



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, January 25, 2021 at 7:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

1. Mayor ProTem Nominations

GUESTS

2. Ryan Marschke, Hungerford Nichols, 2019/2020 Audit Report
3. Mary Deneau NyKamp, Wightman's, Water Reliability Report

PUBLIC COMMENT

COMMUNICATIONS

4. Hartford Area Chamber Newsletter
5. Hartford Township Master Plan
6. Fire Board, City of Hartford Commission & Hartford Township Board Joint Meeting Notice February 10, 2021 7:00pm at the Fire Station to discuss the Fire Boards 2021/2022 Budget.

REPORT OF OFFICERS BOARDS & COMMITTEES

Police & Ordinance

7. HPD - Chief
8. HPD - Ordinance

Fire Department

9. HFD - Chief
10. HFD - Board

Ambulance

11. AMB - December

Van Buren County

Public Works

[12.](#) DPW December

Wastewater Treatment Plant

[13.](#) WWTP - December

Treasurers, Investment & List of Bills

[14.](#) Treasurer - December

City Manager

[15.](#) City Manager - December

APPROVAL OF COMMISSION MINUTES

[16.](#) December Meeting Minutes

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

17. Fire Board Resignation, Chris Portello

18. Site Plan Review - Immaculate Conception Catholic Church Addition & Rehabilitation Project

[19.](#) Special Use Permit - 525 Clark St

[20.](#) Adult Use Recreational Marihuana Facility License Application - PGHC, LLC

[21.](#) 2021 Concerts in the Park Sponsor Request

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[22.](#) 2nd Reading & Approval Ordinance 174 - 2021 Consumers Power Company Franchise

ADJOURNMENT

2021 Winter Newsletter



JANUARY 2021

2020 Overview

The 2020 Chamber of Commerce Banquet held on Feb. 27th at the Van Buren Sportsman's Club was a great success, with around 60 people in attendance.

Special thanks to Senator Aric Nesbitt and Zachary Morris from Market Van Buren for being our guest speakers. Pastor Stephanie Norton from Hartford United Methodist Church led us in prayer while Representative Beth Griffin led us in the Pledge of Allegiance.

Due to the pandemic the chamber cancelled the

Strawberry Festival and was unable to have any After Hours events but we are hopeful that new year will bring back these events.

The chamber was able to put out our boxes for the Holiday Extravaganza. We gave away four \$50 gift cards for Harding's Friendly Market. Drawing boxes were put out at the following locations: Harding's Market, Hair Forum, Hartford Public Library and Kellogg Hardware. The winners were pulled on Dec. 18th and were called.

The new year brings in new

board members. Welcome to our new Chamber President Judy Phillips. We also welcome back Patty Schroeder as treasurer/business secretary. New to the board this year as trustees are Matt Nilson and Nancy Spoula. Thanks go out to Stephanie Daniels who is our Vice President and Mike Chappell, Tad Moody and Pat Vawter who are trustees. With this new board we are looking forward to great things to come in 2021.

Strawberry Festival 2021!

If allowed, the Hartford Strawberry Festival will be held on June 11 & 12, 2021. We will have a better idea in March on whether the festival will happen.

This festival is hosted by the Hartford Area Chamber of Commerce and is held each year on the second weekend in June.

We look forward to seeing John Dudley again and hopefully the band "Big Ben and the Burlly Boys". Stop by the Chamber Booth to see all the sponsors and chamber members listed.

Being a sponsor for the

Strawberry festival is a great way to advertise your business and let the community know you care about Hartford. Please contact Patty Schroeder @ (269) 588-5103 for more information about sponsorship or check out our website at: www.hartfordmichamber.org.



Reminder

Hartford Area Chamber of Commerce meetings are held the first Wednesday of the month at 5:30pm at Hartford Public Library. These meetings are open to the public and chamber members are encouraged to attend.

Our next meetings are:

January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
June 2, 2021

About HACOC

...

Hartford Area Chamber of Commerce is organized to advance the general welfare and prosperity of the Hartford area so its' citizens and all areas of the business community shall prosper. All necessary means of promotion shall be provided and particular attention and emphasis shall be given to the economic, commercial, cultural, industrial, educational and civic interests of the area.

Chamber Board Members

President

Judy Phillips

Vice President/Secretary

Stephanie Daniels

Treasurer/

Business Secretary:

Patty Schroeder

Trustee

Pat Vawter

Trustee

Mike Chappell

Trustee

Matt Nilson

Trustee

Nancy Spoula

Trustee

Tad Moody



View our website:
www.hartfordmichamber.org



Membership Benefits

Being a member of the Hartford Area Chamber of Commerce ensures your business is recognized as having a key role in our community.

HACOC sponsors the **Hartford Strawberry Festival** on the second weekend in June each year. The festival is the chambers biggest fundraiser and provides business advertising promotions; which helps make a visible difference for your business in the community. Please consider being a sponsor of the festival for a bigger and better visibility for your business.

What other benefits are there for your business:

- * Business listing on our chamber website: www.hartfordmichamber.org
- * Membership sticker for your business to show you are a chamber member.
- * Networking with business members at meetings and special events.
- * Genesis Web Design offers to our chamber members \$200.00 off on a 5 page website. Contact John Ruder at (269)429-7014 or designer@genesiswebd.com for more information.
- * Vibrant Healing LLC. offers 15% off a Reiki session for any chamber member. Call (269) 674-1335 for more information.
- * We are members of the Michigan Chamber of Commerce. Visits: www.michamber.com for more information.

Please consider offering a member to membership discount for your business to help build a better chamber.

Promote Your Business

Facebook:

Facebook is a great way to reach customers for free. The Chamber would like to help “share” your business and any promotions you may have going on. Please let us know when you would like us to “share” your Facebook posts and we would be happy to oblige.

Business Opportunity:

Would you like this newsletter to showcase your business? Please email your information to:

hartfordmichamber@gmail.com and you will be considered for our next newsletter.





December 21, 2020

City of Hartford
19 West Main Street
Hartford, MI 49057

Attention: Planning Commission

RE: Hartford Township Master Plan

Dear Commissioners:

Per the Michigan Planning Enabling Act (Public Act 33 of 2008), this letter is to inform you that the Hartford Township Planning Commission and Board have completed the planning process and adopted a new master plan. The Hartford Township Master Plan may be accessed from the Township website at:

www.hartfordtownship.org

Please do not hesitate to reach out to either the Township Clerk at hartfordtownshipclerk@gmail.com or 269.621.4658, or I can be reached at jjohnstonzoning@gmail.com if you have any questions related to the Plan.

Sincerely,

Julie Johnston, AICP
Planning Consultant

RECEIVED
DEC 23 2020
CITY OF HARTFORD

ALLEGAN

▲ 1670 LINCOLN RD. (M-40)
ALLEGAN, MI 49010
○ 269.673.8465

BENTON HARBOR

▲ 2303 PIPESTONE RD.
BENTON HARBOR, MI 49022
○ 269.927.0100

KALAMAZOO

▲ 433 E. RANSOM ST.
KALAMAZOO, MI 49007
○ 269.327.3532

ROYAL OAK

▲ 306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067
○ 248.791.1371



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

Police Report for Month of December 2020

Total Duty Hours	740	Foot Patrol Hours	8
Arrests	20	Felony	7
		Misdemeanor	13
Arrest Warrants Issued	15	Traffic Citations Issued	13
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	5
Assaults	3	UDAA (stolen auto)	0
Burglary	0	Larceny	2
Frauds	4	Property Destruction/Vandalism	0
NFS Checks	0	Juvenile Del	0
OUIL	0	Drug Investigations	6
Civils	11	Public Peace	6
Lost Property	0	Found Property	1
Suspicious Person(s)/Vehicle(s)	4	Alarms	1
Health/Safety	8	Traffic Crash	2
Assist to other Agencies	35	Michigan State Police	4
Van Buren Co Sheriff	10	FIRE/EMS	11
Other Local Agencies	7	Persons	3

Officers of the department handled 121 incidents during the month of December 2020.

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

Chief Tressa Beltran



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

Ordinance Officer Report for Month of December 2020

Property Inspections:

	ADDRESS	VIOLATION	RESOLUTION
1	215 Bernard	House previously condemned	Work nearing completion.
2	115 E. Main St.	House being remodeled.	Work nearing completion.
3	50 Marion St.	Lightning Strike. Fire.	Work has started on interior.
4	110 Marion St.	Junk in yard.	Monitored.

Grass Violation Notices:

	ADDRESS	VIOLATION	RESOLUTION
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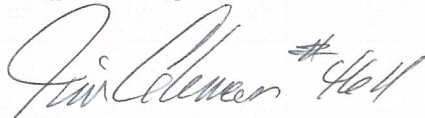
Blight Violation Postings:

	ADDRESS	VIOLATION	RESOLUTION
1	120 Engleway	Discarded building materials.	Removed.
2	110 Michigan	Scrap Metal in yard. Junk.	To be removed, stored.
3	102 N. Maple	Discarded chair.	Removed.
4	103 Bernard St.	Junk in backyard.	House empty. Being repaired.
5	19 Elmwood St.	Junk in yard.	Property cleaned up.
6	310 Beechwood	Discarded sofa, chair.	Removed.
7	400 Sherwood St.	Discarded recliner.	Removed.
8	125 Washington	Expired registration.	Removed.
9	23 Hilliard	Discarded metal tubes.	Owner to be contacted.
10	112 Bennett St.	Discarded air conditioners, junk.	Compliant.
11	200 Heywood St	Property overgrown.	Van Buren Co. property owner. Maintaining.
12	111 N. Haver	Discarded junk	Owner to be contacted.
13	226 Edwin St.	Gray GMC, White Ford Expired	Current registrations.
14	206 Mary St.	Discarded carpeting.	Removed.
15	38 W. Main St.	Siding falling off.	Owner contacted.
16	116 Bernard St	Yellow T-Bird. Expired.	Removed.
17	115 Franklin St	Discarded sofa.	Owner contacted.
18	112 Edwin St.	Tarp on roof.	Owner contacted.
19	11 Hilliard	Discarded cabinet.	Owner contacted.
20	102 Mary St.	Discarded mattresses.	Owner contacted.
21	201 Reynold St.	Discarded cabinet.	Owner contacted.
22	139 Michigan St.	Discarded washer.	Owner contacted.
23	514 Oak St.	Discarded sofa, etc.	Owner deceased. Family handling.
24	Rice Sports Main	Roof felt coming off.	New felt on roof. Spring repair.
25	125 Olds St.	Discarded sofa.	Owner notified.
26	215 Shepard St.	Junk, expired vehicles.	Owner notified. One vehicle removed
27	101 S. Center St.	Discarded mattress.	Removed.

28	MHV Lot 76	Discarded carpeting.	Owner notified.
29	102 N. Haver St.	Discarded cabinet.	Removed.
30	109 N. Center St.	Discarded cabinet.	Removed.
31	21 Spaulding St.	Discarded toilet.	Removed.
32	110 VanDelyn	Discarded chair.	Removed.

Property Inspections 5
Grass Violations Postings 0
Grass Violation Follow-up 0
Blight Violation Posting 32
Blight Violation Follow-up 32
Total: 69

Respectfully Submitted



Officer Jim Coleman #4611
Ordinance Officer
City of Hartford

Hartford Fire Department

Hartford, MI

This report was generated on 1/7/2021 9:06:43 AM



Item 9.

Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	30
2	17
3	15

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



Hartford Fire Department

Hartford, MI

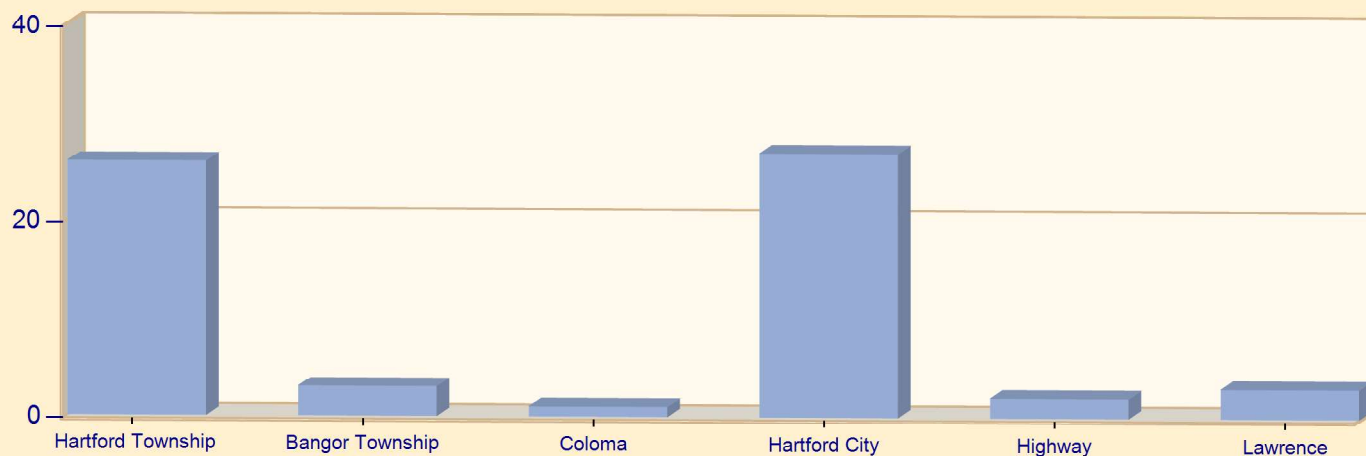
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Item 9.

Incident Type Count per Zone for Date Range

Start Date: 12/01/2020 | End Date: 12/31/2020



ZONES	INCIDENT TYPE	COUNT
Hartford Township - Hartford		
	311 - Medical assist, assist EMS crew	3
	321 - EMS call, excluding vehicle accident with injury	13
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	341 - Search for person on land	1
	531 - Smoke or odor removal	1
	611 - Dispatched & cancelled en route	5
	631 - Authorized controlled burning	1
	<i>Total Incidents for Hartford Township - Hartford.</i>	26
Bangor Township - Bangor		
	311 - Medical assist, assist EMS crew	1
	321 - EMS call, excluding vehicle accident with injury	1
	322 - Motor vehicle accident with injuries	1
	<i>Total Incidents for Bangor Township - Bangor.</i>	3
Coloma - Coloma		
	111 - Building fire	1
	<i>Total Incidents for Coloma - Coloma:</i>	1
Hartford City - Hartford		
	142 - Brush or brush-and-grass mixture fire	1
	311 - Medical assist, assist EMS crew	2

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



emergencyreporting.com
Doc Id: 1404
Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	321 - EMS call, excluding vehicle accident with injury	22
	561 - Unauthorized burning	1
	600 - Good intent call, other	1
	<i>Total Incidents for Hartford City - Hartford:</i>	27
Highway - I 94		
	131 - Passenger vehicle fire	1
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for Highway - I 94:</i>	2
Lawrence - Township		
	111 - Building fire	2
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Lawrence - Township:</i>	3
Total Count for all Zone:		62

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



Hartford Fire Department

Hartford, MI

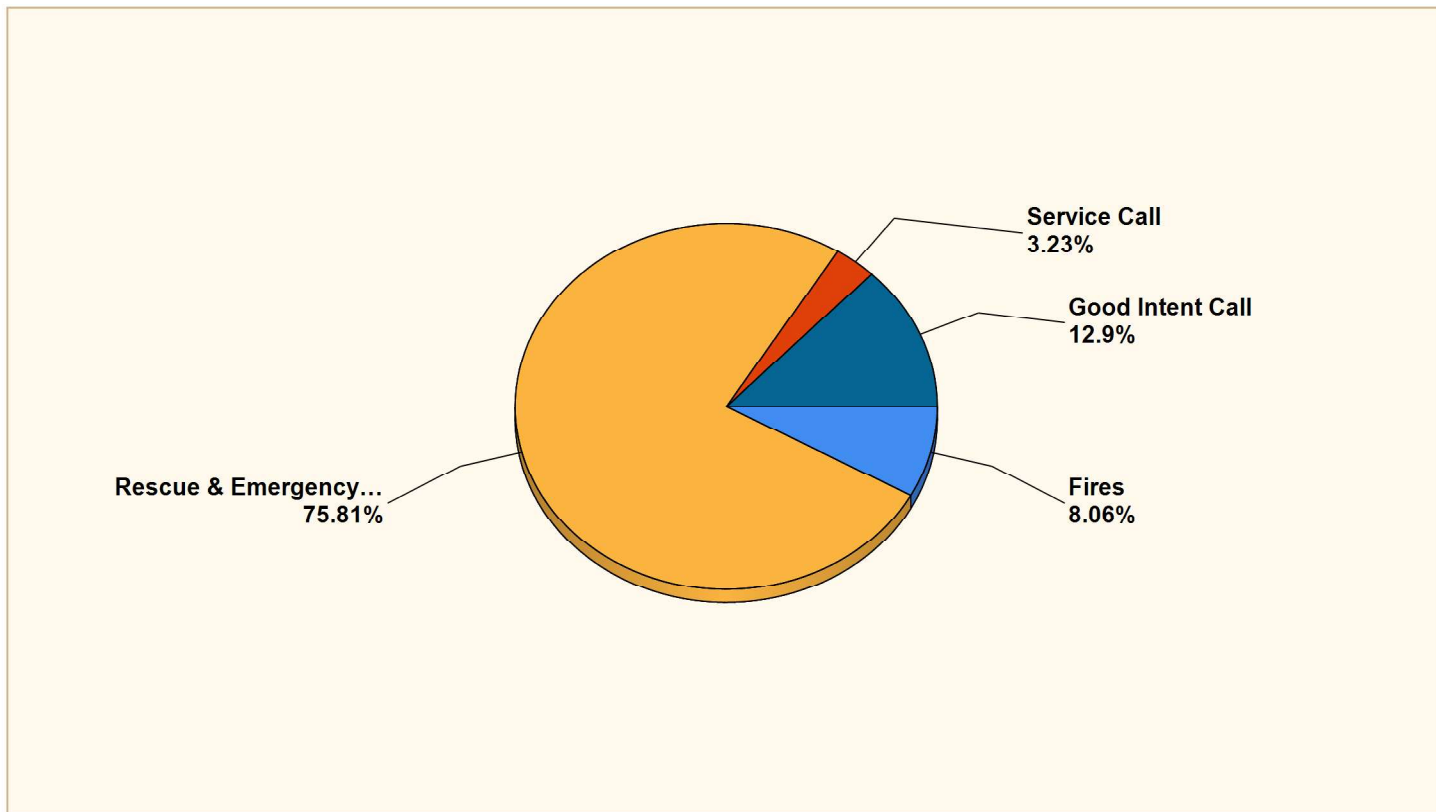
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Item 9.

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	5	8.06%
Rescue & Emergency Medical Service	47	75.81%
Service Call	2	3.23%
Good Intent Call	8	12.9%
TOTAL	62	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	3	4.84%
131 - Passenger vehicle fire	1	1.61%
142 - Brush or brush-and-grass mixture fire	1	1.61%
311 - Medical assist, assist EMS crew	6	9.68%
321 - EMS call, excluding vehicle accident with injury	36	58.06%
322 - Motor vehicle accident with injuries	2	3.23%
324 - Motor vehicle accident with no injuries.	2	3.23%
341 - Search for person on land	1	1.61%
531 - Smoke or odor removal	1	1.61%
561 - Unauthorized burning	1	1.61%
600 - Good intent call, other	1	1.61%
611 - Dispatched & cancelled en route	6	9.68%
631 - Authorized controlled burning	1	1.61%
TOTAL INCIDENTS:	62	100%

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

**Hartford Fire Board Meeting
January 11, 2021
December Business**

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Hartford Fire Board
Agenda
Monday, January 11, 2021, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Steve Starner, Chad Hunt, Helen Sullivan, Chris Postello
- III. Public Comment: Limited to three minutes per person
- IV. Approval of the Agenda. Motion by _____ Second by _____ Motion _____
- V. Approval of previous meeting minutes from December 14, 2020: Motion by _____ Second _____ Motion _____
- VI. Approval of December Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____
 - a. Accounts Payable: Amount \$ **32,370.07** Motion by _____ Second _____ by roll call vote _____
- VII. Review: Income & Expense; Payroll; Balance sheet & Deposit Detail; Budget
- VIII. Fire calls
- IX. Unfinished Business:
 - NONE
- X. New Business:
 - 1. Approve moving FF Khelun Roberts off probation and making him a regular member. (Hire date:10/15/2019) Motion by _____ Second _____ to approve the moving Khelun Roberts to regular member status. Motion _____.
 - 2. Accept the 2021 DNR Grant \$2,500.00 match up to 50%. Motion to accept the 2021 DNR Grant by _____; Second _____. Motion _____.
 - 3. Approve the Proposed 2021/2022 Budget in the amount of \$303,094.45. Motion by _____ Second _____ to approve the 2021/2022 Budget as presented. Motion _____ by roll call vote of members present.
- XI. Reports:
 - a. Fire Chief
 - b. Assistant Fire Chief
 - c. Board

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

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting December 14, 2020

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

Others Present: Carole Kiernan, Kevin McGrew, Ryan Flemming

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

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

The proposed agenda for the December 14, 2020 Fire Board meeting was presented. Motion Hunt Second by Birmele; to approve the agenda as presented. Motion: Approved

The proposed minutes of the November 9, 2020 Fire Board meeting were presented. Motion Hunt; Second by Birmele to accept the minutes as presented Motion: Approved.

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

Bills were presented for approval in the amount of **\$38,071.01** Motion by Birmele; Second by Sullivan; to pay bills in amount of **\$38,071.01**. Motion Approved upon roll call vote of members present.

Unfinished Business: None

New Business:

- a. Approve the Adopt COVID-19 Preparedness and Response Plan as a resolution . Motion by Hunt Second Birmele to approve the COVID-19 Plan as required by MI-OSHA. Motion Approved upon roll call vote of members present
- b. Approve New Employee Packet as Amended. Motion to approve New Employee Packet by Starner; Second by Hunt; Motion Approved.
- c. Approve new General Intelligence test for membership as presented. Motion to approve General Intelligence test by Hunt; Second by Starner Motion Approved.

Fire Chief's Report:

Meetings Attended: None

Information:

Minutes of Fire Board Meeting December 14, 2020

- Annual Flow test of air packs completed
- Bio- Care physicals completed
- Inspected fire exits at Woodside Apartments

- Completed Radiological training with Lt. Kirk from EOC
- **Respectfully Submitted,**

R. Harting

Robbie Harting – Fire Chief

Assistant Fire Chief's Report:

Meetings Attended: NONE

Information:

- Covid 19 Station Response Plan
- New Application for Membership
- New Test for Membership
- 2021 Training Outline
- Truck Update
- Training Opportunity

Respectfully Submitted,

K. McGrew

Kevin McGrew-Assistant Fire Chief

Other Board Business:

Board member Sullivan ask if any Hartford students were attending Vo-Tec Firefighters class. This will be looked into.

Motion by Starnier; second by Birmele; to close meeting at 7:25 p.m. Motion: Approved

Respectfully submitted,

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting January 11, 2020

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

Others Present: Carole Kiernan, Kevin McGrew, Brandon Bodrary, Steven Fry

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

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

The proposed agenda for the Fire Board meeting of January 11, 2021 was presented. Motion Hunt Second by Sullivan ; to approve the agenda as presented. Motion Approved
 The proposed minutes of the December 14, 2020 Fire Board meeting were presented. Motion by Birmele; Second by Hunt to accept the minutes as presented Motion: Approved.

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

Bills were presented for approval in the amount of **\$32,370.07** Motion by Starner; Second by Hunt; to pay bills in amount of **\$32,370.07**. Motion Approved upon roll call vote of members present.

Unfinished Business:

None

New Business:

1. Approve moving FF Khelun Roberts off probation and making him a regular member. (Hire date:10/15/2019) Motion by Hunt Second Birmele to approve the moving Khelun Roberts to regular member status. Motion Approved.
2. Accept the 2021 DNR Grant \$2,500.00 match up to 50%. Motion to accept the 2021 DNR Grant by Sullivan; Second Hunt. Motion Hunt.
3. Approve the Proposed 2021/2022 Budget in the amount of \$312,344.45. Motion by Birmele Second Hunt to approve the 2021/2022 Budget as presented. Motion Approved by roll call vote of members present.

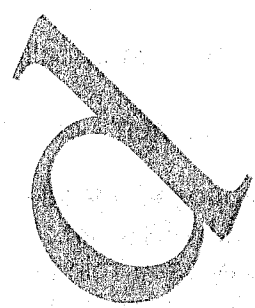
Fire Chief's Report:

Meetings Attended: None

Information:

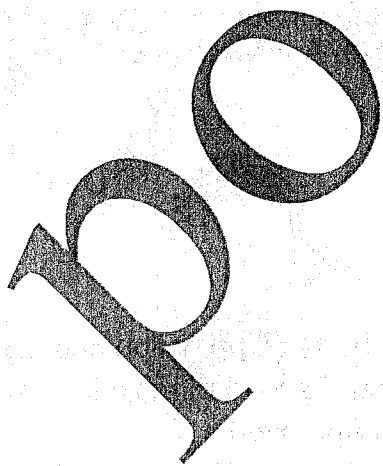
Minutes of Fire Board Meeting January 11, 2021

- Air tanks for air compressor, 5 year hydro test completed.
- New tires on Fire Chiefs truck
- Need to buy new lightbar for Fire Chiefs truck
- Fire Department received the 2021 DNR Grant \$2,500 match
- 2020/21 Budget completed
- All furnaces work in Station
- EMT class in County two members have signed up: Fry & McGrew



Respectfully Submitted,

R. Harting
Robbie Harting – Fire Chief

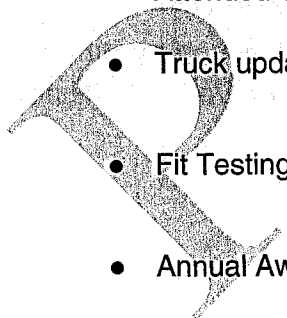


Assistant Fire Chief's Report:

Meetings Attended: NONE

Information:

- Attended Training for fit testing machine
- Truck update—Due to COVID new truck probably will not be ready in May.
- Fit Testing will be performed in Feb
- Annual Awards Banquet is on Hold
- Base Ball game is tentatively set for 1st Saturday in August
- Working on getting monitors up and running again.
-



Minutes of Fire Board Meeting January 11, 2021

- Individual who needs 480 hours of Community Service will be working on Mondays at the Station for about 15 months.

- Purchased life jackets & proper phone mounts for trucks

- Verifying Individuals Vehicle Insurance

- 1 person taking EMT class at ISD-Virtual Only until February

Respectfully Submitted,
K. McGrew
Kevin McGrew-Assistant Fire Chief

SEE

Other Board Business:

- Watervliet Fire Department may sell pickup for \$2500.00
- Board member Postello will be moving out of State

Motion by Hunt; second by Sullivan; to close meeting at 8:45 pm. Motion: Approved

Respectfully submitted,

10

Gerald Birmele, Secretary

Treasurer's Report for meeting on January 11, 2021 For the month ending December 31, 2020

Cash Balances

Operations – General Fund

Reconciled Cash Balances of Prior Month ended Nov. 30, 2020 – tcf bank **\$ 111,288.78**

XXX September Deposits

City of Hartford – Contribution (December)	\$ 8,951.85
Township of Hartford – Contribution (December)	\$ 13,427.79
Bangor Township Cost Recovery	\$ 0.00
Cost Recovery	\$ 1,160.00
Pride Care (Nov)	\$ 330.00
Interest	\$ 0.91

Total Deposits **\$ 23,870.45**

Total Balance of General Fund \$ 135,159.23

XXX Expenditures for approval:

Vendors payable	\$ 18,979.83
Payroll released December 2020 (12,413.14 - 2,352.55)	\$ 10,060.59
Bank Fees	\$ 27.50
MI & Fed Tax Withholdings	\$ 3,302.15

Total Expenditure \$ 32,370.07

General Fund Balance December 31, 2020 \$ 102,789.16

Capital Equipment

Reconciled Cash Balance as of December 31, 2020 – Millage Fund **\$ 12,672.26**

Reconciled Cash Balance as December 31, 2020 – Maintenance Fund **\$ 16,320.93**

Cash Balances for month December 31, 2020 **\$ 28,993.19**

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

Invested Capital Equipment

Et Cetera Investment Services, LLC – Millage Fund Investment Nov. 30, 2020 **\$ 80,889.10**

Et Cetera Investment Services, #2-TCF Investment Nov. 30,2020 **\$ 100,948.33**

Hartford Fire Board Profit & Loss Budget Performance December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
303 Investment Market Changes	0.00		9,090.90		
401 Hartford Township	13,427.79	13,427.78	80,566.74	80,566.68	161,133.36
402 Hartford City	8,951.85	8,951.86	53,711.10	53,711.16	107,422.31
404 Interest	1.14		7.36		
405 Miscellaneous	0.00		630.00		
409 Fire Report Request	10.00	3.87	20.00	23.22	46.44
411 Hartford City Millage	2,973.99		2,973.99		
412 Hartford Township Millage	0.00		7,123.92		
418 US Treasury	10.32		10.32		
420 Bangor 1st Resp Reimburse	0.00	446.91	5,611.12	2,681.46	5,362.92
521 Cost Recovery Reimbursement	1,160.00	1,002.76	7,887.94	6,016.56	12,033.12
Accounts Receivable	0.00	224.06	0.00	1,344.36	2,688.72
Donation	0.00		8.13		
Federal Grant Receivable	0.00		20,192.00		
Other Revenues	330.00		6,450.00		
Total Income	26,865.09	24,057.24	194,283.52	144,343.44	288,686.87
Gross Profit	26,865.09	24,057.24	194,283.52	144,343.44	288,686.87
Expense					
500 Payroll					
500.1 Fire Chief	4,179.38	4,179.38	25,076.28	25,076.28	50,152.60
500.10 Chief Health Benefits	0.00	1,469.73	10,375.06	8,818.38	17,636.76
500.2 Firefighters/Medics	6,168.76	5,166.67	30,911.05	30,999.98	62,000.00
500.3 Support Staff	630.00	583.33	4,031.25	3,499.98	7,000.00
500.4 Chief Retirement	0.00	250.01	1,504.60	1,500.06	3,000.16
500.5 Shift Coverage	0.00	1,200.00	0.00	7,200.00	14,400.00
500 Payroll - Other	1,035.00	0.00	6,735.00	0.00	0.00
Total 500 Payroll	12,013.14	12,849.12	78,633.24	77,094.68	154,189.52
501 Professional, Insur.& Legal					
501.1 Legal Expenses	0.00	250.00	0.00	1,500.00	3,000.00
501.2 Professional - Audit	3,000.00	666.67	4,500.00	3,999.99	8,000.00
Total 501 Professional, Insur.& Legal	3,000.00	916.67	4,500.00	5,499.99	11,000.00
502 Utilities					
502.1 Internet-Telephone	0.00	187.50	932.31	1,125.00	2,250.00
502.2 Electric	372.51	450.00	2,490.51	2,700.00	5,400.00
502.3 Natural Gas	106.00	166.67	636.00	999.98	2,000.00
502.4 First Net-AT&T	351.32	360.00	2,105.15	2,160.00	4,320.00
502.5 EPS Door Security	145.23	50.00	435.69	300.00	600.00
Total 502 Utilities	975.06	1,214.17	6,599.66	7,284.98	14,570.00
503 Mileage					
503.1 Mileage - other	48.70	8.33	107.57	49.98	100.00
Total 503 Mileage	48.70	8.33	107.57	49.98	100.00
505 Building Maintenance					

Hartford Fire Board Profit & Loss Budget Performance December 2020

	Dec 20	Budget	Jul - Dec 20	YTD Budget	Annual Budget
505.1 Bldg Supplies/Maintenanc	0.00	291.67	183.59	1,749.98	3,500.00
505.2 Building Maintenance	0.00	83.33	29.22	499.98	1,000.00
505.3 Grounds Maintenance	0.00	120.00	1,190.42	720.00	1,440.00
505.5-Trash	0.00	25.00	0.00	150.00	300.00
505 Building Maintenance - Other	0.00	0.00	148.50	0.00	0.00
Total 505 Building Maintenance	0.00	520.00	1,551.73	3,119.96	6,240.00
506 Fuel					
506.1 Unleaded Gas	0.00	266.67	762.75	1,599.98	3,200.00
506.2 Diesel	0.00	166.67	656.66	999.98	2,000.00
Total 506 Fuel	0.00	433.34	1,419.41	2,599.96	5,200.00
508 Vehicle Maintenance					
508.1 Ladder #1841	0.00	175.00	415.36	1,050.00	2,100.00
508.2 Tanker #1831	-1,000.00	591.67	4,649.52	3,549.98	7,100.00
508.3 Heavy Rescue #1871	0.00	208.33	1,788.26	1,249.98	2,500.00
508.4 Rescue Pickup #1869	0.00	33.33	332.12	199.98	400.00
508.5 Jeep #1860	0.00	33.33	0.00	199.98	400.00
508.6 Explorer #1810	0.00	58.33	0.00	349.98	700.00
508.7 Pick-Up #1801	921.59	33.33	1,690.39	199.98	400.00
Total 508 Vehicle Maintenance	-78.41	1,133.32	8,875.65	6,799.88	13,600.00
511 Office					
511.1 Office Equipment	795.00	25.00	795.00	150.00	300.00
511.2 Equipment Repairs	0.00	25.00	0.00	150.00	300.00
511.3 Office Supplies	1.20	125.00	661.23	750.00	1,500.00
511.4 Printing	0.00	16.67	0.00	99.98	200.00
511.5 Software/Upgrades	0.00	83.33	79.49	499.98	1,000.00
511.6 Copy Lease	185.40	30.00	297.57	180.00	360.00
Total 511 Office	981.60	305.00	1,833.29	1,829.96	3,660.00
512 Insurance					
512.1 Worker's Comp	0.00	408.33	2,789.75	2,449.98	4,900.00
512.10 Accident & Sickness Ins	4,084.00	1,724.58	4,084.00	10,347.48	20,695.00
512 Insurance - Other	3,314.00		11,025.00		
Total 512 Insurance	7,398.00	2,132.91	17,898.75	12,797.46	25,595.00
513 Payroll Taxes	2,926.50		19,017.83		
514 Banking Fees	0.00	0.00	0.00	0.00	0.00
515 Equipment & Equip Maint					
515.1 Ladder #1841	0.00	58.33	0.00	349.98	700.00
515.10 Firefighting Foam	0.00	83.33	0.00	499.98	1,000.00
515.11 Ford Truck	0.00	8.33	44.12	49.98	100.00
515.2 Tanker #1831	0.00	58.33	0.00	349.98	700.00
515.3 Heavy Rescue #1871	0.00	133.33	0.00	799.98	1,600.00
515.4 Rescue Pickup #1869	0.00	16.67	0.00	100.02	200.00
515.5 Jeep #1860	0.00	16.67	0.00	100.02	200.00
515.6 Explorer #1810	0.00	8.33	0.00	49.98	100.00
515.7 Eq Maintenance Other	0.00	16.67	0.00	100.02	200.00

Hartford Fire Board
Profit & Loss Budget Performance
December 2020

	<u>Dec 20</u>	<u>Budget</u>	<u>Jul - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
515.8 Small Equipment Maintenan	0.00	16.67	346.45	100.02	200.00
515.9 Medical Supplies	0.00	125.00	1,624.14	750.00	1,500.00
Total 515 Equipment & Equip Maint	0.00	541.66	2,014.71	3,249.96	6,500.00
516 Training					
516.1 Fire Chief Training	0.00	125.00	0.00	750.00	1,500.00
516.2 Firefighter I & II	0.00	83.33	114.01	499.98	1,000.00
516.3 Medic	0.00	83.33	50.00	499.98	1,000.00
516.4 Fire Officer Classes	0.00	83.33	0.00	499.98	1,000.00
516.5 Drivers Training	0.00	16.67	0.00	100.02	200.00
516.6 Training - Other	0.00	0.00	0.00	0.00	0.00
Total 516 Training	0.00	391.66	164.01	2,349.96	4,700.00
518 Physicals					
518.1 Annual Physicals	0.00	616.67	7,215.00	3,700.02	7,400.00
518.2 New Employee Physicals	0.00	25.00	0.00	150.00	300.00
Total 518 Physicals	0.00	641.67	7,215.00	3,850.02	7,700.00
519 Subscriptions & Dues					
519.1 HelpNet	186.00	66.67	558.00	400.02	800.00
519.11 West MI Assn of Fire Chi	0.00	12.50	0.00	75.00	150.00
519.13 S MEMSIC	0.00	6.25	0.00	37.50	75.00
519.14 Van Buren Co. FF Assn	0.00	0.00	0.00	0.00	0.00
519.2 Magazine Subscriptions	0.00	16.67	0.00	100.02	200.00
519.3 FirePrograms	0.00	142.63	1,711.69	855.78	1,711.60
519.4 IAFC	0.00	20.83	0.00	124.98	250.00
519.5 MI State Firefighters Asn	0.00	8.33	75.00	49.98	100.00
519.6 NFPA	0.00	25.00	0.00	150.00	300.00
519.9 MPSCS	105.00	8.33	105.00	49.98	100.00
Total 519 Subscriptions & Dues	291.00	307.21	2,449.69	1,843.26	3,686.60
525 Personal Equipment					
525.1 Duty Gear	1,225.50	583.33	2,410.54	3,499.98	7,000.00
525.2 Personal Equipment	709.95	233.33	722.61	1,399.98	2,800.00
525.3 Small Equipment	0.00	133.33	422.45	799.98	1,600.00
Total 525 Personal Equipment	1,935.45	949.99	3,555.60	5,699.94	11,400.00
527 Bank Fees	27.50	20.83	180.90	124.98	250.00
528 Bd Members Compensation	120.00	187.50	570.00	1,125.00	2,250.00
529 Mandatory Annual Testing					
529.1 Personal Veh Inspections	0.00	41.67	0.00	250.02	500.00
529.2 Fire Extinguishers	0.00	25.00	370.00	150.00	300.00
529.3 Hoses	0.00	225.00	2,468.10	1,350.00	2,700.00
529.4 Ladders	0.00	100.00	1,236.45	600.00	1,200.00
529.6 Bottles	300.00	41.67	1,320.00	250.02	500.00
529.8 Air Compressor	0.00	83.33	710.00	499.98	1,000.00
529.9 Flow Testing Air Packs	0.00	83.33	0.00	499.98	1,000.00
Total 529 Mandatory Annual Testing	300.00	600.00	6,104.55	3,600.00	7,200.00
530 Generator					

Hartford Fire Board
Profit & Loss Budget Performance
December 2020

	<u>Dec 20</u>	<u>Budget</u>	<u>Jul - Dec 20</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
530.1 Maintenance	0.00	20.83	0.00	124.98	250.00
530.2 Maintenance Contract	0.00	58.33	0.00	349.98	700.00
Total 530 Generator	0.00	79.16	0.00	474.96	950.00
531 Auxiliary					
531.1 Auxiliary Supplies	0.00	20.83	0.00	124.98	250.00
Total 531 Auxiliary	0.00	20.83	0.00	124.98	250.00
Capital Expense	0.00	0.00	0.00	164,898.75	164,898.75
Investment Fees	0.00		3.00		
Payroll Tax Expense	1,349.60	1,166.67	29,765.68	7,000.02	14,000.00
Uncategorized Expenses	81.93		1,601.90		
Total Expense	31,370.07	24,420.04	194,062.17	311,418.68	457,939.87
Net Ordinary Income	-4,504.98	-362.80	221.35	-167,075.24	-169,253.00
Net Income	-4,504.98	-362.80	221.35	-167,075.24	-169,253.00

Hartford Fire Board January 11, 2021 Meeting Payroll Summary December Business

	TOTAL		
	Hours	Rate	Dec 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Salary	2.00		4,179.38
Assistant Fire Chief	1.00		400.00
Fire Board Office	42.00		630.00
Grass Fire	7.00		103.75
Med Assist	181.00		2,665.25
Mutual Aid	48.50		717.50
Other	42.50		629.63
PI Accident	36.50		541.75
Shift Coverage	69.00		1,035.00
Training	43.00		626.75
Vehicle Fire	26.50		388.13
Vehicle Inspection	34.00		496.00
Total Gross Pay	533.00		12,413.14
Deductions from Gross Pay			
Dental-Vision			-26.86
Firefighters Assn Dues			-604.80
Health Insurance			-335.20
Total Deductions from Gross Pay			-966.86
Adjusted Gross Pay	533.00		11,446.28
Taxes Withheld			
Federal Withholding			-821.00
Medicare Employee			-179.97
Social Security Employee			-769.63
MI - Withholding			-581.95
Medicare Employee Addl Tax			0.00
MI - Cities Res Tax			0.00
MI - Cities Work Tax			0.00
Total Taxes Withheld			-2,352.55
Net Pay	533.00		9,093.73
Employer Taxes and Contributions			
Company FICA			769.63
Company Med			179.97
Retirement Fund			236.34
MI - Obligation Assessment			0.00
Total Employer Taxes and Contributions			1,185.94

**Hartford Fire Board Meeting
January 11, 2021
Balance Sheet & Deposit Detail
December Business**

BALANCE SHEET

		<u>Dec 31, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
102 Regular Check Chem Bk...847	72,308.72	
105 CD Fund Equity..C...288	-336.62	
106 Millage Fund Chem Bank .167	12,672.26	
108 Maintenance Chem Bk ...183	16,320.93	
Chemical Financial Advisors	80,889.10	
TCF Investment Services #2	<u>100,948.33</u>	
Total Checking/Savings	<u>282,802.72</u>	
Total Current Assets	<u>282,802.72</u>	
TOTAL ASSETS	<u><u>282,802.72</u></u>	
LIABILITIES & EQUITY	0.00	

Deposit Detail

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		12/09/2020		102 Regular Check Chem Bk...847	840.00
				508.2 Tanker #1831	-800.00
				521 Cost Recovery Reimbursement	-30.00
				409 Fire Report Request	-10.00
TOTAL					-840.00
Deposit		12/10/2020		102 Regular Check Chem Bk...847	200.00
				508.2 Tanker #1831	-200.00
TOTAL					-200.00
Deposit		12/11/2020		102 Regular Check Chem Bk...847	13,427.79
				401 Hartford Township	-
					13,427.79
TOTAL					-
Deposit		12/17/2020		102 Regular Check Chem Bk...847	13,427.79
				402 Hartford City	-8,951.85
TOTAL					13,427.79
Deposit		12/17/2020		102 Regular Check Chem Bk...847	8,951.85
				402 Hartford City	-8,951.85
TOTAL					-8,951.85
Deposit		12/22/2020		106 Millage Fund Chem Bank .167	2,973.99
				411 Hartford City Millage	-2,973.99
TOTAL					2,973.99
Deposit		12/29/2020		102 Regular Check Chem Bk...847	1,470.32
				418 US Treasury	-10.32
				521 Cost Recovery Reimbursement	-1,130.00

**Hartford Fire Board Meeting
January 11, 2021
Balance Sheet & Deposit Detail
December Business**

Payment		12/29/2020	Pride Care Ambulance	Undeposited Funds	-330.00
TOTAL					-1,470.32
Deposit		12/31/2020		108 Maintenance Chem Bk ...183	0.14
				404 Interest	-0.14
TOTAL					-0.14
Deposit		12/31/2020		106 Millage Fund Chem Bank .167	0.09
				404 Interest	-0.09
TOTAL					-0.09
Deposit		12/31/2020		102 Regular Check Chem Bk...847	0.91
				404 Interest	-0.91
TOTAL					-0.91
Paycheck	ACH	12/31/2020	Alonso, Luz R	102 Regular Check Chem Bk...847	0.00
				500.2 Firefighters/Medics	14.00
				410 Firefighters Assn Dues	-12.33
				Payroll Tax Expense	0.87
				Payroll Liabilities	-0.87
				Payroll Liabilities	-0.87
				Payroll Tax Expense	0.20
				Payroll Liabilities	-0.20
				Payroll Liabilities	-0.20
				Payroll Liabilities	-0.60
TOTAL					0.00
Paycheck	ACH	12/31/2020	VanDeWiele, Cary L	102 Regular Check Chem Bk...847	0.00
				500.2 Firefighters/Medics	25.50
				410 Firefighters Assn Dues	-22.47
				Payroll Tax Expense	1.58
				Payroll Liabilities	-1.58
				Payroll Liabilities	-1.58
				Payroll Tax Expense	0.37
				Payroll Liabilities	-0.37
				Payroll Liabilities	-0.37
				Payroll Liabilities	-1.08
TOTAL					0.00

December 2020 CALLS

+	#	TIME	Address	People	COST	TYPE OF CALL
2-Dec	637-Twp	7:29	66th Ave	3	\$ 27.75	Med Assist-Difficulty Breathing
2-Dec	638-City	14:48	Main St.	4	\$ 40.50	Med Assist-Difficulty Breathing
2-Dec	639-City	20:23	Wendell	7	\$ 101.00	Med Assist-Possible Fall
3-Dec	640-Twp	9:35	CR 372	5	\$ 58.25	Other-Cancelled En route
3-Dec	641-City	17:55	Main St.	5	\$ 74.25	Med Assist-Unresponsive
4-Dec	642-Twp	12:25	67th St.	9	\$ 117.25	Other-Smoke Investigation
4-Dec	643-Twp	17:07	SharSue Dr.	3	\$ 46.50	Med Assist-Sick Person
5-Dec	644-Twp	11:02	67 1/2 St.	3	\$ 45.50	Med Assist-Fall
5-Dec	645-Twp	18:12	65th St.	5	\$ 75.00	Med Assist-Fall
6-Dec	646-City	12:50	Wendell	6	\$ 90.00	Med Assist-Difficulty Breathing
6-Dec	647-City	18:52	Elmwood	7	\$ 103.75	Grass Fire
8-Dec	648-Twp	0:19	CR 372	2	\$ 31.00	Med Assist-Cancelled En route
8-Dec	649	14:16	Bangor Twp	3	\$ 27.75	Med Assist-Trach issues
8-Dec	650	18:22	Lawrence Twp	11	\$ 146.75	Mutual Aid
8-Dec	651-City	21:09	Main St.	4	\$ 58.75	Med Assist-ETOH
9-Dec	652-City	18:44	Main St.	5	\$ 70.50	Med Assist-ETOH
10-Dec	653	17:30	Bangor Twp	7	\$ 104.25	Med Assist-Crash
11-Dec	654-City	8:39	Main St.	3	\$ 30.00	Med Assist-Suicidal
11-Dec	655-City	17:20	Main St.	7	\$ 102.25	Med Assist-ETOH
13-Dec	656-City	21:54	Main St.	5	\$ 72.00	Med Assist-ETOH
14-Dec	657-Twp	10:10	CR 687	6	\$ 74.25	Med Assist-Seizure
15-Dec	658	6:51	Coloma Twp	6	\$ 92.50	Mutual Aid
15-Dec	659-Twp	7:42	CR 687	4	\$ 43.25	Med Assist-Pain
16-Dec	660-Twp	5:23	56th Ave.	5	\$ 74.00	Other-Controlled Burn
16-Dec	661-Twp	15:19	CR 687	3	\$ 43.75	Med Assist-Diabetic Issues
16-Dec	662-City	18:08	Center St.	6	\$ 85.00	Med Assist-Chest Pain
16-Dec	663-City	21:35	Main St.	6	\$ 86.00	Med Assist-Seizures
16-Dec	664-City	22:32	Michigan Ave.	4	\$ 61.00	Other-Illegal Burn
17-Dec	665-Twp	8:20	54th Ave	3	\$ 30.00	Med Assist-Difficulty Breathing
17-Dec	666-City	17:14	Maple Hill	3	\$ 47.00	Med Assist-Code 5
17-Dec	667-City	17:52	Olds Ave	3	\$ 47.00	Med Assist-Dislocation
17-Dec	668-City	19:24	Olds Ave	3	\$ 46.00	Med Assist-Fall
18-Dec	669	13:16	Lawrence Twp	6	\$ 418.25	Mutual Aid
19-Dec	670	8:49	Lawrence Twp	4	\$ 60.00	Mutual Aid
19-Dec	671-Twp	14:57	CR 687	5	\$ 74.50	Med Assist-Diabetic Issues
19-Dec	672-City	19:56	Main & Olds	5	\$ 73.25	Med Assist-Seizures
19-Dec	673-City	23:42	Prospect & Center	3	\$ 45.00	Med Assist-Suicidal
20-Dec	674-City	18:14	South St.	6	\$ 74.75	Med Assist-Pain
21-Dec	675-Twp	2:09	67 1/2 St.	4	\$ 88.50	Med Assist-Possible OD
22-Dec	676-City	19:25	Woodside	3	\$ -	Other-False Alarm
22-Dec	677	19:34	WB I-94	9	\$ 118.00	PI Accident
22-Dec	678-City	21:05	Main St.	6	\$ 89.25	Med Assist-Seizures
23-Dec	679	3:06	Bangor Twp	3	\$ 46.00	Med Assist-Possible CVA
23-Dec	680-Twp	10:21	Mshike Trail	4	\$ 43.75	Med Assist-Abdominal Pain

23-Dec	681-City	13:02	Center St.	4	\$	44.25	Med Assist-Sick Person
24-Dec	682-Twp	14:43	CR 681 & Red Arrow	8	\$	177.37	PI Accident
24-Dec	683-Twp	17:43	Red Arrow Hwy	8	\$	119.25	Other-Assist PD
24-Dec	684-City	21:37	Main St.	6	\$	89.75	Med Assist-ETOH
25-Dec	685-Twp	13:21	Red Arrow Hwy	7	\$	156.37	PI Accident
26-Dec	686-Twp	11:24	Jerrdean	9	\$	199.87	Other-Rescue
26-Dec	687	11:49	WB I-94	10	\$	15.00	PI Accident
27-Dec	688	13:03	EB I-94	11	\$	388.12	Vehicle Fire
28-Dec	689-City	14:25	East St.	5	\$	59.25	Med Assist-Poss ETOH
28-Dec	690-City	16:36	Main St.	6	\$	88.25	Med Assist-Hand Injury
29-Dec	691-Twp	15:42	CR 687	3	\$	45.00	Med Assist-Seizures
29-Dec	692-Twp	16:54	CR 687	4	\$	59.25	Med Assist-Sick Person
29-Dec	693-Twp	23:16	Red Arrow Hwy	5	\$	75.00	PI Accident
30-Dec	694-Twp	14:14	60th St.	3	\$	43.75	Med Assist-Code 5
31-Dec	695-City	0:01	Linden	2	\$	28.75	Med Assist-Person Down
31-Dec	696-Twp	12:36	60th St.	4	\$	56.75	Med Assist-Seizures
31-Dec	697-City	0:43	Spaulding	2	\$	28.75	Med Assist-Seizures
31-Dec	698-Twp	21:43	68th St.	5	\$	72.75	Med Assist-Abdominal Pain

Total Costs for Fire Calls				\$ 5,031.48
Chief's Salary				\$ 4,179.38
Administrative Cost (Support Staff)				\$ 630.00
Trainings/Inspection Costs				\$ 1,122.75
Total Costs for Fire Calls				\$ 10,963.61
Total Calls this mo	62	Total December Calls	Fiscal Year Totals	Grass Fire 1
Total Cal for 2020	698	City Calls 27	City Calls 163	Med Assist 44
Total Calls for 2019	673	Twp Calls 25	Twp Calls 164	PI Accident 5
Total Calls for 2018	552	I-94 Calls 3	I-94 Calls 10	Mutual Aid 4
Total Calls for 2017	345	Other 7	Other 40	Other 7
Total Calls for 2016	303			Gas Leak 0
Total Cal for 2015	333			Fire 0
Total Cal for 2014	312			Vehicle Fire 1
Total Cal for 2013	292			
Total Cal for 2012	281			
Respectfully submitt				
Priority 3 Calls SHADED				



January 4, 2021

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

Dear Mr. Akinwale,

I am pleased to provide you with our average response times for the month of December 2020. There were six (06) priority one calls in December with the average response time of 07:42 minutes.

There were fifteen (15) priority two calls in December with the average response time of 09:39 minutes.

There were three (03) priority three calls in December with an average response time of 08:59 minutes.

A total of twenty-five (25) calls were run in December with an average response of 09:06.

There was an extended response time for run number 32705 due to distance. The crew took the correct route and did not report any further incidents.

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

Sincerely,

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

Response Times By Priority

Report Date: 01/04/2021 13:30:58

Filters: Date Range (Leg Date): 12/01/2020 to 12/31/2020 (Last Month); Last Status Timestamp: At Scene; Select

Response Priority: P1

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
32427	Advanced	Medic 9	12/2/2020 14:52	12/2/2020 14:58	6:01
32452	Advanced	Medic 9	12/2/2020 20:25	12/2/2020 20:32	6:57
32528	Advanced	Medic 9	12/3/2020 17:58	12/3/2020 18:03	5:00
32705	Advanced	Medic 9	12/6/2020 12:51	12/6/2020 13:01	10:32
33547	Advanced	Medic 6	12/16/2020 18:11	12/16/2020 18:20	8:54
33644	Advanced	Medic 4	12/17/2020 17:16	12/17/2020 17:25	8:54

Totals: Avg: 07:42

Response Priority: P2

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
32896	Advanced	Medic 2	12/8/2020 21:11	12/8/2020 21:23	11:54
32978	Advanced	Medic 9	12/9/2020 18:44	12/9/2020 18:54	9:11
33083	Advanced	Medic 6	12/11/2020 8:41	12/11/2020 8:52	10:41
33132	Advanced	Medic 9	12/11/2020 17:21	12/11/2020 17:30	9:15
33249	Advanced	Medic 9	12/13/2020 22:00	12/13/2020 22:11	10:54
33281	Advanced	Medic 9	12/14/2020 11:40	12/14/2020 11:48	7:40
33559	Advanced	Medic 6	12/16/2020 21:36	12/16/2020 21:45	9:51
33647	Advanced	Medic 4	12/17/2020 17:52	12/17/2020 17:58	5:11
33653	Advanced	Medic 6	12/17/2020 19:25	12/17/2020 19:36	11:25
33834	Advanced	Medic 6	12/20/2020 18:17	12/20/2020 18:27	10:24
34005	Advanced	4113	12/22/2020 21:08	12/22/2020 21:20	12:17
34042	Advanced	Medic 6	12/23/2020 13:04	12/23/2020 13:15	11:20
34403	Advanced	Medic 6	12/28/2020 14:28	12/28/2020 14:35	7:04
34417	Advanced	Medic 6	12/28/2020 16:38	12/28/2020 16:45	7:30
34589	Advanced	4113	12/31/2020 0:05	12/31/2020 0:13	8:39
34592	Advanced	4113	12/31/2020 0:46	12/31/2020 0:57	11:10

Totals: Avg: 09:39

Response Priority: P3

Run #	Call Type	Vehicle	Start Time: Enroute	End Time: At Scene	Response Time (MM:SS)
33784	Advanced	4113	12/19/2020 20:02	12/19/2020 20:12	9:40
33792	Advanced	4119	12/19/2020 23:44	12/19/2020 23:54	9:36
34177	Advanced	Medic 6	12/24/2020 21:41	12/24/2020 21:49	7:43

Totals: Avg: 08:59

Overall Totals

Trips 25 Average Response Time 9:06

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



1/25/2021

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Haul snow from parking lots
Take down Christmas decorations.
Snow removal as needed

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>2</u>
Water meter repairs	<u>6</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>7</u>
Water services replaced to water main	<u>1</u>

Collected monthly water samples and delivered to Paw Paw Lab
Sent monthly reports to the Michigan Department of Health
Ran auxiliary well generator once a week
Water meters read for the month of December

MAJOR AND LOCAL STREETS

Snow removal as needed.
Did some cold patching

SEWER SYSTEM

Sewer mains rodded	<u>4</u>
Sewer services dug up and repaired	<u>1</u>

B and Z Constrution had to dig up sewer line and repair.

LIFT STATIONS

Lift stations are running very well at this time
Generators are run once a week for testing
Bar screens are cleaned twice a week
Replaced pump one in lift station 372.

Iron Removal Plant

Run back up generator once a week.
Back wash twice a week.
Replaced transformer in well room

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



1/25/2021

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron 1.56 ppm
Manganese 0.161 ppm
pH 7.9

Finished Water

Iron 0 ppm
Manganese 0.001 ppm
Chlorine 1 ppm
Phosphates 1.8 ppm
Flouride 0.8 ppm
pH 7.9

Chemicals used

Chlorine 96.5
Phosphates 99.5
Flouride 189.6

Total Lbs

Average Daily Use

3.1
3.2
6.1

WATER PUMPED FOR THE MONTH

Backwash water 4.238 Million Gallons

191,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St. ND
525 E. Main St. ND
200 Beachwood St. ND
Well#4 ND

HARTFORD WASTEWATER TREATMENT PLANT

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

Tom Strand, HWWTP Operator

HWWTP Report for the Month of: **December, 2020**

- State report has been submitted for the month of December.
- Average flow 0.105 MGD (million gallons per day).
- Performed routine maintenance and daily duties.

Operation Report for December, 2020

1) Flow in Million Gallons Per Day	
A. Monthly Total	3.243
B. Average	0.105
2) Sodium Hypochlorite gallons Per Day	
A. Total	604
B. Average	19.5
3) Ferric in Gallons Per Day	
A. Total	434
B. Average	14
4) Polymer Powder in Pounds Per Day	
A. Total	15.50
B. Average	0.5
5) Sodium Bisulfite in Gallons Per Day	
A. Total	155
B. Average	5
6) Electric usage KWH	
A. Total	62
B. Average	2
7) Final BOD in Pounds	
A. Total	179
B. Average (177 LBS. Allowed)	8
C. % Removal (85%)	97
8) Final Suspended Solids in Pounds	
A. Total	205
B. Average (131 LBS. Allowed)	9
C. Average mg/l	10.5
D. % Removal (85%)	96
9) Total Phosphorus in mg/l	
A. 30 Day Average (1 mg/l Allowed)	0.7
B. % Removal	92
10) Fecal Coliform Bacteria in Count/100ml	
A. Average (200/100ml Allowed)	29.6



DECEMBER 2020
LIST OF BILLS
CK #36006 TO CK # 36079

NUMBER	WRITTEN TO	DESCRIPTION	TOTAL
36006	ALEXANDER CHEMICAL CORP.	CHEMICALS FOR WWTP	1,556.86
36007	AMERIGAS - HARTFORD 5254	PROPANE TANK FOR WWTP LAB	326.92
36008	AUTO-WARES GROUP	REPAIR PARTS, OIL & LUBES FOR DPW EQUIPMENT	274.68
36009	MICHAEL BANIC	OCCUPANCY INSPECTIONS 12/2/20	120.00
36010	BEST WAY DISPOSAL INC	WWTP, DPW & CITY HALL TRASH SERVICE FOR NOVEMBER 2020	279.84
36011	COMCAST CABLE	INTERNET & LOCAL PHONES FOR DECEMBER 2020 (12/6/20-1/5/21)	343.63
36012	CSX TRANSPORTATION	CROSSING SIGNAL MAINTENANCE - RED ARROW	1,978.00
36013	DELTA DENTAL	DECEMBER 2020 DENTAL INSURANCE	878.42
36014	FRONTIER	CASINO LIFT STATION LOCAL PHONE + IRP LOCAL PHONE & INTERNET 11/19-12/18/20	193.74
36015	HEAVEN SCENT	POLICE STATION & CITY HALL CLEANING (COVID)	945.00
36016	HUNGERFORD NICHOLS	FISCAL 2019-2020 AUDIT - PROGRESS BILL #2	5,000.00
36017	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR NOVEMBER 2020	51.70
36018	JUDY LOOMIS	FINAL PAYMENT ON CHRISTMAS DECORATIONS	500.00
36019	MASTER METER INC	ANNUAL SOFTWARE SUPPORT - 1/1/2021-12/31/2021	1,500.00
36020	MI ASSOC OF MUNICIPAL CLERKS	ANNUAL MEMBERSHIP FOR CLERK	60.00
36021	MITCHELL PUMP & SERVICE LLC	REPAIR CHLORINATOR HEAD	614.00
36022	MWEA LOCAL SECTION 2	MEMBERSHIP DUES FOR TOM STRAND 1/8/2021-1/7/2022	77.00
36023	NATIONAL PEN CORP.	2021 POCKET CALENDARS (500)	244.90
36024	TOM NEWNUM	CLEAN CITY HALL 11/25/2020 & 12/2/2020	100.00
36025	SPECTRUM PRINTERS, INC	VOTE TEST - TEST DECKS	95.00
36026	STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	123.93
36027	STATE OF MICHIGAN	NPDES ANNUAL PERMIT FEE FOR 2021	1,950.00
36028	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 11/30/2020	52.00
36029	USA BLUE BOOK	GLOVES FOR WWTP	49.06
36030	VAN BUREN COUNTY DRAIN COMMISSION	AT LARGE DRAIN ASSESSMENT - HEALTH & CEMETERY	6,418.42
36031	VISION SERVICE PLAN	VISION INSURANCE FOR DECEMBER	135.96
36032	WIGHTMAN & ASSOCIATES, INC.	PROJECT 200350 WATER RELIABILITY STUDY	4,869.50
36033	AUTO-WARES GROUP	REPAIR/MAINTENANCE ITEMS FOR DPW EQUIPMENT	330.99
36034	MICHAEL BANIC	OCCUPANCY INSPECTIONS 12/9/20	170.00
36035	CONSUMERS ENERGY	IRP, DPW & CITY HALL GAS BILLS - 10/28-11/25/20	196.49
36036	FLEMING BROTHERS OIL CO	DIESEL & GASOLINE FOR NOVEMBER 2020	1,494.81
36037	FRONTIER	DPW PHONE 11/25-12/24/2020	69.20
36038	HARDING'S MARKET	2020 EMPLOYEE CHRISTMAS GIFT CARDS (18 X \$50)	900.00
36039	HARTFORD FIRE BOARD	DECEMBER 2020 CONTRACTUAL PAYMENT	8,951.85
36040	INDIANA MICHIGAN POWER	NOVEMBER 2020 ELECTRIC BILLS	5,206.90
36041	MICHIGAN AGRIBUSINESS SOLUTION	187,000 GALLONS OF BIOSOLIDS	10,472.00
36042	TOM NEWNUM	CLEAN CITY HALL 12/9/2020	50.00
36043	PRINTING SYSTEMS	20,000 UB POSTCARDS AND 5000 REMINDER/SHUTOFF POSTCARDS FOR UTILITY BILL	1,007.53
36044	SMITH LUMBER OF HARTFORD	8 BAGS OF CONCRETE MIX	43.74
36045	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 12/4/2020	52.00
36046	USA BLUE BOOK	MOYNO 500 PUMPS FOR WWTP	1,186.37
36047	VAN BUREN COUNTY	PROGRAMMING FEES, CANVASS & PRECINCT KIT FOR 11/3/20 ELECTION	735.50
36048	VILLAGE OF PAW PAW	OCTOBER 2020 LAB ANALYSIS	100.00
36049	HENRY (BOB) WINCHESTER	ELECTRICAL PERMIT 20HE-011 THROUGH 20HE-014	1,053.90
36050	ALEXANDER CHEMICAL CORP.	CONTAINER RENTAL INVOICES FOR IRP & WWTP	928.00
36051	ALS GROUP USA, CORP	PFAS TESTING	630.00
36052	MICHAEL BANIC	OCCUPANCY INSPECTIONS 12/16/20	60.00
36053	BLUE CARE NETWORK OF MI	JANUARY 2021 HEALTH INSURANCE	19,225.55
36054	CINTAS CORPORATION	FIRST AID SUPPLIES - CITY HALL, DPW & POLICE STATION	186.14
36055	FRONTIER	LIFT STATION PHONE - 12/7/2020-1/6/2021	39.30
36056	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR DECEMBER 2020	4,166.67
36057	METTLER-TOLEDO, INC.	FULL PREVENTIVE MAINTENANCE AND BASIC TEST REPORT (WWTP)	297.07
36058	NAYLOR LANDSCAPE MANAGEMENT	FINAL PAYMENT ON CITY HALL CHRISTMAS DECORATIONS	1,561.77
36059	TOM NEWNUM	CLEAN CITY HALL 12/18/2020	50.00
36060	PC SERVICES	TABLETS & LAPTOPS + SOFTWARE & LABOR (LESS \$1210 ALREADY PAID)	9,578.65
36061	MICHAEL PRINCE	REIMBURSEMENT FOR PATCHES TO BE SEWN ON UNIFORMS	19.00
36062	STATE OF MICHIGAN	DRINKING WATER OPERATOR CERTIFICATION RENEWAL FOR DAN STAUNTON	95.00
36063	TELE-RAD, INC.	QUARTERLY MAINTENANCE - JAN, FEB & MAR 2021	150.03
36064	TREETOP PRODUCTS, INC	2 MESSAGE CENTERS - CITY HALL	1,467.43
36065	AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES & I PADS 11/12-12/11/2020	422.87
36066	AUTO-WARES GROUP	REPAIR PARTS FOR DPW EQUIPMENT & HEADLAMP FOR DODGE CHARGER	256.55
36067	CLEAN EARTH ENVIRONMENTAL SERVICES	HYDRO VAC SERVICES TO CLEAR LINES IN 2 MANHOLES & FOR 2 WATER LEAKS	2,512.63
36068	DELTA DENTAL	JANUARY 2021 DENTAL INSURANCE	878.42
36069	FERGUSON WATERWORKS	WATER MAIN VALVE BOX	262.20
36070	FRONTIER	CASINO LIFT STATION PHONE + IRP PHONE & INTERNET + WWTP PHONE, INTERNET & ALARM 12/16/2020-1/18/2021	427.67
36071	GALLS, LLC	UNIFORMS, BOOTS & MISC POUCHES FOR POLICE OFFICERS	1,093.85
36072	GRAINGER	CASINO LIFT STATION - TWO PHASE MONITORS	192.68
36073	KENDALL'S SEPTIC & SEWER	ROD SEWER AT 116 W BERNARD & 102 S CENTER	300.00
36074	MODERN MARKETING	BACK THE BLUE COTTON MASKS & KIDS CORONAVIRUS PLACEMATS	2,402.68
36075	MUNICIPAL SUPPLY COMPANY	3/4 INCH COPPER	445.00
36076	TOM NEWNUM	CLEAN CITY HALL 12/23/2020	50.00
36077	STAPLES CREDIT PLAN	MISC OFFICE SUPPLIES	162.79
36078	TRACE ANALYTICAL LABORATORIES	IRP WATER SAMPLE TESTING - 12/22/2020	52.00
36079	VISION SERVICE PLAN	JANUARY 2021 VISION INSURANCE	135.96

74 TOTAL CHECKS

\$ 108,809.75

CITY OF HARTFORD
 INVESTMENT REPORT AS OF DECEMBER 31, 2020

BONDS										
AMT OF INVESTMENT	INVEST TYPE	INST NAME	INVEST DATE	LENGTH OF INV.	INTEREST RATE	MATURITY DATE	DIST. OF INT	CURRENT VALUE		
\$ 165,000	STEPUP NOTE	WELLS FARGO	8/17/15	5 YEARS	1.5% - 4.5%	8/31/2020		\$ -		(CALLED 9/3/19)
\$165,000		JP MORGAN	9/3/19	5 YEARS	2.10%	8/30/2024	1223.69	\$ -		(CALLED 9/1/20)
MUTUAL FUNDS										
\$ 250,000.00	MF	CHEMICAL FA	8/11/12	L-T	VARIABLE					
\$ 103,000.00	MF	CHEMICAL FA	2/15/11	L-T	VARIABLE					
\$ 50,000.00	MF	CHEMICAL FA	6/15/11	L-T	VARIABLE					
\$ 105,000.00	MF	CHEMICAL FA	10/28/11	L-T	VARIABLE					
\$ 53,896.00	MF	CHEMICAL FA	2/27/11	L-T	VARIABLE					
\$ 74,154.00	MP	CHEMICAL FA	5/26/12	L-T	VARIABLE					
\$ 76,493.11	MF	CHEMICAL FA	11/6/12	S-T	VARIABLE					
\$ 114,476.00	MF	CHEMICAL FA	12/21/13	S-T	VARIABLE					
\$ 100,000.00	MF	CHEMICAL FA	2/20/13	S-T	VARIABLE					
AT MARKET										
CHEMICAL SHORT-TERM MUTUAL FUND										
CHEMICAL LONG-TERM MUTUAL FUND										
CD - CHEMICAL										
\$ 100,000	CD	CHEMICAL (RENEWED)	12/8/2017	18 MONTHS	1.74%	6/8/2019		\$ 106,381		
		CHEMICAL (RENEWED)	6/8/2019		2.35%	12/8/2020				
		CHEMICAL (RENEWED)	12/8/2020		0.18%	6/8/2022				
CD - STURGIS BANK & TRUST										
\$ 166,746.74	CD	STURGIS BANK	9/3/2020	18 MONTHS	0.40%	3/3/2022		\$ 166,913		
TOTAL INVESTMENT AT MARKET AS OF DECEMBER 31, 2020										
								\$ 1,678,139		

* THIS IS AN INCREASE OF \$18,184.00 FROM LAST QUARTER



**CITY MANAGER'S REPORT
JANUARY 25, 2021**

CRITICAL LINES WITHIN THE CITY'S SEWER SYSTEM:

One of the benefits of the SAW grant was exposing the vulnerable areas within our Sewer system, unfortunately the program did not provide funding to eliminate those vulnerable areas. The three immediate areas of concern are:

- Linden Street, 350 feet East to the next manhole. This section requires immediate attention. It is now being taking care off on an emergency basis.
- A section along Clark Street.
- Sewer line along CR 687, which is about one and a quarter mile towards the Lift Station on CR 372.

I am currently exploring the State Revolving fund-CWRF/DWRF to finance the last two because it would be fiscally expedient for the City if approved. The funding is a loan that could be spread over a Forty Year Term @1.875 percent rate. This is the best option currently available, but if something much more attractive comes along, we will be ready to take advantage of it.

DRINKING WATER ASSET MANAGEMENT (DWAM) GRANT APPLICATION:

This Grant Application was submitted on December 30,2020 before the deadline of January 1,2021. The Grant will be used to do two things: Asset Management Planning and Distribution System Material Inventory, which is the replacement of lead pipes within the water distribution system and different homes. The total Grant Application is for \$823,000.00. Anticipated Grant Award date is on or before March 15, 2021. Looking forward to completing the C2R2 Grant Application by January 31,2021.

STREET PROJECTS:

We are moving closer to the reconstruction of Prospect Street and Wendell Avenue. The two projects will be let for bids next month so that they will be ready for Spring construction. I just want to ask for patience from our residents, because the projects will impact their daily activities once they start. I look forward to the completion of both projects.

SITE PLAN REVIEW IMMACULATE CONCEPTION CATHOLIC CHURCH:

The Planning Commission reviewed and recommended for approval the Site Plan for the proposed expansion of the church facilities during a regular meeting held on January 11, 2021. This recommendation will now be considered by the City Commission for final approval.

REQUEST FOR SPECIAL USE 525 CLARK STREET:

The Planning Commission also recommended for approval a request for special use permit made by Joe Decker of 540 Clark Street. Joe built a Carport on a vacant parcel without a principal residence. The recommendation came after the completion of a Public Hearing, during the January 11, 2021 regular meeting.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 21, 2020

Item 16.

Commissioners Present: Ron Bureson; Frank Dockter; Dennis Goss; Richard A. Hall; John Miller; Helen Sullivan; Terry Tibbs;

Members Absent: None

Staff Present: Akinwale; Rodney-Isbrecht;

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

Commissioner's Bureson, Dockter and Miller took the oath of office after being elected in the November 3, 2020 General Election.

Pledge of Allegiance was said.

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

Motion carried 7 – 0

Guests:

- Kevin Marks, Wightman's, provided information on two grant's they are working on for the City, 1. Lead service line identification & replacement. 2. The Consolidation Contamination Risk Reduction (C2R2) Grant, the City will be applying for this grant to extend service to those Township residents impacted by PFAS contamination and water connections for two trailer parks located in the Township. Both Applications are due in January 2021.
- Joe Deckard, Clark Street Resident, built a car port on a non-conforming lot. He will need to file for a special use permit through the planning commission.

Public Comment: None

Communications:

- Van Buren Conservation District Newsletter
- City Hall will be closed in Observance of Christmas December 24 & 25, 2020
- City Hall will be closed in Observance of New Year December 31, 2020 & January 1, 2021
- Fire Board, City of Hartford Commission & Hartford Township Board Joint Meeting Notice February 10, 2021 7:00pm at the Fire Station to discuss the Fire Boards 2021/2022 Budget.
- Designated Assessor Agreement Addendum
- City Hall will be closed to the public until January 15, 2021 due to COVID-19 restrictions.
- The Clerk is using Minutes & Agenda Management Municode software that will integrate into the new website.

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

- A. **Police & Ordinance** – follow-up on Ordinance enforcement.
- B. **Fire Dept** – No representative, no discussion
- C. **Ambulance** – No representative, Commissioners would like follow-up on building an ambulance station close to the City limits.
- D. **Van Buren County** – No representative, no discussion
- E. **Public Works** – Sewer main break on CR 687
- F. **Wastewater Treatment Plant** – next meeting with Wightman's has not been set.
- G. **Treasurers, Investment & List of Bills** – No discussion

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 21, 2020

Item 16.

H. **City Manager** – Payment in Lieu of Health Insurance Benefit; 5 West Main Street Update; Red Arrow Highway Water Extension Project; Police Union Contract; Police Department Lieutenant position filled

Approval of Commission Minutes:

Motion by Commissioner Tibbs, supported by Commissioner Miller, to approve the minutes of the October 26, 2020 business meeting of the Hartford City Commission as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to accept the October & November 2020 departmental reports as presented and place them on file.

Motion carried 7 – 0

Goals/Objectives:

- Wendell Avenue
- Complete the two water connection projects

Old Business:

- Complaints received regarding how the planters in downtown were decorated. Commissioners want something else done for the 2021 season. Commissioners were extremely pleased with City Hall decorations done by Naylor Landscaping.
- Commissioner Burleson would like to see more activities during the Christmas season for example ice carvings and holiday lighted parade.

New Business:

Motion by Commissioner Miller, supported by Commissioner Tibbs, to approve the agreement between the City of Hartford and the International Brotherhood of Teamsters Municipal & County Workers Local #214 July 1, 2020 – June 30, 2025.

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Goss, to approve policy change to Employees Health Benefit Policy. Payment In Lieu of Health Insurance Benefit.

Motion carried 7 – 0

Motion by Commissioner Tibbs, supported by Commissioner Miller, to approve the City Issued Electronic Device Policy.

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Goss, to authorize the City Manager to apply for a Consolidation Contamination Risk Reduction (C2R2) Grant from the Department of Energy, Great Lakes & Environment (EGLE) to extend water service to township residents impacted by PFAS contamination.

Motion carried 7 – 0

Discussion: The Township of Hartford adopted a resolution in support of the grant application and reserves the right to use their designated engineer.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 21, 2020

Resolutions, Ordinance, Proclamation's:

- Introduce Consumers Energy Ordinance No. 175 – 2021 Amended – First Reading

Motion by Commissioner Miller, supported by Commissioner Goss, to adopt Resolution 2020- 016, accepting letters of protest from City resident property owners for March 2021 Board of Review.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Goss, to adopt Resolution 2020- 017, setting the poverty exemption, income guidelines & asset test for the March 2021 Board of Review.

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Goss, to adopt Resolution 2020- 018, provide for alternate starting dates for March 2021 Board of Review.

Motion carried 7 – 0

Motion by Commissioner Tibbs, supported by Commissioner Miller, to adopt Resolution 2020- 019, allowing for electronic meetings of all City of Hartford Public Bodies and/or the attendance at meetings by members of those public bodies remotely.

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Dockter, to adjourn the meeting at 8:59pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

**City of Hartford Planning Commission
Regular Meeting, Hartford City Hall
January 11th, 2021 Minutes**

Called to Order: 7:31 P.M. by T. Kling

Members Present: Per Roll Call: J. Fuller, D. Langston, J. Kling, T. Kling, & N. Spoula

Also Present: Yemi Akinwale, City Manager & public attendees

Agenda Amendment: T. Kling moved New Business: Site Plan Review – Catholic Church Expansion, to first order of business due to presenter having long drive back, get done sooner.

Approval of the Agenda: Motion made by D. Langston, seconded by J. Fuller, to approve the January 11th, 2021 agenda as amended. All present in favor, motion carried.

Approval of the Minutes: Motion by N. Spoula, seconded by D. Langston, to approve the August 10th, 2020 minutes as written. All present in favor, motion carried.

New Business (Part A): Site Plan Review – Immaculate Conception Catholic Church Expansion

The commission received a copy of the application the church submitted with a detailed description of the addition and renovation to be completed, along with copies of the Site Plan. The Site plan was presented by Steve Teitsma, civil engineer for the project. He explained that due to the congregation growing in size the church decided they were in need of expanding to properly accommodate the growth. The expansion would include utility upgrades & other needed renovations. Steve also stated that if there was enough money left over after expansion/renovation the church will use it to pave the west side parking lot. T. Kling stated he had been given earlier access to the plans in order to make sure they met all Site Plan Check List requirements and concluded the plans met all requirements. He briefly went over all points with the commission members. Yemi stated that the Building Inspector & Fire Chief had signed off on the project and the building permit has been paid for. After a thorough review & discussion of the plans the commission was ready to move forward with a motion.

Motion made by D. Langston, seconded by N. Spoula, to recommend the Site Plan Review for the Immaculate Conception Catholic Church Expansion to the City Council for final review & approval. All present in favor, per roll call, motion carried.

Nomination of 2021 Officers: Chairman, Vice Chairman, & Secretary

Motion made by N. Spoula, seconded by J. Fuller, to keep T. Kling as Chairman and J. Kling as Vice Chair/Secretary. All present in favor, motion carried.

Public Comments Not on the Agenda:

****Du-wel site on Heywood St water contamination/PFAS update – 14 homes along Heywood and two churches are affected. 82 family residents affected in all. Question raised regarding Amish residences & what they can do - educate them about the situation. The City is working on applying for a 5 mil grant from the State to extend water lines to provide hook up to City water for the homes/families affected by the contamination. There's currently 25 mil in grant money available through the State, the City can apply for up to 5 mil. Temporary filters are in place & bottled water has been provided.**

****5 West Main has been taken over by the County due to owner not paying taxes. The City does not get any tax payments for this property now. The County Land Bank will market the property to attract investors.**

****The Huffman lot is up for auction. Harding's may decide to keep it.**

Motion to Recess the Regular Meeting: Motion by D. Langston, seconded by J. Fuller, to recess the regular meeting & open the Public Hearing. All present in favor, motion carried.

Public Hearing – Special Use Permit for 525 Clark Street, Hartford MI 49057:

The City sent out letters to all neighboring properties & published the Notice of Public Hearing in the newspaper. This property is located on the corner of Clark St. & Olds Ave. The owner, Joe Deckard, had a rental trailer on the lot and had originally planned to build the carport while the trailer was there. Plans were in place for the trailer to be moved out. Due to Covid the delivery/construction of the carport was delayed, and the trailer was moved out sooner than planned, just one week prior to the delivery of the materials to build. Getting last minute notice from the delivery company, Joe did not get the permit in time prior to the carport setup. He did not do this intentionally and has always pulled the proper permits on time for any past projects he has had. He did get the permit after the fact and has offered to pay any extra fees if the City requires. One neighbor, Tom Vanlierop, came in support of Joe, said it does not bother him at all. The carport is very nice. Joe takes very good care of his property. No one else came to dispute against the carport. The questions at hand, is the carport to be allowed to stay in place and obtaining the permit late? Accessory buildings are supposed to have a main structure, not stand alone. Joe had intended on having it in place before the trailer was moved out. Due to the circumstances, and considering all the pros & cons, the majority felt there was not an issue for the structure to remain in place, exceptions can be made. J. Fuller stated he didn't have a problem with the appearance or presents of the carport, but felt that a permit should have been obtained prior, and that it was unfortunate that the trailer had been moved out, leaving the carport standing alone.

