

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
AUGUST 28, 2023

Commissioners Present: Jane Danger; Frank Dockter; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall
Commissions Absent: Ramon Beltran; John Miller;
Staff Present: Rader; Rodney-Isbrecht; Prince; Shultz; Staunton

Pledge of Allegiance was said.

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

Motion carried 5 – 0

Guests:

- Ron Sefcik, Hartford Township Supervisor, Signed an agreement with Abonmarch to design an Ambulance Station & Sheriffs garage at the Township Hall. He is asking Council to consider waiving the tap fees for water/sewer connection when the time comes. Also as the Fire Board Chair gave an update on the Fire Board hiring of an accountant so there will be changes in accounting & reporting.
- Angelica Mireles, Hartford Hispanic Heritage Committee, Parade & Festival on September 16, 2023

Public Comment:

- Mike Menck, 38 Mairon Ave, Complaint about Commissioner's contacting the Attorney without authority and former City Manager dismissal.

Communications:

- Thank you received from the Ron Burluson family for the donation of flowers.
- Notice of Hearing – Indiana Michigan Power Company September 12, 2023
- Hartford Fire Department – Notice of Special Meeting August 30, 2023 7:00pm
- Comcast – Notice of Program Changes Fox Deportes will be relocated to a new service level at no additional charge.
- Notice – Hartford Public Schools Proposal for November 2023 Election
- City Hall Hours – Will Temporally Change beginning September 6, 2023 10am-Noon & 3pm – 5pm
- Follow-up from Mayor Hall, West Michigan Railroad on North Center Street

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

- Police & Ordinance** – Chief Prince – Report on file. Hoping to fill the Ordinance Officer Position & interviewing four candidates for police officer position on Friday September 1. Working to update policies and become accredited. Department has been short staffed. If there are open shifts they are being covered by surrounding departments.
- Fire Department** – Chief Harting – Report on file - \$1,400 grant from Wolverine Pipeline to purchase hoods. Because VBMS is using the fire station the Fire Board will be meeting at the Township Hall for the rest of the year. Smoke alarms are still available for those who need them.
- Ambulance** – Pride Care out of business as of August 18. VBEMS, working on getting specific Township/City reports. Chief Harting has been pleased with the response.
- Van Buren County** – Mike Chappell – Two Proclamations given, approved PC refresh upgrades; authorized K-9 unit; approved Target Housing Study with \$50,000 match; reappointments; Land Bank meeting was attended by Mayor Hall & Commissioner Miller regarding 5 West Main Street Project with positive outcomes.
- Public Works** – Dan Staunton, Report on file, Construction Clark & Linden, Sewer on Spaulding from Linden to Oak Street crumbling, Contractor could not find good integrity pipe for connection so went

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from man hole to man hole which was outside the scope of the contract but should not affect the cost or go over budget, completion of contract anticipated by the end of September.

- F. **Wastewater Treatment Plant** – No report filed. NPDES Draft Permit has been posted & will take effect in 30 days after posting.
- G. **Treasurers, Investment & List of Bills** – \$877,295.96; Investment - June 20, 2023 Report on File
- H. **City Manager** –Report filed – Ron Sefcik, Fire Board Chairman Update on changes in Fire Department; Temporary Changes to City Hall Hours; Police Department – Reserve Program, spoken with MML Risk Management and considering their recommended updates to the City’s Reserve Program and updated training schedule, the ordinance officer cannot be uniformed or carry a weapon; Continuing the work to hire a deputy clerk, the position was posted on Saturday, will be posted for two weeks. Recommending providing benefits for the position, of sick, vacation & holiday pay could interest potential candidates; building officials/inspectors agreements need to be updated; drafted procedure to standardize the hiring process for all departments; Chief Prince & Lieutenant Ivy, bullet proof vest grants; City Hall Roof, still leaking after the installation; Reviewing wage study & job assessment for employees; Interviewing Police Officer Candidates; DPW Staff need CDL Certification ad will be taking classes to obtain their certification; Proposed Ordinance to update fire code, Fire Chief has signed off on the ordinance; Street scrape, grant has been extended; SPARK grant need to apply in the next two months for upgrades to ELY Park, working with Wightmans’ for concept drawings, and developing a plan to move forward.

Approval of Commission Minutes:

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the minutes of the July 24, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to approve the minutes of the August 8, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Approval of Reports:

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

Motion carried 5 – 0

Motion by Commissioner Tibbs, supported by Commissioner Danger, to approve the August 28, 2023 list of bills in the amount of \$877,295.96

Motion carried 5 – 0

Goals/Objectives: None Discussed

Old Business:

- RFP 106 South Center Demolition

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the re-issuance of request for demolition proposal for 106 South Center St as presented.

Motion carried 5 – 0

- Discuss & Consider – City Manager Position – Job Description, Benefit Summary, Advertising Options through the MLive, MML, Radio Station Please provide Interim Manager with feedback & edits by

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September 12, once those are complete the job will be posted on September 15 through October 13.
Recommendation: budget advertising up to \$4,000 dollars for City Manager Search

Motion by Dockter, Supported by Tibbs to budget \$4,000 for the City Manager Search
Motion carried 5 – 0

New Business:

- Discuss & Consider – Real Estate Conveyance Agreement – 27 West Main Street

Motion by Commissioner Sullivan, supported by Commissioner Danger to approve the conveyance agreement for City Property to 27 West Main Street in the amount of \$500 as presented.
Motion carried 4 – 1 (Tibbs)

- Police Academy Reimbursement

Motion by Commissioner Tibbs, supported by Commissioner Danger to authorize the City Attorney to pursue Police Academy Reimbursement in the amount of \$7,055.00.
Motion carried 5 – 0

- Lead Service Line Replacements (LSLR) & Water System Improvements
Discussion: DWSRF Grant to inventory & identify lead service lines; Offer by EGLE expected in the next couple of months, short time to make some decisions to develop a plan, funds have to awarded September 2024;
- Hartford Township Building Project – Ambulance Building & Sheriff's Building, requesting tap fees be waived. Council is in favor of working together and support the project.
- Discuss & Consider General Fund Account – Sturgis Bank

Motion by Commissioner Tibbs, supported by Commissioner Docker, to approve opening a new general fund account at Sturgis Bank & Transferring the balance of funds and closing the current general fund at Sturgis due to continued attempts of fraud.
Motion carried 5 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2023 – 022 Accounts Payable Routine Bill Policy

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adopt resolution 2023 – 022 Accounts Payable Routine Bill Policy.
Motion carried 5 – 0

- Discuss & Consider – Resolution 2023 – 023 Designating Street Administrator

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to adopt resolution 2023 – 023 designating Interim City Manager Linnea Rader as Street Administrator.
Motion carried 5 – 0

- Proposed Amendment to Code of Ordinance 110.03 Peddler & Solicitor Regulations Section 4.1
Discussion: First Reading

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- Proposed Amendment to Code of Ordinance 110.01 Regulating Garage, Yard, Basement & Private Sale Regulations
Discussion: First Reading

- Discuss & Consider – Amendment to Marijuana Ordinance
Discussion: Attorney & Manager are recommending an amendment to the marijuana ordinance to shift the burden of review from the City Manager and use the States process. And move from the numerical limits to spacing space requirements. Council was in favor of reviewing the ordinance.

- Discuss & Consider – Proposed Ordinance no. 334 – 2023 Title XVI Housing Discrimination Against Protected Classes
Discussion: First Reading, adoption is a requirement of the CDBG grant.

- Discuss & Consider – Policy – Non Discrimination on Basis of Handicap
Discussion: Policy is a requirement of the CDBG grant and future federal funding.

Motion by Commissioner Tibbs, supported by Commissioner Danger, to adopt Non Discrimination on Basis of Handicap Policy as presented.

Motion carried 5 – 0

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Danger, to adjourn the meeting at 9:10pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk