



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, July 24, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [1.](#) VBCD - June 2023 Program Updates
- [2.](#) Notice of Public Hearing - I & M August 16, 2023 10am
- [3.](#) Hartford Chamber Summer Newsletter
- [4.](#) HPS - 2023 July 10 Minutes
- [5.](#) HRC - 2023 June Minutes

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

- [6.](#) HPD - 2023 June
- [7.](#) HPD - 2023 May

Fire Department

- [8.](#) HFD - Board Representative Report
- [9.](#) HFD - Board Reports
- [10.](#) HFD - Chief 2023 June

Ambulance

- [11.](#) AMB - Pride 2023 June

Van Buren County

- [12.](#) VBC - Board Report 2023 June

Public Works

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

[13.](#) List of Bills - July 24, 2023 \$157,250.84

[14.](#) June 2023 Investment Report

City Manager

APPROVAL OF COMMISSION MINUTES

[15.](#) 2023 June 19 Special

[16.](#) 2023 June 26 Business

17. 2023 June 26 Closed Session

[18.](#) 2023 July 11 Business

19. 2023 July 11 Closed Session

[20.](#) 2023 July 13 Special

[21.](#) 2023 July 19 Special

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

22. Building Inspector Appointment

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[23.](#) Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement and Private Sale Regulations

[24.](#) Proposed Amendment to Code of Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1

[25.](#) Discuss - Codification Ordinance

[26.](#) Discuss & Consider Proposed Building Regulation Ordinance

ADJOURNMENT



Van Buren Conservation District June 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

District staff is in the field more and more as farm field days, recycling collections, educational presentations, naturalist events, invasive species treatment, and summer school programming kicks off. If you are hoping to connect with a particular staff member, please be sure to set an appointment so you're sure to reach them. You can find up to date contact information for all staff members on our website: <https://vanburencd.org/about/>

Upcoming District Events:

- Summer Programming at Wolf Lake State Fish Hatchery | June 29 and August 10 | <https://vanburencd.org/summer-education-2023/>
- Recycling Collections
 - Passenger/Semi Tire and Electronics Collections | June 29 Covert, August 24 Bloomingdale, September 21 Porter
 - Recycle Roundup Collections | August 5 South Haven and October 14 Lawrence
 - Large Tire Collections | July 10 and July 11 Paw Paw
 - <https://vanburencd.org/van-buren-county-recycling-collections/>
- Naturalist Events with the Van Buren District Library Branches | Gobles Hike July 18, Covert Hike August 2, Bangor & Lawrence Paddle August 22 | <https://vanburencd.org/naturalist-2023/>
- VBCD Annual Meeting | July 26 | Flywheelers Museum | <https://vanburencd.org/2023-annual-meeting/>

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In May, Issue 2 of Shoreline Living magazine was released to the public (<https://vanburencd.org/inland-lakes-and-natural-shorelines/>). Water Quality Project Manager Erin Fuller partnered with the Michigan Glacial Lakes Partnership to coordinate the production of this issue featuring five landowners across the Midwest who have used natural landscaping and conservation easements to enhance their lakefront properties and improve the water quality in their lakes. These magazines will be distributed across the Midwest, in print and online. Fuller introduced the magazine during a Midwest Glacial Lakes Partnership webinar on May 2, 2023.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson, Caleigh Dahn*) - The field season has officially begun! The new Strike Team, Jena and Caleigh (pronounced: "Kelly"), have passed their pesticide applicator exams and are working on surveys and treatment. Alex has hit the ground running with site visits, planning for summer events, and wrapping up grant reporting. Abbie kept busy with training the Strike Team and coordinating targeted management and outreach. New project ideas with the Van Buren County Drain Commissioner have been discussed. A population of a state Watch-List species, yellow floating heart, has been confirmed by EGLE and the CISMA.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - In April, the specialist was asked to be part of a task group assembled under the Education Committee of MACD. This task group was assigned with working to bring back the Michigan Envirothon (ME) Program, starting with a Presentation at MACD's Summer Conference. The specialist worked with 2 other



Van Buren Conservation District June 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

MAEAP technicians with a history supporting ME and together they assembled a presentation that the Technician gave at MACD Summer Conf. The presentation went very well and sparked a lot of interest and new additions to the task group. The next step is to find a home for ME, funding, and work to recruit teams for 2024's competition. The specialist was also able to get one farm Re-Verified in MAEAP and a new farmer Verified in MAEAP, both in Farmstead and Cropping. The specialist also completed an assessment with a local Middle School that will make for a quick return and an easy Verification in June in the Greenhouse System.

- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - Completed and supplied landowner with first "system" level conservation plan for habitat improvement. Helped to secure ~\$10,000 / acre, to give them the means to improve and manage critical riparian habitat on the Paw Paw river over the next 15 years.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) - This month has all been about Grazing Day Planning. Grazing Day was June 14 at Windshadow Farm in Bangor and was a great success with over 70 people in attendance. The team was also busy getting final IRA-EQIP contracts adjusted, set, and signed for Van Buren County residents. Many folks from the VBCD and NRCS office came out to Thunderfoot Farm on the morning of May 17 to help with sheep shearing. The technician sincerely appreciates everyone's help in wrestling the sheep and Emily's keen hand in operating the On/Off switch on his badly designed shears.
- **Outreach** (*Jacob Diljak*) - May was a busy month for Outreach with the preparation of summer events and projects. Work is underway for the Van Buren State Trail Project and Paw Paw River Clean Up. A new interactive map was unveiled on the VBCD website as a part of local food promotion (<https://vanburencd.org/food-farm-fun/>).
- **Resource Recovery Recycling** (*Kalli Marshall*) - May marked the completion and submission of the 2023 Michigan EGLE Recycling and Infrastructure Grant Application. We also hosted a successful collection event in Hartford where we collected the heaviest trailer to date with a passenger tire equivalent of 1,476 tires collected. Van Buren County was also one of seven communities to be able to trail a new tool being developed through The Recycling Partnership called "Recycling Solutions Hub".

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-21354**

**RECEIVED
JUL 20 2023
CITY OF HARTFORD**

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval to commence a renewable energy cost reconciliation proceeding for the 12-month period ended December 31, 2022.
- 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 pre-hearing will be held:

DATE/TIME: **Wednesday, August 16, 2023 at 10:00 AM**

BEFORE: **Administrative Law Judge Jonathan Thoits**

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 pre-hearing to consider Indiana Michigan Power Company’s (I&M) June 29, 2023 application requesting the Commission to: 1) approve I&M to commence a Renewable Energy Cost Reconciliation (REP) proceeding for the period ended December 31, 2022; 2) approve 366,157 RECs as I&M’s 2022 Renewable Energy Credit Portfolio Standard requirement set forth in 2008 PA 295, as amended by Public Act 342 of 2016; 3) determine that I&M is in compliance with the renewable energy standard requirements set forth in 2008 PA 295, as amended by Public Act 342 of 2016, for the 2022 compliance period; 4) approve I&M’s reconciliation of REP surcharge revenues and total actual cost of compliance through December 31, 2022 resulting in a regulatory liability, including carrying charges of \$23,175,312; and 5) grant I&M additional relief as the Commission may deem reasonable and appropriate.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: 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 August 9, 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.

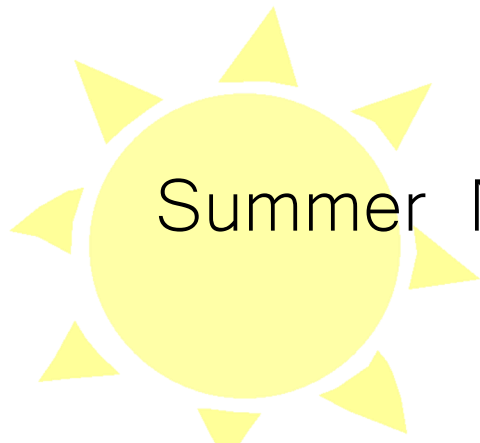
Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21354**. Statements may be emailed to: 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.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2008 PA 295, MCL 460.1001 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-21354



Summer Newsletter



JULY 2023

Strawberry Festival Wrap Up!

This year the Strawberry Festival was a great success. We had three wonderful days. Hartford citizens and others from surrounding communities enjoyed the food, rides and entertainment. What did you think of our festival this year? We would love to hear from you. Email us at:

hartfordmichaber@gmail.com. If you would like to be involved with the Hartford Strawberry Festival please attend our next Committee meeting on July 26th@ 6pm at the Hartford Public Library.

The Chamber of Commerce would like to thank our sponsors for making this community event possible:

Diamond Level

City of Hartford
Corewell Health
Hartford Township
Honor Credit Union
Lounsbury Excavating Inc.
Med Leaf Provisioning
Stone Soup Lab
Taqueria y Mariscos El Primo

Platinum Level

A&B Packing
Biggby Coffee Of Coloma & Watervliet
Charlie Weeden Inc.
Kellogg Hardware
Mann Metal Finishing
Panel Room
Pro Slot
Red Arrow Dairy
S&A Automotive
Wightman



Gold Level

B.M.D.
Bachman's Welding
Best Way Disposal
City Commissioner
Jane Danger
Crown Trophy
Harding's Market West
Hartford Fire Department
Johnson's Heating and Air
Learn and Grow Childcare
Miller Thermometer
Rabbit Hole Comics
Senator Aric Nesbitt
State Rep. Pauline
Wenzel
Stephanie Daniels
Van Buren County Commissioner Mike Chappell
Vibrant Healing LLC

About HACOC

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Hartford Area Chamber of Commerce is organized to advance the general welfare and prosperity of the Hartford area so its' citizens and all areas of the business community shall prosper. All necessary means of promotion shall be provided and particular attention and emphasis shall be given to the economic, commercial, cultural, industrial, educational and civic interests of the area.

Coming Soon!

The Hartford Area Chamber of Commerce will be sponsoring several "After Hour Events" throughout the year. If your business would like to host an event please contact us. Call Patty Schroeder at (269)588-5103 ex 2

The next "After Hours Event" will be announced soon. So keep an eye out for the announcement.



"After Hours Events" are a great way to network with other businesses and to meet other people in our community.

Reminder

Hartford Area Chamber of Commerce meetings are held the first Wednesday of the month at 5:30pm at the Hartford Public Library

2023 Meeting Dates:

August 2nd
September 6th
October 4th
November 1st
December 6th

Chamber Board Members

President

Judy Kieffer-Phillips

Vice President/Secretary

Stephanie Daniels

Treasurer

(Business Secretary)

Patty Schroeder

Trustee

Pat Vawter

Trustee

Mike Chappell

Trustee

Matt Nilson

Trustee

Nancy Spoula



View our website:
www.hartfordmichamber.org



Membership Benefits

Being a member of the Hartford Area Chamber of Commerce ensures your business is recognized as having a key role in our community.

HACOC sponsors the **Hartford Strawberry Festival** on the second weekend in June each year. The festival is the chambers biggest fundraiser and provides business advertising promotions; which helps make a visible difference for your business in the community. Please consider being a sponsor of the festival for a bigger and better visibility for your business.

What other benefits are there for your business:

- * Business listing on our chamber website: www.hartfordmichamber.org
- * Membership sticker for your business to show you are a chamber member.
- * Networking with business members at meetings and special events.
- * Genesis Web Design offers to our Chamber Members \$200.00 off on a 5 page website. Contact John Ruder at (269)429-7014 or designer@genesiswebd.com for more information.
- * Vibrant Healing LLC. offers 15% off a Reiki session for any chamber member. Call (269) 674-1335 for more information.

Please consider offering a member to membership discount for your business to help build a better chamber.

Promote Your Business

Facebook:

Facebook is a great way to reach customers for free. The Chamber would like to help “share” your business and any promotions you may have going on. Please let us know when you would like us to “share” your Facebook posts and we would be happy to oblige.

Business Opportunity:

Would you like this newsletter to showcase your business? Please email your information to:

hartfordmichamber@gmail.com and you will be considered for our next newsletter.



Roxann Isbrecht

From: Bradley Geesaman <geesamanb@hpsmi.org>
Sent: Tuesday, July 11, 2023 6:23 PM
To: Roxann Isbrecht; Hartford Chamber of Commerce; Rick Hall; Board of Education; All HPS Mail; Ronald Sefcik; Sanya Vitale; Hartford Foundation; Jason May
Subject: Unofficial Board Meeting Minutes

**Unofficial Board Meeting Minutes
2022-2023**

Special Meeting
Central Office
07/10/2023
7:00pm

Mission Statement: Hartford Public Schools is dedicated to fostering a love of learning in an innovative, cooperative, and safe climate which empowers students to be productive, caring, and respectful citizens that are prepared for their future endeavors.

Vision Statement: Create an appealing school district that produces measurable gains in student achievement and helps make a more prideful and pleasant community to live and work.

V. PUBLIC WISHING TO ADDRESS THE BOARD OF EDUCATION

None

VI. OFFICIAL BUSINESS

1. Preliminary Qualification of Bonds

- The Board of Education approved the Application for Preliminary Qualification of Bonds as presented.

The information above does not represent official minutes from the Hartford Board of Education.

