



Board of Trustees

William J. Fountain, Supervisor Matthew J. Germane, Trustee
Larry N. Ciofu, Clerk Summer L. McMullen, Trustee
Kathleen A. Horning, Treasurer Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, February 20, 2024 7:00 PM

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 5. Call to the Public
 6. Approval of the Consent Agenda
 - [a.](#) Approve Payment of Bills
 - [b.](#) Approve Post Audit of Disbursements Between Board Meetings
 - [c.](#) 02-06-24 Hartland Township Board Regular Meeting Minutes
 7. Pending & New Business
 - [a.](#) Fiscal Year 2024-2025 Hartland Township Budget Review
 - [b.](#) Resolution Appointing Robert West to Dispute Panel
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 - [b.](#) Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: February 13, 2024

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$299,548.26. The bills are available in the Finance office for review.

Notable invoices include:

\$13,835.00 – Thomas Caldwell – (Fire escrow refund)

\$72,048.41 – Jennifer Nash – (Sewage Disposal Bonds, Series 2015)

\$171,888.16 – Livingston County Drain Commission – (January 2024 Sewer System O&M)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Bills for 02.20.2024

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
ADOBE	ADOBE INC	01/05/2024	2648442064	FOA	JANUARY 2024	
50386		02/20/2024		N		19.99
01/05/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		19.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-740.000	OPERATING SUPPLIES	19.99

VENDOR TOTAL: 19.99

ALLSTAR	ALLSTAR ALARM LLC	02/06/2024	388551	FOA	TEEN CENTER SERVICE CALL	
50402	8345 MAIN STREET	02/20/2024		N		219.00
02/06/2024	WHITMORE LAKE MI, 48189	/ /	0.0000	N		0.00
		02/20/2024		Y		219.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	219.00

VENDOR TOTAL: 219.00

AMAZON.COM	AMAZON CAPITAL SERVICES	01/05/2024	010524	FOA	BINDER, CALENDAR, LIFT KEYBOARD/MOUS	
50309	P.O. BOX 035184	02/20/2024		N		101.15
01/05/2024	SEATTLE WA, 98124-5184	/ /	0.0000	N		0.00
		02/20/2024		N		101.15

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	12.42
101-253-727.000	SUPPLIES & POSTAGE	12.74
101-441-740.000	OPERATING SUPPLIES	75.99

101.15

VENDOR TOTAL: 101.15

AUTOZONE	AUTOZONE , INC	01/03/2024	2257421024	FOA	BATTERY FOR TRUCK	
50310	PO BOX 116067	02/20/2024		N		22.00
01/03/2024	ATLANTA GA, 30368-6067	/ /	0.0000	N		0.00
		02/20/2024		N		22.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	172.99
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	(150.99)

22.00

VENDOR TOTAL: 22.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
BAMCO	BAMCO INSTAHITCH	01/11/2024	011124	FOA	SNOW PLOW REPAIR PARTS	
50311		02/20/2024		N		134.00
01/11/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		134.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	134.00
VENDOR TOTAL:		134.00

CALDWELL	CALDWELL, THOMAS	02/05/2024	020524	FOA	REFUND FIRE INSURANCE ESCROW	
50379	11920 CLAIR STREET	02/20/2024		N		13,835.00
02/05/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/20/2024		N		13,835.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
702-000-291.001	FIRE INSURANCE W/H ESCROW	13,835.00
VENDOR TOTAL:		13,835.00

CINTAS	CINTAS CORPORATION	02/05/2024	4182383480	FOA	MATS	
50385	P.O. BOX 630910	02/20/2024		N		49.90
02/05/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/20/2024		N		49.90

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-801.000	CONTRACTED SERVICES	49.90

CINTAS	CINTAS CORPORATION	02/01/2024	5195636531	FOA	RESTOCK FIRST AID AT WTP	
50369	P.O. BOX 630910	02/20/2024		N		34.92
02/01/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/20/2024		N		34.92

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	34.92

CINTAS	CINTAS CORPORATION	02/01/2024	9258021124	FOA	EYEWASH SERVICE AGREEMENT	
50370	P.O. BOX 630910	02/20/2024		N		100.00
02/01/2024	CINCINNATI OH, 45263	/ /	0.0000	N		0.00
		02/20/2024		N		100.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	100.00

VENDOR TOTAL: 184.82

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

CLEVERBRID	CLEVERBRIDGE	02/01/2024	012324	FOA	NITRO PDF	
50365		02/20/2024		N		143.99
01/22/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		143.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	143.99

VENDOR TOTAL: 143.99

COMCAST	COMCAST	01/22/2024	JANUARY 2024	FOA	PHONE, INTERNET, CABLE AT TWP & WTP	
50312	P.O. BOX 70219	02/20/2024		N		772.49
01/11/2024	PHILADELPHIA PA, 19176-0219	/ /	0.0000	N		0.00
		02/20/2024		N		772.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-851.000	TELEPHONE	81.89
536-000-805.000	INTERNET	136.85
577-000-806.000	CABLE TV FEES	140.40
577-000-805.000	INTERNET	224.90
536-000-805.000	INTERNET	188.45
		772.49

VENDOR TOTAL: 772.49

DOUGIES	DOUGIE'S DISPOSAL & RECYCLING	02/01/2024	153978	FOA	FEBRUARY 2024 - PARKS TRASH	
50359	PO BOX 241	02/20/2024		N		300.00
02/01/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/20/2024		Y		300.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.000	CONTRACTED SERVICES	300.00

VENDOR TOTAL: 300.00

DLGC	DRIVERS LICENSE GUIDE COMPANY	02/05/2024	830683	FOA	2024 I.D. CHECKING GUIDE	
50390	1492 ODDSTAD DRIVE	02/20/2024		N		33.95
02/05/2024	REDWOOD CITY CA, 94063	/ /	0.0000	N		0.00
		02/20/2024		N		33.95

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	33.95

VENDOR TOTAL: 33.95

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
0070	DTE ENERGY	02/05/2024	200284775905	FOA	JANUARY 2024 - MILLPOINTE, FIDDLERS	
50373	P.O BOX 740786	02/20/2024		N		1,881.08
	CINCINNATI					
02/05/2024	OH, 45274-0786	/ /	0.0000	N		0.00
		02/20/2024		N		1,881.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	303.33
101-000-282.002	FIDDLAR GROVE STREETLIGHT DEPOSIT	23.27
101-000-282.003	WALNUT RIDGE STREETLIGHTS DEPOSIT	25.46
101-448-921.000	STREET LIGHTS	1,529.02
		<u>1,881.08</u>

VENDOR TOTAL: 1,881.08

ECOSHIELD	ECOSHIELD PEST SOLUTIONS DET WEST	01/22/2024	JANUARY 2024	FOA	PEST CONTROL	
50313	P.O. BOX 92180	02/20/2024		N		297.00
01/11/2024	LAS VEGAS NV, 89193-2180	/ /	0.0000	N		0.00
		02/20/2024		Y		297.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	99.00
101-265-801.000	CONTRACTED SERVICES	109.00
101-265-801.000	CONTRACTED SERVICES	89.00
		<u>297.00</u>

VENDOR TOTAL: 297.00

GODADDY	GO DADDY	01/22/2024	2884287398	FOA	JANUARY 2024	
50314		02/20/2024		N		29.99
01/11/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		29.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-900.000	PRINTING & PUBLICATIONS	29.99

VENDOR TOTAL: 29.99

HAROLDS	HAROLD'S FRAME SHOP INC	01/16/2024	106555	FOA	TRUCK REPAIRS, SNOW PLOW PARTS	
50315		02/20/2024		N		358.14
01/16/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		358.14

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	358.14

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

VENDOR TOTAL: 358.14

0150	HARTLAND CONSOLIDATED SCHOOLS	02/06/2024	174323	FOA	JANUARY 2024 FUEL	
50387	9525 E HIGHLAND ROAD	02/20/2024		N		513.23
02/05/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		513.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	52.51
536-000-860.000	GASOLINE	460.72
		<u>513.23</u>

VENDOR TOTAL: 513.23

0001	HARTLAND TOWNSHIP GENERAL FUND	02/01/2024	020124	FOA	JANUARY 2024 DOG LICENSE PMTS	
50362		02/20/2024		N		21.00
02/01/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		21.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	21.00

0001	HARTLAND TOWNSHIP GENERAL FUND	02/07/2024	020724	FOA	JANUARY 2024 MOBILE HOME TAX DISBURS	
50392		02/20/2024		N		286.50
02/07/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		286.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	286.50

VENDOR TOTAL: 307.50

WATERO&M	HARTLAND TOWNSHIP WATER O & M	01/31/2024	JANUARY 2024	FOA	OUT OF DEPT COSTS	
50360	2655 CLARK RD	02/20/2024		N		4,480.43
01/31/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/20/2024		N		4,480.43

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	2,384.65
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	1,682.00
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	110.34
101-751-955.000	PARKS - SPECIAL EVENTS	303.44
		<u>4,480.43</u>

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

VENDOR TOTAL: 4,480.43

HITECH	HI-TECH SAFE & LOCK INC.	01/11/2024	011124	FOA	NEW LOCKS FOR CASES AT SETTLERS PARK	
50316	122 W CLINTON ST	02/20/2024		N		72.00
01/11/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		72.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-930.000	REPAIRS & MAINTENANCE	72.00

VENDOR TOTAL: 72.00

1548	HORIZON LANDSCAPE INC.	02/05/2024	16884	FOA	SPRANGER FIELD WINTERIZATION	
50383	11765 HIBNER RD	02/20/2024		N		365.00
12/27/2023	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/20/2024		N		365.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-802.000	LAWN/SNOW MAINTENANCE	365.00

1548	HORIZON LANDSCAPE INC.	02/01/2024	16891	FOA	JANUARY 2024 - SIDEWALKS SHOVELED/SA	
50384	11765 HIBNER RD	02/20/2024		N		8,925.00
02/01/2024	HARTLAND MI, 48353	/ /	0.0000	N		0.00
		02/20/2024		N		8,925.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	8,925.00

VENDOR TOTAL: 9,290.00

LIVINGCO	JENNIFER M. NASH	02/12/2024	021224	FOA	SEWAGE DISPOSAL BONDS, SERIES 2015	
50411	C/O BRIAN JONCKHEERE, LCDC	02/20/2024		N		72,048.41
	2300 E. GRAND RIVER, STE 105	/ /	0.0000	N		0.00
02/12/2024	HOWELL MI, 48843-7581	02/20/2024		N		72,048.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
591-000-994.000	BOND PRINC. PAYMENT	61,530.00
591-000-997.000	BOND INTEREST PAYMENT	10,518.41

72,048.41

VENDOR TOTAL: 72,048.41

LASHBROOK	LASHBROOK SEPTIC SERVICE	02/05/2024	A-68883	FOA	WINTERFEST	
50398	4895 CURDY RD	02/20/2024		N		325.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

02/05/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/20/2024		N		325.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	325.00

VENDOR TOTAL: 325.00

0220	LIVINGSTON COUNTY TREASURER	02/01/2024	020124	FOA	JANUARY 2024 DOG LICENSE PMTS	
50361	200 E. GRAND RIVER	02/20/2024		N		229.00
02/01/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		229.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.250	DOG LICENSES ESCROW	229.00

0220	LIVINGSTON COUNTY TREASURER	02/07/2024	020724	FOA	JANUARY 2024 MOBILE HOME TAX DISBURS	
50391	200 E. GRAND RIVER	02/20/2024		N		1,432.50
02/07/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		1,432.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
701-000-290.300	MOBILE HOME FEES ESCROW	1,432.50

0220	LIVINGSTON COUNTY TREASURER	02/07/2024	2/7/24	FOA	BOR/PRE ADJUSTMENTS	
50407	200 E. GRAND RIVER	02/20/2024		N		32.41
02/07/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		32.41

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	32.41

VENDOR TOTAL: 1,693.91

2909	LIVINGSTON CTY.DRAIN COMMISSIO	02/05/2024	3777	FOA	JANUARY 2024 SEWER SYSTEM O&M	
50376	2300 E. GRAND RIVER	02/20/2024		N		171,888.16
	STE. 105					
02/05/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		171,888.16

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-801.008	LCDC CONTRACT SERVICES	171,888.16

VENDOR TOTAL: 171,888.16

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

LDPA 50317	LIVINGSTON DAILY PRESS & ARGUS	01/22/2024	011124	FOA	JANUARY 2024	
		02/20/2024		N		11.99
01/11/2024	3964 SOLUTIONS CENTER CHICAGO IL, 60677-3009	/ /	0.0000	Y		0.00
		02/20/2024		N		11.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	11.99

VENDOR TOTAL: 11.99

MASTERS 50364	MASTERS TELECOM LLC	02/01/2024	30457	FOA	JANUARY 2024	
		02/20/2024		N		19.68
01/22/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		19.68

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	19.68

VENDOR TOTAL: 19.68

MACEO 50318	MI ASSOC. CODE ENFORCEMENT OFFICERS C/O JEANNIE NILAND - CITY OF NOVI 45175 TEN MILE ROAD	01/22/2024	2205	FOA	MEMBER RENEWAL	
		02/20/2024		N		75.00
01/11/2024	NOVI MI, 48375	/ /	0.0000	N		0.00
		02/20/2024		N		75.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-957.000	EDUCATION/TRAINING/CONVENTION	75.00

VENDOR TOTAL: 75.00

MMTA 50321	MICHIGAN MUNICIPAL TREASURERS ASSOC PO BOX 324	01/03/2024	9374	FOA	2024	
		02/20/2024		N		99.00
01/03/2024	TAWAS CITY MI, 48764	/ /	0.0000	N		0.00
		02/20/2024		N		99.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253-957.000	EDUCATION/TRAINING/CONVENTION	99.00

VENDOR TOTAL: 99.00

MRWA 50320	MICHIGAN RURAL WATER ASSOCIATION 2127 UNIVERSITY PARK DR, STE 340	01/04/2024	010424	FOA	ANNUAL DUES & REGISTRATION	
		02/20/2024		N		575.00
01/04/2024	OKEMOS MI, 48864	/ /	0.0000	N		0.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

		02/20/2024		N		575.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
536-000-804.000	MEMBERSHIP & DUES	400.00
536-000-957.000	EDUCATION/TRAINING/CONVENTION	175.00
		<u>575.00</u>

VENDOR TOTAL: 575.00

MSU	MICHIGAN STATE UNIVERSITY	02/01/2024	012224	FOA	ROLES/RESPONSIBILITIES OF A PLANNING	
50363	C/O GEORGETTE KENNEDY	02/20/2024		N		25.00
	312 AGRICULTURE HALL					
01/22/2024	EAST LANSING MI, 48824	/ /	0.0000	N		0.00
		02/20/2024		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-957.000	EDUCATION/TRAINING/CONVENTION	25.00

VENDOR TOTAL: 25.00

MTA	MICHIGAN TOWNSHIPS ASSOCIATION	01/03/2024	272110	FOA	2024 MTA CAPITAL CONFERENCE	
50322	P.O. BOX 80078	02/20/2024		N		420.00
01/03/2024	LANSING MI, 48908-0078	/ /	0.0000	N		0.00
		02/20/2024		N		420.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-957.000	EDUCATION/TRAINING/CONVENTION	420.00

VENDOR TOTAL: 420.00

LCDPA	MICHIGAN.COM	02/12/2024	MARCH 2024	FOA	MARCH 2024	
50403	PO BOX 742520	02/20/2024		N		63.00
02/06/2024	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		02/20/2024		N		63.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-101-804.000	MEMBERSHIP & DUES	63.00

VENDOR TOTAL: 63.00

MICROSOFT	MICROSOFT	01/02/2024	3172161710	FOA	MICROSOFT UPGRADE	
50319		02/20/2024		N		104.94
01/02/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		104.94

Open

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount

GL NUMBER	DESCRIPTION	AMOUNT
101-441-740.000	OPERATING SUPPLIES	104.94

VENDOR TOTAL: 104.94

MUGGBOPPS	MUGG & BOPPS	01/17/2024	011724	FOA	KEROSENE FOR BARN HEATER	
50323		02/20/2024		N		183.03
01/17/2024		/ /	0.0000	N		0.00
		02/20/2024		N		183.03

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	183.03

VENDOR TOTAL: 183.03

1180	PETER'S TRUE VALUE HARDWARE	02/05/2024	K71010	FOA	LIGHT REPAIR AT WTP	
50374	3455 W. HIGHLAND ROAD	02/20/2024		N		18.98
02/05/2024	MILFORD MI, 48380	/ /	0.0000	N		0.00
		02/20/2024		N		18.98

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.003	REPAIRS & MAINTENANCE BLD&GRDS	18.98

VENDOR TOTAL: 18.98

RESERVE	PITNEY BOWES BANK INC RESERVE ACCT	02/01/2024	020124	FOA	REPLENISH POSTAGE IN MACHINE	
50367	P.O. BOX 981023	02/20/2024		N		864.86
02/01/2024	BOSTON MA, 02298-1023	/ /	0.0000	N		0.00
		02/20/2024		N		864.86

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	32.81
101-209-727.000	SUPPLIES & POSTAGE	11.43
101-215-727.000	SUPPLIES & POSTAGE	194.40
101-191-727.000	SUPPLIES & POSTAGE	437.56
101-192-727.000	SUPPLIES & POSTAGE	62.86
101-400-727.000	SUPPLIES & POSTAGE	3.20
101-253-727.000	SUPPLIES & POSTAGE	0.63
101-253-811.100	TAX COLLECTION	47.44
536-000-727.000	SUPPLIES/POSTAGE	37.27
590-000-727.000	SUPPLIES & POSTAGE	37.26

864.86

VENDOR TOTAL: 864.86

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
PBI	PITNEY BOWES INC	02/05/2024	1024745070	FOA	RED INK CARTRIDGE	
50394	P.O. BOX 981039	02/20/2024		N		132.79
02/05/2024	BOSTON MA, 02298-1039	/ /	0.0000	N		0.00
		02/20/2024		N		132.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-727.000	SUPPLIES & POSTAGE	132.79

VENDOR TOTAL: 132.79

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	02/08/2024	1080908	FOA	ORDINANCE ENFORCEMENT MATTERS THRU 1	
50404	27555 EXECUTIVE DRIVE, SUITE 250	02/20/2024		N		40.50
02/08/2024	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		02/20/2024		Y		40.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-722-826.000	LEGAL FEES	40.50

VENDOR TOTAL: 40.50

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
RURALKING	RURAL KING	01/02/2024	010224	FOA	SUPPLIES	
50324	4216 DEWITT AVE	02/20/2024		N		50.96
01/02/2024	MATTOON IL, 61938	/ /	0.0000	N		0.00
		02/20/2024		N		50.96

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	14.99
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	15.98
536-000-740.000	OPERATING SUPPLIES	19.99
		50.96

VENDOR TOTAL: 50.96

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
SANMARINO	SAN MARINO EXCAVATING, INC.	02/08/2024	153664	FOA	DUMPSTER RENTAL	
50405	5550 MITCHEL WAY	02/20/2024		N		760.00
02/08/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		N		760.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-801.000	CONTRACTED SERVICES	760.00

VENDOR TOTAL: 760.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
SHUTTERSTO	SHUTTERSTOCK.COM	01/18/2024	011924	FOA	JANUARY 2024	
50378		02/20/2024		N		29.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
01/18/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		29.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-577-740.000	OPERATING SUPPLIES	29.00

VENDOR TOTAL: 29.00

SITEONE	SITEONE LANDSCAPE SUPPLY	02/01/2024	012224	FOA	ICE MELT	
50366		02/20/2024		N		953.10
01/22/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		953.10

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-802.000	LAWN/SNOW MAINTENANCE	207.02
536-000-802.000	LAWN/SNOW MAINTENANCE	207.03
101-265-802.000	LAWN/SNOW MAINTENANCE	269.53
536-000-802.000	LAWN/SNOW MAINTENANCE	269.52
		953.10

VENDOR TOTAL: 953.10

SPALDING	SPALDING DEDECKER	02/06/2024	97517	FOA	M-59 WATER MAIN CE THRU 1/28/24	
50388	905 SOUTH BLVD EAST	02/20/2024		N		7,065.00
02/06/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		02/20/2024		N		7,065.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-150.000	WATER CONSTRUCT IN PROGRESS	7,065.00

VENDOR TOTAL: 7,065.00

STAPLES	STAPLES	02/03/2024	8073163958	FOA	MISC SUPPLIES	
50371	PO BOX 660409	02/20/2024		N		198.23
02/03/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/20/2024		N		198.23

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	13.94
101-265-740.000	OPERATING SUPPLIES	116.36
101-172-727.000	SUPPLIES & POSTAGE	11.50
101-215-727.000	SUPPLIES & POSTAGE	56.43
		198.23

STAPLES	STAPLES	02/10/2024	8073244683	FOA	MISC SUPPLIES	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
50406	PO BOX 660409	02/20/2024		N		681.53
02/10/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		02/20/2024		N		681.53

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-192-727.000	SUPPLIES & POSTAGE	187.48
101-265-740.000	OPERATING SUPPLIES	30.89
101-253-727.000	SUPPLIES & POSTAGE	463.16
		<u>681.53</u>

VENDOR TOTAL: 879.76

EGLE	STATE OF MICHIGAN	02/01/2024	761-11180579	FOA	STORM WTR ANNUAL PERMIT FEE 2024	
50395	EGLE-SWPF CASHIERS OFFICE	02/20/2024		N		500.00
	P.O. BOX 30657	/ /	0.0000	N		0.00
02/01/2024	LANSING MI, 48909-8157	02/20/2024		N		500.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-465-956.000	MISCELLANEOUS	500.00

VENDOR TOTAL: 500.00

ONESTOP	THE ONE STOP SHOP	01/08/2024	542	FOA	WINTERFEST 2024 YARD SIGNS	
50377	9552 E HIGHLAND RD	02/20/2024		N		360.00
01/08/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		02/20/2024		Y		360.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-955.000	PARKS - SPECIAL EVENTS	360.00

VENDOR TOTAL: 360.00

SPIRITOFLI	THE SPIRIT OF LIVINGSTON	01/29/2024	4526	FOA	HATS EMBROIDED	
50393	3280 W GRAND RIVER	02/20/2024		N		25.00
01/29/2024	HOWELL MI, 48855	/ /	0.0000	N		0.00
		02/20/2024		N		25.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	25.00

VENDOR TOTAL: 25.00

STAMP	THE STAMPMAKER.COM	01/22/2024	010424	FOA	DATE STAMP	
50325		02/20/2024		N		45.75

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
01/02/2024	,	/ /	0.0000	N		0.00
		02/20/2024		N		45.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	45.75

VENDOR TOTAL: 45.75

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
SCADA	UIS SCADA, INC.	01/18/2024	530373234	FOA	2024 CRUISE SUBSCRIPTION/CELLULAR FE	
50368	2290 BISHOP CIRCLE EAST	02/20/2024		N		2,388.00
01/18/2024	DEXTER MI, 48130	/ /	0.0000	N		0.00
		02/20/2024		N		2,388.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.000	SOFTWARE MAINTENANCE	2,388.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
SCADA	UIS SCADA, INC.	02/02/2024	530373510	FOA	TROUBLESHOOT FLOW TOTALIZER	
50375	2290 BISHOP CIRCLE EAST	02/20/2024		N		486.00
02/02/2024	DEXTER MI, 48130	/ /	0.0000	N		0.00
		02/20/2024		N		486.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	486.00

VENDOR TOTAL: 2,874.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
UNIVAR	UNIVAR SOLUTIONS	01/04/2024	51736757	FOA	LIQUID CHLORINE	
50326	62190 COLLECTIONS CENTER DRIVE	02/20/2024		N		2,407.49
01/04/2024	CHICAGO IL, 60693-0621	/ /	0.0000	N		0.00
		02/20/2024		N		2,407.49

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.001	WATER TREAT. CHEMICALS	2,407.49

VENDOR TOTAL: 2,407.49

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
USA	USA BLUE BOOK	02/06/2024	268430	FOA	PVC SLIP TEE/PIPE	
50389	P.O. BOX 9004	02/20/2024		N		103.94
02/06/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		02/20/2024		N		103.94

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	103.94

USA	USA BLUE BOOK	02/07/2024	269669	FOA	PVC PIPE	
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
50397	P.O. BOX 9004	02/20/2024		N		137.85
02/07/2024	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		02/20/2024		N		137.85

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	137.85
VENDOR TOTAL:		241.79

VC3, INC.	VC3, INC.	02/12/2024	138842	FOA	FEBRUARY 2024 - MS OFFICE 365	
50410	C/O PNC BANK	02/20/2024		N		575.00
	P.O. BOX 746804	/ /	0.0000	N		0.00
02/12/2024	ATLANTA GA, 30374-6804	02/20/2024		N		575.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-946.000	PEG SERVER & SOFTWARE RENTAL	575.00
VENDOR TOTAL:		575.00

VERIZON	VERIZON WIRELESS	01/22/2024	9951850424	FOA	11/16 - 12/15/23	
50327	P.O. BOX 15062	02/20/2024		N		1,196.40
01/04/2024	ALBANY NY, 12212-5062	/ /	0.0000	N		0.00
		02/20/2024		N		1,196.40

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-851.000	TELEPHONE	827.73
101-000-232.000	DUE TO EMPLOYEES	58.20
101-209-930.000	REPAIRS & MAINTENANCE	80.02
536-000-851.000	TELEPHONE	190.44
577-000-801.000	CONTRACTED SERVICES & RENTALS	40.01
		1,196.40

VENDOR TOTAL: 1,196.40

TOTAL - ALL VENDORS: 299,548.26

FUND TOTALS:

Fund 101 - GENERAL FUND	22,263.65
Fund 536 - WATER SYSTEM FUND	9,461.47
Fund 539 - WATER REPLACEMENT FUND	7,065.00
Fund 577 - CABLE TV FUND	980.31
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	171,925.42
Fund 591 - LAKE TYRONE 2015 SEWER SAD	72,048.41
Fund 701 - TRUST AND AGENCY	1,969.00
Fund 702 - TRUST & AGENCY - NEW	13,835.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: February 13, 2024

Recommended Action

Move to approve the presented disbursements under the post-audit resolution.

Discussion

The following disbursements have been made since the last board meeting:

Accounts Payable - \$90,906.47

February 15, 2024 Payroll - \$80,532.58

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY24 budget.

Attachments

Post Audit Bills List 01.31.2024

Post Audit Bills List 02.08.2024

Payroll for 02.15.2024

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/31/2024	FOA	44337	HARTLAND ROAD FUND	ROAD MILLAGE - HURON VALLEY STATE	204-000-003.001	50.00
01/31/2024	FOA	44338	HARTLAND TOWNSHIP M-59 SAVINGS	M59 SAVINGS @ THE STATE BANK	354-000-003.001	50.00
01/31/2024	FOA	44339	HARTLAND TOWNSHIP SEWER FUND	REIMB ADMIN FEE SEWER	101-000-676.590	36,132.88
01/31/2024	FOA	44340	HARTLAND TOWNSHIP SEWER FUND	SEWER BANK OF ANN ARBOR		** VOIDED **
01/31/2024	FOA	44341	HARTLAND TOWNSHIP WATER O & M	REIMB ADMIN FEE WATER	101-000-676.536	41,662.22
01/31/2024	FOA	44342	HARTLAND WATER REPAIR/RPLCMNT	WTRRR FIRST NATIONAL BANK	539-000-003.001	50.00
01/31/2024	FOA	44343	POSTMASTER	SUPPLIES & POSTAGE	101-191-727.000	1,702.80
01/31/2024	FOA	44344	STATE OF MICHIGAN	LEGAL FEES	101-209-826.000	25.00
			TOTAL - ALL FUNDS	TOTAL OF 8 CHECKS (1 voided)		79,672.90

--- GL TOTALS ---

101-000-676.536	REIMB ADMIN FEE WATER	41,662.22
101-000-676.590	REIMB ADMIN FEE SEWER	36,132.88
101-191-727.000	SUPPLIES & POSTAGE	1,702.80
101-209-826.000	LEGAL FEES	25.00
204-000-003.001	ROAD MILLAGE - HURON VALLEY STATE BANK	50.00
354-000-003.001	M59 SAVINGS @ THE STATE BANK	50.00
539-000-003.001	WTRRR FIRST NATIONAL BANK	50.00
	TOTAL	79,672.90

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/08/2024	FOA	44370	CONSUMERS ENERGY	STREET LIGHTS	101-448-921.000	207.24
		44370		UTILITIES - ELECTRIC	206-000-920.002	43.81
						<u>251.05</u>
02/08/2024	FOA	44371	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	137.02
02/08/2024	FOA	44372	CLASSIC TENT AND EVENT	PARKS - SPECIAL EVENTS	101-751-955.000	10,845.50
			TOTAL - ALL FUNDS	TOTAL OF 3 CHECKS		11,233.57

--- GL TOTALS ---

101-448-921.000	STREET LIGHTS	207.24
101-751-920.002	UTILITIES - ELECTRIC	137.02
101-751-955.000	PARKS - SPECIAL EVENTS	10,845.50
206-000-920.002	UTILITIES - ELECTRIC	43.81
	TOTAL	11,233.57

Check Register Report For Hartland Township
For Check Dates 02/01/2024 to 02/15/2024

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/15/2024	FOA	17493	MISSION SQUARE	1,127.01	1,127.01	0.00	Open
02/15/2024	FOA	17494	MISSION SQUARE	3,020.76	3,020.76	0.00	Open
02/15/2024	FOA	17495	MISSION SQUARE	3,503.53	3,503.53	0.00	Open
02/15/2024	FOA	DD9034	BEDUHN, TIMOTHY L.A.	2,214.50	0.00	1,712.61	Cleared
02/15/2024	FOA	DD9035	BERNARDI, MELYNDA A	2,416.04	0.00	1,886.95	Cleared
02/15/2024	FOA	DD9036	BROOKS, TYLER J	2,990.00	0.00	2,107.72	Cleared
02/15/2024	FOA	DD9037	CARRIGAN, AMANDA K	3,125.00	0.00	2,491.77	Cleared
02/15/2024	FOA	DD9038	CASE, SUSAN E	2,331.16	0.00	1,406.41	Cleared
02/15/2024	FOA	DD9039	CIOFU, LARRY N	2,856.09	0.00	2,068.92	Cleared
02/15/2024	FOA	DD9040	COSGROVE, HEATHER H	2,033.15	0.00	1,660.98	Cleared
02/15/2024	FOA	DD9041	DRYDEN-HOGAN, SUSAN A	3,777.57	0.00	2,702.03	Cleared
02/15/2024	FOA	DD9042	HAASETH, GWYN M	1,125.00	0.00	1,001.04	Cleared
02/15/2024	FOA	DD9043	HABLE, SCOTT R	3,458.33	0.00	2,403.10	Cleared
02/15/2024	FOA	DD9044	HORNING, KATHLEEN A	2,856.09	0.00	2,011.24	Cleared
02/15/2024	FOA	DD9045	HUBBARD, TONYA S	1,965.96	0.00	1,300.49	Cleared
02/15/2024	FOA	DD9046	JOHNSON, LISA	2,590.87	0.00	1,689.42	Cleared
02/15/2024	FOA	DD9047	KENDALL, ANTHONY S	100.14	0.00	92.48	Cleared
02/15/2024	FOA	DD9048	LACHAJEWSKI, DEBRA A	726.75	0.00	650.18	Cleared
02/15/2024	FOA	DD9049	LANGER, TROY D	3,767.92	0.00	2,659.25	Cleared
02/15/2024	FOA	DD9050	LOFTUS, DANIEL M	947.03	0.00	800.45	Cleared
02/15/2024	FOA	DD9051	LOUIS, CASEY	1,435.71	0.00	1,111.01	Cleared
02/15/2024	FOA	DD9052	LUCE, MICHAEL T	5,091.67	0.00	3,750.42	Cleared
02/15/2024	FOA	DD9053	MORGANROTH, CAROL L	2,361.36	0.00	1,826.40	Cleared
02/15/2024	FOA	DD9054	NIXON, MITCHELL A	2,587.50	0.00	1,986.71	Cleared
02/15/2024	FOA	DD9055	SHOLLACK, DONNA M	2,627.71	0.00	1,982.85	Cleared
02/15/2024	FOA	DD9056	SOSNOWSKI, SHERI R	2,271.12	0.00	1,715.16	Cleared
02/15/2024	FOA	DD9057	WYATT, MARTHA K	3,588.15	0.00	2,389.13	Cleared
02/15/2024	FOA	EFT714	FEDERAL TAX DEPOSIT	13,636.46	13,636.46	0.00	Cleared

Totals:	Number of Checks: 028	80,532.58	21,287.76	43,406.72
Total Physical Checks:	3			
Total Check Stubs:	25			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 02-06-24 Hartland Township Board Regular Meeting Minutes

Date: February 15, 2024

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for February 6, 2024.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

2-6-24 HTB Minutes

DRAFT

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 Germane, Trustee McMullen, Trustee Petrucci

ABSENT: Trustee O'Connell

Also present were Township Manager Mike Luce, Finance Director Susan Dryden, Assessing Director Amanda Carrigan and Public Works Director Scott Hable.

4. Approval of the Agenda

Move to approve the agenda for the February 6, 2024 Hartland Township Board Meeting as presented.

Motion made by Trustee Petrucci, Seconded by Treasurer Horning.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee Petrucci

Voting Nay: None

Absent: Trustee O'Connell

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the February 6, 2024 Hartland Township Board meeting as presented.

Motion made by Clerk Ciofu, Seconded by Trustee Petrucci.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee Petrucci

Voting Nay: None

Absent: Trustee O'Connell

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 01-16-24 Hartland Township Board Regular Meeting Minutes
- d. HCS & LESA Summer Tax Collection Agreements

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 06, 2024 – 7:00 PM

7. Pending & New Business

a. Resolution to Adopt Poverty Guidelines

Assessing Director Amanda Carrigan gave a brief overview of Hartland Township's Poverty Exemption Program for low-income residents, who may need assistance with their property taxes. These applications are reviewed by the Board of Review at their three meetings each year. She stated that historically a resolution was brought forward annually to approve the guidelines we have in place. The guidelines are based on the federal poverty guidelines and because of the high standard of living in Hartland Township, the Board has authorized us to go twenty-five percent above the federal poverty guidelines. After discussions with the State Tax Commission, we found that we could create language in the resolution that will allow us to approve our guidelines once and have them then carry forward from this point on. She stated the language basically sets a 1.25% multiplier to the federal poverty guidelines that are issued annually and that this would be in place until the Board of Trustees decides that these guidelines need to be changed. The proposed resolution also includes the income guidelines and asset requirements previously approved in separate resolutions. She stated that this resolution will allow us produce the applications by the first of the year rather than waiting until each resolution is approved by the Board as we have done in the past. She stated there is an application in the package that will be updated annually to reference the federal poverty guidelines plus the twenty-five percent increase to account for the Hartland standard of living.

Move to approve the Resolution adopting the Hartland Township Poverty Income Guidelines as presented.

Motion made by Treasurer Horning, Seconded by Trustee McMullen. Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee Petrucci
Voting Nay: None
Absent: Trustee O'Connell Motion passes: 6-0-1

b. Resolution – Connect 3 Foundation Charitable Gaming License

Supervisor Fountain stated that this was a Wild Game Dinner Fundraiser to be held at Waldenwoods.

Move to approve the Resolution recognizing Connect 3 Foundation as a charitable nonprofit supporting the Young Life Hartland organization for the purpose of obtaining a charitable gaming license

Motion made by Treasurer Horning, Seconded by Trustee McMullen Roll call vote taken.
Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee Petrucci
Voting Nay: None
Absent: Trustee O'Connell Motion passes: 6-0-1

c. Cemetery Management Software Purchase

Clerk Ciofu explained that we have been utilizing a home-grown cemetery tracking system to track lot sales, cemetery records, research requests, and lot certificates. This entails accessing different files for each of these functions which requires us to re-enter data in several areas. We are looking to streamline this process and we looked at six different cemetery management systems and

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 06, 2024 – 7:00 PM

narrowed our choices down to two companies. We further reviewed these systems regarding our current plan, starting with Hodge Cemetery, the only cemetery that we are selling plots at, and our future plans of documenting the Hartland, Smith and Parshallville Cemeteries. The system we felt met both of these objectives was CemSites. We did do a review of references for both of the final two systems and we do have a local municipality using CemSites and they were pleased with the system. Trustee McMullen inquired as to the pricing and to whether this would be an annual payment. Clerk Ciofu stated the annual subscription fee would be \$1,200 per year and the initial cost would be around \$8,000 to have them work with us in loading our current Excel files into their system. Clerk Ciofu stated that the data will be owned by us but would be stored on their system. Manager Luce stated that this program will have CemSites intergrate our data into their system and that they would provide backup but the data would be ours. If CemSites would cease to exist, we would still have all of our data. Trustee McMullen inquired as to potential rate increases in the licensing fee and Manager Luce stated that it would hold steady for a while, but it may be subject to future increases like everything else. Supervisor Fountain asked for clarification on the current use of the system and Clerk Ciofu stated we would be concentrating on Hodge Cemetery because it is the only cemetery in the Township that we are allowing lot sales.

Move to approve the purchase of CemSites Cemetery Management Software and to authorize the Clerk to sign on behalf of the Township at an amount not to exceed \$8,950.

Motion made by Trustee McMullen, Seconded by Trustee Germane.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane,
Trustee McMullen, Trustee Petrucci

Voting Nay: None

Absent: Trustee O'Connell

d. Fiscal Year 2024-2025 Hartland Township Budget Review

Manager Luce gave a brief overview of the budget review process and that we are here tonight to review the budget for all of the Funds other than the General Fund. He then led a brief discussion of the Municipal Street Fund, the Fire Operating Fund, the Liquor Law Enforcement Fund, the M-59 Road Fund, the Millpointe Road Debt Service Fund, and the Bullard Lake Road SAD. Further discussion was held on the Water System Fund, which does not include the staff wage increases that will be proposed in the employee Merit Pool discussion later in the meeting, the Water Replacement Fund, the Cable TV Fund, the Sewer Funds, pointing out that we will not be increasing rates for next year, and the Sewer O&M Fund. Finance Director Dryden gave a brief update on the status of the Sewer bonds. Manager Luce then continued with the review of the Lake Tyrone Sewer SAD, the 2005 Sewer Bond Fund, Forestbrook Hills Sewer Fund, the Hartland Sewer SAD 200 Fund, and the Road Assessment Districts Fund. Clerk Ciofu inquired as to the Water System Fund Contracted Services line item that is increasing significantly from the FY23-24 projected amount to the FY24-25 Manager Requested amount. Manager Luce explained that this was the estimated cost of the new EGLE mandate requiring lead testing of water lines. This was to cover the cost of the percentages of houses that would need visual inspection of water lines to ensure that we have no lead lines to homes. Manager Luce stated we are still working with EGLE as our water system was installed after lead lines were no longer being used. This is our estimate should we not prevail with EGLE. Trustee Germane inquired as to whether the Boyle Model is relevant any longer and Finance Director Dryden stated that it is not really relevant any longer. The Boyle model did not take into account that we would basically sell all of our REUs, as we only have around 130 remaining. This is why we are in a position to potentially call our bonds early. Supervisor Fountain inquired as to whether the Treasurer's Department does any investing with the Fire Fund and Treasurer Horning stated it was limited due to timing issues. Finance

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 06, 2024 – 7:00 PM

Director Dryden stated that with the Fire Fund we are collecting that money in advance, and that we will use this money to pay next year's expenses. Trustee Germane inquired as to the next steps for approving the budget. Manager Luce stated that at our next meeting in February we will be discussing the General Fund and then at the first meeting in March we will approve next year's fiscal budget. The second meeting in March would be to approve any final budget amendments to this year's fiscal budget.

8. Board Reports

Trustee Germane - No report.

Trustee McMullen - No report.

Trustee Petrucci - No report.

Clerk Ciofu - Stated that we have received the bulk of the Ballot Applications and Selection Forms, mailed out ballots, and are starting to receive ballots back at this time. Early Voting will start Saturday, February 17th and go through February 25th. It will be held here in the Hartland Township Board room. Winterfest is this Saturday, February 10th and we will have two large crafts groups, Garden Gate Montessori and Morning Star Child Care, and cookie decorating in the Activities Tent. WHMI will be broadcasting live from 4:00 pm to 6:00 pm. We will also have Knockball, a soccer area, s'mores, the HERO concession stand and the Fireworks show to close.

Treasurer Horning - Stated that tax collection ends on leap year, Thursday, February 29th.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief update on the Septage Receiving Station stating we received an e-mail from the Livingston County Drain Commission (LCDC) requesting Dispute Resolution Panel on the hosting fee. They have named Frank Ervin as their representative for the Dispute Resolution Panel. Manager Luce stated he had discussed the issue with the Admin Committee and we are recommending Bob West as the Hartland representative. The Board was in agreement to appoint Bob West as the Township representative to the Dispute Resolution Panel. These two parties would have to agree upon a third independent representative for the Dispute Resolution panel. A brief discussion was held on the next steps we need to take regarding the Dispute Resolution Panel. Manager Luce stated that Mr. Car Wash has approached the Township with regards to the car wash on M-59 and Blaine Rd. He stated he and DPW Director Hable met with them this week and they stated they have a proposed solution to the water usage issue regarding REUs. Manager Luce stated he requested a year's worth of water usage data from a Mr. Car Wash site, in a like size community on municipal water. A brief discussion was held on the remaining unallocated REUs. Manager Luce also stated Jax Car Wash has approached the Township regarding a car wash on the southwest corner of the M-59 and Old US-23 land and they are working on REU calculations and their needs. He then stated that the Hartland Deerfield Fire Authority will be replacing the exhaust hoses at Station 62. He also stated that the Pleasant Valley HOA has paid for an engineering assessment of their roads regarding paving East and West Peterson roads and that we have the cost estimates and we will be holding a meeting with the residents next week. Based on the cost per parcel estimates we would need a 75% approval from the residents for these roads. A brief discussion was held on lobby improvements regarding providing additional amenities for residents that need to complete various paperwork at the Township Hall.

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

February 06, 2024 – 7:00 PM

b. FY2024-2025 Employee Merit Pool Discussion

Manager Luce stated that the Board had requested him to provided a market adjustment dollar amount to bring staff salaries to market averages at the last Board meeting. He stated he did extensive research of multiple townships and cities with like characteristics to Hartland Township to determine an average pay rate for each pay grade. He then led a discussion on the market adjustment amount included in the Merit Pool presentation. He stated this would be a one time adjustment to staff wages. Manager Luce also gave a brief overview of the DPW staff market adjustments that are paid out of the Water Fund, not the General Fund. He stated that this market adjustment will have no effect on our water rates. It was the concensus of the Board to approve the Merit Pool presented and Manager Luce stated these adjustments will be added to the budget scheduled for review at the next Board meeting.

10. Adjournment

Move to adjourn the meeting at 8:45 p.m.

Motion made by Treasurer Horning, Seconded by Trustee McMullen.

Voting Yea: Supervisor Fountain, Clerk Ciofu, Treasurer Horning, Trustee Germane, Trustee McMullen, Trustee Petrucci

Voting Nay: None

Absent: Trustee O'Connell

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Fiscal Year 2024-2025 Hartland Township Budget Review

Date: February 15, 2024

Recommended Action

No formal action is required at this time. Manager Luce will present the proposed Fiscal Year 2024-2025 Hartland Township Budget for Township Board review.

Discussion

Manager Luce will present the Fiscal Year 2024-2025 Hartland Township Budget for Township Board review prior to adoption at a subsequent Board Meeting. The review process is intended for Board Members to ask questions and provide feedback to ensure public transparency in the budgeting process.

Attachments

Proposed FY24-FY25 GF Budget



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000						
101-000-402.000	CURRENT REAL PROP TAX	623,330	674,311	670,178	719,238	741,470
101-000-413.000	CHARGEBACK TAXES	38		1,588		
101-000-421.000	MOBILE HOME FEES	3,353	3,350	3,350	3,350	3,350
101-000-445.001	PRE INTEREST	360		1,116		
101-000-446.000	INTEREST & PENALTY DEL TAX	1,098	150	518	150	150
101-000-477.000	DOG LICENSES	546	325	325	325	325
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	1,779	1,500	1,500	1,250	1,250
101-000-574.000	STATE SHARED REVENUE	1,732,154	1,731,714	1,726,411	1,752,308	1,778,592
101-000-608.000	BOARD OF APPEALS		1,400	700	1,400	1,400
101-000-609.000	PROPERTY TAX ADMINISTRATION	267,663	288,217	291,608	306,319	319,485
101-000-611.000	SCHOOL COLLECTION FEES	17,670	17,799	17,826	17,922	18,120
101-000-612.000	CABLE FRANCHISE FEES	231,407	229,775	223,961	226,200	228,462
101-000-622.000	ZONING FEES	37,540	40,753	30,478	36,757	34,692
101-000-622.001	ZONING FEE REFUNDS			(175)		
101-000-628.100	PROFESSIONAL REVIEW FEES	152,138	206,000	206,000	200,000	200,000
101-000-642.000	COLUMBARIUM SALES	855	2,200	2,200	1,650	1,650
101-000-643.000	LOT SALES	16,510	3,300	3,300	3,840	3,840
101-000-643.100	LOT REFUNDS			(1,100)		
101-000-645.000	PRINTED MATERIALS	3,260	2,560	2,800	2,786	2,773
101-000-646.000	PASSPORT FEES	16,345	5,250	14,000	10,500	10,500
101-000-651.000	PARKS & REC USE FEES	5,300	3,500	5,000	4,500	4,500
101-000-652.000	FARMERS MARKET REVENUE	4,320	3,700	9,225	4,500	4,500
101-000-655.000	FINES			33		
101-000-656.000	TRAFFIC FINES			73		
101-000-665.000	INTEREST EARNINGS	16,235	6,500	30,000	22,500	22,500
101-000-667.001	CELL TOWER LEASE ATT	57,484	46,827	46,827	48,232	49,680
101-000-667.002	CABLE STUDIO RENT	12,984	12,984	12,984	12,984	12,984
101-000-674.100	SPECIAL EVENTS DONATIONS	19,500	16,000	23,250	20,000	20,000
101-000-676.000	REIMBURSEMENTS	396	61,503	61,503	10,000	
101-000-676.302	REIMBURSEMENTS SHERIFF CONTRACT	51,579	83,492	83,492	86,411	66,500
101-000-676.536	REIMB ADMIN FEE WATER	146,553	166,649	166,649	186,350	191,940
101-000-676.590	REIMB ADMIN FEE SEWER	112,151	144,532	144,532	186,473	192,068
101-000-687.000	REBATES&REFUNDS	4,019		4,557		
101-000-694.000	OTHER REVENUE	6,972		6,027		
Totals for dept 000 -		3,543,539	3,754,291	3,790,736	3,865,945	3,910,731
TOTAL ESTIMATED REVENUES		3,543,539	3,754,291	3,790,736	3,865,945	3,910,731

GENERAL FUND REVENUE NOTES:

Property Tax Revenues: FY25 and FY26 forecast includes an 8.09% increase and 3.02% increase, respectively, for property tax revenues

State Shared Revenue: 1.5% increase projected based on January Revenue Consensus meeting plus FY25 Governor's Budget, which includes a substantial increase to STR and CVTRS

Professional Review Fees substantially increased due to high construction activity.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 101 - TOWNSHIP BOARD</u>						
101-101-715.000	EMPLOYERS SOC SEC	1,928	2,617	2,617	2,617	2,617
101-101-718.000	RETIREMENT	3,600	3,600	3,600	3,600	3,600
101-101-725.000	BOARD FEES	25,200	34,208	34,208	34,208	34,208
101-101-727.000	SUPPLIES & POSTAGE	107	500	500	500	500
101-101-804.000	MEMBERSHIP & DUES	8,111	8,430	8,992	14,005	14,170
101-101-807.000	AUDIT FEES	9,160	9,160	10,300	9,160	9,160
101-101-826.000	LEGAL FEES	2,350	8,000	8,000	5,000	5,000
101-101-957.000	EDUCATION/TRAINING/CONVENTION	900	1,300	1,300	4,300	1,300
Totals for dept 101 - TOWNSHIP BOARD		51,356	67,815	69,517	73,390	70,555

NOTES TO TOWNSHIP BOARD:

*Training includes Lou Bender strategic meeting after 2024 election
Memberships & Dues are higher due to rejoining MML as an associate member*

Dept 171 - SUPERVISOR

101-171-702.000	SUPERVISOR SALARY	32,955	34,109	34,109	34,109	34,109
101-171-715.000	EMPLOYERS SOC SEC	2,521	2,610	2,610	2,610	2,610
101-171-718.000	RETIREMENT	900	900	900	900	900
101-171-727.000	SUPPLIES & POSTAGE		100	100	100	100
101-171-970.000	CAPITAL OUTLAY	500				
Totals for dept 171 - SUPERVISOR		36,876	37,719	37,719	37,719	37,719

NOTES TO SUPERVISOR:

No changes from FY24



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 172 - ADMINISTRATION</u>						
101-172-702.000	MANAGER SALARY	100,000	96,300	96,300	115,000	115,000
101-172-702.100	SALARY IN LIEU OF BENEFITS	3,600	1,200	1,200		
101-172-703.000	VACATION/PTO PAYOUT	(4,564)	5,000		5,000	5,000
101-172-704.000	PROJECT SPECIALIST		22,200	330	46,000	46,000
101-172-706.000	RECEPTIONIST WAGES	18,364				
101-172-709.100	VAC/PTO ACCRUAL AT YE			5,000	5,000	5,000
101-172-715.000	EMPLOYERS SOC SEC	9,422	8,018	8,018	12,600	12,600
101-172-716.000	EMPLOYMENT EXPENSE		9,700	9,700	39,994	43,133
101-172-718.000	RETIREMENT	10,000	10,000	10,000	16,100	16,100
101-172-724.200	TRAVEL EXP STIPEND	1,200	1,900	1,900	3,600	3,600
101-172-727.000	SUPPLIES & POSTAGE	9,481	7,000	7,000	7,500	7,500
101-172-801.000	CONTRACTED SERVICES		10,000	10,000	10,000	10,000
101-172-804.000	MEMBERSHIP & DUES	664	480	950	950	950
101-172-890.000	CONTINGENCIES		10,564		89,000	89,000
101-172-910.000	INSURANCE	22,957	24,850	26,343	27,200	28,000
101-172-930.000	REPAIRS & MAINTENANCE	4,818	4,300	4,300	10,000	10,000
101-172-956.000	MISCELLANEOUS			84		
101-172-957.000	EDUCATION/TRAINING/CONVENTION	268	3,900	3,900	5,300	5,300
101-172-960.000	LEASES - COPIER				4,800	4,800
101-172-970.000	CAPITAL OUTLAY	1,025				
Totals for dept 172 - ADMINISTRATION		177,235	215,412	185,025	398,044	401,983

NOTES TO ADMINISTRATION:

New Manager salary and fringes

Leases includes replacement of one owned copier with leased copier

Request to reinstate Project Specialist position is included.

Contingencies reflects 2.3% of overall budget expenditures (original allowance was 2.5%)



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 191 - ELECTIONS</u>						
101-191-708.000	ELECTION WORKERS WAGES	26,641	29,334	24,021	39,962	
101-191-715.000	EMPLOYERS SOC SEC	420		13		
101-191-727.000	SUPPLIES & POSTAGE	17,303	18,785	18,466	22,565	
101-191-801.000	CONTRACTED SERVICES	4,881	3,750	3,750	7,000	
101-191-900.000	PRINTING & PUBLICATIONS	120	140	140	140	
101-191-930.000	REPAIRS & MAINTENANCE	5,162	6,042	5,795	6,542	5,542
101-191-956.000	MISCELLANEOUS	3,142	3,041	2,975	3,910	
101-191-970.000	CAPITAL OUTLAY		16,415	5,500	21,415	11,000
Totals for dept 191 - ELECTIONS		57,669	77,507	60,660	101,534	16,542

NOTES TO ELECTIONS:

*FY25 - 2024 August and November elections. FY26 - no elections
Capital Outlay includes new elections-only drop box and security camera
Additional election equipment may be required in anticipation of 6th precinct.*

<u>Dept 192 - FINANCE DEPARTMENT</u>						
101-192-702.000	FINANCE DIRECTOR SALARY	86,434	90,662	90,662	96,617	96,617
101-192-704.000	FINANCE CLERK WAGES	45,294	48,235	48,235	54,542	54,542
101-192-715.000	EMPLOYERS SOC SEC	9,643	10,626	10,626	11,564	11,564
101-192-716.000	EMPLOYMENT EXPENSE	18,979	21,116	21,116	22,706	24,385
101-192-718.000	RETIREMENT	13,191	13,890	13,890	15,116	15,116
101-192-727.000	SUPPLIES & POSTAGE	988	1,300	1,300	1,500	1,500
101-192-804.000	MEMBERSHIP & DUES	310	350	350	360	375
101-192-930.000	REPAIRS & MAINTENANCE	2,886	2,950	3,114	3,210	3,310
101-192-957.000	EDUCATION/TRAINING/CONVENTION	1,795	3,100	3,100	3,100	3,200
Totals for dept 192 - FINANCE DEPARTMENT		179,520	192,229	192,393	208,715	210,609

NOTES TO FINANCE:

No notable changes proposed in FY25



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 209 - ASSESSOR</u>						
101-209-702.000	ASSESSOR SALARY	77,555	75,000	75,000	85,352	85,352
101-209-702.100	SALARY IN LIEU OF BENEFITS			3,300	3,600	3,600
101-209-704.000	ASST ASSESSOR WAGES	49,575	52,779	52,779	57,857	57,857
101-209-708.000	ASSESSING PERSONNEL WAGES	38,698	47,997	47,997	52,616	52,616
101-209-709.200	ASSESSING INTERN		2,850	2,265		
101-209-710.000	WAGES IN LIEU OF BENEFITS	3,600	6,600	6,600	7,200	7,200
101-209-715.000	EMPLOYERS SOC SEC	12,273	14,170	14,170	15,807	15,807
101-209-716.000	EMPLOYMENT EXPENSE	21,048	27,862	1,650	1,877	1,896
101-209-718.000	RETIREMENT	12,660	16,836	16,836	19,583	19,583
101-209-727.000	SUPPLIES & POSTAGE	1,048	1,550	1,550	1,700	1,800
101-209-801.000	CONTRACTED SERVICES	112	5,100	100	10,000	10,000
101-209-804.000	MEMBERSHIP & DUES	2,198	2,729	2,729	969	969
101-209-811.000	TAX PREPARATION	4,756	5,500	5,500	5,500	5,700
101-209-826.000	LEGAL FEES	2,350	15,000	15,000	50,000	50,000
101-209-850.000	TAX CHARGEBACKS	1,207	5,000	5,000	5,000	5,000
101-209-900.000	PRINTING & PUBLICATIONS	300	375	375	375	375
101-209-930.000	REPAIRS & MAINTENANCE	10,216	9,585	9,585	11,300	12,600
101-209-956.000	MISCELLANEOUS		100	100	100	100
101-209-957.000	EDUCATION/TRAINING/CONVENTION	1,745	2,600	2,600	2,000	2,000
101-209-970.000	CAPITAL OUTLAY		2,287	2,277		
Totals for dept 209 - ASSESSOR		239,341	293,920	265,413	330,836	332,455

NOTES TO ASSESSOR:

Legal fees for FY25 & FY26 increased due to anticipated large tax tribunals.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 215 - CLERK</u>						
101-215-702.000	CLERK SALARY	65,910	68,547	68,547	68,547	68,547
101-215-704.000	DEPUTY CLERK WAGES	46,942	49,337	41,122	54,603	52,285
101-215-706.000	RECEPTIONIST WAGES		26,546	21,364	31,151	31,151
101-215-708.000	TEMPORARY OFFICE HELP		3,536	3,532	6,596	850
101-215-710.000	WAGES IN LIEU OF BENEFITS			3,300	3,600	3,600
101-215-715.000	EMPLOYERS SOC SEC	8,214	11,320	9,865	12,584	11,967
101-215-716.000	EMPLOYMENT EXPENSE	28,897	32,223	24,564	23,766	25,602
101-215-718.000	RETIREMENT	11,305	11,789	11,039	12,315	12,083
101-215-727.000	SUPPLIES & POSTAGE	2,552	5,855	3,479	2,983	2,983
101-215-801.000	CONTRACTED SERVICES		500	90	600	1,200
101-215-804.000	MEMBERSHIP & DUES	285	490	495	640	640
101-215-861.000	MILEAGE			78	120	
101-215-900.000	PRINTING & PUBLICATIONS	2,110	4,790	2,270	5,845	3,345
101-215-956.000	MISCELLANEOUS			1,852		
101-215-957.000	EDUCATION/TRAINING/CONVENTION	425	2,100	2,586	5,650	5,650
101-215-970.000	CAPITAL OUTLAY				500	
Totals for dept 215 - CLERK		166,640	217,033	194,183	229,500	219,903

NOTES TO CLERK:

*Deputy Clerk wages include 90 hours of overtime for FY25 elections.
Deputy Clerk wages include 30 hours of overtime for special projects - FY26
Ordinance project is included in printing/publications - FY25*

Dept 239 - VEHICLE USE

101-239-860.000	GASOLINE	1,025	1,695	1,695	1,550	1,550
101-239-861.000	MILEAGE		100	100	100	100
101-239-930.000	REPAIRS & MAINTENANCE	1,111	2,060	2,060	2,120	2,320
Totals for dept 239 - VEHICLE USE		2,136	3,855	3,855	3,770	3,970

NOTES TO VEHICLE USE:

Repairs and maintenance related to general Township vehicles.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 247 - BOARD OF REVIEW</u>						
101-247-715.000	EMPLOYERS SOC SEC	139	199	199	177	177
101-247-725.000	BOARD OF REVIEW FEES	1,820	2,590	2,590	2,310	2,310
101-247-727.000	SUPPLIES & POSTAGE	177	300	300	375	400
101-247-900.000	PRINTING & PUBLICATIONS	437	415	415	415	450
101-247-957.000	EDUCATION/TRAINING/CONVENTION	276	750	750	750	750
Totals for dept 247 - BOARD OF REVIEW		2,849	4,254	4,254	4,027	4,087

NOTES TO BOARD OF REVIEW:
No notable changes proposed in FY25

<u>Dept 253 - TREASURER</u>						
101-253-702.000	TREASURER SALARY	65,910	68,547	68,547	68,547	68,547
101-253-704.000	DEPUTY TREASURER WAGES	51,529	54,657	54,667	59,903	59,903
101-253-708.000	CASHIER WAGES	13,523	17,120	17,120	19,975	19,975
101-253-710.000	WAGES IN LIEU OF BENEFITS	4,500	4,500	4,500	4,500	4,500
101-253-715.000	EMPLOYERS SOC SEC	10,202	11,079	11,079	11,699	11,699
101-253-716.000	EMPLOYMENT EXPENSE	11,017	12,071	12,071	13,060	13,945
101-253-718.000	RETIREMENT	11,756	12,321	12,321	12,845	12,845
101-253-727.000	SUPPLIES & POSTAGE	1,272	1,500	1,500	1,700	1,800
101-253-801.000	CONTRACTED SERVICES	56				
101-253-804.000	MEMBERSHIP & DUES	967	825	975	825	825
101-253-811.000	TAX PREPARATION	10,460	11,000	11,015	11,350	11,700
101-253-811.100	TAX COLLECTION	560	550	550	600	650
101-253-826.000	LEGAL FEES	435	200	200	200	120
101-253-930.000	REPAIRS & MAINTENANCE	5,769	7,300	7,300	7,500	7,800
101-253-957.000	EDUCATION/TRAINING/CONVENTION	1,330	3,210	3,210	3,460	3,460
101-253-970.000	CAPITAL OUTLAY	894				
Totals for dept 253 - TREASURER		190,180	204,880	205,055	216,164	217,769

NOTES TO TREASURER:
Request to increase Cashier position permanently from 760 hours to 940 hours in FY25



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
Dept 258 - DATA PROCESSING						
101-258-801.000	CONTRACTED SERVICES	26,676	30,410	30,410	34,560	35,600
101-258-970.102	CAPITAL OUTLAY SOFTWARE		2,500	2,500	2,500	2,500
Totals for dept 258 - DATA PROCESSING		26,676	32,910	32,910	37,060	38,100

NOTES TO DATA PROCESSING:
Software subscriptions and IT services increase per contract.

Dept 265 - TOWNSHIP HALL & GROUNDS						
101-265-740.000	OPERATING SUPPLIES	2,431	4,737	4,737	4,878	5,025
101-265-801.000	CONTRACTED SERVICES	19,977	24,279	24,279	25,759	26,531
101-265-801.009	CONTRACT SERVICES - WATER SYSTEM	14,472	15,590	16,301	34,200	34,500
101-265-801.010	CONTRACT EQUIPMENT - WATER SYS		4,079	4,079	8,504	8,504
101-265-802.000	LAWN/SNOW MAINTENANCE	15,684	11,500	11,500		
101-265-802.100	IRRIGATION REPAIRS	2,139	500	500	500	500
101-265-851.000	TELEPHONE	8,841	13,465	13,465	14,003	14,563
101-265-920.001	UTILITIES - GAS	7,206	4,798	4,798	4,943	5,041
101-265-920.002	UTILITIES - ELECTRIC	15,765	23,272	23,272	17,000	17,750
101-265-920.003	UTILITIES - SOFTENER		225	225	225	225
101-265-920.004	UTILITIES - SEWER	733	868	868	885	902
101-265-920.005	UTILITIES - WATER	5,507	5,953	5,953	6,250	6,562
101-265-920.006	REU SURCHARGE FEES	2,926	2,300	2,300	3,078	3,078
101-265-930.000	REPAIRS & MAINTENANCE	13,110	17,800	25,000	9,828	9,959
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	2,452	2,500	2,500	2,500	2,500
101-265-970.000	CAPITAL OUTLAY				5,000	
Totals for dept 265 - TOWNSHIP HALL & GROUNDS		111,243	131,866	139,777	137,553	135,640

NOTES TO TOWNSHIP HALL & GROUNDS:
*Contract Services - Water System increased for in-house snow removal
 Capital Outlay includes new dropbox outside of front entrance to replace current one.*

Dept 302 - POLICE PROTECTION						
101-302-801.000	CONTRACTED SERVICES	158,862	245,565	245,565	260,149	200,589
Totals for dept 302 - POLICE PROTECTION		158,862	245,565	245,565	260,149	200,589

NOTES TO POLICE PROTECTION:
*Includes 2 LPR cameras annual lease costs plus installation FY25
 Contract expires August 2025*



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 400 - PLANNING & ZONING</u>						
101-400-702.000	PLANNING DIRECTOR SALARY	86,212	90,430	90,430	95,433	95,433
101-400-702.100	SALARY IN LIEU OF BENEFITS	3,000	3,000	3,000	3,000	3,000
101-400-702.300	PLANNING SPECIALIST	70,770	74,634	74,634	79,321	79,321
101-400-704.000	PLANNING ASSISTANT 1		21,736		21,736	21,736
101-400-706.000	PLANNING ASSISTANT 2	43,637	48,353	48,353	52,993	52,993
101-400-710.000	WAGES IN LIEU OF BENEFITS	6,600	6,600	6,600	6,600	6,600
101-400-715.000	EMPLOYERS SOC SEC	17,129	20,064	20,064	21,160	21,160
101-400-716.000	EMPLOYMENT EXPENSE	3,734	3,846	4,054	4,200	4,296
101-400-718.000	RETIREMENT	19,964	21,342	21,342	22,775	22,775
101-400-725.000	PLANNING COMMISSION FEES	13,690	17,520	17,520	17,520	17,520
101-400-727.000	SUPPLIES & POSTAGE	777	1,000	1,000	1,000	1,000
101-400-801.000	CONTRACTED SERVICES		3,500	3,500	3,500	3,500
101-400-801.002	CONSULTING - SITE REVIEWS	6,320	5,850	5,850	5,850	5,850
101-400-801.100	PROFESSIONAL REVIEW COSTS	150,138	206,000	206,000	200,000	200,000
101-400-804.000	MEMBERSHIP & DUES	2,023	2,200	2,200	2,200	2,200
101-400-826.000	LEGAL FEES	2,186	7,000	7,000	7,000	7,000
101-400-900.000	PRINTING & PUBLICATIONS	960	1,603	1,603	2,180	2,180
101-400-930.000	REPAIRS & MAINTENANCE	272	320	320	320	320
101-400-957.000	EDUCATION/TRAINING/CONVENTION		1,922	1,922	2,500	2,500
101-400-957.400	EDUCATION/TRAINING - PC	900	500	500	500	500
101-400-970.000	CAPITAL OUTLAY	1,950	1,155	2,275		
Totals for dept 400 - PLANNING & ZONING		430,262	538,575	518,167	549,788	549,884

NOTES TO PLANNING & ZONING:

*Professional Reviews expenditures offset equally by Review Fee revenues.
 Planning Assistant 1 is a PT new position for landscaping code enforcement*

Dept 410 - BOARD OF APPEALS

101-410-715.000	EMPLOYERS SOC SEC	36	87	87	87	87
101-410-725.000	ZBA FEES	479	1,135	1,135	1,135	1,135
101-410-900.000	PRINTING & PUBLICATIONS	160	450	450	300	300
101-410-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500
Totals for dept 410 - BOARD OF APPEALS		675	2,172	2,172	2,022	2,022

NOTES TO BOARD OF APPEALS:

No notable changes proposed in FY2025



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 441 - DEPARTMENT OF PUBLIC WORKS</u>						
101-441-702.000	DPW DIRECTOR SALARY	82,723	92,587	68,500	83,000	83,000
101-441-704.000	DPW ASSISTANT WAGES	42,119	45,172	45,172	51,921	51,921
101-441-709.100	MERIT/BONUS PAY				4,375	
101-441-712.000	CASH IN LIEU OF BENEFITS	900				
101-441-715.000	EMPLOYERS SOC SEC	8,968	10,539	10,539	10,656	10,321
101-441-716.000	EMPLOYMENT EXPENSE	43,314	53,469	53,469	57,678	62,291
101-441-718.000	RETIREMENT	12,305	13,776	13,776	13,930	13,492
101-441-727.000	SUPPLIES & POSTAGE	311	529	1,000	340	349
101-441-740.000	OPERATING SUPPLIES	1,013	1,027	2,500	1,509	1,543
101-441-801.000	CONTRACTED SERVICES	21,467	23,000	28,194	30,000	31,200
101-441-801.007	TREATMENT PLANT SAMPLING	12,433	19,000	19,000	19,000	19,000
101-441-804.000	MEMBERSHIP & DUES	610	375	400	625	625
101-441-900.000	PRINTING & PUBLICATIONS	(555)	250	250	250	250
101-441-930.000	SOFTWARE MAINTENANCE	528	700	700	700	700
101-441-956.000	MISCELLANEOUS			124		
101-441-957.000	EDUCATION/TRAINING/CONVENTION	809	2,350	2,350	2,350	2,350
101-441-970.000	CAPITAL OUTLAY			1,000		
Totals for dept 441 - DEPARTMENT OF PUBLIC WORKS		226,945	262,774	246,974	276,334	277,042

NOTES TO PUBLIC WORKS:
No notable changes proposed in FY2025

<u>Dept 444 - SIDEWALKS</u>						
101-444-801.009	CONTRACT SERVICES - WATER SYSTEM		2,000	2,000	2,000	2,000
101-444-930.000	REPAIRS & MAINTENANCE		1,500	1,500	3,000	3,000
101-444-969.005	SIDEWALKS		4,000	4,000	4,000	4,000
Totals for dept 444 - SIDEWALKS			7,500	7,500	9,000	9,000

NOTES TO SIDEWALKS:
No notable changes proposed in FY2025

<u>Dept 448 - STREET LIGHTS</u>						
101-448-921.000	STREET LIGHTS	16,715	18,360	19,000	19,400	19,800
101-448-930.000	REPAIRS & MAINTENANCE	2,306	500	500	500	500
Totals for dept 448 - STREET LIGHTS		19,021	18,860	19,500	19,900	20,300

NOTES TO STREET LIGHTS:
Electric costs continue to increase annually



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 463 - ROADS & M59 MEDIAN</u>						
101-463-801.000	CONTRACTED SERVICES	500				
101-463-802.000	LAWN/SNOW MAINTENANCE	26,334	30,660	30,660	31,339	31,339
101-463-802.100	IRRIGATION REPAIRS		1,500	1,500	1,500	1,500
101-463-920.005	UTILITIES - WATER	1,708	6,000		4,100	4,100
101-463-920.006	REU SURCHARGE FEES	165	2,908	2,908	2,908	2,908
101-463-969.002	ROAD CHLORIDE	63,625	84,000	84,000	86,600	86,600
Totals for dept 463 - ROADS & M59 MEDIAN		92,332	125,068	119,068	126,447	126,447

NOTES TO ROADS & M59 MEDIAN

M-59 median maintenance to include fresh mulch application annually

Road Chloride costs have increased slightly; 25% of all chloride costs are funded from remaining Road Millage Funds

Dept 465 - DRAINS, PUBLIC BENEFIT

101-465-956.000	MISCELLANEOUS	2,598	3,300	3,300	2,600	2,600
101-465-963.000	DRAINS AT LARGE	7,140	7,500	7,500	7,500	7,500
Totals for dept 465 - DRAINS, PUBLIC BENEFIT		9,738	10,800	10,800	10,100	10,100

NOTES TO DRAINS, PUBLIC BENEFIT

Misc. fees for state compliance of MS4 permit

Annual costs determined by Livingston County Drain Commission for Township Owned properties within drainage districts

Dept 567 - CEMETERIES

101-567-727.000	SUPPLIES & POSTAGE	313	2,200	2,200	1,500	1,500
101-567-801.009	CONTRACT SERVICES - WATER SYSTEM	8,564	10,716	11,000	12,500	13,500
101-567-801.010	CONTRACT EQUIPMENT - WATER SYS		4,436	4,436	4,569	4,569
101-567-920.000	UTILITIES	188	180	180	200	200
101-567-930.000	REPAIRS & MAINTENANCE	7,756	12,000	12,000	12,300	12,609
101-567-956.250	BANK CHARGES	10	100	100	25	25
101-567-970.000	CAPITAL OUTLAY			812		
Totals for dept 567 - CEMETERIES		16,831	29,632	30,728	31,094	32,403

NOTES TO CEMETERIES:

\$10,000 placeholder for property maintenance associated with trees, fences and other issues.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 577 - COMMUNICATIONS</u>						
101-577-702.000	COMMUNICATION WAGES (PT)	40,568	42,159	42,159	45,994	45,994
101-577-704.000	CABLE OPERATOR WAGES	1,609	2,684	2,684	2,809	2,809
101-577-715.000	EMPLOYERS SOC SEC	3,227	3,431	3,431	3,733	3,733
101-577-727.000	SUPPLIES & POSTAGE		500	500	100	100
101-577-740.000	OPERATING SUPPLIES	747	1,000	1,000	1,250	1,250
101-577-801.000	CONTRACTED SERVICES	1,197	22,000	22,000	2,000	2,000
101-577-804.000	MEMBERSHIP & DUES		3,300	3,300	3,450	3,450
101-577-900.000	PRINTING & PUBLICATIONS	5,536	5,250	5,250	5,000	5,000
101-577-956.000	SPECIAL EVENTS	430	500	500	250	250
101-577-957.000	EDUCATION/TRAINING/CONVENTION		500	500	500	500
Totals for dept 577 - COMMUNICATIONS		53,314	81,324	81,324	65,086	65,086

NOTES TO COMMUNICATIONS:

Contracted Services FY24 included Citizen Survey. FY25 & FY26 no significant changes from FY23

<u>Dept 703 - COMMUNITY INVESTMENTS</u>						
101-703-881.000	HARTLAND SENIOR CENTER CONTRIBUTION		22,000	22,000	22,000	22,000
101-703-882.000	HERO CENTER CONTRIBUTION		22,000	22,000	22,000	22,000
101-703-883.100	HAYAA: SPRANGER FIELD CONTRACT		9,000	9,000	9,000	9,000
101-703-883.200	HERITAGE PARK: HARTLAND PARTNERS		15,850	15,850	15,850	15,850
101-703-885.000	DEARING MUSEUM		5,000	5,000	5,000	5,000
Totals for dept 703 - COMMUNITY INVESTMENTS			73,850	73,850	73,850	73,850

NOTES TO COMMUNITY INVESTMENTS

No changes from FY24 budget

<u>Dept 722 - ZONING CODE ENFORCEMENT</u>						
101-722-704.000	ENFORCEMENT WAGES	14,291	15,974	15,974	17,430	17,430
101-722-715.000	EMPLOYERS SOC SEC	1,093	1,222	1,222	1,333	1,333
101-722-727.000	SUPPLIES & POSTAGE	1		50	20	20
101-722-826.000	LEGAL FEES	824	5,000	5,000	2,500	2,500
101-722-957.000	EDUCATION/TRAINING/CONVENTION	150	300	300	300	300
Totals for dept 722 - ZONING CODE ENFORCEMENT		16,359	22,496	22,546	21,583	21,583

NOTES TO ZONING CODE ENFORCEMENT:

Legal fees budgeted for assistance in enforcement.



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Dept 751 - PARKS & RECREATION</u>						
101-751-740.000	OPERATING SUPPLIES	803	2,472	2,472	2,546	2,622
101-751-801.000	CONTRACTED SERVICES	47,840	20,800	10,000	13,500	8,500
101-751-801.009	CONTRACT SERVICES - WATER SYSTEM	22,621	20,492	35,000	36,050	37,250
101-751-801.010	CONTRACT EQUIPMENT - WATER SYS		2,284	2,284	19,388	19,388
101-751-802.000	LAWN/SNOW MAINTENANCE	43	3,200	3,200	1,700	2,700
101-751-920.002	UTILITIES - ELECTRIC	5,327	5,459	5,459	5,622	5,790
101-751-920.004	UTILITIES - SEWER	602	1,500	1,500	1,500	1,500
101-751-920.006	REU SURCHARGE FEES		1,000	1,000	10	10
101-751-930.000	REPAIRS & MAINTENANCE	2,540	16,400	16,400	12,400	16,200
101-751-955.000	PARKS - SPECIAL EVENTS	24,675	16,000	20,000	20,000	20,000
101-751-956.000	FARMERS MARKET	5,145	6,000	8,830	6,000	6,000
Totals for dept 751 - PARKS & RECREATION		109,596	95,607	106,145	118,716	119,960

NOTES TO PARKS & RECREATION:

Substantial increase to Contract Equipment - Water System based on revised analysis of labor time

Dept 901 - APPROPRIATIONS-TRANSFER OUT

101-901-999.000	APPROPRIATIONS SENIOR CITIZENS	22,000				
101-901-999.002	APPROPRIATIONS COMMUNITY CENTER	22,000				
101-901-999.401	TRANSFER OUT CAPITAL IMP	713,782	910,000	910,000	500,000	500,000
Totals for dept 901 - APPROPRIATIONS-TRANSFER OUT		757,782	910,000	910,000	500,000	500,000

NOTES TO TRANSFERS OUT:

*Transfers to Capital Projects 401 Fund is finalized after year-end audit
Senior Citizen and Community Center investments moved to Dept. 703*

TOTAL APPROPRIATIONS	3,133,438	3,903,623	3,785,100	3,842,381	3,697,598
NET OF REVENUES/APPROPRIATIONS - FUND 101	410,101	(149,332)	5,636	23,564	213,133
BEGINNING FUND BALANCE	3,432,642	3,842,744	3,842,744	3,848,380	3,871,944
ENDING FUND BALANCE	3,842,743	3,693,412	3,848,380	3,871,944	4,085,077



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
<u>Fund 401 - CAPITAL PROJECTS FUND</u>						
ESTIMATED REVENUES						
Dept 000						
401-000-627.000	RIGHT OF WAY FEES	22,507	22,000		16,821	18,768
401-000-665.000	INTEREST EARNINGS	4,219	2,250		17,000	13,000
401-000-673.000	SALE OF FIXED ASSETS	300				
401-000-674.300	DONATION ITC TRANSMISSION	2,500				
401-000-699.101	TRANSFER IN GF	713,782	910,000		500,000	500,000
Totals for dept 000 -		743,308	934,250		533,821	531,768
TOTAL ESTIMATED REVENUES		743,308	934,250		533,821	531,768
APPROPRIATIONS						
Dept 000						
401-000-890.000	CONTINGENCIES		20,000		20,000	20,000
401-000-970.000	CAPITAL OUTLAY - GENERAL		40,000			
Totals for dept 000 -			60,000		20,000	20,000
Dept 265 - TOWNSHIP HALL & GROUNDS						
401-265-970.000	CAPITAL OUTLAY	30,870	334,500		469,500	9,500
Totals for dept 265 - TOWNSHIP HALL & GROUNDS		30,870	334,500		469,500	9,500
Dept 444 - SIDEWALKS						
401-444-969.005	SIDEWALKS	20,177	408,050	375,000	100,000	50,000
Totals for dept 444 - SIDEWALKS		20,177	408,050	375,000	100,000	50,000
Dept 463 - ROADS & M59 MEDIAN						
401-463-969.012	M59 IMPROVEMENTS		46,200		121,500	106,700
401-463-969.013	HARTLAND WOODS ROAD PAVING	566,293				
Totals for dept 463 - ROADS & M59 MEDIAN		566,293	46,200		121,500	106,700
Dept 751 - PARKS & RECREATION						
401-751-801.000	CONTRACTED SERVICES				20,000	5,000
401-751-970.000	CAPITAL OUTLAY		20,000		200,000	
401-751-970.006	SPRANGER FIELD		350,000	15,000	325,000	
401-751-970.008	HERITAGE PARK				15,000	
401-751-970.009	SETTLERS PARK				283,000	58,000
Totals for dept 751 - PARKS & RECREATION			370,000	15,000	843,000	63,000
TOTAL APPROPRIATIONS		617,340	1,218,750	390,000	1,554,000	249,200



HARTLAND TOWNSHIP DRAFT FY25 & FY26 BUDGETS

1.31.24

GL NUMBER	DESCRIPTION	2023 ACTIVITY	2023-2024 AMENDED BUDGET	2023-2024 PROJECTED ACTIVITY	2024-2025 MGR. RECOMMENDED BUDGET	2025-2026 MGR. RECOMMENDED BUDGET
	NET OF REVENUES/APPROPRIATIONS - FUND 401	125,968	(284,500)	(390,000)	(1,020,179)	282,568
	BEGINNING FUND BALANCE	1,317,561	1,443,529	1,443,529	1,053,529	33,350
	ENDING FUND BALANCE	1,443,529	1,159,029	1,053,529	33,350	315,918

NOTES TO CAPITAL PROJECTS FUND:

See Capital Projects Fund appendix for project details.

Transfer in from General Fund is estimated until prior year audited surplus is available.

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Resolution Appointing Robert West to Dispute Panel

Date: February 15, 2024

Recommended Action

Move to Approve the Resolution Appointing Robert West to Dispute Panel.

Discussion

Approving this resolution is to appoint Robert West to the Dispute Resolution Panel pursuant to Section 15.1 of the MOA (Master Operating Agreement).

Financial Impact

None

Attachments

Resolution Appointing Robert West to Dispute Panel



Board of Trustees

William J. Fountain, Supervisor
Larry N. Ciofu, Clerk
Kathleen A. Horning, Treasurer

Matthew J. Germane, Trustee
Summer L. McMullen, Trustee
Denise M. O’Connell, Trustee
Joseph M. Petrucci, Trustee

RESOLUTION NO. 24-_____

RESOLUTION APPOINTING ROBERT WEST TO DISPUTE PANEL

At a meeting of the Township Board for the Township of Hartland, Livingston County, Michigan, held on the 20th day of February, 2024, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, Hartland Township and Livingston County freely and voluntarily entered into the Master Operating Agreement Regarding Sewer System (the “Agreement”); and

WHEREAS, Section 15.1 of the Agreement provides that all claims, controversies, or actions arising out of the terms, provisions or subject matter of the Agreement that relate to the Hartland Sewer System without impacting the Tyrone Sewer System shall be resolved by a panel consisting of three representatives; and

WHEREAS, Section 15.1 of the Agreement provides that Hartland Township shall appoint one representative to the dispute resolution panel within 15 days of written notice of a dispute or claim; and

WHEREAS, Section 15.1 of the Agreement provides that any dispute or claim shall be deemed waived unless dispute resolution is demanded within 120 days of the occurrence giving rise to the dispute or claim; and

WHEREAS, Hartland Township received a letter dated February 6, 2024, in which Livingston County demanded the convening of a dispute resolution panel for their claim that the \$0.01 per gallon payment required by Section 13.2(o) of the Agreement is unconstitutional; and

WHEREAS, Livingston County has paid the \$0.01 per gallon payment since May 2007; and

WHEREAS, Livingston County did not raise any claims regarding the \$0.01 per gallon payment until 2018; and

WHEREAS, Livingston County has waived that claim as it was not raised within 120 days of its occurrence; and

WHEREAS, as a matter of law, the \$0.01 per gallon payment is not an unconstitutional tax because it was voluntarily agreed to by Livingston County; and

WHEREAS, under protest and at the direction of the Livingston County Circuit Court, Hartland Township will nonetheless appoint a representative for a dispute panel.

THEREFORE, the Township Board of Hartland Township, Livingston County, Michigan, resolves as follows:

1. Robert West is appointed to the dispute panel for the claim brought by Livingston County regarding the \$0.01 per gallon payment under the Master Operating Agreement Regarding Sewer System.
2. Hartland Township continues to assert, and reserves its argument, that Livingston County has waived its claim that the \$0.01 per gallon payment is an unconstitutional tax.

3. Any resolution inconsistent with this Resolution is hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township Clerk of the Hartland Township, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a meeting held on February 20, 2024.

Larry Ciofu, Hartland Township Clerk

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Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e).

Date: February 15, 2024

Recommended Action

Closed Session: To consult with the Township Attorney regarding trial or settlement strategy regarding pending litigation in accordance with the Open Meetings Act, MCL 15.268(e). Move to include Robert West in the closed session.

Discussion

Consideration of a Closed Session to discuss pending litigation related to the Livingston County Septage receiving Station Master Operating Agreement, in accordance with the Open Meetings Act, MCL 15.268(e), as an open meeting would have a detrimental effect on the position of the Township.