



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Tuesday, May 09, 2023 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Mayor Proclamation - Niomi Perez
- [2.](#) Market Van Buren
- [3.](#) bakertilly Municipal Advisors

PUBLIC COMMENT

COMMUNICATIONS

- [4.](#) Van Buren Conservation District - 2023 April Program Updates
- [5.](#) SMCAA - Weatherization Assistance Program
6. Wightman's Communication
- [7.](#) Memo from the City Clerk - 2024 Elections

REPORT OF OFFICERS BOARDS & COMMITTEES

- [8.](#) Fee Schedule Committee (Beltran, Danger, Tibbs) Update

Police & Ordinance

Fire Department

Ambulance

Van Buren County

Public Works

Wastewater Treatment Plant

Treasurers, Investment & List of Bills

- [9.](#) 2023 Third Quarter - Investment

[10.](#) 2023 May 9 List of Bills \$86,674.76

City Manager

[11.](#) CM - Weekly Update 2023 April 21

[12.](#) CM - Weekly Update 2023 April 28

[13.](#) DDA 2023 April Meeting Minutes

APPROVAL OF COMMISSION MINUTES

APPROVAL OF REPORTS

14. Consider Reports of Officers Boards & Committees

15. Consider 2023 May 9 List of Bills \$86,674.76

GOALS/OBJECTIVES

[16.](#) SWOT - Strengths & Weaknesses

OLD BUSINESS

[17.](#) Hartford Township Water Main Extension Project - PFAS - \$2,137,854.00

[18.](#) 2023/2024 Budget Update

[19.](#) Consider HPD - Reserve Officer Policy

20. Appoint Committee - Review Legal Services Proposals

NEW BUSINESS

[21.](#) Consider Market Van Buren - Proposal for Services

[22.](#) City Manager Evaluation Forms & Set Review Date

23. Set Public Hearing - May 22, 2023 @ 6:45pm Proposed Water Improvement Project

[24.](#) Consider MDNR Spark Grant

[25.](#) Consider HPD - Body Worn Cameras Policy

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[26.](#) Second Reading - Consider Amendment to Ordinance 315- 17 Establishment of Medical Marihuana Facilities

[27.](#) Second Reading & Consider Amendment to Code of Ordinance 320-20 Recreational Marihuana Licensing

[28.](#) Resolution 2023-010 - Fiscal Year 2022/2023 Budget Adjustments no. Three

[29.](#) Resolution 2023 -011 System for Award Management (SAM.gov) - Appoint City Manager

ADJOURNMENT

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: 05/09/2023

Re: Market Van Buren Contribution Request

Market Van Buren has the principal responsibilities for economic and community development throughout Van Buren and Cass Counties. MVB connects people, investments, and organizations with strategies and services that improve the quality of life and economic conditions in our region. Their staff focuses on developing strategies that will allow communities to thrive by addressing needs related to workforce, community, and business development.

Market Van Buren works to identify available resources for new employers seeking sites to locate their businesses- including availability and proximity of utilities and transit lines, available incentives from the State, and liaising with all levels of government.

Market Van Buren also works with businesses to identify available funding to support site improvements and workforce benefits as well as grants and funding resources.

Market Van Buren offers every community in Van Buren County their services at a rate based on the community's status as:

1. City or Township
2. Taxable Value
3. Population

With lower rates for townships, lower taxable values and smaller populations.

The City of Hartford does not have the capacity to hire a Community and Economic Development Director and while I have a solid background in community development, my time is split in a number of directions. I recommend that the City partner with Market Van Buren for the provision of community and economic development services as outlined in their Invoice for Fees for Services and request that Market Van Buren sign the attached Service Agreement.

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: 05/09/2023

Re: Water Rate Study & Proposed Water Improvements

Today's review of the Water Rate Study with baker tilly and consideration to schedule the Proposed Water Improvements public hearing, as proposed by Wightman is the first conversation about this topic over the course of the next month. The Council will participate in public hearings and consider rate adjustments as well as review the proposed CWSRF application in the coming weeks.

As part of the City's effort to comply with the State's Lead and Copper Rule (LCR) which requires the replacement of all lead service lines at a minimum rate of 5% per year, not to exceed 20 years, the City Council approved a Water Rate Study by baker tilly.

This Water Rate Study, similar to the Sewer Rate Study conducted last year, provides an analysis of the current rates and projects the necessary rates needed to afford ongoing water supply and system upgrades and maintenance as well as the mandated infrastructure changes needed to comply with the LCR.

Earlier this year, Wightman proposed that the Council consider applying for a maximum award under the current State of Michigan Clean Water State Revolving Fund (CWSRF) given the City's current designation as a Significantly Overburdened Community, and include both the compliance with the LCR as well as other water infrastructure related improvements outlined in the City's current Capital Improvement Plan. As a Significantly Overburdened Community, the City has the potential to be eligible for a 50%, 75% or even a 100% grant, reducing the amount of potential debt bonding. Some of the funds available for these grants are temporary funds available for a limited time, making the timing of this opportunity a bit narrower.

In reviewing the Water Rate Study and application for Proposed Water Improvements, the Council will want to consider whether the City should apply for a project that only includes the mandated Lead Service Line Replacement which is estimated at \$6.5M in overall project costs or apply for the maximum award possible which would include needed water related upgrades and the LSLR costs for a total estimated cost of \$12.1M.

If the Council decides to apply for the maximum award and receives, for example, a 50% grant, the Council could decide to reduce the amount of the total project and cut portions of the overall project scope out at that time in an effort to reduce the overall bond debt burden.

Please see attached information about the LCR.

Here is information about the State Revolving Fund and Overburdened Communities:

<https://www.michigan.gov/egle/regulatory-assistance/grants-and-financing/drinking-water-state-revolving-fund/overburdened-communities>

Lead and Copper Rule Revision Summary

Below is a summary of recent lead and copper regulatory changes in Michigan. Please note that this summary is not comprehensive. Lead and copper requirements are complex, and additional information and training is being developed to help water supplies comply with the new requirements.

Lead Action Level

- The lead action level of 15 parts per billion (ppb) remains in effect through December 31, 2024. The new lead action level of 12 ppb will take effect January 1, 2025.
- Lead and copper 90th percentiles are now calculated using highest lead and highest copper results from each site.

Lead and Copper Tap Sampling

- Lead and copper tap sampling pools must be reviewed, updated as necessary, and submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by January 1, 2020.
- Tier 1 and Tier 2 sample site criteria no longer include sites with copper pipes soldered with lead and installed after 1982. Tier 3 criteria have been modified to include sites with copper pipes soldered with lead and installed before July 1988.
- Systematic flushing of a sampling site and/or aerator removal or cleaning is prohibited immediately before compliance sampling is conducted.
- A second sample, in addition to the first draw, will be required at sites served by a lead service line (details and instructions will be provided once developed). The highest lead result and the highest copper result will be used to calculate the 90th percentile.
- A supply with optimal corrosion control treatment (OCCT) cannot reduce to three year lead and copper tap monitoring unless it meets water quality parameter ranges and either of the following apply:
 - The water supply has no lead service lines OR
 - The water supply has three annual rounds of sampling with 90th percentiles less than or equal to 5 ppb for lead and 650 ppb for copper.

Distribution System Materials Inventory (DSMI)

To ensure distribution system components and service lines are properly identified and effectively inventoried, the following requirements apply:

- A preliminary DSMI, based on available information, must be submitted to EGLE by January 1, 2020.
- A final DSMI must be submitted to EGLE by January 1, 2025, with a comprehensive updated inventory due every five years thereafter.
- Supplies with lead service lines must report to EGLE annually on the status of lead service line replacement efforts.
- Supplies must notify residents served by lead service lines within 30 days of determining the service line content.

Lead Service Line Replacement

The Lead and Copper Rule previously required replacement of lead service lines at a rate of 7 percent per year, only when a water supply continued to exceed the lead action level after installing corrosion control treatment. While this requirement remains in effect, lead service line replacement requirements have been expanded to include the following:

- Partial lead service line replacement is no longer allowed except in the case of an emergency repair.
- Water supplies with lead service lines, regardless of lead action level values, must replace all lead service lines at an average rate of 5 percent per year, not to exceed 20 years, or in accordance with an alternate schedule incorporated into an asset management plan and approved by EGLE.
- The full lead service line must be replaced at water supply expense, regardless of ownership.
- A new service line definition was added, and the lead service line definition was updated.

Water Quality Parameter (WQP) Sampling

WQP sampling is required for all supplies with OCCT, including small and medium supplies, and all supplies exceeding an action level.

- WQPs have been expanded to include chloride and sulfate.
- WQP monitoring can no longer be reduced to 3-year monitoring.
- Rules have been clarified to require establishment of WQP ranges in the distribution system.

Continuity of Sources and Treatment

- Clarification that supplies purchasing water from a supply with OCCT must also maintain OCCT.
- Clarification that EGLE may require new or updated corrosion control studies when a supply changes source or treatment, or at any other time as appropriate.

Enhanced Transparency

- The consumer notice of results (the results information provided to residents of sampled sites) must now include copper.
- Additional content and delivery requirements for lead public education following a lead action level exceedance have been added.
- Additional Consumer Confidence Report content for lead and copper reporting and lead service line reporting have been added.
- A statewide advisory council will be created to assist with development of public awareness campaign materials.
- Supplies serving 50,000 people or more must establish a community advisory council to assist with development of public awareness campaign materials.

City of Hartford

Estimated Water Project Scenarios



MUNICIPAL
ADVISORS

Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Ste 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

Assumptions:

Typical Homeowner's Bill (assumed 4,500 gallons/month)	\$	22.95
Rate Revenues	\$	318,334.00
Other Revenues		39,742.00
Estimated Operations & Maintenance Expenditures		(331,825.00)
Net Operating Revenue	\$	<u>26,251.00</u>

	\$12.1 Million 30-Year SRF 75% Grant	\$12.1 Million 30-Year SRF 50% Grant	\$6.5 Million 30-Year SRF 75% Grant	\$6.5 Million 30-Year SRF 50% Grant
Current Interest Rate [1]	2.500%	2.500%	2.500%	2.500%
Project Cost	\$ 12,100,000.00	\$ 12,100,000.00	\$ 6,500,000.00	\$ 6,500,000.00
Borrowing Amount	\$ 3,025,000.00	\$ 6,050,000.00	\$ 1,625,000.00	\$ 3,250,000.00
Annual Debt Service	\$ 145,000.00	\$ 290,000.00	\$ 80,000.00	\$ 155,000.00
Rate Increase Required Estimate [2]	45.55%	91.10%	25.13%	48.69%
New Typical Homeowner's Bill (monthly)	\$ 33.40	\$ 43.85	\$ 28.71	\$ 34.12

[1] Interest rate changes yearly.

[2] Not holistic and not a recommendation. Only assumes debt service payments plus needed additional revenues to have positive cash flow required divided by current rate revenues. Full analysis needed in order to get to recommended increase.

DRAFT 05/01/2023

CITY OF HARTFORD (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF NET POSITION

	As Of		
	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>
	(-----Per Audit-----)		
Assets			
Current assets:			
Cash equivalents & deposits	\$26,847	\$27,279	\$100,062
Investments	126,288	153,317	131,586
Accounts receivable	56,223	81,458	70,835
Due from other funds	1,425	1,425	1,425
Prepaid expense	2,516	2,516	3,588
Total current assets	<u>213,299</u>	<u>265,995</u>	<u>307,496</u>
Noncurrent assets:			
Capital assets non depreciable	8,620	8,620	184,275
Capital assets depreciable, net of accumulated depreciation	2,706,495	2,719,923	2,594,407
Total noncurrent assets	<u>2,715,115</u>	<u>2,728,543</u>	<u>2,778,682</u>
Total Assets	<u>\$2,928,414</u>	<u>\$2,994,538</u>	<u>\$3,086,178</u>
Liabilities			
Current liabilities:			
Accounts payable	\$1,412	\$10,813	\$8,176
Due to other funds	-	1,500	1,500
Accrued interest	581	220	-
Customer deposit	24,300	27,391	27,728
Current portion of long-term debt	43,612	27,758	-
Total current liabilities	<u>69,905</u>	<u>67,682</u>	<u>37,404</u>
Noncurrent liabilities:			
Long-term debt	28,049	291	-
Total Liabilities	<u>97,954</u>	<u>67,973</u>	<u>37,404</u>
Net Position			
Net investment in capital assets	2,643,454	2,700,494	2,778,682
Unrestricted	187,006	226,071	270,092
Total Net Position	<u>2,830,460</u>	<u>2,926,565</u>	<u>3,048,774</u>
Total Liabilities and Net Position	<u>\$2,928,414</u>	<u>\$2,994,538</u>	<u>\$3,086,178</u>

CITY OF HARTFORD (MICHIGAN) WATER FUND

COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	Fiscal Year Ended		
	6/30/2020	6/30/2021	6/30/2022
	(-----Per Audit-----)		
Operating Revenues			
State grants	-	\$162,137	\$175,583
Charges for services	\$357,147	380,679	361,444
Penalties	11,117	10,351	11,887
Rentals	26,910	24,840	23,040
Miscellaneous	3,914	2,101	10,844
Total operating revenues	<u>399,088</u>	<u>580,108</u>	<u>582,798</u>
Operating Expenses			
Salaries and wages	36,074	32,537	33,543
Payroll taxes	2,413	2,225	2,330
Benefits	20,601	15,997	13,960
Postage	2,860	2,821	2,297
Supplies	9,798	23,974	17,260
Contractual services	7,658	10,751	12,582
Professional fees	2,100	3,000	5,000
Telephone	1,900	1,667	1,674
Utilities	16,825	16,837	18,475
Repairs and maintenance	19,820	26,465	9,950
Rental	60,139	53,390	56,074
Insurance and bonds	3,598	3,908	4,036
Deferred compensation	2,095	1,831	1,889
Administrative fee	53,000	55,000	60,000
Capital outlay	-	6,405	-
Miscellaneous	3,844	4,080	836
Subtotal	<u>242,725</u>	<u>260,888</u>	<u>239,906</u>
Depreciation expense	137,329	146,529	139,772
Total operating expenses	<u>380,054</u>	<u>407,417</u>	<u>379,678</u>
Net operating income (loss)	<u>19,034</u>	<u>172,691</u>	<u>203,120</u>
Non-Operating Revenues (Expenses)			
Unrealized loss on investments	2,556	(1,584)	(14,049)
Interest income	3,607	3,282	3,401
Interest expense	(2,933)	(1,284)	-
Total non-operating revenues (expenses)	<u>3,230</u>	<u>414</u>	<u>(10,648)</u>
Gain (loss) before transfers	22,264	173,105	192,472
Other Financing Sources (Uses)			
Transfers out	-	(77,000)	(70,263)
Change in net position	22,264	96,105	122,209
Net position, beginning of year	<u>2,808,196</u>	<u>2,830,460</u>	<u>2,926,565</u>
Net position, end of year	<u>\$2,830,460</u>	<u>\$2,926,565</u>	<u>\$3,048,774</u>

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Item 3.

CITY OF HARTFORD (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		<u>Fiscal Year Ended</u>			<u>Test Year</u>	<u>Multiplier</u>
		<u>6/30/2021</u>	<u>6/30/2022</u>	<u>6/30/2023</u>		
		(-----Per Client-----)				
Department 541 - Iron Removal Plant Operations						
702.000	Salary	\$16,286	\$17,076	\$20,000	\$20,000	3.0%
703.000	Salaries - Overtime	213	217	3,000	3,000	3.0%
704.000	Deferred Comp	955	984	7,000	7,000	3.0%
714.000	Fringe Benefits	7,629	6,722	9,000	9,000	3.0%
715.000	Employer's FICA	1,127	1,201	1,500	1,500	3.0%
730.000	Operating Supplies	10,283	9,796	18,000	18,000	3.0%
810.000	Administration Fee	12,000	15,000	16,000	16,000	3.0%
818.000	Contractual Services	3,923	7,094	3,500	3,500	3.0%
851.000	Telephone	1,525	1,674	1,700	1,700	3.0%
921.000	Electric	8,131	9,875	12,000	12,000	4.0%
923.000	Heat	974	1,637	12,000	12,000	4.0%
930.000	Repairs/Maintenance	13,371	7,061	2,500	2,500	3.0%
943.000	Equipment Rental	27,859	29,097	7,500	7,500	3.0%
960.000	Insurance and Bonds	1,428	1,487	1,000	1,000	3.0%
968.000	Depreciation Expense	-	-	- [1]	-	0.0%
Total Department 541 Expenses		<u>105,704</u>	<u>\$108,921</u>	<u>114,700</u>	<u>114,700</u>	
Department 560 - Water Distribution System						
702.000	Salary	15,076	15,883	27,000	27,000	3.0%
703.000	Salaries - Overtime	962	367	4,000	4,000	3.0%
704.000	Deferred Comp	876	905	-	-	0.0%
714.000	Fringe Benefits	7,629	6,722	17,000	17,000	3.0%
715.000	Employer's FICA	1,098	1,129	2,177	2,177	3.0%
721.000	Workers Compensation	739	516	1,500	1,500	3.0%
729.000	Postage	2,821	2,297	-	-	0.0%
730.000	Operating Supplies	12,140	7,464	12,000	12,000	3.0%
801.000	Audit Fees	3,000	5,000	6,000	6,000	3.0%
810.000	Administration Fee	43,000	45,000	47,000	47,000	3.0%
818.000	Contractual Services	166,633	5,488	5,000	5,000	3.0%
820.001	DWAM grant Expenditures	1,733	-	-	-	0.0%
826.000	Legal Services	-	-	1,000	1,000	3.0%
851.000	Telephone	142	-	500	500	3.0%
861.000	Travel Expense	-	-	500	500	3.0%
920.000	Publishing	-	-	500	500	3.0%
921.000	Electric	6,566	6,963	5,000	5,000	4.0%
930.000	Repairs/Maintenance	13,094	2,889	20,000	20,000	4.0%
943.000	Equipment Rental	25,531	26,977	36,000	36,000	3.0%
956.000	Miscellaneous	735	755	500	500	3.0%
958.000	Training Fund	83	83	1,500	1,500	3.0%
959.000	Membership Fees	95	-	-	-	0.0%
960.000	Insurance and Bonds	2,480	2,549	4,000	4,000	3.0%
968.000	Depreciation Expense	-	-	- [1]	-	0.0%
972.001	Capital Outlay	-	-	- [2]	-	0.0%
991.000	Debt Service - Principal	-	-	-	-	0.0%
992.000	Debt Service - Interest	-	-	-	-	0.0%
992.001	1999 Water & Sewer Bonds	398	-	-	-	0.0%
997.000	Paying Agent	125	-	- [3]	-	0.0%
Total Department 570 Expenses		<u>304,955</u>	<u>130,986</u>	<u>191,177</u>	<u>191,177</u>	
Department 996 - Operating Transfer						
972.000	Transfer - Capital Improvement	77,000	50,000	- [2]	-	0.0%
999.468	Transfer to CDBG Fund	-	-	10,000 [3]	-	0.0%
Total Department 996 Expenses		<u>77,000</u>	<u>50,000</u>	<u>10,000</u>	<u>-</u>	
Total Water Operating Expenses		<u>\$487,659</u>	<u>\$289,907</u>	<u>\$315,877</u>	<u>\$305,877</u>	

[1] Depreciation Expense is removed from this section of the report. This item is addressed later in the report.

[2] These expenses are removed from this section of the report. This item is addresses later in the report.

[3] Adjusted per client

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DRAFT 05/01/2023

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CITY OF HARTFORD (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS

	<u>2022/23</u>	<u>One-Time Increases</u>	<u>2023/24</u>	<u>2024/25</u>	<u>Increases Per Year</u>	<u>2025/26</u>
Assumptions						
City Metered:						
Customer Count	960		960	960		960
Service Ready Fee (monthly)	\$5.92	\$1.00	\$6.92	\$7.92	\$0.30	\$8.22
Billable Flow (1,000 gal)	50,880		50,880	50,880		50,880
Commodity Charge (per 1,000 gal)	\$2.45	\$0.45	\$2.90	\$3.35	\$0.15	\$3.50
Non-City Metered (1.5x city rates):						
Customer Count	81		81	81		81
Service Ready Fee (monthly)	\$8.88		\$10.38	\$11.88		\$12.33
Billable Flow (1,000 gal)	11,401		11,401	11,401		11,401
Commodity Charge (per 1,000 gal)	\$3.68		\$4.35	\$5.03		\$5.25
Customer Count	1,041		1,041	1,041		1,041
Water Improvement Project Fee (monthly)	\$6.00	0.00%	\$6.00	\$6.00	0.00%	\$6.00
<i>Typical City homeowner's monthly bill (assumes 4,500 gallons/month)</i>	\$22.95		\$25.97	\$29.00		\$29.97
Revenue						
City Metered:						
Service Ready Fee Revenue	\$68,198		\$79,718	\$91,238		\$94,694
Commodity Revenue	124,655		147,551	170,446		178,078
Non-City Metered:						
Service Ready Fee Revenue	8,631		10,089	11,547		11,985
Commodity Revenue	41,897		49,593	57,288		59,853
Water Improvement Project Revenue	74,952		74,952	74,952		74,952
Other Revenues	39,742		39,742	39,742		39,742
Total Revenues	<u>358,076</u>		<u>401,645</u>	<u>445,214</u>		<u>459,305</u>
Less: Total Operating Expenditures	<u>(315,877)</u>		<u>(315,543)</u>	<u>(325,519)</u>		<u>(335,815)</u>
Net Operating Revenue	42,199		86,102	119,695		123,490
Less: Estimated Cash-Funded Capital Improvements	<u>(52,000)</u>		<u>(181,250)</u>	<u>(50,000)</u>		<u>(50,000)</u>
Net Cash Flow	<u>(\$9,801)</u>		<u>(\$95,148)</u>	<u>\$69,695</u>		<u>\$73,490</u>
Cash & Investments	\$231,649	\$221,847	\$126,699	\$196,394		\$269,884

Roxann Isbrecht

From: Emily Hickmott <deputy@vanburencd.org>
Sent: Tuesday, April 25, 2023 5:32 PM
To: Emily Hickmott
Subject: Van Buren Conservation District April 2023 Programs Report
Attachments: VBCD_April_2023_Programs_Report (1).pdf

Hello,

The Van Buren Conservation District April 2023 Programs Report is attached to this email in a PDF format. Please let me know if you have any questions.

We encourage you to pass this information along to your fellow community members as you see fit, including at your regular board meetings as a report from the Conservation District, if applicable.

Additionally, we want to pass along that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) is inviting local governments and regional organizations to join their partner SolSmart in their solar energy program. SolSmart is a national program that assists participants in becoming solar energy leaders. The program provides no-cost technical assistance to help increase knowledge, meet community challenges, and achieve solar energy goals.

SolSmart is funded through the U.S. Department of Energy, Solar Energy Technologies Office. As part of the federal Justice40 Initiative, SolSmart is committed to ensuring that every local government is able to participate in the program, including communities that are underserved. Every city, town, county, and regional organization in the United States is eligible to join SolSmart.

Contact EGLE's SolSmart Advisor Lisa Thomas at ThomasL17@michigan.gov for more information.

Have a great week,

Emily Hickmott

She/Her/Hers

Deputy Administrator

Van Buren Conservation District

1035 E. Michigan Ave. Ste. A

Paw Paw, MI 49079

Cellphone: 269-633-9054

Office: 269-657-4030 x 5

Stay Connected:





Van Buren Conservation District April 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

Farming for the Future, our annual farmer education program, was a great success in March and the perfect kickoff for our field days scheduled for June 14 and August 17. Details will be available on our website in the coming weeks. Recycling collections start in April, so please promote those events. Please encourage folks to register their tires before the events so that we make sure we have space for them. You can access recycling collection information on our website here:

<https://vanburencd.org/van-buren-county-recycling-collections/>

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - More than 150 local farmers came together at the Van Buren Conservation District's annual "Farming for the Future" conference on March 7 to learn about nutrient management, improving soil health, cost share opportunities, and more. Neal Kinsey of Charleston, Missouri, internationally recognized agricultural consultant and author of the book Hands-on Agronomy, was the keynote speaker. VBCD staff also discussed new research and cost-share programs that can offer funding to farmers to try conservation practices. Speakers from University of Notre Dame, MSU Extension, and MDARD also spoke during breakout sessions targeting grain, grazing, and fruit growers. See the end of this report for evaluation results for this event.
- **SWxSW Corner Cisma (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian*) - In March the Cisma focused on preparations for the summer. We extended offers to our two seasonal strike team crew members and both accepted. We also applied for funds from MDARD to survey for spotted lanternfly across our three counties. Cisma staff is now commercially certified to apply pesticide.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - March was a busy month for the specialist. Several farm visits were conducted as well as Re-Verifications (both systems) for two farmers in South Haven. There are several more that are on deck for Re-verification and 2 New Verifications and 2 Re-Verifications are already scheduled for the month of April. This month, the technician also took time off to give presentations to the Van Buren Technology Center Fire Science Class, helped with a prescribed burn, gave guidance to a farmer looking to start a chicken operation in Bloomingdale, and helped several farmers report their water use to the Department of Agriculture. As busy as March was, April is looking to be even busier.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - Applications for Conservation practice cost share through the EQIP program in 2023 total more than \$1,000,000 for Van Buren County. This is larger than 2021 and 2022 allocations combined.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) - This past month has been a race indeed, trying to get everyone entered and ranked into IRA (Inflation Reduction Act) funding pools, but with the expert help from the team, the technician was able to keep up and get everything entered and adjusted for our area livestock managers and grazers.
- **Outreach** (*Jacob Diljak*) - Another successful Tree Sale is in the works! Pre-orders were due April 7 and pickups occurred the week after. The 2023 Van Buren County Food, Farm, and Fun Guide has arrived, promoting local food and the County's outdoor recreation opportunities.



Van Buren Conservation District April 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

- **Resource Recovery Recycling** (*Kalli Marshall*) - The Resource Recovery Program has undertaken a new adventure this month. Kalli is coordinating with municipalities to bring funding to expand recycling for residents and to improve recycling infrastructure. This project aims to improve nine transfer stations to expand services and capacity for Van Buren County residents and landowners.



Southwest Michigan CAA Weatherization Assistance Program

**Lower your Energy Bills
Increase Home Comfort
Get it all for FREE**

Counties served:
**Berrien, Cass,
Van Buren**

What is Weatherization?
Fueled by the 1973 energy crisis, weatherization was created in 1976 to decrease energy needs in each household. Today, people across the U.S. benefit from this program by lower energy bills, and a more comfortable home.

Services MAY include:

- Insulation
- LED Lights
- Furnace evaluation
- Smoke / CO detectors
- And MORE!!



Do you qualify for Weatherization?

2023 Income Poverty Guideline Chart (200%)

Family Size	Max Gross Annual Income Limit
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5+	\$70,280 + (\$10,280 per person)

How do I apply?
You can go to our website **SMCAA.COM** and go to our Weatherization page to fill out the “Weatherization Pre-Application”
Or go to the form directly by scanning our QR code!



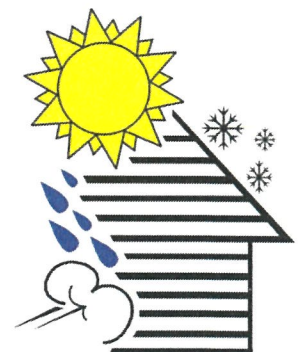
Who are we?

Southwest Michigan Community Action Agency (SMCAA) utilizes grant funds to provide support to those in need. Find out more by going to our website at **SMCAA.COM** Or calling **(269) 925-9077**

Some of our programs:

- Food assistance
- Temporary shelter
- Home Development
- **Weatherization Assistance**
- Home Support

Weatherization Department
Phone: (269) 925-9077 Ext: 868
Email: nhatcher@smcaa.com
Office: 185 E. Main St.
Benton Harbor, MI, 49022



Weatherization Works

CITY OF HARTFORD

19 W. Main St
Hartford, MI 49057
Phone: 269-621-2477
Fax: 269-621-2054
cityclerk@cityofhartfordmi.org
www.cityofhartfordmi.org



To: **City Manager/Council**

April 24, 2023

Passage of Proposal 22-2 – Changes to State & Federal Elections

The passage of Proposal 22-2 at the November 2022 election will impact how we administer local elections beginning with presidential primary in 2024. This proposal will significantly impact the City’s budget & staff. After meeting with the County Clerk & Bureau of Elections I wanted to make you aware of some new requirements:

1. **Absentee Ballot Application:** voters will have the right to have an absentee ballot sent to them before each election after submitting one absentee ballot application that will cover all future elections. Impact: postage, envelopes, ballot printing costs, additional staff
2. **Voter’s Signature Verification:** Clerk’s will need to notify the voter if a signature did not sufficiently agree or if the ballot is missing a signature. Impact: training, postage, envelopes, staff time for contacting the voter, tracking to cure the deficiencies.
3. **Drop Boxes:** required for every 15,000 registered voters, under video surveillance and available for 40 days before an election. Impact: must meet strict State standards
4. **Early Voting:** In-person at an early voting site. The site will be open for at least nine consecutive days for at least eight hours a day, beginning on the Second Saturday before the election and ending on the Sunday before the election. Early voting sites will be governed in the same manner as election-day polling places and can serve voters from more than six precincts and from more than one municipality within a county. Impact: Staff, site fees, additional election equipment, testing, publication, printing costs.

There are still a lot of questions to be answered as the State provides the rules & guidance to conduct early voting. I will keep you informed as the rules become available; this will require some creativity to deliver these services. I believe from the consensus of the group of clerk’s in Van Buren County they are in favor of running their own jurisdiction’s early voting. Due to limited resources I am in favor of the County Clerk running this service and spreading the costs evenly throughout the jurisdictions.

RoxAnn Rodney-Isbrecht,

City Clerk

Memo

To: Fee Schedule Committee
From: Sanya Vitale
cc: City Council
Date: 04/24/2023
Re: Fee Schedule Costs to City

1. City Brush & Leaf Program, Including Dump & Large Item Pick-Up = **\$13,269.42**
 - a. Brush Pick-up
 - i. 9a-3p (-1-hour lunch) = 5 hours
 - ii. 2 staff usually (3 sometimes)
 - iii. 10 days of pick-up (sometimes 11 days)
 - iv. Hourly rate X 10 days X 5 hours X 2 staff = **\$2,601.75**
 - b. Leaf Pick-up
 - i. 9a-3p (-1-hour lunch) = 5 hours
 - ii. 3 staff always
 - iii. 12-15 days of pick-up)
 - iv. Hourly rate X 12 days X 5 hours X 3 staff = **\$4,683.14**
 - c. Large Item Pick-up
 - i. Averages **\$4,730.59**/year
 - d. Cost to City to push brush at Dump
 - i. **\$687.50**/year
 - e. WWTP Staff Time to Support Dump
 - i. Avg. All Season = 3 Trips
 - ii. WWTP Staff Spend 15 minutes per trip
 1. 2023 5@ 1X Dump Pass + 10 X All Season = \$231.88
 2. 2022 8@ 1X Dump Pass + 25 X All Season + 2 DPW Pick-up = \$549.88
 3. 2021 1@1X Dump Pass + 29 X Season + 1 DPW Pick-up = \$583.00
 - iii. Average cost over 3-years = **\$566.44**
 - f. **Costs do not include the following:**
 - i. Equipment
 - ii. Maintenance
 - iii. Gasoline
 - iv. Depreciation
2. Ely Park Special Event Use = **\$48.46**
 - a. DPW 1 hour **\$26.02**
 - i. Initial Restroom Maintenance
 - ii. Initial Trash Pick-up
 - b. City Clerk ¼ hour **\$10.76**
 - c. City Manager ¼ hour **\$11.69**
 - d. **Does not include:**
 - i. Electricity for event
 - ii. Lights
 - iii. Water
 - iv. Lawn Care
 - v. Tree Care
 - vi. Equipment Use and Maintenance

3. Delinquent Admin Fee = **\$1,584.40**
 - a. City Clerk 20 hours/ year = **\$860.80**
 - b. City Treasurer 20 hours/ year = **\$723.60**
 - c. 25 ppl may pay fee/ year

4. **Water for Fire Department- See Below**
 - a. Fire Response City of Hartford- \$2.45/1,000 gallons
(latest response was over 200,000 gallons pumped or **\$490.00**)
 - b. Fire Response Hartford Township- \$3.68/1,000 gallons
 - c. HFD Vehicle Washing- \$2.45/1,000 gallons
 - d. HFD Fundraising Carwashes- \$2.45/1,000 gallons
 - e. HFD Station Water Utility Use-
\$2.45/1,000 gallons + \$5.92 Service Ready Free + \$6.00 Water Improvement Project / Month
 - f. HFD Station Sewer Utility
\$7.50/1000 gallons + \$10.00 Capital Reserve / Month
 - g. All water and sewer to HFD is Free

5. NSF Check **\$33.09- \$43.09 each**
 - a. Cost to City from Bank- **\$15-\$25/each**
 - b. Treasurer Time to Respond via Letter ½ Hour- **\$18.09/each**
 - c. Does not include: Paper (2), postage, envelope, ink

6. Notary **\$11.71 each**
 - a. City Clerk: avg ¼ hour **\$10.76**
 - b. City Treasurer: avg ¼ hour **\$9.05**
 - c. Yearly Materials = **\$77.50/yr**
 - i. New Books every year: **\$25-\$30**
 - ii. New Seals every few months **\$15-\$20 X 3**
 - d. Renewals every 6 years = **\$66.66/yr**
 - i. New Stamps every 6 years **\$100 X 2**
 - ii. New Imprint Device every 6 years **\$100 X 2**
 - e. Individuals using service:
 - i. 20-21: 83 users \$515.00
 - ii. 21-22: 102 users \$630.00
 - iii. 22-23: 56 users \$400.00
 - iv. **Average 80 users \$515.00/yr**

7. Marijuana Inspections: **\$1,036.25/year**
 - a. City Manager: 5 hours X 3 Inspections/year = **\$701.11**
Site visits, reports, follow ups, review of files, review of security system, review of HPD reports
 - b. Lieutenant: 2 hours X 3 Inspections/year = **\$229.25**
Site visits, reports, review of security system, review of security footage
 - c. City Clerk: .75 hours X 3 Inspections/year = **\$96.84**
Review, follow-up, filing
 - d. City Treasurer: .25 hours/year = **\$9.05**
Process receipts

8. Marijuana Events **\$808.83+**
 - a. City Manager: 5 hours (minimum) **\$233.70**
 - b. HPD Time: 12 hours event oversight (average) **\$35.30 - \$ 43.86/hour**
 - c. City Clerk: 2 hours (minimum) **\$86.08**
 - d. City Treasurer: .25 hours = **\$9.05**
Process receipts

9. Sign Permit **\$23.37/sign**
 - a. City Manager ½ hour/sign **\$23.37**
 - b. City Treasurer's Processing of Invoices not included @ **\$36.18/hour**

10. Site Plan Review

a. Staff Rates

- i. City Manager \$46.74/hour
- ii. DPW \$26.02/hour
- iii. WWTP \$50.00/hour
- iv. HPD Chief \$43.86/hour
- v. City Clerk \$43.04/hour
- vi. Code Enforcement TBD
- vii. Engineer \$250/hour

b. **Single Family Residential: \$512.80 minimum**

- i. Review- i-vi staff rates x 1 hour
- ii. Recommendation i-vi staff rates x 1 hour
- iii. Planning Commission Meeting i only staff rates x 1 hour
- iv. Follow Up i only staff rates x 1 hour

c. **Multi-Family Residential \$909.42 minimum**

- i. Review i-vi staff rates x 2 hours
- ii. Recommendation i-vi staff rates x 1 hour
- iii. Planning Commission Meeting i only staff rates x 1 hour
- iv. Follow Up i only staff rates x 5 hours

d. **Commercial \$909.42 – \$1,562.44 minimum**

- i. Review i-vi staff rates x 2-4 hours
- ii. Recommendation i-vi staff rates x 1 hours
- iii. Planning Commission Meeting i only staff rates x 1 hour
- iv. Follow Up i only staff rates x 5-10 hours

e. **Industrial \$2,965.46 + Engineer minimum**

- i. Review i-vi staff rates x 4-6 hours + engineer
- ii. Recommendation i-vi staff rates x 1 hours + engineer
- iii. Planning Commission Meeting i only staff rates x 1 hour + engineer
- iv. Follow Up i only staff rates x 10-20 hours + engineer

f. Assessor's review & recommendation not included @ \$30/hour

g. City Treasurer's Processing of Invoices not included @ \$36.18/hour

11. Split/Combo: **\$76.74**

- a. Assessor Review: \$30/hour
- b. City Manager: \$46.74/hour
- c. Does not include City Clerk's Time
- d. City Treasurer's Processing of Invoices not included @ \$36.18/hour

12. Zoning Compliance Permit **\$44.89**

- a. City Manager: \$46.74 X ½ hour
- b. City Clerk: \$43.04 X ½ hour
- c. City Treasurer's Processing of Invoices not included @ \$36.18/hour

13. Special Land Use: **\$1,080.52**

- a. Mailings to all parcels within 300' of subject parcel: **\$94.89/minimum**
 - i. Materials for Mailings: Paper, Ink, Postage, Envelopes: **\$50.00**
 - ii. City Clerk Time: **\$20.52**
 - iii. City Manager Time: **\$23.37**
- b. Public Notice in Newspaper **\$114.13**
 - i. Materials for Public Notice: Paper, Ink, Staples, Internet, Cost to Post in Newspaper **\$80.00**
 - ii. City Clerk Time: **\$10.76**
 - iii. City Manager Time: **\$23.37**
- c. Review of Application: **\$264.66**
 - i. City Manager **\$46.74/hour**
 - ii. DPW **\$26.02/hour**
 - iii. WWTP **\$50.00/hour**
 - iv. HPD Chief **\$43.86/hour**

- v. City Clerk **\$43.04/hour**
- vi. Code Enforcement **TBD**
- vii. City Assessor **\$30/hour**
- d. 1st Meeting of Planning Commission: **\$46.74 + Planning Commission Fees**
- e. Follow-up by City Manager **\$46.74**
- f. Follow-up by City Clerk **\$43.04**
- g. 2nd Meeting of Planning Commission **\$46.74 + Planning Commission Fees**
- h. Follow-up by City Manager **\$46.74**
- i. Follow-up by City Clerk **\$43.04**
- j. Follow-up by Assessor **\$30.00**
- k. Update Zoning Map **\$100**
- l. City Treasurer's Processing of Invoices not included @ **\$36.18/hour**

14. Request for Zoning Variance **\$1,230.52**

- a. Mailings to all parcels within 300' of subject parcel: **\$94.89/minimum**
 - i. Materials for Mailings: Paper, Ink, Postage, Envelopes: **\$50.00**
 - ii. City Clerk Time: **\$20.52**
 - iii. City Manager Time: **\$23.37**
- b. Public Notice in Newspaper **\$114.13**
 - i. Materials for Public Notice: Paper, Ink, Staples, Internet, Cost to Post in Newspaper **\$80.00**
 - ii. City Clerk Time: **\$10.76**
 - iii. City Manager Time: **\$23.37**
- c. Review of Application: **\$264.66**
 - i. City Manager **\$46.74/hour**
 - ii. DPW **\$26.02/hour**
 - iii. WWTP **\$50.00/hour**
 - iv. HPD Chief **\$43.86/hour**
 - v. City Clerk **\$43.04/hour**
 - vi. Code Enforcement **TBD**
 - vii. City Assessor **\$30/hour**
- d. 1st Meeting of Zoning Board of Appeals: **\$46.74 + ZBA Fees**
- e. Follow-up by City Manager **\$46.74**
- f. Follow-up by City Clerk **\$43.04**
- g. 2nd Meeting of Zoning Board of Appeals **\$46.74 + ZBA Fees**
- h. Follow-up by City Manager **\$46.74**
- i. Follow-up by City Clerk **\$43.04**
- j. Follow-up by Assessor **\$30.00**
- k. Update Zoning Map **\$100**
- l. City Treasurer's Processing of Invoices not included @ **\$36.18/hour**

15. Request for Rezoning Application: **\$1,679.52+**

- a. Review by Departments
 - i. City Manager **\$46.74/hour**
 - ii. DPW **\$26.02/hour**
 - iii. WWTP **\$50.00/hour**
 - iv. HPD Chief **\$43.86/hour**
 - v. City Clerk **\$43.04/hour**
 - vi. Code Enforcement **TBD**
 - vii. City Assessor **\$30/hour**
- b. Mailings to all parcels within 300' of subject parcel: **\$94.89/minimum**
 - i. Materials for Mailings: Paper, Ink, Postage, Envelopes: **\$50.00**
 - ii. City Clerk Time: **\$20.52**
 - iii. City Manager Time: **\$23.37**
- c. 2 X Public Notices in Newspaper **\$228.23**
 - i. Materials for Public Notice: Paper, Ink, Staples, Internet, Cost to Post in Newspaper **\$80.00**
 - ii. City Clerk Time: **\$10.76**
 - iii. City Manager Time: **\$23.37**

- d. 1st Meeting of Planning Commission: **\$46.74 + Planning Commission Fees**
- e. Follow-up by City Manager **\$46.74**
- f. Follow-up by City Clerk **\$43.04**
- g. 2nd Meeting of Planning Commission **\$46.74 + Planning Commission Fees**
- h. Follow-up by City Manager **\$46.74**
- i. Follow-up by City Clerk **\$43.04**
- j. 1st Meeting of City Council: **\$46.74 + City Council Fees**
- k. Follow-up by City Manager **\$46.74**
- l. Follow-up by City Clerk **\$43.04**
- m. 2nd Meeting of City Council **\$46.74 + City Council Fees**
- n. Follow-up by Assessor **\$30.00**
- o. Update Zoning Map **\$100**
- p. **City Treasurer's Processing of Invoices not included @ \$36.18/hour**

16. Rental Inspections

	Item	Fee to Inspector	Fee to City	Cost to Property Owner	Cost to City
a	Initial Inspection	\$30	\$15	\$45	\$69.61
b	Registration	\$0	\$5	\$5	\$30.57
c	Reinspection	\$15	\$0	\$0	\$45.57
d	Missed Inspections	\$15	\$5	\$20	\$45.57
e	Violation	\$15	\$60	\$75	\$193.94

- a. Initial Inspection- **\$69.61**
 - i. Inspector Fee- \$30
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$18.09
Processing of invoice
- b. Registration **\$30.57**
 - i. City Clerk: \$21.52 minimum
Preparation of Registration, preparation of notice to inspector, preparation of invoice
 - ii. City Treasurer: \$9.05
Processing of invoice
- c. Reinspection **\$45.57**
 - i. Inspector Fee- \$15
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$9.05
Processing of invoice
- d. Missed Inspections: **\$45.57**
 - i. Inspector Fee- \$15
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$9.05
Processing of invoice
- e. Violation: **\$193.94**
 - i. Inspector Fee- \$15
 - ii. City Clerk: \$21.52 minimum
Preparation of notice, preparation of invoice for inspector, mailing of notice, emailing of invoice
 - iii. City Treasurer: \$9.05
Processing of invoice
 - iv. City Manager: \$23.37
Review of Violation
 - v. City Attorney: \$125

**CITY OF HARTFORD
FEE SCHEDULE**

DESCRIPTION	CURRENT	PROPOSED	NOTE	RECEIPT'S CODE
RUMMAGE PERMIT	\$5.00	\$5.00		RUMMG
BRUSH PERMIT	\$5.00	\$25.00	ONE TRIP	BRUSH
BRUSH PERMIT	\$15.00	\$75.00	FOUR TRIPS	BRUSH
BRUSH PERMIT	\$50.00	\$50.00	PICK UP	BRUSH
COPY FEE	\$0.20	\$1.00	PER/COPY	COPY
PROPERTY CARD COPY NON OWNER	\$5.00	\$5.00	PER/FILE	COPY
TX BILL COPIES - NON RESIDENT	\$5.00	\$5.00	PER/PARCEL	TXBILL
TX BILL COPIES - NON RESIDENT		\$25.00	6-10 PARCELS	TXBILL
TX BILL COPIES - NON RESIDENT		\$50.00	11+ PARCELS	TXBILL
TX BILL COPIES - RESIDENT	FREE	FREE		TXBILL
NOTARY FEE	\$5.00	\$10.00	PER/PAGE	NOTAR
NSF CHECK FEE	\$25.00	\$45.00		NSFFE
DELIQUENT ADMINISTRATION FEE	\$30.00	\$30.00		
BUILDING PERMITS	CHART	CHART		BUILD
ELECTRIC PERMIT	CHART	CHART		ELECT
MECHANICAL PERMIT	CHART	CHART		MECHA
RIGHT OF WAY PERMIT - ATTACHED	PER/JOB	PER/JOB		INVOICE
Medical Marijuana Application & Permit	\$5,000.00	\$5,000.00	Non-Refundable	INVOICE
Recreational Marijuana Application & Permit	\$5,000.00	\$5,000.00	Non-Refundable	INVOICE
ANNUAL RENEWAL	\$2,500.00	\$2,500.00	Non-Refundable	INVOICE
ANNUAL INSPECTION		\$1,000.00	Non-Refundable	INVOICE
SPECIAL EVENT APPLICATION		\$2,500.00	Non-Refundable	INVOICE
LATE APPLICATION		\$250.00	PER/DAY	INVOICE
FINGERPRINTING	\$25.00	\$35.00		FINGE
SERVING ARREST WARRANT PER/HR	\$10.00	\$35.00	OUT OF COUNTY	
POLICE REPORT	\$10.00	\$10.00		REPRT
BREATHALIZER TEST	\$10.00	\$20.00	non-City resident	
PEDDLER'S PERMIT	\$100.00	\$100.00	PER/DAY	PEDDL
PEDDLER'S PERMIT		\$400.00	PER/MONTH	
PEDDLERS PERMIT - ANNUAL	\$100.00	\$1,500.00	ANNUAL	
MOBILE FOOD TRUCK - ON CITY PROPERTY	\$150.00	\$300.00	ANNUAL	
MOBILE FOOD TRUCK - ON PRIVATE PROPERTY		\$150.00	ANNUAL	
MOBILE FOOD TRUCK - ON PRIVATE PROPERTY		\$25.00	PER/DAY	
FARM PRODUCE	\$25.00	\$25.00	PER/DAY	

**CITY OF HARTFORD
FEE SCHEDULE**

<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>PROPOSED</u>	<u>NOTE</u>	<u>RECEIPT'S CODE</u>
ZONING ORDINANCE	\$50.00	\$50.00		
ZONING MAP	\$10.00	FREE		
COMPLETE SET OF ORDINANCE	\$150.00	\$150.00		
BOARD OF APPEALS	\$250.00	\$250.00		DBAPP
SITE PLAN REVIEW - COMMERCIAL	\$1,500.00	\$1,000.00		
SITE PLAN REVIEW -SINGLE FAMILY	\$250.00	\$500.00		
SITE PLAN REVIEW - MULTI FAMILY		\$1,000.00		
SITE PLAN REVIEW - INDUSTRIAL		\$2,500.00		
SPLIT/COMBINE PARCEL REQUEST	\$150.00	\$50.00		
ZONING COMPLIANCE PERMIT		\$45.00	FENCE/SIDEWALK/DRIVEWAY/POOL	
SPECIAL LAND USE PERMIT		\$500.00		
VARIANCE APPLICATION		\$750.00		
REZONING APPLICATION		\$1,000.00		
SIGN PERMIT		\$25.00		
SIGN PERMIT 2-5		\$100.00		
SIGN PERMIT 6+		\$500.00		
Temporary Storage/Garbage Commercial	\$15.00	\$50.00		INVOICE
Temporary Storage/Garbage Residential	\$15.00	\$25.00		INVOICE
<hr/>				
NON HOMESTEAD RENTAL REGISTRATION	\$5.00	\$5.00	PER/UNIT	INVOICE
OCCUPANCY INSPECTION	\$45.00	\$45.00	PER/INSPECTION	INVOICE
VIOLATION OF NON COMPLIANCE	\$75.00	\$75.00	PER/INSPECTION	INVOICE
MISSED INSPECTION APPOINTMENT	\$20.00	\$25.00	PER/APPOINTMENT	INVOICE
OCCUPANCY OWNER OCCUPIED INSPECTION	\$45.00	\$45.00	Waived if inspection done by	INVOICE
<hr/>				
FOIA REQUESTS;RESEARCH	\$25.00	\$25.00	PER/HR	INVOICE
COPIES	\$5.00	\$5.00	1ST PAGE	INVOICE
	\$1.00	\$1.00	EACH ADDITIONAL PAGE	INVOICE
<hr/>				
SPECIAL EVENT ELY PARK	FREE	\$100.00		INVOICE
<hr/>				
LAWN METERS	COST	COST		UB
UTILITY TURN ON FEE	\$15.00	\$25.00		UB
UTILITY TURN OFF FEE	\$15.00	\$25.00		UB
UTILITY TURN ON/OFF AFTER HOURS	\$100.00	\$125.00	4PM-7AM	UB
WATER CONNECTION (City)	\$500.00	\$500.00		UB
SEWER CONNECTION (City)	\$400.00	\$400.00		UB
WATER CONNECTION OUT OF DISTRICT	\$750.00	\$750.00		UB
SEWER CONNECTION OUT OF DISTRICT	\$600.00	\$600.00		UB
LAWN METER REPAIRS	\$25.00	\$50.00	PER/HR	UB
WATER LINE REPLACEMENT/INSTALLATION	\$25.00	\$50.00		INVOICE
SEWER LINE REPLACEMENT/INSTALLATION	\$25.00	\$50.00		INVOICE
METER CALIBRATION TESTS	\$10.00	\$100.00		UB
BULK WATER SALES--CONNECTION	\$50.00	\$100.00		INVOICE
BULK WATER SALES-WATER PER/1000GALLON	\$5.00	\$10.00	PER/1000 GALLONS	INVOICE
BULK WATER SALES - STAFF PER/HR		\$50.00	PER/HR	INVOICE
METERS WA/SW (residential)	COST	COST		UB
METERS WA/SW (Commercial)	COST	COST		UB

<u>BOARD</u>	CURRENT RATE		PROPOSED RATE		CURRENT RATE		PROPOSED RATE	
		CHAIR				MEMBER		
Board of Review/HOUR	\$	10.00	\$	15.00	\$	10.00	\$	13.00
Planning Commission/MEETING	\$	30.00	\$	50.00	\$	20.00	\$	40.00
Election Inspectors/HOUR	\$	13.00	\$	15.00	\$	11.00	\$	13.00

**CITY OF HARTFORD
INVESTMENT REPORT AS OF MARCH 31, 2023**

BONDS								
AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE
CD'S								
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		
		STURGIS BANK	1/25/2023	9 MONTHS	4.00%	10/25/2023		\$ 168,200
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			
		STURGIS BANK/OAKLEAF FINANCIAL (RAYMOND JAMES)						\$ 1,279,418
		TOTAL INVESTMENT AT MARKET AS OF MARCH 31, 2023						\$ 1,447,618

*THIS IS AN INCREASE OF \$29,090 FROM LAST QUARTER



**MAY 9, 2023
LIST OF BILLS**

	PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
1	ALEXANDER CHEMICAL	RENTAL INVOICE FOR IRP		180.00
2	AT & T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 3/12-4/11/2023		404.50
3	MICHAEL BANIC	OCCUPANCY INSPECTION 4/26/2023		30.00
4	BEAVER RESEARCH COMPANY	WEED KILLER FOR DPW		578.30
5	PAMELA BENCH	CLEANING AT CITY HALL ON 4/21/2023 FOR 3 HOURS		75.00
6	CLEAN EARTH ENVIRONMENTAL	VACTOR SERVICES TO CLEAN STORM SEWERS		2,740.31
7	CONSUMERS ENERGY	DPW GAS BILL 3/25-4/25/2023	256.08	
		IRP GAS BILL 3/25-4/25/2023	164.37	
		CITY HALL GAS BILL 3/25-4/25/2023	130.37	550.82
8	SUSAN ELBEN	HALF OF REGISTRATION FOR CHAPLAIN DOUG TIPKEN TRAINING		175.00
9	ELMER'S LOCKSMITH	RE KEY ALL EXTERIOR DOORS - CITY HALL, WWTP, IRP & DPW	534.50	
		CHANGE CYLINDER PLUS DUPLICATE KEYS	122.25	656.75
10	EPS SECURITY	FINAL PAYMENT ON SECURITY SYSTEM FOR CITY HALL		4,243.17
11	FRONTIER	WWTP PHONE, INTERNET & ALARM 4/13-5/12/2023	270.60	
		IRP INTERNET 4/16-5/15/2023	59.98	
		IRP LOCAL PHONE 4/19-5/18/2023	75.21	
		CASINO LIFT STATION PHONE 4/17-5/16/2023	87.58	
		DPW LOCAL PHONE 4/25-5/24/2023	70.62	563.99
12	HARDING'S MARKET	BREAKROOM SUPPLIES (PAPER PLATES & PLASTIC SILVERWARE)		16.46
13	J.S. BUXTON	BULK LIME SLURRY FOR WWTP		1,625.00
14	KELLOGG HARDWARE	MISC MAINTENANCE ITEMS FOR MOWER & WEED WHIP AT WWTP		45.71
15	MICHIGAN AGRIBUSINESS SOLUTIONS	200,000 BIOSOLID LIQUID LAND APPLICATION PUMPED FROM WWTP + FUEL SURCHARGE	11,200.00 1,120.00	12,320.00
16	MIDWAY ELECTRIC, INC	REPAIR AT WWTP DUE TO STORM DAMAGE (INS CLAIM #100PR2200341)		3,285.29
17	JOANNE NEWNUM	CLEANING AT CITY HALL ON 4/21/2023 FOR 3 HOURS		75.00
18	TOM NEWNUM	CLEAN CITY HALL ON 4/26/2023		50.00
19	STAPLES CREDIT PLAN	OFFICE SUPPLIES - STAINLESS STEEL CLEANER, CLIP BOARDS, MAGNETIC CLIPS, PENCIL SHARPENER, POST IT NOTES, SCOTCH TAPE, COPY PAPER, FOLDING TABLE FOR IRP, RED PENS & PENCILS		256.77
20	TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING - 4/18/2023 (ANIONS & ALKALINITY)		119.75
21	TRI CITY RECORD	RFP FOR LEGAL SERVICES PUBLICATION		49.00
22	UNUM LIFE INSURANCE CO OF AMERICA	MAY 2023 LIFE & DISABILITY INSURANCE FOR NEW HIRE STEVEN PENA		42.91
23	USA BLUEBOOK	2 BOXES OF 100 GLASS FILTERS FOR WWTP		118.96
24	VISION SERVICE PLAN	MAY 2023 VISION INSURANCE		95.17
25	ANDREW WARNER	22.25 HOURS AS OPERATOR AT WWTP (4/9-4/22/2023)		1,112.50
26	WIGHTMAN & ASSOCIATES, INC.	PROJECT 222250 - S. MUNICIPAL PARKING LOT RESURFACING	472.50	
		PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	1,593.75	
		PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	3,062.50	
		PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	6,062.50	
		PROJCTET 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	11,941.20	
		PROJECT 212081 - E. LINDEN & CLARK ST PROJECT	1,895.96	25,028.41
27	ROBERT WILLIAMSON	OVERPAYMENT ON FINAL WATER BILL FOR 103 S CENTER ST		4.68
TOTAL OF CHECKS TO BE WRITTEN FOR MAY 9, 2023			\$	54,443.45
4/14/2023	EASY ID CARD	ID CARDS FOR POLICE DEPARTMENT & CITY MANAGER (P.O. #14248) PRINCE, IVY, LUCAS, VANDEVOREN, KUZMA, AND VITALE (PLUS CLIPS) *****THIS AMOUNT WAS NOT INCLUDED ON APR 24 LIST OF BILLS*****		117.50
4/19/2023	MENARDS	TWO PLASTIC TOTES FOR POLICE VEHICLES		69.98
4/20/2023	UNITES STATES POSTAL SERVICE	MAIL DDA PACKETS FOR THE APRIL 26, 2023 DDA MEETING		12.18
4/24/2023	UNITES STATES POSTAL SERVICE	UTILITY BILLING POSTAGE PLUS MAIL LARGE ENVELOPE FOR BLDG DEPT		544.74
4/25/2023	UNITES STATES POSTAL SERVICE	MAILED CERTIFIED LETTERS (AM HAWK)		21.25
4/25/2023	ALTERATIONS PLUS	SEW PATCHES ON POLICE UNIFORMS (10 PATCHES)		20.00
4/28/2023	AMAZON	BUSINESS CARD BOX FOR SANYA'S DESK		20.63
4/28/2023	AMAZON	LITERATURE RACK/BROCHURE HOLDER FOR CITY HALL LOBBY		232.26
4/28/2023	UNITES STATES POSTAL SERVICE	MAIL CERTIFIED LETTERS TO PRIDE CARE AMBULANCE		16.26
TOTAL DEBIT CARD TRANSACTIONS			\$	1,054.80
TOTAL GROSS PAYROLL APR 12, 2023 THROUGH APR 25, 2023 (2 WEEKS)			\$	31,176.51
GRAND TOTAL FOR MAY 9, 2023			\$	86,674.76



CITY MANAGER'S WEEKLY UPDATE
April 21, 2023

COUNCIL AGENDA I realize that the Agenda is a long one and I promise we did try to narrow it down. There is a lot of work over the next few months due to projects, events, budget, utility rates, etc. Please note that there are only 9 items on the agenda that are new for review or consideration. The remaining items are routine reports, minutes or items coming back to the Council from being tabled or as 2nd Readings.

My goal remains to be transparent in my work and alert and advise the Council on issues as they arise. I am open to a healthy discussion on how to support the Council's concerns about the lengthy agenda.

HUMAN RESOURCES UPDATES We continue to have one employee out on leave.

HPD: The retired police officer I interviewed last week was scheduled to interview with Chief Prince this Friday. However, I received the following message from him after he visited the community over the weekend rescinding his interest in the position:

I had two Van Buren county officers state they wouldn't do the job without carrying protection and that concerns me. I also feel 18.00 an hour isn't enough for this particular job and a city vehicle needs provided not my personal vehicle. I believe being a retired police officer makes me see too many issues with this position.

We continue to look for a PT Code Enforcement Official and PT police officer.

DPW: Shaun Sweet started on Monday for DPW. His primary focus this summer will be mowing management, trash detail and Ely Park clean up. He seems like a good fit for the City.

We have hired Steven Pena full time at DPW. Steven is from Coloma with good experience in a variety of fields and comes with good recommendations. He starts on Monday, April 24.

WWTP: I have updated the job posting for the WWTP to a Union Laborer in the hopes that we can draw a candidate who is willing to work towards Operator licensure while learning how to work the plant alongside the crew onsite. This should help reopen the entire facility once we find a qualified candidate.

We continue to contract with the operator from Buchanan who holds the required Class C Operator's License.

CLERK'S OFFICE: Alora Gatties will start on Monday, May 1 as the new part time Deputy Clerk. She is a Hartford native, graduating from KVCC this May. She will work between 10-2 or 11-3 most days.

IPR EMERGENCY PURCHASE: Danny has indicated that the chlorine system at the IRP is in need of immediate repair. As such, we are asking that Council please consider amending the Agenda for Monday to include the attached agreement. He noted that he had spoken to the former City Manager about budgeting for this expense this FY, but this does not appear to be a part of the current budget. That said, the system has to be repaired now to avoid failure. This is the company that works on the IRP consistently, per Danny.

BUDGET: I believe that the proposed budget is compliant with the standards outlined in the Charter. Pam and Roxann have now both reviewed it as well. I have prepared a Memo to Council regarding the Budget that outlines items that I believe the Council should consider directly.

Of note, I am recommending that the Council consider a policy and budget that complies with State and local laws for contributing to community events, nonprofits and similar programs and projects.

Detailed guidance related to this matter has been provided in your Council Packets this week, including links to legal reviews, MML guidance and MI Department of Treasury guidance.

Within the Budget Packet are the following documents:

1. Budget Memo- Highlights significant points that Council should directly consider
2. Table of Contents
3. 3-year overview of income and expenses including % of total budgets
4. 14-month review of investment fund account balances
5. FY 23/24 Estimated tax capture
6. FY 23/24 Estimated income by source for all funds
7. FY 23/24 Variance Report- this is a line-item review of significant variances in revenues and expenditures by fund
8. Proposed expenses by fund

INSURANCE RIDER: I spoke with our insurance provider about the possibility of getting an insurance rider to cover our Reserve Officers not in the presence of a sworn officer. They do not offer a policy like this. I will recommend a policy that protects the City from liability. Council should decide if they want to adopt the policy or risk the liability.

DDA: The DDA budget is not complete as they have not met to prepare a recommendation. They are scheduled to meet on the 26th.

In an effort to support the DDA in their budget process, I reviewed **Public Act 57 of 2018** for guidance on how to budget for DDAs. I noted that the Act stated *The authority shall expend the tax increment revenues received for the development program only pursuant to the tax increment financing plan.* The DDA is required to prepare a tax increment financing plan and may create a development plan to submit for approval to the local municipality. The MML provides the following information: *A development plan describes the costs, location and resources for the implementation of the public improvements that are projected to take place in the DDA district. A tax increment financing plan includes the development plan and details the tax increment procedure, the amount of bonded indebtedness to be incurred, and the duration of the program.*

In consultation with the City Clerk, it was been determined that the COH DDA Tax Increment Financing Plan with Downtown Development Plan was approved by Ordinance in 2000. A recommendation for amendment to the Downtown Development Plan (DDP) was recommended to Council for in 2015, however, it was not submitted appropriately. **Section 125.4218** of the Act provides a detailed process for amending the DDP and unfortunately, Roxann could not find any records indicating that this process was followed and therefore, an amended Ordinance was not approved by Council authorizing the updated DDP. That said, there appears to be nothing in the Act requiring the updating of the DDP in specified intervals so it seems like the DDP approved by the prescribed process in 2000 still stands today. Please note that while the Act was updated in 2018, I did review the repealed legislation (<https://legislature.mi.gov/documents/mcl/archive/2014/January/mcl-Act-197-of-1975.pdf>) as well and the same prescribed process for amending the Plan is in both versions of the Act. I have drafted a Memo to the DDA outlining the steps they should take to propose an amendment to their DDP should they so choose, as well as updating their budget for FY 23/24 and will present this to them at their upcoming meeting.

I will advise the DDA to contact the Michigan Municipal League or the MEDC for guidance on these matters and consider only budgeting for those events that are fundraising for DDA related improvements or otherwise directly improving the DDA, as well as maintenance and upkeep, upgrades to the downtown streetscape, upgrades or repairs to downtown buildings or parking areas, infrastructure or sidewalk improvements, façade improvements, new developments, etc.

PLANNING COMMISSION: In discussing with the City Clerk how to recruit and recommend a new member of the Planning Commission to the Council since a member recently resigned, I reviewed of the City's local ordinances and bylaws related to Planning and Zoning. I noted that the City's Ordinances were tied to legislation that was repealed as of July 2011. I spent time reviewing available resources to see what could be done, but after reaching out to State experts at MSU and Michigan Planning Association, they advised that the City should be working towards compliance with the Michigan Planning (2008) and Zoning (2006) Enabling Acts. While guidance received states that this likely does not affect the day-to-day work of the Planning Commission, the City should take proactive steps to bring their Ordinances into compliance.

I prepared a detailed Memo to the Council for inclusion and review at the upcoming Council meeting and a draft Planning Commission Ordinance Amendment for first reading that followed their guidance closely. The Memo outlines the issue and legislation. My goal would be to have Council consider the recommended Planning Commission Ordinance for adopting by the end of May so we can seek out a new Planning Commission member and begin working on updating the Zoning Ordinance which I hope to present to Council by the end of 2023 for consideration.

The Planning Commission met and reviewed the site plan for 27 W Main's request to install a gazebo and fence thereby creating an outdoor dining area for the restaurant. The site plan was approved without contingency. 27 W. Main would still like the City to give/sell the sidewalk between the restaurant and the new area to them. There is a request open with Wightman for a survey as requested by Attorney Shuitmaker. Once I receive that survey, I will update the Council.

The Planning Commission is open to necessary changes to comply with the MPEA and MZEA.

SOUTH PARKING LOT: Notice to Proceed on the South Parking Lot has been issued. The contractor is mobilizing their equipment today and will begin work on Monday. A notice will be posted online and delivered to all businesses affected. Substantial completion is slated for 5/19 and final is 6/2. Parking lot striping may not occur until after Strawberry Festival depending on weather. See attached.

ACTIVE SHOOTER PROTOCOL: Chief Prince has a copy of the Active Shooter Protocol prepared by the County. This is not a publicly available document due to safety issues. The HPD is working with a member of the Tribal Police Dept. to receive Active Shooter Training. They are also preparing gear kits for the HPD vehicles.

COMMUNITY PICNIC Commission Danger and her husband are proposing to host a community picnic for the community's children on the last day of school (June 2) because lunch won't be served. When she approached me, she noted that there would likely be less than 20 in attendance, filled out the event application and supplied it to the Clerk.

She explained that the event would include school children, law enforcement and their horses and a taco bar provided by el Primo. In reviewing the Park Rules created by the former City Manager, it requires that the event holders manage excess trash and clean the restrooms. These rules include a stipulation that if the restrooms are not clean that a fee of \$300 would be imposed. I am requesting that Council consider the event as the request is for City services and a waiver to allow animals in the Park, so this item will be on the agenda for Monday.

WWTP: The influent meter at the WWTP lab was struck by lightning last night. Staff called for repair and alerted insurance. UIS is expected onsite today for the repair.

It has been noted that the Operator hasn't been able to recurrently communicate with the team at the WWTP due to his regular employment, so I communicated to him that as outlined in the contract, this is an expectation and to supply me with a solution. He will be onsite tomorrow. I will advise the Council of the solution.

The project to drill testing wells by EGLE at the WWTP is scheduled to begin May 1. They plan to be onsite drilling and installing 2 nested monitoring wells for roughly 2 months as recently approved by Council. I spoke with Ellen Carr at the VBCCC Health Department this week regarding their request to place mosquito boxes onsite at the WWTP near the Paw Paw River. I requested proof of insurance to protect the City from any liability while they are on our property each week. Ellen is looking into this request and agreed to get back with me.

CITY HALL ROOF: There was a preconstruction meeting for the City Hall roof project this week. They are scheduled to be onsite the 1st week in May. They need 5 good days of weather where it is 55-60 degrees in the evening so the product seals correctly. They will return to put on the metal within 5 days of sealing which will take 2-3 days and then the roofing manufacture will come in to do a final inspection.



CITY MANAGER'S WEEKLY UPDATE
April 28, 2023

HUMAN RESOURCES UPDATES

HPD: Chief Prince and I interviewed a candidate for a Full Time Officer. He has a good background and solid training record. He is also interviewing in Kalamazoo and Three Rivers. We are checking his background and hope to make a decision early next week.

I have not received any new interest in the Code Enforcement position.

DPW: Beginning Monday, we will have a full roster at the DPW again! This is great news, just in time for brush pick-up. Steven Pena started on Monday as a full-time employee with DPW.

WWTP: We interviewed 2 candidates for the WWTP laborer position. We will be 2nd interviewing one candidate on Monday at the WWTP and determining if we want to move forward with his application. He has a construction background and advanced education with an interest in learning how to become the operator over the next few years.

CLERK'S OFFICE: Alora Gatties will start on Monday, May 1 as the new part time Deputy Clerk. She is a Hartford native, graduating from KVCC this May. She will work between 10-2 or 11-3 most days.

GENERAL UPDATES

TRUTH IN TAXATION SPECIAL MEETING MAY 5 AT 2PM The City has officially been notified that we will have to hold the Truth in Taxation Public Hearing as we will be rolling up this year. As such we will be having the Special Meeting on May 5th at 2pm. It will be important to have a quorum.

MAY 9TH COUNCIL MEETING Please be advised that there are already 22 items for the Council Agenda for May 9th. Roxann is working to have the Council Agenda and Packets out by Tuesday of next week so that there is more time to review. 13 items are items that the Council has seen at least once before.

baker tilly will be attending to discuss the Water Rate Study with the Council in advance of the funding application to the State for the Lead Service Line Replacement and the Public Hearings for Utility Rate Adjustments as outlined in last year's application and commitment for the Sewer bonds. Additionally, we will be recommending setting the Public Hearing for the application for the Lead Service Line Replacement and related Water Infrastructure Projects as part of this process.

In addition to other items, the Council will also be asked to discuss several policies, the proposed budget, requesting budget adjustments and reviewing the investment reports for the quarter. The Council will also need to form a committee to review the Legal Services RFP responses.

CINCO de MAYO FESTIVAL The Cinco de Mayo Festival is next weekend. The event will kickoff with a concert at Ely Park Friday evening at 7pm. Beginning Saturday there will be food and drink vendors, street vendors, folkloric dancing, jalapeno eating contest, and much, much more. Here is link to the article published in the Tri-City Record: <https://www.tricityrecord.com/post/cinco-de-mayo-festival-happening-in-hartford-the-story-behind-the-celebration>

AMBULANCE SERVICES Notice will be issued today to Pride Care that the City will be terminating the agreement effective May 26, 2023. I provided an outline of contract breeches and mailed the letter via certified mail to the address listed in contract under Notices as well as to the address listed in the contract as the physical location.

I received a forwarded email from Dr. Dommer at Bronson that stated:

As an update, I am moving a proposal to expand VBEMS coverage to our discussed areas through the appropriate channels/committees. The proforma is positive and the preliminary discussions with executive stakeholders are good. This week, the entire Bronson Board of Directors and many of the executives are at a retreat but Dennis and I will be presenting our proposal as soon as possible. I understand there is a time sensitive component, especially with Hartford. Please understand we are moving this through the Bronson bureaucracy as quickly as possible. Don't hesitate to contact me with questions.

LARGE ITEM PICK UP Large item pickup occurred on 4/27/23. A good number of residents participated. Unfortunately, not as many as in year's past. There was only 1 mattress remaining after the event, that had to be reminded to remove the item.

ELY PARK Restrooms will be open Monday and stay open for the season.

SPARK GRANT The City has been named as 1 of only 39 communities Statewide as eligible for a MDNR Spark Grant (parks and recreation). This is an amazing opportunity as it is a match-free grant that can range from \$100,000-\$1 million. Marcy from Southwest Michigan Planning Commission and Mickey Bittner from Wightman have both stated what an incredible opportunity this is for Hartford and have offered to provide assistance. The City has to control the property, it has to be a park and the idea is that should an event like COVID happen again, that people could use the area for outdoor recreation.

I have asked Mickey to put together a rough plan to install a ground-level fountain with a lighting system that would provide a water feature that could be enjoyed in the warmer months and a lightshow that anyone could enjoy year-round. Danny and I talked over appropriate locations in Ely Park and discussed the portions with the original deed restriction.

For example:

<https://aquatix.playlsi.com/wp-content/uploads/2018/05/special-effects-spray.jpg>

<https://dev.landscapearchitect.com/landscape-product/fountains-splash-pads/waterworks-international-inc/waterworks-international-inc>

<https://image.made-in-china.com/202f0j00KdPiZVACPjD/Floor-Dry-Ground-Music-Dance-Ground-Water-Fountain.jpg>

<https://i.pinimg.com/originals/bf/06/5b/bf065b6bc0e91fb5c1f4fb846580e7a1.jpg>

MARIJUANA REGULATION: The RFP for Marijuana Vendors has been released. As a reminder, this is required under the MRTMA Initiated Law 1 of 2018 (<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-Initiated-Law-1-of-2018.pdf>) Section 333.27959.4 License to operate a marihuana establishment; application; qualifications; issuance; disclosure. Which states:

If a municipality limits the number of marihuana establishments that may be licensed in the municipality pursuant to section 6 of this act and that limit prevents the department from issuing a state license to all applicants who meet the requirements of subsection 3 of this section, the municipality shall decide among competing applications by a competitive process intended to select applicants who are best suited to operate in compliance with this act within the municipality.

BUDGET & FEE SCHEDULE: I am available to discuss the proposed budget if anyone would want to come in and go over it together. We still need to meet as a Fee Schedule Committee before the budget hearing and consideration to approve the budget. I have prepared a detailed memo that reviews the City's costs associated with most items. This will be available to the Fee Schedule Committee at the meeting and then be issued to the full Council.

RESERVE OFFICER INSURANCE: I spoke with the insurance provider for Coloma and Covert this week- Berends, Hendricks, Stuit out of Grandville, MI. Many communities have been reaching out to consider their options with regards to Reserve Troops. BHS does offer insurance through the Michigan Township Participating Plan which is offered to municipalities (not just townships) in Michigan. They do offer liability insurance that covers the municipalities and their reserve programs, however, under Michigan State law, they cannot offer liability insurance that covers the actual reserve officer. So, if the reserve officer on duty, would, for example, shoot someone, That said, the reserve officer would likely be eligible for their own insurance through a provider like the NRA at a cost that they, themselves would have to bear.

They will be providing a Memo to Council offering guidance about insurance, should the Council wish to consider seeking alternatives to their current policy.

I also posed the issue to the MML's City Manager Email Listserv and communities, including Coldwater and the Village of Millford, have stated that this is the reason they have disbanded their reserve troops.

DDA: The DDA met this week and approved their budget for the upcoming Fiscal Year. They also agreed to seek expert advice on the Tax Increment Financing Act, the Tax Increment Financing Plan and the Downtown Development Plan from experts at the MML and/or MEDC.

No one on the current Board has ever had training on what is involved in being a DDA or a DDA Board Member and several members have been on the DDA Board for over 15 years.

PLANNING COMMISSION: As a reminder, there will be a 2nd reading and consideration to approve the updated Planning Commission Ordinance at the May 22, 2023 Council Meeting, as mentioned in the detailed Memo I provided at the last Council Meeting.

I am recommending this occur so that the Planning Commission can recommend Bylaws and then the Council can appoint a new member of the Planning Commission as outlined in the Michigan Planning (2008) and Zoning (2006) Enabling Acts. Again, while guidance received states that this likely does not affect the day-to-day work of the Planning Commission, the City should take proactive steps to bring their Ordinances into compliance.

SOUTH PARKING LOT: Excellent progress is being made on the South Parking lot upgrades. Today the contractor is completing the milling of the asphalt and expects to pour new asphalt next week.

BRUSH PILE: I spoke with Best Way to determine if they could accept the materials from the City's current brush pile as it sits. They consider our pile to be "trash" and explained that it would be very costly to the City to have Best Way take care of the situation as it sits right now- see attached photos.

Long-term, Best Way's Landfill in Watervliet can provide the City with passes to the Landfill for our residents and then charge the City for any Landfill passes used. They cost \$29.88/yard plus 15% fuel surcharge.

Best Way also stated that the City is more than welcome to collect brush and bring it to their composting site in Watervliet as it is collected for disposal. This would cost the City \$29.88/yard plus 15% fuel surcharge, but this is cheaper than having Best Way come to us to pick it up.

Best Way introduced me to Fred at Cornelius Farms and both entities came to the WWTP today to see the pile and offer advice and input. Best Way said it would be impractical for the City to contract with them to manage the pile. However, Cornelius Farms owns a composting facility in Paw Paw that is approved by EGLE and is interested in working with the City on our current and long-term needs. I met with the owner today and he is working up the following proposals for me:

1. Cost to remediate the current pile as it sits today- this would involve bringing in a tub grinder for a roughly a week and then hauling the product out
2. Cost to manage the brush pick up on a recurring basis- this would involve the City continuing to pick up as currently happens and having Cornelius Farms' crew come out and haul off the product at a specified interval.
3. Cost to haul WWTP sludge. It was previously thought that there was only one (1) provider of WWTP sludge hauling in Michigan. When I met with Cornelius Farms today, he asked about the City's WWTP sludge and wondered if he could offer a price to haul our sludge. As I mentioned recently, the sludge handling is over \$24,000/year. It will be interesting to see what Cornelius Farms has to offer.

SOUTHWEST COMMUNITY ACTION AGENCY (SMCAA) SMCAA is offering a variety of services in Hartford (and Van Buren County. Please see the attached flyer or visit their website (<https://www.smcaa.com/programs>)

Programs include:

- | | |
|-----------------------------|----------------------|
| 1. Weatherization | 5. Home Repair/Rehab |
| 2. Utility Assistance | 6. Crisis Response |
| 3. Rent/Mortgage Assistance | 7. Economic Security |
| 4. Supportive Housing | 8. Food Assistance |



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, April 26, 2023 9:00am
PROPOSED MINUTES

Call to Order at 915 am by Chair Tim Hildebrand

Pledge of Allegiance

Role Call: members present included: Brian Garland, Shayne Darling, Sandra Banda, Reba Mabas, Tim Hildebrand. Members Absent included G Singh, Rick Stephens, Mark Kellogg. City staff attending included City Manager Sanya Vitale.

Public Comment: No public present

Approval of the Agenda: Motion: Garland; Second: Darling; All in favor; Motion Carries without discussion

Approval of the Minutes: February 22,2023: Motion: Darling; Second: Garland All in favor; Motion Carries without discussion

Acceptance of the Finance Report: March & April 2023 Motion: Mabas; Second: Banda; All in favor; Motion Carries without discussion

Old Business

- a. Rural Development Grant Update: City Manager provided an update about the Streetscape project. The City was awarded \$99,000 and required to match with local funds of \$68,500, for which the DDA has graciously agreed to participate.

A new project timeline, closeout date, project scope, budget and budget narrative have been developed and approved by the USDA.
- b. Discussion 5 W Main St: The roof has been repaired. The staircase still needs to be stabilized. There was discussion about the developer who had expressed interest in the project. The City Manager met with the Chair of the VBC Landbank, who owns the building, and she noted that there was never a predevelopment agreement signed for the project, only interest expressed should the roof be repaired and the staircase

stabilized. The Chair of the Landbank had agreed it may be a good idea to seek alternative developers if there was no contact with the previous ones.

New Business

- a. Budget: The City Manager discussed eligible uses of funds under the Tax Increment Financing Act and encouraged the DDA to seek support from the MML and/or the MEDC before committing taxpayer funds to any further requests for donations without a contract for services that follows guidance from the MML and Michigan State Treasury. City Manager encouraged use of funds towards projects as outlined in TIFA legislation that related to facilities and infrastructure upgrades and upkeep in the DDA district. Budget was developed as follows:
 - i. Contractual Services: \$4264
 - ii. Façade Repairs: \$5500
 - iii. Miscellaneous: \$4000
- b. Lion's Club Concerts in the Park: Motion: Garland; Second: Mabus Donate \$500

Adjournment Motion: Garland; Second: Mabus 9:45am

Next Meeting May 24, 2023

STRENGTHS

WEAKNESSES

**SWOT
Analysis**

OPPORTUNITIES

THREATS



April 25, 2023

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

Attention: Ms. Sanya N. Vitale, City Manager

**RE: 56TH AVE., PINERY RD. AND 60TH STREET WATER MAIN EXTENSION PROJECT
BID TABULATION AND RECOMMENDATION FOR AWARD**

Dear Sanya:

The Hartford City Commission awarded the contract for the above referenced project to Harris ConAg, LLC in the amount of \$2,131,854.00 at the March 27, 2023 regular meeting. A typo in the bid tabulation was discovered on item 28 and the correct bid amount is \$2,137,854.00, a difference of \$6,000.00.

It is our recommendation that the City of Hartford award the contract to Harris ConAg, LLC in the amount of \$2,137,854.00 at the next regular City Commission meeting. I have enclosed a copy of the bid tabulation for your use. I apologize for any inconvenience.

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

Very truly yours,

Mickey E. Bittner, PE
mbittner@gowightman.com

Enclosure

BID TAB

PROJECT: 56th Avenue, Pinery Road and 60th street Water Main Extension

OWNER: City of Hartford

BID OPENING: March 1, 2023 at 1:30pm

Item No.	Description	Qty.	Unit	Harris ConAg, LLC Bloomington, MI		Balkema Excavating, Inc. Kalamazoo, MI		Payjay, Inc. New Buffalo, MI		H&K Excavating, LLC Kalamazoo, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Max. \$200,000	1	LS	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$180,000.00	\$180,000.00
2	Traffic Control	1	LS	27,000.00	27,000.00	56,742.00	56,742.00	40,000.00	40,000.00	40,000.00	40,000.00
3	Railroad Protection, at Grade Crossing	20,000	Dlr	1.00	20,000.00	1.00	20,000.00	1.00	20,000.00	1.00	20,000.00
4	Erosion Control	1	LS	9,000.00	9,000.00	30,738.00	30,738.00	10,000.00	10,000.00	2,800.00	2,800.00
5	Curb and Gutter, Rem	50	Ft	10.00	500.00	8.00	400.00	20.00	1,000.00	10.00	500.00
6	HMA Surface, Rem, Modified	4,730	Syd	3.75	17,737.50	1.50	7,095.00	8.00	37,840.00	4.50	21,285.00
7	Pavt, Rem, Modified	20	Syd	13.75	275.00	7.70	154.00	50.00	1,000.00	10.00	200.00
8	Dr Structure, Rem	1	Ea	750.00	750.00	905.00	905.00	500.00	500.00	500.00	500.00
9	Sewer, Rem, less than 24 inch	30	Ft	10.00	300.00	20.50	615.00	50.00	1,500.00	10.00	300.00
10	Hydrant, Rem	1	Ea	500.00	500.00	765.00	765.00	750.00	750.00	500.00	500.00
11	Water Main, DI, 6 inch, Tr Det G, Modified	300	Ft	55.00	16,500.00	55.00	16,500.00	50.00	15,000.00	99.88	29,964.00
12	Water Main, DI, 8 inch, Tr Det G, Modified	13,080	Ft	65.00	850,200.00	62.40	816,192.00	68.00	889,440.00	63.17	826,263.60
13	Steel Casing Pipe, Jacked in Place, 24 inch	100	Ft	500.00	50,000.00	450.00	45,000.00	725.00	72,500.00	777.10	77,710.00
14	Water Main in Casing, DI, 8 inch	100	Ft	95.00	9,500.00	105.00	10,500.00	50.00	5,000.00	162.72	16,272.00
15	Tee, DI, 8 x 8 inch	2	Ea	982.00	1,964.00	1,170.00	2,340.00	650.00	1,300.00	733.50	1,467.00
16	Tee, DI, 8 x 6 inch	26	Ea	895.00	23,270.00	845.00	21,970.00	550.00	14,300.00	644.80	16,764.80
17	Sleeve, DI, 8 inch	1	Ea	695.00	695.00	1,088.00	1,088.00	425.00	425.00	394.00	394.00
18	Reducer, 12 inch x 8 inch	2	Ea	600.00	1,200.00	1,145.00	2,290.00	650.00	1,300.00	700.50	1,401.00
19	Reducer, 8 inch x 6 inch	2	Ea	550.00	1,100.00	855.00	1,710.00	400.00	800.00	373.50	747.00
20	Fire Hydrant, Modified	26	Ea	3,900.00	101,400.00	5,810.00	151,060.00	5,600.00	145,600.00	5,520.80	143,540.80
21	Bend 45°, 8 inch	21	Ea	950.00	19,950.00	735.00	15,435.00	400.00	8,400.00	436.10	9,158.10
22	Plug, 8 inch	2	Ea	650.00	1,300.00	400.00	800.00	225.00	450.00	209.00	418.00
23	Bend 11.25°, DI, 8 inch	4	Ea	950.00	3,800.00	1.00	4.00	425.00	1,700.00	412.75	1,651.00
24	Bend 90°, DI, 8 inch	2	Ea	1,050.00	2,100.00	965.00	1,930.00	475.00	950.00	497.00	994.00
25	Bend 22.5°, DI 8 inch	4	Ea	950.00	3,800.00	500.00	2,000.00	425.00	1,700.00	432.50	1,730.00
26	Polyethylene Encasement	13,480	Ft	0.75	10,110.00	0.50	6,740.00	1.25	16,850.00	0.53	7,144.40
27	Gate Valve and Box, 6 inch	1	Ea	1,600.00	1,600.00	2,090.00	2,090.00	1,575.00	1,575.00	1,444.00	1,444.00



BID TAB

PROJECT: 56th Avenue, Pinery Road and 60th street Water Main Extension

OWNER: City of Hartford

BID OPENING: March 1, 2023 at 1:30pm

Item No.	Description	Qty.	Unit	Harris ConAg, LLC Bloomington, MI		Balkema Excavating, Inc. Kalamazoo, MI		Payjay, Inc. New Buffalo, MI		H&K Excavating, LLC Kalamazoo, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
28	Gate Valve and Box, 8 inch	20	Ea	\$2,350.00	\$47,000.00	\$2,695.00	\$53,900.00	\$2,100.00	\$42,000.00	\$2,061.50	\$41,230.00
29	Reconnect Water Service, 1 inch, Short	5	Ea	2,050.00	10,250.00	1,960.00	\$9,800.00	950.00	4,750.00	2,758.60	13,793.00
30	Reconnect Water Service, 1 inch, Long	2	Ea	4,275.00	8,550.00	2,290.00	\$4,580.00	1,150.00	2,300.00	5,232.00	10,464.00
31	Reconnect Water Service, 2 inch, Short	1	Ea	6,650.00	6,650.00	2,940.00	\$2,940.00	2,500.00	2,500.00	8,250.00	8,250.00
32	Copper Water Service, 1 inch, Short	41	Ea	1,150.00	47,150.00	2,060.00	\$84,460.00	1,200.00	49,200.00	2,318.64	95,064.24
33	Copper Water Service, 1 inch, Long	28	Ea	2,250.00	63,000.00	2,390.00	\$66,920.00	1,600.00	44,800.00	4,792.35	134,185.80
34	Copper Water Service Pipe, 1 inch	5,150	Ft	20.00	103,000.00	19.00	\$97,850.00	20.00	103,000.00	33.39	171,958.50
35	Copper Water Service Pipe, 2 inch	300	Ft	35.00	10,500.00	34.00	\$10,200.00	35.00	10,500.00	93.50	28,050.00
36	House Connection w/Meter	28	Ea	860.00	24,080.00	2,200.00	\$61,600.00	1,100.00	30,800.00	1,595.00	44,660.00
37	Meter Pit w/Meter	33	Ea	1,110.00	36,630.00	1,570.00	\$51,810.00	1,700.00	56,100.00	1,814.13	59,866.29
38	Connect to Existing Water Main, 12 inch	2	Ea	3,200.00	6,400.00	2,550.00	\$5,100.00	3,750.00	7,500.00	1,500.00	3,000.00
39	Connect to Existing Water Main, 8 inch	1	Ea	2,800.00	2,800.00	2,550.00	\$2,550.00	2,750.00	2,750.00	1,500.00	1,500.00
40	Connect to Existing Water Main, 6 inch	2	Ea	2,500.00	5,000.00	2,550.00	\$5,100.00	2,750.00	5,500.00	1,500.00	3,000.00
41	Abandon Well	61	Ea	650.00	39,650.00	900.00	\$54,900.00	650.00	39,650.00	1,320.00	80,520.00
42	Curb and Gutter, Conc, Det C4	50	Ft	65.00	3,250.00	35.00	\$1,750.00	40.00	2,000.00	35.00	1,750.00
43	Driveway, Nonreinf Conc, 6 inch	20	Syd	80.00	1,600.00	135.00	\$2,700.00	150.00	3,000.00	135.00	2,700.00
44	Aggregate Base, 6 inch, Modified	810	Syd	9.50	7,695.00	4.00	\$3,240.00	6.00	4,860.00	6.00	4,860.00
45	Aggregate Base, 8 inch, Modified	8,215	Syd	11.50	94,472.50	4.80	\$39,432.00	7.00	57,505.00	6.70	55,040.50
46	HMA, 5EML	360	Ton	160.00	57,600.00	132.00	\$47,520.00	166.00	59,760.00	154.00	55,440.00
47	HMA, 4EML	590	Ton	125.00	73,750.00	114.00	\$67,260.00	136.00	80,240.00	121.00	71,390.00
48	HMA Approach	180	Ton	215.00	38,700.00	193.00	\$34,740.00	241.00	43,380.00	236.50	42,570.00
49	Approach, CI II	360	Ton	20.00	7,200.00	27.00	\$9,720.00	6.00	2,160.00	16.55	5,958.00
50	Pavt Mrkg, Waterborne, 4 inch, Yellow	60	Ft	10.00	600.00	5.00	\$300.00	7.00	420.00	10.00	600.00
51	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	48	Ft	50.00	2,400.00	23.00	\$1,104.00	25.00	1,200.00	32.00	1,536.00
52	Pavt Mrkg, Ovly Cold Plastic, Railroad Sym	1	Ea	400.00	400.00	450.00	\$450.00	500.00	500.00	800.00	800.00
53	Restoration	35,750	Syd	1.30	46,475.00	1.50	\$53,625.00	3.00	107,250.00	2.57	91,877.50
54	Culv, CI F, 18 inch	30	Ft	50.00	1,500.00	40.00	\$1,200.00	40.00	1,200.00	55.00	1,650.00
55	Shoulder, CI II	850	Ton	20.00	17,000.00	33.80	\$28,730.00	40.00	34,000.00	35.00	29,750.00



BID TAB

PROJECT: 56th Avenue, Pinery Road and 60th street Water Main Extension

OWNER: City of Hartford

BID OPENING: March 1, 2023 at 1:30pm

Item No.	Description	Qty.	Unit	Harris ConAg, LLC Bloomingtondale, MI		Balkema Excavating, Inc. Kalamazoo, MI		Payjay, Inc. New Buffalo, MI		H&K Excavating, LLC Kalamazoo, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
		Total Bid			\$2,137,854.00		\$2,218,544.00		\$2,288,705.00		\$2,464,612.53

*Error in calculation but was fixed.

BID TAB

PROJECT: 56th Avenue, Pinery Road and 60th street Water Main E

OWNER: City of Hartford

BID OPENING: March 1, 2023 at 1:30pm

Item No.	Description	Qty.	Unit	Lounsbury Excavating, Inc. Paw Paw, MI		Kalin Construction Co., Inc. Sodus, MI		B & Z Company, Inc. Benton Harbor, MI		Northern Const. Services Corp. Niles, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Max. \$200,000	1	LS	\$120,500.00	\$120,500.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00	\$200,000.00
2	Traffic Control	1	LS	34,913.00	34,913.00	35,761.79	35,761.79	35,000.00	35,000.00	35,000.00	35,000.00
3	Railroad Protection, at Grade Crossing	20,000	Dlr	1.00	20,000.00	1.00	20,000.00	1.00	20,000.00	1.00	20,000.00
4	Erosion Control	1	LS	9,500.00	9,500.00	54,490.00	54,490.00	27,600.00	27,600.00	10,000.00	10,000.00
5	Curb and Gutter, Rem	50	Ft	25.00	1,250.00	15.00	750.00	8.00	400.00	30.00	1,500.00
6	HMA Surface, Rem, Modified	4,730	Syd	3.50	16,555.00	6.00	28,380.00	6.50	30,745.00	10.00	47,300.00
7	Pavt, Rem, Modified	20	Syd	125.00	2,500.00	30.00	600.00	19.00	380.00	40.00	800.00
8	Dr Structure, Rem	1	Ea	700.00	700.00	585.00	585.00	400.00	400.00	1,000.00	1,000.00
9	Sewer, Rem, less than 24 inch	30	Ft	52.00	1,560.00	1,171.00	35,130.00	25.00	750.00	15.00	450.00
10	Hydrant, Rem	1	Ea	1,070.00	1,070.00	913.00	913.00	1,500.00	1,500.00	1,000.00	1,000.00
11	Water Main, DI, 6 inch, Tr Det G, Modified	300	Ft	70.00	21,000.00	81.00	24,300.00	64.00	19,200.00	85.00	25,500.00
12	Water Main, DI, 8 inch, Tr Det G, Modified	13,080	Ft	66.65	871,782.00	69.00	902,520.00	68.00	889,440.00	74.50	974,460.00
13	Steel Casing Pipe, Jacked in Place, 24 inch	100	Ft	750.00	75,000.00	832.00	83,200.00	772.50	77,250.00	750.00	75,000.00
14	Water Main in Casing, DI, 8 inch	100	Ft	120.00	12,000.00	75.00	7,500.00	75.00	7,500.00	100.00	10,000.00
15	Tee, DI, 8 x 8 inch	2	Ea	1,200.00	2,400.00	1,265.00	2,530.00	1,100.00	2,200.00	1,085.00	2,170.00
16	Tee, DI, 8 x 6 inch	26	Ea	1,100.00	28,600.00	1,170.00	30,420.00	956.00	24,856.00	950.00	24,700.00
17	Sleeve, DI, 8 inch	1	Ea	500.00	500.00	782.00	782.00	1,200.00	1,200.00	635.00	635.00
18	Reducer, 12 inch x 8 inch	2	Ea	585.00	1,170.00	1,074.00	2,148.00	950.00	1,900.00	1,025.00	2,050.00
19	Reducer, 8 inch x 6 inch	2	Ea	500.00	1,000.00	717.00	1,434.00	900.00	1,800.00	545.00	1,090.00
20	Fire Hydrant, Modified	26	Ea	5,370.00	139,620.00	6,400.00	166,400.00	6,200.00	161,200.00	6,500.00	169,000.00
21	Bend 45°, 8 inch	21	Ea	550.00	11,550.00	782.00	16,422.00	900.00	18,900.00	640.00	13,440.00
22	Plug, 8 inch	2	Ea	325.00	650.00	530.00	1,060.00	600.00	1,200.00	305.00	610.00
23	Bend 11.25°, DI, 8 inch	4	Ea	550.00	2,200.00	760.00	3,040.00	850.00	3,400.00	600.00	2,400.00
24	Bend 90°, DI, 8 inch	2	Ea	625.00	1,250.00	852.00	1,704.00	850.00	1,700.00	730.00	1,460.00
25	Bend 22.5°, DI 8 inch	4	Ea	550.00	2,200.00	782.00	3,128.00	750.00	3,000.00	635.00	2,540.00
26	Polyethylene Encasement	13,480	Ft	0.55	7,414.00	2.45	33,026.00	2.00	26,960.00	1.00	13,480.00
27	Gate Valve and Box, 6 inch	1	Ea	\$1,950.00	1,950.00	2,040.00	2,040.00	2,800.00	2,800.00	2,300.00	2,300.00



BID TAB

PROJECT: 56th Avenue, Pinery Road and 60th street Water Main E

OWNER: City of Hartford

BID OPENING: March 1, 2023 at 1:30pm

Item No.	Description	Qty.	Unit	Lounsbury Excavating, Inc. Paw Paw, MI		Kalin Construction Co., Inc. Sodus, MI		B & Z Company, Inc. Benton Harbor, MI		Northern Const. Services Corp. Niles, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
28	Gate Valve and Box, 8 inch	20	Ea	\$2,450.00	\$49,000.00	\$2,600.00	\$52,000.00	\$3,300.00	\$66,000.00	\$2,800.00	\$56,000.00
29	Reconnect Water Service, 1 inch, Short	5	Ea	2,765.00	13,825.00	1,552.00	7,760.00	1,600.00	8,000.00	1,800.00	9,000.00
30	Reconnect Water Service, 1 inch, Long	2	Ea	5,245.00	10,490.00	3,400.00	6,800.00	3,200.00	6,400.00	2,900.00	5,800.00
31	Reconnect Water Service, 2 inch, Short	1	Ea	8,570.00	8,570.00	3,050.00	3,050.00	2,300.00	2,300.00	5,500.00	5,500.00
32	Copper Water Service, 1 inch, Short	41	Ea	2,320.00	95,120.00	1,500.00	61,500.00	1,600.00	65,600.00	1,500.00	61,500.00
33	Copper Water Service, 1 inch, Long	28	Ea	4,805.00	134,540.00	2,175.00	60,900.00	3,000.00	84,000.00	2,900.00	81,200.00
34	Copper Water Service Pipe, 1 inch	5,150	Ft	34.50	177,675.00	38.00	195,700.00	50.00	257,500.00	50.00	257,500.00
35	Copper Water Service Pipe, 2 inch	300	Ft	94.00	28,200.00	102.00	30,600.00	110.00	33,000.00	70.00	21,000.00
36	House Connection w/Meter	28	Ea	1,350.00	37,800.00	1,737.00	48,636.00	1,250.00	35,000.00	3,000.00	84,000.00
37	Meter Pit w/Meter	33	Ea	1,825.00	60,225.00	2,230.00	73,590.00	1,510.00	49,830.00	3,500.00	115,500.00
38	Connect to Existing Water Main, 12 inch	2	Ea	2,000.00	4,000.00	4,197.00	8,394.00	9,500.00	19,000.00	2,600.00	5,200.00
39	Connect to Existing Water Main, 8 inch	1	Ea	2,425.00	2,425.00	4,197.00	4,197.00	8,000.00	8,000.00	2,100.00	2,100.00
40	Connect to Existing Water Main, 6 inch	2	Ea	700.00	1,400.00	4,197.00	8,394.00	6,000.00	12,000.00	2,000.00	4,000.00
41	Abandon Well	61	Ea	1,200.00	73,200.00	1,180.00	71,980.00	1,450.00	88,450.00	1,800.00	109,800.00
42	Curb and Gutter, Conc, Det C4	50	Ft	58.00	2,900.00	56.00	2,800.00	35.00	1,750.00	50.00	2,500.00
43	Driveway, Nonreinf Conc, 6 inch	20	Syd	187.00	3,740.00	103.00	2,060.00	50.00	1,000.00	100.00	2,000.00
44	Aggregate Base, 6 inch, Modified	810	Syd	27.00	21,870.00	15.00	12,150.00	9.50	7,695.00	15.00	12,150.00
45	Aggregate Base, 8 inch, Modified	8,215	Syd	15.00	123,225.00	11.00	90,365.00	11.00	90,365.00	13.00	106,795.00
46	HMA, 5EML	360	Ton	155.00	55,800.00	175.00	63,000.00	132.00	47,520.00	155.00	55,800.00
47	HMA, 4EML	590	Ton	121.00	71,390.00	146.00	86,140.00	114.00	67,260.00	125.00	73,750.00
48	HMA Approach	180	Ton	237.00	42,660.00	300.00	54,000.00	193.00	34,740.00	240.00	43,200.00
49	Approach, CI II	360	Ton	161.00	57,960.00	38.00	13,680.00	40.00	14,400.00	45.00	16,200.00
50	Pavt Mrkg, Waterborne, 4 inch, Yellow	60	Ft	6.00	360.00	12.00	720.00	5.00	300.00	5.00	300.00
51	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	48	Ft	27.00	1,296.00	18.00	864.00	23.00	1,104.00	23.00	1,104.00
52	Pavt Mrkg, Ovly Cold Plastic, Railroad Sym	1	Ea	550.00	550.00	360.00	360.00	450.00	450.00	450.00	450.00
53	Restoration	35,750	Syd	4.50	160,875.00	5.35	191,262.50	6.10	218,075.00	4.00	143,000.00
54	Culv, CI F, 18 inch	30	Ft	69.00	2,070.00	124.00	3,720.00	56.00	1,680.00	60.00	1,800.00
55	Shoulder, CI II	850	Ton	40.00	34,000.00	25.00	21,250.00	35.00	29,750.00	30.00	25,500.00



BID TAB

PROJECT: 56th Avenue, Pinery Road and 60th street Water Main E

OWNER: City of Hartford

BID OPENING: March 1, 2023 at 1:30pm

Item No.	Description	Qty.	Unit	Lounsbury Excavating, Inc. Paw Paw, MI		Kalin Construction Co., Inc. Sodus, MI		B & Z Company, Inc. Benton Harbor, MI		Northern Const. Services Corp. Niles, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
		Total Bid			\$2,664,000.00		\$2,834,136.29		\$2,812,450.00		\$2,940,534.00

*Error in calculation but was fixed.



#

March 6, 2023

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

Attention: Ms. Sanya Vitale, City Manager

**RE: 56TH AVE., PINERY RD. AND 60TH STREET WATER MAIN EXTENSION PROJECT
BID TABULATION AND RECOMMENDATION FOR AWARD**

Dear Sanya:

I have reviewed and tabulated the bids received on March 1, 2023 for the above referenced project and have found Harris ConAg, LLC to be the low, responsive bidder in the amount of \$2,131,854.00.

It is our recommendation that the City of Hartford award the contract to Harris ConAg, LLC in the amount of \$2,131,854.00 at the March 27, 2023 City Commission meeting. I have enclosed a copy of the bid tabulation for your use.

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

Very truly yours,

Mickey E. Bittner, PE
mbittner@gowightman.com

Enclosure

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 05/09/2023
Re: Updates to Proposed FY23/24 Budget

Updates to the Budget Include:

1. 3-Year Review
 - a. Increases to General Fund Income
 - b. Increase to DDA Expenses
 - c. Decrease to Building Authority Income
(Water Projects are being budgeted in Capital Improvements this year)
 - d. Decrease to Water Expense
(Upgrades to Chlorine System happened in FY 22-23)
2. Tax Capture Estimates
Increase to General Fund (101) Line Item 402.000 Real Property Tax- Current Truth In Taxation Roll-up Estimation
3. Income by Sources
Increase to General Fund (101) Line Item 402.000 Real Property Tax- Current Truth In Taxation Roll-up Estimation
4. DDA Budget
 - a. Expenses Line Item 818.000 CONTRACTUAL SERVICES
 - b. Expense Line Item 890.000 FAÇADE IMPROVEMENTS
 - c. Expense Line Item 956.000 MISCELLANEOUS
5. WATER Fund
Decrease in Line Item 973.001 CAPITAL IMPROVEMENTS from \$75,000 to \$50,000
Upgrades to Chlorine System happened in FY 22-23

FUND	21/22 Actual Revenue	% of Audited Budget	FY 21/22 Actual Expenses	% of Audited Budget	Net Gain/Loss	
GEN	\$ 1,429,684.00	43.30%	\$ 1,392,480.00	40.52%	\$ 37,204.00	
MAJ ST	\$ 301,151.00	9.12%	\$ 312,340.00	9.09%	\$ (11,189.00)	
LOC ST	\$ 41,108.00	1.25%	\$ 64,781.00	1.89%	\$ (23,673.00)	
COM IMP	\$ 324,030.00	9.81%	\$ 375,584.00	10.93%	\$ (51,554.00)	
DDA	\$ 13,230.00	0.40%	\$ 15,504.00	0.45%	\$ (2,274.00)	
BLD DEP	\$ 25,579.00	0.77%	\$ 21,435.00	0.62%	\$ 4,144.00	
BLD AUTH	\$ 50,203.00	1.52%	\$ 43,313.00	1.26%	\$ 6,890.00	
SEWER*	\$ 564,598.00	17.10%	\$ 780,994.00	22.73%	\$ (216,396.00)	*INCLUDES DEPRECIATION
WATER*	\$ 551,888.00	16.72%	\$ 429,679.00	12.50%	\$ 122,209.00	*INCLUDES DEPRECIATION
TOTALS	\$ 3,301,471.00		\$ 3,436,110.00		\$ (134,639.00)	

FUND	FY 22/23 UNAUDITED REVENUE	% OF ADJUSTED BUDGET	FY22/23 UNAUDITED EXPENSES	% OF ADJUSTED BUDGET	NET GAIN/LOSS	
GEN	\$ 1,456,119.00	42.16%	\$ 1,450,952.00	43.23%	\$ 5,167.00	
MAJ ST	\$ 301,150.00	8.72%	\$ 299,454.00	8.92%	\$ 1,696.00	
LOC ST	\$ 133,142.00	3.85%	\$ 127,900.00	3.81%	\$ 5,242.00	
COM IMP	\$ 276,000.00	7.99%	\$ 229,000.00	6.82%	\$ 47,000.00	
DDA	\$ 12,000.00	0.35%	\$ 12,000.00	0.36%	\$ -	
BLD DEP	\$ 21,098.00	0.61%	\$ 21,098.00	0.63%	\$ -	
BLD AUTH	\$ 50,000.00	1.45%	\$ 48,000.00	1.43%	\$ 2,000.00	
SEWER*	\$ 639,315.00	18.51%	\$ 650,637.00	19.39%	\$ (11,322.00)	* DOES NOT INCLUDE DEPRECIATION
WATER*	\$ 565,337.00	16.37%	\$ 517,077.00	15.41%	\$ 48,260.00	* DOES NOT INCLUDE DEPRECIATION
TOTALS	\$ 3,454,161.00		\$ 3,356,118.00		\$ 98,043.00	

FUND	FY 23/24 PROPOSED REVENUE	% OF TOTAL BUDGET	PROPOSED EXPENSES	% OF TOTAL BUDGET	NET GAIN/LOSS	
GEN	\$ 1,392,515.00	43.07%	\$ 1,626,123.49	41.76%	\$ (233,608.49)	
MAJ ST	\$ 300,000.00	9.28%	\$ 197,257.00	5.07%	\$ 102,743.00	
LOC ST	\$ 103,000.00	3.19%	\$ 99,675.00	2.56%	\$ 3,325.00	
COM IMP	\$ 160,000.00	4.95%	\$ 160,000.00	4.11%	\$ -	
DDA	\$ 13,764.00	0.43%	\$ 15,764.00	0.40%	\$ (2,000.00)	*UTILIZES PRIOR YEAR RESOURCES
BLD DEP	\$ 63,500.00	1.96%	\$ 51,948.00	1.33%	\$ 11,552.00	
BLD AUTH	\$ 50,250.00	1.55%	\$ 45,000.00	1.16%	\$ 5,250.00	
SEWER*	\$ 671,550.00	20.77%	\$ 1,085,645.71	27.88%	\$ (414,095.71)	*INCLUDES DEPRECIATION & NEW BOND
WATER*	\$ 478,515.00	14.80%	\$ 612,427.00	15.73%	\$ (133,912.00)	*INCLUDES DEPRECIATION
TOTALS	\$ 3,233,094.00		\$ 3,893,840.20		\$ (660,746.20)	

CITY OF HARTFORD
FY 23/24 PROPOSED BUDGET
TAX CAPTURE ESTIMATES

FUND	LINE ITEM	TAX CAPTURE
101	402.000 Real Property Tax-Current	\$ 404,426.00
101	403.000 VAN BUREN ROAD MILLAGE	\$ 24,000.00
101	410.000 Personal Property Tax-Current	\$ 126,532.00
101	447.000 PROPERTY TAX ADMIN FEE	\$ 20,000.00
101	448.000 DELINQUENT ADMIN FEE ON TAX	\$ 2,500.00
248	434.000 DDA CAPTURED TAX	\$ 13,764.00
590	402.000 Real Property Tax-Current	\$ 55,500.00
590	410.000 Personal Property Tax-Current	\$ 18,250.00
		\$ 664,972.00

CITY OF HARTFORD
PROPOSED BUDGET FY 23/24
PROJECTED INCOME BY SOURCE FUND

FUND	INCOME BY SOURCES	AMOUNT
101	402.000 Real Property Tax-Current	\$ 404,426.00
101	403.000 VAN BUREN ROAD MILLAGE	\$ 24,000.00
101	404.000 Municipal Services Agreements	\$ 46,000.00
101	410.000 Personal Property Tax-Current	\$ 126,532.00
101	411.000 LOCAL COMMUNITY STABILIZATION	\$ 7,000.00
101	444.000 TRAILER COURT FEES	\$ 400.00
101	445.000 PENALTIES AND INT ON TAXES	\$ 2,000.00
101	447.000 PROPERTY TAX ADMIN FEE	\$ 20,000.00
101	448.000 DELINQUENT ADMIN FEE ON TAX	\$ 2,500.00
101	451.000 BUSINESS LICENSE AND PERMITS	\$ 500.00
101	454.000 FRANCHISE FEE, CABLE TV	\$ 18,000.00
101	476.000 NON-BUSINESS LICENSE & PERMITS	\$ 200.00
101	477.000 TEMPORARY DUMPSTER PERMIT	\$ 50.00
101	478.000 MEDICAL MARIJUANA FEES	\$ 5,000.00
101	479.000 RECREATIONAL MARIJUANA FEES	\$ 85,000.00
101	574.000 STATE SHARED REVENUE	\$ 275,435.00
101	574.001 CVTRS STATE SHARED REVENUE	\$ 113,659.00
101	574.002 CVTRS STATE SHARED REVENUE PUBLIC SAFETY	\$ 7,233.00
101	575.301 ST SHARED REV-LIQUOR LICENSE	\$ 1,800.00
101	577.000 STATE REIMB FOR ELECTION	\$ 1,500.00
101	607.000 SPLIT/COMBINE FEE	\$ 150.00
101	610.000 NSF CHECK FEE	\$ 90.00
101	615.301 FINGERPRINT SERVICE	\$ 50.00
101	626.201 COPY FEES-FISCAL	\$ 50.00
101	627.301 LABOR-XING GUARDS/RESOURCE OFF	\$ 2,340.00
101	635.201 NOTARY FEES	\$ 350.00
101	641.440 MOWING & MISC. SERVICES	\$ 200.00
101	653.301 SALE OF INSURANCE REPORTS	\$ 150.00
101	655.301 RESTITUTION	\$ 1,000.00
101	662.301 ORDINANCE FINES-DISTRICT COURT	\$ 500.00
101	665.002 BANK INTEREST ON ACCOUNTS	\$ 3,500.00
101	671.202 ADMINISTRATION FEE - MAJOR	\$ 12,000.00
101	671.248 DDA - ADMINISTRATION FEE	\$ 2,400.00
101	671.251 ADMIN. FEE - BUILDING FUND	\$ 5,000.00
101	671.253 FEE FOR TAX BILL REQUEST	\$ 300.00
101	671.590 ADMINISTRATION FEE - SEWER	\$ 90,500.00
101	671.591 ADMIN. FEE - WATER	\$ 63,000.00
101	672.410 ZONING BOARD/PLANNING COMMISSION FEES	\$ 1,000.00
101	687.000 INSURANCE REFUNDS	\$ 5,000.00
101	695.001 UNREALIZED (GAIN)/LOSS ON INV.	\$ (21,600.00)
101	699.440 EQUIPMENT USE-DPW	\$ 85,300.00
101 Total		\$ 1,392,515.00

CITY OF HARTFORD
PROPOSED BUDGET FY 23/24
PROJECTED INCOME BY SOURCE FUND

FUND	INCOME BY SOURCES		AMOUNT
202	546.000	STATE REVENUE	\$ 255,000.00
202	546.001	STABILIZATION AUTHORITY	\$ 5,000.00
202	699.101	TRANSFER FROM GENERAL FUND	\$ 40,000.00
202 Total			\$ 300,000.00
203	455.000	RIGHT OF WAY PERMIT	\$ 3,000.00
203	546.000	STATE REVENUE	\$ 95,000.00
203	546.001	STABILIZATION AUTHORITY	\$ 5,000.00
203 Total			\$ 103,000.00
245	583.000	CONTR FROM LOCAL UNIT (POKAGON FUND)	\$ 100,000.00
245	699.202	TRANSFER FROM MAJOR STREETS FROM 972	\$ 60,000.00
245 Total			\$ 160,000.00
248	434.000	DDA CAPTURED TAX	\$ 13,764.00
248 Total			\$ 13,764.00
249	451.371	BUILDING PERMITS	\$ 13,000.00
249	452.371	ELECTRICAL PERMITS	\$ 5,500.00
249	453.371	MECHANICAL INSPECTION FEES	\$ 4,000.00
249	608.000	RENTAL ORDINANCE FEES	\$ 6,000.00
249	699.101	TRANSFER FROM GENERAL FUND	\$ 35,000.00
249 Total			\$ 63,500.00
255	665.002	BANK INTEREST ON ACCOUNTS	\$ 250.00
255	667.000	RENT - CITY OF HARTFORD	\$ 50,000.00
255 Total			\$ 50,250.00
590	402.000	Real Property Tax-Current	\$ 55,500.00
590	410.000	Personal Property Tax-Current	\$ 18,250.00
590	643.000	SERVICES-SALES	\$ 425,000.00
590	643.001	CAPITAL RESERVE ESCROW SALES	\$ 145,800.00
590	656.000	PENALITES ON DELINQ BILLS	\$ 20,000.00
590	671.000	MISCELLANEOUS REVENUE	\$ 12,000.00
590	695.001	UNREALIZED (GAIN)/LOSS ON INV.	\$ (5,000.00)
590 Total			\$ 671,550.00
591	643.000	SERVICES-SALES	\$ 360,000.00
591	643.001	CAPITAL RESERVE ESCROW SALES	\$ 80,575.00
591	646.000	SHUT-OFF AND TURN-ON	\$ 350.00
591	656.000	PENALITES ON DELINQ BILLS	\$ 15,500.00
591	667.001	RENTAL OF WATER TOWER-AT&T	\$ 24,840.00
591	671.000	MISCELLANEOUS REVENUE	\$ 250.00
591	695.001	UNREALIZED (GAIN)/LOSS ON INV.	\$ (3,000.00)
591 Total			\$ 478,515.00
Total Revenues			\$ 3,233,094.00

CITY OF HARTFORD
 PROPOSED BUDGET FY 23/24
 PROPOSED EXPENSES
 DDA

Item 18.

DDA FUND	Actual	Amended Budget	Requested
Dept: 729.000 Downtown Dev. Authority			
730.000 OPERATING SUPPLIES	0	500	0
810.000 ADMINISTRATION FEE	2,400	2,400	2,400
818.000 CONTRACTUAL SERVICES	3,104	3,600	4,364
825.000 BANK SERVICE CHARGES	0	0	0
890.000 FACADE IMPROVEMENTS	0	5,500	5,000
956.000 MISCELLANEOUS	0	0	4,000
Downtown Dev. Authority	5,504	12,000	2,400
Dept: 959.000 DONATIONS			
999.000 OPERATING TRANSFER	10,000	0	0
DONATIONS	10,000	0	0
Total Expenditures	15,504	12,000	2,400

CITY OF HARTFORD
 PROPOSED BUDGET FY 23/24
 PROPOSED EXPENSES
 WATER

Item 18.

WATER FUND	Actual	Amended Budget	Requested
Dept: 541.000 Iron Removal PlantOperations			
702.000 SALARY	17,076	20,000	\$ 13,500.00
703.000 SALARIES - OVERTIME	217	3,000	\$ 400.00
704.000 DEFERRED COMP	984	7,000	\$ 750.00
714.000 FRINGE BENEFITS	6,722	9,000	\$ 6,000.00
715.000 EMPLOYER'S FICA	1,201	1,500	\$ 1,000.00
727.000 OFFICE SUPPLIES	0	0	
730.000 OPERATING SUPPLIES	9,796	18,000	\$ 10,000.00
810.000 ADMINISTRATION FEE	15,000	16,000	\$ 16,000.00
818.000 CONTRACTUAL SERVICES	7,094	3,500	\$ 10,000.00
851.000 TELEPHONE	1,674	1,700	\$ 1,700.00
921.000 ELECTRIC	9,875	12,000	\$ 9,000.00
923.000 HEAT	1,637	12,000	\$ 1,500.00
930.000 REPAIRS/MAINTENANCE	7,061	2,500	\$ 7,500.00
943.000 EQUIPMENTAL RENTAL	29,097	7,500	\$ 7,000.00
960.000 INSURANCE AND BONDS	1,487	1,000	\$ 1,500.00
968.000 DEPRECIATION EXPENSE	0	50,000	\$ 50,000.00
973.001 CAPITAL IMPROVEMENTS	0	0	
980.000 OFFICE EQUIPMENT	0	0	\$ -
991.000 DEBT SERVICE - PRINCIPAL	0	0	\$ -
992.000 DEBT SERVICE - INTEREST	0	0	\$ -
997.000 PAYING AGENT	0	0	\$ -
Iron Removal PlantOperations	108,921	164,700	\$ 135,850.00

CITY OF HARTFORD
 PROPOSED BUDGET FY 23/24
 PROPOSED EXPENSES
 WATER CONTINUED

Item 18.

WATER FUND	Actual	Amended Budget	Requested
Dept: 560.000 Water Distribution System			
702.000 SALARIES	15,883	27,000	\$ 12,500.00
703.000 SALARIES - OVERTIME	367	4,000	\$ 650.00
704.000 DEFERRED COMP	905	0	
714.000 FRINGE BENEFITS	6,722	17,000	\$ 6,000.00
715.000 EMPLOYER'S FICA	1,129	2,177	\$ 900.00
721.000 WORKERS COMPENSATION	516	1,500	\$ 925.00
727.000 OFFICE SUPPLIES	0	0	\$ -
729.000 POSTAGE	2,297	0	\$ 2,500.00
730.000 OPERATING SUPPLIES	7,464	12,000	\$ 5,000.00
801.000 AUDIT FEES	5,000	6,000	\$ 3,002.00
810.000 ADMINISTRATION FEE	45,000	47,000	\$ 47,000.00
818.000 CONTRACTUAL SERVICES	5,488	5,000	\$ 6,000.00
820.001 DWAM GRANT EXPENDITURES	-1	0	\$ -
820.002 TWP PFAS WATER MAIN EXTENSION	1	0	\$ -
826.000 LEGAL SERVICES	0	1,000	\$ -
851.000 TELEPHONE	0	500	\$ 600.00
861.000 TRAVEL EXPENSE	0	500	\$ -
900.000 PUBLISHING	0	500	\$ -
921.000 ELECTRIC	6,963	5,000	\$ 5,000.00
930.000 REPAIRS/MAINTENANCE	2,889	20,000	\$ 20,000.00
943.000 EQUIPMENTAL RENTAL	26,977	36,000	\$ 30,000.00
956.000 MISCELLANEOUS	755	500	\$ 250.00
958.000 TRAINING FUND	83	1,500	\$ 1,500.00
959.000 MEMBERSHIP FEES	0	0	\$ 1,000.00
960.000 INSURANCE AND BONDS	2,549	4,000	\$ 2,500.00

CITY OF HARTFORD
 PROPOSED BUDGET FY 23/24
 PROPOSED EXPENSES
 WATER CONTINUED

Item 18.

WATER FUND	Actual	Amended Budget	Requested
968.000 DEPRECIATION EXPENSE	139,772	60,000	\$ 150,000.00
972.000 TRANSFER -CAPITAL IMPROVEMENT	0	0	\$ -
972.001 CAPITAL OUTLAY	0	2,000	\$ -
973.001 CAPITAL IMPROVEMENTS	0	0	\$ 50,000.00
991.000 DEBT SERVICE - PRINCIPAL	0	35,000	
992.000 DEBT SERVICE - INTEREST	-1	4,000	
992.001 1999 WATER & SEWER BONDS	0	0	\$ -
997.000 PAYING AGENT	0	200	\$ -
Water Distribution System	270,758	292,377	\$ 370,327.00
Dept: 966.000 Operating Transfer			
972.000 TRANSFER -CAPITAL IMPROVEMENT	50,000	50,000	
972.590 TRANSFER OUT - SEWER FUND	0	0	\$ -
999.468 TRANSFER TO CDBG FUND	0	10,000	\$ 131,250.00
Operating Transfer	50,000	60,000	\$ 131,250.00
Total Expenditures	429,679	517,077	\$ 637,427.00

City of Hartford

Memo

To: Mayor Hall

From: Sanya Vitale

cc: City Council

Date: May 9, 2023

Re: City of Hartford Reserve Officer Policy

The City of Hartford has a long history of having reserve officers support the Hartford Police Department.

Over the years, these reserve officers have been afforded training that would allow them to work as outlined in the City of Hartford, Hartford Police Department Policy Manual, updated most recently in 2020 per former Chief T. Beltran, as required in Sections 3.14.VI and 3.14.VIII (see attached)

However, since COVID hit, there has not been any training of the reserve officers within the Hartford Police Department and no training records exist after 2019.

Additionally, the City of Hartford's current Reserve Officer Policy Section 3.14.V states:

V. AUTHORITY OF A RESERVE OFFICER

Reserve Officers have no police authority and may only take enforcement action when they are working in conjunction with, and are under the direct on-site supervision of, a police Officer of this Department.

The City of Hartford, Hartford Police Department policy is in line with the City's current insurance provider's standards surrounding reserve officers which states that there is liability coverage for Law Enforcement Personnel as follows:

SECTION VI.15.b Auxiliary, reserve police officers, or posse members under the direct supervision of a certified police officer (only) exercising arrest powers

And per our account executive at Meadowbrook (see attached email correspondence)- under direct supervision means: *"in the presence of a "sworn Officer with arrest authority"*

I have spoken to an alternative insurance provider who provides insurance for Coloma and Covert- Berends, Hendricks, Stuit out of Grandville, MI. I spoke with Chris Arendshorst, who stated that many communities have been reaching out to consider their options with regards to Reserve Troops. He stated that BHS *does* offer insurance through the Michigan Township Participating Plan which is offered to municipalities (not just townships) in Michigan. Mr. Arendshorst stated that the Michigan Township Participating Plan and another similar plan offers liability insurance that covers the municipalities and their reserve programs, however, under Michigan State law, they cannot offer liability insurance that covers the actual reserve officer. So, if the reserve officer on duty, would, for example, shoot someone, the City would be insurance but not the reserve officer.

That said, the reserve officer would likely be eligible for their own insurance through a provider like the NRA at a cost that they, themselves would have to bear.

With events like the Memorial Day parade, Concerts in the Park, the Cinco de Mayo Festival and Strawberry Festival coming up, the City Council should decide to accept the City of Hartford, Hartford Police Department Policies for Training Requirements and Reserve Officer Oversight as currently outlined in the Hartford Police Department Policy Manual or as a Council decide to take on the liability and allow the reserve officers to work without being in the presence of a sworn Officer with arrest authority.

approved 4/7/98) or an approved Special Schedule specifically adopted for the agency.

B. Paper records may be destroyed after the microfilming, provided the microfilm has been inspected and compared against the original for completeness and legibility.

C. This agency may digitally image its records. If the records have a retention period of less than 10 years, the original records may be destroyed after the images are inspected. However, if the records have a retention period of more than 10 years, a human-readable (paper or microfilm) version of the records must be retained in addition to the digital images.

D. Electronic records must remain accessible during their entire retention period. This may require the maintenance of the original hardware and software that was used to create the electronic records, or conversion of the electronic records to new technology on a periodic basis.

E. A "Certificate of Records Disposal," form MH-38, must be filed with the State Archives of Michigan prior to disposal of any records, whether expired or transferred to other storage media. A Certificate of Records Disposal must be filed each time records are scheduled to be destroyed. A copy of the Certificate of Records Disposal is attached to the approved retention schedule or can be obtained by visiting:

www.sos.state.mis/history/archive/local.html.

VII. EXCEPTIONS TO THE RETENTION SCHEDULE

A. Nothing prohibits the Department from retaining records for longer periods, unless specifically prohibited by statute or policy.

B. The Chief may retain any type of record for any additional length of time at the Chief's discretion.

Section 3.14 Reserve Program

I. DEFINITIONS

A. "Off-Duty" - The status of a Reserve Officer during the period he/she is free from scheduled duties.

B. "On-Duty" - - The status of a Reserve Officer during the period of scheduled duties.

C. "Police Officer" - An MCOLES certified Member of the Department.

D. "Reserve Officer" - An uncertified civilian, sworn as a Reserve Officer, whose function is to augment the police Officers of the Department in the performance of their duties. The lawful authority of a Reserve Officer is not in any way affected by payment or compensation by the

Department for hours worked. For simplicity, the term "Reserve Officer is used interchangeably throughout this order.

E. 'Uniform"- Clothing or equipment worn, used or issued, including badges and identification cards that are provided or required by the Department.

II. QUALIFICATIONS TO MEET MCOLES STANDARDS

A. Age: Minimum 18 Years of Age

B. Citizenship: United States

C. Education: ~~High school diploma or GED (other as required)~~ Associate's

D. Criminal History: No felony convictions.

E. Driver's License: Must possess a valid Michigan Operator's License.

F. Background: Consistent with MCOLES Pre-Employment Standards, a candidate must have good moral character as determined by a background investigation, including a criminal history check by fingerprints and evaluation of arrests, misdemeanor convictions and driving record.

G. Physical: Consistent with MCOLES Pre-Employment Standards, a candidate must be free from any impediment of the senses which may tend to impair the efficient performance of duties or which might endanger the lives of others, physically sound and in possession of all extremities.

III. PRE-APPOINTMENT PROCESS

A. At a minimum, a Reserve Officer shall be subject to the following pre-appointment requirements:

- Background investigation;
- Criminal and driving history check;
- Interview with the Chief.

B. Those candidates meeting the criteria of the Department will be placed in an eligibility pool that will remain active for a maximum of twenty-four months. All candidates shall be unranked and shall be equally eligible for consideration to fill a vacancy in the Reserve Officer Program. Selection will be based on overall qualifications with the goal of appointing the most qualified candidate.

IV. APPOINTMENT

A. Candidates chosen for appointment to the Reserve Officer Program shall serve 8 hours monthly. The Reserve Officer must meet the proficiency objectives outlined by the Department. After the orientation period, Reserve Officers are required to maintain their proficiency in the defined areas.

B. Reserve Officers must meet all Departmental requirements to maintain their appointment in the Reserve Officer Program.

C. Reserve Officers will be provided a Policy and Procedural manual by either one of the Reserve Sgt's., or the Reserve Coordinator.

V. AUTHORITY OF A RESERVE OFFICER

Reserve Officers have no police authority and may only take enforcement action when they are working in conjunction with, and are under the direct on-site supervision of, a police Officer of this Department.

VI. PRE-ASSIGNMENT PROCESS

A. Prior to an assignment with a Police Officer, Reserve Officers must successfully show proficiency in the following training:

- Vehicle Operations (if applicable);
 - Weapons Training (if applicable);
 - Area Knowledge;
 - Radio Use;
 - First Aid/CPR;
 - Employee Right to Know;
 - Department Policy and Procedure; and,
 - Other criteria as may arise.
-
- Fundamentals of Criminal Law;
 - Implementation of Departmental Policy and Procedures; and,
 - Relationships with the Public and Employees.

The Patrol Officers assigned to oversee the Reserve Officer Program shall display in the Patrol Officers' room a sheet that will allow the Reserves to sign up for shift. A Reserve Officer time sheet shall be completed and turned in at the end of the shift that they worked! The Reserve Coordinator or one of the Sgts., shall also assist in notifying the Reserves of upcoming training that the Department is having that they will need to attend. Time sheets for the total amount of hours that the Reserve Officers work will be provided to the Chief of Police at the end of each month.

C. Reserve Officers must meet established guidelines for proficiency in each area. Remedial training may be provided on an "as needed" basis.

A. Candidates chosen for appointment to the Reserve Officer Program shall serve 8 hours monthly. The Reserve Officer must meet the proficiency objectives outlined by the Department. After the orientation period, Reserve Officers are required to maintain their proficiency in the defined areas.

B. Reserve Officers must meet all Departmental requirements to maintain their appointment in the Reserve Officer Program.

C. Reserve Officers will be provided a Policy and Procedural manual by either one of the Reserve Sgt's., or the Reserve Coordinator.

V. AUTHORITY OF A RESERVE OFFICER

Reserve Officers have no police authority and may only take enforcement action when they are working in conjunction with, and are under the direct on-site supervision of, a police Officer of this Department.

VI. PRE-ASSIGNMENT PROCESS

A. Prior to an assignment with a Police Officer, Reserve Officers must successfully show proficiency in the following training:

- Vehicle Operations (if applicable);
- Weapons Training (if applicable);
- Area Knowledge;
- Radio Use;
- First Aid/CPR;
- Employee Right to Know;
- Department Policy and Procedure; and,
- Other criteria as may arise.

- Fundamentals of Criminal Law;
- Implementation of Departmental Policy and Procedures; and,
- Relationships with the Public and Employees.

The Patrol Officers assigned to oversee the Reserve Officer Program shall display in the Patrol Officers' room a sheet that will allow the Reserves to sign up for shift. A Reserve Officer time sheet shall be completed and turned in at the end of the shift that they worked! The Reserve Coordinator or one of the Sgts., shall also assist in notifying the Reserves of upcoming training that the Department is having that they will need to attend. Time sheets for the total amount of hours that the Reserve Officers work will be provided to the Chief of Police at the end of each month.

C. Reserve Officers must meet established guidelines for proficiency in each area. Remedial training may be provided on an "as needed" basis.

VII. SPECIFIC RULES, DUTIES, AND RESPONSIBILITIES

In addition to conformance with Department policies, procedures and regulations, a Reserve Officer shall adhere to the following additional rules:

A. As a condition of appointment, a Reserve Officer shall successfully complete the minimum standards established by the Department. This is accomplished by successfully meeting the established performance and training objectives.

B. A Reserve Officer, as a condition of appointment, will remain familiar with all of the policies, procedures, rules, orders and directives of the Department.

C. Reserve Officers shall report for duty as assigned by the Department.

D. Reserve Officers shall perform a minimum of 8 hours a month of scheduled on-duty time. Exceptions may only be granted by the Chief or his/her designee.

E. Reserve Officers shall treat all business of the Department as confidential.

F. Reserve Officers are not authorized to disseminate information maintained, developed, or controlled by the Department to any person not employed with the Department.

G. Unless trained and authorized, Reserve Officers are not authorized to access the Law Enforcement Information Network (LEIN) or the Department's computerized records system.

H. Reserve Officers shall appear at hearings or trials as required by the Department. Notice of the need to appear is the responsibility of the Department. Only the Chief or his/her designee may excuse a Reserve Officer from this requirement.

I. Reserve Officers shall obtain a Concealed Pistol License.

J. Reserve Officers may only carry weapons under the authority of this Department when assigned on-duty and when working in conjunction with a police Officer of this Department. Exceptions may only be authorized by the Chief or his/her designee.

K. Issued firearms shall be unloaded and stored in the designated location at the Department when Reserve Officers are not on duty. Exceptions may only be authorized by the Chief or his/her designee.

L. When not in use, Departmental property shall be stored only at the Department or in a secure location inside the Reserve Officer's residence. Only the Chief or his/her designee may grant exceptions.

M. Reserve Officers are authorized only under the direction of the on-duty Patrol Officer, only within a limited scope, to operate Department vehicles. New Reserve Officers are not

to drive the patrol units alone for at least the first five (5) years. The only time that this would be excusable is if the Certified Officer is on station working on reports and a food run needs to be done. Then the Reserve is to go straight there and back.

N. Reserve Officers shall not represent themselves as police Officers while off-duty.

O. Reserve Officers shall not display the Departmental identification card or badge while off-duty.

P. Reserve Officers are not authorized to purchase Departmental uniforms, badges, identification, or equipment (to include b.p. vests). Authorization may be granted, in writing, by only the Chief. The Reserve Sargent or Coordinator may have authority to order such items.

Q. A Reserve Officer's on- or off-duty conduct shall not reflect poorly on the Reserve Officer Program or the Department. Reserve Officers will be held to the standards of conduct as outlined in applicable sections of the Department's Rules Manual.

VIII. IN-SERVICE TRAINING REQUIREMENTS

Reserve Officers shall receive training at the same level as full time Officers and shall include, but not be limited to, the following areas:

- Weapons Training (if applicable),
- Defensive Tactics,
- Use of Force,
- First Aid/CPR,
- Hazardous Materials,
- Blood borne Pathogens, and

IX. DISCIPLINE AND REMOVAL

Reserve Officers are at-will appointees and may be terminated without cause by the Chief or designee.

Section 3.15 Reciprocal Aid Agreement, Response Protocol

I. POLICY

Such assistance will be provided and requested in accordance with the provisions of this order.

II. DEFINITIONS

A. "Agency "shall mean a governmental unit's or community's law enforcement agency.

From: [James Newman](#)
To: [Sanya Vitale](#)
Subject: RE: External Email: City of Hartford Question
Date: Wednesday, April 12, 2023 12:11:10 PM

Hello Sanya,

There is not any sort of Rider or Policy that will extend Law Enforcement Liability to individuals that are not in the company of a sworn officer with arrest authority. I am sorry but there is not a way to address that from an insurance standpoint. I hope that you have a wonderful afternoon, enjoy the sunshine!

Jim

From: Sanya Vitale <citymanager@cityofhartfordmi.org>
Sent: Wednesday, April 12, 2023 10:14 AM
To: James Newman <James.Newman@meadowbrook.com>
Subject: RE: External Email: City of Hartford Question

EXTERNAL EMAIL!

Good morning, Jim,

As a follow up to the email below-

I spoke with the City Council about this and they have asked me to ask if there is a rider that can be purchased to cover reserve officers who are not in the presence of a sworn officer with arrest authority.

The City Council wants to continue to utilize reserves during events like festivals, football games, parades, concerts in the parks, etc. without having to also provide additional sworn officers with arrest authority.

There would be a sworn officer on duty available by radio.

Respectfully,

**Sanya Vitale, MPA
City Manager
City of Hartford**

From: James Newman <James.Newman@meadowbrook.com>
Sent: Friday, March 31, 2023 8:36 AM
To: Sanya Vitale <citymanager@cityofhartfordmi.org>
Subject: RE: External Email: City of Hartford Question

Good morning, Sanya

“under direct supervision” means in the presence of a “sworn Officer with arrest authority”. Let me know if you need anything else!

Jim

James Newman, LUTCF
Account Executive
MML Liability and Property Pool
(517) 243-5865

From: Sanya Vitale <citymanager@cityofhartfordmi.org>
Sent: Thursday, March 30, 2023 1:47 PM
To: James Newman <James.Newman@meadowbrook.com>
Subject: External Email: City of Hartford Question

EXTERNAL EMAIL!

Hello Jim,

In our insurance policy it states that we have coverage for Law Enforcement Personnel as follows:

15. Law Enforcement Personnel

Law Enforcement Personnel means the following personnel:

- a. Those who are authorized to exercise general powers of arrest. Included in this category are:
 - (1) Police chief and county sheriff, exercising powers of arrest; and
 - (2) Police officers and county deputies, exercising powers of arrest.
- b. Those who do not deal directly with the public or only exercise limited power of arrest under the direct supervision of a certified officer. Included in this category are:
 - (1) Jailers/matrons, turn keys/correction officers;
 - (2) Auxiliary, reserve police officers, or posse members under the direct supervision of a certified police officer (only) exercising arrest powers;
 - (3) Court security;
 - (4) Civil process officers; and
 - (5) Constables.
 - (6) Crime prevention officers...

My question pertains to Item 15b2 Auxiliary, reserve police officers, or posse members under the direct supervision of a certified police officer (only) exercising arrest powers- how does Meadowbrook define “under the direct supervision”, please?

Thank you.

Respectfully,

Sanya Vitale, MPA

City Manager
City of Hartford
19 W Main St
Hartford MI 49057
269-621-2477
citymanager@cityofhartfordmi.org
www.cityofhartfordmi.org

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Market Van Buren
 32849 Red Arrow Hwy, Ste 100
 Paw Paw, MI 49079
 269.519.6142
morrisz@marketvanburen.org
www.marketvanburen.org

4/18/2023

City of Hartford
 19 West Main Street
 Hartford, MI 49057

Ms. Vitale,

Thank you for working with Market Van Buren. We have principal responsibilities for economic and community development throughout Cass and Van Buren counties. We connect people, investments, and organizations with strategies and services that improve the quality of life and economic conditions in our region. Our staff focuses on developing strategies that will allow our communities to thrive by addressing needs related to workforce, community, and business development. We work collaboratively with regional organizations to maximize economic growth.

Market Van Buren is a not-for-profit 501(c)(3) organization in partnership with business, industry, community leaders, and elected officials in Michigan.

Your support of Market Van Buren helps us work toward achieving this mission. Once again, thank you for your contribution.

Sincerely,

A handwritten signature in black ink that reads "Zach Morris".

Zachary S. Morris
 Executive Director - Market Van Buren

Market Van Buren Tax Identification #:	84-3582323
This contribution is valued at:	\$3,201.38



INVOICE: FEE FOR SERVICES

BILL TO: City of Hartford
 19 West Main Street
 Hartford, MI 49057

INVOICE: MVB-2-04182023
DATE: 4/18/2023
DUE DATE: 5/18/2023

Date	Description	Total
4/18/2023	Economic Development Services for the City of Hartford. Services to be performed by Market Van Buren.	\$3,201.38

Please remit payment with a copy of this statement immediately to:

Market Van Buren
 Attention: Fiscal
 330 W. Main St, Suite 110
 Benton Harbor, MI 49022
invoices@kinexus.org

A not-for-profit Economic Development organization
 Equal Opportunity Program/Employer

2022 Fiscal Year

Unit	Taxable Value Contribution			Percapita Contribution			*Composite Rate
	Taxable Value	Rate	Amount	Population	Rate	Amount	
Almena Township	\$ 221,451,223	0.000015	\$ 3,321.77	4992	1	\$ 4,992.00	\$ 4,156.88
Antwerp Township	\$ 326,922,607	0.000015	\$ 4,903.84	12182	1	\$ 12,182.00	\$ 8,542.92
Arlington Township	\$ 75,296,877	0.000015	\$ 1,129.45	2073	1	\$ 2,073.00	\$ 1,601.23
Bangor Township	\$ 72,922,452	0.000015	\$ 1,093.84	2147	1	\$ 2,147.00	\$ 1,620.42
Bloomington Township	\$ 102,052,437	0.000015	\$ 1,530.79	3103	1	\$ 3,103.00	\$ 2,316.89
Columbia Township	\$ 101,896,382	0.000015	\$ 1,528.45	2588	1	\$ 2,588.00	\$ 2,058.22
Covert Township	\$ 538,808,680	0.000015	\$ 8,082.13	2888	1	\$ 2,888.00	\$ 5,485.07
Decatur Township	\$ 69,425,237	0.000015	\$ 1,041.38	3726	1	\$ 3,726.00	\$ 2,383.69
Geneva Township	\$ 115,817,988	0.000015	\$ 1,737.27	3573	1	\$ 3,573.00	\$ 2,655.13
Hamilton Township	\$ 65,722,858	0.000015	\$ 985.84	1829	1	\$ 1,829.00	\$ 1,407.42
Hartford Township	\$ 87,868,476	0.000015	\$ 1,318.03	3159	1	\$ 3,159.00	\$ 2,238.51
Keeler Township	\$ 172,745,429	0.000015	\$ 2,591.18	2601	1	\$ 2,601.00	\$ 2,596.09
Lawrence Township	\$ 113,306,220	0.000015	\$ 1,699.59	3341	1	\$ 3,341.00	\$ 2,520.30
Paw Paw Township	\$ 191,517,996	0.000015	\$ 2,872.77	7041	1	\$ 7,041.00	\$ 4,956.88
Pine Grove Township	\$ 107,747,868	0.000015	\$ 1,616.22	2773	1	\$ 2,773.00	\$ 2,194.61
Porter Township	\$ 159,600,879	0.000015	\$ 2,394.01	3798	1	\$ 3,798.00	\$ 3,096.01
South Haven Township	\$ 181,196,640	0.000015	\$ 2,717.95	3911	1	\$ 3,911.00	\$ 3,314.47
Waverly Township	\$ 80,001,560	0.000015	\$ 1,200.02	2467	1	\$ 2,467.00	\$ 1,833.51
Gobles City	\$ 14,603,861	0.00003	\$ 438.12	805	2	\$ 1,610.00	\$ 1,024.06
Hartford City	\$ 39,158,944	0.00003	\$ 1,174.77	2614	2	\$ 5,228.00	\$ 3,201.38
South Haven City	\$ 493,233,535	0.00003	\$ 14,797.01	4348	2	\$ 8,696.00	\$ 11,746.50
Bangor City	\$ 37,654,443	0.00003	\$ 1,129.63	1900	2	\$ 3,800.00	\$ 2,464.82
Bloomington Village	\$ 6,492,152	0.000015	\$ 97.38	440	1	\$ 440.00	\$ 268.69
Breedsville Village	\$ 3,475,418	0.000015	\$ 52.13	192	1	\$ 192.00	\$ 122.07
Decatur Village	\$ 37,997,306	0.000015	\$ 569.96	1745	1	\$ 1,745.00	\$ 1,157.48
Lawrence Village	\$ 22,804,200	0.000015	\$ 342.06	977	1	\$ 977.00	\$ 659.53
Lawton Village	\$ 39,484,957	0.000015	\$ 592.27	1853	1	\$ 1,853.00	\$ 1,222.64
Mattawan Village	\$ 121,970,362	0.000015	\$ 1,829.56	1974	1	\$ 1,974.00	\$ 1,901.78
Paw Paw Village	\$ 90,962,635	0.000015	\$ 1,364.44	3419	1	\$ 3,419.00	\$ 2,391.72
Total(s):			\$ 60,957.86			\$ 92,733.00	\$ 76,845.43

*note: composite rate is sum of Taxable Value and Percapita divided by two. Values provided by Equalization Director and Census Data.

GENERAL SERVICE AGREEMENT

THIS GENERAL SERVICE AGREEMENT (the "Agreement") is dated this 9th day of May, 2023.

CLIENT

City of Hartford
 19 W Main St. Hartford, MI 49057
 (the "Client")

CONTRACTOR

Market Van Buren
 32849 Red Arrow Hwy, Ste 100 Paw Paw,
 MI 49079
 (the "Contractor")

BACKGROUND

- A. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client.
- B. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

SERVICES PROVIDED

1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):
 - Community and Economic Development.
2. The Services may also include other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.

TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until May 8, 2024, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.
4. In the event that either Party wishes to terminate this Agreement prior to May 8, 2024, that Party will be required to provide 30 days' written notice to the other Party.

PERFORMANCE

5. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

CURRENCY

6. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

COMPENSATION

7. The Contractor will charge the Client a flat fee of \$3,201.38 for the Services (the "Compensation").
8. The Contractor will invoice the Client:
 - prior to the City Council meeting on 5/9/2023.
9. Invoices submitted by the Contractor to the Client are due within 30 days of receipt.
10. In the event that this Agreement is terminated by the Client prior to completion of the Services but where the Services have been partially performed, the Contractor will be entitled to retain payment of the Compensation provided that there has been no breach of contract on the part of the Contractor.
11. The Contractor will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.

TRADE SECRETS

12. Trade secrets (the "Trade Secrets") include but are not limited to any data or information, technique or process, tool or mechanism, formula or compound, pattern or test results relating to the business of the Client, which are secret and proprietary to the Client, and which give the business a competitive advantage where the release of that Trade Secret could be reasonably expected to cause harm to the Client.
13. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Trade Secrets which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

OWNERSHIP OF INTELLECTUAL PROPERTY

14. All intellectual property and related material (the "Intellectual Property") that is developed or produced under this Agreement, will be the property of the Contractor, unless otherwise specified and agreed to by both parties. The Client is granted a non-exclusive limited-use license of this Intellectual Property unless otherwise specified in writing and agreed to by both parties.

15. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusively with the Contractor unless otherwise specified in writing and agreed to by both parties.

RETURN OF PROPERTY

16. Upon the expiration or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or confidential information which is the property of the Client.

CAPACITY//INDEPENDENT CONTRACTOR

17. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

RIGHT OF SUBSTITUTION

18. Except as otherwise provided in this Agreement, the Contractor may not, engage a third party sub-contractor to perform some or all of the obligations of the Contractor under this Agreement without the written consent of the Client.

The Client may hire or engage a third party to assist with the provision of the Services.

19. In the event that the Contractor hires a sub-contractor:
- the Contractor will be solely responsible for paying the sub-contractor for their services .
 - for the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Contractor.

AUTONOMY

20. Except as otherwise provided in this Agreement, the Contractor will have full control over working time, methods, and decision making in relation to provision of the Services in accordance with the Agreement. The Contractor will work autonomously and not at the direction of the Client. However, the Contractor will be responsive to the reasonable needs and concerns of the Client.

EQUIPMENT

21. Except as otherwise provided in this Agreement, the Contractor will provide at the Contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear and

any other items or parts necessary to deliver the Services in accordance with the Agreement.

NO EXCLUSIVITY

22. The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services.

NOTICE

23. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

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

- Market Van Buren
32849 Red Arrow Hwy, Ste 100 Paw Paw, MI 49079

or to such other address as either Party may from time to time notify the other, and will be deemed to be properly delivered (a) immediately upon being served personally, (b) two days after being deposited with the postal service if served by registered mail, or (c) the following day after being deposited with an overnight courier.

INDEMNIFICATION

24. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

MODIFICATION OF AGREEMENT

25. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

TIME OF THE ESSENCE

26. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

ASSIGNMENT

27. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

ENTIRE AGREEMENT

28. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

ENUREMENT

29. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

TITLES/HEADINGS

30. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

GENDER

31. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

GOVERNING LAW

32. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan.

SEVERABILITY

33. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

WAIVER

34. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 8th day of May, 2023.

WITNESS: _____

City of Hartford
Per: _____ (Seal)
Officer's Name: _____

WITNESS: _____

Market Van Buren
Per: _____ (Seal)
Officer's Name: _____

City Manager Evaluation Form

Please rate the City Manager's performance over the previous year using the following scale:

Unacceptable - Performance does not meet your expectations.

Needs Improvement-Performance indicates marginal fulfillment of your expectations, but needs improvement.

Satisfactory- Performance meets your expectations. For the most part, no improvement is expected.

Above Average- Performance exceeds your expectations. This represents a thorough and efficient effort

Outstanding--Performance far exceeds your expectations. No improvement is necessary and this represents a commitment to excellence.

- A. **Supervision and Staffing**- Does the manager recruit and retain competent personnel for staff positions, apply an appropriate amount of supervision over staff work, keep compensation and benefits within established policies and promote training and development opportunities for staff?

Comments: _____

- B. **Leadership and professional skills**- Does the manager maintain a knowledge of current developments surrounding local government operations, demonstrate innovation and creativity in operation of organization, anticipate and develop strategies for solving problems/issues affecting City, sets a professional, fair and impartial example, promote efficient government and ensure that organization is responsive to citizen and council issues/concerns?

Comments: _____

C. **Individual Characteristics**- Does the manager exercise good judgement, is diligent in the discharge of duties, maintain composure and poise under pressure, exhibit maturity for the executive position, display care and enthusiasm for the City and follow through on the ideals of public service?

Comments: _____

D. **Execution of Policy/Strategic Plans**- Does the manager understand and enforce the City's laws and policies, offer appropriate policies or ordinances for Council consideration, support the decisions of the Council, maintains a practice of fair implementation of City's laws and policies and plans for the future development and growth of the City?

Comments: _____

E. **Reporting/Communication**-Does the manager provide regular reports to the Council regarding matters of importance, does the manager respond to inquires in a timely manner, produce accurate, comprehensive and concise information, operate in a transparent manner that is open to public review, is responsive to citizen inquiries, meets with citizens as needed?

Comments: _____

F. **Community Relations**-Does the manager maintain appropriate working relationships with other local governments, school district, community organizations, media, businesses, citizens, demonstrates a dedication to service to the community, work to promote local events and business activities?

Comments: _____

G. **Fiscal Management**- Does the manager prepare a balanced budget that provides the services required by the City's operations, makes smart uses of available funding, provides opportunity for Council input on preparation of budget, provide Council with information related to accountability through reports and audits, provides for appropriate money safety and financial management of City funds?

Comments: _____

H. What would you identify as the most important tasks or work undertaken by the City Manager over the previous year?

Comments: _____

I. What do you think are the most important tasks or work for the City Manager to undertake over the next year?

Comments: _____

J. What areas do you believe that the City Manager needs to work on improving over the next year?

Comments: _____

Village of Grass Lake Village Manager Employee Evaluation	Distribution Original: Employee File Copy: Employee
--	---

Employee Name: _____ Hire Date: _____

Rating Period:
From _____ To _____

Type of Review:
 Probationary Annual Review

Village Manager Annual Performance Evaluation

Summary

1. The rating should be made with great care and fairness in the interests of the employee and the Village of Grass Lake.
2. This evaluation of the employee's performance should reflect the entire rating period.
3. Rating supervisors should have been in the direct supervision over the rated employee for at least three (3) months of the period being evaluated. If less than three months, the employee's previous supervisor should be consulted.
4. As part of the evaluation process, a counseling interview should be held between the employee and supervisor. At a minimum, the supervisor should offer praise for a job well done: offer positive assistance in remedying any weaknesses in performance: and give the employee opportunity to express his/her feelings and thoughts in all job related areas.
5. The rater should reference the employee's job description and use sound judgment in making the rating.

Summary

The Village Manager's performance evaluation consists of an annual appraisal by the Board of Trustees, as provided per the Village of Grass Lake's Employee Handbook and Contract.

The purpose of the evaluation process is to maintain a strong Board/Manager team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Board.

Reviews are scheduled for new Village Manager as follows:

6 Months (July 10):	July 5/Form Provided to Council, July 19/Completed Form Provided to Village President, August 2/6 Month Review Presented to VM
9 Months:	October 4/Council Submit Feedback to Committee, October 18/Council Present to VM
1 Year:	January 3/Council Submit Feedback to Committee, January 17/Council Present to VM

1. DECISION MAKING AND PROBLEM SOLVING:

At Expectations: Uses good and a common-sense approach to situations, particularly during stressful situations; requires minimal supervision; determines appropriate course of action and takes same; does not allow situations to further deteriorate; recognizes when to ask for assistance; anticipates situations and prepares for them; applies safe working practices in daily job duties is capable of changing way of thinking and performing in conjunction with the needs of the department and community; recognizes when circumstances dictate a change is necessary.

1	2	3	4	5
---	---	---	---	---

Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

2. Interactions and Communications

At Expectations: Interacts professionally and courteously with the public, supervisors, coworkers, customers, and others. Readily shares information and provides assistance; verbally communicates information in an understandable manner; written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers and others, and with changes in job conditions; encourages and is receptive to new ideas and procedures.

1	2	3	4	5
---	---	---	---	---

Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

3. PERSONAL BEHAVIOR:

At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.

1	2	3	4	5
---	---	---	---	---

Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

4) Quality and Quantity of Work

At Expectations: Meets expectations for quantity and quality of work; completes daily and monthly quantity of work as required; consistently accurate and thorough; necessary follow through is completed in a timely manner; regularly reports work progress and problems; accepts responsibility for successes and failures; proposes ideas for different goals, methods, or techniques of operation to improve work outcomes with limited risks and greater potential benefits.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

5. PLANNING AND ORGANIZATION:

At Expectations: Uses time effectively; completes assignments on time; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem-solving abilities for levels or work/assignments; completes assignments and follows through; understands relationships between his/her position and other jobs, departments, agencies, and public; uses resources effectively; identifies and takes action to reduce the need for duplicate actions and for future resources.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

6. ATTENDANCE AND PUNCTUALITY:

At Expectations: Arrives promptly and is ready to work at beginning of shift; takes appropriate meal times and breaks within the time limits established; sets a positive example for others; absences by the Village Manager is for acceptable reasons.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

7. EDUCATION AND JOB KNOWLEDGE:

At Expectations: Shows imitative through continuing education including workshops, conferences and on the job training; demonstrates pride in enhancing expertise in all aspects of job duties; recognizes need for and takes action to update skills and knowledge pertinent to profession.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

8. LEADERSHIP:

At Expectations: Behavior is a positive example for other staff; is present at work and meetings in a consistent and timely manner; dress, grooming and language is appropriate to position; is fair and impartial in dealing with others; responds appropriately to adverse and stressful situations; shows good judgment in a variety of circumstances; effectively adjusts to changing priorities and circumstances; demonstrates tolerance with work associates and job conditions; interactions with others are of the highest level of integrity and ethical conduct; demonstrates respect for others and their ideas.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

9. EVALUATION & OBJECTIVITY:

At Expectations: Timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggests opportunities to enhance performance for employees who are "At Expectations or above. Sets standards of improvement & consequences for employees who are "Below Expectation".

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

10. GOVERNING BOARD RELATIONSHIPS:

At Expectations: Effectively implements policies and programs approved by the governing Board; carries out directives of the governing Board as a whole, rather than those of any one member of the Board; reporting to the governing Board is timely, clear, concise, thorough, and disseminated equally; accepts direction/instructions in a positive manner; keeps the governing Board informed of current plans and activities of the Sun Valley GID and new developments in technology, legislation, governmental, practices and regulations, etc.; provides the governing Board with clear report of anticipated issues that could come before the governing Board.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
 *(number of reviews provided)

11. FISCAL MANAGEMENT:

At Expectations: Prepares realistic balanced annual budget; controls expenditures in accordance with approved budget; provides accurate reports/information in a timely manner; makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively; the prepared/recommended budget is in an intelligent and accessible format; possesses awareness of the importance of financial planning and accounting controls.

1	2	3	4	5
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Cite Examples:

Total points _____ / _____ * = Overall Section Rating _____
*(number of reviews provided)

SUMMARY AND OVERALL EVALUATION

Total points _____ / _____ * = Overall Rating _____
*(number of categories rated)

Suggestions for Improvement

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 05/09/2023
Re: MDNR Spark Grant

The City has been named as 1 of only 39 communities Statewide as eligible for a MDNR Spark Grant <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants> (parks and recreation). Here is a List of Eligible Communities: <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/sparkgrants/cmfp-pathway/list-of-communities>

This is an amazing opportunity as it is a **match-free** grant that can range from \$100,000-\$1 million. Marcy Hamilton from Southwest Michigan Planning Commission and Mickey Bittner from Wightman have both stated what an incredible opportunity this is for the City of Hartford and have offered to provide assistance. The City has to control the property, it has to be a park and the idea is that should an event like COVID happen again, that people could use the area for outdoor recreation.

I have attached the original deed to Lots 1 & 2 of Block 9 which are the *only ones* with the associated deed restriction.

The other document that I have attached is from the most recent grant application to the MDNR for upgrades at Ely Park in which the former City Attorney signed off on the application noting that the only restriction at the time of application was that the Park remain a Park.

Should the Council authorize Wightman to apply for the MDNR Spark grant on the City's behalf? Based on the idea that Lots 1& 2 of Block 9 of Ely Park has to stay greenspace and given the location of current amenities, memorials and features, I recommend asking Wightman to put together a plan to install a ground-level fountain with a lighting system that would provide a water feature that could be enjoyed in the warmer months and a lightshow that anyone could enjoy year-round for the west side of Ely Park adjacent to the southernmost lot of the park most recently acquired due to a house fire, which could be rehabbed and used for additional parking. Danny and I talked over appropriate locations in Ely Park and discussed the portions with the original deed restriction.

For example:

<https://aquatix.playlsi.com/wp-content/uploads/2018/05/special-effects-spray.jpg>

<https://dev.landscapearchitect.com/landscape-product/fountains-splash-pads/waterworks-international-inc/waterworks-international-inc>

<https://image.made-in-china.com/202f0j00KdPiZVACPJpD/Floor-Dry-Ground-Music-Dance-Ground-Water-Fountain.jpg>

<https://i.pinimg.com/originals/bf/06/5b/bf065b6bc0e91fb5c1f4fb846580e7a1.jpg>

CFDA 15.916, Outdoor Recreation,
Acquisition, Development & Planning



Michigan Department of Natural Resources, Grants Management

**DOCUMENTATION OF SITE CONTROL FOR
LAND AND WATER CONSERVATION FUND (LWCF) GRANT APPLICATIONS
- DEVELOPMENT PROJECTS ONLY -**

This information is requested by authority of Part 703 of the Michigan NREPA (1994 PA 451, as amended), to be considered for a LWCF grant.

- 1. **SITE DESCRIPTION:** Describe the project site (all areas to be developed); include the park name or other local reference to the site. Ely Park is a three Acre parcel of land donated to the City several years ago for the purpose of community park use. The strategic location of the Park in the middle of Downtown attracts a lot of usage for community events.
- 2. **SITE CONTROL:** Indicate the type of control the applicant has over the site. Refer to the "2007 LWCF Application Guidelines" booklet for guidance on site control requirements for grant applications.

Fee Simple Title
 Current
 Proposed

For current fee simple title, provide a legal description of the property and a boundary map.

For fee simple title, provide a written commitment signed by the landowner and the grant applicant to transfer ownership to the grant applicant by a specific date.

3. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:

- Describe all limitations, conditions or encumbrances that apply to the project site including utility or road easements. Explain how the proposed project or project site may be affected by the limitations, conditions or encumbrances. The only limitation or encumbrance is that the property remains a park.

No limitations, conditions or encumbrances apply to the project site.

4. CERTIFICATION: This form must be signed by the grant applicant's attorney or another local unit official capable of certifying that the information provided is accurate and complete.

I hereby certify that the information provided above and attached is accurate and complete to the best of my knowledge. I understand that site control is an application eligibility requirement and a project evaluation factor. If the grant applicant has not demonstrated to the satisfaction of the Michigan Department of Natural Resources (DNR) that they have or will have adequate control of the site to be developed, the application will be rated as ineligible.

I understand that if a grant is approved, within 90 days of a grant award being made, the applicant must provide an attorney's certification that the entire site is controlled by the applicant, subject to DNR approval, or the grant will be revoked.

NAME (Printed/Typed) HAROLD S. SWITMCKER TITLE CITY ATTORNEY
 SIGNATURE [Signature] DATE 5/28/07 Attorney's # 20027

This Indenture, Made this Second

day of April in the year of our Lord one thousand nine hundred and eight.

BETWEEN Horace M. Olney and Chloe A. Olney his wife of Hartford Mich.

of the first part, and The Village of Hartford, Van Buren Co, Mich a Municipal Corporation.

of the second part,

Witnesseth, That the said part ies of the first part, ~~for and in~~ consideration of the sum of FOUR

~~to~~ ~~in hand paid by the said part~~ ~~of the second part~~ the receipt whereof is hereby confessed ~~and acknowledged~~, do by these presents grant, bargain, sell, remise, release, alien and confirm unto the said part Y of the second part, and its successors in office ~~heirs and assigns~~, Forever, all the certain piece ~~s~~ or parcel of land situate and being in the Village of Hartford County of Van Buren and State of Michigan, and described as follows, to-wit: Lots No. One (1) and Two (2), of Block No. Nine (9) of the Original

Plat of said Village. The considrration of this Deed to the second party is on the condition that the said land shall be an addition to and become a part of the present "Ely Park" and that the said Corporation shall cause the same to be transformed into and shall be forever kept and maintained in an ornamental condition as a public park, and that the same shall not be kept or allowed to be used as a play ground.

Together with all and singular the hereditaments and appurtenances therunto belonging or in anywise appertaining: To Have and To Hold the said premises, as above described, with the appurtenances, unto the said part Y of the second part, and to its successors in office ~~heirs and assigns~~ Forever. And the said

part ies of the first part, their heirs, executors and administrators, do covenant, grant, bargain and agree to and with the said part Y of the second part, as above heirs ~~and assigns~~, that at the time of the ensembling and delivery of these presents they are well seized of the above granted premises in Fee Simple; and that they are free from all incumbrances whatever

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: 05/09/2023
Re: City of Hartford, Hartford Police Department, Body Worn Cameras Policy

The City of Hartford, Hartford Police Department acquired Body Worn Cameras over the last year. To date, there has not been a policy available to oversee their use, officer responsibilities, training, recording requirements, supervisor responsibilities, etc.

The City of Hartford explored available BWC policies and has prepared the attached BWC policy for consideration of adoption.

This policy has been prepared and reviewed by the Chief and Lieutenant for compliance with best practices.

CITY OF HARTFORD POLICE DEPARTMENT

ARTICLE XXXV BODY WORN CAMERA POLICY

It is the policy of the City of Hartford Police Department that assigned Officers and Command Officers shall activate the Body Worn Camera (BWC) when such use is appropriate to the proper performance of his or her official duties. This policy does not govern the use of surreptitious recording devices used in undercover operations.

SECTION 1.1 OFFICER PRIVACY EXPECTATION

All recordings made by officers on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Officers shall have no expectation of privacy or ownership interest in the content of these recordings.

SECTION 1.2 OFFICER RESPONSIBILITIES

Prior to going into service, each uniformed officer will be responsible for making sure that they are equipped with a BWC, issued by the Department, and that the BWC is in good working order. If the BWC is not in working order or the officer becomes aware of a malfunction at any time, the officer shall promptly report the failure to a supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed officers should wear the BWC on the outside of their uniform or jacket.

Any officer assigned to a non-uniformed position may carry an approved BWC at any time the officer believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed officers should wear the BWC on the outside of their uniform or jacket unobstructed.

When using a BWC, the assigned officer shall record their name, HPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Officers should document the existence of a recording in any report or other official record of the contact, including any instance where the BWC malfunctioned, or the officer deactivated the recording. Officers should include the reason for deactivation.

SECTION 1.3 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Officers should activate the recorder any time the officer believes it would be appropriate or valuable to record an incident.

The BWC should be activated in any of the following situations:

- A. All enforcement and investigative contacts including stops and field interview situations
- B. Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- C. Self-initiated activity in which an officer would normally notify Central Dispatch
- D. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

At no time is an officer expected to jeopardize his/her safety in order to activate a BWC or change

the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

SECTION 1.4 CESSATION OF RECORDING

Once activated, the BWC should remain on continuously until the officer reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident. The recorder may be muted for discussion among officers or during contact with a supervisor.

SECTION 1.5 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Michigan law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission. Officers may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be lawful and beneficial to the investigation.

Officers shall not surreptitiously record another department officer without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

SECTION 1.6 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

SECTION 1.7 PROHIBITED USE OF BODY-WORN CAMERAS (BWC)

Officers are prohibited from using department issued BWC's and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Officers are also prohibited from retaining recordings of activities or information obtained while on duty, whether the recording was created with department-issued or personally owned recorders.

Officers shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Officers are prohibited from using personally owned recording devices while on-duty without the express consent of the Chief of Police. Any officer who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any officer for the purpose of embarrassment, harassment or ridicule.

Officers are expressly prohibited from altering, reformatting, or erasing any recording made by the BWC's. Any recording made, no matter what the method or electronic device used, by an employee of this Department while in the performance of their duties or when acting in the capacity of their employment, is an official record of the Department. Any theft, intentional misplacement, alteration, sabotage, abuse, misuse, intentional

obstruction or intentional destruction of any recording device or recording is prohibited and will result in disciplinary action up to and including dismissal.

SECTION 1.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, officers should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report. An officer should transfer, tag or mark recordings when the officer reasonably believes:

- A. The recording contains evidence relevant to potential criminal, civil or administrative matters.
- B. A complainant, victim or witness has requested non-disclosure.
- C. A complainant, victim or witness has not requested non-disclosure, but the disclosure of the recording may endanger the person.
- D. Disclosure may be an unreasonable violation of someone’s privacy.
- E. Medical or mental health information is contained.
- F. Disclosure may compromise an undercover officer or confidential informant.

Any time an officer reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the officer should promptly notify a supervisor of the existence of the recording.

SECTION 1.9 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, officers should review their recordings as a resource. However, officers shall not retain personal copies of recordings. Officers should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing an officer’s performance.

Recorded files may also be reviewed:

- A. By the City Manager and/or the City Attorney when engaging in an official investigation such as a personnel matter or other related City of Hartford legal matters.
- B. Upon approval by a supervisor, by any officer of the Department who is participating in an official investigation, such as an administrative investigation or criminal investigation.
- C. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- D. By media personnel with permission of the Chief of Police or the authorized designee.
- E. In compliance with a public records request, if permitted, and in accordance with the
- F. Records Maintenance and Release Policy.

Recordings that unreasonably violate a person’s privacy should not be publicly released unless disclosure is required by law or order of the court.

SECTION 1.10 REPRODUCTION OF AUDIO/VIDEO

Reproductions of audio/video recorded files shall be made and used for the purposes of complying with this policy, for use in the criminal justice system, or to comply with any applicable law. Except as permitted by this policy, no employee of the City of Hartford Police Department is allowed to reproduce in any way or distribute copies of any video without receiving prior authorization from the Chief of Police or designee.

Any media and/or segment released outside the City of Hartford Police Department shall be appropriately identified as property of the Department. The recording and/or segment shall be labeled as to its contents including date and time of recording. The City of Hartford Police Department retains all property rights, including copyright, to all images recorded by or on behalf of the Department and on released copies.

SECTION 1.11 TRAINING

Officers and Command Staff must complete a HPD approved and/or provided training session and demonstrate proficiency to ensure the proper use, operation, and care of the body worn video camera system. Additional training and program assessment may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration, and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

SECTION 2 OPERATION OF BODY-WORN CAMERAS PROCEDURE

SECTION 2.1 OFFICER RESPONSIBILITIES (BWC)

- A. BWC equipment is the responsibility of individual members and will be used with reasonable care to ensure proper functioning. The BWC will be worn for the entire shift.
- B. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and log this inspection along with the BWC identifier when using a BWC that is not issued to them on their daily log. In order to record all situations required by the City of Hartford Police Department, Officers must maintain the BWC in a state of operational readiness. Operational readiness means the BWC has adequate battery life/available storage and remains properly affixed to the uniform. Equipment malfunctions shall be brought to the attention of a supervisor as soon as possible so that a replacement unit may be procured.
- C. At the beginning of the shift Officers will check out their assigned BWC from the transfer station using Evidence.com
- D. BWC's will be properly affixed to the uniform at the beginning of the shift in accordance with the following department and manufacturer guidelines. It may become necessary to vary the height of the camera for some Officers to optimize the camera field of view. Uniform coats or jackets shall be worn in such fashion as to not cover the camera head. The BWC system shall be worn in such a manner as to ensure the optimal unobstructed view of an event. The optimal location may vary, depending on the BWC system being utilized and the member's attire.
- E. Officers shall not edit, alter, erase, duplicate, copy in any manner (including the use of a personal cell phone or other recording device), share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police, or designee.
- F. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes. The Lieutenant is expected to regularly review video with Officers assigned to them during FTO phases as an added training component and for evaluation purposes. Likewise, supervisors will continue to review incidents for evaluation purposes during probationary periods or during performance improvement plan periods.
- G. If an Officer is involved in an officer-involved shooting or other serious use of force, the Department reserves the right to limit or restrict an Officer from viewing the video file.

- H. If an Officer is suspected of wrongdoing, the Department reserves the right to limit or restrict an Officer from viewing the video file.
- I. Requests for deletion of portions of the recording, e.g., in the event of a personal recording, must be submitted in writing and approved by the Chief of Police, or designee. All requests and final decisions shall be kept on file.
- J. Officers shall note in incident, arrest, and related reports when recordings were made during an incident. However, BWC recordings are not a replacement for written reports, which much contain a descriptive summary of recorded statements.
- K. Officers are encouraged to provide a verbal narration with the recording in preparation to make a stop or contact with an individual or vehicle. This is intended to assist in supporting the reason or probable cause for the stop or contact, describe details which may not be readily apparent, and to assist with report preparation.
- L. When an Officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the Officer shall document why a recording was not made, was interrupted, or was terminated. In cases of an intentional video deactivation or audio muting of a recording after an incident is stabilized but before conclusion of the event, i.e., it becomes necessary to confer with command or other Officer, the reason shall be documented by the Officer in the form of a verbal announcement prior to deactivating the recording. The recording will be subsequently re-activated to the conclusion of the event.
- M. At the end of the shift Officers will return the BWC to the transfer station for the transfer of recordings and re-charging of the battery.

