



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, June 27, 2022 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. WEST MICHIGAN RAILROAD

PUBLIC COMMENT

COMMUNICATIONS

- [2.](#) 2022 Strawberry Festival Thank You & Certificate of Appreciation
- [3.](#) VBCD - 2022 MAY & JUNE PROGRAM UPDATES

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

- [4.](#) HPD - CHIEF - 2022 MAY
- [5.](#) HPD - ORDINANCE - 2022 MAY
- [6.](#) HPD - ORDINANCE 2022 APRIL

Fire Department

- [7.](#) HFD - BOARD 2022 MAY
- [8.](#) HFD - CHIEF - 2022 MAY

Ambulance

- [9.](#) AMB - 2022 MAY

Van Buren County

- [10.](#) VAN BUREN COUNTY COMMISSION 2022 MAY

Public Works

- [11.](#) 2021 WATER QUALITY REPORT

[12.](#) DPW - 2022 MAY

Wastewater Treatment Plant

[13.](#) WWTP - 2022 MAY

Treasurers, Investment & List of Bills

[14.](#) TREASURER - 2022 MAY

City Manager

[15.](#) MANAGER - 2022 JUNE

[16.](#) LAND BANK - 1 & 5 WEST MAIN ST

APPROVAL OF COMMISSION MINUTES

[17.](#) SPECIAL - 2022 MAY 5

[18.](#) SPECIAL - 2022 MAY 19

[19.](#) BUSINESS - 2022 MAY 23

[20.](#) SPECIAL - 2022 MAY 25

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[21.](#) HARTFORD TOWNSHIP COMMUNICATION - HARTFORD FIRE DEPARTMENT
INTERLOCAL AGREEMENT

NEW BUSINESS

[22.](#) LINDEN & CLARK STREET INFRASTRUCTURE IMPROVEMENTS PROJECT
RECOMMENDATION FOR AWARD - KROHN EXCAVATING, INC \$1,697,980.20

23. BEACHGRASS LLC - THE ORIGINAL CANNABIS CROWN EVENT - AUGUST 26 - AUGUST
27 AT 301 BOWIE ST

24. 2021/2022 AUDIT PROPOSAL - HUNGERFORD NICHOLS NOT TO EXCEED \$23,500

25. PLANNING COMMISSION - RESIGNATION - TAMARA MCGLOTHLIN, APPOINT - STEVE
ACKERMAN

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[26.](#) RESOLUTION 2022 - 009 TRANSFER OF CITY FUNDS

[27.](#) RESOLUTION 2022 - 010 - 2021/2022 BUDGET ADJUSTMENTS NO. ONE

ADJOURNMENT

Dear City of Hartford,
The Hartford Area Chamber of Commerce and the Hartford Strawberry Festival Committee would like to thank you for your cooperation in the 2022 Hartford Strawberry Festival. We couldn't have done it without your help. You helped make our home town festival a great success!

Sincerely,
Patty Schroeder
Hartford Strawberry Festival
Coordinator

Certificate of Appreciation

Presented to:

City of Hartford

In Grateful Recognition of Your
Platinum Sponsorship of the
Hartford Strawberry Festival

June 10, 2022

Judy Krüger Phillips
President of the Hartford Area Chamber of Commerce

Patty Schroeder
Chairman of the Hartford Strawberry Festival



Van Buren Conservation District

June 2022 Program Update

Submitted by Emily Hickmott, Deputy Administrator

RECEIVED
JUN 24 2022
CITY OF HARTFORD

The Van Buren Conservation District (VBCD) has partnered with Wolf Lake State Fish Hatchery to offer summer programming on June 29, July 13, and July 20 from 10:00 AM – 12:00 PM for any child in Van Buren County ages 4-10. Sign-ups are required and available now:

<https://vanburencd.org/summer-education/>. The public is invited to this year's annual meeting, director election, and picnic to be held on July 27, 2022 at 5:00 PM (with an optional tour at 4:30 PM) at the Wolf Lake State Fish Hatchery. Please RSVP by contacting the Deputy Administrator at 269-633-9054 or deputy@vanburencd.org.

We also want to remind you of available funds through EGLE for: wastewater treatment plant upgrades, combined and/or sanitary sewer overflow abatements, collection system installation or improvements, stormwater treatment, non-point source pollution reduction projects, and more. More details here:

<https://www.michigan.gov/egle/regulatory-assistance/grants-and-financing>

Program Updates:

- **Administrator** (*Kim Sinclair*) – Summer activities are happening! Our CISMA Strike Team is fully accredited and out working on management and mapping. Our big water sampling events have started as well. At least two days a week, we have staffers out getting samples. The Michigan Association of Conservation Districts (MACD) Summer Conference was held in person for the first time in two years. It was great to see all the new folks and the familiar faces we've been missing.
- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Hannah Hudson, Carlie Southland*) – Staff worked with a consultant to perform soil testing and evaluate practices to improve soil health on farm fields with high phosphorus levels and degraded soils. Through a series of soil amendments and conservation practices, the plan is to improve yields to reduce soil phosphorus and reduce runoff to nearby waterways. Staff will collect water samples to help evaluate the effectiveness of several different conservation practices.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Justin Palthe, Lance McCarty*) – The team has begun doing site visits for private and public lands to survey for invasive species. They also trained the Van Buren County Road Commission on how to avoid spreading invasive species and how to report them. The Strike Team has been onboarded, certified as pesticide applicators, and is conducting management at grant-funded land conservancy properties.
- **Education & Water Quality** (*Carlie Southland*) – Conservation Associate, Carlie Southland, began working for the Van Buren Conservation District in early May. She has been put in charge of creating lesson plans and materials for our summer programming with both Van Buren District Library, South Haven Memorial Library, Paw Paw Public Library, Hartford Public Library, and Lawton Schools, which will begin in late June. In addition, she partnered with Two Rivers Coalition to assist in their water sampling project in the Black River Watershed.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – Kyle and Lucas have been visiting a lot of farms together in an attempt to better serve farmers and landowners in



Van Buren Conservation District

June 2022 Program Update

Submitted by Emily Hickmott, Deputy Administrator

Van Buren County. These co-visits allow the farmers to learn about how to enter into Federal cost share dollar programs that will also help towards the goal of MAEAP Verification.

- **National Association of Conservation Districts Technical Assistance** (*Lucas Hartman*) – Lucas Hartman, Conservation Technician for VBCD, completed a conservation plan for an approximately 13-acre property owned and operated by Hamilton Township. The plan includes pollinator habitat and a recreation and education trail system.
- **Outreach** (*Jacob Diljak*) – May kicked off with the Macroinvertebrate Stream Sampling and the Salmon Release with Paw Paw Public Schools. Food, Farm & Fun Guides are distributed, promotional billboards will be going up soon, and local food promotional events are being planned.
- **Resource Recovery Recycling** (*Kalli Marshall*) – May was a busy month for the recycling program. We successfully held the collection in Almena Township where we collected 11.3 tons of tires. Kalli attended the Michigan Recycling Coalition Conference in Lansing, Michigan where she networked with many partners. From the conference, we began the process of writing a grant to help fund our recycling program and many other opportunities to look forward to in the coming months.

THE VAN BUREN
CONSERVATION
DISTRICT

INVITES YOU & YOURS
TO OUR

ANNUAL MEETING, DIRECTOR ELECTION,
& SUMMER PICNIC

July 27, 2022

5:00 PM

Wolf Lake State Fish Hatchery
34270 Co Rd 652
Mattawan, MI 49071

RECEIVED

JUN 21 2022

CITY OF HARTFORD



4:30 PM - Optional Tour of Fish Hatchery

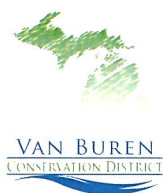
5:00 PM - Welcome & Programs Update

5:30 PM - Award Presentations & Director Elections

6:00 PM - Food, Music, & Mingling

~ Please RSVP by July 20, 2022 by calling 269-633-9054 ~

Item 3.



Van Buren Conservation District

May 2022 Program Update

Submitted by Emily Hickmott, Deputy Administrator

The Van Buren Conservation District's (VBCD) busy season has geared up, kicking off with a successful tree sale, various Earth Day presentations from staff members, and three days of recycling events. We have hired our seasonal CISMA Strike Team members, a new Recycling & Materials Management Coordinator, and a Seasonal Conservation Associate to increase our invasive species treatment, resource recovery programming, and education this summer. The Administrator and Deputy Administrator have been working to effectively onboard the new staff and continue training staff that has been hired within the last year. We are excited about our growth and looking forward to an impactful summer.

Program Updates:

- Administrator** (*Kim Sinclair*) – With the Tree Sale, we kick off the educational programming season with Earth Day. We participated in 6 different Earth Day Events. We also continued our long standing spring macro invertebrate collection with TRC (Two Rivers Coalition). Four new staffers started between April and May. We did our first ever prescribed burn on our Butterfield Drain property. Distributed several hundred annual reports to stakeholders, partners and citizens. Started distributing our 2022 Food Farm and Fun Guide. We are gearing up for our summer education which will all take place at Wolf Lake State Fish Hatchery. The Administrator & Deputy Administrator attended the MACD Capital Day where we were able to lobby for MACD Operational Funding for FY 2023 as well as thank the legislature for their support.
- Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Hannah Hudson*) – In April, Van Buren Conservation District staff hosted two virtual focus groups for a variety of stakeholders across the Great Lakes region (including academics, conservation groups, drainage engineers, regulators, and utilities) on the topic of drainage water management on farm fields. New technology is emerging to support managing drainage in real-time which could benefit farmers and lead to improved water quality. These focus groups were designed to promote discussion and receive feedback from professionals in the field. Funding for this project is provided by the Great Lakes Protection Fund, and project partners include the University of Notre Dame and Xylem, Inc.
- SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Justin Palthe, Lance McCarty*) – As the weather warms, the CISMA is once again doing site visits. Permission for almost all of the Spotted Lanternfly trap sites has been obtained. The CISMA also aided in the VBCD's prescribed burn for invasive species control.
- MAEAP** (*Kyle Mead*) – With the co-coordination of the Butterfield Drain prescribed burn, district tree sale, and the technician finishing up a college class, April did not see as many assessments as some months, but the technician did facilitate four verifications. The technician also coordinated a quarterly virtual meeting open to all the MAEAP Techs in the state. The technician took the initiative to create this meeting in response to receiving similar irrigation questions from different technicians and decided it may be helpful to all get together virtually for an hour or so four times a year to ask questions and brainstorm issues/ideas/etc. The VBCD MAEAP technician has trained local technicians for many years and continues to pass on his 18-years-worth of experience around the state.



Van Buren Conservation District

May 2022 Program Update

Submitted by Emily Hickmott, Deputy Administrator

- **National Association of Conservation Districts Technical Assistance** (*Lucas Hartman*) – The technician planned and implemented a prescribed burn at the VBCD property “Butterfield Drain”. Over ten years ago, 60 acres of the property were planted to native warm season grasses. This prescribed burn in 2022 was the first management activity since the planting. With a heavy load of dead and dry fuel on the ground, we were able to successfully kill and set back many of the invading weeds and woody species. Additional burns will be scheduled for three of the next five years depending on field conditions.
- **Outreach** (*Jacob Diljak*) – Our annual tree seedling sale sold nearly 12,000 seedlings after days of preparation and three days of pick-ups. Informational invasive Japanese Knotweed 1/3 sheets and door hangers arrived so they will be sent to municipalities and targeted landowners. The 2022 Van Buren County Food, Farm & Fun Guides have arrived and will be distributed to municipalities, businesses, farmers markets, and Michigan Welcome Centers.
- **Resource Recovery Recycling** (*Kalli Marshall*) – 2022 Recycling collections are off to a great start. Two days of large tire collections were held and one day of electronics and passenger tires was also completed. With the help of the Van Buren County Sheriff’s Department’s work program crew, we were able to proceed with the collections smoothly and collect 55.87 tons of tires!



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

Police Report for Month of May 2022

Total Duty Hours	740	Foot Patrol Hours	25
Arrests	15	Felony	6
		Misdemeanor	11
Arrest Warrants Issued	5	Traffic Citations Issued	14
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	2
Assaults	4	UDAA (stolen auto)	0
Burglary	0	Larceny	3
Frauds	0	Property Destruction/Vandalism	0
NFS Checks	0	Juvenile Del	2
OUIL	1	Drug Investigations	1
Civils	4	Public Peace	3
Lost Property	1	Found Property	3
Suspicious Person(s)/Vehicle(s)	9	Alarms	0
Health/Safety	8	Traffic Crash	5
Assist to other Agencies	27	Michigan State Police	1
Van Buren Co Sheriff	3	FIRE/EMS	11
Other Local Agencies	5	Persons	7

Officers of the department handled 102 incidents during the month of May 2022.

As usual, if you have any questions, concerns, or suggestions, please contact me by calling or by stopping by our office!

Chief Tressa Beltran



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

Ordinance Officer Report for Month of May 2022

Property Inspections:

ADDRESS	VIOLATION	RESOLUTION
401 Linden	Blight	Citation Issued
19 Spaulding	Blight	Written Warning, Resolved
Maple Hill Village	Blight	Written Warning, Resolved
11 Beechwood	Blight	Written Warning, Resolved
109 Bennett	Blight	Written Warning, Resolved
200 Dunbar	Blight	Written Warning, Owner talked with the city mngr. and asked for an extension.
122 Paras hill	Blight	Written Warning, Resolved
415 W. Main	Blight	Written Warning
219 Marion	Blight	Written Warning
184 Marion	Blight	Written Warning
110 Marion	Blight	Written Warning
110 Michigan	Blight	Written Warning/Unresolved
519 W. Main	Blight	Written Warning, Resolved
414 N. Center	Blight	Written Warning/Resolved
108 Austin	Blight	Written Warning/Resolved
304 Spaulding	Blight/Inoperable Vehicle	Written Warning/Citation issued/Resolved
107 Vanderlyn	Grass	Written Warning/Resolved
123 Vanderlyn	Grass	Written Warning/Resolved
401 Elmwood	Grass	Written Warning/Resolved
19 Elmwood	Grass	Written Warning/Resolved
14 Elmwood	Grass	Written Warning/Resolved
11 Hilliard	Blight	Written Warning/Resolved
504 N. Center	Grass	Written Warning/Resolved
203 N. Center	Blight/Grass	2x Written Warnings/Resolved
456 S. Maple	Grass	Written Warning/Resolved
446 S. Maple	Blight	Written Warning
414 N. Center	Blight	Written Warning, Resolved
441 E. Main	Blight	Written Warning/Citation issued
215 Shepard	Blight/Attempt to issue a new citation	Stephanie Dixon did not sign for certified mail. Still attempting to contact.

102 Vanderlyn	Grass	Written Warning/Resolved
11 N. Haver	Burning	Verbal and Written Warning/Tenant is making progress
9 S Center	Grass	Written Warning/Resolved
414 S. Center	Blight/Grass	Written Warning x2
528 W.Main	Blight	Written Warning/Resolved
427 Clark	Grass	Written Warning/Resolved
110 Marion	Blight	Citation issued
184 Marion	Blight	Citation issued/Tenant Paid Citation
110 Michigan	Blight	Citation issued
501 Linden	Grass/Unmaintained Property and House	Written Warning/ County owned Property. I did find Tomas Spangler removing items from the property 6-10-22. I returned to the residence with Lt. Prince and notified Mr. Spangler he was trespassing and to not remove anymore property as it is county owned.

Property Inspections 36

Grass Violation Postings 11

Grass Violation Follow-up 11

Blight Violation Posting 27

Blight Violations Follow-up 27

Citations Issued 5

Respectfully Submitted

**Officer Brandon Crossman
Ordinance Officer, City of Hartford**



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

Ordinance Officer Report for Month of April 2022

Property Inspections:

ADDRESS	VIOLATION	RESOLUTION
326 Elmwood	Blight	Verbal Warning
524 Oak	Blight Follow up	Resolved
525 Oak	Blight Follow up	Resolved
215 Bernard	Blight Follow up	Unresolved 4-5-22
9 Bernard	Blight	Written Warning/Citation issued
104 Bennett	Blight	Verbal Warning/Citation issued
112 Paras Hill	Parking Violation	Verbal Warning. Resolved
21 South	Blight	Verbal Warning
415 W. Main	Blight	A & B Packing. Verbal Warning
200 Dunbar	Blight	Amhawk Verbal Warning/Written Warning
214 S. Maple	Blight/Abandoned Vehicle	Written Warning, Orange sticker
325 W. Main	Blight	V-Force Verbal Warning
215 Shephard	Blight/Abandoned Vehicle	Citation issued/Abandoned sticker
145 Washington	Parking Violation	Verbal Warning. Resolved
121 Michigan	Parking Violation	Written Warning for multiple vehicles. Resolved
147 Paras Hill	Parking Violation	Verbal Warning. Resolved
26 S. Haver	Estate Sale Permit	Permit was acquired after initial contact
36 South	Blight	Written Warning
305 Beachwood	Blight	Verbal Warning
401 Linden	Blight	Written Warning
201 Reynolds	Blight	Written Warning
208 Oak	Blight	Written Warning
113 Church	Blight	Written Warning
401 Linden	Blight	Written Warning
19 Spaulding	Blight	Written Warning
215 Shephard	Blight/Abandoned Vehicle	Follow up. Unresolved
Maple Hill Village	Blight	Written Warning. Mr. Harera said blight would be taken care of on 4-30-22
Hardings Market	Graffiti	Verbal Warning. Spoke with mgr. Tim and he said he would cover it up.
109 Bennett	Blight	Written Warning

**Hartford Fire Board Meeting
June 13, 2022
May Business**

Contents

Page 1	Meeting Agenda
Page 2	Proposed Meeting Minutes of May 9, 2022 Board Meeting & Proposed Joint Meeting Minutes of May 25, 2022
Page 3	Treasurer's Report
Page 4	Income & Expense and Expenses by Vendor Summary
Page 5	Payroll Summary
Page 6	Balance Sheet and Deposit Detail
Page 7	Budget Performance Report
Page 8	Call Report
Page 9	Chief Harting's Reports
Page 10	Assistant Chief McGrew Report

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting May 9, 2022

Members Present upon roll call: Steve Starnier; Carlos Ledesma; Helen Sullivan; Chief Harting
Absent: Chad Hunt; Jerry Birmele

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

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

The proposed agenda for the Fire Board meeting of May 9, 2022 was Presented. Motion by Sullivan; Second by Ledesma; to approve the agenda as presented. Motion: Approved

The proposed minutes of the April 11, 2022 Fire Board meeting were presented. Motion by Ledesma; Second by Sullivan to accept the minutes as presented Motion: Approved

The April Treasurer's report was presented. Motion by Starnier; Second by Ledesma; to accept Treasurer's report as presented. Motion: Approved

Bills were presented for approval in the amount of \$ 19,153.94 Motion by Starnier; Second by Sullivan; to pay bills in amount of \$ 19,153.94. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

None

Fire Chief's Report:

Meetings Attended:

- Township
- City
- VBC FFTC
- Van Buren County Medical Control

Minutes of Fire Board Meeting May 9, 2022

Information:

- Conducted a fire inspection at Transend
- Installed 2 smoke detector

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163	146									841
Training	36	28	46	32									142
Truck Insp.	26	26	28	28									108
Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

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

- Van Buren Chiefs Meeting

Information:

- Van Buren County Fair Event Schedule
- Radio and Pager templates completed for upcoming radio project completion
- New Thermal Imaging Cameras will be put into service soon.
(press release/article sent to Tri City Record)
- Benefit breakfast for former Chief Randy Lowe was a huge success
- Submitted Grant to Michigan Gas Utilities for \$1,600 to purchase dash cameras for all of our apparatus.
- Working on boat purchase- been difficult to find inventory.

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Minutes of Fire Board Meeting May 9, 2022

Other Board Business:

Really nice thing the firefighters did for former Chief Lowe.

Joint (City, Township & Fire Department) Meeting on Wednesday, May 25, 2022, at 7:00 pm at the Hartford Fire Station.

Motion Starner; second by Sullivan to close meeting at 7:19 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

Hartford Fire Board

Profit & Loss Budget Performance

May 2022

Item 7.

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
302 Cetera Investment Services	0.00		70,000.02		
303 Investment Market Changes	1,079.09		-8,487.59		
401 Hartford Township	13,937.73	13,937.73	153,315.03	153,315.03	167,252.76
402 Hartford City	9,291.82	9,291.82	102,210.02	102,210.02	111,501.84
404 Interest	1.92		15.66		
409 Fire Report Request	0.00	3.88	20.00	42.71	46.59
411 Hartford City Millage	0.00		34,120.26		
412 Hartford Township Millage	0.00		42,835.55		
413 FEMA Grant	0.00		6,235.25		
420 Bangor 1st Resp Reimburse	0.00	449.21	3,307.75	4,941.31	5,390.52
521 Cost Recovery Reimbursement	0.00		7,343.59	0.00	0.00
Accounts Receivable	0.00		0.00	0.00	0.00
Donation	0.00		1,000.00		
Federal Grant Receivable	0.00		11,000.00		
Hartford Township Grants	800.00		7,584.09		
Other Revenues	555.00		3,705.00		
Total Income	25,665.56	23,682.64	434,204.63	260,509.07	284,191.71
Gross Profit	25,665.56	23,682.64	434,204.63	260,509.07	284,191.71
Expense					
500 Payroll					
500.1 Fire Chief	4,304.76	4,304.76	45,875.09	47,352.42	51,657.18
500.10 Chief Health Benefits	1,916.60	1,528.52	20,763.85	16,813.75	18,342.27
500.2 Firefighters/Medics	2,066.50	5,666.66	37,146.35	62,333.34	68,000.00
500.3 Support Staff	534.75	625.00	7,126.15	6,875.00	7,500.00
500.4 Chief Retirement	258.28	333.33	2,841.15	3,666.67	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	13,200.00	14,400.00
500 Payroll - Other	1,110.00		12,154.58		
Total 500 Payroll	10,190.89	13,658.27	125,907.17	150,241.18	163,899.45
501 Professional, Insur. & Legal					
501.1 Legal Expenses	0.00	250.00	0.00	2,750.00	3,000.00
501.2 Professional - Audit	0.00	666.66	7,850.00	7,333.34	8,000.00
Total 501 Professional, Insur. & Legal	0.00	916.66	7,850.00	10,083.34	11,000.00
502 Utilities					
502.1 Internet-Telephone	228.98	195.83	2,701.25	2,154.17	2,350.00
502.2 Electric	370.00	450.00	4,825.18	4,950.00	5,400.00
502.3 Natural Gas	209.00	125.00	1,299.00	1,375.00	1,500.00
502.4 First Net-AT&T	366.92	358.33	4,274.02	3,941.67	4,300.00
502.5 EPS Door Security	0.00	50.00	726.15	550.00	600.00
Total 502 Utilities	1,174.90	1,179.16	13,825.60	12,970.84	14,150.00
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	91.67	100.00
Total 503 Mileage	0.00	8.33	0.00	91.67	100.00

Hartford Fire Board

Profit & Loss Budget Performance

May 2022

Item 7.

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	18.57	250.00	1,359.97	2,750.00	3,000.00
505.2 Building Maintenance	75.31		2,107.84	0.00	0.00
505.3 Grounds Maintenance	0.00	41.66	93.98	458.34	500.00
505.4 Capital Bldg Improvement	0.00	770.83	0.00	8,479.17	9,250.00
505.5-Trash	80.25	25.00	315.00	275.00	300.00
Total 505 Building Maintenance	174.13	1,087.49	3,876.79	11,962.51	13,050.00
506 Fuel					
506.1 Unleaded Gas	392.50	266.66	4,718.49	2,933.34	3,200.00
506.2 Diesel	0.00	166.66	2,516.96	1,833.34	2,000.00
Total 506 Fuel	392.50	433.32	7,235.45	4,766.68	5,200.00
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	175.00	381.88	1,925.00	2,100.00
508.2 Tanker #1831	0.00	175.00	1,936.62	1,925.00	2,100.00
508.3 Heavy Rescue #1871	220.20	25.00	220.20	275.00	300.00
508.4 Rescue Pickup #1869	0.00	33.33	364.73	366.67	400.00
508.5 Jeep #1860	4.59	33.33	219.29	366.67	400.00
508.6 Explorer #1810	0.00	116.66	63.80	1,283.34	1,400.00
508.7 Pick-Up #1801	0.00	66.66	456.00	733.34	800.00
508.8 #1802	0.00	33.33	1,223.79	366.67	400.00
508 Vehicle Maintenance - Other	0.00		19.93		
Total 508 Vehicle Maintenance	224.79	658.31	4,886.24	7,241.69	7,900.00
511 Office					
511.1 Office Equipment	0.00	108.33	2,569.07	1,191.67	1,300.00
511.2 Equipment Repairs	0.00	12.50	0.00	137.50	150.00
511.3 Office Supplies	54.99	125.00	650.00	1,375.00	1,500.00
511.4 Printing	0.00	16.66	166.57	183.34	200.00
511.5 Software/Upgrades	0.00	100.00	1,059.99	1,100.00	1,200.00
511.6 Copy Lease	92.70	30.00	370.80	330.00	360.00
Total 511 Office	147.69	392.49	4,816.43	4,317.51	4,710.00
512 Insurance					
512.1 Worker's Comp	0.00	416.66	4,413.25	4,583.34	5,000.00
512.10 Accident & Sickness Ins	0.00	1,750.00	3,901.00	19,250.00	21,000.00
512.6 Automobile	-3,280.00		-3,280.00		
512 Insurance - Other	0.00		11,726.15		
Total 512 Insurance	-3,280.00	2,166.66	16,760.40	23,833.34	26,000.00
513 Payroll Taxes	2,221.56		28,414.13		
515 Equipment & Equip Maint					
515.1 Ladder #1841	0.00	58.33	14.57	641.67	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	916.67	1,000.00
515.11 Ford Truck	0.00	8.33	468.52	91.67	100.00
515.12 Air Tanks	0.00	150.00	2,833.15	2,150.00	2,300.00
515.2 Tanker #1831	0.00	58.33	468.60	641.67	700.00
515.3 Heavy Rescue #1871	0.00	133.33	712.94	1,466.67	1,600.00

Hartford Fire Board

Profit & Loss Budget Performance

May 2022

Item 7.

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
515.4 Rescue Pickup #1869	0.00	16.66	132.76	183.34	200.00
515.5 Jeep #1860	0.00	16.66	78.51	183.34	200.00
515.6 Explorer #1810	0.00	8.33	748.06	91.67	100.00
515.7 Eqt Maintenance Other	0.00	33.33	123.92	366.67	400.00
515.8 Small Equipment Maintenan	20.00	33.33	219.86	366.67	400.00
515.9 Medical Supplies	228.49	166.66	3,862.03	3,479.34	3,646.00
Total 515 Equipment & Equip Maint	248.49	766.62	9,662.92	10,579.38	11,346.00
515.13 Ford Truck 1802	0.00	8.33	23.59	91.67	100.00
516 Training					
516.1 Fire Chief Training	0.00	125.00	1,186.49	1,375.00	1,500.00
516.2 Firefighter I & II	0.00	83.33	525.88	916.67	1,000.00
516.3 Medic	280.85	83.33	280.85	916.67	1,000.00
516.4 Fire Officer Classes	500.00	83.33	500.00	916.67	1,000.00
516.5 Drivers Training	0.00	16.66	0.00	183.34	200.00
Total 516 Training	780.85	391.65	2,493.22	4,308.35	4,700.00
518 Physicals					
518.1 Annual Physicals	0.00	666.66	6,000.00	7,333.34	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	275.00	300.00
Total 518 Physicals	0.00	691.66	6,000.00	7,608.34	8,300.00
519 Subscriptions & Dues					
519.1 HelpNet	0.00	66.66	558.00	733.34	800.00
519.11 West MI Assn of Fire Chi	0.00	12.50	100.00	137.50	150.00
519.13 SMEMSIC	0.00	6.25	75.00	68.75	75.00
519.2 Magazine Subscriptions	0.00		0.00	0.00	0.00
519.3 FirePrograms	0.00	150.00	2,034.75	1,650.00	1,800.00
519.4 IAFC	0.00	20.83	0.00	229.17	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	91.67	100.00
519.6 NFPA	0.00	25.00	175.00	275.00	300.00
519.9 MPSCS	0.00	8.33	0.00	91.67	100.00
519 Subscriptions & Dues - Other	0.00		120.00		
Total 519 Subscriptions & Dues	0.00	297.90	3,137.75	3,277.10	3,575.00
525 Personal Equipment					
525.1 Duty Gear	6,282.00	583.33	7,000.00	6,416.67	7,000.00
525.2 Personal Equipment	0.00	233.33	10,513.87	12,366.67	12,600.00
525.3 Small Equipment	65.38	133.33	311.79	1,466.67	1,600.00
Total 525 Personal Equipment	6,347.38	949.99	17,825.66	20,250.01	21,200.00
526 FEMA Grant					
526 FEMA	0.00		2,470.50		
526 FEMA Grant - Other	0.00	416.66	0.00	4,583.34	5,000.00
Total 526 FEMA Grant	0.00	416.66	2,470.50	4,583.34	5,000.00
527 Bank Fees	36.00	25.00	395.35	275.00	300.00
528 Bd Members Compensation	420.00	375.00	3,060.00	4,125.00	4,500.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	458.34	500.00

Hartford Fire Board

Profit & Loss Budget Performance

May 2022

Item 7.

	May 22	Budget	Jul '21 - May 22	YTD Budget	Annual Budget
529.2 Fire Extinguishers	-100.00	83.33	841.00	916.67	1,000.00
529.3 Hoses	0.00	225.00	2,586.88	2,475.00	2,700.00
529.4 Ladders	0.00	100.00	1,276.00	1,100.00	1,200.00
529.6 Bottles	0.00		0.00	0.00	0.00
529.8 Air Compressor	520.00	83.33	1,370.00	916.67	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	1,008.34	1,100.00
Total 529 Mandatory Annual Testing	420.00	624.98	7,093.88	6,875.02	7,500.00
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	229.17	250.00
530.2 Maintenance Contract	0.00	58.33	480.39	641.67	700.00
Total 530 Generator	0.00	79.16	480.39	870.84	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	229.17	250.00
Total 531 Auxiliary	0.00	20.83	0.00	229.17	250.00
Capital Expense	0.00		175,120.95	164,880.75	164,880.75
Investment Fees	0.00		6.00		
Payroll Tax Expense	1,905.01		18,957.94	0.00	0.00
Reconciliation Discrepancies	0.00		27.80		
Unassigned Fund Balance	0.00		0.00		
Uncategorized Expenses	0.00		-12,040.73		
Total Expense	21,404.19	25,148.47	448,287.43	453,462.73	478,611.20
Net Ordinary Income	4,261.37	-1,465.83	-14,082.80	-192,953.66	-194,419.49
Other Income/Expense					
Other Expense					
Grant Expenditures	7,985.87		14,552.31		
Total Other Expense	7,985.87		14,552.31		
Net Other Income	-7,985.87	0.00	-14,552.31	0.00	0.00
Net Income	-3,724.50	-1,465.83	-28,635.11	-192,953.66	-194,419.49

Treasurer's Report for meeting on June 13, 2022 For the month ending May 31, 2022

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended April 30, 2022–Huntington **\$ 122,639.18**

XXX Deposits

City of Hartford – Contribution	\$ 9,291.82
Township of Hartford – Contribution	\$ 13,937.73
MCCA Insurance Refund	\$ 3,280.00
Pride Care (March & April)	\$ 555.00
Township Ass't Chief Grant	\$ 800.00
Refund of Overpayment (April 2019)	\$ 100.00
Sale of Unused Equipment to LFD	\$ 400.00
Interest	\$ 1.06
Total Deposits	\$ 28,365.61

Total Balance of General Fund **\$ 151,004.79**

XXX Expenditures for approval:

Vendors payable	\$ 15,427.17
Payroll released May 2022 (9,216.01 – 1,894.26)	\$ 7,321.75
Bank Fees	\$ 36.00
MI & Fed Tax Withholdings	\$ 2,599.27

Total Expenditure **\$ 25,384.19**

General Fund Balance May 31, 2022 **\$ 125,620.60**

Capital Equipment

Reconciled Cash Balance as of May 31, 2022 – Millage Fund **\$ 91,111.50**

Reconciled Cash Balance as May 31, 2022 – Maintenance Fund **\$ 13,315.21**

Cash Balances for month May 31, 2022 **\$ 230,047.31**

Renewal CD Balance as of month ended October 31, 2020 **\$ 0.00**

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment May 31, 2022 **\$ 10,109.58**

Huntington Investment #TCL6901 Investment May 31, 2022 **\$ 92,847.50**

Hartford Fire Board
 Agenda
 Monday, June 13, 2022 7:00 PM

- I. Call to Order, Pledge
 - II. Roll call: Jerry Birmele, Steve Starnier, Chad Hunt, Helen Sullivan, Carlos Ledesma
 - III. Public Comment: Limited to three minutes per person
 - IV. Approval of the Agenda. Motion by _____ Second by _____ Motion _____
 - V. Approval of previous meeting minutes from May 9, 2022: Motion by _____ Second _____ Motion _____
 - VI. Approval of joint meeting minutes from May 25, 2022: Motion by _____ Second _____ Motion _____
 - VII. Approval of May Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____
 - a. Accounts Payable: Amount **\$ 25,384.19** Motion by _____ Second _____ by roll call vote Motion _____
 - VIII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
 - IX. Fire calls
 - X. Unfinished Business:
NONE
 - XI. New Business:
 1. Discussion of Collection Agency closure. Motion by _____ to engage the Integrity Account Solutions, Inc. [aka IAS, Inc.] turning all accounts presently with CSB of Niles, Inc. over to IAS, Inc. Second: _____ Motion _____
 2. Budget balancing: Motion to approve amending budget accounts according to attached list. Motion by _____ to amend accounts per list provided, Second by _____ Roll Call Vote: _____
 3. Discussion/Approval of Operating Procedure for 1881. Motion by _____ to approve 1881 operating procedure as presented, Second: _____. Motion _____.
 4. Discussion/Approval of Policy Order 1210 Water Rescue. Motion by _____ to approve Policy Order 1210 as presented, Second: _____. Motion _____
- Reports:
- a. Fire Chief
 - b. Assistant Fire Chief
 - c. Board

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

Ordinary Income/Expense

	May 22	Budget	Jul '21 - May 22	Annual Budget
Income				
302 Cetera Investment Services	0.00		70,000.02	
303 Investment Market Changes	1,079.09		-8,487.59	
401 Hartford Township	13,937.73	13,937.73	153,315.03	167,252.76
402 Hartford City	9,291.82	9,291.82	102,210.02	111,501.84
404 Interest	1.92		15.66	
409 Fire Report Request	0.00	3.88	20.00	46.59
411 Hartford City Millage	0.00		34,120.26	
412 Hartford Township Millage	0.00		42,835.55	
413 FEMA Grant	0.00		6,235.25	
420 Bangor 1st Resp Reimburse	0.00	449.21	3,307.75	5,390.52
521 Cost Recovery Reimbursement	0.00		7,343.59	0.00
Accounts Receivable	0.00		0.00	0.00
Donation	0.00		1,000.00	
Federal Grant Receivable	0.00		11,000.00	
Hartford Township Grants	800.00		7,584.09	
Other Revenues	555.00		3,705.00	
Total Income	25,665.56	23,682.64	434,204.63	284,191.71
Gross Profit	25,665.56	23,682.64	434,204.63	284,191.71
Expense				
500 Payroll				
500.1 Fire Chief	4,304.76	4,304.76	45,875.09	51,657.18
500.10 Chief Health Benefits	1,916.60	1,528.52	20,763.85	18,342.27
500.2 Firefighters/Medics	2,066.50	5,666.66	37,146.35	68,000.00
500.3 Support Staff	534.75	625.00	7,126.15	7,500.00
500.4 Chief Retirement	258.28	333.33	2,841.15	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	14,400.00
500 Payroll - Other	1,110.00		12,154.58	12154.58 from 500; 12154.58 to 500.5;
Total 500 Payroll	10,190.89	13,658.27	125,907.17	163,899.45
501 Professional, Insur.& Legal				
501.1 Legal Expenses	0.00	250.00	0.00	3,000.00
501.2 Professional - Audit	0.00	666.66	7,850.00	8,000.00

Total 501 Professional, Insur. & Legal	0.00	916.66	7,850.00	11,000.00	
502 Utilities					
502.1 Internet-Telephone	228.98	195.83	2,701.25	2,350.00	
502.2 Electric	370.00	450.00	4,825.18	5,400.00	
502.3 Natural Gas	209.00	125.00	1,299.00	1,500.00	
502.4 First Net-AT&T	366.92	358.33	4,274.02	4,300.00	
502.5 EPS Door Security	0.00	50.00	726.15	600.00	
Total 502 Utilities	1,174.90	1,179.16	13,825.60	14,150.00	Under
503 Mileage					Over
503.1 Mileage - other	0.00	8.33	0.00	100.00	even
Total 503 Mileage	0.00	8.33	0.00	100.00	
505 Building Maintenance					
505.1 Bldg Supplies/Maintenance	18.57	250.00	1,359.97	3,000.00	
505.2 Building Maintenance	75.31		2,107.84	0.00	
505.3 Grounds Maintenance	0.00	41.66	93.98	500.00	
505.4 Capital Bldg Improvement	0.00	770.83	0.00	9,250.00	
505.5-Trash	80.25	25.00	315.00	300.00	
Total 505 Building Maintenance	174.13	1,087.49	3,876.79	13,050.00	
506 Fuel					
506.1 Unleaded Gas	392.50	266.66	4,718.49	3,200.00	1518.49
506.2 Diesel	0.00	166.66	2,516.96	2,000.00	516.96
Total 506 Fuel	392.50	433.32	7,235.45	5,200.00	
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	175.00	381.88	2,100.00	
508.2 Tanker #1831	0.00	175.00	1,936.62	2,100.00	
508.3 Heavy Rescue #1871	220.20	25.00	220.20	300.00	
508.4 Rescue Pickup #1869	0.00	33.33	364.73	400.00	
508.5 Jeep #1860	4.59	33.33	219.29	400.00	
508.6 Explorer #1810	0.00	116.66	63.80	1,400.00	
508.7 Pick-Up #1801	0.00	66.66	456.00	800.00	
508.8 #1802	0.00	33.33	1,223.79	400.00	
508 Vehicle Maintenance - Other	0.00		19.93		
Total 508 Vehicle Maintenance	224.79	658.31	4,886.24	7,900.00	
511 Office					

511.1 Office Equipment	0.00	108.33	2,569.07	1,300.00
511.2 Equipment Repairs	0.00	12.50	0.00	150.00
511.3 Office Supplies	54.99	125.00	650.00	1,500.00
511.4 Printing	0.00	16.66	166.57	200.00
511.5 Software/Upgrades	0.00	100.00	1,059.99	1,200.00
511.6 Copy Lease	92.70	30.00	370.80	360.00
Total 511 Office	147.69	392.49	4,816.43	4,710.00
512 Insurance				
512.1 Worker's Comp	0.00	416.66	4,413.25	5,000.00
512.10 Accident & Sickness Ins	0.00	1,750.00	3,901.00	21,000.00
512.6 Automobile	-3,280.00		-3,280.00	
512 Insurance - Other	0.00		11,726.15	
Total 512 Insurance	-3,280.00	2,166.66	16,760.40	26,000.00
513 Payroll Taxes	2,221.56		28,414.13	
515 Equipment & Equip Maint				
515.1 Ladder #1841	0.00	58.33	14.57	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	1,000.00
515.11 Ford Truck	0.00	8.33	468.52	100.00
515.12 Air Tanks	0.00	150.00	2,833.15	2,300.00
515.2 Tanker #1831	0.00	58.33	468.60	700.00
515.3 Heavy Rescue #1871	0.00	133.33	712.94	1,600.00
515.4 Rescue Pickup #1869	0.00	16.66	132.76	200.00
515.5 Jeep #1860	0.00	16.66	78.51	200.00
515.6 Explorer #1810	0.00	8.33	748.06	100.00
515.7 Eqt Maintenance Other	0.00	33.33	123.92	400.00
515.8 Small Equipment Maintenan	20.00	33.33	219.86	400.00
515.9 Medical Supplies	228.49	166.66	3,862.03	3,646.00
Total 515 Equipment & Equip Maint	248.49	766.62	9,662.92	11,346.00
515.13 Ford Truck 1802	0.00	8.33	23.59	100.00
516 Training				
516.1 Fire Chief Training	0.00	125.00	1,186.49	1,500.00
516.2 Firefighter I & II	0.00	83.33	525.88	1,000.00
516.3 Medic	280.85	83.33	280.85	1,000.00
516.4 Fire Officer Classes	500.00	83.33	500.00	1,000.00

516.5 Drivers Training	0.00	16.66	0.00	200.00
Total 516 Training	780.85	391.65	2,493.22	4,700.00
518 Physicals				
518.1 Annual Physicals	0.00	666.66	6,000.00	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	300.00
Total 518 Physicals	0.00	691.66	6,000.00	8,300.00
519 Subscriptions & Dues				
519.1 HelpNet	0.00	66.66	558.00	800.00
519.11 West MI Assn of Fire Chi	0.00	12.50	100.00	150.00
519.13 SMEMSIC	0.00	6.25	75.00	75.00
519.2 Magazine Subscriptions	0.00		0.00	0.00
519.3 FirePrograms	0.00	150.00	2,034.75	1,800.00
519.4 IAFC	0.00	20.83	0.00	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	100.00
519.6 NFPA	0.00	25.00	175.00	300.00
519.9 MPSCS	0.00	8.33	0.00	100.00
519 Subscriptions & Dues - Other	0.00		120.00	
Total 519 Subscriptions & Dues	0.00	297.90	3,137.75	3,575.00
525 Personal Equipment				
525.1 Duty Gear	6,282.00	583.33	7,000.00	7,000.00
525.2 Personal Equipment	0.00	233.33	10,513.87	12,600.00
525.3 Small Equipment	65.38	133.33	311.79	1,600.00
Total 525 Personal Equipment	6,347.38	949.99	17,825.66	21,200.00
526 FEMA Grant				
526 FEMA	0.00		2,470.50	
526 FEMA Grant - Other	0.00	416.66	0.00	5,000.00
Total 526 FEMA Grant	0.00	416.66	2,470.50	5,000.00
527 Bank Fees	36.00	25.00	395.35	300.00
528 Bd Members Compensation	420.00	375.00	3,060.00	4,500.00
529 Mandatory Annual Testing				
529.1 Personal Veh Inspections	0.00	41.66	0.00	500.00
529.2 Fire Extinguishers	-100.00	83.33	841.00	1,000.00
529.3 Hoses	0.00	225.00	2,586.88	2,700.00
529.4 Ladders	0.00	100.00	1,276.00	1,200.00
				76.00 from 529.9;
				500.00 370.00 to 529.8; 130.00 remains

529.6 Bottles	0.00			0.00		0.00
529.8 Air Compressor	520.00	83.33		1,370.00		1,000.00
529.9 Flow Testing Air Packs	0.00	91.66		1,020.00		1,100.00
Total 529 Mandatory Annual Testing	420.00	624.98		7,093.88		7,500.00
530 Generator						
530.1 Maintenance	0.00	20.83		0.00		250.00
530.2 Maintenance Contract	0.00	58.33		480.39		700.00
Total 530 Generator	0.00	79.16		480.39		950.00
531 Auxiliary						
531.1 Auxiliary Supplies	0.00	20.83		0.00		250.00
Total 531 Auxiliary	0.00	20.83		0.00		250.00
Capital Expense	0.00			175,120.95		164,880.75
Investment Fees	0.00			6.00		
Payroll Tax Expense	1,905.01			18,957.94		0.00
Reconciliation Discrepancies	0.00			27.80		
Unassigned Fund Balance	0.00			0.00		
Uncategorized Expenses	0.00			-12,040.73		
Total Expense	21,404.19	25,148.47		448,287.43		478,611.20
Net Ordinary Income	4,261.37	-1,465.83		-14,082.80		-194,419.49
Other Income/Expense						
Other Expense						
Grant Expenditures	7,985.87			14,552.31		
Total Other Expense	7,985.87			14,552.31		
Net Other Income	-7,985.87	0.00		-14,552.31		0.00
Net Income	-3,724.50	-1,465.83		-28,635.11		-194,419.49

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting June 13, 2022

Members Present upon roll call: Steve Starnier; Carlos Ledesma; Helen Sullivan; Chief Harting
Absent: Chad Hunt; Jerry Birmele

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

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

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

The proposed agenda for the Fire Board meeting of June 13, 2022 was Presented. Motion by Ledesma; Second by Sullivan; to approve the agenda as presented. Motion: Approved

The proposed minutes of the May 9, 2022 Fire Board meeting were presented. Motion by Starnier; Second by Ledesma to accept the minutes as presented Motion: Approved

The proposed minutes of the May 25, 2022 Joint City/Township/Fire Board meeting were presented. Motion by Sullivan; Second by Ledesma to accept the minutes as presented Motion: Approved

The May Treasurer's report was presented. Motion by Starnier; Second by Ledesma; to accept Treasurer's report as presented. Motion: Approved

Bills were presented for approval in the amount of \$ 25,384.19 Motion by Starnier; Second by Ledesma; to pay bills in amount of \$25,384.19. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Discussion of Collection Agency closure. Motion by Sullivan to engage the Integrity Account Solutions, Inc. [aka IAS, Inc.] turning all accounts presently with CSB of Niles, Inc. over to IAS, Inc. Second: Ledesma Motion Approved
2. Budget balancing: Motion to approve amending budget accounts according to attached list. Motion by Starnier to amend accounts per list provided, Second by Ledesma Roll Call Vote: Approved
3. Discussion/Approval of Operating Procedure for 1881. Motion by Starnier to approve 1881 operating procedure as Amended, Second: Sullivan. Motion Approved.
4. Discussion/Approval of Policy Order 1210 Water Rescue. Motion by _____ to approve Policy Order 1210 as presented, Second: _____. Motion _____
Tabled to next month
- 5.

Minutes of Fire Board Meeting June 13, 2022

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

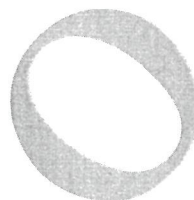
- Township
- City
- Van Buren County Medical Control

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163	146									841
Training	36	28	46	32									142
Truck Insp.	26	26	28	28									108
Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

Information:

1. Worked on boat
2. Working on SOP for boat operations with Assistant Chief McGrew

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

Township Meeting
Joint Meeting

Information:

- Jeep put back into service
- Started Lawn Maintenance
- Barn cleaned up and ready for boat
- Proctored State practical for FF class
- Boat preparation
- Training Platform and Inspection Platform
- Event at local church for fire safety

Minutes of Fire Board Meeting June 13, 2022

- SOG for new boat

Respectfully Submitted,
K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Starner; second by Sullivan to close meeting at 7:45 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

Hartford Fire Board June 13, 2022 Meeting Payroll Summary May Business

	TOTAL	
	Hours	May 22
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	2.00	4,304.76
Assistant Fire Chief	2.00	400.00
Fire Board Office	34.50	534.75
Grant Pay	1.00	800.00
Med Assist	61.00	946.25
Other	15.00	233.00
PI Accident	5.00	77.50
Shift Coverage	74.00	1,110.00
Training	32.00	483.50
Vehicle Fire	4.00	59.75
Vehicle Inspection	18.00	266.50
Total Gross Pay	248.50	9,216.01
Deductions from Gross Pay		
Dental-Vision		-29.08
Firefighters Assn Dues		-452.53
First Net AT&T		-29.00
Health Insurance		-354.24
Total Deductions from Gross Pay		-864.85
Adjusted Gross Pay	248.50	8,351.16
Taxes Withheld		
Federal Withholding		-717.00
Medicare Employee		-133.60
Social Security Employee		-571.41
MI - Withholding		-472.25
Medicare Employee Addl Tax		0.00
MI - Cities Res Tax		0.00
MI - Cities Work Tax		0.00
Total Taxes Withheld		1,894.26
Net Pay	248.50	6,456.90
Employer Taxes and Contributions		
Company FICA		571.41
Company Med		133.60
Retirement Fund		258.28
MI - Obligation Assessment		0.00
Total Employer Taxes and Contributions		963.29

Minutes of the Joint Meeting:
Hartford Fire Board, Hartford City & Hartford Township
Wednesday, May 25, 2022, 7:00 PM

- I. Chairman Starner called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.
- II. **Roll call:** Jerry Birmele, Steve Starner, Helen Sullivan, Carlos Ledesma
Absent: Chad Hunt
- III. Chairman Starner presented the Proposed 2022/2023 Budget and took questions from City and Township officials.

Motion by Birmele supported by Starner to adjourn at 7:18 p.m. Approved

Respectfully

Gerald Birmele

**Hartford Fire Board Meeting
June 13, 2021
Balance Sheet & Deposit Detail
May Business**

BALANCE SHEET

	<u>May 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
102 Regular Check Hunt..3427	100,622.82
105 CD Fund Equity..C...288	0.38
106 Millage Fund Hunt..3456	91,110.73
108 Maintenance Hunt....3469	13,315.10
Chemical Financial Advisors	69,932.47
Huntington Advisors #901	92,847.50
Huntington TLC006358	10,109.58
Total Checking/Savings	<u>377,938.58</u>
Total Current Assets	<u>377,938.58</u>
TOTAL ASSETS	<u><u>377,938.58</u></u>
LIABILITIES & EQUITY	0.00

Deposit Detail

Type	Num	Date	Name	Account	Amount
Deposit		05/09/2022		102 Regular Check Hunt..3427	800.00
				Hartford Township Grants	-800.00
TOTAL					-800.00
Deposit		05/13/2022		102 Regular Check Hunt..3427	3,280.00
				512.6 Automobile	-3,280.00
TOTAL					-3,280.00
Deposit		05/13/2022		102 Regular Check Hunt..3427	23,229.55
				401 Hartford Township	13,937.73
				402 Hartford City	-9,291.82
TOTAL					23,229.55
Deposit		05/16/2022		102 Regular Check Hunt..3427	600.00
				525.3 Small Equipment	-400.00
				Uncategorized Expenses	-200.00
TOTAL					-600.00
Deposit		05/20/2022		102 Regular Check Hunt..3427	555.00
Payment		05/20/2022	Pride Care Ambulance	Undeposited Funds	-555.00
TOTAL					-555.00
Deposit		05/31/2022		106 Millage Fund Hunt..3456	0.75
				404 Interest	-0.75
TOTAL					-0.75
Deposit		05/31/2022		108 Maintenance Hunt....3469	0.11
				404 Interest	-0.11
TOTAL					-0.11

Hartford Fire Board Meeting
June 13, 2021
Balance Sheet & Deposit Detail
May Business

Deposit		05/31/2022		102 Regular Check Hunt..3427	100.00
				529.2 Fire Extinguishers	-100.00
TOTAL					-100.00
Deposit		05/31/2022		102 Regular Check Hunt..3427	1.06
				404 Interest	-1.06
TOTAL					-1.06
Deposit		05/31/2022		Huntington Advisors #901	811.72
				303 Investment Market Changes	-811.72
TOTAL					-811.72
Deposit		05/31/2022		Huntington Advisors #901	162.19
				303 Investment Market Changes	-162.19
TOTAL					-162.19
Deposit		05/31/2022		Huntington TLC006358	87.69
				303 Investment Market Changes	-87.69
TOTAL					-87.69
Deposit		05/31/2022		Huntington TLC006358	17.49
				303 Investment Market Changes	-17.49
TOTAL					-17.49
Paycheck	ACH	05/31/2022	Flemming, Ryan C.	102 Regular Check Hunt..3427	0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	62.00
				410 Firefighters Assn Dues	-25.59
				Payroll Liabilities	-50.00
				Payroll Tax Expense	6.73
				Payroll Liabilities	-6.73
				Payroll Liabilities	-6.73
				Payroll Tax Expense	1.57
				Payroll Liabilities	-1.57
				Payroll Liabilities	-1.57
				Payroll Liabilities	-24.61
TOTAL					0.00
Paycheck	ACH	05/31/2022	Hunt, Cole E.	102 Regular Check Hunt..3427	0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	15.50
				410 Firefighters Assn Dues	-27.31
				Payroll Tax Expense	1.92
				Payroll Liabilities	-1.92
				Payroll Liabilities	-1.92
				Payroll Tax Expense	0.45
				Payroll Liabilities	-0.45
				Payroll Liabilities	-0.45
				Payroll Liabilities	-1.32
TOTAL					0.00
Paycheck	ACH	05/31/2022	Sharpe, Ian	102 Regular Check Hunt..3427	0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	31.00
				410 Firefighters Assn Dues	-27.95
				Payroll Tax Expense	2.88
				Payroll Liabilities	-2.88
				Payroll Liabilities	-2.88
				Payroll Tax Expense	0.67
				Payroll Liabilities	-0.67
				Payroll Liabilities	-0.67

**Hartford Fire Board Meeting
June 13, 2021
Balance Sheet & Deposit Detail
May Business**

TOTAL				Payroll Liabilities	-15.00
					0.00
Paycheck	ACH	05/31/2022	VanDeWiele, Cary L	102 Regular Check Hunt..3427	0.00
				500.2 Firefighters/Medics	13.25
				410 Firefighters Assn Dues	-11.68
				Payroll Tax Expense	0.82
				Payroll Liabilities	-0.82
				Payroll Liabilities	-0.82
				Payroll Tax Expense	0.19
				Payroll Liabilities	-0.19
				Payroll Liabilities	-0.19
				Payroll Liabilities	-0.56
TOTAL					0.00

Hartford Fire Board
June 13, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
May Business

Expense by Vendor

	<u>May 22</u>
A T & T	-366.92
Best Way Disposal	-80.25
Carlos Ledesma	-120.00
City of Hartford (Dental/Vision)	-145.40
City of Hartford {2}	-258.28
City of Hartford Health Ins.	-1,771.20
CLIA Laboratory Program	-180.00
Comcast	-228.98
Consumers Energy	-209.00
Dinges Fire Company	-6,671.50
First Bankcard	-480.21
Hartford Firemans Association	-200.00
Helen Sullivan	-120.00
Indiana Mich Power	-370.00
IRS Online Payment	-2,221.56
Jerry Birmele	-60.00
Kellogg Hardware	-64.27
Michigan Rescue Concepts	-500.00
Miller Thermometer Co, Inc	-34.20
North Breathing Air, LLC	-520.00
ShellFleet Plus Card	-392.50
Spencer Manufacturing, Inc.	-220.20
Steven Starnier	-120.00
U S Business Systems	-92.70
TOTAL	15,427.17

Income & Expense

	<u>May 22</u>
Ordinary Income/Expense	
Income	
303 Investment Market Changes	1,079.09
401 Hartford Township	13,937.73
402 Hartford City	9,291.82
404 Interest	1.92
Hartford Township Grants	800.00
Other Revenues	555.00
Total Income	25,665.56
Gross Profit	25,665.56

Expense

500 Payroll	
500.1 Fire Chief	4,304.76
500.10 Chief Health Benefits	1,916.60
500.2 Firefighters/Medics	2,066.50
500.3 Support Staff	534.75
500.4 Chief Retirement	258.28
500 Payroll - Other	1,110.00
Total 500 Payroll	10,190.89
502 Utilities	
502.1 Internet-Telephone	228.98
502.2 Electric	370.00
502.3 Natural Gas	209.00
502.4 First Net-AT&T	366.92
Total 502 Utilities	1,174.90
505 Building Maintenance	
505.1 Bldg Supplies/Maintenanc	18.57
505.2 Building Maintenance	75.31
505.5-Trash	80.25
Total 505 Building Maintenance	174.13
506 Fuel	
506.1 Unleaded Gas	392.50
Total 506 Fuel	392.50
508 Vehicle Maintenance	
508.3 Heavy Rescue #1871	220.20
508.5 Jeep #1860	4.59
Total 508 Vehicle Maintenance	224.79
511 Office	
511.3 Office Supplies	54.99
511.6 Copy Lease	92.70
Total 511 Office	147.69
512 Insurance	
512.6 Automobile	-3,280.00
Total 512 Insurance	-3,280.00
513 Payroll Taxes	2,221.56
515 Equipment & Equip Maint	
515.8 Small Equipment Maintenan	20.00
515.9 Medical Supplies	228.49
Total 515 Equipment & Equip Maint	248.49
516 Training	
516.3 Medic	280.85
516.4 Fire Officer Classes	500.00

**Hartford Fire Board
June 13, 2022 Meeting
Income & Expense and Expenses by Vendor Summary
May Business**

Total 516 Training	780.85	Grant Expenditures	7,985.87
525 Personal Equipment		Total Other Expense	7,985.87
525.1 Duty Gear	6,282.00	Net Other Income	-7,985.87
525.3 Small Equipment	65.38	Net	
Total 525 Personal Equipment	6,347.38	Income	-3,724.50
527 Bank Fees	36.00		
528 Bd Members Compensation	420.00		
529 Mandatory Annual Testing			
529.2 Fire Extinguishers	-100.00		
529.8 Air Compressor	520.00		
Total 529 Mandatory Annual Testing	420.00		
Payroll Tax Expense	1,905.01		
Uncategorized Expenses	0.00		
Total Expense	21,404.19		
Net Ordinary Income	4,261.37		
Other Income/Expense			
Other Expense			

May 2022 CALLS						
+	#	TIME	Address	People	COST	TYPE OF CALL
1-May	230-City	4:10	Center St.	3	\$ 47.50	Med Assist-Altered
1-May	231-Twp	17:06	CR 362	2	\$ 30.00	Med Assist-Possible S
2-May	232-City	11:35	Washington St.	3	\$ 31.50	Other-Service Call
2-May	233-City	20:33	Haver St.	1	\$ 13.25	Med Assist-Bleeding
2-May	234-City	22:09	Mary St.	1	\$ 13.25	Med Assist-Suicidal
5-May	235-City	12:09	School St.	4	\$ 31.50	Med Assist-Fall
6-May	236-City	14:49	Haver St.	3	\$ 32.00	Med Assist-Bleeding
6-May	237-City	14:57	Marion St.	3	\$ 32.00	Med Assist-Bleeding
7-May	238	3:44	Red Arrow Highway	3	\$ 47.50	Med Assist-Difficulty B
7-May	239	20:46	Red Arrow Highway	2	\$ 54.75	Med Assist-LOC
8-May	240-City	13:54	Pleasant St.	3	\$ 47.00	Med Assist-LOC
8-May	241	16:23	RAH & 62nd St.	3	\$ 45.25	Med Assist-Difficulty B
10-May	242-Twp	14:26	Ellenborough	3	\$ 15.50	Other-Illegal Burn
12-May	243	3:30	I-94	3	\$ 78.50	Other-Assist Police
13-May	244-Twp	1:55	61st Ave.	2	\$ 32.00	Med Assist-Difficulty B
10-May	245-City	18:00	Wendell Ave.	1	\$ 16.50	Med Assist-Difficulty B
13-May	246-Twp	17:10	Rush Lake Rd.	5	\$ 77.50	PI Accident
15-May	247-City	15:32	Michigan Ave.	13	\$ -	Med Assist-CVA
15-May	248	20:03	Bangor Twp	2	\$ 31.00	Med Assist-Pacemake
15-May	249-Twp	23:58	CR 387	3	\$ 31.00	Med Assist-Hip Proble
16-May	250-City	11:29	Bernard	2	\$ -	Med Assist-Difficulty E
16-May	251-Twp	14:40	CR 687	2	\$ 16.50	Med Assist-Fall
17-May	252-City	5:34	Center St.	1	\$ 16.50	Med Assist-Difficulty B
17-May	253-City	10:10	Wendell Ave.	1	\$ -	Other-Service Call
17-May	254-City	19:29	Main & Bennett	3	\$ 68.25	Med Assist-Neck Pain
17-May	255-City	21:12	Franklin St.	2	\$ 31.00	Med Assist-Difficulty B
18-May	256	14:48	Bangor Twp	2	\$ 16.50	Med Assist-Difficulty B
19-May	257-City	4:46	Center St.	1	\$ 16.50	Med Assist-Diabetic Is
19-May	258-Twp	12:49	63rd St.	3	\$ 28.75	Med Assisit-Chest Pai
19-May	260	13:03	I-94	6	\$ 59.75	Vehicle Fire
22-May	259-City	15:11	Maple St.	4	\$ 62.00	Med Assist-Unrespons
24-May	261-City	9:36	Bennett Ave.	3	\$ 14.50	Other-Smoke Detector
24-May	262	17:36	Red Arrow Highway	1	\$ 13.25	Med Assist-Difficulty B
25-May	263-City	12:30	Maple St.	2	\$ -	Med Assist-Altered
26-May	264	16:14	Red Arrow Highway	2	\$ 62.00	Other-Illegal Burn
26-May	265-City	18:30	Wendell Ave.	2	\$ 31.00	Other-Service Call
28-May	266-City	9:18	Main & Maple	4	\$ 62.00	Med Assist-Out of Cor
29-May	267-Twp	17:30	65 1/2 St.	5	\$ 77.50	Med Assist-Back Pain
30-May	268-Twp	14:17	48th Ave.	3	\$ 47.50	Med Assist-Seizures

Total Costs for Fire Calls		\$ 1,331.00	
Chief's Salary		\$ 4,304.76	
Administrative Cost (Support Staff)		\$ 534.75	
Trainings/Inspection Costs		\$ 750.00	
Total Costs for Fire Calls		\$ 6,920.51	
Total Calls this month:	39	Total May Calls	Fiscal Year Totals
Total Call: for 2021	794	City Calls 21	City Calls 294
Total Call: for 2020	698	Twp Calls 9	Twp Calls 238
Total Call: for 2019	673	I-94 Calls 2	I-94 Calls 35
Total Call: for 2018	552	Other 2	Other 32
Total Call: for 2017	345	Red Arrow Calls 1	RA-2022 *34
Total Call: for 2016	303		Total f/y 623
Total Call: for 2015	333		
Total Call: for 2014	312		*RA-2022 not in total
Total Call: for 2013	292		
Total Call: for 2012	281		
Respectfully submitted,		Priority 3 Calls SHADED	

Grass Fire 0
Med Assist 30
PI Accident 1
Mutual Aid 0
Other 7
Gas Leak 0
Fire 0
Vehicle Fire 1

Fire Chiefs Report

June 2022

INFORMATION:

1. Meetings Attended:

- Township
- City
- Van Buren County Medical Control

2. Worked on boat

3. Working on SOP for boat operations with Assistant Chief McGrew

Respectfully Submitted,

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163	146									841
Training	36	28	46	32									142
Truck Insp.	26	26	28	28									108
Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

R Harting

Robbie Harting – Fire Chief

Assistant Chief Report

May

Information

- **Jeep put back into service**
- **Started Lawn Maintenance**
- **Barn cleaned up and ready for boat**
- **Proctored State practical for FF class**
- **Boat preparation**
- **Training Platform and Inspection Platform**
- **Event at local church for fire safety**
- **SOG for new boat**

Meetings Attended: Township Meeting
Joint Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Hartford Fire Department

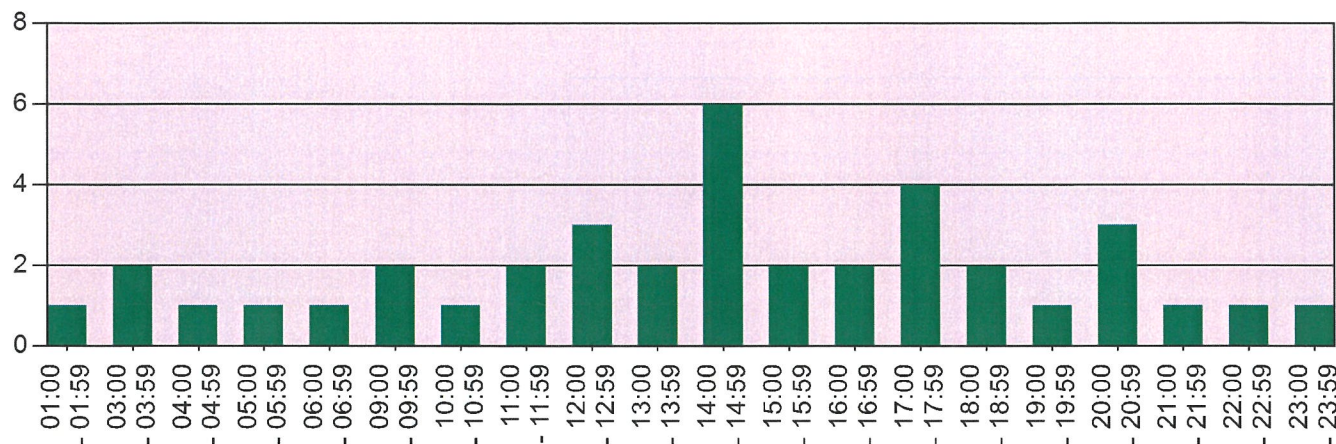
Hartford, MI

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Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 05/01/2022 | End Date: 05/31/2022



HOURL	# of CALLS
01:00 - 01:59	1
03:00 - 03:59	2
04:00 - 04:59	1
05:00 - 05:59	1
06:00 - 06:59	1
09:00 - 09:59	2
10:00 - 10:59	1
11:00 - 11:59	2
12:00 - 12:59	3
13:00 - 13:59	2
14:00 - 14:59	6
15:00 - 15:59	2
16:00 - 16:59	2
17:00 - 17:59	4
18:00 - 18:59	2
19:00 - 19:59	1
20:00 - 20:59	3
21:00 - 21:59	1
22:00 - 22:59	1
23:00 - 23:59	1
TOTAL:	39

Only REVIEWED incidents included.



May 16, 2022

Robbie Harting
Fire Chief
Hartford Fire Department
436 E Main ST
Hartford, MI

Fire Chief Harting,

You are now a member of an elite group of fire industry leaders who have chosen the best technology and most professional service available to keep your fire fighters and department safe and effective.

Thank you for the opportunity to be of service. At FireCatt we strive to exceed your expectations each and every time.

Attached, you will find the Service Test Report for your records as well as our invoice. In addition, you may visit our website www.firecatt.com to access your data.



Your 2022 hose test results are as follow: we tested 7,976' of which 108' failed representing a failure rate of 1.35%. Your failure rate results are typical for Eighth year of testing with FireCatt, normally in the range of 1-3%. The following is a brief synopsis of your test results:

2381	2.50"	X	8'	Failed due to water leaking through the hose jacket	Age:	NA	Years
2456	5.00"	X	100'	Failed due to water leaking from pin holes in the hose	Age:	16	Years

The average age of your failed hose based on those hoses that we could identify the date: 16 years old.

In each instance of hose failure, the length of hose would either not hold pressure or would not pass inspection per NFPA 1962 standards. Each length of failed hose was condemned by FireCatt, tagged and removed from service. Note: We have included representative photographs of your hose failures.

Hartford Fire Department

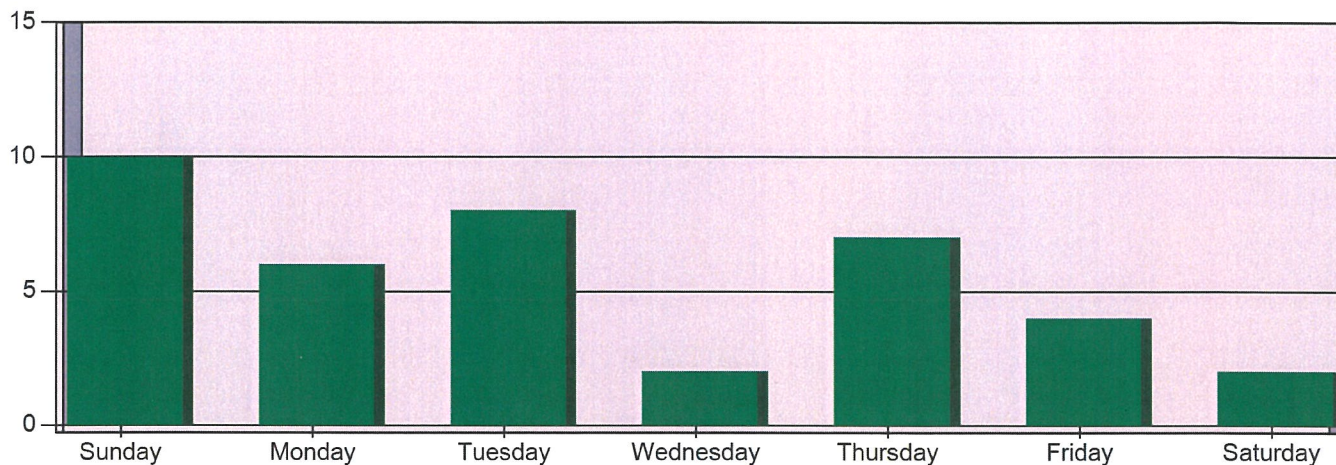
Hartford, MI

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 05/01/2022 | End Date: 05/31/2022



DAY OF THE WEEK	# INCIDENTS
Sunday	10
Monday	6
Tuesday	8
Wednesday	2
Thursday	7
Friday	4
Saturday	2

TOTAL

39

Only Reviewed incidents included.



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Doc Id: 1284
Page # 1 of 1

Hartford Fire Department

Hartford, MI

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Incident Count per User-Defined Fields for Date Range

Start Date: 05/01/2022 | End Date: 05/31/2022

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	27
2	10
3	2

USER-DEFINED FIELD: Lift Assist (Required)	
No	39

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

Fire Chiefs Report

June 2022

INFORMATION:

1. Meetings Attended:

- Township
- City
- Van Buren County Medical Control

2. Worked on boat

3. Working on SOP for boat operations with Assistant Chief McGrew

Respectfully Submitted,

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
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Donated	11	0	0	113									124
TOTAL	365.5	253.5	237	319									1175

R Harting

Robbie Harting – Fire Chief

Hartford Fire Department

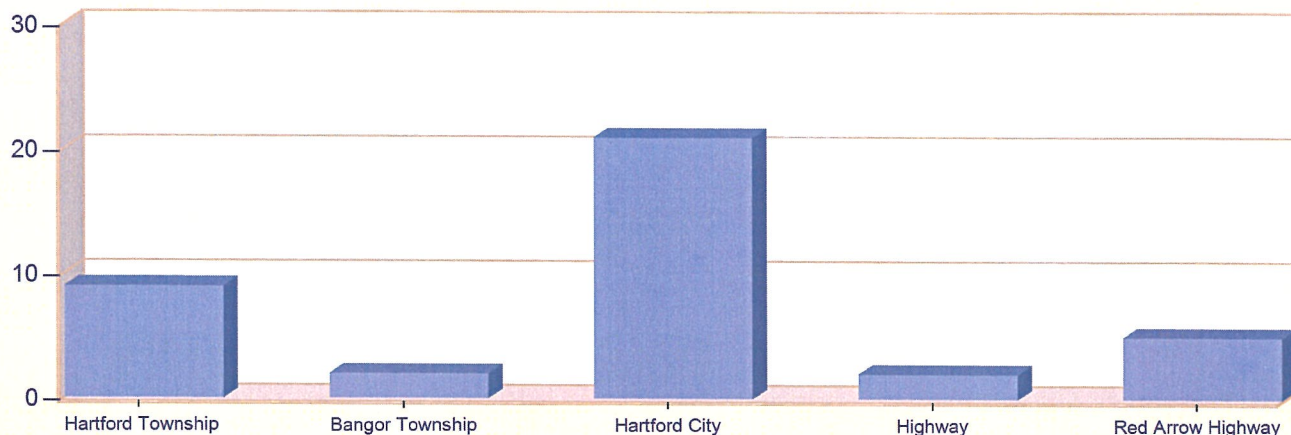
Hartford, MI

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Incident Type Count per Zone for Date Range

Start Date: 05/01/2022 | End Date: 05/31/2022



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	4
	322 - Motor vehicle accident with injuries	1
	561 - Unauthorized burning	1
	<i>Total Incidents for Hartford Township - Hartford:</i>	9
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	1
	<i>Total Incidents for Bangor Township - Bangor:</i>	2
Hartford City - Hartford		
	311 - Medical assist, assist EMS crew	2
	321 - EMS call, excluding vehicle accident with injury	15
	500 - Service Call, other	3
	743 - Smoke detector activation, no fire - unintentional	1
	<i>Total Incidents for Hartford City - Hartford:</i>	21
Highway - I 94		
	131 - Passenger vehicle fire	1
	551 - Assist police or other governmental agency	1
	<i>Total Incidents for Highway - I 94:</i>	2
Red Arrow Highway - Red Arrow Highway		

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



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Doc Id: 1404
Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	2
	561 - Unauthorized burning	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway.</i>	5
Total Count for all Zone:		39

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



Hartford Fire Department

Hartford, MI

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Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 05/01/2022 | End Date: 05/31/2022

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Hartford Fire Department		
Fry, Steven	7	17.9%
Harting, Brandiwyne	6	15.4%
McGrew, Kevin	32	82.1%
VanDeWiele, Cary	1	2.6%
Bodary, Brandon	10	25.6%
Chappell, Mike	4	10.3%
Eastman, Scott	1	2.6%
Eastman, Fantasia	1	2.6%
Flemming, Lisa	3	7.7%
Flemming, Ryan	2	5.1%
Harting, Robbie	14	35.9%
Hoy, Brianna	1	2.6%
Hunt, Cole	2	5.1%
McClellan, Troy	2	5.1%
Reed, Kevin	1	2.6%
Roberts, Khelun	11	28.2%
Sharpe, Ian	2	5.1%
Weberg, Scott	10	25.6%
Total Incidents for Station Hartford Fire Department	39	

Total Incidents for all Stations

39

Displays the number and percentage of Incidents attended by each Personnel for each Station in the agency over the selected Date Range. Only Reviewed incidents are included.



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Page # 1 of 1

Hartford Fire Department

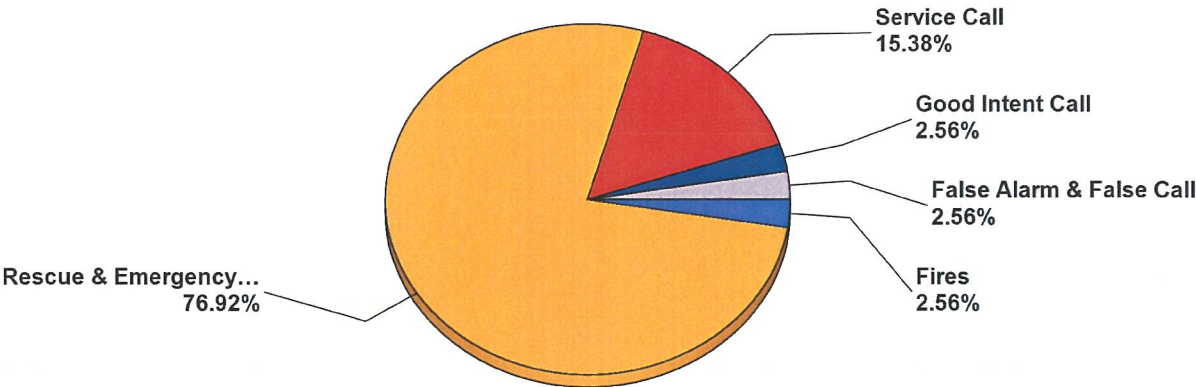


Hartford, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2022 | End Date: 05/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	2.56%
Rescue & Emergency Medical Service	30	76.92%
Service Call	6	15.38%
Good Intent Call	1	2.56%
False Alarm & False Call	1	2.56%
TOTAL	39	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	2.56%
311 - Medical assist, assist EMS crew	7	17.95%
321 - EMS call, excluding vehicle accident with injury	22	56.41%
322 - Motor vehicle accident with injuries	1	2.56%
500 - Service Call, other	3	7.69%
551 - Assist police or other governmental agency	1	2.56%
561 - Unauthorized burning	2	5.13%
611 - Dispatched & cancelled en route	1	2.56%
743 - Smoke detector activation, no fire - unintentional	1	2.56%
TOTAL INCIDENTS:	39	100%

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



emergencyreporting.com

Doc Id: 553

Page # 2 of 2



June 1, 2022

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

Dear Mr. Akinwale,

I am pleased to provide you with our average response times for the month of May 2022. There were eleven (11) priority one calls in May with the average response time of 08:14 minutes.

There were six (06) priority two calls in May with the average response time of 13:15 minutes.

There were three (03) priority three calls in May with the average response time of 10:39 minutes.

A total of twenty (20) calls were run in May with an average response of 10:06.

There were extended response times for run numbers 207813 due to multiple address changes. The crew took the correct route and did not report any further incidents.

