

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
NOVEMBER 27, 2023

Commissioners Present: Jane Danger; Frank Dockter; John Miller (5:14pm); Lindsay Morsaw; Nancy Spoula; Charles Weeden; Mayor Richard A. Hall  
Commissions Absent:  
Staff Present: Rader; Rodney-Isbrecht; Prince; Shultz

Mayor Hall called the meeting to order at 5:00pm.

Newly Elected Officials, Hall, Morsaw, Spoula & Weeden, were sworn in by the Clerk.

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the agenda as amended to include the discussion & consideration of opening a City bank account for the Hartford Police Department Reserve Program.

Motion carried 6 – 0

**Guests:** None

**Public Comment:**

- Commissioner Dockter requested some updates on water meters & railroad crossing improvements.

**Communications:**

- Hartford Lions Club, Hartford Public Library & Hartford Chamber of Commerce Christmas in Hartford & Lighted Parade December 9, 2023.
- Notice of Hearing – AEP December 5, 2023 Michigan Public Service Commission
- Comcast Notice of Programming Advisory & Changes to
- MDHHS – MiChem sent Thank you for the use of the Parking Lot
- Long term City Attorney Harold Schitmaker passed away on November 26, 2023. The City expressed their condolences to his family.
- Commissioner Danger presented an Activities Report from the VBC Prosecutors office.

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

- Van Buren Conservation District October 2023 Program Update.
- Hartford Council for Recreation October 2023 Minutes – Basketball Programs have started.
- A. **Police & Ordinance** – Chief Prince – Report on file. New Recruit has resigned his position. The position will be reposted.
- B. **Fire Department** – Ron Sefcik, Chairman of the Fire Board, & Robbie Harting, Fire Chief – Report on File; Received a second quote for the pole barn addition, construction progress will be weather dependent; Continuing to work on 501c3 status; fire board to discuss budget at the December 11 meeting; Spooktacular was a success; Smoke Detectors are available for free and the Department will install them.
- C. **Ambulance** – Report on File
- D. **Van Buren County** – Mike Chappell – Domestic Violence Coalition & Conservation District Agreements; Pre-trial Supervision Grant; Snow Plow Contracts Awarded; Spent APARA Funds on proposal to digitize & preserve County Records.
- E. **Public Works** – Report on File; finishing up leaf pick-up, began putting up Christmas lights.
- F. **Wastewater Treatment Plant** – Report on File
- G. **Treasurers, Investment & List of Bills** – List of Bills \$520,342.30

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
NOVEMBER 27, 2023

**H. City Manager** –Report on file – Recommendation for the December meeting agenda, a review Rules of Conduct, Ethics policy, and the City Charter. At the January meeting preform an expectations workshop and then at the February meeting begin the strategic planning process. Good things that are going on in the City needs to be promoted. The street striping has been completed. Walk through & final punch list for the Clark & Linden Street project has been completed. Contractor for the 106 South Center Street & 215 Shepard Street Demolitions is working on acquiring permits. Employee performance appraisal process is being developed. Job Descriptions are being updated and standardized. Wightmans provided an assessment of the City Hall roof project. Commissioner Dockter would like an acknowledgement of private businesses that are doing improvements and striving to make the City look nice.

**Approval of Commission Minutes:**

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the minutes of the October 23, 2023 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Dockter, to approve the minutes of the November 10, 2023 special meeting & closed meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

**Approval of Reports:**

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the November 27, 2023 list of bills in the amount of \$520,342.30

Motion carried 7 – 0

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

Motion carried 7 – 0

**Goals/Objectives:**

- Interim City Manager had listed several goals for the New Year in her report.

**Old Business:**

- Discuss & Consider City Manager Candidate Selection – Commissioner Miller would like Interim Manager to prescreen & bring forth five or six candidates for Council to interview in December. Council will submit their top five candidate choices and the Interim will set up interviews with the top five or six qualified candidates.
- Discuss & Consider – Evidence Audit – Interim Manager Rader would like direction from the Council as to moving forward with a police department evidence audit. The City’s liability carrier is requesting the City do a full evidence audit.

Motion by Commissioner Spoula, supported by Commissioner Weeden to send out an RFQ for an evidence audit proposal.

Motion carried 7 – 0

**New Business:**

- Discuss & Consider – Wastewater System Improvements Change Orders

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
NOVEMBER 27, 2023

Motion by Commissioner Weeden, supported by Commissioner Spoula to accept Wightman's recommendation to approve the change orders & extension of WWTP Improvements Contract A, Contract B & Contract C as presented.

Motion carried 7 – 0

- Discuss & Consider – Appoint Library Board Representative

Motion by Commissioner Miller, supported by Commissioner Spoula to appoint Pam Bench to the Library Board.

Motion carried 7 – 0

Motion by Commissioner Spoula, supported by Commissioner Danger, to accept letters of interest to serve on the Planning Commission until December 12, 2023 at 4pm.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Spoula, to accept letters of interest to serve on the fire board until December 12, 2023 at 4pm.

Motion carried 6 – 1 (Dockter)

Motion by Commissioner Danger, supported by Commissioner Spoula, to accept letters of interest to serve on the Senior Services board until December 12, 2023 at 4pm.

Motion carried 7 – 0

- Discuss & Consider – 2024 City Council Meeting Schedule

Discussion: Council would like to move meeting times to 5:30pm beginning with the December 18 meeting. February 2024 meeting will be moved to the 20<sup>th</sup> due to the Presidential Primary on the 27<sup>th</sup>. November 2024 meeting will be the 4<sup>th</sup> Monday of the month.

- Discuss & Consider – City Clerk & City Treasurer Job Descriptions – Job Analysis has been done, while no action needs to be taken it gives the Council information on what the Clerk & Treasurer job duties are. The Clerk's job description now also includes the added duties of Deputy City Manager to reflect Council's appointment.

- Discuss & Consider – Personnel Manual Holiday Amendment

Motion by Commissioner Miller, supported by Commissioner Morsaw to approve the recommended Holiday amendment to the Personnel Manual.

Motion carried 7 – 0

Discussion: Staff requested consideration to exchange Martin Luther King observed January holiday for Presidents Day in February.

- Discuss & Consider – Travel Policy

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the Travel Policy as presented.

Motion carried 7 – 0

- Discuss & Consider – Workplace Injuries Policy

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
NOVEMBER 27, 2023

Motion by Commissioner Miller supported by Commissioner Spoula, to approve Workplace Injuries Policy as presented.

Motion carried 7 – 0

- Discuss & Consider – Vehicle Lockouts Policy for HPD

Motion by Commissioner Miller supported by Commissioner Danger, to approve the Hartford Police Department Vehicle Lockouts Policy as presented

Motion carried 7 – 0

- Discuss & Consider – Field Training Program for HPD

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the Hartford Police Department Field Training Program Policy as presented

Motion carried 7 – 0

- Discuss & Consider –HPD Reserve Program

Motion by Commissioner Miller, supported by Commissioner Morsaw, to approve the Hartford Police Reserve Program Policy as presented

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to authorize the City Treasurer to open an account at Honor Credit Union for authorized purchases & to accept donations to the Hartford Police Department Reserve Program.

Motion carried 7 – 0

Discussion: This is a City bank account with the Mayor, Manager, Clerk and Treasurer as signers on the account.

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

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

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to table the 2<sup>nd</sup> reading & adoption until the December Council Meeting.

Motion carried 7 – 0

Discussion: Commissioner Miller would like to discuss this ordinance with the City Attorney at the December Council Meeting. He has some concerns with the Council not having final authority after a decision of the Planning Commission. Zoning Board of Appeals would then go to Circuit Court. This would also allow more time for the new Council Members to review the law regarding the Planning Commission.

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

Motion by Commissioner Dockter, supported by Commissioner Danger, to table the 2<sup>nd</sup> reading & adoption until the December Council Meeting.

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
NOVEMBER 27, 2023

Motion carried 7 – 0

Discussion: Commissioner Miller would like to discuss this ordinance with the City Attorney at the December Council Meeting. This would also allow more time for the new Council Members to review the law regarding the Planning Commission.

- Discuss & Consider –Proposed Ordinance Amendment No. 340 - 2023 Amendment to Code of Ordinance Chapter 30, 30.01-30.99 – First Reading
- Discuss & Consider –Proposed Zoning Ordinance & Marijuana Ordinance Amendment

Discussion: The proposed ordinance and amendment will be discussed & considered at the Planning Commission's next meeting. A public hearing will be required before they make their recommendation to Council. The ordinance will shift the burden to the State to review applications and remove the review process from the City Manager duties who may not have the expertise to review a business. Also Change temporary licenses to one and consumption license to reflect what the State law allows.

**Adjournment:**

Motion by Commissioner Dockter, supported by Commissioner Weeden, to adjourn the meeting at 6:46pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk