



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Brown, City Manager ~~16~~

DATE: November 25, 2024

RE: **CITY COMMISSION MEETING SCHEDULE**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the city commission meeting schedule for the 2025 calendar year.

DISCUSSION:

Every year, the city council must approve the city commission meeting schedule. As part of the Open Meetings Act, the council meetings are posted. The city clerk will post the approved council meeting dates outside of city hall on the posting boards in front and back of city hall and on the city's website.

City hall administrative offices are not busy for the public during the Christmas and New Year holidays. I'm requesting that city hall be closed for business on Thursday, December 26, 2024, Friday, December 27, 2024, Friday, December 26, 2025, and January 2nd, 2026. Staff could choose to take a personal or vacation day.

RECOMMENDATION:

The City of Hartford City Commission makes a motion to approve the 2025 city commission meeting schedule and to close city hall administrative offices. City Hall will be closed for business on Thursday, December 26, 2024, Friday, December 27, 2024, Friday, December 26, 2025, and January 2nd, 2026. Staff could take a personal day, vacation day, or work from home.



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CITY OF HARTFORD 2025 CITY COMMISSION MEETING SCHEDULE

Date	Day	
January 27 th	Council Business Meeting	
February 24 th	Council Business Meeting	
March 24 th	Council Business Meeting	
March 25 th	Special Council Meeting	City Manager's review
April 28 th	Council Business Meeting	
May 19 th	Council Business Meeting	Third Monday
June 23 rd	Council Business Meeting	
July 28 th	Council Business Meeting	
August 25 th	Council Business Meeting	
September 22 nd	Council Business Meeting	
October 27 th	Council Business Meeting	
November 24 th	Council Business Meeting	
December 15 th	Council Business Meeting	Third Monday

All meeting is held at 5:30 pm in the City Commission Room of Hartford City Hall unless otherwise stated. Notice subject to change and in compliance with the open meetings act.



CITY OF HARTFORD 2025 HOLIDAY SCHEDULE CITY HALL CLOSED

Date	Day	Holiday
January 1 st	Wednesday	New Year's Day
January 20 th	Monday	MLK, Jr Birthday
February 17 th	Monday	President's Birthday
April 18 th	Friday	Good Friday
May 26 th	Monday	Memorial Day
June 19 th	Thursday	Juneteenth Day
July 4 th	Friday	Independence Day
September 1 st	Monday	Labor Day
October 13 th	Monday	Indigenous Peoples' Day
October 31 st	Friday	Trick or Treat Day
November 11 th	Tuesday	Veterans Day
November 27 th	Thursday	Thanksgiving Day
November 28 th	Friday	Friday after Thanksgiving
December 24 th	Wednesday	Christmas Eve
December 25 th	Thursday	Christmas Day
December 31 st	Wednesday	New Year's Eve