

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JANUARY 23, 2023

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

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

Mayor Pro-Tem John Miller called the business meeting to order at 7:30pm.

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Beltran, to approve the agenda to add under old business information on VB Senior Services and add Certificate of Deposit under new business.

Motion carried 5 – 0

**Guests:**

- Mickey Bittner Wightman's updates on Clark/Linden – Tree Work; South Parking Lot - USDA gave permission to bid, opening 1/31/2023; DWAM, Drinking Water - Service Line Inventory - suspended until weather improves and is a 100 % grant; PFAS Project - waiting on EGLE to approve plans, 2024 project start possible due to material lead time also waiting on railroad permit; WWTP SRF- project materials have been delivered and submitted pay estimate for the storage of those materials, lining of lines to begin on February 2, 2023, first two reimbursement requests have been submitted; DWSRF - Lead Service Line replacement application due June 1, 2023, the City has been classified as significantly overburdened.

**Public Comment:**

- Michael Menck 38 Marion Ave complaint about a business running at 517 W Main St affecting all of the residents on that street.
- Charlie Weeden, 517 W Main St, has consulted with his attorney and the City Manager and is not doing anything wrong. Commissioner Miller will request that the Manager submit to all parties in writing regarding the complaint.
- Mark Little, 15 North Maple, wanted to thank the commission for the nice bench & trash can placed in front of City Hall and hopes there will be more around town. He also wanted additional information on the Pit Bull Ordinance and is it being Challenged or enforceable.
- Christina Mireles, Clark St, wants to hold a Cinco de Mayo celebration, how do they ask permission. Organizers will submit details to the Clerk.

**Communications:**

- Hartford Area Chamber of Commerce Annual Banquet February 13, 2023 @ 27 W Main St 6pm.
- Van Buren Conservation District 2022 December 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.
- Water/Sewer new rates went into effect January 1, 2023.

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

- A. **Police & Ordinance** – LT Prince, Interim Chief, dealing with officers out due to illness.
- B. **Fire Department** – Chief Harting absent – Commissioner Sullivan as the Fire Board Representative has concerns regarding the donation policy 1301 & 1300 that was passed by the fire board. Sullivan has not seen a line item for these accounts on the financial reports; the concerns should be addressed at a

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JANUARY 23, 2023

joint meeting. Sullivan has been given an preliminary fire department operating budget. The Blizzard last month brought to the attention that there is not really any local emergency services coordinator and not having enough warming stations locally. This will be reviewed by the City Manager to bring recommendations before the Council.

- C. **Ambulance** – Report on file.
- D. **Van Buren County** – Mike Chappell – the County emergency manager has warming centers set up; it may be helpful to have a meeting with him to make sure everyone is on the same page.
- E. **Public Works** – Justin Ryan, Superintendent, dealing with some broken water lines. Plows are prepared.
- F. **Wastewater Treatment Plant** – Report on file
- G. **Treasurers, Investment & List of Bills** – questions on tazer package, Prince will follow-up for more information. The CD with Sturgis Bank is .3 and matures on 2/9/2023; the treasurer would like to move to Honor CR which has a 4.0 rate special for an 11 month CD.
- H. **City Manager** – Rural Business Development Grant; City Police Cruiser, thank you to the community of Bangor for loaning our department a police car; Police Chief Update; 1 & 5 West Main Street Update; 106 South Center Street Fire; Commissioner Beltran wanted to thank Chief Tressa Beltran for her over 30 years of service to the Community of Hartford.

**Approval of Commission Minutes:**

Motion by Commissioner Tibbs, supported by Commissioner Sullivan, to approve the minutes of the December 19, 2022 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Beltran, supported by Commissioner Tibbs, to approve the minutes of the December 27, 2022 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 0

Motion by Commissioner Beltran, supported by Commissioner Tibbs, to approve the minutes of the January 16, 2023 special 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 Beltran, to accept the December, 2022 departmental reports as presented and place them on file.

Motion carried 5 – 0

**Goals/Objectives:** None Discussed

**Old Business:**

- Commissioner Tibbs gave an update on Van Buren Senior Services. The new location for meals on Tuesday & Wednesday is 501 West Main Street, possibly having a bus pick up residents and taking them to South Haven, audit is on file, also planning some trips for this next year.

**New Business:**

- Transfer of Certificate of Deposit

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JANUARY 23, 2023

Motion by Commissioner Dockter, supported by Commissioner Tibbs, to accept the Treasurer's recommendation to move the certificate of deposit from Sturgis Bank & Trust to Honor Credit Union if it is the better rate of return.

Motion carried 5 – 0

- Hartford Chamber of Commerce Strawberry Festival Sponsorship Request –

Motion by Commissioner Dockter, supported by Commissioner Beltran to approve and partner with Hartford Chamber of Commerce & sponsor the 2023 Strawberry Festival in Ely Park in the amount of \$500.00.

Motion carried 5 – 0

- Interlocal Fire Department Agreement

Arbitration: decision was final on January 12, 2023 with the following: 1. The funding formula for operating budget 55% paid by Township and 45% paid by City and 2. Conflict of Interest – Township Treasurer to be removed from the Fire Board.

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the Interlocal Fire Department Agreement with Hartford Township as presented.

Motion carried 5 – 0

- 2023 Christmas Decorations Discussion

Discussion: requesting direction on whether to move forward with decorating City Hall. Consensus of the Council that there be decorations on City Hall but they would like options & additional bids.

- City Manager Position

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve and enter into a two year contract with Sanya Vitale as City Manager with a base salary of \$75,000 to begin on January 30, 2023.

Discussion: The Section 9 Due's & Subscription was increased to \$1,000 and 10B Travel to \$2,000

Motion carried 5 – 0

The Clerk administered the oath of office to Sanya Vitale as City Manager.

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

- Resolution 2022 – 023 Adopting 2021/2022 Fiscal Year Audit

Motion by Commissioner Sullivan, supported by Commissioner Tibbs, to adopt resolution 2022 – 023 accepting the 2021-2022 Fiscal Year Audit as presented by Hungerford Nichols. .

Motion carried 5 – 0

- Resolution 2023 – 001 Adopting 2023 Poverty Guidelines

Motion by Commissioner Dockter, supported by Commissioner Beltran, to adopt resolution 2023 – 001 adopting the 2023 Poverty Guidelines for 2023 Board of Review. .

Motion carried 5 – 0

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
JANUARY 23, 2023

- Resolution 2023 – 002 Accepting Letters of Protest

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to adopt resolution 2023 –. 002 accepting letters of protest from property owners for 2023 Board of Review.

Motion carried 5 – 0

- Resolution 2023 – 003 Alternate Starting Dates for March, July & December 2023 Board of Review

Motion by Commissioner Beltran, supported by Commissioner Sullivan, to adopt resolution 2023 –. 003 Setting alternate starting dates for March, July & December 2023 Board of Review. .

Motion carried 5 – 0

- Resolution 2023 – 004 Deficit Elimination Plan 2023

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to adopt resolution 2023 –. 004 adopting a deficit elimination plan for CDBG Grant Funds.

Motion carried 5 – 0

**Adjournment:**

Motion by Commissioner Dockter, supported by Commissioner Beltran, to adjourn the meeting at 8:53pm.

Motion carried 5 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk