

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
FEBRUARY 27, 2023

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

Commission Members Absent: Ramon Beltran;

Staff Present: Prince; Rodney-Isbrecht; Ryan; Shultz; Vitale

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Miller, as presented.

Motion carried 6 – 0

**Guests:**

- Miss & Mr Hartford and Court, Float Sponsorship Request, Theme for the float is Strawberry Fantasy, also seeking a home to park and volunteers to work on the float. Hartford has brought home the Blossom Time Sweepstakes award the past 8 years, very proud to have a beautiful float.
- Mickey Bittner Wightman's updates on projects: **Clark/Linden** - waiting on weather to break to begin; **South Parking Lot** – recommending award to Compton Inc with a completion date by June 2<sup>nd</sup>; **DWAM, Drinking Water Service Line Inventory** - suspended until weather improves, project is a 100 % grant, a second round of letters were sent to replace those addresses who have not responded; **Drinking Water SRF** project would complete the City's Capital Asset plan through 2030, This project would begin in 2025 Construction season and would include the water tower maintenance, among other projects, estimating at 10 million project; **WWTP SRF**- projects have begun; **Township Water Main Extension Project** - waiting on EGLE to approve permits & approval of railroad permits, this is a 2024 project start date depending on material lead time, bid opening is Wednesday at 1:30pm and bid award will be on Councils March Agenda, this project is 100% grant.

**Public Comment:**

- Mark Little, 15 North Maple, Questions on the roof for City Hall and would like to see plans for the downtown area to replace the planters since the trees were cut down. Also questions on why trucks are parking in the north parking lot when the sign says there is no truck parking, response: they were granted permission by the DPW Superintendent as they are working on a city project.
- Bruce Plyer, 211 Church Street does not have access to city water and would like to know why or when he would have access to connect to the system because he has concerns about PFAS contamination. Also expressed concerns about the rate increase to his sewer bill with only one in his household, Council will look into what would be required to complete the water line in his area.
- Sherriff Dan Abbott, stopped by to provide information, his door is always open.
- Emily Hickmont, VB Conservation District Update, supplied information on available recycling programs.
- Michael Menck 38 Marion Ave, speaking for the residents of Marion Ave, concerns about the business being run at 517 West Main Street. Requesting a copy of what Council received from the City Attorney, the city manager responded the City Attorney opinion was covered under attorney client privilege, the problem has been handled and closed. Commissioner Miller would like to have the opinion redacted and shared with the residents of Marion Ave.
- Christina Mireles, Clark St, has plans for a Cinco De Mayo Festival in May, they have partnered with the Hartford Lions Club to have a concert and car show.

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**Communications:**

- McDowell II Apartments – Accepting Applications
- Comcast – Notice of Changes
- Van Buren Sportsmen Club – Easter Egg Hunt April 1 or Rain Date of April 8 @ 1:00pm
- Van Buren Conservation District January & February Update
- March Board of Review Organizational Meeting March 7, 11am; Appeals will be March 13, 1-4pm & 6-9pm; March 16, 9am-Noon & 1pm-4pm. Call the Assessor to make an appointment.
- Water/Sewer new rates went into effect January 1, 2023.

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

- A. **Police & Ordinance** – Chief Prince – Ordinance Officer has resigned; New Police car has been delivered and is now in service. Other Explore has some body damage and cannot get in for repairs until August; plans are to keep the Charger as a backup vehicle. Thanks to the City of Bangor for the loaned vehicle while waiting for the new vehicle to be delivered.
- B. **Fire Department** – Chief Harting – Free Community CPR class's starting this month; smoke detectors program is on hold until they receive more from the state; fundraisers scheduled, car wash and coffee April 16 10am-2pm; spring pancake breakfast May 13, the City Manager visited the fire station last week.
- C. **Ambulance** – Report on file. Management at Pride has had a change in leadership.
- D. **Van Buren County** – Mike Chappell – sold property through the drug forfeiture program, approved recycling program to be held on county property, made various board appointments.
- E. **Public Works** – Justin Ryan, Superintendent, thankful for a mild winter, maintaining equipment, cold patching, almost done with construction project on CR 372.
- F. **Wastewater Treatment Plant** – No report submitted
- G. **Treasurers, Investment & List of Bills** – Commissioner Tibbs had a question about Senior Services tax over payment, two additional invoices needed to be added to the February list of bills to include Andrew Warner invoices & work done at the WWTP. January list of bills have been paid; February list of bills have not been paid, once Council approves, they will be paid.
- H. **City Manager** – Attended Training; Met with the engineers to go over current projects; spoke with contractor on the city hall roof project; toured the WWTP, staff is working on doing some clean up, met with Andrew Warner contracted operator, will begin as a UV, pilot site to use neo water FX process to bring UV back online; recommending changes to brush permits. DPW is out of space, working with the engineer for recommendation on expanding the DPW building over the next five years. Iron Plant is beautifully maintained, will be needing some replacement & upgrades to be included in the capital improvement plan and will be exploring a water rate increase with the upcoming budget year to cover the large projects that must be done. Police Department looking for a Part Time officer & Interviewing for a code enforcement officer as well as appointing a lieutenant. Met with the City Attorney to discuss the Interlocal fire agreement and HR, because Attorney Shuitmaker does not provide HR & Employment services, the manager has contracted with a labor attorney on human resources & employee handbook review. Blight of homes destroyed by fire, met with the owner of 106 South Center St who will have a demo plan by June 1<sup>st</sup> & Home at 215 Shepard St which has become unstable, the City is seeking bids to have the 215 Shepard property demolished.

**Approval of Commission Minutes:**

Motion by Commissioner Sullivan, supported by Commissioner Dockter, to approve the minutes of the January 23, 2023 business meeting and the February 6, 2023 special meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

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**Approval of Reports:**

Motion by Commissioner Dockter, supported by Commissioner Miller, to accept the January 2023 departmental reports as presented and place them on file.

Motion carried 6 – 0

**Goals/Objectives:** None Discussed

**Old Business:**

- Shirts for City Council – Council needs to submit Sizes to the Clerk by March 1<sup>st</sup>.
- City Funds Update – The Transfer of Certificate of Deposit approved by Council at the January meeting was not transferred as Sturgis Bank matched the rate Honor Credit Union was offering.

**New Business:**

- Discussion – Proposed HFD 2022/2023 Operating Budget – reduced by 6.87% over last year for a total of \$312,026
- CSX Agreement & Protective Liability – Hartford Township Water Main Extension –

Motion by Commissioner Miller, supported by Commissioner Tibbs to accept the AXA Railroad Protective Liability proposal in the amount of \$4,978.33 and authorize the City Manager to execute the CSX Agreement & required documents including payment of \$5,100 for encroachment fee.

Motion carried 6 – 0

- Hartford Hispanic Heritage Committee Sponsorship

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve and partner with the Hartford Hispanic Heritage Committee to sponsor the 2023 Hispanic Heritage Festival May 6 in Ely Park in the amount of \$500.

Motion carried 6 – 0

- Hartford Lions Club Concerts In the Park Sponsorship

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve and partner with the Hartford Lions Club to sponsor the 2023 Concerts in ELY Park the amount of \$1,000.

Motion carried 6 – 0

- Rural Business Development Grant – South Parking Lot Resurfacing Project

Motion by Commissioner Dockter, supported by Commissioner Miller, to award the South Parking Lot Resurfacing Project to Compton Inc. in the amount of \$103,329.00 as recommended by Wightman.

Motion carried 6 – 0

- Application for Special Use Engagement at 301 Bowie Street

Motion by Commissioner Miller, supported by Commissioner Sullivan, to approve a special use engagement application at 301 Bowe Street to Big Bhangz, July 21-July 23, 2023.

Motion carried 6 – 0

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- Garbage Can Proposal

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the purchase of 10 green garbage cans in the amount of \$10,000.

Motion carried 5 – 1 (Danger)

- Ambulance Service Agreement

Motion by Commissioner Miller, supported by Commissioner Dockter, to issue an RFP for Ambulance Services with a deadline of March 17, 2023

Motion carried 6 – 0

- 215 Shepard Street – Fire Damaged Building has become unstable & unsafe.

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to seek demolition bids not to exceed \$10,000.

Motion carried 6 – 0

- Revoke – BT Capital 3, LLC Adult Use Recreational Marihuana Facility License

Motion by Commissioner Miller, supported by Commissioner Tibbs, to revoke BRT Capital 3, LLC Adult Use Recreational Marihuana Facility Provisioning /Retail Center License for non-compliance at 210 West Main Street parcel #80-52-705-008-01 & 325 West Main Street parcel #80-52-816-055-01

Motion carried 6 – 0

- Mr & Miss Hartford Committee Float Sponsorship Request

Motion by Commissioner Dockter, supported by Commissioner Miller, to approve and partner with the Hartford Float Committee to sponsor the 2023 Hartford Community Float in the amount of \$500.00

Motion carried 6 – 0

**Resolutions, Ordinance, Proclamation's:**

- Resolution 2023 – 006 Designating Street Administrator

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt resolution 2023 –. 006 designating the City Manager as the Street Administrator for the City.

Motion carried 6 – 0

- Resolution 2023 – 007 2022/2023 Budget Adjustments No. Two

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt resolution 2023 –. 007 approve the 2022/2023 Budget Adjustments no. two as presented.

Motion carried 6 – 0

- First Reading 304-07 Anti-blight Ordinance & General Penalty Proposed Amendments

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**Adjournment:**

Motion by Commissioner Miller, supported by Commissioner Sullivan, to adjourn the meeting at 9:15pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk