

CITY OF HARTFORD
PROPOSED BUSINESS MEETING MINUTES
FEBRUARY 24, 2025

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

Commissions Absent:

Staff Present: Brown; Matthews; Senard; Shultz

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

Pledge of Allegiance was said.

Motion by Commissioner Danger, supported by Commissioner Aranda, to approve the agenda as presented.

Motion carried 7 – 0

Guests:

- Ryan Marschke, Hungerford CPAs + Advisors – Presentation of the 2023/2024 fiscal audit, gave a clean audit opinion. Unassigned fund balance is approximately 2.5 months of operating if no additional revenues were received, the City is slightly less than the State likes to see 3-5 months of operating revenue. The City was required to have a single – audit for federal funds received. Received an Unmodified opinion. Noted one non-compliance due to late filing of the audit and one material weakness. Available to answer any of the Councils questions.
- Stephanie Daniels & Patty Schroeder, Hartford Chamber of Commerce – Concerns about the electrical damage in Ely Park and being able to provide electric to vendors for the Strawberry Festival. There is a cost of over \$2,860 to repair the damage and restore the electric and asking for assistance to have it restored before Strawberry Festival. Also wanted to address concerns about security and having enough Reserve Officers available.
- Mickey Bittner, Wightman – available to answer any questions regarding current projects.

Public Comment:

- Mark Little, North Maple Street resident – seeking general information.

Communications:

- 2025 March Board of Review dates: March 4 – Organizational Meeting, March 11, 9am-4pm & March 14, 1pm-9pm for appeal hearings. Contact the City's Assessor to make an appointment.

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

- A. Committee Update – Commission Rules Review: Commissioners Aranda & Spoula have not met with the City Manager to go over her questions & recommendations.
- B. Committee Update – City Manager Review Form – Final Form was provided to Council must be returned to the Clerk by March 14, 2025 at 4pm. Special Meeting for City Manager Review is March 25, 2025 at 5:30pm.
- C. Planning Commission – 2024 December 9 Meeting Minutes
- D. **Van Buren Conservation District** – January 2025, informational update.
- E. **Police & Ordinance** – Brian Matthews, Part-Time Administrative Chief, will start on Wednesday, working through lack of personal. State, VBC Sherriff & Tribal Police have been available for coverage. Update Training procedures, working on hiring additional staff. Officer Lucas is retiring this month.
- F. **Fire Department** – Ron Sefcik, HFB Chair, had a special budget meeting on February 20th to go over the budget. Budget will be presented May 1st at a joint meeting. Robbie Harting, Fire Chief – Report on

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File, ice rescue training, smoke detectors available. Will be receiving LUCAS machine for the department donated by Bronson. Pancake Breakfast May CPR training offered to police officers.

- G. **Ambulance** – Report not submitted
- H. **Van Buren County** – Commissioner Mike Chappell, not in attendance
- I. **Public Works** – Ricky Ricks Supervisor, not in attendance
- J. **Wastewater Treatment Plant** – Report not submitted
- K. **Treasurers, Investment & List of Bills** – February 24, 2025 List of Bills \$341,233.16 – questions regarding painting at the police department. Commissioner Aranda will refund the City for the Chamber Dinner ticket because he was not able to attend.
- L. **City Manager** – Report on file – Spark Grant updates; Building Official Appointment; 2023/2024 Audit Findings; Officer Lucas Retirement; Project Compass update; New Business at 13 West Main St; Fire Budget, Interlocal Agreement; WWTP UV System update; Drinking Water Asset Management (DWAM) update; Sewer Revolving Fund Wastewater Project Update; 60th Avenue Sidewalk Extension/Shared Streets and Spaces Project Update; Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update; DWSRF update.

Approval of Commission Minutes:

Motion by Commissioner Danger, supported by Commissioner Spoula, to approve the minutes of the January 27, 2025 business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Motion by Commissioner Morsaw, supported by Commissioner Danger, to approve the minutes of the February 6, 2025 special business meeting of the Hartford City Commission, as presented and place them on file.

Motion carried 7 – 0

Approval of Reports:

Motion by Commissioner Aranda, supported by Commissioner Spoula, to approve the February 24, 2025 list of bills in the amount of \$341,233.16.

Motion carried 7 – 0

Motion by Commissioner Danger, supported by Commissioner Aranda to accept the January 2025 reports of Officers, Boards & Committees and place them on file.

Motion carried 7 – 0

Goals/Objectives:

- Cell Tower Lease Update, Commissioner Miller would like to have some additional information on the agreement and amendments.

Old Business: None Discussed

New Business:

- Discuss & Consider – MDOT Shared Streets & Spaces Fund Grant Award
Discussion: Awarded the grant for \$200,000 with no required match. Bids came in under budget.
- Discuss & Consider – 60th Avenue Sidewalk Extension Project MDOT #24-5600 Construction Award
Discussion: Wightman's is recommending the contract be awarded to Krohn Excavating, LLC in the amount of \$170,512.00.

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- Discuss & Consider – Roadway Improvements Project & Engineering Services
Discussion: Project is to reconstruct & pave the other half of the Streets that is not covered by the DWSRF project.
- Discuss & Consider – Building Official Appointment & Building Department Fee Schedule
Discussion: Applications & Fees will be processed at the City. The Officials Time & Availability will be by Phone & Appointment.
- Discuss & Consider – HPD & Teamsters Local 214 MOU
Discussion: Officer Poole researched wages around the area; as the Union Representative he made the recommendation & the City Manager accepted. By increasing the City’s wage for officers, it may make it more attractive in the recruiting & retainment of officers. Some agencies are offering sign on bonuses and upgrading equipment provided as well as offering a fringe benefits package. Council will have to define coverage & how many officers are needed at the recommendation of the Police Chief. The union contract is up for renewal in another year. It is being requested the new rates be effective immediately.
- Discuss & Consider – Employee Handbook Amendment – Employee Uniforms
Discussion: Department of Public Works uniforms were covered under the Union Contract. None of the current employees are participating in the union contract. The amendment will address the purchase of the required uniforms. Jackets every other year; five pair of jeans, shirts and a pair of boots per/year.
- Discuss & Consider – Employee handbook Amendment – Inclement Weather
Discussion: The amendment makes clear the expectations during inclement weather. Council prefers to be notified via text over email and removing the school as a determining factor on City Hall closing.
- Discuss & Consider – 2023/2024 Fiscal Year Audit
Discussion: No further discussion

Resolutions, Ordinance, Proclamation’s:

- Discuss & Consider – Resolution 2025 – 008 Appointing Planning Commission Members

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adopt Resolution 2025 – 008 appointing Joseph Lehnert to the Planning Commission for a one-year term.
Motion carried 7 – 0
- Discuss & Consider – Resolution 2025 – 009 Amending Employee Handbook – Inclement Weather

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2025 – 009 amending the employee handbook section “Inclement Weather” as amended striking out Hartford Public Schools, and Changing all Communication Notification via text messaging instead of e-mail.
Motion carried 7 - 0
- Discuss & Consider – Resolution 2025 – 010 Appoint Building Code Official

Motion by Commissioner Danger, supported by Commissioner Aranda, to adopt Resolution 2025 – 010 appointing Randall Aldering as the City of Hartford Building Official contingent upon the execution of the professional services agreement by the City Manager and adopt the recommended fee schedule effective March 24, 2025.
Motion carried 7 – 0

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- Discuss & Consider – Resolution 2025 – 011 Employee Handbook Amendment - Uniforms

Motion by Commissioner Miller, supported by Commissioner Spoula to adopt Resolution 2025-011 Amending the City of Hartford Employee Handbook adding the section employee Uniforms.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 0012 accepting MDOT Contract #24-5600

Motion by Commissioner Aranda, supported by Commissioner Miller to adopt Resolution 2025 – 012 agreement in the amount of \$200,000 and authorize the City Manager to sign & execute the contract.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 013 2024/2025 2nd Quarter Budget Adjustments

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2025 – 013 Fiscal Year 2024/2025 Budget Adjustments no. two.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 014 Accepting the 2023/2024 Fiscal Year Audit

Motion by Commissioner Danger, supported by Commissioner Morsaw, to adopt Resolution 2025 – 014 accepting the 2023/2024 Fiscal Year Audit.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 015 Engineering & Roadway Improvements

Motion by Commissioner Miller, supported by Commissioner Aranda, to adopt Resolution 2025 – 015 authorizing Wightman’s engineering services not to exceed \$219, 000 & approve the Roadway improvements project contingent upon how much the financial review determines the City can afford.

Motion carried 7 – 0

- Discuss & Consider – Resolution 2025 – 016 60th Ave Sidewalk Construction Award

Motion by Commissioner Aranda, supported by Commissioner Danger, to adopt Resolution 2025 – 016 awarding the 60th Ave Sidewalk Construction Award to Krohn Excavating in the amount of \$170,512 contingent on an executed contract agreement and a notice to proceed from MDOT and authorizes the City Manager to sign & execute the contract.

Motion carried 7 – 0

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2025 – 017 adopting the Hartford Teamsters Local 214 amended MOU Police Union Contract.

Motion carried 7 – 0

Adjournment:

Motion by Commissioner Danger, supported by Commissioner Aranda, to adjourn the meeting at 7:34pm.

Motion carried 6 – 1 (Miller)

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Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk

RKS/RRI