



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, April 25, 2022 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

1. SEVENTH-DAY ADVENTIST CHURCH LITERATURE EVANGELISTS - JUNE 5TH - AUGUST 10, 2022
- [2.](#) HPS - GRADUATION RATES
- [3.](#) JOINT MEETING NOTICE - FIRE BOARD, CITY OF HARTFORD, HARTFORD TOWNSHIP - MAY 25, 2022, 7pm @ HARTFORD FIRE DEPARTMENT
4. PETITIONS FOR CITY COMMISSION BOARD SEAT AVAILABLE - FILING DEADLINE IS JULY 26, 2022 4pm
5. CITY WIDE LARGE JUNK PICK-UP APRIL 27, 2022
6. HARTFORD CHAMBER - STRAWBERRY FESTIVAL JUNE 10-12, 2022
7. CITY HALL WILL BE CLOSED MAY 30, 2022 IN OBSERVANCE OF MEMORIAL DAY
8. VAN BUREN CONSERVATIN DISTRICT - 2021 ANNUAL REPORT
- [9.](#) HARTFORD CHAMBER AFTER HOURS - MAY 16, 2022, 6PM - TAQUERIA Y MARISCOS EL PRIMO 27 WEST MAIN ST
- [10.](#) NOTICE OF HEARING INDIANA MICHIGAN POWER COMPANY
- [11.](#) THANK YOU - SENIOR SERVICES DIANE RIGOZZI
- [12.](#) NATIONAL CRIME VICTIMS' RIGHTS WEEK APRIL 24-30, 2022

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

- [13.](#) HPD - CHIEF 2022 MARCH

[14.](#) HPD - ORDINANCE 2022 MARCH

Fire Department

[15.](#) HFD - CHIEF 2022 MARCH

[16.](#) HFD - BOARD 2022 MARCH

Ambulance

[17.](#) AMB - 2022 March

Van Buren County

Public Works

[18.](#) DPW - 2022 MARCH

Wastewater Treatment Plant

[19.](#) WWTP - 2022 MARCH

Treasurers, Investment & List of Bills

[20.](#) TREASURER - 2022 MARCH

[21.](#) INVESTMENT - 2022 MARCH

City Manager

[22.](#) MANAGER - 2022 MARCH

APPROVAL OF COMMISSION MINUTES

[23.](#) 2022 MARCH 28 - COUNCIL

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[24.](#) DISCUSSION - CITY COMMISSION RULES OF ORDER - PROPOSED 2022

[25.](#) DISCUSSION ORDINANCE NO. 321 - 2022 REQUIRE NUMBRING BUILDINGS -

NEW BUSINESS

26. RENEW ASSESSING SERVICES AGREEMENT

[27.](#) REZONING REQUEST FOR PARCEL #80-52-816-024-10 (NORTH CENTER ST) FROM R-1 SINGLE FAMILY RESEDENTIAL TO CF COMMUNITY FACILITY

28. TRANSEND/PGHC, LLC 801 PROSPECT - RENEWAL MRTMA MARIHUANA MICRO BUSINESS

29. MED LEAF 301 WEST MAIN ST - RENEWAL MRTMA PROVISIONING/RETAIL CENTER
30. SET MEETING DATES FOR 2022 MILLAGE RATE, PUBLIC HEARING 2022 TRUTH IN TAXATION, AND PUBLIC HEARING 2022/2023 BUDGET

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

ADJOURNMENT

Roxann Isbrecht

From: Bradley Geesaman <geesamanb@hpsmi.org>
Sent: Tuesday, April 12, 2022 10:13 AM
To: Board of Education; Hartford Chamber of Commerce; Jon Bisnett; Rick Hall; Ronald Sefcik; Roxann Isbrecht
Subject: Hartford High School Graduation Rates

Good Morning,

I wanted to pass along an email from our High School principal on the Hartford Public Schools 2021 graduation rates in comparison to surrounding area schools. Thank you for your continued support and celebrating a positive achievement for our students.

----- Forwarded message -----

From: **Dave Janicki** <janickid@hpsmi.org>
 Date: Tue, Apr 12, 2022 at 9:10 AM

Staff & BOE,

I just saw this article on graduation rates for 2021 on MLIVE and thought you would like to know how we stack up vs. schools in our SW 10 Conference and the surrounding area.

1. Marcellus-97.7%
2. **HARTFORD-95.8%**
3. Cassopolis-93.8%
4. Mendon-93.5%
5. Bangor-87.5%
6. White Pigeon-86.8%
7. Bloomingdale-75.0%
8. Decatur-71.7%
9. Comstock-60.8%
10. Centerville-N/A

Watervliet-86.7%
 Coloma-87.4
 Dowagiac-87.4%
 Lawrence-82.6%
 Gobles-78.8%

Great job to **all involved** in making sure our students are graduating and moving forward. A lot of times it seems we get bad press but again, the numbers don't lie! Keep up the great work!

Dave

..

Brad Geesaman
 Interim Superintendent

**A Joint Board Meeting
of the Hartford Fire Board, Hartford City
Commission and Township of Hartford Board
for the purpose of discussing
the 2022-23 budget**

will be held on

Wednesday, May 25, 2022

at 7 p.m.

at the Hartford Fire Department

**436 E. Main St.
Hartford, MI 49057**

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

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

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following: Chair Steve Starner, 66561 CR 372, Hartford, MI 49057 or call 269-208-5896.

**RECEIVED
APR 12 2022
CITY OF HARTFORD**

Posted on: 4/11/2022

Signature of Board Chairman 

Please Join Us For



Chamber After Hours

A Business, Social & Networking Event

Presented by:

***Taqueria y Mariscos El Primo &
The Hartford Area Chamber of Commerce***

Monday, May 16, 2022 at 6pm

27 W. Main St.

Hartford, MI 49057

Light refreshments provided

Guest Speaker: Brad Geesaman

Hartford Public Schools Interim Superintendent

Please RSVP by May 6, 2022

Call (269)588-5103 ex. 2 or email hartfordmichamber@gmail.com

This is an open event for everyone in the business community to join us for an evening of networking and fun.

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-20805**

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval for a power supply cost recovery reconciliation proceeding for the 12-month period ended December 31, 2021.
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company, Benton Harbor Service Center, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, (800) 311-6424, for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission’s website at: michigan.gov/mpscdockets.
- A pre-hearing will be held:

DATE/TIME: Thursday, May 12, 2022 at 10:00 AM RECEIVED

BEFORE: Administrative Law Judge Dennis Mack APR 21 2022

LOCATION: Video/Teleconferencing CITY OF HARTFORD

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 mpscdockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Indiana Michigan Power (I&M) Company’s (I&M) March 31, 2022 application requesting the Commission to approve the reconciliation its Michigan 2021 Power Supply Cost Recovery (PSCR) costs and revenues for the 12-month period ended December 31, 2021. I&M proposes to roll the net actual under-recovery for its Michigan customers in the amount of \$6,498,163, including principal and interest, into its 2022 PSCR reconciliation beginning balance.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 5, 2022. (Interested persons may elect to file

Roxann Isbrecht

From: Diane Rigozzi <drigozzi@ss-vbc.org>
Sent: Wednesday, April 20, 2022 8:10 AM
To: Richard Hall- Hartford city; rb38992@yahoo.com; rburleson113@gmail.com; frankdockter8901@comcast.com; jmiller@proslot.com; Hellen Sullivan-Hartford City; Terry Tibbs; Yemi Akinwale; Roxann Isbrecht
Subject: Thank you

Hello,
Although I'm a bit late, I wanted to thank the Hartford City board for voting yes on the Senior Services millage request. I also wanted to say thank you for the respect and kindness you show to your guests that come. Not all are like that. lol. But it has always been a pleasure to come to your meetings and watch how you present yourselves to everyone who comes in.
Thank you again,
Diane Rigozzi
Senior Services of Van Buren Co.

National Crime Victims' Rights Week • April 24–30, 2022

RIGHTS ACCESS EQUITY

for all victims



Help crime survivors find their justice.

For more information, contact:

Van Buren County Prosecutor's Office

The Victim Rights Unit

Maggie Hostetler – Victim Rights Coordinator

Heather Fisk – Victim Rights Assistant

269-657-8239





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

Police Report for Month of March 2022

Total Duty Hours	744	Foot Patrol Hours	5
Arrests	8	Felony	3
		Misdemeanor	5
Arrest Warrants Issued	5	Traffic Citations Issued	11
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	1
Assaults	3	UDAA (stolen auto)	0
Burglary	1	Larceny	0
Frauds	1	Property Destruction/Vandalism	6
NFS Checks	0	Juvenile Del	3
OUIL		Drug Investigations	1
Civils	5	Public Peace	0
Lost Property	0	Found Property	1
Suspicious Person(s)/Vehicle(s)	5	Alarms	1
Health/Safety	4	Traffic Crash	2
Assist to other Agencies	23	Michigan State Police	1
Van Buren Co Sheriff	3	FIRE/EMS	7
Other Local Agencies	5	Persons	7

Officers of the department handled 76 incidents during the month of March 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 March 2022

Property Inspections:

ADDRESS	VIOLATION	RESOLUTION
203 N Center	Blight	Citation issued.
38 W. Main	Blight	Verbal Warning.
102 N. Haver	Blight	Written Warning. Resolved
120 Hilsboro	Blight	Written Warning. Mailed home owner written warning to Glen Air est. in Stevensville, Mi.
Hartford circle	Blight	Written Warning.
8 Mary St.	Blight	Written Warning. Resolved
103 N. Center	Blight	Written warning. Resolved
106 Paris Hill	Parking violation	Verbal Warning. Resolved
112 Paris Hill	Parking violation	Verbal Warning. Resolved
153 Paris Hill	Parking violation	Verbal Warning. Resolved
122 Paris Hill	Parking Violation	Verbal Warning. Resolved
524 Oak	Blight	Verbal Warning.
525 Oak	Blight	Verbal Warning.
122 Edwin	Parking Violation	Verbal Warning. Resolved
401 Linden	Parking Violation	Verbal Warning. Resolved
215 Shephard	Blight	Written Warning

Property Inspections	16
Grass Violation Postings	0
Grass Violation Follow-up	0
Blight Violation Posting	6
Blight Violations Follow-up	9
Total:	31

Respectfully Submitted,
Officer Brandon Crossman 4618
City of Hartford

Hartford Fire Department

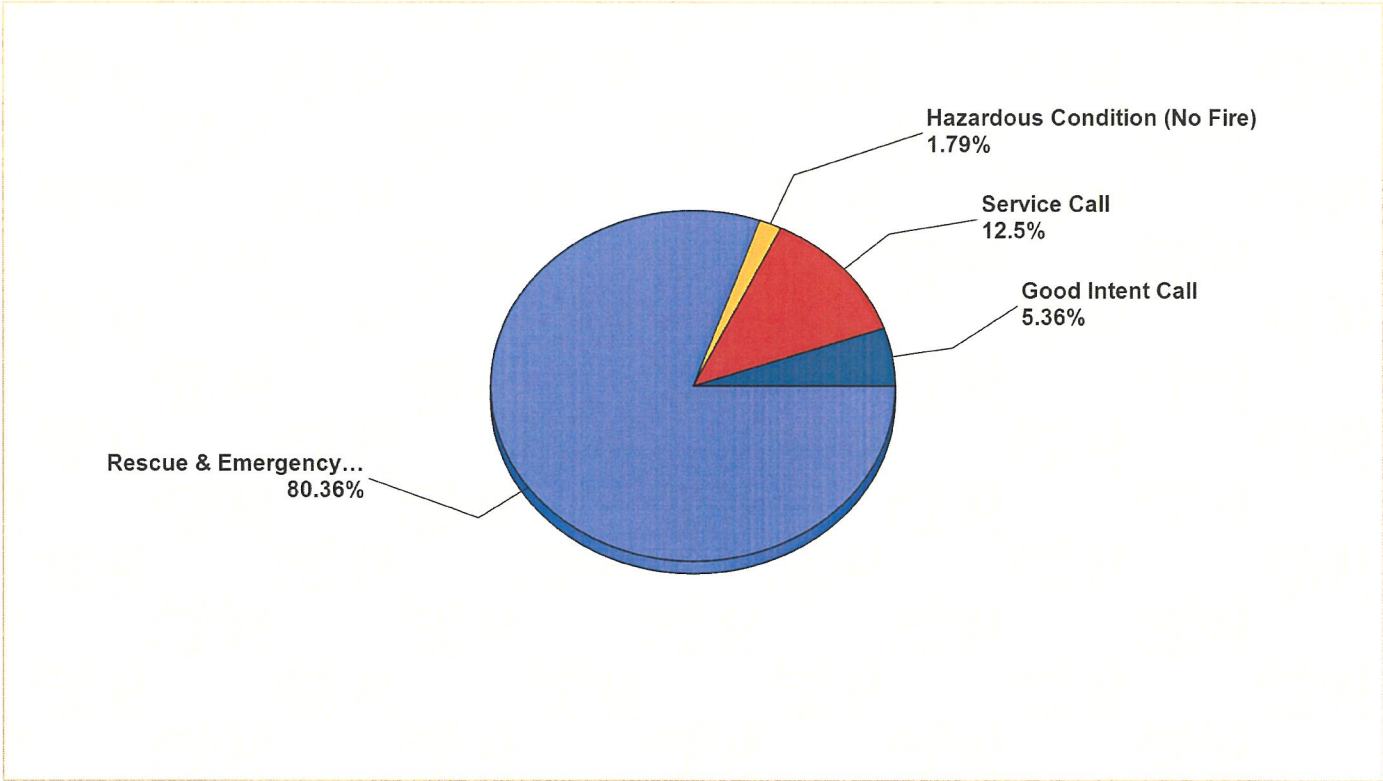
Hartford, MI

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2022 | End Date: 03/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	45	80.36%
Hazardous Condition (No Fire)	1	1.79%
Service Call	7	12.5%
Good Intent Call	3	5.36%
TOTAL	56	100%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	11	19.64%
321 - EMS call, excluding vehicle accident with injury	30	53.57%
322 - Motor vehicle accident with injuries	1	1.79%
324 - Motor vehicle accident with no injuries.	3	5.36%
444 - Power line down	1	1.79%
500 - Service Call, other	4	7.14%
531 - Smoke or odor removal	3	5.36%
600 - Good intent call, other	1	1.79%
611 - Dispatched & cancelled en route	2	3.57%
TOTAL INCIDENTS:	56	100%

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



Hartford Fire Department

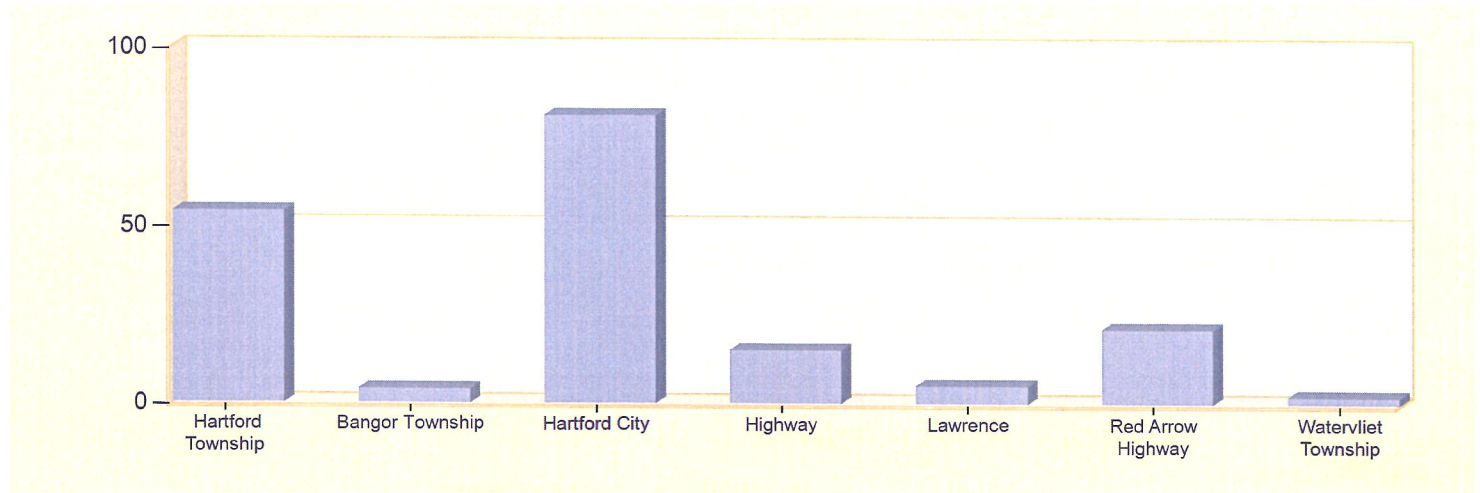
Hartford, MI

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Incident Type Count per Zone for Date Range

Start Date: 01/01/2022 | End Date: 03/31/2022



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	111 - Building fire	1
	142 - Brush or brush-and-grass mixture fire	1
	311 - Medical assist, assist EMS crew	6
	321 - EMS call, excluding vehicle accident with injury	30
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	2
	500 - Service Call, other	5
	531 - Smoke or odor removal	2
	551 - Assist police or other governmental agency	1
	600 - Good intent call, other	2
	611 - Dispatched & cancelled en route	2
	651 - Smoke scare, odor of smoke	1
	<i>Total Incidents for Hartford Township - Hartford.</i>	54
Bangor Township - Bangor		
	321 - EMS call, excluding vehicle accident with injury	4
	<i>Total Incidents for Bangor Township - Bangor.</i>	4
Hartford City - Hartford		
	111 - Building fire	1
	113 - Cooking fire, confined to container	1
	311 - Medical assist, assist EMS crew	10

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

ZONES	INCIDENT TYPE	COUNT
	321 - EMS call, excluding vehicle accident with injury	57
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	412 - Gas leak (natural gas or LPG)	1
	500 - Service Call, other	5
	531 - Smoke or odor removal	1
	600 - Good intent call, other	3
	<i>Total Incidents for Hartford City - Hartford:</i>	<i>81</i>
Highway - I 94		
	321 - EMS call, excluding vehicle accident with injury	1
	322 - Motor vehicle accident with injuries	4
	324 - Motor vehicle accident with no injuries.	6
	611 - Dispatched & cancelled en route	4
	<i>Total Incidents for Highway - I 94:</i>	<i>15</i>
Lawrence - Township		
	111 - Building fire	3
	321 - EMS call, excluding vehicle accident with injury	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Lawrence - Township:</i>	<i>5</i>
Red Arrow Highway - Red Arrow Highway		
	118 - Trash or rubbish fire, contained	1
	150 - Outside rubbish fire, other	1
	311 - Medical assist, assist EMS crew	7
	321 - EMS call, excluding vehicle accident with injury	7
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	500 - Service Call, other	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway:</i>	<i>21</i>
Watervliet Township - Watervliet		
	111 - Building fire	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Watervliet Township - Watervliet:</i>	<i>2</i>
	<i>Total Count for all Zone:</i>	<i>182</i>

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

Hartford Fire Department

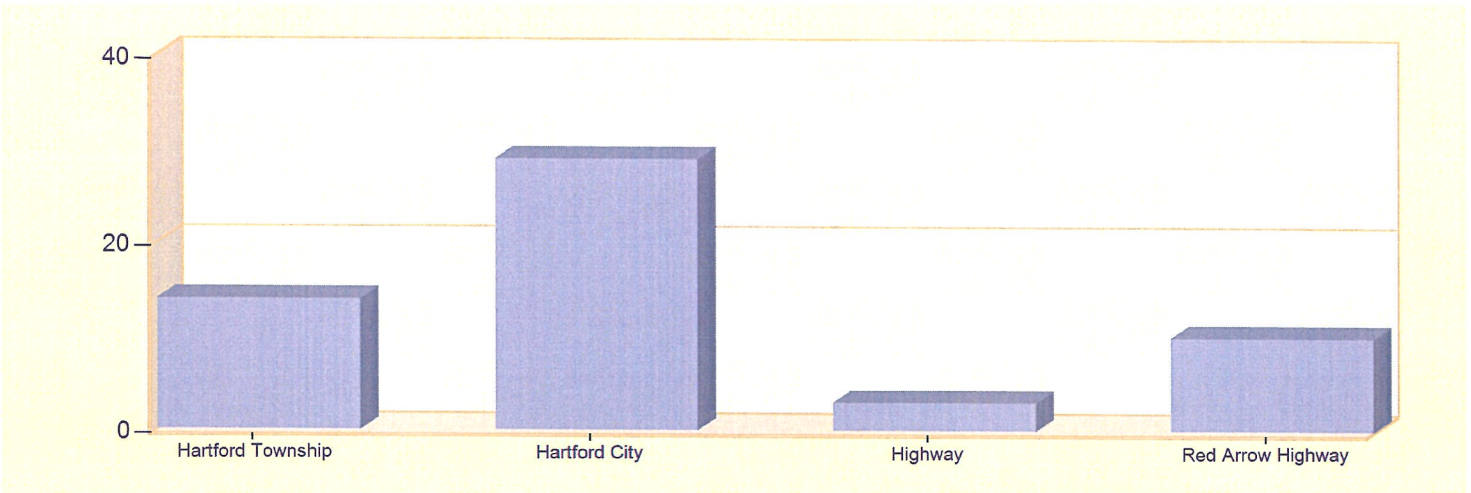


Hartford, MI

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Incident Type Count per Zone for Date Range

Start Date: 03/01/2022 | End Date: 03/31/2022



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	7
	444 - Power line down	1
	531 - Smoke or odor removal	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Hartford Township - Hartford.</i>	14
Hartford City - Hartford		
	311 - Medical assist, assist EMS crew	4
	321 - EMS call, excluding vehicle accident with injury	19
	322 - Motor vehicle accident with injuries	1
	500 - Service Call, other	3
	531 - Smoke or odor removal	1
	600 - Good intent call, other	1
	<i>Total Incidents for Hartford City - Hartford.</i>	29
Highway - I 94		
	321 - EMS call, excluding vehicle accident with injury	1
	324 - Motor vehicle accident with no injuries.	2
	<i>Total Incidents for Highway - I 94.</i>	3
Red Arrow Highway - Red Arrow Highway		
	311 - Medical assist, assist EMS crew	4

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

ZONES	INCIDENT TYPE	COUNT
	321 - EMS call, excluding vehicle accident with injury	3
	324 - Motor vehicle accident with no injuries.	1
	500 - Service Call, other	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Red Arrow Highway - Red Arrow Highway.</i>	10
	Total Count for all Zone:	56

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



Hartford Fire Department

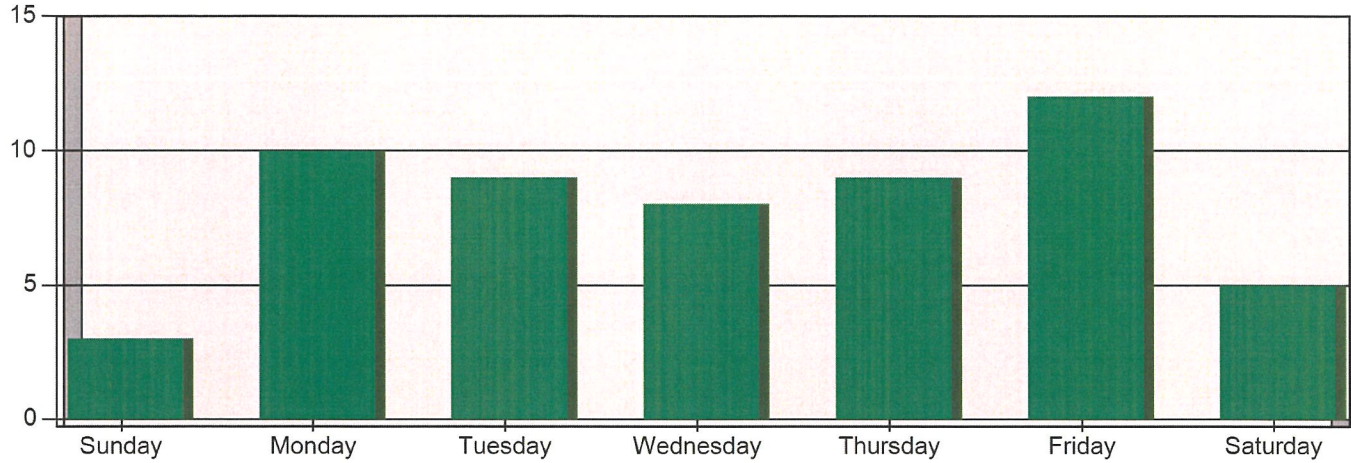
Hartford, MI

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 03/01/2022 | End Date: 03/31/2022



DAY OF THE WEEK	# INCIDENTS
Sunday	3
Monday	10
Tuesday	9
Wednesday	8
Thursday	9
Friday	12
Saturday	5

TOTAL

56

Only Reviewed incidents included.



Hartford Fire Department

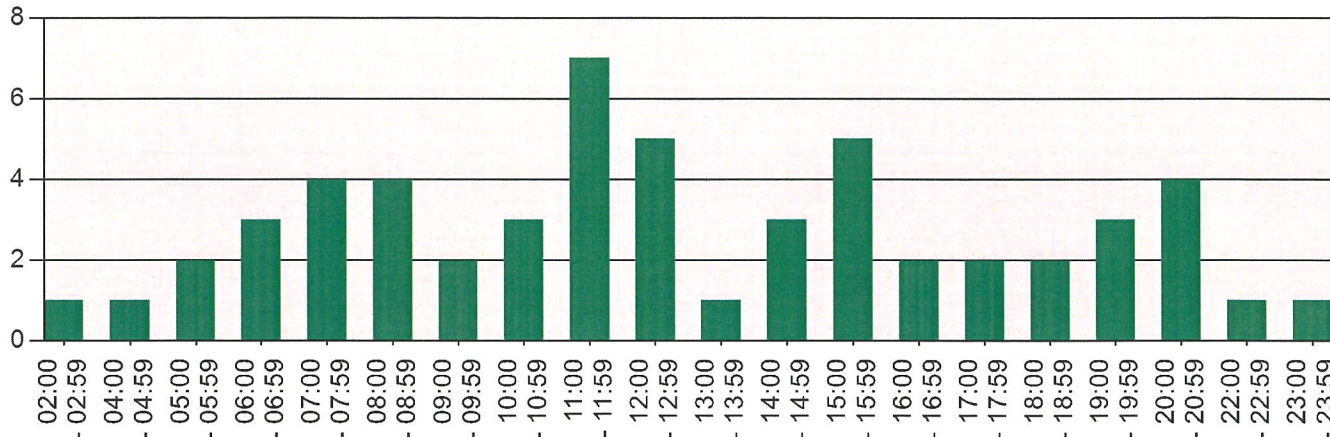
Hartford, MI

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Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 03/01/2022 | End Date: 03/31/2022



HOUR	# of CALLS
02:00 - 02:59	1
04:00 - 04:59	1
05:00 - 05:59	2
06:00 - 06:59	3
07:00 - 07:59	4
08:00 - 08:59	4
09:00 - 09:59	2
10:00 - 10:59	3
11:00 - 11:59	7
12:00 - 12:59	5
13:00 - 13:59	1
14:00 - 14:59	3
15:00 - 15:59	5
16:00 - 16:59	2
17:00 - 17:59	2
18:00 - 18:59	2
19:00 - 19:59	3
20:00 - 20:59	4
22:00 - 22:59	1
23:00 - 23:59	1
TOTAL:	56

Only REVIEWED incidents included.

Hartford Fire Department

Hartford, MI

This report was generated on 4/1/2022 8:00:36 AM



Incident Count per User-Defined Fields for Date Range

Start Date: 03/01/2022 | End Date: 03/31/2022

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	32
2	14
3	10

USER-DEFINED FIELD: Lift Assist (Required)	
No	51
Yes	5

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

**Hartford Fire Board Meeting
April 11, 2022
February Business**

RECEIVED
APR 18 2022
CITY OF HARTFORD

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Page 7 Budget Performance Report

Page 8 Call Report

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Page 10 Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday, April 11, 2022 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Steve Starner, 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 March 14, 2022: Motion by _____Second_____ Motion _____
- VI. Approval of February Treasurer’s report: Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____
 - a. Accounts Payable: Amount **\$ 32,877.25** Motion by _____Second _____ by roll call vote Motion _____
- VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- VIII. Fire calls
- IX. Unfinished Business:

NONE
- X. New Business:
 - Accept the resignation of David Mason. Motion by _____ Second by_____ Motion _____.
 - Motion to amend account #508.1 in the amount of \$7,753.62 from the General Fund for repairs completed to the Ladder Truck #1841 by _____; Second by _____ Motion_____.

Reports:

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

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

**HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting March 14, 2022**

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew,

Chairman Starner 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 March 14, 2022 was Presented. Motion by Hunt; Second by Ledesma; to approve the agenda as presented. Motion: Approved

The proposed minutes of the February 14, 2022 Fire Board meeting were presented. Motion by Sullivan; Second by Hunt to accept the minutes as presented Motion: Approved

The February Treasurer’s report was presented. Motion by Hunt; Second by Starner; to accept Treasurer’s report as presented. Motion: Approved

Bills were presented for approval in the amount of \$ **18,681.56** Motion by Birmele; Second by Ledesma; to pay bills in amount of \$ **18,681.56**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

NONE

Fire Chief’s Report:

Meetings Attended:

Information:

- Attended the EMS I/C Conference March 4-6, no changes for MFR services
- Medical Control looking at changing response protocol for DOA and unknown MVA calls. From Priority 1 to Priority 2 response.

Minutes of Fire Board Meeting March 14, 2022

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5											492
Training	36	28											64
Truck Insp.	26	26											52
Donated	11	0											11
TOTAL	365.5	253.5											619

Assistant Fire Chief's Report:

Meetings Attended:

Van Buren Fire Chiefs
Hartford Township

Information:

- Accounts and bills- confirming tax exempt status
- Fit testing completed for all members
- Grass Rig back in service
- Radio installed in 1871
- Working on submitting another CSX grant

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

For everyone's information: Trucks are being shut off when not necessary for safety as a fuel saving measure.

Motion by Birmele; second by Ledesma to close meeting at 7:13 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting April 11, 2022

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

Others Present: Carole Kiernan, Assistant Chief Kevin McGrew

Chairman Starner 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 April 11, 2022 was Presented. Motion by Hunt; Second by Birmele; to approve the agenda as amended. Motion: Approved

The proposed minutes of the March 14, 2022 Fire Board meeting were presented. Motion by Hunt; Second by Birmele to accept the minutes as presented Motion: Approved

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

Bills were presented for approval in the amount of \$ **32,877.25** Motion by Starner; Second by Birmele; to pay bills in amount of \$ **32,877.25**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

- Accept the resignation of David Mason. Motion by Hunt; Second by Starner to accept the resignation letter of David Mason. Motion Approved
- Motion to amend account #508.1 in the amount of \$7,753.62 from the General Fund for repairs completed to the Ladder Truck #1841 by Birmele; Second by Hunt Motion Approved.
- Motion to hold the Joint (City, Township & Fire Department) on Wednesday, May 25, 2022, at 7:00 pm at the Hartford Fire Station by Starner; Second by Hunt. Motion: Approved

Fire Chief's Report:

Meetings Attended:

- Attended Township Meeting
- Attended City Meeting
- Attended VBC FFTC Meeting

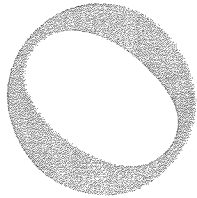
Minutes of Fire Board Meeting April 11, 2022

Information:

- Attended Hartford Chambers of Commerce Annual Dinner
- Annual Maintenance completed on Apparatus except 1841
- Conducted a fire inspection at MED Leaf

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163										655
Training	36	28	46										110
Vehicle Insp.	26	26	28										80
Donated	11	0	0										11
TOTAL	365.5	253.5	237										856



Assistant Fire Chief's Report:

Meetings Attended:

- Hartford Township

Information:

- Grant awarded from TC Energy for \$6,000 for thermal imaging cameras- purchasing 8 new cameras
- Grant awarded from CSX for Water Rescue Program Startup for \$5,000
- Working on Pancake Breakfast Benefit for former Hartford Fire Chief Randy Lowe- breakfast will be April 24th 7am-Noon

Respectfully Submitted,

K. McGrew

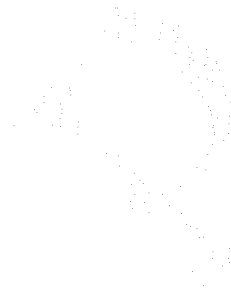
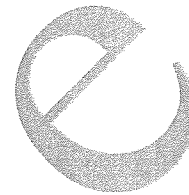
Kevin McGrew-Assistant Fire Chief

Other Board Business:

Motion Hunt; second by Birmele to close meeting at 7:24 pm. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary



Treasurer's Report for meeting on April 11, 2022 For the month ending March 31, 2022

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended February 28, 2022–Huntington **\$ 114,290.40**

XXX Deposits

City of Hartford – Contribution	\$ 9,291.82
Township of Hartford – Contribution	\$ 13,937.73
Bangor Township Cost Recovery	\$ 315.50
Pride Care	\$ 645.00
Township Ass't Chief Grant	\$ 800.00
Cost Recovery	\$ 0.00
Interest	\$.98

Total Deposits **\$ 24,991.03**

Total Balance of General Fund

\$ 139,281.43

XXX Expenditures for approval:

Vendors payable	\$ 22,317.85
Payroll released March 2022 (9,775.76 – 1,953.69)	\$ 7,822.07
Bank Fees	\$ 35.75
MI & Fed Tax Withholdings	\$ 2,701.61

Total Expenditure \$ 32,877.28

General Fund Balance March 31, 2022

\$ 106,404.15

Capital Equipment

Reconciled Cash Balance as of March 31, 2022 – Millage Fund **\$ 91,109.98**

Reconciled Cash Balance as March 31, 2022 – Maintenance Fund **\$ 13,314.99**

Cash Balances for month March 31, 2022 **\$ 210,832.12**

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

Invested Capital Equipment

Huntington Investment #TCL6358 – Millage Fund Investment February 28, 2022 **\$ 10,624.95**

Huntington Investment #TCL6901 Investment February 28,2022 **\$ 97,621.12**

Hartford Fire Board April 11, 2022 Meeting Payroll Summary March Business

	TOTAL		
	Hours	Rate	Mar 22
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	2.00		4,304.76
Assistant Fire Chief	2.00		400.00
Fire Board Office	30.50		472.75
Fire Call	14.00		208.50
Grant Pay	1.00		800.00
Med Assist	65.00		1,027.50
Other	31.00		479.25
PI Accident	6.00		91.50
Shift Coverage	67.00		1,005.00
Training	40.00		599.50
Vehicle Inspection	26.00		387.00
Total Gross Pay	284.50		9,775.76
Deductions from Gross Pay			
Dental-Vision			-29.08
Firefighters Assn Dues			-468.28
First Net AT&T			-40.00
Health Insurance			-354.24
Total Deductions from Gross Pay			-891.60
Adjusted Gross Pay	284.50		8,884.16
Taxes Withheld			
Federal Withholding			-717.00
Medicare Employee			-141.73
Social Security Employee			-606.12
MI - Withholding			-488.84
Medicare Employee Addl Tax			0.00
MI - Cities Res Tax			0.00
MI - Cities Work Tax			0.00
Total Taxes Withheld			1,953.69
Net Pay	284.50		6,930.47
Employer Taxes and Contributions			
Company FICA			606.12
Company Med			141.73
Retirement Fund			258.28
MI - Obligation Assessment			0.00
Total Employer Taxes and Contributions			1,006.13

**Hartford Fire Board Meeting
April 11, 2021
Balance Sheet & Deposit Detail
March Business**

BALANCE SHEET

	Mar 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102 Regular Check Hunt..3427	88,441.78
105 CD Fund Equity..C...288	-336.62
106 Millage Fund Hunt..3456	91,109.26
108 Maintenance Hunt....3469	13,314.88
Chemical Financial Advisors	77,621.47
Huntington Advisors #901	97,621.12
Huntington TLC006358	10,624.95
Total Checking/Savings	378,396.84
Total Current Assets	378,396.84
TOTAL ASSETS	378,396.84
LIABILITIES & EQUITY	0.00

Deposit Detail

	Type	Num	Date	Name	Account	
	Deposit		03/07/2022		102 Regular Check Hunt..3427	645.00
	Payment	753608039	03/07/2022	Pride Care Ambulance	Undeposited Funds	-645.00
TOTAL						-645.00
	Deposit		03/07/2022		106 Millage Fund Hunt..3456	27,667.06
					412 Hartford Township Millage	27,667.06
TOTAL						27,667.06
	Deposit		03/11/2022		102 Regular Check Hunt..3427	800.00
					Hartford Township Grants	-800.00
TOTAL						-800.00
	Deposit		03/11/2022		102 Regular Check Hunt..3427	13,937.73
					401 Hartford Township	13,937.73
TOTAL						13,937.73
	Deposit		03/15/2022		102 Regular Check Hunt..3427	9,607.32
					402 Hartford City 420 Bangor 1st Resp Reimburse	-9,291.82
						-315.50
TOTAL						-9,607.32
	Deposit		03/15/2022		106 Millage Fund Hunt..3456	8,378.06

**Hartford Fire Board Meeting
April 11, 2021
Balance Sheet & Deposit Detail
March Business**

TOTAL				411 Hartford City Millage	-8,378.06
					-8,378.06
	Deposit	03/27/2022		102 Regular Check Hunt..3427	300.00
				521 Cost Recovery Reimbursement	-300.00
TOTAL					-300.00
	Deposit	03/31/2022		108 Maintenance Hunt...3469	0.11
				404 Interest	-0.11
TOTAL					-0.11
	Deposit	03/31/2022		106 Millage Fund Hunt..3456	0.38
				404 Interest	-0.38
TOTAL					-0.38
	Deposit	03/31/2022		102 Regular Check Hunt..3427	0.98
				404 Interest	-0.98
TOTAL					-0.98
	Paycheck	ACH	03/31/2022	Weberg, Scott C	
				102 Regular Check Hunt..3427	0.00
				500.2 Firefighters/Medics	15.50
				500.2 Firefighters/Medics	31.00
				500.2 Firefighters/Medics	31.00
				410 Firefighters Assn Dues	-18.28
				Payroll Liabilities	-30.00
				Payroll Tax Expense	4.81
				Payroll Liabilities	-4.81
				Payroll Liabilities	-4.81
				Payroll Tax Expense	1.12
				Payroll Liabilities	-1.12
				Payroll Liabilities	-1.12
				Payroll Liabilities	-23.29
TOTAL					0.00

Hartford Fire Board
Profit & Loss Budget Performance
March 2022

Item 16.

	<u>Mar 22</u>	<u>Budget</u>	<u>Jul '21 - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
302 Cetera Investment Services	0.00		70,000.02		
303 Investment Market Changes	0.00		-3,198.60		
401 Hartford Township	13,937.73	13,937.73	125,439.57	125,439.57	167,252.76
402 Hartford City	9,291.82	9,291.82	83,626.38	83,626.38	111,501.84
404 Interest	1.47		11.90		
409 Fire Report Request	0.00	3.88	10.00	34.95	46.59
411 Hartford City Millage	8,378.06		34,120.26		
412 Hartford Township Millage	27,667.06		42,835.55		
413 FEMA Grant	0.00		1,235.25		
420 Bangor 1st Resp Reimburse	315.50	449.21	3,307.75	4,042.89	5,390.52
521 Cost Recovery Reimbursement	300.00		7,043.59	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		5,000.00		
Hartford Township Grants	800.00		5,984.09		
Other Revenues	645.00		3,015.00		
Total Income	<u>61,336.64</u>	<u>23,682.64</u>	<u>379,430.76</u>	<u>213,143.79</u>	<u>284,191.71</u>
Gross Profit	61,336.64	23,682.64	379,430.76	213,143.79	284,191.71
Expense					
500 Payroll					
500.1 Fire Chief	4,304.76	4,304.76	38,680.15	38,742.90	51,657.18
500.10 Chief Health Benefits	1,916.60	1,528.52	16,930.25	13,756.71	18,342.27
500.2 Firefighters/Medics	2,793.25	5,666.66	32,461.10	51,000.02	68,000.00
500.3 Support Staff	472.75	625.00	6,045.02	5,625.00	7,500.00
500.4 Chief Retirement	258.28	333.33	2,324.59	3,000.01	4,000.00
500.5 Shift Coverage	0.00	1,200.00	0.00	10,800.00	14,400.00
500 Payroll - Other	1,005.00		8,610.00		
Total 500 Payroll	<u>10,750.64</u>	<u>13,658.27</u>	<u>105,051.11</u>	<u>122,924.64</u>	<u>163,899.45</u>
501 Professional, Insur. & Legal					
501.1 Legal Expenses	0.00	250.00	0.00	2,250.00	3,000.00
501.2 Professional - Audit	0.00	666.66	7,850.00	6,000.02	8,000.00
Total 501 Professional, Insur. & Legal	<u>0.00</u>	<u>916.66</u>	<u>7,850.00</u>	<u>8,250.02</u>	<u>11,000.00</u>
502 Utilities					
502.1 Internet-Telephone	229.20	195.83	2,243.07	1,762.51	2,350.00
502.2 Electric	370.00	450.00	4,085.18	4,050.00	5,400.00
502.3 Natural Gas	109.00	125.00	981.00	1,125.00	1,500.00
502.4 First Net-AT&T	392.59	358.33	3,539.83	3,225.01	4,300.00
502.5 EPS Door Security	145.23	50.00	726.15	450.00	600.00
Total 502 Utilities	<u>1,246.02</u>	<u>1,179.16</u>	<u>11,575.23</u>	<u>10,612.52</u>	<u>14,150.00</u>
503 Mileage					
503.1 Mileage - other	0.00	8.33	0.00	75.01	100.00
Total 503 Mileage	<u>0.00</u>	<u>8.33</u>	<u>0.00</u>	<u>75.01</u>	<u>100.00</u>

Hartford Fire Board
Profit & Loss Budget Performance
March 2022

	<u>Mar 22</u>	<u>Budget</u>	<u>Jul '21 - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
505 Building Maintenance					
505.1 Bldg Supplies/Maintenanc	184.33	250.00	1,226.17	2,250.00	3,000.00
505.2 Building Maintenance	795.42		2,032.53	0.00	0.00
505.3 Grounds Maintenance	0.00	41.66	0.00	375.02	500.00
505.4 Capital Bldg Improvement	0.00	770.83	0.00	6,937.51	9,250.00
505.5-Trash	0.00	25.00	234.75	225.00	300.00
Total 505 Building Maintenance	979.75	1,087.49	3,493.45	9,787.53	13,050.00
506 Fuel					
506.1 Unleaded Gas	443.80	266.66	3,858.28	2,400.02	3,200.00
506.2 Diesel	821.60	166.66	2,516.96	1,500.02	2,000.00
Total 506 Fuel	1,265.40	433.32	6,375.24	3,900.04	5,200.00
508 Vehicle Maintenance					
508.1 Ladder #1841	7,753.62	175.00	8,135.50	1,575.00	2,100.00
508.2 Tanker #1831	924.01	175.00	1,336.62	1,575.00	2,100.00
508.3 Heavy Rescue #1871	0.00	25.00	0.00	225.00	300.00
508.4 Rescue Pickup #1869	351.26	33.33	364.73	300.01	400.00
508.5 Jeep #1860	170.65	33.33	214.70	300.01	400.00
508.6 Explorer #1810	0.00	116.66	63.80	1,050.02	1,400.00
508.7 Pick-Up #1801	0.00	66.66	456.00	600.02	800.00
508.8 #1802	0.00	33.33	1,223.79	300.01	400.00
508 Vehicle Maintenance - Other	0.00		19.93		
Total 508 Vehicle Maintenance	9,199.54	658.31	11,815.07	5,925.07	7,900.00
511 Office					
511.1 Office Equipment	-4.82	108.33	2,569.07	975.01	1,300.00
511.2 Equipment Repairs	0.00	12.50	0.00	112.50	150.00
511.3 Office Supplies	105.87	125.00	595.01	1,125.00	1,500.00
511.4 Printing	0.00	16.66	166.57	150.02	200.00
511.5 Software/Upgrades	0.00	100.00	1,059.99	900.00	1,200.00
511.6 Copy Lease	0.00	30.00	278.10	270.00	360.00
Total 511 Office	101.05	392.49	4,668.74	3,532.53	4,710.00
512 Insurance					
512.1 Worker's Comp	0.00	416.66	3,152.25	3,750.02	5,000.00
512.10 Accident & Sickness Ins	0.00	1,750.00	3,901.00	15,750.00	21,000.00
512 Insurance - Other	3,787.00		11,726.15		
Total 512 Insurance	3,787.00	2,166.66	18,779.40	19,500.02	26,000.00
513 Payroll Taxes	2,303.78		23,991.39		
515 Equipment & Equip Maint					
515.1 Ladder #1841	0.00	58.33	14.57	525.01	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	750.01	1,000.00
515.11 Ford Truck	0.00	8.33	468.52	75.01	100.00
515.12 Air Tanks	0.00	150.00	2,833.15	1,850.00	2,300.00
515.2 Tanker #1831	307.56	58.33	468.60	525.01	700.00
515.3 Heavy Rescue #1871	0.00	133.33	532.94	1,200.01	1,600.00
515.4 Rescue Pickup #1869	0.00	16.66	132.76	150.02	200.00

Hartford Fire Board
Profit & Loss Budget Performance
March 2022

	<u>Mar 22</u>	<u>Budget</u>	<u>Jul '21 - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
515.5 Jeep #1860	0.00	16.66	78.51	150.02	200.00
515.6 Explorer #1810	0.00	8.33	748.06	75.01	100.00
515.7 Eqt Maintenance Other	0.00	33.33	123.92	300.01	400.00
515.8 Small Equipment Maintenan	0.00	33.33	199.86	300.01	400.00
515.9 Medical Supplies	21.87	166.66	3,633.54	3,146.02	3,646.00
Total 515 Equipment & Equip Maint	329.43	766.62	9,234.43	9,046.14	11,346.00
515.13 Ford Truck 1802	0.00	8.33	23.59	75.01	100.00
516 Training					
516.1 Fire Chief Training	345.00	125.00	751.00	1,125.00	1,500.00
516.2 Firefighter I & II	0.00	83.33	525.88	750.01	1,000.00
516.3 Medic	0.00	83.33	0.00	750.01	1,000.00
516.4 Fire Officer Classes	0.00	83.33	0.00	750.01	1,000.00
516.5 Drivers Training	0.00	16.66	0.00	150.02	200.00
Total 516 Training	345.00	391.65	1,276.88	3,525.05	4,700.00
518 Physicals					
518.1 Annual Physicals	0.00	666.66	6,000.00	6,000.02	8,000.00
518.2 New Employee Physicals	0.00	25.00	0.00	225.00	300.00
Total 518 Physicals	0.00	691.66	6,000.00	6,225.02	8,300.00
519 Subscriptions & Dues					
519.1 HelpNet	186.00	66.66	558.00	600.02	800.00
519.11 West MI Assn of Fire Chi	100.00	12.50	100.00	112.50	150.00
519.13 SMEMSIC	0.00	6.25	75.00	56.25	75.00
519.2 Magazine Subscriptions	0.00		0.00	0.00	0.00
519.3 FirePrograms	0.00	150.00	2,034.75	1,350.00	1,800.00
519.4 IAFC	0.00	20.83	0.00	187.51	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	75.01	100.00
519.6 NFPA	0.00	25.00	0.00	225.00	300.00
519.9 MPSCS	0.00	8.33	0.00	75.01	100.00
519 Subscriptions & Dues - Other	0.00		120.00		
Total 519 Subscriptions & Dues	286.00	297.90	2,962.75	2,681.30	3,575.00
525 Personal Equipment					
525.1 Duty Gear	0.00	583.33	718.00	5,250.01	7,000.00
525.2 Personal Equipment	0.00	233.33	10,513.87	11,900.01	12,600.00
525.3 Small Equipment	0.00	133.33	246.41	1,200.01	1,600.00
Total 525 Personal Equipment	0.00	949.99	11,478.28	18,350.03	21,200.00
526 FEMA Grant					
526 FEMA	0.00		2,470.50		
526 FEMA Grant - Other	0.00	416.66	0.00	3,750.02	5,000.00
Total 526 FEMA Grant	0.00	416.66	2,470.50	3,750.02	5,000.00
527 Bank Fees	35.75	25.00	323.35	225.00	300.00
528 Bd Members Compensation	300.00	375.00	2,400.00	3,375.00	4,500.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.66	0.00	375.02	500.00
529.2 Fire Extinguishers	0.00	83.33	941.00	750.01	1,000.00

Hartford Fire Board
Profit & Loss Budget Performance
March 2022

	<u>Mar 22</u>	<u>Budget</u>	<u>Jul '21 - Mar 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
529.3 Hoses	0.00	225.00	2,586.88	2,025.00	2,700.00
529.4 Ladders	0.00	100.00	1,276.00	900.00	1,200.00
529.6 Bottles	0.00		0.00	0.00	0.00
529.8 Air Compressor	0.00	83.33	850.00	750.01	1,000.00
529.9 Flow Testing Air Packs	0.00	91.66	1,020.00	825.02	1,100.00
Total 529 Mandatory Annual Testing	<u>0.00</u>	<u>624.98</u>	<u>6,673.88</u>	<u>5,625.06</u>	<u>7,500.00</u>
530 Generator					
530.1 Maintenance	0.00	20.83	0.00	187.51	250.00
530.2 Maintenance Contract	0.00	58.33	0.00	525.01	700.00
Total 530 Generator	<u>0.00</u>	<u>79.16</u>	<u>0.00</u>	<u>712.52</u>	<u>950.00</u>
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	187.51	250.00
Total 531 Auxiliary	<u>0.00</u>	<u>20.83</u>	<u>0.00</u>	<u>187.51</u>	<u>250.00</u>
Capital Expense	0.00		175,120.95	164,880.75	164,880.75
Investment Fees	0.00		6.00		
Payroll Tax Expense	1,947.85		15,111.65	0.00	0.00
Reconciliation Discrepancies	30.80		27.80		
Uncategorized Expenses	0.00		-12,040.73		
Total Expense	<u>32,908.01</u>	<u>25,148.47</u>	<u>414,668.96</u>	<u>403,165.79</u>	<u>478,611.20</u>
Net Ordinary Income	<u>28,428.63</u>	<u>-1,465.83</u>	<u>-35,238.20</u>	<u>-190,022.00</u>	<u>-194,419.49</u>
Other Income/Expense					
Other Expense					
Grant Expenditures	2,331.39		3,015.48		
Total Other Expense	<u>2,331.39</u>		<u>3,015.48</u>		
Net Other Income	<u>-2,331.39</u>	<u>0.00</u>	<u>-3,015.48</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>26,097.24</u></u>	<u><u>-1,465.83</u></u>	<u><u>-38,253.68</u></u>	<u><u>-190,022.00</u></u>	<u><u>-194,419.49</u></u>

March 2022 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
2-Mar	127-Twp	10:53	Ellenborough	2	\$ -	Med Assist-Seizure
2-Mar	128	18:22	Red Arrow Hwy	2	\$ 31.00	Med Assist-Altered
2-Mar	129-Twp	23:48	CR 687	2	\$ 31.00	Med Assist-Possible
4-Mar	130	10:16	Red Arrow Hwy	2	\$ 16.00	Med Assist-Abdomin
6-Mar	131	8:24	Red Arrow Hwy	1	\$ 15.50	Med Assist-Leg Pair
6-Mar	132-City	15:31	Wendell Ave.	3	\$ 48.00	Med Assist-Bleeding
8-Mar	133-City	5:18	Wendell Ave.	1	\$ 16.50	Med Assist-Chest Pa
8-Mar	134	6:32	Red Arrow Hwy	1	\$ 16.50	Med Assist-Difficulty
8-Mar	135-City	15:22	Wendell Ave.	3	\$ 31.00	Other-Service Call
8-Mar	136	15:39	Red Arrow Hwy	5	\$ 44.25	Med Assist-Cancelle
8-Mar	137-City	16:36	Linden St.	1	\$ 16.50	Med Assist-Difficulty
8-Mar	138-City	17:27	Wendell Ave.	6	\$ 90.75	Other-Service Call
9-Mar	139-Twp	12:22	65 1/2 St.	4	\$ 31.25	Med Assist-Possible
9-Mar	140-City	19:01	Paras Hill Dr.	2	\$ 32.00	Med Assist-Difficulty
10-Mar	141-City	2:28	Washington St.	2	\$ 32.00	Other-Lift Assist
10-Mar	142-Twp	6:58	65th St.	2	\$ 16.50	Med Assist-Fall
10-Mar	143-City	9:45	Wendell Ave.	2	\$ -	Med Assist-Sick Per:
10-Mar	144-Twp	11:45	67th St.	3	\$ 16.00	Med Assist-DOA
10-Mar	145-City	12:20	Maple St.	3	\$ 16.00	Other-Lift Assist
10-Mar	146-City	20:08	South St.	2	\$ 32.00	Med Assist-Possible
10-Mar	147-City	20:50	Engle Way	3	\$ 32.00	Med Assist-Choking
11-Mar	148	4:35	I-94	2	\$ 32.00	Other-Unknown Acc
11-Mar	149	5:55	I-94	2	\$ 32.00	Other-Unknown Roll
11-Mar	150	6:18	I-94	2	\$ -	Med Assist-Rollover
11-Mar	151-City	11:14	Woodside Dr.	2	\$ -	Med Assist-Seizure
11-Mar	152-City	12:55	Shepard St.	2	\$ -	Med Assist-Sick Per:
12-Mar	153-City	14:54	Maple St.	3	\$ 46.50	Med Assist-Difficulty
12-Mar	154-City	18:49	Oak St.	1	\$ 16.50	Med Assist-Sick Per:
14-Mar	155-City	16:08	School St.	3	\$ 46.50	Med Assist-Seizure
14-Mar	156-City	22:03	Wendell Ave.	2	\$ 32.00	Med Assist-Hip Pain
15-Mar	157-City	8:37	Wendell Ave.	4	\$ 31.50	Med Assist-Sick Per:
15-Mar	158-City	11:43	Center St.	4	\$ 31.50	Med Assist-Unrespo
16-Mar	159-City	11:19	Maple Hill	3	\$ 16.00	Med Assist-Chest Pa
16-Mar	160-Twp	14:36	Ellenborough	3	\$ 32.50	Med Assist-Sick Per:
18-Mar	161-Twp	8:08	SharSue Dr.	3	\$ 32.50	Med Assist-Dementi:
18-Mar	162-City	15:24	Wendell Ave.	3	\$ 47.50	Med Assist-Chest Pa
18-Mar	163-City	19:09	School St.	4	\$ 91.50	Other-Smoke/Ordor
18-Mar	164-Twp	19:12	Jerrdean Dr.	4	\$ -	Med Assist-Seizure
18-Mar	165-Twp	20:03	68th Ave	7	\$ 208.50	Structure Fire
19-Mar	166	10:09	Red Arrow Hwy	1	\$ 16.50	Med Assist-Lift Assis
19-Mar	167-Twp	11:58	Rush Lake Rd.	2	\$ 32.00	Med Assist-Assault
21-Mar	168	7:20	Red Arrow Hwy	1	\$ 15.50	Other-Lift Assist
21-Mar	169-City	9:36	Woodside Dr.	3	\$ 15.50	Med Assist-Seizure
21-Mar	170-City	11:41	Bernard St.	3	\$ 16.00	Med Assist-Difficulty
21-Mar	171	12:44	Red Arrow Hwy	4	\$ 30.50	PI Accident

