

**CITY OF HARTFORD  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN  
RESOLUTION 2025 - 026  
ACCOUNTS PAYABLE ROUTINE BILL POLICY**



At a regular meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on April 30, 2025 at 7:30pm.

The following resolution was offered:

Moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**WHEREAS**, the City of Hartford Council wishes to meet once a month for City business meetings, and

**WHEREAS**, due to the timing of the receipt of invoices and the due dates it is not always possible to receive Council approval before the due date on certain bills that are routine monthly bills, and

**WHEREAS**, the City Council wishes to have those routine monthly bills paid on time to avoid finance charges and late fees, and

**WHEREAS**, the City of Hartford as a Home Rule City may preapprove certain expenditures by establishing a formal policy to authorize limited payments prior to approval to avoid finance or late charges as well as pay appropriated amounts and payroll. These disbursements must be approved after payment is made,

**NOW, THEREFORE BE IT RESOLVED**, the City Council gives the City Treasurer authority to make payment of these invoices by electronic funds transfer or paper check. This is permissible to avoid finance charges, late fees and ensure services are not interrupted for the following:

- Payroll – Taxes – Withholding;
- Utilities – Electric - Gas – Phone – Internet – Trash;
- Contracts/Agreements – Inspectors – Assessing - Cleaning – First Aid – Fire Protection – Election – Legal – Water & WWTP Operators;
- Insurance – Health – Life/Disability – Liability;
- Bonds – City Hall Lease – MI Finance Authority - WWTP Debt;
- Supplies - Hardware — Lab Testing – Postage – Awards;

**BE IT FURTHER RESOLVED**, that the City Treasurer will document approval of the invoice by the City Manager and will include the paid invoice register on the list of bills at the Council's next meeting for review and approval of the monthly reports.

YEAS: Commissioners

NAYS: Commissioners

ABSENT: Commissioners

**RESOLUTION DECLARED ADOPTED**

DATE: April 30, 2025

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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 April 30, 2025

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