

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
MARCH 25, 2024

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

Commissions Absent:

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

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

Pledge of Allegiance was said.

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

Motion carried 7 – 0

Guests:

- Ms. Morsaw’s Students of Hartford Public Schools STEM Class presented their 3’d diagram concepts of what they would like to see come out of the Spark Grant for Ely Park Improvements. They drew the Park and collaborated with other students to create 3D concepts of their improvements to the park. Some of their suggestions playground covered seating areas & dog park area.

Public Comment:

- Christine & Paul Irwin, Pleasant St, - follow up on complaint filed with police department.
- John Spoula, Bennett Ave, Welcomed new City Manager, concerns about the sound system not working very well.

Communications:

- Comcast sent Notice of Programing Change, Pursuit Channel added.
- April 15,2024 Hydrant Flushing begins
- April 22, 2024 Leaf & Brush Pick up for two weeks
- April 24, 2024 Large Garbage Pick-up
- May 27th, Closed for Memorial Day
- May 20th Council Meeting 5:30pm
- Commissioner Weeden request for next month’s agenda, would like to Invite Sherriff Dan Abbot to give a proposal for police protection coverage.
- Commissioner Danager would like to discuss the number of Home Based Bakery Business that are popping up and wants to make sure they are all following the rules.

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

- Planning Commission – Minutes,
 - Van Buren Conservation District February 2024 Program Update.
 - Recreation Council Minutes
- A. **Police & Ordinance** – Chief Prince & LT Ivy – Report on file. Commissioner Danger would like to see additional foot patrol hours.
- B. **Fire Department** – Ron Sefcik, Fire Board Chair, Fire Chief Robbie Harting – Report on File; Joint meeting on April 3, 7pm at the Fire Station. Millage language has been reviewed by the board for renewal, Township will be approving at their April meeting. Requesting a committee to review what to do with the ladder truck which will need to be replaced in nine years. The Fire Department has applied for a grant to fight electric vehicles fires.

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- C. **Ambulance** – Report on File, Construction for the new building has started at the Township and hope to be completed by September.
- D. **Van Buren County** – Mike Chappel, Commissioner Van Buren County,
- E. **Public Works** –Dan Staunton, Report on File – Received Water Fluoridation Quality Award
- F. **Wastewater Treatment Plant** – No Report Filed –
- G. **Treasurers, Investment & List of Bills** –List of Bills \$246,542.28
- H. **City Manager** –Report on file – Interim Manager - Citizen Complaint; MML Liability Renewal; Surf Internet working with staff and addressing concern of staff time; 106 South Center Demo update; Spring Break Event April 5, 2024 provided by Community First Responders; Spark Grant Update; Attorney requested a summary judgment to recoup costs from sending a former officer through the police academy; Street Scape update; Manager Brown – Staff Meeting; Meet & Great; MSU Webinar; Projects Update; 4th Annual Municipal Summary; Citizen Planner Training; Department Head Meeting; Interim City Manager Contract; SWOT Analysis, Colors Training;

Approval of Commission Minutes:

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

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Morsaw, to approve the minutes of the March 11, 2024 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 Spoula, to approve the March 25, 2024 list of bills in the amount of \$246,542.28

Motion carried 7 – 0

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

Motion carried 7 – 0

Goals/Objectives:

Motion by Commissioner Danger, supported by Commissioner Spoula, to end Interim City Manager Rader’s Contract on April 2, 2024

Motion carried 7 – 0

Motion by Commissioner Morsaw supported by Commissioner Dockter, to authorize Manager Brown to work with the City Attorney to contract with Linnea Rader on as needed bases.

Motion carried 7 – 0

Discussion: SWOT Analysis, Colors Training and Strategic Planning; Council set a tentative Workshop meeting on July 10, 4:30pm.

Old Business:

- Discuss & Consider – Request Hartford Pageant Organization Float Donation, requested additional information, Council tabled to continue discussion at April 22, 2024 meeting.
- Discuss & Consider – Public Comment Script – Commission would like on Agenda moving forward

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“For public comment you’ll be asked to introduce yourself and keep comments to three minutes. Council will listen to your comments and if a response is needed, the City Manager will reach out to update or respond within 7 business days of the meeting.”

- City Manager Evaluation – Review Forms & Set Dates - Council will set date at their April 22, 2024 meeting.

Motion by Miller, supported by Weeden to accept the evaluation forms to use for the City Manager Review.

Motion carried 7 – 0

- Discuss & Consider – Dangerous Structure Cost Recovery Policy –

Motion by Commissioner Miller supported by Commissioner Spoula, to approve the City of Hartford Dangerous Structure Cost Recovery Policy.

Motion carried 7 – 0

New Business:

- Discuss & Consider – WWTP Improvement Project Change Order No. Two

Motion by Commissioner Danger, supported by Commissioner Miller, to approve the WWTP Improvement Project Change Order no. Two as recommended by Wightman’s.

Motion carried 7 – 0

- Discuss & Consider – Transportation Asset Management Plan

Motion by Commissioner Dockter supported by Commissioner Miller, to approve purchase of the Transportation asset Management Plan Software Program at no cost to the City.

Motion carried 7 – 0

Motion by Commissioner Miller supported by Commissioner Morsaw, to partner with Van Buren County Road Commission to collect road condition data at a cost of \$500.00.

Motion carried 7 – 0

- Discuss & Consider – Planning Commission Board Seat
Discussion: Mayor appointed Commissioner’s Spoula & Weeden to meet with Planning Commission Chair Tim Kling to interview the applicants and make a recommendation to Council by the April meeting.

- Discuss & Consider – City Sponsorships
Discussion: Table to April 22, 2024 meeting.

- Discuss & Consider – Request from Zip Cannabis
Discussion: Council will need to amend the ordinance to allow a change in hours of operation

Motion by Commissioner Miller, supported by Commissioner Danger, to deny Zip Cannabis request to stay open extended hours past the time allowed by City Ordinance #320-2020.

Motion carried 7 – 0

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- Discuss & Consider – DPW Superintendent Compensation
Discussion:

Motion by Commissioner Miller, supported by Commissioner Dockter, to approve the Department of Public Works Superintendent one time compensation for additional hours worked July 2022 – January 31, 2024 in the amount of \$10,000 and credit of 120 vacation hours.

Motion carried 7 – 0

Resolutions, Ordinance, Proclamation's:

- Discuss & Consider – Resolution 2024-004 Street Administrator

Motion by Commissioner Danger, supported by Commissioner Spoula, to adopt Resolution 2024 – 004 Designating the City Manager as the City's Street Administrator.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-005 Financial Signatory

Motion by Commissioner Miller supported by Commissioner Danger, to adopt Resolution 2024 – 005 Designating the Authorized signatory's on the City's Financial Accounts.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-006 SAM Designation

Motion by Commissioner Miller, supported by Commissioner Danger, to adopt Resolution 2024 – 006 Designating the City Manager as the City's SAM Administrator.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2024-007 2023/2024 Budget Adjustment no. Two

Motion by Commissioner Danger, supported by Commissioner Dockter, to adopt Resolution 2024 – 007 approving the fiscal year 2023/2024 Budget Adjustment no. two.

Motion carried 7 – 0

- Discuss & Consider – Proposed Ordinance 341-2023 Marijuana Business – 1st Reading
Discussion 2nd reading will be at the April meeting.
- Discuss & Consider – Proposed Ordinance 342-2023 Marijuana Business Zoning – 1st Reading
Discussion: Council made a change to the hours of operation allowing business to stay open until 11pm.
2nd reading will be at the April meeting.
- Discuss & Consider – Proposed Ordinance 343-2023 Zoning Amendment – 1st Reading
Discussion: 2nd Reading will be at the April meeting.

Adjournment:

Motion by Commissioner Danger, supported by Commissioner Miller, to adjourn the meeting at 7:04pm.

Motion carried 7 – 0

Respectfully Submitted, RoxAnn Rodney-Isbrecht, City Clerk