



City of Hartford
County of Van Buren, State of Michigan

Commission Business Meeting Agenda

Monday, November 27, 2023 at 5:00 PM

CALL TO ORDER

1. Newly Elected Officials Oath of Office

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

COMMUNICATIONS

- [2.](#) Hartford Lions Club, Hartford Public Library & Hartford Chamber of Commerce December 9, 2023
- [3.](#) Notice of Hearing - AEP December 5, 2023 - MPSC
- [4.](#) Comcast Programming Advisory
- [5.](#) MDHHS-MiChem - Thank you

REPORT OF OFFICERS BOARDS & COMMITTEES

- [6.](#) VBCD - 2023October

- [7.](#) HRC - 2023 October

Police & Ordinance

- [8.](#) HPD - 2023 October

Fire Department

- [9.](#) HFD - 2023November

- [10.](#) HFD Audit Report

Ambulance

- [11.](#) VBEMS - 2023 October

Van Buren County

Public Works

[12.](#) DPW - 2023 October

Wastewater Treatment Plant

[13.](#) WWTP - 2023 November

Treasurers, Investment & List of Bills

[14.](#) List of Bills - \$520,342.30

City Manager

[15.](#) CM - 2023 November

APPROVAL OF COMMISSION MINUTES

[16.](#) October 23, 2023

[17.](#) November 10, 2023 Special Meeting & Closed Session

APPROVAL OF REPORTS

GOALS/OBJECTIVES

OLD BUSINESS

[18.](#) Discuss & Consider City Manager Candidate Selection

[19.](#) Discuss & Consider - Evidence Audit

NEW BUSINESS

[20.](#) Discuss & Consider - Wastewater System Improvements Change Orders

[21.](#) Discuss & Consider - Appoint Library Board Representative

[22.](#) Discuss & Consider Board Appointments

[23.](#) Discuss & Consider 2024 City Council Meeting Schedule

[24.](#) Discuss & Consider City Clerk & City Treasurer Job Descriptions

[25.](#) Discuss & Consider - Personnel Manual Holiday Amendment

[26.](#) Discuss & Consider - Travel Policy

[27.](#) Discuss & Consider - Workplace Injuries Policy

[28.](#) Discuss & Consider - Vehicle Lockouts Policy for HPD

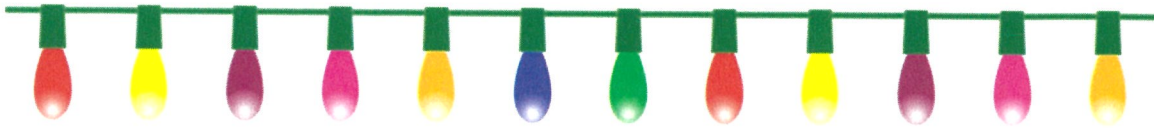
[29.](#) Discuss & Consider - Field Training Program for HPD

[30.](#) Discuss & Consider - HPD Reserve Program

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [31.](#) Discuss & Consider - Proposed Ordinance Amendment No. 335-2023 Establish Planning Commission
- [32.](#) Discuss & Consider - Proposed Ordinance Amendment No. 336-2023 Designate Zoning Board of Appeals
- [33.](#) Discuss & Consider - Proposed Ordinance 340-2023 Amendment to Code of Ordinance Chapter 30, 30.01-30.99
- [34.](#) Discuss & Consider - Proposed Zoning Ordinance & Marijuana Ordinance Revisions

ADJOURNMENT



22nd Annual Christmas in Hartford Lighted Parade

RECEIVED
NOV 13 2023
CITY OF HARTFORD

Dear Friends,

The Hartford Lions Club, Hartford Public Library and the Hartford Area Chamber of Commerce are pleased to announce that the 22nd Annual "Christmas in Hartford" will be held December 9, 2023. The festivities will include a lighted Christmas parade, free picture with Santa & Mrs. Clause, free books, Lego Christmas village, ugly sweater contest, festival of trees and chili cook off all at the Hartford Public Library. Visit the Library's website community calendar for an updated schedule: www.hartfordpl.michlibrary.org/library-calendar#/events/

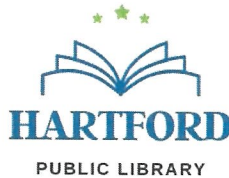
We invite you to participate with us in the Lighted Parade. Lineup will be at 5:30pm at the Hartford High School (Parade route: starts at Hartford High School parking lot turn left and head South on N. Center Street next turn right (West) on Hilliard St. then turn left (South) on N. Maple Street, next turn left (East) on W. Main St. and head straight on Main St. to the library). The parade will begin at 6pm. The parade will end at the Hartford Public Library 12 Church Street. The more lights the better! We encourage all organizations, churches, and businesses to participate. Help us make this event grow.

Please sign and return the participant information below by December 1, 2023. It can be dropped off at the library or mailed to Hartford Public Library P.O. Box 8 Hartford, MI 49057. You can also email it to hartfordlib@gmail.com

We look forward to having you join us in the Lighted Christmas Parade. If you have any questions about the lighted parade, please contact us at (269)588-5103 or by e-mail hartfordlib@gmail.com

We are looking forward to a bigger and better parade. Come join the fun and get into the Christmas spirit!

Thank you for your participation.



Parade Participant: _____

Address: _____

Phone: _____

Email: _____

Type of Entry (such as car, float, walker, etc.): _____

Signature * _____

Please return this portion to: Hartford Public Library P.O. Box 8 Hartford, MI 49057 or email: hartfordlib@gmail.com

*By signing the above, you are agreeing that the Hartford Lions Club, Hartford Public Library and Hartford Area Chamber of Commerce or its representatives will not be held responsible or liable for any loss, damage, theft, vandalism or other such occurrences to the participant's property or for any injury to the parade participants, either before, during or after the parade.

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
INDIANA MICHIGAN POWER COMPANY
CASE NO. U-21457**

- Indiana Michigan Power Company requests Michigan Public Service Commission’s approval for reconciliation of its 2022 demand response and load management program costs.
- The information below describes how a person may participate in this case.
- You may call or write Indiana Michigan Power Company, 2425 Meadowbrook Rd., Benton Harbor, MI 49022, 517-367-1242 for a free copy of its application. Any person may review the documents at the offices of Indiana Michigan Power Company or on the Commission’s website at: michigan.gov/mpscedockets.
- A pre-hearing will be held:

RECEIVED

NOV 16 2023

CITY OF HARTFORD

DATE/TIME: Tuesday, December 5, 2023 at 9:00 AM

BEFORE: Administrative Law Judge Christopher J. Woolf

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Indiana Michigan Power Company’s (I&M) September 29, 2023 application requesting the Commission to: 1) approve I&M to commence a Demand Response (DR) Reconciliation proceeding for the calendar year period ended December 31, 2022; 2) find that the DR costs, as presented by I&M, were reasonably and prudently incurred; 3) approve the exclusion of the Residential Home AC Pilot and the Residential Water Heater Pilot from the overall DR portfolio score; 4) approve deferred regulatory accounting treatment of the actual revenue requirement for DR Program O&M expenses incurred in 2022 compared to authorized DR budgets resulting in the creation of a regulatory liability of \$354,952 which will be reflected in I&M’s pending general rate case, Case No. U-21461; and 5) grant I&M such other and additional relief as the Commission may deem reasonable and appropriate.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by November 28, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Indiana Michigan Power Company's attorney, Richard J. Aaron, 201 Townsend St., Ste. 900, Lansing, MI 48933.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21457**. Statements may be emailed to: mpscdockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

U-21457



November 6, 2023

RECEIVED
NOV 10 2023
CITY OF HARTFORD

Mr. Yemi Akinwale, Manager
City of Hartford
19 W Main St
Hartford, MI 49057

RE: Programming Advisory

Dear Mr. Akinwale:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying ShopHQ expired on November 2, 2023.

We always work to reach deals that make sense for our customers. To date, however, Comcast has been unable to reach an agreement to continue to carry ShopHQ content.

Since we are not currently authorized to carry ShopHQ programming, we have implemented a channel slate (advising of unavailability) on the channel and activated www.xfinity.com/programmingchanges to help keep our customers informed during this period. We will continue to provide updates to you and our customers as they become available.

Also, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report has been filed with the Michigan Public Service Commission.

Please feel free to contact me at 517-930-5299, if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Brian Sapita".

Brian Sapita
Manager, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Roxann Isbrecht

From: MDHHS-michem <MDHHS-michem@michigan.gov>
Sent: Monday, October 30, 2023 1:09 PM
To: Roxann Isbrecht
Subject: Thank You from the MiChEM Team

Hello Roxann,

Thank you so much for all your help in planning and executing our MiChEM visit to Hartford. We really enjoyed working with you to collect data to help improve the health of Michiganders. We would not have been successful without all of your support. Thank you again.

Sincerely,

The Michigan Chemical Exposure Monitoring (MiChEM) Project Team
Michigan Department of Health and Human Services
Phone: 844-464-7327





Van Buren Conservation District October 2023 Program Update

Submitted by *Emilly Hickmott, Executive Director*

The VBCD has officially wrapped up the last of our events for this calendar year. The October 14 Recycle Roundup event in Lawrence was a great success, and we look forward to sharing our end-of-year collection numbers with you next month. With township help, we submitted a robust grant application for scrap tire collection events and year-round collection opportunities and hope to hear back on this request after the new year. Over 5,000 acres of cover crops were planted in September to help protect our water and increase farmers' yields. Keep an eye out for news on some upcoming MAEAP verifications, as our 19-year specialist has been hard at work with some local landowners.

Our CISMA team found a new aquatic invasive plant in Berrien County and is already undergoing management. Please remember not to flush fish tank contents and be on the lookout for plants you don't recognize. You can read a Hydrilla press release here:

<https://www.michigan.gov/egle/newsroom/mi-environment/2023/10/30/first-michigan-detection-of-invasive-hydrilla-triggers-response> 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.

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - The Van Buren Conservation District staff worked with 15 farmers to install 5,407 acres of cover crops via airplane in September 2023. These cover crops will help prevent erosion and pollution of our waterways, as well as improve soil health so farmers can see better yields. 2,615 of these acres were cost-shared through grant programs.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson*) - This Month SWxSW Corner CISMA Staff detected the first known population of Hydrilla in Michigan. Staff also attended an on-site training in Oakland county to better familiarize ourselves with spotted lanternfly. The Strike team has been hard at work performing treatments for the Van Buren County Road Commission.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - The specialist finished the fiscal year (FY) strong with several assessments, some Verifications and meetings/training. He has already begun meeting with farmers that are due for new assessments and verifications for FY24 with the goal of knocking out as many visits as possible before the weather gets cold.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) - Conservation Stewardship program participants have completed all required conservation practice enhancements for 2023. Certification process for these participants is complete.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) - The technician previously applied for a grant through the National Fish and Wildlife Services "Sustain our Great Lakes" grant. Unfortunately, we were not selected for that project, but that hasn't deterred our hopes to run a grazing program from Van Buren County. Forming a partnership with Grand Valley State University and a new MAEAP-verified farm, Tending Tilth LLC, the VBCD is submitting a Letter of Concept to the National Association of Conservation Districts (NACD) for their Climate Smart Commodities (CSC) Grant. The proposed project is for the implementation of a grazing team within

1035 E. Michigan Avenue, Paw Paw, Michigan 49079

269.657.4030 x5 ♦ www.VanBurenCD.org ♦ info@vanburencd.org



Van Buren Conservation District October 2023 Program Update

Submitted by Emilyly Hickmott, Executive Director

Van Buren County and a free Grazing School for area residents to learn skills in conservation-minded livestock management.

- **Outreach** (*Jacob Diljak*) - Two community cleanup events were held in September: one on the Paw Paw River and the other on the Van Buren State Trail in Covert. Registration to advertise in the 2024 Food, Farm, & Fun Guide is now open!
- **Resource Recovery Recycling** (*Kalli Marshall, Jacob Diljak*) - September was a great month. We were offered partial funding for the EGLE Infrastructure grant so work has commenced to finalize budgets and work plans before signing. We also held our last Passenger & Semi and electronic recycling event of 2023 in Porter Township.



HARTFORD COUNCIL FOR RECREATION
PO BOX 332, HARTFORD, MI 49057
www.hartfordrecreation.org

HARTFORD COUNCIL FOR RECREATION SPORTS LEAGUE
Tuesday, October 17, 2023 7:30 PM
Hartford High School Library
THE BOARD MEETS THE 3RD Tuesday OF THE MONTH

7:38 Meeting called to order

Present: Jason May, America May, Megan Mireles, Rick Hall, Joe Morsaw, Sandy Burtchett

Absent: Lee Mireles, Andy Bachman

Public Present: Angela Glover, Amber Guajardo, Mike Burtchett, James Droskie, Celeste Lemons.

Review and approve September meeting minutes- Rick Motion, Megan Second. Vote 4-0

Financial Updates- Bianca Deckard not present. Sent update account amounts via text.

General- 4006.39

Concession- 13192.04

League of Miracles- 4912.59

Baseball/softball- 764.04

Baseball/Softball- out of season. Revisit in December

Football/Cheer- Season is over. One game with league of Miracles working on rescheduling.

Awards night?

Need to order some football helmets soon.

Put equipment away.

Basketball- Registration closed and practices starting. 59 girls registered.

Coaches

3rd-Jason May

4th- Lee Mireles

5th- Patty Matheny

6th- Taylor Deckard

5 weeks of games beginning Nov. 4th.

Spirit wear? Checking with Little Oscars

League of Miracles- wants to become own entity. Clear split. Documents need signed from both sides. List of inventory they are keeping and funds withdrawn from our account into a check. Remove board seat from our new bylaws.

New Organization-

501(c)3 paperwork filed 10/17. Will need amended to remove League of Miracles components.

Public Wishing to address the board- None

Open Discussion-

**Want to participate in Trunk or Treat?
Jason to check mail at City Hall once a week
Golf cart repairs needed.
Walk in cooler repairs needed.**

Next meeting: 11/21/23 7:30 HHS Library

**Meeting closed 8:21
Motion Joe Morsaw
second Rick Hall**



Hartford Police Department

19 West Main Street - Hartford, Michigan. 49057

Police Report for Month of OCTOBER 2023

Total Duty Hours	940	Foot Patrol Hours	5
Arrests	9	Felony	2
B&E's	0	Misdemeanor	7
Arrest Warrants Issued	7	Traffic Citations Issued	16
Homicide	0	Robbery	0
Sex Crimes	0	Trespassing	3
Assaults	3	UDAA (stolen auto)	0
Burglary	0	Larceny	3
Frauds	3	Property Destruction/Vandalism	0
NFS Checks	0	Juvenile Del	2
OUIL	0	Drug Investigations	3
Civils	4	Public Peace	2
Lost Property	0	Found Property	0
Suspicious Person(s)/Vehicle(s)	5	Alarms	4
Health/Safety	6	Traffic Crash	2
Assist to other Agencies	13	Michigan State Police	2
Van Buren Co Sheriff	7	FIRE/EMS	9
Other Local Agencies	4	Persons	5

**HARTFORD POLICE DEPARTMENT MONTH OF OCTOBER 2023
STATS. AS ALWAYS IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE
TO CONTACT ME. CHIEF MICHAEL W. PRINCE.**

**Hartford Fire Board Meeting
November 13th, 2023
October Business**

Contents

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Hartford Fire Board
(Amended)Agenda
Monday, November 13th, 2023, 7:00 PM

- I. Call to Order, Pledge
- II. Roll call: Jerry Birmele, Chad Hunt, Helen Sullivan, 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 _____
Motion _____ Yeas: ___ Nays: _____
- VII. Approval of previous meeting minutes from October 9th, 2023: Motion by _____ Second _____
Motion _____ Yeas: ___ Nays: _____
- VIII. Approval of October Treasurer's report: Motion By _____ Second by _____ to approve Treasurer's
report as presented. Motion _____ Yeas: _____ Nays: _____
 - a. Accounts Payable: Amount \$40,650.68 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. 501c3 Update- Attorney Reed
 - 2. Discussion of Compensation Committee Recommendations.
 - 3. Discussion of Preliminary Budget for 2024/2025 Budget year.
 - 4. Kevin Reed request for 6 month Medical Leave.**

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 November 13, 2023

Members Present upon roll call: Ron Sefcik; Chad Hunt;(7:13pm) Helen Sullivan; Carlos Ledesma; Chief Harting **Absent:**

Others Present: Assistant Chief McGrew, Peter Stanislawski, Attorney Phillip Reed.

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

Guest: No Guest

Public comment opened at 7:01 NO public comment.

Public comment closed at 7:01

The proposed agenda for the Fire Board meeting of November 13, 2023, was presented and amended. Motion by Sullivan Second by Ledesma to approve the agenda as amended.

Yeas: 4 Nays: 0 **Approved**

The proposed minutes of the October 9th, 2023, Fire Board Meeting were presented. One Correction was presented. Motion by Biremele; Second by Ledesma to accept the minutes as amended.

Yeas: 4 Nays: 0 **Approved**

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

Yeas: 4 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$40,650.68 Motion by Sefcik; second by Sullivan to pays bills in the amount of \$40,650.68.

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business: none

New Business:

1. Attorney Phillip Reed was present and discussed his continued work on the 501c3 update. Further discussion to take place at the December Fire Board Meeting.
2. Discussion took place on the Compensation Committee Recommendations from their committee meeting, New PayScale for Paid on Call firefighters was reviewed by the board- no action was taken at this time.
3. Discussion took place on the Preliminary Budget for the 2024/2025 Budget Year. No action was taken at this time- Fire Board set to approve the Budget at the December Fire Board meeting and present it to the Mayor and Township Supervisor as per the Interlocal Agreement in Late December.
4. Firefighter Kevin Reed Requested a 6-month Medical Leave effective 11-13-2023. Motion by Hunt; seconded by Sefcik to approve the 6-month Medical Leave. Yeas: 5 Nays: 0 Motion Approved

Fire Chiefs Report:

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Thank you, Compensation committee and Budget Committee, for your hard work.
3. Spooktacular went great.
4. Fire prevention at Redwood Elementary School.
5. Working the Budget Committee on the Budget.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - Budget Committee
 - Compensation Committee
2. Updated SOG/SOP Board Book
3. FOIA Request Forms Created and Digitized
4. Steve Lowe onboarded- (made 19 calls in October already)
5. Fall Cleanup with Students from school
6. 6 Smoke Alarms installed
7. Job Fair at High School.
8. New Screens installed at station for edispatch app
9. Meeting with ISO

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Further Discussion on the 501c3

Motion by Sefcik; Second by Sullivan to adjourn the meeting at 8:13p.m. Yeas:5

Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

PROPOSED

HARTFORD FIRE BOARD MEETING

Minutes of Fire Board Meeting October 9, 2023

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

Others Present: Assistant Chief McGrew, Peter Stanislawski

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

Guest: No Guest

Public comment opened at 7:02 NO public comment.

Public comment closed at 7:02

The proposed agenda for the Fire Board meeting of October 9, 2023, was presented and approved. Motion by Ledesma Second by Sullivan to approve the agenda as presented.

Yeas: 5 Nays: 0 **Approved**

The proposed minutes of the September 11th, 2023, Fire Board Meeting were presented. Motion by Sefcik; Second by Hunt to accept the minutes as presented.

Yeas: 5 Nays: 0 **Approved**

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

Yeas: 5 Nays: 0 **Approved**

Bills were presented for approval in the amount of \$27,274.41 Motion by Hunt; second by Birmele to pays bills in the amount of \$27,274.41.

Motion approved upon roll call vote of members present.

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

Review of Revenue & Expenditure Report

Discussion of Last months Fire calls

Unfished Business:

1. Hartford Fire Board/Hartford Fire Department Ethics Policy was presented: Motion by Sefcik; Second by Hunt to approve updated Ethics Policy as presented; Vote was held via roll call. Sefcik Yes; Hunt Yes; Ledesma Yes; Sullivan Yes; Birmele Yes.

Policy Approved

New Business:

1. Discussion took place on the proposed payment to the Van Buren County Chiefs Association for the funeral ramp Enclosed Trailer, consensus among the board was that we may not need to utilize this ramp, but we should support the other departments within our county that may need to utilize it. Motion by Hunt; Second by Birmele to pay the proposed invoice in the amount of \$500.00 to the Van Buren County Fire Chiefs Association. Roll Call Vote; Sefik Yes; Hunt Yes; Sullivan Yes; Birmele Yes; Ledesma Yes; **Motion Approved**
2. Discussion took place on updates to Policy 901 Reporting of Illness or Injury; Motion by Birmele Second by Ledesma to approve updates to Policy 901 Reporting of Illness or Injury as presented. Yeas: 5 Nays: 0 **Policy Approved**
3. Discussion took place on Policy 113 Extractions. Motion by Sefcik; Second by Hunt to approve Policy 113 Extractions as presented. Yeas: 5 Nays: 0 **Policy Approved**
4. Discussion took place on Policy 1108 Loading Supply Hose onto apparatus. Motion by Sefcik; Second by Birmele to approve Policy 1108 Loading Supply Hose onto apparatus as presented. Yeas: 5 Nays: 0 **Policy Approved**

5. Finance Administrator Peter Stanislowski discussed the Michigan Class Information packet.
6. Discussion took place on Hartford Fire Board Resolution 231009 and Motion was made by Hunt; seconded by Ledesma to approve Hartford Fire Board Resolution 231009 as presented. Vote was cast via Roll Call

Birmele Yes; Sullivan Yes; Sefcik Yes; Hunt Yes; Ledesma Yes.

Chariman Ron Sefcik declared the resolution adopted this 9th day of October, 2023

7. Steven Lowe was presented to the board for approval to Hire; Motion by Sullivan; Second by Ledesma to approve the hiring of Steven Lowe as a Probationary Firefighter.
Yeas: 5 Nays: 0 **Motion Approved**

Fire Chiefs Report:

Chief Harting announced to the Board the Firefighter/Paramedic Cary VanDeWiele passed away unexpectedly at home on October 1st 2023, visitation will be held on Wednesday October 11th from 4pm-6pm, with service to follow.

1. Meetings Attended:
 - Township
 - City
 - VBC FF Training Committee
 - VBC Medical Control
2. Attended Emerging Issues in Emergency Services conference in Frankenmuth.
3. Worked on paperwork needed by Attorney for the 501C3.
4. Bio Care physicals will be Monday October 23rd.
5. Thanks to Peter for his work on the Audit.

Respectfully Submitted

Robbie Harting- Fire Chief

Assistant Fire Chief Report:

1. Meetings Attended
 - City council Meeting
2. New Polices for the Fire Department
3. Interviewed/Test for New Candidate
4. Parade & Pancake Breakfast both successful
5. Fire Prevention Week is Oct. 8th-14th
6. Car Seat Check Friday Oct 13th from 3-5pm at station
7. High School is having fall cleanup day on Oct 27th

Respectfully Submitted

Kevin McGrew- Assistant Fire Chief

Other board Business:

- Chairman Sefcik spoke on few topics that included:
 - How many total people should be on the upcoming non-profit committee that will need to be formed when the 501c3 takes effect.
 - Had Meeting with Insurance agent last week- discussion on background checks for Board members by the respective municipalities, and discussion on the Cadet Program.
 - Next Tuesday meeting with architect firm on Ambulance building.

Motion by Hunt; Second by Ledesma to adjourn the meeting at 7:41p.m.
Yeas:5 Nays:0 **Approved**

Respectfully Submitted

Gerald Birmele, Secretary

APPROVED

HARTFORD FIRE

CASH BALANCES

NOVEMBER 13 2023

General Checking	\$ 116,629.03
Millage Account	\$ 202,499.56
Maintenance Account	\$ 13,331.65
Donation Account	\$ 8,158.29

Investment Account

Total Spendable Accounts **\$ 340,618.53**

11/09/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 10/10/2023 - 11/13/2023				
Check Date	Check	Vendor Name	Description	Amount
Bank HNB CHECKING ACCOUNT				
10/15/2023	DD264(A)	HARTING, ROBBIE	PAYROLL	1,780.86
10/15/2023	DD265(A)	MC GREW, KEVIN	PAYROLL	853.77
10/27/2023	15004	MILLER CONSTRUCTION	POLE BARN	12,550.00
10/31/2023	EFT63(E)	CITY OF HARTFORD	PAYROLL	280.70
10/31/2023	EFT64(E)	INTERNAL REVENUE SERVICE	PAYROLL	2,541.12
11/01/2023	DD266(A)	HARTING, ROBBIE	PAYROLL	1,750.86
11/02/2023	DD267(A)	BODARY, BRANDON	PAYROLL	292.22
11/02/2023	STUB28(A)	CHAPPELL, MICHAEL	PAYROLL	0.00
11/02/2023	DD268(A)	EASTMAN, SCOTT	PAYROLL	79.25
11/02/2023	STUB29(A)	FLEMMING, LISA	PAYROLL	0.00
11/02/2023	STUB30(A)	FLEMMING, RYAN	PAYROLL	0.00
11/02/2023	DD269(A)	FRY, STEVEN	PAYROLL	147.53
11/02/2023	DD270(A)	HARTING, BRANDI	PAYROLL	330.77
11/02/2023	DD271(A)	HUNT, CHAD	PAYROLL	210.44
11/02/2023	DD272(A)	HUNT, COLE	PAYROLL	42.68
11/02/2023	DD273(A)	LEDESMA, CARLOS	PAYROLL	52.86
11/02/2023	DD274(A)	LOWE, STEVEN	PAYROLL	420.63
11/02/2023	DD275(A)	MC CLELLAN, TROY	PAYROLL	71.75
11/02/2023	DD276(A)	MC GREW, KEVIN	PAYROLL	1,207.13
11/02/2023	DD277(A)	ROBERTS, KHELUN	PAYROLL	209.45
11/02/2023	DD278(A)	SEFCIK, RONALD	PAYROLL	52.86
11/02/2023	DD279(A)	SHARPE, IAN	PAYROLL	10.40
11/02/2023	DD280(A)	SULLIVAN, HELEN	PAYROLL	52.86
11/02/2023	DD281(A)	WEBERG, SCOTT	PAYROLL	398.39
11/03/2023	EFT65(E)	ASSN DUES TO MEMBERSHIP	PAYROLL	418.57
11/13/2023	15005	DALMATIAN FIRE EQUIPMENT LLC	SCBA MASKS	326.34
11/13/2023	15006	KELLOGG HARDWARE INC	SUPPLIES	29.98
11/13/2023	15007	STEVE LOWDER	TRAINING	150.00
11/13/2023	15008	ROBERT SHEFFY	COMPUTER	50.00
11/13/2023	15009	MICHIGAN STATE FIREMEN'S ASSOCIATIO	ANNUAL DUES	75.00
11/13/2023	15010	PETER STANISLAWSKI	FINANCE SERVICES	1,200.00
11/13/2023	15011	TWIN CITY AWARDS & TROPHIES INC	LOCKER PLATES	13.00
11/13/2023	15012	VFIS	INSURANCE	2,648.00
11/13/2023	143(E)	INDIANA MICHIGAN POWER	ELECTRIC	786.00
11/13/2023	144(E)	AT&T MOBILITY	CELL PHONES	406.48
11/13/2023	145(E)	COMCAST	TELEPHONES & INTERNET	296.18
11/13/2023	146(E)	EPS SECURITY	SECURITY SERVICES	149.58
11/13/2023	147(E)	FIRST NATIONAL BANK OMAHA	SUPPLIES, TRAINING & MAINTENANCE	389.13
11/13/2023	148(E)	INTERNAL REVENUE SERVICE	PAYROLL TAXES	703.94
11/13/2023	149(A)	BIO-CARE INC	PHYSICALS	6,923.25
11/13/2023	150(A)	LIBERTY MUTUAL INSURANCE	WORKER COMP INSURANCE	1,245.00

11/09/2023 CHECK REGISTER FOR HARTFORD FIRE DEPTMENT				
CHECK DATE FROM 10/10/2023 - 11/13/2023				
Check Date	Check	Vendor Name	Description	Amount
11/13/2023	151(A)	SIEGFRIED CRANDALL PC	AUDIT	1,400.00
11/13/2023	152(A)	SPENCER MANUFACTURING	TAGS	103.70
Total of 43 Checks:				40,650.68
Less 0 Void Checks:				0.00
Total of 43 Disbursements:				40,650.68

REVENUE AND EXPENDITURE REPORT FOR HARTFORD FIRE DEPARTMENT
 PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	11/30/2023	NORMAL (ABNORMAL)	MONTH 11/30/2023	INCREASE (DECREASE)	BALANCE	(ABNORMAL)	
Fund 206 - FIRE FUND										
Revenues										
Dept 000										
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		57,204.76			0.00	100,101.09		36.37
206-000-402.000	HARTFORD CITY	128,704.78		52,947.79		10,589.57		75,756.99		41.14
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		2,004.50		0.00		2,137.97		48.39
206-000-421.000	COST RECOVERY	6,743.10		591.00		0.00		6,152.10		8.76
206-000-422.000	FIRE REPORTS/ FOIA	46.66		0.00		0.00		46.66		0.00
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		3,200.00		800.00		6,400.00		33.33
206-000-584.000	VBEMS	2,198.33		4,290.00		0.00		(2,091.67)		195.15
206-000-665.000	INTEREST	0.00		317.20		0.00		(317.20)		100.00
Total Dept 000		311,241.19		121,955.25		11,389.57		189,285.94		39.18
TOTAL REVENUES										
		311,241.19		121,955.25		11,389.57		189,285.94		39.18
Expenditures										
Dept 336 - FIRE OPERATING										
206-336-702.000	BOARD SALARY	4,200.00		1,020.00		420.00		3,180.00		24.29
206-336-704.000	CHIEF SALARY	56,141.00		18,713.68		2,339.21		37,427.32		33.33
206-336-710.000	FIREFIGHTER/ MFR	55,000.00		18,827.26		3,465.75		36,172.74		34.23
206-336-712.000	SHIFT COVERAGE	14,400.00		4,125.00		990.00		10,275.00		28.65
206-336-714.000	SUPPORT STAFF	9,000.00		80.00		0.00		8,920.00		0.89
206-336-720.000	PAYROLL TAXES	14,000.00		3,975.54		1,255.90		10,024.46		28.40
206-336-724.000	RETIREMENT	4,000.00		982.45		140.35		3,017.55		24.56
206-336-730.000	GASOLINE & DIESEL	9,400.00		1,707.98		0.00		7,692.02		18.17
206-336-731.000	VEHICLE MAINTENANCE	9,500.00		3,647.17		103.70		5,852.83		38.39
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		1,384.88		0.00		11,515.12		10.74
206-336-740.000	OPERATING SUPPLIES	350.00		43.00		13.00		307.00		12.29
206-336-741.000	MEDICAL SUPPLIES	2,500.00		354.93		134.43		2,145.07		14.20
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		0.00		6,686.90		17.95
206-336-751.000	PHONES	6,615.20		2,682.76		669.96		3,932.44		40.55
206-336-753.000	UTILITIES	10,000.00		2,197.83		935.58		7,802.17		21.98
206-336-763.000	BUILDING MAINTENANCE	11,550.00		13,338.67		29.98		(1,788.67)		115.49
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		2,043.34		75.00		2,081.66		49.54
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		12,986.72		326.34		3,013.28		81.17
206-336-785.000	EDUCATION/ TRAINING	8,700.00		4,445.81		194.79		4,254.19		51.10
206-336-796.000	PHYSICALS	8,300.00		7,295.25		6,923.25		1,004.75		87.89
206-336-799.000	OFFICE/ COMPUTER	5,910.00		1,011.38		259.91		4,898.62		17.11
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		14,895.00		2,600.00		(4,895.00)		148.95
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		12,914.00		3,893.00		15,086.00		46.12
Total Dept 336 - FIRE OPERATING		311,241.20		130,135.75		24,770.15		181,105.45		41.81
TOTAL EXPENDITURES										
		311,241.20		130,135.75		24,770.15		181,105.45		41.81
Fund 206 - FIRE FUND:										
TOTAL REVENUES		311,241.19		121,955.25		11,389.57		189,285.94		
TOTAL EXPENDITURES		311,241.20		130,135.75		24,770.15		181,105.45		
OF REVENUES & EXPENDITURES		(0.01)		(8,180.50)		(13,380.58)		8,180.49		15.00

Item 9.

Hartford Fire Department

Hartford, MI

This report was generated on 11/1/2023 12:52:16 PM



Item 9.

Personnel Count per Incident for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-514	10/1/2023 14:05:00	444 - Power line down	08006	4	0	4
2023-515	10/1/2023 16:29:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-516	10/3/2023 14:11:00	554 - Assist invalid	08006	2	1	3
2023-517	10/4/2023 18:57:00	631 - Authorized controlled burning	08006	1	1	2
2023-518	10/5/2023 20:31:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-519	10/6/2023 09:00:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-520	10/6/2023 10:43:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-521	10/6/2023 11:09:03	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-522	10/6/2023 17:26:00	324 - Motor vehicle accident with no injuries.	08006	1	4	5
2023-523	10/6/2023 20:19:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-524	10/6/2023 21:04:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-525	10/7/2023 17:29:00	111 - Building fire	08006	2	0	2
2023-526	10/8/2023 19:56:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-527	10/9/2023 09:13:00	322 - Motor vehicle accident with injuries	08006	4	0	4
2023-528	10/9/2023 09:55:00	321 - EMS call, excluding vehicle accident with injury	08006	2	2	4
2023-529	10/9/2023 11:03:00	311 - Medical assist, assist EMS crew	08006	3	1	4
2023-530	10/9/2023 19:13:00	321 - EMS call, excluding vehicle accident with injury	08006	1	0	1
2023-531	10/10/2023 07:46:00	321 - EMS call, excluding vehicle accident with injury	08006	3	1	4
2023-532	10/10/2023 07:58:00	324 - Motor vehicle accident with no injuries.	08006	4	1	5
2023-533	10/10/2023 21:16:00	444 - Power line down	08006	1	2	3
2023-534	10/11/2023 03:49:00	311 - Medical assist, assist EMS crew	08006	4	0	4
2023-535	10/11/2023 04:40:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-536	10/11/2023 11:09:29	311 - Medical assist, assist EMS crew	08006	3	2	5
2023-537	10/13/2023 13:40:00	311 - Medical assist, assist EMS crew	08006	3	2	5
2023-538	10/14/2023 00:13:00	554 - Assist invalid	08006	1	2	3
2023-539	10/14/2023 20:33:00	251 - Excessive heat, scorch burns with no ignition	08006	6	1	7
2023-540	10/15/2023 12:52:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-541	10/15/2023 13:12:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-542	10/15/2023 16:35:00	531 - Smoke or odor removal	08006	2	2	4
2023-543	10/16/2023 16:50:00	411 - Gasoline or other flammable liquid spill	08006	1	0	1
2023-544	10/16/2023 21:24:00	311 - Medical assist, assist EMS crew	08006	3	0	3
2023-545	10/18/2023 22:02:00	321 - EMS call, excluding vehicle accident with injury	08006	2	0	2
2023-546	10/19/2023 08:24:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-547	10/19/2023 22:56:00	324 - Motor vehicle accident with no injuries.	08006	1	1	2
2023-548	10/20/2023 12:12:00	311 - Medical assist, assist EMS crew	08006	3	2	5
2023-549	10/20/2023 19:02:00	311 - Medical assist, assist EMS crew	08006	2	1	3
2023-550	10/21/2023 05:26:00	311 - Medical assist, assist EMS crew	08006	2	1	3

Only REVIEWED incidents included



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INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2023-551	10/21/2023 10:11:00	611 - Dispatched & cancelled en route	08006	2	1	3
2023-552	10/21/2023 16:40:00	311 - Medical assist, assist EMS crew	08006	2	3	5
2023-553	10/21/2023 22:56:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-554	10/22/2023 15:14:00	321 - EMS call, excluding vehicle accident with injury	08006	2	1	3
2023-555	10/23/2023 17:08:00	321 - EMS call, excluding vehicle accident with injury	08006	2	3	5
2023-556	10/23/2023 18:43:00	500 - Service Call, other	08006	2	1	3
2023-557	10/24/2023 07:27:00	554 - Assist invalid	08006	2	0	2
2023-558	10/24/2023 17:06:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-559	10/25/2023 08:15:00	424 - Carbon monoxide incident	08006	1	0	1
2023-560	10/25/2023 13:53:00	554 - Assist invalid	08006	3	0	3
2023-561	10/26/2023 13:29:00	611 - Dispatched & cancelled en route	08006	1	1	2
2023-562	10/28/2023 07:12:00	311 - Medical assist, assist EMS crew	08006	1	0	1
2023-563	10/28/2023 16:57:00	611 - Dispatched & cancelled en route	08006	1	0	1
2023-564	10/28/2023 20:50:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-565	10/28/2023 22:01:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-566	10/29/2023 03:12:00	322 - Motor vehicle accident with injuries	08006	3	2	5
2023-567	10/29/2023 09:40:00	311 - Medical assist, assist EMS crew	08006	2	2	4
2023-568	10/29/2023 22:07:00	500 - Service Call, other	08006	2	0	2
2023-569	10/30/2023 08:21:00	311 - Medical assist, assist EMS crew	08006	2	0	2
2023-570	10/30/2023 17:51:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-571	10/31/2023 01:18:00	311 - Medical assist, assist EMS crew	08006	1	1	2
2023-572	10/31/2023 18:14:00	554 - Assist invalid	08006	2	7	9

TOTAL # OF INCIDENTS: 59

AVERAGES: 2.1 1.0 3.0

Only REVIEWED incidents included



Fire Chiefs Report

November 2023

INFORMATION:

1. Meetings Attended:

- Township
- City
- VBC FF Training Committee
- VBC Medical Control
- Compensation Committee
- Budget Committee

2. Fire Prevention at Redwood elementary

3. Spooktacular

4. Working on Budget

5. Pole Barn Expansion – Received 2nd quote

Sincerely,

Robbie Harting – Fire Chief

Hartford Fire Department

Hartford, MI

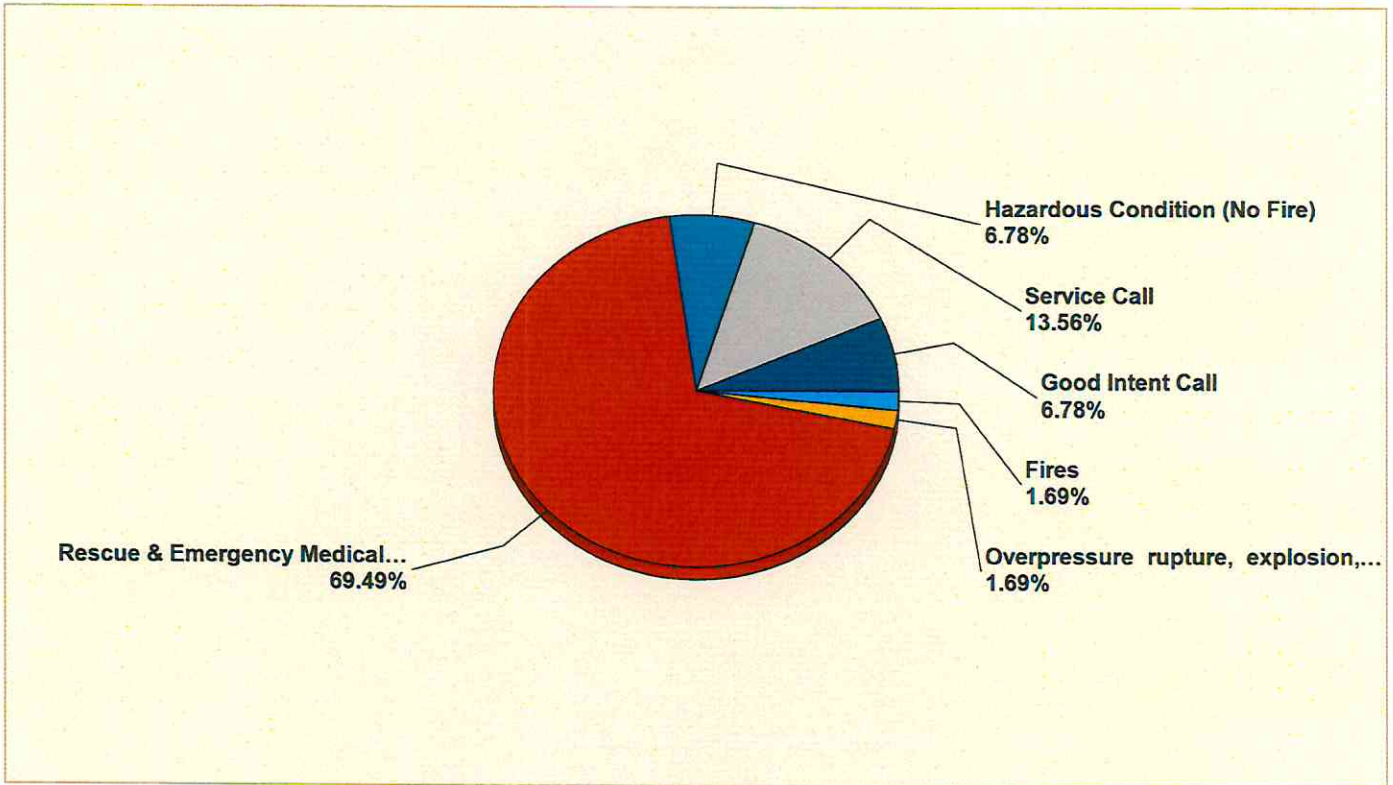
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Item 9.

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.69%
Overpressure rupture, explosion, overheating - no fire	1	1.69%
Rescue & Emergency Medical Service	41	69.49%
Hazardous Condition (No Fire)	4	6.78%
Service Call	8	13.56%
Good Intent Call	4	6.78%
TOTAL	59	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.



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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.69%
251 - Excessive heat, scorch burns with no ignition	1	1.69%
311 - Medical assist, assist EMS crew	26	44.07%
321 - EMS call, excluding vehicle accident with injury	10	16.95%
322 - Motor vehicle accident with injuries	2	3.39%
324 - Motor vehicle accident with no injuries.	3	5.08%
411 - Gasoline or other flammable liquid spill	1	1.69%
424 - Carbon monoxide incident	1	1.69%
444 - Power line down	2	3.39%
500 - Service Call, other	2	3.39%
531 - Smoke or odor removal	1	1.69%
554 - Assist invalid	5	8.47%
611 - Dispatched & cancelled en route	3	5.08%
631 - Authorized controlled burning	1	1.69%
TOTAL INCIDENTS:	59	100%

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



Hartford Fire Department

Hartford, MI

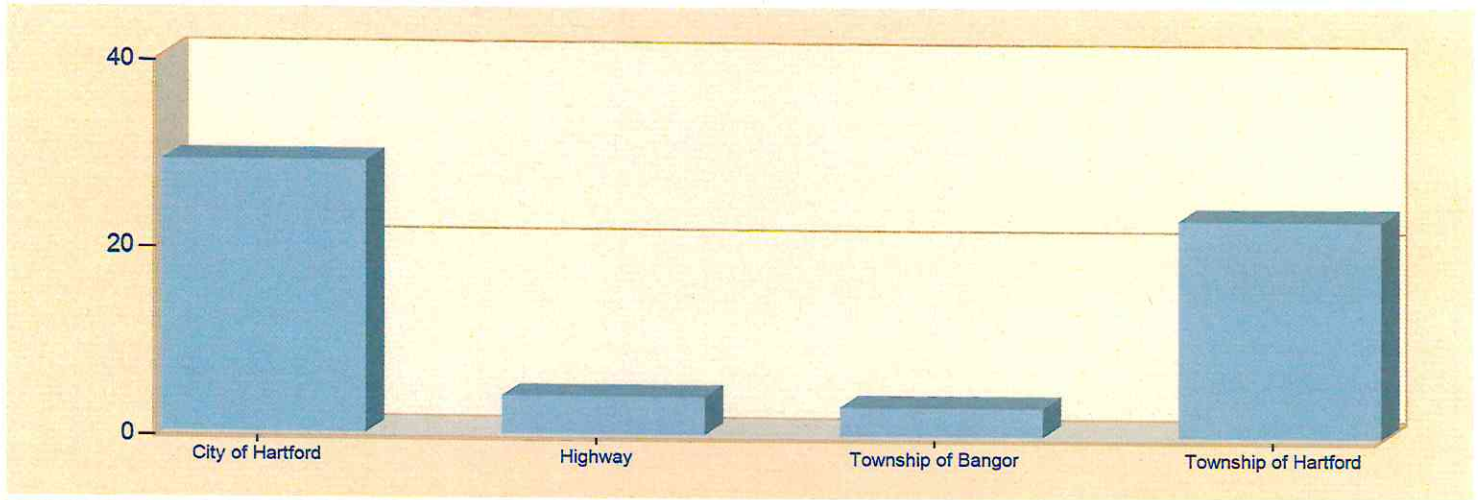
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Item 9.

Incident Type Count per Zone for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023



ZONES	INCIDENT TYPE	COUNT
City of Hartford - Hartford		
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	9
	424 - Carbon monoxide incident	1
	444 - Power line down	1
	500 - Service Call, other	2
	531 - Smoke or odor removal	1
	554 - Assist invalid	1
	611 - Dispatched & cancelled en route	2
	<i>Total Incidents for City of Hartford - Hartford:</i>	29
Highway - I 94		
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	2
	411 - Gasoline or other flammable liquid spill	1
	<i>Total Incidents for Highway - I 94:</i>	4
Township of Bangor - Bangor		
	311 - Medical assist, assist EMS crew	2
	554 - Assist invalid	1
	<i>Total Incidents for Township of Bangor - Bangor:</i>	3
Township of Hartford - Hartford		
	111 - Building fire	1

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

ZONES	INCIDENT TYPE	COUNT
	251 - Excessive heat, scorch burns with no ignition	1
	311 - Medical assist, assist EMS crew	12
	321 - EMS call, excluding vehicle accident with injury	1
	322 - Motor vehicle accident with injuries	1
	324 - Motor vehicle accident with no injuries.	1
	444 - Power line down	1
	554 - Assist invalid	3
	611 - Dispatched & cancelled en route	1
	631 - Authorized controlled burning	1
	<i>Total Incidents for Township of Hartford - Hartford:</i>	23
Total Count for all Zone:		59

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



Hartford Fire Department

Hartford, MI

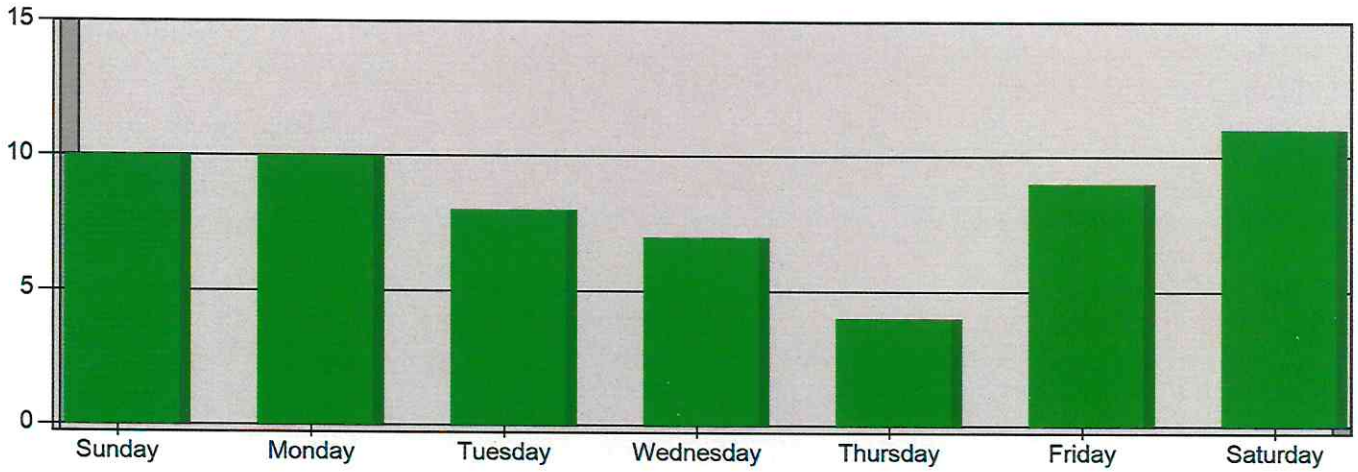
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Item 9.

Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 10/01/2023 | End Date: 10/31/2023



DAY OF THE WEEK	# INCIDENTS
Sunday	10
Monday	10
Tuesday	8
Wednesday	7
Thursday	4
Friday	9
Saturday	11

TOTAL

59

Only Reviewed incidents included.



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Hartford Fire Department

Hartford, MI

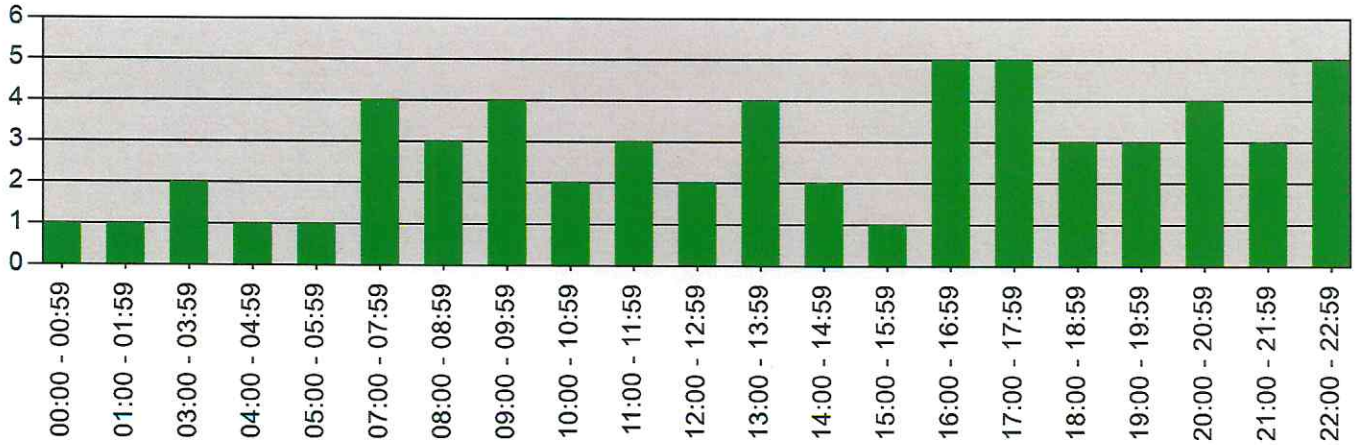
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Item 9.

Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 10/01/2023 | End Date: 10/31/2023



HOURL	# of CALLS
00:00 - 00:59	1
01:00 - 01:59	1
03:00 - 03:59	2
04:00 - 04:59	1
05:00 - 05:59	1
07:00 - 07:59	4
08:00 - 08:59	3
09:00 - 09:59	4
10:00 - 10:59	2
11:00 - 11:59	3
12:00 - 12:59	2
13:00 - 13:59	4
14:00 - 14:59	2
15:00 - 15:59	1
16:00 - 16:59	5
17:00 - 17:59	5
18:00 - 18:59	3
19:00 - 19:59	3
20:00 - 20:59	4
21:00 - 21:59	3
22:00 - 22:59	5
TOTAL:	59

Only REVIEWED incidents included.



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Hartford Fire Department

Hartford, MI

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Item 9.

Incident Count per User-Defined Fields for Date Range

Start Date: 10/01/2023 | End Date: 10/31/2023

ANSWERS	# INCIDENTS
USER-DEFINED FIELD: Dispatch Priority (Required)	
1	31
2	20
3	8

USER-DEFINED FIELD: Lift Assist (Required)	
No	54
Yes	5

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



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Hartford Fire Department

Hartford, MI

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Item 9.

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 10/01/2023 | End Date: 10/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Hartford Fire Department		
Fry, Steven	8	13.6%
Harting, Brandiwyne	9	15.3%
McGrew, Kevin	52	88.1%
Bodary, Brandon	22	37.3%
Eastman, Scott	4	6.8%
Flemming, Lisa	1	1.7%
Flemming, Ryan	2	3.4%
Harting, Robbie	16	27.1%
Hunt, Cole	6	10.2%
Lowe, Steve	19	32.2%
McClellan, Troy	2	3.4%
Roberts, Khelun	15	25.4%
Sharpe, Ian	6	10.2%
Weberg, Scott	17	28.8%
Total Incidents for Station Hartford Fire Department	59	

Total Incidents for all Stations 59

Displays the number and percentage of Incidents attended by each Personnel for each Station in the agency over the selected Date Range. Only Reviewed incidents are included.



emergencyreporting.com
Doc Id: 1620
Page # 1 of 1

Assistant Chief Report

November

Information

- Updated SOG/SOP Board Book
- FOIA Request Forms Created and Digitized
- Finished out 2022/2023 Training Records
- New Employee Onboarded
- Fall Cleanup with Students from school
- Smoke Alarm Installs
- Job Fair at High School
- New Screens installed at station
- Meeting with ISO

Meetings Attended: Budget Committee
 Compensation Committee

Respectfully submitted

K.McGrew

Kevin McGrew-Asst. Fire Chief



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

September 21, 2023

**Request for Improvement
of Deficiencies -
Corrective Action Plan**

Fiscal Year: 2023

Municipality Code: 807517

Report ID Number: 146773

Sent Via Email

Hartford Fire Board

outlook_E174757C0C6BC03B@outlook.com

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Actual expenditures exceeded the amounts authorized in the budget. Please describe actions being taken to prevent budget variances.
- There is non-compliance with guidance issued by the Community Engagement and Finance Division of the Department of Treasury. Please provide an explanation.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

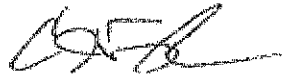
Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at [Michigan.gov/localfinancialreporting](https://www.michigan.gov/localfinancialreporting) and select the File Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at LAFD_Audits@michigan.gov if you have any questions.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Local Audit and Finance Division



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

September 21, 2023

Approval

Municipality Code: 807517
Fiscal Year Ended: 6/2023
Report ID Number: 146774

Dear Chief Administrative Officer:

Thank you for submitting a Qualifying Statement for Hartford Fire Board to the Michigan Department of Treasury on September 20, 2023. Based upon the information provided in the Qualifying Statement, we have determined that the municipality is in material compliance with the criteria identified in Section 303(3) of Public Act 34 of 2001.

The municipality is now authorized to issue municipal securities under this Act without further approval from Treasury. This authorization will remain in effect for six months plus 30 business days after the end of your next fiscal year, or when Treasury has made a new determination, whichever occurs first.

Within 15 business days after the issuance of a municipal security, you will need to upload with the Department a Treasury Website (Security Report) and the documents required in Michigan Legislature Website (Section 319) of Public Act 34 of 2001.

If you would like to speak with a member of our team, please email our office at Treas_MunicipalFinance@Michigan.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Cary Jay Vaughn".

Cary Jay Vaughn, CPA, Administrator
Local Audit and Finance Division

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR	AVAILABLE		% BDC
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2023	INCREASE (DECREASE)		BALANCE	NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-401.000	HARTFORD TOWNSHIP	157,305.85		42,903.57		0.00	114,402.28		27.27
206-000-402.000	HARTFORD CITY	128,794.78		42,358.22		10,589.57	86,346.56		32.91
206-000-420.000	BANGOR TWP COST RECOVERY	4,142.47		1,781.75		0.00	2,360.72		43.01
206-000-421.000	COST RECOVERY	6,743.10		591.00		0.00	6,152.10		8.76
206-000-422.000	FIRE REPORTS/ FOIA	46.66		0.00		0.00	46.66		0.00
206-000-539.000	GRANTS	2,500.00		1,400.00		0.00	1,100.00		56.00
206-000-582.000	TOWNSHIP GRANTS	2,800.00		1,600.00		0.00	1,200.00		16.67
206-000-584.000	VEEMS	2,198.33		3,050.00		0.00	(861.67)		139.20
206-000-565.000	INTEREST	0.00		230.65		0.00	(230.65)		100.00
Total Dept 000		311,241.19		93,925.19		10,589.57	217,316.00		30.18
TOTAL REVENUES		311,241.19		93,925.19		10,589.57	217,316.00		30.18
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-702.000	BOARD SALARY	4,200.00		600.00		180.00	3,600.00		14.29
206-336-704.000	CHIEF SALARY	56,141.00		14,035.26		2,339.21	42,105.74		25.00
206-336-710.000	FIREFIGHTER/ MER	55,900.00		14,311.51		3,455.76	40,688.49		26.02
206-336-712.000	SHIFT COVERAGE	14,400.00		3,135.00		1,050.00	11,265.00		21.77
206-336-714.000	SUPPORT STAFF	9,000.00		80.00		0.00	8,920.00		0.89
206-336-720.000	PAYROLL TAXES	14,800.00		2,460.37		537.38	11,539.63		17.57
206-336-724.000	RETIREMENT	4,000.00		701.75		140.35	3,298.25		17.54
206-336-730.000	GASOLINE & DIESEL	9,400.00		1,707.98		951.40	7,692.02		18.17
206-336-731.000	VEHICLE MAINTENANCE	9,600.00		3,543.47		120.83	5,956.53		37.30
206-336-733.000	EQUIPMENT MAINTENANCE	12,900.00		1,384.88		633.48	11,515.12		10.74
206-336-740.000	OPERATING SUPPLIES	350.00		30.00		0.00	320.00		8.57
206-336-741.000	MEDICAL SUPPLIES	2,500.00		220.50		25.65	2,279.50		8.82
206-336-742.000	ANNUAL TESTING	8,150.00		1,463.10		0.00	6,686.90		17.95
206-336-751.000	PHONES	6,815.20		2,045.50		627.19	4,569.70		30.92
206-336-753.000	UTILITIES	10,000.00		1,262.25		393.00	8,737.75		12.62
206-336-763.000	BUILDING MAINTENANCE	11,550.00		758.69		212.73	10,791.31		6.57
206-336-767.000	DUES/ SUBSCRIPTIONS	4,125.00		1,968.34		0.00	2,156.66		47.72
206-336-781.000	TURN OUT GEAR/ UNIFORMS	16,000.00		12,660.38		0.00	3,339.62		79.13
206-336-785.000	EDUCATION/ TRAINING	8,700.00		4,251.02		347.45	4,448.98		48.86
206-336-796.000	PHYSICALS	8,300.00		372.00		186.00	7,928.00		4.48
206-336-799.000	OFFICE/ COMPUTER	5,910.00		751.47		496.45	5,158.53		12.72
206-336-801.000	PROFESSIONAL SERVICES	10,000.00		12,295.00		9,895.00	(2,295.00)		122.95
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		9,021.00		0.00	18,979.00		32.22
Total Dept 336 - FIRE OPERATING		311,241.20		89,059.47		21,591.88	222,181.73		28.61
TOTAL EXPENDITURES		311,241.20		89,059.47		21,591.88	222,181.73		28.61
Fund 206 - FIRE FUND:									
TOTAL REVENUES		311,241.19		93,925.19		10,589.57	217,316.00		30.18
TOTAL EXPENDITURES		311,241.20		89,059.47		21,591.88	222,181.73		28.61
NET OF REVENUES & EXPENDITURES		(0.01)		4,865.72		(11,002.31)	(4,865.73)		7,200.00

top level revenue & revenue need city transfer mileage. typed from budget - do adjustment - adjustment

6 months in

Item 10.

Vendor Name	Description	Amount
1. AT&T MOBILITY	CELL PHONES	405.51
2. BRONSON HELP NET	INSURANCE	186.00
3. COMCAST	TELEPHONES & INTERNET	254.38
4. CRYSTAL FLASH	DIESEL	528.60
5. FIRST NATIONAL BANK OMAHA	COMPUTER, TRAINING & SUPPLIES	1,222.03
6. INDIANA MICHIGAN POWER	ELECTRIC	393.00
7. MFE INC	GAS DETECTOR SERVICE	412.92
8. PETER STANISLAWSKI	FINANCE SERVICES	900.00
9. REED LAW PLC	LEGAL FEES	<u>2,495.00</u>
10. S&A AUTOMOTIVE INC	MAINTENANCE	48.14
	MAINTENANCE	59.90
	TOTAL	<u>108.04</u>
11. SHELL FLEET PLUS	DIESEL & GASOLINE	422.80
12. SIEGFRIED CRANDALL PC	AUDIT	6,500.00
13. US BUSINESS SYSTEMS INC	COPIER	93.60
TOTAL - ALL VENDORS		13,921.88

5013 C



*Will be in
 Nov. packet?*

Hartford Fire Board
Van Buren County, Michigan
FINANCIAL STATEMENTS
Year ended June 30, 2023

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SiegfriedCrandallPC

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800-876-0979
Fax 269-349-1344

INDEPENDENT AUDITOR'S REPORT

Members of the Board
Hartford Fire Board

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Hartford Fire Board (the Board), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, as listed in the contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Hartford Fire Board, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Board, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Board's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Members of the Board
Hartford Fire Board
Page 2

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Board's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required supplementary information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, as listed in the contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Sigfried Crandall P.C.

September 15, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

Hartford Fire Board**MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of the Hartford Fire Board's (the Board) financial performance provides a narrative overview of the Board's financial activities for the year ended June 30, 2023. Please read it in conjunction with the Board's financial statements.

FINANCIAL HIGHLIGHTS

- The Board's total net position increased by \$68,597 as a result of this year's activities.
- Total net position, in the amount of \$1,569,005, was reported, of which \$1,134,058 is invested in capital assets. This leaves the Board with unrestricted net position of \$434,947, which is available to be spent at the discretion of the Board without constraints established by debt covenants, enabling legislation, or other legal requirements.
- At June 30, 2023, the unassigned fund balance of the Operating Fund was \$446,078, which represents 145 percent of the actual total Operating Fund expenditures for the current fiscal year.

Overview of the financial statements

The Board's annual report is comprised of three parts: management's discussion and analysis, the basic financial statements, and required supplementary information. The basic financial statements include information that presents two different views of the Board:

- The government-wide financial statements provide both long-term and short-term information about the Board's overall financial status.
- The fund financial statements focus on individual parts of the Department's government, reporting the Board's operations in more detail than the government-wide financial statements.
 - Governmental funds statements explain how government services, like general government and public safety, were financed in the short-term, as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by a section of required supplementary information that further explains and supports the information in the financial statements.

A comparative analysis of the government-wide financial statements for 2023 and 2022 is also presented.

Government-wide financial statements

The government-wide financial statements report information about the Board as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the Board's assets and liabilities. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the Board's net position and how it has changed. Net position (the difference between the Board's assets and liabilities) is one way to measure the Board's financial health, or position.

- Over time, increases or decreases in the Board's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the Board, you need to consider additional nonfinancial factors, such as changes in the Board's property tax base and the condition of the Board's capital assets.

The government-wide financial statements consist solely of governmental activities. The Board's basic service, public safety, is included here. Contributions from member units of government finance these activities.

Hartford Fire Board

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Fund financial statements

The fund financial statements provide more detailed information about the Board's most significant funds - not the Board as a whole. Funds are accounting devices that the Board uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law and bond agreements.
- The Board may establish other funds to control and manage money for particular purposes or to show that it is properly using certain taxes and other revenues.

The Board has one type of fund:

- Governmental funds. The Board's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the Board's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.

FINANCIAL ANALYSIS OF THE BOARD AS A WHOLE

Net position

Net position may serve, over time, as a useful indicator of a Board's financial position. In the Board's case, assets exceeded liabilities at the end of the fiscal year by \$1,569,005. The Board's net investment in capital assets, a component of the total net position, amounts to \$1,134,058. The Board uses these capital assets to provide essential services to its customers; as such, these assets are not available to be liquidated for future spending needs. The remaining net position, in the amount of \$434,947, is unrestricted.

Condensed financial information
Net position

	<u>2023</u>	<u>2022</u>
Current assets	\$ 466,933	\$ 326,701
Capital assets	<u>1,134,058</u>	<u>1,209,162</u>
Total assets	<u>1,600,991</u>	<u>1,535,863</u>
Current liabilities	20,855	21,957
Long-term liabilities	<u>11,131</u>	<u>13,498</u>
Total liabilities	<u>31,986</u>	<u>35,455</u>
Net position:		
Investment in capital assets	1,134,058	1,209,162
Unrestricted	<u>434,947</u>	<u>291,246</u>
Total net position	<u>\$ 1,569,005</u>	<u>\$ 1,500,408</u>

Hartford Fire Board**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)****Changes in net position**

The Board experienced an increase in net position of \$68,597 during the current fiscal year compared to a \$21,690 decrease in the prior year.

The Board's total revenues were \$449,300 in 2023, compared to \$398,921 in 2022, or an increase of \$50,379. The increase is primarily due to increases in member contributions. Contributions from participating units, in the amount of \$405,314, represent 90 percent of the Board's total revenues for 2023.

The total cost of the Board's operations amounted to \$380,703 in 2023, compared to \$420,611 in 2022, or a decrease of \$39,908 (9 percent). The decrease in expenses related primarily to a decrease in personnel costs and repairs and maintenance costs compared to the prior year. Depreciation expense, in the amount of \$74,284, represents more than 20 percent of the Board's expenses. Nearly \$133,789 (35 percent) of the Board's expenses in 2023 relate to payroll expenses.

Condensed financial information
Changes in net position

	<u>2023</u>	<u>2022</u>
Program revenues:		
Charges for services	\$ 23,857	\$ 23,020
Operating grants and contributions	419,954	376,824
General revenues:		
Interest	(1,663)	18
Other	<u>7,152</u>	<u>(941)</u>
 Total revenues	 <u>449,300</u>	 <u>398,921</u>
 Expenses - public safety	 <u>380,703</u>	 <u>420,611</u>
 Changes in net position	 <u>\$ 68,597</u>	 <u>\$ (21,690)</u>
 Net position, end of year	 <u>\$ 1,569,005</u>	 <u>\$ 1,500,408</u>

FINANCIAL ANALYSIS OF THE BOARD'S FUND

The Board's only governmental fund is its Operating Fund. The fund balance increased by \$141,334, as revenues of \$442,148 and other financing sources of \$7,152 exceeded total expenditures of \$307,966. Fund balance at the end of the fiscal year was \$446,078.

Operating Fund budgetary highlights

The Board did not amend the operating budget during the fiscal year.

Revenues were \$102,312 more than budgeted, with the primary difference occurring in member contributions. Expenditures were \$32,152 lower than the amounts appropriated, which was primarily due to lower than expected salaries and wages and fringe benefit expenditures.

These variances resulted in a \$141,616 positive budget variance, with an actual increase in fund balance of \$141,334, compared to a budget that anticipated a decrease of \$282 in fund balance.

Hartford Fire Board**MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)****CAPITAL ASSETS AND DEBT ADMINISTRATION****Capital assets**

The Board's investment in capital assets as of June 30, 2023, totals \$1,134,058 (net of accumulated depreciation). Capital assets consist of buildings, equipment, and vehicles. The net decrease in capital assets totaled \$75,104, including \$74,284 in depreciation expense and a loss on disposal of \$820.

More detailed information about the Board's capital assets is presented in Note 4 of the notes to the basic financial statements.

Debt

The Board had no debt outstanding at the beginning or end of the fiscal year.

Other long-term obligations consist of \$11,131 of accrued compensated absences.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Board continues to rely on support from its participating municipalities to finance most operating costs and capital acquisitions.

CONTACTING THE BOARD'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Board's finances to its customers and creditors and to demonstrate the Board's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to the Hartford Fire Board, 436 E. Main Street, Hartford, MI 49057 or at (269) 621-4707

BASIC FINANCIAL STATEMENTS

Hartford Fire Board

STATEMENT OF NET POSITION

June 30, 2023

ASSETS

Current assets:

Cash	\$ 349,032
Investments	100,531
Receivables	<u>17,370</u>

Total current assets	<u>466,933</u>
----------------------	----------------

Noncurrent assets:

Capital assets not being depreciated	10,365
Capital assets being depreciated, net	<u>1,123,693</u>

Total noncurrent assets	<u>1,134,058</u>
-------------------------	------------------

Total assets	<u>1,600,991</u>
--------------	------------------

LIABILITIES

Current liabilities:

Payables	13,514
Accrued payroll	<u>7,341</u>

Total current liabilities	<u>20,855</u>
---------------------------	---------------

Noncurrent liabilities:

Compensated absences	<u>11,131</u>
----------------------	---------------

Total liabilities	<u>31,986</u>
-------------------	---------------

NET POSITION

Investment in capital assets	1,134,058
Unrestricted	<u>434,947</u>

Total net position	<u>\$ 1,569,005</u>
--------------------	---------------------

See notes to financial statements

Hartford Fire Board

STATEMENT OF ACTIVITIES

Year ended June 30, 2023

EXPENDITURES/EXPENSES

Public safety \$ 380,703

PROGRAM REVENUES

Charges for services 23,857

Operating grants and contributions 419,954

Total program revenues 443,811

NET PROGRAM REVENUES

63,108

GENERAL REVENUES

Interest (1,663)

Insurance recoveries 7,152

Total general revenues 5,489

CHANGE IN NET POSITION

68,597

NET POSITION - BEGINNING

1,500,408

NET POSITION - ENDING

\$ 1,569,005

See notes to financial statements

Hartford Fire Board

BALANCE SHEET - Governmental Fund

June 30, 2023

	<u>Operating Fund</u>
ASSETS	
Cash	\$ 349,032
Investments	100,531
Receivables	<u>17,370</u>
Total assets	<u>\$ 466,933</u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 13,514
Accrued payroll	<u>7,341</u>
Total liabilities	<u>20,855</u>
Fund balances:	
Unassigned	<u>446,078</u>
Total liabilities and fund balances	<u>\$ 466,933</u>

Reconciliation of the balance sheet to the statement of net position:

Total fund balance - Operating Fund	\$ 446,078
-------------------------------------	------------

Amounts reported for *governmental activities* in the statement of net position (page 9) are different because:

Capital assets used in <i>governmental activities</i> are not financial resources and, therefore, are not reported in the funds.	1,134,058
----------------------------------------------------------------------------------------------------------------------------------	-----------

Compensated absences are not due and payable in the current period and are not reported in the funds.	<u>(11,131)</u>
-------------------------------------------------------------------------------------------------------	-----------------

Net position of <i>governmental activities</i>	<u>\$ 1,569,005</u>
------------------------------------------------	---------------------

See notes to financial statements

Hartford Fire Board

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
Governmental Fund

Year ended June 30, 2023

	<u>Operating Fund</u>
REVENUES	
Local unit contributions	\$ 405,314
Intergovernmental	12,315
State grants	6,545
Charges for service	10,542
Interest	(1,663)
Other	<u>9,095</u>
Total revenues	<u>442,148</u>
EXPENDITURES	
Current - public safety	293,295
Capital outlay	<u>14,671</u>
Total expenditures	<u>307,966</u>
EXCESS OF REVENUES OVER EXPENDITURES	134,182
OTHER FINANCING SOURCES	
Insurance recoveries	<u>7,152</u>
Total other financing sources	<u>7,152</u>
NET CHANGES IN FUND BALANCES	141,334
FUND BALANCES - BEGINNING	<u>304,744</u>
FUND BALANCES - ENDING	<u>\$ 446,078</u>
Reconciliation of the statement of revenues, expenditures, and changes in fund balances to the statement of activities.	
Net change in fund balance	\$ 141,334
Amounts reported for <i>governmental activities</i> in the statement of activities (page 10) are different because:	
Capital assets:	
Less depreciation expense	(74,284)
Loss on disposal of assets	(820)
Decrease in compensated absences	<u>2,367</u>
Change in net position	<u>\$ 68,597</u>

See notes to financial statements

Hartford Fire Board**NOTES TO FINANCIAL STATEMENTS****NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Hartford Fire Board (the Board) conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

Reporting entity:

As required by generally accepted accounting, these financial statements present only the Board (located in Van Buren County), as there are no other entities for which the Board is financially accountable.

Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Board. Currently, all activities of the Board are classified as governmental activities, primarily supported by intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Intergovernmental support and other items not properly included among program revenues are reported instead as general revenues.

Measurement focus, basis of accounting, and financial statement presentation:

The statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Intergovernmental revenues are recognized in the year for which they are intended. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

The Operating Fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the Board generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

The Board reports a single major governmental fund, the Operating Fund, which accounts for all financial resources of the Board. Revenues are primarily derived from contributions from local units of government.

State grants, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the Board.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided, and (2) operating grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all intergovernmental support.

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, liabilities, and equity:

Cash and investments - Cash is considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value, with changes in value recognized in the operating statement of each fund. Realized and unrealized gains and losses are included in investment income.

Capital assets - Capital assets, which include vehicles and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Board as assets with an initial, individual cost of more than \$10,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	15 - 40 years
Equipment	5 - 10 years
Vehicles	7 - 25 years

Compensated absences - It is the Board's policy to permit eligible full-time employees to accumulate earned but unused sick pay benefits. A liability for unpaid accumulated sick leave has been recorded for the portion due to employees upon separation from service with the Fire Board. Vested compensated absences are accrued when earned in the government-wide financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year end.

Net position - Net position represents the difference between assets and liabilities. The Board may report three categories of net position, as follows: (1) Net investment in capital assets consists of net capital assets reduced by outstanding balances of any related debt obligations attributable to the acquisition, construction, or improvement of those assets; (2) Restricted net position is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or donors. Restricted net position is reduced by liabilities related to the restricted assets; (3) Unrestricted net position consists of all other net position that does not meet the definition of the above components and is available for general use by the Board.

Net position flow assumption - Sometimes, the Board will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Board's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund equity - Governmental funds report nonspendable fund balance for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally required to be maintained intact. Restricted fund balances are reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. The Board retains the authority to assign fund balances as to purpose. Unassigned fund balances are amounts that do not fall into any other category above. When the Board incurs an expenditure for purposes for which various fund balance classifications can be used, it is the Board's policy to use the restricted fund balance first, then assigned fund balance, and, finally, unassigned fund balance.

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

Hartford Fire Board

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 2- STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information - An annual budget is adopted on a basis consistent with generally accepted accounting principles for the Operating Fund. The budget document presents information by function and line-item. The legal level of budgetary control adopted by the governing body is the activity level. Budget appropriations are considered to be spent once the goods are delivered or the services rendered.

Excess of expenditures over appropriations - The following schedule sets forth the reportable budget variances:

<u>Fund</u>	<u>Function</u>	<u>Activity</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance</u>
Operating	Public safety	Repairs and maintenance	\$ 39,550	\$ 58,940	\$ 19,390
		Fuel	7,400	10,164	2,764
	Capital outlay	Capital outlay	13,900	14,671	771

NOTE 3 – CASH AND INVESTMENTS

At June 30, 2023, cash and investments are classified in the basic financial statements as follows:

	<u>Governmental activities</u>
Deposits	\$ 349,032
Investments	100,531
Totals	<u>\$ 449,563</u>

Deposits - Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the Board's investment policy authorize the Board to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The Board's deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the Board will not be able to recover its deposits. The Board's investment policy does not specifically address custodial credit risk for deposits. At June 30, 2023, \$101,049 of the Board's corresponding bank balances of \$351,049 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Investments - State statutes and the Board's investment policy authorize the Board to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments; and f) investment pools organized under the local government investment pool act. The Board's investment policy does not address credit risk or interest rate risk for investments.

Investments at June 30, 2023, which are reported at fair value, consist of mutual funds in the amount of \$100,531.

Fair value measurement - The Board categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The mutual funds are considered level 1 inputs.

Hartford Fire Board

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 3 - CASH AND INVESTMENTS (Continued)

The Michigan CLASS investment Pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated 'A-1' or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by treasury agencies), and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. The Pool purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school Boards, authorities, and other public agencies.

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023, was as follows:

	<u>Beginning balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending balance</u>
Governmental activities:				
Capital assets not being depreciated - land	\$ 10,365	\$ -	\$ -	\$ 10,365
Capital assets being depreciated:				
Buildings and improvements	176,039	-	(4,100)	171,939
Vehicles	1,701,876	-	-	1,701,876
Equipment	113,500	-	(18,620)	94,880
Subtotal	<u>1,991,415</u>	<u>-</u>	<u>(22,720)</u>	<u>1,968,695</u>
Less accumulated depreciation for:				
Buildings and improvements	(116,302)	(4,302)	3,280	(117,324)
Vehicles	(562,816)	(69,982)	-	(632,798)
Equipment	(113,500)	-	18,620	(94,880)
Subtotal	<u>(792,618)</u>	<u>(74,284)</u>	<u>21,900</u>	<u>(845,002)</u>
Total capital assets being depreciated, net	<u>1,198,797</u>	<u>(74,284)</u>	<u>(820)</u>	<u>1,123,693</u>
Governmental activities capital assets, net	<u>\$ 1,209,162</u>	<u>\$ (74,284)</u>	<u>\$ (820)</u>	<u>\$ 1,134,058</u>

NOTE 5 - DEFINED CONTRIBUTION RETIREMENT PLAN

The Board contributes to a defined contribution plan covering all eligible employees in accordance with the provisions of the Internal Revenue Code Section 457. Funds are paid to the City of Hartford and invested in the 457 plan sponsored by the City of Hartford for its employees. The pension plan is available to all full-time employees of the Board after 6 months of employment. The Board contributes 6% of each eligible employee's salary to the retirement plan. During the year ended June 30, 2023, the Board contributed \$3,377 to the plan.

Hartford Fire Board

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 6 -- LONG-TERM OBLIGATIONS

Long-term obligations activity for the year ended June 30, 2023, was as follows:

	<u>Beginning balance</u>	<u>Net change</u>	<u>Ending balance</u>	<u>Amounts due within one year</u>
Governmental activities:				
Compensated absences	\$ 13,498	\$ (2,367)	\$ 11,131	\$ -

NOTE 7 - RISK MANAGEMENT

The Board is exposed to various risks of loss due to general liability, property and casualty, and workers' compensation potential claims. The Board has purchased commercial insurance for property loss, worker's compensation, and errors and omissions. For all risks of loss, there have been no significant reductions in insurance coverage from coverage provided in prior years. Also, in the past three years, settlements did not exceed insurance coverage.

NOTE 8 - CHANGE IN ACCOUNTING PRINCIPLE

The Board implemented Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*, which replaces GASB Statement No. 16, *Accounting For Compensated Absences*, in fiscal year 2023. The goal of the new standard is to create a more consistent model to account for compensated absences that can be applied to all types of compensated absence arrangements. These changes were incorporated in the Board's 2023 financial statements and had no effect on the beginning fund balance or net position of any fund.

REQUIRED SUPPLEMENTARY INFORMATION

Hartford Fire Board

BUDGETARY COMPARISON SCHEDULE - Operating Fund

Year ended June 30, 2023

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
REVENUES				
Contributions from local units:				
City of Hartford	122,504	122,504	171,113	48,609
Hartford Township	183,756	183,756	234,201	50,445
Other intergovernmental	13,325	13,325	12,315	(1,010)
State grants	2,500	2,500	6,545	4,045
Charges for services	17,751	17,751	10,542	(7,209)
Interest	-	-	(1,663)	(1,663)
Donations	-	-	8,095	8,095
Other	-	-	1,000	1,000
	<u>339,836</u>	<u>339,836</u>	<u>442,148</u>	<u>102,312</u>
EXPENDITURES				
Public safety:				
Salaries and wages	151,582	151,582	133,789	17,793
Payroll taxes	14,000	14,000	9,431	4,569
Fringe benefits	31,600	31,600	9,468	22,132
Professional services	10,000	10,000	9,060	940
Operating and medical supplies	2,850	2,850	2,500	350
Utilities	7,225	7,225	7,584	(359)
Telephone	7,616	7,616	7,153	463
Repairs and maintenance	39,550	39,550	58,940	(19,390)
Insurance	28,000	28,000	22,985	5,015
Training	8,600	8,600	5,948	2,652
Testing and physicals	8,300	8,300	8,338	(38)
Dues and subscriptions	3,725	3,725	3,093	632
Office supplies and other	5,770	5,770	4,842	928
Fuel	7,400	7,400	10,164	(2,764)
Capital outlay	13,900	13,900	14,671	(771)
	<u>340,118</u>	<u>340,118</u>	<u>307,966</u>	<u>32,152</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(282)	(282)	134,182	134,464
OTHER FINANCING SOURCES				
Insurance recoveries	-	-	7,152	7,152
NET CHANGES IN FUND BALANCES	(282)	(282)	141,334	141,616
FUND BALANCES - BEGINNING	<u>304,744</u>	<u>304,744</u>	<u>304,744</u>	-
FUND BALANCES - ENDING	<u>\$ 304,462</u>	<u>\$ 304,462</u>	<u>\$ 446,078</u>	<u>\$ 141,616</u>

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September 15, 2023

To the Fire Board
Hartford Fire Board

We have audited the financial statements of the governmental activities and the major fund of the Hartford Fire Board for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 27, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Hartford Fire Board are described in Note 1 to the financial statements. Except as noted in note 8, no new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2023. We noted no transactions entered into by the Hartford Fire Board during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was capital asset depreciation.

Management's estimate of the capital asset depreciation is based on the estimated useful lives of the Board's capital assets. We evaluated the key factors and assumptions used to develop the capital asset depreciation in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

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Hartford Fire Board
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September 15, 2023

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 15, 2023.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Hartford Fire Board's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Hartford Fire Board as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Hartford Fire Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we have identified a deficiency in internal control that we consider to be a material weakness.

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Hartford Fire Board
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September 15, 2023

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Board's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Hartford Fire Board's internal control to be a material weakness.

Financial statement preparation:

Criteria: All governmental units in Michigan are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e. maintaining internal accounting records), and (2) reporting government-wide and fund financial statements, including the related notes to the financial statements (i.e. external financial reporting).

Condition: As is the case with many small and medium-sized governmental units, the Board has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Board's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot by definition be considered part of the Board's internal controls. This is a repeat finding.

Cause: This condition was caused by the Board's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Board to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Board lacks complete internal controls over the preparation of its financial statements in accordance with GAAP and relies, at least in part, on assistance from its external auditor with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustments and prepare a draft of the Board's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

Fire Board
Hartford Fire Board
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September 15, 2023

The Hartford Fire Board's response to the internal control finding described above was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Restriction on Use

This information is intended solely for the use of the Fire Board of the Hartford Fire Board and the State of Michigan Department of Treasury and is not intended to be and should not be used by anyone other than these specified parties.

Sigfried Crandall P.C.

Qualifying Statement

Local Unit Basic Information

County: Van Buren Type: Authority Local Unit Name: Hartford Fire Board
Municode: 80-7-517 FY Ending: 2023 Year End Month: 6

Audit Filed Under MUNI: 80-7-517
Audit Filed Under MUNI name:

1. During the fiscal year for which this qualifying statement is being submitted, was the municipality required by the terms of a court order OR judgment to levy a tax?

- Yes. We levy a tax under the terms of a court order or judgment levy.
No. We do not levy a tax under the terms of a court order or judgment levy.

If Yes,
Do you levy more than one tax under the terms of a court order or judgment levy?
Yes. We levy more than one tax under the terms of a court order or judgment levy.
No. We only levy one tax under the terms of a court order or judgment levy.

2. a) Enter the total fund balance remaining in all UNLIMITED tax levy funded debt retirement funds at the end of the fiscal year for which this qualifying statement is being submitted. An UNLIMITED tax levy debt is a voter approved debt that is secured by a pledge of ad valorem property taxes that are not limited in rate or amount. This information may be found in the municipality's annual audit.

\$ -

2. b) Enter the total amount of principal and interest payments for all outstanding municipal securities funded from an UNLIMITED tax levy due the fiscal year immediately following the fiscal year for which this qualifying statement is being submitted. This information may be found in the notes to the municipality's annual audit. Do not include limited tax debt.

\$ -

3. Is the municipality currently exceeding its statutory or constitutional debt limits? The statutory and constitutional debt limit is the maximum borrowing power of a governmental entity.

- Yes. We are currently exceeding our statutory or constitutional debt limit.
No. We are not currently exceeding our statutory or constitutional debt limit.

If Yes,
Provide details about why you are exceeding your statutory or constitutional debt limit.

[Redacted]

4. Are all outstanding securities of the municipality authorized by statute?

- Yes. All outstanding municipal securities are authorized by statute.
No. We have outstanding municipal securities that are not authorized by statute.
N/A. We currently do not have any outstanding municipal securities.

If No,
Provide details about the outstanding securities not authorized by statute.

[Redacted]

5. Is the municipality in violation of any provision in the covenants for an outstanding security currently or in the fiscal year for which this qualifying statement is being submitted?

- Yes. We are in violation of provisions in the covenants for an outstanding security.
No. We are not in violation of provisions in the covenants for an outstanding security.

If Yes,
Provide details about the covenants violated and what outstanding securities were impacted.

[Redacted]

6. During the fiscal year for which this qualifying statement is being submitted, was the municipality delinquent (greater than 30 days beyond the due date) more than one time IN ANY of the following:

Transferring employee taxes withheld to the appropriate agency?

- Yes
- No

If Yes, Provide details as to why you were delinquent in transferring employee taxes withheld to the appropriate agency.

[Redacted]

In making all required pension, retirement, or benefit plan contributions?

- Yes
- No

If Yes, Provide details as to why you were delinquent in making all required pension, retirement, or benefit plan contributions.

[Redacted]

Transferring taxes collected as an agent for another taxing entity to that taxing unit?

- Yes
- No

If Yes, Provide details as to why you were delinquent in transferring taxes collected as an agent for another taxing entity to that taxing unit.

[Redacted]

7. a) Enter the total dollar amount of the property taxes levied by the municipality that became delinquent as of the most recent March 1st. This amount should agree with the delinquent taxes of the municipality identified on the settlement report to the county treasurer from the tax-collecting unit.

\$ -

7. b) Enter the total dollar amount of property taxes that were levied by the municipality in the tax year, related to the delinquencies. These property taxes should include both operating and debt taxes levied by the municipality. For schools include sinking fund taxes levied. The property taxes should not include specific taxes (e.g. Industrial Facility Taxes, Neighborhood Enterprise Zone, etc.), special assessments, SET Taxes, or Tax Administrative Fees.

\$ -

8. Did the municipality submit a qualifying statement or an application for any other municipal security to the Department of Treasury in the preceding 12 months that was materially false or incorrect?

- Yes. We submitted a qualifying statement or an application that was materially false or incorrect.
- No. We did not submit a qualifying statement or an application that was materially false or incorrect.

If Yes, Provide details about what was materially false or incorrect.

[Redacted]

9. Is the municipality in default on the payment of any debt for which it is financially liable? Default occurs when the borrower has not made a scheduled payment of principal or interest.

- Yes. We are currently in default for debt which we are financially liable.
- No. We are not in default for any debt which we are financially liable.

If Yes, Provide details about the municipal security for which you are currently in default.

[Redacted]

10. Did the municipality end the fiscal year for which this qualifying statement is being submitted with an unrestricted deficit (sum of committed, assigned, and unassigned) in any fund in its most recent audited financial statements?

- Yes
- No

If Yes,

Does this deficit require a deficit elimination plan in accordance with Department of Treasury Numbered Letter 2016-1?

If Yes,

Select the one that applies.

- We have submitted our deficit elimination plan to the Department of Treasury and the plan was approved.
- We have not yet submitted our deficit elimination plan to the Department of Treasury.
- We have submitted our deficit elimination plan to the Department of Treasury and are awaiting a determination.
- We have submitted our deficit elimination plan to the Department of Treasury and the plan was denied.

11. As determined by a court of competent jurisdiction, did the municipality violate any State or Federal finance or tax related statutes during the fiscal year for which this qualifying statement is being submitted?

- Yes. We have been found to be in violation of State or Federal finance or tax related statutes during the fiscal year this qualifying statement is being submitted.
- No. We are not in violation of any State or Federal finance or tax related statutes during the fiscal year this qualifying statement is being submitted.

If Yes,

Provide details about the State or Federal finance or tax related statutes that have been violated.

[Redacted]

12. Has the municipality been in compliance with the provisions of Public Act 34 of 2001 during the fiscal year for which the qualifying statement is being submitted? This includes but is not limited to the filing of a prior approval application and the payment of filing fees under Section 303(7), and the timely filing (within 15 business days after issuance) of a security report and other required documents and the payment of filing fees fees under Section 319.

- Yes. We are in compliance with the provisions of Public Act 34 of 2001.
- No. We are not in compliance with the provision of Public Act 34 of 2001.

If No,

Provide details describing why you are not in compliance with Public Act 34 of 2001.

[Redacted]

13. During the fiscal year for which this qualifying statement is being submitted, did the municipality issue a funding security to avoid a potential default on an outstanding security?

- Yes. We issued a refunding security to avoid a potential default on an outstanding security.
- No. We did not issue a refunding security to avoid a potential default on an outstanding security.

If Yes,

Provide details as to why a refunding was necessary to avoid a potential default.

[Redacted]

Certify and submit

Chief Administrative Officer	<u>Ronald Sefcik</u>	Email Address	<u>RonaldSefcik@frontier.com</u>
Clerk or other contact if no clerk	<u>Robbie Harting</u>	Email Address	<u>hartfordfirechief@gmail.com</u>
Certified Public Accountant Firm Name	<u>Steve Bryer</u> <u>Siegfried Crandall P.C.</u>	Email Address	<u>sbryer@scpro.net</u>

I certify that the Chief Administrative officer is aware of the information included in this filing and has asserted to me that this is complete and accurate in all respects. It is understood (by the CAO and/or myself) that providing false information for this is a misdemeanor pursuant to the Michigan Penal Code (MCL 750 489)

Auditing Procedures Report Worksheet

Local Unit Basic Information

County: Van Buren Type: Authority Local Unit Name: Hartford Fire Board
Municode: 80-7-517 FY Ending: 2023 Year End Month: 6

REPORTING

Enter Opinion Date: 9/15/23 No Pension or OPEB Reporting

Table with 2 columns: Select type of audit opinion for the following: and Choices: Unmodified / Qualified / Adverse / Disclaimer / N/A. Rows include Governmental activities, Business-type activities, Aggregate discretely presented component units, Major fund(s), and Aggregate remaining fund information.

Has the local unit complied with generally accepted accounting principles (GAAP)? YES X NO

Are all required component units/funds/significant others of the local unit included in the financial statements and disclosed in the reporting entity notes to the financial statements when applicable? YES X NO

If NO, Please check and list all of the following that are missing: Component Units Funds Significant Others

Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury? YES X NO

Nothing came to my attention that caused me to believe that the local unit failed to comply with guidance issued by the Local Government Financial Services Division... If nothing came to your attention, mark yes. YES NO X Budget violation

STATUTORY

Nothing came to my attention that caused me to believe that the local unit failed to comply with charters or ordinances. If nothing came to your attention, mark yes. YES X NO

If NO, Indicate section of charter or ordinance with which the local unit is not in compliance:

Does the local unit have a court ordered judgment tax levy or judgment bond? YES NO X

If YES, Is this a one year levy? YES NO

Has the local unit distributed tax revenues that were collected for another taxing unit timely as required by the general property tax act? YES NO N/A X

Has the current year pension actuarially determined contribution been paid by the unit required by the State Constitution Article 9, Section 24? YES NO N/A X

Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the manual for Audits of Local Units of Government in Michigan, as revised (see Appendix H of manual)? YES X NO

If NO, Has a description of the illegal or unauthorized expenditures been included in the audit? YES NO

If YES, Please provide page number: If NO, Describe

Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of the audit that have not been previously communicated to the Local Government Financial Services Division? YES X NO

If NO, Has a written report (forensic audit) been produced? YES NO

Has law enforcement been notified? YES NO

Does the audit report identify violations of other statutes not described in above? YES NO X

If YES, Describe:

BORROWING / DEBT / DEFICIT

Does the local unit have a negative fund balance in any of its unrestricted (unassigned, assigned and committed) fund balances/unrestricted fund net position (not government-wide statements)? YES NO X

If YES, You must complete the "Deficit Worksheet" section below.

Is the local unit in compliance with Public Act 34 of 2001, Revised Municipal Finance Act (ie., authorized borrowing, annual filing of a qualifying statement, filing of a security report within 15 days of any issuance)? YES X NO

Is the local unit in compliance with orders issued under Public Act 243 of 1980, Emergency Municipal Loan Act? YES NO N/A X

BUDGET

Did the local unit adopt a budget for all required funds (MCL 141.436)? YES X NO N/A

Was a public hearing on the budget held in accordance with State statute? YES X NO N/A

Were the local unit's actual expenditures within the amounts authorized in the budget? YES NO X N/A

If NO, Are there any individual expenditures or other financing uses that exceed 10% of total expenditures? YES X NO

If YES, Are any of those over budget by 10% or more? YES X NO

INTERNAL CONTROLS

Has the board or council approved all disbursements prior to payment as required by charter or statute? YES X NO

Do all deposits / investments comply with statutory requirements including the adoption of an investment policy?

YES	NO
X	

To your knowledge, were the bank reconciliations performed timely?

YES	NO
X	

Are there any reported deficiencies other than segregation of duties and/or the preparation of financial statements?

YES	NO
	X

If YES,

How many are: Enter a number from 0 to 20+:

Material weaknesses?	Significant deficiencies?	Statutory non-compliance?

Are any reported deficiencies repeated from the prior year?

YES	NO

Were there any reported deficiencies including those that would be related to internal controls, statutory compliance, or other areas of concern?

YES	NO
X	

FINANCIAL STATEMENTS

Please enter the following:

General Fund Revenue:	\$ 442,148	Governmental net position:	\$ 1,569,005
General Fund Expenditure (Must be positive):	\$ 307,966	Business type net position:	\$ -
General Fund Other financing net sources/ (uses) (Can be positive or negative):	\$ 7,152	Component units total net position:	\$ -
General Fund Beginning Balance:	\$ 304,744	Governmental Activities Long-Term Debt:	\$ 11,131
General Fund Ending Balance:	\$ 446,078	Major Fund Deficit Amount:	\$ -
Calculated General Fund Ending Balance:	\$ 446,078	Governmental fund revenues	\$ 442,148

If the Calculated General Fund Ending Balance is different than the entered General Fund Ending Balance then please explain the difference:

Certified Public Accountant Information

- We affirm that we are certified public accountants licensed to practice in Michigan. No Pension or OPEB Reporting
- We affirm that all answers are correct to the best of our knowledge.
- We further affirm that all material weaknesses, significant deficiencies, and statutory noncompliance violations as well as all budget violations that were reported to the auditee are reported to the Michigan Dept of Treasury.

CPA Name: Steven Bryer Ten Digit License Number: 1101028264

Please provide a primary email address for the local unit contact: RonaldSefcik@frontier.com

No pension - No OPEB

Pickup Zone Report

Item 11.

Response Incident Number	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	Number of Runs
Incident Dispatch Priority Patient Acuity: Critical (Priority 1)						
Response Time Avg: 0:06						
23-356	Hartford City	No Transport	Canceled on Scene (No Patient Contact)		1	1
3-661	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Abdominal Pain/Problems	11	1
3-691	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	General Malaise (Unknown Cause)	10	1
3-723	Hartford City	No Transport	Patient Evaluated, No Treatment/Transport Required	Seizures: without Status Epilepticus	14	1
4-781	Hartford City	No Transport	Patient Treated, Released (per Protocol)	Altered Mental Status, Unspecified	14	1
5-533	Hartford City	No Transport	Patient Treated, Released (AMA)	Weakness (Unable to Diagnosis Specific Cause)	2	1
5-567	Hartford City	No Transport	Patient Refused Evaluation/Care (without Transport)	Respiratory: COPD (Emphysema/Chronic Bronchitis)	2	1
5-596	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Altered Mental Status, Unspecified	1	1
5-599	Hartford City	No Transport	Patient Evaluated, No Treatment/Transport Required	Drug Overdose/Use: Marajuana / Spice or Other Synthetic Cannabis	1	1
5-615	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Weakness (Unable to Diagnosis Specific Cause)	2	1
						Total: 10
						Total: 10
Incident Dispatch Priority Patient Acuity: Emergent (Priority 2)						
Response Time Avg: 0:05						
22-355	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Anxiety Disorder, Unspecified	4	1
5-535	Hartford City	BRONSON LAKEVIEW HOSPITAL	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Face	6	1
5-551	Hartford City	No Transport	Patient Treated, Released (per Protocol)	No Apparent Illness or Injury	4	1
						Total: 3
						Total: 3
Incident Dispatch Priority Patient Acuity: Lower Acuity (Priority 3)						
Response Time Avg: 0:06						
3-749	Hartford City	No Transport	Patient Treated, Released (AMA)	Pain: Chronic Pain, Unspecified	16	1
5-549	Hartford City	LAKELAND HOSPITAL - SAINT JOSEPH	Patient Treated, Transported by this EMS Unit	Pain: Leg Pain (Non-Traumatic) Unspecified Cause or Location	2	1
5-555	Hartford City	BRONSON METHODIST HOSPITAL	Patient Treated, Transported by this EMS Unit	Abdominal Pain/Problems	3	1
5-576	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Diarrhea, Unspecified	5	1
5-625	Hartford City	LAKELAND HOSPITAL - WATERVLIET	Patient Treated, Transported by this EMS Unit	Trauma/Injury: Low Back/Lumbar Spine	2	1

Response Incident Number	Scene Incident Zone/District Description	Disposition Destination Name Delivered To	Disposition Incident Patient Disposition	Situation Provider Primary Impression Description Only	Incident Unit En Route To Unit Arrived On Scene In Minutes	N of Runs
						Total: 5
						Total: 5
						Total: 18

Report Filters

Incident Date: is equal to 'Last Month'

Scene Incident Zone/District Description (ItsScene.025): is equal to 'Hartford City'

Report Criteria

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

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Justin Ryan Supt.



11/27/2023

MAINTENANCE DEPARTMENT

Serviced all the equipment that required servicing
Repaired all the equipment that required repairing
Picking up leaves
Picked up brush.
Winterized restrooms in park.
Mowing as needed.

WATER DEPARTMENT

Water turn off	<u>1</u>
Water turn on	<u>1</u>
Water meter repairs	<u>2</u>
Water leaks repaired	<u>2</u>
Water meters read by request	<u>8</u>
Water services replaced to water main	<u>0</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

Cold patching as needed.

SEWER SYSTEM

Sewer mains rodded	<u>2</u>
Sewer services dug up and repaired	<u>0</u>

LIFT STATIONS

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

Iron Removal Plant

Run back up generator once a week.

HARTFORD PUBLIC WORKS DEPARTMENT

200 Beachwood St.
621-3022
Justin Ryan Supt.



11/27/2023

WATER QUALITY AVERAGE FOR THE MONTH

Raw Water

Iron	<u>1.49</u> ppm
Manganese	<u>0.148</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>117</u>
Phosphates	<u>177</u>
Flouride	<u>172</u>

Average Daily Use

	<u>3.7</u>
	<u>5.7</u>
	<u>5.5</u>

WATER PUMPED FOR THE MONTH

Backwash water

<u>5.480</u> Million Gallons
<u>170,000</u> Gallons

WATER BACTI SAMPLES FOR THE MONTH

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

<u>ND</u>
<u>ND</u>
<u>ND</u>

Activities Report
City of Hartford Wastewater Treatment Plant
11/15/2023

1. The wastewater treatment plant is running well. The plant is stable and in compliance.
2. Two new in-house lab tests have been implemented as required by our new NPDES permit. The crew is now testing for ammonia and chloride. These pollutants are “report” only. The permit does not specify a concentration or mass limit.
3. We are now sampling for sulfate as required by our new NPDES permit. This is a once monthly test that will be carried out by Trace labs as we are not capable of testing down to the state mandated quantification level. The cost for this test is \$30.00. Sulfate is a “report” only pollutant. The permit does not specify a concentration or mass limit.
4. The plant lift station upgrades have been basically completed, and the lift station is functional again. The crew had a real challenge for a time trying to move water around the plant without the lift station.
5. A receptacle was replaced in the UV building.
6. Fourth quarter mercury sampling was completed
7. A onetime Revised Facilities Monitoring Report was submitted for our new NPDES permit
8. A onetime Certification of Completion of Additional Monitoring Requirements was submitted for our new NPDES permit.
9. A new auger was ordered for the grit classifier.
10. The new flow equalization tank is waiting on some final components that are still several months out.



**NOVEMBER 27, 2023
LIST OF BILLS
FOR FISCAL 2023-2024**

PAY TO	DESCRIPTION	SUBTOTAL	CHECK TOTAL
38326	AMERICAN WATER WORKS ASSOC.		87.00
38327	AT&T MOBILITY		452.32
38328	MICHAEL BANIC		225.00
38329	BLUE CARE NETWORK OF MI		16,063.58
38330	CONSUMERS ENERGY		
	CITY HALL GAS BILL 9/22-10/24/2023	64.73	
	DPW GAS BILL 9/22-10/23/2023	21.69	
	IRP GAS BILL 9/22-10/24/2023	100.97	187.39
38331	DELTA DENTAL		946.85
38332	FRONTIER		
	NOVEMBER 2023 DENTAL INSURANCE		
	CASINO LIFT STATION PHONE 10/17-11/16/2023	85.54	
	WWTP PHONE, INTERNET, & ALARM 10/13-11/12/2023	297.55	
	DPW LOCAL PHONE 10/25-11/24/2023	71.18	
	IRP INTERNET 10/16-11/15/2023	59.98	
	IRP LOCAL PHONE 10/19-11/18/2023	75.68	589.93
38333	KROHN EXCAVATING, LLC	200,000.00	
	CONSTRUCTION PAY ESTIMATE #7- CDBG -CLARK & LINDEN (PARTIAL)		
	*PREVIOUSLY APPROVED AT 10/23/23 MEETING- NOT ADDED IN THIS MEETING		
38334	MUTUAL OF OMAHA		817.34
38335	PAJAY, INC	444,318.50	
	NOV 2023 LIFE & DISABILITY INSURANCE		
	DRAW #4 FOR WASTEWATER COLLECTION IMPROVEMENTS BOND		
	*PREVIOUSLY APPROVED AT 10/23/23 MEETING- NOT ADDED IN THIS MEETING		
38336	SCHOOLCRAFT COLLEGE		750.00
38337	TRACE ANALYTICAL LABORATORIES		
	HANDGUN INSTRUCTOR SCHOOL IN LIVONIA FOR LT. IVY		
	IRP WATER SAMPLE TESTING - 10/17/23 (ANIONS & ALKALINITY)	207.50	
	WWTP HgT TESTING	267.00	474.50
38338	VISION SERVICE PLAN		129.83
38339	WALTER L. DE VISSER, SR.		
	NOVEMBER 2023 VISION INSURANCE		
	MECHANICAL PERMIT CH23012 - 427 CLARK	170.00	
	MECHANICAL PERMIT CH23011 - 7 WENDELL	190.00	360.00
38340	ANDREW WARNER		1,266.65
38341	BEST WAY DISPOSAL INC		
	25.333 HOURS AS OPERATOR AT WWTP (9/18-10/17/2023)		
	WWTP TRASH SERVICE FOR OCTOBER 2023	113.62	
	DPW TRASH SERVICE FOR OCTOBER 2023	158.08	
	CITY HALL TRASH SERVICE FOR OCTOBER 2023	116.09	387.79
38342	BLOOMINGDALE COMMUNICATIONS		378.22
38343	CINTAS CORPORATION		
	PHONE & INTERNET SERVICE FOR NOVEMBER 2023		
	FIRST AID SUPPLIES - DPW	102.05	
	FIRST AID SUPPLIES - CITY HALL	108.18	
	FIRST AID SUPPLIES - POLICE	111.15	321.38
38344	FLEMING BROTHERS OIL CO		
	GASOLINE 9/1/2023	1,192.59	
	GASOLINE 9/27/2023	1,209.69	
	GASOLINE 10/13/2023	706.18	
	15 W 40 AND HUDROLIC OIL FOR DPW	1,383.45	
	DIESEL 10/13/2023	982.39	5,474.30
38345	INDIANA MICHIGAN POWER		5,162.19
38346	TOM NEWNUM		
	OCTOBER 2023 ELECTRIC BILLS		
	CLEAN CITY HALL 10/11/2023	50.00	
	CLEAN CITY HALL 11/1/2023	50.00	
	CLEAN CITY HALL 11/8/2023	50.00	150.00
TOTAL OF CHECKS ALREADY WRITTEN			\$ 34,224.27
38347	ABONMARCHE		467.50
38348	AUTO-WARES GROUP		
	CLARK & LINDEN STREETS PROJECT ADMINISTRATION		
	OIL & FUEL FILTERS FOR DPW EQUIPMENT	183.23	
	DPW EQUIPMENT REPAIR PARTS	22.77	
	OIL FILTER & SPIN ON LUBE FOR DPW EQUIPMENT	19.68	
	8 TUBES OF RED GREASE FOR WWTP	47.92	
	HYDRAULIC PUMP OIL FOR WWTP	228.76	502.36
38349	BLUE CARE NETWORK		14,008.08
38350	BS & A SOFTWARE		906.00
38351	COREWELL HEALTH		
	DECEMBER 2023 HEALTH INSURANCE		
	ASSESSING ANNUAL SERVICE/SUPPORT - 11/1/2023-10/31/2024		
	DRUG TESTING FOR REBECCA SENARD -DEPUTY CLERK	35.00	
	DRUG TESTING FOR GUSTAVO MEDRANO - FULL TIME POLICE OFFICER	36.00	71.00
38352	CURCIO LAW FIRM PLC		1,468.00
38353	ASHLEY CUSHING		86.91
38354	DE WOLF & ASSOCIATES		225.00
38355	DOUBLEDAY OFFICE PRODUCTS		152.00
38356	EJ USA, INC		3,319.12
38357	ENTERPRISE ENVELOPE INC		241.50
38358	FERGUSON WATERWORKS		
	6 INCH GATE VALVES FOR WWTP		
	BUSINESS CARDS FOR OFFICERS LUCAS, POOLE & VANDE VOREN		
	WATER REPAIR PARTS (COPPER TUBING)	2,887.38	
	COPPER SETTERS	900.00	3,787.38
38359	FIRST ADVANTAGE		
	DRUG TESTING FOR REBECCA SENARD -DEPUTY CLERK	44.91	
	DRUG TESTING FOR GUSTAVO MEDRANO - FULL TIME POLICE OFFICER	44.91	89.82
38360	FRONTIER COMMUNICATIONS		56.37
38361	GAGE MOTORS		
	LIFT STATION LOCAL PHONE 11/7-12/6/2023		
	OIL CHANGE PLUS AIR FILTER FOR 2020 POLICE FORD EXPLORER	108.76	
	OIL CHANGE, AIR FILTER & PLUG TIRE FOR 2022 POLICE EXPLORER	133.76	242.52
38362	GASVODA & ASSOCIATES, INC		14,974.00
38363	GEMPLERS		169.99
38364	GRAINGER		341.34
38365	HARDING'S MARKETPLACE		
	TOWER & WELL (IRP) CONTROLS		
	COAT FOR STEVEN PENA (DPW)		
	2 PH METERS (DPW & WWTP)		
	PLASTIC SILVERWARE AND NAPKINS FOR BREAKROOM	9.39	
	WATER & COFFEE CREAMER FOR ELECTION WORKERS	18.56	
	FRUIT TRAY FOR ELECTION WORKERS	51.99	79.94



**NOVEMBER 27, 2023
LIST OF BILLS CONTINUED
FOR FISCAL 2023-2024**

38366	HARRIS CON AG, INC	TWP PFAS WATER MAIN EXTENSION PROJECT - DRAW #3		241,642.70
38367	HARTFORD BUILDING AUTHORITY	CITY HALL LEASE FOR DECEMBER 2023		4,166.67
38368	HARTFORD FIREBOARD	DECEMBER 2023 CONTRACTUAL PAYMENT		10,589.57
38369	KELLOGG HARDWARE	MISC HARDWARE SUPPLIES FOR OCTOBER 2023		571.09
38370	KENDALL'S SEPTIC & SEWER SERVICE	ROD SEWER AT 116 W BERNARD ST	175.00	
		PUMP SEPTIC AT WWTP	910.00	1,085.00
38371	KROHN EXCAVATING, INC	CONSTRUCTION PAY ESTIMATE #7 - CDBG CLARK & LINDEN (FINAL) * PREVIOUSLY APPROVED AT 10/23/23 MEETING-NOT ADDED IN THIS MEETING	257,988.38	
38372	MI ASSOC OF MUNICIPAL CLERKS	ANNUAL MEMBERSHIP FOR CLERK - ROXANN RODNEY-ISBRECHT		75.00
38373	MML	CDL DRIVER'S FEE MEMBERSHIPS (1/1/2024 THROUGH 12/31/2024)		180.00
38374	MICHIGAN OFFICE SOLUTIONS, INC	POLICE COPIER MAINTENANCE AGREEMENT (10/24/23-1/23/24)	246.09	
		CITY HALL COPIER MAINTENANCE AGREEMENT (10/18/23-1/17/24)	464.63	
		CITY HALL COPIER OVERAGE (7/18-10/17/2023)	247.88	958.60
38375	MID-WEST FAMILY OF SW MICHIGAN	ADDITIONAL DAY OF CITY MANAGER POSITION ADVERTISING		20.00
38376	PC SERVICES	I.T. LABOR FOR OCTOBER 2023		210.00
38377	MICHAEL PRINCE	MILEAGE TO OKEMOS, MI FOR TRAINING	211.57	
		REIMBURSE MEAL AT CHILI'S ON 10/2/23	34.88	
		REIMBURSE MEAL AT CULVER'S ON 10/3/23	17.01	263.46
38378	RED ARROW SMALL ENGINE	CHAIN FOR WWTP EQUIPMENT		29.89
38379	RUDELL REPAIR, INC	OIL CHANGE, TIE RODS, IGNITION COIL, ETC FOR WWTP FORD F-350	1,540.00	
		FIX HYDRAULIC CYLINDER ON DPW INTERNATIONAL DUMP TRUCK	2,215.00	3,755.00
38380	ANGELA STORY	ASSESSING SERVICES FOR THE MONTH OF NOVEMBER 2023		1,283.33
38381	TRACE ANALYTICAL LABORATORIES, INC	IRP WATER SAMPLE TESTING - 10/30/23 (ALKALINITY & ANIONS)		90.50
38382	USA BLUE BOOK	TNT 832 AMMONIA REAGENT FOR WWTP		101.25
38383	VAN BUREN COUNTY DRAIN COMMISSIONER	AT LARGE DRAIN ASSESSMENT - 818 HEALTH & CEMETERY DRAIN		6,418.42
38384	VAN BUREN COUNTY CENTRAL DISPATCH	VERIZON MODEMS 9/24-10/23/2023		88.42
38385	GENEVA WILSON	BALANCE OF WATER DEPOSIT REFUND FOR 121 VANDERLYN		101.50
38386	WATER SOLUTIONS UNLIMITED, INC	CHEMICALS FOR WWTP		2,365.95
38387	WEST MI CRIMINAL JUSTICE TRAINING CONSORTIUM	FALL MEMBERSHIP PAYMENT (35% OF PA 9302 DISTRIBUTION)		332.43
38388	WIGHTMAN & ASSOCIATES	PROJECT 190496 - TWP PFAS WATER MAIN EXTENSION	23,368.04	
		PROJECT 212081 - E LINDEN & CLARK STREETS	1,818.14	
		PROJCT 212004 - WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	26,613.38	51,799.56
38389	WOLF KUBOTA	MOWER BLADES		184.58
TOTAL OF CHECKS TO BE WRITTEN ON NOV 28, 2023				\$ 367,501.75

DEBIT CARD/AUTOMATIC PAYMENT TRANSACTIONS

10/4/2023	RED LOBSTER	MEAL FOR CHIEF PRINCE WHILE TRAINING IN OKEMOS, MI		34.34
10/5/2023	BUDDIES PUB & GRILL	MEAL FOR CHIEF PRINCE WHILE TRAINING IN OKEMOS, MI		33.07
10/10/2023	COMFORT INN & SUITES	LODGING FOR CHIEF PRINCE WHILE TRAINING IN OKEMOS, MI		454.75
10/9/2023	BUFFALO WILD WINGS	MEAL FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		31.78
10/10/2023	GRAND TAVERN	MEAL FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		30.72
10/11/2023	GRAND TAVERN	MEAL FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		50.54
10/12/2023	POTBELLY SANDWICH SHOP	MEAL FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		19.12
10/12/2023	GRAND TAVERN	MEAL FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		25.96
10/12/2023	SHELL GAS	GASOLINE FOR POLICE VEHICLE WHILE LT. IVY WAS TRAINING OUT OF TOWN		55.58
10/15/2023	CRACKER BARREL	MEAL FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		25.80
10/16/2023	HOLIDAY INN	LODGING FOR LIEUTENANT IVY WHILE TRAINING IN LIVONIA, MI		556.94
10/19/2023	VILLAGE AUTO WASH	CAR WASH FOR POLICE 2022 FORD EXPLORER		12.00
10/29/2023	ACTION TARGET	AMMO		424.52
10/27/2023	UNITED STATES POSTAL SERVICE	MAIL CERTIFIED LETTERS FOR AMHAWK		8.56
10/31/2023	CHEAPER THAN DIRT.COM	AMMO FOR POLICE MCOLES QUALIFYING		2,103.80
11/1/2023	USDA	BUILDING AUTHORITY LOAN 97-03 AUTOMATIC PAYMENT		29,136.25
11/1/2023	USDA	BUILDING AUTHORITY LOAN 97-05 AUTOMATIC PAYMENT		2,902.50
11/1/2023	CHEAPER THAN DIRT.COM	BACKORDERED AMMO FOR POLICE MCOLES QUALIFYING		402.19
11/1/2023	VILLAGE AUTO WASH	CAR WASH FOR POLICE 2022 FORD EXPLORER		12.00
11/2/2023	AMAZON.COM	SAFETY LIGHTS FOR CROSSING GUARDS (SCHOOL PAYING HALF)		158.97
11/2/2023	STURGIS BANK & TRUST CO	INCOMING WIRE TRANSFER FEE		10.00
11/3/2023	LUMEN	LONG DISTANCE TELEPHONE AUTO PAYMENT - DPW		0.95
11/6/2023	AMAZON.COM	PLANNER REFILL PAGES FOR CITY TREASURER		33.25
11/7/2023	ARROWHEAD BAR & GRILL	LUNCHE FOR ELECTION WORKERS		83.60
11/7/2023	STAPLES.COM	MISC OFFICE SUPPLIES		274.13
11/7/2023	SUBWAY	DINNERS FOR ELECTION WORKERS		48.36
TOTAL DEBIT CARD/AUTO DEDUCTION TRANSACTIONS				\$ 36,929.68
TOTAL GROSS PAYROLL OCT 11 THROUGH NOV 17, 2023 (5 WEEKS)				\$ 81,686.60
GRAND TOTAL FOR NOVEMBER 27, 2023				\$ 520,342.30

Agenda Statement

City Manager Update

Council Information:

As of this evening we have three new members joining Council. Whenever the make-up of a team changes I recommend the entire team review important procedures and policies and perform workshops to ensure everyone is on the same page regarding expectations and plans. With that I recommend Council begin that process in the following manner:

December Council Meeting – Review Rules of Conduct, Ethics, and the City Charter

January Council Meeting – Perform an Expectations Workshop where everyone can get on the same page regarding their expectations of each other and set ground rules for the team.

February Council Meeting – Begin the Strategic Planning process beginning with a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for the city.

City Promotion

I also recommend that the City Council, along with the current City employees and the incoming City Manager review opportunities that exist for interactions with the City residents in a positive manner. As we get back to full staffing, we can begin planning for the sharing of additional information about City services, employees, and events. Some ideas I'd like to currently share are as follows:

- Shop with a Cop
- Talk about City Services and how they work (DPW, Water, Sewer, Police, Elections, Assessing, Permitting, etc.)
- Who works for the City? Who they are and what they do. (DPW, Police, Clerk, Treasurer, Deputy Clerk, City Manager, City Council, Other Committees and Boards)
- Open House and Meet and Greets
- Work with local groups to promote events and work together on a weekly basis
- National Public Works Week
- News Releases (at least monthly) – Summaries of things going on for the month, newsletter, big projects, etc.
- Facebook posts (3-4 a week) – Adobe Express (\$9.99/month) or Hootsuite (\$99/month)
 - One post a week from HPD – things to watch for or be careful of. Safety tips, etc
 - One post per week from DPW – dpw, water or wastewater – education about services, upcoming times of the year, etc
 - One post a week about events going on in the city
 - One about city services, who works for the city, etc Administrative updates, references to the website
 - Schedule on one of the platforms. Set for a month plus.

While we may not be able to do all of this at once, I believe a goal for the City should be to open the lines of communication with the City residents in a positive and productive manner with once voice, not

as individuals. This is not only efficient, but will also allow the City to ensure the consistent treatment of all resident ideas and concerns.

Miscellaneous:

- The striping of the City has been a hot topic this month. I've been working with the contractor to rectify the problem and should have a final update for Council by the time of the meeting.
- We had a walk through of the Clark and Linden project with the contractor and Wightman on Friday, November 10, 2023. The final punch list for the project is nearing completion.
- The contractor is working on demolition permits for the two houses that will be demolished.
- I'm working on a performance appraisal process for all members of the City. We will have a draft of the City Manager evaluation at the December Council meeting.
- Wightman has provided an assessment of the City Hall roof project. I'll be working with the contractor on a resolution to the leaking issues.
- It's been a very busy and productive month!

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
OCTOBER 23, 2023

Item 16.

Commissioners Present: Jane Danger; Frank Dockter; Helen Sullivan; Mayor Richard A. Hall
Commissions Absent: John Miller; Terry Tibbs;
Staff Present: Rader (Available by Phone); Rodney-Isbrecht; Prince; Staunton

Pledge of Allegiance was said.

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

Motion carried 4 – 0

Guests:

- Mickey Bittner. Wightman – Provided an update on current projects: Linden & Clark Street; South Municipal Parking Lot Resurfacing; Drinking Water Asset Management (DWAM); Lead Service Line Replacements (LSLR) & Water System Improvements; SRF Wastewater Project; Hartford Township Water Main Extension (PFAS)

Public Comment:

- Mike Menck, 38 Mairon Ave, working to arrange a meet the candidate night event and asking the Interim Manager to mediate. Also asking for Commissioner Beltran to reimburse the City for attorney fees he incurred on behalf of the City Commission

Communications:

- Comcast sent notice of price changes
- Hartford High School 2nd Annual Fall Fest community Service Project October 27, 2023
- MPSC – Information Filing a Video/Cable Complaint Consumer Tips
- MIDHHS – MiChEM Mobile Unit will be in the North City Parking Lot October 24-28
- Kinship Care support Groups for Grandparents Raising Grandchildren, VBISD Conference Center November 1 at 1pm.
- QPR Training, How to Help Child or Adults who are having thoughts of suicide, November 9, VBID Conference Center at 10am
- United Way of Southwest Michigan Rake A Difference Day November 9, 2023
- Absent Voter Ballots are available to Registered Voters for the November 7, 2023 General Election, the Clerk’s Office will be open on Saturday, November 4, 2023 8:30am-4:30pm to register Voters and is the last day to pick up an Absent Voter Ballot.
- Acknowledged & Thanked the following businesses for being a part of the Community, Mann Metal 50yrs, Gustafson Pool & Spa 40yrs and Hartford Speedway 10yrs.
- A resident complimented Department of Public Works on brush pick-up “were awesome, very polite, professional & helpful! Great team work,. Thank you!”

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

- Van Buren County Senior Services
 - Van Buren Conservation District September 2023 Program Update –
 - Planning & Zoning, October 9, 2023 – Public Hearing Planning Commission & Zoning Board of Appeals Ordinance
 - Local Revenue Sharing Board Pokagon-Hartford Area 2023/2024 Meeting Schedule
- A. **Police & Ordinance** – Chief Prince – Report on file. New Recruit to begin November 6, Lieutenant Ivy will be doing Fire Arms Training..

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
OCTOBER 23, 2023

Item 16.

- B. **Fire Department** – Ron Sefcik, Chairman of the Fire Board, & Robbie Harting, Fire Chief – Report on File; HFD Member Cary Vandewiele passed away suddenly, Condolences to his family and the Department; Pancake Breakfast was a success – funds used for Fire Prevention Education; Audit is complete; Continuing to work on Policy’s & 501c3 Status; Department contributed \$500.00 through the Chiefs Association to purchase a trailer/ramp for County wide department use.
- C. **Ambulance** – Good response & working relationship with the HFD
- D. **Van Buren County** – Mike Chappell – Authorized purchase of body scanner for the jail, working on policy for use; Sold a 1995 Ambulance to the VBISD for EMS educational program; authorized purchase of Boxes to hold Narcan in School Districts and County Buildings; Parks Committee is considering seeking a tenth of a millage to improve & maintain parks in Van Buren County; Veterans Stand-down in November & Hunting & Fishing Program for Veterans.
- E. **Public Works** – Dan Staunton, Report on File; Flushing Hydrants, Picking up Brush & Leaves;
- F. **Wastewater Treatment Plant** – No Report Filed
- G. **Treasurers, Investment & List of Bills** – Shultz absent; List of Bills \$2,075,380.75
- H. **City Manager** –Report on file – Deputy Clerk started today; Officer Medrano will start on November 6; Ordinance Officer must be MCOLES certified officer in uniform to be able to carry a weapon while doing the job; PFAS Hartford Township Water Line Extension Open House; Safebuilt Contract; Demolition Update; City Manager Candidate Search, recommend review of candidates until after the November election. Newly elected officials can take the oath of office 14 days after certification of the election.

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to cancel the November 20, 2023 Council Meeting and re-schedule for November 27, 2023

Motion carried 4 – 0

Approval of Commission Minutes:

Motion by Commissioner Sullivan, supported by Commissioner Danger, to approve the minutes of the September 25, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 4 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to accept the September 2023 reports of Officers, Boards & Committees and place them on file.

Motion carried 4 – 0

Motion by Commissioner Sullivan, supported by Commissioner Dockter, to approve the October 23, 2023 list of bills in the amount of \$2,075,380.75

Motion carried 4 – 0

Goals/Objectives: None Discussed

Old Business:

- Commissioner Dockter wanted to know when to expect the planters on Main Street to be cleaned out and removed.. Department of Public Works removes the foliage and the planter removal will be addressed in early spring.

New Business:

- Discuss & Consider – Commissioner Beltran Resignation

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
OCTOBER 23, 2023

Motion by Commissioner Sullivan, supported by Commissioner Dockter to accept Commissioner Beltran's resignation and thank him for his service to the Community.

Motion carried 4 – 0

- Discuss & Consider – Library Board – Representative Susan Hall Resignation

Motion by Commissioner Dockter, supported by Commissioner Danger to accept Susan Hall's resignation from the Library Board and thank her for her service to the Community.

Motion carried 4 – 0

Discussion : Council will accept letters of interest to serve on the Library Board until November 10, 2023 at 4pm.

- Discuss & Consider Med Leaf LLC, 301 West Main St – Medical Marihuana Facility Provisioning Center License Renewal

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to approve Med + Leaf, LLC application for renewal permit of a Commercial Medical Marihuana Facility Provisioning Center at 301 W Main St. .

Motion carried 4 – 0

- Discuss & Consider Water Meter Reading Software Upgrade

Motion by Commissioner Sullivan, supported by Commissioner Danger, to approve the meter reading upgrade proposal from Core & Main in the amount of \$71,172.75.

Motion carried 4 – 0

Discussion: The current meter reading system will no longer be supported and once upgraded will no longer read the current 3g meters. The software upgrade is necessary to read the 4g meters that will be installed as part of the Hartford Township Water Extension Project.

- Discuss & Consider Fee Schedule Attachment B Building Permits

Motion by Commissioner Dockter supported by Commissioner Sullivan, to approve Attachment B Building Permit Fee Schedule.

Motion carried 4 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2023 – 026 – Establish Police Reserve Program

Motion by Commissioner Dockter, supported by Commissioner Danger, to adopt resolution 2023 – 026 establishing the City of Hartford Reserve Program.

Motion carried 4 – 0

- Discuss & Consider – Ordinance 337-2023 Amending Sections 93.01 & 93.02 Fire Code 2nd Reading

Motion by Commissioner Sullivan, supported by Commissioner Danger, to adopt Ordinance 337 – 2023 Amending Section 93.01 & 93.02 Fire Code.

Motion carried 4 – 0

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
OCTOBER 23, 2023

Item 16.

- Discuss & Consider – Ordinance 338-2023 Amendment to Ordinances Sections 51.36 & 52.29 to Provide Discounts for Water/Sewer Usage. 2nd Reading

Motion by Commissioner Dockter, supported by Commissioner Danger, to adopt Ordinance 338 – 2023 Amending Section 51.6 & 52.29 to provide discounts for water/sewer usage

Motion carried 4 – 0

- Discuss & Consider – Proposed Ordinance Amendment No. 335 – 2023 Establish Planning Commission – First Reading

Discussion: Planning Commission held a public hearing and recommends Council Adopt the Ordinance.

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

Discussion: Planning Commission held a public hearing and recommends Council Adopt the Ordinance.

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Danger, to adjourn the meeting at 9:49pm.

Motion carried 4 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

CITY OF HARTFORD
SPECIAL BUSINESS MEETING MINUTES
NOVEMBER 10, 2023

Item 17.

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall;

Commissioners Absent: None

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

Mayor Richard A. Hall called the special meeting to order at 2:00pm.

- Discuss & Consider Grievance – Teamsters Local 214 Hartford Police Department

Discussion: Representative from International Brotherhood of Teamsters Local 214 & Sergeant Phil Lucas, Union Steward presented information regarding the Grievance dated October 18, 2023. The grievance was denied by the Chief of Police and Interim City Manager. As part of the process the grievance regarding the number of shifts to be bid now comes before City Council for consideration. Commissioner's agreed management must be able to set the number of shifts. There are currently three full time union officers. A fourth officer has been hired but must go through field training before they can fill a shift. At this time the department does not have any part-time officers.

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to support the Interim City Manager's denial of the Police Department's Grievance. City Council supports the denial of the grievance as supported in the letter from the Chief of Police dated October 20, 2023 and the letter from the Interim City Manager dated October 26, 2023.

Motion carried 6 – 0

- Closed Session – Pending Litigation – Kuzma Case

Motion by Commissioner Tibbs, supported by Commissioner Miller, to recess the open session and go into closed session at 2:39pm to discuss pending litigation - Kuzma.

Motion carried 6 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to resume the special meeting at 2:49pm.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Sullivan, to adjourn the meeting at 2:50pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Candidate Selection

RECOMMENDED ACTION:

Supplemental to this packet is a binder containing the information on the 22 applicants we have received for the City Manager position.

I recommend that each Council member review the candidate evaluation forms and resumes from each member and make notes on those that they may be interested in interviewing for the position.

Also included in the binder are copies of the job description and benefit summary for the position. I've also included notes as to candidates that I recommend for consideration.

At the Council meeting, Council members can share their insight as to candidates they are interested in interviewing.

Council can then select the specific candidates for interview, as well as set dates and times for those interviews.

I recommend that we set hour long interviews and interview a maximum of three candidates per day we interview.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Evidence Audit

RECOMMENDED ACTION:

Meadowbrook, the insurance agent through MML that provides coverage for the City provided the following recommendation to the City back in January of 2023:

“A full audit of evidence should be conducted by a third party as soon as possible. The focus should be to determine what evidence is currently being held and if there are any missing items. A final report should be placed on file and a copy provided to the City Manager. If discrepancies are found between what property reports say you have verses what you actually have then a plan should be developed to track down missing items. This plan should also be presented to the City Manager.”

I understand that following this recommendation, City Council had several conversations about the necessity of such an audit and the estimated costs of such an audit. I’m not entirely certain of the details included in these conversations, so I’ll provide the caveat that I have HEARD that the thought was that the State Police provided such an audit during an investigation into our former police chief. I spoke to the investigator with the State Police. When I asked if an evidence audit had been completed his answer was “yes and no,” further discussion detailed that the State Police matched evidence present in the evidence room to police reports. Every item that was present was documented. However, the State Police did not do the other side of the audit that would ensure that every item indicated on a police report was present and accounted for.

Following this discussion with the State Police I’ve continued learning more about our evidence room and proper evidence procedures. Lieutenant Ivy is currently working to update all of the Police Department’s procedures and policies, including the evidence room. Once the updates have all been made, I believe the City will be in much better shape both procedurally and from a liability standpoint.

Once the policies and procedures are updated, the investigator from the State Police recommended training for our department on the updated policies and procedures including how to properly take in and take care of evidence and how to and when to document property and evidence. He also recommended in house annual audits. Additionally, he recommended a property management software system to assist.

Long story short, we need to make a decision on the evidence audit. Here are the details:

- Was an evidence audit completed? Not entirely.
- How much will it cost? Approximately \$10,000

Regardless of the decision to complete an independent audit, Lieutenant Ivy will continue moving ahead with updates to our policies and procedures as well as training and proper documentation processes.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Wastewater System Improvements Change Orders

RECOMMENDED ACTION:

Wightman is recommending approval of Change Order No. 01 to the Wastewater System Improvements Project.

The total adjustment to the Contracts is less -\$12,572.68 and also includes a time extension for each contract.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht,
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Appoint Library Board Representative

RECOMMENDED ACTION:

Library Board Representative Susan Hall resigned from the Library Board creating a vacancy.

Council, at its October meeting set a deadline of November 10 to accept letters of interest in serving on the Library Board as the City's Representative.

One letter of interest was received from City resident Pam Bench..

It is recommended Council Appoint Pam Bench to the Library Board.

October 23, 2023

To Whom it may concern,
I would like to be
considered to fill the
open position on the
Library Board.

Thank You,
Pamela Bench
509 E. Main St.
Hartford
269-671-5550

RECEIVED

OCT 23 2023

CITY OF HARTFORD



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Board Appointments

RECOMMENDED ACTION:

If Council adopts the amended Planning Commission Ordinance, Council will need to consider letters of interest to fill the vacancy on the Planning Commission

Also the joint Fire Agreement allows for one elected official from each jurisdiction to serve on the Fire Board if desired. Hellen Sullivan was the elected official from the City to serve on that board.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: RoxAnn Rodney-Isbrecht, Clerk
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: 2024 Council Meeting Schedule

RECOMMENDED ACTION:

Council will need to discuss & consider its 2024 meeting schedule, dates & times.

If Council would want to change the day or time of its meetings this would be the best time to consider the changes.

Council does not need to make a decision at this meeting but must approve its schedule by the December meeting.

The 2024 schedule will be posted on the City's web site, message boards & newsletter.



Draft: Hartford City Commission 2024 Meeting Schedule

January 22,	Council Business Meeting
February 26,	Council Business Meeting – Day Before Presidential Primary
March 25,	Council Business Meeting
April 22,	Council Business Meeting
May 20,	Council Business Meeting -3rd Monday
June 24,	Council Business Meeting
July 22,	Council Business Meeting
August 26,	Council Business Meeting
September 23,	Council Business Meeting
October 28,	Council Business Meeting
November 18,	Council Business Meeting -3rd Monday
December 16,	Council Business Meeting -3rd Monday

All meeting are held at 7:30pm in the City Commission Room of Hartford City Hall unless otherwise stated. Notice subject to change and in compliance with the open meetings act.

Hartford City 2023 Holiday Schedule

January 1-2	Monday & Tuesday, City Hall Closed – New Years
January 16,	Monday, City Hall Closed – Martin Luther King Day
February 19	Monday, City Hall Closed – Presidents Day – If Approved by Council
March 29,	Monday, City Hall Closed – Good Friday
May 27,	Monday, City Hall Closed – Memorial Day
July 4,	Thursday, City Hall Closed - Independence Day
September 2,	Monday, City Hall Closed - Labor Day
October 31,	Thursday – Trick or Treat 6pm-8pm
November 28-29,	Thursday & Friday, City Hall Closed - Thanksgiving Holiday
December 24-25	Tuesday & Wednesday, City Hall Closed - Christmas Holiday

Council approved:



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Clerk & City Treasurer Job Descriptions

RECOMMENDED ACTION:

The attached job descriptions have been updated for the City Clerk and City Treasurer.

Both RoxAnn and Pam provided an analysis of the duties of their positions which have been included in these revised descriptions. We have also added RoxAnn's ability to act in the absence or at the direction of the City Manager.

While there is no action necessary by Council in these revisions, I recommend that Council members review the descriptions to ensure they understand the various duties these two individuals have.

City of Hartford Job Description



Title: City Clerk and Deputy City Manager
FLSA Classification: Exempt
Department: Administration
Effective Date: November 1, 2023

Job Summary: Under the general supervision of the City Manager, the City Clerk performs a variety of routine and complex clerical, and administrative work. The City Clerk administers municipal elections and provides highly responsible and complex administrative support to the City Manager and City Council. Additionally, the City Clerk administers and collects utility invoices and payments for the city. The City Clerk acts as the Deputy City Manager in the absence of, or at the direction of, the City Manager.

Supervisory Structure: Reports to the City Manager and supervises the Deputy City Clerk and Administrative Assistant and Election workers/volunteers.

Essential Duties:

- Acts as the Deputy City Manager in the absence of, or at the direction of, the City Manager.
- Oversees front office activities related to the Clerk function. Responds to telephone inquiries, assists customers at the counter, and provides general administrative and clerical support to the City Manager and other departments, as requested.
- Serves as Clerk of the City Commission and subsidiary boards and commissions. Prepares and posts meeting schedule and maintains membership and terms of office information for all boards and commissions. Prepares meeting agenda packets, proclamations, posts & publishes public hearing notices (in accordance with the City Charter and Michigan law), and attends regular and special meetings, including those held outside of normal business hours; records and transcribes minutes and records all ordinances and resolutions of the City Commission.
- Custodian of the corporate seal performing statutory duties as outlined in Michigan State Law and the City Charter & Ordinances.
- Serves as the official custodian of all City records, papers and documents. Codifies ordinances, files and maintains a comprehensive record keeping system for all official City documents. Provides ample notice to the appropriate departments and officials regarding the expiration or termination of any franchise, contract, or agreement.
- Serves as the City's FOIA Coordinator.
- Issues authorized licenses or permits, such as Special Event Permits and Peddler's Permits, according to established code, procedure and policy. Gathers associated documentation, arranges for inspections, obtains requisite approvals and maintains related records. Maintains annual registration of existing businesses and notifies Assessor of new businesses for addition to the personal property roll; and, also notifies Assessor of closure of businesses for deletion per the personal property roll.
- Ensures that directives and approved operational policies of the City are enforced, executed or delegated for compliance.
- Coordinates with the City Manager and legal counsel, and refers items to other City departments as necessary.

- Registers voters and conducts elections. Maintains related computer and paper files, and issues voter identification cards. In coordination with the Election Commission, prepares legal notices, establishes voting precincts, issues and certifies petitions, issues absentee ballots, and prepares voting equipment. Recruits, trains and supervises election workers according to City Charter and State Election law. Reports total of election returns to County Clerk.
- Regularly apprises elected officials and City Manager of changes, updates, or modifications to election laws.
- Ensures a proper inventory of office supplies and departmental forms. Coordinates service activity related to voting equipment and computer systems to effectively meet operational demands.
- Assists in purchasing activities, including preparation of bid notices and processing bid openings.
- Maintains and updates the City’s website and Social Media page(s), as necessary. As well as prepares and publishes the City Newsletter twice per year.
- Process utility billing, payments, penalties, balance adjustments, deposits, all other utility billing Software functions as needed. Includes preparing work orders, utility disconnect and reconnection lists.
- Prepares equipment and software for monthly meter reads and enters associated reads into the system for billing.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of modern Public Administration; Extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Skill in operation of standard office tools and equipment.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, other departments, officials and the public.
- Ability to effectively communicate verbally and in writing.
- Ability to plan, organize and supervise clerical workers and assigned staff.
- Ability to be bonded and be or become a notary public.

Qualifications and Experience:

- A Bachelor’s Degree from an Accredited College in Business, Accounting, Government or related field.
- (3-5) years of increasing responsible related experience, or
- Any equivalent combination of education and experience.

Physical Requirements:

Physical Mobility:	Ability to sit for extended periods.
Vision:	Ability to read instructions, directions and similar written information in letters, memos, forms, and other documents.
Hearing/Speaking:	Ability to converse orally via telephone and personally to receive and communicate information to employees, local officials, and the public.
Agility/Movement:	Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

Disclaimer: This job description does not constitute an employment agreement between the City of Hartford and employee and is subject to change by the City as its needs and requirements of the position change.

City of Hartford Job Description



Title: City Treasurer
FLSA Classification: Exempt
Department: Administration
Effective Date: November 1, 2023

Job Summary: Under the general supervision of the City Manager, the City Treasurer performs a variety of routine and complex clerical, accounting, finance and administrative work, coordinates and is responsible for the collection, recording, custody and disbursement of City funds. Protects the City's assets and conserves its cash funds; prepares, balance sheets, operating statements and other financial records and reports; assists in budgeting, auditing; administers investments, collection and billing functions, distribution of tax rolls and collection of taxes and related bills and performs other related accounting and office work as required.

Supervisory Structure: Reports to the City Manager with no supervisory responsibilities.

Essential Duties:

- Verify purchase orders, code invoices, enter into AP program, print checks, and maintain vendor files.
- Prepare property tax invoices twice per year. Input assessing data and balance with County figures.
- Collect tax and utility payments, distribute tax payments to other entities on a bi-weekly bases.
- Maintain payroll files and process weekly payroll.
- Maintain equipment rental rate files as well as equipment usage and post monthly journal entries.
- Prepare and file state and federal employment taxes including withholdings, FICA, unemployment. As well as informational returns such as 941, 1099, W2, W3, etc.
- Enter, prepare, and balance accounts receivable accounts including general city accounts as well as project specific grants, state shared funding, and Michigan Transportation Funds.
- Assist the City Manager with the preparation of the annual budget and budget adjustments.
- Prepare, post, and reconcile journal entries.
- Complete bank reconciliations for all City bank accounts.
- Perform year end entries and provide information and work with the City's auditors.
- Provide data for audits and renewals for liability and workers compensation insurance. File claims as necessary.
- Manages investment of the city funds in accordance with investment policies and goals, and local, state and Federal regulations.

Necessary Knowledge, Skills and Abilities:

- Knowledgeable about accounting, bookkeeping and fiscal responsibility.
- Skilled in computer systems including financial reporting software.
- Understanding of governmental fund accounting, including activities and accounts.
- Able to compile data and figures needed for governmental budgeting.

- Ability to read and analyze balance sheets.
- Knowledge of state and local laws and regulations governing the collection, recording, custody and disbursement of municipal funds.
- Familiarity with state, county, school district and municipal relationships in taxation process.

Qualifications and Experience:

- A Bachelor’s Degree from an Accredited College in Accounting, Finance or Business Administration.
- (3-5) years of increasing responsible related experience, or
- Any equivalent combination of education and experience.

Physical Requirements:

- Physical Mobility: Ability to sit for extended periods.
- Vision: Ability to read instructions, directions and similar written information in letters, memos, forms, and other documents.
- Hearing/Speaking: Ability to converse orally via telephone and personally to receive and communicate information to employees, local officials, and the public.
- Agility/Movement: Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 30 pounds.

Disclaimer: This job description does not constitute an employment agreement between the City of Hartford and employee and is subject to change by the City as its needs and requirements of the position change.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Personnel Manual Holiday Request

RECOMMENDED ACTION:

Employees have requested an amendment to the Personnel Manual to exchange Federal Holiday's, Martin Luther King Day in January for Presidents Day in February.

It is recommended Council approve the request to exchange Federal Holiday's amending the Personnel Manual.

Please note that the City of Hartford must comply with all writs of garnishment it receives and will respond accordingly by submitting the proper paperwork and all fees as calculated according to the garnishment. Employees will be notified before any deductions are taken from their paychecks if the City of Hartford receives a writ of garnishment requiring the organization to withhold and pay a portion of wages to a court or other legitimate agency. Information about garnishments will be held in confidence. This also includes child support and alimony as ordered by the Court.

Employees who leave the City of Hartford agree to have any monies due and owed to the City of Hartford for items, activities, and services, to be deducted from their last paycheck.

Holidays

The City of Hartford knows how important it is to spend time with family and friends during the holidays. The City of Hartford offers 11 paid holidays throughout the year. Part-time non-exempt employees receive a prorated number of holiday hours based upon their normally scheduled hours compared to a 40-hour week schedule, rounded to the nearest half hour. and tTemporary employees are not eligible for holiday pay. Salaried and full-time non-exempt Eligible employees will be paid at their normal rate. Part-time salaried staff will receive four (4) hours of holiday pay; fFull-time salaried and full-time non-exempt staff will receive eight (8) hours of holiday pay. for tThe following are City observed holidays:

- New Year's Eve
- New Year's Day
- ~~Martin Luther King Jr. Day~~
- Presidents Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- 2 Floating holidays/personal days per calendar year

The floating holidays are to be used by employees on the day of their choice in each calendar year. City of Hartford encourages employees to save this day for an occasion that is meaningful to them. Examples of potential dates include: Yom Kippur, Kwanzaa, Ramadan, Lunar New Year, Juneteenth, Birthdays or Chanukah. Employees can request vacation time if additional time off is desired.

To be paid for these holidays, employees must work the full scheduled day before and after the holiday unless the absence has been pre-approved. Excused absences for significant, unusual circumstances may be accepted for the day before or after the holiday. These exceptions must be reviewed and approved by the City Manager. In no event will holidays, including the floating holiday be converted to payroll payments. In the event of employee failure to properly



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Travel Policy

RECOMMENDED ACTION:

The City does not have a travel policy.

It is recommended Council approve the attached travel policy to reimburse employees consistently as they participate in training opportunities & represent the City in community and job related meetings.

City of Hartford

Travel Reimbursement Policy

- A. All approved travel and related expenses shall be reimbursed with the following guidelines:
1. All travel expense claims shall be prepared and submitted on the travel expense request form and must be itemized and stated in accordance with this policy. The travel expense request form is available from City Hall.
 2. The nature of the official business must be described. The name, date, and location of the event or meeting must be included. Generic statements as “on official business” or “as directed” are not acceptable.
 3. Each expense voucher shall include the expenses for only one person, unless more than one employee or City representative are eating together and a single receipt is provided. In such cases the names of all participants must be listed.
 4. Standard expense reports must be submitted within one month of travel. If utilizing the City’s credit card, expense reports must be submitted on the first working day upon returning from the work related travel.
 5. Original, dated receipts must be attached for all items of expense. If a credit card is used for payment, the details of the expense must be identified. A final credit card receipt with just the total paid is NOT acceptable.
 6. For travel using privately owned vehicles, actual mileage must be shown.
 7. Traffic or parking violations will not be reimbursed.
 8. Special or unusual circumstances and cancellation of pre-paid activities and events will be addressed on an individual basis.
 9. The Treasurer is authorized to reject any travel expense that has not been properly documented.
 10. Reimbursement will not be paid for expenses for spouses, guests, or other persons not authorized to receive reimbursement under this policy or state laws.
 11. Reimbursement will not be paid for alcoholic beverages.
- B. Reimbursements for travel related expenses shall not exceed amounts budgeted. The following rates will be used to reimburse expenses incurred on approved official City business:
- Mileage shall be reimbursed at the current Internal Revenue Service allowed rate.
 - The maximum reimbursement for meals shall be determined utilizing the General Services Administration (GSA) per diem Primary Destination rates for Kalamazoo/Battle Creek. Maximum rates are updated at least annually by the GSA. Employees are responsible to know the applicable maximum reimbursement rates prior to any travel for the City. These maximum rates can be modified to the destination city rate as requested by the employee. The maximum rates in affect October 1, 2023 are as follows:

○ Breakfast	\$14.00
○ Lunch	\$16.00
○ Dinner	\$29.00
 - Lodging expenses will be considered on an individual case basis, to be booked at the Government Rate, training rate, or otherwise lowest rate available.
- C. A City Employee may be able to utilize a City credit card to pay for approved travel costs only if the charges made to the City credit card do NOT exceed the maximum reimbursement rates indicated in section B.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Workplace Injuries Policy

RECOMMENDED ACTION:

The attached policy will ensure incidents and injuries that occur with employees of the City are addressed consistently and appropriately.

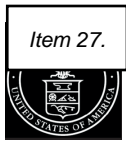
The workplace incidents and injuries policy is recommended for approval by Council.

OSHA's Form 301 (Rev. 04/2004)

Injury and Illness Incident Report

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the [free Adobe PDF Reader](#). In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy the printout or insert additional form pages in the PDF, and then use as many as you need.

Completed by _____

Title _____

Phone _____ Date _____
Month Day Year

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth _____
Month Day Year
- 4) Date hired _____
Month Day Year
- 5) Male Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ ZIP _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness _____
Month Day Year
- 12) Time employee began work (HH:MM) _____ AM PM
- 13) Time of event (HH:MM) _____ AM PM Check if time cannot be determined

*** Re fields 14 to 17:** Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or Social Security numbers).

- 14)* **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

- 15)* **What Happened? Tell us how the injury occurred.** *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

- 16)* **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected. *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

- 17)* **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*

- 18) **If the employee died, when did death occur?** Date of death _____
Month Day Year

Add a Form Page

Reset

City of Hartford Workplace Injury and Incident Policy

Purpose: To ensure the health and safety of City employees by ensuring workplace injuries and incidents are promptly treated, reported and documented.

Procedure:

1. If an employee requires emergency medical attention, call 911 immediately, or seek medical attention from the nearest emergency room or urgent care facility.
2. The employee will notify their supervisor immediately after a work-related injury, illness, or incident. Even if it seems minor, ALL injuries/incidents shall be reported. The supervisor shall then notify the City Manager.
3. The Supervisor will review the Post-Accident Decision Tree to determine a need for drug and alcohol testing.
4. If the employee requires non-emergency medical attention, the employee should seek medical attention as pre-approved and arranged by the City of Hartford.
 - a. During business hours employees will be sent to Corewell Health Occupational Health located at 2500 Niles Road, St. Joseph, Michigan 49085.
 - i. The City Manager, or their designee, will contact Corewell Health to schedule an appointment for treatment.
 - ii. The Occupational Health Authorization For Service form will be completed by the City Manager or their designee and faxed or emailed to Corewell Health. A copy will be provided to the employee to present at check in.
 - b. After business hours, employees will be sent to a Corewell Health after-hours location. Current primary locations are:
 - i. Lakeland Occupational Health located at 2500 Niles Road, Suite 4, St. Joseph, MI 49085.
 - ii. Lakeland Hospital – Watervliet located at 400 Medical Park Drive, Watervliet, MI 49098.
 - iii. Additional locations are available in Niles and Stevensville as needed. Locations are subject to change without notice and additional locations may be authorized by the City Manager as needed.
 - iv. If possible based upon the timing of after-hours treatment, the City Manager or their designee will complete the Occupational Health Authorization For Service form and fax or email the form to Corewell Health and provide a copy to the employee to present at check in. If not possible, the employee may provide the City Manager’s contact information at check in to ensure treatment is authorized to allow immediate treatment.

Documentation:

1. Employee injuries will be documented utilizing the MIOSHA Form 301 – Injury & Illness Incident Report.
 - a. Employees will complete MIOSHA Form 301 as soon as possible following the injury or illness. For emergency treatment, once the employee is safely initially treated. For non-emergency treatments, prior to receiving treatment.

- b. If an employee is incapable of completing the report due to their injury, the supervisor shall assist the employee in completing it and/or complete it for them in its entirety on behalf of the employee, using as much information as possible from the injured employee.
 - c. Supervisors are responsible to ensure that the MIOSHA Form 301 is completed accurately and completely and turned into the City Manager as soon as possible.
 - d. The City Treasurer will utilize the information contained in the MIOSHA Form 301 to complete the MML Report of Injury as necessary.
2. For non-medical related incidents, employees will complete the City of Hartford's Property Damage / Job-Related Incident Report.
 - a. Employees must complete the form as soon as possible following the incident and submit the form to their supervisor.
 - b. Supervisors will determine post-accident drug and alcohol screen necessity immediately following the accident.

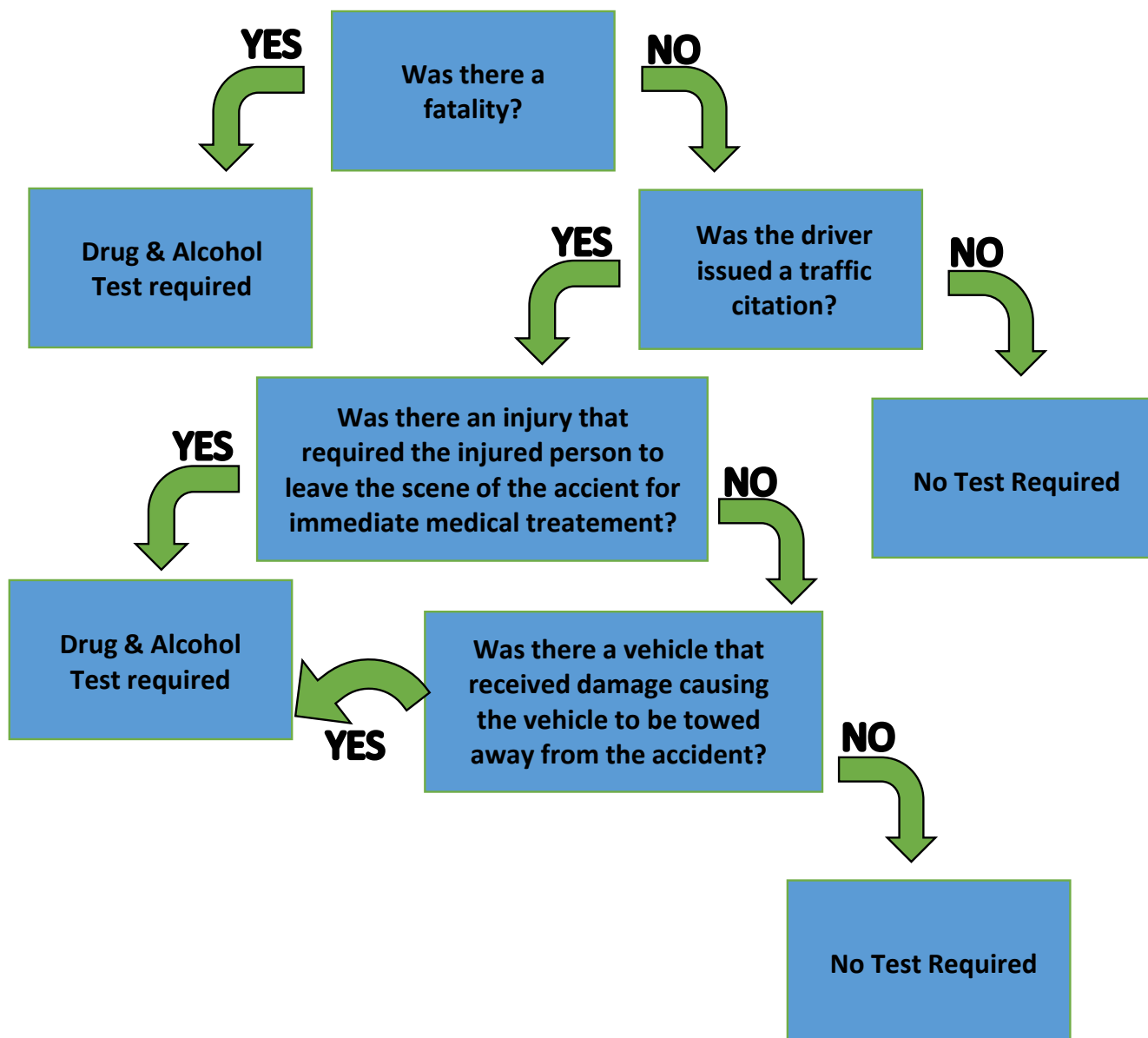
Accident – Incident Investigation: The City of Hartford will investigate all accidents, incidents, and near misses. The primary goal of investigating is NOT to find fault or place blame. Rather, it is to determine the “root cause” and prevent the risk of a future occurrence. Reports can help determine injury and incident trends over time so that reoccurring risk patterns can be identified and prevented.

Accidents and incidents will be investigated by the immediate supervisor and the City Manager. The process for the investigation is as follows:

1. To ensure accurate and full assessment, all employees are required to notify their supervisor immediately when an accident or incident occurs.
2. Supervisors must complete an initial written accident investigation the day of the incidents whenever possible.
3. All employees involved in the incident, or who witnessed it, must write a written statement describing it.
4. The Supervisor and City Manager will complete a thorough investigation to determine root causes and corrective actions.
5. The final determination following any accident or incident will be communicated to the employee in writing.



Post-Accident Decision Tree for Drug & Alcohol Testing



CITY OF HARTFORD
 19 West Main Street
 Hartford, MI 49057

Drug/Alcohol Collection: Corporate Account 800005138
 CITY OF HARTFORD, CORPORATE [800005138]
NON-INJURY/PHYSICALS: Corporate Account 800005138
 CITY OF HARTFORD, CORPORATE [800005138]
INJURY/WORK COMP:
 W/C Guarantor:
 Michigan Municipal League / Meadowbrook

Email Follow Up Paperwork:

Linnea Rader, Interim City Manager
Citymanager@cityofhartfordmi.org
 Ph: 269-621-2477
 Alternate Contact: Pam Shultz, City Treasurer Ph: 269-621-2477

OCCUPATIONAL HEALTH AUTHORIZATION FOR SERVICE

Complete the employee information and category of testing. Please bring photo ID along with this completed form.

Employee Name:	Date of Birth:	Employee SSN:
Appointment Date:	Appointment Time:	a.m. / p.m.

AUTHORIZATION FOR:

<input type="checkbox"/> DOT Physical (Choose One) <input type="checkbox"/> New <input type="checkbox"/> Recertification <input type="checkbox"/> MCOLES Physical (Police Officers) <input type="checkbox"/> Tb Test Quantiferon Gold <input type="checkbox"/> Hepatitis B Vaccine	<input type="checkbox"/> Urine Drug Screen <input type="checkbox"/> Breath Alcohol Reason for Drug / Alcohol Screening: _____
	<input type="checkbox"/> Work Related Injury or Illness Assessment / Treatment Area Injured: _____ <input type="checkbox"/> Return to Work Evaluation

Recommended location for all employment/work related services	Walk-in clinics available for emergent or after-hours care:		
<input type="checkbox"/> Corewell Health Occupational Health – St. Joseph 2500 Niles Road, Suite 4 St. Joseph, MI 49085 Schedule Appt: 269-408-4171 ext. 1 Fax: 269-408-4174 Clinic Hours: M-F 8am-4:30pm Drug/Alcohol Collection: M-F 8am – 4pm Appointments advised. Call clinic prior to sending employee for injury care. chsoccupationalhealth@corewellhealth.org	<input type="checkbox"/> Corewell Health Watervliet Hospital Walk-In Clinic 400 Medical Park Drive Watervliet, MI 49098 Phone: 269-463-3600 Fax: 269-463-8206 Open 7 days a week 8am–5pm Drug and alcohol collection: M-F 8am-5pm Sat and Sun 10am-5pm	<input type="checkbox"/> Corewell Health Southwestern Medical Walk-In Clinic – Niles 2002 South 11 th Street Niles, MI 49120 Phone: 269-687-0200 Fax: 269-684-0199 M-F 8am–5pm, Sat 8am-2pm Drug/Alcohol Collection: M-F 8am-4pm	<input type="checkbox"/> Corewell Health Southwestern Medical Walk-In Clinic - Stevensville 5515 Cleveland Avenue Stevensville, MI 49127 Phone: 269-429-9677 Fax: 269-429-4002 M-Sat 7am-7pm Drug/alcohol testing not available.
ER locations available for emergency injuries: <ul style="list-style-type: none"> <input type="checkbox"/> Corewell Health Lakeland Hospital - St. Joseph Hospital, 1234 Napier Ave, St. Joseph, MI 49085 <input type="checkbox"/> Corewell Health Lakeland Hospital - Niles Hospital, 31 N. St. Joseph Ave, Niles, MI 49022 <input type="checkbox"/> Corewell Health Watervliet Hospital - 400 Medical Park Dr., Watervliet, MI 49098 			

Authorized By: _____
 (Print)

Date: _____

Authorized By: _____
 (Signature)

Phone Number: _____

Employer: For appointments at COH: email completed form to chsoccupationalhealth@spectrumhealth.org or fax form to (269)408-4174.

**If sending employee to walk-in-clinic, please fax form to fax number listed above at clinic location and provide copy to your associate to present at clinic.

City of Hartford
Property Damage / Job-Related Incident Report

Item 27.

Employee: _____ Today's Date: _____

Incident OCCURED On: _____ At: _____ AM or P

Police Report Filed? YES or NO **With?** City Police Dept / Sheriff's Dept

Location of Incident (Be SPECIFIC - Include Cross Streets, Worksite, Location Details.)

Location(s): _____ Unit/Vehicle #: _____

_____ Injuries? YES or NO

Driver: _____ Title: _____

Describe Area(s) Damaged: _____

Describe the incident in FULL DETAIL. Include location on the road and/or worksite, direction traveled, and any reasons for which the incident may have occurred:

Date: _____ Employee Signature _____

Supervisor's Comments

Observations and/or Possible Cause of the Incident:

Preventive measures recommended to prevent this type of incident in the future:

Date: _____ Supervisor's Signature _____

City Manager's Comments

Observations/Thoughts:

Disciplinary Action Recommended: _____

Date: _____ City Manager's Signature _____

Cost/Estimate for Repair or Replacement: _____



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Vehicle Lockouts Policy for Hartford Police Department

RECOMMENDED ACTION:

The City of Hartford's Police Department is called upon occasionally to assist motorists who are locked out of their vehicles.

A vehicle lock out kit was donated to the department. Prior to utilizing the kit, we feel a policy and waiver should be approved by Council, so they are attached.

I recommend approval of the Vehicle Lockouts Policy as is attached.

City of Hartford Police Department

Vehicle Lockouts Policy

Policy

It is the policy of the Hartford Police Department to provide assistance to motorists locked out of their vehicles while balancing the need to protect the agency and its personnel from claims.

VEHICLE LOCKOUT WAIVERS

A Vehicle Lockout Waiver shall be completed prior to an officer attempting to unlock a vehicle with the exception of emergency situations. Emergency situations include, but are not limited to, a child locked in a vehicle, medical emergency, or any other situation a reasonable officer would deem appropriate.

An Incident Report shall be completed for lockouts, a copy of the waiver shall be placed in the Lieutenants box and original attached to the report.

If the subject refuses to sign a waiver officers will make no attempt to open the vehicle. Other assistance may be provided, such as requesting a wrecker service or arranging a ride home.

LOCKOUT PROCEDURES

The Officer shall activate their Body Worn Camera (BWC) to record the event. If the subject reports having made their own attempt to open the vehicle, attempt entry on a different door, if possible, to separate any damages from the actions performed by the officer. If damage is done by the officer's attempt to gain entry, the following shall be done:

- Take photographs of the damage.
- Notify a supervisor.

City of Hartford Police Department Vehicle Lock out Waiver

Disclosure / Liability Issue

Due to unfortunate circumstances, a customer has requested that the vehicle specified below be unlocked. Every effort will be made to perform the task without causing any physical damage to the vehicle. The possibility exists that damage may occur in the unlocking process. There is no guarantee, expressed or implied, that unlocking the vehicle will be successful. State identification will be required prior to attempting to open the vehicle. This is necessary to protect all involved.

Vehicle To Be Unlocked

Year: _____ Make: _____ Model: _____

License Plate Number: _____

VIN: _____

Liability Release

I hereby authorize Hartford Police Department to proceed with unlocking my vehicle. I understand that the possibility exists that damage may occur and I am releasing Hartford Police Department and any of its employees of all liability and damages that may be associated with this procedure. I accept full financial and legal responsibility concerning the vehicle specified. I furthermore understand Hartford Police Department will make every effort to minimize any risks and costs in performing this task.

By signing this I am acknowledging that I have read the information provided, understand what has been disclosed and hereby grant approval to proceed.

Date: _____ Name (print): _____

Signature: _____



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Field Training Program for Hartford Police Department

RECOMMENDED ACTION:

The City of Hartford's Police Department does not currently have a policy for a Field Training Program, which is necessary for the training of new officers to the department. The attached draft has been reviewed and approved by the Police Chief and Police Lieutenant.

I recommend approval of the Field Training Program Policy as is attached.

City of Hartford Police Department Field Training Program

PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

POLICY

It is the policy of the Hartford Police Department that all newly hired or appointed officers will participate in field training that is staffed by members of the police department and supervised by trained and qualified FTOs.

FIELD TRAINING

The Department has minimum standards for field training, which are of sufficient duration to prepare officers for law enforcement duties. The field training is designed to prepare officers for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department. Field training includes procedures for:

- (a) Issuance of training materials to each officer at the beginning of his/her field training.
- (b) Daily, weekly and monthly evaluation and documentation of the officer's performance.
- (c) A multiphase structure that includes:
 - 1. A formal evaluation progress report completed by the FTOs involved with the officer and submitted to the Lieutenant and/or Chief.
 - 2. Assignment of the officer to a variety of shifts.
 - 3. Assignment of the officer to a rotation of FTOs in order to provide for an objective evaluation of their performance, when staffing allows.
- (d) The officer's confidential evaluation of their assigned FTOs and the field training process.
- (e) Retention of all field training documentation in the officer's training file including:
 - 1. All performance evaluations.
 - 2. Documentation that the officer has successfully completed field training.

FIELD TRAINING PROCESS

The field training program shall be coordinated and divided into four training and/or evaluation "steps", with at least three FTOs, when available, while assigned to various patrol shifts. Each of these steps

represents time spent on different tasks and learning experiences. In this manner, the officer is exposed to the multiple responsibilities required of a police officer. The FT process shall have a minimum of four weeks and a standard of four months of field training depending on the officer's experience.

Prior to beginning step one will be an administrative week, consisting of five days (day shift), of administrative processing and tours. Following the administrative week, the four-week program begins as follows:

Step One: Designed to last fourteen training days, with a minimum of twelve evaluation days. The FTO will provide structured training and verbally review the formal Daily Observation Report (DOR). The DOR is designed to ensure the officer is receiving specific feedback concerning their on-the-job performance. The officer should be performing 25% of the workload by the end of this step.

Step Two: Designed to last fourteen training days, with a minimum of twelve evaluation days. The officer will be assigned to a new FTO for the duration of this step unless manpower dictates. The FTO will continue the officer's Training Lesson Plan instructional responsibilities, along with formal performance feedback utilizing the DOR. The officer should be performing 50% of the workload by the end of this step.

Step Three: Designed to last fourteen training days, with a minimum of twelve evaluation days. The officer will again be assigned to a new FTO unless manpower dictates. The FTO will complete the Training Lesson Plan review areas previously covered on a time-available basis. Formal performance feedback utilizing the DOR will continue. The officer should be performing 75% of the workload by the end of this step.

Step Four: Designed to last a minimum of seven days, each of which are evaluation only. The FTO assigned to this step will be the same FTO from Step One, availability permitting. This step comprises the "Shadow Period", during which time the FTO shall accompany the officer in the patrol vehicle while dressed in non-uniform clothes. The purpose of the Shadow Period is to afford the officer the opportunity to provide patrol service in a solo fashion; the officer will perform all the duties and responsibilities required to handle a call for service or other activity without the FTOs assistance. During Step Four, the FTO is responsible for thoroughly evaluating the officer's performance in order to provide the department with a report of the officer's readiness and capability to provide solo patrol services in a courteous, safe, effective, and efficient manner. The FTO will not intervene or assist the officer unless there is a direct threat to the officer's safety, the public's safety, or if the quality of the police service delivery would be compromised. The officer should be performing 100% of the workload during this step.

EXTENSION OF TRAINING - RECYCLE

The FTO has the latitude to recommend an extension of the training period beyond the minimum number of scheduled days in each training and evaluation step. This extension may be granted when problems are identified which would hinder the officer's performance or if the officer is behind schedule to the point that they could not be expected to catch up under normal circumstances. The extension of training or "recycle" allows the department to work with the officer on specific problems. No stigma is attached to an officer who receives a recycle period. The extension of training should be viewed as a

positive decision to assist the officer to get back on track. The recycle will be presented by the FTO and approved by the Chief. This decision will be documented and placed into the officer's training file.

ACCELERATION OF TRAINING PROGRAM

Depending on the officer's previous experience and the ability to master the qualities and abilities necessary to be placed on solo patrol, it is possible the officer may be accelerated through one or more steps. In order to be accelerated to the next step, the officer must have all of the lesson plans for the step completed. The decision to accelerate will be made by the Chief of Police. The officer will still have a minimum of 4 weeks of field training.

EVALUATION GUIDELINES FOR FIELD TRAINING OFFICERS

The Hartford Police Department FTOs are trained in and utilize the DeWolf model of field training and evaluation. Using this model, the officer's performance will be evaluated using thirty-one distinct performance categories to assess quality of work. Each of the standard evaluation guidelines behaviorally describe the various expectations for task accomplishment by defining the criteria for superior, acceptable, and unacceptable performance levels. The total of the officer's shift performance in an evaluation area is translated into a numerical rating between one and seven; one being the lowest score and seven being the highest score. The numerical rating of four indicates the officer's shift performance in that area is the same as could be expected from a minimally acceptable field officer employee. The exact numerical rating must be determined by conformity with the standardized evaluation guidelines and their behaviorally anchored rating scales. The FTO will utilize the following thirty-one criteria to formally record and report on the officer's performance:

(a) Performance Tasks:

1. Driving Skill: Stress Conditions
2. Driving Skill: Non-Stress Conditions
3. Orientation Skill: Stress Conditions
4. Orientation Skill: Non-Stress Conditions
5. Field Performance: Stress Conditions
6. Field Performance: Non-Stress Conditions
7. Officer Safety: General
8. Officer Safety: With Suspicious Persons/Arrestees
9. Situation Management: Verbal Skills
10. Situation Management: Physical Skills
11. Report Writing: Form Selection/Organization/Details
12. Report Writing: Grammar/Spelling/Neatness
13. Report Writing: Appropriate Time Usage

14. Computer Skills
15. Self-Initiated Field Activity
16. Problem Solving/Decision Making
17. Investigative Skills
18. Traffic Crash Investigation Skills
19. Radio: Use of Codes and Procedure
20. Radio: Listens/Comprehends Transmissions
21. Radio: Articulation of Transmissions

(b) Knowledge:

1. Department Policies/Procedures
2. State Criminal Statutes/Local Ordinances
3. Laws of Arrest/Search and Seizure/Criminal Procedure
4. Motor Vehicle Laws and Ordinances
5. Use of Reference Materials and Resources

(c) Attitude/Relationships/Appearance:

1. Attitude toward Police Work
2. Acceptance of Feedback: Verbal/Behavioral
3. Relationships with Citizens
4. Relationships with Department Members

(d) Appearance

1. General Appearance

Areas and tasks not observed during the shift will be recorded as Not Observed. When instruction has been provided but the officer is still unable to satisfactorily perform and/or demonstrate or explain the knowledge or skill area, a Not Responding to Training (NRT) will be noted. An NRT is an indication that a serious performance deficiency exists and must be addressed by the officer and FTO. FTOs will record the total amount of in field training instruction provided per rating category by entering the unit of minutes in the Total Training column of the DOR.

FTO COORDINATOR – If the City of Hartford’s police department has more than three FTOs at any time, a FTO Coordinator will be assigned with additional duties.

FTO SELECTION, TRAINING AND RESPONSIBILITIES

SELECTION PROCESS

The selection of a FTO will be at the discretion of the Chief of Police and the Lieutenant. Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Experience, which shall include a minimum of five years of patrol experience, one of which shall be with this department.
- (c) Demonstrated ability as a positive role model.
- (e) Possession of, or ability to obtain, department-approved certification.
- (f) Approval from the Chief of Police. An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

TRAINING

An officer selected as an FTO shall successfully complete a MCOLES certified (40-hour) FTO course prior to being assigned as an FTO.

TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

- (a) Issuing their assigned officer field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the officer has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of their assigned officer.
- (b) Completing and reviewing daily performance evaluations with the officer.
- (c) Completing and submitting a written evaluation on the performance of their assigned officer to the FTO coordinator on a daily basis.
- (d) Completing a detailed weekly performance evaluation of their assigned officer at the end of each week.
- (e) Completing a monthly evaluation report of their assigned officer at the end of each month.



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Hartford Police Department Reserve Program

RECOMMENDED ACTION:

The Hartford Police Department Reserve Program has multiple programs in place that have been developed over the years. The programs vary in content and at times are inconstant with each other.

We have utilized the sample policy and procedures recommended by the Michigan Municipal League (MML) to develop the attached program. This program ensures our reserve program is consistent with requirements and regulations associated with reserve officer programs.

I recommend City Council approve the attached City of Hartford Reserve Program.

City of Hartford Reserve / Auxiliary Officer Program

I. Purpose –

To establish qualifications, appointment process, training requirements and rules for the operation of the Reserve/Auxiliary Police Officer Program.

The Hartford Police Department Reserve/Auxiliary Officer program has been established to assist the department as needed to afford the community additional service and protection.

II. Definitions –

- a. *Licensed Police Officer*: a law enforcement officer who has been approved and licensed by the Michigan Commission on Law Enforcement Standards (MCOLES). The officer must comply with MCOLES minimum selection standards, including satisfactory completion of a basic police academy or recognition of prior training and experience, and must be employed by a law enforcement agency as a law enforcement officer.
- b. *Reserve/Auxiliary Officer*: an individual authorized on a voluntary or irregular basis by a duly authorized police agency or political subdivision of Michigan to act as a law enforcement officer, who is responsible for the preservation of the peace, the prevention and detection of crime, and the enforcement of the general criminal laws of the state. Reserve/auxiliary officers are NOT licensed police officers by MCOLES standards. For simplicity, the term “reserve officer” is used throughout this policy to represent both reserve and auxiliary officers.
- c. *Off-Duty Reserve/Auxiliary*: the status of reserve officers during the period they are free from scheduled duties.
- d. *On-Duty Reserve/Auxiliary*: the status of reserve officers during the period of scheduled duties.
- e. *Uniform*: clothing, equipment, badges, and identification cards which are issued and authorized by the department.

III. Authorization –

The City of Hartford Police Department Reserve/Auxiliary Officer program has been established and authorized by resolution of the City of Hartford Council.

IV. Police Authority

- a. Reserve officers have police authority only when they are working in conjunction with and are under the direct supervision of a licensed police officer of this department.
- b. Reserve officers may not work by themselves.

V. Qualifications

- a. Reserve officer qualifications shall replicate MCOLES standards for licensed police officers.
 - i. *Age*: Minimum 21 Years of Age;

- ii. *Citizenship*: United States;
- iii. *Education*: High school diploma or GED;
- iv. *Criminal History*: No felony convictions or enumerated misdemeanor convictions per MCOLES standards;
- v. *Driver's License*: Must possess a valid Michigan Operator's License;
- vi. *Background*: Consistent with MCOLES Licensing Standards, a candidate must have good moral character as determined by a background investigation, including a criminal history check by fingerprints and evaluation of arrests and expunged convictions, all previous law violations, personal protection orders, traffic and civil infractions, and ordinance and code violations;
- vii. *Physical*: Consistent with MCOLES Licensing Standards, a candidate must be free from any physical defects or chronic diseases which may impair the performance of a law enforcement officer, or which may endanger the lives of others or the law enforcement officer;
- viii. *Psychological*: Consistent with MCOLES Licensing Standards, a candidate must be free from mental or emotional instabilities which may impair the performance of essential job functions of a law enforcement officer or which might endanger the lives of others or the law enforcement officer.

VI. Pre-Appointment Process

- a. Interested people may apply to become a Reserve Officer by submitting an application to the Police Chief.
- b. At a minimum, the reserve officer selection process shall include the following requirements:
 - i. Drug screening;
 - ii. Background investigation;
 - iii. Criminal and driving history check;
 - iv. Interview with Police Chief.
- c. Selected candidates shall complete a reserve officer basic training program which shall include, at a minimum, the following fields of study:
 - i. Criminal law and procedures;
 - ii. Patrol procedures;
 - iii. Firearms training;
 - iv. Use of lethal and non-lethal force;
 - v. Defensive tactics;
 - vi. Vehicle operations;
 - vii. Traffic enforcement and control;
 - viii. Arrest procedures and prisoner handling;
 - ix. Search and seizure;
 - x. Response to persons with mental disorders;
 - xi. Officer safety;
 - xii. Conflict mediation;
 - xiii. First aid and CPR;
 - xiv. Bloodborne pathogens;

- xv. Employee Right to Know Act;
 - xvi. Sexual harassment;
 - xvii. Biased influenced policing;
 - xviii. Ethics.
- d. Qualified candidates may remain on an eligibility list for up to one year.

VII. Appointment

- a. Upon successful completion of basic training, candidates may be appointed as reserve officers.
- b. Reserve officers beginning a new appointment shall complete a field training program that includes, at a minimum, the following fields of study:
 - i. Orientation skills and jurisdictional geography;
 - ii. Written and verbal communications;
 - iii. Field operations;
 - iv. Use of telecommunications;
 - v. Fundamentals of criminal law;
 - vi. Implementation of department policy and procedures;
 - vii. Relationships with the public and employees.
- c. Reserve officers beginning a new appointment shall complete a designated probationary period during which they undergo regular evaluations. The probationary period is one (1) year, which may be abbreviated by written approval of the Police Chief.
- d. Remedial training may be provided if the reserve officer is not meeting proficiency standards.
- e. Reserve officers who fail to meet proficiency objectives or other department standards during field training or their probationary period shall be terminated from the program.
- f. Exceptions or modifications of the training process shall be made only at the discretion of the Police Chief or designee.
- g. The department shall offer reserve officers the option to receive a hepatitis vaccination. This offer and the officer's election shall be documented.

VIII. Ongoing Standards and Training Requirements

- a. All reserve officers must continue to meet department requirements to maintain their appointment. Reserve officers who fail to meet standards shall be terminated from the program.
- b. On an ongoing basis, reserve officers shall receive the same standard of training as the department's licensed police officers on:
 - i. Use of firearms;
 - ii. Use of lethal and no-lethal force;
 - iii. Defensive tactics;
 - iv. Arrest procedures and prisoner handling;
 - v. Search and seizure;
 - vi. Criminal law and procedures updates;
 - vii. Traffic control;
 - viii. Biased based policing;

- ix. Sexual harassment;
 - x. Response to persons with mental disorders;
 - xi. Other training as applicable.
- c. Training provided by the Police Department will be monitored and documented by the Lieutenant and/or department training officer.

IX. Specific Rules, Duties, and Responsibilities

In addition to complying with department policies, procedures and regulations, reserve officers shall adhere to the following rules:

- a. All officers: full-time, part-time, and reserve officers are the responsibility of the Police Chief. The Police Chief will designate a Reserve Coordinator. When working as a reserve officer, the chain of command must be established and adhered to. In the event of any situation, a Reserve Officer shall first notify the patrol officer on-duty overseeing the reservist's duties. Beyond duty related concerns, the Reserve Program's Chain of Command is as follows:
 - i. Reserve Corporal and/or Sergeant
 - ii. Reserve Coordinator
 - iii. Department Lieutenant
 - iv. Police Chief
- b. Reserve officers shall report to duty as assigned by the department.
- c. The Reserve Coordinator assigned to oversee the Reserve Officer Program shall display a sheet that will allow the Reserves to sign up for shifts on the bulletin board in the locker room.
- d. A Reserve Officer time sheet shall be completed and turned in at the end of the shift worked. Monthly, the Patrol Officer assigned to oversee the Reserve Officer Program shall provide the Police Chief, time sheets and the total number of hours the Reserve Officers work.
- e. Reserve officers shall perform a minimum number of scheduled on-duty hours per month as determined by the Police Chief or designee. As of 10/14/2023, the requirement is 8 hours per month.
 - i. Reserve Officers are required to volunteer for shifts to assist in coverage for:
 - 1. The City's Strawberry Festival
 - 2. The City's Christmas Parade
 - 3. Concerts in the park
 - 4. Halloween activities
 - 5. High school football games
 - 6. Parades
 - 7. Easter Egg Hunt
 - 8. Various other community events and private events as requested
 - ii. If Reserve Officers are unable to complete any duty assignments, they must notify the Reserve Corporal or Sergeant immediately, at least 3-days prior to the scheduled event.
- f. Reserve officers shall treat all business of the department as confidential.

- g. Reserve officers shall not disseminate information maintained, developed or controlled by the department to any person not employed by the department.
- h. Unless trained and authorized, reserve officers are not permitted to access the Law Enforcement Information Network (LEIN) or the department's computerized records system.
- i. Reserve officers shall appear at hearings or trials as required by the department or subpoena.
- j. Reserve officers shall obtain a Concealed Pistol License.
- k. Reserve officers may only carry weapons under the authority of this department when their status is On-Duty Reserve/Auxiliary and when working in conjunction with a police officer of this department. Exceptions may only be authorized by the Police Chief or designee. Weapons carried by Reserve Officers must be approved by the Police Chief prior to being carried on duty and must be in 40 caliber or 9mm caliber.
- l. Reserve officers whose status is Off-Duty Reserve/Auxiliary shall store any department-issued equipment, badge and identification card, in an assigned secure location at the department. Other assigned department property may be stored in a secure location inside the reserve officer's residence. Exceptions may only be authorized by the Police Chief.
- m. The department will provide each Reserve Officer with a uniform consisting of short/long sleeve shirt, polo shirt, pants, badge/identification, and pepper spray. Winter coats may be available at the department and can be used as needed but must remain at the department when not being used.
- n. Equipment provided and maintained by the Reserve Officer includes a duty belt, firearm, handcuffs, radio holder, magazine pouch, pepper spray holder, and rubber glove pouch.
- o. When working as a Reserve Officer the following uniform must be worn, following Hartford Police Department Policy:
 - i. Summer Uniform – Consists of a short sleeve shirt or polo shirt and navy-blue pants, as well as duty gear. A department baseball cap is authorized as desired.
 - ii. Winter Uniform – Consists of a long sleeve shirt or department sweater. The long sleeve shirt is to be work with a turtleneck or a tie.
- p. Reserve officers are authorized to operate department vehicles only under normal driving conditions and only after successfully completing Vehicle Operations training and obtaining approval of the Police Chief or designee. Reserve officers shall not operate a department vehicle during emergency driving or a pursuit.
- q. Reserve officers shall not represent themselves as police officers while their status is Off-Duty Reserve/Auxiliary.
- r. Reserve officers shall not display the departmental identification card or badge while their status is Off-Duty Reserve/Auxiliary.
- s. Reserve officers are not authorized to purchase departmental uniforms, badges, identification, or equipment. Authorization may be granted, in writing, by only the Police Chief or designee.
- t. A reserve officer's conduct, either on-duty or off-duty, shall not reflect poorly on the department. Questionable conduct will be investigated and addressed as directed by the Police Chief.

X. Record Keeping

- a. A personnel file shall be maintained for each reserve officer.
- b. A medical file shall be maintained for each reserve officer.
- c. Retention of files shall be in accordance with either the Records Retention policy or the State of Michigan General Schedule #11 – Local Law Enforcement.

XI. Discipline and Removal

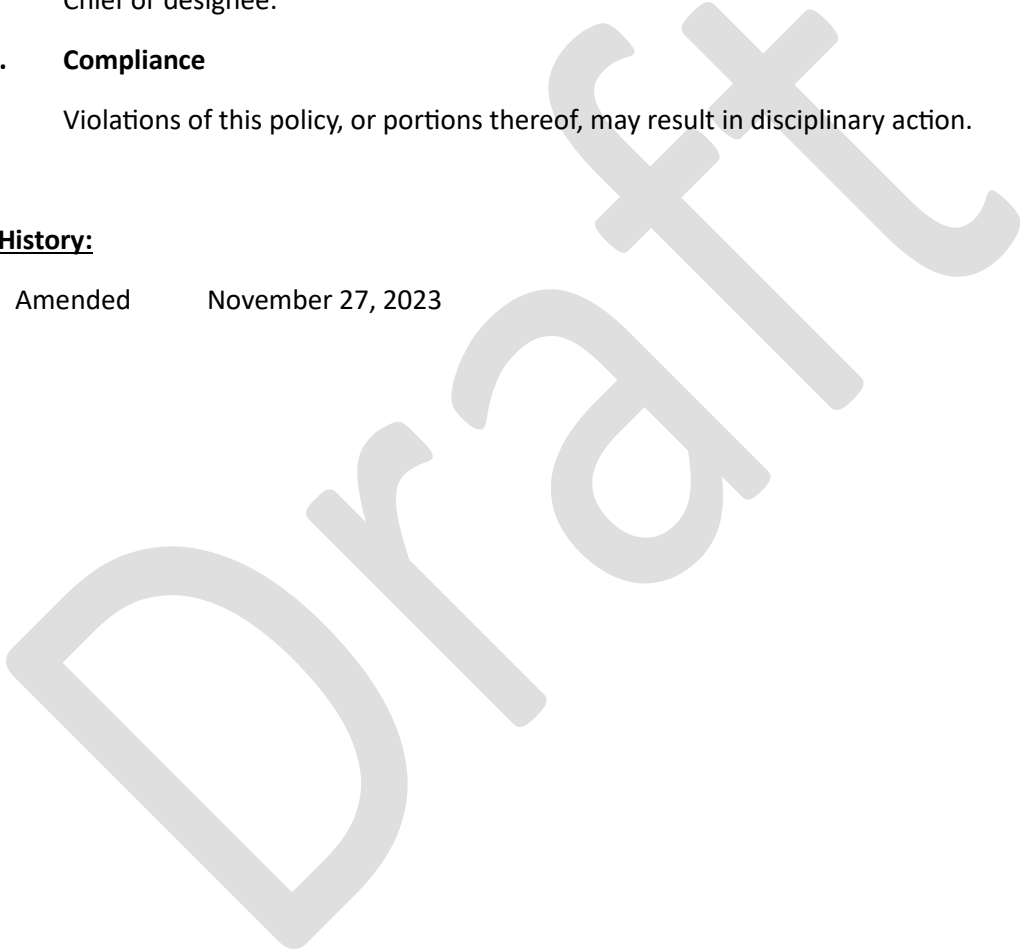
Reserve officers are at-will appointees and may be terminated without cause by the Police Chief or designee.

XII. Compliance

Violations of this policy, or portions thereof, may result in disciplinary action.

Policy History:

Amended November 27, 2023



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

ORDINANCE No. 335 – 2023

AN ORDINANCE TO AMEND ZONING SECTIONS 151.290, 151.291, 151.292, AND 151.293 AND ADD NEW ZONING SECTIONS 151.294, 151.295, 151.296, 151.297, 151.298, 151.299, AND 151.300 TO CHAPTER 151 OF THE HARTFORD CITY CODE TO PROVIDE FOR A PLANNING COMMISSION IN COMPLIANCE WITH THE MICHIGAN PLANNING ENABLING ACT, 2008 PA 33

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

Section 1. Amendment. Zoning sections 151.290, 151.291, 151.292, and 151.293 of the Hartford City Code are amended to provide in their entirety as follows:

Sec. 151.290. PLANNING COMMISSION ESTABLISHED

There shall be a City of Hartford Planning Commission pursuant to 2008 PA 33, as amended, being the Michigan Planning Enabling Act, MCL 125.3801 et. seq., with the powers and duties as therein set forth and as otherwise provided in this chapter. The Planning Commission shall be staffed by the City Planning Department.

Sec. 151.291. MEMBERSHIP

- A. The Planning Commission shall consist of 7 members appointed by the Mayor, subject to approval by a majority of the City Commission. Up to 2 of such members may be ex officio members, as provided in subsection (D) below, and the remainder shall be regular members appointed to 3-year terms.
- B. As of the effective date of this ordinance, all 7 seats on the Planning Commission shall be deemed vacant by virtue of the members serving more than 3 years without reappointment. Notwithstanding subsection (A), for the first appointments made after the effective date of this ordinance:
- (1) Approximately $\frac{1}{2}$ of the individuals appointed as regular members shall be appointed for terms ending on December 31 of the year of appointment;
 - (2) Approximately $\frac{1}{2}$ of the individuals appointed as regular members shall be appointed to terms ending on December 31 of the second year after their appointment; and
 - (3) Approximately $\frac{1}{2}$ of the individuals appointed as regular members shall be appointed to terms ending on December 31 of the third year of their appointment.
- C. At the time of appointment, each individual appointed or reappointed to the Planning Commission as regular member shall:
- (1) Be a qualified elector of the City of Hartford;
 - (2) Not be an employee or elected official of the City; and
 - (3) Not be a declared candidate for any political office.
- D. In lieu of appointing a Planning Commission consisting entirely of regular members, one or more the following individuals may be appointed as ex officio members with terms running as follows:
- (1) The Mayor for a term corresponding to his or her current term as Mayor;
 - (2) The City Manager or a City employee designated by the City Manager for a term corresponding with the Mayor's current term as Mayor;

- (3) Another member of the City Commission (other than the Mayor) for a term corresponding with his or her current term on the City Commission.

E. The membership of the Planning Commission shall be representative of the entire geography of the City of Hartford to the extent reasonably practicable.

SEC. 151.29 2. LIASONS.

The Planning Commission, in its bylaws, may name liaisons from the City administration or other City boards and commissions who are invited to attend and participate in Planning Commission meetings as representatives of those entities. The liaisons may include: (1) planning department staff, and their agents and consultants; (2) the City Manager; and (3) the City Attorney.

SEC. 151.293. TRAINING.

Each member of the Planning Commission shall attend at least one educational program designed for Michigan planning commission members each year, to the extent the adopted City of Hartford budget for that year includes funds to pay for tuition, registration, and travel expenses for the training. The Planning Commission shall include in its bylaws a list of training programs that qualify to meet this requirement.

Section 2. Addition. Zoning sections 151.294, 151.295, 151.296, 151.297, 151.298, 151.299, and 151.300 are added to the Hartford City Code to provide in their entirety as follows

SEC. 151.294. PROCEDURE FOR APPOINTMENT

- A. In September of each year, the City Clerk shall determine which members' terms of office are set to expire and shall contact those members to determine if they are interested in being reappointed to the Planning Commission for an additional term.
- B. In addition, the City Clerk shall issue a notice informing members of the general public that they may apply for appointment to the Planning Commission by filing an application in the City Clerk's office on or before October 31. Such notice shall be posted at City Hall and on the City's website, and may be published in a newspaper in general circulation in the City.
- C. In December of each year the City Commission shall consider the applications and requests for reappointment and shall appoint or reappoint members to the Planning Commission. The terms of ex officio members shall commence immediately upon appointment and the terms of regular members shall commence on January 1 of the immediately following year.

SEC. 151.295. REMOVAL FROM OFFICE.

- A. The City Commission may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Failure to repeatedly attend Commission meetings shall be considered nonfeasance in office.
- B. The secretary of the Planning Commission shall report any member who has missed three regular meetings in a row to the City Commission.

SEC. 151.296. VACANCIES.

The City Commission shall fill any vacancy in the membership of the Commission for the unexpired terms in the same manner as the initial appointment.

SEC.151.297. MEETINGS.

- A. Regular meetings of the Planning Commission shall be scheduled once per month, but may be cancelled as provided in the Planning Commission's bylaws if there are no pending business items to consider.
- B. Four members of the Planning Commission shall constitute a quorum for the transaction of the ordinary business of said Commission.
- C. Except as otherwise provided by law, all questions which shall arise at a meeting of the Planning Commission shall be determined by a vote of the majority of the members present. The approval of the master plan and master plan amendments may require a supermajority vote as provided by state law.

SEC. 151.298. POWERS AND DUTIES.

The Planning Commission shall have the powers and duties as set forth by state statute and applicable City ordinances.

SEC. 151.299. BYLAWS AND RECORDS.

The Planning Commission shall adopt bylaws for the transaction of business and shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record.

SEC. 151.300. APPROVAL, RATIFICATION, AND RECONFIRMATION.

All official actions taken by all City of Hartford Planning Commissions prior to the effective date of this ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this ordinance shall continue, with the newly appointed Commission members hearing such matter.

Section 3. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published.

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

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

Ayes: Commissioners’
 Nays: Commissioners’
 Absent:

Ordinance declared adopted upon publication.

The City of Hartford

 Richard A. Hall, Mayor

 RoxAnn Rodney-Isbrecht, Clerk

PC Public Hearing: October 9, 2023
 First Reading: October 23, 2023
 Second Reading: November 27, 2023
 Adopted:
 Published:

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

ORDINANCE No. 336 – 2023

AN ORDINANCE TO AMEND ZONING SECTIONS 151.305 AND 151.306 TO CHAPTER 151 OF THE HARTFORD CITY CODE TO AUTHORIZE THE CITY COMMISSION TO SERVE AS THE ZONING BOARD OF APPEALS

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

Section 1. Amendment. Zoning Sections 151.305 and 151.306 of the Hartford City Code are amended to read in their entirety as follows:

Section. 151.305. DESIGNATION OF CITY COMMISSION

The City Commission is hereby designated to serve as the Zoning Board of Appeals (sometimes, the "Board") and to carry out all duties assigned to such boards in the Michigan zoning enabling act, Public Act No. 110 of 2006 (MCL 125.3101 et seq.). The Mayor shall serve as the chairperson of the board.

Section 151.306. MEETINGS

A. Meetings. Meetings of the Zoning Board of Appeals shall be held at the call of the chairperson and at such other times as the Board in its rules of procedure may specify. All hearings conducted by such Board shall be open to the public. The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact; and shall also keep records of its hearings and other official actions. The record of the proceedings of the Zoning Board of Appeals shall be filed in the office of the City Clerk and shall be a public record.

B. Rules of Procedure. The City Commission may adopt rules to govern its procedures when acting as the Zoning Board of Appeals. In the absence of such rules, it shall follow the same rules and procedures as it does when conducting its ordinary business as a City Commission.

C. Quorum. The Zoning Board of Appeals shall not conduct business unless a majority of the members of the Board are present.

D. Public Hearing. The Zoning Board of Appeals shall make no decision regarding any application except after a public hearing is conducted by the Zoning Board of Appeals.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This Ordinance shall become effective upon publication as required by law.

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

Ayes: Commissioners’

Nays: Commissioners’

Absent:

Ordinance declared adopted upon publication.

The City of Hartford

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk

First Reading: October 23, 2023
Second Reading: November 27, 2023
Adopted:
Published:



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

TO: Hartford Police Department Personnel
FROM: Linnea Rader, Interim City Manager
DATE: November 10, 2023
SUBJECT: Ordinance Enforcement

As you are aware, officers of the City of Hartford Police Department will be providing ordinance enforcement moving forward. This means that all officers of the Hartford Police Department are considered enforcement officers for ordinances. There will no longer be a separate Ordinance Officer. The Police Department has always and will continue performing enforcement for many of the City's ordinances and will now have the responsibility for more.

When on duty any calls that include ordinance enforcement will continue to be the responsibility of the patrol person on duty.

The City will be split into sections with each officer assigned to a section of the City to evaluate and address ordinance issues. I understand that each of you have signed up for a section of the City. Each officer will proactively review all properties within their designated area at least quarterly and follow up on any ordinance violations. Again, these are NOT including any calls while on duty, but in addition to.

As with any situation involving enforcement, the first step is attempting to make contact with the property owner and/or resident. Having that initial discussion about the situation may allow for the situation to be addressed without further situation. Any ordinance allowed to be addressed with a conversation is preferred. If a conversation does not address the issue within a reasonable time frame, each officer will then proceed along the steps outlined in each ordinance.

Each officer shall keep a log of conversations and steps taken to address ordinances. That documentation will be provided to Lieutenant Ivy so he can log the information and keep City Hall updated. City Hall will be kept informed so they can provide support for the officer and a consistent message from the City is conveyed to residents.

Any officer that needs back up on an ordinance enforcement issue shall follow the chain of command including Lieutenant Ivy and Chief Prince. The City Manager (or Interim at this time) is also available to assist with situations that rise to that level.

A question that I already anticipate you may have is why we don't continue using a separate Enforcement Officer. Any Enforcement Officer wearing a uniform, carrying a weapon, and acting in accordance with the necessary laws must be MCOLES certified. The previous Enforcement Officer was a reservist and part-time designated Enforcement Officer. The laws do not allow that person to be uniformed and carry a weapon while providing enforcement. You can all imagine the concerns associated with a plain clothed and unarmed individual attempting to address some of these situations. The only other option that we can find is to contract with the Van Buren County Sheriff's Department to come into the City to provide this service. We feel our City Police Department Officers are more than qualified and able to provide a better understanding of the City itself to enforce these ordinances.

Thank you very much for your understanding of this situation. I honestly believe the best alternative for addressing ordinance enforcement is utilizing our police department rather than contracting it out to another department. I think you all have a far better understanding of the needs of the community as well as our residents themselves. I know it's an added responsibility, so please keep me apprised of how this is working and any suggestions you have to make this successful. Thank you again!

If you have any questions regarding this change, please let me know. You can email me at citymanager@cityofhartfordmi.org or contact me on my cell phone at 269-621-5282.

CITY OF HARTFORD

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

THE CITY OF HARTFORD ORDAINS:

Ordinance 340 – 2023 Amendment to Code of Ordinance

CHAPTER 30: CITY OFFICERS & EMPLOYEES

Section

30.01 Ordinance Enforcement Officer(s)

30.99 Penalty

30.01 ORDINANCE ENFORCEMENT OFFICER(S).

- (A) Establishment. The office of the City of Hartford Ordinance Enforcement Officer(s) is hereby established.
- (B) Effective date. This section shall take effect immediately upon publication as required by law following adoption by the City Commission.
- (C) Appointment. The City Commission is hereby authorized, by motion or resolution, to appoint any person or persons to the office of Ordinance Enforcement Officer for the term or terms as may be designated in the motion or resolution and for the compensation as the City Commission may determine. The City Commission may further, by motion or resolution, remove any person from the office, in the discretion of the City Commission.
- (D) Authority. The Ordinance Enforcement Officer(s) is/are hereby authorized to enforce all ordinances of the city, whether heretofore or hereafter enacted, and whether the ordinances specifically designate a different enforcing official or do not designate any particular enforcing officer. Where a particular officer is so designated in any ordinance, that officer's authority shall continue in full force and effect and shall not be diminished or impaired by the terms of this section, and the authority of the Ordinance Enforcement Officer shall be in addition and supplementary to the authority granted to the other specific officer. An Ordinance Enforcement Officer shall, in the performance of the officer's duties, be subordinate and responsible to the City Manager and/or Police Chief.
- (E) Duties. The Ordinance Enforcement Officer's duties shall include the following: investigation of ordinance violations; issuing and serving ordinance violations; issuing and serving appearance tickets as authorized under Public Act 147 of 1968, M.C.L.A. ' 764.9c; issuing and serving municipal ordinance violation notices and municipal civil infraction citations as authorized under Public Act 12 of 1994, M.C.L.A. .600.8701; appearance in court other ordinance enforcing duties as maybe delegated by the City Commission, Manager, or assigned by the City Attorney.
- (F) Supplementary effect. All ordinances of the city heretofore or hereafter adopted shall be considered to be supplemented by the terms of this section. (1993 Code, ' 1.8) Penalty, see ' 30.99

30.99 PENALTY.

Any person or other entity who violates any of the provisions of • 30.01 is responsible for a municipal civil infraction, as defined by Michigan law, and subject to a civil fine of not more than \$500 plus costs, which may include all direct or indirect expenses to which the city has been put in collection with the violation. In

no case, however, shall costs of less than \$50 or more than \$500 be ordered. A violator of • 30.01 shall also be subject to the additional sanctions, remedies, and judicial orders as are authorized under Michigan law. Each day a violation of ' 30.01 continues to exist constitutes a separate violation. (1993 Code, ' 1.8)

Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This ordinance shall take effect upon such publication.

Ordinance 340 – 2023 amendment declared adopted upon publication.

The City of Hartford

RoxAnn Rodney-Isbrecht, Clerk

First Reading: November 27, 2023
Second Reading:
Adopted:
Published:

CERTIFICATION

This true and complete copy of Ordinance No. 340-2023 was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, Clerk



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: November 27, 2023
Department: Administration
Submitted By: Linnea Rader, Interim Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: Zoning Ordinance and Marijuana Ordinance Revisions

RECOMMENDED ACTION:

Attached are revisions to the City of Hartford's zoning ordinance and marijuana ordinance. These revisions have been drafted by the attorney with recommendations from the Planning Commission.

Primarily the changes update the ordinances to be consistent with State laws and requirements. They also remove the current ordinance language which requires the City Manager to perform evaluations which are already performed by the State of Michigan.

I recommend Council review the amended ordinances. They will then go in front of the Planning Commission. Once the Planning Commission has reviewed them, they will hold a public hearing on the zoning ordinance. Once the public hearing is complete and the zoning ordinance is approved by the Planning Commission, both ordinances will return to Council for final approval.

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

ORDINANCE NO. ____

AN ORDINANCE TO ADD A NEW SUBCHAPTER ENTITLED “MARIJUANA BUSINESSES” TO TITLE XI OF THE HARTFORD CITY CODE TO PROVIDE FOR THE AUTHORIZATION OF MARIJUANA BUSINESSES OPERATED IN ACCORDANCE WITH STATE LAW AND THE CITY’S ZONING ORDINANCE

The City of Hartford ordains:

Section 1. Amendment. A new subchapter entitled “Marijuana Businesses” is hereby added to Title XI of the Hartford City Code to read in its entirety as follows:

Marijuana Businesses

Sec. 110.11. Definitions.

The following words and phrases have the meanings ascribed to them when used in this subchapter:

- (a) *Co-located business* means a marijuana business with 2 or more types of state operating licenses operating within a single location.
- (b) *Designated consumption establishment* means a business licensed as a designated consumption facility under the MRTMA.
- (c) *Excess marijuana grower* means a business licensed as an excess marijuana grower under the MRTMA.
- (d) *Grower* means a business licensed as a grower under either the MMMFLA, the MRTMA, or both.
- (e) *LARA* means the department of licensing and regulatory affairs and any successor agency to the department.
- (f) *Location-specific step* means the portion of the application for a state operating license under the MMMFLA and the MRTMA that follows the prequalification step and pertains to the details of the proposed location.
- (g) *Marijuana* means, depending on the context, the same thing as “marihuana” as defined in the MMMFLA, the MRTMA, or both.
- (h) *Marijuana business* or *business* is a business involving one or more licenses issued under the MMMFLA, the MRTMA, or both.
- (i) *Microbusiness* means a business a business licensed as a marijuana microbusiness under the MRTMA.
- (j) *MMMA* means the Michigan medical marihuana act, 2008 IL 1, as amended MCL 333.26424 *et seq.*
- (k) *MMMFLA* means the Michigan medical marihuana facilities licensing act, 2016 PA 281, as amended, MCL 333.27102 *et seq.*
- (l) *MRTMA* means the Michigan regulation and taxation of marihuana act, 2018 IL 1, as amended MCL 333.27951 *et seq.*
- (m) *Prequalification step* means the portion of the application for a state operating license under the MMMFLA or MRTMA pertaining to the applicant’s financial background and the criminal history of the applicant and other associated persons.

- (n) *Processor* means a business licensed as a processor under either the MMMFLA, the MRTMA, or both.
- (o) *Provisioning center* means a business licensed as a provisioning center under the MMMFLA. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through LARA's marijuana registration process in accordance with the MMMA is not a provisioning center for purposes of this section.
- (p) *Retailer* means a person licensed under the MRTMA to obtain marijuana from marijuana establishments and to sell or otherwise transfer marijuana to marijuana establishments and to individuals who are 21 years of age or older.
- (q) *Safety compliance business* means a person licensed as a safety compliance facility under the MMMFLA, the MRTMA, or both.
- (r) *Secure transporter* means a person licensed as a secured transporter under the MMMFLA, the MRTMA, or both.
- (s) *Stacked grower licenses* means two or more grower licenses issued to a single person to *under the MMMFLA or MRTMA*.
- (t) *State operating license or license* means a license that is issued under the MMMFLA or MRTMA to operate as a grower, processor, secure transporter, provisioning center, retailer, safety compliance facility, or microbusiness.
- (u) *Temporary marijuana event* means an event where the onsite sale or consumption of marijuana products, or both, are authorized at the location indicated on a state operating license issued under the MRTMA during the specified dates.

Sec. 110.12. Authorization Required; Numerical Limitations.

- (a) Marijuana businesses may be authorized to operate in the City of Hartford pursuant to this division and the City's zoning ordinance.
- (b) No business listed in subsection (a) may operate in the City of Hartford without a final authorization granted by the City Clerk pursuant to Section 110.13(d). A proposed business is not eligible for a state operating license until the clerk grants final authorization.
- (c) The number of state operating licenses for marijuana businesses shall be limited as follows:
 - (1) Designated consumption establishments (adult-use) – 2 licenses
 - (2) Growers (medical and adult-use) and excess marijuana growers (adult-use) – 13 licenses
 - (3) Microbusinesses (adult-use) – 1 license
 - (4) Processors (medical and adult-use) – 5 licenses
 - (5) Provisioning centers (medical) and retailers (adult-use) – 4 licenses
 - (6) Safety compliance (medical and adult-use) – 2 licenses
 - (7) Secure transporters (medical and adult-use) – 2 licenses
 - (8) Temporary marijuana events (adult-use) – 0 licenses

These limitations reflect the total number of available licenses in each category. The City anticipates that licenses will be co-located on various parcels, meaning that the total number of parcels containing marijuana businesses will be lower than the total number of licenses in use in the City.

Sec. 110.13. Application Process.

- (a) *Submission*. A person may apply for authorization to operate a marijuana business within the City by submitting the following items to the City on a standardized application form prepared by the

City Clerk. These items may be submitted to the Clerk before applying for requisite zoning approvals:

- (1) A copy of official paperwork issued by LARA indicating that the applicant has successfully completed the prequalification step of the application for a state operating license.
 - (2) A signed statement from the applicant indicating:
 - (A) The current property owner of record for the proposed business location;
 - (B) If the current property owner is different than the applicant (e.g. where the applicant has a lease, option, land contract, or other future interest in the property), the property owner's signature is required in addition to the applicant's. Only one application shall be submitted per property. Co-located businesses may be requested on a single application;
 - (C) The address, tax identification number, and zoning designation of the proposed business location;
 - (D) The type or types of state operating licenses that the applicant is seeking at the proposed business location (e.g., medical grower, adult-use grower, provisioning center, etc.); and
 - (E) If the proposed business involves stacked grower licenses, the number of licenses sought.
 - (3) An advance of the annual administrative fee established in Section 110.15(d).
- (b) *Clerk action upon receipt.* The city clerk will accept and receive any application that includes the required items listed above and will date-stamp such application upon receipt.
- (c) *Conditional authorization.* The city clerk will conditionally authorize applications as follows:
- (1) The day after an application is received, the city clerk will conditionally authorize the application upon determining that if such application, if granted, could not cause the total number of licenses for any business type to exceed the numerical limitations listed in section 110.12(c) above. In making this determination, the city clerk shall assume that: (A) all marijuana businesses that are currently in operation will remain in operation; and (B) all conditionally authorized applications will result in the issuance of the number of state operating licenses that have been requested. If the city clerk determines that the application would cause the total number licenses for one or more business types to exceed the numerical limitations listed in section 110.12(c), the city clerk shall deny the application.
 - (2) If a situation arises in which the city clerk receives two or more applications in a single day, such that:
 - (A) one or more of the applications could be granted without exceeding the numerical limitations in section 110.12(c); but
 - (2) granting all of such applications would cause one or more numerical limitations to be exceeded;

The City Clerk shall refer the applications to City Commission. The City Commission will then determine which of the applications will be conditionally authorized pursuant to a competitive process established by resolution of the City Commission.
- (d) *Final authorization.* The city clerk will grant final authorization for the business if the conditionally authorized applicant:
- (1) Obtains all required zoning approvals for the business within 12 months of receiving conditional authorization; and
 - (2) Obtains the requisite state operating license within 18 months of receiving conditional authorization.

- (e) *Expiration of conditional authorization.* If the applicant for a conditionally authorized business fails to satisfy any of the deadlines established above, the conditional authorization will expire.

Sec. 110.14. Relocation of Businesses, Transfers of Licenses, and Expansion of Grow Operations.

- (a) An existing business may be moved to a new location in the City, subject to applicable zoning regulations and required approvals by LARA.
- (b) A license for an existing business may be transferred to a new licensee that intends to continue operating at the same location, subject to approval by LARA.
- (c) No further City approvals are required for the relocations and license transfers described in this section.
- (d) A licensee may expand growing operations by upgrading the class of the license (e.g., from class A to class B, or from class B to Class C), or by obtaining a stacked license. To do so, the licensee must submit a new application to the City satisfying the requirements in Section 31-3(a), which shall include payment of any additional annual administrative fee that will be owed due to the addition of stacked licenses. The application shall be conditionally approved upon receipt of all required materials.

Sec. 110.15. General Regulations

- (a) *Submission of supplementary information to the City.* Applicants who have received conditional authorization and licensees operating in the City must provide the Clerk with copies of all documents submitted to LARA in connection with the license application, subsequent renewal applications, or investigations conducted by LARA. The documents must be provided to the Clerk within 7 days of submission to LARA, and may be submitted by electronic media unless otherwise requested by the Clerk.
- (b) *Compliance with applicable laws and regulations.* Marijuana businesses must be operated in compliance with the MMMFLA and/or MRTMA, as applicable, all applicable rules promulgated by LARA, all conditions of the business's state operating licenses, and all applicable ordinances and codes, including the City's zoning ordinance. Compliance with the foregoing does not create immunity from prosecution by federal authorities or other authorities of competent jurisdiction.
- (c) *No consumption on premises.* No smoking, inhalation, or other consumption of marijuana shall take place on or within the premises of any marijuana business approved under this division, except for designated marijuana consumption establishments. It shall be a violation of this subchapter to engage in such behavior, or for a person to knowingly allow such behavior to occur. Evidence of all of the following gives rise to a rebuttable presumption that a person allowed the consumption of marijuana on or within a premises in violation of this section:
- (1) The person had control over the premises or the portion of the premises where the marijuana was consumed;
 - (2) The person knew or reasonably should have known that the marijuana was consumed; and
 - (3) The person failed to take corrective action.
- (d) *Annual fee.* A licensee must pay a fee an annual fee, set by resolution of the City Commission, for each license used within the City in order to help defray administrative and enforcement costs. The initial annual fee(s) must be paid to the Clerk when the application for approval is submitted. In each subsequent year, fees are due on the date on which the licensee submits an application to LARA for renewal of the state operating license.

Sec. 110.16. Violations and penalties.

- (a) *Request for revocation of state operating license.* If at any time an authorized business violates this subchapter or any other applicable ordinance, the City may request that LARA revoke or refrain from renewing the business’s state operating license.
- (b) *Civil infraction.* It is unlawful to disobey, neglect, or refuse to comply with any provision of this subchapter. A violation of this subchapter is a municipal civil infraction and a nuisance per se. Each day the violation continues shall be a separate offense. Notwithstanding any other provision of this ordinance to the contrary, violators shall be subject to a fine of up to \$500.
- (c) *Other remedies.* The foregoing sanctions are in addition to the City’s right to seek other appropriate and proper remedies, including actions in law or equity.

Section 2. Repealer; Effect on Existing Businesses. Ordinance 320-2020 is hereby repealed. All marijuana business that were granted state operating licenses to operate pursuant to Ordinance 320-2020 or its predecessor ordinance that remain in operation as of the effective date of this ordinance are deemed to have been granted final authorization under this ordinance. All applications that were submitted pursuant to Ordinance 320-2020 that remain pending as of the effective date of this ordinance shall be deemed to be conditionally authorized hereunder as of the date the application was received. The regulations provided in this ordinance apply to all marijuana businesses in the City from its effective date onward.

Section 3. Publication and Effective Date. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in the City, and the ordinance shall be effective 20 days after enactment or upon publication, whichever is later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

, Mayor

, City Clerk

Introduced: _____, 2023
 Adopted: _____, 2023
 Published: _____, 2023
 Effective: _____, 2023

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND ZONING SECTIONS 151.091, 151.106, 151.122,
AND 151.136 TO THE HARTFORD CITY CODE, AND TO ADD A NEW
SECTION 151.217, TO REGULATE MARIJUANA BUSINESSES AS
PERMITTED LAND USES IN VARIOUS ZONING DISTRICTS**

The City of Hartford Ordains:

Section 1. Amendment. Zoning sections 151.091, 151.106, 151.122, and 151.136, of the Hartford City Code are hereby amended as follows:

Sec. 151.091. PERMITTED USES IN THE B-1 DISTRICT.

- (A) Churches, funeral homes, and mortuaries;
- (B) All generally recognized retail businesses which supply commodities on the premises such as, but not limited to, groceries, meats, dairy products, dry goods, other foods, drugs, clothing, notions, hardware, or pharmaceuticals;
- (C) Personal service establishments which perform services on the premises within a completely enclosed building, such as, but not limited to: repair shops for items such as watches, radios, televisions; shoes; tailor shops; beauty parlors; barber shops; interior decorators; photographers; and dry cleaners;
- (D) Restaurants and taverns where the general public are served while seated within a building occupied by the establishment, except drive-in restaurants and open-front stores;
- (E) Theaters, private clubs, lodge halls, and other like places of entertainment when completely enclosed;
- (F) Office and office buildings of an executive, administrative, or professional function;
- (G) Banks, including drive-in facilities incidental to the principal banking function;
- (H) Municipal buildings and post offices;
- (I) Offices and showrooms for tradespeople, such as plumbers, electricians, decorators, and similar trades, except that:
 - (1) Not more than 25% of the floor area in the building is used for the purpose of making, assembling, remodeling, repairing, altering, finishing, or refinishing the products;
 - (2) Ground floor premises facing upon and visible from any abutting street shall be used only for entrances, offices, or display; and
 - (3) All storage or materials shall be within the confines of the building situated thereon.
- (J) Business schools, private schools, and other places of instruction for profit;
- (K) Newspaper offices and printing plants;
- (L) Warehouse and storage facilities incidental to and physically connected with any of the foregoing uses;
- (M) Veterinary offices, hospitals, and clinics;
- (N) Dwelling connected with the foregoing uses, provided they do not occupy the ground floor;

- (O) Parking lots and parking structures;
- (P) Accessory structures customarily incident to the above permitted uses;
- (Q) Parks, playgrounds, walking paths, and trails;
- (R) The following marijuana businesses:
 - (1) Designated consumption establishments (adult-use);
 - (2) Microbusinesses (adult-use);
 - (3) Provisioning centers (medical);
 - (4) Retailers (adult-use);
 - (5) Safety compliance (medical and adult-use);
 - (6) Secure transporters (medical and adult-use);
- (S) Signs in accordance with the provisions of Section 151.235.

Sec. 151.106. PERMITTED USES IN THE B-2 DISTRICT.

- (A) All permitted uses in the B-1 Central Business District, except marijuana secure transporters;
- (B) Automobile sales and showroom facilities, and farm equipment and implement dealers;
- (C) Bus passenger stations;
- (D) Automobile car wash facilities within closed structures;
- (E) Public utility offices, transformer stations, telephone exchanges, exchange stations, pump stations, service yards, exclusive, however, of outdoor storage facility;
- (F) Retail cold storage facilities;
- (G) Self-service laundry and dry cleaning establishments;
- (H) Bowling alleys;
- (I) Pool halls, billiard parlors, clubs, and similar indoor recreational facilities;
- (J) Closed storage facilities for the storage of materials which are to be sold at retail;
- (K) Other uses which are similar to the above uses;
- (L) Outdoor sales space and facilities for new and used automobiles, farm equipment, mobile homes, house trailers, travel trailers, and like merchandise, provided that:
 - (1) Ingress and egress shall be at least 60 feet from the intersection of any 2 streets; and
 - (2) No major repair or major refinishing shall be done on the site.
- (M) Motels, hotels, and inns, except that:
 - (1) Ingress and egress shall not interfere with adjacent business uses;
 - (2) No kitchen or cooking facilities shall be provided except in a single full-time residential unit of manager or caretaker, unless approval of a special use permit is granted as provided in Section 151.290 et seq.; and
 - (3) Each unit shall contain not less than 200 square feet of floor area.
- (N) Drive-in restaurants, open front stores, and similar facilities, except that:

- (1) Facilities shall be set back at least 60 feet from the street right-of-way of any existing or proposed major thoroughfare; and
- (2) Ingress and egress shall be located at least 60 feet from the intersection of any 2 streets.
- (O) Commercially used, outdoor recreational space for children's amusement parks, miniature golf course, and similar facilities, except that:
 - (1) A children's amusement park shall be fenced on all sides by a fence or wall at least 4 feet in height; and
 - (2) Adequate parking shall be provided for, located off of the road right-of-way, and shall be fenced with a 4-foot by 6-inch wall or fence.
- (P) Parks, playgrounds, walking paths, and trails;
- (Q) The following marijuana businesses:
 - (1) Designated consumption establishments (adult-use);
 - (2) Microbusinesses (adult-use);
 - (3) Provisioning centers (medical);
 - (4) Retailers (adult-use);
 - (5) Safety compliance (medical and adult-use);
- (R) Signs in accordance with the provisions of Section 151.235.

Sec. 151.122. PERMITTED USES IN THE LI DISTRICT.

- (A) The manufacturing, compounding, processing, packaging, or treatment of the products as candy, cosmetics, drugs, perfumes, pharmaceuticals, and food products, except the rendering or refining of fats and/or oils;
- (B) The manufacturing, compounding, assembly, or treatment of articles from previously prepared materials, including, but not by way of limitation of, cellophane, canvas, clay, cloth, cork, feathers, felt, fibers, fur, glass, hair, leather, paint, paper, plastics, precious or semi-precious metals and/or stones, shell, rubber, tin, iron, steel, tobacco, wood, and/or yam;
- (C) Petroleum storage facilities, provided that the facility shall not exceed the capacity of 2,500 gallons in any one tank and the facility shall not be within 500 feet from any residentially zoned property. Any petroleum storage tank or facility shall be wholly underground and conform to the requirements of the Michigan Department of Environmental Quality and the State Fire Marshall's Office;
- (D) Machine shops, and printing and book binding facilities;
- (E) Warehousing and wholesale storage and distribution facilities;
- (F) Other similar limited industrial enterprises, provided, however, that the similarity of use shall be determined upon proper application by the City of Hartford Planning Commission;
- (G) Any use customarily incidental to the permitted principal use;
- (H) The foregoing specific and general descriptions shall not be construed to permit the establishment of junkyards, automobile graveyards, automobile dismantling operations or facilities, and like operations;
- (I) Parks, playgrounds, walking paths, and trails;
- (J) The following marijuana businesses:

- (1) Designated consumption establishments (adult-use);
- (2) Growers (medical and adult-use) and excess marijuana growers (adult-use);
- (3) Microbusinesses (adult-use);
- (4) Processors (medical and adult-use);
- (5) Provisioning centers (medical);
- (6) Retailers (adult-use);
- (7) Safety compliance (medical and adult-use);
- (8) Secure transporters (medical and adult-use);

(K) Signs in accordance with Section 151.235.

Sec. 151.136. PERMITTED USES IN THE I DISTRICT.

- (A) Facilities and the principal function of which is basic research, design, and pilot experimental product development when conducted within a completely enclosed facility;
- (B) A facility for the manufacturing, compounding, or processing of materials into a finished product within an enclosed building;
- (C) Warehouse and wholesale establishments and trucking facilities;
- (D) Public utilities, including buildings, necessary structures, storage yards, transformer plants, and like uses;
- (E) Water supply and sewage disposal plants, water and gas tank holders, railroad transfer and storage tracks, railroad rights-of-way, freight terminals, telephone exchanges, transformer stations, and substation of similar utility-oriented activities. Municipal uses, such as water treatment plants and reservoirs, and municipal buildings, including outdoor storage therefor;
- (F) Commercial kennels;
- (G) Greenhouses;
- (H) Trade or industrial schools;
- (I) Lumber and planing plants;
- (J) Freestanding non-accessory signs;
- (K) Outdoor storage facilities for things such as building materials, sand, gravel, stone, lumber, contractor equipment, and supplies, provided that same is contained within an obstructing wall or fence on the sides abutting residential or business districts of not less than 5 feet in height. The fence may be a chain linked fence with a heavy green shrubbery with masonry or other suitable material to obstruct the view. Other uses similar to and no more objectionable in character in the above uses;
- (L) Auto engine, body repair, and undercoating shops when completely enclosed;
- (M) Metal plating, buffing, and polishing, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances;
- (N) Metal casting foundries, subject to appropriate measures to control the type of process to prevent noxious results and/or nuisances to adjacent business or residential areas;
- (O) Printing plants including its ancillary uses, such as the casting of type smelting or typing material;
- (P) Accessory buildings and uses customarily incident to the above permitted uses;

- (Q) Outdoor automotive permanent race tracks are permitted only after a special use has been granted by the Planning Commission. The Planning Commission shall place restrictions on the use and operation of the facility so as to minimize the effects of the surrounding area and the community. The developers must first submit a detailed site plan to the Planning Commission prior to the Planning Commission holding a required public hearing;
- (R) The following marijuana businesses:
- (1) Designated consumption establishments (adult-use);
 - (2) Growers (medical and adult-use) and excess marijuana growers (adult-use);
 - (3) Microbusinesses (adult-use);
 - (4) Processors (medical and adult-use);
 - (5) Provisioning centers (medical);
 - (6) Retailers (adult-use);
 - (7) Safety compliance (medical and adult-use);
 - (8) Secure transporters (medical and adult-use);
- (S) Signs in accordance with Section 151.235.

Section 2. Addition. A new zoning section 151.217 is added to the Hartford City Code to read as follows:

Sec. 151.217. Marijuana businesses.

- (A) *Definitions*. All terms defined in Title XI of the City Code have the same meaning when used in this section or sections 151.091, 151.106, 151.122, and 151.136.
- (B) *Regulations and Conditions*. Marijuana businesses are permitted in the City's commercial and industrial zoning districts as indicated in Sections 151.091, 151.106, 151.122, and 151.136, subject to site-plan review by the Planning Commission and compliance with the following regulations and conditions:
- (1) Marijuana businesses must comply with the MMMFLA, the MRTMA, and any applicable rules promulgated under either statute.
 - (2) Marijuana businesses shall not be located within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12 or within 500 feet of a house of worship. These spacing limitations shall be computed by measuring a straight line from the nearest property line on the lot used a school or house of worship to the nearest property line of the lot used as a marijuana business. This subsection modifies requirement modifies and supersedes the default spacing limitations provided in Section 9 of the MRTMA.
 - (3) Co-located marijuana businesses and stacked grower licenses may be permitted, subject to the regulations in this section and any applicable rules promulgated by LARA.
 - (4) No marijuana business may operate without first obtaining final authorization for each state operating license from the city clerk pursuant to Title XI of the City Code. Marijuana businesses in existence in the City as of the date of this ordinance shall be deemed to have received final authorization.
 - (5) Marijuana businesses (including both the building and surrounding site) shall be sufficiently designed in a manner to minimize light spillage, odor, and noise (including noise associated with truck traffic or other machinery), affecting adjacent properties.

- (6) Applicants must provide a plan for the storage and disposal of marijuana or chemicals associated with marijuana cultivation, so as to minimize the risk of theft or harm resulting from chemical exposure. At no time should byproducts be deposited into the ground.
- (7) No marijuana may be stored overnight outside of an enclosed building. By way of example and without limitation, it is unlawful to store marijuana overnight in an outdoor waste bin.
- (8) The outdoor storage of trash or rubbish shall be appropriately screened.
- (9) Signage for marijuana businesses is subject to approval pursuant to the generally applicable procedures and standards provided in this ordinance, with the additional restriction that signs shall not contain images or text designed to appeal to persons under legal age to consume marijuana. By way of example but not of limitation, signs shall not include cartoon characters, images of youthful persons, or slang terminology for marijuana that may be designed to appeal to minors (e.g., “weed” or “kush”).
- (10) The cultivation and processing of marijuana must be conducted in a manner that minimizes adverse impacts on the public sanitary sewer and natural environment.
- (11) Marijuana businesses must control and eliminate odor as follows:
 - (a) The building must be equipped with an activated air scrubbing and carbon filtration system for odor control to ensure that air leaving the building through an exhaust vent first passes through an activated carbon filter and air scrubbing system.
 - (b) The filtration system must consist of one or more fans, activated carbon filters and be capable of scrubbing the air prior to leaving any building. At a minimum, the fan(s) must be sized for cubic feet per minute (CFM) equivalent to the volume of the building (length multiplied by width multiplied by height) divided by three. The filter(s) shall be rated for the applicable CFM.
 - (c) The air scrubbing and filtration system must be maintained in working order and must be in use at all times. The filters must be changed per manufacturers’ recommendation to ensure optimal performance.
 - (d) Negative air pressure must be maintained inside the building.
 - (e) Doors and windows must remain closed, except for the minimum time length needed to allow people to ingress or egress the building.
 - (f) An alternative odor control system is permitted if the special use applicant submits a report by a mechanical engineer licensed in the state of Michigan sufficiently demonstrating that the alternative system will eliminate odor as well or better than the air scrubbing and carbon filtration system otherwise required.
- (12) For growers and excess marijuana growers:
 - (a) Cultivation must occur within an enclosed building with exterior facades (not including windows) consisting of opaque materials typical of an industrial or commercial building. Windows shall be arranged in such a way that marijuana plants are not visible from the exterior of the building.
 - (b) The roof of the building may be constructed of a rigid transparent or translucent material designed to let in light, such as glass or rigid polycarbonate or fiberglass panels. Films or other non-rigid materials cannot be used to construct any component of the building’s exterior structure.
- (13) For provisioning centers, retailers, microbusinesses, and designated consumption establishments:

- (a) Provisioning centers, retailers, microbusinesses, and designated consumption establishments may not be open to customers between the hours of 9:00 p.m. and 9:00 a.m.
- (b) Provisioning centers, retailers, microbusinesses, and designated consumption establishments may not receive deliveries between the hours of 8:00 p.m. and 7:00 a.m.
- (c) The exterior appearance of a provisioning center, retailer, microbusiness or designated consumption establishment must be compatible with surrounding businesses with respect to façade type, ground floor opacity, size and placement of signage, site layout, etc.
- (d) The interior of the building must be arranged in a way such that neither marijuana, marijuana-infused products, nor paraphernalia are visible from the exterior of the building.
- (e) Marijuana retailers and provisioning centers may offer curbside service or remote delivery service to the extent permitted under state law. Any marijuana retailer offering curbside service must indicate on its proposed site plan where curbside customers will park and must adequately mark such parking spaces as being reserved for curbside customers. Drive-through window service is prohibited.

(C) *Prohibited business types.* Temporary marijuana events are prohibited in the City.

Section 3. Effective Date. This ordinance shall become effective 20 days after its adoption or upon its publication, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2023.

, Mayor

, City Clerk

PC Hearing: _____, 2023

Introduced: _____, 2023

Adopted: _____, 2023

Published: _____, 2023

Effective: _____, 2023