



## CITY MANAGER'S REPORT

March 27, 2023

### **TRAINING**

I attended Zoning 2.0 training offered by the Michigan Association of Planners last week.

I am also signed up for the full series of Fiscally Ready Communities offered by the Department of Treasury and MSU Extension. These are offered once a month for 4 months. This is a free training.

Topics include:

Budgeting for Fiscal Sustainability- March

Capital Asset Management and Planning- April

Financial Best Practices Overview- May

Managing Internal Controls- June

### **WIGHTMAN INFRASTRUCTURE UPDATES:**

See attached- I met with Wightman GIS (mapping) Specialist to discuss the City's mapping program and needs. The City has a robust mapping system that is being constantly updated to outline all underground infrastructure and asset mapping throughout the City. This was created by Wightman as part of the SAW grant several years ago and continues to be updated as we make ongoing improvements. We received a quote from Wightman to create a comprehensive Zoning Map once we update the Zoning Ordinance later this year. This will allow the staff, Planning Commission and general public to access up to date zoning information on each parcel.

### **CITY HALL ROOF PROJECT:**

See attached- I spoke with Tichenor, the contractor, who again stated that once the weather broke and stayed at 50 degrees, we would be the first client on their list for the year.

### **WWTP:**

Staff at the WWTP have been hard at work trying to get on top of deferred maintenance. This includes grounds works, building upkeep and maintenance as well as their routine work.

This month the massive leaf, limb and brush pile was pushed in by the contractor. We will be working on a controlled burn as soon as the weather allows. We will be proposing new rules for use of this site for dumping of brush and limbs as a means of maintaining the site for long-term use by City of Hartford residents.

I met with the owner and manager of Amhawk to try to work through their Industrial Pretreatment Program. The City will work with Amhawk to garner ongoing compliance for testing of their wastewater discharge as well as well metering.

We continue to contract with Andy Warner as our current Operator. He is doing a fine job, though he is unavailable during daytime hours. We continue to look for a fulltime Operator.

### **DPW**

Public works has been doing a great job at keeping the roads clear during the recent snow events. Additionally, they have been cold patching pot holes and working on the downtown address signs.

DPW is down two staff at this time. We are looking for two temporary part time employees with CDLs.

The DPW Facility has been cleaned up since I visited the first time.

### **WATER/IRP:**

As I noted last month, the City has a relationship with Wightman and Baker Tilly who are creating a Capital Improvement Plan as part of our Drinking Water Asset Management Grant to understand the need for upcoming improvements to the system and the need to consider rate adjustments to ensure the viability of our infrastructure as well as State mandates. As part of today's agenda, we are requesting that we contract with Baker Tilly to begin the water rate study. We will need to discuss water rate increases as part of the upcoming budget process so that we are well prepared for the Lead Service Line Replacement Project which is currently estimated at \$6.5 mil.

That said, the State has classified us as a severely overburden community which, in past years, has afforded communities similar to Hartford, large grants to help with these huge, incredibly important infrastructure projects. As Mickey mentioned last month, we may want to include additional capital projects in our request to the State as part of our application as a severely overburdened community to ensure we capitalize on all of the available funds.

### **HARTFORD POLICE DEPARTMENT**

James Ivy has been promoted to Lieutenant and Phil Lucas to Sergeant. We congratulate them on their hard work and dedication to the City of Hartford and wish them well in their new positions.

We continue to have an opening for a part time officer and a Code Enforcement Officer available.

The Chief has joined the Michigan Association of Police Chiefs and will begin sending officers to needed training in the coming months. Reserve Officers will also begin regular training under the new Sergeant.

I had a visit with our insurance company's Risk Management Division. They explained how our rates are calculated given our number of claims and our loss ratio. Due to a significant number of claims coming from our PD, they offered some advice on tools we can implement to draw a line in the sand given a new Chief and City Manager. One tool that they highly recommended was a complete independent inventory of our evidence room. They provided the name of a company that performs this type of service. I have reached out to them for a proposal and have included it on this agenda for consideration. Additional suggestions included using MML guidance to review and update the HPD policy manual with up-to-date State Standards and Legislation in mind. They recommended that we first conduct an inventory of available weapons and gear and then City purchase duty weapons and gear for each officer and reserve and thereafter at minimum once per year, that the City's Armorer inspects and updates the weapons according to the manufacturer's guidance. Additional guidance was provided on the importance of the training protocol for reserve offices.

### **ATTORNEY UPDATE**

Mr. Schuitmaker says that the Interlocal Fire Agreement is with Township attorney. I discussed the importance of having this finalized sooner rather than later. He spoke with the Township attorney on 3/15/23 who agreed to speak with the Township Supervisor and work on a plan.

Attorney Shuitmaker is also working on the 27 W Main St. expansion project. They are requesting to purchase the sidewalk between their two properties and enclose the property to create an outdoor seating area for the restaurant.

## **MARIJUANA FACILITIES**

I have created compliance and inspection documents associated with the City's Marijuana Ordinance. I have started using these for cannabis vendors wishing to apply to operate in the City as well as for those already in operation in the City. These have been met with some resistance but are designed simply to help the City monitor the efforts and ongoing compliance of these providers. I will be conducting routine and spot inspections as allowed in the Marijuana Ordinance 320-2020.

## **5 MAIN ST**

I met with the County Treasurer. She has had no contact with the Developer in many months and there is not a predevelopment agreement with the Developer for the project. She stated she wanted to give them another few months to move on the project. I questioned her on whether she could contact them to gage continued interest and then if she would consider re-releasing the Request for Proposals given the amount of time it has been since they awarded the project, especially given the fact that no agreement has been signed. She did state that could be an option.

On Friday March 17, the County Treasurer emailed and stated that the work on the roof at 5 Main St. would begin the week of the 20<sup>th</sup> good weather provided.

## **215 SHEPHARD AND 106 SOUTH CENTER STREET - FIRES**

These buildings became a blight problem after they burned down recently. The Building Inspector has issued a Condemnation order on both homes. The home at 215 Shephard is becoming unstable. We are taking proactive measures to take the structure down and will have to lien the property in an effort to recoup costs associated with these community safety measures.

I met with the County Treasurer and learned that an additional round of Blight Elimination funds are going to become available soon through the State. I asked about the possibility of undertaking a project in which the City works with homeowners wanting to demo their fire-burned homes and she felt that this would be a good project. She recommended that I discuss my ideas with Sarah from Market Van Buren who helped Cass get a similar Blight Elimination grant. I have a meeting set up for later this week.

## **BUDGET**

We are beginning the budget process. We will be budgeting and scheduling for Truth in Taxation unless we hear differently from the County. We will apply for the Lead Service Line Replacement Project Funds and can expect to carry over the following projects to the next fiscal year:

CDBG- E Clark and Linden

USDA- S Parking Lot

DWAM- Investigating 20% of the unknown water services

SRF- Wastewater Project, Force Main & Gravity Sewer, and Sewer Lining

C2R2- PFAS Hartford Township (no budget impact)

We will include most other capital improvements in the DWSRF application to the State as described by Wightman.