

CITY OF HARTFORD
BUSINESS MEETING MINUTES
PROPOSED FEBRUARY 23, 2025

Commissioners Present: Peter Aranda; John Miller; Lindsay Morsaw; Nancy Spoula; Tom VanLierop; Charles Weeden; Mayor Jane M. Danger
Commissions Absent: None
Staff Present: Clark; Matthews; Pulluam; Ricks; Rodney-Isbrecht

Mayor Jane M. Danger called the meeting to order at 6:00pm.

Pledge of Allegiance was said.

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

Motion carried 7 – 0

Guests:

- Joe Loudon of Lauterbach & Amen, LLP – 2024/2025 Fiscal Year Audit Presentation, Required SAS 114 Letter, Annual Financial Report, and Management Letter, recommended, acknowledge & manage IT risks, funds over budget, monitor the budget and issue a budget amendment as needed throughout the year, comingled cash, no fund should show negative funds, accounts reconciliation. The City received a clean opinion.

Public Comment: None

Communications:

- March 3, 2026 Board of Review Organizational Meeting 1pm.
- March 10, 2026 Board of Review appeal hearings, 9am-4pm Please call the Assessor for an appointment
- March 13, 2026 Board of Review appeal hearings, 1pm – 9pm, Please call the Assessor for an appointment
- February 25, 2026 Special Workshop Meeting - Cancelled

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

A. **Police & Ordinance** – Brian Matthews, Chief, report on file, audits are complete, vehicle purchase, ammunition purchase for training, focus on blight for the spring. Thanks to DPW on their plowing services.

B. **Fire Department** –Chief Robbie Harting, report on file, received a donation from Casey’s gas station, working on budget, mini pumper almost complete, purchased a plow in order to get into driveways and can use it to plow the station.

C. **Ambulance** – report on file

D. **Van Buren County** – Mike Chappell, Paw Paw district open seat, facilities master plan includes recommendations for a new 911 call center and new county court house. Adopted the 2026-2030 Community Park, Recreation, Open Space, and Greenway Plan.

E. **Public Works** –Rickey Ricks, report on file, servicing equipment, plowing, and sidewalk clearing.

F. **Iron Removal Plant** – Quinten Clark, report on file, meeting with Peerless on filter media.

G. **Wastewater Treatment Plant** – Quinton Clark, report on file, meeting with attorney on the IPP, chemical disposal, non-residential surveys to go out, EQ tank does not like to work in cold weather, formal technical training is needed for staff.

H. **Treasurers, Investment & List of Bills** – List of Bills totals \$1,050,056.65. Investment report submitted

I. **City Manager** –report on file – the City Manager covered the counter when needed; submitted monthly reports, and attended the Market One gala, and attended Chamber of Commerce annual meeting & banquet. The contractor for ELY Park is ready to begin. The Master Plan update is ongoing. The billing

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clerk/administrative assistant position has been filled. Two additional special meetings are needed to cover IRP & WWTP information, March 3 and March 10 were set for the special workshop meetings at 4pm. Bid opening for the West Main Street Construction Project is set for Tuesday, February 24 at 10am. Following the DDA meeting, Wightman's would like to meet with the businesses to discuss the West Main Project and necessary detours. A goals update will be provided at the next meeting.

Approval of Commission Minutes:

Motion by Commissioner Spoula, supported by Commissioner Vanlierop, to approve the minutes of the January 26, 2026 business meeting of the Hartford City Commission, and place them on file.

Motion carried 7-0

Motion by Commissioner Spoula, supported by Commissioner Vanlierop, to approve the minutes of the February 11, 2026 special meeting of the Hartford City Commission, and place them on file.

Motion carried 7-0

Motion by Commissioner Spoula, supported by Commissioner Aranda, to approve the minutes of the February 18, 2026 special meeting of the Hartford City Commission, and place them on file.

Motion carried 7-0

Approval of Reports:

Motion by Commissioner Miller, supported by Commissioner Spoula, to approve the February 23, 2026 list of bills to be paid in the amount of \$1,050,056.65.

Motion carried 7-0

Motion by Commissioner Spoula, supported by Commissioner Vanlierop, to accept the January 2026 reports of Officers, Boards & Committees and place them on file.

Motion carried 7-0

Goals/Objectives: None Discussed

Old Business: None Discussed

New Business:

- Discuss & Consider – Set DDA Plan Public Hearing
Discussion: Commission is in agreement with the public hearing date of April 27, at 5:30pm.

- Discuss & Consider – Master Plan Update
Discussion: Hillary Taylor, of McKenna presented an overview of the Master Plan findings. The data shows a 13.1% decrease in population. The City's poverty rate is lower than both Van Buren County and the State of Michigan. Transportation and walkability were highlighted as key strengths, with much of the City having sidewalks which residents consider important. A housing needs analysis is needed. The public comment period for the plan will be 63 days and will include input from outside agencies, in addition, the City is working on updating its zoning ordinance, which is currently out of date. The Master Plan is valid for five years but can be updated with minor modifications and extended for an additional five years.

- Discuss & Consider – City Manager Review Form & Timeline
Discussion: The special meeting for the City Manager's Review is March 24, 2026 at 5:30pm. Review forms will be due to the Clerk's office on March 13, 2026 at 4pm.

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Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2026 – 008 Master Plan.

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2026 – 008 intent to adopt the 2026 Master Plan and distribute the draft plan to notice group.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Aranda, supported by Commissioner Spoula, to adjourn the meeting at 7:18pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk