

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 20, 2021

Commissioners Present: Ramon Beltran; Ron Burleson; Frank Dockter; Richard A. Hall; Helen Sullivan; Terry Tibbs (asked to be excused due to illness left at 7:32pm)

Members Absent: John Miller

Staff Present: Akinwale; Beltran; Rodney-Isbrecht, Shultz, Staunton

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

Mayor Hall, Commissioners Beltran, Sullivan & Tibbs were sworn into office by the Clerk.

Pledge of Allegiance was said.

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

Motion carried 6 – 0

Guests:

- Brian Wisneski, Hungerford Nichols presented the Council with the 2020/2021 Preliminary Fiscal Audit. Still waiting on Fire Boards Audit & documents to complete the City's audit. The opinion is the financial statements presents fairly as of June 30, 2021, unmodified is the best opinion you can receive. The general fund had total Revenues of \$1,311,697 & total Expenditures of \$1,215,814. Total Financing uses of \$61,563 for a net change in fund balances of \$34,320 leaving an end of year fund balance of \$797,607. That fund balance represents 63% of expenditures, auditors recommend 20-25% so the City is sitting in a good financial condition. Thanked the Council for allowing them to prepare the financial audit and thanked the staff for their assistance in preparing the audit.

Public Comment: None

Communications:

1. Van Buren Conservation District Program Update.
2. National Association of State 911 Administrators Notice of older phones may not be able to access 911.
3. City Hall will be Closed December 23 & 24 for Christmas Holiday
4. City Hall will be Closed December 30 & 31 for New Year Holiday
5. Consumers Energy Notice of Hearing for December 22, 2021 video teleconference.
6. An 18' Snowman Decoration was donated to the City from Bill Pozivilko, Council sent Thanks for his generous gift.

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

- A. **Police & Ordinance** – Chief Beltran, Shop with a Cop 12/14/2021, & Toy Give-a-Way 12/20/2021, both went very well. Thank you to those who donated to both programs. Ordinance: 400 Shepard St needs to be addressed, follow up on condemned residential property.
- B. **Fire Dept** – Chief Harting – received \$5,000 grant from CSX Railroad to purchase PPE, received DNR grant, seeking additional grant monies to purchase commercial washer & dryer for cleaning fire department gear. Thanks for lighting downtown, looks great. Continuing to work on the new budget.
- C. **Ambulance** – No representative, report available
- D. **Van Buren County** – ARPA Funds expended, 5 West Main St, Van Buren County Board of Commissioners approved funding to stabilize the building; Credit Card Payments approved, Specialty Court Grants, Michigan Department of Corrections Grant; Property Sale; Veterans Horticulture Therapy Program; Janitorial Services, outsourced; Landscape & Mowing Services, outsourced; Animal Control

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Vehicle; Data Center Licensing; Hazard Mitigation Plan; Michigan Coronavirus Emergency Supplemental Grant; Economic Development Grant, First Amendment Auditors, please do not engage.

- E. **Public Works** – Superintendent Staunton, done with leave pick up, water tower leaseholder had improvements done to their equipment, the contractor is completed with work on the tower.
- F. **Wastewater Treatment Plant** – no discussion, requested quote for services has not been received from those companies who were contacted.
- G. **Treasurers, Investment & List of Bills** – No discussion
- H. **City Manager – 5 West Main Street Update**, thank Commissioner Chappell for his support of the project; **Indiana Michigan Power Company Easement Request**, the attorney & I & M will meet at the property after the first of the year; **Rural Development Equity Project**, street scape project; **Sponsorship for Matt Kuzma for Police Academy Recommendation**;

Approval of Commission Minutes:

Motion by Commissioner Dockter, supported by Commissioner Sullivan, to approve the minutes of the November 15, 2021 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Approval of Reports:

Motion by Commissioner Dockter, supported by Commissioner Beltran, to accept the November 2021 departmental reports as presented and place them on file.

Motion carried 5 – 0

Goals/Objectives:

- Working with Rural Development to do an infrastructure grant application for street scape project along main street, seeking cost estimate.

Old Business:

- Honor Credit Union presence in Hartford, nothing new to report, they are continuing their pop-up location at City Hall on Tuesday's & Thursday's.

New Business:

Discussion – 2021 Proposed Interlocal Fire Department Agreement – Mayor Hall, members of Fire Board & Township Supervisor met 10 days ago to review the Joint Interlocal Agreement and were presented with a proposed Joint Interlocal Fire Agreement with a few changes such as the Fire Departments operational funding formula between the City & Township, & change the review of the agreement from 5 years to every 3 years. 2018-2021 call volume reports for the City & Township were submitted to the Council for their review. Mayor Hall appointed a committee of Hall, Miller & Sullivan to review the requested changes & bring a recommendation back to the Council.

Discussion - Ambulance agreement, Concerns to be addressed, more facts are needed. Mayor Hall appointed a committee of Hall, Miller and Sullivan to review the agreement and will report back to the Council.

Discussion - Police Academy Sponsorship – The Police Department is currently one officer short of being staffed & experiencing the challenge of finding & retaining certified officers. The City Manager is proposing sponsoring Matt Kuzuma, Current Ordinance Officer in the Police Academy's 16 Week program at KVCC, with a 4-year commitment to the City after his completion of the program. The cost of sponsorship includes tuition, minimum wage for 12-hour days, ammunition & uniforms at an estimated cost of \$18,484.00.

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Motion by Commissioner Burleson, supported by Commissioner Beltran, to approve the sponsorship of Matt Kuzma in the 2022 Police Academy at KVCC.

Motion carried 4 – 1 (Dockter – did not agree with wage amount)

Motion by Commissioner Sullivan, supported by Commissioner Dockter, to approve the 2022 City Commission Meeting Schedule and set Trick or Treat Hours for October 29, 2022, as presented.

Motion carried 5 – 0

Resolutions, Ordinance, Proclamation's:

- Resolution 2021 – 015 Accepting the 2020/2021 Fiscal Year Audit

Motion by Commissioner Sullivan, supported by Commissioner Burleson, adopt Resolution 2021-015 - accepting the 2020/2021 Fiscal Year Audit as presented by Hungerford Nichols.

Motion carried 5 – 0

Adjournment:

Motion by Commissioner Burleson, supported by Commissioner Beltran, to adjourn the meeting at 8:33pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk