



City Manager's Monthly Update
November 25, 2024

Staff Update:

Shared Streets and Spaces Program:

MDOT is having a kick-off coordination meeting on the grant. The coordination meeting agenda will cover the following: introductions of the MDOT Shared Streets and Spaces grant (SSSG) team, project timeline and expectations, implementation questionnaire, and process/required documentation.

DWSRF Project:

I received the roadway cost estimates. Mickey added Michigan Street to the cost estimates since it was listed on the stormwater capital improvement plan. Mickey will attend the city commission meeting to present the cost estimates. Andy will start working on the potential bond payments and ensuring the city can afford them for the projects.

AT&T Update:

Attached is a legal opinion and update regarding the lease agreements with AT&T.

Spark Grant/DNR/Council Michigan Foundations:

The city requested proposals (RFP) for engineering services and sent the RFP to several vendors. The details are in the city commission packets for this month's meeting. Marcy with the Southwest Michigan Planning Commission and I reviewed and scored the two bids received, which were from Abonmarche Consultants and Wightman's Association. I have prepared a resolution for the city commission to accept Abonmarche Consultants as the engineer for this project.

Planning Commission Meeting:

Site plans have been submitted for 61827 CR 687, proposed Casey's Retail Company, which is adjacent to Shell's gas station and I-94. The Planning Commission did not meet in November because we had no item other than updating the By-Laws.

9 S. Center Street:

One of the occupants of 9 S. Center Street met with me regarding the building permit. I have corrected the submitted building permit application and sent it to Safebuilt. The occupants have turned the garage into a 3-bedroom apartment with a bathroom and kitchen. I have a message for the Safebuilt building official to discuss the next steps.

Streetscape Downtown Improvement:

I'm working with USDA to close out the grant.

Projects Compass:

Project Compass's first listening session was held at Hartford's Public Library. The public was invited, and about five people attended the session. Project Compass has started a city-wide survey. They sent the city flyers to set out in the city hall lobby for the residents of Hartford regarding digital skills and online safety and helped shape resources that can make online life easier and safer for everyone.

Blight Ordinance Amendment:

I met with Commissioner Danger regarding the Blight Ordinance. She would like for the ordinance to remain the same. Commissioner Danger wants more time to review sections 91-16 (e and g). Due to calendar conflicts, I have not met with Commissioner Miller. I met with Commissioner Weeden regarding his questions on the ordinance. I would like to hear from the other Commissioners if you want me and the city's attorney to put more time into the blight ordinance. I'm here to serve the commission and give you my opinion, but it's up to the board if you want me to continue putting time and city money into a project you do not support. So, I'm asking if you want me to continue working on the blight ordinance.

Rental Inspection Ordinance Amendment:

Nick has drafted an amendment to the rental inspection ordinance per my request. I have attached the ordinance for your review. Please meet with me if you have questions or concerns. As stated above, I'm here to serve the commission and give you my opinion, but it's up to the board if you want me to continue putting time and city money into a project. I will bring the ordinance before you at December's city commission meeting. If you are not interested in the changes, please contact me.

Complaint Police Department:

I've contacted the family and worked out an agreement for them to consider. I hope to hear back from them this Friday. The owners will owe Zeigler Tow Company \$1,950. The City will pay half of the outstanding balance for \$1,600.

SRF Wastewater Project Update:

See Wightman's update

Water Main Extension (PFAS) Hartford Township Update:

See Wightman's update

Drinking Water Asset Management (DWAM) Update:

See Wightman's update

60th Asvenue Sidewalk Extension Update:

See Wightman's update

DWSRF Update:

See Wightman's update

Meetings:

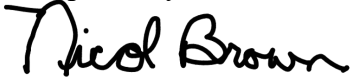
I had the following meetings this week:

- Andy Campbell, Bendzinski & Co.

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 Fax
www.cityofhartfordmi.org

- Project Compass Task Force Meeting
- Project Compass Listening Session
- Attorney Curcio, Attorney
- Mickey Bittner, Wightman & Assoc.
- Donovan Smith, McKenna Associates
- Blanca Arellano, resident
- John Faul, County Administrator
- Van Buren County Rural Task Force
- Daniel McGinnis, Benton Harbor Police Chief
- Joe Mangan, Lauterback & Amen
- Commissioner Jane Danger
- Interviewed an applicant for the police department

Respectfully Submitted,



Nicol Brown
City Manager

City of Hartford
Project Updates
November 13, 2024

Project: Drinking Water Asset Management (DWAM)
Project Budget: \$375,000
Funding: EGLE DWAM grant - \$375,000
Contractor: Plummer's Environmental Services
Award Amount: \$210,200.00; modified to \$290,100
Scope: Investigate approximately 20% of the "unknown" (lead, galvanized, copper, plastic, other) water services. Investigation locations include in the building and two potholes on either side of the curb stop. Use the findings to estimate the number of needed water service replacements due to lead and update the Capital Improvements Plan (CIP) within the City's Water Asset Management Plan (AMP). Then update the rate analysis to account for the needed lead service line replacements.

Schedule: The original 20% of service inspections has been completed. Plumbers has completed 171 interior inspections and 169 exterior inspections. The City has continued to notify properties with discovered lead or galvanized services per EGLE requirements (about 67 out of 128 so far). EGLE has permitted the City to use the remaining funds for additional investigations and Plummer's plans to return November 18-29 to make progress on those. The grant agreement was extended to May 1, 2025 to allow for additional service inspections – approximately 150 interior inspections (Point 1) and 150 street side inspections (Point 3). Once this is completed, the update to the Water AMP must be completed prior to 05/01/25.

Wightman Project Manager: Brian Holleman, P.E., bholleman@gowightman.com, 616-890-4011

Project: Hartford Township Water Main Extension (PFAS)
Project Budget: \$2,970,800
Funding: EGLE C2R2 Grant - \$2,970,800
Contractor: Harris ConAg, LLC
Award Amount: \$2,137,854.00; Current Value with Change Orders: \$2,279,926.19
Schedule: The bore-and-jack beneath the railroad was completed October 28-29 and paving has been completed. The project is now substantially complete. The contractor is working on the punch list and needs to complete some well abandonments, raise structure covers, and some shoulder gravel. The grant agreement has a pending extension to May 15, 2025.

Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159

Project: SRF Wastewater Project
Project Budget: \$4,695,500
Funding: EGLE CWSRF – Loan: \$3.3755M + \$372,500 = \$3.748M at 2.125% for 30 years;
Grant: \$575,000 + \$372,500 = \$947,500

Contractors:

- A. WWTP – LD Dosca Associates: Construction of an equalization tank, installation of a ferric chloride day tank and piping, replacement of a polymer mixer, effluent launder covers, leveling equipment, lift station rehabilitation, pavement replacement.
- B. Force Main & Gravity Sewer – Pajay, Inc.: 8” and 10” force main replacement, 8” sewer siphon replacement, 8” and 10” gravity sewer replacement
- C. Sewer Lining – Insituform Technologies USA, LLC: Lining 8”, 15”, 16”, and 18” sewers.

Award Amounts:

- A. \$1,267,799.60; contract amendment to \$1,310,725.62 for WWTP additions
- B. \$1,749,790.00; contract amendment to \$1,693,641.60 for balancing items
- C. \$701,935.80; contract amendment to \$703,335.00 for additional manhole linings

Schedule:

- A. Substantially complete. Contractor is working on the punch list and a meeting is schedule for November 18 to perform final review.
- B. Substantially complete. Contractor is working on the punch list and there are three items remaining to complete.
- C. Pipelining and manhole lining are both completed.

Wightman Project Manager: Andrew Rudd, P.E., arudd@gowightman.com, 269-364-1664; Mary Nykamp, P.E. for the WWTP work, mnykamp@gowightman.com, 269-209-6406

Project: 60th Avenue Sidewalk Extension
Project Budget: \$276,800
Funding: MDOT Shared Streets Grant - \$200,000
Contractor: TBD
Award Amount: TBD
Scope: Construct approximately 1,800’ of concrete sidewalk from Center Street Apartments on S. Center Street south to 60th Avenue and then east along 60th Avenue to connect to the existing sidewalk at Woodside Drive.
Schedule: Fieldwork is scheduled for the weeks of November 11 and 18 with design to follow. The goal is to bid the project before the end of March 2025.
Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159

Project: Lead Service Line Replacements (LSLR) & Water System Improvements
Project Budget: Estimated \$11.76M
Funding: EGLE DWSRF – DWSRF Loan \$4,767,120 + BIL LSLR Loan \$2,288,880 = \$7,056,000 at 1.00%; BIL DWSRF PF \$4,324,880 + BIL LSLR & WM Grant \$379,120 = \$4,704,000 Grant
Contractors: TBD
Award Amount: TBD
Schedule: The goal of this project is to replace all of the lead service lines within the City’s system, replace select water main, and minor water plant improvements. The City is currently shown as receiving \$4,704,000 of grant/principal forgiveness and \$7,056,000 of loan at 1.00%, or 40% grant. The City will need to make a decision quickly to meet EGLE’s schedule. Pavement borings were completed on 11/12/24, the topographic surveys are approximately 40% complete, and some design has begun.

<u>Milestone</u>	<u>Approximate Date</u>
Authorized Design	09/23/24
Authorize Bond Counsel & Financial	10/28/24
Decide on Street Improvements	11/25/24
Authorize Bond Anticipation Note (BAN)	11/25/24
Close on BAN	02/19/25
Submit Plans & Specs to EGLE	03/28/25
Advertise for Construction Bids	05/23/25
Open Construction Bids	06/25/25
City Award Contract(s)	07/07/25
MFA Closing	08/28/25
Construct the Project	09/15-25 – 06/04/27

The water main replacement will essentially reconstruct one lane of roadway in most street segments. The City could reconstruct the other lane or complete other utility work (sanitary sewer, storm sewer) in conjunction with the water project, but fund those improvements separately.

Wightman Project Manager: Mickey Bittner, P.E., mbittner@gowightman.com, 269-266-2159



CITY OF HARTFORD

COUNTY OF VAN BUREN, STATE OF MICHIGAN

Project Scenario - \$1,990,000 Michigan Transportation Fund Bonds

Draft 11/18/24

	\$1,901,000 Project	
	15-Year	
Estimated Interest Rate		4.000%
Bond Amount	\$	1,990,000
Deposited in Construction Fund	\$	1,905,302
Estimated Cost of Issuance		84,698
Total Interest		660,024
Total Principal + Interest	\$	2,650,024
Estimated Yearly Principal + Interest Payments:	\$	177,000
Estimated Bond Costs of Issuance:		
Bond Counsel	\$	20,500
Municipal Advisor		18,850
Notice of Sale Publication		1,800 *
Newspaper Printing Costs		2,000 *
Treasury Filing		398 *
S&P Bond Rating		20,000 *
Official Statement Printing		750
Paying Agent		500 *
Underwriter's Discount (not-to-exceed, 1% of par)		19,900 *
Total Estimated Bond Costs of Issuance	\$	84,698

**CITY COMMISSION
CITY OF HARTFORD
VAN BUREN COUNTY, MICHIGAN**

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE “RENTAL PROPERTY” DIVISION IN
CHAPTER 150 OF THE HARTFORD CITY CODE TO PROVIDE FOR THE
REGISTRATION AND INSPECTION OF RENTAL UNITS**

The City of Hartford ordains:

Section 1. Amendment. The “Rental Property” Division of Chapter 150 of the Hartford City Code is hereby amended to read in its entirety as follows:

RENTAL PROPERTY

Sec. 150-45. Purpose.

The purpose of this division is to protect the public health, safety, and welfare of occupants in rental properties by requiring the registration, inspection, and certification such properties.

Sec. 150-46. Purpose.

These words and phrases shall have the following meanings when used in this division:

- (a) *Agent* means an individual designated to: (1) oversee a rental unit in accordance with this division; (2) respond to calls from renters, concerned citizens, and representatives of the City; and (3) act as an agent of the owner with respect to the rental unit, which shall include the authority to accept service of legal papers relating to the unit on the owner’s behalf. An owner may serve as the agent so long as he or she is willing and able to perform the duties described in this subsection.
- (b) *Applicable codes* means the current fire prevention, building, and property maintenance codes that apply in the city, including definitions and applicable terms, and other city ordinances.
- (c) *Building official* means the city’s building official and his or her designees.
- (d) *Dwelling* means a building containing one or more dwelling units.
- (e) *Dwelling unit* means a self-contained unit within a building that is designed for human occupancy and provides complete living facilities, including permanent provisions for sleeping, eating, cooking and sanitation. The term “dwelling unit” includes: (1) apartments; (2) the individual sleeping rooms or group of rooms in a group home, boarding house, or other similar residential facility; and (3) residential condominium units. The term does not include rooms within a jail, hospital, nursing home, convalescent home, assisted living facility, retirement home, foster care home, hotel, or motel licensed and inspected by the State of Michigan.
- (f) *Condominium unit* means a portion of a condominium project designed and intended for separate ownership and use, as described in a master deed recorded pursuant to the Michigan Condominium Act.
- (g) *Occupancy* means the purpose for which a dwelling unit is utilized or occupied.
- (h) *Occupant* means any individual living or sleeping in a dwelling unit or having possession of a space within a rental unit.
- (i) *Owner* means any person or legal entity having an equitable interest in a piece of a dwelling unit; or recorded in the official records of the county or city as holding title to the unit; or otherwise

having control of the unit, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of the unit by a court.

- (j) *Rental dwelling* means a dwelling containing one or more rental units.
- (k) *Rental unit* means any non-owner occupied dwelling unit, or any dwelling unit that is occupied pursuant to an oral or written rental or lease agreement or that is otherwise rented for compensation.

Sec. 150-47. Rental Registry.

- (a) Owners shall provide to the city in writing the information described in this section for the purpose of establishing and maintaining a rental registry. The city shall maintain a registry of all rental dwellings and rental units upon such form as may be prescribed by the building official. The registry shall contain, at a minimum, the following information:
 - (1) Address and unit number, as applicable.
 - (2) Tax I.D. Number.
 - (3) Number and type of rental units within the rental dwelling.
 - (4) Name, address, telephone number and e-mail address of the owner. In a case in which the owner is not an individual, the owner information shall be that of the individual within the owner entity that is the most responsible for overseeing the rental dwelling.
 - (5) Name, address, e-mail address and telephone number of the designated agent, if different than the owner.
- (b) It is a violation of this ordinance for an owner to do any of the following:
 - (1) Use any dwelling unit as a rental unit without completing the registration process and obtaining a certificate of compliance in the manner provided herein.
 - (2) Fail to provide information required by the city for the rental registry, or to provide inaccurate information.
 - (3) Fail to notify the city within 30 days of any change in the information required by this section.

Sec. 150-48. Compliance Inspections.

- (a) *Initial and Periodic Compliance Inspections.* The owner or designated agent for a rental dwelling or rental unit shall contact the building official to schedule compliance inspections as follows:
 - (1) For all newly constructed rental dwellings and rental units, and for existing non-rental structures that are converted to rental dwellings or rental units, the owner or designated agent shall contact the building official to request an initial compliance inspection within fourteen (14) days after submitting the rental registry information.
 - (2) For all existing rental dwellings and rental units, the owner or designated agent shall contact the building official at least ninety (90) days before expiration of the existing certificate of compliance to schedule a periodic inspection. If the building official (for reasons that are not due to any action by the owner or agent) does not conduct a periodic compliance inspection prior to the expiration of a certificate of compliance, the owner shall be permitted to continue letting the rental dwelling or rental unit for occupancy until the building official has conducted an inspection.
- (b) *Fee for Failure to Schedule Inspection.* Failure to contact the building official to request an initial or periodic inspection as required under this division shall result in a fee in accordance with the fee

schedule adopted by the city commission pursuant to section 150-51. No inspection will be conducted until the fee is paid.

- (c) *Inspections of Rental Dwellings Containing Multiple Rental Units.* All units shall be inspected in multiple dwellings that contain twenty (20) or less units. If the multiple dwelling contains more than 20 units, the building official will inspect only 20 of the units, chosen at random. For each unit where a violation is discovered, an additional unit may be added to the total number of units inspected.
- (d) *Non-Periodic Compliance Inspections.* Non-periodic compliance inspections will be scheduled as soon as practical by the building official:
 - (1) Upon receipt of a written complaint from an owner, agent, occupant or citizen who would have occasion to be aware that the rental dwelling or rental unit is in violation of this division.
 - (2) Upon receipt of a report or a referral from any city department, public or private school or other public agency.
 - (3) Upon receipt of knowledge that a dwelling unit is being used as a rental unit in violation of this division.
- (e) *False Reports.* No person shall cause a compliance inspection to be made for the sole purpose of harassing any individual, corporation, or governmental agency when a violation is not present.
- (f) *Right of Entry.* Reasonable entry and access to rental dwellings and rental units shall be granted to the building official or the building official's designated inspector(s) as follows:
 - (1) The building official is authorized entry and access to a rental dwelling or rental unit at reasonable times to inspect to ensure compliance with the terms of this division.
 - (2) The owner and agent are responsible for ensuring that occupants allow reasonable access for inspections as required under this division. The owner and agent shall include appropriate provisions in any lease or rental agreement stipulating the occupant's obligation to allow such access for inspections.
 - (3) The failure or refusal of the occupant to allow access for inspection does not excuse the owner's and agent's responsibility to comply with this division. The owner's and agent's failure to secure access for an inspection will be considered a violation of this division even when the unit is occupied.
 - (4) If entry or access is not made available, the building official is authorized to revoke the existing certificate of compliance, decline to reissue a certificate of compliance upon expiration, pursue administrative warrants, or pursue other recourse as provided by law.
- (g) *Reinspection.* If a rental dwelling or rental unit should fail a compliance inspection, a subsequent re-inspection will be required with an additional fee.
 - (1) In the event an inspection discloses that a rental dwelling or rental unit is not in compliance with applicable codes, the building official will issue a notice of violation, which shall describe the requirements that must be undertaken by the owner with a specified timeframe. A certificate of compliance will be issued or confirmed only upon satisfactory completion of a reinspection.
 - (2) In the event an inspection discloses that a rental dwelling or rental unit is not in compliance with applicable codes and the rental dwelling or rental unit is occupied, the building official will indicate in the notice of violation whether the conditions are such that the rental dwelling or rental unit must be vacated, or whether steps to bring the rental dwelling or rental unit into

compliance with applicable codes may continue while the rental dwelling or rental unit continues to be occupied.

- (3) The city may revoke a certificate of compliance if a rental dwelling or rental unit fails any inspection.

Sec. 150-49. Certificate of Compliance.

- (a) *Standards for Issuance.* Upon inspection, if the building official finds that the dwelling or dwelling unit in question meets all requirements of this division and all other applicable ordinances of the city, and that there are no outstanding bills or liabilities to the city, the building official shall issue a certificate of compliance. If the building official finds that the interior or exterior of the dwelling or dwelling unit does not meet all the requirements of this division and all other applicable ordinances of the city, the owner or agent shall be notified in writing of the nature of the violations and the date by which the violations must be corrected. Upon correction and reinspection, the building official will issue the certificate of compliance.
- (b) *Period of Validity.* Certificates of compliance are valid for a period of 1 year.
- (c) *Notification of New Ownership.* The new owner of any rental property shall notify the City of the conveyance of such property within 30 days of the date the conveyance occurred.
- (d) *Revocation or Suspension of Certificate of Compliance.*
 - (1) A certificate of compliance may be revoked or suspended when the city has cited a substantial violation of the provisions of this division, and shall be suspended if a hazard to health or safety is found to be present. If a certificate of compliance is revoked or suspended, the revocation or suspension shall be noted in a notice of violation.
 - (2) Failure of a buyer to notify the city of the change in ownership constitutes grounds for revocation or suspension of the certificate of compliance.
 - (3) Where a certificate of compliance has been revoked or suspended, or when the premises have not been issued a certificate of compliance, the city may seek to suspend payments of rent, with such rents paid into an escrow account established pursuant to state law.
- (e) *Expiration of Certificate of Compliance.* A certificate of compliance shall expire on the date stated on the certificate. Except as otherwise provided in this division, it shall be a violation of this division for any unit in a rental dwelling to be occupied after the expiration of the certificate of compliance.
- (f) *Renewal of Certificate of Compliance.* The owner and agent shall be responsible for registering a rental dwelling and arranging a compliance inspection prior to the expiration date on the certificate of compliance. When a certificate of compliance is reissued in accordance with this division, it shall have an expiration date with the same month and day as shown on the previous certificate regardless of the date that the new certificate is actually issued.

Sec. 150-50. Penalties.

- (a) Any violation of this division shall be a municipal civil infraction.
- (b) In addition to any penalties imposed by law, upon a finding of responsibility by the court for a violation of this division the city shall be entitled to immediately revoke or suspend an existing certificate of compliance and to seek the issuance of a court order compelling the eviction of all persons and property upon the premises until a certificate of compliance is issued.

Sec. 150-51. Fees.

- (a) The owner of any rental dwelling or rental unit will be assessed a fee for compliance inspections and re-inspections as required in this division. The fees will be in an amount as specified by resolution adopted by the city commission.
- (b) If the rental dwelling or rental unit that undergoes a non-periodic compliance inspection passes the inspection, no inspection fee will be owed.
- (c) Fees as established by the city commission shall be paid prior to the issuance of a certificate of compliance.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance or a notice of adoption of this ordinance to be published. This ordinance shall take effect upon such publication.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

This true and complete copy of Ordinance No. _____ was declared adopted at a regular meeting of the Hartford City Commission held on _____, 2024.

Richard A. Hall, Mayor

RoxAnn Rodney-Isbrecht, City Clerk

Introduced: _____, 2024

Adopted: _____, 2024

Published: _____, 2024

Effective: _____, 2024

ARLINGTON / COVERT / HARTFORD

Help create a more connected and secure community!

¡Ayúdanos a crear una comunidad más conectada y segura!

Take 5 minutes to share your thoughts on digital skills and online safety and help shape resources that can make online life easier and safer for everyone.



Tómate 5 minutos para compartir tus ideas sobre las habilidades digitales y la seguridad en línea y ayuda a dar forma a los recursos que pueden hacer que la vida en línea sea más fácil y segura para todos.

~5 MINUTE SURVEY
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 **PROJECT
COMPASS**
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