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Brad Geesaman
Superintendent of Schools
115 School Street
Hartford, MI 49057
geesamanb@[hpsmi.org](mailto:geesamanb@hpsmi.org)
Office # (269) 621-7001

"Every Student Matters, Every Moment Counts"



HARTFORD COUNCIL FOR RECREATION
PO BOX 332, HARTFORD, MI 49057
www.hartfordrecreation.org

INTERLOCAL BOARD OF COMMISSIONERS & HARTFORD COUNCIL FOR RECREATION

Thursday, June 22, 2023

7:30 PM

Ball Park Pavilion

THE BOARD MEETS THE 3RD THURSDAY OF THE MONTH

7:30 Meeting called to order

Present: Jason May, Megan Mireles, Rick Hall, Bianca Deckard, Andy Bachman, Joe Morsaw

Absent:

Public present: America May, Amber and Jesus Guajardo, Lindsay Morsaw, Mike Burtchett, Neil Friday, Sandy Burtchett

Approved May Minutes:

Motion: Bianca Deckard

Second: Megan Mireles

4-0

Financials:

Budget:

Honor accounts

Concession account: \$11,721.26

League of Miracles: \$2,665.91

General Fund: \$3,657.40

Bills to pay: softball, Baseball and Tball uniforms,

To add: Concession profit and sign up money

Status of New Organization Paperwork- Official new name- Hartford Council for Recreation Sports League
 New Gmail account.

Baseball/Softball:

Regular season is wrapped up.

Softball tournament: June 30-July 2

7 8u teams, 8 10u teams, 5 12u teams and 3 14u teams

Baseball tournament: July 7-9

Umpire pay for tournaments: 45 behind the plate, 40 on machine, 35 field ump

Football/cheer:

Check prices on flag jerseys

Check insurance

Prices set for fall 2023

Flag: ? Waiting on shirt prices

Cheer: 45

Rocket: 100

Sibling discounts

First practice for football August 7
Hosting Jamboree on August 26
Taylor and Bianca Deckard- Football Directors
Amber Beltran- Cheer Director
Cheer Coaches-
Angel Bowling: Flag
Amber Beltran: juniors and seniors
In person sign ups- June 28 and 29. 5-8

Basketball:
Out of season.
Get all uniforms together and cleaned.
Get Tote for storage

League of Miracles update:
Had special meeting on 6/7 to hold discussions and resolve issues.
Bank Card given for league.
Fundraisers coming up: corn hole and softball tournaments at Coloma FOP July 22.

Old Business-
AED
501(c)3- progress, America working on steps to get everything on track.

New Business:
Big C donation, put sign back up
Background check issues, once paperwork is complete we can apply to run them for free.

Public comments: Allstar tournament discussion.

Next meeting- July 20, 2023 7:30 at Ball Park Pavilion

Meeting Adjourned- 8:37 5-0



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

Police Report for Month of June 2023

Total Duty Hours	710	Foot Patrol Hours	10
Arrests	13	Felony	2
B&E's	0	Misdemeanor	11
Arrest Warrants Issued	8	Traffic Citations Issued	27
Homicide	0	Robbery	0
Sex Crimes	1	Trespassing	4
Assaults	4	UDAA (stolen auto)	0
Burglary	0	Larceny	5
Frauds	2	Property Destruction/Vandalism	0
NFS Checks	0	Juvenile Del	5
OUIL	1	Drug Investigations	3
Civils	6	Public Peace	5
Lost Property	3	Found Property	1
Suspicious Person(s)/Vehicle(s)	8	Alarms	5
Health/Safety	7	PDA	11
Assist to other Agencies	35	Michigan State Police	4
Van Buren Co Sheriff	15	FIRE/EMS	16
Other Local Agencies	4	Persons	5

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



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

Police Report for Month of May 2023

Total Duty Hours	744	Foot Patrol Hours	12
Arrests	17	Felony	3
B&E's	0	Misdemeanor	14
Arrest Warrants Issued	8	Traffic Citations Issued	20
Homicide	0	Robbery	1
Sex Crimes	1	Trespassing	5
Assaults	5	UDAA (stolen auto)	0
Burglary	1	Larceny	4
Frauds	1	Property Destruction/Vandalism	3
NFS Checks	0	Juvenile Del	2
OUIL	2	Drug Investigations	6
Civils	9	Public Peace	5
Lost Property	3	Found Property	3
Suspicious Person(s)/Vehicle(s)	3	Alarms	10
Health/Safety	13	Traffic Crash	4
Assist to other Agencies	33	Michigan State Police	3
Van Buren Co Sheriff	12	FIRE/EMS	16
Other Local Agencies	8	Persons	3

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

Roxann Isbrecht

From: Helen Sullivan <hsulli.2012@gmail.com>
Sent: Wednesday, July 19, 2023 10:28 AM
To: Roxann Isbrecht
Subject: Fire Board Report

The meeting started at 7. Although, I was unable to attend, I wanted to share highlights as shared by Ron Sefcik.

Bills of \$39,008.37 were approved.

As you may know, the Fire Board received a letter from the Michigan Department of Treasury concerning the state of our books.

We have hired Peter Stanislawski to take care of our books. There were too many categories and entries.

He has been working on the books and has written a letter to the Michigan Department of Treasury in response.

We have also contacted Siegfried Crandall to build a new program that will better conform to the proper accounting program. Due to the state of the books, we will start completely over as of July 1st.

There was also a required organizational meeting. All board positions stayed the same and members were placed in committees as provided for in the interlocal agreement.

There has also been a short discussion of the board rewriting the interlocal agreement. With the deletion of the secretary position and the addition of a bookkeeper, it has changed the job descriptions for some of the board members.

We ask for your patience as we make these changes.

Respectfully submitted.

Helen Sullivan

City of Hartford

Hartford Fire Board Meeting
July 10, 2023
July Organizational Meeting

Contents

Page 1 Meeting Agenda

Hartford Fire Board
Organizational Meeting Agenda
Monday, 10 July 2023 7:00 PM

- I. Call to Order, Pledge
 - 1. Roll call: Jerry Birmele, Ron Sefcik, Chad Hunt; Helen Sullivan; Carlos Ledesma; Absent:
- II. Public Comment: Limited to three minutes per person
- III. Approval of the Agenda. Motion by _____ Second by _____ Motion: _____

Organization of Fire Board Offices:

- IV. Motion by _____; Second by _____ to nominate _____ as Fire Board Chairperson for the 2023-24 fiscal year. Motion: _____.
- V. Motion by _____; Second by _____ to nominate _____ as Fire Board Vice – Chairperson for the 2023-24 fiscal year. Motion: _____.
- VI. Motion by _____; Second by _____ to nominate _____ as Fire Board Secretary for 2023-24 fiscal year. Motion: _____.
- VII. Motion by _____; Second by _____ to nominate _____ as Fire Board Treasurer for 2023-24 fiscal year. Motion: _____.

Organization of Fire Board Committees:

- VIII. Motion by _____; Second by _____ to nominate _____ & _____ as members of the Personal Committee for the 2023-24 fiscal year. Motion: _____
- IX. Motion by _____; Second by _____ to nominate _____ as the Board Representative on the Membership Review Committee for the 2023-24 fiscal year. Motion: _____
- X. Motion by _____; Second by _____ to nominate _____ & _____ as members of the Compensation Committee for the 2023-24 fiscal year. Motion: _____

XI. Motion by _____; Second by _____ to nominate _____ & _____ as members of the Budget Committee for the 2023-24 fiscal year. Motion: _____

XII. Motion by _____; Second by _____ to nominate _____ & _____ as members of the Policy Review Committee for the 2023-24 fiscal year. Motion: _____

XIII. Motion by _____; Second by _____ to adjourn the 2023-2024 organizational meeting at _____ pm. Motion: _____ .

Hartford Fire Board
Minutes of Organizational Meeting
July 10, 2023

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

Members absent: Helen Sullivan, Jerry Birmele

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski

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

Public Comment opened at 7:01. No Public comments, closed at 7:01

The proposed agenda for the Fire Board meeting of July 10th, 2023, was presented and approved.

Motion by Sefcik; Second by Hunt; to approve the agenda as presented. Yeas: 3 Nays: 0

Motion Approved

Organization of Fire Board Offices:

1. Motion by Hunt; Second by Ledesma to nominate Sefcik as Fire Board Chairperson for the 2023-24 fiscal year. Motion carried 3-0
2. Motion by Sefcik; Second by Ledesma to nominate Hunt as Fire Board Vice-Chairperson for the 2023-24 fiscal year. Motion carried 3-0
3. Motion by Sefcik; Second by Hunt to nominate Birmele as Fire Board Secretary for 2023-24 fiscal year. Motion carried 3-0
4. Motion by Sefcik; Second by Hunt to nominate Ledesma as Fire Board Treasurer for 2023-24 fiscal year. Motion carried 3-0

Organization of Fire Board Committees:

1. Motion by Sefcik; Second by Ledesma to nominate Hunt & Sefcik as members of the Personal Committee for the 2023-24 fiscal year. Motion carried 3-0
2. Motion by Hunt; Second by Ledesma to nominate Sefcik as the Board Representative on the Membership Review committee for the 2023-24 Fiscal year. Motion carried 3-0
3. Motion by Hunt; Second by Ledesma to nominate Ledesma & Sefcik as members of the Compensation committee for the 2023-24 fiscal year. Motion carried 3-0
4. Motion by Sefcik; Second by Hunt to nominate Hunt & Ledesma as members of the Budget Committee for the 2023-24 Fiscal year. Motion carried 3-0
5. Motion by Sefcik; Second by Ledesma to nominate Hunt & Sullivan as members of the Policy Review committee for the 2023-24 fiscal year. Motion carried 3-0

Motion by Ledesma; Second by Sefcik to adjourn the 2023-2024 organizational meeting at 7:09 pm. Motion carried 3-0

**Hartford Fire Board Meeting
July 10, 2023
June Business**

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Page 6	Call Report
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Page 8	Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday, July 10, 2023 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik
- III. Public Comment: Limited to three minutes per person
- IV. Additions or Deletions to the agenda
- V. Approval of the Agenda as presented. Motion by _____ Second by _____ Motion _____
Yeas:___ Nays:_____
- VI. Approval of meeting minutes from June 12th, 2023: Motion by _____ Second _____ Motion _____
Yeas:___ Nays:_____
- VII. Approval of Special meeting minutes from June 29th, 2023: Motion by _____ Second _____ Motion _____
Yeas:_____ Nays:_____
 - a. Accounts Payable: Amount \$39,008.37 Motion by _____ Second _____ by roll
call vote Motion _____ Yea: _____ Nay: _____
- VIII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- IX. Fire calls
- X. Unfinished Business:
- XI. New Business:
 - i. Approval of 1880 Operating Procedure as presented. Motion by _____ Second _____
to approve 1880 Operating Procedure as presented. Yeas:_____ Nays:_____
 - ii. Approval of updated Policy 1002 as presented. Motion by _____ Second _____
to approve Policy 1002 as presented. Yeas:_____ Nays:_____

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 July 10, 2023

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

Others Present: Assistant Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:10 p.m.

Public comment opened at 7:10. No public comments, closed at 7:10

The proposed agenda for the Fire Board meeting of July 10, 2023 was presented, Motion by Sefcik; Second by Ledesma to approve the agenda as presented. Yeas: 3 Nays: 0 Approved

The proposed minutes of the June 12th, 2023, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented Yeas: 3 Nays:0 Approved

The proposed minutes of the June 29th, 2023 Special Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented Yeas: 3 Nays: 0 Approved

Bills were presented for approval in the amount of \$39,008.37 Motion by Sefcik; second by Ledesma to pays bills in the amount of \$39,008.37. Motion approved upon roll call vote of members present. Yeas: Hunt, Sefcik, Ledesma Nays:0

Discussion of Last months Fire calls

Unfished Business: NONE

New Business:

1. Approval of 1880 operating Procedure as presented. Motion by Sefcik; second by Hunt to approve 1880 Operating Procedure as presented. Yeas: 3 Nays: 0 Approved

- 2. Approval of updates to Policy 1002 as presented. Motion by Sefcik; Second by Ledesma to approve Policy 1002 as presented. Yeas: 3 Nays 0 Approved

Fire Chiefs Report:

- 1. Meetings Attended:
 - Township
 - City
 - VBC Medical Control
 - VBC FF Training Committee
- 2. Worked with new accountant.
- 3. Ladder testing is scheduled for July 12, 2023

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

- 1. Meetings Attended
 - Township
- 2. Strawberry Fest Event
- 3. Station Rearranged for VBEMS
- 4. Event @ Daycare
- 5. Grant Submitted to State of Michigan
- 6. SOG wrote for MULE

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Discussion on storage of fire department equipment at the current township barn.
- Township is planning to tear down current barn.

Minutes of Fire Board Meeting July 10, 2023

- Working with Abon Marche on Building for VBEMS
- Discussion on possible pole building addition at fire station for storage of fire department equipment.

Motion by Sefcik; Second by Hunt to adjourn the meeting at 7:32 Yeas:3
Nays:0 Approved

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting June 12, 2023

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

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

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

The proposed agenda for the Fire Board meeting of June 12, 2023 was presented and amended. Motion by Hunt; Second by Birmele; to approve the agenda as amended. Yeas: 5; Nays 0; Motion: Approved

Presentation by Ryan Marschke of Hungerford Nichols—The Hartford Fire Board was given a “Clean Opinion” with a strong fund balance.

The proposed minutes of the May 8, 2023 Fire Board meeting were presented. Motion by Sullivan; Second by Sefcik to accept the minutes as presented. Yeas: 5, Nays 0 Motion: Approved

The May Treasurer’s report was presented. Motion by Hunt; Second by Birmele; to accept Treasurer’s report as presented. Yeas: 5, Nays 0 Motion: Approved

Bills were presented for approval in the amount of **\$30,799.68** Motion by Birmele; Second by Ledesma; to pay bills in amount of **\$30,799.68**. Motion Approved upon roll call vote of members present. Yeah: Birmele, Hunt, Sullivan, Ledesma, Sefcik Nays: 0

Unfinished Business:

1. Continued Discussion of Employee HandBook updates Motion by Hunt to approve the updated Hartford Fire Department Handbook Second by Ledesma Motion Approved Yeas: 5, Nays 0

New Business:

1. Discussion of Huntington accounts. Ledesma is completing the paperwork for the 2 new investment accounts.
2. Meeting dates for 2023/2024 were discussed Sefcik made a motion to continue the meetings on the second Monday of each month. Second by Hunt Motion: Approved Yeas: 5, Nays 0

Fire Chief’s Report:

Meetings Attended:

- Township
- City

Minutes of Fire Board Meeting June 12, 2023

- VBC Medical Control
- VBC FF Training Committee

Information:

1. Participated in end of year water days for Redwood.
2. Annual hose testing completed. See Report in packet.
3. Strawberry Festival this past weekend
4. VBEMS may be providing service sooner than July 1st

Respectfully Submitted,
Robbie Harting
Robbie Harting-Fire Chief

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

- Pancake Breakfast
- Flags out at Cemetary
- Additional work on Mule
- Proctored FF 1 & 2 Practical Exam
- Elementary School Event
- Working on Grant from State of Michigan
- Initial mule training completed
- Investigating a company to re-couple hoses which did not pass—need to complete a cost analysis

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Sefcik; second by Ledesma to close meeting at 7:44 pm. Yeas: 5, Nays:0 Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
 Minutes of Special Fire Board Meeting
 June 29, 2023

Members Present upon roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, Carlos Ledesma, Ron Sefcik

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

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

The proposed agenda for the Fire Board meeting of June 29, 2023, was presented and amended.

Motion by Birmele; Second by Ledesma; to approve the agenda as amended. Yeas: 5 Nays: 0
 Motion Approved

New Business:

- i. Review letter from Department of Treasury State of Michigan:
 Discussion on letter from State and a letter of response needs to be generated to appease the state.
- ii. Review email from Hungerford Nichols:
 Discussion on email from Hungerford Nichols, Hungerford Nichols is no longer interested in bidding on auditing services currently.
- iii. New firm for audits Siegfried Crandall in Portage Michigan:
 Discussion on auditing firm Siegfried Crandall, they provide services for Bangor Fire Department and 10 or 11 more Fire Departments in the area.
- iv. New Accountant Peter Stanslawski
 Discussion on New Accountant Peter Stanslawski
- v. Adding Peter Stanslawski to all Fire Department Bank Accounts
 Motion by Sefcik; Second by Sullivan to approve adding Peter Stanslawski to all Hartford Fire Department Bank Accounts with Huntington Bank and authorize Peter Stanslawski as an authorized user. Yeas: 5 Nays: 0
 Motion Approved
- vi. Discussion of board member titles and functions per interlocal agreement
 Discussion on responsibilities of board members per the agreement

Question on whether or not all board members need to be bonded- Don't have an answer at this time.
Need to get our books in order asap.
Rob & Kevin will be taking up additional administrative duties.
Should the Treasurer receive additional compensation- something to discuss in the future.

Motion by Sefcik; second by Sullivan to adjourn at 7:19 pm.
Yeas: 5 Nays: 0
Motion Approved

12:32 PM
07/07/23

Hartford Fire Board
A/P Aging Detail
As of July 31, 2023

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Bill	07/04/2023		A T & T	07/04/2023	27	405.63
Bill	07/07/2023	89868...	ShellFleet Plus Card	07/07/2023	24	421.34
Bill	07/07/2023	114829	ESO	07/17/2023	14	1,968.34
Bill	07/07/2023	76128...	VFIS	07/17/2023	14	3,882.00
Bill	07/07/2023	73215	Vector Solutions	07/17/2023	14	3,728.57
Bill	07/07/2023	41962	Dinges Fire Company	07/17/2023	14	139.43
Bill	07/07/2023		Comcast	07/17/2023	14	232.49
Bill	07/07/2023	12309	Fire CATT, LLC	07/17/2023	14	3,040.00
Bill	07/07/2023	41971...	Stryker Sales LLC	07/17/2023	14	420.00
Bill	07/07/2023	37901...	Auto-Wares	07/17/2023	14	182.57
Bill	07/01/2023		Indiana Mich Power	07/27/2023	4	388.00
Total 1 - 30						14,808.37

Hartford Fire Board

7/7/2023 12:42 PM

Register: 102 Regular Check Hunt..3427

From 06/13/2023 through 07/07/2023

Sorted by: Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/15/2023	14948	Harting, Robbie L	-split-		1,721.60			131,019.07
06/15/2023	ACH	McGrew, Kevin S	-split-		841.34			130,177.73
06/15/2023	ACH	IRS Online Payment	513 Payroll Taxes		805.78			129,371.95
06/18/2023			402 Hartford City	Deposit			11,484.76	140,856.71
06/23/2023			420 Bangor 1st Resp R...	Deposit			1,631.25	142,487.96
06/23/2023			-split-	Deposit			1,385.75	143,873.71
06/26/2023	14960	City of Hartford {2}	201 Accounts Payable		269.91			143,198.10
06/26/2023	14961	Crystal Flash Energy	201 Accounts Payable		866.47			142,331.63
06/26/2023	14962	Hungerford Nichols ...	201 Accounts Payable	Invoice # 177393	5,150.00			137,181.63
06/26/2023	14963	McKesson Medical-S...	201 Accounts Payable		608.46			136,573.17
06/26/2023	14964	Rawhide Fire Hose L...	201 Accounts Payable		212.53			136,360.64
06/26/2023	14965	Roe-Comm., Inc.	201 Accounts Payable	Invoice #358899	225.00			136,135.64
06/15/2023	Auto	Comcast	201 Accounts Payable		230.22			135,524.12
06/26/2023	Auto	Indiana Mich Power	201 Accounts Payable		388.00			134,697.99
07/01/2023	ACH	Harting, Robbie L	-split-		1,691.59			133,006.40
07/03/2023	ACH	IRS Online Payment	513 Payroll Taxes	Chief's June 15...	595.14			132,411.26
06/27/2023	ACH	Bodary, Brandon	-split-		206.12			132,205.14
06/27/2023	ACH	Chappell, Michael S	-split-		217.12			131,988.02
06/27/2023	ACH	Eastman, Scott S	-split-		77.74			131,910.28
06/27/2023	ACH	Flemming, Lisa M.	-split-		68.66			131,841.62
06/27/2023	ACH	Flemming, Ryan C.	-split-		0.48			131,841.14
06/27/2023	ACH	Fry, Steven G	-split-		116.79			131,724.35
06/27/2023	ACH	Harting, Brandiwyne A	-split-		60.86			131,663.49
06/27/2023	ACH	High, Sara M.	-split-		1.75			131,661.74
06/27/2023	ACH	High, Tyler	-split-		143.15			131,518.59
06/27/2023	ACH	Hunt, Cole E.	-split-		146.20			131,372.39
06/27/2023	ACH	Kiernan, Carole J	-split-		581.46			130,790.93
06/27/2023	ACH	Love, Kirkland	-split-		181.44			130,609.49
06/27/2023	ACH	McClellan, Troy	-split-		19.32			130,590.17
06/27/2023	ACH	McGrew, Kevin S	-split-		1,317.49			129,272.68
06/27/2023	ACH	Reed, Kevin A	-split-		13.17			129,259.51
06/27/2023	ACH	Roberts, Khelun J.	-split-		610.97			128,648.54
06/27/2023	ACH	Sharpe, Ian	-split-		331.80			128,316.74
06/27/2023	ACH	VanDeWiele, Cary L	-split-		141.80			128,174.94
06/27/2023	ACH	Weberg, Scott C	-split-		349.21			127,825.73
06/27/2023	ACH	Ron Sefcik	528 Bd Members Com...		60.00			127,765.73
06/27/2023	ACH	Carlos Ledesma	528 Bd Members Com...		60.00			127,705.73
06/27/2023	ACH	Helen Sullivan	528 Bd Members Com...		60.00			127,645.73
06/27/2023	ACH	Chad Hunt	528 Bd Members Com...		60.00			127,585.73
06/27/2023	ACH	Jerry Birmele	528 Bd Members Com...		60.00			127,525.73

Hartford Fire Board

7/7/2023 12:42 PM

Register: 102 Regular Check Hunt..3427

From 06/13/2023 through 07/07/2023

Sorted by: Order Entered

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
06/27/2023	online	IRS Online Payment	513 Payroll Taxes		1,126.20			126,399.53
06/28/2023	ACH	Hartford Firefighters ...	410 Firefighters Assn ...	410	540.00			125,859.53

Fire Chiefs Report

July 2023

INFORMATION:

1. Meetings Attended:
 - Township
 - City
 - VBC Medical Control
 - VBC FF Training Committee
2. Worked with new accountant.
3. Ladder testing is scheduled for July 12, 2023

Robbie Harting – Fire Chief

Assistant Chief Report

July

Information

- Strawberry Fest Event
- Station Rearranged for VBEMS
- Event @ Daycare
- Grant Submitted to State of Michigan
- SOG wrote for the MULE

Meetings Attended: Township Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

1880

OPERATING PROCEDURE

A. STARTING

1. Perform a 360 visual around the vehicle.
2. Occupants Shall wear seat belts at times while operating this vehicle.
3. Only Two personal shall ride in this vehicle while responding in Emergency Mode.
4. Close all doors.
5. Ensure the Parking Brake is set.
6. Ensure transmission is in the (N) neutral position.
7. Turn the ignition switch key to the "Start" position to activate the electric starter.
8. Turn on Portable Radio's and don Red Headsets.
9. Turn emergency lights on.
10. Turn headlights on.
11. Shift transmission into (H) high gear
12. Release the parking brake.
13. Proceed to Destination.

B. BEFORE LEAVING THE ROAD- (if four-wheel drive is necessary)

1. STOP the vehicle completely.
2. Push the selectable 2WD/4WD shift switch to select 4WD
3. Drive off slowly to allow "4WD" to engage. As it engages, the "4WD" indicator symbol will appear on dash.
4. If vehicle becomes stuck or necessary to lock in differential- follow the following procedure.
5. Stop the vehicle completely.
6. Push the selectable "DIFF-LOCK" shift switch to the "LOCK" position.
7. Shift the transmission into (L) Low position and try to escape by slowly revving up the engine.
8. If the above method is not successful, you can use the winch installed at the front of vehicle or seek help from another vehicle for towing. (Refer to Winch Operation)

C. TO START THE PUMP (HONDA)

1. Turn ON/OFF switch to "ON" position.
2. Turn on Gas (black switch towards you)
3. Turn on Choke (grey switch towards cab)
4. Crack Open the Recirculation Valve
5. Pull rope until engine starts.
6. Increase Throttle (silver lever up)
7. Open appropriate discharges.
8. Foam Operations-
9. Open Valve at bottom of foam tank
10. Turn selector from "OFF" to "3%"
11. If necessary, use foam nozzle (located underneath seat)

1880
OPERATING PROCEDURE

D. SHUTDOWN PUMP

1. Throttle down the pump to idle.
2. Turn on/off button to off.
3. Turn gas off.

E. RETURNING TO THE ROAD

1. STOP the vehicle completely
2. Shift transmission into neutral
3. Push the selectable 2WD/4WD shift switch to select 2WD

F. SHUTDOWN AT STATION

1. All lights should be off.
2. Turn ignition switch off.
3. Set parking brake.
4. Plug in charger.
5. Check all fluids levels and fill as needed.
6. Wash and dry vehicle

G. FILLING WATER TANK

1. Fill directly into tank in the port located on top of tank.
2. Fill using 1.¾ fill line located underneath the seat, utilizing the camlock port on the pump.

H. WINCH OPERATIOIS

1. Winch can be operated by either the switch located on the dash or by utilizing the handheld remote- remote is in the glove box and plugs into port on dash.

NOTE: This vehicle does not go on the highway

HARTFORD FIRE DEPARTMENT

Policy Order

1002

ALL-TERRAIN VEHICLE

I. PURPOSE

To establish requirements for operating the ATV.

II. SCOPE

To ensure safe operation of the Hartford Fire Department All-Terrain Vehicle. (Kawasaki Mule Pro-Fx) unit 1880

III. POLICY

All members will utilize due regard when operating the All-Terrain Vehicle at any drill, incident, or function to prevent injuries and/or vehicle damage.

IV. PROCEDURE

VEHICLE USAGE:

- Will only be used for **APPROVED** Fire Department functions.
- At no time will any operator risk damage to the vehicle by attempting to operate the vehicle outside of its ability on any terrain.
- Drivers will utilize due regard when operating on or off-road.
- Drives will maintain an appropriate speed in relation to terrain conditions.
- At **no time** will any operator attempt to cross railroad tracks in any area other than designated Railroad Crossings.
- **Avoid driving through water whenever it is possible, NEVER operate the vehicle in fast-flowing water or in water deeper than the bottom edge of the axle caps.**
- All drivers will be at least 21 years of age.
- All drivers must have a valid driver's license.
- Seat belts **MUST** be worn when the vehicle is in motion.
- Supplied Helmets **MUST** be worn while Responding in Emergency Mode.
- Appropriate PPE shall be worn in accordance with **Policy Order 502**

Hartford Fire Department

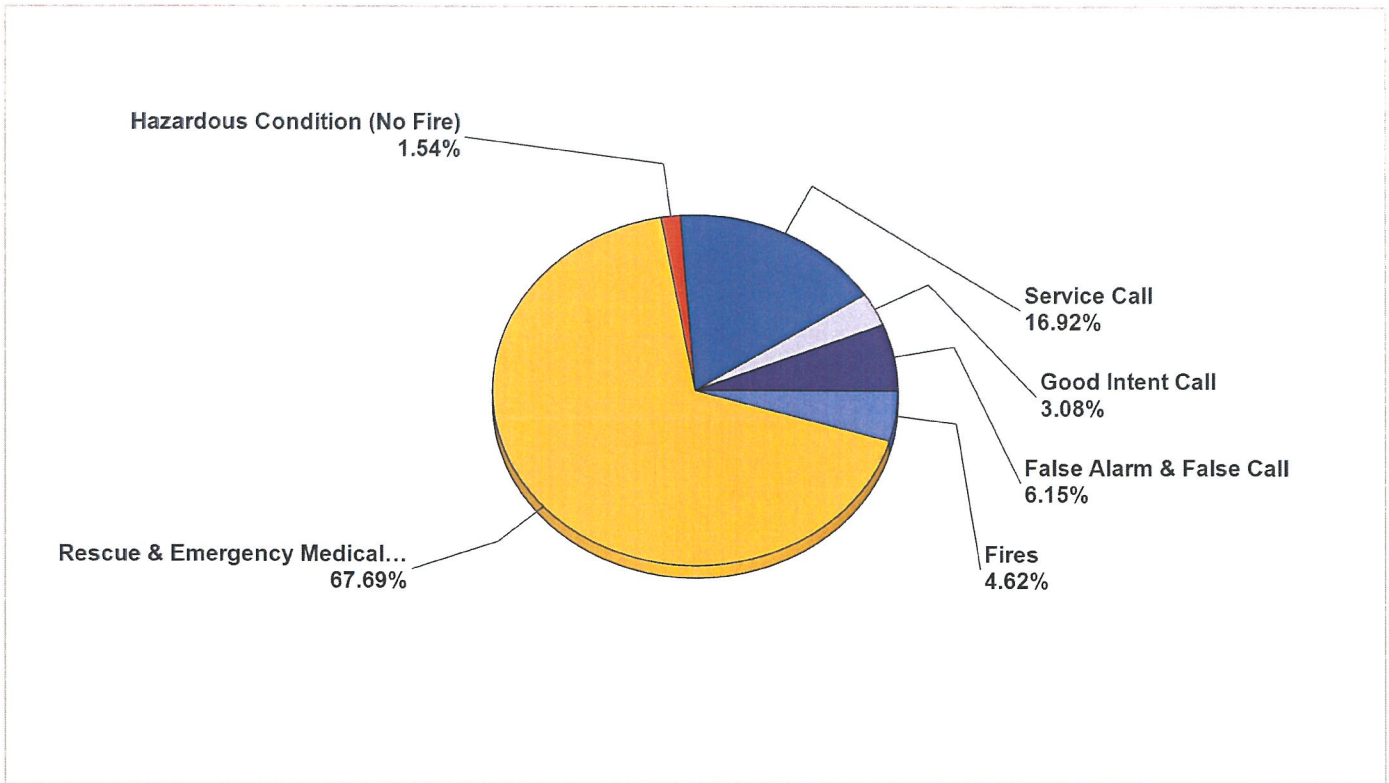


Hartford, MI

This report was generated on 7/3/2023 8:59:59 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2023 | End Date: 06/30/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	4.62%
Rescue & Emergency Medical Service	44	67.69%
Hazardous Condition (No Fire)	1	1.54%
Service Call	11	16.92%
Good Intent Call	2	3.08%
False Alarm & False Call	4	6.15%
TOTAL	65	100%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	3.08%
151 - Outside rubbish, trash or waste fire	1	1.54%
311 - Medical assist, assist EMS crew	20	30.77%
321 - EMS call, excluding vehicle accident with injury	18	27.69%
322 - Motor vehicle accident with injuries	4	6.15%
324 - Motor vehicle accident with no injuries.	2	3.08%
444 - Power line down	1	1.54%
500 - Service Call, other	4	6.15%
551 - Assist police or other governmental agency	1	1.54%
554 - Assist invalid	5	7.69%
561 - Unauthorized burning	1	1.54%
611 - Dispatched & cancelled en route	1	1.54%
651 - Smoke scare, odor of smoke	1	1.54%
733 - Smoke detector activation due to malfunction	2	3.08%
735 - Alarm system sounded due to malfunction	1	1.54%
746 - Carbon monoxide detector activation, no CO	1	1.54%
TOTAL INCIDENTS:	65	100%

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

Hartford Fire Department

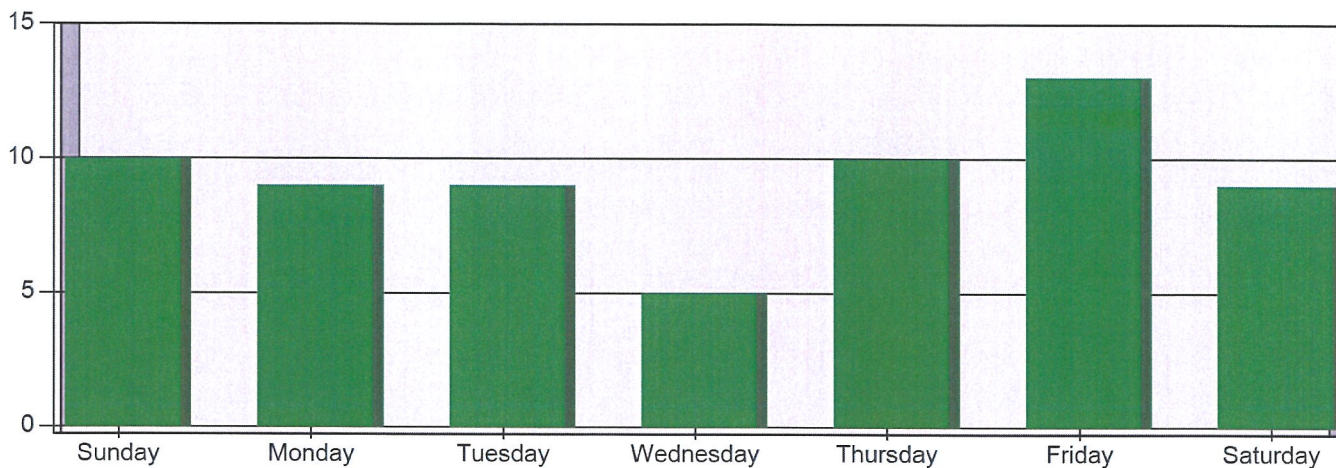
Hartford, MI

This report was generated on 7/3/2023 9:06:03 AM



Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2023 | End Date: 06/30/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	10
Monday	9
Tuesday	9
Wednesday	5
Thursday	10
Friday	13
Saturday	9

TOTAL

65

Only Reviewed incidents included.



emergencyreporting.com
Doc Id: 1284
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Hartford Fire Department

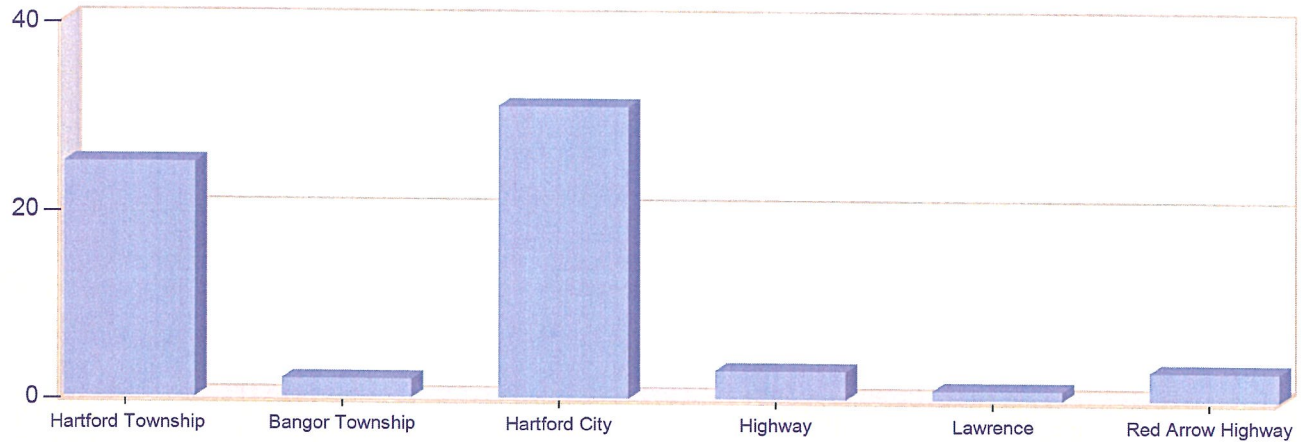
Hartford, MI

This report was generated on 7/3/2023 9:04:46 AM



Incident Type Count per Zone for Date Range

Start Date: 06/01/2023 | End Date: 06/30/2023



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	151 - Outside rubbish, trash or waste fire	1
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	6
	444 - Power line down	1
	500 - Service Call, other	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	1
	733 - Smoke detector activation due to malfunction	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	25
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	2
	<i>Total Incidents for Bangor Township - Bangor:</i>	2
Hartford City - Hartford		
	111 - Building fire	2
	311 - Medical assist, assist EMS crew	6
	321 - EMS call, excluding vehicle accident with injury	12
	500 - Service Call, other	3
	554 - Assist invalid	4
	561 - Unauthorized burning	1

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



emergencyreporting.com
Doc Id: 1404
Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	651 - Smoke scare, odor of smoke	1
	733 - Smoke detector activation due to malfunction	1
	735 - Alarm system sounded due to malfunction	1
	<i>Total Incidents for Hartford City - Hartford:</i>	31
Highway - I 94		
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	2
	<i>Total Incidents for Highway - I 94:</i>	3
Lawrence - Township		
	322 - Motor vehicle accident with injuries	1
	<i>Total Incidents for Lawrence - Township:</i>	1
Red Arrow Highway - Red Arrow Highway		
	322 - Motor vehicle accident with injuries	2
	551 - Assist police or other governmental agency	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway:</i>	3
	<i>Total Count for all Zone:</i>	65

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



Hartford Fire Department

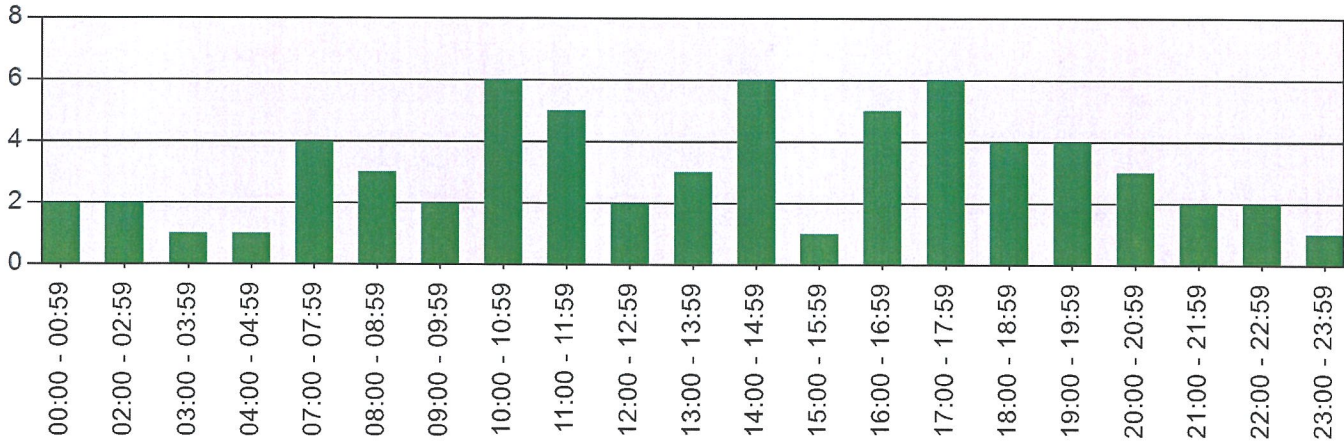
Hartford, MI

This report was generated on 7/3/2023 9:15:01 AM



Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2023 | End Date: 06/30/2023



HOUR	# of CALLS
00:00 - 00:59	2
02:00 - 02:59	2
03:00 - 03:59	1
04:00 - 04:59	1
07:00 - 07:59	4
08:00 - 08:59	3
09:00 - 09:59	2
10:00 - 10:59	6
11:00 - 11:59	5
12:00 - 12:59	2
13:00 - 13:59	3
14:00 - 14:59	6
15:00 - 15:59	1
16:00 - 16:59	5
17:00 - 17:59	6
18:00 - 18:59	4
19:00 - 19:59	4
20:00 - 20:59	3
21:00 - 21:59	2
22:00 - 22:59	2
23:00 - 23:59	1
TOTAL:	65

Only REVIEWED incidents included.



Hartford Fire Department

Hartford, MI

This report was generated on 7/3/2023 10:06:04 AM



Personnel Count per Incident for Date Range

Start Date: 06/01/2023 | End Date: 06/30/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-268	6/1/2023 08:35:00	444 - Power line down	08006	1	2	3
2023-269	6/1/2023 13:14:00	321 - EMS call, excluding vehicle accident with injury	08006	3	4	7
2023-270	6/1/2023 13:40:00	324 - Motor vehicle accident with no injuries.	08006	3	4	7
2023-271	6/1/2023 19:12:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1
2023-272	6/3/2023 07:36:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-273	6/4/2023 00:10:00	321 - EMS call, excluding vehicle accident with injury	08006	3	2	5
2023-274	6/4/2023 00:20:00	321 - EMS call, excluding vehicle accident with injury	08006	2	3	5
2023-275	6/4/2023 10:55:00	554 - Assist invalid	08006	1	0	1
2023-276	6/5/2023 16:31:00	551 - Assist police or other governmental agency	08006	2	1	3
2023-277	6/5/2023 15:33:00	500 - Service Call, other	08006	2	0	2
2023-278	6/6/2023 07:45:00	500 - Service Call, other	08006	2	0	2
2023-279	6/6/2023 14:18:00	733 - Smoke detector activation due to malfunction	08006	3	0	3
2023-280	6/6/2023 18:25:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-281	6/6/2023 21:12:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-282	6/7/2023 02:45:00	500 - Service Call, other	08006	1	0	1
2023-283	6/8/2023 03:57:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-284	6/8/2023 08:21:00	554 - Assist invalid	08006	1	1	2
2023-285	6/8/2023 11:53:00	554 - Assist invalid	08006	2	0	2
2023-286	6/9/2023 09:18:00	554 - Assist invalid	08006	2	2	4
2023-287	6/9/2023 16:05:00	321 - EMS call, excluding vehicle accident with injury	08006	3	5	8
2023-288	6/9/2023 23:18:00	322 - Motor vehicle accident with injuries	08006	7	1	8
2023-289	6/10/2023 10:08:00	321 - EMS call, excluding vehicle accident with injury	08006	2	6	8
2023-290	6/10/2023 12:55:00	311 - Medical assist, assist EMS crew	08006	2	6	8
2023-291	6/10/2023 13:03:00	311 - Medical assist, assist EMS crew	08006	2	6	8
2023-292	6/10/2023 20:21:00	554 - Assist invalid	08006	4	0	4
2023-293	6/11/2023 02:34:00	561 - Unauthorized burning	08006	1	1	2
2023-294	6/11/2023 14:00:00	611 - Dispatched & cancelled en route	08006	1	3	4
2023-295	6/11/2023 21:09:00	321 - EMS call, excluding vehicle accident with injury	08006	5	0	5
2023-296	6/12/2023 09:15:00	111 - Building fire	08006	6	1	7
2023-297	6/13/2023 10:55:00	321 - EMS call, excluding vehicle accident with injury	08006	3	1	4
2023-298	6/13/2023 14:43:00	500 - Service Call, other	08006	2	0	2
2023-299	6/13/2023 17:11:00	321 - EMS call, excluding vehicle accident with injury	08006	3	1	4
2023-300	6/13/2023 20:42:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-301	6/15/2023 07:13:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-302	6/15/2023 18:41:00	651 - Smoke scare, odor of smoke	08006	2	0	2
2023-303	6/16/2023 07:50:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-304	6/16/2023 17:51:00	322 - Motor vehicle accident with injuries	08006	4	0	4

Only REVIEWED incidents included



emergencyreporting.com
Doc Id: 358
Page # 1 of 2

Hartford Fire Department

Hartford, MI

This report was generated on 7/3/2023 9:12:56 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 06/01/2023 | End Date: 06/30/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	35
2	25
3	5

USER-DEFINED FIELD: Lift Assist (Required)	
No	59
Yes	6

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



July 5, 2023

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

Dear Mr. Akinwale,

It is with a heavy heart to provide you with Pride Care’s last average response time report for the month of June 2023. There were eight (8) priority one calls in June with the response time of 7:44 minutes.

There were twelve (12) priority two calls in June with an average response time of 9:25 minutes.

There were two (2) priority three calls in June with an average response time of 11:17 minutes.

A total of twenty-two (22) calls were run by Pride Care in June with an average response time of 8:53 minutes.

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

Sincerely,

Jimmy Wills
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503



June 2023 Board of Commissioners Activity Report

Administration Address
 219 E Paw Paw Street - Suite 305, Paw Paw, MI 49079
 Website: www.vanburencountymi.gov

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

HIGHLIGHTS

1. **Public Defender 2023 Annual Report** - Chad Catalino presented the 2023 Annual Report for the Public Defender's Office. To view the full report, visit the County's minutes and agenda's page.
2. **Van Buren County Road Commission Monthly Update** - Bret Witkowski presented the Road Commission Monthly Update. To view the full report, visit the County's minutes and agenda's page.
3. **VBEMS Contract Amendment** - The Board of Commissioners approved the amendment of the VBEMS Ambulance Services contract to expand the geographical service effective June 16, 2023, and include all of Arlington Township, Bangor City, Bangor Township, Hartford City, and Hartford Township and to terminate the Pride Care Ambulance Services effective June 15, 2023.
4. **Use of County Property – Paw Paw Days 2023** – The Board of Commissioners approved the request to use County property for the 2023 Paw Paw Days event from July 21st – July 22nd.
5. **HSW-USDA Lease** - The USDA is slightly reducing the area necessary to lease at the Human Services West Building, which requires us to submit Amendment #6. This Amendment includes updated drawings and cost estimates. To submit the requested Amendment, they are also asking for proof of authority to show that the Administrator is authorized to act on behalf of the County for the purposes of this proposal. This authorization will apply to the submission of the lease proposal only. If it is accepted, the actual lease will be brought to the Board for formal approval. The ten-year lease will require building improvements, which will be reimbursed over the first 5 years of the lease. This reimbursement will be in addition to the rent. For the first five years, we will receive approximately, \$270,000. For the remaining five years we will receive approximately \$170,000. The Van Buren County Board of Commissioners approves the authorization of John Faul, County Administrator, to act on behalf of the County for the submission of USDA Request for Lease Proposals No. 57- 26159-20-FA Paw Paw, MI.
6. **May 2023 Claims** – Claims in the amount of \$2,134,334.30 for May 2023 were submitted, reviewed, and approved by the Board during the June 27th Board of Commissioners meeting.
7. **County Administrator Contract – John Faul** – The Board of Commissioners approved the contract with John Faul to serve as the Van Buren County Administrator and for the Board Chair to sign on the Board's behalf.

Appointment/Re-appointment Requests

1. **Palisades Community Advisory Panel – John Lewandowski** - The Board of Commissioners approved the appointment of John Lewandowski to the Palisades Community Advisory Panel.
2. **Parks Commission – Daywi Cook** – The Board of Commissioners approved the appointment of Daywi Cook to the Parks Commission for a three-year term set to expire on December 31, 2026.

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

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

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

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

All board meeting agendas and minutes can be found on the county website:

<https://www.vanburencountymi.gov/129/Agendas-Minutes>



**JULY 24, 2023
LIST OF BILLS
FOR FISCAL 2022-2023**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
FLEMING BROTHERS OIL CO	GASOLINE FOR MAY 2023	2,377.01	
	DIESEL FOR MAY 2023	921.69	3,298.70
PC SERVICES	I.T. LABOR HOURS 5/9-6/16/2023		525.00
VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 5/24-6/23/2023		87.00
VILLAGE OF PAW PAW LABORATORY	LAB ANALYSIS FOR MAY 2023	120.00	
	LAB ANALYSIS FOR JUNE 2023	120.00	240.00
WIGHTMAN & ASSOCIATES	PROJECT 212081 - E LINDEN & CLARK STREETS	19,633.16	
	PROJECT 212081 - E LINDEN & CLARK STREETS	45,754.71	
	PROJECT 222250 - S MUNICIPAL PARKING LOT RESURFACING	1,178.48	
	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	4,781.25	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	3,562.50	74,910.10
ZIP CANNABIS/JOE TRUMAN	REFUND SPECIAL LAND USE APPLICATION FEE LESS \$25 ZONING PERMIT		475.00
FISCAL 2023 TOTAL OF CHECKS TO BE WRITTEN 7/25/2023			\$ 79,535.80



**JULY 24, 2023
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
BAKERTILLY	WATER RATE STUDY SERVICES		9,500.00
MIKE BANIC	OCCUPANCY INSPECTIONS 7/12/2023		525.00
BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICES FOR JULY 2023		377.34
BLUE CARE NETWORK	AUGUST 2023 HEALTH INSURANCE		13,724.87
CINTAS CORPORATION	FIRST AID SUPPLIES - CITY HALL	63.01	
	FIRST AID SUPPLIES - POLICE	96.08	
	FIRST AID SUPPLIES - DPW	91.28	250.37
DELTA DENTAL	AUGUST 2023 DENTAL INSURANCE		853.89
ENTERPRISE ENVELOPE	250 BOND RECEIPTS FOR POLICE DEPT	150.00	
	5000 ENVELOPES WITH CITY RETURN ADDRESS	274.80	
	UPDATE SHUT OFF DOOR HANGERS	408.50	833.30
EPS SECURITY	ALARM SYSTEM MONITORING SERVICE AGREEMENT 8/1-10/31/2023		375.00
FRONTIER COMMUNICATIONS	LIFT STATION PHONE 7/7-8/6/2023		49.75
GAGE MOTORS	OIL CHANGE FOR 2022 FORD EXPLORER		49.99
HARTFORD BUILDING AUTHORITY	CITY HALL LEASE PAYMENT FOR AUGUST 2023		4,166.67
HARTFORD FIRE BOARD	AUGUST 2023 CONTRACTUAL PAYMENT		10,589.57
J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
ANGELA STORY	ASSESSING SERVICES FOR JULY 2023		1,283.33
SHAUN SWEET	REIMBURSEMENT FOR WORK BOOTS AND 2 PAIRS OF WORK PANTS (DPW)		195.94
UNUM LIFE INSURANCE CO OF AMERICA	AUGUST 2023 LIFE & DISABILITY INSURANCE		609.02
VISION SERVICE PLAN	AUGUST 2023 VISION INSURANCE		123.48
WATER SOLUTIONS UNLIMITED	300 GALLONS SODIUM BISULFITE + 52 GALLONS SODIUM HYPOSHLORITE (WWTP)		1,977.80
FISCAL 2024 TOTAL OF CHECKS TO BE WRITTEN 7/25/2023			\$ 47,110.32

DEBIT CARD TRANSACTIONS

7/5/2023	LUMEN	LONG DISTANCE TELEPHONE AUTOMATIC WITHDRAWAL (DPW & WWTP)	3.29
7/6/2023	UNITED STATES POSTAL SERVICE	POSTAGE FOR UTILITY BILLING PLUS MAIL LARGE ENVELOPE FOR PLANNING COMMISSION	481.50
7/12/2023	AMAZON.COM	LAWN MOWER BLADE & ADAPTER FOR DPW	58.39
7/14/2023	CHEAPER THAN DIRT.COM	AMMO FOR POLICE DEPARTMENT	206.84

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS	\$	750.02
TOTAL GROSS PAYROLL JUNE 26, 2023 THROUGH JULY 14, 2023 (2 WEEKS)	\$	29,854.70
FISCAL 2024 TOTAL FOR JULY 24, 2023	\$	77,715.04
GRAND TOTAL OF FISCAL 2023 + FISCAL 2024	\$	157,250.84

**CITY OF HARTFORD
INVESTMENT REPORT AS OF JUNE 30, 2023**

Item 14.

BONDS

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
CD'S								
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		
		STURGIS BANK	1/25/2023	9 MONTHS	4.00%	10/25/2023		\$ 168,200
\$ 200,000.00	CD	CONSUMERS CU	6/23/2023	12 MONTHS	5.00%	6/23/2024		\$ 200,000
MUTUAL FUNDS								
\$ 250,000.00	MF	TCF FA	8/11/12	L-T	VARIABLE			
\$ 103,000.00	MF	TCF FA	2/15/11	L-T	VARIABLE			
\$ 50,000.00	MF	TCF FA	6/15/11	L-T	VARIABLE			
\$ 105,000.00	MF	TCF FA	10/28/11	L-T	VARIABLE			
\$ 53,896.00	MF	TCF FA	2/27/11	L-T	VARIABLE			
\$ 74,154.00	MP	TCF FA	5/26/12	L-T	VARIABLE			
\$ 76,493.11	MF	TCF FA	11/6/12	S-T	VARIABLE			
\$ 114,476.00	MF	TCF FA	12/21/13	S-T	VARIABLE			
\$ 100,000.00	MF	TCF FA	2/20/13	S-T	VARIABLE			
AT MARKET		TCF SHORT-TERM MUTUAL FUND				TRANSFER OUT	\$ 333,528.43	\$ -
		TCF LONG-TERM MUTUAL FUND				TRANSFER OUT	\$ 1,062,200.17	\$ -
\$ 1,397,648.70		TRANSFER IN	12/14/2021	L-T	VARIABLE			
\$ (775,000.00)		TRANSFER OUT	6/23/2023	L-T	VARIABLE			
		STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)						\$ 501,707
		TOTAL INVESTMENT AT MARKET VALUE AS OF JUNE 30, 2023						\$ 869,907

THIS IS A DECREASE OF \$577,711.00 FROM LAST QUARTER
 \$300,000.00 WAS DEPOSITED INTO CONSUMERS CU MONEY MARKET ACCOUNT
 AND THE OTHER \$277,711.00 WAS DEPOSITED TO HONOR CU TO ELIMINATE NEGATIVE CASH BALANCE IN SEWER FUND

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JUNE 19, 2023

Item 15.

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

Members Absent:

Staff Present: Rodney-Isbrecht; Vitale

Mayor Richard A. Hall called the special meeting to order at 6:30pm.

Motion by Tibbs, supported by Dockter, to suspend the special meeting & go into closed session for the purpose of discussing the City Managers review at 6:31pm.

Motion carried 7 – 0

Motion by Tibbs, supported by Docker, to return to open session and resume the special meeting at 7:14pm.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to adjourn the meeting at 7:15pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JUNE 26, 2023

Item 16.

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

Staff Present: Rodney-Isbrecht, Shultz; Vitale

Pledge of Allegiance was said.

Motion by Commissioner Beltran, supported by Commissioner Dockter to approve the agenda as amended to include discussion & consideration of Marihuana RFP under old business.

Motion carried 5 – 0

Guests: None

Public Comment:

- Bruce Plyer, 211 Church St – Concerns about his flat rate sewer bill & wanting to connect to water but is not available at the end of Church St. Extension to the Church St & Reynolds St area was included in the water capital improvement plan.

Communications:

- Comcast Communication June 2023 Notice of Programing Price Change
- VBC Friend of the Court Notice of New Location
- VBC Road Commission 2022 Annual Report
- DDA June 28, 2023 Cancelled, Next Meeting July 26, 2023 9:00am
- City Hall will be closed July 4, 2023 in observance of Independence Day
- Special Council Meeting July 11, 2023 at 7:30pm
- Holy Family Healthcare will be closing their facilities on June 30, 2023 after 11 years of service to the community.
- Strawberry Festival Committee sent a Thank You for the City's cooperation in making the 2023 festival a success.
- Commissioner Beltran introduced Gage Gardner who is seeking to get involved in the community and has filed to run as a City Commissioner in the 2023 November 7, 2023 Election.

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

- Hartford Public Library Board Minutes 2023 March & April
 - Hartford Public Schools Meeting Minutes, Communications & 2023-2024 Academic Calendar
 - Planning Commission Meeting Minutes 2023 June
 - VB Conservation District – 2023 May
 - VB Senior Services Meeting Minutes & Communications 2023 May
- A. **Police & Ordinance** – Chief Prince – Commissioners requested information on status of Ordinance Officer – Chief Prince has been out of the office on bereavement & personal leave; the Manager is waiting on results of a background check for the most recent applicant.
- B. **Fire Department** – Chief Harting – \$1,200 raised during Strawberry Festival; Participated in end of school year events; Smoke detectors are available; Hose Testing Complete; Pump Testing Complete; Preparing for VBY Fair; State Fire Marshal is investigating a fire at 105 Engle Way; Fire at 7 West Main St; VB MES has been using the station as needed.
- C. **Ambulance** – Pride Report on file – VB MES took over providing service on June 16, 2023
- D. **Van Buren County** – Mike Chappell – Animal Control building on County Road 681 is in serious need of repair, the County is looking at cost options to meet State requirements to operate.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JUNE 26, 2023

- E. **Public Works** – Report on file, 2022 Water Quality Report Available
- F. **Wastewater Treatment Plant** – Report on file
- G. **Treasurers, Investment & List of Bills** – \$114,842.54
- H. **City Manager** – Weekly Update 6/19/2023; Staffing Update; City Attorney working on several City agreements and ordinance updates; Current Litigation update on agenda; VBEMS Agreement; 7 West Fire update, review by Building Inspector; 215 Shepard St Demolition update; Planning Commission approved Car Wash Site Plan and reviewed ordinance changes; Summer newsletter available; WWTP UV Racks under review by Wightman’s.

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Beltran, to approve the minutes of the May 18, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Beltran, to approve the minutes of the May 22, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Sullivan, supported by Commissioner Beltran, to approve the minutes of the, June 7, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Beltran, to approve the minutes of the, June 7, 2023 special closed business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Beltran, to approve the minutes of the, June 13, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Sullivan, supported by Commissioner Beltran, to approve the minutes of the, June 19, 2023 special closed business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Approval of Reports:

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

Motion carried 5 – 0

Motion by Commissioner Sullivan, supported by Commissioner Dockter, to approve the June 26, 2023 list of bills in the amount of \$965,031.70.

Motion carried 5 – 0

Motion by Commissioner Beltran, supported by Commissioner Dockter, to approve the July, 2023 list of bills in the amount of \$33,170.16.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JUNE 26, 2023

Motion carried 5 – 0

Goals/Objectives: None

Old Business:

- Discussion & Consider Re-Releasing Recreational Marihuana RFP

Motion by Commissioner Beltran, supported by Commissioner Dockter, to re-release the Recreational Marihuana RFP for two weeks.

Motion carried 4 – 1 (Danger)

Discussion: The City Manager is requesting to re-open the Recreational Marihuana RFP for two weeks to accept applications by interested parties.

New Business:

- Discuss & Consider – Closed Session to Discuss & Review Pending Legal Litigation

Motion by Commissioner Beltran, supported by Commissioner Danger, to suspend the regular business meeting to go into closed session for the purpose of discussing pending legal litigation at 7:59pm.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger to return to open session and resume the regular meeting at 8:18pm.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger to approve the settlement of pending legal litigation that was discussed in closed session.

Motion carried 5 – 0

- Discuss & Consider – EPS Access Control Equipment Proposal \$2,137.81 + Monthly Service

Motion by Commissioner Beltran, supported by Commissioner Dockter to approve the Access Control Equipment & monthly service as proposed by EPS in the amount of \$2,137.81 and authorize the City Manager to sign the agreement.

Motion carried 5 – 0

- Discuss & Consider – RFP Demolition 106 South Center Street

Motion by Commissioner Dockter, supported by Commissioner Danger to approve the issuance of request for Demolition proposal for 106 South Center Street as presented.

Motion carried 5 – 0

- Discuss & Consider – Ely Park Rules – The City Manager provided her recommendations and the Commission provided their input on the rules and application. The Manager will bring back a policy & rules for the park.

- Discuss & Consider – 2022 Fire Board Audit

Motion by Commissioner Beltran, supported by Commissioner Dockter to accept the 2022 Fire Board Audit.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JUNE 26, 2023

Motion carried 5 – 0

Resolutions, Ordinance, Proclamation's:

- Resolution 2023 – 017 Amending Sewer Rates

Motion by Commissioner Dockter, supported by Commissioner Beltran, to adopt Resolution 2023 – 017 amending the City of Hartford sewer rates.

Motion carried 4 – 1 (Danger)

- Resolution 2023 – 018 Amending Water Rates

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to adopt Resolution 2023 – 018 amending the City of Hartford water rates

Motion carried 4 – 1 (Danger)

- Resolution 2023 – 019 2023/2024 4th Quarter Budget Adjustments

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to adopt Resolution 2023 – 019 approving the 2023/2024 4th Quarter Budget adjustments.

Motion carried 5 – 0

- Discuss & Consider Regulation of Garage, Yard, Basement & Private Sales Ordinance

Discussion: Council provided their input and changes to the proposed ordinance. This ordinance will be brought back for a first reading at a future meeting to Include Sunday's and Monday Holiday's allowing five sales per/year.

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Beltran, to adjourn the meeting at 9:00pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JULY 11, 2023

Item 18.

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

Staff Present: Rodney-Isbrecht; Shultz; Vitale;

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

Pledge of Allegiance was said.

Motion by Commissioner Sullivan, supported by Commissioner Danger, to change amend the agenda to make a motion to terminate Ms. Vitale due to her unsatisfactory performance pursuant section 4 of her contract and to pay her severance pay as provided for in her contract section 4 and that this be brought to an immediate vote.

Motion carried 5 – 2 (Dockter, Hall)

Motion by Commissioner Sullivan, supported by Commissioner Beltran, to terminate Ms. Vitale due to unsatisfactory performance pursuant to section 4 of her contract and to pay her severance pay as provided for in her contract section 4 and that this be voted on immediately.

Motion carried 5 – 2 (Dockter, Hall)

Guests: None

Public Comment:

Communications:

- Notice of Hearing Consumers Energy July 12
- Area Agency on Aging free event Fuel to Learn August 30
- AllPaid.com credit card payment services program used by the City sent notice in changes to service fee charges regardless of
- Hartford Area Chamber of Commerce sent invitation of 2024 Strawberry Festival Committee Meeting July 26 at 6pm.

Motion by Commissioner Miller, supported by Commissioner Beltran, to recess the Commission Meeting at 7:42pm.

Motion carried 7 – 0

Ms. Vitale left the meeting and premises.

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to resume open session at 7:50pm

Motion carried 7 – 0

- VB Conservation District Annual Meeting at Fly Wheelers Museum on July 26 RSVP due July 19
- Summer Tax bills have been mailed which included a copy of the Ordinance regarding Mowing
- Commissioner Danger attended an event provided by Market Van Buren accepting an award on behalf of the City and provided a summary of what makes a good community, investing in your people, vibrant updated spaces and keep the community walkable and accessible by non-motorized means.

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JULY 11, 2023

Item 18.

- Commissioner Beltran asked for a special meeting to discuss the City Manager position - Thursday July 13, 2023 at 5:30pm

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

- A. **Police & Ordinance** – Commissioner Dockter would like to have a Police vehicle parked on Main Street that shows police presence. Reserve Officers will be participating in training soon.
- B. **Fire Department** – Assistant Chief Kevin McGrew, available for questions on the Audit
- C. **Ambulance** – City Council asked for monthly reports when they are settled into the community.
- D. **Van Buren County** –
- E. **Public Works** –
- F. **Wastewater Treatment Plant** –
- G. **Treasurers, Investment & List of Bills** –List of Bills in the amount of \$79,086.10
- H. **City Manager** – Not Discussed

Approval of Commission Minutes: None

Approval of Reports:

Motion by Commissioner Tibbs, supported by Commissioner Miller, to approve the July 11, 2023 list of bills in the amount of \$79,086.10

Motion carried 7 – 0

Goals/Objectives: Set Goals & Special Meeting Date - Not Discussed

Old Business:

- Closed Session – Pursuant to MCL 15.268(d) and (h) to discuss the Potential Purchase of Real Property & to Discuss a Confidential Attorney – Client Memo

Motion by Commissioner Tibbs, supported by Commissioner Danger, to suspend the special business meeting to go into closed session for the purpose of discussing potential purchase of real property & discuss a confidential attorney client memo @ 8:03pm.

Motion carried 7 – 0

Motion by Commissioner Tibbs, supported by Commissioner Miller, to return to open session and resume the regular meeting @ 8:23pm.

Motion carried 7 – 0

- Discussion – Ambulance Service/VBEMS Agreement – Van Buren County amended their agreement with VBEMS to include the City and other municipalities that wished to participate.
- Discuss & Consider – Brush Pile, Pick-up & Permits -

Discussion: Options to pick up or dispose of brush beginning August 1, 2023.

Motion by Commissioner Miller, supported by Commissioner Tibbs, to allow DPW staff to pick up brush monthly, residents will pile brush in the ROW beginning the Saturday before the 4th Tuesday of each month, brush must be located in the property's ROW in neat piles containing no limbs larger than 4' long & 6" in diameter, no grass, trash, rubbish or large items will be picked up and leaves will be picked up only during designated time in the fall and early spring.

Motion carried 7 - 0

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JULY 11, 2023

Item 18.

- Discuss & Consider – Economic Incentives for Development Update –

Discussion: The City Attorney provided guidance to use sparingly and on a case by case base's. The area of South Center Street extension to I-94 has a separate formula based on the type of business to be built as the City took loans to provide the infrastructure improvements.

- Discuss & Consider – Event Application & Rules

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to approve the Ely Park rules and application as presented.

Motion carried 6 – 1 (Danger)

Discussion: Change the word fee to Deposit under electric.

- Hartford Fire Department Audit Update - No Discussion

New Business:

- Discuss & Consider – Liquor License 40/42 West Main Street – property has been sold and transferring liquor license to new owner. The City can offer the State of Michigan input regarding the transfer.
- Discuss & Consider - Voluntary Well Metering

Discussion: A possible option for those who are being charged for sewer only. This would be an option for those who are not within the City's mandatory connection area. The question was raised about Township flat fee customers would they also be allowed to participate in a voluntary well metering program? The information will be sent to the City Attorney for his guidance.

- Discuss & Consider – Lawn Meter Program

Discussion: The Clerk will review & check with the City Attorney for enforceability and bring back to Council at a future meeting.

Resolutions, Ordinance, Proclamation's:

- Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement & Private Sale Regulations -

Discussion: extend the times for sales, the number days and the number of sales allowed per/year.

- Discuss Amendment to Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1

Discussion: Include the requirement the peddler must have identification/badge who they are representing.

- Discuss Codification Ordinance

Discussion: Goal to bring ordinances current with updates & codification.

Adjournment:

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JULY 11, 2023

Item 18.

Motion by Commissioner Miller, supported by Commissioner Danger, to adjourn the meeting at 8:57pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JULY 13, 2023

Item 20.

Commissioners Present: Ramon Beltran; Jane Danger; Frank Dockter; John Miller; Helen Sullivan; Terry Tibbs; and Mayor Richard A. Hall;
Commissioners Absent: None
Staff Present: Rodney-Isbrecht; Shultz

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

The Pledge of Allegiance was said.

