

CITY OF HARTFORD  
PROPOSED BUSINESS MEETING MINUTES  
OCTOBER 25, 2021

Commissioners Present: Ron Burlison; Frank Dockter; Dennis Goss; Richard A. Hall; John Miller; Helen Sullivan; Terry Tibbs;

Members Absent:

Staff Present: Akinwale; Rodney-Isbrecht, Shultz, Staunton

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, to approve the agenda as amended to include discussion on Performance Issue & Wastewater Treatment Plant.

Motion carried 7 – 0

**Guests:**

1. Mickey Bittner, Wightman's, Update on:

- **DWAM, Drinking Water Asset Management Grant:** out for bid to be open 11/8/2021 at 11:00am at City Hall. Findings will be included in the asset management program to include the capital costs and rate recommendations to support the costs. Lead Line Replacement must be completed by January 2045. Costs for replacement will be at the City's expense.
- **PFAS 100% State Grant awarded:** – Hartford township project team met October 13, 2021, next meeting is November 10, 2021, scheduling with VBCO road commission, public meeting to be scheduled as many property owners are Hispanic, Potential public meetings in November or December. Need written agreement, will be mailing out to home owners with well abandonment. Working towards submitting railroad right of way permit.
- **Prospect Street Construction Project:** final walk-through on October 12, 2021 going through the close out process with MDOT & Contractor.
- **Wendell Ave Construction Project:** complete and final pay estimate submitted for approval.
- **CDBG Clark & Linden Street improvements:** Spaulding to Olds Ave, environmental review must be completed prior to the final grant approval.
- **SRF Application for Sewer Project:** field work is completed, crews are working on the north end of the project, preliminary drawings should be complete for the railroad permits. Bond Anticipation note closing is November 18<sup>th</sup>. Milestone schedule signed with EGLE. Preliminary plans are due January 14, 2022 final submittal of plans is April 2022.
- **Category F Grant, East Main Street Project:** still have not heard results of grant awards.
- **Small Urban Group Projects:** West Main Street submitted last month. Submitting Marion Ave as a backup construction project if federal infrastructure funds come through.

**Public Comment:** None

**Communications:**

1. Leaf Pickup begins October 25, 2021 – through bad weather.
2. Consumers Energy notice of Public Hearing October 27, 2021
3. Indiana Michigan Power notice of Public Hearing October 27, 2021 10:30am
4. October 30, 2021 - Trick or Treating 6pm-8pm
5. October 30, 2021 – Clerk's Office Open 8:30am – 4:30pm for Voter Registration & Absent Voter Ballots.
6. November 15, 2021 - Council Meeting 7:30pm – 3<sup>rd</sup> Monday of the Month
7. December 20, 2021 - Council Meeting 7:30pm – 3<sup>rd</sup> Monday of the Month

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8. November 2, 2021 - Election for Mayor & Commissioners polls will be open 7am-8pm; City registered voters seeking an absent voter ballot can get an application at the Clerk's office.

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

- A. **Police & Ordinance** – Chief T. Beltran, un-available, Mayor Hall commended the ordinance officer on the job he is doing. Complaint of trash needs to be picked up at 418 South Center Street. Complaint of cars are parking on the sidewalks on Paras Hill Drive.
- B. **Fire Dept** – Chief Harting – 670 calls so far for the year, pancake breakfast was the best they have had raising \$2,200 for fire prevention. Fire department now has an established Chaplin. Applied for CSX grants for AED and safety equipment. Sold the old truck to the Country of Peru for \$12,000.00.
- C. **Ambulance** – No representative, report available
- D. **Van Buren County** – Approved general fund budget; VHF Fire/EMS Radio Project; Veterans Services Grant; Veterans Treatment Contract; Veterans Service Dogs; Veterans Service Officer; Van Buren County Transit; Board Appointments.
- E. **Public Works** – Superintendent Staunton, left at 7:58pm due to illness, installed a water hydrant box in ELY park to fill tanker fire trucks. The water pipe is old at the hydrant at the water tower.
- F. **Wastewater Treatment Plant** – City manager meet with EGLE who suggested getting an engineering firm to take a look at the system and get a quote/recommendation from an outside engineering firm on the UV System. The City would need to prove to the designing engineer that the UV lighting system would not work with the City's operation. The Manager will make contact with an independent company's for a proposal.
- G. **Treasurers, Investment & List of Bills** – Commissioners questioned on \$12,000 paid for 36 West Main Street block wall, who authorized putting up the wall? A wall & roof were installed at 30 West Main Street. Building Inspector recommended an engineer to inspect the property at 36 West Main St. the engineer made the recommendation for a brick wall to stabilize the building. Both 30 & 36 West Main St outside walls were exposed when 32 & 34 West Main Street were demolished.
- H. **City Manager – Pokagon Hartford Area Revenue Sharing Board**, City's share is \$109,529.58; **2020/2021 Fiscal Audit**; **5 West Main Street Update**, Land Bank is seeking funds to stabilize the building; **2020 Graham Woodhouse Award**, for Intergovernmental Collaboration on cleaning of the Paw Paw River Trail; **Med + Leaf Community Support**, purchased holiday lighting and decorations.

**Approval of Commission Minutes:**

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve the minutes of the September 27, 2021 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

**Approval of Reports:**

Motion by Commissioner Dockter, supported by Commissioner Miller, to accept the September 2021 departmental reports as presented and place them on file.

Motion carried 7 – 0

**Goals/Objectives:**

- All the projects that the City has going has a lot of paper work and requires three outside consultants. Those agreements have to be approved by MEDC.
- Wendell Ave project should have received final payment, still waiting on those grant funds.
- Searching for monies for the 5 West Main St project.
- Broadband expansion into City Hall, received quotes from both Comcast & Bloomingdale Communications.

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**Old Business:** None

**New Business:**

- Discussion: Commissioner Goss would like a Performance Coaching for improvement written up for the

City Managers file on the poor performance & leadership handling/operation of the WWTP and the UV lighting system as it has been an ongoing problem for many years without timelines or deadlines. The Mayor requested a draft for discussion to be placed on the next agenda.

- MDOT – Invoice – Prospect Street Construction Project -

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to approve payment in the amount of \$47,191.15 to the State of Michigan for the Prospect Street Construction Project.

Motion carried 7 – 0

- Wendell Ave Project – Final Payment -

Motion by Commissioner Dockter, supported by Commissioner Miller, to approve payment in the amount of \$25,445.71 to Krohn Excavating for the Wendell Ave Improvements.

Motion carried 7 – 0

- Bloomingdale Communications Services Agreement Proposal -

Motion by Commissioner Miller, supported by Commissioner Goss, to accept Bloomingdale Communications Services Agreement Proposal to Connect City Hall Building for Fiber Internet/Phone Services.

Motion carried 6 – 0 (Tibbs Abstained)

- ARPA Funds – Premium Pay – Essential Workers Police & DPW -

Motion by Commissioner Tibbs, supported by Commissioner Miller to approve a onetime premium payment of \$500.00 for essential workers from the ARPA Fund to Police & Department of Public Works full time City Employees.

Motion carried 7 – 0

- Pokagon Revenue Sharing Board Funds – Premium Pay – Office Employees -

Motion by Commissioner Miller, supported by Commissioner Tibbs, to approve a onetime premium payment of \$500.00 from the Pokagon Revenue Sharing Board Funds to Office Staff full time City Employees.

Motion carried 7 – 0

- Appoint Deputy Electrical Inspector -

Motion by Commissioner Tibbs, supported by Commissioner Dockter, to appoint William A. Wilcox as the City of Hartford Deputy Electrical Inspector.

Motion carried 7 – 0

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Discussion – City Funds/Banking Depository – The City has been in talks with a financial institution who is interested in opening a branch in the City, but will take time. Not having a bank in the community has become a burden on business & residents. City needs to move funds out of Huntington Bank, the conversion process from TCF to Huntington has not been a smooth one for the City. The Treasurer recommends dispersing investments between four financial institutions. Looking into auto payments for utilities something that will be cost effective. The City Manager will have a resolution ready for the Council’s consideration at the November meeting.

**Resolutions, Ordinance, Proclamation’s:**

- Resolution 2021 – 013 Approving 2024-2026 Road Project Application for Marion Ave

Motion by Commissioner, Dockter supported by Commissioner Burleson, adopt Resolution 2021-013  
Motion carried 7 – 0

**Adjournment:**

Motion by Commissioner Burleson, supported by Commissioner Dockter, to adjourn the meeting at 9:21pm.

Motion carried 7 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk