



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Tuesday, February 20, 2024 at 5:30 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

1. Award Presentation

PUBLIC COMMENT

COMMUNICATIONS

2. Comm - Planning Commission Public Hearing February 26, 2024 7:30pm - Proposed Ordinance Amendments
3. Comm - Open Planning Commission Seat
- [4.](#) Comm - March Board of Review
- [5.](#) Comm - McDowell Apartments
- [6.](#) Comm - Raising a Grieving Child Workshop February 28, 2024 11am
- [7.](#) Comm - Kinship Care Workshop

REPORT OF OFFICERS BOARDS & COMMITTEES

- [8.](#) PZ - February 12, 2024
- [9.](#) VBCD - January 2024

Police & Ordinance

- [10.](#) HPD - January 2024

Fire Department

- [11.](#) HFB - February 12, 2024
- [12.](#) HFD - January 2024

Ambulance

[13.](#) AMB - January 2024

Van Buren County

Public Works

[14.](#) DPW - January 2024

Wastewater Treatment Plant

[15.](#) WWTP - January 2024

Treasurers, Investment & List of Bills

[16.](#) Treas - February 20, 2024

City Manager

[17.](#) CM - February 2024

APPROVAL OF COMMISSION MINUTES

[18.](#) January 22, 2024

[19.](#) January 29, 2024

[20.](#) February 5, 2024

[21.](#) February 12, 2024

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

[22.](#) HFD - 2024/2025 Proposed Budget

[23.](#) Discuss & Consider - Humvee Policy

[24.](#) Discuss & Consider - Extreme Risk Protection Order Policy

[25.](#) Discuss & Consider - Lien & Delinquent Tax Policy

[26.](#) Discuss & Consider - Police Department Garage Maintenance

[27.](#) Discuss & Consider - SWOT Analysis & Expectations Workshop Results

28. Discuss & Consider - Set Meeting for Colors Workshop

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

ADJOURNMENT

NOTICE

2024 BOARD OF REVIEW

CITY OF HARTFORD
19 WEST MAIN STREET
HARTFORD, MI 49057

THE CITY OF HARTFORD BOARD OF REVIEW FOR 2024 WILL BE HELD AT CITY HALL LOCATED AT 19 WEST MAIN STREET, HARTFORD, MI 49057 ON THE FOLLOWING DATES AND TIMES:

TUESDAY, MARCH 5, 2024- 1:00 P.M. ORGANIZATIONAL MEETING

APPEAL HEARINGS MEETING SCHEDULE:

MONDAY, MARCH 11, 2024- 1:00 P.M. TO 4:00PM AND 6:00 P.M. TO 9:00 P.M.

TUESDAY, MARCH 12, 2024- 9:00 A.M. TO NOON AND 1:00 P.M TO 4:00 P.M.

THE BOARD OF REVIEW WILL MEET AS MANY MORE DAYS AS DEEMED NECESSARY.

THE BOARD OF REVIEW WILL ACCEPT PROTESTS BY LETTER ASSUMING THE LETTER IS RECEIVED BY 1:00 P.M. ON MARCH 12, 2024

PLEASE CONTACT THE ASSESSOR’S OFFICE TO SCHEDULE AN APPOINTMENT- PHONE 269-207-2590

THE TENTATIVE RATIOS AND ESTIMATED MULTIPLIERS FOR EACH CLASS OF REAL PROPERTY AND PERSONAL PROPERTY FOR 2024 ARE AS FOLLOWS:

AGRICULTURAL.....	50.00%.....	1.0000
COMMERICAL.....	49.76%.....	1.0604
INDUSTRIAL.....	49.76%.....	1.0048
RESIDENTIAL.....	46.74%.....	1.0697
DEVELOPMENTAL.....	50.00%.....	1.0000
TIMBER CUTOVER.....	50.00%.....	1.0000
PERSONAL PROPERTY....	50.00%.....	1.0000

AMERICANS WITH DISABILITES (ADA) NOTICE

THE CITY OF HARTFORD WILL PROVIDE NECESSARY REASONABLE SERVICES TO INDIVIDUALS DISABILITIES AT THE BOARD OF REVIEW MEETINGS UPON A TWO (2) DAY NOTICE. PLEASE CONTACT THE ASSESSOR’S OFFICE AT 269-207-2590 TO MAKE ARRANGEMENTS.

RoxAnn Rodney-Isbrecht, Clerk
City of Hartford
19 W Main St
Hartford MI 49057
269-621-2477
269-621-2054
cityclerk@cityofhartfordmi.org
www.cityofhartfordmi.org



321 Woodland Pass Ste 100
East Lansing, MI 48823

PHONE: (517) 351-1544 FAX: (517)-337-8345
MI TDD/TTY: 7-1-1 / TX TDD: 800-735-2989
Rev: 2-2021

January 25, 2024

Hartford City Hall
19 W. Main St. #1
Hartford, MI 49057

RECEIVED
JAN 29 2024
CITY OF HARTFORD

Dear Director,

I am writing today regarding McDowell II Apartments located at 55921 County Road 687 in Hartford. We are asking that you refer members of your clientele that may need housing. The rent is based on income and the apartments may be occupied only by very low to moderate income households. The contact telephone number is (269) 621-2089 and the office hours are Wednesday 9 am till 1 pm. The TDD/TTY number is 7-1-1. Barrier free units are available.

It would be greatly appreciated if you would notify appropriate members of your community of this rental opportunity. We are currently accepting applications for 1- and 2-bedroom apartments. Thank you again for your cooperation. We hope we can provide apartments to members of your clientele.

Sincerely,

Rebecca Hartupee

Rebecca Hartupee
Director of Affordable Compliance

This institution is an equal opportunity provider.

Equal Housing Opportunity



Raising a grieving child

A Kinship Care Speaker Series event featuring Lory's Place

1,192 children are newly bereaved each day in the United States, leaving parents, grandparents and caregivers navigating grief with their children. However, many of us don't feel equipped to know what to say or how to help.

In this presentation, we will talk through helpful strategies to support children and ask:

- What are normal reactions?
- What does their unique grief look like?
- What do kids need to find their footing again?

RECEIVED

FEB 07 2024

CITY OF HARTFORD

When: 11 a.m. Wednesday, Feb. 28

Where: Campus for Creative Aging, 2920 Lakeview Ave., St. Joseph



To RSVP to this free presentation, contact Meg Killips at megkillips@areaagencyonaging.org or call 269-983-0177.

Can't make it and want more information on how Kinship Care can support you and your family? Reach out to Meg!



Are you raising a family member's child?

Come learn about **Kinship Care** and resources that can help!

Kinship Care is a support system for families raising a family member's child, like a grandparent raising a grandchild. In this presentation, we'll cover what and who we are, and how we can support you and your family. Two presentations are being offered:

When: 10 a.m. Tuesday, March 26

Where: Front Street Crossing (COA), 227 Front St., Dowagiac

When: 10 a.m. Wednesday, April 3

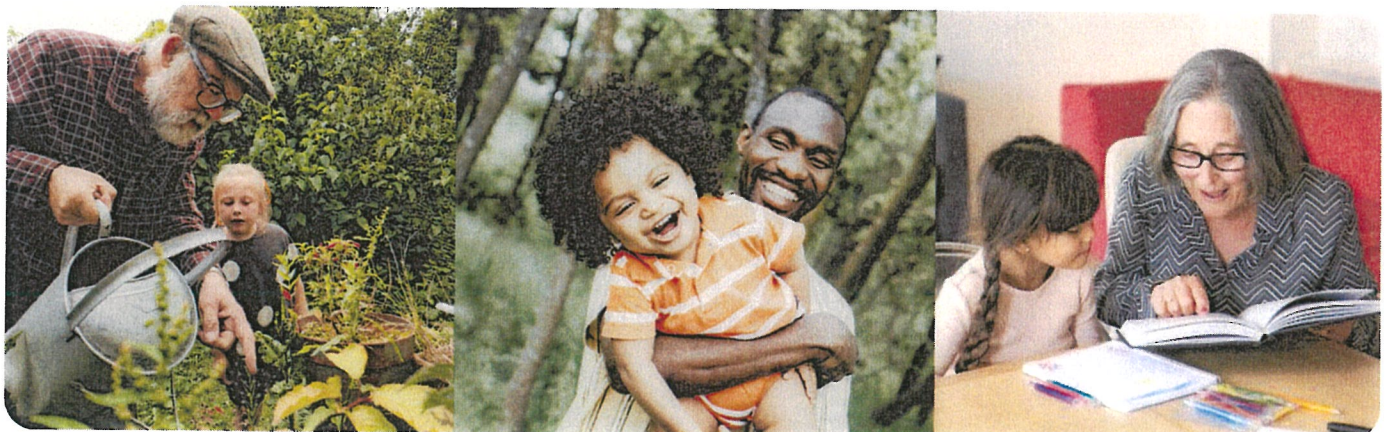
Where: Lowe Center (COA), 60525 Decatur Road, Cassopolis

RECEIVED
FEB 07 2024
CITY OF HARTFORD



Can't make it and want more information on how we can support you and your family?

Contact Meg Killips at
megkillips@areaagencyonaging.org
or call 269-983-0177.



**City of Hartford Planning Commission
Regular Meeting, Hartford City Hall
February 12th, 2024, Minutes**

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

Members Present: S. Ackerman, G. Gardner, J. Kling, & T. Kling

Members Absent: J. Fuller & A. Morales, both excused unable to attend.

Also Present: Linnea Rader, Interim City Manager

Note: We would like to extend a warm welcome to Gage Gardner, our newly appointed Planning Commission member.

Approval of the Agenda: Motion made by G. Gardner, seconded by S Ackerman, to approve the February 12th, 2024 agenda as written. All present in favor, motion carried.

Approval of the Minutes: Motion made by G. Gardner, seconded by J. Kling, to approve the December 11th, 2023 meeting minutes as written. All present in favor, motion carried.

Public Comments Not on the Agenda: Linnea Rader Brief Updates:

*New City Manager, Nicole Brown, under contract to start March 6th. Linnea will stay on to help with her transition.

*Once the weather is good, work will continue on the water project extension to the homes affected by PFAS. The residents have been contacted, either in person or by mail, but some are hesitant. If they hook up now, it's free. If they wait and anything goes wrong later, it will be very expensive for updates and repairs.

*City Council members are participating in an expectations workshop. One key aspect is to move forward in a positive manner. Linnea pointed out there was a lot of positive feedback & they had fun sharing all their ideas.

*Other projects are pretty much wrapped up, re: sewer line completed up to water treatment plant, not past the river.

*20% of homes in the city were chosen to be checked for lead (what kind of pipes are in place) wrapping up now, to update the Water Asset Management Plan.

*Grant for park submitted. Lots of great updates planned, however may be awhile before approval. We're high on the list. There are some deed restrictions (currently no playground allowed) Main goal is to balance the wants & needs of community.

*Library is interested in doing more on their property in the future. There are some legal issues to be addressed.

*T. Kling mentioned the Hum-vee the City acquired, donated at no cost, government surplus, to be used for emergencies, highway rescues. It's in really good shape. Can be sent back if there is a need to.

Public Hearing: None

Old Business:

*Need to have the election of officers. Tabled until next meeting.

*Need another Planning member to fill Nancy Spoula's position. Position has been posted. Reach out if know anyone.

New Business:

***Discuss & Consider Proposed Amendments to Marihuana Ordinances** – T. Kling re-capped our previous discussions. He reiterated the fact that we must continue to grow & evolve to meet the needs and changes in our community. We added a few modifications under Sec.110.12 regarding the number of temporary marihuana events & licenses required and updated the number of licenses for Microbusinesses. This ordinance is regulated by the State of Michigan, in compliance with the current laws. Upon completion of our discussion, all were in favor of moving forward with setting the Public Hearing date.

***Set Public Hearing Date – Amendments to Marihuana Ordinances** – Special Meeting for Public Hearing set for Monday, February 26th, at 7:30pm. Notices will be posted.

***Discuss & Consider Proposed Amendments to Zoning Ordinances** – T. Kling re-capped our previous discussions. Linnea added that updates to language, verbiage used for marihuana businesses re: signage, are needed to comply with the state. Upon completion of our discussion, all were in favor of moving forward with setting the Public Hearing date.

***Set Public Hearing Date – Proposed Amendments to Zoning Ordinances** - Special Meeting for Public Hearing set for Monday, February 26th, at 7:30pm. Notices will be posted.

***Application for re-appointment to Planning Commission** - applications have been given to all planning members to fill out and submit to Roxanne or Linnea once completed. Some have been turned in already.

***Training Opportunities** – there has been a good response to upcoming training being offered in Lawrence & Bangor. Most members have signed up. Online classes are also available if desired.

Other business: None

Adjournment:

Motion made by G. Gardner, seconded by S. Ackerman, to adjourn the meeting. All present in favor, motion carried. Meeting adjourned by T. Kling at 8:21 P.M.

Respectfully submitted by: Jenine Kling, Secretary



Van Buren Conservation District January 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Happy New Year! In 2024, the VBCD celebrates its 80th anniversary, so we have updated our logo and will be celebrating throughout the year with historical photos in our social media, publications, and more! We hope you enjoy looking back with us and will also join us in looking forward to what more we can do together to care for our water, soil, and air in Van Buren County.

Our annual Tree Seedling Sale has started; pre-orders will be accepted **January 1st through March 31st** with early April pick up. Find more details on our website: www.VanBurenCD.org/Shop Additionally, have our Backyard Symposium webinar series coming up during the lunch hour **February 5-8**. More details can be found here: <https://VanBurenCd.org/2024-backyard-symposium/> The SWxSW Corner Cooperative Invasive Species Management Area (CISMA) Annual Meeting will be held on Friday, **February 16** at 1:00 PM at the Pokagon Band Community Center in Dowagiac. Please RSVP by contacting CISMA Coordinator Alex Florian at invasivesed@vanburencd.org or calling 269-633-9044. This will be a great opportunity to learn more about invasive species work and specifically Spotted Lanternfly.

As always, if there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas and questions. Have a great February!

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In December, Van Buren Conservation District staff participated in a round table meeting with local Van Buren County farmers. This meeting was hosted by Michigan Agriculture Advancement. The purpose of this meeting was to get a producer perspective on conservation programs and practices and what new efforts might be needed, and to have conversations with farmers to brainstorm new ideas for better policies going forward.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - This month, the team primarily looked to the future. We spent much of our time planning annual meetings, writing grants, and updating our list of priority species. With greater organization and communication across the CISMA team as a whole, our grip on funding and grant goals has become more tangible and better understood. We are entering 2024 with a readiness and excitement like never before!
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - FY24 has MAEAP administrators challenging the techs to get all lapsed farmers contacted for re-verification, to re-verify as many farms as we can to keep our retention percentage up, as well as for every tech to get 12 new verifications. With 12 new and 59 reverifications from 5 years ago, Van Buren's verification goal is 71. With the help of Gabe and Lucas, the new verification goal should go smoothly. To hit the ground running, the specialist completed 8 Verifications (5 new and 3 Re) at the start of November.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - Van Buren Conservation District has been awarded 12 additional months of funding for two conservation technicians to assist NRCS staff with Farm Bill Programs. This award comes from the



Van Buren Conservation District January 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Technical Assistance and Outreach grant administered by the National Association of Conservation Districts (NACD).

- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) – I along with the rest of the Conservation District staff have been hard at work getting things together to start this next year on the right foot. Conservation Stewardship Program (CSP) clients are getting paid, and Environmental Quality Incentives Program (EQIP)/ ACT NOW clients are rapidly getting signed up. Conservation planning and assistance is on track to be at an all time high this year for Van Buren County! Our submission to the Climate Smart Commodities grant has officially made it to the second application round, with a final due date of March 15.
- **Outreach** (*Jacob Diljak*) – Calendars were delivered to partners and the public. 2024 Food, Farm, & Fun Guide is nearing its first draft. Fundraising and donation opportunities were expanded through website work and Tree Sale updates.
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) – Resource Recovery slowed down as collection season planning wrapped and the holiday season commenced. December focused on education and planning for the exciting Recycling Infrastructure grants to come that will make improvements to several transfer stations in Van Buren County.



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

Police Report for Month of January 2024

Total Duty Hours	808	Foot Patrol Hours	3
Arrests	8	Felony	0
B&E's	2	Misdemeanor	8
Arrest Warrants Issued	6	Traffic Citations Issued	14
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	3
Assaults	3	UDAA (stolen auto)	2
Burglary		Larceny	5
Frauds	2	Property Destruction/Vandalism	2
NFS Checks	0	Juvenile Del	2
OUIL	0	Drug Investigations	2
Civils	8	Public Peace	5
Lost Property	1	Found Property	1
Suspicious Person(s)/Vehicle(s)	7	Alarms	4
Health/Safety	6	Traffic Crash	9
Assist to other Agencies	5	Michigan State Police	7
Van Buren Co Sheriff	9	FIRE/EMS	14
Other Local Agencies	9	Persons	16

**HARTFORD POLICE DEPARTMENT MONTH OF January 2024
STATS. AS ALWAYS'S IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE
TO CONTACT ME. CHIEF MICHAEL W. PRINCE.**

Police Department Update
Council Meeting February 20th, 2024

Crossing Guard-

Has been filled.

Radios-

As previously discussed our radios are dilapidated and will be outdated, and not able to be programmable after Dec of 2024. While looking for grants We were assigned a new case manager from Motorola and was advised that our radio could be refurbished and be operable. We are currently working with Tel-Rad on getting our radio refurbished and a new warranty program set up. Saving us in the ball park of 35k.

Recruitment and Hiring-

We have recently sent a letter of conditional offer of employment to our candidate. We have reserved a place in the Spring Academy @ GVSU. The candidate's tuition and wages will be paid by a MCOLES Grant (\$24,000). MITN person coming in the next week to set up the academy and the grant paperwork.

2024 Training Schedule-

The 2024 Training schedule is complete.

Annual Reporting to MCOLES/MITN

The annual reporting for 2023 with the State has been completed.

Grants-

The Department is working with Linnea on applying for a COPS Grant to work on a community based event.

In addition we are working on a gun violence grant to come up with ideas on how to combat local gun violence and crime.

GUNS-

We are working with several different companies on getting our old department guns traded in for new ones, to be in line with what risk management wants as far as the whole department using the same weapon. The vendor we got a quote from puts the difference with our trade -ins at 798 dollars. That includes night sights on the new weapons.

**Hartford Fire Board Meeting
February 12th, 2024
January Business**

Contents

Page 1 Meeting Agenda

Page 2-4 Proposed Meeting Minutes of January 8th, 2024 Board Meeting

Page 5 Treasurer Report

Page 6-7 Income & Expense and Expenses by Vendor Summary

Page 8 Invoices

Page 9-10 Revenue & Expenditure Report

Page 11-13 Call Report

Page 14 Meeting Date Change

Page 15 Joint Meeting Date/Time/Venue

Page 16-17 Budget Adjustment # 1

Page 18-23 Chief Harting's Reports

Page 24 Assistant Chief McGrew Report

Hartford Fire Board
Agenda
Monday, February 12th, 2024, 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 January 8th, 2024: Motion by _____ Second _____ to approve previous meeting minutes as presented. Motion _____ Yeas: ___ Nays: _____
- VIII. Approval of January Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. Accounts Payable: Amount \$19,960.00 Motion by _____ Second _____ by roll call vote Motion _____ Yeas: _____ Nays: _____
- IX. Review: Review Revenue & Expenditure Report; Invoice Register
- X. Fire calls
- XI. Unfinished Business:
- XII. New Business:
 1. Discussion and approval to change March Fire Board Meeting Date from Monday 11th to Tuesday the 12th due to conflict at Township Hall on the 11th.
 2. Set Date/Time/Venue for the Annual Joint City/Township/Fire Board Joint Budget Meeting.
 3. Approve Budget 2023/2024 Adjustment #1 as presented.

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 February 12th, 2024

Members Present upon roll call: Ron Sefcik; Chad Hunt; Eric Germinder; Carlos Ledesma; Chief Harting **Absent:** Jerry Birmele

Others Present: Assistant Chief McGrew, Peter Stanslawski

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

Guest:

Public comment opened at 7:00 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of February 12th, 2024, was presented and approved. Motion by Sefcik Second by Germinder to approve the agenda as presented.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the January 8th, 2024, Fire Board Meeting were presented. Motion by Hunt; Second by Ledesma to accept the minutes as presented.

Yeas: 4 Nays: 0 **Approved**

The January Treasurer’s Report was presented: Motion by Hunt; Second by Sefcik to approve Treasurer’s Report as presented.

Yeas: 4 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$19,960.00 Motion by Hunt; second by Germinder to pays bills in the amount of \$19,960.00.

Motion approved upon roll call vote of members present.

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

Absent: Birmele

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfinished Business: N/A

New Business:

1. Discussion took place on the March Fire Board Meeting Date, Due to a conflict at the Township Hall the Meeting Date needs to be changed to the following day. Motion by Sefcik; Seconded by Germinder to Cancel the March 11th Fire Board Meeting and Reschedule for Tuesday March 12th at 7:00pm at the Township Hall.

Yeas: 4 Nays: 0 **Approved**

2. Discussion took place on the Joint Meeting between the City/Township/Fire Board and that a date needs to be set. Motion by Sefcik; Seconded by Ledesma to set the Annual Joint Budget Meeting with the City/Township/Fire Board for Wednesday April 3rd 7:00pm at the Fire Station.

Yeas: 4 Nays: 0 **Approved**

3. Peter Stanslawski presented Budget Adjustments for the Boards review, Motion by Sefcik; Seconded by Hunt to approve 2023/2024 Budget Adjustment #1 as presented.

Yeas: 4 Nays: 0 **Approved**

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Annual service completed on hydraulic tools.
3. Annual service completed on station generator.
4. Attended a recruitment and retention training at the TECH center.
5. Some of us will be attending a Construction & Response training class for Electric
6. Vehicles at the end of the month, at Bangor FD. Class Sponsored by the VBC FF
7. Training committee.
8. Worked on the Mileage renewal with Ron and Kevin
9. 501C3 is completed, we received the new Tax ID number in the mail.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

Meetings Attended: VBC Fire Chiefs

1. Applied for TC Energy Grant for \$10,000 Ice Rescue Program Startup
2. Attended Attributes of Leading Class
3. Annual Fit Testing Completed
4. SCBA Bottles Hydro Tested
5. Smoke Alarm Installs

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Sefcik brought the board up to speed on the upcoming milage renewal.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:30p.m.

Yeas:4 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING**Minutes of Fire Board Meeting January 8, 2024**

Members Present upon roll call: Ron Sefcik; Chad Hunt; Eric Germinder; Carlos Ledesma; Jerry Birmele; Chief Harting **Absent:**

Others Present: Assistant Chief McGrew, Attorney Phillip Reed

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

Guest: Phillip Reed was present and answered questions and gave an update on the final draft of the 501c3 and the filing process.

Public comment opened at 7:13 NO public comment.

Public comment closed at 7:13

The proposed agenda for the Fire Board meeting of January 8th, 2024, was presented and amended. Motion by Hunt Second by Ledesma to approve the agenda as amended.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the December 11th, 2023, Fire Board Meeting were presented. One Correction was presented and noted. Motion by Birmele; Second by Sefcik to accept the minutes as amended.

Yeas: 5 Nays: 0 **Approved**

The December Treasurer's Report was presented: Motion by Hunt; Second by Sefcik to approve Treasurer's Report as presented.

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$30,074.73 Motion by Sefcik; second by Germinder to pays bills in the amount of \$30,074.73.

Motion approved upon roll call vote of members present.

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

Absent:

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business:

1. Phillip Reed was present and answered questions and gave an update on the final draft of the 501c3 and the filing process.
2. Discussion took place on the 501c3 and a Motion was made by Sefcik and seconded by Hunt to Approve and Adopt the Hartford Fire Association by-laws as amended by Attorney Reed and give final approval to attorney reed to file the final paperwork with the IRS.

Yeas:5 Nays:0 **Approved**

New Business:

No New Business was presented.

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Pole Barn Project, Doors completed.
3. Final Inspection of Marijuana Facility off Marion Ave.
4. 2023 Annual Report
5. Welcome Board Member Eric Germinder- look forward to working with.
6. Everything with VBEMS continues to go smoothly.
7. Gearing up for upcoming storms this week.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. New Employee Noah Emerick On-Boarded- he started class yesterday.
2. New Report system launched- overall experience with the new program is negative and we will be seeking a replacement soon.
3. Applied for CSX Grant \$10,000 for new Nozzles.
4. Additional Large Grant opportunity possible will be reaching out to Bangor to see if they would like to go in together, this type of grant would require a professional grant writer, more info to follow.

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Sefcik announced meeting with the Mayor and Chiefs to discuss upcoming budget. Also, the Township will have a special meeting on January 18th- topic Ambulance Barn. Mileage for equipment is up this year, discussion will need to take place soon on our long-term plans and possible need for increase.
- Hunt would like to see new fire department members brought to a board meeting to introduce them to the board.

Motion by Sefcik; Second by Ledesma to adjourn the meeting at 7:50p.m.

Yeas:5 Nays:0

Approved

Respectfully Submitted

Gerald Birmele, Secretary

02/09/2024 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 01/09/2024 - 02/12/2024				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
01/15/2024	DD323(A)	HARTING, ROBBIE	PAYROLL	1,798.34
01/15/2024	DD324(A)	MC GREW, KEVIN	PAYROLL	847.88
01/25/2024	169(E)	AT&T MOBILITY	CELL PHONES	406.60
01/25/2024	170(E)	COMCAST	TELEPHONES & INTERNET	296.18
01/25/2024	171(E)	CRYSTAL FLASH	DIESEL	441.55
01/25/2024	172(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES	729.23
01/25/2024	173(E)	FED EX	FREIGHT CANADA	59.93
01/25/2024	174(E)	SHELL FLEET PLUS	DIESEL & GASOLINE	286.00
01/25/2024	175(A)	BRONSON HELP NET	PROFESSIONAL SERVICES	186.00
01/25/2024	176(A)	VAN BUREN COUNTY	FUNERAL RAMP	600.00
01/31/2024	EFT73(E)	CITY OF HARTFORD	PAYROLL	280.70
01/31/2024	EFT74(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,159.90
02/01/2024	DD325(A)	HARTING, ROBBIE	PAYROLL	1,768.34
02/05/2024	DD326(A)	BODARY, BRANDON	PAYROLL	339.79
02/05/2024	DD327(A)	EASTMAN, SCOTT	PAYROLL	38.28
02/05/2024	DD328(A)	EMERICK, NOAH	PAYROLL	129.90
02/05/2024	DD329(A)	FLEMMING, LISA	PAYROLL	46.76
02/05/2024	DD330(A)	FRY, STEVEN	PAYROLL	277.26
02/05/2024	DD331(A)	GERMINDER, ERIC	PAYROLL	52.86
02/05/2024	DD332(A)	HARTING, BRANDI	PAYROLL	492.33
02/05/2024	DD333(A)	HUNT, CHAD	PAYROLL	51.86
02/05/2024	DD334(A)	HUNT, COLE	PAYROLL	28.15
02/05/2024	DD335(A)	LEDESMA, CARLOS	PAYROLL	52.86
02/05/2024	DD336(A)	LOWE, STEVEN	PAYROLL	509.84
02/05/2024	DD337(A)	MC CLELLAN, TROY	PAYROLL	13.61
02/05/2024	DD338(A)	MC GREW, KEVIN	PAYROLL	1,457.95
02/05/2024	DD339(A)	ROBERTS, KHELUN	PAYROLL	339.18
02/05/2024	DD340(A)	SEFCIK, RONALD	PAYROLL	52.86
02/05/2024	DD341(A)	SHARPE, IAN	PAYROLL	417.43
02/05/2024	DD342(A)	WEBERG, SCOTT	PAYROLL	561.92
02/05/2024	STUB33(A)	CHAPPELL, MICHAEL	PAYROLL	0.00
02/06/2024	EFT76(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	450.00
02/12/2024	177(E)	INDIANA MICHIGAN POWER	ELECTRIC	537.02
02/12/2024	178(E)	CONSUMERS ENERGY	NATURAL GAS	298.24
02/12/2024	179(A)	MAC QUEEN EMERGENCY	MAINTENANCE JAWS	968.30
02/12/2024	15024	AUTO WARES	MAINTENANCE	103.67
02/12/2024	15025	BRONSON LAKEVIEW HOSPITAL	MEDICAL SUPPLIES	21.18
02/12/2024	15026	MFE INC	FOAM	400.40

02/09/2024		CHECK REGISTER FOR HARTFORD FIRE DEPTMENT		
CHECK DATE FROM 01/09/2024 - 02/12/2024				
Check Date	Check	Vendor Name	Description	Amount
02/12/2024	15027	PETER STANISLAWSKI	FINANCE SERVICES	600.00
02/12/2024	15028	ROE COMM	PAGER MAINTENANCE	7.56
02/12/2024	15029	S&A AUTOMOTIVE INC	2016 FORD TIRES	1,400.14
Total of 42 Checks:				19,960.00

Vendor Name	Description	Amount
1. AT&T MOBILITY		
2. AUTO WARES	CELL PHONES	406.60
	MAINTENANCE	25.58
	MAINTENANCE	78.09
	TOTAL	103.67
3. BRONSON HELP NET		
4. BRONSON LAKEVIEW HOSPITAL	PROFESSIONAL SERVICES	186.00
5. COMCAST	MEDICAL SUPPLIES	21.18
6. CONSUMERS ENERGY	TELEPHONES & INTERNET	296.18
7. CRYSTAL FLASH	NATURAL GAS	298.24
8. FED EX	DIESEL	441.55
9. FIRST NATIONAL BANK OMAHA	FREIGHT CANADA	59.93
10. INDIANA MICHIGAN POWER	SUPPLIES	729.23
11. MAC QUEEN EMERGENCY	ELECTRIC	537.02
12. MFE INC	MAINTENANCE JAWS	968.30
13. PETER STANISLAWSKI	FOAM	400.40
14. ROE COMM	FINANCE SERVICES	600.00
15. S&A AUTOMOTIVE INC	PAGER MAINTENANCE	7.56
	MAINTENANCE 2016 FORD	466.14
	2016 FORD TIRES	934.00
	TOTAL	1,400.14
16. SHELL FLEET PLUS		
17. VAN BUREN COUNTY	DIESEL & GASOLINE	286.00
	DUES	100.00
	FUNERAL RAMP	500.00
	TOTAL	600.00
TOTAL - ALL VENDORS		7,342.00

User: BSA PERIOD ENDING 02/29/2024 DB: Hfd

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024	02/29/2024	02/29/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE (ABNORMAL)		
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85	100,108.33			0.00		57,197.52		63.64
206-000-402.000	HARTFORD CITY	128,704.78	84,716.50			10,589.57		43,988.28		65.82
206-000-411.000	HARTFORD TWP MILLAGE	65,529.00	3,848.12			0.00		61,680.88		5.87
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00	23,995.93			16,715.94		22,004.07		52.17
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47	4,002.75			0.00		139.72		96.63
206-000-421.000	COST RECOVERY	6,743.10	1,110.00			0.00		5,633.10		16.46
206-000-422.000	FIRE REPORTS/ FOIA	46.66	20.00			0.00		26.66		42.86
206-000-539.000	GRANTS	2,500.00	1,400.00			0.00		1,100.00		56.00
206-000-582.000	TOWNSHIP GRANTS	9,600.00	5,600.00			0.00		4,000.00		58.33
206-000-584.000	VBEMS	12,198.33	8,400.00			0.00		3,798.33		68.86
206-000-665.000	INTEREST	6,000.00	3,510.95			0.00		2,489.05		58.52
Total Dept 000		438,770.19	236,712.58			27,305.51		202,057.61		53.95
TOTAL REVENUES										
438,770.19		438,770.19	236,712.58			27,305.51		202,057.61		53.95
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00	1,680.00			240.00		2,520.00		40.00
206-336-704.000	CHIEF SALARY	56,141.00	32,748.94			2,339.21		23,392.06		58.33
206-336-710.000	FIREFIGHTER/ MFR	55,000.00	35,672.40			5,138.38		19,327.60		64.86
206-336-712.000	SHIFT COVERAGE	14,400.00	7,590.00			1,155.00		6,810.00		52.71
206-336-714.000	SUPPORT STAFF	80.00	80.00			0.00		0.00		100.00
206-336-720.000	PAYROLL TAXES	14,000.00	6,979.24			678.74		7,020.76		49.85
206-336-724.000	RETIREMENT	4,000.00	1,824.58			140.35		2,175.42		45.61
206-336-730.000	GASOLINE & DIESEL	9,400.00	3,351.44			0.00		6,048.56		35.65
206-336-731.000	VEHICLE MAINTENANCE	9,500.00	6,061.06			1,425.72		3,438.94		63.80
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00	3,968.04			1,376.26		8,931.96		30.76
206-336-740.000	OPERATING SUPPLIES	350.00	56.00			0.00		294.00		16.00
206-336-741.000	MEDICAL SUPPLIES	2,500.00	497.06			21.18		2,002.94		19.88
206-336-742.000	ANNUAL TESTING	8,150.00	2,413.10			0.00		5,736.90		29.61
206-336-751.000	PHONES	6,615.20	3,836.20			(42.00)		2,779.00		57.99
206-336-753.000	UTILITIES	10,000.00	4,613.21			835.26		5,386.79		46.13
206-336-763.000	BUILDING MAINTENANCE	36,550.00	27,133.84			78.09		9,416.16		74.24
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00	2,897.34			0.00		1,227.66		70.24
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00	13,414.21			0.00		2,585.79		83.84
206-336-785.000	EDUCATION/ TRAINING	8,700.00	5,145.81			0.00		3,554.19		59.15
206-336-796.000	PHYSICALS	8,300.00	7,656.25			0.00		643.75		92.24
206-336-799.000	OFFICE/ COMPUTER	5,910.00	2,979.62			0.00		2,930.38		50.42
206-336-801.000	PROFESSIONAL SERVICES	20,000.00	16,095.00			600.00		3,905.00		80.48
206-336-810.000	GRANT MATCH	2,500.00	0.00			0.00		2,500.00		0.00
206-336-815.000	GENERAL INSURANCE	28,000.00	21,457.97			(16.00)		6,542.03		76.64
Total Dept 336 - FIRE OPERATING		337,321.20	208,151.31			13,970.19		129,169.89		61.71
TOTAL EXPENDITURES										
337,321.20		337,321.20	208,151.31			13,970.19		129,169.89		61.71
Fund 206 - FIRE FUND:										
REVENUES		438,770.19	236,712.58			27,305.51		202,057.61		53.95
EXPENDITURES		337,321.20	208,151.31			13,970.19		129,169.89		61.71

Item 11.

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	02/29/2024	(ABNORMAL)	MONTH 02/29/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)

Fund 206 - FIRE FUND		101,448.99		28,561.27		13,335.32		72,887.72		28.15
NET OF REVENUES & EXPENDITURES										

City of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
1/1/2024	Medical-311	1810&1802	8	125.5	2024-4
1/1/2024	Medical-311	1802	3	45	2024-6
1/3/2024	Medical-311	1802	2	34	2024-8
1/4/2024	LIFT ASSIST	1810	4	59.25	2024-10
1/8/2024	Cancelled-611	1810	2	0	2024-19
1/9/2024	Medical-321	1810	4	32	2024-22
1/9/2024	Medical-311	1810	5	82.5	2024-23
1/9/2024	Good Intent	1802&1871	5	77	2024-24
1/10/2024	Cancelled-611	1802	2	31.75	2024-25
1/12/2024	Medical-321	1810	6	81.5	2024-30
1/12/2024	Power Line-444	1802	5	78	2024-31
1/14/2024	Medical-321	1802&1810	3	50.5	2024-37
1/14/2024	Struture Fire-111	1802&1871&1841	6	147	2024-38
1/14/2024	Medical-311	1802&1810	4	33.5	2024-40
1/14/2024	Traffic	1802&1869	5	82.5	2024-42
1/15/2024	Medical-311	1810	4	63.75	2024-48
1/16/2024	Elecator Call	1802	3	24.75	2024-51
1/16/2024	Medical Call-321	1810	3	24.75	2024-52
1/17/2024	Elelvator Call	1801	2	0	2024-53
1/17/2024	Medical Call-311	1810	2	0	2024-54
1/18/2024	Medical Call-311	1810	3	24.75	2024-59
1/23/2024	LIFT ASSIST-554	1802	1	17.5	2024-65
1/23/2024	Medical Call-311	1802/1810	3	25.25	2024-66
1/23/2024	Good Intent	1802	3	25.25	2024-67
1/25/2024	Medical Call-311	1802/1810	3	48.25	2024-69
1/26/2024	Medical Call-311	1802/1810	3	50.5	2024-71
1/27/2024	Medical Call-321	1810	1	16.5	2024-73
1/28/2024	LIFT ASSIST-554	1810	2	33	2024-75
1/29/2024	Cancelled-611	1802	3	23.63	2024-78

Township of Hartford/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
1/1/2024	Medical-311	1810	3	50.5	2024-1
1/1/2024	Medical-321	1810	4	66	2024-2
1/1/2024	Cancelled-611	1810	3	50.5	2024-3
1/1/2024	Cancelled-611	1802	2	62.75	2024-5
1/2/2024	Medical-311	1810	5	60.5	2024-7
1/4/2024	CO Alarm-746	1802	3	48.25	2024-9
1/5/2024	Medical-311	1810	2	16.5	2024-11
1/6/2024	Medical-311	1810/1802	4	66	2024-12
1/6/2024	Medical-311	1810/1802	4	61.5	2024-13
1/6/2024	Medical-311	1810-1802	4	66	2024-14
1/7/2024	Cancelled-611	1802	1	8.75	2024-15
1/8/2024	Lift Assist-554	1802	1	17.5	2024-17
1/8/2024	Medical-311	1810	2	0	2024-18
1/9/2024	Medical-311	1810	4	30.75	2024-21
1/11/2024	Medical-311	1802	3	45	2024-26
1/11/2024	Lift Assist-554	1802&1810	5	75.75	2024-27
1/11/2024	Medical-311	1810	4	59.25	2024-28
1/13/2024	Cancelled-611	1802	6	94.5	2024-33
1/13/2024	Medical-321	1810	3	50.5	2024-35
1/14/2024	Medical-311	1802	1	17.5	2024-36
1/14/2024	Medical-311	1810	4	67	2024-39
1/14/2024	Medical-311	1810	5	41.25	2024-43
1/14/2024	Medical-321	1810	5	41.25	2024-44
1/14/2024	Power Line-444	1802&1871	5	77	2024-45
1/15/2024	Medical-311	1802&1810	4	65	2024-46
1/16/2024	Medical-311	1802	3	24.75	2024-50
1/17/2024	Medical-311	1802&1810	2	34	2024-55
1/17/2024	Cancelled-611	1802	2	34	2024-56
1/18/2024	Medical-311	1802	2	31.75	2024-57
1/19/2024	Medical-311	1802	3	50.5	2024-61
1/21/2024	Medical-311	1810	5	76	2024-62
1/22/2024	Medical-311	1810	3	16.5	2024-63
1/22/2024	Medical-311	1810	3	16.5	2024-64
1/25/2024	Medical-311	1801	1	0	2024-68
1/26/2024	Medical-311	1810	2	16.5	2024-70
1/27/2024	Cancelled-611	1810	3	49.5	2024-74
1/28/2024	Medical Assist-311	1810	2	32	2024-76
1/29/2024	Lift Assist-554	1802&1810	2	34	2024-77
1/29/2024	Medical Assist-311	1802&1810	4	63.75	2024-79
1/29/2024	Medical Assist-311	1810	1	14.25	2024-80
1/31/2024	Lift Assist-554	1810	2	33	2024-82

Township of Bangor/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
1/7/2024	Water-342	1871	6	148.5	2024-16
1/12/2024	Cancelled-611	1802&1810	3	48.25	2024-29
1/27/2024	Medical Call-311	1810	3	36.75	2024-72

I-94 & Red Arrow Hwy or

Cost Recovery	Location	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#
1/9/2024	I-94	PI- No Injuries	1871&1801	4	33	2024-20
1/13/2024	I-94	PI- Canceled En Route	1802	3	50.5	2024-32
1/13/2024	I-94	PI- Canceled En Route	1802&1871	7	113.25	2024-34
1/14/2024	I-94	PI- Canceled En Route	1802	7	56.75	2024-41
1/15/2024	I-94	PI- No Injuries	1871&1801	4	49.5	2024-47
1/15/2024	I-94	PI- No Injuries	1802	6	91.25	2024-49
1/19/2024	I-94	PI- No Injuries	1802	5	78	2024-60

Mutual Aid/Date	Call Type	Vehicle's Involved	# of Personal	Personal Cost	Report#	Area
1/18/2024	Structure Fire-111	1802&1831	3	132	2024-58	Lawrence TWP
1/31/2024	Structure Fire-111	1802&1831	5	57.25	2024-81	Lawrence TWP

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: February 12th 2024
Submitted By: Ron Sefcik- Fire Board Chairman
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Approval of March Meeting Date Change

RECOMMENDED ACTION:

Due to a conflict with another meeting previously scheduled at the same time as our meeting, we need to change the March 11th 2024 Fire Board Meeting to March 12th 2024 at 7:00pm at the Hartford Township Hall.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Item 11.

Meeting Date: February 12th 2024
Submitted By: Ron Sefcik- Fire Board Chairman
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Set Date/Time/Venue for Joint Meeting

RECOMMENDED ACTION:

Need to set the Date/Time/Venue for the Annual Joint Meeting with the City/Township and Fire Board.

HARTFORD FIRE BOARD

FIRE BOARD AGENDA REPORT

Meeting Date: February 12th 2024
Submitted By: Peter Stanslawski
Prepared By: Kevin McGrew- Asst. Fire Chief
Agenda Title: Approval of 2023/2024 Budget Adjustment # 1

RECOMMENDED ACTION:

Peter, Rob, & Kevin met this week to go over the first round of recommended budget adjustments. Peter has submitted the recommended budget adjustments for approval.

HARTFORD FIRE DEPARTMENT
JOURNAL ENTRY
JE: 77

Post Date: 02/07/2024
Entry Date: 02/07/2024
Description: BUDGET ADJUSTMENT #1

Entered By: BSA
Journal: BA

GL #	Description	Increase/ (Decrease)
206-000-411.000	HARTFORD TWP MILLAGE	65,529.00
206-000-412.000	HARTFORD CITY MILLAGE	46,000.00
206-000-584.000	VBEMS	10,000.00
206-000-665.000	INTEREST	6,000.00
206-336-714.000	SUPPORT STAFF	(8,920.00)
206-336-763.000	BUILDING MAINTENANCE	25,000.00
206-336-801.000	PROFESSIONAL SERVICES	10,000.00
	Revenue Change:	127,529.00
	Expenditure Change:	26,080.00
	Budgeted Change To Fund Balance:	101,449.00

APPROVED BY: _____

APPROVED
2-12-2024

Fire Chiefs Report

February 2024

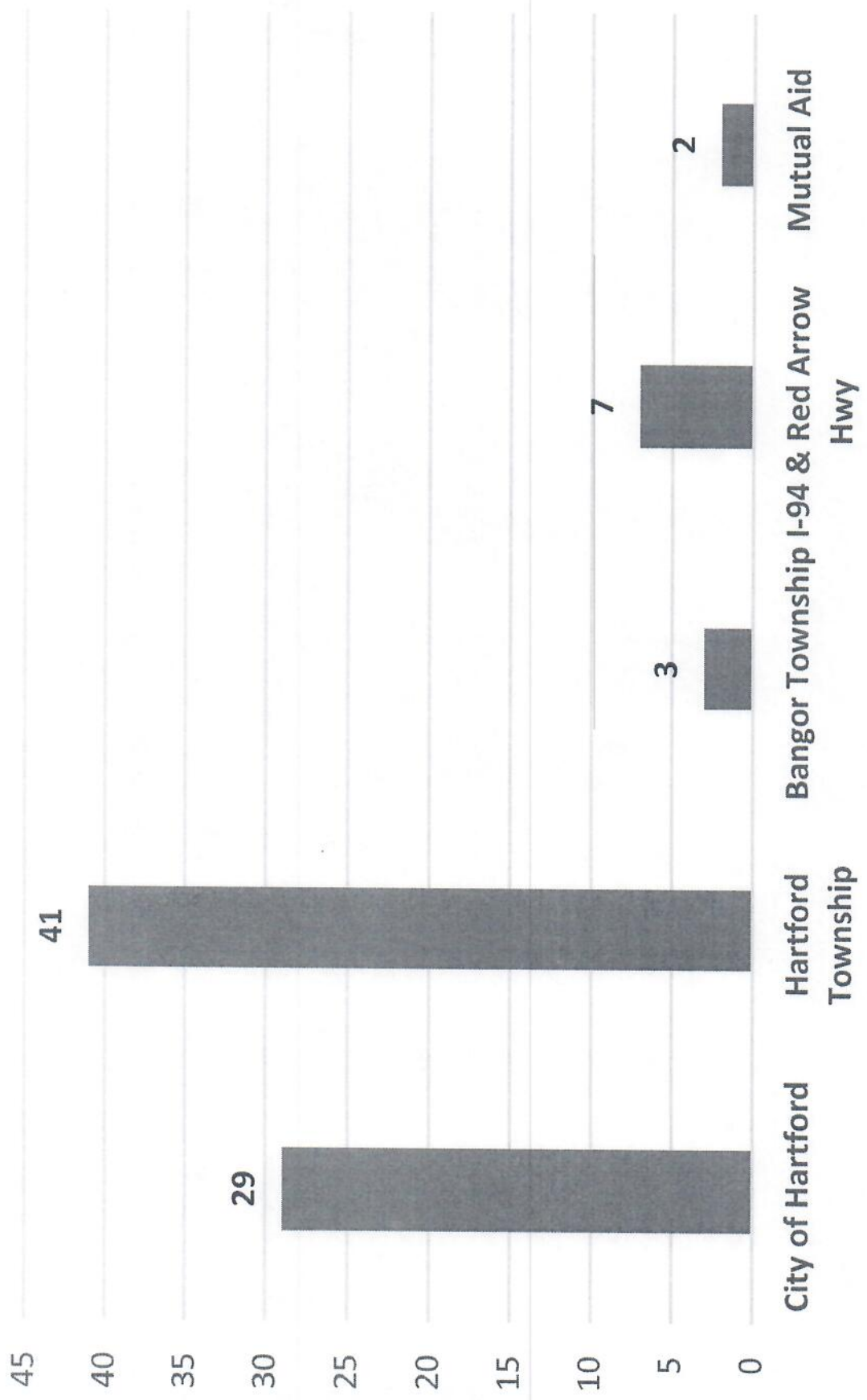
INFORMATION:

1. Meetings Attended:
 - Township
 - City
 - VBC Medical Control
2. Annual service completed on hydraulic tools.
3. Annual service completed on station generator.
4. Attended a recruitment and retention training at the TECH center.
5. Some of us will be attending a Construction & Response training class for Electric Vehicles at the end of the month, at Bangor FD. Class Sponsored by the VBC FF Training committee.
6. Worked on the Mileage renewal with Ron and Kevin
7. 501C3 is completed, we received the new Tax ID number in the mail.

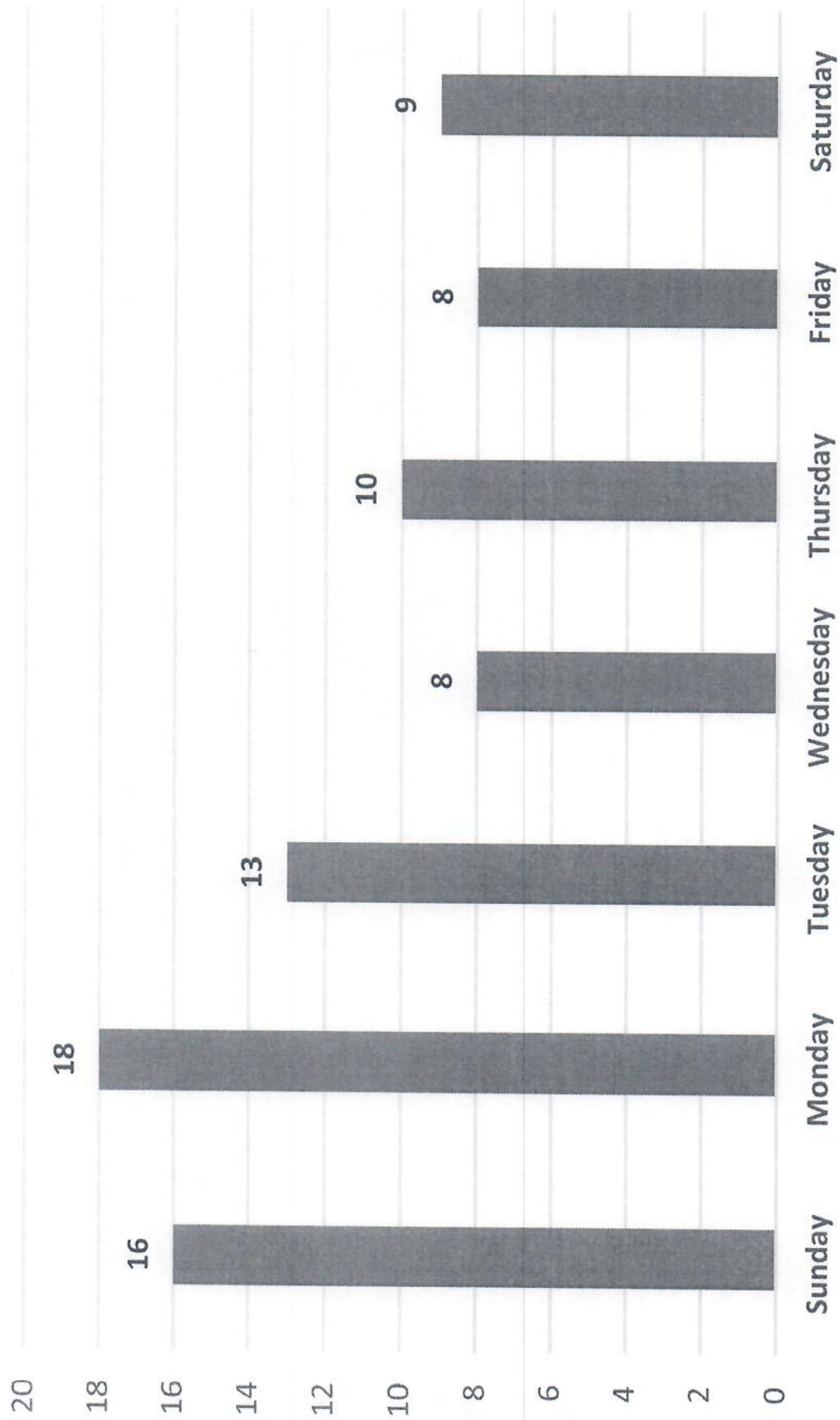
Sincerely,

Robbie Harting – Fire Chief

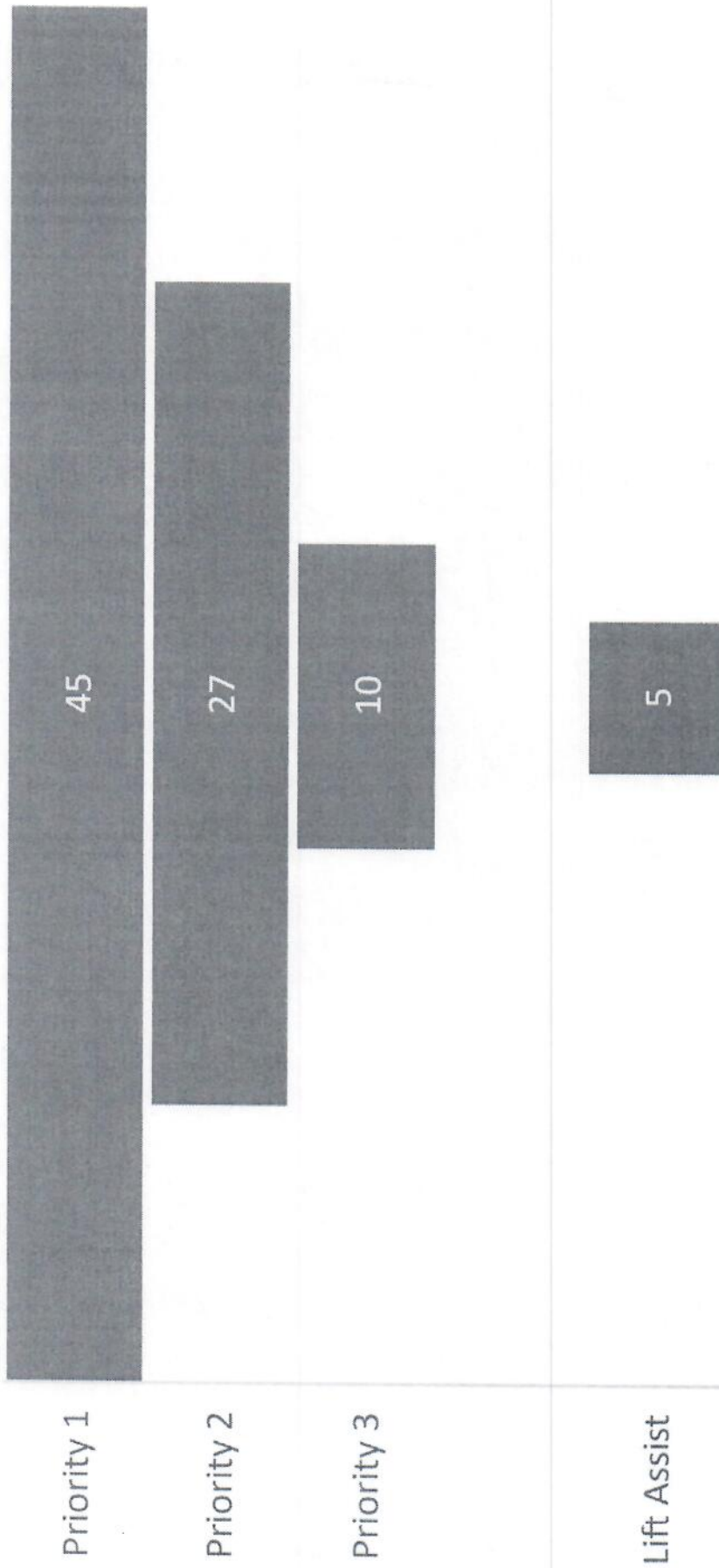
Hartford Fire Department January 2024 Calls Breakdown Per Zone



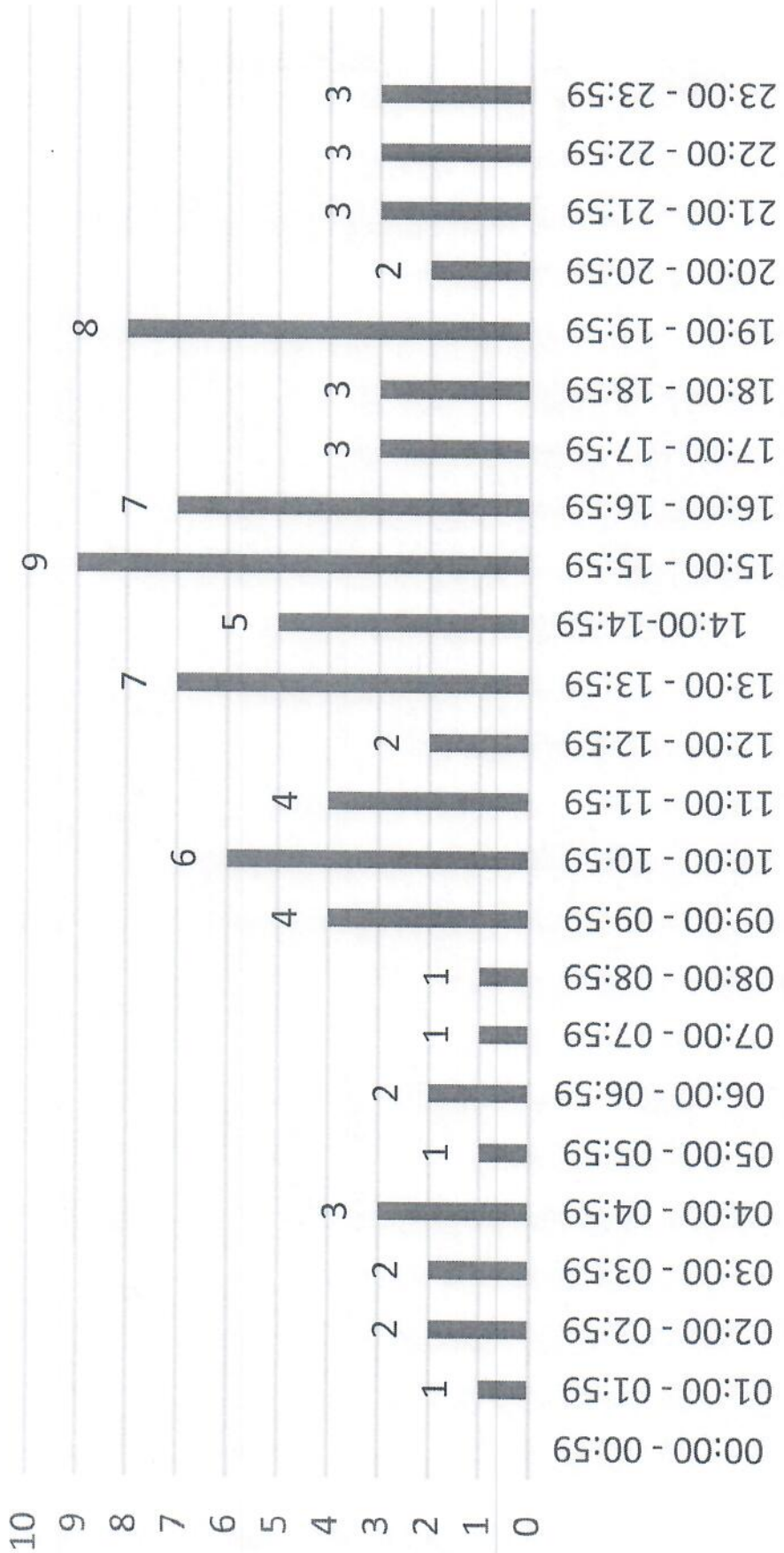
Calls by Day of Week January 2024



Breakdown of Priority Calls January 2024



Call Breakdown by Hour January 2024



January	2024	Calls
Personal	# of Calls	% of Calls
Rob Harting	16	20%
Kevin McGrew	71	87%
Brandon Bodary	29	35%
Steven Fry	26	32%
Scott Weberg	36	44%
Scott Eastman	3	4%
Brandi Harting	15	18%
Ian Sharpe	30	37%
Khelun Roberts	13	16%
Lisa Flemming	3	4%
Cole Hunt	2	3%
Steve Lowe	30	37%
Noah Emerick	16	20%
Total Calls	82	

Assistant Chief Report

February

Information

1. Applied for TC Energy Grant for \$10,000 Ice Rescue Program Startup
2. Attended Attributes of Leading Class
3. Annual Fit Testing Completed
4. SCBA Bottles Hydro Tested
5. Smoke Alarm Installs

Meetings Attended: VBC Chiefs Meeting

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief

Hartford Fire Department

Hartford, MI

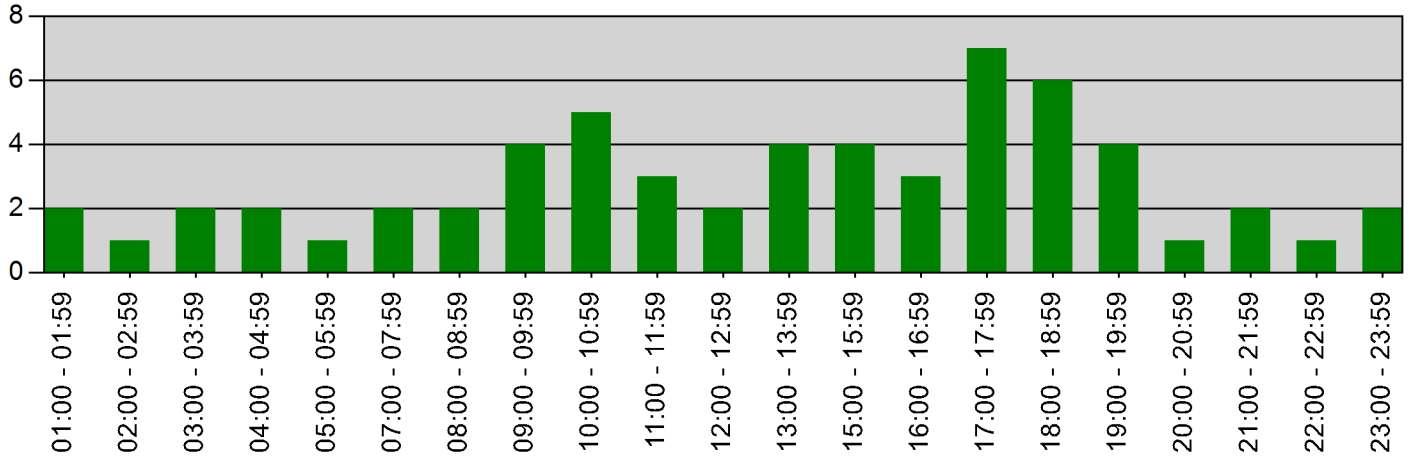
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Item 12.

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 12/01/2023 | End Date: 12/31/2023



Hour	# of Calls
01:00 - 01:59	2
02:00 - 02:59	1
03:00 - 03:59	2
04:00 - 04:59	2
05:00 - 05:59	1
07:00 - 07:59	2
08:00 - 08:59	2
09:00 - 09:59	4
10:00 - 10:59	5
11:00 - 11:59	3
12:00 - 12:59	2
13:00 - 13:59	4
15:00 - 15:59	4
16:00 - 16:59	3
17:00 - 17:59	7
18:00 - 18:59	6
19:00 - 19:59	4
20:00 - 20:59	1
21:00 - 21:59	2
22:00 - 22:59	1
23:00 - 23:59	2
TOTAL:	60

Only REVIEWED incidents included.



Hartford Fire Department

Hartford, MI

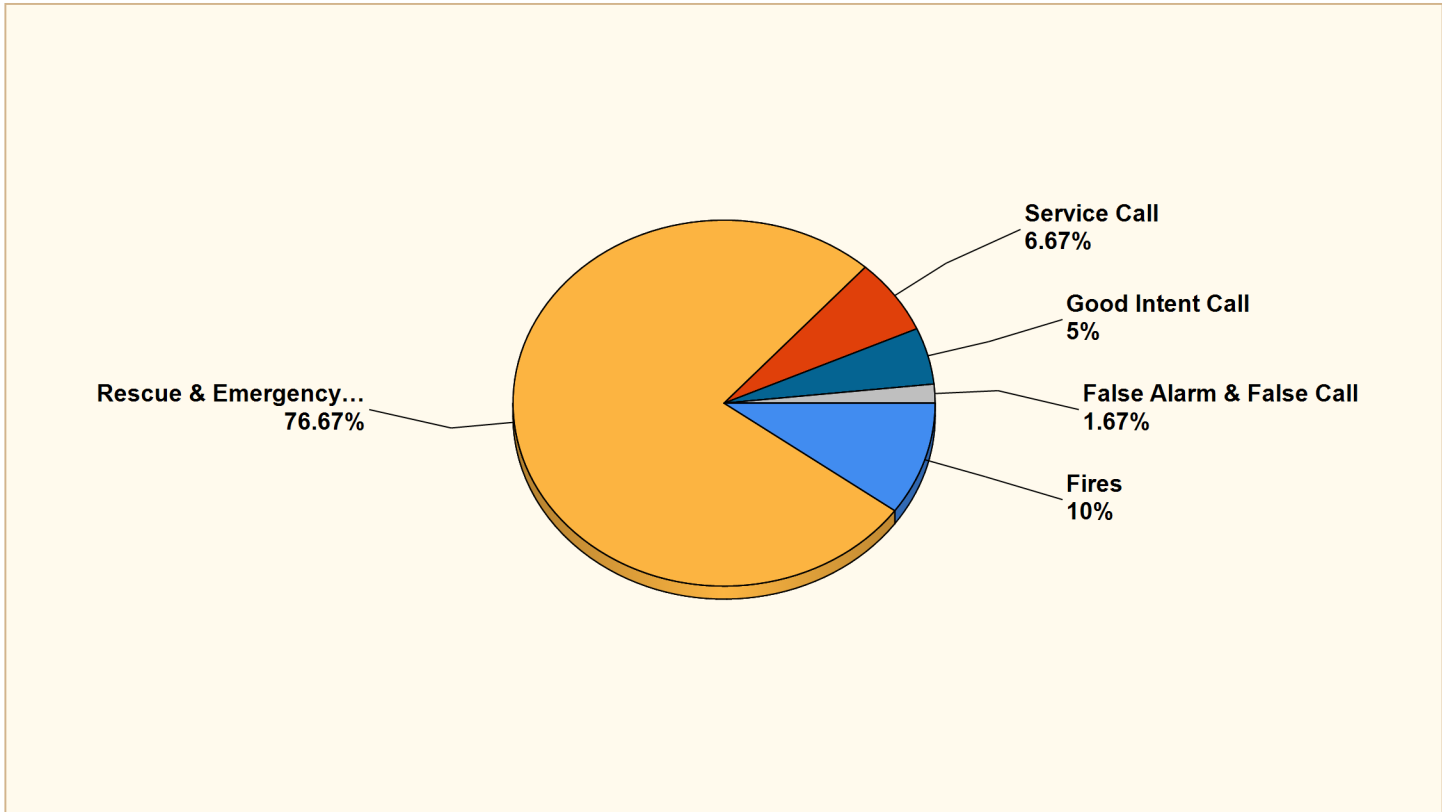
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Item 12.

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	10%
Rescue & Emergency Medical Service	46	76.67%
Service Call	4	6.67%
Good Intent Call	3	5%
False Alarm & False Call	1	1.67%
TOTAL	60	100%

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



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	5	8.33%
114 - Chimney or flue fire, confined to chimney or flue	1	1.67%
311 - Medical assist, assist EMS crew	33	55%
321 - EMS call, excluding vehicle accident with injury	8	13.33%
324 - Motor vehicle accident with no injuries.	5	8.33%
554 - Assist invalid	3	5%
561 - Unauthorized burning	1	1.67%
611 - Dispatched & cancelled en route	3	5%
746 - Carbon monoxide detector activation, no CO	1	1.67%
TOTAL INCIDENTS:	60	100%

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



Hartford Fire Department

Hartford, MI

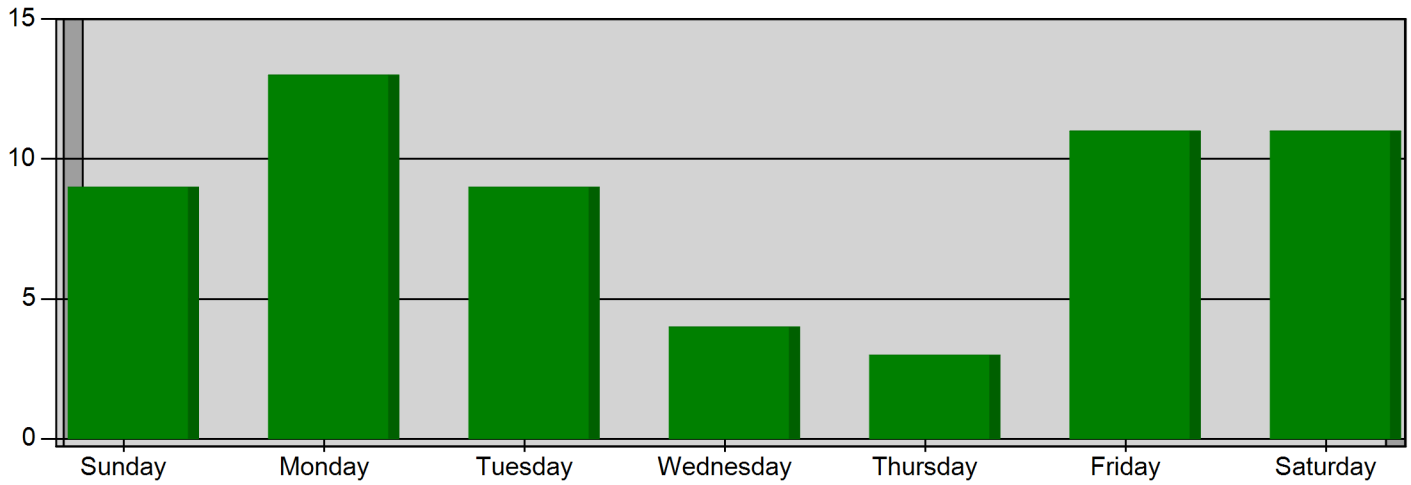
This report was generated on 1/2/2024 10:01:16 AM



Item 12.

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 12/01/2023 | End Date: 12/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	9
Monday	13
Tuesday	9
Wednesday	4
Thursday	3
Friday	11
Saturday	11
TOTAL	60

Only Reviewed incidents included.



Hartford Fire Department

Hartford, MI

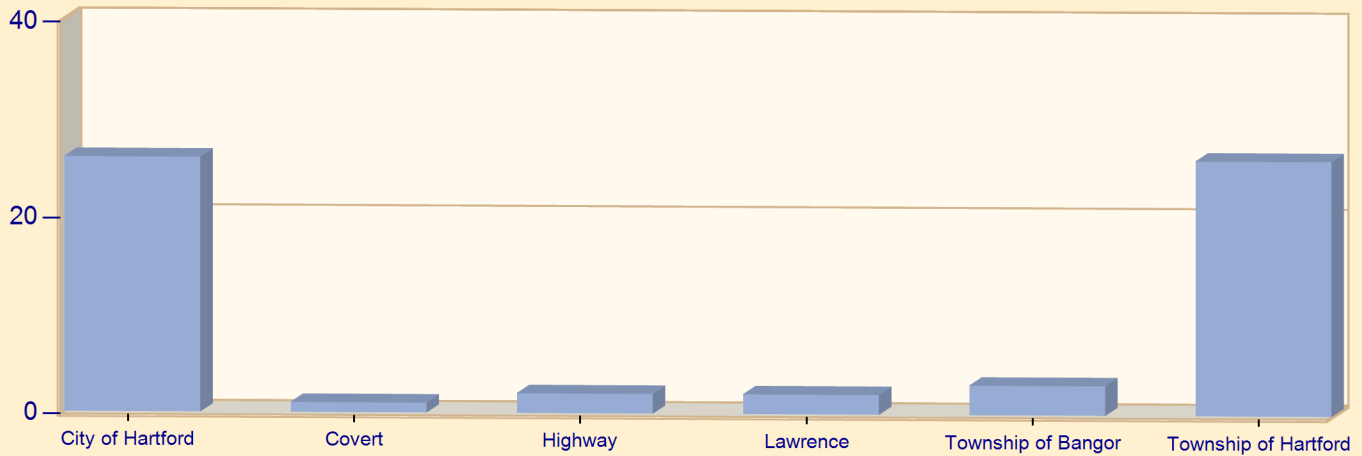
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Item 12.

Incident Type Count per Zone for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023



ZONES	INCIDENT TYPE	COUNT
City of Hartford - Hartford		
	311 - Medical assist, assist EMS crew	17
	321 - EMS call, excluding vehicle accident with injury	3
	324 - Motor vehicle accident with no injuries.	2
	554 - Assist invalid	2
	561 - Unauthorized burning	1
	746 - Carbon monoxide detector activation, no CO	1
	<i>Total Incidents for City of Hartford - Hartford:</i>	26
Covert - Covert		
	111 - Building fire	1
	<i>Total Incidents for Covert - Covert:</i>	1
Highway - I 94		
	324 - Motor vehicle accident with no injuries.	1
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for Highway - I 94:</i>	2
Lawrence - Township		
	111 - Building fire	2
	<i>Total Incidents for Lawrence - Township:</i>	2
Township of Bangor - Bangor		

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



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Doc Id: 1404

Page # 1 of 2

ZONES	INCIDENT TYPE	COUNT
	111 - Building fire	2
	311 - Medical assist, assist EMS crew	1
	<i>Total Incidents for Township of Bangor - Bangor:</i>	3
Township of Hartford - Hartford		
	114 - Chimney or flue fire, confined to chimney or flue	1
	311 - Medical assist, assist EMS crew	15
	321 - EMS call, excluding vehicle accident with injury	5
	324 - Motor vehicle accident with no injuries.	2
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for Township of Hartford - Hartford:</i>	26
Total Count for all Zone:		60

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



Hartford Fire Department

Hartford, MI

This report was generated on 1/2/2024 10:02:49 AM



Item 12.

Incident Count per User-Defined Fields for Date Range

Start Date: 12/01/2023 | End Date: 12/31/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	39
2	15
3	6

USER-DEFINED FIELD: Lift Assist (Required)	
No	57
Yes	3

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



Pickup Zone Report - Hartford City

Item 13.

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	of Runs
Incident Dispatch Priority Patient Acuity: Critical (Priority 1)							
Response Time Avg: 0:05							
21-34	01/25/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Respiratory: COPD (Emphysema/Chronic Bronchitis)	3	1
21-40	01/26/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Seizures: without Status Epilepticus	9	1
22-5	01/04/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)		10	1
23-28	01/09/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Anxiety Attack / Acute Stress Reaction	12	1
3-23	01/14/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)			1
3-79	01/27/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Fever (Unknown Cause)	11	1
4-2	01/01/2024	Hartford City	No Transport	Patient Dead at Scene- Resuscitation Attempted (without Transport)	Cardiac: Cardiac Arrest	1	1
5-10	01/03/2024	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Seizures: without Status Epilepticus	3	1
5-102	01/23/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Weakness (Unable to Diagnosis Specific Cause)	2	1
5-117	01/29/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	OB: Child Birth / Labor and Delivery (Normal / Uncomplicated)	2	1
5-31	01/08/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Back Pain (Non-Traumatic)	3	1
5-37	01/09/2024	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Respiratory: COPD (Emphysema/Chronic Bronchitis)	3	1
5-42	01/10/2024	Hartford City	BRONSON-SOUTH HAVEN	Patient Treated, Transported by this EMS Unit	Back Pain (Non-Traumatic)	3	1
5-43	01/11/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Syncope / Fainting	3	1
5-50	01/13/2024	Hartford City	No Transport	Canceled on Scene (No Patient Contact)		6	1
5-6	01/02/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Stroke / CVA	4	1
5-80	01/17/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Respiratory: Asthma, Reactive Airway Disease	4	1
5-84	01/18/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Hypotension	4	1
							Total:
							18
							Total:
							18
Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)							
Response Time Avg: 0:09							
3-13	01/12/2024	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Low Back/Lumbar Spine	17	1
5-106	01/27/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)			1

Response Incident Number	Incident Date	Scene Incident Zone/District Description	Disposition Destination Name Delivered Transferred To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	Item 13.
5-114	01/29/2024	Hartford City	No Transport	Canceled (Prior to Arrival at Scene)			1
5-99	01/23/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Weakness (Unable to Diagnosis Specific Cause)	2	1
							Total: 4
							Total: 4
Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)							
Response Time Avg: 0:07							
23-47	01/16/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Nausea/Vomiting (Unknown Etiology)	11	1
5-32	01/08/2024	Hartford City	No Transport	Patient Treated, Released (AMA)	Drug Overdose/Use: Marajuana / Spice or Other Synthetic Cannabis	2	1
5-70	01/15/2024	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Psychiatric/Behavioral Problem	7	1
							Total: 3
							Total: 3
							Total: 25

Report Criteria

Response Type of Service Requested (Eresponse.05): Is Equal To 911 Response (Scene)

Incident Date: Is Equal To Last Month

Scene Incident Zone/District Number (Itscene.025): Is Equal To Hartford City

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



February, 2024

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Snow removal as needed.
Haul snow from parking lots.
Replace scaper blades on dump trucks.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>2</u>
Water meter repairs	<u>5</u>
Water leaks repaired	<u>1</u>
Water meters read by request	<u>10</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.
Did some cold patching.

SEWER SYSTEM

Sewer mains rodded	<u>3</u>
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.
Had pump rebuilt in liftstation 372.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Dan Staunton Supt.



February, 2024

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.51</u> ppm
Manganese	<u>0.149</u> ppm
pH	<u>7.3</u>

Finished Water

Iron	<u>0</u> ppm
Manganese	<u>0</u> ppm
Chlorine	<u>1</u> ppm
Phosphates	<u>1.3</u> ppm
Flouride	<u>0.7</u> ppm
pH	<u>7.2</u>

Chemicals used

	Total Lbs
Chlorine	<u>106</u>
Phosphates	<u>200</u>
Flouride	<u>168</u>

Average Daily Use

	<u>3.4</u>
	<u>6.4</u>
	<u>5.4</u>

WATER PUMPED FOR THE MONTH

Backwash water 5.280 Million Gallons

158,000 Gallons

WATER BACTI SAMPLES FOR THE MONTH

19 W. Main St.	<u>ND</u>
525 E. Main St.	<u>ND</u>
200 Beachwood St.	<u>ND</u>

Activities Report
City of Hartford Wastewater Treatment Plant
1/21/24

1. The Wastewater Treatment Plant is running well.
2. An extension was filed with the state to allow us to land apply sludge this month.
3. PFAS Sampling was conducted on sludge in preparation for land application
4. The December DMR was submitted to EGLE
5. Effluent was sampled and tested for sulfate
6. The crew faced some problems caused by the extreme cold. They repaired the clarifier sweep arms after the flaps were knocked out of position by ice. They fought with frozen grit, and a frozen influent sampler. When it gets as cold as it was recently wastewater plants become extremely challenging and unpleasant to run. The crew at the plant did great.
- 7.



**FEBRUARY 20, 2024
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38513	AT&T MOBILITY		452.48
38514	PAMELA BENCH		112.50
38515	BLUE CARE NETWORK OF MI		14,450.37
38516	CURCIO LAW FIRM PLC		3,073.28
38517	DELTA DENTAL		855.54
38518	FLEMING BROTHERS OIL CO		
	NEW GAS HOSE	75.00	
	GASOLINE 12/12/2023	1,084.15	
	GASOLINE12/29/2023	496.29	
	DIESEL 12/15/2023	618.62	
	DIESEL 12/19/2023	477.15	2,751.21
38519	FRONTIER		
	IRP LOCAL PHONE 1/19-2/18/2024	75.70	
	LIFT STATION PHONE 1/7-2/6/2024	56.37	
	CASINO LIFT STATION PHONE 1/17-2/16/2024	85.58	
	WWTP PHONE, INTERNET & ALARM 1/13-2/15/2024	297.57	
	IRP INTERNET 1/19-2/15/2024	59.98	575.20
38520	MUTUAL OF OMAHA		408.67
38521	JOANN NEWNUM		112.50
38522	TOM NEWNUM		
	CLEAN CITY HALL 1/17/2024	50.00	
	CLEAN CITY HALL 1/24/2024	50.00	100.00
38523	STATE OF MICHIGAN		1,618.08
38524	VISION SERVICE PLAN		119.13
38525	MICHAEL BANIC		
	OCCUPANCY INSPECTION 1/30/24	30.00	
	OCCUPANCY INSPECTION 2/7/24	30.00	60.00
38526	BEST WAY DISPOSAL INC		
	WWTP TRASH SERVICE FOR JANUARY 2024	191.87	
	DPW TRASH SERVICE FOR JANUARY 2024	152.64	
	CITY HALL TRASH SERVICE FOR JANUARY 2024	112.10	456.61
38527	BLOOMINGDALE COMMUNICATIONS		378.22
38528	CITY OF BANGOR		
	MML TRAINING FOR RICK HALL, TIM KLING, JANE DANGER, REBECCA SENARD, PAM SHULTZ, NANCY SPOULA, CHARLIE WEEDEN AND ROXANN RODNEY-ISBRECHT		400.00
38529	CONSUMERS ENERGY		
	IRP GAS BILL 12/21/23-1/22/24	230.60	
	DPW GAS BILL 12/21/23-1/22/24	436.45	
	CITY HALL GAS BILL 12/21/23-1/22/24	271.12	938.17
38530	FRONTIER		71.20
38531	HARTFORD AREA CHAMBER OF COMM		
	BANQUET TICKETS FOR ROXANN RODNEY-ISBRECHT, RICK HALL, JANE DANGER, NANCY SPOULA & FRANK DOCKTER		125.00
38532	INDIANA MICHIGAN POWER		7,477.63
38533	ANDREW WARNER		856.28
	11.417 HOURS AS OPERATOR AT WWTP (1/1/24-1/31/24		
TOTAL OF CHECKS ALREADY WRITTEN			\$ 35,392.07
1	ACE PARKING LOT STRIPING, INC		19,129.10
2	AMERIGAS		900.04
3	AUTO-WARES GROUP		
	RAIN-X, DRY GAS FOR DPW	62.02	
	STARTER FOR 2013 FORD F350	146.99	209.01
4	AXON ENTERPRISE, INC		6,408.58
5	BACHMAN'S WELDING		1,520.00
6	BLUE CARE NETWORK		14,450.37
7	CONSMERS CONCRETE		711.00
8	COREWELL HEALTH		52.00
9	CUMMINS SALES & SERVICE		
	REPLACE BLOCK HEATER THAT FAILED AT CR 372 LIFT STATION	1,061.68	
	REPLACE BATTERY AT CASINO LIFT STATION	681.33	1,743.01
10	CURCIO LAW FIRM		2,089.00
11	DETROIT SALT CO		3,281.96
12	FLEMING BROTHERS OIL CO		
	GASOLINE 1/18/2024	183.40	
	DIESEL 1/18/2024	1,273.28	
	DIESEL 1/26/2024	677.45	2,134.13
13	FRONTIER		56.37
14	GAGE MOTORS		59.99
15	GALLS, INC		
	LIFT STATION PHONE 2/7-3/6/2024		
	OIL CHANGE FOR POLICE 2022 FORD EXPLORER		
	TACTICAL PANTS FOR OFFICER POOLE	74.90	
	BOOTS FOR OFFICER VANDEVOREN	265.49	
	BOOTS FOR CHIEF PRINCE & OFFICER POOLE	231.42	
	HAND CUFFS X 2	102.77	
	PEPPER SPRAY X 6	103.41	777.99
16	GASVODA & ASSOCIATES		3,372.74
17	GOVERNMENT FORMS & SUPPLIES		61.25
18	HACH		2,796.02
19	HARTFORD BUILDING AUTHORITY		4,166.67
20	HARTFORD FIREBOARD		10,589.57
21	HUNGERFORD NICHOLS		
	FISCAL 2022-2023 ANNUAL AUDIT PROGRESS BILL #4 (FINAL PMT)	3,400.00	
	FISCAL 2022-2023 ANNUAL AUDIT - ADDITIONAL CHARGES	2,500.00	5,900.00
22	INTERNATIONAL INSTITUTE OF CLERKS		185.00
23	KELLOGG HARDWARE		942.89
24	MASTER METER		1,925.00
25	MICHIGAN AGRIBUSINESS SOLUTIONS		4,778.62
	77,000 BIOSOLID LIQUID LAND APPLICATION PLUS FUEL SURCHARGE		



**FEBRUARY 20, 2024
LIST OF BILLS CONTINUED
FOR FISCAL 2023-2024**

26	MICHIGAN OFFICE SOLUTIONS	POLICE COPIER MAINTENANCE AGREEMENT 1/24-4/23/2024	246.09	
		CITY HALL COPIER AGREEMENT 1/18-4/17/2024	464.63	
		CITY HALL OVERAGE CHARGE 10/18/23 THROUGH 1/17/24	845.79	1,556.51
27	TOM NEWNUM	CLEAN CITY HALL 2/1/2024	50.00	
		CLEAN CITY HALL 2/7/2024	50.00	
		CLEAN CITY HALL 2/14/2024	50.00	150.00
28	NYE UNIFORM CO	BULLET PROOF VEST - CHIEF PRINCE	920.00	
		BULLET PROOF VEST - LIEUTENANT IVY	920.00	
		BULLET PROOF VEST - SEARGANT LUCAS	920.00	
		FREIGHT CHARGES FOR 3 BULLET PROOF VESTS	25.44	2,785.44
29	PRINTING SYSTEMS, INC	2000 BILLING CARDS FOR UTILITY BILLING	787.49	
		5000 SHUT OFF NOTICES FOR UTILITY BILLING	289.06	
		3000 ENVELOPES FOR UTILITY BILLING	273.93	1,350.48
30	PVS TECHNOLOGIES, INC	FERRIC CHLORIDE FOR WWTP		7,554.33
31	R.A. MORT SUPPLY CO	REPAIR PARTS FOR WELL #6		206.57
32	SMARTSOURCE	1 CASE OF YELLOW & 1 CASE OF WHITE TAX PRINTING PAPER		200.39
33	SAFEBUILT, LLC	BUILDING PERMIT #23-HAR-BR00004 - 517 W MAIN ST (DETACHED GARAGE)	426.00	
		BUILDING PERMIT #23-HAR-BR00005 - 260 HEYWOOD ST (ADDITION)	500.00	
		BUILDING PERMIT #23-HAR-BR00006 - 517 W MAIN ST (EXTERIOR ALT/REMODE	200.00	
		BUILDING PERMIT #23-HAR-BC00001 - 11 W MAIN ST (ROOF)	300.00	
		BUILDING PERMIT #23-HAR-BR00002 - 115 WASHINGTON ST (FOUNDATION)	200.00	1,626.00
34	STATE OF MICHIGAN	MOBILE FACIAL RECOGNITION -POLICE DEPT		66.00
35	ANGELA STORY	ASSESSING SERVICES FOR FEBRUARY 2024		1,283.33
36	TNT BODY & FRAME, INC	TIRES AND ALIGNMENT FOR 2022 FORD EXPLORER		1,121.84
37	TOTAL TREE CARE LLC	TREE REMOVAL (NO STUMP REMOVAL) - 426 OAK ST	1,000.00	
		TREE REMOVAL (NO STUMP REMOVAL) - 514 OAK ST	1,000.00	
		TREE REMOVAL (NO STUMP REMOVAL) - 202 OAK ST	1,750.00	3,750.00
38	TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING - 1/22/24 (ANIONS & ALKALINITY)	129.25	
		WWTP PFAS -BIOSOLIDS TESTING PER EGLE (11/29/23)	487.00	
		WWTP HgT (MERCURY) TESTING - 1/19/24	295.75	
		WWTP ANIONS TESTING - 2/1/24	53.75	
		IRP WATER SAMPLE TESTING - 2/5/24 (ANIONS & ALKALINITY)	129.25	
		IRP PFAS TESTING - 2/9/2024	412.00	1,507.00
39	THE TRI-CITY RECORD	NOTICE OF PRESIDENTIAL PRIMARY	262.50	
		NOTICE OF PUBLIC ACCURACEY	75.00	337.50
40	USA BLUEBOOK	LAB SUPPLIES FOR WWTP		3,083.07
41	VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 11/24-12/23/2023	88.42	
		VERIZON MODEMS 12/24/23-1/23/2024	88.54	176.96
42	VILLAGE OF PAW PAW LABORATORY	LAB ANALYSIS FOR NOVEMBER 2023	120.00	
		LAB ANALYSIS FOR DECEMBER 2023	120.00	240.00
43	WATER SOLUTIONS UNLIMITED	CHLORINE CYLINDERS FOR IRP	612.50	
		SODIUM HYPOCHLORITE & SODIUM BISULFITE FOR WWTP	1,751.74	2,364.24
44	WIGHTMAN & ASSOCIATES	PROJECT 190496 - HARTFORD TWP PFAS WATER MAIN EXTENSION	18,360.20	
		PROJECT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	12,887.97	
		PROJECT 212081 - E LINDEN & CLARK	693.00	
		PROJECT 190496 - TWP PFAS WATER MAIN EXTENSION	4,342.10	36,283.27
45	WINTER EQUIPMENT CO	SCRAPERS FOR FLOW TRUCKS		2,923.20
TOTAL OF CHECKS TO BE WRITTEN ON FEB 23, 2024			\$	156,806.44

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

1/19/2024	UNITED STATES POSTAL SERVICE	POSTAGE FOR UTILITY BILLINGS & ASSESSMENT MAILINGS		2,010.00
1/26/2024	SHELL GAS	FUEL INJECTOR CLEANER FOR POLICE HUMMER		9.74
1/26/2024	SHELL GAS	DIESEL FOR POLICE HUMMER		26.75
1/30/2024	UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL PLANNING COMMISSION PACKETS		10.55
2/5/2024	LUMEN	LONG DISTANCE TELEPHONE AUTOMATIC PAYMENT - DPW		0.31
2/8/2024	UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL SIGNED CITY MANAGER CONTRACT TO NICOL BROWN		1.63
2/12/2024	UNITED STATES POSTAL SERVICE	POSTAGE TO MAIL PACKAGE FOR POLICE DEPT		5.80

TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS **\$ 2,064.78**

TOTAL GROSS PAYROLL JAN 13, 2023 THROUGH FEB 9, 2024 (4 WEEKS) **\$ 62,982.74**

GRAND TOTAL FOR FEBRUARY 20, 2024 **\$ 257,246.03**

Interim City Manager Update

February 20, 2024

Nicol Brown, the new City Manager will begin on Wednesday, March 6, 2024. She and I will be meeting over the next three weeks to develop a transition plan to ensure her success. She is very excited to join the City.

Danny has indicated that he plans to retire in April of 2024. Ricky is working to take on additional tasks and work into the Superintendent role. Ricky will be taking his water test this spring. Even after his retirement, Danny will stay on to do only the required water license reports until Ricky's license comes in.

We have received permits from the two pop-up bakeries going on within the City. Both are excited to have events within the City.

We have received another communication service permit for installation of additional internet installation within the City. We will be working with our DPW to ensure installation is completed within permit guidelines.

We have made a conditional offer of employment to a Police Recruit pending pre-employment testing.

The City water extension project to homes affected by PFAS contamination will begin again this spring. Shortly after the project re-starts, property owners who have not signed up for water connection will receive one final notice to allow them the opportunity to connect before the project completes.

The Planning Commission had a meeting Monday, February 12 and has scheduled a public hearing for February 26 for the marijuana and zoning ordinances.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JANUARY 22, 2024

Item 18.

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

Commissions Absent:

Staff Present: Rader; Rodney-Isbrecht; Ivy; Prince; Shultz; Staunton

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

Pledge of Allegiance was said.

Motion by Commissioner Spoula, supported by Commissioner Miller, to approve the agenda as amended to include Resolution 2024 – 002 accepting the 2022/2023 Fiscal Year Audit.

Motion carried 7 – 0

Motion by Weeden, supported by Danger to nominate Commissioner John Miller as Mayor Pro-Tem for 2024.

Motion carried 7 – 0

Guests:

- Ryan Marschke, Hungerford Nichols CPSs + Advisors, gave a presentation on the City's 2022/2023 Audit. Capital Assets increased due to projects; also increased debt due to those projects. There are about six months' worth of Fund Balance if no additional income were received and within the recommended guidelines. The City was required to do a single audit due to the \$750,000 spent in Federal funds. One material weakness was noted on page 13 and no material weakness noted on the single audit. The City received an unmodified opinion on the audit & the single audit.
- Terry Tibbs, Van Buren Senior Services Board Member - Offering Tax preparation in South Haven for Seniors, Call for an appointment; Rides available for Dr. Appointments must be scheduled in advance; Grants to install Handicap Ramps on a first come, first serve basis. For Handyman services call 269-637-3607; 866-627-8904;

Public Comment:

- John Spoula, 112 Bennett Ave, comments on the cost to dismiss the former City Manager; comments in support of the acquired Humvee.
- Rachel Ballard, Ballard's Bake Goods of Paw Paw, looking to sell her baked goods in Hartford.
- Mike Menick, 38 Marion Ave, comments on the former City Manager costs of dismissal & Council's attendance record.
- Tim Kling, 105 East Street, concerns about demolition of 106 South Center St, DPW did a Great job clearing the roads.
- Joe, Zip Cannabis, 801 Prospect – Update on the Marijuana Ordinance amendments.

Communications:

- Southwest Michigan CAA Weatherization Assistance Program Available
- Hartford Area Chamber of Commerce Annual Banquet February 12, 2024 6pm at El Primo Res
- Public Notice – EGLE – AEP/Indiana Michigan Transmission
- Market Van Buren Communication
- Notice of Public Accuracy Test for Early Voting Site February 1, 2024
- Early Voting begins February 17th thru February 25 for the Presidential Primary at the VBC West Building on CR 681, Hartford, or you can vote on election day at your precinct located at the Vanderlyn Community Center/12 Church Street on February 27, 2024 polls will be open 7am-8pm. Contact the Clerk if you need an absent voter ballot.

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JANUARY 22, 2024

Item 18.

- Van Buren County Voter Information Guide
- Hartford Chamber of Commerce has a new redesigned website.

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

- Van Buren Conservation District December 2023 Program Update.
- A. **Police & Ordinance** – Chief Prince & LT Ivy – Report on file. Working to fill crossing guard position. Radio System will be obsolete at the end of the year, seeking funding to cover the costs. Hiring/Recruiting is a challenge; MCOLES Grant available to cover costs of education program, which begins in April; Working on a training schedule; end of the year reports; Lt Ivy is planning a bike rodeo and safety course in the spring, seeking grant to cover the cost; Commissioner Weeden has some concerns about 24/7 coverage with five officers. Seeking a grant on reducing gun violence programs.
- B. **Fire Department** – Robbie Harting, Fire Chief – Report on File; 501c3 completed & filed which will allow application of federal funding; Met with Mayor & Township Supervisor to go over the new 2024/2025 budget. Pancake Breakfast scheduled in May; Smoke detectors are available for install. Pole Barn has been completed.
- C. **Ambulance** – No report filed, currently living at the fire station, working out well.
- D. **Van Buren County** – Mike Chappel, Commissioner, Public Defender disengaging from Allegan County; Kayak launch on CR 687, construction in 2025; working on County ORV ordinance.
- E. **Public Works** – Dan Staunton, Report on File; Snow Removal, hired a new employee. City has an ordinance regarding parking overnight in City Parking lots during snow events; car could be towed if left over night.
- F. **Wastewater Treatment Plant** – No Report on File –
- G. **Treasurers, Investment & List of Bills** – List of Bills \$396,411.29
- H. **City Manager** – Report on file – communications services permitting cannot have a moratorium, and have to be approved within 45 days; summary judgement was delayed until March 2024 regarding former employee; Police Recruit policy, worked hard to acquire a grant to send them through police academy; employee did not pass water license, working with them for additional training and reevaluate options; council expressed concerns on Humvee options; police union arbitration was dropped. Police Car does not need to be parked out front and directed the police department to park in the back by the garage.

Motion by Commissioner Weeden, to send the Humvee back.

Motion failed for lack of support

Commissioner Dockter went to some business in town and got enough donations to replace the blow-up Frosty in the park. He will be seeking additional donors to purchase blow up strawberries for the park.

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Spoula, to approve the minutes of the December 11, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the December 13, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JANUARY 22, 2024

Item 18.

Motion by Commissioner Spoula, supported by Commissioner Dockter, to approve the minutes of the December 18, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the January 3, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the January 22, 2024 list of bills in the amount of \$396,411.29

Motion carried 7 – 0

Motion by Commissioner Miller, supported by Commissioner Frank, to accept the December, 2023 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives:

- Discuss & Consider – Expectations Workshop set for January 29, 2024 at 4:30pm

Old Business:

- Discuss & Consider Spark Grant Update – Results of survey, public meeting & priorities of improvements. Even though it was a priority based on survey results a splash pad is not recommended due to the maintenance costs. The grant is due January 31, 2024. Council is in favor of moving forward with the proposed improvements of parking lot, fencing, upgrades to pavilion, lighting, restrooms, electric, benches & picnic areas, outdoor game tables & pickle ball court.
- Discuss & Consider Voluntary Well Metering -

Discussion: A flat rate customer has requested the City meter his well because it is cost prohibitive to tap into the water system. Council is not in favor of moving forward with an ordinance or policy to meter wells of flat rate customers.

- Discuss & Consider – City Manager Position – A Contract Agreement has been reached

Motion by Commissioner Morsaw supported by Commissioner Miller to authorize the Mayor to enter into a contract agreement, with wording similar to what was presented at this meeting, with Nicole Brown as the next City Manager pending successful background check & drug screen.

Motion carried 6 – 1 (Danger)

New Business:

- Discuss & Consider – Hungerford Nichols Engagement Letter for Single Audit

Motion by Commissioner Miller, supported by Commissioner Dockter to accept the engagement letter for single audit from Hungerford Nichols.

Motion carried 7 – 0

- Discuss & Consider – Freedom of Information Act Procedures & Guidelines & Fee Schedule

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JANUARY 22, 2024

Item 18.

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the Freedom of Information Act Procedures & guidelines & fee schedule as presented.

Motion carried 7 – 0

- Discuss & Consider – HPD Recruit Policy

Motion by Commissioner Miller, supported by Commissioner Danger to adopt the Hartford police Department Recruit Policy as presented.

Motion carried 6 – 1 (Weeden)

- Discuss & Consider – MML Training – Invitation received from Bangor City to participate in elected officials training February 21, 2024, 1-4pm.

Discussion: Notify the Clerk if you wish to participate in the training.

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Proposed Ordinance 335-2023 Establish Planning Commission

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Ordinance 335-2023 Establish Planning Commission. .

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance Amendment No. 336 – 2023 Designate Zoning Board of Appeals.

Motion by Commissioner Miller supported by Commissioner Danger to adopt Ordinance 335-2023 Designate Zoning Board of Appeals.

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance Amendment to Zoning 151, 291, 151.309, 151.310, 151.311

Discussion: Council is in favor of sending the proposed zoning ordinance amendments to the Planning Commission for review & recommendation.

- Discuss & Consider – Resolution 2024 – 001 Appoint Members of the City of Hartford Planning Commission

Motion by Commissioner Danger supported by Commissioner Dockter, to adopt Resolution 2024-001 appointment members of the City of Hartford Planning Commission.

Motion carried 7 – 0

Discussion: Council appointed Eric Germinder to the Planning Commission & Fire Board which meets on the same night. Mr. Germinder resigned from the Planning Commission leaving a vacancy on the Planning Commission.

- Discuss & Consider – Resolution 2024 – 003 Fiscal Year 2023/2024 Budget Adjustments no. One.

Motion by Commissioner Miller supported by Commissioner Danger, to adopt Resolution 2024 - 003 accepting the Fiscal Year 2023/2024 Budget Adjustments no. one.

Motion carried 7 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JANUARY 22, 2024

Item 18.

- Discuss & Consider – Resolution 2024 – 002 accepting Fiscal Year 2022/2023 Audit

Motion by Commissioner Miller supported by Commissioner Danger, to adopt Resolution 2024 – 002 accepting the Fiscal Year 2022/2023 Fiscal Year Audit.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Dockter, supported by Mayor Hall, to adjourn the meeting at 7:29pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
JANUARY 29, 2024

Item 19.

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Lindsay Morsaw; Nancy Spoula; Charles Weeden and Mayor Richard A. Hall;

Commissioners Absent:

Staff Present: Rader; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 4:30pm.

- Discuss & Consider – Expectations & Goals

Discussion: Council's expectations of the City Manager. Council set another special meeting to continue discussion for February 5, 2024 at 4:30pm

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Spoula, to adjourn the meeting at 5:39pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
FEBRUARY 5, 2024

Item 20.

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Lindsay Morsaw; Nancy Spoula; and Mayor Richard A. Hall;

Commissioners Absent: Charles Weeden

Staff Present: Rader; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 4:30pm.

- Discuss & Consider – Peddlers Mobile Food Vendors Permit Fee Schedule

Discussion: Commissioner Danger requested an amendment to the Mobile Food Vendors Permit for Farm Produce/Baked Goods. Council will consider amending the ordinance. The Fee Schedule will be considered during the budgeting process.

- Discuss & Consider – Expectations & Goals

Discussion: Expectations of Council. Continue Discussion at Special Meeting set for February 12, 2024 @ 4:30pm.

Adjournment:

Motion by Commissioner Spoula, supported by Commissioner Miller, to adjourn the meeting at 5:34pm.
Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
FEBRUARY 12, 2024

Item 21.

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Lindsay Morsaw; Nancy Spoula; and Mayor Richard A. Hall;

Commissioners Absent: Charles Weeden

Staff Present: Rader; Rodney-Isbrecht;

Mayor Richard A. Hall called the special meeting to order at 4:30pm.

- Discuss & Consider – Expectation & Goals

Discussion: City Manager expectations of Council, effective team management and ground rules. Council will have another special meeting to discuss Strengths, Weakness, Opportunities and Threats analysis.

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Spoula, to adjourn the meeting at 5:33pm.

Motion carried 6– 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: February 20, 2024
Department: Administration
Submitted By: Hartford Fire board
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: 2024/2025 Proposed Fire Department Budget

RECOMMENDED ACTION:

The Hartford Fire Board has set the date for the joint meeting with the Hartford Township Board and The City Council to Discuss & Consider the 2024/2025 Proposed Fire Department Budget for April 3, 2024, 7:00pm at the Fire Station.

GL NUMBER	DESCRIPTION	2023-2024 Budget	2024/2025 Budget	(+/-)	
Fund 206 - FIRE	FUND				
Revenues					
Dept 000					
206-000-401.000	HARTFORD TOWNSHIP	157,305.85	169,840.00	\$12,534.15	8%
206-000-402.000	HARTFORD CITY	128,704.78	138,960.00	\$10,255.22	8%
206-000-411.000	Hartford Township Millage	67,000.00	67,000	0	
206-000-412.00	Hartford City Millage	46,000.00	46,000	0	
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47	5,200	\$1,057.53	
206-000-421.000	COST RECOVERY	6,743.10	1,000	(\$5,743.10)	
206-000-422.000	FIRE REPORTS/ FOIA	46.66	50	\$3.34	
206-000-539.000	GRANTS	2,500.00	2,500	0	
206-000-582.000	TOWNSHIP GRANTS	9,600.00	0	(\$9,600)	
206-000-584.000	VBEMS	2,198.33	10,000	\$7,801.67	
206-000-665.000	Interest	0.00	0	0	
Total Dept 000		424,241.19	440,550.00	\$16,308.81	
TOTAL REVENUES					
Expenditures					
Dept 336 - FIRE					
OPERATING					
206-336-702.000	BOARD SALARY	4,200.00	4,200	0	
206-336-704.000	CHIEF SALARY	56,141.00	58,950	2,809	
206-336-705.000	Asst. CHIEF SALARY	0.00	24,000	24,000	
206-336-710.000	FIREFIGHTER/ MFR	55,000.00	50,000	-5,000	
206-336-712.000	SHIFT COVERAGE	14,400.00	14,400	0	
206-336-714.000	SUPPORT STAFF	9,000.00	0	-9,000	
206-336-720.000	PAYROLL TAXES	14,000.00	10,000	-4,000	
206-336-724.000	RETIREMENT	4,000.00	3,800	-200	
206-336-730.000	GASOLINE & DIESEL	9,400.00	9,400	0	
206-336-731.000	VEHICLE MAINTENANCE	9,500.00	9,500	0	
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00	13,000	100	
206-336-740.000	OPERATING SUPPLIES	350.00	400	50	
206-336-741.000	MEDICAL SUPPLIES	2,500.00	2,500	0	
206-336-742.000	ANNUAL TESTING	8,150.00	8,500	350	
206-336-751.000	PHONES	6,615.20	7,500	884.8	
206-336-753.000	UTILITIES	10,000.00	10,000	0	
206-336-763.000	BUILDING MAINTENANCE	11,550.00	10,000	-1,550	
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00	4,200	75	
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00	15,000	-1,000	
206-336-785.000	EDUCATION/ TRAINING	8,700.00	8,500	-200	
206-336-796.000	PHYSICALS	8,300.00	10,000	1,700	
206-336-799.000	OFFICE/ COMPUTER	5,910.00	4,700	-1,210	
206-336-801.000	PROFESSIONAL SERVICES	10,000.00	16,500	6,500	
206-336-810.000	GRANT MATCH	2,500.00	2,500	0	
206-336-815.000	GENERAL INSURANCE	28,000.00	30,000	2,000	
Total Dept 336 - FIRE OPERATING		311,241.20	327,550	16308.8	5.00%
206-336-965.000- Transfer to Millage Fund					
		113,000	113,000		
Total Budget		424,241.20	440,550		

Hartford Fire Department 2024/2025 Proposed Budget

Item 22.

GL NUMBER	DESCRIPTION	2024/2025 Budget
Fund 206 - FIRE	FUND	
Revenues		
Dept 000		
206-000-401.000	HARTFORD TOWNSHIP	169,840.00
206-000-402.000	HARTFORD CITY	138,960.00
206-000-411.000	Hartford Township Millage	67,000
206-000-412.00	Hartford City Millage	46,000
206-000-420.000	BANGOR TWP COST RECOVERY	5,200
206-000-421.000	COST RECOVERY	1,000
206-000-422.000	FIRE REPORTS/ FOIA	50
206-000-539.000	GRANTS	2,500
206-000-582.000	TOWNSHIP GRANTS	0
206-000-584.000	VBEMS	10,000
206-000-665.000	Interest	0
Total Dept 000		440,550.00
TOTAL REVENUES		
Expenditures		
Dept 336 - FIRE	OPERATING	
206-336-702.000	BOARD SALARY	4,200
206-336-704.000	CHIEF SALARY	58,950
206-336-705.000	Asst. CHIEF SALARY	24,000
206-336-710.000	FIREFIGHTER/ MFR	50,000
206-336-712.000	SHIFT COVERAGE	14,400
206-336-714.000	SUPPORT STAFF	0
206-336-720.000	PAYROLL TAXES	10,000
206-336-724.000	RETIREMENT	3,800
206-336-730.000	GASOLINE & DIESEL	9,400
206-336-731.000	VEHICLE MAINTENANCE	9,500
206-336-733.000	EQUIPMENT MAINTENANCE	13,000
206-336-740.000	OPERATING SUPPLIES	400
206-336-741.000	MEDICAL SUPPLIES	2,500
206-336-742.000	ANNUAL TESTING	8,500
206-336-751.000	PHONES	7,500
206-336-753.000	UTILITIES	10,000
206-336-763.000	BUILDING MAINTENANCE	10,000
206-336-767.000	DUES/ SUBSCRIPTIONS	4,200
206-336-781.000	TURN OUT GEAR/ UNIFORMS	15,000
206-336-785.000	EDUCATION/ TRAINING	8,500
206-336-796.000	PHYSICALS	10,000
206-336-799.000	OFFICE/ COMPUTER	4,700
206-336-801.000	PROFESSIONAL SERVICES	16,500
206-336-810.000	GRANT MATCH	2,500
206-336-815.000	GENERAL INSURANCE	30,000
Total Dept 336 - FIRE OPERATING		327,550
206-336-965.000- Transfer to Millage Fund		113,000
	Total Budget	440,550



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: February 20, 2024
Department: Administration
Submitted By: Hartford Police Department
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Humvee Utilization Policy

RECOMMENDED ACTION:

Included is a policy developed for use of the Humvee.

It is recommended Council consider & adopt the Humvee use policy.

Hartford Police Department Humvee Utilization Policy

Objective:

This policy outlines the guidelines and procedures for the appropriate use of the Humvee within the police department, ensuring responsible and effective deployment while maintaining community trust.

Authorization and Training:

Only authorized personnel who have completed training are permitted to operate the Humvee. The Chief or Lieutenant must approve each deployment of a Humvee, ensuring it aligns with the department's mission and objectives.

Purpose of Humvee Deployment:

The Humvee should be utilized for specific tactical situations, such as extreme weather conditions, natural disasters, or high-risk law enforcement operations. Routine patrolling using the Humvee is prohibited. The Humvee may participate in community parades and events at the discretion of the Police Chief and City Manager.

Equipment and Maintenance:

The Humvee must be equipped with necessary law enforcement tools. Regular maintenance checks are mandatory to ensure the Humvee is in optimal working condition. Any issues must be promptly reported to the Lieutenant.

Community Relations:

Transparent communication with the community is vital. The police department will provide information on the reasons for Humvee deployment when appropriate, addressing concerns and fostering understanding. Community feedback will be considered when evaluating the continued use of the Humvee in various scenarios.

Use of Force:

The Humvee is not to be used as a means of force unless absolutely necessary. The primary role is to provide support and logistics. Officers operating the Humvee must follow strict rules of engagement and the Department Use of Force Policy.

Documentation and Review:

Each Humvee deployment must be documented, including the rationale, outcomes, and any community interactions. Regular reviews of Humvee use will be conducted to assess effectiveness, adherence to policy, and community impact.

Accountability:

Violations of this policy will result in appropriate disciplinary action, which may include retraining, suspension, or termination. Officers are encouraged to report any concerns related to Humvee use through proper channels without fear of retaliation. This policy aims to strike a balance between the legitimate use of the Humvee in law enforcement operations and maintaining public trust by ensuring transparency and accountability.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: February 20, 2024
Department: Administration
Submitted By: Hartford Police Department
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Extreme Risk Protection Order Policy

RECOMMENDED ACTION:

2023-PA – 0038, Extreme Risks Protection Order (ERPO) also known as Red Flag gun laws are now in effect as of February 13, 2024. With the passage of the law come added responsibilities and requirements of the police department.

The department could potentially encounter a person with many weapons they would need to be seized if ordered by the courts or the person could surrender them to the department.

We have reached out to Michigan Municipal League for recommendations to meet risk management expectations.

Recommended Actions:

1. Adopt an extreme risk protection order policy
2. Consider how the department will hold firearms for up to a year
3. Meet with supporting law enforcement agencies, courts and prosecutor's office

Hartford City Police Department

Policy Manual

Extreme Risk Protection Orders

PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving extreme risk protection orders and accounting for firearms and concealed pistol licenses obtained pursuant to those orders.

DEFINITIONS

Definitions related to this policy include (MCL 691.1803):

Extreme risk protection order - An order prohibiting a named person from possessing prohibited items.

Petition - A summons and complaint filed with the court consistent with MCL 691.1805.

Prohibited items - Firearms and concealed pistol licenses that are prohibited by an extreme risk protection order.

POLICY

It is the policy of the Department to petition for and serve extreme risk protection orders in compliance with this policy and state law, and to properly account for prohibited items obtained by the Department pursuant to such orders.

EXTREME RISK PROTECTION ORDER COORDINATOR

The Chief of Police should act as or designate an extreme risk protection order coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for an order or a renewal of an order by department members.
 1. Procedures should include criteria and other requirements related to making a verbal request by phone for an order and filing a subsequent written petition (MCL 691.1807).
- (b) Identifying factors to consider when assessing whether to seek an order, including:
 1. Whether threats have been made, and if so, whether the threats are credible and specific.
 2. Whether the potential victim is within close proximity.
 3. Whether the person has expressed suicidal tendencies.
 4. Whether the person has access to firearms.
 5. Whether the person has committed an act of violence toward themselves or another person.

Hartford City Police Department

Policy Manual

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6. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.
 7. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.
 8. Any known upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
 9. Whether the person has any history of drug or alcohol abuse.
- (c) Developing and maintaining procedures for the receipt and service of orders. Procedures should include:
1. Evaluation of an order to determine appropriate service and necessary precautions.
 2. Forwarding orders to the operations director or the authorized designee.
 3. Recording in appropriate databases and required notice to the court, as applicable.
 4. Preparing or obtaining a search warrant prior to attempting service of an order, when appropriate.
 5. Any additional state requirements for receipt and service of orders as required by MCL 691.1813 and MCL 691.1815.
- (d) Coordinating with officers who may be involved in petitioning for or serving orders with training on such orders. Training should include determining when a petition is appropriate, the process for seeking an order, and the service of such orders.
- (e) Reviewing each petition and any associated court documents for an order prepared by members, for compliance with this policy, department procedures, and state law.
- (f) Reviewing any affidavits alleging that a person who is the subject of an extreme risk protection order is in possession or control of a firearm or a concealed pistol license in violation of the order (MCL 691.1810).
- (g) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an order is being served by the Department.
1. Procedures should include preparing and providing a receipt identifying all prohibited items to the person surrendering the items.

EXTREME RISK PROTECTION ORDERS

An officer who reasonably believes that an extreme risk protection order is appropriate should obtain approval from an appropriate supervisor and the extreme risk protection order coordinator or the authorized designee prior to seeking an order.

Hartford City Police Department

Policy Manual

STANDARDS

Extreme risk protection orders may be appropriate if a person can reasonably be expected within the near future to intentionally or unintentionally seriously physically injure themselves or another person by possessing a firearm, and has engaged in an act or acts or made significant threats that are substantially supportive of the expectation (MCL 691.1807(1)).

An emergency extreme risk protection order, issued without written or oral notice to the person who is the subject of the order, may be appropriate if an officer is responding to a complaint involving the person and the person can reasonably be expected within the near future to intentionally or unintentionally seriously physically injure themselves or another person by possessing a firearm (MCL 691.1807(4)).

REQUIREMENTS OF PETITION

A petition for an extreme risk protection order should be prepared, filed, and served consistent with state law and the procedures developed by the extreme risk protection order coordinator (MCL 691.1805).

SERVICE OF ORDERS

If a court has ordered the immediate surrender of a person's firearms, officers shall personally serve a copy of an extreme risk protection order (along with any accompanying notice of hearing and petition) on the person named in the order or orally advise the person named in the order of the existence of the order (along with any accompanying information such as penalties for violating the order, specific conduct the respondent is ordered to stop doing, location of where to get a copy of the order) as soon as reasonably practicable.

Service of orders should take precedence over the service of other orders, except for orders of a similar emergency nature.

ADDITIONAL SERVICE REQUIREMENTS

If an officer provides oral notice of the order, the officer shall file proof of service with the court consistent with department procedures (MCL 691.1813).

SAFETY CONSIDERATIONS

Upon receipt of an extreme risk protection order, the Chief or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service of the protection order.

At least two officers should be present when an order is being served.

SURRENDER OF PROHIBITED ITEMS

Officers serving an extreme risk protection order should request that the named person immediately surrender all prohibited items as required by the order. Officers shall take custody of any items surrendered pursuant to the order (MCL 691.1815).

The officer serving the order should prepare a tabulation identifying all surrendered items, and a copy of the tabulation should be given to the person (MCL 691.1815). The officers should ensure the original tabulation is included in the original case report.

All items collected should be handled and booked with the assistance from the Lieutenant.

Hartford City Police Department

Policy Manual

SEARCH WARRANTS

If an extreme risk protection order does not include a search warrant, officers should consider whether a search warrant may be reasonably necessary prior to attempting service of an order.

Officers should also consider whether to seek a search warrant if the named person refuses to surrender any prohibited items or if an officer serving an extreme risk protection order reasonably believes there are prohibited items within the persons custody, control, or possession that have not been surrendered (MCL 691.1810).

RELEASE OF PROHIBITED ITEMS

Any person requesting the release of any prohibited items in department custody pursuant to an extreme risk protection order should be referred to the Lieutenant.

RENEWAL OF EXTREME PROTECTION ORDER

The Chief or designee is responsible for the review of any extreme risk protection order obtained by the Department to determine if renewal or extension of the order should be requested (MCL 691.1817).



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: February 20, 2024
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Lien & Delinquent Taxes

RECOMMENDED ACTION:

With the demolition of blighted buildings, we have come into situations where the blight elimination grant does not cover 100% of costs, or a grant is not available at all. The City will need to develop a policy on how to handle the demolitions moving forward so we are consistent. We have three options, none of which are ideal.

1. If we add it to the tax bill and they don't pay, the property gets foreclosed on by the County Treasurer's office. If the property then sells in the first round of sale, we would receive payment for the lien. If it does not, the lien gets removed from the second auction and we would be billed chargeback for the lien plus penalties & interest.. This has the potential for a very high cost to the City.
2. We place a lien on the property. If we don't add it to the tax bill and they don't pay the lien, the lien is removed at foreclosure. However, we have the ability to file a notice of intent to claim excess proceeds and IF the property is sold for more than sale costs, we would get whatever excess exists back towards the lien amount. The costs here are in attorney fees. Recouping the cost is minimally assured.
3. We apply for grants whenever possible and the City pays for the balance or the full cost if no grants are available.

No option is perfect. Option one and two provide a possibility for partial funding, but also have additional costs that may or may not be recouped.

At this time we would like Council to discuss the three options. Depending on Council's conversation, we would work with the Attorney to ensure we haven't missed any details and write a formal policy.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: February 20, 2024
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Police Department Garage Maintenance

RECOMMENDED ACTION:

The City Hall/Police Department building is over 20+ years old and is now requiring maintenance to keep it in good condition and safe for employees and the public.

The garage doors & openers are original to the building and are in need of being replaced. The openers are currently not working which creates a safety issue, potential delay in response times, and not being able to park the police vehicles in the garage.

Also the drains in the garage have deteriorated and need to be repaired. Department of Public Works will be able to make this repair in the Spring/Summer. .

In your packet are two quotes for your consideration. There is a slight difference in the horse power of the opener between the two companies.

Quality Garage Door's quote was the lower of the two. It is recommended Council approve their quote to replace the garage doors & openers. They have repaired the current system in the past and the City has been satisfied with their work.

Expectations Workshop

PURPOSE: The purpose of an expectations workshop is to come to a general consensus of how we all work together in the most effective manner.

DISCUSSION: We will have specific discussions on the following questions:

1. What does Council expect of the City Manager?
2. What does the City Manager expect of Council?
3. What can we do as a team to be more effective?
4. What ground rules can we develop to ensure success?
 - a. When we disagree how do we work through it?
 - b. If we have concerns, how do we address them?

We will have our discussion and I'll make notes for all of us to be able to reference later. This should help us work together more effectively as well as lay the groundwork for the next City Manager's successful relationship with Council.

Next steps:

- Strengths, Weaknesses, Opportunities, and Threats Analysis for the City (SWOT).
- Development of goals for the City.
- City Manager to meet with Department heads to perform Expectations workshop, SWOT, goals, etc
- Workshop or Open house for City Residents to share their ideas and insight on the SWOT and goals.
- Council to evaluate their expectations, SWOT, and goals, with those of the City Departments and the residents.
- Completion of Strategic Plan

Expectations Workshop Results

What Council expects of the City Manager

- Carry out Council directives
 - Be Prepared; Be on time, Take notes, Have knowledge of topics, Anticipate needs of Council, Provide suggestions and options, Think outside the box, Investigate similar situations from other municipalities
- Listen to Citizens;
 - Attentive
 - Make sure they feel heard
 - Provide information
 - Filter what needs to come to Council
 - Diffuse situations
 - Keep scheduled time for citizens
 - General suggestions – wants and concerns
 - Be visible within the community
 - Attend public functions
 - Approachable
 - Treat citizens equally and fairly
- Know Ordinances and Laws – Keep up to date and know who is accountable – City Manager, Department Heads, Council, etc.
- Know Department schedules and priorities – When activities are happening. General timing. Regular communication with Departments
- Maintain relationships within Departments – Following Chain of Command
- Stay on top of City Projects; know schedules and timelines. Budget.
- Grants and Supplemental Funding; Prioritize, break down with master plan, knowledge, partnerships
- Relationships with other Municipalities; Infrastructure, Planning, Consolidation, County/State
- Reports back from different Boards and Organizations
- Economic Development;
 - Network with residents, county, state, etc.
 - Vacant Land
 - Blighted buildings
 - Build advantages and relationships
 - Give opportunities
 - Promote the City
 - Owner/buyer relationship/coordination
 - Work with the Chamber of Commerce
- Interlocal Agreements; Fire Board, Rec Council, School, Pokagen/Casino/Tribal Police, DDA, Planning.
 - Relationships
 - How does connection work?
- Promotion of the City; Educate, write our story, website, social media

- Communicate time/schedule availability
- Set Priorities; know how much can reasonably be accomplished and share with Council
- Participate
- Act legally and ethically

City Manager Expectations of Council

- Trust/Respect/Grace; Have her back, be positive, straight-forward, give the benefit of the doubt, show common courtesy, communicate
- Provide Feedback; praise publicly, criticize privately. Bring situations privately. Bring issues or concerns to the City Manager first.
- Communicate effectively – Have the conversation once Nicol starts about how she wants communication to come to her.
- Patient and Tolerant
- Don't bypass or go around – follow the chain of command
- Support Council decisions and City Manager Decisions – Come in to meetings with ideas and opinions, but leave with one decision
- Work as a team
- Get to know and build a relationship
- Provide facts and move forward
- Be engaged; take part in conversations and projects.
- Be open and forthcoming with details; ask follow up questions, be clear in communications, be forthright, give all information, don't assume
- Honesty
- Conscious of time
- Come prepared; read packets, be ready for meetings
- Use proper etiquette; professional and on time
- Listen – use active listening and have one conversation at a time
- Act legally and ethically
- Treat everyone equally and fairly

How can we be an Effective Team?

- Have one conversation
- Make one decision – support Council's decision
- Communicate openly and effectively – take responsibility for how you communicate
- Discuss ideas and concerns here
- Know each other's learning and communication styles, and strengths and weaknesses. Participate in a colors workshop.
- Give trust, respect and grace – know mistakes will happen
- Know each other as people and respecting individuals
- Work toward the same goals
- Represent ALL residents
- Seeing things through – stay focused

- Realize everything is a process
- Keep everyone updated
- Learn from mistakes and work together while doing it
- Think outside the box. Be open to new and old ideas
- Ask questions; take as a question and not an accusation. Don't jump to conclusions
- Get comfortable outside the comfort zone
- Be self-aware

What are our Ground Rules?

- Allow all Council members to express opinions and allow each other to process
- Bring concerns to the City Manager 1st – NOT related to agenda items
- Be able to ask questions without others jumping to defense. Watch tone and body language
- Public Comment Introduction/Disclaimer; 3 minutes, listen but no response, all comments at public comment, not during the agenda, follow up from the City Manager within 7 days, and collect preferred form of contact
- Active Listening
- Acknowledge the good
- Praise publicly – Criticize Privately
- Always representing Council and the City
- Be constructive
- Build each other up and help each other build self-awareness
- Be respectful
- Know how to legally interact; bcc on emails from the City to a group of Council members so there's no accidental "reply all"
- Develop communication guidelines for the City; chain of command, defining roles, how
- Don't overpromise
- Don't set each other up to fail