

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

City Manager's Monthly Update January 27, 2025

Staff Update:

60th Asvenue Sidewalk Extension/Shared Streets and Spaces Program:

Wrightman has the sidewalk project out to bid. The bid opening is scheduled for 9:30 a.m. on February 14, 2025, and the award will be made at the February meeting.

DWSRF Project:

The city will be in a better financial position, with the road project cost decreasing by \$500k. I asked Andy to work on another scenario for the MTF Bonds, with the road construction decreasing to \$1.5M. I will request a special meeting in February for your review and approval. The BAN was awarded to Huntington Bank. The closing is scheduled for January 28th.

Spark Grant/DNR/Council Michigan Foundations:

We had our kick-off meeting with Abonmarche in December to meet Abonmarche's staff and go over the grant guidelines. City staff and Abonmarche have a site walk-through and facility assessment of the park scheduled for this month.

Planning Commission Meeting:

The Planning Commission approved the site plan review for Casey's project. McKenna and Associates will review the site plans for 202 Main Street, which will then go before the planning commission.

9 S. Center Street:

I'm working with Nick, Attorney, to notify the owner of the noncompliance.

Rite Aid:

I contacted the Rite Aid building owners; they are actively meeting with potential tenants for the property.

Downtown Planning Meeting:

I have been organizing a meeting in January next year with representatives of Van Buren County Land Bank, State Land Bank, Van Buren County Community Services, Market One, and MEDC to discuss potential downtown development and a residential development project.

2025 Local Grade Crossing Surface Program Award Notice:

The project will start after the school year ends. The West Michigan Railroad company representative will work with the city concerning the road detours. The City applied for an MDOT Railroad Crossing grant to replace the railroad crossing on the Center Street railroad crossing. The City was awarded the grant for \$173,808. The grant covers 60% of the construction cost, and the 40% match will be from the West Michigan Railroad Company.

Building Official:

I sent Safebuilt a 90-day notice that we are discontinuing our contract as of March 23, 2025. I have met with several building officials and would like to hire a building official as a contractor before the March board meeting.

Police Department:

I will present a plan for hiring a police chief in my next city manager's report by February 7th.

Project Compass Task Force:

The Task Force is hosting a free digital skills workshop on February 4th from 5-7 pm at Hartford Public Library. I've attached the flyer; please share the information.

Fire Inter-local Agreement:

I received a proposed draft copy of the fire inter-local agreement from the Township Supervisor. Staff will be meeting the City Attorney and Mayor Hall next week to discuss a review process of the agreement. I will present the process in next week's city manager's report.

MSHDA's Housing Readiness Incentive:

The City received a \$50,000 grant from the Michigan State Housing Development Authority to update the city's master plan. I will have a kick-off meeting with McKenna in the next few weeks.

Water Main Extension (PFAS) Hartford Township Update:

The project is closing out.

SRF Wastewater Project Update:

Wightman will be at the commission meeting to give an update.

Drinking Water Asset Management (DWAM) Update:

Wightman will be at the commission meeting to give an update.

DWSRF Update:

Wightman will be at the commission meeting to give an update.

Respectfully Submitted,

Nicol Brown City Manager

CITY MANAGER'S GOALS JULY 1, 2024 - JUNE 30, 2025 NICOL BROWN

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024	UPDATE DECEMBER 2024	UPDATE JANUARY 2025
1	RITE AID REDEVELOPMENT	Rite Aid Building - Investigate the ownership Seek a business Check to see if there is a deed restriction	Market One Van Buren County		Have not started	I have been calling a contact person from Rite Aid but have not received a return call.	I have made contact with the realtor company that owns the property. I'm requesting a zoom meeting for the week of Dec. 9th	I had my ZOOM meeting. They are actively looking for a tenant to go in the building. I will contact them for an update.
2	WATER/SEWER STUDY	Contact Baker Tilly Receive a quote Recommendation to City Commissioners	Baker Tilly		In the process of working with Bendzenski. Going before commission the water and sewer study	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.	In Progress. City Commission approved at the October meeting.
3	COMMISSIONERS WEEKLY REPORTS	Include invitations and informational flyers Include time sensitive information	Staff		Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.	Currently sending weekly reports.
4	ZONING	Research lot size to build Amend Zoning Ordinance Amend Rental Registration Ordinance	Wrightman & Assoc Safebuilt		Rental Registration Ordinance need to go before commission. Would like to apply for a MEDC grant for updating master plan and zoning ordinance.	Including the rental registration ordinance draft into the cm monthly report. Working on a MSHDA grant for updating master plan. Receiving comments from city commissioners on the draft blight ordinance.	Submitted the Housing Readiness Incentive grant Waiting on comments from city commissioners on the blight and rental registration ordinance.	Received \$50k grant from MSHDA for the Housing Readiness Incentive grant Waiting on comments from city commissioners on the blight and rental registration ordinance.
5	INFRASTRUCTURE	Capital Improvement Plan/Schedule of Maintenance Pavement and Surface Revaluation Rating/ Condition of Local & Major Roads Curve Painting Discussion Mileage on Roadways	Wrightman & Assoc & DPW Wrightman & Assoc & DPW	Road assest management/VBCRC	Have not started.	Have not started. Curve painting complete	We will start the CIP process in Feb. 2025	We will start the CIP process in Feb. 2025
6	DEPARTMENT RESTRUCTURING Iron Removal Plant (IRP)	Contract Danny Staunton contract Recommendation to City Commission	Nick Curio		Working Part-time	Completed. Danny is working part- time as the Iron Removal Plant superintendent.	Completed. Danny is working part time as the Iron Removal Plant superintendent.	Complete
	DPW	Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote Implement	Nick Curio		Complete	Complete	Complete	Complete

CITY MANAGER'S GOALS JULY 1, 2024 - JUNE 30, 2025 NICOL BROWN

GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE SEPTEMBER 2024	UPDATE OCTOBER 2024	UPDATE NOVEMBER 2024	UPDATE DECEMBER 2024	UPDATE JANUARY 2025
Code Enforcement Officer	Post Code Enforcement position Interviews Background check/physical Job Offer Hire	Nick Curio		In Progress	I stopped the process but will start it back again the first of December.	Met with McKenna Associates regarding Code Enforcement. Waiting on a proposal.	Waiting on Proposal. Would like to post the position in February.
WWTP	Write Job Description for WWTP Supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Make Job Offer Promote Implement	Nick Curio		Complete	Complete	Complete	Complete
Police Dept.	Research of Police Mileage Recruitment of Police Chief Recommendation to City Commissioners Implement the contract Create Police Dept Committee Recommendation to City Commissioners Assist Interim Chief with recruitment of police officers	Sheriff's Dept Michigan State Police		In Progress	In Progress	In Progress	In Progress
EMPLOYEE HANDBOOK	Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	Nick Curio Dept Head Staff		In Progress	In Progress. The Holiday and Personal day section has been revised.	I will have a draft amend policy for the Jan. board meeting	Working on draft. An amendment to the social media section is going before commission at Jan. meeting
TREASURER & UTILITY SOFTWARE	Request for quotes Review quotes with Joe Mangan (Lauterbach & Amen, LLP) & Pam Recommendation to City Commission	Pam Schultz		In Progress. I will bring before commission in November.	The item is on the city commission agenda for November's meeting	Reviewing the BS&S contract. Will sign this month	Go Live Date: August 18th



CITY OF HARTFORD COUNTY OF VAN BUREN, STATE OF MICHIGAN

<u>Project Scenario - \$1,990,000 Michigan Transportation Fund Bonds - Open Market</u>
Draft 11/27/24

	\$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 OF HARTFORD COUNTY OF VAN BUREN, STATE OF MICHIGAN

<u>Project Scenario - \$1,940,000 Michigan Transportation Fund Bonds - Bank RFP</u> Draft 11/27/24

	\$1,9	\$1,901,000 Project		
		15-Year		
Estimated Interest Rate		4.500%		
Bond Amount	\$	1,940,000		
Deposited in Construction Fund	\$	1,904,112		
Estimated Cost of Issuance		35,888		
Total Interest		730,915		
Total Principal + Interest	\$	2,670,915		
Estimated Yearly Principal + Interest Payments:	\$	179,000		
Estimated Bond Costs of Issuance:				
Bond Counsel	\$	18,500 *		
Municipal Advisor		15,000 *		
Newspaper Printing Costs		2,000 *		
Treasury Filing		388 *		
Total Estimated Bond Costs of Issuance	\$	35,888		

PROJECT: Budget Summary for Street Improvements

OWNER: City of Hartford

DATE: November 15, 2024

Estimated Roadway Construction Costs

Marion Avenue - W. Main Street to Prospect Street	\$607,000.00
Washington Street - N. Haver Street to N. Edwin Street	160,000.00
Hart Street - N. Center Street to N. Edwin Street	384,000.00
Bernard Street - Mary Street to S. Center Street	440,000.00
Michigan Street - Railroad Street to N. Maple Street	<u>310,000.00</u>

TOTAL ESTIMATED ROADWAY IMPROVEMENTS \$1,901,000.00

\$607,000.00

PROJECT: Marion Avenue Improvements - W. Main Street to Prospect Street

OWNER: City of Hartford

DATE: November 15, 2024

The following estimate is for 0.4 miles of improvements to Marion Avenue from W. Main Street to Prospect Street. The roadway will be fully reconstructed to provide two 14'-wide lanes with 8" of aggregate base and 4" of HMA pavement. Concrete curb and gutter will be installed on the north portion and replaced on the south portion. Sidewalk and ADA ramps would be installed in accordance with all federal regulations. The existing retention pond would be used for storm water. All permanent signs will be upgraded and replaced. The existing cast iron water main would be replaced with a new 8" ductile iron water main. This water main-related work has been separated out and is shown in the DWSRF funding section.

1	LS	Mobilization	@	\$40,000.00	\$40,000.00
1	LS	Restoration	@	10,000.00	10,000.00
18	STA	Machine Grading	@	3,000.00	54,000.00
2,600	SYD	Pavement Replacement	00000000000000000000000000000000000000	40.00	104,000.00
1,000	SYD	HMA Surface, Rem, Modified	@	8.00	8,000.00
		Maintenance Gravel	@	15.00	750.00
		Subgrade Undercutting, Type II	@	28.00	5,600.00
	•	Masonry and Conc Structure, Rem	@	110.00	550.00
		Sidewalk Ramp, 6 inch	@	8.00	2,400.00
20	FT	9	@	45.00	900.00
1,500		Curb Replacement	@	38.00	57,000.00
1,860		Curb and Gutter, Conc, Det C4	@	28.00	52,080.00
40		Curb Ramp Opening, Conc	@	28.00	1,120.00
		Driveway, Nonreinf Conc, 6 inch	@	50.00	47,500.00
200		· ·	@	15.00	3,000.00
200			@	60.00	12,000.00
50	FT	, ,	@	90.00	4,500.00
10		Dr Strcture, Rem	@	600.00	6,000.00
10		Dr Structure, 24 inch Dia	@	1,700.00	17,000.00
5		Dr Structure, 48 inch Dia	@	2,200.00	11,000.00
5		Dr Structure Cover, Type B	@	750.00	3,750.00
10		Dr Structure Cover, Type K	@	850.00	8,500.00
5		Dr Structure Cover, Type Q	@	750.00	3,750.00
5		Dr Structure Cover, Adj, Case 1	@	750.00	3,750.00
1,800	FT	O	@	10.00	18,000.00
1		Pavement Markings	@	3,500.00	3,500.00
1	LS		@	4,000.00	4,000.00
1	LS	SESC	@	5,000.00	<u>5,000.00</u>
		SUBTOTAL ESTIMATED CONSTRUCTION COST			\$487,650.00
		Contingency			49,350.00
		Design Engineering			30,000.00
		Construction Engineering			40,000.00
		5 5			

TOTAL ESTIMATED PROJECT COST

PROJECT: Washington Street Improvements - N. Haver Street to N. Edwin Street

OWNER: City of Hartford

DATE: November 15, 2024

The following estimate is for approximately 1,000' of roadway improvements to Washington Street from N. Haver Street to N. Edwin Street. The roadway will be fully reconstructed to provide two 10'-wide lanes with 8" of aggregate base and 3" of HMA pavement. Sidewalk and ADA ramps would be installed in accordance with all federal regulations. All permanent signs will be upgraded and replaced. Two patches to an existing storm sewer and lining of two storm manholes are shown separately as identified in the CIP. The existing cast iron water main would be replaced with a new 6" ductile iron water main. This water main-related work has been separated out and is shown in the DWSRF funding section.

10 900 900 70 50 5	LS SYD SYD TON CYD SFT EA EA EA EA LS LS	Mobilization Restoration Sidewalk, Rem Machine Grading Pavement Replacement HMA Surface, Rem, Modified Maintenance Gravel Subgrade Undercutting, Type II Masonry and Conc Structure, Rem Sidewalk Ramp, 6 inch Detectable Warning Surface Leaching Basin, 48 inch Dia Dr Structure, 24 in Dia Storm Sewer, 12 inch Dr Structure Cover, Type B Dr Structure Cover, Type G Dr Structure Cover, Type Q Dr Structure Cover, Adj, Case 1 Dr Structure Cover, Adj, Case 2 Pavement Markings Permanent Signage SESC	000000000000000000000000000000000000000	\$12,000.00 8,000.00 10.00 3,000.00 35.00 8.00 15.00 28.00 110.00 8.00 45.00 4,500.00 1,500.00 60.00 750.00 850.00 750.00 750.00 500.00 500.00 2,000.00	\$12,000.00 8,000.00 350.00 30,000.00 31,500.00 7,200.00 1,050.00 1,400.00 550.00 2,400.00 9,000.00 1,500.00 1,500.00 2,550.00 2,550.00 3,000.00 6,000.00 1,500.00 500.00 2,000.00
		• •	@		
		SUBTOTAL ESTIMATED CONSTRUCTION COST Contingency Design Engineering Construction Engineering	-		\$127,750.00 13,250.00 8,000.00 11,000.00
		TOTAL ESTIMATED PROJECT COST			\$160,000.00
2 15		Spot Liner Storm Manhole Lining	@	\$5,000.00 400.00	\$10,000.00 6,000.00
		Subtotal Estimated Lining Cost			\$16,000.00

PROJECT: Hart Street Improvements - N. Center Street to N. Edwin Street

OWNER: City of Hartford

DATE: November 15, 2024

The following estimate is for approximately 1,300' of roadway improvements to Hart Street from N. Center Street to N. Edwin Street. The roadway will be fully reconstructed to provide two 11.5'-wide lanes with 8" of aggregate base and 3" of HMA pavement. Sidewalk and ADA ramps would be installed in accordance with all federal regulations. All permanent signs will be upgraded and replaced. Shallow swales and driveway culverts are included for most drives. The project includes replacement of storm sewer and addition of manholes at bends as identified in the CIP. The existing cast iron water main would be replaced with a new 6" ductile iron water main, which has been separated out and is shown in the DWSRF funding section.

		_		
1 LS	Mobilization	@	\$25,000.00	\$25,000.00
1 LS	Restoration	@	10,000.00	10,000.00
) Sidewalk, Rem	@	10.00	200.00
	Dr Structure, Rem	9999	600.00	3,000.00
•	Sewer, Rem	@	10.00	11,000.00
	Culv, Rem	@	150.00	1,950.00
	Culv, Cl F, 12 inch	@	24.00	6,240.00
13 STA	Machine Grading	@	3,000.00	39,000.00
1,900 SYE	Pavement Replacement	@	35.00	66,500.00
1,900 SYE	HMA Surface, Rem, Modified	@	8.00	15,200.00
30 TON	I HMA Approach	0000	150.00	4,500.00
90 TON	Naintenance Gravel	@	15.00	1,350.00
60 Cyd	Subgrade Undercutting, Type II	@	28.00	1,680.00
5 Cyd	Masonry and Conc Structure, Rem	@	110.00	550.00
150 SFT	Sidewalk Ramp, 6 inch	@	8.00	1,200.00
10 FT	Detectable Warning Surface	@	45.00	450.00
	Dr Structure, 48 inch Dia	@	2,000.00	12,000.00
2 EA	Dr Structure, 24 in Dia	@	1,500.00	3,000.00
60 FT	Storm Sewer, 12 inch	<u>@</u>	60.00	3,600.00
1,000 FT	Storm Sewer, 15 inch	@	75.00	75,000.00
8 EA	Dr Structure Cover, Type B	<u>@</u>	750.00	6,000.00
3 EA	Dr Structure Cover, Type D	<u>@</u>	850.00	2,550.00
5 EA	Dr Structure Cover, Type G	<u>@</u>	850.00	4,250.00
3 EA	Dr Structure Cover, Type Q	<u>@</u>	750.00	2,250.00
11 EA	Dr Structure Cover, Adj, Case 1	00000000000000000000000000000000000000	750.00	8,250.00
1 LS	Pavement Markings	<u>@</u>	500.00	500.00
1 LS		@	500.00	500.00
1 LS	SESC	<u>@</u>	3,000.00	3,000.00
	SUBTOTAL ESTIMATED CONSTRUCTION COST			\$308,720.00
	Contingency			31,280.00
	Design Engineering			19,000.00
	Construction Engineering			25,000.00

TOTAL ESTIMATED PROJECT COST

\$384,000.00

PROJECT: Bernard Street Improvements - Mary Street to S. Center Street

OWNER: City of Hartford

DATE: November 15, 2024

The following estimate is for approximately 1,200' of roadway improvements to Bernard Street from Mary Street to S. Center Street. The roadway will be fully reconstructed to provide two 11'-wide lanes with 8" of aggregate base and 3" of HMA pavement. Sidewalk and ADA ramps would be installed in accordance with all federal regulations. All permanent signs will be upgraded and replaced. The project includes replacement of storm sewer for the entire length as identified in the CIP. The existing cast iron water main would be replaced with a new 6" ductile iron water main. This water main-related work has been separated out and is shown in the DWSRF funding section.

1	LS	Mobilization	@	\$30,000.00	\$30,000.00
1	LS	Restoration		9,000.00	9,000.00
70	FT	Curb, Rem	@	10.00	700.00
85	SYD	Sidewalk, Rem	@	10.00	850.00
24	EΑ	Dr Structure, Rem	@	600.00	14,400.00
1,340	FT	Sewer, Rem	@	10.00	13,400.00
12	STA	Machine Grading	@	3,000.00	36,000.00
		Pavement Replacement	@	35.00	63,000.00
		HMA Surface, Rem, Modified	@	8.00	14,400.00
		HMA Approach	@	150.00	1,500.00
		Maintenance Gravel	99999999999999999999999	15.00	1,350.00
	-	Subgrade Undercutting, Type II	@	28.00	1,400.00
5	,	Masonry and Conc Structure, Rem	@	110.00	550.00
		Sidewalk Ramp, 6 inch	@	8.00	3,400.00
45		Detectable Warning Surface	@	45.00	2,025.00
14		Dr Structure, 48 inch Dia	@	2,000.00	28,000.00
10		Dr Structure, 24 in Dia	@	1,500.00	15,000.00
1,290		Storm Sewer, 12 inch	@	60.00	77,400.00
50	FT	•	@	75.00	3,750.00
6		Dr Structure Cover, Type B	@	750.00	4,500.00
12		Dr Structure Cover, Type D	@	850.00	10,200.00
12		Dr Structure Cover, Type G	@	850.00	10,200.00
4		Dr Structure Cover, Type Q	@	750.00	3,000.00
4		Dr Structure Cover, Adj, Case 1	@	750.00	3,000.00
1		Pavement Markings	@	500.00	500.00
1	LS	3 3	@	500.00	500.00
1	LS	SESC	@	4,000.00	<u>4,000.00</u>
		SUBTOTAL ESTIMATED CONSTRUCTION COST			\$352,025.00
		Contingency			36,975.00
		Design Engineering			22,000.00
		Construction Engineering			29,000.00

TOTAL ESTIMATED PROJECT COST

\$440,000.00

PROJECT: Michigan Street Improvements - Railroad Street to N. Maple Street

OWNER: City of Hartford

DATE: November 15, 2024

The following estimate is for approximately 700' of roadway improvements to Michigan Street from Railroad Street to N. Maple Street. The roadway will be fully reconstructed to provide two 12'-wide lanes with 8" of aggregate base and 3" of HMA pavement with curb and gutter on both sides to control drainage. Sidewalk and ADA ramps would be installed in accordance with all federal regulations. All permanent signs will be upgraded and replaced. The project includes replacement of storm sewer for the entire length as identified in the CIP and to provide water main separation. The existing cast iron water main would be replaced with a new 6" ductile iron water main, which has been separated out and is shown in the DWSRF funding section.

1	LS	Mobilization	@	\$20,000.00	\$20,000.00
1	LS	Restoration	@	9,000.00	9,000.00
80	FT	Curb and Gutter Replacement	@	40.00	3,200.00
25	SYD	Sidewalk, Rem	@	10.00	250.00
7	EΑ	Dr Structure, Rem	@	600.00	4,200.00
750	FT	Sewer, Rem	@	10.00	7,500.00
7	STA	Machine Grading	@	3,000.00	21,000.00
1,100	SYD	Pavement Replacement	@	35.00	38,500.00
825	SYD	HMA Surface, Rem, Modified	@	8.00	6,600.00
20	EΑ	Driveway Approach	@	1,000.00	20,000.00
50	TON	Maintenance Gravel	@	15.00	750.00
1,400	FT	Curb and Gutter, Conc, Det C4	@	28.00	39,200.00
30	Cyd	Subgrade Undercutting, Type II	@	28.00	840.00
5	Cyd	Masonry and Conc Structure, Rem	@	110.00	550.00
		Sidewalk Ramp, 6 inch	@	8.00	1,800.00
30	FT	Detectable Warning Surface	@	45.00	1,350.00
5	EΑ	Dr Structure, 48 inch Dia	@	2,000.00	10,000.00
2	EΑ	Dr Structure, 24 in Dia	@	1,500.00	3,000.00
450	FT	Storm Sewer, 12 inch	@	60.00	27,000.00
300	FT	Storm Sewer, 15 inch	@	75.00	22,500.00
1		Dr Structure Cover, Type B	@	850.00	850.00
6	EΑ	Dr Structure Cover, Type K	@	850.00	5,100.00
2		Dr Structure Cover, Type Q	@	750.00	1,500.00
2		Dr Structure Cover, Adj, Case 1	@	750.00	1,500.00
1	LS	Pavement Markings	<u>@</u>	500.00	500.00
1	LS	Permanent Signage	<u>@</u>	500.00	500.00
1	LS	SESC	00000000000000000000000000000000000000	2,500.00	2,500.00
		SUBTOTAL ESTIMATED CONSTRUCTION COST			\$249,690.00
		Contingency			25,310.00
		Design Engineering			15,000.00
		Construction Engineering			20,000.00

CITY OF HARTFORD



Learn how to prevent online scams

4 FEBRUARY

HARTFORD PUBLIC LIBRARY

5 - 7 PM

12 Church St.

Hartford, MI 49057

Free meal! merit.edu/digitalskills

