



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, March 24, 2025 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Phil Lucas Retirement - Key to the City Presentation
2. Mr. & Miss Hartford 2025 & Court
3. Jacob Diljak, Van Buren Conservation District
4. Andy Campbell , Bendzinski & Co

PUBLIC COMMENT" -Please introduce yourself and any organization you represent. Please limit your comments to three (3) minutes. City Council & Staff will listen to your comments and not respond to any requests for information at this time. For those public comments that require a response or follow up, please fill out a comment card so the City Manager can respond within 7 business days of this meeting."

COMMUNICATIONS

5. Ely Park Reservation Request-Van Buren Sportsmen's Club Annual Easter Egg Hunt - April 12, 2025
6. Ely Park Reservation Request - Hartford Chamber of Commerce Strawberry Festival June 13 - 14, 2025
7. EGLE - Violation Notice To AEP - After-the Fact Application Notice 80-69-kV Transmission Line Project - South Haven-Hartford
8. HFB - Notice of Special Meeting - May 1, 2025 @ 7pm - 2025/2026 Fire Department Operating Budget
9. City Council Special Meeting March 25, 2025 at 5:30pm - For City Manager Review - Closed Session
10. Senior Veteran Expo May 5, 9am-Noon

REPORT OF OFFICERS BOARDS & COMMITTEES

11. HPL - March 2025
12. PZ - March 10, 2025 Proposed Minutes

Police & Ordinance

[13.](#) HPD - March 2025

Fire Department

[14.](#) HFB - March 11, 2025

[15.](#) HFB - February 2025

Ambulance

Van Buren County

Public Works

[16.](#) DPW - March 2025

Wastewater Treatment Plant

[17.](#) WWTP - March 2025

Treasurers, Investment & List of Bills

[18.](#) List of Bills - March 24,2025 \$511,486.23

City Manager

[19.](#) CM - March 2025

APPROVAL OF COMMISSION MINUTES

[20.](#) Discuss & Consider - Proposed February 24, 2025 Meeting Minutes

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

[21.](#) Discuss & Consider - Appointment of Mechanical & Electrical Inspectors

[22.](#) Discuss & Consider - Award Contract for Master Plan

[23.](#) Discuss & Consider - Redevelopment Ready Communities (RRC) Facilitated by VBC

[24.](#) Discuss & Consider - PFAS Change Order #4

[25.](#) Discuss & Consider - Letter of Support for Senator Peters Congressional Directed Spending Application

[26.](#) Discuss & Consider - Special Meeting & Public Hearing Dates

[27.](#) Discuss & Consider - Letter of Support VBCD

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

[28.](#) Discuss & Consider - Resolution 2025-018 DDA Appointment

[29.](#) Discuss & Consider Resolution 2025-019 Appointing Deputy Building, Mechanical & Electrical Inspectors

[30.](#) Discuss & Consider - Resolution 2025-020 PFAS Water Main Extension Project Amendment #4

[31.](#) Discuss & Consider - Resolution 2025-021 Redevelopment Ready Communities (RRC) Facilitated By Van Buren County

[32.](#) Discuss & Consider - Resolution 2025-022 Letter of Support for Senator Peter's Congressionally Directed Spending Application

[33.](#) Discuss & Consider - Resolution 2025-023 Professional Service Contract with Mckenna for Master Plan

[34.](#) Discuss & Consider - Resolution 2025-024 Authorizing Reimbursement of Expenses from MTF Bond Proceeds

ADJOURNMENT



Van Buren Sportsmen's Club
54030 CR 687
P.O. Box 51
Hartford, MI 49057
269-621-3994

Dear Sir or Madam:-

The Van Buren Sportmen's Club of Van Buren County is contacting your Business/Organization to ask for assistance with Our Annual Easter Egg Hunt.

In the past we have basically counted on Members donations. In 2024 the members were able to stuff over 6500 eggs with candy, goodies and small monetary prizes. We always have Easter Bunny available for pictures with the event attendees.

We would like to request that your business considers donating to this Wonderful Community Event of Hartford and surrounding neighborhoods.

Please send your donation to the above P.O. Box. Any and All contributions are Greatly appreciated!

Sincerely,

Laura B. Weeden
Events Committee Chairperson
269-370-4961

RECEIVED
MAR 05 2025
CITY OF HARTFORD

Hartford Fire Board

436 East Main Street, Hartford, MI 49057

Special Meeting Notice

Joint Meeting between Hartford Fire Board, Hartford City Council and Hartford Township Board.

Purpose: To approve 2025/2026

Fire Department Operating Budget

Thursday, May 1st, 2025 at 7:00 pm

At the Hartford Fire Department 436 E. Main St. 49057

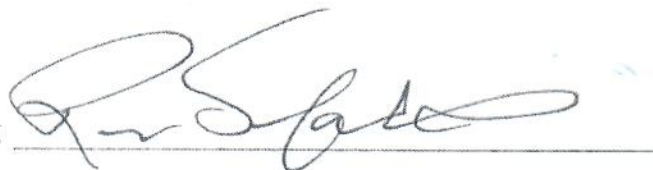
This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended (MCL 41.72a(2)(3)) and the Americans with Disabilities Act.

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

Individuals with disabilities requiring auxiliary aids or services should contact the Hartford Fire Board by writing or calling the following: Chairman Ron Sefcik at 59320 62nd Street, Hartford MI 49057 or 269-325-5144.

Posted on: 3/19/2025

Signature of Board Chairman:





SENIOR VETERAN EXPO

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Hartford Public Library

AGENDA BOARD OF TRUSTEES Tuesday, March 11, 2025

Regular Meeting

- I. Call to order and attendance
- II. Approval of minutes
- III. Financial Report
- IV. Approval of Bills
- V. Director's Report
- VI. Old Business
 - A. Auto-Owners Insurance
 - B. Genealogy Report
- VII. New Business
 - A. New Policies
 - B. Misc items for discussion
- VIII. Committee Reports
- IX. Public Comment
- X. Adjournment

Hartford Public Library Board Meeting Minutes

February 11, 2025 7pm

Meeting called to order by President Jonatzke
Present- Hadley, Friday, Jonatzke, Dowd, Daniels, Bench
Absent- Blocker

Motion to approve the Minutes of January 14, 2025, as presented, and place on file.
Dowd and Bench motion carried

Motion to approve the Financial Report as presented, and place on file.
Dowd and Bench motion carried

Motion to approve and pay bills in the amount of \$32,169.41. See Cash Disbursals for a listing of checks written.
Hadley and Dowd motion carried

Director's Report- see written report submitted at meeting.

Old Business

- A. 2024 Audit- documentation for the audit is being sent to Gabridge Co. beginning this week. The report is expected by the end of March.
- B. Genealogy Report- see written report submitted at meeting.
- C. Suggestions for 100th Anniversary of the Hartford Public Library- see written report submitted at meeting.

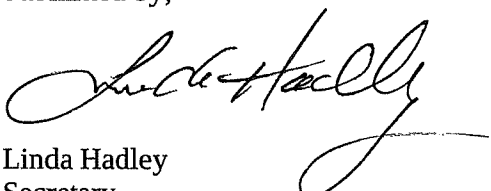
New Business

- A. New restroom dispensers installed- see written report submitted at meeting.
- B. Increase room rental for social occasions- see written report submitted at meeting.
Motion to increase the room rental rate from \$25 to \$50.
Friday and Bench motion carried
- C. Misc items for discussion- see written report submitted at meeting.

Committee Reports- none
Public Comment- none

Motion to adjourn
Dowd and Friday motion carried

Submitted by;


Linda Hadley
Secretary

03/11/25
Accrual Basis

Hartford Public Library
Balance Sheet
As of March 11, 2025

	<u>Mar 11, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Advia Money Market	151,842.23 ✓
GL cash out (Honor Credit Union Checking account)	197,524.93 ✓
Honor MM#3 (Money Market at Honor Credit Union)	220,176.82 ✓
Petty Cash-Misc. (Petty Cash)	<u>50.00</u>
Total Checking/Savings	<u>569,593.98</u>
Total Current Assets	<u>569,593.98</u>
TOTAL ASSETS	<u><u>569,593.98</u></u> ✓
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	<u>905.31</u> ✓ <i>payroll</i>
Total Other Current Liabilities	<u>905.31</u>
Total Current Liabilities	<u>905.31</u>
Total Liabilities	905.31
Equity	
3900 · Retained Earnings	492,382.72
Net Income	<u>76,305.95</u>
Total Equity	<u>568,688.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>569,593.98</u></u>

2,500⁰⁰ grant from Peggy Barber - for senior cit.

**Submitted to the Hartford Public Library
Board of Trustees for approval
March 11, 2025**

Checks written after Feb.11, 2025 meeting

Honor	\$	9,156.72(Salary) ✓
		1,065.60(Securalam) ✓
		944.26(Capitolone) ✓
		185.17(Frontier) ✓
		408.72(IndianaMich) ✓
		585.00(ConsumersEnerfy) ✓
		1,200.00(Hartford Computer) ✓

Total \$ 13,545.47

Checks written before Mar.11,2025 meeting

Expenses \$ 4,513.11 ✓

Total \$ 18,058.58

To Be Paid \$ 18,058.58 ✓

Total Disbursals \$ 18,058.58

Total to be Approved \$ 18,058.58 ✓

Balance Feb.11, 2025	\$174,606.93 ✓
PLA Grant	5,000.00 <i>Digital</i>
Transfers to account	\$ 0
Transfers from account	\$ 0
Receipts	\$ 18,058.58 - <i>35,970.58</i>
Total	\$ 215,583.51
To Be Approved	\$ 18,058.58
Balance Mar. 11,2025	\$197,524.93 ✓

Hartford Public Library
Cash Disbursals
As of March 11, 2025

Date	Num	Name	Memo	Split	Amount
GL cash out (Honor Credit Union Checking account)					
02/14/2025	13878	Teresa Babb		-SPL...	-153.93
02/14/2025	13879	Bethany Bivens		-SPL...	-249.06
02/14/2025	13880	Stephanie Daniels		-SPL...	-1,543.62
02/14/2025	13881	Sarah J James		-SPL...	-335.95
02/14/2025	13882	Patricia A Schroed...		-SPL...	-1,171.37
02/14/2025	13883	Kyah N Sexton		-SPL...	-469.78
02/14/2025	13884	Laura D Smith		-SPL...	-464.23
02/14/2025	13885	Emma G Lavender		-SPL...	-169.67
02/17/2025	13886	SecurAlarm Syste...	contractual	-SPL...	-1,065.60
02/28/2025	13887	Teresa Babb		-SPL...	-153.91
02/28/2025	13888	Bethany Bivens		-SPL...	-249.06
02/28/2025	13889	Stephanie Daniels		-SPL...	-1,543.61
02/28/2025	13890	Sarah J James		-SPL...	-464.23
02/28/2025	13891	Patricia A Schroed...		-SPL...	-1,171.39
02/28/2025	13892	Kyah N Sexton		-SPL...	-340.84
02/28/2025	13893	Laura D Smith		-SPL...	-506.41
02/28/2025	13894	Emma G Lavender		-SPL...	-169.66
02/28/2025	13895	Capital One	see below	978 ...	-944.26
02/28/2025	13896	Consumers Energy	gas	923 ...	-585.00
02/28/2025	13897	Frontier	fax line	853 ...	-185.17
02/28/2025	13898	Indiana Michigan ...	electric	921 ...	-408.72
03/04/2025	13899	Hartford Computer	equipment	983 ...	-1,200.00
03/10/2025	1389...	United States Tre...	38-2073164	-SPL...	-2,348.38
03/11/2025	13900	Baker & Taylor	books	978 ...	-206.25
03/11/2025	13901	Bloomingtondale Co...	internet	855 ...	-199.99
03/11/2025	13902	City of Hartford	water & s...	927 ...	-43.63
03/11/2025	13903	Hartford Area Cha...	members...	801 ...	-65.00
03/11/2025	13904	Midwest Dialtone	telephone...	853 ...	-301.30
03/11/2025	13905	SecurAlarm Syste...	fire alarm ...	827 ...	-138.00
03/11/2025	13906	S&S Worldwide Inc.	805 childr...	805 ...	-162.56
03/11/2025	13907	Tri-City Record	newspaper	957 ...	-48.00
03/11/2025	13908	Midwest Tape	electronic ...	959 ...	-1,000.00
Total GL cash out (Honor Credit Union Checking account)					-18,058.58
TOTAL					-18,058.58

Steph-new computer

New computer for Stephanie - hers was from we were in the old building

Hartford Public Library
Income/Expense
 January 1 through March 11, 2025

	Jan 1 - Mar 11, ...
Ordinary Income/Expense	
Income	
402 · Tax Levy (Van Buren District Library)	4,917.38
582 · City of Hartford	43,407.64
583 · Township of Hartford	89,374.99
657 · Penal Fines	5,474.65
665 · Interest	332.40
673 · Donations	5,000.00
680 · Misc. Receipts	4,983.14
	153,490.20
Total Income	153,490.20
Gross Profit	153,490.20
Expense	
6560 · Payroll Expenses	27,198.87
6570- · Payroll tax	2,080.70
703 · Employee Insurance	210.00
728 · Supplies	305.79
730 · Postage	43.80
740 · Operating Supplies	343.39
801 · Professional Services (Membership Fees)	65.00
804 · Adult Program	328.72
805 · Children's Program	1,346.75
806 · Children's Summer Programs (2009 Children's summer progr...	145.39
819 · Refuse Removal	78.99
827 · Contractual Services	2,900.32
853 · Telephone (Phone & FAX)	826.50
855 · Internet	599.97
864 · Conferences & Workshops	71.10
901 · Advertising	160.00
910 · Insurance (Building)	12,165.00
921 · Electricity	1,384.58
923 · Gas	1,672.20
927 · Public Utilities	130.14
930 · Repairs & Maintenance	1,220.35
957 · Magazines & Periodicals	440.09
959 · Electronic Materials	7,398.03
978 · Books	2,141.93
983 · Equipment	13,926.64
	77,184.25
Total Expense	77,184.25
Net Ordinary Income	76,305.95
Net Income	76,305.95

Hartford Public Library
Director's Report – March 11,2025

The Stats for February 2025 Adults 1254 Children 442
Computer usage for
February– adults(138), children (128) Air print(25)
Website: Feb 1288
Hoopla Digital for February,2024 \$529.40
Hoopla balance \$970.60
Cardio Drumming- February(72) Bingo (78) TaiChi class 4
MEL Books borrowed-February 138 MEL books lent 89

On Thursday, Feb. 28, I went to Redwood Elementary for evening with the school children and families from 5pm to 6:30pm. The school had a spaghetti dinner. It was attended by about 50 people. I gave out flyers for our schedule of events and take -home crafts.

Tomorrow is ½ day so I have crafts and Legos for the children during the afternoon. We have been purchasing snacks for the children and they have been well received.

On Thursday, March 13, Project Compass is meeting in the event room from 3pm to 7pm. It is a planning session and going through results from their surveys. I am not sure how many will be attending.

We have confirmed the Family Cooking sessions for summer that were so successful last year. We are going to have two sessions on Tuesdays beginning at the end of June and will last six weeks. This is wonderful because the program is free and provides fresh food for all the families attending.

We received a \$5,000 grant from the Public Library Association for Digital Computers classes. ✓
The classes are in conjunction with AT&T and they are online in a program called Digital Learning. We can use some of the funds for incentives for the classes. We started advertising classes beginning March 6th.

Our second “Coffee & Canvas” is Thursday, March 20th. We will be painting a spring scene. We ✓
can accommodate 24 attendees. The cost is \$10 per person which helps pay for the supplies.

Brian Lightner will be presenting a program on “The Story of Ben Hur” by the author Lewis Wallace. We had the presentation several years ago at the old library and it is excellent. The date of the presentation is Thursday, April 17th at 5pm. We will get pizza from Galati’s for the event,

Respectfully Submitted,
Stephanie Daniels

VI. Old Business

A. Auto-owners Insurance

Auto-Owners has sent us a bill for \$1,606 for auditing our employee wages for September 1, 2023 to September 1, 2024. The also reclassified the employees from clerical to public library/museum which increased the premium substantially. We received an invoice for \$572.00 on 8/14/23 and we paid the amount on 9/12/23. We received a bill on 10/16/2024 for \$3,111 less some deductions with a final amount of \$2,360.

Changed companies - Billed after the fact.

According to the local Auto-Owners agency in PawPaw, the audit bill was originally \$2,014. They credited our payment of 8/13/24 of \$530 for the 2024-2025 period which leaves \$1,606.

The agency says that reclassification is out of their control to change back. I solved the problem by contracting with another company for the workmen's comp policy, so we are back to less that \$500 for the year.

I sent an email to the attorney from Foster Smith agency with regard to ✓ retroactive charges. I wanted to know if that was legal.

B. Genealogy Report

See enclosed

VII. New Business

A. New Policies

In the next few months, I am going over some of our old policies that will need revising and approving and proposing the new policies required by the financial management guide provided by the Library of Michigan. These are: Capital Asset policy, Purchasing policy, Fund balance policy, Risk Management policy and Payroll policy. We have the Whistleblower policy, Electronic Transaction policy, Credit Card policy, and Investment policy.

B. Misc items for discussion

Our Hoopla bill for February, 2025 was \$531.05, the majority of expense was audiobooks. Both January and February Hoopla were over \$500 which is more than our budget can bear. In 2024 the Hoopla cost per month was an average of \$308 per month. We have 66 patrons that use Hoopla. There are

several Michigan libraries that are dropping out of Hoopla due to the expense. They did raise their prices on audio books. I talked to our sales representative at Hoopla and we put a price cap on audiobooks of up to \$2.84. A lot of the audiobooks are \$3.99 and more. She said this could reduce the cost each month by 20%. I suggest we see what happens next month. I don't exactly agree with her because the average cost per audiobook on the February bill is \$2.74 each. We have limited downloads to 6 per person per month.

So far, Otsego District Library and Richland District Library are dropping Hoopla.

**VBRGS
GENEALOGY ROOM REPORT
FEBRUARY 2025**

This month the genealogy room welcomed 15 visitors and assisted with 6 research requests. We had 6 volunteers on staff.

We have filled our 2025 program schedule with the assistance of Stephanie. In August will welcome Jerry Happel, Director of the Van Buren County Geographic Information Systems Department. Mr. Happel will be showcasing the newest advances in digital mapping, including Artificial Intelligence, that are enhancing his departments capabilities. These new technologies also assist GIS as they work to upgrade their online website and offer historical information about Van Buren County properties. This information will help us assist Genealogy Room and remote patrons who often ask about researching ancestral land.

Joyce Beedie



P.O. Box 820 Holland, OH 43528
800-875-2785

Hartford Public Library (MI)
Digital Account
12 Church Street
Hartford MI 49057

Invoice # 506823186
Customer # 2000014984
Customer Ref #
Payment Terms: Terms: 30 Days Net
Page 1 of 1

Month Ending 02/28/2025

Description	Quantity	Extended Amount
Digital Audiobook	128 <i>2.74</i>	350.34
Digital BingePass	4	12.96
Digital Comics	6	6.03
Digital Ebook	39 <i>1.53</i>	60.01
Digital Movie	40 <i>2.21</i>	88.48
Digital Music	2	2.98
Digital Television	5 <i>2.05</i>	10.25
Amount Due :	224	531.05
Total Due in USD :		531.05

To view and/or download transactional data for the above charges, please login to your account at <https://midwesttape.com>

Remit ACH/wire payments to:
Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438

Remit check payments to:
Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

Instant Budget Summary Report - 04/01/2024-03/31/2025

date	budget	roll forward	total available taxes	total spent	balance for reset	balan your cost	consortium benefit
4/1/2024	0	0	0	0	FALSE	432	0
5/1/2024	0	0	0	434.74	FALSE	434.74	0
6/1/2024	0	0	0	395.92	FALSE	395.92	0
7/1/2024	0	0	0	408.19	FALSE	408.19	0
8/1/2024	0	0	0	396.38	FALSE	396.38	0
9/1/2024	0	0	0	426.16	FALSE	426.16	0
#####	0	0	0	433.23	FALSE	433.23	0
#####	0	0	0	399.56	FALSE	399.56	0
#####	0	0	0	373.05	FALSE	373.05	0
1/1/2025	0	0	0	529.4	FALSE	529.4	0
2/1/2025	0	0	0	531.05	FALSE	531.05	0
3/1/2025	200	0	200	60.31	FALSE	60.31	0
				139.69			

*Noopla spent
laet year*

Shop the top titles of Women's History Month and bring "Herstory" to your patrons!

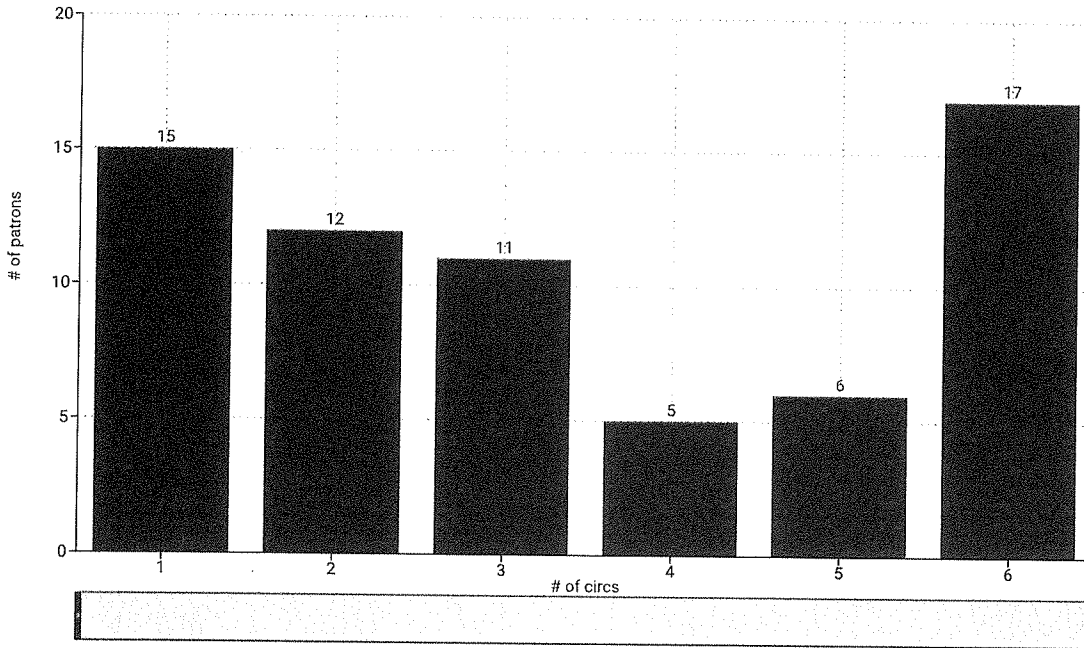
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[HELP](#)

Patrons and Borrows

This report shows the distribution of number of Instant borrows by patrons on hoopla for your library during a given period of time.

Month: Year:



[Chat with us!](#)

**City of Hartford
Planning Commission Meeting
March 10, 2025 Proposed Minutes**

Call to Order:

T. Kling, Chairman called the meeting to order at 6:05pm.

Members Present:

Steve Ackerman, Dan Danger, Tim Gardner, Jenine Kling, Tim Kling, Joseph Lehnert, & Adolfo Morales

Note: Lehnert, newly appointed to Planning Commission, allowed to participate but not in any voting processes due to not being sworn in. Chairman Kling welcomed Lehnert and Danger to the Planning Commission and look forward to their contribution.

Also Present:

Nicol Brown, City Manager; Hilary Taylor, Sr Project Planner for McKenna & Assoc.; public Attendees: Jeremiah Smith, Alantis Goodwin, Sean Heil, Mike Jaeger, Spencer O'Dell, & Peter Ludeman

Approval of the Agenda:

Motion by Ackerman, supported by Gardner to approve agenda as presented for March 10, 2025 meeting as presented.

Motion carried, 6-0

Approval of the Minutes:

Motion by Gardner, supported by Morales, to approve the minutes of the December 9, 2024, meeting.

Motion carried, 6-0

Public Comments:

None initially- addressed later in the meeting

City Manager Comments:

Pulled Surf Internet project, they do not have water and sewer lines mapped out. Working to get another high-speed internet provider to come into town. Possibly find a company to come and map out the city's water and sewer lines.

Old Business:

- Discuss and Consider Election of Officers: T. Kling stated the current officer positions: T. Kling, Chairman; Ackerman, Vice Chair; and J. Kling Secretary. He asked members of the Planning Commission if they wanted to nominate someone new for those positions or keep them as is. Morales recommended keeping them as is.

The City Manager discussed the Secretary position & responsibilities, specifically the submission of the meeting minutes and the possibility of the Clerk or Deputy Clerk stepping in to take minutes at the meetings or complete them from the recorded meeting. This may require a slight change of the by-laws.

Motion by Morales, supported by D. Danger to keep Officers as is: T. Kling Chairman, Ackerman Vice Chair, and J. Kling as Secretary

Motion carried, 6-0

- Discuss & Consider 2025 Planning Commission Meeting Schedule: October 13th meeting City Hall will be closed due to Indigenous People's Holiday. Briefly discussed surrounding dates. T. Kling suggests moving the meeting to the following Monday, October 20th.

Motion by J. Kling, supported by Ackerman, to hold the October 2025 Planning Commission meeting on October 20th at 6:00pm

Motion carried, 6-0

New Business:

Discuss and Consider- Site Plan Review- 202 W Main, Coin Express Laundry Expansion. Those in attendance for project: Hillary Taylor senior planner from McKenna; Jeremiah Smith, Owner; Alantis Goodwin, Business Partner; Shawn Heil, General Manager; Mike Jaeger, Butler Builders; and Spencer O'Dell, AR Engineering.

T. Kling went by the property to look at where the extension would be along the south side of the building. Smith is proposing a 4,400 sq ft addition to the existing building used as a laundromat. The site is .456 acres, and located at the corner of Franklin St. and West Main St. The property is currently zoned B-2 General Business. Smith stated the addition will be used for their commercial business only, to accommodate the need to service larger commercial jobs that can no longer be handled up front which is used by retail customers. He will be putting in 450lb washers and will offer 12 more jobs over the next 3 years, at \$17/hr. no experience needed.

Heil and Jaeger presented an overview of the site plan, along with input from Spencer, and answered any questions that were raised, such as water pressure issues, parking, etc. they confirmed that there will not be a water issue, bringing in an individual 4" water line to the new building and will not pose any pressure issues for the surrounding neighborhood.

Taylor gave a quick read through of the McKenna review & recommendations including the findings from Wightman's review. Wightmans had a total of 6 recommendations, one addressing the number of parking spaces required and McKenna has 3, one being the location of electric and gas service shall be shown on the plans. It was agreed that these conditions along with the other 7 need to be met for the site plan to be approved.

After reviewing the presented plan, along with the findings from Wightman and McKenna, and making sure all questions were addressed, it was agreed upon to go ahead with the Site Plan recommendations with two (2) separate motions.

Motion by T. Kling and supported by D. Danger to approve the site plan for 202 W Main, contingent on conditions from Wightman and McKenna being met.

Roll Call Vote: Yes - Ackerman, Danger, Gardner, J. Kling, Morales, T. Kling
No - None

Motion by T. Kling supported by Gardner to send recommendation to Zoning Board of Appeals to approve the Parking Space Variance for 202 West Main St.

Roll Call Vote: Yes - Ackerman, Danger, Gardner, J. Kling, T.Kling, Morales
No - None

Return to Public Comment:

Peter Ludeman, owner of Renaissance Cultivators, LLC, wants to put a portable trailer on his property. Said he has reached out to the Clerk through e-mails & has also spoken to the City Manager. The Manager had informed him previously, due to Zoning rules, that he needs to apply for a Site Plan Review to be able to bring it before the Planning Commission. He’s not understanding the fee. His interpretation of the Ordinance is not the same. The Manager told him to consider his options and let the Clerk know what he would like to do. At this time, the Planning Commission is not able to discuss his request.

Reports:

City Manager shared her February 24, 2025 monthly updates:

- City applied for a MSHDA grant to get the City Master Plan updated. Grant was awarded for \$50,000. It will be taken before City Commission for McKenna & Associates to update the Master Plan.
- Spark Grant is moving forward with Abonmarche, changes are being made and will be presented once they are available.
- City’s Audit was done.
- SafeBuilt is no longer our Building Official as of March 23rd. Randall Aldering is going to be the New Inspector for the City.
- Brian Matthews is the new Police Chief. Coming in Part-time and in an administrative capacity. Hiring new officers, working on training materials, and getting the department up to date. Commission authorized an increase in officers pay One applicant is renewing their certification and hopefully will begin in April.
- Project compass-putting together some smart goals. Hoping to apply for some grants.
- Working with the fireboard and reviewing the proposed budget before it goes to the Township and City joint meeting to approve the budget.

- Still working with departments within the City to make sure everything is running better and more smoothly.
- First DDA workshop meeting in February.
- City Manager review coming up.

Gardner brought up wanting to repair Maple St. The City Manager reported it has gone before commission to get a bond to fix some streets. Also applying for a grant sent out by Senator Gary Peters to get more road work done. Next big project is water/sewer drainage and some city streets.

Adjournment:

Motion by Gardner, supported by D. Danger to adjourn the meeting at 7:20pm

Motion carried 6 – 0

Respectfully submitted by: Jenine Kling, Secretary

RKS/RRI

Hartford Police Department
Monthly Report
DATE
March 2025

DEPARTMENT SUMMARY:

Begin to plan on budgeting
Recruiting
Retirement of Phil Lucas
Letter of interests for Sergeant
Matthew Orvis in recertification school

STATISTICS:

- *Call for Service (CFS) Officer Poole handled 17 cases*
- *CFS Activity Analysis: N/A*
- *Offense Report: N/A*
- *Arrest Count Report: N/A*
- *Arrest Report: N/A*
- *Citations: N/A*

BUDGET UPDATE:

Working on purchases for new patrol vehicle
Working on firearm purchases to comply with training

PERSONNEL:

Matthew Orvis starts April 2nd
Letters of interest for Sergeant

TRAINING:

Will be coordinating with Pokagon Band with training

PUBLIC OUTREACH:

N/A

FLEET STATUS:

N/A

EQUIPMENT:

N/A

GRANTS & INITIATIVES:

Amount	Grant	Grantor	Purpose	Status

Update Manual/Policies/Procedures/Rules:

Name of Policy	Date Started Update	Status of Update	Est. Completion Date

END OF REPORT

Respectfully Submitted by: Matthews

Date: March 14 2025

**Hartford Fire Board Meeting
March 11th, 2025
February Business**

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Hartford Fire Board
Agenda
Tuesday March 11th, 2025, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. **Approval of the Agenda as presented.** Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ____ Nays: _____.
- VII. **Approval of previous meeting minutes from February 10th, 2025:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ____ Nays: _____
- VIII. **Approval of special meeting minutes from February 18th, 2025:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ____ Nays: _____
- IX.
- X. Review: **Review Revenue & Expenditure Report & Invoice Register**
- XI. **Approval of February Treasurer's report:** Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. **Accounts Payable:** Amount \$30,472.69 Motion by _____ Second by _____
 Roll Call Vote Motion _____ Yeas: _____ Nays: _____
- XII. Review February 2025 Incident Summary and Breakdown of Fire Calls per zone.
- XIII. Review Cost Recovery USA 1/25/2024-2/24/2025 Payment Reconciliation Report
- XIV. Unfinished Business:
- XV. New Business:

1. Discuss and Consider Quote's associated with the acceptance of the 2025 Michigan DNR Grant.

Motion by _____ Seconded by _____ to accept/deny/table Quote from _____ in the amount of _____ for the purchase of fire hose from the 2025 Michigan Matching DNR Grant.

2. Discuss and Consider Quotes for Two Elkhart XD Nozzles.

Motion by _____ Seconded by _____ to accept/deny/table Quote from _____ in the amount not to exceed _____ for the purchase of two Elkhart XD Nozzles.

3. Discuss and Consider Quote from Thomas Fire Equipment in the amount of \$630.00 to purchase (3) truck mounted hose rollers.

Motion by _____ Seconded by _____ to accept/deny/table Quote from Thomas Fire Equipment in the amount of \$630.00 to purchase (3) truck mounted hose rollers. Monies to come from the donation account.

Reports:

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

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

Minutes of Fire Board Meeting February 18th, 2025

HARTFORD FIRE BOARD MEETING
(Special Meeting)

Minutes of Fire Board Meeting February 18th, 2025

Members Present upon roll call: Ron Sefcik; Eric Germinder; Carlos Ledesma(7:12) Chad Hunt; Jerry Birmele

Absent:

Others Present: Chief Harting, Assistant Chief McGrew, Peter Stanslawski, Nicole Brown

Chairman Sefcik called the meeting to order at 7:01 p.m.

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of February 18th, 2025, was presented. Motion by Germinder Second by Sefcik to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

New Business:

1. Discussion was held on the 2025/2026 Fire Department Operating Budget. It was agreed that we would keep the city & townships contributing amounts the same as in the previous budget year and use money from general fund to make up the difference in revenue.

- 2. Motion by Sefcik; Seconded by Birmele to approve the 2025/2026 Fire Department Operating Expenditure Budget in the amount of \$361,250.

Yeas: 5 Nays: 0

Approved

Motion by Sefcik; Seconded by Hunt to adjourn the meeting at 8:06p.m.

Yeas: 5 Nays:0 **Approved**

Respectfully Submitted
Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting February 10th, 2025

Members Present upon roll call: Ron Sefcik; Jerry Birmele; Carlos Ledesma, Eric Germinder

Absent: Chad Hunt

Others Present: Chief Harting, Asst. Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:00 p.m.

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of February 10th, 2025, was presented and amended. Motion by Sefcik; Second by Germinder to approve the agenda as amended.

Yeas: 4 Nays: 0 **Approved**

Agenda was amended to add new business item 2A, Updated Hire Date for Josuha Tait.

The proposed minutes of the January 13th, 2025, Fire Board meeting were presented.

Motion by Birmele; Seconded by Sefcik to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

Review of Revenue & Expenditure Report

The January Treasures report was presented: Motion by Germinder; Seconded by Ledesma to approve Treasures report as presented.

Yeas: 4 Nays: 0

Bills were presented for approval in the amount of \$45,618.72 Motion by Germinder; seconded by Birmele to pay bills in the amount of \$45,618.72.

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Birmele, Germinder, Ledesma Nays:0

Absent: Hunt

Members Reviewed the January 2025 Incident Summary and Breakdown of Fire Calls per zone.

Unfinished Business

New Business:

- 1. Resignation Letter from Firefighter Cole Hunt was presented, Cole bought a home in Paw Paw and is moving this coming week. Motion by Sefcik; Seconded by Birmele to accept the resignation of Firefighter Cole Hunt effective February 10th, 2025.

Yeas: 4 Nays: 0

APPROVED

- 2. Discussion on quote from Dive Right in Scuba for the purchase of Jumbo Ice Rescue Suits, quoted amount was \$1,010.00 per suit. Assistant Chief McGrew explained the differences in suit sizes and the need to purchase these larger suits to accommodate our larger members. Motion by Sefcik; Seconded by Germinder to approve the purchase of 3 Jumbo Ice Rescue Suits in the amount not to exceed \$3,030.00. Monies to come from the Donations Account.

Yeas: 4 Nays: 0

APPROVED

2A. Assistant Chief McGrew advised the board on the status of Joshua Tait, he was technically hired back in November contingent on him passing his physical test, due to a few circumstances out of our control we were unable to perform his physical test until today February 10th 2025, Joshua passed the test with no issue's and Assistant Chief McGrew recommends that we adjust his hire date to reflect the passing of the test today. Motion by Sefcik; Seconded by Ledesma to adjust the Hire Date for Joshua Tait to February 10th 2025.

Yeas: 4 Nays: 0

APPROVED

- 3. Discussion on the Budget was tabled, Chairman to call a special meeting for a budget workshop when the entire board can be present.
- 4. Discussion on the Huntington Investment Account was held, it was agreed that it's probably time to close out this account and get the monies back into the main accounts, as the Michigan Class account is paying around 4.9%. Motion by Sefcik; Seconded by Birmele to close out the Huntington Investment Account.

Yeas:4 Nays: 0

APPROVED

- 5. Continued discussion on the capital improvement plan, No Action taken at this time, Assistant Chief McGrew and Chief Harting to build a presentation of a plan for the future.

Fire Chiefs Report:

1. Report Attached in the packet

Assistant Fire Chief Report:

1. Report Attached in the packet

Additionally, Asst Chief McGrew noted that the firefighters agreed yesterday to switch their training day from the 2nd Sunday of the month to the 3rd Sunday of the month and start a voluntary training session on the 1st Tuesday of the month.

Other board Business:

Chairman Sefcik brought up that he noticed several younger members in attendance at the Bangor Fire Training on Saturday, what is Bangor doing differently right now to obtain these younger members, Further discussion was had about lack of jobs in our area and what can we do differently to try and entice not only younger people to join but also individuals in there late 20's and Early 30's to join the department, the average age of the members of the department is getting older.

Motion by Sefcik, Second by Ledesma to adjourn the meeting at 8:10 p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

HARTFORD FIRE BOARD MEETING
Minutes of Fire Board Meeting March 11th, 2025

Members Present upon roll call: Carlos Ledesma;Eric Germinder;Chad Hunt

Absent: Ron Sefcik, Jerry Birmele

Others Present: Chief Harting, Asst. Chief McGrew, Peter Stanslawski, Charlie Weeden

Vice Chairman Hunt called the meeting to order at 7:00 p.m.

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of March 11th, 2025, was presented and approved as presented. Motion by Hunt; Second by Germinder to approve the agenda as presented

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the February 10th, 2025, Fire Board meeting were presented.

Motion by Ledesma; Seconded by Hunt to accept the minutes as presented.

Yeas: 3 Nays:0 **Approved**

The proposed minutes of the February 18th, 2025, Special Fire Board meeting were presented.

Motion by Ledesma; Seconded by Germinder to accept the minutes as presented.

Yeas: 3 Nays:0 **Approved**

Review of Revenue & Expenditure Report

The February Treasures report was presented: Motion by Hunt; Seconded by Ledesma to approve Treasures report as presented.

Yeas: 3 Nays:0

Bills were presented for approval in the amount of \$30,472.69 Motion by Ledesma; seconded by Germinder to pay bills in the amount of \$30,472.69.

Motion approved upon roll call vote of members present.

Yeas: Hunt, Germinder, Ledesma Nays:0

Absent: Sefcik, Birmele

Members Reviewed the February 2025 Incident Summary and Breakdown of Fire Calls per zone.

Members Reviewed the 1/25/2025-2/24/2025 Cost Recovery USA Payment Reconciliation Report.

Unfinished Business

New Business:

1. Discussion on the acceptance of the 2025 Michigan DNR Grant and attached quotes to purchase fire hose. Assistant Chief McGrew noted that we had to choose between buying hose or wildland turnout gear, the current lead time on wildland turnout gear is almost two years, was not feasible to purchase any wildland gear. Also noted that our outstanding cost for this purchase will only come to \$2,127.00.

Motion by Germinder; Seconded by Hunt to accept the attached Quote from Moses Fire Equipment in the amount of \$9,254.00 for the purchase of firefighting hose and to pay our outstanding associated cost from the donations account in the amount of \$2,127.00.

Yeas: 3 Nays: 0 **APPROVED**

- 2. Discussion on the attached quote from Moses Fire Equipment for the purchase of two Elkhart XD Nozzles. Assistant Chief McGrew noted that when we originally purchased nozzles last fall that we had not yet planned on purchasing 2 ¼ inch hose, these two nozzles are specially designed to operate with the 2 ¼ inch hose that we purchased. Motion by Ledesma; Seconded by Germinder to accept the Quote from Moses Fire Equipment in the amount not to exceed \$3,225.00 for the purchase of two Elkhart XD Nozzles.

Yeas: 3 Nays: 0

APPROVED

- 3. Discussion was held on the Quote from Thomas Fire Equipment for the purchase of 3 truck mounted hose rollers. Assistant Chief McGrew explained to the board about the equipment, both Hunt & Germinder commented on how nice these would have been to have 20 years ago. Asst. Chief McGrew also noted that the Give back night that was held by Gala T Inn raised \$600.00 and this would be a great purchase to highlight that donation made from Gala T Inn.

Motion by Hunt Seconded by Ledesma to accept the Quote from Thomas Fire Equipment in the amount of \$630.00 to purchase (3) truck mounted hose rollers. Monies to come from the donation account.

Yeas: 3 Nays: 0

APPROVED

Fire Chiefs Report:

1. Report Attached in the packet

Assistant Fire Chief Report:

1. Report Attached in the packet

Other board Business:

None

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:24 p.m.

Yeas: 3 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BUDGET USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	HARTFORD TOWNSHIP	171,614.28	163,570.00	109,046.64	0.00	54,523.36	66.67
206-000-402.000	HARTFORD CITY	127,074.78	133,830.00	100,372.50	11,152.50	33,457.50	75.00
206-000-411.000	HARTFORD TWP MILLAGE	68,778.70	67,000.00	32,960.31	0.00	34,039.69	49.19
206-000-412.000	HARTFORD CITY MILLAGE	45,254.37	46,000.00	34,748.71	7,524.75	11,251.29	75.54
206-000-420.000	BANGOR TWP COST RECOVERY	7,253.00	5,200.00	3,492.76	0.00	1,707.24	67.17
206-000-421.000	COST RECOVERY	1,110.00	2,000.00	2,402.40	0.00	(402.40)	120.12
206-000-422.000	FIRE REPORTS/ FOIA	20.00	50.00	601.55	591.55	(51.55)	1,203.10
206-000-450.000	DONATIONS	8,917.23	56,500.00	68,569.48	0.00	(12,069.48)	121.36
206-000-539.000	GRANTS	21,400.00	2,500.00	0.00	0.00	2,500.00	0.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	9,600.00	6,400.00	0.00	3,200.00	66.67
206-000-584.000	VEHMS	16,710.00	10,000.00	9,170.00	0.00	830.00	91.70
206-000-660.000	CELL PHONE REIMBURSEMENT	0.00	800.00	0.00	0.00	800.00	0.00
206-000-665.000	INTEREST	14,743.25	16,000.00	19,525.01	0.00	(3,525.01)	122.03
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00	6,632.00	6,632.00	0.00	0.00	100.00
Total Dept 000		492,475.61	519,682.00	393,921.36	19,268.80	125,760.64	75.80
TOTAL REVENUES		492,475.61	519,682.00	393,921.36	19,268.80	125,760.64	75.80
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-702.000	BOARD SALARY	3,780.00	4,200.00	2,580.00	540.00	1,620.00	61.43
206-336-704.000	CHIEF SALARY	56,141.04	58,950.00	39,300.00	0.00	19,650.00	66.67
206-336-705.000	ASST CHIEF SALARY	0.00	24,000.00	16,000.00	0.00	8,000.00	66.67
206-336-710.000	FIREFIGHTER/ MFR	57,840.53	50,000.00	31,782.85	3,298.27	18,217.15	63.57
206-336-712.000	SHIFT COVERAGE	12,930.00	14,400.00	9,310.65	1,050.00	5,089.35	64.66
206-336-714.000	SUPPORT STAFF	80.00	0.00	0.00	0.00	0.00	0.00
206-336-720.000	PAYROLL TAXES	11,033.73	10,000.00	7,571.45	373.91	2,428.55	75.71
206-336-724.000	RETIREMENT	3,228.14	3,800.00	2,379.10	0.00	1,420.90	62.61
206-336-730.000	GASOLINE & DIESEL	6,453.90	9,400.00	4,485.03	791.16	4,914.97	47.71
206-336-731.000	VEHICLE MAINTENANCE	13,828.75	66,500.00	65,393.99	551.45	1,106.01	98.34
206-336-733.000	EQUIPMENT MAINTENANCE	15,596.75	21,700.00	34,013.89	1,939.45	(12,313.89)	156.75
206-336-740.000	OPERATING SUPPLIES	240.28	400.00	76.65	20.00	323.35	19.16
206-336-741.000	MEDICAL SUPPLIES	12,456.80	2,500.00	3,192.73	856.67	(692.73)	127.71
206-336-742.000	ANNUAL TESTING	5,507.80	8,500.00	6,271.95	0.00	2,228.05	73.79
206-336-751.000	PHONES	7,334.51	7,500.00	5,172.61	521.92	2,327.39	68.97
206-336-753.000	UTILITIES	8,025.19	10,000.00	6,077.07	1,008.20	3,922.93	60.77
206-336-763.000	BUILDING MAINTENANCE	33,191.02	16,632.00	16,907.96	101.27	(275.96)	101.66
206-336-767.000	DUES/ SUBSCRIPTIONS	3,152.34	4,200.00	3,247.34	0.00	952.66	77.32
206-336-781.000	TURN OUT GEAR/ UNIFORMS	13,506.44	15,000.00	1,220.42	0.00	13,779.58	8.14
206-336-785.000	EDUCATION/ TRAINING	6,643.61	8,500.00	5,829.09	681.48	2,670.91	68.58
206-336-796.000	PHYSICALS	7,842.25	10,000.00	5,895.52	5,337.52	4,104.48	58.96
206-336-799.000	OFFICE/ COMPUTER	5,570.68	4,700.00	2,984.01	0.00	1,715.99	63.49
206-336-801.000	PROFESSIONAL SERVICES	19,740.00	16,500.00	10,240.00	630.00	6,260.00	62.06
206-336-810.000	GRANT MATCH	0.00	2,500.00	0.00	0.00	2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	25,331.97	30,000.00	24,248.46	4,429.00	5,751.54	80.83
206-336-965.000	TRANSFER TO MILLAGE FUND	0.00	113,000.00	0.00	0.00	113,000.00	0.00
Total Dept 336 - FIRE OPERATING		329,455.73	512,882.00	304,180.77	22,130.30	208,701.23	59.31
TOTAL EXPENDITURES		329,455.73	512,882.00	304,180.77	22,130.30	208,701.23	59.31

07/2025 09:45 AM
 User: BSA
 User: Hfd

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

PERIOD ENDING 03/31/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		06/30/2024	2024-25	03/31/2025	03/31/2025	MONTH 03/31/25	INCR (DECR)	BALANCE		
		NORM (ABNORM)	AMENDED BUDGET	NORM (ABNORM)				NORM (ABNORM)		
Fund 206 - FIRE FUND:										
	TOTAL REVENUES	492,475.61	519,682.00	393,921.36		19,268.80		125,760.64		75.80
	TOTAL EXPENDITURES	329,455.73	512,882.00	304,180.77		22,130.30		208,701.23		59.31
	NET OF REVENUES & EXPENDITURES	163,019.88	6,800.00	89,740.59		(2,861.50)		(82,940.59)		1,319.71

03/07/2025 09:32 AM
User: BSA
DB: Hfd

INVOICE APPROVAL BY INVOICE REPORT FOR HARTFORD FIRE
POST DATES 02/11/2025 - 03/10/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Item 14.

Vendor Name	Description	Amount
1. AT&T MOBILITY		
	CELL PHONES	521.92
2. BACKROADS SERVICES		
	TRUCK MAINTENANCE 1841	203.71
	TRUCK MAINTENANCE 1871	47.00
	TRUCK MAINTENANCE 1831	188.00
	TOTAL	438.71
3. BENTON HARBOR PUBLIC SAFETY		
	TRAINING	500.00
4. BRONSON LAKEVIEW HOSPITAL		
	MEDICAL SUPPLY	408.67
5. CONSUMERS ENERGY		
	NATURAL GAS	395.19
6. COREWELL HEALTH		
	PHYSICAL	5,337.52
7. CRYSTAL FLASH		
	DIESEL	481.11
8. FIRST NATIONAL BANK OMAHA		
	TRAINING, SUPPLIES & MAINTENANCE	900.03
9. INDIANA MICHIGAN POWER		
	ELECTRIC	613.01
10. LIBERTY MUTUAL INSURANCE		
	WORKER COMP INSURANCE	1,035.00
11. MFE INC		
	SCBA DONATIONS	333.06
	ICE GEAR DONATIONS	1,484.60
	TOTAL	1,817.66
12. PETER STANISLAWSKI		
	FINANCE SERVICES	630.00
13. S&A AUTOMOTIVE INC		
	MAINTENANCE	65.25
14. SHELL FLEET PLUS		
	DIESEL & GASOLINE	310.05
15. TWIN CITY AWARDS & TROPHIES INC		
	LOCKER TAGS	20.00
16. VFIS		
	INSURANCE	4,429.00
TOTAL - ALL VENDORS		17,903.12

HARTFORD FIRE
CASH BALANCES
MARCH 10 2025

General Checking	\$	62,902.84
Operating Account	\$	136,658.39
Millage Account	\$	314,762.49
Maintenance Account	\$	14,265.27
Donation Account	\$	69,355.53
Investment Account Huntington	\$	105,925.13
All Cash Accounts	\$	703,869.65

03/07/2025 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 02/11/2025 - 03/10/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
02/14/2025	DD565(A)	HARTING, ROBBIE	PAYROLL	1,894.17
02/14/2025	DD566(A)	MC GREW, KEVIN	PAYROLL	998.14
02/20/2025	310(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	1,035.00
02/28/2025	DD567(A)	HARTING, ROBBIE	PAYROLL	1,846.17
02/28/2025	DD568(A)	MC GREW, KEVIN	PAYROLL	624.30
02/28/2025	EFT119(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	390.00
02/28/2025	EFT120(E)	CITY OF HARTFORD	PAYROLL	294.76
02/28/2025	EFT121(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,929.99
03/04/2025	DD569(A)	BIRMELE, GERALD	PAYROLL	105.72
03/04/2025	DD570(A)	BODARY, BRANDON	PAYROLL	90.25
03/04/2025	DD571(A)	FLEMMING, RYAN	PAYROLL	106.13
03/04/2025	DD572(A)	FRY, STEVEN	PAYROLL	132.33
03/04/2025	DD573(A)	GERMINDER, ERIC	PAYROLL	105.72
03/04/2025	DD574(A)	HARTING, BRANDI	PAYROLL	283.86
03/04/2025	DD575(A)	HUNT, CHAD	PAYROLL	51.86
03/04/2025	DD576(A)	LEDESMA, CARLOS	PAYROLL	105.72
03/04/2025	DD577(A)	LOWE, STEVEN	PAYROLL	219.22
03/04/2025	DD578(A)	MC GREW, KEVIN	PAYROLL	1,208.18
03/04/2025	DD579(A)	ROBERTS, KHELUN	PAYROLL	440.72
03/04/2025	DD580(A)	SEFCIK, RONALD	PAYROLL	105.72
03/04/2025	DD581(A)	SHARPE, IAN	PAYROLL	226.38
03/04/2025	DD582(A)	TAIT, JOSHUA	PAYROLL	92.90
03/04/2025	DD583(A)	WEBERG, SCOTT	PAYROLL	317.33
03/04/2025	STUB58(A)	FLEMMING, LISA	PAYROLL	0.00
03/04/2025	STUB59(A)	TEITSMA, NATHAN	PAYROLL	0.00
03/10/2025	311(E)	INDIANA MICHIGAN POWER	ELECTRIC	613.01
03/10/2025	312(E)	AT&T MOBILITY	CELL PHONES	521.92
03/10/2025	313(E)	CONSUMERS ENERGY	NATURAL GAS	395.19
03/10/2025	314(E)	CRYSTAL FLASH	DIESEL	481.11
03/10/2025	315(E)	FIRST NATIONAL BANK OMAHA	TRAINING, SUPPLIES & MAINTENANCE	900.03
03/10/2025	316(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	310.05
03/10/2025	317(E)	VFIS	INSURANCE	4,429.00
03/10/2025	318(A)	PETER STANISLAWSKI	FINANCE SERVICES	630.00
03/10/2025	15116	BACKROADS SERVICES	TRUCK MAINTENANCE 1831	438.71
03/10/2025	15117	BENTON HARBOR PUBLIC SAFETY	TRAINING	500.00
03/10/2025	15118	BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLY	408.67
03/10/2025	15119	MFE INC	SCBA DONATIONS	1,817.66
03/10/2025	15120	COREWELL HEALTH	PHYSICAL	5,337.52
03/10/2025	15121	S&A AUTOMOTIVE INC	MAINTENANCE	65.25
03/10/2025	15122	TWIN CITY AWARDS & TROPHIES INC	LOCKER TAGS	20.00
Total of 40 Checks:				30,472.69
Less 0 Void Checks:				0.00



Hartford Fire Department

436 East Main St.
Hartford, Mi 49057
(269)-621-4707

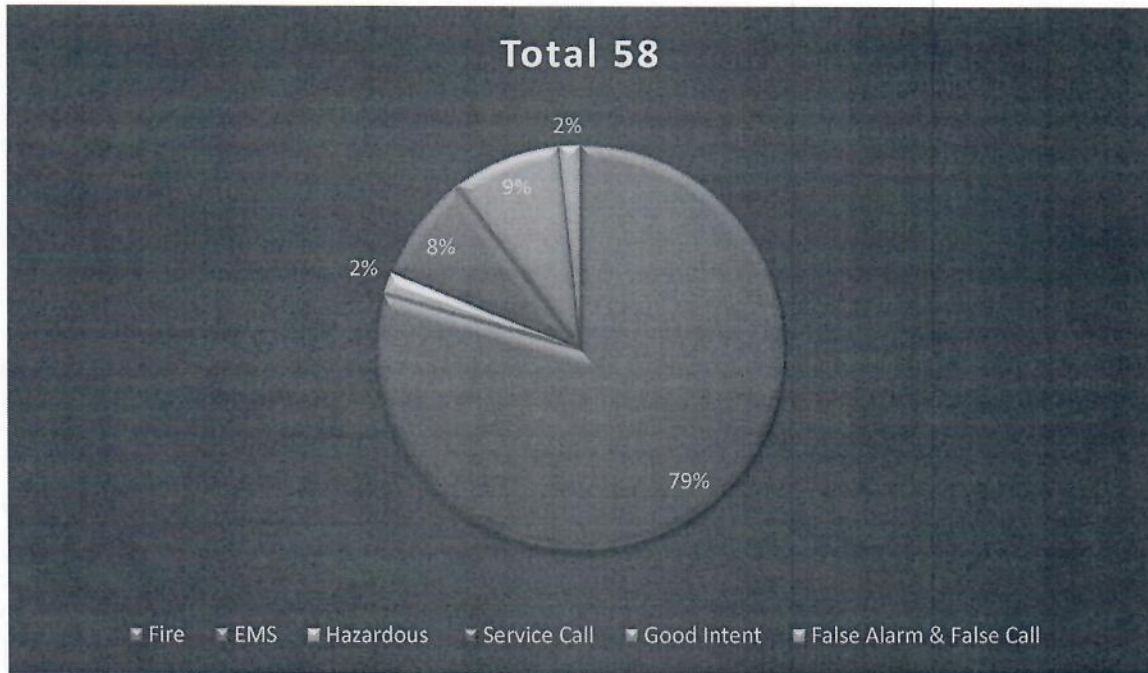


Item 14.

Chief Robbie Harting

Asst. Chief Kevin McGrew

February 2025 Incident Summary



City- 28	Township- 24	Other-6
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Incident Type	Count
311- Medical assist, assist EMS Crew	23
321- EMS call, excluding vehicle accident	19
322- MVA with Injuries	1
324- MVA with no Injuries	3
412-Gas Leak	1
551-Assist Govt Agency	1
554- Lift Assist	3
561-Illegal Burn	1
611-Cancelled En Route	5
743- Smoke Detector Activation	1
Total	58

February Monthly Call Totals Prior Years

2022 - 46	2023 - 36	2024 - 58
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Hartford Fire Department

436 East Main St.
Hartford, Mi 49057
(269)-621-4707



Item 14.

Chief Robbie Harting

Asst. Chief Kevin McGrew

February 2025

Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	28	\$991.50
Township of Hartford	24	\$903.28
Bangor Township	1	\$0.00
I-94 & Red Arrow Hwy	5	\$242.51
Mutual Aid	0	\$0.00
Total	58	\$2,137.29
Average Cost Per Call		\$36.85
Training	43.5hours	\$791.01
Truck Inspections	16 hours	\$281.00
Shift Coverage	71 Shifts	\$1,065.00





Hartford Fire Department

436 East Main St
Hartford, Mi 49057
(269)-621-4707



Item 14.

Chief Robbie Harting

Asst. Chief Kevin McGrew

Cost Recovery USA Payment Reconciliation Report 1/25/2024-2/24/2024

Fire Dept.	Run Date	Run Number	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
HFD	2/2/2025	2025-067-HFDMI	324 Car Crash	2/24/2025	State Farm	\$301.00	\$301.00	\$234.78



HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: March 11th 2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: DNR Grant- Purchase of New Hose

RECOMMENDED ACTION:

As stated in the February board meeting, we were awarded a 50/50 matching grant from the Michigan DNR to spend up to \$9,999.00. This grant was specifically earmarked for the purchase of new fire hose.

We are proposing to purchase 8 sections of Key Combat Sniper 1 3/4 Hose, 3 Sections of Key Tru Id 2 1/4 Hose and 13 sections of 3-inch Key Dura Flow Supply Hose.

This purchase would finish outfitting unit 1831 with the remaining attack hose, outfit 1871 & 1831 with new 3-inch supply hose, replacing 2 1/2 inch supply hose that is anywhere between 25 and 40 years old.

Attached are 3 quotes from local vendors for purchase-

Moses Fire Equipment- \$9,254.00 (this order qualifies for free freight)

All Hands Fire- \$11,792.76

Dinges Fire- \$9,844.75

We would be responsible for the entire amount up front and will be reimbursed 1/2 the total amount spent, example if we spend \$9,500 up front we will get a check for \$4,750.00 back. We have \$2,500 in the budget for grants already, the board would have to decide where the remaining funds would come from.

*****1550 feet x.43 cents for hose testing that wouldn't need to be completed until next year= recoup \$666.50

*****1550 feet of hose, we can sell old hose at \$50-\$75 per 50 feet

24 sections x \$50 \$1,200 recouped



MFE, Inc. (Moses Fire Equipment, Inc.)
P.O. BOX 690
LAWRENCE, MI 49064-0690

Voice: (269) 674-8655
Fax: (269) 674-8633

QUOTE

Quote Number:
Q25038-1

Quote Date:
02/14/25

Quote for: **KEVIN McGREW**
HARTFORD FIRE DEPT.

Quote Valid: **30 DAYS**

Freight - See Note Below

Email: hartfordasstfirechief@gmail.com
Stat: (269) 621-4707
Cell: (269) 547-2730

Quoted by: Sheryl Moses, Office Mgr.

Salesperson: House

Quantity	Description	Price Each	Total Cost
3 SEC	KEY DURA FLOW RUBBER HOSE, 2.50" x 50 FT SECTION WITH 2.50" STORZ COUPLINGS (RED)	\$ 288.00	\$ 864.00
2 SEC	KEY DURA FLOW RUBBER HOSE, 3.00" x 25 FT SECTION WITH 2.50" STORZ COUPLINGS (RED)	\$ 386.00	\$ 772.00
8 SEC	KEY DURA FLOW RUBBER HOSE, 3.00" x 100 FT SECTION WITH 2.50" STORZ COUPLINGS (RED)	\$ 562.00	\$ 4,496.00
3 SEC	KEY COMBAT SNIPER POLYESTER THRU-THE-WEAVE HOSE, 1.75" X 50 FT. SECTION WITH 1.50" NST COUPLINGS (RED)	\$ 271.00	\$ 813.00
3 SEC	KEY COMBAT SNIPER POLYESTER THRU-THE-WEAVE HOSE, 1.75" X 50 FT. SECTION WITH 1.50" NST COUPLINGS (ORANGE)	\$ 271.00	\$ 813.00
2 SEC	KEY COMBAT SNIPER POLYESTER THRU-THE-WEAVE HOSE, 1.75" X 50 FT. SECTION WITH 1.50" NST COUPLINGS (CLEAR COATED WHITE)	\$ 271.00	\$ 542.00
3 SEC	KEY TRU-ID POLYESTER DOUBLE JACKET HOSE, 2.25" X 50 FT. SECTION WITH 2.50" NST COUPLINGS (GREEN)	\$ 318.00	\$ 954.00
<u>STENCILLING ON ALL THE ABOVE HOSE SECTIONS -</u> HARTFORD FD			N/C
<u>(THE ABOVE TOTAL HOSE QUANTITY QUALIFIES FOR "FREE FREIGHT")</u>			\$ 9,254.00

Please review the above information, cross out any items that you do not want, verify quantities and sign below for acceptance of this order as listed above. Please RETURN the signed copy to us so your order can be processed.

Authorized by: _____

Date: _____

Print Name: _____

Customer PO # _____



Dinges Fire Company

243 E Main St.
 Amboy, IL 61310
 Phone: 815.857.2000
 www.DingesFire.com

Bill To:

Hartford Fire Dept (Hartford, MI)
 C/O: Kevin
 436 East Main Street
 Hartford, MI 49057

Ship To:

Hartford Fire Department
 436 East Main Street
 Hartford, MI 49057

Quantity	Item	Description	Price	Total
3	Key-RC20-600-50	DURA FLOW - Rubber-Covered Through-the-Weave Thick Ribbed Attack Hose - Priced with Aluminum Couplings, Diameter: 2, Length: 50' Options: - B - Stencil: Yes (HARTFORDFD)	\$270.00	\$810.00
2	Key-RC30-600-25	DURA FLOW - Rubber-Covered Through-the-Weave Thick Ribbed Attack Hose - Priced with Aluminum Couplings, Diameter: 3", Length: 25' Options: - B - Stencil: Yes (HARTFORDFD)	\$258.95	\$517.90
8	Key-RC30-600-100	DURA FLOW - Rubber-Covered Through-the-Weave Thick Ribbed Attack Hose - Priced with Aluminum Couplings, Diameter: 3", Length: 100' Options: - B - Stencil: Yes (HARTFORDFD)	\$640.00	\$5,120.00
3	Key-DP17-100S-50	COMBAT SNIPER - Attack Hose Double Jacket Through-the-Weave Hose Priced with Aluminum Couplings, Diameter: 1 3/4", Length: 50' Options: - A - Color: Red - B - Stencil: Yes (HARTFORDFD)	\$290.00	\$870.00
3	Key-DP17-100S-50	COMBAT SNIPER - Attack Hose Double Jacket Through-the-Weave Hose Priced with Aluminum Couplings, Diameter: 1 3/4", Length: 50' Options: - A - Color: Orange - B - Stencil: Yes (HARTFORDFD)	\$290.00	\$870.00

2	Key-DP17-100S-50	COMBAT SNIPER - Attack Hose Double Jacket Through-the-Weave Hose Priced with Aluminum Couplings, Diameter: 1 3/4", Length: 50' Options: - A - Color: White (Clear) - B - Stencil: Yes (HARTFORDFD)	\$290.00	\$580.00
3	Key-DP22-TRU-50	TRU-ID Double Jacket Fire Hose All-Polyester - Rubber Lined - Priced with Aluminum Couplings, Diameter: 2 1/4", Length: 50' Options: - A - Color: Green - B - Stencil: Yes (HARTFORDFS)	\$358.95	\$1,076.85

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub \$9,844.75

Total

* Quote Created on 02/17/2025. Pricing valid until 02/17/2025, unless noted otherwise.

Shipping TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total \$9,844.75

This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales representative with any questions or requests.

Some products may not be able to be cancelled after an order is approved if is a built to spec or custom item. Restocking fees may apply if custom products are cancelled after order and before delivery.

Allhands Public Safety

Key Fire Tru-ID Double Jacket Rubber Lined Attack Hose – 50' \$404.99

SKUKFH-DP22-TRU-Green-2.25

Hose Diameter2.25"

ColorGreen

Quantity 6

Amount

\$1,214.97

Key Fire Hose DURA-FLOW Rubber Covered Through-the-Weave Thick-Ribbed Attack Hose with Aluminum Couplings \$756.99

SKUKFH-RC30-600-3x2.5NST-Red-100ft

Size3" Hose w/ 2.5" NST Couplings

Length100 Foot

ColorRed

Quantity

Amount

\$6,055.92

Key Fire Hose DURA-FLOW Rubber Covered Through-the-Weave Thick-Ribbed Attack Hose with Aluminum Couplings \$353.99

SKUKFH-RC25-600-2.5x2.5NST-Red-50ft

Size2.5" Hose w/ 2.5" NST Couplings

Length50 Foot

ColorRed

Quantity

Amount

\$1,769.95

Key Fire Hose COMBAT SNIPER Double-Jacket Through-the-Weave Attack Hose with Aluminum Couplings \$343.99

SKUKFH-DP17-100S-White-50ft

Length50 Foot

ColorWhite

Quantity

Amount

\$687.98

Key Fire Hose COMBAT SNIPER Double-Jacket Through-the-Weave Attack Hose with Aluminum Couplings \$343.99

SKUKFH-DP17-100S-Red-50ft

Length50 Foot

ColorRed

Quantity

Amount

\$1,031.97

Key Fire Hose COMBAT SNIPER Double-Jacket Through-the-Weave Attack Hose with Aluminum Couplings \$343.99

SKUKFH-DP17-100S-Orange-50ft

Length50 Foot

ColorOrange

Quantity

Amount

\$1,031.97

Subtotal 24 items

Estimated Total \$11,792.76

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: March 11th 2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Purchase 2 Nozzle's for the 2 ¼ inch hose.

RECOMMENDED ACTION:

We are requesting to purchase 2 nozzles to pair with our 2 ¼ inch Fire hose that we purchased back in November, at the time that we originally purchased nozzles in June of 2024 we hadn't planned on purchasing 2 ¼ inch hose, but after the demonstration that we had with Key Fire Hose we decided to purchase some. The Nozzle's that we are looking to purchase are built to a specification to pair up with 2 ¼ inch hose that we purchased.

Elkhart XD Shutoff- \$725.00 Qty 2
Elkhart Nozzle Tip- \$825.00 Qty 2

Elkhart XD Shutoff- \$775.00 Qty 2
Elkhart Nozzle Tip- \$830.25 Qty 2

Total \$3,100.00

Total \$3,210.50

Moses Fire Equipment- \$3,100.00

Johnson's Fire Equipment- \$3,210.50

Elkhart XD Shutoff- \$749.45 Qty 2
Elkhart Nozzle Tip- \$1,105.65 Qty 2

Fire service Sales- \$3,710.20

None of the quotes include freight/shipping charges, I would estimate freight/shipping charges to be between \$75-\$125 range.



MFE, Inc. (Moses Fire Equipment, Inc.)
P.O. BOX 690
LAWRENCE, MI 49064-0690

Voice: (269) 674-8655
Fax: (269) 674-8633

QUOTE

Quote Number:
Q25045

Quote Date:
02/19/25

Quote for: **KEVIN MCGREW**
HARTFORD FIRE DEPT.

Quote Valid: **30 DAYS**

Prices quoted do not include freight - Freight Additional

Email: hartfordasstfirechief@gmail.com
Stat: (269) 621-4707
Cell: (269) 547-2730

Quoted by: Sheryl Moses, Office Mgr.
Salesperson: House

Quantity	Description	Price Each	Total Cost
2	ELKHART # 04XD025F-0201060A CHIEF XD NOZZLE TIP WITH GREEN BUMPER, 265 GPM @ 50 PSI	\$ 825.00	\$ 1,650.00
2	ELKHART # 0069XD0F-070100060A XD SHUT-OFF WITH 1-3/16" INTEGRATED SMOOTH BORE, NO PISTOL GRIP, GREEN BALE INSERT, 2.50" NST INLET SPECIAL ETCHING - HFD 1871 & HFD 1831	\$ 725.00	\$ 1,450.00



Please review the above information, cross out any items that you do not want, verify quantities and sign below for acceptance of this order as listed above. Please RETURN the signed copy to us so your order can be processed.

Authorized by: _____ Date: _____

Print Name: _____ Customer PO # _____



Check out our wide selection of tools!

SHOPPING CART



Elkhart Chief XD 1.5" FNH High-Range Tip

265 GPM @ 50 PSI / Green

Remove

QUANTITY

- 2 + \$1,660.50



Elkhart XD Shutoff w/ Integral Smooth Bore

No Pistol Grip / 1 3/16" / 2.5" FNH

Remove

QUANTITY

- 2 + \$1,550.00

SPECIAL INSTRUCTIONS FOR SELLER

\$3,210.50

Taxes and shipping calculated at checkout

CHECK OUT

Item 14.

Cart (4 items)



2 1/2" XD Shut-Off
w/Integral Smooth
Bore



\$749.45

Discharge Bore Size: 1 3/16"

More Details

- 2 +

\$1,498.90



1 1/2" High-Range
Chief XD Nozzle



\$1,105.65

Bale/Insert/Pistol Grip Color: Green

More Details

- 2 +

\$2,211.30

Subtotal

\$3,710.20

Taxes and shipping are calculated at checkout.

Checkout

View Cart

Secure Checkout

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: March 11th 2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Truck Mounted Hose Roller

RECOMMENDED ACTION:

We are requesting to purchase three (3) truck mounted hose rollers for rolling up hose on fire scene's and back at the station after cleaning the hose.

We are requesting to utilize \$630.00 from the donation account, in the fall of 2024 Gala-T-Inn held a firefighter benefit night and they raised \$600.00 and donated it to the fire department and that money was deposited into the donation account, we feel this would be a great use of those donated funds.

Attached is the corresponding Quote and a picture for reference.

QUOTE



Thomas Fire Equipment
1870 County Road 1087
Vinemont AL, 35179

BILL TO
Hartford Fire Department
436 East Main St
Hartford MI 49057

SHIP TO
Hartford Fire Department
436 East Main St
Hartford MI 49057

QUOTE # 10232
QUOTE DATE 03/04/2025

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
3	Truck Mounted Hose Roller	200.00	600.00
1	Shipping	30.00	30.00
		TOTAL	\$630.00

Thank you | Quote is good for 30 days



Fire Chiefs Report March 2025

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC Medical Control

2. Information:

- We now have smoke alarms and CO2 alarms
- Repairs were made to 1841,1831

Sincerely,

Robbie Harting – Fire Chief



Hartford Fire Department

436 East Main St.
Hartford, Mi 49057
(269)-621-4707



Item 14.

Chief Robbie Harting

Asst. Chief Kevin McGrew

February 2025

58 Calls for Service

Personell Name	Total Calls	%
Fry, Steven	8	14%
Harting, Brandiwyne	6	10%
McGrew, Kevin	56	97%
Bodary, Brandon	8	14%
Flemming, Ryan	3	5%
Harting, Robbie	20	34%
Lowe, Steve	7	12%
Roberts, Khelun	27	47%
Sharpe, Ian	6	10%
Teitsma, Nate	1	1%
Weberg, Scott	14	24%

Chief Harting-hartfordfirechief@gmail.com
Asst. Chief McGrew-hartfordassfirechief@gmail.com



City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Recovered YES/NO	Amount	Priority	Response Time	Response Time
2/1/2025	Medical Call-321	1802&1810	3	59.25	2025-065	400	NO	1	1	6	3
2/3/2025	Medical Assist-311	1802&1810	2	36.5	2025-068	175	NO	1	1	n/a	9
2/3/2025	Lift Assist-554	1802	1	21	2025-069	175	NO	2	2	8	7
2/3/2025	Smoke Alarm-743	1802	1	21	2025-071	125	In progress	2	2	16	5
2/4/2025	Medical Assist-311	1802	1	21	2025-073	175	NO	1	1	8	8
2/5/2025	Medical Assist-311	1810	2	0	2025-076	175	NO	3	3	9	6
2/6/2025	Medical Call-321	1801	3	29.5	2025-079	175	NO	1	1	9	2
2/7/2025	Lift Assist-554	1810&1802	2	0	2025-081	350	NO	2	2	6	3
2/8/2025	Lift Assist-554	1802&1810	3	58.5	2025-083	350	NO	1	1	n/a	5
2/9/2025	Medical Assist-311	1802	8	130.5	2025-084	175	NO	2	2	8	4
2/9/2025	Medical Call-321	1810	10	36	2025-085	175	NO	2	2	9	3
2/9/2025	Medical Assist-311	1802&1810	4	76.25	2025-086	350	NO	3	3	8	7
2/9/2025	Medical Assist-311	1802&1810	2	38.75	2025-087	350	NO	1	1	8	7
2/10/2025	Medical Assist-311	1802	1	21	2025-088	175	NO	1	1	8	10
2/10/2025	Medical Call-321	1802	1	21	2025-089	175	NO	1	1	8	5
2/11/2025	Medical Assist-311	1802&1810	2	38.75	2025-090	350	NO	1	1	8	8
2/13/2025	Cancelled En Route-611	1810	3	73.75	2025-092	175	NO	2	2	n/a	n/a
2/13/2025	Medical Assist-311	1802&1810	3	55.5	2025-093	350	NO	1	1	8	7
2/14/2025	Medical Call-321	1810&1801	3	17.75	2025-095	350	NO	1	1	8	4
2/14/2025	Medical Assist-311	1810	1	21	2025-096	175	NO	3	3	8	6
2/15/2025	Medical Assist-311	1802	2	40.25	2025-099	175	NO	1	1	8	7
2/18/2025	Cancelled En Route-611	1800	2	0	2025-103	0	NO	2	2	n/a	n/a
2/18/2025	Gas Leak	1869	3	17.75	2025-104	125	NO	2	2	8	10
2/20/2025	Medical Call-321	1810	3	17.75	2025-107	175	NO	1	1	8	4
2/20/2025	Medical Assist-311	1802&1810	2	38.75	2025-109	350	NO	1	1	8	4
2/23/2025	Medical Call-321	1802	2	40.25	2025-112	175	NO	1	1	8	7
2/27/2025	Medical Assist-311	1802	1	21	2025-119	175	NO	1	1	8	5
2/27/2025	Medical Call-321	1802&1810	2	38.75	2025-120	350	NO	1	1	8	2

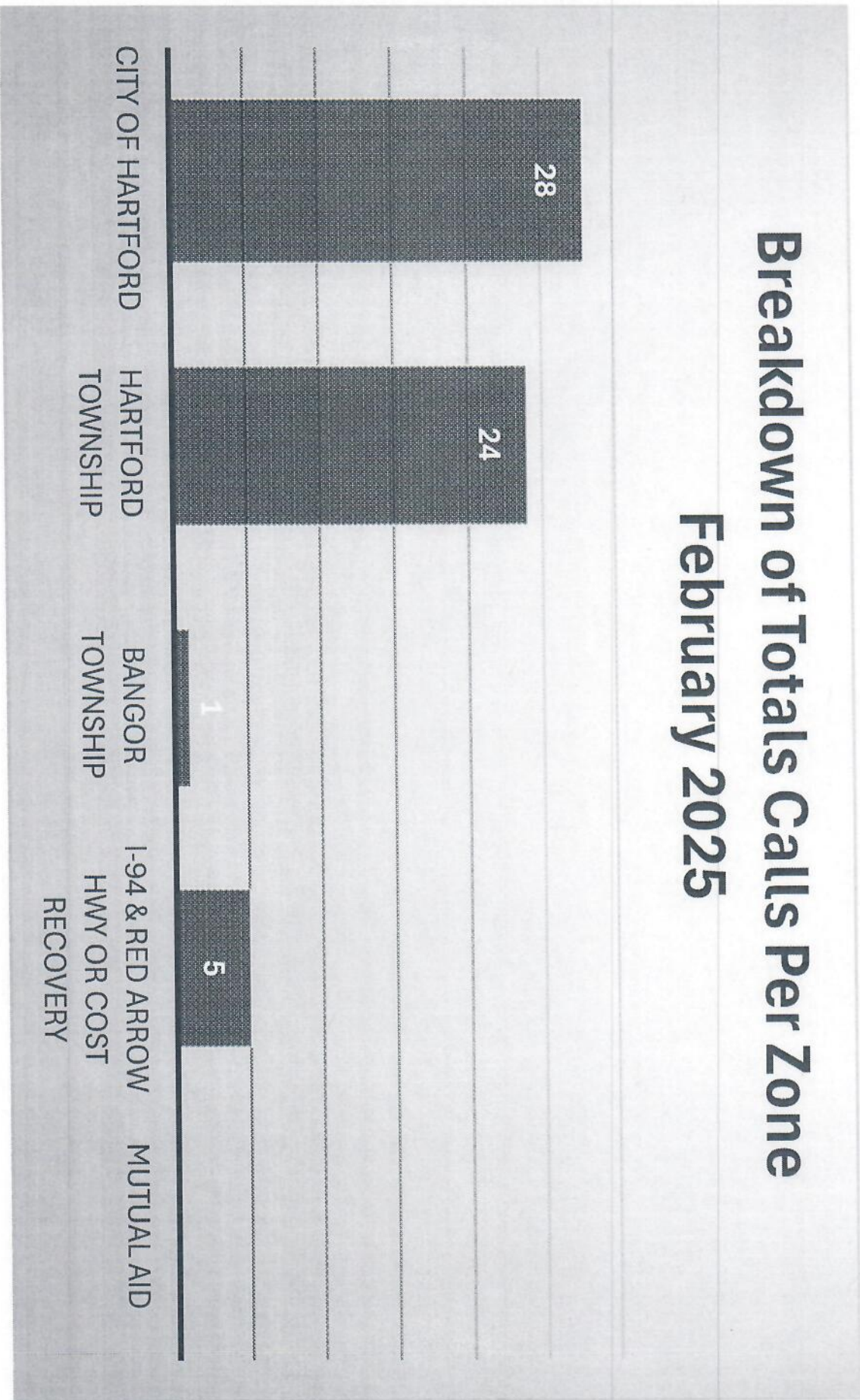
original dispatch was the wrong location
original dispatch was the wrong location

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
2/1/2025	Medical Call-321	1802&1810	3	59.25	2025-066	350	3	11
2/3/2025	Medical Call-321	1802	3	16.75	2025-070	175	3	6
2/3/2025	Illegal Burn-561	1802&1831	4	73.75	2025-072	400	2	9
2/4/2025	Cancelled En Route-611	1800	2	17.26	2025-074	0	2	n/a
2/5/2025	Medical Assist-311	1802	1	21	2025-077	175	1	8
2/6/2025	Medical Assist-311	1802&1810	3	55.5	2025-078	350	1	17
2/6/2025	Medical Assist-311	1810	3	17.75	2025-080	175	3	7
2/7/2025	Medical Assist-311	1802	2	17.75	2025-082	175	1	4
2/12/2025	Medical Call-321	1810	2	0	2025-091	175	1	9
2/14/2025	Medical Call-321	1810	2	0	2025-094	175	1	7
2/14/2025	Medical Assist-311	1810	2	37	2025-097	175	2	16
2/16/2025	Medical Assist-311	1802&1810	3	58.25	2025-101	350	1	11
2/17/2025	Medical Call-321	1810	2	0	2025-102	175	1	4
2/18/2025	Medical Call-321	1810	5	51.5	2025-105	175	1	8
2/20/2025	Medical Call-321	1802&1810	2	38.75	2025-108	350	1	10
2/22/2025	Medical Call-321	1802&1810	3	58	2025-110	350	2	8
2/22/2025	Assist Govt Agency	1802	3	58	2025-111	175	3	8
2/23/2025	Cancelled En Route-611	1810	2	39.25	2025-113	175	1	n/a
2/25/2025	Medical Assist-311	1802&1810	3	55.5	2025-114	350	1	10
2/26/2025	Medical Assist-311	1810	2	0	2025-115	175	3	11
2/26/2025	Medical Call-321	1802&1810	5	133.89	2025-117	350	1	7
2/27/2025	Medical Call-321	1810	3	57	2025-118	175	2	11
2/27/2025	Medical Assist-311	1810	2	19.38	2025-121	175	3	16
2/28/2025	Medical Call-321	1810	3	17.75	2025-122	175	1	3

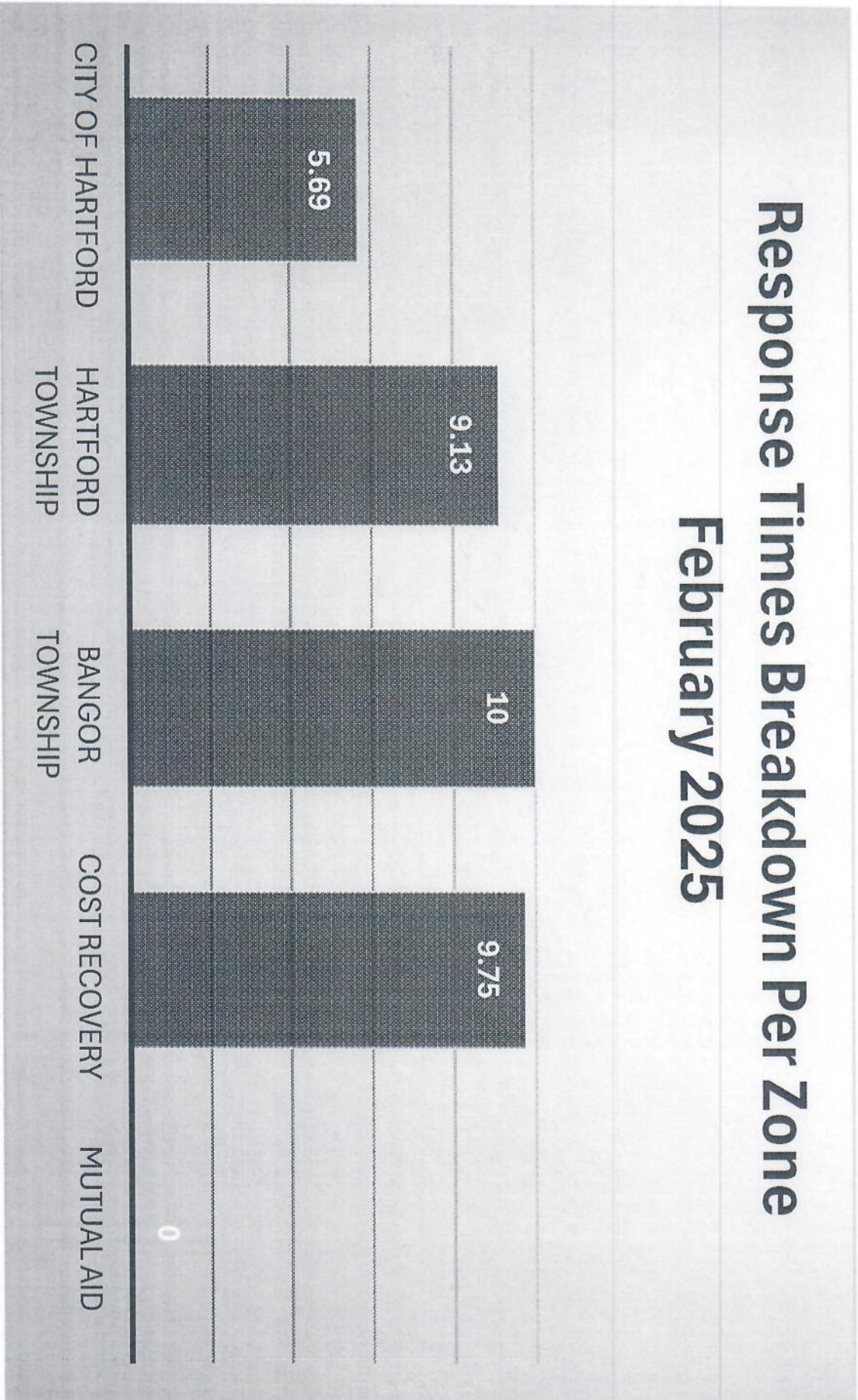
* Ice Day

Township of Bangor/Date
2/5/2025
Call Type
Medical Assist-311
Vehicle's Involved
1810
of Personal
2
Personal Cost
0
Report#
2025-075
Vehicle Cost
175
Priority
1
Response Time
10

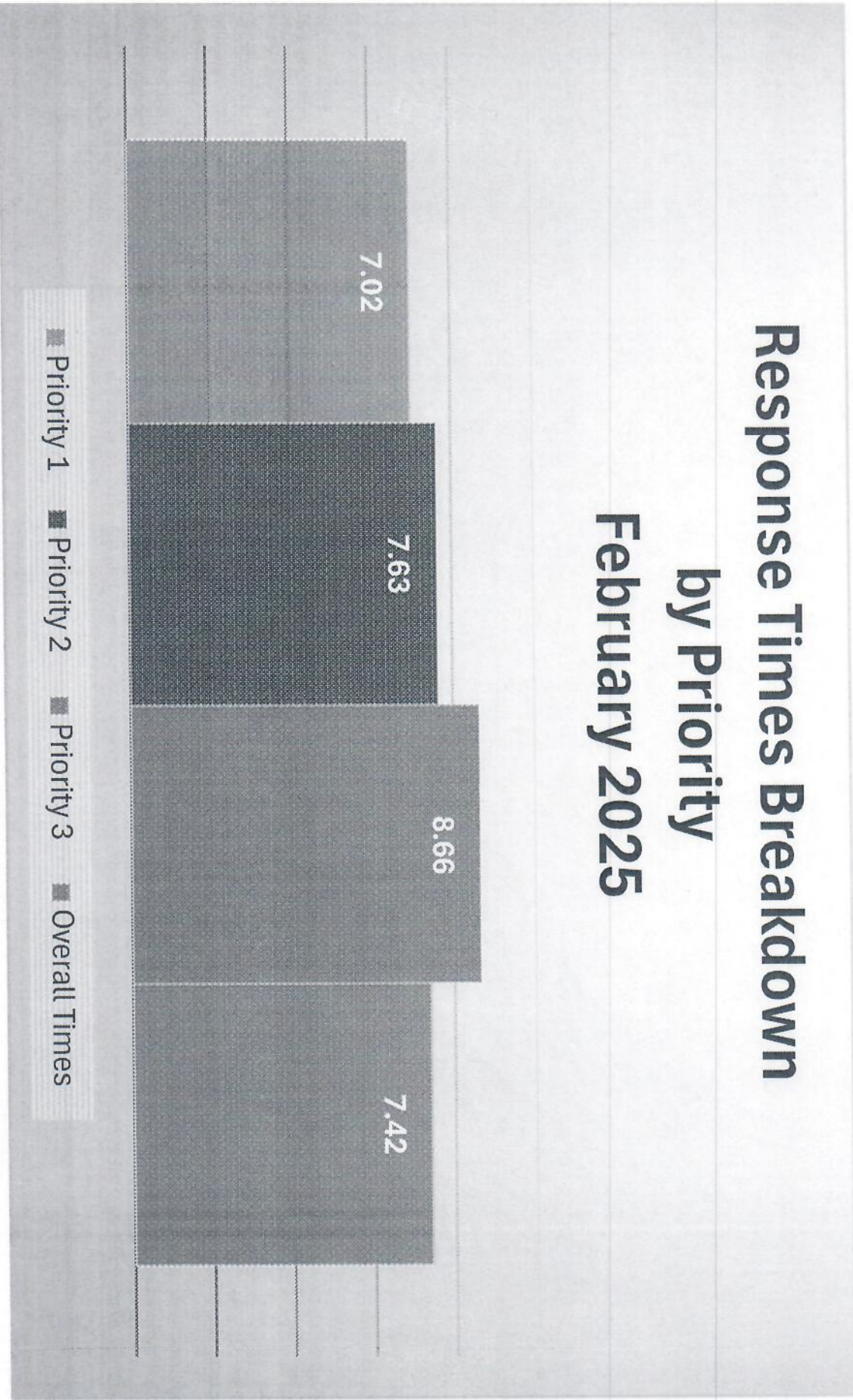
Breakdown of Totals Calls Per Zone February 2025

