



City of Hartford
County of Van Buren, State of Michigan

Special Commission Business Meeting Agenda

Tuesday, July 11, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [1.](#) Notice of Hearing - Consumers Energy July 12, 2023 9am
- [2.](#) Area Agency on Aging Event - Fuel to Learn
- [3.](#) Notice - Allpaid Credit Card Payment Service Fees

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

Fire Department

Ambulance

Van Buren County

Public Works

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

- [4.](#) List of Bills - July 11, 2023

City Manager

APPROVAL OF COMMISSION MINUTES

APPROVAL OF REPORTS

GOALS/OBJECTIVES

- [5.](#) Discuss & Consider - Set Goal Setting Special Meeting Date

OLD BUSINESS

6. Closed Session - Pursuant to MCL 15.268(d) and (h) to discuss the Potential Purchase of Real Property & to Discuss a Confidential Attorney - Client Memo
- [7.](#) Discussion - Ambulance Service/VBEMS Agreement
- [8.](#) Discuss & Consider - Brush Pile, Pick-up & Permits
- [9.](#) Discuss & Consider - Economic Incentives for Development Update
- [10.](#) Discuss & Consider - Event Application & Rules
- [11.](#) Hartford Fire Department Audit Update

NEW BUSINESS

- [12.](#) Discuss & Consider - Liquor License 40/42 West Main Street
- [13.](#) Discuss & Consider - Voluntary Well Metering
- [14.](#) Discuss & Consider - Lawn Meter Program

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [15.](#) Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement and Private Sale Regulations
- [16.](#) Discuss - Amendment to Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1
- [17.](#) Discuss - Codification Ordinance

ADJOURNMENT



PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
CONSUMERS ENERGY CO

ONE ENERGY PLAZA
JACKSON MI 49202

792
TR 4

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC & GAS CUSTOMERS OF CONSUMERS
ENERGY COMPANY
CASE NO. U-21312

- Consumers Energy Company requests Michigan Public Service Commission's approval OF THE RECONCILIATION OF ITS Energy Waste Reduction costs, revenues, and revised surcharges for the 12-month period ended December 31, 2022.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at michigan.gov/mpscedockets.
- A pre-hearing will be held:

DATE/TIME: Wednesday, July 12, 2023 at 9:00 AM
BEFORE: Administrative Law Judge Katherine Talbot

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at mpscedockets@michigan.gov in advance of the

*****AUTO**ALL FOR AADC 493
Clerk, City of HARTFORD
19 W Main St
Hartford MI 49057-1004



Michigan Public Service Commission (Commission) will hold a pre-hearing to hear Consumers Energy Company's (Consumers Energy) May 31, 2023 petition requesting the Commission to: 1) determine that Consumers Energy's Energy Waste Reduction (EWR) plan reconciliation is reasonable and it and meets all relevant requirements under Act 295; 2) approve the plan of a financial performance incentive payment for both the natural gas sector EWR plan, the collection of which is to be completed by December 31, in order to comply with the requirements of ASC 980-605-25; 3) approve the surcharge mechanism as proposed by Consumers Energy; 4) approve the excess totaling 177,991 MWh into Renewable Energy Credits in 2022 for meeting Consumers Energy's renewable energy requirements under Act 205) grant Consumers Energy other and further relief.

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

Persons wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by July 5, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall be filed with the petition. (Interested persons may file a traditional paper proof of service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.)

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

Persons wishing to participate without intervention under Mich Admin Code, R 413 (Rule 413), or file a public comment, may do so by filing a written comment in this docket. The written statement may be mailed or emailed and filed in this docket. Statements may be mailed to: Executive Dockets@michigan.gov. Statements may be mailed to: Executive Dockets@michigan.gov. Statements may be mailed to: Executive Dockets@michigan.gov. Michigan Public Service Commission, 7109 West Saginaw Hwy., Jackson, MI 48917. All information submitted to the Commission in this matter is public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information that you wish to remain private. For more information on how to participate in this hearing, please contact the Commission at the above address or by telephone at (517) 284-8090.

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

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

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

THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.

2306-C

Item 1.

Fuel to Learn!

Join Area Agency on Aging Registered Dietitian Melissa Powell to learn more about meal planning for kids. We will review kid-friendly meals, snacks, and beverages.

Time: 1-2 p.m.

Date: Wednesday, Aug. 30, 2023

Where: 2920 Lakeview Ave., St. Joseph, MI

How much: FREE

Registration: Call Meg at 269-983-7058 or scan the QR code below.



RECEIVED
JUN 29 2023
OFFICE OF HARTFORD



Area Agency on Aging, Inc.
SPECIALISTS IN AGING
Offering Choices for Independent Lives

Discover the perfect eating equation for learning!



Roxann Isbrecht

From: AllPaid <no-reply@allpaid.com>
Sent: Friday, June 23, 2023 3:30 PM
To: Roxann Isbrecht
Subject: Consumer Payer Service Fee Update

Consumer payer service fee update. See email below.

Is this email not displaying correctly?
[View it in your browser.](#)



Dear AllPaid Customer,

Please be advised that effective 6-29-23, AllPaid will retain service fees charged for all payer consumer transactions, regardless of if the transaction is approved or rejected. This fee covers the cost on all transactions processed. By retaining the transaction service fee, we are covering our costs associated with refunds, thereby minimizing the costs passed on to our payer consumers. Notification of non-refundable fees is included in our Terms of Service which the consumer must agree to.

If you have any questions, please contact your **Account Executive / Account Manager** or contact our help desk at: **888 561-7888**.

Thank you,

AllPaid Team

[follow on LinkedIn](#) | [follow on Twitter](#) | [forward to a friend](#)

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Our mailing address is:

AllPaid, Inc. (dba GovPayNet)
7820 Innovation Blvd
Suite 250
Indianapolis, IN 46278

[unsubscribe from all emails](#)



JULY 11, 2023
LIST OF BILLS
FOR FISCAL 2022-2023

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
ALEXANDER CHEMICAL	RENTAL INVOICE FOR IRP		174.00
BECHT CONSTRUCTION	REPLACE DAMAGED CEILING TILES IN CITY HALL & POLICE STATION		1,995.63
PAM BENCH	CLEANING AT CITY HALL ON 6/22/2023 FOR 4 HOURS		100.00
BEST WAY DISPOSAL	CITY HALL TRASH SERVICE FOR JUNE 2023	104.28	
	DPW TRASH SERVICE FOR JUNE 2023	142.20	
	WWTP TRASH SERVICE FOR JUNE 2023	109.02	355.50
CONSUMER'S ENERGY	CITY HALL GAS BILL 5/25-6/26/2023	38.56	
	DPW GAS BILL 5/25-6/22/2023	19.22	
	IRP GAS BILL 5/25-6/26/2023	32.12	89.90
THE CURCIO LAW FIRM	LEGAL FEES FOR JUNE 2023		2,007.00
GASVODA & ASSOCIATES	NEW BOOSTER PUMPS AT IRP (APPROVED AT 4/24/23 MEETING)		18,190.00
INDIANA MICHIGAN POWER CO	JUNE 2023 ELECTRIC BILLS		5,830.94
KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR JUNE 2023		649.18
LEAF FILTER	LOAN CLOSET GUTTERS (CITY IS PAYING \$600)		1,200.00
METTLER TOLEDO, LLC	CALIBRATE SCALES AT WWTP		356.88
MR CLEAN'S CLEANING & RESTORATION	CARPET & TILE CLEANING IN CITY HALL & POLICE STATION		1,892.06
JOANN NEWNUM	CLEANING AT CITY HALL ON 6/22/2023 FOR 4 HOURS		100.00
TOM NEWNUM	CLEAN CITY HALL 6/28/2023		50.00
PVS TECHNOLOGIES, INC	FERRIC ACID FOR WWTP		7,724.20
RUDELL REPAIR	BRAKES & ROTORS ON DPW SERVICE TRUCK #5		1,073.00
TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 6/12/2023 (ANIONS & ALKALINITY)	119.75	
	IRP WATER SAMPLE TESTING - 6/26/23 (ANIONS & ALKALINITY)	119.75	239.50
VAN BUREN COUNTY CLERK	VOTER'S CARDS PRINTING FOR QUARTER ENDING JUNE 30, 2023		25.20
VAN BUREN COUNTY ROAD COMMISSION	COLD PATCH FOR STREET REPAIRS		1,060.87
WALTER DE VISSER	MECHANICAL INSPECTION CH23007 - 525 S CENTER	220.00	
	MECHANICAL INSPECTION CH23008 - 499 WOODSIDE DR	220.00	440.00
ANDREW WARNER	10.583 HOURS AS OPERATOR AT WWTP (6/5-6/18/2023)	529.15	
	3.583 HOURS AS OPERATOR AT WWTP (6/19-7/2/2023)	179.15	708.30

TOTAL OF CHECKS TO BE WRITTEN ON JULY 12, 2023 \$ **44,262.16**

DEBIT CARD TRANSACTIONS

6/20/2023 HARDEE'S	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		17.99
6/20/2023 LOVE'S	GAS FOR POLICE CAR WHILE LT IVY WAS AT TRAINING IN LANSING, MI		60.78
6/20/2023 DOMINO'S PIZZA	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		42.92
6/21/2023 HIBACHI GRELL	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		19.94
6/22/2023 TEXAS ROADHOUSE	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		32.93
6/26/2023 DOMINO'S PIZZA	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		36.95
6/27/2023 THE TANGY CRAB	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		36.69
6/28/2023 SPEEDWAY GAS	GAS FOR POLICE CAR WHILE LT IVY WAS AT TRAINING IN LANSING, MI		59.51
6/28/2023 EATO CHEF	MEAL FOR LT IVY WHILE AT TRAINING IN LANSING, MI		27.72
6/23/2023 HOLIDAY INN EXPRESS	HOTEL STAY FOR LT IVY WHILE AT TRAINING IN LANSING, MI (WEEK 1)		474.88
6/29/2023 HOLIDAY INN EXPRESS	HOTEL STAY FOR LT IVY WHILE AT TRAINING IN LANSING, MI (WEEK 2)		285.60
6/30/2023 UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL 2 LARGE ENVELOPES WITH TAXES IN THEM		3.48

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS \$ **1,099.39**

TOTAL GROSS PAYROLL JUNE 14, 2023 THROUGH JUNE 26, 2023 (2 WEEKS) \$ **29,478.28**

GRAND TOTAL FOR JULY 11, 2023 (FISCAL 2022-2023) \$ **74,839.83**



JULY 11, 2023
LIST OF BILLS
FOR FISCAL 2023-2024

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
FRONTIER	DPW LOCAL PHONE 6/25-7/24/2023		70.62
MICHIGAN RURAL WATER ASSOCIATION	ANNUAL MEMBERSHIP - JULY 2023 THROUGH JUNE 2024		800.00

TOTAL OF CHECKS TO BE WRITTEN ON JULY 12, 2023 \$ **870.62**

TOTAL GROSS PAYROLL FOR SPECIAL PAYROLL ON 7/3/2023 \$ **3,375.85**

GRAND TOTAL FOR JULY 11, 2023 (FISCAL 2023-2024) \$ **4,246.27**

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: July 11 2023
Re: VBEMS Agreement

On June 29, 2023 I received the attached agreement from County Administrator Faul noting that the County simply amended the VBEMS Ambulance Services Contract to include the City of Hartford in their contract with VBEMS for service.

This agreement took effect June 16, 2023 which is the day that Pride no longer had the staffing to support service in the City of Hartford.

VBEMS will now receive the City’s millage for their service.



VAN BUREN COUNTY BOARD OF COMMISSIONERS

ADMINISTRATIVE AFFAIRS

VBEMS CONTRACT AMENDMENT RESOLUTION

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, there has been a request to amend the VBEMS Ambulance Services contract to expand the geographical service effective June 16, 2023 and include all of Arlington Township, Bangor City, Bangor Township, Hartford City and Hartford Township and to terminate the Pride Care Ambulance Services effective June 15, 2023, and;

WHEREAS, the local units of government (Arlington Township [partial], Bangor City, Bangor Township, Hartford City, Hartford Township) have requested VBEMS to assume ambulance services paid through the Ambulance millage effective June 16, 2023. VBEMS will replace Pride Care whose service agreement expires June 14, 2023. There will be no gap in ambulance service coverage, and;

15 west

NOW, THEREFORE BE IT RESOLVED, that the Van Buren County Board of Commissioners approves the amending of the VBEMS Ambulance Services contract to expand the geographical service effective June 16, 2023 and include all of Arlington Township, Bangor City, Bangor Township, Hartford City, and Hartford Township and to terminate the Pride Care Ambulance Services effective June 15, 2023.

Signed: Neil Patterson
Bert Dvorak
Randall Peart
W. O. Galt
W. Chapman
Cara Beany
Paul Sherman

Date: June 27, 2023

FOR CLERK'S USE ONLY

MOTION BY: _____

CARRIED

SECONDED BY: _____

NOT CARRIED



June 15, 2023

To: Mr. Patrick O'Neil
Owner
Pride Care Ambulance

From: Dennis Reynolds
VBEMS Operations Manager

On June 15, 2023, Tyler Dunfield, on behalf of Pride Care Ambulance, requested that Van Buren Emergency Medical Services begin to cover the Bangor area prior to the originally agreed July 1, 2023 date. Pride requested a June 16, 2023 transfer date. Van Buren Emergency Medical Services agrees to assume coverage on June 16, 2023 at 0700 hrs.

The 911 coverage area will consist of the following municipalities:

Arlington Township
Bangor City
Bangor Township
Hartford City
Hartford Township

With this agreement, Pride Care Ambulance agrees to ~~will~~ forfeit all related millage tax subsidy for the above municipalities from June 16, 2023- June 30, 2023 (15 days) from the 2nd quarter of the 2023 distribution. This amount will be distributed by Van Buren County Treasurer to Van Buren Emergency Medical Services in accordance with current practice.

Signatures of both parties will indicate an agreement of the above conditions.

Dennis Reynolds, VBEMS

Patrick O'Neil, Pride Care

39338 Red Arrow Highway
PO Box 133
Paw Paw, MI 49079

reynoldd@bronsonhg.org
Phone: 269-657-2996
Fax: 269-657-6525

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: July 11, 2023
Re: Brush Pile

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

Options for resuming brush collection:

1. Allow the WWTP to remain closed to incoming traffic
 - a. All drop off occur by appointment only.
 - b. The main gate at the WWTP would be locked
 - c. New signage will be ordered and placed at the gate indicating that all brush drop-off must be done by appointment by calling a specific number
 - d. All local deliveries can be made by calling a specific number.
 - e. WWTP staff will be responsible for the oversight of incoming brush by appointment between the hours of Monday- Friday from 7am – 3:45pm and at least one Saturday a month by appointment from 8am – 10am.
2. Allow the DPW staff to pick up brush monthly
 - a. Residents will pile brush in the ROW beginning the Saturday before the 4th Tuesday of each month
 - b. Brush must be located in the property's ROW in neat piles containing no limbs larger than 4' long and 6" in diameter.
 - c. No grass, trash, rubbish or large items will be picked up.
 - d. Leaves will be picked up only during designated times in the fall and early spring.
3. Case by Case- allow for use of DPW pick-up by appointment only
 - a. Residents may make an appointment to request the use of a DPW pick-up truck by appointment only
 - b. The DPW pick up will be dropped off for a period of time not to exceed 4 hours so that the brush may be loaded into the pick-up bed by the property owner.
 - c. DPW staff will return to retrieve the pick-up truck and deposit the brush at the WWTP

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: July 11, 2023

Re: Economic Incentives for Development Update

The City Attorney Curcio provides the following guidance with regard to the City's request for insight with respect to offering free/reduced tap fees as economic incentives for potential development opportunities.

Connection fee waivers for economic development can be done on a limited basis without significant legal risk but may open the door for the following liability issues:

- The basic argument is that the more people are exempted from paying a rate (for reasons unrelated to the cost of service), the more the customers who don't qualify for a waiver have to pay.
- Eventually, the imbalance can rise to the point where the fees that some customers pay is no longer reasonably proportional to the cost of the services they receive, which violates the Bolt test for the legality of service fees.

If the City Commission decides to offer incentives, Attorney Curcio recommends Council do so sparingly, and that each time it does Council should clearly articulate in the approval motion or resolution, the perceived economic benefits (e.g., job creation, increase in tax base resulting from significant building improvements, etc.).

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 07/11/23
Re: Event Application and Rules

At the last Council meeting, the Council requested a sample application and updated rules for events.

They are attached for review and comment.



Applicant: _____ Date of Application: _____

Sponsoring Organization: _____ Date(s) of Event: _____

Name of Event: _____ Type of Event: _____

Address: _____ City/ST/Zip: _____

Event Coordinator^: _____ Cell Phone^: _____

^this will be the official and emergency contact leading up to the event, during the event and should we need to follow up after the event

Event Coordinator Email: _____ Total number of attendees expected per day: _____

Event location: Ely Park Parade Other: _____ Street Closures Requested NO YES

List streets requested for closure and provide map of area: _____

City Services Requested: Electric^ Water Sound Restrooms Seating Police Trash
^\$25 deposit for use of electric. Will be returned upon return of key. Barricades # _____ Other _____

Will there be rides NO YES Mechanical # _____ Inflatables # _____ Animal Rides

Will there be animals other than support animals or animal rides: NO YES If yes, please describe: _____

Attach a description of the event including a day-by-day outline of all activities including requested City services and festival/parade/concert/event specifics: _____

Will there be vendors^: NO YES Food/Drink* Craft Non-Profit Profit Entertainment Other
^No alcohol or cannabis allowed at Ely Park *Food vendors must comply with all applicable local/State Health Department application & licensing requirements

Number of Vendors^: # ___ Food/Drink # ___ Craft # ___ Non-Profit # ___ Profit # ___ Entertainment # ___ Other
^City of Hartford vendor fees are not applicable during approved festivals

Will there be tents/shelters: NO YES ___ Number Will vehicles park in Ely Park: NO YES

Will there be overnight vendor camping in Ely Park? NO YES Number: _____

AUTHORIZATION & AFFDAVIT OF APPLICANT I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Event, and I understand that this application is made subject to the rules and regulation established by the City Council. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Hartford.

Signature of Applicant Date

Please attach a copy of the event coordinator's driver's license _____ Attached

Electric Fee Collected ___ NO ___ YES \$ ___ By/Date: _____/_____

Approval for use of the parks shall be granted if all the following conditions are satisfied:

1. The City Council or City Manager find that the park is large enough for the anticipated crowd as described in the application;
2. The purpose and proposed activity of the applicant will not disturb the peace of the persons in the area surrounding the park; and
3. Reasonable provisions have been made for oversight and management of the gathering.



EVENTS – Persons, clubs, organizations, associations or any specific groups expecting to attract more than 20 but less than 100 people

- Any person, assembly or group, desiring use of a park, shall make application with the City Manager.
- All approvals shall require the user to clean up the area occupied after the event is over, and all applications for use must give the name, address and phone number of person responsible for the cleanup.

FESTIVALS/CONCERTS/PARADE- Persons, clubs, organizations, or any specific groups expecting to attract more than 100 people

- Any person, assembly or group, desiring use of a park, shall make application with the City Council.
- All approvals shall require the user to provide proof of insurance as outlined above, plan for trash remediation, parking management, crisis management including first aid, clean-up of the area occupied after the event is over, and all applications for use must give the name, address and phone number of person responsible for the event.
- Proof of Insurance: Please provide proof of insurance showing the following limits for all events with more than 100 participants and naming the City of Hartford as an additional insured
 - **General Liability** - \$1,000,000 per occurrence for bodily injury, personal injury, and property damage, and an aggregate limit of \$1,000,000
 - **Products Liability or Completed Operations Aggregate**- \$1,000,000 per occurrence for property damage or injury due to your product or completed service and an aggregate limit of \$1,000,000
 - **Medical Expense**- \$5,000 per any one person
 - **Bodily Injury Liability** (if the event involves motor vehicles or mechanized equipment) - \$1,000,000 per occurrence for bodily injury and/or personal injury and/or property damage

Ely Park Rules

ELY PARK HOURS - 6:00 A.M. - 10:00 P.M.

No person shall use or enter a park during hours when park is posted as being closed without prior authorization from the City.

EXCLUSIVE USE OF ELY PARK PROHIBITED - Under no circumstances shall any group be granted exclusive use of the park and no permit-fee shall exclude the public from using the park. The granting of a permit does give priority to the group in the use of the shelter and electric at Ely Park.

WILLFULLY ABUSING CITY PROPERTY OR EQUIPMENT - No person shall mark, deface, disfigure, injure, displace or remove any monument, table, bench, equipment, railing, pavement, public utility, structure or other City of Hartford property. The individual or sponsoring organization is responsible for the site and all features throughout the duration of the event. Any/all damage to City property may result in fees, fines and/or damages being charged to the individual and/or sponsoring organization signing the event agreement.

NO SHOVING, CROWDING or ROUGH PLAY - No person is allowed to intentionally shove, jostle or crowd another person in any public park or playground. No person is allowed to throw any ball or other object in such manner as to unreasonably annoy or endanger other persons in any public park or playground. No one is allowed to engage in any rough or violent play in any public park or playground.

GARBAGE AND RUBBISH RECEPTACLES - No person shall throw, place, deposit or leave any garbage, rubbish, glass, cans, containers, papers or other waste in any public park or playground, except in containers provided by the City or event organizers for that purpose. Excess waste from a specific event needs to be removed by the event organizer responsible for the event. Waste material, other than those resulting from use of the park, may not be deposited in park receptacles. Large amounts of waste from the event must be removed and disposed of by those responsible for holding the event.

RESTROOM CLEANING & UPKEEP - Any applicant using the Park for an event will be responsible for maintaining the restrooms in a clean and sanitary condition during and after the event, festival, parade or concert.

WATER POLLUTION - No person shall throw, discharge, or otherwise place in the water of any fountain, stream, storm sewer, manhole, drain or other body of water in or adjacent to any park; any substance, liquid or solid, as it may result in water pollution or a creation of hazard to the health and safety of our community.

NO DIGGING - No person shall dig, excavate or cause a disturbance of the earth, lawn or dirt other than to safely secure tents or rides with prior approval, including metal detecting.

VEHICLES - No person may drive, operate or park a vehicle within in any public park or playground except upon a street, path, drive or parking area which is marked and designated for the use of vehicles without prior approval from the City.

NO CANNABIS OR ALCOHOL - No person may consume cannabis or alcohol in any public park or playground in the City of Hartford.

ronaldsefcik@frontier.com

From: ronaldsefcik@frontier.com
Sent: Wednesday, June 21, 2023 4:43 PM
To: 'Brian Wisneski'
Subject: RE: Hartford Fire Board Audit

Thanks Brian, I fully understand.

You should be hearing from Peter Stanislawski shortly. He is taking over the fire department books.

Peter is the treasurer for the City of Saugatuck. He also does the books for the Saugatuck Fire Department and Bangor Fire Department. He has been added to the sharefile program.

Thanks again

Ron

From: Brian Wisneski <BWisneski@hungerfordnichols.com>
Sent: Wednesday, June 21, 2023 2:37 PM
To: Ron Sefcik <ronaldsefcik@frontier.com>
Subject: Hartford Fire Board Audit

Good afternoon Ron,

As you may be aware, the June 30, 2022 audit for the Fire Board, that we presented to the Board last week, was the third year of our three year bid. While we appreciate our time serving the Fire Board, we have reached the difficult decision to not submit a bid for the period ended June 30, 2023.

We have come to this decision based on several factors:

1. In looking back at the total costs we had into each of the past three years audits, our required fee would need to be significantly higher than what we bid in the past.
2. The audit was not able to be completed within our scheduled time allotment for the audit due to the condition of the books and a lack of timely responses to our inquiries.
3. Due to the condition of the books, we were unable to complete the audit in an efficient manner.

We will help with the transition to your new auditors, and provide them with any information they may need, with your permission.

Thank-you for choosing Hungerford Nichols in the past.

Brian

Brian Wisneski, CPA
Shareholder | Hungerford Nichols CPAs + Advisors
800 Ship Street

Suite 108 | St. Joseph MI 49085
Phone (269) 983-0534 | Fax (269) 983-7050
www.hungerfordnichols.com



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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

June 14, 2023

**Request for Improvement
of Deficiencies -
Corrective Action Plan**
Fiscal Year: 2022
Municipality Code: 807517
Report ID Number: 142716

Handwritten: M. J. Jones
CITY OF HARTFORD
JUN 30 2023
RECEIVED

Sent Via Email
Hartford Fire Board
ronaldsefcik@frontier.com

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.
- There is non-compliance with the Uniform Chart of Accounts issued by the Department of Treasury. Please submit a current chart of accounts with corrections.
- There is non-compliance with guidance issued by the Community Engagement and Finance Division of the Department of Treasury. Please provide an explanation.
- There are other violations of statute. Please provide a description.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at Michigan.gov/localfinancialreporting and select the File

Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at LAFD_Audits@michigan.gov if you have any questions.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Community Engagement and Finance Division

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 07/11/23
Re: Liquor Permit Input

John Stewart of the Big Twin has decided to retire and sell his business.

The new owner's information is as follows:

Applicant/Licensee: M.J. Turner and Associates LLC

Business address and phone number: 40-42 W Main St, Hartford, Mi 49057

Home address and phone number of partner(s)/subordinates:

Michael J. Turner, 5535 Little Paw Paw Lake Rd, Coloma, MI 49038, C: 708-526-9776

Per the State Liquor Control Commission:

*Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.*

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

As such, the Council may want to provide input on the license transfer with regards to the outdoor seating area or other related concerns.



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

Friday, June 30, 2023

Michael Turner, Applicant
C/O M.J. Turner and Associates LLC
bigtwintavern@gmail.com

RID # RQ-2305-06374 **Reference/Transaction:** Transfer ownership 2023 Class C & SDM license with Sunday Sales permit (PM), Dance-Entertainment permit and Outdoor Service (1 Area) from Johnle Corporation

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: M.J. Turner and Associates LLC

Business address and phone number: 40-42 W Main St, Hartford, Mi 49057

Home address and phone number of partner(s)/subordinates:
Michael J. Turner, 5535 Little Paw Paw Lake Rd, Coloma, MI 49038, C: 708-526-9776

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Grand Rapids District Office (616) 447-2647

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

SR

cc: Johnle Corporation: johnlestewart@yahoo.com
Hartford City: cityclerk@cityofhartfordmi.org

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: July 11, 2023

Re: Voluntary Well Metering

A City of Hartford resident has requested information several times about connecting to the City’s water system.

This resident lives on Church St. where the nearest available connection is over 350’ away as seen below. The blue line represents the City’s current water main infrastructure.



In seeking guidance from Wightman on the cost to extend a line to the resident’s property. Due to the location of the resident’s property, which is at the southwest corner of Church St. there would have to be a full loop. Wightman has provided the following guidance:

A quick (cost estimate) would be \$200k - \$250k. If we can keep the water main in the tree lawn, we will be closer to the \$200k figure, and possibly a little lower. If we need to remove a lane of pavement (due to separation from sanitary or storm sewer or other utility

conflicts (electric, gas or telephone)), then we would likely be near the \$250k or possibly more. Of course, the time of year that the project is bid can keep us in the lower range or put us at \$350k+.

While Wightman is seeking to include Church St. as part of our capital improvement plans, I also sought input from other municipalities about whether they had encountered similar situations.

Paw Paw, Milford, and Sandusky all responded that they allow for City metering of private wells to provide an invoice for the cost of sewer discharge just like they were on City's system.

The City may want to offer City of Hartford meters for private wells for customers dissatisfied with the flat rate sewer rates as a means of providing continuous quality customer service while seeking affordable alternatives. The rates would mirror rates currently approved by Council for metered customers (including 1.5x for Township residents that may want to apply for voluntary metering).

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: 07/11/23

Re: Proposed Lawn Meter Program Policy and Form

The City of Hartford offers lawn meters to customers wishing to receive credit on their sanitary sewer bills for water not being discharged to the sanitary sewer system because they are discharging it to their lawns, gardens or pools during the summer months.

The City does not have a policy that outlines the program, the fees, the process for connection, reporting meter reads, etc.

Recently customers have been requesting answers about the City's policy on the lawn meter program and I am unable to provide answers only recommendations from staff from years of practice.

I contacted multiple communities roughly the size of Hartford to seek input on lawn meters (also known as irrigation meters or sprinkler meters) to review their policies and ordinances. Many communities offer similar programs. Their pricing is much higher than Hartford's and most require a building or plumbing permit as well as plumbing inspection prior to use.

Currently the City is charging \$125. The meters cost \$80 each, we then purchase all of the attachments separately and connect them to the meters. This cost also includes a small amount for administrative fees associated with the Clerk's time to review meter readings, adjust sewer bills and work with customers on the program.

I recommend that the Council consider implementing a policy and agreement outlining:

- requirements for utilization of a City Lawn Meter
- costs associated with purchasing/renting a City Lawn Meter
- responsibilities associated with installing and maintaining a City Lawn Meter
- responsibilities associated with monthly metering reporting

LAWN METER FOR OUTDOOR WATER CONSUMPTION

The City of Hartford has available to its sewer customers, a Lawn Meter Program for outdoor water consumption (sprinklers, pools, etc). The lawn meters shall measure only water which is not discharged to the City’s sanitary sewer system. The City of Hartford shall have the sole right to determine if an applicant’s intended use of a lawn meter is appropriate.

There is no service ready fee and/or sewer consumption rate/1,000 gallons measured on this meter.

The purchase price of lawn meters is \$125 as set by Council from time to time. This price includes the meter, equipment and attachments, as well as administrative fees. It does not include any modification of the customer’s plumbing to route outside water through the meter. This work must be done by the customer or a plumbing contractor. All plumbing work by the customer or the contractor shall be done in accordance with the local plumbing codes. Please note, that credit will not be given for meters reading incorrectly.

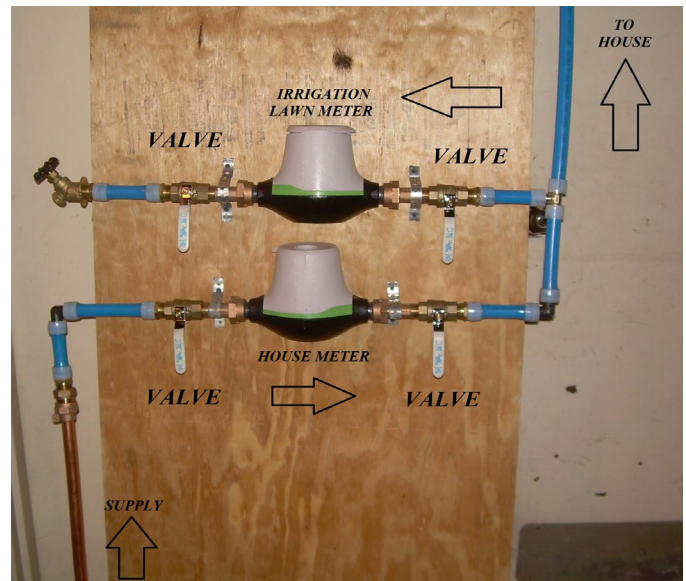
The customer is responsible for the lawn meter after purchase. They are susceptible to breakage during the colder months if not properly disconnected and stored. Refunds and replacements will not be given for broken or damaged meters.

1. Lawn meters are available at City Hall 19 W Main, Hartford, MI 49057
2. If you are installing an irrigation system in the right of way, a permit is required.
3. The property owner is responsible for making all necessary modifications to the building plumbing to provide an installation.
4. Once the meter has been installed and the plumber has performed a Backflow Preventer Test (as necessary), contact Public Works at 269-208-5238 or City Hall at 269-621-2477 to schedule an appointment to inspect the installation of the lawn meter

Customers are responsible for photographing their meter numbers at least quarterly and emailing the photo and address to cityclerk@cityofhartfordmi.org no later than the 15th of April, July, and Oct, and a final reading by December 15th of each year. A member of the City’s staff is available to read your meter for a fee of \$25/quarter. The City will provide credits once per quarter for each reading provided. Anyone not providing photographic evidence of metered usage will not receive sanitary sewer credit for the quarter and anyone not submitting a final reading by December 15th will need to make arrangements with the City Clerk to continue to participate in the program for the next year.

PLUMBING REQUIREMENTS

1. The lawn meter shall be installed as close to the main supply line meter as possible, using the installation diagram to the right →.
2. The meter shall be installed using shut off valves on each side of meter with supplied meter spuds.
3. No taps are permitted inside the house, downstream of the lawn meter.
4. The irrigation system pressure vacuum breaker or RPZ backflow preventor must be installed and inspected by the City before it is put in service. It is highly recommended that a hose bib vacuum breaker be used on all outside hose connections. This would eliminate any chance of contaminated water getting back into the household drinking water through back-siphoning. These hose bib vacuum breakers are available at most plumbing supply stores.



PLUMBING TO YOUR OUTDOOR SPIGOT

1. Meter must be installed on a flat surface near your outdoor water faucet/spigot.
2. The hose must be connected to the coupling with the arrow facing the direction of water discharge
3. You must ensure that your meter is free of debris at all times
4. You should verify that the meter is reading your water usage upon 1st connection and each year upon reconnection



LAWN METER FOR OUTDOOR WATER CONSUMPTION

APPLICATION FOR LAWN METER PURCHASE AND INSPECTION

Customer Name: _____

Service Address: _____

Phone Number: _____ Email: _____

Meter Number: _____ Appointment Date/Time: _____

Initial Meter Reading: _____

Amount Due: \$125.00*

**This price includes the meter and attachments. It does not include installation of the meter, any modification of the customer's plumbing to route outside water through the meter or any readings. This work must be done by the customer or a plumbing contractor.*

The undersigned hereby requests a lawn meter for the purpose of measuring water consumption not discharged to the sanitary sewer collection system. Customer understands that he/she is responsible for preparing all building plumbing for installation of the meter in accordance with applicable plumbing codes and with utility specifications as provided herein and determined at the time of pre-installation inspection.

Customer agrees to photograph meter monthly and email the photo and address to cityclerk@cityofhartfordmi.org no later than the 15th of April, July, September and December. Customer understands that not providing photographic evidence of metered usage will result in a lack of sanitary sewer credit for the quarter.

Undersigned agrees to use the lawn meter only for the measurement of water used outside the home and not discharged to the sanitary sewer collection system. Customer understands if they violate this agreement, that they will be banned from the City's lawn meter program and may be subject to legal penalties for theft of utilities.

Printed Name

Signature

Date

Amount Paid: \$ _____ Received By: _____ Date: _____

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: July 11, 2023

Re: Regulation of Garage, Yard, Basement and Private Sales Ordinance

During the review of the City's Fee Schedule, the Council subcommittee asked to review and reconsider the Regulation of Garage, Yard, Basement and Private Sales Ordinance to include allowing sales on Sundays.

A draft ordinance with recommended edits has been included for review and 1st reading

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

THE CITY OF HARTFORD ORDAINS:

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

Section 3.54 Conditions and Limitations

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

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

Section 3.55 Advertising Sign Requirements

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

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

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

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

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

Section 3.56 Storage of Merchandise

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

Section 3.57 Penalty for Violation

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

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: July 11, 2023

Second Reading:

Adopted:

Published:

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: July 11, 2023
Re: Proposed Peddler's Ordinance Amendment

Members of the Council have requested changes to the City's Peddler's Ordinance.

Included in the changes are stipulations for door-to-door sales, including utility carriers, cell phone vendors, rent to own options and similar sales.

Council may want to consider other changes or amendments.

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

THE CITY OF HARTFORD ORDAINS:

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

Section 4.1 General Provisions Relating to Licenses Required By Article.

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

Section 4.2 Use of Specific Portions of Streets by Peddlers and Special License Therefor.

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

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

Section 4.20 Penalty for Violation

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

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

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

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: July 11, 2023

Re: Proposed Codification Ordinance Amendment

The City Attorney, as part of his review of the City's Code of Ordinances, is recommending that the Council consider amending the Ordinance Codification Ordinance to support efforts to codify the Council's Code of Ordinances.

The City Attorney provides the following guidance and the attached proposed amended Ordinance:

(The draft ordinance) repeals the existing Section 10.17, which requires that every time the Commission amends an ordinance, the document has to restate the entire section that's being amended (rather than being able to amend individual subsections or definitions). In other words, even when you're only changing a few the ordinance document can end up being dozens of pages long. This requirement will make it very difficult to do the various "cleanup" ordinance amendments that are being contemplated.

After repealing the existing 10.17, it replaces it with new text that authorizes the clerk to take various actions to codify existing "free form" ordinances into a unified code. This will be very helpful in reviewing and compiling the various different ordinances (approved but not yet codified) .

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

THE CITY OF HARTFORD ORDAINS:

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

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

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

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

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

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

CERTIFICATION

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

Richard A. Hall, Mayor

RoxAn Rodney-Isbrecht, City Clerk