

CITY OF HARTFORD  
PROPOSED SPECIAL BUSINESS MEETING MINUTES  
MAY 9, 2023

Commissioners Present: Ramon Beltran; Jane Danger; Frank Dockter; John Miller; Helen Sullivan; Terry Tibbs; Mayor Richard A. Hall  
Commission Members Absent: None

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

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

Pledge of Allegiance was said.

Motion by Commissioner Dockter, supported by Commissioner Miller, as amended to include discussion on the American Legion, Memorial Day at Ely Park under new business.

Motion carried 7 – 0

**Guests:**

- Mayoral Proclamation – Mayor presented Niomi Perez for her outstanding accomplishments.
- Katie & Julia of Market Van Buren – Information on Services & Proposal to the City for a 3-year commitment at \$3,201.38 annually.
- Andy Campbell, bakertilly Municipal Advisors – DWSRF, Water Fund is not in good shape and will need to increase water rates to bring it in line to cover operating costs to maintain the water system currently without any capital improvement projects or account for a full time Superintendent. Compared Statewide the City is extremely low in their water rates. The City must comply with Lead & Copper Rules requiring substantial capital improvement which can only be funded through water rates. Any loan package offered by the State would be required to be paid back through rates. This Lead & Copper project is projected to cost approximately \$6.5+million. All suggested capital improvement projects are projected to cost \$12.1 million. bakertilly recommends increasing rates incrementally over time to pay for these capital improvements but will need to be adjusted based on the number of projects the City moves forward with. If State offers a loan/grant package the City will need to commit to number of projects and associated costs by October.
- Mickey Bittner, Wightman's – DWSRF, some of the items in the \$12.1 projects such as water meter replacement and water tower painting may not be considered a capital project by the State but a maintenance item and removed from the total project list. May 22, 2023 6:45pm is the Public Hearing and Grant is due June 1, 2023. Project Updates: WWTP/SRF received 15% principal forgiveness, projects to be completed by October 15; PFAS – 100% Grant, bid tabulation correction on the agenda, depending on material availability will affect a 2023 start date and to be complete by August 2024; Linden/Clark is set to begin construction this week, completion date by August 25, 2023; South Municipal Parking Lot set to begin paving next week and striping to be at least a week after paving; DW is to begin next week.

**Public Comment:**

- John Spoula, 112 Bennett Ave – apologized to Council for his past behavior, he had some concerns about items on the agenda but the City Manager has already answered all of his concerns.
- Devin Locker, Spoke to the proposed Cannabis Ordinance Amendment - Class A Micro-grow.

**Communications:**

- Van Buren Conservation District – 2023 April Program Updates
- SMCAA – Weatherization Assistance Program
- Wightman's Communication, Staff Leadership Changes

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- Memo from the City Clerk – 2024 Elections changes that will impact the budget to provide the new service requirements.

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

- Fee Schedule Committee Update (Beltran, Danger, Tibbs) Met last Friday some changes were made to the proposed 2023 schedule and feel comfortable with the proposed changes. No charge to use the Ely Park for events and brush permits fees did not change marihuana fees were in line with costs.
- A. **Police & Ordinance** – Chief Prince, no action
- B. **Fire Department** – No action
- C. **Ambulance** – No action, the City Manager is working with VBEMS, they & Covert will provide Mutual Aid during the transition as Pride Care contract with the City will end May 31<sup>st</sup> if Pride refuses service. VBEMS is asking for additional time to prepare a contract and be able to provide service.
- D. **Van Buren County** – None Filed
- E. **Public Works** – None Filed
- F. **Wastewater Treatment Plant** – None Filed
- G. **Treasurers, Investment & List of Bills** – Third Quarter Investment Report; List of Bills in the amount of \$86,674.76; investigating an promotional CD rate of 4.85% from Consumers Credit Union.
- H. **City Manager** – Weekly Updates: The Deputy Clerk resigned for health reasons. 2023/2024 Budget; Reserve Officers Insurance; DDA Plan, consulted with Bond Attorney; Planning Commission & Zoning Board of Appeals update, preliminary request for a zoning variance; Van Buren County Active Shooter document & prepared ready gear; Lightening damages at the WWTP, insurance claim has been filed; PFAS testing wells at WWTP are under construction; Roof Project ongoing; Cinco de Mayo went well; Large Garbage Pickup was light this year; Ely Park Restrooms Open Daily; Brush Pile; 5 West Main Street Update, Attending the Land Bank meeting later this month; Grants for Demolitions Due by the end of the month, needs agreements with both property owners; SMCAA offers many services to the community. Several Council members had complaints about blight in certain areas of the City. A complaint about the patio service area at Big Twin & Arrowhead downtown, they have agreed to provide a walkway through their patio's for handicap accessibility.

**Approval of Commission Minutes:** No Action

**Approval of Reports:**

Motion by Commissioner Dockter, supported by Commissioner Beltran, to accept the current list of reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the May 9, 2023 list of bills in the amount of \$86,674.76.

Motion carried 7 – 0

**Goals/Objectives:**

- SWOT – Strengths/Weakness – No Action

**Old Business:**

- Hartford Township Water Main Extension Project – PFAS \$2,137,854.00

Motion by Commissioner Dockter, supported by Commissioner Miller, to amend the award for the Hartford Water Main Extension Project to Harris ConAg LLC as recommended by Wightman's in the

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amount of \$2,137,854.00 and authorize the City Manager to execute the contract and required documents.

Motion carried 7 – 0

- 2023/2024 Budget Update – No Action

- Consider HPD – Reserve Officer Policy

Discussion: Commission had concerns about appearance of Officers. The HPD & Reserve Officers Policies have not been updated in some time, they will be reviewed and brought before the Council for approval.

Motion by Commissioner Miller, supported by Commissioner Hall, to approve the HPD Reserve Officer Policy as presented.

Motion carried 7 – 0

- Appoint Committee – Review Legal Services Proposals, Commissioner's Miller & Sullivan

**New Business:**

- Consider Market Van Buren – Proposal for Services

Motion by Commissioner Miller, supported by Commissioner Tibbs, to approve the proposal for services from Market Van Buren, at \$3,201.38 per/year for a three year agreement.

Motion carried 7 – 0

- City Manager contract calls for a 90 day evaluation. Council must choose forms & set a review date; Review forms are due to the Clerk on June 5 at 4:00pm and set a special meeting of June 7 at 2pm for discussion & consideration. The City Manager has requested a closed session.
- Set Public Hearing – May 22, 2023 @ 6:45pm Proposed Waster Improvement Project

Motion by Commissioner Tibbs, supported by Commissioner Danger to set the public hearing date for proposed water improvement project for May 22, 2023 at 6:45pm.

Motion carried 7 – 0

- Consider MDNR Spark Grant

Discussion: The City has been selected as one of 39 communities selected in the State. The grant is from \$100,000 to \$1 million. Some ideas where a fountain, pavilion improvements, additional seating, lighting and picnic tables, maintenance of improvements must be considered. June 26, 2023 is the deadline to submit the grant application.

Motion by Commissioner Miller, supported by Commissioner Beltran, to accept the MDNR Spark Grant & authorize the City Manager to execute the required documents.

Motion carried 7 – 0

- Consider HPD – Body Worn Cameras Policy

Discussion: Chief Prince has reviewed the policy. Training will be in the next couple of weeks.

Motion by Commissioner Tibbs, supported by Commissioner Beltran, to approve the HPD Body Worn Camera Policy as presented.

Motion carried 7 – 0

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- Discussion: Commissioner Beltran had received some calls regarding charging the American Legion Post 533 Veterans to reserve & use Ely Park for Memorial Day, the rumor was untrue, there is no charge for the Memorial Day Service however the Legion Post 533 has not yet submitted a request/reservation for the Memorial Day Service or Parade. Any Veteran's events Council would be able to donate to support those events.

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

- Second Reading – Amendment to Ordinance 315 – 17 Establishment of Medical Marihuana Facilities

Motion by Commissioner Miller, supported by Commissioner Dockter, to adopt the proposed amendment to Ordinance 315-17 Establishment of Medical Marihuana Facilities.

Motion carried 7 – 0

- Second Reading – Amendment to Ordinance 320 – 20 Recreational Marihuana Licensing (MARTMA) Licensing of Marihuana Establishments

Motion by Commissioner Dockter, supported by Commissioner Miller, to adopt the proposed amendment to Ordinance 320-20 Recreational Marihuana Licensing.

Motion carried 4 – 3 (Beltran, Danger, Tibbs)

- Resolution 2023-010- Fiscal Year 2022/2023 Budget Adjustments no. Three

Motion by Commissioner Miller, supported by Commissioner Sullivan, to adopt Resolution 2023 – 010 approving the 2022/2023 Budget Adjustments no. three as presented.

Motion carried 7 – 0

- Resolution 2023-011- System for Award Management (SAM.gov) – Appoint City Manager

Motion by Commissioner Miller, supported by Commissioner Beltran, to adopt Resolution 2023 – 011 appointing the City Manager to the System for Award Management (SAM.gov).

Motion carried 7 – 0

**Adjournment:**

Motion by Commissioner Dockter, supported by Commissioner Miller, to adjourn the meeting at 10:13pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk