



Board of Trustees

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

Brett Lubeski, Trustee
Summer L. McMullen, Trustee
Denise M. O'Connell, Trustee
Joseph M. Petrucci, Trustee

Board of Trustees Regular Meeting Agenda Hartland Township Hall Tuesday, January 28, 2025 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. 01-14-25 Hartland Township Board Regular Meeting Minutes
 - d. 01-14-25 Hartland Township Board Closed Session Meeting Minutes
 - e. 2025 Hartland Consolidated School District Election Agreement
 - f. 2025 Livingston Educational Service agency (LESA) Intermediate School District Election Agreement
 7. Pending & New Business
 - a. Crouse Columbarium in Village Cemetery
 - b. Hartland Deerfield Fire Authority Budget Presentation FY2025-26
 - c. Hartland Township FY2025-2026 Capital Improvement Plans
 - d. 2025 Crouse Rd. Reconstruction Design Project
 8. Board Reports
- [BRIEF RECESS]
9. Information / Discussion
 - a. Manager's Report
 10. Adjournment

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Payment of Bills

Date: January 21, 2025

Recommended Action

Move to approve the bills as presented for payment.

Discussion

Bills presented total \$55,957.96. The bills are available in the Finance office for review.

Notable invoices include:

\$25,421.92 – Spalding Dedecker – (Various engineering invoices)

\$17,925.64 – SSD Cabling & Cameras LLC – (Surveillance Installation)

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY25 budget.

Attachments

Bills for 01.28.2025

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
APPLIED	APPLIED INNOVATION	01/22/2025	2721263	FOA	RICOH MPC5503 10/21/24 - 1/20/25	
52032	7718 SOLUTION CENTER	01/28/2025		N		859.99
01/22/2025	CHICAGO IL, 60677-7007	/ /	0.0000	N		0.00
		01/28/2025		N		859.99

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-930.000	REPAIRS & MAINTENANCE	859.99

VENDOR TOTAL: 859.99

0070	DTE ENERGY	01/21/2025	200065561952	FOA	DEC 2024 - MILLPOINTE, FIDDLERS GROV	
52023	P.O BOX 740786	01/28/2025		N		1,854.79
	CINCINNATI	/ /	0.0000	N		0.00
12/31/2024	OH, 45274-0786	01/28/2025		N		1,854.79

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-000-282.001	MILLPOINTE STREETLIGHTS DEPOSIT	297.48
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	1,508.58
		1,854.79

VENDOR TOTAL: 1,854.79

ELECTROCYC	ELECTROCYCLE, INC.	01/21/2025	59606	FOA	ONSITE DOCUMENT DESTRUCTION	
52030	23953 RESEARCH DR	01/28/2025		N		42.00
01/21/2025	FARMINGTON HILLS MI, 48335	/ /	0.0000	N		0.00
		01/28/2025		N		42.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172-801.000	CONTRACTED SERVICES	42.00

VENDOR TOTAL: 42.00

5888	FOSTER, SWIFT, COLLINS & SMITH	01/17/2025	904489	FOA	DECEMBER 2024	
52022	313 S. WASHINGTON SQUARE	01/28/2025		N		735.00
01/17/2025	LANSING MI, 48933-2193	/ /	0.0000	N		0.00
		01/28/2025		Y		735.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
590-000-826.000	LEGAL FEES	98.00
101-400-826.000	LEGAL FEES	220.50
101-209-826.000	LEGAL FEES	73.50
101-101-826.000	LEGAL FEES	343.00

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

735.00

VENDOR TOTAL: 735.00

0150	HARTLAND CONSOLIDATED SCHOOLS	12/31/2024	174936	FOA	DECEMBER 2024 FUEL	
51961	9525 E HIGHLAND ROAD	01/28/2025		N		371.08
01/07/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/28/2025		N		371.08

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-239-860.000	GASOLINE	38.76
536-000-860.000	GASOLINE	332.32
		<u>371.08</u>

VENDOR TOTAL: 371.08

HARTTREASU	HARTLAND TOWNSHIP TREASURER	01/07/2025	4THQTR2024 UB	FOA	4TH QTR 2024 UB - TWP HALL, HERO, SP	
51949	2655 CLARK RD	01/28/2025		N		3,054.37
01/07/2025	HARTLAND MI, 48353	/ /	0.0000	Y		0.00
		01/28/2025		N		3,054.37

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-920.005	UTILITIES - WATER	822.65
101-265-920.005	UTILITIES - WATER	82.77
101-265-920.004	UTILITIES - SEWER	199.79
101-265-920.005	UTILITIES - WATER	177.21
101-751-920.004	UTILITIES - SEWER	132.88
536-000-920.004	UTILITIES - SEWER	1,182.21
101-463-920.005	UTILITIES - WATER	456.86
		<u>3,054.37</u>

VENDOR TOTAL: 3,054.37

K&J	K & J ELECTRIC, INC	01/13/2025	381	FOA	TEEN CTR - PROBLEM WITH PARKING LOT	
52003	7219 EAST HIGHLAND RD	01/28/2025		N		270.00
01/13/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/28/2025		N		270.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	270.00

VENDOR TOTAL: 270.00

0220	LIVINGSTON COUNTY TREASURER	01/08/2025	JANUARY 2025	FOA	B.O.R/P.P.R.E ADJUSTMENTS	
51985	200 E. GRAND RIVER	01/28/2025		N		11.18
01/08/2025	HOWELL MI, 48843	/ /	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

		01/28/2025		N		11.18
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-209-850.000	TAX CHARGEBACKS	11.18
VENDOR TOTAL:		11.18

LOREA	LOREA TOPSOIL & AGGREGATE	01/08/2025	29959	FOA	BULK SALT	
51971	4812 S. OLD US23	01/28/2025		N		88.00
01/08/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-265-930.000	REPAIRS & MAINTENANCE	29.34				
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33				
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33				
		88.00				

LOREA	LOREA TOPSOIL & AGGREGATE	01/13/2025	30028	FOA	BULK SALT	
52000	4812 S. OLD US23	01/28/2025		N		88.00
01/13/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-265-930.000	REPAIRS & MAINTENANCE	29.34				
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33				
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33				
		88.00				

LOREA	LOREA TOPSOIL & AGGREGATE	01/14/2025	30078	FOA	BULK SALT	
52001	4812 S. OLD US23	01/28/2025		N		88.00
01/14/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

Open						
GL NUMBER	DESCRIPTION	AMOUNT				
101-265-930.000	REPAIRS & MAINTENANCE	29.34				
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33				
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33				
		88.00				

LOREA	LOREA TOPSOIL & AGGREGATE	01/15/2025	30144	FOA	BULK SALT	
52002	4812 S. OLD US23	01/28/2025		N		88.00
01/15/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

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
101-265-930.000	REPAIRS & MAINTENANCE	29.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33
		88.00

LOREA	LOREA TOPSOIL & AGGREGATE	01/17/2025	30182	FOA	BULK SALT	
52027	4812 S. OLD US23	01/28/2025		N		176.00
01/17/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		176.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	58.67
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	58.66
206-000-802.000	LAWN/SNOW MAINTENANCE	58.67
		176.00

LOREA	LOREA TOPSOIL & AGGREGATE	01/20/2025	30274	FOA	BULK SALT	
52028	4812 S. OLD US23	01/28/2025		N		88.00
01/20/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	29.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33
		88.00

LOREA	LOREA TOPSOIL & AGGREGATE	01/21/2025	30354	FOA	BULK SALT	
52029	4812 S. OLD US23	01/28/2025		N		88.00
01/21/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-265-930.000	REPAIRS & MAINTENANCE	29.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33
		88.00

LOREA	LOREA TOPSOIL & AGGREGATE	01/22/2025	30393	FOA	BULK SALT	
52033	4812 S. OLD US23	01/28/2025		N		88.00
01/22/2025	BRIGHTON MI, 48114	/ /	0.0000	N		0.00
		01/28/2025		Y		88.00

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
101-265-930.000	REPAIRS & MAINTENANCE	29.34
101-265-930.001	REPAIRS & MAINT - HERO TEEN CTR	29.33
206-000-802.000	LAWN/SNOW MAINTENANCE	29.33
		88.00

VENDOR TOTAL: 792.00

LOWES	LOWES BUSINESS ACCT/SYNCB	01/09/2025	75429	FOA	MATERIALS FOR CHLORINE ANALYZER, DOO	
52031	P.O. BOX 669824	01/28/2025		N		144.76
01/09/2025	DALLAS TX, 75266-0781	/ /	0.0000	N		0.00
		01/28/2025		N		144.76

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751-740.000	OPERATING SUPPLIES	94.92
101-265-740.000	OPERATING SUPPLIES	16.99
536-000-740.000	OPERATING SUPPLIES	32.85
		144.76

VENDOR TOTAL: 144.76

LCDPA	MICHIGAN.COM	01/13/2025	FEBRUARY 2025	FOA	ACCT #PA8741424 - FEB 2025	
51977	PO BOX 742520	01/28/2025		N		63.00
02/01/2025	CINCINNATI OH, 45274-2520	/ /	0.0000	N		0.00
		01/28/2025		N		63.00

Open

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

VENDOR TOTAL: 63.00

1180	PETER'S TRUE VALUE HARDWARE	01/13/2025	K75740	FOA	EXPENSES FOR GATOR	
51983	3455 W. HIGHLAND ROAD	01/28/2025		N		44.26
01/13/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/28/2025		N		44.26

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.002	REPAIRS & MAINT VEHICLE/EQUIP	44.26

1180	PETER'S TRUE VALUE HARDWARE	01/14/2025	K75750	FOA	PARTS FOR CHLORINE ANALYZER	
51986	3455 W. HIGHLAND ROAD	01/28/2025		N		7.60
01/14/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/28/2025		N		7.60

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				
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	7.60				
1180	PETER'S TRUE VALUE HARDWARE	01/14/2025	K75757	FOA	PARTS FOR CHLORINE ANALYZER	
51992	3455 W. HIGHLAND ROAD	01/28/2025		N		27.71
01/14/2025	MILFORD MI, 48380	/ /	0.0000	N		0.00
		01/28/2025		N		27.71

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.001	REPAIRS & MAINTENANCE SYSTEM	27.71

VENDOR TOTAL: 79.57

JOHNSON	ROSATI, SCHULTZ, JOPPICH&AMTSBUECHLER	01/08/2025	1082798	FOA	TRAFFIC ENFORCEMENT MATTERS IN COURT	
52021	27555 EXECUTIVE DRIVE, SUITE 250	01/28/2025		N		112.00
01/08/2025	FARMINGTON HILLS MI, 48331	/ /	0.0000	N		0.00
		01/28/2025		Y		112.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-826.000	LEGAL FEES	112.00

VENDOR TOTAL: 112.00

SPALDING	SPALDING DEDECKER	11/19/2024	101226	FOA	OLD US-23 MINI STORAGE THRU 10/27/24	
51699	905 SOUTH BLVD EAST	01/28/2025		N		878.00
11/19/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		878.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0057	BEAUCHAMP SELF STORAGE EXPENSES	878.00

SPALDING	SPALDING DEDECKER	12/16/2024	101635	FOA	VILLAS OF HARTLAND THRU 11/24/24	
51842	905 SOUTH BLVD EAST	01/28/2025		N		1,547.00
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		1,547.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-801.100-0006	HACKER RD DEVELOPMENT	1,547.00

SPALDING	SPALDING DEDECKER	12/16/2024	101636	FOA	YATOOMA OIL THRU 11/24/24	
51843	905 SOUTH BLVD EAST	01/28/2025		N		1,277.50
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		1,277.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
-----------	-------------	--------

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

101-400-801.100-0033	YATOOMA OIL					1,277.50
SPALDING	SPALDING DEDECKER	12/16/2024	101638	FOA	HARTLAND SENIOR LIVING THRU 11/24/24	
51844	905 SOUTH BLVD EAST	01/28/2025		N		175.00
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		175.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0027	PIRHL	175.00				
SPALDING	SPALDING DEDECKER	12/16/2024	101639	FOA	HIGHLAND RESERVE THRU 11/24/24	
51845	905 SOUTH BLVD EAST	01/28/2025		N		3,097.50
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		3,097.50

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0056	HIGHLAND RESERVES/GREEN VENTURES EXP	3,097.50				
SPALDING	SPALDING DEDECKER	12/16/2024	101640	FOA	REDWOOD LIVING PHASE 2 THRU 11/24/24	
51846	905 SOUTH BLVD EAST	01/28/2025		N		1,935.50
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		1,935.50

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0026	REDWOOD USA LLC	1,935.50				
SPALDING	SPALDING DEDECKER	12/16/2024	101641	FOA	SHOPS AT WALDENWOODS STMWTR IMPROVEM	
51847	905 SOUTH BLVD EAST	01/28/2025		N		112.00
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		112.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0054	SHOPS AT WALDENWOODS	112.00				
SPALDING	SPALDING DEDECKER	12/16/2024	101644	FOA	HUNTERS RIDGE PH 2/3 THRU 11/24/24	
51848	905 SOUTH BLVD EAST	01/28/2025		N		526.00
12/16/2024	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		526.00

Open

GL NUMBER	DESCRIPTION	AMOUNT				
101-400-801.100-0022	HUNTERS RIDGE	526.00				
SPALDING	SPALDING DEDECKER	01/17/2025	101982	FOA	2025 M-59 SIDEWALK GAP THRU 12/29/24	
52016	905 SOUTH BLVD EAST	01/28/2025		N		3,509.00
01/17/2025	ROCHESTER HILLS MI, 48307	/ /	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

		01/28/2025		N		3,509.00
--	--	------------	--	---	--	----------

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-444-969.005	SIDEWALKS	3,509.00

SPALDING	SPALDING DEDECKER	01/21/2025	102006	FOA	GIS THRU 12/29/24	
52017	905 SOUTH BLVD EAST	01/28/2025		N		1,202.00
01/21/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		1,202.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
577-000-801.000	CONTRACTED SERVICES & RENTALS	1,202.00

SPALDING	SPALDING DEDECKER	01/21/2025	102007	FOA	WTR PLT FILTR MEDIA REPL THRU 12/29/	
52018	905 SOUTH BLVD EAST	01/28/2025		N		11,162.42
01/21/2025	ROCHESTER HILLS MI, 48307	/ /	0.0000	N		0.00
		01/28/2025		N		11,162.42

Open

GL NUMBER	DESCRIPTION	AMOUNT
539-000-816.000	ENGINEERING FEES	11,162.42

VENDOR TOTAL: 25,421.92

SSD	SSD CABLING & CAMERAS LLC	01/17/2025	15308	FOA	SURVEILLANCE INSTALLATION	
52034	9154 AMBERGROVE DR	01/28/2025		N		17,925.64
01/17/2025	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/28/2025		N		17,925.64

Open

GL NUMBER	DESCRIPTION	AMOUNT
401-000-970.000	CAPITAL OUTLAY - GENERAL	17,925.64

VENDOR TOTAL: 17,925.64

STAPLES	STAPLES	11/16/2024	6017118591	FOA	CREDIT MEMO	
51679	PO BOX 660409	01/28/2025		N		(15.73)
11/16/2024	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		01/28/2025		N		(15.73)

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	(15.73)

STAPLES	STAPLES	01/11/2025	6021424914	FOA	POST-IT NOTES, INDEX TABS	
51976	PO BOX 660409	01/28/2025		N		27.76
01/11/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		01/28/2025		N		27.76

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

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215-727.000	SUPPLIES & POSTAGE	13.94
101-172-727.000	SUPPLIES & POSTAGE	13.82
		<u>27.76</u>

STAPLES	STAPLES	01/11/2025	6021424916	FOA	PAPER PLATES, COFFEE, FILE FOLDERS	
51975	PO BOX 660409	01/28/2025		N		71.07
01/11/2025	DALLAS TX, 75266-0409	/ /	0.0000	N		0.00
		01/28/2025		N		71.07

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-400-727.000	SUPPLIES & POSTAGE	16.56
101-265-740.000	OPERATING SUPPLIES	29.28
101-172-727.000	SUPPLIES & POSTAGE	25.23
		<u>71.07</u>

VENDOR TOTAL: 83.10

SPIRITOFLLI	THE SPIRIT OF LIVINGSTON	01/16/2025	6211	FOA	SHIRTS FOR T. BROOKS	
52019	3280 W GRAND RIVER	01/28/2025		N		87.50
01/16/2025	HOWELL MI, 48855	/ /	0.0000	N		0.00
		01/28/2025		N		87.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-719.100	UNIFORMS/CLOTHING ALLOWANCE	87.50

VENDOR TOTAL: 87.50

SCADA	UIS SCADA, INC.	01/10/2025	530377760	FOA	2025 CRUISE SUBSCRIPTION FEES	
51982	2290 BISHOP CIRCLE EAST	01/28/2025		N		2,460.00
01/10/2025	DEXTER MI, 48130	/ /	0.0000	N		0.00
		01/28/2025		N		2,460.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-930.000	SOFTWARE MAINTENANCE	2,460.00

VENDOR TOTAL: 2,460.00

USA	USA BLUE BOOK	01/06/2025	583881	FOA	TESTING SUPPLIES	
51948	P.O. BOX 9004	01/28/2025		N		565.31
01/06/2025	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		01/28/2025		N		565.31

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
536-000-740.000	OPERATING SUPPLIES	565.31
VENDOR TOTAL:		565.31

WATERTECH	WATER TECH	12/31/2024	62770	FOA	DECEMBER 2024	
51981	718 S MICHIGAN	01/28/2025		N		46.00
12/31/2024	HOWELL MI, 48843	/ /	0.0000	N		0.00
		01/28/2025		N		46.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
536-000-740.000	OPERATING SUPPLIES	46.00
VENDOR TOTAL:		46.00

WSP	WSP USA INC	01/13/2025	40136160	FOA	WWTP LTM/REPORTING THRU 12/27/24	
52020	P.O. BOX 74008618	01/28/2025		N		978.75
01/13/2025	CHICAGO IL, 60674-8618	/ /	0.0000	N		0.00
		01/28/2025		N		978.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441-801.007	TREATMENT PLANT SAMPLING	978.75
VENDOR TOTAL:		978.75

TOTAL - ALL VENDORS: 55,957.96

FUND TOTALS:

Fund 101 - GENERAL FUND	17,011.16
Fund 206 - FIRE OPERATING	263.98
Fund 401 - CAPITAL PROJECTS FUND	21,434.64
Fund 536 - WATER SYSTEM FUND	4,785.76
Fund 539 - WATER REPLACEMENT FUND	11,162.42
Fund 577 - CABLE TV FUND	1,202.00
Fund 590 - SEWER OPERATIONS & MAINTENANCE FUND	98.00

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Case, Finance Clerk

Subject: Approve Post Audit of Disbursements Between Board Meetings

Date: January 21, 2025

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 – \$5,275.48

January 30, 2025 Payroll - \$96,490.80

Financial Impact

Is a Budget Amendment Required? Yes No

All expenses are covered under the amended FY25 budget.

Attachments

Post Audit Bills List 01.16.2025

Payroll for 01.30.2025

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/16/2025	FOA	45166	CONSUMERS ENERGY	UTILITIES - GAS	101-265-920.001	1,035.19
		45166		UTILITIES - GAS	536-000-920.001	166.12
						1,201.31
01/16/2025	FOA	45167	DTE ENERGY	UTILITIES - ELECTRIC	101-751-920.002	84.63
01/16/2025	FOA	45168	GANNETT MICHIGAN LOCALIQ	PRINTING & PUBLICATIONS	101-215-900.000	297.54
01/16/2025	FOA	45169	HARTLAND ROAD FUND	ROAD MILLAGE - HURON VALLEY STATE	204-000-003.001	50.00
01/16/2025	FOA	45170	HARTLAND TOWNSHIP GENERAL FUND	MOBILE HOME FEES ESCROW	701-000-290.300	582.00
01/16/2025	FOA	45171	HARTLAND TOWNSHIP M-59 SAVINGS	M59 SAVINGS @ THE STATE BANK	354-000-003.001	50.00
01/16/2025	FOA	45172	HARTLAND TOWNSHIP SEWER FUND	SEWER BANK OF ANN ARBOR	590-000-003.008	50.00
01/16/2025	FOA	45173	HARTLAND WATER REPAIR/RPLCMNT	WTRRR FIRST NATIONAL BANK	539-000-003.001	50.00
01/16/2025	FOA	45174	LIVINGSTON COUNTY TREASURER	MOBILE HOME FEES ESCROW	701-000-290.300	2,910.00
TOTAL - ALL FUNDS				TOTAL OF 9 CHECKS		5,275.48

--- GL TOTALS ---

101-215-900.000	PRINTING & PUBLICATIONS	297.54
101-265-920.001	UTILITIES - GAS	1,035.19
101-751-920.002	UTILITIES - ELECTRIC	84.63
204-000-003.001	ROAD MILLAGE - HURON VALLEY STATE BANK	50.00
354-000-003.001	M59 SAVINGS @ THE STATE BANK	50.00
536-000-920.001	UTILITIES - GAS	166.12
539-000-003.001	WTRRR FIRST NATIONAL BANK	50.00
590-000-003.008	SEWER BANK OF ANN ARBOR	50.00
701-000-290.300	MOBILE HOME FEES ESCROW	3,492.00
	TOTAL	5,275.48

Check Register Report For Hartland Township
For Check Dates 01/30/2025 to 01/30/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/30/2025	FOA	17787	MISSION SQUARE	1,568.17	1,568.17	0.00	Open
01/30/2025	FOA	17788	MISSION SQUARE	3,752.63	3,752.63	0.00	Open
01/30/2025	FOA	17789	MISSION SQUARE	300.00	300.00	0.00	Open
01/30/2025	FOA	17790	STATE OF MICHIGAN	4,821.66	4,821.66	0.00	Open
01/30/2025	FOA	17791	MISSION SQUARE	3,347.05	3,347.05	0.00	Open
01/30/2025	FOA	17792	SCHLEIF, RAYMOND G	35.00	35.00	0.00	Open
01/30/2025	FOA	DD9726	BERNARDI, MELYNDA A	1,724.78	0.00	1,355.05	Cleared
01/30/2025	FOA	DD9727	BROOKS, TYLER J	2,918.70	0.00	2,067.07	Cleared
01/30/2025	FOA	DD9728	CARRIGAN, AMANDA K	3,556.34	0.00	2,744.85	Cleared
01/30/2025	FOA	DD9729	CASE, SUSAN E	2,565.00	0.00	1,368.57	Cleared
01/30/2025	FOA	DD9730	CIOFU, LARRY N	3,168.58	0.00	2,169.33	Cleared
01/30/2025	FOA	DD9731	COSGROVE, HEATHER H	2,495.19	0.00	2,016.97	Cleared
01/30/2025	FOA	DD9732	DRYDEN-HOGAN, SUSAN A	4,025.69	0.00	2,866.55	Cleared
01/30/2025	FOA	DD9733	FOUNTAIN, WILLIAM J	2,856.09	0.00	2,421.55	Cleared
01/30/2025	FOA	DD9734	HAASETH, GWYN M	1,035.94	0.00	922.93	Cleared
01/30/2025	FOA	DD9735	HABLE, SCOTT R	3,640.60	0.00	2,518.41	Cleared
01/30/2025	FOA	DD9736	HORNING, KATHLEEN A	3,418.58	0.00	2,397.27	Cleared
01/30/2025	FOA	DD9737	HUBBARD, TONYA S	2,183.53	0.00	1,454.80	Cleared
01/30/2025	FOA	DD9738	JOHNSON, LISA	2,791.47	0.00	1,743.85	Cleared
01/30/2025	FOA	DD9739	KENDALL, ANTHONY S	52.29	0.00	48.29	Cleared
01/30/2025	FOA	DD9740	LANGER, TROY D	4,226.36	0.00	2,995.20	Cleared
01/30/2025	FOA	DD9741	LOFTUS, DANIEL M	809.25	0.00	694.52	Cleared
01/30/2025	FOA	DD9742	LOUIS, CASEY	687.15	0.00	534.93	Cleared
01/30/2025	FOA	DD9743	LUBESKI, BRETT J	546.00	0.00	479.23	Cleared
01/30/2025	FOA	DD9744	LUCE, MICHAEL T	5,208.33	0.00	3,821.77	Cleared
01/30/2025	FOA	DD9745	MCMULLEN, SUMMER L	546.00	0.00	457.09	Cleared
01/30/2025	FOA	DD9746	MORGANROTH, CAROL L	2,282.01	0.00	1,697.44	Cleared
01/30/2025	FOA	DD9747	NIXON, MITCHELL A	3,335.76	0.00	2,424.57	Cleared
01/30/2025	FOA	DD9748	O'CONNELL, DENISE	546.00	0.00	384.15	Cleared
01/30/2025	FOA	DD9749	PETRUCCI, JOSEPH M	546.00	0.00	457.09	Cleared
01/30/2025	FOA	DD9750	RADLEY, JAMES W	2,225.25	0.00	1,655.73	Cleared
01/30/2025	FOA	DD9751	SHOLLACK, DONNA M	2,689.46	0.00	1,885.97	Cleared
01/30/2025	FOA	DD9752	SOSNOWSKI, SHERI R	2,565.75	0.00	1,943.60	Cleared
01/30/2025	FOA	DD9753	WYATT, MARTHA K	3,675.72	0.00	2,463.12	Cleared

Check Register Report For Hartland Township
For Check Dates 01/30/2025 to 01/30/2025

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/30/2025	FOA	EFT750	HSA EMPLOYER CONTRIBUTIONS	1,000.00	1,000.00	0.00	Cleared
01/30/2025	FOA	EFT751	FEDERAL TAX DEPOSIT	15,344.47	15,344.47	0.00	Cleared
Totals:							
			Number of Checks:	036	96,490.80	30,168.98	47,989.90
			Total Physical Checks:	6			
			Total Check Stubs:	30			

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 01-14-25 Hartland Township Board Regular Meeting Minutes

Date: January 24, 2025

Recommended Action

Move to approve the Hartland Township Board Regular Meeting Minutes for January 14, 2025.

Discussion

Draft minutes are attached for review.

Financial Impact

None

Attachments

1-14-25 HTB Minutes

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES
January 14, 2025 – 7:00 PM

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, Trustee Lubeski, Trustee McMullen, Trustee O'Connell, Trustee Petrucci

ABSENT: Treasurer Horning

Also present were Township Manager Mike Luce and Public Works Director Scott Hable.

4. Approval of the Agenda

Move to approve the agenda for the January 14, 2025 Hartland Township Board meeting as presented.

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

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

Voting Nay: None

Absent: Treasurer Horning

5. Call to the Public

No one came forward.

6. Approval of the Consent Agenda

Move to approve the consent agenda for the January 14, 2024 Hartland Township Board meeting as presented.

Motion made by Trustee Petrucci, Seconded by Clerk Ciofu.

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

Voting Nay: None

Absent: Treasurer Horning

- a. Approve Payment of Bills
- b. Approve Post Audit of Disbursements Between Board Meetings
- c. 12-10-24 Hartland Township Board Regular Meeting Minutes
- d. Gen-X - 2025 Winterfest Fireworks Permit

7. Pending & New Business

- a. 2025 Security Camera System Upgrade Project

Manager Luce gave a brief overview of the Security Camera upgrade project for the HERO Teen Center, Township Hall, and the Township Parks. Public Works Director Hable gave a more detailed explanation for needed upgrades to the cameras and the camera operating systems. He gave a brief

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 14, 2025 – 7:00 PM

overview of the connectivity the new camera system would provide stating our current system requires staff to go to the camera location and download the camera feed to a flash drive. The new system will allow for direct feed to authorized phones and computers for real-time viewing. He stated the HERO Center will get a full new system and other locations will get upgrades and some additional cameras. He stated we did get two quotes and the one being recommended today is from a local company, SSD Cabling. Trustee Lubeski inquired as to whether Spranger Field will be part of the camera upgrades and Director Hable stated it would be included as part of the system upgrades and will be linked to the Hartland Deerfield Fire Department for real time viewing, but the current cameras there are newer cameras and will not be replaced. Trustee Petrucci inquired as to installation schedule and Director Hable stated it would take one to two weeks to get parts, and it would be scheduled for installation five to six weeks out based on SSD's schedule. He estimated they would be working on installation in around two months. Manager Luce stated, if approved, the HERO Center would need the most work as it would need new cabling and would have to be coordinated with the HERO Center schedule. Supervisor Fountain inquired as to the access of the live feed to cell phones and Manager Luce stated that at this time three people will have access to the data via phone

Move to approve the 2025 Security Camera System Upgrade project to SSD Cabling and Cameras LLC for an Amount not to exceed \$28,000

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

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

Voting Nay: None

Absent: Treasurer Horning

8. Board Reports

Clerk Ciofu - Stated that Winterfest will be February 8th from 1:00 p.m. to 6:00 pm with fireworks to end the event. He stated there will be an activities tent, and an entertainment and warming tent, along with the sledding hill and the HERO Center concession stand. He did state that the cost of the ice rink may be prohibitive this year with contributions being down.

Trustee O'Connell - No report.

Trustee Lubeski - No report.

Trustee McMullen - No report

Trustee Petrucci - Stated he met with the Veterans at their meeting last night to update them on the Veterans Memorial and asked them for four to five volunteers, hopefully from different branches of service, to provide testimonials for a potential video on the Memorial. He stated this would need to be done in the next couple of weeks and he stated there was some interest from the Veterans. He also stated the new Post Commander will be attending the Veteran's Committee Meeting in the future.

Supervisor Fountain - No report.

[BRIEF RECESS]

9. Information / Discussion

a. Manager's Report

Manager Luce gave a brief overview of the status of the Veterans Memorial. He showed photographs of the actual memorial stone and a rendering of the finished Memorial. He stated that we went from the War Animal logo to the MIA/POW logo on the memorial. Manager Luce stated the donation forms have been completed and we are working on the formal contracts with the

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 14, 2025 – 7:00 PM

various contractors. We have samples of the single and double bricks and these will be added to the website with the donation forms. Trustee Petrucci stated the scheduled date for the dedication is the first Saturday in September. A brief discussion was held on some of the construction timing issues and specifics of the dedication. Manager Luce stated our Code Enforcement Officer is retiring and we need to fill this position. There is enough work for the Code Enforcement Officer to work full-time, but we will post this position as a part-time position and hope we could get enough interest to possibly have two part-time Officers. If a qualified candidate wants full time work, we will bring this back to the Board. In the interim this will put an additional burden on the current Planning Department staff.

Manager Luce stated that an individual has again requested the ability to build a home on a lot in the Penny subdivision that is labeled an outlot in the subdivision plat. We have denied this request in 2017 as our attorney deemed this an unbuildable lot per the definition of an outlot in the Land Division Act of 1929. Manager Luce stated that there was an REU on this lot and we did refund the money for this REU but the individual has not cashed the check and it has been sent to the State per Unclaimed Property rules. He stated that we received a letter from the individual's attorney stating we need to allow him to build on this lot or sell it as a buildable lot. The Township's attorney will contact his attorney to further discuss the issue.

Manager Luce stated Square One, at the southwest corner M-59 and Old US-23, has submitted a plan and that MDOT has agreed to the entrance onto M-59 across from Target, the entrance off of Charyl Stockwell drive and the entrance onto Old US-23. He stated we also received a submission from Sheetz Gas Station at the northeast corner of M-59 and Old US-23 and there has been speculation for a sit-down style restaurant at the Big Boy site. Manager Luce stated that someone wanted to buy the trees at the Red Olive development and they have requested removal of the trees to be replaced with smaller trees. There has also been some development speculation on the vacant land next to Planet Fitness in this development.

Manager Luce stated Blue Fin Tuna requested a permit for painting a cell in the Fountain Square development. They then installed a sign and started renovation of the inside of the building. He stated before we could stop the process the County and the Fire Department stopped them as they were installing hibachi tables and gas lines without a permit. They are now working to get the proper permits to restart their renovation.

Manager Luce gave a brief update on the Septage Receiving Station stating bonds were sold last week with funding in late January and we would expect our payment the first week of February. He stated that Livingston Regional is not projecting sewer rate increases until 2028. Manager Luce also stated that our County Commissioner Wes Nakagiri gave a presentation and a report to the Livingston County Board of Commissioners regarding the situation with Livingston County and Hartland Township. Commissioner Nakagiri would like to present this to the Board, and we will schedule him for a meeting in February.

b. Workshop Trustee Compensation

Manager Luce prepared and presented a wage study of Elected and Appointed Officials and gave a brief overview of the study. Discussion was held on compensation averages and comparison to like communities by position, and the recommendations of the three person Compensation Committee. Clerk Ciofu gave a brief overview of the Election law statutory changes that now require an additional 60 hours of work for the Clerk outside the normal work schedule for each state and federal election. He stated no other elected official is legally required to work additional hours similar to the Clerk. Manager Luce provided comments sent in from Treasurer Horning for

HARTLAND TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING MINUTES

January 14, 2025 – 7:00 PM

the Board, as she was unable to attend the meeting tonight. Recommendations were provided by the Compensation Committee that would be brought forward to the Board in a future meeting.

- 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 evaluation of the Township Manager at his request under MCL 15.268(a).

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

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

Voting Nay: None

Absent: Treasurer Horning

Board is in closed Session at 8:45 p.m.

Board came out of closed session at 9:10 p.m.

10. Adjournment

Move to adjourn the meeting at 9:12 p.m.

Motion made by Clerk Ciofu, Seconded by Trustee McMullen.

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

Voting Nay: None

Absent: Treasurer Horning

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 01-14-25 Hartland Township Board Closed Session Meeting Minutes

Date: January 24, 2025

Recommended Action

Move to approve the Hartland Township Board Closed Session Meeting Minutes for January 14, 2025

Discussion

Draft minutes are available in the Clerk's office for review.

Financial Impact

None

Attachments

None

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 2024 Hartland Consolidated School District Election Agreement

Date: January 24, 2025

Recommended Action

Move to authorize the Clerk to sign the four-year Hartland Consolidated School Election Agreement.

Discussion

Michigan election law MCL, 168.305(2), requires all school district Election Coordinating Committees to meet at 4-year intervals to review and, if necessary, alter the election arrangements for processing school elections as set forth in the committee's most recent report filed with the Secretary of State (2021).

The District's Election Coordinating Committee comprises the Election Coordinator (Livingston County Clerk), the Clerk of each city or township in which the school district is located, and the Secretary of the School Board or his or her designee.

The Election Coordinating Committee meeting with the Livingston County Clerk, the six (6) in-county Clerks and the Secretary to the School Board or his or her designee, will be held on February 6, 2025 at 9:00 a.m. at the Livingston Educational Service Agency, 1425 W. Grand River Ave., Howell, MI 48843 pursuant to PA 254 of 2020.

The agreement outlines the duties and responsibilities of the County Clerk's Office, the Local Clerk's Office, and the Hartland Consolidated School District for Hartland Township to opt-in to process elections for the Hartland Consolidated School District in Hartland Township for the next four years.

Financial Impact

None. If held as a stand-alone Special Election, Hartland Township Election expenses would be reimbursed by the Hartland Consolidated School District. If held on a Township regular or special election day the expenses will have been included in the Township budget for that fiscal year.

Attachments

HCS – Opt-In for School Elections – 2-6-25 to 2-6-29

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Hartland Consolidated
School District Agreement**

DATE OF ELECTION COORDINATING COMMITTEE MEETING

Thursday, February 6, 2025
9:00 A.M.
Livingston Educational Service Agency
1425 W Grand River Ave
Howell, MI 48843

ELECTION COORDINATOR

Livingston County Clerk Elizabeth Hundley

LIST OF JURISDICTIONS THAT WHOLLY OR PARTIALLY FALL WITHIN

Hartland Consolidated School District:

Brighton Charter Township
Deerfield Township
Genoa Charter Township
Hartland Township
Oceola Township
Tyrone Township

NAMES AND TITLES OF MEMBERS OF THE DISTRICT

Jurisdiction	Contact Person	Title
Livingston County – Election Coordinator	Elizabeth Hundley	County Clerk
Hartland Consolidated Schools	Glenn Gogoleski	Secretary of the School Board
Brighton Charter Township	Joseph Riker	Township Clerk
Deerfield Township	Tony Risher	Township Clerk
Genoa Charter Township	Janene Deaton	Township Clerk
Hartland Township	Larry Ciofu	Township Clerk
Oceola Township	Jaime Clay	Township Clerk
Tyrone Township	Pamela Moughler	Township Clerk

GENERAL INFORMATION

The Hartland Consolidated Schools will hold elections in November of even-numbered years to elect Local School District Board Members for six (6) year terms.

The County Clerk will serve as the school district filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals, and certify candidates.

The School District Board Secretary will be responsible for informing the Livingston County Clerk of all open school board positions and providing certified proposal language that will be on any given election ballot.

Within three (3) days after an appointment is made to fill a vacancy in an elected office in a school district, the School District Board Secretary shall notify the school district election coordinator in writing of the name, address, and office of the person who vacated the office as well as the person filling the office.

The clerk of any city or township that falls within the Hartland Consolidated School District can opt to conduct the district's special elections in his or her city or township. Clerks making this choice must perform all of the duties associated with the conduct of the district's election in his or her city or township. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for four (4) years until amended.

The clerk of a city or township must conduct a regular or special school election if the city or township is holding a regular or special election at the same time.

FOR SPECIAL ELECTIONS, OF THE HARTLAND CONSOLIDATED SCHOOL DISTRICT, THE LIVINGSTON COUNTY CLERK HAS AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES

- a. Receive special election resolutions and ballot proposal language adopted by the district's board.
- b. Communicate receipt of special election resolutions and ballot proposal language to outlying non-coordinating county clerks for the purpose of ballot productions and tabulator programming.
- c. Schedule any special election called and handle the Qualified Voter File (QVF) related responsibilities (ballot administration).
- d. Handle ballot generation, printing, proofing, and distribution with assistance from all city and township clerks.
- e. Arrange for programming/coding of optical scan, ballot marking device, and other voting equipment.
- f. Order necessary precinct supply kits.
- g. Publish "Notice of Registration" and "Notice of Election".
- h. Conduct precinct inspector trainings upon request of city or township clerk.
- i. Assist in Election Day trouble shooting.

- j. Report election results.
- k. Complete, file and preserve Canvassers' certification of election.
- l. Prepare/Forward reimbursement requests to the School District.

FOR SPECIAL ELECTIONS, OF THE HARTLAND CONSOLIDATED SCHOOL DISTRICT, ALL CITIES AND TOWNSHIPS, "OPTING IN" HAVE AGREED TO PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES

- a. Handle Qualified Voter File (QVF) related responsibilities (setting up election, processing voter registrations, production of precinct lists, updating voter history).
- b. Handle the distribution, receipt, and processing of absentee ballot applications.
- c. Handle the issuance, receipt, and processing of absentee ballots.
- d. Provide voting equipment for the conduct of the district's special election.
- e. Publish notice of the "Public Accuracy Test" and conduct the testing of voting equipment.
- f. Post and enter into QVF the weekend hours of operation prior to Election Day.
- g. Hire and appoint election inspectors for the district's special election through local election commission.
- h. Handle the setup of polling places and absent voter counting boards on Election Day.
- i. Handle Election Day issues and troubleshooting.
- j. Transmit election results and deliver election envelopes to County Clerk and Board of Canvassers for the canvass and certification of the election.
- k. Store voted ballots after the election.
- l. Complete military and overseas voter and provisional ballot reports.
- m. Prepare and present reimbursement requests to the County Clerk.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Hartland Consolidated
School District Agreement**

The undersigned members of the Hartland Consolidated School District Coordinating Committee do hereby accept the terms listed in this agreement as discussed at the Election Coordinating Committee held on February 6, 2025. This agreement is binding until all parties agree to a revision and is subject to review every four (4) years.

Elizabeth Hundley
Livingston County Clerk
Election Coordinator

Glenn Gogoleski
Secretary of the School Board
Hartland Consolidated Schools

Joseph Riker
Brighton Charter Township Clerk

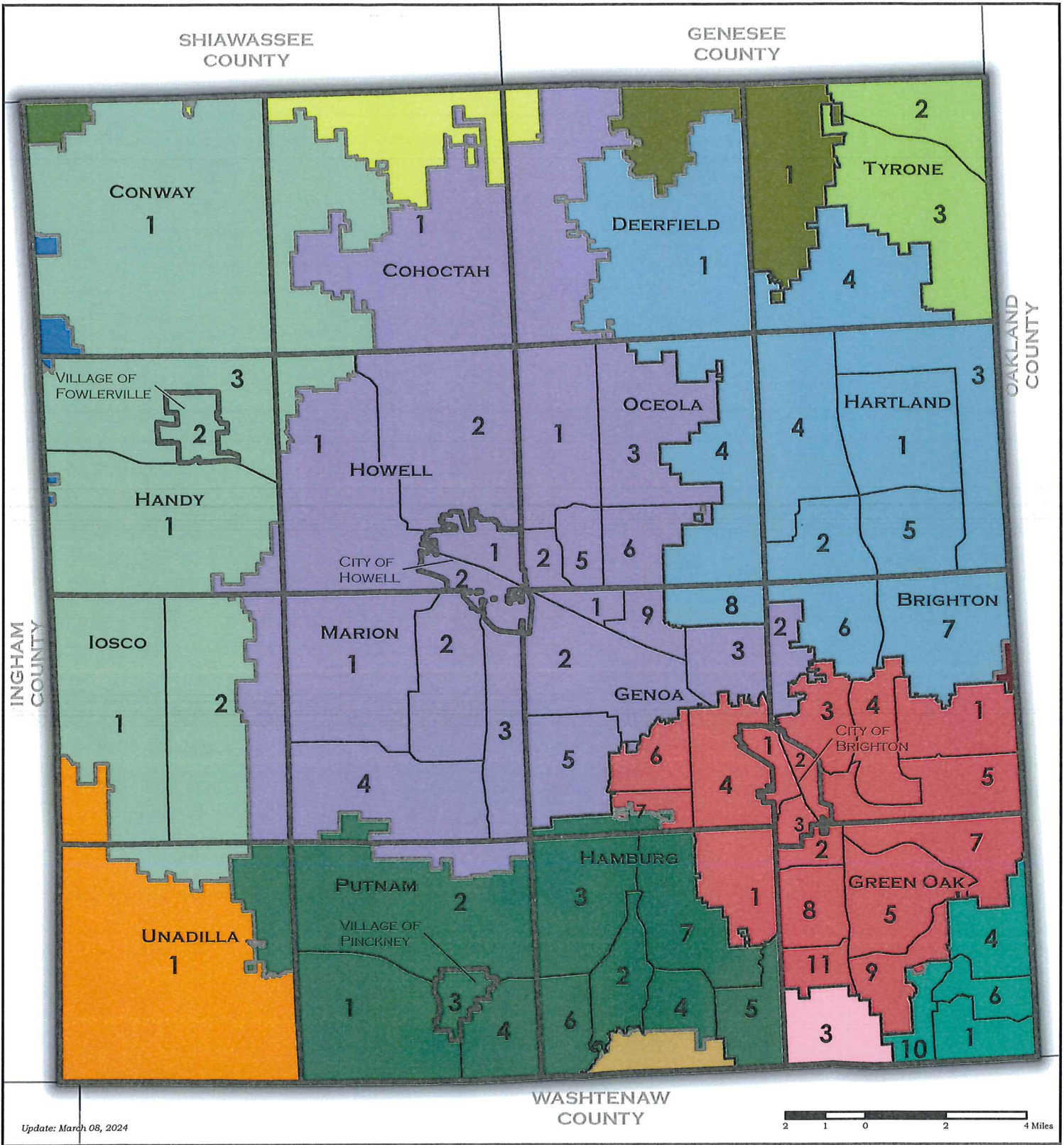
Tony Risher
Deerfield Township Clerk

Janene Deaton
Genoa Charter Township Clerk

Larry Ciofu
Hartland Township Clerk

Jaime Clay
Oceola Township Clerk

Pamela Moughler
Tyrone Township Clerk



Update: March 08, 2024



2024 VOTING PRECINCTS AND SCHOOL DISTRICTS Livingston County, Michigan



Map Prepared by:
Information Technology Department
G.I.S. Division
 304 East Grand River Avenue
 Howell, Michigan 48843
 (517) 548-3230

- | | | |
|----------------------------------|-------------------------------|-------------------------------|
| Brighton Area Schools | Hartland Consolidated Schools | Pinckney Community Schools |
| Byron Area Schools | Howell Public Schools | South Lyon Community Schools |
| Dexter Community School District | Huron Valley Schools | Stockbridge Community Schools |
| Fenton Area Public Schools | Linden Community Schools | Webberville Community Schools |
| Fowlerville Community Schools | Morrice Area Schools | Whitmore Lake Public Schools |

For Election Information Contact:
 Elizabeth Hundley
Livingston County Clerk
Elections Division
 200 East Grand River Avenue
 Howell, Michigan 48843
 (517) 546-8177

The numbers within each City/Township reflect Voting Precincts within each District

**NUMBER OF REGISTERED VOTERS
HARTLAND CONSOLIDATED SCHOOL DISTRICT**

Ward Precinct	Count
SCHOOL DISTRICT:	HARTLAND CONSOLIDATED SCHOOLS
JURISDICTION:	BRIGHTON CHARTER TOWNSHIP
00006	2707
00007	1986
TOTAL - BRIGHTON CHARTER TOWNSHIP	4693
JURISDICTION:	DEERFIELD TOWNSHIP
00001	1766
TOTAL - DEERFIELD TOWNSHIP	1766
JURISDICTION:	GENOA TOWNSHIP
00008	795
TOTAL - GENOA TOWNSHIP	795
JURISDICTION:	HARTLAND TOWNSHIP
00001	2428
00002	2812
00003	3142
00004	2738
00005	2024
TOTAL - HARTLAND TOWNSHIP	13144
JURISDICTION:	OCEOLA TOWNSHIP
00004	2061
TOTAL - OCEOLA TOWNSHIP	2061
JURISDICTION:	TYRONE TOWNSHIP
00004	2856
TOTAL - TYRONE TOWNSHIP	2856
TOTAL - HARTLAND CONSOLIDATED SCHOOLS	25315
GRAND TOTAL	25315

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Larry Ciofu, Clerk

Subject: 2024 Livingston Educational Service Agency (LESA) Intermediate School District Election Agreement

Date: January 24, 2025

Recommended Action

Move to authorize the Clerk to sign the four-year LESA Intermediate School District Election Agreement.

Discussion

Michigan election law MCL, 168.305(2), requires all school district Election Coordinating Committees to meet at 4-year intervals to review and, if necessary, alter the election arrangements for processing school elections as set forth in the Committee's most recent report filed with the Secretary of State (2021).

The district's Election Coordinating Committee comprises the Election Coordinator (Livingston County Clerk), the Clerk of each city or township in which the school district is located, and the Secretary of the School Board or his or her designee.

The Election Coordinating Committee meeting with the Livingston County Clerk, the eighteen (18) in-county Clerks, the five (5) out-county Clerks, and the Secretary to the School Board or his or her designee will be held on February 6, 2025 at 9:00 a.m. at the Livingston Educational Service Agency, 1425 W. Grand River Ave., Howell, MI 48843 pursuant to PA 254 of 2020.

The agreement outlines the duties and responsibilities of the County Clerk's Office, the Local Clerk's Office, and the LESA Intermediate School District for Hartland Township to opt-in to process elections for the LESA Intermediate School District in Hartland Township for the next four years.

Financial Impact

None. If held as a stand-alone Special Election, Hartland Township Election expenses would be reimbursed by the Hartland Consolidated School District. If held on a Township regular or special election day the expenses will have been included in the Township budget for that fiscal year.

Attachments

HCS – Opt-In for School Elections – 2-6-25 to 2-6-29

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Livingston Educational
Service Agency Intermediate
School District Agreement**

DATE OF ELECTION COORDINATING COMMITTEE MEETING

Thursday, February 6, 2025
9:00 A.M.
Livingston Educational Service Agency
1425 W Grand River Ave
Howell, MI 48843

ELECTION COORDINATOR

Livingston County Clerk Elizabeth Hundley

LIST OF JURISDICTIONS THAT WHOLLY OR PARTIALLY FALL WITHIN

Livingston Educational Service Agency (LESA) Intermediate School District:

City of Brighton
City of Howell
Brighton Charter Township
Cohoctah Township
Conway Township
Deerfield Township
Genoa Charter Township
Green Oak Charter Township
Hamburg Township
Handy Township
Hartland Township
Howell Township
Iosco Township
Marion Township
Oceola Township
Putnam Township
Tyrone Township
Unadilla Township
Locke Township, Ingham County
White Oak Township, Ingham County
Antrim Township, Shiawassee County
Dexter Township, Washtenaw County
Webster Township, Washtenaw County

Livingston County
 Election Coordinating Committee
 200 E Grand River Ave
 Howell, MI 48843
 (517) 546-8177

Livingston Educational
 Service Agency Intermediate
 School District Agreement

NAMES AND TITLES OF MEMBERS OF THE DISTRICT

Jurisdiction	Contact Person	Title
Livingston County – Election Coordinator	Elizabeth Hundley	County Clerk
Livingston Educational Service Agency (LESA)	Harold Fryer	Secretary of the School Board
City of Brighton	Tara Brown	City Clerk
City of Howell	Deanna Robson	City Clerk
Brighton Charter Township	Joseph Riker	Township Clerk
Cohoctah Township	Barbara Fear	Township Clerk
Conway Township	Tara Foote	Township Clerk
Deerfield Township	Tony Risher	Township Clerk
Genoa Charter Township	Janene Deaton	Township Clerk
Green Oak Charter Township	Michael Sedlak	Township Clerk
Hamburg Township	Michael Dolan	Township Clerk
Handy Township	Laura Eisele	Township Clerk
Hartland Township	Larry Ciofu	Township Clerk
Howell Township	Susan Daus	Township Clerk
Iosco Township	Julie Dailey	Township Clerk
Marion Township	Tammy Beal	Township Clerk
Oceola Township	Jaime Clay	Township Clerk
Putnam Township	Valerie Niemiec	Township Clerk
Tyrone Township	Pamela Moughler	Township Clerk
Unadilla Township	Linda Topping	Township Clerk
Locke Township – Ingham County	Marcy Shepler (Opt Out)	Township Clerk
White Oak Township – Ingham County	Leela Vernon (Opt Out)	Township Clerk
Antrim Township – Shiawassee County	Rita Hooley	Township Clerk
Dexter Township – Washtenaw County	Michelle Stamboulellis	Township Clerk
Webster Township – Washtenaw County	Tonie Brovont (Opt Out)	Township Clerk

GENERAL INFORMATION

The Livingston Educational Service Agency Intermediate School District does not hold popular elections for school board members.

The County Clerk will serve as the school district filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals, and certify candidates.

The School District Board Secretary will be responsible for informing the Livingston County Clerk of all open school board positions and providing certified proposal language that will be on any given election ballot.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Livingston Educational
Service Agency Intermediate
School District Agreement**

Within three (3) days after an appointment is made to fill a vacancy in an elected office in a school district, the School District Board Secretary shall notify the school district election coordinator in writing of the name, address, and office of the person who vacated the office as well as the person filling the office.

The clerk of any city or township that falls within the LESA Intermediate School District can opt to conduct the district's special elections in his or her city or township. Clerks making this choice must perform all of the duties associated with the conduct of the district's election in his or her city or township. Before exercising this option, the city or township clerk must consult with the other members of the city council or township board. Such agreements are binding for four (4) years until amended.

The clerk of a city or township must conduct a regular or special school election if the city or township is holding a regular or special election at the same time.

**FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT,
THE LIVINGSTON COUNTY CLERK HAS AGREED TO PERFORM THE FOLLOWING
RELATED DUTIES AND RESPONSIBILITIES**

- a. Receive special election resolutions and ballot proposal language adopted by the district's board.
- b. Communicate receipt of special election resolutions and ballot proposal language to outlying non-coordinating county clerks for the purpose of ballot productions and tabulator programming.
- c. Schedule any special election called and handle the Qualified Voter File (QVF) related responsibilities (ballot administration).
- d. Handle ballot generation, printing, proofing, and distribution with assistance from all city and township clerks.
- e. Arrange for programming/coding of optical scan, ballot marking device, and other voting equipment.
- f. Order necessary precinct supply kits.
- g. Publish "Notice of Registration" and "Notice of Election".
- h. Conduct precinct inspector trainings upon request of city or township clerk.
- i. Assist in Election Day trouble shooting.
- j. Report election results.
- k. Complete, file and preserve Canvassers' certification of election.

Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177

Livingston Educational
Service Agency Intermediate
School District Agreement

- i. Prepare/Forward reimbursement requests to Intermediate School District.

FOR SPECIAL ELECTIONS, OF THE **LESA INTERMEDIATE SCHOOL DISTRICT**,
ALL CITIES AND TOWNSHIPS, “**OPTING IN**” HAVE AGREED TO PERFORM THE
FOLLOWING RELATED DUTIES AND RESPONSIBILITIES

- a. Handle Qualified Voter File (QVF) related responsibilities (setting up election, processing voter registrations, production of precinct lists, updating voter history).
- b. Handle the distribution, receipt, and processing of absentee ballot applications.
- c. Handle the issuance, receipt, and processing of absentee ballots.
- d. Provide voting equipment for the conduct of the district’s special election.
- e. Publish notice of the “Public Accuracy Test” and conduct the testing of voting equipment.
- f. Post and enter into QVF the weekend hours of operation prior to Election Day.
- g. Hire and appoint election inspectors for the district’s special election through local election commission.
- h. Handle the setup of polling places and absent voter counting boards on Election Day.
- i. Handle Election Day issues and troubleshooting.
- j. Transmit election results and deliver election envelopes to County Clerk and Board of Canvassers for the canvass and certification of the election.
- k. Store voted ballots after the election.
- l. Complete military and overseas voter and provisional ballot reports.
- m. Prepare and present reimbursement requests to the County Clerk.

**FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT,
ALL CITIES AND TOWNSHIPS, "OPTING OUT" HAVE AGREED TO PERFORM THE
FOLLOWING RELATED DUTIES AND RESPONSIBILITIES**

- a. Voter registration duties associated LESA Intermediate School District voters in the city or township.
- b. Handle the distribution, receipt, and processing of absentee ballot applications in the city or township.
- c. Handle the issuance, receipt, and processing of absentee ballots in the city or township.
- d. Post and enter into QVF the weekend hours of operation prior to Election Day.
- e. Clerk's office must be open 7 a.m. to 8 p.m. on Election Day to register voters and issue absent voter ballots.
- f. Deliver all absent voter ballots received by 8:00 p.m. on Election Day to the township processing absent voter ballots for the opt-out jurisdiction as soon as possible so they are counted.
- g. Must notify the township processing absent voter ballots for the opt-out jurisdiction if there are any absent voter ballots that must be delivered.
- h. Completes military and overseas voter and provisional ballot reports.
- i. Prepare and present reimbursement requests to the County Clerk.

**FOR SPECIAL ELECTIONS, OF THE LESA INTERMEDIATE SCHOOL DISTRICT,
THE BELOW CITIES AND TOWNSHIPS, "OPTING OUT" HAVE AGREED TO
PERFORM THE FOLLOWING RELATED DUTIES AND RESPONSIBILITIES**

- j. The Intermediate School District voters within:
 - 1) Locke Township, Ingham County, will vote at the Conway Township Hall, Precinct 1 polling place location.
 - 2) White Oak Township, Ingham County, will vote at the losco Township Hall, Precinct 1 polling place location.
 - 3) Webster Township, Washtenaw County, will vote at the Hamburg Senior Center, Precinct 4 polling place location.

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Livingston Educational
Service Agency Intermediate
School District Agreement**

- k. The Locke, White Oak, and Webster Township Clerks will do the following:
- 1) Send notices to those registered voters affected by the polling place location changes within 60 days prior to the special election.
 - 2) Forward all completed, returned absent voter ballot applications to the respective Township Clerks (Conway, Iosco, Hamburg, and Putnam) upon verification of voters' signatures.
 - 3) All duties and responsibilities under "opting out" section.

The undersigned members of the Livingston Education Service Agency Intermediate School District Coordinating Committee do hereby accept the terms listed in this agreement as discussed at the Election Coordinating Committee held on February 6, 2025. This agreement is binding until all parties agree to a revision and is subject to review every four (4) years.

Elizabeth Hundley
Livingston County Clerk
Election Coordinator

Harold Fryer
Secretary of the School Board
Livingston Education Service Agency

Tara Brown
City of Brighton City Clerk

Deanna Robson
City of Howell City Clerk

Joseph Riker
Brighton Charter Township Clerk

Barbara Fear
Cohoctah Township Clerk

Tara Foote
Conway Township Clerk

Tony Risher
Deerfield Township Clerk

Janene Deaton
Genoa Charter Township Clerk

Michael Sedlak
Green Oak Charter Township Clerk

**Livingston County
Election Coordinating Committee
200 E Grand River Ave
Howell, MI 48843
(517) 546-8177**

**Livingston Educational
Service Agency Intermediate
School District Agreement**

Michael Dolan
Hamburg Township Clerk

Laura Eisele
Handy Township Clerk

Larry Ciofu
Hartland Township Clerk

Susan Daus
Howell Township Clerk

Julie Dailey
Iosco Township Clerk

Tammy Beal
Marion Township Clerk

Jaime Clay
Oceola Township Clerk

Valerie Niemiec
Putnam Township Clerk

Pamela Moughler
Tyrone Township Clerk

Linda Topping
Unadilla Township Clerk

Marcy Shepler
Locke Township Clerk
Ingham County

Leela Vernon
White Oak Township Clerk
Ingham County

Rita Hooley
Antrim Township Clerk
Shiawassee County

Michelle Stamboulellis
Dexter Township Clerk
Washtenaw County

Tonie Brovont
Webster Township Clerk
Washtenaw County

**NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY ISD**

Ward Precinct	Count
COUNTY:	INGHAM
JURISDICTION:	LOCKE TOWNSHIP
00001	20
TOTAL - LOCKE TOWNSHIP	20
JURISDICTION:	WHITE OAK TOWNSHIP
00001	129
TOTAL - WHITE OAK TOWNSHIP	129
TOTAL - INGHAM	149
COUNTY:	LIVINGSTON
JURISDICTION:	BRIGHTON CHARTER TOWNSHIP
00001	1853
00002	1712
00003	2917
00004	3216
00005	2522
00006	2707
00007	1986
TOTAL - BRIGHTON CHARTER TOWNSHIP	16913
JURISDICTION:	BRIGHTON CITY
00001	1217
00002	2433
00003	3133
TOTAL - BRIGHTON CITY	6783
JURISDICTION:	COHOCTAH TOWNSHIP
00001	2281
TOTAL - COHOCTAH TOWNSHIP	2281
JURISDICTION:	CONWAY TOWNSHIP
00001	2714
TOTAL - CONWAY TOWNSHIP	2714
JURISDICTION:	DEERFIELD TOWNSHIP
00001	2639
TOTAL - DEERFIELD TOWNSHIP	2639
JURISDICTION:	GENOA TOWNSHIP
00001	2084
00002	2989
00003	3038
00004	2949
00005	1079

**NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY ISD**

00006	2517
00007	1264
00008	795
00009	1737
<hr/>	
TOTAL - GENOA TOWNSHIP	18452
JURISDICTION:	GREEN OAK TOWNSHIP
00002	1748
00005	2009
00007	1301
00008	1257
00009	1089
00011	557
<hr/>	
TOTAL - GREEN OAK TOWNSHIP	7961
JURISDICTION:	HAMBURG TOWNSHIP
00001	3117
00002	2442
00003	2768
00004	1324
00005	2255
00006	2873
00007	3108
<hr/>	
TOTAL - HAMBURG TOWNSHIP	17887
JURISDICTION:	HANDY TOWNSHIP
00001	2054
00002	2275
00003	2796
<hr/>	
TOTAL - HANDY TOWNSHIP	7125
JURISDICTION:	HARTLAND TOWNSHIP
00001	2428
00002	2812
00003	3142
00004	2738
00005	2024
<hr/>	
TOTAL - HARTLAND TOWNSHIP	13144
JURISDICTION:	HOWELL CITY
00001	4673
00002	3449
<hr/>	
TOTAL - HOWELL CITY	8122
JURISDICTION:	HOWELL TOWNSHIP
00001	3151

**NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY ISD**

00002	3636
<hr/>	
TOTAL - HOWELL TOWNSHIP	6787
JURISDICTION:	IOSCO TOWNSHIP
00001	1378
00002	1821
<hr/>	
TOTAL - IOSCO TOWNSHIP	3199
JURISDICTION:	MARION TOWNSHIP
00001	2482
00002	2982
00003	2223
00004	2668
<hr/>	
TOTAL - MARION TOWNSHIP	10355
JURISDICTION:	OCEOLA TOWNSHIP
00001	2545
00002	2699
00003	1432
00004	2061
00005	1637
00006	1852
<hr/>	
TOTAL - OCEOLA TOWNSHIP	12226
JURISDICTION:	PUTNAM TOWNSHIP
00001	1467
00002	2157
00003	1840
00004	1328
<hr/>	
TOTAL - PUTNAM TOWNSHIP	6792
JURISDICTION:	TYRONE TOWNSHIP
00004	2856
<hr/>	
TOTAL - TYRONE TOWNSHIP	2856
JURISDICTION:	UNADILLA TOWNSHIP
00001	484
<hr/>	
TOTAL - UNADILLA TOWNSHIP	484
<hr/>	
TOTAL - LIVINGSTON	146720
COUNTY:	SHIAWASSEE
JURISDICTION:	ANTRIM TOWNSHIP
00001	137
<hr/>	
TOTAL - ANTRIM TOWNSHIP	137
<hr/>	
TOTAL - SHIAWASSEE	137

**NUMBER OF REGISTERED VOTERS
LIVINGSTON EDUCATIONAL SERVICE AGENCY ISD**

COUNTY:	WASHTENAW
JURISDICTION:	DEXTER TOWNSHIP
00003	297
<hr/>	
TOTAL - DEXTER TOWNSHIP	297
JURISDICTION:	WEBSTER TOWNSHIP
00002	76
<hr/>	
TOTAL - WEBSTER TOWNSHIP	76
<hr/>	
TOTAL - WASHTENAW	373
<hr/>	
GRAND TOTAL	147379
<hr/>	

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Michael Luce, Township Manager

Subject: Crouse Columbarium in Village Cemetery

Date: January 23, 2025

Discussion

Brian Crouse will be addressing the board to request the construction of a Columbarium in the Village Cemetery on grave sites he owns. Brian is future planning and believes the addition of the structure will be able to house the remains of family members for years to come.

Attachments

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Hartland Deerfield Fire Authority Budget Presentation FY2025-26

Date: January 23, 2025

Recommended Action

Move to approve the proposed Hartland Deerfield Fire Authority FY2025-26 Budget as presented.

Discussion

HDFA Chief Adam Carroll will present the proposed HDFA Operation Budget for the fiscal year 2025-2026 for Township Board Approval. He will also review the Capital Improvement Plan for the same year, which is incorporated into the Operation Budget. Also attached for the Board's review are the Revenue and Expenditure reports through 12/31/24.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

2025-26 HDFA Oper Budget

2025-26 Capital Budget

HDFA Actual to Budget Operation 12.31.24

HDFA Rev Exp CRIP 12.31.24

HARTLAND DEERFIELD FIRE AUTHORITY
2025-26 OPERATING FUND BUDGET

December 18, 2024

Pg. 1 of 3

ACCT#	DESCRIPTION	2025-26 DRAFT	2024-25 AMENDED	2024-25 BUDGET	2023-24 AUDITED	2022-23 AUDITED
REVENUE		6.0%	6.1%	5.00%	5.8%	4.9%
601	HARTLAND TOWNSHIP 79.7%	9.7%	1,689,375	1,540,496	1,448,569	1,386,234
602	DEERFIELD TOWNSHIP 20.3%	-6.2%	430,293	458,550	435,136	411,735
610	FIRE PROTECTION CONTRACTS		160,000	180,000	240,000	166,383
626	COST RECOVERY		2,000	2,200	8,000	3,354
665	INTEREST INCOME		50	50	50	33
687	REBATES & REFUNDS		0	0	0	82,633
690	GRANT PROCEEDS		0	500	0	0
694	OTHER REVENUE (Instructor Hours Reimburse, Dive Rev., et		10,000	30,770	40,000	6,680
696	LIV CO FIRE TRAINING		1	0	0	0
697	LIV CO FIRE ACADEMY		38,442	0	0	0
699	TRANSFER IN - CAP. REP. & IMP. (+ Prior Yr Tx)		0	0	0	50,188
	TOTAL REVENUE		<u>2,330,161</u>	<u>2,212,566</u>	<u>2,176,634</u>	<u>2,107,240</u>
EXPENDITURES						
PERSONNEL						
702	WAGES - FIRE CHIEF		105,232	105,232	105,232	104,896
703	WAGES - CHIEF OFFICERS		122,686	118,613	118,613	118,829
703.01	OT WAGES - CHIEF OFFICERS		3,000	1,372	3,800	4,800
704.1	WAGES - FIRE MARSHAL		74,656	0	0	0
704.11	OT WAGES - FIRE MARSHAL		500	0	0	0
704.3	WAGES - SHIFT SUPERVISORS		213,867	200,536	200,536	201,795
704.31	OT WAGES - SHIFT SUPERVISORS		8,000	3,500	12,000	22,000
704.4	WAGES - ADMIN. ASST.		58,484	54,981	54,981	55,234
704.41	OT WAGES - ADMIN. ASST.		800	600	1,400	1,900
704.5	WAGES - FIRE INSPECTOR		0	71,426	71,426	68,010
704.51	OT WAGES - FIRE INSPECTOR		0	0	1,000	1,100
705.1	WAGES - CHAPLAIN		12,486	7,942	7,942	8,853
705.2	WAGES - sUAS UNIT		9,400	9,900	13,063	12,022
708.1	WAGES - DEPUTY CHIEFS		0	0	0	0
708.3	WAGES - CAPTAIN		57,792	9,301	9,301	26,591
708.4	WAGES - LIEUTENANTS		56,170	91,438	91,438	82,502
708.41	OT WAGES - LIEUTENANTS		0	0	0	0
708.5	WAGES - SERGEANTS		167,037	175,351	175,351	177,341
708.51	OT WAGES - SERGEANTS		1,500	600	3,900	3,900
708.6	WAGES - FIREFIGHTERS		298,731	288,629	288,629	262,818
708.7	WAGES - CADET FIREFIGHTERS		6,714	3,100	3,100	3,114
708.8	WAGES - ACCOUNTANT/HR		30,745	30,174	30,174	30,794
709	WAGES - CELL PHONE STIPEND		7,600	7,600	7,600	7,590
710	WAGES - BOARD MEMBERS		9,300	9,300	9,300	6,400
711&714	WAGES - INSTRUCTORS (ACADEMY & DIVE)		3,500	3,500	3,500	6,638
712	WAGES - ACCRUED PTO		9,315	5,200	5,200	6,003
715	PAYROLL TAXES		96,200	91,670	93,138	94,539
	TOTAL PERSONNEL		<u>1,353,715</u>	<u>1,289,965</u>	<u>1,310,624</u>	<u>1,307,669</u>
PROFESSIONAL FEES						
801	ACCOUNTING/AUDITING & PAYROLL SERVICE		18,000	14,400	12,900	14,227
801.1	I.T./COMPUTER SERVICES		21,000	21,000	21,000	34,750
810	EMP. ASST. PGM.		1,900	1,700	1,900	1,305
826	LEGAL FEES		1,600	1,200	1,600	1,450
827	HIRING/RETENTION/PROMOTION		5,500	3,600	1,500	4,386
956	BANK FEES		0	0	100	0
	TOTAL PROFESSIONAL FEES		<u>48,000</u>	<u>41,900</u>	<u>38,997</u>	<u>56,118</u>

HARTLAND DEERFIELD FIRE AUTHORITY
2025-26 OPERATING FUND BUDGET

December 18, 2024

Pg. 2 of 3

ACCT#	DESCRIPTION	2025-26 DRAFT	2024-25 AMENDED	2024-25 BUDGET	2023-24 AUDITED	2022-23 AUDITED
INSURANCE & BENEFITS						
716	HEALTH CARE (Med Ins., LT & ST Disab. & VFIS AD&D)	158,500	151,000	151,000	137,147	123,655
716.3	INSURANCE (W/C, LIABILITY PORTFOLIO)	132,500	126,520	150,520	167,799	131,420
718	MERS DB	52,100	48,000	48,000	40,467	40,536
718.1	MERS DC	30,600	29,700	29,700	29,460	29,138
718.2	457 MATCH	19,000	18,400	16,500	19,900	18,051
	TOTAL INSURANCE	<u>392,700</u>	<u>373,620</u>	<u>395,720</u>	<u>394,773</u>	<u>342,800</u>
EQUIPMENT & SUPPLIES						
719.1	UNIFORMS	10,500	9,800	9,800	18,896	12,721
719.2	TURN OUT GEAR	7,500	5,600	7,500	8,826	12,458
727	OFFICE SUPPLIES	7,500	6,300	6,300	8,380	8,733
729	COMPUTERS & RECORDS MGMT.	10,500	9,700	9,700	12,593	11,510
740	OPERATING SUPPLIES	22,000	20,000	20,000	27,634	17,622
744	MEDICAL SUPPLIES	10,000	5,000	10,000	10,524	4,948
860	FUEL	30,000	25,000	30,000	24,957	37,875
928	sUAS	1,500	1,500	1,500	0	15,021
930	R & M - ANNUAL APPARATUS & EQUIP	24,500	23,650	23,000	26,285	20,098
930.1	R & M - SMALL EQUIP	3,500	2,500	3,500	2,947	3,701
930.2	R & M - VEHICLES	45,000	35,000	50,000	32,250	52,332
930.8	R & M - RADIOS/BATTERIES	4,500	4,500	4,500	4,092	1,256
957.8	TRAINING - DIVE/ICE/WATER RESCUE	5,500	5,500	3,000	5,652	9,792
	TOTAL EQUIPMENT & SUPPLIES	<u>182,500</u>	<u>154,050</u>	<u>178,800</u>	<u>183,036</u>	<u>208,067</u>
UTILITIES						
802	GARBAGE & SNOW	4,000	20,790	20,790	16,790	20,786
920	GAS	14,000	9,600	18,200	11,954	16,212
920.1	ELECTRIC	22,000	22,000	23,650	16,715	18,644
920.2	WATER & SEWER	3,000	2,500	3,900	2,316	2,499
	TOTAL UTILITIES	<u>43,000</u>	<u>54,890</u>	<u>66,540</u>	<u>47,775</u>	<u>58,141</u>
DUES & SUBSCRIPTIONS						
804	MEMBERSHIPS & PUBLICATIONS	5,250	4,400	5,250	4,546	5,973
805	Liv.Co. Specialized Response Teams	5,000	4,000	4,000	4,000	4,000
	TOTAL DUES & SUBSCRIPTIONS	<u>10,250</u>	<u>8,400</u>	<u>9,250</u>	<u>8,546</u>	<u>9,973</u>
720	PHYSICALS & VACCINES	8,600	8,600	8,600	5,072	11,627
	TOTAL PHYSICALS & VACCINES	<u>8,600</u>	<u>8,600</u>	<u>8,600</u>	<u>5,072</u>	<u>11,627</u>
TRAINING						
739	PUBLIC EDUCATION	10,000	10,000	10,000	7,207	9,954
957	TRAINING	7,500	6,500	6,500	11,009	5,060
957.1	TRAINING - SUPPLIES/OTHER	3,000	1,000	2,200	4,629	4,357
957.15	TRAINING & RECERT - BLUE CARD	3,000	1,500	3,725	5,225	4,214
957.2	TRAINING & RECERT - FIRE INSPECTORS	300	399	300	399	6,731
957.3	SEMINARS & CERTIFICATIONS	9,500	6,000	6,000	9,492	9,901
957.4	TRAINING & RECERT - EMS	2,000	350	350	684	0
957.6	HIGH SCHOOL FIRE ACADEMY	0	0	0	0	0
957.7	LIV CO FIRE ACADEMY (Academy Host Agency)	38,442	27,270	18,000	28,000	5,028
975	LIV CO FIRE TRAINING	1	0	0	0	0
	TOTAL TRAINING	<u>73,743</u>	<u>53,019</u>	<u>47,075</u>	<u>66,645</u>	<u>45,245</u>

HARTLAND DEERFIELD CAPITAL RESERVE
Revenue & Expense
Budget vs. Actual
April through December 2024

	<u>Apr - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
665.000 · INTEREST INCOME	3,303.30	0.00	0.00	100.0%
686.000 · LIV CO FIRE TRNG REVENUE	7,624.50	0.00	0.00	100.0%
689.000 · DONATED REVENUE	19,998.56	19,999.00	-0.44	100.0%
692.000 · REIMBURSEMENT REVENUE	359,171.95	0.00	0.00	100.0%
699.000 · TRANSFER IN - OPERATIONS	178,877.00	258,798.00	-79,921.00	69.12%
Total Revenue	<u>568,975.31</u>	<u>278,797.00</u>	<u>290,178.31</u>	<u>204.08%</u>
Gross Revenue	568,975.31	278,797.00	290,178.31	204.08%
Expense				
710.000 · TURN OUT GEAR	4,188.00	4,190.00	-2.00	99.95%
728.000 · SMALL EQUIPMENT	948.70	1,100.00	-151.30	86.25%
729.000 · COMPUTER REPLACEMENT	7,785.93	7,800.00	-14.07	99.82%
730.000 · FITNESS EQUIPMENT/MACHINES	0.00	0.00	0.00	0.0%
910.000 · BRUSH/SERVICE TRUCK	0.00	0.00	0.00	0.0%
911.000 · AIR MONITORS	0.00	0.00	0.00	0.0%
913.000 · sUAS DRONE & EQUIPMENT	19,998.56	19,999.00	-0.44	100.0%
920.000 · RADIOS/PORTABLE REPLACEMENT	0.00	110,000.00	-110,000.00	0.0%
930.800 · SCBA EQUIPMENT	14,524.00	14,524.00	0.00	100.0%
940.000 · TIRES OVER 24k	0.00	0.00	0.00	0.0%
941.000 · TIRES UNDER 23K	3,148.00	4,500.00	-1,352.00	69.96%
956.000 · BANK FEES	1,287.34	1,800.00	-512.66	71.52%
960.000 · LIV CO FIRE TRAINING	2,800.00	0.00	2,800.00	100.0%
970.500 · CAPITAL OUTLAY-LOAN PRINCIPAL	65,000.00	65,000.00	0.00	100.0%
980.000 · TECH RESCUE	0.00	0.00	0.00	0.0%
995.000 · CAPITAL OUTLAY-LOAN INTEREST	1,950.00	1,950.00	0.00	100.0%
Total Expense	<u>121,630.53</u>	<u>230,863.00</u>	<u>-109,232.47</u>	<u>52.69%</u>
Net Revenue	<u><u>447,344.78</u></u>	<u><u>47,934.00</u></u>	<u><u>399,410.78</u></u>	<u><u>933.25%</u></u>

HARTLAND DEERFIELD FIRE AUTHORITY Revenue & Expense Budget vs. Actual April through December 2024

	<u>Apr - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Revenue/Expense				
Revenue				
601.000 - HARTLAND TOWNSHIP CONTRIBUTIONS	1,178,353.74	1,540,496.00	(362,142.26)	76.49%
602.000 - DEERFIELD TOWNSHIP CONTRIBUTION	326,352.00	458,550.00	(132,198.00)	71.17%
610.000 - FIRE PROTECTION CONTRACTS	116,228.00	180,000.00	(63,772.00)	64.57%
626.000 - COST RECOVERY/FIRE RUNS	1,790.00	2,200.00	(410.00)	81.36%
630.000 - DIVE REIMBURSEMENTS-OTHER	2,782.74	0.00	2,782.74	100.0%
665.000 - INTEREST INCOME	22.23	50.00	(27.77)	44.46%
687.000 - 687.000 - REBATES & REFUNDS	3,033.12	0.00	3,033.12	100.0%
690.000 - LOAN PROCEEDS	0.00	500.00	(500.00)	0.0%
694.000 - OTHER REVENUE	26,010.00	30,770.00	(4,760.00)	84.53%
695.000 - REIMBURSEMENT REVENUE	8,913.61	0.00	8,913.61	100.0%
696.000 - LIV CO FIRE TRAINING REVENUE	0.00	0.00	0.00	0.0%
697.000 - LC ACADEMY REVENUE	36,670.02	0.00	36,670.02	100.0%
699.000 - TRANSFER IN FROM CAP.REP.& IMP.	0.00	0.00	0.00	0.0%
Total Revenue	<u>1,700,155.46</u>	<u>2,212,566.00</u>	<u>(512,410.54)</u>	<u>76.84%</u>
Gross Revenue	1,700,155.46	2,212,566.00	(512,410.54)	76.84%
Expense				
BUILDINGS	8,253.85	15,253.00	(6,999.15)	54.11%
COMMUNICATION	4,261.78	5,775.00	(1,513.22)	73.8%
DUES AND SUBSCRIPTIONS	7,910.50	8,400.00	(489.50)	94.17%
EQUIPMENT AND SUPPLIES	130,897.50	154,050.00	(23,152.50)	84.97%
INSURANCE & BENEFITS	265,167.63	373,620.00	(108,452.37)	70.97%
PERSONNEL	933,311.77	1,289,965.00	(356,653.23)	72.35%
PHYSICALS & VACCINES	3,070.00	8,600.00	(5,530.00)	35.7%
PROFESSIONAL FEES	33,191.37	41,900.00	(8,708.63)	79.22%
TRAINING	43,573.84	53,019.00	(9,445.16)	82.19%
TRANSFERS	178,877.00	258,798.00	(79,921.00)	69.12%
UTILITIES	19,999.87	54,890.00	(34,890.13)	36.44%
Total Expense	<u>1,628,515.11</u>	<u>2,264,270.00</u>	<u>(635,754.89)</u>	<u>71.92%</u>
Net Ordinary Revenue	<u>71,640.35</u>	<u>(51,704.00)</u>	<u>123,344.35</u>	<u>(138.56%)</u>
Net Revenue	<u>71,640.35</u>	<u>(51,704.00)</u>	<u>123,344.35</u>	<u>(138.56%)</u>

HARTLAND DEERFIELD FIRE AUTHORITY
2025-26 CAPITAL FUND BUDGET

DRAFT, 2024

Pg. 1 of 1

ACCT#	DESCRIPTION	2025-26 BUDGET	2024-25 AMENDED	2023-24 AUDITED	2022-23 AUDITED	2021-22 AUDITED	2020-21 AUDITED
REVENUE							
665.000	Interest Earnings	0	0	583	437	5	3
670.000	Sale of Assets	0	0	0	134,750	35,055	2,950
680.000	Blue Card	0	0	0	0	0	0
686.000	Liv Co Fire Training	0	0	10,976	39,536	35,612	33,372
688.000	Dive Revenue/Reimbursement	0	0	0	0	0	3,500
689.000	Donations (24/25 = Lockwood Drone Donation)	0	19,999	0	0	0	0
690.000	Loan Proceeds	0	0	0	0	650,000	0
692.000	Reimbursement Revenue	0	0	0	0	1,000	0
694.000	Other Income/Grants	0	0	0	0	22,265	3,185
699.000	Transfer In - From Operating	100,000	258,798	45,200	0	135,000	124,483
699.001	Transfer In - Prior Fiscal Year Audit	0	0	74,449	10,967	144,195	0
	TOTAL REVENUE	<u>100,000</u>	<u>278,797</u>	<u>131,208</u>	<u>185,690</u>	<u>1,023,132</u>	<u>167,493</u>
EXPENDITURES							
710.000	Replace Firefighter PPC	15,000	4,190	22,331			
728.000	Water Supply Gated Wye (3 to complete order)	3,600	1,100	0			
729.000	Technology (1 iPad & poss. computer replacement)	3,500	7,800	0			
730.000	Health & Fitness (treadmill replacement)	5,000	0	0			
910.000	Brush/Service Truck	53,000	0	0			
920.000	Fire Act Grant for Radios, gross cost of \$197,298.	19,730	0	11,292			
930.800	Fire Act Grant for SCBA, gross cost of \$318,500.	31,850	0	0			
940.000	Replace Tires, Over 24k GVW vehicle (E61)	8,000	0	2,420			
941.000	Replace Tires, Under 24k GVW vehicle (Dive)	4,000	4,500	0			
956.000	Bank Fees	1,800	1,800	1,700			
980.000	H DFA Technical Rescue	5,000	0	1,700		(buildout trailer, equipment)	
910.100	Snow Plow & Salter	0	0	0			
913.000	sUAS Drone & Equipment	0	19,999	0		(24/25 = Lockwood Donation)	
920.000	Portable Radios	0	110,000	0			
925.000	New Engine Equipment	0	0	35,678			
930.800	Posi Test & Fit Test Machines + 5 yrs cal/maint	0	14,524	15,119			
960.000	LC Fire Training	0	0	11,200		(moved these expenses to Operating)	
970.500	2022 Engine Principal Pmnt 1/2 due to HTP Payoff	0	65,000	130,000			
995.000	2022 Engine Interest Pmnt 1/2 due to HTP Payoff	0	1,950	4,441			
	TOTAL EXPENDITURES	<u>150,480</u>	<u>230,863</u>	<u>235,881</u>	<u>324,718</u>	<u>836,337</u>	<u>155,663</u>
	NET REVENUES OVER (UNDER) EXPEDITURES	<u>-50,480</u>	<u>47,934</u>	<u>-104,673</u>	<u>-139,028</u>	<u>186,795</u>	<u>11,830</u>
	BEGINNING FUND BALANCE	<u>71,950</u>	<u>24,016</u>	<u>128,689</u>	<u>267,717</u>	<u>80,922</u>	<u>69,092</u>
	ENDING FUND BALANCE	<u>21,470</u>	<u>71,950</u>	<u>24,016</u>	<u>128,689</u>	<u>267,717</u>	<u>80,922</u>

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Susan Dryden-Hogan, Finance Director

Subject: Hartland Township FY25-26 CIP Budget Discussion

Date: January 23, 2025

Recommended Action

No formal action recommended at this time.

Discussion

Township Manager Luce will lead the FY2025-26 CIP budget discussion. The proposed CIP budget is reviewed annually in advance of the Township Board formally adopting the budget.

Financial Impact

Is a Budget Amendment Required? Yes No

Attachments

FY2025-26 CIP



GENERAL FUND CIP
2024 - 2028

Funding Source	Actual FY 23-24	Projected FY 24-25	Proposed FY 25-26	Proposed FY26-27	Proposed FY 27-28
----------------	--------------------	-----------------------	----------------------	---------------------	----------------------

Pathways

Sidewalk Sweeping	401				
Sidewalk gaps (Tap grants available)	401		\$ -	\$ 250,000	\$ 250,000
San Marino Extension	401	\$ 372,193			

Township Hall and Grounds

Township Hall HVAC (placeholder)	401		\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Township Hall Landscaping	401					
Township Hall Roof Replacement/Repair	285	ARPA				
Township Hall Parking Lot Rehab	401		\$ 263,259			
Township Hall Interior and Board Room	401		\$ 60,000	\$ 10,000		

HERO Center Improvements

<i>HERO Center (placeholder)</i>	401	ARPA				
----------------------------------	-----	------	--	--	--	--

Parks

Settlers Pathway Sealcoat	401			\$ 45,000		
Controlled burns/mitigation/education	401			\$ 20,000	\$ 5,000	\$ 5,000
<i>Heritage Park Sign renovation</i>	401		\$ -	\$ 15,000		
Spranger Field Facility Upgrades (New Storage)	401	\$ 20,606	\$ -	\$ 150,000		
Veterans Memorial at Settlers Park	401		\$ 34,056	\$ 141,000		
Park Amenities	401		\$ 6,791	\$ 30,000		
Park parking lot maintenance	401		\$ 328,309	\$ 44,883	\$ 50,000	
Ampitheatre/Public Entertainment Area	401		\$ -	\$ 50,000	\$ 150,000	

Miscellaneous Projects

Contingencies	401	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Hartland Woods Paving	401					
Sewer REUs for Township Hall	401		\$ 50,217			
M-59 Median Improvements (discussion)*	401		\$ 394	\$ 230,000	\$ 50,000	\$ -
Tractor w/implements & Trailer	401			\$ 70,000		
Election Equipment (projected in year 2027)	401				\$ 100,000	

Beginning Capital Project Fund Cash Balance:	401	\$ 1,443,527	\$ 1,999,736	\$ 1,855,977	\$ 1,299,594	\$ 1,194,094
Annual Project Totals:	401	\$ 392,799	\$ 772,526	\$ 1,085,383	\$ 634,500	\$ 34,500
Other Misc. Revenues	401	\$ 39,008	\$ 128,767	\$ 29,000	\$ 29,000	\$ 29,000
Annual Capital Fund Transfer Projection:	401	\$ 910,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
EOY Capital Fund Project Balance:	401	\$ 1,999,736	\$ 1,855,977	\$ 1,299,594	\$ 1,194,094	\$ 1,688,594



ROAD MILLAGE

2024 - 2028

Funding Source	Actual FY 23-24	Projected FY 24-25	Proposed FY 25-26	Proposed FY 26-27	Proposed FY 27-28
----------------	--------------------	-----------------------	----------------------	----------------------	----------------------

Road Fund

Bergin Road Design Engineering	204				
Road Chloride - 25% of all applications	204	\$ 21,646	\$ 17,682		
2021 - 2022 construction projects	204				
Cundy Road/Maxfield Road	204	\$ 535,083			
Old US-23 Paving cost sharing	204		\$ 686,402	\$ 525,000	
Maxfield/Clyde/Cullen Limestone Cap + Parshall.	204		\$ 466,286		
Crouse Rd Drainage & Repaving (Hartland-East)	204		\$ -	\$ 600,000	
Blaine Road, Phase I and II	204		\$ 357,220	\$ 137,500	
Other Road Improvements	204	\$ 6,336	\$ 7,000		
Hartland Road (heavy rehab)	204			\$ 426,500	
Bergin Road (pave existing gravel)	204				\$ 4,115,411
Bullard Road (Heavy PM)	204			\$ 32,500	
Clyde Road	204				\$ 302,500
Pleasant Valley Rd limestone Paving	204			\$ 2,337,556	

4

Beginning Road Fund Cash Balance	204	\$ 2,344,540	\$ 2,451,220	\$ 2,278,408	\$ 2,418,539	\$ 1,066,694
Annual Project Totals:	204	\$ 563,065	\$ 1,534,590	\$ 1,262,500	\$ 2,796,556	\$ 4,417,911
Bond Proceeds	204					\$ 4,250,000
Annual Bond Payments (P&I) & Non capital expenses	204	\$ 599,387	\$ -	\$ -	\$ -	\$ 148,750
Annual Taxes & Revenues designated for Roads	204	\$ 1,269,132	\$ 1,361,778	\$ 1,402,631	\$ 1,444,710	\$ 1,488,052
EOY Road Fund Project Balance:	204	\$ 2,451,220	\$ 2,278,408	\$ 2,418,539	\$ 1,066,694	\$ 2,238,084

*FY24 last year of collections

New 10 year millage passed November 2024

FY27-28 assumes bond funding for Bergin Road, 6 years at TIC 3.5% (also assumes tax exempt municipal bonds)



FIRE AUTHORITY CIP
2024 - 2028

Funding Source	Actual FY 23-24	Projected FY 24-25	Proposed FY 25-26	Proposed FY 26-27	Proposed FY 27-28
----------------	--------------------	-----------------------	----------------------	----------------------	----------------------

Fire Fund

Station 61 drain repair	206			\$ 6,500		
Station 62 interior light replacement project	206			\$ 5,500		
Radiant Heater replacement (3 heaters)	206		\$ 3,500	\$ 4,500	\$ 4,500	\$ 4,500
Station 61 parking lot replacement/apron repairs	206	\$ 234,340				\$ 350,000
Tornado Sirens per new siren	206			\$ 20,000		\$ 20,000
Station 62 parking lot rehabilitation	206		\$ 63,252	\$ 100,000		
Station 62 interior remodel	206		\$ 20,000	\$ 20,000		
Station 61 HVAC Replacement Unit	206			\$ 7,500		
Station 62 HVAC replacement unit	206			\$ 13,500		
Station 61 Roof Heat Tape / Repair	206			\$ 25,000		
Station 62 replacement roof	206				\$ 45,000	
Station 61 relocation (\$10M)	206					Explore Financing
Station 64 without property	206					Explore Financing

Beginning Cash Balance	206	\$ 2,055,171	\$ 2,220,615	\$ 2,162,476	\$ 1,989,448	\$ 1,970,303
Annual Expenses excluding Capital Projects	206	\$ 1,402,369	\$ 1,896,332	\$ 1,953,222	\$ 2,011,819	\$ 2,072,173
Total Cash Balance before CIP	206	\$ 652,802	\$ 324,283	\$ 209,254	\$ (22,371)	\$ (101,870)
Total Project Costs	206	\$ 234,340	\$ 86,752	\$ 202,500	\$ 49,500	\$ 374,500
Cash Balance after CIP (goal of \$100K Min.)	206	\$ 418,462	\$ 237,531	\$ 6,754	\$ (71,871)	\$ (476,370)
Annual Taxes & Revenues designated for Fire	206	\$ 1,802,153	\$ 1,924,945	\$ 1,982,693	\$ 2,042,174	\$ 2,103,439
EOY Cash Balance:	206	\$ 2,220,615	\$ 2,162,476	\$ 1,989,448	\$ 1,970,303	\$ 1,627,069

Cash balance Target after CIP is \$100,000 at any given time; Capital projects are suspended if balance drops below \$100,000 until balance is restored



WATER SYSTEM CIP

2024 - 2028

Funding Source	Actual FY 23-24	Projected FY 24-25	Proposed FY 25-26	Proposed FY 26-27	Proposed FY 27-28
----------------	--------------------	-----------------------	----------------------	----------------------	----------------------

Water Fund

Mowers, Trailer	539		\$ 22,809			
Annual Repairs	539	\$ 14,343		\$ 25,000	\$ 25,000	\$ 25,000
Replacement Truck	539	\$ 525	\$ 54,599			
Updated Water Master Plan	539					
New Supply Well Engineering	539	\$ -				
Asset Management Inventory	539					\$ 50,000
Install Water Main (12" & 16") to East M-59	539	\$ 91,023	\$ 155,166			
Repairs to Wells (1 & 3)	539	\$ 37,116	\$ 80,199			
Water Plant Filter Improvements with media	539	\$ 54,837	\$ 22,147	\$ 1,297,853		
New Supply Well Construction(FY26 Inspection)	539			\$ 50,000		\$ 350,000
GIS Upgrades and integration	577	PEG Fund				
Driveway Improvements for well access	539		\$ 9,061			
New PRV (additional to existing)	539	\$ 22,291	\$ 92,592			\$ 400,000
Flow Meters for Wells	539			\$ 24,000		
Storage Building Upgrades	539			\$ 30,000		
SCADA Upgrades (2FA)	539			\$ 17,250		
Generator Garage Door	539					

Beginning Capital Project Fund Cash Balance:	539	\$ 1,788,594	\$ 1,656,052	\$ 1,571,938	\$ 261,835	\$ 734,021
Annual Project Totals:	539	\$ 220,135	\$ 436,573	\$ 1,444,103	\$ 25,000	\$ 825,000
ARPA Grant	539					
Bond Proceeds						
Connection Fees + 536 Transfers + Other Revenue Less: Non Capital Expenses	539	\$ 87,592	\$ 352,460	\$ 134,000	\$ 497,186	\$ 687,620
EOY Capital Fund Project Balance:	539	\$ 1,656,052	\$ 1,571,938	\$ 261,835	\$ 734,021	\$ 596,641

Hartland Township Board of Trustees Meeting Agenda Memorandum

Submitted By: Scott Hable, Director of Public Works
Subject: 2025 Crouse Rd. Reconstruction Design Project
Date: January 28, 2025

Recommended Action

Move to approve the Livingston County Road Commission to proceed with design via Tetra Tech Engineering for reconstruction of Crouse Rd. at a cost not to exceed \$69,663.

Discussion

This stretch of Crouse Rd. has been in talks for a few years concerning its deteriorating condition, heavy use, and lack of good drainage. The section of Crouse Rd. in question is located between Hartland Rd, and the entrance to the Hartland Schools complex, or East St. The project covers approximately 600 feet of roadway. Over the years, lack of sufficient drainage and heavy traffic during the school year, has resulted in an uneven, crumbling surface, that needs repair.

Design will need to be more thorough with this project, as curbing and additional stormwater work will need to be added to ensure a well-built section of road that disperses water properly, allowing us to get a much longer lifespan out of the proposed road. Crouse Rd. construction was slated for this fiscal year, but partial funds were shifted to Blaine Rd, as extensive design for Crouse Rd. became a reality, pushing its potential construction out to the upcoming fiscal year.

Financial Impact

Is a Budget Amendment Required? Yes No

This Crouse Rd. project was included in the fiscal year Road Millage budget, but funds were shifted to the Blaine Rd. Project. Remaining fiscal year Millage funds will be utilized for this design work and will not require a budget amendment.

Attachments

Tetra Tech Design Bid



January 15, 2025

Mr. Steve Wasylk
Managing Director
Livingston County Road Commission
3535 Grand Oaks Dr.
Howell, MI 48443

**Re: Crouse Road Engineering Services
Hartland Road to East St**

Dear Mr. Wasylk:

Tetra Tech is pleased to provide our proposal for professional transportation engineering services associated with the above referenced project.

UNDERSTANDING

We understand that the Livingston County Road Commission (LCRC) in coordination with Hartland Township is planning to reconstruct Crouse Road from Hartland Road to East St. The project is located in the Village of Hartland. Design of the new roadway will be consistent with the documentation set forth in the *MDOT Local Agency Programs Guidelines for Geometrics* along with applicable AASHTO standards. 4R Criteria is anticipated to govern the design of the roadway reconstruction.

Existing Conditions

The existing roadway consists of an asphalt surface in very poor condition. The current roadway is approximately 24 feet wide and does not have shoulders or curb and gutter. Water is being trapped in the roadway on the block between Hartland Road and Washington Street which is causing further deterioration. Due to the location of the elementary school the roadway sees traffic stacking during pick up and drop off times which is leading to rutting outside of the asphalt surface. Existing right of way will be confirmed but is likely 60-66 feet. Drainage on the roadway is currently an issue and as part of the review of the project several alternatives were reviewed to provide a proper outlet. Review of old Hartland Road plans shows a sewer system which is capable of handling the water from Crouse. The County Drain to the north is undersized and is not a suitable outlet. Drainage and several other key components are evident that will need to be addressed in the design of the improvements and are summarized below:

Cross section

As mentioned previously, the right of way is expected to be restrictive which will necessitate a two-lane roadway. A shoulder will be investigated on the south side of the road to help with vehicle stacking for the elementary school. Curb and gutter will be added to the majority of the project to minimize off tracking and for an enclosed drainage system. As part of the geotechnical investigation a proper pavement design will be developed. Since this is more like a "city" street there are likely very few trucks. Buses and deliveries to the post office are the largest vehicles that are anticipated. An understanding of



the grading impacts and resultant ROW impacts will be determined as soon as possible in order that discussions with property owners can occur and an alignment and cross section can be established that avoids ROW impacts.

