Winterize restrooms in park.
Put up christmas decorations.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>1</u>
Water meter repairs	<u>2</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>5</u>
Water services replaced to water main	<u>0</u>

Collected monthly water samples and delivered to Paw Paw Lab
Sent monthly reports to the Michigan Department of Health
Ran auxiliary well generator once a week
Water main break Church St.

MAJOR AND LOCAL STREETS

Cold patching as needed.
Snow removal as needed.

SEWER SYSTEM

Sewer mains rodded	<u>3</u>
Sewer services dug up and repaired	<u>0</u>

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



December, 2024

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron 1.37 ppm
Manganese 0.144 ppm
pH 7.3

Finished Water

Iron 0.002 ppm
Manganese 0.001 ppm
Chlorine 1.2 ppm
Phosphates 1.3 ppm
Flouride 0.8 ppm
pH _____

Chemicals used

	Total Lbs
Chlorine	<u>119</u>
Phosphates	<u>200</u>
Flouride	<u>159</u>

Average Daily Use

	Average Daily Use
	<u>3.9</u>
	<u>6.6</u>
	<u>5.3</u>

WATER PUMPED FOR THE MONTH

Backwash water 5.856 Million Gallons

189,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

WWTP Activities Report
12/11/24

- Removed old polymer tanks
- Greasing Equipment
- Flow equalization tank – learning – monitoring – had the company back in to troubleshoot following a power outage
- Took scrap metal to scrap yard
- Obtained quote for new generator batteries
- Influent and Effluent mercury sampling
- Collection system mercury sampling
- Routine preventative maintenance
- Sulfate sampling to Trace
- Monthly Discharge Monitoring report to EGLE
- Replaced Sodium Bisulfite Pump
- Biomass reduction on RBCs
- Meeting with Whightmans
- Received load of lime
- Had the generator serviced – leaking coolant line and regular service
- New propane tanks arriving today for heating



DECEMBER 16, 2024
LIST OF BILLS
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39235 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 10/12-11/11/2024		452.68
39236 MICHAEL BANIC	OCCUPANCY INSPECTIONS 11/20/2024	165.00	
	OCCUPANCY INSPECTIONS 12/4/2024	150.00	315.00
39237 BEST WAY DISPOSAL INC	CITY HALL TRASH SERVICE FOR NOVEMBER 2024	110.21	
	DPW TRASH SERVICE FOR NOVEMBER 2024	150.08	
	WWTP TRASH SERVICE FOR NOVEMBER 2024	122.95	383.24
39238 CONSUMERS ENERGY	CITY HALL GAS BILL 10/18-11/20/2024	91.32	
	DPW GAS BILL 10/19-11/20/2024	25.46	
	IRP GAS BILL 10/19-11/20/2024	148.47	265.25
39239 FRONTIER	CASINO 11/17-12/16/2024NO LIFT STATION PHONE	119.57	
	WWTP PHONE, INTERNET & ALARM 11/13-12/12/2024	785.59	
	DPW LOCAL PHONE 11/25-12/24/24	92.27	
	IRP INTERNET 11/16-12/15/2024	77.98	
	IRP LOCAL PHONE 11/19-12/18/2024	96.77	1,172.18
39240 MICHIGAN STATE UNIVERSITY	2024 GOVERNING ESSENTIALS WEBINAR SERIES FOR CITY CLERK		50.00
39241 MICHIGAN STATE UNIVERSITY	GOVERNING ESSENTIALS CLASS FOR COMMISSIONER JANE DANGER	20.00	
	GOVERNING ESSENTIALS CLASS FOR COMMISSIONER NANCY SPOULA	20.00	40.00
39242 MUTUAL OF OMAHA	DECEMBER 2024 LIFE & DISABILITY INSURANCE		652.77
39243 TOM NEWNUM	CLEAN CITY HALL 10/31/2024	50.00	
	CLEAN CITY HALL 11/20/2024	50.00	
	CLEAN CITY HALL 11/29/2024	50.00	
	CLEAN CITY HALL 12/4/2024	50.00	200.00
39244 SHAWN POOLE	REIMBURSEMENT FOR PURCHASE OF HDMI CABLE FOR CITY MANAGER		23.32
39245 TRACE ANALYTICAL LABORATORIES	AMHAWK LOCAL LIMITS TESTING - 11/5/2024	467.00	
	HgT 245.1 TESTING FOR DENTIST OFFICE (DR GRIFFIN) SOUTH ST	63.25	
	IRP WATER SAMPLE TESTING - 11/25/24 (ANIONS & ALKALINITY	129.25	659.50
39246 VAN BUREN COUNTY	VERIZON MODEMS 6/24/2024 THROUGH 9/23/2024		268.80
39247 VISION SERVICE PLAN	DECEMBER 2024 VISION INSURANCE		51.36
39248 ANDREW WARNER	20.5 HOURS AS OPERATOR AT WWTP (11/1-11/30/2024)		1,537.50
TOTAL OF CHECKS ALREADY WRITTEN			\$ 6,068.60



DECEMBER 16, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39249 MICHAEL BANIC	OCCUPANCY INSPECTION 12/9/2024		30.00
39250 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 12/10/24 (4 HOURS)		120.00
39251 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR DECEMBER 2024		378.22
39252 CARLETON EQUIPMENT CO	REPLACE HYDROLIC HOSES ON FREIGHTLINER BELLY PLOW	1,488.25	
	NEW ARM CYLINDER FOR JOHN DEERE BACK HOE	2,564.53	4,052.78
39253 CORE & MAIN	BRASS FITTINGS FOR WATER METERS		106.08
39254 CUMMINS SALES & SERVICE	REPLACE CONTROL BOARD ON GENERATOR AT CASINO LIFT STATION		2,992.02
39255 CURCIO LAW FIRM	LEGAL SERVICES 11/01-11/30/2024		1,134.00
39256 DOUBLEDAY OFFICE PRODUCTS	GEL KEYBOARD WRIST REST FOR CITY MANAGER		16.51
39257 HARDING'S MARKET	CHRISTMAS GIFT CARDS FOR EMPLOYEES		800.00
39258 HARTFORD BUILDING AUTHORITY	JANUARY 2025 CITY HALL LEASE		4,166.67
39259 HARTFORD FIRE BOARD	JANUARY 2025 CONTRACTUAL PAYMENT		11,152.50
39260 HUNGERFORD CPA'S & ADVISORS	FISCAL 2023-2024 ANNUAL AUDIT PROGRESS BILL #3		10,000.00
39261 ICMA (INTERNATIONAL CITY MGMT ASSOC)	ANNUAL MEMBERSHIP FOR CITY MANAGER NICOL BROWN		468.00
39262 INDIANA MICHIGAN POWER	NOVEMBER 2024 ELECTRIC BILLS		6,957.53
39263 J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
39264 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR NOVEMBER 2024		
39265 KROHN EXCAVATING, LLC	CHURCH STREET WATER MAIN BREAK - PATCHED STREET		790.00
39266 AARON LEGON	BALANCE OF WATER DEPOSIT REFUND FOR 20 N MAPLE ST		109.58
39267 MICHIGAN ASSOC OF MUNICIPAL CLERKS	INCREASE IN ANNUAL MEMBERSHIP RENEWAL FOR CLERK ROXANN RODNEY ISBRECHT		25.00
39268 MME (MI MUNICIPAL EXECUTIVES)	ANNUAL MEMBERSHIP FOR CITY MANAGER NICOL BROWN		425.00
39269 MBC LEO (MI BLACK CAUCUS LOCAL ELECTE	ANNUAL MEMBERSHIP FOR CITY MANAGER NICOL BROWN		75.00
39270 MICHIGAN STATE POLICE	MICJIN TOKEN FEES FOR CHIEF & LIEUTENANT		66.00
39271 MIDWAY ELECTRIC, INC	INSTALL HEAT TAPE AND CONNECTIONS IN HEADWORKS AT WWTP		1,347.03
39272 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 12/10/24 (4 HOURS)		120.00
39273 OT REAL ESTATE	WATER DEPOSIT REFUND FOR 415 CLARK ST		150.00
39274 SPECTRUM PRINTERS, INC	VOTE TEST DECK FOR NOVEMBER 5, 2024 ELECTION		105.00
39275 STAPLES	7 POCKET LETTER WALL FILE FOR WWTP		31.72
39276 STATE OF MICHIGAN - EGLE NP1	NPDES ANNUAL PERMIT FEE FOR WWTP		1,950.00
39277 ANGELA STORY	DECEMBER 2024 ASSESSING SERVICES		1,333.33
39278 SUNRISE REAL ESTATE, INC	BALANCE OF WATER DEPOSIT REFUND FOR 430 CLARK ST		123.35
39279 TRI CITY RECORD	ZONING MAP AMENDMENT - ORDINANCE 344-2024		68.75

39280 TRIPLE-E ASPHALT

PATCHED STREETS (ELMWOOD, WENDELL, MARION, PROSPECT,
MAPLE AND HILLSBOROUGH)

3,700.00



**DECEMBER 16, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39281 USA BLUEBOOK	PUMP FOR WWTP	1,117.46	
	MISC LAB SUPPLIES FOR IRP	3,797.91	
	MISC LAB SUPPLIES FOR WWTP	2,605.30	7,520.40
39282 VILLAGE OF PAW PAW LABORATORY	OCTOBER 2024 LAB ANALYSIS		120.00
39283 WATER SOLUTIONS UNLIMITED	CHLORINE, FLOURIDE & PHOSPHATES FOR IRP		3,444.53
39284 WEST MICHIGAN RAILROAD	WM-7 STORM SEWER & WM-8 SEWER MAIN ANNUAL FEES		197.05
39285 WIGHTMAN & ASSOCIATES	PROJECT 240994 - 60TH AVENUE SIDEWALK EXTENSION	6,102.50	
	PROJECT 150147 - GENERAL - CASEY'S SITE PLAN REVIEW	756.25	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	12,354.40	
	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	55,735.00	
	PROJECT 212004 - WASTEWATER COLLECTION SUSTEM IMPROVEMENTS	2,287.46	77,215.61
TOTAL OF CHECKS TO BE WRITTEN ON DECEMBER 17, 2024			\$ 142,916.66

DEDIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

11/1/2024	USDA	AUTO PAYMENT OF BUILDING AUTHORITY BOND 97-03	29,732.50
11/1/2024	USDA	AUTO PAYMENT OF BUILDING AUTHORITY BOND 97-05	2,855.00
11/14/2024	STURGIS BANK & TRUST	WIRE TRANSFER FEE FOR DRAW FROM SRF BOND SERIES 2022	10.00
11/14/2024	STURGIS BANK & TRUST	WIRE TRANSFER FEE FOR DRAW FROM SRF BOND SERIES 2022-B	10.00
11/19/2024	AMAZON.COM	WINTER COATS & EMERGENCY FLARES FOR CROSSING GUARDS	179.62
11/23/2024	MI WOMEN IN MUNICIPAL GOVERNMENT	WEBINAR FOR CITY MANAGER NICOL BROWN	25.00
11/27/2024	UNITED STATES POSTAL SERVICE	MAILED LARGE ENVELOPES WITH TAX BILLS TO BERKSHIRE HATHAWAY AND INDIANA MICHIGAN POWER	4.08
11/28/2024	AMAZON.COM	MOUSE REPELLENT FOR DPW TO USE AT LIFT STATIONS	225.93
12/4/2024	UNITED STATES POSTAL SERVICE	MAILED PLANNING COMMISSION PACKETS	10.08
12/4/2024	LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW PHONE	0.19
12/5/2024	GRAMMARLY	MONTHLY SUBSCRIPTION FEE AUTO DEDUCTION	30.00
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS			\$ 33,082.40
TOTAL GROSS PAYROLL NOV 16, 2024 THROUGH DEC 13, 2024 (4 WEEKS)			\$ 67,710.75
MAYOR & COMMISSIONER'S PAY			\$ 10,380.00
GRAND TOTAL FOR DECEMBER 16, 2024 - FISCAL 2024-2025			\$ 260,158.41



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

City Manager's Monthly Update December 16, 2024

Staff Update:

Shared Streets and Spaces Program:

I attended the MDOT Shared Streets and Spaces grant (SSSG) team meeting, and Wightman's staff also participated. Rickey and I met with Wightman's staff to review the construction drawings. MDOT stated that it would take three months to receive the grant agreement. A further update will be in Wightman's project update.

DWSRF Project:

Andy completed the final scenarios for the MTF Bonds. I will add this item to the city commission agenda in January, giving you time to review and submit questions. I reviewed the Request for Proposal (RFP) for the BAN to go out to financial institutions. I also reviewed the cover letter for the RFP and consulted with staff on which financial institution we would like to invite to submit a proposal.

Spark Grant/DNR/Council Michigan Foundations:

Abonmarche has scheduled a kickoff meeting to start the grant work.