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

Sincerely,

Jessica Sutter
Director of Communication
Pride Care Ambulance
O: 269.343.3267
F: 269.343.6503
C: 269.313.2626

Proudly Serving Southwest Michigan – Berrien, Cass, Kalamazoo, Van Buren Counties
5088 Meredith
Kalamazoo, MI 49002
Business Office (269) 343.2224 Fax (269) 343.6503
www.pridecare.com

Response Times By Priority

Report Date: 06/01/2022 11:57:26

Filters: Date Range (Pickup Time): 05/01/2022 to 05/31/2022 (Last Month); Last Status Timestamp: At Scene; Sele

Response Priority: P1

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
207475	Advanced	4114	5/1/2022 4:12	5/1/2022 4:21	9:01
207813	Advanced	4114	5/6/2022 15:00	5/6/2022 15:11	10:31
207923	Advanced	4114	5/8/2022 13:55	5/8/2022 14:04	9:06
208074	Advanced	4113	5/10/2022 18:02	5/10/2022 18:11	9:21
208446	Advanced	4113	5/15/2022 15:35	5/15/2022 15:41	5:45
208490	Advanced	4114	5/16/2022 11:30	5/16/2022 11:38	8:05
208550	Advanced	4111	5/17/2022 5:37	5/17/2022 5:46	8:43
208599	Advanced	4113	5/17/2022 21:13	5/17/2022 21:21	8:11
208686	Advanced	4113	5/19/2022 6:48	5/19/2022 6:57	8:24
208906	Advanced	4113	5/22/2022 15:12	5/22/2022 15:19	7:18
209108	Advanced	4113	5/25/2022 12:32	5/25/2022 12:38	6:14
Totals:					Avg: 08:14

Response Priority: P2

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
207581	Advanced	4113	5/2/2022 20:36	5/2/2022 20:44	8:23
207586	Advanced	4114	5/2/2022 22:14	5/2/2022 22:25	10:53
208591	Advanced	4114	5/17/2022 19:31	5/17/2022 19:42	11:00
208932	Advanced	4114	5/22/2022 23:28	5/22/2022 23:43	14:54
209080	Advanced	Medic 8	5/25/2022 0:34	5/25/2022 0:47	13:38
209416	Advanced	4114	5/29/2022 22:26	5/29/2022 22:47	20:47
Totals:					Avg: 13:15

Response Priority: P3

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
207490	Advanced	4113	5/1/2022 10:54	5/1/2022 11:04	10:16
207748	Advanced	4114	5/5/2022 12:11	5/5/2022 12:25	13:25
209301	Advanced	4114	5/28/2022 9:21	5/28/2022 9:29	8:16
Totals:					Avg: 10:39

Overall Totals

Trips	Average Response Time
20	10:06



MAY 2022
VAN BUREN COUNTY BOARD OF COMMISSION MONTHLY ACTIVITY

Administration Address
 219 E Paw Paw Street - Suite 201, Paw Paw, MI 49079
 Website: www.vanburencountymi.gov

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

HIGHLIGHTS

- **Broadband** - mapping continues, it began 4/4/2022. See press release: <https://www.vanburencountymi.gov/749/Broadband-Expansion-Efforts>
- **Audit** - The auditors presented the county audit report for 2021. Total fund balance: \$9,233,983
- **Wine & Harvest Festival** - The request to Use County Property was approved.
- **DLZ Architectural and Engineering Design Services** - The As-Needed Agreement was approved.
- **MVAA Grant** - The Board approved the FY2023 Michigan Veterans Affairs Agency grant submission.
- **Research Attorney Position and Creation of a Law Clerk** - The board approved the reclassification creation of positions for Circuit Court.
- **Claims** - in the amount of \$2,480,034.04 were approved.
- **PC Refresh** - The budgeted 2022 PC refresh request, made by IT, was approved.
- **OCC Grant** - The Board approved the Office of Community Corrections Grant Application and Budget.
- **Children's Advocacy Center** - The startup funds were approved for a Van Buren County Children's Advocacy Center.
- **Cybersecurity Insurance** - The Board approved an increase in insurance coverage.
- **Medical Examiner Report** – The Board heard the annual report from the Medical Examiner. The printed report can be provided upon request.
- **Resignation** - The Board accepted the resignation of Frank Hardester as County Administrator.
- **Appointment** - The Board appointed Ryan Post as Interim County Administrator. Ryan is the County Finance Director. He will serve as Interim County Administrator until the search and appointment of a new County Administrator is complete.

ADDITIONAL DETAILS

1. The board approved the request to use the county park during the Wine and Harvest festival for Arts & Crafts booths and two food booths on the dates of September 9, 2022 through September 11, 2022.
2. The County has used DLZ for architectural and design services for several years on a variety of projects. The renewal of this agreement was approved by the board. Services may include:
 - Re-design of the Hartford Facility
 - HVAC design and engineering
 - Capital Improvement Design Buildings for Cost estimating
 - Floor Plan Creation (Evacuation Charts, etc.)
3. The following committee appointments were made:
 - Community Corrections Advisory Board Appointments (2-year terms):
 - Lindsay Marshall and Kate Hosier
 - Southwest Michigan Planning Commission (2-year terms):
 - Rick Catherman
 - Economic Development Corporation (6-year terms):
 - Robert Smith
 - Van Buren County Planning commission (3-year terms):
 - Tom Motyka and William Pugsley
4. The request was for approval of the FY2023 MVAA grant submission and for approval of the strategy for funding which includes:
 - Dental Program \$50,000.00
 - Advertising and Promotion \$15,000.00
 - Emotional Support Program \$25,000.00
 - Emergency Relief \$12,000.00
5. The request was for approval of the reclassification of the Research Attorney position from the court association scale R27 to the court association scale R30, and for the creation of a full-time, temporary, Law Clerk position at the non-union scale R26.
 - The responsibilities of the Research Attorney have increased to include supervising court staff.
 - The hiring of a Law Clerk would address the workload that has drastically increased.
 - The total financial impact of both requests is: \$93,687.83
6. The request was for approval of the 2022 PC refresh. Every year the IT Department purchases up to 50 end user computers to replace aged and outdated devices across the County. The most cost-effective quote is \$54,360.91. This is a budgeted expense.
7. The request was for approval of the OCC Funding Grant Application and Budget. The approval allows the Van Buren County Office of Community Corrections to continue to screen individuals for pretrial services, provide supervision, electronic monitoring and substance abuse testing to individuals ordered to participate in pretrial services pending the outcome of their case.

8. The request was for approval for \$350,000.00 in Van Buren County funds for one-time startup costs of creating a satellite Children's Advocacy Center in Van Buren County. This request includes rent free use of space in the county owned DHHS building.
- Safe Harbor Children's Advocacy Center provides a lifeline for child abuse and neglect victims.
 - The CAC will renovate and use space at the DHHS building in Hartford.
 - The funding will assist with renovation costs, furniture and staffing costs to initiate the program.
 - With a designated space for child-friendly interviews there will be a cost savings of more than \$1,000 for each case, per research by the National Children's Advocacy Center.
9. The Van Buren Conservation District is holding a Recycle Roundup
- Items accepted: household hazardous waste, electronics, paint, passenger and semi tires
 - Date: June 11, 2022 ~ 9:00 AM to 2:00 PM
 - Location: Van Buren Community Mental Health
801 Hazen Street
Paw Paw, MI 49079

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



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



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



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



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

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

2021 Water Quality Report for City of Hartford

Water Supply Serial Number: 03070

This report covers the drinking water quality for the City of Hartford 2021 calendar year. This information is a snapshot of the quality of the water that we provided to you in 2021. Included are details about where your water comes from, what it contains, and how it compares to United States Environmental Protection Agency (U.S. EPA) and state standards.

Your water comes from 3 wells groundwater wells, each over 130 feet deep. The State performed an assessment of our source water to determine the susceptibility or the relative potential of contamination. The susceptibility rating is on a seven-tiered scale from "very-low" to "very-high" based on geologic sensitivity, well construction, water chemistry and contamination sources. The susceptibility of our source is. The susceptibility of wells 4, 5, and 6 are moderate. We also have and Iron Removal Plant that all three well pump into. At the Iron Plant we remove 98% of the iron and manganese giving the public much better quality of drinking water.

[There are no] significant sources of contamination include [ENTER SOURCES OF CONTAMINATION IF ANY] in our water supply. We are making efforts to protect our sources by [OUTLINE ANY EFFORTS INCLUDING PARTICIPATION IN THE WELLHEAD PROTECTION PROGRAM].

If you would like to know more about this report, please contact: please contact City Hall or Dan Staunton at 269-621-2477.

Contaminants and their presence in water:

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (800-426-4791).

Vulnerability of sub-populations: Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised

persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune systems disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Center for Disease Control guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Sources of drinking water: The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. Our water comes from wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- **Inorganic contaminants**, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture and residential uses.
- **Radioactive contaminants**, which can be naturally occurring or be the result of oil and gas production and mining activities.
- **Organic chemical contaminants**, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.



In order to ensure that tap water is safe to drink, the U.S. EPA prescribes regulations that limit the levels of certain contaminants in water provided by public water systems. Federal Food and Drug Administration regulations establish limits for contaminants in bottled water which provide the same protection for public health.

Water Quality Data

The table below lists all the drinking water contaminants that we detected during the 2021 calendar year. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table is from testing done January 1 through December 31, 2021. The State allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. All the data is representative of the water quality, but some are more than one year old.

Terms and abbreviations used below:

- Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
- Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.
- N/A: Not applicable
- ND: not detectable at testing limit
- ppm: parts per million or milligrams per liter
- ppb: parts per billion or micrograms per liter
- ppt: parts per trillion or nanograms per liter
- pCi/l: picocuries per liter (a measure of radioactivity)
- Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

1 Monitoring Data for Regulated Contaminants

Regulated Contaminant	MCL, TT, or MRDL	MCLG or MRDLG	Level Detected	Range	Year Sampled	Violation Yes/No	Typical Source of Contaminant
Arsenic (ppb)	10	0	0	ND-10	6-29-21	no	Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
Barium (ppm)	2	2	0.13	0.11-0.19	6-29-21	no	Discharge of drilling wastes; Discharge of metal refineries; Erosion of natural deposits
Nitrate (ppm)	10	10	<0.050		4-19-21	no	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
Fluoride (ppm)	4	4	0.75	0.2-1.0	4-19-21	no	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
Sodium ¹ (ppm)	N/A	N/A	23		4-19-21	no	Erosion of natural deposits
TTHM Total Trihalomethanes (ppb)	80	N/A	.00372	18.2-23.9	8-9-21	no	Byproduct of drinking water disinfection
HAA5 Haloacetic Acids (ppb)	60	N/A	.0213	N/A	8-9-21	no	Byproduct of drinking water disinfection
Chlorine ² (ppm)	4	4	1.1	0-2.5	2021	no	Water additive used to control microbes
Combined radium (pCi/L)	5	0	1.25	ND-3.3	11-19-19	no	Erosion of natural deposits
Total Coliform (total number or % of positive samples/month)	TT	N/A	N/A	N/A	2021	no	Naturally present in the environment
E. coli in the distribution system (positive samples)	See E. coli note ³	0	0	N/A	2021	no	Human and animal fecal waste
Fecal Indicator – E. coli at the source (positive samples)	TT	N/A	0	N/A	2021	no	Human and animal fecal waste

¹ Sodium is not a regulated contaminant.

² The chlorine "Level Detected" was calculated using a running annual average.

³ E. coli MCL violation occurs if: (1) routine and repeat samples are total coliform-positive and either is E. coli-positive, or (2) the supply fails to take all required repeat samples following E. coli-positive routine sample, or (3) the supply fails to analyze total coliform-positive repeat sample for E. coli.

Per- and polyfluoroalkyl substances (PFAS)								
Regulated Contaminant	MCL, TT, or MRDL	MCLG or MRDLG	Level Detected	Range	Year Sampled	Violation Yes/No	Typical Source of Contaminant	
Hexafluoropropylene oxide dimer acid (HFPO-DA) (ppt)	370	N/A	0	0	2021	No	Discharge and waste from industrial facilities utilizing the Gen X chemical process	
Perfluorobutane sulfonic acid (PFBS) (ppt)	420	N/A	0	0	2021	No	Discharge and waste from industrial facilities; stain-resistant treatments	
Perfluorohexane sulfonic acid (PFHxS) (ppt)	51	N/A	0	0	2021	No	Firefighting foam; discharge and waste from industrial facilities	
Perfluorohexanoic acid (PFHxA) (ppt)	400,000	N/A	0	0	2021	No	Firefighting foam; discharge and waste from industrial facilities	
Perfluorononanoic acid (PFNA) (ppt)	6	N/A	0	0	2021	No	Discharge and waste from industrial facilities; breakdown of precursor compounds	
Perfluorooctane sulfonic acid (PFOS) (ppt)	16	N/A	0	0	2021	No	Firefighting foam; discharge from electroplating facilities; discharge and waste from industrial facilities	
Perfluorooctanoic acid (PFOA) (ppt)	8	N/A	0	0	2021	no	Discharge and waste from industrial facilities; stain-resistant treatments	
Inorganic Contaminant Subject to Action Levels (AL)	Action Level	MCLG	Your Water ⁴	Range of Results	Year Sampled	Number of Samples Above AL	Typical Source of Contaminant	
Lead (ppb)	15	0	0 ppb	.000-.002	2021	0	Lead service lines, corrosion of household plumbing including fittings and fixtures; Erosion of natural deposits	
Copper (ppm)	1.3	1.3	0 ppm	0.09-0.30	2021	0	Corrosion of household plumbing systems; Erosion of natural deposits	

⁴ Ninety (90) percent of the samples collected were at or below the level reported for our water.

• **Information about lead:** If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. City of Hartford is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you have a lead service line it is recommended that you run your water for at least 5 minutes to flush water from both your home plumbing and the lead service line. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Infants and children who drink water containing lead could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.

Our water supply has 196 lead service lines and 654 service lines of unknown material out of a total of 850 service lines.

Monitoring and Reporting to the Department of Environment, Great Lakes, and Energy (EGLE) Requirements:

The State of Michigan and the U.S. EPA require us to test our water on a regular basis to ensure its safety. [IF YOU MET U.S. EPA AND STATE REQUIREMENTS USE THIS SENTENCE:] We met all the monitoring and reporting requirements for 2020.

During the monitoring period from 1-1-20-to 12-31-20 we did not take the required number of routine samples for the WATER QUALITY PARAMETERS. This action did not pose a threat to the quality of the drinking water. The city missed a sample in the second quarter but we made that sample up. The city will do there best not to let this happen again.

We will update this report annually and will keep you informed of any problems that may occur throughout the year, as they happen. Copies are available at City Hall 19 W. Main St. [IF ALL CONSUMERS DO NOT RECEIVE A COPY BY MAIL OR DELIVERY, ADD THE FOLLOWING:] This report will not be sent to you.

We invite public participation in decisions that affect drinking water quality. THE CITY COUNCEL MEETINGS ARE HELD THE LAST MONDAY OF EVERY MONTH AT 7.30 PM. For more information about your water, or the contents of this report, contact Dan Staunton 269-621-3022. www.cityofhartfordmi.org. For more information about safe drinking water, visit the U.S. EPA at <http://www.epa.gov/safewater>.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



6/27/2022

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Mow all city lots as needed.
Clean and sweep parking lots.
Picking up brush.
Mowed Waste Water Treatment Plant
Clean up after storm.
Help out with Strawberry Festival.
Put up flags and take down,

WATER DEPARTMENT

Water turn off
Water turn on
Water meter repairs
Water leaks repaired
Water meters read by request
Water services replaced to water main
Collected monthly water samples and delivered to Paw Paw Lab
Sent monthly reports to the Michigan Department of Health
Ran auxiliary well generator once a week
Water meters read for April.

1
2
2
1
6
1

MAJOR AND LOCAL STREETS

Repair sink hole North Center St.
Doing a lot of cold patch work.

SEWER SYSTEM

Sewer mains rodded
Sewer services dug up and repaired

3
0

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.
Back wash twice a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



6/27/2022

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.54</u> ppm
Manganese	<u>0.152</u> ppm
pH	<u>7.3</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1.1</u> ppm
Phosphates	<u>1.4</u> ppm
Flouride	<u>0.8</u> ppm
pH	<u>7.4</u>

Chemicals used

	Total Lbs
Chlorine	<u>106.3</u>
Phosphates	<u>189</u>
Flouride	<u>162</u>

Average Daily Use

	<u>3.4</u>
	<u>6</u>
	<u>5.2</u>

WATER PUMPED FOR THE MONTH

	<u>5.390</u> Million Gallons
Backwash water	<u>157,000</u> Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St.	<u>ND</u>
525 E. Main St.	<u>ND</u>
200 Beachwood St.	<u>ND</u>
Well#6	<u>ND</u>

HARTFORD WASTEWATER TREATMENT PLANT

66460 56th Ave * Hartford MI 49057 * 269-621-2289* cohwwtp@frontier.com

Tom Strand, HWWTP Operator

HWWTP Report for the Month of: May, 2021

- State report has been submitted for the month of May.
- Average flow 0.392 MGD (million gallons per day)
- Performed routine maintenance and daily duties.

Operation Report for May, 2021

1) Flow in Million Gallons Per Day	
A. Monthly Total	12.166
B. Average	0.392
2) Sodium Hypochlorite gallons Per Day	
A. Total	372
B. Average	12.0
3) Ferric in Gallons Per Day	
A. Total	773
B. Average	25
4) Polymer Powder in Pounds Per Day	
A. Total	31.00
B. Average	1.00
5) Sodium Bisulfite in Gallons Per Day	
A. Total	108.5
B. Average	3.5
6) Electric usage KWH	
A. Total	48
B. Average	1.5
7) Final BOD in Pounds	
A. Total	669
B. Average (177 LBS. Allowed)	29
C. % Removal (85%)	95
8) Final Suspended Solids in Pounds	
A. Total	801
B. Average (131 LBS. Allowed)	35
C. Average mg/l	11.1
D. % Removal (85%)	94
9) Total Phosphorus in mg/l	
A. 30 Day Average (1 mg/l Allowed)	0.3
B. % Removal	92
10) Fecal Coliform Bacteria in Count/100ml	
A. Average (200/100ml Allowed)	41.0



**MAY 2022
LIST OF BILLS
CK #37118 TO CK # 37180**

NUMBER	WRITTEN TO	DESCRIPTION	TOTAL
37118	MICHAEL BANIC	OCCUPANCY INSPECTIONS 4/26/22	75.00
37119	BEST WAY DISPOSAL INC	DPW, WWTP & CITY HALL TRASH SERVICE FOR APRIL 2022	334.60
37120	COMCAST BUSINESS	INTERNET & LOCAL PHONES FOR MAY 2022	381.72
37121	CONSUMERS ENERGY	CITY HALL, DPW & IRP GAS BILLS - 3/23-4/22/2022	877.74
37122	FRONTIER	DPW PHONE, CASINO LIFT STATION PHONE, IRP INTERNET & PHONE 4/25-5/24/2022	271.09
37123	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR MAY 2022	4,166.67
37124	HARTFORD FIRE BOARD	MAY 2022 CONTRACTUAL PAYMENT	9,291.82
37125	INDIANA MICHIGAN POWER	APRIL 2022 ELECTRIC BILLS	5,995.43
37126	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR APRIL 2022	219.37
37127	TOM NEWNUM	CLEAN CITY HALL 5/4/2022	100.00
37128	DIANA POMEROY	SEW 6 PATCHES ON NEW UNIFORM SHIRTS FOR POLICE	30.00
37129	PAMELA SHULTZ	REIMBURSEMENT FOR MEALS & MILEAGE DURING TRAVEL TO MT PLEASANT	196.07
37130	RICK STEVENS	BALANCE OF WATER DEPOSIT REFUND FOR 423 OAK ST	40.82
37131	TRACE ANALYTICAL LABORATORIES	WWTP QUARTERLY HgT TESTING & IRP WATER SAMPLE TESTING 4/21/22	342.89
37132	THE TRI-CITY RECORD	ORDINANCE 321-2022 PUBLICATION	61.25
37133	VAN BUREN CO. ASSOCIATION OF CHIEF'S	CHIEF'S ASSOCIATION ANNUAL MEMBERSHIP DUES FOR 2022	45.00
37134	VILLAGE OF PAW PAW LABORATORY	MARCH 2022 LAB ANALYSIS	100.00
37135	VISION SERVICE PLAN	MAY 2022 VISION INSURANCE	140.31
37136	ALEXANDER CHEMICAL CORP.	CHEMICALS & DRUM RENTAL INVOICE FOR WWTP	1,728.57
37137	MICHAEL BANIC	OCCUPANCY INSPECTIONS 5/9/22 AND 5/11/22	270.00
37138	BEST WAY DISPOSAL INC	2022 LARGE ITEM PICKUP - 27.25 TONS/18.35 HOURS	5,413.74
37139	BLOOMINGDALE COMMUNICATIONS	CITY HALL & POLICE STATION INTERNET 5/5-6/4/2022	94.99
37140	COAST TO COAST SOLUTIONS	5X7 EVIDENCE BAGS X 1000 AND 10X12 EVIDENCE BAGS X 1000	1,020.66
37141	CUMMINS INC	REPAIR GENERATOR AT IRP	1,415.80
37142	FLEMING BROTHERS OIL CO	GASOLINE FOR APRIL 2022 PLUS DIESEL FOR LIFT STATIONS	3,585.31
37143	GALLS, LLC	PANTS & SHIRTS FOR KUZMA PLUS PANTS FOR LUCAS & VANDE VOREN	365.02
37144	GASVODA & ASSOCIATES, INC.	NEW PUMP FOR WODA LIFT STATION (CHARGED TO WODA)	6,340.00
37145	MICHIGAN AGRIBUSINESS SOLUTION	124,800 & 109,200 BIOSOLID LIQUID LAND APPLICATION (FUEL CHARGE \$2555.28 COMPARED TO \$709.80 IN NOV 2021 AND \$91.00 IN SEPT 2021)	15,659.28
37146	MILLER THERMOMETER CO.	FLAGS	612.60
37147	MODERN MARKETING	PAMPHLETS/BOOKMARKS FOR PREVENTING CHILD ABUSE	270.66
37148	TOM NEWNUM	CLEAN CITY HALL 5/11/2022	50.00
37149	TRACE ANALYTICAL LABORATORIES	PFAS TESTING FOR IRP	423.00
37150	WIGHTMAN & ASSOCIATES, INC.	PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS (\$59,425.73), PROJECT 212081 - LINDEN & CLARK ST (\$9,015.25), PROJECT 202307- DWAM GRANT APPLICATION (\$143.75), & PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION (\$8,211.44)1	76,796.17
37151	BLUE CARE NETWORK OF MI	JUNE 2022 HEALTH INSURANCE	16,394.83
37152	CINTAS CORPORATION	FIRST AID SUPPLIES - DPW, CITY HALL & POLICE STATION	191.68
37153	EPS SECURITY	DOWN PAYMENT ON NEW SECURITY SYSTEM INSTALLATION	4,223.19
37154	FRONTIER	LIFT STATION PHONE 5/7-6/6/22	44.17
37155	HARDING'S MARKET	FLOWERS FOR MAYOR'S BANQUET	13.77
37156	MATTHEW KUZMA	REIMBURSEMENT FOR HOLDERS & POUCHES FOR UNIFORM BELT	143.84
37157	MILLER THERMOMETER CO.	POSTAGE TO MAIL BATTERY BACK TO GASVODA	23.93
37158	MML WORKER'S COMP FUND	WORKERS COMPENSATION FOR FISCAL 2022-2023	15,173.00
37159	CHARLES G MOORE	BUILDING PERMITS 22-H-01 THROUGH 22-H-13	1,005.00
37160	TOM NEWNUM	CLEAN CITY HALL 5/18/2022	50.00
37161	PUHRMAN HAULING & EXCAVING	PUSH UP BRUSH PILE AT WWTP	312.50
37162	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 5/12/2022 - INCLUDES VOC 524.2	161.25
37163	THE TRI-CITY RECORD	AD FOR BIDS FOR LINDEN & CLARK STREETS PROJECT + NOTICE OF HEARING FOR TRUTH IN TAXATION	646.25
37164	UNUM LIFE INSURANCE CO OF AMERICA	JUNE 2022 LIFE & DISABILITY INSURANCE	602.60
37165	VAN BUREN COUNTY	VERIZON MODEMS 2/24-3/23/2022	80.02
37166	WILLIAM (ARTIE) WILCOX	ELECTRICAL PERMITS 22HE001 - 517 W MAIN ST, 22HE005 - 112 SOUTH ST, 22HE006 - 18 N CENTER ST & 22HE007 - 18 N CENTER ST (FINAL)	713.70
37167	AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 4/12-5/11/2022	357.22
37168	MICHAEL BANIC	OCCUPANCY INSPECTIONS 5/25/22	210.00
37169	CAPP USA	HONEYWELL CIRCLE CHARTS & CAPP PURPLE PENS FOR WWTP	401.63
37170	DELTA DENTAL	JUNE 2022 DENTAL INSURANCE	927.12
37171	FRONTIER	CASINO LIFT STATION PHONE 5/17-6/16/2022	64.62
37172	GALLS, LLC	CLASS A PANTS FOR OFFICER KUZMA GRADUATION	62.31
37173	INFRASTRUCTURE ALTERNATIVES	IPP, PERMIT RENEWAL, REVIEW BASIS OF DESIGN + ON SITE MEETING WITH CITY MANAGER, REVIEW OF OPERATING DATA + SVN RESPONSE LETTER, IPP + SVN RESPONSE LETTER FINALIZATION & SUBMITTAL + VEHICLE TRIP CHARGE	2,700.00
37174	TOM NEWNUM	CLEAN CITY HALL 5/25/2022	50.00
37175	PAULETTE'S POTTING SHED	2022 DOWNTOWN FLOWER PLANTING (DDA PAID \$2104.45)	4,208.90
37176	PRINTING SYSTEMS, INC	20,000 BLANK UB POSTCARDS FOR BILLINGS	776.26
37177	PVS TECHNOLOGIES, INC.	3000 GALLONS FERRIC CHLORIDE FOR WWTP	5,634.91
37178	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 5/18/2022	102.89
37179	THE TRI-CITY RECORD	DPW JOB POSTING	117.50
37180	VISION SERVICE PLAN	JUNE 2022 VISION INSURANCE	140.31

63 TOTAL CHECKS

\$ 192,248.98

**CITY MANAGER'S REPORT****JUNE 27, 2022****LINDEN & CLARK STREET INFRASTRUCTURE IMPROVEMENTS:**

On May 25, 2022, we opened the bids on this project. We received five (5) bids ranging from \$2,863,406.70 to \$1,697,980.20. The low bidder is Krohn Excavating.

The low bid is your package to be awarded at the meeting tonight. Once approved, we hope the contractor can move to proceed with the project as soon as possible to avoid the delays from the supply line. This is a time sensitive project.

DRINKING WATER ASSET MANAGEMENT PROJECT:

Per the requirement of the Michigan Department of Environment, Great Lakes and Energy, we have sent letters to selected property owners for the verification of the presence of lead lines on their properties. Once we confirm the presence of the lead line, the replacement process must start at a rate of five (5%) percent per year until we replace all the lead lines. The response to the investigation has been very slow and this would take longer than expected.

USDA RURAL BUSINESS DEVELOPMENT GRANT APPLICATION:

I have received notice from the USDA- Rural Development that the City's Rural Business Development Grant Application for a streetscape project has been selected for funding. This application is for \$99,000.00 and the scope of the project is as follows:

- Removal and pulverizing of the black top and repaving of South Parking Lot.
- Removal and replacement of broken Flower boxes along Main and Center Streets.
- Removal and Replacement of the overgrown trees in the Flower boxes.
- Replacement of the standard streetlights with LED lights.
- Replace broken Park benches along Main Street.
- Replace broken sidewalks along West Main Street.

The total project cost is \$167,000.00; I am looking forward to receiving the grant agreement and the implementation requirements.

1 & 5 WEST MAIN STREET UPDATE

5 West Main Street sustained some damage from the June 13, 2022 storm. I reported the damage to the County Land Bank. The Land Bank is making effort to repair the damage, while also soliciting RFP from developers to consider investing in the properties. The RFPS are due for submission on July 22, 2022 and the selection will take place on July 29, 2022. If all goes well, the City will be able to recoup the funds spent to demolish 1 West Main Street.

COMPLETION OF PROSPECT STREET:

The completion of Prospect Street started last week, after we learned that the PFAS Water Extension project could move along without using the Road Right of Way. This project will take about two weeks for completion and should definitely improve traffic flow in and out of the Race Track. This is one of the streets slated for paving this year.

CITY HALL ROOF ISSUE:

We have experienced on and off issue with our building roof. While the leak has been temporarily stopped, we also have two proposals to have the problem repaired permanently.

The first proposal is for repairing exiting roof at a cost of \$40,464.07, with a ten-year material warranty and a one-year workmanship warranty.

The second proposal is for the replacement of the existing roof at a cost of \$96,435.00 for a 10-year material warranty and two-year workmanship warranty.

Yemi Akinwale

From: Trisha Nesbitt <nesbittt@vanburencountymi.gov>
Sent: Wednesday, June 15, 2022 4:29 PM
To: Yemi Akinwale
Cc: Mike Chappell
Subject: RE: 5 West Main St
Attachments: Van Buren County Land Bank - (RFP 2022-001).pdf

Hi Yemi,

Thank you for making me aware. I will show these to our B&G director to get his thoughts on how we should proceed. His team was supposed to patch up the roof for us as well.

I do want to make you aware that the land bank issued the attached RFP on Monday. At our meeting last week, the land bank board did vote to nominate you to serve on the joint evaluation committee which is tasked with reviewing proposals and making a recommendation to the land bank board. The board also voted to allow you to nominate an individual to serve on the committee.

Joint Evaluation Committee Members:

Trisha Nesbitt, Land Bank Chair
 Zach Morris, Land Bank Board Member
 Yemi Akinwale, Hartford City Manager
 Appointee of Hartford City Manager
 Commissioner Mike Chappell

Please let me know if you're willing to serve and who you would like to nominate, along with their contact information. The committee must meet either Monday, July 25th or Tuesday, July 26th. The Land Bank plans to meet Wednesday, July 27th to make a decision by the July 29th deadline.

I will send an email to all on the JEC to schedule a time for us to meet and review the submissions.

As always, please let me know if you have any other questions or concerns.



Trisha Nesbitt

Treasurer

Van Buren County Treasurer's Office

a: 219 E. Paw Paw St.

Suite 101

Paw Paw, MI 49079

t: 269-657-8228

f: 269-657-8227

w: www.vanburencountymi.gov e: nesbittt@vanburencountymi.gov

This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required, please request a hard-copy version. Van Buren County, 219 E. Paw Paw St., Paw Paw, MI, www.vbco.org

From: Yemi Akinwale <citymanager@cityofhartfordmi.org>

Sent: Wednesday, June 15, 2022 4:18 PM

To: Trisha Nesbitt <nesbittt@vanburencountymi.gov>

Subject: FW: 5 West Main St

This email was sent from outside your organization. Please use caution when clicking links or opening attachments.

Good Afternoon Trisha,

I hope this finds you well and congratulations on the birth of your new baby. I decided to forward these photographs to you to bring your attention to the storm damage done on Monday evening.

I hope the Land Bank can do something to protect the structural integrity of the building. The City does not want to lose this building.

Thank you for your assistance.

Yemi Akinwale, City Manager

City of Hartford

269-621-2477-phone

From: Roxann Isbrecht <cityclerk@cityofhartfordmi.org>

Sent: Wednesday, June 15, 2022 3:20 PM

To: Yemi Akinwale <citymanager@cityofhartfordmi.org>

Subject: 5 West Main St

RoxAnn Rodney-Isbrecht, Clerk

City of Hartford

19 W Main St

Hartford MI 49057

269-621-2477

269-621-2054

cityclerk@cityofhartfordmi.org

www.cityofhartfordmi.org



VAN BUREN COUNTY LAND BANK AUTHORITY

REQUEST FOR PROPOSALS

RFP 2022-001

1 & 5 WEST MAIN STREET, HARTFORD, MICHIGAN

Important Dates:

Event	Date Due	Time Due	Method of Communication
RFP Release	June 13, 2022		Direct Email
Questions on RFP	June 24, 2022	5:00 pm	Submit questions to: NesbittT@vanburencountymi.gov
Answers to Questions	July 1, 2022	5:00 pm	Direct Email
Submissions	July 22, 2022	5:00 pm	Submit submissions to: NesbittT@vanburencountymi.gov
SELECT/REJECT	July 29, 2022		Direct Email



REMINDER

Please check your submission to make sure you have included all of the information which is required in this Request for Proposals ("RFP"). In addition, please submit files as noted on the RFP cover page which include the following:

- Cover Sheet (Attachment A)
- Technical Submission (Section II)

Submit marked electronic files of your Technical Submission as noted on the RFP cover page. The Van Buren County Land Bank Authority ("VBCLBA") will review submissions immediately following the due date. **Submissions will only be accepted as noted on the RFP cover page.**

RESPONDENTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE FILE NAME OF YOUR SUBMISSION:

- "RFP 2022-001 Technical Submission"

The VBCLBA will not respond to telephone inquiries, or visitation by Respondents, or their representatives. Respondent's sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.

Van Buren County Land Bank Authority
 219 East Paw Paw Street, Suite 101
 Paw Paw, Michigan 49079
NesbittT@vanburencountymi.gov

Table of Contents

Section I – Statement of Work	2
A. Purpose & Background Statement	2
B. Scope & Qualifications	3
C. Brownfield Plan Request.....	3
Section II – Submission Format	4
A. Submission	4
B. Submission Requirements & Format	4
Section III – RFP Process and Terms & Conditions	5
A. Questions	5
B. Submissions	5
C. Economy of Preparation	5
D. Selection Criteria.....	5-6
E. Respondent’s Costs.....	6
F. Taxes	6
G. Conflict of Interest	6
H. Breach of Contract	7
I. Disclosure of Litigation.....	7
J. False Information	7
K. Disclosure.....	7
L. Clarification/Changes in the RFP.....	7
M. Electronic Bid Receipt	8
N. Reservation of SLBA Discretion.....	8
O. Jurisdiction	8
P. Additional Certification.....	8
Attachment A – Cover Sheet	A1
Attachment B – Legal Description of Property	B1
Attachment C – Location Map and Detailed Parcel Map	C1-C2
Attachment D – History & Summary of Property	D1

REQUEST FOR PROPOSALS
RFP 2022-001

1 & 5 WEST MAIN STREET, HARTFORD, MICHIGAN

This RFP is issued by the VBCLBA. The VBCLBA is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFP. The VBCLBA is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFP and any potential contract(s) awarded as a result of this RFP. The VBCLBA will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The VBCLBA will not respond to telephone inquiries, or visitation by Respondents or their representatives. Respondent's sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.***

Van Buren County Land Bank Authority
219 East Paw Paw Street, Suite 101
Paw Paw, Michigan 49079
NesbittT@vanburencountymi.gov

*Supporting documentation available upon request.

SECTION I STATEMENT OF WORK

A) PURPOSE & BACKGROUND STATEMENT

This RFP is sponsored by the VBCLBA, with the endorsement and support of the City of Hartford, Michigan (“Hartford”) and the State Land Bank Authority (“SLBA”) with the goal of remediating blight and assisting in community development. VBCLBA seeks any persons or entities with experience, capacity, vision, and commitment to submit their qualifications (“Respondent”). As described further in this document, a qualifications-based process will be used to select a developer to proceed to negotiate a purchase/development agreement. Upon successful completion of such negotiations of a purchase/development agreement, developer shall proceed with the proposed development. Submissions are requested from any qualified developer in good standing with the State of Michigan and Hartford.

Hartford is located in southwestern Van Buren County of southwestern Lower Michigan along Red Arrow Highway. It lies adjacent to Interstate 94 at exit 46, which is the state’s major east-west transportation route, providing Hartford with an excellent connection to major Midwestern population centers. Chicago, Illinois lies approximately 100 miles to the west and Detroit, Michigan, approximately 160 miles to the east. Regional urban centers such as Benton Harbor, Michigan (15 miles west) and Kalamazoo, Michigan (35 miles east) are also close by. Hartford is within a stone throw away from every amenity that makes life very enjoyable. Hartford is a caring community with quality services that focus on its people, where a business and community partnership creates opportunity for all. Hartford is a great place to live, work, play and raise a family. A small town full of people with big hearts, at the heart of Red Arrow Country.

The VBCLBA serves an important role in community and economic development by returning property to productive use. The VBCLBA will work in a coordinated manner to foster the development of the subject property and bring value to the Hartford community in the process. Hartford supports the VBCLBA’s preference for a developer committed to excellent public engagement from the beginning of the process.

The Site

The subject property, located at 1&5 West Main Street, Hartford, Michigan (“Property”) (Parcel ID: 80-52-402-001-00 and 80-52-402-003-00), is approximately 0.253 acres in size, as legally described in the Attachment B, along with maps showing the site in the Attachment C.

The Property formerly operated from the early 2000s – 2020 as a mixed-use commercial space with apartment rentals. A summary of prior use and subsequent activities is included as Attachment D. The Property shall be sold “as is” without warranty as to condition.

*Supporting documentation available upon request.

B) SCOPE & QUALIFICATIONS

The following parameters should be considered by Respondents for the preparation of a site development concept/vision:

1. Respondent shall present a project concept or vision for the entire Property that will return the site to productive use and into an asset for the community. A proposed project may be planned in stages, however, any subsequent purchase/development agreement shall require completion of the proposed project in its entirety.
2. Respondent may propose a project concept or vision which includes adjacent parcels not under ownership of VBCLBA, however, Respondent must demonstrate control of said parcel(s).
3. Respondent shall ensure the process is clear, transparent, equitable, and completed in a timely manner.
4. Projects that include taxable value for benefit to the community will be preferred.

C) Brownfield Plan Request

In an effort to support the City of Hartford's efforts to revitalize their downtown corridor and eliminate blight, developers are encouraged to develop a brownfield plan that includes reimbursement to the City of Hartford their demolition costs for 1 West Main Street and environmental assessment of 5 West Main Street. The total cost of the City's cleanup and environmental due diligence is \$64,000.00. *

*Supporting documentation available upon request.

SECTION II SUBMISSION FORMAT

To be considered, each Respondent must submit a COMPLETE submission in response to this RFP using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

A) SUBMISSION

Respondent may provide its submission package for consideration as follows:

1. One (1) complete electronic copy of the submission package must be received via email to NesbittT@vanburencountymi.gov before **5:00 pm EST on June 13, 2022**. Submission package may not be sent by mail or facsimile. Late submissions will not be accepted.
2. Respondent shall limit its submission package file(s) to 15MB per file. Respondent may send more than one file for its submission package in response to this RFP.

B) SUBMISSION REQUIREMENTS & FORMAT

The submission package shall include the following items to be considered:

1. Letter of Interest. The Letter of Interest shall contain Respondent name(s), address, contacts name, title, email, and telephone number to be contacted for clarification or additional information regarding submissions. The Letter of Interest shall be signed by the person designated to represent the Respondent.
2. Vision and Concept Plan. Respondent shall submit a brief description of its proposed vision for the Property. Describe how the proposed plan will complement and enhance the existing community.
3. Proposed Purchase Price. The Respondent shall indicate a proposed purchase price for the Property.

*Supporting documentation available upon request.

SECTION III RFP PROCESS AND TERMS & CONDITIONS

A) QUESTIONS

Questions from any Respondent concerning the specifications in this RFP must be received via e-mail to NesbittT@vanburencountymi.gov no later than **5:00 pm on June 24, 2022**

B) SUBMISSIONS

To be considered, Respondent must submit a complete response to this RFP, using the format provided in Section II of this RFP, as noted on the RFP cover page. No other distribution of submission is to be made by a Respondent.

The Cover Sheet must be **signed physically or electronically** by the Respondent's Authorized Signatory. The Cover Sheet, Attachment A, must be the first page of the Technical Submission.

C) ECONOMY OF PREPARATION

Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

D) SELECTION CRITERIA

The selection of a qualified Respondent will be based on VBCLBA's review on content and quality of submittals in addressing the requirements described in Section II of this RFP, and each submission will be evaluated on a two-step selection process described below. This RFP is not a binding agreement. Submittals will be assessed in accordance with the evaluation criteria, and Respondents will be notified whether they have been selected.

1) Step I – Initial Evaluation for Compliance

- a) *Submission Content* – VBCLBA staff will screen the submissions for technical compliance to include, but not be limited to:
- timely submission of the submission package
 - submission is signed
 - submission satisfies the form and content requirements of this RFP

2) Step II – Criteria for Satisfactory Submissions

- a) Only submissions satisfying Step I will be considered by a Joint Evaluation Committee ("JEC") comprised of individuals selected by the VBCLBA. Only those submissions that satisfy the submission content requirements described in this RFP, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.

*Supporting documentation available upon request.

- b) The Respondent should indicate its ability to meet the requirements of this RFP.

		Points Possible
1.	<i>Respondent Information/Completeness</i>	10
2.	<i>Quality of Project Concept/Vision</i>	80
3.	<i>Proposed Purchase Price</i>	10
TOTAL		100

- c) During the JEC's review, Respondent may be required to make an oral presentation of its proposal to the JEC. The presentation provides an opportunity for the Respondent to clarify the proposal. The VBCLBA will schedule any presentations, if requested by the JEC.

E) RESPONDENTS COSTS

VBCLBA will not reimburse Respondent for any cost(s) involved in the preparation and submission of its response to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate VBCLBA to accept or contract for any expressed or implied services.

F) TAXES

The VBCLBA may refuse to qualify a Respondent who has failed to pay any applicable taxes or if the Respondent has an outstanding debt to the State of Michigan, the City of Hartford, Van Buren County, or the VBCLBA.

Except as otherwise disclosed in an exhibit to the submission, Respondent certifies that all applicable taxes are paid as of the date the Respondent's qualifications were submitted to the VBCLBA and the Respondent owes no outstanding debt to the State of Michigan, the City of Hartford, Van Buren County, or the VBCLBA.

G) CONFLICTS OF INTEREST

The Respondent must disclose, in an exhibit to the submission, any possible conflicts of interest, as part of their response, to VBCLBA. VBCLBA will consider the nature of the Respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Respondent needs to take to remedy the conflict of interest. A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities or gains any advantage by his/her position and working relationship with VBCLBA. Conflicts of interest may be real, potential or perceived. Failure by the Respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

*Supporting documentation available upon request.

H) BREACH OF CONTRACT

Except as otherwise disclosed in an exhibit to Respondent's submission, Respondent is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan. Further, Respondent represents and warrants that it has not been a party to any contract with the State of Michigan or any public body that was terminated within the previous five (5) years because the Respondent failed to perform or otherwise breached an obligation of such contract.

I) DISCLOSURE OF LITIGATION

Except as otherwise disclosed in an exhibit to Respondent's submission, there is no criminal litigation, investigations or proceedings involving the Respondent or any of the Respondent's officers or directors or any litigation or proceedings under the Sarbanes-Oxley Act. In addition, Respondents must disclose in the exhibit requested under this Section of the RFP any civil litigation, arbitration or proceeding to which the Respondent is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Respondent; or (2) a claim or written allegation of fraud or breach of contract against Respondent, by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Respondent is prevented from disclosing under the terms of the settlement may be annotated as such.

J) FALSE INFORMATION

If the VBCLBA determines that a Respondent purposefully or willfully submitted false information in response to this RFP, the Respondent will not be considered and will result in disqualification.

K) DISCLOSURE

All Respondents should be aware that submissions submitted to the VBCLBA in response to this RFP may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Respondents' submissions. Respondents, however, are encouraged to provide sufficient information to enable the VBCLBA to determine the Respondent's qualifications and to understand or identify areas where confidential information exists and could be provided.

L) CLARIFICATION/CHANGES IN THE RFP

Changes made to the RFP as the result of responses made to qualifying questions or concerns will be made available.

If the initial period does not produce a viable response, the VBCLBA may, at its discretion, extend the period. Timeliness will be moved to correspond to the accepted submission date. Notification of an extension will be made available. If the extended period does not produce a viable response, the VBCLBA may, at its discretion, issue a new RFP to the open market.

*Supporting documentation available upon request.

M) ELECTRONIC BID RECEIPT

RESPONDENT SUBMISSIONS MUST BE RECEIVED AS NOTED ON THE RFP COVER PAGE. Respondent is responsible for timely submission of its documentation. THE VBCLBA HAS NO OBLIGATION TO CONSIDER ANY SUBMISSION THAT IS NOT RECEIVED BY THE APPOINTED DATE AND TIME.

N) RESERVATION OF SLBA DISCRETION

Notwithstanding any other statement in this RFP, the VBCLBA reserves the right to:

- 1) reject any and all submissions;
- 2) waive any errors or irregularities in the bidding process or in any submission;
- 3) rebid the project;
- 4) revise or reduce the scope of the project, and rebid or negotiate with any Respondent regarding the revised project;
- 5) defer or abandon the project
- 6) amend or revise the RFP; AND/OR
- 7) request clarification of information submitted and to request additional information of one or more Respondents.

The VBCLBA's decision is final and not subject to appeal. Any attempt by a Respondent, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the submission or awards process in general may result in the Respondent's disqualification and elimination from the award process.

O) JURISDICTION

The laws of the State of Michigan shall govern this RFP. The parties shall make a good faith effort to resolve any controversies that arise regarding this RFP. If a controversy cannot be resolved, the parties agree that any legal actions concerning this RFP shall be brought in the Michigan Court of Claims or, as appropriate, the 36th Circuit Court in Van Buren County, Michigan. Respondent acknowledges that it is subject to the jurisdiction of this court and agrees to service by first class or express delivery wherever Respondent resides, in or outside of the United States.

P) ADDITIONAL CERTIFICATION

Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a submission on a request for qualifications, with a public entity.

Respondents must certify on the Cover Sheet that it is not an Iran-linked business as defined in MCL 129.312.

Failure to sign this certification will result in disqualification from consideration.

*Supporting documentation available upon request.

ATTACHMENT A

Request for Proposals Response Cover Sheet Form
(attach as a cover sheet to your submission file)
1 & 5 WEST MAIN STREET, HARTFORD, MICHIGAN
RFP 2022-001

General Information:

Firm Legal Name: _____

Firm's DBA (if any): _____

Firm's Address: _____

Firm's Telephone #: _____ Fax #: _____

Contact's Email Address: _____

Name of Authorized Signatory for the firm: _____

☐ Michigan Limited Liability Company ☐ Michigan Corporation☐ Other: _____Check if firm qualifies as any of the following: ☐ DBE ☐ MDE ☐ WBE

CERTIFICATIONS - Authorized Signatory to initial each of the following, as applicable:

_____ Respondent certifies that it is not an Iran-linked business as defined in MCL 129.312.

_____ Respondent certifies that it is not presently subject to any legal action or judgement, as described in Section III(I).

_____ Respondent certifies that taxes are paid to federal, state, and local jurisdictions as of this date.

_____ Respondent certifies that it owes no outstanding debt to the State of Michigan or VBCLBA.

_____ Respondent certifies that: (check one)

- ☐ To the best of its knowledge, there exists no actual or potential conflict of interest between Respondent, Respondent's project manager(s) or its family's business or financial interests ("Interests") and the service provided under a potential agreement.
- ☐ That there is an actual or potential conflict which is explained in the submittal.

Signature of Authorized Signatory

Date: _____

ATTACHMENT B**LEGAL DESCRIPTION OF PROPERTY**

809 16-3-16 783-599 876-47 921-636,614 1247-941 1300-805 1323-355 1452-375 1494-926 1506-19 1530-520 1543-179 1612-271 1628-236 1628-855 1629-100 1664-28 1664-516 1691-582 1700-910 1716-362 1729-454

LOTS 1 & 2.

M.F. PALMER'S SUB. OF LOTS 1-2-3 & 21 BLOCK 2

Parcel No.: 80-52-402-001-00

Commonly known as: 1 West Main Street

810 16-3-16 791-660,662 1033-178 1050-225,226 1233-62 1702-337 1709-943

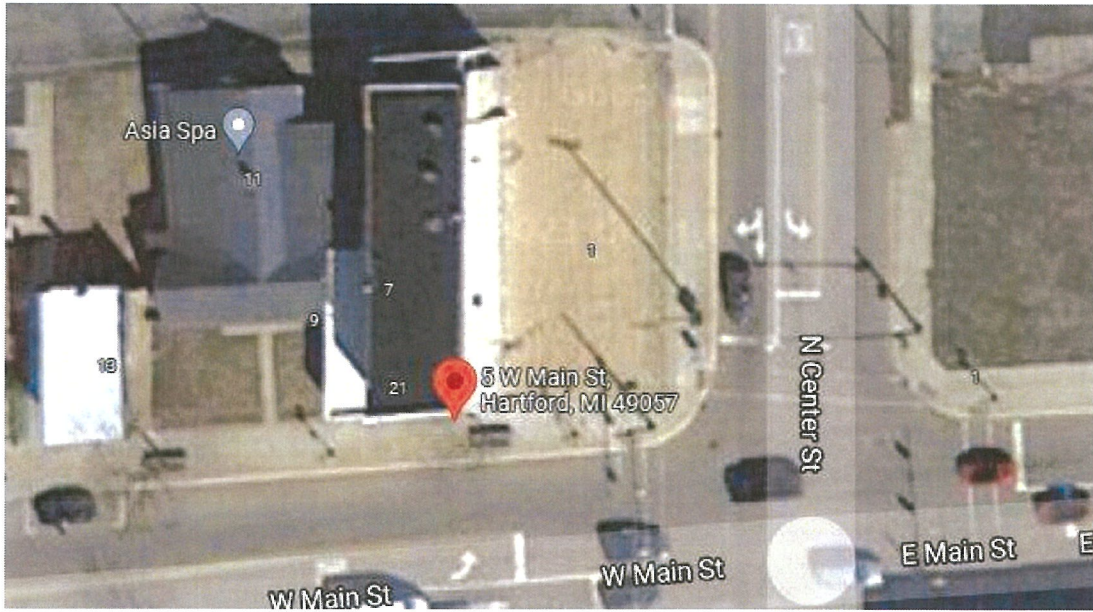
LOT 3 & E 14" OF LOT 4. BLOCK 2 M.F. PALMER'S SUB OF LOTS 1-2-3 & 21

Parcel No.: 80-52-402-003-00

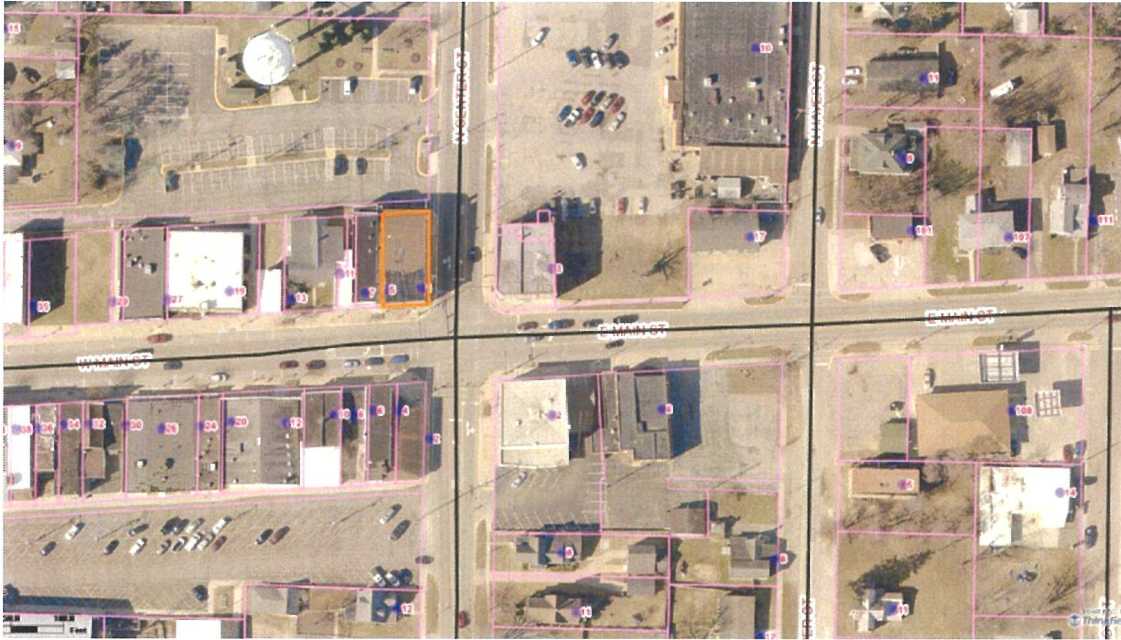
Commonly known as: 5 West Main Street

ATTACHMENT C

LOCATION MAP AND DETAILED PARCEL MAP



MAP



1 West Main Street



5 West Main Street

ATTACHMENT D**HISTORY & SUMMARY OF PROPERTY****1 West Main Street:**

In 2020 the commercial building unexpectedly collapsed which resulted in the City of Hartford working with Pitsch Excavating to clean up the partially collapsed building and secure the site. The remainder of the building was removed, debris was disposed, and the remaining structure of the basement was backfilled.

Villa Environmental Consultants additionally performed a site review and asbestos sampling prior to clean up at both 1 and 5 West Main Street. *

5 West Main Street:

In July 2021, Envirollogic Technologies Inc. conducted a Phase 1 Environmental Assessment which found low potential for environmental impacts. *

5 West Main Street:

Byce & Associates conducted a structural analysis of the building and provided recommendations for which Building Restoration INC completed in February 2022. The following repairs were made:

- 3Stem Wall Removal: 3 existing stem walls were removed to relatively flush with parent wall
- Void Patching: All voids from previously installed joists and missing brick were patched with brick or mortar
- Wood Plate Removal: The existing wood plate was removed and replaced with grout and brick
- Roof Patching: The west section of parapet coping roofing was temporarily patched back with a fabric and float applied roof patch
- Delaminated Plaster: Delaminated plaster was removed where located on the east facing brick wall
- Stucco: A fiber reinforced single coat Type O stucco was installed over the entire exposed shared party wall

* Reports are available upon request

CITY OF HARTFORD
SPECIAL MEETING MINUTES
MAY 5, 2022

Item 17.

Members Present: Commissioners, Ramon Beltran; Ron Burleson; Frank Dockter; John Miller; Terry Tibbs, Helen Sullivan and Mayor Richard A. Hall;

Members Absent:

Staff Present: Akinwale; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting of the City Council to order at 8:00A.M.

Discussion: Truth in Taxation Millage Rate

Due to an increase in the City's property assessment this year it reflects as a revenue gain of 0.0261. It is important for the City to keep its current millage rate to support the 2022/2023 fiscal year. Without a hearing it would rollback the millage rate to 15.4251 and this year would mean a fiscal loss of \$14,736.00.

Total City Millage rate for 2021 was 15.8014. In 2022, if approved, will be 15.8014 mills. There will be less mills collected because the previous approved two extra voted 0.2500 Senior Millage's has expired. If the new Senior Millage request is approved by voters at the August 2, 2022 election this will increase the mills collected and the city will have to file an amended L-4029 for Senior Services to collect the millage in December of 2022.

Motion by Commissioner Miller, supported by Commissioner Tibbs, to adopt Resolution 2022-006 establishing property tax millage for the fiscal year 2022-2023.

Motion carried 7 – 0

In order to keep the maximum allowed by law a truth in taxation public hearing date must be set.

Motion by Commissioner Tibbs, supported by Commissioner Burleson, to set the public hearing for May 19, 2022 at 8:00AM.

Motion carried 7 – 0

Motion by Commissioner Burleson, supported by Commissioner Dockter, to adjourn the meeting at 8:11am

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL MEETING MINUTES
MAY 19, 2022

Item 18.

Members Present: Ramon Beltran; Ron Bureson; Frank Dockter; John Miller; Helen Sullivan; Terry Tibbs; and Mayor Richard A. Hall;

Members Absent:

Staff Present: Akinwale; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting of the City Council to order at 8:00AM

Public Hearing: Truth in Taxation Notice of Increasing Property Taxes & 2022/2023 Budget

Motion by Commissioner Dockter, supported by Commissioner Beltran, to recess the special meeting to hold a public hearing on Truth in Taxation and the 2022/2023 budget and millage rate to support the budget.

Motion carried 7 – 0

Discussion: The City Manager gave an overview of the tax millage rate. The public hearing is to inform the public that the Council intends to approve the maximum millage rate allowed by law at the May 23, 2022 business meeting. Due to Headlee & MCL. 211.34 the City would lose \$14,736.00; these funds are needed to support the operations of the City. The maximum millage rate is needed to maintain the level of service the City provides. Total City Millage rate for 2021 was 15.8014 and if approved will remain the same at 15.8014 mills for 2022.

Discussion: 2022/2023 Budget

State revenue sharing is projected to be a loss of about \$21,000.00. Due to a loss of population in the city of 173 people from the 2020 Census count this will be reflected in our funding for the next 10 years. Additional loss in revenue sources is the changes to tax structure by the State in the offering of Veteran's exemptions and personal property tax exemptions, both of these result in a loss of revenue to the City. The American Rescue Plan monies will be used to purchase equipment because this is not ongoing revenue stream, these funds will be used for capital improvement projects. Equipment Rental is not a true source of revenue but what is charged for the use of the equipment for projects.

Motion by Commissioner Tibbs, supported by Commissioner Sullivan, to close the public hearing and resume the special commission meeting.

Motion carried 7 – 0

Public Comment: None

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to adjourn the special meeting at 8:18am.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 23, 2022

Item 19.

Commissioners Present: Ramon Beltran; Ron Burleson; Frank Dockter; Helen Sullivan; Mayor Richard A. Hall;
Members Absent: John Miller (Excused); Terry Tibbs (Excused)
Staff Present: Akinwale; T. Beltran; Rodney-Isbrecht; Shultz; Staunton

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Beltran, to approve the agenda as presented.

Motion carried 5 – 0

Guests: None

Public Comment: None

Communications:

1. Van Buren Conservation District Program Updates
2. Thank you from Van Buren County Historical Society for the City's sponsorship of their programs.
3. City Hall will be Closed May 30 in Observance of Memorial Day
4. Joint Meeting Notice – Fire Board, City of Hartford Commission & Hartford Township Board May 25, 2022 7PM @ Hartford Fire Department.
5. Petitions for City Commission Board Seat Available – filing deadline is July 26, 2022 4PM
6. Hartford Chamber - Strawberry Festival June 10-12, 2022
7. Memorial Day Parade and Service May 30, 2022 in Ely Park 10:00am American Legion Post 533

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

- A. **Police & Ordinance** – Chief Beltran, New Officer Matt Kuzma has graduated academy and is working. Congratulations to Officer Kuzma. Council requesting consistency in ordinance enforcement, especially on Marion Ave. Some citations have been issued for those who have not complied with the warning. The ordinance officer has been sick the past week but will be addressing the habitual offenders when he returns to work.
- B. **Fire Dept** – Chief Harting – Presentation to pre-schools at Redwood. Purchased a boat/ motor for water rescue on the Paw Paw River with a grant, June 19th training for proper use of the boat and procedures.
- C. **Ambulance** – Bill Mears was present and provided some information of expanding services and staffing of those two trucks will be done outside of the area, these two ambulances will be in service for contracts outside of our service area.
- D. **Van Buren County** – Commissioner Chappell, not present. Wishing his family well as they are recovering from an accident.
- E. **Public Works** – Superintendent Staunton, short staffed, in need of applicants to fill position. The position has been published in the Tri-City Record, and Herald Pallidum. Van Buren County (Owner) will purchase black dirt to fill 1 West Main St lot, DPW will spread & seed the lot to make the downtown area more appealing.
- F. **Wastewater Treatment Plant** – Commission is requesting a monthly report from IAI on what has been accomplished or the changes that have been made. The City Manager will follow-up with the contractor.
- G. **Treasurers, Investment & List of Bills** – Commissioners had some complaints on the cleanliness of City Hall, the City Manager will follow-up with the those being paid to clean the building.
- H. **City Manager** – Work Force Shortage, Mayor requested the position be published on Social Media; Request from VBC Land Bank to Reduce 5 West Main Street from five units to one unit until they can

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 23, 2022

Item 19.

sell the property; Linden/Clark Street Project Update, bid opening on May 25, 2022 at 10:30am; PFAS Hartford Township Water Extension Project, letters have been sent out to affected property owners; Rural Development Small Business Development Grant, the City has applied for \$99,000 for downtown street scape project, awards should be next week;

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Burleson, to approve the minutes of the April 25, 2022 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Approval of Reports:

Motion by Commissioner Burleson, supported by Commissioner Dockter, to accept the April, 2022 departmental reports as presented and place them on file.

Motion carried 5 – 0

Goals/Objectives:

- 2022/2023 Budget, Street Projects include Prospect Street (450 feet) & Woodside Drive (60th-School)

Old Business:

- Rezoning Request for Parcel #80-52-816-024-10 (North Center St) From R-1 Single Family Residential To CF Community Facility.
Discussion: Larry Darling, owner of property was present and asked the City Commission to table the discussion, the Church may want to withdraw their offer. The Attorney's for the City & Church have been in discussions, so waiting for a decision from the Church if they want to proceed. Mr. Darling would like to have a list of requirements on what is allowable if it were to be zoned CF or Commercial.
- Discussion – Fire Department 2022/2023 Budget, Arbitration Update: The Fire Department Operating Budget is about a 10% increase to the City over last years budget. There has not been an update or new information on Arbitration.
- City Commission Rules of Order –

Motion by Commissioner Dockter, supported by Commissioner Burleson, to approve the 2022 Commission Rules of Order.

Motion carried 5 – 0

New Business:

- Special Use Permit – 301 Bowie

Motion by Commissioner Burleson, supported by Commissioner Dockter, to approve the Special Use Permit for HSR Inc at 301 Bowie St Tax ID #80-52-256-004-20.

Motion carried 5 – 0

- Van Buren County Land Bank/Treasurer Request

Motion by Commissioner Dockter, supported by Commissioner Burleson, to approve the request from the Van Buren County Land Bank to reduce the Water/Sewer Utility Billing from Five Units to One unit at 5 West Main St.

Motion carried 5 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MAY 23, 2022

Item 19.

- Discussion – Concert/Cannabis Event –
Beach Grass Events, planning a Music & Cannibals Festival, August 26th & 27th to be held at 301 Bowie, Hartford Speedway. The Organizers were requested to fill out Exhibit A of the Special Use Permit that was approved by Council to have on file.

Resolutions, Ordinance, Proclamation's:

Resolution 2022 – 007 Establishing Tax Millage for 2022/2023

Motion by Commissioner Sullivan, supported by Commissioner Burleson, to adopt Resolution 2022 – 007 Establishing tax millage for 2022/2023.

Motion carried 5 – 0

Resolution 2022 – 008 Adopting Fiscal Year 2022/2023 Budget

Motion by Commissioner Dockter, supported by Commissioner Burleson, to adopt Resolution 2022 – 008 adopting the fiscal year 2022/2023 budget.

Motion carried 5 – 0

Adjournment:

Motion by Commissioner Burleson, supported by Commissioner Beltran, to adjourn the meeting at 8:19pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL MEETING MINUTES
MAY 25, 2022

Item 20.

Members Present: Ramon Beltran; Frank Dockter; Richard A. Hall; Helen Sullivan;
Members Absent: Ron Burleson; John Miller; Terry Tibbs;
Staff Present: Akinwale; Rodney-Isbrecht;

Mayor Richard A. Hall called the special joint meeting of the City Council, Fire Board & Hartford Township Board to order at 7:00P.M. at the Fire Station, 436 East Main Street.

Pledge of Allegiance was said.

New Business:

- 2022/2023 Fire Department Budget

Fire Board Chair Steve Starnier noted this year was a record for the department in securing grants of \$18,500.

Discussed Line Items:

- Line 513, Increase, new equipment needed to combat lithium-ion battery fires, & maintenance on battery operated jaws equipment.
- Grant for assistance Chief, remaining two-year grant at \$800.00 per/month which was not listed in the budget. Not all grants received were noted in the budget as revenue.
- 516.2 – Increase, training software program, as now required by public act 291 additional training hours needed. This will be a yearly software subscription. More certification a firefighter has requires additional training hours to obtain with in a three-year period.
- Cost recovery is an estimate of what may be received but it was not noted on what cost the department has tried to recover.

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to approve the 2022/2023 Fire Department Budget, City's Share in the amount of \$122,504.17.

Motion carried 4 – 0

Motion by Commissioner Sullivan, supported by Commissioner Dockter, to adjourn the meeting at 7:18pm.

Motion carried 4 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

HARTFORD TOWNSHIP
VAN BUREN COUNTY, MICHIGAN

established in 1840

61310 County Road 687, Hartford, Michigan 49057

Phone: 269.621.4658 ♦ Fax: 269.308.3178

www.hartfordtownship.org

BOARD

Supervisor

Ron Sefcik

Clerk

Julie L. Sweet

Treasurer

Steve Starnier

Trustees

John McEllan

Mike Phillips

ASSESSOR

William Kays

BOARD OF REVIEW

Rob Harting

Randy Kime

Doug Meachum

PLANNING

COMMISSION

Mike Banic

Susan Loyer

Trever Meachum

Julie Sweet

Lenny Weston

ROAD COMMITTEE

Dave Norden

Ron Sefcik

ZONING

ADMINISTRATOR

Robert DeLoof

ZONING BOARD OF

APPEALS

Rob Harting

John McEllan

Tad Moody

June 9, 2022

Richard A. Hall, Mayor
 City of Hartford
 19 West Main St
 Hartford, MI 49057

RE: HARTFORD FIRE DEPARTMENT INTERLOCAL AGREEMENT

This is to inform you that the Hartford Township Board voted to authorize the Township Attorney to initiate the arbitration procedure, as set forth in the Inter-Local Fire Department Agreement during a special Township Board meeting held on Tuesday, June 7, 2022.

Feel free to contact me, should you have any questions.

Sincerely,

Julie L. Sweet
 Clerk

RECEIVED

JUN 10 2022

CITY OF HARTFORD



May 26, 2022

City of Hartford
19 West Main Street
Hartford, MI 49057

Attention: Yemi Akinwale, City Manager

**RE: E. LINDEN AND CLARK STREET INFRASTRUCTURE IMPROVEMENTS PROJECT
RECOMMENDATION FOR AWARD**

Dear Mr. Akinwale:

I have tabulated the bids for the above-mentioned project and have found Krohn Excavating, Inc. to be the low responsive bidder in the amount of \$1,697,980.20. It is our recommendation the City of Hartford award this contract to Krohn Excavating, Inc. in said amount at the next regular meeting scheduled for June 27, 2022. The award should be contingent upon concurrence from Michigan Economic Development Corporation (MEDC). By copy of this letter, I am requesting concurrence in the award from MEDC.

In addition, Krohn Excavating, Inc. has provided all required bid documents per the contract requirements. Please find the bid tabulation for this project enclosed for your records.

If you have any questions concerning this matter, please feel free to call.

Very truly yours,

Paul Harvey, P.E., Project Manager
pharvey@gowightman.com

Enclosure

Cc w/encl.: Mr. Dan Staunton, City of Hartford
Ms. Amy Schlusler-Schmitt, MEDC (via e-mail)
Ms. Katie Saintz, Abonmarche (via e-mail)

ALLEGAN

▲ 1670 LINCOLN RD. (M-40)
ALLEGAN, MI 49010

○ 269.673.8465

BENTON HARBOR

▲ 2303 PIPESTONE RD.
BENTON HARBOR, MI 49022

○ 269.927.0100

KALAMAZOO

▲ 433 E. RANSOM ST.
KALAMAZOO, MI 49007

○ 269.327.3532

ROYAL OAK

▲ 306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067

○ 248.791.1371

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2022 - 009**



**RESOLUTION TO TRANSFER CITY FUNDS FROM HUNTINGTON BANK TO OTHER
FINANCIAL DEPOSITORIES.**

At a regular meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on, June 27, 2022 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has always maintained a business relationship with TCF National Bank; and

WHEREAS, TCF Bank has just recently been acquired by Huntington National Bank; and

WHEREAS, Huntington National Bank has decided to close several of its branches including the Hartford branch; and

WHEREAS, the closure of the Hartford branch of Huntington Bank leaves Hartford without any financial institution in which to conduct financial transactions, depositories, and investment of City funds, within the City limits; and

WHEREAS, the City's CD Account at Huntington Bank in the amount of \$106,672.53 has matured and the interest rate offered to renew is not favorable,

NOW THEREFORE BE IT RESOLVED, the City Commission of the City of Hartford has authorized the City Treasurer to move the CD xxxxxxxx0495 from Huntington National Bank and open an account at Sturgis Bank money market account xxxxxxxx0423 in the amount of \$106,672.53 and who's signers are Mayor Richard A. Hall, City Manager Yemi Akinwale, City Treasurer Pam Shultz and City Clerk RoxAnn Rodney-Isbrecht.

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: June 27, 2022

RoxAnn Rodney-Isbrecht, City Clerk

CERTIFICATION:

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on June 27, 2022 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended.

Date:

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2022 - 010**



RESOLUTION ADOPTING FISCAL YEAR 2021/2022 BUDGET ADJUSTMENTS NO. ONE

At a Business meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on June 27, 2022 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has met all requirements for Public Hearing on the Budget-Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 13, 2021, and a public hearing on the proposed budget was held on May 24, 2021, and participation regarding the adoption of a budget and property tax levy for the City's fiscal year commencing July 1, 2021 and ending June 30, 2022, and whereas, the City Commission has carefully considered same,

WHEREAS, the City of Hartford shall cause to be levied and collected the general property tax on all real and personal property within the City upon the current tax roll an allocated millage of 15.8014 mills.

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford hereby adopts the following exhibit A budget amendment # 1 by Activity/Department for fiscal year commencing July 1, 2021, and ending June 30, 2022, in accordance with the City Charter.

YEAS:

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: June 27, 2022

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on June 27, 2021 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended. DATE: , 2022

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 2022 - 010**



RESOLUTION ADOPTING FISCAL YEAR 2021/2022 BUDGET ADJUSTMENTS NO. ONE

EXHIBIT A

FISCAL 2021-2022 BUDGET ADJUSTMENTS GENERAL FUND				
GENERAL FUND	REVENUE			
	CURRENT BUDGET			\$1,285,465
	CURRENT (JUNE 21)	1,345,651		
	ACCRUAL - JUNE ADMIN FEES	13,900		
	STATE SHARED REVENUE	51,000		
	LABOR/EQUIPMENT RENTAL	10,000		
	PROJECTED REVENUE		1,420,551	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	REAL PROPERTY TAX	52,000		
	VAN BUREN ROAD MILLAGE	3,200		
	CHARGEBACKS	69,000		
	MUNICIPAL SERVICE AGREEMENTS		45,000	
	PERSONAL PROPERTY TAX		50,500	
	COMMUNITY STABILIZATION		7,000	
	FRANCHISE FEES		18,000	
	RECREATIONAL MARIJUANA FEES		111,000	
	CARES ACT	127,965		
	ARPA FUNDS		136,000	
	STATE SHARED REVENUE		30,000	
	INSURANCE REFUNDS		10,400	
	INTEREST ON INVESTMENTS	28,000		
	LABOR/EQUIPMENT RENTAL		7,300	
	TOTAL ADJUSTMENTS:		135,035	
	ADJUSTED REVENUE			\$1,420,500
GENERAL FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,385,915
	CURRENT (JUNE 21)	1,232,952		

	ADDITIONAL PROJECTED	170,000		
	PROJECTED EXPENDITURES		1,402,952	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	101 CITY COMMISSION		200	
	MAYOR	1,450		
	CITY MANAGER	22,300		
	CLERK	8,500		
	AUDIT FEES	2,800		
	CENTRAL SUPPLIES	4,500		
	BOARD OF REVIEW	4,500		
	TREASURER	6,500		
	ASSESSOR	3,900		
	ELECTIONS	5,900		
	CITY HALL & GROUNDS		2,500	
	LEGAL FEES	2,700		
	POLICE DEPT	56,500		
	FIREBOARD		400	
	DEPT OF PUBLIC WORKS		2,700	
	ZONING COMMISSION/APPEALS	11,500		
	PARKS & RECREATION		5350	
	CULTURAL PROGRAMS		150	
	TRANSFER TO COMP IMPROVEMENT-ARPA		136,000	
	TOTAL ADJUSTMENTS		16,250	
	ADJUSTED TOTAL EXPENDITURES			\$1,402,165
	PROJECTED ADJUSTMENT TO GENERAL FUND BALANCE:			\$18,335

FISCAL 2021-2022 BUDGET ADJUSTMENTS STREET FUNDS				
MAJOR STREETS	REVENUE			
	CURRENT BUDGET			\$258,000
	CURRENT (JUNE 21)	298,234		
	JUNE ADMIN FEES	2,916		
	PROJECTED REVENUE		301,150	
	ADJUSTMENTS:	SUBTRACT	ADD	
	ACT 51 REVENUE		43,000	

	COMMUNITY STABILIZATION		2,000	
	TOTAL ADJUSTMENT		43,000	
	ADJUSTED REVENUE			\$301,000
MAJOR STREETS	EXPENDITURES			
	CURRENT BUDGET			\$270,600
	CURRENT (JUNE 21)	263,915		
	ADDITIONAL PROJECTED	4,000		
	PROJECTED EXPENDITURES		267,915	
	ADJUSTMENTS:	SUBTRACT	ADD	
	ADMINISTRATION	3,600		
	DEBT SERVICE	6,900		
	STREET CONSTRUCTION		67,300	
	ROUTINE MAINTENANCE	17,700		
	TRAFFIC SERVICES	500		
	NON-MOTORIZED TRANS	4,600		
	WINTER MAINTENANCE	36,600		
	TOTAL ADJUSTMENTS		(2,600)	
	ADJUSTED EXPENDITURES			\$268,000
	PROJECTED ADJUSTMENT TO MAJOR STREET FUND BALANCE:			\$33,000
LOCAL STREETS	REVENUE			
	CURRENT BUDGET			\$123,000
	CURRENT REVENUE (JUNE 21)	106,103		
	PLUS ACT 51 DUE	0		
	PROJECTED REVENUE		106,103	
	BUDGET ADJUSTMENTS	SUBTRACT	ADD	
	RIGHT OF WAY PERMITS		2,700	
	ACT 51	25,300		
	COMMUNITY STABILIZATION		3,200	
	STATE GRANT - WENDELL AVE		2,500	
	TOTAL ADJUSTMENTS		(16,900)	
	ADJUSTED REVENUE			\$106,100

LOCAL STREETS	EXPENDITURES			
	CURRENT BUDGET			\$107,900
	CURRENT (JUNE 21)	62,946		
	ADDITIONAL PROJECTED	2,500		
	PROJECTED EXPENDITURES		65,446	
	ADJUSTMENT	SUBTRACT	ADD	
	ADMINISTRATION	185		
	ROUTINE MAINTENANCE	31,000		
	TRAFFIC SERVICES	7,750		
	NON MOTORIZED	700		
	WINTER MAINTENANCE	2,650		
	TOTAL ADJUSTMENTS		(42,285)	
	ADJUSTED EXPENDITURES			\$65,615
PROJECTED ADJUSTMENT TO LOCAL STREET FUND BALANCE:				\$40,485

FISCAL 2021-2022 BUDGET ADJUSTMENTS SEWER FUND				
SEWER FUND	REVENUE			
	CURRENT BUDGET			\$618,720
	CURRENT REVENUE (JUNE 21)	540,997		
	ADDITIONAL PROJECTED	47,500		
	PROJECTED REVENUE		588,497	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	PROPERTY TAX	13,000		
	PERSONAL PROPERTY TAX		5,800	
	SALES & SERVICE	53,000		
	CONNECTIONS	2,000		
	CAPITAL RESERVE		25,000	
	PENALTIES		7,000	
	TOTAL ADJUSTMENT		(30,200)	
	ADJUSTED REVENUE			\$588,520
SEWER FUND	EXPENDITURES			

	CURRENT BUDGET			\$635,126
	CURRENT (JUNE 21)	538,900		
	ADDITIONAL PROJECTED	23,000		
	PROJECTED EXPENDITURES		561,900	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	GENERAL OPERATIONS	66,000		
	SEWER TREATMENT PLANT		197,500	
	SEWER LIFT STATIONS		12,500	
	*	217,000		
	TOTAL ADJUSTMENTS		(73,000)	
	ADJUSTED EXPENDITURES			\$562,126
	PROJECTED ADJUSTMENT TO SEWER FUND BALANCE:			\$26,394
*Depreciation should be around \$217,000.00				

**FISCAL 2021-2022
BUDGET ADJUSTMENTS
WATER FUND**

WATER FUND	REVENUE			
	CURRENT BUDGET			\$491,027
	CURRENT (JUNE 21)	577,862		
	ADDITIONAL PROJECTED	33,000		
	PROJECTED REVENUE		610,862	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	STATE GRANT (PFAS)		150,000	
	STATE GRANT (DWAM)		20,000	
	CHARGES FOR SERVICE	121,000		
	CAPITAL RESERVE ESCROW		80,000	
	CONNECTIONS	8,250		
	PENALTIES ON DELINQ		5,000	
	INTEREST ON INVESTMENTS	6,000		
	TOTAL ADJUSTMENT		119,750	
	ADJUSTED REVENUE			\$610,777

WATER FUND	EXPENDITURES			
	CURRENT BUDGET			\$491,027
	CURRENT (JUNE 21)	442,287		
	ADDITIONAL PROJECTED	23,000		
	PROJECTED EXPENDITURES		465,287	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	IRP OPERATIONS	50,500		
	WATER DISTRIBUTION SYSTEM		170,000	
	*	145,000		
	TOTAL ADJUSTMENTS		(25,500)	
	ADJUSTED EXPENDITURES			\$465,527
PROJECTED ADJUSTMENT TO WATER FUND BALANCE:				\$145,250
*Depreciation should be around \$145,000.00				

FISCAL 2021-2022 BUDGET ADJUSTMENTS MISCELLANEOUS FUNDS					
COMPREHENSIVE IMPROVEMENT	REVENUE				
	CURRENT BUDGET				\$125,000
	CURRENT (JUNE 21)	172,613			
	ADDITIONAL PROJECTED	141,400			
	PROJECTED REVENUE			314,013	
	ADJUSTMENTS:	SUBTRACT	ADD		
	MISCELLANEOUS			3,500	
	CONTRIBUTION			49,500	
	TRANSFER FROM GENERAL-ARPA			136,000	
	TOTAL ADJUSTMENT			189,000	
	ADJUSTED REVENUE				\$314,000

COMPREHENSIVE IMPROVEMENT	EXPENDITURES				
	CURRENT BUDGET				\$142,000
	CURRENT (JUNE 21)	365,583			
	ADDITIONAL PROJECTED	-			
	PROJECTED EXPENDITURES		365,583		
	ADJUSTMENTS:	SUBTRACT	ADD		
	MISC - (36 W MAIN + COVID PAY+ CHRISTMAS DECORATIONS)		19,000		
	CITY HALL	3,700			
	POLICE DEPT	1,500			
	PUBLIC WORKS	35,000			
	SIDEWALKS	5,000			
	STREET IMPROVEMENTS		256,000		
	SEWER SYSTEM IMPROVEMENTS		1,400		
	WATER DISTRIBUTION IMPROVEMENTS	7,700			
	TOTAL ADJUSTMENTS		223,500		
	ADJUSTED EXPENDITURES				\$365,500
PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:					(\$51,500)