

CITY OF HARTFORD  
BUSINESS MEETING MINUTES  
PROPOSED JANUARY 26, 2025

Commissioners Present: Peter Aranda; Lindsay Morsaw; Nancy Spoula; Tom VanLierop; Charles Weeden (5:35); Mayor Jane M. Danger  
Commissions Absent: John Miller;  
Staff Present: Clark; Matthews; Poole; Pulluam; Ricks; Rodney-Isbrecht

Mayor Jane M. Danger called the meeting to order at 6:00pm.

Pledge of Allegiance was said.

Motion by Commissioner Aranda, supported by Commissioner Spoula, to approve the agenda as amended to include discussion on authorizing the City Manager to stay in a local hotel due to weather.

Motion carried 6 – 0

**Guests:** None

**Public Comment:** None

**Communications:**

- February 9, 2026 Hartford Chamber Dinner Tickets please RSVP.
- February 11, 2026 Michigan Public Service Commission Notice of Hearing
- February 16, 2026 City Hall Closed in observance of Presidents Day
- City Hall will close on Wednesdays, until March 18, 2026, this will allow staff to catch up on work and train new staff when they are hired.

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

- Van Buren Conservation District – November 2025 Program Information
  - A. **Police & Ordinance** – Brian Matthews, Chief, report on file; Audit Certification, Compliant for another year, Awarded Special Recognition Letter of Appreciation awarded to Sargent Shawn Pool for his work to prepare for the audit. Wants to begin a community engagement session in February or March. Researching Police Vehicle replacement options, looking at a pick-up truck which offers, more storage, and ground clearance, waiting on State pricing quote.
  - B. **Fire Department** –no representative, report on file.
  - C. **Ambulance** – report on file
  - D. **Van Buren County** – no representative present.
  - E. **Public Works** –report on file, servicing equipment, plowing, sidewalk clearing,
  - F. **Iron Removal Plant** – Quinten Clark, report on file, waterline service material notice was sent by the December 31<sup>st</sup> deadline. Pilot study was approved by Commission, but have not started to evaluate media material filters. Water lines frozen in the Iron Plant, seeking an estimate to replace the wall heaters. Clearing fire hydrants of snow when needed. Water Tower inspection revealed areas needed for replacement or upgraded. Update DSMI materials list and post to the website.
  - G. **Wastewater Treatment Plant** – Quinton Clark, report on file, formal technical training is needed, making progress with continued compliance.
  - H. **Treasurers, Investment & List of Bills** – List of Bills totals \$570,636.04.
  - I. **City Manager** –report on file – Addressing staffing, Audit, Spark Grant/DNR/Council Michigan Foundation; Master Plan; Treasurer’s Department; Mayor and City Commission Retreat/Workshop; 5 West Main Street; Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvement); West Main Street Improvements.

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**Approval of Commission Minutes:**

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to approve the minutes of the December 15, 2025 business meeting of the Hartford City Commission, and place them on file.

Motion carried 6– 0

**Approval of Reports:**

Motion by Commissioner Spoula, supported by Commissioner Aranda, to approve the January 26, 2026 list of bills to be paid in the amount of \$570.636.04.

Motion carried 6 – 0

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to accept the December 2025 reports of Officers, Boards & Committees and place them on file.

Motion carried 6 – 0

**Goals/Objectives:** None Discussed

**Old Business:**

- Discuss & Consider – Development Area Citizens Committee (DACC) & DDA Boundary Map  
Discussion: DDA is proposing expanding the Boundary Map which would encompass a large residential area, creating the necessity of a Citizens Committee that would be appointed by the Commission. The City Manager has reviewed the area and is recommending scaling the back on the boundary map.

Motion by Commissioner Spoula, supported by Commissioner VanLierop, to suspend decision unless needed at a future date.

Motion carried 6 – 0

- Discuss & Consider – Update on Master Plan, DDA and Zoning Ordinance  
Discussion: due to the weather, Mckenna will present the plan at the February Commission Meeting.
- Discuss & Consider – Workshop Special Meeting Dates  
Discussion: Council set Workshops for February 11, February 18 and February 25, 2026 at 3:30-4:30pm in the City Council Chambers.

**New Business:**

- Discuss & Consider – Acceptance of 2024/2025 Fiscal Year Audit  
Discussion: Recommendation to accept the audit report.
- Discuss & Consider – Approval of Ely Park Construction Change Order  
Discussion: Recommendation to approve the change order in the amount of \$107,984.30 to BG Construction & Engineering.
- Discuss & Consider – Approval of Rose Street Advisor Proposal  
Discussion: Recommendation to approve the Rose Street Advisor HR proposal.
- Discuss & Consider – Approval of Lauterback & Amen Proposal Extension  
Discussion: Recommendation to approve the proposal for treasurer’s department support.
- Discuss & Consider – Commissioner Weeden suggested approval for the City Manager to stay at a local hotel, if necessary, due to weather.  
Discussion: Monies should be included in City Manager expense budget.

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

- Discuss & Consider – Resolution 2026 – 001 Accepting Letters of Protest from City Resident Property Owners for March 2026 Board of Review.

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adopt Resolution 2026 – 001 Accepting Letters of Protest from City Resident Property Owners for March 2026 Board of Review  
Motion carried 6 – 0

- Discuss & Consider – Resolution 2026 – 002 Provide for Alternate Starting Dates for March, July and December 2026 Board of Review

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adopt Resolution 2026 – 002 Provide for Alternate Starting Dates for March, July and December 2026 Board of Review.  
Motion carried 6 – 0

- Discuss & Consider – Resolution 2026 – 003 Updating State Required Poverty Level Income Standards for Property Tax Poverty Exemption Guidelines for Tax Year 2026.

Motion by Commissioner Aranda, supported by Commissioner Morsaw, to adopt Resolution 2025 – 003 Updating State Required Poverty Exemption Guidelines for Tax Year 2026.  
Motion carried 6 – 0

- Discuss & Consider – Resolution 2026 – 004 2024/2025 Fiscal Year Audit

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adopt Resolution 2026 – 004 Accepting the 2024/2025 Fiscal Year Audit.  
Motion carried 6 – 0

- Discuss & Consider – Resolution 2026 – 005 Ely Park Improvement Project Change Order One.

Motion by Commissioner Morsaw, supported by Commissioner Spoula, to adopt Resolution 2026 – 005 Ely Park Improvement Project Change Order One in the amount of \$19,795.10.  
Motion carried 6 – 0

- Discuss & Consider – Resolution 2026 – 006 Rose Street Advisors HR Proposal

Motion by Commissioner Aranda, supported by Commissioner Spoula, to adopt Resolution 2026 – 006 Authorizing the Rose Street HR Proposal in the amount of \$4,000 and hourly training at \$185 per/hour.  
Motion carried 6 – 0

- Discuss & Consider – Resolution 2026 – 007 Lauterback & Amen Services Extension Proposal

Motion by Commissioner Aranda, supported by Commissioner Spoula, to adopt Resolution 2026 – 007 authorizing Lauterback & Amen Services Extension Proposal in the amount of \$17,000 not to exceed 90 hours.  
Motion carried 6 – 0

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**Adjournment:**

Motion by Commissioner Spoula, supported by Commissioner Morsaw, to adjourn the meeting at 7:40pm.

Motion carried 6 – 0

Respectfully Submitted,

RoxAnn Rodney-Isbrecht, City Clerk