



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Tuesday, June 13, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

1. Public Hearing 7:00pm - Sewer Rates
2. Public Hearing 7:15pm - Water Rates

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

3. Certificate of Appreciation - Diamond Sponsorship Hartford Strawberry Festival
4. Notice of Public Hearing I & M June 14, 2023 @ 10:30am

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

Fire Department

Ambulance

Van Buren County

Public Works

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

5. List of Bills - June 13, 2023 - \$131,532.58

City Manager

6. CM - Update 5/25/2023
7. CM - Update 6/1/2023

APPROVAL OF COMMISSION MINUTES

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

- [8.](#) Discussion - Brush Pile at WWTP
- [9.](#) Recreational Marihuana RFP Results
- 10. Consider Recreational Retail Establishment Marihuana Application from Kingh Farms, LLC @ 325 W Main St
- 11. Consider Recreational Grow Facility Class C Marihuana Application from Kingh Farms, LLC @ 325 W Main St
- 12. Consider Recreational Microbusiness Class A Marihuana Application from Zip Cannabis LLC @ 801 Prospect St
- [13.](#) Discussion - City Commission Rules of Order

NEW BUSINESS

- [14.](#) Consider - DPW Mowing Attachment Purchase \$2,200
- [15.](#) Consider - WWTP Crane/Winch Equipment Purchase \$2,247.02
- [16.](#) DWAM Grant Change Order
- [17.](#) Discussion - Proposed WA/SW Utility Rate Increases
- [18.](#) Consider Proposed Workplace Injury Policy
- [19.](#) Discussion - Economic Incentives for Development

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

ADJOURNMENT

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-21189**

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval of its Elkhart County Solar Project Renewable Energy Purchase Agreement, Sculpin Solar Project Renewable Energy Purchase Agreement, Montpelier Capacity Only Purchase Agreement, and Mayapple Solar Project Purchase and Sale Agreement (collectively, the “Projects”) and find the Projects are consistent with Indiana Michigan Power Company’s Integrated Resource Plan (IRP), as approved in the Commission’s February 2, 2023 Order Approving the Settlement Agreement in Case No. U-21189.
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company, Benton Harbor Service Center, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, (800) 311-6424 for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission’s website at: michigan.gov/mpscedockets.
- A prehearing will be held:

DATE/TIME: June 14, 2023 at 10:30 AM

BEFORE: Administrative Law Judge Christopher Saunders

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a prehearing to consider Indiana Michigan Power Company’s (I&M) March 30, 2023 application requesting the Commission to: 1) grant approval of I&M’s Elkhart County Solar PPA, Sculpin Solar PPA, Montpelier CPA, and Mayapple Solar PSA and find that the Projects are consistent with the I&M’s Integrated Resource Plan (IRP), as approved in the Commission’s February 2, 2023 Order approving Settlement Agreement in Case No. U-21189; 2) approve I&M’s request to utilize deferral accounting associated with the Mayapple PSA costs, consistent with the Settlement Agreement in Case No. U-21189; 3) approve I&M’s request to utilize deferral accounting to extend the Mayapple Project PTCs over 20 years and to utilize the PSCR to reflect production tax credits in I&M’s rates on a timely basis; and 4) grant I&M other and further relief.

All documents filed in this case shall be submitted electronically through the Commission’s

E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by June 7, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Indiana Michigan Power Company's attorney, Richard J. Aaron, 201 Townsend St., Ste. 900, Lansing, MI 48933.

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

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21189**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

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

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

U-21189



**JUNE 13, 2023
LIST OF BILLS**

	PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
1	ALTERATIONS PLUS	SEW PATCHES ON 5 POLICE UNIFORM SHIRTS		20.00
2	AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 4/12-5/11/2023 PLUS NEW LIEUTENANT PHONE		696.26
3	MICHAEL BANIC	OCCUPANCY INSPECTIONS 5/22/2023		135.00
4	BEAVER RESEARCH CO	CLEANING SUPPLIES FOR DPW		227.95
5	BLUE CARE NETWORK	JUNE 2023 HEALTH INSURANCE		15,547.93
6	CINTAS CORPORATION	FIRST AID SUPPLIES FOR CITY HALL	48.46	
		FIRST AID SUPPLIES FOR POLICE STATION	64.91	
		FIRST AID SUPPLIES FOR DPW	46.20	159.57
7	CITY OF BANGOR	3 HOURS OF FIREARMS TRAINING FOR OFFICERS		117.00
8	CONSUMERS ENERGY	DPW GAS BILL 4/26-5/24/2023	111.88	
		IRP GAS BILL 4/26-5/24/2023	117.21	
		CITY HALL GAS BILL 4/26-5/24/2023	71.40	300.49
9	CORE TECHNOLOGY	POLICE REPORT WRITING SYSTEM ANNUAL MAINTENANCE 6/2023-5/2024		2,247.00
10	DELTA DENTAL	JUNE 2023 DENTAL INSURANCE		989.34
11	ESRI	GIS ANNUAL MAINTENANCE FEE 7/1/2023 THROUGH 6/30/2024 (FISCAL 2024)		1,650.00
12	FERGUSON WATERWORKS	WATER REPAIR PARTS		690.00
13	FIELD PLUMBING & HEATING, INC	DIAGNOSTIC FEE- LEAK IN CITY HALL BASEMENT		80.00
14	FRONTIER	LIFT STATION PHONE 5/7-6/6/2023	49.75	
		WWTP PHONE, INTERNET & ALARM 5/13-6/12/2023 + 6/13-7/12/2023	558.96	
		CASINO LIFT STATION PHONE 5/17-6/16/2023 + 6/17-7/16/2023	189.75	
		IRP INTERNET 5/16-6/15/2023 + 6/16-7/15/2023	128.96	
		IRP LOCAL PHONE 5/19-6/18/2023 + 6/19-7/18/2023	150.24	
		DPW LOCAL PHONE 5/25-6/24/2023	70.62	1,148.28
15	GAGE MOTORS	TOW, OIL CHANGE & STARTER FOR DODGE CHARGER		419.76
16	MARK HANNERS	RE-IMBURSE FOR 2 PAIRS OF WORK PANTS PURCHASED AT KOHL'S		42.55
17	HARDING'S MARKET	BOUQUET OF FLOWERS FOR BLOSSOMTIME		12.99
18	HUNGERFORD NICHOLS CPA'S	CONSULTING & ADVISORY SERVICES FOR FEB & MAR 2023		1,100.00
19	MIDWAY ELECTRIC, INC	HEADWORKS CLASSIFIER AT WWTP (THERMOSTAT)	1,301.00	
		OUTSIDE LIGHTS ON LEAN TO AT WWTP	2,096.82	
		REPLACE HEADWORKS LIGHT	550.00	3,947.82
20	MILLER, CANFIELD, PADDOCK & STONE, PLC	FIRE DEPARTMENT ARBITRATION (OCTOBER 2022)	535.00	
		FIRE DEPARTMENT ARBITRATION (DECEMBER 2022)	1,005.00	1,540.00
21	MUNICIPAL SUPPLY CO	RIDGID PIPE CUTTER FOR DPW		250.00
22	SCHUITMAKER LAW OFFICE, PC	LEGAL SERVICES 3/15/23 THROUGH 4/6/23		472.50
23	PAMELA SHULTZ	REIMBURSE MEALS & PAY MILEAGE FOR TREASURER'S CONFERENCE IN MOUNT PLEASANT MICHIGAN (270 MILES)		225.86
24	STAPLES CREDIT PLAN	TWO 24 INCH MONITORS (MANAGER & TREASURER) PLUS MISC OFFICE SUPPLIES FOR CENTRAL SUPPLY		409.99
25	TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING 5/15/2023 (ANIONS & ALKALINITY)	119.75	
		IRP WATER SAMPLE TESTING 3/20/2023 (ANIONS & ALKALINITY)	119.75	
		WWTP EFFLUENT LL HG TESTING 5/12/2023	312.00	
		WWTP SLUDGE PFAS TESTING 4/13/2023	482.00	
26	TRI CITY RECORD	NOTICE TO MOW ORDINANCE 308.10	183.75	
		TRUTH IN TAXATION NOTICE FOR 2023/2024 BUDGET HEARING	269.50	
		AMENDMENT TO ORDINANCE 320.2 & 315.17	61.25	
		MEMORIAL DAY AD WITH CITIES OF WATERVLIEET & COLOMA	30.00	544.50
27	UIS SCADA	LIGHTNING STRIKE AT WWTP - TOOK OUT TRANSDUCER		800.00
28	UNUM LIFE INSURANCE CO OF AMERICA	JUNE 2023 LIFE & DISABILITY INSURANCE		615.22
29	SANYA VITALE	MILEAGE FOR MAY 2023 (116 MILES)		75.98
30	JUSTIN VANDE VOREN	REIMBURSE CAR WASH FOR POLICE VEHICLE		11.00
31	VISION SERVICE PLAN	JUNE 2023 VISION INSURANCE		141.09
32	WALTER L DE VISSER	MECHANICAL INSPECTION CH23005 FOR 519 W MAIN ST	200.00	
		MECHANICAL INSPECTION CH23006 FOR 9 BEECHWOOD	200.00	400.00
33	ANDREW WARNER	20.333 HOURS AS OPERATOR AT WWTP (5/7/23-5/20/23)		1,016.65
34	WATER SOLUTIONS UNLIMITED	CHEMICALS FOR WWTP 5/10/2023	1,794.24	
		CHEMICALS FOR WWTP 5/24/2023	1,553.48	3,347.72
35	WIGHTMAN & ASSOCIATES, INC	PROJECT 202307 - DWAM GRANT APPLICATION	472.50	
		PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	3,692.63	
		PROJECT 212081 - E LINDEN & CLARK STREETS	2,748.88	
		PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	10,545.92	
		PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	3,388.75	
		PROJECT 222250 - S MUNICIPAL PARKING LOT RESURFACING	5,572.50	
		PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT	13,346.25	39,767.43
		TOTAL OF CHECKS TO BE WRITTEN FOR JUNE 13, 2023	\$	79,149.88
5/16/2023	MENARDS	POWER WASHER FOR WWTP (P.O. #14749)		349.00
5/16/2023	DANNER-LACROSSE	CUSTOM MADE BOOTS FOR LIEUTENANT IVY		354.85
5/16/2023	MML-MME	REGISTRATION TO CONFERENCE FOR SANYA VITALE		310.00
5/16/2023	BAVARIAN LODGE	HALF DOWN ON HOTEL RESERVATION FOR MML-MME CONFERENCE		145.77
5/17/2023	UNITED STATES POSTAL SERVICE	MAILED LARGE ENVELOPE FOR POLICE DEPARTMENT		2.22
5/17/2023	VAN BUREN CO REGISTER OF DEEDS	ORDERED COPIES OF DEEDS ONLINE		2.50
5/24/2023	COMFORT INN & SUITES - MT PLEASANT	HOTEL ROOM FOR TREASURER WHILE AT CONFERENCE 5/21-5/24/2023		302.40
5/30/2023	FULL SOURCE	TWO SAFETY VESTS ORDERED ONLINE(LIEUTENANT IVY & OFFICE VANDE VOREN)		44.40
5/31/2023	LUCKYGUNNER.COM	AMMUNITION ORDERED ONLINE FOR POLICE DEPT & UPCOMING TRAINING		1,594.11
5/31/2023	UNITED STATES POSTAL SERVICE	MAILED TWO CERTIFIED LETTER TO AMHAWK (IPP COMPLIANCE)		16.26
		TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS	\$	3,121.51
		TOTAL GROSS PAYROLL MAY 11, 2023 THROUGH MAY 30, 2023 (3 WEEKS)	\$	49,261.19
		GRAND TOTAL FOR JUNE 13, 2023	\$	131,532.58

Roxann Isbrecht

From: Sanya Vitale
Sent: Thursday, May 25, 2023 9:09 AM
To: (null) rhbuilders; John Miller; Ramon Beltran; Frank Docktor; Terry Tibbs; Jane M. Danger; Helen Sullivan
Cc: Roxann Isbrecht; Pam Shultz
Subject: Updates 05-25-23

Commissioners,

A few updates before the long weekend that I wanted to share sooner rather than later-

1. The City received guaranteed grant from the VBC Landbank for the demolition of 106 S Center
2. Commissioner Beltran visited with me this week and we were talking about the MPEA and MZEA that govern the Planning Commission and Zoning Board of Appeals, he questioned the authority to approve site plans so I carefully reviewed both Acts again and found that the City can likely have approval come to the Council if it is written into the Zoning Ordinance (which is different than the proposed Planning Commission Ordinance). I recommend that we wait on both Ordinances and have the new Attorney review the suggested Planning Commission Ordinance and make suggestions on how best to include Council’s wishes for final approval authority.
3. We received word that Bronson’s executives have approved taking on our group of municipalities by July 1. I will be meeting with the other municipalities and VBEMS next week to begin coordinating services and agreements.
4. Pam and I will be working on shifting resources from investments into interest-bearing checking accounts to cover the negative accounts that have been being float funded by other funds and in an effort to balance the FY23/24 budget before the end of the fiscal year. We are seeking out promising interest rates with qualified institutions per the City’s investment policy.
5. We are considering bringing back our part time officer to full time.
6. The new City Attorney cannot make the Council meeting on 6/13 but can make the Special Meeting on 6/8. As such, he will attend to meet the Council and have Council consider his contract. He seems excited about the prospect of working with the community.
7. Chief Prince and I received the Emergency Operations Plan from the Sheriff’s Dept for the Strawberry Festival. It is well planned out and seems to cover all aspects of concern for any mass or concerning event.

Please let me know what questions you may have.
Thank you and enjoy your holiday weekend.

Respectfully,

Sanya Vitale, MPA
City Manager
City of Hartford
19 W Main St
Hartford MI 49057
269-621-2477
citymanager@cityofhartfordmi.org
www.cityofhartfordmi.org



CITY MANAGER'S WEEKLY UPDATE
June 1, 2023

Please be advised that I will be out of the office tomorrow June 2, 2023.
I will be available by phone but out of the area.

HUMAN RESOURCES UPDATES: We interviewed a candidate for the WWTP position this week. We will decide next week whether to take the next step in the application process with this candidate.

The part time officer may rejoin as a full-time officer. This will help cover shifts and allow for better coverage and additional training opportunities throughout the department.

GENERAL UPDATES

ATTORNEY: Attorney Nick Curcio will attend the Special Meeting on 7th at 2pm.

The Council will have the proposed contract available for review when Roxann returns from vacation and prepares the agenda and Council packets for distribution.

LEGAL: The City is being sued as part of the Mistrada civil case. The City is being represented by Plunkett and Cooney, as assigned by our insurance company. Discovery ends October 24th.

BUDGET & FEE SCHEDULE: As a reminder the newly approved budget and fee schedule do not go into effect until July 1.

SOUTH PARKING LOT: There was a 5-gallon bucket of oil/grease dropped on the new pavement. This caused the asphalt not to set correctly in that spot. The contractor will have to cut the spot out and fix it.
The Commission may want to consider whether it wants to pursue remedies for this issue.

CITY HALL ROOF The roofing is completed and we are waiting on the product manufacturer to inspect the roof for quality control and provide final approval.

CLARK AND LINDEN PROJECT: Neighbors to the Clark and Linden project have their fences on or believe their property lines to be affected by the new infrastructure going in at the site according to survey stakes used to outline the project area. Specifically, one neighbor built their fence on the City right of way over 15 years ago and now is facing having to take it down and move it to accommodate the addition of the sidewalk.

This neighbor feels the City should not install the sidewalk at all but inferred that if the City does decide to move forward, possibly compensate him for this loss and/or move his fence at the City's cost. He expressed that other neighbors feel they are losing property as they have always felt the City right of way to be their property and believe they should be compensated for a loss of property. This neighbor also expressed that he would like to take up a petition to not have sidewalks installed on that side of the road at all as the community's youth don't use the already available sidewalks, they use the streets.

Council may want to consider how they would like to respond to these requests.

VAN BUREN COUNTY LANDBANK AUTHORITY: The VBCLBA met last week and awarded the City a guaranteed grant to demolish the structure at 106 S Center. After the meeting, the VBCLBA Chair (Trisha Nesbitt, also the County Treasurer) emailed to say that 8% of the City's award would be allocated to the VBCLBA for administering the grant. This was not outlined in the request for proposals and the City had written into our proposal to use local administration of the grant as matching funds. I sought advice and input from Market Van Buren who is supporting the VBCLBA's application process and unfortunately, there is no way around this admin allocation. As such, the City will have \$37,260 available for the demolition and site remediation.

At that meeting, they also discussed 5 W Main. A lot of discussion centered around whether to repair or demolish the staircase. They asked if the City was more concerned about the blight or having it redeveloped sooner. I stated that the blight was an immediate concern. There was confusion about why- whether safety or blight concerns- I had emailed the Chair about the building and I clarified and stated that the City was only requesting to know *when* the work was going to be completed. They asked me if the building is dangerous. I told them I couldn't comment on that as I am not qualified. Ultimately, they decided to have the County review if it is safe and move forward to determine if they will repair or demo the stairs.

AMBULANCE SERVICES The municipalities interested in working with VBEMS met and have agreed to join the County contract for ambulance services upon individual community boards and commission approvals. Dennis Reynolds from VBEMS will be our immediate contact and he is working on hiring additional supervisors. The communities all agreed to publish a joint press release the last week on June as well as send notices with the Summer Tax Notices informing all citizens about the change in vendors and information about VBEMS' membership program. Our last day with Pride will be June 30, 2023. This has been confirmed with Pride via mail and email. The Council may need to schedule a special meeting to review and consider the VBEMS agreement.

LEAD AND COPPER LETTERS Commissioner Tibbs is concerned that the City has issued notices to residents encouraging them to run their water for 5 minutes if it has been sitting for a few hours. He would like to discuss affording credit to citizens for these types of issues. He states that in the past it has been practice to credit water bills for dripping. Under the current City Ordinances, this would not be allowed. The Council may want to consider amending their Water Use and their Sewer Use Ordinances with legal counsel.

WWTP: The WWTP had to order ferric this week. As I understand, this is generally an annual purchase and costs about \$7770. This fills up the newly installed ferric tanks which were just brought online.

The UV Room and Lights have been cleaned, the bulbs have been changed and the rack is online! The team turned on the bulbs for the 1st time last Sunday and turned off the sodium biphosphate and sodium hypophosphite so that all we are feeding is ferric. The team is trying to dial in the right level of UV and ferric to ensure proper levels of contaminants. We will work with Wightman to problem solve over the next month. We will need to purchase a winching system to managing the movement of the bulb system. This will be on the June 13th Council agenda. Based on documentation reviewed indicating that the City was warned last year four times to provide stricter oversight of the Industrial Pretreatment Program with AMHAWK with regards to compliance limits for discharges to the City's sewer system, we have issued AMHAWK a follow-up to the Notice of Violation issued 5/15/23 that included a requirement to comply within 7 days by submitting a plan to investigate the reasons for ongoing high phosphorus concentrations being discharged to the sewer (after 3 consecutive high tests this year); a statement of what AMHAWK believes they are discharging into their outfall and records showing proper sludge handling for the past year as well as reminders about legal remedies allowed under the Sewer and Sewer Use Ordinances. The Council may need to consider whether to seek legal remedies and whether to take action to ensure the safety of the City's water supply should AMHAWK not work to investigate and remedy these ongoing high concentrations of phosphorus being found in their permitted outfall.

DPW: Staff within the Public Works Department have been working incredibly hard to accommodate all of the contractors currently in town on City related projects in addition to routine maintenance and projects. We are mowing lawns after appropriate notices have been sent and charging those fees back to property owners through invoices and then through liens as necessary/appropriate. Danny is requesting to purchase an attachment (bushhog) for the mower that will allow better mowing of tough areas. This request will be on the June 13 Council agenda.

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 13, 2023
Re: Brush Pile

The City maintains a large area where the City has allowed the accumulation of wood materials at the WWTP property.

This area contains roughly 17,000 cubic yards of materials that contain large pieces of wood the size of full-grown trees as well as standard brush and limbs. It also contains what industry experts have called “blight” or “rubbish”, including at least sofa pieces, glass, wire, metal and trash bags among other items.

There is also an area of leaves that DPW reports they provide to an area farmer for use on their crops.

After being alerted to the fact (Part 115) that the City should not be accumulating this amount of brush, I worked to seek out prices to have the materials hauled away and/or burned.

Per EGLE, the materials should likely not be burned if they include “rubbish” as defined by Part 115 and as previously outlined in the City Manager’s Weekly Update on May 12th. I also spoke with the Hartford Fire Chief who stated they could not burn the pile if it has rubbish in it.

Estimates were sought from four vendors for removal of the materials with the lowest estimate coming from Cornelius Farms 61398 40th St, Paw Paw, MI 49079 in the amount of \$71,600.

It is my recommendation that the Council considers contracting with Cornelius Farms to eliminate the brush pile as it is right now.

Currently, brush collection costs the City a minimum of \$13,250 and the City recoups roughly \$575/year from brush permits. According to DPW the City currently conducts brush pick-up at least 10 days/year and leaf pick up at least 12 days/year.

I would encourage the Council to allow the WWTP to remain closed to incoming traffic and that all drop off occur by appointment only. I would recommend that the Council reinstate brush drop off once another employee is hired at the WWTP. The main gate at the WWTP would be locked with new signage placed indicating that all brush drop-off must be done by appointment by calling a specific number and all local deliveries can be made by calling a specific number.

The new employee would be responsible for the oversight of incoming brush by appointment between the hours of Monday- Friday from 7am – 3:45pm and at least one Saturday a month by appointment from 8am – 10am.



RENEWED EARTH

5/17/23

Sanya Vidale
City of Hartford

Dear Sanya,

Thank you for reaching out regarding your collected brush pile. Renewed Earth works with many local communities by providing an outlet for their accumulated leaves and brush. We utilize clean leaves and woody yard waste to produce products which are sold for landscape maintenance and construction projects.

Unfortunately the pile of wood/brush I observed had two issues which prevents me from introducing it into my product stream. Some of the material has decayed. As it ages and decays the amount of useable wood fiber is decreased to the point where it is not suitable for processing into mulch.

While some of the pile certainly contains some sufficiently fresh wood the foreign material such as couch cushions, plastic bags, and metal require the pile to be manually sorted. This would take a substantial investment in man and machine hours to accomplish.

Please, let me know if I can be of more assistance.

Sincerely,



Daniel R. Glas

Sanya Vitale

From: Adam Dobbs <ADobbs@bestway-disposal.com>
Sent: Tuesday, May 2, 2023 4:53 PM
To: Sanya Vitale
Subject: RE: City of Hartford

Goof Afternoon Sanya,

Thank you for reaching out for a quote on the removal of the yard waste material. Unfortunately at this time, our disposal facility is not interested in the material as it sits. If you have any other questions please feel free to contact me. Have a great evening.

Sincerely,

Adam Dobbs
Account Manager &
Compliance Officer
Best Way Disposal
(269) 463-3232



From: Sanya Vitale <citymanager@cityofhartfordmi.org>
Sent: Tuesday, May 2, 2023 2:49 PM
To: Adam Dobbs <ADobbs@bestway-disposal.com>
Subject: City of Hartford

CAUTION: This email originated from outside the company. Do not open links or attachments unless you recognize the sender and know the content is safe.

Adam,

Understanding that the cost would be expensive, could Best Way still provide an estimate to haul out the materials we looked at last Friday?
I am trying to gather 3 estimates.
Let me know.
Thank you in advance.

Respectfully,

Estimate

DATE	ESTIMATE #
5/2/2023	101

BILL TO
City Of Hartford Compost Site 66460 56th Ave. Hartford MI 49057

RECEIVED

MAY 02 2023

CITY OF HARTFORD

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
1/08/2021	1 Tube Grinder & Man	80	350.00	28,000.00
	1 Front End Loader & Man	80	85.00	6,800.00
	1 550 H Dozer & Man	80	85.00	6,800.00
	125 Yd Walking Floor Truck, Traylor & Man.	80	125.00	10,000.00
	Tipping Fee at Compost Site	2,500	8.00	20,000.00
	Grind & Remove all Compost from Compost Site.			0.00
	Estimate Good For 60 Days.			0.00
	Upon Approval will Write Contract.			0.00

Thank you for your business!

Subtotal	71,600.00
0% Tax	0.00
Total	71,600.00
Balance Due	71,600.00

Proposal

Item 8.



Puhrman Hauling

68706 Red Arrow Hwy.
Hartford, MI 49057

269-519-3008 | 269-876-1587 | 269-277-2207

RECEIVED

MAY 02 2023

CITY OF HARTFORD

PROPOSAL SUBMITTED TO: <i>City of Hartford</i>		JOB NAME	JOB # <i>2023</i>
ADDRESS		JOB LOCATION <i>Sewer plant</i>	
		DATE <i>5-2-23</i>	DATE OF PLANS <i>N/A</i>
PHONE # <i>621-2477</i>	FAX #	ARCHITECT	

We hereby submit specifications and estimates for:

*Clean up at sewer plant removal
and leveling*

15 to 17,000 yards of debris @ 18.75 per yard

50% down upon contract signing

the other 50% upon completion

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ *318,750.00* Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Note — this proposal may be withdrawn by us if not accepted within *45* days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 13, 2023
Re: Scoring Cannabis Vendors

The City received three applications for licenses for Adult Use (Recreational) Marijuana Licenses by the deadline of May 26, 2023.

These three applications were submitted by 2 applicants.

Zip Cannabis submitted an application for a Class A Microbusiness and proposes to be located at 801 Prospect St. Hartford, MI which is zoned Industrial. They did not submit any proof of insurance of intent to purchase insurance, but when I spoke with the proposed owner, he agreed to comply with the requirements upon approval of the application and purchase of the property. Score: 123/170

Kingh Farms, LLC submitted an application for a Class C Grow and Retail and proposes to be located at 325 W. Main St. Hartford, MI which is zoned Light Industrial. They submitted all required documents, however, they attested that they do not owe any federal, state or local tax debts when in fact they are in a payment arrangement with the IRS for taxes owed on 6 years of tax debt. They were asked to submit a statement indicating what occurred and how they will comply with tax requirements moving forward. This was provided and is available at City Hall for review.



CITY OF HARTFORD
County of Van Buren
State of Michigan

CITY COMMISSION RULES OF ORDER

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

CITY OF HARTFORD
COMMISSION RULES OF ORDER

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CITY OF HARTFORD
COMMISSION RULES OF ORDER

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City of Hartford Commission Rules of Order, 1

1. AUTHORITY

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

2. GENERAL RULES

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

City of Hartford Commission Rules of Order, 2

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

3. MEETINGS

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

City of Hartford Commission Rules of Order, 3

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

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

4. CHAIRMAN AND DUTIES

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

City of Hartford Commission Rules of Order, 4

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

5. ORDER OF BUSINESS AND AGENDA

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

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

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

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

- 1. Call to Order
- 2. Roll Call

City of Hartford Commission Rules of Order, 5

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

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

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

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

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

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

- 6.1. FORM – Ordinances and resolutions shall be presented to the Commission only in printed or typewritten form. Ordinances must include a title.
- 6.2. REVIEW – All proposed ordinances and resolutions shall be reviewed by the City Manager. All proposed ordinances shall be approved as to form and legality by the City Attorney.
- 6.3. DISTRIBUTION OF ORDINANCES AND RESOLUTIONS – The City Clerk shall prepare copies of all proposed ordinances for distribution to all members of the Commission at least 24 hours before the Commission meeting at which the ordinance is to be introduced. If the ordinance carries an emergency clause, copies of the ordinance must be distributed at least 12 hours prior to the meeting of the Commission at which said ordinance is to be considered.
- 6.4. INTRODUCTION OF ORDINANCES AND AMENDMENTS – A proposed ordinance shall be introduced by the reading of the title only. A full reading of a proposed ordinance

City of Hartford Commission Rules of Order, 6

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

6.5. RECORDING OF VOTES – A voice vote shall be taken, unless required by policy or law, requested by a Commissioner, or when the Chairman cannot determine the results of a voice vote. Roll call votes shall be called in random order, with the Mayor always voting last. Responses are “Yes”, or “No”, or “Abstain”. The only acceptable reason for abstaining shall be “Conflict of Interest”, with stated conflicted entered into the record. All votes shall be specifically entered into the record.

6.6. MAJORITY VOTE REQUIRED – A majority of membership (4 Votes) shall be required on the voting of ordinances and amendments, votes changing these Rules of Order, excusing a member’s absence, abolishment of a board or commission, removing a member of a board or commission, or calling a public hearing. A 2/3 majority (5 Votes) is required to call a closed meeting, as stated in the Open Meetings Act, call an emergency meeting, or to dismiss a Commissioner for misconduct as defined in the Charter (section 3.10F). (Reference: Open Meetings Act, Section 8). A unanimous vote is required to appoint a relative of a sitting Commissioner to a City Office (Defined in Section 4.1.C). All other votes require a majority of member attending. In the event of a tie vote, the motion shall be considered failed.

6.7. CONFLICT OF INTEREST – The procedure for determining a conflict of interest can be initiated by any Member. The steps shall be:

1. Presentation to the City Manager for an opinion.
2. Notification of conflicted Member, if being brought to the Commission for a decision.
3. Obtain an opinion from the City Attorney, if needed.

If a conflict of interest is determined to exist that Member shall in no way enter discussion on the specific or related issue and shall abstain from voting if a vote is taken.

6.8. ORDINANCE AND RESOLUTION NUMBERING – Ordinances and Resolutions shall be numbered consecutively by the City Clerk.

6.9. ORDINANCE PASSAGE PROCEDURE – When passed by the City Commission, an ordinance shall be signed by the Mayor, attested by the City Clerk and shall immediately be filed and thereafter preserved in the office of the City Clerk. The Ordinance will be immediately published in the local newspaper and will take effect 15 days after passage or the day of publication whichever comes first unless passed as an emergency measure in which case it will have immediate effect.

7. CREATION OF COMMITTEES, BOARDS AND COMMISSIONS

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

City of Hartford Commission Rules of Order, 7

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

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

8. CITIZEN’S RIGHTS

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

City of Hartford Commission Rules of Order, 8

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

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

9. SUSPENSION AND AMENDMENT OF THESE RULES

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

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 13, 2023
Re: DPW Request to Purchase Mowing Attachment

DPW requests to purchase a 72" Chopper Shear Pin attachment for their mowing system.

This will allow them to more effectively mow and manage large areas and areas with thick weeds and grass.

They received cost estimates for 4 products.

The lowest product costs \$2,200 from
Tom Smith Tractor Parts, Inc 69760 Red Arrow Hwy. Hartford, MI 49057

See attached cost estimates provided by Danny Staunton

Tom Smith Tractor Parts, Inc. NEW

69760 Red Arrow Highway
 Hartford, MI 49057
 USA

Voice: 269.621.2001
 Fax: 269.621.2220

SALES ORDER

Item 14.

Sales Order Number: new6156
 Sales Order Date: May 16, 2023
 Ship By: May 16, 2023
 Page: 1

To:
 CITY OF HARTFORD
 19 WEST MAIN STREET
 HARTFORD, MI 49057

Ship To:
 CITY OF HARTFORD
 19 WEST MAIN STREET
 HARTFORD, MI 49057

Customer ID	PO Number	Sales Rep Name
HART-C		
Customer Contact	Shipping Method	Payment Terms
	Airborne	C.O.D.

Quantity	Item	Description	Unit Price	Amount
1.00	AGE-# 115	T/P 72" CHOPPER SHEAR PIN	2,200.00	2,200.00
Subtotal				2,200.00
Sales Tax				
Freight				0.00
TOTAL ORDER AMOUNT				2,200.00

Compose

Inbox 5

Starred

Snoozed

Sent

Drafts 7

More

Labels

60" Medium Duty Rotary Cutters Inbox x



Dan Wiggins <dan.wiggins@ausrakubota.com>
to me

Steve,

I don't have a medium duty 60 inch cutter on the ground at this time. I can get a hold of some within a short time. I have checked on three

Rhino TW25

\$4,050

Supplier has in stock so I could have it within a couple weeks.

Woods BB60.30

\$4,050

30 Day Lead time

Bush Hog BH215-2

\$3,600

Three weeks lead time

Let me know if any of these options work for you, or if you have any other questions.

Dan Wiggins
Ausra Equipment and Supply Co
269-876-0973 - cell
269-782-7178 ext 212 - office
dan.wiggins@ausrakubota.com



Thank you, I will let you know.

Thanks for the info.

Thank you for the information.

Reply

Forward

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 13, 2023
Re: WWTP Request to Purchase Crane on Wheels

WWTP requests to purchase a Crane/Winch on wheels to hoist the UV system for maintenance and cleaning.

This will allow them to more effectively upkeep and manage the UV system.

They received cost estimates for 3 products.

The lowest product costs \$2,247.02 from USA Blue Book www.usabluebook.com a company with which the City regularly conducts business

See attached cost estimates provided by Scott Stair

USABlueBook®

Get the Best Treatment™

www.usabluebook.com
 FAX: (847) 689-3030
 TOLL FREE : (800) 548-1234
 F.E.I.N : 75-2007383

QUOTE

USE THIS QUOTE# **QUOT1003906-1** ON PO's!

Item 15.

DATE	5/15/2023
QUOTE	QUOT1003906-1
ACCOUNT NUMBER	291403
QUOTED TO	SCOTT STAIR
QUOTED BY	Lisa
PAGE NUMBER	1 of 1

**S
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T
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HARTFORD WWTP
 66460 56TH AVE
 HARTFORD, MI 49057-9771
 USA

**B
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HARTFORD CITY OF
 19 W MAIN ST
 HARTFORD, MI 49057
 USA

CUSTOMER PO #	EXPIRES	SALES PERSON	TERMS	SHIP FROM	SHIP VIA
Verbal	6/14/2023	Daniel	Net 30 days	IL	FEDEXFRT

ITEM #	DESCRIPTION	QTY	U/M	PRICE	EXTENSION
38022	Thern Crane 5PF5-M1 Red Powder Coat	1	ea	\$1,022.95	\$1,022.95
38023	Wheel Base for 5PF5 series	1	ea	\$912.95	\$912.95
64104	Winch Cable w/Safety Hook 3/16" x 36' Galvanized Cable	1	ea	\$141.95	\$141.95

MERCHANDISE	MISCELLANEOUS	FREIGHT	TAX	TOTAL
\$2,077.85	\$ 0.00	\$ 169.17	\$0.00	\$2,247.02

 Authorized Signature

 PO (If Required)

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

This quote and all sales by HD Supply Facilities Maintenance, LTD. d/b/a USABlueBook shall be governed exclusively by the Terms of Sale available at usabluebook.com/termsforsale

TO ORDER: For your convenience, you may simply sign and return via email to customerservice@usabluebook.com. We will process your order promptly and email a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department at (800) 548-1234. Please note any changes to the quantities or shipping address.

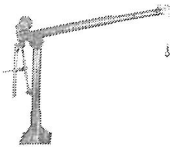
Thanks for choosing USABlueBook.



< Jib Cranes / Item# 45254

Endurance Marine Davit/Jib Crane With Stainless Steel Hand Winch — 1,000lb. Capacity, Galvanized Zinc Crane Model# E1000ZW

(0) [Write a Review](#) [Ask a Question](#)



NO BASE

Click or Tap image to Zoom

How can we improve these images?

\$2399.99

Quantity



Add Northern Tool to Home Screen



**Shipping:**

Factory shipped

[See Shipping Options](#)**Store Pickup:**

Not available - online only

- Hardened gears provide smooth, dependable operation
- Steel construction with rust-resistant galvanized zinc-plated finish
- Includes 20 ft. of galvanized cable
- Sturdy 17in.L x 16in.W x 14.7in.H base
- 4.25:1 gear ratio

[See full description](#)

Product Summary ^

This reliable, heavy-duty 1,000lb. capacity Endurance Marine Deck/Davit Crane is powerful enough to handle the tough jobs. Comes complete with a 1,000lb. capacity stainless steel hand winch with auto brake. Has an expandable 23.4in.–67.5in. boom with 48in.–94in. lift range.

What's Included

- (1) Deck crane
- (1) Crane base
- (1) 20ft. zinc galvanized cable
- (1) Stainless steel hand winch

Downloads



Authorized Distributor For:



mdi Manufacturers
Distributor, Inc.

11205 Challenger Ave
Odessa, FL 33556
Phone: (727) 847-4900

www.thernsales.com

Proposal Number
mdi23 04278

sales@thernsales.com

Client Name	Scott Stair	Proposal Date	May 3, 2023
Company Full Name	City of Hartford	Proposal Number	<u>mdi23 04278</u>
Billing Address		Revision	
City, State & Zip		Freight Company, Responsible Paying Party, Method of Transport & Insurance Charges	Prepay and Add
Ship To Company & PO Number		INCOTERM:	
Ship to Address		** FOB POINT **	
Ship to City, State, Zip		Estimated Ship Time, Subject To Prior Sales	6-8 Weeks to Ship
Phone Number	+1 (269) 674-9268	Required on orders OVER \$10k >	Project Data Sheet (click to complete)
Facsimile Number		Terms of Sale	Will Advise
Cellular Number		Salesperson	Matthew McDonald
Email Address	cohwwtp@frontier.com	Proposal and Shipping Validity	3 Business Days
		Purchase Order	

Item	Qty	Item, Model or Part No.	Description: Mfg, Specifications, Notations	Sale Price Each	Sale Price Extended
1	1	5PF5-M2	Thern 5PF5 Series First Mate Portable Davit Crane - Powder Coat Finish - 4WM2-K Worm Gear Hand Winch - Powder Coat Finish - Up to 850 lbs. Capacity - Quick disassembly and reassembly - Durable Finish and Construction - 101 lbs.	\$1,670.67	\$1,670.67
2	1	5BR5	Thern 5PF5 Series Wheel Base - Powder Coat Finish - 80 lbs.	\$854.00	\$854.00
3	1	WA25-60NS	Thern Wire Rope Assembly - Galvanized Aircraft Cable with Swivel Hook and Swaged Ball Fitting - 1/4" x 60' - 9 lbs.	\$195.07	\$195.07
4	1	HB10-12-25	Thern Headache Ball for 1/4" Wire Rope - 10 lb Weight Provides Constant Tension on Crane with No Load - Prevents Birdnesting	\$207.20	\$207.20
			Installation & Startup are NOT Included Drop Ships From: Winona, MN 55987 Prices Quoted are For Quantities Listed Only		
			Please provide a short form PO. Mdi is a material supplier, we are not a subcontractor. Installation, or any field work, is NOT available from mdi. We are NOT available at Jobsite.		
	0		PO Must State: All Sales Are Final, Special Order, Non-Cancellable, Non-Returnable. Email Confirmation Of Specifications Quoted Required For Order	0.00	
		Subtotal			\$2,926.94
	1	ESTIMATED Shipping & Handling	Prepay and Add		

Wheel Base

\$2,926.94

Terms of Sale: Prices are plus freight, handling, and applicable taxes. Prices are valid for 3 days; prices are subject to change. Minimum Sales Order is \$300.00. Manufacturers Distributor, Inc. is not responsible for customer supplied specifications or part numbers. Warranty is standard manufacturer warranty. Manufacturers Distributor, Inc. does not provide any warranty. All SPECIAL orders are non-cancelable non-returnable. An item is deemed "special order" if it has a lead time of 4 weeks or more to ship out. Quoted shipping costs are estimates only, unless otherwise stated. Any additional freight due to either additional weight, over size packaging, incorrect addresses, or any other unforeseen reason will be charged to the customer. "In Stock" items shipped from the manufacturer may have a lead time of 3 to 4 business days unless, customer requests expedited shipping. Purchaser is responsible to pay the state of end usage for these items, for any applicable sales and usage taxes not listed on their invoice. Agreement to purchase is an agreement to all terms and conditions set forth by Manufacturers Distributor Inc. Venue jurisdiction for any and all claims is Pasco County, Florida. If conflict arises between these terms and any other document these terms of sale are superior. Vendor is not registered in your state for sales & use taxes. Customer is fully responsible for payments of all applicable sales, use or other sales related taxes. See all terms and conditions at: <https://www.mdisales.com/terms-and-conditions.php>. NOTWITHSTANDING ANYTHING TO THE CONTRARY, MDI'S LIABILITY TO YOU FOR ANY CAUSE IS HEREBY LIMITED TO THE AMOUNT YOU PAID TO MDI, IF ANY. FURTHER ANY AND ALL CLAIMS MADE BY YOU AGAINST MDI MUST BE BROUGHT WITHIN ONE YEAR AFTER SUCH CLAIM OR CAUSE OF ACTION AROSE OR SHALL BE FOREVER BARRED, REGARDLESS OF ANY STATUTE OF LIMITATION OR LAW TO THE CONTRARY.

X _____
Signature

X _____
Print Name

X _____
Date

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 13, 2023
Re: DWAM Grant Change Order

On May 5, 2023, I learned that the contract with Plummer's Environmental Services, the contractor approved to do the lead investigation work (formally called Distribution System Material Inventory Verification) throughout the City expired on 9/30/22 with the majority of work incomplete.

Upon review of this information with Wightman, I learned the following from Mickey Bittner:

We discovered how challenging it was to get affirmative responses back from property owners and we (Yemi, contractor, and us) all agreed that we didn't know how long it would take. Instead of executing a Contract Modification to extend the completion date and likely doing that multiple times, we just agreed to try and get the permissions and then formally extend the completion date when they were completed.

At that time, I asked Wightman to prepare a Change Order to the Contract extending the Contract through September 30, 2023 for consideration by the City Council.

CHANGE ORDER NO.: 2

Owner: City City of Hartford Owner's Project No.:
 Engineer: Wightman Engineer's Project No.: 202307
 Contractor: Plummer's Environmental Services, Inc. Contractor's Project No.:
 Project: Distribution System Material Inventory Verification
 Date Issued: 5/12/2023

The Contract is modified as follows upon execution of this Change Order:

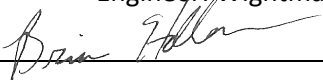

Description:

**The substantial and final completion dates shall be revised as follows:
 Substantial Completion - 9/01/2023, Final Completion - 09/29/2023.**

Attachments:

None

Change in Contract Price	Change in Contract Times [State Contract Times as either a specific date or a number of days]
Original Contract Price: \$ 210,200.00	Original Contract Times: Substantial Completion: August 23, 2022 Ready for final payment: September 30, 2022
Increase from previously approved Change Orders No. 1: \$ 30,400.00	Increase from previously approved Change Orders No.1: Substantial Completion: September 30, 2022 Ready for final payment: October 28, 2022
Contract Price prior to this Change Order: \$ 240,600.00	Contract Times prior to this Change Order: Substantial Completion: September 30, 2022 Ready for final payment: October 28, 2022
[Increase] [Decrease] this Change Order: \$ 0.00	Increase this Change Order: Substantial Completion: September 1, 2023 Ready for final payment: September 29, 2023
Contract Price incorporating this Change Order: \$ 240,600.00	Contract Times with all approved Change Orders: Substantial Completion: September 1, 2023 Ready for final payment: September 29, 2023