SECTION 2.2 RECORDING INCIDENTS

Required Activation of the BWC:

- A. There are many situations where the activation of the BWC is appropriate and/or required and this policy is not intended to describe every possible circumstance. It is understood that there may be a situation that does not clearly start out as necessitating documentation by the BWC nor will all recorded events have a clear ending for when the BWC is no longer required. Officers are expected to follow departmental policy and procedure, utilizing ethical and legal discretion when activating and deactivating the BWC. Officers are not required to notify citizens of BWC recordings or prohibited from doing so.
- B. The City of Hartford Police Department recognizes that there are certain circumstances where an Officer in a pro-active (non-dispatched) role may suddenly become involved in a situation requiring immediate reaction to prevent injury, make an arrest, and/or prevent the destruction of evidence or escape. When these situations occur, the BWC shall be activated whenever possible at the onset of the contact if doing so does not place themselves or others in danger. Supervisors will closely review documentation of such incidents to ensure exigent circumstances did in fact exist.
- C. Officers shall activate the BWC to record all contacts with citizens in the performance of official duties until that event is concluded. This includes, but is not limited to:
 - 1. Officer initiated field contacts involving actual or potential violations of the law.
 - 2. Responding to calls for service.
 - 3. All arrests and/or citations.
 - 4. Any in-progress, just occurred, and/or any other call for service where the fleeing suspect and/or vehicles may be captured leaving the crime scene.
 - 5. While taking statements from subjects, victims, and witnesses:
 - a. Advising of Miranda rights.

- b. In instances when a CSC victim initiates a specific request to not be video recorded, the investigating officer may turn/flip the camera recording head on BWC to face the body so that an audio only recording is made.
- D. If not already recording, the BWC will be activated to record any citizen encounter that becomes adversarial or in situations the Officer believes use of the BWC would be appropriate or would provide valuable documentation.

SECTION 2.3 RESTRICTIONS ON USING BODY-WORN CAMERAS

BWC’s shall be used only in conjunction with official law enforcement duties. The BWC shall not be used to record:

- A. Communication with other personnel during daily routine non-law enforcement or non-call for service activities, unless all parties are aware of the recording, without the permission of the Chief of Police, including meetings with supervisors or commanding officers.
- B. When on break or otherwise engaged in personal activities.
- C. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room, other than during an enforcement incident or call for service in such a location requiring documentation of the incident.
- D. During strip searches.
- E. Officers using BWC’s in patient care areas of a health care facility for official purposes should use caution to record only the parties involved in the event being investigated.
- F. Citizens shall not be allowed to review the recordings without permission of the Chief of Police, or designee.

SECTION 2.4 SUPERVISORS' RESPONSIBILITIES

Supervisors shall be responsible for the following procedures:

- A. Ensure all shift members are using the BWC’s in compliance with HPD policy and procedures. For quality assurance purposes, each quarter, supervisors shall audit at least 15 minutes of video of each officer. A video review report will be forwarded to the Chief of Police or designee for review.
- B. Ensure BWC’s are returned and appropriately docked for uploading and charging at the end of each shift, and that Officers are properly labeling BWC audio/video files as necessary. BWC files that are needed for review by the Prosecutor’s Office are appropriately provided in a timely fashion.
- C. When an incident arises that requires the immediate retrieval of BWC media for chain of custody purposes, including, but not limited to:
 - a. Serious crime scenes
 - b. Officer involved shootings
 - c. Others as determined by policy/supervision

A supervisor will respond to the scene and ensure the BWC remains affixed to the Officer in the manner it was found, and that the BWC data remains uncompromised. Through direct and uninterrupted supervision, the supervisor is responsible for the care and custody of the BWC until it has been removed and secured by the lead investigator.

- D. View recordings from the BWC, if the capability exists, in the field in order to mitigate citizen complaints; however, permission must be obtained from the Chief of Police, or designee in order to playback BWC recorded media for citizen viewing.
- E. It is the Command Staff's responsibility to periodically review recordings to verify proper usage.

SECTION 2.5 VIDEO REVIEW AND PRESERVATION OF RECORDINGS

The procedure for downloading and saving videos from the body-worn camera (BWC) is as follows:

- A. The BWC recorded audio/video files are to be securely uploaded no later than the end of each shift onto our server network by properly connecting them in the designated docking stations located in the squad room. The docking stations facilitate simultaneous uploading of audio/video recordings from the BWCs into the secure server software program and also charge the batteries.
- B. Officers shall label and designate an incident number and view recorded video as necessary. Officers will not have security rights which will allow deletion or modification of any part of the recorded audio/video files.
- C. Officers may view their videos on the squad computers for report accuracy.

SECTION 2.6 EVIDENCE

When video evidence is available from a BWC, Officers or assigned civilian staff members are to do the following:

- A. Officers shall make a "VIDEO" notation on the open case log and, check the video box on the front page of the report form to indicate to the Records Division that video is available for this incident and the number of body worn video files for the incident. This information shall also be noted in the report of the incident under the Evidence or Property heading of the narrative. Proper labeling of the video files in the audio/video storage program by complaint number is essential to ensure all available files are preserved for the incident. Access all of the pertinent file(s) stored on the secure network server in the appropriate video storage program and export them to approved external storage devices
- B. FTO's and Officers may make copies for use as a training aid. Copies of this video are to be used for official law enforcement purposes only and are not to be distributed to anyone without authorization from the Chief of Police or designee.

SECTION 2.7 RECORDS RETENTION

The City of Hartford Police Department shall comply with the BWC audio/video recordings retention periods specified by Public Act 85 of 2017 (MCL 780.313; 780.315; 780.316) effective January 8, 2018. The following is a retention schedule for recording files that are uploaded into the Evidence.com cloud storage solution:

- A. Arrest -3 years
- B. Criminal Complaint No Prosecution – 3 Years
- C. Criminal Complaint Prosecution – Until manually deleted
- D. Critical Incident – Until manually deleted
- E. Internal Affairs – Until manually deleted
- F. Non-Criminal Incident/Event – 3 Years
- G. OWI – 3 Years
- H. Pending Review – Until manually deleted
- I. Records Use Only – 180 Days
- J. Search No Seizure – 3 Years
- K. Test Video or Photos – 90 Days
- L. Traffic Crash – 1 Year
- M. Traffic Stop – Citation Issued or Potential Issues – 3 Years
- N. Traffic Stop – No Citation – 3 Years
- O. Use of Force – Until manually deleted

SECTION 2.8 FOIA REQUESTS

Any request for BWC records outside the City of Hartford Police Department will comply with the records disclosure and management policies of the City of Hartford Police Department. No audio/video recordings shall be released to the public, including social media postings, without administrative authorization which may include consultation with the Prosecutor's Office and City Attorney and shall be in compliance with the Michigan

Freedom of Information Act (Public Act 442 of 1976, MCL 15.231, et seq). BWC records disclosure shall comply with the BWC audio/video recordings retention periods specified by Public Act 85 of 2017 (MCL 780.313; 780.314; 780.315; 780.316) effective January 8, 2018.

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

THE CITY OF HARTFORD ORDAINS:
Amendment to Code of Ordinance 315 – 17 **ESTABLISHMENT OF MEDICAL MARIHUANA FACILITIES**

Section 3. C Authorization of Facilities and Fee

A nonrefundable fee shall be paid by each marihuana facility permitted under this ordinance in an annual amount ~~of not more than \$5,000.00~~ as set by resolution of the City of Hartford City Commission.

Section 4. 25 e.

~~e. All Growing must be performed within an Enclosed Locked Facility which may include indoor or in an enclosed greenhouse.~~

Section 7.

Add: E. All business operations of an establishment or other regulated activity authorized by the Rules promulgated by the State must occur indoors. Unless otherwise allowed for through the State and local ordinance, all activities of marihuana facility or other regulated activity authorized by the Rules promulgated by the State, including without limitation, the cultivating, growing, processing, displaying, manufacturing, selling, and storage of marihuana and marihuana-infused products shall be conducted indoors and out of public view except those entities and/or events with an approved event permit by the State and City Council.

Section 9.D

D. Co-location and stacking of this license shall be permitted where the site is five (5) Acres or larger in size within the allowable zoning areas of **General Industrial** and Light Industrial ~~and Agriculture.~~

Section 11. A

~~A. All activity related to the Processor Facility shall be done indoors.~~

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: April 11, 2023

Second Reading: May 9, 2023

Adopted:

Published:

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

THE CITY OF HARTFORD ORDAINS:
 Amendment to Code of Ordinance **320 – 20 RECREATIONAL MARIHUANA LICENSING (MARTMA)**

Section A. Licensing of Marihuana Establishments

SECTION 5. Licensing of Marihuana Establishments

A. The maximum number of each type of recreational marihuana establishment permitted in the City are as follows:

Facility	Number
Grower:	*Number Includes Permits Also Issued for Medical Marihuana Establishments
Class A – 500 Marihuana Plants	5*
Class B – 1000 Marihuana Plants	3*
Class C – 1500 Marihuana Plants	5*
Processor	5*
Secure Transporter	2*
Provisioning/Retail	4*
Safety Compliance Facility	2*
Marihuana Micro Business	1
Marihuana Establishment – Grower	As Defined By: MICHIGAN REGULATION AND TAXATION OF MARIHUANA ACT (MRTMA) INITATED LAW 1 OF 2018 (THE “ACT”)
Marihuana Establishment – Excess Grower	
Marihuana Establishment - Processor	
Marihuana Establishment – Retailer	
Marihuana Establishment – Safety Compliance	
Marihuana Establishment – Secure Transporter	
Marihuana Establishment – Designated Consumption Center	
Marihuana Establishment - Microbusiness	As Defined As: A. A person holding a marihuana microbusiness license issued under the Act and Michigan Administrative Code R. 420.105. B. A person holding a Class A marihuana microbusiness license issued under Michigan Administrative Code R. 420.105a

1. All Growers are limited to the Light Industrially District and the General Industrial District zoned properties according to the Zoning Map,

Add: 4. No marihuana establishment may be located within 1,000 feet of a school or within 500 feet of a place of worship, as measured in a straight line.

Section 5. J 4. C. 1.

Indoor Operation/ No Drive Thru Service.

1.—All business operations of an establishment or other regulated activity authorized by the Rules promulgated by the State must occur indoors. Unless otherwise allowed for through State and local ordinance, all activities of marihuana establishments or other regulated activity authorized by the Rules promulgated by the State, including, without

limitation, the cultivating, growing, processing, displaying, manufacturing, selling, and storage of marihuana and marihuana-infused products shall be conducted indoors and out of public view except those entities and/or events with an approved event permit by the State and City Council.

Ordinance amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: April 11, 2023
Second Reading: May 9, 2023
Adopted:
Published:

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 010**



RESOLUTION ADOPTING FISCAL YEAR 2022/2023 BUDGET ADJUSTMENTS NO. THREE

At a Business meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Richard A. Hall on May 9, 2023 at 7:30p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has met all requirements for Public Hearing on the Budget-Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 12, 2022, and a public hearing on the proposed budget was held on May 19, 2022, and participation regarding the adoption of a budget and property tax levy for the City’s fiscal year commencing July 1, 2022 and ending June 30, 2023, and whereas, the City Commission has carefully considered same,

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

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

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

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

NOW THEREFORE BE IT RESOLVED, that the City Commission of the City of Hartford hereby adopts the following exhibit A budget adjustment no. three by Activity/Department for fiscal year commencing July 1, 2022, and ending June 30, 2023, in accordance with the City Charter.

BE IT FURTHER RESOLVED, that the adjustments change the overall fiscal 2022/2023 budget of revenue by (\$29,379) and expenditures by (\$65,890).

YEAS:
NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED
DATE: May 9, 2023

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on February 27, 2023 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended. DATE May 9, 2023

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

CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023-007



RESOLUTION ADOPTING FISCAL YEAR 2022/2023 BUDGET ADJUSTMENTS NO.THREE

EXHIBIT A

FISCAL 2022-2023 BUDGET ADJUSTMENTS NO. THREE GENERAL FUND				
GENERAL FUND	REVENUE			
	CURRENT BUDGET			\$1,456,119
	CURRENT (MARCH 31, 2023)	1,213,042		
	ADDITIONAL PROJECTED	315,289		
	PROJECTED REVENUE	1,528,331		
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TAXES – REAL PROPERTY		10,000	
	TAXES – PERSONAL PROPERTY		157	
	LOCAL COMMUNITY STABILIZATION		7,224	
	PAYMENT IN LIEU OF TAXES	2,646		
	TRAILER COURT FEES		400	
	OTHER TAX REVENUE		5,000	
	FRANCHISE FEE, CABLE TV	750		
	RECREATIONAL MARIJUANA		93,500	
	MEDICAL MARIJUANA		10	
	STATE SHARED REVENUE		52,100	
	MISC CASH RECEIPTS		6,500	
	BANK INTERES ON ACCOUNTS		800	
	MISC REVENUE	1,400		
	ADMIN FEES FROM OTHER FUNDS	34,183		
	EQUIPMENT RENTAL	64,500		
	TOTAL ADJUSTMENTS:		72,212	
	ADJUSTED REVENUE			\$1,528,331
GENERAL FUND	EXPENDITURES			
	CURRENT BUDGET			\$1,450,952

	CURRENT (MARCH 31, 2023)	1,099,716		
	ADDITIONAL PROJECTED	351,236		
	PROJECTED EXPENDITURES		1,450,952	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	CITY MANAGER		11,784	
	CENTRAL SUPPLIES: POSTAGE	153		
	CENTRAL SUPPLIES: OPERATING SUPPLIES		346	
	CENTRAL SUPPLIES: REPAIRS/MAINTENANCE	193		
	BOARD OF REVIEW	3,103		
	TREASURER	1,862		
	ASSESSOR	6,819		
	LEGAL SERVICES		11,103	
	POLICE DEPARTMENT	11,103		
	ZONING COMMISSION	12,195		
	PARKS & RECREATION		3,470	
	TRANSFER TO STREETScape FUND		8,725	
	TOTAL ADJUSTMENTS		0	
	ADJUSTED TOTAL EXPENDITURES			\$1,450,952
	PROJECTED ADJUSTMENT TO GENERAL FUND BALANCE:			

FISCAL 2022-2023 BUDGET ADJUSTMENTS NO. THREE STREET FUNDS				
MAJOR STREETS	REVENUE			
	CURRENT BUDGET			\$301,150
	CURRENT (MARCH 31, 2023)	224,758		
	ADDITIONAL PROJECTED	76,392		
	PROJECTED REVENUE		301,150	
	ADJUSTMENTS:	SUBTRACT	ADD	
	COMMUNITY STABILIZATION			
	TOTAL ADJUSTMENT			0

	ADJUSTED REVENUE			\$301,150
MAJOR STREETS	EXPENDITURES			
	CURRENT BUDGET			\$299,454
	CURRENT (MARCH 31, 2023)	143,639		
	ADDITIONAL PROJECTED	93,420		
	PROJECTED EXPENDITURES		237,059	
	ADJUSTMENTS:	SUBTRACT	ADD	
	STREET CONSTRUCTION	20,180		
	TRAFFIC SERVICES		3,904	
	WINTER MAINTENANCE	46,119		
	TOTAL ADJUSTMENTS		(62,395)	
	ADJUSTED EXPENDITURES			\$237,059
	PROJECTED ADJUSTMENT TO MAJOR STREET FUND BALANCE:			
LOCAL STREETS	REVENUE			
	CURRENT BUDGET			\$133,142
	CURRENT REVENUE (MARCH 31, 2023)	72,035		
	ADDITIONAL PROJECTED	61,107		
	PROJECTED REVENUE		133,142	
	BUDGET ADJUSTMENTS	SUBTRACT	ADD	
	TOTAL ADJUSTMENTS		0	
	ADJUSTED REVENUE			\$133,142
LOCAL STREETS	EXPENDITURES			
	CURRENT BUDGET			\$127,900
	CURRENT (MARCH 31, 2023)	105,188		
	ADDITIONAL PROJECTED	22,712		
	PROJECTED EXPENDITURES		127,900	
	ADJUSTMENT	SUBTRACT	ADD	
	ROUTINE MAINTENANCE		6,646	
	TRAFFIC SERVICES	5,962		

	NON-MOTORIZED	600		
	WINTER MAINTENANCE	5,267		
	TRANSFER TO CDBG FUND		5,183	
	TOTAL ADJUSTMENTS		0	
	ADJUSTED EXPENDITURES			\$127,900
PROJECTED ADJUSTMENT TO LOCAL STREET FUND BALANCE:				

**FISCAL 2022-2023
BUDGET ADJUSTMENTS – NO. THREE
SEWER FUND**

SEWER FUND	REVENUE			
	CURRENT BUDGET			\$639,315
	CURRENT REVENUE (MARCH 31, 2023)	474,950		
	ADDITIONAL PROJECTED	172,174		
	PROJECTED REVENUE		647,124	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	REAL PROPERTY TAX		1,427	
	PERSONAL PROPERTY TAX		10	
	PENALTIES & INTEREST ON TAXES		101	
	CONNECTIONS	1,975		
	PENALTY ON DELQ BILL		463	
	BANK INTEREST ON ACCOUNTS		30	
	MISC REVENUE	2,549		
	INSURANCE REFUND		10,302	
	TOTAL ADJUSTMENT		7,809	
	ADJUSTED REVENUE			\$647,124
SEWER FUND	EXPENDITURES			
	CURRENT BUDGET			\$650,637
	CURRENT (MARCH 31, 2023)	408,609		
	ADDITIONAL PROJECTED	242,028		
	PROJECTED EXPENDITURES		650,637	
	ADJUSTMENTS:			
		SUBTRACT	ADD	

	SEWER TREATMENT PLANT			
	SEWER LIFT STATIONS			
	*			
	TOTAL ADJUSTMENTS		0	
	ADJUSTED EXPENDITURES			\$650,637
PROJECTED ADJUSTMENT TO SEWER FUND BALANCE:				
*Depreciation should be around \$				

**FISCAL 2022-2023
BUDGET ADJUSTMENTS – NO. THREE
WATER FUND**

WATER FUND	REVENUE			
	CURRENT BUDGET			\$565,337
	CURRENT (MARCH 31, 2023)	280,934		
	ADDITIONAL PROJECTED	169,479		
	PROJECTED REVENUE		450,413	
	ADJUSTMENTS:			
		SUBTRACT	ADD	
	STATE GRANTS – PFAS	32,541		
	STATE GRANTS – DWAM	83,212		
	WATER TOWER RENTAL			
	MISC REVENUE		100	
	WATER DEPT LABOR – DWAM		729	
	UNREALIZED GAIN/LOSS ON INVESTMENT			
	INTEREST ON INVESTMENTS			
	TOTAL ADJUSTMENT		(114,924)	
	ADJUSTED REVENUE			\$450,413
WATER FUND	EXPENDITURES			
	CURRENT BUDGET			\$517,077
	CURRENT (MARCH 31, 2023)	204,269		
	ADDITIONAL PROJECTED	312,808		
	PROJECTED EXPENDITURES		517,077	

	ADJUSTMENTS:			
		SUBTRACT	ADD	
	TRANSFER TO CDBG FUND			
	WATER DISTRIBUTION SYSTEM			
	*			
	TOTAL ADJUSTMENTS			0
	ADJUSTED EXPENDITURES			\$517,077
	PROJECTED ADJUSTMENT TO WATER FUND BALANCE:			\$
*Depreciation should be around \$				

**FISCAL 2022-2023
BUDGET ADJUSTMENTS – NO. THREE
MISCELLANEOUS FUNDS**

COMPREHENSIVE IMPROVEMENT	REVENUE				
	CURRENT BUDGET				\$276,000
	CURRENT (MARCH 31, 2022)	232,506			
	ADDITIONAL PROJECTED	43,500			
	PROJECTED REVENUE			276,000	
	ADJUSTMENTS:	SUBTRACT	ADD		
	TOTAL ADJUSTMENT			0	
	ADJUSTED REVENUE				\$276,000
COMPREHENSIVE IMPROVEMENT	EXPENDITURES				
	CURRENT BUDGET				\$229,000
	CURRENT (MARH 31, 2023)	189,038			
	ADDITIONAL PROJECTED	39,962			
	PROJECTED EXPENDITURES			229,000	
	ADJUSTMENTS:	SUBTRACT	ADD		
	CITY HALL EQUIPMENT		66,362		
	POLICE EQUIPMENT		870		
	PUBLIC WORKS EQUIPMENT	26,450			
	SIDEWALK IMPROVEMENTS				
	STREET IMPROVEMENTS	1,744			
	WATER PROJECTS	31,000			

		SEWER PROJECTS	8,038		
		TOTAL ADJUSTMENTS			0
		ADJUSTED EXPENDITURES			\$229,000
PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:					

BUILDING DEPARTMENT	REVENUE				
		CURRENT BUDGET			\$21,908
		CURRENT (MARCH 31, 2023)	25,622		
		ADDITIONAL PROJECTED	1,000		
		PROJECTED REVENUE		26,622	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPART		5,524	
		TOTAL ADJUSTMENT		5,524	
		ADJUSTED REVENUE			\$26,622

BUILDING DEPARTMENT	EXPENDITURES				
		CURRENT BUDGET			\$21,098
		CURRENT (MARCH 31, 2023)	15,434		
		ADDITIONAL PROJECTED	5,664		
		PROJECTED EXPENDITURES		21,098	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING DEPARTMENT			
		TOTAL ADJUSTMENTS		0	
		ADJUSTED EXPENDITURES			\$21,098

PROJECTED ADJUSTMENT TO COMP IMPROVEMENT FUND BALANCE:

BUILDING AUTHORITY	REVENUE				
		CURRENT BUDGET			\$50,000
		CURRENT (MARCH 31, 2023)	41,884		
		ADDITIONAL PROJECTED	8,116		
		PROJECTED REVENUE		50,000	

		ADJUSTMENTS:	SUBTRACT	ADD	
		TOTAL ADJUSTMENT		0	
		ADJUSTED REVENUE			\$50,000
BUILDING AUTHORITY		EXPENDITURES			
		CURRENT BUDGET			\$48,000
		CURRENT (MARCH 31, 2023)	31,466		
		ADDITIONAL PROJECTED	13,039		
		PROJECTED EXPENDITURES		44,505	
		ADJUSTMENTS:	SUBTRACT	ADD	
		BUILDING AUTHORITY	3,495		
		TOTAL ADJUSTMENTS		(3,495)	
		ADJUSTED EXPENDITURES			\$44,505

City of Hartford

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: May 9, 2023
Re: SAM.gov Registration

The System for Award Management (SAM.gov) is an official website of the U.S. Government. There is no cost to use SAM.gov. This site is used to register to do business with the U.S. Government- Update, renew, or check the status of your entity registration.

The City uses SAM.gov to register to accept Federal grants, and therefore must be registered with SAM.gov, appoint a business point of contact and notify SAM.gov of who has been appointed as such. This point of contact is usually the company's executive. In the past, the City Manager was the City's approved business point of contact.

The City of Hartford's SAM.gov registration is expiring in August had to be renewed to avoid the process of having to reinstate the City as a Federal vendor. As such, I renewed the City's registration and must now be appointed as the business point of contact and submit the documentation to SAM.gov in order to verify that I have the necessary credentials to prepare and submit the City's SAM.gov registration and annual updates.

When the City agrees to register in SAM.gov and accept Federal grants, they are also agreeing to the items outlined in the attached agreement.

I recommend that the Council appoint the City Manager, as the business point of contact.



**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2023 - 011
DESIGNATING SAM ADMINISTRATOR**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on May 9, 2023 at 7:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford has registered for the U.S. Federal Governments System for Award Management (SAM.gov) as required by Federal statutes or regulations in accordance with the uniform guidance under Title 2 of the Code of Federal Regulations, and

WHEREAS, the City of Hartford desires to do business with the U.S. Government and apply for a Federal financial assistance project or programs in the future & is currently the recipient of federal funding, and

WHEREAS, the City Commission of the City of Hartford under chapter 4.2 of the City Charter has appointed Sanya Vitale as City Manager effective January 30, 2023, and

NOW, THEREFORE BE IT RESOLVED, that Sanya Vitale as City Manager and chief administrative officer of the City is designated as the Entity Administrator for the City of Hartford to manage registration records, its associated users, and their roles, in all transactions and reports required with the U.S. Federal Governments System for Award Management (SAM).

YEAS: Commissioners

NAYS: None ABSENT: Commissioner

RESOLUTION DECLARED ADOPTED

DATE: May 9, 2023

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 9, 2023
Date: , 2023

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