21-Mar	172-City	14:53	Wendell Ave.	2	\$	16.50	Other-Service Call
24-Mar	173-Twp	7:56	70th St	2	\$	31.00	Other-Power Lines [
25-Mar	174-Twp	15:58	68th Ave	3	\$	29.75	Med Assist-Gun Shc
26-Mar	175	7:24	I-94	4	\$	61.00	PI Accident
27-Mar	176-City	17:25	Michigan Ave.	2	\$	32.50	Med Assist-Fall
28-Mar	177	11:35	Red Arrow Hwy	3	\$	16.00	Med Assist-Sick Per:
28-Mar	178-City	12:59	Woodside Dr.	4	\$	31.50	Med Assist-Fall
28-Mar	179-Twp	20:12	54th Ave	5	\$	75.50	Other-Electrical Haz
29-Mar	180	7:44	Red Arrow Hwy	6	\$	78.00	Med Assist-DOA
30-Mar	181-City	8:46	Haver St.	3	\$	15.50	Other-Wire Down
30-Mar	182-Twp	13:05	67th St.	4	\$	31.50	Med Assist-Sick Per:

Total Costs for Fire Calls	\$ 1,806.50
Chief's Salary	\$ 4,304.76
Administrative Cost (Support Staff)	\$ 472.75
Trainings/Inspection Costs	\$ 887.00
Total Costs for Fire Calls	\$ 7,471.01

Total Calls this mo	56	Total March Calls	Fiscal Year Totals	Grass Fire	0
Total Calls for 2021	794	City Calls 28	City Calls 253	Med Assist	41
Total Call: for 2020	698	Twp Calls 14	Twp Calls 213	PI Accident	2
Total Call: for 2019	673	I-94 Calls 4	I-94 Calls 31	Mutual Aid	0
Total Call: for 2018	552	Other 0	Other 29	Other	12
Total Call: for 2017	345	Red Arrow Calls 10	RA-20 22 *21	Gas Leak	0
Total Call: for 2016	303		Total f/y 537	Fire	1
Total Call: for 2015	333			Vehicle Fire	0
Total Call: for 2014	312		*RA-2022 not in total		
Total Call: for 2013	292				
Total Call: for 2012	281				
Respectfully submit					

Priority 3 Calls SHADED

Fire Chiefs Report

April 2022

INFORMATION:

- Attended Township Meeting
- Attended City Meeting
- Attended VBC FFTC Meting
- Attended Hartford Chambers of Commerce Annual Dinner
- Annual Maintenance completed on Apparatus except 1841
- Conducted a fire inspection at MED Leaf

TOTAL LABOR HOURS

Month	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Calls	292.5	199.5	163										655
Training	36	28	46										110
Truck Insp.	26	26	28										80
Donated	11	0	0										11
TOTAL	365.5	253.5	237										856

Respectfully Submitted,

R Harting

Robbie Harting – Fire Chief

Assistant Chief Report

March

Information

- **Grant awarded from TC Energy for \$6,000 for thermal imaging cameras- purchasing 8 new cameras**
- **Grant awarded from CSX for Water Rescue Program Startup for \$5,000**
- **Working on Pancake Breakfast Benefit for former Hartford Fire Chief Randy Lowe- breakfast will be April 24th 7am-Noon**

Meetings Attended: Hartford Township

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief



April 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 March 2022. There were thirteen (13) priority one calls in March with the average response time of 09:27 minutes.

There were ten (10) priority two calls in March with the average response time of 10:36 minutes.

A total of twenty-three (23) calls were run in March with an average response of 09:57.

There were extended response times for run numbers 204429, 204529, 205344 due to distance. The crew took the correct route and did not report any further incidents.

There was an extended response time for run number 204796 due to the crew being delayed by a train. The crew took a 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: 04/01/2022 08:11:50

Filters: Date Range (Pickup Time): 03/01/2022 to 03/31/2022 (Last Month); Last Status Timestamp: At Scene;

Response Priority: P1

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
204062	Advanced	Medic 6	3/6/2022 15:32	3/6/2022 15:39	6:33
204142	Advanced	4113	3/8/2022 5:22	3/8/2022 5:32	9:15
204169	Advanced	Medic 2	3/8/2022 16:39	3/8/2022 16:48	9:14
204241	Advanced	Medic 2	3/9/2022 19:05	3/9/2022 19:14	9:09
204313	Advanced	Medic 2	3/10/2022 20:10	3/10/2022 20:18	8:30
204429	Advanced	4119	3/12/2022 18:51	3/12/2022 19:04	12:24
204529	Advanced	4119	3/14/2022 16:09	3/14/2022 16:20	10:19
204578	Advanced	4119	3/15/2022 11:45	3/15/2022 11:52	6:52
204636	Advanced	4119	3/16/2022 11:20	3/16/2022 11:30	9:47
204796	Advanced	4119	3/18/2022 15:28	3/18/2022 15:45	16:23
204943	Advanced	4119	3/21/2022 11:42	3/21/2022 11:48	5:49
205344	Advanced	Medic 8	3/27/2022 17:26	3/27/2022 17:37	10:37
205393	Advanced	Medic 8	3/28/2022 13:00	3/28/2022 13:09	8:09

Totals: Avg: 09:27

Response Priority: P2

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
204281	Advanced	Medic 2	3/10/2022 9:47	3/10/2022 9:58	11:18
204296	Advanced	Medic 2	3/10/2022 12:21	3/10/2022 12:29	7:24
204315	Advanced	Medic 2	3/10/2022 20:53	3/10/2022 21:01	8:09
204342	Advanced	4113	3/11/2022 11:17	3/11/2022 11:28	11:20
204354	Advanced	4113	3/11/2022 12:56	3/11/2022 13:04	8:32
204423	Advanced	Medic 2	3/12/2022 14:56	3/12/2022 15:09	12:56
204489	Advanced	4119	3/14/2022 1:35	3/14/2022 1:49	14:37
204541	Advanced	4119	3/14/2022 22:06	3/14/2022 22:20	13:51
204561	Advanced	4119	3/15/2022 8:39	3/15/2022 8:50	11:14
204934	Advanced	Medic 4	3/21/2022 9:39	3/21/2022 9:45	6:39

Totals: Avg: 10:36

Overall Totals

Trips 23 Average Response Time 9:57

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



4/25/2022

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Pickup City park.
Clean and sweep parking lots.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>2</u>
Water meter repairs	<u>3</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>4</u>
Water services replaced to water main	<u>1</u>
Collected monthly water samples and delivered to Paw Paw Lab	
Sent monthly reports to the Michigan Department of Health	
Ran auxiliary well generator once a week	
Water meters read for March.	

MAJOR AND LOCAL STREETS

Cleaning up where snow plow messed up tree lawns.
Doing a lot of cold patch work.

SEWER SYSTEM

Sewer mains rodded	<u>5</u>
Sewer services dug up and repaired	<u>0</u>

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.
Back wash twice a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



4/25/2022

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.54</u> ppm
Manganese	<u>0.147</u> ppm
pH	<u>7.7</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1</u> ppm
Phosphates	<u>1.2</u> ppm
Flouride	<u>1</u> ppm
pH	<u>7.7</u>

Chemicals used

	Total Lbs
Chlorine	<u>91</u>
Phosphates	<u>199</u>
Flouride	<u>154</u>

Average Daily Use

	Average Daily Use
	<u>2.9</u>
	<u>6.4</u>
	<u>4.9</u>

WATER PUMPED FOR THE MONTH

Backwash water 4.474 Million Gallons

133,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St.	<u>ND</u>
525 E. Main St.	<u>ND</u>
200 Beachwood St.	<u>ND</u>
Well # 5	<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: March, 2022

- State report has been submitted for the month of March.
- Average flow 0.162 MGD (million gallons per day).
- Performed routine maintenance and daily duties.

Operation Report for March, 2022

1) Flow in Million Gallons Per Day	
A. Monthly Total	5.037
B. Average	0.162
2) Sodium Hypochlorite gallons Per Day	
A. Total	310
B. Average	10.0
3) Ferric in Gallons Per Day	
A. Total	580
B. Average	19
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	61
B. Average	2.0
7) Final BOD in Pounds	
A. Total	410
B. Average (177 LBS. Allowed)	18
C. % Removal (85%)	95
8) Final Suspended Solids in Pounds	
A. Total	430
B. Average (131 LBS. Allowed)	19
C. Average mg/l	14.3
D. % Removal (85%)	93
9) Total Phosphorus in mg/l	
A. 30 Day Average (1 mg/l Allowed)	0.5
B. % Removal	93
10) Fecal Coliform Bacteria in Count/100ml	
A. Average (200/100ml Allowed)	39



**MARCH 2022
LIST OF BILLS
CK #36983 TO CK # 37053**

NUMBER	WRITTEN TO	DESCRIPTION	TOTAL
36983	ABONMARCHE	CLARK & LINDEN STREET IMPROVEMENTS PROJECT	250.00
36984	ALEXANDER CHEMICAL CORP.	CHEMICALS FOR WWTP	2,224.60
36985	MICHAEL BANIC	OCCUPANCY INSPECTIONS 3/2/22	195.00
36986	BEST WAY DISPOSAL INC	DPW, WWTP & CITY HALL TRASH SERVICE FOR FEBRUARY 2022	319.20
36987	COMCAST BUSINESS	INTERNET & LOCAL PHONES FOR MARCH 2022	382.72
36988	CONSUMERS ENERGY	DPW, IRP & CITY HALL GAS BILLS - 1/21-2/21/2022	1,415.28
36989	FRONTIER	DPW & IRP PHONES 2/19-3/18/2022	227.01
36990	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR MARCH 2022	4,166.67
36991	HARTFORD FIRE BOARD	MARCH 2022 CONTRACTUAL PAYMENT	9,291.82
36992	HARTFORD LIONS CLUB	2022 CONCERTS IN THE PARK - DDA = \$500 CITY = \$1000	1,500.00
36993	HARTFORD PAGEANT ORGANIZATION	2022 SPONSOR FROM CITY FOR FLOAT	500.00
36994	ROXANN ISBRECHT	MILEAGE TO VBISD FOR ELECTION TRAINING	7.49
36995	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR FEBRUARY 2022	156.20
36996	KENDALL'S SEPTIC & SEWER	ROD SEWER AT 201 PLEASANT, 308 E LINDEN & 106 ELMWOOD	525.00
36997	MILLER THERMOMETER CO.	MAILED KEYS TO THE CITY TO CROWN TROPHY FOR ENGRAVING	11.94
36998	MUNICIPAL SUPPLY COMPANY	MARKING PAINT AND GLOVES FOR DPW	75.00
36999	TOM NEWNUM	CLEAN CITY HALL 3/2/2022	50.00
37000	PEERLESS-MIDWEST, INC	REMOVE & INSTALL NEW VFD FOR WELL #6 (INSURANCE CLAIM)	11,678.00
37001	RUDELL REPAIR	REPAIR SNOW PLOW THAT GOES ON KABOTA	527.00
37002	SHARE CORP	REPAIR PARTS & SUPPLIES FOR DPW	309.84
37003	SMITH LUMBER OF HARTFORD	FILL 30 LB PROPANE TANK	24.36
37004	STATE OF MICHIGAN - MDOT	PROSPECT ST IMPROVEMENTS - MDOT00191 (APPROVED AT 2/28/22 MEETING)	11,384.70
37005	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 2/25/22	102.89
37006	THE TRI-CITY RECORD	2022 MARCH BOARD OF REVIEW NOTICE - PUBLISHED 3 WEEKS	740.25
37007	VANBUREN CO HISTORICAL SOCIETY	SUPPORT VAN BUREN COUNTY HISTORICAL SOCIETY & MUSEUM	250.00
37008	VILLAGE OF PAW PAW	JANUARY 2022 LAB ANALYSIS	100.00
37009	WATER SOLUTIONS UNLIMITED	PHOSPHATES FOR IRP	1,460.00
37010	LAURA WEEDEN	ELECTION TRAINING AT VBISD (3 HOURS + MILEAGE OF 12.8)	46.49
37011	WILLIAM (ARTIE) WILCOX	ELECTRICAL PERMIT 22HE0003 - 111 N HAVER (FINAL)	266.40
37012	ALEXANDER CHEMICAL CORP.	DRUM RENTAL INVOICE FOR WWTP	62.50
37013	GALLS, LLC	BOOTS FOR LIEUTENANT PRINCE & PANTS FOR OFFICER VANDER VOREN	306.74
37014	INDIANA MICHIGAN POWER	FEBRUARY 2022 ELECTRIC BILLS	7,012.49
37015	MI MUNICIPAL TREASURERS ASSOCIATION	MMTA 2022 BASIC INSTITUTE- (YEAR 3 FOR PAM SHULTZ)	550.00
37016	TOM NEWNUM	CLEAN CITY HALL 3/9/2022	50.00
37017	PC SERVICES	USB-C CHARGER, HDMI TO VGA ADAPTER & LABOR HOURS 1/13-3/8	3,146.48
37018	WIGHTMAN & ASSOCIATES, INC.	PROJECT 212081 LINDEN & CLARK	12,124.14
37019	ALEXANDER CHEMICAL CORP.	CHEMICALS FOR WWTP	2,146.12
37020	MICHAEL BANIC	OCCUPANCY INSPECTIONS 3/9/22 & 3/16/22	315.00
37021	BLUE CARE NETWORK OF MI	APRIL 2022 HEALTH INSURANCE	17,268.90
37022	ENTERPRISE ENVELOPE INC.	GENERIC BUSINESS CARDS FOR ORDINANCE OFFICER	60.00
37023	FLEMING BROTHERS OIL CO	DIESEL & GASOLINE FOR FEBRUARY 2022	2,487.75
37024	FRONTIER	LIFT STATION PHONE 3/7-4/6/22	44.63
37025	GALLS, LLC	BOOTS FOR OFFICERS LUCAS AND VANDEVOREN & SHIRT FOR CHIEF	283.90
37026	MML LIABILITY & PROPERTY POOL	LIABILITY & PROPERTY POOL PREMIUM RENEWAL 2022-2023	42,687.00
37027	TOM NEWNUM	CLEAN CITY HALL 3/16/2022	50.00
37028	S & A AUTOMOTIVE, INC	REPLACE PASSENGER SIDE HEADLIGHT ON DODGE CHARGER	48.44
37029	SCHUITMAKER, COOPER & CYPHER	LEGAL SERVICES 1/21/2022 THROUGH 3/3/2022	645.00
37030	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 3/11/2022	88.38
37031	UNUM LIFE INSURANCE CO OF AMERICA	APRIL 2022 LIFE & DISABILITY INSURANCE	646.45
37032	STEVEN ACKERMAN	MARCH BOARD OF REVIEW + TRAINING & MILEAGE (14.5 HRS + 34 MILES)	164.89
37033	AMERIGAS - HARTFORD 5254	PROPANE FOR LAB AT WWTP	1,323.07
37034	AUTO-WARES GROUP	EXHAUST FLUID & RAIN X FOR DPW VEHICLES	59.94
37035	MICHAEL BANIC	OCCUPANCY INSPECTIONS 3/23/22	60.00
37036	BEAVER RESEARCH COMPANY	WEED KILLER, GLASS CLEANER & HAND CLEANER FOR DPW	702.12
37037	CINTAS CORPORATION	FIRST AID SUPPLIES - DPW, CITY HALL & POLICE STATION	148.02
37038	CLEAN EARTH ENVIRONMENTAL SER	VACTOR SERVICES FOR ROOT CUT- FIRST BLOCK OF HILLSBOROUGH	1,401.90
37039	DELTA DENTAL	APRIL 2022 DENTAL INSURANCE	1,008.16
37040	FERGUSON WATERWORKS	CHLORINE BOOSTER PUMP FOR IRP	995.00
37041	FRONTIER	WWTP PHONE, INTERNET & ALARM, CASINO LIFT STATION PHONE, & IRP INTERNET	371.11
37042	GASVODA & ASSOCIATES, INC.	REPLACE AUTO DIALER AT CASINO LIFT STATION	1,787.83
37043	CHARLES GRESS	JULY & DEC 2021 + MAR 2022 BOARD OF REVIEW (15 HOURS)	150.00
37044	HARTFORD AREA CHAMBER OF COMMERCE	ANNUAL BANQUET TICKETS FOR HALL, BELTRAN & SULLIVAN	60.00
37045	INFRASTRUCTURE ALTERNATIVES	MEETING, COLLECTION OF DATA & REVIEW EGLE REPORTING - WWTP	900.00
37046	KENDALL'S SEPTIC & SEWER	ROD SEWER AT 308 E LINDEN & 120 WASHINGTON	350.00
37047	GWEN MCCARTHY	DEC 2021 & MAR 2022 BOARD OF REVIEW - (14 HOURS)	140.00
37048	TOM NEWNUM	CLEAN CITY HALL	50.00
37049	DONNA PRADON	JULY & DEC 2021 + MAR 2022 BOARD OF REVIEW (15 HOURS)	150.00
37050	PRAIRIE FARMS	DISTILLED WATER FOR WWTP	244.67
37051	PUHRMAN HAULING & EXCAVING	ROAD GRAVEL FOR TEE-BONE ALLEY	500.00
37052	SUPERIOR ASPHALT, INC	COLD PATCH FOR ROADS	2,437.00
37053	WOLF KUBOTA	LAWN MOWER PARTS FOR KUBOTA RIDING MOWER	285.41

71 TOTAL CHECKS

\$ 151,500.90

**CITY OF HARTFORD
INVESTMENT REPORT AS OF MARCH 31, 2022**

BONDS

AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
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CD'S

\$ 100,000.00	CD	TCF BANK	12/8/2017	18 MONTHS	1.74%	6/8/2019		\$ 106,527
		(RENEWED)	6/8/2019		2.35%	12/8/2020		
		(RENEWED)	12/8/2020		0.18%	6/8/2022		
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		\$ 167,747

MUTUAL FUNDS

\$ 250,000.00	MF	TCF FA	8/11/12	L-T	VARIABLE			
\$ 103,000.00	MF	TCF FA	2/15/11	L-T	VARIABLE			
\$ 50,000.00	MF	TCF FA	6/15/11	L-T	VARIABLE			
\$ 105,000.00	MF	TCF FA	10/28/11	L-T	VARIABLE			
\$ 53,896.00	MF	TCF FA	2/27/11	L-T	VARIABLE			
\$ 74,154.00	MP	TCF FA	5/26/12	L-T	VARIABLE			
\$ 76,493.11	MF	TCF FA	11/6/12	S-T	VARIABLE			
\$ 114,476.00	MF	TCF FA	12/21/13	S-T	VARIABLE			
\$ 100,000.00	MF	TCF FA	2/20/13	S-T	VARIABLE			

AT MARKET	TCF SHORT-TERM MUTUAL FUND	TRANSFER OUT	\$ 333,528.43	\$ -
	TCF LONG-TERM MUTUAL FUND	TRANSFER OUT	\$ 1,062,200.17	\$ -

\$ 1,397,648.70	TRANSFER IN	12/14/2021	L-T	VARIABLE
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STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES) \$1,323,709

TOTAL INVESTMENT AT MARKET AS OF MARCH 31, 2022 \$ 1,597,983

*THIS IS A DECREASE OF \$73,904.00 FROM LAST QUARTER



CITY MANAGER'S REPORT
APRIL 25, 2022

VAN BUREN COUNTY BROADBAND EXPANSION EFFORT:

Van Buren County Board of Commissioners voted to allocate \$7million dollars of its American Rescue Plan Funds to support the expansion of broadband access in the County. They have contracted the services of DCS Technology Design to develop a GIS-based map that will identify individual parcels that are served, underserved, or unserved in terms of internet access and speeds. The mapping project began on April 4, and will continue until the end of June. A final report will be presented early July.

FISCAL YEAR 2021 ADULT-USE MARIJUANA PAYMENT:

The State just made the distribution of the taxes and fees collected in the fiscal year 2021 under the Michigan Regulation and Taxation of Marihuana Act (Initiated Law1 of 2018).

As a part of the Act, after funding the first earmarked distributions, revenue is distributed as follows:

- 15% to municipalities in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marijuana retail stores and marijuana microbusinesses within the municipality.
- 15% to counties in which a marijuana retail store or a marihuana microbusiness is located in proportion to the number of marijuana retail stores and marijuana microbusiness within the county.
- 35% to the School Aid Fund to be used for K-12 education.
- 35% to the Michigan Transportation Fund to be used for the repair and maintenance of roads and bridges

Cities, villages, townships and counties received over \$42.2 million under the act. The distribution rate for FY2021 adult-use marijuana payments is slightly over \$56,450 per licensed marijuana retail store and microbusiness.

Hartford received \$112,906.88 from the distribution; this is over 75% more than received in the 2020FY allocation.

PLANNING COMMISSION'S RECOMMENDATION FOR A REZONING REQUEST:

The Planning Commission held a Public Hearing during the April 11, 2022 regular meeting to consider the rezoning of Parcel#80-52-816-024-10 from R-1 residential to CF Community Facility for the construction of a Church and a Playground for children. Everyone in the community will have access to the Playground even if they are not members of the church.

The recommendation to approve the rezoning request is contingent on the following:

- The Sanitary Sewer lines along the property in question is very low, therefore will require a lift station or supplementary pump to assist the sewer flow.
- The use of the rest of the property cannot conflict with current use.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 28, 2022

Item 23.

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

Members Absent:

Staff Present: Akinwale; 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 Burleson, to approve the agenda as amended to discuss sale of City Property on Marion Ave.

Motion carried 7 – 0

Guests: None

Public Comment: None

Communications:

1. VB Conservation District Program Updates
2. Hartford Motor Speedway has published the 2022 Race Schedule
3. Honor Credit Union will be having a Shred day August 13, 10 – Noon, in the City’s North Parking Lot
4. Spring Newsletter has been delivered & available at City Hall & the website, with important dates listed.
5. Hartford Public Schools Kindergarten Round Up April 21st 4pm-7pm, the Police Department & Clerk’s office will have a table with information & give – a - ways.

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

- A. **Police & Ordinance** – Chief Beltran, Sponsored Cadet will be finishing soon. Brandon Crossman is now doing Ordinance enforcement.
- B. **Fire Dept** – Chief Harting – Received \$6,000 grant to purchase imaging cameras, seeking grant for boat & motor for the purpose of Paw Paw River water rescues. Medical Staff is paid for on-call times of 6pm – 6am & 24 hours shifts on the weekend.
- C. **Ambulance** – Bill Mears was present for questions & had met with the ambulance committee to go over current service. Most providers are still short on labor but is better than last year, staffing is improving slowly. Concerns were addressed on reporting, will be changing some language to accurately reflect coverage. Always’ s compliant with State & County requirements. Hartford Township talked about building a fire station behind township hall & the ambulance on duty would certainly use the facilities if it were to work out. The Ambulance that parks at the Fire Station in Keeler is contracted specific for Keeler service area but using the station there is problematic as it does not have the space or privacy for ambulance staff. Pride does track their vehicles, 911 does not track and could be a reason for the difference in response times. There has been some conflict with Medic 1 for mutual aid on transfer calls, if there is an ambulance available, they will respond though. Pride will be adding a Transfer Ambulance specific to Lakeland Health Care, transfers have been a problem because it takes away from other higher priority calls.
- D. **Van Buren County** – Commissioner Chappell, Delinquent Tax Revolving Fund; Public Transit; Rural Broadband Survey; K9 Aspen Adoption; Veterans Grants; Appointments, Hartford Chamber Dinner
- E. **Public Works** – Superintendent Staunton, working on pot holes
- F. **Wastewater Treatment Plant** – Contractor has begun collecting information.
- G. **Treasurers, Investment & List of Bills** – No Discussion

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 28, 2022

Item 23.

- H. **City Manager** – 2020 Census Report & It’s Impact; Wastewater Treatment Plant Operational Assistance; Lead Service Replacement Grant Application; Downtown Development Authority Board Appointment; Quotes for Fire Protection;

Approval of Commission Minutes:

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the minutes of the February 28, 2022 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

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

Motion carried 7 – 0

Goals/Objectives:

- Report American Rescue Plan Fund

Old Business:

- Proposed Interlocal Fire Agreement Changes – Discussion/Next Steps

Discussion: Sent info to Township regarding moving forward with Arbitration. Waiting on response.

- Committee (Commissioners Beltran, Miller & Sullivan) Update – City Commission Rules of Order –

Discussion: Committee met & made some recommendations; the Clerk will revise the current Rules with recommendations & bring back a draft before the full Council for discussion.

- Committee Update – Ambulance Medical Calls, met with Bill Mears on March 28, 2022.
- Ordinance no. 321 – 2022 Require Numbering Buildings – Second Reading, Discussion & Adoption

Motion by Commissioner Dockter supported by Commissioner Tibbs, to adopt Ordinance 321 – 2022 Require Numbering Buildings.

Motion carried 5 – 2 (Miller, Sullivan)

- Proposed City Hall Fire Alarm Quotes – Discussion

Motion by Commissioner Dockter supported by Commissioner Beltran, to accept the quote from EPS for \$8,466.36. for new fire alarm system & monitoring.

Motion carried 7 – 0

New Business:

- DDA Resignation & Appointment -

Motion by Commissioner Miller, supported by Commissioner Beltran, to accept Gary Barkers resignation & appoint Rick Stevens to the DDA Board.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 28, 2022

- CSX Agreement Permit Package \$4,825 & Assign Designee – CR 687 Sewer Project.

Motion by Commissioner Miller, supported by Commissioner Tibbs, to authorize the City Manager to sign the CSX Agreement Permit Package for the CR 687 Sewer Project at a cost of \$4,825.00.

Motion carried 7 – 0

- Sale of City Property on Marion Ave

Motion by Commissioner Burleson, supported by Commissioner Miller, to authorize the City Manager to sell City Property on Marion Ave, Property #80-52-180-009-00 to David & Michelle Edmonds 235 Marion Ave in the amount of \$1,500 plus closing costs to be paid by the buyer.

Motion carried 7 – 0

Resolutions, Ordinance, Proclamation's:

- Resolution 2022 – 005 Authorizing Senior Services Millage Ballot Language.

Motion by Commissioner Miller, supported by Commissioner Tibbs, adopt Resolution 2022-005 authorizing senior services millage ballot language.

Motion carried 6 – 1 (Burleson)

Adjournment:

Motion by Commissioner Beltran, supported by Commissioner Tibbs, to adjourn the meeting at 8:48pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



CITY OF HARTFORD
County of Van Buren
State of Michigan

CITY COMMISSION RULES OF ORDER

Review: March 2022
Adopted on: July 28, 1997

CITY OF HARTFORD
COMMISSION RULES OF ORDER

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CITY OF HARTFORD
COMMISSION RULES OF ORDER

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City of Hartford Commission Rules of Order, 1

1. AUTHORITY

- 1.1. CHARTER – The Hartford City Commission may determine its own rules and order of business for meetings pursuant to the authority of the City of Hartford City Charter (Section 3.13B). The Following set of rules shall be in effect upon their adoption by the Commission and until such time as they are amended or new rules adopted in the manner provided by these rules. None of the rules herein stated may supersede the City Charter, City Code, or Laws of the State of Michigan. (Effective January 1, 1992)

2. GENERAL RULES

- 2.1. MEETINGS TO BE PUBLIC – All official meetings of the Commission shall be open to the public. The journal of proceedings shall be open to public inspection as specified by the City Charter and State Law.
- 2.2. QUORUM – A majority of the members of the Commission, including the Mayor, shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to the next regular scheduled meeting date.
- 2.3. JOURNAL OF PROCEEDINGS – An account of all proceedings of the Commission shall be kept by the City Clerk and shall be entered in a book constituting the official record of the commission.
- 2.4. RIGHT OF FLOOR – Any Commissioner desiring to speak shall be recognized by the Chairman, and shall confine his/her remarks to one subject under consideration or to be considered. **Add: All discussion/questions must be directed at the presiding officer and council members will refrain from interrupting others except by point of order. Council members shall refrain from asking questions or topics that have already been addressed. No slanderous or intimidating language will be allowed toward fellow Council Members or City Staff.**
- 2.5. CITY MANAGER – The City Manager shall attend all meetings of the Commission, unless excused, and entitled to attend meetings of all City Committees, Boards, or Commissions. The City Manager may make recommendations to the Commission and shall have the right to take part in all discussions of the Commission, but shall have no vote. The City Manager may purchase all supplies, including insurance for the City and approve all vouchers for payment of the same.
- 2.6. CITY ATTORNEY – The City Attorney may attend meetings of the Commission and shall, upon request of the Mayor or City Manager give an opinion either written or oral on questions of law.

City of Hartford Commission Rules of Order, 2

- 2.7. OFFICERS AND EMPLOYEES – Department Heads of the City, when there is pertinent business from their departments on the Commission agenda, shall attend such Commission meetings upon request of the City Manager.
- 2.8. ADD: INTERACTIONS WITH CITY STAFF – City Council Members shall direct all requests regarding City related activities to the City Manager. City Council Members shall not give directions privately or publicly to City Staff. All requests pertaining to the City Assessor, City Attorney and Auditor must be directed to the City Manager. Council must respect the supervisory nature of the City Manager of the City Staff and direct all requests of their time through the City Manager.

3. MEETINGS

- 3.1. PUBLIC NOTICE OF MEETINGS – The City Clerk shall be responsible for providing the proper notice of all meetings of the Commission as specified by the State Open Meetings Act.
- 3.2. REGULAR MEETINGS – ~~The Commission shall meet at City Hall at 7:30pm for all meetings unless otherwise announced and as specified by the State Open Meetings act. The 3rd Monday of each month shall be considered a Regular Workshop and no action shall be taken on any matter, unless agreed upon by the majority attending. The 4th Monday of the months shall be the Regular Meeting.~~ All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended and with these rules. (Clerk's recommendation: add: Councils new year Meeting schedule will be presented at the November meeting and adopted at the December meeting.) Regular meetings of the City Council will be held on the fourth Monday of each month beginning at 7:30pm at City Hall unless otherwise rescheduled by resolution of the Council. (The May, November, December meetings may be subject to change due to the holiday and will not always be on the 4th Monday of the month, these will need to be changed by resolution unless meetings schedule is adopted in December for the upcoming year) Optional language: Changes in the regular meeting schedule may be made with the approval of a majority vote of the City Council and will be property notices in accordance with the Michigan Open Meetings Act.
- 3.3. SPECIAL MEETINGS – Special meetings may be called by the mayor or by two members of the Commission. The call for a special meeting shall specify the day, hour, and location of the special meeting. The City Clerk shall give public notice as specified by the State Open Meetings Act and give each Commissioner notice as may be practical. (18 Hour notice required)
- 3.4. ANNUAL ORGANIZATIONAL MEETING – The first regular meeting after the fiscal year begins shall be considered an organizational meeting. In addition to any other business, such matters as; selection of a newspaper for public notices, selection of financial depository, review and selection of the City Attorney, and review of Commission rules, policies and procedures shall be accomplished. An organizational meeting shall be held in conjunction

City of Hartford Commission Rules of Order, 3

- with or prior to the first regularly scheduled January Council meeting. In addition to any other business, such matters as: selection of a newspaper for public notices, selection of financial depository, review and selection of the City Attorney and review of Commission rules, policies and procedures shall be accomplished.
- 3.5. RECESSED MEETINGS – Any meeting of the Commission may be recessed to a later date and time, provided that no adjournment shall be for a longer period than until the next scheduled meeting. If the meeting is recessed for more than 36 hours then 18 hours' notice is required.
 - 3.6. STUDY SESSIONS – The Council may meet informally in Study Sessions (open to the public) at the call of the Mayor or 2 Commissioners to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Manager provided that all discussions and conclusions thereon shall be informal.
 - 3.7. CLOSED MEETINGS – Executive Sessions or closed meetings shall be held in accordance with the provisions of the State Open Meetings Act.
 - 3.8. EMERGENCY MEETINGS – Emergency Meetings shall be called as specified in the State Open Meetings Act without complying with the notice requirements in the event that it is necessary to hold a meeting to deal with a severe and imminent threat to the health, safety or welfare of the public when two thirds (2/3) of the Council decide that delay would be detrimental to the efforts to lessen or respond to the threat.
 - 3.9. PUBLIC HEARINGS – Public hearings shall be called as directed by the Charter, State Law, or a decision of a majority of the Commission. The procedure for conducting the hearing shall be posted at the time of the hearing and available to the public.
 - 3.10. NEW MEMBER ORIENTATION – After the official canvas of the vote and before their first meeting as an elected official the City Manager shall provide newly elected officials the information necessary to assume the responsibility of their office and update them on matters pending before the Commission. All Commissioners will receive copies of the following documents: City Charter, Ordinance Book, Zoning Ordinance, Rules of Order, MML Newly Elected Officials Handbook, US and Michigan Constitutions. These documents will be returned to the City offices one month prior to the expiration of the Commissioners term of office. **ADD: New and existing council members are strongly encouraged to attend Newly Elected and Advanced training through Michigan Municipal League courses. It is in the best interest of the Council Members to stay updated on changing and on-going rules, regulations and standards that will allow them to make informed decisions for the citizens they serve.**
 - 3.11. ATTENDANCE OF MEDIA – All official meetings of the City Commission and its committees shall be open to the media, freely subject to recording by radio, television and

City of Hartford Commission Rules of Order, 4

photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

- 3.12. **ADD: VIRTUAL/ABSENTEE MEETING** – The City of Hartford is not able to feasibly provide recorded, virtual or zoom meetings to the public. All reasonable accommodations will be considered per ADA rules and the Open Meetings Act to accommodate those with specific needs wanting to address the meetings.

4. CHAIRMAN AND DUTIES

- 4.1 **CHAIRMAN** – The Mayor, if present, shall preside as Chairman at all meetings of the Commission. In the absence of the Mayor, the Mayor-Pro-Tem shall preside. In the absence of both the Mayor and the Mayor Pro-Tem, the Commission shall elect a Chairman.

- 4.2 **CALL TO ORDER** – The meetings of the Commission shall be called to order by the Mayor or in his/her absence by the Mayor-Pro-Tem. In the absence of both the Mayor and the Mayor-Pro-Tem the City Clerk shall call the meeting to order, call the roll and preside over the election of a temporary Chairman.

- 4.3 **PRESERVATION OF ORDER** – ~~The Chairman shall preserve order and decorum, prevent attacks on personalities of the impugning of members motives and confine members in debate to the question under discussion.~~ **REPLACE: The Mayor or presiding officers shall endeavor to conduct the meeting in a fashion that strikes a balance between the informality and congeniality associated with the size of the City of Hartford and the decorum and formality necessary to conduct business in an orderly manner. Discussion of agenda items will be limited to the topic at hand. Council members may not carry-on sidebar discussions during council proceedings.** At the Chairman’s request a recess may be called in order to have the Hartford Police Department stand by to assist the Commission in maintaining order. (Reference 3.5 and 8.3)

- 4.4 **RESTRICTIONS** – The presiding officer of the Commission (Mayor, Mayor-Pro-Tem or temporary Chair) may debate from the Chair, subject only to such limitations of debate as are imposed on all members; however, the presiding officer shall not move or second a motion without first vacating the chair to the Mayor-Pro-Tem or temporary Chair.

5. ORDER OF BUSINESS AND AGENDA

- 5.1 **ORDER OF BUSINESS** – The order of business in the regular meeting shall be as follows:

- A. The Order of business in the Regular Meeting, shall be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Pledge of Allegiance
 - 4. Approval of Agenda
 - 5. Guests

City of Hartford Commission Rules of Order, 5

6. Public Comment
7. Approval of Previous Meetings Minutes
8. Communications
9. Goals and Objectives
10. Reports of Officers, Boards and Committees, Routine Monthly Reports from Departments
11. Old Business
12. New Business
13. Instruction and/or Adoption of Ordinances and Resolutions; Public Hearings
(move between 4 & 5)
14. Close Session
15. Adjournment

B. The Order of business at a Workshop Meeting, will be as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Guests
5. Public Comment
6. Communications
7. Goals and Objectives
8. Reports of Officers, Boards and Committees, routine monthly reports from departments.
9. Old Business
10. New Business
11. Introduction of Ordinances and Resolutions; Public Hearings
12. Adjournment

C. The Order of business at a Special Meeting, will be as follows:

1. Call to Order
2. Roll Call
3. Action Item
4. Adjournment

- 5.2 AGENDA – The order of business of each meeting shall be as contained in the Agenda prepared by the Manager and Mayor: Agenda items may be submitted until the typing of the Agenda. The Agenda shall be a listing by topic of subjects to be considered by the Commission Meeting and when possible, preceding a Special Commission Meeting to which it pertains. No action will be taken at the Regular Meeting, unless presented at a previous Regular Workshop or Special Meeting. An agenda amendment or Commission action may be considered at a workshop or special meeting with a majority (4-7) vote. Needs Revision or Deletion

City of Hartford Commission Rules of Order, 6

- 5.3 REPORTS AND WRITTEN INFORMATION – Reports and written information pertaining to items on the Agenda shall be included with the delivery of the Agenda.

6. ORDINANCES, RESOLUTIONS, MOTIONS AND VOTING

- 6.1. FORM – Ordinances and resolutions shall be presented to the Commission only in printed or typewritten form. Ordinances must include a title.
- 6.2. REVIEW – All proposed ordinances and resolutions shall be reviewed by the City Manager. All proposed ordinances shall be approved as to form and legality by the City Attorney.
- 6.3. DISTRIBUTION OF ORDINANCES AND RESOLUTIONS – The City Clerk shall prepare copies of all proposed ordinances for distribution to all members of the Commission at least 24 hours before the Commission meeting at which the ordinance is to be introduced. If the ordinance carries an emergency clause, copies of the ordinance must be distributed at least 12 hours prior to the meeting of the Commission at which said ordinance is to be considered.
- 6.4. INTRODUCTION OF ORDINANCES AND AMENDMENTS – A proposed ordinance shall be introduced by the reading of the title only. A full reading of a proposed ordinance or amendment shall be done at the request of any member. Amendments or modifications to ordinances must be referenced by ordinance number.
- 6.5. RECORDING OF VOTES – A voice vote shall be taken, unless required by policy or law, requested by a Commissioner, or when the Chairman cannot determine the results of a voice vote. Roll call votes shall be called in random order, with the Mayor always voting last. Responses are “Yes”, or “No”, or “Abstain”. The only acceptable reason for abstaining shall be “Conflict of Interest”, with stated conflicted entered into the record. All votes shall be specifically entered into the record.
- 6.6. MAJORITY VOTE REQUIRED – A majority of membership (4 Votes) shall be required on the voting of ordinances and amendments, votes changing these Rules of Order, excusing a member’s absence, abolishment of a board or commission, removing a member of a board or commission, or calling a public hearing. A 2/3 majority (5 Votes) is required to call a closed meeting, as stated in the Open Meetings Act, call an emergency meeting, or to dismiss a Commissioner for misconduct as defined in the Charter (section 3.10F). (Reference: Open Meetings Act, Section 8). A unanimous vote is required to appoint a relative of a sitting Commissioner to a City Office (Defined in Section 4.1.C). All other votes require a majority of member attending. In the event of a tie vote, the motion shall be considered failed.
- 6.7. CONFLICT OF INTEREST – The procedure for determining a conflict of interest can be initiated by any Member. The steps shall be:
1. Presentation to the City Manager for an opinion.
 2. Notification of conflicted Member, if being brought to the Commission for a decision.

