



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

City Manager's Monthly Update Staff Update

August 25, 2025

Center & Main Street:

MEDC has milestones that the city must meet before the project goes before the Michigan Strategic Fund Board. Completed the request for proposals and distribution with the assistance of Wightman's for SHPO, Environmental, and Certified Grant Administration. The proposals will be scored, and recommendations for approval will be completed by September 3rd. I'm requesting a special meeting for the week of September 8th to meet MEDC's deadline. Worked on the engineering request for proposal and reviewed the only proposal that was submitted on Thursday, August 14th. The proposal was from Wightman's engineering firm.

Eric Blocker Project:

Eric and I met with the Hartford Legion regarding the flag-burning pit for Ely Park as part of his Eagle Scout project in the park. The Legion would like to give the city feedback on the location in the upcoming week. They were very pleased with the design of the flag-burning pit. The Legion would like to see a solar light installed inside the pit so that it will light up in the evening.

Audit:

Pam, Ryan, and I met with the new auditors, which was the kickoff meeting. We discussed the schedule and expectations of both parties during the audit process.

Spark Grant/DNR/Council Michigan Foundations:

CMF approved the amended budget and the request for proposal to go out for advertisement for bid. The RFP's are due on September 5th. Staff would like to have a recommendation for the construction contract award at the September council meeting.

Master Plan:

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

BS&A:

I want to commend my staff, RoxAnn and Pam, for the outstanding job they have performed in preparing for the BS&A conversion. They put a lot of extra time into ensuring BS&A received what they needed. The pre-conversion time has taken them away from their daily duties. I want Pam and RoxAnn to know that I recognize the extra mile they have taken to get us to the Go Live Date of August 18th. I've worked on updating the Building Forms for the Community Development module. I had several meetings throughout this month with the conversion team, who updated me to help us reach the Go Live date.

Surf Internet:

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 Fax

www.cityofhartfordmi.org

I met with Surf Internet regarding finishing the process of working with the city to complete the Fiber Project for the internet. City staff, Wightman's, Surf Internet, and the contractors met to discuss the construction schedule and Permitting. They will start on the 1st of September and plan to complete most of the project by December.

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

After-Hour Events – Concerts in the Park, Hartford's Legion Meeting, Planning Commission, Ely Park Presentation

Meet with Quentin on the IRP and WWTP. Please read Quentin's updates for the month.

DPW:

We lost a good employee who took on another job that pays more. I have an applicant who is going through the pre-employment process.

Respectfully Submitted,



Nicol Pulluam
City Manager

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST
1	Downtown Buildings Update DDA Plan	Investigate ownership of downtown business owners Send letter, call, or meet with building owners to discuss plans Setup a meeting with local and state agencies to talk about funding Hired McKenna to complete the plan	Market One, VBC - Land Bank & Community Office, State Land Bank, MEDC, MSHDA Business Owners McKenna	Have not started Signed contract with McKenna	Have not started
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Commuity meeting	The surveys for the master plan were mailed only 20 participants. The survey will stay up until the end of August.
3	DPW Safety Training for Staff	Look for safety videos Watch safety videos - current employees New Employees watch safety videos	DPW Supervisor MML	Have not started	Have not started
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor Find an attorney that help with enforcment Compare City forms with other communities	Brian Matthews RoxAann	Brain met with prosecutor. Meeting with an attorney to review proposal	The first ordinance review went before the planning commission. You will have a copy to review with your city commission packet.

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	GOALS	STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST
5	WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab. Update IPP, Update Sewer Ordinance, and update local limits	Purchase new lab equipment Staff clean out old files and create new fileing system Hire cleaning company for a deep Clean	Quentin Clark WWTP staff F&V Wightman - Mary James J.	Engineering company recommendaton for IPP is gong before the commisison on July New Operator becoming familiar with plant	Contract has been signed and waiting for kickoff meeting with F&V
6	Police Dept - Millage vs Special Assessment DPW - Millage vs Special Assessments	Survey the community regarding millage vs Special Assessment Increase Millage - Headlee Amendment	Roger Swet Brian Matthews Ricky Ricks Marketing ompany Deputy Clerk	Talking to commissioners regarding various options	Talking to commissioners regarding various options
7	Update Employee Handbook	Update Staff Review Changes @ Dept Head Meeting Send changes to Attorney Recommendation to City Commission Implement	Nick Curio Dept Head Staff	Have not started	Have not started

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8	Provide staff support in the Treasurers' Dept.	Training for the Treasurer on posting adjustments before audit. Review and update policies and processes in the Treasury Dept. Setup a process for year end	Hungerford Pam Schultz Deputy Clerk	Signed contract with Hungerford staff Staff started meeting wth Hungerford staff	Pam and I will meet with Ryan for a detailed update for September Council meeting.