

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2026 - 006**



ROSE STREET ADVISORS HR PROPOSAL

At a Regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Jane M. Danger January 26, 2026 at 6:00p.m.

The following resolution was offered:

Moved by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the City of Hartford currently lacks a dedicated Human Resources or Personnel Department.

WHEREAS, as a result, the City Treasurer and City Manager have been performing human resources duties without the formal HR training; and

WHEREAS, the City Manager has met with Rose Street Advisors to discuss assistance with employee onboarding and offboarding, and the City has identified the need to update its Personnel Handbook to ensure compliance with State and Federal laws and HIPAA regulations; and

WHEREAS, the proposal will review of current employee personnel, medial, and I-9 files, as well as the following:

1. Employment application
2. New hire paperwork
3. Tax forms
4. File organization
5. Compliance to HIPAA requirements
6. Review of required employment law postings to ensure legal compliance and best practices
7. Review recruitment and hiring processes to ensure legal compliance and best practices
8. Review the Employee Handbook and any ad-hoc HR policies, with recommendations on current employment policies and practices
9. Review onboarding compliance practices and delivery of training tailored to HR requirements
10. Advice on human resources-related topics and system improvements.
11. Recommendations to support future HR needs; and

WHEREAS, the City did not allocate funds for an HR audit in the current fiscal year budget; and the City Manager is requesting the Commission approval to include the \$4,000 proposal in the 2025/2026 fiscal year budget; and

WHEREAS, the City Manager is also requesting HR training services at a rate of \$185 per/hour to ensure proper onboarding for new employees, to be funded through the City Managers existing training budget;

NOW THEREFORE, BE IT RESOLVED, that the City of Hartford Commission approves the Rose Street Advisors proposal for an HR audit review in the amount of \$4,000 to be included in the FY 2025/2026 budget, and authorizes the City Manager to execute the agreement.

YEAS: Commissioners:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: January 26, 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 copy of a Resolution duly adopted by the City Commission of the City of Hartford during a meeting held on January 26, 2026.

RoxAnn Rodney-Isbrecht, City Clerk
City of Hartford
19 West Main Street
Hartford MI 49057