



City of Hartford
County of Van Buren, State of Michigan

Special Commission Business Meeting Agenda

Monday, November 03, 2025 at 5:30 PM

CALL TO ORDER

ROLL CALL

NEW BUSINESS

- [1.](#) Discuss & Consider - Treasurer and Financial Department Proposal

INTRODUCTION OF RESOLUTIONS OR AMENDMENTS

- [2.](#) Discuss & Consider - Resolution 2025 - 069 Financial Accounts Signatories
- [3.](#) Discuss & Consider - Resolution 2025 - 070 Accounting Assessment & Accounting Services

ADJOURNMENT



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

TO: Mayor Hall and the Hartford Commission

FROM: Nicol Pulluam, City Manager *NP*

DATE: October 3, 2025

RE: **APPROVAL OF HUNGERFORD PROPOSAL FOR ACCOUNTING
ASSESSMENT AND ACCOUNTING SERVICES**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the Hungerford proposal for accounting assessment and accounting services for support in the treasury department.

DISCUSSION:

The city is seeking a Treasurer as per the city charter. The city manager is requesting that the commission support the search by approving the Hungerford proposal. The proposal consists of an accounting assessment of the treasury department. Secondly, to continue with the accounting and treasury support. The support includes Accounts Payable, Payroll, journal entries, and all other accounting functions to maintain consistency within the city treasury department. The city manager will post the job for the treasurer and assess if Hungerford is the right support staff until we hire a treasurer or decide to outsource some of the treasurer's duties. This will address the immediate need in the treasury department.

RECOMMENDATION:

The city commission approves the Hungerford proposal for accounting assessment and accounting services to support the treasury department. The fees consist of \$6,500 for the assessment and \$1,250 weekly for accounting services in the treasury department. Authorize the city manager to execute the agreement.

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 - 069**



DESIGNATING SIGNATORIES ON CITY OF HARTFORDS FINANCIAL ACCOUNTS

At a Special meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on November 3, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____, and supported by Commissioner _____.

WHEREAS, the City of Hartford has terminated the employment of City Treasurer Pamela Shultz effective October 29, 2025; and

WHEREAS, it is necessary to update the City's financial, investment, loan, and banking records to reflect this change in employment; and

NOW, THEREFORE BE IT RESOLVED; that Pamela Shultz's name be removed from all accounts held by the City of Hartford, including but not limited to bonds, financial, investment, loan accounts, currently maintained with Consumers Credit Union, Honor Credit Union, Sturgis Bank & Trust, the State of Michigan and Michigan CLASS; and

BE IT FURTHER RESOLVED; that the following individuals are hereby designated as authorized signatories on all City of Hartford accounts, including but not limited to all bonds, loans, financial and investment accounts:

- Richard A. Hall, Mayor
- Nicol Pulluam, Manager
- RoxAnn Rodney-Isbrecht, Clerk

YEAS: Commissioner's

NAYS: ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: November 3, 2025

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 November 3, 2025

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

**CITY OF HARTFORD
COUNTY OF VAN BUREN
STATE OF MICHIGAN
RESOLUTION 2025 – 070**



ACCOUNTING ASSESSMENT AND ACCOUNTING SERVICES

At a Special meeting of the City of Hartford Commission at 19 West Main Street called to order by Mayor Richard A. Hall on November 3, 2025 at 5:30p.m.

The following resolution was offered:

Moved by Commissioner _____, and supported by Commissioner _____.

WHEREAS, the City is seeking to fill the Treasurer position as required by the City Charter, chapter IV, Section 4.1; and

WHEREAS, the City Manager has requested a proposal from Hungerford, CPS's and Advisors, to assess the Finance Department, the Treasurer position and related job duties, and support the Treasurer's Department during the search to fill the position; and

WHEREAS, the proposal also includes an accounting assessment and a review of the functions of accounts payable, payroll, journal entries, and all other accounting functions necessary to maintain consistency and stability within the Treasurer's role and the Finance Department until the position can be filled; and

WHEREAS, the City Manager will assess and review whether Hungerford is the appropriate temporary support, and may propose outsourcing some of the Treasurer's duties to meet the immediate needs of the Finance Department until the Treasurer position can be filled; and

NOW, THEREFORE BE IT RESOLVED, that the City Commission approves the proposal from Hungerford for an accounting assessment at a cost of \$6,500 and weekly ongoing accounting services for the Treasurer's department at a cost of \$1,250 per week, and authorizes the City Manager to execute the agreement.

YEAS: Commissioner's

NAYS: Commissioner's ABSENT:

RESOLUTION DECLARED ADOPTED

DATE: November 3, 2025

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 November 3, 2025.

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