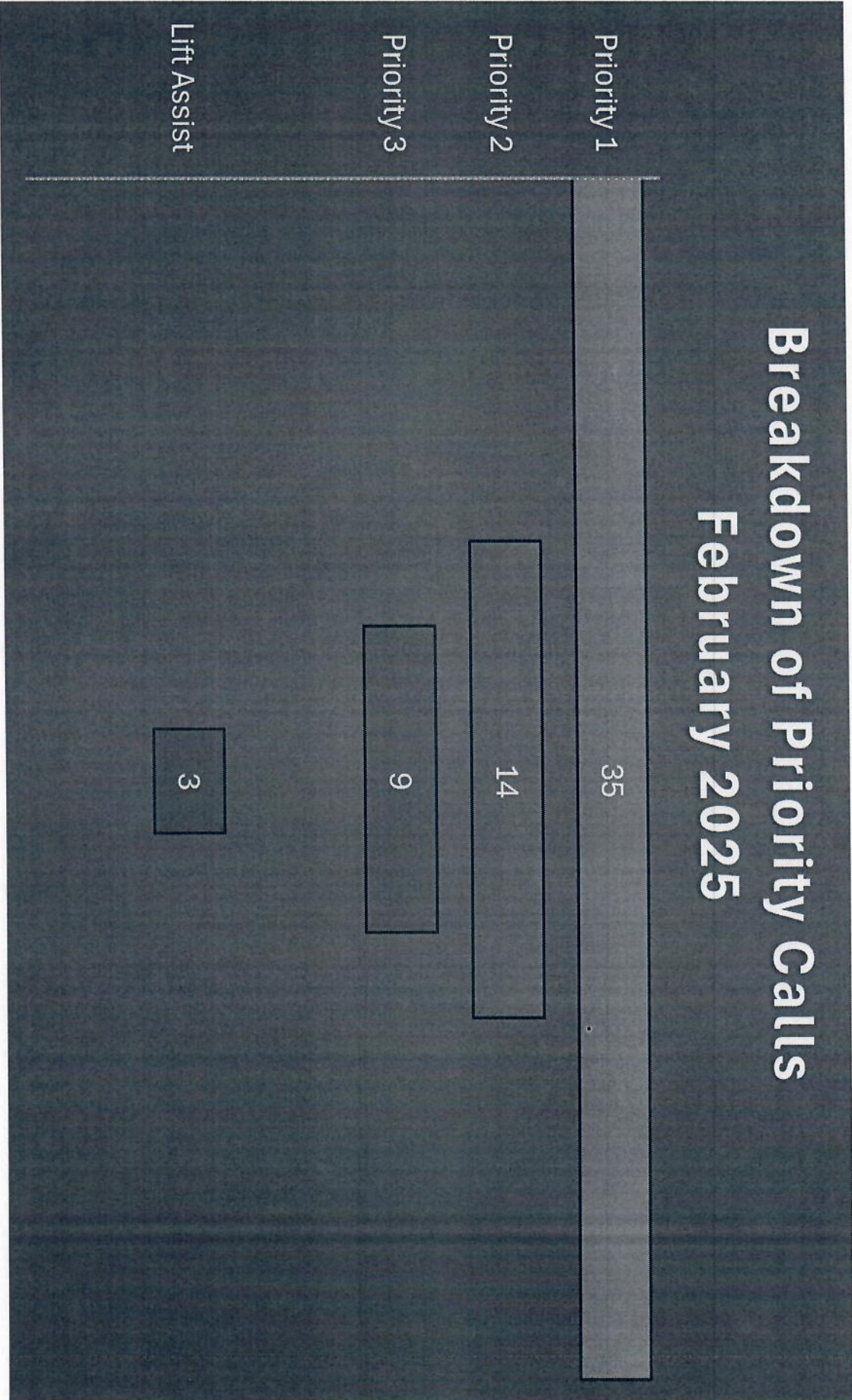


Response Times Breakdown Per Zone February 2025

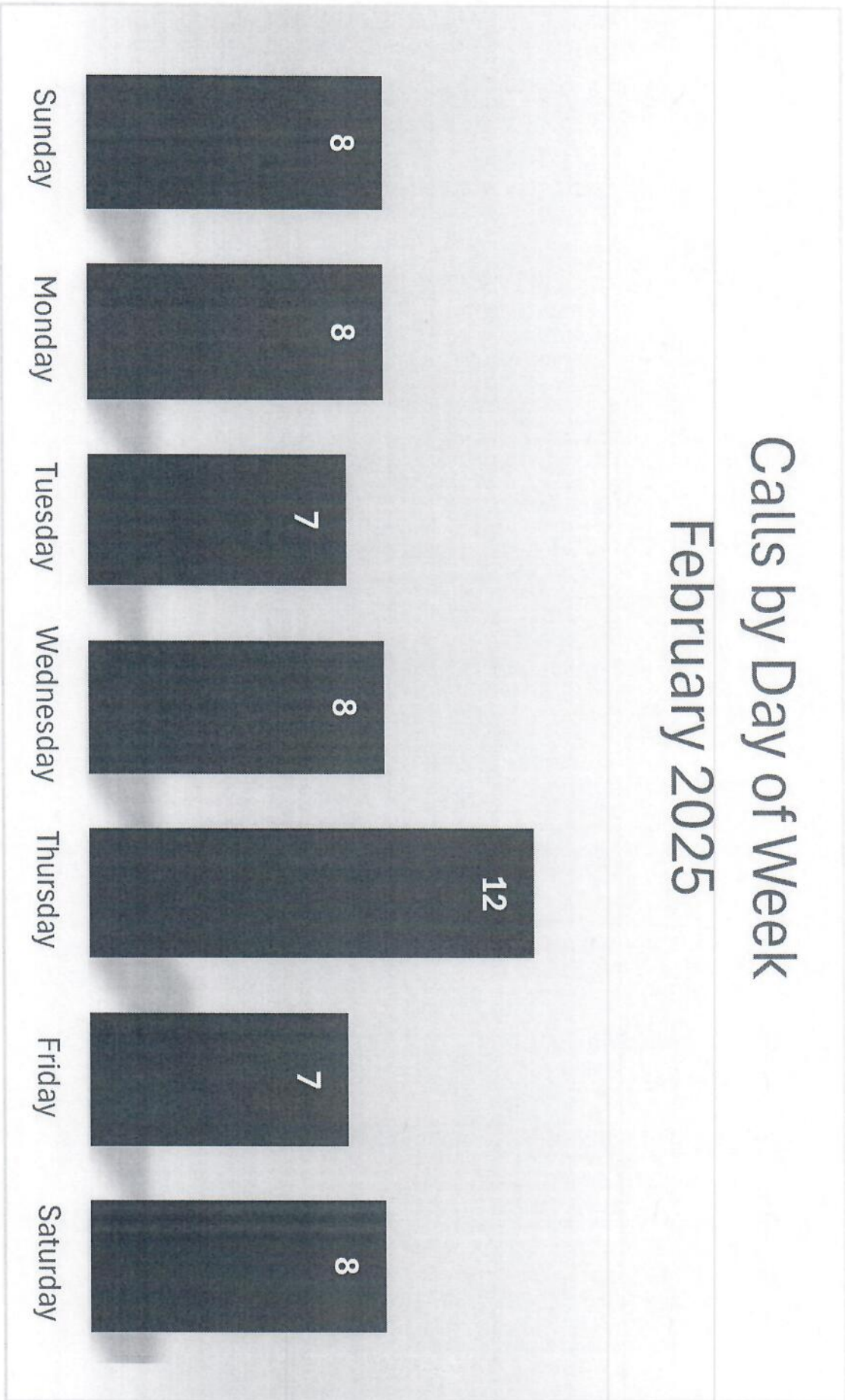


Response Times Breakdown by Priority February 2025

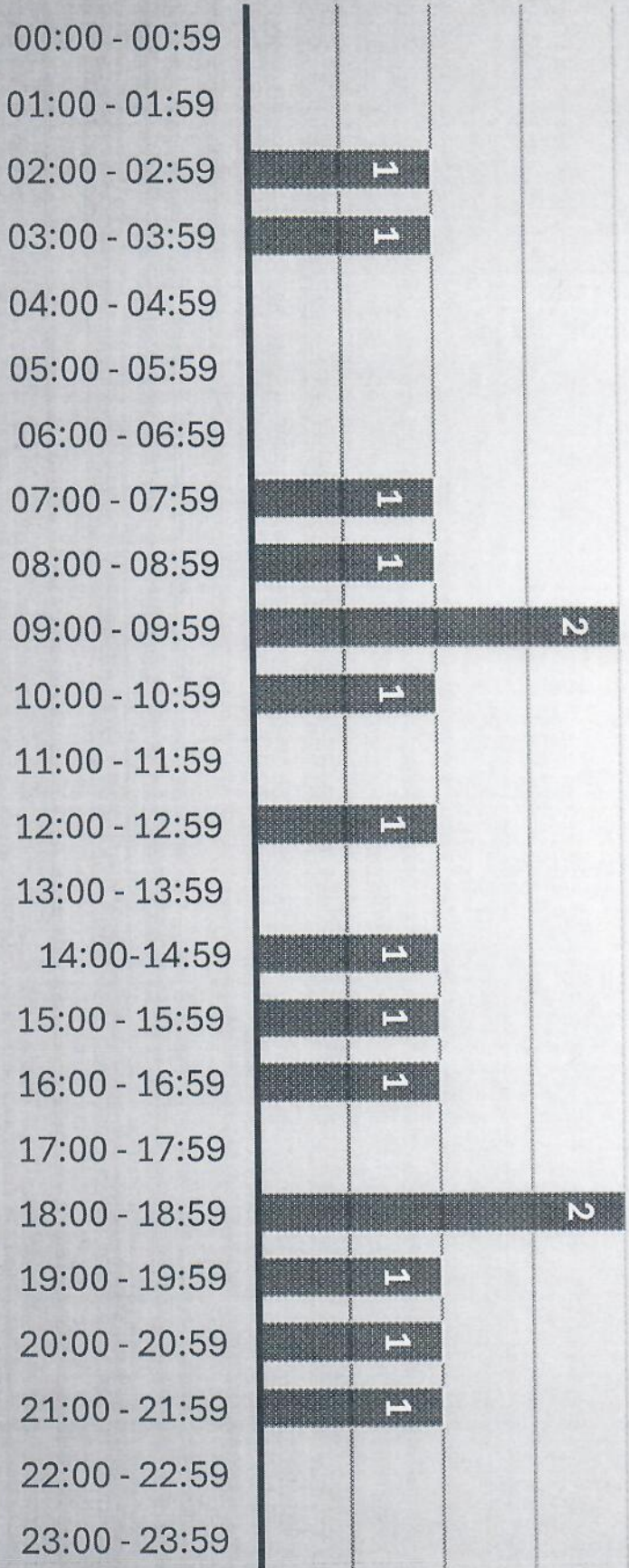




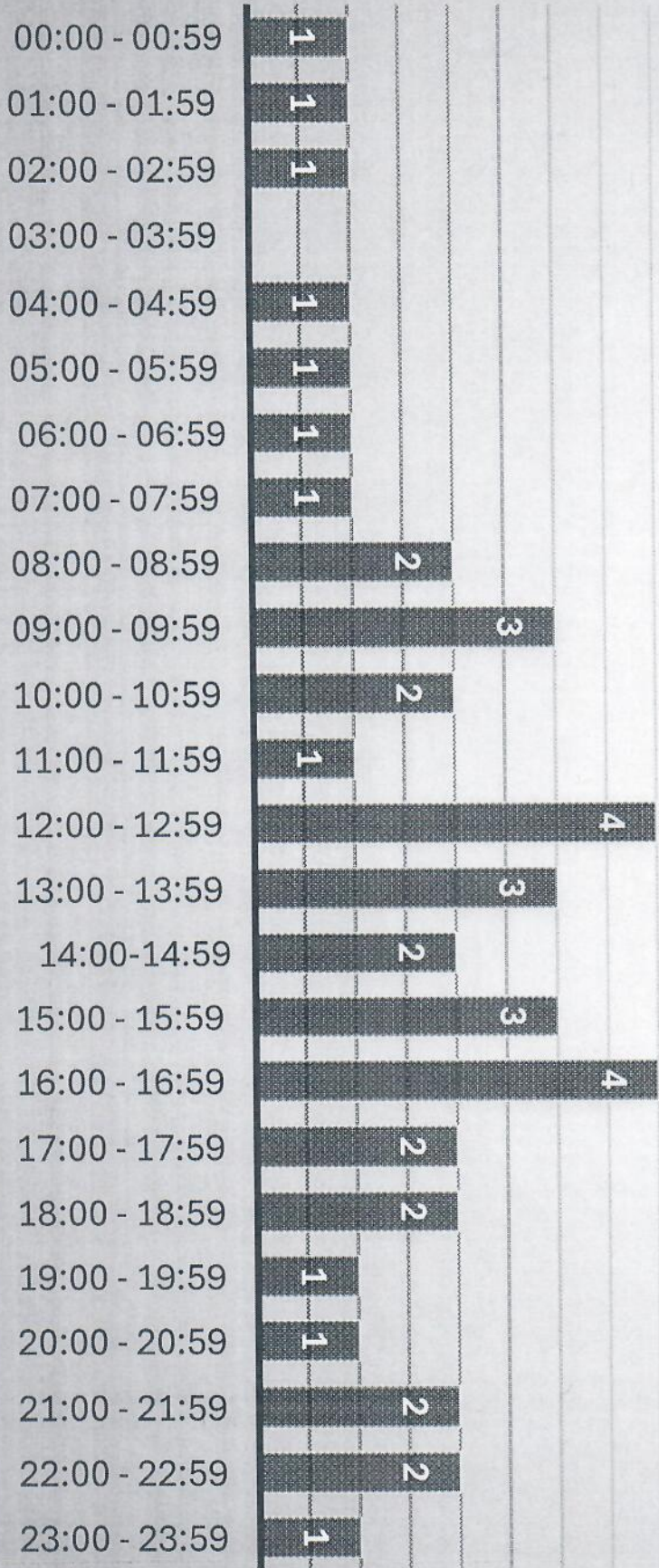
Calls by Day of Week February 2025



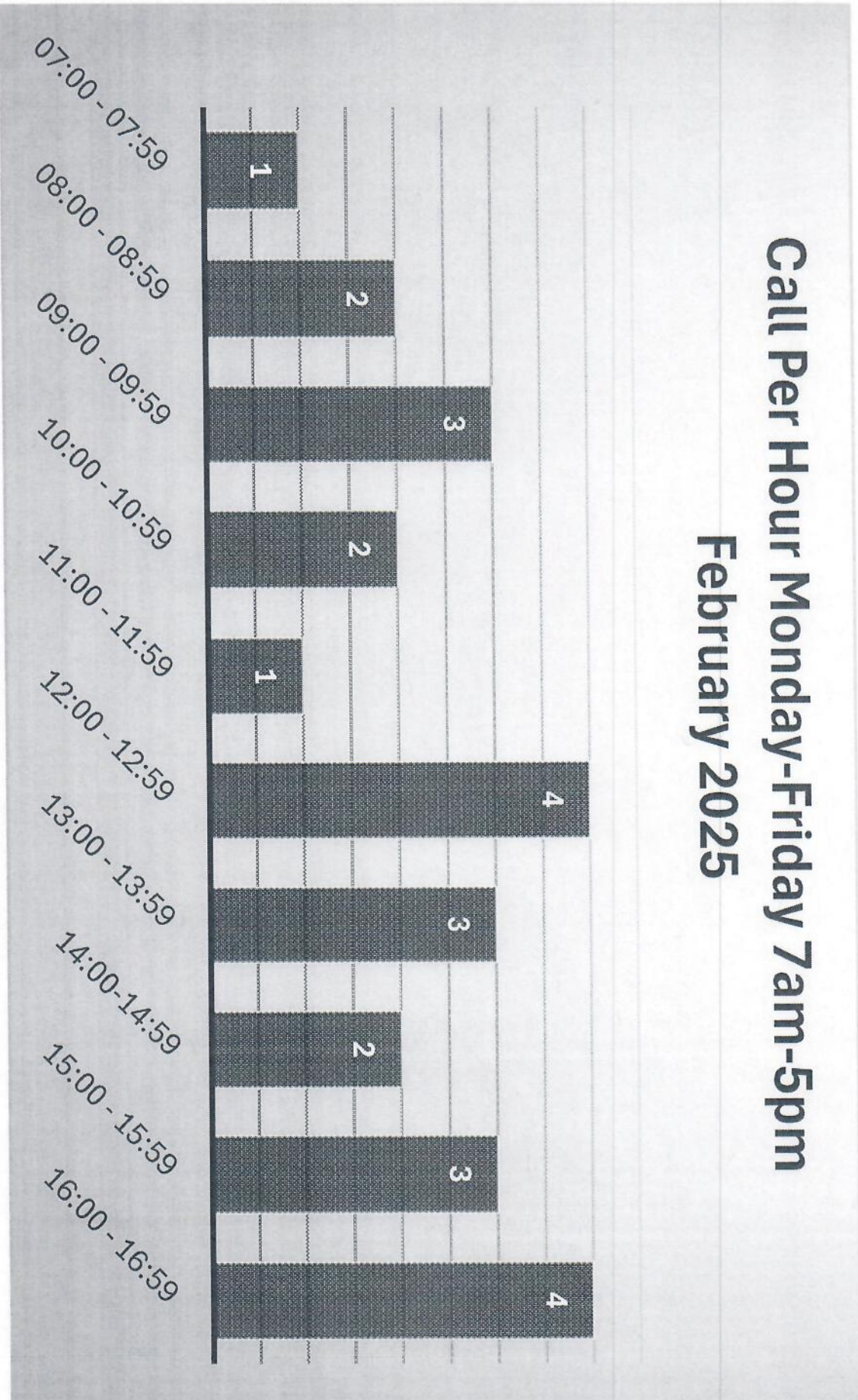
Calls Per Hour Breakdown Weekends February 2025



Call Breakdown by Hour Weekdays February 2025



Call Per Hour Monday-Friday 7am-5pm February 2025



**Assistant Chief Report
March 2025**

Information:

- New Hire Onboarded
- Solicited Quotes for new hose with DNR Grant
- Attended Incident Safety Officer Academy
- Received Harbor Freight Gift Card \$200.00

Meetings Attended:

Monthly Maintenance update:

- Air Horn on 1841 relay replaced
- Generator on 1841 required fluids
- Tank to pump Module on 1871 had to be re-programmed
- On-Spot Chains on 1831 re-built
- Oil Change on the Chief's Truck

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

**Hartford Fire Board Meeting
February 10th, 2025
January Business**

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Hartford Fire Board
Agenda
Monday February 10th, 2025, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Eric Germinder, Carlos Ledesma, Ron Sefcik
- III. Guests:
- IV. Public Comment: Limited to three minutes per person
- V. Additions or Deletions to the agenda
- VI. **Approval of the Agenda as amended.** Motion by _____ Second by _____ to approve agenda as presented. Motion _____ Yeas: ___ Nays: _____.
- VII. **Approval of previous meeting minutes from January 13th, 2025:** Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- VIII. Review: **Review Revenue & Expenditure Report & Invoice Register**
- IX. **Approval of January Treasurer’s report:** Motion By _____ Second by _____ to approve Treasurer’s report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. **Accounts Payable:** Amount \$45,618.72 Motion by _____ Second by _____
 Roll Call Vote Motion _____ Yeas: _____ Nays: _____
- X. Review January 2025 Incident Summary and Breakdown of Fire Calls per zone.
- XI. Review Cost Recovery USA 12/25/2024-1/24/2025 Payment Reconciliation Report
- XII. Unfinished Business:
- XIII. New Business:

1. Firefighter Cole Hunt Resignation

Motion by _____ Seconded by _____ to accept the resignation of Firefighter Cole Hunt effective February 10th, 2025

2. Discuss and Consider Quote from Dive Right in Scuba to purchase 3- Jumbo Ice Rescue Suits.

Motion by _____ Seconded by _____ to accept/deny Quote from Dive Right in Scuba and purchase 3- Jumbo Ice Rescue suits in the amount not to exceed \$3,030.00 from the Donations Account.

- 3. **Presentation and Discussion of Preliminary 2025/2026 Operation Budget as presented by Budget Committee.**
- 4. **Discussion on Huntington Investment Account.**
- 5. **Discussion on Capital Improvement Plan.**

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 January 13th, 2025

Members Present upon roll call: Ron Sefcik; Jerry Birmele; Chad Hunt

Absent: Carlos Ledesma, Eric Germinder

Others Present: Chief Harting, Asst. Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:00 p.m.

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of January 13th, 2025, was presented and approved. Motion by Sefcik; Second by Hunt to approve the agenda as presented.

Yeas: 3 Nays: 0 **Approved**

The proposed minutes of the December 9th, 2024, Fire Board meeting were presented.

Motion by Hunt; Seconded by Birmele to accept the minutes as presented.

Yeas: 3 Nays:0 **Approved**

Review of Revenue & Expenditure Report

The December Treasures report was presented: Motion by Sefcik; Seconded by Hunt to approve Treasures report as presented.

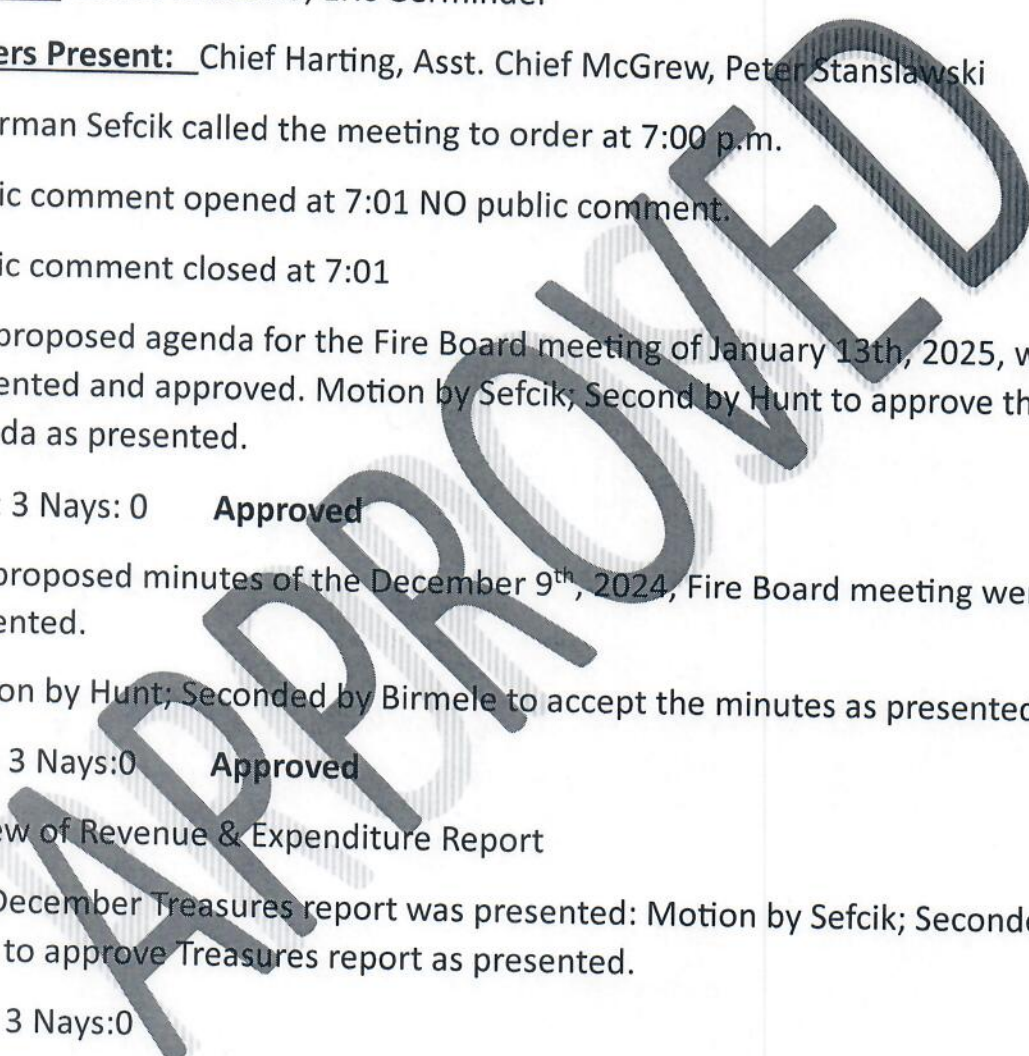
Yeas: 3 Nays:0

Bills were presented for approval in the amount of \$35,041.95 Motion by Hunt; seconded by Birmele to pay bills in the amount of \$35,041.95.

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Birmele, Hunt Nays:0

Absent: Germinder, Ledesma



Members Reviewed the December 2024 Incident Summary and Breakdown of Fire Calls per zone.

Unfinished Business

New Business:

1. Discussion on Request to Send two members to Wisconsin for an Ice Rescue Train-the-Trainer course with Cost associated not to exceed \$2,630.00, Motion by Sefcik; Seconded by Hunt to approve the request not to exceed the amount of \$2,630.00. Monies to come from the Donations Account.

Yeas: 3 Nays: 0

APPROVED

2. Discussion on quote from Moses Fire Equipment for the purchase of Ice Rescue Suits, quoted amount was \$985.00 per suit, freight not included. Sefcik inquired if the price was the same if we purchased more than two suits, Asst. Chief McGrew answered Yes, it is the same and recommended that we purchase 4 suits. Motion by Sefcik; Seconded by Hunt to approve the purchase of 4 Ice Rescue Suits in the amount not to exceed \$4,100. Monies to come from the Donations Account.

Yeas: 3 Nays: 0

APPROVED

- 3. Discussion on quote from Moses Fire Equipment for the purchase of Miscellaneous equipment needed to perform Ice Rescue. Motion by Sefcik; Seconded by Hunt to approve the recommend equipment needed from the Agenda Item Breakdown report and Quote in the amount not to exceed \$2,306.30. Monies to come from Donations Account.

Yeas: 3 Nays: 0

APPROVED

- 4. Discussion on quote from Moses Fire Equipment for the purchase of Inflatable Ice Rescue Boat. Hunt advised the Board that this purchase would be very beneficial as this boat can be utilized all year long, referencing a water rescue during last summer when the same type of boat was used by Bangor Fire Department. Motion by Sefcik; Seconded; by Hunt to approve the purchase of the Inflatable Ice Rescue Boat in the amount not to Exceed \$3,762.00 including freight. Monies to come from Donations Account.

Yeas: 3 Nays:0

APPROVED

- 5. Budget Adjustment # 1 for fiscal year 24/25 was presented and reviewed, Asst. Chief McGrew noted some of the reasons for this adjustment included, the New command Vehicle, Antenna Tower that was damaged in wind storm and also the Screen that went out on the Ladder truck. Motion by Sefcik; Seconded by; Hunt to approve Budget Adjustment # 1 for fiscal year 24/25.

Yeas:3 Nays: 0

APPROVED

Minutes of Fire Board Meeting January 13th, 2025

6. Discussion on agreement with Biddergy of Kalamazoo for surplus equipment sales, Hunt noted that the county has been using Biddergy for several years now and is a very effective way to sell surplus equipment. Motion by Birmele; Seconded by; Sefcik to approve Internet Auction Agreement with Biddergy of Kalamazoo as presented.

Yeas: 3 Nays: 0

7. Discussion of Goals and Objectives, short discussion was had on projects for the coming year, no action was taken due to not having a full board in attendance.

Fire Chiefs Report:

1. Report Attached in the packet
2. Additionally, Busy Month for calls last month
3. Members had a Cardiac Arrest Save

Assistant Fire Chief Report:

1. Report Attached in the packet

Other board Business:

Minutes of Fire Board Meeting January 13th, 2025

Motion by Sefcik; Second by Hunt to adjourn the meeting at 7:48p.m.

Yeas: 3 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting February 10th, 2025

Members Present upon roll call: Ron Sefcik; Jerry Birmele; Carlos Ledesma, Eric Germinder

Absent: Chad Hunt

Others Present: Chief Harting, Asst. Chief McGrew, Peter Stanslawski

Chairman Sefcik called the meeting to order at 7:00 p.m.

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of February 10th, 2025, was presented and amended. Motion by Sefcik; Second by Germinder to approve the agenda as amended.

Yeas: 4 Nays: 0 **Approved**

Agenda was amended to add new business item 2A, Updated Hire Date for Josuha Tait.

The proposed minutes of the January 13th, 2025, Fire Board meeting were presented.

Motion by Birmele; Seconded by Sefcik to accept the minutes as presented.

Yeas: 4 Nays:0 **Approved**

Review of Revenue & Expenditure Report

The January Treasures report was presented: Motion by Germinder; Seconded by Ledesma to approve Treasures report as presented.

Yeas: 4 Nays:0

Bills were presented for approval in the amount of \$45,618.72 Motion by Germinder; seconded by Birmele to pay bills in the amount of \$45,618.72.

Motion approved upon roll call vote of members present.

Yeas: Sefcik, Birmele, Germinder, Ledesma Nays:0

Absent: Hunt

Members Reviewed the January 2025 Incident Summary and Breakdown of Fire Calls per zone.

Unfinished Business

New Business:

- 1. Resignation Letter from Firefighter Cole Hunt was presented, Cole bought a home in Paw Paw and is moving this coming week. Motion by Sefcik; Seconded by Birmele to accept the resignation of Firefighter Cole Hunt effective February 10th, 2025.

Yeas: 4 Nays: 0

APPROVED

- 2. Discussion on quote from Dive Right in Scuba for the purchase of Jumbo Ice Rescue Suits, quoted amount was \$1,010.00 per suit. Assistant Chief McGrew explained the differences in suit sizes and the need to purchase these larger suits to accommodate our larger members. Motion by Sefcik; Seconded by Germinder to approve the purchase of 3 Jumbo Ice Rescue Suits in the amount not to exceed \$3,030.00. Monies to come from the Donations Account.

Yeas: 4 Nays: 0

APPROVED

2A. Assistant Chief McGrew advised the board on the status of Joshua Tait, he was technically hired back in November contingent on him passing his physical test, due to a few circumstances out of our control we were unable to perform his physical test until today February 10th 2025, Joshua passed the test with no issue's and Assistant Chief McGrew recommends that we adjust his hire date to reflect the passing of the test today. Motion by Sefcik; Seconded by Ledesma to adjust the Hire Date for Joshua Tait to February 10th 2025.

Yeas: 4 Nays: 0

APPROVED

3. Discussion on the Budget was tabled, Chairman to call a special meeting for a budget workshop when the entire board can be present.
4. Discussion on the Huntington Investment Account was held, it was agreed that it's probably time to close out this account and get the monies back into the main accounts, as the Michigan Class account is paying around 4.9%. Motion by Sefcik; Seconded by Birmele to close out the Huntington Investment Account.

Yeas:4 Nays: 0

APPROVED

5. Continued discussion on the capital improvement plan, No Action taken at this time, Assistant Chief McGrew and Chief Harting to build a presentation of a plan for the future.

Fire Chiefs Report:

1. Report Attached in the packet

Assistant Fire Chief Report:

1. Report Attached in the packet

Additionally, Asst Chief McGrew noted that the firefighters agreed yesterday to switch their training day from the 2nd Sunday of the month to the 3rd Sunday of the month and start a voluntary training session on the 1st Tuesday of the month.

Other board Business:

Chairman Sefcik brought up that he noticed several younger members in attendance at the Bangor Fire Training on Saturday, what is Bangor doing differently right now to obtain these younger members, Further discussion was had about lack of jobs in our area and what can we do differently to try and entice not only younger people to join but also individuals in there late 20's and Early 30's to join the department, the average age of the members of the department is getting older.

Motion by Sefcik; Second by Ledesma to adjourn the meeting at 8:10 p.m.

Yeas: 4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-401.000	HARTFORD TOWNSHIP	171,614.28	163,570.00	95,415.81	13,630.83	68,154.19	58.33
206-000-402.000	HARTFORD CITY	127,074.78	133,830.00	89,220.00	11,152.50	44,610.00	66.67
206-000-411.000	HARTFORD TWP MILLAGE	68,778.70	67,000.00	1,373.65	0.00	65,626.35	2.05
206-000-412.000	HARTFORD CITY MILLAGE	45,254.37	46,000.00	27,223.96	4,205.87	18,776.04	59.18
206-000-420.000	BANGOR TWP COST RECOVERY	7,253.00	5,200.00	2,853.01	1,332.50	2,346.99	54.87
206-000-421.000	COST RECOVERY	1,110.00	2,000.00	1,932.84	0.00	67.16	96.64
206-000-422.000	FIRE REPORTS/ FOIA	20.00	50.00	10.00	0.00	40.00	20.00
206-000-450.000	DONATIONS	8,917.23	56,500.00	68,569.48	12,145.11	(12,069.48)	121.36
206-000-539.000	GRANTS	21,400.00	2,500.00	0.00	0.00	2,500.00	0.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	9,600.00	5,600.00	800.00	4,000.00	58.33
206-000-584.000	VBEMS	16,710.00	10,000.00	7,770.00	0.00	2,230.00	77.70
206-000-660.000	CELL PHONE REIMBURSEMENT	0.00	800.00	0.00	0.00	800.00	0.00
206-000-665.000	INTEREST	14,743.25	16,000.00	16,074.00	0.00	(74.00)	100.46
206-000-696.000	BOND OR INSURANCE RECOVERIES	0.00	6,632.00	6,632.00	0.00	0.00	100.00
Total Dept 000		492,475.61	519,682.00	322,674.75	43,266.81	197,007.25	62.09
TOTAL REVENUES		492,475.61	519,682.00	322,674.75	43,266.81	197,007.25	62.09
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-702.000	BOARD SALARY	3,780.00	4,200.00	2,040.00	180.00	2,160.00	48.57
206-336-704.000	CHIEF SALARY	56,141.04	58,950.00	34,387.50	0.00	24,562.50	58.33
206-336-705.000	ASST CHIEF SALARY	0.00	24,000.00	14,000.00	0.00	10,000.00	58.33
206-336-710.000	FIREFIGHTER/ MFR	57,840.53	50,000.00	28,484.58	4,658.53	21,515.42	56.97
206-336-712.000	SHIFT COVERAGE	12,930.00	14,400.00	8,260.65	1,125.15	6,139.35	57.37
206-336-714.000	SUPPORT STAFF	80.00	0.00	0.00	0.00	0.00	0.00
206-336-720.000	PAYROLL TAXES	11,033.73	10,000.00	6,668.74	456.24	3,331.26	66.69
206-336-724.000	RETIREMENT	3,228.14	3,800.00	2,077.37	0.00	1,722.63	54.67
206-336-730.000	GASOLINE & DIESEL	6,453.90	9,400.00	3,693.87	283.26	5,706.13	39.30
206-336-731.000	VEHICLE MAINTENANCE	13,828.75	66,500.00	64,842.54	963.96	1,657.46	97.51
206-336-733.000	EQUIPMENT MAINTENANCE	15,596.75	21,700.00	32,074.44	17,857.99	(10,374.44)	147.81
206-336-740.000	OPERATING SUPPLIES	240.28	400.00	56.65	0.00	343.35	14.16
206-336-741.000	MEDICAL SUPPLIES	12,456.80	2,500.00	2,336.06	439.92	163.94	93.44
206-336-742.000	ANNUAL TESTING	5,507.80	8,500.00	6,271.95	180.00	2,228.05	73.79
206-336-751.000	PHONES	7,334.51	7,500.00	4,788.44	521.92	2,711.56	63.85
206-336-753.000	UTILITIES	8,025.19	10,000.00	5,068.87	1,177.34	4,931.13	50.69
206-336-763.000	BUILDING MAINTENANCE	33,191.02	16,632.00	16,806.69	7,944.29	(174.69)	101.05
206-336-767.000	DUES/ SUBSCRIPTIONS	3,152.34	4,200.00	3,247.34	0.00	952.66	77.32
206-336-781.000	TURN OUT GEAR/ UNIFORMS	13,506.44	15,000.00	1,220.42	0.00	13,779.58	8.14
206-336-785.000	EDUCATION/ TRAINING	6,643.61	8,500.00	5,147.61	71.43	3,352.39	60.56
206-336-796.000	PHYSICALS	7,842.25	10,000.00	558.00	0.00	9,442.00	5.58
206-336-799.000	OFFICE/ COMPUTER	5,570.68	4,700.00	2,958.11	0.00	1,741.89	62.94
206-336-801.000	PROFESSIONAL SERVICES	19,740.00	16,500.00	9,610.00	630.00	6,890.00	58.24
206-336-810.000	GRANT MATCH	0.00	2,500.00	0.00	0.00	2,500.00	0.00
206-336-815.000	GENERAL INSURANCE	25,331.97	30,000.00	18,784.46	(500.00)	11,215.54	62.61
206-336-965.000	TRANSFER TO MILLAGE FUND	0.00	113,000.00	0.00	0.00	113,000.00	0.00
Total Dept 336 - FIRE OPERATING		329,455.73	512,882.00	273,384.29	35,990.03	239,497.71	53.30
TOTAL EXPENDITURES		329,455.73	512,882.00	273,384.29	35,990.03	239,497.71	53.30

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REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORM (ABNORM)	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDC USED
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Fund 206 - FIRE FUND

Fund 206 - FIRE FUND:							
TOTAL REVENUES		492,475.61	519,682.00	322,674.75	43,266.81	197,007.25	62.09
TOTAL EXPENDITURES		329,455.73	512,882.00	273,384.29	35,990.03	239,497.71	53.30
NET OF REVENUES & EXPENDITURES		163,019.88	6,800.00	49,290.46	7,276.78	(42,490.46)	724.86

Vendor Name	Description	Amount
1. AT&T MOBILITY	CELL PHONES	521.92
2. CONSUMERS ENERGY	NATURAL GAS	410.25
3. CUMMINS SALES & SERVICES	MAINTENANCE	7,136.51
	MAINTENANCE	637.21
	TOTAL	7,773.72
4. EPS SECURITY	SECURITY SERVICES	154.08
5. FIRST IN TRAINING LLC	ICE TRAINING	1,600.00
6. FIRST NATIONAL BANK OMAHA	SUPPLIES	71.43
7. GOOD YEAR	MAINTENANCE	763.96
8. INDIANA MICHIGAN POWER	ELECTRIC	613.01
9. KELLOGG HARDWARE INC	SUPPLIES	170.57
10. LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	234.00
11. MFE INC	HOSE MILLAGE	9,624.00
	HOSE MILLAGE	428.61
	ICE RESCUE DONATION	7,805.38
	TOTAL	17,857.99
12. NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	180.00
13. PETER STANISLAWSKI	FINANCE SERVICES	630.00
14. SHELL FLEET PLUS	DIESEL & GASOLINE	283.26
15. STARLITE CUSTOMS TRUCK & AUTO	TACOMA	200.00
16. STRYKER SALES LLC	ELECTRODE	439.92
TOTAL - ALL VENDORS		31,904.11

HARTFORD FIRE
CASH BALANCES
FEBRUARY 10 2025

General Checking	\$	47,334.63
Operating Account	\$	136,190.73
Millage Account	\$	296,260.79
Maintenance Account	\$	14,216.46
Donation Account	\$	64,783.25
Investment Account Huntington	\$	104,249.02
All Cash Accounts	\$	663,034.88

02/07/2025 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 01/14/2025 - 02/10/2025				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
01/15/2025	299(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	234.00
01/15/2025	15110	FIRST IN TRAINING LLC	ICE TRAINING	1,600.00
01/15/2025	DD548(A)	HARTING, ROBBIE	PAYROLL	1,846.16
01/15/2025	DD549(A)	MC GREW, KEVIN	PAYROLL	998.14
01/30/2025	EFT116(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	408.01
01/30/2025	EFT117(E)	CITY OF HARTFORD	PAYROLL	294.76
01/31/2025	DD550(A)	HARTING, ROBBIE	PAYROLL	1,846.17
01/31/2025	DD551(A)	MC GREW, KEVIN	PAYROLL	624.30
01/31/2025	EFT118(E)	INTERNAL REVENUE SERVICE	PAYROLL	3,071.80
02/03/2025	DD552(A)	BIRMELE, GERALD	PAYROLL	52.86
02/03/2025	DD553(A)	BODARY, BRANDON	PAYROLL	569.08
02/03/2025	DD554(A)	FLEMMING, RYAN	PAYROLL	55.24
02/03/2025	DD555(A)	FRY, STEVEN	PAYROLL	139.69
02/03/2025	DD556(A)	HARTING, BRANDI	PAYROLL	10.96
02/03/2025	DD557(A)	HUNT, CHAD	PAYROLL	51.86
02/03/2025	DD558(A)	LOWE, STEVEN	PAYROLL	524.70
02/03/2025	DD559(A)	MC GREW, KEVIN	PAYROLL	1,260.34
02/03/2025	DD560(A)	ROBERTS, KHELUN	PAYROLL	592.80
02/03/2025	DD561(A)	SEFCIK, RONALD	PAYROLL	52.86
02/03/2025	DD562(A)	SHARPE, IAN	PAYROLL	628.34
02/03/2025	DD563(A)	TEITSMA, NATHAN	PAYROLL	58.10
02/03/2025	DD564(A)	WEBERG, SCOTT	PAYROLL	508.38
02/03/2025	STUB56(A)	FLEMMING, LISA	PAYROLL	0.00
02/03/2025	STUB57(A)	HUNT, COLE	PAYROLL	0.00
02/07/2025	15115	KSS ENTERPRISES	SUPPLIES	120.06
02/10/2025	300(E)	INDIANA MICHIGAN POWER	ELECTRIC	613.01
02/10/2025	301(E)	AT&T MOBILITY	CELL PHONES	521.92
02/10/2025	302(E)	CONSUMERS ENERGY	NATURAL GAS	410.25
02/10/2025	303(E)	CUMMINS SALES & SERVICES	MAINTENANCE	7,773.72
02/10/2025	304(E)	EPS SECURITY	SECURITY SERVICES	154.08
02/10/2025	305(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES	71.43
02/10/2025	306(E)	NORTH BREATHING AIR LLC	ANNUAL MAINTENANCE	180.00
02/10/2025	307(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	283.26
02/10/2025	308(A)	PETER STANISLAWSKI	FINANCE SERVICES	630.00
02/10/2025	309(A)	STRYKER SALES LLC	ELECTRODE	439.92
02/10/2025	15111	GOOD YEAR	MAINTENANCE	763.96
02/10/2025	15112	KELLOGG HARDWARE INC	SUPPLIES	170.57
02/10/2025	15113	MFE INC	ICE RESCUE DONATION	17,857.99
02/10/2025	15114	STARLITE CUSTOMS TRUCK & AUTO	TACOMA	200.00
Total of 39 Checks:				45,618.72
Less 0 Void Checks:				0.00
Total of 39 Disbursements:				45,618.72



Chief Robbie Harting

Hartford Fire Department

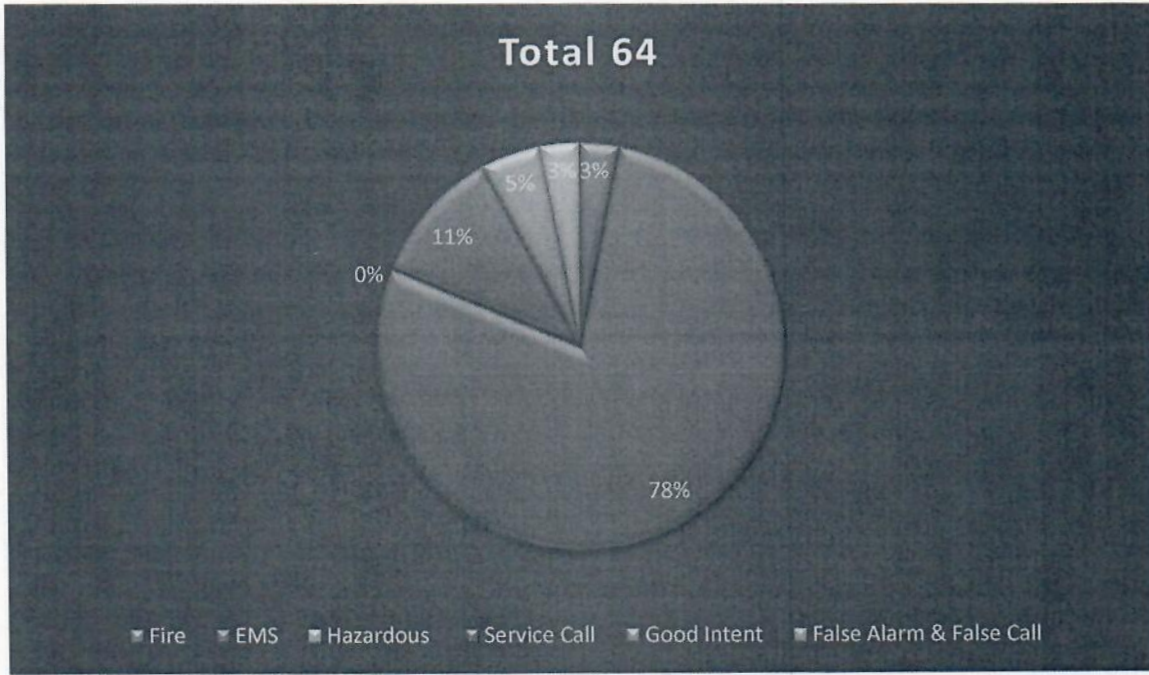
436 East Main St.
Hartford, MI 49057
(269)-621-4707



Item 15.

Asst. Chief Kevin McGrew

January 2025 Incident Summary



City- 24	Township- 23	Other-17
-----------------	---------------------	-----------------

Incident Type	Count
111- Structure Fire	2
311- Medical assist, assist EMS Crew	31
321- EMS call, excluding vehicle accident	12
322- MVA with Injuries	2
323-MVA vs Pedestrian	1
324- MVA with no Injuries	4
554- Lift Assist	7
611-Cancelled En Route	3
743- Smoke Detector Activation	2
Total	64

January Monthly Call Totals Prior Years

13
2022 - 80 2023 - 61 2024 - 82



Hartford Fire Department

436 East Main St.
Hartford, Mi 49057
(269)-621-4707



Item 15.

Chief Robbie Harting

Asst. Chief Kevin McGrew

January 2025

Payroll Breakdown Calls for Service

Area	Total Calls	Payroll
City of Hartford	24	\$873.27
Township of Hartford	23	\$1,125.25
Bangor Township	6	\$337.50
I-94 & Red Arrow Hwy	7	\$332.02
Mutual Aid	4	\$586.51
Total	64	\$3,254.55
Average Cost Per Call		\$50.85
Training	48 hours	\$1,252.00
Truck Inspections	14 hours	\$245.00
Shift Coverage	74 Shifts	\$1,125.00





Hartford Fire Department

436 East Main St
Hartford, Mi 49057
(269)-621-4707



Item 15.

Chief Robbie Harting

Asst. Chief Kevin McGrew

Cost Recovery USA Payment Reconciliation Report 12/25/2024-1/24/2024

Fire Dept.	Run Date	Run Number	NFIRS	Paid Date	Insurance	Invoiced	Received	FD%
HFD	9/16/2024	2024-515-HFDMI	324 Car Crash	1/18/2025	Auto Owners	\$602.00	\$602.00	\$469.56



HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: February 10th, 2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Cole Hunt Resignation

RECOMMENDED ACTION:

Firefighter Cole Hunt has submitted his intent to resign effective February 10th, 2025, from the Hartford Fire Department.

Attached is his resignation letter.

To whom it may concern,

I am hereby resigning from the department effective 2/10/2025 due to moving out of the area. I would like to thank everyone on the department for allowing me to be a part of the team. I would like to thank 101 and 102 for giving me the opportunity to join the department and helping me to grow as a responder.

Yours in service,
Cole Hunt FF/EMT-P

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: February 10th, 2025
Submitted By: Kevin McGrew- Asst. Fire Chief
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Jumbo Ice Rescue Suits

RECOMMENDED ACTION:

Attached is a Quote from Dive Right in Scuba for Jumbo Ice Rescue Suits.

We are requesting purchase the following:

3- RS-1008 Ice Rescue Suit-Jumbo Size	\$1,010.00ea
Total:	\$3,030.00

We received our Ice Commander Suits from Moses Fire last week, and after having members try them on it was apparent that they were not going to work for several members, these members are going to require a larger size, after research the above suits appear to be our only option at this time to accommodate the members that require a larger size. Unfortunately even if we were to have went with these larger size in the first place, they would have been way too large to accommodate our smaller members.

Dive Right In Scuba - Plainfield

Item 15.

Kevin McGrew Hartford Fire
436 East Main Street
Hartford, MI 40957
UNITED STATES

24222 W. Lockport St., Plainfield, IL 60544
815-267-8400

Quote

269-547-2730

Quote # 15638

Employee: Tim Linse
Created: 2/7/2025 11:38:06 AM
Printed: 07 Feb 2025 11:38

Qty	Stock #	Description		Unit Price	Price
1	RS-1008-HV	RS-1008 Ice Rescue Suit - Jumbo Size	Special	\$1,010.00	\$1,010.00

Sub-Total \$1,010.00
Tax \$0.00
Grand Total \$1,010.00

This Quote is valid until Friday, March 7, 2025

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: February 10th 2025
Submitted By: Kevin McGrew- Assistant Fire Chief
Prepared By: Budget Committee
Agenda Title: Preliminary presentation of proposed 2025/2026 Operating Budget

RECOMMENDED ACTION:

Budget Committee has prepared the attached proposed budget for the review by the Fire Board.

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT											
PERIOD ENDING 02/28/2025											
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	APPROVED 2024-25 STARTING ON 7-1-2024	AMENDED BUDGET 2024-25	YTD BALANCE 02/05/25	PROJECTED 2024-2025	PRELIMINARY ESTIMATES 2025-2026	%			
Fund 206 - FIRE FUND											
Revenues											
Dept 000											
206-000-401.000	HARTFORD TOWNSHIP	171,614.28	169,570.00	169,570.00	95,415.81		178,227.50	9%			
206-000-402.000	HARTFORD CITY	127,074.78	133,830.00	133,830.00	89,220.00		145,922.50	9%			
206-000-411.000	HARTFORD TWP MILLAGE	67,000.00	67,000.00	67,000.00	1,373.65						
206-000-412.000	HARTFORD CITY MILLAGE	45,254.37	46,000.00	46,000.00	27,223.96						
206-000-420.000	BANKRCP TWP COST RECOVERY	7,253.00	5,200.00	5,200.00	2,853.01						
206-000-421.000	COST RECOVERY	1,110.00	1,000.00	2,000.00	1,932.84						
206-000-422.000	FIRE REPORTS/ FOIA	26.00	50.00	50.00	10.00		50	-3.84%			
206-000-450.000	DONATIONS	8,917.23	8,700.00	56,500.00	68,569.48			0.00%			
206-000-559.000	TOWNSHIP GRANTS	21,400.00	2,500.00	2,500.00	0.00			-100%			
206-000-582.000	VEHVS	16,710.00	10,000.00	9,800.00	5,600.00			10%			
206-000-660.000	CELL PHONE REIMBURSEMENT	0.00	800.00	800.00	7,770.00			-18.75%			
206-000-665.000	INTEREST	14,743.25	1,000.00	16,000.00	15,074.00			900%			
206-000-695.000	BOND OR INSURANCE RECOVERIES	0.00	0.00	6,532.00	6,532.00						
Total Dept 000		492,475.61	449,250.00	519,892.00	322,674.75	0.00	355,250.00				
TOTAL REVENUES		492,475.61	449,250.00	519,892.00	322,674.75	0.00	355,250.00				
Expenditures											
Dept 336 - FIRE OPERATING											
206-336-702.000	BOARD SALARY	3,790.00	4,200.00	4,200.00	2,040.00		4,200.00	0%			
206-336-704.000	CHIEF SALARY	56,141.04	58,950.00	58,950.00	34,397.50		61,050.00	3.56%			
206-336-705.000	ASST CHIEF SALARY	0.00	24,000.00	24,000.00	14,000.00		32,000.00	33.30%			
206-336-710.000	FIREFIGHTER MFR	57,540.53	50,000.00	50,000.00	28,484.58		52,000.00	4%			
206-336-712.000	SHIFT COVERAGE	12,930.00	14,400.00	14,400.00	8,260.65		14,400.00	0%			
206-336-714.000	SUPPORT STAFF	90.00	0.00	0.00	0.00		0	0%			
206-336-720.000	PAVROLL TAXES	11,033.73	10,000.00	10,000.00	6,868.74		12,000.00	20%			
206-336-722.000	HEALTH INSURANCE PILOT		0.00	0.00	2,077.37		3,800.00	0%			
206-336-724.000	RETIREMENT	3,228.14	3,800.00	3,800.00	3,693.87		6,500.00	-9.50%			
206-336-730.000	GASOLINE & DIESEL	6,453.90	9,400.00	66,500.00	64,842.54		10,000.00	5.26%			
206-336-731.000	VEHICLE MAINTENANCE	13,828.75	9,500.00	21,700.00	32,074.44		9,000.00	-30.76%			
206-336-733.000	EQUIPMENT MAINTENANCE	15,596.75	13,000.00	0.00	0.00		2,500.00	25%			
206-336-735.000	EQUIPMENT & FT TOOLS	240.28	400.00	400.00	56.65		500	0%			
206-336-740.000	OPERATING SUPPLIES	12,456.80	2,500.00	2,500.00	2,395.06		2,500.00	5.88%			
206-336-742.000	ANNUAL TESTING	5,507.90	8,500.00	8,500.00	6,271.95		9,000.00	-12%			
206-336-751.000	PHONES	7,354.51	7,500.00	7,500.00	4,798.44		6,600.00	-5%			
206-336-753.000	UTILITIES	8,025.19	10,000.00	10,000.00	5,068.87		9,500.00	-47.60%			
206-336-757.000	BUILDING MAINTENANCE	33,151.02	10,000.00	16,532.00	16,506.69		6,200.00	0%			
206-336-761.000	DUES/SUBSCRIPTIONS	3,192.34	4,200.00	4,200.00	3,247.34		15,000.00	0%			
206-336-765.000	TURN OUT GEAR UNIFORMS	13,506.44	15,000.00	15,000.00	5,147.51		8,500.00	0%			
206-336-768.000	PHYSICALS	6,643.61	8,500.00	8,500.00	588.00		10,000.00	0%			
206-336-795.000	OFFICE COMPUTER	5,570.68	4,700.00	4,700.00	2,958.11		4,500.00	-4.25%			
206-336-801.000	PROFESSIONAL SERVICES	19,740.00	16,500.00	16,500.00	9,610.00		16,500.00	0%			
206-336-815.000	GRANT MATCH	0.00	2,500.00	2,500.00	0.00		2,500.00	0%			
206-336-815.000	GENERAL INSURANCE	25,331.97	30,000.00	30,000.00	18,754.46		33,000.00	10%			
206-336-955.000	TRANSFER TO MILLAGE FUND	0.00	113,000.00	113,000.00	0.00		0.00				
Total Dept 336 - FIRE OPERATING		329,455.73	512,882.00	512,882.00	273,384.29	0.00	355,250.00	8%			
TOTAL EXPENDITURES		329,455.73	512,882.00	512,882.00	273,384.29	0.00	355,250.00				
Fund 206 - FIRE FUND:		492,475.61	519,892.00	519,892.00	322,674.75	0.00	355,250.00				
TOTAL REVENUES		329,455.73	512,882.00	512,882.00	273,384.29	0.00	355,250.00				
TOTAL EXPENDITURES		163,019.88	6,800.00	6,800.00	49,290.46	0.00	0.00				
NET OF REVENUES & EXPENDITURES											

**Fire Chiefs Report
February 2025**

INFORMATION:

1. Meetings Attended:

- Township
- City
- Compensation Committee
- Budget Committee

2. Information:

- Physicals completed, outstanding service and feedback
- Attended Ice rescue training
- Received 2024 Berrien Foundation donation - \$12,145.11
- Annual SCBA mask fit testing completed
- Conducted Medical C.E. training, airway/ventilation

Sincerely,

Robbie Harting – Fire Chief



Hartford Fire Department

436 East Main St.
Hartford, MI 49057
(269)-621-4707



Item 15.

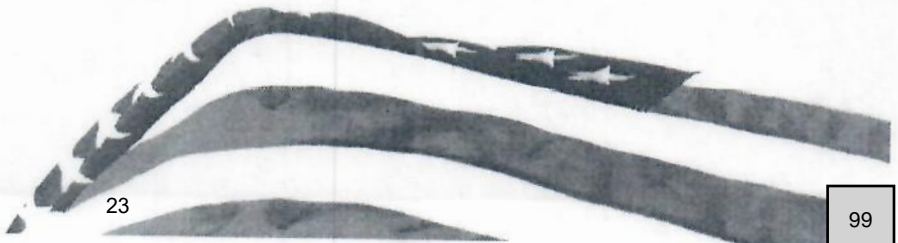
Chief Robbie Harting

Asst. Chief Kevin McGrew

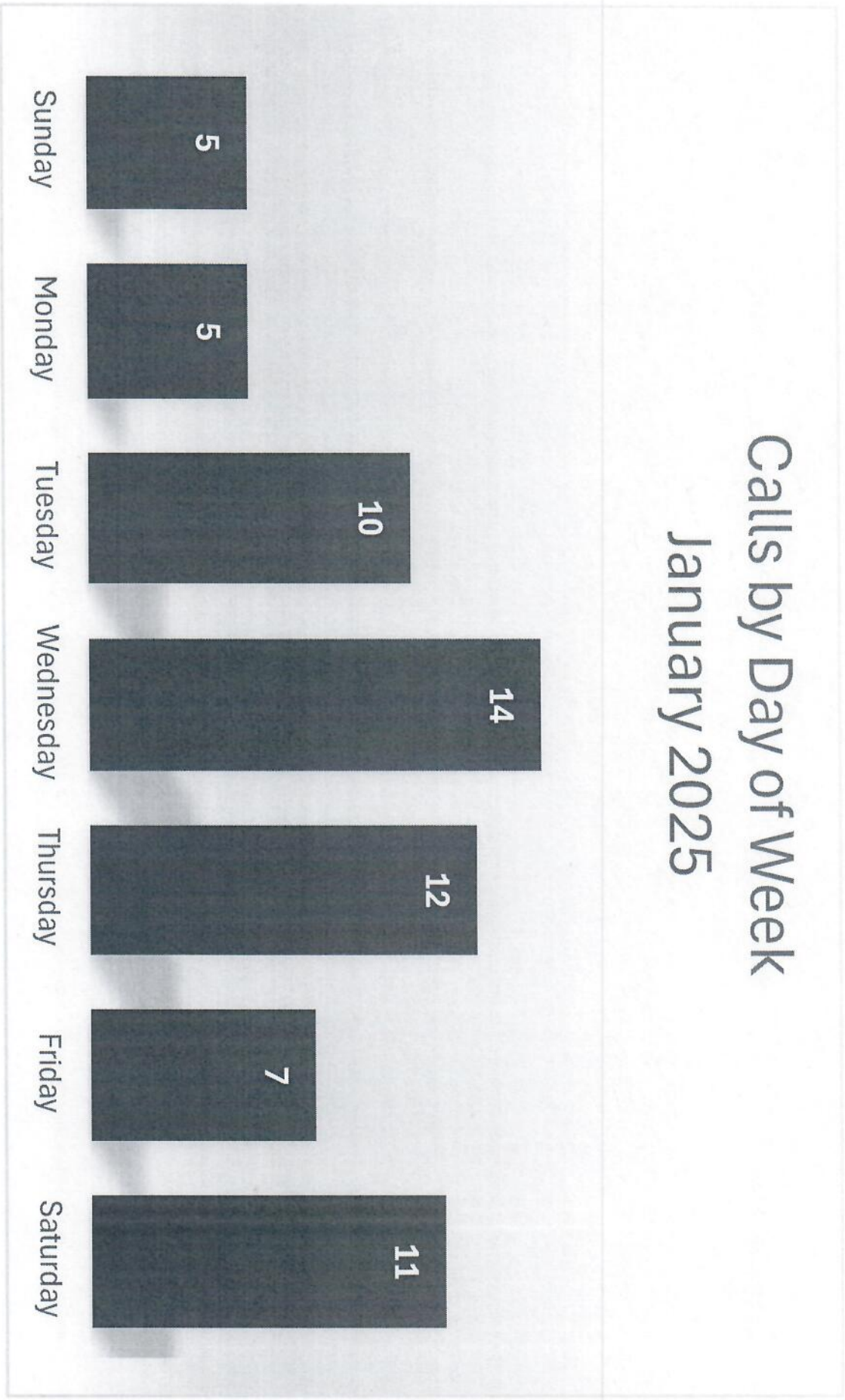
January 2025

64 Calls for Service

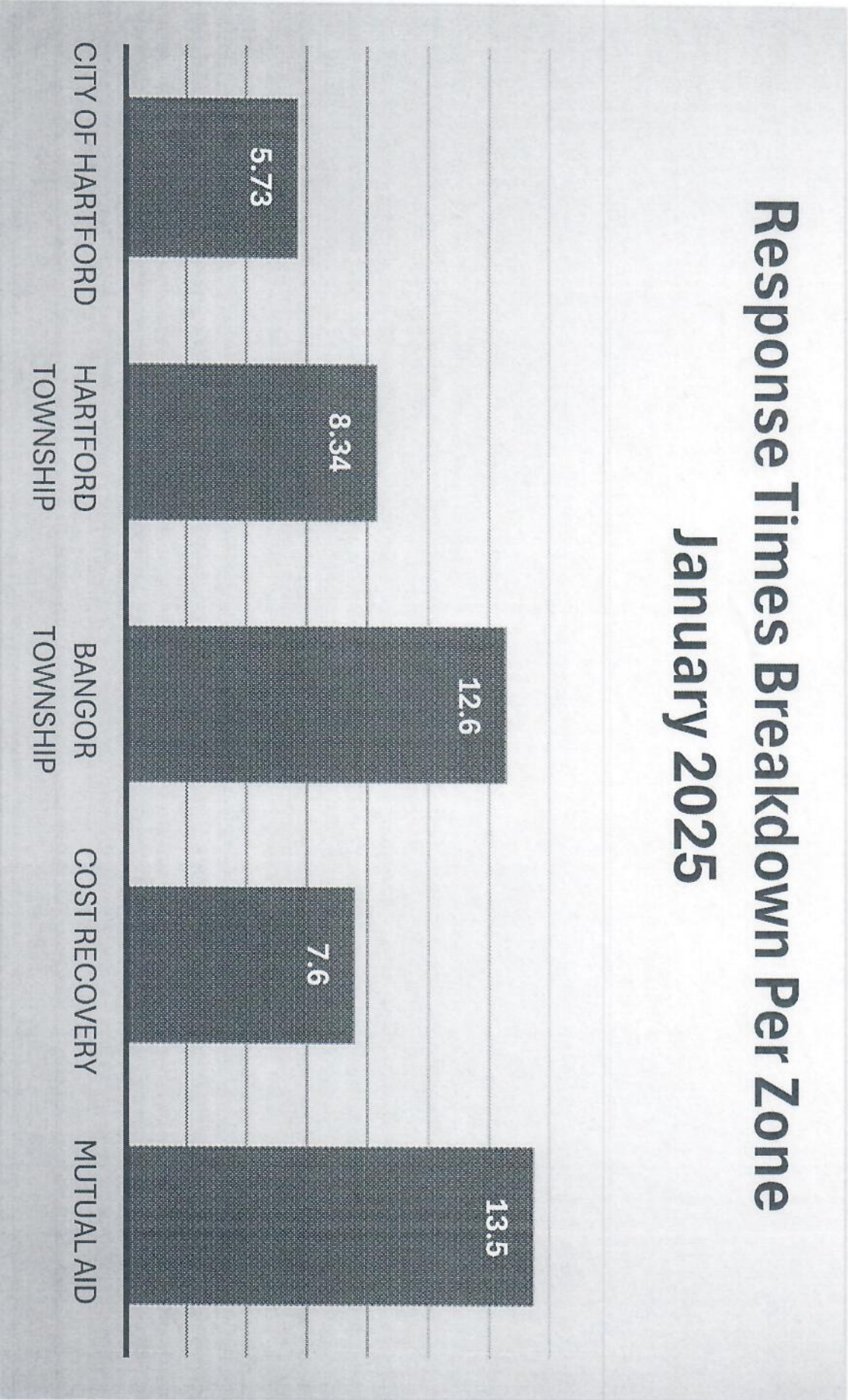
Personell Name	Total Calls	%
Fry, Steven	11	17%
Harting, Brandiwyne	1	1.6%
McGrew, Kevin	61	95%
Bodary, Brandon	28	44%
Flemming, Lisa	1	1.6%
Flemming, Ryan	3	4.8%
Harting, Robbie	24	38%
Hunt, Cole	1	1.6%
Lowe, Steve	10	16%
Roberts, Khelun	23	36%
Sharpe, Ian	17	27%
Teitsma, Nate	5	8%
Weberg, Scott	21	33%



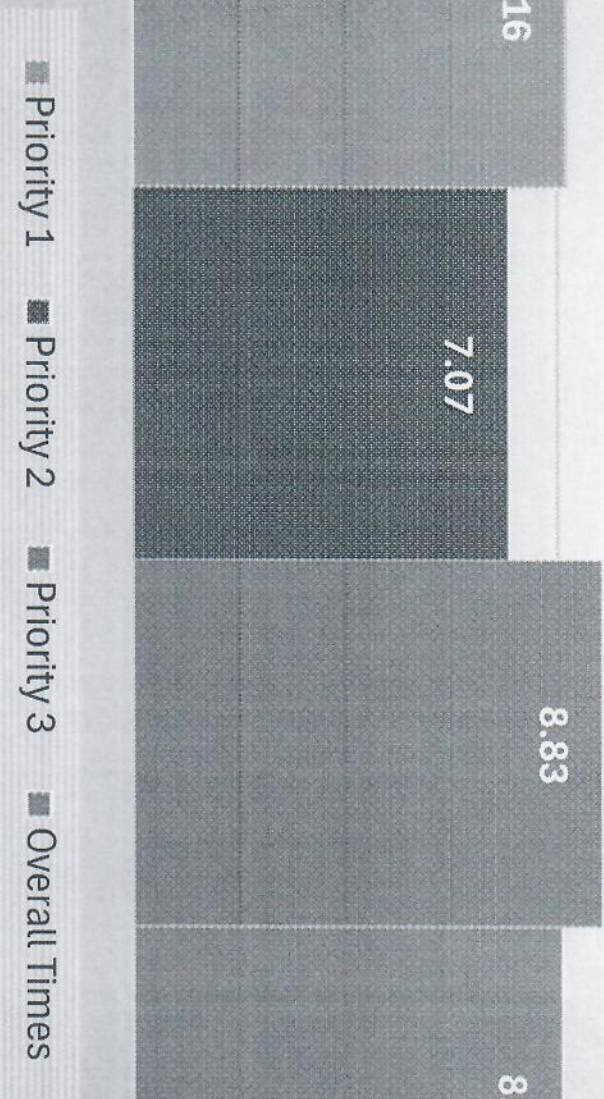
Calls by Day of Week January 2025

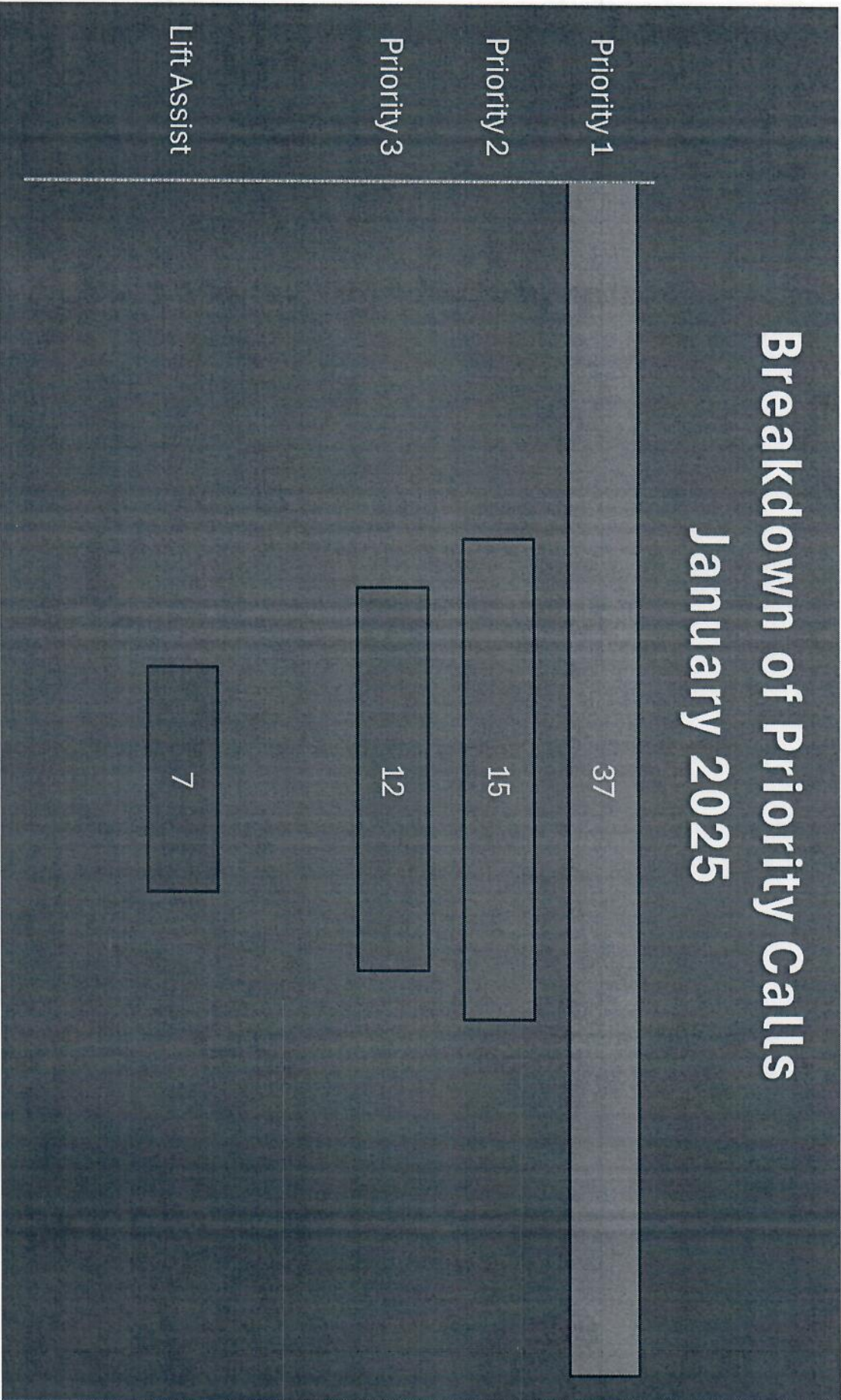


Response Times Breakdown Per Zone January 2025

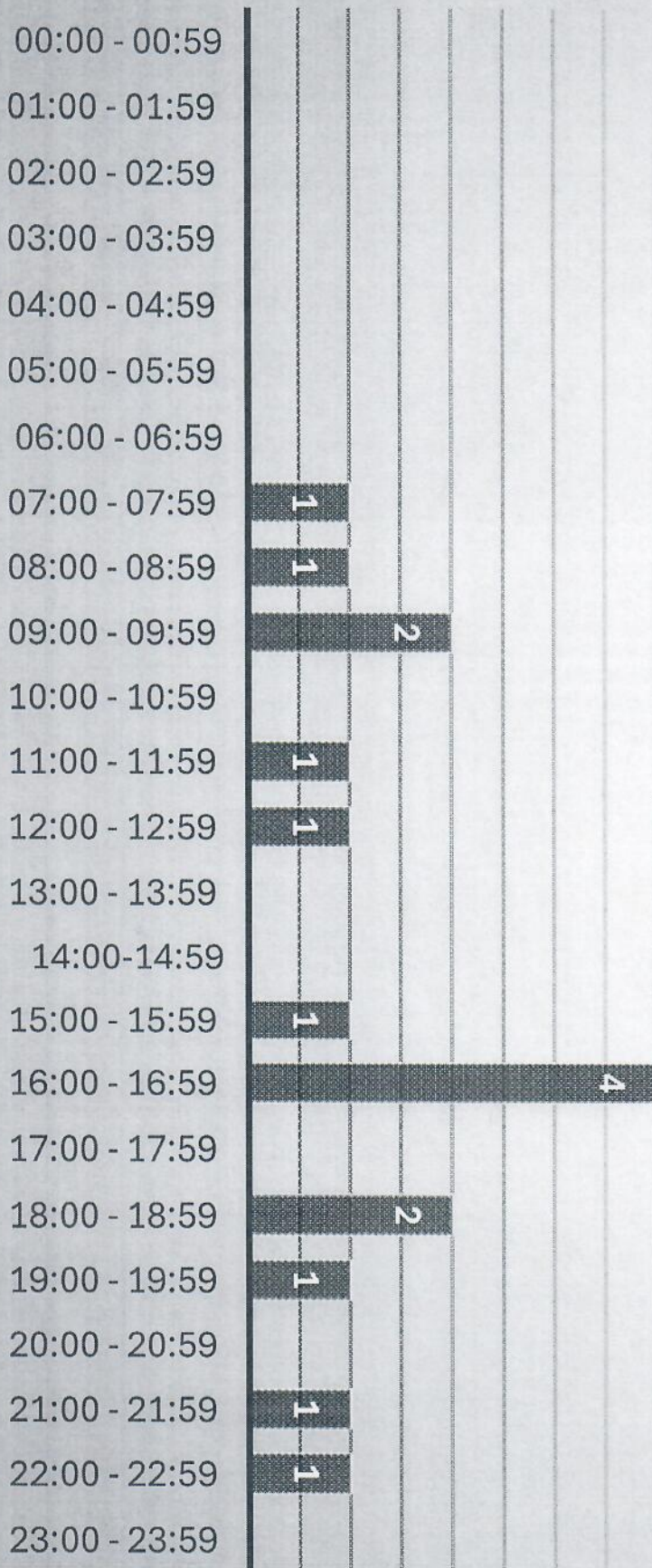


Response Times Breakdown by Priority January 2025

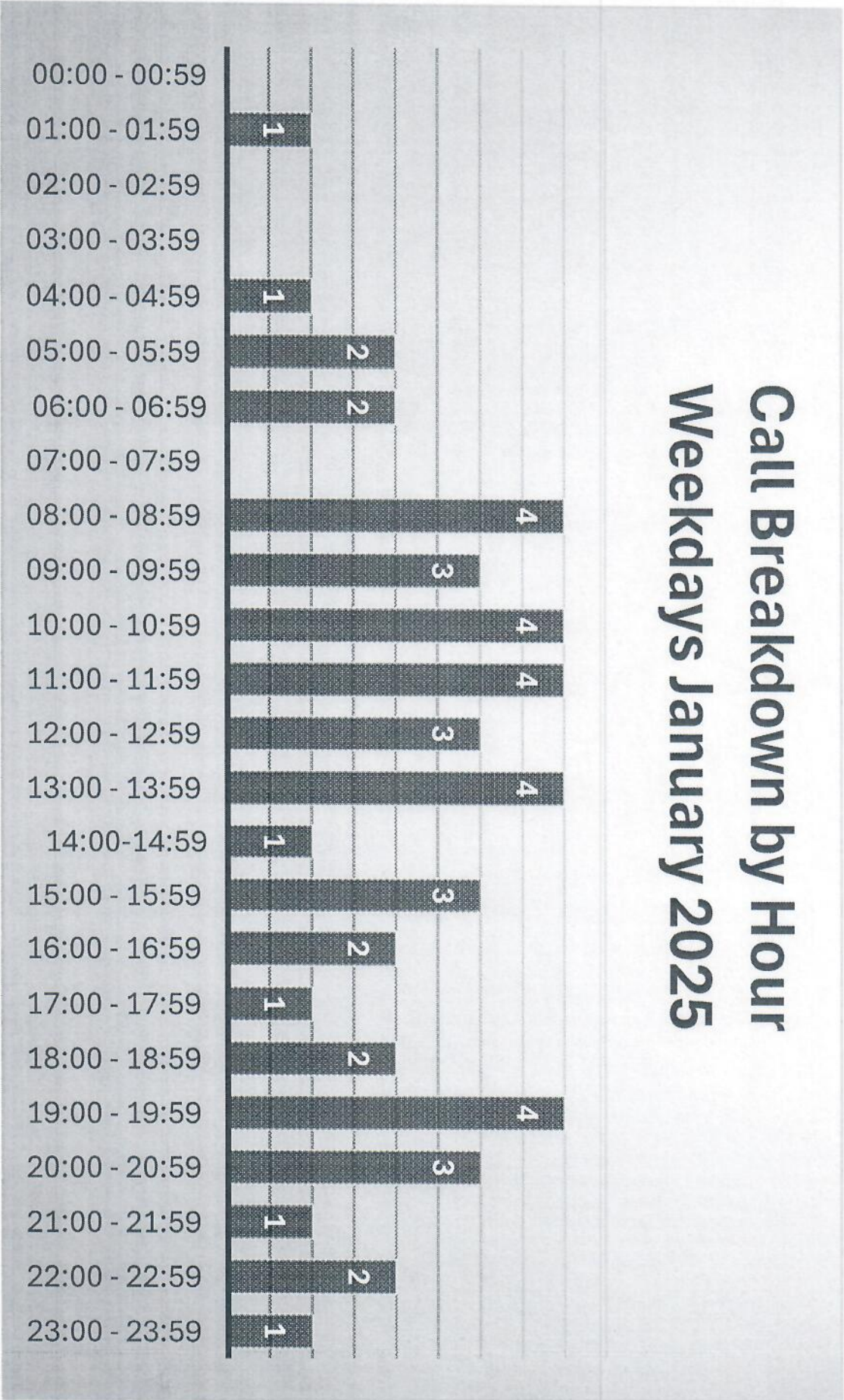




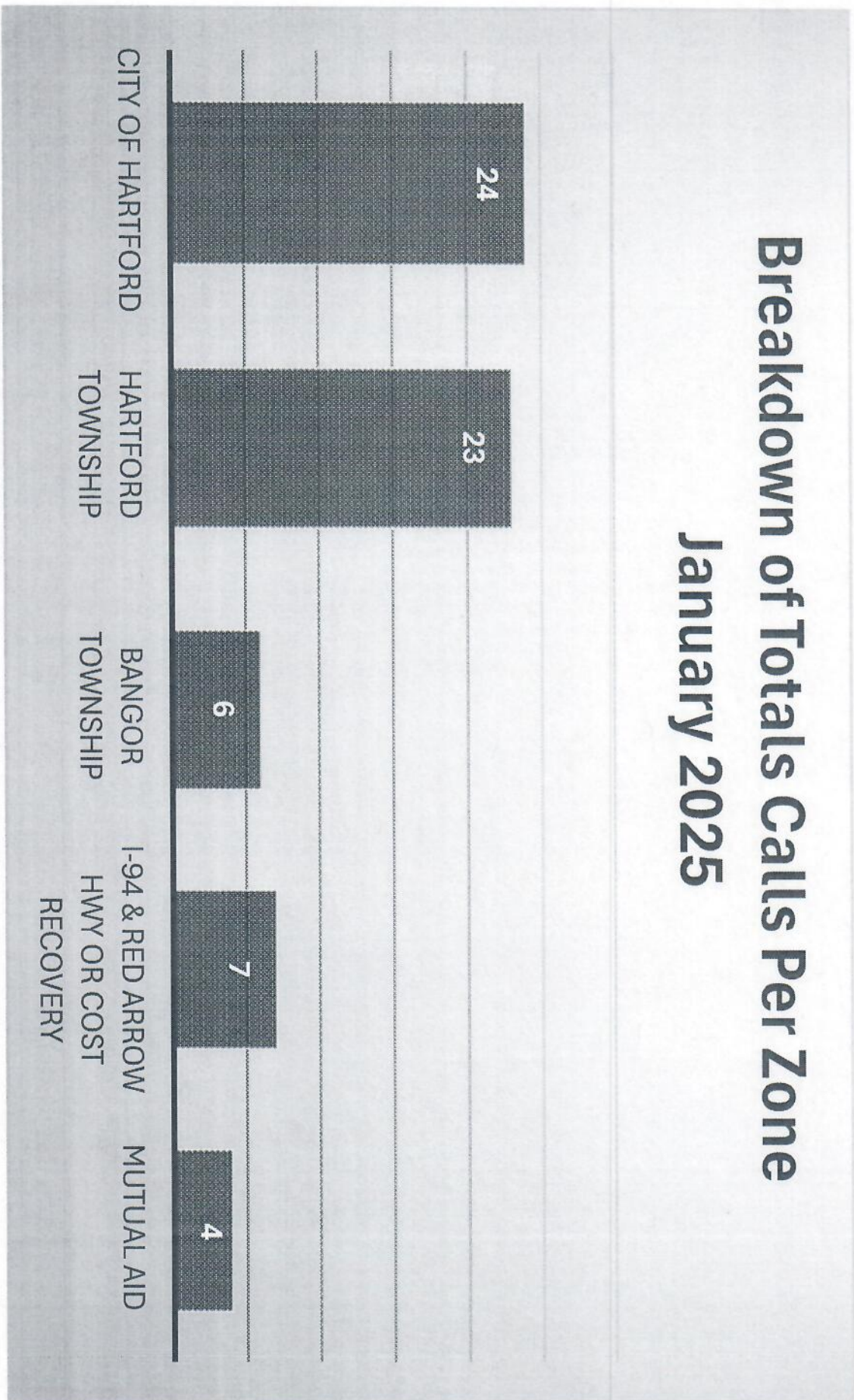
Calls Per Hour Breakdown Weekends January 2025



Call Breakdown by Hour Weekdays January 2025



Breakdown of Totals Calls Per Zone January 2025



Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
1/3/2025	Medical Assist-311	1810	4	56	2025-002	175	1	12
1/3/2025	MVA-No Injuries-324	1802	6	105.25	2025-004	125	3	10
1/4/2025	Medical Call-321	1802&1810	3	59.25	2025-005	350	1	11
1/7/2025	Medical Assist-311	1810	3	17.75	2025-012	175	3	15
1/9/2025	Medical Assist-311	1810	2	40	2025-015	175	3	16
1/18/2025	Medical Assist-311	1802	3	59.25	2025-042	175	1	12

I-94 & Red Arrow Hwy or Cost Recovery	Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Recovered YES/NO	Amount	Priority	Response Time
1/6/2025	1-94	MVA-with Injuries-322	1801&1871	4	35	2025-009	400	NO		1	8
1/11/2025	Red Arrow Hwy	MVA- VS Ped-323	1802	4	76.75	2025-019	175	NO		1	8
1/11/2025	1-94	Cancelled En Route-611	1802	1	0	2025-020	175	NO		2	N/A
1/15/2025	1-94	Cancelled En Route-611	1871	2	17.51	2025-033	175	NO		1	N/A
1/15/2025	1-94	Medical Assist-311	1810	3	38.51	2025-034	175	NO		3	12
1/16/2025	1-94	MVA-No Injuries-324	1801&1871	5	55.25	2025-038	400	NO		1	7
1/28/2025	1-94	MVA-with Injuries-322	1801&1802&1871	5	110	2025-058	525	In progress		1	3

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time	Area
1/7/2025	Structure Fire-111	1802&1831&1869	6	222.5	2025-013	525	1	14	Watervliet Township
1/10/2025	Lift Assist-554	1802	2	0	2025-017	125	2	8	Lawrence Township
1/16/2025	Structure Fire-111	1802&1831&1869	7	309.01	2025-039	525	1	20	Keeler Township
1/21/2025	MVA-No Injury-324	1871	5	55	2025-049	225	1	12	Lawrence Township

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
1/2/2025	Medical Assist-311	1810	2	17.75	2025-001	175	1	7
1/3/2025	Medical Assist-311	1802&1810	3	59.25	2025-003	350	1	4
1/4/2025	MVA-No Injuries-324	1802&1871	4	77	2025-006	400	1	8
1/6/2025	Medical Assist-311	1802	2	40.25	2025-010	175	1	4
1/9/2025	Medical Call-321	1810	4	76	2025-016	175	1	10
1/10/2025	Medical Call-321	1802	2	40.25	2025-018	175	3	4
1/12/2025	Medical Call-321	1810	8	122.5	2025-022	175	1	3
1/14/2025	Medical Assist-311	1810	4	36	2025-027	175	2	14
1/15/2025	Medical Assist-311	1802	1	21	2025-028	175	1	15
1/15/2025	Medical Call-321	1802	2	0	2025-031	175	1	9
1/15/2025	Medical Assist-311	1802	2	37.75	2025-036	175	3	10
1/16/2025	Medical Assist-311	1810	3	17.75	2025-037	175	2	8
1/18/2025	Medical Call-321	1802&1869	5	113.75	2025-043	350	1	8
1/19/2025	Lift Assist-554	1802&1869	3	59.25	2025-046	350	2	13
1/19/2025	Medical Call-321	1802&1869	3	59.25	2025-047	350	1	6
1/19/2025	Medical Assist-311	1802&1869	6	113.5	2025-048	350	1	11
1/22/2025	Medical Assist-311	1810	3	59.5	2025-051	175	3	8
1/23/2025	Medical Assist-311	1802&1810	2	40	2025-052	350	1	13
1/23/2025	Medical Assist-311	1869	4	36.75	2025-055	125	1	8
1/23/2025	Medical Assist-311	1802&1810	2	40	2025-056	350	2	8
1/27/2025	Medical Assist-311	1810	3	19	2025-057	175	1	10
1/28/2025	Medical Call-321	1802&1810	2	38.75	2025-060	350	1	5
1/29/2025	Medical Assist-311	1810	2	0	2025-063	175	1	6

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Vehicle Cost	Priority	Response Time
1/4/2025	Medical Assist-311	1802&1810	3	59.25	2025-007	350	2	9
1/4/2025	Medical Assist-311	1802&1810	3	59.25	2025-008	350	1	6
1/7/2025	Lift Assist-554	1810	2	0	2025-011	175	2	5
1/8/2025	Lift Assist-554	1810	2	0	2025-014	175	2	5
1/11/2025	Medical Call-321	1802&1810	3	58	2025-021	350	2	5
1/12/2025	Lift Assist-554	1802	5	88.75	2025-023	175	2	5
1/13/2025	Medical Assist-311	1810	4	34.25	2025-024	175	3	5
1/13/2025	Medical Assist-311	1810	4	59.25	2025-025	175	3	9
1/14/2025	Lift Assist-554	1810	3	17.75	2025-026	175	1	4
1/15/2025	Smoke Alarm-743	1802	1	10.5	2025-029	125	1	8
1/15/2025	Medical Assist-311	1802	1	10.5	2025-030	175	2	1
1/15/2025	Medical Assist-311	1810	2	0	2025-032	175	1	7
1/15/2025	Medical Call-321	1810	2	39.25	2025-035	175	3	3
1/16/2025	Medical Assist-311	1802&1810	6	52.27	2025-040	350	2	4
1/17/2025	Medical Assist-311	1802	1	21	2025-041	175	1	9
1/18/2025	Cancelled En Route-611	1802	3	59.25	2025-044	175	2	N/A
1/18/2025	Medical Assist-311	1869	2	38.25	2025-045	175	1	7
1/21/2025	Medical Assist-311	1802&1810	3	57	2025-050	350	1	7
1/23/2025	Medical Assist-311	1810	3	19	2025-053	175	3	7
1/23/2025	Medical Assist-311	1810	3	19	2025-054	175	1	6
1/28/2025	Medical Call-321	1802&1810	3	58.25	2025-059	350	1	2
1/29/2025	Lift Assist-554	1810&1802	2	0	2025-061	350	2	7
1/29/2025	Medical Assist-321	1810	2	0	2025-062	175	3	7
1/31/2025	Smoke Alarm-743	1802	6	112.5	2025-064	125	1	4

**Assistant Chief Report
February 2025**

Information:

- Budget Work
- Ice Rescue Suits arrived & prepped for service
- Fire Hose has arrived, will be put into service in March

Meetings Attended:

- Compensation Committee
- Budget Committee

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Ricky Ricks Supt.



March, 2025

MAINTENANCE DEPARTMENT

Serviced all equipment that required servicing.
Dig up storm drain on Washington St. and repair.
Clean up Park.
Replaced starter on service pickup.
Replaced door on kabota tractor.

WATER DEPARTMENT

Water turn off	1
Water turn on	<u>1</u>
Water meter repairs	<u>4</u>
Water leaks repaired	<u>3</u>
Water meters read by request	<u>8</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	

MAJOR AND LOCAL STREETS

Snow removal as needed.
Plow sidewalks as needed.
Cold patching.
Salt icy streets as needed.

SEWER SYSTEM

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

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

IRON REMOVAL PLANT

62822 Red Arrow Hwy
621-6505
Dan Staunton



March, 2025

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron 1.42 ppm
Manganese 0.137 ppm
pH 7.2

Finished Water

Iron 0.002 ppm
Manganese 0.003 ppm
Chlorine 1.1 ppm
Phosphates 1 ppm
Flouride 0.8 ppm
pH 7.2

Chemicals used

Chlorine 90.3
Phosphates 150
Flouride 123.5

Total Lbs

Average Daily Use

6.7
5.3
4.4

WATER PUMPED FOR THE MONTH

Backwash water 5.649 Million Gallons

170,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St. ND
525 E. Main St. ND
200 Beachwood St. ND

Wastewater Treatment Plant Activities
3/22/25

EQ tank lowered and cleaned
Primary clarifier cleaned
Effluent sampled and sent out for sulfate testing
Decanting off sludge holding tanks
Greasing equipment
Biomass on RBC2
PFAS sampling
Split samples
Numerous routine tasks
State reports completed and submitted



MARCH 24, 2025
LIST OF BILLS
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39437 AXON ENTERPRISE, INC	3RD INSTALLMENT PMT OF 5 ON BODY CAMERA BUNDLE - POLICE		6,408.58
39438 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 2/21/25 (4 HOURS)		120.00
39439 CINTAS CORPORATION	FIRST AID SUPPLIES - DPW (2/21/2025)	78.59	
	FIRST AID SUPPLIES - CITY HALL (2/21/2025)	205.31	
	FIRST AID SUPPLIES - POLICE (2/21/2025)	98.77	
	FIRST AID SUPPLIES - WWTP (2/21/2025)	146.53	529.20
39440 CONSUMERS ENERGY	CITY HALL GAS BILL 1/22-2/19/2025	280.04	
	DPW GAS BILL 1/22-2/19/2025	468.93	
	IRP GAS BILL 1/22-2/19/2025	877.29	1,626.26
39441 CSX TRANSPORTATION, INC	CSX PERMIT FEES FOR DWSRF PROJECT		2,500.00
39442 DELTA DENTAL	MARCH 2025 DENTAL INSURANCE		672.82
39443 FRONTIER	WWTP PHONE, INTERNET & ALARM 2/13-3/15/2025	830.20	
	CASINO LIFT STATION PHONE 2/17-3/16/2025	132.46	
	IRP INTERNET 2/16-3/15/2025	97.98	1,060.64
39444 MUTUAL OF OMAHA	MARCH 2025 LIFE & DISABILITY INSURANCE		553.82
39445 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 2/21/25 (4 HOURS)		120.00
39446 TOM NEWNUM	CLEAN CITY HALL 2/19/2025	50.00	
	CLEAN CITY HALL 2/28/2025	50.00	100.00
39447 TRACE ANALYTICAL LABORATORIES	WWTP PFAS TESTING - EFFLUENT - 2/6/2025	432.00	
	WWTP QUARTERLY MERCURY TESTING	331.00	
	IRP PFAS TESTING + ANIONS & ALKALINITY TESTING - 2/17/2025	579.25	1,342.25
39448 VISION SERVICE PLAN	MARCH 2025 VISION INSURANCE		86.03
39449 AT&T MOBILITY	FIRST NET SERVICE FOR CELL PHONES 1/12-2/11/2025		452.70
39450 PAMELA BENCH	CLEANING AT CITY HALL & POLICE STATION ON 3/13/25 (4 HOURS)		120.00
39451 BEST WAY DISPOSAL INC	CITY HALL TRASH SERVICE FOR FEBRUARY 2025	119.43	
	DPW TRASH SERVICE FOR FEBRUARY 2025	162.00	
	WWTP TRASH SERVICE FOR FEBRUARY 2025	124.00	405.43
39452 BLOOMINGDALE COMMUNICATIONS	PHONE & INTERNET SERVICE FOR MARCH 2025		378.22
39453 FRONTIER	DPW LOCAL PHONE 2/25-3/24/2025	104.31	
	IRP LOCAL PHONE 2/19-3/18/2025	108.81	213.12
39454 INDIANA MICHIGAN POWER	FEBRUARY 2025 ELECTRIC BILLS		8,671.14
39455 JOANN NEWNUM	CLEANING AT CITY HALL & POLICE STATION ON 3/13/2025 (4 HOURS)		120.00
39456 TOM NEWNUM	CLEAN CITY HALL 3/5/2025	50.00	
	CLEAN CITY HALL 3/12/2025	50.00	100.00
39457 ANDREW WARNER	9.417 HOURS AS OPERATOR AT WWTP (2/1-2/28/2025)		706.28
TOTAL OF CHECKS ALREADY WRITTEN			\$ 26,286.49



MARCH 24, 2025
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39458 ABONMARCHE	PROFESSIONAL SERVICES FOR ELY PARK IMPROVEMENTS - SPARK GRANT		9,000.00
39459 STEVEN ACKERMAN	BOARD OF REVIEW PAY FOR FISCAL 2024-2025		216.00
39460 AUTOWARES GROUP	HYDROLIC HOSES FOR STERLING TRUCK	125.31	
	OIL FILTER FOR MOWER	15.09	140.40
39461 BIOTECH AGRONOMICS	ANALYTICAL TEST ON SLUDGE AT WWTP		600.00
39462 BLUE CARE NETWORK	APRIL 2025 HEALTH INSURANCE		10,826.07
39463 BLUE CROSS BLUE SHIELD	APRIL 2025 HEALTH INSURANCE FOR NICOL BROWN		900.37
39464 CORE & MAIN	2 INCH METER FOR HARTFORD WASH & DRY @ 519 E MAIN ST	975.00	
	WATER METER REPAIR PARTS	47.16	
	WATER METER REPAIR PARTS	149.80	
	REPAIR PARTS FOR IRP	317.00	1,488.96
39465 DOUBLEDAY OFFICE PRODUCTS	2 CORK BOARDS, RED PENS & COPY PAPER		177.43
39466 EXCEL PROPANE	511.8 GALLONS PROPANE FOR WWTP		838.06
39467 FLEMING BROTHERS OIL CO	DIESEL 2/21/2025	1,037.91	
	GASOLINE 2/26/2025	353.94	1,391.85
39468 FRONTIER	LIFT STATION PHONE 3/7-4/6/2025	171.11	
	WWTP PHONE, INTERNET & ALARM 3/13-4/12/2025	819.64	990.75
39469 GASVODA	CHART PENS FOR IRP	65.27	
	LIGHTNING STRIKE REPAIRS FROM AUGUST 2024 (INSURANCE CLAIM)	4,100.24	
	OMNI SYSTEM FOR CASINO LIFT STATION REPAIR	4,860.00	9,025.51
39470 CHARLES GRESS	BOARD OF REVIEW PAY FOR FISCAL 2024-2025		224.00
39471 HARDING'S MARKET	BAG OF ICE TO SHIP SAMPLES FOR TESTING - WWTP	2.49	
	BAG OF ICE TO SHIP SAMPLES FOR TESTING - WWTP	2.49	
	PAPER PLATES & BOWLS, SILVERWARE & BLEACH	29.05	34.03
39472 HARRIS CONAG, LLC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #15 (FINAL PMT)		70,089.66
39473 HARTFORD BUILDING AUTHORITY	APRIL 2025 CITY HALL LEASE		4,166.67
39474 HARTFORD FIRE BOARD	APRIL 2025 CONTRACTUAL PAYMENT		11,152.50
39475 HUNGERFORD CPA'S & ADVISORS	FISCAL 2023-2024 ANNUAL AUDIT FINAL BILL + EXTRA FEES		10,500.00
39476 KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR FEBRUARY 2025		379.93
39477 KUSHNER & COMPANY	MONTHLY FSA PLAN ADMINISTRATION FEE		75.00



MARCH 24, 2025
LIST OF BILLS CONTINUED
FOR FISCAL 2024-2025

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
39478 MASTER METER	HARMONY MOBILE ANNUAL SUPPORT (4/1/2025-3/31/2026)		1,502.00
39479 MCKENNA	SITE PLAN REVIEW FOR 202 W MAIN ST	900.00	
	ZONING COMPLIANCE REVIEW -HPS NEW STORAGE STRUCTURE	125.00	1,025.00
39480 MI MUNICIPAL TREASURER'S ASSOC	MMTA ADVANCED INSTITUTE FOR TREASURER PAM SHULTZ		379.00
39481 MICHIGAN STATE POLICE	MICJIN TOKEN FEES FOR CHIEF & LIEUTENANT (1/1-3/31/25)		66.00
39482 MICHIGAN RURAL WATER ASSOCIATION	WASTEWATER MATH CLASS REGISTRATION FOR MIKE GOOD	205.00	
	WASTEWATER ADVANCED OPERATIONS CLASS FOR MIKE GOOD	380.00	585.00
39483 MILLER THERMOMETER	THERMOMETER DIG 3 INCH PROBE FOR IRP		15.00
39484 DONNA PRADON	BOARD OF REVIEW PAY FOR FISCAL 2024-2025		224.00
39485 PSYCHOLOGY SERVICES	PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION FOR MATT ORVIS		325.00
39486 RUDELL REPAIR, INC	REPLACE COMPRESSOR IN 4X4 PICKUP #3	984.00	
	STARTER FOR SERVICE TRUCK #5	280.00	
	SERVICE AIR DRYER/PURGE VALVE IN FREIGHTLINER	380.00	1,644.00
39487 SAFEUILT	ELECTRICAL PERMIT #25-HAR-ER00001 - 215 WENDELL #101		990.00
39488 SHARE CORPORATION	CASE OF WINDOW CLEANER FOR DPW		162.00
39489 BOB SINCLAIR	REIMBURSEMENT FOR BUSHING PURCHASED FROM WOLF KUBOTA		7.10
39490 SMITH LUMBER	LUMBER PURCHASED TO BUILD WALL AROUND SALT SHED		104.95
39491 STAPLES	MISC OFFICE SUPPLIES		211.68
39492 ANGELA STORY	MARCH 2025 ASSESSING SERVICES		1,333.33
39493 THE TRI CITY RECORD	2025 BOARD OF REVIEW AD		787.50
39494 TYLER TECHNOLOGIES	ANNUAL MAINTENANCE & SUPPORT 4/1/2025 - 3/31/2026		7,393.15
39495 USA BLUEBOOK	LBOD PROBE FOR WWTP	1,605.66	
	2 PH BUFFERS FOR IRP	133.59	
	HACH POWDER PILLOWS FOR IRP	229.95	
	WIDE MOUTH BOTTLES FOR WWTP LAB	80.27	2,049.47
39496 VAN BUREN COUNTY ROAD COMMISSION	2.89 YARDS OF COLD PATCH FOR ROADS		754.42
39497 VILLAGE OF PAW PAW LABORATORY	JANUARY 2025 LAB ANALYSIS - WATER		120.00
39498 WATER SOLUTIONS UNLIMITED	4 DRUMS SODIUM HYPO & 290 GALLONS SODIUM BISULFATE - WWTP	1,755.19	
	CHLORINE & FLOURIDE FOR IRP	3,444.53	5,199.72
39499 WIGHTMAN & ASSOCIATES	PROJECT 240994 - 60TH AVENUE SIDEWALK EXTENSION	1,262.50	
	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	7,245.00	
	PROJECT 222324 - LEAD SERVICE LINE REPLACEMENT PROJECT	107,494.95	
	PROJECT 202307 - DWAM GRANT APPLICATION	1,003.75	
	PROJECT 202307 - DWAM GRANT APPLICATION	400.00	
	PROJECT 202307 - DWAM GRANT APPLICATION	3,422.50	
	PROJECT 150147 - GENERAL ENGINEERING - 202 W MAIN		
	SITE PLAN REVIEW	687.50	121,516.20
39500 WOLF KUBOTA	WHEEL ASSEMBLY & BUSHINGS FOR KUBOTA		248.08

TOTAL OF CHECKS TO BE WRITTEN ON MARCH 25, 2025 \$ 278,859.79

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

2/18/2025 UNITED STATES POSTAL SERVICE	MAIL DDA MEETING PACKETS		14.37
3/5/2025 GRAMMARLY	MONTHLY SUBSCRIPTION FEE AUTO DEDUCTION		30.00
3/5/2025 UNITED STATES POSTAL SERVICE	MAIL PLANNING COMMISSION MEETING PACKETS		12.66
3/6/2025 LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT FOR DPW PHONE		0.99
3/7/2025 AMAZON.COM	PRINTER FOR WWTP		306.98
3/11/2025 HARBOR FREIGHT	2ND (LARGER) SUMP PUMP FOR WWTP		279.25
3/11/2025 ARROWHEAD BAR & GRILL	LUNCHES FOR BOARD OF REVIEW WORKERS		47.39
3/13/2025 AMAZON.COM	BUSINESS CARD HOLDERS & PRINTER INK FOR CITY MANAGER		61.57
3/14/2025 EL ASADERO	DINNERS FOR BOARD OF REVIEW WORKERS		67.02
3/17/2025 COURTYARD LANSING DOWNTOWN	2 NIGHTS OF PARKING FOR CAP-CON CONFERENCE (CITY MANAGER)		33.00
3/18/2025 MICHIGAN FINANCE AUTHORITY	AUTO PAYMENT FOR SRF BOND SERIES 2022 (#5771-01)		119,407.67
3/18/2025 MICHIGAN FINANCE AUTHORITY	AUTO PAYMENT FOR SRF BOND SERIES 2022B (#5771-02)		15,434.88

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS \$ 135,695.78

TOTAL GROSS PAYROLL FEB 15, 2025 THROUGH MAR 14, 2025 (4 WEEKS + LUCAS VAC & SICK PAYOUT) \$ 70,644.17

GRAND TOTAL FOR MARCH 24, 2025 - FISCAL 2024-2025 \$ 511,486.23



City of Hartford * County of Van Buren * State of Michigan

City Manager's Monthly Update March 24, 2025

Staff Update:

Spark Grant/DNR/Council Michigan Foundations:

The preliminary estimates suggest that there will not be enough grant funding to accomplish all the tasks proposed in the application. The city is having ongoing discussions with the design team and CMF to determine what can be done with available funding. Staff is deciding what can be constructed with available funding with Abonmarche regarding the final estimates. Staff will update the commissioners before requesting a grant amendment with CMF.

Stephanie requested that the city receive a quote from Ryan's Electrical Services. The quote was for \$3,755 underground and \$4,300 overhead electrical services. The quote from Midway Electric is for \$2,860. The mayor is in communication with Stephanie regarding alternate methods for electricity for the park on the west side; generators are one method being discussed.

Audit:

Treasury requires we submit a detailed Corrective Action Plan to eliminate audit deficiencies. The city is working with Lauterbach & Amen, LLP's Joe Mangan, to assist with updating the bank reconciliations. Lauterbach fee for bank reconciliations is \$3,000.

Project Compass Task Force:

The task force met for a 3-hour SMART goal workshop. I will send a draft copy to the commission when I receive a draft.

WWTP:

I'm continuing to spend more time at the WWTP discussing the UV light and how we want to move forward with a new operator. Andrew wants the city to start aggressively seeking a permanent operator. Also, I am working with Wightman on training for the EQ tank floating mixer. The WWTP staff will receive training on April 3rd. Unfortunately, the staff was never trained, but the contractors were trained on our equipment, and they never trained our staff.

Budget:

Pam and I have started the budget process with the department heads. We met as a team to discuss department goals and the budget. The following week, Pam and I met with department heads one-on-one to receive and discuss their department budget worksheets. We still need to meet with the city clerk and police chief. The budget timeline has been developed, and I will present a draft budget to department heads by April 8th.

Rose Street Advisors:

Staff met with the Rose Street advisors regarding the renewal of the City's fringe benefits. The city has changed our health, dental, and vision insurance renewal date to start with the city's fiscal year. The city also has signed up for electronic benefits renewal for city staff through a portal called Employee Navigator. The staff is going through training this week.

CAPCON Conference:

The conference started on Tuesday with a Michigan Women in Municipal Government Annual meeting. The presentation topic was Strong Communities and the role of women in shaping housing and development. The presenters were Jalmelyn Neher of Hannah Architects, Melissa Milton-Pung of MML, and Shannon Morgan of Renovare Development. The general session was the league legislative advocacy team. The team discussed the key aspects of Governor Whitmer's budget proposal. On Wednesday, the conference kicked off with breakfast with your senator and representative; unfortunately, our representative could not attend. The first general session discussed cutting through the bureaucracy from the federal perspective. The Honorable Representatives Dan Kidee and Fred Upton were the presenters. The second general session was on the front line, leadership in times of tragedy. The presenters were from communities that experienced shooting tragedy within their communities: Bryan Barnett, Mayor of Rochester Hills, and Rosalynn Bliss, former Mayor of Grand Rapids. I attended the two breakout sessions. The first session's topic consisted of an old tool with a new use and a new tool that was never used: help for housing. The discussion was on the new MI Brownfield Redevelopment Financing Act, which was revised to expand eligible activities for Tax Increment Financing Reimbursement, including the addition of housing as an eligible activity. The second session was Labor Policy, a snapshot for local governments. The presenter was Brandon Fournier of Shifman Fournier. The discussion was regarding the Michigan Supreme Court regarding paid sick leave and the minimum wage. I attended the Michigan Black Caucus of Local Elected Officials annual meeting. The speaker was Representative Amos O'Neal of Saginaw.

Drinking Water Asset Management (DWAM) Update:

Attached are Wightman's project updates.

Hartford Township Water Main Extension (PFAS):

The item on the agenda. Attached are Wightman's project updates

60th Avenue Sidewalk Extension/Shared Streets and Spaces Project Update:

Attached are Wightman's project updates

Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update:

Attached are Wightman's project updates. Staff and I have met on several occasions regarding the water and sewer rate and the roads with Andy Campbell from Bendzinski & Co. Andy will attend the city commission meeting this month to go over the numbers.

Respectfully Submitted,



Nicol Brown
City Manager



City of Hartford
Project Updates
March 17, 2025

Project: Drinking Water Asset Management (DWAM)
Project Budget: \$375,000
Funding: EGLE DWAM grant - \$375,000
Contractor: Plummer's Environmental Services
Award Amount: \$210,200.00; modified to \$290,100
Scope: Investigate approximately 20% of the "unknown" (lead, galvanized, copper, plastic, other) water services. Investigation locations include in the building and two potholes on either side of the curb stop. Use the findings to estimate the number of needed water service replacements due to lead and update the Capital Improvements Plan (CIP) within the City's Water Asset Management Plan (AMP). Then update the rate analysis to account for the needed lead service line replacements.

Schedule: The original 20% of service inspections has been completed. Plumbers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to April 15, 2025 to allow for additional service inspections – approximately 150 (78 are completed) interior inspections (Point 1) and 150 (121 are completed) street side inspections (Point 3). Once this is completed, the update to the Water AMP must be completed prior to 04/15/25.

Wightman Project Manager: Brian Holleman, P.E., bholleman@gowightman.com, 616-890-4011

Project: Hartford Township Water Main Extension (PFAS)
Project Budget: \$2,970,800
Funding: EGLE C2R2 Grant - \$2,970,800
Contractor: Harris ConAg, LLC
Award Amount: \$2,137,854.00; Final Value with Change Orders: \$2,015,845.48
Schedule: The project is now complete. The final Contract Modification and Pay Estimate have been submitted to the City for approval. Pending those, a final reimbursement request to EGLE will be submitted and close out the project. The grant agreement has been extended to May 15, 2025.

Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159

Project: SRF Wastewater Project
Project Budget: \$4,695,500
Funding: EGLE CWSRF – Loan: \$3.3755M + \$372,500 = \$3.748M at 2.125% for 30 years;
Grant: \$575,000 + \$372,500 = \$947,500

- Contractors:**
- A. WWTP – LD Dosca Associates: Construction of an equalization tank, installation of a ferric chloride day tank and piping, replacement of a polymer mixer, effluent launder covers, leveling equipment, lift station rehabilitation, pavement replacement.
 - B. Force Main & Gravity Sewer – Pajay, Inc.: 8” and 10” force main replacement, 8” sewer siphon replacement, 8” and 10” gravity sewer replacement
 - C. Sewer Lining – Insituform Technologies USA, LLC: Lining 8”, 15”, 16”, and 18” sewers.

- Award Amounts:**
- A. \$1,267,799.60; contract amendment to \$1,310,725.62 for WWTP additions
 - B. \$1,749,790.00; contract amendment to \$1,611,176.85 for balancing items
 - C. \$701,935.80; contract amendment to \$703,335.00 for additional manhole linings

- Schedule:**
- A. Complete. Final reimbursement request is being reviewed by EGLE.
 - B. Complete. Final reimbursement request is being reviewed by EGLE.
 - C. Complete. Final reimbursement request is being reviewed by EGLE.

Wightman Project Manager: Andrew Rudd, P.E., arudd@gowightman.com, 269-364-1664; Mary Nykamp, P.E. for the WWTP work, mnykamp@gowightman.com, 269-209-6406

Project: 60th Avenue Sidewalk Extension
Project Budget: \$276,800
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: Krohn Excavating, LLC
Award Amount: \$170,512.00
Scope: Construct approximately 1,800’ of concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive. An alternative was added to include Rectangular Rapid Flashing Beacons (RRFBs) at the S. Center Street crossing.
Schedule: The project was bid ahead of schedule on February 14, 2025 and favorable bids were received. The City made a tentative award at the February Commission meeting. The City is awaiting the contract from MDOT for the grant agreement.
Wightman Project Manager: Kyle Owen, P.E., kowen@gowightman.com, 269-312-4859

Project: Lead Service Line Replacements (LSLR) & Water System Improvements
Project Budget: Estimated \$11.76M
Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant
Contractors: TBD
Award Amount: TBD
Schedule: The goal of this project is to replace all of the lead service lines within the City’s system, replace select water main, and minor water plant improvements. The City is currently shown as receiving \$4,704,000 of grant/principal forgiveness and \$7,056,000 of loan at 1.00%, or 40% grant. Draft plans and specifications for the water main design were submitted to EGLE on February 10, 2025. Final plans and specifications are due to EGLE by April 9, 2025.

<u>Milestone</u>	<u>Approximate Date</u>
Authorized Design	09/23/24
Authorize Bond Counsel & Financial	10/28/24
Decide on Street Improvements	12/16/24
Authorize Bond Anticipation Note (BAN)	11/25/24
Submit Draft Plans & Specs to EGLE	02/10/25
Close on BAN	02/19/25
Submit Final Plans & Specs to EGLE	04/09/25
Advertise for Construction Bids	05/23/25
Open Construction Bids	06/25/25
City Award Contract(s)	07/07/25
MFA Closing	08/28/25
Construct the Project	09/15-25 – 06/04/27

The water main replacement will essentially reconstruct one lane of roadway in most street segments. A preliminary cost estimate of approximately \$1.9M was prepared for the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the storm sewer improvements may be included as a water main expense due to separation requirements and we are awaiting feedback from EGLE on that. This could ultimately decrease the City cost for roadway improvements if the water main improvements are bid under budget. The City approved roadway improvements at a maximum cost \$1.5M at the February Commission meeting.

Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082; Mary Nykamp, P.E. for the IRP work, mnykamp@gowightman.com, 269-209-6406



City of Hartford
Project Updates
March 17, 2025

Project: Drinking Water Asset Management (DWAM)
Project Budget: \$375,000
Funding: EGLE DWAM grant - \$375,000
Contractor: Plummer's Environmental Services
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Scope: Investigate approximately 20% of the "unknown" (lead, galvanized, copper, plastic, other) water services. Investigation locations include in the building and two potholes on either side of the curb stop. Use the findings to estimate the number of needed water service replacements due to lead and update the Capital Improvements Plan (CIP) within the City's Water Asset Management Plan (AMP). Then update the rate analysis to account for the needed lead service line replacements.

Schedule: The original 20% of service inspections has been completed. Plumbers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to April 15, 2025 to allow for additional service inspections – approximately 150 (78 are completed) interior inspections (Point 1) and 150 (121 are completed) street side inspections (Point 3). Once this is completed, the update to the Water AMP must be completed prior to 04/15/25.

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Grant: \$575,000 + \$372,500 = \$947,500

- Contractors:**
- A. WWTP – LD Dosca Associates: Construction of an equalization tank, installation of a ferric chloride day tank and piping, replacement of a polymer mixer, effluent launder covers, leveling equipment, lift station rehabilitation, pavement replacement.
 - B. Force Main & Gravity Sewer – Pajay, Inc.: 8” and 10” force main replacement, 8” sewer siphon replacement, 8” and 10” gravity sewer replacement
 - C. Sewer Lining – Insituform Technologies USA, LLC: Lining 8”, 15”, 16”, and 18” sewers.

- Award Amounts:**
- A. \$1,267,799.60; contract amendment to \$1,310,725.62 for WWTP additions
 - B. \$1,749,790.00; contract amendment to \$1,611,176.85 for balancing items
 - C. \$701,935.80; contract amendment to \$703,335.00 for additional manhole linings

- Schedule:**
- A. Complete. Final reimbursement request is being reviewed by EGLE.
 - B. Complete. Final reimbursement request is being reviewed by EGLE.
 - C. Complete. Final reimbursement request is being reviewed by EGLE.

Wightman Project Manager: Andrew Rudd, P.E., arudd@gowightman.com, 269-364-1664; Mary Nykamp, P.E. for the WWTP work, mnykamp@gowightman.com, 269-209-6406

Project: 60th Avenue Sidewalk Extension
Project Budget: \$276,800
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: Krohn Excavating, LLC
Award Amount: \$170,512.00

Scope: Construct approximately 1,800’ of concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive. An alternative was added to include Rectangular Rapid Flashing Beacons (RRFBs) at the S. Center Street crossing.

Schedule: The project was bid ahead of schedule on February 14, 2025 and favorable bids were received. The City made a tentative award at the February Commission meeting. The City is awaiting the contract from MDOT for the grant agreement.

Wightman Project Manager: Kyle Owen, P.E., kowen@gowightman.com, 269-312-4859

Project: Lead Service Line Replacements (LSLR) & Water System Improvements
Project Budget: Estimated \$11.76M
Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant
Contractors: TBD
Award Amount: TBD
Schedule: The goal of this project is to replace all of the lead service lines within the City’s system, replace select water main, and minor water plant improvements. The City is currently shown as receiving \$4,704,000 of grant/principal forgiveness and \$7,056,000 of loan at 1.00%, or 40% grant. Draft plans and specifications for the water main design were submitted to EGLE on February 10, 2025. Final plans and specifications are due to EGLE by April 9, 2025.

<u>Milestone</u>	<u>Approximate Date</u>
Authorized Design	09/23/24
Authorize Bond Counsel & Financial	10/28/24
Decide on Street Improvements	12/16/24
Authorize Bond Anticipation Note (BAN)	11/25/24
Submit Draft Plans & Specs to EGLE	02/10/25
Close on BAN	02/19/25
Submit Final Plans & Specs to EGLE	04/09/25
Advertise for Construction Bids	05/23/25
Open Construction Bids	06/25/25
City Award Contract(s)	07/07/25
MFA Closing	08/28/25
Construct the Project	09/15-25 – 06/04/27

The water main replacement will essentially reconstruct one lane of roadway in most street segments. A preliminary cost estimate of approximately \$1.9M was prepared for the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the storm sewer improvements may be included as a water main expense due to separation requirements and we are awaiting feedback from EGLE on that. This could ultimately decrease the City cost for roadway improvements if the water main improvements are bid under budget. The City approved roadway improvements at a maximum cost \$1.5M at the February Commission meeting.

Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082; Mary Nykamp, P.E. for the IRP work, mnykamp@gowightman.com, 269-209-6406

**CITY MANAGER'S GOALS
JULY 1, 2024 - JUNE 30, 2025
NICOL BROWN**

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024	UPDATE DECEMBER 2024	UPDATE JANUARY 2025	UPDATE FEBRUARY 2025	UPDATE MARCH 2025
1	RITE AID REDEVELOPMENT	Rite Aid Building - Investigate the ownership Seek a business Check to see if there is a deed restriction	Market One Van Buren County	Have not started	I have been calling a contact person from Rite Aid but have not received a return call.	I have made contact with the realtor company that owns the property. I'm requesting a zoom meeting for the week of Dec. 9th	I had my ZOOM meeting. They are actively looking for a tenant to go in the building. I will contact them for an update.	No Update	Someone has interest in the building. Request has come in regarding the zoning.
2	WATER/SEWER STUDY	Contact Baker Tilly Receive a quote Recommendation to City Commissioners	Baker Tilly	In the process of working with Bendzenski. Going before commission the water and sewer study	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	Andy Campbell will be attending Commission meeting to discuss.
3	COMMISSIONERS WEEKLY REPORTS	Include invitations and informational flyers Include time sensitive information	Staff	Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports when I have something to report.	Currently sending weekly reports when I have something to report.
4	ZONING	Research lot size to build Amend Zoning Ordinance Amend Rental Registration Ordinance	Wrightman & Assoc Safebuilt	Rental Registration Ordinance need to go before commission. Would like to apply for a MEDC grant for updating master plan and zoning ordinance.	Including the rental registration ordinance draft into the cm monthly report. Working on a MSHDA grant for updating master plan. Receiving comments from city commissioners on the draft blight ordinance.	Submitted the Housing Readiness Incentive grant Waiting on comments from city commissioners on the blight and rental registration ordinance.	Received \$50k grant from MSHDA for the Housing Readiness Incentive grant Waiting on comments from city commissioners on the blight and rental registration ordinance.	RoxAnn and I have a meeting with Donovan scheduled to discuss the next steps. Grant agreement was signed.	Resolution will be on the agenda to approve McKenna as the firm to work on the city's master plan.
5	INFRASTRUCTURE	Capital Improvement Plan/Schedule of Maintenance Pavement and Surface Revaluation Rating/ Condition of Local & Major Roads Curve Painting Discussion Mileage on Roadways	Wrightman & Assoc & DPW Wrightman & Assoc & DPW	Have not started.	Have not started. Curve painting complete	We will start the CIP process in Feb. 2025	We will start the CIP process in Feb. 2025	An updated CIP list was sent for my review	CIP list updated Ongoing discussion completed Ongoing discussion
6	DEPARTMENT RESTRUCTURING Iron Removal Plant (IRP)	Contract Danny Staunton contract Recommendation to City Commission	Nick Curio	Working Part-time	Completed. Danny is working part-time as the Iron Removal Plant superintendent.	Completed. Danny is working part-time as the Iron Removal Plant superintendent.	Complete	Complete	Completed
	DPW	Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote Implement	Nick Curio	Complete	Complete	Complete	Complete	Complete	Completed
	Code Enforcement Officer	Post Code Enforcement position Interviews Background check/physical Job Offer Hire	Nick Curio	In Progress	I stopped the process but will start it back again the first of December.	Met with McKenna Associates regarding Code Enforcement. Waiting on a proposal.	Waiting on Proposal. Would like to post the position in February.	No Update	I need to advertise for the position
WWTP									

**CITY MANAGER'S GOALS
JULY 1, 2024 - JUNE 30, 2025
NICOL BROWN**

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024	UPDATE DECEMBER 2024	UPDATE JANUARY 2025	UPDATE FEBRUARY 2025	UPDATE MARCH 2025
	Write Job Description for WWTP Supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Make Job Offer Promote Implement	Nick Curio		Complete	Complete	Complete	Complete	Complete	Complete. Working on hiring a new operator
Police Dept.	Research of Police Mileage Recruitment of Police Chief Recommendation to City Commissioners Implement the contract Create Police Dept Committee Recommendation to City Commissioners Assist Interim Chief with recruitment of police officers	Sheriff's Dept Michigan State Police		In Progress	In Progress	In Progress	In Progress	Part-time Police chief hired contingent upon background check clearance	Chief is hired and working
7	EMPLOYEE HANDBOOK Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	Nick Curio Dept Head Staff		In Progress	In Progress. The Holiday and Personal day section has been revised.	I will have a draft amend policy for the Jan. board meeting	Working on draft. An amendment to the social media section is going before commission at Jan. meeting	Working on draft. An amendment to the weather inclinment and adding a uniform section. These items are going before commission at Feb. meeting	Working on draft
8	TREASURER & UTILITY SOFTWARE Request for quotes Review quotes with Joe Mangan (Lauterbach & Amen, LLP) & Pam Recommendation to City Commission	Pam Schultz		In Progress. I will bring before commission in November.	The item is on the city commission agenda for November's meeting	Reviewing the BS&S contract. Will sign this month	Go Live Date: August 18th	Working with BS&A team to start extracting data.	Working with BS&A team to start extracting data.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
FEBRUARY 24, 2025

Item 20.

Commissioners Present: Peter Aranda; Jane Danger; John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden; Mayor Richard A. Hall

Commissions Absent:

Staff Present: Brown; Matthews; Senard; Shultz

Mayor Hall called the meeting to order at 5:30pm.

Pledge of Allegiance was said.

Motion by Commissioner Danger, supported by Commissioner Aranda, to approve the agenda as presented.

Motion carried 7 – 0

Guests:

- Ryan Marschke, Hungerford CPAs + Advisors – Presentation of the 2023/2024 fiscal audit, gave a clean audit opinion. Unassigned fund balance is approximately 2.5 months of operating if no additional revenues were received, the City is slightly less than the State likes to see 3-5 months of operating revenue. The City was required to have a single – audit for federal funds received. Received an Unmodified opinion. Noted one non-compliance due to late filing of the audit and one material weakness. Available to answer any of the Councils questions.
- Stephanie Daniels & Patty Schroeder, Hartford Chamber of Commerce – Concerns about the electrical damage in Ely Park and being able to provide electric to vendors for the Strawberry Festival. There is a cost of over \$2,860 to repair the damage and restore the electric and asking for assistance to have it restored before Strawberry Festival. Also wanted to address concerns about security and having enough Reserve Officers available.
- Mickey Bittner, Wightman – available to answer any questions regarding current projects.

Public Comment:

- Mark Little, North Maple Street resident – seeking general information.

Communications:

- 2025 March Board of Review dates: March 4 – Organizational Meeting, March 11, 9am-4pm & March 14, 1pm-9pm for appeal hearings. Contact the City's Assessor to make an appointment.

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

- A. Committee Update – Commission Rules Review: Commissioners Aranda & Spoula have not met with the City Manager to go over her questions & recommendations.
- B. Committee Update – City Manager Review Form – Final Form was provided to Council must be returned to the Clerk by March 14, 2025 at 4pm. Special Meeting for City Manager Review is March 25, 2025 at 5:30pm.
- C. Planning Commission – 2024 December 9 Meeting Minutes
- D. **Van Buren Conservation District** – January 2025, informational update.
- E. **Police & Ordinance** – Brian Matthews, Part-Time Administrative Chief, will start on Wednesday, working through lack of personal. State, VBC Sherriff & Tribal Police have been available for coverage. Update Training procedures, working on hiring additional staff. Officer Lucas is retiring this month.
- F. **Fire Department** – Ron Sefcik, HFB Chair, had a special budget meeting on February 20th to go over the budget. Budget will be presented May 1st at a joint meeting. Robbie Harting, Fire Chief – Report on

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
FEBRUARY 24, 2025

Item 20.

File, ice rescue training, smoke detectors available. Will be receiving LUCAS machine for the department donated by Bronson. Pancake Breakfast May CPR training offered to police officers.

- G. **Ambulance** – Report not submitted
- H. **Van Buren County** – Commissioner Mike Chappell, not in attendance
- I. **Public Works** – Ricky Ricks Supervisor, not in attendance
- J. **Wastewater Treatment Plant** – Report not submitted
- K. **Treasurers, Investment & List of Bills** – February 24, 2025 List of Bills \$341,233.16 – questions regarding painting at the police department. Commissioner Aranda will refund the City for the Chamber Dinner ticket because he was not able to attend.
- L. **City Manager** – Report on file – Spark Grant updates; Building Official Appointment; 2023/2024 Audit Findings; Officer Lucas Retirement; Project Compass update; New Business at 13 West Main St; Fire Budget, Interlocal Agreement; WWTP UV System update; Drinking Water Asset Management (DWAM) update; Sewer Revolving Fund Wastewater Project Update; 60th Avenue Sidewalk Extension/Shared Streets and Spaces Project Update; Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update; DWSRF update.

Approval of Commission Minutes:

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the January 27, 2025 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Morsaw, supported by Commissioner Danger, to approve the minutes of the February 6, 2025 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Aranda, supported by Commissioner Spoula, to approve the February 24, 2025 list of bills in the amount of \$341,233.16.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Aranda to accept the January 2025 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives:

- Cell Tower Lease Update, Commissioner Miller would like to have some additional information on the agreement and amendments.

Old Business: None Discussed

New Business:

- Discuss & Consider – MDOT Shared Streets & Spaces Fund Grant Award
Discussion: Awarded the grant for \$200,000 with no required match. Bids came in under budget.
- Discuss & Consider – 60th Avenue Sidewalk Extension Project MDOT #24-5600 Construction Award
Discussion: Wightman's is recommending the contract be awarded to Krohn Excavating, LLC in the amount of \$170,512.00.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
FEBRUARY 24, 2025

Item 20.

- Discuss & Consider – Roadway Improvements Project & Engineering Services
Discussion: Project is to reconstruct & pave the other half of the Streets that is not covered by the DWSRF project.
- Discuss & Consider – Building Official Appointment & Building Department Fee Schedule
Discussion: Applications & Fees will be processed at the City. The Officials Time & Availability will be by Phone & Appointment.
- Discuss & Consider – HPD & Teamsters Local 214 MOU
Discussion: Officer Poole researched wages around the area; as the Union Representative he made the recommendation & the City Manager accepted. By increasing the City’s wage for officers, it may make it more attractive in the recruiting & retainment of officers. Some agencies are offering sign on bonuses and upgrading equipment provided as well as offering a fringe benefits package. Council will have to define coverage & how many officers are needed at the recommendation of the Police Chief. The union contract is up for renewal in another year. It is being requested the new rates be effective immediately.
- Discuss & Consider – Employee Handbook Amendment – Employee Uniforms
Discussion: Department of Public Works uniforms were covered under the Union Contract. None of the current employees are participating in the union contract. The amendment will address the purchase of the required uniforms. Jackets every other year; five pair of jeans, shirts and a pair of boots per/year.
- Discuss & Consider – Employee handbook Amendment – Inclement Weather
Discussion: The amendment makes clear the expectations during inclement weather. Council prefers to be notified via text over email and removing the school as a determining factor on City Hall closing.
- Discuss & Consider – 2023/2024 Fiscal Year Audit
Discussion: No further discussion

Resolutions, Ordinance, Proclamation’s:

- Discuss & Consider – Resolution 2025 – 008 Appointing Planning Commission Members

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adopt Resolution 2025 – 008 appointing Joseph Lehnert to the Planning Commission for a one-year term.
Motion carried 7 – 0
- Discuss & Consider – Resolution 2025 – 009 Amending Employee Handbook – Inclement Weather

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2025 – 009 amending the employee handbook section “Inclement Weather” as amended striking out Hartford Public Schools, and Changing all Communication Notification via text messaging instead of e-mail.
Motion carried 7 - 0
- Discuss & Consider – Resolution 2025 – 010 Appoint Building Code Official

Motion by Commissioner Danger, supported by Commissioner Aranda, to adopt Resolution 2025 – 010 appointing Randall Aldering as the City of Hartford Building Official contingent upon the execution of the professional services agreement by the City Manager and adopt the recommended fee schedule effective March 24, 2025.
Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
FEBRUARY 24, 2025

Item 20.

- Discuss & Consider – Resolution 2025 – 011 Employee Handbook Amendment - Uniforms

Motion by Commissioner Miller, supported by Commissioner Spoula to adopt Resolution 2025-011 Amending the City of Hartford Employee Handbook adding the section employee Uniforms.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 0012 accepting MDOT Contract #24-5600

Motion by Commissioner Aranda, supported by Commissioner Miller to adopt Resolution 2025 – 012 agreement in the amount of \$200,000 and authorize the City Manager to sign & execute the contract.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 013 2024/2025 2nd Quarter Budget Adjustments

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2025 – 013 Fiscal Year 2024/2025 Budget Adjustments no. two.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 014 Accepting the 2023/2024 Fiscal Year Audit

Motion by Commissioner Danger, supported by Commissioner Morsaw, to adopt Resolution 2025 – 014 accepting the 2023/2024 Fiscal Year Audit.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 015 Engineering & Roadway Improvements

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2025 – 015 authorizing Wightman’s engineering services not to exceed \$219, 000 & approve the Roadway improvements project contingent upon how much the financial review determines the City can afford.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 016 60th Ave Sidewalk Construction Award

Motion by Commissioner Aranda, supported by Commissioner Danger, to adopt Resolution 2025 – 016 awarding the 60th Ave Sidewalk Construction Award to Krohn Excavating in the amount of \$170,512 contingent on an executed contract agreement and a notice to proceed from MDOT and authorizes the City Manager to sign & execute the contract.

Motion carried 7 – 0

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2025 – 017 adopting the Hartford Teamsters Local 214 amended MOU Police Union Contract.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Danger, supported by Commissioner Aranda, to adjourn the meeting at 7:34pm.

Motion carried 6 – 1 (Miller)

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
FEBRUARY 24, 2025

Item 20.

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

RKS/RRI



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager ~~7/6~~

DATE: March 24, 2025

RE: **APPOINTMENT OF MECHANICAL AND ELECTRICAL INSPECTORS**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the appointment of David Gongwer as Electrical Inspector and Walt DeVisser as Mechanical Inspector.

DISCUSSION:

The city commission appointed Randall Aldering as the building official. Mr. Aldering recommended that Walt Devisser be the mechanical inspector and David Gongwer be the electrical inspector. Mr. Devisser had worked in the city when his father was unavailable; his father was the city's mechanical inspector for many years. The city manager met with Mr. Devisser and Mr. Gongwer to negotiate the pay rate fees. The mechanical inspector will receive 70% of the fees invoiced, with the city retaining 30%, the electrical inspector receiving 80% of the fees invoiced, and the city retaining 20%.

Mr. Devisser works in Arlington Twp, Bangor Twp, Bloomingdale Twp, the City of Bangor, the City of Coloma, Coloma Twp, Geneva Twp, Hagar Twp, Hartford Twp, the Village of Bloomingdale, and the Village of Breedsville. Mr. Gongwer works in Benton Harbor, the Village of Cassopolis, and Hartford Twp.

Mr. Aldering will have Scott Saunders as his backup building official whenever he is unavailable.

RECOMMENDATION:

The City of Hartford City Commission approves the appointment of David Gongwer as Electrical Inspector, who will receive 80% of the fees, and Walt DeVisser as Mechanical Inspector, who will receive 70% of the fees invoiced. The approval is contingent upon the completion and execution of the professional service agreement and authorizes the City Manager to execute the agreements.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager *NB*

DATE: March 24, 2025

RE: **PROFESSIONAL SERVICE CONTRACT WITH MCKENNA FOR MASTER PLAN**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve a professional service contract with McKenna to draft the City of Hartford's master plan.

DISCUSSION:

The city has hired McKenna as its planner. McKenna has supported the City of Hartford staff in securing the \$50,000 Housing Readiness Grant. With the work plan, McKenna proposes a seven-step process. The City will engage the public in drafting a new Master Plan document.

The Work Plan consists of seven steps:

- Task 1 – Kick-off and Strategic Issues
- Task 2 – Hartford 2025: Identify, Quantify, and Analyze
- Task 3 – Public Participation and Community Outreach
- Task 4 – Pathways to a Sustainable Hartford: Goals and Objectives
- Task 5 – Hartford Master Plan: A Roadmap for the Future
- Task 6 – Implementation Strategies
- Task 7 – Adoption

McKenna submitted a proposal to complete the master plan for \$45,000 and the city will receive \$5,000 for administering the grant.

RECOMMENDATION:

The City of Hartford City Commissioners approve a \$45,000 professional service contract with McKenna to draft the City's master plan.



City of Hartford Master Plan

CITY OF HARTFORD, MICHIGAN

JANUARY 31, 2025



MCKENNA

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MCKENNA

Communities for real life.

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Executive Summary



PROJECT OVERVIEW

On behalf of the City of Hartford, McKenna has supported staff to secure a Housing Readiness Incentive Grant in the amount of **\$45,000**. This grant program aids municipalities in covering costs associated with the “*adoption of land use policies, master plan updates, zoning text amendments, and similar actions to encourage increasing housing supply and affordability*” (MSHDA).

To effectively and efficiently utilize the full extent of this grant, we propose the following work plan as it relates to the aforementioned items that are eligible activities through MSHDA. We anticipate all expenses related to the tasks outlined in this scope will be covered entirely through the MSHDA grant award. The project will be completed within 13 months.

FEE

Lump Sum Fee: \$45,000 for the Master Plan Update.

We can work with you to customize our proposed scope of work to eliminate, add or modify elements, with our overall fee being adjusted accordingly.

MEETINGS

Our team will prepare for and attend the following meetings:

- Bi-Monthly Staff Review Meetings (virtual)
- Kickoff Meeting with the Planning Commission
- Full Draft Review Meeting with the Planning Commission and Approval for Distribution
- City Council Approval for Distribution
- Planning Commission Public Hearing and Adoption
- City Council Adoption

Additional meetings requested by the City will be invoiced hourly at the rates included in this proposal.

Project Work Tasks – Master Plan



We have designed the following work plan for the City of Hartford that will engage the public and, ultimately, result in a new Master Plan document.

Our work plan consists of seven steps:

- Task 1 – Kick-off and Strategic Issues
- Task 2 – Hartford 2025: Identify, Quantify, and Analyze
- Task 3 – Public Participation and Community Outreach
- Task 4 – Pathways to a Sustainable Hartford: Goals and Objectives
- Task 5 – Hartford Master Plan: A Roadmap for Future
- Task 6 – Implementation Strategies
- Task 7 – Adoption

**TASK 1.
KICKOFF & STRATEGIC ISSUES**

Project initiation consists of tasks and processes necessary to get the project up and running. These include:

- 1. **KICK-OFF AND STRATEGIC ISSUES MEETING.** We will meet with City leaders, Planning Commission members, and community stakeholders as identified by the City, to review the work plan and finalize a structure for review and management of the plan process to:
 - establish a working relationship,
 - reach an understanding of expectations,
 - answer questions,
 - make mutually agreed upon adjustments in the work plan, and
 - identify preferred method of communication (e.g., email, mail, telephone, etc.).

At the kick-off meeting, we will also finalize procedures for public input and the framework for public workshops, public exhibits, press releases and mechanisms for public input; and will identify stakeholder groups. Finally, we will engage the Planning Commission and other participants in a preliminary discussion of strategic issues of importance to the City that will be critical for review and analysis during the planning process. Key stakeholders will be identified, those whom the Planning Commission will want to make special efforts to consult.

- 2. **STATUTORY NOTIFICATIONS.** Pursuant to the requirements of the Michigan Planning Enabling Act, PA 33 of 2008, as amended, McKenna will assist the City in guiding the Master Plan Update through the required adoption process. The first step in this process is the distribution of the Notice of Intent. McKenna will assist the City in notifying all entities required by the MPEA of the City’s intent to update their master plan.
- 3. **EVALUATION OF PAST STUDIES.** McKenna will evaluate the ideas and concepts in the 2015-2025 Joint Master Plan between the Township and the City of Hartford, determine whether ideas have been implemented, and develop a new Master Plan that incorporates applicable past planning efforts and future visions. McKenna will also review any previous studies and incorporate applicable findings and recommendations into the Master Plan as deemed appropriate by City leadership.



TASK 2. HARTFORD 2025: IDENTIFY, QUANTIFY AND ANALYZE

1. **Hartford 2025 – Existing Conditions Analysis.** This section will be the analysis of existing conditions. In particular, we will review the following:
 - a) **Regional Context.** Using data from the City, Van Buren County, the U.S. Census, and other available sources, the plan will include an overview of the City’s position in the region as it relates to development patterns, arterial roads and highways, and natural features and open space.
 - b) **Natural Features** – A Natural Features Inventory will be performed, and maps will be included in the Master Plan to provide an easy-to-understand picture of the City’s natural features.
 - c) **Existing Land Uses** – An existing land use survey will be conducted. The Team will use the City’s most recent existing land use survey data (which may be supplemented by the Commission) and aerial photographs for the base data. The information will be mapped to visually illustrate the existing conditions.

Quantities of land uses will be computed and compared with any previously collected data to determine significant changes or trends. Conflicting land uses or land uses potentially incompatible with future development will be identified and analyzed.

- d) **Population, Housing and Economics** – Characteristics of the City of Hartford’s population will be compared to the population in the region and adjoining communities. Population trends and projections and demographic characteristics of the community will be identified and analyzed to understand the impact on the community and future development.

Data on income, education, and employment will be included. This may also include a comparison of the sources of the City’s tax base, depending on the data that is available, and general economic outlook considerations. McKenna will investigate employment needs and analyze how these data fit in with future plans.

McKenna will describe the existing housing situation in the City of Hartford and note trends and relationships. Factors to be described and analyzed will include number of units by type, age, occupancy, tenure, and value.

Community Snapshot

Population, 1950-2024

Population by Race / Ethnicity

- White: 83%
- Black: 13%
- Hispanic/Latino: 1%
- Asian: 2%
- Other Race: 1%
- Two or More Races: 8%

Population by Age

- 75+ : 1%
- 65-74 : 10%
- 55-64 : 15%
- 45-54 : 18%
- 35-44 : 18%
- 25-34 : 15%
- 18-24 : 10%
- 18 : 2%

Educational Attainment, Population 25+

- No High School Diploma: 16.3%
- High School Diploma: 15.8%
- Some College, No Degree: 25.8%
- Associate Degree: 4.2%
- Bachelor Degree: 18.9%
- Graduate/Professional Degree: 19%

Population by Generation

- Generation Z (1997-2012): 15%
- Millennial (1981-1996): 18.2%
- Generation X (1965-1980): 18.2%
- Baby Boomer (1946-1964): 21.4%
- Generation Y (1981-1996): 18.2%
- Alpha (2013-present): 15%

Key Statistics:

- 7,244 Households
- 38.2 Median Age
- \$35,817 Median Household Income
- \$20,784 Per Capita Income
- 479 Total Businesses
- 3,335 Total Employees
- \$5,654 Avg. Spent on Mortgage and Basics
- 9.6% Percent of Income for Mortgage
- 79.4% Drive Alone to Work
- 21.6 Minutes Mean Commute Time

Table 6. Age of Population - Meridian Township, 1980-2016

30% of the population is between 50 and 64 years old.

Samples of existing conditions and community snapshot analysis.

- e) **Community Facilities** – Community facilities data will be obtained from the City, school districts, Police Department, Fire Department, utility companies, parks and recreation agencies and departments, major institutions, State of Michigan, and Van Buren County. The following will be included in the Community Facilities Analysis:
 - 1. **Description of public and private utilities and community facilities** that includes name, location, size, condition, function and any plans for continuation, expansion, curtailment or closure.
 - 2. **Evaluation of Public Facilities based on secondary data** in terms of generally accepted standards and results of socio-economic analysis and previous studies.
 - 3. **Recommendations for facilities** based on:
 - Deficiencies in comparison to standards and recommendations of previous studies and community perception.
 - Improvements needed for public recreation, community facilities and utilities in terms of additional land area, buildings, and facilities.
 - Sources of potential funding.
- f) **Transportation** – Using data provided by the City, Van Buren County Road Commission and MDOT, McKenna will prepare an inventory of existing conditions (traffic volumes, surface conditions, right of way requirements, special traffic generators, pedestrian improvements, and accident data among other factors). Traffic projections, from the applicable road agencies, will be included in the analysis. The Team will consult with State, County, and local transportation officials to identify other factors that may influence the City’s Plan.
- g) **Infrastructure** – The City’s infrastructure will be described, and recommendations given for the following:
 - Public water and sewer
 - Stormwater
 - Streets, alleys, and major structures (bridges, overpasses, etc.)
 - Information technology infrastructure (local telephone service, long distance, cable, Internet connectivity (T-1, DSL satellite, etc.)



TASK 3. PUBLIC PARTICIPATION AND COMMUNITY OUTREACH

We propose a public engagement process that has proven successful in many of our past planning efforts. The public will have a variety of opportunities to comment on the plan. The process described below is structured to gain input from multiple stakeholder groups in a relatively short period of time, while respecting the schedules of the busy professionals and community members with whom we will be collaborating.

The purpose of the collaborative process is to identify strengths, weaknesses, opportunities, and threats (SWOT), as well as to prioritize the City's most important assets to build upon and issues to overcome.

1. **Survey.** A survey offers a flexible on-demand opportunity for residents to share their thoughts. McKenna will create an easy-to-use on-line survey instrument utilizing Survey Monkey. Essentially, the community survey will serve as a benchmark for the Master Plan update. The survey will be designed to elicit a wide sampling of community input on issues that simultaneously permits citizens to be involved in the process without investing too much time. Hard copies of the survey can be prepared (via direct mail or at public places for pick-up) for members of the public who are more comfortable with a non-computer-based survey. We also recommend linking the survey to the City's website.
2. **Postcard.** McKenna's graphic design professionals will create a postcard to advertise the Master Plan update process and notify the community of the public survey. The postcard will be mailed to each property owner of record in the City and the postcard will include both an online link and QR code for easy access. McKenna will handle the design, printing, and mailing of the postcard.
3. **Workshop.** McKenna proposes to host and facilitate a Master Plan workshop. The Master Plan workshop is intended to be an open house format, where participants and the community at-large can attend in-person to participate. The workshop will be the keystone public participation event, but it will not be the only opportunity for the public to be involved in the development of the plan. All Planning Commission and City Council meetings will be open to the public, along with the required public hearing.
4. **Website.** McKenna will host and design a webpage. McKenna will prepare a series of online surveys throughout the process and host a website to provide continuous engagement and feedback opportunities. A "Virtual Issues Map" of the City of Hartford can be created on the website where participants can comment on where areas of concern are within the City as it relates to zoning regulations. A strong sense of "Aha!!!" takes place when residents and interested persons can gather online and share their thoughts and ideas with the planning team.
5. **Walking Tours.** Ideas and visions best come to life in conversations that take place on-site. We propose hosting walking tours of desired character areas within the Town for groups of 10 to 20 participants. As part of the real-time conversation that takes place, our team members can begin sketching design standards, identifying precedents (both good and bad) from existing development, and gaining an understanding of the Town's-built fabric at an intimate level.



**TASK 4.
PATHWAYS TO A SUSTAINABLE HARTFORD: GOALS AND OBJECTIVES**

McKenna will review the results of the survey, and other input received. Using that as the foundation, we will refine the goals and objectives for the new Master Plan.

**TASK 5.
CITY OF HARTFORD MASTER PLAN: A ROADMAP FOR THE FUTURE**

We understand the Master Plan update is a new document, as the last Master Plan was a joint plan with the Township.

1. **Future Land Use Plan.** The City of Hartford Master Plan will identify both desired future land uses and recommended characteristics for the various areas of the City. The Plan will make recommendations beyond land use to create or preserve community character and quality of place. The quality of the built environment, the quality of public spaces and open spaces, the preservation of natural resources, and the mixture of land uses are some aspects that define community character.

The plan and map will identify recommendations on:

- a) Land use (e.g., residential – high, medium, and low density, commercial, industrial, open space, etc.)
- b) Transportation
- c) Community Facilities
- d) Natural Features (e.g., floodplain, water resources, wetlands)
- e) Priority sites

2. **Transportation Plan.** In order to provide a transportation system that meets the needs of the City and provides a high quality of life for residents, businesses, and visitors, the City must work with MDOT, the Van Buren County Road Commission and others to provide various transportation options, including non-motorized travel. The Transportation section of the Master Plan will be prepared to fulfill the requirements of Michigan’s Complete Streets legislation.

The Plan will recognize the important role automobiles currently play in the City of Hartford’s transportation system. However, it will analyze the potential for non-motorized transportation to play an increasing and defining role in the City and surrounding area. McKenna will explore ways to extend and expand existing pedestrian facilities and improve the function and capacity of street and public transit systems. To achieve this balance, the Transportation Plan will address:

- Existing transportation infrastructure, including sidewalks, non-motorized trails and pathways;

- Existing travel patterns (generalized) and regional influences;
- Functional classifications of existing streets;
- Planned improvements by road agencies;
- The impacts of future land use changes proposed by the Future Land Use Plan
- Improvement priorities and funding options
- Opportunities for new neighborhood connections

3. Community Assets. Schools, parks and recreation, public safety, utilities, and communication infrastructure are critical components for creating a desirable, quality, sustainable community. These assets provide a foundation for the City’s character and help to differentiate it from other communities. This section of the plan will focus on maintaining and enhancing the City’s assets and evaluating how these facilities provided by other agencies will impact the City’s plan and development.

4. Housing. The Future Land Use section of the updated Master Plan will include an analysis of housing types and opportunities in the City. This may include expanding or enhancing neighborhood residential areas, examining areas where additional housing types could be permitted, permitting innovative housing solutions, identifying opportunities for mixed uses, and more. This analysis will also identify areas in the City where mixed uses may be permitted and encouraged. Further, we will examine areas of the City where housing density is most appropriate, surrounding the City of Hartford’s limits and potentially along key corridors. The Master Plan will be updated to reflect today’s market and trends and clearly articulate where future development and redevelopment should occur, and also identify important preservation areas. This analysis will also be in align with the Michigan Statewide Housing Plan. The housing section will include the following content:

- Intent and Purpose
- Housing Goals
- Snapshot
- Characteristics of Housing
- SWOT
- Housing Strategies



Scenario 1: High Density



Scenario 2: Medium Density



Scenario 3: Low Density

Our team integrates future land use planning with key transportation principles, resulting in high-impact strategies for future corridor development (The example above is from McKenna’s density study of Tecumseh, Michigan).

**TASK 6.
IMPLEMENTATION STRATEGIES**

The entire plan will be focused on implementation. An Implementation Roadmap will be crafted to provide a concise list of implementation-ready projects and strategies that the City should pursue in order to fulfill the vision presented and the goals and objectives stated in the Plan. This portion of the Plan will include the following two elements:

- 1. **Action Plan Matrix.** A matrix that includes specific recommendations, priorities, capital expenditures, programs, and actions will be provided.

The matrix will identify:

- a) Each project based on goals,
- b) Its level of importance / priority,
- c) A timeframe for completing the project,
- d) The person, body or organization responsible for overseeing the project, and
- e) Funding opportunities for the project.

- 2. **Zoning Plan.** Consistent with the requirements of the MPEA, PA 33 of 2008 as amended, McKenna will create a zoning plan for the Future Land Use Plan. The Zoning Plan will include a description of what zoning districts correspond to planned land use categories, where new zoning districts will be required, overlay district locations, and other recommended zoning techniques to implement the updated Master Plan.

Zoning Plan Comparison Example:	
Land Use Area	Corresponding Zoning Districts
Residential	
Residential Reserve	ARG
Suburban Single Family	R-1
Traditional Single Family	R-2
Multiple Family Residential	RM-1
Manufactured Housing	MHP
Commercial	
Neighborhood Commercial	BUS
Regional Commercial	BUS
Industrial	
Light Industrial	IND
Industrial Park	IND

**TASK 7.
MASTER PLAN ADOPTION**

McKenna will assist the City with the adoption of the new Master Plan as follows:

- 1. **Distribution of Draft Plan.** McKenna will prepare the draft Master Plan, include all elements described above and present it for review by the Planning Commission and City Council. Based on the input and direction received, we will revise the draft and submit it to the Planning Commission for recommendation to the City Council for dissemination as required by the MPEA. An electronic copy of the draft plan will be provided for the City to disseminate to the required entities for review and comment, with notices per the MPEA.
- 2. **Final Review, Planning Commission Public Hearing, and Adoption.** Upon conclusion of the draft review and comment period for noticed entities, McKenna will review all comments received and, if deemed necessary, make modifications to the draft. McKenna will attend the Planning Commission public hearing to explain the Plan to the public, respond to review by entities, and assist with the adoption by the Planning Commission. McKenna will also attend, present the Plan at the public hearing, and assist with adoption.

Project Schedule

We will work out a mutually acceptable schedule for preparing the 2025 Master Plan with you. Following is our proposed timeline of tasks and meetings, estimated to take 13 months.

MONTH STEP	1	2	3	4	5	6	7	8	9	10	11	12	13
1. Kick-off and Strategic Issues	XXX												
2. Hartford 2025: Identify, Quantify, and Analyze			PC										
3. Public Participation and Community Outreach													
4. Pathways to a Sustainable Hartford: Goals and Objectives						PC	CC						
5. Hartford Master Plan: A Roadmap for the Future													
6. Implementation Strategies								PC	CC				
7. Master Plan Adoption											PC		

- We anticipate that the master plan process will begin in March of 2025 and will conclude with an adopted plan thirteen months later in April of 2026.
- There will be up to five (5) workshops, up to three (3) with the Planning Commission and two (2) with the City Council.
 - There will be an initial kick-off meeting with staff, and both the Planning Commission and City Council.
 - In the initial kick-off meeting with the City staff will establish the schedule, the work plan, the communication style, administrative meetings, and outreach.
 - We propose a goals and objectives meeting workshop with the Planning Commission.
- As part of the community engagement there will be a website developed with a link to an online survey, we propose to translate this survey into Spanish, then hold an open house meeting a month after the survey has been available online.
- There will be administrative staff meetings monthly.

Cost Proposal

FEE

The following is an itemized breakdown of the fees to complete the 2025 City of Hartford new Master Plan, as described in this proposal. We propose to complete the project for a lump sum of **\$45,000**.

TASK	ITEMIZED FEE
1. Kick-off and Strategic Issues	\$3,000
2. Hartford 2025: Identify, Quantify, and Analyze	\$6,000
3. Public Participation and Community Outreach	\$10,000
4. Pathways to a Sustainable Hartford: Goals and Objectives	\$8,000
5. Hartford Master Plan: A Roadmap for the City’s Future	\$8,000
6. Implementation Strategies	\$7,000
7. Adoption	\$3,000
	\$45,000

Additional services beyond the scope can be provided, at the City’s request based on McKenna’s professional fee schedule (below) or a separate negotiated fee.

MCKENNA PROFESSIONAL FEE SCHEDULE

Professional Classification	Rate Per Hour*
President	\$200
Executive or Senior Vice President	\$180
Vice President	\$170
Director	\$165
Senior Principal or Manager	\$160
Principal	\$130
Senior	\$120
Associate	\$110
Assistant	\$100

REQUEST FOR ACTION

Our team is available to start immediately upon received your permission to commence work. If you are satisfied with the Scope of Work described, then please return one signed copy of this letter for our files. Your signature will authorize McKenna to proceed with this project.

If you have any questions, please do not hesitate to reach out. Thank you.

Respectfully submitted,

McKENNA



Hillary Taylor

Senior Planner

cc: Donovan Smith, AICP, dsmith@mcka.com

AUTHORIZATION TO PROCEED

CITY OF HARTFORD VAN BUREN COUNTY, MICHIGAN

Signature

Title

Date

Name (printed)



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager

DATE: March 24, 2025

RE: Redevelopment Ready Communities (RRC) facilitated by VBC

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the City's participation in the Redevelopment Ready Communities certification process facilitated by Van Buren County's Community Service Office.

DISCUSSION:

The City of Hartford started the Redevelopment Ready Communities (RRC) certification process under Yemi Akinwale's administration. Because the process began several years ago, MEDC considers the city RRC engaged. The RRC program, administered by the Michigan Economic Development Corporation (MEDC), is demanding. It involves multiple stages that can be quite demanding for participating communities. These stages include:

1. **Initial Setup and Orientation Meetings:** Organizing initial discussions to understand the requirements and commitments needed for RRC certification.
2. **Review of Best Practices:** Thoroughly reviewing and adhering to established best practices across various aspects of planning and development, including zoning, planning public outreach, and internal processes.
3. **Establishment of Standardized Forms and Processes:** Developing and instituting standardized forms and processes that align with RRC standards can be a time-intensive process requiring meticulous attention to detail.
4. **Continuous Engagement and Feedback:** Consistently engage with MEDC to ensure all practices and submissions meet their criteria, including revisiting and revising documents and strategies as feedback is received.

The county was awarded funding for an AmeriCorps worker to assist communities in becoming RRC certified. The county is asking communities that lack staff capacity to engage in the RRC process. The county is asking each local governmental unit to commit \$2,500 to help the County meet its match of \$17,000.

The AmeriCorps Community Redevelopment Liaison will be stationed in Van Buren County full-time for 11 months, equitably dividing their time among all participating units. This support aims to enhance interactions, assist in the thorough preparation of necessary documentation, and ensure that community meetings and stakeholder engagements are conducted efficiently.

The City will begin the master plan process next month, which is good timing because the master plan is part of the RRC Best Practice step.

RECOMMENDATION:

The City of Hartford City Commission approves a \$2,500 contribution to the Redevelopment Ready Communities certification process facilitated by Van Buren County's Community Service Office AmeriCorps Community Redevelopment Liaison. The commission authorizes the City Manager to execute the agreement.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager *NB*

DATE: March 24, 2025

RE: **AMENDMENT #4 FOR THE PFAS WATER MAIN EXTENSION PROJECT**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve contract amendment #4 for the PFAS 56TH Avenue, Pinery Road, and 60th Street Water Main Extension project.

DISCUSSION:

Wightman has proposed a contract amendment to EGLE for a time extension because the CSX Flagging coordination contributed to delays in the bore and jack beneath the railroad. The flagging was rescheduled multiple times and finally completed on October 28th—30th. This extension allows for the bore and jack to be completed along with the related water main testing and restoration work. The contract extension is from August 30, 2024, to November 15, 2024. The contract decreased by \$269,826.

RECOMMENDATION:

The Hartford City Commission approves contract amendment #4 for the PFAS 56TH Avenue, Pinery Road, and 60th Street Water Main Extension project and authorizes the City Manager to execute the contract amendment.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: Nicol Brown, City Manager

DATE: March 24, 2025

RE: **LETTER OF SUPPORT FOR SENATOR PETERS CONGRESSIONALLY DIRECTED SPENDING APPLICATION**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to support the City of Hartford's application submission of Senator Peters's Congressionally Directed Spending application.

DISCUSSION:

U.S. Senator Gary Peters has served on the Senate Appropriations Committee for several years. He is currently facilitating a process for Michigan stakeholders to submit requests for consideration as Congressionally Directed Spending items for Fiscal Year 2026. The city of Hartford is applying for this funding to support water main replacement, storm sewer improvements, roadway reconstruction, and sidewalk construction. Specifically, the city is requesting the reconstruction of several roads.

S. Maple Street from Beechwood Street to W. Main Street
 Franklin Street from Beechwood Street to W. Main Street
 W. Elmwood Street from the RR to S. Center Street
 Heywood Street from the south City Limits to W. Bernard Street
 Mechanic Street / W. Shepard Street from Pleasant Street to W. Main Street

Direct spending will be a valuable resource for the city, especially given our limited resources and low tax base. The city faces challenges in maintaining its infrastructure and providing necessary capital improvements to serve residents effectively. The aging infrastructure in the neighborhoods increases maintenance costs and decreases reliability.

RECOMMENDATION:

The Hartford City Commission supports the City of Hartford's application submission of Senator Peters's Congressionally Directed Spending application.



City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Hall and the Hartford City Commissioners

FROM: RoxAnn Rodney-Isbrecht, City Clerk/Assistant City Manager

DATE: March 24, 2025

RE: **SET SPECIAL MEETINGS & PUBLIC HEARINGS**

ITEM BEFORE THE COMMISSION:

- Set Special Meeting for Public Hearing to Vacate Right of Way at the end of Reynolds Street East towards Spaulding Street
- Set Special Meeting for Zoning Board of Appeals Public Hearing;
- Set Special Meeting to adopt operating millage rate resolution - Truth in Taxation
- Set Special Meeting for Public Hearing on Truth in Taxation Millage & 2025/2026 Budget

RECOMMENDATION:


The Hartford City Commission set a special meeting to adopt a resolution on operating millage rate & propose a public hearing date. Meeting must be between April 28th & May 5th –


The Hartford City Commission set a special meeting for Truth in Taxation Millage rate Hearing & Budget Public Hearing to be held between May 19 & June 1st. Both of these hearing can be on the same day.


The Hartford City Commission set a special meeting to hold a public hearing to Vacate the Right of Way at the end of Reynolds Street East towards Spaulding Street

The Hartford City Commission as the Zoning Board of Appeals set a special meeting to hold a public hearing on a variance application at 202 West Main Street.



 1035 E. Michigan Ave.
Paw Paw, MI 49079

 (269) 657-4030 x 5

 info@vanburencd.org

February 26, 2025

Dear City of Hartford,,

I am requesting a letter of support about the next recycling project for our community. We are applying for The NextCycle Michigan Accelerator Track Program. The program provides assistance to grow and expand services. They can help us navigate funding, model volume and cost projections, and provide infrastructure considerations.

The Van Buren Conservation District has grown the County's resource recovery program since 2012. We recently worked with several communities to improve recycling drop-off stations. We are involved in regional materials management planning. Next, we are working to align with the new Part 115 Michigan legislation. We will look at overall access to recycling and opportunities for organics management (food waste and yard waste).

If we are accepted into the NextCycle program, I will work with industry leaders to find solutions specific to our community. At the end of the program, we will have a pitch competition that may result in funding to complete the project. All the skills and coaching provided in this program will increase our opportunities here in Van Buren.


We plan to find ways to increase drop-off site access. We are looking at strategic locations for food waste drop off and where the gaps in services are. Local government and private company partnerships will be a great asset in this work. We will explore funding, feasibility, and agreements. Throughout the project, we will ask you to share your experience and perspectives.

The timeline for this application is very limited. Applications must be submitted before March 30, 2025. If you are able, please provide a written letter of support for the VBCD's application for the NextCycle Michigan Accelerator Track Program to Kalli Marshall no later than March 28, 2025. Attached is a template letter for your convenience.





 1035 E. Michigan Ave.
Paw Paw, MI 49079

 (269) 657-4030 x 5

 info@vanburencd.org

Please let us know if you have any questions or concerns. Thank you for your consideration of support for the Van Buren Conservation District and recycling in Van Buren County.

Sincerely,

A handwritten signature in blue ink that reads "Kalli Marshall".

Kalli Marshall

Recycling & Materials Management Coordinator

Van Buren Conservation District

1035 E. Michigan Ave. Ste. A

Paw Paw, MI 49079

Cellphone: 269-633-9314

Office: 269-657-4030 x 5

ResourceRecovery@VanBurenCD.org





City of Hartford * County of Van Buren * State of Michigan

March 24, 2025

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

Dear Proposal Committee for “NextCycle Michigan Accelerator Track Program”:

The City of Hartford is pleased to support the proposal by the Van Buren Conservation District to the NextCycle Michigan Accelerator Track Program to continue the work of the Conservation District and our local municipalities and County officials. Our local municipalities rely on the conservation district for many of our recycling services and education. In our area, the local municipalities have little capacity to dedicate staff to recycling. The Van Buren Conservation District has been an asset to the county - working regionally to spearhead efforts and streamline our processes so we can efficiently provide recycling for our communities. The Van Buren Conservation District and their proposed project would assist in bringing materials management education and recycling opportunities to residents and would provide technical assistance for our municipalities.

The City of Hartford recognizes the financial, environmental, and social issues posed by materials management. Van Buren County has limited access and education around recycling. Providing the operational planning for recycling and organics will help our residents increase recycling rates and conserve our resources. As such, we are excited to partner with the Van Buren Conservation District to increase the education and services for recycling in our community.

Our commitment to this project will include:

- Assistance with education by providing recycling information at our office and at in person events.
- Assistance with education by sharing information on our website, Facebook, newsletters, or mailers.
- Engagement in the operational planning and organics infrastructure opportunity for our community.

We estimate that by accepting the Van Buren Conservation District Recycling Coordinator into the NextCycle Michigan Accelerator Track Program, it would help us divert tons of recyclable items from the landfills, conserving our natural resources for years to come and improving the circular economy in Southwest Michigan. We eagerly look forward to partnering with the Van Buren Conservation District. We have seen the benefits of their ability to create awareness, educate, manage, and help community members plan conservation-minded goals in helping to preserve our local ecosystems and surface water.

Sincerely,

Nicol Brown
City Manager

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 fax
www.cityofhartfordmi.org

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 018**



**RESOLUTION TO APPOINT MEMBERS OF THE CITY OF HARTFORD DOWNTOWN
DEVELOPMENT AUTHORITY**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Chapter 31: City Organizations of the City Code provides for an 8-member Downtown Development Authority board appointed by Chief Executive Officer; and

WHEREAS, all 8 seats on the Downtown Development Authority shall be deemed vacant by virtue of the members serving more than 3 years without reappointment, and that, for the first appointments made thereafter, two members shall be appointed to one-year terms, two members shall be appointed two-year terms, two members shall be appointed to three-year terms and two members shall be appointed to four-year terms. A member shall hold office until the member’s successor is appointed. Thereafter, each member shall serve a term of 4 years.

WHEREAS, the City Commission wishes to appoint members to the Downtown Development Authority at the recommendation of the Chief Executive Officer pursuant to Section 31.22.

NOW, THEREFORE BE IT RESOLVED; the following individuals are appointed to serve on the City of Hartford Downtown Development Authority for the terms specified below:

- | | |
|---|--|
| 1. Manuela S. Blaylock-Villota | - 1 year (ending December 31, 2025) |
| 2. Pete Sinclair, 315 N Center, Sinclair Graphics | - 1 year (ending December 31, 2025) |
| 3. Rick Stevens, Village Auto Wash | - 2 year (ending December 31, 2027) |
| 4. Sandra Banda Tavaréz, Taqueria Y Mariscos El Primo | - 2 year (ending December 31, 2027) |
| 5. Gurnamaskar Singh Sr., Singh Family Enterprise (Citgo) | - 3 year (ending December 31, 2028) |
| 6. Shayne Darling, Hometown Video | - 3 year (ending December 31, 2028) |
| 7. Brian Garland, Arrowhead Bar & Grill | - 4 year (ending December 31, 2029) |
| 8. Mark Kellogg, Kellogg Hardware | - 3 year (ending December 31, 2029) |

YEAS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

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 March 24, 2025
Date

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 019**



RESOLUTION TO APPOINT DEPUTY BUILDING, MECHANICAL & ELECTRICAL INSPECTORS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City, Residents and Contractors have not been satisfied with Safebuilt's building inspection services, the City has received multiple complaints from Contractors, Residents, and Elected Officials regarding Safebuilt's services; and; and

WHEREAS, the City has challenges with Safebuilt’s billing and receiving the City’s 10% administrative fees; and

WHEREAS, the City Manager sent Safebuilt a 90-day notice that the City is discontinuing its contract as of March 23, 2025; and

WHEREAS, the City Commission appointed Randall Aldering as the City’s building official effective March 24, 2025. Mr. Aldering will have Scott Saunders as his Deputy building official when he is unavailable. Mr. Aldering recommended that Walt Devisser be the mechanical inspector and David Gongwer be the electrical inspector; and

WHEREAS, Mr. Devisser Jr. works in Arlington Twp, Bangor Twp, Bloomingdale Twp, the City of Bangor, the City of Coloma, Coloma Twp, Geneva Twp, Hagar Twp, Hartford Twp, the Village of Bloomingdale, and the Village of Breedsville. Mr. Devisser Jr. has worked for the City in the past as Deputy Mechanical Inspector under Walt Devisser Sr. the City’s mechanical inspector for many years, and;

WHEREAS, Mr. Gongwer works in Benton Harbor, the Village of Cassopolis, and Hartford Twp; and

WHEREAS, the City Manager met with Mr. Devisser Jr. and Mr. Gongwer to negotiate the pay rate fees; and

WHEREAS, the mechanical inspector will receive 70% of the fees invoiced, with the city retaining 30%, the electrical inspector receiving 80% of the fees invoiced, and the city retaining 20%; and

NOW, THEREFORE BE IT RESOLVED; the City of Hartford City Commission approves the appointment of Scott Saunders as Deputy Building Inspector, David Gongwer as Electrical Inspector, who will receive 80% of the fees, and Walt DeVisser as Mechanical Inspector, who will receive 70% of the fees invoiced and adopt their fee schedules.

BE IT FURTHER RESOLVED THAT, the approval is contingent upon the completion and execution of the professional service agreement and the City Commission authorizes the City Manager to execute the agreements.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

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 March 24, 2025
Date

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 020**



RESOLUTION TO APPROVE PFAS WATER MAIN EXTENSION PROJECT AMENDMENT #4

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, Wightman has proposed a contract amendment to EGLE for a time extension because the CSX Flagging coordination contributed to delays in the bore and jack beneath the railroad; and

WHEREAS, the flagging was rescheduled multiple times and finally completed on October 28th—30th, 2024; and

WHEREAS, the extension allows for the bore and jack to be completed along with the related water main testing and restoration work; and

WHEREAS, the contract extension is from August 30, 2024 to November 15, 2024. The contract decreased by \$269,826; and

NOW, THEREFORE BE IT RESOLVED; the City Commission approves contract amendment #4 for the PFAS 56TH Avenue, Pinery Road, and 60th Street Water Main Extension project and authorizes the City Manager to execute the contract amendment.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

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 March 24, 2025
Date

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 021**



RESOLUTION TO APPROVE REDEVELOPMENT READY COMMUNITIES (RRC) FACILITATED BY VAN BUREN COUNTY

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford started the Redevelopment Ready Communities (RRC) certification process under Yemi Akinwale’s administration. Because the process began several years ago, MEDC considers the City RRC engaged; and

WHEREAS, the RRC program, administered by the Michigan Economic Development Corporation (MEDC), is demanding. It involves multiple stages that can be quite demanding for participating communities; and

WHEREAS, these stages include:

1. **Initial Setup and Orientation Meetings:** Organizing initial discussions to understand the requirements and commitments needed for RRC certification.
2. **Review of Best Practices:** Thoroughly reviewing and adhering to established best practices across various aspects of planning and development, including zoning, planning public outreach, and internal processes.
3. **Establishment of Standardized Forms and Processes:** Developing and instituting standardized forms and processes that align with RRC standards can be a time-intensive process requiring meticulous attention to detail.
4. **Continuous Engagement and Feedback:** Consistently engage with MEDC to ensure all practices and submissions meet their criteria, including revisiting and revising documents and strategies as feedback is received; and

WHEREAS, the County was awarded funding for an AmeriCorps worker to assist communities in becoming RRC certified. The County is asking communities that lack staff capacity to engage in the RRC process. The County is asking each local governmental unit to commit \$2,500 to help the County meet its match of \$17,000; and

WHEREAS, AmeriCorps Community Redevelopment Liaison will be stationed in Van Buren County full-time for 11 months, equitably dividing their time among all participating units; and

WHEREAS, the support aims to enhance interactions, assist in the thorough preparation of necessary documentation, and ensure that community meetings and stakeholder engagements are conducted efficiently; and

NOW, THEREFORE BE IT RESOLVED; the City of Hartford City Commission approves a \$2,500 contribution to the Redevelopment Ready Communities certification process facilitated by Van Buren County’s Community Service Office AmeriCorps Community Redevelopment Liaison.

BE IT FURTHER RESOLVED THAT; the City Commission authorizes the City Manager to sign & execute the agreement.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

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 March 24, 2025
Date

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 022**



**RESOLUTION TO APPROVE LETTER OF SUPPORT FOR SENATOR PETER’S
CONGRESSIONALLY DIRECTED SPENDING APPLICATION**

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the U.S. Senator Gary Peters has served on the Senate Appropriations Committee for several years. He is facilitating a process for Michigan stakeholders to submit requests for consideration as Congressionally Directed Spending items for Fiscal Year 2026; and

WHEREAS, the City of Hartford is applying for this funding to support water main replacement, storm sewer improvements, roadway reconstruction, and sidewalk construction; and

WHEREAS, Specifically, the City is requesting the reconstruction of several roads:

- S. Maple Street from Beechwood Street to W. Main Street
- Franklin Street from Beechwood Street to W. Main Street
- W. Elmwood Street from the RR to S. Center Street
- Heywood Street from the south City Limits to W. Bernard Street
- Mechanic Street / W. Shepard Street from Pleasant Street to W. Main Street; and

WHEREAS, the Direct spending will be a valuable resource for the City, especially given our limited resources and low tax base; and

WHEREAS, the City faces challenges in maintaining its infrastructure and providing necessary capital improvements to serve residents effectively; and

WHEREAS, the aging infrastructure in the neighborhoods increases maintenance costs and decreases reliability; and

NOW, THEREFORE BE IT RESOLVED; the City of Hartford City Commission supports the City of Hartford’s application submission of Senator Peter’s Congressionally Directed Spending application.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

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 March 24, 2025
Date

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 023**



PROFESSIONAL SERVICE CONTRACT WITH MCKENNA FOR MASTER PLAN

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the city has contracted with McKenna as its planner. McKenna has supported the City of Hartford staff in securing the \$50,000 Housing Readiness Grant. With the work plan, McKenna proposes a seven-step process; and

WHEREAS, the City will engage the public in drafting a new Master Plan document; and

WHEREAS, The Work Plan consists of seven steps:

- Task 1 – Kick-off and Strategic Issues
- Task 2 – Hartford 2025: Identify, Quantify, and Analyze
- Task 3 – Public Participation and Community Outreach
- Task 4 – Pathways to a Sustainable Hartford: Goals and Objectives
- Task 5 – Hartford Master Plan: A Roadmap for the Future
- Task 6 – Implementation Strategies
- Task 7 – Adoption; and

WHEREAS, McKenna submitted a proposal to complete the master plan for \$45,000, and the City will receive \$5,000 for administering the grant; and

NOW, THEREFORE BE IT RESOLVED; the City of Hartford City Commission approve a \$45,000 professional service contract with McKenna to draft the City’s master plan and authorize the City Manager to sign & execute the agreements.

YEAS: Commissioners

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

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 March 24, 2025
Date

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 024**



AUTHORIZING REIMBURSEMENT OF EXPENSES FROM BOND PROCEEDS

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on March 24, 2025 at 5:30pm.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford (the “City”) intends to make improvements including the design, acquisition, and construction of certain capital improvements, including without limitation: improvements to the City’s Street systems (the “Improvements”).

WHEREAS, the City Council has determined that it would be necessary to borrow money and issue its Michigan Transportation Fund bonds (the “Bonds”) to finance all or portion of the Improvements; and

WHEREAS, the City may proceed with the Improvements prior to the issuance of the Bonds and incur capital expenditures for the Improvements prior to the issuance of the Bonds, and desires to be reimbursed for such expenditures from the proceeds of the Bonds.

NOW, THEREFORE BE IT RESOLVED that:

1. The City may proceed to finance the improvements using available funds of the City from the General Fund, which is a fund for the payment of the general and operating expenses of the City, the Major and Local Street Funds, which are funds for the Major and Local Street Systems of the City, and other funds of the City.
2. At such time as the City issues the Bonds for the long-term financing of the Improvements, the City shall be reimbursed for its expenditures for the Improvements out of the proceeds of the Bonds.
3. The amount of capital expenditures for which the City will seek reimbursement from the proceeds of the Bonds is estimated not to exceed \$1,500,000.
4. The City declares its official intent to issue the Bonds to finance a portion of the costs of the Improvements, and hereby declares that it reasonably expects to reimburse the City's advances for the Improvements as anticipated by this resolution. This resolution and the expression of intent to seek reimbursement from future proceeds of the Bonds is intended to satisfy the requirements of Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) and the City intends by this resolution to qualify amounts advanced by the City to the Improvements for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

- 5. At such time as the City issues the Bonds for the long-term financing of the acquisition of the Improvements, the City shall be reimbursed for its expenditures for the Improvements out of the proceeds of the Bonds.
- 6. All existing or previous resolutions and parts of resolutions, insofar as they may conflict with the provisions of this resolution, are hereby rescinded to the extent necessary to avoid such conflict.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE:

RoxAnn Rodney-Isbrecht, City Clerk

I, RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, Van Buren County, Michigan, do hereby certify that the foregoing is constitutes a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on March 24, 2025 the original of which is part of the City Council’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Act 267, Public Acts of Michigan, 1976, as amended.

Date

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