



**City Manager's Monthly Update
March 24, 2025**

Staff Update:

Spark Grant/DNR/Council Michigan Foundations:

The preliminary estimates suggest that there will not be enough grant funding to accomplish all the tasks proposed in the application. The city is having ongoing discussions with the design team and CMF to determine what can be done with available funding. Staff is deciding what can be constructed with available funding with Abonmarche regarding the final estimates. Staff will update the commissioners before requesting a grant amendment with CMF.

Stephanie requested that the city receive a quote from Ryan's Electrical Services. The quote was for \$3,755 underground and \$4,300 overhead electrical services. The quote from Midway Electric is for \$2,860. The mayor is in communication with Stephanie regarding alternate methods for electricity for the park on the west side; generators are one method being discussed.

Audit:

Treasury requires we submit a detailed Corrective Action Plan to eliminate audit deficiencies. The city is working with Lauterbach & Amen, LLP's Joe Mangan, to assist with updating the bank reconciliations. Lauterbach fee for bank reconciliations is \$3,000.

Project Compass Task Force:

The task force met for a 3-hour SMART goal workshop. I will send a draft copy to the commission when I receive a draft.

WWTP:

I'm continuing to spend more time at the WWTP discussing the UV light and how we want to move forward with a new operator. Andrew wants the city to start aggressively seeking a permanent operator. Also, I am working with Wightman on training for the EQ tank floating mixer. The WWTP staff will receive training on April 3rd. Unfortunately, the staff was never trained, but the contractors were trained on our equipment, and they never trained our staff.

Budget:

Pam and I have started the budget process with the department heads. We met as a team to discuss department goals and the budget. The following week, Pam and I met with department heads one-on-one to receive and discuss their department budget worksheets. We still need to meet with the city clerk and police chief. The budget timeline has been developed, and I will present a draft budget to department heads by April 8th.

Rose Street Advisors:

Staff met with the Rose Street advisors regarding the renewal of the City's fringe benefits. The city has changed our health, dental, and vision insurance renewal date to start with the city's fiscal year. The city also has signed up for electronic benefits renewal for city staff through a portal called Employee Navigator. The staff is going through training this week.

CAPCON Conference:

The conference started on Tuesday with a Michigan Women in Municipal Government Annual meeting. The presentation topic was Strong Communities and the role of women in shaping housing and development. The presenters were Jalmelyn Neher of Hannah Architects, Melissa Milton-Pung of MML, and Shannon Morgan of Renovare Development. The general session was the league legislative advocacy team. The team discussed the key aspects of Governor Whitmer's budget proposal. On Wednesday, the conference kicked off with breakfast with your senator and representative; unfortunately, our representative could not attend. The first general session discussed cutting through the bureaucracy from the federal perspective. The Honorable Representatives Dan Kidee and Fred Upton were the presenters. The second general session was on the front line, leadership in times of tragedy. The presenters were from communities that experienced shooting tragedy within their communities: Bryan Barnett, Mayor of Rochester Hills, and Rosalynn Bliss, former Mayor of Grand Rapids. I attended the two breakout sessions. The first session's topic consisted of an old tool with a new use and a new tool that was never used: help for housing. The discussion was on the new MI Brownfield Redevelopment Financing Act, which was revised to expand eligible activities for Tax Increment Financing Reimbursement, including the addition of housing as an eligible activity. The second session was Labor Policy, a snapshot for local governments. The presenter was Brandon Fournier of Shifman Fournier. The discussion was regarding the Michigan Supreme Court regarding paid sick leave and the minimum wage. I attended the Michigan Black Caucus of Local Elected Officials annual meeting. The speaker was Representative Amos O'Neal of Saginaw.

Drinking Water Asset Management (DWAM) Update:

Attached are Wightman's project updates.

Hartford Township Water Main Extension (PFAS):

The item on the agenda. Attached are Wightman's project updates

60th Avenue Sidewalk Extension/Shared Streets and Spaces Project Update:

Attached are Wightman's project updates

Drinking Water Sewer Revolving Fund Project (Lead Service Line Replacement & Water System Improvements) Update:

Attached are Wightman's project updates. Staff and I have met on several occasions regarding the water and sewer rate and the roads with Andy Campbell from Bendzinski & Co. Andy will attend the city commission meeting this month to go over the numbers.

Respectfully Submitted,



Nicol Brown
City Manager

City of Hartford
Project Updates
March 17, 2025

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 169 so far). EGLE has permitted the City to use the remaining funds for additional investigations. The grant agreement was extended to April 15, 2025 to allow for additional service inspections – approximately 150 (78 are completed) interior inspections (Point 1) and 150 (121 are completed) street side inspections (Point 3). Once this is completed, the update to the Water AMP must be completed prior to 04/15/25.

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; Final Value with Change Orders: \$2,015,845.48
Schedule: The project is now complete. The final Contract Modification and Pay Estimate have been submitted to the City for approval. Pending those, a final reimbursement request to EGLE will be submitted and close out the project. The grant agreement has been extended 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 \$1,611,176.85 for balancing items
- C. \$701,935.80; contract amendment to \$703,335.00 for additional manhole linings

Schedule:

- A. Complete. Final reimbursement request is being reviewed by EGLE.
- B. Complete. Final reimbursement request is being reviewed by EGLE.
- C. Complete. Final reimbursement request is being reviewed by EGLE.

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: Krohn Excavating, LLC
Award Amount: \$170,512.00

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. An alternative was added to include Rectangular Rapid Flashing Beacons (RRFBs) at the S. Center Street crossing.

Schedule: The project was bid ahead of schedule on February 14, 2025 and favorable bids were received. The City made a tentative award at the February Commission meeting. The City is awaiting the contract from MDOT for the grant agreement.

Wightman Project Manager: Kyle Owen, P.E., kowen@gowightman.com, 269-312-4859

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. Draft plans and specifications for the water main design were submitted to EGLE on February 10, 2025. Final plans and specifications are due to EGLE by April 9, 2025.

<u>Milestone</u>	<u>Approximate Date</u>
Authorized Design	09/23/24
Authorize Bond Counsel & Financial	10/28/24
Decide on Street Improvements	12/16/24
Authorize Bond Anticipation Note (BAN)	11/25/24
Submit Draft Plans & Specs to EGLE	02/10/25
Close on BAN	02/19/25
Submit Final Plans & Specs to EGLE	04/09/25
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. A preliminary cost estimate of approximately \$1.9M was prepared for the reconstruction of Marion Avenue, Michigan Street, Hart Street, Washington Street, and Bernard Street. Each of these roadways includes storm sewer improvements as identified in the Storm Water CIP from the Asset Management Plan. Some of the storm sewer improvements may be included as a water main expense due to separation requirements and we are awaiting feedback from EGLE on that. This could ultimately decrease the City cost for roadway improvements if the water main improvements are bid under budget. The City approved roadway improvements at a maximum cost \$1.5M at the February Commission meeting.

Wightman Project Manager: Paul Harvey, P.E., pharvey@gowightman.com, 269-760-5082; Mary Nykamp, P.E. for the IRP work, mnykamp@gowightman.com, 269-209-6406

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**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	UPDATE FEBURARY 2025	UPDATE MARCH 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.	No Update	Someone has interest in the building. Request has come in regarding the zoning.
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.	In Progress. City Commission approved at the October meeting.	Andy Campbell will be attending Commission meeting to discuss.
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.	Currently sending weekly reports when I have something to report.	Currently sending weekly reports when I have something to report.
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.	RoxAnn and I have a meeting with Donovan scheduled to discuss the next steps. Grant agreement was signed.	Resolution will be on the agenda to approve McKenna as the firm to work on the city's master plan.
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	Have not started. Road assest management/VBCRC	Have not started. Curve painting complete	We will start the CIP process in Feb. 2025	We will start the CIP process in Feb. 2025	An updated CIP list was sent for my review	CIP list updated Ongoing discussion completed Ongoing discussion
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	Complete	Completed
	DPW	Write Job Description for DPW supervisor Make a Decision Hourly/Salary Recommendation to City Commissioners Promote Implement	Nick Curio	Complete	Complete	Complete	Complete	Complete	Completed
	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.	No Update	I need to advertise for the position
	WWTP								

**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	UPDATE FEBRUARY 2025	UPDATE MARCH 2025
	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	Complete	Complete. Working on hiring a new operator
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	Part-time Police chief hired contingent upon background check clearance	Chief is hired and working
7	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	Working on draft. An amendment to the weather inclinment and adding a uniform section. These items are going before commission at Feb. meeting	Working on draft
8	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	Working with BS&A team to start extracting data.	Working with BS&A team to start extracting data.