




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

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**TO:** Mayor Danger and the Hartford City Commission

**FROM:** Nicol Pulluam, City Manager 

**DATE:** May 18, 2026

**RE:** **APPROVAL OF CITY MANAGER'S FIRST AMENDMENT TO EMPLOYMENT AGREEMENT**

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## **ITEM BEFORE THE COMMISSION:**

The item before the Commission is to approve the city manager's, Nicol Pulluam, first amendment to the employment agreement with the City of Hartford.

## **DISCUSSION:**

The City Commission held a special meeting on May 7, 2026, to discuss the following changes presented by the City Manager. The Mayor and City Commission gave the city manager permission to have the city attorney draft an amendment to the employment agreement.

### **Article 2**

Section 1: Annual cola increases according to the budget approval in May.

### **Article 3**

Section 3: City Manager performance evaluation will be merit-based, with a one-time annual pay of 2%, 3%, or 3.5% based on the evaluation score. The performance evaluation committee will determine the score range based on the percentages. Determined by the annual budget.

Annual evaluation – in March of every year – annual written formal evaluation. All council members must evaluate the CM.

If the mayor/city council is on the commission for less than 6 months, their score will be calculated based on the time served. The performance evaluation committee will determine the process.

In January, the city manager will complete a self-evaluation and return it to the city clerk; the mayor/city council will complete the city manager's performance evaluation in February, and the results will be presented in March at a city commission meeting.

NEW - By January 31<sup>st</sup> each year, the city manager and the city council establish city goals.

## **Article 5**

Section 1a: Change from sick and vacation time to PTO hours, 300 hours per year w/one carryover. The City Manager may take 80 hours of consecutive PTO without prior approval from the Mayor and City Council. Anytime over 80 hours will need prior approval. In case of an emergency, the Mayor may approve the time until the next city council business meeting.

Section 3: Secretarial and clerical support – change to Administrative Assistant will be provided in accordance with the fiscal year budget. The minimum: the utility clerk/administrative assistant will be available to the city manager as needed.

Professional dues and subscription – the amount will vary depending on the fiscal year budget. CM shall not exceed the budgeted amount set and approved by the city council unless the council approves it.

Section 4: Conferences, conventions, and trainings - the amount will vary depending on the fiscal year budget. CM shall not exceed the budgeted amount set and approved by the city council unless the council approves it.

## **Article 6**

Section 5: City Manager's severance pay equals 6 months' salary and health benefits.

New: Review the city manager's contract every even year (next review in 2028).

New: City Manager shall be eligible for a one-time performance-based salary increase of up to two percent (2%) based on the performance evaluation completed in March 2026.

### **RECOMMENDATION:**

The City of Hartford City Commission approves the city manager's, Nicol Pulluam, first amendment to the employment agreement with the City of Hartford.