



City of Hartford * County of Van Buren * State of Michigan

City Manager's Monthly Update Staff Update

November 24, 2025

Audit:

The auditors reported that we do not need a single audit for the last fiscal year. The Financial statement audit is going well. L&A is on schedule to complete the audit. Hungerford is assisting with the audit.

Spark Grant/DNR/Council Michigan Foundations:

Reviewed and scored the bids with the city clerk and DPW superintendent. The construction bids are on the agenda for approval.

Master Plan:

Please see the attached presentation from McKenna to the Planning Commission.

BS&A:

Staff are going through another training on the community development module along with our electrical inspector.

Surf Internet:

Surf is working with the Chambers to plan a ribbon-cutting ceremony. I have several dates to share with the commission to see which date works for the mayor and commission support in attendance. One of the city's three sections is fully fiber-enabled, and residents can sign up for service. The second section will be complete by Thanksgiving, and the final section will be complete by mid-December.

Treasurer's Department:

Met with the city's financial institutions to remove the prior city treasurer's information. Worked with Ryan from Hungerford to process payroll and print accounts payable checks. Working with Honors Bank to become more familiar with the bank accounts and learning to process payroll. Met with Sturgis Bank staff to discuss the city's accounts and how we can improve our banking experience. Learning the Accounts Payable in BS&A.

Van Buren County City Managers:

Several townships, villages, and cities in Van Buren County will start meeting monthly. We had our first meeting. The communities that attended the meeting were South Haven, the Village of Paw Paw, and Decatur. The items discussed were:

Strategic Collaboration & Leadership
Intergovernmental & Township Relations

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Planning, Zoning & Housing
Utilities, Infrastructure & Regionalization

Board & Staff Development
Community Engagement & Events

Staff Meetings:

I started meeting with the WWTP and DPW staff every Monday to discuss the week's priorities and address staff concerns. I will begin meeting with the Police Department in January.

Mayor and City Commissioners Retreat/Workshop:

I want to schedule a retreat/workshop for a Saturday morning in January to discuss the city manager's goals, the mayor's/city commissioners' goals for the city manager, and 2026 priorities. After the mayor/city commission retreat, I will schedule a retreat/workshop for all staff on a Saturday morning to discuss 2026 priorities and to include departmental goals.

WWTP:

Quentin and I met with Amhawk staff regarding the company's being out of compliance with the city, according to EGLE's specifications. Working with Amhawk regarding the non-response to the violation letter. Staff gave them an extension to respond to the violations by November 21st. We have received Amhawk's response; therefore, the staff will review it next week.

60th Street Sidewalk Extension:

See Wightman's project update

Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update:

See Wightman's update

Drinking Water Asset Management (DWAM):

See Wightman's update

West Main Street Improvements – W. City Limits to Center Street:

See Wightman's Report

Respectfully Submitted,

Nicol Pulluam
City Manager