



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, August 26, 2024 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

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

COMMUNICATIONS

- [1.](#) COMM - Hispanic Heritage September 14, 2024

REPORT OF OFFICERS BOARDS & COMMITTEES

- [2.](#) Hartford Public Library
- [3.](#) Planning Commission August 12, 2024
- [4.](#) Van Buren Conservation District July 2024 Programs

Police & Ordinance

- [5.](#) HPD - July 2024

Fire Department

- [6.](#) HFD - July 2024
- [7.](#) HFB - Representative Germinder August 2024

Ambulance

- [8.](#) AMB - July 2024

Van Buren County

Public Works

- [9.](#) DPW - July 2024

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

[10.](#) List of Bills - August 2024 \$469,904.61

City Manager

[11.](#) CM - August 2024

APPROVAL OF COMMISSION MINUTES

[12.](#) Discuss & Consider - Proposed July 22, 2024

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

[13.](#) Discuss & Consider - Policy and Procedure for Assessing Requests

[14.](#) Discuss & Consider - Amendment No. 3 PFAS Water Main Extension Project

[15.](#) Discuss & Consider - SRF Wastewater Project Change Order No. 3 Contract B

[16.](#) Discuss & Consider - DWAM Change Order No. 4

[17.](#) Discuss & Consider - City Commission Rules of Order Amendment

[18.](#) Discuss & Consider - Contract With Hartford Township to Decorate Ely Park

[19.](#) Discuss & Consider - Sick Time Payout

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[20.](#) Discuss & Consider - Resolution 2024 -034 - Assessing Records Policy & Procedure

[21.](#) Discuss & Consider - Resolution 2024-035 Amendment No. 3 PFAS Water Main Extension

[22.](#) Discuss & Consider - Resolution 2024-036 SRF Wastewater Project Change Order No. 3 for Contract B

[23.](#) Discuss & Consider - Resolution 2024-037 DWAM Change Order No. 4

[24.](#) Discuss & Consider - Resolution 2024-038 Commission Rules of Order Amendment

[25.](#) Discuss & Consider - Resolution 2024-039 Contract with Hartford Township to Decorate Ely Park

ADJOURNMENT

Roxann Isbrecht

From: Angelica Mireles <angelicamireles7593@gmail.com>
Sent: Friday, August 16, 2024 5:35 PM
To: Roxann Isbrecht

¡Feliz día de la independencia de MÉXICO!

16 SEPTEMBER 16TH IS INDEPENDENCE DAY
 MEXICAN INDEPENDENCE DAY IS OFTEN CONFUSED WITH CINCO DE MAYO. HOWEVER, THAT MAY 5TH HOLIDAY CELEBRATES THE MEXICAN VICTORY OVER THE FRENCH DURING THE BATTLE OF PUEBLA IN 1862. (AND IT'S DEFINITELY NOT CELEBRATED AS ROUSHLY IN MEXICO AS IN THE US!)

EL GRITO DE DOLORES
 EL GRITO DE DOLORES WAS THE BATTLE CRY OF MEXICO'S WAR FOR INDEPENDENCE. FIRST VOICED BY CATHOLIC PRIEST MIGUEL HIDALGO, THEY ARE THE WORDS THAT BILLED THE MEXICAN PEOPLE TO FIGHT FOR FREEDOM FROM COLONIAL SPANISH RULE. AROUND MIDNIGHT ON SEPTEMBER 15TH, THE PRESIDENT RECREATED EL GRITO IN FRONT OF THE NATIONAL PALACE IN MEXICO CITY BY CALLING OUT THE NAMES OF REVOLUTIONARY LEADERS, TO WHICH THE CROWD RESPONDED, "VIVA!"

15 THE YEAR IN WHICH MEXICO'S WAR FOR INDEPENDENCE BEGAN
 THE WAR LASTED FOR 11 YEARS AND ACCORDING TO THE MEXICAN EMBASSY, OVER HALF A MILLION MEXICANS DIED.

1810 THE YEAR IN WHICH MEXICO'S WAR FOR INDEPENDENCE BEGAN
 THE WAR LASTED FOR 11 YEARS AND ACCORDING TO THE MEXICAN EMBASSY, OVER HALF A MILLION MEXICANS DIED.

300 THE NUMBER OF YEARS THAT SPAIN RULED OVER MEXICO AS A COLONY
 SPANISH RULE BEGAN IN 1521 WHEN CORTÉS DEFEATED THE AZTECS AND CLAIMED THEIR LAND. SPAIN EVENTUALLY CONQUERED THE REST OF THE MEXICAN LAND AND THEY CALLED THE COUNTRY "NEW SPAIN".

24 THE TREATY OF CORDOBA
 ON AUGUST 24TH, 1821, THE TREATY OF CORDOBA WAS SIGNED, OFFICIALLY MARKING MEXICO'S INDEPENDENCE FROM SPAIN.

COME JOIN US AS WE CELEBRATE MEXICO'S INDEPENDENCE WITH A PARADE, FOOD AND ENTERTAINMENT

SEPTEMBER 14TH
ELY PARK- 100 W MAIN ST
HARTFORD, MI 49057

FIND US ON FACEBOOK   

Hartford Public Library

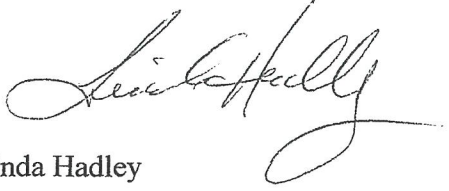
AGENDA BOARD OF TRUSTEES Tuesday, August 13, 2024

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. Electronic Door Openers status
- VII. New Business
 - A. Michigan Par Plan Grant- additional cameras
 - B. Genealogy report
 - C. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Item 2.

Item 2.



Linda Hadley
Secretary

Hartford Public Library Board of Trustees
Truth in Taxation Public Hearing
July 9, 2024 7pm

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

Purpose of the meeting: to hold a Public Hearing on the 2024 tax rate requests of 0.7511 and 0.7668 operating tax millage to be levied on property December 1, 2024.

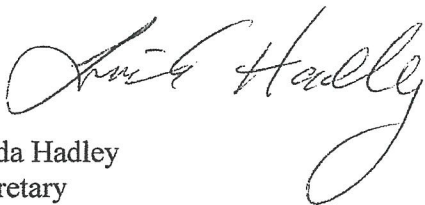
Public comment- none

Action on the proposed millage will be taken at the next regular board meeting.

Motion to close Public Hearing
Dowd and Friday

motion carried

Submitted by;



Linda Hadley
Secretary

**Hartford Public Library Board of Trustees
2024 Budget Public Hearing**

July 11, 2023

following Truth in Taxation Public Hearing

Public Hearing called to order by President Jonatzke
Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Blocker, and Hall

Purpose of the meeting is to hold a Public Hearing on the proposed 2024 Budget for the Hartford Public Library.

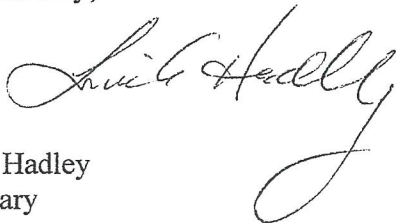
Public comment- none

Action on the proposed 2024 Budget will be taken at the next regular Board Meeting.

Motion to close the Public Hearing.
Friday and Dowd

motion carried

Submitted by;



Linda Hadley
Secretary

Item 2.

Item 2.

08/13/24
Accrual BasisHartford Public Library
Balance Sheet
As of August 13, 2024

	<u>Aug 13, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,384.53
GL cash out (Honor Credit Union Checking account)	160,474.96
Honor MM#3 (Money Market at Honor Credit Union)	219,222.15
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>531,131.64</u>
Total Current Assets	<u>531,131.64</u>
TOTAL ASSETS	<u><u>531,131.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>1,634.51</u>
Total Other Current Liabilities	<u>1,634.51</u>
Total Current Liabilities	<u>1,634.51</u>
Total Liabilities	1,634.51
Equity	
3900 · Retained Earnings	432,009.05
Net Income	<u>97,488.08</u>
Total Equity	<u>529,497.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>531,131.64</u></u>

12

9

Submitted to the Hartford Public Library
Board of Trustees for approval
August 13, 2024

Checks written after July 9, 2024 meeting

Honor	\$	8,182.55(Salary)
		97.98(Quill) <i>Office</i>
		79.53(KSS Ent)
		493.50(LawnBoys) <i>Space lot</i>
		495.00(Animalmagic) <i>Program</i>
		1,200.00(MobileBeacon) - <i>Hot spots</i>
		2,318.95(CapitalOne)
		1,000.00(Midwesttape) <i>Staple</i>

Total \$ 13,867.51

Checks written before August 13 2024 meeting

Expenses	\$	4,635.74
Total	\$	18,503.25
To Be Paid	\$	<u>18,503.25</u>

Total Disbursals	\$	18,503.25
Total to be Approved	\$	<u>18,503.25</u>

Balance July 9, 2024	\$	170,691.21
Transfers to account	\$	0
Transfers from account	\$	0
Receipts	\$	8,287.00
Total	\$	178,978.21
To Be Approved	\$	18,503.25
Balance August 13,2024	\$	160,474.96

Hartford Public Library
Cash Disbursals
 As of August 13, 2024

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
07/18/2024	13630	Bethany Bivens		-SPL...	-206.89
07/18/2024	13631	Stephanie Daniels		-SPL...	-1,484.46
07/18/2024	13632	Sarah J James		-SPL...	-284.01
07/18/2024	13633	Jennifer Sarco		-SPL...	-339.52
07/18/2024	13634	Patricia A Schroed...		-SPL...	-1,122.11
07/18/2024	13635	Laura D Smith		-SPL...	-438.23
07/18/2024	13636	Emma G Lavender		-SPL...	-164.44
07/18/2024	13637	Quill Corporation	740	740 ...	-97.98
07/18/2024	13638	KSS Enterprises	728 suppli...	728 ...	-79.53
07/18/2024	13639	Lawn Boys	maintena...	818 ...	-493.50
07/29/2024	13640	Animal Magic, Inc.	program 8...	806 ...	-495.00
08/02/2024	13641	Bethany Bivens		-SPL...	-206.90
08/02/2024	13642	Stephanie Daniels		-SPL...	-1,484.46
08/02/2024	13643	Sarah J James		-SPL...	-461.55
08/02/2024	13644	Jennifer Sarco		-SPL...	-371.01
08/02/2024	13645	Patricia A Schroed...		-SPL...	-1,122.10
08/02/2024	13646	Laura D Smith		-SPL...	-332.45
08/02/2024	13647	Emma G Lavender		-SPL...	-164.42
08/02/2024	13648	Mobile Beacon	10 hotspots	959 ...	-1,200.00
08/02/2024	13649	Capital One	see below	978 ...	-2,318.95
08/02/2024	13650	Midwest Tape	hoopla	959 ...	-1,000.00
08/13/2024	13651	Auto-Owners Insu...	workmens...	911 ...	-530.00
08/13/2024	13652	Baker & Taylor	978	978 ...	-170.61
08/13/2024	13653	Bloomingtondale Co...	internet	855 ...	-199.99
08/13/2024	13654	City of Hartford		927 ...	-58.92
08/13/2024	13655	Consumers Energy	gas	923 ...	-48.02
08/13/2024	13656	Culligan	supplies	740 ...	-19.50
08/13/2024	13657	Demco Inc	740 suppli...	740 ...	-114.84
08/13/2024	13658	Doubleday Office ...	740 suppli...	740 ...	-155.40
08/13/2024	13659	Frontier	fax line tel...	853 ...	-147.06
08/13/2024	13660	Indiana Michigan ...	electric	921 ...	-734.18
08/13/2024	13661	NextBell	telephone	853 ...	-158.84
08/13/2024	13662	SecurAlarm Syste...	alarm mai...	827 ...	-138.00
08/13/2024	1366...	United States Tre...	38-2073164	-SPL...	-2,160.38
Total GL cash out (Honor Credit Union Checking account)					-18,503.25
TOTAL					-18,503.25

Hartford Public Library
Income/Expense
 January 1 through August 13, 2024

	Jan 1 - Aug 13, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	29,370.47
539 · Direct State Aid	6,266.16
582 · City of Hartford	57,684.37
583 · Township of Hartford	125,949.76
657 · Penal Fines	16,873.79
665 · Interest	1,639.09
673 · Donations	2,163.00
674 · LTC Grant (ALA -Libraries Transforming Comm...)	10,000.00
680 · Misc. Receipts	11,282.49
Total Income	261,229.13
Gross Profit	261,229.13
Expense	
6560 · Payroll Expenses	78,579.85
6570- · Payroll tax	6,213.02
703 · Employee Insurance	1,651.08
728 · Supplies	1,623.44
730 · Postage	679.98
740 · Operating Supplies	1,657.33
801 · Professional Services (Membership Fees)	50.00
804 · Adult Program	732.16
805 · Children's Program	2,662.84
806 · Children's Summer Programs (2009 Children's s...)	2,785.69
807 · Audit	5,400.00
818 · Services (Snow/Lawn)	1,358.00
819 · Refuse Removal	238.72
827 · Contractual Services	2,624.27
853 · Telephone (Phone & FAX)	2,384.07
855 · Internet	1,599.92
864 · Conferences & Workshops	770.00
901 · Advertising	1,303.26
910 · Insurance (Building)	10,504.00
911 · Workmen's Comp (Disability Insurance)	530.00
921 · Electricity	3,533.24
923 · Gas	1,679.76
927 · Public Utilities	356.43
930 · Repairs & Maintenance	13,422.92
956 · Misc.	110.44
957 · Magazines & Periodicals	342.10
958 · Vicki Shoemaker	240.00
959 · Electronic Materials	9,387.58
978 · Books	9,420.95
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00
991 · Architectural Services	0.00
Total Expense	163,741.05
Net Ordinary Income	97,488.08
Net Income	97,488.08

Profit & Loss Budget vs. Actual

January through December 2024

Hartford Library Jan-Aug. 13, 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
102 · Hartford-Pokagon LARSB (Casino Local revenue sharing fund)	0.00	25,494.81	-25,494.81	0.0%
402 · Tax Levy (Van Buren District Library)	29,370.47	7,422.22	21,948.25	395.71%
539 · Direct State Aid	6,266.16	6,010.95	255.21	104.25%
582 · City of Hartford	57,684.37	47,596.67	10,087.70	121.19%
583 · Township of Hartford	125,949.76	121,041.90	4,907.86	104.06%
657 · Penal Fines	16,873.79	16,707.18	166.61	101.0%
665 · Interest	1,639.09	844.11	794.98	194.18%
673 · Donations	2,163.00	6,884.49	-4,721.49	31.42%
674 · LTC Grant (ALA -Libraries Transforming Communities- grant fr	10,000.00			
680 · Misc. Receipts	11,282.49	23,670.54	-12,388.05	47.67%
Total Income	<u>261,229.13</u>	<u>255,672.87</u>	<u>5,556.26</u>	<u>102.17%</u>
Gross Profit	<u>261,229.13</u>	<u>255,672.87</u>	<u>5,556.26</u>	<u>102.17%</u>
Expense				
6200 · Interest Expense (Interest Expense)	0.00	-5,908.10	5,908.10	0.0%
6560 · Payroll Expenses	78,579.85	116,212.01	-37,632.16	67.62%
6570- · Payroll tax	6,213.02	9,031.19	-2,818.17	68.8%
703 · Employee Insurance	1,651.08	4,140.82	-2,489.74	39.87%
728 · Supplies	1,764.39	4,102.63	-2,338.24	43.01%
730 · Postage	797.47	857.43	-59.96	93.01%
740 · Operating Supplies	1,657.33	3,134.15	-1,476.82	52.88%
801 · Professional Services (Membership Fees)	50.00	250.00	-200.00	20.0%
804 · Adult Program	971.75	466.13	505.62	208.47%
805 · Children's Program	3,102.97	3,188.95	-85.98	97.3%
806 · Children's Summer Programs (2009 Children's summer progra	3,438.68	5,160.27	-1,721.59	66.64%
807 · Audit	5,400.00	3,800.00	1,600.00	142.11%
818 · Services (Snow/Lawn)	1,358.00	8,546.87	-7,188.87	15.89%
819 · Refuse Removal	238.72	284.22	-45.50	83.99%
827 · Contractual Services	2,624.27	5,169.56	-2,545.29	50.76%
853 · Telephone (Phone & FAX)	2,384.07	3,199.37	-815.30	74.52%
855 · Internet	1,599.92	4,221.28	-2,621.36	37.9%

Profit & Loss Budget vs. Actual

January through December 2024

Hartford Library Jan-Aug. 13, 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
864 · Conferences & Workshops	770.00	30.00	740.00	2,566.67%
901 · Advertising	1,303.26	1,363.40	-60.14	95.59%
910 · Insurance (Building)	10,504.00	7,944.00	2,560.00	132.23%
911 · Workmen's Comp (Disability Insurance)	530.00	569.00	-39.00	93.15%
921 · Electricity	3,533.24	5,653.51	-2,120.27	62.5%
923 · Gas	1,679.76	2,978.67	-1,298.91	56.39%
927 · Public Utilities	356.43	502.52	-146.09	70.93%
930 · Repairs & Maintenance	13,422.92	4,803.26	8,619.66	279.45%
940 · Rental	0.00	130.00	-130.00	0.0%
956 · Misc.	110.44	4,553.98	-4,443.54	2.43%
957 · Magazines & Periodicals	342.10	499.00	-156.90	68.56%
958 · Vicki Shoemaker	240.00			
959 · Electronic Materials	9,446.56	9,764.46	-317.90	96.74%
978 · Books	7,770.82	10,615.46	-2,844.64	73.2%
983 · Equipment	0.00	4,514.33	-4,514.33	0.0%
984 · Biblionix-Apollo (Electronic circulation system)	1,900.00	3,100.00	-1,200.00	61.29%
991 · Architectural Services	0.00			
993 · Computer Maintenance	0.00	941.48	-941.48	0.0%
Total Expense	163,741.05	223,819.85	-60,078.80	73.16%
Net Ordinary Income	97,488.08	31,853.02	65,635.06	306.06%

Hartford Public Library
Director's Report – August 13,2024

The Stats for July 2024 Adults 1265 Children 942
Computer usage for
July– adults(163), children (186) Air print(38)
Website: June, 916
Hoopla Digital for July,2024 \$408.19
Hoopla balance \$284.75
Cardio Drumming- July,(108) Bingo (117)
MEL Books borrowed-July 124 MEL books lent-July. 98

Sixty children completed the Hartford Public Library Summer reading program. We had 38 on the Field Trip to the Potawatomi Zoo on Tuesday, August 6th. The attendance to all of our programs this summer increased over the previous two years. I believe the mailing of our newsletter to all households in 49057 was an effective communication and was responsible for the increased attendance. Also, the Cooking with Families was a new program introduced to our community and became an immediate success.

It was also the second summer that the middle school summer school students came to the library for programs every Tuesday for 6 weeks. We had 20 students attending. They completed many different projects and checked-out library books each week. This was an excellent group of students and were open to all kinds of programs we provided.

I am working with the American Heart Association on the possibility of a blood pressure machine for the library. They also have blood pressure kits available for check-out. We are looking at Fall for this project.

At present, I am working on a grant for Summer 2025 through the Michigan Out-of-School grant program. We also are finalizing the Fall Newsletter.

The Comic Book Fair 2024 was Saturday, August 10th from 11am to 3pm. We had seven vendors from comic books, trading cards, games and toys. We had 95 people for the Comic Book Fair. We are changing the date for 2025 to June 28, 2025. There was too much conflict in July and August with all the festivals in this area. I believe we will have a much bigger attendance in June. The fair did bring in people who have never been to the library before.

We are starting a Crochet & Knitting group in September. The group will meet the second and fourth Thursday of the month from 2pm to 3pm.

Respectfully Submitted,
Stephanie Daniels

VI. Old Business

A. Electronic door opener status.

The electronic door openers have been completed. We are making sure that they work properly before I send out payment to Midwest Glass. The total cost for the project is \$14,641.00. Our grant is \$10,000. The difference is \$4,641.00 from our general fund. I plan to send announcements to the newspapers and on social media. My report on the grant is due on September 30, 2024

VII. New Business

A. Michigan Par Plan grant

I am resubmitting the ParPlan Grant for the additional cameras this week. I need a new resolution from the Board as it has to be dated in the grant period which began on August 1st. I have submitted the resolution for the Board approval.

was submitted too early 1st time

*8-1 - submitting dated
9-15*

B. Genealogy Report

C. Misc items for discussion

The insurance company has sent documentation that the storage shed has been added to our library insurance policy.

The Hoopla Stats *Applied for \$2,000 reimbursement grant for technology from S.W.M. CO-OP.*

208 patrons have borrowed 127,653 unique titles since we subscribed to Hoopla

2024

1,395 circulated materials- amount spent \$3,255.17 – average cost \$2.33 per material
900 audiobooks is the largest number of the total 1,395

12 new patrons and 92 active patrons

15.2 items average circulation per patron

July, 2024

173 items circulated by 54 patrons- 3.2 items per patron

69% of all items circulated is adult fiction

Will receive copies of employee handbooks for changes or corrections at next meeting

VBRGS
GENEALOGY ROOM REPORT
JULY 2024

The Genealogy Room was staffed by eight volunteers this month and welcomed 96 visitors. Fifty-five of those attended our program on July 20th. We also assisted 8 others with research requests.

We have received several book donations this month. Two of them are books compiled of personal letters donated by David Doss of Allen Park, MI. They have been titled *Correspondence Letters between Alta Hart and Gordon Grant of Lawrence, Michigan, 1920 – 1942* and *Charles Delamere Civil War Letters including a Genealogy of the Delamere and Buys families*. The letters found at a Detroit Coin and Stamp Show and at an Antique Store in Tecumseh, MI.

Our program event for August will be “The History of the Rail Way Post Office” presented by Mark Tomlonson of the Kalamazoo Model Railroad Historical Society. The monetary gift of \$200 we will give to Mark in appreciation for his visit will be donated to the KMRHS for a restoration project of their 1917 Boyne City, Gaylord & Alpena caboose.

Joyce Beedie



P.O. Box 620 Holland, OH 43528
800-875-2765

Item 2.
Item 2.

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

Invoice # 505842180
Customer # 2000014984
Customer Ref #
Payment Terms: Terms: 30 Days Net
Page 1 of 1

Month Ending 07/31/2024

Description	Quantity	Extended Amount
Digital Audiobook	116	310.03
Digital BingePass	1	1.99
Digital Comics	3	4.08
Digital Ebook	35	54.09
Digital Movie	11	28.07
Digital Music	5	7.45
Digital Television	2	2.48
Amount Due :	173	408.19
Total Due in USD :		408.19

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

Federal ID# 37-1499686



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

Item 2.
Item 2.

STATEMENT

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

Date: 08/01/2024
Customer # 2000014984
Customer Ref #

Open item list as of 07/31/2024

Product	Document Number	Document Date	Current	30+ Days	60+ Days	Balance
Instant	505842180	07/31/2024	408.19	0.00	0.00	408.19
Credits/Debits	INSTANT ADVANCE	07/16/2024	-123.44	0.00	0.00	-123.44
Instant			408.19	0.00	0.00	408.19
Other			-123.44	0.00	0.00	-123.44
Total in USD			284.75	0.00	0.00	284.75

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

Federal ID# 37-1499686

For questions on your statement, please email us at accountsreceivable@hoopladigital.com

Circulations By Format Report

This report shows **Instant and Flex circulations** on hoopla for your library broken down by format for a given period of time.

Show This Year to Date summarized by month

- Audiobooks
- BingePasses
- Comics
- EBooks
- Movies
- Music
- Television

CIRCULATION COUNTS TOTAL COST AVERAGE COST

DATE	AUDIOBOOKS COUNT	BINGEPASSES COUNT	COMICS COUNT	EBOOKS COUNT	MOVIES COUNT	MUSIC COUNT	TELEVISION COUNT	TOTAL
Jan 2024	119	0	9	50	14	1	10	203
Feb 2024	129	0	8	26	9	4	8	184
Mar 2024	127	2	8	43	15	4	7	206
Apr 2024	122	2	6	25	22	5	8	190
May 2024	118	3	8	31	11	5	5	181
Jun 2024	103	4	11	29	17	2	6	172
Jul 2024	116	1	3	35	11	5	2	173
Aug 2024	66	0	0	16	4	0	0	86
Totals	900	12	53	255	103	26	46	1395

The adventure of learning begins again with these Back to School titles. Order today!

- [Quick Reports](#)
- [DVD](#)
- [Blu-ray](#)
- [Audiobook](#)
- [Music](#)
- [Playaway Audio](#)
- [hoopla Audiobook](#)
- [hoopla eBook](#)
- [Quick Links](#)

HELP

Circulations By Category Report

This report breaks down the most circulated **Instant** and **Flex** titles by category and kind. A circle graph also represents the various percentages of categories that make up the cumulative hoopla borrows for the previous calendar month.

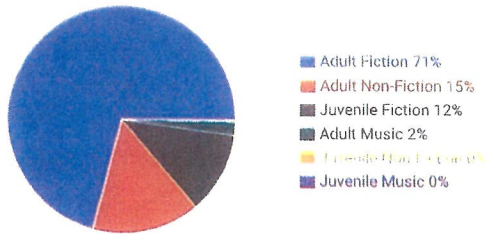
Show This Year to Date

- Audiobooks
- BingePasses
- Comics
- EBooks
- Movies
- Music
- Television

CIRCULATIONS TOTAL COSTS AVERAGE COSTS

CATEGORY	AUDIOBOOKS	BINGEPASSES	COMICS	EBOOKS	MOVIES	MUSIC	TELEVISION	TOTAL
Adult Fiction	688	4	24	158	80	0	37	991
Adult Music	0	0	0	0	0	25	0	25
Adult Non-Fiction	106	4	1	83	11	0	8	213
Juvenile Fiction	105	3	28	14	11	0	1	162
Juvenile Music	0	0	0	0	0	1	0	1
Juvenile Non-Fiction	1	1	0	0	1	0	0	3
Totals	900	12	53	255	103	26	46	1395

Percentage of Total Selected Kinds Per Category



Chat with us!

The adventure of learning begins again with these Back to School titles. Order today!

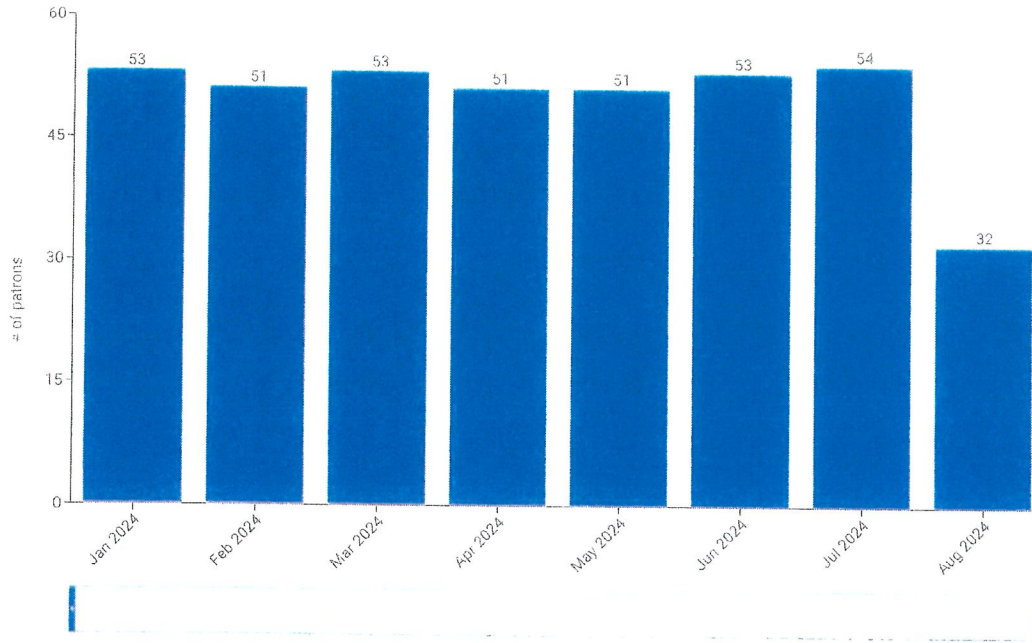
- Quick Reports
- DVD
- Blu-ray
- Audiobook
- Music
- Playaway Audio
- hoopla Audiobook
- hoopla eBook
- Quick Links

HELP

Patron Borrowing Report

This report shows the total number of unique patrons who have borrowed **Instant and Flex** content on hoopla for your library during a given period of time.

Show Active for This Year to Date summarized by month



Chat with us!

The adventure of learning begins again with these Back to School titles. Order today!

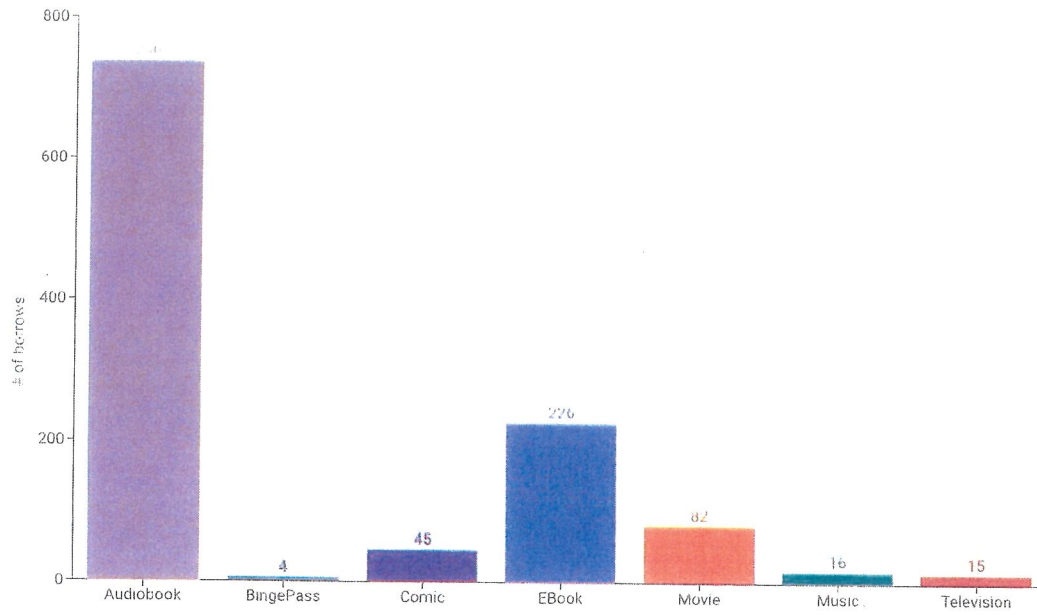
- Quick Reports
- DVD
- Blu-ray
- Audiobook
- Music
- Playaway Audio
- hoopla Audiobook
- hoopla eBook
- Quick Links

HELP

Unique Titles Borrowed

This report shows, by format, the number of **Instant and Flex** titles that were borrowed at least once on hoopla for your library during a given period of time.

Show This Year to Date



Chat with us!

What is a BingePass?

A hoopla BingePass makes it easy to stream collections of premium content with just one click. It's the ultimate boredom buster — unlocking interactive, educational, and entertaining media without costly subscription fees. You can explore a variety of content types designed for all ages, including digital magazines, podcasts, eBooks, documentaries, video courses, and more.

Once you complete your BingePass borrow, you'll have immediate access to the content for seven days. Simply visit the Borrowed section of "My hoopla" when you want to stream your selections.

Disclaimer: Please note that hoopla does not share any of your personal information with BingePass partners. Additionally, hoopla is not responsible for any BingePass partner content. Some content may be for mature audiences.

Hartford Public Library Newsletter

September 2024

Hartford Public Library

12 Church St.
P.O. Box 8
Hartford, MI
49057

(269) 588-5103

Fax (269) 621-3073

hartfordlib@yahoo.com

www.hartfordpl.michlibrary.org

Hours

Mon. & Wed. 10am—7pm

Tues., Thurs. & Fri.
10am—5pm

Sat. 10am—2pm

Inside this issue:

Fall & Holiday Schedule	2 & 3
Did You Know	4
Look What's Free At Your Library!	4
Book Club	4

Summer Reading 2024

Sixty Children completed the Summer Reading 2024 Program at the Hartford Public Library. The theme was "Adventure Begins At Your Library". We introduced a new program this summer, "Cooking with Families". This was a 6-week cooking program sponsored by Michigan University Extension program.

Children and parents were able to create healthy snacks at each session. Children learned the basics of food hygiene, cutting and peeling different kinds of fruit and vegetables. We had such a wonderful response that we had to divide into two sessions: 1:30pm to 2:30pm and 2:30pm to 3:30pm. Krystal Avila was our instructor. She did a wonderful job with the children and parents. All food was provided for each session. They made parfaits, no bake cookies, fruit and hummus, pancakes, fruit and vegetable skewers.

We hosted the middle school summer school students at the library for several weeks with different activities every Tuesday at noon. We had activities for children every Tuesday, Wednesday and Thursday at 2pm such as fossil making, rock painting, sea shell sculptures and more. The summer program ended with a field trip to the Potawatomi zoo.



Director's Corner

Hartford Public Library has been selected as one of 310 libraries to participate in round two of Libraries Transforming Communities: Accessible Small and Rural Communities, an American Library Association initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities. The competitive award comes with a \$10,000 grant that enabled the Hartford Public Library to install electronic door openers at the main entrance door and at the north entrance door.

We are so proud to be chosen for this amazing opportunity. This grant will allow our library to get to know our residents with disabilities better. It will help improve our services to ensure our population feels welcome and comfortable in our space. The total cost for the electronic doors is \$14,641.00. The grant is \$10,000 so the library had to fund the remaining \$4,641.00 from our general fund. We are always grateful for any donation to the library to help with the cost.



LOOK WHAT IS FREE AT YOUR LIBRARY!

You can access some of these free services through links on our website: www.hartfordpl.michlibrary.org

HARTFORD PUBLIC LIBRARY

12 Church
P.O. Box 8
Hartford, MI 49057
Tel: 269-588-5103
Fax: 269-621-3073
E-mail: hartfordlib@yahoo.com



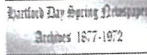
Instantly borrow free digital movies, music, eBooks and more, 24/7 with your library card.



Borrow eBooks, audiobooks, magazines, and more from your local library for free! Libby is the newer library reading app by OverDrive, loved by millions of readers worldwide!



The Inter-Library Loan is referred to as MeLCat. It is a statewide network of Michigan libraries sharing books, DVDs, music and more with each other. Patrons can submit requests at the local Library or through their own computer with "MeLCat" or mel.org.



Follow the link on our website to search the "Hartford Day Spring Newspaper" 1887-1972. Find obituaries and old news articles from the past. Enjoy a trip down memory lane or learn more about the history of our area.

Computer Lab

All are welcome to the computer lab at Hartford Public Library. We have 16 public access computers. It is free to use the computers and they are open to the public. Children under 18 years old will need a signed parent permission slip to use our computers. All of our computers have printing capabilities. There is a fee for printing from the computers: 20¢ for black and white and 50¢ for color. You can ask a librarian for a list of current internet policies.



1,000 Books Before Kindergarten is a free program which encourages you to read 1,000 books with your child before they start kindergarten. The concept is simple, the rewards are priceless. Read a book (any book) to your newborn, infant, and/or toddler. The goal is to have read 1,000 books (yes you can repeat books) before your precious one starts kindergarten. Does it sound hard? Not really if you think about it. If you read just 1 book a night, you will have read about 365 books in a year. That is 730 books in two years and 1,095 books in three years. If you consider that most children start kindergarten at around 5 years of age, you have more time than you think. So let's get started!



We're on the web:
www.hartfordpl.michlibrary.org

Book Club

The Hartford Book Club meets the third Wed. of the month at 2PM. The Sci/Fi/Fantasy Book Club meets the third Thurs. of the month at 5pm. If you are interested in participating in a book club, please notify the staff and the book will be supplied through Mel Cat for your use.

Upcoming Books for Fall/Winter 2024

Book Club

Sept. 18th
Lessons in Chemistry
By Bonnie Garmus

Oct. 16th
The Paper Palace
By Miranda Cowley Heller

Nov. 20th
Then She Was Gone
By Lisa Jewell

Dec. 18th
Violeta
By Isabel Allende

Sci/Fi Fantasy Book Club

September 19th
The Spear Cuts Through Water
By Simon Jimenez

October 17th
On Basilisk Station
By David Weber

November 21st
The Forgotten Beasts of Eld
By Patricia A. McKillip

December 19th
The Stardust Grail
By Yume Kitasei

Hartford Public Library Board of Directors

The Hartford Library Board meets the second Tuesday of each month at 7:00PM at the Library. Board meetings are open to the public.

President - James Jonatzke
Vice-President - Faith Dowd
Secretary - Linda Hadley
Treasurer - Ellen Friday
Trustee - Anne Blocker
Trustee - Pam Bench

DID YOU KNOW?

The library provides many services for the community.

- *Books and other materials
- *DVD Movie Club
- *12 Public Access Computers
- *Wi-Fi (wireless internet)
- *Children's programs
- *Book Club
- *Copies (20¢ for black and white 50¢ color)
- *Faxes (\$1.00 for first page and 50¢ for each additional page. Fifty cents per page for incoming faxes.)
- *Free music and book downloads
- *MEL: An inter-loan library service
- *Laptop lending
- *Hotspot lending
- *Tablet lending

The Friends of the Library



The Friends of the Hartford Public Library hold their meetings the last Tuesday of each month, except for January & December.

The meetings are held in the library at 4:00PM.

Everyone is welcome to join!
For more information please visit our website:
www.hartfordpl.michlibrary.org



HARTFORD PUBLIC LIBRARY NEWSLETTER

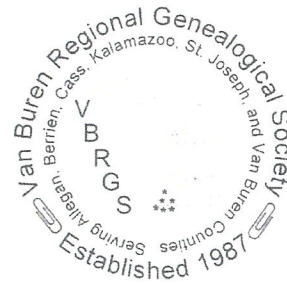
September					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Labor Day Library Closed	3	4 Cardio Drumming @ 6pm	5	6 Lego Build 3pm-4:30pm	7
9 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	10 Library Board Meeting 7pm	11 Cardio Drumming @ 6pm	12 Crochet & Knitting Club 2pm-3pm	13 Lego Build 3pm-4:30pm	14
16 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	17	18 Book Club @ 2pm Cardio Drumming @ 6pm	19 Family Links Play Group @ 11am Sci-Fi/Fantasy Book Club @ 5pm	20 Lego Build 3pm-4:30pm	21 VBRGS Program at 11am <i>Genealogy and Technology</i>
23 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	24 Friends of the Library Meeting @ 4pm	25 Cardio Drumming @ 6pm	26 Back To School Ice Cream Sundaes & Crafts 1pm-4pm Crochet & Knitting Club 2pm-3pm	27 Lego Build 3pm-4:30pm	28
30 FOTL Bingo @ 2pm Cardio Drumming @ 6pm					
October					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Cardio Drumming @ 6pm	3	4 Lego Build 3pm-4:30pm	5
7 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	8 Library Board Meeting 7pm	9 Cardio Drumming @ 6pm	10 Crochet & Knitting Club 2pm-3pm Coffee & Canvas 6pm-8pm	11 Lego Build 3pm-4:30pm	12
14 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	15	16 Book Club @ 2pm Halloween Crafts 2pm-3pm Cardio Drumming @ 6pm	17 The Great Apple Crunch 10am-4:30pm Family Links Play Group @ 11am Sci-Fi/Fantasy Book Club @ 5pm	18 Lego Build 3pm-4:30pm	19 VBRGS Program @ 11am <i>Digging Up Your Ancestors</i>
21 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	22	23 Cardio Drumming @ 6pm	24 Crochet & Knitting Club 2pm-3pm	25 Lego Build 3pm-4:30pm	26 HPL Halloween Carnival 2pm-4pm
28 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	29 Friends of the Library Meeting @ 4pm	30 Cardio Drumming @ 6pm	31		

HARTFORD PUBLIC LIBRARY NEWSLETTER

PAGE 3

November					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Happy Thanksgiving</i>				1 Lego Build 3pm-4:30pm	2
4 NO BINGO OR CARDIO DRUMMING	5 General Election	6 Cardio Drumming @ 6pm	7	8 Lego Build 3pm-4:30pm	9 Holiday Bazaar @ HPS 9am-3pm Library Closed
11 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	12 Library Board Meeting 7pm	13 Holiday Crafts 2pm-3pm Cardio Drumming @ 6pm	14 Crochet & Knitting Club 2pm-3pm	15 Lego Build 3pm-4:30pm	16
18 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	19	20 Book Club @ 2pm Cardio Drumming @ 6pm	21 Family Links Play Group @ 11am Sci-Fi/Fantasy Book Club @ 5pm	22 Lego Build 3pm-4:30pm	23
25 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	26 Friends of the Library Meeting @ 4pm	27 Library Closes @ 3pm	28 Library Closed Happy Thanksgiving	29 Lego Build & Crafts 1pm-3pm	30
December					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	3	4 Cardio Drumming @ 6pm	5	6 Lego Build 3pm-4:30pm	7
9 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	10 Library Board Meeting 7pm	11 Gingerbread House Program 3:30pm-5pm Cardio Drumming @ 6pm	12 Crochet & Knitting Club 2pm-3pm	13 Lego Build 3pm-4:30pm	14 Christmas in Hartford 5PM @ HPL; Parade starts at 6pm
16 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	17	18 Book Club @ 2pm Cardio Drumming @ 6pm	19 Family Links Play Group @ 11am Sci-Fi/Fantasy Book Club @ 5pm	20 Lego Build 3pm-4:30pm	21
23 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	24 Library Closed Merry Christmas!	25 Library Closed Merry Christmas!	26 Family Storytime 10:30am Family Craft 2pm-3pm Crochet & Knitting Club 2pm-3pm	27 Family Storytime 10:30am Free Family Movie "If" at 2pm	28
30 FOTL Bingo @ 2pm Cardio Drumming @ 6pm	31 Library Holiday Hours 10am-3pm	Jan. 1, 2025 Library Closed Happy New Year!	2 Family Storytime 10:30am Internet Scavenger Hunt 2pm-3pm	3 Family Storytime 10:30am Movie "Kung Fu Panda 4" at 2pm	4

VAN BUREN REGIONAL GENEALOGICAL SOCIETY
 PO BOX 234
 HARTFORD, MI 49057
 Phone - 269-588-5103
 Email - vbrgs@yahoo.com or vbrgs@vbrgs.org
 Website - www.VBRGS.ORG
 Facebook - VBRGS SOUTHWEST MICHIGAN GENEALOGY



Aug 2024
 Vol. XXXVIII No.1

Van Buren ECHOES

Van Buren Regional Genealogical Society Genealogy Room
 at the
 Arthur & Bonna Vanderlyn Community Center
 Hartford Public Library
 12 Church St., Hartford, Michigan 49057
 269-588-5103

2022 - 2025

Board of Directors

President - Joyce Beedie

Vice-President -
 Patsy Miller

Secretary - Bonnie Pardike

Treasurer - Joyce Beedie

Director - Kay Gray

Director - Lynn Martin

Director - Ron Jillson

From the President

I wish to acknowledge our member Jerry Anderson and thank him for chairing our Southwest Michigan Military Collection. He is a proud US Navy veteran and for the past 10 years has been seeking the names of our area veterans and chronicling their service. He has used many sources including contacts with veteran organizations, visits to military museums and local libraries, and searching publications. He added many veteran names to our collection and gave much of his time locating those service men and women who did not make it home. Jerry has decided to step aside as chair but will continue to be a contributor to this project. Again we thank Jerry for offering his time, talent, and passion to the VBRGS.

Ron Jillson, who is also a US Navy veteran, has graciously accepted to fill the position. Ron, also a US Navy veteran, has an extensive knowledge of our collection. He and his wife Kathy have been weekly hands-on volunteers in the Genealogy Room exclusively working on the military collection for 3+ years. Ron has been instrumental in developing new collection procedures, reviewing and organizing materials, and further researching veterans whose information in our collection was limited. Much of the in-depth research is credited to Kathy. Ron and Kathy have been a great addition to our volunteer staff and we thank them both for their continued support.

Currently I am seeking someone to volunteer to view the websites of southwest Michigan funeral homes and print the obituaries, including a photo if available, of our passing veterans. This would be a word document that may be added to the collection. Our Genealogy Room volunteer Wynonia Mankowski has been working on this project but we need additional help. We have so many funeral homes in southwest Michigan and need others to lighten the load. This can easily be an at-home volunteer project. Please contact me if you would like more information.

Joyce Beedie

**LIBRARY and VBRGS
 GENEALOGY ROOM HOURS**
 MONDAY 10-7
 TUESDAY 10-5
 WEDNESDAY 10-7
 THURSDAY 10-5
 FRIDAY 10-5
 SATURDAY 10-2

The VBRGS Genealogy Room is open during all regular hours of the library and welcomes all those interested in family or local history as well as casual browsers. Our volunteers are on staff to offer assistance and look forward to sharing their knowledge and enthusiasm. Contact us by phone or email if remote assistance would be preferred.

VBRGS PROGRAM EVENTS ARE HELD AT THE HARTFORD PUBLIC LIBRARY

Saturday, Aug 17th
"The Railway Post Office"

Saturday, Sep 21st
"Genealogy and Technology"

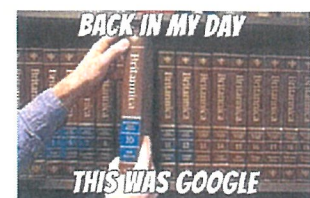
Saturday, Oct 19th
**"Digging Up Your Ancestors:
 Genealogy in the Cemetery"**

See page 2 for details

Our events are free and
 open to the public.

No reservation is required.

The library opens at 10am and closes at 2pm
 on Saturdays. You are welcome to do re-
 search or browse our collection.



Men Of Illinois and E. H. Macoy

At one time thick books with long biographical sketches chronicling the lives of prominent men and expounding their vast accomplishments were written to chronicle their contributions to the area where they lived. These books usually have titles such as "Biographical Sketches and Portraits of Prominent Men...", but recently a book was discovered online, in full text, that had a different twist on that idea. This book was specifically published to offer professional portraits of prominent men, with only a small professional biography. Similar books may have been published for other states. The audience for this book would be newspapermen or magazine editors who needed a man's photograph for their publication. *Men of Illinois* was compiled in 1902 by Halliday Witherspoon, a resident of Illinois who had a cottage in southwest Michigan between 1901 and 1908.



EUGENE H. MACOY, Chicago.
Macoy, E. H. 1857-1906. Chicago. Ill. 1906. 12 p. 10 cm. 1906. 12 p. 10 cm. 1906. 12 p. 10 cm.

Portrait and entry for Eugene H. Macoy

MEN OF ILLINOIS, pg 477

THEATRICAL

Eugene H. Macoy, Chicago

Born May 4, 1857, Cambridge, Vt. Pres. of the

National Printing and Engraving Co.;

Prop. and Mgr. of the Alhambra, Academy and Bijou Theaters, Chgo.



Biography written by Joyce Beedie "Eugene Hartwell Macoy was president of the National Printing and Engraving Company in Chicago. In 1901 he contracted a new office and printing building for his company in Niles, MI and was speculating and purchasing farmland in Van Buren County. On one of these parcels, located on Three Mile

Lake in Paw Paw, Twp, he built a cottage where he began raising "Fighting Fowl". He also acquired a home in Niles for his wife Theresa Chambers Macoy, who he had married in 1881. He was an interesting character and very newsworthy. He attracted the attention of many of the southwestern Michigan newspapers who followed his career and later his exploits. They touted him as a great business man and a "20th Century Gentleman Farmer" who had great visions for farm production and the raising of animals. But in 1905 the newspapers turned their interest to Macoy's "double-life" and the legal drama taking place in a St. Joseph courtroom. At that time Mrs. Mary T. Hillyer Macoy was living in a hotel in St. Joseph where Macoy would do business and present Mary as his wife. Mary was unaware that he was already married. Upon learning of Macoy's double-life she separated herself from him and filed for a divorce. She claimed she was the common-law wife of Macoy since 1899 and that it was an agreement made between them that helped to advance his welfare. Macoy's assets at that time were valued at over \$500,000 and his yearly income was \$50,000. Mary claimed that she had been left in enfeebled health and penniless. To defeat any effort Mary would make to force payment of alimony Macoy threatened to sell all his real and personal property. The court judge forced an injunction to tie up these assets. The final judgement is unknown. Eugene Hartwell Macoy died in Chicago on November 22, 1906 from a gastric ulcer at the age of 49 yrs. 6 mos. He is buried at Graceland Cemetery, Chicago, IL."

August, September and October Programs/Events

THE RAILWAY POST OFFICE

Presented by Mark Tomlinson

of the Kalamazoo Model Railroad Historical Society

JOIN US FOR THIS FREE EVENT ON
SATURDAY, AUGUST 17, 2024. AT 11 AM
HARTFORD PUBLIC LIBRARY

12 CHURCH STREET, HARTFORD, MICHIGAN

SPONSORED BY THE VAN BUREN REGIONAL GENEALOGICAL SOCIETY



The last Railway Post Office, which operated between New York and Washington, D.C., on Penn Central/Conrail, made its final run on June 30, 1977.



GENEALOGY AND TECHNOLOGY

PRESENTED BY DEBBY STANSEK

DEBBY IS THE END USER TECHNOLOGY CONSULTANT FOR THE PAW PAW DISTRICT LIBRARY AND CREATOR AND ADMINISTRATOR OF THEIR INTERNET USER'S GROUP

Saturday, September 21, 2024 at 11am
Hartford Public Library
12 Church St., Hartford, MI

Sponsored by the Van Buren Regional Genealogical Society
Free Program Open to the Public, No Reservation Required

NO RESERVATION REQUIRED



DIGGING UP YOUR ANCESTORS: GENEALOGY IN THE CEMETERY

PRESENTED BY GARY SWAIN, GRAVES ADMINISTRATION OFFICER AND MONUMENTS OFFICER, OF THE SONS OF THE UNION VETERANS OF THE CIVIL WAR

SATURDAY, OCTOBER 19, 2024, AT 11AM
HARTFORD PUBLIC LIBRARY,
12 CHURCH ST. HARTFORD, MI

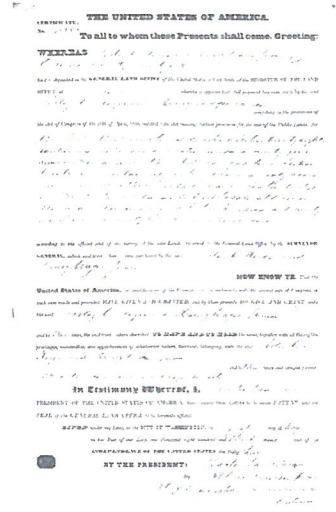
FREE PROGRAM OPEN TO THE PUBLIC
NO RESERVATION REQUIRED
Sponsored by the

Van Buren Regional Genealogical Society

These are the last programs scheduled for 2024.
The next scheduled program event will be on
Saturday, March 15th, 2025
at the Hartford Public Library.

Property Deeds for Genealogy

Often the Genealogy Room volunteers are asked about finding land and home history. Our resources are limited but we do offer plat maps and access to old newspapers that are helpful. But they are not the best sources for our genealogy research. Plat maps were issued sporadically and do not show each consecutive owner and newspapers were only listing "Real Estate Transfers" as an entertainment and not as a legal obligation. The primary source for land ownership is found at the Register of Deeds office. This county office is the official recorder of land documents (instruments). The deed's primary purpose is to record ownership transfers of land. It is not to document the buildings on a property or the consideration paid in a transfer of ownership, although sometimes this information may be included. But just as a will can offer very interesting additional information about the deceased a land deed can offer surprising information as well. If it has been a while since you have used this resource, or you have never done so, it is worth the time to look online or to visit your county's Register of Deeds office and see how their digitizing efforts are progressing.



Researching land ownership can be a very interesting and entertaining journey. I have been spending the last six months intensely working on land ownership at Three Mile Lake, Paw Paw Twp, Van Buren County, and have visited the Van Buren County Recorder of Deeds office many times. Their records helped me follow the chain of property ownership so that I had names to look for in newspapers. Through newspapers I have discovered Vaudevillian Actors, a "Fighting Fowl" enthusiast and breeder, the owner of the "National Printing and Engraving Company" in Niles, MI, a philanderer being sued by his girlfriend, miscellaneous court cases, family land disputes, tragic accidents, humorous happenings and much more all taking place at the lake over the past 180 years. I also found many items regarding Three Mile Lake properties for sale and advertisements for the lake's summer resorts in the newspapers well outside of southwest Michigan and those published in the surrounding states.

*What I have read is sometimes better than any fiction book.
Happy Ancestor Hunting, Joyce Beedie*

New Acquisitions

Chicago Kiwanis Na-wa-kwa Camp (Camp Fire Girls, South Haven), postcard, "View of Ravine showing Na-wa-kwa Brook". Donated by Avon Stowers. She found this item in a treasure shop in Bonita Springs, FL. This card has been digitized for our collection and the original has been donated to the Historical Society of South Haven. HASH is very appreciative of this donation.



The Hamiltons A Journey From Scotland to the East Coast of America and Beyond, Compiled by Joyce Ann Hamilton Damico and Fred Martin Hamilton in 2016. Donated by Fred M. Hamilton of Decatur, MI. This book is a wonderful edition to our Hamilton Collection that includes the works of John Hamilton as well as many photographs donated by our society member Judy Grime of Williamsburg, MI.

Lost on the Lady Elgin, 2nd Edition by Valerie van Heest. An updated edition to her previous book of the same name including additional findings and photographs. Purchased by VBRGS

Correspondence of Alta Hart and Gordon Grant of Lawrence, Michigan, Including Other Family Letters, 1920 - 1942, Compiled by David Doss. These letters were retrieved from an Antique store in Tecumseh, MI. Donated by David Doss of Allen Park, MI.

New World Immigrants, Vol. II by Tepper; *Advanced Genealogy Research Techniques* by Smith; *The Source A Guidebook of American Genealogy* by Ancestry; and *The Researcher's Guide to American Genealogy* by Greenwood. Donated by Sue and Joe Pawlek of Portage, MI.

This Troubled Ground by Les Carroll. Carroll served in the Air Force and Air National Guard for 28 years and chronicles his years through two tours in Afghanistan and one tour at Dover Air Force Base. This adds to the many items in our collection that offer first-hand accounts of military service. Donated by Joyce Beedie, Paw Paw, MI.

Van Buren ECHOES
Vol. XXXVIII, No. 1, ISBN: 0897-9413
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City of Hartford
Planning Commission Meeting
August 12th, 2024, Proposed Minutes

Called to Order: 6:00pm by T. Kling

Members Present: Steve Ackerman, Peter Aranda, Gage Gardner, Jenine Kling, Tim Kling, & Adolfo Morales

Members Absent: Joe Deckard (excused)

Also Present: Nicol Brown, City Manager; Ade Adewoye, Brooks Architect

***Note: The City Clerk, Roxanne Rodney-Isbrecht, had sworn in appointed Board Member, Jenine Kling and Adolfo Morales, prior to the start of the meeting.**

Approval of the Agenda:

Motion by Aranda, seconded by Ackerman, to approve the August 12th, 2024, agenda as presented.

Motion carried 6 - 0

Approval of the Minutes:

Motion by J. Kling, seconded by Morales, to approve the minutes of the May 13th, 2024 meeting.

Motion carried 6 – 0

Public Comments Not on the Agenda:

*Gardner – Revenue ideas for park; Customize sidewalks/curbs, add color, business owner involvement; Utilize high school kids community service

*Aranda – Linden & Clark project, looks great, how funded? By grant

*Ackerman – No crosswalk by school. Nicol will contact Public Works

*Gardner – Vacant Lots in City – size requirements – previously discussed – most are privately owned

*City Manager – No prepared comments – suggestions for next meeting – Upcoming or ongoing projects, Local events.

*City Manager – 106 S Center St – house fire – environmental issues – delays – County land bank grant request

*City Manager – Police Department update – explanation of current situation & future plans

Old Business:

*Aranda - By Laws Review ? – T. Kling tabled until next meeting – Read over for discussion

New Business:

*Discuss & Consider – 325 West Main Street – Site Plan Application

Ade Adewoye, Architect – presented plans for remodel; drainage system; parking lot; expecting Railroad approval

Comments: Address water line & sewer updates when time comes

Motion by Aranda, supported by Ackerman to approve the Site Plan for 325 West Main Street remodel

Motion Carried 6 – 0

*Planning Commission Meeting Time

Comments: Earlier meeting time works best, especially during winter months

Motion by Ackerman, seconded by Morales to approve the Planning Commission Meeting Time to start at 6:00pm

Motion Carried 6 - 0

Other business: None discussed

Adjournment:

Motion by Aranda, supported by Gardner, to adjourn the meeting at 6:52pm

Meeting adjourned by T. Kling

Respectfully submitted by: Jenine Kling, Secretary



Van Buren Conservation District July 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Staff at the Conservation District can hardly believe how quickly summer is going, and I'm sure we're not alone! We have four recycling collection events left on the calendar for 2024, so please help us spread the word about those. Additionally, three permanent site tire recycling sites have opened up that are available to all Van Buren County residents and landowners during regular hours May - October. You can find those details here: <https://vanburencd.org/permanent-site-tire-recycling/>

Recycling Collections: Details and tire sign-up available at:

<https://vanburencd.org/van-buren-county-recycling-collections/>. Please encourage folks to sign up their tires ahead of time! July and August Collections are:

- Recycle Roundup Collection** | August 3, 2024 | 9:00 AM - 2:00 PM | South Haven Public Works | 1199 8th Ave., South Haven, MI 49079
- Passenger & Semi Tire and Electronics Collection** | August 15, 2024 | 3:00 PM - 7:00 PM | Pine Grove Township Transfer Station | 32nd Street (north of CR 388), Gobles, MI 49055
- Passenger & Semi Tire and Electronics Collection** | September 9, 2024 | 3:00 PM - 7:00 PM | Columbia Township Transfer Station | 18868 52 1/2 Street | Grand Junction, MI 49056
- Recycle Roundup Collection** | October 19, 2024 | 9:00 AM - 2:00 PM | Van Buren ISD Tech Center | 250 South Street | Lawrence, MI 49064 | Enter from South Street

In partnership with the Van Buren County Road Commission, the SWxSW Corner CISMA Strike Team of the Van Buren Conservation District will be treating county road rights-of-way for invasive species. The Strike Team will be targeting invasive Phragmites and Japanese knotweed in county road rights-of-way. Invasive knotweed and Phragmites grow aggressively causing harm to road infrastructure, homes and buildings, and our environment. Treatment will begin the week of August 15, 2024 and will continue until the first hard frost of the season. For more information on invasive species or this treatment, please contact Strike Team Coordinator Abbie Bristol by emailing InvasivesMGMT@VanBurenCD.org or by calling 269-633-9058.

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - The Ag & Water Quality Team has been hard at work preparing for summer educational activities. The team also prepared a farm newsletter (Farming for the Future: Bringing Conservation to the Farm) that is mailed to 1,163 farmers in the area.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - June saw the SWxSW Corner CISMA team continuing some of our most important work. A Survey of the South Haven kudzu site turned up no indication of kudzu, a big success after several years of management. Continued surveys for Hydrilla have not led to any new detections. We then finished out the month by holding 3 landing blitz events to educate boaters about the importance of not spreading invasive species.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - A light month for deliverables but there were several meetings that the specialist attended. He also took a week's vacation at the end of the month. For the time being, he is helping to get farmers that have lapsed

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269.657.4030 x5 ♦ www.VanBurenCD.org ♦ info@vanburencd.org



Van Buren Conservation District

July 2024 Program Update

Submitted by Emily Hickmott, Executive Director

with MAEAP Verifications, or that are about to lapse, get re-assessments so that they can be Re-Verified with the Michigan Department of Agriculture & Rural Development (MDARD).

- National Association of Conservation Districts (NRCs) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) - The team was happy to host two Royalty ID student interns, This year, Jay and Cameron visited all the way from Texas! These young men were hard at work training to become professional calf ropers in the rodeo circuit, and were here learning the ins and outs of conservation work as part of their program. They were showed a lot of what Van Buren County has to offer: blueberry picking, forestry work and tree planting, invasive species surveying, and dune climbing and Lake Michigan swimming.
- Outreach** (*Jacob Diljak*) - June saw successful recycling collections and outreach efforts. The VBCD connected with our state legislators and we are diligently working on events happening in the near future - keep an eye out! Don't forget to attend our Annual Meeting, Director Election, & Picnic July 31, 2024!
- Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) - In June, the Van Buren Conservation District held the first Recycle Roundup of 2024! We helped 300 households in Van Buren County to responsibly recycle and dispose of tons of materials. We also held a passenger & semi tire and electronic collection in Keeler Township for the first time ever, and it was highly successful.

Hartford Police Department

Monthly Report

DATE

8-20-24

Item 5.

DEPARTMENT SUMMARY:

I have posted job openings on the MCOLES website for officers and spreading the information also by word of mouth with other officers within the county and Berrien and Cass Counties.

As of 8-17-24, we have had 1 application submitted.

I would like to thank the city manager, Mayor Hall and the commission for having faith in me to lead this department after the dismissal of Chief Prince. I will say it has been a frustrating venture, as I am finding we were behind on several state mandated reports to Mcoles and mandated trainings that are due to by the end of the year. I have been working with Chief Bianco (Lawrence) Chief Mansfield (Mattawan) and Chief Cordes (Lawton) on these issues.

As for the state mandated trainings, we are required 12 hrs. this year, which can be done on line, through a program that reports the training directly to the state (mcoles) .

I am looking into 2 programs that are the mostly used. I have been offered Chief Cordes and Vanderwoold to look at the programs they use and will be getting pricing on both.

In 2025, the training requirements will go to 24 hours, but most of that will be in person training

STATISTICS:

- *Call for Service (CFS) 107 calls for the month of July*
- *CFS Activity Analysis*
- *Offense Report 38 calls for assist Between Vbso, 20 Msp 3 Hfd/Vbems 8, Person 6 Bangor1*
- *Arrest Count Report 6 Including Misdemeanor citations*
- *Arrest Report*
- *Citations 11 (including the mis citations)*

BUDGET UPDATE:

N/A

PERSONNEL:

At this time, we currently have 2 officers working the road. Our only resigned after the dismissal of Chief Prince. Lt. Ivy is still on medical leave, I believe he is set to see his doctor on August 26.

Recruit Sobeski graduated the GVSU police academy on 8-8-24, but failed her state licensing exam by a few points. I have been working with her on this, as well having her shadow on complaints / calls . She is scheduled to re-take the state exam on August 27, 2024 at Kalamazoo Valley Community College

I have been contacted by 2 deputies about part time work and they are seeking permission from Sheriff Abbott on working part time for us. I should know something within the next 2 weeks. Both deputies have been given applications.

TRAINING:

Myself, Officer Poole and Recruit Sobeski are schedules for a legal update class sponsored by the MMI in Lansing on September 20, 2024.

PUBLIC OUTREACH:

FLEET STATUS:

Both patrol cars are currently running smoothly. The Dodge Charger is back in running condition and is being driven regularly to avoid having parked for an extended amount of time.

2019 Ford Explorer need to be placed, due to the damage and high mileage (101861 as of 8/16/24)

EQUIPMENT:

**I have ordered duty gear for Recruit Sobeski, A winter coat for Officer Poole and pants for myself
Myself and officer Poole are in the process of putting together a list of needed equipment that either need to be updated or replaced. At this time, I feel that handguns are not necessary at this time, but will need to be replaced within 2025/2026 budget.**

Some of the priority equipment:

radios (VBSO) have not received any word from the FBI / Federal government on grant opportunities, but are expecting information within the next couple of months. I will keep you posted

In-car MDT'S (computers) are approximately 8-10 years old and need to updated, along with the printers in the car (these are the original printers that were in place with the first MDT'S)

Medical / Trauma bags for the patrol cars

Severe weather gear (raincoats, etc) for all the officers



Still working on a listed of equipment that we have and will need to purchase in the future

GRANTS & INITIATIVES:

I have no information on any grants that were being worked on by the Lieutenant or the previous chief.


Amount	Grant	Grantor	Purpose	Status

Update Manual/Policies/Procedures/Rules:

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

As for the departments manual / policies, I have finally located what appears to a revision in progress. I have not been able to review any of those at this time.

END OF REPORT

Respectfully Submitted by: 

Date: 8/21/24

**Hartford Fire Board Meeting
August 12th, 2024
July Business**

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Hartford Fire Board
Agenda
Monday August 12th, 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 organizational meeting minutes from July 8th, 2024:** Motion by _____ Second _____ to approve organizational meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- VIII. **Approval of previous meeting minutes from July 8th, 2024:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- IX. **Approval of Special meeting minutes from July 24th, 2024:** Motion by _____ Second _____ to approve special meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- X.
- XI. **Review: Review Revenue & Expenditure Report & Invoice Register**
- XII. **Approval of July Treasurer's report:** Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. **Accounts Payable:** Amount \$24,062.50 Motion by _____ Second _____ by roll call
vote Motion _____ Yeas: _____ Nays: _____
- XIII. **Fire calls**
- XIV. **Unfinished Business:**
- XV. **New Business:**
 - 1. **Discussion on purchase of Command Vehicle**
 - 2. **Discussion and Review of Interlocal Agreement**

Reports:

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

Motion by _____ second by _____ to adjourn at _____ pm.

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting August 12th, 2024

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

Absent:

Others Present:

Chairman Sefcik called the meeting to order at 7:02 p.m.

Public comment opened at 7:02 NO public comment.

Public comment closed at 7:02

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

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the July 8th, 2024 Organizational meeting were presented.

Motion by Ledesma; Seconded by Sefcik to approve Organizational Meeting minutes as presented.

Yeas: 4 Nays: 0

The proposed minutes of the July 8th, 2024 Fire Board meeting were presented.

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

Yeas: 4 Nays:0 **Approved**

The proposed minutes of the July 24th, 2024 Special Meeting were presented.

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

Yeas: 4 Nays: 0

Review of Revenue & Expenditure Report

Minutes of Fire Board Meeting August 12th, 2024

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

Yeas: 5 Nays:0

Bills were presented for approval in the amount of \$24,062.50 Motion by Birmele; seconded by Sefcik to pay bills in the amount of \$24,062.50.

Motion approved upon roll call vote of members present.

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

Absent:

Discussion of Last Month's Fire Calls

Unfinished Business

New Business:

1. Discussion on purchase of new command vehicle to replace unit 1802, Sefcik explained that there was a great deal on a used truck that we missed out on and that we had one quote so far from FORD, members agreed to have Assistant Chief McGrew also obtain quotes from Chevy and Dodge. No further Action was taken.
2. Discussion on Interlocal Agreement, Sefcik advised that there were some amendments made at one time that aren't reflected in the document and that we should table any further discussion until those amendments are found. Motion by Ledesma seconded by Sefcik to table this topic.

Fire Chiefs Report:

1. Chief on vacation

Assistant Fire Chief Report:

(Assistant Chief McGrew left meeting for a fire call)

Other board Business:

Motion by Sefcik; Second by Ledesma to adjourn the meeting at 7:26p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

Hartford Fire Board
Minutes of Organizational Meeting
July 8th, 2024

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

Members absent:

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

Chairman Sefcik called the meeting to order at 7:05p.m. with the Pledge of Allegiance

Public Comment opened at 7:05. No Public comments, closed at 7:05

The proposed agenda for the Fire Board meeting of July 8th, 2024, was presented and approved.

Motion by Sefcik; Second by Germinder; to approve the agenda as presented. Yeas: 5 Nays: 0

Motion Approved

Organization of Fire Board Offices:

1. Motion by Germinder; Second by Hunt to nominate Sefcik as Fire Board Chairperson for the 2024-25 fiscal year. Motion carried 5-0
2. Motion by Sefcik; Second by Ledesma to nominate Hunt as Fire Board Vice-Chairperson for the 2024-25 fiscal year. Motion carried 5-0
3. Motion by Sefcik; Second by Hunt to nominate Birmele as Fire Board Secretary for 2024-25 fiscal year. Motion carried 5-0
4. Motion by Germinder; Second by Birmele to nominate Ledesma as Fire Board Treasurer for 2024-25 fiscal year. Motion carried 5-0

Organization of Fire Board Committees:

1. Motion by Sefcik; Seconded by Ledesma to keep the committee's positions the same as the 2023-24 Fiscal Year, with the following exception, Germinder to serve in place of Sullivan on the Policy review Committee.

Personal Committee- Hunt & Sefcik
 Membership Review Committee- Sefcik
 Compensation Committee- Ledesma & Sefcik
 Budget Committee- Hunt & Ledesma
 Policy Review Committee- Hunt & Germinder

Motion by Ledesma; Second by Sefcik to adjourn the 2024-2025 organizational meeting at 7:10 pm. Motion carried 5-0

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting July 8th, 2024

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

Absent:

Others Present: Assistant Chief McGrew, Peter Stanslawski, Ian Sharpe

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

Public comment opened at 7:10 NO public comment.

Public comment closed at 7:10

The proposed agenda for the Fire Board meeting of July 8th, 2024, was presented and **amended**. Motion by Sefcik Second by Germinder to approve the agenda as **amedned**.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the June 10th, 2024 Fire Board meeting were presented.

Motion by Hunt; Seconded by Birmele to accept the minuetes as presented.

Yeas: 5 Nays:0 **Approved**

Review of Revenue & Expenditure Report

The June Treasures report was presented: Motion by Sefcik; Seconded by Ledesma to approve Treasures report as preented.

Yeas:5 Nays:0

Bills were presented for approval in the amount of \$33,868.63 Motion by Hunt; seconded by Birmele to pay bills in the amount of \$33,868.63.

Motion approved upon roll call vote of members present.

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

Absent:

(Amended) Discussion of the Jordan Trust Written Communication received July 8th, 2024.

Motion by Sefcik: Seconded by Hunt to accept the receipt and Refunding Agreement for the distribution of funds from the Kenneth E. Jordan and Judith A. Jordan Joint Trust U/A/D 8/31/2001 and to deposit those funds into the Donations Account.

Yeas: 5 Nays: 0 **Approved**

Discussion of Last Months Fire Calls

Unfinished Business

1. Discussion was held on the proposed agreement with Fire Recovery USA for cost recovery services, Asst. Chief McGrew advised the board of the correspondence with the company and the questions that the board had from last month. Motion by Birmele; Seconded by Ledesma to enter into an agreement with Fire Recovery USA for Cost Recovery Services.

Yeas: 5 Nays: 0 **Approved**

2. Resolution # 24-02 was presented
Motion by Hunt; Seconded by Germinder to approve Resolution # 24-02 as presented.

Motion approved upon roll call vote of members present.

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

Chairman Sefcik Declared Resolution #24-02 adopted this 8th Day of July 2024

New Business:

1. Information was presented on the need for a new computer for Chief Harting, funds available in the Office Supplies to make this purchase, Motion by Germinder; Seconded by Ledesma to approve purchase of a new computer station not to exceed \$1,600.00.

Yeas: 5 Nays: 0 **Approved**

2. Discussion took place on the Boat Motor for the Rescue Boat; No Action was taken at this time.
3. Discussion took place on Fire Hose; Assistant Chief McGrew presented some preliminary numbers and results from a recent fire hose demonstration that he attended. No Action was taken at this time.

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Ladder Testing Completed- 1841 Failed and had to be repaired
3. Fair Next Week
4. Khelun Roberts passed his MFR Test
5. Ian Sharpe passed his Officer 1 Test
6. 1841 Repair Cost from last Five years \$41,007.08

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. New Air Conditioner put in the Training Room
2. Jeep Tore apart and ready to go back to DNR
3. Work on FlowMSP Software
4. Attended Presentation on Fire Hose
5. Annual Hose Testing Completed
6. Roe Comm to come out this week and look at Radio Tower
7. 1869 going in for estimates for cross member replacement on the bed
8. New Skid unit for 1869 was delivered on July 5th

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

Motion by Germinder; Second by Sefcik to adjourn the meeting at 8:11p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING

(Special Meeting)

Minutes of Fire Board Meeting July 24th, 2024

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

Absent: Jerry Birmele

Others Present: Assistant Chief McGrew

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

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:00

The proposed agenda for the Fire Board meeting of July 24th, 2024, was presented. Motion by Germinder Second by Ledesma to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

New Business:

1. Discussion took place on the attached quotes that were solicited, Assistant Chief McGrew explained the quotes and the reasons for the large gaps in pricing, two of the three quotes are to have the bed replaced completely and the third quote is to replace the cross members pieces only that we had requested to be changed.

Motion by Sefcik; Seconded by Germinder to approve Tapper Auto Body of Paw Paw to perform the work requested.

Minutes of Fire Board Meeting July 24th, 2024

Yeas: 4 Nays: 0 **Approved**

- 2. The quote was presented from Go-Devil Manufacturing for the purchase of a Boat Motor for the Rescue Boat, Assistant Chief McGrew updated the board on his research and information about the company.

Motion by Ledesma; Seconded by Sefcik to approve the purchase of a Boat Motor from Go-Devil Manufacturing not to exceed \$3,000.

Yeas: 4 Nays: 0 **Approved**

Motion by Germinder; Second by Sefcik to adjourn the meeting at 7:16p.m.

Yeas: 4 Nays: 0 **Approved**

Respectfully Submitted
Gerald Birmele, Secretary

APPROVED

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDCGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	08/31/2024	08/31/2024	MONTH	08/31/2024		
						INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	HARTFORD TOWNSHIP	163,570.00		13,630.83		0.00		149,939.17	8.33
206-000-402.000	HARTFORD CITY	133,830.00		22,305.00		0.00		111,525.00	16.67
206-000-411.000	HARTFORD TWP MILLAGE	67,000.00		0.00		0.00		67,000.00	0.00
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00		0.00		0.00		46,000.00	0.00
206-000-420.000	BANGOR TWP COST RECOVERY	5,200.00		225.50		0.00		4,974.50	4.34
206-000-421.000	COST RECOVERY	1,000.00		0.00		0.00		1,000.00	0.00
206-000-422.000	FIRE REPORTS/ FOIA	50.00		0.00		0.00		50.00	0.00
206-000-450.000	DONATIONS	0.00		55,525.54		0.00		(55,525.54)	100.00
206-000-539.000	GRANTS	2,500.00		0.00		0.00		2,500.00	0.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00		800.00		0.00		8,800.00	8.33
206-000-584.000	VBEMS	10,000.00		0.00		0.00		10,000.00	0.00
206-000-660.000	CELL PHONE REIMBURSEMENT	800.00		0.00		0.00		800.00	0.00
206-000-665.000	INTEREST	1,000.00		2,092.06		0.00		(1,092.06)	209.21
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00		6,632.00		0.00		(6,632.00)	100.00
Total Dept 000		440,550.00		101,210.93		0.00		339,339.07	22.97
TOTAL REVENUES									
		440,550.00		101,210.93		0.00		339,339.07	22.97
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-702.000	BOARD SALARY	4,200.00		540.00		540.00		3,660.00	12.86
206-336-704.000	CHIEF SALARY	58,950.00		4,912.50		2,456.25		54,037.50	8.33
206-336-705.000	ASST CHIEF SALARY	24,000.00		2,000.00		800.00		22,000.00	8.33
206-336-710.000	FIREFIGHTER/ MFR	50,000.00		3,592.75		3,592.75		46,407.25	7.19
206-336-712.000	SHIFT COVERAGE	14,400.00		1,175.10		1,175.10		13,224.90	8.16
206-336-720.000	PAYROLL TAXES	10,000.00		934.88		655.17		9,343.83	9.35
206-336-724.000	RETIREMENT	3,800.00		294.76		147.38		3,502.62	7.76
206-336-730.000	GASOLINE & DIESEL	9,400.00		524.00		524.00		8,876.00	5.57
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		3,963.49		177.22		5,536.51	41.72
206-336-733.000	EQUIPMENT MAINTENANCE	13,000.00		1,398.13		0.00		11,601.87	10.75
206-336-740.000	OPERATING SUPPLIES	400.00		22.98		0.00		377.02	5.75
206-336-741.000	MEDICAL SUPPLIES	2,500.00		285.84		181.27		2,214.16	11.43
206-336-742.000	ANNUAL TESTING	8,500.00		5,330.70		180.00		3,169.30	62.71
206-336-751.000	PHONES	7,500.00		872.73		618.97		6,627.27	11.64
206-336-753.000	UTILITIES	10,000.00		429.83		429.83		9,570.17	4.30
206-336-763.000	BUILDING MAINTENANCE	10,000.00		20.24		20.24		9,979.76	0.20
206-336-767.000	DUES/ SUBSCRIPTIONS	4,200.00		0.00		0.00		1,231.66	70.67
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,000.00		0.00		0.00		15,000.00	0.00
206-336-785.000	EDUCATION/ TRAINING	8,500.00		2,430.47		0.00		6,069.53	28.59
206-336-796.000	PHYSICALS	10,000.00		186.00		0.00		9,814.00	1.86
206-336-799.000	OFFICE/ COMPUTER	10,000.00		1,624.42		0.00		3,075.58	34.56
206-336-801.000	PROFESSIONAL SERVICES	16,500.00		630.00		630.00		15,870.00	3.82
206-336-810.000	GRANT MATCH	2,500.00		0.00		0.00		2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	30,000.00		4,198.00		0.00		25,802.00	13.99
206-336-965.000	TRANSFER TO MILLAGE FUND	113,000.00		0.00		0.00		113,000.00	0.00
Total Dept 336 - FIRE OPERATING		440,550.00		38,335.16		12,128.18		402,214.84	8.70
TOTAL EXPENDITURES									
		440,550.00		38,335.16		12,128.18		402,214.84	8.70

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED	
		AMENDED BUDGET	NORMAL	08/31/2024	(ABNORMAL)	MONTH 08/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)		BALANCE
Fund 206 - FIRE FUND											
Fund 206 - FIRE FUND:											
TOTAL REVENUES		440,550.00		101,210.93			0.00	339,339.07		22.97	
TOTAL EXPENDITURES		440,550.00		38,335.16		12,128.18		402,214.84		8.70	
NET OF REVENUES & EXPENDITURES		0.00		62,875.77		(12,128.18)		(62,875.77)		100.00	

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	406.48
2. COMCAST		
	TELEPHONES & INTERNET	295.76
	TELEPHONES & INTERNET	296.49
	TOTAL	592.25
3. CONSUMERS ENERGY		
	NATURAL GAS	16.80
4. FIRST NATIONAL BANK OMAHA		
	SUPPLIES, MAINTENANCE & TRAINING	1,728.99
	MAINTENANCE, SUPPLIES & TRAINING	2,100.59
	TOTAL	3,829.58
5. FLOW MSP INC		
	LICENSE FEE	1,000.00
6. INDIANA MICHIGAN POWER		
	ELECTRIC	413.03
7. KELLOGG HARDWARE INC		
	SUPPLIES	20.24
8. KSS ENTERPRISES		
	SUPPLIES	120.06
9. NORTH BREATHING AIR LLC		
	ANNUAL MAINTENANCE	180.00
10. PETER STANISLAWSKI		
	FINANCE SERVICES	630.00
11. S&A AUTOMOTIVE INC		
	MAINTENANCE	50.50
	MAINTENANCE	126.72
	TOTAL	177.22
12. SHELL FLEET PLUS		
	DIESEL & GASOLINE	524.00
13. STRYKER SALES LLC		
	MEDICAL SUPPLIES	181.27
14. WATERWAY TWIN TIER LLC		
	HOSE TESTING	3,656.00
TOTAL - ALL VENDORS		11,746.93

HARTFORD FIRE
CASH BALANCES
AUGUST 12 2024

General Checking	\$ 47,390.03
Operating Account	\$ 132,249.45
Millage Account	\$ 308,771.73
Maintenance Account	\$ 13,805.11
Donation Account	\$ 62,368.83
Investment Account Huntington	\$ 104,287.79
Total Spendable Accounts	\$ 668,872.94

08/09/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 07/09/2024 - 08/12/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
07/12/2024	233(A)	US BUSINESS SYSTEMS INC	COPIER	102.96
07/12/2024	234(A)	WATERWAY TWIN TIER LLC	HOSE TESTING	3,656.00
07/15/2024	DD434(A)	HARTING, ROBBIE	PAYROLL	1,875.70
07/15/2024	DD435(A)	MC GREW, KEVIN	PAYROLL	962.87
07/31/2024	235(E)	COMCAST	TELEPHONES & INTERNET	295.76
07/31/2024	236(E)	FLOW MSP INC	LICENSE FEE	1,000.00
07/31/2024	237(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES, MAINTENANCE & TRAINING	3,829.58
07/31/2024	EFT94(E)	CITY OF HARTFORD	PAYROLL	287.73
07/31/2024	EFT95(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,442.14
08/01/2024	DD436(A)	HARTING, ROBBIE	PAYROLL	1,836.71
08/01/2024	DD437(A)	MC GREW, KEVIN	PAYROLL	589.63
08/02/2024	DD438(A)	BIRMELE, GERALD	PAYROLL	52.86
08/02/2024	DD439(A)	BODARY, BRANDON	PAYROLL	153.67
08/02/2024	DD440(A)	EASTMAN, SCOTT	PAYROLL	93.56
08/02/2024	DD441(A)	FLEMMING, RYAN	PAYROLL	29.80
08/02/2024	DD442(A)	FRY, STEVEN	PAYROLL	176.59
08/02/2024	DD443(A)	GERMINDER, ERIC	PAYROLL	105.72
08/02/2024	DD444(A)	HARTING, BRANDI	PAYROLL	365.35
08/02/2024	DD445(A)	HUNT, CHAD	PAYROLL	104.72
08/02/2024	DD446(A)	LEDESMA, CARLOS	PAYROLL	105.72
08/02/2024	DD447(A)	LOWE, STEVEN	PAYROLL	223.73
08/02/2024	DD448(A)	MC CLELLAN, TROY	PAYROLL	50.38
08/02/2024	DD449(A)	MC GREW, KEVIN	PAYROLL	1,222.68
08/02/2024	DD450(A)	ROBERTS, KHELUN	PAYROLL	571.54
08/02/2024	DD451(A)	SEFCIK, RONALD	PAYROLL	105.72
08/02/2024	DD452(A)	SHARPE, IAN	PAYROLL	202.25
08/02/2024	DD453(A)	WEBERG, SCOTT	PAYROLL	353.60
08/02/2024	STUB47(A)	FLEMMING, LISA	PAYROLL	0.00
08/02/2024	STUB48(A)	HUNT, COLE	PAYROLL	0.00
08/03/2024	EFT96(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	420.00
08/12/2024	238(E)	INDIANA MICHIGAN POWER	ELECTRIC	413.03
08/12/2024	239(E)	AT&T MOBILITY	CELL PHONES	406.48
08/12/2024	240(E)	COMCAST	TELEPHONES & INTERNET	296.49
08/12/2024	241(E)	CONSUMERS ENERGY	NATURAL GAS	16.80
08/12/2024	242(E)	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	180.00
08/12/2024	243(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	524.00
08/12/2024	244(A)	STRYKER SALES LLC	MEDICAL SUPPLIES	181.27
08/12/2024	15063	KELLOGG HARDWARE INC	SUPPLIES	20.24

08/09/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 07/09/2024 - 08/12/2024				
Check Date	Check	Vendor Name	Description	Amount
08/12/2024	15064	PETER STANISLAWSKI	FINANCE SERVICES	630.00
08/12/2024	15065	S&A AUTOMOTIVE INC	MAINTENANCE	177.22
Total of 40 Checks:				24,062.50
Less 0 Void Checks:				0.00
Total of 40 Disbursements:				24,062.50



Hartford Fire Department

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

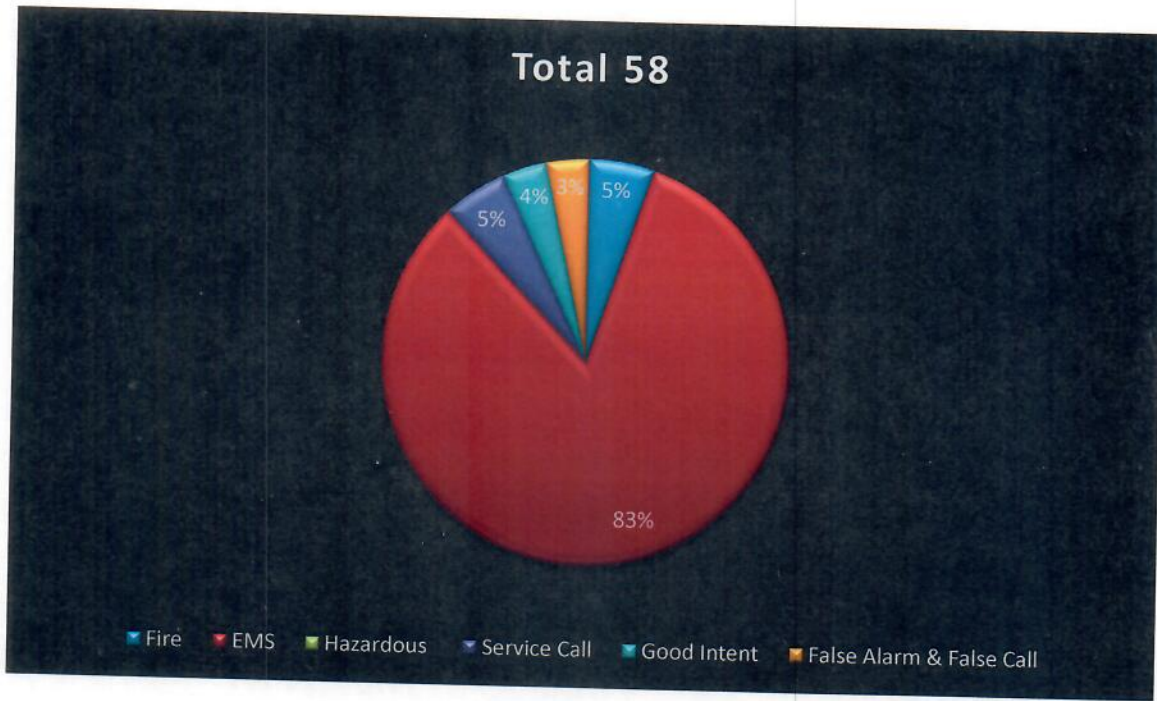


Item 6.

Chief Robbie Harting

Asst. Chief Kevin McGrew

July 2024 Incident Summary



City- 23	Township- 26	Other-9
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Incident Type	Count
111- Structure Fire	1
131- Vehicle Fire	2
311- Medical assist, assist EMS Crew	30
321- EMS call, excluding vehicle accident	9
322- Motor Vehicle accident with injuries	2
324- Motor Vehicle accident with no injuries	7
554- Lift Assist	3
600- Good Intent	2
611- Cancelled En route	2
Total	58



Chief Robbie Harting

Hartford Fire Department

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



Item 6.

Asst. Chief Kevin McGrew

July 2024

58 Calls for Service

Area	Total Calls	Payroll
City of Hartford	23	\$1,227.14
Township of Hartford	26	\$1,626.46
Bangor Township	1	\$21.00
I-94 & Red Arrow Hwy	8	\$410.38
Mutual Aid	0	\$0.00
Total	58	\$3,284.98
Average Cost Per Call		\$56.64
Training	12 hours	\$215.00
Truck Inspections	12 hours	\$215.00
Shift Coverage	76 Shifts	\$1,175.10





Chief Robbie Harting

Hartford Fire Department

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



Asst. Chief Kevin McGrew

Item 6.

July 2024

58 Calls for Service

Personell Name	Total Calls	%
Fry, Steven	9	16%
Harting, Brandiwyne	8	14%
McGrew, Kevin	57	98%
Bodary, Brandon	14	24%
Eastman, Scott	3	1%
Flemming, Lisa	1	1%
Flemming, Ryan	5	1%
Harting, Robbie	22	38%
Hunt, Cole	1	1%
Lowe, Steve	12	21%
McClellan, Troy	2	1%
Roberts, Khelun	41	71%
Sharpe, Ian	11	19%
Weberg, Scott	18	31%



HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: August 12th 2024
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Review Interlocal Agreement

RECOMMENDED ACTION:

Board should look over this document and have suggestions for changes, anticipating the city and township putting a committee together to look at updating this document.

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
7/1/2024	Medical Assist-311	1802	1	21	2024-375
7/6/2024	Medical Assist-311	1802	2	40.25	2024-381
7/7/2024	Medical Assist-311	1802	2	40.25	2024-382
7/8/2024	Medical Assist-311	1802&1810	2	40	2024-383
7/9/2024	Medical Assist-311	1810	3	17	2024-384
7/10/2024	Medical Assist-311	1802	3	53.5	2024-385
7/10/2024	Structure Fire-111	1801&1802&1871&1841&1831	11	358.5	2024-389
7/12/2024	Medical Call-321	1810	2	40.25	2024-392
7/13/2024	Medical Assist-311	1802	2	20.13	2024-397
7/13/2024	Medical Call-321	1802&1810	3	37.13	2024-398
7/14/2024	Medical Assist-311	1802	2	40.25	2024-399
7/14/2024	Medical Call-321	1802&1810	4	37.63	2024-401
7/20/2024	Medical Assist-311	1802	2	40.25	2024-410
7/22/2024	Medical Assist-311	1802&1810	2	38	2024-416
7/23/2024	Medical Assist-311	1810	4	72.75	2024-417
7/25/2024	Medical Assist-311	1810	4	36	2024-421
7/28/2024	Medical Call-321	1810	2	40.25	2024-423
7/29/2024	Medical Assist-311	1810	4	76.25	2024-424
7/30/2024	Medical Assist-311	1810	4	36	2024-426
7/30/2024	Medical Assist-311	1810	4	36	2024-427
7/30/2024	Medical Call-321	1810	2	40	2024-429
7/31/2024	Medical Assist-311	1810	3	8.5	2024-431
7/31/2024	Medical Assist-311	1802&1810	3	57.25	2024-432

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
7/1/2024	Medical Assist-311	1810	3	17	2024-376
7/3/2024	Medical Assist-311	1801	1	0	2024-377
7/4/2024	Lift Assist-554	1802	1	31.5	2024-378
7/4/2024	PI-With Injuries-322	1802/1810/1871	5	186	2024-379
7/4/2024	Medical Call-321	1802&1810	7	191.64	2024-380
7/10/2024	Medical Call-321	1810	4	27.75	2024-388
7/11/2024	Lift Assist-554	1802&1810	4	73.5	2024-390
7/13/2024	Medical Call-321	1802&1810	5	65.76	2024-393
7/13/2024	Cancelled-611	1802&1810	5	46.14	2024-394
7/13/2024	Medical Call-311	1802&1810	2	38	2024-395
7/13/2024	Vehicle Fire	1802&1871&1831	5	136.51	2024-396
7/14/2024	Medical Assist-311	1802&1810	4	37.63	2024-400
7/15/2024	Medical Assist-311	1801	5	72.5	2024-402
7/15/2024	Smoke Investigation	1802&1871	6	55.01	2024-403
7/15/2024	Smoke Investigation	1802&1841&1831	6	110	2024-404
7/16/2024	Medical Assist-311	1801	4	53.5	2024-406
7/17/2024	Cancelled-611	1802	4	32.5	2024-407
7/19/2024	Medical Assist-311	1810	2	0	2024-409
7/20/2024	Medical Assist-311	1810	3	28.63	2024-412
7/22/2024	Medical Assist-311	1810	2	0	2024-413
7/22/2024	Medical Assist-311	1810&1880	4	36	2024-414
7/22/2024	Medical Assist-311	1810	4	36	2024-415
7/25/2024	Medical Assist-311	1802&1810	2	36.5	2024-419
7/27/2024	Vehicle Fire	1802&1871&1831	5	230.64	2024-422
7/30/2024	Medical Assist-311	1802&1810	4	75.25	2024-428
7/31/2024	Lift Assist-554	1810	3	8.5	2024-430

I-94 & Red Arrow Hwy or

Cost Recovery

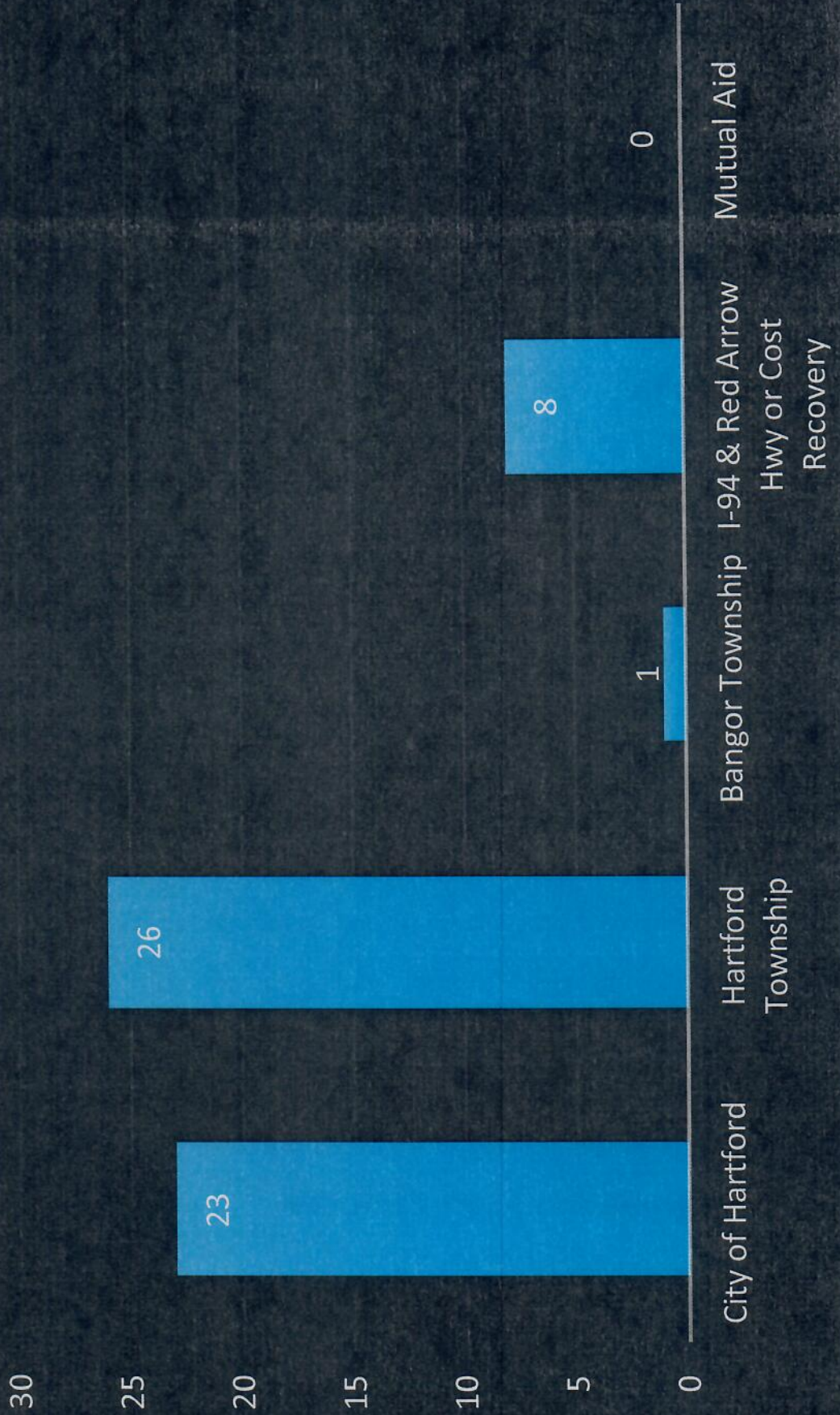
Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
I-94	PI-No Injuries	1810	3	17	2024-386
I-94	PI-No Injuries	1801	3	17	2024-387
I-94	PI- No Injuries	1801&1871	4	35.25	2024-391
I-94	PI-No Injuries	1802&1810	4	75.25	2024-405
Red Arrow	PI- with Injuries	1801&1802&1871	6	89.75	2024-408
I-94	PI- No Injuries	1802	3	28.63	2024-411
I-94	PI-No Injuries	1802	1	21	2024-418
I-94	PI-No Injuries	1802	7	126.5	2024-425

Township of Bangor/Date

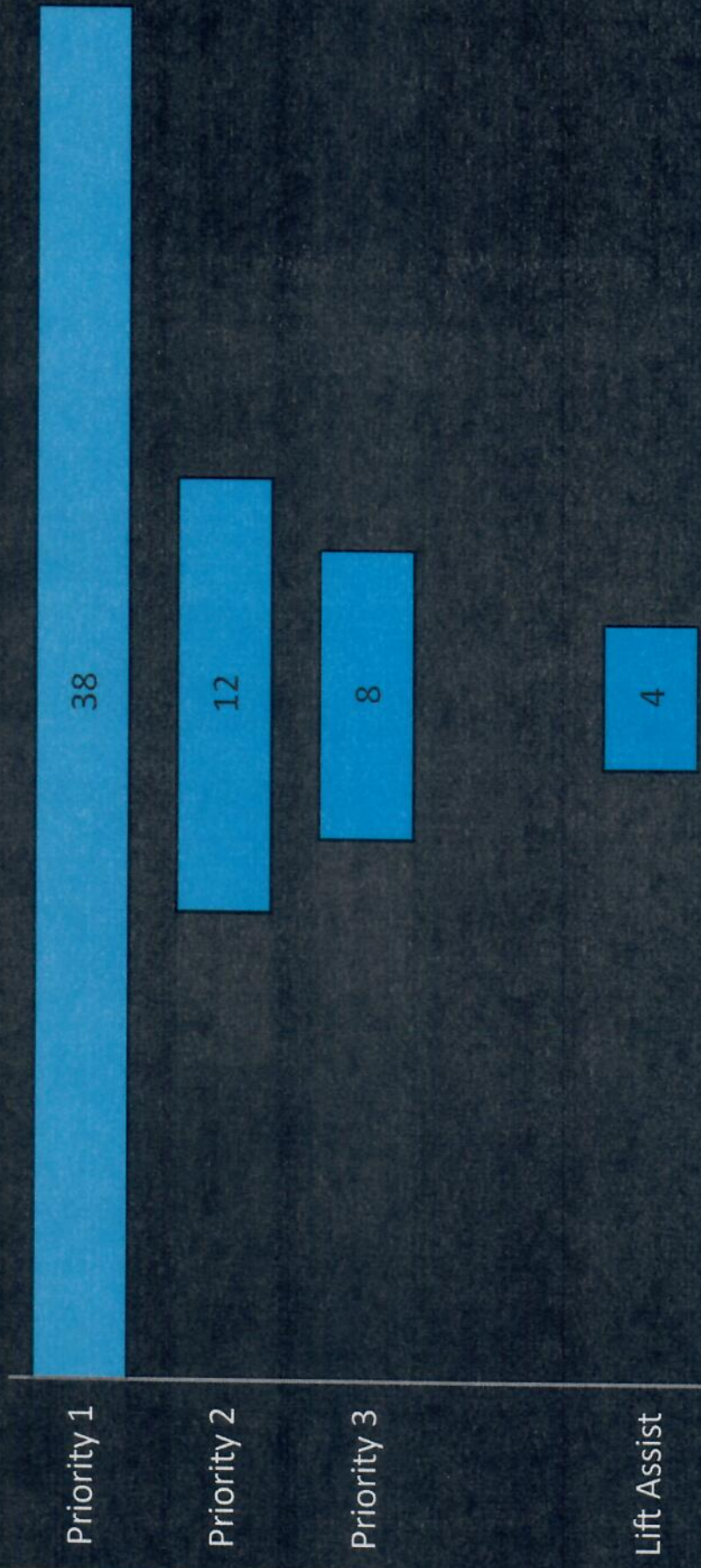
7/25/2024

Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
Medical Call-321	1810	2	21	2024-420

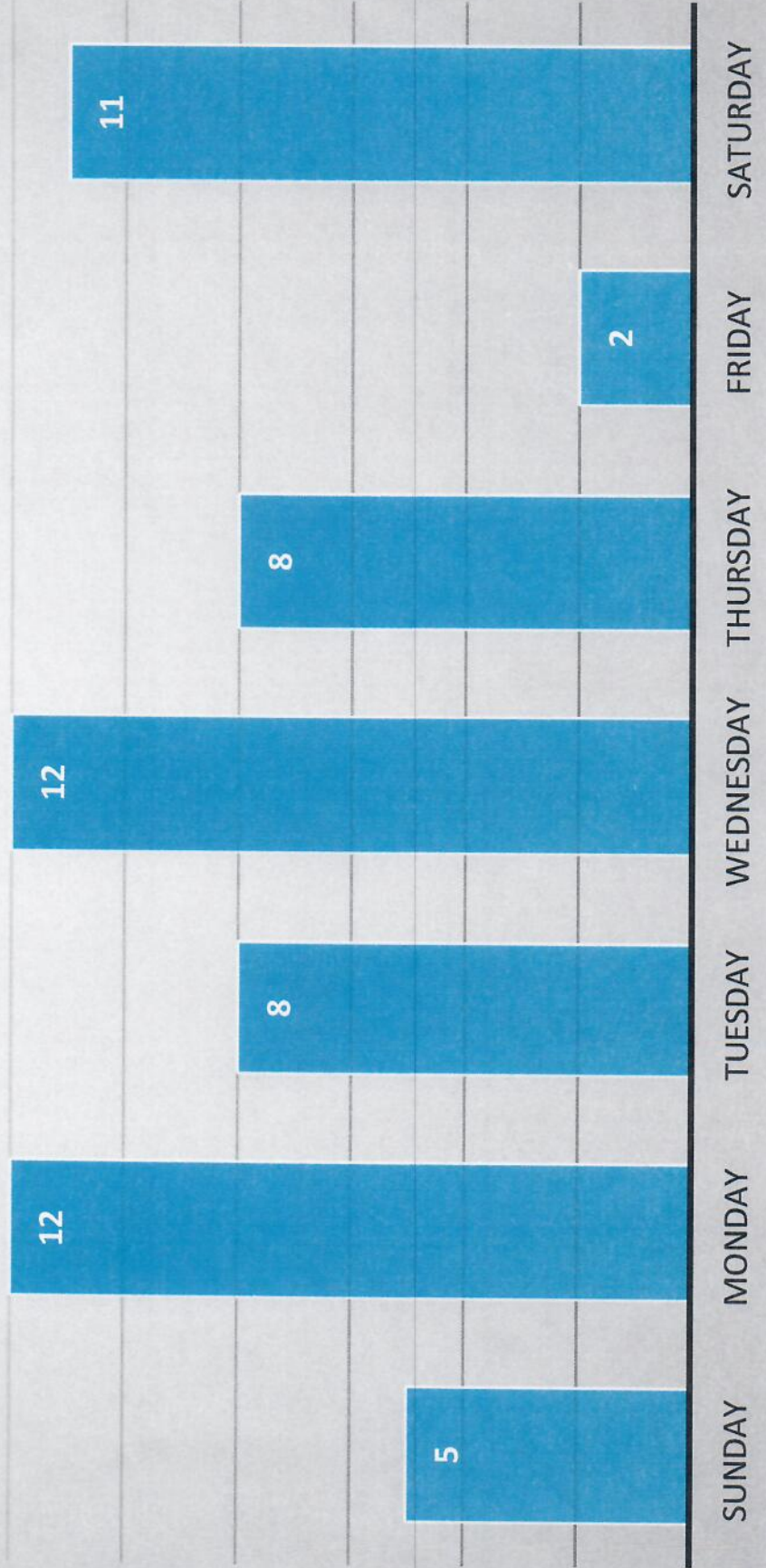
Hartford Fire Department July 2024 Calls Breakdown Per Zone



Breakdown of Priority Calls July 2024



Calls by Day of Week July 2024



Call Breakdown by Hour July 2024



Assistant Chief Report

August

Information

1. Cost Recovery Program up and running
2. 1869 Scheduled appointment- Tappers on August 27th
3. New Mud Motor Installed
4. Fair went well
5. Class next week on Conducting Risk Assessments for Critical Community Assets.

Meetings Attended:

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

RECEIVED

AUG 19 2024

CITY OF HARTFORD

HARTFORD FIRE BOARD MEETING 08-12-24

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

Approved Accounts Payable in the amount of \$24,062.50.

Discussed the purchase of a command vehicle to replace the truck currently used by Assistant Chief McGrew. Reviewed a quote for a 2024 Ford F150 Super Crew 4X4 XL 5.5' box in red. (Unfortunately, Assistant Chief McGrew was called away for a fully involved structure fire on Prospect Street and was unavailable for further questioning). The Board discussed the need for 4 wheel drive. We also had questions on if an SUV is more appropriate than a pickup truck. Discussion was tabled until next month when Assistant Chief McGrew is available to participate in discussion.

Discussed and reviewed the City Of Hartford-Hartford Township Interlocal Fire Department Agreement. The hard copy we had was dated 11-11-2013. Board Chairman Sefcik felt that there were newer iterations out there. Chairman Sefcik was going to approach the City and Township staffs, respectively, and obtain copies. Once that is completed we will revisit what, if any, editing is required to bring it up to date. Then, the new edited versions will be submitted to the City and Township for approval by their boards. Tabled discussion until more information is obtained.

Pickup Zone Report - Hartford City

Item 8.

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: 4:39							
25-367	07/30/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	No Apparent Illness or Injury - Transport Requested/Required	6	1
3-592	07/13/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Respiratory: COPD (Emphysema/Chronic Bronchitis)	7	1
3-596	07/14/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Chest Pain, Non-Cardiac	14	1
3-607	07/17/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Head/Scalp	9	1
3-637	07/28/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Altered Mental Status, Unspecified	13	1
7-367	07/10/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Chest pain on breathing	4	1
7-446	07/29/2024	Hartford City	No Transport	Patient Refused Evaluation/Care (without Transport)	Weakness (Unable to Diagnosis Specific Cause)	3	1
9-259	07/06/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Psychiatric/Behavioral Problem	2	1
9-264	07/08/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Thorax/Chest	3	1
9-268	07/09/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Thorax/Chest	2	1
9-290	07/13/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	No Apparent Illness or Injury	2	1
9-292	07/14/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Altered Mental Status, Unspecified	3	1
9-308	07/20/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Chest Pain, Non-Cardiac	3	1
9-318	07/22/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Pain: Leg Pain (Non-Traumatic) Unspecified Cause or Location	2	1
9-321	07/23/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Pain: Leg Pain (Non-Traumatic) Unspecified Cause or Location	1	1
9-325	07/25/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Abdominal Pain/Problems	4	1
9-345	07/31/2024	Hartford City	No Transport	Patient Treated, Released (per Protocol)	No Apparent Illness or Injury	2	1
							Total:
							17
							Total:
							17
Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)							
Response Time Avg: 3:22							
0-276	07/10/2024	Hartford City	No Transport	Standby-Public Safety, Fire, or EMS Operational Support Provided		4	1
5-710	07/27/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Dislocation of Knee	4	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 8.
7-433	07/27/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)			1
7-454	07/31/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Poisoning: Overdose of Medication (Intentional Self-Harm/Suicidal)	3	1
9-261	07/07/2024	Hartford City	No Transport	Patient Evaluated, No Treatment/Transport Required	Trauma/Injury: Forearm	3	1
9-289	07/13/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Nausea/Vomiting (Unknown Etiology)	3	1
							Total: 6
							Total: 6

Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)
Response Time Avg: 7:21

21-411	07/30/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	No Apparent Illness or Injury	12	1
9-238	07/01/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Back Pain (Non-Traumatic)	8	1
9-287	07/12/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Knee	12	1
9-298	07/16/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Weakness (Unable to Diagnosis Specific Cause)	3	1
9-342	07/30/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Cardiac: CHF (Congestive Heart Failure)	3	1
							Total: 5
							Total: 5
							Total: 28

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 (Itscene.025): Is Equal To Hartford City

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



August, 2024

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Picked up brush.
Had Carlton Equipment and AIS repair backhoe.
Do all the mowing that needed to be done.
Cleaning curbs getting ready to get them painted.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>1</u>
Water meter repairs	<u>8</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>9</u>
Water services replaced to water main	<u>1</u>

Collected monthly water samples and delivered to Paw Paw Lab
Sent monthly reports to the Michigan Department of Health
Ran auxiliary well generator once a week
Working with contractors on PEFOS project.

MAJOR AND LOCAL STREETS

Cold patching as needed.

SEWER SYSTEM

Sewer mains rodded	<u>2</u>
Sewer services dug up and repaired	<u>0</u>

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



August, 2024

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron 1.39 ppm
Manganese 0.138 ppm
pH 7.1

Finished Water

Iron 0 ppm
Manganese 0 ppm
Chlorine 1.1 ppm
Phosphates 1 ppm
Flouride 0.9 ppm
pH 7.1

Chemicals used

	Total Lbs
Chlorine	<u>138</u>
Phosphates	<u>180</u>
Flouride	<u>178</u>

Average Daily Use

	Average Daily Use
	<u>4.4</u>
	<u>5.8</u>
	<u>5.7</u>

WATER PUMPED FOR THE MONTH

Backwash water

5.997 Million Gallons
166,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St.
525 E. Main St.
200 Beachwood St.
Well#6

ND
ND
ND
ND



**AUGUST 26, 2024
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38914 HARRIS CON AG, INC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #9		78,743.38
38915 MICHIGAN OFFICE SOLUTIONS INC	CITY HALL COPIER MAINTENANCE AGREEMENT OVERAGE 4/18-7/17/24	1051.47	
	POLICE COPIER MAINTENANCE AGREEMENT OVERAGE 7/24/2023-7/23/2024	700.04	1,751.51
38916 VILLAGE OF PAW PAW	LAB ANALYSIS FOR JUNE 2024		120.00
TOTAL OF CHECKS ALREADY WRITTEN			\$ 80,614.89
38942 GASVODA & ASSOCIATES	REPAIRS, MILEAGE, ETC FOR WATER TOWER/IRP COMMUNICATION (STORM DAMAGE CLAIMED TO INSURANCE SEPT 2023)		10,141.00
38943 MICHIGAN STATE POLICE	MOBILE FACIAL RECOGNITION - MAR 12, 2024 INVOICE - POLICE DEPT	66.00	
	MOBILE FACIAL RECOGNITION - JUNE5, 2024 INVOICE POLICE DEPT	66.00	132.00
38944 PEERLESS MIDWEST	SWPP UPDATES REQUIRED BY EGLE		7,250.00
38945 SWEEPING CORP OF AMERICA	STREET SWEEPING		1,414.54
38946 TRACE ANALYTICAL LABORATORIES, INC	WWTP LLHg TESTING - 4/27/2024	331.00	
	WWTP PFAS TESTING - 5/28/2024	457.00	788.00
TOTAL OF CHECKS TO BE WRITTEN ON AUGUST 27, 2024			\$ 19,725.54
GRAND TOTAL FOR AUGUST 26, 2024 - FISCAL 2023-2024			\$ 100,340.43



**AUGUST 26, 2024
LIST OF BILLS
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38917 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 6/12-7/11/2024		452.32
38918 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 7/18/2024 (4 HOURS)		100.00
38919 BLUE CROSS BLUE SHIELD OF MI	AUGUST 2024 HEALTH INSURANCE FOR NICOL BROWN		772.41
38920 CONSUMERS ENERGY	DPW GAS BILL 6/20-7/19/2024	20.40	
	IRP GAS BILL 6/20-7/19/2024	16.00	
	CITY HALL GAS BILL 6/20-7/19/2024	35.77	72.17
38921 FRONTIER	WWTP PHONE, INTERNET & ALARM 7/13-8/12/2024	416.79	
	CASINO LIFT STATION PHONE 7/17-8/16/2024	119.08	
	DPW LOCAL PHONE 7/25-8/24/2024	92.14	
	IRP INTERNET 7/16-8/15/2024	67.98	
	IRP LOCAL PHONE 7/19-8/18/2024	96.64	792.63
38922 MUTUAL OF OMAHA	AUGUST 2024 LIF & DISABILITY INSURANCE		484.36
38923 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION 7/18/2024 (4 HOURS)		100.00
38924 TOM NEWNUM	CLEAN CITY HALL 7/3/2024	50.00	
	CLEAN CITY HALL 7/17/2024	50.00	
	CLEAN CITY HALL 7/24/2024	50.00	
	CLEAN CITY HALL 7/31/2024	50.00	200.00
38925 VISION SERVICE PLAN	AUGUST 2024 VISION INSURANCE		103.52
38926 MICHAEL BANIC	OCCUPANCY INSPECTIONS 7/10/24, 8/7/24 & 8/14/24		405.00
38927 PAMELA BENCH	REIMBURSEMENT- FOOD PURCHASED FOR ELECTION WORKER MEALS	46.21	
	CLEANING AT CITY HALL & POLICE STATION ON 8/9/2024 (4 HOURS)	100.00	146.21
38928 BEST WAY DISPOSAL INC	DPW TRASH SERVICE FOR JULY 2024	152.32	
	CITY HALL TRASH SERVICE FOR JULY 2024	111.86	
	WWTP TRASH SERVICE FOR JULY 2024	124.78	388.96
38929 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR AUGUST 2024		378.22
38930 BOSTON INSURANCE BROKERAGE	RAILROAD PROTECTIVE LIABILITY INS FOR TWP PFAS PROJECT		256.25
38931 CURCIO LAW FIRM PLC	LEGAL FEES 7/2/24 THROUGH 7/31/2024		2,674.80
38932 FRONTIER	LIFT STATION PHONE 8/7-9/6/24		79.19
38933 INDIANA MICHIGAN POWER	JULY 2024 ELECTRIC BILLS		6,738.79
38934 EUGENIA LIBERATO	REFUND OF WATER DEPOSIT MADE IN ERROR (KEELER TWP RESIDENT)		150.00
38935 NAYLOR LANDSCAPE MANAGEMENT	HALF DOWN ON 2024 CHRISTMAS DECORATIONS		1,724.22
38936 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION 8/9/24 (4 HOURS)		100.00
38937 TOM NEWNUM	CLEAN CITY HALL 8/7/2024	50.00	
	CLEAN CITY HALL 8/14/2024	50.00	100.00
38938 PROFESSIONAL HORTICULTURE SERV	21 TERRA COTTA COLOR FLOWER CONTAINERS FOR DOWNTOWN		9,500.00
38939 TOTAL TREE CARE LLC	REMOVE STUMPS FROM FLOWER BOXES FOR DOWNTOWN PROJECT		3,000.00



**AUGUST 26, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38940	TRACE ANALYTICAL LABORATORIES	WWTP MERCURY ANALYSIS - 7/3/2024	283.75
		AM HAWK LOCAL LIMITS TESTING - 7/9/2024	428.50
		SOC-EGLE COMPOUND LIST FOR IRP - 7/8/2024	687.00
		WWTP INFLUENT LLHg TESTING - 7/16/2024	110.50
38941	ANDREW WARNER	15.167 HOURS AS OPERATOR AT WWTP (7/3-7/30/2024)	1,706.50
			1,137.53
TOTAL OF CHECKS ALREADY WRITTEN			\$ 31,563.08
38947	ABONMARCHE	PROFESSIONAL SERVICES FOR CDBG - CLARK & LINDEN	658.75
38948	AT & T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 7/12-8/11/2024	452.32
38949	BADGE & WALLET	POLICE CHIEF WALLET BADGE FOR PHIL LUCAS	195.00
38950	PAMELA BENCH	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	8.58
38951	BIOTECH	195,500 BIOSOLID LIQUID LAND APPLICATION PLUS FUEL SURCHARGE FEE	12,246.12
38952	ANNE BLOCKER	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	8.58
38953	BLUE CROSS BLUE SHIELD OF MI	SEPTEMBER 2024 HEALTH INSURANCE FOR NICOL BROWN	772.41
38954	BLUE CARE NETWORK OF MI	SEPTEMBER 2024 HEALTH INSURANCE	12,185.44
38955	CHARLIE WEEDEN, INC	SIDEWALK REPAIRS - STREETScape PROJECT	3,740.00
		REMOVAL OF WOOD CHIPS, BRICKS & ROOTS FROM PLANTER AREAS	500.00
38956	CLEAN EARTH ENVIRONMENTAL CONTRACTORS	VACTOR SERVICE TO CLEAN 2 LIFT STATIONS	1,844.00
38957	COAST TO COAST SOLUTIONS	3 CASES EACH LARGE & EXTRA LARGE NITRILE GLOVES FOR POLICE DEPT	257.84
38958	CORE & MAIN	WATER REPAIR PARTS	680.00
		QTY 94 - 5/8 INCH WATER METERS	30,230.00
38959	DECATUR LUMBER TRUE VALUE	TRIMMER ATTACHMENT & TRIMMER LINE FOR WEED WHIPS - DPW	169.97
		WEED EATER PLUS EDGER ATTACHMENT & POLE SAW ATTACHMENTS-DPW	655.98
		EDGER BLADES DPW	29.93
		WEED EATER PLUS EDGER ATTACHMENT-DPW	479.98
38960	DELTA DENTAL	SEPTEMBER 2024 DENTAL INSURANCE	1,335.86
38961	DETROIT SALT COMPANY	51.83 TONS - EARLY SALT DELIVERY FOR STREETS	987.77
38962	DOUBLEDAY OFFICE PRODUCTS	4 CASES OF COPIER PAPER	3,377.76
38963	ENDUSTRA FILTER MANUFACTURERS	2 FILTERS FOR ROOT BLOWERS AT WWTP	188.00
38964	ESRI	GIS ANNUAL MAINTENANCE FEE 7/1/2024-6/30/2025	196.00
38965	FLEMING BROTHERS OIL CO	GASOLINE 7/15/2024	1,650.00
		DIESEL 7/15/2024	1,190.36
38966	FRONTIER COMMUNICATIONS	WWTP PHONE, INTERNET & ALARM 8/13-9/12/2024	785.04
38967	GAGE MOTORS	PLUGGED RIGHT REAR TIRE ON 2022 FORD EXPLORER	25.00
		DODGE CHARGER-FRONT HUBS, WHEEL SPEED SENSORS, WIPER BLADES, CABIN AIR FILTER, PLUS DISMOUNT, CLEAN, MOUNT & BALANCE REAR TIRE	1,150.92
38968	GALLS, INC	JACKET, HANDCUFFS, RADIO HOLDER & NAME TAG FOR SOBESKI PLUS	1,175.92
		JACKET FOR POOLE	358.46
		PANTS & NAME TAG FOR LUCAS	130.94
38969	GASVODA & ASSOCIATES, INC	REPAIRS TO IRP/WATER TOWER COMMUNICATION TAKEN OUT BY STORM (STORM DAMAGE CLAIMED TO INSURANCE AUG 2024)	489.40
38970	GEMPLERS	SHOES, JEANS & JACKET FOR MARK HANNERS - WWTP	4,979.00
38971	GRAND VALLEY CONCRETE PRODUCTS	2 FEET BY 4 FEET CATCH BASIN - STREETS	404.64
38972	CYNTHIA GRESS	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	1,033.52
38973	RICHARD HALL	MILEAGE TO AND FROM COUNTY (PAW PAW, MI)	8.58
38974	SUSAN HALL	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	25.46
38975	HARDING'S MARKET	COFFEE, WATER, ICE & DANISH FOR ELECTION WORKERS	8.58
38976	HARRIS CONAG, LLC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #10	18.46
38977	HARTFORD BUILDING AUTHORITY	SEPTEMBER 2024 CITY HALL LEASE	83,964.22
38978	HARTFORD FIRE BOARD	SEPTEMBER 2024 CONTRACTUAL PAYMENT	4,166.67
38979	J.S. BUXTON	BULK LIME SLURRY FOR WWTP	11,152.50
38980	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR JULY 2024	1,505.00
38981	KSS ENTERPRISES	PAPER TOWELS, TOILET PAPER, SOAP, GLOVES, GARBAGE BAGS, ETC	669.01
38982	EUGENIA LIBERATO	REFUND OF FEES CHARGED BY ALLPAID - WE DO NOT SERVICE KEELER TWP	630.92
38983	SARAH MANNING	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	5.75
38984	MICHELLE MATTIMORE	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	8.58
38985	MICHIGAN MUNICIPAL TREASURER'S ASSOC	2024 FALL CONFERENCE REGISTRATION FOR TREASURER PAM SHULTZ	8.58
38986	MICHIGAN OFFICE SOLUTIONS	CITY HALL COPIER MAINTENANCE AGREEMENT 7/18-10/17/204	399.00
		POLICE COPIER MAINTENANCE AGREEMENT 7/24-10/23/2024	503.40
38987	MIDWAY ELECTRIC, INC	WWTP SERVICE CALL FOR OUTSIDE LIGHT POLES - MANY BROKEN WIRES	281.72
38988	MICHIGAN STATE UNIVERSITY	2024 MASTER CITIZEN PLANNER LIVE WEBINAR - GAGE GARDNER	785.12
38989	MTECH COMPANY	LEAF MACHINE PARTS (HOSE, BLOWER, IMPELLER)	1,940.00
38990	JOANN NEWNUM	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)	60.00
38991	PC SERVICES	REPLACED 6 UPS BATTERIES + I.T. LABOR HOURS	9,502.83
38992	PLUMMERS ENVIRONMENTAL	DSMI PROJECT (DWAM LEAD & COPPER GRANT) DRAW #7	8.58
38993	PROFESSIONAL HORTICULTURE	STREETScape PROJECT COMPLETION	589.94
			16,156.35
			6,250.00



**AUGUST 26, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38994 PVS TECHNOLOGIES, INC	FERRIC CHLORIDE FOR IRP		7,829.54
38995 ROSE PEST SOLUTIONS	2024-2025 ANNUAL CONTRACT FOR PEST CONTROL		1,026.00
38996 SAFEBUILD	BUILDING PERMIT #24-HAR-BR00001 - 316 W MAIN - ACCESSORY STRUCTURE	300.00	
	BUILDING PERMIT #24-HAR-BR00014 - 426 E MAIN - DETACHED GARAGE	300.00	
	BUILDING PERMIT #24-HAR-BR00015 - 61434 63RLD ST - DECK	200.00	
	ELECTRICAL PERMIT #24-HAR-ER00003 - 115 FRANKLIN	160.00	
	MECHANICAL PERMIT #24-HAR-MR00006 - 215 N EDWIN ST	210.00	
	MECHANICAL PERMIT #24-HAR-00007 - 215 WENDELL AVE	1,165.00	2,335.00
38997 GUADALUPE SANCHEZ	CELESTINA Y LOS SANCHEZ BAND FOR HISPANIC HERITAGE FESTIVAL		500.00
38998 REBECCA SENARD	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)		8.58
38999 SHELBY SOBESKI	REIMBURSEMENT FOR MCOLES LICENSING EXAM		84.00
39000 SPECTRUM PRINTERS, INC	VOTE TEST DECK FOR AUGUST 2024 PRIMARY ELECTION		100.00
39001 NANCY SPOULA	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)		8.58
39002 ANGELA STORY	AUGUST 2024 ASSESSING SERVICES		1,333.33
39003 DOUG TIPKEN	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)		8.58
39004 TRACE ANALYTICAL LABORATORIES, INC	IRP LEAD & COPPER SAMPLES - 7/30/2024	667.00	
	IRP WATER SAMPLE TESTING - 8/5/2024 (ANIONS & ALKALINITY)	129.25	796.25
39005 TRI CITY RECORD	NOTICE OF AUGUST PRIMARY ELECTION	262.50	
	PUBLIC ACCURACY TEST AD FOR AUGUST PRIMARY ELECTION	75.00	337.50
39006 UIS SCADA	TROUBLESHOOT INFLUENT FLOWMETER CHART RECORDER AT WWTP		972.00
39007 USA BLUEBOOK	4 BOXES OF HOINEYWELL CHART PAPER FOR WWTP		184.36
39008 VISION SERVICE PLAN	SEPTEMBER 2024 VISION INSURANCE		135.62
39009 WATER SOLUTIONS UNLIMITED	EIGHT 52 GAL DRUMS OF HYPOCHLORITE FOR WWTP	1,553.48	
	300 GALLON TOTE OF SODIUM BISULFITE FOR WWTP	1,060.00	
	EIGHT 52 GAL DRUMS OF HYPOCHLORITE FOR WWTP	1,553.48	4,166.96
39010 LAURA WEEDEN	MILEAGE TO & FROM PAW PAW FOR ELECTION TRAINING (12.8 MILES)		8.58
39011 WIGHTMAN & ASSOCIATES	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	11,341.76	
	PROJECT 150147 GENERAL ENGINEERING - SINGH FARMS SITE PLAN REV	550.00	
39012 WOLF KUBOTA	PARTS FOR KUBOTA TRACTOR		218.31
TOTAL OF CHECKS TO BE WRITTEN ON AUGUST 27, 2024			\$ 239,906.42
DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS			
7/28/2024 AMAZON.COM	4 AIR FILTERS FOR DPW LAWN MOWERS		18.79
8/1/2024 BOYNE MOUNTAN GRAND LODGE	HALF DOWN ON LODGING FOR TREASURER'S FALL CONFERENCE		308.25
8/2/2024 UNITED STATES POSTAL SERVICE	CERTIFIED LETTER TO AMHAWK		9.68
8/5/2024 LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW		0.71
8/5/2024 GRAMMARLY	MONTHLY SUBSCRIPTION FEE FOR CITY MANAGER		30.00
8/6/2024 UNITED STATES POSTAL SERVICE	MAIL PLANNING COMMISSION PACKETS		13.14
8/6/2024 STAPLES.COM	CORRECTION TAPE, POST-IT NOTES, LARGE ENVELOPES, DIVIDERS, DYMO LABELWRITER FOR DEPUTY CLERK, PENS, PLANNER, DESK CALENDAR		347.37
8/7/2024 AMERICAL PLANNING ASSOCIATION	CONFERENCE FEES FOR MANAGER TO ATTEND		490.00
8/8/2024 UNITED STATES POSTAL SERVICE	CERTIFIED LETTER TO AMHAWK		9.68
8/12/2024 UNITED STATES POSTAL SERVICE	MAIL FOIA REQUEST ITEMS OUT - MIKE PRINCE		2.31
8/14/2024 UNITED STATES POSTAL SERVICE	MAIL FOIA REQUEST ITEMS OUT - JAMES IVY		2.59
8/14/2024 STAPLES.COM	BLACK & COLOR TONOR FOR PRINTER AT IRP		573.88
8/18/2024 AMAZON.COM	FOUR 10 INCH WIRE WEED WACKER ATTACHMENTS FOR DPW		95.96
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS			\$ 1,902.36
TOTAL GROSS PAYROLL JULY 13, 2024 THROUGH AUG 19, 2024 (5 WEEKS PLUS 3 SPECIAL PAYS)			\$ 96,192.32
GRAND TOTAL FOR AUGUST 26, 2024 - FISCAL 2024-2025			\$ 369,564.18
GRAND TOTAL OF FISCAL 2023-2024 & 2024-2025			\$ 469,904.61



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

City Manager's Monthly Update August 26, 2024

106 South Center Demolition:

I emailed Russ regarding any questions he may have before signing the contract. Russ has six jobs ahead of our project. He believes the structure will be demolished before next year. We will have a start date before the contract is signed.

5 W. Main Street:

The Office of Community Service will request a proposal for a contractor to complete structural repair, foundation tuck, and windows, speaking with a potential buyer. Secondly, they will advertise another request for a proposal for a developer. They want to see 2 apartments and a commercial on the first floor (mixed-use development).

The Police Department:

I'm doing my research regarding police mileage. The mileage will help pay for upgrading equipment, purchasing new police equipment and cars, and payroll. It will also help us keep the police department.

I will keep you updated as I receive information. Police staff will start creating a budget for the equipment. I will work with the assessor to determine the mileage.

We will advertise for two part-time police officer positions, starting pay at \$30 per hour. I'm working with the interim chief Lucas and Officer Poole regarding police wages in the area.

Hiring at DPW:

A new employee, Michael Good, started working at the WWTP this week. Danny, Rickey, and I interviewed candidates for the DPW laborers' position. We have chosen two candidates who are undergoing physical and background checks.

WWTP Update:

Construction at the plant started this week. The mixer for the equalization tank by the Headworks building is still on backorder. We believe it will be another few months before it arrives at the WWTP.

Streetscape Downtown Improvement:

The horticultural firm delivered the flower pots that will be placed throughout downtown in spring 2025. The contractor started potting soil in the green spaces and planting the annuals, which will begin next week.

Drinking Water State Revolving Fund (DWSRF)

This information is important for you to consider because the process will move forward if we receive an offer letter from EGLE. We would go through a process similar to the WWTP Bond project.

This project aims to replace all the lead service lines within the City's system and the selected water main. The project plan was submitted in June 2023. The city scored 80 out of 100 points and fell just outside the fundable range of 85.

The city reapplied in May 2024, and EGLE completed the priority scoring for fiscal year 2025 Drink Water State Revolving Fund (DWSRF) projects. The City of Hartford project scored 90 priority points; the city increased our points by ten from last year. We are hopeful we will receive a draft funding offer in mid-September.

If we are given an offer letter from EGLE, the city needs to be prepared for a fast-track process. The offer letter will consist of either all grants or all loans, partial grants, and partial loans, or a mixture of both grants and loans. If we are only offered loans to cover the project, the city must decide if we will proceed.

Wightman believes the process will go as follows: September 2024 offer letter from EGLE, City response back to EGLE in September, design work to start ASAP, preliminary plans in mid-January, construction permits in mid-March, and bid for the project in May 2025.

We applied for \$11,760,500. Suppose offered a loan from EGLE regarding the water and sewer study, and staff would start working with Baker Tilly.

The city would decide whether we should apply for a Bond Anticipation Note (BAN) similar to a bridge loan. The BAN would allow Wightman to start the project's engineering designs before receiving the grant/loan.

Spark Grant/DNR/Council Michigan Foundations:

We are meeting with CMF to tour the Ely Park on August 22, 2024. I plan to contact the Southwest MI Planning Commission to assist with administering the grant's beginning phase, such as completing the request for proposal process for an engineering company. The city is waiting for the executed grant agreement back from CMF.

Renaissance Cultivators:

501 Hillsborough Street renewed Class B license.

Zip Cannabis:

801 Prospect Street issued a consumption permit and received a state license.

Med + Leaf:

301 W. Main Street Medical Provisioning/retail has applied for a renewal permit.

Water & Sewer Rates:

The new rates took effect on July 1, 2024, and the July billing was mailed on August 20th.

Project Compass:

This week's virtual meeting was the second for the Hartford Project Compass task force. The following items were discussed.

- 1. Discussion of the scope of connectivity considerations
- 2. State of Connectivity and Broadband Funding Programs
- 3. Connectivity concerns and impacts of delayed access, existing challenges, and goals
- 4. What's coming - feasibility studies, connectivity strategies, etc
- 5. Discuss surveys and listening tour event

The first Project Compass task force meeting was on July 18th. Here is the summary from the kick-off meeting.

Hartford Task Force Kick-Off Meeting Summary

ACTION ITEMS

- The next meeting is on Thursday, August 15, at noon.
 - You can join the meeting on that day and time using this link: <https://umich.zoom.us/j/92437852827>.
- Invite others to join the task force (or try out the next meeting for size). Tech savvy is not required!

KEY POINTS

Access and Availability

- There are areas in the city with no Internet access.
- The Internet in many areas is either inaccessible or the options are few and very slow.
- The library provides hotspot access but isn't a permanent solution.

Cybersecurity and Online Safety

- Community fears about scamming; not sure about the outcome of clicking on links.
- Devices are available in the schools which families sometimes use. They have filters, but scams and phishing are always risky.
- Education and resources to prevent scams and phishing are important.

Role of Libraries

- How do libraries play a part in addressing community concerns?

Zoning Administrator:

I still need to receive the second proposal for the zoning administrator. I aim to have Attorney Curcio draft a contract to start the negotiation and bring it before the commission.

Building Permits for July 2024:

- 60401 County Road 687 New Pole Barn
- 137 Hillsborough Street Interior Remodel of building
- 61434 63rd Street Residential Alteration
- 316 E. Main Street Accessory Structure Addition
- 426 E. Main Street Addition – Detached Garage
- 105 Bennett Avenue Building without a permit
- 509 E. Main Street Mechanical residential, final inspection
- 215 N. Edwin Street Mechanical residential, Gas/oil equipment, heat pumps, final inspection
- 215 Wendell Avenue Mechanical Residential, Final Inspection

Respectfully Submitted,

Nicol Brown

Nicol Brown
City Manager

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JULY 22, 2024

Item 12.

Commissioners Present: Jane Danger; Frank Dockter (5:53pm); John Miller; Nancy Spoula; Charles Weeden; Mayor Richard A. Hall
Commissions Absent: Lindsay Morsaw (Excused)
Staff Present: Brown; Prince; Rodney-Isbrecht; 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 5 – 0

Guests: None

Public Comment:

- John Spoula, 112 Bennett, Comments to Commissioners

Communications:

- Hartford Area Chamber Summer Newsletter
- Indiana Michigan Power Company Notice of Hearing MPSC
- Special Meeting Notice from Hartford Fire Board July 24, 2024 7pm at Hartford Township Hall
- Marathon Pipeline sent Pipeline Safety Information
- Absent voter ballots are available for registered voters who wish to vote absentee in the August 6, 2024 Primary Election.
- Clerk's Office will be open August 3, 2024, 8:30am-4:30pm for Voter Registration & Absent Voting

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

- Hartford Public Library** – July 2024 – The Mayor had a question regarding the financials and requested follow-up.
- Police & Ordinance** – Chief Prince, Understaffed, Officer still out on Medical Leave. Cadet has about nine weeks left of training, graduation is August 9, 2024 and then must go through field training; All officers will need to go through additional MCOLES required training; dealing with vehicle repairs; Encrypted Radios Requirement Update, waiting on information from the Federal, State & County Officials.
- Fire Department** – Ron Sefcik, Fire Board Chair, update on department statistics for the year, equipment upgrades, software & computer upgrades; Fire Chief Robbie Harting – Report on File,
- Ambulance** – No Report on File
- Van Buren County** – No Representative
- Public Works** –Report on File – Discussion on recent vandalism of the bathrooms in Ely Park. Lead/Copper Samples yearly requirement, a new employee has left after a month of employment, training new employees takes staff time; WWTP Lift Station tie over this week; South Haver Street solving standing water issue; PFAS Hartford Township waiting on materials. E
- Wastewater Treatment Plant** –Report on File –
- Treasurers, Investment & List of Bills** – July 22, 2024 List of Bills \$329,461.94
- City Manager** –Report on file – 106 South Center Demolition; 5 W Main Street; Hiring at the DPW; WWTP Construction Update; Streetscape Downtown Improvement Update; Drinking Water State Revolving Fund (DWSRF) scored 90 priority points; Spark Grant/DNR/Council Michigan Foundation

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JULY 22, 2024

Item 12.

Awarded \$869,900; PFAS Project Update; Officer Vande Voren submitted his resignation from the Police Department effective August 5, 2024

Discuss & Consider: Mayor gave an overview of the City Manager's Review & goals. Mayor submitted a synopsis of the review to Commissioners. The City Manager submitted a list of goals.

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the June 24, 2024 Regular meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Motion by Commissioner Spoula, supported by Commissioner Dockter, to approve the minutes of the June 25, 2024 Special meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Motion by Commissioner Dockter, supported by Commissioner Spoula, to approve the minutes of the June 25, 2024 Special Closed Session meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Approval of Reports:

Motion by Commissioner Danger, supported by Commissioner Miller, to approve the July 22, 2024 list of bills in the amount of \$329,461.94

Motion carried 6 – 0

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

Motion carried 6 – 0

Goals/Objectives:

1. Rite Aid Redevelopment
2. Water/Sewer Study
3. Commissioner Weekly Reports
4. Zoning
5. Infrastructure
6. Department Restructuring Iron Plan (IRP), DPW, Code Enforcement Officer, WWTP, Police Department
7. Employee Handbook
8. Treasurer & Utility Software

Old Business:

- Discuss & Consider – Cellular Tower Lease at 17 West Main St
Discussion: AT&T declined the Council's counter proposal. The City Manager has brought the original proposal back before Council. Council has declined the offer that was presented.

New Business:

- Discuss & Consider – Spark Grant.
Discussion: The City was awarded \$869,900 for additional parking, sidewalks, lightning, pavilion and bathroom upgrades. Recommended Council authorize the City Manager to sign the agreement.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JULY 22, 2024

Item 12.

- Discuss & Consider – Letter of Support for USDA Grant
Discussion: The County is seeking a housing grant and asking for a letter of support.
- Discuss & Consider – Approval of DPW Vehicle Purchase
Discussion: Correction the vehicle purchase is for the service truck cab for \$45,743. The service body will be purchased at a later date.
- Discuss & Consider – East End of Reynolds Street City’s Right – of – Way Vacate Request
Discussion: City Manager is recommending not vacating the Right-of-Way. One of the property owners making the request would not be able to access or be granted the right-of-way if it were vacated.
- Discuss & Consider – Approval of Christmas Decorations for City Hall & Ely Park
Discussion: Hartford Lions Club is no longer going to coordinate donations to decorate Ely Park for Christmas. City Manager is recommending Naylor decorate City Hall & Ely Park.
- Discuss & Consider – Water/Sewer Connection for Hartford Township Emergency Services Building & Township Hall
Discussion: Hartford Township has requested the City waive the connection fees for the Emergency Services Building. The Contractor working on the building destroyed the sewer drain field at the Township Hall which has now been connected to the City’s sewer system. The City Managers recommendation is the City & Township split the fees of the water/sewer connection fees of \$19,350 for the Emergency Services Building. The Township will pay for the sewer connection fee for the Township Hall of \$13,050.

Resolutions, Ordinance, Proclamation’s:

- Discuss & Consider – Resolution 2024 – 023A – Approve Cellular Site Lease at 17 West Main Street

Motion by Commissioner Spoula, supported by Commissioner Weeden, to adopt Resolution 2024 – 023A Cellular Site Lease at 17 West Main Street
Motion failed 0 – 6 (Danger, Dockter, Miller, Spoula, Weeden and Mayor Hall)
- Discuss & Consider – Resolution 2024-028 – Enter into A Subrecipient Grant Agreement

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2024 – 028 Enter into a Subrecipient Grant Agreement in the amount of \$869,000.00.
Motion carried 6 – 0
- Discuss & Consider – Resolution 2024-029 – Letter of Support for USDA Grant

Motion by Commissioner Danger, supported by Commissioner Dockter, to adopt Resolution 2024 – 029 Letter of Support for USDA Grant.
Motion carried 6 – 0
- Discuss & Consider – Resolution 2024-030 to Approve the Purchase of a Department of Public Works Vehicle

Motion by Commissioner, supported by Commissioner, to adopt Resolution 2024 – 030 to approve the Purchase of a Department of Public Works Vehicle in the amount of \$45,373.00.
Motion carried 6 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JULY 22, 2024

- Discuss & Consider – Resolution 2024-031 To Not Vacate the City’s Right – Of – Way at the East End of Reynolds Street

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 031 to not vacate the City’s Right – of – Way at the East End of Reynolds Street

Motion failed 1 – 5 (Danger, Dockter, Spoula, Weeden, and Mayor Hall)

- Discuss & Consider – Resolution 2024 – 032 Approve Decorating City Hall & Ely Park for Christmas

Motion by Commissioner Spoula, supported by Commissioner Dockter, to adopt Resolution 2024 – 032 Christmas Decorating City Hall for \$3,448.44 & Ely Park for \$2,697.44.

Motion carried 6 – 0

- Discuss & Consider – Resolution 2024 – 033 Setting Water/Sewer Connection Fees for Hartford Township EMS & Township Hall

Motion by Commissioner Danger, supported by Commissioner Miller, to adopt Resolution 2024 – 033 Setting Water/Sewer Connection Fees for Hartford Township EMS & Township Hall

Motion carried 5 – 1 (Danger)

City Manager requested a Special Meeting July 29, 2024 at 5:30pm closed session to consider a legal opinion, City Attorney would be present.

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Spoula, to adjourn the meeting at 7:36pm.

Motion carried 4 – 2 (Danger, Weeden)

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager

DATE: August 26, 2024

RE: Policy And Procedure for Assessing Requests

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the policy and procedure assessor inquiries and meeting requests.

DISCUSSION:

The commission must approve the policy and procedure for assessing requests. The policy will be posted on the City's website under the assessor's page. It gives directions to speak/meet with the assessor, inspect/copy assessing records, and request an informal meeting before the March board of review.

RECOMMENDATION:

The Hartford City Commission approves the policy and procedure assessor inquiries and meeting requests.



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

Policy and Procedure

Assessor Inquiries and Meeting Requests

Assessor Angela Story

Office Phone: 269-621-2477

Cell Phone: 269-207-2590

Email: Angelastory14@yahoo.com

Regular Office Hours: Monday-Friday 8:30am-4:00pm

Requests to speak/meet with the Assessor:

- Requests for information can be made via office phone, cell phone, email or in person during the posted office hours above.
- Voicemail and Email messages will be returned promptly, if possible, but no longer than 3 business days given normal circumstance.
- Requests to meet in person with the assessor can be scheduled.

Requests to inspect/copy assessing records:

- Assessing Records are available for inspection/copying during normal City Hall business hours. It is recommended to make this request by appointment, for additional assistance by the Assessor.
- Refer to the separate Policy for Public Inspection and Copying of Records for more detailed information.

Requests for informal meeting prior to March Board of Review:

- Assessment Notices are mailed to taxpayers mid to late February. The Assessor has jurisdiction over the valuations up to the first Monday in March.
- It is highly recommended, though not required to speak with the Assessor regarding questions/disputes regarding valuations prior to protesting to the March Board of Review.
- The assessor can be reached via the phone numbers and email above.

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 fax

www.cityofhartfordmi.org



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

POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF ASSESSING RECORDS

Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA Coordinator and shall be subject to the statutory requirements of FOIA.

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the City Assessor or otherwise authorized individual for said assessing records.
3. If a verbal request is made, the responding city official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be presented to the requesting party on the date set for inspection or copying.
4. The responding city official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
5. The responding city official and/or authorized individual shall be responsible for the production of the requested copies.
6. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the fee schedule established by the City Commission.
7. If the request is for inspection of public record, the responding city official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
8. The establishment of the date and time of the public inspection of the requested public records shall be at the discretion of the responding city official and/or authorized individual. The place designated for the requested inspection shall be Hartford City Hall.
9. The responding city official and/or authorized individual shall allow such inspection between the hours of 9:00 am and 4:00 pm Monday through Friday, unless mutually agreed to by the responding city official and/or authorized individual and the requesting party.

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



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager *NB*

DATE: August 26, 2024

RE: **AMENDMENT #3 FOR THE PFAS WATER MAIN EXTENSION PROJECT**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve contract amendment #3 for the PFAS 56TH Avenue, Pinery Road, and 60th Street Water Main Extension project.

DISCUSSION:

The city's engineer, Wightman, included 28 house connection meters in the PFAS project. Our DPW superintendent preferred that all meters be installed outside the house. This recommendation caused a change order to purchase an additional 17-meter pit with meters. Also, we need one additional meter pit with a 2-inch size for the commercial buildings.

Additional concrete work was needed because the existing concrete or asphalt in a driveway was damaged during construction. The contractor will replace the damaged sections. The total change order is \$24,076.40, which the grant covers.

Wightman is proposing an amendment for additional engineering services required during the design engineering phase of the PFAS project. We assumed that the Hartford Township residents had broad support for the project; however, it was the opposite. Wightman increased efforts to communicate with residents and secure the required 51% approvals before bidding on the project. The additional services included multiple mailings to residents with numerous supporting documents, phone calls, meetings with residents, and knocking on residents' doors. The total change order is \$27,000; it's included in the grant.

RECOMMENDATION:

The Hartford City Commission approves contract amendment #3 for the PFAS 56TH Avenue, Pinery Road, and 60th Street Water Main Extension project.

CONTRACT MODIFICATION

Contract Modification No.: 3

Date: August 6, 2024

NAME OF PROJECT: 56th Avenue, Pinery Road and 60th Street Water Main Extension

OWNER: City of Hartford

CONTRACTOR: Harris ConAg, LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

This contract modification balances items completed to date. All interior water meters are removed from the project and all water meters for new services will be in meter pits, increasing that quantity. There was one additional 2-inch water service added.

CHANGE TO CONTRACT PRICE:

Original Bid Price: \$ 2,137,854.00

Current Bid Price adjusted by previous Contract Modifications: \$ 2,255,849.79

The Contract Price due to this Contract Modification will be **increased** by: \$24,076.40

The new Contract Price including this Contract Modification will be: \$ 2,279,926.19

Current Contract Completion Date: August 30, 2024

Contract Completion Date will be extended by 0 calendar days for this Contract Modification.

Requested by: Nicol Brown, City Manager, City of Hartford

Recommended by: Mickey E. Bittner, Project Engineer, wigniman & Associates, Inc.

Accepted by: Mark Harris, Owner, Harris ConAg, LLC

CONTRACT MODIFICATION

Contract Modification No.: 3

Date: August 6, 2024

NAME OF PROJECT: 56th Avenue, Pinery Road and 60th Street Water Main Extension

OWNER: City of Hartford

CONTRACTOR: Harris ConAg, LLC

ATTACHMENT TO CONTRACT MODIFICATION NO. 3

<i>Item No.</i>	<i>Description</i>	<i>Unit</i>	<i>Current Qty.</i>	<i>Revised Qty.</i>	<i>Change in Qty.</i>	<i>Unit Price</i>	<i>Change in Contract Price</i>
33	Copper Water Service, 1 inch, Long	Ea	28	30	2	\$2,250.00	\$4,500.00
36	House Connection w/Meter	Ea	28	0	-28	860.00	-24,080.00
37	Meter Pit w/Meter	Ea	33	50	17	1,110.00	18,870.00
43	Driveway, Nonreinf Conc, 6 inch	Syd	99.5	116.83	17.33	80.00	1,386.40
60	Copper Water Service, 2 inch, Short	Ea	3	4	1	6,850.00	6,850.00
61	Meter Pit w/Meter, 2 inch	Ea	3	4	1	16,550.00	16,550.00
SUBTOTAL CHANGE IN CONTRACT PRICE							\$24,076.40



July 30, 2024

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

Attention: Ms. Nicol Brown, City Manager

RE: PFAS WATER MAIN EXTENSION - AMENDMENT

Dear Nicol:

As we have discussed in the past, we are offering this proposal amendment for additional services required during the design engineering phase of the above referenced project. It was originally anticipated that there was wide support for this project. However, increased efforts were warranted to communicate with residents and secure the required 51% approvals prior to bidding the project. Specifically, the additional services provided included the following:

- Multiple mailings to residents with numerous supporting documents
- Phone calls with residents
- Meeting with residents
- Knocking on doors of residents

Below is a summary of the proposed fee amendment.

Original Proposal (03/10/21)	\$491,400
Amendment	<u>27,000</u>
Revised Total	\$518,400

The agreement with EGLE has been amended to accommodate these budget modifications.

If you have any questions, please feel free to contact me.

Very truly yours,

Mickey E. Bittner, P.E.
mbittner@gowightman.com
269.266.2159

This proposal is approved and accepted by the City of Hartford:

By: _____
Signature

Date: _____

By: _____
Printed Name

Title: _____



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager *NB*

DATE: August 26, 2024

RE: **SRF WASTEWATER PROJECT CHANGE ORDER #3 FOR CONTRACT B**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve change order No. 3 for contract B of the City's Drinking Water State Revolving Fund (DWSRF) Project.

DISCUSSION:

This change order includes drainage improvements along Haver Street and an extension of contract time.

During construction, it was found that the sanitary sewer service lines serving the homes on the west side of South Haver Street were in poor condition and required replacement to be reconnected to the new sanitary sewer. This service line replacement work disturbed the west half of South Haver Street pavement, which was not initially planned for replacement. Rather than patching pavement at the multiple utility trench locations, the entire pavement width was replaced. As a result of the repaving, standing water developed along the edges of South Haver Street. These puddles were present during and for approximately 24 hours after significant rain events. The proposed South Haver Street drainage improvements would help to mitigate the stormwater ponding.

In addition to the drainage improvements, nine (9) pay item quantities are being increased to match those experienced during construction. This balancing includes tree removal, pavement removal, aggregate base under pavement, asphalt pavement, grass restoration, additional pipe and fittings, and additional costs incurred by the railroad for construction inspection while on railroad property.

The total adjustment in the contract amount due to Change Order No. 3 is an increase of \$46,114.45; however, after accounting for the increase, this contract is \$56,148.41 under budget. In addition to the changes in construction cost, Wightman will require an additional \$9,500 for the inspection and construction administration of the additional drainage improvements along South Haver Street.

RECOMMENDATION:

The Hartford City Commission approves a contract to approve change order No. 3 for contract B of the City's Drinking Water State Revolving Fund (DWSRF) Project. The contract proposed an extension to September 30, 2024.



August 9, 2024

City of Hartford
19 West Main Street
Hartford, MI 49057

Attention: Dan Staunton, Superintendent

**RE: WASTEWATER SYSTEM IMPROVEMENTS PROJECT – CONTRACT B – HAVER STREET
DRAINAGE IMPROVEMENTS AND BALENCING OF CURRENT PAY ITEM QUANTITIES**

Dear Dan:

Enclosed with this cover letter is a draft of Change Order No. 3 for Contract B of the City's Wastewater System Improvements Project. This change order includes previously discussed drainage improvements along Haver Street, balancing of pay item quantities for those items which increased from the original estimate, and an extension of time.

During construction it was found the sanitary sewer service lines serving the homes on the west wide of Haver Street were in poor condition and required replacement in order to be reconnected to the new sanitary sewer. This service line replacement work disturbed the west half of Haver Street pavement which was not originally planned for replacement. Rather than patching pavement at the multiple utility trench locations, the full width of pavement was replaced. As a result of the repaving, several puddles along the edges of Haver Street have been brought to the City's attention. These puddles are present during and for a period of approximately 24 hours after, significant rain events. The proposed Haver Street drainage improvements described in Change Order No. 3 would help to mitigate this storm water ponding.

In addition to the drainage improvements, nine (9) pay item quantities are being increased to match those experienced during construction. This balancing includes tree removal, pavement removal, aggregate base under pavement, asphalt pavement, grass restoration, additional pipe and fittings, and additional cost incurred by the railroad for construction inspection while on railroad property.

The total adjustment in the contract amount due to Change Order No. 3 is an increase of \$46,114.45; however, overall, this contract is \$56,148.41 under budget after accounting for the increase. Enclosed with this cover letter is proposed Change Order No. 3 for the City's consideration.

In addition to the changes in construction cost, Wightman will require an additional \$9,500 for the inspection and construction administration of the additional drainage improvements along Haver Street. A draft request for these additional services is enclosed with this cover letter for consideration.

If you have any questions, please feel free to contact me.

Very truly yours,

Andrew Rudd, P.E.
arudd@gowightman.com
269-364-1664

Enclosure

Date of Issuance: 08/26/2024	Effective Date: 08/26/2024
Owner: City of Hartford	Owner's Contract No.: NA
Contractor: Pajay, Inc.	Contractor's Project No.: NA
Engineer: Wightman	Engineer's Project No.: 212004
Project: Wastewater System Improvements Project	Contract Name: Contract B

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

Description:

This change order adds two (2) leaching basins adjacent to Haver Street. These drainage improvements are required in order to address ponding storm water caused by increased impacts from sanitary sewer replacements. The lump sum cost also includes all related removals, site grading, concrete sidewalk, an ADA compliant sidewalk ramp, restoration, and paving.

Bid Item No.	Description	Item Quantity	Units	Unit Price	Totals
B.63	Haver Street Drainage Improvements	1	LS	\$12,540.00	\$12,540.00
Total:					\$12,540.00

In addition to the above drainage improvements, the following miscellaneous additional quantities are required.

Bid Item No.	Description	Item Quantity	Units	Unit Price	Totals
B.2	Tree, Rem, 19 inch to 36 inch	1	Ea	\$2,000.00	\$2,000.00
B.3	Tree, Rem, 6 inch to 18 inch	3	Ea	\$750.00	\$2,250.00
B.11	Aggregate Base, 8 inch	417	Syd	\$10.00	\$4,170.00
B.14	HMA Surface, Rem	417	Syd	\$4.00	\$1,668.00
B.15	HMA, 4EL	48.85	Ton	\$200.00	\$9,770.00
B.18	Sign, Type III, Erect, Salv	1	Ea	125.00	\$125.00
B.26	Slope Restoration, Non-Freeway, Type A	596	Syd	\$4.00	\$2,384.00
B.38	Forcemain, PVC, 8 Inch	11	Ft	\$112.00	\$1,232.00
B.49	8 inch 45 Deg. Bend	2	Ea	\$650.00	\$1,300.00
B.59	Railroad Protection, at Grade Crossing	5,783.63	Dlr	\$1.50	\$8,675.45
Total:					\$33,574.45

Extension of Time:

An extension of time has been included with this change order and includes the time required for the above additional improvements.

Attachments: **None**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: <u>\$ 1,749,790.00</u>	Original Contract Times: Substantial Completion: <u>10/15/2023</u> Ready for Final Payment: <u>10/29/2023</u> days or dates
Decrease from previously approved Change Orders No. 1 & No. 2: <u>\$ 102,262.85</u>	Increase from previously approved Change Orders No. 1 and No. 2: Substantial Completion: <u>230 Days</u> Ready for Final Payment: <u>230 Days</u> days
Contract Price prior to this Change Order: <u>\$ 1,647,527.15</u>	Contract Times prior to this Change Order: Substantial Completion: <u>06/01/2024</u> Ready for Final Payment: <u>06/15/2024</u> dates
Increase of this Change Order: <u>\$ 46,114.45</u>	Increase of this Change Order: Substantial Completion: <u>106 Days</u> Ready for Final Payment: <u>106 Days</u> days
Contract Price incorporating this Change Order: <u>\$ 1,693,641.60</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>09/15/2024</u> Ready for Final Payment: <u>09/30/2024</u> dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: <u>Paul Rubin</u>	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Engineer</u>	Title: _____	Title: <u>PRESIDENT</u>	Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: <u>8-14-24</u>	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

PAJAY, INC.
 19167 ROSE CITY RD
 NEW BUFFALO, MI 49117

Item 15.

PROPOSAL

Date	Estimate #
7/31/2024	373

Name / Address
CITY OF HARTFORD

HAVER STREET DRAINAGE
IMPROVEMENTS

Item	Description	Qty	Rate	Total
REMOVAL SIDEWALK	REMOVE CONCRETE SIDEWALK	2	300.00	600.00
DETECTABLE WARNL...	NEW 4" CONCRETE SIDEWALK	140	21.00	2,940.00
	SUPPLY AND INSTALL DETECTABLE WARNING SURFACE	1	100.00	100.00
LEACHING BASIN	INSTALL LEACHING BASIN	2	3,500.00	7,000.00
MACHINE GRADING	MACHINE GRADING	1	500.00	500.00
RESTORATION	RESTORATION FOR GRASS AREAS WITH TOPSOIL, SEED, AND MULCH	1	200.00	200.00
REMOVAL	REMOVE ASPHALT APPROACH	1	200.00	200.00
ASPHALT PAVING	INSTALL ASPHALT APPROACH	4	250.00	1,000.00

	Total	\$12,540.00
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Phone #
616-292-4462

E-mail
pdoselka@aol.com

ADDITIONAL SERVICES REQUEST

PROJECT: Wastewater System Improvements Project
DATE: 8/26/2024

PROJECT NUMBER: 212004
PAGE 1 of 1

This **Additional Service Authorization** is for a specific project. No services shall be performed until Wightman receives a signed approval from an authorized agent of the City. Receipt of this signed document shall constitute an Authorization for Release of the work and invoice for the work described below when complete.

Client: City of Hartford

 (Name)

19 West Main Street

 (Street Address)

Hartford MI 49057

 (City) (State) (Zip)

Scope is as described below.

Additional inspection and construction administration related to the completion of the Wastewater System Improvements Project.

Wightman Service Price: \$9,500.00

Estimated Completion Date: Dependent on Contractors

- Reimbursable project expenses attribute to the performance of these services shall be reimbursed to Wightman at 1.1x our direct cost.
- Should a significant change of scope be identified, Wightman shall advise the City in a timely manner and receive additional scope service approval for such additional services.
- Subject to the Wightman Standard Terms & Conditions document.

Submitted by: Andrew Rudd, P.E. 08/26/2024

 (Name) (Date)

Authorized by: Nicol Brown City Manager

 (Name) (Title)

 (Signature) (Date)





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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager ~~VA~~

DATE: August 26, 2024

RE: **DWAM CHANGE ORDER #4**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the Drinking Water Asset Management (DWAM) grant change order #4 for the Distribution System Material Inventory (DSMI) verification project and asset management plan revisions.

DISCUSSION:

The DWAM grant was to investigate approximately 20% of the “unknown” (lead, galvanized, copper, plastic) water services. The DWAM Grant for the DSMI verification project has additional funds available since the project bids were lower than estimated. EGLE has indicated we can perform additional water service investigations using the remaining grant money. The amount to complete the further investigation is \$138,625.

Based on the current grant dollars expended, Wightman estimates that we can complete an additional 267 exterior service investigations where the curb stop is in a lawn area, and we could perform an additional 286 interior service investigations. We want to continue working with Plumbers Environmental and amend the current contract. The service inspections will consist of Point 1 (interior), Point 3 (streetside of curb stop), and lawn restoration. The estimated completion date is November 1, 2024.

The additional inspections will require additional construction administration by Wightman & Associates, including selecting the new properties, a change order to the Plumbers Environmental Contract, adding the selected properties to the GIS system to record inspection results, preparing additional FSRs, and preparing additional pay applications. Wightman proposes to complete the additional construction administration for \$20,000.00. All the work and the additional inspections would be completed with grant dollars.

RECOMMENDATION:

The Hartford City Commission approves the DWAM grant change order #4 for the DSMI verification project and asset management plan revisions.



August 7, 2024

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

Attention: Ms. Nicol Brown, City Manager

RE: AMENDMENT – DSMI VERIFICATION PROJECT AND ASSET MANAGEMENT PLAN REVISIONS

Dear Ms. Brown:

The DWAM Grant for the DSMI Verification project has additional funds available since the project bids came in lower than was estimated for the grant. EGLE has indicated that we can perform additional water service investigations with the remaining grant monies as long as the work is DSMI related.

Based on the current grant dollars expended, we estimate that we can complete an additional 305 exterior service investigations where the curb stop is in a lawn area, and we could perform an additional 305 interior service investigations. We will change order this work into Plummer’s current contract after EGLE reviews and approves the draft change order.

These additional inspections will require additional construction administration including selection of the new properties, a change order to Plummers Contract, adding the selected properties to the GIS system so that inspection results can be recorded, preparation of additional FSR’s, and the preparation of additional pay applications.

We propose to complete the additional construction administration described above for \$20,000.00. All of this work and the additional inspections would be completed with grant dollars if approved by EGLE.

If you have any questions, please feel free to contact me.

Respectfully,

Brian Holleman, P.E.
bholleman@gowightman.com
(616) 890-4011

Mickey E. Bittner, P.E.
mbittner@gowightman.com
(269) 266-2159

This amendment is approved and accepted by the City of Hartford:

By: _____
Signature

Date: _____

By: _____
Printed Name

Title: _____



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager ~~/s/~~

DATE: August 26, 2024

RE: City Commission Rules of Order Policy Amendment

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the City Commission Rules of Order policy amendment.

DISCUSSION:

The City Commission adopted a “City Commission Rules of Order” policy on July 28, 1997. Section 8.0 of the policy addresses Citizen’s Rights. The City’s attorney, Nick Curcio advised me that the council should adopt the public participation language. I’m recommending section 8, titled Citizen’s Rights, be replaced with Public Participation. Also, sections 8.1 through 8.4 be replaced with Attorney Curcio’s recommendations below:

Audience members' comments shall be limited to the designated public comment periods and public hearings set aside on the agenda. Comments during a public hearing must be pertinent to the specific matter being considered by the council.

Anyone wishing to speak shall approach the podium and will be requested to state their name and address. Members of the public may not address the council from any location other than the podium.

If a speaker wishes to submit written comments or other written materials to the council for consideration during a meeting, he or she shall request permission to provide such materials to the city clerk, who shall then distribute them to the council.

Public comment periods and public hearings are intended for oral and written comments only. Members of the public who wish to present PowerPoint presentations or other audio-visual materials may request permission to do so by contacting the City Clerk in advance of the meeting.

Public comment periods and hearings are opportunities for the public to express their opinions. You will be asked to introduce yourself and keep your comments to three minutes. The Council will listen to your comments, and if a response is needed, the City Manager will contact you to update or respond within seven business days of the meeting.

Comments must (i) be loud enough to be audible but not so loud as to be inappropriate for a meeting, (ii) **not be profane, threatening, slanderous, or sexually explicit**, (iii) not be addressed to anyone other than the Council or the Mayor, and (iv) be given only by a single speaker at a time (except when the speaker requires assistance). Comments must not include demonstrations or materials that, when used, could be hazardous or unduly disruptive to the meeting.

If a group of citizens of the organization would like to address the Council, they will be asked to appoint one person to address the Council once the Mayor has recognized them.

The Mayor shall have the discretion to curtail repetitive public comments and may limit public comments that are so prolonged as to unduly interfere with the council's ability to address other items on the meeting's agenda.

Members of the public shall not disrupt council meetings by making comments, gestures, or other engaging in other disruptive behaviors from the audience seating section.

RECOMMENDATION:

The Hartford City Commission approves the abovementioned City Commission Rules of Order policy amendment.



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager ~~VA~~

DATE: August 26, 2024

RE: APPROVES A CONTRACT WITH HARTFORD TWP TO DECORATE ELY PARK

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve a contract between Hartford Township and the City of Hartford to decorate Ely Park.

DISCUSSION:

For several years, the Hartford Lions Club and Hartford Township have contracted to decorate Ely Park for the Christmas and New Year holidays. The City of Hartford and the Downtown Development Authority donated to the decoration. The City received notice from the Hartford Lions Club that they would not take the lead on this project; therefore, the City is taking over it.

Both entities must agree to a contract for Hartford Township to participate in this project. The City will request that Christmas Décor by Naylor Landscape Management provide fascia lighting on the pavilion, lighting on the large Christmas tree, garland on the pavilion, a wreath with lights, and bows for the garland. The purpose and result of payment from Hartford Township for Ely Park decorations will be promoting the Hartford area, including Hartford Township, for the public good.

RECOMMENDATION:

The Hartford City Commission approves a contract between Hartford Township and the City of Hartford to decorate Ely Park and gives the City Manager authority to execute the contract on behalf of the City of Hartford.



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

August 19, 2024

Hartford Township
61310 CR 687
Hartford, Michigan 49057

Dear Ronald Sefcik & Township Board Members,

The City of Hartford requests financial assistance decorating Ely Park for the Christmas holiday season. For several years, the Hartford Lions Club and Hartford Township have contracted to decorate Ely Park for the Christmas and New Year holidays. The city received notice from the Hartford Lions Club that they would not take the lead on this project; therefore, the City is taking the lead. In the past, decorating Ely Park has been a joint venture with the Township, the City of Hartford, and Hartford's Downtown Development Authority (DDA).

It is crucial that both entities agree to a contract for Hartford Township to participate in this project. The city has received a discounted quote for \$2,697.44 (see attached quote) from Christmas Décor by Naylor Landscape Management, which includes labor, materials, and equipment. The quote is based on the previous year's decoration plan, which involved providing fascia lighting on the pavilion, lighting on the large Christmas tree, garland on the pavilion, a wreath with lights, and bows for the garland.

The City of Hartford requests assistance from the Hartford Township to continue the partnership and support in Ely Park. The purpose and result of payment from Hartford Township for Ely Park decorations will be promoting the Hartford area, including Hartford Township, for the public good.

We are thankful for your consideration of our request. Your support will benefit the Township and City of Hartford community residents and enhance the holiday experience for families visiting the park. We look forward to the possibility of continuing our partnership with Hartford Township in this important project.

I've attached a draft contract that will be going before our commissioners on August 26, 2024. Please do not hesitate to contact me if I need to attend the Township Board meeting.

Respectfully Submitted,

Nicol Brown

Nicol Brown
City Manager

THIS AGREEMENT was entered into by and between the **Township of Hartford** and the **City of Hartford**. The parties hereto agree as follows:

The City of Hartford and Township of Hartford will partner to decorate Ely Park for the Christmas and New Year holiday season.

The City of Hartford is hiring Christmas Décor by Naylor Landscape Management (the “Contractor”) to provide fascia lighting on the pavilion, lighting on the large Christmas tree, garland on the pavilion, a wreath with lights, and bows for the garland.

The Township of Hartford shall provide to the City of Hartford the sum of \$_____ on or before _____, 2024. The City of Hartford shall use the Township’s contribution to pay the Contractor for the Christmas decoration services described above.

The purpose and result of such payment for Ely Park shall be promoting the Hartford area, including Hartford Township, for the public good.

In Witness Whereof, the parties hereto have agreed on this _____ day of _____ 2024.

Township of Hartford, Supervisor Signature

City of Hartford, City Manager Signature

Roxanne Rodney
 Ely Park - City of Hartford
 19 West Main Street
 Hartford, MI 49057
 cityclerk@cityofhartfordmi.org
 (269) 621-2477



Christmas Decor by Naylor
 Landscape Management
 1300 S. 8th Street
 Kalamazoo, MI 49009
 info@naylorlandscape.com
 www.naylorlandscape.com
 W: (269) 375-0084
 F: (269) 375-0363

Item 18.

Decorating Renewal

Service Address: Ely Park - W. Main Street

Category	Description	Location	Color	N/R	Regular Price	Discounted
Your Current Display (Items Installed Last Season (Early Installation Incentive 7/20/2024 SAVE 20.00%))						
Roof Lighting						
<input type="checkbox"/>	Fascia/Gable C9 LED	F-1- Lighting on sides of canopy & front peak	Warm White LED	R	\$877.76	\$746.10
<input type="checkbox"/>	Fascia/Gable C9 LED	F-2 Gable on Pavilion	Warm White LED	R	\$135.46	\$115.14
Tree/Shrub Light						
<input type="checkbox"/>	T C9 24" Space LED	T-1 20' Spruce Tree	Multi LED	R	\$1,000.15	\$850.13
Garland						
<input type="checkbox"/>	Deluxe Unlit 14"	G-1 Unlit Swagged Garland hung from trusses	Warm White LED	R	\$378.84	\$322.01
<input type="checkbox"/>	Deluxe Wm White 14' LED w picks	G-2 2 Posts @ S. End of Pavilion	Warm White LED	R	\$365.76	\$310.90
Wreath						
<input type="checkbox"/>	Deluxe Wm White 48" LED	WR-1 On Bathroom Gable	Warm White LED	R	\$372.86	\$316.93
Bow						
<input type="checkbox"/>	Small Velvet	B-1 for G-1 (12 Bows for Garland)	Red	R	\$40.64	\$N/C
<input type="checkbox"/>	Red 18" w/gold wire trim	B-2 for G-2 End Posts w/Garland	Red + Gold	R	\$42.62	\$36.23
<input type="checkbox"/>	Red 24" w/gold wire trim	B-3 for WR-1	Red + Gold	R	\$26.05	\$N/C
Reinstallation Total					\$3,240.14	\$2,697.44
Sales Tax					\$0.00	\$0.00
YOUR Total					\$3,240.14	\$2,697.44

Your savings for an early installation: **\$(476.01)**

Payment Options: Deposit Requested	\$1,620.07	\$1,348.72
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Proposed Enhancements (Add Ons) (Early Installation Incentive: 7/20/2024 SAVE 20.00%)

Category	Description	Location	Color	N/R	Regular Price	Discounted
Tree/Shrub Light						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Med. Main St. Trees w/trunk wrap (3)	Warm White LED	N	\$608.00	\$516.80
This is price per tree. 3 medium locust trees located on W. Main Street between the stop light and Ely Park. Price includes canopy and trunk wrap.						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Lg. Main Street Trees (5)	Warm White LED	N	\$760.00	\$646.00
This is a price per tree. 5 Large locust trees on W. Main St. between the stop light and Ely Park. Price includes canopy and trunk wrap.						
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	T-2 Locust	Multi LED	R	\$410.00	\$348.50

Please tell us how we can improve your service at www.naylorlandscape.com. To contact the corporate office www.christmasdecor.net.

Roxanne Rodney
 Ely Park - City of Hartford
 19 West Main Street
 Hartford, MI 49057
 cityclerk@cityofhartfordmi.org
 (269) 621-2477



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Item 18.

Decorating Renewal

Service Address: Ely Park - W. Main Street

Category	Description	Location	Color	N/R	Regular Price	Discounted
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	T-3 Dogwood	Multi LED	R	\$492.00	\$418.20
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	T-4 Oak	Multi LED	R	\$82.00	\$69.70
<input type="checkbox"/>	T C9 24" Space LED	T-4 Oak	Multi LED	R	\$1,214.50	\$1,032.32
Man Hours/Other						
<input type="checkbox"/>	Other:	Star on Tree T-1		R	\$99.75	\$84.79
Extra						
<input type="checkbox"/>	Lift	Lift for T-1 20' Spruce		N	\$325.00	\$260.00

Needed for T-1 Installation

Earn Elf Dollars for Next Year - 10% of This Season's Purchases!

We are pleased to remind you that you will be earning *Elf Dollars* equal to 10% of every dollar invested in your display this season. *Elf Dollars* can be redeemed and used to add items to your display next season or can be gifted to a friend or family member at any time.

Service Is Included

Your Holiday Decorating Service includes customized installation, service, take down, and storage.

Service Call Policy

Christmas Decor guarantees that your display will be functioning and looking great at the completion of installation. If you see anything that is not working between our Pro-Active service visits, please call to let us know. Except for cases of vandalism, damage caused by acts of individuals or animals, and some extraordinary weather conditions, there is never an additional charge for service required to keep you display working properly.

Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please initial check boxes for approved items and sign. Please return your order as soon as possible for timely scheduling and early incentives.

Customer Agreement

Naylor Landscape Management, Inc. will do the work automatically. All work is to be completed in a workmanlike manner according to standard practices. I understand that trees and shrubs that have grown may require additional new lights to achieve desired appearance. I agree to pay for additional light sets as needed to complete decor installation.

All charges will be billed on completion of the installation and are payable in 15 days. In the event any portion of the payment not paid when due or any bill is not paid within 30 days of its date, such amounts owing will bear a 2% service charge and in addition Naylor Landscape Management, Inc. reserves the right to cancel this agreement. The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

Please tell us how we can improve your service at www.naylorlandscape.com. To contact the corporate office www.christmasdecor.net.

Roxanne Rodney
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19 West Main Street
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Item 18.

Decorating Renewal

Service Address: Ely Park - W. Main Street

Category	Description	Location	Color	N/R	Regular Price	Discounted
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Check One: Visa Master AMX Discover

Card #: _____

Exp. Date: ____/____/____ CVV: _____ Amount: \$_____

Please note: there is a 2% surcharge for all credit card payments.

Signature: _____

Call us at 269-375-0084 if you would like to make an ACH payment.

Please tell us how we can improve your service at www.naylorlandscape.com. To contact the corporate office
www.christmasdecor.net.



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

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager ~~16~~

DATE: August 26, 2024

RE: **SICK TIME PAYOUT**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to discuss if an employee should be paid out sick time at 60%.

DISCUSSION:

The City Commission approved the amended employee handbook on November 2023. The employee handbook states that “employees who are terminated or who quit without the prescribed notice are not eligible for the sick time payout for any reason.” Mike Prince does not qualify for a 60% payout for sick time because he was terminated. The city treasurer believes that the Commissioners did not notice the change within the employee handbook when the resolution came before the commission. Staff stated that the police and DPW contracts would allow for payout of sick time. Unfortunately, Mr. Prince was not in the Police union, therefore, the city does not abide by the union contract for Mr. Prince. He has accumulated 164 hours of sick time; the payout is \$3,148.80. I plan to amend the employee handbook and I will keep the sick time policy the same.

RECOMMENDATION:

The City Commissioners discuss if Mike Prince should be paid \$3,148.80 for sick time payout at 60%.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2024 – 034**



RESOLUTION TO APPROVE THE POLICY & PROCEDURE FOR ASSESSING RECORDS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, it gives directions to speak/meet with the assessor, inspect/copy assessing records, and request an informal meeting before the March board of review; and

WHEREAS, Requests to speak/meet with the Assessor:

- Requests for information can be made via office phone, cell phone, email or in person during the posted office hours above.
- Voicemail and Email messages will be returned promptly, if possible, but no longer than 3 business days given normal circumstance.
- Requests to meet in person with the assessor can be scheduled; and

WHEREAS, Requests to inspect/copy assessing records:

- Assessing Records are available for inspection/copying during normal City Hall business hours. It is recommended to make this request by appointment, for additional assistance by the Assessor.
- Refer to the separate Policy for Public Inspection and Copying of Records for more detailed information; and

WHEREAS, requests for informal meeting prior to March Board of Review:

- Assessment Notices are mailed to taxpayers mid to late February. The Assessor has jurisdiction over the valuations up to the first Monday in March.
- It is highly recommended, though not required to speak with the Assessor regarding questions/disputes regarding valuations prior to protesting to the March Board of Review.
- The assessor can be reached via the phone numbers and email above; and

NOW, THEREFORE BE IT RESOLVED, the Hartford City Commission approves the policy and procedure for assessor inquiries and meeting requests.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 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 August 26, 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 – 035**



RESOLUTION TO APPROVE AMENDMENT #3 FOR THE PFAS WATER MAIN EXTENSION PROJECT

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, the Hartford Township water main extension project to hook up township residents to City water. The City’s engineer, Wightman, included 28 house connection meters in the PFAS project. The City’s DPW superintendent preferred that all meters be installed outside the house; and

WHEREAS, this recommendation caused a change order to purchase an additional 17-meter pits with meters. Also, one additional meter pit with a 2-inch size is needed for the commercial buildings; and

WHEREAS, additional concrete work was needed because the existing concrete or asphalt in a driveway was damaged during construction. The contractor will replace the damaged sections. The total change order is \$24,076.40, which is covered by the grant; and

WHEREAS, Wightman is proposing an amendment for additional engineering services required during the design engineering phase of the PFAS project. We assumed that the Hartford Township residents had broad support for the project; however, it was the opposite; and

WHEREAS, Wightman increased efforts to communicate with residents and secure the required 51% approvals before bidding on the project; and

WHEREAS, the additional services included multiple mailings to residents with numerous supporting documents, phone calls, meetings with residents, and knocking on residents' doors. The total change order is \$27,000; it’s included in the grant; and

NOW, THEREFORE BE IT RESOLVED, the Hartford City Commission approves contract amendment #3 for the PFAS, 56th Avenue, Pinery Road, and 60th Street Water Main Extension project.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 2024

RoxAnn Rodney-Isbrecht, City Clerk

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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 – 036**



RESOLUTION TO APPROVE SRF WASTWATER PROJECT CHANGE ORDER #3 FOR CONTRACT B

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, this change order includes drainage improvements along South Haver Street and an extension of contract time; and

WHEREAS, during construction, it was found that the sanitary sewer service lines serving the homes on the west side of South Haver Street were in poor condition and required replacement to be reconnected to the new sanitary sewer; and

WHEREAS, this service line replacement work disturbed the west half of South Haver Street pavement, which was not initially planned for replacement; and

WHEREAS, rather than patching pavement at the multiple utility trench locations, the entire pavement width was replaced; and

WHEREAS, as a result of the repaving, standing water developed along the edges of South Haver Street. These puddles were present during and for approximately 24 hours after significant rain events. The proposed South Haver Street drainage improvements would help to mitigate the storm water ponding; and

WHEREAS, in addition to the drainage improvements, nine (9) pay item quantities are being increased to match those experienced during construction. This balancing includes tree removal, pavement removal, aggregate base under pavement, asphalt pavement, grass restoration, additional pipe and fittings, and additional costs incurred by the railroad for construction inspection while on railroad property; and

NOW, THEREFORE BE IT RESOLVED, the Hartford City Commission approves a contract to approve change order No. 3 for contract B of the City’s Drinking Water State Revolving Fund (DWSRF) Project. The contract proposed an extension to September 30, 2024.

BE IT FURTHER RESOLVED, the total adjustment in the contract amount due to Change Order No. 3 is an increase of \$46,114.45. The grant will cover \$33,574.45, and the City will pay \$12,540 for the drainage improvement out of the general fund. In addition to the changes in construction cost, Wightman will require an additional \$9,500 for the inspection and construction administration of the additional drainage improvements along South Haver Street.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 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 August 26, 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 – 037**



RESOLUTION TO APPROVE DWAM CHANGE ORDER NO. 4

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, the DWAM grant was to investigate approximately 20% of the “unknown” (lead, galvanized, copper, plastic) water services; and

WHEREAS, the DWAM Grant for the DSMI verification project has additional funds available since the project bids were lower than estimated. EGLE has indicated we can perform additional water service investigations using the remaining grant money. The amount to complete the further investigation is \$138,625; and

WHEREAS, based on the current grant dollars expended, Wightman estimates that we can complete an additional 267 exterior service investigations where the curb stop is in a lawn area, and we could perform an additional 286 interior service investigations; and

WHEREAS, we want to continue working with Plumbers Environmental and amend the current contract. The service inspections will consist of Point 1 (interior), Point 3 (streetside of curb stop), and lawn restoration. The estimated completion date is November 1, 2024; and

WHEREAS, the additional inspections will require additional construction administration by Wightman & Associates, including selecting the new properties, a change order to the Plumbers Environmental Contract, adding the selected properties to the GIS system to record inspection results, preparing additional FSRs, and preparing additional pay applications; and

WHEREAS, Wightman proposes to complete the additional construction administration for \$20,000.00. All the work and the additional inspections would be completed with grant; and

NOW, THEREFORE BE IT RESOLVED, the Hartford City Commission approves the DWAM grant change order #4 for the DSMI verification project and asset management plan revisions.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 2024

RoxAnn Rodney-Isbrecht, City Clerk

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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 – 038**



**RESOLUTION TO APPROVE THE CITY COMMISSION RULES OF ORDER POLICY
AMENDMENT**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, the City Commission adopted a “City Commission Rules of Order” policy on July 28, 1997; and

WHEREAS, Section 8.0 of the policy addresses Citizen’s Rights; and

WHEREAS, the City’s attorney, Nick Curcio, advised the City Manager that the council should adopt the public participation language; and

WHEREAS, the City Manager is recommending section 8, titled Citizen’s Rights, be replaced with Public Participation; and

WHEREAS, also, sections 8.1 through 8.4 be replaced with Attorney Curcio’s recommendations below:

Audience members' comments shall be limited to the designated public comment periods and public hearings set aside on the agenda. Comments during a public hearing must be pertinent to the specific matter being considered by the council.

Anyone wishing to speak shall approach the podium and will be requested to state their name and address. Members of the public may not address the council from any location other than the podium.

If a speaker wishes to submit written comments or other written materials to the council for consideration during a meeting, he or she shall request permission to provide such materials to the City Clerk, who shall then distribute them to the council.

Public comment periods and public hearings are intended for oral and written comments only. Members of the public who wish to present PowerPoint presentations or other audio-visual materials may request permission to do so by contacting the City Clerk in advance of the meeting.

Public comment periods and hearings are opportunities for the public to express their opinions. You will be asked to introduce yourself and keep your comments to three minutes. The Council will listen to your comments, and if a response is needed, the City Manager will contact you to update or respond within seven business days of the meeting.

Comments must (i) be loud enough to be audible but not so loud as to be inappropriate for a meeting, (ii) not be profane, threatening, slanderous, or sexually explicit, (iii) not be addressed to anyone other than

the Council or the Mayor, and (iv) be given only by a single speaker at a time (except when the speaker requires assistance). Comments must not include demonstrations or materials that, when used, could be hazardous or unduly disruptive to the meeting.

If a group of citizens of the organization would like to address the Council, they will be asked to appoint one person to address the Council once the Mayor has recognized them.

The Mayor shall have the discretion to curtail repetitive public comments and may limit public comments that are so prolonged as to unduly interfere with the council's ability to address other items on the meeting's agenda.

Members of the public shall not disrupt council meetings by making comments, gestures, or other engaging in other disruptive behaviors from the audience seating section.

NOW, THEREFORE BE IT RESOLVED, the Hartford City Commission approves the above mentioned City Commission Rules of Order policy amendment.

YEAS: Commissioner's

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 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 August 26, 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 – 039**



RESOLUTION TO APPROVE THE POLICY & PROCEDURE FOR ASSESSING RECORDS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on August 26, 2024 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____,

WHEREAS, for several years, the Hartford Lions Club and Hartford Township have contracted to decorate Ely Park for the Christmas and New Year holidays; and

WHEREAS, the City of Hartford and the Downtown Development Authority donated to the decoration; and

WHEREAS, the City received notice from the Hartford Lions Club that they would not take the lead on this project; therefore, the City is taking over; and

WHEREAS, both entities must agree to a contract for Hartford Township to participate in this project; and

WHEREAS, the City will request that Christmas Décor by Naylor Landscape Management provide fascia lighting on the pavilion, lighting on the large Christmas tree, garland on the pavilion, a wreath with lights and bows for the garland; and

WHEREAS, the purpose and result of payment from Hartford Township for Ely Park decorations will be to promote the Hartford area, including Hartford Township, for the public good; and

NOW, THEREFORE BE IT RESOLVED, the Hartford City Commission approves a contract between Hartford Township and the City of Hartford to decorate Ely Park and gives the City Manager authority to execute the contract on behalf of the City of Hartford.

YEAS: Commissioner’s

NAYS: Commissioner

ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: August 26, 2024

RoxAnn Rodney-Isbrecht, City Clerk

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