City of Hartford Commission Rules of Order, 7

3. Obtain an opinion from the City Attorney, if needed.

If a conflict of interest is determined to exist that Member shall in no way enter discussion on the specific or related issue and shall abstain from voting if a vote is taken.

6.8. ORDINANCE AND RESOLUTION NUMBERING – Ordinances and Resolutions shall be numbered consecutively by the City Clerk.

6.9. ORDINANCE PASSAGE PROCEDURE – When passed by the City Commission, an ordinance shall be signed by the Mayor, attested by the City Clerk and shall immediately be filed and thereafter preserved in the office of the City Clerk. The Ordinance will be immediately published in the local newspaper and will take effect 15 days after passage or the day of publication whichever comes first unless passed as an emergency measure in which case it will have immediate effect.

7. **CREATION OF COMMITTEES, BOARDS AND COMMISSIONS**

7.1. CREATION – The City Commission may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the City Commission may specify while remaining consistent with the City Charter. Currently there are the Board of Review, Planning Commission and Zoning Board of Appeals.

7.2. MEMBERSHIPS AND SELECTIONS – Membership requirement and selection of members shall be as provided by the City Commission, if not specified by the City Charter of State Law. Any committee, board or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by the majority vote of the City Commission. No committee so appointed shall have the powers other than advisory to the City Commission or to the City Manager, except as otherwise specified by the City Charter or State Law. Board members will be selected by the Mayor and approved by the City Commission.

7.3. INDEPENDENT BOARDS – A City Representative may be appointed by the City Commission to any board independent of the Commission at the independent boards request. These representatives should give an annual oral or written report to the Commission, which should include any actions, issues, or information of interest to the Commission or the City as a whole. Current independent boards with City Commission appointed representatives are the Fire Board, Library ~~Board, Medic One Board of Directors, (no longer a part of the Medic One ownership)~~ and Hartford Recreation Council Board of Directors.

7.4. REMOVAL OF MEMBERS OF BOARDS AND COMMISSIONS – The City Commission may remove any member of any board of commission which it has created or as created by the City Charter, or any City Representative appointed to an independent board, by a vote of a majority of the City Commission. Any board or commission may request removal of any appointee by stating in writing the reasons for removal.

City of Hartford Commission Rules of Order, 8

7.5. TERMS FOR COMMITTEES AND BOARDS – Attached to these rules of order as addendum “A” is the current list of all Boards and Committees and the terms associated with each.

8. **CITIZEN’S RIGHTS**

8.1. ADDRESSING THE COUNCIL – Members of the public desiring to address the Commission by oral communication shall first secure the permission. Preference will be given to those persons who have notified the City Clerk in advance of the Regular Meeting of their desire to speak in order that their name may be place on the agenda and they will be recognized by the presiding officer without further notice.

8.2. MANNER OF ADDRESSING THE COMMISSION – Each person addressing the Commission shall give his/her name and address in an audible tone of voice for the record. Unless further time is granted by the Commission, their address shall be limited to 5 **Change to 3** minutes. All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than members of the Commission and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked the Commissioners except through the Chairman. **ADD: If a group of citizens of the organization would like to address the Council, they will be asked to appoint one person to address the Council once they have been recognized by the presiding officer. The City Clerk shall advise the speaker of end of their allotted time. Questions and/or concerns will be directed to the presiding officer and not a single Council Member. Council Members will refrain from discussions with members of the public. Council Members will refrain from slanderous or detrimental language towards a member of the public. The presiding officer may ask for a recess of the meeting if order needs to be obtained. City of Hartford Police Officers may remove those who are being disruptive.**

8.3. PERSONAL AND SLANDEROUS REMARKS – Any person making personal, impertinent slanderous remarks, or who shall become boisterous while addressing the Commission may be requested to leave the meeting. (Reference 3.5 and 4.3)

8.4. WRITTEN COMMUNICATIONS – Interested parties, or authorized representatives, may address the Commission by written communication in regard to any matter concerning the City’s business or over which the Commission has control at anytime by direct mail or by addressing the City Clerk and copies will be distributed to Commissioners.

9. **SUSPENSION AND AMENDMENT OF THESE RULES**

9.1. SUSPENSION OF THESE RULES – Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the Commission. The vote on any such suspension shall be taken by roll call and entered upon the record.

City of Hartford Commission Rules of Order, 9

- 9.2. AMENDING OF THESE RULES – These rules may be amended, or new rules adopted, by a majority vote of all members of the Commission.

CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN

ORDINANCE No. 321 - 2022

AN ORDINANCE TO REQUIRE NUMBERING BUILDINGS

This is a stand-alone Ordinance to help emergency responders, police and fire fighters respond to emergencies more quickly. This Ordinance supersedes any prior ordinances in opposition with this ordinance.

The purpose of this Ordinance is to promote the public health and safety of the residents of the City of Hartford.

THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, HEREBY ORDAINS:

Section 1. Duty of Owners.

All buildings situated or hereafter erected and located on any of the streets, avenues, and public highways, except alleys, within the City shall be street numbered. The City shall assign the number for the building. The owners or occupants are required to install the number for the building.

Section 2. Size and Location.

Each of the figures of each number required by this Ordinance shall be at least four (4) inches in height and a minimum width of one-half an inch (0.5), being so marked as to be easily and distinctly read. Such number shall be placed on, above, or immediately to the side of the front entrance door or else at some other or more conspicuous place on the front of the building.

Section 3. Penalty for failure to number buildings.

Any person being the owner or occupant of any building now erected or that may hereafter be erected in the City, who shall, for (30) days after notice by the Ordinance Enforcement Officer of the proper numbering of such building, neglect or refuse to number any building owned or occupied by him or her, in conformity with the provisions of this Ordinance and shall be subject to a fine in the amount of \$75.00 and a similar penalty for every ten (10) days thereafter that he or she shall neglect or refuse to number such building.

Section 4. Effective Date and Adoption.

This Ordinance shall become effective upon publication as required by law.

Ordinance 321

Motion by _____, supported by _____, to adopt the resolution.

Ayes:

Nays:

Absent:

Resolution declared adopted:

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: February 28, 2022
Second Reading: March 28, 2022
Adopted: March 28, 2022
Published:

Ordinance 321

decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be not less than 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

304.4 Structural members. Structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. Chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. Exposed sur-

faces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. Glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from [DATE] to [DATE], every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

304.15 Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.16 Basement hatchways. Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

304.17 Guards for basement windows. Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

304.18.1 Doors. Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a

R318.3 Barriers. *Approved* physical barriers, such as metal or plastic sheeting or collars specifically designed for termite prevention, shall be installed in a manner to prevent termites from entering the structure. Shields placed on top of an exterior foundation wall are permitted to be used only if in combination with another method of protection.

R318.4 Foam plastic protection. In areas where the probability of termite infestation is "very heavy" as indicated in Figure R301.2(6), extruded and expanded polystyrene, polyisocyanurate and other foam plastics shall not be installed on the exterior face or under interior or exterior foundation walls or slab foundations located below *grade*. The clearance between foam plastics installed above *grade* and exposed earth shall be not less than 6 inches (152 mm).

Exceptions:

1. Buildings where the structural members of walls, floors, ceilings and roofs are entirely of noncombustible materials or pressure-preservative-treated wood.
2. Where in *addition* to the requirements of Section R318.1, an *approved* method of protecting the foam plastic and structure from subterranean termite damage is used.
3. On the interior side of *basement walls*.

**SECTION R319
SITE ADDRESS**

R319.1 Address identification. Buildings shall be provided with *approved* address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional *approved* locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

**SECTION R320
ACCESSIBILITY**

R320.1 Scope. Where there are four or more *dwelling units* or sleeping units in a single structure, the provisions of Chapter 11 of the *International Building Code* for Group R-3 shall apply.

R320.1.1 Guestrooms. A *dwelling* with guestrooms shall comply with the provisions of Chapter 11 of the *International Building Code* for Group R-3. For the purpose of applying the requirements of Chapter 11 of the *International Building Code*, guestrooms shall be considered to be sleeping units.

Exception: Owner-occupied lodging houses with five or fewer guestrooms constructed in accordance with the

International Residential Code are not required to be accessible.

**SECTION R321
ELEVATORS AND PLATFORM LIFTS**

R321.1 Elevators. Where provided, passenger elevators, limited-use/limited-application elevators or private residence elevators shall comply with the Michigan elevator rules R 408.7001 to R 408.8695.

R 408.30540

R321.2 Platform lifts. Where provided, platform lifts shall comply with the Michigan elevator rules R 408.7001 to R 408.8695.

R 408.30540

R321.3 Accessibility. Elevators or platform lifts that are part of an accessible route required by Chapter 11 of the Michigan building code, shall comply with ICC A117.1, as listed in Chapter 44, and 1966 PA 1, MCL125.1354 to MCL 125.1356.

R 408.30540

**SECTION R322
FLOOD-RESISTANT CONSTRUCTION**

R322.1 General. Buildings and structures constructed in whole or in part in flood hazard areas, including A or V Zones and Coastal A Zones, as established in Table R301.2(1), and substantial improvement and restoration of substantial damage of buildings and structures in flood hazard areas, shall be designed and constructed in accordance with the provisions contained in this section. Buildings and structures that are located in more than one flood hazard area shall comply with the provisions associated with the most restrictive flood hazard area. Buildings and structures located in whole or in part in identified floodways shall be designed and constructed in accordance with ASCE 24.

R322.1.1 Alternative provisions. As an alternative to the requirements in Section R322, ASCE 24 is permitted subject to the limitations of this code and the limitations therein.

R322.1.2 Structural systems. Structural systems of buildings and structures shall be designed, connected and anchored to resist flotation, collapse or permanent lateral movement due to structural loads and stresses from flooding equal to the design flood elevation.

R322.1.3 Flood-resistant construction. Buildings and structures erected in areas prone to flooding shall be constructed by methods and practices that minimize flood damage.

R322.1.4 Establishing the design flood elevation. The design flood elevation shall be used to define flood hazard areas. At a minimum, the design flood elevation shall be the higher of the following:

1. The base flood elevation at the depth of peak elevation of flooding, including wave height, that has a 1

**City of Hartford Planning Commission
Regular Meeting, Hartford City Hall
April 11th, 2022 Minutes**

Called to Order: 7:30 p.m. by T. Kling

Members Present: D. Langston, J. Kling, T. Kling, & N. Spoula

Members Absent: J. Fuller, A. Morales, & T. Mcglothlin

Also Present: Yemi Akinwale, City Manager, Public Attendees

Approval of the Agenda: Motion made by D. Langston, seconded by N. Spoula, to approve the April 11th, 2022 agenda as written. All present in favor, motion carried.

Approval of the Minutes: Motion made by D. Langston, seconded by N. Spoula, to approve the January 10th, 2022 meeting minutes as written. All present in favor, motion carried.

Public Comments Not on the Agenda:

Yemi's updates:

Honor Credit Union has purchased the Huntington Bank building and is in the process of making updates to the inside. They hope to open the beginning of May. They still have their temporary set up in the Hartford City Hall meeting room until that time.

The outside of the 5 West Main St. building work has been completed and is well stabilized. Now just need to get the building back in use.

The Sewer/water projects are still in the works. Finding and getting parts needed has been an issue. May take a lot longer than anticipated. They are doing what they can to get things moving.

J & B – just sold property, so something will be happening soon.

Public Hearing: Rezoning Request for Parcel #80-52-816-024-10 located on North Center St from R-1 Residential to Community Facility to build a Church. A Public Notice was put in the paper & posted prior to this hearing, along with letters sent out to the neighbors of the property.

Motion to Recess Regular Meeting: Motion made by N. Spoula, seconded by D. Langston, to recess the Regular Meeting & open the Public Hearing. All present in favor, motion carried.

Mike Barber, with Cressy & Everett, was here representing the owner of the property, Mr. Darling, in support of the seller, and to answer any questions about the property. It has been well maintained and should be a perfect location for the church owners. Once things are finalized, the church will provide the needed paperwork for the design & property layout.

The purchaser of the property, Pastor Alberto Reyes, along with his wife, daughter, and secretary, were also present. They have submitted the application for the rezoning of the property. T. Kling noted that there needed to be a correction on the application to the type of zoning stated, should say Community Facility not Commercial. It will be corrected. They want to relocate to this property to build a larger church to accommodate their growing congregation. They plan to have a playground in the back, which they thought could also be used by neighboring children, but they will revisit that. The property will allow for more adequate parking space. T. Kling brought up question regarding the sewer line. They are aware that the sewer line will need a lift for septic, with an approximate cost \$13,000, &

will have to be done by a bonded contractor. That will be addressed later if approval goes through and the building plans are prepared.

Kristin & Sue, neighbors of the property, only had one question, whether the church would affect the property value of their home and the other neighboring homes. Yemi said no, there would not be any. They had no other questions and are okay with the church being built.

Motion to Close the Public Hearing: Motion made by D. Langston, seconded by J. Kling, to close the Public Hearing and open the Regular Meeting. All present in favor, motion carried.

Old Business:

T. Kling suggested to close our review of ordinances regarding lot sizes at this time. All members present were in agreement. The subject can be revisited at a later date, if brought back up.

New Business: Recommendation to the City Commission to approve/deny the Zoning request

Motion made by N. Spoula, seconded by D. Langston, to recommend to the City Commission to approve the request of the Rezoning of Parcel #80-52-816-024-10 located on North Center St. from R-1 Residential to Community Facility to build a Church. Per Roll Call, all present in favor, motion carried.

Other Business: None

Adjournment: Meeting adjourned by T. Kling at 7:55 P.M.

Respectfully submitted by: Jenine Kling, Vice Chair & Secretary