Planning Commission Meeting:

McKenna Associates completed the site plan review for the Casey's project. It will go before the planning Commons on December 9th.

9 S. Center Street:

I'm working with Nick, Attorney, to notify the owner of the noncompliance.

Streetscape Downtown Improvement:

The project has been closed. The USDA responded that it has all the information to release the \$99,000 grant reimbursement.

Rite Aid:

I contacted the Rite Aid building owners, and I will meet with the realtor company next week.

Downtown Planning Meeting:

I have been organizing a meeting in January next year with representatives of Van Buren County Land Bank, State Land Bank, Van Buren County Community Services, Market One, and MEDC to discuss potential downtown development and a residential development project.

2025 Local Grade Crossing Surface Program Award Notice:

The City applied for an MDOT Railroad Crossing grant to replace the railroad crossing on the Center Street railroad crossing. The City was awarded the grant for \$173,808. The grant covers 60% of the construction cost, and the 40% match will be from the West Michigan Railroad Company.

SRF Wastewater Project Update:

See Wightman's update

Water Main Extension (PFAS) Hartford Township Update:

See Wightman's update

Drinking Water Asset Management (DWAM) Update:

See Wightman's update

60th Asvenue Sidewalk Extension Update:

See Wightman's update

DWSRF Update:

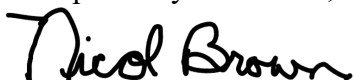
See Wightman's update

Meetings:

I had the following meetings this week:

- Attorney Curcio, Attorney
- Mickey Bittner, Wightman & Assoc.
- Donovan Smith, McKenna Associates
- Matthew J. Biolette, Fleis & Vandenbrink
- Jim Tishler, Michigan Land Bank

Respectfully Submitted,



Nicol Brown
City Manager



City of Hartford
Project Updates
December 3, 2024

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

Schedule: The original 20% of service inspections has been completed. Plumbers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations and Plummer's plans to return November 18-29 to make progress on those. The grant agreement was extended to April 15, 2025 to allow for additional service inspections – approximately 150 (67 are completed) interior inspections (Point 1) and 150 (113 are completed) street side inspections (Point 3). Once this is completed, the update to the Water AMP must be completed prior to 04/15/25.

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

Project: Hartford Township Water Main Extension (PFAS)
Project Budget: \$2,970,800
Funding: EGLE C2R2 Grant - \$2,970,800
Contractor: Harris ConAg, LLC
Award Amount: \$2,137,854.00; Current Value with Change Orders: \$2,279,926.19
Schedule: The project is now substantially complete. The contractor is working on the punch list and needs to complete some well abandonments and raise structure covers. The grant agreement has a pending extension to May 15, 2025.

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

December 3, 2024

Page 2

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

Contractors:

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

Award Amounts:

- A. \$1,267,799.60; contract amendment to \$1,310,725.62 for WWTP additions
- B. \$1,749,790.00; contract amendment to \$1,693,641.60 for balancing items
- C. \$701,935.80; contract amendment to \$703,335.00 for additional manhole linings

Schedule:

- A. Substantially complete. Contractor has completed the punch list and we are working on close out documents.
- B. Substantially complete. Contractor is working on the punch list and there is one item remaining to complete and a final walkthrough.
- C. Pipelining and manhole lining are both completed.

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

Project: 60th Avenue Sidewalk Extension
Project Budget: \$276,800
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: TBD
Award Amount: TBD

Scope: Construct approximately 1,800’ of concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive.

Schedule: Fieldwork has been completed and the design is underway. A kick-off meeting with City staff is scheduled for December 4. The goal is to bid the project before the end of March 2025.

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

Project: Lead Service Line Replacements (LSLR) & Water System Improvements
Project Budget: Estimated \$11.76M
Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant
Contractors: TBD
Award Amount: TBD
Schedule: The goal of this project is to replace all of the lead service lines within the City's system, replace select water main, and minor water plant improvements. The City is currently shown as receiving \$4,704,000 of grant/principal forgiveness and \$7,056,000 of loan at 1.00%, or 40% grant. Pavement borings were completed on 11/12/24, the topographic surveys are complete, and design is underway.

<u>Milestone</u>	<u>Approximate Date</u>
Authorized Design	09/23/24
Authorize Bond Counsel & Financial	10/28/24
Decide on Street Improvements	12/16/24
Authorize Bond Anticipation Note (BAN)	11/25/24
Close on BAN	02/19/25
Submit Plans & Specs to EGLE	03/28/25
Advertise for Construction Bids	05/23/25
Open Construction Bids	06/25/25
City Award Contract(s)	07/07/25
MFA Closing	08/28/25
Construct the Project	09/15-25 – 06/04/27

The water main replacement will essentially reconstruct one lane of roadway in most street segments. The City could reconstruct the other lane or complete other utility work (sanitary sewer, storm sewer) in conjunction with the water project, but fund those improvements separately. A cost estimate of approximately \$1.9M was prepared for reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan.

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



CITY OF HARTFORD

COUNTY OF VAN BUREN, STATE OF MICHIGAN

Project Scenario - \$1,990,000 Michigan Transportation Fund Bonds - Open Market

Draft 11/27/24

	\$1,901,000 Project	
	15-Year	
Estimated Interest Rate		4.000%
Bond Amount	\$	1,990,000
Deposited in Construction Fund	\$	1,905,302
Estimated Cost of Issuance		84,698
Total Interest		660,024
Total Principal + Interest	\$	2,650,024
Estimated Yearly Principal + Interest Payments:	\$	177,000
Estimated Bond Costs of Issuance:		
Bond Counsel	\$	20,500
Municipal Advisor		18,850
Notice of Sale Publication		1,800 *
Newspaper Printing Costs		2,000 *
Treasury Filing		398 *
S&P Bond Rating		20,000 *
Official Statement Printing		750
Paying Agent		500 *
Underwriter's Discount (not-to-exceed, 1% of par)		19,900 *
Total Estimated Bond Costs of Issuance	\$	84,698



CITY OF HARTFORD

COUNTY OF VAN BUREN, STATE OF MICHIGAN

Project Scenario - \$1,940,000 Michigan Transportation Fund Bonds - Bank RFP

Draft 11/27/24

	\$1,901,000 Project	
	15-Year	
Estimated Interest Rate		4.500%
Bond Amount	\$	1,940,000
Deposited in Construction Fund	\$	1,904,112
Estimated Cost of Issuance		35,888
Total Interest		730,915
Total Principal + Interest	\$	2,670,915
Estimated Yearly Principal + Interest Payments:	\$	179,000
Estimated Bond Costs of Issuance:		
Bond Counsel	\$	18,500 *
Municipal Advisor		15,000 *
Newspaper Printing Costs		2,000 *
Treasury Filing		388 *
Total Estimated Bond Costs of Issuance	\$	35,888

From: [MDOT-RailCrossings](#)
To: [City Manager](#)
Subject: 2025 Local Grade Crossing Surface Program Award Notice
Date: Thursday, November 28, 2024 12:14:43 AM

Dear Road Agency Partner:

Thank you for your recent application to the Local Grade Crossing Surface Program. We are pleased to inform you that all your project(s) met the criteria for inclusion in the 2025 program. Please find the full list of your location(s) below. The fully executed funding application will be sent in a separate email from OneSpan for your records.

NI#	Road Name	Road Authority	Railroad
234950S	North Center St	Hartford, City Of	West Michigan Railroad Company

Our office will issue project authorizations directly to the affected railroad company within the next 12-16 weeks, and we anticipate that work will be scheduled by the railroad company for the 2025 construction season. Our office will process all eligible invoices and perform a final inspection to assure satisfactory completion of the work. There is no further action required on your part at this time unless you have previously committed to participation with the railroad for detours or approach paving work. In the event you are planning to actively participate in the project(s), please make sure to work with your relevant railroad contact directly.

If you are contacted by your local Metropolitan Planning Organization (MPO) regarding this work, please confirm that your community has been awarded the Surface Program Grant(s) so that the MPO can validate the additional project(s) within your region.

Finally, please be advised that we anticipate opening the 2026 Local Grade Crossing Surface Program call for projects in July 2025. We plan to send an announcement correspondence once again to all road agencies statewide, and to have the application and instructions available on-line at the MDOT Office of Rail web page. Feel free to contact our office directly at 517-897-2103 if you have any questions.

Thank you for your continued interest and participation,

Alexis Louth

Local Grade Crossing Analyst
MDOT - Rail Safety & Administration Section
425 W. Ottawa St
Lansing, MI 48909
(517) 897-2103 | loutha@michigan.gov | [Office of Rail](#)
Hours: 7:30a-6p M-Th

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

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024	UPDATE DECEMBER 2024
1 RITE AID REDEVELOPMENT	Rite Aid Building - Investigate the ownership Seek a business Check to see if there is a deed restriction	Market One Van Buren County		Have not started	I have been calling a contact person from Rite Aid but have not received a return call.	I have made contact with the realtor company that owns the property. I'm requesting a zoom meeting for the week of Dec. 9th
2 WATER/SEWER STUDY	Contact Baker Tilly Receive a quote Recommendation to City Commissioners	Baker Tilly		In the process of working with Bendzenski. Going before commission the water and sewer study	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.
3 COMMISSIONERS WEEKLY REPORTS	Include invitations and informational flyers Include time sensitive information	Staff		Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.
4 ZONING	Research lot size to build Amend Zoning Ordinance Amend Rental Registration Ordinance	Wrightman & Assoc Safebuilt		Rental Registration Ordinance need to go before commission. Would like to apply for a MEDC grant for updating master plan and zoning ordinance.	Including the rental registration ordinance draft into the cm monthly report. Working on a MSHDA grant for updating master plan. Receiving comments from city commissioners on the draft blight ordinance.	Submitted the Housing Readiness Incentivative grant Waiting on comments from city commissioners on the blight and rental registration ordinance.
5 INFRASTRUCTURE	Capital Improvement Plan/Schedule of Maintenance Pavement and Surface Revaluation Rating/ Condition of Local & Major Roads Curve Painting Discussion Mileage on Roadways	Wrightman & Assoc & DPW Wrightman & Assoc & DPW	Road assest management/VBCRC	Have not started.	Have not started. Curve painting complete	We will start the CIP process in Feb. 2025
6 DEPARTMENT RESTRUCTURING Iron Removal Plant (IRP)	Contract Danny Staunton contract Recommendation to City Commission	Nick Curio		Working Part-time	Completed. Danny is working part-time as the Iron Removal Plant superintendent.	Completed. Danny is working part-time as the Iron Removal Plant superintendent.
DPW	Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote	Nick Curio		Complete	Complete	Complete

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

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024	UPDATE DECEMBER 2024
Code Enforcement Officer	Implement Post Code Enforcement position Interviews Background check/physical Job Offer Hire	Nick Curio		In Progress	I stopped the process but will start it back again the first of December.	Met with McKenna Associates regarding Code Enforcement. Waiting on a proposal.
WWTP	Write Job Description for WWTP Supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Make Job Offer Promote Implement	Nick Curio		Complete	Complete	Complete
Police Dept.	Research of Police Mileage Recruitment of Police Chief Recommendation to City Commissioners Implement the contract Create Police Dept Committee Recommendation to City Commissioners Assist Interim Chief with recruitment of police officers	Sheriff's Dept Michigan State Police		In Progress	In Progress	In Progress
7 EMPLOYEE HANDBOOK	Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	Nick Curio Dept Head Staff		In Progress	In Progress. The Holiday and Personal day section has been revised.	I will have a draft amend policy for the Jan. board meeting
8 TREASURER & UTILITY SOFTWARE	Request for quotes Review quotes with Joe Mangan (Lauterbach & Amen, LLP) & Pam Recommendation to City Commission	Pam Schultz		In Progress. I will bring before commission in November.	The item is on the city commission agenda for November's meeting	Reviewing the BS&S contract. Will sign this month

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 25, 2024

Item 10.

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

Commissioners Absent:

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

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

Clerk Rodney-Isbrecht swore in newly Elected Officials, Peter Aranda, Jane Danger and John Miller.

Pledge of Allegiance was said.

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

Motion carried 7 – 0

Guests:

- Veronica Wolf, 5k Run Proposal, Hartford Chamber, Van Buren County Road Commission would like to restart the Strawberry Run in 2025.
- Mickey Bittner, Wightman's, DWAM, to be completed May 1, 2025; Hartford Township Water Main Extension (PFAS), wrapping up punch list; SRF Wastewater Project, wrapping up project; 60th Ave Sidewalk Extension, fieldwork completed, kick off meeting at City Hall on December 4th; DWSRF, decisions will need to be made quickly. Unfortunately this project does not include all street replacement if it is not where the water main needs to be replaced, however if the City were to use other street funds to replace those affected streets it would be at a reduced cost due to construction already taking place in the area so the City would save on mobilization for example.

Public Comment:

- Mike Menck, 28 Marion Ave – concerns about Police Department pay is not competitive to other departments in the area. And 5 West Main Street back stairs to the building do not appear to be safe.

Communications:

- Indiana Michigan Power Company Notice of Hearing with MPSC, November 14, 2024 at 9am
- DNR Survey, requesting public participation
- EGLE sent notice of violation to AEP on Transmission Line Project – South Haven-Hartford
- City Hall will be closed Thursday & Friday to observe Thanksgiving Holiday.

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

- Planning Commission** –
- Police & Ordinance** – Officer Poole, Report on File. Shop-with-a-Cop will be December 17, 2024; a current Reserve Officer is seeking support/training to become an officer for the department; 2020 Police Vehicle has a recall, scheduling to have it repaired when parts are available; Van Buren County Prosecutor's office is moving to an electronic reporting system.
- Fire Department** – Chief Harting, not in attendance. Report on File
- Ambulance** – Report on File
- Van Buren County** – Mike Chappell, Commissioner, not in attendance.
- Public Works** – Ricky Ricks - Report on File – Working on picking up brush & leaves, slow process due to training new employees. There was a water main break over the weekend. Casino lift station alarm needs replacement. Putting up Christmas decorations next week.
- Wastewater Treatment Plant** – Report on File –

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 25, 2024

Item 10.

- H. **Treasurers, Investment & List of Bills** – November 25, 2024 List of Bills \$368,575.11
- I. **City Manager** –Report on file –Shared Streets & Spaces Program; DWSRF Project; AT&T Update; Spark Gant/DNR/Council Michigan Foundations; Planning Commission Meeting; 9 South Center Street; Streetscape Downtown Improvement; Projects Compass; Blight Ordinance Amendment; Rental Inspection Ordinance Amendment; Complaint Police Department; SRF Wastewater Project Update; Water Main Extension (PFAS) Hartford Township Update; Drinking Water Asset Management (DWAM) Update; 60th Avenue Sidewalk Extension Update; DWSRF Update; CM Goals

Approval of Commission Minutes:

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the October 28, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Spoula, supported by Commissioner Danger, to approve the October 28, 2024 list of bills in the amount of \$368,575.11.

Motion carried 7 – 0

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to accept the October, 2024 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives: None Discussed

Old Business: None Discussed

New Business:

- Discuss & Consider – EGLE’s Funding SWSRF Award
Discussion: Combination of loan & loan forgiveness offered \$11,760,000 will be used for replacing water mains, iron removal plant upgrades, replacing lead service lines and installing new meters.
- Discuss & Consider – Approval of Engineering Services for Spark Grant
Discussion: City Manager is recommending Abonmarche Consultants, as she has worked with them before on other projects.
- Discuss & Consider – International Brotherhood of Teamsters Local 214 Agreement Amendment.
Discussion: updating holiday’s & personal days to reflect the new changes to the employee handbook.
- Discuss & Consider – Approval of Financial Software in the amount of \$71,480.00
Discussion: The City Manager is recommending upgrading the accounting software with two additional modules; cost will be spread out over two different fiscal years.
- Discuss & Consider – CDL Training Loan Agreement
Discussion: Several other community’s and organizations have similar agreements to balance the investment made by the City for the employee.
- Discuss & Consider – 2025 City Commissioner Meeting Schedule

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 25, 2024

Item 10.

Discussion: Council did not make any changes to the proposed schedule. Council did not take action on closing City Hall for extra days during Christmas & New Year. Staff would be required to take a vacation, personal day or work from home on Thursday & Friday, December 26 & 27, 2024 - January 2, 2025.

- Discuss & Consider – Mayor Appoint Council Rules Review Committee
Discussion: Commissioners Aranda & Spoula volunteered for the committee & will meet January 6, 2025.
- Discuss & Consider – Mayor Appoint City Manager Evaluation Form Review Committee
Discussion: Commissioners Danger, Morsaw & Weeden volunteered for the committee and will set a meeting date at the December Council meeting.
- Discuss & Consider – Proposed Ordinance 344-2024 Second Reading – Amending the Zoning Map
Discussion: Second Reading, no questions or changes.

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Proposed Ordinance 344-2024 Second Reading – Amending the Zoning Map
Discussion: Second reading, no additional discussion.

Motion by Commissioner Morsaw supported by Commissioner Miller, to adopt Ordinance 344-2024 Amending the Zoning Map.

Motion carried 7 – 0

- Resolution 2024-052 Amend International Brotherhood of Teamsters Local 214 Agreement

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2024 – 052 amending the International Brotherhood of Teamsters Local 214 Agreement.

Motion carried 7 – 0

- Resolution 2024-053 CDL Loan Agreement

Motion by Commissioner Morsaw, supported by Commissioner Danger, to adopt Resolution 2024 – 053 establishing the CDL training Loan Agreement.

Motion carried 7 – 0

- Resolution 2024-054 Approving Financial Software Purchase

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2024 – 054 approving the financial software purchase in the amount of \$71,480.00

Motion carried 7 – 0

- Resolution 2024-055 Accepting EGLE's Funding Award

Motion by Commissioner Danger, supported by Commissioner Aranda, to adopt Resolution 2024 – 055 accepting EGLE's funding award for DWSRF funding.

Motion carried 7 – 0

- Resolution 2024-056 Budget Adjustment no. One Fiscal Year 2024-2025

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
NOVEMBER 25, 2024

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2024 – 056 budget adjustment no. one for fiscal year 2024-2025.

Motion carried 7 – 0

- Resolution 2024-057 Awarding Engineering Services for the Spark Grant Ely Park Improvements

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2024 – 057 awarding engineering services to Abonmarche Consultants for the Spark Grant Ely Park improvements at a fee of \$158,500.00.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Aranda, supported by Commissioner Miller, to adjourn the meeting at 7:17pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: December 16, 2024

RE: **CITY COMMISSION MEETING SCHEDULE**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the city commission meeting schedule for the 2025 calendar year.

DISCUSSION:

Every year, the city council must approve the city commission meeting schedule. As part of the Open Meetings Act, the council meetings are posted. The city clerk will post the approved council meeting dates outside of city hall on the posting boards in front and back of city hall and on the city’s website.

In the past, City Hall administrative offices were not known to be busy during the holiday season. Most of our water customers pay their bills before the holiday. I’m requesting that City Hall be closed for business on Thursday, December 26, 2024, Friday, December 27, 2024, Friday, December 26, 2025, and January 2nd, 2026. Staff could choose to take a personal or vacation day.

RECOMMENDATION:

The City of Hartford City Commission approves the 2025 city commission meeting schedule and to close city hall administrative offices. City Hall will be closed for business on Thursday, December 26, 2024, Friday, December 27, 2024, Friday, December 26, 2025, and January 2nd, 2026. Staff could take a personal day, vacation day, or work from home.



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

CITY OF HARTFORD 2025 CITY COMMISSION MEETING SCHEDULE

Date	Day	
January 27 th	Council Business Meeting	
February 24 th	Council Business Meeting	
March 24 th	Council Business Meeting	
March 25 th	Special Council Meeting	City Manager’s review
April 28 th	Council Business Meeting	
May 19 th	Council Business Meeting	Third Monday
June 23 rd	Council Business Meeting	
July 28 th	Council Business Meeting	
August 25 th	Council Business Meeting	
September 22 nd	Council Business Meeting	
October 27 th	Council Business Meeting	
November 24 th	Council Business Meeting	
December 15 th	Council Business Meeting	Third Monday

All meeting is held at 5:30 pm in the City Commission Room of Hartford City Hall unless otherwise stated. Notice subject to change and in compliance with the open meetings act.

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 fax
www.cityofhartfordmi.org



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

CITY OF HARTFORD 2025 HOLIDAY SCHEDULE CITY HALL CLOSED

Date	Day	Holiday
January 1 st	Wednesday	New Year's Day
January 20 th	Monday	MLK, Jr Birthday
February 17 th	Monday	President's Birthday
April 18 th	Friday	Good Friday
May 26 th	Monday	Memorial Day
June 19 th	Thursday	Juneteenth Day
July 4 th	Friday	Independence Day
September 1 st	Monday	Labor Day
October 13 th	Monday	Indigenous Peoples' Day
October 31 st	Friday	Trick or Treat Day
November 11 th	Tuesday	Veterans Day
November 27 th	Thursday	Thanksgiving Day
November 28 th	Friday	Friday after Thanksgiving
December 24 th	Wednesday	Christmas Eve
December 25 th	Thursday	Christmas Day
December 31 st	Wednesday	New Year's Eve



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager *NB*

DATE: December 16, 2024

RE: **AUTHORIZE ISSUANCE OF GENERAL OBLIGATION LIMITED TAX NOTE**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to authorize the issuance of a general obligation limited tax note known as a Bond Anticipation Note (BAN).

DISCUSSION:

The city commission is receiving funding from EGLE for the Drinking Water State Revolving Fund (DWSRF). Due to the nature of the DWSRF program, an aggressive schedule for engineering design, legal, and financial expenses will be required to meet funding deadlines. The preliminary work is essential for meeting our schedule, which was approved by EGLE.

The total principal amount of the Bonds is currently estimated not to exceed \$14,000,000, and the total cost of the preliminary expenditures for the improvements, including the payment of engineer's fees, legal and financial expenses, and other expenses incident to financing the improvements, is estimated not to exceed \$750,000.

The city does not have the financial funding to pay the engineer, legal and financial expenses, and other expenses upfront; therefore, we are seeking a limited tax note. The note will be issued in anticipation of payment of the note principal with the proceeds of the Bonds after they are issued next August.

This resolution and the issuance of the BAN follows the same procedure the City used to fund preliminary expenses of the CWSRF (sewer) project a couple of years ago.

RECOMMENDATION:

The Hartford City Commission approves the resolution to authorize the issuance of general obligation limited tax notes.



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager *NB*

DATE: October 16, 2024

RE: **APPROVAL OF MCKENNA ASSOC. FOR PLANNING SERVICES**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve McKenna Associates' planning services proposal.

DISCUSSION:

The City Manager has been in extensive discussions with planning consultants to assist the City with planning services such as site plan review, zoning review, special use permits, and other services, which include an application fee. After an introduction from the Michigan Association Planning (MAP) conference, the city manager received a proposal from McKenna Associates. In October, I met with the Planning and Municipal department management and staff augmentation services of McKenna Associates to ensure they thoroughly understood the areas where we needed planning assistance, building, zoning, and code enforcement. The cost of planning services will not exceed the cost derived from planning applications and fees. McKenna will bill the city on an hourly rate.

McKenna offers general planning services for state-funded project-based selection. They will provide project scopes, timelines, and accounting for the projects. The cost of the general planning services will be incurred upon the City receiving state or federal grant funding.

McKenna uses a project approach to work with small communities like Hartford. The communities are Royal Oak Twp, Highland Park, River Rouge, Lexington Twp, and Pleasant Ridge.

Donovan Smith, Principal, would be the city's lead planner. Donovan has completed the site plan review for Casey's project and assisted me with submitting an application to MSDHA for the Housing Readiness Incentive Grant. If awarded, the eligible activities include adopting land use policies, master plan updates, and zoning text amendments. The City's Master Plan will need an update in 2025.

RECOMMENDATION:

The City of Hartford City Commission approves McKenna Associates' planning services proposal.

**MCKENNA**

October 30, 2024

Nicol Brown
City Manager
City of Hartford
19 W Main St #1
Hartford MI 49057

Subject: Planning Department Performance Based Services

Nicol Brown,

We are excited and pleased to present the City of Hartford with this proposal for Planning Services. McKenna understands that for the City of Hartford, steady residential, commercial, and industrial reinvestment can help stem tax base decline and stimulate the community. We anticipate that the future of Hartford will require attention and expertise in operating, administering, and growing Planning & Zoning Departments. Our proposal provides the City of Hartford with community planning services to help stimulate and manage reinvestment in the interest of the community. See below a summary of the revisions to the cost and fee proposal, and the key aspects of the Planning and Zoning Department Service proposal.

Planning and Zoning Reviews

Will be performed on a performance basis. Costs associated with Planning Reviews and Services are covered by application fees. We have a deep and qualified group of professionals that ensure these reviews are performed in a timely and cost-efficient manner.

- Planning Commission, Zoning Board of Appeals, City Council, TIFA, BRA, or other Planning and Zoning meetings are budgeted for with cost derived from planning applications and plan reviews.

General Planning Services

We understand that the City may be seeking additional funds for General Planning Services, supporting the creation of positive economic impacts and administration productive reuse of land and best planning practices.

We are experienced in offering state funded Planning Services, and upon project selection McKenna can provide detailed project scopes, timelines, and accounting for all projects identified and selected by the City of Hartford. Furthermore, we understand the desire of the City of Hartford to maximize the cost effectiveness of partnering with McKenna, while providing the highest level of services to residents and business communities.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

○ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

For this reason, we believe our performance-based proposal for Planning Department Services and grant funded Planning Services minimize the fiscal impact on the City budget while streamlining and maximizing long-term institutional impacts.

Please let us know if you have any questions, or if you would like to arrange a meeting to discuss the budget and the City's priorities in more detail.

Respectfully submitted,

McKENNA



Donovan Smith
—
Principal Planner

MCKENNA
O 248.596.0920 | F 248.596.0930
235 East Main Street, Suite 105 | Northville, MI 48167
DSmith@mcka.com | mcka.com



Table of Contents

Cover Letter
Table of Contents

Table of Contents 3
Introduction 4
Project Approach 5
Municipal Services Professional Experience 7
Planning Experience and References 9
Personnel Qualifications, Expertise & Experience 11
Team Organization and Resumes 13
Areas of Service 15



Introduction



McKenna’s downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our workspaces reflect McKenna’s commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna’s team of over 30 talented planning and design professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers’ markets, we want your community to thrive. Headquartered in Northville with offices in Grand Rapids and Kalamazoo, Michigan, McKenna provides planning, zoning, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as to select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 45-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 100 communities and private land investors in the Midwest. Anticipating and responding to change is a major distinction of McKenna’s practice. Our innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

<p>HEADQUARTERS 235 East Main Street Suite 105 Northville, MI 48167 O 248.596.0920 F 248.596.0930 E info@mcka.com</p>	<p>GRAND RAPIDS 38 Fulton Street Suite 400 Grand Rapids, MI 49503 O 616.204.1936 F 248.596.0930 E info@mcka.com</p>	<p>KALAMAZOO 151 South Rose Street Suite 920 Kalamazoo, MI 49007 O 269.382.4443 F 248.596.0930 E info@mcka.com</p>	
<p>MCKA.COM</p>			

Project Approach



1. WHAT WE DO

McKenna helps community leaders and private investors create more vital, interesting, safe, functional, and prosperous places to live, work, shop, play, and do business. We provide planning, zoning, landscape architecture, community and economic development and design assistance to villages, cities, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to over a hundred McKenna client communities and by our 45-year record of client satisfaction and on-time, on-budget delivery.

- McKenna currently represents a number of mature communities similar in size to Hartford (est. population 2,500) including Royal Oak Township, Highland Park, River Rouge, Lexington Township, Pleasant Ridge.
- McKenna's Hartford team has specific experience with niche communities including Ecorse, River Rouge, Harper Woods, and others, and their specific issues including the challenges of retaining existing residents and business and attracting new investment. Relevant experience of key individuals who will be assigned to this project.
- Our methodical and proactive approach of defining measurable objectives with regular monitoring and reporting will ensure that progress is made on the Village's most important initiatives.
- McKenna's team of professionals has demonstrated success in pushing projects over the finish line. From complex projects involving state, county, local, and private entities, to residential variances, each project receives our full attention to a fair, consistent, and predictable approach.
- Niche communities with legacy properties and neighborhoods typically result in a lot of square pegs and round holes. We can work with the City to develop a lean zoning approach that balances the City's desire for quality development while respecting existing development patterns.
- Our team of experience professional leaders and efficient and effective planners results in the best possible value for the City.

Anticipating and responding to change is a major distinction of McKenna's practice. Often, even experienced public officials or business leaders must face new challenges. In other instances, the challenges are more familiar, but new approaches are needed. In either case, McKenna's innovation and depth of experience is a resource for decision-makers.

PLANNING AND ZONING SERVICES

We have also included provisions for planning and zoning services that are available on an as-needed basis. These include hourly rated services such as attendance at Planning Commission, Zoning Board of Appeals, and City Council meetings, and fixed fees for reviews including site plans, special land uses, and variance requests.

Prepare Applicants As necessary, and as authorized, McKenna will attend pre-application meetings and work with applicants to resolve issues that may impact their particular application. This approach facilitates approvals in a timely and efficient manner. Our service results in swift and consistent reviews, and clear and consistent communication with applicants, City officials, and other stakeholders. By communicating clearly up front, we can facilitate high quality site and building design consistent with the community's goals and priorities.

Site Visits And Research McKenna will perform site visits and remote research on properties that are the subject of development applications or are particularly important to the City's sound and rational development. We are available for on-site meetings at your request.

Technical Input And Review McKenna's professional staff will review submitted development applications for consideration by the Planning Commission, Zoning Board of Appeal, and City Board in a timely manner. These may include applications for zoning text or map amendments, site plans, subdivisions, special use permits, variances or planned unit developments, etc.

Ordinance Development and Amendments as requested by the City, Mckenna will advise, assist and coordinate with the Planning Commission, Municipal Attorney, and the Administration regarding amendments to ordinance regulations to meet the community needs.

Attend Meetings as needed, Mckenna will attend planning commission meetings, and others meetings when requested. We will provide guidance and assistance regarding local and state legislation, procedures, regulations and planning, zoning and design principles, and from time-to-time, provide a planner's report on planning, zoning and development issues, which may affect the City.

Master Plan and Economic Development Strategy McKenna will continue to support the implementation of the goals, objectives, and action items by coordinating efforts with municipal staff, community stakeholders, and providing regular progress updates.



Municipal Services Professional Experience

MUNICIPAL DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES

McKenna professionals are skilled in providing services in municipal offices as permanent or interim support for positions such as Building Official, Planning Director, Zoning Administrator, Community Development Director, DDA/TIFA or Economic Development Director, and Building Department Administrator, and similar positions. In some communities McKenna provides all of these functions.

MUNICIPAL ADMINISTRATION SERVICES

McKenna currently provides or has recently provided department administration services including planning, zoning, building, code enforcement and CDBG in the following communities, among others:

- Bay City, Michigan
- Buena Vista Charter Twp., Saginaw Co., Michigan
- City of Eastpointe, Michigan
- Clawson, Michigan
- Dearborn Heights, Michigan
- Delhi Charter Twp., Ingham Co., Michigan
- Fenton, Michigan
- Hartland Twp., Livingston Co., Michigan
- Hazel Park, Michigan
- Hudson, Ohio
- Grand Blanc Charter Twp., Genesee Co., Michigan
- Kalamazoo Charter Twp., Kalamazoo, Co., Michigan
- Lake Orion, Michigan
- Lincoln Park, Michigan
- London Twp., Monroe Co., Michigan
- Lyon Charter Twp., Oakland Co., Michigan
- Medina, Ohio
- Oshtemo Charter Twp., Kalamazoo Co., Michigan
- Oxford, Michigan
- Plymouth Charter Twp., Wayne Co., Michigan
- Richmond, Michigan
- Rochester, Michigan
- Rochester Hills, Michigan
- Royalton Twp., Berrien Co., Michigan
- Saybrook Twp., Ashtabula Co., Ohio
- South Lebanon, Ohio
- Van Buren Charter Twp., Wayne Co., Michigan
- Walled Lake, Michigan
- Webberville, Michigan
- Westland, Michigan
- Williamston, Michigan
- Williamstown Twp., Ingham Co., Michigan
- Ypsilanti, Michigan

Management Consulting: Building, Zoning and Code Enforcement

- Brighton Charter Twp., Livingston Co., Michigan
- Ecorse, Michigan
- Kalamazoo Charter Twp., Kalamazoo Co., Michigan
- Royal Oak Charter Twp., Oakland Co., Michigan

Shared Services Analysis

- Van Buren Twp., Michigan

Planning Experience and References



Following are select McKenna clients and references for whom McKenna has provided the services identified.

COMMUNITY AND CONTACT MCKENNA SERVICES

City of Eastpointe (Pop. 34,318)

Kim Homan
Assistant City Manager

City of Eastpointe
23200 Gratiot Ave.
Eastpointe, MI 48021
(586) 204-3031

City Planner since 2014

- 2022 Zoning Ordinance Update
- 2020 Master Plan Update
- 9 Mile Strategic Corridor Plan
- Redevelopment Ready Community Certification Support
- Plan Reviews
- Zoning Amendments
- On-site Zoning and Planning Services
- Economic Development
- Planning Commission Trainings
- Graphic Design and Branding Support

City of Ecorse (Pop. 9,305)

Hon. Lamar Tidwell
Mayor

City of Ecorse
3869 West Jefferson
Ecorse, MI 48229
(313) 942-9144

City Planner since 2012

- Corridor Plan
- Protected Bikeway Design
- Master Plan
- Parks and Recreation Master Plan
- Grant Writing and Administration
- Zoning Ordinance

City of Harper Woods (Pop. 15,492)

Mr. John Szymanski
City Manager

Mr. Stephen Lindley
Economic and Community Development Deputy Director

19617 Harper Avenue
Harper Woods, MI 48225
(313) 343-2560

City Planner since 1995

- Zoning Ordinance
- 2013 and 2023 Master Plan
- Economic Development support
- 2023 Parks and Recreation Master Plan
- Corridor Planning
- Redevelopment Planning

COMMUNITY AND CONTACT **MCKENNA SERVICES**

City of River Rouge (Pop. 7,224)

Mr. Karl Laub
Community Development Director
10600 West Jefferson Avenue
River Rouge, MI 48218
(313) 842-8700

City Planner since 2004

- Development Reviews
- Zoning Ordinance
- Downtown Development
- Master Plan
- Economic Development Support
- Building Department Operations Analysis
- Corridor Plan
- Bikeway Design and Grant Writing/Administration

City of Roseville (Pop. 47,710)

Mr. Glenn Sexton
Assistant City Manager
City of Roseville
29777 Gratiot Avenue
Roseville, MI 48066
(586) 445-5440

Planning Services since 2021

- Development Reviews
- Zoning Ordinance Amendments

Royal Oak Township (Pop. 2,374)

Hon. Donna Squalls
Supervisor
21131 Gardenlane - 2nd Floor, Grant School
Ferndale, MI 48220
(248) 542-7540

City Planner since 1989

- Department Management
- Zoning Ordinance
- Downtown Development
- Master Plan
- Economic Development Support
- Neighborhood Stabilization/Redevelopment
- Building Department Operations
- Grant Writing/Administration

City of Westland (Pop. 84,037)

Mohamed Ayoub, AICP
*Planning Director,
Michigan Association of Planning Chapter President*
36300 Warren Road
Warren, MI 48185
(734) 713-3888

City Planner since 2013

- Park and Recreation Plan (2013 and 2018)
- TIFA: 2050 Transformative Plan (2020)
- DDA: Reimagine Ford Road Corridor Plan (2020)
- Master Plan (2024)

Personnel Qualifications, Expertise & Experience

In this section, we highlight our team’s education, experience and skills; McKenna’s Hartford team will customize its approach to address special concerns and needs. Our team of professionals embraces:

- Highly effective public processes
- Economically viable redevelopment strategies
- Information-rich decision making
- Making technical information accessible to decision makers
- Involvement of stakeholders in the planning that affects them
- Land use and resource conservation
- Science-based environmental preservation
- Livable, sustainable communities
- Placemaking
- Active living and active transportation
- Context-sensitive design solutions
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies
- Green design
- Defensible regulations



We have selected a team of seasoned, responsive, and trustworthy professionals to assist Hartford with community planning and redevelopment expertise. Please note that our full roster of planning and design professionals are available to the City.

Each McKenna team member is assigned a combination of ongoing community service work and special project work to keep them fully engaged. While special projects may fluctuate based on opportunities for professional development and innovation, their ongoing community service assignments maintain top priority – that’s how we can assure the City of Hartford that this team will remain consistent.

CERTIFICATIONS

McKenna has professionals available to serve you with the following certifications:

- American Institute of Certified Planners (AICP)
- Licensed Landscape Architect (LLA) - State of Michigan
- MDOT Access Management Certified
- LEED-AP
- Licensed Building, Electrical, Mechanical and Plumbing Inspectors and Administrators
- International Association of Public Participation (IAP2)
- Congress of New Urbanism
- Form Based Code Institute (FBCI)
- National Charrette Institute (NCI)

- Zoning Administration (Michigan State University)

MEMBERSHIPS

Our planners are active members of professional organizations, including the following, to highlight a few:

- American Planning Association (AICP)
- Michigan Association of Planning
- American Society of Landscape Architects
- Congress of New Urbanism (CNU)
- Michigan Municipal League
- International Code Council (ICC)
- Michigan Townships Association
- Michigan Association of Township Supervisors
- Michigan Community Development Association



MCKENNA

THE MCKENNA TEAM

McKenna and the core team proposed for Hartford has successfully worked with similarly situated communities, across the Midwest Specifically, Project Manager Donovan Smith has extensive experience day-to-day site analysis and economic development planning for communities rising to exciting development opportunities, like Hartford. Our Hartford team will further include successful planning and design professionals overseen by Donovan Smith. Donovan will be supported (as needed and authorized) by a McKenna Resource Team of skilled specialists in community and economic development services, specialized to Hartford's needs.

DONOVAN SMITH, PRINCIPAL, PROJECT MANAGER

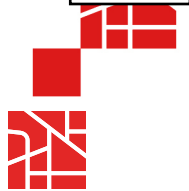
Donovan Smith will serve as the project manager for Hartford's on-going planning, zoning and redevelopment services, and will be the City's primary contact. Donovan has more than 10 years in professional planning, supporting similar municipalities, and will be responsible for delivering work product to the City, and will be the City's face to the public for planning matters. Donovan has experience in all facets of City planning and zoning administration. He has analyzed complex planning problems and developed recommendations to improve social, economic and cultural welfare across a breadth of urban and strategic plans, formulated recommendations for code and policy revisions to successfully create walkable, vibrant mixed-use districts and researched and analyzed existing physical, economic and social condition data. Donovan has initiated and prepared zoning ordinance amendments, reviewed development proposals for ordinance compliance ranging from re-occupancy to new construction for multi-national corporations, and made recommendations and reports to Planning Commissions, Zoning Boards of Appeal, and elected bodies.

TEAM MEMBERS

We have assembled a stellar team of professionals to work with the Town on the UDO. Each team member will play a critical role in plan development – consider this team an extension of your internal capacity.

Community Manager – Chris Korey, Nic, AICP
Urban Design Specialist – Paul Lippens, NCI, AICP
Urban Design and Architecture – Aayush Patel

Example resumes for the above team follow.



Team Organization and Resumes



MCKENNA



Donovan Smith

PRINCIPAL PLANNER

EDUCATION

**Bachelor of Science
Urban and Regional Planning**
Eastern Michigan University

**Pursuant MPA
Public Administration**
University of Michigan

HONORS

Governor's Service Award – Community Initiative's – Flint, Michigan
July 2016

PROFESSIONAL EXPERIENCE

Development & Site Plan Review

Experienced in evaluating and assessing proposed projects for compliance with zoning regulations and design standards. Collaborates with architects, engineers, and developers to ensure that plans aligned with the community's vision for growth and sustainability. Meticulously reviewing site plans, conducting thorough inspections, and providing valuable feedback, contributing to the successful realization of numerous high-quality developments.

Master Planning

Instrumental in shaping the future of communities by creating comprehensive and forward-thinking master plans. Conducts extensive research, engaging with stakeholders, and analyzing various factors such as land use, transportation, and environmental considerations, developing strategic long-term visions. Communities utilize the master plans provided as roadmap for sustainable growth, fostering vibrant and inclusive neighborhoods while preserving the unique character of each locality.

Historic District Administration

Works with communities to preserve and enhance the existing historical fabrics. Collaborates closely with local preservation boards, architects, and property owners to ensure compliance with preservation guidelines and regulations. Supported by organizing educational programs, fostering community engagement, promoting heritage tourism, and the legacy of historic districts.

Downtown Development Authority (DDA) / Tax Increment Financing (TIF)

Collaborates with local Downtown Development Authorities (DDA), contributing to the revitalization and economic growth of downtown areas. By implementing Tax Increment Financing (TIF) strategies, to support the funding of infrastructure improvements, public amenities, and business development initiatives. Facilitates collaboration with stakeholders, business owners, and community organizations, creating vibrant and attractive downtown districts that attract residents, visitors, and investors alike.

Action Planning

Facilitates the development and implementation of actionable strategies to address community needs and achieve specific goals. Conducting community surveys, leading focus groups, and analyzing data, for the identification of priority areas for improvement. Supports collaborating with stakeholders and developing comprehensive action plans that outline specific steps, resource allocation, and measurable benchmarking. Through effective coordination and monitoring, these plans result in tangible improvements and positive change.



Economic Development

Works with communities to attract investment, create jobs, and foster prosperity within through strategic and implementation planning. Utilizing market research, identifying target goals and industries, and implementing targeted economic development strategies to stimulate economic growth. Developing business retention strategies and expansion efforts to support workforce development initiatives for the overall economic well-being of the community.

Neighborhood and Site Design

Utilize best practices and expertise to shape the physical environment and create spaces that fostered community well-being. By utilizing principles of urban design, landscape architecture, and placemaking, to support community development of aesthetically pleasing and functional designs. Implementing pedestrian-friendly streetscapes, cohesive public spaces, or sustainable neighborhoods, and creating vibrant and inclusive environments that improve the quality of life for residents.

Project Management

Leads and coordinates multifaceted initiatives from inception to completion. By developing project plans, managing budgets, and overseeing timelines, to ensure that projects were delivered on time and within scope. Through effective communication, team coordination, and problem-solving, mitigating risks and resolving challenges along the way. Brings project management expertise from infrastructure development to community revitalization projects for ensured successful outcomes.

Geographic Information Systems (GIS)

Proficient user of Geographic Information Systems (GIS), leverages spatial data and analysis to support evidence-based decision-making. Mapping and visualizing data related to land use, demographics, and infrastructure, to provide valuable insights to inform planning and development processes.

TEACHING

Lecturer of Urban & Regional Planning, Eastern Michigan University
October 2023 – Present

COMMUNITY SERVICE

City Planning Commission (CPC) – Detroit, Michigan
September 2020 - Present

MEMBERSHIPS

American Planning Association
Michigan Association of Planning
Project Management Institute

MCKENNA



M. Paul Lippens, AICP, NCI

VICE PRESIDENT
DIRECTOR, KALAMAZOO STUDIO

EDUCATION

Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Arts
Hampshire College

HONORS

Award for Excellence in Transportation Planning for "Realize Cedar: Urban Design Framework"
Delhi Charter Township (Ingham County), MI, Michigan Association of Planning

Award for Excellence in Transportation Planning for "Bike/Walk Livonia: A Future Transportation Plan"
City of Livonia, MI, Michigan Association of Planning

Implementation Award, 2013
Illinois American Planning Association

Best Practices Award, 2012
Illinois American Planning Association

PROFESSIONAL EXPERIENCE

Complete Streets Policy and Implementation

Award winning author of the Complete Streets, Complete Networks Design Manual, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also coauthored the Complete Streets Chicago: Design Guide - Chicago's, Complete Streets v2.0.

Bicycle and Pedestrian Plans and Safety

Leads award winning bicycle and pedestrian planning in Livonia, Delhi Township, Frenchtown Township, and Paw Paw (Michigan) Evanston, Midlothian, Palos Heights and Winfield (Illinois) and Lowell (Indiana), as well as sub regional bike plans in Chicago suburbs. Studies sidewalk gaps, and recommended bike lanes, sharrows, trails, and protected bikeways. Improved crossing safety and intersection design for people walking, biking, and taking transit. Makes network recommendations which consider traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

Trail Planning and Access Studies

Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago's world famous Lakefront Trail.

Multi-Modal Transportation System Planning and Design

Leads multi-modal planning projects in Indiana, which initiate transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designs systems to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.



PROFESSIONAL EXPERIENCE

Signs and Wayfinding Systems

Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana. Managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

Comprehensive and Subarea Planning

Led Master Plan efforts for Garden City, Portland, Midlothian Township, Inkster, Paw Paw, Tecumseh, and Commerce Township. Engagement techniques included steering committees, local business interviews, field intercept surveys, focus groups and charrettes. Identified four goal areas by public process to guide the downtown economy, place, sustainability, and transportation. Additional planning examples include the Oak Park, IL Comprehensive Plan, the Evanston IL, Main Street Station Area TOD study, and a Downtown Vision Plan for Terre Haute, IN.

Housing and Energy Efficiency

Created development visions for energy efficient affordable housing projects for the City and County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an economic analysis of the feasibility of utilizing under-performing public land holdings to create more affordable housing.

Environmental Planning

For Ann Arbor's "State of the Environment Report," created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

Urban Design

Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

Community Development

Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD's Integrated Disbursement and Information System (IDIS).

Ordinance and Regulatory Review

Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.

MEMBERSHIPS

American Institute of Certified Planners
 American Planning Association
 Congress for New Urbanism
 Michigan Association of Planning

CERTIFICATIONS

National Charrette Institute (NCI)

Charrette Systems and Management and Facilitation



ACTIVITIES & PUBLIC SERVICE

Adjunct Professor of Urban Planning & Policy, University of Illinois Chicago (2013)
Board of Directors, Transportation Riders United (TRU) (January 2014 to Present)
Planning Commissioner, City of Ypsilanti, MI (2006-2007)

SELECT PRESENTATIONS

“Planning for Tomorrow’s Mobility”
 MTPA Annual Conference, Grand Rapids 2017

“Decoding Complete Streets”
 MAMC Annual Conference, Kalamazoo, 2017

“Hey Ho, Let’s Go: Bike 2.0”
 MAP Annual Conference, Kalamazoo, 2016

“Bike 2.0, Getting There From Here”
 MML Annual Convention, Mackinac Island, 2016

“Promoting Your Community’s Assets Through Wayfinding”
 MAP Annual Conference, Detroit, 2015

“Decoding Complete Streets”
 MAP Annual Conference, Mackinac, 2014

“Removing the Silos: Integrating Land Use & Transportation in Local Plans”
 APA-CMA Conference, Chicago, 2013

“Complete Streets Implementation”
 APA National Conference Session, Chicago, 2013

“The Boulevards and Beyond”
 APA National Conference Session, Chicago, 2013

“Complete Streets: Tools to Move from Idea to Practice”
 Tuesdays at APA/Chicago, Chicago, 2012

“Lessons in Completing Streets”
 Complete Streets Forum, Toronto, 2012

“Complete Streets Implementation in Chicagoland”
 APA National Conference Session, Los Angeles, 2012

“Creating Effective Bicycle Signage Systems”
 The Change Institute, Rosemont, Illinois, 2010

MCKENNA



Christopher D. Khorey, AICP

VICE PRESIDENT

EDUCATION

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

HONORS

Crain's Grand Rapids Business 40 Under 40, Class of 2024

Excellence in Best Practice Award for the Barry County 2040 Master Plan "Live Better", Michigan Association of Planning, 2023

Excellence in Best Practice Award for the Holland Unified Development Ordinance, Michigan Association of Planning, 2022

Award for Excellence in Student Publications,
University of Pennsylvania

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans

Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis

Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning

Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management

Develops neighborhood plans for CDBG communities experiencing economic transition. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement

Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.

Development Review

Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.



**PROFESSIONAL
EXPERIENCE**

Wireless Services

Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations and proactive planning for new infrastructure.

Parks and Recreation Planning

Completes Parks and Recreation Master Plans meeting MDNR requirements for a wide range of communities throughout Michigan. Targets grant programs for parks improvements and provides ongoing services to a Parks and Recreation Commission undergoing the implementation of their plan. Engages the public in the parks and recreation planning process through visioning sessions, online surveys, and presentations at public hearings.

Mobility

Envisions creative solution to multi-modal mobility challenges, including bicycle and pedestrian infrastructure, optimizing public transportation coverage, and right-sizing road capacity.

PUBLICATIONS

“Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan.”
University of Pennsylvania, May, 2010.

MEMBERSHIPS

- American Institute of Certified Planners
- American Planning Association
- Congress of New Urbanism
- Michigan Association of Planning



Proposed Fee & Time Frame

PERFORMANCE BASED SERVICES

We propose to provide planning and zoning department services with the hourly fees included in our proposal dated June 22, 2023 and below; with specific fees for special projects such as the zoning ordinance update, department assessment, and redevelopment site planning.

McKenna will work with the City's administrative team to provide performance-based services, supported by application and permit fees, limiting the fiscal impact of the community, while providing the community with much needed planning and zoning services.

Our planning services can be invoiced on a performance basis. We are happy to develop a mutually aggregable payment and department fee schedule which can accommodate the cost of professional planning and zoning services.

ADDITIONAL HOURLY SERVICES

Any services not identified below shall be invoiced at an hourly rate. Prior estimates are given for hourly services. For requested services, including travel time to meetings not included in the retainer or as part of regularly scheduled on-site office hours, McKenna's professional hourly rates are as follows.

Professional Classification	Hourly Rate
President	\$150
Executive or Senior Vice President	\$145
Vice President	\$140
Senior Principal or Manager	\$130
Principal	\$125
Senior	\$120
Associate	\$115
Assistant	\$110

Rates include the following overhead: accounting, legal, advertising and promotion, licenses, books, publications and maps, meals, business entertainment, memberships and subscriptions, computer technology, office space and parking, charitable contributions, office equipment, professional dues, office supplies, furniture and fixtures, postage (except overnight), graphics supplies and general software, insurance, taxes, interest, and telephone.

These rates do not include photography, outside reproduction, documents or materials purchases, which are invoiced additionally.



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Strategic Planning Facilitation
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration



Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

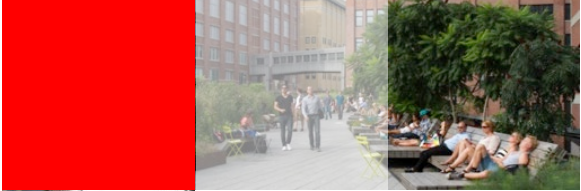
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community’s Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design





MCKENNA

Memorandum

TO: Nicol Brown, City Manager, City of Hartford

FROM: Donovan Smith, Principal Planner

SUBJECT: **MSHDA'S Housing Readiness Incentive (HRI) Grant Program;
City of Hartford - MSHDA Grant Project Opportunities**

DATE: November 8, 2024

McKenna is thrilled to announce the availability of the Housing Readiness Incentive Grant program to the City of Hartford. This initiative, released by the Michigan State Housing Development Authority (MSHDA) on January 16, 2024, operates on a first-come, first-served basis. The program aims to allocate funding to projects that contribute to the increase of housing supply and housing affordability within communities.

As of October 1st, 2024, there are remaining funds for communities not actively engaged with the Redevelopment Ready Communities Program, this means there is still available to submit for grant funding. The projects funded by this grant, including updated land use policies, master plan updates, and zoning text amendments, should be tailored to address the distinct housing and economic development needs of Hartford. Notably, the Housing Readiness Incentive Grant does not mandate matching funds or resources from Hartford. McKenna has proposed to oversee and manage all activities related to eligible grant activities, streamlining the process, and ensuring effective utilization of the grant for the benefit of the community.

The Housing Readiness Incentive Grant aligns with the objectives outlined in the Michigan Statewide Housing Plan. McKenna has identified multiple grant project opportunities that are viewed as catalytic drivers for both housing and economic development in the City of Hartford. This strategic alignment with statewide goals and the identification of projects with the potential to stimulate growth underscore the significance of the grant in advancing the city's overall development objectives.

At your earliest availability, we would like to schedule a discussion around potential project opportunities and to review the submission process moving forward. We see this as a great opportunity for the City of Hartford and the communities' efforts to support a diverse housing community.

Thank you for your consideration.

Donovan Smith,
Principal Planner

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
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GRANT APPLICATION

1. **Activity Title:** Master Plan Update
2. **Please Describe the Activity:**

The City of Hartford, which currently follows an adopted joint Master Plan with Hartford Township, aims to develop a long-range Community Plan that focuses specifically on the needs and future of the city. The proposed Community Plan will build on Hartford's long-term strategies to achieve the housing goals and objectives outlined in the Joint Hartford Community Plan. The City of Hartford seeks to emphasize housing development strategies in the Community Plan, addressing the regulatory and administrative policies that shape Hartford's housing future.

Through this grant-funded initiative, Hartford intends to create a strategic Community Plan that integrates land use planning, housing development goals, and community input. This approach will ensure a comprehensive and inclusive zoning framework aligned with Hartford's vision for a vibrant, sustainable community.

3. **Please describe how the completed activity will increase housing supply and affordability.**

The desire for a Community Plan for the City of Hartford highlights the community's commitment to advancing strategies for housing and overall community development. Grant activities will involve researching, coordinating, and developing housing strategies to be included in the Community Plan, aligning it with future trends, state objectives, and Hartford's aspirations. The proposed Community Plan will present community-driven, data-informed goals to support housing supply and identify strategies to address housing cost burdens and improve affordability for residents. An action plan will be developed, providing action steps that the City of Hartford can implement, advancing the strategies and efforts for housing affordability and supply.

4. **Please describe how the completed activity supports one or more goals in the local Regional Housing Partnership's action plan.**

The proposed City of Hartford Community Plan aims to align with the Southwest Michigan Regional Housing Partnership Action Plan and the Michigan Statewide Plan. The Community Plan will enhance access to diverse housing, improve residential quality of life, and expand strategies to increase housing stock. This strategic alignment underscores the city's commitment to fostering inclusive, affordable, and diverse housing opportunities that support broader regional housing goals.

The Community Plan is a proactive response to Goal 1.2 of the action plan, advocating for policy and practice modifications to eliminate barriers within the housing stock. By addressing the needs of marginalized populations, including low-income households, the city aims to create a more equitable and accessible housing landscape. The plan also supports Goal 3.2 by increasing access to stable, affordable, and quality housing, particularly for households with extremely low incomes. In alignment with Goal 4.1 and Goal 4.6, the Community Plan will support the broader regional vision of increasing affordable and "missing middle" housing supply. Through its commitment to accommodating diverse housing types and affordability levels, the City of Hartford contributes to the regional effort to enhance housing accessibility for its residents.



- Goal 1.2: Identify and advocate for modifications to policies and practices to remove barriers across the housing continuum for, those with low incomes, and other marginalized populations.
 - Goal 3.2 Increase access to stable and affordable quality housing options for households with extremely low incomes.
 - Goal 4.1: Increase the supply of the full spectrum of housing that is affordable and attainable to Michigan residents.
 - Goal 4.6 Missing Middle and Workforce Housing: Increase missing middle and workforce housing stock to facilitate greater housing choice.
 - Goal 5.1: Equitably expand the supply of affordable and accessible rental units statewide for older adults.
 - Goal 5.2: Promote the ability of older adults to age in a place of their choice.
5. **Estimated Month & Year the activity is expected to begin:** February 2025 or Immediately following award.
 6. **Estimated Month & Year the activity is expected to end:** January 2026 or 13 months following award.
 7. **Will community staff complete the activity, or will all or a portion of the activity be performed by a contractor?**

The services will be provided by a contractor.
 8. **If a contractor is used, please identify the name of the contractor:** To Be Determined



GRANT INFORMATION

1. The maximum grant amount is \$50,000 and does not require matching or leverage funds. Funds may be disbursed upon MSHDA's receipt of an executed contract to support the activities, or as a reimbursement upon completion of the activities. Up to two disbursements are available per grant.
2. There are two applicant groups, Categories A and B. \$3 million is allocated to Category A and \$2 million is allocated to Category B.
 - a. Category A: **Non-RRC Communities.** Cities, Townships, and Villages that are not designated as Engaged, Essentials or Certified in the MEDC RRC program.
 - b. Category B: **RRC Communities.** Cities, Townships, and Villages that are designated as Engaged, Essentials or Certified in the MEDC RRC program.

ELIGIBLE ACTIVITIES

Eligible activities include costs associated with:

1. Adoption of land use policies.
2. Master plan updates.
3. Zoning text amendments.
4. "similar actions to encourage increasing housing supply and affordability.

Work may be performed by existing and/or contracted employees and/or **third-party consultants**. Indirect rates and grant administration are ineligible expenses.

APPLICATION PROCESS

Create an IGX (grant portal) profile for the community to access the HRI grant application. It takes up to 48 hours for the profile to be processed and approved. **Community must complete this step ASAP.**

- IGX: <https://mgs.michigan.gov/>
- How to set up IGX profile: [HRI-Grant-IGX-Grantee-System-Guide-v3-\(003\).pdf \(michigan.gov\)](#)

The Following information is required for IGX Account Registration

1. FEIN Number
2. Sams/GOV Number
3. Fiscal Year Star/ End

APPLICATION QUESTIONS

1. Activity Title
2. Describe the Activity
3. Describe how the activity will increase housing supply and affordability.
4. Describe how the completed activity supports one or more goals in the local Regional Housing Partnership's action plan.
 - Map of Regional Housing Partnerships: [SHP Housing Partnerships Map 6.8 \(michigan.gov\)](#). Once you know the name of the Partnership, you may have to do some digging to find their plan. The Southwest Michigan Region's is pretty bare bones, for example: [Region-J-RHP-Action-Plan-Updates-12.23.pdf \(smpcregion3.org\)](#). You can also reference any relevant goals in the Michigan



Statewide Housing Plan (see below) if the Regional Goal's aren't in line with your specific municipality's goals for the project.

5. Estimated month and year the activity is expected to begin.
6. Estimated month and year the activity is expected to be completed (max. 24 months after start date).
7. Will the community staff complete the activity, or will all or a portion of the activity be performed by a contractor?
8. Name of contractor if already known.

Sample application here: [MSHDA---Housing-Readiness-Incentive-Sample-Application.pdf \(michigan.gov\)](#)

OTHER USEFUL DOCUMENTS:

- HRI FAQ: [Housing-Readiness-FAQs.pdf \(michigan.gov\)](#)
- Michigan Statewide Housing Plan: [MI-Statewide-Housing-Plan_Final-112723.pdf \(michigan.gov\)](#).
- RRC community list: [rrc-map.pdf \(miplace.org\)](#)

AGREEMENT FOR PROFESSIONAL AND TECHNICAL PLANNING ADVISORY SERVICES

THIS AGREEMENT, entered into this _____ day of _____, 2024, by and between the CITY OF HARTFORD, State of Michigan, referred to as "City" and McKENNA ASSOCIATES, INC., a Michigan corporation of Northville, Michigan, referred to as "Consultant."

WITNESS:

SECTION 1 – AGREEMENT

For and in consideration of the faithful and workmanlike performance of the services described, the City hereby hires the Consultant and shall pay the Consultant as described in Section 7. This agreement shall continue in effect from the date of execution until such time as there is a ninety (90) day notice of termination by either the City or the Consultant.

SECTION 2 - HOURLY RATED SERVICES

For services rendered pursuant to Section 2, the City shall pay the Consultant at the hourly rate specified in Section 7.A., only upon request by the City:

- A. Provision of on-site planning and zoning services as requested by authorized City officials.
- B. Preparation for and attendance at Planning Commission, Zoning Board of Appeals, and City Council meetings. At the meetings, the consultant shall:
 - 1. Confer with the Chairperson and/or City Manager regarding the agenda prior to the meeting.
 - 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- C. On a day-to-day basis the Consultant shall provide telephone advice, assistance and coordination with City officials, especially the City Manager and Planning Commission Chair, and others doing business with the City in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to zoning, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the City.
- D. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.
- E. The Consultant shall review potential land development proposals as to advisability and feasibility pursuant to the City's land regulations and plans.
- F. Coordination of City planning activities with other local, county, state, and regional agencies and authorities with jurisdiction, including but not limited to the Michigan Department of Natural Resources, and Michigan Department of Transportation, the Michigan State Housing Development Authority, when requested by the City.
- G. The Consultant shall make the City officials generally aware of the availability of sources of various funds and economic development mechanisms.
- H. Provision of assistance on the Community Development Block Grant (CDBG) and other similar Federal, State and local programs which may be applicable.
- I. Preparation for and attendance at meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized City officials.
- J. Professional planning and related work in the maintenance of the Master Plan and interpretation and revision of the plan as required.

- K. Provision of verbal and/or written reports, reviews and recommendations or other services (e.g., extensive revisions of zoning ordinance, map and text) to the City as specifically requested by authorized City officials.
- L. Review of proposed developments which require extensive economic development assistance, environmental assessments, extensive traffic studies or environmental impact statements beyond usual site plan review.
- M. Provision of other technical services related to planning, land use and spatial concerns, as may be requested by authorized City officials.
- N. Sitting as expert witness in court cases involving the City, for a fee equivalent to one hundred fifty percent (150%) of the hourly rate specified in Section 7.A.
- O. Preparation of grant applications for submission to federal, state, county or other agencies.
- P. Provision of other professional, technical and design services as may be requested by authorized City officials.

SECTION 3 - REVIEW SERVICES

The Consultant shall provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits (land divisions), in accordance with the City Zoning Ordinance and subdivision reviews in accordance with the City Subdivision Control Ordinance. All such work shall be paid by the City in accordance with the schedule of fees included in Section 7.B., herein.

For each review, the Consultant shall undertake the following activities:

- A. Initially review the site using aerial photos.
- B. Discuss the case by telephone or in person with the applicant and City officials regarding review issues.
- C. Review all relevant planning issues (not including specific technical engineering issues).
- D. Prior to scheduled review by the City (in time for inclusion with agenda packages), submission of a written review and recommendation to the City.

SECTION 4 - COOPERATION

The Consultant shall have the cooperation of City officials, including the City Manager, Clerk/Treasurer, Attorney, Engineer, and other staff and consultants in the collection of data and other information for the agreed upon services.

SECTION 5 - CONSULTANT PROVISIONS

The Consultant agrees to furnish all materials and services including salaries of employees engaged by the Consultant and other overhead expenses necessary to undertake the above services for the City and to assume all cost, except as otherwise provided in this agreement.

SECTION 6 - CITY PROVISIONS

If requested by the Consultant and if available, the City shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Up-to-date copies of City code of ordinances, including zoning and land division ordinances, forms, guidelines and policies.
- B. Copies of previously prepared studies, plans, census and other available data.
- C. Aerial photographs with property lines as available from the County; reproducible GIS or CAD maps of the City, as available.

- D. Copies of the agenda and minutes for each Planning Commission meeting, and copies of site plans, documents, applications and related information for items on each Planning Commission agenda.

SECTION 7 - COMPENSATION

For and in consideration of the faithful and professional performance and delivery of the above services as set forth herein, the City shall pay the Consultant monthly for services pursuant to this agreement within a period of thirty (30) days after receipt from the Consultant of an itemized voucher describing services performed, and when applicable, the time spent in rendering such services at the agreed upon hourly rate, per the schedule below:

A. Hourly Rated Services under Section 2

For services rendered pursuant to Section 2 above, the City shall pay the Consultant at the hourly rate specified in the following schedule:

Professional Classification	Rate Per Hour*
President	\$150
Executive or Senior Vice President	\$145
Vice President	\$140
Director	\$135
Senior Principal or Manager	\$130
Principal	\$125
Senior	\$120
Associate	\$115
Assistant	\$110
Intern	\$75
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2024, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

B. Compensation For Services Under Section 3.

For the following reviews, fees shall be paid by the City to the Consultant for services rendered per Section 3. of this Agreement, in accordance with the following schedule. Payment of the following fees shall not be contingent upon City's receipt of payment from the applicants. Where fees are based on hourly rates, upon request Consultant shall provide cost estimate to the City Manager or designee for review services prior to commencing work.

REVIEW TYPE	FEE TYPE		
	Lump Sum	Fixed Base Fee + Additional Fee	Hourly Rate
Subdivision (Plat) Review			
For conventional, manufactured home, commercial, or industrial subdivision			
• Pre-application review	\$500		
• Preliminary plat review tentative approval		\$900 + \$10 per lot	
• Preliminary plat review final approval		\$500 + \$10 per lot	
• Final plat review		\$500 + \$10 per lot	
Site Plan Reviews			
• Detached single family condominium (site condos), multiple family or mobile home park developments		\$900 + \$10 per dwelling unit / lot	
• Cluster housing development		\$900 + \$10 per dwelling unit / lot	
• Commercial or office development		\$900 + \$75 per acre	
• Industrial development		\$900 + \$75 per acre	
• Public or semipublic uses		\$900 + \$75 per acre	
• Planned unit development, residential neighborhood or mixed-use projects			*
Special Approval / Conditional Use	\$750		
Rezone Application Review		\$950 + \$50 per acre	
Zoning Compliance Permit	\$150		
Conditional Rezone Application Review			*
Land Division / Consolidation		\$300 + \$75 per new parcel	
Historic District / Architectural Comm Review	\$500		
Dimensional (Nonuse) Variance Review			
• Commercial	\$500		
• Residential	\$200		
Use Variance Review	\$1,000		
Street and Alley Vacation	\$400		
Review of Woodlands / Wetland Plans (includes Field Inspection)			*
Site Traffic Impact Study			*
Temporary Storage/Garbage	\$125		
Sign Permit		\$125 + \$35 Each Additional Sign	
Master Deed or Similar Document Review	\$500		
Pre-Application or Other Applicant Meetings			*
Revisions			
For each written technical review and recommendation provided by the Consultant because of resubmission of a revised plan	50% of original fee		
Resubmission after 90 days or major revisions	100% of original fee		

SECTION 8 - ADDITIONAL SERVICES

For services requiring additional time or meetings beyond the scope identified in this agreement and as requested by the City, the Consultant shall be compensated by the City at the rate set forth in Section 7.A., herein. It is expressly understood and agreed that the compensation provided herein shall not cover the following services:

- A. Preparation of applications for submission to Federal, State or County agencies;
- B. Preparation of area plans, tax increment financing and development plans, project management, capital improvement programs, corridor studies, recreation plans, public relations, environmental studies, market studies, municipal department administration, program development and similar plans, programs and studies.
- C. Outside reproduction.

The Consultant shall provide the above services for a separately negotiated fee.

SECTION 9 - EQUAL EMPLOYMENT OPPORTUNITY

There shall be no discrimination against any employee who is employed in the work covered by this Agreement or against any applicant for such employment because of race, color, religion, sex or nation origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

SECTION 10. OWNERSHIP OF DATA.

All reports, charts, maps, and graphics shall become the property of the City, and shall not be furnished to any other party without written permission of the City.

SECTION 11. COMPLIANCE WITH ALL LAWS

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker’s Compensation, and to obtain any and all permits applicable to the performance of this agreement.

SECTION 12. NO CONFLICT OF INTEREST.

During the term of this Agreement, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the City, or for which a conflict between the City and Consultant would be created, without the prior written consent of the City.

SECTION 13. COMPLIANCE WITH CODE OF ETHICS.

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement the day and year first above written.

WITNESS:

CITY OF HARTFORD, MICHIGAN

By: _____

By: _____

McKENNA ASSOCIATES, INC.

By: _____

John R. Jackson, AICP, President



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Angela Story, City Assessor

CC: Nicol Brown, City Manager *NB*

DATE: December 16, 2024

RE: BOARD OF REVIEW TAX YEAR

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve Resolutions for the City’s Board of Review to comply with State law for alternative starting dates for March, July, and December, the acceptance of letters of protest from City resident property owners, and the acceptance of property tax exemption guidelines for the 2025 tax year.

DISCUSSION:

The State allows for alternate starting dates for the March, July, and December Boards of Review, the acceptance of letters of protest from City resident property owners, and the acceptance of property tax exemption for the 2025 tax year by resolution.

RECOMMENDATION:

The Hartford City Commission approves the resolutions for alternate starting dates for the March, July, and December Boards of Review, the acceptance of letters of protest for City resident property owners, and the adoption of the property tax exemption guidelines for the 2025 tax year.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 058**



**UPDATING STATE REQUIRED POVERTY LEVEL INCOME STANDARDS FOR PROPERTY TAX
POVERTY EXEMPTION GUIDELINES FOR TAX YEAR 2025.**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council by Section 7u of the General Property Tax Act 206 of 1893 (MCL 211.7u); and

WHEREAS, the homestead of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

NOW THEREFORE, BE IT RESOLVED, pursuant to PA 390 of 1994, the City of Hartford adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household.

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as their principal residence the property for which an exemption is requested.
2. File a claim with the **City of Hartford's** board of review, accompanied by federal and state income tax returns for all persons residing in their principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Claimant may not own more than one (1) vehicle per licensed driver in household.
4. Claimant may not exceed \$6,000.00 of value of assets, excluding homestead and vehicles. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
5. Produce a valid drivers' license or other form of identification, if requested.
6. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested, if requested.
7. Meet the *federal poverty income guidelines* as defined and determined annually by the United States Office of Management & Budget.
8. The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

BE IT FURTHER RESOLVED THAT, that the board of review shall follow the above stated policy and federal poverty guidelines, which are updated annually by the United States Department of Management &

Budget, in granting or denying an exemption. The annual allowable income includes income for all persons residing in the principal residence. Claimant’s amount of tax liability to be determined by the Board of Review.

FEDERAL POVERTY INCOME GUIDELINES FOR 2025 ASSESSMENTS

The following are the federal poverty level income standards and Asset Level Test for Property Tax Exemption guidelines for tax year 2025 are hereby adopted:

Size of Family Unit	Annual allowable income
1 person	\$ 15,060
2 persons	20,440
3 persons	25,820
4 persons	31,200
5 persons	36,580
6 persons	41,960
7 persons	47,340
8 persons	52,720
For each additional person, add	5,380

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded; and

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption by the City of Hartford Board of Commissioners.

YEAS: Commissioners:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 16, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 16, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 059**



**ACCEPTING LETTERS OF PROTEST FROM CITY RESIDENT PROPERTY OWNERS FOR
MARCH 2025 BOARD OF REVIEW**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the law only provides for letters of protest for March Board of Review for non-resident property owners, passing this resolution allows residents to protest by letter, and

WHEREAS, Michigan Compiled Law (MCL) 211.30(8) gives the City Board of Review the authority to accept letters of protest for the March 2025 Board of Review.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford wishes to approve the acceptance of letter of protest from City Residents for the March 2025 Board of Review.

YEAS: Commissioners Miller

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 16, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 16, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 060**



**PROVIDE FOR ALTERNATE STARTING DATES FOR MARCH, JULY AND DECEMBER 2025
BOARD OF REVIEW**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford holds Board of Review Protest meetings beginning the second Monday of March, the Tuesday following the third Monday in July, and the Tuesday following the second Monday in December as provided by MCL211.28 – 221.33 and may pass a resolution to allow for alternate starting dates for said meetings, and

WHEREAS, the City of Hartford wishes to provide for alternate starting dates for the March, July and December 2025 Board of Review meetings.

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford hereby resolve to provide for the setting of alternate March, July and December 2025 Board of Review dates.

YEAS: Commissioner’s

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 16, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 16, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 061**



TO AUTHORIZE ISSUANCE OF GENERAL OBLIGATION LIMITED TAX NOTE

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____:

WHEREAS, pursuant to Act 94, Public Acts of Michigan, 1933, as amended (“Act 94”), the City Commission has determined to make improvements (the “Improvements”) to the City of Hartford’s (the “City”) water system (the “System”);

WHEREAS, the Improvements will enable the City to provide more efficient and better quality public services to the users of the System;

WHEREAS, the Improvements shall be ultimately financed in part by the issuance of a revenue bond or bonds or other evidences of indebtedness in accordance with Act 94 (the “Bonds”);

WHEREAS, the City has published a Notice of Intent pursuant to Act 94 in the amount of \$14,000,000 for the Bonds;

WHEREAS, the City will incur substantial capital expenditures for the Improvements prior to the issuance of the Bonds and it is necessary for the City to obtain interim financing for a portion of the Improvements until such time as the Bonds can be issued;

WHEREAS, the City intends to solicit proposals for interim financing of the Improvements from financial institutions by the issuance of a General Obligation Limited Tax Note.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. NECESSITY. It is necessary for the public health, safety, and welfare of the City to make the Improvements and issue the City’s General Obligation Limited Tax Note, pursuant to Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), to provide interim financing for the construction of the Improvements.

2. ESTIMATED COST – PERIOD OF USEFULNESS. The total principal amount of the Bonds is currently estimated not to exceed \$14,000,000 and the total cost of the

preliminary expenditures for the Improvements, including the payment of engineer's fees, legal, and financial expenses and other expenses incident to the financing of the Improvements is estimated to be approximately \$750,000. Said estimates are hereby approved and confirmed, and the estimated period of usefulness of the Improvements is determined to be in excess of forty (40) years.

3. ISSUANCE OF NOTE. To provide interim financing for a portion of the cost of the Improvements, including legal, engineering, architectural, financial, and other expenses, the City shall issue its Note known as the "General Obligation Limited Tax Note, Series 2025" (the "Note") in the aggregate principal sum of not to exceed \$750,000.

4. NOTE TERMS. The Note shall be issued in fully registered form as to both principal and interest, shall be dated the date of delivery or such other date approved by the Authorized Officer (defined below), and shall mature, bear interest at such rate, and be payable all as determined by the Authorized Officer.

5. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Note shall be payable in lawful money of the United States of America to the person appearing on the Note registration books as the registered owner thereof. Payment of principal on the Note shall be made at the principal office of the Paying Agent (hereafter defined) upon surrender of the Note. Payment of interest on the Note shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially, the determination date shall be the date as of the fifteenth (15th) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the City to conform to market practice.

6. PLEDGE OF BOND PROCEEDS. The Note shall be issued in anticipation of and shall be payable primarily from the proceeds of the Bonds and the proceeds of the Bonds are pledged to the payment of the Note. As additional security, the Note shall be payable from the Net Revenues, as defined in Section 3 of Act 94, of the System and such Revenues are hereby pledged to the payment of the Note. In addition, the full faith and credit of the City are pledged for the prompt payment of the principal of and interest on the Note as the same shall become due. In the event and to the extent the Bonds are not issued on or before the maturity date of the Note and there are not sufficient moneys legally available to the City to pay the principal of and

interest on the Note, the City is obligated to advance from its general fund moneys sufficient to pay such principal and interest. The ability of the City to raise funds to pay such amounts is subject to applicable constitutional, statutory, and charter limitations on the taxing power of the City.

7. PRIOR REDEMPTION. The Note shall be subject to prepayment as determined by the Authorized Officer.

8. REGISTRATION. From time to time the City shall designate and appoint a transfer agent and note registrar, which may also act as a paying agent (“Paying Agent”). The City Treasurer shall serve as the initial Paying Agent. In the event of a change in the Paying Agent, notice shall be given in writing, by certified mail, to each Registered Owner not less than sixty (60) days prior to the next interest payment date. The Paying Agent shall keep the official books for the recordation of the Registered Owners of the Note.

The Note may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or his legal representative duly authorized in writing, after which a new Note shall be issued by the Paying Agent to the transferee (new registered owner) in the amount of the outstanding balance of the principal amount of the Note submitted for transfer. No transfer of the Note shall be valid unless and until recorded on the Note registration books in accordance with the foregoing. The person in whose name the Note is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the City and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on the Note to the Registered Owner thereof shall constitute a valid discharge of the City’s liability upon the Note to the extent of such payment.

9. NOTE FORM. The Note shall be substantially in the form attached hereto as Exhibit A, and incorporated herein, with such changes as are recommended by the City’s Note Counsel and approved by the officer or officers of the City signing the Note.