- Discussion & Consider the City Manager Position – Council discussed the need for an Interim Manager. Council received a recommendation & the Mayor has reached out to the individual but does not have enough information to share with the rest of the Council at the time of this meeting. Council will set a special meeting next week if the individual is interested based on their availability.
- Consider Resolution 2023 – 020 – Designating Signatory’s on City of Hartford Financial Accounts

Motion by Commissioner Miller, supported by Commissioner Beltran, to adopt Resolution 2023 – 020 Designating Signatory’s City of Hartford Financial Accounts.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to adjourn the meeting at 5:47pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED SPECIAL BUSINESS MEETING MINUTES
JULY 19, 2023

Item 21.

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

Commissioners Absent: Terry Tibbs

Staff Present: Rodney-Isbrecht; Shultz; Staunton

Mayor Richard A. Hall called the special meeting to order at 6:00pm.

The Pledge of Allegiance was said.

- Discussion & Consider the Interim City Manager Position – Council discussed if they wanted a full time or part time Interim Manager. Council received a recommendation & a letter of interest from Christopher Tapper to act as Interim Manager. Council interviewed Christopher Tapper who is working as Village Manager of Decatur full time but willing to explore options to help out part time depending on the number of hours the Council needed or what would be required.

Motion by Commissioner Miller, supported by Commissioner Beltran, to authorize the Mayor to negotiate with Christopher Tapper to act as interim manager and work with the City Attorney on a contract/agreement..

Motion carried 6 – 0

Motion by Commissioner Dockter, supported by Commissioner Beltran, authorize a Request for Proposals for contractual services to search for City Manager candidates.

Motion carried 6 – 0

- Discuss & Consider Staff Updates - Department of Public Works Superintendent Dan Staunton gave updates on current Construction Projects
- Discuss & Consider Staff Updates – Staff are currently operating under the Executive Organization Act of 1965 (Excerpt) Act 380 of 1965, 16.106 Deputy Department heads; powers and duties in the absence of a City Manager.

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Beltran, to adjourn the meeting at 7:03pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

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

THE CITY OF HARTFORD ORDAINS:

Amendment to Code of Ordinance **110.01 REGULATING GARAGE, YARD, BASEMENT, AND PRIVATE SALE REGULATIONS**

Section 3.54 Conditions and Limitations

Garage, yard, basement, or other similar or private sales shall be subject to the following conditions and limitations:

- A. Such sales may be held on a Thursday, Friday, Saturday **and Sunday** during the hours of 8:00 a.m. through 6:00 p.m. A permit must be obtained ~~on the Wednesday~~ **the week** prior to the sale date. The fee for said permit shall be **set by Council from time to time** ~~five (\$5.00)~~ for a ~~three~~ **four**-day sale.
- B. No sale shall be commenced if the proposed sale would in any manner constitute an unreasonable nuisance to the neighborhood from noise, traffic, lighting, hours of operation, or the nature of the merchandise offered for sale. The garage and or yard where the sale is taking place shall be kept in a neat and orderly manner.
- C. No sale shall continue for a period of more than ~~three (3)~~ **five (5) days, including Memorial Day and/or Labor Day.**
- D. No more than ~~three (3)~~ **five (5)** such sales per calendar year shall be conducted on the same premises, **including the ~~two (2)~~ one (1) free City-wide sale each year during the Memorial Day weekend and Labor Day weekend.**
- E. Advertising signs concerning such sale shall be self-supporting only and shall be set up only during the hours the sale is being conducted. Such signs shall be removed immediately after the sale is finished.

Section 3.55 Advertising Sign Requirements

~~A. In any area, signs for advertising on site home occupations, sale of products derived from the land or premises upon which the sign is located, or sale of the premises shall be permitted without permit provided it meets the following criteria:~~

- ~~1. It does not exceed nine (9) square feet.~~
- ~~2. It shall be no closer to the street right of way than ten (10) feet.~~
- ~~3. It does not interfere with public safety.~~
- ~~4. Signs must be fifteen (15) feet from side lot lines.~~
- ~~5. No sign shall be more than ten (10) feet high.~~
- ~~6. No illuminated signs.~~

B. A. All advertising signs located on other than the sale premises will indicate that permission has been received from the owner of the sign site property.

C. B. All advertising signs will indicate the hours and dates of the sale.

~~D. No advertising signs will be posted in the city for sales on premises located in another governmental unit.~~

Section 3.56 Storage of Merchandise

All merchandise offered for sale shall be stored inside the buildings located upon the premises except during the period of the sale.

Section 3.57 Penalty for Violation

A violation of the provisions of Section 3.54 through 3.56 is a municipal civil infraction violation.

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: July 11, 2023
Second Reading: July 24, 2023
Adopted:
Published:

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

THE CITY OF HARTFORD ORDAINS:

Amendment to Code of Ordinance 110.03 REGULATING PRIVATE PLACES; ACTIVITIES AND CONDUCT COMMERCIAL AREAS ARTICLE 1 PEDDLERS; SOLICITORS; TRANSIENT MERCHANTS AND PHOTOGRAPHERS DIVISION 1: PEDDLERS; SOLICITORS

Section 4.1 General Provisions Relating to Licenses Required By Article.

- A. Application of Section: The provisions of this section shall apply to licenses required by and issued under this chapter; provided; however, that, if any provision of this section is in conflict with any provision of this chapter relating to a specific license, the latter provision shall govern.
- B. License: Any person, firm or corporation that sells items from a **walking**, movable or stationary location in a public place, upon commercial property, **or door to door**, shall be required to obtain a license from the City of Hartford for each location or vehicle from which such sales takes place. The license fee shall be asfollows:
1. Annual License: An annual license hundred in an amount as set by Council from time to time shall be charged. A year is defined as being one (1) year from issuance of said license.
 2. Special Event License: ~~A special event license fee of twenty (\$20.00) dollars per twenty-four (24) hour day shall be charged.~~
- C. Exceptions: Excluded from this Article are service organizations and civic organizations, churches, as commercial/retail stores selling on their own property.

Section 4. 2 Use of Specific Portions of Streets by Peddlers and Special License Therefor.

- A. It shall be unlawful for any person, either directly or by his agents or employees, to sell, keep for sale or offer for sale any foodstuffs, fruits, vegetables, nuts, candies, **rent to own furniture and equipment, computers, cellphones, internet service, utility service or utility carrier services** or any other merchandise or goods whatsoever, except newspapers, from any stand, stall, cart, wagon, pack, basket, box from the hand or in any other manner, **including door to door sales**, on any public street, alley, sidewalk, curb or curb lawn in the city, provided that if application therefore, stating the goods or merchandise to be sold and the place and manner of selling the same, shall be made by any person, the city commission may, if it shall determine that such selling of goods and merchandise at the place and in the manner specified in the application will not cause congestion and interference with traffic, and will not cause accidents or be a nuisance and annoyance to the public, and will not be dangerous to the public or a detriment to the public welfare, set apart, permit and authorize the issuance of a license for the use and occupation of any part or portion of any public street, alley, sidewalk, curb or curb lawn in the city for any of the purposes herein before in this section prohibited.
- B. No license shall be granted or issued under this section, except upon payment to the city of a license fee to be fixed by the city commission from time-to-time. Such license, when granted and issued, shall not be transferable and shall contain a definite description, by metes and bounds, of the part or portion of any public street, alley, sidewalk, curb or curb lawn therein and thereby permitted and licensed to be used and occupied.
- C. This section shall not prevent a peddler regularly licensed under section 4.2A of this article from selling his goods, wares or merchandise, from house to house or for asking sales from his cart or other vehicle to householders along the route such peddler ~~or huckster~~ is traveling, provided he complies with all applicable provisions of this article and other ordinances and, provided further, that he shall not stop or make any sales in any public area not set aside under a license issued pursuant to this section.

D. This section is intended to prevent congestion and interference with traffic by persons soliciting, offering for sale and selling, ~~peanuts, popcorn, and other~~ merchandise in and from stands, carts, and other containers located on the curbs, streets, and sidewalks, and to prevent accidents and the nuisance, annoyance, and danger to the public resulting from such practices.

Section 4.20 Penalty for Violation

A person, firm or corporation convicted of violating this section is guilty of a misdemeanor punishable as set forth in ~~Chapter 1 Section 1.4(C)~~. **Chapter 10.99 of this Code of Ordinances.**

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: July 11, 2023
Second Reading: July 24, 2023
Adopted:
Published:

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

THE CITY OF HARTFORD ORDAINS:

Amendment to Code of Ordinance Chapter 10 General Provisions Section **10.17** Ordinances **which amend or supplement code**

Section 10.17 Ordinances Which Amend or Supplement Code **Codification of Ordinances**

- ~~(A) If the legislative body shall desire to amend any existing chapter or section of this code, the chapter or section shall be specifically repealed and a new chapter or section, containing the desired amendment, substituted in its place.~~
- ~~(B) Any ordinance which is proposed to add to the existing code a new chapter or section shall indicate, with reference to the arrangement of this code, the proper number of the chapter or section. In addition to the indication thereof as may appear in the text of the proposed ordinance, a caption or title shall be shown in concise form above the ordinance.~~
- (a) The City Clerk shall be responsible for codifying this Code and making it available for inspection by the general public. Ordinances which are of a general and permanent nature shall be included within such codification.
- (b) In preparing a codification of this Code, all portions of the Code which have been repealed shall be excluded from the Code by the omission thereof.
- (c) When preparing a codification to this Code, the Clerk may make formal, nonsubstantive changes in ordinances and parts of ordinances included insofar as it is necessary to do so to embody them into a unified code. For example, the codifier may:
- (1) Organize the ordinance material into appropriate subdivisions;
 - (2) Provide appropriate captions, headings and titles, for sections and other subdivisions of the Code printed in the supplement, and make changes in such captions, headings, and titles;
 - (3) Assign appropriate numbers to sections and other subdivisions to be inserted in the Code and, where necessary to accommodate new material, change existing section or other subdivision numbers;
 - (4) Change the words “this ordinance” or words of the same meaning to “this chapter,” “this article,” “this division,” etc., as the case may be, or to “sections _____ to _____” (inserting section numbers to indicate the sections of the Code which embody the substantive sections of the ordinance incorporated into the Code); and
 - (5) Make other nonsubstantive changes or correct typographical errors as necessary to preserve the original meaning of ordinance sections inserted into the Code; but in no case shall the codifier otherwise make any change in the meaning or effect of ordinance material.

Publication and Effective Date: The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This ordinance shall take effect upon such publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: July 11, 2023
Second Reading: July 24, 2023
Adopted:
Published:

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

Richard A. Hall, Mayor

RoxAn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
PROPOSED
FIRST READING

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE FIRST TWO DIVISIONS OF CHAPTER 150 OF THE HARTFORD CITY CODE TO PROVIDE UPDATED BUILDING REGULATIONS TO ADDRESS NEW CONSTRUCTION, PROPERTY MAINTENANCE, AND DANGEROUS BUILDINGS

The City of Hartford ordains:

Section 1. Amendment. The first division of Chapter 15 of the Hartford City Code is amended to read in its entirety as follows:

ADOPTION OF REGULATORY CODES BY REFERENCE

Sec. 150.1. Administration and enforcement of Michigan Construction Code.

The City has assumed responsibility for the administration and enforcement of the Michigan Construction Code, including the building, electrical, plumbing and mechanical codes, throughout its corporate limits. The City’s building official is principally charged with the administration and enforcement of the codes. Any fees provided for in the codes shall be as prescribed by resolution of the City Commission.

Sec. 150.2. Enforcement of the International Property Maintenance Code, 2015 Edition.

(a) *Adoption of code.* The International Property Maintenance Code, 2015 Edition, including Appendix A, as promulgated and published by the International Code Council, Inc., is adopted by reference as the Property Maintenance Code of the City of Hartford, subject to the modifications provided herein and subject to such further modifications as the City shall adopt from time to time.

(b) *Definitions.* Whenever the words "city," "jurisdiction" or "governmental unit" are used in the International Property Maintenance Code, 2015 Edition, they shall mean the City of Hartford. Whenever the word "state" is used in the International Property Maintenance Code, 2015 Edition, it shall mean the State of Michigan.

(c) *Amendments to the Property Maintenance Code.* The International Property Maintenance Code, 2015 Edition, including Appendix A, is amended as follows:

(1) *Section 101.1* is amended to read in its entirety as follows:

101.1. Title. These regulations shall be known and may be cited as the "Property Maintenance Code of the City of Hartford," and will be referred to in this article as this "Code."

(2) *Section 102.3* is amended to read in its entirety as follows:

102.3. Application of other codes. Repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the Michigan Building Code, the Michigan Residential Code, the Michigan Mechanical Code, the Michigan Plumbing Code, the Michigan Electrical Code and any applicable fire codes. Nothing in this Code shall be construed to cancel, modify or set aside any provision of the City of Hartford Zoning Ordinance.

(3) *Section 102.3.1* is added to read in its entirety:

102.3.1. Reference to other codes. Whenever the "International Building Code" or "building code" is referenced in this Code it shall mean the Michigan Building Code. Whenever the "International Mechanical Code" is referenced in this Code it shall mean the Michigan Mechanical Code. Whenever the "International Plumbing Code" is referenced in this Code it shall mean the Michigan Plumbing Code. Whenever the "International Electrical Code" or "NFPA 70" is referenced in this Code it shall mean the Michigan Electrical Code. Whenever the "International Zoning Code" is referenced in this Code it shall mean the City of Hartford Zoning Ordinance.

- (4) *Section 103.1* is amended to read in its entirety as follows:

103.1. General. Whenever the terms "code official" or "building official" are used in this Code it shall mean the designated building official of the City.

- (5) *Section 103.4* is amended to read in its entirety as follows:

103.4. Liability. The code official, member of the City of Hartford Construction Board of Appeals or City employee charged with the enforcement of this Code, while acting for the City, in good faith and without malice in the discharge of the duties required by this Code or other pertinent law or ordinance, shall not be rendered liable personally, and is relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties. Any suit instituted against any officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this Code shall be defended by legal representative of the City until the final termination of the proceedings. The code official or any subordinate shall not be liable for costs in an action, suit or proceeding that is instituted in pursuance of the provisions of this Code.

- (6) *Section 103.5* is amended to read in its entirety as follows:

103.5. Fees. The City Commission shall by resolution from time to time, establish a fee schedule for permits under this Code.

- (7) *Section 106.3* is amended to read in its entirety as follows:

106.3. Prosecution of violation. Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed responsible for a municipal civil infraction, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this Code or of the order or direction made pursuant to this Code. Any action taken by the City on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

- (8) *Section 106.4* is amended to read in its entirety as follows:

106.4. Violation penalties. Any violation of this Code shall be punishable as a municipal civil infraction as provided in and subject to the fines and penalties provided under Code of Ordinances of the City of Hartford.

- (9) *Section 111.1* is amended to read in its entirety as follows:

111.1. Construction Board of Appeals. All appeals under this Code shall be brought before the City of Hartford Construction Board of Appeals which board is authorized and has jurisdiction to hear and decide appeals of orders, decisions, or determinations made by the code official relative to the application and interpretation of this Code, using the rules of procedures adopted by the Construction Board of Appeals.

- (10) *Section 111.2* is deleted in its entirety.

(11) *Section 111.2.1* is deleted in its entirety.

(12) *Section 111.2.2* is deleted in its entirety.

(13) *Section 111.2.3* is deleted in its entirety.

(14) *Section 111.2.4* is deleted in its entirety.

(15) *Section 111.2.5* is deleted in its entirety.

(16) *Section 111.3* is deleted in its entirety.

(17) *Section 111.4* is deleted in its entirety.

(18) *Section 111.4.1* is deleted in its entirety.

(19) *Section 111.5* is deleted in its entirety.

(20) *Section 111.6* is deleted in its entirety.

(21) *Section 111.6.1* is deleted in its entirety.

(22) *Section 111.6.2* is deleted in its entirety.

(23) *Section 111.7* is deleted in its entirety.

(24) *Section 111.8* is deleted in its entirety.

(25) *Section 112.4* is amended to read in its entirety as follows:

112.4. Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be in violation of this Code.

(26) *Section 201.3* is amended to read in its entirety as follows:

201.3. Terms defined in other codes. Where terms are not defined in this Code and are defined in the Michigan Building Code, the Michigan Residential Code, the Michigan Mechanical Code, the Michigan Plumbing Code, the Michigan Electrical Code, any applicable fire code, or the City of Hartford Zoning Ordinance, such terms shall have the meanings ascribed to them as stated in those codes or ordinances.

(27) *Section 302.4* insert "eight (8) inches in height."

(28) *Section 304.14* insert "May 1 to October 31."

(29) *Section 602.2* is amended to read in its entirety as follows:

602.2. Residential occupancies. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature as provided within the Michigan Plumbing Code. Cooking appliances shall not be used to provide space heating to meet the requirements of this section.

(30) *Section 602.3* is amended to read in its entirety as follows:

602.3. Heat supply. Every owner or operator of any building who rents, leases, or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish a heating system to the occupants thereof shall supply heat during the period from October 1 to May 1 to maintain a temperature of not less than 65 degrees F. (18 degrees C.) in all habitable rooms, bathrooms, and toilet rooms.

Exception: When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the City shall be 6 degrees F.

(31) *Section 602.4* is amended to read in its entirety as follows:

602.4. Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from October 1 to May 1 to maintain a temperature of not less than 65 degrees F during the period the spaces are occupied.

Exceptions: Processing, storage and operation areas that require cooling or special temperature conditions or areas in which persons are primarily engaged in vigorous physical activities.

(d) *Copies of code.* A complete copy of the International Property Maintenance Code, 2015 Edition, including Appendix A, is available for public use, inspection and purchase at the offices of the City Clerk.

Section 2. Amendment. The second division of Chapter 150 of the Hartford City Code, which is currently named “Certificate of Occupancy,” is hereby renamed “Dangerous Buildings” and is amended to read in its entirety as follows:

Dangerous Buildings

Sec. 150.20. Dangerous building and structures ordinance.

This ordinance is specifically authorized by the housing law, 1917 PA 167, as amended, and shall be known and cited as the City of Hartford Dangerous Buildings Ordinance.

Sec. 150.21. Dangerous building unlawful.

It shall be unlawful for any owner, agent, lessee or party in interest to keep or maintain any building or part thereof which is a dangerous building or structure as defined in this ordinance.

Sec. 150.22. Dangerous building defined.

As used in this ordinance, the term “dangerous building” means any building or structure, residential or otherwise, which has any of the following defects or is in any of the following conditions:

- (a) A door, aisle, passageway, stairway, or other means of exit does not conform to the requirements of applicable fire codes.
- (b) A portion of the building or structure is damaged by fire, wind, flood, deterioration, neglect, abandonment, vandalism, or other cause so that the structural strength or stability of the building or structure is significantly impaired and the structure does not meet the minimum requirements of the housing law or the Michigan Building Code for a new building or structure, purpose, or location.
- (c) A part of the building or structure is likely to fall, become detached or dislodged, or collapse and injure persons or damage property.
- (d) A portion of the building or structure has settled to an extent that walls or other structural portions of the building or structure have materially less resistance to wind than is required in the case of new construction by the housing law or the Michigan Building Code.
- (e) The building or structure, or a part of the building or structure, because of dilapidation, deterioration, decay, faulty construction, the removal or movement of some portion of the ground necessary for the support, or for other reason, is likely to partially or completely collapse, or some portion of the foundation or underpinning of the building or structure is likely to fall or give way.
- (f) The building, structure, or a part of the building or structure is manifestly unsafe for the purpose for which it is used.

- (g) The building or structure is damaged by fire, wind, or flood, is dilapidated or deteriorated and becomes an attractive nuisance to children who might play in the building or structure to their danger, becomes a harbor for vagrants, criminals, or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
- (h) A building or structure used or intended to be used for dwelling purposes, including the adjoining grounds, because of dilapidation, decay, damage, faulty construction or arrangement, or for other reason, is unsanitary or unfit for human habitation, is in a condition likely to cause sickness or disease, or is likely to injure the health, safety, or general welfare of people living in the dwelling.
- (i) A building or structure is vacant, dilapidated, and open at door or window, leaving the interior of the building exposed to the elements or accessible to entrance by trespassers.

Sec. 150.23. Notice of dangerous building.

- (a) The City's building official may issue a notice pursuant to this section upon finding that a building or structure is a dangerous building. The notice shall be served on the owner, agent, or lessee registered with the City. If an owner, agent, or lessee is not registered with the City, the notice shall be served on each owner of or party in interest in the building or structure in whose name the property appears on the last local tax assessment records.
- (b) The notice shall specify the time and place of a hearing on whether the building or structure is a dangerous building. The person to whom the notice is directed shall have the opportunity to show cause at the hearing why the hearing officer should not order the building or structure to be demolished, otherwise made safe, or properly maintained.
- (c) The hearing officer shall be appointed by the mayor to serve at his or her pleasure. The hearing officer shall be a person who has expertise in housing matters including, but not limited to, an engineer, architect, building contractor, building inspector, or member of a community housing organization. An employee of the City shall not be appointed as hearing officer. The City shall file a copy of the notice that the building or structure is a dangerous building with the hearing officer.
- (d) The notice shall be in writing and shall be served upon the person to whom the notice is directed either personally or by certified mail, return receipt requested, addressed to the owner or party in interest at the address shown on the tax records. If a notice is served on a person by certified mail, a copy of the notice shall also be posted upon a conspicuous part of the building or structure. The notice shall be served upon the owner or party in interest at least 10 days before the date of the hearing included in the notice.

Sec. 150.24. Hearings and other proceedings.

- (a) At the hearing, the hearing officer shall take testimony of the City, the owner of the property, and any interested party. Not more than 5 days after completion of the hearing, the hearing officer shall render a decision either closing the proceedings or ordering the building or structure demolished, otherwise made safe, or properly maintained.
- (b) If the hearing officer determines that the building or structure should be demolished, otherwise made safe, or properly maintained, the hearing officer shall enter an order that specifies what action the owner, agent, or lessee shall take and sets a date by which the owner, agent, or lessee shall comply with the order. If the building is a dangerous building under the provisions of this ordinance, the order may require the owner or agent, to bring and maintain the exterior of the building and adjoining grounds into compliance including, but not limited to, the maintenance of lawns, trees, and shrubs.
- (c) If the owner, agent, or lessee fails to appear or neglects or refuses to comply with the order issued under subsection (b), the hearing officer shall file a report of the findings and a copy of the order with the City's construction board of appeals not more than 5 days after the date for compliance set in the order and

request that necessary action be taken to enforce the order. A copy of the findings and order of the hearing officer shall be served on the owner, agent, or lessee in the manner prescribed in Section 150.23.

- (d) The construction board of appeals shall set a date not less than 30 days after the hearing prescribed in subsection (a) for an appellate hearing on the findings and order of the hearing officer. The construction board of appeals shall give notice to the owner, agent, or lessee in the manner prescribed in Section 150.23 of the time and place of the hearing. At the hearing, the owner, agent, or lessee shall be given the opportunity to show cause why the order should not be enforced. The construction board of appeals shall either approve, disapprove, or modify the order. If the construction board of appeals approves or modifies the order, the City shall take all necessary action to enforce the order. If the order is approved or modified, the owner, agent, or lessee shall comply with the order within 60 days after the date of the hearing under this subsection. For an order of demolition, if the construction board of appeals of the City determines that the building or structure has been substantially destroyed by fire, wind, flood, deterioration, neglect, abandonment, vandalism, or other cause, and the cost of repair of the building or structure will be greater than the state equalized value of the building or structure, the owner, agent, or lessee shall comply with the order of demolition within 21 days after the date of the hearing under this subsection. If the estimated cost of repair exceeds the state equalized value of the building or structure to be repaired, a rebuttable presumption that the building or structure requires expedited demolition exists.
- (e) The cost of demolition includes, but is not limited to, fees paid to hearing officers, costs of title searches or commitments used to determine the parties in interest, recording fees for notices and liens filed with the county register of deeds, demolition and dumping charges, court reporter attendance fees, and costs of the collection of the charges authorized under this ordinance. The cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure incurred by the City to bring the property into conformance with this ordinance shall be reimbursed to the City by the owner or party in interest in whose name the property appears.
- (f) The owner or party in interest in whose name the property appears upon the last local tax assessment records shall be notified by the assessor of the amount of the cost of the demolition, of making the building safe, or of maintaining the exterior of the building or structure or grounds adjoining the building or structure by first class mail at the address shown on the records. If the owner or party in interest fails to pay the cost within 30 days after mailing by the assessor of the notice of the amount of the cost, the City shall have a lien for the cost incurred by the City to bring the property into conformance with this ordinance. The lien shall not take effect until notice of the lien has been filed or recorded as provided by law. A lien provided for in this subsection does not have priority over previously filed or recorded liens and encumbrances. The lien for the cost shall be collected and treated in the same manner as provided for property tax liens under the general property tax act, 1893 PA 206, as amended.
- (g) In addition to the other remedies provided under this ordinance, the City may bring an action against the owner of a dangerous building or structure for the full cost of demolition, of making the building safe, or of maintaining the exterior or grounds adjoining a dangerous building or structure. The City shall have a lien on the property for the amount of a judgment obtained under this subsection. The lien provided for in this subsection shall not take effect until notice of the lien is filed or recorded as provided by law. The lien does not have priority over prior filed or recorded liens and encumbrances.

Sec. 150.25. Enforcement of judgment against other assets.

- (a) A judgment in an action brought pursuant to subsection 150.24(g) may be enforced against assets of the owner other than the building or structure.
- (b) The City shall have a lien for the amount of a judgment obtained pursuant to subsection 150.24(g) against the owner's interest in all real property located in this state that is owned in whole or in part by the owner of the building or structure against whom the judgment is obtained. A lien provided for in this section

does not take effect until notice of the lien is filed or recorded as provided by law, and the lien does not have priority over prior filed or recorded liens or encumbrances.

Sec. 150.26. Penalties.

- (a) A person who violates any provision of this dangerous building ordinance shall be responsible for a municipal civil infraction.
- (b) A person who fails or refuses to comply with an order approved or modified by the construction board of appeals is guilty of misdemeanor punishable by imprisonment for not more than 120 days or a fine of not more than \$1,000 or both.

Sec. 150.27. Appeal of circuit court.

An owner or party in interest aggrieved by any final decision of the construction board of appeals may appeal the decision or order to the Van Buren County Circuit Court by filing an appeal within 20 days from the date of such decision.

Section 3. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This ordinance shall take effect upon such publication.

First Reading: July 24, 2023
 Second Reading:
 Adopted:
 Published:

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

Richard A. Hall, Mayor

RoxAn Rodney-Isbrecht, City Clerk