Motion to Close Public Hearing: Motion by D. Langston, seconded by N. Spoula, to close the Public Hearing & reopen the Regular Meeting. All present in favor, motion carried.

New Business (Part B): Motion to recommend the Approval/Denial of the Special Use Permit Request.

Motion by N. Spoula, seconded by D. Langston, to recommend the approval of the Special Use Permit for 525 Clark St to the City Council for final review and approval. Per roll call, 4 in approval, 1 decline by J. Fuller, due to permit obtained after the fact. Motion carried to send recommendation to City Council for approval.

Old Business: None

Other Business: None

Adjournment: Meeting adjourned by T. Kling at 8:25 P.M.

Respectfully submitted by: Jenine Kling, Vice Chair & Secretary

HAROLD SCHUITMAKER

SCHUITMAKER LAW OFFICE, P.C.

ATTORNEY AT LAW
181 W. Michigan Avenue, Suite 1 • P.O. Box 520
Paw Paw, Michigan 49079
Phone (269) 657-3177 • Fax (269) 657-3826
www.sclawoffice.com

Admitted in Michigan and Florida

January 6, 2021

Hartford City Council
19 West Main Street
Hartford, Michigan 49057

Re: City of Hartford - PGHC, LLC
Application for Medical Marihuana Micro Business

Dear Council Members, City Manager and City Clerk:

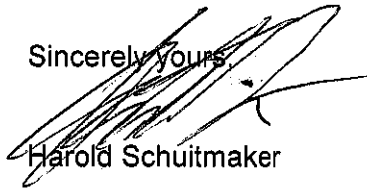
This letter is related to the application for a Micro Business, submitted to the City on behalf of PGHC, LLC

I received the attached correspondence from Andrew Hysell, Managing Member, PGHC, LLC., and reviewed the information contained therein. I believe PGHC, LLC has now met all the requirements under the City ordinance, subject to the naming of a Manager that is a Michigan resident.

I have signed the application review form as attorney, which is also attached.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely yours,



Harold Schuitmaker

HS:pas
Enclosures
cc: Andrew Hysell, PGHC, LLC



RECEIVED

PAID

For Office Use:

Application received: DEC 09 2020

Fee Paid: DEC 09 2020

CITY OF HARTFORD

Application Reviewed by:

CITY OF HARTFORD

Attorney: [Signature]

Date: 1/18/21

Police Chief:

Date:

Fire Chief:

Date:

Building Inspector:

Date:

Zoning Administrator:

Date:

City Treasurer:

Date:

Planning Commission:

Date:

On _____, 20____, the City of Hartford City Commission:

() Approved the application

() Approved the application subject to the following conditions:

() Denied the application for the following reason(s)

City Manager

Date

Witnessed by:

Date:

Copy of Completed Permit Application and, if issued, copy of Permit retained by or provided to:

() Applicant.

() Property Owner

() City Clerk

December 31, 2020

PGHC, LLC
301 Bowie Street, #1
Hartford, MI 49057

Schuitmaker Cooper Schuitmaker
181 W Michigan Avenue
Paw Paw, MI 49079
Attn: Attorney Harold Schuitmaker

Dear Mr. Schuitmaker,

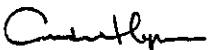
Per our phone call yesterday, I'm addressing the questions you raised today regarding our marijuana microbusiness permit application pending before the City of Hartford.

First, we warrant our intent to comply with all applicable federal and state laws, rules and regulations. Second, we will provide access for Hartford City police and fire department personnel to business records when given reasonable notice and a stated purpose. There may be certain proprietary information we wish to shield from release, but will commit to work in good faith to quickly find practical solutions for any disclosure concerns, such as redacting propriety information from disclosed records. Third, to clarify, 301 Bowie Street, #1, is a PGHC, LLC office separate from the business location of 801 Prospect Street. Fourth, we pledge to provide an annual update to the City of Hartford of additional business relationships. Fifth, to clarify, Anthony Perrine is listed on the IRS tax identification letter, but Andrew Hysell will replace him as the named party. In the early stages of forming PGHC, LLC, Mr. Perrine was to be the Managing Member. That subsequently changed and Andrew Hysell is now the company's Managing Member.

Finally, the following corrections will be made to the application submitted to the City of Hartford on December 9, 2020. Andrew Hysell will sign as the Managing Member on page 3 of the application. A correction will be made on that application on page 27 indicating that the "[who]" is the PGHC, LLC Managing Member. Finally, references in the application to member manager and general manager currently refer to the same person, Andrew Hysell. In the startup phase of the microbusiness, Mr. Hysell is acting as the General Manager. Once the microbusiness is operating, a separate General Manager will be recruited and hired assuming responsibility for onsite management functions as defined by the application.

Please let me know if you have any additional questions or concerns.

Sincerely,



Andrew Hysell
Managing Member, PGHC, LLC



Hartford Lions Club

P.O. Box 633
Hartford, MI 49057
269-208-4345

January 18, 2021

City of Hartford
19 West Main St.
Hartford, MI 49057

In the four years that the Hartford Lions Club has operated Concerts in the Park, average attendance has increased from about 30 to around 200. We could easily accommodate 500 a week. We have added free popcorn and done extensive promotion of the events. We have made a strong effort to book a wide variety of entertainment groups and the 2021 season will be no different. We have booked some top entertainment which will help to enrich the lives of Hartford citizens.

Concerts in the Park is one of four major projects of the Hartford Lions Club. The others are the Community Honors program, Christmas in Hartford and Project HELP which provides food baskets for the needy at Christmas and has been a major project since 1946.

Bringing top entertainment to the summer concert series costs money. Our budget for the 2021 season of 13 concerts is \$6,000. We have applied for a grant from The Pokagon Fund for half of that cost. In the past, the City has provided \$1,000 towards the concert program and we are requesting the same amount this year.

A schedule for the 2021 season is attached.

Sincerely,

A handwritten signature in black ink that reads "Pete".

PETE SINCLAIR
Concert Manager
Hartford Lions Club

**HARTFORD LIONS CLUB
CONCERTS IN THE PARK
2021**

All concerts start at 7 p.m. in Ely Park – Enjoy free popcorn

June 3 – Southwestern Michigan College Brass Band
(traditional English style band)

June 10 – Blue Water Rockers
(50s and 60s music)

June 17 – High Life Band
(classic country and rock)

June 24 – Park Avenue Band
(traditional favorites)

July 1 – Jimmy & the Mortals
(classic rock)

July 8 – Jared Knox
(country)

July 15 – Past Time
(your favorite 50s and 60s)

July 22 – VanDyke Revue
(4-piece variety band)

July 29 – Elvis Tribute – Tim Dudley

Aug. 5 – Lake Effect Jazz Big Band
(a mix of traditional & modern jazz)

Aug. 12 – Diane and Lisa
(blend of jazz, blues & boogie-woogie)

Aug. 19 – Mike Cortson
(old blue eyes Frank Sinatra)

Aug. 26 – Blue Shoes Jazz
(not your typical jazz band)

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN**

ORDINANCE # 175-2021 AMENDED

AN ORDINANCE GRANTING TO CONSUMERS POWER COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT, POWER AND AUTHORITY TO LAY, MAINTAIN AND COMMERCIALY OPERATE GAS LINES AND FACILITIES INCLUDING BUT NOT LIMITED TO MAINS, PIPES, SERVICES AND ON, UNDER, ALONG, AND ACROSS PUBLIC PLACES INCLUDING BUT NOT LIMITED TO HIGHWAYS, STREETS, ALLEYS, BRIDGES, AND WATERWAYS, AND TO CONDUCT A LOCAL GAS BUSINESS IN THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, FOR A PERIOD OF THIRTY YEARS. AMENDING ORDINANCE NO. 175 OF 1990.

THE CITY OF HARTFORD ORDAINS:

SECTION 1 GRANT & TERM

The CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, hereby grants to Consumers Energy Company, its successors and assigns, hereinafter called "Grantee," the right and authority to lay, maintain and commercially operate gas lines and facilities including but not limited to mains, pipes, services and valves on, under, along, and across public places including but not limited to highways, streets, alleys, bridges, and waterways, and to conduct a local gas business in the CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, for a period of thirty years

SECTION 2 CONDITIONS

No public place used by said Grantee shall be obstructed longer than necessary during construction or repair, and shall be restored to the same order and condition as when work was commenced. All of Grantee's gas lines and related facilities shall be placed as not to unnecessarily interfere with the public's use of public places. Grantee shall have the right to trim or remove trees if necessary, in compliance with the City's Tree Ordinance no. 305--2008, in the conducting of such business.

SECTION 3. HOLD HARMLESS

Said Grantee shall, at all times, keep and save the City free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the lines and related facilities hereby authorized. In case any action is commenced against the City on account of the permission herein given, the Grantee shall, upon notice, defend the City and its representatives and hold them harmless from all loss, costs and damage arising out of such negligent construction and maintenance.

SECTION 4. EXTENSIONS

Said Grantee shall construct and extend its gas distribution system within said City, and shall furnish gas service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 5. FRANCHISE NOT EXCLUSIVE

The rights, power and authority herein granted, are not exclusive.

SECTION 6. RATES & CONDITIONS

Said Grantee shall be entitled to provide gas service to the inhabitants of the City at the rates and pursuant to the conditions as approved by the Michigan Public Service Commission. Such rates and conditions shall be subject to review and change upon petition to the Michigan Public Service Commission.

SECTION 7. RESTORATION OF PROPERTY

Grantee shall immediately (subject to seasonal work restrictions) restore, at its sole expense, in a manner approved by the City, any portion of the public Right – of – Way that is in any way disturbed, damaged, or injured by the

construction, installation, operation, maintenance or removal of the facilities to an equivalent or better condition as that which existed prior to the disturbance.

SECTION 8. PUBLIC RIGHT – OF – WAY PERMIT

Grantee shall obtain a Right – of – Way permit for each proposed new facility or other project’s and maintenance within the Right – of Way.

SECTION 9. REVOCATION

The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by either party. Upon revocation this ordinance shall be considered repealed and of no effect past, present or future.

SECTION 10. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION

Said Grantee shall remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in the City and those rules and regulations preempt any term of any ordinance of the City to the contrary.

SECTION 11. REPEALER

This amended ordinance, when enacted, shall repeal and supersede the provisions of any previous Consumers’ gas franchise ordinance adopted by the City including any amendments.

SECTION 12. EFFECTIVE DATE

This ordinance shall take effect upon publication: _____.

Yeas:

Nays: Absent:

MADE, PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF HARTFORD, VAN BUREN COUNTY, MICHIGAN, ON THE _____DAY OF _____, 2020.

AND PUBLISHED IN THE TRI-CITY RECORD ON _____.

CERTIFICATION

I hereby certify that the above is a true and complete copy of the ordinance adopted by the City Commission of the City of Hartford, County of Van Buren, State of Michigan, at a regular meeting held on the ____ day, of ____, 2020, and that said meeting was conducted pursuant to and in full compliance with Act No 267, Public Acts of Michigan, 1976 as required by said act.

RoxAnn Rodney-Isbrecht, City Clerk