

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
DECEMBER 16, 2024

Commissioners Present: Peter Aranda; Jane Danger; John Miller; Nancy Spoula; Charles Weeden; Mayor Richard A. Hall
Commissions Absent: Lindsay Morsaw;
Staff Present: Brown; Lucas; Ricks; Rodney-Isbrecht; Shultz;

Mayor Hall called the meeting to order at 5:30pm.

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the agenda as amended to remove agenda item #20 Resolution 2024 - 063 to approve Strawberry Run Request.

Motion carried 6 – 0

Guests:

- Eric Blocker – Eagle Project, was not able to attend.

Public Comment:

- Donovan Smith, Mckenna & Associates, Planning Services

Communications:

- There are two open seats on the Planning Commission & two open seats on the Board of Review, anyone interested please submit a letter of interest to the Clerk.

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

- A. **Van Buren Conservation District** – November 2024 Program Update, information went out in winter tax bills.
- B. **Police & Ordinance** – Interim Chief Lucas, Report on File, the Van Buren County Prosecutor’s office is short staffed. There were two applicants interested in the HPD Officer positions.
- C. **Fire Department** –Ron Sefcik, Fire Board Chair – Report on File, working to submit a draft of the interlocal fire agreement by the January meeting for review and set a date for a joint meeting to review and approve. The new HFD vehicle is almost ready and the old Ford F-150 will be up for bid.
- D. **Ambulance** – No Report on File, VBEMS should be moving into the Township’s new EMS building by the end of the month.
- E. **Van Buren County** – Commissioner Mike Chappell, not in attendance
- F. **Public Works** – Ricky Ricks Supervisor – Teaching daily duties to the new staff. Working on maintenance to vehicles. Picked up leaves & brush. Winterized Ely Park bathrooms. Put up Christmas decorations.
- G. **Wastewater Treatment Plant** –Report on File –
- H. **Treasurers, Investment & List of Bills** – December 16, 2024 List of Bills \$260,326.26
- I. **City Manager** –Report on file – Shared Streets & Spaces Program, waiting on grant agreement; DWSRF Project; Spark Grant/DNR/CMF, Abonmarche is scheduled to begin in January; Planning Commission Meeting, site plan review for Casey’s project is complete; 9 South Center Street, non-compliant with zoning turned a garage into living quarters & extended water/sewer to the garage; Streetscape Downtown Improvement, project has been closed; Rite-Aid Building working with owners for re-development; Downtown Planning Meeting to meet in January; 2025 Local Grade Crossing Surface Program Award Notice in the amount of \$173,808; SRF Wastewater Project Update; Hartford Township Water Main Extension (PFAS); Drinking Water Asset Management (DWAM) Update; 60th Avenue Sidewalk Extension Update; DWSRF Update; Requesting Council direction on decorating the

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Council Chambers, Council would like to see ideas from staff and have input on the decorating; Capital Improvement Plan Budget; Updated City Manager Goals.

Approval of Commission Minutes:

Motion by Commissioner Aranda, supported by Commissioner Miller to approve the minutes of the November 25, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 6 – 0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the December 16, 2024 amended list of bills in the amount of \$260,326.26.

Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Danger, to accept the November 2024 reports of Officers, Boards & Committees and place them on file.

Motion carried 6 – 0

Goals/Objectives:

- Update Financial Software

Old Business:

- Discuss & Consider – City Commission 2025 Meeting Schedule & Closing City Hall on Thursday, December 26, Friday, December 27 and Thursday, January 2, 2025, December 26, 2025 & January 2, 2026.

Discussion: Staff will take a personal, vacation day or work from home on the days City Hall will be closed.

Motion by Commissioner Miller, supported by Commissioner Spoula, to close City Hall on Thursday, December 26, 2024 Friday December 27, 2024, Thursday, January 2, 2025, December 26, 2025 and January 2, 2026.

Motion carried 6 – 0

- Discuss & Consider – Authorize Issuance of General Obligation Limited Tax Note
Discussion: A BAN is common in the interim before the bonds are issued.

New Business:

- Discuss & Consider – McKenna Associates For Planning Services
Discussion: Previous City Managers provided these services. McKenna reviewed the Casey's site plan application. The City's Master Plan will need to be updated in 2025.
- Discuss & Consider – Board of Review 2025 Tax Year
Discussion: the City Commission is required to approve these updates every year.

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2024 – 058 2025 Tax Year Poverty Exemption Guidelines

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 058 adopting the 2025 Tax Year Poverty Exemption Guidelines

Motion carried 6 – 0

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- Discuss & Consider – Resolution 2024-059 Accept Letters of Protest from City Resident Property Owners for 2025 Board of Review.

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2024 – 059 to accept letters of protest from City Resident Property Owners for 2025 Board of Review.

Motion carried 6 – 0

- Discuss & Consider – Resolution 2024-060 Authorize Alternate Starting Dates for 2025 Board of Review.

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2024 – 060

Motion carried 6 – 0

- Discuss & Consider – Resolution 2024-061 Authorize Issuance of General Obligation Limited Tax Note

Motion by Commissioner Aranda, supported by Commissioner Miller to adopt Resolution 2024 – 061 authorizing issuance of general obligation limited tax note.

Motion carried 6 – 0

- Discuss & Consider – Resolution 2024 – 062 McKenna Associates Planning Services

Motion by Commissioner Miller, supported by Commissioner Spoula to adopt Resolution 2024 – 062 contracting McKenna Associates for Planning Services.

Motion carried 6 – 0

- Discuss & Consider – Resolution 2024 – 064 City Commission 2025 Meeting Schedule

Motion by Commissioner Miller, supported by Commissioner Spoula to adopt Resolution 2024 – 064 adopting the City Commission 2025 Meeting Schedule.

Motion carried 6 – 0

Adjournment:

Motion by Commissioner Miller, supported by Commissioner Danger, to adjourn the meeting at 6:23pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk