



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda
Monday, April 22, 2024 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Staff Retirement - Pete Kalb
2. Sheriff Abbott

PUBLIC COMMENT

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

COMMUNICATIONS

4. Van Buren Conservation 2024 Recycling Events
5. COMM - Notice of Hearing Indiana Michigan Power May 8, 2024

REPORT OF OFFICERS BOARDS & COMMITTEES

6. February 2024 Hartford Council Recreation Minutes
7. March 2024 Hartford Council Recreation Minutes
8. VBCD - March 2024
9. HPLB - April 2024

Police & Ordinance

10. HPD - March 2024

Fire Department

11. HFB - April 8, 2024
12. HFB - Millage Request Resolution

[13.](#) HFB - Rep Germinder April 8, 2024

Ambulance

[14.](#) AMB - March 2024

Van Buren County

Public Works

[15.](#) DPW - March 2024

Wastewater Treatment Plant

[16.](#) WWTP - March 2024

Treasurers, Investment & List of Bills

[17.](#) April 22, 2024 - List of Bills

[18.](#) March 2024 Investment Report

City Manager

[19.](#) April 22, 2024

[20.](#) Hartford Fire Department 2024/2025 Budget

APPROVAL OF COMMISSION MINUTES

[21.](#) Discuss & Consider - Minutes March 25, 2024

[22.](#) Discuss & Consider - Minutes April 3, 2024

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[23.](#) Discuss & Consider - Sponsorships

[24.](#) Discuss & Consider - Hartford Pageant Organization Request - Community Float

[25.](#) Discuss & Consider - Hartford Lions Club Request for Concerts in The Park

[26.](#) Discuss & Consider - Hispanic Heritage Organization Request

[27.](#) Discuss & Consider - Hartford Area Chamber of Commerce - Strawberry Festival

28. Discuss & Consider - Set Date for City Manager Review

NEW BUSINESS

[29.](#) Discuss & Consider - Van Buren County Resource Recovery & Recycling Program

- [30.](#) Discuss & Consider - Water/Sewer Rates
- [31.](#) Discuss & Consider - 2024/2025 Fiscal Year Preliminary Budget
- [32.](#) Discuss & Consider - Set Millage Rate, Truth In Taxation Hearing & Budget Hearing Dates
- [33.](#) Discuss & Consider - Source Water Protection Plan Update Proposal from Peerless Midwest Inc.

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- 34. Proclamation - 2024 - 001 - Van Buren County Road Commission - Interim Manager Rader
- [35.](#) Discuss & Consider Resolution 2024 - 008 Appoint Planning Commission Members
- [36.](#) Discuss & Consider -Resolution 2024 - 009 - Budget Adjustments no. Three
- [37.](#) Discuss & Consider - Resolution 2024 - 010 Fire Millage Renewal Ballot Language
- [38.](#) Discuss & Consider - Proposed Ordinance no. 341-2023 2nd Reading
- [39.](#) Discuss & Consider - Proposed Ordinance no. 342-2023 2nd Reading
- [40.](#) Discuss & Consider - Proposed Ordinance no. 342-2023 2nd Reading

ADJOURNMENT

2024 HOUSEHOLD RECYCLING EVENTS



FREE for Van Buren County Residents and Landowners!

Bring your ID or tax bill for residency/ownership verification. Recycling events and services are funded through the Van Buren Conservation District Operations millage; Michigan Department of Environment, Great Lakes, and Energy grants; and in partnership with Van Buren County and local municipalities.

Recycle Roundup Events: Household Hazardous Waste, Paint, Foam, Electronics, Paper Shred, and Passenger Tires

IMPORTANT NOTES:

Household Hazardous Waste: Kitchen/bathroom cleaners, batteries, light bulbs, anti-freeze, solvents, acids/bases, aerosol cans, lamp ballasts, mercury, medications, and more. **No motor oil, ammunition, explosives, asbestos, or radioactive materials.**

Paint: Oil-based, paint thinners, and aerosol.
New: No latex paint.

Passenger Tires: Tires can be on or off the rim. Limit of 10 tires per household. **Tires must be RSVP'd to be accepted; space is limited.**

Lawn/Garden Chemicals: Small amounts of pesticides accepted. Large amounts can be disposed of for free at Clean Sweep collections. **55 gallon drums will not be accepted.**

Other Materials: Sharps (needles, lancets, epi-pens), American flags, hearing aids, eyeglasses, walking canes.

Events Calendar

June 15
9:00 AM–2:00 PM

**Van Buren
Community Mental
Health**
801 Hazen Street,
Paw Paw

August 3
9:00 AM–2:00 PM

**South Haven Public
Works**
1199 8th Avenue,
South Haven

October 19
9:00 AM–2:00 PM

**Van Buren ISD Tech
Center**
250 South Street,
Lawrence

Call 269-633-9314 to
RSVP tires and to ask
questions.

Stay in touch!



VanBurenCD.org



/VanBurenCD

2024 HOUSEHOLD RECYCLING EVENTS



FREE for Van Buren County Residents and Landowners!

Bring your ID or tax bill for residency/ownership verification. Tires must be RSVP'd to be accepted; space is limited. Call 269-633-9314 to RSVP tires and to ask questions.

Large Tire Events

April 22 10:00 AM—1:00 PM
large tires, tractor tires, & semi tires

South Haven Public Works
1199 8th Ave., South Haven

April 23 4:00 PM—7:00 PM
large tires, tractor tires, & semi tires

South Haven Public Works
1199 8th Ave., South Haven

July 15 10:00 AM—1:00 PM
large tires, tractor tires, & semi tires

Van Buren County Buildings & Grounds 753 Hazen St., Paw Paw

July 16 4:00 PM—7:00 PM
large tires, tractor tires, & semi tires

Van Buren County Buildings & Grounds 753 Hazen St., Paw Paw



IMPORTANT NOTES:

Tires can be on or off the rim, but off-rim is preferred. Recycling events and services are funded through the Van Buren Conservation District Operations millage and in partnership with Van Buren County and local municipalities.

Stay in touch!

2024 HOUSEHOLD RECYCLING EVENTS



FREE for Van Buren County Residents and Landowners!

Bring your ID or tax bill for residency/ownership verification. Tires must be RSVP'd to be accepted; space is limited. Call 269-633-9314 to RSVP tires and to ask questions.

Passenger & Semi Tire and Electronics Collection Events

April 27 8:00 AM—3:00 PM
passenger & semi tires and electronics

Village of Decatur Transfer Station 300 W Beers St., Decatur

May 21 3:00 PM—7:00 PM
passenger & semi tires and electronics

Arlington Township Transfer Station 51998 26th Ave., Bangor

June 26 3:00 PM—7:00 PM
passenger & semi tires and electronics

Keeler Township Hall
64151 Territorial Rd., Hartford

August 15 3:00 PM—7:00 PM
passenger & semi tires and electronics

Pine Grove Township Transfer Station 32nd St. (north of CR 388), Gobles

September 9 3:00 PM—7:00 PM
passenger & semi tires and electronics

Columbia Township Transfer Station 18868 52 1/2 St., Grand Junction



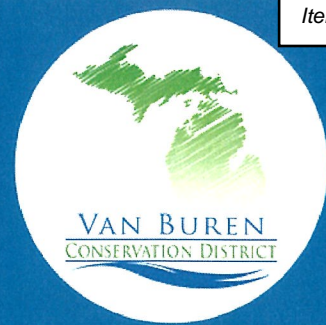
IMPORTANT NOTES:

Tires can be on or off the rim, but off-rim is preferred. Recycling events and services are funded through the Van Buren Conservation District Operations millage; Michigan Department of Environment, Great Lakes, and Energy grants; and in partnership with Van Buren County and local municipalities.

Stay in touch!

HOUSEHOLD PAINT DISPOSAL GUIDE

Item 4.



GUÍA DE ELIMINACIÓN DE PINTURA DOMÉSTICA

Why Does Proper Disposal Matter?

Improper disposal of paint can lead to water contamination, destroy plumbing when dumped down the drain, and endanger environments.

¿Por qué es importante la eliminación pintura adecuada?

La eliminación inadecuada de la pintura puede provocar la contaminación del agua, destruir las tuberías cuando se vierte por el desagüe y poner en peligro el medio ambiente.

Reduce/Reducir

Avoid buying extra by purchasing smaller containers when applicable.

No comprar más contenedores más pequeños cuando corresponda.



Reuse/Reutilizar

When stored properly, paint has a shelf like of 10–15 years. Cuando se almacena correctamente, la pintura tiene una vida útil de entre 10 y 15 años.

Recycle/Reciclar

Oil Based Paint and Solvents

Recycle Roundup Collections*

Pintura a Base de Aceite y Solvente

Reciclar Colecciones*

*Details/Detalles:

VanBurenCD.org/van-buren-recycling-collections



Latex Paint

Dry it up, throw it out.

Water-based paint is not hazardous and should be dried and disposed of in the trash.

Pintura Latex

Sécalo, tíralo.

La pintura a base de agua no es peligrosa y debe secarse y desecharse en la basura.



ResourceRecovery@VanBurenCD.org



VanBurenCD.org



269-633-93

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-21262**

**RECEIVED
APR 12 2024
CITY OF HARTFORD**

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval for reconciliation of its power supply cost recovery plan (Case No. U-21261) for the twelve months ending December 31, 2023.
- 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/mpscdockets.
- A pre-hearing will be held:

DATE/TIME: **Wednesday, May 8, 2024 at 9:30 AM**

BEFORE: **Administrative Law Judge Lesley C. Fairrow**

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 mpscdockets@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) March 28, 2024 application requesting the Commission to: 1) approve the reconciliation of I&M’s Power Supply Cost Recovery (PSCR) plan for the twelve-month period ending December 31, 2023; 2) approve I&M’s 2023 PSCR reconciliation and proposals; 3) authorize I&M to roll-in the net actual power supply cost under-recovery from customers consisting of principal and interest of \$18,431,830 and otherwise find I&M’s power supply costs as reflected in this case to be reasonable and prudently incurred; 4) approve I&M's requested recovery of \$115,687 in costs related to costs incurred to support development of the solar power purchase agreements (PPAs) approved by the Commission in the ex-parte filing in Case No. U-21189; and 5) grant I&M other and additional relief as the Commission may deem necessary, suitable, or appropriate.

HARTFORD COUNCIL FOR RECREATION

PO BOX 332, HARTFORD, MI 49057

www.hartfordrecreation.org

HARTFORD COUNCIL FOR RECREATION SPORTS LEAGUE

Monday, February 19, 2024

7:00 PM

Hartford High School Library

7:03 Meeting called to order

Present: Jason May, America May, Megan Mireles, Joe Morsaw, Bianca Deckard, Angela Glover, Andy Bachman

Absent: Rick Hall

Public Present: Kailee Friday, Claudia and Luis Mejia, Phil Lucas

Review and approve January meeting minutes- Bianca Deckard Motion, Second- Megan Mireles Vote 6-0

Bianca Deckard stepping down as treasurer.

need to fill position.

Financial Updates-

General- 1303.62

Concession- 15127.90

League of Miracles- 1652.25

Baseball/softball- 764.04

Baseball/Softball- Sign ups on going. Table at conferences. Redwood Kailee Friday Tuesday and Bianca Deckard Thursday.

Middle school. Megan Thursday.

-Tball \$50

-BB/SB \$90,140,170

Gym practices if available

Ordered baseballs. Need 11inch softballs.

Need sand brought in.

Set clinic dates. March 9th. Boys 10-11:30 and Girls 12-1:30

Spring clean up day- April 13th

Practices officially start April 8th, 2024

Games will start April 29, 2024

Need to Hire Head umpire as Jason is not returning

Football/Cheer- Season is over.

All fall sport skating party 2/18/24 at Ramona's skating. \$165 total

Forms to go home 1st of May.

Basketball-

One week left of boys season

New Organization-

501(c)3 paperwork filed 10/17 and then amended.

Old Business-

Continued discussion on Soccer-

-practices weekdays

-Games on Saturday

-Refs?

-jerseys?

-Insurance?

-Nets?

-Balls?

High school fields can be used when available

Budget needed to move forward

New Business-

Contract workers for 2024- Angie and Jeff on board for 2024.

Team pictures for Sponsorship

W2 ready for contract workers

Public Wishing to address the board- Luis Mejia regarding soccer program

Open Discussion-

No coaches collecting registration money.

Next meeting: 3/18/24 7:00 HHS Library

Meeting closed 7:59

Motion Angela Glover

Second Megan Mireles

6-0

HARTFORD COUNCIL FOR RECREATION

PO BOX 332, HARTFORD, MI 49057

www.hartfordrecreation.org

HARTFORD COUNCIL FOR RECREATION SPORTS LEAGUE

Monday, March 18, 2024

7:00 PM

Hartford High School Library

7:10 Meeting called to order

Present: Jason May, America May, Megan Mireles, Joe Morsaw, Angela Glover, Neil Friday

Absent: Rick Hall, Andy Bachman, Lee Mireles, Bianca Deckard

Public Present: Claudia Mejia, Amber and Jesus Guajardo, Veronica Wolf

Review and approve February meeting minutes- Megan Mireles Motion, Second- Joe Morsaw Vote 4-0

Financial Updates- no updated these were figures from last month.

America May new Treasurer. Nominated by Megan Mireles. Second Angela Glover, 4-0 vote.

General- 1303.62

Concession- 15127.90

League of Miracles- 1652.25

Baseball/softball- 764.04

Baseball/Softball-

Need 11inch softballs.

Need sand brought in. Approved 25 tons at \$160 a ton. Motioned by Megan Mireles, second Joe Morsaw, vote 4-0.

Spring clean up day- April 13th at 11 am. Priorities being clubhouse and dugouts.

Practices officially start April 8th, 2024

Games will start April 29, 2024

Need to Hire Head umpire as Jason is not returning.

Set Allstar tournament dates: softball June 28-30 and baseball July 11-14. Trophy for 1st and 2nd place. Sportsmanship medals. One Golden Glove type award per age division, mvp stickers for Helmets per game.

Tball Director 2024- Amber Beltran

Football/Cheer- out of season

Forms to go home 1st of May.

Basketball-out of season

Old Business-

Post head umpire job

Continued discussion on Soccer-

Budget review needed to move forward

New Business-

Mandate concessions help, one team per night.

Team leader per team for communication and Organization.

Photo release waiver

Public Wishing to address the board-

Open Discussion

Ice cream part for end of the season celebration- June 7th at 5:30

MJ rentals for inflatables.

Next meeting: 4/15/24 7:00 HHS Library

Meeting closed 8:28

Motion Angela Glover

Second Megan Mireles

4-0



Van Buren Conservation District

March 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Our conference season is coming to a close, and our event season is officially upon us! We had a great day connecting with producers around grain, grazing, and forestry topics at our Farming for the Future Conference on March 13 at the Van Buren ISD Conference Center. Recordings of several sessions will be available on our YouTube channel soon. www.youtube.com/VanBurenCD

April 8-12, staff will be out of the office to have our **Tree Seedling Sale**. In addition to being open for pre-order pickup and selling leftover stock, we will be holding a petting zoo at our Paw Paw location (the VBCD office) on Saturday, April 13, 2024. We will have very cute baby farm animals, so come check them out!

Pre-order Pickup and Leftover Stock Sale Dates & Times

- Thursday, April 11, 2024 | 1:00 PM - 6:00 PM
- Friday, April 12, 2024 | 1:00 PM - 6:00 PM
- Saturday, April 13, 2024 | 9:00 AM - 12:00 PM

Locations

- VBCD Office | 1035 E Michigan Ave., Paw Paw, MI 49079
- Liberty Hyde Bailey Museum | 903 S Bailey Ave., South Haven, MI 49090

Recycling collections kick off soon and details for all events have been posted at <https://vanburencd.org/van-buren-county-recycling-collections/>. Please encourage folks to sign up their tires ahead of time! In April you can find us...

- Large Tire Collection** | April 22, 2024 | 10:00 AM - 1:00 PM | South Haven DPW | 1199 8th Ave, South Haven
- Large Tire Collection** | April 23, 2024 | 4:00 PM - 7:00 PM | South Haven DPW | 1199 8th Ave, South Haven
- Passenger & Semi Tire and Electronics Collection** | April 27, 2024 | 8:00 AM - 3:00 PM | Decatur Transfer Station | 300 W Beers St., Decatur

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In February, the Ag & Water Quality Team staff attended and spoke at several workshops and conferences, as well as prepared for future conferences and field days that we will be hosting. Additionally, we were invited to partner on a grant application with the Sand County Foundation: "Expanding the impact of farmer-led groups: A Michigan pilot to advance climate-smart agriculture."
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - The SWxSW Corner CISMA Team held our annual meeting to inform the public about current CISMA projects. In this transitional time, we wrapped up permitting and reporting needs from 2023, held and attended meetings, and treated invasive shrubs on partner properties. As our reflection of 2023 comes to a close, we are looking ahead to a full and productive field season!



Van Buren Conservation District

March 2024 Program Update

Submitted by Emily Hickmott, Executive Director

- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – The specialist participated in a tradeshow in Benton Harbor that targets fruit and vegetable growers. He shared a booth with other technicians from the area and talked to several farmers. There were also several planning meetings throughout the month as the team gears up for Farming for the Future in March and then for Michigan Envirothon as the specialist helped plan the March regional competitions. Between meetings, the specialist worked to get several different growers ready for Verifications that are scheduled for March as well.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) – Kicking off 2024 has been a whirlwind for Lucas and Gabe. A large number of EQIP, ACT-Now, and High-Tunnel applications have been submitted by area residents and now we face the task of getting them properly documented and into the system! Can't wait to start seeing all these fantastic ideas surrounding conservation happening in our community!
- **Outreach** (*Jacob Diljak*) – Free, year-round nitrite and nitrate water screening is available at the VBCD office! If you have not gotten our 2023 Annual Report, visit our office or go to VanBurenCD.org/annual-reports. Our Backyard Symposium recordings are now available on our YouTube channel at www.YouTube.com/c/VanBurenCD
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) – February was a month of preparation, learning, and educating. Materials Management Planning has been progressing with meetings to keep Van Buren County on track and Kalli has been busy attending meetings and training to learn about the process. For the second year, Kalli and Jacob attended Lawton Middle School Career Day to teach students about their jobs. Paw Paw Middle School Michigan Green School application was reviewed and approved this month, the only in Van Buren County.



**HARTFORD PUBLIC LIBRARY
VANBUREN COUNTY, MICHIGAN
ANNUAL FINANCIAL REPORT
YEAR ENDED DECEMBER 31, 2023**

TABLE OF CONTENTS

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	5
<u>BASIC FINANCIAL STATEMENTS</u>	
Government-wide Financial Statements	
Statement of Net Position	12
Statement of Activities	13
Fund Financial Statements	
Governmental Funds	
Balance Sheet	14
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position	15
Statement of Revenues, Expenditures, and Changes in Fund Balance	16
Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balance with the Statement of Activities	17
Notes to the Financial Statements	19
<u>REQUIRED SUPPLEMENTARY INFORMATION</u>	
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund	27

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Hartford Public Library
Hartford, Michigan

Report on the Audit of the Financial Statements***Opinions***

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Hartford Public Library (the "Library"), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the Library, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis and budgetary comparison information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance

on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Gabridge & Company

Gabridge & Company, PLC
Grand Rapids, Michigan
March 1, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Hartford Public Library
Management's Discussion and Analysis
December 31, 2023

As management of the Hartford Public Library (the "Library"), we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Library for the fiscal year ended December 31, 2023. We encourage readers to consider the information presented here in conjunction with the financial statements as a whole.

Financial Highlights

- The assets of the Library exceeded its liabilities and deferred inflows of resources at the close of this fiscal year by \$2,907,035 (*net position*). Of this amount, \$388,987 represents unrestricted net position, which may be used to meet the Library's ongoing obligations to citizens and creditors.
- During the year, the Library received \$291,443 of revenues and incurred \$340,948 of expenses, resulting in a decrease in net position of \$49,505.
- The general fund increased its fund balance by \$36,561 during the year for an ending fund balance of \$388,987.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$388,987, or 152.6% of the general fund's total annual expenditures.

Overview of the Financial Statements

The discussion and analysis provided here is intended to serve as an introduction to the Library's basic financial statements. The Library's financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) the notes to the financial statements. This report also contains other supplementary information intended to furnish additional detail to support the basic financial statements themselves.

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide a broad overview of the Library's finances, in a manner similar to a private sector business.

The *statement of net position* presents information on all of the Library's assets, deferred inflows, and liabilities, with the difference reported as net position. Over time, increases or decreases in net position can serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The *statement of activities* presents information showing how the Library's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus,

revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., capital assets).

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Library are considered governmental funds.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in assessing a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Library's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Library maintains two governmental funds. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the general fund and the library building fund.

The Library adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

Notes to the Financial Statements. The notes provide additional information that is necessary to acquire a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report further presents *required supplementary information* showing the Library's compliance with its budget.

Government-wide Overall Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Library, assets exceeded liabilities and deferred inflows of resources by \$2,907,035 at the close of the most recent fiscal year.

Hartford Public Library's Net Position

	<u>2023</u>	<u>2022</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 444,045	\$ 405,353
Taxes Receivable	205,197	192,815
Other Receivables	3,062	1,342
<i>Total Current Assets</i>	<u>652,304</u>	<u>599,510</u>
Noncurrent Assets		
Capital Assets being Depreciated	2,471,964	2,558,030
<i>Total Assets</i>	<u>3,124,268</u>	<u>3,157,540</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	5,939	3,302
Payroll Liabilities	6,097	4,883
<i>Total Liabilities</i>	<u>12,036</u>	<u>8,185</u>
DEFERRED INFLOWS OF RESOURCES		
Taxes Levied for a Subsequent Period	205,197	192,815
<i>Total Deferred Inflows of Resources</i>	<u>205,197</u>	<u>192,815</u>
NET POSITION		
Investment in Capital Assets	2,471,964	2,558,030
Restricted	46,084	46,084
Unrestricted	388,987	352,426
<i>Total Net Position</i>	<u>\$ 2,907,035</u>	<u>\$ 2,956,540</u>

A significant portion of the Library's net position (\$2,471,964, or 85.0%) reflects its investment in capital assets (e.g., land, buildings and improvements, equipment and furniture, and library books). The Library uses these capital assets to provide a variety of services to its patrons. Accordingly, these assets are not available for future spending. Another portion, \$46,084, or 1.6%, of the Library's net position is restricted for capital projects. The remaining balance of \$388,987, or 13.4%, is unrestricted and may be used to meet the Library's ongoing obligations to its patrons and creditors.

At the end of the current fiscal year, the Library is able to report positive balances in all reported categories of net position and fund balance. The same situation held true for the prior fiscal year.

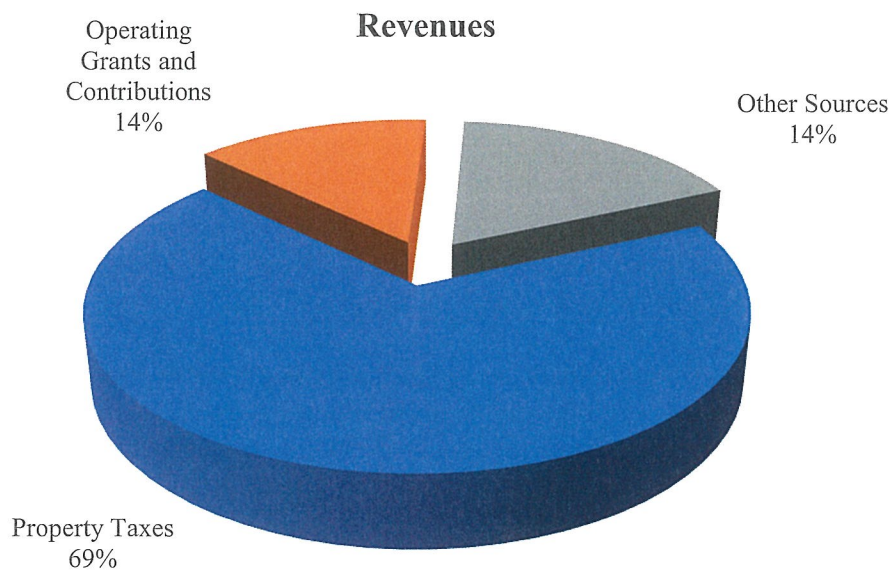
The most notable changes to the Library's assets and liabilities when comparing to the prior year are the increases in cash of \$38,692 which correlates closely with the change in fund balance. Taxes receivable increased by \$12,382 during the year mostly due to the increase of 6.42% in taxable values of the Library's service area; which corresponds with the increase in deferred inflows for taxes levied for a subsequent period. The decrease to capital assets of \$86,066 is due to the library's depreciation expense being in excess of current year additions.

Governmental Activities. During the current fiscal year, net position decreased \$49,505 from the prior fiscal year for an ending balance of \$2,907,035. Total revenues decreased by \$21,593 compared to the prior year. The vast majority, of this decrease is related to one-time capital grants that were received during fiscal year 2022 and not again in 2023.

Hartford Public Library's Changes in Net Position

	<u>2023</u>	<u>2022</u>
Revenues		
Property Taxes	\$ 200,247	\$ 176,061
Penal Fines	27,267	19,468
Intergovernmental	6,202	6,011
Charges for Services	14,782	16,851
Operating Grants and Contributions	40,466	59,199
Capital Grants and Contributions	-	34,605
Interest	2,479	841
<i>Total Revenue</i>	<u>291,443</u>	<u>313,036</u>
Expenses		
Recreation and Culture	340,948	342,936
<i>Total Expenses</i>	<u>340,948</u>	<u>342,936</u>
<i>Change in Net Position</i>	(49,505)	(29,900)
<i>Net Position at Beginning of Period</i>	<u>2,956,540</u>	<u>2,986,440</u>
<i>Net Position at End of Period</i>	<u>\$ 2,907,035</u>	<u>\$ 2,956,540</u>

The following chart summarizes the revenue sources of the Library for the most recent fiscal year-end:



Salaries, payroll taxes, and fringe benefit expenses were the largest expenses for the Library. The Library spent \$143,615 on salaries, payroll taxes, and fringe benefits, or 42.1% of the Library’s expenses. Depreciation expense of \$100,532 represented 29.1% of the total expenses within the Library.

Financial Analysis of the Government’s Funds

As noted earlier, the Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

General Fund. The general fund is the main operating fund of the Library. The general fund increased its balance in this fiscal year by \$36,561, bringing the balance to \$388,987. As a measure of the general fund’s liquidity, it may be useful to compare unassigned fund balance to total general fund expenditures. Unassigned fund balance represents approximately 152.6% of total general fund expenditures.

Library Building Fund. The library building fund is the capital projects fund of the Library created for the purpose of the construction of the new Library building. The fund balance for this fund remained the same as the prior year with a balance of \$46,084 This fund balance is restricted for capital projects purposes.

General Fund Budgetary Highlights

Original budget compared to final budget. There were no significant increases or decrease to the original estimated revenues or the original budgeted appropriations.

Final budget compared to actual results. The Library had no expenditures in excess of the amounts appropriated during the year ended December 31, 2023.

Capital Assets and Debt Administration

Capital Assets. The Library's investment in capital assets at year-end amounted to \$2,471,964 (net of accumulated depreciation). This is a decrease of \$86,066, or 3.4%, over the prior year. This is due to depreciation expense exceeding capital asset additions

Capital assets of the Library include any items purchased that have an expected useful life of over one year. The Library has invested in a broad range of capital assets. More information about the Library's capital assets can be found in the notes to the financial statements section of this document.

Long-term Debt. At the end of the current fiscal year, the Library had no outstanding debt.

Economic Factors and Next Year's Budgets and Rates

Taxable value of property within the Library district determines a substantial portion of operating revenue (tax revenues) raised by the Library. The overall taxable value within the district increased by 6.42% in 2023, which will result in a small increase in tax revenues for the Library's 2024 programs.

Penal fine, state aid, fundraising, and donation revenues are expected to remain stable during 2024. The Library continues to apply for grants to help increase or stabilize revenues while searching for areas to reduce overall spending.

Contacting the Library's Management

This financial report is designed to provide the wide variety of users of this document with a general overview of the Library's finances and demonstrate the Library's accountability for the money entrusted to it. If you have any questions regarding this report or need additional financial information, please direct your requests to:

The Hartford Public Library
12 Church Street, P.O. Box 8
Hartford, MI 49057

BASIC FINANCIAL STATEMENTS

**Hartford Public Library
Statement of Net Position
December 31, 2023**

ASSETS*Current Assets*

Cash and Cash Equivalents	\$ 444,045
Taxes Receivable	205,197
Other Receivables	3,062
Total Current Assets	<u>652,304</u>

Noncurrent Assets

Capital Assets being Depreciated	2,471,964
Total Assets	<u>3,124,268</u>

LIABILITIES*Current Liabilities*

Accounts Payable	5,939
Payroll Liabilities	6,097
Total Liabilities	<u>12,036</u>

DEFERRED INFLOWS OF RESOURCES

Taxes Levied for a Subsequent Period	205,197
Total Deferred Inflows of Resources	<u>205,197</u>

NET POSITION

Investment in Capital Assets	2,471,964
<i>Restricted for:</i>	
Capital Projects	46,084
<i>Unrestricted</i>	388,987
Total Net Position	<u>\$ 2,907,035</u>

The Notes to the Financial Statements are an integral part of these Financial Statements

Hartford Public Library
Statement of Activities
For the Year Ended December 31, 2023

	Program Revenues			
Functions/Programs	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Recreation and Culture	\$ 340,948	\$ 14,782	\$ 40,466	\$ --
<i>Total</i>	\$ 340,948	\$ 14,782	\$ 40,466	\$ --
				Net (Expense) Revenue
				\$ (285,700)
				200,247
				27,267
				6,202
				2,479
				236,195
				(49,505)
				2,956,540
				\$ 2,907,035

General Purpose Revenues:

Property Taxes	200,247
Penal Fines	27,267
Intergovernmental	6,202
Interest	2,479

Total General Revenues

Change in Net Position

Net Position at Beginning of Period

Net Position at End of Period

The Notes to the Financial Statements are an integral part of these Financial Statements

**Hartford Public Library
Balance Sheet
Governmental Funds
December 31, 2023**

	<u>Capital Projects</u>		<u>Total Governmental Funds</u>
	<u>General</u>	<u>Library Building (Nonmajor)</u>	
ASSETS			
Cash and Cash Equivalents	\$ 397,961	\$ 46,084	\$ 444,045
Taxes Receivable	205,197	--	205,197
Other Receivables	3,062	--	3,062
<i>Total Assets</i>	<u>\$ 606,220</u>	<u>\$ 46,084</u>	<u>\$ 652,304</u>
LIABILITIES			
Accounts Payable	\$ 5,939	\$ --	\$ 5,939
Payroll Liabilities	6,097	--	6,097
<i>Total Liabilities</i>	12,036	--	12,036
DEFERRED INFLOWS OF RESOURCES			
Taxes Levied for a Subsequent Period	205,197	--	205,197
<i>Total Liabilities and Deferred Inflows of Resources</i>	<u>217,233</u>	<u>--</u>	<u>217,233</u>
FUND BALANCE			
Restricted	--	46,084	46,084
Unassigned	388,987	--	388,987
<i>Total Fund Balance</i>	<u>388,987</u>	<u>46,084</u>	<u>435,071</u>
<i>Total Liabilities, Deferred Inflows of Resources and Fund Balance</i>	<u>\$ 606,220</u>	<u>\$ 46,084</u>	<u>\$ 652,304</u>

The Notes to the Financial Statements are an integral part of these Financial Statements

Hartford Public Library
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Position
December 31, 2023

Total Fund Balance - Governmental Funds	\$ 435,071
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. This amount represents capital assets of \$2,865,613, net of accumulated depreciation of \$393,649.	2,471,964
Total Net Position-Governmental Activities	\$ <u>2,907,035</u>

The Notes to the Financial Statements are an integral part of these Financial Statements

Hartford Public Library
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2023

	<u>Capital Projects</u>		<u>Total Governmental Funds</u>
	<u>General</u>	<u>Library Building (Nonmajor)</u>	
Revenues			
Property Taxes	\$ 200,247	\$ --	\$ 200,247
Penal Fines	27,267	--	27,267
Grants	2,844	--	2,844
Intergovernmental	6,202	--	6,202
Local Revenue Sharing	22,819	--	22,819
Interest	2,479	--	2,479
Donations	14,803	--	14,803
Other	14,782	--	14,782
<i>Total Revenues</i>	291,443	--	291,443
Expenditures			
Salaries and Wages	129,936	--	129,936
Payroll Taxes	9,854	--	9,854
Fringe Benefits	3,825	--	3,825
Books and Materials	28,536	--	28,536
Utilities and Telephone	17,441	--	17,441
Repairs and Maintenance	4,655	--	4,655
Insurance	9,655	--	9,655
Professional Fees	4,900	--	4,900
Contracted Services	21,869	--	21,869
Supplies	9,299	--	9,299
Reading Programs	12,529	--	12,529
Training and Transportation	1,352	--	1,352
Miscellaneous	1,031	--	1,031
<i>Total Expenditures</i>	254,882	--	254,882
<i>Excess of Revenues Over (Under) Expenditures</i>	36,561	--	36,561
<i>Net Change in Fund Balance</i>	36,561	--	36,561
<i>Fund Balance at Beginning of Period</i>	352,426	46,084	398,510
<i>Fund Balance at End of Period</i>	\$ 388,987	\$ 46,084	\$ 435,071

The Notes to the Financial Statements are an integral part of these Financial Statements

Hartford Public Library
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and
Changes in Fund Balance with Statement of Activities
For the Year Ended December 31, 2023

Total Net Change in Fund Balances - Governmental Funds	\$	36,561
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This amount represents capital outlay expenditures of \$14,466 less depreciation expense of \$100,532.</p>		
		(86,066)
Changes in Net Position - Governmental Activities	\$	<u>(49,505)</u>

The Notes to the Financial Statements are an integral part of these Financial Statements

NOTES TO FINANCIAL STATEMENTS

Hartford Public Library

Notes to the Financial Statements

Note 1 - Summary of Significant Accounting Policies

The accounting policies of the Hartford Public Library (the “Library”) conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. Based on the significance of any operational or financial relationships with the Library, there are no component units to be included in these financial statements. The following is a summary of the significant policies.

Reporting Entity

The Library is a district library located in the City of Hartford, Michigan and is governed by an appointed board. The City of Hartford and Hartford Township each appoints three members to the Board. The Library provides services to the residents of the City of Hartford and Hartford Township. Services are also provided to a portion of Bangor and Keeler Townships. The Library is primarily financed through tax levies, fines, state aid, local revenue sharing, and donations. The revenue is used to staff and operate the Library.

Government-wide and Fund Financial Statements

The government-wide financial statements (e.g., the statement of position and the statement of activities) report information on all of the non-fiduciary activities of the Library. *Government activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. The Library only has governmental activities.

The statement of activities demonstrates the degree to which the direct expense of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenue includes: 1) charges to Library patrons who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meet the operational or capital requirements of a particular function or segment. Taxes and other items are not properly included among program revenues, and are reported instead as general revenue.

The statement of net position includes and recognizes all long-term assets and receivables as well as long-term debt and obligations. The Library’s net position is reported in three parts: 1) investment in capital assets, 2) restricted net position, and 3) unrestricted net position.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Hartford Public Library

Notes to the Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Intergovernmental revenue, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

The Library reports one major governmental fund. The *general fund* is the Library's primary operating fund. It accounts for all financial resources of the Library, except those required to be accounted for in another fund. The *library building fund* is a nonmajor capital project fund that reports the expenditures associated with the new library building projects. Revenues are generated from capital contributions.

Cash

The Library's cash and cash equivalents are considered to be cash on hand, demand deposits, certificates of deposit, and short-term investments, if any, with original maturities of three months or less from date of acquisition.

Capital Assets

Capital assets are defined by the Library as assets with an estimated useful life in excess of one year and a cost of \$250 or more. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at the acquisition value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance that do not add to the value of the asset or materially extend assets lives are expenses as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Description</u>	<u>Years</u>
Buildings and Improvements	10 - 40
Furniture and Fixtures	10
Computers and Office Equipment	5
Library Collections	8

Hartford Public Library

Notes to the Financial Statements

Property Taxes Receivable and Deferred Inflows of Resources

All trade and property tax receivables are shown as net of allowance for uncollectible amounts. Property taxes are levied on December 1st based on the taxable valuation of the property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year. The Townships and City bill and collect the property taxes.

The 2022 and 2023 state taxable value for real/personal property of the Library totaled approximately \$127,027,420 and \$135,184,564, respectively.

The ad valorem taxes levied consisted of 1.5179 mills for operations for 2023 and 2022.

Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. Both the government-wide and fund financial statements report taxes levied for a subsequent period in connection with revenue that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the taxes levied for a subsequent period was \$205,197, which represent the 2023 tax levy funds. Taxes receivable of \$205,197 represents the remaining amount of the 2023 tax levy funds that will be collected during the next fiscal year.

Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities statement of net position. For new bond issuances of governmental funds after the implementation of GASB Statement No. 34, bond premiums and discounts, are deferred and amortized over the life of the bonds using the straight-line method which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are treated as a current period expense.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Net Position Flow Assumption

Sometimes the Library will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

Hartford Public Library

Notes to the Financial Statements

Fund Balance Flow Assumption

Sometimes the Library will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements a flow assumption must be made about the order in which the resources are considered to be applied. It is the Library's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

Fund Balance Policies

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. Governmental funds report *nonspendable fund balance* for amounts that cannot be spent because they are either: a) not in spendable form or b) legally or contractually required to be maintained intact. *Restricted fund balance* is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. The government itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The *committed fund balance* classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision making authority. The Library Board is the highest level of decision-making authority for the government that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken (the adoption of another resolution) to remove or revise the limitation.

Amounts in the *assigned fund balance* classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as committed. The Library Board can assign fund balance, through a resolution, as it does when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.

Unassigned fund balance is the residual classification for the Library's general fund and includes all spendable amounts not contained in the other classifications and is therefore available to be spent as determined by the Library Board.

Hartford Public Library

Notes to the Financial Statements

Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 2 - Stewardship, Compliance and Accountability

The general fund is under formal budgetary control. The budget shown in the financial statements for this fund was prepared on the basis not significantly different from the modified accrual basis used to reflect actual results and consists only of those amounts contained in the formal budget approved and amended by the Board.

P.A. 621 of 1978, Section 18(1), as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. The Library had no expenditures in excess of the amounts appropriated during the year ended December 31, 2023.

In the body of the financial statements, the Library's actual expenditures and budgeted expenditures for the budgetary fund has been shown on a line-item basis. The approved budget for this budgetary fund was adopted at the line item level.

Note 3 - Deposits and Investments

Credit risk – State statutes authorize the government to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The local unit is allowed to invest in bonds, securities and other obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligations; repurchase agreements; bankers' acceptance of United States Banks; commercial paper rated within the two highest classifications which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or any of its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan. The investment policy adopted by the government authorizes investment in bonds and securities of the United States government and bank accounts and certificates of deposit, but not the remainder of State statutory authority as listed above.

Custodial credit risk – deposits – In the case of deposits, this is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. The Library does not have a deposit policy for custodial credit risk.

The Library's funds were deposited with Honor Credit Union and Advia Credit Union. Both Credit Unions are insured by the NCUA, National Credit Union Administration. The insurance is \$250,000 each. The carrying value and NCUA insured amounts are summarized on December 31, 2023 as follows:

Hartford Public Library

Notes to the Financial Statements

	Bank Balance	Carrying Amount
Amount Insured by the NCUA	\$ 400,933	\$ 400,933
Amount Uninsured and Uncollateralized	43,590	43,112
Totals	\$ 444,523	\$ 444,045

Note 4 - Capital Assets

Capital asset activity of the Library for the current year was as follows:

	Beginning Balance	Additions	Disposals/ Transfers	Ending Balance
Capital Assets being Depreciated				
Buildings	\$ 2,543,198	\$ -	\$ -	\$ 2,543,198
Building Improvements	48,300	-	-	48,300
Library Collection	208,537	13,065	(23,616)	197,986
Office Equipment	72,893	-	-	72,893
Furniture and Fixtures	1,835	1,401	-	3,236
<i>Subtotal</i>	<u>2,856,925</u>	<u>14,466</u>	<u>(23,616)</u>	<u>2,865,613</u>
Accumulated Depreciation				
Buildings	149,998	63,580	-	213,578
Building Improvements	6,440	4,830	-	11,270
Library Collection	131,655	20,029	(23,616)	128,068
Office Equipment	26,805	11,720	-	38,525
Furniture and Fixtures	1,835	373	-	2,208
<i>Subtotal</i>	<u>237,889</u>	<u>100,532</u>	<u>(23,616)</u>	<u>393,649</u>
Net Capital Assets Being Depreciated	<u>2,619,036</u>	<u>(86,066)</u>	<u>-</u>	<u>2,471,964</u>
Capital Assets, Net	<u>\$ 2,619,036</u>	<u>\$ (86,066)</u>	<u>\$ -</u>	<u>\$ 2,471,964</u>

Depreciation expense was allocated to the recreation and culture function in the statement of activities.

Hartford Public Library

Notes to the Financial Statements

Note 5 - Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries, as well as medical benefits provided to employees. The Library maintains commercial insurance coverage for each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Library. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. The Library participates in the Michigan Township Participating Plan for property and general liability claims.

Note 6 - Subsequent Events

Management has evaluated subsequent events through March 1, 2024, the date the financial statements were available to be issued. Management has determined that no subsequent events have occurred that would have an impact on the financial condition of the Library.

REQUIRED SUPPLEMENTARY INFORMATION

Hartford Public Library
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
General Fund
For the Year Ended December 31, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable) Final to Actual</u>
Revenues				
Property Taxes	\$ 187,800	\$ 199,800	\$ 200,247	\$ 447
Penal Fines	24,000	24,000	27,267	3,267
Grants	--	--	2,844	2,844
State Sources	6,000	6,000	6,202	202
Local Revenue Sharing	24,000	24,000	22,819	(1,181)
Interest	226	226	2,479	2,253
Donations	12,000	14,040	14,803	763
Other	12,000	13,920	14,782	862
Total Revenues	<u>266,026</u>	<u>281,986</u>	<u>291,443</u>	<u>9,457</u>
Expenditures				
Salaries and Wages	126,000	132,000	129,936	2,064
Payroll Taxes	15,000	15,000	9,854	5,146
Fringe Benefits	3,600	3,900	3,825	75
Books and Materials	25,320	33,785	28,536	5,249
Utilities and Telephone	16,908	20,692	17,441	3,251
Repairs and Maintenance	1,800	5,304	4,655	649
Insurance	8,376	9,660	9,655	5
Professional Fees	3,600	4,908	4,900	8
Contracted Services	13,140	22,368	21,869	499
Supplies	7,320	10,308	9,299	1,009
Reading Programs	5,100	13,500	12,529	971
Training and Transportation	124	1,500	1,352	148
Miscellaneous	1,200	1,416	1,031	385
Total Expenditures	<u>227,488</u>	<u>274,340</u>	<u>254,882</u>	<u>19,458</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>38,538</u>	<u>7,646</u>	<u>36,561</u>	<u>28,915</u>
Net Change in Fund Balance	<u>38,538</u>	<u>7,646</u>	<u>36,561</u>	<u>28,915</u>
Fund Balance at Beginning of Period	352,426	352,426	352,426	--
Fund Balance at End of Period	<u>\$ 390,964</u>	<u>\$ 360,072</u>	<u>\$ 388,987</u>	<u>\$ 28,915</u>

March 1, 2024

To the Board of Directors
Hartford Public Library
Hartford, Michigan

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Hartford Public Library, Michigan (the "Library") for the year ended December 31, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 9, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. There were no new accounting policies adopted and, the application of existing policies was not changed during the fiscal year ended December 31, 2023. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Library's financial statements were:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.

We evaluated key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 1, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Library's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and the budgetary comparison information, which are required supplementary information (RSI) that

supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the Library as of and for the year ended December 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Library’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Library’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we have identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Library’s financial statements will not be prevented, or detected and corrected, on a timely basis.

We consider the following deficiency to be material weakness:

2023-1 Material audit adjustments and financial statement preparation (repeat finding):

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of the management. The preparation of financial statements in accordance with GAAP requires internal controls over both: 1) recording, processing, and summarizing accounting data (i.e. maintaining internal accounting records), and 2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e. external financial reporting).

Condition: We identified and proposed material audit adjustments that management reviewed and approved. We also assisted management with preparing the basic financial statements and the related footnotes.

As is the case with many small and medium-sized governmental units, the Library has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Library's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot, by definition, be considered part of the Library's internal controls. Having the auditor draft the annual financial statements is allowable under current auditing standards and ethical guidelines and may be the most efficient and effective method for preparation of the Library's financial statements. However, when an entity (on its own) lacks the ability to produce financial statements that conform to GAAP, or when material audit adjustments are identified by the auditor, auditing standards require that such conditions be communicated in writing as material weaknesses.

Cause: This condition was caused by the Library's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Library to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Library's accounting records were initially misstated by amounts material to the financial statements. In addition, the Library lacks complete internal controls over the preparation of its financial statements in accordance with GAAP, and, instead, relies, at least in part, on assistance from its external auditor for assistance with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Library's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

2023-02 Segregation of Incompatible Duties (new finding)

Condition: The Library has accounting functions which are performed by the same individual and are not subject to a documented independent review and approval. While conducting our audit procedures we noted that there not all invoices were properly cancelled (marked as paid) and bank reconciliations lack a documented independent review.

Criteria: Management is responsible for establishing and maintaining internal controls in order to safeguard the assets of the Library. A key element of internal control is the segregation of incompatible duties within the accounting function.

Cause: This condition is a result of the limited size of the Library's accounting staff.

Effect: As a result of this condition, the Library is exposed to an increased risk that misstatements (whether caused by error or fraud) may occur and not be prevented or detected and corrected by management on a timely basis.

Recommendation: While there are, of course, no easy answers to the challenge of balancing the costs and benefits of internal controls and the segregation of incompatible duties, we would nevertheless encourage management to actively seek ways to further strengthen its internal control structure by requiring as much independent review, reconciliation, and approval of accounting functions by qualified members of management as possible.

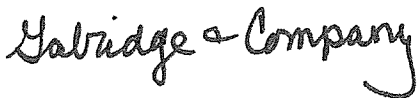
Management Response: The Library concurs with this finding. The Library will require appropriate sign-offs of a second responsible person for the key accounting functions mentioned above.

We did not audit the Library's response to the internal control finding described above and, accordingly, we express no opinion on it.

Restriction on Use

This information is intended solely for the use of the Library Board and management of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Gabridge & Company, PLC
Grand Rapids, MI

Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, April 9, 2024

Regular Meeting

- I. Call to order and attendance
- II. Approval of minutes
- III. Financial Report
- IV. Approval of Bills
- V. Director's Report
- VI. Old Business
 - A. Securalarm additional cameras.
 - B. Automatic door opener grant
- VII. New Business
 - A. 2023 Audit report
 - B. Genealogy Report
 - C. LSTA Grant opportunity
 - D. Misc. items
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

March 12, 2024 7pm

Meeting called to order by President Jonatzke
Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Blocker, and Bench

Motion to approve the Minutes of February 13, 2024, as presented, and place on file.
Dowd and Bench motion carried

Motion to approve the Financial Report, as presented, and place on file.
Hadley and Blocker motion carried

Motion to approve and pay bills in the amount of \$28,568.79. See Cash Disbursals for a listing of checks written.
Dowd and Bench motion carried

Director's Report- see written report submitted at meeting

Old Business

- A. Securalarm additional cameras- see written report submitted at meeting.
- B. Automatic door opener grant- see written report submitted at meeting.

New Business

- A. 2023 Audit report- see written report submitted at meeting.
- B. Genealogy Report- see written report submitted at meeting.
- C. Misc. items- see written report submitted at meeting.

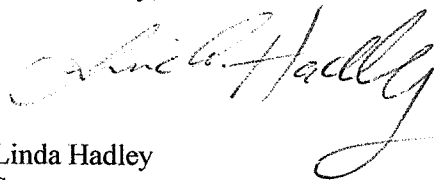
Motion to increase Hartford Public Library Building insurance.
Dowd and Blocker motion carried

Motion to approve Hartford Fire Department to do a burn of the native grass area as recommended by Van Buren Conservation District Hartford Library Native Planting Plan.
Friday and Hadley motion carried

No Committee Reports
No Public Comment

Motion to adjourn
Friday and Dowd motion carried

Submitted by;



Linda Hadley
Secretary

04/09/24
Accrual Basis

Hartford Public Library
Balance Sheet
As of April 9, 2024

	<u>Apr 9, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,158.68
GL cash out (Honor Credit Union Checking account)	189,043.38
Honor MM#3 (Money Market at Honor Credit Union)	218,675.02
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>558,927.08</u>
Total Current Assets	<u>558,927.08</u>
TOTAL ASSETS	<u><u>558,927.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>-99.12</u>
Total Other Current Liabilities	<u>-99.12</u>
Total Current Liabilities	<u>-99.12</u>
Total Liabilities	-99.12
Equity	
3900 · Retained Earnings	432,009.05
Net Income	<u>127,017.15</u>
Total Equity	<u>559,026.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>558,927.08</u></u>

**Submitted to the Hartford Public Library
Board of Trustees for approval
April 9, 2024**

Checks written after Mar. 12, 2024 meeting

Honor	\$	8,427.49(Salary)
		8.00(Securalarm)
		104.98(Quill)
		5,400.00(Gabridge)
		210.00(Cigna)
		850.00(Lego)

Total \$ 15,000.47

Checks written before April 9, 2024 meeting

Expenses	\$	11,414.52
Total	\$	26,414.99
To Be Paid	\$	<u>26,414.99</u>
Total Disbursals	\$	26,414.99
Total to be Approved	\$	<u>26,414.99</u>

Balance Mar.12, 2024	\$	205,416.55
Transfers to account	\$	0
Transfers from account	\$	0
Receipts	\$	10,041.82
Total	\$	215,458.37
To Be Approved	\$	26,414.99
Balance Apr.9 ,2024	\$	189,043.38

Hartford Public Library
Cash Disbursals
As of April 9, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
03/15/2024	13489	Bethany Bivens		-SPL...	-368.41
03/15/2024	13490	Stephanie Daniels		-SPL...	-1,484.46
03/15/2024	13491	Sarah J James		-SPL...	-438.23
03/15/2024	13493	Jennifer Sarco		-SPL...	-292.89
03/15/2024	13494	Patricia A Schroed...		-SPL...	-1,122.11
03/15/2024	13495	Laura D Smith		-SPL...	-371.02
03/15/2024	13488	Emma G Lavender		-SPL...	-164.42
03/15/2024	13496	SecurAlarm Syste...	increase	827 ...	-8.00
03/15/2024	13497	Quill Corporation	959 electr...	959 ...	-104.98
03/18/2024	13498	Gabridge & Comp...	audit 2023	807 ...	-5,400.00
03/29/2024	13499	Bethany Bivens		-SPL...	-283.12
03/29/2024	13500	Stephanie Daniels		-SPL...	-1,484.48
03/29/2024	13501	Sarah J James		-SPL...	-428.35
03/29/2024	13502	Jennifer Sarco		-SPL...	-371.01
03/29/2024	13503	Patricia A Schroed		-SPL...	1,122.11
03/29/2024	13504	Laura D Smith		-SPL...	-332.45
03/29/2024	13505	Emma G Lavender		-SPL...	-164.43
03/29/2024	13506	Cigna	employee ...	703 ...	-210.00
03/29/2024	13507	Jason Spears	Lego displ...	805 ...	-850.00
04/09/2024	1350...	United States Tre...	38-2073164	-SPL...	-3,285.54
04/09/2024	1350...	State of Michigan	38-2073164	-SPL...	-1,482.13
04/09/2024	13508	Baker & Taylor	978	978 ...	-278.16
04/09/2024	13509	Best Way Disposal	trash rem...	819 ...	-81.34
04/09/2024	13510	Bloomingtondale Co...	internet	855 ...	-249.99
04/09/2024	13511	Capital One	see below	-SPL...	-4,101.07
04/09/2024	13512	City of Hartford	water & s...	927 ...	-44.65
04/09/2024	13513	Consumers Energy	gas	923 ...	-300.57
04/09/2024	13514	Culligan	740	740 ...	-19.50
04/09/2024	13515	Enfold Systems		959 ...	-212.40
04/09/2024	13516	Frontier	telephone	853 ...	-147.27
04/09/2024	13517	Indiana Michigan ...	electric	921 ...	-372.99
04/09/2024	13518	NextBell	telephone	853 ...	-158.01
04/09/2024	13519	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
04/09/2024	13520	US Business Syst...	printer ma...	827 ...	-542.90
Total GL cash out (Honor Credit Union Checking account)					-26,414.99
TOTAL					-26,414.99

Hartford Public Library
Income/Expense
January through December 2024

	Jan - Dec ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	5,406.03
582 · City of Hartford	57,684.37
583 · Township of Hartford	125,385.41
657 · Penal Fines	5,568.31
665 · Interest	712.94
673 · Donations	10,750.00
680 · Misc. Receipts	3,216.20
	208,723.26
Total Income	208,723.26
Gross Profit	208,723.26
Expense	
6560 · Payroll Expenses	32,689.60
6570- · Payroll tax	2,702.42
703 · Employee Insurance	930.54
728 · Supplies	703.34
730 · Postage	9.95
740 · Operating Supplies	676.37
801 · Professional Services (Membership Fees)	50.00
804 · Adult Program	26.48
805 · Children's Program	2,330.85
806 · Children's Summer Programs (2009 Children's summer prog...	330.10
807 · Audit	5,400.00
819 · Refuse Removal	158.74
827 · Contractual Services	1,392.96
853 · Telephone (Phone & FAX)	1,167.42
855 · Internet	819.96
864 · Conferences & Workshops	755.00
910 · Insurance (Building)	10,131.00
921 · Electricity	1,241.45
923 · Gas	1,213.62
927 · Public Utilities	139.94
930 · Repairs & Maintenance	8,585.00
956 · Misc.	0.00
957 · Magazines & Periodicals	342.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	4,673.30
978 · Books	3,095.97
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
	81,706.11
Total Expense	81,706.11
Net Ordinary Income	127,017.15
Net Income	127,017.15

0.10.FW
04/09/24
Cash Basis

Hartford Public Library

Profit & Loss Budget vs. Actual

January through December 2024

First Quarterb2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casino Loc	0.00	25,494.81	-25,494.81	0.0%
402 · Tax Levy (Van Buren District Library)	5,406.03	7,422.22	-2,016.19	72.84%
539 · Direct State Aid	0.00	6,010.95	-6,010.95	0.0%
582 · City of Hartford	57,684.37	47,596.67	10,087.70	121.19%
583 · Township of Hartford	125,385.41	121,041.90	4,343.51	103.59%
657 · Penal Fines	5,568.31	16,707.18	-11,138.87	33.33%
665 · Interest	712.94	844.11	-131.17	84.46%
673 · Donations	10,750.00	6,884.49	3,865.51	156.15%
680 · Misc. Receipts	3,216.20	23,673.54	-20,454.34	13.59%
Total Income	<u>208,723.26</u>	<u>255,672.87</u>	<u>-46,949.61</u>	<u>81.64%</u>
Expense				
6200 · Interest Expense (Interest Expense)	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	32,689.60	116,212.01	-83,522.41	28.13%
6570- · Payroll tax	2,702.42	9,031.19	-6,328.77	29.92%
703 · Employee Insurance	930.54	4,140.82	-3,210.28	22.47%
728 · Supplies	703.34	4,102.63	-3,399.29	17.14%
730 · Postage	9.95	857.43	-847.48	1.16%
740 · Operating Supplies	676.37	3,134.15	-2,457.78	21.58%
801 · Professional Services (Membership Fe	50.00	250.00	-200.00	20.0%
804 · Adult Program	26.48	466.13	-439.65	5.68%
805 · Children's Program	2,330.85	3,188.95	-858.10	73.09%
806 · Children's Summer Programs (2009 Ci	330.10	5,160.27	-4,830.17	6.4%
807 · Audit	5,400.00	3,800.00	1,600.00	142.11%
818 · Services (Snow/Lawn)	0.00	8,546.87	-8,546.87	0.0%
819 · Refuse Removal	158.74	284.22	-125.48	55.85%
827 · Contractual Services	1,392.96	5,169.56	-3,776.60	26.95%
853 · Telephone (Phone & FAX)	1,167.42	3,199.37	-2,031.95	36.49%

04/09/24
Cash Basis

Hartford Public Library

Profit & Loss Budget vs. Actual

January through December 2024

First Quarterb2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
855 · Internet	819.96	4,221.28	-3,401.32	19.42%
864 · Conferences & Workshops	755.00	30.00	725.00	2,516.67%
901 · Advertising	0.00	1,363.40	-1,363.40	0.0%
910 · Insurance (Building)	10,131.00	7,944.00	2,187.00	127.53%
911 · Workmen's Comp (Disability Insurance	0.00	569.00	-569.00	0.0%
921 · Electricity	1,241.45	5,653.51	-4,412.06	21.96%
923 · Gas	1,213.62	2,978.67	-1,765.05	40.74%
927 · Public Utilities	139.94	502.52	-362.58	27.85%
930 · Repairs & Maintenance	8,585.00	4,803.26	3,781.74	178.73%
940 · Rental	0.00	130.00	-130.00	0.0%
956 · Misc.	0.00	4,553.98	-4,553.98	0.0%
957 · Magazines & Periodicals	342.10	499.00	-156.90	68.56%
958 · Vicki Shoemaker	240.00			
959 · Electronic Materials	4,673.30	9,764.46	-5,091.16	47.86%
978 · Books	3,095.97	10,615.46	-7,519.49	29.17%
983 · Equipment	0.00	4,514.33	-4,514.33	0.0%
984 · Bilibionix-Apollo (Electronic circulation s	1,900.00	3,100.00	-1,200.00	61.29%
991 · Architectural Services	0.00			
993 · Computer Maintenance	0.00	94.48	-941.48	0.0%
Total Expense	81,706.11	223,819.85	-142,113.74	36.51%
Net Ordinary Income	127,017.15	31,853.02	95,164.13	398.76%

Hartford Public Library
Director's Report – April 9, 2024

The Stats for March, 2024 Adults 1,107 Children 790
Computer usage for Mar– adults(179), children (216) Air print(58)
Website: Mar. 1,100
Hoopla Digital for Mar.2024 \$458.18
Hoopla balance \$386.10
Cardio Drumming- Mar.,(46) Yoga-Mar., (5)
MEL Books borrowed-Mar. 73 MEL books lent-Mar. 53

I attended the following zoom meetings:

- March 14- Understanding Disabilities – 2pm (LTC Grant) ✓
- March 19- LSTA Grant program seminar- 1pm
- March 20- Improving Services, facilities & programs for people with disabilities 2pm ✓
- March 28- Hosting Accessible Community Conversations- 2pm
- April 9- Mi Youth meeting (Library of Michigan) 2pm

*✓ required for
grant for door
openers*

On Thursday, March 28 we have 45 fourth grade students visit the Hartford Public Library. We had a tour of the library, a craft and a library scavenger hunt.

On Saturday, March 23 we had soccer sign-up in the community room from 11am to 1pm.

On Saturday, April 6 we had the Hopson birthday party in the community room from 12N to 2pm.

On Sunday, April 7 the West Michigan Lego Users Group set-up the Jurassic Park Dinosaur Lego display from 12N to 5pm. The display will be open for viewing all week until 2pm on Saturday.

On Thursday, April 24 we are hosting the author, Les Carroll, retired Air Force. He will be selling and signing his book, "This Troubled Ground". (See photo and description) *3:30-4:30*

We gave away 300 solar eclipse glasses prior to Monday, April 8th and we let the public know via social media. We had very few left on Monday.

We are starting a SCI/FI Fantasy Book group. The first meeting is Thursday, April 18 at 5:30pm. Sarah James will lead the group.

We will be discontinuing Storytime. We have had 1 or 2 children and sometimes none. Since the pandemic, story time has not been of interest in our community. Watervliet has also had lack of participation in children's Storytime. Some of the other small libraries have also experienced the same situation. I think we need to concentrate our resources where they are most effective.

The STEM program at Redwood is Thursday, April 18 and we plan several demonstrations of STEM related items such as the marble run, tumbling hedgehog and cyborg hand. *5:30-7:00*

On May 21, Tuesday we will have our first Coffee n' Canvas Party from 6pm to 8pm. We will create an acrylic painting for spring via video instruction. The program is open to 24 people.

Registration is required and a \$10 fee. We will do another for children, Cookies and Canvas during the summer as part of our summer reading program.

Respectfully Submitted,
Stephanie Daniels

LES CARROLL

Item 9.

THIS TROUBLED GROUND

inspired by true events

“... will send cold shivers
down the spine.”

—Diane Rawl,
Gold Star Mother
of 1LT Ryan Rawl,
Killed in Afghanistan

About the Author

Les Carroll grew up in South Carolina, served in the Air Force and Air National Guard for twenty-eight years, and retired in 2013. He served two tours in Afghanistan and one tour at the Air Force Mortuary Affairs Operations Center at Dover Air Force Base. This *Troubled Ground* was created out of those experiences. He is an award-winning military and civilian journalist and acclaimed documentary filmmaker. His documentary *Bringing the Fallen Home* aired nationally in 2014. He wrote and published three books in the mid-1990s.

The war in Afghanistan impacted Americans in profound ways, yet only a small percentage of Americans know what it's like to be there, fight there, come home from there, and then live the rest of their lives wondering if their service made a difference.

This *Troubled Ground* goes there—to the cold, dark, and heartbreaking tarmac at Dover Air Force Base, to the Kabul newsrooms, to briefing rooms, and to the deadly battlefields in their many forms across Afghanistan. Inspired by true events, this book follows a haunting, sometimes uplifting but ultimately tragic journey into war through the eyes of an Air Force officer searching for meaning as his path intersects with a mother's desperate quest to find hope after her son is killed serving with the US Marines in Afghanistan.



P.O. Box 820 Holland, OH 43528
800-875-2785

Hartford Public Library (MI)
Digital Account
12 Church Street
Hartford MI 49057

Invoice # 505271164
Customer # 2000014984
Customer Ref #
Payment Terms: Terms: 30 Days Net
Page 1 of 1

Month Ending 03/31/2024

Description	Quantity	Extended Amount
Digital Audiobook	127	340.26
Digital BingePass	2	4.98
Digital Comics	8	6.78
Digital Ebook	43	51.46
Digital Movie	15	34.39
Digital Music	4	5.96
Digital Television	7	14.35
Amount Due :	206	458.18
Total Due in USD :		458.18

To view and/or download transactional data for the above charges, please login to your account at <https://midwesttape.com>

Remit ACH/wire payments to:
Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:
Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

9 additional
\$22,000
8 cameras now

None in
meeting
room

VI. Old Business

A. Securalarm additional cameras

The revised proposal for 7 cameras is a cost of \$16,630.80. There is a monthly maintenance which the company has instituted of \$188. We pay \$138 monthly for the alarm maintenance. If we go with the 7 cameras the monthly payment will be \$326.

I discussed with Joyce another proposal of adding 2 more cameras which would cover the meeting room. The cost for the entire project would be approximately \$22,000. This would give us complete coverage of all important areas. The Van Buren Regional Genealogical Society has offered to donate \$11,000 to the project. I still have the grant of \$5,000 which is pending.

If we do all 9 cameras at \$22,000 approx. less \$11,000 and \$5,000 equals \$6,000 out of our savings.

B. Automatic Door opener grant

We did receive \$10,000 toward the electronic door openers in our checking account. The quote for one set of openers is \$7,350. I received the quote from Linear Electric for the electrical hook-up for the openers which is \$1,856.00. Total cost \$9,206.

If we also add the power to the north door, the electrical quote is \$985.00, which it makes sense to do all at once.

If we decide to complete both doors the cost is \$17,541.00 less \$10,000 grant equals \$7,541.00 out of our savings.

If we do both projects we are spending \$13,541.00 for building improvements.

VII. New Business

A. 2023 Audit Report

I have enclosed a copy of the final audit report for 2023.

B. Genealogy Report

See enclosed report.

C. Misc items for discussion

I also asked Linear Electric to quote for lights for the flag pole. The quote is \$2,964.00 and we will have two lights shining up the pole and the flag can fly 24 hours a day. I suggest that we do this job.

Lawn Boys presented a contract for mowing at the rate of \$65.00 per mow every other week. We can sign a 3 year contract which protects the rate.

Financial Summary

Hartford Library - Camera Additions - Hartford

Video

\$16,630.80

QTY	Description
7	Camera License
6	Outdoor IP Camera
1	12MP Indoor Outdoor Fisheye Camera
1	NVR 16 Port PoE Appliance, Linux, 8TB

Professional Services

Video Cloud Services - Standard - Additional Camera \$48.00

Professional Services

THRIVE Partnership Agreement \$140.00

Total System Investment	\$16,630.80
Monthly Services	\$188.00
Deposit Due in Advance	\$6,652.32
Payable in installments as work is performed:	\$9,978.48

This proposal includes Sales / Use tax if applicable. While we intend to honor the prices quoted, approvals received after seven (7) days are subject to current prevailing rates. When you are ready to approve this project, please reach out to confirm that the pricing provided is still valid.



790 Nickerson Ave.
Benton Harbor, MI 49022

Proposal submitted to:	<u>Stephanie Daniels</u>	Email:	<u>hpldirector12@gmail.com</u>
Company name:	<u>Hartford Public Library</u>		
Job Location:	<u>Hartford, MI</u>		
Job Description:	<u>Power for Door Openers</u>		

We

appreciate the opportunity to submit our proposal for the project as requested. Please review the following items and forward to us any questions or concerns.

1. Provide power to new electric door opener including:
 - Conduit home run from panel to main hallway
 - Set junction box in hallway for future use
 - Conductors and raceway from hallway junction box to east doors
 - Set junction boxes for doorways

Base cost for project: \$1,856.00

2. Provide power to north doors including:
 - Conductors and raceway from hallway junction box to north doors
 - Set junction boxes for doorways

Add to base cost: \$985.00

Acceptance of the quote:

All work will be performed during normal business hours between 7:00 am and 4:30 pm unless otherwise stated. The fee estimate is based on the assumption that unexpected circumstances will not be encountered during the work performed. Account must be current and in good standing before any work is commenced. Our invoices for these fees will be rendered each month as work progresses. We reserve the right to withdraw our price if not accepted within 15 days. There is a \$35.00 charge for all returned checks. By signature below you acknowledge that you are authorized by customer to do so and agree to the proposed scope of work and associated pricing, and accordingly authorizes the contractor to commence work. A 25% deposit will be required before any work begins. The above price is subject to any and all increases in the prices of the quoted material. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without regard to choice of law provisions. Any action to enforce this Agreement shall be brought in the appropriate State or Federal Court presiding over Berrien County, Michigan, and Linear Electric, Inc. shall be entitled to recover all costs, expenses and attorney fees incurred with any litigation or appeal should it be found to be the prevailing party in any such action.

This proposal may be withdrawn by us if not accepted within 15 days of April 8, 2024

Customer Acceptance: _____ Date: _____

Quote #424031

**VBRGS
GENEALOGY ROOM REPORT
MARCH 2024**

This month we started our program event year with a showing of Chris Siriano's documentary "House of David: Life Everlasting" and 45 members and guests were in attendance. This gave us a total of 85 visitors this month. We had nine people request research assistance. Six volunteers staffed the Genealogy Room this month and will be welcoming back two of our weekly volunteers in April, bringing our staff number back up to eight.

Our society member Virginia Meachum has donated to the collection class pictures from Bainbridge and Shafer Lake Schools with most of the students identified.

Stephanie and I spoke about the library's insurance policy so that we are clear about its coverage or lack of for our one-of-a-kind items. We also spoke in detail about the library's security issues and the cost of additional cameras proposed for the inside and outside of the library.

Joyce Beedie



790 Nickerson Ave.
Benton Harbor, MI 49022

Proposal submitted to:	<u>Stephanie Daniels</u>	Email:	<u>hpldirector12@gmail.com</u>
Company name:	<u>Hartford Public Library</u>		
Job Location:	<u>Hartford, MI</u>		
Job Description:	<u>Flagpole Lighting</u>		

We

appreciate the opportunity to submit our proposal for the project as requested. Please review the following items and forward to us any questions or concerns.

1. Provide lights for flagpole including:
 - Exposed Rigid conduit from existing parking lot pole light
 - Set two stanchions at base of flagpole
 - Two LED flagpole lights
 - All necessary raceways, conductors, and terminations

Base cost for project: \$2,964.00

Acceptance of the quote:

All work will be performed during normal business hours between 7:00 am and 4:30 pm unless otherwise stated. The fee estimate is based on the assumption that unexpected circumstances will not be encountered during the work performed. Account must be current and in good standing before any work is commenced. Our invoices for these fees will be rendered each month as work progresses. We reserve the right to withdraw our price if not accepted within 15 days. There is a \$35.00 charge for all returned checks. By signature below you acknowledge that you are authorized by customer to do so and agree to the proposed scope of work and associated pricing, and accordingly authorizes the contractor to commence work. A 25% deposit will be required before any work begins. The above price is subject to any and all increases in the prices of the quoted material. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without regard to choice of law provisions. Any action to enforce this Agreement shall be brought in the appropriate State or Federal Court presiding over Berrien County, Michigan, and Linear Electric, Inc. shall be entitled to recover all costs, expenses and attorney fees incurred with any litigation or appeal should it be found to be the prevailing party in any such action.

This proposal may be withdrawn by us if not accepted within 15 days of April 9, 2024

Customer Acceptance: _____ Date: _____

Quote #424032



62511 M43 Hwy • Bangor, MI 49013 • (269) 427-7924

Customer Account Name:

Hartford Public Library

Phone Number:

269-463-2826

Email Address:

hartfordlib@yahoo.com

Service Address:

12 Church Street

Hartford, MI 49057

Billing Address

12 Church Street

Hartford, MI 49057

Payment Options: You will be billed monthly. Some items have the option to pay in full and receive a 5% discount. If you opt to pay in full, please mail your check with your signed and completed contract.

Accept	Item Description:	Amount/ Service:	Number of Services:	Contract Total:	Paid in Full. Price with Discount
	Weekly Lawn Mowing- Includes mowing of turf areas and string trimming around landscaped beds, home or structures and areas not accessible to mower. Blowing off walks, drives, and curbs. Edging of all concrete curbs, walks, and drives every 3 weeks. This includes up to 28 cuttings a season.	\$	28		
	Add on to Weekly Lawn Mowing- Bagging of Clippings	\$	28		
X	Every Other Week Mowing- Includes all services of Weekly Lawn Mowing but on an every other week schedule	\$ 65.00	14	\$	\$

	Fertilization Program- <ul style="list-style-type: none"> ▪Round 1: Spring fertilizer is applied with crabgrass control ▪Round 2: Early summer fertilizer with broadleaf control and crabgrass control where needed ▪Round 3: Mid-summer fertilizer and weed control of sedge, crabgrass, and broadleaf weeds ▪Round 4: Late summer application of spot spraying of weeds and problem areas ▪Round 5: Early fall application of fertilizer and weed control ▪Round 6: Late fall application with extra potassium and broadleaf control 	\$	6		
	Grub Control- Helps prevent the food source of moles	\$	1		
	Lime Application- Helps offset acidity and prevent moss build up in lawn	\$	1		
	Round Up- Includes spraying of weeds in cracks of drives and walkways	\$	3		
	Landscape Pre-Emergent- Applied in beds to prevent the growth of weeds throughout the season	\$	1		
	Sprinkler Services- <ul style="list-style-type: none"> ▪ Turn On: Turning on water, checking for any broken sprinkler heads, or other issues ▪ Mid-Season Check Up: Adjusting heads, checking for any issues, and resetting the timer for summer months ▪ End of Season Turn Off: Blowing out and draining sprinkler lines *If any additional parts are needed on any services, they will be billed extra along with the additional time to repair*	\$	1		

Total: \$**Total if paid in full: \$**



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

Police Report for Month of

Total Duty Hours	984	Foot Patrol Hours	4
Arrests	12	Felony	3
B&E's	0	Misdemeanor	9
Arrest Warrants Issued	7	Traffic Citations Issued	15
Homicide	0	Robbery	0
Sex Crimes	1	Trespassing	3
Assaults	1	UDAA (stolen auto)	0
Burglary	0	Larceny	1
Frauds	2	Property Destruction/Vandalism	1
NFS Checks	0	Juvenile Del	5
OUIL	0	Drug Investigations	2
Civils	3	Public Peace	3
Lost Property	4	Found Property	4
Suspicious Person(s)/Vehicle(s)	3	Alarms	4
Health/Safety	2	Traffic Crash	3
Assist to other Agencies	15	Michigan State Police	3
Van Buren Co Sheriff	4	FIRE/EMS	8
Other Local Agencies	4	Persons	4

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

Police Department Update

Council Meeting April

Radios-

Encryption mandate coming down for our radios, will cost us about 1200 per radio.

Recruitment and Hiring-

Shelby Sobeski will be starting the Police academy on Apr. 29th All the Paperwork has been sent in for the grant paying her way. The 24k should be here around the second week of June.

HUMVEE-

The Humvee has had the old lettering removed and was restriped. A siren speaker and box, 6 new LED lights and a full sized light bar have been acquired and installed.

Grants-

The Department was working with Linnea on 4 grants to help purchase equipment.

GUNS-

We have gotten a solid quote for our guns and it is only going to cost 200 dollars to get the guns. Next step is working on holsters.

PD Spring Break Event-

Despite the weather being a bit sketchy, we had a successful turnout and were able to provide a fun and engaging experience for all the families who attended. This event was organized and executed without incurring any cost to the city. Plans are to make this event an annual tradition and aim to expand it in the future.

**Hartford Fire Board Meeting
April 8th, 2024
March Business**

Contents

Page 1	Meeting Agenda
Page 2	Proposed Meeting Minutes of April 3 rd Joint Meeting
Page 3-6	Proposed Meeting Minutes of March 12th, 2024 Board Meeting
Page 7	Treasurer Report
Page 8-9	Income & Expense and Expenses by Vendor Summary
Page 10	Invoices
Page 11-12	Revenue & Expenditure Report
Page 13-15	Call Report
Page 16-18	Resolution 24-01
Page 19-20	Budget Adjustment # 2
Page 21-23	Proposed 2024/2025 Operating Budget
Page 24-29	Chief Harting's Reports
Page 30-32	1 st quarter reports
Page 33	Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday April 8th, 2024, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. Approval of the Agenda as presented. Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ___ Nays: _____
- VII. Approval of meeting minutes from the Special Joint Budget Meeting on April 3rd 2024: Motion by _____ Second _____ to approve the Special Joint Budget Meeting Minutes as presented. Motion _____ Yeas: _____ Nays: _____
- VIII. Approval of previous meeting minutes from March 12th, 2024: Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- IX. Approval of March Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. Accounts Payable: Amount \$22,235.78 Motion by _____ Second _____ by roll call vote Motion _____ Yeas: _____ Nays: _____
- X. Review: Review Revenue & Expenditure Report; Invoice Register
- XI. Fire calls
- XII. Unfinished Business:
 - 1. Honor Credit Union (Bank Accounts)
- XIII. New Business:
 - 1. Approval of Resolution # 24-01
 - 2. Approval of Budget Adjustment # 2 as presented.
 - 3. Approval of the updated 2024/2025 Operating Budget.

Reports:

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

Motion by _____ second by _____ to adjourn at _____pm.

Hartford Fire Board
Joint Budget Meeting Agenda
Wednesday, April 3, 2024 7:00 PM

Call to Order, Pledge

Members Present upon roll call: Jerry Birmele, Eric Germinder, Carlos Ledesma, Ron Sefcik, Chief Harting Absent: Chad Hunt

Others present: Peter Stanslawski, Assistant Chief McGrew, Hartford City Commission Members, Hartford City Manager, Nicole Brown and Township Board Members

Chairman Sefcik called the meeting to order at 7:01 pm

Public Comment Opened at 7:01 pm No Public Comment

Presentation and Discussion on Proposed 2024/2025 Budget

No action was taken on the Proposed 2024/2025 Budget

Discussion:

Motion by Sefcik to adjourn at 7:31 pm.

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting March 12th, 2024

Members Present upon roll call: Ron Sefcik; Chad Hunt(7:04) Eric Germinder; Carlos Ledesma; Jerry Birmele; Chief Harting **Absent:**

Others Present: Assistant Chief McGrew, Peter Stanslawski

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

Guest: None

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

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

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the February 12th, 2024, Fire Board Meeting were presented. Motion by Sefcik; Second by Germinder to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

The February Treasurer’s Report was presented: Motion by Birmele; Second by Sefcik to approve Treasurer’s Report as presented.

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$18,201.41 Motion by Ledesma; second by Sefcik to pays bills in the amount of \$18,201.41

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfinished Business: N/A

New Business:

- 1. Discussion took place on the need to add Peter Stanslawski as an authorized user to the Huntington Investment Accounts. Motion by Sefcik; Seconded by Germinder to approve the addition of Peter Stanslawski as an authorized user on the Huntington Investment Accounts.

Yeas: 5 Nays: 0 **Approved**

- 2. Discussion took place on the possibility of closing our Huntington accounts and moving all accounts over to Honor Credit Union. Peter is going to have a conversation with Honor and see if this is feasible for us.

Tabled until April Meeting.

- 3. Discussion on the upcoming Millage Request, Sefcik updated the board on the process that we must take to submit the request for approval with the city and township. A resolution will be presented at the April Meeting for approval by the fire board.

- 4. Probationary Firefighter Noah Emerick submitted a written letter of resignation on February 24th, 2024, Motion by Sefcik; Seconded by Hunt to accept the resignation of Noah Emerick effective February 24th.

Yeas: 5 Nays: 0 **Approved**

- 5. Discussion on the future of Grass Rig 1860 took place, Chief Harting and Asst. Chief McGrew presented facts about the jeep and the need for repairs. Currently the unit is not safe to be in service and we do not technically own

it as it belongs to the Michigan DNR. After continued discussion a Motion was made by Sefcik; Seconded by Hunt to contact the Michigan DNR for them to come pick it up.

Yeas: 5 Nays: 0 **Approved**

Fire Chiefs Report:

- 1. Meetings Attended:
 - Township
 - VBC FF Training Committee
 - VBC Medical Control
- 2. Air Care is closing in April- Medical Control is looking at alternatives.
- 3. 3 Members attended an electric vehicle class in Bangor.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

Meetings Attended:

- 1. All equipment has been brought back to the station from the township hall storage barn.
- 2. Oil Change & Service completed on the mule.
- 3. Smoke & CO alarms restocked from the State.
- 4. Applied for a Grant from Wolverine Pipeline for \$1,100.00 for a Emergency Plug for Electric Vehicles.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Sefcik mentioned to the board about the Capital Improvement Plan and the importance of the millage renewal to continue to support Equipment purchases in the future.

Motion by Ledesma; Second by Sefcik to adjourn the meeting at 7:47p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting April 8th, 2024

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

Others Present: Assistant Chief McGrew

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

Guest: None

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of April 8th, 2024, was presented and approved. Motion by Germinder Second by Birmele to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the April 3rd, 2024 Special Joint Budget Meeting were presented. Motion by Sefcik; Second by Ledesma to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the March 12th, 2024, Fire Board Meeting were presented. Motion by Hunt; Second by Birmele to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

The March Treasurer’s Report was presented: Motion by Hunt; Second by Germinder to approve Treasurer’s Report as presented.

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$22,235.78 Motion by Ledesma; second by Sefcik to pays bills in the amount of \$22,235.78

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfinished Business:

- 1. Honor Credit Union (Bank Accounts) Tabled until further information is available.

New Business:

- 1. Discussion and Reading of Resolution # 24-01, Chairman Sefcik Read the Resolution. Motion by Sefcik; Seconded by Germinder to approve Resolution #24-01

Resolution approved upon roll call vote of members present.

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

- 2. Budget Adjustment # 2 was presented, after brief discussion Motion by Sefcik; Seconded by Ledesma to approve Budget Adjustment # 2 as presented.

Yeas: 5 Nays: 0 **Approved**

- 3. A updated version of the 2024/2025 Proposed Budget was presented, Discussion took place on the need for the updated version, there was some confusion on the Township ARPA Allocation money, it was thought to have expired this year, but after further review it does not expire until October 2025, additional revenue line item for Cell Phone reimbursement was

internally left off of the budget revenue. Both items were resolved, and the updated budget was presented. Motion by Birmele; Seconded by Geminder to approve the updated 2024/2025 Proposed Budget as presented.

Yeas: 5 Nays: 0 **Approved**

Discussion continued about the budget in reference to the Joint Meeting, with a Updated Budget being presented another Joint Meeting must be called, It was agreed that we send notice to the City & Township to hold a Second Joint Budget Meeting to be held on Wednesday May 1st at 7:00pm at the Fire Station.

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Aero Med Helicopter Service will be assisting Van Buren County with the closure of AIRCARE.
3. Ian Sharpe Passed his Fire Instructor 1 class, he’s moving on to taking Officer 1 classes later this month.
4. New AED’s will be needed soon.
5. Service completed on electric extrication tools.
6. Participated in community First Responder Event.
7. Budget meeting with City/Township.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. We had a meeting with the Fair Board Chairman to discuss the upcoming Van Buren County Fair.
2. Fire Stand-by coverage schedule for the fair completed.
3. Worked on Budget.
4. New Garage Door openers will be installed soon on two the front bay doors.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Ledesma inquired about how the new fire report software is working, McGrew updated the board on the software, it has gotten better.
- Sefcik asked the board to start thinking about the 10-year plan, it was agreed that at the next meeting we should have a workshop to go over the 10 year plan and put a priority list together for future purchasing.

Motion by Ledesma; Second by Sefcik to adjourn the meeting at 7:43p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE

CASH BALANCES

APRIL 8 2024

General Checking	\$ 71,109.41
Operating Account	\$ 100,563.94
Millage Account	\$ 270,335.77
Maintenance Account	\$ 13,621.33
Donation Account	\$ 7,236.33
Investment Account Huntington	\$ 102,592.92

Total Spendable Accounts **\$ 565,459.70**

04/04/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 03/12/2024 - 04/08/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
03/13/2024	15036	S&A AUTOMOTIVE INC	MAINTENANCE FORD EXPLORER	152.69
03/15/2024	DD364(A)	HARTING, ROBBIE	PAYROLL	1,798.33
03/15/2024	DD365(A)	MC GREW, KEVIN	PAYROLL	847.88
03/29/2024	EFT80(E)	CITY OF HARTFORD	RETIREMENT	280.70
03/29/2024	EFT81(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,512.38
03/29/2024	EFT82(E)	STATE OF MICHIGAN	PAYROLL	1,623.54
03/31/2024	192(E)	CRYSTAL FLASH	DIESEL	607.13
04/01/2024	DD366(A)	HARTING, ROBBIE	PAYROLL	1,768.34
04/02/2024	DD367(A)	BODARY, BRANDON	PAYROLL	369.53
04/02/2024	DD368(A)	EASTMAN, SCOTT	PAYROLL	51.93
04/02/2024	DD369(A)	FRY, STEVEN	PAYROLL	120.19
04/02/2024	DD370(A)	GERMINDER, ERIC	PAYROLL	52.86
04/02/2024	DD371(A)	HARTING, BRANDI	PAYROLL	421.29
04/02/2024	DD372(A)	HUNT, CHAD	PAYROLL	51.86
04/02/2024	DD373(A)	LEDESMA, CARLOS	PAYROLL	52.86
04/02/2024	DD374(A)	LOWE, STEVEN	PAYROLL	289.80
04/02/2024	DD375(A)	MC CLELLAN, TROY	PAYROLL	28.13
04/02/2024	DD376(A)	MC GREW, KEVIN	PAYROLL	1,483.64
04/02/2024	DD377(A)	ROBERTS, KHELUN	PAYROLL	332.35
04/02/2024	DD378(A)	SEFCIK, RONALD	PAYROLL	52.86
04/02/2024	DD379(A)	SHARPE, IAN	PAYROLL	235.73
04/02/2024	DD380(A)	WEBERG, SCOTT	PAYROLL	302.90
04/02/2024	STUB36(A)	FLEMMING, LISA	PAYROLL	0.00
04/02/2024	STUB37(A)	FLEMMING, RYAN	PAYROLL	0.00
04/02/2024	STUB38(A)	HUNT, COLE	PAYROLL	0.00
04/03/2024	EFT83(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	389.78
04/08/2024	193(E)	INDIANA MICHIGAN POWER	ELECTRIC	483.36
04/08/2024	194(E)	AT&T MOBILITY	CELL PHONES	406.60
04/08/2024	195(E)	BESTWAY	TRASH	87.75
04/08/2024	196(E)	COMCAST	TELEPHONES & INTERNET	296.13
04/08/2024	197(E)	CONSUMERS ENERGY	NATURAL GAS	188.94
04/08/2024	198(E)	FIRST NATIONAL BANK OMAHA	TRAINING, SUPPLIES & MAINTENANCE	1,166.68
04/08/2024	199(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	430.09
04/08/2024	200(E)	VFIS	INSURANCE	4,198.00

04/04/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 03/12/2024 - 04/08/2024				
Check Date	Check	Vendor Name	Description	Amount
04/08/2024	201(A)	BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
04/08/2024	15037	KELLOGG HARDWARE INC	SUPPLIES	35.53
04/08/2024	15038	BERRIEN COUNTY FFTC	TRAINING	250.00
04/08/2024	15039	JOHN RUDER	WEBSITE	80.00
04/08/2024	15040	PETER STANISLAWSKI	FINANCE SERVICES	600.00
Total of 39 Checks:				22,235.78
Less 0 Void Checks:				0.00
Total of 39 Disbursements:				22,235.78

Vendor Name	Description	Amount
1. AT&T MOBILITY	CELL PHONES	406.60
2. BERRIEN COUNTY FFTC	TRAINING	250.00
3. BESTWAY	TRASH	87.75
4. BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
5. COMCAST	TELEPHONES & INTERNET	296.13
6. CONSUMERS ENERGY	NATURAL GAS	188.94
7. CRYSTAL FLASH	DIESEL	607.13
8. FIRST NATIONAL BANK OMAHA	TRAINING, SUPPLIES & MAINTENANCE	1,166.68
9. INDIANA MICHIGAN POWER	ELECTRIC	483.36
10. JOHN RUDER	WEBSITE	80.00
11. KELLOGG HARDWARE INC	SUPPLIES	35.53
12. PETER STANISLAWSKI	FINANCE SERVICES	600.00
13. S&A AUTOMOTIVE INC	MAINTENANCE FORD EXPLORER	152.69
14. SHELL FLEET PLUS	DIESEL & GASOLINE	430.09
15. VFIS	INSURANCE	4,198.00
TOTAL - ALL VENDORS		9,168.90

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT
 PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDTG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2024	04/30/2024	MONTH	04/30/2024		
Fund 206 - FIRE FUND									
Revenues									
Dept 000	HARTFORD TOWNSHIP	157,305.85		128,710.71		14,301.19		28,595.14	81.82
206-000-401.000	HARTFORD CITY	127,074.78		105,895.64		10,589.57		21,179.14	83.33
206-000-402.000	HARTFORD TWP MILLAGE	65,529.00		61,824.74		22,800.91		3,704.26	94.35
206-000-411.000	HARTFORD CITY MILLAGE	46,000.00		39,141.83		0.00		6,858.17	85.09
206-000-412.000	BANGOR TWP COST RECOVERY	5,642.47		5,296.00		225.50		346.47	93.86
206-000-420.000	COST RECOVERY	1,743.10		1,110.00		0.00		633.10	63.68
206-000-422.000	FIRE REPORTS/ FOIA	46.66		20.00		0.00		26.66	42.86
206-000-450.000	DONATIONS	8,917.00		8,917.23		8,917.23		(0.23)	100.00
206-000-459.000	GRANTS	2,500.00		1,400.00		0.00		1,100.00	56.00
206-000-539.000	TOWNSHIP GRANTS	9,600.00		7,200.00		800.00		2,400.00	75.00
206-000-582.000	VBEMS	12,198.33		11,340.00		0.00		858.33	92.96
206-000-584.000	INTEREST	11,500.00		6,461.44		0.00		5,038.56	56.19
206-000-665.000									
Total Dept 000		448,057.19		377,317.59		57,634.40		70,739.60	84.21
TOTAL REVENUES									
		448,057.19		377,317.59		57,634.40		70,739.60	84.21
Expenditures									
Dept 336 - FIRE OPERATING	BOARD SALARY	4,200.00		2,160.00		240.00		2,040.00	51.43
206-336-702.000	CHIEF SALARY	56,141.00		42,105.78		2,339.21		14,035.22	75.00
206-336-704.000	FIREFIGHTER/ MFR	55,000.00		45,493.65		3,906.75		9,506.35	82.72
206-336-710.000	SHIFT COVERAGE	14,400.00		9,735.00		1,155.00		4,665.00	67.60
206-336-712.000	SUPPORT STAFF	80.00		80.00		0.00		0.00	100.00
206-336-714.000	PAYROLL TAXES	14,000.00		8,647.18		584.55		5,352.82	61.77
206-336-720.000	RETIREMENT	4,000.00		2,386.00		140.35		1,614.00	59.65
206-336-724.000	GASOLINE & DIESEL	9,400.00		4,750.29		446.09		4,649.71	50.54
206-336-730.000	VEHICLE MAINTENANCE	9,500.00		6,213.75		0.00		3,286.25	65.41
206-336-731.000	EQUIPMENT MAINTENANCE	12,900.00		5,423.52		40.93		7,476.48	42.04
206-336-733.000	OPERATING SUPPLIES	350.00		96.62		0.00		253.38	27.61
206-336-740.000	MEDICAL SUPPLIES	2,500.00		665.14		65.57		1,834.86	26.61
206-336-741.000	ANNUAL TESTING	8,150.00		2,593.10		0.00		5,556.90	31.82
206-336-742.000	PHONES	6,615.20		5,776.39		660.73		838.81	87.32
206-336-751.000	UTILITIES	10,000.00		6,393.46		760.05		3,606.54	63.93
206-336-753.000	BUILDING MAINTENANCE	36,550.00		28,710.51		508.96		7,839.49	78.55
206-336-763.000	DUES/ SUBSCRIPTIONS	4,125.00		2,977.34		80.00		1,147.66	72.18
206-336-767.000	TURN OUT GEAR/ UNIFORMS	16,000.00		13,414.21		0.00		2,585.79	83.84
206-336-781.000	EDUCATION/ TRAINING	8,700.00		7,842.25		820.75		2,353.44	72.95
206-336-785.000	PHYSICALS	8,300.00		3,112.72		186.00		457.75	94.48
206-336-799.000	OFFICE/ COMPUTER	5,910.00		17,295.00		600.00		2,797.28	52.67
206-336-801.000	PROFESSIONAL SERVICES	20,000.00		0.00		0.00		2,705.00	86.48
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00		2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	28,000.00		25,331.97		4,198.00		2,668.03	90.47
Total Dept 336 - FIRE OPERATING		337,321.20		247,550.44		16,732.94		89,770.76	73.39
TOTAL EXPENDITURES									
		337,321.20		247,550.44		16,732.94		89,770.76	73.39
88	206 - FIRE FUND: REVENUES	448,057.19		377,317.59		57,634.40		70,739.60	84.21

Item 11.

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

04/04/2024 09:34 AM
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 DB: Hfd

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	2023-24	04/30/2024	04/30/2024	MONTH 04/30/2024	INCREASE (DECREASE)	NORMAL	ABNORMAL	
		337,321.20		247,550.44	16,732.94			89,770.76		73.39
		110,735.99		129,767.15	40,901.46			(19,031.16)		117.19
	Fund 206 - FIRE FUND									
	TOTAL EXPENDITURES									
	NET OF REVENUES & EXPENDITURES									

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
3/2/2024	Burning-561	1802	4	66	2024-141
3/2/2024	Medical Call-311	1810	3	25.25	2024-143
3/4/2024	Medical Call-311	1810	1	17.5	2024-149
3/4/2024	Medical Call-311	1810	3	34	2024-150
3/6/2024	Medical Call-321	1810&1802	5	82.5	2024-155
3/6/2024	Medical Call-311	1810	3	48.25	2024-156
3/7/2024	Medical Call-311	1802	2	16.5	2024-158
3/7/2024	LIFT ASSIST-554	1802	2	16.5	2024-159
3/11/2024	Burning-561	1802&1869	4	67	2024-164
3/14/2024	CO Alarm	1801&1802	2	0	2024-169
3/17/2024	Cancelled-611	1802&1810	3	50.5	2024-176
3/18/2024	Medical Call-321	1810	2	15.5	2024-180
3/18/2024	PI-Accident	1802	3	49.5	2024-181
3/18/2024	Medical Call-311	1802&1810	4	63.75	2024-182
3/19/2024	Medical Call-321	1810	3	32	2024-184
3/19/2024	Medical Call-311	1802	2	31.75	2024-186
3/21/2024	Medical Call-311	1802	1	17.5	2024-188
3/21/2024	Cancelled-611	1802	2	34	2024-191
3/22/2024	LIFT ASSIST-554	1810	1	0	2024-192
3/22/2024	Vehicle Fire	1802&1871	5	82.5	2024-193
3/26/2024	Medical Call-311	1810	1	17.5	2024-198
3/27/2024	Medical Call-311	1802	1	17.5	2024-199
3/27/2024	Medical Call-311	1801	1	0	2024-200
3/27/2024	Medical Call-311	1810	2	0	2024-201
3/27/2024	Alarm Activation	1801	4	16.5	2024-203
3/28/2024	Medical Call-321	1802&1810	4	64.75	2024-206
3/30/2024	LIFT ASSIST-554	1802	2	34	2024-207
3/30/2024	Medical Call-321	1810	2	34	2024-208
3/31/2024	Medical Call-311	1810&1802	5	83.5	2024-212

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
3/2/2024	Medical Call-311	1810	4	41.75	2024-144
3/3/2024	Medical Call-311	1802	1	17.5	2024-145
3/3/2024	Medical Call-311	1810	5	81.25	2024-146
3/3/2024	Medical Call-311	1810	4	64.75	2024-147
3/3/2024	Medical Call-311	1810&1802	4	64.75	2024-148
3/4/2024	Medical Call-321	1810	3	16.5	2024-151
3/4/2024	Medical Call-321	1802&1810	4	63.75	2024-153
3/5/2024	Medical Call-311	1810	2	33	2024-154
3/7/2024	Medical Call-311	1802	2	16.5	2024-157
3/8/2024	Medical Call-311	1802	1	17.5	2024-162
3/11/2024	Medical Call-311	1802	1	17.5	2024-163
3/12/2024	Medical Call-321	1802&1810	7	112.25	2024-165
3/13/2024	Medical Call-321	1802	2	17.5	2024-167
3/14/2024	Medical Call-311	1810	2	0	2024-170
3/15/2024	PI-No Injuries	1802	2	33	2024-172
3/14/2024	Medical Call-311	1802&1810	2	34	2024-171
3/16/2024	PI-No Injuries	1802&1871	2	34	2024-175
3/17/2024	Medical Call-321	1802&1810	4	66	2024-177
3/18/2024	Power Line-444	1802&1869	4	41.75	2024-178
3/18/2024	Medical Call-311	1810	3	32	2024-179
3/19/2024	Medical Call-311	1810	4	62.75	2024-183
3/19/2024	Medical Call-311	1802&1810	4	63.75	2024-185
3/20/2024	Medical Call-311	1810	3	15.5	2024-187
3/21/2024	Lift Assist-554	1810	3	15.5	2024-189
3/21/2024	Medical Call-311	1810	2	0	2024-190
3/22/2024	Cancelled-611	1802&1810	2	33	2024-194
3/23/2024	Cancelled-611	1802	2	34	2024-195
3/24/2024	Medical Call-311	1810	1	14.25	2024-196
3/26/2024	Medical Call-311	1802	2	34	2024-197
3/27/2024	Medical Call-321	1801&1802	3	32	2024-202
3/31/2024	Medical Call-311	1810	3	50.5	2024-211
3/31/2024	Medical Call-321	1802&1810	4	67	2024-213

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
3/2/2024	Medical Call-311	1810	3	50.5	2024-142
3/4/2024	Fire Alarm	1802	1	0	2024-152
3/12/2024	Medical Call-311	1810	7	112.25	2024-166
3/16/2024	Medical Call-311	1810	3	74.25	2024-173
3/27/2024	Medical Call-311	1810	2	30.75	2024-204
3/27/2024	Medical Call-311	1810	2	31.75	2024-205
3/30/2024	Medical Call-311	1802	2	34	2024-209

I-94 & Red Arrow Hwy or

Cost Recovery	Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
3/8/2024	I-94	PI-No Injuries	1802	3	33	2024-160
3/8/2024	I-94	PI-No Injuries	1802&1871	4	48.5	2024-161

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Area
3/13/2024	Hay Bales on Fire	1802&1831	5	155.25	2024-168	Lawrence TWP
3/16/2024	Structure Fire-111	1802&1831	7	114.5	2024-174	Lawrence TWP
3/31/2024	Cancelled En Route-611	1802	6	98	2024-210	Watervliet

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: April 8th 2024
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Ron Sefcik- Board Chairman
Agenda Title: Adoption of Resolution 24-01

RECOMMENDED ACTION:

The Board needs to adopt Resolution 24-01 for the upcoming millage renewal request.

Hartford Fire Department, Van Buren County, Michigan

Resolution #24-01

Request for the City of Hartford and the Township of Hartford to place the renewal of the Fire Apparatus and Equipment millage on the ballot for the August 6, 2024 election.

Whereas, The Hartford Fire Department wishes to provide fire protection and safety; and

Whereas, The Hartford Fire Department wishes to request the renewal of the Fire Apparatus and Equipment millage for use by the Hartford Fire Department

Whereas, the millage would be for the years of 2025 and 2026

Now, Therefore, be it resolved that the Hartford Fire Board of Hartford, Van Buren County request that the City of and the Township of Hartford place the millage renewal on the August 6, 2024 ballot.

The foregoing resolution offered by _____ and supported by _____

Upon roll call vote the following voted:

Ayes:

Nays:

Absent:

The Chairman declared the resolution adopted this 8th day of April, 2024.

Ron Sefcik, Chairman

FIRE APPARATUS AND EQUIPMENT RENEWAL

PROPOSAL FOR FIRE DISTRICT MILLAGE RENEWAL

Shall the previously-voted millage to fund the purchase of fire apparatus and equipment for use by the Hartford Fire Department be renewed at 0.7019 mills (\$0.7019 per thousand dollars of taxable value) for a period of 2 years (2025 through 2026 inclusive) and shall the Township be authorized to levy this millage on all taxable real and personal property in Hartford Township raising an estimated \$65,529.00 in the first year of the levy, provided that the voters in the City of Hartford approve a similar renewal of the city's fire millage?

YES _____

NO _____

PROPOSAL FOR FIRE DISTRICT MILLAGE RENEWAL

Shall the previously-voted millage to fund the purchase of fire apparatus and equipment for use by the Hartford Fire Department be renewed at 1.4185 mills (\$1.4185 per thousand dollars of taxable value) for a period of 2 years (2025 through 2026 inclusive) and shall the city be authorized to levy this millage on all taxable real and personal property in the city raising an estimated \$58,979 in the first year of the levy, provided that the voters in Hartford Township approve a similar renewal of the township's fire millage?

YES _____

NO _____

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: April 8th 2024
Submitted By: Peter Stanslawski
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Approval of 2023/2024 Budget Adjustment # 2

RECOMMENDED ACTION:

Peter has submitted the recommended budget adjustments for approval.

HARTFORD FIRE DEPTMENT
JOURNAL ENTRY
JE: 87

Item 11.

Post Date: 04/04/2024
Entry Date: 04/04/2024
Description: BUDGET ADJUSTMENT#2

Entered By: BSA
Journal: BA

GL #	Description	Increase/(Decrease)
206-000-402.000	HARTFORD CITY	(1,630.00)
206-000-420.000	BANGOR TWP COST RECOVERY	1,500.00
206-000-450.000	DONATIONS	8,917.00
206-000-665.000	INTEREST	5,500.00
206-000-421.000	COST RECOVERY	(5,000.00)
	Revenue Change:	9,287.00
	Expenditure Change:	0.00
	Budgeted Change To Fund Balance:	9,287.00

APPROVED BY: _____

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: April 8th 2024
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Budget Committee
Agenda Title: Fire Board Approval of 2024/2025 Operating Budget

RECOMMENDED ACTION:

Budget Committee has prepared the attached proposed budget and is recommending to the fire board that we approve this budget as updated.

Hartford Fire Department 2024/2025 Proposed Budget

GL NUMBER	DESCRIPTION	2024/2025 Budget
Fund 206 - FIRE	FUND	
Revenues		
Dept 000		
206-000-401.000	HARTFORD TOWNSHIP	163,570.00
206-000-402.000	HARTFORD CITY	133,830.00
206-000-420.000	BANGOR TWP COST RECOVERY	5,200
206-000-421.000	COST RECOVERY	1,000
206-000-422.000	FIRE REPORTS/ FOIA	50
206-000-539.000	GRANTS	2,500
206-000-582.000	TOWNSHIP ARPA Funds Allocation	9,600
206-000-584.000	VBEMS	10,000
206-000-665.000	Interest	1,000
206-000-666.000	Cell Phone Reinbursement	800
Total Dept 000		327,550.00
206-000-411.000	Hartford Township Millage	67,000
206-000-412.000	Hartford City Millage	46,000
206-000-450.000	DONATIONS	8,700
Total Transferable Revenue		121,700.00
TOTAL REVENUES		449,250
Expenditures		
Dept 336 - FIRE	OPERATING	
206-336-702.000	BOARD SALARY	4,200
206-336-704.000	CHIEF SALARY	58,950
206-336-705.000	Asst. CHIEF SALARY	24,000
206-336-710.000	FIREFIGHTER/ MFR	50,000
206-336-712.000	SHIFT COVERAGE	14,400
206-336-714.000	SUPPORT STAFF	0
206-336-720.000	PAYROLL TAXES	10,000
206-336-724.000	RETIREMENT	3,800
206-336-730.000	GASOLINE & DIESEL	9,400
206-336-731.000	VEHICLE MAINTENANCE	9,500
206-336-733.000	EQUIPMENT MAINTENANCE	13,000
206-336-740.000	OPERATING SUPPLIES	400
206-336-741.000	MEDICAL SUPPLIES	2,500
206-336-742.000	ANNUAL TESTING	8,500
206-336-751.000	PHONES	7,500
206-336-753.000	UTILITIES	10,000
206-336-763.000	BUILDING MAINTENANCE	10,000
206-336-767.000	DUES/ SUBSCRIPTIONS	4,200
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,000
206-336-785.000	EDUCATION/ TRAINING	8,500
206-336-796.000	PHYSICALS	10,000
206-336-799.000	OFFICE/ COMPUTER	4,700
206-336-801.000	PROFESSIONAL SERVICES	16,500
206-336-810.000	GRANT MATCH	2,500
206-336-815.000	GENERAL INSURANCE	30,000
Total Dept 336 - FIRE OPERATING		327,550
206-336-965.000- Transfer to Millage Fund		113,000
206-336-966.000 Transfer to Donation Fund		8,700
Total Budget		449,250

	A	B
1	Hartford Fire Department 2024/2025 Proposed Budget	
2		
3	Revenue	
4	Hartford Township	163,570
5	Hartford City	133,830
6	Bangor Township Cost Recovery	5,200
7	Cost Recovery	1,000
8	Fire Reports/ FOIA	50
9	Grants	2,500
10	Township ARPA Funds Allocation	9,600
11	VBEMS	10,000
12	Interest	1,000
13	Cell Phone Reinbursement	800
14	Total Revenue 2024/2025	327,550
15		
16		
17		
18	Hartford Township Millage	67,000
19	Hartford City Millage	46,000
20	Donations	8,700
21	Total Transferable Revenue	121,700
22		
23		
24	Revenue from B14+B21 for 2024/2025 Budget year	449,250
25		
26		
27	Total Revenue from B6,B7,B8,B9,B10,B11,B12,B13	30,150
28		
29	Total Expenitures for 2024/2025 Budget year	327,550
30		
31		
32		
33	B29 Total Expenitures minus B27 Revenues	297,400
34		
35	B33 multiplied by 55% = Township Contribution	163,570
36	B33 multiplied by 45% = City Contribution	133,830
37		
38	B35 divided by 12 months = Township Monthly Contribution	13,630.83
39	B36 divided by 12 months = City Monthly Contribution	11,152.50
40		
41	B18 & B19 Transfer to Millage Fund	113,000
42	B20 Transfer to Donations Fund	8,700

Fire Chiefs Report

April 2024

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC Medical Control
- Van Buren County Firefighter Training Committee

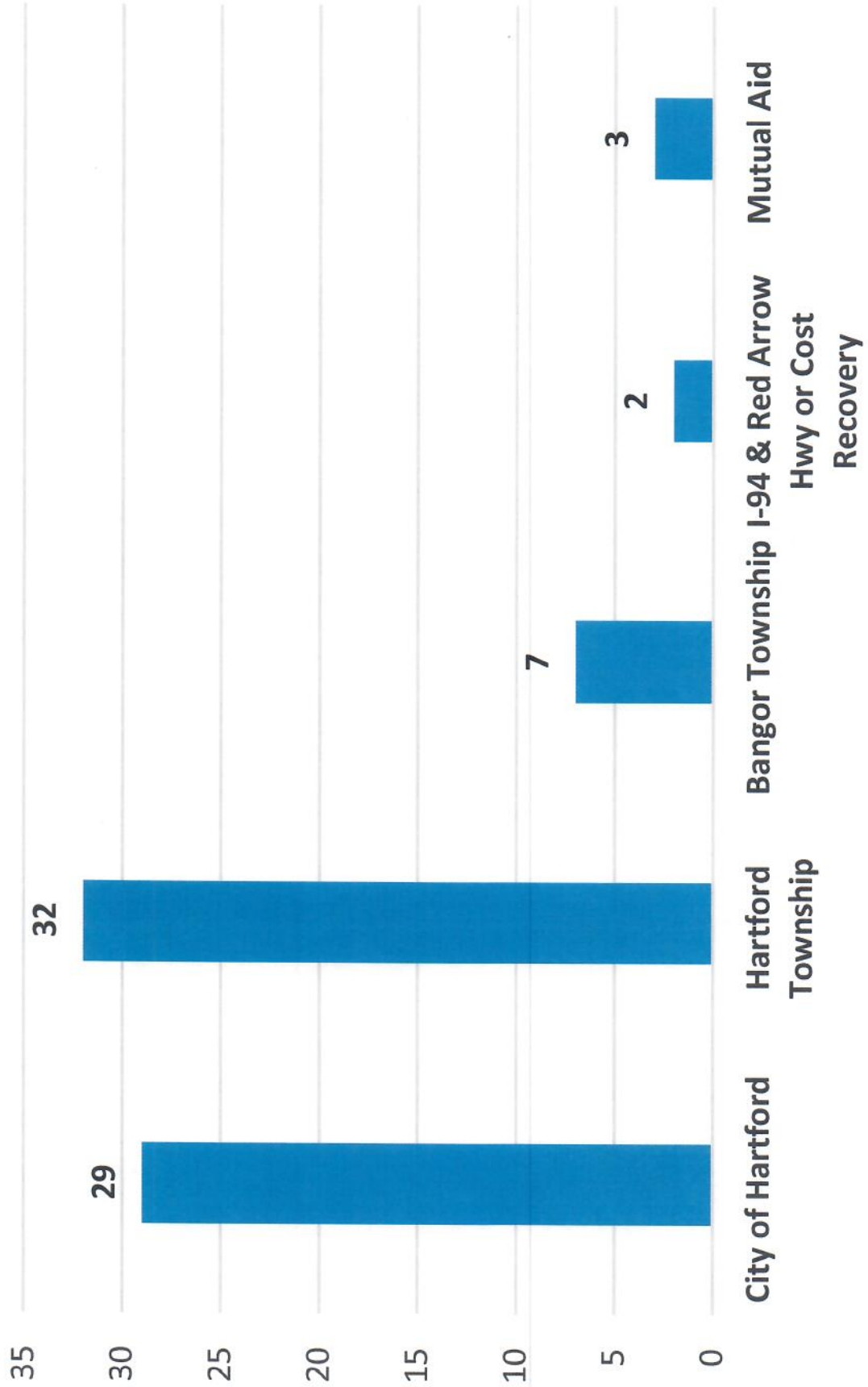
2. Information:

- Annual service completed on electric extrication tools.
- Participated in community First Responder event.
- Budget meeting with the City/Township

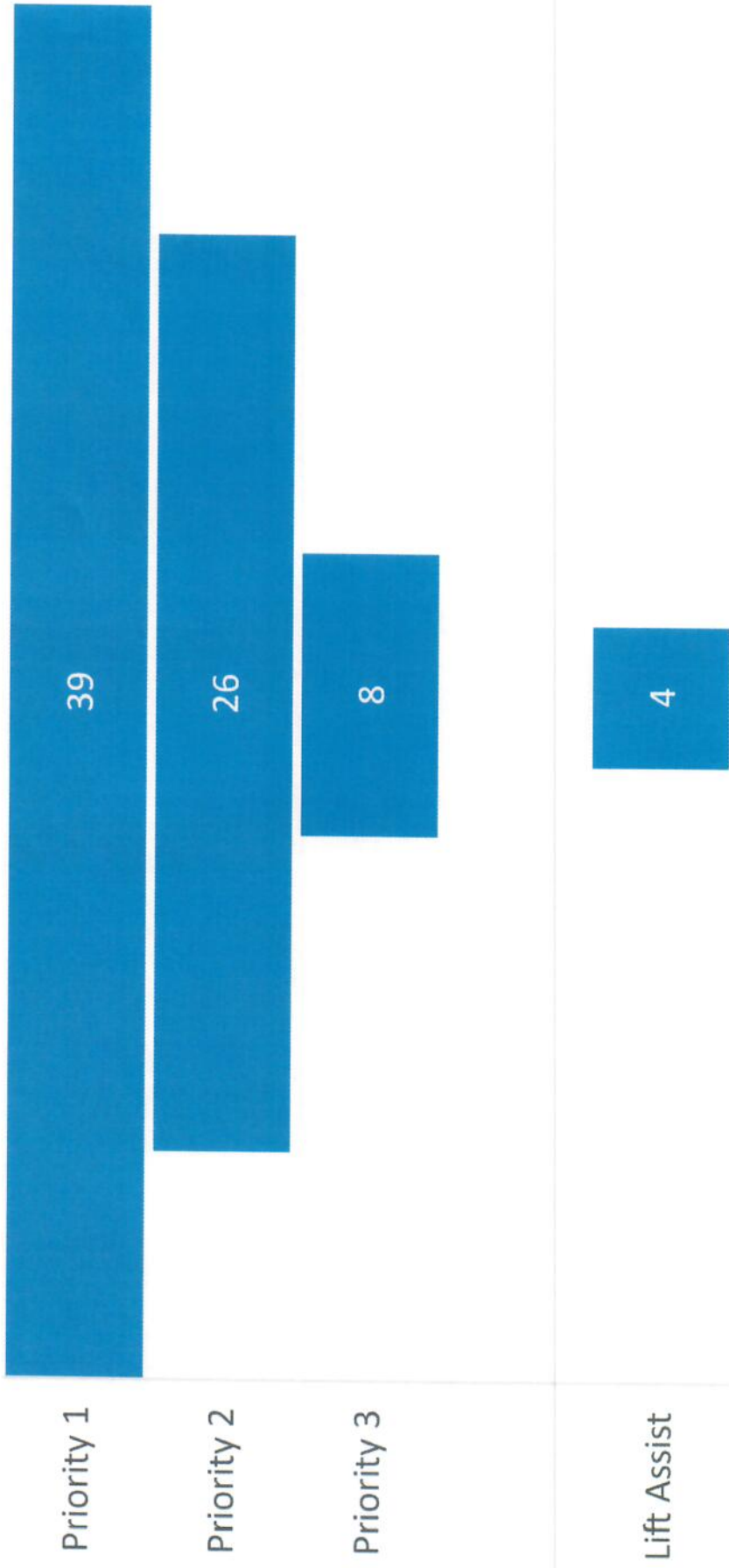
Sincerely,

Robbie Harting – Fire Chief

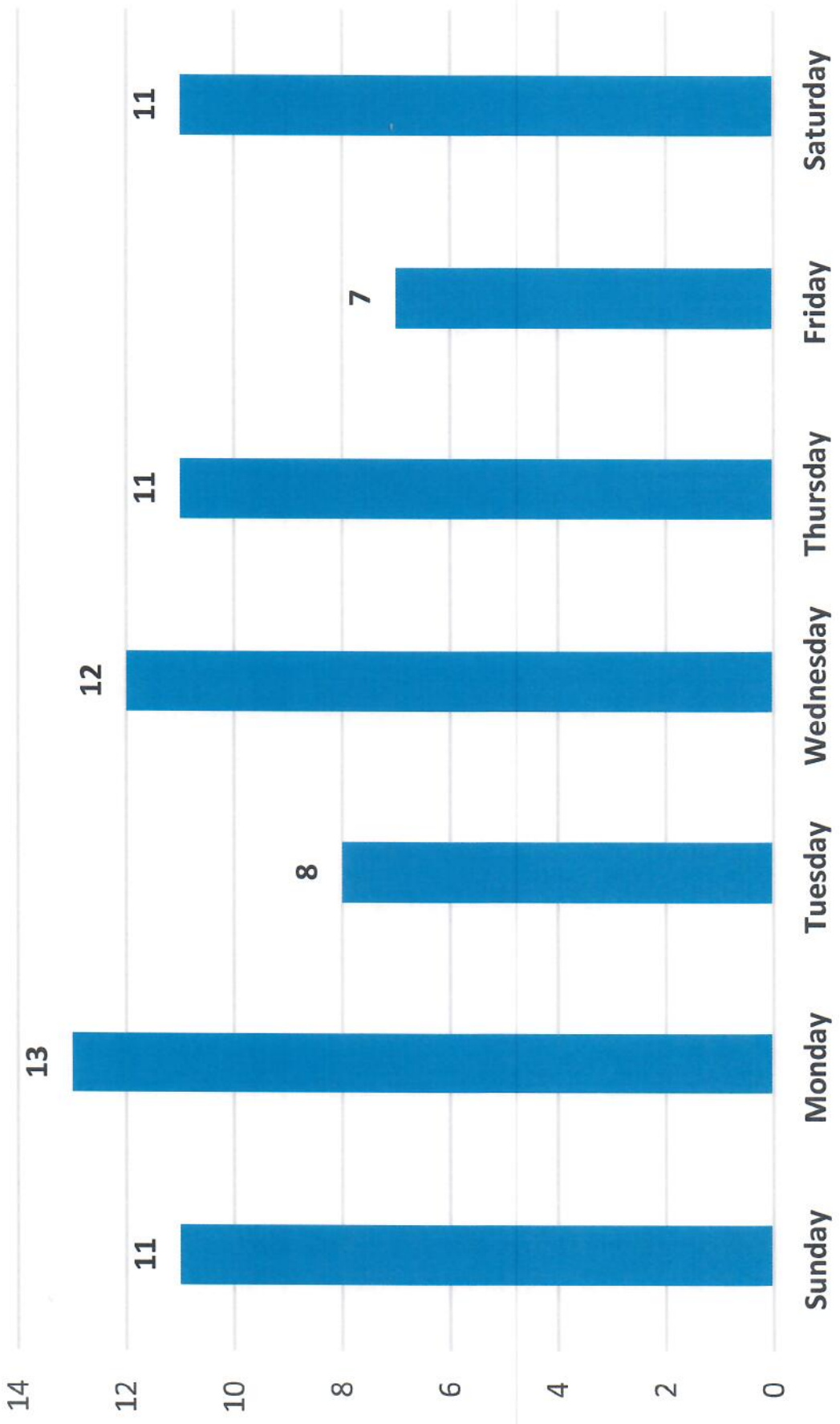
Hartford Fire Department March 2024 Calls Breakdown Per Zone



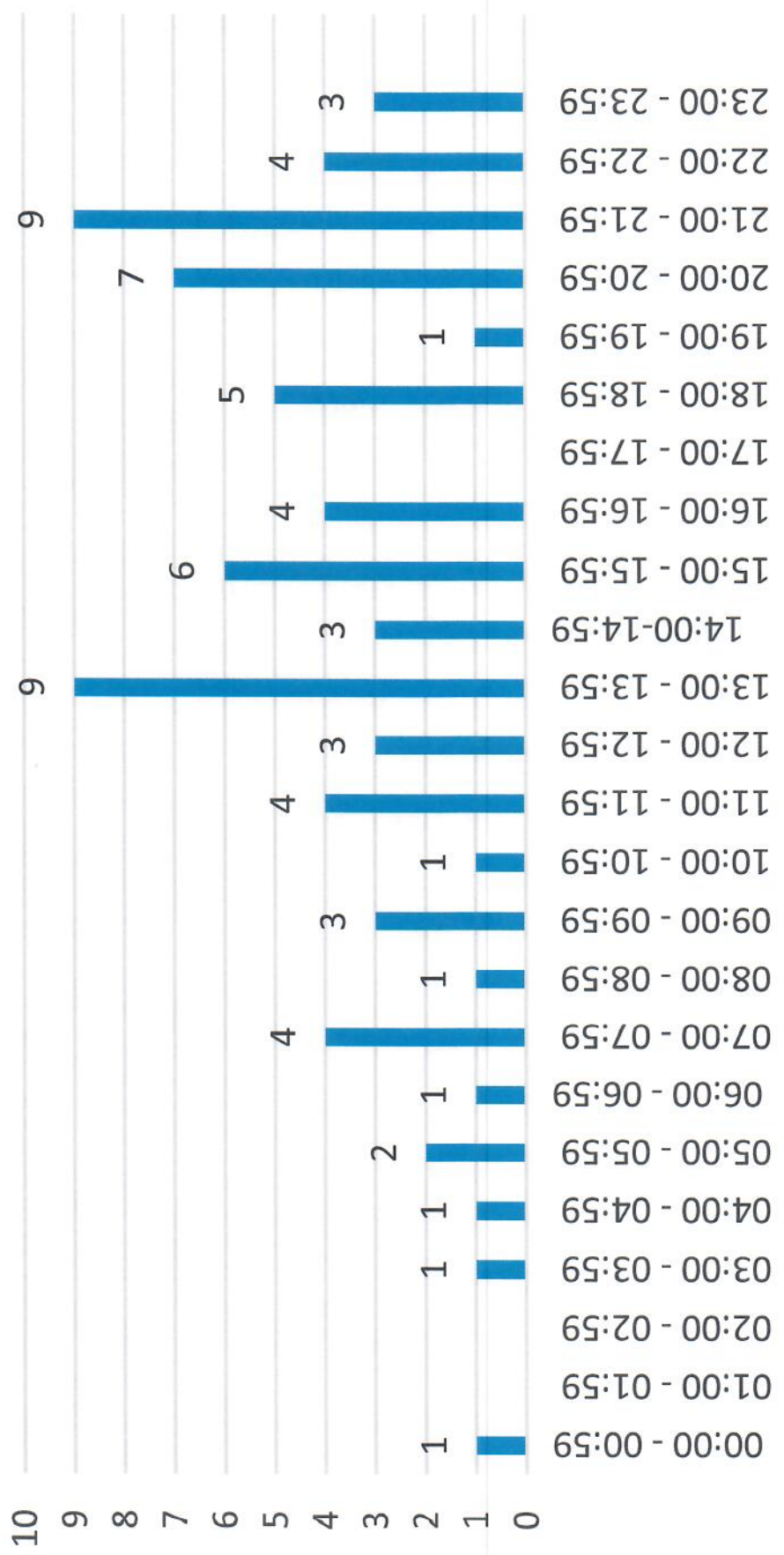
Breakdown of Priority Calls March 2024



Calls by Day of Week March 2024

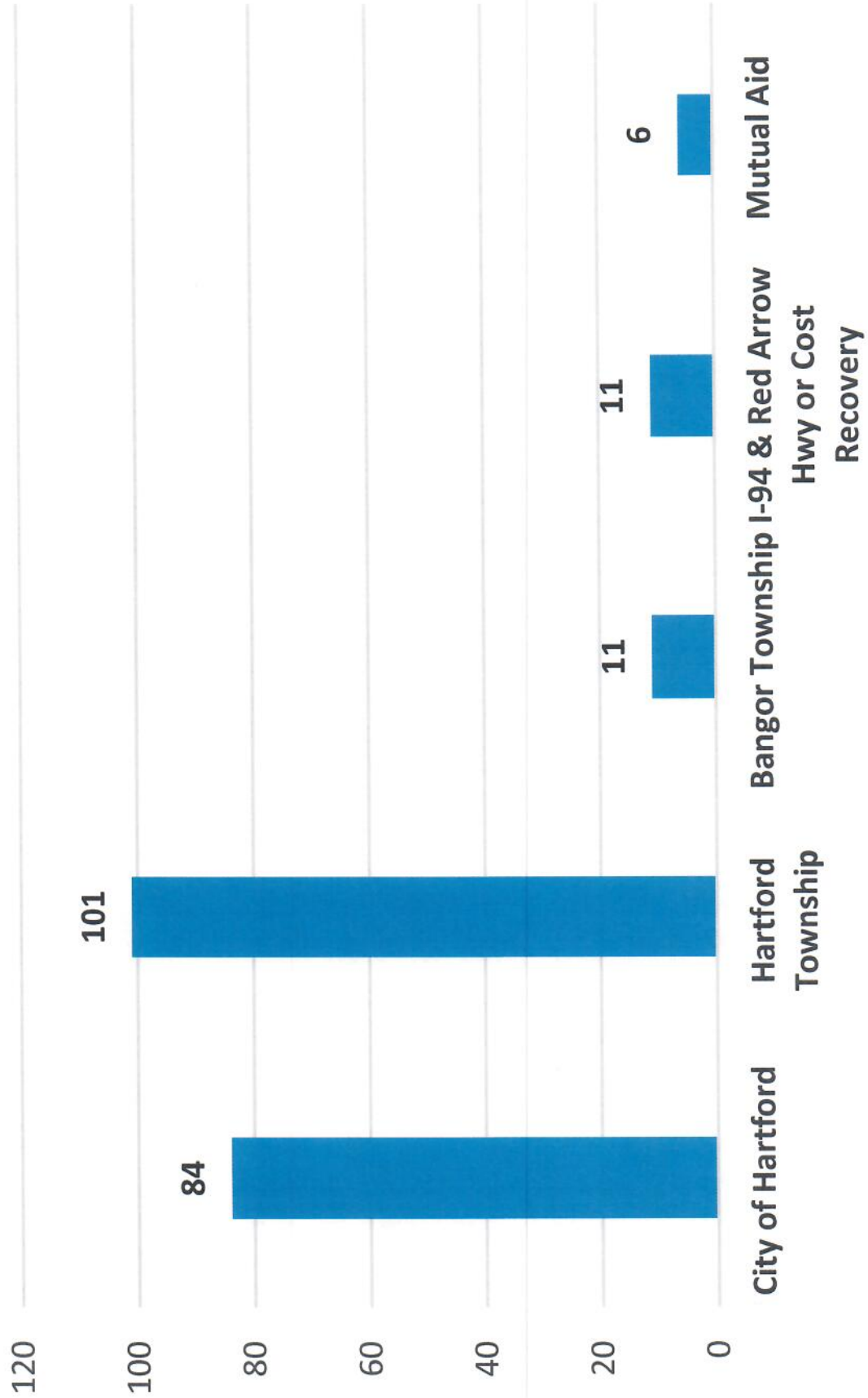


Call Breakdown by Hour March 2024

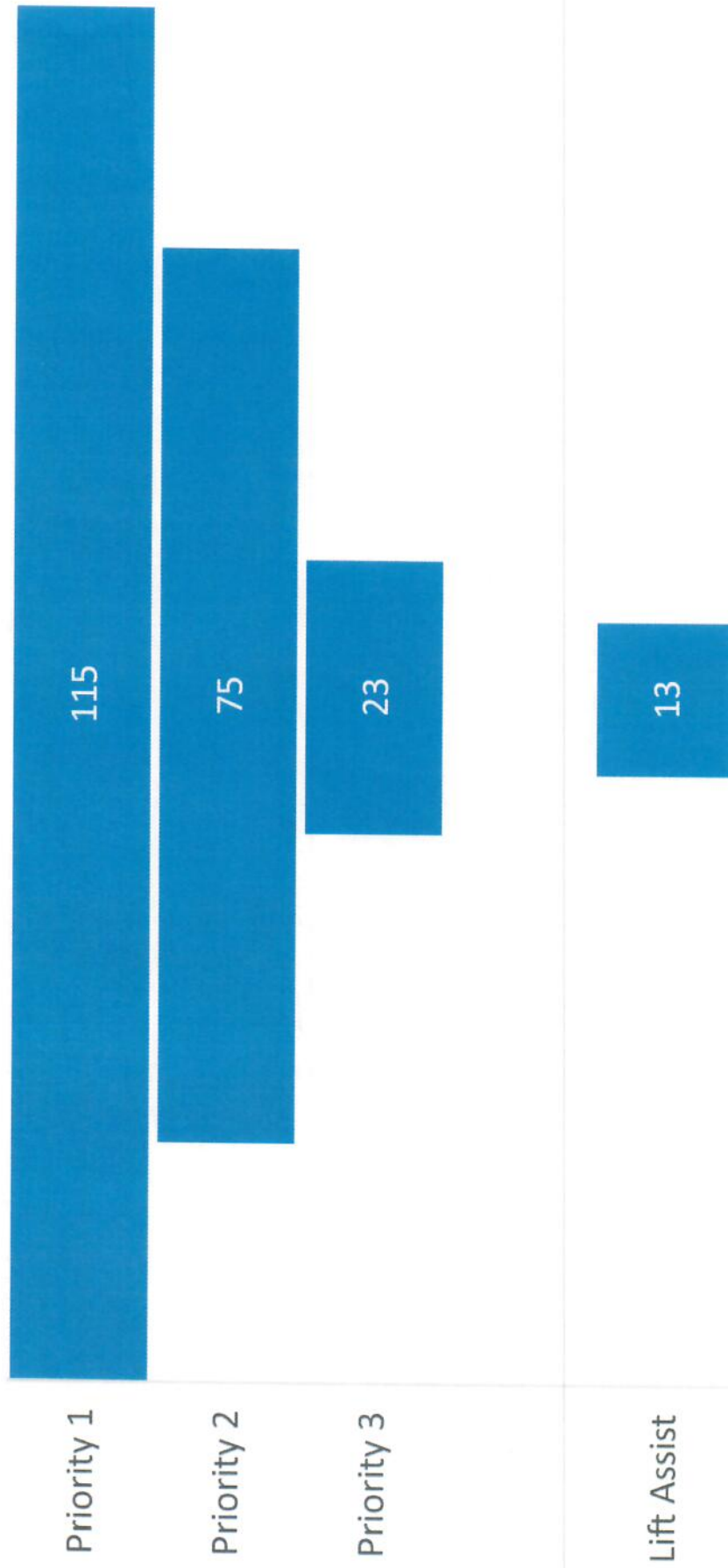


March 2024 Calls	73		
Personal	Number of Calls	% of Calls	
Rob Harting	14	19%	
Kevin McGrew	66	90%	
Ryan Flemming	3	4%	
Brandon Bodary	27	37%	
Steven Fry	6	8%	
Scott Weberg	17	23%	
Scott Eastman	2	2%	
Brandi Harting	15	21%	
Ian Sharpe	15	21%	
Troy McClellan	4	5%	
Khelun Roberts	23	32%	
Cole Hunt	1	1%	
Steve Lowe	21	29%	

Hartford Fire Department 1st QTR 2024 Calls Breakdown Per Zone



Breakdown of Priority Calls 1st QTR. 2024



Personal 1st QTR. 2024 213

Rob Harting	53	25%
Kevin McGrew	187	87%
Mike Chappell	1	1%
Ryan Flemming	5	2%
Brandon Bodary	76	35%
Steven Fry	43	20%
Scott Weberg	60	28%
Scott Eastman	6	2%
Brandi Harting	42	20%
Ian Sharpe	62	29%
Troy McClellan	7	3%
Khelun Roberts	48	22%
Lisa Flemming	3	1%
Cole Hunt	7	3%
Kirkland Love	3	1%
Steve Lowe	66	31%

Assistant Chief Report

April

Information

1. Meeting with VBC Fair Officials
2. Fair Schedule Finalized
3. Budget Work

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Hartford Fire Department, Van Buren County, Michigan

Resolution #24-01

Request for the City of Hartford and the Township of Hartford to place the renewal of the Fire Apparatus and Equipment millage on the ballot for the August 6, 2024 election.

Whereas, The Hartford Fire Department wishes to provide fire protection and safety; and

Whereas, The Hartford Fire Department wishes to request the renewal of the Fire Apparatus and Equipment millage for use by the Hartford Fire Department

Whereas, the millage would be for the years of 2025 and 2026

Now, Therefore, be it resolved that the Hartford Fire Board of Hartford, Van Buren County request that the City of and the Township of Hartford place the millage renewal on the August 6, 2024 ballot.

The foregoing resolution offered by Sefcik and supported by Germinder

Upon roll call vote the following voted:

Ayes: Hunt, Birmele, Ledesma, Germinder, Sefcik

Nays: 0

Absent: 0

The Chairman declared the resolution adopted this 8th day of April, 2024.



Ron Sefcik, Chairman

FIRE APPARATUS AND EQUIPMENT RENEWAL

PROPOSAL FOR FIRE DISTRICT MILLAGE RENEWAL

Shall the previously-voted millage to fund the purchase of fire apparatus and equipment for use by the Hartford Fire Department be renewed at 0.7019 mills (\$0.7019 per thousand dollars of taxable value) for a period of 2 years (2025 through 2026 inclusive) and shall the Township be authorized to levy this millage on all taxable real and personal property in Hartford Township raising an estimated \$65,529.00 in the first year of the levy, provided that the voters in the City of Hartford approve a similar renewal of the city's fire millage?

YES _____

NO _____

PROPOSAL FOR FIRE DISTRICT MILLAGE RENEWAL

Shall the previously-voted millage to fund the purchase of fire apparatus and equipment for use by the Hartford Fire Department be renewed at 1.4185 mills (\$1.4185 per thousand dollars of taxable value) for a period of 2 years (2025 through 2026 inclusive) and shall the city be authorized to levy this millage on all taxable real and personal property in the city raising an estimated \$58,979 in the first year of the levy, provided that the voters in Hartford Township approve a similar renewal of the township's fire millage?

YES _____

NO _____

APR 15 2024

CITY OF HARTFORD

Hartford Fire Board Meeting April 8th, 2024

Reported by City Representative Eric Germinder (**NOT** official meeting minutes)

Unfinished Business:

Continued discussion on moving bank accounts from Huntington to Honor Credit Union. Pros & Cons were discussed. It was decided to table discussion to the May Fire Board Meeting as Peter Stanslawski was not present and had more information that the board would need to make a decision.

New Business:

Review and approval of Resolution #24-01 to request the Township and the City of Hartford to place the renewal of the Fire Apparatus and Equipment mileage on the ballot for the August 6, 2024 election. Millage wording for each entity was reviewed as prepared.

Review and approval of Budget Adjustment #2 as presented.

Review and approval of updated 2024/2025 Operating Budget. Discussion was held on scheduling another Joint Fire Meeting. It was decided to tentatively schedule for May 1st, 2024, 7:00 p.m. at the Fire Station.

Discussion was held to start prioritizing Fire Department needs. Need to start thinking about AED replacement, as well as other equipment that are getting dated. It was decided that at the May meeting the Fire Board would devise an 8 year plan by looking at what is needed, or will be needed, and prioritizing a plan for purchase of needed equipment.

There was a reminder that a pancake breakfast would be held on May 11th (day before Mother's Day) at the Fire Station.

Discussion was held on the new Reporting System that the department has been working with. It was stated that with more experience, it has been getting easier to use.

Pickup Zone Report - Hartford City

Item 14.

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	of Runs
Incident Dispatch Priority Patient Acuity: Critical (Priority 1)							
Response Time Avg: 0:04							
3-265	03/19/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Abdominal Pain/Problems	9	1
3-306	03/30/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Acute Nasopharyngitis [Common Cold]	10	1
4-207	03/02/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Respiratory: COPD (Emphysema/Chronic Bronchitis)	8	1
5-239	03/04/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Syncope / Fainting	2	1
5-240	03/04/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Respiratory: Respiratory Distress Unknown Cause	2	1
5-254	03/07/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Respiratory: Lower Respiratory Infection	2	1
5-272	03/12/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Cardiac: Cardiac Arrest	6	1
5-292	03/18/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Syncope / Fainting	1	1
5-295	03/18/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Hypertension	3	1
5-302	03/19/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Altered Mental Status, Unspecified	2	1
5-306	03/21/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	GU: UTI/Urinary Tract Infection	2	1
5-322	03/26/2024	Hartford City	No Transport	Patient Treated, Released (per Protocol)	Seizures: without Status Epilepticus	2	1
5-324	03/27/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Nausea/Vomiting (Unknown Etiology)	5	1
5-326	03/27/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	GU: Other Urinary Problem, Unspecified	6	1
5-331	03/28/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Abdomen	9	1
5-340	03/31/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Cardiac: Rhythm Disturbance (Tachy, Brady, Ectopy, Other)	2	1
							Total: 16
							Total: 16
Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)							
Response Time Avg: 0:05							
3-305	03/30/2024	Hartford City	No Transport	Patient Evaluated, No Treatment/Transport Required	Weakness (Unable to Diagnosis Specific Cause)	13	1
5-252	03/06/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Weakness (Unable to Diagnosis Specific Cause)	2	1
5-286	03/17/2024	Hartford City	No Transport	Canceled on Scene (No Patient Contact)		3	1

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	Item 14.
5-309	03/21/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)		3	1
5-311	03/22/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Unknown Problem	4	1
5-315	03/23/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Psychiatric/Behavioral Problem	2	1

Total: 6
Total: 6

Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)

Response Time Avg: 0:02

5-294	03/18/2024	Hartford City	No Transport	Patient Treated, Released (per Protocol)	Chest Pain, Non-Cardiac	1	1
5-325	03/27/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Weakness (Unable to Diagnosis Specific Cause)	4	1

Total: 2
Total: 2
Total: 24

Report Criteria

Response Type of Service Requested (Eresponse.05): Is Equal To 911 Response (Scene)

Incident Date: Is Equal To Last Month

Scene Incident Zone/District Number (Itsene.025): Is Equal To Hartford City

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



April, 2024

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Cleaned off storm drains
Put brakes on 4x4 pickup.
Get mowers ready for summer.
Staking water lines.
Picked up park

WATER DEPARTMENT

Water turn off	1
Water turn on	1
Water meter repairs	35
Water leaks repaired	1
Water meters read by request	10
Water services replaced to water main	0

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

MAJOR AND LOCAL STREETS

Cold patching as needed.

SEWER SYSTEM

Sewer mains rodded	0
Sewer services dug up and repaired	3

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



April, 2024

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.42</u> ppm
Manganese	<u>0.0134</u> ppm
pH	<u>7.1</u>

Finished Water

Iron	<u>0.002</u> ppm
Manganese	<u>0.008</u> ppm
Chlorine	<u>1</u> ppm
Phosphates	<u>1.2</u> ppm
Flouride	<u>0.7</u> ppm
pH	<u>7.1</u>

Chemicals used

	Total Lbs
Chlorine	<u>89</u>
Phosphates	<u>176</u>
Flouride	<u>161</u>

Average Daily Use

	<u>2.8</u>
	<u>5.5</u>
	<u>5.1</u>

WATER PUMPED FOR THE MONTH

Backwash water 5.042 Million Gallons

173,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

Hartford WWTP Report
April 2024

1. The construction project continues to not make much progress.
2. EGLE performed an on-sight inspection. They want us to perform additional mercury testing.
3. Grit removal system wear bars were replaced
4. Daily sludge wasting
5. Weekly sludge transfers
6. Weekly preventative maintenance greasing
7. Daily equipment checks
8. Daily lab testing
9. Monthly testing by outside lab
10. Replaced snapped bolt on west primary clarifier
11. AM Hawk Sampling scheduled for 4/10/24
12. Biomass reduction on RBCs
13. Sodium bisulfite pump failed and was replace

Andrew Warner



**APRIL 22, 2024
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38675 AMERIGAS - HARTFORD 5254	PROPANE FOR WWTP LAB		2,572.85
38676 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 2/12-3/11/2024		452.48
38677 PAMELA BENCH	EXTRA CLEANING AT CITY HALL ON 3/22/2024		50.00
38678 BEST WAY DISPOSAL INC	WWTP TRASH SERVICE FOR MARCH 2024	118.09	
	DPW TRASH SERVICE FOR MARCH 2024	154.24	
	CITY HALL TRASH SERVICE FOR MARCH 2024	113.27	385.60
38679 CONSUMERS ENERGY	DPW GAS BILL 2/21-3/20/2024	269.26	
	IRP GAS BILL 2/21-3/20/2024	153.66	
	CITY HALL GAS BILL 2/21-3/20/2024	182.03	604.95
38680 FRONTIER	CASINO LIFT STATION PHONE 3/17-4/16/2024	85.58	
	DPW LOCAL PHONE 3/25-4/24/2024	99.27	
	IRP INTERNET 3/16-4/15/2024	67.98	
	IRP LOCAL PHONE 3/19-4/18/2024	88.70	341.53
38681 INDIANA MICHIGAN POWER	MARCH 2024 ELECTRIC BILLS		6,969.44
38682 MUTUAL OF OMAHA	APRIL 2024 LIFE & DISABILITY INSURANCE		408.67
38683 TOM NEWNUM	CLEAN CITY HALL 3/14/2024	50.00	
	CLEAN CITY HALL 3/20/2024	50.00	
	CLEAN CITY HALL 3/27/2024	50.00	
	CLEAN CITY HALL 4/3/2024	50.00	200.00
38684 TRACE ANALYTICAL LABORATORIES	LOCAL LIMITS TESTING FOR AMHAWK - WWTP 3/6/2024	442.00	
	IRP WATER SAMPLE TESTING - 3/18/2024 (ALKALINITY & ANIONS)	129.25	
	IRP WATER SAMPLE TESTING - 4/1/2024 (ALKALINITY & ANIONS)	319.75	
	WWTP LLHg SAMPLING/TESTING - 4/1/2024	283.75	1,174.75
38685 VISION SERVICE PLAN	APRIL 2024 VISION INSURANCE		131.83
38686 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 4/11/24 (2.5 HRS)		62.50
38687 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR APRIL 2024		378.22
38688 HARTFORD FIRE BOARD	FIRE EQUIPMENT GRANT FROM STATE OF MICHIGAN		20,000.00
38689 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 4/11/24 (2.5 HRS)		62.50
TOTAL OF CHECKS ALREADY WRITTEN			\$ 33,795.32
38690 BLUE CARE NETWORK	MAY 2024 HEALTH INSURANCE		17,816.68
38691 CIVICPLUS	WEB OPEN PLATFORM MAINTENANCE 2/1/2024 THROUGH 1/31/2025		2,365.00
38692 CORE & MAIN	LAPTOP & HARDWARE UPGRADE (GEN 4 METER UPGRADE PROJECT)	4,000.00	
	FREIGHT ON 50 METERS DELIVERED (GEN 4 METER UPGRADE PROJECT)	125.00	4,125.00
38693 CORE TECHNOLOGY	POLICE REPORT WRITING SYSTEM ANNUAL MAINTENANCE		2,472.00
38694 COREWELL HEALTH	NEW HIRE TESTING FOR CADET SHELBY SOBESKI (REQUIRED BY MCOLES)		504.24
38695 CROWN TROPHY	KEY TO CITY ENGRAVING FOR PETE KALB RETIREMENT		16.93
38696 CURCIO LAW FIRM	LEGAL FEES 3/4/2024 THROUGH 3/27/2024		1,692.00
38697 DELTA DENTAL	MAY 2024 DENTAL INSURANCE		1,090.62
38698 DOUBLEDAY OFFICE PRODUCTS	COPY PAPER & PENS		251.52
38699 ENTERPRISE ENVELOPE	DPW UTILITY WORK ORDERS (BOX OF 1000)		351.08
38700 EPS SECURITY	ALARM SYSTEM MONITORING SERVICE AGREEMENT 5/1-7/31/2024		472.77
38701 FERGUSON WATERWORKS	WATER REPAIR PARTS		1,623.37
38702 FLEMING BROTHERS OIL CO	GASOLINE 3/1/2024	1,072.67	
	GASOLINE 3/22/2024	1,434.07	
	DIESEL 3/22/2024	578.85	
	DIESEL 3/29/2024	118.84	3,204.43
38703 FRONTIER	LIFT STATION PHONE 4/7-5/6/2024		56.37
38704 GALLS, LLC	LADIES POLICE UNIFORMS FOR CADET SHELBY SOBESKI		453.52
38705 GRAND VALLEY STATE UNIVERSITY	POLICE ACADEMY TUITION FOR CADET SHELBY SOBESKI		1,700.00
38706 HARTFORD BUILDING AUTHORITY	APRIL 2024 CITY HALL LEASE		4,166.67
38707 HARTFORD FIREBOARD	APRIL 2024 CONTRACTUAL PAYMENT		10,589.57
38708 BRANIWYNE HARTING	CPR & FIRST AID TRAINING FOR CADET SHELBY SOBESKI		100.00
38709 INSITUFORM TECHNOLOGIES USA, LLC	DRAW #7 FROM WASTEWATER COLLECTION PROJECT BOND		17,548.29
38710 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR MARCH 2024		465.76
38711 L.D. DOCSA ASSOCIATES, INC	DRAW #6 FROM WASTEWATER COLLECTION PROJECT BOND	65,700.00	
	DRAW #7 FROM WASTEWATER COLLECTION PROJECT BOND	40,779.70	106,479.70
38712 MICHIGAN OFFICE SOLUTIONS	POLICE COPIER MAINTENANCE AGREEMENT 4/24-7/24/2024	246.09	
	CITY HALL COPIER MAINTENANCE AGREEMENT 4/18-7/17/2024	464.63	
	CITY HALL COPIER OVERAGE 1/18-4/17/2024	559.58	1,270.30
38713 TOM NEWNUM	CLEAN CITY HALL 4/10/2024	50.00	
	CLEAN CITY HALL 4/17/2024	50.00	100.00
38714 QUALITY DOOR OF SOUTH HAVEN, INC	NEW DOORS ON POLICE STATION GARAGE		3,902.00
38715 PAJAY, INC	DRAW #6 FROM WASTEWATER COLLECTION PROJECT BOND		275723.19
38716 PROFESSIONAL HORTICULTURE	SPRING CLEANUP & MULCH AROUND CITY HALL	975.00	
	DOWNTOWN STREETScape PLAN	1,600.00	2,575.00
38717 SAFEUILT, LLC	MECHANICAL PERMIT #24-HAR-MR00001 - 509 E MAIN ST		180.00



**APRIL 22, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38718 SOLBERG KNOWLES & ASSOC (GASVODA)	CHLORINE INJECTOR FOR IRP		520.00
38719 ANGELA STORY	ASSESSING SERVICES FOR APRIL 2024		1,283.33
38720 TRACE ANALYTICAL LABORATORIES, INC	WWTP SULFATE TESTING - 4/1/2024		53.75
38721 THE TRI-CITY RECORD	SPRING BREAK/FIRST RESPONDER'S EVENT ADVERTISEMENT		160.00
38722 USA BLUEBOOK	GLASS FIBER FILTERS & PIPET TIPS FOR WWTP LAB		217.84
38723 VAN BUREN COUNTY CLERK	VOTER'S CARD PRINTING FOR QUARTER ENDING MARCH 31, 2024		47.60
38724 VILLAGE OF PAW PAW LABORATORY	LAB ANALYSIS FOR FEBRUARY 2024		120.00
38725 WATER SOLUTIONS UNLIMITED	300 GALLONS SODIUM BISULFITE & EIGHT 52 GAL DRUMS HYPOCHLORITE-WWTP	2,447.23	
	TEN 50 LB BAGS OF PHOSPHATES FOR IRP	1,735.00	4,182.23
38726 WIGHTMAN & ASSOCIATES	PROJECT 212004-WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	11,109.43	
	PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	13,034.54	
	PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	12,887.97	
	PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	27,609.67	
	PROJECT 230631 - CITY HALL ROOF REPORT	2,700.00	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	4,915.15	72,256.76
38727 ZIMA CORPORATION	FREIGHT FOR REPLACEMENT WEAR BARS DELIVERED TO WWTP		354.43
TOTAL OF CHECKS TO BE WRITTEN ON APRIL 23, 2024			\$ 540,491.95
DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS			
3/18/2024 MICHIGAN FINANCE AUTHORITY	SRF JR LEIN REVENUE BOND SERIES 2022B PAYMENT		12,683.08
3/18/2024 MICHIGAN FINANCE AUTHORITY	SRF JR LEIN REVENUE BOND SERIES 2022 PAYMENT		110,351.36
4/3/2024 LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW & WWTP		0.30
4/10/2024 UNITED STATES POSTAL SERVICE	MAIL LARGE ENVELOPE FOR POLICE DEPT		3.07
4/12/2024 UNITED STATES POSTAL SERVICE	MAIL CERTIFIED LETTER TO STEPHANIE DIXON RE: 215 W SHEPARD DEMO		8.05
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS			\$ 123,045.86
TOTAL GROSS PAYROLL MAR 16, 2024 THROUGH APR 12, 2024 (4 WEEKS)			\$ 91,646.45
GRAND TOTAL FOR APRIL 22, 2024			\$ 788,979.58

**CITY OF HARTFORD
INVESTMENT REPORT AS OF MARCH 31, 2024**

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		\$ 175,422
\$ 200,000.00	CD	CONSUMERS CU	6/23/2023	12 MONTHS	5.00%	6/23/2024		\$ 207,455
\$ 200,000.00	CD	HONOR CU	9/21/2023	13 MONTHS	5.00%	10/21/2024		\$ 205,233
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)						\$ 514,841
		TOTAL INVESTMENT AT MARKET VALUE						\$ 1,102,951
		AS OF MARCH 31, 2024						\$ 1,102,951

*THIS IS AN INCREASE OF \$2249.00 FROM LAST QUARTER



CITY MANAGER'S REPORT April 22, 2024

106 SOUTH CENTER DEMOLITION:

Consumers Energy will remove the utilities from the property by April 24, 2024. The County Landbank is going through their procurement process for the environmental review. The Landbank is in the beginning process of the procurement. We are waiting for the Landbank board to approve the proposals.

FORMER POLICE OFFICER COLLECTION UPDATE:

Attorney, Nick Curcio reported the court granted the former employee motion to pay the judgment on an installment plan of \$100 per month. He was ordered to pay \$7,140. The court issued the order before it received our objection to the proposed payment plan.

HISPANIC HERITAGE CITY SPONSORSHIPS:

The information has been presented by the interim City Manager. The City's attorney and auditor has not changed their opinions after I presented the recommendations from the Commission. If the Commission decides to grant donations to all the organizations, the Hispanic Heritage Organization would be included under the same proposal as the Strawberry Festival.

EXPECITATIONS WORKSHOPS, SWOT ANALYSIS, COLORS TRAINING, AND STRATEGIC PLANNING:

I'm proposing that we postpone the Expectation workshop, SWOT analysis, Colors training and Strategic planning. The City's budget process is my priority as well as 4 vacancies at the DPW, WWTP, and Code Enforcement that needs my attention immediately. I need more time to continue becoming acquainted with the open projects, city boards such as planning commission and the DDA, and daily day to day operations of the City. I'm recommending that we start planning in August to make sure it's professionally conducted and have them completed by December 31, 2024. This will allow us to start the new year with goals, plans, and expectations

BRUSH DISPOSAL

The DPW will start brush removal 1 time a month starting in April through September. The pickup will be the last week of every month. The City is not allowing for additional brush dumping/disposal permits at the WWTP that consist of leaves, yard waste, or brush.

HIRING AT THE DPW AND WWTP:

We are hiring two DPW and one Waste Water Treatment plant laborers. The positions are posted on Indeed. Me and Danny started interviewing candidates on April 11th. Public Works will be down to only 2 employees, Danny and Rickey. My goal is to hire a DPW laborer before May 1st.

HOME BASED BUSINESS ORDINANCE:

I met with Commissioner Danger regarding the home-based businesses. I will post the Code Enforcement Officer's position on Indeed. The Code Enforcement officer will enforce the Home-Based Business ordinance. We do not have the appropriate staffing to make this a priority. This will be a priority to the new Code Enforcement officer once hired.

FIRE DEPARTMENT 2024/2025 BUDGET:

I need additional time to review the fire department's budget before giving the council my recommendation. The fire board has set a special meeting for May 1st. I will be requesting from the fire board that we coordinate a date for the special board meeting together. Therefore, I will request the fire board to give the City more time to review the budget and to set another date for a special board meeting that is agreeable by both parties.

MARCH 25, 2024 CITIZEN'S COMPLAINT AGAINST HPD STAFF:

I met with the individual who made the complaint on March 26, 2024. Also, I met with all parties involved with this case. I have completed my investigation. After reading the Harford Police department manual regarding citizen's complaint, the complaint was not handled in accordance with the police department's manual. The manual states that the citizen's complaint should be written on a Hartford's complaint form and the police Chief completes an investigation on the complaint. I met with Chief Prince to turn the complaint over to him. I explained it was his responsibility to investigate citizen complaints and to respond to the complainant. I forwarded the information that I found so far to Chief Prince on April 10th. I expect him to conduct a thorough investigation and to report back to me his findings. Me and Chief Prince will communicate his findings to Mrs. Irwin within the next two weeks. The investigation is ongoing.

BUDGET FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025:

A rough draft of the budget will be delivered to you on Thursday, April 18, 2024 for your review. The timing of me being hired during the time the budget process should have started was bad timing for me to start the budget process right away, including the vacation time that was planned prior to accepting the job. There may be some changes before the final draft is presented in May for final approval.



Chief Robbie Harting

Hartford Fire Department

435 East Main St.
Hartford, MI 49057
(269)-621-4707



Asst. Chief Kevin McGrew

Date: April 10, 2024

**To: Hartford City Commission & Hartford Township Board
CC: City Manager Nicole Brown**

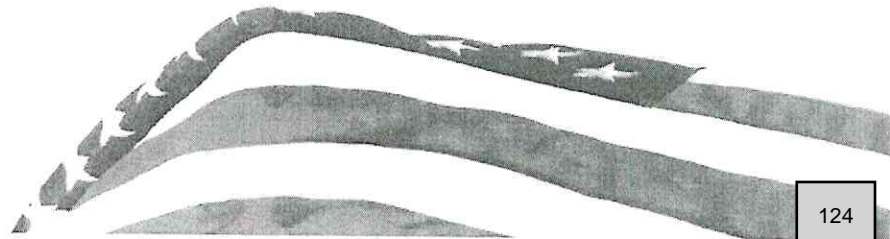
From: Hartford Fire Board

Subject: Hartford Fire Department 2024/2025 Budget

- **After the Joint Meeting on April 3rd, 2024, it was discovered that we had missed a few items in the revenue categories of the Proposed Budget, with the main one being the Township ARPA Funds Allocation in the amount of \$9,600** and the Cell Phone Reimbursement Category for \$800. These two Categories have been added back into the Updated Proposed 2024/2025 Budget and The City & Township's Contributions have been updated accordingly.**

****There was some confusion on the ending date of the ARPA Funds Allocation which led to this error.
(Correct Ending Date is October 2025)**

- **Additionally, as requested a Donations Category has been created.**
- **The Millage Categories have been pulled from the general revenue section and now have their own categories and account codes to ensure that there is no confusion on total revenue.**
- **Per the Joint agreement approval of the budget shall be by a majority vote of each Municipality at a joint budget session. With the errors in the budget at the last Joint Meeting and the budget not being voted on, the Fire Board has Scheduled a Joint Budget Meeting to be Held on May 1st 2024 at 7:00pm at the Fire Station.**



Hartford Fire Department 2024/2025 Proposed Budget

Item 20.

GL NUMBER	DESCRIPTION	2024/2025 Budget
Fund 206 - FIRE	FUND	
Revenues		
Dept 000		
206-000-401.000	HARTFORD TOWNSHIP	163,570.00
206-000-402.000	HARTFORD CITY	133,830.00
206-000-420.000	BANGOR TWP COST RECOVERY	5,200
206-000-421.000	COST RECOVERY	1,000
206-000-422.000	FIRE REPORTS/ FOIA	50
206-000-539.000	GRANTS	2,500
206-000-582.000	TOWNSHIP ARPA Funds Allocation	9,600
206-000-584.000	VBEMS	10,000
206-000-665.000	Interest	1,000
206-000-666.000	Cell Phone Reimbursment	800
Total Dept 000		327,550.00
206-000-411.000	Hartford Township Millage	67,000
206-000-412.000	Hartford City Millage	46,000
206-000-450.000	DONATIONS	8,700
Total Transferable Revenue		121,700.00
TOTAL REVENUES		449,250
Expenditures		
Dept 336 - FIRE	OPERATING	
206-336-702.000	BOARD SALARY	4,200
206-336-704.000	CHIEF SALARY	58,950
206-336-705.000	Asst. CHIEF SALARY	24,000
206-336-710.000	FIREFIGHTER/ MFR	50,000
206-336-712.000	SHIFT COVERAGE	14,400
206-336-714.000	SUPPORT STAFF	0
206-336-720.000	PAYROLL TAXES	10,000
206-336-724.000	RETIREMENT	3,800
206-336-730.000	GASOLINE & DIESEL	9,400
206-336-731.000	VEHICLE MAINTENANCE	9,500
206-336-733.000	EQUIPMENT MAINTENANCE	13,000
206-336-740.000	OPERATING SUPPLIES	400
206-336-741.000	MEDICAL SUPPLIES	2,500
206-336-742.000	ANNUAL TESTING	8,500
206-336-751.000	PHONES	7,500
206-336-753.000	UTILITIES	10,000
206-336-763.000	BUILDING MAINTENANCE	10,000
206-336-767.000	DUES/ SUBSCRIPTIONS	4,200
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,000
206-336-785.000	EDUCATION/ TRAINING	8,500
206-336-796.000	PHYSICALS	10,000
206-336-799.000	OFFICE/ COMPUTER	4,700
206-336-801.000	PROFESSIONAL SERVICES	16,500
206-336-810.000	GRANT MATCH	2,500
206-336-815.000	GENERAL INSURANCE	30,000
Total Dept 336 - FIRE OPERATING		327,550
206-336-965.000- Transfer to Millage Fund		113,000
206-336-966.000 Transfer to Donation Fund		8,700
Total Budget		449,250

	A	B
1	Hartford Fire Department 2024/2025 Proposed Budget	
2		
3	Revenue	
4	Hartford Township	163,570
5	Hartford City	133,830
6	Bangor Township Cost Recovery	5,200
7	Cost Recovery	1,000
8	Fire Reports/ FOIA	50
9	Grants	2,500
10	Township ARPA Funds Allocation	9,600
11	VBEMS	10,000
12	Interest	1,000
13	Cell Phone Reimbursment	800
14	Total Revenue 2024/2025	327,550
15		
16		
17		
18	Hartford Township Millage	67,000
19	Hartford City Millage	46,000
20	Donations	8,700
21	Total Transferable Revenue	121,700
22		
23		
24	Revenue from B14+B21 for 2024/2025 Budget year	449,250
25		
26		
27	Total Revenue from B6,B7,B8,B9,B10,B11,B12,B13	30,150
28		
29	Total Expenitures for 2024/2025 Budget year	327,550
30		
31		
32		
33	B29 Total Expenitures minus B27 Revenues	297,400
34		
35	B33 multiplied by 55% = Township Contribution	163,570
36	B33 multiplied by 45% = City Contribution	133,830
37		
38	B35 divided by 12 months = Township Monthly Contribution	13,630.83
39	B36 divided by 12 months = City Monthly Contribution	11,152.50
40		
41	B18 & B19 Transfer to Millage Fund	113,000
42	B20 Transfer to Donations Fund	8,700

Hartford Fire Board

436 East Main Street, Hartford, MI 49057

Special Meeting Notice

Joint Meeting between Hartford Fire Board, Hartford City Council and Hartford Township Board.

Purpose: To approve 2024/2025

Fire Department Operating Budget

Wednesday, May 1st, 2024 at 7:00 pm

At the Hartford Fire Department 436 E. Main St. 49057

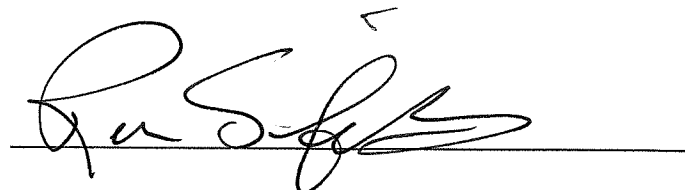
This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended (MCL 41.72a(2)(3)) and the Americans with Disabilities Act.

The Hartford Fire Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 7 days of notice to the Hartford Fire Board.

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following: Chairman Ron Sefcik at 59320 62nd Street, Hartford MI 49057 or 269-325-5144.

Posted on: 4/9/2024

Signature of Board Chairman:



CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 25, 2024

Item 21.

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

Commissions Absent:

Staff Present: Brown; Rodney-Isbrecht; Ivy; Prince; Shultz; Staunton

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

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the agenda as presented.

Motion carried 7 – 0

Guests:

- Ms. Morsaw’s Students of Hartford Public Schools STEM Class presented their 3’d diagram concepts of what they would like to see come out of the Spark Grant for Ely Park Improvements. They drew the Park and collaborated with other students to create 3D concepts of their improvements to the park. Some of their suggestions playground covered seating areas & dog park area.

Public Comment:

- Christine & Paul Irwin, Pleasant St, - follow up on complaint filed with police department.
- John Spoula, Bennett Ave, Welcomed new City Manager, concerns about the sound system not working very well.

Communications:

- Comcast sent Notice of Programing Change, Pursuit Channel added.
- April 15,2024 Hydrant Flushing begins
- April 22, 2024 Leaf & Brush Pick up for two weeks
- April 24, 2024 Large Garbage Pick-up
- May 27th, Closed for Memorial Day
- May 20th Council Meeting 5:30pm
- Commissioner Weeden request for next month’s agenda, would like to Invite Sherriff Dan Abbot to give a proposal for police protection coverage.
- Commissioner Danager would like to discuss the number of Home Based Bakery Business that are popping up and wants to make sure they are all following the rules.

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

- Planning Commission – Minutes,
 - Van Buren Conservation District February 2024 Program Update.
 - Recreation Council Minutes
- A. **Police & Ordinance** – Chief Prince & LT Ivy – Report on file. Commissioner Danger would like to see additional foot patrol hours.
- B. **Fire Department** – Ron Sefcik, Fire Board Chair, Fire Chief Robbie Harting – Report on File; Joint meeting on April 3, 7pm at the Fire Station. Millage language has been reviewed by the board for renewal, Township will be approving at their April meeting. Requesting a committee to review what to do with the ladder truck which will need to be replaced in nine years. The Fire Department has applied for a grant to fight electric vehicles fires.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 25, 2024

Item 21.

- C. **Ambulance** – Report on File, Construction for the new building has started at the Township and hope to be completed by September.
- D. **Van Buren County** – Mike Chappel, Commissioner Van Buren County,
- E. **Public Works** –Dan Staunton, Report on File – Received Water Fluoridation Quality Award
- F. **Wastewater Treatment Plant** – No Report Filed –
- G. **Treasurers, Investment & List of Bills** –List of Bills \$246,542.28
- H. **City Manager** –Report on file – Interim Manager - Citizen Complaint; MML Liability Renewal; Surf Internet working with staff and addressing concern of staff time; 106 South Center Demo update; Spring Break Event April 5, 2024 provided by Community First Responders; Spark Grant Update; Attorney requested a summary judgment to recoup costs from sending a former officer through the police academy; Street Scape update; Manager Brown – Staff Meeting; Meet & Great; MSU Webinar; Projects Update; 4th Annual Municipal Summary; Citizen Planner Training; Department Head Meeting; Interim City Manager Contract; SWOT Analysis, Colors Training;

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Spoula, to approve the minutes of the February 20, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Morsaw, to approve the minutes of the March 11, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Spoula, to approve the March 25, 2024 list of bills in the amount of \$246,542.28

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Miller, to accept the February 2024 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives:

Motion by Commissioner Danger, supported by Commissioner Spoula, to end Interim City Manager Rader’s Contract on April 2, 2024

Motion carried 7 – 0

Motion by Commissioner Morsaw supported by Commissioner Dockter, to authorize Manager Brown to work with the City Attorney to contract with Linnea Rader on as needed bases.

Motion carried 7 – 0

Discussion: SWOT Analysis, Colors Training and Strategic Planning; Council set a tentative Workshop meeting on July 10, 4:30pm.

Old Business:

- Discuss & Consider – Request Hartford Pageant Organization Float Donation, requested additional information, Council tabled to continue discussion at April 22, 2024 meeting.
- Discuss & Consider – Public Comment Script – Commission would like on Agenda moving forward

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 25, 2024

Item 21.

“For public comment you’ll be asked to introduce yourself and keep comments to three minutes. Council will listen to your comments and if a response is needed, the City Manager will reach out to update or respond within 7 business days of the meeting.”

- City Manager Evaluation – Review Forms & Set Dates - Council will set date at their April 22, 2024 meeting.

Motion by Miller, supported by Weeden to accept the evaluation forms to use for the City Manager Review.

Motion carried 7 – 0

- Discuss & Consider – Dangerous Structure Cost Recovery Policy –

Motion by Commissioner Miller supported by Commissioner Spoula, to approve the City of Hartford Dangerous Structure Cost Recovery Policy.

Motion carried 7 – 0

New Business:

- Discuss & Consider – WWTP Improvement Project Change Order No. Two

Motion by Commissioner Danger, supported by Commissioner Miller, to approve the WWTP Improvement Project Change Order no. Two as recommended by Wightman’s.

Motion carried 7 – 0

- Discuss & Consider – Transportation Asset Management Plan

Motion by Commissioner Dockter supported by Commissioner Miller, to approve purchase of the Transportation asset Management Plan Software Program at no cost to the City.

Motion carried 7 – 0

Motion by Commissioner Miller supported by Commissioner Morsaw, to partner with Van Buren County Road Commission to collect road condition data at a cost of \$500.00.

Motion carried 7 – 0

- Discuss & Consider – Planning Commission Board Seat
Discussion: Mayor appointed Commissioner’s Spoula & Weeden to meet with Planning Commission Chair Tim Kling to interview the applicants and make a recommendation to Council by the April meeting.
- Discuss & Consider – City Sponsorships
Discussion: Table to April 22, 2024 meeting.
- Discuss & Consider – Request from Zip Cannabis
Discussion: Council will need to amend the ordinance to allow a change in hours of operation

Motion by Commissioner Miller, supported by Commissioner Danger, to deny Zip Cannabis request to stay open extended hours past the time allowed by City Ordinance #320-2020.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 25, 2024

Item 21.

- Discuss & Consider – DPW Superintendent Compensation
Discussion:

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the Department of Public Works Superintendent one time compensation for additional hours worked July 2022 – January 31, 2024 in the amount of \$10,000 and credit of 120 vacation hours.

Motion carried 7 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2024-004 Street Administrator

Motion by Commissioner Danger, supported by Commissioner Spoula, to adopt Resolution 2024 – 004 Designating the City Manager as the City's Street Administrator.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-005 Financial Signatory

Motion by Commissioner Miller supported by Commissioner Danger, to adopt Resolution 2024 – 005 Designating the Authorized signatory's on the City's Financial Accounts.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-006 SAM Designation

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 006 Designating the City Manager as the City's SAM Administrator.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-007 2023/2024 Budget Adjustment no. Two

Motion by Commissioner Danger, supported by Commissioner Dockter, to adopt Resolution 2024 – 007 approving the fiscal year 2023/2024 Budget Adjustment no. two.

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance 341-2023 Marijuana Business – 1st Reading
Discussion 2nd reading will be at the April meeting.
- Discuss & Consider – Proposed Ordinance 342-2023 Marijuana Business Zoning – 1st Reading
Discussion: Council made a change to the hours of operation allowing business to stay open until 11pm.
2nd reading will be at the April meeting.
- Discuss & Consider – Proposed Ordinance 343-2023 Zoning Amendment – 1st Reading
Discussion: 2nd Reading will be at the April meeting.

Adjournment:

Motion by Commissioner Danger, supported by Commissioner Miller, to adjourn the meeting at 7:04pm.

Motion carried 7 – 0

Respectfully Submitted, RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
CITY OF HARTFORD/FIRE BOARD/HARTFORD TOWNSHIP @ 436 W MAIN ST FIRE STATION
APRIL 3, 2023

Commissioners Present: Frank Dockter; John Miller; Lindsay Morsaw; Nancy Spoula; Charlie Weeden; Mayor Richard A. Hall;

Commissioners Absent: Jane Danger;

Staff Present: Brown, Rodney-Isbrecht;

Pledge of Allegiance was said

Public Comment – None

Mayor Richard A. Hall called the special meeting to order at 7:00pm.

- Discuss & Consider Proposed 2024/2025 Fire Department Operating Budget.
 - ✓ There were a few corrections that needed to be made to the budget. The Fire Board will make those corrections he respective boards will meet at a future date to approve the budget.

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Spoula to adjourn the meeting at 7:34pm.
Motion carried 6 - 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024
Department: Administration
Submitted By: Nicol Brown, City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Sponsorships

RECOMMENDED ACTION:

Sponsorship requests have been received from the following organizations:

Hartford Lions Club –	Concerts in the Park –	June – August 2024
Hartford Chamber of Commerce –	Strawberry Festival –	June 7-8, 2024
Hispanic Heritage Organization –	Cinco de Mayo –	May 4, 2024
Hartford Pageant Organization –	Community Float –	1 st Parade May 11, 2024 Blossom Time
Southwest Planning Community –	Paw Paw River Water Trail	
Van Buren Conservation District –	Recycling Program	
Hartford Lions Club –	Christmas Decorations in Ely Park –	November 2024

The former City Manager budgeted for the organization's requests in the 2023/2024 Fiscal Year Budget

The Interim City Manager provided Council with information regarding allowable spending.

No new information regarding the matter has been found to provide to Council.

The City Charter states: *ADOPTION* Section 7.7

The commission shall not later than the first day of June, adopt by resolution a budget for the ensuing fiscal year and make appropriations for that purpose.

Appropriations may only be made for purposes allowed for by law or this charter and may include, but not be limited to, governmental purposes and public or private nonprofit institutions engaged in civic, artistic or cultural activities within the city. The commission shall set by resolution the amount necessary to be raised by property taxes, which amount shall not be greater than the amount permitted by law.

It is recommended Council Discuss & Consider these requests; and if it so chooses develop a policy for future requests.

**Hartford Pageant Organization
P.O. Box 269
Hartford, MI 49057**

Governing Boards for The City of Hartford and Hartford Township:

For many years, Hartford has proudly constructed a beautiful float for the Miss Hartford Court to ride on in various parades throughout each parade season. Our 2023 float, adorned with beautiful butterflies and vines of sparkling strawberries, won the Blossomtime Sweepstakes award in the Grand Floral parade, along with taking a first place trophy at almost every parade we attended. We would like to continue that winning streak this year with our upcoming 2024 Royalty Float.

The cost of supplies to build an award-winning float is high, and we are looking to our local businesses, service organizations, and individuals of our great community to help our committee raise the funds needed to give our Courts a beautiful work of art to stand upon. This money is crucial to construct a beautiful float and maintain a great level of pride to the Courts of Honor and to the community. We have an outstanding group of young adults representing our community this year, and with your contribution, we will be able to give them a float as wonderful as they are.

We would like to offer the City of Hartford and Hartford Township the opportunity to advertise our wonderful community on the back of our float as it travels to different communities this summer to participate in numerous parades. Our float will be viewed by countless individuals in communities across southwest Michigan, drawing attention to and promoting our town. During set up, we also will have a display board set up on an easel listing all of our advertisers. It is important to note that the Blossomtime Parade is televised, meaning viewers from all over the area will see our float!

Should you have any questions regarding our committee, please feel free to contact us at any time. Checks can be made payable to Hartford Pageant Organization, with "Float" written on the subject line. We thank you in advance for your support as we could not do it without your kindness.

Sincerely,

The Hartford Pageant Organization

hartfordpageantorg@gmail.com

Should you wish to advertise, please Detach this section and send to:

**Hartford Float Committee
P.O. Box 269
Hartford, MI 49057**

Amount for Advertisement: _____

Business Name: _____ Contact Person: _____

Address: _____ Phone Number: _____

THANK YOU FOR YOUR GENEROSITY!



Hartford Lions Club

P.O. Box 633

Hartford, MI 49057

269-208-4345

RECEIVED

APR 12 2024

CITY OF HARTFORD

April 12, 2024

City of Hartford
19 West Main St.
Hartford, MI 49057

This will be the eighth year that the Hartford Lions Club has operated Concerts in the Park. Average attendance has increased from about 30 to around 200. We could easily accommodate 500 a week. We have added free popcorn and done extensive promotion of the events. We have made a strong effort to book a wide variety of entertainment groups and the 2024 season will be no different. We have booked some top entertainment which will help to enrich the lives of Hartford citizens.

Bringing top entertainment to the summer concert series costs money. Our budget for the 2024 season of 11 concerts is \$6,000. We have applied for a grant from The Pokagon Fund for part of that cost. In the past, the City has provided \$1,000 towards the concert program and we are requesting the same amount this year. We are aware and understand the new payment system.

A schedule for the 2024 season is attached.

Sincerely,

PETE SINCLAIR
Concert Manager
Hartford Lions Club

**HARTFORD LIONS CLUB
CONCERTS IN THE PARK
2024**

All concerts start at 7 p.m. in Ely Park – Enjoy free popcorn

June 6 – VanDyke Revue
(4-piece variety band)

June 13 – Elvis Tribute – Tim Dudley

June 20 – Stranded Hobos
(Blue Grass)

June 27 – Black River Band
(a little bit of everything)

July 4 – NO CONCERT

July 11 – High Life Band
(Classic Country and Rock)

July 18 – Mid Season Break – NO CONCERT

July 25 – Lake Effect Jazz Big Band
(a mix of traditional and modern jazz)

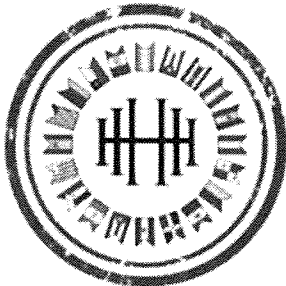
Aug. 1 – Jimmy and the Mortals
(classic Rock)

Aug. 8 – Vineyard Chicks
(Rock, Country and Pop)

Aug. 15 – Otsego Jazz Ensemble
(The ultimate big band sound)

Aug. 22 – Harbor Town
(Classic rock, R&B, and more)

Aug. 29 – Blue Shoes Band
(Big band style)



Hartford Hispanic Heritage Committee

February 13, 2024

Dear Community Member,

Hartford Hispanic Heritage Committee was created to promote and educate on Hispanic culture by recognizing and celebrating the contributions that we have made to our community. We are excited to partner with the **Hartford Lions Club** to host several events in 2024. These events will promote Hispanic cultural and traditional activities like music, crafts, food vendors as well as access to on-the-spot services and educational information by local agencies.

We hope to host these events with donations, coordination and cooperation from local businesses and residents like you. You can help by sponsoring these events with monetary or in-kind donations. Funds would be used for entertainment, supplies, family activities, and incidental needs.

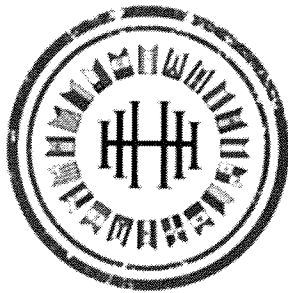
Let us know If you would like to discuss this sponsorship opportunity further. We also have volunteer opportunities. Contact Angelica Mireles (269)208-5221 or Christina Mireles (269) 277-0059 for more information.

We greatly appreciate your attention and consideration of this request and hope to have you join us at the events. **Thank you for your support!**

Sincerely,

Angelica Mireles
Co-Chair
Hartford Hispanic Heritage Committee

Angelica Mireles Co-Chair	Christina Mireles Co-Chair	Maria L. Diaz Treasurer	Sandra Banda Secretary	Helen Sullivan Community Liaison
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Hartford Hispanic Heritage Committee

Sponsorship Levels

_____ **ORO Sponsor \$1,000**

Event naming, event banner display & program recognition day of events

_____ **PLATA Sponsor \$500**

Event banner display, flyers & program recognition day of events

_____ **COBRE Sponsor \$250-\$450**

Flyer & program recognition day of events

_____ **Amigo Donation \$50**

Program recognition day of events

_____ **In-kind Sponsor (Minimum value of donation is \$50)**

Program recognition day of events

Item(s) donated _____

_____ **Agency Representation**

_____ **Church Representation**

Angelica Mireles
Co-Chair

Christina Mireles
Co-Chair

Maria L. Diaz
Treasurer

Sandra Banda
Secretary

Helen Sullivan
Community Liaison

Upcoming Events by H.H.H.

May 4th- Cinco de Mayo

Sept 14th- Independence Day

Nov 2nd- Dia De Los Muertos



HARTFORD HISPANIC HERITAGE

Look us up on Facebook for more information



RECEIVED

JAN 12 2024

CITY OF HARTFORD

2024 Membership Application

All businesses and individuals are welcome to become active participants in shaping
the future of our community.

Visit our website for more information: www.hartfordmichamber.org

Business Membership Dues - \$50.00

Individual Non-Business Membership dues - \$25.00

Membership runs from Jan. 1st – Dec. 31st

Return this form and invoice with your payment to: **GREATER HARTFORD AREA CHAMBER OF COMMERCE**
P.O. BOX 283 HARTFORD, MI 49057

Business Name: _____ Date: _____

Your Name: _____ In business since: _____

Business Phone Number: (____) _____ - _____ Type of business: _____

Business location: _____ City, State, Zip Code: _____

Mailing address: _____ City, State, Zip Code: _____

Your email: _____

Business email: _____

(Please include entire email address, ex. yourname@somewhere.com)

Website address: _____

Do you have a Facebook page that you would like the Chamber to follow? No Yes Name: _____

In 25 words or less, describe your company product or services.

Category: (select one) Retail-Wholesale Service Professional Manufacturing Other _____

Membership Type: New Member Renewal Business \$50 Individual (non-business) \$25
(please select one) (please select one)

Comments or suggestion: _____

Would you like to showcase your business by hosting a "Business After Hours" event? Yes Not at this time.

If you have any questions, please call Patty at (269)588-5103 ex. #2





RECEIVED

JAN 12 2024

CITY OF HARTFORD

Dear Potential Sponsor,

The Strawberry Festival is a long-standing tradition in Hartford, Michigan dating back to 1988. One of the first festivals of the season, this festival offers our community a family friendly event to bring our community together and promote Hartford. The Strawberry Festival provides entertainment, food, rides, parades and more for Hartford and surrounding communities to enjoy. This year's the festival will be a two-day event on June 7 & 8, 2024. As our festival grows, we hope you will consider being a part of this community event.

The Hartford Strawberry Festival is hosted by the Greater Hartford Area Chamber of Commerce which promotes the general welfare and prosperity of the Hartford area businesses and community.

Areas covered by sponsorship:

- Main Stage entertainment for Friday and Saturday
- General expenses (advertising, brochures and poster printing, portable restrooms, security personnel, trash pickup and disposal, after the festival cleanup and other festival expenses.)
- Rides


Each year companies choose to sponsor the Hartford Strawberry Festival to help promote our community and businesses. Please consider being a sponsor:

What you get!	Diamond	Platinum	Gold	Silver	Bronze	Patron
	\$1,000+	\$750	\$500	\$250	\$100	\$50
Recognition on promotional poster during festival	•	•	•	•	•	•
Recognition on website	•	•	•	•	•	•
Recognition in festival brochure	•	•	•	•	•	
Recognition in GHACOC E-Newsletter in July	•	•	•	•	•	
Logo on promotional poster during festival	•	•	•	•		
Logo on website and festival brochure	•	•	•	•		
Public announcement recognition during the festival	•	•	•	•	•	
Business name on festival shirt				•	•	
Business logo on festival shirt	•	•	•			
18" x 24" Sign with Business name and Logo displayed in Ely Park during Festival	•	•	•			
Four two-day "all you can ride" wristbands	•	•				
12' x 12' Display space at festival – Sponsor supplies tent and tables	•					

Please turn page over for more information



 1035 E. Michigan Ave.
Paw Paw, MI 49079

 (269) 657-4030 x 5

 info@vanburencd.org

March 29, 2024

City of Hartford
19 W Main St.
Hartford, MI 49057

Dear City of Hartford Council Members,

I hope you're all doing well. The Van Buren Conservation District's Resource Recovery & Recycling Program is growing, and we invite you to partner with us on all that is happening in our communities. This year includes the following collections – all of which are FREE to Van Buren County residents and landowners because of millage funding and municipality contributions! Businesses are excluded from all collections except the Large Tire collections.

Recycle Roundup
(HHW, Shred Paper, Electronics, Paint, Passenger & Semi Tires)

- June 15 | 9 AM—2 PM | Van Buren Community Mental Health | 801 Hazen St., Paw Paw
- August 3 | 9 AM—2 PM | South Haven Public Works | 1199 8th Ave., South Haven
- October 19 | 9 AM—2 PM | Van Buren ISD Conference Center | 490 S Paw Paw St., Lawrence

Passenger & Semi Tires & Electronics

- April 27, 2024 | 8 AM - 3 PM | Village of Decatur Transfer Station | 300 W Beers St., Decatur
- May 21, 2024 | 3 PM - 7 PM | Arlington Township Transfer Station | 51998 26th Ave, Bangor, MI 49013
- June 26, 2024 | 3 PM - 7 PM | Keeler Township Hall | 64151 Territorial Rd W. Hartford, MI 49057
- August 15, 2024 | 3 PM - 7 PM | Pine Grove Township Transfer Station | 15797 32nd St., Gobles, MI 49055
- September 9, 2024 | 3 PM - 7 PM | Columbia Township Transfer Station | 18868 52 1/2 St., Grand Junction, 49056

Large Tires (Businesses Included)


- April 22 | 10 AM—1 PM | & April 23 | 4 PM—7 PM | South Haven Public Works | 1199 8th Ave., South Haven
- July 15 | 10 AM—1 PM | & July 16 | 4 PM—7 PM | Van Buren County Building & Grounds | 753 Hazen St., Paw Paw

As we invite you to financially partner with us to continue to provide more services and programs for residents and landowners, we ask you to fill out the enclosed Van Buren County Resource Recovery & Recycling Program Partnership Contract. The funds you contribute will be used to help fund the above-listed events. In addition, filling out this contract and pledging funding for your residents indicates to us that you also have interest in doing one or more of the following with the help of the Van Buren Conservation District and will therefore help us prioritize your community as a host community for collections of interest to you in 2024 since we cannot host a collection in every community every year:





 1035 E. Michigan Ave.
Paw Paw, MI 49079

 (269) 657-4030 x 5

 info@vanburencd.org

- help fund your residents' household hazardous waste, paint, and electronics recycling/disposal
- host a tire, household hazardous waste, and/or electronics collection
- host a year-round electronics collection program
- host a year-round agricultural -icide container program
- host public space and/or roadside cleanup days

In the 2022-2023 fiscal year, the Van Buren County community responsibly recycled and disposed of 15,658 pounds of paint and 24,580 pounds of household hazardous waste. Over 11,229 passenger tire equivalents were removed from Van Buren County, and 87,388 pounds of electronics were recycled.

Last year, it cost \$213,593.09 to run the resource recovery & recycling program. County contributions accounted for \$100,000.00 of those funds, and municipal contributions accounted for \$10,000.00 of those funds. With your partnership, we can expand what we offer and do more to improve Van Buren County for us all.

Please find enclosed the *2024 Recycling Program Contract* for your review and response. **Please fill out and return the contract whether you wish to pledge funding or not.** We want to learn what would benefit your residents and be a more attractive partnership to your municipality. Please sign the contract and email a scanned copy to: resourcerecovery@vanburencd.org or mail the hard copy to:

Van Buren Conservation District
c/o Kalli Marshall
1035 E. Michigan Ave.
Paw Paw, MI 49079

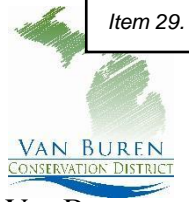
Once received, the Van Buren Conservation District will issue an invoice (if applicable). Please mention these collections at your board meetings throughout the year and promote them in other ways throughout your community, as you see fit. If you have any questions regarding the Resource Recovery & Recycling Program, please feel free to contact me.

Thank you for your support,

Kalli Marshall
Recycling & Materials Management Coordinator, Van Buren Conservation District
resourcerecovery@vanburencd.org | 269-633-9314



2024 Van Buren County Resource Recovery & Recycling Program Contract with the Van Buren Conservation District



The _____ (municipality name) will financially support the Van Buren County Resource Recovery & Recycling Program in 2024 and therefore pledges funding to help support the residents and landowners in our municipality to properly dispose of their confidential documents, household hazardous waste, electronics, tires, and more.

The funding you pledge will be used to help support folks in your municipality to properly dispose of the previously listed materials. In addition, by filling out this contract and pledging funding for your residents, you indicate to us that you also have interest in doing one or more of the following with the help of the Van Buren Conservation District (VBCD) Please check all that you are currently interested in.:

- help fund your residents’ household hazardous waste, tires, and electronics recycling/disposal
- host a tire, household hazardous waste, and/or electronics collection
- host a year-round electronics collection program
- host a year-round agricultural -icide container program
- host public space and/or roadside cleanup days
- other: _____

Please mark “X” alongside one of the options below to indicate the support your municipality pledges to provide the residents in your municipality.

Our municipality agrees to contribute \$250.00

Our municipality agrees to contribute \$500.00

Our municipality agrees to contribute \$750.00

Our municipality agrees to contribute \$1,000.00

Our municipality agrees to contribute \$1,500.00

Our municipality agrees to contribute other amount : \$_____

Our municipality is not interested in funding our residents’ special recycling and disposal options at this time. We decline the option to be prioritized for hosting other programs at this time.

Regardless of municipality funding support, Van Buren County residents and landowners are welcome to utilize all collections to properly dispose of and recycle their materials.

Billing and Invoices: After the signed contract is received from your municipality, the Van Buren Conservation District will submit an invoice to the municipality based on your support selection. The municipality shall pay the invoice amount to the Van Buren Conservation District within 45 days of the date of invoice.

Municipality Contact Information: _____ Township/Village/City (*circle one*)

Supervisor's Email Clerk's Email Treasurer Email

Other Email Other Email

Municipality Signature

Printed or typed name Title

Signature Date

If the municipality is not interested in partnering with the Van Buren Conservation District and the resource recovery & recycling program in this way, please indicate why below. If there are other programs you would be more interested in partnering with in the future, please let us know what those programs are.

Van Buren Conservation District Signature

Kalli Marshall Recycling & Materials Management Coordinator
Printed or typed name Title

Signature Date

Contract Signature Page can be sent back to the Van Buren Conservation District the following ways:

Email scanned copy to:
resourcerecovery@vanburencd.org

Mail hard copy to:
Van Buren Conservation District
% Kalli Marshall
1035 E. Michigan Ave.
Paw Paw, MI 49079





CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Water/Sewer Rates for 2024/2025

RECOMMENDED ACTION:

Attached are excerpts from BakerTilly's November 2022, Sewer Fund Rate Study and July 2023 Water Fund Rate Study recommendations for potential rates to water and sewer to support the system. BakerTilly's rate assumptions are based on a 3% rate of inflation increase per/year.

Council will need to set the rates to support the system at its May Council Meeting.

Staff is recommending, at minimum, to accept BakerTilly's potential rates to support the system for the 2024/2025 fiscal year.

Cash Flow

6.1 Methodology

The revenue needs to support operations, debt, and capital improvements while solving to cash balance. The City would like to avoid issuing more debt and pay for as many capitals improvement projects with cash as possible. City officials determined that a one-time increase followed by a consistent rate track with manageable annual inflationary increases is the best option for their customer base. The one-time increase is implemented to assist in the systems immediate needs.

6.2 Proposed/Potential Rates

The rate track below demonstrates a one-time increase of \$2.85 to the City’s Commodity Charge and a \$3.14 to the Capital Reserve Fee. Then, an inflationary increase of \$0.25 to the City’s Service Ready Fee and \$0.10 to the City’s Commodity Charge thereafter.

TABLE 6-2A: PROPOSED RATES ADJUSTMENTS

Adjustment	2021/23	2022/23	2023/24	2024/25	2025/26	2026/27
Commodity Charge (per 1,000 gallons)	\$4.65	\$7.50	\$7.60	\$7.70	\$7.80	\$7.90
Service Ready Fee (Monthly)	2.23	2.23	2.48	2.73	2.98	3.23
Capital Reserve Fee (Monthly)	6.86	10.00	10.00	10.00	10.00	10.00

The City bills customers every month. The table below is an estimate of a typical homeowner’s monthly bill based on 4,500 gallons of usage.

TABLE 6-2B: TYPICAL HOMEOWNER MONTHLY BILL

Billing Item	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Commodity Charge [1]	\$20.93	\$33.75	\$34.20	\$34.65	\$35.10	\$35.55
Service Ready Fee	2.23	2.23	2.48	2.73	2.98	3.23
Capital Reserve Fee	6.86	10.00	10.00	10.00	10.00	10.00
Total	\$30.02	\$45.98	\$46.68	\$47.38	\$48.08	\$48.78

[1] Assumes 4,500 gallons per month.

Executive Summary

1.1 Community Background

The City of Hartford is located in Van Buren County, Michigan. It is 1.36 square miles and has a population of approximately 2,515. The wastewater treatment plant services the City of Hartford residents and residents of Hartford Township. After wastewater is treated at the plant, water is pumped into the Paw Paw River located just a couple miles outside of the City.

Source: City of Hartford

1.2 Objectives

To identify the revenue support and fund management needed to fulfill the City’s operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

1.3 Potential Rates

Based on our analysis and direction from City officials, Baker Tilly is recommending a one-time increase of \$2.85 to the City’s Commodity Charge and an increase of \$3.14 to the Capital Reserve Fee. Then, we recommend an inflationary increase of \$0.25 to the City’s Service Ready Fee and a \$0.10 increase to the City’s Commodity charge thereafter.

TABLE 1-3: PROPOSED RATES SUMMARY

Category	Current Rates	Proposed Rates
	2021/22	2022/23
Commodity Charge (per 1,000 gallons)	\$4.65	\$7.50
Service Ready Fee	2.23	2.23
Capital Reserve Fee	6.86	10.00

Executive Summary

1.1 Community Background

The City of Hartford is located in Van Buren County, Michigan. It is 1.36 square miles and has a population of approximately 2,515. The water system services the City of Hartford residents and some residents of Hartford Township.

Source: City of Hartford

1.2 Objectives

To identify the revenue support and fund management needed to fulfill the City’s operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

In addition to the included cash flow analysis and user rate projections, multiple project scenarios were discussed with the City Council related to the unfunded Lead & Copper Rule (“LCR”) compliance the City is currently analyzing. These project scenarios are not included in the analysis as the specifics related to the LCR compliance remain unknown at this time. The City Council has applied for funding (including potential grant funds) through the Drinking Water State Revolving Fund. At the time of this report, it was unknown whether the funding would be obtained or whether the projects would go forward in the foreseeable future.

1.3 Potential Rates

Based on our analysis and direction from City officials, Baker Tilly is recommending an increase of \$0.45 to the City’s Commodity Charge in fiscal years 2023/24 and 2024/25 with an inflationary increase of \$0.15 starting in 2025/26 and every year after. Baker Tilly is also recommending an increase of \$1.00 to the City's Service Ready Fee in fiscal years 2023/24 and 2024/25 with an inflationary increase of \$0.30 starting in 2025/26 and every year after.

TABLE 1-3: PROPOSED RATES SUMMARY

Category	Current Rates		Proposed Rates	
	2022/23	2023/24	2022/23	2023/24
Commodity Charge (per 1,000 gallons)	\$2.45	\$2.90		
Service Ready Fee (monthly)	5.92	6.92		
Water Improvement Project Fee (monthly)	6.00	6.00		

Debt Service

5.1 Debt Limitation

The City is subject to the State of Michigan debt limitation of 10% of State Equalized Value (SEV), however, Act 94 of 1933 allows communities to issue bonds secured by the revenues of the system and because the security is system revenues (as opposed to the City’s taxing ability) these bonds do not count towards the debt limit. Since the water fund can issue bonds under Act 94 of 1933, the 10% of SEV debt limit is not a concern related to the water fund utilizing debt to finance projects.

Cash Flow

6.1 Methodology

The revenue needs to support operations, debt, and capital improvements while solving to cash balance. The City would like to limit the amount of debt by paying cash for as many capital improvement projects as possible. City officials determined that the increase in 2023/24 and 2024/25, followed by a consistent rate track with manageable annual inflationary increases is the best option for their customer base. The increases in 2023/24 and 2024/25 are implemented to assist in the system’s immediate needs.

6.2 Proposed/Potential Rates

The rate track below in table 6-2A demonstrates an increase of \$0.45 to the City’s Commodity Charge and a \$1.00 increase to the Service Ready Fee in 2023/24 and 2024/25. The table below also shows annual inflationary increases of \$0.15 to the City’s Commodity Charge and \$0.30 to the City’s Service Ready Fee thereafter.

TABLE 6-2A: PROPOSED RATES ADJUSTMENTS

Adjustment	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Commodity Charge (per 1,000 gallons)	\$2.45	\$2.90	\$3.35	\$3.50	\$3.65	\$3.80
Service Ready Fee (Monthly)	5.92	6.92	7.92	8.22	8.52	8.82
Water Improvement Project Fee (Monthly)	6.00	6.00	6.00	6.00	6.00	6.00

The City bills customers every month. Table 6-2B below shows an estimate of a typical homeowner’s monthly bill based on 4,500 gallons of water.

TABLE 6-2B: TYPICAL HOMEOWNER’S MONTHLY BILL

Homeowner Type	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Metered [1]	\$22.95	\$25.97	\$29.00	\$29.97	\$30.95	\$31.92

[1] Assumes 4,500 gallons per month.



Telephone: (269) 621-2477
Fax: (269) 621-2054
www.cityofhartfordmi.org

April 19, 2024

The Honorable Mayor Hall and City Commissioners
City of Hartford
19 West Main Street
Hartford, MI 49057

Re: 2024 -25 Budget

Mayor Hall & City Commissioners,

We are entering into a new fiscal year on July 1, 2024, I want to take this opportunity to present the proposed City Budget for the Fiscal year July 1, 2024 – June 30, 2025. I'm into my first month as the City Manager. Completing the budget has been a learning experience for me and have allowed me to understand the departments better. The department heads have been a great help to me with preparing the budget. I believe this have been a learning experience for everybody involved. It's my goal to keep department heads closely involved with the budget. We will go over our expenditures on a monthly basis with the Treasurer during our Department Head meetings.

As we know this budget is a planning guide, we continue to make necessary adjustments to our priorities focusing on major needs on our limited resources. The city has been fiscally challenged over the past decade. We are experiencing shrinking tax base and overall state of the economy is shrinking. The State of Michigan is putting several mandates upon local communities for the absentee voting and the police department for upgraded radio frequencies.

The proposed 2024 -25 budget is balanced, utilizing the City's Fund Balance to bridge the gap. It is developed with the understanding of our shrinking revenue stream. The expenditure is under inflationary factor and the proposed budgets are within our available resources.

One of our biggest financial gaps is the Sewer Fund due to the second bond that was granted for the Waste Water Treatment Plant improvements. Our bond payments are approximately \$345,924 a year and we are capturing \$80,000 from the millage. The sewer fund has a \$145,459 shortage. Staff will make some recommendations to the commission in order to fill the gap.

The Building Department in the past was a revenue generator. This fiscal year we are not generating revenue due to hiring SafeBuilt. Safebuilt is capturing most of the revenue except for 10% administrative fee. This has caused the building department to have a \$8,000 deficit. Staff will be seeking to hire a building inspector.

We currently are short of staff in the Departments of Public Work, Waste Water Treatment Plant, and Ordinance Officer. I have budgeted to fill the open positions. Currently, our starting rate of wages are very low, considering the increase in inflation. In order to find qualified workers, we need to consider increasing our hourly starting wages.

The general fund experienced a large increase from the police department, the budget increased by approximately \$107,129. The increase is due to wages (union agreement), mandated equipment upgrades from the State, and purchasing new equipment that is outdated. The police department is looking to apply for several grants.

The comprehensive improvement fund have several new projects that consists of 200 new meters, purchasing/leasing 2 vehicles for the public work’s department, upgrading the financial software from Fund Balance to BS&A, and payments to the loan for the body cameras and tasers for the police department.

The proposed 2024 - 25 total millage rate for the general fund is **12.1410**, Fire Apparatus and Equipment Millage 1.4185, and Wastewater Treatment Plant Bond **1.7419**.

I’m dedicated to providing good service to our city and the residents. I’m looking forward to a very productive year with you and city staff.

Below is the budget summary for all department.

	2024 -25 PROPOSED BUDGET
REVENUES	303,200
OPERATING EXPENDITURES	182,300
NET REVENUE AND EXPENDITURES	120,900

2024 - 25 BUDGET SUMMARY LOCAL STREETS FUND

	2024 -25 PROPOSED BUDGET
REVENUES	103,600
OPERATING EXPENDITURES	64,350
NET REVENUE AND EXPENDITURES	39,250

2024 - 25 BUDGET SUMMARY WATER FUND

	2024 -25 PROPOSED BUDGET
REVENUES	<u>422,679</u>
OPERATING EXPENDITURES	<u>383,900</u>
NET REVENUE AND EXPENDITURES	38,779

2024 - 25 BUDGET SUMMARY GENERAL FUND

	2024 -25 PROPOSED BUDGET
REVENUES	<u>1,444,185</u>
OPERATING EXPENDITURES	<u>1,694,334</u>
NET REVENUE AND EXPENDITURES	-250,149

2024 - 25 BUDGET SUMMARY SEWER FUND

	2024 -25 PROPOSED BUDGET
REVENUES	<u>804,283</u>
OPERATING EXPENDITURES	<u>949,742</u>
NET REVENUE AND EXPENDITURES	-145,459

2024 - 25 BUDGET SUMMARY COMPREHENSIVE FUND

	2024 -25 PROPOSED BUDGET
REVENUES	<u>165,000</u>
OPERATING EXPENDITURES	<u>165,000</u>
NET REVENUE AND EXPENDITURES	0

2024 - 25 BUDGET SUMMARY DOWNTOWN DEVELOPMENT AUTHORITY

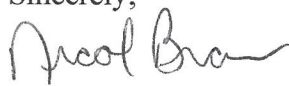
	2024 -25 PROPOSED BUDGET
REVENUES	20,945
OPERATING EXPENDITURES	17,400
NET REVENUE AND EXPENDITURES	3,545

**2024 - 25 BUDGET SUMMARY BUILDING
DEPARTMENT FUND**

	2024 -25 PROPOSED BUDGET
REVENUES	45,000
OPERATING EXPENDITURES	53,000
NET REVENUE AND EXPENDITURES	-8,000

**2024 - 25 BUDGET SUMMARY BUILDING
AUTHORITY FUND**

	2024 -25 PROPOSED BUDGET
REVENUES	50,350
OPERATING EXPENDITURES	44,701
NET REVENUE AND EXPENDITURES	5,649

Sincerely,

Nicol Brown
City Manager

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY MAJOR STREETS FUND

REVENUES	2024 -25 PROPOSED BUDGET
	303,200
OPERATING EXPENDITURES	182,300
NET REVENUE AND EXPENDITURES	120,900

2024 - 25 BUDGET SUMMARY LOCAL STREETS FUND

REVENUES	2024 -25 PROPOSED BUDGET
	103,600
OPERATING EXPENDITURES	64,350
NET REVENUE AND EXPENDITURES	39,250

2024 - 25 BUDGET SUMMARY WATER FUND

REVENUES	2024 -25 PROPOSED BUDGET
	422,679
OPERATING EXPENDITURES	383,900
NET REVENUE AND EXPENDITURES	38,779

2024 - 25 BUDGET SUMMARY GENERAL FUND

REVENUES	2024 -25 PROPOSED BUDGET
	1,444,185

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY MAJOR STREETS FUND

OPERATING EXPENDITURES

1,694,334

NET REVENUE AND EXPENDITURES

-250,149

2024 - 25 BUDGET SUMMARY SEWER FUND

REVENUES

804,283

OPERATING EXPENDITURES

949,742

NET REVENUE AND EXPENDITURES

-145,459

2024 - 25 BUDGET SUMMARY COMPREHENSIVE FUND

REVENUES

165,000

OPERATING EXPENDITURES

165,000

NET REVENUE AND EXPENDITURES

0

2024 - 25 BUDGET SUMMARY DOWNTOWN DEVELOPMENT AUTHORITY

REVENUES

20,945

OPERATING EXPENDITURES

17,400

NET REVENUE AND EXPENDITURES

3,545

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY MAJOR STREETS FUND

2024 - 25 BUDGET SUMMARY BUILDING DEPARTMENT FUND

REVENUES

2024 -25 PROPOSED
BUDGET
45,000

OPERATING EXPENDITURES

53,000

NET REVENUE AND EXPENDITURES

-8,000

2024 - 25 BUDGET SUMMARY BUILDING AUTHORITY FUND

REVENUES

2024 -25 PROPOSED
BUDGET
50,350

OPERATING EXPENDITURES

44,701

NET REVENUE AND EXPENDITURES

5,649

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
Fund 101 - GENERAL FUND				
Revenues				
REAL PROPERTY TAX - CURRENT	349,694	378,236	396,062	
VAN BUREN ROAD MILLAGE	0	24,000	24,000	
MUNICIPAL SERVICES AGREEMENTS	7,328	46,000	44,000	
PERSONAL PROPERTY TAX - CURRENT	126,265	126,532	149,441	
LOCAL COMMUNITY STABILIZATION	11,182	7,000	7,000	
PERSONAL PROPERTY TAX DELQ	158	0	0	
PAYMENT IN LIEU OF TAXES	-2,379	0	0	
TRAILER COURT FEES	336	400	400	

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
PENALTIES AND INT ON TAXES	653	2,000	1,000
PROPERTY TAX ADMIN FEE	21,228	20,000	26,000
DELINQUENT ADMIN FEE ON TAX	720	2,500	1,000
BUSINESS LICENSE AND PERMITS	475	500	500
FRANCHISE FEE, CABLE TV	11,307	18,000	15,000
NON-BUSINESS LICENSE & PERMITS	240	200	240
TEMPORARY DUMPSTER PERMIT	45	50	45
MEDICAL MARIJUANA FEES	2,757	5,000	2,500
RECREATIONAL MARIJUANA FEES	64,086	85,000	67,000
STATE SHARED REVENUE	205,752	275,435	276,835

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
EVIP STATE SHARED REVENUE	53,203	113,659	117,172
STATE SHARED REV-PUBLIC SAFETY	0	7,233	0
STATE REIMB FOR ELECTION	169	1,500	0
SPLIT/COMBINE FEE	0	150	300
NSF CHECK FEE	180	90	90
FINGERPRINT SERVICE	0	50	50
COPY FEES-FISCAL	216	50	200
LABOR HOURS REIMBURSEMENTS	162	0	0
LABOR-XING GUARDS/RESOURCE OFF	1,996	2,340	2,500
NOTARY FEES	557	350	500

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
MOWING & MISC. SERVICES	0	200	200
SALE OF INSURANCE REPORTS	301	150	300
RESTITUTION	2,200	1,000	2,000
ORDINANCE FINES-DISTRICT COURT	337	500	300
BANK INTEREST ON ACCOUNTS	12,345	3,500	8,500
MISCELLANEOUS REVENUE	600	0	1,000
ADMINISTRATION FEE - MAJOR	9,000	12,000	12,000
DDA - ADMINISTRATION FEE	1,800	2,400	2,400
ADMIN. FEE - BUILDING FUND	3,750	5,000	5,000
FEE FOR TAX BILL REQUEST	151	300	150

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
ADMINISTRATION FEE - SEWER	67,875	90,500	90,500
ADMIN. FEE - WATER	47,250	63,000	63,000
ZONING BOARD FEES	1,445	1,000	1,000
REIMBURSEMENTS - MISC	1,310	0	1,000
INSURANCE REFUNDS	0	5,000	5,000
CASH OVER (SHORT)	205	0	0
UNREALIZED (GAIN)/LOSS ON INV.	19,524	-21,600	10,000
LABOR/EQUIPMENT-DPW	95,091	85,300	110,000
TOTAL Fund 101 - GENERAL FUND	1,121,893	1,386,125	1,444,185

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25	COMMENTS
	Actual as of 3/30/2024	PROPOSED BUDGET	
Fund 101 - GENERAL FUND			
Expenditures			
DEPT. 101 - CITY COMMISSION			
SALARY	8,400	9,000	8,700
EMPLOYER'S FICA	441	689	550
WORKERS COMPENSATION	83	75	100
MISCELLANEOUS	1,099	2,700	1,500
TRAINING FUND	150	2,700	1,000
MEMBERSHIP FEES	2,780	2,500	3,000
INSURANCE AND BONDS	2,581	3,100	3,000
TOTAL DEPT. 101 - CITY COMMISSION	15,534	20,764	17,850
DEPT. 171 - MAYOR			
SALARY	1,740	1,800	1,800
EMPLOYER'S FICA	133	138	140
MISCELLANEOUS	74	1,500	500
TRAINING FUND	50	0	300
TOTAL DEPT 171 - MAYOR	1,997	3,438	2,740

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24		2024-25
	Actual as of	ORIGINAL	PROPOSED
	3/30/2024	BUDGET	BUDGET
DEPT 172 - CITY MANAGER			
SALARY	34,212	75,000	92,000
FRINGE BENEFITS	3,918	11,983	9,000
EMPLOYER'S FICA	5,488	5,738	6,900
WORKERS COMPENSATION	270	243	300
CONTRACTUAL SERVICES	38,610	0	3,000
TRAVEL EXPENSE	-146	750	3,000
MISCELLANEOUS	0	5,000	2,000
TRAINING FUND	0	2,000	5,000
MEMBERSHIP FEES	50	1,000	1,500
TOTAL DEPT 171 - CITY MANAGER	82,548	101,714	122,700
Dept 172 - CITY MANAGER			
INSURANCE AND BONDS	1,084	1,230	1,200
OFFICE EQUIPMENT	3,216	0	500
TOTAL 172 - CITY MANAGER	4,300	1,230	1,700
DEPT 215 - CLERK			
SALARY	66,355	77,250	104,250

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25
	Actual as of ORIGINAL BUDGET	PROPOSED BUDGET
	3/30/2024	
SALARIES - OVERTIME	192	500
DEFERRED COMP	2,925	4,100
FRINGE BENEFITS	18,386	29,244
EMPLOYER'S FICA	5,007	8,000
WORKERS COMPENSATION	270	600
TELEPHONE	0	800
TRAVEL EXPENSE	456	2,000
PUBLISHING	4,099	10,000
TRAINING FUND	625	3,000
INSURANCE AND BONDS	1,514	1,600
MEMBERSHIP DUES	0	1,000
OFFICE EQUIPMENT	0	2,000 Computer
TOTAL DEPT 215 - CLERK	99,829	127,882
DEPT 223 - INDEPENDENT AUDIT		169,594
AUDIT FEES	23,266	24,000
TOTAL DEPT 223 - INDEPENDENT AUDIT	23,266	24,000
DEPT 233 - CENTRAL SUPPLY		

Update & codify ordinances
 12,500 and move to the website

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25
	Actual as of ORIGINAL BUDGET	PROPOSED BUDGET
	3/30/2024	
OFFICE SUPPLIES	4,474	9,500
OFFICE EQUIPMENT	0	200 Dymo Label printer
POSTAGE	755	2,000
OPERATING SUPPLIES	1,649	1,800
CONTRACTUAL SERVICES	2,188	Tyler Technologies software & 4,000 copy machine
TOTAL DEPT 233 - CENTRAL SUPPLY	9,066	17,500
DEPT 247 - BOARD OF REVIEW		
CONTRACTUAL SERVICES	372	800
PUBLISHING	1,013	1,500
MISCELLANEOUS	19	250
TRAINING FUND	112	350
TOTAL DEPT 247 - BOARD OF REVIEW	1,516	2,900
DEPT 253 - TREASURER		
SALARY	50,271	62,000
DEFERRED COMP	2,655	3,700
FRINGE BENEFITS	9,144	12,500

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25
	Actual as of 3/30/2024	PROPOSED BUDGET
EMPLOYER'S FICA	3,838	5,000
WORKERS COMPENSATION	270	300
CONTRACTUAL SERVICES	922	1,000
BANK SERVICE CHARGES	0	100
TRAVEL EXPENSE	927	1,000
MISCELLANEOUS	0	100
TRAINING FUND	828	1,200
MEMBERSHIP FEES	99	100
INSURANCE AND BONDS	1,084	1,230
OFFICE EQUIPMENT	0	500
TOTAL DEPT 253 - TREASURER	70,038	88,700
DEPT 257 - ASSESSOR		
POSTAGE	858	1,000
CONTRACTUAL SERVICES	12,716	18,000
MISCELLANEOUS	0	500
TOTAL DEPT 257 - ASSESSOR	13,574	19,500
DEPT 262 - ELECTIONS		

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24		2024-25	
	Actual as of	ORIGINAL	PROPOSED	
	3/30/2024	BUDGET	BUDGET	
SALARY	2,798	7,500	8,250	Election workers need a wage increase
POSTAGE	775	550	1,300	Required to send ballots to every voter on perm ballot list
OPERATING SUPPLIES	1,590	3,000	3,300	Need to purchase an electric date/time stamper for ballots and election materials
CONTRACTUAL SERVICES	2,868	7,500	10,600	Early Voting/Equipment Maintenance/Van Buren County
TRAVEL EXPENSE	228	250	300	Early Voting/Equipment Maintenance/Van Buren County
PUBLISHING	644	1,500	1,500	
MISCELLANEOUS	325	500	550	
TOTAL DEPT 262 - ELECTIONS	9,228	20,800	25,800	
DEPT 266 - LEGAL SERVICES				
LEGAL SERVICES	13,344	15,000	30,000	
TOTAL DEPT 266 - LEGAL SERVICES	13,344	15,000	30,000	
DEPT 751 - PARKS & RECREATION				

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25
Actual as of	ORIGINAL	PROPOSED
3/30/2024	BUDGET	BUDGET
REPAIRS/MAINTENANCE	0	2,500
TOTAL DEPT 751 - PARKS & RECREATION	0	2,500
DEPT 760 - CULTURAL PROGRAMS		
MISCELLANEOUS CONTRACT PAYMENT	0	11,000
		Christmas decoration & civic donations
INSURANCE AND BONDS	201	199
TOTAL DEPT 760 - CULTURAL PROGRAMS	201	199
DEPT 265 - CITY HALL & GROUNDS		
OPERATING SUPPLIES	194	0
CONTRACTUAL SERVICES	19,295	20,000
TELEPHONE	3,066	5,000
ELECTRIC	4,100	6,000
HEAT	981	2,500
REPAIRS/MAINTENANCE	2,289	3,500
		Ceiling Tiles, roof repair, drains in police garage, and 8,500 paint city hall
RENTAL/USE FEE	41,667	50,000
INSURANCE AND BONDS	2,567	2,500
BUILDING IMPROVEMENTS	771	30,000
		0

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25	
	Actual as of ORIGINAL BUDGET	PROPOSED BUDGET	
	3/30/2024		
OFFICE EQUIPMENT	0	5,000	2,500 Conference room chairs
TOTAL DEPT 265 - CITY HALL & GROUNDS	74,930	124,500	101,100
Dept 441 - DEPARTMENT OF PUBLIC WORKS			
SALARIES OVER TIME	6,410	10,447	120,000
DEFERRED COMP	3,787	4,353	4,000
FRINGE BENEFITS & FICA	36,514	36,760	40,000
WORKERS COMPENSATION	6,741	7,339	6,000
OPERATING SUPPLIES	5,631	4,500	7,000
CLOTHING ALLOWANCE	8,356	4,000	3,000
GASOLINE AND OIL	2,846	20,000	16,000
CONTRACTURAL SERVICES	1,869	7,500	5,000
TELEPHONE	1,924	3,600	3,000
ELECTRIC	958	1,800	1,300
HEAT	1,202	2,500	2,000
REPAIRS/MAINTENANCE	8,374	10,000	10,000
EQUIPMENT/REPAIR	4,203	5,000	5,000
TRAINING FUND	3,335	1,500	5,300

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25
	Actual as of 3/30/2024	PROPOSED BUDGET
MEMBERSHIP FEES	95	300
INSURANCE & BONDS	7,806	8,000
CAPITAL OUTLAY	172	0
TOTAL DEPT 441 - DEPARTMENT OF PUBLIC WORKS	100,223	126,899
Dept 966 - OPERATING TRANSFER		
TRANSFER COMPREHENSIVE IMPROVEMENT	0	5,000
TOTAL 966 - OPERATING TRANSFER	0	5,000
Dept 446 - STREETS		
OPERATING TRANSFER	30,000	40,000
TOTAL 966 - OPERATING TRANSFER	30,000	40,000
Dept 966 - OPERATING TRANSFER		
TRANSFER TO BUILDING FUND	26,250	35,000
TOTAL 966 - OPERATING TRANSFER	26,250	35,000
Fund 101 - GENERAL FUND		
TOTAL REVENUES		1,444,185
TOTAL EXPENDITURES		934,284
NET OF REVENUES &		509,901

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
Fund 101 - GENERAL FUND				
Expenditures				
DEPT 301 - POLICE DEPARTMENT				
SALARY	226,772	325,000	380,000	
CROSSING GUARD SALARY	5,844	5,000	6,000	
SALARIES - OVERTIME	10,962	15,000	15,000	
DEFERRED COMP	9,318	17,415	18,000	
LONGEVITY	750	2,000	1,500	
FRINGE BENEFITS	55,180	61,126	83,000	
EMPLOYER'S FICA	18,357	24,680	29,100	
WORKERS COMPENSATION	9,013	6,510	10,000	
OPERATING SUPPLIES	2,245	2,000	3,500	
CLOTHING ALLOWANCE	4,789	6,875	8,000	
GASOLINE AND OIL	5,174	10,000	9,000	
CONTRACTUAL SERVICES	3,006	2,500	3,500	
LEGAL SERVICES	0	3,000	15,000	
TELEPHONE	1,203	1,000	2,000	
TRAVEL EXPENSE	1,526	0	3,000	

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
REPAIRS/MAINTENANCE	2,233	7,500	7,500
TRAINING FUND	1,845	2,750	3,000
MEMBERSHIP FEES	410	500	700
INSURANCE AND BONDS	10,090	11,815	12,000
OFFICE EQUIPMENT	871	2,500	4,500
DEPT. 301 - POLICE DEPARTMENT	369,588	507,171	614,300
DEPT 336 - FIRE BOARD			
FIRE DEPT CONTRACT PAYMENT	105,896	140,412	140,000
DEPT 336 - FIRE BOARD	105,896	140,412	140,000
DEPT 301 - POLICE DEPARTMENT			
TOTAL REVENUES			754,300
TOTAL EXPENDITURES			754,300
NET OF REVENUES & EXPENDITURES			

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY GENERAL FUND

	2023 -24	2024-25	
	Actual as of	ORIGINAL	PROPOSED BUDGET
	3/30/2024	BUDGET	
Fund 101 - GENERAL FUND			
Expenditures			
DEPT 701 - PLANNING COMMISSION			
WORKERS COMPENSATION	86	0	150
POSTAGE	15	0	100
CONTRACTUAL SERVICES	1,240	0	4,000
TRAINING FUND	950	0	1,000
MEMBERSHIP FEES	195	0	500
TOTAL DEPT 701 - PLANNING COMMISSION	2,486	0	5,750
DEPT 701 - PLANNING COMMISSION			
TOTAL REVENUES			5,750
TOTAL EXPENDITURES			5,750
NET OF REVENUES & EXPENDITURES			

COMMENTS

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY MAJOR STREETS FUND

	2023 -24	2024-25	Comments
	Actual as of 3/30/2024	ORIGINAL BUDGET	PROPOSED BUDGET
Fund 202 - MAJOR STREET FUND			
Revenues			
RIGHT OF WAY PERMIT	158	0	200
STATE REVENUE	206,236	255,000	260,000
STABILIZATION AUTHORITY	0	0	3,000
TRANSFER FROM GENERAL FUND	30,000	40,000	40,000
TOTAL REVENUES	236,394	295,000	303,200
Expenditures			
Dept 442 - DPW Administration			
AUDIT FEES	1,882	1,882	2,000
ADMINISTRATION FEE	9,000	12,000	12,000
INSURANCE AND BONDS	613	675	700
TOTAL 442 - DPW ADMINISTRATION	11,495	14,557	14,700
Dept 463 - ROUTINE MAINTENANCE			
SALARY & SALARIES OVER TIME	2,583	4,185	6,000
DEFERRED COMP	0	225	300
FRINGE BENEFITS & FICA	189	1,125	900

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY MAJOR STREETS FUND

	2023 -24	2024-25
Actual as of	ORGINAL	PROPOSED
3/30/2024	BUDGET	BUDGET
WORKERS COMPENSATION	909	1,000
SUPPLIES	841	3,000
CONTRACTURAL SERVICES	4,279	7,500
EQUIPMENT RENTAL	4,377	17,000
TOTAL 463 - ROUTINE MAINTENANCE	13,178	35,700
Dept 474 - TRAFFIC SIGNALS		
SALARY & SALARIES OVER TIME	179	400
FICA	13	50
CONTRACTURAL SERVICES	21,107	40,000
ELECTRIC	10,459	12,000
EQUIPMENT RENTAL	0	100
SUPPLIES	0	5,000
TOTAL 474 - TRAFFIC SIGNALS	31,758.00	57,550
Dept 476 - NON MOTORIZED TRANSPORTATION		
CONTRACTURAL SERVICES	800	3,000
TOTAL 476 - NON MOTORIZED TRANSPORTATION	800	3,000

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY MAJOR STREETS FUND

	2023 -24	2024-25
Actual as of	ORIGINAL	PROPOSED
3/30/2024	BUDGET	BUDGET
Dept 478 - WINTER MAINTENANCE		
SALARY & SALARIES OVER TIME	1,697	4,000
FICA	124	350
SUPPLIES	2,204	2,500
EQUIPMENT RENTAL	8,330	11,500
CONTRACTURAL SERVICES	11,500	3,000
TOTAL 478 - WINTER MAINTENANCE	23,855	21,350
Dept 966 - OPERATING TRANSFER		
TRANSFER COMPREHENSIVE IMPROVEMENT	45,000	50,000 Fund 245
TOTAL 966 - OPERATING TRANSFER	45,000	50,000
Fund 202 - MAJOR STREET FUND:		
TOTAL REVENUES		303,200
TOTAL EXPENDITURES		182,300
NET OF REVENUES & EXPENDITURES		120,900

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY LOCAL STREETS FUND

	2023 -24	2524-25	Comments
	Actual as of ORIGINAL BUDGET	PROPOSED BUDGET	
	3/30/2024		
Fund 203 - LOCAL STREET FUND			
Revenues			
RIGHT OF WAY PERMITS	543 3,000	600	
STATE REVENUE	74,875 95,000	100,000	
STABILIZATION AUTHORITY	0 5,000	3,000	
TOTAL REVENUES	75,418 103,000	103,600	
Expenditures			
Dept. 442 - DPW ADMINISTRATION			
INSURANCE BOND AND BONDS	613 675	700	
TOTAL DEPT 442 - DPW ADMINISTRATION	613 675	700	
Dept 463 - ROUTINE MAINTENANCE			
SALARY	1,542 7,000	7,000	
DEFERRED COMP	0 275	300	
FRINGE BENEFITS & FICA	115 1,450	1,500	
WORKERS COMPENSATION	909 1,100	1,000	
SUPPLIES	1,505 2,000	6,000	
CONTRACTURAL SERVICES	5,889 7,500	10,000	

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY LOCAL STREETS FUND

	2023 -24		2024-25
	Actual as of	ORIGINAL	PROPOSED
	3/30/2024	BUDGET	BUDGET
REPAIRS/MAINTENANCE	0	3,500	750
EQUIPMENT RENTAL	3,199	15,000	15,000
TOTAL DEPT 463 - ROUTINE MAINTENANCE	13,159	37,825	41,550
Dept 474 - TRAFFIC SERVICES			
SALARY	75	275	400
FICA	5	25	50
CONTRACTURAL SERVICES	1,978	2,000	2,000
EQUIPMENT RENTAL	0	300	300
TOTAL 474 - TRAFFIC SERVICES	2,058	2,600	2,750
Dept 478 - WINTER MAINTENANCE			
SALARY & SALARIES OVER TIME	2,393	4,250	4,500
FICA	172	325	350
SUPPLIES	4,407	10,000	5,000
REPAIRS/MAINTENANCE	0	1,000	1,000
EQUIPMENT RENTAL	5,969	8,000	8,000
CONTRACTURAL SERVICES	0	0	500 Plowing snow
TOTAL 478 - WINTER MAINTENANCE	12,941	23,575	19,350

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY LOCAL STREETS FUND

	2023 -24	2024-25
Actual as of	ORIGINAL	PROPOSED
3/30/2024	BUDGET	BUDGET
<hr/>		
Fund 203 - LOCAL STREET FUND		
TOTAL REVENUES		103,600
TOTAL EXPENDITURES		64,350
NET OF REVENUES & EXPENDITURES		39,250

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY COMPREHENSIVE FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
FUND 245 - COMPREHENSIVE FUND				
Revenues				
CONTR FROM LOCAL UNIT	82,553	100,000	90,000	
TRANSFER FROM MAJOR STREETS	45,000	60,000	50,000	
TRANSFER FROM WATER FUND	0	0	10,000	
TRANSFER FROM SEWER FUND	0	0	10,000	
TRANSFER FROM GENERAL FUND	0	0	5,000	
Total Fund 245 - COMPREHENSIVE IMPROVEMENT FUND	127,553	160,000	165,000	
Expenditures				
DEPT 265 CITY HALL & GROUNDS				
CAPITAL OUTLAY - EQUIPMENT	2,137	0	45,000	BS&A Software, Server upgrade, and Email .gov extension
Total DEPT 265 CITY HALL & GROUNDS	2,137	0	45,000	
DEPT 301 POLICE DEPARTMENT				

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY COMPREHENSIVE FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	
CAPITAL OUTLAY - EQUIPMENT	16,601	0	18,200	Body Cameras & Tasers contract and Mandated Radio upgrades
TOTAL DEPT 301 - POLICE DEPARTMENT	16,601	0	18,200	
DEPT 537 - SEWER SYSTEM - GENL OPERATIONS				
SEWER SYSTEM IMPROVEMENTS	8,000	0	35,000	Water Meters #100
TOTAL 537 - SEWER SYSTEM - GENL OPERATIONS	8,000	0	35,000	
DEPT 560 - WATER DISTRIBUTION SYSTEM				
973.001 CAPITAL IMPROVEMENTS	8,000	0	35,000	Water Meters #100
TOTAL DEPT 560 - WATER DISTRIBUTION SYSTEM	8,000	0	35,000	
Dept 441 - DEPARTMENT OF PUBLIC WORKS				
CAPITAL OUTLAY - EQUIPMENT	0	0	50,000	Leasing 2 vehicles
TOTAL DEPT 441 - DEPARTMENT OF PUBLIC WORKS	0	0	50,000	

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY/COMPREHENSIVE FUND

	2023 -24	2024-25
Actual as of	ORGINAL	PROPOSED
3/30/2024	BUDGET	BUDGET
FUND 245 - COMPREHENSIVE FUND		
TOTAL REVENUES		165,000
TOTAL EXPENDITURES		165,000
NET OF REVENUES & EXPENDITURES		0

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY DOWNTOWN DEVELOPMENT AUTHORITY

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
DDA CAPTURED TAX	13,770	13,764	20,920	
BANK INTEREST ON ACCOUNTS	25	0	25	
Total FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY	13,795	13,764	20,945	
Expenditures				
DEPT 729 DOWNTOWN DEVELOPMENT AUTHORITY				
ADMINISTRATION FEE	1800	2400	2,400	
CONTRACTURAL SERVICES	0	0	10,000	
LEGAL SERVICES	0	0	5,000	
Total DEPT 729 DOWNTOWN DEVELOPMENT AUTHORITY	1,800	2,400	17,400	
FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
TOTAL REVENUES			20,945	
TOTAL EXPENDITURES			17,400	
NET OF REVENUES & EXPENDITURES			3,545	

**CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY BUILDING
DEPARTMENT FUND**

COMMENTS

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
Fund: 251 - BUILDING DEPARTMENT FUND			
Revenues			
BUILDING PERMITS	5,246	13,000	5,000
RENTAL ORDINANCE FEES	1,120	6,000	5,000
TRANSFER FROM GENERAL FUND	26,250	35,000	35,000
Total Fund: 251 - BUILDING DEPARTMENT FUND	32,616	54,000	45,000
Expenditures			
DEPT 371 - BUILDING INSPECTOR			
SALARY	0	25,000	25,000
EMPLOYER'S FICA	0	2,000	2,000
WORKERS COMPENSATION	0	300	300
OPERATING SUPPLIES	0	250	250
AUDIT FEES	0	398	450
ADMINISTRATION FEE	3,750	5,000	5,000
RENTAL INSPECTIONS	1,785	5,000	5,000
TOTAL DEPT 371 - BUILDING INSPECTOR	5,535	37,948	38,000

**CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY BUILDING
DEPARTMENT FUND**

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
DEPT 722 - ZONING COMMISSION/APEALS				
LAND USAGE/DEMOLITIONS	0	29,701		15,000 106 Center street demolition
TOTAL DEPT 722 - ZONING COMMISSION/APEALS	0	29,701	15,000	
Fund: 251 - BUILDING DEPARTMENT				
TOTAL REVENUES			45,000	
TOTAL EXPENDITURES			53,000	
NET OF REVENUES & EXPENDITURES			-8,000	

**CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY BUILDING AUTHORITY
FUND**

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
Fund: 255 - BUILDING AUTHORITY FUND				
Revenues				
665.002 BANK INTEREST ON ACCOUNTS	319	250	350	
667.000 RENT - CITY OF HARTFORD	41,667	50,000	50,000	
Total Fund: 255 - BUILDING AUTHORITY FUND	41,986	50,250	50,350	
Expenditures				
DEPT 265 - CITY HALL & GROUNDS				
DEBT SERVICE - PRINCIPAL	19,000	19,000	20,000	
DEBT SERVICE - INTEREST	13,039	26,000	24,701	
Total DEPT 265 - CITY HALL & GROUNDS	32,039	45,000	44,701	
Fund: 255 - BUILDING AUTHORITY				
TOTAL REVENUES			50,350	
TOTAL EXPENDITURES			44,701	
NET OF REVENUES & EXPENDITURES			5,649	

CITY OF HARTFORD

2024 - 25 BUDGET SUMMARY SEWER FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET	COMMENTS
Fund 590 - SEWER FUND				
Revenues				
REAL PROPERTY TAX - CURRENT	50,769	55,500	60,675	
PERSONAL PEROPERTY TAX - CURRENT	18,116	18,250	21,440	
PENALTIES AND INT ON TAXES	91	0	90	
SERVICE -SALES	404,116	0	538,821	
CAPITAL RESERVE ESCROW SALES\	107,398	145,800	140,197	
PENALTIES ON DELINQ BILLS	20,412	20,000	25,000	
BANK INTEREST ON ACCOUNTS	44	0	60	
MISCEL. REVENUE	10,561	12,000	14,000	
UNREALIZED (GAIN/LOSS) ON INV.	6,411	0	4,000	
TOTA REVENUES	617,918	251,550	804,283	
Expenditures				
DEPT 537 - SEWER SYSTEM GENL OPERATIONS				
SALARY & SALARIES OVERTIME	7,172	7,500	7,500	
DEFERRED COMP	0	9,000	718	
FRINGE BENEFITS & FICA	510	4,100	4,000	

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY SEWER FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
WORKERS COMPENSATION	605	550	650
POSTAGE	2,667	2,500	3,000
OPERATING SUPPLIES	144	750	400
ADMINISTRATION FEE	35,625	47,500	47,500
CONTRACTURAL SERVICES	3,498	9,000	5,000
REPAIRS/MAINTENANCE	356	3,000	2,000
EQUIPMENT REPAIR	10,605	15,000	15,000
CAPITAL IMPROVEMENTS	0	0	35,500
CAPITAL OUTLAY	0	0	5,000
TOTAL \$37 - SEWER SYSTEM GENL OPERATIONS	61,182	98,900	126,268
Dept. 570 SEWER TREATMENT PLANT			
SALARY & SALARIES/OVERTIME	56,754	127,500	113,000
DEFERRED COMP	1,825	2,500	3,000
FRINGE BENEFITS & FICA	13,842	37,500	36,000
WORKERS COMPENSATION	1,300	1,095	1,400
OPERATING SUPPLIES	38,346	60,000	60,000
LAB SUPPLIES AND EQUIP	4,647	5,000	5,000

Prices have gone up

Based on tests per year, cost for supplies, and extras

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY SEWER FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
CLOTHING ALLOWANCE	840	1,500	1,500
GASOLINE AND OIL	3,558	7,500	7,500
AUDIT FEES	7,752	7,752	8,000
ADMINISTRATIVE FEE	32,250	43,000	43,000
CONTRACTURAL SERVICES	40,957	60,000	60,000
TELEPHONE	3,355	3,700	3,700
			If we run UV lights full time that will increase electrical usage. Equipment associated with the new EQ tank will increase electrical usage, repairing outside lights will increase electrical usage
ELECTRIC	16,266	20,000	20,000
			If you hire a new WWTP worker you may want to send them to educational classes.
TRAVEL	0	0	1,000
REPAIRS/MAINTENANCE	18,191	10,000	10,000
EQUIPMENT REPAIR	1,570	1,500	10,000
EQUIPMENT RENTAL	2,730	2,500	3,000
MISCELLANEOUS	0	500	500

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY SEWER FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET		
TRAINING FUND	0	1,500	1,500	If you hire a new WWTP worker you may want to send them to educational classes.	
MEMBERSHIP FEES	1,950	750	750		
INSURANCE AND BONDS	12,826	8,500	14,000		
PRINCIPAL PAYMENT BOND	0	38,000	39,000		Bond payment - need millage
PRINCIPAL PAT-IMPROVEMENT LOAN	0	93,700	97,900		Bond payment - need millage
INTEREST EXPENSE	29,062	57,633	56,502		Bond payment - need millage
INTEREST EXPENSE -SERIES 2022	0	39,166	152,522		Bond payment - need millage
TOTAL 570 SEWER TREATMENT PLANT	288,021	630,796	748,774		
DEPT 575 - SEWER LIFT STATIONS					
SALARY & SALARIES/OVERTIME	11,380	12,475	17,000		
DEFERRED COMP	0	675	10,000		
FRINGE BENEFITS & FICA	770	4,250	3,000		
OPERATING SUPPLIES	531	500	600		
CONTRACTURAL SERVICES	2,570	2,500	3,000		
TELEPHONE	1,365	1,200	1,600		
ELECTRIC	5,882	8,500	8,000		

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY SEWER FUND

	Actual as of 3/30/2024	2023 -24 ORIGINAL BUDGET	2024-25 PROPOSED BUDGET
REPAIRS/MAINTENANCE	5,818	0	6,500
EQUIPMENT RENTAL	9,664	10,000	13,000
INSURANCE AND BONDS	1,647	1,500	2,000
TOTAL 575 - SEWER LIFT STATIONS	39,627	41,600	64,700
Dept 966 - OPERATING TRANSFER			
TRANSFER COMPREHENSIVE IMPROVEMENT	0	0	10,000
TOTAL 966 - OPERATING TRANSFER	0	0	10,000
DEPRECIATION EXPENSE	0	250,000	210,000
Fund 590 - SEWER FUND			
TOTAL REVENUES			804,283
TOTAL EXPENDITURES			949,742
NET OF REVENUES & EXPENDITURES			-145,459

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY WATER FUND

	2023 -24	2024-25	
	Actual as of ORIGINAL	PROPOSED	
	3/30/2024 BUDGET	BUDGET	Comments
Fund 591 - WATER FUND			
Revenues			
SERVICES - SALES	212,626	360,000	289,000
CAPITAL RESERVE ESCROW SALES	61,371	80,575	88,573
SHUT-OFF AND TURN-ON	400	350	400
PENALITIES ON DELINQ BILLS	9,482	15,500	13,000
INTEREST ON RECEIVABLES	111	0	90
RENTAL OF WATER TOWER METRONET	20,183	24,840	28,566
MISC REVENUE	50	250	50
UNREALIZED (GAIN) LOSS ON INV.	2,677	0	3,000
TOTAL REVENUES	306,900	481,515	422,679
Expenditures			
Dept. 541 - IRON REMOVAL PLANT OPERATIONS			
SALARY & SALARIES OVERTIME	10,315	13,900	10,000
DEFERRED COMP	0	750	0
FRINGE BENEFITS & FICA	0	7000	6,000
OPERATING SUPPLIES	7793	10000	11,000

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY WATER FUND

	2023 -24		2024-25
	Actual as of	ORIGINAL	PROPOSED
	3/30/2024	BUDGET	BUDGET
ADMINISTRATION FEE	12000	16000	16,000
CONTRACTURAL SERVICES	8,682	10,000	13,000
TELEPHONE	1,212	1,700	1,600
ELECTRIC	6,753	9,000	10,000
HEAT	912	1,500	1,200
REPAIRS/MAINTENANCE	18,436	7,500	40,000
EQUIPMENT/REPAIR	21,458	7,000	23,000
INSURANCE & BONDS	1966	1500	2,000
DEPRECIATION EXPENSE	0	50000	50,000
TOTAL 541 - IRON REMOVAL PLANT OPERATIONS	89,527	51,500	184,400
Dept. 591 - WATER DISTRIBUTION SYSTEM			
SALARY & SALARIES/OVERTIME	21,838	13,150	10,000
FRINGE BENEFITS & FICA	1,551	6,900	2,000
WORKERS COMPENSATION	1,205	925	1,400
POSTAGE	2,500	2,667	4,000
OPERATING SUPPLIES	5,000	2,592	5,000
AUDIT FEES	3,002	3,000	3,500
ADMINISTRATIVE FEE	47,000	35,250	47,000

CITY OF HARTFORD
2024 - 25 BUDGET SUMMARY WATER FUND

	2023 -24	2024-25
	Actual as of ORIGINAL BUDGET	PROPOSED BUDGET
	3/30/2024	
CONTRACTURAL SERVICES	6000	6,000
ELECTRIC	5,000	6,500
REPAIRS/MAINTENANCE	20,000	20,000
EQUIPMENT REPAIR	30,000	38,000
MISCELLANEOUS	250	800
TRAINING FUND	1,500	800
MEMBERSHIP FEES	1,000	1,000
INSURANCE AND BONDS	2,500	3,000
CAPITAL OUTLAY	0	5,000
CAPITAL IMPROVEMENTS	75000	35,500
TOTAL 591 - WATER DISTRIBUTION SYSTEM	223,346	189,500
Dept 966 - OPERATING TRANSFER		
TRANSFER COMPREHENSIVE IMPROVEMENT	0	10,000
TOTAL 966 - OPERATING TRANSFER	0	10,000
DEPRECIATION EXPENSE	150,000	140,000



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: April 22, 2024
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Truth in Taxation/Budget Hearing

RECOMMENDED ACTION:

It appears we will need to go through Truth In Taxation process to keep the City's millage rate the same and not lose revenue for the 2024/2025 Fiscal year.

City Council will need to set a series of special meeting dates to meet the requirements.

Below is the date timeline for the required steps:

April 23 – May 7 Adopt a Resolution on operating millage rate and proposing a hearing date

April 23 – May 20 – Truth in Taxation Millage rate Hearing & Budget Public Hearing (notice published (by May 9 if being held on May 20) min of six days prior to hearing)

June 1 – Budget must be adopted by resolution (Charter 7.7)

Note from Van Buren Equalization Director:

Please note that the values within the packet have not been approved by the Van Buren County Board of Commissioners nor the State Tax Commission. State Equalization actually does not occur until the 3rd Monday in May.

Council may want to consider exploring options to amend its Charter to extend the deadline dates to coincide with state equalization dates and moving city budget deadlines to June if allowed.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

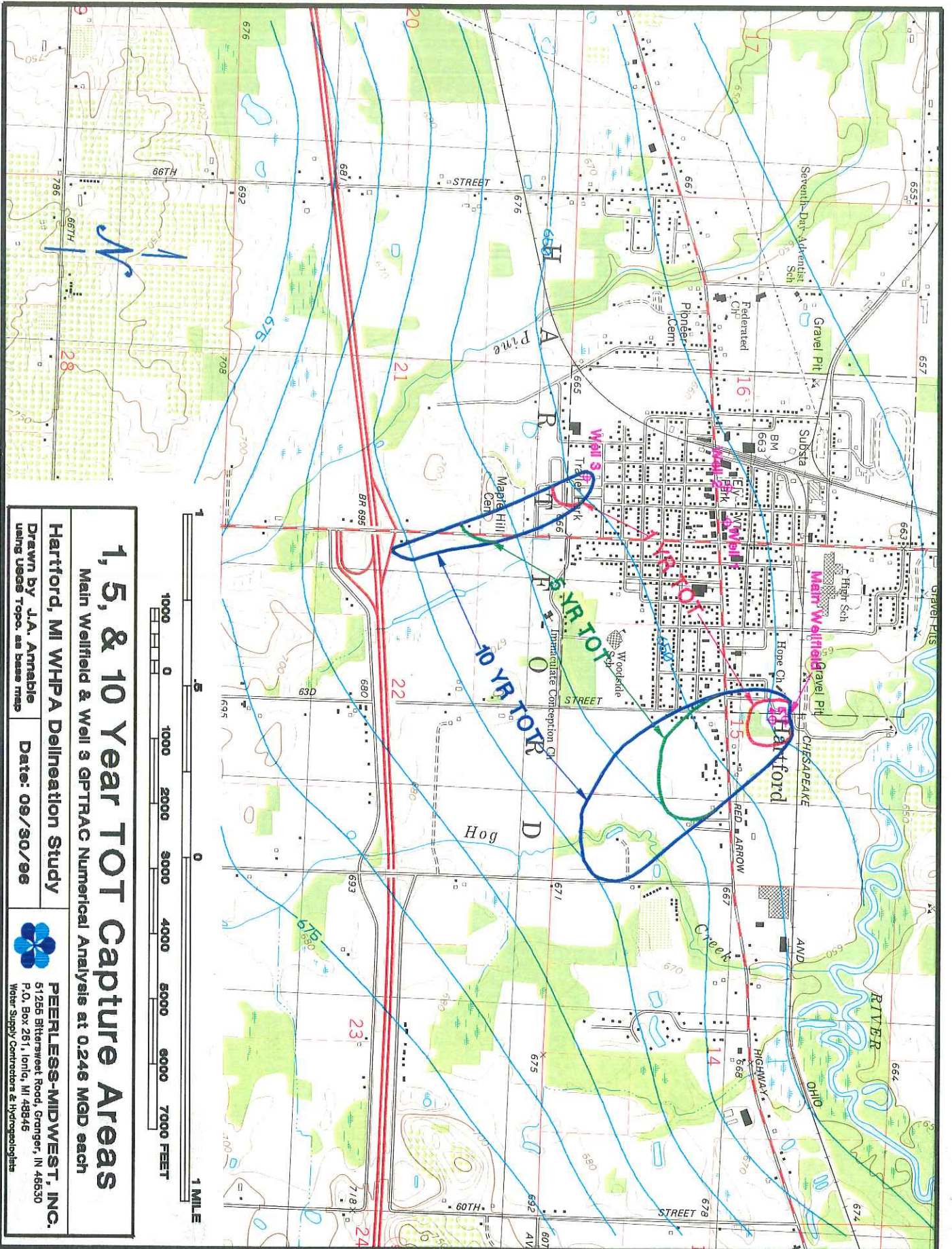
Meeting Date: April 22, 2024
Department: Administration
Submitted By: Mickey Bittner, Wightman
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Source Water Protection Plan Update Proposal from Peerless Midwest Inc.

RECOMMENDED ACTION:

Attached please find the proposal from Peerless Midwest, Inc. to update the City's Source Water Protection Plan. Please place this on the agenda for Monday for City Commission consideration. For reference, I have also attached the most recent wellhead delineation, which was completed in 1996. PMI references this in their proposal as EGLE may require an update to it.

This needs to be updated for the City to be eligible for DWSRF funding. EGLE requested to have it submitted by June 1 and they will do their best to accomplish that. They are checking their records for their most recent wellhead delineation and if that needs to be updated, they told me it would take too long to complete that before June 1. Hopefully the current delineation is still accurate. EGLE gave us some grace on that date with other communities so I hope they will continue to do the same.

I would also like to virtually introduce you to Adam Gerstbauer and Katelynn Shail of Peerless Midwest, Inc. Peerless has assisted the City with its wells and hydrogeological services for decades. Danny could speak more to this.



1, 5, & 10 Year TOT Capture Areas

Main Wellfield & Well 3 GPRAC Numerical Analysis at 0.246 Mgd each

Hartford, MI WHPA Delineation Study

Drawn by J.A. Annable
using USGS Topo. as base map

Date: 09/30/98



PEERLESS-MIDWEST, INC.
51255 Bittersweet Road, Granger, IN 46530
P.O. Box 281, Ionig, MI 48846
Water Supply Contractors & Hydrogeologists

FIGURE 8

CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN



RESOLUTION 2024 - 008
APPOINT MEMBERS OF THE CITY OF HARTFORD PLANNING COMMISSION

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 22, 2024 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Section 151.231(A) of the City Code provides for a 7-member Planning Commission appointed by the City Council; and

WHEREAS, Section 151.231(B) further provides that, as of the effective date of Ordinance No.335-2023, all 7 seats on the Planning Commission shall be deemed vacant by virtue of the members serving more than 3 years without reappointment, and that, for the first appointments made thereafter, two members shall be appointed to one-year terms, two members shall be appointed two-year terms, and three members shall be appointed to three-year terms such that, as nearly as possible, the terms of 1/3 of all members will expire each year thereafter.

WHEREAS, the City Commission wishes to appoint members to the Planning Commission pursuant to Section 151.231(B).

NOW, THEREFORE BE IT RESOLVED,

A. The following individuals are appointed to serve on the City of Hartford Planning Commission for the terms specified below:

- | | | |
|-----------------------|--------------------------------------|----------------------------|
| 1. Joe Deckard | - 1 year (ending December 31, 2024) | |
| 2. Gage Gardner | - 1 year (ending December 31, 2024) | Appointed January 22, 2024 |
| 3. Steven Ackerman | - 2 years (ending December 31, 2025) | Appointed January 22, 2024 |
| 4. Adolfo Morales Jr. | - 2 years (ending December 31, 2025) | |
| 5. Jeff Fuller | - 3 years (ending December 31, 2026) | Resigned April 2024 |
| Peter Aranda | - 3 years (ending December 31, 2025) | |
| 6. Jenine Kling | - 3 years (ending December 31, 2026) | Appointed January 22, 2024 |
| 7. Timothy Kling | - 3 years (ending December 31, 2026) | Appointed January 22, 2024 |

B. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded.

YEAS: Commissioners

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 22, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on April 22, 2024 Date, 2024

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 009**



RESOLUTION ADOPTING FISCAL YEAR 2023/2024 BUDGET ADJUSTMENTS NO. THREE

At a Business meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on April 22, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

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

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

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

WHEREAS, the City of Hartford Commission understands the budget is a planning tool for the fiscal year, and

WHEREAS, the City of Hartford Commission understands the budget numbers are estimated making it necessary to make quarterly adjustments to distribute spending across the budget line items.

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford hereby adopts the following exhibit A budget adjustment no. three by Activity/Department for fiscal year commencing July 1, 2023, and ending June 30, 2024, in accordance with the City Charter.

BE IT FURTHER RESOLVED, that the adjustments change the overall fiscal 2023/2024 budget of revenue by **-\$42,977.00** and expenditures by **-\$18,629.00**

YEAS: Commissioners’

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: April 22, 2024

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on March 25, 2024 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended. DATE:

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

**CITY OF HARTFORD
 COUNTY OF VAN BUREN
 STATE OF MICHIGAN
 RESOLUTION 2024-009**



RESOLUTION ADOPTING FISCAL YEAR 2023/2024 BUDGET ADJUSTMENTS NO.THREE

EXHIBIT A

FISCAL 2023-2024 BUDGET ADJUSTMENTS NO. THREE GENERAL FUND				
GENERAL FUND	REVENUE			
	CURRENT BUDGET			\$1,419,903
	CURRENT (March 31, 2024)	1,119,487		
	ADDITIONAL PROJECTED	310,229		
	PROJECTED REVENUE	1,429,716		
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TAXES – REAL PROPERTY		3,329	
	MUNICIPAL SERVICES		2,083	
	TAXES – PERSONAL PROPERTY			
	OTHER TAX REVENUE			
	FRANCHISE FEES			
	RECREATIONAL MARIJUANA			
	MEDICAL MARIJUANA			
	STATE SHARED REVENUE			
	INTEREST ON IVENSTMENTS		4,401	
	BANK INTEREST ON ACCOUNTS			
	EQUIPMENT RENTAL			
	TOTAL REVENUE ADJUSTMENTS:		9,813	
	ADJUSTED REVENUE			\$1,429,716
GENERAL FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,653,075
	CURRENT (MARCH 31, 2024)	1,201,986		
	ADDITIONAL PROJECTED	452,708		
	PROJECTED EXPENDITURES		1,654,694	
	ADJUSTMENTS:			

	SUBTRACT	ADD	
CITY COMMISSION			
MAYOR			
CITY MANAGER			
LEGAL SERVICES			
PARKS & RECREATION		1,000	
CENTRAL SUPPLIES – OFFICE SUPPLIES			
CENTRAL SUPPLIES – POSTAGE			
CENTRAL SUPPLIES-OPERATING		200	
BOARD OF REVIEW		1,015	
TREASURER			
ZONING COMMISSION	1,797		
CULTURAL PROGRAMS		1,201	
TOTAL EXPENDITURES ADJUSTMENTS		1,619	
ADJUSTED TOTAL EXPENDITURES			\$1,654,694
PROJECTED ADJUSTMENT TO GENERAL FUND BALANCE:			

**FISCAL 2023-2024
BUDGET ADJUSTMENTS NO. THREE
STREET FUNDS**

MAJOR STREETS	REVENUE		
	CURRENT BUDGET		\$300,000
	CURRENT (MARCH 31, 2024)	236,394	
	ADDITIONAL PROJECTED	63,864	
	PROJECTED REVENUE		300,258
	ADJUSTMENTS:		
	RIGHT OF WAY PERMIT		258
	TOTAL REVENUE ADJUSTMENT		258
	ADJUSTED REVENUE		\$300,258
MAJOR STREETS	EXPENDITURES		
	CURRENT BUDGET		\$208,057
	CURRENT (MARCH 31, 2024)	114,586	
	ADDITIONAL PROJECTED	93,471	
	PROJECTED EXPENDITURES		208,057

	ADJUSTMENTS:	SUBTRACT	ADD	
	TRAFFIC SERVICES			
	WINTER MAINTENANCE			
	TOTAL EXPENDITURE ADJUSTMENTS			0
	ADJUSTED EXPENDITURES			\$208,057
PROJECTED ADJUSTMENT TO MAJOR STREET FUND BALANCE:				
LOCAL STREETS	REVENUE			
	CURRENT BUDGET			\$100,555
	CURRENT REVENUE (MARCH 31, 2024)	75,418		
	ADDITIONAL PROJECTED	25,325		
	PROJECTED REVENUE		100,743	
	BUDGET ADJUSTMENTS	SUBTRACT	ADD	
	RIGHT OF WAY PERMITS		188	
	TOTAL REVENUE ADJUSTMENTS		188	
	ADJUSTED REVENUE			\$100,743
LOCAL STREETS	EXPENDITURES			
	CURRENT BUDGET			\$97,230
	CURRENT (MARCH 31, 2024)	55,022		
	ADDITIONAL PROJECTED	42,147		
	PROJECTED EXPENDITURES		97,169	
	ADJUSTMENT	SUBTRACT	ADD	
	ADMINISTRATION	61		
	TOTAL EXPENDITURE ADJUSTMENTS		(61)	
	ADJUSTED EXPENDITURES			\$97,169
PROJECTED ADJUSTMENT TO LOCAL STREET FUND BALANCE:				

**FISCAL 2023-2024
BUDGET ADJUSTMENTS – NO. THREE
SEWER FUND**

SEWER FUND	REVENUE			
-------------------	----------------	--	--	--

	CURRENT BUDGET			\$776,439
	CURRENT REVENUE (MARCH 31, 2024)	617,940		
	ADDITIONAL PROJECTED	184,702		
	PROJECTED REVENUE		802,642	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	REAL PROPERTY TAX			
	PERSONAL PROPERTY TAX			
	BANK INTEREST		34	
	SERVICE & SALES		27,051	
	CAPITAL RESERVE	5,402		
	PENALTY ON DELQ BILL		2,120	
	INTEREST ON INVESTMENT		2,400	
	TOTAL REVENUE ADJUSTMENT		26,203	
	ADJUSTED REVENUE			\$802,642
SEWER FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,095,646
	CURRENT (MARCH 31, 2024)	444,182		
	ADDITIONAL PROJECTED	651,464		
	PROJECTED EXPENDITURES		1,095,646	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	SEWER LIFT STATIONS			
	*			
	TOTAL EXPENDITURE ADJUSTMENTS		0	
	ADJUSTED EXPENDITURES			\$1,095,646
	PROJECTED ADJUSTMENT TO SEWER FUND BALANCE:			
	*Depreciation should be around \$			

FISCAL 2023-2024 BUDGET ADJUSTMENTS – NO. THREE WATER FUND				
WATER FUND	REVENUE			
	CURRENT BUDGET			\$511,488

	CURRENT (MARCH 31, 2024)		330,949	
	ADDITIONAL PROJECTED		101,100	
	PROJECTED REVENUE			432,049
	ADJUSTMENTS:			
		SUBTRACT		ADD
	SERVICE & SALES		67,458	
	CAPITAL RESERVE		6,802	
	SHUT-OFFS & ONS			
	PENALTY ON DELQ BILL		554	
	INTEREST ON INVESTMENT			1,400
	WATER TOWER RENTAL		2,458	
	MICS REVENUE		3,567	
	TOTAL REVENUE ADJUSTMENT			(79,439)
	ADJUSTED REVENUE			\$432,049
WATER FUND	EXPENDITURES			
	CURRENT BUDGET			\$637,427
	CURRENT (MARCH 31, 2024)		323,661	
	ADDITIONAL PROJECTED		313,766	
	PROJECTED EXPENDITURES			637,427
	ADJUSTMENTS:			
		SUBTRACT		ADD
	TRANSFER TO CDBG FUND			
	WATER DISTRIBUTION SYSTEM			
	*			
	TOTAL EXPENDITURE ADJUSTMENT			0
	ADJUSTED EXPENDITURES			\$637,427
	PROJECTED ADJUSTMENT TO WATER FUND BALANCE:			\$
	*Depreciation should be around \$			

FISCAL 2023-2024 BUDGET ADJUSTMENTS – NO. THREE MISCELLANEOUS FUNDS				
COMPREHENSIVE IMPROVEMENT	REVENUE			
	CURRENT BUDGET			\$142,553

		CURRENT (MARCH 31, 2024)	127,553		
		ADDITIONAL PROJECTED	15,000		
		PROJECTED REVENUE		142,553	
		ADJUSTMENTS:	SUBTRACT	ADD	
		CONTRIBUTION – CASINO			
		TRANSFER FROM WATER FUND			
		TOTAL REVENUE ADJUSTMENT		0	
		ADJUSTED REVENUE			\$142,553
COMPREHENSIVE IMPROVEMENT		EXPENDITURES			
		CURRENT BUDGET			\$108,925
		CURRENT (MARCH 31, 2024)	34,738		
		ADDITIONAL PROJECTED	54,000		
		PROJECTED EXPENDITURES		88,738	
		ADJUSTMENTS:	SUBTRACT	ADD	
		CITY HALL EQUIPMENT	1,997		
		WATER PROJECTS	18,190		
		SEWER PROJECTS			
		TOTAL EXPENDITURE ADJUSTMENT		(20,187)	
		ADJUSTED EXPENDITURES			\$88,738
PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:					

BUILDING DEPARTMENT		REVENUE			
		CURRENT BUDGET			\$44,444
		CURRENT (MARCH 31, 2024)	35,156		
		ADDITIONAL PROJECTED	9,288		
		PROJECTED REVENUE		44,444	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPART			
		TOTAL REVENUE ADJUSTMENT		0	

		ADJUSTED REVENUE			\$44,444
BUILDING DEPARTMENT		EXPENDITURES			
		CURRENT BUDGET			\$32,892
		CURRENT (MARCH 31, 2024)	15,742		
		ADDITIONAL PROJECTED	17,150		
		PROJECTED EXPENDITURES		32,892	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPARTMENT			
		TOTAL EXPENDITURE ADJUSTMENT		0	
		ADJUSTED EXPENDITURES			\$32,892
PROJECTED ADJUSTMENT TO BUILDING DEPARTMENT FUND BALANCE:					



CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 - 010

AUTHORIZE A BALLOT PROPOSAL FOR A MILLAGE RENEWAL TO FUND THE PURCHASE OF FIRE APPARATUS AND EQUIPMENT BY THE HARTFORD FIRE DEPARTMENT

At a Regular meeting of the City of Hartford City Commission called to order by Mayor Richard A. Hall on April 22, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ Miller and supported by Commissioner _____,

WHEREAS, the City of Hartford and Hartford Township entered into a joint Fire Department Agreement September 13, 1973, and

WHEREAS, the City of Hartford may levy ad valorem property taxes to finance lawful public services as provided in Article IX Section 6 of the Constitution of the State of Michigan, and

WHEREAS, the City of Hartford desires to place before the voters the question of whether to renew the existing millage and levy 1.4185 mills for an additional 2 years.

NOW, THEREFORE, BE IT RESOLVED: the following proposition shall be submitted to the electors of the City at the primary election to be held August 6, 2024

PROPOSAL FOR FIRE DISTRICT MILLAGE RENEWAL

Shall the previously voted millage to fund the purchase of fire apparatus and equipment for use by the Hartford Fire Department be renewed at 1.4185 mills (1.4185 per thousand dollars of taxable value) for a period of 2 years (2025 through 2026 inclusive) and shall the City be authorized to levy this millage on all taxable real and personal property in the City raising an estimated \$58,979 in the first year of the levy, provided that the voters in Hartford Township approve a similar renewal of the Township's fire millage? Yes _____ No _____

BE IT FURTHER RESOLVED, that the City Clerk, City Attorney or other City officials are authorized and directed to take any and all actions necessary to have this proposal placed on the August 6, 2024 ballot.

YEAS: Commissioners
NAYS: ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: April 22, 2024 RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on April 22, 2024

RoxAnn Rodney-Isbrecht, City Clerk

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
PROPOSED AMENDMENT OF ORDINANCE 307-10 & 320-2020**

ORDINANCE NO. 341 - 2023

AN ORDINANCE TO ADD A NEW SUBCHAPTER ENTITLED “MARIJUANA BUSINESSES” TO TITLE XI OF THE HARTFORD CITY CODE TO PROVIDE FOR THE AUTHORIZATION OF MARIJUANA BUSINESSES OPERATED IN ACCORDANCE WITH STATE LAW AND THE CITY’S ZONING ORDINANCE

The City of Hartford ordains:

Section 1. Amendment. A new subchapter entitled “Marijuana Businesses” is hereby added to Title XI of the Hartford City Code to read in its entirety as follows:

Marijuana Businesses

Sec. 110.11. Definitions.

The following words and phrases have the meanings ascribed to them when used in this subchapter:

- (a) *Co-located business* means a marijuana business with 2 or more types of state operating licenses operating within a single location.
- (b) *Designated consumption establishment* means a business licensed as a designated consumption facility under the MRTMA.
- (c) *Excess marijuana grower* means a business licensed as an excess marijuana grower under the MRTMA.
- (d) *Grower* means a business licensed as a grower under either the MMMFLA, the MRTMA, or both.
- (e) *LARA* means the department of licensing and regulatory affairs and any successor agency to the department.
- (f) *Location-specific step* means the portion of the application for a state operating license under the MMMFLA and the MRTMA that follows the prequalification step and pertains to the details of the proposed location.
- (g) *Marijuana* means, depending on the context, the same thing as “marihuana” as defined in the MMMFLA, the MRTMA, or both.
- (h) *Marijuana business* or *business* is a business involving one or more licenses issued under the MMMFLA, the MRTMA, or both.
- (i) *Microbusiness* means a business a business licensed as a marijuana microbusiness under the MRTMA.
- (j) *MMMA* means the Michigan medical marihuana act, 2008 IL 1, as amended MCL 333.26424 *et seq.*
- (k) *MMMFLA* means the Michigan medical marihuana facilities licensing act, 2016 PA 281, as amended, MCL 333.27102 *et seq.*
- (l) *MRTMA* means the Michigan regulation and taxation of marihuana act, 2018 IL 1, as amended MCL 333.27951 *et seq.*

- (m) *Prequalification step* means the portion of the application for a state operating license under the MMMFLA or MRTMA pertaining to the applicant's financial background and the criminal history of the applicant and other associated persons.
- (n) *Processor* means a business licensed as a processor under either the MMMFLA, the MRTMA, or both.
- (o) *Provisioning center* means a business licensed as a provisioning center under the MMMFLA. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through LARA's marijuana registration process in accordance with the MMMA is not a provisioning center for purposes of this section.
- (p) *Retailer* means a person licensed under the MRTMA to obtain marijuana from marijuana establishments and to sell or otherwise transfer marijuana to marijuana establishments and to individuals who are 21 years of age or older.
- (q) *Safety compliance business* means a person licensed as a safety compliance facility under the MMMFLA, the MRTMA, or both.
- (r) *Secure transporter* means a person licensed as a secured transporter under the MMMFLA, the MRTMA, or both.
- (s) *Stacked grower licenses* means two or more grower licenses issued to a single person to *under the MMMFLA or MRTMA*.
- (t) *State operating license or license* means a license that is issued under the MMMFLA or MRTMA to operate as a grower, processor, secure transporter, provisioning center, retailer, safety compliance facility, or microbusiness.
- (u) *Temporary marijuana event* means an event where the onsite sale or consumption of marijuana products, or both, are authorized at the location indicated on a state operating license issued under the MRTMA during the specified dates.

Sec. 110.12. Authorization Required; Numerical Limitations.

- (a) Marijuana businesses may be authorized to operate in the City of Hartford pursuant to this division and the City's zoning ordinance.
- (b) No business listed in subsection (a) may operate in the City of Hartford without a final authorization granted by the City Clerk pursuant to Section 110.13(d). A proposed business is not eligible for a state operating license until the clerk grants final authorization.
- (c) The number of state operating licenses for marijuana businesses shall be limited as follows:
 - (1) Designated consumption establishments (adult-use) – 2 licenses
 - (2) Growers (medical and adult-use) and excess marijuana growers (adult-use) – 13 licenses
 - (3) Microbusinesses (adult-use) – 3 license
 - (4) Processors (medical and adult-use) – 5 licenses
 - (5) Provisioning centers (medical) and retailers (adult-use) – 4 licenses
 - (6) Safety compliance (medical and adult-use) – 2 licenses
 - (7) Secure transporters (medical and adult-use) – 2 licenses
 - (8) Temporary marijuana events (adult-use) – 4 licenses

These limitations reflect the total number of available licenses in each category. The City anticipates that licenses will be co-located on various parcels, meaning that the total number of parcels containing marijuana businesses will be lower than the total number of licenses in use in the City.

Sec. 110.13. Application Process.

- (a) *Submission.* A person may apply for authorization to operate a marijuana business within the City by submitting the following items to the City on a standardized application form prepared by the City Clerk. These items may be submitted to the Clerk before applying for requisite zoning approvals:
- (1) A copy of official paperwork issued by LARA indicating that the applicant has successfully completed the prequalification step of the application for a state operating license.
 - (2) A signed statement from the applicant indicating:
 - (A) The current property owner of record for the proposed business location;
 - (B) If the current property owner is different than the applicant (e.g. where the applicant has a lease, option, land contract, or other future interest in the property), the property owner's signature is required in addition to the applicant's. Only one application shall be submitted per property. Co-located businesses may be requested on a single application;
 - (C) The address, tax identification number, and zoning designation of the proposed business location;
 - (D) The type or types of state operating licenses that the applicant is seeking at the proposed business location (e.g., medical grower, adult-use grower, provisioning center, etc.); and
 - (E) If the proposed business involves stacked grower licenses, the number of licenses sought.
 - (3) An advance of the annual administrative fee established in Section 110.15(d).
- (b) *Clerk action upon receipt.* The city clerk will accept and receive any application that includes the required items listed above and will date-stamp such application upon receipt.
- (c) *Conditional authorization.* The city clerk will conditionally authorize applications as follows:
- (1) The day after an application is received, the city clerk will conditionally authorize the application upon determining that if such application, if granted, could not cause the total number of licenses for any business type to exceed the numerical limitations listed in section 110.12(c) above. In making this determination, the city clerk shall assume that: (A) all marijuana businesses that are currently in operation will remain in operation; and (B) all conditionally authorized applications will result in the issuance of the number of state operating licenses that have been requested. If the city clerk determines that the application would cause the total number licenses for one or more business types to exceed the numerical limitations listed in section 110.12(c), the city clerk shall deny the application.
 - (2) If a situation arises in which the city clerk receives two or more applications in a single day, such that:
 - (A) one or more of the applications could be granted without exceeding the numerical limitations in section 110.12(c); but
 - (2) granting all of such applications would cause one or more numerical limitations to be exceeded;

The City Clerk shall refer the applications to City Commission. The City Commission will then determine which of the applications will be conditionally authorized pursuant to a competitive process established by resolution of the City Commission.
- (d) *Final authorization.* The city clerk will grant final authorization for the business if the conditionally authorized applicant:

- (1) Obtains all required zoning approvals for the business within 12 months of receiving conditional authorization; and
 - (2) Obtains the requisite state operating license within 18 months of receiving conditional authorization.
- (e) *Expiration of conditional authorization.* If the applicant for a conditionally authorized business fails to satisfy any of the deadlines established above, the conditional authorization will expire.

Sec. 110.14. Relocation of Businesses, Transfers of Licenses, and Expansion of Grow Operations.

- (a) An existing business may be moved to a new location in the City, subject to applicable zoning regulations and required approvals by LARA.
- (b) A license for an existing business may be transferred to a new licensee that intends to continue operating at the same location, subject to approval by LARA.
- (c) No further City approvals are required for the relocations and license transfers described in this section.
- (d) A licensee may expand growing operations by upgrading the class of the license (e.g., from class A to class B, or from class B to Class C), or by obtaining a stacked license. To do so, the licensee must submit a new application to the City satisfying the requirements in Section 31-3(a), which shall include payment of any additional annual administrative fee that will be owed due to the addition of stacked licenses. The application shall be conditionally approved upon receipt of all required materials.

Sec. 110.15. General Regulations

- (a) *Submission of supplementary information to the City.* Applicants who have received conditional authorization and licensees operating in the City must provide the Clerk with copies of all documents submitted to LARA in connection with the license application, subsequent renewal applications, or investigations conducted by LARA. The documents must be provided to the Clerk within 7 days of submission to LARA, and may be submitted by electronic media unless otherwise requested by the Clerk.
- (b) *Compliance with applicable laws and regulations.* Marijuana businesses must be operated in compliance with the MMMFLA and/or MRTMA, as applicable, all applicable rules promulgated by LARA, all conditions of the business's state operating licenses, and all applicable ordinances and codes, including the City's zoning ordinance. Compliance with the foregoing does not create immunity from prosecution by federal authorities or other authorities of competent jurisdiction.
- (c) *No consumption on premises.* No smoking, inhalation, or other consumption of marijuana shall take place on or within the premises of any marijuana business approved under this division, except for designated marijuana consumption establishments. It shall be a violation of this subchapter to engage in such behavior, or for a person to knowingly allow such behavior to occur. Evidence of all of the following gives rise to a rebuttable presumption that a person allowed the consumption of marijuana on or within a premises in violation of this section:
 - (1) The person had control over the premises or the portion of the premises where the marijuana was consumed;
 - (2) The person knew or reasonably should have known that the marijuana was consumed; and
 - (3) The person failed to take corrective action.
- (d) *Annual fee.* A licensee must pay a fee an annual fee, set by resolution of the City Commission, for each license used within the City in order to help defray administrative and enforcement costs. The initial annual fee(s) must be paid to the Clerk when the application for approval is submitted.

In each subsequent year, fees are due on the date on which the licensee submits an application to LARA for renewal of the state operating license.

Sec. 110.16. Violations and penalties.

- (a) *Request for revocation of state operating license.* If at any time an authorized business violates this subchapter or any other applicable ordinance, the City may request that LARA revoke or refrain from renewing the business’s state operating license.
- (b) *Civil infraction.* It is unlawful to disobey, neglect, or refuse to comply with any provision of this subchapter. A violation of this subchapter is a municipal civil infraction and a nuisance per se. Each day the violation continues shall be a separate offense. Notwithstanding any other provision of this ordinance to the contrary, violators shall be subject to a fine of up to \$500.
- (c) *Other remedies.* The foregoing sanctions are in addition to the City’s right to seek other appropriate and proper remedies, including actions in law or equity.

Section 2. Repealer; Effect on Existing Businesses. Ordinance 320-2020 is hereby repealed. All marijuana business that were granted state operating licenses to operate pursuant to Ordinance 320-2020 or its predecessor ordinance that remain in operation as of the effective date of this ordinance are deemed to have been granted final authorization under this ordinance. All applications that were submitted pursuant to Ordinance 320-2020 that remain pending as of the effective date of this ordinance shall be deemed to be conditionally authorized hereunder as of the date the application was received. The regulations provided in this ordinance apply to all marijuana businesses in the City from its effective date onward.

Section 3. Publication and Effective Date. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in the City, and the ordinance shall be effective 20 days after enactment or upon publication, whichever is later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. 341-2023 was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2024.

 , Mayor

 , City Clerk

PC Hearing: February 26, 2024
 Introduced: First Reading March 25, 2024
 Second Reading April 22, 2024
 Adopted: _____, 2023
 Published: _____, 2023
 Effective: _____, 2023

**CITY OF HARTFORD
COUNTY VAN BUREN COUNTY
STATE OF MICHIGAN
PROPOSED AMENDMENT OF ORDINANCE 307-10 & 320-2020**

ORDINANCE NO. 342 -2023

AN ORDINANCE TO AMEND ZONING SECTIONS 151.091, 151.106, 151.122, AND 151.136 TO THE HARTFORD CITY CODE, AND TO ADD A NEW SECTION 151.217, TO REGULATE MARIJUANA BUSINESSES AS PERMITTED LAND USES IN VARIOUS ZONING DISTRICTS

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.091, 151.106, 151.122, and 151.136, of the Hartford City Code are hereby amended as follows:

Sec. 151.091. PERMITTED USES IN THE B-1 DISTRICT.

- (A) Churches, funeral homes, and mortuaries;
- (B) All generally recognized retail businesses which supply commodities on the premises such as, but not limited to, groceries, meats, dairy products, dry goods, other foods, drugs, clothing, notions, hardware, or pharmaceuticals;
- (C) Personal service establishments which perform services on the premises within a completely enclosed building, such as, but not limited to: repair shops for items such as watches, radios, televisions; shoes; tailor shops; beauty parlors; barber shops; interior decorators; photographers; and dry cleaners;
- (D) Restaurants and taverns where the general public are served while seated within a building occupied by the establishment, except drive-in restaurants and open-front stores;
- (E) Theaters, private clubs, lodge halls, and other like places of entertainment when completely enclosed;
- (F) Office and office buildings of an executive, administrative, or professional function;
- (G) Banks, including drive-in facilities incidental to the principal banking function;
- (H) Municipal buildings and post offices;
- (I) Offices and showrooms for tradespeople, such as plumbers, electricians, decorators, and similar trades, except that:
 - (1) Not more than 25% of the floor area in the building is used for the purpose of making, assembling, remodeling, repairing, altering, finishing, or refinishing the products;
 - (2) Ground floor premises facing upon and visible from any abutting street shall be used only for entrances, offices, or display; and
 - (3) All storage or materials shall be within the confines of the building situated thereon.
- (J) Business schools, private schools, and other places of instruction for profit;
- (K) Newspaper offices and printing plants;
- (L) Warehouse and storage facilities incidental to and physically connected with any of the foregoing uses;

- (M) Veterinary offices, hospitals, and clinics;
- (N) Dwelling connected with the foregoing uses, provided they do not occupy the ground floor;
- (O) Parking lots and parking structures;
- (P) Accessory structures customarily incident to the above permitted uses;
- (Q) Parks, playgrounds, walking paths, and trails;

(R) The following marijuana businesses:

- (1) Designated consumption establishments (adult-use);
- (2) Microbusinesses (adult-use);
- (3) Provisioning centers (medical);
- (4) Retailers (adult-use);
- (5) Safety compliance (medical and adult-use);
- (6) Secure transporters (medical and adult-use);

- (S) Signs in accordance with the provisions of Section 151.235.

Sec. 151.106. PERMITTED USES IN THE B-2 DISTRICT.

- (A) All permitted uses in the B-1 Central Business District, except marijuana secure transporters;
- (B) Automobile sales and showroom facilities, and farm equipment and implement dealers;
- (C) Bus passenger stations;
- (D) Automobile car wash facilities within closed structures;
- (E) Public utility offices, transformer stations, telephone exchanges, exchange stations, pump stations, service yards, exclusive, however, of outdoor storage facility;
- (F) Retail cold storage facilities;
- (G) Self-service laundry and dry cleaning establishments;
- (H) Bowling alleys;
- (I) Pool halls, billiard parlors, clubs, and similar indoor recreational facilities;
- (J) Closed storage facilities for the storage of materials which are to be sold at retail;
- (K) Other uses which are similar to the above uses;
- (L) Outdoor sales space and facilities for new and used automobiles, farm equipment, mobile homes, house trailers, travel trailers, and like merchandise, provided that:
 - (1) Ingress and egress shall be at least 60 feet from the intersection of any 2 streets; and
 - (2) No major repair or major refinishing shall be done on the site.
- (M) Motels, hotels, and inns, except that:
 - (1) Ingress and egress shall not interfere with adjacent business uses;
 - (2) No kitchen or cooking facilities shall be provided except in a single full-time residential unit of manager or caretaker, unless approval of a special use permit is granted as provided in Section 151.290 et seq.; and
 - (3) Each unit shall contain not less than 200 square feet of floor area.

- (N) Drive-in restaurants, open front stores, and similar facilities, except that:
- (1) Facilities shall be set back at least 60 feet from the street right-of-way of any existing or proposed major thoroughfare; and
 - (2) Ingress and egress shall be located at least 60 feet from the intersection of any 2 streets.
- (O) Commercially used, outdoor recreational space for children's amusement parks, miniature golf course, and similar facilities, except that:
- (1) A children's amusement park shall be fenced on all sides by a fence or wall at least 4 feet in height; and
 - (2) Adequate parking shall be provided for, located off of the road right-of-way, and shall be fenced with a 4-foot by 6-inch wall or fence.
- (P) Parks, playgrounds, walking paths, and trails;
- (Q) The following marijuana businesses:
- (1) Designated consumption establishments (adult-use);
 - (2) Microbusinesses (adult-use);
 - (3) Provisioning centers (medical);
 - (4) Retailers (adult-use);
 - (5) Safety compliance (medical and adult-use);
- (R) Signs in accordance with the provisions of Section 151.235.
- Sec. 151.122. PERMITTED USES IN THE LI DISTRICT.**
- (A) The manufacturing, compounding, processing, packaging, or treatment of the products as candy, cosmetics, drugs, perfumes, pharmaceuticals, and food products, except the rendering or refining of fats and/or oils;
- (B) The manufacturing, compounding, assembly, or treatment of articles from previously prepared materials, including, but not by way of limitation of, cellophane, canvas, clay, cloth, cork, feathers, felt, fibers, fur, glass, hair, leather, paint, paper, plastics, precious or semi-precious metals and/or stones, shell, rubber, tin, iron, steel, tobacco, wood, and/or yam;
- (C) Petroleum storage facilities, provided that the facility shall not exceed the capacity of 2,500 gallons in any one tank and the facility shall not be within 500 feet from any residentially zoned property. Any petroleum storage tank or facility shall be wholly underground and conform to the requirements of the Michigan Department of Environmental Quality and the State Fire Marshall's Office;
- (D) Machine shops, and printing and book binding facilities;
- (E) Warehousing and wholesale storage and distribution facilities;
- (F) Other similar limited industrial enterprises, provided, however, that the similarity of use shall be determined upon proper application by the City of Hartford Planning Commission;
- (G) Any use customarily incidental to the permitted principal use;
- (H) The foregoing specific and general descriptions shall not be construed to permit the establishment of junkyards, automobile graveyards, automobile dismantling operations or facilities, and like operations;
- (I) Parks, playgrounds, walking paths, and trails;

(J) The following marijuana businesses:

- (1) Designated consumption establishments (adult-use);
- (2) Growers (medical and adult-use) and excess marijuana growers (adult-use);
- (3) Microbusinesses (adult-use);
- (4) Processors (medical and adult-use);
- (5) Provisioning centers (medical);
- (6) Retailers (adult-use);
- (7) Safety compliance (medical and adult-use);
- (8) Secure transporters (medical and adult-use);

(K) Signs in accordance with Section 151.235.

Sec. 151.136. PERMITTED USES IN THE I DISTRICT.

- (A) Facilities and the principal function of which is basic research, design, and pilot experimental product development when conducted within a completely enclosed facility;
- (B) A facility for the manufacturing, compounding, or processing of materials into a finished product within an enclosed building;
- (C) Warehouse and wholesale establishments and trucking facilities;
- (D) Public utilities, including buildings, necessary structures, storage yards, transformer plants, and like uses;
- (E) Water supply and sewage disposal plants, water and gas tank holders, railroad transfer and storage tracks, railroad rights-of-way, freight terminals, telephone exchanges, transformer stations, and substation of similar utility-oriented activities. Municipal uses, such as water treatment plants and reservoirs, and municipal buildings, including outdoor storage therefor;
- (F) Commercial kennels;
- (G) Greenhouses;
- (H) Trade or industrial schools;
- (I) Lumber and planning plants;
- (J) Freestanding non-accessory signs;
- (K) Outdoor storage facilities for things such as building materials, sand, gravel, stone, lumber, contractor equipment, and supplies, provided that same is contained within an obstructing wall or fence on the sides abutting residential or business districts of not less than 5 feet in height. The fence may be a chain linked fence with a heavy green shrubbery with masonry or other suitable material to obstruct the view. Other uses similar to and no more objectionable in character in the above uses;
- (L) Auto engine, body repair, and undercoating shops when completely enclosed;
- (M) Metal plating, buffing, and polishing, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances;
- (N) Metal casting foundries, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances to adjacent business or residential areas;
- (O) Printing plants including its ancillary uses, such as the casting of type smelting or typing material;

- (P) Accessory buildings and uses customarily incident to the above permitted uses;
- (Q) Outdoor automotive permanent race tracks are permitted only after a special use has been granted by the Planning Commission. The Planning Commission shall place restrictions on the use and operation of the facility so as to minimize the effects of the surrounding area and the community. The developers must first submit a detailed site plan to the Planning Commission prior to the Planning Commission holding a required public hearing;
- (R) The following marijuana businesses:
- (1) Designated consumption establishments (adult-use);
 - (2) Growers (medical and adult-use) and excess marijuana growers (adult-use);
 - (3) Microbusinesses (adult-use);
 - (4) Processors (medical and adult-use);
 - (5) Provisioning centers (medical);
 - (6) Retailers (adult-use);
 - (7) Safety compliance (medical and adult-use);
 - (8) Secure transporters (medical and adult-use);
- (S) Signs in accordance with Section 151.235.

Section 2. Addition. A new zoning section 151.217 is added to the Hartford City Code to read as follows:

Sec. 151.217. Marijuana businesses.

- (A) *Definitions*. All terms defined in Title XI of the City Code have the same meaning when used in this section or sections 151.091, 151.106, 151.122, and 151.136.
- (B) *Regulations and Conditions*. Marijuana businesses are permitted in the City's commercial and industrial zoning districts as indicated in Sections 151.091, 151.106, 151.122, and 151.136, subject to site-plan review by the Planning Commission and compliance with the following regulations and conditions:
- (1) Marijuana businesses must comply with the MMMFLA, the MRTMA, and any applicable rules promulgated under either statute.
 - (2) Marijuana businesses shall not be located within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12 or within 500 feet of a house of worship. These spacing limitations shall be computed by measuring a straight line from the nearest property line on the lot used a school or house of worship to the nearest property line of the lot used as a marijuana business. This subsection modifies requirement modifies and supersedes the default spacing limitations provided in Section 9 of the MRTMA.
 - (3) Co-located marijuana businesses and stacked grower licenses may be permitted, subject to the regulations in this section and any applicable rules promulgated by LARA.
 - (4) No marijuana business may operate without first obtaining final authorization for each state operating license from the city clerk pursuant to Title XI of the City Code. Marijuana businesses in existence in the City as of the date of this ordinance shall be deemed to have received final authorization.

- (5) Marijuana businesses (including both the building and surrounding site) shall be sufficiently designed in a manner to minimize light spillage, odor, and noise (including noise associated with truck traffic or other machinery), affecting adjacent properties.
- (6) Applicants must provide a plan for the storage and disposal of marijuana or chemicals associated with marijuana cultivation, so as to minimize the risk of theft or harm resulting from chemical exposure. At no time should byproducts be deposited into the ground.
- (7) No marijuana may be stored overnight outside of an enclosed building. By way of example and without limitation, it is unlawful to store marijuana overnight in an outdoor waste bin.
- (8) The outdoor storage of trash or rubbish shall be appropriately screened.
- (9) Signage for marijuana businesses is subject to approval pursuant to the generally applicable procedures and standards provided in this ordinance, with the additional restriction that signs shall not contain images or text designed to appeal to persons under legal age to consume marijuana. By way of example but not of limitation, signs shall not include cartoon characters, images of youthful persons, or slang terminology for marijuana that may be designed to appeal to minors (e.g., “weed” or “kush”).
- (10) The cultivation and processing of marijuana must be conducted in a manner that minimizes adverse impacts on the public sanitary sewer and natural environment.
- (11) Marijuana businesses must control and eliminate odor as follows:
 - (a) The building must be equipped with an activated air scrubbing and carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter and air scrubbing system.
 - (b) The filtration system must consist of one or more fans, activated carbon filters and be capable of scrubbing the air prior to leaving any building. At a minimum, the fan(s) must be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
 - (c) The air scrubbing and filtration system must be maintained in working order and must be in use at all times. The filters must be changed per manufacturers’ recommendation to ensure optimal performance.
 - (d) Negative air pressure must be maintained inside the building.
 - (e) Doors and windows must remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
 - (f) An alternative odor control system is permitted if the special use applicant submits a report by a mechanical engineer licensed in the state of Michigan sufficiently demonstrating that the alternative system will eliminate odor as well or better than the air scrubbing and carbon filtration system otherwise required.
- (12) For growers and excess marijuana growers:
 - (a) Cultivation must occur within an enclosed building with exterior facades (not including windows) consisting of opaque materials typical of an industrial or commercial building. Windows shall be arranged in such a way that marijuana plants are not visible from the exterior of the building.
 - (b) The roof of the building may be constructed of a rigid transparent or translucent material designed to let in light, such as glass or rigid polycarbonate or fiberglass panels. Films or

other non-rigid materials cannot be used to construct any component of the building's exterior structure.

- (13) For provisioning centers, retailers, microbusinesses, and designated consumption establishments:
 - (a) Provisioning centers, retailers, microbusinesses, and designated consumption establishments may not be open to customers between the hours of 11:00 p.m. and 9:00 a.m.
 - (b) Provisioning centers, retailers, microbusinesses, and designated consumption establishments may not receive deliveries between the hours of 8:00 p.m. and 7:00 a.m.
 - (c) The exterior appearance of a provisioning center, retailer, microbusiness or designated consumption establishment must be compatible with surrounding businesses with respect to façade type, ground floor opacity, size and placement of signage, site layout, etc.
 - (d) The interior of the building must be arranged in a way such that neither marijuana, marijuana-infused products, nor paraphernalia are visible from the exterior of the building.
 - (e) Marijuana retailers and provisioning centers may offer curbside service or remote delivery service to the extent permitted under state law. Any marijuana retailer offering curbside service must indicate on its proposed site plan where curbside customers will park and must adequately mark such parking spaces as being reserved for curbside customers. Drive-through window service is prohibited.
 - (f) Temporary marijuana events must meet the requirements of state law and have a special use event license issued by the Clerk.

Section 3. Effective Date. This ordinance shall become effective 20 days after its adoption or upon its publication, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

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

, Mayor

, City Clerk

PC Hearing: February 26, 2024
 Introduced First Reading: March 25, 2024
 Second Reading: April 22, 2024
 Adopted: _____, 2023
 Published: _____, 2023
 Effective: _____, 2023

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
PROPOSED AMENDMENT OF ZONING ORDINANCE**

ORDINANCE NO. 343 - 2024

AN ORDINANCE TO AMEND ZONING SECTIONS 151.291, 151.309, 151.310, AND 151.311, AND ZONING SUBSECTIONS 151.136(Q), 151.181(B), THE DEFINITION OF “SPECIAL USE” WITHIN SECTION 151.4, AND THE OPENING PARAGRAPH OF SECTION 151.340 OF THE HARTFORD CITY CODE, AND TO ADD NEW ZONING SECTIONS 151.337, 151.338, AND 151.339, TO PROVIDE STANDARDS AND PROCEDURES FOR THE FOR REVIEW OF SPECIAL USE APPLICATIONS AND VARIANCE REQUESTS

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.291, 151.309, 151.310, and 151.311 of the Hartford City Code are hereby amended as follows:

Sec. 151.291. Approval of Special Uses and Site Plans.

- (A) Special uses shall be reviewed and approved by the City Commission, after recommendation by the Planning Commission, as provided in the “Provisions for Special Establishments and Operations” division of this chapter. (Zoning Ordinance § 151.338 et seq.).
- (B) Site plans shall be reviewed and approved by the Zoning Administrator or Planning Commission as provided “Site Plan Review” division of this chapter (Zoning Ordinance § 151.250 et seq.), or shall be City Commission as part of the special-use approval process, as applicable.

Sec. 151.309. Jurisdiction.

- (A) The Zoning Board of Appeals shall not have the power to alter or change the zoning district classification of any property, nor to make any change in the terms of this Ordinance, but does have the power to act on those matters where this ordinance provides for an administrative review, interpretation, appeal, or variance approval process, and on any such other matters as are within the jurisdiction of the Zoning Board of Appeals pursuant to the Michigan Zoning Enabling Act, as amended.
- (B) The powers of the Zoning Board of Appeals include the following:
 - (1) *Administrative appeals*. To hear and decide appeals by an aggrieved party involving an alleged error in any order, requirement, permit, decision, or refusal made by the Zoning Administrator or any other administrative official in carrying out or enforcing any provisions of this ordinance.
 - (2) *Variance*. To consider a dimensional variance from the strict application of the provisions of this ordinance in accordance with the standards, requirements, and procedures of this Article. The Zoning Board of Appeals shall not have the authority to consider use variances.
 - (3) *Zoning ordinance interpretation*. To interpret the provisions of this ordinance to carry out the intent and purposes of this ordinance where the meaning of the provisions is uncertain.
 - (4) *Temporary use permits*. To issue temporary use permits pursuant to the standards and procedures in section 151.311.

- (5) *Miscellaneous matters.* To hear and decide other matters referred to it or upon which the Zoning Board of Appeals is expressly required to decide under the terms of this ordinance.
- (C) In deciding administrative appeals, the Zoning Board of Board Appeals may reverse or affirm wholly or partly, or may modify the orders, requirements, decision, or determination appealed from and may make the order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the officer or board from whom/which the appeal is taken.
- (D) In deciding a request for ordinance interpretation, the Zoning Board of Appeals shall ensure that its interpretation is consistent with the intent and purpose of the ordinance, the section in which the language in question is contained, and all other relevant provisions of the ordinance.
- (E) Notwithstanding any other provision of this ordinance, the Zoning Board of Appeals shall have no authority to hear appeals for special land uses, planned developments, zoning amendments, or any other decision of the Planning Commission or City Commission unless such authority is specifically granted by this ordinance.

Sec. 151.310. Variances.

- (A) *Dimensional (non-use) variances.* The Zoning Board of Appeals shall have the power to grant requests for variances from the provisions of this ordinance where it is demonstrated by the applicant that there exist practical difficulties in the way of carrying out the strict letter of this ordinance. To grant a dimensional (non-use) variance, the Zoning Board of Appeals must find that all of the following factors exist:
- (1) There are exceptional or extraordinary circumstances or conditions applying to the property in question that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions include:
 - (a) Exceptional narrowness, shallowness, or shape of a specific property; or
 - (b) Exceptional topographic conditions or other extraordinary situation on the land, building, or structure; or
 - (c) A circumstance arising due to the use or development of the property immediately adjoining the property in question, whereby the literal enforcement of the requirements of this ordinance would involve practical difficulties.
 - (2) The condition or situation of the specific piece of property for which the variance is sought is not of so general or recurrent a nature as to make reasonably practical the formulation of a general regulation for such conditions or situations.
 - (3) The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same zoning district and in the vicinity.
 - (4) Strict compliance with the requirements of this ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity unnecessarily burdensome or impractical.
 - (5) The variance will not be significantly detrimental to adjacent property and the surrounding neighborhood.
 - (6) The variance will not impair the intent and purpose of this ordinance.
 - (7) The variance requested is the minimum amount necessary to overcome or mitigate the

difficulty.

- (8) The immediate practical difficulty causing the need for the variance request was not created by any affirmative action of the applicant or the applicant's predecessors in title.
- (B) *Use Variances.* The Zoning Board Appeals shall have no authority to grant requests to establish a use not otherwise permitted within a zoning district.
- (C) *Period of Validity.* A variance shall be valid for one year from the date of approval by the Zoning Board of Appeals. If the terms of the variance have not been exercised within that period, or if construction associated with the variance has not been commenced with completion being diligently pursued, then the variance shall be considered null and void.
- (D) *Extensions.* The applicant may request in writing an extension of the variance for up to six months. The Zoning Administrator may grant the extension if the original circumstances authorizing the variance have not changed and if the circumstances creating the need for the extension were beyond the control of the applicant. The Zoning Administrator may refer any request for an extension to the Zoning Board of Appeals for a decision.

Sec. 151.311. Temporary Use Permits.

Temporary uses of any size and temporary buildings and structures less than three hundred (300) square feet in area may be placed on a lot or parcel of record and occupied under the following conditions as authorized by a temporary zoning permit issued by the Zoning Board of Appeals, upon a finding that such uses, buildings, or structures will not unduly interfere with the use and enjoyment of abutting properties. Written notice shall be mailed to the owners of abutting properties at least 7 days before the meeting at which a temporary use permit is to be considered:

- (A) A temporary building or structure may be erected during the renovation of a permanent building. The temporary building or structure must be removed when repair of damage is complete, but in no case shall it be located on the lot or parcel for more than twelve months, except that the Zoning Board Appeals may extend the duration of the temporary use due to extenuating circumstances provided that work on the permanent building is proceeding diligently toward completion.
- (B) Temporary buildings and structures incidental to construction work may be permitted so long as such building or structure is not intended to be occupied as a dwelling. Said temporary buildings or structures shall be removed within fifteen (15) days after construction is complete, but in no case shall the building or structure be allowed more than twelve (12) months.
- (C) Temporary buildings incidental to a religious institution or school may be permitted for up to 12 months, provided that all wiring, plumbing, fire protection and exits are approved by the Fire Chief and Building Inspector, and by applicable state agencies.
- (D) Temporary sales uses:
- (1) Upon application, the Zoning Board of Appeals may issue a zoning permit for the temporary sale of merchandise related to a temporary or periodic event. Such merchandise shall be limited to small seasonal items and merchandise including but not limited to Christmas trees, fireworks, and similar items. Temporary sale events of large items such as automobiles, boats, RVs, construction equipment items are prohibited, unless specifically authorized as a permanent principal land use.
 - (2) The display and sale of Christmas trees may also be permitted at a church or campground, provided it is incidental and accessory to the principal use.

- (3) A zoning permit for the display and sale of merchandise shall be valid for a period not to exceed forty-five (45) days.
 - (4) All unsold trees must be removed from the property by December 31 of each calendar year.
 - (5) No temporary land use permit is necessary for Christmas tree sales where a nursery is permitted by right or as a special land use.
- (E) Temporary recreational uses such as archery ranges, golf driving ranges, ropes courses, etc. may be permitted for up to 12 months. Any temporary buildings or structures shall be removed within fifteen (15) days after the use ceases.

Section 2. Amendment of Subsections. Zoning subsections 151.136 (Q), 151.181(B), the definition of “Special Use” in section 151.4, and the opening paragraph of section 151.340 of the Hartford City Code are hereby amended as follows:

151.136(Q).

Outdoor automotive permanent race tracks are permitted only after a special use has been granted. The special use authorization may include restrictions on the use and operation of the facility so as to minimize the effects of the surrounding area and the community; and

151.181(B).

However, the City Commission may specify a height limit for the structure when the structure requires authorization as a special use.

Definition of “Special Use” in Section 151.4

A use that can be permitted by the City Commission only after a public hearing and recommendation by the Planning Commission and only upon compliance with the standards specified in this chapter to provide adequate protection to the neighborhood and to abutting properties.

Opening Paragraph of Section 151.340

In the district in which mobile home parks are permitted as a special use, the following minimum requirements shall apply:

Section 3. Addition. New zoning sections 151.337, 151.338 and 15.339 are added to the “Provisions for Special Establishments and Operations” division of chapter 151 of the Hartford City Code to read as follows:

Sec. 151.337. Purpose.

This ordinance contemplates the development of a variety of land uses within the City’s zoning districts. It is recognized that there are some land uses which, because of their unique characteristics, may only be appropriate in particular locations and under certain circumstances, which are deemed special land uses. Therefore, this division provides a set of procedures and standards for these special land uses that require special consideration in relation to the welfare of adjacent properties and the community as a whole. The regulations and standards in this division are designed to allow reasonable use of land while maintaining adequate protection of the health, safety, convenience, and general welfare of the City of Hartford. For purposes of this ordinance, all land uses or situations that are referred to as special land uses or are deemed to require special land use approval are subject to the standards of this division.

Sec. 151.338. Application Procedure.

A special land use permit is required prior to the commencement of any special land use in the City of Hartford. The application for a permit shall be processed under the following procedures:

- (A) *Application.* An application for a special land use permit shall be submitted to the Zoning Administrator not less than 45 days prior to the next scheduled Planning Commission meeting. Upon receipt of an application, the Zoning Administrator shall review the application for completeness, and when complete, transmit it to the Planning Commission.
- (B) *Required Information.* An application for special land use approval shall be accompanied by the following documents and information:
- (1) An application form that has been completed in full by the applicant.
 - (2) The payment of any applicable application and escrow fees as established by resolution of the City Commission.
 - (3) A site plan meeting the requirements of this ordinance.
 - (4) A written narrative outlining compliance with Section 151.339 and any other requirements of this ordinance relating to the proposed special land use.
 - (5) Any additional information deemed necessary by the Zoning Administrator, Planning Commission, or City Commission that will enable the Planning Commission and City Commission to determine the impact of the proposed special land use on the adjacent properties, public infrastructure, and community as a whole. Such information may include, but is not limited to, traffic impact analysis or reports and/or testimony by officials representing state, county, or local departments of public safety (police and fire), health, highways or roads, and/or environment.
- (C) *Public Hearing Required.* Upon receipt of the materials required above, the Planning Commission shall hold a public hearing on the application, providing notice of such hearing in accordance with state law.
- (D) *Planning Commission Review.* After the public hearing, the Planning Commission shall review the application for special land use, comments received at the public hearing, the site plan, and any other materials submitted in relation to the application. Within a reasonable time following the receipt of all materials, the Planning Commission shall make a recommendation to the City Commission for the approval, approval with conditions, or denial of the special land use application. In arriving at its recommendation, the Planning Commission shall refer to and be guided by those standards set forth in this division and any other standards in this ordinance applicable to the proposed special land use.
- (E) *City Commission Review.* As soon as reasonably possible following the recommendation by the Planning Commission, the City Commission shall consider the recommendation and render a decision on the application. The City Commission shall not be bound to follow the recommendation of the Planning Commission. A special land use shall be approved if it meets all applicable requirements of this ordinance.
- (F) *Issuance of a Special Land Use Permit.* A special land use permit shall be issued by the Zoning Administrator upon the approval of the special land use by the City Commission and upon the fulfillment of any required conditions of approval. The special land use permit shall list all the conditions of approval stipulated by the City Commission. The Zoning Administrator shall forward copies of the special land use permit to the applicant and the City Clerk.
- (G) *Performance Guarantee.* In authorizing a special land use permit, the City Commission may require a performance guarantee.
- (H) *Appeals.* Appeals from any decision or condition related to a special land use application shall only be taken to Circuit Court; no decision related to a special land use application shall be appealed to the Zoning Board of Appeals.

- (I) *Amendments*. Amendments to special land use permits shall be handled in the same manner as the initial special land use application. Minor non-substantive changes to a special land use, as determined by the Zoning Administrator, may be made to an existing special land use permit with the approval of the Zoning Administrator.
- (J) *Transfers*. Unless specifically provided for in this Ordinance or by a condition of special land use approval, a special land use shall run with the land, and any and all associated benefits, conditions, and required security, shall transfer to a new owner upon the sale or transfer of the property in question, unless otherwise voluntarily withdrawn or abandoned by the new owner. Upon transfer, a special land use permit may continue to be exercised, provided that the new owner complies with the terms of the original permit, including all associated conditions of approval and applicable provisions of this ordinance.
- (K) *Re-Submission*. No petition for special land use approval which has been disapproved may be resubmitted for a period of one year from the date of disapproval, except as may be permitted by the Zoning Administrator after learning of new and significant facts or conditions that may result in favorable action upon resubmission.
- (L) *Construction*. A special land use approved pursuant to this division shall either be under substantial construction, or operations exercising the permit shall have commenced, within one year after the date of approval.
- (M) *Expiration*. A special land use permit shall run with the land and shall be valid for as long as the approved use continues in accordance with all terms and conditions of the permit. The special land use permit will expire on the occurrence of one or more of the following conditions:
- (1) If replaced or superseded by a subsequent permitted use or special land use.
 - (2) If the applicant or current owner of the property requests that the special land use permit be rescinded.
 - (3) If the special use is considered abandoned pursuant to subsection (M) below.
 - (4) If a building permit has not been obtained or if on-site development has not commenced within one year of approval of the special land use.
- (N) *Abandonment*. Any permitted special land use shall be considered abandoned, and such use shall not be resumed thereafter, if the use has ceased for at least 6 months and one or more of the following conditions exist. Such conditions are deemed to constitute an intent on the part of the property owner to abandon the use:
- (1) Utilities such as water, gas, or electricity to the property have been disconnected;
 - (2) The property, buildings, or grounds have fallen into disrepair or otherwise clearly indicate that the property is vacant; Signs or other indications of the existence of the nonconforming use have been removed;
 - (3) Removal of buildings, structures, equipment, or fixtures that are necessary for the continuation or operation of the use;
 - (4) Other actions that constitute an intention on the part of the property owner or lessee to abandon the use.
- (O) *Violations*. A violation of the terms, conditions, or limitations of a special land use permit shall be a violation of this ordinance and shall be cause for revocation or suspension of the permit.

- (1) Upon identifying a violation of the special land use permit, the Zoning Administrator shall inform the property owner and/or permit holder in writing of such violation. The permit holder shall be given a reasonable opportunity to correct the violation.
 - (2) If, after a reasonable time, the violation has not been cured, the Zoning Administrator shall refer the matter in writing to the Planning Commission.
 - (3) Upon referral, the Planning Commission shall review the matter and if it determines that a violation exists, it shall provide notice to the permit holder and all alleged violations shall be specified in such notice. Before recommending suspension or revocation of the permit, the Planning Commission shall hold a public hearing on the matter.
 - (4) Following a public hearing, and after providing a reasonable opportunity for the permit holder to cure the violation(s), the Planning Commission may recommend that the City Commission revoke or suspend, pending correction of the violation, any special land use permit. In revoking or suspending the permit, the City Commission shall make a finding that a material violation of the special land use permit exists.
 - (5) A special land use permit that has been revoked may not be reinstated until a new special land use permit is granted pursuant to this chapter. A special land use permit that has been suspended may be reinstated by the City Commission, after recommendation of the Planning Commission, upon finding that all violations have been cured.
- (P) *Previously Approved Special Land Uses.* Land uses that were granted zoning approval by the City prior to the adoption of this ordinance may continue and shall be considered permitted uses, provided that the requirements and conditions of the original permit are met. If changes are proposed to a previously-approved use that is considered to be a special land use by this Ordinance, the application shall be processed according to the procedures and standards of this Chapter.

Sec. 151.339. Special Land Use Review Standards.

- (A) In addition to standards for specific special land uses contained in the sections that follow, the City Commission must find that the following general standards are met in order to approve a special land use:
- (1) The proposed special land use shall be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and the use will not change the essential character of the area in which it is proposed.
 - (2) The proposed special land use shall not involve uses, activities, processes, materials, equipment, or conditions of operation that will be detrimental or hazardous to existing or future uses, or to any persons, property, or the general welfare by reason of excessive production of traffic, lighting, noise, smoke, vibration, water runoff, fumes, glare, or odors.
 - (3) The proposed special land use shall be consistent with the policies of the City's master plan.
 - (4) The proposed special land use shall be served adequately by essential public facilities and services, such as highways, streets, police and fire protection, stormwater drainage, refuse disposal, water, and sewage facilities, and schools; or persons or agencies responsible for the establishment of the proposed use shall provide adequately for such services.
 - (5) The proposed special land use shall ensure that the environment shall be preserved in its

natural state, insofar as practicable, by minimizing tree and soil removal and minimizing topographic modifications.

(6) The proposed special land use shall comply with all applicable local, state, and federal regulations and requirements.

(B) In approving a special land use, the City Commission may require additional conditions and safeguards. Failure to comply with such conditions may result in the revocation of the special land use approval. Conditions imposed on a special land use shall be designed to:

- (1) Meet the intent and purpose of this ordinance;
- (2) Relate to the standards established in the ordinance for the land use or activity under consideration with the subject application;
- (3) Ensure compliance with those standards;
- (4) Protect the general welfare; and
- (5) Protect individual property rights.

Section 4. Effective Date. This ordinance shall become effective 20 days after its adoption or upon its publication, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. 343-2024 was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2024.

, Mayor

, City Clerk

PC Hearing: February 26, 2024
 Introduced First Reading: March 25, 2024
 Second Reading: April 22, 2024
 Adopted: _____, 2024
 Published: _____, 2024
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