



APPROVING AMENDMENT TO CITY MANAGER EMPLOYEMENT AGREEMENT

At a meeting of the City of Hartford Commission, located at 19 West Main Street and called to order by Mayor Jane M. Danger on May 18, 2026, 6:00pm

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City Commission held a special meeting on May 7, 2026, to discuss proposed amendments to the City Manager’s Employment Agreement as presented by the City Manager, and

WHEREAS, the proposed amendments include the following changes:

Article 2 Section 1:

Annual cost – of – living adjustment (COLA) increases shall be provided in accordance with the annual budget approved in May.

Article 3 Section 3:

The City Manager’s performance evaluation shall be merit-based, with eligibility for a one-time annual compensation increase of 2%, 3%, or 3.5%, based upon the evaluation score. The Performance Evaluation Committee shall determine the score ranges associated with each percentage increase, subject to annual budget approval.

A formal written annual evaluation shall be conducted each March, and all members of the City Commission shall participate in the evaluation process.

If the Mayor or a City Commissioner has served on the Commission for less than six (6) months, their evaluation score shall be prorated based on the length of service. The Performance Evaluation Committee shall determine the evaluation process applicable in such circumstances.

In January of each year, the City Manager shall complete and submit a self-evaluation to the City Clerk. In February, the Mayor and City Commission shall complete the City Manager’s performance evaluation, with the results to be presented at a Special City Commission meeting in March.

(Add New Provision) By January 31, of each year, the City Manager and City Commission shall jointly establish annual City goals.

Article 5 Section 1 (a) :

Sick leave and vacation leave shall be replaced with Paid Time Off (PTO), consisting of 300 hours annually with a one-time carry over allowance.

The City Manager may utilize up to eighty (80) consecutive hours of PTO without prior approval from the Mayor and City Commission. Any PTO exceeding eighty (80) consecutive hours shall require prior approval from the Mayor and City Commission. In the event of an emergency, the Mayor may approve such leave until the next regularly scheduled City Commission meeting.

Article 5 Section 3:

Administrative support shall be updated from “secretarial and clerical support” to “Administrative Assistant support,” to be provided in accordance with the approved fiscal year budget. At a minimum, the Utility Clerk/Administrative Assistant shall be available to assist the City manager as needed.

Professional dues and subscriptions shall be limited to the amount approved within the fiscal year budget. The City Manager shall not exceed the budgeted amount without prior approval from the City Commission.

Article 5 Section 4:

Expenses related to conferences, conventions, and training shall be limited to the amount approved within the fiscal year budget. The City Manager shall not exceed the budgeted amount without prior approval from the City Commission.

Article 6 Section 5:

The City Manager’s severance pay shall equal six (6) months of salary and health benefits.

(Add New Provision) The City Manager’s Employment Agreement shall be reviewed every even-numbered year, with the next review scheduled for 2028; and

WHEREAS, the Mayor and City Commission authorized the City Attorney to prepare an amendment to the Employment Agreement reflecting the proposed changes; and

WHEREAS, in addition to the cost-of-living adjustment provided under Article 3 Section 3 of this Amendment, for the fiscal year beginning July 1, 2026, the City Manager shall be eligible for a one-time performance-based salary increase of up to two percent (2%), based upon the performance evaluation completed in March 2026.

NOW THEREFORE BE IT RESOLVED that the City Commission hereby approves the first Amendment to the Employment Agreement between the City of Hartford and City Manager Nicol Pulliam.

YEAS: Commissioners

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: May 18, 2026

RoxAnn Rodney-Isbrecht, City Clerk

I RoxAnn Rodney-Isbrecht, Clerk for the City of Hartford, do hereby certify that the foregoing is a true and complete copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on May 18, 2026 and the public notice of said meeting was held in compliance with Act 267 of the Public Acts of Michigan 1976, as amended.