

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
JUNE 24, 2024

Commissioners Present: Jane Danger; Frank Dockter; John Miller; Lindsay Morsaw; Nancy Spoula;
Charles Weeden; Mayor Richard A. Hall

Commissions Absent:

Staff Present: Brown; Prince; Rodney-Isbrecht; Shultz; Staunton;

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

Pledge of Allegiance was said.

Motion by Commissioner Spoula, supported by Commissioner Danger, to approve the agenda as presented.

Motion carried 7 – 0

Guests:

- Dr. Merit, gave an overview of Project Compass, USDA Broadband Technical Assistance Program, will work with the community on a citizen driven on broadband use at no cost to the City.

Public Comment:

- Bruce Plyer, 211 Church St – interested in the City property that is adjacent to his house.

Communications:

- Special City Council Meeting June 25, 2024 at 5:30pm – Closed Session for City Manager Review
- City Hall will be closed July 4 & 5, 2024 in Observance of Independence Day
- July 2024 Board of Review July 18, 2024 at 9am
- Nominating Petitions for City Commission Seats are due July 23, 2024 by 4pm
- Hartford Chamber of Commerce sent a Certificate of Appreciation & Thank you in Support of the Strawberry Festival
- Senior Services Hosting an Open House for Strategic Planning Sessions
- Hartford Public Schools June 2024 Meeting Minutes
- Van Buren Conservation District Annual Meeting Invitation
- Michigan Secretary of State will be sending Early Voting Mailer in July
- Notice of Voter Registration for August 6, 2024 deadline July 22, 2024
- Absent voter ballots are available for registered voters who wish to vote absentee in the August 6, 2024 Primary Election.

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

- Van Buren Conservation District June 2024 Program Update.
- A. **Police & Ordinance** – Chief Prince, Cadet is half-way through the program; working with private donor to acquire stop sticks; Continuing to work on department policies; State Police will be conducting the internal audit this week; Federal requirements requiring new encrypted radios by 2024/2025, working with VBC Sheriff's Department to seek grants for the new required radios; MCOLES 3yr pilot program for additional training; still short staffed due to injury & illness.
- B. **Fire Department** – Ron Sefcik, Fire Board Chair, Lawrence Community is in need of assistance for coverage as the Fire Chief is out due to injury and they are short staffed. Purchases over \$10,000 must be approved at a joint meeting of the City & Township, suggested changing to present the proposal to each municipality to approve at their respective monthly meeting. Ambulance building should be completed by October or November, cost increase due to not being allowed by the health department to put in a drain field or septic system. Fire Chief Robbie Harting – Report on File, new AEDs on all

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trucks; applied for DNR grant for \$5,000; Held a Water Day at the library which was very successful and will do it again over the summer. Preparing for the fair.

C. **Ambulance** – Report on File, April & May

D. **Van Buren County** – Report on File, Mike Chappell Commissioner: Audit Completed; Parks & Recreation Board, seeking millage to improve parks; Veterans Programs; Application for Grant for drug programs; Recycling name change to materials management to be regional program with Cass & Berrien County's; ORV Ordinance approved, rules & maps on-line.

E. **Public Works** –Report on File – New hire, Sterling Smith; Brush picked up; tree fell over the weekend and pulled the electric off the well house building in Ely Park; PFAS project coming along; South Haver Street project should be done by the end of the week; Sportsman's Club Parking Lot paved today; 2023 Consumer Confidence Report and Source Water Wellhead Protection Brochure delivered to customers.

F. **Wastewater Treatment Plant** –Report on File –

G. **Treasurers, Investment & List of Bills** – June 24, 2024 List of Bills \$418,993.13

H. **City Manager** –Report on file – 106 South Center Demolition; 5 W Main Street; Evidence Room Audit; Hiring at the DPW & WWTP; WWTP Update on Mercury source, construction has not begun they are waiting on materials; Streetscape Downtown Improvement; City Hall Closed July 4th & 5th;

Approval of Commission Minutes:

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the May 20, 2024 Truth in Taxation Public Hearing of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the May 20, 2024 2024/2025 Budget Public Hearing of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the May 20, 2024 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Dockter, supported by Commissioner Danger, to approve the minutes of the June 10, 2024 Close out of Clark/Linden Street Project Public Hearing of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Spoula, supported by Commissioner Danger, to approve the June 24, 2024 list of bills in the amount of \$418,993.13

Motion carried 7 – 0

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

Motion carried 7 – 0

Goals/Objectives:

1. Meeting with the DDA Board in July
2. Hiring Public Works Laborers & Code Enforcement Officer
3. Restructuring the Police Department

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4. Work with contractors to complete the Streetscape Project
5. Seeking Homeowner Rehabilitation grant with VBC
6. Decide how to move forward with Zoning Administration
7. Rental Registration Ordinance potential amendment
8. Organizing files and payroll documentation
9. Potential Amendment to the employee handbook
10. Seeking quotes for new Financial and Utility software for accounting
11. Process to sell City owned property within the right-of-way
12. Master Plan & Zoning Ordinance update (Long term goal)

Old Business:

- 2024/2025 Fiscal Year Budget Revised/Amended

New Business:

- Discuss & Consider – Application & Implementation of Michigan Shared Streets & Spaced Grant
Discussion: MDOT Funding up to \$200,000 to construct ADA compliant sidewalks from South Center St Apartments to Redwood Elementary School along 60th Avenue. Cost of the project is estimated at \$276,000.00.
- Discuss & Consider – Van Buren County Road Commission Support for County Wide Millage Renewal
Discussion: Comments on the improvements to the roads they have repaved, Council wants to be informed in a timely manner of any upcoming events.
- Discuss & Consider – Cellular Site Lease @ 17 West Main Street
Discussion: Council not in favor of the terms presented
- Discuss & Consider – Metro Act Permit for Surf Air Wireless LLC d/b/a Surf Internet
Discussion: None
- Discuss & Consider – 2023/2024 Audit Engagement Proposal from Hungerford
Discussion: None
- Discuss & Consider – Project Compass
Discussion: None

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2024 – 014A – Fiscal Year Budget 2024/2025

Motion by Commissioner Miller supported by Commissioner Spoula, to adopt Resolution 2024 – 014A
Fiscal Year Budget 2024/2025

Motion carried 7 - 0

- Discuss & Consider – Resolution 2024-019A – Awarding Streetscape Project C

Motion by Commissioner Danger, supported by Commissioner Dockter, to adopt Resolution 2024 –
019A Awarding Downtown Streetscape Project C to Professional Horticulture in the amount of \$12,500.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-018A – Awarding Streetscape Project B

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Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 018A Awarding Downtown Streetscape Project B to Professional Horticulture Services in the amount of \$9,500.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-021 Authorizing Application and Implementation of Michigan Shared Streets and Spaced Grant

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adopt Resolution 2024 – 021 authorizing application & implementation of Michigan Shared Streets & Spaced Grant.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-022 Support of County – Wide Road Millage Ballot Proposal

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 022 support of County-wide road millage ballot proposal.

Motion carried 6 – 1 (Weeden)

- Discuss & Consider – Resolution 2024 – 023 Cellular Site Lease at 17 West Main Street

Motion by Commissioner Dockter, supported by Commissioner Weeden, to adopt Resolution 2024 – 023 to approve cellular site lease at 17 West Main Street, with the following terms: Lease to continue at \$2,380.50 per/month commencing September 1, 2024, 2% rent increase every year beginning December 1, 2029 and extending the lease through November 30, 2043.

Motion failed 0 – 7 (Danger, Dockter, Miller, Morsaw, Spoula, Weeden, Hall)

- Discuss & Consider – Resolution 2024 – 024 Metro Act Permit for Surf Air Wireless LLC d/b/a/ Surf Internet

Motion by Commissioner Miller, supported by Commissioner Spoula, to adopt Resolution 2024 – 024 approving Metro Act Permit for Surf Air Wireless LLC D/B/A Surf Internet.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024 – 025 Audit Engagement Contract with Hungerford

Motion by Commissioner Dockter, supported by Commissioner Spoula, to adopt Resolution 2024 – 025 approve the audit engagement contract with Hungerford at a cost not to exceed \$27,500 and authorize the City Manager to execute the contract.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024 – 026 to Approve Support of Project Compass

Motion by Commissioner Morsaw, supported by Commissioner Miller, to adopt Resolution 2024 – 026 support of Project Compass.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024 – 027 Fiscal Year 2023/2024 Budget 4th Quarter Budget Adjustments

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Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 027
4th Quarter 2023/2024 Budget amendment no. four.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adjourn the meeting at
6:46pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk