

**CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
APRIL 24, 2023**

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

Commission Members Absent: Terry Tibbs (excused);

Staff Present: Prince, Rodney-Isbrecht; Shultz; Staunton, Vitale

Mayor Richard A. Hall called the business meeting to order at 7:30pm.

Pledge of Allegiance was said.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the agenda as amended to include a repair proposal under New Business.

Motion carried 4 – 2 (Beltran, Danger)

Guests:

- Devin Locker, Zip Cannabis spoke to the Commission on applying for a Class A Micro Business license.

Public Comment: None

Communications:

- I & M – Notice of Hearing April 27, 2023 @ 9am
- I & M – Notice of Haring May 10, 2023 @ 9:30am
- Michigan State Police – News Release HazMat Teams
- Van Buren County Road Commission – News Release Work Zone Safety
- Area Agency on Aging Kinship Care Event May 24, 2023 at 10am at AAA, St Joseph, MI
- Hartford Council For Recreation Meeting Minutes – 2023 March, Mayor Hall commented the season has started well.
- The City Commission will hold a public hearing before the regular Council meeting on May 22 at 7pm on Truth & Taxation & 7:15pm on the 2023/2024 Budget.
- Special Council Meeting on May 5, 2023 at 2pm to set the millage rate & public hearing dates for Truth in Taxation.
- Construction has begun in the South City Parking Lot, please find alternative parking beginning April 24 through June 2, 2023.
- Petitions are available & due by July 25 @ 4pm to file for Mayor seat or Commission seat to be elected in the November 7, 2023 General Election.

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

- A. **Police & Ordinance** – Chief Prince – Working on Body Camera policy to present to Council at the May 9th meeting. Reserve Officer Training coming up soon.
- B. **Fire Department** – Assistant Chief McGrew – Chief Prince thanked McGrew for the CPR training officers recently completed. Recently completed ISO rating documentation. Thanks to DPW Superintendent as 40% of application is Public Works. Fire Department needs to address how they are keeping records/documents for this process. Continuing to install smoke alarms. Car wash was postponed to August. Pancake Breakfast fundraiser will be Mother's Day weekend. Hired 3 new fire fighters/EMT with current training.
- C. **Ambulance** – Report on file

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- D. Van Buren County** – Mike Chappell – Applied for DNR Grant for Kayak Launch in Hartford Township. Hired an interim Administrator, seeking to fill many open vacancies. 2022 Winter Storm Report Available.
- E. Public Works** – Dan Staunton, Superintendent – Hydrant Flushing delayed due to staff shortage will need to re-schedule. New employee started today. IRP needs new chlorination system, have been repairing but can no longer put it off.
- F. Wastewater Treatment Plant** – Report on file
- G. Treasurers, Investment & List of Bills** – \$121,428.75
- H. City Manager** – Human Resource update; Code Enforcement position; Budget; USDA Streetscape Grant; South Parking Lot; Red Med Box; Ambulance Services Update; DEMO -215 Shepard; RFP Legal Services; Strawberry Festival; Keys; Rudell's; Maple Hill Village Leak; Fire Board; Body Worn Camera Policy; WWTP large sludge haul; Planning Commission April 10, 2023 meeting minutes.

Approval of Commission Minutes:

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the minutes of the March 27, 2023 business meeting of the Hartford City Commission, as presented and place them on file.
Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Danger, to approve the minutes of the April 4, 2023 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 5 – 1 (Beltran)

Motion by Commissioner Miller, supported by Commissioner Sullivan, to approve the minutes of the, April 5, 2023 special joint business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 4 – 2 (Beltran, Dockter)

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the minutes of the, April 11, 2023 special 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 Beltran, to accept the March 2023 reports of Officers, Boards & Committees and place them on file.
Motion carried 6 – 0

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the April 24, 2023 list of bills in the amount of \$121,428.75.

Motion carried 6 – 0

Goals/Objectives:

- The City Manager asked Council to fill out the SWOT Analysis Strength's at the March meeting and bring back for discussion. This will be used to define the goals for the next fiscal year. Council did not submit any strength's. Council was asked to bring back to May meeting strengths & weakness.

Old Business:

- Streetscape – USDA RDBG – Request to Amend

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Discussion: Request Extension, Revise Scope & Budget.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the request to amend the USDA RDBG Streetscape project including additional planters as presented and authorize the City Manager to sign the required documents. .

Motion carried 5 – 1 (Danger)

- Employee Handbook - Update

Discussion: Changes are at the request of the union and have been included in the amendment.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the updated City of Hartford Employee Handbook as presented.

Motion carried 4 – 2 (Beltran; Danger)

- Application for Special Use Engagement at 301 Bowie Street

Discussion: Applicant has requested to change their licensee.

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve a special use engagement application at 301 Bowie Street to Todd Schafer, Growth Industries, LLC July 21 – July 23, 2023.

Motion carried 6 – 0

- Request for Proposals – Recreation Marihuana Licenses

Discussion: When there are a limited number of licenses Council must provide a fair & equitable bid process. It is recommended to appoint a committee to review & interview applicants before approving a permit.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the issuance of request for Recreational Marihuana License proposal as presented.

Motion carried 6 – 0

- Procurement Policy

Discussion: Required when receiving dollars from federal programs.

Motion by Commissioner Miller, supported by Commissioner Hall, to approve the City of Hartford Procurement Policy as presented. .

Motion carried 6 – 0

- Fee Schedule – Committee Report – Committee (Beltran, Danger, and Tibbs) met without the City Manager. They were to meet with the Manager on Monday April 24 but cancelled due to illness, will need to reschedule.

New Business:

- Set Public Hearing Date June 13, 2023 - Sewer Rates

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Motion by Commissioner Miller, supported by Commissioner Beltran, to set a public hearing for June 13, 2023 at 7:00pm to review the City's Sewer Rates.

Motion carried 6 – 0

- Set Public Hearing Date June 13, 2023 Water Rates

Motion by Commissioner Miller, supported by Commissioner Beltran, to set a public hearing for June 13, 2023 at 7:15pm to review the City's Water Rates.

Motion carried 6 – 0

- Ely Park Request Special Event – Picnic in The Park with Police & Fire June 2, 2023

Motion by Commissioner Miller, supported by Commissioner Beltran to approve the Dangers Ely Park special event request to use City Resources for a picnic in the park with police & fire June 2, noon-2pm.

Motion carried 6 – 0

- Consider – Med Leaf , 301 W Main Street, Commercial Adult Use Recreation Marihuana Facility Provisioning/Retail Center Renewal Application.

Discussion: Council Thanked Med Leaf for being a part of the Community.

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve renewal application from Med Leaf, LLC for an adult use recreational marihuana facility provisioning/retail center at 301 West Main Street.

Motion carried 6 – 0

- 2023/2024 Preliminary Budget –

Discussion:

- Recommend Council adopt a policy to have agreements with community event partners for cultural programs.
- Move the Ordinance Officer/Code Enforcement Officer to the building Department Fund.
- Major Streets, transfer \$60,000 to the Comprehensive Improvement Fund
- Comprehensive Improvement Fund current projects are CDBG Linden/Clark; USDA RDBG – South Parking Lot & Downtown Streetscape; City Hall Roof; Drinking Water Asset Management; SRF Wastewater Project;
- Capital Improvements 2024/2025 budget depending on available funding; the SRF application is due June 1, 2023 and requires a public hearing we hope the engineer will be ready for Council to set at 6:45pm at the May 22nd meeting. These projects are the Lead Service Line Replacement estimated costs \$6.5M, Water system upgrades estimated costs \$3.5M, and the Water Tower Upgrades estimated costs \$350,000;
- DDA has not met so have not approved their budget;
- Sewer Fund depreciation expense;
- Water Fund Capital Improvements, well #5 and IRP chlorination system upgrades;
- Water Fund depreciation expense; CDBG required match. .

- Planning Commission Compliance -

Discussion: The City will need to begin coming into compliance with the Michigan Planning Enabling Act 33 of 2008 & the Michigan Zoning Enabling Act 110 of 2006.

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- Phase 1 includes adopting an ordinance, update planning commission bylaws, update City's Master Plan, and update land rules.
- Phase 2 includes review & amend zoning ordinances.
- City Manager Review/Goals

Discussion – Mayor has two evaluation forms for Council to review at the May 9th meeting. Once Council chooses a format a meeting date will be set for the Manager's 90 day review.

- IRP Chemical Feed Improvements

Motion by Commissioner Miller, supported by Commissioner Beltran, to approve the proposal from Gasvoda & Associates for the IRP Chemical Feed Improvements in the amount of \$18,190.00
Motion carried 6 – 0

Resolutions, Ordinance, Proclamation's:

- 2nd Reading & Consider Adoption – Amendment to Code of Ordinances Section 94 Soil, Waste & Fill Material Section 94.05 Permit Fee

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the City of Hartford Code of Ordinance Section 94 Soil, Waste & fill Material Section 94.05 Permit Fee amendment.

Motion carried 5 – 1 (Beltran)

- 2nd Reading & Consider Adoption – Amendment to Code of Ordinances Section 150 Buildings & Building Regulations Section 150.52 Fees.

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt the City of Hartford Code of Ordinance Section 150 Buildings & Building Regulations Section 150.52 Fees.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Amendment to Chapter 52 Sewer Use Ordinance.

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance Chapter 52 Sewer Use Ordinance amendment.

Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Amendment to Code of Ordinances Anti Blight Ordinance 304-07

Discussion – Commissioners had concern about closing the WWTP to citizens for 90 days for brush disposal without an alternative service or plan.

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance Anti Blight 304-07 Ordinance amendment.

Motion failed 3 – 3 (Beltran, Danger, Sullivan)

- 2nd Reading & Consider Adoption- Amendment to Chapter 52 Sewer Section 52.08 Rates & Charges

Motion by Commissioner Beltran, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance Chapter 52 Sewer Section 52.08 Rates & Charges amendment.

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Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Amendment to Ordinance no. 314-17 Permit & Regulate Mobile Food Vehicle Vendors.

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the City of Hartford Code of Ordinance 314-17 Permit & Regulate Mobile Food Vehicle Vendors Ordinance amendment.
Motion carried 6 – 0

- 2nd Reading & Consider Adoption- Proposed Ordinance no. 323-2023 To Establish A Code of Conduct & Ethics.

Motion by Commissioner Beltran, supported by Commissioner Miller, to adopt the City of Hartford Code of Ordinance 323-2023 to establish a code of conduct & ethics.

Motion carried 5 – 1 (Danger)

- 2nd Reading & Consider Adoption- Proposed Ordinance no. 322-2023 to Require Liquor Licenses & Permits.

Motion by Commissioner Miller, supported by Commissioner Beltran, to adopt the City of Hartford Code of Ordinance 322-2023 to require liquor licenses & permits.

Motion carried 6 – 0

- 1st Reading – Proposed Ordinance Amendment Chapter 151.290 Planning Commission Transfer of Zoning Power

Adjournment:

Motion by Commissioner Dockter, supported by Commissioner Danger, to adjourn the meeting at 9:39pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk