




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

TO: Mayor Hall and the Hartford City Commission

FROM: Nicol Pulluam, City Manager 

DATE: March 23, 2026

RE: **APPROVAL OF JONES AND HENRY ENGINEERING AGREEMENT FOR THE CITY'S WWTP**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the Jones and Henry Engineers, Ltd. agreement for the city's wastewater treatment plant.

DISCUSSION:

Since I started in 2024, I have been meeting with several engineering firms regarding our wastewater system. Wightman Engineering has been servicing the wastewater treatment plant for many years, but unfortunately, their senior engineer is no longer with the company. This is concerning because Wightman currently lacks anyone on staff with the necessary background knowledge of our plant or the skill set of a senior engineer.

I met with Aaron Davenport at the plant last year, and since then, he has been providing assistance over the phone. Aaron also brought in a Trojan representative to inspect the UV system and referred a company to replace the valves in the slug tank.

I am interested in working with Jones and Henry Engineers, as they specialize exclusively in wastewater and water systems projects. I presented the following items that need to be addressed:

- Assistance in determining whether the UV system can be implemented or if we should revert to using the chlorine tank.
- Help with operating the EQ tank and training staff to use it properly. We need to address challenges with the EQ tank, including the mixer, the gate freezing in winter, and ensuring a safe way for staff to maintain it.
- A review of the facility's operations with recommendations for improvement.
- An evaluation of the Capital Improvement Plan and assistance in prioritizing projects within the budget.

The agreement for the proposed scope of services will be \$10,000. This includes engineering consultation services to support the city's Capital Improvement Program and ongoing operations. The focus will be on wastewater treatment, collection, conveyance, pumping, inflow and infiltration, and associated infrastructure. These services will be provided on an as-needed basis.

Attached for your review are a Standard Engineering Services Task Order Agreement and a General Wastewater Engineering Task Order. This task order style agreement allows Jones and Henry to avoid large contracts for every minor task we need. Instead, we can use task orders to amend the overall agreement. Jones and Henry stated that most clients find this approach more convenient, as the main terms of the agreement remain unchanged. They also provided a Task 01 proposal, which serves as a catch-all for tasks that do not belong to a specific project and covers general consultation needs.

RECOMMENDATION:

The Hartford City Commission approves the Jones and Henry Engineers, Ltd. agreement for the city's wastewater treatment plant in the amount of \$10,000 and gives the city manager authority to execute the agreement.