10. EXECUTION OF NOTE. The City Mayor or the Mayor Pro Tem and the City Clerk or the Deputy Clerk are hereby authorized and directed to sign the Note, either manually or by facsimile signature, on behalf of the City. Upon execution, the Note shall be delivered to the purchaser thereof upon receipt of the purchase price in accordance with the accepted proposal therefor, plus the accrued interest, if any, to the date of delivery.

11. NOTE MUTILATED, LOST, OR DESTROYED. If the Note shall become mutilated, the City, at the expense of the holder of the Note, shall execute, and the Paying Agent shall authenticate and deliver, a new Note of like tenor in exchange and substitution for the mutilated Note, upon surrender to the Paying Agent of the mutilated Note. If the Note issued under this Resolution shall be lost, destroyed, or stolen, evidence of the loss, destruction or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the City and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the City, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Note of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in lieu of and in substitution for the Note so lost, destroyed, or stolen. If any such Note shall have matured or shall be about to mature, instead of issuing a substitute Note, the Paying Agent may pay the same without surrender thereof.

12. NOTE PAYMENT FUND. For payment of principal of and interest on the Note, there shall be established and maintained a fund for the Note designated the “GENERAL OBLIGATION LIMITED TAX NOTE, NOTE PAYMENT FUND” (the “Note Payment Fund”). The City shall deposit the amount needed to pay the principal of and interest on the Note in the Note Payment Fund as needed to make payments of principal and interest as they become due. The obligation of the City to pay the principal of and interest on the Note will be a first budget obligation. Moneys in the Note Payment Fund shall be expended solely for payment of principal and interest on the Note which first come due. Any monies remaining in the Note Payment Fund after the annual payments of principal of and interest on the Note shall be transferred to the Operation and Maintenance Fund and shall no longer be pledged hereunder.

13. CONSTRUCTION FUND. Prior to delivery and sale of the Note, there shall be established a fund designated the “GENERAL OBLIGATION LIMITED TAX NOTE CONSTRUCTION FUND” (the “Construction Fund”). After deducting the sums which may be deposited in the Note Payment Fund, the balance of the proceeds of the Note shall be deposited into the Construction Fund. The moneys on deposit in the Construction Fund from time to time shall be used solely for the purpose for which the Note was issued. Any unexpended balance shall be used for such purposes as allowed by law.

14. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the City as allowed by law and subject to the limitations imposed by arbitrage regulations and Section 148 of the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder (collectively the “Code”).

15. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Note Resolution may be kept in one or more accounts at financial institutions designated by resolution of the City, and if kept in one account, the monies shall be allocated on the books and records of the City in the manner and at the times provided in this Note Resolution.

16. ADDITIONAL MUNICIPAL SECURITIES. The City reserves the right to issue additional municipal securities, which shall be of equal standing and priority with the Note.

17. SALE OF NOTE. The Authorized Officer is authorized to negotiate the sale of the Note. The Authorized Officer is authorized to solicit an offer to purchase the Note from such financial institution or institutions as the Authorized Officer shall determine and award the sale of the Note to the institution the Authorizing Officer determines provides the offer that is in the best interests of the City. The City Commission determines that a negotiated sale is in the best interest of the City since it provides the most flexibility in structuring the sale of the Note and in responding to market conditions and provides the most efficient and cost effective means of issuing the Note.

18. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the City Mayor and the City Manager, or either of them acting alone (the “Authorized Officer”), are authorized within the limitations set forth below to determine the title of the Note, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, and optional redemption rights. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Note shall not exceed \$750,000.
- (b) The interest rate on the Note shall not exceed the maximum rate authorized by law.

(c) The final maturity date of the Note shall not be later than three (3) years from the date of issuance; provided the City estimates that the principal of the Note will be payable in one installment on November 1, 2025.

(d) The Note shall not be sold at a price of less than 99.00% of the par value of the Note, provided, however, the Authorized Officer is authorized to agree to such fees as may be included in the proposal of the Purchaser.

The Authorized Officer is hereby authorized for and on behalf of the City, without further City Commission approval, to: (a) negotiate the sale of the Note and award the bid for the sale of the Note; (b) to make any elections or designations under the Code, including without limitation designations under Section 265(b)(3)(B) of the Code, and (c) do all other acts and take all other necessary procedures required to effectuate the sale, issuance, and delivery of the Note.

Approval by the City of the matters delegated in this section or any other sections may be evidenced by execution or approval of a Sale Order or such documents by the Authorized Officer. The Authorized Officer, together with the Clerk, and the Treasurer are authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications including applications to the Michigan Department of Treasury (including an Application for State Treasurer’s Approval to Issue Municipal Securities, applications for waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules, or regulations, and to pay any fees required by the State of Michigan.

19. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the Note, shall be deposited in trust, this Resolution shall be defeased and the owners of the Note shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the Note from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange Note as provided herein.

20. TAX COVENANT. The City covenants to comply with all requirements of the Code necessary to assure that the interest on the Note will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the City are authorized to do all things necessary (including the making of such covenants of the City as shall be appropriate) to assure that the interest on the Note will be and will remain excludable from gross income for federal income tax purposes.

21. NOTE COUNSEL. The firm of Dickinson Wright PLLC is hereby employed as note counsel to the City for the issuance of the Note. The City acknowledges that Dickinson Wright PLLC represents certain financial institutions that may purchase of the City as Note counsel and, and waives any conflict of interest arising from such representation. The Authorized Officer is authorized to enter into an engagement letter with note counsel in accordance with such fees determined by the Authorized Officer.

22. NOTE RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Note Resolution are subject to the laws of the State of Michigan.

23. SECTION HEADINGS. The section headings in this Note Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Note Resolution.

24. SEVERABILITY. If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other provisions of this Note Resolution.

25. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Note.

26. EFFECTIVE DATE OF RESOLUTION. This Note Resolution is determined by the City Commission to be immediately necessary for the preservation of the peace, health, and safety of the City and shall be in full force and effect from and after its passage.

YEAS: Commissioner's
NAYS: Commissioner
ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED.

RoxAnn Rodney-Isbrecht, Clerk

CERTIFICATION

I, RoxAnn Rodney-Isbrecht, the duly qualified and acting Clerk of the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission at a meeting held on December 16, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: December 16, 2024

RoxAnn Rodney-Isbrecht, Clerk

EXHIBIT A

**UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF VAN BUREN**

**CITY OF HARTFORD
GENERAL OBLIGATION LIMITED TAX NOTE, SERIES 2025**

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
[Insert interest rate]	[Insert maturity date]	[Insert date]

Registered Owner: [Insert registered owner]

Principal Amount: [Insert principal amount]

KNOW ALL MEN BY THESE PRESENTS, that the City of Hartford, hereby acknowledges itself indebted and for value received promises to pay to Registered Owner specified above, or registered assigns, (the “Owner”), the sum of [insert principal amount] together with interest thereon from the dates of receipt of such funds at the interest rate per annum specified above, payable on [Insert interest payment date], except as the provisions hereinafter set forth with respect to prepayment of this Note prior to Maturity may become applicable hereto. Payments on this Note are payable in lawful money of the United States of America at the registered address of the registered owner.

This Note is issued in accordance with the provisions of Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”) and a resolution adopted by the City Commission on December 16, 2024, for the purpose of paying the cost of making or purchasing certain public improvements (the “Improvements”) to the City’s Water System (the “System”).

The Note is issued in anticipation of and is payable form the proceeds of long-term bonds which shall be issued by the City to finance the costs of the Improvements (the “Bonds”) and from the Net Revenues of the System (“Revenues”) and the Bond proceeds and Revenues are hereby pledged to the payment of the portion of the Note funding the Improvements. As additional security, the full faith and credit of the City are pledged for the prompt payment of the principal of and interest on the Note as the same shall become due. In the event and to the extent the Bonds are not issued on or before the maturity date of the Note and there are not sufficient moneys legally available to the City to pay the principal of and interest on the Note, the City is obligated to advance from its general fund moneys sufficient to pay such principal and interest. The ability of the City to raise funds to pay such amounts is subject to applicable constitutional, statutory, and charter limitations on the taxing power of the City. The City reserves the right to

issue additional municipal securities in accordance with the provisions of Act 34 which shall be of equal standing and priority with the Note.

[Insert prepayment terms]

This Note shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Note is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the limitations and at his sole expense, for another Note of an equal aggregate amount, upon surrender of this Note to the Paying Agent. Upon such transfer, a new registered Note or Note of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to the issuance of this Note, existed, happened and have been performed in the time, form and manner as required by the Constitution and statutes of the state of Michigan, and that the amount of this Note, together with all other indebtedness of the City, does not exceed any applicable constitutional, statutory, or charter limitations.

IN WITNESS WHEREOF, the City of Hartford, by its City Commission, has caused this Note to be signed in its name by its Mayor and its Clerk all on the ____ day of _____, 2025.

CITY OF HARTFORD

By: _____
Richard A. Hall
Its: Mayor

And: _____
RoxAnn Rodney-Isbrecht
Its: Clerk

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 062**



TO APPROVE MCKENNA ASSOCIATES FOR PLANNING SERVICES

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City Manager has been in extensive discussions with planning consultants to assist the City with planning services such as site plan review, zoning review, special use permits, and other services, including an application fee; and

WHEREAS, McKenna uses a project approach to work with small communities like Hartford. The communities are Royal Oak Twp, Highland Park, River Rouge, Lexington Twp, and Pleasant Ridge; and

WHEREAS, after an introduction from the Michigan Association of Planning (MAP) conference, the City Manager received a proposal from McKenna Associates; and

WHEREAS, in October, the City Manager met with the Planning and Municipal Department management and staff augmentation services of McKenna Associates to ensure they thoroughly understood the areas where the City needed planning assistance: building, zoning, and code enforcement; and

WHEREAS, the cost of planning services will not exceed the fees derived from planning applications. McKenna will bill the City at an hourly rate; and

WHEREAS, McKenna offers general planning services for state-funded, project-based selection. They will provide project scopes, timelines, and accounting for the projects. The cost of the general planning services will be incurred upon the City receiving state or federal grant funding; and

NOW, THEREFORE BE IT RESOLVED, that the City of Hartford Commission approves McKenna Associates' planning services proposal.

BE IT FURTHER RESOLVED THAT, the City of Hartford City Commission gives the City Manager authority to execute the contract on behalf of the City of Hartford.

YEAS: Commissioner's

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 16, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 16, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 063**



TO SUPPORT A SPECIAL EVENT – STRAWBERRY RUN

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City Commissioners have reviewed and agreed to support the Special Event as presented to them by Veronica Wolf of the Strawberry Run and Strawberry Festival Committee; and

WHEREAS, the special event, named Hartford Strawberry Run, will take place on June 13, 2025, beginning at 7:30 AM and continuing through June 13, 2025, at 1:00 PM; and

WHEREAS, the Special Event will be held on, along, or in the vicinity of the following roads: School Street, Hart Street, N Edwin Street, E Olds Street, N Center Street, Red Arrow Hwy/East Main, S Center Street, Olds Ave/63rd, CR 687/64th Street, in Hartford City and 62nd Ave, 62nd Street in Hartford Township; and

WHEREAS, the Hartford City Board of Commissioners hereby understands that the road or roads for this event may be closed at the time of the event and/or may disturb regular traffic at and around the event location.

NOW, THEREFORE BE IT RESOLVED, the Hartford City Board of Commissioners hereby authorizes Veronica Wolf to be the Applicant on the Van Buren County Road Commissions Special Event Permit for this Special Event.

BE IT FURTHER RESOLVED THAT, the City Manager has been duly authorized to sign off on and support this event on behalf of the City of Hartford Mayor and City Commissioners.

YEAS: Commissioner’s

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 16, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 16, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 064**



TO APPROVE CITY COMMISSION 2025 MEETING SCHEDULE

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on December 16, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City Commissioners is required to approve and post their meeting schedule every year as part of the Open Meetings Act, Public Arc 267 of 1976 as amended (MCL 41.72a(2)(3)) and the Americans with Disabilities Act.

WHEREAS, the City Commission 2025 Schedule of Regular Meetings on the dates listed below:

- | | | | |
|---------------|--------------|--------------|--------------|
| January 27, | February 24, | March 24, | |
| March 25 | April 28, | May 19, | |
| June 23, | July 28, | August 25, | |
| September 22, | October 27, | November 24, | December 15, |

WHEREAS, all meeting are held at 5:30pm in the City Commission Room of Hartford City Hall unless otherwise stated.

WHEREAS, the City Clerk will post the approved Commission meeting schedule, changes to the approved Commission meeting schedule and special meetings at City Hall and on the City’s website in compliance with the Open meetings Act and the Americans with Disabilities Act.

NOW, THEREFORE BE IT RESOLVED, the City of Hartford City Commission approves the 2025 City Commission meeting schedule.

YEAS: Commissioner’s

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: December 16, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on December 16, 2024

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