



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

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**TO:** Mayor Hall and the Hartford Commission  
**FROM:** Nicol Brown, City Manager *NB*  
**DATE:** December 16, 2024  
**RE:** **CITY COMMISSION MEETING SCHEDULE**

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**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.

In the past, City Hall administrative offices were not known to be busy during the holiday season. Most of our water customers pay their bills before the holiday. 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 approves 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 <sup>th</sup>	Council Business Meeting	
February 24 <sup>th</sup>	Council Business Meeting	
March 24 <sup>th</sup>	Council Business Meeting	
March 25 <sup>th</sup>	Special Council Meeting	City Manager's review
April 28 <sup>th</sup>	Council Business Meeting	
May 19 <sup>th</sup>	Council Business Meeting	Third Monday
June 23 <sup>rd</sup>	Council Business Meeting	
July 28 <sup>th</sup>	Council Business Meeting	
August 25 <sup>th</sup>	Council Business Meeting	
September 22 <sup>nd</sup>	Council Business Meeting	
October 27 <sup>th</sup>	Council Business Meeting	
November 24 <sup>th</sup>	Council Business Meeting	
December 15 <sup>th</sup>	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 <sup>st</sup>	Wednesday	New Year's Day
January 20 <sup>th</sup>	Monday	MLK, Jr Birthday
February 17 <sup>th</sup>	Monday	President's Birthday
April 18 <sup>th</sup>	Friday	Good Friday
May 26 <sup>th</sup>	Monday	Memorial Day
June 19 <sup>th</sup>	Thursday	Juneteenth Day
July 4 <sup>th</sup>	Friday	Independence Day
September 1 <sup>st</sup>	Monday	Labor Day
October 13 <sup>th</sup>	Monday	Indigenous Peoples' Day
October 31 <sup>st</sup>	Friday	Trick or Treat Day
November 11 <sup>th</sup>	Tuesday	Veterans Day
November 27 <sup>th</sup>	Thursday	Thanksgiving Day
November 28 <sup>th</sup>	Friday	Friday after Thanksgiving
December 24 <sup>th</sup>	Wednesday	Christmas Eve
December 25 <sup>th</sup>	Thursday	Christmas Day
December 31 <sup>st</sup>	Wednesday	New Year's Eve