Utilities

It is likely that utilities are located throughout the corridor and as with all projects, will be a crucial component of the project. Identifying conflicts and working with utility owners to determine conflict resolution will need to occur as early as possible to avoid schedule impacts. Upon authorization, one of our first tasks will be to contact utility companies (in coordination with LCRC) to request utility plans. We also envision surveying any Miss Dig markings and developing a utility conflict matrix to identify critical utility locations to gather xyz data. Plan sheets will be developed specific to each utility showing conflicts. As the project progresses the list will be pared down to the unavoidable conflicts. At that point, either design elements will need to change, or the affected utility will need to be relocated. According to Hartland Township sanitary sewer and water main are either not located within the project or do not need to be replaced.

Plan Grade / Profile Development

The plan grade for the roadway will be centered on the alignment. Profile development will be completed with the overall drainage scheme in mind. There are areas that currently accept water that will need to be bypassed in the future to correct current drainage issues. The profile will likely run downhill from East Street to Hartland Road.

Drainage

Correcting the drainage issues along Crouse Road is the most important aspect of the project. As mentioned previously the best solution appears to be running an enclosed system to tie into the current sewer on Hartland Road which outlets to Ore Creek to the South. This will necessitate some work on Hartland Road as the closest catch basin is not in the Hartland / Crouse intersection. Reconstruction of the east side of Hartland Road for approximately 75 feet south of Crouse is anticipated to facilitate the new outlet. Although the majority of the water could likely be sent to the new outlet on Hartland Road, the area of Crouse between Washington and East Street naturally drains to the south and the same drainage pattern can be maintained.

Survey / Right of Way

A full topographic and ROW survey will be performed for this project. Mapping of all existing surface features and assets will be required. Drainage inventories will also be gathered to facilitate drainage design. Pick up survey is also anticipated to assist with utility relocations and conflict resolution. Where permanent easements are needed, our team is well versed in providing right of way exhibits and property descriptions. For temporary easements and grading permits, we anticipate providing sketches in order that work limits can be communicated appropriately to property owners.

SCOPE OF SERVICES

- Prepare contract documents for the project. Contract quantities will be developed to facilitate bidding by LCRC.
- Develop removal, plan, and profile sheets at 40 scale to depict project improvements.
- Develop typical sections.
- Develop special provisions for the project as needed.
- Analyze and design drainage to facilitate new roadway cross section.
- Prepare maintaining traffic contract documents. Typical and detour sheets are anticipated.
- Evaluate design exception elements and prepare design exceptions as needed for LCRC.
- Perform topographic survey for the entire project.
- Perform ROW survey.
- Provide a 3D terrain model for top and subgrade surfaces that will be created during our roadway design modeling activities.
- Provide Reference Information Documents for Contractor's use.
- Perform right of way survey to identify property corners that may be impacted by construction.
- Attend a kick-off meeting, utility meetings, 3 milestone review meetings, and one public meeting.
- Assist with any permit preparation that may be necessary. We do not anticipate any EGLE, MDOT, or other environmental permits.
- Prepare permanent signing plans.
- Prepare permanent pavement marking plans.
- Coordinate with a separate geotechnical firm to incorporate soil/pavement information into the plans.
- Assist LCRC with addenda that may be needed to clarify the intent of Tetra Tech's work.

We have assumed that LCRC will utilize their own front end documents and will take bids for the project. Other items we have assumed will be provided by LCRC include:

- Traffic Counts
- Title Searches
- Crash Data

SCHEDULE

We propose the following key milestones for this project.

- 70% Plan Submittal – March 5, 2025
- Final Plans and Specifications – April 1, 2025



COMPENSATION

Compensation for these services will be based on Tetra Tech (Tt) staff efforts, times their standard billing rate, plus reimbursable expenses. Standard rates are subject to change at Tt’s sole discretion. We propose a budget of \$69,663 based on the aforementioned scope of services.

If you concur with this proposal, please sign in the space provided below and return an original signed copy of this proposal as our authorization to proceed. Receipt of this letter, signed where indicated, will be considered authorization to proceed according to our attached Standard Terms and Conditions. If you have any questions, please feel free to contact me at 810.523.2940.

Sincerely,

Kirk Pietila

Digitally signed by Kirk Pietila
DN: C=U.S., E=kirk.pietila@tetratech.com,
O=Tetra TEch, CN=Kirk Pietila
Date: 2025.01.15 16:38:44-05'00'

Kirk Pietila, P.E.

Senior Project Manager

PROPOSAL ACCEPTED BY LIVINGSTON COUNTY ROAD COMMISSION:

AUTHORIZED SIGNATURE:

TITLE _____

DATE _____



Tetra Tech of Michigan, PC Engineering Services Standard Terms & Conditions

Services Consultant will perform services for the Project as set forth in the provisions for Scope of Work/Fee/Schedule in the proposal and in accordance with these Terms & Conditions. Consultant has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed Agreement.

Compensation In consideration of the services performed by Consultant, the Client shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of Consultant. Where total project compensation has been separately identified for various tasks, Consultant may adjust the amounts allocated between tasks as the work progresses so long as the total compensation amount for the project is not exceeded.

Fee Definitions The following fee types shall apply to methods of payment:

- **Salary Cost** is defined as the individual's base salary plus customary and statutory benefits. Statutory benefits shall be as prescribed by law and customary benefits shall be as established by Consultant employment policy.
- **Cost Plus** is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.
- **Lump Sum** is defined as a fixed price amount for the scope of services described.
- **Standard Rates** is defined as individual time multiplied by standard billing rates for that individual.
- **Subcontracted Services** are defined as Project-related services provided by other parties to Consultant.
- **Reimbursable Expenses** are defined as actual expenses incurred in connection with the Project.

Payment Terms Consultant shall submit invoices at least once per month for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. Client payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. In the event the Client disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this Agreement. Invoices not in dispute and unpaid after 30 days shall accrue interest at the rate of one and one-half percent per month (or the maximum percentage allowed by law, whichever is the lesser). Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current. Non-payment beyond 70 days shall be just cause for termination by Consultant.

Additional Services The Client and Consultant acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Site Access The Client shall obtain all necessary approvals for Consultant to access the Project site(s).

Underground Facilities Consultant and/or its authorized subcontractor will conduct research and perform site reconnaissance in an effort to discover the location of existing underground facilities prior to developing boring plans, conducting borings, or undertaking invasive subsurface investigations. Client recognizes that accurate drawings or knowledge of the location of such facilities may not exist, or that research may reveal as-built drawings or other documents that may inaccurately show, or not show, the location of existing underground facilities. In such events, except for the sole negligence, willful misconduct, or practice not conforming to the Standard of Care cited in this Agreement, Client agrees to indemnify and hold Consultant and/or its Subcontractor harmless from any and all property damage, injury, or economic loss arising or allegedly arising from borings or other subsurface penetrations.

Regulated Wastes Client is responsible for the disposal of all regulated wastes generated as a result of services provided under this Agreement. Consultant and Client mutually agree that Consultant assumes no responsibility for the waste or disposal thereof.

Contractor Selection Consultant may make recommendations concerning award of construction contracts and products. The Client acknowledges that the final selection of construction contractors and products is the Client's sole responsibility.

Ownership of Documents Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement

are instruments of service and are, and shall remain, the property of Consultant. Record documents of service shall be based on the printed copy. Consultant will retain all common law, statutory, and other reserved rights, including the copyright thereto. Consultant will furnish documents electronically; however, the Client releases Consultant from any liability that may result from documents used in this form. Consultant shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to Consultant.

Standard of Care Services provided by Consultant under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Consultant makes no warranty or guaranty, either express or implied. Consultant will not be liable for the cost of any omission that adds value to the Project.

Period of Service This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. Consultant shall perform the services for the Project in a timely manner consistent with sound professional practice. Consultant will strive to perform its services according to the Project schedule set forth in the provisions for Scope of Work/Fee/Schedule above. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. Consultant shall be entitled to an extension of time and compensation adjustment for any delay beyond Consultant control.

Insurance and Liability Consultant shall maintain the following insurance and coverage limits during the period of service. The Client will be named as an additional insured on the Commercial General Liability and Automobile Liability insurance policies.

Worker's Compensation – as required by applicable state statute
Commercial General Liability - \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate
Automobile Liability –\$1,000,000 combined single limit for bodily injury and property damage
Professional Liability (E&O) - \$1,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. Consultant shall be a named insured on those policies where Consultant may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Indemnification Consultant shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused solely by the negligent act, error, or omission of Consultant in the performance of services under this Agreement. If such damage results in part by the negligence of another party, Consultant shall be liable only to the extent of Consultant's proportional negligence.

Dispute Resolution The Client and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the Project and the Client shall pay for such services during the dispute resolution process unless the Client issues a written notice to suspend work. Causes of action between the parties to this Agreement shall be deemed to have accrued and the applicable statutes of repose and/or limitation shall commence not later than the date of substantial completion.

Suspension of Work The Client may suspend services performed by Consultant with cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay Consultant all outstanding invoices within fourteen (14) days. If the work suspension exceeds thirty (30) days from the effective work suspension date, Consultant shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or Consultant may terminate services on the Project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Client shall pay Consultant all outstanding invoices, together with all costs arising out of such termination, within fourteen (14) days. The Client may withhold an amount for services that may be in dispute provided that the Client furnishes a written notice of the basis for their dispute and that the amount withheld represents a reasonable value.

Authorized Representative The Project Manager assigned to the Project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. Only authorized representatives of Consultant are authorized to execute

contracts and/or work orders on behalf of Consultant. The Client shall designate a representative with similar authority. Email messages between Client and members of the project team shall not be construed as an actual or proposed contractual amendment of the services, compensation or payment terms of the Agreement.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to Consultant at Project inception. Consultant will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Independent Consultant Consultant is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant.

Compliance with Laws Consultant shall perform its services consistent with sound professional practice and endeavor to incorporate applicable laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, Consultant shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Permits and Approvals Consultant will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of Consultant and its subconsultants to the Client and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of Consultant and its subconsultants to all those named shall not exceed \$50,000 or the amount of Consultant's total fee paid by the Client for services under this Agreement, whichever is the greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

Consequential Damages Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project or with this Agreement.

Waiver of Subrogation Consultant shall endeavor to obtain a waiver of subrogation against the Client, if requested in writing by the Client, provided that Consultant will not increase its exposure to risk and Client will pay the cost associated with any premium increase or special fees.

Environmental Matters The Client warrants that they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, Consultant shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify Consultant from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of Consultant.

Cost Opinions Consultant shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and Consultant acknowledge that actual costs may vary from the cost opinions prepared and that Consultant offers no guarantee related to the Project cost.

Contingency Fund The Client acknowledges the potential for changes in the work during construction and the Client agrees to include a contingency fund in the Project budget appropriate to the potential risks and uncertainties associated with the Project. Consultant may offer advice concerning the value of the contingency fund; however, Consultant shall not be liable for additional costs that the Client may incur beyond the contingency fund they select unless such additional cost results from a negligent act, error, or omission related to services performed by Consultant.

Safety Consultant shall be responsible solely for the safety precautions or programs of its employees and no other party.

Information from Other Parties The Client and Consultant acknowledge that Consultant will rely on information furnished by other parties in performing its services under the

Project. Consultant shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Force Majeure Consultant shall not be liable for any damages caused by any delay that is beyond Consultant's reasonable control, including but not limited to unavoidable delays that may result from any acts of God, strikes, lockouts, wars, acts of terrorism, riots, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Warranty Consultant warrants that it will deliver services under the Agreement within the standard of care. No other expressed or implied warranty is provided by Consultant.

Severability Any provision of these terms later held to be unenforceable shall be deemed void and all remaining provisions shall continue in full force and effect. In such event, the Client and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Survival All obligations arising prior to the termination of this Agreement and all provisions of these terms that allocate responsibility or liability between the Client and Consultant shall survive the completion or termination of services for the Project.

Assignments Neither party shall assign its rights, interests, or obligations under the Agreement without the express written consent of the other party.

Governing Law The terms of Agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Collection Costs In the event that legal action is necessary to enforce the payment provisions of this Agreement if Client fails to make payment within sixty (60) days of the invoice date, Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs, and expenses incurred by Consultant in connection therewith and, in addition, the reasonable value of Consultant's time and expenses spent in connection with such collection action, computed at Consultant's prevailing fee schedule and expense policies.

Equal Employment Opportunity Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring. It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

Attorney Fees Should there be any suit or action instituted to enforce any right granted in this contract, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney fees from the other party. The party that is awarded a net recovery against the other party shall be deemed the substantially prevailing party unless such other party has previously made a bona fide offer of payment in settlement and the amount of recovery is the same or less than the amount offered in settlement. Reasonable attorney fees may be recovered regardless of the forum in which the dispute is heard, including an appeal.

Third Party Beneficiaries Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

Lien Rights Consultant may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this Agreement. The Client agrees that services by Consultant are considered property improvements and the Client waives the right to any legal defense to the contrary.

Captions The captions herein are for convenience only and are not to be construed as part of this Agreement, nor shall the same be construed as defining or limiting in any way the scope or intent of the provisions hereof.

Personal Data Each party shall comply with all applicable laws and regulations relating to the processing, protection, or privacy of personal data, including where applicable, the guidance and codes of practice issued by regulatory bodies in any relevant jurisdiction. Each party agrees that it shall keep such personal data in a secure technological environment.