

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 10, 2026 – 7:00 PM

1. Call to Order

The meeting was called to order by Supervisor Fountain at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Absent: None

Also present were Township Manager Mike Luce and Finance Director Susan Dryden.

4. Approval of the Agenda

Trustee O'Connell requested to add two items to the agenda, the 2026 Well #6 Replacement/Repair as 7.c. and the Engagement Letter - Funding Fire Authority and Fire Protection Services as 7.d.

Move to approve the agenda for the February 10, 2026 Hartland Township Board meeting as amended.

Motion made by Trustee O'Connell, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 10, 2026 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-27-26 Hartland Township Board Regular Meeting Minutes

7. Pending & New Business

- a. Treasury Assistant Update

Treasurer Horning requested to change the title for the Cashier position to Treasury Administrative Assistant which more accurately describes the job responsibilities. Clerk Ciofu inquired as to the whether there would be a change in the Pay Grade and Treasurer Horning stated it would not be changed.

Move to approve changing the job title in Treasury from Cashier to Treasury Administrative Assistant.

Motion made by Clerk Ciofu, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

b. Fiscal Year 2026-2027 Budget Recommendations - All Funds except Water

Finance Director Susan Dryden gave a brief overview of the new presentation format in keeping with the formal Audit presentation format. She stated the General Fund and Capital Improvement (CIP) Funds go together, and then they would present Major/Minor Funds, the Road Funds, Cable Funds, and finally all the Sewer Funds. Manager Luce then gave a brief overview of the Revenues, highlighting major items of Current Real Property Taxes and State Shared Revenue, which is declining due to sales tax and State Budget changes. He stated Cable Franchise Fees are also declining as more people switch from cable to streaming services. Manager Luce gave a brief explanation of the Professional Review Fees, which are funds collected from developers that are put into escrows to be used for engineering plan review expenses as they are incurred.

Manager Luce then provided an overall review of each department's proposed budget for FY26-27 and highlighted significant issues for each department for discussion. In the Administrative department the Contingency item for unexpected issues that may arise during FY26-27, and the Merit Pool line item, that if approved, will be distributed to wages in each individual departments were discussed. He stated the Elections department will have two elections in FY26-27 and the Clerk's department has requested an addition to staff, a potential records management system, and additional election training for staff for FY26-27. He stated there are no significant increases in the Treasurer department for FY26/27. Clerk Ciofu stated it appears that the Deputy Treasurer and Cashier did not meet their budgeted hours and he has a concern with the number of hours budgeted for these positions in FY26-27. Treasurer Horning stated she did reduce the hours for the Deputy Treasurer in FY26-27 and the reason the Cashier has not met the budgeted hours is that they are very sparing in the initial portion of the year to ensure they will have enough hours during the busy tax period. In the Data processing department, our contract with our IT provider has expired and we are on a month-to-month basis at this time. The FY26-27 budget includes a new one-year contract with our IT provider, the expense of transitioning to hartlandtwpmi.gov., and our Windows 365 migration. He did state that we did receive a \$25,000 grant from the Michigan State Police to help with the .gov transition. Manager Luce stated there was not much change in Township Hall & Grounds FY26-27 budget but the projected expense for FY25-26 for Contracted Services Water System is significantly higher. He stated that this line item is for the reimbursement to the Water Fund for the amount of time the DPW staff spends working on Township issues, such building repair and snow plowing and salting the Township Hall lots. The winter we incurred has contributed to this increase projection for FY25-26. He stated the Police Protection Contracted Services is the total cost of the Police contract with the Livingston County Sheriff, with the contributions from Hartland Consolidated Schools and Charyl Stockwell Academy being reflected in Revenues. In the Planning department the Professional Review Costs are the expenses for engineering plan reviews of developments, that are offset by the Professional Review Fees recorded as Revenue. Clerk Ciofu inquired whether the projection for FY25-26 for Contracted Services, which he believed to be the Zoning Map update, has been completed and Manager Luce stated it has. Manager Luce stated that the Roads & Maintenance department includes an increase in Road Chloride and in the Communication department there is a budgeted Special Event expense for the formal Veterans

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 10, 2026 – 7:00 PM

Memorial dedication event. Manager Luce then gave a brief overview of the Transfer Out to our Capital Improvement Fund.

Director Dryden reviewed the Capital Improvement Fund stating we received a quote for the Spranger Field storage building that significantly exceeded our original estimate, so this was removed from the CIP at this time. She stated the \$25,000 grant for the transition to .gov will be included in the CIP Revenues. Manager Luce stated the amount for the Sidewalks is a placeholder for our expense when we received the SEMCOG Sidewalk Grant funds which may not take place in FY26-27. Clerk Ciofu inquired as to the M-59 Median Improvements of \$230,000 amount that was to be moved from FY25-26 to FY26-27 in our last CIP discussion and Treasurer Horning stated we decided to only move \$50,000 of this to FY26-27 due to the MDOT resurfacing of this portion of M-59 in 2027. Trustee Lubeski inquired as to the new welcome signs on M-59 and Manager Luce stated we have quotes for the signs, but we want to make sure it includes installation to MDOT requirements and that this will be done in FY26-27. Finance Director then gave a brief overview of the combined General Fund and CIP Fund.

Director Dryden provided a brief overview of the Municipal Street Fund, the Fire Operating Fund, the Liquor Law fund, and the Cable Fund that was discussed at the last meeting. She highlighted the FY26-27 projects in the Municipal Street Fund of Old US-23 from M-59 to Crouse Rd. and Pleasant Valley Rd. and the FY27-28 projects of Bergin Rd., the completion of the Blaine Rd. project, and the bonding for Bergin Rd. in FY27-28. Director Dryden gave a brief overview of the Fire Operating Fund stating we are assuming the Fire millage will be renewed at 2.0 mils and highlighted the capital outlay projected for the Station 62 roof repair. Manager Luce stated capital outlays for the Fire Fund may change but we cannot project new items until the final millage renewal rate is determined. Director Dryden then reviewed the Liquor Law Enforcement Fund stating we receive funds from the State based on the number of liquor licenses and we use these funds for the Hartland Deerfield Fire Marshall liquor law inspections. Supervisor Fountain stated each business in the Township that has a liquor license pays a fee to the State, of which a portion is returned to the local municipality for liquor law compliance. Director Dryden gave a brief overview of the Cable Fund where revenues are declining and the actions we have taken to address this issue. She stated the Cable Fund will no longer pay the General Fund for studio rental, the fees paid for Microsoft 365 licenses were moved to the Data Processing department, and we redistributed the NearMap expense to several departments in the General Fund, thereby reducing Cable Fund expenses by about \$25,000. Director Dryden then reviewed the M-59 & Hartland Road Debt Fund, and Supervisor Fountain stated this SAD is being paid for by the Ramco and Grand Sakwa developers for the widening of M-59, the construction of the boulevard, and the moving Hartland Road. Director Dryden then reviewed the remaining Road SAD's.

Director Dryden gave a brief overview of the Sewer Operating Fund starting with the revenue projections based on where we are at now, county sewer rates, growth projections, number of REU's, and connection fees. Treasurer Horning inquired as to what we owe on the remaining bond and Director Dryden stated it was about \$5 million in principle plus interest. She then reviewed the expenses for the Sewer Operating Fund, highlighting the Administrative Fees, the Livingston County Drain Commission Contract Services, Depreciation, and the Transfer to the Sewer Expense Bond Fund. Director Dryden then reviewed the remaining sewer funds. Clerk Ciofu inquired as to the surplus funds on the Millpointe Road Fund and Director Dryden stated there are options if it is less than 5% of the original assessment that we would need to discuss. She then reviewed All Funds Balance projections.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 10, 2026 – 7:00 PM

c. 2026 Well 6 Replacement/Repair

Manager Luce stated there was a failure at Well #6 and they pulled the pump and had the well scoped. He stated this is a full replacement of the well and in the investigation the actual pipe that is the casing in the ground was corroded and pitted. He stated the downpipe is not completely falling apart but since we are putting in a new well pump and wiring, he is recommending replacing the pipe at this time as it is a minimal increased cost. The total cost, including the new pipe, is \$64,244 with a 50% deposit to start the project. Trustee McMullen inquired as to whether the new pipe could be sealed to avoid this situation in the future and Manager Luce stated this is ductile iron pipe that the pump drops down into and over the course of time sedimentation builds up on the pipe and affects the structural integrity of the pipe.

Move to approve a 50% deposit in the amount of \$32,122.00 as well as repair and installation of new well components to Well #6 via Brown Drilling and allow the Public Works Director to act on the Township's behalf concerning completion of the project for an amount not to exceed \$64,244.00.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

d. Engagement Letter - Funding Fire Authority and Fire Protection Services

Manager Luce stated this is an Engagement Letter from Joseph Colaianne of Clark Hill to serve as legal counsel for the renewal of the fire millage. He stated we are engaging with our Financial Advisor Steven Burke to look at the Hartland Deerfield Fire Authority's last few fiscal years financials and their Capital Improvement Plan to determine a plan and amount for a renewal of the fire millage. This Engagement Letter is for legal counsel for review and preparation of ballot language and necessary legal correspondence that will be required. Manager Luce stated the not-to-exceed amount is based on what services will be needed depending on the approach we take to the millage.

Move to approve the signing of the Letter of Engagement with Clark Hill for the fire services in an amount not to exceed \$15,000.00.

Motion made by Treasurer Horning, Seconded by Trustee O'Connell.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

8. Board Reports

Trustee Lubeski - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Stated Winterfest is this Saturday, February 14th from 1:00 p.m. to dusk with fireworks to end the days activities.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 10, 2026 – 7:00 PM

Treasurer Horning - Stated by state law all taxes are due on the last day in February and because this falls on a Saturday this year, we will be collecting tax payments on Monday, March 2, 2026 which is the deadline. She stated residents will have to pay their taxes at the County starting on March 3, 2026
Trustee O'Connell - No report.

Supervisor Fountain - Stated we received a Certificate of Achievement from the State of Michigan State Tax Commission that acknowledges that Hartland Township has been recognized for the outstanding achievement of receiving a perfect score on the 2025 PA660 Assessment Audit Review. He commended Assessor Amanda Carrigan and the Assessing department staff for their excellent work. He stated this audit is done every five years and that this is our third perfect score in a row.

[BRIEF RECESS]

9. Information / Discussion

a. 2026 Clerk Department Reorganization with Addition to Staff

Clerk Ciofu stated he is looking to reorganize the Clerk's Department with the addition of a new Clerk Assistant - Elections position that would take over most of the day-to-day Qualified Voter File (QVF) responsibilities from the Deputy Clerk and Receptionist. The new position would be responsible for more of the Deputy Clerk's election responsibilities allowing the Deputy Clerk serve in more of a supervisory role for elections and then be able to take on certain functions of the Clerks current responsibilities. This would allow for the Clerk to address certain projects that we have not been able to get to such as the Ordinance codification and Records Management. He stated our records are organized well and we can generally find the document staff is requesting, but it is a very time-consuming process as it all paper based and located in different areas. He stated we have started with the reorganization of the Contract files, and the Clerk staff has done a file review of all of the contract files, and many have been forwarded to the Clerk for further review as to determining a record destruction date with Departmental Directors. The new Clerk Assistant - Election will take over some of the Receptionist's election work and we will transition the Receptionist position to a Clerk Assistant - Administration position, that will still handle the Receptionist duties, but it will take on a more analytical role within the Clerks department and within other Township departments. An example of this would be summarizing the monthly Police statistics report into a concise one-page report. Clerk Ciofu worked with the Finance Director on the overall cost of the new Clerk Assistant - Elections position that is presented in the package. He stated that in the last August/November election cycle we used 465 hours of temporary help to assist in processing Absentee Ballots. We have reduced this to 100 hours specifically for the November General election due to the higher volume of Absentee Ballots processed for a November Election. Clerk Ciofu stated this is basically an issue of things we are not getting done. He stated Ordinance Codification long been an issue for the Clerk's department and though we have made some progress on this we have not had the necessary time to complete this project. He stated we have budgeted a small amount for Contracted Services to help us with this project once we get to a certain point in the project. Supervisor Fountain stated that he is aware that Ordinance Codification and Cemeteries records have been an issue for many years. Clerk Ciofu stated the Clerk staff has reorganized the Cemetery records over the past year, and we contracted with a Cemetery software firm to assist us in developing a plan to make the Cemetery records accessible for residents on our website for lot sales and historical information. He did state that this system has not been what we had hoped for and we may go in a different direction with a Cemetery system. Clerk Ciofu gave a brief overview of the Ordinance Codification process and the effort in organizing them into a searchable ordinance book. He stated our ordinances are currently held in paper format in manila file folders. We have budgeted for two desktop scanners to assist in our overall records management upgrade plan. Manager Luce stated this is in the Information Discussion section of the Board package because

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 10, 2026 – 7:00 PM

this new position and reorganization is included in the FY 26-27 budget, but we wanted to discuss this with the Board prior to approval of the budget. Clerk Ciofu stated if the budget is approved, he will bring back the new job descriptions to the Board at a later meeting.

b. Manager's Report

Manager Luce gave a brief update on the Code Enforcement Court Case regarding a local resident. This has been in litigation for over a year and last week we were informed that we prevailed for a third time and the resident must pay \$2400 in fines by this Friday and he has a specific amount of time to clean up the property. We were awarded everything we sought, except for attorney fees. Trustee Petrucci inquired as to other code enforcement issues and Manager Luce gave a brief overview of the Code Enforcement process regarding ordinance violations. Manager Luce stated that the Chick-Fil-A Final PD will be at the next Planning Commission meeting and will be on the next Board meeting and that a draft Accessory Dwelling Unit Ordinance will be coming to the Board once it is approved by the Livingston County Planning Commission. Manager Luce thanked the Township staff for their work on a challenging FY26-27 budget process. Manager Luce stated the Veterans Memorial Committee met last week to discuss the Dedication Event and he stated that invitation letters have been composed for dignitaries to attend the Veterans Memorial Dedication Day on May 2, 2026 at 10:00 a.m. and they will be sent out soon. Treasurer Horning offered the Boards condolences to Lisa Johnson on her recent loss of a family member.

c. Closed Session: to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)

Move to go into closed session to consider a periodic personnel evaluation of the Township Manager, at his request under MCL 15.268(a)

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci Roll call vote taken

Voting Nay: None

Absent: None

Motion passes: 7 - 0 - 0.

The Board is in closed session at 9:05 p.m.

The Board came out of closed session at 9:36

Move to have the Supervisor discuss the results of the closed session meeting with the Township Manager including compensation.

Motion made by Clerk Ciofu, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski,
Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING FINAL MINUTES
February 10, 2026 – 7:00 PM

10. Adjournment

Move to adjourn the meeting at 9:37 p.m.

Motion made by Trustee McMullen, Seconded by Trustee Lubeski.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

Voting Nay: None

Absent: None

Submitted by:

Larry N. Ciofu, Clerk