Owner: City of Hartford By: _____ Name, Title: Sayna N. Vitale, City Manger Date: _____ Engineer: Wightman By:  Title: Brian Holleman, Project Engineer Date: 5/12/23	Contractor: Plummer's Environmental Services, Inc.  _____ Jeff Root _____ 5-19-2023 _____
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Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: June 13, 2023
Re: Utility Rate Increases

SEWER FUND

As part of the Sewer Fund, Rate Study conducted by batertilly finalized and submitted to the Council in November, 2022, bakertilly recommends annual incremental increases to the City’s Sewer Fund as a means of affording the approved Bond and associated infrastructure upgrades and improvements as follows:

Billing Item- METERED CUSTOMERS	2022/23	2023/24	2022/23 TOWNSHIP 1.5x City Rate	2023/24 TOWNSHIP 1.5x City Rate
Commodity Charge (per 1,000 gallons)	\$7.50	<i>\$7.60</i>	\$11.25	<i>\$11.40</i>
Service Ready Fee (Monthly)	\$2.23	<i>\$2.48</i>	\$3.35	<i>\$3.72</i>
Capital Reserve Fee (Monthly)	\$10.00	<i>\$10.00</i>	\$10.00	<i>\$10.00</i>

Billing Item- Non-Metered Customers	2022/23	2023/24	2022/23 TOWNSHIP 1.5x City Rate	2023/24 TOWNSHIP 1.5x City Rate
Single Family Residence	\$35.98	<i>\$36.68</i>	\$53.97	<i>\$55.02</i>
Business- 0-5 Employees	\$53.97	<i>\$55.02</i>	\$80.96	<i>\$82.53</i>
Business- 6-10 Employees	\$71.96	<i>\$73.36</i>	\$107.94	<i>\$110.04</i>
Business- 11+ Employees	\$89.95	<i>\$91.70</i>	\$134.93	<i>\$137.55</i>

WATER FUND

As part of the Water Fund, Rate Study, currently underway by bakertilly and presented to Council in part on May 9th, bakertilly recommends annual incremental increases to the City’s Water Fund as a means of affording upcoming upgrades needed to the City’s aging water infrastructure including the mandated Lead and Copper Rule requirements.

Billing Item- METERED CUSTOMERS	2022/23	2023/24	2022/23 TOWNSHIP 1.5x City Rate	2023/24 TOWNSHIP 1.5x City Rate
Commodity Charge (per 1,000 gallons)	\$2.45	<i>\$2.90</i>	\$3.68	<i>\$4.35</i>
Service Ready Fee (monthly)	\$5.92	<i>\$6.92</i>	\$8.88	<i>\$10.38</i>
Water Improvement Fee	\$6.00	<i>\$6.00</i>	\$6.00	<i>\$6.00</i>

Everything in italics includes proposed increases

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 06/13/23
Re: Proposed Workplace Injury Policy

While visiting the City, the MML Risk Management team recommended that the City develop and install a Workplace Injury Policy as a means of insuring proper care and reporting protocols for staff who are injured while engaged in the performance of their positions.

The MML provided a sample Workplace Injury Policy which was adapted to meet the needs of the City of Hartford and includes information.

Employees will be sent to Corewell Occupational Health in St. Joseph for the provision of non-emergency care based on proximity and in association with our contracted drug screen provider (First Advantage) as arranged for an agreed upon with our insurance provider (Meadowbrook). For after-hours care, employees will be sent to the closest clinic as outlined on the Corewell Occupational Health Authorization form.

If approved, the MML Risk Management team would like the City to share this information with them for inclusion in our profile.

City of Hartford Workplace Injury Policy

I. Purpose

To ensure that workplace injuries are promptly treated, reported, and documented.

II. Procedure

A. Treatment & Notification: Employees who suffer a workplace injury shall immediately notify a supervisor and, wherever possible, obtain prior approval for medical treatment. Medical treatment for workplace injuries:

1. Business hours (non-emergencies/non-life-threatening injuries): Corewell Health Occupational Health 2500 Niles Road, St. Joseph Michigan 49085
2. After hours (non-emergencies/non-life-threatening injuries): After-hours locations listed on the Corewell Health Occupational Health Form
3. Emergencies or Life-Threatening Injuries (at any time): Treatment should be made at the nearest and most appropriate emergency medical facility, taking into account the welfare of the employee, and any reasonable preferences the employee may have.

B. Documentation: Prompt documentation of workplace injuries is very important. There are three documents that apply to any work-related injury.

1. Complete the City of Hartford workplace injury report which consists of a complete report surrounding the circumstances during which the injury occurred. This includes a complete narrative report. This form available from the Treasurer's Office.
 - a. This report form shall be completed for each reported injury.
 - b. This report shall be completed by the injured employee, unless the nature of the injury makes it impossible to do so, and in those cases the employees' immediate supervisor shall complete the report.
 - c. This report is to be completed before the injured employee leaves work on the date of injury, or in those cases where the supervisor is required to complete the forms due to the extent of the employee's injury, the supervisor shall complete the report prior to leaving at the end of his/her shift.
 - d. The report shall be provided to the injured employees' immediate supervisor.

C. MML Report of Injury - This is the report document which has the Michigan Municipal League logo in the upper left corner and is also known as the "short form". This form available from the Treasurer's Office. By following the questionnaire, you will be directed to the appropriate form.

1. This report form shall be completed for each injury that may medical treatment. Consider this advice regarding when to fill out the form: *Something very minor (minor cuts, scrapes etc.) that does not need medical treatment or time off of work, may not need to be reported typically. However, twisted ankles, pulled muscles, etc. should be because they can develop issues down the road.*

City of Hartford Workplace Injury Policy

2. The report shall be completed in its entirety by the injured employee's immediate supervisor.
3. The report shall be completed before the supervisor completes his/her shift.
4. This report shall include as much information as possible from the injured employee, and should be completed with the employee present so they may assist in providing answers to the required questions.
5. This report, together with the injured employee's workplace injury report and all medical documentation, shall be provided to the City Manager
6. Incident Report – Witness Statement: This statement shall be completed by any and all City of Hartford witnesses to an injury. This form is available from the Treasurer's Office.

D. Employee responsibilities

1. Notify their immediate supervisor immediately upon incurring any injury while working.
2. Generate a report for occupational injury, and complete a detailed narrative, including, but not limited to:
 - a. Date, time, exact location where the injury occurred, and a detailed description of what the employee was doing when the injury occurred.
 - b. Nature of the injury, and exactly what caused the injury.
 - c. Identify all witnesses. Identify all medical treatment, if applicable, and attach all documents provided by the treating facility.
 - d. A detailed narrative describing the events leading up to the injury, the injury itself, and the events following the injury.

E. Supervisors Role

1. The immediate supervisor of the injured employee (hereafter referred to as 'supervisor') shall ensure that this Directive is complied with.
2. The on-duty supervisor shall respond to the scene of an injured employee Dependent upon the severity of the injury and nature of the incident.
3. The supervisor will immediately assist injured departmental employees with obtaining medical treatment, when necessary. In some cases, employees will be directed to occupational health or the emergency room for treatment after an injury has been reported to the supervisor, with appropriate follow up as advised by medical personnel. Where an injury is treated at an emergency room, (including exposures to blood borne pathogens), the employee should be

City of Hartford Workplace Injury Policy

directed to see occupational health, either the next day or as appropriate, on their next work day for follow-up care.

4. A copy of the report (including the detailed narrative) will be given to the injured employees' immediate supervisor. The supervisor shall provide this report together with the reports which the supervisor has completed to the City Manager and will be maintained in the employee file.
5. In the event the employee is incapable of completing the report due to their injury, the supervisor shall assist the employee in completing it and/or complete them in their entirety on behalf of the employee, using as much information as possible from the injured employee, before the injured employee completes his or her tour of duty.
6. All supervisors shall immediately notify the City Manager, when employees incur injuries. Additionally, the respective supervisor or his/her designee will notify the City Treasurer as soon as practical, either by e-mail, phone or personal service for insurance purposes.
7. The supervisor shall complete the Employer's Report of Injury (short form), noting the City of Hartford PD case number in the upper right corner (as appropriate), with all of the following information completed:
 - a. Employee information - All requested information shall be completed.
 - b. Injury - Date of injury, time of injury, time employee began work, city + zip code where injury occurred, what kind of injury? (Contusion, cut, fracture, sprain, strain, etc.), body part injured, how did the injury occur? What was the employee doing just before incident occurred? Last date worked, check box to be checked if the employee missed no work due to the injury, date the employee returned to work, indicate yes or no if the injured employee died.
 - c. Medical - Was the employee treated in a medical emergency room, was the employee hospitalized overnight as an in-patient, Case Number from the hospital log, physician/clinic, address, telephone number, and hospital.
 - d. Employer - Full business name, federal ID#, mailing address, location, address of accident location if different from employers mailing address, contact number, telephone number, date injury was reported to the employer.
 - e. Signature - Complete the bottom signature, personal identification information of the supervisor who completed the documents.
8. The supervisor completing the injury report will submit the findings of their investigation through their chain of command to the City Manager for a meaningful review and action on the supervisor's recommendations to implement their findings, if any (i.e. policy changes, training, equipment enhancements, discipline, etc.); including periodic safety inspections and reviews.



Scheduling Employees at the Lakeland Occupational Health clinic St. Joseph, Michigan

1. First, fill out the Employee information section of the form.
2. Next, check the box(s) for the service(s) you want us to provide. For example: Check the box for Work Related Injury or Illness Assessment/ Treatment and indicate Area Injured: _____ or check the box for Urine Drug Screen and indicate the reason: (Pre-placement, Post-accident, For cause), or check the box for any other service you need.
3. Check the box next to the **Lakeland Site: Lakeland Occupational Health Clinic St. Joseph.**
4. Then, sign and date the form, and include a phone number for contact so that the clinic staff can call you if they have questions or concerns.
5. Call the clinic for an appointment 269-408-4171 and indicate the date and time of the appointment on the Authorization form.
6. FAX the Authorization Form to the clinic 269-408-4174 or email the form to CHSoccupationalhealth@spectrumhealth.org
7. Finally, give the form to the employee to bring to the service location.

**** Important:** For injury care or assessment, please call the clinic **prior** to sending the employee to the clinic for treatment.

Lakeland Occupational Health

Location: 2500 Niles Road, Suite #4, St. Joseph, MI 49085

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Phone: (269) 408-4171 Option #1

Fax: (269) 408-4174

Our goal is to provide your employees with the **BEST** care and the **BEST** experience.

It is our privilege to care for all your employees.

If you have any questions or concerns do not hesitate to contact me. I am happy to assist you!

Kind regards,

Jennifer Gardner

Business Account Coordinator, Lakeland Care

Ph: (269) 927-5311

jennifer.gardner@corewellhealth.org

CITY OF HARTFORD
19 West Main Street
Hartford, MI 49057

Drug/Alcohol Collection: Corporate Account 800005138
CITY OF HARTFORD, CORPORATE [800005138]
NON-INJURY/PHYSICALS: Corporate Account 800005138
CITY OF HARTFORD, CORPORATE [800005138]
INJURY/WORK COMP:
W/C Guarantor:
Michigan Municipal League / Meadowbrook

Email Follow Up Paperwork:
Sonya Vitale, City Manager Citymanager@cityofhartfordmi.org
Ph: 269-621-2477
Alternate Contact: Pam Shultz, City Treasurer Ph: 269-261-2477

OCCUPATIONAL HEALTH AUTHORIZATION FOR SERVICE

Complete the employee information and category of testing. Please bring photo ID along with this completed form.

Employee Name:	Date of Birth:	Employee SSN:
Appointment Date:	Appointment Time:	a.m. / p.m.

AUTHORIZATION FOR:

<input type="checkbox"/> DOT Physical (Choose One: <input type="checkbox"/> New <input type="checkbox"/> Recertification <input type="checkbox"/> MCOLES Physical <input type="checkbox"/> Tb Test Quantiferon Gold <input type="checkbox"/> Hepatitis B Vaccine	<input type="checkbox"/> Urine Drug Screen <input type="checkbox"/> Breath Alcohol Reason for Drug / Alcohol Screening: _____
	<input type="checkbox"/> Work Related Injury or Illness Assessment / Treatment Area Injured: _____
	<input type="checkbox"/> Return to Work Evaluation

Recommended location for all employment/work related services	Walk-in clinics available for emergent or after-hours care:		
<input type="checkbox"/> Lakeland Occupational Health 2500 Niles Road, Suite 4 St. Joseph, MI 49085 Schedule Appt: 269-408-4171 Ext. 1 Fax: 269-408-4174 Clinic Hours: M-F 8am-4:30pm Drug/Alcohol Collection: M-F 8am – 4pm Appointments advised. Call clinic prior to sending employee for injury care. chsoccupationalhealth@spectrumhealth.org	<input type="checkbox"/> Lakeland Hospital – Watervliet Walk-in Clinic 400 Medical Park Drive Watervliet, MI 49098 Phone: 269-463-3600 Fax: 269-463-8206 Open 7 days a week 8am – 8pm Drug /Alcohol collection: M-F 8am-5pm Sat and Sun 10am-5pm	<input type="checkbox"/> Lakeland/Southwestern Medical Clinic – Niles Walk-in Clinic 2002 South 11 th Street Niles, MI 49120 Phone: 269-687-0200 Fax: 269-684-0199 M-F 8am–5pm, Sat 8am-2pm Drug/Alcohol Collection: M-F 8am-4pm	<input type="checkbox"/> Lakeland/Southwestern Medical Clinic – Stevensville Walk-in Clinic 5515 Cleveland Avenue Stevensville, MI 49127 Phone: 269-429-9677 Fax: 269-429-4002 M-Sat 7am-7pm Drug/Alcohol collection: M-F 8am - 3pm
ER locations available for emergency injuries: <input type="checkbox"/> Lakeland Hospital St Joseph , 1234 Napier Ave, St. Joseph, MI 49085 <input type="checkbox"/> Lakeland Hospital Niles , 31 N. St. Joseph Ave, Niles, MI 49022 <input type="checkbox"/> Lakeland Hospital Watervliet , 400 Medical Park Dr., Watervliet, MI 49098			

Authorized By: _____ Date: _____
(Print)

Authorized By: _____ Phone Number: _____
(Signature)

Employer: For appointments at LOH: email completed form to chsoccupationalhealth@spectrumhealth.org or fax form to (269)408-4174.
**If sending employee to walk-in-clinic, please fax form to fax number listed above at clinic location and provide copy to your associate to present at clinic.
Updated:20230605jg

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 06/13/23
Re: Economic Incentives for Development

The Council may want to discuss and consider offering reduced or no cost tap and connection fees to new businesses seeking to build in or move to the City of Hartford.